

# AGENDA

## Santa Cruz County Law Library Board of Trustees

August Regular Meeting  
August 16, 2022  
Santa Cruz County Law Library, Room 070  
5:00 pm

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### 1.0 Meeting and Organization

- 1.1 Establish Quorum
- 1.2 Approve Agenda

### 2.0 Public Comment

### 3.0 Oral Communication

- 3.1 Update on In-person services
- 3.2 Librarian's Report
  - 3.2.1 Fiscal Year 21-22 Year End Financial report

### 4.0 Consent Agenda

- 4.1 Approval of Disbursements for August
- 4.2 Approval of Minutes of July Meeting

### 5.0 Regular Agenda

- 5.1 Approval of Proposed Final Budget FY 22-23

### 6.0 Future Meetings

- 6.1 September 20, 2022

### 7.0 Adjourn

#### Notice to the public:

The public has the right to comment on any item listed on the regular meeting agenda before or during the consideration of that item. When a member of the public raises an issue, which has not yet come before the board, the item may be discussed but no action may be taken at the meeting.

The meeting facilities are accessible to persons with disabilities. Requests for interpretive services, assistive listening devices or other considerations may be made through the Santa Cruz County Law Library either in person at the address above or by phone at (831) 420-2205, no later than two working days before the meeting.

Materials related to any item on this agenda will be available prior to the meeting at the Law Library during normal business hours.

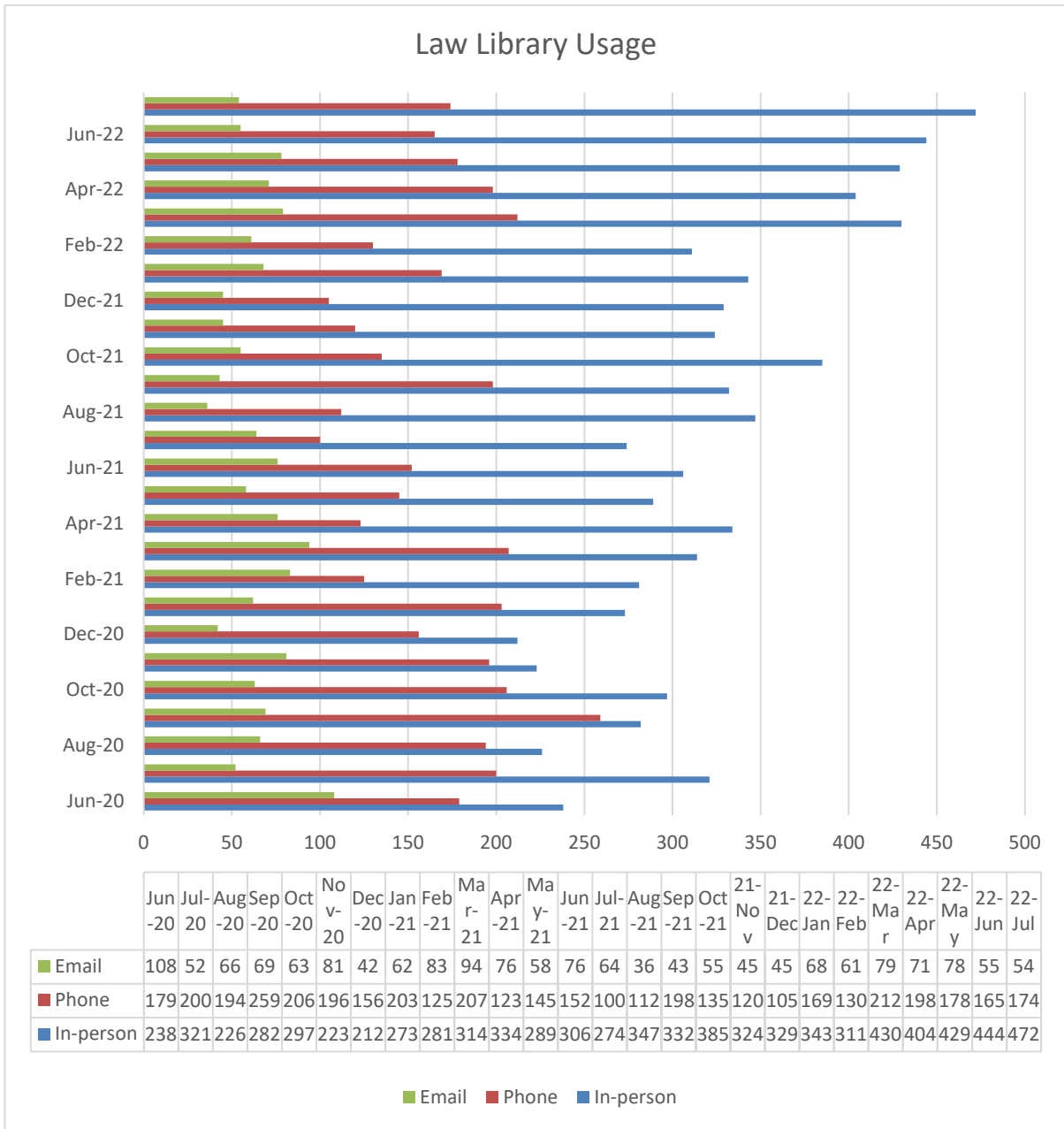
**AGENDA ITEM 3.1**

**Law Library Services**

July 2021 (18 open days)	July 2022 (20 open days)
In-person – 274	In-person – 472
No appointments required	No appointments required
Phone calls – 100	Phone calls – 174
Emails – 64	Emails – 54

In June 2022 an average of 20.18 people utilized the library each day. During the three weeks in July (July 11-29) when we began reopening in the afternoon, our average number of people daily using the library increased to 27.37. This average was calculated using only the days we were open in the afternoon.

## August Regular Meeting, 08/16/22 Agenda Item 3.1



## August Regular Meeting, 08/16/22 Agenda Items 3.2.1

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### AGENDA ITEM 3.2.1

	<b>21-22 Budget</b>	<b>21-22 Actual</b>
INTEREST (on money in trust)	\$ 300.00	\$ 410.84
COURT FILING FEES (filing fee revenue)	\$ 144,000.00	\$ 139,056.41
CLERK FEES (charges for packets)	\$ 750.00	\$ 61.10
COPY CHARGES	\$ 2,000.00	\$ 1,949.25
MEMBER CONTRIBUTIONS (after hours access)	\$ -	\$ 40.00
OTHER CHARGES CURRENT SERVICES (misc)	\$ 500.00	\$ 102.55
CONTRIBUTIONS AND DONATIONS	\$ 4,500.00	\$ 4,127.00
OTHER REVENUE (from State Gen. Fund)	\$ 77,760.00	\$ 102,960.94
	<b>\$ 229,810.00</b>	<b>\$ 248,708.09</b>
TELEPHONE - NON TELECOM 1099	\$ 1,350.00	\$ 1,273.51
OTHER INSURANCE	\$ 4,800.00	\$ 4,725.29
MAINT-OFFICE EQUIPMENT-SERVICES	\$ 3,600.00	\$ 3,564.68
MEMBERSHIPS	\$ 515.00	\$ 485.00
MISCELLANEOUS EXPENSE-SERVICES	\$ 300.00	\$ -
MISCELLANEOUS NONINVENTORIABLE ITEMS	\$ 4,000.00	\$ 813.67
POSTAGE	\$ 600.00	\$ 169.27
SUPPLIES	\$ 2,845.00	\$ 3,664.10
ACCOUNTING AND AUDITING FEES	\$ 800.00	\$ -
PROF & SPECIAL SERV-OTHER	\$ 102,000.00	\$ 101,471.05
SPECIAL MISC EXPENSE-SERVICES	\$ 4,000.00	\$ 1,913.00
SUBSCRIPTIONS BOOKS	\$ 105,000.00	\$ 98,375.66
	<b>\$ 229,810.00</b>	<b>\$ 216,455.23</b>
	\$ -	\$ (32,252.86)

**AGENDA ITEM 4.1**

**AUGUST 2022 LAW LIBRARY DISBURSEMENTS**

<b>VENDOR</b>	<b>INVOICE</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
AT&T	18564707	08/01/2022	MONTHLY CHARGES	26.99
CALPERS	16882362	08/01/2022	UAL MONTHLY	3670.42
CALPERS	16886282	08/03/2022	GASB 68	350.00
CEB	11079498	07/08/2022	HANDLING SUBPOENAS	212.74
CEB	11080048	07/21/2022	HANDLING SERVICE OF PROCESS	212.73
CEB	11080851	07/25/2022	DRAFTING CA IRREVOCABLE TRUSTS	398.89
CEB	11081396	08/03/2022	CA MUNICIPAL LAW HANDBOOK	525.19
CEB	11081866	08/05/2022	CA REAL PROPERTY REMEDIES	363.50
CEB	11082349	08/11/2022	PROBATE WORKFLOW MANUAL	327.45
CRUZIO	B33987-70	08/07/2022	INTERNET	84.90
INGRAM	70315043	07/01/2022	CA LANDLORDS LAW BOOK: EVICTIONS	67.47
INGRAM	70593436	07/20/2022	CHAPTER 13 BANKRUPTCY	34.71
LEXIS NEXIS	3094016772	07/31/2022	LEXIS ADVANCE	1167.75
LEXIS NEXIS	3151505B	05/01/2022	MONTHLY PRINT PLAN	2588.43
LEXIS NEXIS	32269862	07/07/2022	CA OFF APP RPTS BV 54	33.21
LEXIS NEXIS	32587139	08/03/2022	REPLACEMENT BINDER	19.30
SUPERIOR COURT	138	08/01/2022	AUGUST REIMBURSEMENT	5000.00
WEST	846772674	08/01/2022	WESTLAW	1851.47
WEST	846861683	08/04/2022	PRINT SUBSCRIPTIONS	838.91
<b>TOTAL</b>				<b>\$17,774.06</b>

**AGENDA ITEM 4.2**  
**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES**

**MINUTES REGULAR MEETING, JULY 19, 2022**

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**1.0 Meeting and Organization**

- 1.1** Establish Quorum Meeting called to order at 5:00 p.m. Present at the call to order: Emily DuBois, John Gallagher, Julia Hill, Dinah Sapia, and Timothy Volkmann. Absent: Cheryl Ferguson and Eric Nelson. Also, in attendance: Renee Fleming.
- 1.2** Approve Agenda: **ACTION TAKEN: Motion to approve agenda M/S/C Volkmann/DuBois 5/0**

**2.0 Public Comment – NONE**

**3.0 Oral Communication**

- 3.1** Update on resumption of in-person services – Statistics on services were provided for the months of May 2021, May 2022, June 2021, and June 2022.
- In May 2021 we had 289 in-person visits of which 52 were appointments. We assisted 145 phone callers and had 55 email exchanges of information. In May 2022 we had 429 in-person visits, 178 phone calls, and 78 emails.
  - In June 2021 we had 306 in-person visits. Appointments were not required. We assisted 152 phone callers and had 76 email exchanges of information. In May 2022 we had 444 in-person visits, 165 phone calls, and 55 emails.
- 3.2** Librarian's Report:
- County law libraries were given 16.5 million dollars in the State Budget for this fiscal year. We will receive \$89,788. Last year we received \$77,760.

**4.0 Consent Agenda - ACTION TAKEN: Motion to approve consent agenda M/S/C Hill/Sapia 4/0**

- 4.1** Approval of Disbursements for June
- 4.2** Approval of Disbursements for July
- 4.3** Approval of Meeting Minutes of May Meeting

**5.0 Regular Agenda**

- 5.1** Expansion of Service **ACTION TAKEN: Motion to defer after hours access to future date M/S/C Hill/Sapia 5/0**

**6.0 Future Meetings:**

- 6.1** August 16, 2022

**Meeting adjourned at 5:22 p.m.**

**AGENDA ITEM 5.1**

Proposed Final Budget FY 22-23

In October of each year, we submit an approved Final Budget for the current fiscal year to the County Auditor’s Office. This replaces the preliminary budget we submit in May. A few adjustments to the budget have been made. Most it remains the same as the preliminary budget previously approved.

	<b>Approved Preliminary Budget</b>	<b>Proposed Final Budget</b>
INTEREST (on money in trust)	\$ 300.00	\$ 300.00
COURT FILING FEES (filing fee revenue)	\$ 140,000.00	\$ 140,000.00
CLERK FEES (charges for packets)	\$ 200.00	\$ 200.00
COPY CHARGES	\$ 2,000.00	\$ 2,000.00
MEMBER CONTRIBUTIONS (after hours access)	\$ 5,000.00	\$ -
OTHER CHARGES CURRENT SERVICES (misc)	\$ 500.00	\$ 500.00
CONTRIBUTIONS AND DONATIONS	\$ 4,500.00	\$ 4,500.00
OTHER REVENUE (from State Gen. Fund)	\$ 77,760.00	\$ 89,788.00
	\$ 230,260.00	\$ 237,288.00
TELEPHONE - NON TELECOM (Fax/Internet costs)	\$ 1,440.00	\$ 1,440.00
INSURANCE - Property/Liability	\$ 5,000.00	\$ 5,000.00
MAINT-OFFICE EQUIPMENT-SERVICES	\$ 3,600.00	\$ 3,600.00
MEMBERSHIPS	\$ 515.00	\$ 515.00
MISCELLANEOUS EXPENSE-SERVICES	\$ 300.00	\$ 300.00
MISCELLANEOUS NONINVENTORIAL ITEMS (furniture/equipment)	\$ -	\$ 4,000.00
POSTAGE	\$ 500.00	\$ 500.00
SUPPLIES (office)	\$ 3,000.00	\$ 3,000.00
ACCOUNTING AND AUDITING FEES (processing of invoices)	\$ 800.00	\$ 800.00
PROF & SPECIAL SERV-OTHER (MOU reimbursement/CalPERS)	\$ 105,000.00	\$ 105,000.00
SPECIAL MISC EXPENSE-SERVICES (Scrabble Proceeds to BOE)	\$ 4,105.00	\$ 4,105.00
SUBSCRIPTIONS BOOKS	\$ 106,000.00	\$ 109,028.00
	\$ 230,260.00	\$ 237,288.00
	\$ -	\$ -