

AGENDA

Santa Cruz County Law Library Board of Trustees

**October Regular Meeting
October 18, 2022
Santa Cruz County Law Library, Room 070
5:00 pm**

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**

4.0 Consent Agenda

- 4.1 Approval of Disbursements for October**
- 4.2 Approval of Minutes of September Meeting**

5.0 Regular Agenda

- 5.1 Acceptance of Annual Report for Fiscal Year 2021-2022**

6.0 Future Meetings

- 6.1 November 15, 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

September 2021
(19 open days)

In-person – 332

No appointments required

Phone calls – 198

Emails – 43

September 2022
(20 open days)

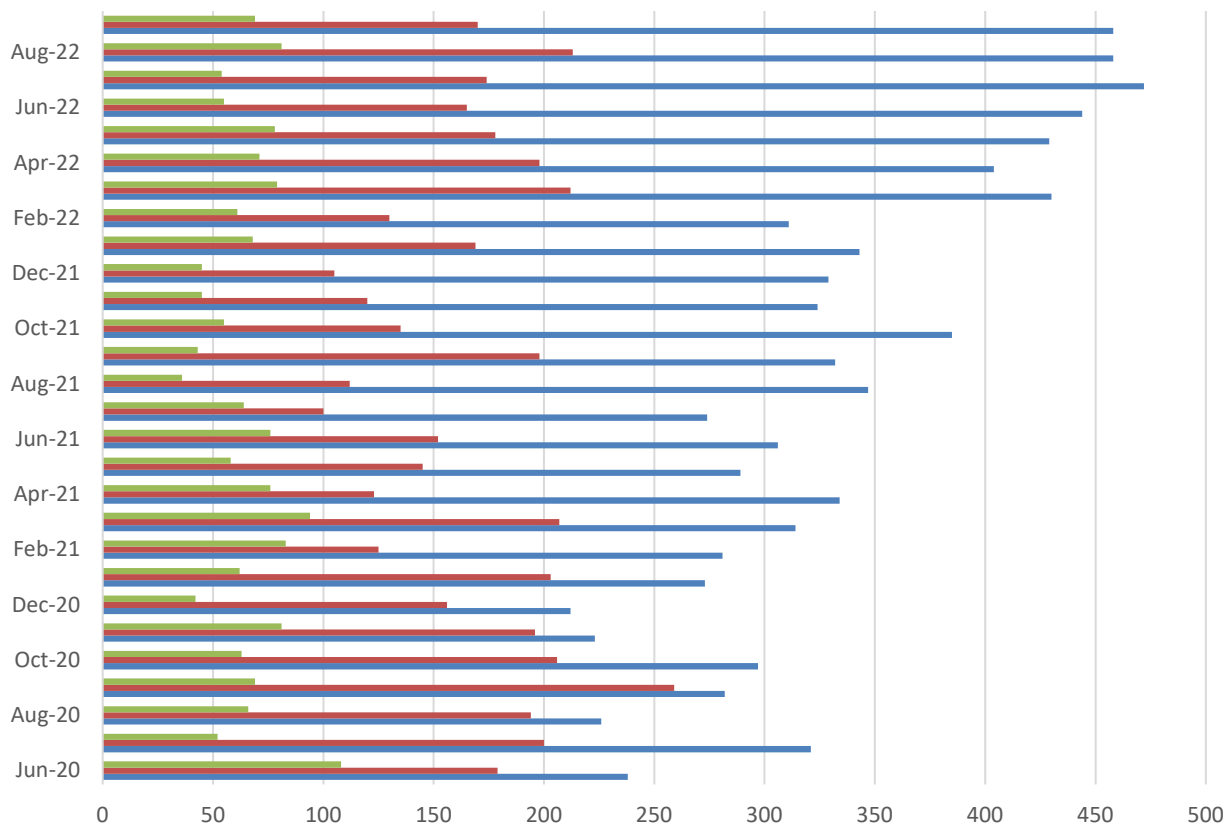
In-person – 458

No appointments required

Phone calls – 170

Emails – 69

Law Library Usage June 2020 - August 2022



Email Phone In-person

AGENDA ITEM 4.1

OCTOBER 2022 LAW LIBRARY DISBURSEMENTS

VENDOR	INVOICE	DATE	DESCRIPTION	AMOUNT
ALLIANT	5489	09/09/2022	LIABILITY INSURANCE	2879.98
AT&T	18854988	10/01/2022	MONTHLY CHARGES	27.48
CALPERS	16952873	10/01/2022	UAL MONTHLY	3670.42
CEB	11086297	09/15/2022	CA SUBDIVISION MAP	284.84
CEB	11087417	09/21/2022	DRAFTING CA REVOCABLE TRUSTS	399.55
CEB	11088573	10/05/2022	MSD DURING & AFTER LITIGATION	212.73
CEB	11080409	07/012/2022	ADVISING NONPROFIT CORPS	267.39
CEB	11081715	08/01/2022	CHILD & SPOUSAL SUPPORT	219.59
CEB	11088917	10/07/2022	POWERS OF ATTY	245.51
COAST TO COAST	A2452614	09/15/2022	TONER	371.42
CRUZIO	B33987-72	09/07/2022	INTERNET	84.90
CRUZIO	B33987-74	10/07/2022	INTERNET	84.90
LEXIS NEXIS	3094107141	09/30/2022	LEXIS ADVANCE	1167.75
LEXIS NEXIS	3151505D	10/01/2022	MONTHLY PRINT PLAN	2588.43
LEXIS NEXIS	3308405X	09/14/2022	CA OFF APP RPTS BV 57	33.21
LEXIS NEXIS	33386447	09/30/2022	CA OFF APP RPTS BV 58	33.21
SHARP	9004002618	09/30/2022	COPIER SEPTEMBER	314.12
SHARP	9004002620	09/30/2022	COPIER AUGUST	270.08
SHARP	9004005049	09/30/2022	COPIER JULY	270.08
SHARP	9004002619	09/30/2022	COPIER PARTIAL JUNE	44.74
SUPERIOR COURT	140	10/01/2022	SEPT REIMBURSEMENT	5000.00
VERSATAPE	CD ORDER	09/20/2022	MCLE MATERIALS	306.06
WEST	847108596	10/01/2022	WESTLAW	1851.47
WEST	847191427	10/04/2022	PRINT SUBSCRIPTIONS	838.91
TOTAL				\$21,466.77

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

MINUTES REGULAR MEETING, SEPTEMBER 20, 2022

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, Cheryl Ferguson, Julia Hill, Eric Nelson and Dinah Sapia. Absent: John Gallagher, and Timothy Volkmann. Also, in attendance: Renee Fleming.
- 1.2** Approve Agenda: **ACTION TAKEN: Motion to approve agenda M/S/C DuBois/Nelson 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 August 2021, and August 2022.
- In August 2021 we had 347 in-person visits. Appointments were not required. We assisted 112 phone callers and had 36 email exchanges of information. In August 2022 we had 458 in-person visits, 213 phone calls, and 81 emails.
 - A request for pre-COVID numbers from the librarian was made by Trustee Sapia. The data for July 2018 through May 2020 was provided.
- 3.2** Librarian's Report:
- The attorney hired for the Court Partnership Grant is leaving at the end of the month. Senior Citizens Legal Services will begin recruiting to fill the position.

4.0 Consent Agenda - ACTION TAKEN: Motion to approve consent agenda M/S/C Nelson/Ferguson 5/0

- 4.1** Approval of Disbursements for September
- 4.2** Approval of Meeting Minutes of August Meeting

5.0 Regular Agenda - NONE

6.0 Future Meetings:

- 6.1** October 18, 2022

Meeting adjourned at 5:08 p.m.

SANTA CRUZ COUNTY LAW LIBRARY

ANNUAL REPORT 2021 - 2022



701 Ocean Street, Room 70 Santa Cruz, CA 95060
www.lawlibrary.org



WHO WE ARE:

Established in August of 1896, the Santa Cruz County Law Library has been providing free community access to legal materials for 126 years. The law library has undergone many changes during this time, including multiple location changes, sharp declines in filing fee revenue and a global pandemic.

Amongst all of these changes the constant has been the law library's commitment to its mission to provide free access to all persons interested in legal information.

How we do this has evolved over the years, and keeps evolving, but what we do has remained the same.

How We Are Governed

California County Law Libraries are governed by California Business and Professions Code sections 6300 et.seq. We are separate public entities governed by a Board of Law Library Trustees.

Each individual Board is allowed to enter into agreements with other agencies for the management of the county law library. In 2006, The Santa Cruz County Board of Law Library Trustees entered into a Memorandum of Understanding with the Santa Cruz Superior Court.

The Santa Cruz County Board of Law Library Trustees governs the policies, operations, budget, and future direction of the law library. The Board regularly meets on the third Tuesday of the each month at 5 p.m.

Board member appointments are in accordance with Business and Professions Code section 6301. This section requires the Superior Court to appoint four or five of its members. These members may designate others to serve in their place. The Board of Supervisors makes two appointments. Appointments from the Superior Court or Board of Supervisors may be attorneys, judges, or members of the general public. However, we are limited to no more than two members of the general public. Appointments are made on an annual basis for the calendar year.

Board of Law Library Trustees for Fiscal Year 2021-2022

Superior Court Appointees

Hon. John Gallagher 2007

Lolly Belanger 2020 - 2021

Emily Dubois, Esq. 2019

Eric Nelson, Esq. 2022

Dinah Sapia, Esq. 2020

Hon. Timothy Volkmann 2008

Board of Supervisor Appointees

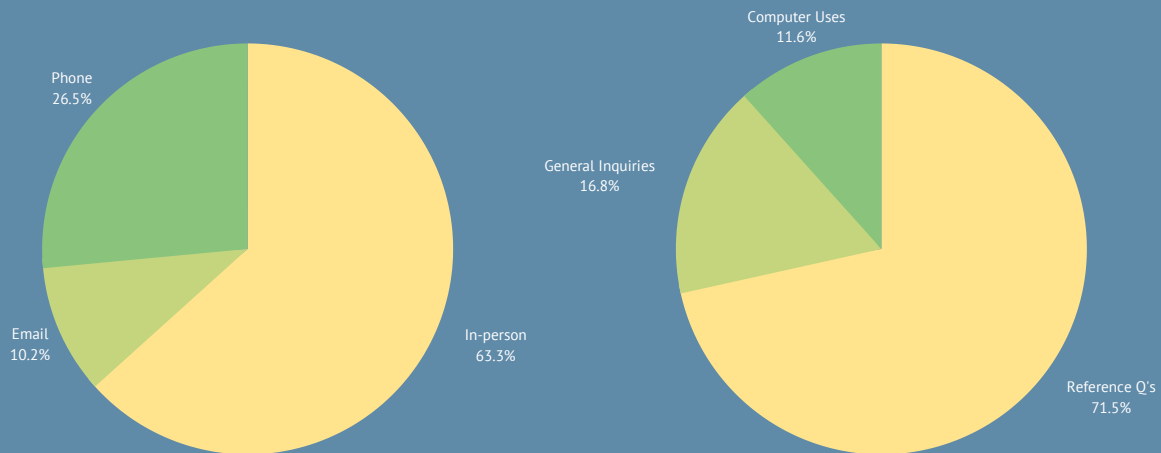
Julia Hill, Esq. 2008

Eric Nelson, Esq. 2022

Alan J. Smith, Esq. 2010 - 2021

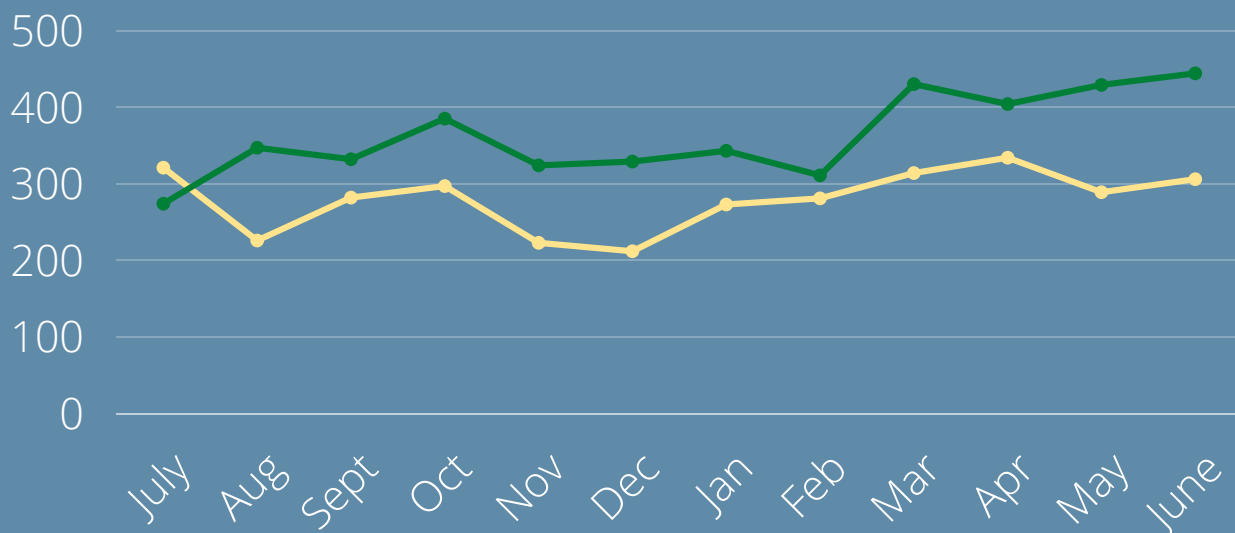
LIBRARY USAGE

Our hours for in-person services this fiscal year were Monday - Friday 8 a.m. to 12 p.m. Remote services were provided outside of our in-person hours.



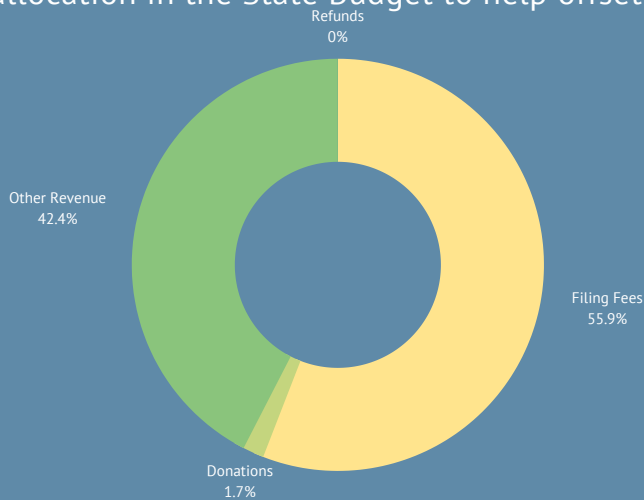
IN-PERSON USAGE COMPARISON

Since COVID, we have been open 20 hours per week for in-person services. the yellow line below shows our in-person usage in fiscal year 20-21. The green line shows our in-person usage for the fiscal year 21-22.



FINANCIAL STATEMENT

Our main funding comes from a portion of first paper civil filing fees. The amount we receive in Santa Cruz County is \$35 per unlimited civil action, \$12 for each limited civil action and \$2 for each small claims appeal. When COVID began the money we collected for copies, and after hours access sharply declined. We have yet to recover. Fortunately, we received a funding allocation in the State Budget to help offset these losses.



Revenues:

Filing Fees: \$139,056

Donations: \$4,127

Other revenue: \$105,525

Refunds: \$30.02

Expenditures:

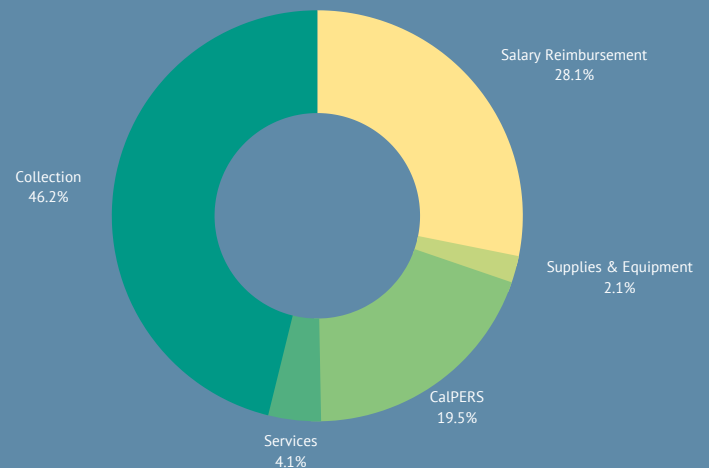
Salaries: \$60,000

Collection: \$98,376

CalPERS: \$41,471

Services: \$8,826

Supplies: \$4,478



TRUST FUND STATEMENT

California Business and Professions Code 6230 requires all of our money be deposited with the county treasurer, who must keep the same separate and apart in a trust or trust fund. Our trust is pooled and a small amount of interest is paid during the year. Our small reserve helps offset unexpected revenue losses like we experienced during COVID. Our loss in revenue during the 2020-2021 Fiscal year required that we rely on a large portion of our reserve.

Equity in pooled cash as of 6/30/2021:	\$48,938.69
Outstanding Liabilities:	\$9,572.78
Revenues:	\$248,738.11
Expenditures:	\$209,619.78
Fund Balance as of 6/30/2022:	\$78,484.24