

# AMENDED AGENDA

## Santa Cruz County Law Library Board of Trustees

September Regular Meeting  
September 19, 2023  
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 August Service Statistics
- 3.2 Librarian's Report
  - 3.2.1 Fundraising
  - 3.2.2 Board Appointments for 2024 Calendar Year

### 4.0 Consent Agenda

- 4.1 Approval of Disbursements for September
- 4.2 Approval of Minutes for July
- 4.3 Approval of Minutes for August
- 4.4 Accept Year End Report – FY 2022-2023

### 5.0 Regular Agenda

- 5.1 Approval of Final Budget for Fiscal Year 2023-2024

### 6.0 Future Meetings

- 6.1 October 17, 2023
- 6.2 November 21, 2023
- 6.3 December 19, 2023

### 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.

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**

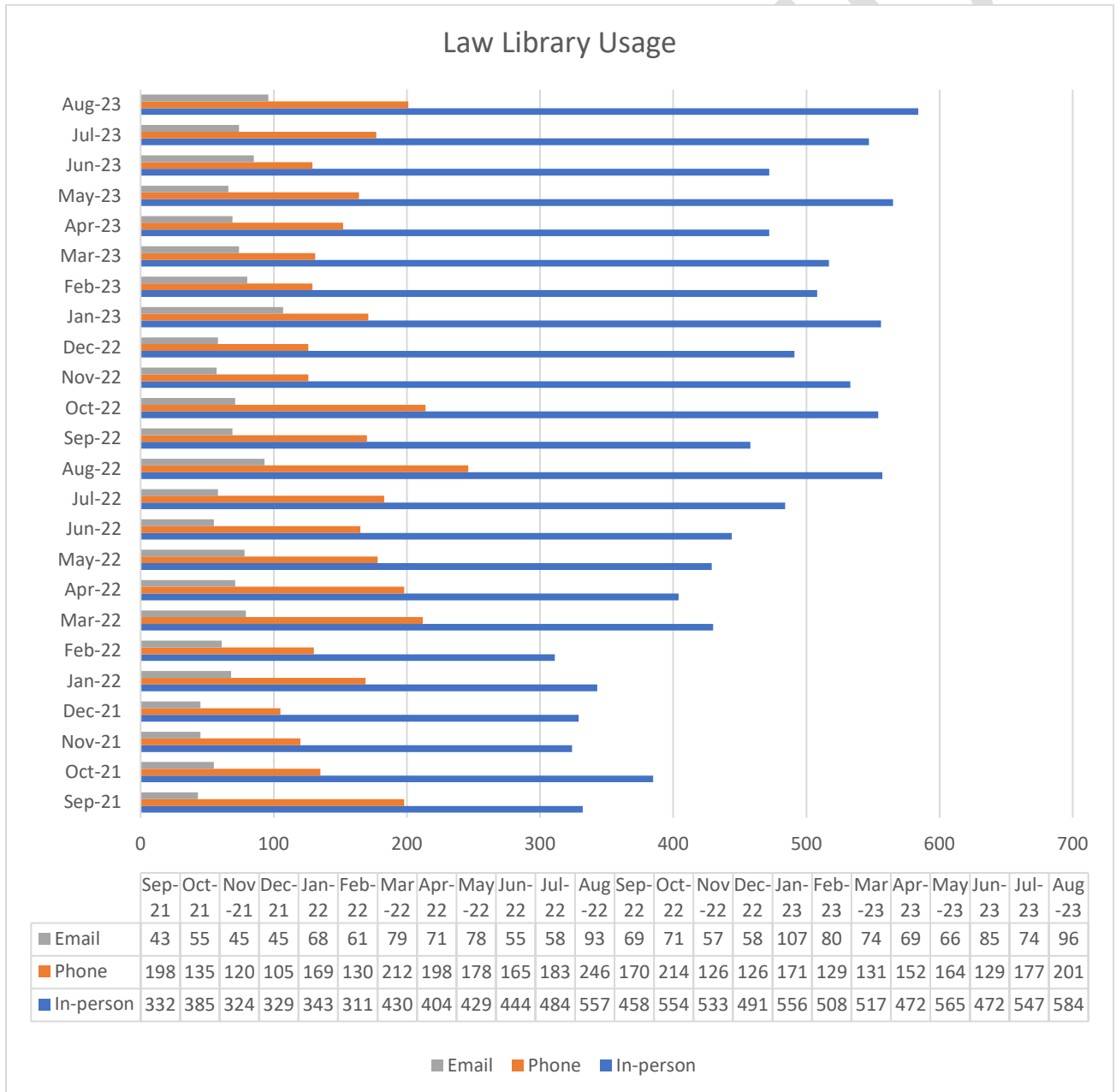
**August Service Statistics**

August 2022  
(23 open days)

August 2023  
(23 open days)

In-person: 557  
Phone calls: 246  
Emails: 93

In-person: 584  
Phone calls: 201  
Emails: 96



**September Regular Meeting 9/19/23 Agenda Item 4.1**

**Agenda Item 4.1**

**September Disbursements**

Vendor	Invoice	Date	Description	Amount
AT&T	203462267	09/01/2023	MONTHLY CHARGES	28.57
CALPERS	17276553	09/01/2023	UAL MONTHLY	2343.58
CEB	11124202	08/08/2023	REAL PROPERTY REMEDIES/DAMAGES	434.70
CEB	11124515	08/10/2023	CHILD & SPOUSAL SUPPORT	239.52
CEB	11124744	08/14/2023	CALIFORNIA SUMMARY JUDGMENT	373.85
CEB	11124925	08/15/2023	EASEMENTS & BOUNDARIES	340.96
CEB	11126035	09/08/2023	DRAFTING CA REV TRUSTS	456.33
CRUZIO	B33987-95	09/07/2023	INTERNET	84.90
JAMES PUBLISHING	209223	09/05/2023	CA DRUNK DRIVING LAW	218.21
LEXISNEXIS	3094685488	08/31/2023	LEXIS ADVANCE	1167.75
LEXISNEXIS	3681331C	09/01/2023	MONTHLY PRINT PLAN	2656.37
LEXISNEXIS	38060051	08/21/2023	CA OFF APP RPTS V. 70	34.25
SHARP	9004469673	08/28/2023	COPIER MAINT	270.08
SUP. COURT	151	089/01/2023	SEPT REIMBURSEMENT	5000.00
WEST	848875707	09/01/2023	WESTLAW	1869.98
WEST	848965071	09/04/2023	PRINT SUBSCRIPTIONS	897.65
			<b>TOTAL:</b>	16416.7

**AGENDA ITEM 4.2**

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES  
MINUTES REGULAR MEETING, JULY 18, 2023**

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**1.0 Meeting and Organization**

**1.1** Establish Quorum Meeting called to order at 5:01 p.m. Present at the call to order: John Gallagher, Emily DuBois, Cheryl Ferguson, Nancy Miller, Eric Nelson, and Timothy Volkmann. Absent: Julia Hill Also, in attendance: Renee Fleming.

**1.2** Approve Agenda: **ACTION TAKEN: Motion to approve agenda M/S/C DuBois/Ferguson 6/0**

**2.0 Public Comment – NONE**

**3.0 Oral Communication**

**3.1** May & June Service Statistics – Statistics on services were provided for the months of May 2022, May 2023, June 2022 and June 2023.

- In May 2022 we had 429 in-person visits. We assisted 178 phone callers and had 78 email exchanges of information. In May 2023 we had 565 in-person visits, assisted 164 phone callers, and had 66 email exchanges of information.
- In June 2022 we had 444 in-person visits. We assisted 165 phone callers and had 55 exchanges of information. In June 2023 we had 472 in-person visits, assisted 129 phone callers and had 85 email exchanges of information.

**3.2** Librarian’s Report: County Law Libraries did not receive any funding in the State Budget for the 2023-2024 Fiscal Year. In the past we have received amount varying from \$77,000 to \$93,000. This will have a huge impact to our budget requiring us to cut 45% of our resource budget. There was discussion around possible fundraising efforts and reaching out to our representatives. The discussion will continue at the next Board meeting in August.

**4.0 Consent Agenda - ACTION TAKEN: Motion to approve consent agenda M/S/C Miller/Ferguson 6/0**

**4.1** Approval of Disbursements for May

**4.2** Approval of Meeting Minutes of April Meeting

**5.0 Regular Agenda – none**

**6.0 Future Meetings:** August 15, 2023

**7.0 Meeting Adjourned** 5:35 p.m.

**AGENDA ITEM 4.3**

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES  
MINUTES REGULAR MEETING, AUGUST 15, 2023**

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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: John Gallagher, Julia Hill, Cheryl Ferguson, Nancy Miller, Eric Nelson, and Timothy Volkmann. Absent: Emily DuBois Also, in attendance: Renee Fleming.

**1.2** Approve Agenda: **ACTION TAKEN: Motion to approve agenda M/S/C Volkmann/Ferguson 6/0**

**2.0 Public Comment – NONE**

**3.0 Oral Communication**

**3.1** July Service Statistics – Statistics on services were provided for July 2022 and July 2023.

- The librarian noted that the statistics in the agenda packet were incorrect. An error in the spreadsheet was found. The statistics for the previous year will be reviewed and corrected if in error.
- In July 2022 we had 484 in-person visits, assisted 183 phone callers and had 58 email exchanges of information. In July 2023 we had 547 in-person visits, assisted 177 phone callers, and had 74 email exchanges of information.

**3.2** Librarian’s Report: County Law Libraries will be receiving money from the State intended to help offset revenue loss from the significant increase in income limits for fee waiver eligibility. We will be receiving approximately \$9,320. The money is expected to be distributed this month.

**3.2..1** Letter to Legislators – included in the packet is a letter sent out by Trustee John Gallagher to our representatives.

**3.2..2** Fundraising – included in the packet is a report from Trustee Emily DuBois on a request to members of the Santa Cruz County Bar Association for support. There was discussion about the request and other possible fundraising efforts.

**4.0 Consent Agenda - ACTION TAKEN: Motion to approve consent agenda M/S/C Hill/Miller 6/0**

**4.1** Approval of Disbursements for August

**5.0 Regular Agenda – none**

**6.0 Future Meetings:** September 19, 2023

**7.0 Meeting Adjourned** 5:17 p.m.

## September Regular Meeting 9/19/23 Agenda Item 4.4

### AGENDA ITEM 4.4

#### Year End Report Fiscal Year 2022-2023

Year End FY 22-23	Approved Final Budget	Year End Actual
INTEREST (on money in trust)	\$ 300.00	\$ 1,891.36
COURT FILING FEES (filing fee revenue)	\$ 140,000.00	\$ 142,193.17
CLERK FEES (charges for packets)	\$ 200.00	\$ 92.00
COPY CHARGES	\$ 2,000.00	\$ 2,919.20
MEMBER CONTRIBUTIONS (after hours access)		\$ -
OTHER CHARGES CURRENT SERVICES (misc)	\$ 500.00	\$ 358.00
CONTRIBUTIONS AND DONATIONS	\$ 4,500.00	\$ 5,960.00
OTHER REVENUE (from State Gen. Fund)	\$ 89,788.00	\$ 99,771.03
	\$ 237,288.00	\$ 253,184.76
TELEPHONE - NON TELECOM (Fax/Internet costs)	\$ 1,440.00	\$ 1,340.00
INSURANCE - Property/Liability	\$ 5,000.00	\$ 2,879.98
MAINT-OFFICE EQUIPMENT-SERVICES	\$ 3,600.00	\$ 3,329.69
MEMBERSHIPS	\$ 515.00	\$ 495.00
MISCELLANEOUS EXPENSE-SERVICES	\$ 300.00	\$ -
PC SOFTWARE PURCHASES	\$ -	\$ 185.00
POSTAGE	\$ 500.00	\$ 164.86
SUPPLIES (office)	\$ 3,000.00	\$ 3,496.10
ACCOUNTING AND AUDITING FEES (processing of invoices)	\$ 800.00	\$ -
PROF & SPECIAL SERV-OTHER (MOU reimbursement/CalPERS)	\$ 105,000.00	\$ 105,602.33
SPECIAL MISC EXPENSE-SERVICES (Scrabble Proceeds to BOE)	\$ 4,105.00	\$ -
SUBSCRIPTIONS BOOKS	\$ 109,028.00	\$ 113,535.37
TRAVEL-OTHER	\$ -	\$ 50.00
	\$ 233,288.00	\$ 231,078.33
	\$ (4,000.00)	\$ (22,106.43)
Equity in pooled cash as of 6/30/2022	\$ 88,057.02	
Outstanding Liabilities	\$ (6,712.45)	
Revenues	\$ 253,537.71	
Expenditures	\$ (234,292.25)	
Fund Balance as of 6/30/2023	\$ 100,590.03	

**AGENDA ITEM 5.1**

**PROPOSED FINAL BUDGET FOR FISCAL YEAR 2023-2024**

Each year the Board passes a preliminary budget for the upcoming Fiscal Year by May. A final budget must be submitted to the County Auditor’s Office prior to October. This gives us the opportunity to make any necessary changes to our budget for the remainder of the fiscal year. Below is the proposed budget. It reflects the additional money we received from the State in the amount of \$9,315.58 and \$5,920 we have received from our request to the local Bar.

	Approved Preliminary Budget	Proposed Final Budget
INTEREST (on money in trust)	\$ 300.00	\$ 300.00
COURT FILING FEES (filing fee revenue)	\$ 145,000.00	\$ 145,000.00
CLERK FEES (charges for packets)	\$ 200.00	\$ 200.00
COPY CHARGES	\$ 2,000.00	\$ 2,000.00
MEMBER CONTRIBUTIONS (after hours access)		\$ -
OTHER CHARGES CURRENT SERVICES (misc)	\$ 500.00	\$ 500.00
CONTRIBUTIONS AND DONATIONS	\$ 4,500.00	\$ 10,420.00
OTHER REVENUE (from State Gen. Fund)	\$ -	\$ 9,315.00
	\$ 152,500.00	\$ 167,735.00
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)	\$ -	\$ -
POSTAGE	\$ 300.00	\$ 300.00
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)	\$ 78,125.00	\$ 78,125.00
SPECIAL MISC EXPENSE-SERVICES (Scrabble Proceeds to BOE)	\$ -	\$ -
SUBSCRIPTIONS BOOKS	\$ 59,420.00	\$ 74,655.00
	\$ 152,500.00	\$ 167,735.00