

# AGENDA

## Santa Cruz County Law Library Board of Trustees

April Regular Meeting

April 16, 2024

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 March Service Statistics

3.2 Librarian's Report

3.2.1 Scrabble & Scrabble KickOff Fundraiser

### 4.0 Consent Agenda

4.1 Approval of Disbursements for April

4.2 Approval of Minutes for March

### 5.0 Regular Agenda

5.1 Approval of Proposed Preliminary Budget FY 2024-2025

### 6.0 Future Meetings

6.1 May 21, 2024

6.2 June 18, 2024

### 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.

# April Regular Meeting 4/16/24 Agenda Item 3.1

## Agenda Item 3.1

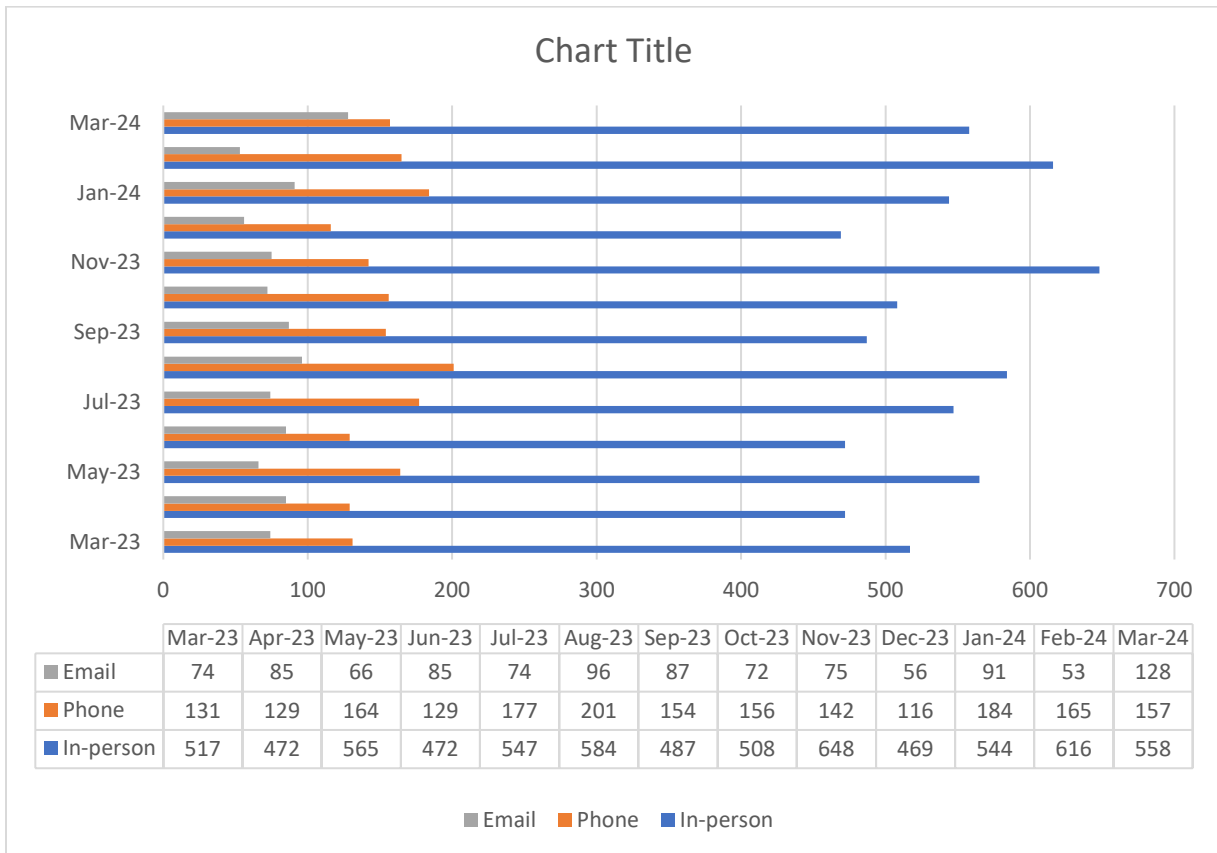
### Service Statistics

March 2023  
(21 open days)

March 2024  
(21 open days)

In-person: 517  
Phone calls: 131  
Emails: 74

In-person: 558  
Phone calls: 157  
Emails: 128



**April Regular Meeting 4/16/24 Agendas Item 4.1**

**Agenda Items 4.1**

**April Disbursements**

<b>Vendor</b>	<b>Invoice</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
AT&T	21501488	04/01/2024	MONTHLY CHARGES	23.85
CALPERS	179497641	04/01/2024	UAL MONTHLY	2343.58
CEB	11144377	03/11/2024	CA TRUST ADMIN	455.62
CEB	11145237	03/13/2024	ADVISING CA EMPLOYERS	564.49
CEB	11148212	03/25/2024	CA ATTY FEE AWARDS	376.08
CEB	11148541	04/03/2024	NEIGHBOR DISPUTES	315.23
CEB	11147418	03/20/2024	CA JUVENILE DEPENDENCY	352.00
COURTROOM COMPENDIUMS	2872-24	03/20/2024	BELL'S COMPENDIUM	170.00
CRUZIO	B33987-111	04/07/2024	INTERNET	84.90
LEXISNEXIS	3095054404	03/31/2024	LEXIS ADVANCE	1167.75
LEXISNEXIS	3681331J	04/01/2024	MONTHLY PRINT PLAN	2656.37
LEXISNEXIS	4082148X	03/19/2024	CA OFF APP RPTS V. 77	34.25
LEXISNEXIS	40806340	03/15/24	CA OFF RPTS 5 <sup>TH</sup> V. 14	34.25
SHARP	9004777235	03/28/2024	COPIER MAINT. AGREEMENT	270.07
STAPLES	3561945023	03/13/2024	OFFICE SUPPLIES	237.70
SUP. COURT	158	04/01/2024	APRIL REIMBURSEMENT	5000.00
WEST	849954251	04/01/2024	WESTLAW	1888.68
WEST	850029175	04/01/2024	PRINT SUBSCRIPTIONS	978.44
			<b>TOTAL:</b>	16953.26

**AGENDA ITEM 4.3**

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES  
MINUTES REGULAR MEETING, MARCH 19, 2024**

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**1.0 Meeting and Organization**

**1.1** Establish Quorum Meeting called to order at 5:06 p.m. Present at the call to order: Emily DuBois, Cheryl Ferguson, John Gallagher, Julia Hill, Nancy Miller, Eric Nelson, and Timothy Volkmann. Also, in attendance: Renee Fleming.

**1.2** Approve Agenda: **ACTION TAKEN: Motion to approve agenda M/S/C Ferguson/Nelson 7/0**

**2.0 Public Comment – NONE**

**3.0 Oral Communication**

**3.1** Statistics on services were provided for the months of January and February 2023 & 2024.

- In January 2023 we had 556 in-person visits. We assisted 171 phone callers and had 107 email exchanges of information. In 2024 we had 544 in-person visits, 184 phone calls, and 91 email exchanges of information.
- In February 2023 we had 508 in-person visits. We assisted 129 phone callers and had 80 email exchanges of information. In 2024 we had 616 in-person visits, 165 phone calls, and 53 email exchanges of information.

**3.2** Librarian’s Report –

**3.2..1** Thank you letter – letter was shared with the Board.

**3.2..2** Mutual Aid Grant for 24/25 – the librarian will apply again.

**3.2..3** Scrabble Kickoff Party. Date set for Thursday, May 9<sup>th</sup> with Scrabble Tournament to follow on Saturday May 11<sup>th</sup>. Atrium location is confirmed. A list of needs will be sent out.

**4.0 Consent Agenda - ACTION TAKEN: Motion to approve consent agenda M/S/C Miller/Hill 7/0**

**4.1** Approval of Disbursements for February

**4.2** Approval of Disbursements for March

**4.3** Approval of Meeting Minutes of January Meeting

**5.0 Regular Agenda**

**5.1** NONE

**6.0 Future Meetings:**

**6.1** April 16, 2024

Adjourned 5:32 p.m.

**Agenda Items 4.1**

Proposed Preliminary Budget FY 24-25

**Background:** All our revenue must be deposited into our Trust held by the County. The preliminary budget allows us to pay expenditures out of our Trust at the beginning of the new fiscal year and needs to be submitted to the Auditor’s Office in May for the upcoming fiscal year. We submit a final budget in October.

In Fiscal Years 18-19, 21-22 and 22-23, we received one-time funding in recognition of the drop in filing fee revenue since 2009. Additionally, we received backfill money for the drop in filings in 2020 (COVID). Other small backfills have been given for the increase in fee waiver eligibility.

Last year we received a \$63,000 grant from the Council of California County Law Libraries.

**Fiscal Impacts for this year:** California County Law Libraries are not included in the State Budget for the upcoming fiscal year for one-time funding. An application for another grant has been submitted but the likelihood of a grant being awarded again for the full amount asked is slim.

Our CalPERS unfunded accrued liability (UAL) for the upcoming fiscal year has more than doubled, making our portion \$58,199. This year’s amount was \$28,122.96.

Without one-time funding or a grant, it is estimated that our budget shortfall will be \$105,000.

**Money in our Trust:** The amount of money that we carry over from year to year fluctuates. At this moment, we have approximately \$132,936 in our trust. At the end of the last fiscal year, we had approximately \$105,000.

**Proposed Budget:** The proposed preliminary budget assumes that we will use \$30,000 from our trust to cover the additional CalPERS UAL. Without additional resources we will need to cut at least half of our materials budget.

## April Regular Meeting 4/16/24 Agenda Item 5.1

### Preliminary Budget FY 2024-2025

INTEREST (on money in trust)	\$	1000.00
COURT FILING FEES (filing fee revenue)	\$	150,000.00
CLERK FEES (charges for packets)	\$	200.00
COPY CHARGES	\$	2,000.00
OTHER CHARGES CURRENT SERVICES (misc)	\$	500.00
CONTRIBUTIONS AND DONATIONS	\$	40,000.00
	<b>\$</b>	<b>193,700.00</b>
TELEPHONE - NON TELECOM 1099	\$	1,500.00
OTHER INSURANCE	\$	6,500.00
MAINT-OFFICE EQUIPMENT-SERVICES	\$	3,600.00
MEMBERSHIPS	\$	515.00
MISCELLANEOUS EXPENSE-SERVICES	\$	300.00
POSTAGE	\$	300.00
SUPPLIES	\$	3,000.00
PROF & SPECIAL SERV-OTHER	\$	108,199.00
SUBSCRIPTIONS BOOKS	\$	69,786.00
	<b>\$</b>	<b>193,700.00</b>
	\$	-