

AGENDA

Santa Cruz County Law Library Board of Trustees

October Regular Meeting

October 21, 2025

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 Service Statistics August & September

3.2 Librarian's Report

3.2.1 Law Library Staffing

3.3 Changes to the Brown Act effective 1/1/26

4.0 Consent Agenda

4.1 Approval of Report of Disbursements for September & October

4.2 Approval of Minutes for August

5.0 Regular Agenda

5.1 Approval of Changes to Public Access Hours

5.2 Approval of Closures through January 2026

5.3 Approval of Meeting Dates for 2026 calendar year.

5.4 Friends of the Library formation discussion

6.0 Future Meetings

6.1 December 16, 2025

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.

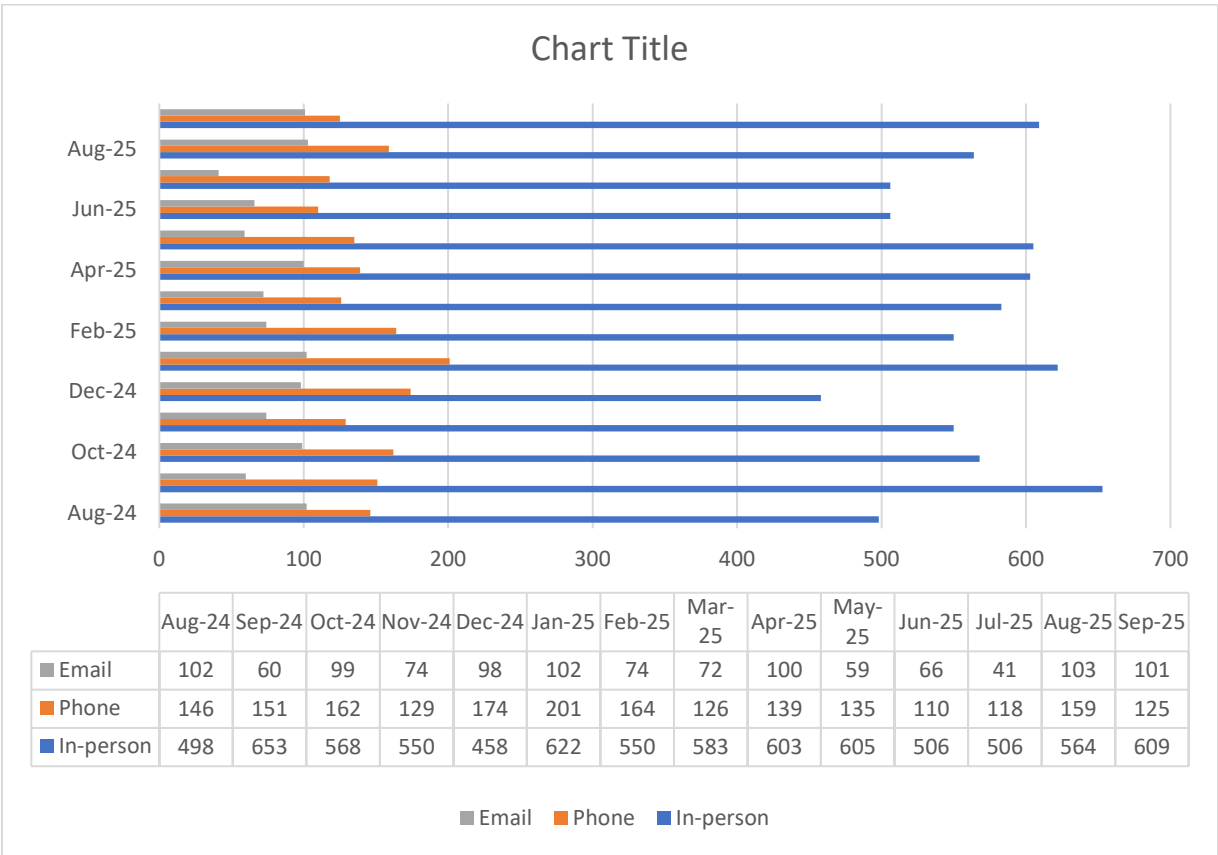
The meeting facilities are accessible to persons with disabilities. Requests for interpretive services, assistive listening devices or other considerations may be made through the Santa Cruz County Law Library either in person at the address above or by phone at (831) 420-2205.

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

Service Statistics

August 2024 (21 open days)	August 2025 (21 open days)	Sept 2024 (20 open days)	Sept 2025 (20 open days)
In-person: 498 Phone calls: 146 Emails: 102	In-person: 564 Phone calls: 159 Emails: 103	In-person: 653 Phone calls: 151 Emails: 60	In-person: 609 Phone calls: 125 Emails: 101



October Regular Meeting 10/21/25 Agenda Item 4.1

Agenda Item 4.1

Disbursements for September & October

Vendor	Invoice	Date	Description	Amount
ALLIANT	90460	09/10/2025	SLIP INSURANCE	3341.79
CALPERS	18073287	10/01/2025	UAL MONTHLY	5339.50
CALPERS	18034607	08/25/2025	GASB	350.00
CALPERS	18040939	09/01/2025	UAL MONTHLY	5339.50
CEB	IN00390155	08/11/2025	CA BUSINESS LIT	533.17
CEB	IN00332846	06/06/2025	CA DECEDENT ESTATE	581.17
CRUZIO	B33987-141	08/07/2025	INTERNET	84.90
CRUZIO	B33987-142	09/07/2025	INTERNET	84.90
CRUZIO	B33897-144	10/07/2025	INTERNET	84.90
DAILY JOURNAL	20260040782	10/01/2025	LEGAL INFO SOURCE ONLINE	380.80
INGRAM	90253036	09/03/2025	EVERY LANDLORD'S GUIDE	27.06
INGRAM	90510747	09/15/2025	TRADEMARK	23.77
INGRAM	91117014	10/09/2025	MULTI-TITLE INV	50.76
LEXIS	4555630A	07/18/2025	ADVANCE SHEETS	43.81
LEXIS	4555630B	08/15/2025	ADVANCE SHEETS	43.81
LEXIS	4555717C	09/01/2025	LEXIS PRINT/DIGITAL	2644.19
LEXIS	4555717D	10/01/2025	LEXIS PRINT/DIGITAL	2644.19
LEXIS	46725229	04/16/2025	CA OFF APP RPT V 100	47.96
LEXIS	46300163	08/04/2025	CA OFF APP RPT V 98	47.96
LEXIS	46420541	08/18/2025	CA OFF APP RPT V 99	47.96
SHARP	9005467287	08/28/2025	COPIER MAINTANENCE	357.71
SHARP	9005508237	09/28/2025	COPIER MAINTANENCE	357.71
STAPLES	6039171711	08/07/2025	SUPPLIES	195.05
SUPERIOR COURT	172	10/01/2025	OCTOBER REIMBURSEMENT	5000.00
SUPERIOR COURT	171	09/01/2025	SEPT REIMBURSEMENT	5000.00
WEST	852453206	09/01/2025	WESTLAW	1945.34
WEST	852602092	10/01/2025	WESTLAW	1945.34
WEST	852525979	09/01/2025	PRINT SUBSCRIPTIONS	1071.33
WEST	852678486	10/01/2025	PRINT SUBSCRIPTIONS	1071.33
TOTAL:				38685.91

AGENDA ITEM 4.2

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES
MINUTES REGULAR MEETING, AUGUST 19, 2025**

1.0 Meeting and Organization

1.1 Establish Quorum *Meeting called to order at 5:04 p.m. Present at the call to order: Emily DuBois, Cheryl Ferguson, Julia Hill, Eric Nelson, and Leila Sayar. Absent: John Gallagher and Nancy Miller. Also, in attendance: Renee Fleming.*

1.2 Approve Agenda: **ACTION TAKEN: Motion to approve the agenda. M/S/C DuBois/Nelson 5/0**

2.0 Public Comment – NONE

3.0 Oral Communication

3.1 Statistics on services were provided for the months of April, May, June, & July. This year's statistics were provided in contrast with last year's.

- In April 2025 we had 603 in-person visits. We assisted 139 phone callers and had 100 email exchanges of information. In May 2025 we had 605 in-person visits, 135 phone calls, and 59 email exchanges of information. In June 2025 we had 506 in-person visits, 110 phone calls, and 66 email exchanges of information. In July 2025 we had 506 in-person visits, 118 phone calls, and 41 email exchanges of information.

3.2 Librarian's Report –

- Our carpets are being cleaned by the Court. This is the first time they have been cleaned since the librarian started in late 2006.
- The glass panels flanking the front door are going to be frosted to create more privacy in the library.
- The Court will be offering voluntary furloughs again this year. Courtroom calendars will be reduced during the week of Thanksgiving, the two weeks around winter holidays, January 2nd and February 13th. The library may be reducing hours or closing during some or all of this time.

3.3 Scrabble 2025 – Our Scrabble tournament did not raise as much money or had as many players in recent years past. Further discussion was had about strategies for next year.

3.4 Copier Replacement – The current library machines are now end-of-life. Sharp has informed the librarian that supplies and parts will become unavailable at any time. After discussions with Court technology and administration, the library is able to request two new machines through the Court's existing lease with MBS. The Court will invoice the library each month.

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

4.1 Approval of Disbursements for May, June, July & August

4.2 Approval of Minutes of April Meeting

October Regular Meeting 10/21/25 Agenda Item 4.2

5.0 Regular Agenda

- 5.1 Possible Board Vacancies - Discussion around possible candidates to replace outgoing board members. **NO ACTION TAKEN**
- 5.2 Approval of Proposed Final Budget FY 2025-2026 **ACTION TAKEN: Motion to approve proposed budget FY 2025-2026. M/S/C DuBois/Ferguson**
- 5.3 Friends of the Library formation discussion – discussion on ideas of people who may be interested in spearheading. Next steps on developing a recruitment document. **NO ACTION TAKEN**

6.0 Future Meetings:

- 6.1 October 21, 2025
- 6.2 December 16, 2025

Adjourned 5:42 p.m.

October Regular Meeting 10/21/25 Agenda Items 5.1 & 5.2

AGENDA ITEM 5.1

Changes to Public Access Hours

Current Public Hours: Monday – Thursday 8:00 am to 11:45 am and 1:00 pm to 3:30 pm
Friday 8:00 am – 12:00 pm

Current Law Library Assistant Hours: 7:30 am – 4:00 pm

Proposed Public Hours: Monday – Thursday 8:30 am to 11:30 am and
1:00 pm to 3:00 pm Friday 8:30 am -12:00

Justification for Proposed Public Access Hours

The decision to reduce library operating hours reflects a thoughtful balance between staffing capacity, policy changes, and service delivery goals:

- **Staff Availability**
Current staffing levels do not support our public hours without impacting service quality. Especially when there is only one staff person available. Adjusting hours ensures consistent coverage, allowing staff to focus on providing excellent customer service when open.
- **Policy Change Regarding Early Shifts**
A shift to an 8:30 am opening time bring us in line with a recent court policy change that prefers represented staff does not begin work before 8:00 am. Support staff arrives a half hour before opening to prepare.
- **Alignment with Self-Help Center Hours**
Synchronizing our schedule with the Self-Help Center promotes consistency and reduces confusion for users seeking legal support across services.
- **Expanded Support Beyond Walk-Ins**
Reduced public hours allow staff dedicated time to respond to phone and email inquiries, which are increasingly important access points for patrons who cannot visit in person.
- **Staff Training and Development**
The adjusted schedule also creates space for ongoing staff training, ensuring that our team remains up-to-date on legal resources, procedures, and best practices to better serve the community.

These changes support a more sustainable and responsive service model while preserving our commitment to access to justice.

AGENDA ITEM 5.2

Closures through January 2026

- November 24, 25, 26 (Monday-Wednesday of Thanksgiving week)
- December 22, 23, 24, and 26.
- January 2 (Friday after January 1 holiday)

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AGENDA ITEM 5.3

Meeting Dates for 2026

The Board is currently set to meet:

- February 17, 2026
- April 21, 2026
- August 18, 2026
- October 20, 2026
- December 15, 2026

Do we need to add in more meetings? Are we able to accomplish what we need in regard to a Friends Group, and Scrabble with these dates?

AGENDA ITEM 5.4

Friends Group Formation Discussion

Trustees Cheryl Ferguson and Julia Hill developed collaboratively the following document to help address questions from potential recruits.

Invitation to Participate in Formation of a Non-profit Library Foundation/Friends Group for the Santa Cruz County Law Library

Although the Law Library has been providing access to legal materials in Santa Cruz County for over 130 years, many residents don't know about this valuable resource and are surprised to learn that access is free to the general public. The library offers access to over 11,000 hardcopy volumes of legal publications as well as in house internet access to online resources. The library provides comprehensive information packets that include essential Judicial Council of California forms for a wide range of court actions. These packets are designed to help navigate through a system of legal procedures that can seem confusing and unforgiving to people outside the legal profession.

The establishment of the Santa Cruz County Law Library was originally authorized under an Act to Establish County Law Libraries, which enabled counties to create law libraries by ordinance. Today, we are governed by the State of California's Business & Professions Code. Despite our vital role in providing legal access and resources to the community, we receive no State or County funding. Instead, over 90% of the library's funding comes from civil filing fees:

<u>Case Type</u>	<u>Filing Fee</u>	<u>Allocation to Law Library</u>
Unlimited Jurisdiction	\$435	\$35
Limited Jurisdiction	\$225-370	\$12
Small Claims	\$30-\$75	\$2

The library also accepts gracious donations and sponsorships, and holds an annual Scrabble Tournament fundraising event in the Spring.

October Regular Meeting 10/21/25 Agenda Items 5.3 & 5.4

Starting in approximately late 2009/early 2010, there has been a trending decrease in the number of civil actions filed in California, and more specifically, in Santa Cruz County Superior Court. This decrease has, in turn, resulted in significantly less funds allocated to the law library. In each of the last 3 fiscal years, the library was fortunate to receive a Mutual Aid Grant through the Council of California County Law Librarians which helped to stave off otherwise necessary cancellation of some of the library's legal publication subscription contracts. Unfortunately, research and discussions concerning the current political and fiscal climate suggest that the library cannot count on additional grant awards in the near future. With this loss of sufficient funding, the library will likely have to reduce its services, service hours, inventory of legal publications and take other cost-cutting measures.

Unless...

What if there were a handful of people who believe in the importance of preserving free access to legal materials and information about the Court's legal procedures, enough to help create a non-profit Foundation or "Friends of" group to help provide financial support for the Santa Cruz County Law Library?

What if these people were willing and able to work together through the formative steps of this start-up project, such as:

- Determining the library's funding needs;
- Working with an advising attorney to determine and meet the legal requirements for establishing a non-profit corporation and obtaining tax exempt status;
- Opening a bank account and establish an accounting period and methods;
- Determining the size and organizational structure of the non-profit corporation;
- Identifying, recruiting and involving dedicated community members to raise funds and increase awareness of the library and its services;
- Developing a long-term fundraising plan?

Are you willing to be one of these heroic people who will design, build and cultivate an organization that recognizes, promotes and protects the Santa Cruz County Law Library's ongoing mission to empower litigants and learners – regardless of legal education or experience – with free access to legal materials and information?

If so, we need you and we are excited to invite you to be a founding member of this important project.