

AMENDED AGENDA

Santa Cruz County Law Library Board of Trustees

**August Regular Meeting
August 27, 2024
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** May, June & July Service Statistics
- 3.2** Librarian's Report
 - 3.2.1 CCCLL Grant
 - 3.2.2 Fundraising
 - 3.2.3 Lexis Digital Library

4.0 Consent Agenda

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

5.0 Regular Agenda

- 5.1** Approval of Implementation of Merchant Services

6.0 Future Meetings

- 6.1** September 17, 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.

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Agenda Item 3.1

Service Statistics

May 2023
(21 open days)

In-person: 565
Phone calls: 164
Emails: 66

June 2023
(21 open days)

In-person: 472
Phone calls: 129
Emails: 85

July 2023
(22 open days)

In-person: 547
Phone calls: 177
Emails: 74

May 2024
(22 open days)

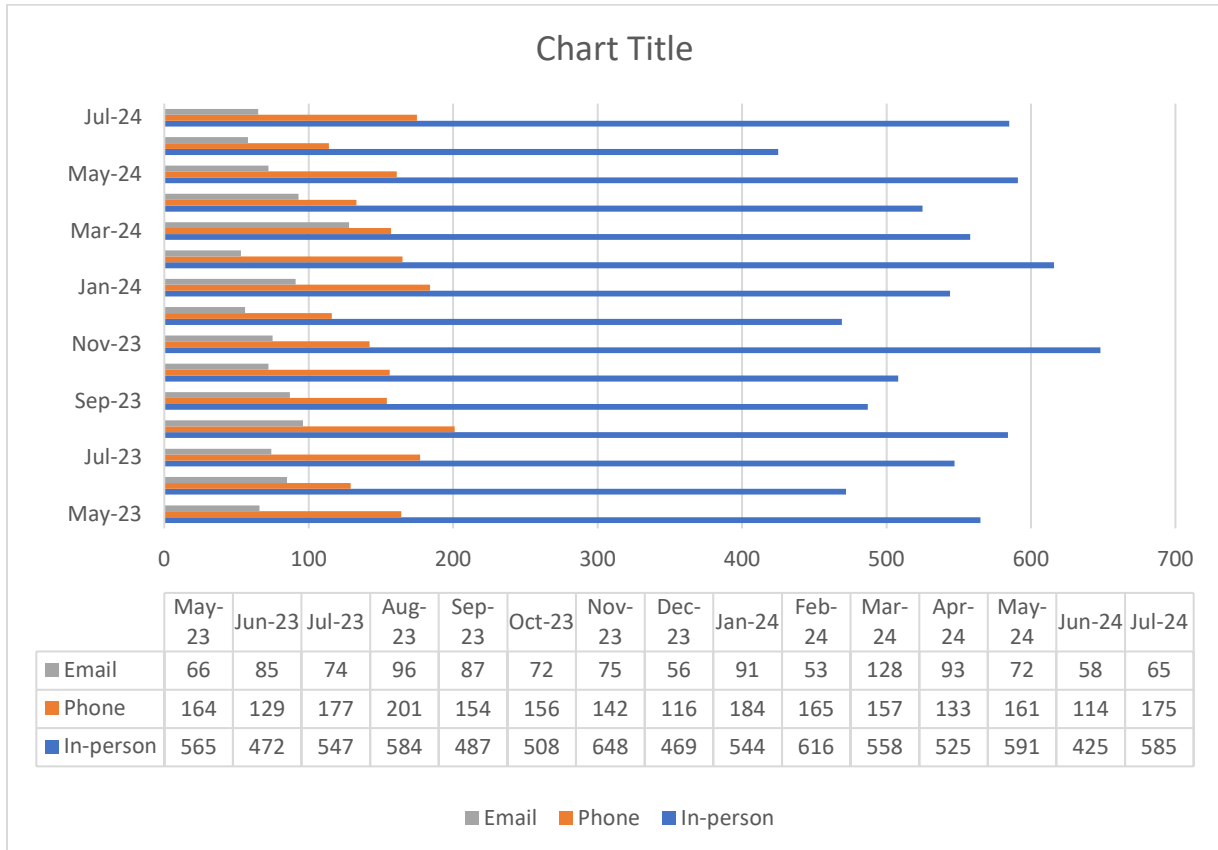
In-person: 591
Phone calls: 161
Emails: 72

June 2024
(19 open days)

In-person: 425
Phone calls: 114
Emails: 58

July 2024
(22 open days)

In-person: 585
Phone calls: 175
Emails: 65



August Regular Meeting 8/27/24 Agendas Item 4.1

Agenda Item 4.1

June Disbursements

Vendor	Invoice	Date	Description	Amount
ALLIANT	10155637	06/02/2024	PROPERTY INSURANCE	3774.89
CALPERS	17557580	06/01/2024	UAL MONTHLY	2343.58
CEB	11153318	05/10/2024	CA CIVIL APP PRAC	415.14
CEB	11153716	05/14/2024	CA CONSERVATORSHIP	411.26
CEB	11155259	05/24/2024	CA CRIMINAL LAW	490.74
CRUZIO	B33987-115	06/07/2024	INTERNET	84.90
EBSCO	1000232470-1	06/10/2024	LEGAL INFO REFERENCE DATABASE	1604.74
INGRAM	81380934	04/09/2024	COPYRIGHT HANDBOOK	38.76
INGRAM	81411988	04/11/2024	CRIMINAL LAW HANDBOOK	32.21
INGRAM	81698099	04/30/2024	CA LANDLORDS LAW BOOK EVICTIONS	71.53
LEXISNEXIS	3095153606	05/31/2024	LEXIS ADVANCE	1167.75
LEXISNEXIS	3095168636	06/30/2024	LEXIS ADVANCE	1167.75
LEXISNEXIS	41433521	06/01/2024	MONTHLY PRINT PLAN	2694.41
LEXISNEXIS	41272315	05/16/2024	CA OFF APP RPTS V. 80	34.25
LEXISNEXIS	41531272	06/11/2024	SHIPPING & HANDLING DIGITAL LIBRARY	1390.00
LEXISNEXIS	41464532	06/06/2024	CA OFF APP RPTS V. 81	34.25
LEXISNEXIS	41531280	06/11/2024	CA OFF ADVANCE SHEET	36.67
LEXISNEXIS	41693531	06/20/2024	CA OFF APP RPTS V. 82	34.25
SHARP	9004858447	05/28/2024	COPIER MAINT. AGREEMENT	270.08
SHARP	9004901405	06/28/2024	COPIER MAIN. AGREEMENT	310.59
STAPLES	6004122340	06/21/2024	OFFICE SUPPLIES	542.44
WEST	850254121	06/01/2024	WESTLAW	1888.68
WEST	850328029	06/01/2024	PRINT SUBSCRIPTIONS	978.44
			TOTAL:	19817.31

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Agenda Item 4.2

July Disbursements

Vendor	Invoice	Date	Description	Amount
CALPERS	6637432547	07/01/2024	UAL MONTHLY	4849.92
CEB	IN00112077	07/03/2024	CA EVICTION DEFENSE	808.71
CRUZIO	B33987-117	07/07/2024	INTERNET	84.90
WEST	850397774	07/01/2024	WESTLAW	1888.68
WEST	850472957	07/01/2024	PRINT SUBSCRIPTIONS	982.91
			TOTAL:	8615.12

The volume of disbursements is disproportionate for June and July due to fiscal year end deadlines.

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August Disbursements

Vendor	Invoice	Date	Description	Amount
CALPERS	6637432547	08/01/2024	UAL MONTHLY	4849.92
CALPERS	17645160	8/14/2024	GASB 68	350.00
CEB	IN00121614	07/18/2024	ADVISING CA NONPROFIT CORP	440.12
CEB	IN00122314	07/19/2024	CA ELDER LAW LIT	377.85
CEB	IN00125163	07/24/2024	CA BUSINESS LIT	482.73
CRUZIO	B33987-119	08/07/2024	INTERNET	84.90
INGRAM	82845156	07/22/2024	CH 13 BANKRUPTCY	28.40
INGRAM	82845157	07/22/2024	CA TENANTS RIGHTS	23.67
LEXIS	4153196A	07/01/2024	LEXIS PRINT/DIGITAL	2567.18
LEXIS	4153196B	08/01/2024	LEXIS PRINT/DIGITAL	2567.18
LEXIS	41990374	07/15/2024	CA OFF RPTS V 83	35.45
LEXIS	3095267423	07/31/2024	LEXIS ONLINE	1167.75
NATIONAL SECURITY INDUSTRIES	17111	07/08/2024	SCRABBLE SECURITY	190.00
SHARP	9004941011	07/28/2024	COPIER MAINTANENCE	311.06
WEST	850575581	08/01/2024	WESTLAW	1888.68
WEST	850542148	08/01/2024	PRINT SUBSCRIPTIONS	982.91
			TOTAL:	15997.8

AGENDA ITEM 4.3

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES
MINUTES REGULAR MEETING, MAY 21, 2024**

1.0 Meeting and Organization

1.1 Establish Quorum Meeting called to order at 5:07 p.m. Present at the call to order: Cheryl Ferguson, Nancy Miller, Eric Nelson, and Leila Sayar. Also, in attendance: Renee Fleming. Absent: John Gallagher, Julia Hill and Emily DuBois and.

1.2 Approve Agenda: **ACTION TAKEN: Motion to approve agenda M/S/C Ferguson/Miller 4/0**

2.0 Public Comment – NONE

3.0 Oral Communication

3.1 Statistics on services were provided for the months of April 2023 & 2024.

- In April 2023 we had 472 in-person visits. We assisted 129 phone callers and had 85 email exchanges of information. In 2024 we had 525 in-person visits, 133 phone calls, and 98 email exchanges of information.

3.2 Librarian's Report

3.2..1 Scrabble & Scrabble Kickoff Fundraiser Report. Sixteen players attended the Scrabble Tournament. To date we have received \$6155 in donations.

4.0 Consent Agenda -

4.1 Approval of Disbursements for May **ACTION TAKEN: Motion to approve disbursements M/S/C Ferguson/Miller 4/0**

4.2 Approval of Minutes of March Meeting **ACTION TAKEN: Motion to approve minutes M/S/C Sayar/Miller 4/0**

5.0 Regular Agenda

5.1 None

6.0 Future Meetings:

6.1 June 18, 2024 – June meeting is cancelled. Regular meetings resume in July.

6.2 July 16, 2024

Adjourned 5:19 p.m.

Agenda Item 4.2

Merchant Services

To implement credit card processing we must contract with the County's vendor Point & Pay. In May, I met with their representative to understand what that entails. On the call with me were both Michelle Duarte and Sandy Crisel from the Superior Court Technology Department since the integration of equipment would be on the court's system.

The equipment and start-up costs to implement the system are roughly \$1250. This includes setting up a website that will allow us to accept payments online, over the phone, and in-person.

The convenience fee schedule is 2.29% with a \$2.00 minimum for all card transactions and \$1.00 fee for Electronic Check/ACH transactions. These costs would be passed along to the consumer.

If approved the implementation timeline is approximately 45 days from receipt of our application.

All funds collected will be deposited into the US Bank account we set up a couple of years ago for this purpose. It will require additional coordination with Superior Court Finance to deposit the funds.