

# AMENDED AGENDA

## Santa Cruz County Law Library Board of Trustees

September Regular Meeting  
September 17, 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 August Service Statistics
- 3.2 Librarian's Report
  - 3.2.1 Workshops Co-Sponsored with Housing and Economics Rights Advocates (HERA)

### 4.0 Consent Agenda

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

### 5.0 Regular Agenda

- 5.1 Approval of Year End Report for FY 2023-2024
- 5.2 Approval of Final Budget for FY 2024-2025

### 6.0 Future Meetings

- 6.1 October 15, 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.

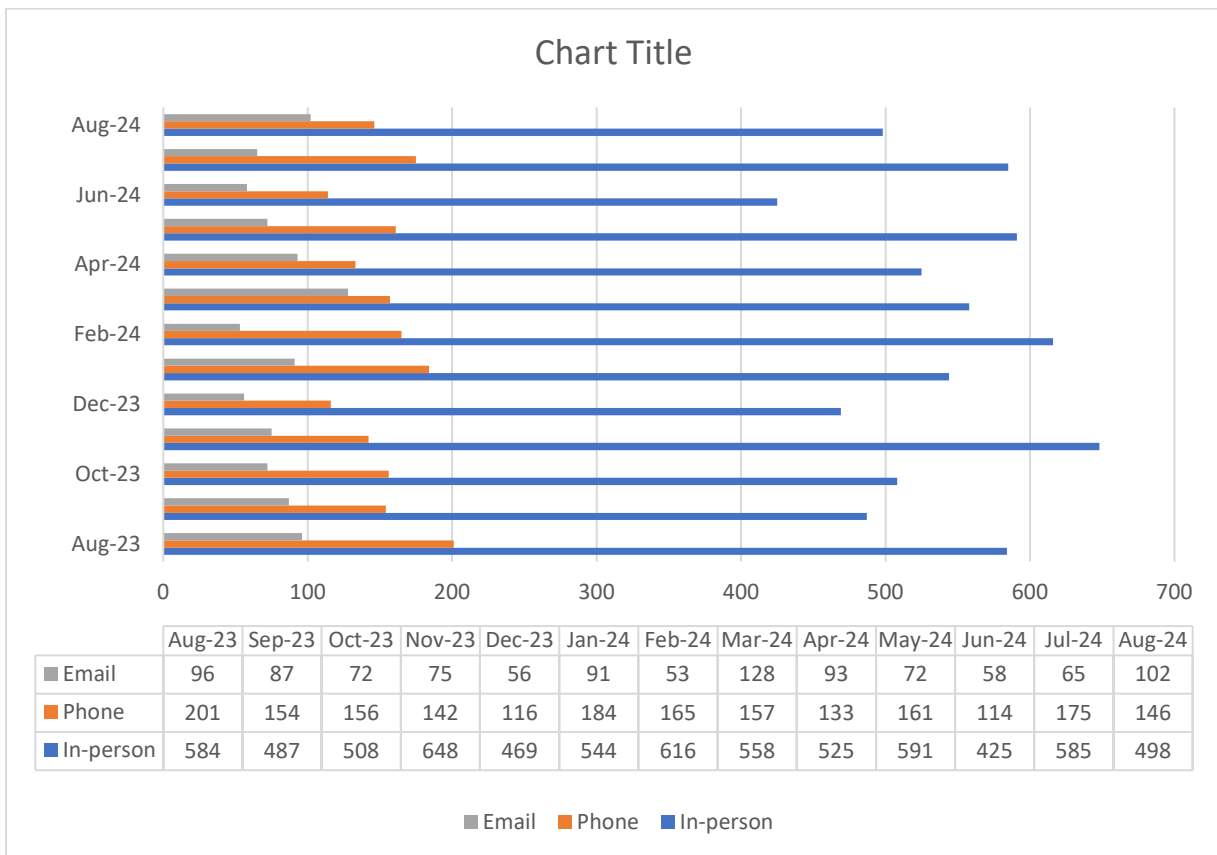
## September Regular Meeting 9/17/24 Agenda Item 3.1

### Agenda Item 3.1

#### Service Statistics

August 2023 (22 open days)	August 2024 (21 open days)
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In-person: 584 Phone calls: 201 Emails: 96	In-person: 498 Phone calls: 146 Emails: 102
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**September Regular Meeting 9/17/24 Agendas Item 4.1**

**Agenda Item 4.1**

**September Disbursements**

<b>Vendor</b>	<b>Invoice</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
CALPERS	6637432547	09/01/2024	UAL MONTHLY	4849.92
CEB	IN00146406	08/05/2024	CA CHILD SUPPORT	267.50
CEB	IN00147299	08/06/2024	CA SUMMARY JUDGMENT	413.90
CEB	IN00154630	08/15/2024	CA EASEMENTS	383.31
CEB	IN00153318	08/13/2024	CA REAL PROP REM	488.19
CRUZIO	B33987-121	09/07/2024	INTERNET	84.90
INGRAM	83336873	08/22/2024	LEGAL RESEARCH	38.91
LEXIS	4153196C	09/01/2024	LEXIS PRINT/DIGITAL	2567.18
LEXIS	41531965	06/01/2024	LEXIS PRINT/DIGITAL	2567.18
LEXIS	442215749	08/07/2024	CA OFF RPTS V 84	46.92
LEXIS	3095309733	08/31/2024	LEXIS ONLINE	1167.75
SHARP	9004980858	08/28/2024	COPIER MAINTANENCE	311.05
SUPERIOR COURT	159	08/30/2024	JULY REIMBURSEMENT	5000.00
SUPERIOR COURT	160	08/30/2024	AUGUST REIMBURSEMENT	5000.000
SUPERIOR COURT	161	09/03/2024	SEPTEMBER REIMBURSEMENT	5000.00
WEST	850691316	09/01/2024	WESTLAW	1888.68
WEST	850766250	09/01/2024	PRINT SUBSCRIPTIONS	982.91
			<b>TOTAL:</b>	31058.3

**AGENDA ITEM 4.3**

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES  
MINUTES REGULAR MEETING, AUGUST 27, 2024**

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**1.0 Meeting and Organization**

**1.1** Establish Quorum Meeting called to order at 5:05 p.m. Present at the call to order: Emily DuBois, John Gallagher, Julia Hill and Eric Nelson. Also, in attendance: Renee Fleming. Absent: Cheryl Ferguson, Nancy Miller and Leila Sayar.

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

**2.0 Public Comment – NONE**

**3.0 Oral Communication**

**3.1** Statistics on services were provided for the months of May, June & July 2023 & May, June & July 2024.

- In May 2023 we had 565 in-person visits. We assisted 164 phone callers and had 66 email exchanges of information. In 2024 we had 591 in-person visits, 161 phone calls, and 72 email exchanges of information.
- In June 2023 we had 472 in-person visits. We assisted 129 phone callers and had 85 email exchanges of information. In 2024 we had 425 in-person visits, 114 phone calls, and 58 email exchanges of information.
- In July 2023 we had 547 in-person visits. We assisted 177 phone callers and had 74 email exchanges of information. In 2024 we had 585 in-person visits, 175 phone calls, and 65 email exchanges of information.

**3.2 Librarian's Report**

**3.2..1** CCCLL Grant – We received a grant award for the 2024-2025 Fiscal year in the amount of \$55,962. The award is to cover our Lexis print collection and our Westlaw subscription.

**3.2..2** Fundraising – We raised \$9,330 with our Scrabble fundraisers.

**3.2..3** Lexis Digital Library – In May with the renewal of our print contract we agreed to add the Lexis Digital Library. This allows us to offer access to digital copies of our print subscriptions. This was a cost neutral change.

**4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Hill/Nelson 4/0**

**4.1** Approval of Disbursements for June

**4.2** Approval of Disbursements for July

## September Regular Meeting 9/17/24 Agenda Item 4.2

**4.3** Approval of Disbursements for August

**4.4** Approval of Minutes of May Meeting

### **5.0 Regular Agenda**

**5.1** Approval of Implementation of Merchant Services – after discussion **ACTION TAKEN: Motion to approve implementation of merchant services. M/S/C 4/0 Hill/DuBois 4/0**

### **6.0 Future Meetings:**

**6.1** September 17, 2024

Adjourned 5:30 p.m.

# Agenda Item 5.1 Year End Report FY 2023-2024

Santa Cruz Law Library

Year End Report

Fiscal Year 2023-2024

	Approved Preliminary Budget	Approved Final Budget	Year End Actual
<b>Proposed Budget FY 23-24</b>			
INTEREST (on money in trust)	\$ 300.00	\$ 300.00	\$ 5,297.34
COURT FILING FEES (filing fee revenue)	\$ 145,000.00	\$ 145,000.00	\$ 152,210.32
CLERK FEES (charges for packets)	\$ 200.00	\$ 200.00	\$ 17.00
COPY CHARGES	\$ 2,000.00	\$ 2,000.00	\$ 3,307.15
MEMBER CONTRIBUTIONS (after hours access)		\$ -	\$ -
OTHER CHARGES CURRENT SERVICES (misc)	\$ 500.00	\$ 500.00	\$ 1,229.25
CONTRIBUTIONS AND DONATIONS	\$ 4,500.00	\$ 10,420.00	\$ 14,612.00
OTHER REVENUE (from State Gen. Fund)	\$ -	\$ 77,665.00	\$ 77,845.58
	\$ 152,500.00	\$ 236,085.00	\$ 254,518.64
TELEPHONE - NON TELECOM (Fax/Internet costs)	\$ 1,440.00	\$ 1,500.00	\$ 1,328.03
INSURANCE - Property/Liability	\$ 5,000.00	\$ 6,555.00	\$ 10,329.45
MAINT-OFFICE EQUIPMENT-SERVICES	\$ 3,600.00	\$ 3,600.00	\$ 3,281.42
MEMBERSHIPS	\$ 515.00	\$ 515.00	\$ 75.00
MISCELLANEOUS EXPENSE-SERVICES	\$ 300.00	\$ 500.00	\$ -
MISCELLANEOUS NONINVENTORIAL ITEMS (furniture/equipment)	\$ -	\$ 3,000.00	\$ -
POSTAGE	\$ 300.00	\$ 500.00	\$ 163.90
SUPPLIES (office)	\$ 3,000.00	\$ 5,000.00	\$ 2,021.93
ACCOUNTING AND AUDITING FEES (processing of invoices)	\$ 800.00	\$ 800.00	\$ -
PROF & SPECIAL SERV-OTHER (MOU reimbursement/CalPERS)	\$ 78,125.00	\$ 78,475.00	\$ 78,472.96
SPECIAL MISC EXPENSE-SERVICES (Scrat	\$ -	\$ -	\$ -
SUBSCRIPTIONS BOOKS	\$ 59,420.00	\$ 134,640.00	\$ 116,133.88
TRAVEL-OTHER	\$ -	\$ 1,000.00	\$ 420.00
	\$ 152,500.00	\$ 236,085.00	\$ 212,226.57
	\$ -	\$ -	\$ (42,292.07)

### Trust Fund Statement

Equity in pooled cash as of 6/30/2023	\$ 107,302.48
Outstanding Liabilities	\$ 10,049.83
Revenues	\$ 254,518.64
Expenditures	\$ 208,889.19
<b>Fund Balance as of 6/30/2024</b>	<b>\$ 142,882.10</b>

# Agenda Item 5.2 Final Budget

Santa Cruz Law Library

Proposed Final Budget

Fiscal Year 2024-2025

	FY 23-24 Year End Preliminary Budget		YTD	Proposed Final	
INTEREST	\$ 5,297.34	\$ 1,000.00	\$ 1,146.67	\$ 2,000.00	
COURT FILING FEES	\$ 152,210.32	\$ 150,000.00	\$ 38,977.71	\$ 150,000.00	
CLERK FEES	\$ 17.00	\$ 200.00	\$ -	\$ 200.00	
COPY CHARGES	\$ 3,307.15	\$ 2,000.00	\$ 977.65	\$ 3,000.00	
OTHER CHARGES CURRENT SERVICES	\$ 1,229.25	\$ 500.00	\$ 330.00	\$ 500.00	
CONTRIBUTIONS AND DONATIONS	\$ 14,612.00	\$ 40,000.00	\$ 3,220.00	\$ 16,000.00	
OTHER REVENUE	\$ 77,845.58	\$ -	\$ 55,962.00	\$ 55,962.00	
	\$ 254,518.64	\$ 193,700.00	\$ 100,614.03	\$ 227,662.00	
TELECOM	\$ 1,328.00	\$ 1,500.00	\$ 169.80	\$ 1,500.00	
INSURANCE - MAINT-OFFICE EQUIPMENT-SERVICES	\$ 10,329.45	\$ 6,500.00	\$ -	\$ 7,500.00	
	\$ 3,281.42	\$ 3,600.00	\$ 622.11	\$ 3,727.08	
MEMBERSHIPS	\$ 75.00	\$ 515.00	\$ -	\$ 515.00	
MISCELLANEOUS EXPENSE-SERVICES	\$ -	\$ 300.00	\$ -	\$ 300.00	
POSTAGE	\$ 163.90	\$ 300.00	\$ 45.47	\$ 300.00	
SUPPLIES	\$ 2,021.93	\$ 3,000.00	\$ -	\$ 2,500.00	
PROF & SPECIAL SERV-OTHER	\$ 78,472.96	\$ 108,199.00	\$ 20,049.84	\$ 108,594.04	
SECURITY SERVICES	\$ -	\$ -	\$ 190.00		
SUBSCRIPTIONS BOOKS	\$ 116,133.88	\$ 69,786.00	\$ 13,519.34	\$ 102,725.88	
TRAVEL - OTHER	\$ 420.00			\$ -	
	\$ 211,806.54	\$ 193,700.00	\$ 34,596.56	\$ 227,662.00	