

AMENDED AGENDA

Santa Cruz County Law Library Board of Trustees

**December Regular Meeting
December 10, 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** October * November Service Statistics
- 3.2** Librarian's Report
 - 3.2.1 Fundraising

4.0 Consent Agenda

- 4.1** Approval of Disbursements for November
- 4.2** Approval of Disbursements for December
- 4.3** Approval of Minutes for October

5.0 Regular Agenda

- 5.1** LexisNexis & Westlaw Patron Access Renewals
- 5.2** Reduced hours December 23rd – December 27th

6.0 Future Meetings

- 6.1** January 21, 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.

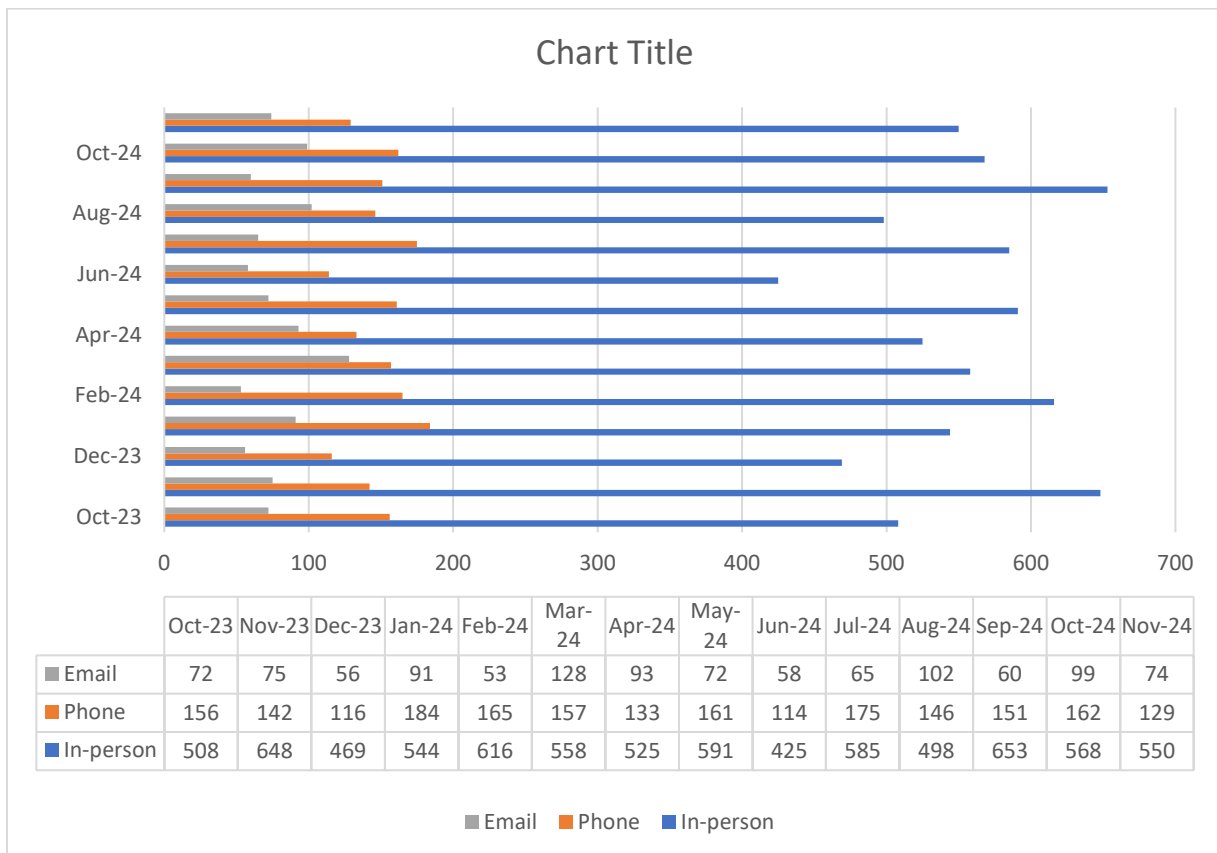
Materials related to any item on this agenda will be available prior to the meeting at the Law Library during normal business hours.

December Regular Meeting 12/10/24 Agenda Item 3.1

Agenda Item 3.1

Service Statistics

October 2023 (23 open days)	October 2024 (23 open days)	November 2023 (18 open days)	November 2024 (18 open days)
In-person: 508 Phone calls: 156 Emails: 72	In-person: 568 Phone calls: 162 Emails: 99	In-person: 648 Phone calls: 142 Emails: 75	In-person: 550 Phone calls: 129 Emails: 74



December Regular Meeting 12/10/24 Agenda Items 4.1 & 4.2

Agenda Item 4.1

November Disbursements

Vendor	Invoice	Date	Description	Amount
CALPERS	17723170	11/01/2024	UAL MONTHLY	4849.92
CEB	IN00203644	11/05/2024	TRADE SECRETS	400.79
CEB	IN00203531	11/05/2024	AG: INDEPENDENT CONTRACTORS	284.98
CEB	IN00203628	11/05/2024	AG: HANDLING PROBATE	284.98
CEB	IN00204489	11/06/2024	CA CONTRACTS	475.08
CEB	IN00205459	11/08/2024	CA WILL DRAFTING	628.03
COAST TO COAST	A2721309	10/14/2024	TONER	320.45
CRUZIO	B33987-125	11/07/2024	INTERNET	84.90
LEXIS	4153196E	11/01/2024	LEXIS PRINT/DIGITAL	2567.18
LEXIS	43065562	10/21/2024	CA OFF APP RPTS V 87	46.92
LEXIS	3095414742	10/31/2024	LEXIS ONLINE	1167.75
SHARP	9005068330	10/28/2024	COPIER MAINTANENCE	311.06
STAPLES	6012095351	09/18/2024	SUPPLIES	141.48
STAPLES	6014465146	10/16/2024	SUPPLIES	156.94
SUPERIOR COURT	166	11/01/2024	NOVEMBER REIMBURSEMENT	5000.00
WEST	850989884	11/01/2024	WESTLAW	1888.68
WEST	850766250	09/01/2024	PRINT SUBSCRIPTIONS	982.91
WEST	851058032	11/01/2024	PRINT SUBSCRIPTIONS	982.91
TOTAL:				20574.96

Agenda Item 4.2

December Disbursements

Vendor	Invoice	Date	Description	Amount
CALPERS	17752079	12/01/2024	UAL MONTHLY	4849.92
CRUZIO	B33987	12/07/2024	INTERNET	84.90
INGRAM	84890136	11/20/2024	HT WIN YOUR PERSONAL INJURY CL	29.04
LEXIS	4153196F	12/01/2024	LEXIS PRINT/DIGITAL	2567.18
LEXIS	43367879	11/13/2024	CA OFF APP RPTS V 88	46.92
LEXIS	3095490056	11/30/2024	LEXIS ONLINE	1167.75

December Regular Meeting 12/10/24 Agenda Items 4.1 & 4.2

SHARP	9005110057	11/28/2024	COPIER MAINTANENCE	311.05
SUPERIOR COURT	164	12/01/2024	DECEMBER REIMBURSEMENT	5000.00
WEST	851130701	12/01/2024	WESTLAW	1888.68
WEST	851058032	12/01/2024	PRINT SUBSCRIPTIONS	982.91
			TOTAL:	16928.35

AGENDA ITEM 4.2

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES
MINUTES REGULAR MEETING, OCTOBER 15, 2024**

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, John Gallagher, Julia Hill, Nancy Miller, Eric Nelson and Leila Sayar. Also, in attendance: Renee Fleming.*

1.2 Approve Agenda: **ACTION TAKEN: Motion to remove the amended at the top of the agenda. M/S/C Gallagher/Hill 7/0 ACTION TAKEN: Motion to approve the agenda. M/S/C Nelson/Miller 7/0**

2.0 Public Comment – NONE

3.0 Oral Communication

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

- In September 2023 we had 487 in-person visits. We assisted 154 phone callers and had 87 email exchanges of information. In 2024 we had 653 in-person visits, 151 phone calls, and 60 email exchanges of information.

3.2 Librarian's Report

3.2..1 Merchant Services have been initiated. We should hear something in two to three weeks. When we do, we will be 80% ready to launch.

3.2..2 Fundraising – Trustee Eric Nelson arranged for the law library to table at the Santa Cruz Bar Association's awards event. He staffed the table getting pledges that totaled \$1601.

3.2..3 Digital Library Implementation – full implementation will take place after the new year. This was a cost neutral addition.

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Hill/Nelson 7/0

4.1 Approval of Disbursements for November

4.2 Approval of Minutes of October Meeting

5.0 Regular Agenda

5.1 Approval of Annual Report Fiscal Year 2023-2024 – after discussion **ACTION TAKEN: Motion to approve Annual Report M/S/C Sayar/Ferguson 7/0**

6.0 Future Meetings:

6.1 November 19, 2024

6.2 December 10, 20204

Adjourned 5:35 p.m.

December Regular Meeting 12/10/24 Agenda Items 5.1 & 5.2

AGENDA ITEM 5.1

LexisNexis Patron Access Renewal & Westlaw Patron Access Renewal

BACKGROUND: Currently, the library provides public access to both LexisNexis and Westlaw. We have licenses to provide concurrent access to two users. Both contracts expire at the end of this calendar year. With both contracts an unavailability of funds clause is always included.

Our LexisNexis subscription is less comprehensive than our West subscription providing access to U.S. and California primary materials and the Matthew Bender California secondary materials. By comparison, West provides access to primary materials for the U.S. and all 50 states. Additionally, it provides a robust California and National platform of secondary resources along with public access to their Practical Law database of attorney drafted and maintained checklists and samples.

LEXISNEXIS: Renewal for three years with 0% increase per year. The annual cost is \$14,013 with a monthly cost of \$1167.75

WESTLAW: Renewal for three years with a 3% increase per year. The annual cost of the first year would be \$23,344.08. We were awarded grant money from CCCLL to pay for Westlaw this fiscal year. If we signed a one-year contract, the cost for the year would be \$24,250.68

RECOMMENDATION: Renew Westlaw access and cancel LexisNexis. The content that is offered through Westlaw is more valuable to our users. Additionally, staff has LexisNexis access to provide information for specific Lexis requests.

AGENDA ITEM 5.1

Reduced hours the week of 12/23

Proposal: reduce the hours on Monday, December 23 and Thursday, December 26th to 8-12. This will align with the Tuesday holiday hours and our normal Friday hours. We anticipate being slow with the mid-week holiday. The afternoons will be used to accomplish year end tasks such as updating forms and packets for 2025.