

AGENDA

Santa Cruz County Law Library Board of Trustees

January Regular Meeting
January 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 December Service Statistics
- 3.2 Librarian's Report
 - 3.2.1 Merchant Services Update
 - 3.2.2 Scrabble 2025 Date
 - 3.2.3 Change in Business & Professions Code regarding Law Library Board of Trustees Meetings

4.0 Consent Agenda

- 4.1 Approval of Disbursements for January
- 4.2 Approval of Minutes for December

5.0 Regular Agenda

- 5.1 Friends of the Library formation discussion

6.0 Future Meetings

- 6.1 February 18, 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.

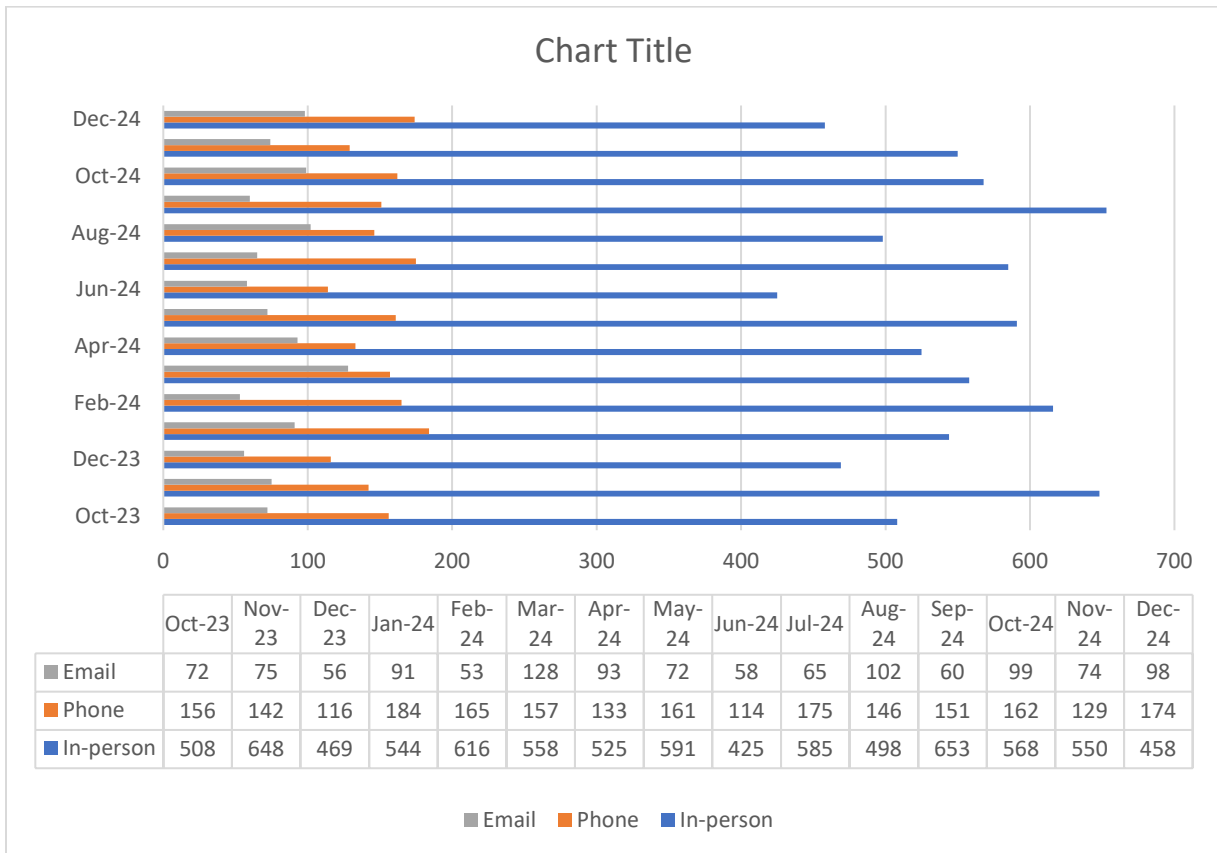
January Regular Meeting 1/21/25 Agenda Item 3.1

Agenda Item 3.1

Service Statistics

December 2023 (21 open days)	December 2024 (21 open days)
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In-person: 469	In-person: 458
Phone calls: 116	Phone calls: 174
Emails: 56	Emails: 98



January Regular Meeting 1/21/25 Agenda Items 3.2.1, 3.2.2 & 3.2.3

Agenda Item 3.2.1

Merchant Services Update

We went live on January 14th!

A service fee of 2.39% with a minimum of \$2 applies to all credit card transactions. This amount is passed on to the customer.

As part of the merchant services, we can accept online payments. This has been set up for individuals to pay an invoice or make donations. Payments for any other service will be in-person. A new Pay an Invoice page has been added to our website. A link to the online payment page is linked on our website Comstock Collection Fund page.

Additionally, a QR code and link has been added to all of our invoices that went out on the 15th.

Agenda Item 3.2.2

Scrabble has been set for Saturday April 26th. Save the date information will go out next week to our email list.

Agenda Item 3.2.3

Business and Professions Code 6304 has been changed to require board of law libraries trustees to meet quarterly rather than monthly.

January Regular Meeting 1/21/25 Agenda Items 4.1

Agenda Item 4.1

December Disbursements

Vendor	Invoice	Date	Description	Amount
CALPERS	17782799	01/01/2025	UAL MONTHLY	4849.92
CEB	IN00221903	12/9/2024	CA ATTYS GUIDE TO DAMAGES	353.81
CEB	IN00227349	12/16/2024	CA CIVIL WRIT PRACT	409.53
CEB	IN00227659	12/16/2024	FORMING CA COMMON INTEREST	537.35
CEB	IN00227769	12/16/2024	FAMILY LAW FINANICAL DISC	267.50
CEB	IN00227789	12/16/2024	CA UCC SALES	478.36
CEB	IN00228623	12/17/2024	FORMING & OPERATING LLCS	371.29
CEB	IN00228847	12/17/2024	COMPLETE PLANS FOR SMALL & MID-SIZED ESTATES	373.48
CEB	IN00237757	1/7/2025	CA GUARDIANSHIP	357.09
CEB	IN00244296	1/15/2025	ORGANIZING CORPS IN CA	402.97
CEB	IN00244122	1/15/2025	REAL PROP OWNERSHIP & TAX	359.27
COPWARE	21249-2025	12/13/2024	CA PEACE OFF SOURCEBOOK	115
CRUZIO	B33987-129	01/07/2025	INTERNET	84.90
LEXIS	4153196G	01/01/2024	LEXIS PRINT/DIGITAL	2567.18
LEXIS	43367879	10/22/2024	CA OFF APP RPTS V 87	46.92
SHARP	9005149250	12/28/2024	COPIER MAINTANENCE	311.05
STAPLES	6020447392	12/31/2024	SUPPLIES	101.07
SUPERIOR COURT	165	01/01/2025	JANUARY REIMBURSEMENT	5000.00
WEST	851281982	01/01/2025	WESTLAW	1888.68
WEST	851355018	01/01/2025	PRINT SUBSCRIPTIONS	1071.33
			TOTAL:	19946.7

AGENDA ITEM 4.2

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES
MINUTES REGULAR MEETING, DECEMBER 10, 2024**

1.0 Meeting and Organization

1.1 Establish Quorum *Meeting called to order at 5:02 p.m. Present at the call to order: Emily DuBois, Cheryl Ferguson, John Gallagher, Julia Hill, Eric Nelson and Leila Sayar. Absent: Nancy Miller Also, in attendance: Renee Fleming.*

1.2 Approve Agenda: **ACTION TAKEN: Motion to approve the agenda. M/S/C DuBois/Nelson 6/0**

2.0 Public Comment – NONE

3.0 Oral Communication

3.1 Statistics on services were provided for the months of October 2023, October 2024, November 2023 & November 2024.

- In October 2023 we had 508 in-person visits. We assisted 156 phone callers and had 72 email exchanges of information. In 2024 we had 568 in-person visits, 162 phone calls, and 99 email exchanges of information.
- In November 2023 we had 648 in person visits, 142 phone calls and had 75 email exchanges. In 2024 we had 550 in person visits, 129 phone calls, and 74 email exchanges.

3.2 Librarian's Report

3.2..1 Fundraising – The money from Trustee Eric Nelson pledge drive at the Santa Cruz Bar Association's awards event has been coming in. The librarian will verify the total amount of contributions which should be around \$2600.

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Hill/Sayar 6/0

4.1 Approval of Disbursements for November

4.2 Approval of Disbursements for December

4.3 Approval of Minutes of October Meeting

5.0 Regular Agenda

5.1 LexisNexis & Westlaw Patron Access Renewals **ACTION TAKEN: Motion to approve Westlaw renewal and cancellation of Lexis M/S/C Hill/Sayar 6/0**

5.2 Reduced Hours December 23rd – December 27th **ACTION TAKEN: Motion to approve proposed reduced schedule M/S/C DuBois/Nelson 6/0**

6.0 Future Meetings:

6.1 January 21, 2025

Adjourned 5:17 p.m.