

AGENDA

Santa Cruz County Law Library Board of Trustees

April Regular Meeting

April 15, 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 March Service Statistics

3.2 Librarian's Report

3.3 Scrabble 2025

3.4 Table at Santa Cruz Trial Lawyers Event

4.0 Consent Agenda

4.1 Approval of Disbursements for April

4.2 Approval of Minutes for March

5.0 Regular Agenda

5.1 Friends of the Library formation discussion

5.2 Approval of Proposed Budget FY 2025-2026

6.0 Future Meetings

6.1 August 19, 2025

6.2 October 21, 2025

6.3 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

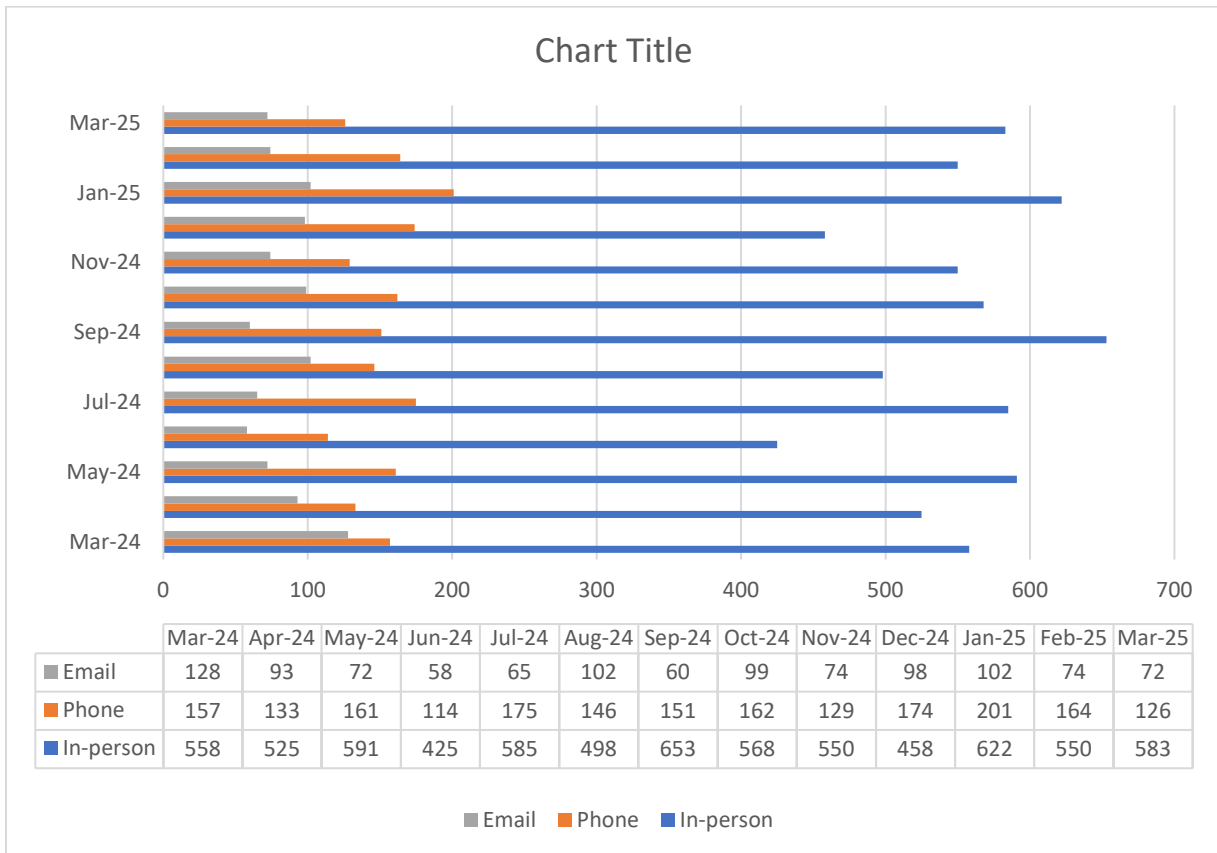
Service Statistics

March 2024
(20 open days)

March 2025
(20 open days)

In-person: 558
Phone calls: 157
Emails: 128

In-person: 583
Phone calls: 126
Emails: 72



April Regular Meeting 4/15/25 Agenda Items 4.1

Agenda Item 4.1

March Disbursements

Vendor	Invoice	Date	Description	Amount
CALPERS	17875017	04/01/2025	UAL MONTHLY	4849.92
CEB	IN00287364	03/26/2025	CA TRUST AND PROBATE LITIGATION	535.17
CEB	IN00287632	03/26/2025	CA TRUST ADMIN	512.22
CEB	IN00288702	03/27/2025	PRACTICE UNDER CEQA	535.17
CEB	IN00295485	04/07/2025	CA ATTY FEE AWARDS	422.64
CRUZIO	B33987-133	03/07/2025	INTERNET	84.90
CRUZIO	B33987-133	04/07/2025	INTERNET	84.90
LEXIS	4153196I	04/01/2025	LEXIS PRINT/DIGITAL	2567.18
LEXIS	44905084	03/03/2025	CA OFF APP RPTS V 93	46.92
SHARP	9005269659	03/28/2025	COPIER MAINTANENCE	311.05
STAPLES	6024816500	02/22/2025	PAPER	146.29
SUPERIOR COURT	168	04/01/2025	APRIL REIMBURSEMENT	5000.00
WEST	85176944	04/01/2025	WESTLAW	1945.34
WEST	851791856	04/01/2025	PRINT SUBSCRIPTIONS	1071.33
TOTAL:				18113.03

AGENDA ITEM 4.2

**MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES
MINUTES REGULAR MEETING, APRIL 15, 2025**

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

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

2.0 Public Comment – NONE

3.0 Oral Communication

3.1 Statistics on services were provided for the months of February 2024 & 2025.

- In February 2024 we had 614 in-person visits. We assisted 165 phone callers and had 53 email exchanges of information. In 2025 we had 550 in-person visits, 164 phone calls, and 74 email exchanges of information.

3.2 Librarian’s Report –

- CCCLL Mutual Aid Grant applications are due next month. The librarian will apply to help cover subscription costs. Since we were grant recipients for the last three years we may not be funded again.
- Santa Cruz Voices Radio Show. Law Library regular Becky Steinbruner invited the librarian to be a guest on her radio show to promote the Scrabble Tournament and discuss the Law Library. The interview date will be April 18th.

3.3 Scrabble 2025 – we need help with snacks, drinks and monetary contributions for prizes.

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Miller/Ferguson 4/0

4.1 Approval of Disbursements for March

4.2 Approval of Minutes of February Meeting

5.0 Regular Agenda

5.1 Friends of the Library formation discussion – item will be continued on next month’s agenda **NO ACTION TAKEN**

5.2 Discussion regarding change to Law Library Board of Trustees Meeting requirements – after discussion of the proposed list of months for BOT meetings and the ability to call emergency or special meetings if necessary. **ACTION TAKEN: Motion to adopt proposed schedule for Board Meetings. M/S/C DuBois/Ferguson The BOT will now meet in February, April, August, October and December.**

5.3 Action needed on Board of Trustees Bylaws – after discussion **ACTION TAKEN: Motion to revoke Board of Trustees Bylaws. M/S/C Miller/DuBois**

April Regular Meeting 4/15/25 Agenda Items 4.2 & 5.2

6.0 Future Meetings:
6.1 April 15, 2025

Adjourned 5:45 p.m.

AGENDA ITEM 5.2
Approval of Preliminary Budget for FY 2025-2026

<u>REVENUES</u>	FY 24-25 Budget	YTD Budget	Preliminary Budget FY 25-26
INTEREST	\$ 1,000.00	\$5,607.26	\$2,000.00
COURT FILING FEES	\$ 150,000.00	\$123,581.80	\$150,000.00
PACKETS	\$ 200.00	\$25.00	\$100.00
COPY CHARGES	\$ 2,000.00	\$1,719.05	\$2,000.00
MISC PURCHASES	\$ 500.00	\$1088.22	\$1,000.00
CONTRIBUTIONS AND DONATIONS	\$ 40,000.00	\$5,789.00	\$10,000.00
OTHER REVENUE	\$	\$-55,962.00	\$33,729
Total:	\$ 193,700.00	\$193,772.33	\$198,729.00

<u>EXPENDITURES</u>	FY 24-25 Budget	YTD Budget	Preliminary Budget FY 25-26
INTERNET	\$ 1,500.00	\$679.20	\$1,100.00
INSURANCE -	\$ 6,500.00	\$3,176.43	\$6,500.00
MAINT- COPY MACHINES	\$ 3,600.00	\$2,488.43	3,750.00
MEMBERSHIPS	\$ 515.00	\$75.00	515.00
MISCELLANEOUS EXPENSE-SERVICES	\$- 300.00	\$0.00	\$300.00
POSTAGE	\$ 300.00	\$157.90	\$300.00
ISD – DUPLICATING		\$86.00	
SUPPLIES	\$ 3,000.00	\$866.23	\$2000.00
MOU/CALPERS	\$108,199.00	\$93,999.28	\$114,074.00
SECURITY SERVICES	\$-	\$-190.00	\$190.00
SUBSCRIPTIONS	\$69,786.00	\$76,283.92	\$70,000.00
TRAVEL - OTHER	\$		
Total:	\$193,700.00	\$178,302.39	\$198,729.00
Difference:		\$15,349.94	

Fund Balance as of
4/8/2025 \$158,232.04

AGENDA ITEM 5.2

FY 2025-2026 Budget Notes:

Revenues: *We have an outstanding deposit which these numbers do not reflect.

Contributions: This amount is a hope.

Other Revenue: This amount will be pulled from our current fund balance. Without this our collections budget would be \$36,271. An application will be submitted for the CCCLL Mutual Aid grants in the hope that funding will offset the amount we will need to use from our fund balance. This additional money will allow us to thoughtfully decrease our collection over the next year.

Expenditures:

CalPers: Our unfunded accrued liability (UAL) for the 25-26 Fiscal Year is \$64,074 up from \$58,199 last year. We have two separated employees and six retirees we are responsible for funding. Our UAL is not offset by current employee contributions because the Law Library, as an agency, does not have any employees. Full reports are available at <https://www.calpers.ca.gov/employers/actuarial-resources/public-agency-actuarial-valuation-reports> Our CalPers ID is 6637432547. Our UAL is based on the 2023 report.

Subscriptions: As mentioned, this amount will require us to begin cutting our collection. Even if we are awarded money through the CCCLL Mutual Aid Grant we will need to start pairing down our collection.