

AGENDA

Santa Cruz County Law Library Board of Trustees

August Regular Meeting

August 18, 2020

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 State Budget Allocation for backfill of civil filing fee revenue
- 3.2 Update on resumption of in-person services
- 3.3 Librarian's Report

4.0 Consent Agenda

- 4.1 Approval of Disbursements for August
- 4.2 Approval of Minutes of July Meeting
- 4.3 Acceptance of Preliminary FY 19-20 Year End Report

5.0 Regular Agenda

- 5.1 Approve setup of new US Bank Account and designate signers

6.0 Future Meetings

- 6.1 September 15, 2020

7.0 Adjourn

Notice to the public:

The meeting will be held telephonically. Members of the public may request telephonic access to the meeting by contacting the law library. In person attendance with proper social distancing is available.

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 or by phone at the address above or at (831) 420-2205, no later than two working days before the meeting.

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

State Budget Allocation for backfill of civil filing fee revenue

The Council of California County Law Librarians (CCCLL) submitted an allocation chart to State finance staff at their request. The allocation is based upon the actual decline in filing fees each County Law Library (CLL) experienced due to court closures, just as the legislature had requested. CCCLL calculated what percentage of the overall decline in revenues that CLL experienced and then allocates that same percentage of the \$7 million to that Library. In particular, the formula compares 4th quarter actuals to the prior year since that is the statewide data we have so far. This method gives those who were hit hard a slightly greater share and reduces the allocation to those who weren't hit as hard. The 4th quarter loss was about \$4.2M, so everyone will get more than their actual 4th quarter loss.

Our share is .36% \$25,351.

The chart is included as Attachment 3.1

AGENDA ITEM 3.2

Law Library Services July 13th through August 14th

In-person – 352
Appointments – 69 (included in the 352 above)
Phone calls – 222
Emails – 53

Last year same time period

In-person – 947
Phone calls – 141
Emails – 57 (this is from August 1 – August 31)

AGENDA ITEM 4.1

AUGUST 2020 LAW LIBRARY DISBURSEMENTS

VENDOR	INVOICE	DATE	DESCRIPTION	AMOUNT
CALPERS	100000016125458	08/01/2020	UAL MONTHLY	3647.68
CEB	10953767	07/06/2020	CEB BINDERS	81.94
CEB	10953989	07/15/2020	CA CHILD CUSTODY LIT	189.22
CEB	10955087	07/17/2020	NEIGHBOR DISPUTES LAW & LIT	178.13
CEB	10956440	07/27/2020	CA MUNICIPAL LAW HANDBOOK	481.49
CEB	10955805	07/20/2020	DRAFTING CA IRREVOCABLE TRUSTS	311.20
CEB	10959060	08/10/2020	CA SUMMARY JUD	284.05
CRUZIO	B33987-23	08/07/2020	INTERNET	84.90
LEXIS NEXIS	19713533	07/20/2020	CA OFF RPTS V	30.62
LEXIS NEXIS	3092776129	07/31/2020	LEXIS ADVANCE	676.00
LEXIS NEXIS	1874307A	07/17/2020	MONTHLY PRINT PLAN	2434.01
SHARP	9002872371	07/28/2020	MONTHLY COPIER PLAN	268.45
STAPLES	3451855345	07/22/2020	DATE STAMP	68.27
STAPLES	3451927904	07/23/2020	CLEANING SUPPLIES	30.22
STAPLES	3452275385	07/26/2020	CLEANING SUPPLIES	21.18
STAPLES	3452363604	07/29/2020	SUPPLIES	36.02
SUPERIOR COURT	113	07/29/2020	JULY REIMBURSEMENT	5000.00
SUPERIOR COURT	114	08/01/2020	AUG REIMBURSEMENT	5000.00
WEST	842746033	08/01/2020	WESTLAW	1814.99
WEST	842835788	08/04/2020	MONTHLY PRINT PLAN	725.49
			TOTAL	21363.86

AGENDA ITEM 4.2

MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES

JULY REGULAR MEETING, JULY 21, 2020

1.0 Meeting and Organization

1.1 Establish Quorum Meeting called to order at 5:05 p.m. Present at the call to order: John Gallagher, Lolly Belanger, Julia Hill, Dinah Sapia, Alan Smith and Timothy Volkmann. Absent: Emily DuBois. Also, in attendance: Renee Fleming.

1.2 Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C Volkmann/Smith 6/0**

2.0 Public Comment – None

3.0 Oral Communication

3.1 State Budget Allocation for backfill of civil filing fee revenue – The librarian reported that Council of California County Law Librarians was successful in securing a \$7 million appropriation in the State Budget for FY 20-21. The allocation formula and timeline for distribution have not been set.

3.2 Update on resumption of in-person services – During the first month of in-person services we had 332 in-person visits. Most lasted less than 15 minutes and 75 of the 332 were set appointments. We had 180 phone calls and 108 email exchanges of information. For the 8 months of the fiscal year pre-COVID our average per month was 766 in-person visits, and 130 phone calls.

3.3 Librarian's Report – Staff has been working on a new website. We hope to have it live before the August meeting. Trustee Sapia reminded the librarian to make sure the website is ADA complaint.

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

4.1 Approval of Disbursements for July

4.2 Approval of Meeting Minutes of June Meeting

5.0 Regular Agenda – NONE

6.0 Future Meetings

6.1 August 18, 2020

Adjourned Meeting adjourned at 5:19 p.m.

AGENDA ITEM 4.3

Fiscal Year 19-20 Preliminary Year End Report

Below is the year-end report for Fiscal Year 19-20. Due to the COVID-19 Pandemic our 4th quarter revenues were heavily impacted. Fortunately, we had money in reserve. Some of this was one-time funding. The rest was reserve we have built up over the years.

Summary:

Projected Revenue: \$234,932.00 it is important to note that this includes \$50,000 that we were pulling from our one-time funding money in our reserve fund. Without this reserve money our projected income was \$184,932.

Actual Revenue: \$171,127.90

Revenue by type: projected vs. actual = loss – this is only for our major sources of revenue
Filing fee: \$150,000/\$141,853.96 (8,146.04)
Copies/Packets: \$12,000/\$8679.99 (3,320.01)
After hours: \$15,000/10,806.60 (4,193.40)

Total loss: \$15,659.45

Projected Expenditures: \$234,932.00

Actual Expenditures: \$228,070.97

Planned One-time funding: The \$50,000 was planned to be used as follows:
Lexis Advance (online): \$8112.00
Lexis Print (offset costs): \$5,181.60
Chairs: \$7,000.00
Computers: \$10,000
Internet Upgrade: \$4,700
PERS Liability: \$18,784.50
The total amount planned was \$53,778.10. Only \$50,000 was added into the budget for two reasons. One, because some of the costs were only estimates. Two, our filing fee revenue appeared to be on a steady increase, and we were hoping to cover more of the PERS Liability with regular revenue.

Actual One-time funding: \$42,963.64
Lexis Advance (online) \$8112.00
Lexis Print (offset costs) \$5181.60
Computers (includes software/printer/other hardware): \$8730.54
Internet Upgrade: \$2,155.00
PERS Liability: \$18,784.50

Budget Deficit: \$56,943.07

Approximate fund balance: \$75,725.49 as of 7/28/2020

August Regular Meeting, 8/18/20 Agenda Items 4.3

	YTD Adjusted Budget	Year-To-Date Actual
LAW LIBRARY		
Revenues		
Character 10 – REV FROM USE OF MONEY & PROP		
INTEREST	1,000.00	2,419.13
Total Character 10	1,000.00	2,419.13
Character 19 – CHARGES FOR SERVICES		
COURT FILING FEES	150,000.00	141,853.96
PACKETS	2,000.00	1,420.50
COPY CHARGES	10,000.00	7,259.49
AFTER HOURS	15,000.00	10,806.60
OTHER CHARGES CURRENT SERVICES	2,200.00	2,775.07
Total Character 19	179,200.00	164,115.62
Character 23 – MISC. REVENUES		
SALES-OTHER-NON-TAXABLE	500.00	1.00
CONTRIBUTIONS AND DONATIONS	4,200.00	4,472.15
NSF CHECKS	-	(30.00)
OTHER REVENUE	50,032.00	150.00
Total Character 23	54,732.00	4,593.15
Total Revenues	234,932.00	171,127.90
Expenditures		
Character 60 – SERVICES AND SUPPLIES		
TELEPHONE-NON-TELECOM 1099 (INTERNET)	1,350.00	1,909.82
OTHER INSURANCE	2,800.00	3,063.93
MAINT-OFFICE EQUIPMNT-SERVICES	4,440.00	4,290.96
MEMBERSHIPS	510.00	115.00
MISCELLANEOUS EXPENSE-SERVICES	2,300.00	2,455.00
MISC NONINVENTORIALABLE ITEMS	7,000.00	-

August Regular Meeting, 8/18/20 Agenda Items 4.3 & 5.1

PC SOFTWARE PURCHASES	2,000.00	231.00
POSTAGE	800.00	703.21
SUPPLIES	2,000.00	3,031.86
ACCOUNTING AND AUDITING FEES	800.00	-
PROF & SPECIAL SERV-OTHER (SALARY & PERS)	102,000.00	104,741.80
SPECIAL MISC EXPENSE-SERVICES (TEEN PEER COURT)	2,000.00	1,112.50
SUBSCRIPTIONS BOOKS & ED MATER	96,532.00	98,846.95
TRAVEL-OTHER(NON-REPT)	400.00	-
Total Character 60	224,932.00	220,502.03
Character 80 – FIXED ASSETS		
COMPUTER EQUIPMENT	10,000.00	7,568.94
Total Character 80	10,000.00	7,568.94
Total Expenditures	234,932.00	228,070.97
Total	-	(56,943.07)

AGENDA ITEM 5.1

Set up of new US Bank account and designate signers

To move forward with accepting credit card services, we need to set up a US Bank account. This is the bank that the county is currently using for its outside bank accounts. Opening this bank account will allow us to set up merchant services for in-house and online payments via credit card. At this time, I am working with Tracy Zertuche in Superior Court finance to determine how best to approach the integration of these payments. For the account, we will need to designate at least two signers. We will also be designating administrators who will handle the online “sweep” of the account to deposit credit card payments.

Recommendations:

Signers: Librarian and at least one Trustee

Administrators: Librarian, Tracy Zertuche and her backup within finance department.

No decision has been made about a merchant services vendor. I hope to bring a recommendation to the Board at our September meeting.

CCCLL
\$7M Allocation Chart

CLL	2019				CURRENT YEAR				4th QUARTER LOSS		ALLOCATION	
	April 2019 (March filings)	May 2019 (April filings)	June 2019 (May filings)	Total	April 2020 (March filings)	May 2020 (April filings)	June 2020 (May filings)	Total	\$ Decrease	% Decrease	% Allocation	\$ Allocation
Alameda	110,630	117,746	106,868	335,245	69,720	4,081	76,706	150,507	-184,738	-55.1%	4.39%	307,583
Alpine	8	12	8	28	17	2	4	23	-5	-17.9%	0.00%	8
Amador	1,206	1,259	1,415	3,880	945	717	620	2,282	-1,599	-41.2%	0.04%	2,662
Butte	12,950	13,519	12,982	39,450	8,593	6,934	7,588	23,115	-16,335	-41.4%	0.39%	27,198
Calaveras	2,604	2,476	2,361	7,441	2,690	1,481	1,587	5,758	-1,683	-22.6%	0.04%	2,801
Colusa	604	383	449	1,436	322	102	301	725	-711	-49.5%	0.02%	1,184
Contra Costa	69,511	69,503	74,380	213,394	35,135	34,007	33,787	102,928	-110,466	-51.8%	2.63%	183,922
Del Norte	907	877	550	2,333	576	460	329	1,365	-969	-41.5%	0.02%	1,613
El Dorado	10,281	8,786	8,834	27,902	7,507	4,322	5,318	17,147	-10,754	-38.5%	0.26%	17,906
Fresno	64,167	68,005	70,223	202,395	47,001	3,988	48,044	99,033	-103,362	-51.1%	2.46%	172,095
Glenn	938	695	974	2,607	606	492	245	1,343	-1,265	-48.5%	0.03%	2,105
Humboldt	8,594	9,336	9,190	27,120	6,163	3,664	4,230	14,058	-13,062	-48.2%	0.31%	21,749
Imperial	3,679	5,882	4,626	14,186	4,267	2,062	2,292	8,621	-5,565	-39.2%	0.13%	9,265
Inyo	500	627	586	1,713	1,021	377	290	1,688	-25	-1.5%	0.00%	42
Kern	53,975	47,778	49,749	151,502	38,751	12,313	29,107	80,171	-71,331	-47.1%	1.70%	118,764
Kings	6,870	6,572	6,804	20,246	5,878	3,311	3,076	12,264	-7,981	-39.4%	0.19%	13,289
Lake	3,204	3,074	3,045	9,323	1,534	1,071	1,475	4,080	-5,243	-56.2%	0.12%	8,729
Lassen	1,144	730	784	2,658	962	618	948	2,528	-130	-4.9%	0.00%	216
Los Angeles	679,194	678,844	696,772	2,054,811	584,939	381,606	334,995	1,301,541	-753,270	-36.7%	17.92%	1,254,174
Madera	8,172	8,364	6,493	23,029	6,643	5,799	3,830	16,272	-6,758	-29.3%	0.16%	11,252
Marin	13,547	15,797	15,505	44,848	8,031	12	382	8,425	-36,423	-81.2%	0.87%	60,643
Mariposa	1,078	844	701	2,623	567	257	348	1,172	-1,451	-55.3%	0.03%	2,416
Mendocino	4,910	4,442	5,422	14,774	4,482	2,944	2,455	9,881	-4,893	-33.1%	0.12%	8,146
Merced	13,032	11,904	12,395	37,331	10,095	3,006	8,660	21,760	-15,570	-41.7%	0.37%	25,924
Modoc	111	437	254	802	266	100	200	566	-236	-29.4%	0.01%	393
Mono	502	322	340	1,164	234	266	180	680	-484	-41.5%	0.01%	805
Monterey	18,294	19,691	19,275	57,259	14,450	9,428	9,181	33,059	-24,200	-42.3%	0.58%	40,292
Napa	6,214	6,337	6,154	18,709	2,889	74	137	3,100	-15,605	-83.4%	0.37%	25,982
Nevada	4,775	4,782	4,296	13,853	3,755	1,833	2,097	7,685	-6,168	-44.5%	0.15%	10,270
Orange	238,564	260,791	259,281	758,637	144,800	1,896	47,778	194,475	-564,162	-74.4%	13.42%	939,314
Placer	23,004	22,905	23,632	69,541	19,073	10,903	15,526	45,502	-24,039	-34.6%	0.57%	40,024
Plumas	787	660	630	2,077	461	304	255	1,019	-1,057	-50.9%	0.03%	1,760
Riverside	182,357	172,209	171,184	525,750	114,161	3,316	23,514	140,991	-384,758	-73.2%	9.15%	640,612
Sacramento	170,578	158,442	210,798	539,818	127,848	9,900	135,236	272,984	-266,834	-49.4%	6.35%	444,271
San Benito	1,394	2,851	2,387	6,632	1,096	1,654	840	3,590	-3,042	-45.9%	0.07%	5,065
San Bernardino	138,648	150,021	143,387	432,055	83,878	128	21,441	105,447	-326,608	-75.6%	7.77%	543,793
San Diego	252,615	255,175	259,154	766,944	152,498	6,784	118,215	277,498	-489,446	-63.8%	11.64%	814,913
San Francisco	81,903	84,697	88,581	255,180	72,327	41,492	43,948	157,766	-97,414	-38.2%	2.32%	162,192
San Joaquin	44,371	42,183	45,987	132,542	25,152	1,925	19,561	46,638	-85,904	-64.8%	2.04%	143,028
San Luis Obispo	14,837	15,169	17,053	47,059	12,215	8,456	10,009	30,679	-16,380	-34.8%	0.39%	27,272
San Mateo	52,263	44,673	44,304	141,240	30,391	17,602	29,724	77,716	-63,524	-45.0%	1.51%	105,766
Santa Barbara	28,578	32,495	31,132	92,205	21,791	14,999	14,879	51,669	-40,536	-44.0%	0.96%	67,491
Santa Clara	83,493	64,954	76,870	225,317	43,697	34,794	46,657	125,148	-100,170	-44.5%	2.38%	166,780
Santa Cruz	12,177	11,433	12,396	36,005	7,140	7,279	6,360	20,779	-15,226	-42.3%	0.36%	25,351
Shasta	9,591	9,004	8,695	27,290	5,930	516	8,364	14,809	-12,480	-45.7%	0.30%	20,779
Sierra	47	69	100	216	22	20	20	62	-154	-71.3%	0.00%	257
Siskiyou	2,482	2,208	1,904	6,594	1,654	494	1,048	3,196	-3,398	-51.5%	0.08%	5,657
Solano	33,217	27,421	31,012	91,650	20,663	13,805	12,829	47,297	-44,354	-48.4%	1.05%	73,847
Sonoma	31,653	30,116	33,792	95,562	18,059	10,651	16,011	44,721	-50,841	-53.2%	1.21%	84,648
Stanislaus	24,111	22,252	23,723	70,086	18,082	10,293	11,839	40,214	-29,872	-42.6%	0.71%	49,736
Sutter	1,136	1,039	1,273	3,448	859	310	702	1,871	-1,578	-45.8%	0.04%	2,627
Tehama	2,170	2,355	2,555	7,080	1,509	2,168	876	4,554	-2,526	-35.7%	0.06%	4,206
Trinity	482	491	591	1,564	305	228	160	693	-871	-55.7%	0.02%	1,450
Tulare	27,364	27,180	26,965	81,509	18,253	10,711	14,712	43,676	-37,833	-46.4%	0.90%	62,991
Tuolumne	1,749	1,788	1,800	5,337	1,644	1,002	768	3,414	-1,923	-36.0%	0.05%	3,202
Ventura	55,268	52,022	46,806	154,097	25,135	5,077	5,266	35,478	-118,619	-77.0%	2.82%	197,497
Yolo	11,073	9,981	10,345	31,399	5,747	2,726	5,098	13,570	-17,829	-56.8%	0.42%	29,684
Yuba	2,009	1,765	1,897	5,671	1,263	4	1,785	3,052	-2,619	-46.2%	0.06%	4,360
Total	2,629,522	2,615,374	2,699,668	7,944,563	1,843,690	704,764	1,191,834	3,740,288	-4,204,275		100%	7,000,000