

AGENDA

Santa Cruz County Law Library Board of Trustees

October Regular Meeting
October 20, 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 Update on resumption of in-person services
- 3.2 Librarian's Report

4.0 Consent Agenda

- 4.1 Approval of Disbursements for October
- 4.2 Approval of Minutes of September Meeting

5.0 Regular Agenda

- 5.1 Approval of Annual Report for Fiscal Year 2019-2020

6.0 Future Meetings

- 6.1 November 17, 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

Law Library Services

September 8th through October 9th
(24 open days)

In-person – 315
Appointments – 61 (included in the 315 above)
Phone calls – 254
Emails – 69

Last year September 9th through October 11th
(25 open days)

In-person – 975
Phone calls – 137
Emails – 52 (September 2019)

First Quarter July – September 2020

In-person - 829
Appointments – 190 (included in the 829 above)
Phone Calls - 653
Emails - 187

First Quarter July – September 2019

In-person - 1836
Appointments – N/A
Phone Calls - 381
Emails - 143

AGENDA ITEM 4.1

OCTOBER 2020 LAW LIBRARY DISBURSEMENTS

VENDOR	INVOICE	DATE	DESCRIPTION	AMOUNT
ALLIANT	6497	09/10/2020	SLIP INSURANCE	1712.93
AT&T	15260186	09/01/2020	MONTHLY CHARGES	21.17
AT&T	15402880	10/01/2020	MONTHLY CHARGES	21.81
CALPERS	100000016192363	10/01/2020	UAL MONTHLY	3647.68
CALPERS	100000016150303	08/21/2020	GASB-68 REPORT	350.00
CEB	109266251	08/24/20	CA CRIMINAL LAW FORMS	183.78
CEB	10967492	09/08/2020	DIVIDING PENSIONS	213.55
CEB	10967684	09/09/20	CA SUBDIVISION MAP ACT	205.63
CEB	10969291	09/18/2020	DRAFTING CA REVOCABLE TRUSTS	290.30
CEB	10971957	10/07/2020	AG: HANDLING CIVIL APPEALS	190.88
CEB	10971369	10/05/2020	CA POWERS OF ATTY	186.95
CEB	10972109	10/13/2020	AG: HANDLING DEPOSITIONS	190.88
CRUZIO	B33987-27	10/07/2020	INTERNET	84.90
INGRAM	48282582	09/10/2020	NOLO SELF HELP TITLES	24.68
JAMES PUBLISHING	165623	09/29/2020	CA DRUNK DRIVING LAW	210.56
LEXIS NEXIS	20909489	09/28/2020	CA OFF APP RPTS BV 31	30.62
LEXIS NEXIS	3092882151	9/30/2020	LEXIS ADVANCE	676.00
LEXIS NEXIS	1874307C	09/11/2020	MONTHLY PRINT PLAN	2434.01
LEXIS NEXIS	2021889X	8/24/20	CA OFF APP RPTS BV 30	30.62
SHARP	9002944832	9/10/2020	COPIER MAINTENANCE	268.45
SHARP	9002988048	9/30/2020	COPIER MAINTENANCE	268.45
STAPLES	3456656280	9/16/2020	SUPPLIES	29.30
STAPLES	3456723530	9/17/2020	SUPPLIES	36.39
SUPERIOR COURT	116	10/01/2020	OCTOBER REIMBURSEMENT	5000.00
WEST	843082867	10/01/2020	WESTLAW	1814.99
WEST	843082867	10/04/2020	MONTHLY PRINT PLAN	725.66
TOTAL				18850.19

AGENDA ITEM 4.2
MINUTES – SANTA CRUZ COUNTY LAW LIBRARY BOARD OF TRUSTEES
SEPTEMBER REGULAR MEETING, SEPTEMBER 15, 2020

1.0 Meeting and Organization (Telephonic Meeting Pursuant to California Executive Order No. N-29-20)

1.1 Establish Quorum Meeting called to order at 5:03 p.m. Present at the call to order: John Gallagher, Lolly Belanger, Emily DuBois, Julia Hill, and Dinah Sapia. Absent: Alan Smith and Timothy Volkmann. Also, in attendance: Renee Fleming.

1.2 Approve Agenda **ACTION TAKEN: Motion to approve agenda M/S/C DuBois/Hill 5/0**

2.0 Public Comment – None

3.0 Oral Communication

3.1 Update on resumption of in-person services – From August 17th through September 4th we had 157 in-person visits. Most lasted less than 15 minutes and 32 of the 157 were set appointments. We had 176 phone calls and 47 email exchanges of information. For approximately the same time period last year there were 556 in-person visits, and 95 phone calls. Emails were tracked differently pre-COVID, so a number for the dates does not correspond.

3.2 Librarian’s Report – We received our check for \$25,350.84 from the State intended to help us offset the decrease in filing fee revenue in April, May and June. The librarian was contacted by the adjuster for our insurance claim and the accounting firm that is gathering financial information to evaluate the claims. Most of the information has been compiled. The intent is to get the information to the accounting firm by the end of the week. Trustee Julia Hill will review the information that has been compiled prior to submission.

4.0 Consent Agenda – ACTION TAKEN: Motion to approve consent agenda M/S/C Belanger/Sapia 5/0

4.1 Approval of Disbursements for September

4.2 Approval of Meeting Minutes of August Meeting

5.0 Regular Agenda

6.0 Future Meetings October 20, 2020

Adjourned Meeting adjourned at 5:16 p.m.

SANTA CRUZ COUNTY LAW LIBRARY

ANNUAL REPORT 2019 - 2020



WHO WE ARE

The Santa Cruz County Law Library has provided freely accessible legal materials for public use since it was established in 1896. We have done this despite multiple location changes, sharp declines in filing fee revenue and sharp increases in the costs of legal materials, and now, during a global pandemic.

Our legal materials include self-help print titles, treatises, practice guides, and online databases. These materials alone do not meet the information needs of our users. Other services we provide and ways we deliver information include:

- Informational packets that help guide individuals through basic legal processes and explain county specific requirements.
- We host workshops
- We work with the Superior Court Self Help Center to create fill-in-the-blank pleadings.
- We provide computers where people can fill out forms, draft legal documents, and do legal research.

California County Law Libraries are usually the only free publically accessible resource for legal information in a community.

California County Law Libraries are governed by California Business and Professions Code sections 6300 et.seq. We are separate public entities governed by a Board of Law Library Trustees.

Each individual Board is allowed to enter into agreements with other agencies for the management of the county law library. In 2006, The Santa Cruz County Board of Law Library Trustees entered into a Memorandum of Understanding with the Santa Cruz Superior Court.

Board of Trustees

The Santa Cruz County Board of Law Library Trustees governs the policies, operations, budget, and future direction of the law library. The Board regularly meets on the third Tuesday of the each month at 5 p.m. Special and emergency meetings are held when necessary.

Board member appointments are in accordance with Business and Professions Code section 6301. This section requires the Superior Court to appoint four or five of its members. These members may designate others to serve in their place. The Board of Supervisors makes two appointments. Appointments from the Superior Court or Board of Supervisors may be attorneys, judges, or members of the general public. However, we are limited to no more than two members of the general public. Appointments are made on an annual basis for the calendar year. There is no limit to the number of years a Board member may serve.

Board of Law Library Trustees for Fiscal Year 2019-2020

Superior Court Appointees

Hon. John Gallagher 2007

Lolly Belanger 2020

Emily Dubois, Esq. 2019

Courtney Leibrock, Esq. 2017-2019

John Mancini 2007-2019

Dinah Sapia, Esq. 2020

Hon. Timothy Volkmann 2008

Board of Supervisor Appointees

Julia Hill, Esq. 2008

Alan J. Smith, Esq. 2010

WAYS WE PROVIDE ACCESS

6758

IN PERSON
VISITS

1570

PHONE
INQUIRIES

959

EMAIL
REQUESTS

HOW WE WERE USED

1181

COMPUTER
USES

2050

GENERAL
INQUIRIES

4993

REFERENCE
QUESTIONS

WHO USES US

5,933

OF OUR IN
PERSON
VISITS WERE
NON-
ATTORNEYS

For years, the majority of our users have been non-attorneys. Each year attorneys make up about 15% of our in-person visits.

825

OF OUR IN
PERSON
VISITS WERE
FROM
ATTORNEYS

COVID-19 IMPACTS

When COVID-19 hit in March, business and government operations across California came to a halt. In an effort to keep both staff and users safe, we eliminated our after hours access and subsequently closed our doors to in-person services.

From March 24th through June 7th we provided virtual services only. Our virtual services included phone and email reference, and document delivery via email or U.S. mail. We set up a voicemail box on our public phone line, so we could return calls we were unable to answer live.

Beginning on June 8th, we resumed limited in-person services with reduced hours of Monday through Friday 8:00 a.m. to 12:00 p.m. and began setting appointments for research, and computer use with limited walk-in assistance.

With the transition to virtual services we eliminated all of our in-person workshops. In 2019, we had resumed hosting the Small Claims and Divorce workshops once a month in addition to our Record Clearance workshop.

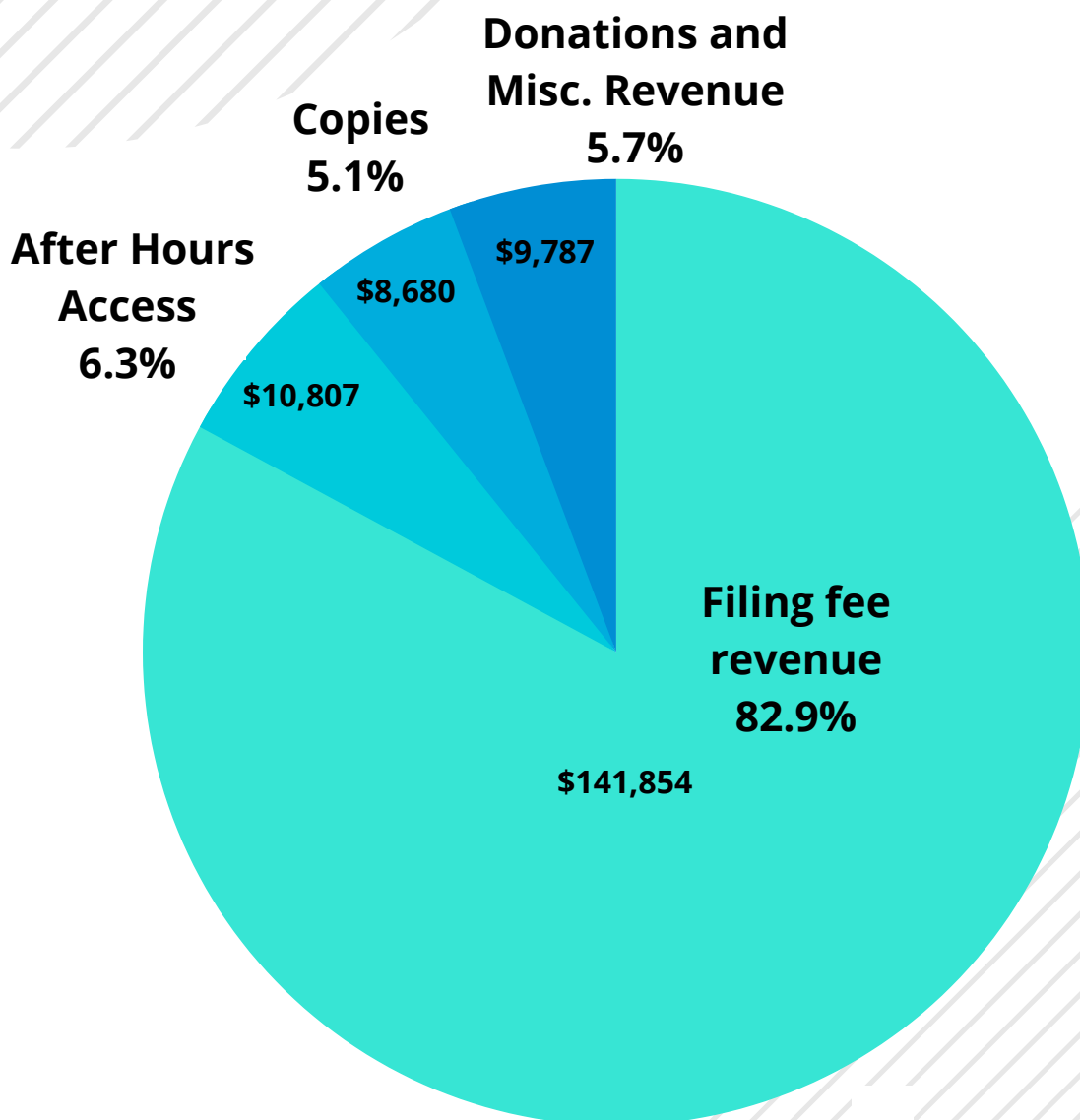
Our civil filing fee revenue dropped 30% from the previous year. We lost 62% of our non-filing fee revenue.

Our revenue has been severely impacted by the shuttering of our services. Our main sources of revenue are civil filing fee revenue, after hours access, and revenue generated by copies. We saw our fourth quarter (April-June) filing fee revenue drop 30% from the previous year. Our non filing fee income dropped from \$15,570.41 (March-June) to \$5075.77 a 67% decline.

During this time our monthly expenses remained the same. Some of our vendors worked to help offset the impact of lost revenue by offering credits, free remote access to our users, or by temporarily suspending shipment on publications.

WHERE THE MONEY COMES FROM

County Law Libraries primary source of funding comes from a portion of first paper civil filing fees. The amount we receive in Santa Cruz County is \$35 for every unlimited civil action, \$12 for each limited civil action, and \$2 for each small claims appeal. This amount has remained stagnant since 2006.

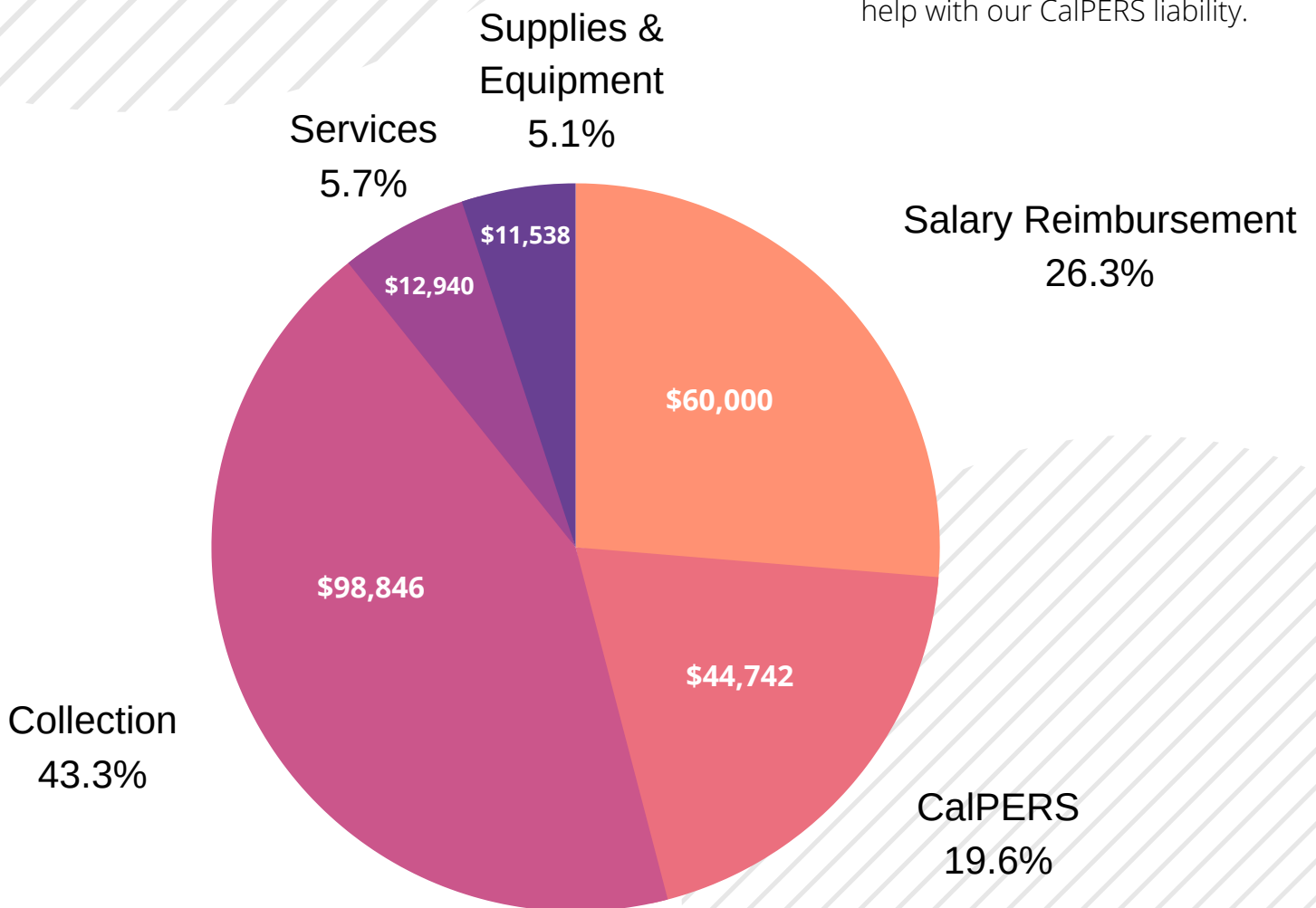


WHERE THE MONEY GOES

Over the last decade filing fee revenue has declined while expenditure costs have increased leaving most county law libraries in a precarious state.

We continuously evaluate all of our expenditures to make sure we are putting our limited funds to the best use possible.

In fiscal year 2018-2019 we received \$93,116 as one-time funding from the State General Fund. Some of this money was used this fiscal year to purchase new computers, offset the cost of current subscriptions and help with our CalPERS liability.



TRUST FUND STATEMENT

California Business and Professions Code 6320 requires that all of our money must be deposited with the treasurer for the county, who must keep the same separate and apart in a trust or trust fund. Our trust is pooled and a small amount of interest is paid during the year. We try to keep a small reserve on hand to help offset unexpected revenue losses.

Equity in pooled cash as of 6/30/19	\$137,793.77
Outstanding Liabilities	\$8,578.39
Revenues	\$172,399.43
Expenditures	\$225,889.32
Fund Balance as of 6/30/2020	\$75,725.49

COLLECTION

Our collection consists of both print and online resources. The steep decline in revenue has forced us to make cuts to both our physical and print collection. We strive to provide access to the best resources possible within our budgetary constraints.

Online subscriptions:

- Westlaw
- LexisNexis
- Legal Information Reference Center (Self Help)

Print Materials:

Number of volumes as of 6/30/2019	11,389
Number of volumes withdrawn	471
Number of volumes added	105
Number of volumes as of 6/30/2020	11,023