

Santa Cruz County  
Law Library



Annual Report  
Fiscal Year 2006-2007

Table of Contents

Overview of the Santa Cruz County Law Library	p. 1
Board of Law Library Trustees	p. 2
Member of Board of Law Library Trustees FY 2006-2007	p. 3
Schedule of Board Meetings FY 2006-2007	p. 4
Library Staff	p. 5
The Year in Reflection	p. 6
Looking Forward	p. 7
Inventory	p. 8
Circulation	p. 9
Financial Report	p. 10

## **Overview of the Santa Cruz County Law Library**

### **-MISSION STATEMENT-**

The Santa Cruz County Law Library provides free access to all persons interested in legal information. Legal information is delivered by traditional and modern methods including bibliographic instruction with books, computerized legal research instruction, and delivery of legal information and documents via postal mail, facsimile and email.

### **-ACCESS-**

The law library is located in the county government center, in close proximity to both the courts and county public service offices. The law library is open to the public from 8-5 Monday through Friday, and to anyone who has a legitimate need for after-hours access 24 hours a day.

### **-COLLECTION-**

The law library's collection consists of both print and electronic resources. The print collection is comprised of primary materials for California and the United States, secondary materials, local ordinances, and local traffic surveys. Electronic resources include legal forms software, Westlaw and Lexis. Materials not contained within our collection can be requested through interlibrary loan.

### **-FUNDING-**

The Santa Cruz County Law Library operates pursuant to the Business and Professions §§ 6300 et seq. and is governed by the Board of Law Library Trustees, an advisory and policy making body. The law library's single largest source of income is derived from civil filing fees. Over the past 10 years the law library's filing fee revenue remains at approximately 74% of the library's total income. The total income is supplemented with fee-based services, i.e. photocopy accounts, after hours access, Mandatory Continuing Legal Education self study tape rentals, and electronic document delivery service.

The Santa Cruz County Law Library's portion of civil filing fees increased by \$3 in January 2007 bringing the total amount collected per civil filing fee to \$35. With the implementation of the Uniform Civil Filing Fee by the California Administrative Office of the Courts, the ability of county law libraries to ask the Board of Supervisors for increases expired in 2006. No alternative has been created. Other factors affecting the law library's budget include the loss of filing fees from the increase in the monetary jurisdiction of Small Claims, an annual increase in legal materials of approximately 6%, and the amount of fee waivers filed by self-represented litigants.

## **-Board of Law Library Trustees-**

California County Law Libraries are governed by Business & Professions Code §§ 6300 et seq. Each county law library is to be governed by a Board of Law Library Trustees who oversees the operations of the law library. They set policy and formulate the future direction of the law library. The membership of the Board is also set out by the Business and professions code; they are to be appointed by either the Superior Court or the Board of Supervisors.

Each year, under provisions of Business & Professions Code § 6301, the "...superior court judges shall select either four or five of their number to serve as trustees; and any judge..., at the judge's option, may designate a resident of the county or a member of the state Bar to act for the judge as trustee." The appointments are from January 1 to December 31.

Traditionally, the Board of Supervisors appoints two trustees. Under the Business & Professions Code § 6301, "The chair of the board of supervisors is ex officio a trustee, but the board of supervisors at the request of the chair may appoint a member of the State Bar, any other member of the board of supervisors of the county, or a resident of the county to serve as trustee in place of the chair." Additionally, section 6301 states "the board of supervisors shall appoint as many additional trustees, who are members of the State Bar, as may be necessary to constitute a board of at least six and not more than seven members."

According to section 6301, no more than two members of a board of law library trustees may be members of the public.

The Santa Cruz County Board of Law Library Trustees membership has changed significantly during the last fiscal year. Five members left the Board between December and April. At the end of the fiscal year, the Board was comprised of four trustees: two attorneys and two members of the public.

## Members of The Santa Cruz County Board of Law Library Trustees

Fiscal Year  
-2006/2007-

<b>Trustees</b>	<b>Term</b>	<b>Appointed by</b>
Thomas P. Dwyer, Esq.	1996 – 2006	Board of Supervisors
David Spini, Esq.	1998 – 2007	Superior Court
Hon. Irwin Joseph	2002 – 2007	Superior Court
Paul Marigonda, Esq.	2003 – 2007	Superior Court
Karen Leigh-Wood	2005 – 2006	Superior Court
Heidi Simonson, Esq.	2005 – Present	Board of Supervisors
Alex Calvo, CEO	2005 – Present	Superior Court
Julie Dunger, Esq.	2007 – Present	Superior Court
John Mancini	2007 – Present	Superior Court

**-MEETINGS-**

The Board of Law Library Trustees meets the last Tuesday of each month. The meetings commence at 5 p.m. in the Law Library, Room 070, at 701 Ocean Street, Santa Cruz. These are open meetings subject to the Brown Act. Meeting agendas are posted in front of both the Superior Courthouse and the County Building at 701 Ocean Street. Additionally, a copy of the agenda is posted in the Law Library. Copies of the agenda along with any supplemental materials are available upon request.

**2006/2007 Calendar**

July 25	February 6 (for January)
August 29	March 6 (for February)
September 26	April 3 (for March)
October 24	May 1 (for April)
November 28	May 22
December 19	June 26

Minutes of each meeting are available for public viewing in the Santa Cruz County Law Library during regular business hours.

## **-Library Staff-**

The staff of the Law Library consists of two full-time employees, the law librarian, and a law library assistant. The Law Librarian, Renee Fleming, has been with the Law Library since December 4, 2006. Sara Keenan, the law library assistant began transitioning into her position at the beginning of June 2007. Since the library's paid staff has always been small, volunteers have always played a significant role in the functioning of the Law Library. Their presence helps the Law Library keep up with the numerous updates required for a collection of legal materials.

## **-The Year in Reflection-**

### **Changes**

The Santa Cruz County Law Library experienced many changes over the 2006/2007 fiscal year. One major change affected the way the administration of the Law library. On November 26, 2006 The Board of Law Library Trustees entered into a Memorandum of Understanding with the Santa Cruz County Superior Court. This MOU gave administrative control of the Law Library to the Superior Court, while the Board of Law Library Trustees retains governance. With the implementation of the MOU it was understood that all law library employees would become Superior Court employees. As a Superior Court employee, the Law Librarian has access to the Court's infrastructure such as the finance and accounting department, human resources department and information technology. Prior to the MOU, all essential operational functions of the Law Library were performed by the Law Librarian

Also in November the Law Library hired a new librarian, Renee Fleming. She began her job on December 4, 2006 and came to the Law Library with nine years of experience in county law libraries. In addition, the Law Library created a full-time library assistant position. The position was filled in June.

An extensive collection evaluation was done in December 2006. The value of the collection was determined for insurance purposes and the current subscriptions examined based on cost and use. As a result the Law Library cancelled a staff-only subscription to Lexis' online database, yielding a cost savings of approximately \$10,000 per year.

### **Events**

On October 18, 2006 the Law Library hosted a book signing for *A Legal History of Santa Cruz County*. The event drew numerous members of the local legal community. The authors of the book include Robert E. Bosso, Sara Clarenbach, Austin B. Comstock, Dwight Herr, Pat Pfremmer, Alyce Prudden and Mark Thomas. The law library houses additional materials that could not be included in the book for those interested in doing more research on the history of the legal community.

### **Collaboration**

The Law Library began providing space for Superior Court Self-Help Services in 2007. Currently, an attorney on the Court Staff answers questions on specific topics approximately ten hours a week.

### **Improvements**

Traditionally, the Law Library has provided after hours access for qualified users. At the end of 2006, the Law Library's system broke. Unfortunately, the system was too old to be repaired. With the help of the Superior Court the Law Library was able to begin the process of installing a new after hours system, so users will continue to receive a high level of service.

## **-Looking Forward-**

The next fiscal year will provide the Law Library will the opportunity to explore new goals and objectives. Some of these are:

- Creation of new Board of Trustees Bylaws
- Creation of a subcommittee for strategic planning
- Installation of new after hours system
- Creation of fundraising committee
- Exploration of community partnerships/collaborations
- Installation of public wireless Internet system
- Improving our web presence.
- Creation & Distribution of newsletter both in print and online.

## -INVENTORY-

<b>Print Materials</b>	<b>Number of Volumes</b>
Law Books & Treatises	~16,000
Self-Help Books	80
Law Journals	1,000
Periodicals	150
Newspapers	1
<b>Electronic Resources</b>	
Audio Recordings (Continuing Education of the Bar)	66
CDs and Disks (Containing a variety of legal forms)	40
Software Programs (Available on our public computers) Dissomaster (Child & Spousal Support) Legal Forms	
Word Processing (Microsoft & Corel Office)	
Online Databases Lexis Westlaw	2
<b>Miscellaneous &amp; Special Collections</b>	
Traffic & Engineering Surveys (Municipal, County and State)	15
Uniform Codes – Current and Historic	50
<b>Missing</b>	
Number of missing items (Actual number fluctuates annually)	~ 20

### Population Served

The Santa Cruz County strives to serve the legal information needs of the residents of Santa Cruz County in addition to nonresidents. On average each day, during the 2006/2007 fiscal year the law library served 30 individuals in-person. Additionally, the law library also provides limited telephone and email assistance.

## Circulation

The Santa Cruz County Law Library allows any resident or nonresident involved in litigation within the County to borrow materials from its collection. Some categories of borrowers may be required to leave a deposit in the amount of the replacement cost of the book. Most books can be checked out either overnight or for a week. We also circulate continuing legal education materials and form CD's.

In the fiscal year 2006/2007 library materials circulated the following number of times. Below is a chart that shows the per month circulation numbers for the fiscal year.

Books & CD's	205
Continuing Education Materials	41

