

**Napa County Law Library Board
of
Trustees Meeting Agenda**

Historic Courthouse
825 Brown Street
Third Floor Administrative Conference Room
Wednesday, January 8, 2025
12:15 PM

Trustees

Hon. Mark Boessenecker
Neil Bowman-Davis
Brian Dewitt
James Jones
Anthony Halstead
Hon. Joseph Solga

1. Call to Order: Marked Attendees as present or absent
2. Adoption of Agenda Order
3. Approval of the Minutes
 - a. Discussion and Possible Action for the Approval of the December 4, 2025 meeting of the Napa County Law Library Board of Trustees meeting minutes.
4. Public Comment
5. Old Business
 - a. Agreed Contract – Status Update
6. New Business
 - a. Extra-help staffing – Training Update
 - b. Expenditures, Books & Proposal– Update (Agenda Item) - Nikolaos
 - c. JO Trustee Proxy Update – replacement for Ret. Judge Wood
7. Trustee Comments and Announcements
8. Agenda Building
9. Set Date, Time, and Location of Next Meeting
 - **Wednesday, February 5th, 12:15 pm.**
Historic Courthouse, 3rd Floor, Executive Conference Room
10. Adjournment

NAPA COUNTY LAW LIBRARY BOARD OF TRUSTEE MINUTES

December 4, 2024

[All votes will be acknowledged by attendee's present]

1. CALL TO ORDER:

The Law Library Trustee met in regular session on Wednesday, December 4, 2024. The meeting was called to order at 12:20 p.m. by Trustee Halstead with the following trustees present - Neil Bowman-Davis, Jim Jones, the Honorable Joseph Solga and Brian DeWitt. The Honorable Mark Boessenecker and Ret. Judge Victoria Wood are excused.

2. ADOPTION OF THE AGENDA ORDER:

*Motion moved by Trustee, Jim Jones and second by Trustee Neil Bowman-Davis to accept the agenda order.
Motion passed 4-0.*

3. APPROVAL OF THE MINUTES:

Discussion and Possible Action for the Approval of the November 6, 2024, Napa County Law Library Board of Trustees meeting minutes.

Motion moved by Trustee Jim Jones and seconded by Judge Solga to approve the minutes. Motion passed 4-0.

4. PUBLIC COMMENT:

None.

5. OLD BUSINESS:

- a. All parties have reviewed the contract and it is in process for final signatures. All invoices for the Law Library will be managed and paid by the County after the contract goes into effect. The BOS will sign off at their next meeting on 12/17/24.

6. NEW BUSINESS:

- a. Anthony met with Lisa Skinner, Court Financial Consultant and they went over the Trust Fund scenarios for potential part-time staffing expenses. (Attachment)

Revenue projections to stay relatively the same with increase of County contribution. Nikolaus anticipates a decrease in book expenses due to duplications and unnecessary Westlaw & Lexus Nexus overlaps. This eventual decrease in expenditures can be used to help fund extra-help staffing.

- b. Nikolaus will come up with a list of procedures and tasks for new extra-help staffing for training.
- c. Suggestion for extra-help hours to not be more than 5-6 hours per day, 32 hours maximum per week. Potential hours: 9am – 3pm, or 8am-2pm.

Discussion and motion to fund and approve extra-help staffing at 32- hours per week.

Motion moved by Trustee Jim Jones and second by Trustee, Anthony Halstead to move forward with funding, hiring, and training an extra help staffer for the Law Library at 32 hours per week. Motion passed 4-0.

- d. Nikolaus has discarded 11 boxes of old outdated books. He has also organized current books by topic and labeled on shelves. He is in the process of coming up with a strategic plan and reviewing all contracts. He will be changing many of the current books, and will provide an inventory of everything on hand with a proposal going forward by the end of the month.
- e. Law Library website needs to be updated on Court page to include correct email address and phone # if there is one -County may need to provide website for future info.

5. TRUSTEE COMMENTS AND ANNOUNCEMENTS:

None

8. AGENDA BUILDING:

1) Potential to have meetings in Law Library in April when it has been staffed and organized.

9. SET DATE, TIME, AND PLACE OF NEXT MEETING:

**Wednesday, January 8, 2024, at 12:15pm.
Historic Courthouse
825 Brown Street, Executive Office Conference Room
In-Person**

10. ADJOURNMENT:

Meeting adjourned at 1:20 p.m.

**LAW LIBRARY TRUST
FUND STATUS REPORT**

Projections for 2024/25 based on 2023/24 Actuals with new MOU provisions

	Projections with new staffing	Projected (Updated Monthly)	Actuals (Updated Monthly)				
	2024-25 (\$)	2023-24 (\$)	2023-24 (\$)	2022-23 (\$)	2021-22 (\$)	2020-21 (\$)	Description
Beginning Fund Balance	238,859.00	\$ 228,284	\$ 228,284	\$ 188,770	\$ 155,092	\$ 118,776	
REVENUE							
Civil Filing Fees	69,468.00	69,468	62,816	59,582	62,052	64,718	Monthly transfer from Judicial Council for a portion of applicable civil filing fees from the prior month
Copier Receipts/Misc	540.00	540	483	1,245	1,117	1,258	Monthly cash deposit from copier in the law library
Interest Earned	5,419.00	5,419	4,379	2,529	1,613	1,637	Quarterly interest in County Treasury Agency fund
One-Time TC Funding	-	0	0	35,504	26,577	25,982	As applicable, one-time backfill from JCC/State for reduced filing fee revenue, 2024/25 amt not included for projection purposes
MOU Funding	25,000.00						
Credit Card Revenue	-	0	0	0	0	0	Credit cards for the copier are not available at this time
TOTAL REVENUE	100,427.00	\$ 75,427	\$ 67,678	\$ 98,860	\$ 91,359	\$ 93,596	
EXPENDITURES							
Books & Supplies	57,107.32	\$ 55,444	\$ 52,095	\$ 48,276	\$ 44,865	\$ 42,225	Subscriptions (books and online) for: West Publishing, Lexis Nexis, Baker and Taylor, CEB; and copier mntnce charges
Credit Card Expense	-	0	0	0	0	0	Credit cards for the copier are not available at this time
One-Time Expense	7,959.84	7,728	7,590	7,728	7,728	7,728	As applicable, past expenses have been new copier purchase, add'l licenses designated as a cost increase absorbed by prior year one-time funding
Court MOU Expense	3,000.00						Updated MOU still includes \$3k for court staff assistance
Management Consultant	15,000.00	0					Estimate based on contract maximum amount
Library Assoc. (County EH 24/25)	37,148.80	1,680	1,680	3,342	5,088	7,326	23/24 Reimbursement from LL Fund covered librarian services not covered by the Court-County MOU of \$12,000
TOTAL EXPENDITURES	120,215.96	\$ 64,852	\$ 61,365	\$ 59,346	\$ 57,681	\$ 57,279	Library staffing starting in 24/25 assumes LL Agency account covers full Librarian EH costs
FUND BALANCE	219,070.04	\$ 238,859	\$ 234,597	\$ 228,284	\$ 188,770	\$ 155,092	

Projections with no change except Library Assoc. hours

	Extra Help - .5 20 hrs/wk	Extra Help .8 32 hrs/wk	Extra Help - 1.0 40 hrs/wk
	238,859.00	238,859.00	238,859.00
End of Year 1	219,070.04	196,780.76	181,921.24
2	200,581.08	152,622.52	122,383.48
3	182,133.72	108,397.72	62,762.52
4	162,344.76	66,319.48	5,824.76
End of Year 5	142,555.80	24,241.24	(51,113.00)

Notes for Projections:

Revenues projected flat for the year

Subscriptions projected 3% increase for 2024/25 only (costs may increase or decrease based on changes to the collection)

EH staffing cost estimates are based on current MOU cost increases for 3.5% per year for 25/26 and 26/27

Mgmt Consultant contract max is \$15k (or equivalent, for full duration of projections)