

SAN MATEO COUNTY LAW LIBRARY
710 Hamilton Street
Redwood City, CA 94063
650-363-4913
www.smclawlibrary.org

March 18, 2016

BOARD OF LAW LIBRARY TRUSTEES MEETING
LAW LIBRARY CONFERENCE ROOM

Materials related to an item on this Agenda are available for public inspection at the Law Library during normal business hours.

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Law Library at least three (3) days prior to the meeting. Notification in advance of the meeting will enable the Law Library to make reasonable arrangements to ensure accessibility to this meeting and materials related to it.

Members of the public may be heard on any item on the Agenda. Persons addressing the Board will be limited to five minutes unless the President of the Board grants a longer period of time. The Board will only allow comments by members of the public on an item on the agenda during discussion of the item.

THURSDAY, FEBRUARY 24, 2016, 12:15 P.M.

AGENDA

1. **CLOSED SESSION**

- a. The Board will meet in closed session to discuss staffing issues. At the conclusion of the closed session the Board will report on any action(s) taken for which a report is required by law.

2. **REGULAR SESSION**

- a. Approval of Minutes of the January 28, 2016 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 7 (January) and Period 8 (February) of FY 2015-2016. (pages 2-16)
- c. Informational Updates:
 - San Mateo County Bar Association Gala; donation of the Barrister's Club.
 - CCCLL Spring Conference update / Legislative update (pages 17-22)
 - Law Library Foundation update
 - Law Library Silicon Valley Community Foundation fund quarterly statement (pages 23-25)
- d. Policy Decisions
 - Restore Saturday hours

e. Report of the San Mateo County Bar Association.

f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: APRIL 28, 2016

Mark Your Calendar!

2016 San Mateo County Law Library Board of Trustees Meeting Schedule:

- April 28, 2016
- May 26, 2016
- June 23, 2016
- No meeting in July, 2016
- August 25, 2016
- September 22, 2016
- October 27, 2016
- December 15, 2016

SAN MATEO COUNTY LAW LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF LAW LIBRARY TRUSTEES

Date: January 28, 2016

Meeting Location: San Mateo County Law Library
710 Hamilton St., Redwood City, CA 93063

Members in attendance:

President:	STEVEN SHAIMAN
Trustee:	ROBERT FOILES
Trustee:	CAROLE GROOM
Trustee:	JOSEPH SCOTT
Trustee:	JACQUELYN BROWN
Trustee:	MARGARET COPENHAGEN
Trustee:	RAYMOND SWOPE
Library Director:	ANDREW GURTHET

The meeting convened in closed session at 12:15 pm.

The meeting convened in open session at 12:20 pm, joined by Martin Fox, Esq, and John Nelson, Esq. No action was taken in the closed session.

The minutes of the December 10, 2015 meeting were unanimously approved upon motion of Trustee Schaiman and seconded by Trustee Copenhagen. And, the Report of Expenses for Period 5, November 2015 and Period 6, December 2015 were reviewed by the Board and unanimously approved by motion of Trustee Shaiman with a second from Trustee Swope.

Director Gurthet reminded the Board that their annual California Form 700 will be due in April. Director Gurthet next informed the Board of the following:

- Recent donations to the Law Library totally over \$12,000.
- Recent CCCLL legislative activity, including the fact that CCCLL's request for a one time funding shot was not included in the Governor's final budget.
- Chase Bank's pending sale and development of the block by the City of Redwood City and the subsequent relocation of the Law Library.
- The Law Library Foundation has been established and populated. Attorney Colleen MacAvoy is currently working to draft the bylaws and file for 501(c)(3) status. It is hoped that the Foundation will be finalized and begin fund raising efforts for the Law Library by spring.

Next, Trustee Brown reported on recent efforts by the informal 'Friends of the Law Library' to include a donation section for the Law Library on the San Mateo County Bar Association's annual member dues form. She also reported on her recent meeting with the Bar President.\

Public comment followed with Marty Fox informing the Board of recent Laura's Law activity, the County Library's JPA, and the invalidity of all action taken at this meeting due to Brown Act regulations.

Upon Trustee Schaiman's motion to adjourn with a second from Trustee Swope the meeting adjourned at 1:00pm.

Respectfully submitted,
Andrew Gurthet
Library Director, Secretary-Librarian, Ex-officio

REPORT OF EXPENSES

PERIOD 7 / JANUARY 2016

San Mateo County Law Library

Expenses
FY 2015-2016
Period 7 (January)

10813	BNA Bloomberg (Book Division)	\$376.71
10814	Blue, Shannon	\$800.00
10815	Bracco, Caroline (Reimbursement)	\$984.00
10816	California Security	\$25.00
10817	CALPERS	\$1,166.86
10817	CALPERS	\$1,166.86
10817	CALPERS	\$668.00
10818	Gurthet, Andrew (Petty Cash)	\$100.00
10819	Gurthet, Andrew (Reimbursement)	\$280.29
10820	Ingram Library Services	\$50.76
10821	LexisNexis (Advance)	\$3,311.00
10822	LexisNexis (Matthew Bender)	\$1,973.99
10823	Office Depot	\$311.30
10824	Treat, Richard	\$1,000.00
10825	UBS	\$617.00
10826	UC Regents (CEB)	\$5,667.73
10827	West Group (Thomson West)	\$2,474.11
10827	West Group (Westlaw Next)	\$4,729.00
10828	Wolters Kluwer	\$196.40
10829	Xerox	\$423.12
10830	Bracco, Caroline	\$4,320.00
10831	Gurthet, Andrew	\$7,539.20
10832	Rhoades, Jan	\$3,696.00
10833	Medicare	\$207.29
10834	Active Employee Benefits	\$5,068.76
10835	Retired Employee Benefits	\$2,036.97

Total: \$49,190.35

EXPENSES Period 7, January	January	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2015-2016
SALARIES				
Full time	\$15,555.20	\$129,288.00	\$127,166.67	\$218,000.00
Part time	\$0.00	\$399.00	\$0.00	\$0.00
Medicare	\$207.29	\$1,743.78	\$2,216.67	\$3,800.00
	\$15,762.49	\$131,430.78	\$129,383.33	\$221,800.00
BENEFITS				
Retirement	\$3,001.72	\$24,049.30	\$24,266.67	\$41,600.00
Active Employee Benefits	\$5,068.76	\$38,821.92	\$38,500.00	\$66,000.00
Retired Employee Benefits	\$2,036.97	\$14,262.58	\$16,916.67	\$29,000.00
	\$10,107.45	\$77,133.80	\$79,683.33	\$136,600.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$5,071.97	\$48,036.47	\$39,083.33	\$67,000.00
CEB Print Resources	\$1,599.73	\$14,393.85	\$14,583.33	\$25,000.00
Electronic Resources	\$12,108.00	\$55,200.65	\$58,916.67	\$101,000.00
	\$18,779.70	\$117,630.97	\$112,583.33	\$193,000.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$7,318.00	\$5,541.67	\$9,500.00
Copy Machines	\$423.12	\$3,124.56	\$3,208.33	\$5,500.00
Capital Improvements	\$0.00	\$2,035.00	\$0.00	\$0.00
Office Supplies	\$311.30	\$1,554.23	\$875.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$7,000.00	\$7,000.00	\$12,000.00
Support Software	\$0.00	\$656.60	\$5,775.00	\$9,900.00
Building Maintenance	\$642.00	\$5,173.45	\$5,833.33	\$10,000.00
Petty Cash	\$100.00	\$500.00	\$700.00	\$1,200.00
Services	\$800.00	\$7,099.00	\$2,916.67	\$5,000.00
Educational/Professional	\$984.00	\$3,322.00	\$0.00	\$0.00
Dues	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses	\$30.52	\$30.52	\$0.00	\$0.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$109.77	\$593.30	\$875.00	\$1,500.00
Miscellaneous	\$140.00	\$235.54	\$0.00	\$0.00
	\$4,540.71	\$38,642.20	\$32,725.00	\$56,100.00
TOTALS	\$49,190.35	\$364,837.75	\$354,375.00	\$607,500.00

July August September October November December January February March

FILING FEE INCOME

Unlimited	\$26,612.34	\$27,963.18	\$28,802.53	\$27,730.76	\$29,031.85	\$29,768.85	\$26,334.03	
Limited	\$13,601.70	\$14,448.27	\$14,916.94	\$12,070.02	\$13,649.66	\$13,697.43	\$11,269.23	
Small Claims	\$147.40	\$308.71	\$309.35	\$236.35	\$198.54	\$264.46	\$61.18	
TOTAL:	\$40,361.44	\$42,720.16	\$44,028.82	\$40,037.13	\$42,880.05	\$43,730.74	\$37,664.44	\$0.00

LIBRARY GENERATED INCOME

Copy Machines	\$1,033.96	\$838.40	\$535.86	\$583.42	\$411.19	\$445.86	\$630.97	
Computer Printer	\$105.75	\$23.50	\$105.75	\$27.75	\$31.75	\$21.00	\$32.00	
Conference Room	\$427.00	\$297.50	\$530.00	\$745.00	\$197.50	\$292.50	\$340.00	
Overdue Fines	\$12.00	\$26.00	\$4.00	\$23.00	\$28.00	\$20.00	\$26.00	
CEB Audio Check Out Fee	\$105.00	\$60.00	\$30.00	\$70.00	\$60.00	\$95.00	\$175.00	
MCLE Class Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Reserve Book Fee	\$150.00	\$230.00	\$75.00	\$60.00	\$80.00	\$30.00	\$100.00	
Used Book Sales	\$176.50	\$37.00	\$43.00	\$53.00	\$107.00	\$93.00	\$82.00	
Lost Book Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Donations	\$1,534.15	\$20.00	\$20.00	\$25.00	\$162.00	\$5,100.00	\$8,334.00	
Extra Computer Time	\$60.00	\$50.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	
Vendor Credits/Refunds	\$0.00	\$0.00	\$5,004.44	\$0.00	\$191.00	\$0.00	\$0.00	
SVCFC Withdrawals	\$0.00	\$0.00	\$6,031.00	\$0.00	\$0.00	\$0.00	\$0.00	
Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL:	\$3,604.36	\$1,582.40	\$12,379.05	\$1,597.17	\$1,268.44	\$6,107.36	\$9,719.97	\$0.00

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00	\$0.00	\$510.20	\$0.00	\$0.00	\$518.61	
Lehman Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Credits/Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5.00	\$0.00	
TOTAL:	\$0.00	\$0.00	\$0.00	\$510.20	\$0.00	-\$5.00	\$518.61	\$0.00

CASH ON HAND REPORT

FY 2014-2015

Period	Total Income	Total Expenses	Cash on Hand
July	\$43,965.80	\$59,317.43	\$278,488.19
August	\$44,302.56	\$51,057.23	\$271,733.52
September	\$56,407.87	\$54,091.49	\$274,049.90
October	\$42,144.50	\$55,069.66	\$261,124.74
November	\$44,148.49	\$44,463.60	\$260,809.63
December	\$49,833.10	\$51,648.00	\$258,994.73
January	\$47,903.02	\$49,190.35	\$257,707.40
February			
March			
April			
May			
June			
July Interest			

Average/Month	\$46,957.91	\$52,119.68
Difference/Month	\$5,161.77	

NUMBER OF COURT FILINGS
FY 2007-PRESENT

UNLIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Period 1, July	836	766	825	827	928	877	865	772	691
Period 2, August	806	863	944	877	980	820	708	818	726
Period 3, September	792	811	988	906	786	769	730	787	748
Period 4, October	846	801	903	883	809	819	843	723	720
Period 5, November	755	733	863	929	789	730	759	799	754
Period 6, December	834	853	872	795	825	925	817	801	773
Period 7, January	779	686	870	886	875	679	739	630	684
Period 8, February	705	806	929	873	855	688	753	705	
Period 9, March	798	1022	797	943	794	715	761	630	
Period 10, April	781	886	861	806	821	652	702	687	
Period 11, May	771	901	1040	992	961	787	797	753	
Period 12, June	787	1003	1025	908	838	765	872	825	
TOTALS	9490	10131	10917	10625	10261	9226	9346	8930	5096
LIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Period 1, July	737	807	806	857	765	675	474	478	357
Period 2, August	705	957	852	911	674	661	582	441	376
Period 3, September	643	829	856	857	553	633	631	417	391
Period 4, October	917	1058	830	1050	684	598	645	391	315
Period 5, November	667	927	993	828	649	573	512	381	366
Period 6, December	805	931	637	965	585	626	540	379	361
Period 7, January	736	797	743	830	502	559	440	401	296
Period 8, February	740	1077	963	831	750	520	479	380	
Period 9, March	909	722	665	869	619	825	446	345	
Period 10, April	954	914	720	702	704	399	537	350	
Period 11, May	787	838	1078	970	622	658	494	355	
Period 12, June	820	1036	1060	755	560	465	522	382	
TOTALS	9420	10893	10203	10425	7667	7192	6302	4700	2462

UCF eff. Jan 06; Inc. \$2 Sm. Clms., >\$5K (Appeals:Current fee portion); Income posts 2 mos after.

NUMBER OF COURT FILINGS
FY 2007-PRESENT

SMALL CLAIMS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Period 1, July	53	55	65	51	49	67	52	39	38
Period 2, August	56	58	59	42	58	52	41	47	46
Period 3, September	51	60	68	55	39	36	51	49	46
Period 4, October	56	60	58	47	58	50	50	39	46
Period 5, November	52	59	50	46	50	49	46	45	29
Period 6, December	57	66	58	51	36	38	56	52	39
Period 7, January	45	38	45	39	54	37	30	28	31
Period 8, February	39	70	49	55	48	52	51	40	
Period 9, March	54	60	51	59	55	43	42	46	
Period 10, April	76	50	51	53	66	30	33	42	
Period 11, May	58	62	63	60	59	45	62	49	
Period 12, June	61	68	49	44	62	54	56	60	
TOTALS	658	706	666	602	634	553	570	536	275

UCF eff. Jan 06; Inc. \$2 Sm. Clms., >\$5K (Appeals:Current fee portion); Income posts 2 mos after.

REPORT OF EXPENSES

PERIOD 8 / FEBRUARY 2016

10836	Banks & Jordan Law Publishing	\$98.82
10837	Blue, Shannon	\$800.00
10838	Bracco, Caroline (Reimbursement)	\$71.34
10839	California Security	\$26.25
10840	CalPERS	\$1,166.86
10840	CalPERS	\$1,166.86
10840	CalPERS	\$668.00
10841	CCCLL	\$740.00
10841	CCCLL	\$290.00
10842	Data Trace Publishing	\$192.95
10843	Gurthet, Andrew (Petty Cash)	\$100.00
10844	Gurthet, Andrew (Reimbursements)	\$101.20
10845	Ingram Publishing	\$34.42
10846	LexisNexis (Advance)	\$3,311.00
10847	LexisNexis (Matthew Bender)	\$1,973.99
10848	Office Depot	\$130.14
10849	Treat, Richard	\$1,000.00
10850	UBS	\$617.00
10851	UC Regents (CEB)	\$2,264.73
10852	West Group (Thomson West)	\$2,474.11
10852	West Group (Westlaw Next)	\$4,729.00
10853	Wolters Kluwer Publishing	\$393.49
10854	Xerox	\$423.78
10855	Bracco, Caroline	\$4,320.00
10856	Gurthet, Andrew	\$7,162.24
10857	Rhoades, Jan	\$3,696.00
10858	Medicare	\$201.82
10859	Active Employee Benefits	\$5,068.76
10860	Retired Employee Benefits	\$2,036.97
10860.5	County Radio Services Charge	\$198.18

Total: \$45,457.91

EXPENSES Period 8, February	February	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2015-2016
SALARIES				
Full time	\$15,178.24	\$144,466.24	\$145,333.33	\$218,000.00
Part time	\$0.00	\$399.00	\$0.00	\$0.00
Medicare	\$201.82	\$1,945.60	\$2,533.33	\$3,800.00
		\$15,380.06	\$147,866.67	\$221,800.00
BENEFITS				
Retirement	\$3,001.72	\$27,051.02	\$27,733.33	\$41,600.00
Active Employee Benefits	\$5,068.76	\$43,890.68	\$44,000.00	\$66,000.00
Retired Employee Benefits	\$2,036.97	\$16,299.55	\$19,333.33	\$29,000.00
		\$10,107.45	\$91,066.67	\$136,600.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$5,239.12	\$53,275.59	\$44,666.67	\$67,000.00
CEB Print Resources	\$2,109.63	\$16,503.48	\$16,666.67	\$25,000.00
Electronic Resources	\$8,195.10	\$63,395.75	\$67,333.33	\$101,000.00
		\$15,543.85	\$128,666.67	\$193,000.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$7,318.00	\$6,333.33	\$9,500.00
Copy Machines	\$423.78	\$3,548.34	\$3,666.67	\$5,500.00
Capital Improvements	\$0.00	\$2,035.00	\$0.00	\$0.00
Office Supplies	\$130.14	\$1,684.37	\$1,000.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$8,000.00	\$8,000.00	\$12,000.00
Support Software	\$0.00	\$656.60	\$6,600.00	\$9,900.00
Building Maintenance	\$841.43	\$6,014.88	\$6,666.67	\$10,000.00
Petty Cash	\$100.00	\$600.00	\$800.00	\$1,200.00
Services	\$800.00	\$7,899.00	\$3,333.33	\$5,000.00
Educational/Professional	\$290.00	\$3,612.00	\$0.00	\$0.00
Dues	\$740.00	\$740.00	\$0.00	\$0.00
Travel Expenses	\$0.00	\$30.52	\$0.00	\$0.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$101.20	\$694.50	\$1,000.00	\$1,500.00
Miscellaneous	\$0.00	\$235.54	\$0.00	\$0.00
		\$4,426.55	\$37,400.00	\$56,100.00
TOTALS		\$45,457.91	\$405,000.00	\$607,500.00

July August September October November December January February March

FILING FEE INCOME

Unlimited	\$26,612.34	\$27,963.18	\$28,802.53	\$27,730.76	\$29,031.85	\$29,768.85	\$26,334.03	\$26,917.32
Limited	\$13,601.70	\$14,448.27	\$14,916.94	\$12,070.02	\$13,649.66	\$13,697.43	\$11,269.23	\$13,265.15
Small Claims	\$147.40	\$308.71	\$309.35	\$236.35	\$198.54	\$264.46	\$61.18	\$75.42
TOTAL:	\$40,361.44	\$42,720.16	\$44,028.82	\$40,037.13	\$42,880.05	\$43,730.74	\$37,664.44	\$40,257.89

LIBRARY GENERATED INCOME

Copy Machines	\$1,033.96	\$838.40	\$535.86	\$583.42	\$411.19	\$445.86	\$630.97	\$480.26
Computer Printer	\$105.75	\$23.50	\$105.75	\$27.75	\$31.75	\$21.00	\$32.00	\$18.50
Conference Room	\$427.00	\$297.50	\$530.00	\$745.00	\$197.50	\$292.50	\$340.00	\$630.00
Overdue Fines	\$12.00	\$26.00	\$4.00	\$23.00	\$28.00	\$20.00	\$26.00	\$3.00
CEB Audio Check Out Fee	\$105.00	\$60.00	\$30.00	\$70.00	\$60.00	\$95.00	\$175.00	\$20.00
MCLE Class Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reserve Book Fee	\$150.00	\$230.00	\$75.00	\$60.00	\$80.00	\$30.00	\$100.00	\$90.00
Used Book Sales	\$176.50	\$37.00	\$43.00	\$53.00	\$107.00	\$93.00	\$82.00	\$64.00
Lost Book Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$1,534.15	\$20.00	\$20.00	\$25.00	\$162.00	\$5,100.00	\$8,334.00	\$0.00
Extra Computer Time	\$60.00	\$50.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$0.00	\$5,004.44	\$0.00	\$191.00	\$0.00	\$0.00	\$0.00
SVCF Withdrawals	\$0.00	\$0.00	\$6,031.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:	\$3,604.36	\$1,582.40	\$12,379.05	\$1,597.17	\$1,268.44	\$6,107.36	\$9,719.97	\$1,305.76

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00	\$0.00	\$510.20	\$0.00	\$0.00	\$518.61	\$0.00
Lehman Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credits/Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5.00	\$0.00	\$0.00
TOTAL:	\$0.00	\$0.00	\$0.00	\$510.20	\$0.00	-\$5.00	\$518.61	\$0.00

CASH ON HAND REPORT

FY 2014-2015

Period	Total Income	Total Expenses	Cash on Hand
July	\$43,965.80	\$59,317.43	\$278,488.19
August	\$44,302.56	\$51,057.23	\$271,733.52
September	\$56,407.87	\$54,091.49	\$274,049.90
October	\$42,144.50	\$55,069.66	\$261,124.74
November	\$44,148.49	\$44,463.60	\$260,809.63
December	\$49,833.10	\$51,648.00	\$258,994.73
January	\$47,903.02	\$49,190.35	\$257,707.40
February	\$41,563.65	\$45,457.91	\$255,850.11
March			
April			
May			
June			
July Interest			
	\$46,283.62	\$51,286.96	
Average/Month	\$46,283.62	\$51,286.96	
Difference/Month	\$5,003.33		

NUMBER OF COURT FILINGS
FY 2007-PRESENT

UNLIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Period 1, July	836	766	825	827	928	877	865	772	691
Period 2, August	806	863	944	877	980	820	708	818	726
Period 3, September	792	811	988	906	786	769	730	787	748
Period 4, October	846	801	903	883	809	819	843	723	720
Period 5, November	755	733	863	929	789	730	759	799	754
Period 6, December	834	853	872	795	825	925	817	801	773
Period 7, January	779	686	870	886	875	679	739	630	684
Period 8, February	705	806	929	873	855	688	753	705	696
Period 9, March	798	1022	797	943	794	715	761	630	
Period 10, April	781	886	861	806	821	652	702	687	
Period 11, May	771	901	1040	992	961	787	797	753	
Period 12, June	787	1003	1025	908	838	765	872	825	
TOTALS	9490	10131	10917	10625	10261	9226	9346	8930	5792
LIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Period 1, July	737	807	806	857	765	675	474	478	357
Period 2, August	705	957	852	911	674	661	582	441	376
Period 3, September	643	829	856	857	553	633	631	417	391
Period 4, October	917	1058	830	1050	684	598	645	391	315
Period 5, November	667	927	993	828	649	573	512	381	366
Period 6, December	805	931	637	965	585	626	540	379	361
Period 7, January	736	797	743	830	502	559	440	401	296
Period 8, February	740	1077	963	831	750	520	479	380	358
Period 9, March	909	722	665	869	619	825	446	345	
Period 10, April	954	914	720	702	704	399	537	350	
Period 11, May	787	838	1078	970	622	658	494	355	
Period 12, June	820	1036	1060	755	560	465	522	382	
TOTALS	9420	10893	10203	10425	7667	7192	6302	4700	2820

UCF eff. Jan 06, Inc. \$2 Sm. Clms., >\$5K (Appeals:Current fee portion); Income posts 2 mos after.

NUMBER OF COURT FILINGS
FY 2007-PRESENT

SMALL CLAIMS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Period 1, July	53	55	65	51	49	67	52	39	38
Period 2, August	56	58	59	42	58	52	41	47	46
Period 3, September	51	60	68	55	39	36	51	49	46
Period 4, October	56	60	58	47	58	50	50	39	46
Period 5, November	52	59	50	46	50	49	46	45	29
Period 6, December	57	66	58	51	36	38	56	52	39
Period 7, January	45	38	45	39	54	37	30	28	31
Period 8, February	39	70	49	55	48	52	51	40	38
Period 9, March	54	60	51	59	55	43	42	46	
Period 10, April	76	50	51	53	66	30	33	42	
Period 11, May	58	62	63	60	59	45	62	49	
Period 12, June	61	68	49	44	62	54	56	60	
TOTALS	658	706	666	602	634	553	570	536	313

UCF eff. Jan 06; Inc. \$2 Sm. Clms., >\$5K (Appeals: Current fee portion); Income posts 2 mos after.

COUNCIL OF CALIFORNIA COUNTY LAW LIBRARIANS

Legislative Update

February 29, 2016

Prepared by Michael Y. Corbett

Budget Subcommittee Hearings

Senate Budget and Fiscal Review Subcommittee 5, chaired by Senator Loni Hancock (D-Berkeley) is scheduled to hear the Judiciary budget on March 10. Any discussion of funding for county law libraries would be appropriate at that time, although it is unlikely that the committee will close out the Judiciary budget in a single hearing. Open or unresolved issues, as well as any adjustments called for in the governor's *May Revision to the State Budget* (commonly referred to as the May Revise) would be taken up at a later hearing.

Assembly Budget Subcommittee 5, chaired by Assembly Member Reginald Jones-Sawyer (D-Los Angeles) is scheduled to hear the Judiciary budget on March 30. If Senate Budget and Fiscal Review Subcommittee 5 approves the adoption of an appropriation for county law libraries at its March 10 hearing, maximum effort will be exerted to encourage Assembly Budget Subcommittee 5 to take a comparable action. If both subcommittees adopt identical appropriations and the respective budget committees approve those actions, the appropriations avoid having to go to a Budget Conference Committee for resolution.

Multiple opportunities exist to secure some sort of appropriation for county law libraries adopted by one or both subcommittees. In addition, the CCCLL has formally requested the governor to include a \$16.5 million appropriation in the May Revise. A meeting has been scheduled with a member of the governor's legislative unit on March 1 in furtherance of the appropriation request. The bottom line is that all of these avenues will be thoroughly exploited in pursuit of the aforementioned appropriation for county law libraries.

Legislative Day Activities

While county law librarians from throughout the state will be fanning out in the Capitol on March 1 to meet with legislators and legislative staff pursuant to the CCCLL's request for a one-time \$16.5 million budget appropriation for county law libraries, a interchanging group of law library directors, accompanied occasionally by a representative of the Service Employees' International Union (SEIU) will be meeting with key staff from the Administration and Legislature. Indeed, meetings are scheduled with key policy and fiscal consultants from both parties and both houses of the Legislature, along with a member of the governor's legislative unit, and analysts from the Department of Finance and Legislative Analyst's Office (see attached meeting agenda).

The goal of the meetings will be to convince the governor and legislative leaders from both parties to support the proposed one-time \$16.5 million appropriation for county law libraries on a bipartisan, bicameral basis. The meetings were intentionally scheduled to include the Department of Finance and

the Legislative Analyst's Office because those two entities play a key role in the budget process. Thus their understanding of the county law libraries plight is crucial their position on the issue.

It is critical that law library directors convey the CCCLL's funding request in a direct and concise manner when meeting with legislators and legislative staff. Moreover, it is paramount that directors follow-up every meeting with some form of communication to the individuals with whom they meet in order to keep the funding issue on the Legislature's radar throughout the budget negotiations process. The budget process will begin in earnest on March 3, when the subcommittees hold their initial hearings, and last until sometime in late May, at the earliest.

County Law Library Relocation Legislation

After failing to secure an author for a stand-alone bill, I met with the Chief Counsel of the Assembly Judiciary Committee to see if I could convince her to allow the library relocation provisions to be included in the Judiciary Committee's omnibus bill. I explained the purpose of the relocation provisions and advised her that while I was unaware of potential opposition, the City of Auburn opposed similar provisions several years ago when they were proposed for the Local Government Omnibus Bill. The Chief Counsel seemed amenable to considering the provisions for the committee's omnibus bill but wanted to vet the proposal with pertinent individuals and entities.

The Chief Counsel contacted me the next day and informed me that after checking with the ACLU, whose counsel was formerly with the Assembly Judiciary Committee, she had determined that the proposed statutory changes were not "non-controversial enough," at least at this point, to include in the committee's omnibus bill. She said it probably makes more sense for the provisions to be in a stand-along bill.

The ACLU counsel had some concerns about certain aspects of the proposed changes. Specifically, he felt there should be additional safeguards to ensure that if a law library is not located in the county seat, it must be located within close proximity to a courthouse. The committee also thinks it makes sense to specify that any alternative location must be close to the courthouse which serves the main population center, or the courthouse that is the most widely used courthouse in the county.

In response to the committee's position, I asked whether the provisions could be considered for insertion into the committee's omnibus bill if its concerns were adequately addressed. I was advised that the committee would reconsider the matter, provided the proposed language is vetted and signed off by the ACLU, Judicial Council, Judges, Conference of Bar Associations and the California State Association of Counties (CSAC). The committee's proposed changes and conditions are to be discussed by the CCCLL Legislative Committee.

There is the possibility, however, that the legislation may have to wait until next year, having failed to secure an author and been denied inclusion into two separate omnibus bills. I will continue to look for opportunities to amend the proposed provisions into other bills. I expect, however, that a stand-alone measure, which would ultimately be heard by the Assembly Judiciary Committee, would encounter considerable difficulty given the committee's present stance on provisions.

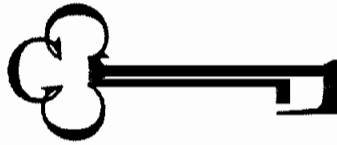
SCHEDULED MEETINGS

March 1, 2016

- 8:30 Anita Lee, Senior Fiscal and Policy Analyst, Office of the Legislative Analyst
925 L Street, 10th Floor
- 9:30 June Clark, Governor's Office of Legislative Affairs
Governor's Office, State Capitol
- 10:00* Margie Estrada, Policy Consultant, Office of Senate President Pro Tem Kevin De Leon
State Capitol, Room 215
- 10:30* Hans Hemann, Chief of Staff, Senator Loni Hancock
State Capitol, Room 2082
- 11:30* Marvin Deon II, Public Safety Consultant, Assembly Budget Committee
State Capitol, Room 6026
- 1:30* Ken Spence and Michael Lucien, Special Assistants to Assembly Speaker Toni Akins
State Capitol, Room 446
- 2:00 Matt Osterli, Public Safety Fiscal Consultant, Senate Republican Caucus
Mike Petersen, Judiciary Consultant, Senate Republican Caucus
Legislative Office Building, 1020 N Street, Room 234
- 2:45 Christian Osmena, Budget Analyst, Department of Finance
Jack Zwald, Budget Analyst, Department of Finance
915 L Street, 10th Floor, Yosemite Conference Room
- 3:30 Paul Dress, Policy Consultant, Assembly Republican Caucus
Legislative Office Building, Room 400

*Michele Castro, lobbyist for SEIU, will join us.

Council of
California County
Law Librarians



Free Public Access to the
Law Since 1871

John W. Adkins
San Diego Law Library
1105 Front Street
San Diego, California 92101

February 4, 2016

Honorable Edmund G. Brown
Governor of California
State Capitol Building, 1st Floor
Sacramento, CA 95814

Governor Brown:

On behalf of the Council of California County Law Librarians (CCCLL), this letter is to request that a 16.5 million dollar appropriation for California County Law Libraries be included in the May 2016 budget revision. County Law Libraries play a critical role in providing the public access to California's legal system -- and without a funding allocation for County Law Libraries that access will be severely diminished.

Over 90% of County Law Library funding comes from a portion of civil filing fees. In the past 7 years, county law libraries have seen more than a 37% reduction in revenue, while simultaneously experiencing more than a 60% increase in the cost of legal materials. Statewide, civil filing fee revenue for County Law Libraries dropped from \$43.5 million in 2008/9 to \$27 million in 2014/15. In other words, \$16.5 million dollars would not backfill those lost funds, but would restore funding to the 2009 level for a single year.

County Law Libraries are an essential tool in upholding civil and criminal justice. There is a nationwide crisis in the number of individuals who cannot afford or access legal representation and are fending for themselves in civil litigation matters. Indeed, the National Center for Access to Justice advises that more than 80% of the litigants in civil matters in this country now appear without lawyers.

For many self-represented litigants in California, County Law Libraries provide the only available access to legal resources, so the need for County Law Library resources and services has increased dramatically. In fact, an estimated 70-80% of library users are not legal professionals, but rather individuals trying to understand their rights, navigate the complex judicial system, start a new business or transfer property.

A small portion of each filing fee for civil cases filed in Superior Court provides over 90% of the funding for county law libraries. The amount per case ranges from \$2 to \$50 depending upon the type of case and the county in which the case was filed. The 2005 Uniform Civil Fees and Standard Fee Schedule Act established the amounts and no changes can be made without action by the Legislature. Although the civil filing fee per case has been increased over the years, County Law Libraries' portion of the fee has not changed in almost a decade. Meanwhile, a decrease in the number of case filings combined with an increase in the number of fee waivers granted, has caused law library revenue to drop precipitously.

The reduced revenue and increased use has put these libraries under extraordinary financial strain. In fact every county law library in California has experienced a decrease in filing fee income over the past 7 years, some by as much as two thirds. This vital community resource is in dire need of consistent and ongoing funding.

County law libraries have been diligent in attempting to address our fiscal plight. We have started fee-based programming to try to generate revenue, laid off and furloughed staff, reduced hours, eliminated services and cut back on the purchase or license of legal reference materials available to the public. However, these efforts cannot offset the 40% reduction in revenue and the fewer services reduce access to justice in our communities.

A one-time appropriation of 16.5 million dollars is a necessary first step in alleviating law libraries' financial hardships. Without this funding some counties are at risk of losing their law libraries and all counties are at risk of losing critical access to legal information and services.

Sincerely,

John W. Adkins
President,
Council of California County Law Librarians

cc:

Michael Cohen, Director of Finance
Senator Mark Leno, Chair, Senate Budget and Fiscal Review Committee
Senator Jim Nielsen, Vice Chair, Senate Budget and Fiscal Review Committee
Senator Loni Hancock, Chair, Senate Budget and Fiscal Review Subcommittee 5
Assembly Member Shirley Weber, Chair, Assembly Budget Committee
Assembly Member Travis Allen, Vice Chair, Assembly Budget Committee
Assembly Member Reginald Jones-Sawyer, Chair, Assembly Budget Subcommittee 5

Encl: Civil Filing Fee Revenue Chart



Statement Period

October 1, 2015 through December 31, 2015

Fund Name/Number

San Mateo County Bar Association - Law Library Fund (1105)

SVCF Main Contact: Michelle Fries
 Director of Nonprofit Investment Program
 650.450.5504
 mdfries@siliconvalleycf.org

Thank you for the privilege of working together.

Your philanthropy advisor - listed above - is here to help you make the most of our partnership. As you review your statement and make plans for your fund, always let us know what we can do. For all of the good that you do in our community and our world, thank you!

Fund Activity

	Statement Period	Y-T-D
Beginning Balance	\$194,323.92	\$209,276.34
Gifts	0.00	4,350.00
Investment Activity		
Long-Term Growth Pool	3,063.69	(3,664.82)
Grants Authorized	(984.00)	(11,965.00)
Support Fees	(497.04)	(2,089.95)
Ending Balance	\$195,906.57	\$195,906.57

Fund Assets

Investment Pools		
Long-Term Growth Pool		195,906.57
Total Fund Assets		\$195,906.57

Restricted Balance

Total Restricted Balance		\$0.00
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Balance Available for Grants

\$195,906.57



Fund Name/Number

San Mateo County Bar Association - Law Library Fund (1105)

Investment Performance

	3 Month	Y-T-D	One Year	Three Year	Five Year
Fund Returns	1.57%	-1.81 %	-1.81 %	6.14 %	5.92 %
This Fund's Benchmarks	2.40%	-2.70 %	-2.70 %	5.30 %	5.70 %

About Your Fund Statement

- ACCOUNTS PAYABLE: Expenses that have been approved, but are scheduled for payment on a future date.
- ASSETS TO BE INVESTED: Assets that have yet to be invested, but will be at the beginning of the following month.
- GAINS OR (LOSSES) ON GIFTED ASSET: Difference in the value of property when donated and the value when liquidated.
- GIFTS: Contributions/donations made to your fund.
- GRANTS AUTHORIZED: Reflects all grants to qualified organizations that have been recommended by the donor and approved by Silicon Valley Community Foundation. If the grant is scheduled for payment on a future date, it will also appear in the Restricted Assets section as Grants Payable, reducing the balance available for granting.
- GRANTS PAYABLE: Grants that have been approved, but are scheduled for payment on a future date.
- ILLIQUID ASSETS: Donated property that has not been sold.
- INTERFUND GIFTS: Transfers to your fund from another fund at Silicon Valley Community Foundation.
- INTERFUND GRANTS: Transfers from your fund to another fund at Silicon Valley Community Foundation.
- INVESTMENT RETURNS: Reflects the total return in the investment pool, net of investment management fees.
- OTHER ADDITIONS: Deposits to your fund that do not represent a gift, i.e. partnership income, dividends/interest earned on gifted securities, other assets received in exchange for goods or services.
- OTHER EXPENSES: Administrative expenses paid from your fund, i.e. legal, consulting and credit card processing fees.
- RECEIVABLES: Assets in the form of obligations due from others.
- RESTRICTED ASSETS: Assets that may not be used for granting purposes
- SECURITIES BEING LIQUIDATED: Gifted securities pending sale or settlement.
- SUPPORT FEES: An allocation to the community foundation's operating fund to enable on-going work with donors and the nonprofit community. Fees are computed and paid on a monthly basis (1/12) per the stated fee rate schedule.

Investment Information

Fund returns are net of investment fees and expenses. Periods greater than one year are annualized. This Fund's Benchmark is a composite policy benchmark return weighted by the fund's allocation to an investment pool. Each policy benchmark is comprised of market index returns weighted by the pool's strategic asset allocation target. Comparison to the benchmark is not appropriate if the fund's allocation changed during the performance period, or if the fund includes assets outside of the SVCF pools. Additional information regarding investments, performance and benchmarks is on the online portal under Investment Information. Please contact your philanthropy advisor with any questions.

Investment Pool Allocation Guidelines

- Long-Term Growth:** For funds seeking maximum growth. Appropriate for funds distributing less than 7% annually or that portion of a fund that can tolerate volatility and will remain invested for at least seven years to realize growth opportunities.
- Social Impact:** For funds seeking maximum growth from companies with strong financial and social records. Appropriate for that portion of a fund that can tolerate volatility and will remain invested for at least seven years to realize growth.
- Balanced:** For funds seeking more moderate levels of growth and risk. Appropriate for funds distributing over 7% annually or that portion of a fund that will remain invested for at least three years to realize return objectives.
- Short-Term:** For funds seeking above money market returns and can tolerate some volatility. Appropriate for funds or that portion of a fund to be distributed in one to two years.
- Capital Preservation:** For funds seeking stability, or the portion of a fund to be distributed within 1 year.



Statement Period
October 1, 2015 through December 31, 2015

Fund Name/Number
San Mateo County Bar Association - Law Library Fund (1105)

Detailed Schedule(s)

Grants Authorized

Date	Grant Number	Grantee	Amount
12/21/15	2015-149770	San Mateo County Law Library	(984.00)
			<u><u>(\$984.00)</u></u>

25 24