

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

August 18, 2016

BOARD OF LAW LIBRARY TRUSTEES MEETING
LAW LIBRARY CONFERENCE ROOM

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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, AUGUST 25, 2016, 12:15 P.M.

AGENDA

1. REGULAR SESSION

- a. Approval of Minutes of the May 26, 2016 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 11 (May) of FY 2015-2016, Period 12 (June) of FY 2015-2016, and Period 1 (July) of FY 2016-2017. (pages 2-21)
- c. Discussion/Informational Updates:
 - Recent local legislative and CCCLL efforts. (pages 22-42)
 - San Mateo County Law Library total income and expenses 1933 to present. (page 43)
 - Silicon Valley Community Foundation Law Library Fund quarterly report. (pages 44-45)
 - Law Library Foundation update.
 - Potential SB711 special services income.
- d. Policy Decisions:
 - FY2016-2017 Budget. (page 46)
 - Separate Wells Fargo Bank account.
 - San Mateo County Grand Jury Report regarding Law Library. (pages 47-58)
 - Reschedule or relocate September Board meeting

- e. Report of the San Mateo County Bar Association.
- f. Public open comment.

2. ADJOURNMENT

NEXT MEETING: TO BE DETERMINED

Mark Your Calendar!

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

- September 22, 2016 (may be rescheduled or relocated)
- October 27, 2016
- December 15, 2016

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

Date: May 26, 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:	MARGARET COPENHAGEN
Trustee:	JOSEPH SCOTT
Trustee:	JACQUELYN BROWN
Trustee:	RAYMOND SWOPE
Library Director:	ANDREW GURTHET

There was no need for a closed session; the Board was informed by Director Gurthet of the upcoming retirement of Jan Rhoades in January 2017. With this announcement, the meeting convened in open session at 12:15 pm, joined by Martin Fox, Esq.

The minutes of the March 24, 2016 meeting were unanimously approved upon motion of Trustee Foiles and seconded by Trustee Copenhagen. Next, the Report of Expenses for Period 9, March 2016 and Period 10, April 2016 were reviewed by the Board and unanimously approved by motion of Trustee Shaiman with a second from Trustee Copenhagen.

Director Gurthet next informed the Board of the successful establishment of the San Mateo County Law Library Foundation as a non-profit 501(c)3 organization. He also discussed the latest meeting of the Foundation and the action to develop a website and a giving brochure as well as the formation of a Donor Outreach Subcommittee to explore potential first funding actions.

Next, the Board reviewed two potential Fiscal Year 2016-2017 Law Library budgets. The Board recommended that version 2 of the budget be modified to exclude CEB print subscription renewals and include part-time staff help to replace Jan Rhoades upon her retirement. The Board will review both versions again at the June Board meeting and make a final budget adoption.

Next, the Board reviewed the latest article in the Silicon Valley Business Journal regarding the pending sale of Chase Bank and the potential development of the block. Finally, the Board reviewed the first quarter report of the Silicon Valley Community Foundation's Law Library Fund.

Next, Trustee Brown informed the Board of recent efforts of the San Mateo County Bar Association to support the Law Library. Public comment followed with Marty Fox.

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

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

Expenses
FY 2015-2016
Period 11 (May)

10913	Blue, Shannon	\$800.00
10914	California Security	\$26.25
10915	CALPERS	\$1,186.86
10915	CALPERS	\$1,186.86
10915	CALPERS	\$668.00
10916	Gurthet, Andrew (Reimbursement)	\$880.33
10917	Gurthet, Andrew (Petty Cash)	\$100.00
10918	LexisNexis (Advance)	\$3,311.00
10919	LexisNexis (Matthew Bender)	\$1,973.99
10920	Treat, Richard	\$1,510.00
10921	UBS	\$1,031.03
10922	UC Regents (CEB)	\$2,190.54
10923	West Group (Thomson Reuters)	\$2,474.11
10923	West Group (Westlaw Next)	\$4,729.00
10924	Xerox	\$421.84
10925	Bracco, Caroline	\$4,320.00
10926	Gurthet, Andrew	\$9,424.00
10927	Rhoades, Jan	\$3,696.00
10928	Medicare	\$234.62
10929	Active Employee Benefits	\$5,068.76
10930	Retired Employee Benefits	\$2,036.97

Total: \$47,270.16

EXPENSES Period: 11, May	May	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2015-2016
SALARIES				
Full time	\$17,440.00	\$198,909.44	\$199,833.33	\$218,000.00
Part time	\$0.00	\$399.00	\$0.00	\$0.00
Medicare	\$234.62	\$2,680.26	\$3,483.33	\$3,800.00
	\$17,674.62	\$201,988.70	\$203,316.67	\$221,800.00
BENEFITS				
Retirement	\$3,041.72	\$37,263.92	\$38,133.33	\$41,600.00
Active Employee Benefits	\$5,068.76	\$59,096.96	\$60,500.00	\$66,000.00
Retired Employee Benefits	\$2,036.97	\$22,410.46	\$26,583.33	\$29,000.00
	\$10,147.45	\$118,771.34	\$125,216.67	\$136,600.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$4,448.10	\$71,287.41	\$61,416.67	\$67,000.00
CEB Print Resources	\$2,035.44	\$23,040.62	\$22,916.67	\$25,000.00
Electronic Resources	\$8,195.10	\$87,670.85	\$92,583.33	\$101,000.00
	\$14,678.64	\$181,998.88	\$176,916.67	\$193,000.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$7,318.00	\$8,708.33	\$9,500.00
Copy Machines	\$421.84	\$4,816.54	\$5,041.67	\$5,500.00
Capital Improvements	\$0.00	\$2,035.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$2,076.00	\$1,375.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$11,000.00	\$11,000.00	\$12,000.00
Support Software	\$510.00	\$8,165.60	\$9,075.00	\$9,900.00
Building Maintenance	\$1,240.28	\$8,605.39	\$9,166.67	\$10,000.00
Petty Cash	\$100.00	\$900.00	\$1,100.00	\$1,200.00
Services	\$800.00	\$10,299.00	\$4,583.33	\$5,000.00
Educational/Professional	\$0.00	\$3,612.00	\$0.00	\$0.00
Dues	\$0.00	\$740.00	\$0.00	\$0.00
Travel Expenses	\$0.00	\$669.28	\$0.00	\$0.00
Promotional	\$190.19	\$229.42	\$0.00	\$0.00
Catering	\$107.14	\$931.01	\$1,375.00	\$1,500.00
Miscellaneous	\$400.00	\$635.54	\$0.00	\$0.00
	\$4,769.45	\$62,032.78	\$51,425.00	\$56,100.00
TOTALS	\$47,270.16	\$564,791.70	\$556,875.00	\$607,500.00

INCOME REPORT

FY 2014-15

Appl	Map	Line	Qty	Interest	Category Totals
					Unlimited
\$28,830.50	\$28,953.47				Limited
\$11,368.15	\$10,582.13				Small Claims
\$220.60	\$255.54				TOTAL
\$39,919.25	\$40,791.14				cross check
					\$449,676.51
					Copy Machines
\$494.32	\$483.90				Computer Printer
\$407.5	\$4100				Conference Room
\$310.00	\$165.00				Overdue Fines
\$3300	\$1700				CEB Audio Check Out Fee
\$2500	\$10.00				MGLE Class Charge
\$0.00	\$0.00				Reserve Book Fee
\$80.00	\$120.00				Used Book Sales
\$91.00	\$76.25				Lost Book Payment
\$0.00	\$0.00				Donations
\$55.56	\$0.00				Extra Computer Time
\$0.00	\$20.00				Credits / Refunds
\$0.00	\$67.95				SVCF Withdrawals
\$0.00	\$0.00				Grants
\$0.00	\$0.00				Other
\$0.00	\$0.00				TOTAL
\$1,127.63	\$1,001.10				cross check
					\$42,482.64
					Interest
\$531.12	\$0.00				Lehman Bad Debt Recovery
\$0.00	\$0.00				Credits/Refunds
\$0.00	\$0.00				Other
\$0.00	\$0.00				TOTAL
\$531.12	\$0.00				cross check
					\$1,554.93

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	\$40,074.85	\$53,268.32	\$240,619.67
April	\$41,578.00	\$53,957.50	\$228,240.17
May	\$41,792.24	\$47,270.16	\$222,762.25
June			
July Interest			

Average/Month \$44,883.10 \$51,344.70
 Difference/Month \$6,461.60

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	2016-2017
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	619	
Period 10, April	781	886	861	806	821	652	702	687	736	
Period 11, May	771	901	1040	992	961	787	797	753	752	
Period 12, June	787	1003	1025	908	838	765	872	825		
TOTALS	9490	10131	10917	10625	10261	9226	9346	8930	7899	0
LIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
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	351	
Period 10, April	954	914	720	702	704	399	537	350	314	
Period 11, May	787	838	1078	970	622	658	494	355	311	
Period 12, June	820	1036	1060	755	560	465	522	382		
TOTALS	9420	10893	10203	10425	7667	7192	6302	4700	3796	0

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	2016-2017
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	42	
Period 10, April	76	50	51	53	66	30	33	42	38	
Period 11, May	58	62	63	60	59	45	62	49	38	
Period 12, June	61	68	49	44	62	54	56	60		
TOTALS	658	705	666	602	634	553	570	536	43	0

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

San Mateo County Law Library

Expenses
FY 2015-2016
Period 12 (June)

10931	Blue, Shannon	\$800.00
10932	California Security	\$26.25
10933	CALPERS	\$1,166.86
10933	CALPERS	\$1,166.86
10933	CALPERS	\$668.00
10933	CALPERS	\$650.00
10933	CALPERS	\$0.89
10933	CALPERS	\$0.01
10934	Castle Publications	\$291.74
10935	Cavanaugh/Smith/Habel Insurance	\$2,002.00
10936	Gurthet, Andrew (Petty Cash)	\$100.00
10937	Gurthet, Andrew (Reimbursement)	\$81.67
10938	Ingram Library Services	\$86.72
10939	LexisNexis (Advance)	\$3,311.00
10940	LexisNexis (Matthew Bender)	\$1,973.99
10941	Office Depot	\$59.54
10942	Treat, Richard	\$1,000.00
10943	UBS	\$617.00
10944	UC Regents (CEB)	\$2,519.07
10945	West Group (Thomson Reuters)	\$2,783.66
10945	West Group (Westlaw Next)	\$4,729.00
10946	Xerox	\$429.89
10946.5	Blake, Larry	\$57.00
10947	Bracco, Caroline	\$4,320.00
10948	Gurthet, Andrew	\$7,539.20
10949	Rhoades, Jan	\$3,696.00
10950	Medicare	\$210.16
10951	Active Employee Benefits	\$4,270.24
10952	Retired Employee Benefits	\$1,888.73
10952.5	County Telephone Service Charge	\$151.12

Total: \$46,596.60

EXPENSES Period 12, June	June	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2015-2016
SALARIES				
Full time	\$15,555.20	\$214,464.64	\$218,000.00	\$218,000.00
Part time	\$57.00	\$456.00	\$0.00	\$0.00
Medicare	\$210.16	\$2,890.42	\$3,800.00	\$3,800.00
	\$15,822.36	\$217,811.06	\$221,800.00	\$221,800.00
BENEFITS				
Retirement	\$3,652.62	\$40,916.54	\$41,600.00	\$41,600.00
Active Employee Benefits	\$4,270.24	\$63,367.20	\$66,000.00	\$66,000.00
Retired Employee Benefits	\$1,888.73	\$24,299.19	\$29,000.00	\$29,000.00
	\$9,811.59	\$128,582.93	\$136,600.00	\$136,600.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$5,136.11	\$76,423.52	\$67,000.00	\$67,000.00
CEB Print Resources	\$2,519.07	\$25,559.69	\$25,000.00	\$25,000.00
Electronic Resources	\$8,040.00	\$95,710.85	\$101,000.00	\$101,000.00
	\$15,695.18	\$197,694.06	\$193,000.00	\$193,000.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$2,002.00	\$9,320.00	\$9,500.00	\$9,500.00
Copy Machines	\$429.89	\$5,246.43	\$5,500.00	\$5,500.00
Capital Improvements	\$0.00	\$2,035.00	\$0.00	\$0.00
Office Supplies	\$59.54	\$2,135.54	\$1,500.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$12,000.00	\$12,000.00	\$12,000.00
Support Software	\$0.00	\$8,165.60	\$9,900.00	\$9,900.00
Building Maintenance	\$794.37	\$9,399.76	\$10,000.00	\$10,000.00
Petty Cash	\$100.00	\$1,000.00	\$1,200.00	\$1,200.00
Services	\$800.00	\$11,099.00	\$5,000.00	\$5,000.00
Educational/Professional	\$0.00	\$3,612.00	\$0.00	\$0.00
Dues	\$0.00	\$740.00	\$0.00	\$0.00
Travel Expenses	\$0.00	\$669.28	\$0.00	\$0.00
Promotional	\$0.00	\$229.42	\$0.00	\$0.00
Catering	\$0.00	\$931.01	\$1,500.00	\$1,500.00
Miscellaneous	\$81.67	\$717.21	\$0.00	\$0.00
	\$5,267.47	\$67,300.25	\$56,100.00	\$56,100.00
TOTALS	\$46,596.60	\$611,388.30	\$607,500.00	\$607,500.00

INCOME REPORT

FY 2014-15

QTY 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	\$23,836.61
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	\$13,184.72
Small Claims	\$147.40	\$308.71	\$309.35	\$236.35	\$198.54	\$264.46	\$61.18	\$75.42	\$264.12
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	\$37,285.45

LIBRARY GENERATED INCOME

Copy Machines	\$1,033.96	\$838.40	\$535.86	\$583.42	\$411.19	\$445.86	\$630.97	\$480.26	\$464.60
Computer Printer	\$105.75	\$23.50	\$105.75	\$27.75	\$31.75	\$21.00	\$32.00	\$18.50	\$21.25
Conference Room	\$427.00	\$297.50	\$530.00	\$745.00	\$197.50	\$292.50	\$340.00	\$630.00	\$290.00
Overdue Fines	\$12.00	\$26.00	\$4.00	\$23.00	\$28.00	\$20.00	\$26.00	\$3.00	\$26.00
CEB/Audio Check Out Fee	\$105.00	\$60.00	\$30.00	\$70.00	\$60.00	\$95.00	\$175.00	\$20.00	\$20.00
MCLE Class Charge	\$0.00	\$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	\$100.00
Used Book Sales	\$176.50	\$37.00	\$43.00	\$58.00	\$107.00	\$93.00	\$82.00	\$64.00	\$50.00
Lost Book Payment	\$0.00	\$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	\$1,800.00
Extra Computer Time	\$60.00	\$50.00	\$0.00	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$5.00
Vendor Credits/Refunds	\$0.00	\$0.00	\$5,004.44	\$0.00	\$191.00	\$0.00	\$0.00	\$0.00	\$12.55
SVCF Withdrawals	\$0.00	\$0.00	\$6,031.00	\$0.00	\$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	\$0.00
Other	\$0.00	\$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	\$2,789.40

TRIAL BALANCE REPORTED INCOME

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

INCOME REPORT

FY 2014-15

April May June July Interest Category Totals

\$28,330.50	\$28,953.47	\$29,801.29	Unlimited
\$11,368.15	\$11,582.13	\$12,063.57	Limited
\$220.60	\$255.54	\$340.41	Small Claims
\$39,919.25	\$40,791.14	\$42,205.27	TOTAL

\$491,881.78 cross check

\$494.32	\$483.90	\$526.59	Copy Machines
\$4075	\$41.00	\$20.00	Computer Printer
\$310.00	\$165.00	\$105.00	Conference Room
\$33.00	\$17.00	\$19.00	Overdue Fines
\$25.00	\$10.00	\$55.00	CEB Audio Check Out Fee
\$0.00	\$0.00	\$50.00	MGLE Class Charge
\$80.00	\$120.00	\$0.00	Reserve Book Fee
\$91.00	\$76.25	\$52.00	Used Book Sales
\$0.00	\$0.00	\$0.00	Lost Book Payment
\$53.56	\$0.00	\$0.00	Donations
\$0.00	\$20.00	\$5.00	Extra Computer Time
\$0.00	\$67.95	\$0.00	Credits / Refunds
\$0.00	\$0.00	\$0.00	SVCF Withdrawals
\$0.00	\$0.00	\$0.00	Grants
\$0.00	\$0.00	\$0.00	Other
\$1,127.63	\$1,001.10	\$832.59	TOTAL

\$43,315.23 cross check

\$531.12	\$0.00	\$0.00	Interest
\$0.00	\$0.00	\$0.00	Lehman Bad Debt Recovery
\$0.00	\$0.00	\$0.00	Credits/Refunds
\$0.00	\$0.00	\$0.00	Other
\$531.12	\$0.00	\$0.00	TOTAL

\$2,073.24 cross check

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	\$40,074.85	\$53,268.32	\$240,619.67
April	\$41,578.00	\$53,957.50	\$228,240.17
May	\$41,792.24	\$47,270.16	\$222,762.25
June	\$43,037.86	\$46,596.60	\$219,203.51
July Interest	\$518.31		

Average/Month	\$44,729.33	\$50,949.02
Difference/Month	\$6,219.69	

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	2016-2017
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	619	
Period 10, April	781	886	861	806	821	652	702	687	736	
Period 11, May	771	901	1040	992	961	787	797	753	752	
Period 12, June	787	1003	1025	908	838	765	872	825	774	
TOTALS	9490	10131	10917	10625	10261	9225	9346	8930	8673	0
LIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
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	351	
Period 10, April	954	914	720	702	704	399	537	350	314	
Period 11, May	787	838	1078	970	622	658	494	355	311	
Period 12, June	820	1036	1060	755	560	465	522	382	328	
TOTALS	9420	10893	10203	10425	7667	7192	6302	4700	4124	0

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	2016-2017
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	42	
Period 10, April	76	50	51	53	66	30	33	42	38	
Period 11, May	58	62	63	60	59	45	62	49	38	
Period 12, June	61	68	49	44	62	54	56	60	44	
TOTALS	658	706	656	602	634	553	570	536	475	0

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

San Mateo County Law Library

Expenses
FY 2016-2017
Period 1 (July)

10953	ALM	\$177.41
10954	American Law Institute (ALI)	\$256.50
10955	Blue, Shannon	\$800.00
10956	California Security	\$26.25
10957	California State Bar Court Reporter	\$150.00
10958	CALPERS	\$1,195.94
10958	CALPERS	\$1,195.94
10958	CALPERS	\$29.08
10958	CALPERS	\$948.92
10959	Daily Journal Corporation	\$326.00
10960	Gurthet, Andrew (Reimbursement)	\$70.00
10961	Gurthet, Andrew (Petty Cash)	\$100.00
10962	Ingram Library Services	\$24.61
10963	National Consumer Law Center	\$680.00
10964	Lexis (Advance)	\$3,151.00
10965	Lexis (Matthew Bender)	\$1,974.12
10966	State Bar of California (Compendium)	\$30.00
10967	Treat, Richard	\$1,000.00
10968	UBS	\$617.00
10969	UC Regents (CEB)	\$2,366.15
10970	West Group (Thomson Reuters)	\$2,474.10
10970	West Group (Westlaw Next)	\$4,729.00
10971	Xerox	\$431.42
10972	Blake, Larry	\$114.00
10973	Bracco, Caroline	\$4,320.00
10974	Gurthet, Andrew	\$7,539.20
10975	Rhoades, Jan	\$3,696.00
10976	Medicare	\$210.98
10977	Active Employee Benefits	\$4,270.24
10978	Retired Employee Benefits	\$1,723.40
10978.1	West Group (Thomson Reuters)	-\$2,474.11
10978.1	West Group (Westlaw Next)	-\$4,729.00

Total: \$37,424.15

EXPENSES Period 1, July	July		Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2016-2017
	July	July			
SALARIES					
Full time	\$15,555.20		\$15,555.20	\$16,000.00	\$192,000.00
Part time	\$114.00		\$114.00	\$833.33	\$10,000.00
Medicare	\$210.98		\$210.98	\$250.00	\$3,000.00
		\$15,880.18		\$17,083.33	\$205,000.00
BENEFITS					
Retirement	\$3,369.88		\$3,369.88	\$3,416.67	\$41,000.00
Active Employee Benefits	\$4,270.24		\$4,270.24	\$5,333.33	\$64,000.00
Retired Employee Benefits	\$1,723.40		\$1,723.40	\$2,041.67	\$24,500.00
		\$9,363.52		\$10,791.67	\$129,500.00
PRINT/ELECTRONIC RESOURCES					
New Books	\$0.00		\$0.00	\$0.00	\$0.00
Print Resources	\$3,618.63		\$3,618.63	\$6,750.00	\$81,000.00
CEB Print Resources	\$2,366.15		\$2,366.15	\$2,291.67	\$27,500.00
Electronic Resources	\$3,151.00		\$3,151.00	\$8,416.67	\$101,000.00
		\$9,135.78		\$17,458.33	\$209,500.00
OPERATIONAL EXPENSES					
Binding	\$0.00		\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00		\$0.00	\$791.67	\$9,500.00
Copy Machines	\$431.42		\$431.42	\$441.67	\$5,300.00
Capital Improvements	\$0.00		\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00		\$0.00	\$166.67	\$2,000.00
Use Tax	\$0.00		\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00		\$1,000.00	\$1,000.00	\$12,000.00
Support Software	\$0.00		\$0.00	\$683.33	\$8,200.00
Building Maintenance	\$703.25		\$703.25	\$791.67	\$9,500.00
Petty Cash	\$100.00		\$100.00	\$100.00	\$1,200.00
Services	\$800.00		\$800.00	\$1,500.00	\$18,000.00
Educational/Professional	\$0.00		\$0.00	\$158.33	\$1,900.00
Dues	\$0.00		\$0.00	\$62.50	\$750.00
Travel Expenses	\$0.00		\$0.00	\$66.67	\$800.00
Promotional	\$10.00		\$10.00	\$20.83	\$250.00
Catering	\$0.00		\$0.00	\$83.33	\$1,000.00
Miscellaneous	\$0.00		\$0.00	\$41.67	\$500.00
		\$3,044.67		\$5,908.33	\$70,900.00
TOTALS		\$37,424.15		\$51,241.67	\$614,900.00

July August September October November December January February March

FILING FEE INCOME

Unlimited	\$27,761.41													
Limited	\$12,911.40													
Small Claims	\$258.40													
TOTAL:	\$40,931.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LIBRARY GENERATED INCOME

Copy Machines	\$368.60													
Computer Printer	\$15.00													
Conference Room	\$112.50													
Overdue Fines	\$18.00													
CEB Audio Check Out Fee	\$35.00													
MCLE Class Charge	\$0.00													
Reserve Book Fee	\$50.00													
Used Book Sales	\$19.00													
Lost Book Payment	\$0.00													
Donations	\$0.00													
Extra Computer Time	\$0.00													
Vendor Credits/Refunds	\$0.00													
SVCF Withdrawals	\$0.00													
Grants	\$0.00													
Other	\$0.00													
TOTAL:	\$618.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00													
Lehman Bad Debt Recovery	\$0.00													
Credits/Refunds	\$0.00													
Other	\$0.00													
TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

INCOME REPORT

FY 2014-15

April	May	June	July	Interest	Category/Totals
					Unlimited
					Limited
					Small Claims
\$0.00	\$0.00	\$0.00			TOTAL
			\$40,931.21		cross check
					Copy Machines
					Computer Printer
					Conference Room
					Overdue Fines
					CEB Audio Check Out Fee
					MCLE Class Charge
					Reserve Book Fee
					Used Book Sales
					Lost Book Payment
					Donations
					Extra Computer Time
					Credits / Refunds
					SVCF Withdrawals
					Grants
					Other
\$0.00	\$0.00	\$0.00	\$618.10		TOTAL
					cross check
					Interest
					Lehman Bad Debt Recovery
					Credits/Refunds
					Other
\$0.00	\$0.00	\$0.00	\$0.00		TOTAL
					cross check

CASH ON HAND REPORT

FY 2014-2015

Period	Total Income	Total Expenses	Cash on Hand
July	\$41,549.31	\$37,424.15	\$223,846.98
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			

Average/Month	\$41,549.31	\$37,424.15
Difference/Month	-\$4,125.16	

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	2016-2017
Period 1, July	836	766	825	827	928	877	865	772	691	721
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	619	
Period 10, April	781	886	861	806	821	652	702	687	736	
Period 11, May	771	901	1040	992	961	787	797	753	752	
Period 12, June	787	1003	1025	908	838	765	872	825	774	
TOTALS	9490	10131	10917	10525	10251	9226	9346	8930	8673	721
LIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Period 1, July	737	807	806	857	765	675	474	478	357	361
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	351	
Period 10, April	954	914	720	702	704	399	537	350	314	
Period 11, May	787	838	1078	970	622	658	494	355	311	
Period 12, June	820	1036	1060	755	560	465	522	382	328	
TOTALS	9420	10893	10203	10425	7667	7192	6302	4700	4124	361

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	2016-2017
Period 1, July	53	55	65	51	49	67	52	39	38	39
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	42	
Period 10, April	76	50	51	53	66	30	33	42	38	
Period 11, May	58	62	63	60	59	45	62	49	38	
Period 12, June	61	68	49	44	62	54	56	60	44	
TOTALS	658	706	666	602	634	553	570	536	475	39

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



April 12, 2016

Honorable Assembly Member Philip Ting
Chair, Assembly Budget Committee
California State Capitol
P.O. Box 942849
Sacramento, California 94249-0019

Dear Assembly Member Ting:

This letter is to support a one-time \$16.5 million budget appropriation for California's public county law libraries this Session.

This year marks the 100th anniversary of the founding of the San Mateo County Law Library here in Redwood City, California. Unfortunately, there is little to celebrate. Over the past seven years, County Law Libraries statewide have experienced an average 37% reduction in revenue and a 60% increase in operation costs, and some libraries have suffered a drop in revenue of upwards of 66%.

Per the California Business & Professions Code, over 90% of County Law Library funding comes from civil court filing fees. Here in San Mateo County, filing income accounts for 96% of the Law Library's revenue. The substantial drop in filing fee income over the past years has resulted in the lowest income received by this Law Library since the summer of 1999. The 2005 Uniform Civil Fees and Standard Fee Schedule Act establishes the amount of civil filing fees each library is permitted to receive. Although the civil filing fee per case has been increased over the years, the county law libraries' portion of the fee has not changed in almost a decade.

This has resulted in staff lay-offs, an eighteen hour per week reduction in operating hours, a 60+% cut in print and electronic materials, and the elimination of various outreach services such as our lecture series and 'Lawyer in the Library' program. In fact, this Law Library no longer offers any current print or electronic materials in several key areas of the law, such as bankruptcy and foreclosure law. Even with these cuts, the Law Library continues to operate at a deficit that will result in the closure of this library within the next four years without further cuts.

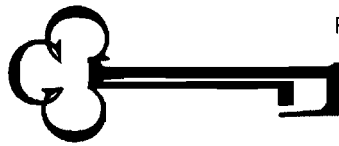
At the same time, the San Mateo County Law Library continues to assist over 8,000 residents of San Mateo County each year with their legal needs, the majority of whom are not legal professionals. For many self-represented litigants, this Law Library is, and all public County Law Libraries statewide are, the only access to legal resources that can be used for their cases. The budget cuts to date have resulted in

a substantial loss of valuable resources to the public. In short, this community can no longer seek basic access to justice through *their* local law library.

A one-time appropriation of \$16.5 million for the California County Law Libraries is an essential first step in alleviating the current extraordinary financial strain and restoring basic library services for the public. I sincerely request your support as Chair of the Assembly Budget Committee for this appropriation for California's public county law libraries.

Sincerely,

Andrew Gurthet, Director
San Mateo County Law Library



CCCLL FALL MEETING AGENDA

Thursday, August 18, 2016

Library and Courts Building, 914 Capitol Mall, 5th floor, Room 500

- 8:30 - 9:00 AM.....Breakfast treats, coffee & juice [provided by Marguerite Beveridge]
- 9:00 - 9:30.....Welcome & Executive & Committee Reports, Executive Board & Committee Chairs
- 9:30 - 10:30.....CCCLL Individual County Reports, Members [5 minute time limit each]
- 10:30 - 10:45.....Break
- 10:45 - 11:30.....Legislative Advocacy Report, Q&A, Discussion, Michael Corbett & Sandi Levin
2015-2016 Lessons Learned
2016-2017 Legislative Agenda & Supplemental Funding Strategy
Other Legislative Issues: Cy Pres; Co-location; Government Immunity
Legislative Advocate Contract Renewal [Sandi Levin only]
- 11:30 - 12:00.....Open Conversation about Open Source:
Choosing the Koha ILS, Todd Goatley-Seals, ByWater Solutions
- 12:00 - 1:15 PM.....Lunch [Room 500, Library & Courts Building] Sponsored by ByWater Solutions
What's New at the State Library, Greg Lucas
Presentation of CCCLL Distinguished Service Award to Sharon Borbon
- 1:15 - 1:45New Product Presentation:
Intro to Ravel Law and Benefits to Public Patrons, Kerry Kassam
- 1:45 - 2:15.....Brainstorming New Projects and Ideas! [Break-out session /Sandi Levin]
Creating a model digital library
Building Shared ILS System opportunities
- 2:15 - 2:45.....Unauthorized Practice of Law: Legal Information vs Legal Advice,
Larry Meyer, Coral Henning & Roger Huynh
- 2:45 - 3:15.....Law Library Autonomy & Partnerships: Challenges and Opportunities, Mark Estes
- 3:15 - 3:30.....Break/snack
- 3:30 - 4:00.....Dealing with Patrons with Mental Health Issues, Sandi Levin
- 4:00 - 4:15.....Happy Time! Kudos and Awards, John Adkins
- 4:15 - 4:30.....Announcements, etc., John Adkins
Spring Meeting, 2018
Following the Legislative Advocacy Plan
Elections & Adjournment

Law Office Accounting Fees Comparison

2009-2016

F/Y	Legal Fees	Decrease	Total Decrease
2009	43,549,411		
2010	41,910,800	7.0%	3,162,361
2011	40,628,520	3.1%	6,385,681
2012	39,699,133	2.5%	10,041,714
2013	37,015,000	6.7%	16,641,714
2014	29,776,946	19.7%	36,188,660
2015	28,057,037	5.7%	41,996,697
2016	29,519,226	5.2%	36,711,471



\$15,000,000.00
\$35,000,000.00
\$41,000,000.00
\$39,000,000.00
\$7,000,000.00
\$35,000,000.00
\$1,000,000.00
\$1,000,000.00
\$2,000,000.00
\$25,000,000.00

Car Sales Top 10 2008-2015

56.23%

48.47%

43.37%

37.7%

33.6%

23.94%

17.56%

14.8%

Subaru

Jeep

Mercedes

Nissan

Volvo

Suzuki

Saturn

Mini

Scion

REPORT TO THE CCCLL MEMBERSHIP

Status of Legislative Activities from Sandra Levin, Chair, Legislative Advocacy Committee

Your Legislative Advocacy Committee has been very busy this year! Some of the more significant activities undertaken by your hard-working colleagues (Anne Bernardo, Mark Estes, Annette Heath, Larry Meyer, Diane Rodriguez, Maryruth Storer and John Zorbas) were:

Request for supplemental funding in the State Budget

The Legislative Committee drafted numerous letters, updates and promotional materials. Once the state's budget was final, with unfortunately no supplemental allocation for County Law Libraries, John Adkins circulated a memo prepared by the Legislative Committee describing the status and the reasons. A copy is attached for easy reference (attachment #1).

In addition, a strategy and proposal for the coming session has been developed (and is attachment #2) for your review and discussion at the meeting.

Also attached (#3) is a recap of some of our legislative advocate's other activities on our behalf throughout the past year.

Statutory amendment to ease the restriction on where CLLs can be located

The requirement that the county law library be in the county seat can be restrictive, inefficient and costly. In some counties, most of the people and the economic activity happens elsewhere in the county. Moreover, some smaller counties may want to co-locate or pool resources. Accordingly, it was proposed that a bill be introduced allowing County Law Libraries to locate outside of the county seat in a location the Board of Trustees determines is most appropriate. This item was discussed, approved by CCCLL and drafted as proposed legislation. However, due to the lack of specific examples or spokespeople, it did not move forward. In essence, there were no County Law Libraries prepared to say that they would like the ability to consolidate with another county and only one able to say (publicly) that they were even considering it. If and when there are several CLLs able to state that this might be a viable option for them or that the bill would be helpful to them, we believe we could find a sponsor for this bill. Until then, it remains on hold.

Futures Commission

The Leg Committee monitored the proposals under consideration by the Futures Commission and drafted correspondence (skillfully and persuasively presented by Kim Tucker at a Public Comment Session) when proposals potentially affecting Law Library funding were suggested. In most cases, while the committee applauded the intent of the Commission to improve access to justice, the Committee elected not to recommend action because the proposals under consideration did not directly affect County Law Libraries.

AB 2880: Copyright of Public Records

A bill was introduced proposing to expand the scope of state agencies' copyright interest in what would otherwise be public records. Due at least in part to public outcry over the diminution of public access to government records, the language giving government agencies broader intellectual property rights was

eliminated from the bill. As revised, the bill only required that state agencies consider and address the intellectual property rights of the state when drafting contracts and does nothing to create or change the state's IP rights. Accordingly, the Leg Committee has placed the bill on a watch list and does not recommend taking action.

AB 2101 Juror Sanctions

AB 2101 proposed expanding the definition for monetary sanctions to include jurors, in order to allow judges the option of imposing monetary sanctions on non-compliant jurors. (As it stands now, the only avenue for misconduct is to hold the juror in contempt of court.) The Leg Committee reviewed the legislation to see if it would affect County Law Libraries, e.g., by providing some portion of the sanctions to us. Upon determining that it did not, the Committee considered whether to request inclusion in the list of authorized recipients of the sanctions collected. The Committee concluded that it would likely require a significant effort but not result in any significant revenue since judges might threaten jurors with sanctions but were unlikely to actually fine significant amounts or in significant numbers. Moreover, the request might lead legislators to think they were providing funding for CLLs and be less likely to vote for true supplemental funding.

Proposed Solution to California County Law Libraries' Funding Crisis

California county law libraries are an essential component of access to justice, offering diverse and essential services to the public, the judiciary and the bar. Public law libraries often serve as the only meaningful access to the information needed to participate in the legal system, resolve legal disputes, engage in commerce, or tend to personal affairs.

Problem

Shrinking revenues threaten the existence and future of California's county law libraries. These public agencies depend on a portion of civil filing fees for more than 90% of their income. From 2009 to 2016 filing fee income to County Law Libraries plummeted by 40% while the cost of legal information resources increased by almost 70%.

Proposed Course of Action

1. Formation of a Task Force charged with identifying, exploring and recommending sustainable funding sources for the services offered by California's County Law Libraries.

Proposed Composition:

- 2 County Law Librarians
 - 2 Law Library Trustees (predominately Superior Court judges)
 - 1 Member of the Judicial Council
 - 1 Member of the California Commission on Access to Justice
 - 1 Member of the Advisory Committee on Providing Access and Fairness
 - 1 Representative from the Office of the Legislative Analyst
 - 1 County Supervisor
2. A one-time allocation from the state general fund of \$16.5 million to provide a single year of funding at the 2009 level to sustain County Law Libraries pending the outcome of the Task Force's process.

Background and Need

County law libraries can no longer rely exclusively on court filing fees to adequately provide services.

The Role of County Law Libraries: California's county law libraries are an essential component of access to justice, offering diverse and otherwise-unavailable services to the public, the judiciary and the bar. Public law libraries often serve as residents' only meaningful access to the information needed to preserve fundamental necessities of life, protect their families, resolve legal disputes, engage in commerce or tend to personal affairs.

This is not merely a problem for very low income families. The vast majority of Californians lack the resources necessary to locate and retain legal counsel. According to the National Center for Access to Justice, more than 80% of litigants in matters as important as evictions, mortgage foreclosures, child custody and child support proceedings, and debt collection cases fend for themselves without counsel.

Accordingly, the role of county law libraries has changed. Until the late 1990s, lawyers comprised the majority of county law library users. Since then, usage has shifted and substantially more non-lawyers than lawyers now use county law libraries. Many of these individuals do not know what their rights are, how to obtain legal help, or how to gain access to resources they need. This ongoing role that California county law libraries have in fostering access to justice cannot be overstated.

Helping self-represented litigants learn to navigate the complex world of litigation, law, and legal procedure is not a new service for many public law libraries. What is new is that the numbers of self-represented individuals has increased dramatically and law libraries are being pressed to assist individuals with understanding substantive, procedural, sources of legal information, providing triage, diagnosis, and referral services and providing access to the forms that they need in order to carry their legal dispute from conception to resolution in the courts.

Funding of County Law Libraries: From their founding in 1891, county law libraries have been funded almost entirely by a small portion of Superior Court civil filing fees – i.e., portion of the cost of filing a civil lawsuit. In fact, filing fees constitute over 90% of county law libraries' income. But many library patrons are not required to pay those filing fees: criminal defendants, appellate litigants, individuals learning how to start a business or transfer property or those simply trying to educate themselves about the law and their rights.

Moreover, a number of factors well beyond the control of county law libraries have caused revenue to decline precipitously. First, the number of cases filed – the source of those filing fees - has plummeted. The major financial crisis of the last ten years has prompted many litigants to seek non-judicial alternatives for resolving disputes, such as mediation, arbitration, and private judging. California courts also experienced budget cuts and responded by reducing hours and services, resulting in even fewer filings and decreased filing fee income.

Second, the number of fee waivers and fee exemptions has increased. As in every economic downturn, the number of fee waivers granted on grounds of financial need has increased. In addition, the jurisdictional limit for small claims court – where county law libraries receive only a very minimal fee – has increased, thus reducing the fees to county law libraries. Furthermore, an exemption was created for debt collection matters, excusing the collection bar from paying the full law library portion of civil filing fees. (See timeline below for details.)

Finally, in 2008, the state legislature eliminated the only *local* mechanism for funding county law libraries by eliminating the ability of a county to adjust the amount of filing fees allocated to its local law library, thus freezing law library funding for nearly a decade.

Meanwhile, salary, health care and insurance costs have steadily increased and the cost of legal resources, both in print and digitally, has increased by nearly 70%.

Impact on Access to Justice: The financial distress of county law libraries has been devastating to access to justice for the unrepresented within our communities. Law libraries have been forced to respond to declining revenues and increasing costs with proportional reductions in expenditures- drastically cutting subscriptions, eliminating staff, and reducing service hours. And there has been no new funding to allocate to the ever-expanding need for multi-lingual assistance and materials, servicing remote and rural communities or new hubs of activity or developing new technologies that would multiply access.

For some, even limiting the level of service available, will not be enough to maintain viability. Without an assured and sustaining funding mechanism, many county law libraries will close and others will further curtail their services – making it more difficult to ensure access to justice for all California residents. Without county law libraries, millions of California residents, regardless of income or the nature of the legal issue, lose the benefits of assistance and support navigating the legal system, effectively denying them access to justice.

County Law Libraries Timeline

Funding Timeline

- 1853-86: Attorneys created law libraries in various regions of the state to serve the practicing bar
- 1891: Los Angeles assemblyman introduces AB691 establishing authority for a county law library in each county in the state and assessing up to \$1 per original civil filing to fund that law library.
- 1947-80: County Law Library portion of filing fee increased to maximum of \$20
- 2002: Trial Court Facilities Act transferred courthouse ownership from individual counties to the state.
- 2005: AB145 shifted distribution of fees from the counties to the Judicial Council; limited authority of County Boards of Supervisors to increase law library fees from 2005-08.
- 2005 Judicial Council charged with establishing a Task Force on Civil Fees to make recommendations regarding the effectiveness of the uniform fee structure.
- 2005: Small claims jurisdiction increased to \$7,500 for “natural person” filer, eliminating almost all revenue to County Law Libraries from those cases
- 2005: Exemption created for debt collection cases, reducing revenue to County Law Libraries by reducing the library portion of the fee.

- 2008: Judicial Council dissolved the Task Force on Civil Fees.
- 2008: Termination of authority of County Boards of Supervisors to increase law library fees
- 2009: Small claims jurisdiction increased to \$10,000 for "natural person" filer, eliminating almost all revenue to County Law Libraries from those cases
- 2008: Civil filing fees increased to \$355, \$330, \$205, and \$181; no portion of increase was allocated to County Law Libraries.
- 2010: Civil filing fees increased to \$395, \$370, \$225, and \$181; no portion of increase was allocated to County Law Libraries.
- 2012: Civil filing fees increased to \$435, \$370, \$225 and \$181; no portion of increase was allocated to County Law Libraries.
- 2013 Several counties, reasoning that the moratorium on law library filing fee increases had ended sought a filing fee increase. Judicial Council successfully argued that the increase wasn't authorized by statute.
- 2014: County Law Library closed
- 2015: County Law Library closed
- 2016: County Law Library closed
- 2016 Several public law libraries will significantly reduce services even further and close their doors because of lack of funding.

Future

Californians deserve an assured and sustainable funding mechanism to ensure consistent, trustworthy and reliable access to justice through county law library services, education, resources and referrals. California county law libraries must be allowed to continue their essential role in eliminating barriers that prevent people from understanding and exercising their legal rights. For more than 125 years, California has been a leader in providing the public free access to legal information; the next 125 years must reflect that same level of commitment and vision.

MEMORANDUM

Date: June 9, 2016
To: County Law Library Directors
From: Michael Y. Corbett, CCCLL Advocate
Re: State Funding

Subsequent to the release of Governor Brown's *May Revision to the 2016-17 State Budget* I spoke with key staff from both Budget Committees in an attempt to ascertain the possibility of state funding for county law libraries, given the effort undertaken by the Council of California County Law Librarians (CCCLL), as well as individual county law library directors from around the state. I was advised that neither Budget Committee planned to approve an appropriation for county law libraries. I had believed there was a genuine chance for the funding issue to come up for discussion in a post-May Revision Budget Subcommittee, or even the joint-house Budget Conference Committee, until the *May Revision* cited a \$1.9 billion shortfall in estimated personal income tax.

The revenue shortfall was the death knell for county law library funding. Why? Because once the revenue shortfall was announced it meant that individual legislators would have to put in an extra effort to secure funding for their priority budget requests. Since no legislator made funding for county law libraries his or her budget priority, the issue did not even make the consideration list. In effect, there is simply no "budget wiggle room" to facilitate funding for county law libraries.

It is important to note, however, that the CCCLL and law library directors made considerable progress in terms of familiarizing the Administration and legislators with county law libraries and the important services they provide to self-represented litigants, small business owners, and others who find themselves in need of assistance prior to filing legal documents or appearing before the Superior Court. In addition, the CCCLL's lobbying effort drew support from legislative staff on both sides of the aisle and at least one staffer from the Governor's Office. For example, Daniel Seeman, Deputy Legislative Secretary in Governor Brown's office and Marvin Deon, Senior Consultant with the Assembly Budget Committee, provided strategic advice subsequent to a meeting held with them during the CCCLL's Legislative Day.

Then, too, it was county law library director contact that led to Assembly Member Marc Levine's letter to Assembly Member Reginald Jones-Sawyer, chair of Assembly Budget Subcommittee 5, requesting a \$16.5 million budget appropriation to support county law libraries. Indeed, county law library directors from around the state helped raise the Legislature's awareness of the services county law libraries provide and their current fiscal plight. In the upcoming year, it will be important to build upon that awareness for purposes of forging alliances with legislators who are willing to speak up for county law libraries during the annual budget process.

As for individual legislators, Senate President Pro Tem Kevin De Leon was apparently impressed with the list of Spanish-language programs offered by certain county law libraries and Senator Holly Mitchell (D-Los Angeles) spent a solid half-hour listening to representatives from the SEIU and the Los Angeles County Law Library make their case for state funding for the law libraries. Beyond these two specific

examples, it is important to note that an unprecedented number of legislators met with county law library directors on March 1, the CCCLL's Legislative Day.

So, the bottom line is that some progress was made, just not enough to secure any measure of state funding support for county law libraries. And while county law library directors should rightly be disappointed, I encourage you not to be discouraged or dissuaded from continuing to seek some form of state funding support. Keep in mind that the state is being asked to provide funding for entities with which it has no direct relationship or history of interaction. Also keep in mind that county law libraries are competing with myriad other organizations and causes that get far more publicity and have greater resources at hand to push their agenda. Then, too, funding for the social services safety net always comes into play as individual legislators push for more funding to address crucial needs of those who are economically disadvantaged or otherwise lacking access to certain kinds of programs and services.

Securing state funding is difficult, at best, but it is a goal worth pursuing, even after having undertaken a significant effort that failed to produce the desired result. In the end, county law libraries may have no other viable option at this point in time. I am not discouraged and I have to walk into the Capitol almost every day knowing that 2016 was not the year for county law libraries. I sincerely hope 2017 produces better results. To that end, please take every opportunity to engage legislators, legislative staff and administration staff in a discussion regarding the fiscal plight of county law libraries at the CCCLL's August reception.

COUNCIL OF CALIFORNIA COUNTY LAW LIBRARIANS

Funding Strategy for 2017

Michael Y. Corbett & Sandra Levin

Given that efforts to obtain state funding for county law libraries have been unsuccessful to this point in time, it is necessary to change both the focus and approach for 2017. Outlined below is a proposed strategy that would move away from requesting a one-time appropriation in favor of asking for ongoing state funding. This change is deemed necessary because 1) law libraries got little or no traction with the one-time funding approach and 2) several legislators and legislative staffers viewed the one-time appropriation as a non-starter with the Legislature and the Governor.

Phase One

Letter from CCCLL to Governor Brown: The CCCLL should submit a formal letter to the Governor requesting that state funding for county law libraries be included in his January budget proposal, with a specific request that funding for 2017 be in the amount of \$17.3 million, an amount that would restore the libraries to their level of funding immediately following the implementation of the Uniform Civil Filing Fees Act. The letter should clearly state that civil filing fees are the libraries' primary source of funding and that neither the state nor counties provide support in the form of tax dollars. The letter should cite the fact that although civil filing fees have been raised on more than one occasion since passage of the act, none of the increases have been allocated to county law libraries.

The letter should outline the substantial reduction (attach the county-by-county chart) in civil filing fee revenues and the impact on county law libraries, with a particular focus on access to justice for self-represented litigants (fewer dollars equates to diminished services and a reduction in reference materials). The letter should list the various measures county law libraries have taken to continue to provide quality service despite declining revenue. The letter should also mention the importance of self-represented litigants filing the proper paperwork and being prepared for the court hearing process, and the court delays that occur when the proper paperwork has not been filed or the litigant is ill-prepared for his or her court appearance.

The letter should not specify the source of the funding; rather, it should cite the need for ongoing state funding in light of the inadequacy of civil filing fee revenue. The letter should include a suggestion that efforts be undertaken to identify and secure a reliable, stable funding source for county law libraries going forward. The letter should also express the CCCLL's willingness to work with interested parties and stakeholders in identifying and securing such funding source. The letter should be forwarded as soon as the current legislative session is adjourned (August 31), as the process of putting together the 2017-18 state budget will be initiated in the fall. A copy of the letter should be sent to Michael Cohen, Director of Finance.

Letter from Each County Law Library to Governor Brown: In addition to the formal letter from the CCCLL, each county law library director should send a letter to the Governor in support of including funding for law libraries in his January budget proposal. However, unlike the CCCLL's request, letters from individual law libraries should lay out in detail the various negative impacts of diminished revenue on their operations, listing such things as staff reductions, reduced hours of operations, fewer or

outdated reference materials (both electronic and hard copies), and any other pertinent information. Again, these letters should be forwarded at the conclusion of the current legislative session.

Phase Two

Letter from CCCLL to Legislative Leaders: The CCCLL should send a formal joint letter to legislative leaders either in support of the Governor's proposal to fund county law libraries or making a request for state funding and outlining the need for such funding. The letter should be accompanied by the most recent county-by-county chart that illustrates the local and aggregate civil filing fee revenue loss. The letter should lay out the impact of the revenue loss of county law library operations statewide along with the concomitant impact on self-represented litigants, with a focus on the how the loss of county law library services and materials impacts their access to justice. Mention should also be made of how non-English speaking self-represented litigants could be disproportionately impacted because of a lack of alternatives available to them.

The letter should also make mention of the fact that unprepared self-represented litigants create delays in the courts' case management process.

The letter should make a specific request for funding in 2017 in the amount of \$17.3 million, an amount that would restore the libraries to the level of funding they received immediately following implementation of the Uniform Civil Filing Fees Act. The letter should not identify a specific funding source but should mention that civil filing fees have been raised on more than one occasion since the act was implemented but county law libraries have not received a share of the increases. The letter should cite the need for ongoing state funding in light of the inadequacy of civil filing fee revenue, and encourage the Legislature to explore and identify a reliable, stable funding source for county law libraries going forward.

The CCCLL may also want to consider whether the letter should include something to the effect that there is a crisis looming to the extent that county law libraries substantially reduce services or close their doors, releasing a potential flood of unprepared or ill-prepared self-represented litigants upon the courts.

Copies of the letter should be sent to chairs of the Senate and Assembly Budget Committees as well as the chairs of the pertinent Budget Subcommittees. The best time to send the letter would be shortly (immediately?) after the release of the Governor's January budget proposal, since the budget's release would reveal whether county law libraries are earmarked for an appropriation.

Letter from Each County Law Library to Legislative Leaders: In addition to the CCCLL letter to legislative leaders, individual county law library directors should send a letter to their respective Senators and Assembly Members requesting their support of a state budget appropriation for county law libraries. The letter could mirror any letters sent to the Governor regarding state funding but could include information regarding the impact of a lack of adequate law library resources on the legislator's constituents. Adding stories of service to individual constituents and personalizing the need for Law Library services would be very helpful. Indeed, the goal is to make legislators aware of the impact of inadequate county law library funding on their constituents. In order to further emphasize the constituent aspect, these letters should be sent to legislators' district offices instead of their Capitol offices. Correspondence with district offices tends to get greater level of attention and response.

Phase Three

Informational Hearing: In order to increase awareness of the fiscal plight of county law libraries, the CCCLL could send a formal letter to the Senate Judiciary Committee and the Assembly Judiciary Committee requesting that they jointly or individually hold an informational hearing on the "Fiscal Crisis Facing County Law Libraries". Such a hearing would afford county law libraries additional exposure to the Legislature and provide them with an opportunity to lay out the myriad ramifications of inadequate funding. It would also give county law libraries a forum from which they could articulate the need to provide a reliable funding source for county law libraries, as well as their willingness to work with others in identifying and securing such funding source.

Phase Four

Budget Subcommittee Presentations: Make formal appearances before the pertinent Senate and Assembly Budget Subcommittees for the purpose of either supporting the Governor's proposal to provide funding for county law libraries or to make a request that the Legislature appropriate funds to be allocated to county law libraries. The requests would be in line with the content of the letters sent to the Governor and legislative leaders.

Letters from Each County Law Library to Subcommittees: In support of efforts to secure legislative approval of funding for county law libraries, individual county law library directors should send letters to both subcommittees in support of either the Governor's proposal to fund county law libraries or the request that the Legislature appropriate funds for allocation to county law libraries. The letters should be sent in time to correspond to the convening of the Budget Subcommittee hearing process, typically in mid- to late March. Copies of the letters to the Budget Subcommittees should be sent to the Senator(s) and Assembly Member(s) who represent the district in which the library is situated.

Ongoing Advocacy Activities

In addition to the specific activities outlined above, it would be in the county law libraries' best interests to initiate or continue to engage in the following:

- Seek to garner the support of the Judicial Council regarding state funding for county law libraries.
- Continue to coordinate lobbying activities with the SEIU, both at the local level and in Sacramento.
- Seek the support of local Bar groups and other pertinent organizations.
- Offer legislators and legislative staff an opportunity to visit their local county law library.
- Offer to provide district legislative offices with information (flyers, pamphlets, etc.) regarding services available at the local county law library. This information can be handed out to constituents who seek out their legislator for assistance with issues or problems.

- Try to establish a relationship with the staff of your legislator's district office.

Allocation of Funds

Any proposal for supplemental funding should also include a method of distribution. As with the proposals in recent years, the suggested approach would be to allocate the funds pursuant to a formula that provided each library with a percentage of the state funds equivalent to the percentage of the total civil filing fee revenue received by each library for the 2008-09 fiscal year.

Of course, the Legislature could make a decision predicated on some other factor or consideration, but a uniform voice espousing the above approach would be the best way to make certain everyone is on the same page and the CCCLL and individual county law library directors do not run the risk of sending mixed messages or confusing legislators and the Administration.

Creation of Funding Task Force

The Administration and Legislature are more likely to provide funding for county law libraries if a source other than the General Fund is identified and earmarked as the funding mechanism. To that end, it would be appropriate to include within the request for funding a request that a task force or commission be formed for the express purpose of trying to identify a stable, long-term funding source for county law libraries. The task force should, at a minimum, include representatives from the Judicial Council, the courts, the legal community, and legislative staff. It might also be a good idea to include the Department of Finance and the Legislative Analyst's Office. The task force should be formed as soon as possible via legislation or direction from the Legislature.

Assistance

For all letter-writing and advocacy efforts described above, CLLs will be provided with letter-writing templates and assistance locating and addressing their local legislators.

CALENDAR OF ACTIVITIES

NO LATER THAN:	TASK:	ASSIGNED TO:
Sept 1	Letter from CCCLL to Governor Brown	Leg Comm
Sept 10	Letter from Each County Law Library to Governor Brown	Each CLL
Sept 30	Each CLL to invite legislators to visit	Each CLL
Oct 31	Meeting with SEIU	LALL & MYC
Oct 31	Each CLL to meet with a local Bar Association and request a letter of support	Each CLL
Nov 20	Letter from CCCLL to Judicial Council	Leg Comm
Nov 20	Letter from Each County Law Library to Judicial Council	Each CLL
Jan 20	Letter from CCCLL to Legislative Leaders (after release of Governor's budget)	Leg Comm
Jan 27	Letter from Each County Law Library to Legislative Leaders	Each CLL
Feb __	Informational Hearing before Judiciary Committee (coordinate with CCCLL Feb meeting)	Leg Comm and Leg Day participants
March 13-24	Budget Subcommittee Presentations	Leg Comm and Counties with representation on the subcommittees
March 24	Letters from Each County Law Library to Subcommittees	Each CLL

COUNCIL OF CALIFORNIA COUNTY LAW LIBRARIANS

Status Report – Additional Efforts

Prepared by Michael Y. Corbett

Throughout the legislative session I engaged in a variety of activities on behalf of the CCCLL that are not directly related to efforts to secure state funding for county law libraries. Listed below are some of those activities.

Monitor the State Budget Process

For the duration of the recently concluded budget cycle I monitored the actions of the pertinent Senate and Assembly Budget Subcommittees for purposes of determining the amount and funding sources the Legislature would adopt for the trial courts. The funding of the trial courts is pertinent to county law libraries because on previous occasions the Administration and the Legislature have turned to civil filing fees as a funding source to backfill General Fund cuts. Unfortunately, while raising civil filing fees to help fund the trial courts, neither the Administration nor the Legislature sought to allocate any of the revenue from the increases to county law libraries.

I monitored the budget process in order to alert the CCCLL and the Legislature should civil filing fees once again be a go to funding source for the trial courts. Had the Legislature opted for raising civil filing fees and allocating the resultant revenue solely to the trial courts, I was prepared to ask the Budget Subcommittees to include county law libraries in the allocation of those funds.

As a side note, while the Legislature did not raise civil filing fees to help finance trial court operations, pursuant to a proposal from the governor the Legislature provided a General Fund augmentation to help backfill the continuing reduction of fines and penalty revenues. It seems that these funding sources are experiencing a decline in revenue similar to that of civil filing fees.

Judicial Council Rule Changes

I have a relationship with the Judicial Council whereby it forwards me via e-mail all newly proposed rules or rule changes regarding the courts. I routinely review the proposals and forward them to Sandra Levin for purposes review and potential comment by county law library directors.

Retouch Bases with Legislative Staff Regarding County Law Library Funding

Although most of the activity regarding efforts to secure state funding for county law libraries occurs during the budget cycle, I make a conscious effort to visit or call legislative staff from time-to-time just to keep the issue of county law library funding on their radar screens throughout the year.

Monitor Legislation

The CCCLL did not sponsor legislation this year and there were no bills that directly addressed county law library operations or funding. However, there were bills that could have an impact on county law

libraries and in those cases where I was able to identify such bills, I monitored them through the legislative process. Among the bills that I monitored during the current session are the following:

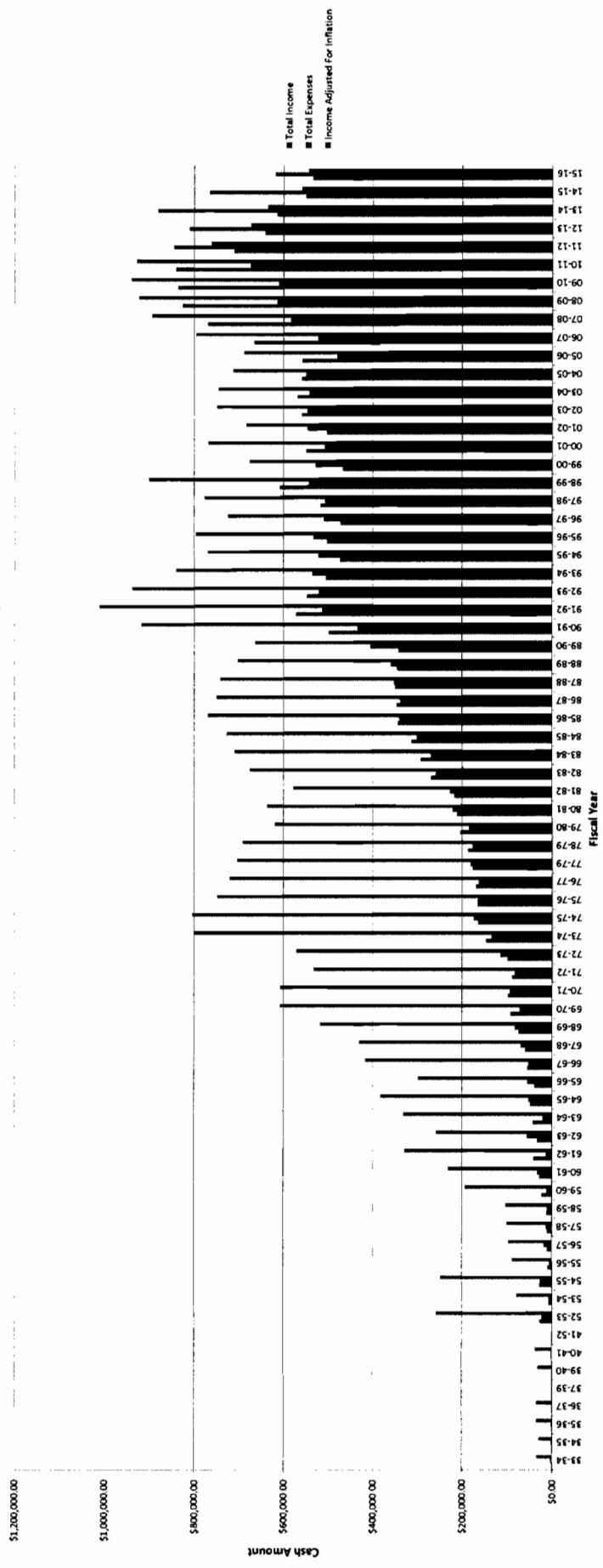
AB 2765 (Weber) – Proposition 47: Sentence Reduction. This bill would authorize a person to petition or apply for a reduction of sentence before November 4, 2022, or at a later date upon a showing of good cause. Current law requires that a petition or application be filed before November 4, 2017, or at a later date upon a showing of good cause. I monitored this message because the passage of Prop 47 significantly increased the workload of county law libraries due to individuals seeking information and pertinent forms.

SB 1023 (Judiciary Committee) -- Judgeships. This bill would have provided funding for 12 of the 50 judges currently authorized but not funded by the Legislature. I monitored this bill as part of my efforts to keep abreast of legislation that impacts the courts.

Periodic Contact with the Judicial Council

I make infrequent contact with staff at the Judicial Council for the purpose of sharing intelligence and making certain county law libraries are on the Council's radar screen.

San Mateo County Law Library Total Income and Expenses





Statement Period
 April 1, 2016 through June 30, 2016

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	\$191,324.46	\$195,906.57
Investment Activity		
Long-Term Growth Pool	4,927.61	831.49
Support Fees	(477.17)	(963.16)
Ending Balance	\$195,774.90	\$195,774.90

Fund Assets

Investment Pools		
Long-Term Growth Pool		195,774.90
Total Fund Assets		\$195,774.90

Restricted Balance

Total Restricted Balance		\$0.00
Balance Available for Grants		\$195,774.90



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	2.58%	0.43 %	-3.70 %	4.79 %	4.90 %
This Fund's Benchmarks	2.70%	4.40 %	-0.20 %	5.60 %	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.

FY 2016-2017 PROPOSED BUDGET

EXPENSES		FY15-16 Budget	FY15-16 Final Expenses	Proposed FY16-17 Budget
SALARIES				
Full time		\$218,000.00	\$214,464.64	\$192,000.00
Part time		\$0.00	\$456.00	\$10,000.00
Medicare		\$3,800.00	\$2,890.42	\$3,000.00
BENEFITS				
Retirement		\$41,600.00	\$40,916.54	\$41,000.00
Active Employee Benefits		\$66,000.00	\$63,367.20	\$64,000.00
Retired Employee Benefits		\$29,000.00	\$24,299.19	\$24,500.00
PRINT/ELECTRONIC RESOURCES				
New Books		\$0.00	\$0.00	\$0.00
Print Resources		\$67,000.00	\$76,423.52	\$81,000.00
CEB Print Resources		\$25,000.00	\$25,559.69	\$27,500.00
Electronic Resources		\$101,000.00	\$95,710.85	\$101,000.00
OPERATIONAL EXPENSES				
Binding		\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)		\$9,500.00	\$9,320.00	\$9,500.00
Copy Machines		\$5,500.00	\$5,246.43	\$5,300.00
Capital Improvements		\$0.00	\$2,035.00	\$0.00
Office Supplies		\$1,500.00	\$2,135.54	\$2,000.00
Use Tax		\$0.00	\$0.00	\$0.00
Tech Support		\$12,000.00	\$12,000.00	\$12,000.00
Support Software		\$9,900.00	\$8,165.60	\$8,200.00
Building Maintenance		\$10,000.00	\$9,399.76	\$9,500.00
Petty Cash		\$1,200.00	\$1,000.00	\$1,200.00
Services		\$5,000.00	\$11,099.00	\$18,000.00
Educational/Professional		\$0.00	\$3,612.00	\$1,900.00
Dues		\$0.00	\$740.00	\$750.00
Travel Expenses		\$0.00	\$669.28	\$800.00
Promotional		\$0.00	\$229.42	\$250.00
Catering		\$1,500.00	\$931.01	\$1,000.00
Miscellaneous		\$0.00	\$717.21	\$500.00
TOTAL EXPENSES		\$607,500.00	\$611,388.30	\$614,900.00
TOTAL INCOME		\$480,000.00	\$536,000.00	\$516,000.00
CASH ON HAND		\$169,600.00	\$219,200.00	\$20,000.00



SAN MATEO COUNTY LAW LIBRARY IN CRISIS

ISSUE

The San Mateo County Law Library has steadfastly served the residents and legal community of San Mateo County for 100 years. Its continued success in providing legal information to the residents of San Mateo County is in serious jeopardy due to its current inadequate funding structure. What can be done to improve this situation?

SUMMARY

The San Mateo County Law Library was established in 1916 and is one of the 58 county law libraries within the State. It is open to all members of the public, free of charge, and is funded per the California Business and Professions Code (B&P Code). The operating funds are derived almost exclusively from civil court filing fees. Codified amendments over 40 years relating to revenue include allowing the receipt of civil court filing fees and permitting additional income from the Board of Supervisors.

The Law Library operates as an independent special library within San Mateo County.¹ It is not a member of the San Mateo County Library System although the public libraries within the County refer residents to the Law Library for help with legal questions. The Law Library is the primary place for self-represented litigants to learn the law and legal processes and procedures, and to receive assistance in how to present their cases.

Rising costs and diminishing monetary resources are threatening the sustainability of county law libraries throughout the state. With respect to San Mateo County's Law Library, catastrophic reductions in filing fees, dwindling reserves, and increasing costs for the effective maintenance of the library's collection of legal resources have created a near state of emergency. Further, the Law Library's current location is highly desirable for private commercial development. These circumstances compromise a valuable and unique public asset for the residents of San Mateo County.

In light of the foregoing, the 2015-2016 Grand Jury recommends that the San Mateo County Board of Supervisors direct the County Manager to promptly adopt a formal policy to assist the Law Library in mitigating its current financial crisis. The San Mateo County Board of Supervisors must provide for continuous funding in the County's annual budget to supplement the Law Library's budget beyond the limited and arcane system of funding now in use. Although not part of the Grand Jury's formal recommendations, the Board of Supervisors' financial support for the Law Library would preferably be a component of a larger countywide effort to increase awareness of the unique value of the Law Library as a public asset.

¹ A special library is a library that provides specialized information resources on a particular subject, serves a specialized and limited clientele, and delivers specialized services to that clientele.

BACKGROUND

History

County law libraries serve a unique function in the Constitutional guarantees of access to justice in California: a society based squarely on the rule of law has no meaning if people cannot find, know, or use the law to their benefit. County law libraries provide the only free and readily available access to legal information: giving the public access to legal information is essential to understandings one's rights, and protecting one's livelihood.

John W. Adkins, President, Council of California County Law Librarians²

County law libraries in California have a long history dating from 1853 with the formation of the San Francisco Law Library. Early funding for that Library consisted mainly of donations from members of the legal community. As early as 1865, however, there was recognition that private funds were insufficient to purchase and update collections. The San Francisco Law Library Act of 1870 was the first act to mandate that a fixed share of civil court filing fees be allocated to fund a county law library. Other counties, such as Santa Clara and Los Angeles, followed suit. Ultimately, in 1907 the Legislature enacted statutes providing for the funding of county law libraries throughout the state, and in 1941, the statutes were reorganized with the law library provisions placed in the Business and Professions Code. Over the decades, the civil court filing fees payable to the libraries were regularly increased by the Legislature in order to accommodate the increasing cost of legal publications, necessary ongoing collection updates, and more recently access to electronic legal databases.

Constituency

Originally, law libraries served primarily the judiciary and the legal community. However, in the early 1970s, the services provided by law libraries began to change as the public's use of law libraries began to increase. For over four decades, there has been a "growing contingent of law library users who are self-represented litigants and non-lawyers."³ Californians from all backgrounds use their county law libraries to assist them with a variety of legal issues, including dealing with family law issues, drafting contracts and wills, and organizing businesses. Statewide, an estimated 70%-80% of library users are not legal professionals, but rather individuals trying to understand their rights, navigate the complex legal system, start a new business, or transfer property.⁴ Sole practitioner attorneys, legal students, and county court staff regularly rely on law libraries.

² Letter to 2015-2016 Grand Jury, quoted with permission from John W. Adkins, President, Council of California County Law Librarians, April 15, 2016. The Council of California County Law Librarians (CCCLL) exists to strengthen, improve, promote, and advocate for the unique legal information services provided by county law libraries that support access to justice for all Californians. www.publiclawlibrary.org.

³ County Law Library Task Force Report to the Judicial Council and California State Legislature, May 2005, p. 7. <http://www.courts.ca.gov/documents/lawlibrary-taskforce.pdf>; L. Simmons, "Patrons of California County Law Libraries: Early History," *CCCLL Trustees Manual*, January 3, 1997, p. 1-1.

⁴ Letter to 2015-2016 Grand Jury, quoted with permission from John W. Adkins, President, Council of California County Law Librarians, April 15, 2016.

According to a May 2005 County Law Library Task Force Report to the Judicial Council and the California State Legislature:

County law librarians are being asked to perform a multitude of non-traditional services. These include assisting library patrons with legal research, basic legal education, and help in obtaining appropriate legal forms. Law librarians also routinely provide fundamental instruction for digital literacy skills required for computer legal database use. In many counties, county law libraries and their librarians often become the last and *only* option to obtain legal information for litigants who plan to represent themselves in court as well as for other non-attorneys who need to research various legal issues.⁵

John Adkins, President of the Council of California County Law Librarians (CCCLL), noted that “County law libraries have become 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. 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.”⁶

Authority and Funding

California’s law libraries are authorized by the California Business and Professions Code (B&P Code), Sections 6300-6363.⁷ The primary funding mechanism is a fixed amount of each civil court filing fee in the county’s Superior Court. Additionally, Section 6324⁸ states: “The board of supervisors may appropriate from the county treasury for the law library purposes such sums as may in their discretion appear proper. When so paid into the law library fund, those sums shall constitute a part of the fund and be used for the same purposes.”⁹

For decades, county law libraries have been funded through their receipt of a portion of the filing fees paid by civil litigants in Superior Court. Effective January 1, 2006, the Legislature imposed a moratorium on the increase in such filing fees.¹⁰ Simultaneously, B&P Code Section 6322.1 allowed a county board of supervisors to increase the portion of the filing fees received by its law library (by a maximum of \$3.00) during the period of the moratorium. Although the initial moratorium on filing fee increases was scheduled to end in 2008, the Legislature has declined to increase civil court filing fees. This failure to increase the filing fee amounts, combined with a

⁵ County Law Library Task Force Report, p. 7.

⁶ Letter to 2015-2016 Grand Jury, quoted with permission from John W. Adkins, President, Council of California County Law Librarians, April 15, 2016.

⁷ California Business and Professions Code, Sections 6300-6363. <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=bpc&group=06001-07000&file=6300-6307>.

⁸ Unless otherwise noted, all statutory references are to the B&P Code.

⁹ *Ibid.*, Sections 6320-6326.

¹⁰ California Government Code 70601, called the Uniform Civil Fees and Standard Fee Schedule Act, was enacted in 2005 to “establish a moratorium on increases in filing fees until January 1, 2008.”

marked decrease in the number of civil court filings (both statewide and within San Mateo County), has resulted in a significant loss of revenues for county law libraries.”¹¹

Although the original formula for funding county law libraries was adequate for many years, it is apparent that this is no longer the case. Rising costs and falling revenues render the current funding source outdated and insufficient.

Statewide County Law Library Funding

Fiscal difficulties facing the state’s county law libraries have been recognized for more than 10 years. A report written by the County Law Library Task Force and issued jointly by the Judicial Council of California¹² and the California State Legislature in 2005 acknowledged that the current funding mechanism for supporting county law libraries was inadequate and that there was “a need to identify better supplemental funding mechanisms.”¹³ Despite extensive research, “the task force expressed frustration with its inability to identify additional specific funding options.”¹⁴

Eleven years later fiscal difficulties continue to plague county law libraries throughout the state. According to its own questionnaire to the Council of California County Law Librarians, the Grand Jury learned that the California State Bar Association provides neither funding nor in-kind support for county law libraries. Further, the questionnaire revealed no county law library receives funding via a line item in their respective county’s annual operating budget for operations. Some county law libraries have partnered with their local public library system to provide legal research services to the public but, once again, the law library receives no monetary benefit from this outreach.¹⁵

California Senate Bill 711, approved by Governor Jerry Brown in September 2015, clarified language in current law enabling county law libraries to recover the cost of special services such as electronic delivery, educational programs, and special events. Most county law libraries have taken advantage of the ability to recover costs in this way but the revenue generated from these activities is very limited.¹⁶

It should also be noted that “a reliance on miscellaneous income would tend to divert the law library from its primary task of providing library services.”¹⁷ It is also not a stable, reliable method of financial support.

¹¹ Ibid., Section 6322.1.

¹² The Judicial Council of California is the rule-making arm of the California court system. Under the leadership of the Chief Justice of the Supreme Court of California, the council is responsible for ensuring the consistent, independent, impartial, and accessible administration of justice.

¹³ County Law Library Task Force Report, p. 5.

¹⁴ Ibid.

¹⁵ Questionnaire Answers to 2015-2016 Grand Jury, used with permission from John W. Adkins, President, CCCLL.

¹⁶ Ibid.

¹⁷ County Law Library Task Force Report, p. 5.

DISCUSSION

San Mateo County Law Library

In 1916, the San Mateo County Board of Supervisors, with the assistance of the San Mateo County Bar Association, passed an ordinance to formally establish the San Mateo County Law Library. The Law Library is centrally located in downtown Redwood City, steps away from the San Mateo County Courthouse. The Law Library is the County's sole resource offering free and unrestricted public access to a complete, comprehensive core collection of California and Federal legal materials in print, as well as to quality electronic legal resources and databases.

The Law Library holds a collection of 24,560 books and collections, 168 audio programs for the continuing education of the legal community, 2,987 microfiche, 4,594 archived items, and several electronic legal subscriptions. All are available to local judges, attorneys, students, legal professionals, and increasingly, the general public. This wealth of legal information is not available at any San Mateo County public library.¹⁸

According to the Law Library Annual Report of Fiscal Year 2014-2015, the Law Library served over 7,757 patrons. About 50% of users were members of the general public, county employees, and students; and 50% were members of the legal community. As a service to the community, the Law Library presented eight noontime lectures on various legal topics. The Law Library also continued its participation in the Lawyers in the Library Program where lawyers meet with individuals and assist them with legal issues. Additionally, the library staff answered over 5,500 legal questions.

In accordance with B&P Code Section 6301, a board of trustees governs the Law Library. The Board consists of three local judges, three attorneys, and a representative from the San Mateo County Board of Supervisors. The Library Board's bylaws were adopted in 1998. The Law Library currently employs three full-time staff members—an experienced, professional library director, a reference librarian, and a library assistant. The library also employs one part-time librarian. As provided in B&P Code Section 6361, the County of San Mateo provides space for the Law Library.

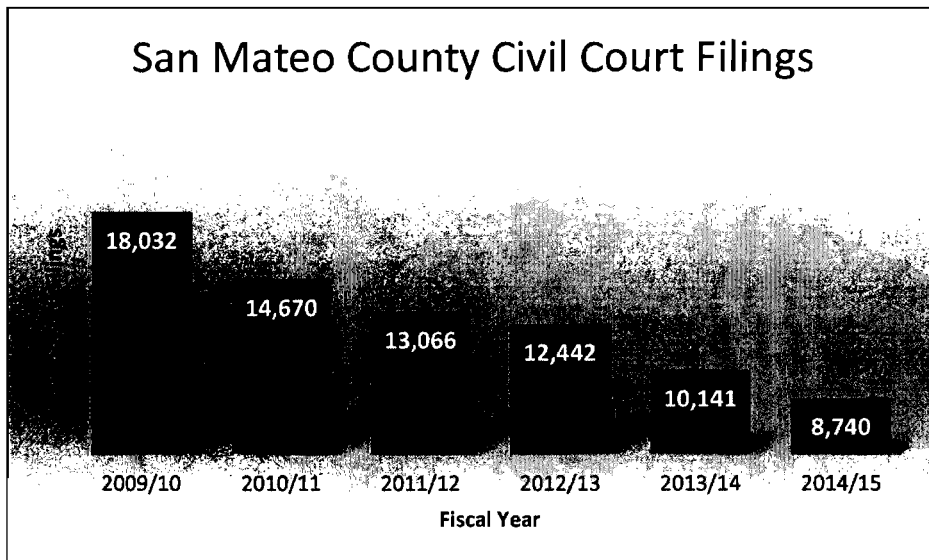
The Law Library revenues are generated primarily (96%) by civil court filing fees.¹⁹ As set by B&P Code Section 6321, the Law Library receives \$38.50 for each civil complaint and/or answer that litigants file in San Mateo Superior Court and receives \$3.00 for each small claims court filing. Although B&P Code Sections 6322.1 and 6324 provide for increases approved by the County Board of Supervisors, as noted above, the per-filing fee amounts allocated to the Law Library remain unchanged since 2005.

¹⁸ Questionnaire Answers to 2015-2016 Grand Jury, used with permission from John W. Adkins, President, CCCLL.

¹⁹ San Mateo County Law Library Annual Report, FY 2014-2015, p. 8.

Mirroring a statewide trend, the number of civil court filings has declined in San Mateo County from 18,032 in 2010 to 8,740 in 2015, a decrease of 52%.²⁰ Various theories regarding this decline have been put forward such as “an increase in the use of arbitration and mediation, increased numbers of fee waivers, consolidation of the courts, increases in the Small Claims limit to \$10,000, and improvements in the local economy (i.e., less people litigating).”²¹ Regardless of the exact reasons for the decline, the reliance on civil court filing fees has resulted in a substantial and unsustainable reduction in annual funding revenue for the Law Library.²² The prevalence of filing fee waivers has also increasingly reduced the amount of revenue realized from civil court filings. Filing fee waivers are regularly granted to litigants based on economic hardship, income level, and judicial discretion.

The chart below shows the reduction in civil law suit filings in San Mateo County from FY 2010 through 2015.²³



Source: San Mateo County Superior Court Records. Data provided by the Office of the Court Executive Officer, 2016.

Moreover, the Law Library’s operational costs continue to rise, most notably for print and electronic legal subscriptions.²⁴ Many legal resources have not yet been digitized. Printed legal publications require continual updating to reflect changing law. Revisions are received daily and collections updated to maintain legal accuracy and integrity. The cost for updates increases annually by a minimum of 5%, representing the Law Library’s greatest expense at over

²⁰ San Mateo County Superior Court Records. Data provided by the Office of the Court Executive Officer, 2016.

²¹ Talking Points, San Mateo County Law Library Financial Crisis, March 2016.

²² San Mateo County Law Library Annual Report, FY 2014-2015, p. 9.

²³ San Mateo County Superior Court Records. Data provided by the Office of the Court Executive Officer, 2016.

²⁴ Personnel from the San Mateo County Law Library: interview by the Grand Jury, April 2016.

\$200,000 per year.²⁵ Cancellation of print subscriptions has accelerated since June 2015 as the Law Library implements further cost savings measures in response to the continued decrease of funds in fiscal year 2015-2016. Currently, it is estimated that between 50% and 60% of the print collection is now dormant (not updated), therefore out of date.²⁶ This has negative ramifications to Law Library patrons who rely on the law library materials to reflect current law.

Law Library personnel indicate that electronic legal databases are difficult for the general public to master, necessitating the continued reliance on print materials. In recent years, the cost to access electronic legal databases has increased as much as 25% annually.²⁷ Without the increased revenues necessary to cover such increases, the Law Library has been forced to cancel several important database services.

The annual projected cost to operate the Law Library, which would include up-to-date electronic and print subscriptions, is approximately \$850,000.²⁸ Rising costs and reduced revenues have necessitated drawing down the Law Library's reserve account. Consequently, reserve funds have dwindled from \$1,000,000 in FY 2011-2012 to less than \$300,000 in FY 2015-2016. With projected revenues decreasing to an amount less than the \$550,994 received in 2015-2016, the Law Library expenses are on track to exceed their revenues again in FY 2016-2017.

Upon the professional advice and recommendation of the Law Library staff, the Board of Trustees took steps to conserve rapidly diminishing reserves to fund essential operations by instituting numerous cost-cutting measures for FY 2015-2016, including, but not limited to:²⁹

- Elimination of all evening and weekend hours (a reduction of 18 hours per week)
- Re-classification of one full-time employee to part-time
- Elimination of four part-time positions
- Cancellation or non-renewal of a substantial number of legal print resources, including all Lexis/Matthew Bender publications,³⁰ all CCH publications,³¹ and all BNA/Bloomberg publications³²
- Cancellation of electronic legal materials, including Lexis Shepard's and Hein Online
- Suspension of the Law Library's lecture series and of the Lawyers in the Library Program for part of the year

²⁵ San Mateo County Law Library Annual Report, FY 2014-2015, p. 10.

²⁶ San Mateo County Law Library Annual Report, FY 2014-2015, p. 7.

²⁷ Personnel from the San Mateo County Law Library: interview by the Grand Jury, April 2016.

²⁸ Ibid.

²⁹ San Mateo County Law Library Annual Report, FY 2014-2015, p. 2.

³⁰ Ibid., p. 6.

³¹ Ibid.

³² Ibid.

Relocation Considerations

In 2011 Redwood City's City Council adopted the "Downtown Precise Plan," which, among other things, describes the vision for development in the city's entertainment district. The Law Library is housed on a parcel within this district. A significant portion of the shared block has recently been listed for sale and is considered "one of the last key development sites in the downtown core."³³ Based on several interviews conducted by the Grand Jury, there is a strong likelihood that the Law Library will be required to relocate within the next several years. It is critical that any new Law Library site should have adequate space to house the collection, offer extended hours for public use, be safe and easily accessible to all users, and be located close to the Courthouse to accommodate foot traffic, as many Law Library patrons utilize resources at the Library before or after court appearances, and during court recesses.

County Library Survey

The Grand Jury conducted a survey of San Mateo County library directors to determine the extent of their libraries' legal collections and the level of legal knowledge of their staff members (see Appendix). The Grand Jury received a 100% response. The responses acknowledge that the County's public libraries contain minimal legal resources, that public library staff lacks the specialized training needed to assist patrons seeking information on legal matters, and that the County's public libraries are not poised to absorb the services currently available at the Law Library.

Additionally, the survey revealed that County librarians believe that the public has minimal awareness of the existence of the Law Library. As a result, County library personnel routinely refer legal questions and requests for research to the Law Library. Not surprisingly, the County's public library librarians overwhelmingly support the preservation of the Law Library. They cite insufficient funding for the purchase of expensive legal collections and databases, the lack of necessary expertise to provide the specialized legal information, and inadequate space for their organizations to absorb the Law Library collections and services.

One librarian included this important message:

The San Mateo Law Library fulfills an important role to residents of San Mateo County. Public libraries in San Mateo County do not have the budgets to support specialized legal collections (whether in hard copy or through online databases). San Mateo County Law Library represents a unique resource that needs to be well funded and maintained.³⁴

³³ Bill Silverfarb, "Downtown Bank Now On Market: Chase Selling Property in Redwood City; Hotel, Housing Could Replace It," *Daily Journal*, April 1, 2016.
<http://www.smdailyjournal.com/?s=Downtown+Bank+Now+on+Market%3A+Chase+Selling+Property+in+Redwood+City%3B+Hotel%2C+Housing+Could+Replace+It>.

³⁴ San Mateo County Grand Jury Survey of San Mateo County Library Directors, 2016.

Another librarian compellingly wrote:

The bricks and mortar law library that we have in San Mateo County is such a valuable resource. As public libraries we don't have a need to direct our patrons there every day but when it's needed it is fulfilling a role necessary to a thriving and educated community.³⁵

The Law Library and the San Mateo County Bar Association

An official of the San Mateo County Bar Association stated that Bar Association members utilize and patronize the Law Library in the same way as any other members of the general public. There is no formal, official, or even unofficial, relationship between the Bar Association and the Law Library.³⁶

However, in recognition of the importance of the Law Library's role in providing essential legal information and with the goal of helping fund the restoration of evening and weekend hours, appropriate updating and maintenance of the legal collections, and renewal of online legal subscriptions, various Law Library users and County Bar Association attorneys have sought potential solutions. Members of the County Bar Association including, but not limited to, Estate Planning/Probate, Barristers, and Women Lawyers' Sections as well as some of the non-judicial Board members, and other concerned individuals, in 2016 spearheaded the establishment of a new nonprofit foundation called the San Mateo County Law Library Foundation, a 501(c)(3) organization, to assist in the preservation of the Law Library. According to the founders of this organization, these laudable efforts, however, can only supplement funding and cannot be relied upon to provide a continuous and guaranteed funding mechanism for the Law Library.

CONCLUSION

The funding model for California's law libraries created in the early twentieth century no longer works to properly maintain the San Mateo County Law Library. Law libraries are no longer just for lawyers but are instead a unique public asset frequented by residents of all backgrounds and needs. The 2015-2016 Grand Jury urges the San Mateo County Board of Supervisors to step up as a model for the state and take visionary action to ensure the San Mateo County Law Library continues to serve the residents of San Mateo County with current, relevant legal resources.

³⁵ Ibid.

³⁶ Response of San Mateo County Bar Association leadership to inquiry from San Mateo County Grand Jury, April 18, 2016.

FINDINGS

- F1. The San Mateo County Law Library provides a valuable and unique service to the residents of San Mateo County that cannot be replicated elsewhere in the County.
- F2. At least half of those who use the San Mateo County Law Library are members of the general public including County and city employees and students. However, the Law Library receives no public funds beyond the minimal amount received from civil court filing fees.
- F3. Due to a reduction in civil court filings and the increased granting of civil court filing fee waivers, San Mateo County Law Library revenues have declined by 52% over the past five years.
- F4. Law library collections and services are expensive to maintain and support. In trying to maintain its legal services, the San Mateo County Law Library has cut back on hours and materials, reduced staffing, increased fund-raising efforts, and drawn down its dwindling reserve funds.
- F5. The County of San Mateo is required by statute to provide adequate space and basic maintenance for its law library, but has no further state-mandated responsibility. The statutes governing law libraries, however, specifically authorize counties to provide additional annual allocations supporting their law libraries.

RECOMMENDATION

- R1. The Grand Jury recommends that the San Mateo County Board of Supervisors promptly adopts a formal policy to mitigate the Law Library's fiscal crisis, and establish ongoing supplemental funding for the Law Library commencing with the FY 2016-2017 County budget.

REQUEST FOR RESPONSES

Pursuant to Penal Code Section 933.05, the Grand Jury requests responses as follows:

From the following governing bodies:

- R1. San Mateo County Board of Supervisors

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda, and open meeting requirements of the Brown Act.

METHODOLOGY

Documents

Adkins, John W., President, Council of California County Law Libraries. Letter to 2015-2016 Grand Jury. April 12, 2016.

Adkins, John W., President, Council of California County Law Libraries. Questionnaire Answers to 2015-2016 Grand Jury. April 12, 2016.

San Mateo County Grand Jury Survey of San Mateo County Bar Association leadership. April 18, 2016.

San Mateo County Grand Jury Survey of San Mateo County Library Directors. January 2016.

San Mateo County Office of the Court Executive Officer. Records. 2016.

Talking Points: San Mateo County Law Library Financial Crisis. December 2015.

Site Tours

- San Mateo County Law Library

Interviews

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

The Grand Jury interviewed and obtained information from the following:

- A professional staff member of the San Mateo County Law Library
- A governing board member of the San Mateo County Law Library Board of Trustees
- A member of the San Mateo County Board of Supervisors
- A member of the San Mateo County Bar Association
- A member of the ad hoc committee to form the San Mateo County Law Library Foundation

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