

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

September 14, 2016

BOARD OF LAW LIBRARY TRUSTEES MEETING
CONFERENCE ROOM
SAN MATEO COUNTY BAR ASSOCIATION
333 BRADFORD STREET, #200
REDWOOD CITY, CA 94063

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

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

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

THURSDAY, SEPTEMBER 22, 2016, 12:15 P.M.

AGENDA

1. **REGULAR SESSION**

- a. Approval of Minutes of the August 25, 2016 meeting. *(pages 1-2)*
- b. Acceptance of Report of Expenses for Period 2 (August) of FY 2016-2017. *(pages 3-8)*
- c. Discussion/Informational Updates:
 - Patron compliment. *(page 9)*
 - Law Library Foundation update. *(page 10)*
- d. Policy Decisions:
 - Jan's replacement(s).
 - FY2015-2016 Annual Report. *(pages 11-22)*
 - San Mateo County Grand Jury Report regarding Law Library.
 - Reschedule October 2016 Trustee Meeting
- e. Report of the San Mateo County Bar Association.
- f. Public open comment.

2. **ADJOURNMENT**

Bar Association about the potential use of their conference room for the September Board meeting.

Next, Trustee Brown informed the Board of recent efforts of the San Mateo County Bar Association to support the Law Library, specifically that the Bar Association has not made any final decision regarding adding a fee to members to support the Law Library. Public comment followed with Marty Fox.

Upon Trustee Schaiman's motion to adjourn with a second from Trustee Swope the meeting adjourned unanimously at 1:05pm.

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

Voucher #	Vender	Amount
10979	Bernan Associates	\$79.00
10980	Blue, Shannon	\$800.00
10981	Bracco, Caroline (Reimbursement)	\$195.00
10982	California Security	\$26.25
10983	CALPERS	\$1,195.96
10983	CALPERS	\$1,195.96
10983	CALPERS	\$1,195.96
10983	CALPERS	\$948.92
10984	Cavanaugh Smith Habel Insurance Agency	\$2,916.00
10985	Daily Journal Corporation	\$278.00
10986	Gurthet, Andrew (Reimbursement)	\$40.00
10987	Gurthet, Andrew (Petty Cash)	\$100.00
10988	Ingram Library Services	\$101.09
10989	James Publishing Corp.	\$824.99
10990	Lexis (Advance)	\$3,311.00
10991	Lexis (Matthew Bender)	\$1,974.12
10992	Office Depot	\$244.86
10993	Treat, Richard	\$1,125.00
10994	UBS	\$617.00
10995	UC Regents (CEB)	\$1,709.08
10996	West Group (Thomson Reuters)	\$2,474.10
10996	West Group (Westlaw Next)	\$4,729.00
10996	West Group (Thomson Reuters)	\$2,598.28
10996	West Group (Westlaw Next)	\$4,729.00
10997	Xerox	\$421.17
10998	Blake, Larry	\$57.00
10999	Bracco, Caroline	\$4,320.00
11000	Gurthet, Andrew	\$7,539.20
11001	Rhoades, Jan	\$3,696.00
11002	Medicare	\$210.17
11003	Active Employee Benefits	\$4,270.24
11004	Retired Employee Benefits	\$1,723.40

Total: \$55,645.75

Income for August, Period 2: \$47,209.07

Difference: -\$8,436.68

EXPENSES Period 2, August	August		Actual Fiscal YTD		Budgeted Fiscal YTD		Annual Budget 2016-2017	
SALARIES								
Full time	\$15,555.20		\$31,110.40		\$32,000.00		\$192,000.00	
Part time	\$57.00		\$171.00		\$1,666.67		\$10,000.00	
Medicare	\$210.17		\$421.15		\$500.00		\$3,000.00	
		\$15,822.37		\$31,702.55		\$34,166.67		\$205,000.00
BENEFITS								
Retirement	\$4,536.80		\$7,906.68		\$6,833.33		\$41,000.00	
Active Employee Benefits	\$4,270.24		\$8,540.48		\$10,666.67		\$64,000.00	
Retired Employee Benefits	\$1,723.40		\$3,446.80		\$4,083.33		\$24,500.00	
		\$10,530.44		\$19,893.96		\$21,583.33		\$129,500.00
PRINT/ELECTRONIC RESOURCES								
New Books	\$0.00		\$0.00		\$0.00		\$0.00	
Print Resources	\$8,329.58		\$11,948.21		\$13,500.00		\$81,000.00	
CEB Print Resources	\$1,553.98		\$3,920.13		\$4,583.33		\$27,500.00	
Electronic Resources	\$13,119.10		\$16,270.10		\$16,833.33		\$101,000.00	
		\$23,002.66		\$32,138.44		\$34,916.67		\$209,500.00
OPERATIONAL EXPENSES								
Binding	\$0.00		\$0.00		\$0.00		\$0.00	
Insurance (Property, Casualty, WC)	\$2,916.00		\$2,916.00		\$1,583.33		\$9,500.00	
Copy Machines	\$421.17		\$852.59		\$883.33		\$5,300.00	
Capital Improvements	\$0.00		\$0.00		\$0.00		\$0.00	
Office Supplies	\$244.86		\$244.86		\$333.33		\$2,000.00	
Use Tax	\$0.00		\$0.00		\$0.00		\$0.00	
Tech Support	\$1,000.00		\$2,000.00		\$2,000.00		\$12,000.00	
Support Software	\$125.00		\$125.00		\$1,366.67		\$8,200.00	
Building Maintenance	\$643.25		\$1,346.50		\$1,583.33		\$9,500.00	
Petty Cash	\$100.00		\$200.00		\$200.00		\$1,200.00	
Services	\$800.00		\$1,600.00		\$3,000.00		\$18,000.00	
Educational/Professional	\$0.00		\$0.00		\$316.67		\$1,900.00	
Dues	\$0.00		\$0.00		\$125.00		\$750.00	
Travel Expenses	\$0.00		\$0.00		\$133.33		\$800.00	
Promotional	\$40.00		\$50.00		\$41.67		\$250.00	
Catering	\$0.00		\$0.00		\$166.67		\$1,000.00	
Miscellaneous	\$0.00		\$0.00		\$83.33		\$500.00	
		\$6,290.28		\$9,334.95		\$11,816.67		\$70,900.00
TOTALS		\$55,645.75		\$93,069.90		\$102,483.33		\$614,900.00

Filing Fee Income

Unlimited	\$33,096.02
Limited	\$13,887.92
Small Claims	\$225.13
TOTAL:	\$47,209.07

Library Generated Income

Copy Machines	\$0.00
Computer Printer	\$0.00
Conference Room	\$0.00
Overdue Fines	\$0.00
CEB Audio Check Out Fee	\$0.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$0.00
Used Book Sales	\$0.00
Lost Book Payment	\$0.00
Donations	\$0.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$0.00
TOTAL:	\$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

MONTHLY TOTAL INCOME: \$47,209.07

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	\$47,209.07	\$55,645.75	\$215,410.30
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$88,758.38	\$93,069.90	
Average/Month	\$44,379.19	\$46,534.95	
Difference/Month	\$2,155.76		

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	860
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	9226	9346	8930	8673	1581
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	381
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	742

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	40
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	79

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

I had been homeless, I had been through several crisis, and found myself in about \$7000 debt while facing the potential of additional hardship at any moment, and with a novice understanding of the law, I turned to the free legal resources at the San Mateo Public Law Library. I found help while reading the many print resources, like the State and Federal Codes, Nolo Publications, Civil Records, and other small publications, as well as online resources such as Lexis Nexis, and government websites to obtain forms and information. The assistance I recieved was instrumental in improving my odds of success. I came in with limited understanding, and now am confident I can face my next legal chalange. As for the hardships I faced, I overcame my debt in a small claims case I filed, and followed through after lack of payment, I've held people accountable for their wrongdoing which resulted in further cases going my way and which set boundaries for how people treat me in the future; I now have an apartment which I've had for several years, a car, a job, and all the comforts I could wish for. I owe an immense amount of gratitude to the San Mateo County Law Library and their staff for helping me get to where I am today.

Dan

Hello,

On behalf of the San Mateo County Law Library Foundation, we would like to include an announcement in the October Important Announcements and Calendar of Events. If there is anything else you may need related to the announcement or to add to the calendar, please do not hesitate to contact me, Andrew, or Jeff Loew.

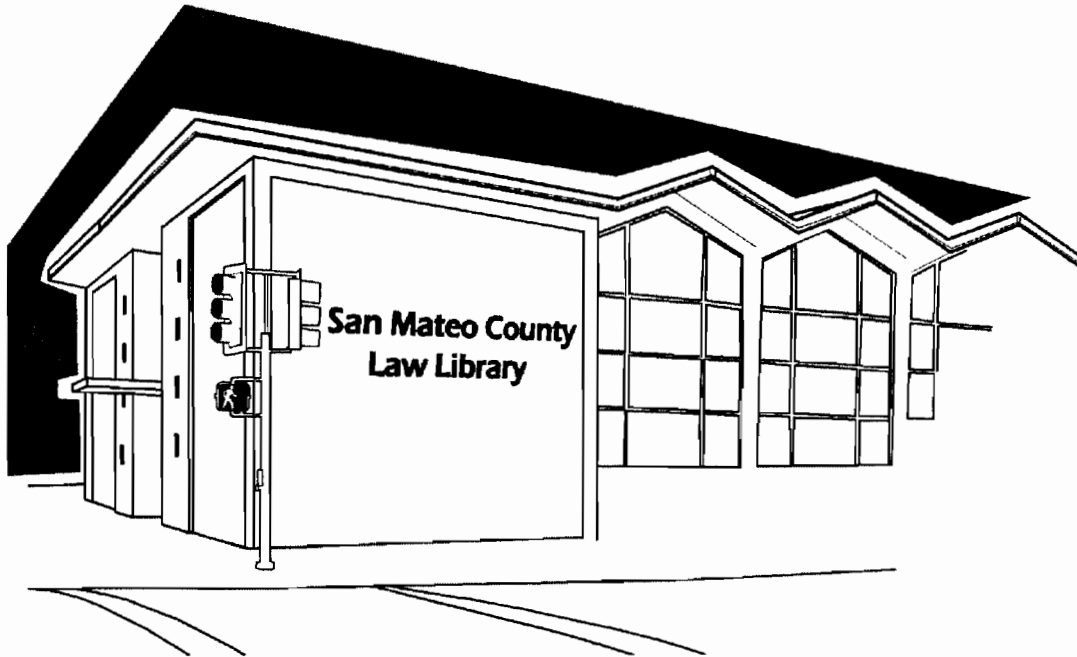
Thank you, Jeff Windsor

The event is the following -

San Mateo County Law Library Centennial Celebration and Fundraiser
710 Hamilton Ave.
Redwood City CA 94063
Wednesday, October 19, 2016. 5:00 P.M. - 7:00 P.M.

Please join us in celebrating the Centennial Anniversary of the San Mateo County Law Library, and kick off our fundraising drive to support the library. Refreshments will be provided.

Sponsored by and to support the San Mateo County Law Library Foundation. www.smcllfoundation.org
\$35 door fee and suggested donation for the event is \$100.



**ANNUAL REPORT
(California Business & Professions Code Section 6349)**

**SAN MATEO COUNTY LAW LIBRARY
BOARD OF LAW LIBRARY TRUSTEES**

**FISCAL YEAR
JULY 1, 2015 TO JUNE 30, 2016**

Andrew Gurthet, Director
San Mateo County Law Library
710 Hamilton Street
Redwood City, California 94063
650-363-4913
www.smclawlibrary.org

MISSION

IT IS THE MISSION OF THE SAN MATEO COUNTY LAW LIBRARY TO ASSIST EVERY MEMBER OF THE SAN MATEO COUNTY COMMUNITY, WHETHER ATTORNEYS OR THE GENERAL PUBLIC, IN THEIR EFFORTS TO EFFECTIVELY USE THE LEGAL SYSTEM, FREE OF CHARGE.

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"I had been homeless, I had been through several crisis, and found myself in about \$7000 debt while facing the potential of additional hardship at any moment, and with a novice understanding of the law, I turned to the free legal resources at the San Mateo Public Law Library. I found help while reading the many print resources, like the State and Federal Codes, Nolo Publications, Civil Records, and other small publications, as well as online resources such as Lexis Nexis, and government websites to obtain forms and information. The assistance I received was instrumental in improving my odds of success. I came in with limited understanding, and now am confident I can face my next legal challenge. As for the hardships I faced, I overcame my debt in a small claims case I filed, and followed through after lack of payment, I've held people accountable for their wrongdoing which resulted in further cases going my way and which set boundaries for how people treat me in the future; I now have an apartment which I've had for several years, a car, a job, and all the comforts I could wish for. I owe an immense amount of gratitude to the San Mateo County Law Library and their staff for helping me get to where I am today."

Dan
September 2016

ABOUT THE SAN MATEO COUNTY LAW LIBRARY

The San Mateo County Law Library is one of 58 county law libraries in the State of California. The Law Library is open to all members of the public, free of charge, and is funded per the California Business and Professions Code almost exclusively from civil court filing fees. Specifically, the San Mateo County Law Library receives \$38.50 for each civil complaint or answer litigants files in the San Mateo County Superior Court, unless it is a Small Claims complaint or answer, of which the San Mateo County Law Library receives \$3.00

EXECUTIVE SUMMARY FOR FISCAL YEAR 2015-2016

The San Mateo County Law Library is 100 years old!

The San Mateo County Law Library was established in 1916 with the help of the San Mateo County Bar Association. At the time, the Law Library consisted of a small room containing a few hundred law books in the original County Courthouse on Broadway Street in downtown Redwood City. There was no librarian and the room was locked; each member of the County Bar Association was given a key for access.

Since that time, the Law Library has grown considerably! The highlights for this fiscal year include:

- The creation of the **San Mateo County Law Library Foundation**. Consisting of 16 members and 43 "friends," the San Mateo County Law Library Foundation was established in May of this year as a 501(c)3 organization with the purpose assisting and promoting the Law Library through outreach, fundraising, advocacy, and volunteerism. This Foundation has already raised over \$10,000 in local donations to support the Law Library. And, the Foundation is currently working to host a 100th Anniversary Gala for the Law Library in October, 2016. More information about the Foundation can be found at its website,

www.smcllffoundation.org.

- Despite the continued and lasting Law Library financial crisis, the Law Library was successful in restarting its popular 'Lawyer in the Library' program (run in coordination with the San Mateo County Library System) as well as the Law Library's monthly lecture series. Both of these services had been suspended in Fiscal Year 2014-2015 due to lack of funds as well as shortened Law Library open hours. The Law Library is proud to be able to offer these services to the public again despite no increase in funds or hours.

BOARD OF TRUSTEES

Steven Schaiman, Esq., President
The Honorable Robert Foiles, San Mateo County Superior Court
The Honorable Joseph C. Scott, San Mateo County Superior Court
The Honorable V. Raymond Swope, San Mateo County Superior Court
The Honorable Carole Groom, San Mateo County Board of Supervisor
Jacquelyn Brown, Esq.
Margaret Copenhagen, Esq.

LIBRARY USAGE

Visitors

Over 5,500 people visited the Law Library in Fiscal Year 2015-2016.

VISITORS, FY15-16	
TYPE OF VISITOR	NUMBER OF VISITORS
Members of the General Public	1,830
San Mateo County Resident Attorneys	2,607
San Mateo County District Attorneys	37
Non-San Mateo County Resident Attorneys	555
San Mateo County Employees	158
Paralegals and Law Students	364
TOTAL VISITORS FY15-16	5,551

Circulation

Patrons used over 5,400 of the Law Library's print materials in Fiscal Year 2015-2016.

CIRCULATION, FY15-16	
TYPE OF MATERIAL	NUMBER OF CIRCULATIONS
Books	170
Audio/Visual Materials	159
Reserve	111

	NUMBER OF USES
In-Library Use	5476
TOTAL CIRCULATION FY15-16	5916

Reference

The Law Library's staff answered over 5,000 questions by patrons in Fiscal Year 2015-2016.

QUESTION TRACKING FY15-16	
TYPE OF QUESTION	NUMBER OF QUESTIONS
General Library Use Question	395
Library Policy Question	71
Directional Question	209
Technology Issue Question	1,110
Reference Question	3,226
TOTAL QUESTIONS FY15-16	5,011

Additional Services: Lawyers in the Library Program

After a 13 month hiatus caused by budget issues, the Law Library restarted its participation in the San Mateo County Library's 'Lawyers in the Library' program. As a participant, the Law Library has a lawyer come to the library for several hours (free of charge) to meet with patrons and assist them with their legal issues. This program contributes to the community's well-being by helping San Mateo County residents who cannot afford an attorney and reducing the demand placed upon the courts and bar by unrepresented litigants.

Additional Services: Noontime Lecture Series

Again, after a 13 month hiatus caused by budget issues, the Law Library this past April restarted offering free noontime lectures to the general public on given legal topics of interest. These lectures are given by an attorney who is considered an expert in the field being presented.

NOONTIME LECTURES FY15-16	
TOPIC	ATTENDANCE
How to Expunge Your Record	23
LGBT Estate Planning And Tax Issues	14
What To Do When You Get A Traffic Ticket	11
TOTAL ATTENDANCE FY15-16	129

LIBRARY COLLECTION

Electronic Materials

The Law Library currently offers patrons free access to many electronic legal subscriptions, such as:

- AccessLaw
 - Allows electronic access to California cases, California Statutes, and US Supreme Court cases
- CEB OnLaw (this subscription is set to lapse September 2015)
 - Allows electronic access to all CEB publications
- Dissomaster
 - Electronic divorce settlement calculator
- HeinOnline Research Service
 - Allows electronic access to all law reviews and journals
- Lexis Advance
 - Allows electronic access to all California and US primary law as well as many Matthew Bender California secondary sources.
- Martin Dean's Essential Forms
 - Allows electronic access to basic legal forms
- Westlaw Next
 - Allows electronic access to all California and US primary law as well as many West Group California secondary sources.

Print Materials

The current print collection is unchanged for Fiscal Year 2015-2016. The Law Library has not added any new materials this past fiscal year. Additionally, though the Law Library has not removed any materials from the shelves, many of the subscriptions have been cancelled or not renewed.

PRINT COLLECTION FY15-16	
CATEGORY	NUMBER OF ITEMS
Books (Main Floor)	24,560
Audio/Visual (Main Floor)	168
Microfiche (Main Floor)	2,987
Archive	4,594
TOTAL PRINT COLLECTION FY15-16	32,309

FINANCIAL STATEMENT

Financial Overview

CASH IN TREASURY AS OF JUNE 30, 2015		\$293,839.82
FY 2015-2016 INCOME	+	\$537,270.25
FY 2015-2016 EXPENDITURES	-	\$611,388.25
CASH IN TREASURY AS OF JUNE 30, 2016		\$219,721.77

Income

LAW LIBRARY INCOME FY15-16	
AMOUNT	AMOUNT
Unlimited Jurisdiction Filing Fee Income	\$334,082.73
Limited Jurisdiction Filing Fee Income	\$155,116.97
Small Claims Filing Fee Income	\$2,682.08
EXPENSES	
Copy Machines	\$6,929.33
Computer Printer	\$489.00
Conference Room Rental	\$4,329.50
Overdue Fines	\$237.00
CEB Audio Check Out Fee	\$725.00
MCLE Course Charge	\$0.00
Reserve Book Check Out Fee	\$1,165.00
Used Book Sales	\$924.75
Lost Book Payment	\$0.00
Donations	\$23,097.71
Extra Computer Time	\$160.00
Vendor Credits	\$5275.94
Grants	\$0.00
Other	\$0.00
OTHER INCOME	
Interest	\$2,078.24
Lehman Bad Debt Recovery	\$0.00
Refunds	\$0.00
Other	-\$5.00
TOTAL INCOME FY15-16	\$537,270.25

Expenditure

LAW LIBRARY EXPENDITURES FY15-16	
AMOUNT	AMOUNT
Full Time	\$214,464.64

Part Time	\$456.00
Medicare	\$2,890.42
PERSONNEL	
Retirement	\$40,916.54
Health Benefits (for active employees)	\$63,367.20
Health Benefits (for retired employees)	\$24,299.19
OPERATIONAL EXPENSES - ADMINISTRATIVE SERVICES	
New Books	\$0.00
Print Subscriptions	\$101,983.21
Electronic Subscriptions	\$95,710.85
OPERATIONAL EXPENSES - FACILITIES	
Binding	\$0.00
Insurances	\$9,320.00
Copy Machine Lease and Upkeep	\$5,246.43
Capital Improvements	\$2,035.00
Office Supplies	\$2,135.54
Use Tax	\$0.00
Technology Support	\$12,000.00
Support Softwares	\$8,165.60
Building Maintenance	\$9,399.76
Petty Cash	\$1,000.00
General Services	\$11,099.00
Educational & Professional Training	\$3,612.00
Association Dues	\$740.00
Travel Expenses	\$669.28
Promotional Materials	\$229.42
Catering Expenses	\$931.01
Miscellaneous Expenses	\$717.21
TOTAL EXPENDITURES FY 15-16	\$611,388.30

Respectfully submitted,

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

by _____

Andrew Gurthet, Secretary

STATE OF CALIFORNIA
COUNTY OF SAN MATEO

ANDREW GURTHET, SAYS:

That I am the Secretary of the Board of Law Library Trustees of the San Mateo County Law Library and the Director in charge of the San Mateo County Law Library; that I prepared the foregoing report and know the contents of the report and financial statements; that the report is true to the best of my knowledge except as to those matters which at my request were furnished by the County Controller and the County Treasurer of San Mateo County and over which I have no control. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Andrew Gurthet
Signed this 1st day of October, 2016

APPENDIX

Inventory

The Law Library's inventory is unchanged again for Fiscal Year 2015-2016.

Entryway

- 1 Benjamin Rand card catalog
- 2 pharmacy display cases
- 2 flyer display stands
- 2 magazine racks
- 6 oil paintings

Front Desk

- Sharp cash register
- Scales of justice statue
- HP Laserjet P2055 dn printer
- Audio Technica speaker system
- 1 Dell computer
- 1 VewSonic monitor
- 1 router
- 1 Adler Typewriter
- 2 metal low bookshelves
- 1 wooden low bookshelf
- 1 hanging bookshelf
- 1 wooden book return cart
- 1 wooden stool
- 1 Holmes Space heater
- 1 Swingline heavy duty stapler
- 1 Notary seal stamp
- 2 yellow velour ropes w/ hooks
- 1 black metal stanchion
- 1 wooden detective's desk
- 2 pharmacy display cases
- 1 Vornado desk fan
- 1 iChair deskchair
- 1 Ergofit desk
- 1 mustard yellow chair
- 1 phone

Reading Area

- 1 mustard yellow naugahyde couch
- 2 mustard yellow naugahyde chairs
- 1 round coffee table

Main Floor

- 8 large wooden study tables
- 1 large wooden table for office supplies
- 32 batwing leather desk chairs
- 1 teal Deco chairs
- 1 magazine/brochure rack
- 1 Xerox machine
- 1 TBS coin box

- 1 paper cutter
- 1 Luxor book cart
- 8 Library stepstools
- 3 wooden study carrel
- 3 wooden study carrel chairs
- 1 podium
- 1 wooden armed and padded desk chair
- 1 plastic tree
- 26 tall library shelving units
- 1 wooden book cart
- 6 Dell computers
- 6 Dell monitors
- 1 tall wooden card catalog
- 1 chalk board
- 1 small wooden desk
- 1 antique set of drawers (for office supplies)
- 1 two-hole punch
- 1 three-hole punch
- 2 clocks

CEB Room

- Green swivel desk chair
- Minolta microfiche machine
- 7 metal shelving units
- 1 library step stool
- Wood/leather top table

Telephone Room

- 1 Xerox machine
- 1 Xerox coin box
- 1 black audio/visual cart
- beige metal storage cabinet
- black metal filing drawers
- brown metal filing drawers
- tri-pod easel (metal)
- Windmere standing fan
- black metal Stanchion
- 1 yellow velour rope

Small Office

- 1 fabric armchair
- 1 fabric covered stool
- 1 Dell Optiplex 7010
- 1 Dell monitor
- 1 Tatung desk fan
- Altec speakers
- ErgoFit desk
- 1 Fancy Black Deskchair
- 1 Phone

Back Offices

- APC-Smart UPS Server
- Fujitsu scanner

Dell Optiplex drive
Brother Fax 575
1 ultra shrp Dell monitor
HP LaserJet P2055 printer
black wire storage rack
3 sets of computer speakers
coat rack
3 metal Demco book trucks
3 Dell Optiplex computer monitors
Canon accounting calculator
3 iChair desk chairs
1 fabric covered stool
1 Duracraft Fan
1 router
3 phones
4 Dell computers
2 Honeywell Scanners
1 Holmes space heater
1 tall wooden shelving unit

Typewriter Room

IBM Selectric II typewriter
X-Acto electric pencil sharpener
utility desk
iChair
2 large metal storage cabinets
Sentry safe
Mic Amplifier/speaker system
Fellowes DS-1200c shredder
1 Kurig machine

Filing Room

Acme visible File
1 large wooden typesetter's desk
2 wooden chairs
1 green metal filing cabinet
2 wooden library shelving units
1 Dell computer
1 Dell monitor

Conference Room

3 historical photographs
long meeting table
8 blue fabric and wood chairs
3 yellow pleather chairs
1 small table
1 fancy clock