

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

March 17, 2017

# BOARD OF LAW LIBRARY TRUSTEES MEETING

CONFERENCE ROOM, SAN MATEO COUNTY LAW LIBRARY 710 HAMILTON STREET, REDWOOD CITY, CALIFORNIA 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, March 23, 2017, 12:15 P.M.

#### <u>AGENDA</u>

#### 1. CLOSED SESSION

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

#### 2. REGULAR SESSION

- a. Approval of Minutes of the February 23, 2017 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 8 (February) of FY 2016-2017. (pages 2-7)
- c. Discussion/Informational Updates and Policy Decisions:
  - CCCLL Spring Conference
    - 1. Monthly wireless charge
  - Foundation update
  - Potential County funding
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

#### 3. ADJOURNMENT

# NEXT MEETING: APRIL 27, 2017

### Mark Your Calendar! 2017 San Mateo County Law Library Board of Trustees Meeting Schedule:

- April 27, 2017
- May 25, 2017
- June 22, 2017August 24, 2017
- September 28, 2017
- October 26, 2017
- December 7, 2017

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

Date: February 23, 2017

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

Members in attendance:

Trustee: STEVE SHAIMAN Trustee: JOSEPH SCOTT

Trustee: V. RAYMOND SWOPE

Trustee: MARGARET COPENHAGEN

Trustee: CAROLE GROOM
Trustee: ROBERT FOILES
Trustee: JACQUELYN BROWN
Consider Librarian Experience: ANDREW CURTUET

Secretary-Librarian, Ex-officio: ANDREW GURTHET

#### REGULAR SESSION

The meeting reconvened at 12:15 pm in Regular Session, joined by Martin Fox, Esq.

After review, the Minutes of the January 26, 2017 meeting were unanimously approved upon motion by Trustee Copenhagen with a second by Trustee Scott. Similarly, after review, the Report of Expenses for Period 7 (January, 2017) was unanimously approved upon motion by Trustee Swope with a second by Trustee Shaiman contingent upon Mr. Gurt het following up with the County to obtain an accounting of their filing fee system error for Periods 4 and 5.

Next, the Trustees reviewed the most recent quarterly statement of the Law Library's Silicon Valley Community Foundation fund. Mr. Gurthet reminded the Board of their annual Form 700 filing requirements as well as informed the Board of the upcoming California Council of County Law Library's spring conference in Sacramento. Mr. Gurthet also provided quick update regarding recent activity of the San Mateo County Law Library Foundation. Specifically, he informed the Board that the Foundation is tentatively planning a fundraising event for May 2017. Finally, Trustee Groom provided an update on the status of potential County funding.

The Board approved the request of the family of the former law librarian, Bud Thorpe, to give the Law Library's portrait of Mr. Thorpe to the family.

Next, Trustee Jacquelyn Brown in her capacity as liaison to the San Mateo County Bar Association reported that there was no new issues or items of interest to report regarding the San Mateo County Bar Association.

The meeting concluded with public comment by Mr. Fox. Trustee Swope made motion made to adjourn, Trustee Schaiman seconded and meeting adjourned unanimously at 1:00 pm.

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

# Income FY 2016-2017 Period 8 (February)

# Filing Fee Income

TOTAL:	\$43,039.09
Small Claims	\$324.25
Limited	\$13,975.78
Unlimited	\$28,739.06

### Library Generated Income

Copy Machines	\$264.75
Computer Printer	\$85.75
Conference Room	\$115.00
Overdue Fines	\$90.00
CEB Audio Check Out Fee	\$10.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$130.00
Used Book Sales	\$100.00
Lost Book Payment	\$5.00
Donations	\$49.00
Extra Computer Time	\$10.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$950.00
Grants	\$0.00
Other	\$10.00
TOTAL:	\$1,819.50

#### **Trial Balance Reported Income**

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

MONTHLY TOTAL INCOME: \$44,858.59

# Expenses FY 2016-2017 Period 8 (February)

Voucher #	Vender	Amount
11143	Blake, Larry	\$62.70
11144	Bracco, Caroline	\$4,320.00
11145	Conventiti, Antonella	\$1,800.00
11146	Gurthet, Andrew	\$7,539.20
11147	Medicare	\$246.38
11148	Active Employee Benefits	\$3,658.40
11149	Retired Employee Benefits	\$0.00
11150	County Charges	\$0.00
11151	Bloomberg BNA	-\$327.01
11151.5	Jan Rhoades	\$3,887.73

Total: \$21,187.40

Income for January, Period 8: \$44,858.59

Difference: \$23,671.19

FY 2016-2017
EXPENSE REPORT
San Mateo County Law Library

Period 6, February         February         Actual YTD           SALARIES         \$15,746.93         \$130,562.93           Full time         \$1,862.70         \$1,305.01           Medicare         \$1,862.70         \$1,393.01           Medicare         \$2,46.38         \$1,393.01           Retirement         \$0.00         \$25,262.12           Active Employee Benefits         \$0.00         \$10,340.40           Retired Employee Benefits         \$0.00         \$10,340.40           CEB Print Resources         \$0.00         \$10,000.00           Binding         \$0.00         \$2,346.00           Cap Print Resources         \$0.00         \$10,000.00	tual YTD Budgeted YTD	
SALARIES         \$15,746.93         \$130,562.93           me         \$16,746.93         \$130,562.93           me         \$246.38         \$130,562.93           me         \$246.38         \$17,856.01         \$1,839.01           general         \$1,800.00         \$25,262.12         \$1,839.01           rement         \$0.00         \$25,262.12         \$10,340.40           demployee Benefits         \$0.00         \$10,340.40         \$10,340.40           remolyse Benefits         \$0.00         \$147.90         \$147.90           resources         \$0.00         \$133,83.87         \$100.00           resources         \$0.00         \$2,96.00         \$2,96.00           resources         \$0.00         \$2,96.00         \$2,96.00           resources         \$0.00         \$2,96.00         \$2,96.00           resources         \$0.00         \$2,96.00         \$2,96.00		D Annual Budget 2016-2017
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rd Employee Benefits         \$0.00         \$10,340.40           T/ELECTRONIC RESOURCES         \$0.00         \$147.90           Books         \$0.00         \$13,383.87           Books         \$0.00         \$13,383.87           PERATIONAL EXPENSES         \$0.00         \$2,939.30           Indirector (Property, Casualty, WC)         \$0.00         \$2,916.00           Indirector (Property, Casualty, WC)         \$0.00         \$2,966.70           Individual (Property)         \$0.00         \$2,966.70           Individual (Professional         \$0.00         \$2,966.70           Individual/Professional         \$0.00         \$2,966.70           Individual/Professional         \$0.00         \$3,500.00           Individual/Professional         \$0.00         \$3,500.00           Individual/Professional         \$0.00         \$3,72.93           Individual/Professional         \$0.00         \$3,72.93           Individual/Professional         \$0.00         \$3,72.93           Individual/Professional	32 \$42,666.67	\$64,000.00
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\$0.00	\$500.00	\$750.00
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	\$166.67	\$250.00
Catering \$0.00 \$697.83		\$1,000.00
\$592.59	\$333.33	\$500.00
\$0.00	\$38.486.35	\$47,266.67

# NUMBER OF COURT FILINGS FY 2007-PRESENT

July August September October November January February March J. April J. May J. June SDICTION SUITED SUITE	2008	2009-2010 825 944 988 903 863 872 870 870 929 797 1040	827 827 877 877 906 983 929 795	<b>2011-2012</b> 928	2012-2013	2013-2014	2014-20		
st mber mber mber any h h l l l l l l l l l l l l l l l l l		825 944 988 903 863 872 870 870 797 1040	827 877 906 983 929 795 795	928				2015-2016	2016-2017
set see see see see see see see see see		944 988 903 863 870 870 929 797 1040	883 929 929 795 886	000	877	865	772	691	721
ember mber mber any Lany h l l l se e se s		988 903 863 872 870 929 797 1040	906 883 929 795 886	086	820	708	818		860
mber mber any land land land land land land land land		903 863 872 870 929 797 1040	883 929 795 886	786	169	730	787		752
any any Lary h l l l l l se se st st seber		863 872 870 929 797 1040	929 795 886	808	819				752
ary Lary h l l l l l lon st ember ber		872 870 929 797 861 1040	795	789	730	759	799	754	752
any h h l l l l l l l l st seber		870 929 797 861 1040	988	825	925				712
Lary h l l l l l l lON 2007-		929 797 861 1040 1025		875	629				616
h r o st st st st se smber		797 861 1040 1025	873	855	688				748
e ion 2007.		1040 1025	943	794	715			619	
ION 2007-		1040	908	821	652				
TON 2007-		1025	992	961	787				
TION 2007-: st ember ber		40947	806	838	765	872	825	5 774	
MITED SDICTION 2007-20 July August September October	10131		10625	10261	9226	6	<b>©</b>	8673	5913
SDICTION July August September October									
July August September October									
July August September October	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
August September October	208	908	857	765	675	474	478	3 357	361
September October	5 957	852	911	674	661		441		381
October	829	856	857	553	633	631	417		311
	7 1058	830	1050	684	598		391	315	311
Period 5, November 667	7 927	666	828	649	573	512			311
Period 6, December 805		637	965	585	626	540			649
Period 7, January 736		743	830	502	559				490
Period 8, February 740	_	963	831	750	520				382
Period 9, March 909	3 722	999	698	619	825				
Period 10, April 954		720	702	704	399	537			
Period 11, May 787	838	1078	970	622	658		355	311	
Period 12, June 820		1060	755	260	465				
TOTALS 9420	10893	* 10203*	10425	7667	*7192	6302	4700	4124	3196

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

Period 1, July         53         56         65         51         49         67         52         39         38         39           Period 1, July         53         56         65         51         49         67         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         47         46         40           Period 3, September         51         60         68         55         39         36         51         47         46         38           Period 4, October         56         60         58         47         58         50         46         45         38           Period 5, November         57         66         58         51         46         45         29         38           Period 5, November         57         66         58         51         46         45         46         53           Period 5, November         54         58	SMALL CLAIMS										
53         55         65         51         49         67         52           56         58         59         42         58         52         41           56         58         59         42         58         52         41           67         56         68         58         52         41         41           67         66         60         58         47         58         50         50           67         52         66         58         51         46         50         46           67         38         45         39         56         46         50         50         46           6         38         45         39         54         37         30         50		2007-2008	2008-2009	2009-2010	2010-2011	2011-2012				2015-2016	2016-2017
Ser         56         58         42         58         52         41           Ser         51         60         68         55         39         36         51           er         56         60         68         56         47         58         50         51           er         52         59         50         46         50         49         46           er         57         66         58         51         36         46         50           er         45         38         45         54         37         30         42           r         53         70         49         55         48         52         51         52           r         54         60         53         66         30         33         52         51           r         58         62         63         66         59         45         62         52           r         61         68         49         44         62         54         56         56           r         658         70         634         653         674         570         570	Period 1, July	53			51	49	29	52		38	39
Der         51         60         68         55         39         36         51           er         56         60         58         47         58         50         50           er         52         60         50         46         50         46         50           er         57         66         58         51         38         46         56           er         45         38         54         37         30         56         50           f         39         70         49         55         48         52         51         50         51         51         52         51         52         51         52         51         52         51         52         51         52         51         52         51         52         51         52	Period 2, August	99		59	42	58	52	4	47	46	40
er         56         60         58         47         58         50         50         50           er         52         59         50         46         50         49         46         50         46         47         47         47         47         47         42 </td <td>Period 3, September</td> <td>51</td> <td>09</td> <td>68</td> <td>55</td> <td>39</td> <td>36</td> <td></td> <td>49</td> <td>46</td> <td>38</td>	Period 3, September	51	09	68	55	39	36		49	46	38
er         52         59         50         46         50         49         46           er         57         66         58         51         36         38         46           r         45         39         54         37         56         56           r         53         70         49         55         48         52         51           r         54         60         51         59         55         43         42           r         56         63         60         59         45         62         62           r         61         68         49         44         62         54         56           r         658         706         70         60         63         62         62         62	Period 4, October	99		58	47	58	90	90	Ē	46	38
er         57         66         58         51         36         38         56           7         45         38         45         39         54         37         50           7         39         70         49         55         48         52         51           7         54         60         51         59         55         43         42           7         6         50         51         53         66         30         33           8         62         63         60         59         45         62         62           6         6         70         44         62         54         56         56           6         70         6         60         53         62         57         57	Period 5, November	52			46	90	49			29	38
45         38         45         39         54         37         30           7         39         70         49         55         48         52         51           7         60         51         59         55         43         42           7         60         51         53         66         30         33           8         61         63         60         59         45         62           61         63         64         62         54         56           62         63         60         63         64         56           63         70         63         63         67         57	Period 6, December	22	99		51	36	38			39	59
ary         39         70         49         55         48         52         51           54         60         51         59         55         43         42           76         50         51         53         66         30         33           58         62         63         60         59         45         62           61         68         49         62         56         56           658         706         666         602         54         56	Period 7, January	45	38	45	39	54	37	30	28	31	20
54         60         51         59         55         43         42           76         50         51         63         66         30         33           58         62         63         60         59         45         62           61         68         49         62         54         56           658         706         666         602         634         570         570	Period 8, February	39	70	49	55	48	52	51	40	38	51
76         50         51         53         66         30         33           58         62         63         60         59         45         62           61         68         49         44         62         54         56           658         706         706         634         753         570         570	Period 9, March	54	09	51	59	55	43	42		42	
58         62         63         60         59         45         62           61         68         49         44         62         54         56           658         706         666         602         634         7553         570	Period 10, April	9/		·	53	99	30	33		38	
658 706 (***) 666 602 634 7:553 570	Period 11, May	58		63	9	59	45			38	
658 706 - 666 602 634 553 570	Period 12, June	61	68	49	44	62	54	99		44	
	TOTALS	658	902	999	602	634		57/0	536	475	353

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

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	\$41,724.84	\$52,326.16	\$204,808.98
October	\$42,019.88	\$43,831.07	\$202,997.79
November	\$41,792.23	\$46,148.11	\$198,641.91
December	\$51,053.47	\$53,947.54	\$195,747.84
January	\$43,295.28	\$48,939.39	\$190,103.73
February	\$44,858.59	\$21,187.40	\$213,774.92
March			_
April			
May			
June			
July Interest			
TOTALS	\$353,502.67	\$359,449.57	
Average/Month	\$44,187.83	\$44,931.20	
Difference/Month	\$743.36		