

**SAN MATEO COUNTY LAW LIBRARY**  
710 Hamilton Street  
Redwood City, CA 94063  
650-363-4913  
[www.smclawlibrary.org](http://www.smclawlibrary.org)

April 24, 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, April 27, 2017, 12:15 P.M.**

**AGENDA**

**1. REGULAR SESSION**

- a. Approval of Minutes of the March 23, 2017 meeting. *(page 1)*
- b. Acceptance of Report of Expenses for Period 9 (March) of FY 2016-2017. *(pages 2-8)*
- c. Discussion/Informational Updates and Policy Decisions:
  - CitiBank Account *(page 9)*
  - Foundation update *(pages 10-12)*
  - Potential County funding
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

**2. ADJOURNMENT**

**NEXT MEETING: May 25, 2017**

**Mark Your Calendar!**

**2017 San Mateo County Law Library Board of Trustees Meeting Schedule:**

- May 25, 2017
- June 22, 2017
- August 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**

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Date: March 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
Secretary-Librarian, Ex-officio:	ANDREW GURTHET

REGULAR SESSION

The meeting convened at 12:15 pm in Closed Session.

The meeting reconvened at 12:35 pm in Open Session, joined by Martin Fox, Esq. No action was taken by the Board in Closed Session.

After review, the Minutes of the February 23, 2017 meeting were unanimously approved upon motion by Trustee Swope with a second by Trustee Schaiman. Similarly, after review, the Report of Expenses for Period 8 (February, 2017) was unanimously approved upon motion by Trustee Schaiman with a second by Trustee Swope.

Next, Mr. Gurthet reported to the Board about his recent attendance at the annual spring California Council of County Law Libraries conference in Sacramento, and brought to the Board's attention the latest legislative efforts of CCCLL. He also proposed implementing a monthly wireless charge on patrons. Upon consideration, the Board unanimously decided against such charge on the basis that it would not generate much additional income for the Law Library.

Next, Mr. Gurthet and Trustee Copenhagen reported on the most recent efforts of the San Mateo County Law Library Foundation. Considerable discussion ensued regarding a potential speaker for the upcoming May 2017 fundraising event. Finally, Mr. Gurthet reported on the latest potential County funding for the Law Library.

Next, Trustee Jacquelyn Brown in her capacity as liaison to the San Mateo County Bar Association reported that the Family Law Section of the Bar was considering a system utilizing the Law Library to print Family Law Court orders. Mr. Gurthet and the Board were open to the Family Law Sections proposal and agreed that further discussions should commence.

The meeting concluded with public comment by Mr. Fox regarding potential usage of the Law Library conference room for the Stepping Up Initiative. Trustee Schaiman made motion made to adjourn, Trustee Swope seconded and meeting adjourned unanimously at 1:10 pm.

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

**Filing Fee Income**

Unlimited	\$27,349.22
Limited	\$13,143.23
Small Claims	\$169.44
<b>TOTAL:</b>	<b>\$40,661.89</b>

**Library Generated Income**

Copy Machines	\$438.51
Computer Printer	\$85.50
Conference Room	\$65.00
Overdue Fines	\$0.00
CEB Audio Check Out Fee	\$65.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$100.00
Used Book Sales	\$48.00
Lost Book Payment	\$0.00
Donations	\$0.00
Extra Computer Time	\$20.00
Vendor Credits/Refunds	\$200.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$0.00
<b>TOTAL:</b>	<b>\$1,022.01</b>

**Trial Balance Reported Income**

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

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**MONTHLY TOTAL INCOME: \$41,683.90**

Voucher #	Vender	Amount
11128	Blue, Shannon	\$800.00
11129	Bracco, Caroline (Reimbursement)	\$984.00
11130	California Security	\$26.25
11131	CALPERS	\$911.78
11131	CALPERS	\$911.78
11131	CALPERS	\$911.78
11131	CALPERS	\$948.92
11132	Council of California County Law Librarians	\$125.00
11133	Gurthet, Andrew (Reimbursement)	\$197.68
11134	Gurthet, Andrew (Petty Cash)	\$100.00
11135	James Publishing Corp.	\$159.00
11136	Lexis (Advance)	\$3,477.00
11137	Lexis (Matthew Bender)	\$1,806.79
11138	Treat, Richard	\$1,000.00
11139	UBS	\$617.00
11140	UC Regents (CEB)	\$2,267.06
11141	West Group (Thomson Reuters)	\$2,592.35
11141	West Group (Westlaw Next)	\$4,965.45
11142	Xerox	\$434.20
11152	Blue, Shannon	\$800.00
11153	California Security	\$26.25
11154	CALPERS	\$911.78
11154	CALPERS	\$911.78
11155	CALPERS	\$948.92
11156	Cavanaugh Smith Habel Insurance Agency	\$2,361.00
11157	Daily Journal Corporation	\$874.35
11158	Gurthet, Andrew (Reimbursement)	\$817.60
11159	Gurthet, Andrew (Petty Cash)	\$100.00
11160	Lexis (Advance)	\$3,477.00
11161	Lexis (Matthew Bender)	\$1,806.79
11162	Treat, Richard	\$1,000.00
11163	UBS	\$617.00
11164	UC Regents (CEB)	\$1,983.96
11165	West Group (Thomson Reuters)	\$2,592.35
11165	West Group (Westlaw Next)	\$4,965.45
11166	Xerox	\$417.65
11134	Gurthet, Andrew (Petty Cash)	-\$100.00
11167	Blake, Larry	\$114.00
11168	Bracco, Caroline	\$6,480.00
11169	Conventiti, Antonella	\$2,475.00
11170	Gurthet, Andrew	\$11,308.80
11171	Medicare	\$287.66
11172	Active Employee Benefits	\$3,173.32
11173	Retired Employee Benefits	\$0.00

San Mateo County Law Library

Expenses  
FY 2016-2017  
Period 9 (March)

11174 County Charges

\$12.00

**Total: \$71,598.70**

**Income for March, Period 9: \$41,683.90**

**Difference: -\$29,914.80**

EXPENSES Period 9, March	March		Actual YTD		Budgeted YTD		Annual Budget 2016-2017	
<b>SALARIES</b>								
Full time	\$17,788.80		\$148,351.73		\$144,000.00		\$192,000.00	
Part time	\$2,589.00		\$6,300.70		\$7,500.00		\$10,000.00	
Medicare	\$287.66		\$2,126.67		\$2,250.00		\$3,000.00	
		\$20,665.46		\$156,779.10		\$153,750.00		\$205,000.00
<b>BENEFITS</b>								
Retirement	\$6,456.74		\$31,718.86		\$30,750.00		\$41,000.00	
Active Employee Benefits	\$3,173.32		\$37,096.64		\$48,000.00		\$64,000.00	
Retired Employee Benefits	\$0.00		\$10,340.40		\$18,375.00		\$24,500.00	
		\$9,630.06		\$79,155.90		\$97,125.00		\$129,500.00
<b>PRINT/ELECTRONIC RESOURCES</b>								
New Books	\$0.00		\$147.90		\$0.00		\$0.00	
Print Resources	\$7,239.28		\$46,091.95		\$60,750.00		\$81,000.00	
CEB Print Resources	\$3,941.16		\$17,325.03		\$20,625.00		\$27,500.00	
Electronic Resources	\$19,787.11		\$82,726.41		\$75,750.00		\$101,000.00	
		\$30,967.55		\$146,291.29		\$157,125.00		\$209,500.00
<b>OPERATIONAL EXPENSES</b>								
Binding	\$0.00		\$0.00		\$0.00		\$0.00	
Insurance (Property, Casualty, WC)	\$2,361.00		\$5,277.00		\$7,125.00		\$9,500.00	
Copy Machines	\$851.85		\$3,818.55		\$3,975.00		\$5,300.00	
Capital Improvements	\$0.00		\$650.00		\$0.00		\$0.00	
Office Supplies	\$0.00		\$898.68		\$1,500.00		\$2,000.00	
Use Tax	\$0.00		\$0.00		\$0.00		\$0.00	
Tech Support	\$2,000.00		\$9,000.00		\$9,000.00		\$12,000.00	
Support Software	\$14.99		\$1,387.13		\$6,150.00		\$8,200.00	
Building Maintenance	\$1,563.46		\$7,027.38		\$7,125.00		\$9,500.00	
Petty Cash	\$100.00		\$3,600.00		\$900.00		\$1,200.00	
Services	\$1,600.00		\$12,720.91		\$13,500.00		\$18,000.00	
Educational/Professional	\$125.00		\$125.00		\$1,425.00		\$1,900.00	
Dues	\$0.00		\$740.00		\$562.50		\$750.00	
Travel Expenses	\$530.26		\$903.19		\$600.00		\$800.00	
Promotional	\$0.00		\$194.65		\$187.50		\$250.00	
Catering	\$205.07		\$902.90		\$750.00		\$1,000.00	
Miscellaneous	\$984.00		\$1,576.59		\$375.00		\$500.00	
		\$10,335.63		\$48,821.98		\$53,175.00		\$70,900.00
<b>TOTALS</b>		\$71,598.70		\$431,048.27		\$461,175.00		\$614,900.00

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CASH ON HAND REPORT

FY 2016-2017

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	\$41,683.90	\$71,598.70	\$183,860.12
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$395,186.57</b>	<b>\$431,048.27</b>	
Average/Month	\$43,909.62	\$47,894.25	
Difference/Month	\$3,984.63		



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	752
Period 4, October	846	801	903	883	809	819	843	723	720	752
Period 5, November	755	733	863	929	789	730	759	799	754	752
Period 6, December	834	853	872	795	825	925	817	801	773	712
Period 7, January	779	686	870	886	875	679	739	630	684	616
Period 8, February	705	806	929	873	855	688	753	705	696	748
Period 9, March	798	1022	797	943	794	715	761	630	619	712
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	
<b>TOTALS</b>	<b>9490</b>	<b>10131</b>	<b>10917</b>	<b>10625</b>	<b>10261</b>	<b>9226</b>	<b>9346</b>	<b>8930</b>	<b>8673</b>	<b>6625</b>
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	311
Period 4, October	917	1058	830	1050	684	598	645	391	315	311
Period 5, November	667	927	993	828	649	573	512	381	366	311
Period 6, December	805	931	637	965	585	626	540	379	361	649
Period 7, January	736	797	743	830	502	559	440	401	296	490
Period 8, February	740	1077	963	831	750	520	479	380	358	382
Period 9, March	909	722	665	869	619	825	446	345	351	361
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	
<b>TOTALS</b>	<b>9420</b>	<b>10893</b>	<b>10203</b>	<b>10425</b>	<b>7667</b>	<b>7192</b>	<b>6302</b>	<b>4700</b>	<b>4124</b>	<b>3557</b>

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

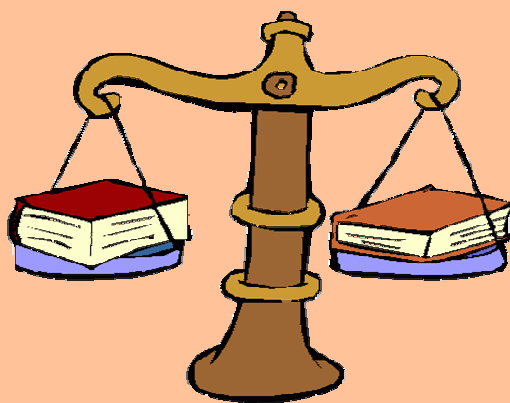
SMALL CLAIMS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Period 1, July	53	55	65	51	49	67	52	39	38	39
Period 2, August	56	58	59	42	58	52	41	47	46	40
Period 3, September	51	60	68	55	39	36	51	49	46	38
Period 4, October	56	60	58	47	58	50	50	39	46	38
Period 5, November	52	59	50	46	50	49	46	45	29	38
Period 6, December	57	66	58	51	36	38	56	52	39	59
Period 7, January	45	38	45	39	54	37	30	28	31	50
Period 8, February	39	70	49	55	48	52	51	40	38	51
Period 9, March	54	60	51	59	55	43	42	46	42	30
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	
<b>TOTALS</b>	<b>658</b>	<b>706</b>	<b>666</b>	<b>602</b>	<b>634</b>	<b>553</b>	<b>570</b>	<b>536</b>	<b>475</b>	<b>383</b>

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



**SAN MATEO COUNTY  
LAW LIBRARY FOUNDATION  
2017 KICK-OFF  
SPRING FUNDRAISER**

**GUEST SPEAKER AND GUEST OF HONOR:  
JOSEPH W. COTCHETT  
COTCHETT, PITRE & MCCARTHY, LLP**



**YOU'RE INVITED!**

Come celebrate 100 years of the San Mateo County Law Library. Enjoy cocktails, refreshments, and hors d'oeuvres with your friends and colleagues and show your support for continued access to justice for all people!

Thursday, May 18, 2017 5:00 pm—7:00 pm  
San Mateo County Law Library  
710 Hamilton Street, Redwood City

\$35 per person at the door by cash, credit card, or check made payable to the  
San Mateo County Law Library Foundation

A suggested donation of \$100 is greatly appreciated (and tax deductible)

RSVP to [jim@gryphonevents.com](mailto:jim@gryphonevents.com) by Tuesday, May 8, 2017

**EVENT SPONSORS:**

**BARULICH DUGONI LAW GROUP, INC. | FOX, SHJEFLO, HARTLEY & BABU LLP**

**THE LAW OFFICES OF GALINE, FRYE & FITTING**

May, 2017



## San Mateo County Law Library Foundation

### 2017 KICK-OFF SPRING FUNDRAISER

**You're Invited** – Come Celebrate 100 years of the San Mateo County Law Library.

Enjoy cocktails, refreshments, and hors d'oeuvres with your friends and colleagues and show your support for continued access to justice for all people!

**Guest Speaker and Guest of Honor** – Joseph W. Cotchett of Cotchett, Pitre & McCarthy, LLP

**Thursday, May 18, 2017**  
5:00pm – 7:00pm  
San Mateo County Law Library  
710 Hamilton Street  
Redwood City, CA 94063

\$35/person at the door by cash, credit card, or check made payable to the 'San Mateo County Law Library Foundation'

A suggested donation of \$100 is greatly appreciated (and tax deductible).

RSVP to  
jim@gryphonevents.com by  
Tuesday, May 8, 2017

### SUPPORTING THE LAW LIBRARY'S MISSION: TO ENSURE CONTINUED ACCESS TO JUSTICE FOR ALL PEOPLE

*Welcome to the San Mateo County Law Library Foundation newsletter from the members of the Law Library Foundation that covers the ongoings of the San Mateo County Law Library and events in the legal community.*

*As part of our first issue, we interviewed Andrew Gurthet, the Director of the Law Library about his perspective on the importance of the Law Library's success in our community.*

#### Q&A WITH ANDREW GURTHET

**Q: During your tenure as the Director of the Law Library, who do you see using the library's resources?**

**A:** The vast majority of Law Library users fall into two categories, attorneys and the general public. In regards to the attorneys, most are local, solo or small-firm attorneys who do not have legal materials available to them in their office. We do, however, get large-firm attorneys from time to time. Most come in while on break from a case across the street in the Superior Court.

In regards to the general public, the vast majority are individuals who cannot afford an attorney and are representing themselves pro per in court. Unlike an academic or corporate law library, almost all the questions by patrons in the San Mateo County Law Library are procedural in nature.

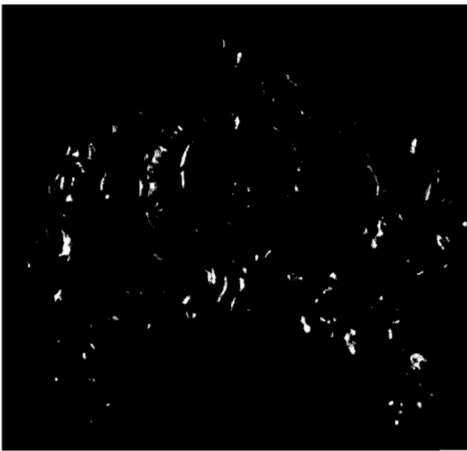
**Q: What programs and resources are being used most often?**

**A:** Our Lawyer in the Library (which offers one-on-one legal assistance on a given topic once a month) is very popular as well as our monthly free lectures.

I wish we had the capability and capacity to expand both of these programs. In regards to resources, the most used are those related to California legal issues, such as those titles published by West Group, CEB, LexisNexis-Matthew Bender, and Nolo Press.

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*"The vast majority [of law library users] are individuals who cannot afford and attorney and*



### **Donate Today!**

**By mail, PayPal to “SMCLL Foundation” or online at our website, [SMCLLFoundation.org](http://SMCLLFoundation.org)**

### **Contact Us**

#### **San Mateo County Law Library Foundation**

710 Hamilton Street  
Redwood City, CA 94063  
(650) 363-4913  
[info@smcllfoundadtion.org](mailto:info@smcllfoundadtion.org)  
[smcllfoundation.org](http://smcllfoundation.org)

*Q&A Continued...*

#### **Q: What appears to be the most pressing needs that the Law Library currently faces?**

**A:** The Law Library used to offer evening and weekend hours to patrons. Now, however, we close at 5pm Monday through Friday and are not open on the weekends. This has caused a tremendous drop in usage of the Law Library. Now, attorneys who wish to work in the evenings can no longer use the Law Library. Also, members of the general public who work during normal work hours cannot use the Library after work or on the weekend.

Additionally, due to the drastic drop in income from filing fees over the past 5+ years, almost 70% of the print collection and 30% of the electronic collection have been cut. There are now areas of the law, such as tax law, bankruptcy, federal civil rights, immigration law, etc. in which the Law Library has no current print or electronic materials for patrons.

#### **WHAT IS THE SAN MATEO COUNTY LAW LIBRARY FOUNDATION?**

Due to budget cuts and rising costs, the Law Library faces a financial crises. In response, it has made substantial cuts to the collection of legal resources and operating expenses.

The San Mateo County Law Library Foundation was created in 2016 by a small group of local attorneys and professionals committed to help raise funds to keep the Law Library doors open. The Law Library Foundation strives to return the Law Library to its position of vibrancy, meeting the needs of the legal community and others throughout San Mateo County. We are also exploring ways to restructure funding at the state level and to secure funding from the County of San Mateo for this essential resource. Thank you for helping us keep the Law Library strong, vital and accessible to those in need.

#### **WHAT'S NEXT?**

In the past two years, due to budget cuts, the Law Library has had to reduce its expenditures by 32%. This has resulted in a drastic reduction in many of the Law Library's resources, including, cutting operating hours by 18 hours per week.

The Law Library Foundation will advocate and get the word out to friends, family, and most importantly, to local legislators, that the Law Library is in financial crisis and in need of help. Ultimately, the Law Library Foundation hopes to restore the resources that have been cut, including, but not limited to, updates to the online resources, ordering updated print materials, increasing staff and restoring evening and weekend operating hours.