



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

May 19, 2017

BOARD OF LAW LIBRARY TRUSTEES MEETING
CONFERENCE ROOM, SAN MATEO COUNTY LAW LIBRARY
710 HAMILTON STREET, REDWOOD CITY, CALIFORNIA 94063

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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, May 25, 2017, 12:15 P.M.

AGENDA

1. **REGULAR SESSION**

- a. Approval of Minutes of the April 27, 2017 meeting. *(page 1)*
- b. Acceptance of Report of Expenses for Period 10 (April) of FY 2016-2017. *(pages 2-8)*
- c. Discussion/Informational Updates and Policy Decisions:
 - FY 2017-2018 proposed budget review *(page 9)*
 - Law Library Foundation update
 - CCCLL legislative update *(page 10)*
 - Review of Silicon Valley Community Foundation quarterly report of Law Library Fund *(pages 11-13)*
 - Potential San Mateo County funding
 - Recent patron mental health/homeless issues
- 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:

- 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**

Date: April 27, 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 Open Session, joined by Martin Fox, Esq.

After review, the Minutes of the March 23, 2017 meeting were unanimously approved upon motion by Trustee Schaiman with a second by Trustee Swope. Similarly, after review, the Report of Expenses for Period 9 (March, 2017) was unanimously approved again upon motion by Trustee Schaiman with a second by Trustee Swope.

Next, the Board was notified by Mr. Gurthet that a Law Library CitiBank account had officially been established and used to pay reoccurring credit card expenses such as the Law Library's website, telephone and internet services as well as invoices not found in the County's OFAS system. The Board reviewed all CitiBank account transactions to date and approved the upon motion by Trustee Copenhagen, with a second from Trustee Scott.

Next, Mr. Gurthet informed the Board of recent Law Library Foundation activities, most notably of the upcoming May 18, 2017 spring fundraiser to be held at the Law Library. Finally, Trustee Groom reported that potential county financial assistance for the Law Library was still in the works.

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.

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 still considering a system utilizing the Law Library to print Family Law Court orders. Mr. Gurthet indicated that the Law Library was still interested and Family Law Section should contact him directly.

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

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

Filing Fee Income

Unlimited	\$26,441.23
Limited	\$12,891.94
Small Claims	\$293.77
TOTAL:	\$39,626.94

Library Generated Income

Copy Machines	\$399.95
Computer Printer	\$62.25
Conference Room	\$15.00
Overdue Fines	\$77.00
CEB Audio Check Out Fee	\$10.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$0.00
Used Book Sales	\$129.00
Lost Book Payment	\$0.00
Donations	\$0.00
Extra Computer Time	\$20.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$10.00
TOTAL:	\$723.20

Trial Balance Reported Income

Interest	\$482.36
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$0.00
Other	\$0.00
TOTAL:	\$482.36

MONTHLY TOTAL INCOME: \$40,832.50

Voucher #	Vender	Amount
11175	San Mateo County Law Library	\$600.00
11176	Blue, Shannon	\$800.00
11177	California Courts Association	\$36.00
11178	California Security	\$26.25
11179	California State Bar Court Reporter	\$150.00
11180	CALPERS	\$911.78
11181	CALPERS	\$948.92
11182	Castle Publication	\$514.23
11183	Crystal Springs Catering	\$109.31
11184	Daily Journal Corporation	\$278.00
11185	Gurthet, Andrew (Reimbursement)	\$153.70
11186	Gurthet, Andrew (Petty Cash)	\$100.00
11187	Lawpress Corporation	\$269.80
11188	Lexis (Advance)	\$3,477.00
11189	Lexis (Matthew Bender)	\$5,961.97
11190	Local Government Publications	\$129.49
11191	Office Depot	\$194.73
11192	National Consumer Law Center	\$940.00
11193	Nolo Press Occidental	\$29.11
11194	Treat, Richard	\$1,000.00
11195	UBS	\$786.52
11196	UC Regents (CEB)	\$2,760.87
11197	USPS	\$290.75
11198	West Group (Thomson Reuters)	\$2,592.27
11199	William Hein & Company	\$81.25
11200	Xerox	\$415.64
11201	CALPERS	\$911.78
11202	CALPERS	Void
11203	CALPERS	Void
11204	West Group (Westlaw Next)	\$4,965.45
11205	Bracco, Caroline	\$4,320.00
11206	Conventiti, Antonella	\$1,700.00
11207	Gurthet, Andrew	\$7,539.20
11208	Webster, Maria	\$325.00
11209	Medicare	\$193.52
11210	Active Employee Benefits	\$3,173.32
11211	Retired Employee Benefits	\$0.00
11212	County Charges	\$6.00

Total: \$46,691.86

Income for April, Period 10: \$40,832.50

Difference: -\$5,859.36

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	\$40,832.50	\$46,691.86	\$178,000.76
May			
June			
July Interest			
TOTALS	\$436,019.07	\$477,740.13	
Average/Month	\$43,601.91	\$47,774.01	
Difference/Month	\$4,172.11		

EXPENSES	April	Actual YTD	Budgeted YTD	Annual Budget 2016-2017
EXPENSES				
Period 10, April				
SALARIES				
Full time	\$11,859.20	\$160,210.93	\$160,000.00	\$192,000.00
Part time	\$2,025.00	\$8,325.70	\$8,333.33	\$10,000.00
Medicare	\$193.52	\$2,320.19	\$2,500.00	\$3,000.00
	\$14,077.72	\$170,856.82	\$170,833.33	\$205,000.00
BENEFITS				
Retirement	\$2,772.48	\$34,491.34	\$34,166.67	\$41,000.00
Active Employee Benefits	\$3,173.32	\$40,269.96	\$53,333.33	\$64,000.00
Retired Employee Benefits	\$0.00	\$10,340.40	\$20,416.67	\$24,500.00
	\$5,945.80	\$85,101.70	\$107,916.67	\$129,500.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$147.90	\$0.00	\$0.00
Print Resources	\$11,582.12	\$57,674.07	\$67,500.00	\$81,000.00
CEB Print Resources	\$2,760.87	\$20,085.90	\$22,916.67	\$27,500.00
Electronic Resources	\$8,442.45	\$91,168.86	\$84,166.67	\$101,000.00
	\$22,785.44	\$169,076.73	\$174,583.33	\$209,500.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$5,277.00	\$7,916.67	\$9,500.00
Copy Machines	\$415.64	\$4,234.19	\$4,416.67	\$5,300.00
Capital Improvements	\$0.00	\$650.00	\$0.00	\$0.00
Office Supplies	\$485.48	\$1,384.16	\$1,666.67	\$2,000.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$10,000.00	\$10,000.00	\$12,000.00
Support Software	\$0.00	\$1,387.13	\$6,833.33	\$8,200.00
Building Maintenance	\$878.77	\$7,906.15	\$7,916.67	\$9,500.00
Petty Cash	\$100.00	\$3,700.00	\$1,000.00	\$1,200.00
Services	\$800.00	\$13,520.91	\$15,000.00	\$18,000.00
Educational/Professional	\$0.00	\$125.00	\$1,583.33	\$1,900.00
Dues	\$0.00	\$740.00	\$625.00	\$750.00
Travel Expenses	\$0.00	\$903.19	\$666.67	\$800.00
Promotional	\$0.00	\$194.65	\$208.33	\$250.00
Catering	\$203.01	\$1,105.91	\$833.33	\$1,000.00
Miscellaneous	\$0.00	\$1,576.59	\$416.67	\$500.00
	\$3,882.90	\$52,704.88	\$59,083.33	\$70,900.00
TOTALS	\$46,691.86	\$477,740.13	\$512,416.67	\$614,900.00

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	688
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	7313
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	362
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	3919

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	39
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	422

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

FY 2017-2018 PROPOSED BUDGET

Expenses	FY16-17 Budget	FY16-17 Anticipated Final expenditures	Proposed 18 Budget	FY17-
SALARIES				
Full time	\$192,000.00	\$184,000.00	\$164,000.00	
Part time	\$10,000.00	\$12,400.00	\$28,000.00	
BENEFITS				
CalPERS Retirement	\$41,000.00	\$41,400.00	\$24,600.00	
CalPERS UAL			\$14,400.00	
Medicare	\$3,000.00	\$2,500.00	\$2,800.00	
Active Employee Benefits	\$64,000.00	\$48,322.00	\$40,000.00	
Retired Employee Benefits	\$24,500.00	\$10,400.00	\$24,500.00	
PRINT/ELECTRONIC RESOURCES				
New Resources	\$0.00	\$148.00	\$0.00	
Print Subscriptions	\$81,000.00	\$69,200.00	\$98,300.00	
CEB Print Subscriptions	\$27,500.00	\$24,100.00		
Electronic Subscriptions	\$101,000.00	\$109,400.00	\$114,900.00	
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	
Insurance	\$9,500.00	\$5,300.00	\$7,500.00	
Copy Machines	\$5,300.00	\$5,100.00	\$5,100.00	
Capital Improvements	\$0.00	\$650.00	\$0.00	
Office Supplies	\$2,000.00	\$1,660.00	\$1,700.00	
Use Tax	\$0.00	\$0.00	\$0.00	
Tech Support	\$12,000.00	\$12,000.00	\$12,000.00	
Support Software	\$8,200.00	\$8,400.00	\$8,400.00	
Building Maintenance	\$9,500.00	\$9,500.00	\$9,500.00	
Petty Cash	\$1,200.00	\$3,700.00	\$3,000.00	
Services	\$18,000.00	\$15,100.00	\$8,500.00	
Educational/Professional	\$1,900.00	\$125.00	\$450.00	
Dues	\$750.00	\$740.00	\$750.00	
Travel Expenses	\$800.00	\$900.00	\$2,200.00	
Promotional	\$250.00	\$200.00	\$0.00	
Catering	\$1,000.00	\$1,100.00		
Miscellaneous	\$500.00	\$1,600.00	\$500.00	
TOTAL EXPENSES	\$614,900.00	\$567,945.00	\$571,100.00	
TOTAL INCOME	\$516,000.00	\$523,000.00	\$520,000.00	
CASH ON HAND	\$120,800.00	\$170,000.00	\$118,900.00	

Andrew Gurthet

From: cccll-dir-bounces@lists.lalawlibrary.org on behalf of Sandra Levin
<slevin@lalawlibrary.org>
Sent: Tuesday, May 02, 2017 4:10 PM
To: 'CCCLL Library Directors Distribution List'
Subject: [CCCLL-DIR] LEGISLATIVE UPDATE from Michael Y. Corbett

LEGISLATIVE UPDATE from Michael Y. Corbett

I continue to lobby legislators and legislative staff regarding the CCCLL's request for a \$16.5 million budget appropriation. To that end, I have been seeking an Assembly Member who would be willing to make such request to Assembly Budget Subcommittee 5 during its "Members Request Day" hearing on May 8th. I spoke with Assembly Member Mark Stone's office last week in furtherance of an ongoing conversation regarding my request that he make a request on behalf of the CCCLL at the May 8th hearing. One of his Judiciary Committee consultants advised me that although Mr. Stone understands the financial difficulties that the law libraries are going through right now, he thinks that we should look at bigger policy solutions for the law libraries. Having spoken with Mr. Stone directly several times in recent months, I believe he is talking about the over-arching issue of access to justice, something he has raised with me on every time we have met.

The committee consultant also told me that while Mr. Stone was not committing to anything at this time, he asked the consultant and I to further explore this question. I responded by suggesting that Assembly Member Stone, in his capacity as chair of the Assembly Judiciary Committee, may want to consider holding an informational hearing on the status of county law libraries, either during the fall interim or early next year.

On the Senate front, I have been in contact with the consultant for Senate Budget and Fiscal Review Subcommittee 5, having provided her with copious background information on county law libraries and their current fiscal crisis, including specific information regarding the Alameda County Law Library which is in Senator Skinner's district. Senator Skinner is the chair of Subcommittee 5. I also contacted Ms. Skinner's chief of staff and provided him with the same information with the hope that he would share it with the Senator prior to the May 4th hearing where I am scheduled to make a formal request for a \$16.5 million appropriation during the public comment segment at the end of the hearing. I believe the chief of staff has spoken with the Senator about the information I provided.

 Sandra Levin
Executive Director
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www.lalawlibrary.org | slevin@lalawlibrary.org
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Statement Period
January 1, 2017 through March 31, 2017

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	\$206,581.39	\$206,581.39
Investment Activity		
Long-Term Growth Pool	10,448.59	10,448.59
Grants Authorized	(950.00)	(950.00)
Support Fees	(516.29)	(516.29)
Ending Balance	\$215,563.69	\$215,563.69

Fund Assets

Investment Pools		
Long-Term Growth Pool		215,563.69
Total Fund Assets		\$215,563.69

Restricted Balance

Total Restricted Balance	\$0.00
Balance Available for Grants	\$215,563.69

11 ✗



Statement Period
January 1, 2017 through March 31, 2017

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	5.07%	5.07 %	14.29 %	4.12 %	6.84 %
This Fund's Benchmarks	4.40%	4.40 %	12.10 %	4.20 %	6.80 %

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.

12X



Statement Period
January 1, 2017 through March 31, 2017

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

Detailed Schedule(s)

Grants Authorized

<u>Date</u>	<u>Grant Number</u>	<u>Grantee</u>	<u>Amount</u>
02/21/17	2017-166474	San Mateo County Law Library	(950.00)
			<u>(950.00)</u>