



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

June 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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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. **CLOSED SESSION**

- a. The Board will meet in closed session to discuss staffing issues for upcoming Fiscal Year 2017-2018. 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 May 25, 2017 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 11 (April) of FY 2016-2017. (pages 2-8)
- c. Discussion/Informational Updates and Policy Decisions:
 - Law Library Foundation update
 - FY 2017-2018 proposed budget review (page 9)
 - Potential County funding assistance
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. **ADJOURNMENT**

NEXT MEETING: AUGUST 24, 2017

Mark Your Calendar!

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

- 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: May 29, 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 and John Conwell, Esq.

After review, the Minutes of the May 25, 2017 meeting were unanimously approved upon motion by Trustee Foiles with a second by Trustee Schaiman. Similarly, after review, the Report of Expenses for Period 10 (April, 2017) was unanimously approved upon motion by Trustee Swope with a second by Trustee Schaiman.

Next, the Board reviewed the proposed FY2017-2018 budget and recommended that an additional \$14,000 be added for Retired Employee Benefits to cover any back charges due to potential County financial accounting issues in FY 2016-2017. Next, Mr. Gurthet informed the Board of recent Law Library Foundation activities, most notably of the results of the May 18, 2017 spring fundraiser. This fundraiser was successful in netting the Foundation \$10,406. Next, the Board reviewed the latest Legislative Update from CCCLL Michael Corbett, as well as reviewed the latest quarterly report of the Silicon Valley Community Foundation Law Library fund. Finally, Trustee Groom reported that potential county financial assistance for the Law Library was still in the works, and Mr. Gurthet reported about the recent rise in patrons with mental health and/or homeless issues in the Law Library.

Trustee Jacquelyn Brown in her capacity as liaison to the San Mateo County Bar Association reported that there has been no further activity regarding the Law Library by SMCBA .

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

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

Filing Fee Income

Unlimited	\$30,270.30
Limited	\$14,886.78
Small Claims	\$224.50
TOTAL:	\$45,381.58

Library Generated Income

Copy Machines	\$320.10
Computer Printer	\$96.25
Conference Room	\$237.50
Overdue Fines	\$0.00
CEB Audio Check Out Fee	\$31.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$50.00
Used Book Sales	\$102.50
Lost Book Payment	\$0.00
Donations	\$0.00
Extra Computer Time	\$15.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$60.00
TOTAL:	\$912.35

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: \$46,293.93

Voucher #	Vender	Amount
11213	Blue, Shannon	\$800.00
11214	California Security	\$26.25
11215	CALPERS	\$911.78
11216	CALPERS	\$911.78
11217	CALPERS	\$948.92
11218	Lexis (Advance)	\$3,477.00
11219	Lexis (Matthew Bender)	\$1,806.79
11220	Nolo Press Occidental	\$33.43
11221	Office Depot	\$10.86
11222	Office Depot	\$15.70
11223	Treat, Richard	\$1,000.00
11224	UBS	\$617.00
11225	UC Regents (CEB)	\$1,731.01
11226	UC Regents (CEB)	\$154.76
11227	West Group (Thomson Reuters)	\$2,592.27
11228	West Group (Westlaw Next)	\$4,965.45
11229	Xerox	\$422.90
11230	Wiley (John Wiley & Sons)	\$201.19
11231	SydneyPLUS	Void
11232	Blake, Larry	\$114.00
11233	Bracco, Caroline	\$4,320.00
11234	Conventiti, Antonella	\$2,000.00
11235	Gurthet, Andrew	\$7,539.20
11236	Webster, Maria	\$0.00
11237	Medicare	\$194.82
11238	Active Employee Benefits	\$3,173.32
11239	Retired Employee Benefits	\$0.00
11124	County Charges	\$6.00

Total: \$37,974.43

Income for May, Period 11: \$46,293.93

Difference: \$8,319.50

EXPENSES Period 11, May	May		Actual YTD		Budgeted YTD		Annual Budget 2016-2017	
SALARIES								
Full time	\$11,859.20		\$172,070.13		\$176,000.00		\$192,000.00	
Part time	\$2,114.00		\$10,439.70		\$9,166.67		\$10,000.00	
Medicare	\$194.82		\$2,515.01		\$2,750.00		\$3,000.00	
		\$14,168.02		\$185,024.84		\$187,916.67		\$205,000.00
BENEFITS								
Retirement	\$2,772.48		\$37,263.82		\$37,583.33		\$41,000.00	
Active Employee Benefits	\$3,173.32		\$43,443.28		\$58,666.67		\$64,000.00	
Retired Employee Benefits	\$0.00		\$10,340.40		\$22,458.33		\$24,500.00	
		\$5,945.80		\$91,047.50		\$118,708.33		\$129,500.00
PRINT/ELECTRONIC RESOURCES								
New Books	\$0.00		\$147.90		\$0.00		\$0.00	
Print Resources	\$4,633.68		\$62,307.75		\$74,250.00		\$81,000.00	
CEB Print Resources	\$1,731.01		\$21,816.91		\$25,208.33		\$27,500.00	
Electronic Resources	\$8,597.21		\$99,766.07		\$92,583.33		\$101,000.00	
		\$14,961.90		\$184,038.63		\$192,041.67		\$209,500.00
OPERATIONAL EXPENSES								
Binding	\$0.00		\$0.00		\$0.00		\$0.00	
Insurance (Property, Casualty, WC)	\$0.00		\$5,277.00		\$8,708.33		\$9,500.00	
Copy Machines	\$422.90		\$4,657.09		\$4,858.33		\$5,300.00	
Capital Improvements	\$0.00		\$650.00		\$0.00		\$0.00	
Office Supplies	\$26.56		\$1,410.72		\$1,833.33		\$2,000.00	
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	\$0.00		\$1,387.13		\$7,516.67		\$8,200.00	
Building Maintenance	\$649.25		\$8,555.40		\$8,708.33		\$9,500.00	
Petty Cash	\$0.00		\$3,700.00		\$1,100.00		\$1,200.00	
Services	\$800.00		\$14,320.91		\$16,500.00		\$18,000.00	
Educational/Professional	\$0.00		\$125.00		\$1,741.67		\$1,900.00	
Dues	\$0.00		\$740.00		\$687.50		\$750.00	
Travel Expenses	\$0.00		\$903.19		\$733.33		\$800.00	
Promotional	\$0.00		\$194.65		\$229.17		\$250.00	
Catering	\$0.00		\$1,105.91		\$916.67		\$1,000.00	
Miscellaneous	\$0.00		\$1,576.59		\$458.33		\$500.00	
		\$2,898.71		\$55,603.59		\$64,991.67		\$70,900.00
TOTALS		\$37,974.43		\$515,714.56		\$563,658.33		\$614,900.00

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	\$46,293.93	\$37,974.43	\$186,320.26
June			
July Interest			
TOTALS	\$482,313.00	\$515,714.56	
Average/Month	\$43,846.64	\$46,883.14	
Difference/Month	\$3,036.51		

Law Library CitiBank Account Expenditures/Deposits FY16-17

Transaction Type	Date	Amount	Comment
Deposit	3/29/17	\$3,000.00	Transfer from SMC Trust account
Deposit	4/13/17	\$4,155.18	Donation from Foundation for purchase of MB Immigration Law & Procedure set
Withdraw (credit card payment to Earthlink)	4/17/17	-\$19.95	Monthly website hosting charge
Withdraw (Check 101 to CalPERS)	4/24/17	-\$1.24	Payment of late fee
Withdraw (Check 102 to CalPERS)	4/24/17	-\$0.01	Payment of late fee
Withdraw (Check 103 to ALM)	4/26/17	-\$589.00	Renewal of California Verdict Search
Deposit	4/28/17	\$600.00	To cover ALM expense
Withdraw (debit card payment to Safeway)	4/28/17	-\$31.16	Purchase of Board lunch materials
Withdraw (credit card payment to Gracie's Catering)	4/28/17	-\$104.65	
CitiBank monthly service fee	5/1/17	-\$1.43	
Withdraw (credit card payment to Amazon)	5/14/17	-\$39.98	Purchase of notary sign
Withdraw (credit card payment to AT&T)	5/15/17	-\$60.00	Monthly internet and telephone service charge
Withdraw (credit card payment to Amazon)	5/16/17	-\$60.24	Purchase of 'Deeds for California Real Estate'
Withdraw (credit card payment to Earthlink)	5/17/17	-\$19.95	Monthly website hosting charge
Withdraw (Check 104 to USPS)	5/17/17	-\$9.50	Purchase of stamps & envelopes
Withdraw (Check 105 to Ben Cintz)	5/18/17	-\$92.07	Reimbursement of materials to paint library
Withdraw (debit card payment to Safeway)	5/25/17	-\$14.91	Purchase of Board lunch materials
Withdraw (credit card payment to Gracie's Catering)	5/25/17	-\$86.25	
Withdraw (Check 106 to Rowman & Littlefield)	6/1/17	-\$47.26	Purchase of US Govt. Manual 2016
Withdraw (credit card payment to Amazon)	6/1/17	-\$17.22	Purchase of security cameras
Withdraw (credit card payment to AT&T)	6/2/17	-\$66.00	Monthly internet and telephone service charge
CitiBank monthly service fee	6/1/17	-\$25.52	
TOTAL:			\$6,468.84

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	787
Period 12, June	787	1003	1025	908	838	765	872	825	774	
TOTALS	9490	10161	10917	10625	10261	9226	9346	8930	8673	8100
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	427
Period 12, June	820	1036	1060	755	560	465	522	382	328	
TOTALS	9420	10893	10203	10425	7667	7192	6302	4700	4124	4346

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	40
Period 12, June	61	68	49	44	62	54	56	60	44	
TOTALS	658	706	666	602	634	553	570	536	475	462

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	\$187,500.00		\$164,000.00
Part time	\$10,000.00	\$11,500.00		\$33,000.00
BENEFITS				
CalPERS Retirement	\$41,000.00	\$41,050.00		\$24,600.00
CalPERS UAL				\$14,400.00
Medicare	\$3,000.00	\$2,750.00		\$2,500.00
Active Employee Benefits	\$64,000.00	\$47,500.00		\$40,000.00
Retired Employee Benefits	\$24,500.00	\$10,340.00		\$38,500.00
PRINT/ELECTRONIC RESOURCES				
New Resources	\$0.00	\$148.00		\$0.00
Print Subscriptions	\$81,000.00	\$67,070.00		\$95,500.00
CEB Print Subscriptions	\$27,500.00	\$23,810.00		
Electronic Subscriptions	\$101,000.00	\$108,210.00		\$113,500.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00		\$0.00
Insurance	\$9,500.00	\$5,280.00		\$6,000.00
Copy Machines	\$5,300.00	\$5,080.00		\$5,100.00
Capital Improvements	\$0.00	\$650.00		\$0.00
Office Supplies	\$2,000.00	\$1,410.00		\$1,500.00
Use Tax	\$0.00	\$0.00		\$0.00
Tech Support	\$12,000.00	\$12,000.00		\$12,000.00
Support Software	\$8,200.00	\$8,390.00		\$8,400.00
Building Maintenance	\$9,500.00	\$9,200.00		\$9,200.00
Petty Cash	\$1,200.00	\$3,850.00		\$3,000.00
Services	\$18,000.00	\$15,120.00		\$9,300.00
Educational/Professional	\$1,900.00	\$300.00		\$450.00
Dues	\$750.00	\$740.00		\$750.00
Travel Expenses	\$800.00	\$900.00		\$2,200.00
Promotional	\$250.00	\$190.00		\$200.00
Catering	\$1,000.00	\$1,110.00		
Miscellaneous	\$500.00	\$1,580.00		\$500.00
TOTAL EXPENSES	\$614,900.00	\$565,678.00		\$584,600.00
TOTAL INCOME	\$516,000.00	\$527,000.00		\$525,000.00
CASH ON HAND	\$120,800.00	\$182,000.00		\$122,800.00
MONTHLY DEFICIT	\$8,200.00	\$3,100.00		\$4,900.00