

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

August 18, 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, AUGUST 24, 2017, 12:15 P.M.

AGENDA

1. **REGULAR SESSION**

- a. Approval of Minutes of the May 25, 2017 meeting. *(page 1)*
- b. Acceptance of Report of Expenses for Period 12 (June) of FY 2016-2017 and Period 1 (July) of FY2017-2018. *(pages 2-15)*
- c. Discussion/Informational Updates and Policy Decisions:
 - Review of FY2016-2017 financials *(pages 16-17)*
 - Law Library Foundation update
 - Silicon Valley Community Foundation Fund Quarterly Report *(pages 18-19)*
 - Transition to Koha Integrated Library System
 - Potential County funding assistance
 - Resolution of Thanks for Trustee Copenhagen *(page 20)*
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

2. **ADJOURNMENT**

NEXT MEETING: SEPTEMBER 28, 2017

Mark Your Calendar!

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

- 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: June 22, 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 re-convened at 12:25 pm in Open Session, joined by Martin Fox, Esq. Mr. Gurthet reported that the Board in Closed Session had unanimously approved the promotion of Caroline Bracco to Assistant Director with a pay raise to reflect her new position.

After review, the Minutes of the May 25, 2017 meeting were unanimously approved upon motion by Trustee Schaiman with a second by Trustee Foiles. Similarly, after review, the Report of Expenses for Period 11 (May, 2017) was unanimously approved upon motion by Trustee Schaiman with a second by Trustee Groom.

Next, Mr. Gurthet gave a brief update of recent activities of the Law Library Foundation, most notably their recent efforts to raise funds via potential large donors and grants. Next, the Board reviewed the proposed budget for Fiscal Year 2017-2018. The Board unanimously approved the budget upon motion by Trustee Copenhagen with a second from Trustee Schaiman. Finally, Trustee Groom reported that the County is still working on potentially partially funding the Law Library per the request of Mr. Gurthet for Fiscal Year 2017-2019.

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 .

Next, Mr. Fox provided public comment and requested that the Board look into Joint Power Authority efforts with other county law libraries. Upon this recommendation, Mr. Gurthet reported that the Law Library is exploring such an effort to combine catalog systems with both Contra Costa County Law Library and Alameda County Law Library, and potentially also San Diego County Law Library and Sacramento County Law Library.

Prior to adjournment, Trustee Copenhagen announced that she would no longer be able to serve as a Trustee going forward due to her upcoming move to the Boston Area. Trustee Schaiman then made motion to adjourn, Trustee Copenhagen seconded and meeting adjourned unanimously at 1:05 pm.

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

1

Filing Fee Income

Unlimited	\$29,789.59
Limited	\$13,942.08
Small Claims	\$300.62
TOTAL:	\$44,032.29

Library Generated Income

Copy Machines	\$181.75
Computer Printer	\$29.50
Conference Room	\$15.00
Overdue Fines	\$0.00
CEB Audio Check Out Fee	\$20.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$10.00
Used Book Sales	\$9.00
Lost Book Payment	\$0.00
Donations	\$10.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$269.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$0.00
TOTAL:	\$544.25

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: \$44,576.54

Voucher #	Vender	Amount
11125	Blue, Shannon	\$800.00
	Bracco, Caroline (Reimbursement) / San Mateo County	
11126	Law Library	\$551.40
11127	California Security	\$26.25
11128	CALPERS	\$946.07
11129	CALPERS	\$946.07
11130	CALPERS	\$946.07
11131	CALPERS	\$948.92
11132	Gurthet, Andrew (Petty Cash)	Void
11133	Lexis (Advance)	\$3,477.00
11134	Lexis (Matthew Bender)	\$1,806.79
11135	SydneyPLUS	\$6,999.00
11136	Treat, Richard	\$1,000.00
11137	UBS	\$617.00
11138	UC Regents (CEB)	\$1,997.44
11139	West Group (Thomson Reuters)	\$2,956.59
11140	West Group (Westlaw Next)	\$4,965.45
11141	Xerox	\$420.36
11142	Blake, Larry	\$57.00
11143	Bracco, Caroline	\$4,320.00
11144	Conventiti, Antonella	\$1,900.00
11145	Gurthet, Andrew	\$7,539.20
11146	Webster, Maria	\$175.00
11147	Medicare	\$195.07
11148	Active Employee Benefits	\$3,173.32
11149	Retired Employee Benefits	\$11,657.64
11150	County Charges	\$6.00

Total: \$58,427.64

Income for June Period 12: \$44,576.54

Difference: -\$13,851.10

EXPENSES Period 12, June	June	Actual YTD	Budgeted YTD	Annual Budget 2016-2017
SALARIES				
Full time	\$11,859.20	\$183,929.33	\$192,000.00	\$192,000.00
Part time	\$2,132.00	\$12,571.70	\$10,000.00	\$10,000.00
Medicare	\$195.07	\$2,710.08	\$3,000.00	\$3,000.00
	\$14,186.27	\$199,211.11	\$205,000.00	\$205,000.00
BENEFITS				
Retirement	\$3,787.13	\$41,050.95	\$41,000.00	\$41,000.00
Active Employee Benefits	\$3,173.32	\$46,616.60	\$64,000.00	\$64,000.00
Retired Employee Benefits	\$11,657.64	\$21,998.04	\$24,500.00	\$24,500.00
	\$18,618.09	\$109,665.59	\$129,500.00	\$129,500.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$147.90	\$0.00	\$0.00
Print Resources	\$4,763.38	\$67,071.13	\$81,000.00	\$81,000.00
CEB Print Resources	\$1,997.44	\$23,814.35	\$27,500.00	\$27,500.00
Electronic Resources	\$8,442.45	\$108,208.52	\$101,000.00	\$101,000.00
	\$15,203.27	\$199,241.90	\$209,500.00	\$209,500.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$5,277.00	\$9,500.00	\$9,500.00
Copy Machines	\$420.36	\$5,077.45	\$5,300.00	\$5,300.00
Capital Improvements	\$0.00	\$650.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$1,410.72	\$2,000.00	\$2,000.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$12,000.00	\$12,000.00	\$12,000.00
Support Software	\$6,999.00	\$8,386.13	\$8,200.00	\$8,200.00
Building Maintenance	\$649.25	\$9,204.65	\$9,500.00	\$9,500.00
Petty Cash	\$0.00	\$3,700.00	\$1,200.00	\$1,200.00
Services	\$800.00	\$15,120.91	\$18,000.00	\$18,000.00
Educational/Professional	\$175.00	\$300.00	\$1,900.00	\$1,900.00
Dues	\$0.00	\$740.00	\$750.00	\$750.00
Travel Expenses	\$376.40	\$1,279.59	\$800.00	\$800.00
Promotional	\$0.00	\$194.65	\$250.00	\$250.00
Catering	\$0.00	\$1,105.91	\$1,000.00	\$1,000.00
Miscellaneous	\$0.00	\$1,576.59	\$500.00	\$500.00
	\$10,420.01	\$66,023.60	\$70,900.00	\$70,900.00
TOTALS	\$58,427.64	\$574,142.20	\$614,900.00	\$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	\$44,576.54	\$58,427.64	\$172,469.16
July Interest			
TOTALS	\$526,889.54	\$574,142.20	
Average/Month	\$43,907.46	\$47,845.18	
Difference/Month	\$3,937.72		

Law Library CitiBank Account Expenditures/Deposits FY16-17

	3/25/17	\$0.00	
Beginning FY16-17 balance			
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	
Withdraw (credit card payment to Earthlink)	6/16/17	-\$19.95	Monthly website hosting charge
Withdraw (credit card payment to Safeway)	6/21/17	-\$49.95	Purchase of Board lunch materials and library kitchen supplies
Withdraw (credit card payment to Gracie's Catering)	6/22/17	-\$95.00	
Withdraw (Check 126 to Caroline Bracco)	6/27/17	-\$551.40	Reimbursement for AALL Conference attendance (see Voucher 11126)
Deposit	6/28/17	\$645.75	Deposit of Law Library petty cash and transfer from trust account to cover AALL reimbursement to Caroline
Withdraw (credit card payment to AT&T)	6/30/17	-\$65.00	Monthly internet and telephone service charge
TOTAL:		\$6,333.29	

NUMBER OF COURT FILINGS
FY 2007-PRESENT

UNLIMITED JURISDICTION						
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Period 1, July	836	766	825	827	928	877
Period 2, August	806	863	944	877	980	820
Period 3, September	792	811	988	906	786	769
Period 4, October	846	801	903	883	809	819
Period 5, November	755	733	863	929	789	730
Period 6, December	834	853	872	795	825	925
Period 7, January	779	686	870	886	875	679
Period 8, February	705	806	929	873	855	688
Period 9, March	798	1022	797	943	794	715
Period 10, April	781	886	861	806	821	652
Period 11, May	771	901	1040	992	961	787
Period 12, June	787	1003	1025	908	838	765
TOTALS	9490	10131	10917	10625	10261	9226
LIMITED JURISDICTION						
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Period 1, July	737	807	806	857	765	675
Period 2, August	705	957	852	911	674	661
Period 3, September	643	829	856	857	553	633
Period 4, October	917	1058	830	1050	684	598
Period 5, November	667	927	993	828	649	573
Period 6, December	805	931	637	965	585	626
Period 7, January	736	797	743	830	502	559
Period 8, February	740	1077	963	831	750	520
Period 9, March	909	722	665	869	619	825
Period 10, April	954	914	720	702	704	399
Period 11, May	787	838	1078	970	622	658
Period 12, June	820	1036	1060	755	560	465
TOTALS	9420	10893	10203	10425	7667	7192
SMALL CLAIMS						
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Period 1, July	53	55	65	51	49	67
Period 2, August	56	58	59	42	58	52
Period 3, September	51	60	68	55	39	36
Period 4, October	56	60	58	47	58	50
Period 5, November	52	59	50	46	50	49
Period 6, December	57	66	58	51	36	38
Period 7, January	45	38	45	39	54	37
Period 8, February	39	70	49	55	48	52
Period 9, March	54	60	51	59	55	43
Period 10, April	76	50	51	53	66	30
Period 11, May	58	62	63	60	59	45
Period 12, June	61	68	49	44	62	54
TOTALS	658	708	666	602	634	554

NUMBER OF COURT FILINGS
FY 2007-PRESENT

UNLIMITED JURISDICTION					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Period 1, July	865	772	691	721	796
Period 2, August	708	818	726	860	
Period 3, September	730	787	748	752	
Period 4, October	843	723	720	752	
Period 5, November	759	799	754	752	
Period 6, December	817	801	773	712	
Period 7, January	739	630	684	616	
Period 8, February	753	705	696	748	
Period 9, March	761	630	619	712	
Period 10, April	702	687	736	688	
Period 11, May	797	753	752	787	
Period 12, June	872	825	774	775	
TOTALS	9346	8930	8673	8875	796
LIMITED JURISDICTION					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Period 1, July	474	478	357	361	383
Period 2, August	582	441	376	381	
Period 3, September	631	417	391	311	
Period 4, October	645	391	315	311	
Period 5, November	512	381	366	311	
Period 6, December	540	379	361	649	
Period 7, January	440	401	296	490	
Period 8, February	479	380	358	382	
Period 9, March	446	345	351	361	
Period 10, April	537	350	314	362	
Period 11, May	494	355	311	427	
Period 12, June	522	382	328	382	
TOTALS	6302	4700	4124	4728	383
SMALL CLAIMS					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Period 1, July	52	39	38	39	43
Period 2, August	41	47	46	40	
Period 3, September	51	49	46	38	
Period 4, October	50	39	46	38	
Period 5, November	46	45	29	38	
Period 6, December	56	52	39	59	
Period 7, January	30	28	31	50	
Period 8, February	51	40	38	51	
Period 9, March	42	46	42	30	
Period 10, April	33	42	38	39	
Period 11, May	62	49	38	40	
Period 12, June	56	60	44	42	
TOTALS	571	536	475	504	43

SAN MATEO COUNTY LAW LIBRARY

History of filing fee portion:

Prior to 08/01/73: \$5.00

Increase dates and amount: 08/01/73: \$7.00; 01/01/82: \$9.00; 01/01/83: \$11.00; 01/01/85: \$12.00; 06/26/90: \$16.00; 01/01/91: \$20.00; 01/01/98: \$23.00; 01/01/00: \$25.00; 01/01/02: \$26.50; 01/01/03: \$29.50; 01/01/05: \$32.50; 01/01/06: \$35.50; 01/01/07: \$38.50

UCF effective 01/01/06, including \$2 Small Claims \$5,000-\$7,500; 01/01/12 to \$10,000

NUMBER OF FILINGS FROM WHICH INCOME IS DERIVED IN FISCAL YEAR

YEAR	UNLIMITED JURISDICTION	LIMITED JURISDICTION	SMALL CLAIMS (Eff. Jan. 06)	TOTAL FILINGS
1974 - 1975	15,224	7,508		22,732
1975 - 1976	15,198	7,858		23,056 +1%
1976 - 1977	15,162	8,275		23,437 +2%
1977 - 1978	15,558	8,579		24,137 +3%
1978 - 1979	16,018	9,374		25,392 +5%
1979 - 1980	15,272	11,388		26,660 +5%
1980 - 1981	15,224	11,314		26,538 -1%
1981 - 1982	15,002	10,500		25,502 -4%
1982 - 1983	14,026	9,885		23,911 -6%
1983 - 1984	15,201	9,977		25,178 +5%
1984 - 1985	15,976	9,883		25,859 +3%
1985 - 1986	17,026	9,957		26,983 +4%
1986 - 1987	16,890	10,387		26,774 -1%
1987 - 1988	15,990	11,210		27,200 +2%
1988 - 1989	15,621	12,195		27,816 +2%
1989 - 1990	15,114	11,416		26,530 -5%
1990 - 1991	15,041	11,825		26,866 +1%
1991 - 1992	15,052	11,796		26,848 0%
1992 - 1993	14,384	10,669		25,053 -7%
1993 - 1994	12,847	10,239		23,006 -8%
1994 - 1995	12,167	9,562		21,729 -6%
1995 - 1996	12,290	9,919		22,209 +2%
1996 - 1997	12,110	9,683		21,793 -1%

YEAR	UNLIMITED JURISDICTION	LIMITED JURISDICTION	SMALL CLAIMS (Eff. Jan. 06)	TOTAL FILINGS	
1997-1998	12,881	9,009		21,890	+1%
1998-1999	11,889	7,730		19,619	-9%
1999-2000	10,982	7,098		18,080	-8%
2000-2001	11,478	6,659		18,137	+1%
2001-2002	11,839	6,239		18,078	0%
2002-2003	11,902	6,713		18,615	+3%
2003-2004	10,750	7,123		17,873	-4%
2004-2005	9,935	6,995		16,930	-6%
2005-2006	7,964	6,623	183	14,777	-9%(10 mos income FY)
2006-2007	9,940	7,520	562	18,022	+22%
2007-2008	9,490	9,420	658	19,568	+9%
2008-2009	10,131	10,893	706	21,730	+9%
2009-2010	10,917	10,203	666	21,786	+1%
2010-2011	10,625	10,425	602	21,652	-1%
2011-2012	10,261	7,667	634	18,562	-15%
2012-2013	9,226	7,192	553	16,971	-9%
2013-2014	9346	6302	570	16,218	-4%
2014-2015	8931	4701	533	14,165	-13%
2015-2016	8673	4124	475	13,272	-7%
2016-2017	8875	4728	504	14,107	+6%

Filing Fee Income

Unlimited	\$30,558.33
Limited	\$13,540.75
Small Claims	\$230.79
TOTAL:	\$44,329.87

Library Generated Income

Copy Machines	\$466.35
Computer Printer	\$116.25
Conference Room	\$80.00
Overdue Fines	\$0.00
CEB Audio Check Out Fee	\$10.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$50.00
Used Book Sales	\$84.00
Lost Book Payment	\$0.00
Donations	\$10.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$20.00
TOTAL:	\$836.60

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: \$45,166.47

Voucher #	Vender	Amount
11214	Blake, Larry	\$57.00
11215	Bracco, Caroline	\$4,775.20
11216	Conventiti, Antonella	\$0.00
11217	Gurthet, Andrew	\$7,539.20
11218	Webster, Maria	\$562.50
11219	Medicare	\$179.76
11220	Active Employee Benefits	\$3,173.32
11221	Retired Employee Benefits	\$0.00
11222	County Charges	\$0.00

Total: \$16,286.98

Income for July, Period 1: \$45,166.47

Difference: \$28,879.49

EXPENSES Period 1, July	July	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2017-2018
SALARIES				
Full time	\$12,314.40	\$12,314.40	\$13,666.67	\$164,000.00
Part time	\$619.50	\$619.50	\$2,750.00	\$33,000.00
Medicare	\$179.76	\$179.76	\$233.33	\$2,800.00
	\$13,113.66	\$13,113.66	\$16,650.00	\$199,800.00
BENEFITS				
Retirement	\$0.00	\$0.00	\$2,133.33	\$25,600.00
Unfunded Accrued Liability	\$0.00	\$0.00	\$1,375.00	\$16,500.00
Active Employee Benefits	\$3,173.32	\$3,173.32	\$3,333.33	\$40,000.00
Retired Employee Benefits	\$0.00	\$0.00	\$2,083.33	\$25,000.00
	\$3,173.32	\$3,173.32	\$8,925.00	\$107,100.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$0.00	\$0.00	\$7,958.33	\$95,500.00
Electronic Resources	\$0.00	\$0.00	\$9,458.33	\$113,500.00
	\$0.00	\$0.00	\$17,416.67	\$209,000.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$0.00	\$500.00	\$6,000.00
Copy Machines	\$0.00	\$0.00	\$425.00	\$5,100.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$125.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$0.00	\$0.00	\$1,000.00	\$12,000.00
Support Software	\$0.00	\$0.00	\$833.33	\$10,000.00
Building Maintenance	\$0.00	\$0.00	\$766.67	\$9,200.00
CitiBank Transfers	\$0.00	\$0.00	\$250.00	\$3,000.00
Services	\$0.00	\$0.00	\$775.00	\$9,300.00
Educational/Professional	\$0.00	\$0.00	\$37.50	\$450.00
Dues	\$0.00	\$0.00	\$62.50	\$750.00
Travel Expenses	\$0.00	\$0.00	\$183.33	\$2,200.00
Promotional	\$0.00	\$0.00	\$16.67	\$200.00
Miscellaneous	\$0.00	\$0.00	\$41.67	\$500.00
	\$0.00	\$0.00	\$5,016.67	\$60,200.00
TOTALS	\$16,286.98	\$16,286.98	\$48,008.33	\$576,100.00

CASH ON HAND REPORT

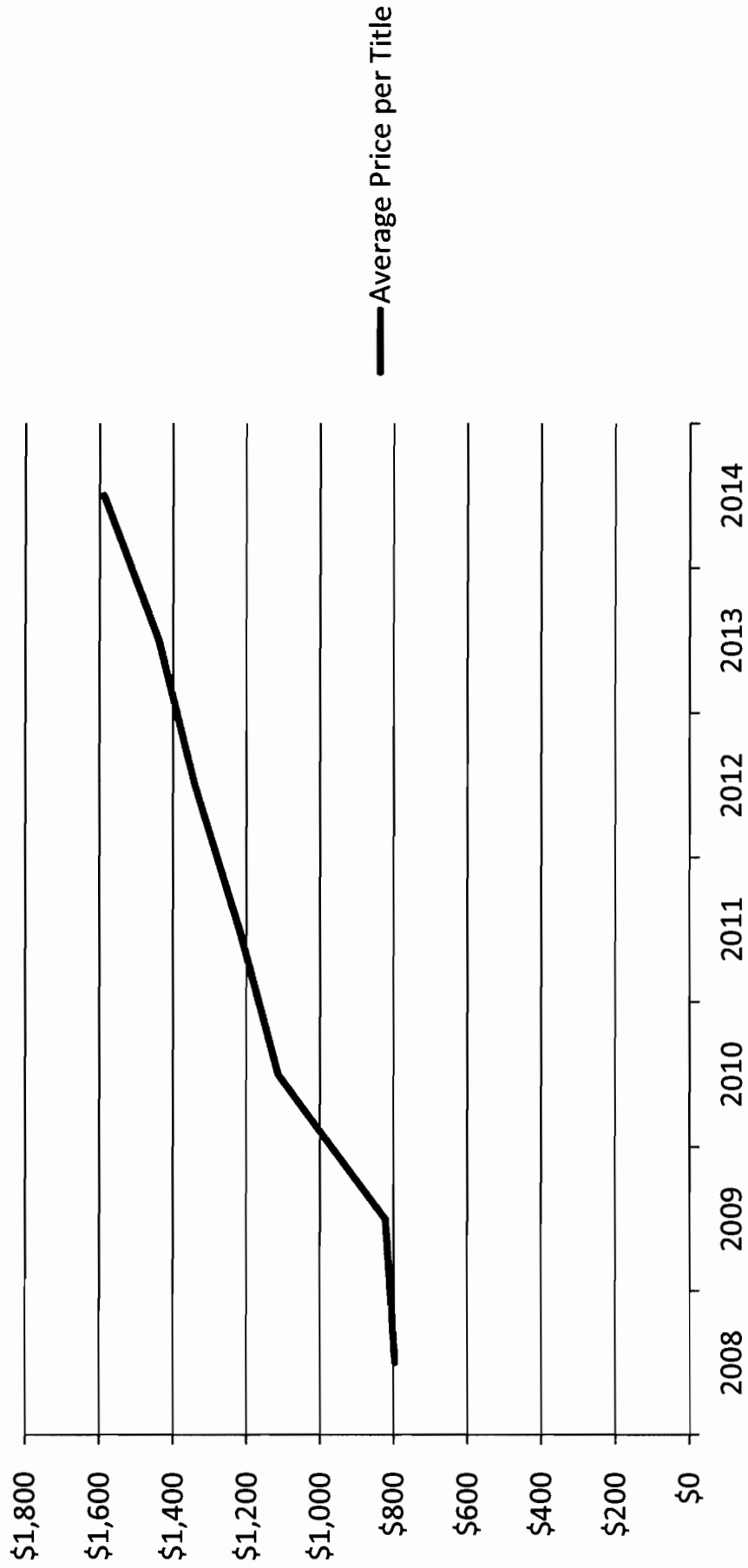
FY 2016-2017

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$45,166.47	\$16,261.35	\$201,871.50
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$45,166.47	\$16,261.35	
Average/Month	\$45,166.47	\$16,261.35	
Difference/Month	-\$28,905.12		

FY 2017-2018 BUDGET

Expenditure	FY 2017 Budget	FY 2017 Final Expenditures	FY 2017 Budget
SALARIES			
Full time	\$192,000.00	\$183,930.00	\$164,000.00
Part time	\$10,000.00	\$12,570.00	\$33,000.00
BENEFITS			
CalPERS Retirement	\$41,000.00	\$41,050.00	\$25,600.00
CalPERS UAL			\$16,500.00
Medicare	\$3,000.00	\$2,710.00	\$2,800.00
Active Employee Benefits	\$64,000.00	\$46,620.00	\$40,000.00
Retired Employee Benefits	\$24,500.00	\$22,000.00	\$25,000.00
PRINT/ELECTRONIC RESOURCES			
New Resources	\$0.00	\$150.00	\$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	\$10,000.00
Building Maintenance	\$9,500.00	\$9,200.00	\$9,200.00
Petty Cash	\$1,200.00	\$3,700.00	\$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	\$1,280.00	\$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	\$574,150.00	\$576,100.00
TOTAL INCOME	\$516,000.00	\$526,900.00	\$525,000.00
CASH ON HAND	\$120,800.00	\$172,500.00	\$121,400.00
MONTHLY DEFICIT	\$8,200.00	\$3,937.00	\$4,300.00

Average Price per Title
(American Association of Law Libraries Price Index for Legal Periodicals)





Statement Period
April 1, 2017 through June 30, 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	\$215,563.69	\$206,581.39
Investment Activity		
Long-Term Growth Pool	6,255.92	16,704.51
Grants Authorized	0.00	(950.00)
Support Fees	(539.15)	(1,055.44)
Ending Balance	\$221,280.46	\$221,280.46

Fund Assets

Investment Pools		
Long-Term Growth Pool		221,280.46
Total Fund Assets		\$221,280.46

Restricted Balance

Total Restricted Balance		\$0.00
Balance Available for Grants		\$221,280.46



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	2.90%	8.12 %	14.65 %	4.19 %	7.89 %
This Fund's Benchmarks	2.90%	7.40 %	12.20 %	3.90 %	7.80 %

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.

San Mateo County Law Library Resolution

August 24, 2017

WHEREAS, Ms. Margaret Copenhagen, Esq., was appointed to the Board of Trustees of the San Mateo County Law Library in January 2013; and

WHEREAS, Ms. Copenhagen has given generously of her time, effort, and wisdom, while a member of the Board of Trustees, and has served the Law Library with great dedication; and

WHEREAS, Ms. Copenhagen has earned the esteem and affection of her fellow Trustees through her faithfulness, wise direction, and fine cooperation; and now, therefore be it

RESOLVED that the members of the Board of Trustees of the San Mateo County Law Library publicly express their grateful thanks for her noteworthy and dedicated service and wish her all the best in the years ahead; and, therefore, be it further

RESOLVED that this resolution be entered into the official minutes of the Board of Trustees meeting of August 24, 2017.

Mr. Steven Schaiman, Esq., President

Board of Supervisor Carole Groom, Trustee

Honorable Judge Robert Foiles, Trustee

Ms. Jacquelyn Brown, Esq., Trustee

**Honorable Judge Joseph C. Scott,
Trustee**

Honorable Judge V. Raymond Swope, Trustee

**Mr. Andrew Gurthet, Director &
Secretary to the Board**