



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

January 22, 2018

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

AGENDA

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 December 7, 2017 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 5 (November) and Period 6 (December) of FY 2017-2018. (pages 2-11)
- c. Discussion/Informational Updates and Policy Decisions:
- Law Library Foundation update
 - Transition to Koha Integrated Library System
 - Vacant Board of Trustee position (pages 12-13)
 - Form 700 (pages 14-15)
 - Other matters of interest
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. ADJOURNMENT

NEXT MEETING: FEBRUARY 22, 2018

Mark Your Calendar!

2018 San Mateo County Law Library Board of Trustees Meeting Schedule:

- March 22, 2018
- April, 26, 2018
- May 24, 2018
- June 28, 2018
- August 23, 2018
- September 27, 2018
- October 25, 2018
- December 6, 2018

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

Date: December 7, 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: | ROBERT FOILES |
| Trustee: | V. RAYMOND SWOPE |
| Trustee: | JACQUELYN BROWN |
| Trustee: | CAROLE GROOM |

Secretary-Librarian, Ex-officio: ANDREW GURTHET

Closed session.

REGULAR SESSION

The meeting convened at 12:30 pm in Regular Session, joined by Martin Fox, Esq and Caroline Bracco.

- a. Approval of minutes for September 28th meeting. Motion to approve by Shaiman, second by Swope. Unanimous approval.
- b. Acceptance of report of expenses for period 3 (Sept.) and period 4 (Oct.) of FY 2017-2018. Currently under projected budget. Motion to approve by Shaiman, second by Foiles. Unanimous approval.
- c. Discussion and information updates: the Library Foundation will have post-holiday fundraiser January 24th. Grant writer Elijah Merman hired, looking to apply for IMLS grant. KOHA migration in progress. Discussion of vacated Trustee position, as decision is needed. Resolved to contact all finalists and see who is interested in the position: Amanda Riddle, Nancy Nishimura, Paul Wilkins and others not affiliated with Foundation. There will be a short list for next meeting
- d. Policy Decisions. No policy decisions
- e. No report from the Bar Association.
- f. Public comment. Martin Fox called for Behavioral Health Services reform.

Swope made motion to adjourn. Seconded by Scott. Unanimous vote. Meeting adjourned.

Respectfully submitted,
Caroline Bracco
Secretary-Librarian, Ex-officio

Filing Fee Income

| | |
|---------------|--------------------|
| Filing Fees | \$45,297.67 |
| TOTAL: | \$45,297.67 |

Library Generated Income

| | |
|-------------------------|-----------------|
| Copy Machines | \$281.40 |
| Computer Printer | \$47.50 |
| Conference Room | \$25.00 |
| Overdue Fines | \$15.00 |
| CEB Audio Check Out Fee | \$0.00 |
| MCLE Class Charge | \$0.00 |
| Reserve Book Fee | \$30.00 |
| Used Book Sales | \$50.00 |
| Lost Book Payment | \$0.00 |
| Donations | \$0.00 |
| Extra Computer Time | \$0.00 |
| Vendor Credits/Refunds | \$0.00 |
| SVCF Withdraws | \$0.00 |
| Grants | \$0.00 |
| Other | \$40.00 |
| TOTAL: | \$488.90 |

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: \$45,786.57

| Voucher # | Vender | Amount |
|-----------|------------------------------|------------|
| 11315 | CalPERS (100000015105001) | \$1,375.72 |
| 11316 | CalPERS (100000015066362) | \$984.43 |
| 11317 | CalPERS (100000015066380) | \$984.43 |
| 11318 | Blue, Shannon | \$800.00 |
| 11319 | California Security | \$26.25 |
| 11320 | James Publishing | \$211.63 |
| 11321 | Lexis (Advance) | \$3,650.00 |
| 11322 | Lexis (Matthew Bender) | \$1,872.03 |
| 11323 | Treat, Richard | \$1,000.00 |
| 11324 | UBS | \$617.00 |
| 11325 | UBS | \$617.00 |
| 11326 | UC Regents (CEB) | \$154.76 |
| 11327 | UC Regents (CEB) | \$412.95 |
| 11328 | UC Regents (CEB) | \$1,788.37 |
| 11329 | West Group (Thomson Reuters) | \$2,721.74 |
| 11330 | West Group (Westlaw Next) | \$5,213.72 |
| 11331 | Wolters Kluwer | \$683.48 |
| 11332 | Xerox | \$418.04 |
| 11333 | Blake, Larry | \$57.00 |
| 11334 | Bracco, Caroline | \$5,230.40 |
| 11335 | Conventiti, Antonella | \$2,400.00 |
| 11336 | Gurthet, Andrew | \$7,539.20 |
| 11337 | Webster, Maria | \$200.00 |
| 11338 | Medicare | \$215.88 |
| 11339 | Active Employee Benefits | \$3,173.32 |
| 11340 | Retired Employee Benefits | \$1,942.94 |
| 11341 | County Charges | \$0.00 |

Total: \$44,290.29

Income for November, Period 5: \$45,786.57

Difference: \$1,496.28

Filing Fee Income

| | |
|---------------|--------------------|
| Filing Fees | \$43,648.46 |
| TOTAL: | \$43,648.46 |

Library Generated Income

| | |
|-------------------------|-----------------|
| Copy Machines | \$155.75 |
| Computer Printer | \$121.25 |
| Conference Room | \$200.00 |
| Overdue Fines | \$0.00 |
| CEB Audio Check Out Fee | \$0.00 |
| MCLE Class Charge | \$0.00 |
| Reserve Book Fee | \$40.00 |
| Lost Book Payment | \$0.00 |
| Donations | \$0.00 |
| Extra Computer Time | \$0.00 |
| Vendor Credits/Refunds | \$0.00 |
| SVCF Withdraws | \$0.00 |
| Grants | \$0.00 |
| Other | \$50.00 |
| TOTAL: | \$567.00 |

Trial Balance Reported Income

| | |
|--------------------------|---------------------|
| Interest | \$0.00 |
| Lehman Bad Debt Recovery | \$0.00 |
| Credits/Refunds | \$0.00 |
| Other | \$100,000.00 |
| TOTAL: | \$100,000.00 |

| | |
|------------------------------|---------------------|
| MONTHLY TOTAL INCOME: | \$144,215.46 |
|------------------------------|---------------------|

| Voucher # | Vender | Amount |
|------------------|---------------------------------|---------------|
| 11342 | CalPERS (100000015131929) | \$1,375.72 |
| 11343 | CalPERS (100000015094824) | \$984.43 |
| 11344 | CalPERS (100000015094831) | \$984.43 |
| 11345 | Banks & Jordon Law Publishing | \$119.52 |
| 11346 | Bloomberg BNA | \$415.56 |
| 11347 | Blue, Shannon | \$800.00 |
| 11348 | California Security | \$26.25 |
| 11349 | Cavanaugh/Smith/Habel Insurance | \$2,268.00 |
| 11350 | Data Trace Publishing | \$192.95 |
| 11351 | Lexis (Advance) | \$3,650.00 |
| 11352 | Lexis (Matthew Bender) | \$1,872.03 |
| 11353 | Office Depot | \$365.29 |
| 11354 | Treat, Richard | \$1,420.00 |
| 11355 | UBS | \$617.00 |
| 11356 | UC Regents (CEB) | \$1,848.99 |
| 11357 | West Group (Thomson Reuters) | \$2,721.74 |
| 11358 | West Group (Thomson Reuters) | \$1,656.00 |
| 11359 | West Group (Westlaw Next) | \$5,213.72 |
| 11360 | Xerox | \$419.36 |
| 11361 | Blake, Larry | \$0.00 |
| 11362 | Bracco, Caroline | \$5,230.40 |
| 11363 | Conventiti, Antonella | \$2,400.00 |
| 11364 | Gurthet, Andrew | \$7,539.20 |
| 11365 | Webster, Maria | \$0.00 |
| 11366 | Medicare | \$212.16 |
| 11367 | Active Employee Benefits | \$3,173.32 |
| 11368 | Retired Employee Benefits | \$2,076.94 |
| 11369 | County Charges | \$0.00 |

Total: \$47,583.01

Income for December Period 6: \$144,215.46

Difference: \$96,632.45

July August September October November December January February March

FILING FEE INCOME

| | | | | | | | | |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------|--------|
| Filing Fee Income | \$44,329.87 | \$47,729.16 | \$41,784.06 | \$49,298.29 | \$45,297.67 | \$43,648.46 | \$0.00 | \$0.00 |
| TOTAL: | \$44,329.87 | \$47,729.16 | \$41,784.06 | \$49,298.29 | \$45,297.67 | \$43,648.46 | \$0.00 | \$0.00 |

LIBRARY GENERATED INCOME

| | | | | | | | | |
|-------------------------|----------|------------|----------|------------|----------|----------|--------|--------|
| Copy Machines | \$466.35 | \$365.64 | \$303.65 | \$434.85 | \$281.40 | \$155.75 | | |
| Computer Printer | \$116.25 | \$57.75 | \$48.75 | \$111.50 | \$47.50 | \$121.25 | | |
| Conference Room | \$80.00 | \$375.00 | \$122.00 | \$225.00 | \$25.00 | \$200.00 | | |
| Overdue Fines | \$0.00 | \$30.00 | \$2.00 | \$0.00 | \$15.00 | \$0.00 | | |
| CEB Audio Check Out Fee | \$10.00 | \$75.00 | \$5.00 | \$4.00 | \$0.00 | \$0.00 | | |
| MCLE Class Charge | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Reserve Book Fee | \$50.00 | \$120.00 | \$20.00 | \$60.00 | \$30.00 | \$40.00 | | |
| Used Book Sales | \$84.00 | \$45.00 | \$14.00 | \$113.00 | \$50.00 | | | |
| Lost Book Payment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Donations | \$10.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Extra Computer Time | \$0.00 | \$10.00 | \$15.00 | \$10.00 | \$0.00 | \$0.00 | | |
| Vendor Credits/Refunds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| SVCF Withdrawals | \$0.00 | \$0.00 | \$0.00 | \$7,300.00 | \$0.00 | \$0.00 | | |
| Grants | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Other | \$20.00 | \$20.00 | \$10.00 | \$43.00 | \$40.00 | \$50.00 | | |
| TOTAL: | \$836.60 | \$1,098.39 | \$540.40 | \$8,301.35 | \$488.90 | \$567.00 | \$0.00 | \$0.00 |

TRIAL BALANCE REPORTED INCOME

| | | | | | | | | |
|--------------------------|--------|--------|--------|----------|--------|--------------|--------|--------|
| Interest | \$0.00 | \$0.00 | \$0.00 | \$601.20 | \$0.00 | \$0.00 | | |
| Lehman Bad Debt Recovery | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Credits/Refunds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100,000.00 | | |
| TOTAL: | \$0.00 | \$0.00 | \$0.00 | \$601.20 | \$0.00 | \$100,000.00 | \$0.00 | \$0.00 |

| | | | | | | | | | |
|---------------|-------------|-------------|-------------|-------------|-------------|--------------|--------|--------|--------|
| PERIOD TOTALS | | | | | | | | | |
| TOTAL: | \$45,166.37 | \$48,877.55 | \$42,224.16 | \$58,200.84 | \$45,786.57 | \$144,215.46 | \$0.00 | \$0.00 | \$0.00 |

INCOME REPORT

FY 2014-15

Category Totals

| April | May | June | July | Interest | Category Totals |
|--------|--------|--------|------|----------|-----------------------------|
| \$0.00 | \$0.00 | \$0.00 | | | Filing Fee Income |
| | | | | | TOTAL |
| | | | | | \$272,087.51 cross check |

| | | | | | |
|--|--|--|--|--|--------------------------------|
| | | | | | Copy Machines |
| | | | | | Computer Printer |
| | | | | | Conference Room |
| | | | | | Overdue Fines |
| | | | | | CEB Audio Check Out Fee |
| | | | | | MCLE Class Charge |
| | | | | | Reserve Book Fee |
| | | | | | Used Book Sales |
| | | | | | Lost Book Payment |
| | | | | | Donations |
| | | | | | Extra Computer Time |
| | | | | | Credits / Refunds |
| | | | | | SVCF Withdrawals |
| | | | | | Grants |
| | | | | | Other |
| | | | | | TOTAL |
| | | | | | \$11,832.64 cross check |

| | | | | | |
|--|--|--|--|--|---------------------------------|
| | | | | | Interest |
| | | | | | Lehman Bad Debt Recovery |
| | | | | | Credits/Refunds |
| | | | | | Other |
| | | | | | TOTAL |
| | | | | | \$100,601.20 cross check |

| | | | | | |
|--------|--------|--------|--------|--------|-----------------------------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | TOTAL |
| | | | | | \$384,521.35 cross check |

Total Income: \$384,521.35 cross check

| EXPENSES Period 6, December | December | | Actual Fiscal YTD | | Budgeted Fiscal YTD | | Annual Budget 2017-2018 | |
|------------------------------------|-------------|-------------|----------------------|--------------|------------------------|--------------|----------------------------|--------------|
| | | | | | | | | |
| SALARIES | | | | | | | | |
| Full time | \$12,769.60 | | \$82,547.20 | | \$82,000.00 | | \$164,000.00 | |
| Part time | \$2,400.00 | | \$14,515.00 | | \$16,500.00 | | \$33,000.00 | |
| Medicare | \$212.16 | | \$1,360.61 | | \$1,400.00 | | \$2,800.00 | |
| | | \$15,381.76 | | \$98,422.81 | | \$99,900.00 | | \$199,800.00 |
| BENEFITS | | | | | | | | |
| Retirement | \$1,968.86 | | \$9,642.45 | | \$12,800.00 | | \$25,600.00 | |
| Unfunded Accrued Liability | \$1,375.72 | | \$6,564.03 | | \$8,250.00 | | \$16,500.00 | |
| Active Employee Benefits | \$3,173.32 | | \$19,039.92 | | \$20,000.00 | | \$40,000.00 | |
| Retired Employee Benefits | \$2,076.94 | | \$11,791.64 | | \$12,500.00 | | \$25,000.00 | |
| | | \$8,594.84 | | \$47,038.04 | | \$53,550.00 | | \$107,100.00 |
| PRINT/ELECTRONIC RESOURCES | | | | | | | | |
| New Books | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | |
| Print Resources | \$8,826.79 | | \$46,884.64 | | \$47,750.00 | | \$95,500.00 | |
| Electronic Resources | \$8,863.72 | | \$52,476.30 | | \$56,750.00 | | \$113,500.00 | |
| | | \$17,690.51 | | \$99,360.94 | | \$104,500.00 | | \$209,000.00 |
| OPERATIONAL EXPENSES | | | | | | | | |
| Binding | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | |
| Insurance (Property, Casualty, WC) | \$2,268.00 | | \$6,676.00 | | \$3,000.00 | | \$6,000.00 | |
| Copy Machines | \$419.36 | | \$2,505.80 | | \$2,550.00 | | \$5,100.00 | |
| Capital Improvements | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | |
| Office Supplies | \$365.29 | | \$784.32 | | \$750.00 | | \$1,500.00 | |
| Use Tax | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 | |
| Tech Support | \$1,000.00 | | \$6,000.00 | | \$6,000.00 | | \$12,000.00 | |
| Support Software | \$420.00 | | \$8,176.80 | | \$5,000.00 | | \$10,000.00 | |
| Building Maintenance | \$643.25 | | \$4,033.01 | | \$4,600.00 | | \$9,200.00 | |
| CitiBank Transfers | \$0.00 | | \$0.00 | | \$1,500.00 | | \$3,000.00 | |
| Services | \$800.00 | | \$5,150.00 | | \$4,650.00 | | \$9,300.00 | |
| Educational/Professional | \$0.00 | | \$0.00 | | \$225.00 | | \$450.00 | |
| Dues | \$0.00 | | \$0.00 | | \$375.00 | | \$750.00 | |
| Travel Expenses | \$0.00 | | \$0.00 | | \$1,100.00 | | \$2,200.00 | |
| Promotional | \$0.00 | | \$0.00 | | \$100.00 | | \$200.00 | |
| Miscellaneous | \$0.00 | | \$0.00 | | \$250.00 | | \$500.00 | |
| | | \$5,915.90 | | \$33,325.93 | | \$30,100.00 | | \$60,200.00 |
| TOTALS | | \$47,583.01 | | \$278,147.72 | | \$288,050.00 | | \$576,100.00 |

CASH ON HAND REPORT

FY 2016-2017

| PERIOD | TOTAL INCOME | TOTAL EXPENSES | CASH ON HAND |
|------------------|---------------------|---------------------|--------------|
| July | \$45,166.47 | \$16,286.98 | \$201,871.50 |
| August | \$48,827.55 | \$69,785.41 | \$180,913.64 |
| September | \$42,324.46 | \$56,804.95 | \$166,433.15 |
| October | \$58,200.84 | \$43,397.08 | \$181,236.91 |
| November | \$45,786.57 | \$44,290.29 | \$182,733.19 |
| December | \$144,215.46 | \$47,583.01 | \$279,365.64 |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July Interest | | | |
| TOTALS | \$384,521.35 | \$278,147.72 | |
| Average/Month | \$64,086.89 | \$46,357.95 | |
| Difference/Month | \$17,728.94 | | |

Law Library CitiBank Account Expenditures/Deposits FY17-18

| Transaction Type | Date | Amount | Comments |
|---|---------------|-------------------|---|
| Beginning FY17-18 balance | 7/1/17 | \$6,107.29 | |
| Service Charge | 7/10/17 | -\$24.19 | |
| Withdrawal (credit card payment to Earthlink) | 7/17/17 | -\$19.95 | Monthly website hosting charge |
| Withdrawal (credit card payment to Amazon) | 7/25/17 | -\$13.97 | Purchase of 'How to Change Your Name in California' |
| Withdrawal (credit card payment to AT&T) | 8/2/17 | -\$65.00 | Monthly telephone/internet charge |
| Withdrawal (Check 127 to CalPERS) | 8/2/17 | -\$1.24 | Payment of late fee |
| Withdrawal (Check 128 to CalPERS) | 8/2/17 | -\$0.01 | Payment of late fee |
| Service Charge | 8/8/17 | -\$22.16 | |
| Withdrawal (Check 129 to CalPERS) | 8/7/17 | -\$1.80 | Payment of late fee |
| Check 130 voided | | | |
| Withdrawal (Check 131 to ALM) | 8/7/17 | -\$177.41 | Purchase of index to Jury Verdict Searches |
| Withdrawal (Check 132 to Caroline Bracco) | 8/7/17 | -\$641.01 | Reimbursement for AALL Conference costs |
| Withdrawal (Check 133 to CCCLL) | 8/7/17 | -\$100.00 | CCCLL Fall Conference registration |
| Withdrawal (credit card payment to Earthlink) | 8/17/17 | -\$31.95 | Monthly website hosting charge |
| Withdrawal (credit card payment to Gracie's) | 8/24/17 | -\$94.20 | Board lunch |
| Withdrawal (credit card payment to Safeway) | 8/24/17 | -\$26.88 | Board lunch |
| Withdrawal (Check 134 to Cavanaugh/Habel Insurance) | 9/1/17 | -\$81.00 | WC audit premium |
| Withdrawal (credit card payment to AT&T) | 9/5/17 | -\$65.00 | Monthly telephone/internet charge |
| Withdrawal (Check 135 to CalPERS) | 9/5/17 | -\$1.80 | Payment of late fee |
| Withdrawal (credit card payment to Coconut's Fish Café) | 9/12/17 | -\$12.44 | CCCLL Spring Conference meal |
| Withdrawal (credit card payment to Earthlink) | 9/17/17 | -\$19.95 | Monthly website hosting charge |
| Withdrawal (credit card payment to Lawdable Press) | 9/21/17 | -\$85.80 | Purchase of Litigation By The Numbers |
| Withdrawal (credit card payment to Safeway) | 9/28/17 | -\$22.55 | Board lunch |
| Withdrawal (credit card payment to Gracie's) | 9/28/17 | -\$95.74 | Board lunch |
| Withdrawal (credit card payment to AT&T) | 10/5/17 | -\$65.00 | Monthly telephone/internet charge |
| Withdrawal (Check 136 to Caroline Bracco) | 10/5/17 | -\$360.79 | CCCLL Spring Conference lodging/meals/mileage |
| Service Charge | 9/8/17 | -\$23.41 | |
| Withdrawal (Check 137 to CalPERS) | 10/17/17 | -\$0.01 | Payment of late fee / 100000014951557 |
| Withdrawal (Check 138 to CalPERS) | 10/17/17 | -\$10.81 | Payment of late fee / 100000015022882 |
| Withdrawal (Check 139 to SydneyPLUS) | 10/18/17 | -\$2,400.00 | Payment for catalog record export |
| Withdrawal (credit card payment to Earthlink) | 10/17/17 | -\$19.95 | Monthly website hosting charge |
| Withdrawal (credit card payment to AT&T) | 11/2/17 | -\$65.00 | Monthly telephone/internet charge |
| Deposit | 11/2/17 | \$2,400.00 | |
| Withdrawal (Check 141 to Andrew Gurthet) | 11/7/17 | -\$32.71 | Zipcar to SMBCA Community Law Night |
| Service Charge | 10/11/17 | -\$22.73 | |

| | | | |
|---|----------|----------|-----------------------------------|
| Withdraw (credit card payment to Earthlink) | 11/17/17 | -\$19.95 | Monthly website hosting charge |
| Withdraw (credit card payment to AT&T) | 12/4/17 | -\$65.00 | Monthly telephone/internet charge |
| Withdraw (credit card payment to Safeway) | 12/7/17 | -\$24.75 | Board lunch |
| Withdraw (credit card payment to Noah's Bagels) | 12/7/17 | -\$3.40 | Board lunch |
| Service Charge | 11/8/17 | -\$23.31 | |
| Withdraw (credit card payment to AT&T) | 12/29/17 | -\$53.34 | Monthly telephone/internet charge |
| Withdraw (credit card payment to Earthlink) | 12/17/17 | -\$19.95 | Monthly website hosting charge |
| Service Charge | 12/8/17 | -\$24.75 | |
| Withdraw (credit card payment to Earthlink) | 1/17/18 | -\$19.95 | Monthly website hosting charge |

TOTAL: \$3,648.43



An Experienced and Proven Litigator

About Paul Wilkins

A Northern California native, Paul received his undergraduate degree from the University of Southern California and earned his law degree at the University of the Pacific. Paul has spent his entire career in the courtroom. He started as a prosecutor at the Los Angeles County District Attorney's Office where he quickly learned the essentials of criminal law and how to effectively try a case before a jury. However, Paul discovered that he had a passion for helping those who had found themselves lost in the legal system and wanted to give them the quality of representation they deserved. He and his wife subsequently moved to San Mateo County, where he joined a criminal defense practice and developed strong connections in the local legal community. He continued to build those relationships and broadened his experience as an associate attorney with a reputable law firm in San Mateo County, where he practiced trust and estate litigation. There he found another area of law that allowed him to use his courtroom skills to effectively advocate for the rights of his clients.

As a former deputy district attorney and civil litigator, Paul has seen cases from all sides of the table. With long-standing relationships among Bay Area prosecutors, attorneys and judges, Paul has successfully negotiated and argued numerous cases to a successful resolution. Many cases are resolved favorably for his clients without going to trial, which is highly preferred. However, if a trial is in his client's best interest, Paul is well versed in jury dynamics and experienced in making convincing cases in court.

Paul has been able to use his experience as a trial attorney to provide exceptional representation to those who need it. He is committed to finding just resolutions for each of his clients so that they can get back to what matters most to them in life.

CALL OR EMAIL FOR A
FREE CONSULTATION

Name

Phone Number

Email

Message

SEND

"Our American freedom and the stability of our criminal justice system is premised on a fundamental right we all share—the right to a worthy defense. I have a passion for the courtroom and I am proud to use my negotiation and trial advocacy skills to provide my clients a worthy defense. Along with my family, my clients are my top priority."



ARIEL RIEF, ESQ.
(pronounced *R-E-L Ryfe*)

EXPERIENCE

Former DA on Your Side

Before opening my own law practice in January 2016, I was a criminal prosecutor—a Deputy District Attorney for Amador County (2012-2015) and Santa Barbara County (2011-2012)—where I was in court on a daily basis and successfully litigated hundreds of cases each year, which included a wide range of misdemeanor and felony cases.

EDUCATION

- J.D., University of San Diego School of Law
- B.A., University of California, Los Angeles

ADMISSIONS

- State Bar of California
- United States District Court - Southern District of California

MEMBERSHIPS

- California State Bar (CSB)
- CSB Criminal Law Section
- San Mateo County Bar Association (SMCBA)
- San Mateo County Private Defender Program Member
- SMCBA Criminal Law Section, Co-Chair
- SMCBA Barristers Section, Boardmember
- Palo Alto Area Bar Association
- PAABA Criminal Law Section

CLERKSHIPS

- San Diego County District Attorney's Office
- United States Attorney's Office, Criminal Division, Major Frauds Section (San Diego, CA)
- San Diego City Attorney's Office, Civil Division
- Thorsnes Bartolotta McGuire LLP (San Diego, CA)

LAW SCHOOL HONORS

- "First Place" in three Mock Trial competitions
- "Best Closing Argument" Award
- "Honors" (top grade) in Negotiations
- "Honors" in Lawyering Skills (Legal Research, Writing, and Oral Advocacy)
- "Best [Legal] Brief" Award

DISCLAIMER

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Andrew Gurthet

From: NetFile on behalf of Mark Church, Assessor-County Clerk-Record <do-not-reply@netfile.com>
Sent: Wednesday, January 03, 2018 5:07 PM
To: agurthet@smclawlibrary.org
Subject: Reminder - Annual Form 700 - Statement of Economic Interests Filing

MEMO

DATE: January 3, 2018

TO: County of San Mateo Statement of Economic Interests (Form 700) Filers

FROM: Mark Church, Assessor-County Clerk-Record

SUBJECT: 2018 Statement of Economic Interests Notice and E-Filing System

Based on your position with the County of San Mateo, you are required to file an annual Statement of Economic Interests (Form 700) by April 2, 2018. Except for deadlines that fall on Saturday, Sunday or an official state holiday, there is no provision in the law for an extension of a filing deadline. Late statements are subject to a \$10 per day late fine.

In an effort to simplify and expedite the filing procedure, the County of San Mateo will use the NetFile paperless filing system to electronically file the Form 700. Online filing is available 24/7 from any computer with internet access. NetFile will save you time, ensure required data is complete, and eliminate the need for filing technical amendments. Moreover, all data is saved for future filings. You will not need to print, sign, or mail your Form 700.

Keep in mind that the County of San Mateo has received permission from the Fair Political Practices Commission (FPPC) to receive an e-filing as the filing of record. This means that *an original, wet-signed paper copy is no longer required when you file through NetFile. Once you e-file, you are finished!*

WHEN TO FILE: No later than **Monday, April 2, 2018**

HOW TO FILE: Go to the NetFile Log-in Page at <https://netfile.com/filer> to file your statement electronically.

To receive a Password:

- **New Users** - Click the "New User? Request a Password" link in the Form 700 (SEI) Filers section of the page. Submit your e-mail address to receive an e-mail from NetFile containing a link. Click the link to view your password. Make sure to record the password. You may change the password once you log in.
- **Existing Users** - If you need a new password, click the "Lost Your Password?" link below the password field. Submit your e-mail address to receive an e-mail from NetFile containing a link. Click the link to view your password. Make sure to record the password. You may change the password once you log in.

Important Notes about your filing:

- After you log in, click the "Get Help for this Page" button for information and instructions. Each page also includes links to short instructional videos. At the end of the process, you can create a draft document for review. When you are satisfied with the document, please e-file your document by clicking on the "E-File Statement" button. You do not have to print, sign and submit a paper copy when you e-file through your NetFile account.
- All Form 700s are public record. You are encouraged to list your business (not home) address on the cover page.
- This annual filing covers the prior (2017) calendar year.
- Bookmark the following link to access your NetFile account anytime: <https://netfile.com/filer>.
- Your information will be saved securely in your account to make future filings easier.

WHAT TO FILE: Your disclosure categories will be displayed upon logging into your user account.

NOTHING TO DISCLOSE? File in a flash through the NetFile app (only for filers with nothing to disclose). For an iPhone or iPad, download the app from iTunes. For an Android phone or tablet, download the app from Google Play. Visit <https://netfile.com/content/mobileapps> for direct links to download the application and further information about using NetFile's mobile application on Android and Apple devices.

LATE FILINGS: Please be aware that your annual filing is due on April 2, 2018. There is no provision in the law for an extension of a filing deadline. Late statements are subject to a \$10 per day fine, up to a maximum of \$100, in addition to fines imposed by the Fair Political Practices Commission (FPPC).

RESOURCES:

Specific questions about reporting your economic interests:
Contact the FPPC at www.fppc.ca.gov or (866) 275-3772.

Questions regarding this letter:
Contact Julieta Fernandez at JFernandez@smcare.org .

Technical assistance with NetFile:
Contact filerhelp@netfile.com (note, the response time for NetFile help is anywhere from immediate up to 3 business days).