

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

March 18, 2016

### BOARD OF LAW LIBRARY TRUSTEES MEETING LAW LIBRARY CONFERENCE ROOM

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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, FEBRUARY 24, 2016, 12:15 P.M.

### **AGENDA**

### 1. CLOSED SESSION

 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(s) taken for which a report is required by law

### 2. REGULAR SESSION

- a. Approval of Minutes of the January 28, 2016 meeting. (page 1)
- Acceptance of Report of Expenses for Period 7 (January) and Period 8 (February) of FY 2015-2016. (pages 2-16)
- c. Informational Updates:
  - San Mateo County Bar Association Gala; donation of the Barrister's Club.
  - CCCLL Spring Conference update / Legislative update (pages 17-22)
  - Law Library Foundation update
  - Law Library Silicon Valley Community Foundation fund quarterly statement (pages 23-25)

### d. Policy Decisions

Restore Saturday hours

- e. Report of the San Mateo County Bar Association.
- f. Public open comment.
- 3. ADJOURNMENT

### **NEXT MEETING: APRIL 28, 2016**

### Mark Your Calendar! 2016 San Mateo County Law Library Board of Trustees Meeting Schedule:

- April 28, 2016
- May 26, 2016
- June 23, 2016
- · No meeting in July, 2016
- August 25, 2016
- September 22, 2016
- October 27, 2016
- December 15, 2016

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

Date: January 28, 2016

Meeting Location: San Mateo County Law Library

710 Hamilton St., Redwood City, CA 93063

Members in attendance:

President: STEVEN SHAIMAN
Trustee: ROBERT FOILES
Trustee: CAROLE GROOM
Trustee: JOSEPH SCOTT
Trustee: JACQUELYN BROWN

Trustee: MARGARET COPENHAGEN

Trustee: RAYMOND SWOPE Library Director: ANDREW GURTHET

The meeting convened in closed session at 12:15 pm.

The meeting convened in open session at 12:20 pm, joined by Martin Fox, Esq, and John Nelson, Esq. No action was taken in the closed session.

The minutes of the December 10, 2015 meeting were unanimously approved upon motion of Trustee Schaiman and seconded by Trustee Copenhagen. And, the Report of Expenses for Period 5, November 2015 and Period 6, December 2015 were reviewed by the Board and unanimously approved by motion of Trustee Shaiman with a second from Trustee Swope.

Director Gurthet reminded the Board that their annual California Form 700 will be due in April. Director Gurthet next informed the Board of the following:

- Recent donations to the Law Library totally over \$12,000.
- Recent CCCLL legislative activity, including the fact that CCCLL's request for a one time funding shot was not included in the Governor's final budget.
- Chase Bank's pending sale and development of the block by the City of Redwood City and the subsequent relocation of the Law Library.
- The Law Library Foundation has been established and populated. Attorney Colleen
  MacAvoy is currently working to draft the bylaws and file for 501(c)(3) status. It is hoped that
  the Foundation will be finalized and begin fund raising efforts for the Law Library by spring.

Next, Trustee Brown reported on recent efforts by the informal 'Friends of the Law Library' to include a donation section for the Law Library on the San Mateo County Bar Association's annual member dues form. She also reported on her recent meeting with the Bar President.\

Public comment followed with Marty Fox informing the Board of recent Laura's Law activity, the County Library's JPA, and the invalidity of all action taken at this meeting due to Brown Act regulations.

Upon Trustee Schaiman's motion to adjourn with a second from Trustee Swope the meeting adjourned at 1:00pm.

Respectfully submitted, Andrew Gurthet Library Director, Secretary-Librarian, Ex-officio **REPORT OF EXPENSES** 

PERIOD 7 / JANUARY 2016

### San Mateo County Law Library

### Expenses FY 2015-2016 Period 7 (January)

	. ,,	
10813	BNA Bloomberg (Book Division)	\$376.71
10814	Blue, Shannon	\$800.00
10815	Bracco, Caroline (Reimbursement)	\$984.00
10816	California Security	\$25.00
10817	CALPERS	\$1,166.86
10817	CALPERS	\$1,166.86
10817	CALPERS	\$668.00
10818	Gurthet, Andrew (Petty Cash)	\$100.00
10819	Gurthet, Andrew (Reimbursement)	\$280.29
10820	Ingram Library Services	\$50.76
10821	LexisNexis (Advance)	\$3,311.00
10822	LexisNexis (Matthew Bender)	\$1,973.99
10823	Office Depot	\$311.30
10824	Treat, Richard	\$1,000.00
10825	UBS	\$617.00
10826	UC Regents (CEB)	\$5,667.73
10827	West Group (Thomson West)	\$2,474.11
10827	West Group (Westlaw Next)	\$4,729.00
10828	Wolters Kluwer	\$196.40
10829	Xerox	\$423.12
10830	Bracco, Caroline	\$4,320.00
10831	Gurthet, Andrew	\$7,539.20
10832	Rhoades, Jan	\$3,696.00
10833	Medicare	\$207.29
10834	Active Employee Benefits	\$5,068.76
10835	Retired Employee Benefits	\$2,036.97

Total: \$49,190.35

		ì						
EXPENSES		ì	Actual		Budgeted		Annual Budget	
Penod 7, January	January	FIS	Fiscal YID		Fiscal YTD		2015-2016	
SALARIES								
Full time	\$15,555.20	\$12	\$129,288.00		\$127,166.67		\$218,000.00	
Part time	\$0.00		\$399.00	1	\$0.00		\$0.00	
Medicare	\$207.29	\$	\$1,743.78		\$2,216.67		\$3,800.00	
		\$15,762.49		\$131,430.78		\$129,383.33		\$221,800.00
BENEFITS								
Retirement	\$3,001.72	\$2	\$24,049.30		\$24,266.67	1	\$41,600.00	
Active Employee Benefits	\$5,068.76	€\$	\$38,821.92		\$38,500.00		\$66,000.00	
Retired Employee Benefits	\$2,036.97		\$14,262.58		\$16,916.67		\$29,000.00	
		\$10,107.45	And the second of the second	\$77,133.80		\$79,683.33	The second secon	\$136,600.00
PRINT/ELECTRONIC RESOURCES								
New Books	\$0.00		\$0.00		\$0.00		\$0.00	
Print Resources	\$5,071.97	\$	\$48,036.47		\$39,083.33		\$67,000.00	
CEB Print Resources	\$1,599.73	\$1	\$14,393.85		\$14,583.33		\$25,000.00	
Electronic Resources	\$12,108.00	\$5	\$55,200.65		\$58,916.67		\$101,000.00	
		\$18,779.70	Control of the Contro	\$117,630.97		\$112,583.33		\$193,000.00
OPERATIONAL EXPENSES								
Binding	\$0.00	i comp	\$0.00		\$0.00		\$0.00	
Insurance (Property, Casualty, WC)	\$0.00	69	\$7,318.00		\$5,541.67		\$9,500.00	
Copy Machines	\$423.12	67	\$3,124.56		\$3,208.33		\$5,500.00	
Capital Improvements	\$0.00	<i>\$</i>	\$2,035.00		\$0.00		\$0.00	
Office Supplies	\$311.30	93	\$1,554.23		\$875.00		\$1,500.00	
Use Tax	\$0.00		\$0.00		\$0.00		\$0.00	
Tech Support	\$1,000.00	63	\$7,000.00		\$7,000.00		\$12,000.00	
Support Software	\$0.00		\$656.60		\$5,775.00		\$9,900.00	
Building Maintenance	\$642.00	47	\$5,173.45		\$5,833.33		\$10,000.00	
Petty Cash	\$100.00	]	\$500.00		\$700.00	4 E // E // E	\$1,200.00	
Services	\$800.00	93	\$7,099.00		\$2,916.67		\$5,000.00	
Educational/Professional	\$984.00	67	\$3,322.00		\$0.00		\$0.00	
Dues	\$0.00		\$0.00		\$0.00	:	\$0.00	
Travel Expenses	\$30.52		\$30.52		\$0.00		\$0.00	
Promotional	\$0.00		\$0.00		\$0.00		\$0.00	
Catering	\$109.77		\$593.30		\$875.00		\$1,500.00	
Miscellaneous	\$140.00	71.07	\$235.54		\$0.00	100	\$0.00	_
		\$4,540.71	The second second	\$38,642.20	And the second second second second second	\$32,725.00		\$56,100.00
STEELER STEELE		\$49,190.35		\$364,837.75		\$354,375.00		\$607,500.00



And the Manual September of October November December January Respuest

## FILING FEE INCOME

			_				,		
Unlimit	ed \$26,612.34	\$27,963.18	\$28,802.53	\$27,730.76	\$29,031.85	\$29,768.85	\$26,334.03		
	ed \$13,601.70	\$14,448.27	\$14,916.94	\$12,070.02	\$13,649.66	\$13,697.43	\$11,269.23		
Small Clain	ns \$147.40	\$308.71	\$309.35	\$236.35	\$198.54	\$264.46	\$61.18		
TOTA	1: \$40,361.44	\$42,720.16	\$44,028.82	\$40,037.13	\$42,880.05	\$43,730.74	\$37,664.44	\$0.00	\$0.00

	and the second	The second secon														\$0.00
OME	7 may 1 may			Con.	Total Control of the										4.4	\$0.00
LIBRARY GENERATED INCOME	<b>26:0E9\$</b>	\$32.00	\$340.00	\$26.00	\$175.00	\$0.00	\$100.00	\$82.00	\$0.00	\$8,334.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,719.97
LIBRARY	\$445.86	\$21.00	\$292.50	\$20.00	\$95.00	\$0.00	\$30.00	\$93.00	\$0.00	\$5,100,00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,107.36
	\$411.19	\$31.75	\$197.50	\$28.00	\$60,00	\$0.00	\$80.00	\$107.00	\$0.00	\$162.00	\$0.00	\$191.00	\$0.00	\$0.00	\$0.00	\$1,268.44
	\$583.42	\$27.75	\$745.00	\$23.00	\$70.00	\$0.00	\$60.00	\$53:00	\$0.00	\$25.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,597.17
	\$235,86	\$105.75	\$530.00	\$4.00	\$30.00	\$0.00	\$75.00	\$43.00	\$0.00	\$20.00	\$0.00	\$5,004.44	\$6,031.00	\$0.00	\$0.00	\$12,379.05
	\$838.40	\$23.50	\$297.50	\$26.00	\$60.00	\$0.00	\$230.00	\$37.00	\$0.00	\$20.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,582.40
	\$1,033.96	\$105.75	\$427.00	\$12.00	\$105.00	\$0:00	\$150.00	\$176.50	\$0.00	\$1,534.15	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,604.36
	Copy Machines \$1,033.96	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	Vendor Credits/Refunds	SVCF Withdraws	Grants	Other	TOTAL:

# TRIAL BALANCE REPORTED INCOME

					\$0.00
,	,				\$0.00
	\$518.61	\$0.00	\$0.00	\$0.00	\$518.61
	\$0:00	\$0.00	\$0.00	-\$5.00	-\$5.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$510.20	\$0.00	\$0.00	\$0.00	\$510.20
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	80.00
	Interest	Lehman Bad Debt Recovery	Credits/Refunds	Other	TOTAL:

Period	<b>Total Income</b>	<b>Total Expenses</b>	Cash on Hand
July	\$43,965.80	\$59,317.43	\$278,488.19
August	\$44,302.56	\$51,057.23	\$271,733.52
September	\$56,407.87	\$54,091.49	\$274,049.90
October	\$42,144.50	\$55,069.66	\$261,124.74
November	\$44,148.49	\$44,463.60	\$260,809.63
December	\$49,833.10	\$51,648.00	\$258,994.73
January	\$47,903.02	\$49,190.35	\$257,707.40
February		-	
March	_		
April			
May		-	
June		-	
July Interest			
Colors :	ARES VEST-PRINTED SERVICE T		

Average/Month Difference/Month \$46,957.91 \$5,161.77 \$52,119.68

## NUMBER OF COURT FILINGS FY 2007-PRESENT

2008-2009         2009-2010         2010-2011         2011-2013         2013-2014         2014-2015           865         865         827         928         877         865         772           863         944         877         980         730         781           861         964         873         865         730         781           861         863         863         863         863         730         783           866         870         886         875         678         759         789           868         870         886         875         688         753         705           806         929         873         855         688         753         705           806         870         875         688         753         705         687           806         820         873         865         886         875         868         753         705           807         806         810         765         688         765         862         873           807         806         81         765         673         744         478	UNLIMITED									
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mber         643         829         856         857         553         633         631         417           er         917         1058         830         1050         684         598         645         391           nber         667         927         993         828         649         573         512         381           nber         667         927         963         828         649         573         540         379           nber         805         931         637         965         585         626         540         379           nber         736         797         743         834         750         552         440         401           nber         736         722         665         869         619         825         446         345           nber         787         838         1078         970         622         658         494         355           nber         820         1060         755         560         465         522         382           nber         942         766         766         766         766         770         770	Period 2, August	705	957	852						
er         917         1058         830         1050         684         598         645         391           nber         667         927         993         828         649         573         512         381           nber         805         931         637         965         585         626         540         379           ry         736         797         743         830         602         559         440         401           ary         740         1077         963         831         750         520         479         380           ary         740         1077         963         869         619         825         446         345           820         103         1078         970         622         658         494         355           820         1036         755         560         465         522         382           8420         1036         755         560         465         630         470	Period 3, September	643	829	856						
nber         667         927         993         828         649         573         512         381           nber         805         931         637         965         585         626         540         379           ry         736         797         743         830         502         559         440         401           ary         740         1077         963         831         750         479         479         380           ary         722         665         869         619         825         446         345           954         914         720         702         704         399         537         350           820         1036         1060         755         560         465         522         382           820         1036         1060         755         560         465         522         382           9420         10893         10203         10425         7667         7192         7192         4700         700	Period 4, October	917	1058	830						
nber         805         931         637         965         585         626         540         379           ry         736         797         743         830         502         559         440         401           ary         740         1077         963         831         750         520         479         380           999         722         665         869         619         825         446         345           787         838         1078         702         704         399         537         350           820         1036         1060         755         560         465         522         382           9420         765         7667         7667         7667         7667         7792         4700	Period 5, November	299	927	993						
ry         736         797         743         830         502         559         440         401           ary         740         1077         963         831         750         520         479         380           909         722         665         869         619         825         446         345           954         914         720         702         704         399         537         350           787         838         1078         970         622         658         494         355           820         1089         1060         755         560         465         522         382           9420         7667         7667         7667         7192         4700         27	Period 6, December	805	931	637						
any         740         1077         963         831         750         520         479         380           999         722         665         869         619         825         446         345           954         914         720         702         704         399         537         350           787         838         1078         970         622         658         494         355           820         1036         1060         755         560         465         522         382           4700         24         7667         7667         7192         6302         4700         24	Period 7, January	736	797	743						
909         722         665         869         619         825         446         345           954         914         720         702         704         399         537         350           787         838         1078         970         622         658         494         355           820         1036         755         560         465         522         382           4700         765         7667         7192         4700         22	Period 8, February	740	1077		  -  -					
954         914         720         702         704         399         537         350           787         838         1078         970         622         658         494         355           820         1036         1060         755         560         465         522         382           9420         10893         10425         7667         7192         6302         4700         24	Period 9, March	606	722						A STATE OF THE STA	
787         838         1078         970         622         658         494         355           820         1036         1060         755         560         465         522         382           9420         10893         10425         7667         7192         6302         4700         24	Period 10, April	954	914							
820 1036 1060 755 560 465 522 382 <b>9420 10893 10203 7667 7667 4790 22</b>	Period 11, May	787	838			!				
24	Period 12, June	820	1036							
	TOTALS	9420	10893		· · · · · · · · · · · · · · · · · · ·			6302		77

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

2007-2008 2008-200 53 56 er 51 56 3r 56 3r 57 ar 57	2009-20	2010-2011 51 42 42 55 54 47	2011-2012 49 58 39 58 50	2012-2013 67 52 36	2013-2014	2014-2015	2015-2016
53 56 56 7 7 56 52 57 9er 57	t (		39 58 58	67 52 36	52		
56 ber 51 oer 52 oer 57			58 39 50	36		39	38
er 51 56 31 52 31 57			39	36	41	47	46
56 52 sr 57 45			50		51	49	46
ar 52 ar 57 45		46	023	20	20	39	46
ar 57 45			)	49	46	45	29
45	00	51	98	38	56	52	39
	38 45	39	54	37	30		31
Period 8, February 39 /	70 49	55	48	52	51	40	
Period 9, March 6	60 51	59	55	43	42	46	
Period 10, April 76 5	50 51	53	99	30	33	42	
Period 11, May 58 6	62 63	09	69	45	62	49	
Period 12, June 61 6	68 49	44	62	54	99	09	
TOTALS:	909		<b>10.</b>				275

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

REPORT OF EXPENSES

PERIOD 8 / FEBRUARY 2016

### Expenses FY 2015-2016 Period 8 (February)

10836	Banks & Jordan Law Publishing	\$98.82
10837	Blue, Shannon	\$800.00
10838	Bracco, Caroline (Reimbursement)	\$71.34
10839	California Security	\$26.25
10840	CalPERS	\$1,166.86
10840	CalPERS	\$1,166.86
10840	CalPERS	\$668.00
10841	CCCLL	\$740.00
10841	CCCLL	\$290.00
10842	Data Trace Publishing	\$192.95
10843	Gurthet, Andrew (Petty Cash)	\$100.00
10844	Gurthet, Andrew (Reimbursements)	\$101.20
10845	Ingram Publishing	\$34.42
10846	LexisNexis (Advance)	\$3,311.00
10847	LexisNexis (Matthew Bender)	\$1,973.99
10848	Office Depot	\$130.14
10849	Treat, Richard	\$1,000.00
10850	UBS	\$617.00
10851	UC Regents (CEB)	\$2,264.73
10852	West Group (Thomson West)	\$2,474.11
10852	West Group (Westlaw Next)	\$4,729.00
10853	Wolters Kluwer Publishing	\$393.49
10854	Xerox	\$423.78
10855	Bracco, Caroline	\$4,320.00
10856	Gurthet, Andrew	\$7,162.24
10857	Rhoades, Jan	\$3,696.00
10858	Medicare	\$201.82
10859	Active Employee Benefits	\$5,068.76
10860	Retired Employee Benefits	\$2,036.97
10860.5	County Radio Services Charge	\$198.18

Total: \$45,457.91

an Mateo County Law Library			EXPENSE REPORT	REPORT			_	FY 2015-2016
EXPENSES			Actual		Budgeted		Annual Budget	
Period 8, February	February		Fiscal YTD		Fiscal YTD		2015-2016	
SALARIES								
ull time	\$15,178.24		\$144,466.24		\$145,333.33		\$218,000.00	100
art time	\$0.00		\$399.00		\$0.00		\$0.00	
ledicare	\$201.82		\$1,945.60		\$2,533.33		\$3,800.00	
		\$15,380.06		\$146,810.84		\$147,866.67		\$221,800.00
BENEFITS								
etirement	\$3,001.72		\$27,051.02		\$27,733.33		\$41,600.00	
ctive Employee Benefits	\$5,068.76		\$43,890.68		\$44,000.00		\$66,000.00	
etired Employee Benefits	\$2,036.97		\$16,299.55		\$19,333.33		\$29,000.00	
		\$10,107.45		\$87,241.25		\$91,066.67	in the	\$136,600.00
RINT/ELECTRONIC RESOURCES	(6)					***************************************		
ew Books	\$0.00		\$0.00		\$0.00		\$0.00	
rint Resources	\$5,239.12		\$53,275.59		\$44,666.67		\$67,000.00	

EXPENSES Period 8, February								
Period 8, February			Actual		Budgeted		Annual Budget	
	February		Fiscal YTD		Fiscal YTD		2015-2016	
SALARIES								
Full time	\$15,178.24		\$144,466.24		\$145,333.33		\$218,000.00	
Part time	\$0.00		\$399.00		\$0.00		\$0.00	
Medicare	\$201.82		\$1,945.60		\$2,533.33		\$3,800.00	
		\$15,380.06	And the second s	\$146,810.84		\$147,866.67		\$221,800.00
BENEFITS								
Retirement	\$3,001.72		\$27,051.02		\$27,733.33		\$41,600.00	
Active Employee Benefits	\$5,068.76		\$43,890.68		\$44,000.00		\$66,000.00	
Retired Employee Benefits	\$2,036.97		\$16,299.55		\$19,333.33		\$29,000.00	
		\$10,107.45	Salatan - 1 - Salatan	\$87,241.25		\$91,066.67		\$136,600.00
PRINT/ELECTRONIC RESOURCES								
New Books	\$0.00	7	\$0.00		\$0.00		\$0.00	
Print Resources	\$5,239.12		\$53,275.59		\$44,666.67		\$67,000.00	
CEB Print Resources	\$2,109.63		\$16,503.48		\$16,666.67		\$25,000.00	
Electronic Resources	\$8,195.10		\$63,395.75	1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	\$67,333.33		\$101,000.00	
	Bouganitation of the exp. Control Meaning and a section of	\$15,543.85	The state of the s	\$133,174.82		\$128,666.67		\$193,000.00
OPERATIONAL EXPENSES								
Binding	\$0.00		\$0.00		\$0.00		\$0.00	
Insurance (Property, Casualty, WC)	\$0.00		\$7,318.00		\$6,333.33		\$9,500.00	
Copy Machines	\$423.78		\$3,548.34		\$3,666.67		\$5,500.00	
Capital Improvements	\$0.00		\$2,035.00		00'0\$		\$0.00	
Office Supplies	\$130.14		\$1,684.37		\$1,000.00		\$1,500.00	
Use Tax	\$0.00		\$0.00		\$0.00		\$0.00	
Tech Support	\$1,000.00		\$8,000.00		\$8,000.00	,	\$12,000.00	
Support Software	\$0.00		\$656.60		\$6,600.00		\$9,900.00	
Building Maintenance	\$841.43		\$6,014.88		29'999'9\$		\$10,000.00	
Petty Cash	\$100.00		\$600.00		\$800.00		\$1,200.00	
Services	\$800.00		\$7,899.00		\$3,333.33		\$5,000.00	
Educational/Professional	\$290.00		\$3,612.00		\$0.00		\$0.00	
Dues	\$740.00		\$740.00		\$0.00		\$0.00	
Travel Expenses	\$0.00		\$30.52		\$0.00		\$0.00	
Promotional	\$0.00		\$0.00		\$0.00		\$0.00	
Catering	\$101.20		\$694.50		\$1,000.00		\$1,500.00	
Miscellaneous	\$0.00	\$4.426.55	\$235.54	\$43.068.75	\$0.00	\$37,400.00	\$0.00	\$56,100.00
		10.647	And the second s	4440 005 00		20.001.00	7. 4. 4. 10 May 20	2004

\*\*\* \*\* \*\* \*\* \*\* \*\* September \*\* November December Becember February February \*\* \*\* March

## FILING FEE INCOME

				, ;						
. ,	Unlimited	Unlimited \$26,612.34	\$27,963.18	\$28,802.53	\$27,730.76	\$29,031.85	\$29,768.85	\$26,334.03	\$26,917.32	
,	Limited	\$13,601.70	\$14,448.27	\$14,916.94	\$12,070.02	\$13,649.66	\$13,697.43	\$11,269.23	\$13,265.15	
	Small Claims	\$147.40	\$308.71	\$309.35	\$236.35	\$198.54	\$264.46	\$61.18	\$75.42	
	TOTAL	\$40,361,44	\$42,720.16	\$44,028.82	\$40.037.13	\$42.880.05	\$43,730,74	\$37,664,44	\$40.257.89	\$0.00

# LIBRARY GENERATED INCOME

8.40 5535.86 \$583.42 \$411.19 \$445.86 \$630.97 \$480.26	350 \$105775 \$27.75 \$31.75 \$21.00 \$32.00 \$18.50	7.50   \$530,00   \$745,00   \$197,50   \$292,50   \$340,00   \$630,00	5.00 \$4.00 \$23.00 \$28.00 \$20.00 \$26.00 \$3.00	0.00 \$30.00 \$70.00 560.00 595.00 \$175.00 \$20.00	00'05 00'05 00'05 00'05 00'05 00'05 00'05 00'05	0.00 575.00 \$60.00 \$80.00 \$30.00 5100.00 \$90.00	7.00 \$43.00 \$53.00 \$107.00 \$93.00 \$82.00 \$64.00	00.0\$ 00.0\$ 00.0\$ 00.0\$ 00.0\$ 00.0\$ 00.0\$	0.00 \$20.00 \$162.00 \$5,100.00 \$8,334.00 \$0.00	00.00\$   00.00\$   00.00\$   00.00\$   00.00\$   00.00\$	000 \$5,004.44 \$0.00 \$191.00 \$0.05   \$0.00   \$0.00	100 \$6,031.00 \$0.00 \$0.00 \$0.00 \$0.00	00.0\$ 00.0\$ 00.0\$ 00.0\$ 00.0\$ 00.0\$ 00.0\$	00.0\$ 00.0\$ 00.0\$ 00.0\$ 00.0\$ 00.0\$
\$838.40	\$23.50	\$297.50	\$26.00	\$60.00	\$0.00	\$230.00	\$37.00	\$0.00	\$20.00	\$50.00	00:0\$	\$0.00	\$0.00	\$0.00
Copy Machines \$1,033.96	Computer Printer \$105,75	Conference Room \$427.00	Overdue Fines \$12.00	CEB Audio Check Out Fee \$105.00	MCLE Class Charge \$0:00	Reserve Book Fee \$150.00	Used Book Sales \$176.50	Lost Book Payment \$0.00	Donations \$1,534.15	Extra Computer Time \$60.00	Vendor Credits/Refunds \$0.00	SVCF Withdraws \$0.00	Grants \$0.00	Other \$0:00

# TRIAL BALANCE REPORTED INCOME

		ĺ							
Interest	\$0.00	\$0.00	\$0.00	\$510.20	\$0.00	\$0.00	\$518.61	\$0.00	
ehman Bad Debt Recovery	\$0.00	\$0.00	\$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	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$5.00	\$0.00	\$0.00	
TOTAL	\$0.00	\$0.00	\$0.00	\$510.20	\$0.00	-\$5.00	\$518.61	\$0.00	\$0.00

### **CASH ON HAND REPORT**

Period	Total Income	Total Expenses	<b>Cash on Hand</b>
July	\$43,965.80	\$59,317.43	\$278,488.19
August	\$44,302.56	\$51,057.23	\$271,733.52
September	\$56,407.87	\$54,091.49	\$274,049.90
October	\$42,144.50	\$55,069.66	\$261,124.74
November	\$44,148.49	\$44,463.60	\$260,809.63
December	\$49,833.10	\$51,648.00	\$258,994.73
January	\$47,903.02	\$49,190.35	\$257,707.40
February	\$41,563.65	\$45,457.91	\$255,850.11
March			
April			
May			
June			
July Interest			
			lani sakipa kula Ki kalipada

Average/Month
Difference/Month

\$46,283.62 \$5,003.33

\$51,286.96

### NUMBER OF COURT FILINGS FY 2007-PRESENT

Period 1, July Period 1, July September 1 (2007-2008)         2009-2010         2010-2011         2011-2013         2013-2014         2014-2015         2015-2016         2015-201	ar her her her her her her her her her he	<b>07-2008</b> 836	2008-2009							
10	Period 1, July Period 2, August Period 3, September Period 4, October Period 5, November Period 6, December Period 7, January Period 8, February Period 9, March Period 10, April Period 11, May Period 12, June	836		2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Since   Sinc	Period 2, August Period 3, September Period 4, October Period 5, November Period 6, December Period 7, January Period 8, February Period 9, March Period 10, April Period 11, May Period 12, June		992	825	827	928	877	865	772	691
er         792         811         988         906         786         769         730         787           er         7846         811         983         906         786         769         759         753           er         7556         813         863         809         730         759         753         753           er         755         865         865         868         753         705         801         705           r         758         1022         797         943         794         715         761         801         801         802         803         802         <	Period 3, September Period 4, October Period 5, November Period 6, December Period 7, January Period 8, February Period 9, March Period 10, April Period 11, May Period 12, June	806	863	944	877	980	820	708		726
10	Period 4, October Period 5, November Period 6, December Period 7, January Period 8, February Period 9, March Period 10, April Period 11, May Period 12, June	792	811	988	906	786	292	730		748
F         755         733         863         929         789         730         759         789           F         755         734         863         929         789         739         789         789           F         776         884         853         872         873         885         688         753         705           778         706         806         929         873         865         688         753         705         801           771         801         1022         797         794         774         765         887         687         687         765         887         887         887         887         887         887         887         887         887         887         887         887         887         887         887         887         883         889         882         882         882         883 <th< td=""><td>Period 5, November Period 6, December Period 7, January Period 8, February Period 9, March Period 10, April Period 11, May Period 12, June</td><td>846</td><td>801</td><td>903</td><td>883</td><td>808</td><td>819</td><td>843</td><td></td><td>720</td></th<>	Period 5, November Period 6, December Period 7, January Period 8, February Period 9, March Period 10, April Period 11, May Period 12, June	846	801	903	883	808	819	843		720
8:34         8:53         8:72         7:95         8:25         9:25         8:17         8:01           779         686         870         886         875         679         739         630           705         806         929         875         689         761         630         705           778         802         861         806         821         765         702         687           771         801         1022         794         715         777         702         687           781         886         861         806         821         765         687         763           781         801         902         902         702         687         765         887         765         883	Period 6, December Period 7, January Period 8, February Period 9, March Period 10, April Period 11, May Period 12, June	755	733	863	929	789	730	759		754
7779         686         870         886         875         679         739         630           705         806         873         855         688         753         705           771         806         871         687         702         687         702           771         801         1026         804         821         652         702         687           771         901         1026         802         961         787         797         753           771         901         1026         808         83         765         875         825           771         901         1026         908         83         765         875         825           802         908         83         765         875         875         825         825           1004         908         87         765         874         878         8830         8830         874         878         8830         878         878         878         878         878         878         878         878         878         878         878         878         878         878         878         878         <	Period 7, January Period 8, February Period 9, March Period 10, April Period 11, May Period 12, June	834	853	872	795	825	925	817		773
705         806         929         873         855         688         753         705           798         1022         787         784         715         761         680           773         866         861         866         861         787         773         687           777         901         1025         908         838         765         702         687           777         901         1026         908         861         767         773         825           777         903         1026         908         961         767         775         825           777         903         1026         908         961         765         9246         825           800         800         2000-2010         2010-2011         2011-2012         2012-2013         2013-2014         2014-2015         825           800         800         807         857         876         878         878         878         878         878         878         878         878         878         878         878         878         878         878         878         878         878         878         87	Period 8, February Period 9, March Period 10, April Period 11, May Period 12, June	779	686	870	886	875	629	739		684
798         1022         797         943         794         715         761         630           781         886         861         806         821         652         702         687           771         903         1024         992         824         652         702         687           777         1003         1024         908         838         765         872         883           787         707         1003         1024         908         838         765         872         687           787         800         803         803         803         803         803         8930         8930           705         967         806         857         765         675         874         474         478           807         807         852         911         674         661         582         441         478           81         829         856         857         553         633         644         471           81         828         856         857         553         649         440         471           81         826         827         8	Period 9, March Period 10, April Period 11, May Period 12, June	705	806		873	855	688	753		969
781         886         861         806         821         652         702         687           771         901         1040         992         961         787         797         753           787         787         787         783         765         882	Period 10, April Period 11, May Period 12, June	798	1022	}	943	794	715	761		
771         901         1040         992         961         787         797         753           9490         1003         1025         908         838         765         872         826           1         2007-2008         10031         1005         1005         1004	Period 11, May Period 12, June	781	886		806	821	652	702		
787         1003         1025         908         838         765         872         825         827         825         825         827         825         827         825         827 </td <td>Period 12, June</td> <td>771</td> <td>901</td> <td></td> <td>992</td> <td>961</td> <td>787</td> <td>797</td> <td>:</td> <td></td>	Period 12, June	771	901		992	961	787	797	:	
4990         10131         10917         10625         10261         9226         9346         8930         350           1         2007-2008         2008-2009         2009-2010         2010-2011         2011-2013         2013-2014         2014-2015         2015-2013           er         643         807         806         857         765         675         474         478           er         643         829         856         857         553         633         631         417           er         643         829         856         857         553         633         631         417           er         643         829         856         849         598         645         331         417           er         667         927         993         828         649         598         645         331         401           er         667         931         637         965         586         626         540         479         331           r         740         707         703         704         399         520         446         345           r         740         828 <t< td=""><td></td><td>787</td><td>1003</td><td></td><td>908</td><td>838</td><td>765</td><td>872</td><td></td><td></td></t<>		787	1003		908	838	765	872		
4         2007-2008         2008-2010         2010-2011         2011-2012         2012-2013         2013-2014         2014-2015         2015-2014           737         807         806         857         765         675         474         478           643         829         856         911         674         661         582         441           er         643         829         856         857         553         633         645         441           er         643         829         856         857         553         633         645         391           er         667         927         993         828         649         573         645         391           er         667         937         655         649         573         640         379           er         805         93         828         649         573         440         401           er         667         937         655         626         540         379         379           er         805         954         839         645         446         346         346           er         954		9490	10/31		10625	10261	9776	9346	8	5792
4         2007-2008         2008-2009         2009-2010         2011-2012         2012-2013         2013-2014         2014-2015         2014-2	LIMITED									
2007-2008         2008-2009         2010-2011         2011-2012         2012-2013         2013-2014         2014-2015         2015-2013           737         807         806         857         765         675         474         478           Fer         643         829         856         857         653         661         582         441           Fer         643         829         856         857         684         598         645         391         417           Fer         667         937         637         829         645         391         417										
Form         RS7         RS6         RS7         765         674         478         478           Form         705         957         852         911         674         661         582         441           Form         643         829         856         857         553         633         631         417           Form         917         1058         830         1050         684         598         645         391           Form         917         1058         831         1050         649         573         645         391           Form         805         831         1050         585         626         540         379           Form         740         1077         963         831         750         550         440         401           Form         909         722         665         869         619         825         446         345           Form         954         914         720         702         704         399         537         350           Form         9420         7083         7667         7667         7192         6302         4700	20	07-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
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420 420 6302 4420 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4420 4425 4425	Period 12, June	820	1036	1060	755	260		522		
	TOTALS	9420	10893	10203	10425	7997	7192	6302		2820

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
Period 1, July	53	55	65	51	49	29	52	39	38
Period 2, August	99	58	59	42	58	52	41	47	46
Period 3, September	51	9	89	55	39	36	51	49	46
Period 4, October	99	09	58	47	58	50	50	39	46
Period 5, November	52	59	50	46	50	49	46	45	29
Period 6, December	22	99	58	51	36	38	99	52	39
Period 7, January	45	38	45	39	54	37	30	28	31
Period 8, February	39	70	49	55	48	52	51	40	38
Period 9, March	54	9	51	59	55	43	42	46	
Period 10, April	9/	20	51	53	99	30	33	42	
Period 11, May	58	62	63	09	59	45	62	49	
Period 12, June	61	89	49	44	62	54	56	09	
TOTALS		- 706	999 :		634	553	570	536	313

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

### COUNCIL OF CALIFORNIA COUNTY LAW LIBRARIANS

### Legislative Update

February 29, 2016

### Prepared by Michael Y. Corbett

### **Budget Subcommittee Hearings**

Senate Budget and Fiscal Review Subcommittee 5, chaired by Senator Loni Hancock (D-Berkeley) is scheduled to hear the Judiciary budget on March 10. Any discussion of funding for county law libraries would be appropriate at that time, although it is unlikely that the committee will close out the Judiciary budget in a single hearing. Open or unresolved issues, as well as any adjustments called for in the governor's May Revision to the State Budget (commonly referred to as the May Revise) would be taken up at a later hearing.

Assembly Budget Subcommittee 5, chaired by Assembly Member Reginald Jones-Sawyer (D-Los Angeles) is scheduled to hear the Judiciary budget on March 30. If Senate Budget and Fiscal Review Subcommittee 5 approves the adoption of an appropriation for county law libraries at its March 10 hearing, maximum effort will be exerted to encourage Assembly Budget Subcommittee 5 to take a comparable action. If both subcommittees adopt identical appropriations and the respective budget committees approve those actions, the appropriations avoid having to go to a Budget Conference Committee for resolution.

Multiple opportunities exist to secure some sort of appropriation for county law libraries adopted by one or both subcommittees. In addition, the CCCLL has formally requested the governor to include a \$16.5 million appropriation in the May Revise. A meeting has been scheduled with a member of the governor's legislative unit on March 1 in furtherance of the appropriation request. The bottom line is that all of these avenues will be thoroughly exploited in pursuit of the aforementioned appropriation for county law libraries.

### Legislative Day Activities

While county law librarians from throughout the state will be fanning out in the Capitol on March 1 to meet with legislators and legislative staff pursuant to the CCCLL's request for a one-time \$16.5 million budget appropriation for county law libraries, a interchanging group of law library directors, accompanied occasionally by a representative of the Service Employees' International Union (SEIU) will be meeting with key staff from the Administration and Legislature. Indeed, meetings are scheduled with key policy and fiscal consultants from both parties and both houses of the Legislature, along with a member of the governor's legislative unit, and analysts from the Department of Finance and Legislative Analyst's Office (see attached meeting agenda).

The goal of the meetings will be to convince the governor and legislative leaders from both parties to support the proposed one-time \$16.5 million appropriation for county law libraries on a bipartisan, bicameral basis. The meetings were intentionally scheduled to include the Department of Finance and

the Legislative Analyst's Office because those two entities play a key role in the budget process. Thus their understanding of the county law libraries plight is crucial their position on the issue.

It is critical that law library directors convey the CCCLL's funding request in a direct and concise manner when meeting with legislators and legislative staff. Moreover, it is paramount that directors follow-up every meeting with some form of communication to the individuals with whom they meet in order to keep the funding issue on the Legislature's radar throughout the budget negotiations process. The budget process will begin in earnest on March 3, when the subcommittees hold their initial hearings, and last until sometime in late May, at the earliest.

### County Law Library Relocation Legislation

After failing to secure an author for a stand-alone bill, I met with the Chief Counsel of the Assembly Judiciary Committee to see if I could convince her to allow the library relocation provisions to be included in the Judiciary Committee's omnibus bill. I explained the purpose of the relocation provisions and advised her that while I was unaware of potential opposition, the City of Auburn opposed similar provisions several years ago when they were proposed for the Local Government Omnibus Bill. The Chief Counsel seemed amenable to considering the provisions for the committee's omnibus bill but wanted to vet the proposal with pertinent individuals and entities.

The Chief Counsel contacted me the next day and informed me that after checking with the ACLU, whose counsel was formerly with the Assembly Judiciary Committee, she had determined that the proposed statutory changes were not "non-controversial enough," at least at this point, to include in the committee's omnibus bill. She said it probably makes more sense for the provisions to be in a standalong bill.

The ACLU counsel had some concerns about certain aspects of the proposed changes. Specifically, he felt there should be additional safeguards to ensure that if a law library is not located in the county seat, it must be located within close proximity to a courthouse. The committee also thinks it makes sense to specify that any alternative location must be close to the courthouse which serves the main population center, or the courthouse that is the most widely used courthouse in the county.

In response to the committee's position, I asked whether the provisions could be considered for insertion into the committee's omnibus bill if its concerns were adequately addressed. I was advised that the committee would reconsider the matter, provided the proposed language is vetted and signed off by the ACLU, Judicial Council, Judges, Conference of Bar Associations and the California State Association of Counties (CSAC). The committee's proposed changes and conditions are to be discussed by the CCCLL Legislative Committee.

There is the possibility, however, that the legislation may have to wait until next year, having failed to secure an author and been denied inclusion into two separate omnibus bills. I will continue to look for opportunities to amend the proposed provisions into other bills. I expect, however, that a stand-alone measure, which would ultimately be heard by the Assembly Judiciary Committee, would encounter considerable difficulty given the committee's present stance on provisions.

### **SCHEDULED MEETINGS**

### March 1, 2016

8:30	Anita Lee, Senior Fiscal and Policy Analyst, Office of the Legislative Analyst 925 L Street, 10th Floor
9:30	June Clark, Governor's Office of Legislative Affairs Governor's Office, State Capitol
10:00*	Margie Estrada, Policy Consultant, Office of Senate President Pro Tem Kevin De Leon State Capitol, Room 215
10:30*	Hans Hemann, Chief of Staff, Senator Loni Hancock State Capitol, Room 2082
11:30*	Marvin Deon II, Public Safety Consultant, Assembly Budget Committee State Capitol, Room 6026
1:30*	Ken Spence and Michael Lucien, Special Assistants to Assembly Speaker Toni Akins State Capitol, Room 446
2:00	Matt Osterli, Public Safety Fiscal Consultant, Senate Republican Caucus Mike Petersen, Judiciary Consultant, Senate Republican Caucus Legislative Office Building, 1020 N Street, Room 234
2:45	Christian Osmena, Budget Analyst, Department of Finance Jack Zwald, Budget Analyst, Department of Finance 915 L Street, 10 <sup>th</sup> Floor, Yosemite Conference Room
3:30	Paul Dress, Policy Consultant, Assembly Republican Caucus Legislative Office Building, Room 400

 $<sup>\</sup>hbox{\bf *Michele Castro, lobbyist for SEIU, will join us.}\\$ 



Free Public Access to the Law Since 1871

John W. Adkins San Diego Law Library 1105 Front Street San Diego, California 92101

February 4, 2016

Honorable Edmund G. Brown Governor of California State Capitol Building, 1st Floor Sacramento, CA 95814

### Governor Brown:

On behalf of the Council of California County Law Librarians (CCCLL), this letter is to request that a 16.5 million dollar appropriation for California County Law Libraries be included in the May 2016 budget revision. County Law Libraries play a critical role in providing the public access to California's legal system -- and without a funding allocation for County Law Libraries that access will be severely diminished.

Over 90% of County Law Library funding comes from a portion of civil filing fees. In the past 7 years, county law libraries have seen more than a 37% reduction in revenue, while simultaneously experiencing more than a 60% increase in the cost of legal materials. Statewide, civil filing fee revenue for County Law Libraries dropped from \$43.5 million in 2008/9 to \$27 million in 2014/15. In other words, \$16.5 million dollars would not backfill those lost funds, but would restore funding to the 2009 level for a single year.

County Law Libraries are an essential tool in upholding civil and criminal justice. There is a nationwide crisis in the number of individuals who cannot afford or access legal representation and are fending for themselves in civil litigation matters. Indeed, the National Center for Access to Justice advises that more than 80% of the litigants in civil matters in this country now appear without lawyers.

For many self-represented litigants in California, County Law Libraries provide the only available access to legal resources, so the need for County Law Library resources and services has increased dramatically. In fact, an estimated 70-80% of library users are not legal professionals, but rather individuals trying to understand their rights, navigate the complex judicial system, start a new business or transfer property.

A small portion of each filing fee for civil cases filed in Superior Court provides over 90% of the funding for county law libraries. The amount per case ranges from \$2 to \$50 depending upon the type of case and the county in which the case was filed. The 2005 Uniform Civil Fees and Standard Fee Schedule Act established the amounts and no changes can be made without action by the Legislature. Although the civil filing fee per case has been increased over the years, County Law Libraries' portion of the fee has not changed in almost a decade. Meanwhile, a decrease in the number of case filings combined with an increase in the number of fee waivers granted, has caused law library revenue to drop precipitously.

The reduced revenue and increased use has put these libraries under extraordinary financial strain. In fact every county law library in California has experienced a decrease in filing fee income over the past 7 years, some by as much as two thirds. This vital community resource is in dire need of consistent and ongoing funding.

County law libraries have been diligent in attempting to address our fiscal plight. We have started fee-based programming to try to generate revenue, laid off and furloughed staff, reduced hours, eliminated services and cut back on the purchase or license of legal reference materials available to the public. However, these efforts cannot offset the 40% reduction in revenue and the fewer services reduce access to justice in our communities.

A one-time appropriation of 16.5 million dollars is a necessary first step in alleviating law libraries' financial hardships. Without this funding some counties are at risk of losing their law libraries and all counties are at risk of losing critical access to legal information and services.

Sincerely,

John W. Adkins President, Council of California County Law Librarians

cc:

Michael Cohen, Director of Finance
Senator Mark Leno, Chair, Senate Budget and Fiscal Review Committee
Senator Jim Nielsen, Vice Chair, Senate Budget and Fiscal Review Committee
Senator Loni Hancock, Chair, Senate Budget and Fiscal Review Subcommittee 5
Assembly Member Shirley Weber, Chair, Assembly Budget Committee
Assembly Member Travis Allen, Vice Chair, Assembly Budget Committee
Assembly Member Reginald Jones-Sawyer, Chair, Assembly Budget Subcommittee 5

Encl: Civil Filing Fee Revenue Chart



### 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**

T dild Activity		
	Statement Period	Y-T <b>-</b> D
Beginning Balance	\$194,323.92	\$209,276.34
Gifts	0.00	4,350.00
Investment Activity		
Long-Term Growth Pool	3,063.69	(3,664.82)
Grants Authorized	(984.00)	(11,965.00)
Support Fees	(497.04)	(2,089.95)
Ending Balance	\$195,906.57	\$195,906.57
Fund Assets		
Investment Pools		
Long-Term Growth Pool		195,906.57
Total Fund Assets		\$195,906.57
Restricted Balance		
Total Restricted Balance		\$0.00
Balance Available for Grants		\$195,906.57



### Fund Name/Number

### San Mateo County Bar Association - Law Library Fund (1105)

### **Investment Performance**

	3 Month	Y-T <b>-</b> D	One Year	Three Year	Five Year
Fund Returns	1.57%	-1.81 %	-1.81 %	6.14 %	5.92 %
This Fund's Benchmarks	2.40%	-2.70 %	-2.70 %	5.30 %	5.70 %

### 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

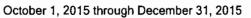
**Long-Term Growth:** For funds seeking maximum growth. Appropriate for funds distributing less than 7% annually or that portion of a fund that can tolerate volatility and will remain invested for at least seven years to realize growth opportunities.

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.





### Fund Name/Number

### San Mateo County Bar Association - Law Library Fund (1105)

### Detailed Schedule(s)

### **Grants Authorized**

Date	Grant Number	Grantee	Amount
12/21/15	2015-149770	San Mateo County Law Library	(984.00)
			(\$984.00)

25 24