

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

November 1, 2016

BOARD OF LAW LIBRARY TRUSTEES MEETING

CONFERENCE ROOM, SAN MATEO COUNTY LAW LIBRARY 710 HAMILTON STREET, REDWOOD CITY, CALIFORNIA 94063

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Members of the public may be heard on any item on the Agenda. Persons addressing the Board will be limited to five minutes unless the President of the Board grants a longer period of time. The Board will only allow comments by members of the public on an item on the agenda during discussion of the item.

THURSDAY, NOVEMBER 10, 2016, 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 September 22, 2016 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 3 (September) of FY 2016-2017. (pages 2-6)
- c. Discussion/Informational Updates:
 - Law Library Foundation update.
 - Recent CCCLL legislative efforts. (pages 7-8)
 - Quarterly Report (July 2016 to September 2016) of the Law Library's Silicon Valley Community Foundation Fund. (pages 9-10)
- d. Policy Decisions:
 - Reschedule December 15, 2016 Trustee Meeting due to conflict with SMCBA Estate Planning Holiday Party (donation to Law Library)
- e. Report of the San Mateo County Bar Association.

- f. Public open comment.
- 3. ADJOURNMENT

NEXT MEETING: TO BE DETERMINED

Mark Your Calendar! 2017 San Mateo County Law Library Board of Trustees Meeting Schedule:

- January 26, 2017
- February 23, 2017
- March 23, 2017
- April 27, 2017
- May 25, 2017
- June 22, 2017
- August 24, 2017
- September 28, 2017
- October 26, 2017
- December 7, 2017

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

Date:

September 22, 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:

MARGARET COPENHAGEN

Trustee: Trustee:

JOSEPH SCOTT CAROLE GROOM

Trustee: Trustee:

JACQUELYN BROWN **RAYMOND SWOPE**

Library Director: ANDREW GURTHET

The San Mateo County Law Library Board of Trustee meeting convened in open session at 12:15 pm, joined by Martin Fox, Esq.

The minutes of the August 25, 2016 meeting were unanimously approved upon motion of Trustee Swope and seconded by Trustee Schaiman. Next, the Report of Expenses for Period 2. August of FY2016-2017 was reviewed by the Board and unanimously approved by motion of Trustee Shaiman with a second from Trustee Foiles.

Director Gurthet next informed the Board of a recent patron compliment regarding the staff and materials of the Law Library. Director Gurthet also informed the Board of the recent activities of the Law Library Foundation, most notably the upcoming October 19, 2016 Law Library Foundation Centennial Celebration and Fundraiser.

Next, the Board reviewed and unanimously approved by motion of Trustee Schaiman and seconded by Trustee Swope the FY2015-2016 Law Library Annual Report. Finally, the Board discussed the recent San Mateo County Board of Supervisors' action/response to the San Mateo County Civil Grand Jury's Report regarding the Law Library.

Due to schedule conflicts, the next Board meeting was rescheduled to November 10, 2016 upon motion of Trustee Swope with second by Trustee Schaiman, and unanimous approval.

Next, Trustee Brown informed the Board that there was no news to report from the San Mateo County Bar Association in regards to the Law Library.

Public comment followed with Marty Fox.

Upon Trustee Schaiman's motion to adjourn with a second from Trustee Swope the meeting adjourned unanimously at 1:10pm.

Respectfully submitted.

Andrew Gurthet

Library Director, Secretary-Librarian, Ex-officio

Income FY 2016-2017 Period 3 (September)

Fili	ng I	Fee l	Income
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Unlimited	\$28,953.47
Limited	\$11,582.13
Small Claims	\$255.54
TOTAL:	\$40,791.14
Library Generated Income	

Library Generated Miconie	
Copy Machines	\$397.70
Computer Printer	\$86.50
Conference Room	\$172.50
Overdue Fines	\$37.00
CEB Audio Check Out Fee	\$10.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$90.00
Used Book Sales	\$130.00
Lost Book Payment	\$0.00
Donations	\$0.00
Extra Computer Time	\$10.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$0.00
TOTAL:	\$933.70

Trial Balance Reported Income

Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$0.00
Other	\$0.00
TOTAL:	\$0.00
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\$41,724.84 MONTHLY TOTAL INCOME:

Expenses FY 2016-2017 Period 3 (September)

Voucher #	Vender	Amount
11005	Blue, Shannon	\$800.00
11006	Bracco, Caroline (Reimbursement)	\$1,492.90
11007	California Security	\$26.25
11008	CALPERS	\$1,195.96
11008	CALPERS	\$1,195.96
11008	CALPERS	\$1.24
11008	CALPERS	\$650.00
11008	CALPERS	\$948.92
11009	Gurthet, Andrew (Reimbursement)	\$285.32
11010	James Publishing Corp.	\$260.28
11011	Lexis (Advance)	\$3,311.00
11012	Lexis (Matthew Bender)	\$0.00
11013	Treat, Richard	\$1,650.00
11014	UBS	\$1,010.97
11015	UC Regents (CEB)	\$2,111.73
11016	Veteren's Information Services	\$55.00
11017	West Group (Thomson Reuters)	\$2,745.45
11017	West Group (Westlaw Next)	\$4,965.45
11018	Wolter Kluwer	\$648.55
11019	Xerox	\$418.68
11020	Blake, Larry	\$57.00
11021	Bracco, Caroline	\$6,480.00
11022	Gurthet, Andrew	\$11,308.80
11023	Rhoades, Jan	\$5,544.00
11024	Medicare	\$322.92
11025	Active Employee Benefits	\$4,270.24
11026	Retired Employee Benefits	\$1,723.40
11027	County Automation Services	\$6.00
11027.1	Accidential Deposit to '5193 General Office'	-\$1,159.86

Total: \$52,326.16

Income for August, Period 3: \$41,724.84

Difference: -\$10,601.32

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			
November			
December			
January			
February			
March			
April [
May			
June			
July Interest			
TOTALS	\$130,483.22	\$145,396.06	
Average/Month	\$43,494.41	\$48,465.35	
Difference/Month	\$4,970.95		

NUMBER OF COURT FILINGS FY 2007-PRESENT

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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	2007-2008 2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015 2015-2016 2016-2017	2016-2017
Period 1, July	53	55	65	51	49	29	52	39	38	39
Period 2, August	99	58	59	42	58	52	41	47	46	40
Period 3, September	51	09	68	55	39	36	51	49	46	38
Period 4, October	26	09	58	47	58	92	92	39	46	38
Period 5, November	52	59	20	46	20	49	46	45	29	
Period 6, December	57	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	09	51	29	55	43	42	46	42	
Period 10, April	9/	50	51	53	99	30	33	42		
Period 11, May	58	62	63	9	93	45	62	49	38	
Period 12, June	61	99	49	44	62	54	99	09	44	
TOTALS	658	706	999	602	634	553	570	536	475	155
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UCF eff. Jan 06; Inc. \$2 Sm. Clms., >\$5K (Appeals:Current fee portion); Income posts 2 mos after.



October 17, 2016

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

Dear Governor Brown:

This letter is to support a one-time \$16.5 million budget appropriation for California's public county law libraries to be included in the January 2017 budget.

This year marks the 100th anniversary of the founding of the San Mateo County Law Library here in Redwood City, California. Unfortunately, there is little to celebrate. Over the past seven years, County Law Libraries statewide have experienced an average 37% reduction in revenue, and a 60% increase in operation costs, and some libraries have suffered a drop in revenue of upwards of 66%. Many small public law libraries, including San Mateo, face closure in the near future.

Per the California Business & Professions Code, over 90% of County Law Library funding comes from civil court filing fees. The 2005 Uniform Civil Fees and Standard Fee Schedule Act establishes the amount of civil filing fees each library is permitted to receive, ranging from \$2 to \$50 per case, depending upon the county and type of case. Here in San Mateo County, filing income accounts for 96% of the Law Library's revenue. The substantial drop in filing fee income over the past years (from \$43.6 million in 2008/09 to \$27.1 million in 2014/15 statewide) has resulted in the lowest income received by this Law Library since the summer of 1999, and 1971/72 when factored for inflation. Although the civil filing fee per case has been increased over the years, the county law libraries' portion of the fee has not changed in almost a decade.

This has resulted in staff lay-offs, an eighteen hour per week reduction in operating hours, a 60+% cut in print and electronic materials, and the elimination of various outreach services such as our lecture series and 'Lawyer in the Library' program. In fact, this Law Library no longer offers any current print or electronic materials in several key areas of the law, such as bankruptcy and foreclosure law. Even with these cuts, the Law Library continues to operate at a deficit that will result in the closure of this library in less than three years without further cuts.

At the same time, the San Mateo County Law Library continues to assist over 8,000 residents of San Mateo County each year with their legal needs, the majority of whom are not legal professionals. For many self-represented litigants, this Law Library is, and all public County Law Libraries statewide are, the

only access to legal materials that can be used for their cases. The budget cuts to date have resulted in a substantial loss of valuable resources to the public. In short, this community can no longer seek basic access to justice through *their* local law library.

A one-time appropriation of \$16.5 million for the California County Law Libraries is an essential first step in alleviating the current extraordinary financial strain and restoring basic library services for the public. I sincerely request your support for this appropriation in the 2017 budget as well as the convening of a task force of interested parties and stakeholders to identify and secure a reliable, stable funding source for California's public county law libraries.

Sincerely,

Andrew Gurthet,
Director, San Mateo County Law Library
Member, Council of California County Law Librarians

cc:

Mr. Michael Cohen, Director of Finance
Honorable Kevin De Leon, Senate President Pro Tem
Honorable Anthony Rendon, Speaker of the Assembly
Honorable Jean Fuller, Senate Minority Leader
Honorable Chad Mayes, Assembly Minority Leader
Mr. Daniel Seeman, Deputy Legislative Secretary, Office of the Governor



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	\$195,774.90	\$195,906.57
Investment Activity		
Long-Term Growth Pool	8,802.01	9,633.50
Support Fees	(492.89)	(1,456.05)
Ending Balance	\$204,084.02	\$204,084.02
Fund Assets		
Investment Pools		
Long-Term Growth Pool		204,084.02
Total Fund Assets		\$204,084.02
Restricted Balance		
Total Restricted Balance		\$0.00
Balance Available for Grants		\$204,084.02



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	4.50%	4.95 %	6.60 %	4.45 %	7.59 %
This Fund's Benchmarks	3.60%	8.20 %	10.90 %	4.90 %	8.60 %

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.