

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

January 19, 2017

BOARD OF LAW LIBRARY TRUSTEES MEETING

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

Materials related to an item on this Agenda are available for public inspection at the Law Library during normal business hours.

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Law Library at least three (3) days prior to the meeting. Notification in advance of the meeting will enable the Law Library to make reasonable arrangements to ensure accessibility to this meeting and materials related to it.

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

THURSDAY, JANUARY 26, 2017, 12:15 P.M.

AGENDA

1. CLOSED SESSION

a. The Board will meet in closed session to discuss staffing issues related to Jan Rhoades retirement. 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 15, 2016 meeting. (page 1-2)
- b. Acceptance of Report of Expenses for Period 5 (November) and Period 6 (December) of FY 2016-2017. (pages 3-12)
 - Update regarding opening separate bank account to pay small operational expenses and monthly filing fee income technology reporting issue.
- c. Discussion/Informational Updates and Policy Decisions:
 - Review of 2017 Board meeting dates.
 - Potential County funding.
- d. Report of the San Mateo County Bar Association.

- e. Public open comment.
- 3. <u>ADJOURNMENT</u>

NEXT MEETING: FEBRUARY 23, 2017

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

- 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: December 15, 2016

Meeting Location: San Mateo County Law Library

710 Hamilton St., Redwood City, CA 93063

Members in attendance:

Trustee: STEVE SHAIMAN Trustee: JOSEPH SCOTT

Trustee: V. RAYMOND SWOPE

Trustee: MARGARET COPENHAGEN

Trustee: CAROLE GROOM Secretary-Librarian, Ex-officio: CAROLINE BRACCO

REGULAR SESSION

The meeting convened at 12:15 pm in Regular Session, joined by Martin Fox, Esq.

- a. Approval of Minutes for November 10th meeting: Motion to approve by Swope, second by Scott. Unanimous approval.
- b. Acceptance of Report of Expenses: Ms. Bracco informed the Board that the County filing fee income technology issue had been resolved, and that the December filing fee income for the Law Library will be correct and that the October and November filing fee income will be corrected and reflected in the December filing fee income. Trustee Groom indicated that she will follow up with county IT personnel regarding this issue. Motion to approve by Schaiman contingent that December filing fee income will indeed be correct, second by Scott. Unanimous approval.
- c. Discussion and information updates: The Library Foundation has postponed their December meeting to January. Trustee Scott recommended reaching out to include the Women Lawyer's section in future Foundation meeting. There was further subsequent discussion regarding the monthly filing fee income technology discrepancy/mistake made by county. Finally, Jan's retirement party was announced.
- d. Policy Decisions: The Board proposed and voted unanimously to recommend Director Gurthet to open an account at San Mateo Credit Union in the amount of \$3,000 in order to have cash on hand for incidentals when money from the county carnot be obtained in a timely manner.
- e. No report from the Bar Association.
- f. Public comment: Martin Fox called for an audit of the county, and recommended pursuit of Measure A (now K) funds for library support in light of recent article addressing questionable handling of Measure A funds. Trustee Groom said that Measure K funding was being pursued by her, as the budget draft from the Board of Supervisors did not include allowance for Law Library.

Trustee Shaiman made motion made to adjourn, Trustee Swope seconded and meeting adjourned at 1pm.

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

Income FY 2016-2017 Period 5 (November)

Filing Fee Income

Unlimited	\$28,953.47
Limited	\$11,582.13
Small Claims	\$255.54
TOTAL:	\$40,791.14

Library Generated Income

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Copy Machines	\$469.09
Computer Printer	\$77.00
Conference Room	\$145.00
Overdue Fines	\$19.00
CEB Audio Check Out Fee	\$115.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$90.00
Used Book Sales	\$81.00
Lost Book Payment	\$0.00
Donations	\$5.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$0.00
TOTAL:	\$1,001.09

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: \$41,792.23

Expenses FY 2016-2017 Period 5 (November)

Voucher #	Vender	Amount
11052	Banks & Jordan	\$241.64
11053	Blue, Shannon	\$800.00
11054	California Security	\$26.25
11055	CALPERS	\$1,195.96
11055	CALPERS	\$1,195.96
11055	CALPERS	\$948.92
11056	Gurthet, Andrew (Reimbursement)	\$60.00
11057	Harriet Buhai Center for Family Law	\$380.41
11058	Ingram Library Services	\$1,000.00
11059	Lexis (Advance)	\$3,477.00
11060	Lexis (Matthew Bender)	\$1,806.79
11061	Office Depot	\$232.63
11062	Rhoades, Jan	\$500.00
11063	Treat, Richard	\$1,000.00
11064	UBS	\$617.00
11065	UC Regents (CEB)	\$2,029.99
11066	West Group (Thomson Reuters)	\$2,598.29
11066	West Group (Westlaw Next)	\$4,965.45
11067	Xerox	\$419.19
11068	Blake, Larry	\$57.00
11069	Bracco, Caroline	\$3,240.00
11070	Gurthet, Andrew	\$7,539.20
11071	Rhoades, Jan	\$3,696.00
11072	Medicare	197.39
11073	Active Employee Benefits	\$4,470.24
11074	Retired Employee Benefits	\$3,446.80
11075	County Charges	\$6.00

Total: \$46,148.11

Income for November, Period 5: \$41,792.23

Difference: -\$4,355.88

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$41,549.31	\$37,424.15	\$223,846.98
August	\$47,209.07	\$55,645.75	\$215,410.30
September	\$41,724.84	\$52,326.16	\$204,808.98
October	\$42,019.88	\$43,831.07	\$202,997.79
November	\$41,792.23	\$46,148.11	\$198,641.91
December			
January			- ,
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$214,295.33	\$235,375.24	
Average/Month	\$42,859.07	\$47,075.05	
Difference/Month	\$4,215.98		

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

SMALL CLAIMS										
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015 2015-2016 2016-2017	2015-2016	2016-2017
Period 1, July	53	55	99	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	89	55	39	36	51	49	46	38
Period 4, October	99	09	58	47	58	90	90	39	46	38
Period 5, November	52	59	90	46	92	49	46	45	29	38
Period 6, December	25	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	59	55	43	42	46	42	
Period 10, April	9/	90	51	53	99	30	33	42	38	
Period 11, May	58	62	63	09	69	45	62	49	38	
Period 12, June	61	89	49	44	62	54	99	09	44	
TOTALS	. 658	706	999	602	634	553	570	536	475	193

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

Income FY 2016-2017 Period 6 (December)

Filing Fee Income

Unlimited	\$27,492.53
Limited	\$21,632.20
Small Claims	\$270.89
TOTAL:	\$49,395.62

Library Generated Income

Library Generated Income	
Copy Machines	\$414.35
Computer Printer	\$87.50
Conference Room	\$65.00
Overdue Fines	\$6.00
CEB Audio Check Out Fee	\$80.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$10.00
Used Book Sales	\$92.00
Lost Book Payment	\$0.00
Donations	\$0.00
Extra Computer Time	\$20.00
Vendor Credits/Refunds	\$883.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$0.00
TOTAL:	\$1,657.85

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: \$51,053.47

Expenses FY 2016-2017 Period 6 (December)

Voucher #	Vender	Amount
11076	ALM	\$177.41
11077	Blue, Shannon	\$800.00
11078	California Security	\$26.25
11079	CALPERS	\$1,195.96
11079	CALPERS	\$1,195.96
11079	CALPERS	\$948.92
11080	DataTrace Publishing	\$192.95
11081	Gurthet, Andrew (Reimbursement)	\$181.26
11082	Gurthet, Andrew (Petty Cash)	\$200.00
11083	Lawdable Press	\$86.00
11084	Lexis (Advance)	\$3,477.00
11085	Lexis (Matthew Bender)	\$1,806.79
11086	Office Depot	\$171.45
11087	San Mateo County Law Library	\$3,000.00
11088	Treat, Richard	\$1,270.00
11089	UBS	\$617.00
11090	UC Regents (CEB)	\$2,031.88
11091	West Group (Thomson Reuters)	\$2,598.29
11091	West Group (Westlaw Next)	\$4,965.45
11092	Xerox	\$421.32
11093	Bracco, Caroline	\$5,400.00
11094	Conventini, Antonella	\$0.00
11095	Gurthet, Andrew	\$7,539.20
11096	Rhoades, Jan	\$3,696.00
11097	Medicare	\$227.90
11098	Active Employee Benefits	\$4,470.24
11099	Retired Employee Benefits	\$1,723.40
11100	County Charges	\$5,526.91

Total: \$53,947.54

Income for December, Period 6: \$51,053.47

Difference: -\$2,894.07

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$41,549.31	\$37,424.15	\$223,846.98
August	\$47,209.07	\$55,645.75	\$215,410.30
September	\$41,724.84	\$52,326.16	\$204,808.98
October	\$42,019.88	\$43,831.07	\$202,997.79
November	\$41,792.23	\$46,148.11	\$198,641.91
December	\$51,053.47	\$53,947.54	\$195,747.84
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$265,348.80	\$289,322.78	
Average/Month	\$44,224.80	\$48,220.46	
Difference/Month	\$3,995.66		

Period 1, July Period 2, August Period 3, September Period 4, October	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-20	2013-2014	2014-2015	2015-2016 2016-2017	016-2017
Period 2, August Period 3, September Period 4, October	020	00/	C70	170	920					17/
Period 3, September Period 4, October	SQ2	863	944	1/8	086					QQO
Period 4, October	792	811	988	906	786					752
	846	801	903	883	808	819	843			752
Period 5, November	755	733	863	929	789	730				752
Period 6, December	834	853	872	795	825				773	712
Period 7, January	779	989	870	886	875					
Period 8, February	705	808	929	873	855		753			
Period 9, March	798	1022	797	943	794				619	
Period 10, April	781	886	861	806	821	652				
Period 11, May	771	901	1040	992	961	787		753	752	
Period 12, June	787	1003	1025	806	838	765	872	825	774	
TOTALS	9490	10131	10917	10625	10261	9226	9346	8930	8673	4549
LIMITED										
JURISDICTION										
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016 2016-2017	016-2017
Period 1, July	737	807	908	857	765	675	474	478	357	361
Period 2, August	705	957	852	911	674		582	441		381
Period 3, September	643	829	856	857	553		631	417		311
Period 4, October	917	1058	830	1050	684	598			315	311
Period 5, November	299	927	993	828	649					311
Period 6, December	805	931	637	965	585	626	540	379	361	649
Period 7, January	736	797	743	830	502	559	440	401	296	
Period 8, February	740	1077	963	831	750	520	479	380	358	
Period 9, March	606	722	999	869	619	825	446	345	351	
Period 10, April	954	914	720	702	704	399	537	350		
Period 11, May	787	838	1078	1	622	658		355	311	:
Period 12, June	820	1036	1060	755	260	465	522		328	
TOTALS	9420	10893	10203	10425	1991	7192	6302	4700	4724	2324
7			· · · · · · · · · · · · · · · · · · ·							

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

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	99	09	58	47	58	20	20	39	46	38
Period 5, November	52	29	20	46	20	49	46	45	29	38
Period 6, December	22	99	58	51	36	38	99	52	39	29
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	Military Miles, and with the community for the contradictions.
Period 10, April	9/	20	51	53	99	30	33	42	38	
Period 11, May	58	62	63	09	29	45	62	49	38	
Period 12, June	61	89	49	44	62	54	56	09	44	
TOTALS .	829	706	999	602	634	553	570	536	475	252
4										

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