

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

February 9, 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, FEBRUARY 23, 2017, 12:15 P.M.

AGENDA

1. REGULAR SESSION

- a. Approval of Minutes of the January 26, 2017 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 7 (January) of FY 2016-2017. (pages 2-9)
- c. Discussion/Informational Updates and Policy Decisions:
 - Silicon Valley Community Foundation fund quarterly update. (pages 10-11)
 - Form 700 reminder.
 - CCCLL Spring Conference.
 - Request of Clare Thorpe for Thorpe portrait.
 - Potential County funding.
- d. Report of the San Mateo County Bar Association.
- e. Public open comment.

2. ADJOURNMENT

NEXT MEETING: MARCH 23, 2017

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

- 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: January 26, 2017

Meeting Location: San Mateo County Law Library, 710 Hamilton St., Redwood City, CA 93063

Members in attendance:

Trustee: STEVE SHAIMAN Trustee: JOSEPH SCOTT

Trustee: V. RAYMOND SWOPE

Trustee: MARGARET COPENHAGEN

Trustee: CAROLE GROOM Secretary-Librarian, Ex-officio: ANDREW GURTHET

CLOSED SESSION

The meeting convened in Closed Session at 12:15pm.

REGULAR SESSION

The meeting reconvened at 12:25 pm in Regular Session, joined by Martin Fox, Esq. There was no action taken during the Closed Session to report.

After review, the Minutes of the December 15, 2016 meeting were unanimously approved upon motion by Trustee Scott with a second by Trustee Groom. Similarly, after review, the Report of Expenses for Period 5 (November) and Period 6 (December) were unanimously approved upon motion by Trustee Swope with a second by Trustee Shaiman. Trustee Shaiman indicated that he would contact his CitiBank representative about the requirements of opening a San Mateo County Law Library account to pay for small operational costs given that San Mateo County Credit Union was requiring formation documents from 1916 which are unavailable.

Next, the Trustees reviewed the upcoming 2017 meeting date; no changes were recommended. Mr. Gurthet next brought to the attention of the Board his two proposals for potential County financial assistance. The first proposal is for Measure K funding of a regular 'Forms Workshop' to be held in the Law Library. The second proposal is for General Funds to restore currently cancelled subscriptions that are most used (and missed) by the general public in doing legal research.

There was no report by the San Mateo County Bar Association.

The meeting concluded with public comment by Mr. Fox. Trustee Swope made motion made to adjourn, Trustee Copenhagen seconded and meeting adjourned at 1:05 pm.

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

Income FY 2016-2017 Period 7 (January)

Filing Fee Income

Small Claims TOTAL:	\$187.08 \$41,615.99
Limited	\$15,340.97
Unlimited	\$26,087.94

Library Generated Income

generated intoine			
Copy Machines	\$517.02		
Computer Printer	\$160.00		
Conference Room	\$165.00		
Overdue Fines	\$51.00		
CEB Audio Check Out Fee	\$110.00		
MCLE Class Charge	\$0.00		
Reserve Book Fee	\$30.00		
Used Book Sales	\$93.00		
Lost Book Payment	\$0.00		
Donations	\$60.00		
Extra Computer Time	\$10.00		
Vendor Credits/Refunds	\$0.00		
SVCF Withdraws	\$0.00		
Grants	\$0.00		
Other	\$0.00		
TOTAL:	\$1,196.02		

Trial Balance Reported Income

Interest	\$483.27
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$0.00
Other	\$0.00
TOTAL:	\$483.27

MONTHLY TOTAL INCOME: \$43,295.28

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	\$258.40	\$225.13	\$255.54	\$255.54	\$255.54	\$270.89	\$187.08		
\$	40,931.21	\$47,209.07	\$40,791.14	\$40,791.14	\$40,791.14	\$49,395.62	\$41,615.99	\$0.00	\$0.00

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Copy Machines	\$368.60	\$0.00	\$397.70	\$305.56	\$469.09	\$414.35	\$517.02	6	
Computer Printer	\$15.00	\$0.00	\$86.50	\$68.75	\$77.00	\$87.50	\$160.00		
Conference Room	\$112.50	\$0.00	\$172.50	\$299.00	\$145.00	\$65.00	\$165.00		
Overdue Fines	\$18.00	\$0.00	\$37.00	\$6.00	\$19.00	\$6.00	\$51.00		
CEB Audio Check Out Fee	\$35.00	\$0.00	\$10.00	\$10.00	\$115.00	\$80.00	\$110.00		
MCLE Class Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	
Reserve Book Fee	\$50.00	\$0.00	\$90.00	\$10.00	\$90.00	\$10.00	\$30.00		
Used Book Sales	\$19.00	\$0.00	\$130.00	\$53.50	\$81.00	\$92.00	\$93.00		
Lost Book Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$60.00		
Extra Computer Time	\$0.00	\$0.00	\$10.00	\$10.00	\$0.00	\$20.00	\$10.00		
Vendor Credits/Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$883.00	\$0.00		
SVCF Withdraws	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Grants	\$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	\$0.00	\$0.00		
TOTAL:	\$618.10	\$0.00	\$933.70	\$762.81	\$1,001.09	\$1,657.85	\$1,196.02	\$0.00	\$0.00

TRIAL BALANCE REPORTED INCOME

				\$0.00
				\$0.00
 \$483.27	\$0.00	\$0.00	\$0.00	\$483.27
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$465.93	\$0.00	\$0.00	\$0.00	\$465.93
\$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	\$0.00
Interest	Lehman Bad Debt Recovery	Credits/Refunds	Other	TOTAL:

April a faMay of June Liuly Interest Category Totals

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	Unlimited	Limited	Small Claims	TOTAL	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 Withdraws	Grants	Other	TOTAL	cross check		Incerest Jehman Rad Debt Recovery	Credite/Refunds	Other	TOTAL		
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Expenses FY 2016-2017 Period 7 (January)

Voucher #	Vender	Amount
11101	Bloomberg BNA	\$327.01
11102	Blue, Shannon	\$800.00
11103	Bracco, Caroline (Reimbursement)	\$132.20
11104	CalChamber	\$36.00
11105	California Security	\$26.25
11106	CALPERS	\$1,195.96
11106	CALPERS	\$1,195.96
11106	CALPERS	\$948.92
11107	Council of California County Law Librarians	\$740.00
11108	Esposto's Catering	\$312.53
11109	Gurthet, Andrew (Reimbursement)	\$139.00
11110	Lexis (Advance)	\$3,477.00
11111	Lexis (Matthew Bender)	\$1,806.79
11112	Office Depot	\$209.20
11113	Treat, Richard	\$1,750.00
11114	UBS	\$758.20
11115	UC Regents (CEB)	\$5,782.04
11116	West Group (Thomson Reuters)	\$2,592.35
11116	West Group (Westlaw Next)	\$4,965.45
11116	West Group (Thomson Reuters)	\$1,440.00
11116	West Group (Thomson Reuters)	\$147.90
11117	Wolter Kluwer	\$208.30
11118	Xerox	\$430.83
11119	Blake, Larry	\$0.00
11120	Bracco, Caroline	\$4,320.00
11121	Conventiti, Antonella	\$1,450.00
11122	Gurthet, Andrew	\$7,539.20
11123	Rhoades, Jan	\$1,848.00
11124	Medicare	\$210.82
11125	Active Employee Benefits	\$4,143.48
11126	Retired Employee Benefits	\$0.00
11127	County Charges	\$6.00

Total: \$48,939.39

Income for January, Period 7: \$43,295.28

Difference: -\$5,644.11

EXPENSES								
Period 7, January	January	ıry	Actus	Actual YTD	Budgeted YTD	ed YTD	Annual Budget 2016-2017	et 2016-2017
SALARIES								
Full time	\$13,707.20		\$114,816.00		\$112,000.00		\$192,000.00	
Part time	\$1,450.00		\$1,849.00		\$5,833.33		\$10,000.00	
Medicare	\$210.82		\$1,592.63		\$1,750.00		\$3,000.00	
		\$15,368.02		\$118,257.63		\$119,583.33		\$205,000.00
BENEFITS								
Retirement	\$3,340.84		\$25,262.12		\$23,916.67		\$41,000.00	
Active Employee Benefits	\$4,143.48		\$30,264.92		\$37,333.33		\$64,000.00	7.00
Retired Employee Benefits	\$0.00		\$10,340.40		\$14,291.67		\$24,500.00	
		\$7,484.32	N. C.	\$65,867.44		\$75,541.67		\$129,500.00
PRINT/ELECTRONIC RESOURCES								
New Books	\$147.90	The state of the s	\$147.90		\$0.00		\$0.00	
Print Resources	\$6,374.45		\$39,179.68		\$47,250.00		\$81,000.00	
CEB Print Resources	\$1,552.04		\$13,383.87		\$16,041.67		\$27,500.00	
Electronic Resources	\$12,672.45		\$62,939.30		\$58,916.67		\$101,000.00	
	Constitution of the state of th	\$20,746.84		\$115,650.75		\$122,208.33		\$209,500.00
OPERATIONAL EXPENSES								
Binding	\$0.00		\$0.00		\$0.00		\$0.00	
Insurance (Property, Casualty, WC)	\$0.00		\$2,916.00		\$5,541.67		\$9,500.00	
Copy Machines	\$430.83		\$2,966.70		\$3,091.67		\$5,300.00	
Capital Improvements	\$0.00		\$650.00		\$0.00		\$0.00	
Office Supplies	\$209.20		\$838.68		\$1,166.67		\$2,000.00	
Use Tax	\$0.00		\$0.00		\$0.00		\$0.00	
Tech Support	\$1,000.00		\$7,000.00		\$7,000.00		\$12,000.00	
Support Software	\$750.00		\$1,372.14		\$4,783.33		\$8,200.00	
Building Maintenance	\$886.45		\$5,463.92		\$5,541.67		\$9,500.00	
Petty Cash	\$0.00		\$3,500.00		\$700.00		\$1,200.00	
Services	\$800.00		\$11,120.91		\$10,500.00		\$18,000.00	
Educational/Professional	\$0.00		\$0.00		\$1,108.33		\$1,900.00	
Dues	\$740.00		\$740.00		\$437.50		\$750.00	
Travel Expenses	\$0.00		\$372.93		\$466.67		\$800.00	
Promotional	\$0.00		\$194.65		\$145.83		\$250.00	
Catering	\$391.53		\$697.83		\$583.33	The state of the s	\$1,000.00	
Miscellaneous	\$132.20	\$5 340 21	\$592.59	\$38 486 35	\$291.67	\$41 358 33	\$500.00	\$70 900 00
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PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$41,549.31	\$37,424.15	\$223,846.98
August	\$47,209.07	\$55,645.75	\$215,410.30
September	\$41,724.84	\$52,326.16	\$204,808.98
October	\$42,019.88	\$43,831.07	\$202,997.79
November	\$41,792.23	\$46,148.11	\$198,641.91
December	\$51,053.47	\$53,947.54	\$195,747.84
January	\$43,295.28	\$48,939.39	\$190,103.73
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$308,644.08	\$338,262.17	
Average/Month	\$44,092.01	\$48,323.17	
Difference/Month	\$4,231.16		

NUMBER OF COURT FILINGS FY 2007-PRESENT

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		TALS	9420				7667	7192				2814

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 2015-2016 2016-2017	2015-2016	2016-2017
Period 1, July	53	55	65	51	49	29	52	39	38	39
Period 2, August	99	58	59	42	58	52	4	47	46	40
Period 3, September	51	09	99	55	39	36	51	49	46	38
Period 4, October	99	09	58	47	58	20	20	39	46	38
Period 5, November	52	59	20	46	92	49	46	45	29	38
Period 6, December	25	99	58	51	36	38	56	52	39	29
Period 7, January	45	38	45	39	54	37	30	28	31	20
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/	92	51	53	99	30	33	42	38	
Period 11, May	28	62	63	09	29	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	302

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



Statement Period

October 1, 2016 through December 31, 2016

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	\$204,084.02	\$195,906.57
Investment Activity		
Long-Term Growth Pool	3,004.56	12,638.06
Support Fees	(507.19)	(1,963.24)
Ending Balance	\$206,581.39	\$206,581.39
Fund Assets		
Investment Pools		
Long-Term Growth Pool		206,581.39
Total Fund Assets		\$206,581.39
Restricted Balance		
Total Restricted Balance		\$0.00
Balance Available for Grants		\$206,581.39



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	1.47%	6.50 %	6.50 %	3.19 %	7.25 %
This Fund's Benchmarks	0.80%	9.10 %	9.10 %	3.50 %	7.50 %

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.