



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

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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, 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

Filing Fee Income

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

Library Generated Income

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

July August September October November December January February March

FILING FEE INCOME

Unlimited	\$27,761.41	\$33,096.02	\$28,953.47	\$28,953.47	\$28,953.47	\$27,492.53	\$26,087.94		
Limited	\$12,911.40	\$13,887.92	\$11,582.13	\$11,582.13	\$11,582.13	\$21,632.20	\$15,340.97		
Small Claims	\$258.40	\$225.13	\$255.54	\$255.54	\$255.54	\$270.89	\$187.08		
TOTAL:	\$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

LIBRARY GENERATED INCOME

Copy Machines	\$368.60	\$0.00	\$397.70	\$305.56	\$469.09	\$414.35	\$517.02		
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		
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 Withdrawals	\$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

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

PERIOD TOTALS
 TOTAL: \$416,498.81 \$47,209.07 \$417,267.84 \$42,019.88 \$41,791.23 \$51,051.47 \$43,295.26 \$0.00

INCOME REPORT

April May June July Interest Category Totals

					Unlimited
					Limited
					Small Claims
\$0.00	\$0.00	\$0.00			TOTAL
					cross check
				\$301,525.31	

					Copy Machines
					Computer Printer
					Conference Room
					Overdue Fines
					CEB Audio Check Out Fee
					MCLE Class Charge
					Reserve Book Fee
					Used Book Sales
					Lost Book Payment
					Donations
					Extra Computer Time
					Credits / Refunds
					SVCF Withdrawals
					Grants
					Other
\$0.00	\$0.00	\$0.00			TOTAL
					cross check
				\$6,169.57	

					Interest
					Lehman Bad Debt Recovery
					Credits/Refunds
					Other
\$0.00	\$0.00	\$0.00	\$0.00		TOTAL
					cross check
				\$949.20	

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TOTAL
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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	Esposito'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		Actual YTD		Budgeted YTD		Annual Budget 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	
Retired Employee Benefits	\$0.00		\$10,340.40		\$14,291.67		\$24,500.00	
		\$7,484.32		\$65,867.44		\$75,541.67		\$129,500.00
PRINT/ELECTRONIC RESOURCES								
New Books	\$147.90		\$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	
		\$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		\$898.68		\$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		\$1,000.00	
Miscellaneous	\$132.20		\$592.59		\$291.67		\$500.00	
		\$5,340.21		\$38,486.35		\$41,358.33		\$70,900.00
TOTALS		\$48,939.39		\$338,262.17		\$358,691.67		\$614,900.00

CASH ON HAND REPORT

FY 2016-2017

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

UNLIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Period 1, July	836	766	825	827	928	877	865	772	691	721
Period 2, August	806	863	944	877	980	820	708	818	726	860
Period 3, September	792	811	988	906	786	769	730	787	748	752
Period 4, October	846	801	903	883	809	819	843	723	720	752
Period 5, November	755	733	863	929	789	730	759	799	754	752
Period 6, December	834	853	872	795	825	925	817	801	773	712
Period 7, January	779	686	870	886	875	679	739	630	684	616
Period 8, February	705	806	929	873	855	688	753	705	696	
Period 9, March	798	1022	797	943	794	715	761	630	619	
Period 10, April	781	886	861	806	821	652	702	687	736	
Period 11, May	771	901	1040	992	961	787	797	753	752	
Period 12, June	787	1003	1025	908	838	765	872	825	774	
TOTALS	9490	10131	10917	10625	10261	9226	9346	8930	8673	5165
LIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Period 1, July	737	807	806	857	765	675	474	478	357	361
Period 2, August	705	957	852	911	674	661	582	441	376	381
Period 3, September	643	829	856	857	553	633	631	417	391	311
Period 4, October	917	1058	830	1050	684	598	645	391	315	311
Period 5, November	667	927	993	828	649	573	512	381	366	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	490
Period 8, February	740	1077	963	831	750	520	479	380	358	
Period 9, March	909	722	665	869	619	825	446	345	351	
Period 10, April	954	914	720	702	704	399	537	350	314	
Period 11, May	787	838	1078	970	622	658	494	355	311	
Period 12, June	820	1036	1060	755	560	465	522	382	328	
TOTALS	9420	10893	10203	10425	7667	7192	6302	4700	4124	2814

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

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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	2016-2017
Period 1, July	53	55	65	51	49	67	52	39	38	39
Period 2, August	56	58	59	42	58	52	41	47	46	40
Period 3, September	51	60	68	55	39	36	51	49	46	38
Period 4, October	56	60	58	47	58	50	50	39	46	38
Period 5, November	52	59	50	46	50	49	46	45	29	38
Period 6, December	57	66	58	51	36	38	56	52	39	59
Period 7, January	45	38	45	39	54	37	30	28	31	50
Period 8, February	39	70	49	55	48	52	51	40	38	
Period 9, March	54	60	51	59	55	43	42	46	42	
Period 10, April	76	50	51	53	66	30	33	42	38	
Period 11, May	58	62	63	60	59	45	62	49	38	
Period 12, June	61	68	49	44	62	54	56	60	44	
TOTALS	658	706	666	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



Statement Period

October 1, 2016 through December 31, 2016

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.