



**SAN MATEO COUNTY LAW LIBRARY**  
710 Hamilton Street  
Redwood City, CA 94063  
650-363-4913  
[www.smclawlibrary.org](http://www.smclawlibrary.org)

March 17, 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, March 23, 2017, 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 February 23, 2017 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 8 (February) of FY 2016-2017. (pages 2-7)
- c. Discussion/Informational Updates and Policy Decisions:
- CCCLL Spring Conference
    - 1. Monthly wireless charge
  - Foundation update
  - Potential County funding
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. **ADJOURNMENT**

**NEXT MEETING: APRIL 27, 2017**

**Mark Your Calendar!**

**2017 San Mateo County Law Library Board of Trustees Meeting Schedule:**

- 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**

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Date: February 23, 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
Trustee:	ROBERT FOILES
Trustee:	JACQUELYN BROWN
Secretary-Librarian, Ex-officio:	ANDREW GURTHET

REGULAR SESSION

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

After review, the Minutes of the January 26, 2017 meeting were unanimously approved upon motion by Trustee Copenhagen with a second by Trustee Scott. Similarly, after review, the Report of Expenses for Period 7 (January, 2017) was unanimously approved upon motion by Trustee Swope with a second by Trustee Shaiman contingent upon Mr. Gurt het following up with the County to obtain an accounting of their filing fee system error for Periods 4 and 5.

Next, the Trustees reviewed the most recent quarterly statement of the Law Library's Silicon Valley Community Foundation fund. Mr. Gurthet reminded the Board of their annual Form 700 filing requirements as well as informed the Board of the upcoming California Council of County Law Library's spring conference in Sacramento. Mr. Gurthet also provided quick update regarding recent activity of the San Mateo County Law Library Foundation. Specifically, he informed the Board that the Foundation is tentatively planning a fundraising event for May 2017. Finally, Trustee Groom provided an update on the status of potential County funding.

The Board approved the request of the family of the former law librarian, Bud Thorpe, to give the Law Library's portrait of Mr. Thorpe to the family.

Next, Trustee Jacquelyn Brown in her capacity as liaison to the San Mateo County Bar Association reported that there was no new issues or items of interest to report regarding the San Mateo County Bar Association.

The meeting concluded with public comment by Mr. Fox. Trustee Swope made motion made to adjourn, Trustee Schaiman seconded and meeting adjourned unanimously at 1:00 pm.

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

**Filing Fee Income**

Unlimited	\$28,739.06
Limited	\$13,975.78
Small Claims	\$324.25
<b>TOTAL:</b>	<b>\$43,039.09</b>

**Library Generated Income**

Copy Machines	\$264.75
Computer Printer	\$85.75
Conference Room	\$115.00
Overdue Fines	\$90.00
CEB Audio Check Out Fee	\$10.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$130.00
Used Book Sales	\$100.00
Lost Book Payment	\$5.00
Donations	\$49.00
Extra Computer Time	\$10.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$950.00
Grants	\$0.00
Other	\$10.00
<b>TOTAL:</b>	<b>\$1,819.50</b>

**Trial Balance Reported Income**

Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$0.00
Other	\$0.00
<b>TOTAL:</b>	<b>\$0.00</b>

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**MONTHLY TOTAL INCOME: \$44,858.59**

Voucher #	Vender	Amount
11143	Blake, Larry	\$62.70
11144	Bracco, Caroline	\$4,320.00
11145	Conventiti, Antonella	\$1,800.00
11146	Gurthet, Andrew	\$7,539.20
11147	Medicare	\$246.38
11148	Active Employee Benefits	\$3,658.40
11149	Retired Employee Benefits	\$0.00
11150	County Charges	\$0.00
11151	Bloomberg BNA	-\$327.01
11151.5	Jan Rhoades	\$3,887.73

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Total: \$21,187.40

Income for January, Period 8: \$44,858.59

Difference: \$23,671.19

EXPENSES Period 8, February	February		Actual YTD		Budgeted YTD		Annual Budget 2016-2017	
<b>SALARIES</b>								
Full time	\$15,746.93		\$130,562.93		\$128,000.00		\$192,000.00	
Part time	\$1,862.70		\$3,711.70		\$6,666.67		\$10,000.00	
Medicare	\$246.38		\$1,839.01		\$2,000.00		\$3,000.00	
		\$17,856.01		\$136,113.64		\$136,666.67		\$205,000.00
<b>BENEFITS</b>								
Retirement	\$0.00		\$25,262.12		\$27,333.33		\$41,000.00	
Active Employee Benefits	\$3,658.40		\$33,923.32		\$42,666.67		\$64,000.00	
Retired Employee Benefits	\$0.00		\$10,340.40		\$16,333.33		\$24,500.00	
		\$3,658.40		\$69,525.84		\$86,333.33		\$129,500.00
<b>PRINT/ELECTRONIC RESOURCES</b>								
New Books	\$0.00		\$147.90		\$0.00		\$0.00	
Print Resources	-\$327.01		\$38,852.67		\$54,000.00		\$81,000.00	
CEB Print Resources	\$0.00		\$13,383.87		\$18,333.33		\$27,500.00	
Electronic Resources	\$0.00		\$62,939.30		\$67,333.33		\$101,000.00	
		-\$327.01		\$115,323.74		\$139,666.67		\$209,500.00
<b>OPERATIONAL EXPENSES</b>								
Binding	\$0.00		\$0.00		\$0.00		\$0.00	
Insurance (Property, Casualty, WC)	\$0.00		\$2,916.00		\$6,333.33		\$9,500.00	
Copy Machines	\$0.00		\$2,966.70		\$3,533.33		\$5,300.00	
Capital Improvements	\$0.00		\$650.00		\$0.00		\$0.00	
Office Supplies	\$0.00		\$898.68		\$1,333.33		\$2,000.00	
Use Tax	\$0.00		\$0.00		\$0.00		\$0.00	
Tech Support	\$0.00		\$7,000.00		\$8,000.00		\$12,000.00	
Support Software	\$0.00		\$1,372.14		\$5,466.67		\$8,200.00	
Building Maintenance	\$0.00		\$5,463.92		\$6,333.33		\$9,500.00	
Petty Cash	\$0.00		\$3,500.00		\$800.00		\$1,200.00	
Services	\$0.00		\$11,120.91		\$12,000.00		\$18,000.00	
Educational/Professional	\$0.00		\$0.00		\$1,266.67		\$1,900.00	
Dues	\$0.00		\$740.00		\$500.00		\$750.00	
Travel Expenses	\$0.00		\$372.93		\$533.33		\$800.00	
Promotional	\$0.00		\$194.65		\$166.67		\$250.00	
Catering	\$0.00		\$697.83		\$666.67		\$1,000.00	
Miscellaneous	\$0.00		\$592.59		\$333.33		\$500.00	
		\$0.00		\$38,486.35		\$47,266.67		\$70,900.00
<b>TOTALS</b>		\$21,187.40		\$359,449.57		\$409,933.33		\$614,900.00

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	748
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	
<b>TOTALS</b>	<b>9490</b>	<b>10131</b>	<b>10917</b>	<b>10625</b>	<b>10261</b>	<b>9226</b>	<b>9346</b>	<b>8930</b>	<b>8673</b>	<b>5913</b>
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	382
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	
<b>TOTALS</b>	<b>9420</b>	<b>10893</b>	<b>10203</b>	<b>10425</b>	<b>7667</b>	<b>7192</b>	<b>6302</b>	<b>4700</b>	<b>4124</b>	<b>3196</b>

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	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	51
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	
<b>TOTALS</b>	<b>658</b>	<b>706</b>	<b>666</b>	<b>602</b>	<b>634</b>	<b>553</b>	<b>570</b>	<b>536</b>	<b>475</b>	<b>353</b>

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



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	\$44,858.59	\$21,187.40	\$213,774.92
March			
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$353,502.67</b>	<b>\$359,449.57</b>	
Average/Month	\$44,187.83	\$44,931.20	
Difference/Month	\$743.36		