



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

September 20, 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, September 28, 2017, 12:15 P.M.

AGENDA

1. **REGULAR SESSION**

- a. Approval of Minutes of the August 24, 2017 meeting. (page 1-2)
- b. Acceptance of Report of Expenses for Period 2 (August) of FY 2017-2018. (pages 3-8)
- c. Discussion/Informational Updates and Policy Decisions:
 - Law Library Foundation update
 - CCCLL Fall Conference update
 - Transition to Koha Integrated Library System
 - Potential County funding assistance
 - Vacant Board of Trustee position
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

2. **ADJOURNMENT**

NEXT MEETING: OCTOBER 26, 2017

Mark Your Calendar!

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

- October 26, 2017
- December 7, 2017

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

Date: August 24, 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:	JACQUELYN BROWN
Secretary-Librarian, Ex-officio:	ANDREW GURTHET

REGULAR SESSION

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

After review, the Minutes of the June 22, 2017 meeting were unanimously approved upon motion by Trustee Scott with a second by Trustee Gromm. Similarly, after review, the Report of Expenses for Period 12, FY2016-2017 (June, 2017) and Period 1, FY2017-2018 (July, 2017) were unanimously approved upon motion by Trustee Swope with a second by Trustee Copenhagen.

Next, Mr. Gurthet gave a brief review of the financials and filings for FY2016-2017, noting that the Law Library received it's lowest income dollar-for-dollar since FY 1998-1999, and when factored for inflation the lowest since FY1967-1968. He further noted that despite the low income the Law Library came in financially under budget.

Mr. Gurthet updated the Board on the most recent activities of the Law Library Foundation, most notably, the approach of a potential large donor and an early 2018 fundraiser, potentially to be held in the San Mateo County Historical Museum. Next, the Board reviewed the latest quarterly report of the Law Library's Silicon Valley Community Foundation Fund. Trustee Schaiman noted that the fund was doing well.

Mr. Gurthet next informed the Board of the Law Library's transition to a new integrated library system called Koha by ByWater Solutions, Inc. He noted that the county law libraries of Contra Costa, Alameda, San Diego, and Sacramento had already either converted over to Koha or were in the process. He further noted that this system provided the infrastructure for further collaboration among county libraries. Trustee Schaiman made motion to use the Law Library's Silicon Valley Community Foundation funds to pay for the transition to Koha. This motion was seconded by Trustee Copenhagen and unanimously agreed by the Board.

Trustee Groom next reported that potential funding of the Law Library by the County was still in the works. Finally, Trustee Copenhagen was thanked by the Board via a resolution for her service to the Law Library during her tenure starting in 2013, and the Board wished her the best in her future endeavors in the Boston area. Trustee Copenhagen then officially resigned from the Board.

Trustee Jacquelyn Brown in her capacity as liaison to the San Mateo County Bar Association reported that there has been no further activity regarding the Law Library by SMCBA.

Next, Mr. Fox provided public comment, and the meeting was adjourned at 1:10pm upon motion of Trustee Groom, seconded by Trustee Swope, with unanimous consent.

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

Filing Fee Income

Filing Fees	\$47,729.16
TOTAL:	\$47,729.16

Library Generated Income

Copy Machines	\$365.64
Computer Printer	\$57.75
Conference Room	\$375.00
Overdue Fines	\$30.00
CEB Audio Check Out Fee	\$75.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$120.00
Used Book Sales	\$45.00
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	\$20.00
TOTAL:	\$1,098.39

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: \$48,827.55

Voucher #	Vender	Amount
11228	CALPERS (100000015022882)	\$1,375.72
11229	CALPERS (100000014993955)	\$1,375.72
11230	CALPERS (100000014979627)	\$984.43
11231	CALPERS (100000014979646)	\$984.43
11232	CALPERS (100000015009233)	\$984.43
11233	CALPERS	Void
11129	CALPERS	-\$946.07
11130	CALPERS	-\$946.07
11223	ALI	\$406.50
11224	Blue, Shannon	\$800.00
11225	Blue, Shannon	\$800.00
11226	Bracco, Caroline (Reimbursement)	Void
11227	California Security	\$52.50
11234	Cavanaugh Smith Habel Insurance Agency	\$1,492.00
11235	Cavanaugh Smith Habel Insurance Agency	\$2,916.00
11236	Daily Journal Corporation	\$326.00
11237	Daily Journal Corporation	\$278.00
11238	Demco	\$85.68
11239	Lexis (Advance)	\$6,954.00
11240	Lexis (Matthew Bender)	\$3,678.86
11241	National Consumer Law Center	\$770.00
11242	Office Depot	\$71.64
11243	Treat, Richard	\$1,220.00
11244	Treat, Richard	\$1,000.00
11245	UBS	\$617.00
11246	UBS	\$173.51
11246.5	UC Regents (CEB)	\$5,363.90
11247	West Group (Thomson Reuters)	\$2,592.27
11248	West Group (Thomson Reuters)	\$2,721.64
11249	West Group (Westlaw Next)	\$4,965.45
11250	West Group (Westlaw Next)	\$4,965.45
11251	Xerox	\$411.68
11252	Xerox	\$418.85
11253	Blake, Larry	\$57.00
11254	Bracco, Caroline	\$5,230.40
11255	Conventiti, Antonella	\$2,400.00
11256	Gurthet, Andrew	\$7,539.20
11257	Webster, Maria	\$387.50
11258	Medicare	\$218.59
11259	Active Employee Benefits	\$3,173.32
11260	Retired Employee Benefits	\$3,885.88
11261	County Charges	\$0.00

Expenses
FY 2017-2018
Period 2 (August)

	Total:	\$69,785.41
Income for July, Period 2:		\$48,827.55
Difference:		-\$20,957.86

EXPENSES Period 2, August	August		Actual Fiscal YTD		Budgeted Fiscal YTD	Annual Budget 2017-2018
SALARIES						
Full time	\$12,769.60		\$25,084.00		\$27,333.33	\$164,000.00
Part time	\$2,844.50		\$3,464.00		\$5,500.00	\$33,000.00
Medicare	\$218.59		\$398.35		\$466.67	\$2,800.00
		\$15,832.69		\$28,946.35	\$33,300.00	\$199,800.00
BENEFITS						
Retirement	\$2,751.44		\$2,751.44		\$4,266.67	\$25,600.00
Unfunded Accrued Liability	\$1,061.15		\$1,061.15		\$2,750.00	\$16,500.00
Active Employee Benefits	\$3,173.32		\$6,346.64		\$6,666.67	\$40,000.00
Retired Employee Benefits	\$3,885.88		\$3,885.88		\$4,166.67	\$25,000.00
		\$10,871.79		\$14,045.11	\$17,850.00	\$107,100.00
PRINT/ELECTRONIC RESOURCES						
New Books	\$0.00		\$0.00		\$0.00	\$0.00
Print Resources	\$16,137.17		\$16,137.17		\$15,916.67	\$95,500.00
Electronic Resources	\$16,884.90		\$16,884.90		\$18,916.67	\$113,500.00
		\$33,022.07		\$33,022.07	\$34,833.33	\$209,000.00
OPERATIONAL EXPENSES						
Binding	\$0.00		\$0.00		\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$4,408.00		\$4,408.00		\$1,000.00	\$6,000.00
Copy Machines	\$830.53		\$830.53		\$850.00	\$5,100.00
Capital Improvements	\$0.00		\$0.00		\$0.00	\$0.00
Office Supplies	\$157.32		\$157.32		\$250.00	\$1,500.00
Use Tax	\$0.00		\$0.00		\$0.00	\$0.00
Tech Support	\$2,000.00		\$2,000.00		\$2,000.00	\$12,000.00
Support Software	\$220.00		\$220.00		\$1,666.67	\$10,000.00
Building Maintenance	\$843.01		\$843.01		\$1,533.33	\$9,200.00
CitiBank Transfers	\$0.00		\$0.00		\$500.00	\$3,000.00
Services	\$1,600.00		\$1,600.00		\$1,550.00	\$9,300.00
Educational/Professional	\$0.00		\$0.00		\$75.00	\$450.00
Dues	\$0.00		\$0.00		\$125.00	\$750.00
Travel Expenses	\$0.00		\$0.00		\$366.67	\$2,200.00
Promotional	\$0.00		\$0.00		\$33.33	\$200.00
Miscellaneous	\$0.00		\$0.00		\$83.33	\$500.00
		\$10,058.86		\$10,058.86	\$10,033.33	\$60,200.00
TOTALS		\$69,785.41		\$86,072.39	\$96,016.67	\$576,100.00

CASH ON HAND REPORT

FY 2016-2017

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$45,166.47	\$16,286.98	\$201,871.50
August	\$48,827.55	\$69,785.41	\$180,913.64
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$93,994.02	\$86,072.39	
Average/Month	\$46,997.01	\$43,036.20	
Difference/Month	-\$3,960.82		

