

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

October 16, 2014

BOARD OF LAW LIBRARY TRUSTEES MEETING
LAW LIBRARY CONFERENCE ROOM

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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, OCTOBER 23, 2014, 12:15 P.M.

AGENDA

1. REGULAR SESSION

- a. Approval of Minutes of the September 25, 2014 meeting (pages 1-2)
- b. Acceptance of Report of Expenses for Period 3 (September), FY 2014-2015 (pages 3-8)
- c. Informational Updates:
 - Relocation of the Law Library
 - Moving print collection (page 9)
 - Recent promotional efforts
 - Debt Collector exemption, B&P sec. 6322.1(c)
 - New website (www.smclawlibrary.org) (page 10)
- d. Report of the San Mateo County Bar Association
- e. Public open comment

2. ADJOURNMENT

NEXT MEETING: THURSDAY, DECEMBER 11, 2014

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

Date: September 26, 2014

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

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	ROBERT FOILES
Trustee:	JOSEPH SCOTT
Trustee:	JACQUELYN BROWN
Trustee:	LOU LIBERTY
Trustee:	MARGARET COPENHAGEN
Library Director:	ANDREW GURTHET
Secretary-Librarian, Ex-officio:	CAROLINE BRACCO

The meeting convened at 12:10 pm in Regular Session, joined by Martin Fox, Esq. and Caroline Bracco.

Lou Liberty made announcement regarding his suspension and review by the administrative courts. He also discussed the results of the fundraising efforts that fell through and its related issues with the bar association.

Andrew proposed the adoption and approval of the minutes of August, 2014. Martin Fox brought addendum to the public comment section regarding THRIVE and Measure A funding. Andrew agreed to amend minutes. Steve Shaiman moved for approval with corrections. Margaret Copenhagen seconded. Unanimous approval from the board. Minutes moved into record.

Andrew Gurthet proposed review and acceptance of Report of Expenses for August with special attention drawn to expenses for American Library Association Conference reimbursement costs for Shannon. August income was \$48,212, down by a thousand dollars from last month. Steve made motion to approve expenses. Judge Foiles seconded. August's expense report moved into record.

Andrew Gurthet then discussed amendments to the annual report for Fiscal Year 2012-2013, bringing attention to discrepancies between County accounting on interest and in-house balances. Andrew then discussed the annual report for FY 2013-2014. Judge Foiles made motion to move the amended FY2012-2013 annual report and the FY2013-2014 annual report into record. Steve seconded. Unanimously moved into record.

Andrew opened policy discussion portion of the meeting. Lou Liberty and Steve exchanging ideas about how to lobby local elected officials to support the library in lieu of the recent issues with the Bar Association of San Mateo County. Lou Liberty set a goal of obtaining Senator Jerry Hill's endorsement and agreed to attend Jerry Hill's sponsored event, 'Java with Jerry'.

Andrew described new proposed plan regarding the shifting of the print collection to reflect new classification system. Andrew met with director of Santa Clara County Law Library, and proposes using part-time staff, as well as full-time staff during a weekend to reorganize. Board proposed

October 13th, since that is a holiday and we will not have to close the library an extra business day. Andrew will poll with part time staff to determine a date. Steve made motion to approve overtime pay of time and a half for those working that weekend and accept the plan. Margaret Copenhagen seconded. Plan accepted by board.

Andrew reviewed informational updates, echoing earlier issues with the Bar Association of San Mateo County. Jacquelyn Brown recommended contacting the chair of each section to better reach the members. Library is to draft material to be sent out, then forward to Jacqueline who will submit it to chairs to disperse through their Listservs. Judge Foiles recommended building relationships with chairs or other important bar members in order to establish partnership. Also proposed was moving the lecture to Saturdays, rather than Thursdays so that more people could attend. Andrew added informational update regarding John Conwell who has been suspended for ninety days due to unauthorized removal of library materials.

Public session was opened and Martin Fox spoke about upcoming veterans' issues, including a legal clinic.

Andrew asked for motion to adjourn. Jacqueline Brown made motion, Judge Foiles seconded. Unanimous vote called. Meeting adjourned.

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

Voucher	Payee	Amount
10367	Bloomberg BNA(Tax Management Divison)	\$2,029.16
10368	Bloomberg BNA (Book Division)	\$361.78
10369	Bracco, Caroline (Reimbursement)	\$353.20
10370	California Security	\$25.00
10371	CALPERS	\$1,413.66
10371	CALPERS	\$1,413.66
10371	CALPERS	\$1,413.66
10372	Daily Journal	\$270.00
10373	Gurthet, Andrew (Petty Cash)	\$100.00
10374	Gurthet, Andrew (Reimbursement)	\$65.50
10375	Hein Online	\$121.61
10376	Ingram Library Services	\$17.78
10377	James Publishing	\$106.01
10378	Lawpress Corp.	\$270.40
10379	Lexis Nexis Matthew Bender	\$8,562.38
10380	Lexis Nexis Shepards Online	\$1,376.00
10381	OCLC	\$101.46
10382	Office Depot	\$198.09
10383	Treat, Richard	\$1,000.00
10384	UBS	\$617.00
10385	UC Regents/CEB	\$2,803.94
10386	West Group Thomson Reuters	\$5,666.79
10386	West Group Westlaw Next	\$4,395.30
10387	Xerox	\$392.77
10388	Blake, Larry	\$456.00
10389	Blue, Shannon	\$3,840.00
10390	Bracco, Caroline	\$4,000.00
10391	Cajbon, Henry	\$551.00
10392	Finney, Alexandra	\$1,383.20
10393	Gurthet, Andrew	\$7,539.20
10394	Rhoades, Jan	\$3,696.00
10395	Medicare	\$291.33
10396	Active Employee Benefits	\$5,727.54
10397	Retired Employee Benefits	\$2,058.51

Total: \$62,617.93

EXPENSES	September	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2014-2015
EXPENSES				
Period 3, September				
SALARIES				
Full time	\$19,075.20	\$57,225.60	\$61,750.00	\$247,000.00
Part time	\$2,390.20	\$8,096.00	\$4,500.00	\$18,000.00
Medicare	\$291.33	\$887.43	\$1,000.00	\$4,000.00
	\$21,756.73	\$66,209.03	\$67,250.00	\$269,000.00
BENEFITS				
Retirement	\$4,240.98	\$9,895.62	\$9,500.00	\$38,000.00
Active Employee Benefits	\$5,727.54	\$17,182.54	\$17,000.00	\$68,000.00
Retired Employee Benefits	\$2,058.51	\$6,179.33	\$5,750.00	\$23,000.00
	\$12,027.03	\$33,257.49	\$32,250.00	\$129,000.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$19,694.24	\$55,350.88	\$50,000.00	\$200,000.00
Electronic Resources	\$6,286.91	\$18,236.91	\$21,500.00	\$86,000.00
	\$25,981.15	\$73,587.79	\$71,500.00	\$286,000.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,334.00	\$2,375.00	\$9,500.00
Copy Machines	\$392.77	\$1,279.68	\$1,500.00	\$6,000.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$198.09	\$599.87	\$750.00	\$3,000.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$3,000.00	\$3,000.00	\$12,000.00
Support Software	\$101.46	\$298.46	\$2,375.00	\$9,500.00
Building Maintenance	\$642.00	\$2,795.30	\$2,000.00	\$8,000.00
Petty Cash	\$100.00	\$300.00	\$300.00	\$1,200.00
Services	\$0.00	\$0.00	\$375.00	\$1,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00
Dues	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses	\$353.20	\$716.00	\$125.00	\$500.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$122.08	\$362.50	\$1,450.00
Miscellaneous	\$65.50	\$65.50	\$0.00	\$0.00
	\$2,853.02	\$12,510.89	\$13,162.50	\$52,650.00
TOTALS	\$62,617.93	\$185,565.20	\$184,162.50	\$736,650.00

INCOME REPORT

FY 2014-15

July August September October November December January February March

FILING FEE INCOME

Unlimited	\$29,702.81	\$31,506.15	\$30,316.26	\$27,849.71					
Limited	\$17,756.94	\$15,081.77	\$14,958.70	\$14,505.95					
Small Claims	\$329.43	\$530.96	\$387.79	\$259.00					
TOTAL:	\$47,789.18	\$47,118.88	\$45,662.75	\$42,614.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LIBRARY GENERATED INCOME

Copy Machines	\$608.07	\$693.92	\$783.10						
Computer Printer	\$4.75	\$7.50	\$13.50						
Conference Room	\$142.50	\$210.50	\$437.50						
Overdue Fines	\$66.00	\$47.00	\$32.00						
CEB Audio Check Out Fee	\$100.00	\$15.00	\$45.00						
MCLE Class Charge	\$0.00	\$0.00	\$0.00						
Reserve Book Fee	\$10.00	\$50.00	\$50.00						
Used Book Sales	\$197.00	\$70.00	\$99.00						
Lost Book Payment	\$0.00	\$0.00	\$0.00						
Donations	\$100.00	\$0.00	\$25.00						
Extra Computer Time	\$0.00	\$0.00	\$15.00						
Vendor Credits/Refunds	\$0.00	\$0.00	\$548.13						
Grants	\$0.00	\$0.00	\$0.00						
Other	\$0.00	\$0.00	\$0.00						
TOTAL:	\$1,228.32	\$1,093.92	\$2,048.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TRIAL BALANCE REPORTED INCOME

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

PERIOD TOTALS

TOTAL:	\$49,017.50	\$48,212.80	\$47,710.98	\$42,614.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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INCOME REPORT

FY 2014-15

April May June July Interest Category Totals

\$0.00	\$0.00	\$0.00				Unlimited
						Limited
						Small Claims
						TOTAL
					\$183,185.47	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
						Credits / Refunds
						Grants
						Other
						TOTAL
					\$4,370.47	cross check

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

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$187,555.94	TOTAL
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Total Income:

\$187,555.94

CASH ON HAND REPORT

FY 2014-2015

Period	Total Income	Total Expenses	Cash on Hand
July	\$49,017.50	\$60,719.49	\$498,683.67
August	\$48,212.80	\$62,227.78	\$485,762.61
September	\$47,710.98	\$62,617.93	\$469,761.78
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$144,941.28	\$185,565.20	

NUMBER OF COURT FILINGS
FY 2007-PRESENT

	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
UNLIMITED JURISDICTION								
Period 1, July	836	766	825	827	928	877	865	772
Period 2, August	806	863	944	877	980	820	708	818
Period 3, September	792	811	988	906	786	769	730	787
Period 4, October	846	801	903	883	809	819	843	723
Period 5, November	755	733	863	929	789	730	759	
Period 6, December	834	853	872	795	825	925	817	
Period 7, January	779	686	870	886	875	679	739	
Period 8, February	705	806	929	873	855	688	753	
Period 9, March	798	1022	797	943	794	715	761	
Period 10, April	781	886	861	806	821	652	702	
Period 11, May	771	901	1040	992	961	787	797	
Period 12, June	787	1003	1025	908	838	765	872	
TOTALS	9490	10131	10917	10625	10261	9226	9346	3100
LIMITED JURISDICTION								
Period 1, July	737	807	806	857	765	675	474	478
Period 2, August	705	957	852	911	674	661	582	441
Period 3, September	643	829	856	857	553	633	631	417
Period 4, October	917	1058	830	1050	684	598	645	391
Period 5, November	667	927	993	828	649	573	512	
Period 6, December	805	931	637	965	585	626	540	
Period 7, January	736	797	743	830	502	559	440	
Period 8, February	740	1077	963	831	750	520	479	
Period 9, March	909	722	665	869	619	825	446	
Period 10, April	954	914	720	702	704	399	537	
Period 11, May	787	838	1078	970	622	658	494	
Period 12, June	820	1036	1060	755	560	465	522	
TOTALS	9420	10893	10203	10425	7667	7192	6302	1727

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

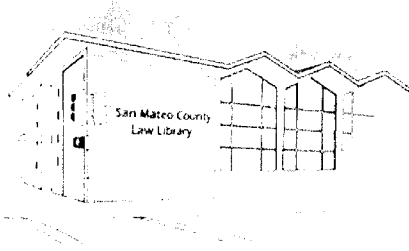
NUMBER OF COURT FILINGS
FY 2007-PRESENT

SMALL CLAIMS	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Period 1, July	53	55	65	51	49	67	52	39
Period 2, August	56	58	59	42	58	52	41	47
Period 3, September	51	60	68	55	39	36	51	49
Period 4, October	56	60	58	47	58	50	50	39
Period 5, November	52	59	50	46	50	49	46	
Period 6, December	57	66	58	51	36	38	56	
Period 7, January	45	38	45	39	54	37	30	
Period 8, February	39	70	49	55	48	52	51	
Period 9, March	54	60	51	59	55	43	42	
Period 10, April	76	50	51	53	66	30	33	
Period 11, May	58	62	63	60	59	45	62	
Period 12, June	61	68	49	44	62	54	56	
TOTALS	658	706	666	602	634	553	570	174
ALL FILINGS TOTAL	19568	21730	21766	21592	18592	16971	6248	5007

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

SHIFTING OF COLLECTION: Step-by-step

- 1) Get extra carts from Santa Clara County Law Library
- 2) Move Deerings, Cal Jur, Atty Gen. Opinions, and all of rows 21 and 22 (and possibly 23 and 24 into back vault)
- 3) Shift West Statutes over and add Cal. Forms of Pleading and Practice to make reference collection
- 4) Shift materials marked for archive into CEB room and move CEB materials out into empty spaces made available by moving of archived materials.
- 5) Move Am Jur and ALR to (Where???) and shift regional reporters up to first bank opened by move of Am Jur and ALRs
- 6) Move Cal. Statutes and Amendments to code to (Where???)
- 7) Shift F. Supps over into space made by move of Cal. Statutes and Amendments to Code
- 8) Move Federal Reporter and US Reporter into area in back made available by shift of regional reporters forward
- 9) Shift of secondary materials
- 10) Return carts to Santa Clara County Law Library



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Once a month, the San Mateo County Law Library offers a noontime lecture by local prominent attorneys on a wide variety of legal subjects.

Upcoming lectures:

12 noon to 1pm, Thursday, November 13, 2014 - *'How to Clean Up Your Criminal Record'* by Atty. Christopher F. Morales

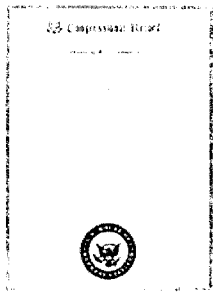
There will be no noontime lectures in December due to library closures.

There will be a Board of Trustees Meeting on October 23, 2014 at 12:15pm.

The Law Library will be closed Tuesday November 11, 2014 in observance of Veterans Day.

The Law Library will be closed Thursday November 27-29, 2014 in observance of Thanksgiving.

The San Mateo County Law Library was honored in the US House of Representatives by Representative Jackie Speier on September 20th, 2014. Read the details below!



Every 4th Wednesday of the month between 6pm and 8pm, a lawyer is available for a free, one-on-one, 20 minute consultation with you on the legal issue covered that month. You must sign up by calling (650)363-4913

Upcoming Topics:

6pm-8pm, Wednesday, October 22, 2014: *Immigration Issues*

There will be no Lawyer in the Library topics for November or December at the San Mateo County Law Library. Please call 650-312-5250 for other locations.

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