

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

January 14, 2015

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, JANUARY 22, 2015, 12:15 P.M.

AGENDA

1. **CLOSED SESSION**

- a. The Board will meet in closed session to discuss staff issues. At the conclusion of the closed session, the Board will report on any action(s) taken in closed session for which a report is required by law.

2. **REGULAR SESSION**

- a. Report of any action taken in closed session for which a report is required by law.
- b. Welcome to incoming Trustee Carole Groom to the Board of Trustees.
- c. Approval of Minutes of the October 23, 2014 meeting (pages 1-2)
- d. Acceptance of Report of Expenses for Period 4 (October), Period 5 (November), Period 6 (December) of FY 2014-2015 (pages 3-13)
- e. Informational Updates:
 - Financial Trend:
 1. Filing Fee Income Trend, May 2010 to Present (page 14)
 2. FY2014-2015 County Law Library Income Comparisons: Santa Clara, Contra Costa, Fresno, San Mateo, Ventura, and Kern Counties (page 15)
 3. CCCLL Statewide Filing Fee Income Last Five Fiscal Years (page 16)

- Building Issues:
 1. Gas leak of January, 2014
 2. Electrical fire of September, 2014
 3. Flooding and damage of November, 2014
 4. Flooding and damage of January, 2015

 - f. Policy Decisions:
 - Measure A funding Letter of Intent (pages 17-18)
 - Debt Collectors' Filing Fee Reduction article (pages 19-20)
 - Recognition of work of outgoing Trustee Lou Liberty (page 21)

 - g. Report of the San Mateo County Bar Association

 - h. Public open comment
3. ADJOURNMENT

NEXT MEETING: THURSDAY, FEBRUARY 26, 2015

Mark Your Calendar!

2015 San Mateo County Law Library Board of Trustees Meeting Schedule:

- February 26, 2015
- March 26, 2015
- April 23, 2015
- May 28, 2015
- June 25, 2015
- No meeting in July
- August 27, 2015
- September 24, 2015
- October 22, 2015
- December 10, 2015

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

Date: October 16, 2014

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

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	JACQUELYN BROWN
Trustee:	LOU LIBERTY
Trustee:	MARGARET COPENHAGEN
Trustee:	V. RAYMOND SWOPE
Secretary-Librarian, Ex-officio:	ANDREW GURTHET

The meeting convened at 12:15 pm in Regular Session, joined by Martin Fox, Esq. and San Mateo County Bar Liaison John Nelon.

Lou Liberty made an announced that his term as a Trustee was ending December 31,2014 and that Board of Supervisor Carol Groom would be replacing him as the new incoming Trustee. The Board thanked Lou for his long and outstanding service and commitment to the Law Library.

The Board next reviewed and approved the Minutes of the September 25, 2014 meeting. The Board also reviewed and discussed the Report of Expenses for Period 3 (September). Andrew pointed out that income was down again for the month and that income for the upcoming month of October was the second lowest ever factoring for inflation going back to 1992. The Board approved the Report of Expenses.

Andrew next discussed the current status of the anticipated move of the Law Library. At present, the County has shelved all plans to move the Law Library due to the refusal of Chase Bank to sell their portion of the city block, thereby making the block undesirable to potential developers.

Andrew next discussed the current plan to move the print collection into LC call letter order on November 13 and 14 with the assistance of all full-time and part-time staff.

Andrew next discussed recent promotional efforts such as attending Java with Jerry, meeting with Mary Pryce, the San Mateo County Bar Association's Community Relations Committee, etc. Marty brought to the attention of the Board that the County is flush with Measure A money and is soliciting ideas/projects to fund. The Board recommended that Andrew create a "wish list" of Law Library capital improvements/projects for potential Measure A funding. The Board further recommended that Andrew inquire as to the County deadlines and process involved in applying for Measure A funding

Andrew then discussed recent CCCLL efforts to eliminate the existing Debt Collectors Exemption to paying the Law Library's portion of filing fees. The Board recommended that Andrew draft a letter to various local papers about the unfairness of this exemption and its negative impact upon the financial situation of public law libraries, including San Mateo. Steve offered to assist in preparing this letter.

Next, Andrew brought to the attention that, thanks to Shannon Blue, the Law Library has a newly designed and content rich website (www.smclawlibrary.org).

Andrew opened discussion to the Report of the San Mateo County Bar Association. Bar Liaison John Nelson indicated that he had nothing to report regarding recent Bar activities and issues.

Public session was opened and Martin Fox spoke further about Measure A funding.

With no further business to discuss, the meeting was adjourned at 1:05pm.

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

Voucher	Payee	Amount
10398	ADDR.com	\$119.40
10399	Bracco, Caroline (Reimbursement)	\$344.98
10399	Bracco, Caroline (Reimbursement)	\$2,986.50
10400	California Security	\$25.00
10401	CALPERS	\$1,413.66
10401	CALPERS	\$1,413.66
10402	Capitol Enquiry	\$40.45
10403	Cavanaugh/Smith/Habel Insurance	\$86.00
10404	Courtroom Compendiums	\$170.00
10405	Gurthet, Andrew (Petty Cash)	\$100.00
10406	Gurthet, Andrew (Reimbursement)	\$268.98
10407	Ingram library Services	\$76.57
10408	Lexis Nexis Matthew Bender	\$8,563.16
10409	Lexis Nexis Shepards Online	\$1,376.00
10410	OCLC	\$101.46
10411	Office Depot	\$287.37
10412	Paper and Ink	\$119.90
10413	Richard C. Treat	\$1,000.00
10414	UBS	\$782.28
10415	UC Regents/CEB	\$2,070.76
10416	West Group Westlaw Next	\$4,395.30
10416	West Group Thomson Reuters	\$5,528.63
10417	Wolters Kluwer	\$753.48
10418	Xerox	\$430.30
10419	Blake, Larry	\$684.00
10420	Blue, Shannon	\$5,760.00
10421	Bracco, Caroline	\$6,000.00
10422	Cajbon, Henry	\$855.00
10423	Finney, Alexandra	\$1,383.20
10424	Gurthet, Andrew	\$11,308.80
10425	Rhoades, Jan	\$5,544.00
10426	Medicare	\$437.37
10427	Active Employee Benefits	\$5,758.26
10428	Retired Employee Benefits	\$2,058.51

Total: \$72,242.98

Voucher	Payee	Amount
10429	Bloomberg BNA (Book Division)	\$280.03
10430	California Security	\$25.00
10431	CALPERS	\$1,413.66
10431	CALPERS	\$1,413.66
10432	Gurthet, Andrew (petty cash)	\$200.00
10433	Gurthet, Andrew (reimbursement)	\$133.40
10434	Ingram Library Services	\$133.93
10435	Lexis Nexis Shephards Online	\$1,376.00
10436	Lexis Nexis Matthew Bender	\$8,235.42
10437	National Consumer Law Center	\$664.80
10438	OCLC	\$101.46
10439	Office Depot	\$68.30
10440	Practicing Law Institute	\$224.42
10441	Treat, Richard	\$1,000.00
10442	UBS	\$617.00
10443	UC Regents/CEB	\$1,719.57
10444	West Group Westlaw Next	\$4,395.30
10444	West Group Thompson Reuters	\$5,528.63
10445	Xerox	\$470.78
10446	Blake, Larry	\$399.00
10447	Blue, Shannon	\$3,840.00
10448	Bracco, Caroline	\$4,000.00
10449	Cajbon, Henry	\$540.55
10450	Finney, Alexandra	\$1,102.00
10451	Gurthet, Andrew	\$7,539.20
10452	Rhoades, Jan	\$3,696.00
10453	Medicare	\$286.28
10454	Active Employee Benefits	\$5,727.50
10455	Retired Employee Benefits	\$2,058.51

Total: \$57,190.40

Voucher	Payee	Amount
10456	American Bar Association	\$130.00
10457	Blake, Larry	\$240.00
10458	Bracco, Caroline	\$70.63
10459	Cajbon, Henry	\$480.00
10460	California Security	\$25.00
10461	CALPERS	\$1,413.66
10461	CALPERS	\$1,413.66
10462	Finney, Alexandra	\$480.00
10463	Gurthet, Andrew (Reimbursement)	\$283.73
10464	Gurthet, Andrew (Petty Cash)	\$100.00
10465	Ingram Library Services	\$76.93
10466	Lawdable Press	\$165.00
10467	Lexis Nexis Shepards Online	\$1,376.00
10468	Lexis Nexis Matthew Bender	\$8,977.49
10469	OCLC	\$101.46
10470	Office Depot	\$29.42
10471	Physicians' Desk Reference	\$65.35
10472	Treat, Richard	\$1,000.00
10473	Universal Building Services	\$617.00
10474	UC Regents/CEB	\$1,792.86
10475	West Group Thompson Reuters	\$5,528.63
10475	West Group WestlawNext	\$4,395.30
10476	Xerox	\$427.33
10477	Blake, Larry	\$456.00
10478	Blue, Shannon	\$3,840.00
10479	Bracco, Caroline	\$4,000.00
10480	Cajbon, Henry	\$475.00
10481	Finney, Alexandra	\$1,147.60
10482	Gurthet, Andrew	\$7,539.20
10483	Rhoades, Jan	\$3,696.00
10484	Medicare	\$286.83
10485	Active Employee Benefits	\$5,727.50
10486	Retired Employee Benefits	\$2,058.51
10486.5	County Annual HR Charge	\$3,848.51

Total: \$62,264.60

EXPENSES Period 4, October	October	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2014-2015
SALARIES				
Full time	\$28,612.80	\$85,838.40	\$82,333.33	\$247,000.00
Part time	\$2,922.20	\$11,018.20	\$6,000.00	\$18,000.00
Medicare	\$437.37	\$1,324.80	\$1,333.33	\$4,000.00
		\$31,972.37	\$89,666.67	\$269,000.00
		\$98,181.40		
BENEFITS				
Retirement	\$2,827.32	\$12,722.94	\$12,666.67	\$38,000.00
Active Employee Benefits	\$5,758.26	\$22,940.76	\$22,666.67	\$68,000.00
Retired Employee Benefits	\$2,058.51	\$8,237.84	\$7,666.67	\$23,000.00
		\$43,901.54	\$43,000.00	\$129,000.00
		\$10,644.09		
PRINTELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$16,532.77	\$71,883.65	\$66,666.67	\$200,000.00
Electronic Resources	\$6,441.58	\$24,678.49	\$28,666.67	\$86,000.00
		\$22,974.35	\$95,333.33	\$286,000.00
		\$96,562.14		
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$86.00	\$3,420.00	\$3,166.67	\$9,500.00
Copy Machines	\$430.30	\$1,709.98	\$2,000.00	\$6,000.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$287.37	\$887.24	\$1,000.00	\$3,000.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$4,000.00	\$4,000.00	\$12,000.00
Support Software	\$315.90	\$614.36	\$3,166.67	\$9,500.00
Building Maintenance	\$807.28	\$3,602.58	\$2,666.67	\$8,000.00
Petty Cash	\$100.00	\$400.00	\$400.00	\$1,200.00
Services	\$0.00	\$0.00	\$500.00	\$1,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00
Dues	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses	\$344.98	\$1,060.98	\$166.67	\$500.00
Promotional	\$119.90	\$119.90	\$0.00	\$0.00
Catering	\$173.94	\$296.02	\$483.33	\$1,450.00
Miscellaneous	\$2,986.50	\$3,052.00	\$0.00	\$0.00
		\$6,652.17	\$17,550.00	\$52,650.00
TOTALS		\$72,242.98	\$245,550.00	\$736,650.00
		\$257,808.14		

EXPENSES Period 5, November	November	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2014-2015
SALARIES				
Full time	\$19,075.20	\$104,913.60	\$102,916.67	\$247,000.00
Part time	\$2,041.55	\$13,059.75	\$7,500.00	\$18,000.00
Medicare	\$286.28	\$1,611.08	\$1,666.67	\$4,000.00
		\$21,403.03	\$112,083.33	\$269,000.00
BENEFITS				
Retirement	\$2,827.32	\$15,550.26	\$15,833.33	\$38,000.00
Active Employee Benefits	\$5,727.50	\$28,668.26	\$28,333.33	\$68,000.00
Retired Employee Benefits	\$2,058.51	\$10,296.35	\$9,583.33	\$23,000.00
	\$10,613.33	\$54,514.87	\$53,750.00	\$129,000.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$16,642.60	\$88,526.25	\$83,333.33	\$200,000.00
Electronic Resources	\$5,915.50	\$30,593.99	\$35,833.33	\$86,000.00
	\$22,558.10	\$119,120.24	\$119,166.67	\$286,000.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,420.00	\$3,958.33	\$9,500.00
Copy Machines	\$470.78	\$2,180.76	\$2,500.00	\$6,000.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$68.30	\$955.54	\$1,250.00	\$3,000.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$5,000.00	\$5,000.00	\$12,000.00
Support Software	\$101.46	\$715.82	\$3,958.33	\$9,500.00
Building Maintenance	\$642.00	\$4,244.58	\$3,333.33	\$8,000.00
Petty Cash	\$200.00	\$600.00	\$500.00	\$1,200.00
Services	\$0.00	\$0.00	\$625.00	\$1,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00
Dues	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses	\$0.00	\$1,060.98	\$208.33	\$500.00
Promotional	\$0.00	\$119.90	\$0.00	\$0.00
Catering	\$133.40	\$429.42	\$604.17	\$1,450.00
Miscellaneous	\$0.00	\$3,052.00	\$0.00	\$0.00
	\$2,615.94	\$21,779.00	\$21,937.50	\$52,650.00
TOTALS	\$57,190.40	\$314,998.54	\$306,937.50	\$736,650.00

EXPENSES Period 6, December	November	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2014-2015
SALARIES				
Full time	\$19,075.20	\$123,988.80	\$123,500.00	\$247,000.00
Part time	\$2,078.60	\$15,138.35	\$9,000.00	\$18,000.00
Medicare	\$286.83	\$1,897.91	\$2,000.00	\$4,000.00
	\$21,440.63	\$141,025.06	\$134,500.00	\$269,000.00
BENEFITS				
Retirement	\$2,827.32	\$18,377.58	\$19,000.00	\$38,000.00
Active Employee Benefits	\$5,727.50	\$34,395.76	\$34,000.00	\$68,000.00
Retired Employee Benefits	\$2,058.51	\$12,354.86	\$11,500.00	\$23,000.00
	\$10,613.33	\$65,128.20	\$64,500.00	\$129,000.00
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$16,736.26	\$105,262.51	\$100,000.00	\$200,000.00
Electronic Resources	\$5,771.30	\$36,365.29	\$43,000.00	\$86,000.00
	\$22,507.56	\$141,627.80	\$143,000.00	\$286,000.00
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,420.00	\$4,750.00	\$9,500.00
Copy Machines	\$427.33	\$2,608.09	\$3,000.00	\$6,000.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$29.42	\$984.96	\$1,500.00	\$3,000.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$6,000.00	\$6,000.00	\$12,000.00
Support Software	\$101.46	\$817.28	\$4,750.00	\$9,500.00
Building Maintenance	\$642.00	\$4,886.58	\$4,000.00	\$8,000.00
Petty Cash	\$100.00	\$700.00	\$600.00	\$1,200.00
Services	\$5,048.51	\$5,048.51	\$750.00	\$1,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00
Dues	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses	\$290.28	\$1,351.26	\$250.00	\$500.00
Promotional	\$0.00	\$119.90	\$0.00	\$0.00
Catering	\$64.08	\$493.50	\$725.00	\$1,450.00
Miscellaneous	\$0.00	\$3,052.00	\$0.00	\$0.00
	\$7,703.08	\$29,482.08	\$26,325.00	\$52,650.00
TOTALS	\$62,264.60	\$377,263.14	\$368,325.00	\$736,650.00

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	\$30,749.93	\$30,822.88			
Limited	\$17,756.94	\$15,081.77	\$14,958.70	\$14,505.95	\$13,273.07	\$13,716.90			
Small Claims	\$329.43	\$530.96	\$387.79	\$259.00	\$524.87	\$394.57			
TOTAL:	\$47,789.18	\$47,118.88	\$45,662.75	\$42,614.66	\$44,547.87	\$44,934.35	\$0.00	\$0.00	\$0.00

LIBRARY GENERATED INCOME

Copy Machines	\$608.07	\$693.92	\$783.10	\$695.30	\$585.69	\$476.04			
Computer Printer	\$4.75	\$7.50	\$13.50	\$10.85	\$13.75	\$19.50			
Conference Room	\$142.50	\$210.50	\$437.50	\$157.00	\$290.00	\$195.00			
Overdue Fines	\$66.00	\$47.00	\$32.00	\$5.00	\$4.00	\$0.00			
CEB Audio Check Out Fee	\$100.00	\$15.00	\$45.00	\$60.00	\$35.00	\$55.00			
MCLE Class Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Reserve Book Fee	\$10.00	\$50.00	\$50.00	\$90.00	\$50.00	\$20.00			
Used Book Sales	\$197.00	\$70.00	\$99.00	\$51.00	\$82.00	\$20.50			
Lost Book Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Donations	\$100.00	\$0.00	\$25.00	\$0.00	\$17.00	\$4,350.00			
Extra Computer Time	\$0.00	\$0.00	\$15.00	\$10.00	\$55.00	\$20.00			
Vendor Credits/Refunds	\$0.00	\$0.00	\$548.13	\$221.00	\$0.00	\$0.00			
Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Other	\$0.00	\$0.00	\$0.00	\$2,990.00	\$0.00	\$0.00			
TOTAL:	\$1,228.32	\$1,093.92	\$2,048.23	\$4,290.15	\$1,132.44	\$5,156.04	\$0.00	\$0.00	\$0.00

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00	\$0.00	\$807.78	\$0.00	\$0.00			
Lehman Bad Debt Recovery	\$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			
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
TOTAL:	\$0.00	\$0.00	\$0.00	\$807.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PERIOD TOTALS

TOTAL:	\$49,017.50	\$48,212.80	\$47,710.98	\$47,712.59	\$45,680.31	\$50,090.39	\$0.00	\$0.00	\$0.00
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Category Totals

April	May	June	July Interest	Category Totals
				Unlimited
				Limited
				Small Claims
\$0.00	\$0.00	\$0.00		TOTAL
				\$272,667.69 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
\$0.00	\$0.00	\$0.00		TOTAL
				\$14,949.10 cross check

				Interest
				Lehman Bad Debt Recovery
				Credits/Refunds
				Other
\$0.00	\$0.00	\$0.00	\$0.00	TOTAL
				\$807.78 cross check

\$0.00	\$0.00	\$0.00	\$0.00	TOTAL
				\$288,424.57

Total Income:

\$288,424.57

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	\$62,617.89	\$469,761.78
October	\$47,712.59	\$72,242.98	\$445,231.39
November	\$45,680.31	\$57,190.40	\$433,721.30
December	\$50,090.39	\$62,264.60	\$421,547.09
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$288,424.57	\$377,263.14	

NUMBER OF COURT FILINGS
FY 2007-PRESENT

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UNLIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
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	799
Period 6, December	834	853	872	795	825	925	817	801
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	4700
LIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
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	381
Period 6, December	805	931	637	965	585	626	540	379
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	2487

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

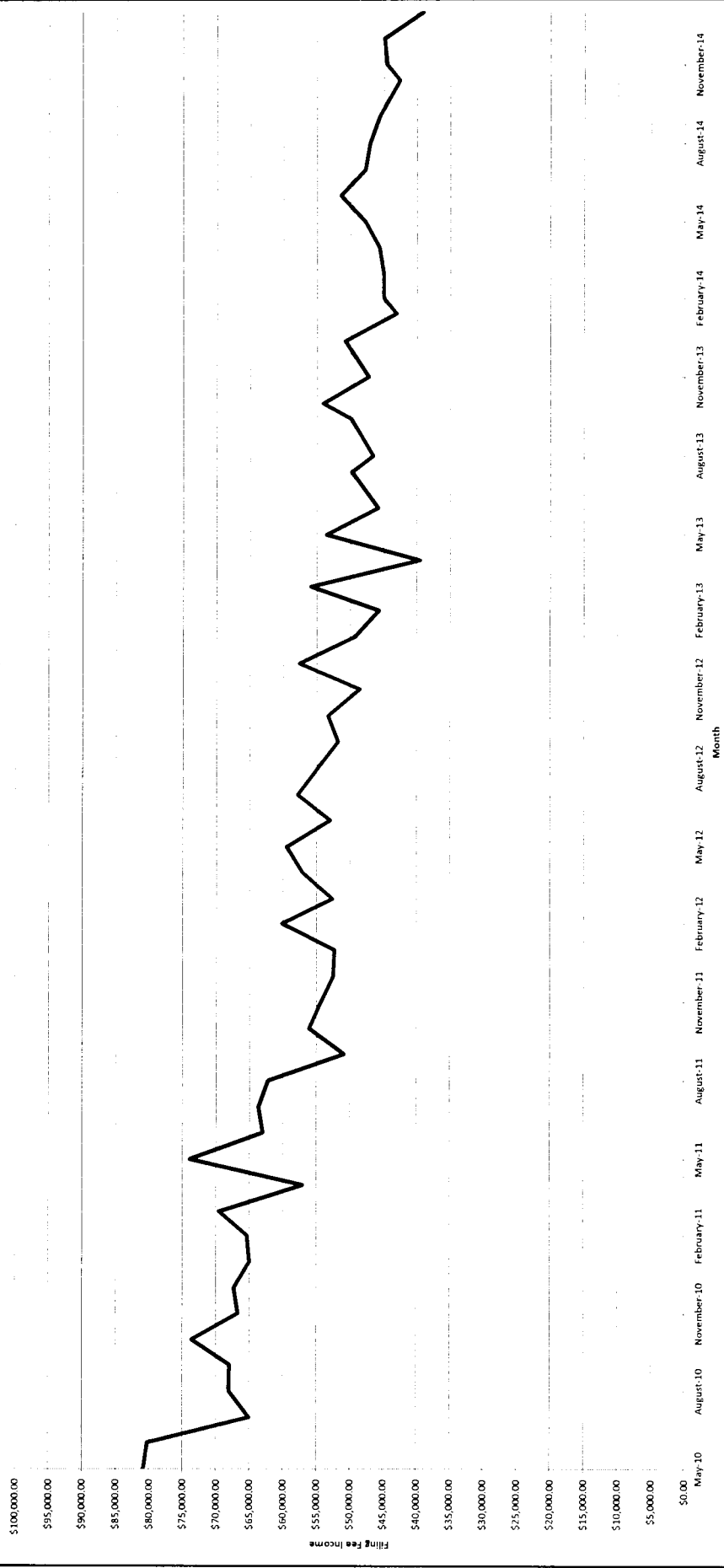
NUMBER OF COURT FILINGS
FY 2007-PRESENT

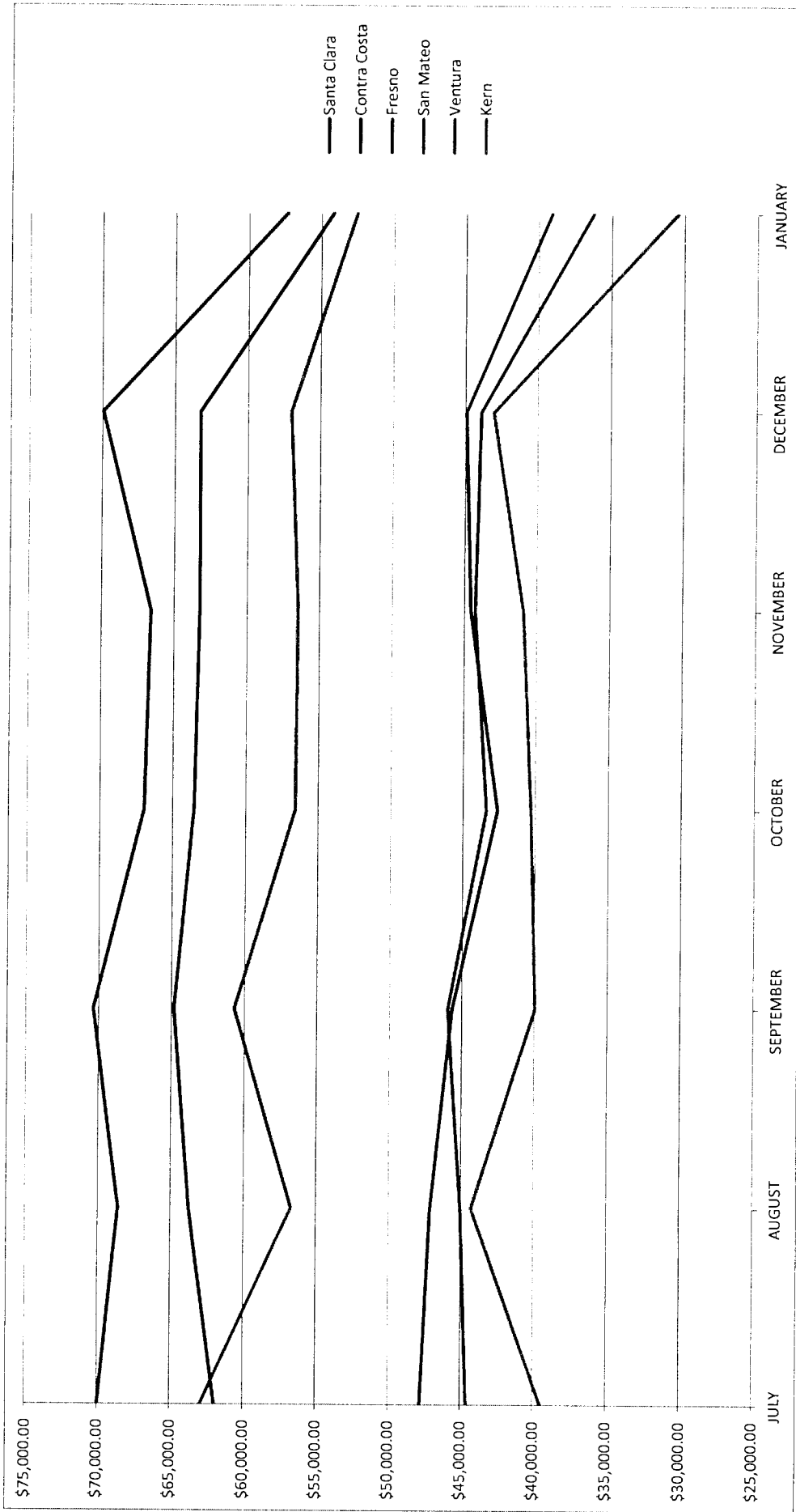
Page 2

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	45
Period 6, December	57	66	58	51	36	38	56	52
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	271

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

Filing Fee Income and Trend May 2010 to Present
 San Mateo County Law Library





Council of California County Law Libraries

Statewide Filing Fee Income Last Five Fiscal Years (FY=May-Apr income received Jul-Jun)

	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	5-Year Decrease
Sierra	\$2,093	\$1,318	\$1,031	\$934	\$1,449	\$849	59.44%
Alpine	\$235	\$138	\$131	\$193	\$205	\$100	57.58%
Imperial	\$102,478	\$88,969	\$84,708	\$72,708	\$72,332	\$56,485	44.88%
Tehama	\$42,291	\$36,387	\$38,096	\$31,256	\$31,208	\$24,177	42.83%
San Joaquin	\$743,767	\$706,755	\$666,775	\$525,259	\$490,872	\$436,918	41.26%
Merced	\$215,373	\$204,510	\$185,689	\$160,321	\$137,391	\$127,048	41.01%
San Bernardino	\$2,493,027	\$2,353,664	\$2,199,035	\$1,826,602	\$1,744,074	\$1,471,564	40.97%
Riverside	\$2,886,726	\$2,799,974	\$2,692,205	\$2,202,900	\$2,025,156	\$1,775,513	38.49%
Stanislaus	\$439,562	\$400,744	\$375,016	\$310,970	\$285,523	\$271,582	38.22%
San Francisco	\$1,828,707	\$1,646,163	\$1,475,768	\$1,336,359	\$1,286,437	\$1,134,247	37.98%
Inyo	\$11,696	\$9,253	\$11,256	\$8,580	\$7,686	\$7,266	37.88%
Madera	\$125,589	\$125,436	\$112,930	\$97,008	\$86,599	\$80,031	36.27%
Monterey	\$343,440	\$329,128	\$303,919	\$262,486	\$245,835	\$222,232	35.29%
San Benito	\$39,641	\$45,371	\$44,015	\$31,149	\$29,095	\$25,926	34.60%
Tuolumne	\$29,136	\$29,383	\$27,562	\$23,695	\$20,769	\$19,369	33.52%
Ventura	\$859,335	\$849,006	\$798,952	\$687,035	\$654,994	\$571,650	33.48%
Sutter	\$21,492	\$19,164	\$18,841	\$16,160	\$15,248	\$14,301	33.46%
Fresno	\$1,080,317	\$1,021,821	\$971,442	\$835,964	\$780,633	\$719,864	33.37%
Alameda	\$1,912,668	\$1,878,101	\$1,772,623	\$1,556,938	\$1,441,323	\$1,285,063	32.81%
Solano	\$470,444	\$469,230	\$446,191	\$358,389	\$327,872	\$317,225	32.57%
San Diego	\$4,172,438	\$3,968,682	\$3,952,779	\$3,363,143	\$3,107,707	\$2,815,901	32.51%
Santa Cruz	\$221,915	\$219,805	\$223,399	\$189,871	\$176,754	\$150,290	32.28%
Plumas	\$11,539	\$12,197	\$14,214	\$8,606	\$8,721	\$7,831	32.14%
Contra Costa	\$1,245,592	\$1,204,408	\$1,253,600	\$1,006,051	\$898,482	\$851,567	31.63%
Yolo	\$171,374	\$170,781	\$157,713	\$144,663	\$130,109	\$117,282	31.56%
Sonoma	\$524,270	\$495,772	\$531,759	\$430,218	\$420,824	\$359,721	31.39%
Shasta	\$153,831	\$150,423	\$145,031	\$119,579	\$114,828	\$105,895	31.16%
Amador	\$19,936	\$19,818	\$21,966	\$16,171	\$15,318	\$13,728	31.14%
Nevada	\$80,932	\$85,599	\$86,041	\$77,501	\$66,367	\$56,706	29.93%
Kern	\$706,172	\$658,716	\$644,768	\$592,185	\$536,248	\$497,399	29.56%
Orange	\$4,057,738	\$4,075,807	\$3,974,106	\$3,449,654	\$3,186,019	\$2,862,586	29.45%
Placer	\$392,815	\$408,739	\$399,306	\$330,602	\$312,506	\$278,137	29.19%
Napa	\$95,249	\$96,783	\$92,660	\$82,145	\$75,168	\$67,556	29.07%
Santa Clara	\$1,261,175	\$1,286,214	\$1,273,450	\$1,062,837	\$984,866	\$895,118	29.03%
Calaveras	\$38,317	\$42,091	\$43,740	\$37,980	\$30,337	\$27,269	28.83%
San Mateo	\$809,013	\$811,443	\$802,745	\$674,419	\$614,104	\$576,497	28.74%
Santa Barbara	\$468,147	\$461,499	\$443,941	\$394,510	\$381,116	\$333,836	28.69%
Los Angeles	\$10,027,252	\$9,669,603	\$9,411,440	\$8,388,148	\$7,797,818	\$7,168,466	28.51%
Butte	\$218,046	\$197,336	\$210,547	\$182,473	\$172,711	\$157,266	27.87%
Colusa	\$7,813	\$6,991	\$6,116	\$5,983	\$6,379	\$5,638	27.84%
Lassen	\$18,741	\$19,125	\$19,775	\$15,973	\$13,840	\$13,528	27.81%
Modoc	\$4,023	\$4,172	\$3,970	\$3,020	\$3,578	\$2,926	27.27%
Sacramento	\$3,738,680	\$3,384,285	\$3,260,079	\$2,914,049	\$2,995,965	\$2,744,085	26.60%
San Luis Obispo	\$238,179	\$243,253	\$248,666	\$205,614	\$204,993	\$174,993	26.53%
Lake	\$41,095	\$41,159	\$43,919	\$36,484	\$35,184	\$30,457	25.89%
Tulare	\$393,096	\$366,671	\$343,633	\$304,677	\$288,625	\$291,894	25.74%
El Dorado	\$152,912	\$162,847	\$161,275	\$133,361	\$120,110	\$114,180	25.33%
Siskiyou	\$30,886	\$30,004	\$28,097	\$24,551	\$23,894	\$23,384	24.29%
Mariposa	\$9,446	\$9,220	\$10,490	\$9,796	\$9,553	\$7,155	24.26%
Mendocino	\$75,220	\$67,721	\$72,953	\$61,964	\$60,219	\$57,172	23.99%
Kings	\$98,571	\$98,271	\$99,667	\$77,745	\$71,758	\$75,382	23.52%
Del Norte	\$11,971	\$11,554	\$11,680	\$9,429	\$10,753	\$9,169	23.41%
Marin	\$235,473	\$250,064	\$260,297	\$230,611	\$204,385	\$182,611	22.45%
Humboldt	\$125,171	\$120,782	\$120,835	\$111,259	\$108,056	\$101,394	19.00%
Trinity	\$4,224	\$4,812	\$4,312	\$4,074	\$4,176	\$3,656	13.45%
Yuba	\$22,898	\$22,280	\$25,736	\$22,982	\$22,276	\$19,958	12.84%
Mono	\$5,006	\$5,738	\$5,601	\$6,210	\$6,796	\$4,580	8.52%
Glenn	\$12,317	\$11,622	\$12,031	\$9,594	\$10,607	\$11,326	8.04%
Total	\$43,549,491	\$41,910,802	\$40,648,521	\$35,083,032	\$32,915,850	\$29,777,946	31.62%



**LOCAL FUNDS
LOCAL NEEDS**
MEASURE A 2013-2023

LETTER OF INTENT

Measure A is the ten-year half-cent general sales tax approved by the voters in November 2012. Measure A funds projects that:

- Are consistent with the needs identified in the text for Measure A
- Address major Board priority areas (viewable at <http://cmo.smcgov.org/measurea>)
- Reduce long-term costs by improving the performance of County operations
- Leverage other funding sources
- Repair county infrastructure
- Are evidence based and collaborative

Upon review of submitted Letters of Intent, the County may opt to issue Requests for Proposals (RFPs) for some services. All selected providers must meet the County's contractor requirements as specified in the Long Form Agreement template (viewable at <http://cmo.smcgov.org/measurea>), maintain required licenses, and be able to begin providing services on July 1, 2015.

Measure A funds are provided on a limited-term basis and there are no minimum or maximum awards. Awards will cover a two year project phase, with the potential to renew funding upon successful implementation and continued need.

Completed letters of intent must be e-mailed by January 9, 2015 to MeasureA@smcgov.org

Organization or Department Name (s): San Mateo County Law Library

Contact name, phone number, and email address: Andrew Gurthel, Director.

650-363-4913, agurthel@smclawlibrary.org

Executive / Department Head Signature (s): 

Organization complies with San Mateo County Contractor Requirements (Y/N): Y

Proposal Summary – Provide a one page summary of your program or project, including:

- An estimate of the Measure A funds to be requested per year (FY 15-16 and FY 16-17)
- How the program or project aligns to the Board of Supervisors priorities
- How success will be measured for the community or client population served

LETTER OF INTENT FOR MEASURE A FUNDING TO SUPPORT THE SAN MATEO COUNTY LAW LIBRARY

BACKGROUND: Each year, the San Mateo County Law Library assists approximately 4,000 residents of San Mateo County that, for various reasons, must represent themselves in court without an attorney (otherwise known as Pro Per Litigants). Many such citizens are low income, homeless, veterans, formerly incarcerated, at-risk youth, and/or mentally ill, who are without the means and resources to obtain a lawyer to represent them in court. As a result, they are barred sufficient access to justice. At present, the Law Library is not fully equipped to assist these individuals with all of their legal needs; rather, the Law Library's resources and services have been historically focused upon providing legal reference to local attorneys.

OBJECTIVE: The San Mateo County Law Library requests sufficient Measure A funding for FY2015-2017 to significantly improve the Law Library's legal resources and services to the general public of San Mateo County who seek judicial relief on their own behalf. The long term benefit will be increased access to justice by empowering citizens and facilitating proper legal procedures so that the courts will not be stymied by inexperienced or incomprehensible legal actions.

PROPOSAL: The Law Library intends to re-tool resources and service levels to become the premiere 'Legal Help Center' for people without lawyers. Specifically, the Law Library wishes to offer: 1) regular free workshops, and hands-on training seminars on important legal topics for pro per litigants; 2) ongoing free attorney assistance to provide advice and help with filling out legal forms; 3) sufficient public computer terminals with access to robust electronic legal databases; 4) a comprehensive website to act as a communications infrastructure throughout San Mateo County's Human Resources Agencies to establish a network of legal assistance; 5) suitable public meeting and training spaces; 6) branch Help Centers located in the North County area as well as along the Coast; and 7) staff members who are trained to be both fluent in Spanish as well as in mental health issues.

The Law Library cannot offer the above services alone. To attain such a level of service the Law Library must actively engage and collaborate with other County and local non-profit services, such as the Fatherhood Collaborative, Immigration Division of the Catholic Charities, and Family Law Facilitator's Office, to name a few. Numerous organizations will be essential in building a cooperative of legal expertise to provide expanded services.

ESTIMATE OF FUNDS REQUESTED: An estimated cost of \$750,000 for FY2015-2016 and \$750,000 for FY2016-2017, for a total of \$1,500,000, is requested to be sufficient for: 1) funding the expansion of resources and services identified above; and 2) updating the Law Library's present facility to provide sufficient physical space and infrastructure for such services. At a minimum, the Law Library must provide more conference and training spaces, better internet connection, and better communication systems.

ALIGNMENT WITH BOARD OF SUPERVISORS' PRIORITIES: This proposal aligns with the 'Prosperous Community' priority. The services proposed will significantly help low-income residents, emancipated youth, veterans, and individuals recently released from jail and mental health institutions to meet their basic needs by providing better legal services that assist them in their quest for access to justice. Furthermore, this proposal aligns with the 'Healthy and Safe Community' priority. Again, by providing better legal services to incarcerated individuals, at-risk youth, and the mentally ill, the Law Library is improving the chance for positive legal outcomes for these individuals, and hence, lowering their propensity to commit crimes that arise out of frustration and lack of early legal intervention and prevention. By providing the community with a free Legal Help Center that assists them to navigate the court system, citizens can gain a sense of empowerment as they actively engage in civic participation. This is in opposition to current issues of feeling ignored by a legal system that has become cost prohibitive.

INDICATORS OF SUCCESS: The clearest measure of success will be the number of Pro Per Litigants assisted during this two year period. The Law Library will further need to devise a method to track and follow up with these individuals to determine their success rate as well as which services were employed. Finally, the Law Library would like to work with local law enforcement and community services to determine what indicators can best be tracked to determine if an active Law Library Help Center lowers crime and assists the community meet their basic needs.

-DRAFT-

DEBT COLLECTOR'S FEE REDUCTION PRESS ARTICLE

In California, if an ordinary person files a lawsuit to collect a debt, the filing fee is \$225. But if you're a debt collection company, you only have to pay a \$181 filing fee. That's not fair, is it? But that's the law under California Business and Professions Code section 6322.1. And it's time for that law to be repealed.

The ordinary person is not the only one hurt by this inherently unfair law. A small portion of all court filing fees supports public county law libraries. Every year, these law libraries help thousands of ordinary people who cannot afford an attorney to get the information they need to file their own lawsuits, get restraining orders, file for divorce, fight landlords, and handle many other legal problems.

Law libraries provide the public with vital legal resources, forms, and the expertise of law library staff. This service is free; however, the only funding that public county law libraries receive is from court filing fees. Law libraries do not receive any funding from state or local taxes. In 2013, the reduced filing fees paid by debt collection companies in San Mateo County resulted in over \$27,000 lost income for the San Mateo County Law Library. That means that our law library has suffered along with you.

That \$27,000 could go a very long way at the San Mateo County Law Library by providing more public computers, better legal resource subscriptions such as Westlaw and Lexis research services, better trained library staff, renewal of many cancelled law books, and an additional photocopier – all directly beneficial to San Mateo County residents.

It is time that debt collectors pay their fair share of court filing fees and allow the county law libraries to provide better resources and services to the public. Please contact your local State legislator and demand that Business and Professions Code section 6322.1 be repealed.

San Mateo County Law Library Resolution

January 22, 2015

WHEREAS, Mr. Lou Liberty, Esq., was appointed to the Board of Trustees of the San Mateo County Law Library in March 2002; and

WHEREAS, Mr. Liberty has given generously of his time, effort, and wisdom, while a member of the Board of Trustees, and has served the Law Library with great dedication; and

WHEREAS, Mr. Liberty has earned the esteem and affection of his fellow Trustees through his faithfulness, wise direction, and fine cooperation; and now, therefore be it

RESOLVED that the members of the Board of Trustees of the San Mateo County Law Library publicly express their grateful thanks for his noteworthy and dedicated service and wish him all the best in the years ahead; and, therefore, be it further

RESOLVED that this resolution be entered into the official minutes of the Board of Trustees meeting of January 22, 2015.

Mr. Steven Schaiman, Esq., President

Board of Supervisor Carole Groom, Trustee

Honorable Judge Robert Foiles, Trustee

Ms. Jacquelyn Brown, Esq., Trustee

Honorable Judge Joseph C. Scott, Trustee

Honorable Judge V. Raymond Swope, Trustee

Ms. Margaret A. Copenhagen, Esq., Trustee

Mr. Andrew Gurthet, Director & Secretary to the Board