

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

November 1, 2016

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, NOVEMBER 10, 2016, 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 September 22, 2016 meeting. (page 1)
- b. Acceptance of Report of Expenses for Period 3 (September) of FY 2016-2017. (pages 2-6)
- c. Discussion/Informational Updates:
- Law Library Foundation update.
 - Recent CCCLL legislative efforts. (pages 7-8)
 - Quarterly Report (July 2016 to September 2016) of the Law Library's Silicon Valley Community Foundation Fund. (pages 9-10)
- d. Policy Decisions:
- Reschedule December 15, 2016 Trustee Meeting due to conflict with SMCBA Estate Planning Holiday Party (donation to Law Library)
- e. Report of the San Mateo County Bar Association.

f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: TO BE DETERMINED

Mark Your Calendar!

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

- January 26, 2017
- February 23, 2017
- 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: September 22, 2016

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

Members in attendance:

President:	STEVEN SHAIMAN
Trustee:	ROBERT FOILES
Trustee:	MARGARET COPENHAGEN
Trustee:	JOSEPH SCOTT
Trustee:	CAROLE GROOM
Trustee:	JACQUELYN BROWN
Trustee:	RAYMOND SWOPE
Library Director:	ANDREW GURTHET

The San Mateo County Law Library Board of Trustee meeting convened in open session at 12:15 pm, joined by Martin Fox, Esq.

The minutes of the August 25, 2016 meeting were unanimously approved upon motion of Trustee Swope and seconded by Trustee Schaiman. Next, the Report of Expenses for Period 2, August of FY2016-2017 was reviewed by the Board and unanimously approved by motion of Trustee Shaiman with a second from Trustee Foiles.

Director Gurthet next informed the Board of a recent patron compliment regarding the staff and materials of the Law Library. Director Gurthet also informed the Board of the recent activities of the Law Library Foundation, most notably the upcoming October 19, 2016 Law Library Foundation Centennial Celebration and Fundraiser.

Next, the Board reviewed and unanimously approved by motion of Trustee Schaiman and seconded by Trustee Swope the FY2015-2016 Law Library Annual Report. Finally, the Board discussed the recent San Mateo County Board of Supervisors' action/response to the San Mateo County Civil Grand Jury's Report regarding the Law Library.

Due to schedule conflicts, the next Board meeting was rescheduled to November 10, 2016 upon motion of Trustee Swope with second by Trustee Schaiman, and unanimous approval.

Next, Trustee Brown informed the Board that there was no news to report from the San Mateo County Bar Association in regards to the Law Library.

Public comment followed with Marty Fox.

Upon Trustee Schaiman's motion to adjourn with a second from Trustee Swope the meeting adjourned unanimously at 1:10pm.

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

Filing Fee Income

Unlimited	\$28,953.47
Limited	\$11,582.13
Small Claims	\$255.54
TOTAL:	\$40,791.14

Library Generated Income

Copy Machines	\$397.70
Computer Printer	\$86.50
Conference Room	\$172.50
Overdue Fines	\$37.00
CEB Audio Check Out Fee	\$10.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$90.00
Used Book Sales	\$130.00
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	\$0.00
TOTAL:	\$933.70

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: \$41,724.84

Voucher #	Vender	Amount
11005	Blue, Shannon	\$800.00
11006	Bracco, Caroline (Reimbursement)	\$1,492.90
11007	California Security	\$26.25
11008	CALPERS	\$1,195.96
11008	CALPERS	\$1,195.96
11008	CALPERS	\$1.24
11008	CALPERS	\$650.00
11008	CALPERS	\$948.92
11009	Gurthet, Andrew (Reimbursement)	\$285.32
11010	James Publishing Corp.	\$260.28
11011	Lexis (Advance)	\$3,311.00
11012	Lexis (Matthew Bender)	\$0.00
11013	Treat, Richard	\$1,650.00
11014	UBS	\$1,010.97
11015	UC Regents (CEB)	\$2,111.73
11016	Veteren's Information Services	\$55.00
11017	West Group (Thomson Reuters)	\$2,745.45
11017	West Group (Westlaw Next)	\$4,965.45
11018	Wolter Kluwer	\$648.55
11019	Xerox	\$418.68
11020	Blake, Larry	\$57.00
11021	Bracco, Caroline	\$6,480.00
11022	Gurthet, Andrew	\$11,308.80
11023	Rhoades, Jan	\$5,544.00
11024	Medicare	\$322.92
11025	Active Employee Benefits	\$4,270.24
11026	Retired Employee Benefits	\$1,723.40
11027	County Automation Services	\$6.00
11027.1	Accidental Deposit to '5193 General Office'	-\$1,159.86

Total: \$52,326.16

Income for August, Period 3: \$41,724.84

Difference: -\$10,601.32

CASH ON HAND REPORT

FY 2014-2015

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			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$130,483.22	\$145,396.06	
Average/Month	\$43,494.41	\$48,465.35	
Difference/Month	\$4,970.95		

NUMBER OF COURT FILINGS
FY 2007-PRESENT

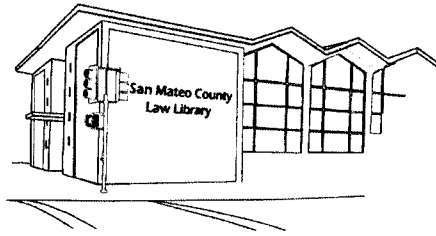
UNLIMITED JURISDICTION	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Period 1, July	836	766	825	827	928	877	865	772	691	721
Period 2, August	806	863	944	877	980	820	708	818	726	860
Period 3, September	792	811	988	906	786	769	730	787	748	752
Period 4, October	846	801	903	883	809	819	843	723	720	752
Period 5, November	755	733	863	929	789	730	759	799	754	
Period 6, December	834	853	872	795	825	925	817	801	773	
Period 7, January	779	686	870	886	875	679	739	630	684	
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	3085
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	
Period 6, December	805	931	637	965	585	626	540	379	361	
Period 7, January	736	797	743	830	502	559	440	401	296	
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	1364

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	
Period 6, December	57	66	58	51	36	38	56	52	39	
Period 7, January	45	38	45	39	54	37	30	28	31	
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	155

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



October 17, 2016

Honorable Edmund G. Brown
Governor of California
State Capitol Building, 1st Floor
Sacramento, California 95814

Dear Governor Brown:

This letter is to support a one-time \$16.5 million budget appropriation for California's public county law libraries to be included in the January 2017 budget.

This year marks the 100th anniversary of the founding of the San Mateo County Law Library here in Redwood City, California. Unfortunately, there is little to celebrate. Over the past seven years, County Law Libraries statewide have experienced an average 37% reduction in revenue, and a 60% increase in operation costs, and some libraries have suffered a drop in revenue of upwards of 66%. Many small public law libraries, including San Mateo, face closure in the near future.

Per the California Business & Professions Code, over 90% of County Law Library funding comes from civil court filing fees. The 2005 Uniform Civil Fees and Standard Fee Schedule Act establishes the amount of civil filing fees each library is permitted to receive, ranging from \$2 to \$50 per case, depending upon the county and type of case. Here in San Mateo County, filing income accounts for 96% of the Law Library's revenue. The substantial drop in filing fee income over the past years (from \$43.6 million in 2008/09 to \$27.1 million in 2014/15 statewide) has resulted in the lowest income received by this Law Library since the summer of 1999, and 1971/72 when factored for inflation. Although the civil filing fee per case has been increased over the years, the county law libraries' portion of the fee has not changed in almost a decade.

This has resulted in staff lay-offs, an eighteen hour per week reduction in operating hours, a 60+% cut in print and electronic materials, and the elimination of various outreach services such as our lecture series and 'Lawyer in the Library' program. In fact, this Law Library no longer offers any current print or electronic materials in several key areas of the law, such as bankruptcy and foreclosure law. Even with these cuts, the Law Library continues to operate at a deficit that will result in the closure of this library in less than three years without further cuts.

At the same time, the San Mateo County Law Library continues to assist over 8,000 residents of San Mateo County each year with their legal needs, the majority of whom are not legal professionals. For many self-represented litigants, this Law Library is, and all public County Law Libraries statewide are, the

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only access to legal materials that can be used for their cases. The budget cuts to date have resulted in a substantial loss of valuable resources to the public. In short, this community can no longer seek basic access to justice through *their* local law library.

A one-time appropriation of \$16.5 million for the California County Law Libraries is an essential first step in alleviating the current extraordinary financial strain and restoring basic library services for the public. I sincerely request your support for this appropriation in the 2017 budget as well as the convening of a task force of interested parties and stakeholders to identify and secure a reliable, stable funding source for California's public county law libraries.

Sincerely,

Andrew Gurthet,
Director, San Mateo County Law Library
Member, Council of California County Law Librarians

cc:

Mr. Michael Cohen, Director of Finance
Honorable Kevin De Leon, Senate President Pro Tem
Honorable Anthony Rendon, Speaker of the Assembly
Honorable Jean Fuller, Senate Minority Leader
Honorable Chad Mayes, Assembly Minority Leader
Mr. Daniel Seeman, Deputy Legislative Secretary, Office of the Governor



Statement Period

July 1, 2016 through September 30, 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	\$195,774.90	\$195,906.57
Investment Activity		
Long-Term Growth Pool	8,802.01	9,633.50
Support Fees	(492.89)	(1,456.05)
Ending Balance	\$204,084.02	\$204,084.02

Fund Assets

Investment Pools		
Long-Term Growth Pool		204,084.02
Total Fund Assets		\$204,084.02

Restricted Balance

Total Restricted Balance	\$0.00
Balance Available for Grants	\$204,084.02



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	4.50%	4.95 %	6.60 %	4.45 %	7.59 %
This Fund's Benchmarks	3.60%	8.20 %	10.90 %	4.90 %	8.60 %

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.