



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

December 8, 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, DECEMBER 15, 2016, 12:15 P.M.**

**AGENDA**

**1. REGULAR SESSION**

- a. Approval of Minutes of the November 10, 2016 meeting. *(page 1)*
- b. Acceptance of Report of Expenses for Period 4 (October) of FY 2016-2017. *(pages 2-6)*
- c. Discussion/Informational Updates:
  - Law Library Foundation update.
  - Update regarding monthly filing fee income technology reporting issue.
  - Jan's retirement and replacement(s).
- d. Policy Decisions:
  - San Mateo Credit Union account
- e. Report of the San Mateo County Bar Association.
- f. Public open comment.

**2. ADJOURNMENT**

## NEXT MEETING: JANUARY 26, 2017

### 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**

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Date: November 10, 2016

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

Members in attendance:

Trustee:	JOSEPH C. SCOTT
Trustee:	ROBERT D. FOILES
Trustee:	JACQUELYN BROWN
Trustee:	V. RAYMOND SWOPE
Trustee:	MARGARET COPENHAGEN
President:	STEVE SCHAIMAN
Library Director:	ANDREW GURTHET
Secretary-Librarian, Ex-officio:	CAROLINE BRACCO

The meeting convened at 12:05 in Closed Session, and reconvened at 12:15 pm in Regular Session, joined by Martin Fox, Esq. and Caroline Bracco.

No action was taken in Closed Session to report. The Board first reviewed the minutes from the September 22, 2016 meeting. Director Gurthet asked to have minutes submitted into record and so moved by Trustee Schaiman with a seconded by Trustee Swope. Unanimously moved into record. Next, the Board reviewed the Report of Expenses for September, Period 3. September had higher expenses due to computer issues, CalPers, tuition reimbursement and CCCLL meeting. Director Gurthet also reported on computer issues with Superior Court ISD that resulted in Superior Court inability to report to the Judicial Council the filing fee income for the Law Library for Period 3. Period 3 Report of Expenses was approved on condition that Director Gurthet find out more information about upcoming actions of Superior Court ISD inability to report correct Law Library filing fee income, and report such findings at the upcoming December Board of Trustee meeting.

Director Gurthet next provided the Board with informational updates regarding 1) the recent Law Library Foundation October fundraising event, 2) upcoming Bar Section holiday parties to be attended by Director Gurthet, 3) recent CCCLL legislative efforts regarding their attempt to obtain a one-time \$16 million appropriation from the State Budget for County Law Libraries state-wide, and 4) the most recent quarterly report of the Silicon Valley Community Foundation Law Library Fund.

Next, the Board approved keeping the next Board of Trustees meeting for December 15, 2016 as scheduled with Ms. Bracco filing in for Director Gurthet due to his need to attend the Probate and Estate Planning Section holiday party to accept their donation to the Law Library.

Trustee Brown reported that there was no action to report of the San Mateo County Bar in regards to the Law Library.

In public comment, Marty Fox recommended an audit based on recent Superior Court ISD funding reporting discrepancy. He also encouraged the Law Library applying for Measure A funding.

Trustee Swope made motion made to adjourn with a second from Trustee Copenhagen. The meeting was unanimously adjourned at 1pm.

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

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**Filing Fee Income**

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

**Library Generated Income**

Copy Machines	\$305.56
Computer Printer	\$68.75
Conference Room	\$299.00
Overdue Fines	\$6.00
CEB Audio Check Out Fee	\$10.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$10.00
Used Book Sales	\$53.50
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
<b>TOTAL:</b>	<b>\$762.81</b>

**Trial Balance Reported Income**

Interest	\$465.93
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$0.00
Other	\$0.00
<b>TOTAL:</b>	<b>\$465.93</b>

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**MONTHLY TOTAL INCOME: \$42,019.88**

Voucher #	Vender	Amount
11028	Bernan Associates	\$44.63
11029	Blue, Shannon	\$800.00
11030	California Security	\$26.25
11031	CALPERS	\$1,195.96
11031	CALPERS	\$1,195.96
11031	CALPERS	\$948.92
11032	Courtroom Compendiums	\$170.00
11033	Gurthet, Andrew (Petty Cash)	\$100.00
11034	Gurthet, Andrew (Reimbursement)	\$164.65
11035	Lexis (Advance)	\$3,477.00
11036	Lexis (Matthew Bender)	\$3,446.25
11037	OCLC	\$227.14
11038	Office Depot	\$40.54
11039	Treat, Richard	\$1,000.00
11040	UBS	\$617.00
11041	UC Regents (CEB)	\$2,131.05
11042	West Group (Thomson Reuters)	\$2,598.29
11042	West Group (Westlaw Next)	\$4,965.45
11043	Xerox	\$424.09
11044	Blake, Larry	\$114.00
11045	Bracco, Caroline	\$4,320.00
11046	Gurthet, Andrew	\$7,539.20
11047	Rhoades, Jan	\$3,696.00
11048	Medicare	\$212.45
11049	Active Employee Benefits	\$4,370.24
11050	Retired Employee Benefits	\$0.00
11051	County Charges	\$6.00

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**Total: \$43,831.07**

**Income for September, Period 4: \$42,019.88**

**Difference: -\$1,811.19**

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	\$42,019.88	\$43,831.07	\$202,997.79
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$172,503.10</b>	<b>\$189,227.13</b>	
Average/Month	\$43,125.78	\$47,306.78	
Difference/Month	\$4,181.01		

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	
<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>3085</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	
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	
<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>1364</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	
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	
<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>155</b>

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