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## BOARD OF SUPERVISORS COUNTY OF SAN MATEO

Date: March 20, 2002

Hearing Date: March 26, 2002

To: Honorable Board of Supervisors

From: Supervisor Jerry Hill 

Re: San Mateo County Law Library

### Recommendation

**Accept recommendations from the Committee to Review Service and Funding Needs of the County Law Library and preliminary response to recommendations from the San Mateo County Law Library Board of Trustees.**

### Background

At the December 18, 2001 meeting, this Board approved the formation of a committee to review funding and service needs of the County Law Library and make recommendations to the Board of Supervisors by March 26, 2002.

The committee was comprised of the following members:

Member of the Board of Supervisors – Jerry Hill  
Presiding Judge of the Superior Court – John Runde  
County Manager's Office – Jim Saco  
Court Executive Officer – Peggy Thompson  
Law Librarian – Karen Lutke  
Law Library Trustee – Michael Bursak & Tim Wright  
Representative of the San Mateo County Bar Association – John Digiacinto  
Business Representative – Art Weiner  
City Librarian – K.G. Ouye

The committee met on numerous occasions during the past three months to learn more about Law Library operations and discuss strategies for increasing funding and reducing costs. The committee was joined on occasion by additional Board of Trustee members and other interested parties, and received correspondence from attorneys as well as law librarians from other jurisdictions.

## Discussion

As has been previously mentioned, the funding needs of the San Mateo County Law Library are not unique to this organization. Law libraries throughout the state find themselves in a similar predicament of rising costs and decreasing revenue.

The goal of the committee was to help develop strategies to address the funding needs of the San Mateo County Law Library. The focus was exclusively on San Mateo County but the committee also realized that there are systemic barriers that affect law libraries statewide that must also be tackled.

First is the exclusive reliance on one source of funding when even 25 years ago there were indications that filing fees would not be sufficient to underwrite the operations of a law library. Second is the governance structure that has not kept pace until recently with the changing needs and demographics of users. Both of these items require state legislative review and reform.

The recommendations proposed by the committee are suggestions for the Law Library Board of Trustees to review and implement where appropriate. The conclusions reached by the committee coincide with the recommendations of the *Council of California Law Librarians 2001 Needs Assessment Study* with specific items for the San Mateo County Law Library to focus attention. Many of the recommendations can be implemented at little or no cost.

Essential to the implementation of any of the recommendations is the determination of the needs of the users of the law library, not just today but also in the future. This information can better prepare the law library to seek funding opportunities that complement user needs. Funding opportunities that may exist for the law library are better leveraged with partnerships and collaborations. Coupled with the needs assessment is the realization that no matter the best of intentions, the law library cannot be all things to all users and still maintain a sound fiscal base.

The committee has agreed to reconvene in November 2002 for an update on the Law Library Board of Trustees' implementation of the recommendations.

The attached recommendations were agreed upon by consensus and the Law Library Board of Trustees requested that its response be included in this report to the Board of Supervisors.

## Vision Alignment

The work of this committee and its recommendations fall under the following commitments and goals:

*Responsive, effective and collaborative government.*

20. Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

22. County and local governments effectively communicate, collaborate and develop strategic approaches to issues affecting the entire County.

*Leaders work across boundaries to preserve and enhance the quality of life*

25. Residents express their support for regional, collaborative approaches to issues.

**BOARD OF SUPERVISORS  
COUNTY OF SAN MATEO  
InterDepartmental Correspondence**

To: Honorable Board of Supervisors  
Law Library Board of Trustees

From: Committee to Review Service and Funding Needs of the County Law Library

Re: Funding and Cost Cutting Strategies for the San Mateo County Law Library

Date: March 20, 2002

**Background**

Over the past few months, this committee has considered and discussed various ideas for meeting funding and service needs of the San Mateo County Law Library. The process has involved both education and brainstorming in an attempt to "think outside the box." The material provided has been very useful and indicative of the long-standing concerns of our Law Library. The fundamental issue is increasing costs with decreasing revenue. This is nothing new to government. Even in 1977, Peter Nycum, then Director of the San Mateo County Law Libraries, was warning of the inadequate funding streams for law libraries statewide<sup>1</sup>.

However, the fact that 25 years later we continue to meet and discuss the same issues leads to the conclusion that Law Library Directors and Trustees statewide have not gone far enough to address needs.

Part of the problem is systemic – the Business and Professions Code Section 6300-6307 which dictates the membership of the Board of Law Library Trustees is very specific about who may serve. Until this year when a code amendment was enacted, only judges and members of the Bar could serve. This insular group may have provided adequate guidance at one point since the majority of users were attorneys and members of the Court<sup>2</sup>.

The make-up of users today is quite different. There are more lay users who require more assistance and whose needs will not necessarily coincide with those in the legal profession. Likewise the changing demographics of San Mateo County may present language and cultural barriers that the Law Library is not addressing. Now there is a possibility of having up to two members who are not attorneys, judges or members of the Board of Supervisors, which will hopefully provide a new perspective for libraries statewide.

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<sup>1</sup> Memo of Peter Nycum to County Law Library Trustees, September 26, 1977.

<sup>2</sup> Id. "For most of its existence the county law library, although statutorily a public facility, was in the past primarily a facility used by the lawyers and court. Of course the lawyer and court use remains, but this use has increased dramatically as the attorney population has doubled in the past ten years."

Having only a maximum of seven members also severely undermines the ability of the Board of Trustees to function more effectively. Given the composition of boards – attorneys and judges whose duties dictate their time – much of the work needed for outreach, education and partnerships are left to staff who also may not have time to engage in these much needed efforts. An expanded board with more community representation that can draw upon individuals with expertise in marketing, fundraising, accounting, event planning, etc., would be advantageous. And while such an expansion would necessitate a legislative amendment to the Business and Professions Code, this is not an insurmountable obstacle.

The main obstacle is the reliance almost exclusively on one funding source when even 25 years ago there were indications filing fees would not be sufficient. The only solution to this is through a legislative act.

A gradual approach that encourages, but does not mandate, state funding may provide some relief. As an example, California Rules of Court (CRC), Rule 810, which defines court operations and allowable court expenditures by the State and local trial courts, prohibits the State court system from providing funding for county law libraries. There is a clear nexus that exists between the function of a law library and the judicial system. If the language were amended to make it permissible, but does not require courts to fund law libraries, each county could pursue partnership and funding opportunities on the local level.

Much of the material and correspondence the committee has received states that suggestions can't be implemented or code sections specify what is permissible and that there can be no movement beyond that, or that certain recommendations run against the intent of a free library. However, many of the guidelines being followed were set in place over a hundred years ago, and our society, government and library users have changed since then. Having an institution remain stagnant in its practices is not an adequate response.

Fundamental to good government is the ability to question shortcomings, analyze solutions – even those that may seem out of the norm, or beyond the scope – and most importantly, the capacity to reinvent itself. Public entities today have to be more creative in governance, especially in providing much needed services with limited resources.

### **Recommendations**

Ultimately, the committee returns to where it began with The Council of California Law Librarians 2001 Needs Assessment Study. We recommend the San Mateo County Law Library Board of Trustees implement those recommendations. While the Law Library did seek financial assistance for implementation, which was denied, the Board of Trustees and library staff can begin the process without high cost.

#### **1. Define the current mission and the customer base for county law libraries.**

One of the issues that became clear during the committee meetings is the need to determine whom the law library is trying to serve. The report points out that by its very mission,

libraries should serve all users but that there are often incompatible needs. The needs of a solo or small practice attorney will not be the same of a pro per user, nor for someone who is engaging in scholarly research. Even city libraries concentrate on three or four key areas for providing services and maintaining collections (see attached Library Services Responses). Once the Law Library determines whom it serves, then questions about collections and services can be better answered.

**Specific Recommendations:**

**Determine the specific customer base and needs of the users of the San Mateo County Law Library.**

**2. Determine compatibility with other legal information resources in California**

The primary recommendation on this item from the report is that "duplication should be avoided as much as possible to reserve scarce resources for services and collections truly needed<sup>3</sup>." This suggestion has been made on numerous occasions and there seems to be considerable reluctance to take any steps. With many public and private law libraries in the Bay Area, some type of collaborative effort could be undertaken to address this issue, (such as the regionalization of law library services Bay Area wide)

**Specific Recommendations:**

**Scholarly book collection** – does this need to be maintained given access to private academic law libraries?

**Out of state codebook collections** – many, if not all, out of state code sections (not annotated) are available on-line. Do the number of people (12 out of 245 that responded to survey) using out of state codes justify the upkeep if most cases for lawyers and lay users deal with California laws? The one-week survey compiled by the Law Library indicates that the top 5 legal topics (out of the top six subjects) researched were Criminal, (Personal Interest), Civil Litigation & Procedure, Divorce, Landlord/Tenant and Tax.

**Collection in general** – By how much does the Law Library's collection exceed the minimum required? This is not meant to diminish the quality of the collection, but as previously mentioned, is there duplication of rarely used material that is available at other libraries?

**Interlibrary loan program** – charge fee

**3. Examine technology related options for expansion of services and collections**

This item has also been previously recommended. There are examples from other states (see attached *The Court Manager* article) where technology has been used to augment services. Determining who is the client will help structure an appropriate plan.

**Specific Recommendations:**

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<sup>3</sup> Council of California County Law Librarians 2001 Needs Assessment Study, page 5

**Lexis/Nexis &/or Westlaw profit center** – Explore the feasibility of setting up a designated terminal and charging for the on line access, or only the librarian has access and can charge for information retrieval. The librarian has indicated that there has been information retrieval conducted at no charge for judges. If there are state code restrictions on charging for information retrieval, what are they and can they be changed?

**4. Determine long term facility needs.**

Many committee members have toured the Library. Shadowing any discussion of major capital improvements to the building is the possibility that 400 County Center may be taken over by the state completely for court operations, in which case the Law Library may move into the Hall of Justice and Records. There are certain low cost improvements that can be made such as an updated telephone system and higher speed internet access. Current and future space usage should also be factored into any plans.

Specific Recommendations:

**Grant funding for a Pro Per Center with the Courts** – Courts and Law Library are currently reviewing.

**5. Establish customer partnerships based on specific service needs.**

There are many organizations on the Peninsula that might benefit from a working relationship with the Law Library. Aside from the Bar Association, there are other non-profit organizations that provide legal information (Legal Aid Society, La Raza Centro Legal) or are engaged in activities that bring them in contact with the legal system (Peninsula Conflict Resolution Center, Center for Domestic Violence Prevention). These organizations would benefit from the Library's resources and would serve as a marketing and outreach opportunities. The goal is to develop a stronger community presence that can be called upon for support.

Specific Recommendations:

**Charge for services provided to County Jail** – develop partnership with the Sheriff's Office

**Provide reference service to the Peninsula Library System** – develop partnership with PLS

**6. Assess future funding strategies based on the results of the above recommendations**

“Defining the mission and customer base, reviewing compatibility and overlap with other legal information resources, looking at technology impacts and facility needs and forming strategic partnerships will enable the libraries statewide to clearly identify potential future sources of funding<sup>4</sup>.”

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<sup>4</sup> Council of California County Law Librarians 2001 Needs Assessment Study, page 7

With this focus, the San Mateo County Law Library can begin to seek funding that matches its mission. The following list of recommendations is a result of the committee meetings that can be explored and implemented without much background research.

**Specific Recommendations:**

**Charge for special services that are currently offered for free** – Information retrieval for courts, County Counsel, attorneys

**Prosecute users that steal books regardless of status** (i.e., member of the Bar or lay user)

**Model charges for services after public library fee structures** – Interlibrary loan, holding materials, late fees, lost book fees, etc.

**Charge for out-of-county attorney check-out of material**

**Library check-out privilege card for a fee**

**Bar Association surcharge fee**

**Raise fee on conference room use**

**Friends of the Library** – this should be a tool not just for fundraising, but also for marketing and raising the awareness throughout the community (and especially the legal profession in San Mateo County who are not members of the County Bar Association) of the important role the Law Library plays.

The San Mateo County Law Library is an asset to the community that is in dire need of help. Unfortunately, the issues raised have been long neglected not just in this County but statewide. The recommendations only begin to address the fundamental problem of an inadequate funding stream and a perception that filing fees are the only source of revenue. The revenue generating and cost cutting suggestions are a means to hold the Law Library accountable and fulfill the obligation to the public we serve, and may very well provide some relief while a legislative remedy is sought.

The Board of Library Trustees must be more active in its governance of the Law Library and provide staff guidance and assistance in outreach, public relations and access to resources. A proactive Board of Trustees that relies on outside volunteers in the form of subcommittees may enhance the work of staff necessary to accomplish some of the recommendations.

The Committee to Review Service and Funding Needs of the County Law Library will reconvene in November 2002 for an update of the recommendations.

## **PLANNING FOR RESULTS: A LIBRARY TRANSFORMATION PROCESS**

### **LIBRARY SERVICE RESPONSES**

**BASIC LITERACY:** A library that offers BASIC LITERACY service addresses the need to read and to perform other essential daily tasks.

**BUSINESS & CAREER INFORMATION:** A library that offers BUSINESS & CAREER INFORMATION service addresses a need for information related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

**COMMONS:** A library that provides a COMMONS environment helps address the need of people to meet and interact with others in their community and to participate in public discourse about community issues.

**COMMUNITY REFERRAL:** A library that offers COMMUNITY REFERRAL addresses the need for information related to services provided by community agencies and organizations.

**CONSUMER INFORMATION:** A library that provides CONSUMER INFORMATION service helps to satisfy the need for information that impacts the ability of community residents to make informed consumer decisions and to help them become more self-sufficient.

**CULTURAL AWARENESS:** A library that offers CULTURAL AWARENESS service helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

**CURRENT TOPICS & TITLES:** A library that provides CURRENT TOPICS & TITLES helps to fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

**FORMAL LEARNING SUPPORT:** A library that offers FORMAL LEARNING SUPPORT helps students who are enrolled in a formal program of education or who are pursuing their education through a program of home-schooling to attain their educational goals.

**GENERAL INFORMATION:** A library that offers GENERAL INFORMATION helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

**GOVERNMENT INFORMATION:** The library that offers GOVERNMENT INFORMATION service helps satisfy the need for information about elected officials and governmental agencies that enable people to participate in the democratic process.

**INFORMATION LITERACY:** A library that provides INFORMATION LITERACY service helps address the need for skills related to finding, evaluating, and using information effectively.

**LIFELONG LEARNING:** A library that provides LIFELONG LEARNING service helps address the desire for self-directed personal growth and development opportunities.

**LOCAL HISTORY & GENEALOGY:** A library that offers LOCAL HISTORY & GENEALOGY service addresses the desire of community residents to know and better understand personal or community heritage.



## **AURORA MUNICIPAL COURT**

### **"Juror Discovery"**

#### **Contact**

Sue Cochran

Clerk of the Court

Aurora Municipal Court

15001 E. Alameda Dr.

Aurora, Co. 80012

Phone: (303) 739-6460

Fax: (303) 739-6682

Every year, approximately 5 million citizens are called for jury duty, yet it is the one area of the court system that is the least understood. In light of the high-profile cases that are currently being watched and read on television and in the papers, students have more than an educational curiosity regarding court proceedings and jury trials, but unfortunately, classrooms are not offering anything other than a cursory overview of the court and jury system. Because of this lack of knowledge and understanding, young adults between the ages of 18-30 represent more than 85 percent of the jurors who fail to appear for jury service. Developed in 1993 and tailored for students between the age of 10 - 21, as well as service organizations, "Juror Discovery" offers comprehensive presentations on the history of jury service, jury service in America, voir dire, as well as mock trials and court tours. For many citizens, this is their first introduction to the court system and a wonderful way for the courts to reach out to the community and provide a much-needed public service to the citizens of that community. Because of the success of the Jury Discovery program in Aurora, the Colorado Supreme Court has asked that this program be available in all Colorado State courts.

## **MANITOWOC COUNTY CLERK OF CIRCUIT COURT**

### **"Conversion To Computerized Law Library"**

#### **Contact**

Joseph F. Bauknecht, Clerk of Circuit Court

1010 S. 8th St.

Manitowoc, WI 54220

Phone: (920) 683-4030

Fax: (920) 683-2733

Our law library was typical of many libraries, the customer would come in, look at our index, go to the appropriate shelf, and remove the needed text. If a copy was needed, the customer would then bring the book upstairs to the Clerk of Court office and request a copy, at a cost of 25 cents per copy. If more than one person wanted the same book, one would have to wait until the other was finished. Books were also available to be checked out by attorneys, with a return date five days later, sometimes causing an inconvenience to our other users. Three times a week, the law librarian would have to return all books that were checked out and those used for copying, to their respective shelves. Since this was not her only job, this became a time consuming task. The Law Library for Manitowoc County was costing the county more than \$55,000 a year to maintain. It was a small room with thousands of books, some

torn and missing pages, and over the years, many books were not returned. We also needed space for record storage, and the law library was a convenient place for storage due to its proximity to the Clerk of Circuit Court office. To keep spending that much money for updates, and to constantly replace missing books, the county had a virtual money pit.

The main users of our law library are local attorneys and the general public. The need for most current information and access to cases from across the United States was a pressing issue. Updating our library to an electronic on-line service made law-related information readily available for users. We were able to reduce library space by two-thirds; the extra space is used for records storage. Customer satisfaction has increased each year as more and more research is available. Several of the larger law firms have seen an increase in savings in both time and money due to use of our library. By using our resources, they do not have to spend as much on their own libraries.

## **NINETEENTH JUDICIAL CIRCUIT, STATE OF ILLINOIS**

### **"Law Library Modernization Project"**

#### **Contact**

Honorable Jane D. Waller, Chief Judge

Robert A. Zastany, Executive Director

18 N. County St.

Waukegan, Illinois 60085

Phone: (847) 360-6380

Fax: (847) 360-0661

The William D. Block Memorial Library is the county-funded law library of the Nineteenth Judicial Circuit, located in Lake County, Illinois. Before development and implementation of the Law Library Modernization Project, the Block Library was a traditional, space-intensive library relying entirely on its hardbound books and written resources. With the help of a comprehensive written study and recommendations from The National Center for State Courts, the Nineteenth Judicial Circuit has developed and implemented an action plan completely modernizing, physically restructuring, and technologically upgrading the Block Library. Over a period of four budget cycles, the court has revised the library's former practices. The William D. Block Memorial Library has evolved from a traditional paper and hardbound library into an award-winning, cutting edge, technology-based law reference center.

**SAN MATEO COUNTY LAW LIBRARY**

710 HAMILTON STREET

REDWOOD CITY, CALIFORNIA 94063

E-MAIL: smc11@ix.netcom.com

PHONE: (650) 363-4913

FAX: (650) 367-8040

March 8, 2002

The Hon. Jerry Hill,  
San Mateo County Board of Supervisors  
Committee to Review the Funding and Services of the County Law Library  
400 County Center  
Redwood City, CA 94063

RE: Board of Law Library Trustees Position Statement

Dear Supervisor Hill and Members of the Committee,

The Board of Law Library Trustees has welcomed the opportunity to participate in the Committee to Review Funding and Services of the County Law Library. The constructive manner in which the Committee has reviewed issues concerning the San Mateo County Law Library has demonstrated your support for the Law Library and the vital role it plays in the community. As was so eloquently stated in the Recommendation at the December 18, 2001 Board of Supervisors meeting, "County law libraries throughout the State are all facing a similar situation of decline or stagnant revenue due to decreased civil case filings while at the same time salary and benefits and legal publication costs are increasing." The problems facing the Law Library are not simply resolved at either the local level or the State level, as you have already concluded. However, the needs are immediate and at a critical juncture for the continuation of the San Mateo County Law Library. Many viable suggestions to aid and assist in funding and support the Law Library have been proposed and the Board of Law Library Trustees look forward to exploring these further with the assistance as the Board of Supervisors and the County of San Mateo will provide

We take this opportunity to comment on the proposed preliminary recommendations of the Committee.

**San Mateo County Self Help:**

- **Consider alternative publications that cost less**

The Committee has concluded that this is not an option. The substantive degree of content may vary in legal publications (i.e. self-help books vs. practice manuals), but not for the purpose of selecting one over the other; there is no cost savings to be obtained here.

- **Cut publications that may be available elsewhere**

County law libraries, as must all libraries, maintain a core collection to promote and permit constructive research. The reference materials of the San Mateo County Law Library are unique and are not available within the collections of any other library in San Mateo County.

- **Develop an inter-library loan program with neighboring county law library and private law library (University of San Francisco School of Law, Golden Gate University School of Law, Hastings College of Law, Stanford Law School, Santa Clara University School of Law)**

University of San Francisco, Golden Gate, Stanford and Santa Clara are private institutions and do not permit use of their libraries by the public nor circulation of their holdings. Furthermore, academic library collections support the educational curriculum, whereas the collection of the San Mateo County Law Library supports litigation and the practice of law for practitioners and lay-people. While inter-library loan could be considered with other Bay Area county law libraries, it is not a practical or suitable means to

conduct legal research. Most legal research demands immediate access to materials. The Law Library currently uses the State Law Library in Sacramento, California, for inter-library requests for materials not within the collection. Requested materials are generally sent within 10 working days. The San Mateo County Law Library has recently been accepted for membership in the Library of California. This will expand the Library's ability to borrow materials held at non-law libraries throughout the State. And the Law Library maintains good working relations with the Redwood City Public Library for general reference materials, and they in turn rely on the San Mateo County Law Library for legal materials.

- **Increase reliance on the Internet**

As a result of the interview of the representative from Lexis-Nexis, the Committee has a better understanding of the distinction between free web sites and fee-based proprietary sites available on the Internet. The Law Library's web page provides extensive referral and linkage to legal resources available at no charge on the web. However, free sites are not a viable alternative option at this time to comprehensive legal research from print format, as free sites raise issues of validity and credibility in research. The Law Librarian will continue to monitor web access and will continue to advise patrons of the availability of those sites for outside computer research.

- **Download information off Internet, copy and have available for library patron use**

The Law Library currently provides copies at 25 cents a page.

- **Charge for Lexis-Nexis/Westlaw (CD ROM/Internet) use**

The Committee has concluded that this is not a viable option at this time.

- **Charge fee for special research by librarians**

The reference staff provides directional assistance in using the resources of the collection. Caution must be exercised in order to prevent the practice of law. On rare occasions staff will conduct special research for the Judges. The Trustees will explore the feasibility of charging the Courts for this service and will consider expanding this fee-based service to the District Attorney and County Counsel.

- **Apply for grants**

The Law Librarian has received grants to attend professional meetings on several occasions. Recently, the Law Librarian attended the Peninsula Nonprofit Center Introduction to Grant Seeking & Proposal Writing and will be attending an all day institute on grant writing in May 2002. Supervisor Hill has requested County staff to research available grants for the Law Library. The Trustees look forward to the assistance of the County's grant staff.

- **More aggressive fundraising; instead of just asking for money, develop an annual fundraising strategy**

The Trustees have previously spoken with a professional fundraiser. At the time, it was not possible to avail of these services as the Law Library lacked the seed money required to hire a professional fundraiser. The Trustees would like the opportunity to pursue this option and will accept the assistance of the County for the necessary funds and personnel to develop an annual fundraising strategy.

- **Bar Association fees**

The San Mateo County Bar Association was informally approached in 2001 to add a library fee to the annual dues. The Bar Association felt that a special law library assessment as part of the annual membership due would not be accepted by the membership. The Trustees would like to continue a dialogue with the Bar Association regarding this matter.

- **Fee for services at County Jail**

The Trustees are exploring this option.

- **Fee for other services that may currently be free**

Business and Professions Code Section 6360 states, "A law library established under this chapter shall be free to the judiciary, to state and county officials, to members of the State Bar, and to all residents of the county, for the examination of books and other publications at the library or its branches."

Current charges for services from which the Law Library derives income include photocopy machines, computer printers, microfiche reader/printer, and diskettes. B&P Section 6360 further states, "The board of law library trustees may require persons other than members of the judiciary, county officials, and members of the bar resident in the county, to pay such dues as the board may fix for the privilege of removing books and other publications from the library." This could be a possible source for generating revenue from out-of-county attorneys. In order to institute such a program, it would be necessary to automate library holdings and circulation and the installation of an automated accounting system (with the approval of the County Controller and County Treasurer). Approximate costs would be between \$75,000 and \$100,000 with annual service charges estimated at 15% of purchase price (according to vendors). (This may a project for the County's grant staff to pursue.) A circulation fee imposed on out-of-county attorneys could potentially generate between \$200 and \$300 annually.

Additionally, letters have been sent to the Peninsula Library System, and the Canada College and Skyline College paralegal programs inviting proposals to develop services that could potentially generate revenue for the Law Library. No response has been received as of this date. The Board of Law Library Trustees would welcome any encouragement, which the Committee might be able to give to the Peninsula Library System, and the San Mateo County Community College District.

- **Advertising for Conference Room**

The Robert L. DuRard Law Library Conference Room is available for depositions, mediations and arbitrations at a rate of \$40 for half-day use, and \$60 for all day use. The Bar Association has extended the Law Library the courtesy of publishing notices in the *Here-Say* at no charge. Inquiries will be made of the general circulation newspapers concerning free advertising space.

- **"Friends of Library" independent 501c3 to help fundraise**

"Friends" groups have been very beneficial to public libraries through their book sales and annual charitable events. A "Friends" group would provide the Law Library with a means to outreach into the broader community. The Trustees would like to further explore this possibility with the assistance from the County in filing an application for a non-profit corporation with IRC 501c3 status and guidance from County Counsel.

#### **Statewide Law Library Association Activity:**

- **Purchase publications collectively to obtain better pricing**

The Committee has concluded that this is not an option based upon legal publishers' practices and policies.

- **Request reduced prices**

The Committee has concluded that this is not an option based upon legal publishers' practices and policies.

- **Request increased funding from the State**

The Council of California County Law Librarians presently does not have pending State legislation concerning law library funding nor does it or anticipate such legislation in the next session. Recent efforts to promote legislation have not been successful. Application for a State budget augmentation also was not successful in 2001. Michael Corbett, CCCLL lobbyist, continues to promote county law libraries with Legislators. The Law Librarian will again participate in the Northern California Association of Law Libraries' Legislative Day, March 12, 2002, in Sacramento, California. NOCALL realizes the vital role of county law libraries in both the private and public sector and has given priority to the financial issues facing county law libraries and will lobby on their behalf as part of their 2002 legislative platform.

- **Ensure that law libraries are included in court outreach efforts**

The Trustees are currently participating with the Courts to study the feasibility of placing a self-represented litigant center within the San Mateo County Law Library. Additionally, the Law Librarian serves on the San Mateo County Self-Represented Litigants Collaborative Committee. At the State level, the Council of California County Law Librarians continues to work with the Judicial Council and Administrative Office of the Courts in statewide outreach services. The Law Librarian had the honor and distinction of being appointed by the Presiding Judge to the Judicial Council Conference on Assisting Self-Represented Litigants in California.

**Legislative Remedies:**

- **Promote legislation that would require the State Court system to provide funding for county law libraries since court efforts with alternative dispute resolution are reducing filings**

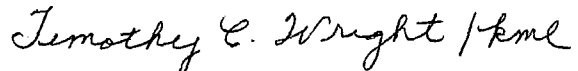
The Council of California County Law Librarians continues to pursue change to the statutory county law library funding mechanism.

Again, the Board of Law Library Trustees thanks you, Supervisor Hill, and the Committee, for this opportunity that has encouraged self-assessment and review of the practices and operation of the San Mateo County Law Library. Your efforts on our behalf speak highly to your dedication of service to the citizens of San Mateo County. The Board of Law Library Trustees looks forward to the continued assistance and support of the Board of Supervisors and the County of San Mateo during this fiscally difficult period.

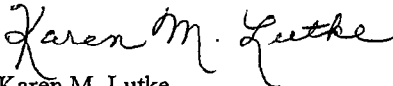
Very truly yours,



Steven L. Schaiman  
President, Board of Law Library Trustees



Timothy C. Wright  
Trustee, Board of Law Library Trustees



Karen M. Lutke  
Director, San Mateo County Law Library

CC: Board of Law Library Trustees  
Committee to Review the Funding and Services of the County Law Library  
D. Penny Bennett, Office of the County Counsel  
Council of California County Law Librarians