



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

October 20, 2018

**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, October 25, 2018, 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 27 2018 meeting (*page 3*)  
b. Acceptance of Report of Expenses for Period 3 (September) FY 2018-2019 (*pages 4-8*)  
c. Discussion/Informational Updates and Policy Decisions:
  - Partnering with Self-Help Center
  - Second night of Lawyers in the Library
  - Foundation report: October Fundraiser
  - No meeting in November
  - Other matters of Interest
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. **ADJOURNMENT**

**NEXT MEETING: December 6, 2018**

**Mark Your Calendar!**

**2018 San Mateo County Law Library Board of Trustees Meeting Schedule:**

- December 6, 2018

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

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Date: September 27, 2018

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

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	V. RAYMOND SWOPE
Trustee:	JOSEPH C. SCOTT
Trustee:	JACQUELYN BROWN

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. NO CLOSED SESSION

2. REGULAR SESSION

The meeting convened at 12:25 pm in Regular Session.

- a. Approval of minutes for August 23, 2018 meeting. Scott made motion to approve. Schaiman seconded. Vote for unanimous approval. Minutes moved into record.
- b. Acceptance of report of expenses for period 3 (August) of FY 2018-2019 FY 2018-2019 budget at 5% increase from final figures plus new base for part time workers presented. Swope made motion to approve. Seconded by Schaiman. Unanimous approval. Report of expenses moved into record.
- c. Discussion and information updates & policy decisions: Two new computers installed, one of which is our new server. LexisNexis Contracts renewed. CCCLL met in September to coordinate specific plans for the use of the money from the legislature. Discussion of placement of money in bank account(s). In order to comply with state requests expungment process filmed and translated. Brown recommended film crew. The Foundation will be holding the fall fundraiser October 18.
- d. Bar Association report Jacquelyn Brown has returned in limited capacity. No September meeting.
- e. Public comments from Martin Fox including issues with library's website and recommendations for upcoming elections.

Schaiman made motion to adjourn. Seconded by Scott. Unanimous vote. Meeting adjourned.

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

**Filing Fee Income**

Filing Fees	\$45,574.25
<b>TOTAL:</b>	<b>\$45,574.25</b>

**Library Generated Income**

Copy Machines	\$493.00
Computer Printer	\$19.00
Conference Room	\$150.00
Overdue Fines	\$5.00
CEB Audio Check Out Fee	\$10.00
Deed Forms	\$132.00
Reserve Book Fee	\$85.00
Lost Book Payment	\$0.00
Donations	\$0.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$50.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$45.00
<b>TOTAL:</b>	<b>\$989.00</b>

**Trial Balance Reported Income**

Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.80
Other	\$0.00
<b>TOTAL:</b>	<b>\$278.80</b>

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**MONTHLY TOTAL INCOME: \$46,842.05**

Voucher #	Vender	Amount
11574	CalPERS (100000015362394)	\$519.48
11575	CalPERS (100000015362419)	\$292.00
11576	CalPERS (100000015362407)	\$519.48
11577	CalPERS (100000015362431)	\$292.00
11578	CalPERS (100000015415735)	\$2,016.23
11579	CalPERS (100000015403566)	\$350.00
11580	Lexis (Advance)	\$3,650.00
11581	Lexis (Matthew Bender)	\$1,637.04
11582	Office Depot	\$23.90
11583	Office Depot	\$25.00
11584	Office Depot	\$7.25
11585	Treat, Richard	\$1,000.00
11586	UC Regents (CEB)	\$1,852.54
11587	UBS	\$647.00
11588	UBS	\$647.00
11589	Veterans Information Service	\$60.00
11590	West Group (Thomson Reuters)	\$2,675.43
11591	West Group (Westlaw Next)	\$5,605.10
11592	Wolters Kluwer	\$732.42
11593	Xerox	\$206.54
11594	Xerox	\$206.54
11595	Law Library Transfer/Trust	\$1,000.00
11596	Blake, Larry	\$322.00
11596A	Blake, Marisol	\$120.00
11597	Bracco, Caroline	\$8,172.00
11598	Brill, Margaret Ruth	\$750.00
11599	Conventiti, Antonella	\$4,460.80
11600	Woods, Marcia	\$1,240.00
11601	Medicare	\$215.87
11602	Active Employee Benefits	\$816.36
11603	Retired Employee Benefits	\$1,487.94
11604	County Charges	\$0.00

Total

**\$41,549.92**

Total: \$37,910.73

Income for September, Period 3: \$46,842.05

Difference: \$8,931.32

INCOME REPORT

July August September October Category Totals

FILING FEE INCOME

Filing Fee Income	\$49,222.53	\$45,212.56	\$45,574.25		\$140,009.34
TOTAL:	\$49,222.53	\$45,212.56	\$45,574.25	\$0.00	\$140,009.34

cross check  
\$140,009.34

LIBRARY GENERATED INCOME

Copy Machines	\$223.50	\$310.50	\$493.00		\$1,027.00
Computer Printer	\$48.50	\$52.00	\$19.00		\$119.50
Conference Room	\$262.50	\$219.50	\$150.00		\$632.00
Overdue Fines	\$2.00	\$9.00	\$5.00		\$16.00
CEB Audio Check Out Fee	\$0.00	\$0.00	\$10.00		\$10.00
Deed Forms	\$170.00	\$147.00	\$132.00		\$449.00
Reserve Book Fee	\$20.00	\$60.00	\$85.00		\$165.00
Credit/Square	\$27.00	\$5.93	\$0.00		\$32.93
Lost Book Payment	\$0.00	\$0.00	\$0.00		\$0.00
Donations	\$0.00	\$0.00	\$0.00		\$0.00
Extra Computer Time	\$0.00	\$10.00	\$0.00		\$10.00
Vendor Credits/Refunds	\$0.00	\$233.00	\$50.00		\$283.00
SVCF Withdrawals	\$0.00	\$0.00	\$0.00		\$0.00
Grants	\$2,000.00	\$0.00	\$0.00		\$2,000.00
Other	\$6.00	\$55.00	\$45.00		\$106.00
TOTAL:	\$2,759.50	\$1,101.93	\$989.00	\$0.00	\$4,850.43

cross check  
\$4,850.43

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00			\$0.00
Lehman Bad Debt Recovery	\$0.00	\$0.00			\$0.00
Credits/Refunds	\$278.80	\$418.20			\$697.00
Other	\$0.00	\$0.00			\$0.00
TOTAL:	\$278.80	\$418.20	\$0.00	\$0.00	\$697.00

cross check  
\$697.00

PERIOD TOTALS

TOTAL:	\$52,260.83	\$46,732.69	\$46,563.25	\$0.00	\$145,556.77
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\$145,556.77

cross check  
\$145,556.77

EXPENSES	September	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
Period 2, August	September	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
<b>SALARIES</b>				
Full time	\$12,632.80	\$38,493.60	\$42,500.89	\$170,003.57
Part time	\$2,432.00	\$9,259.00	\$11,250.00	\$45,000.00
Medicare	\$215.87	\$684.73	\$684.89	\$2,739.54
		\$15,280.67	\$48,437.33	\$54,435.78
<b>BENEFITS</b>				
Retirement	\$1,972.96	\$3,751.95	\$5,886.25	\$23,544.99
Unfunded Accrued Liability	\$2,016.23	\$6,048.69	\$3,889.82	\$15,559.27
Active Employee Benefits	\$816.36	\$2,449.08	\$7,681.62	\$30,726.47
Retired Employee Benefits	\$1,487.94	\$4,463.82	\$5,989.78	\$23,959.11
		\$6,293.49	\$16,713.54	\$23,447.46
<b>PRINT/ELECTRONIC RESOURCES</b>				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$6,957.43	\$21,551.90	\$23,875.00	\$95,500.00
Electronic Resources	\$9,255.10	\$27,211.31	\$27,333.24	\$109,332.94
		\$16,212.53	\$48,763.21	\$51,208.24
<b>OPERATIONAL EXPENSES</b>				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$1,752.45	\$7,009.80
Copy Machines	\$413.08	\$444.40	\$1,307.98	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$56.15	\$56.15	\$259.03	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$3,000.00	\$3,215.63	\$12,862.50
Support Software	\$0.00	\$231.00	\$2,751.00	\$11,004.00
Building Maintenance	\$1,294.00	\$2,725.50	\$2,300.00	\$9,200.00
CitiBank Transfers	\$1,000.00	\$1,000.00	\$750.00	\$3,000.00
Services	\$0.00	\$0.00	\$2,318.74	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$0.00	\$625.00	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$200.00	\$800.00
Travel Expenses (petty cash)	\$0.00	\$0.00	\$875.00	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$250.00	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$300.00	\$1,200.00
		\$3,763.23	\$13,074.05	\$16,904.82
<b>TOTALS</b>		<b>\$41,549.92</b>	<b>\$126,988.13</b>	<b>\$583,985.16</b>

	Percent	Amount Under/Over	Comments
	91%	-\$4,007.29	
	82%	-\$1,991.00	
	100%	-\$0.15	
<b>\$217,743.11</b>	<b>89%</b>		
	64%	-\$2,134.30	
	32%	\$2,158.87	
	75%	-\$5,232.54	
<b>\$93,789.84</b>	<b>71%</b>	-\$1,525.96	
	#DIV/0!	\$0.00	
	90%	-\$2,323.10	
	100%	-\$121.93	
<b>\$204,832.94</b>	<b>95%</b>		
	0%	\$0.00	
	172%	\$1,262.55	
	34%	-\$863.58	
	0%	\$2,602.00	
	22%	-\$202.88	
	0%	\$0.00	
	93%	-\$215.63	
	8%	-\$2,520.00	
	119%	\$425.50	
	133%	\$250.00	
	0%	-\$2,318.74	
	0%	-\$625.00	
	0%	-\$200.00	
	0%	-\$875.00	
	0%	-\$250.00	
	0%	-\$300.00	
<b>\$67,619.27</b>	<b>77%</b>		
<b>\$583,985.16</b>	<b>87%</b>	<b>-\$19,008.16</b>	



CASH ON HAND REPORT

FY 2018-2019

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$49,501.33	\$41,642.23	\$292,089.82
August	\$45,630.76	\$43,796.78	\$293,923.80
September	\$45,853.05	\$41,549.92	\$298,226.93
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$140,985.14</b>	<b>\$126,988.93</b>	
Average/Month	\$46,995.05	\$42,329.64	
Difference/Month	\$4,665.40		