



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

April 23, 2018

BOARD OF LAW LIBRARY TRUSTEES MEETING
CONFERENCE ROOM, SAN MATEO COUNTY LAW LIBRARY
710 HAMILTON STREET, REDWOOD CITY, CALIFORNIA 94063

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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, April 26, 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 March 22, 2018 meeting. (page 3)
- b. Acceptance of Report of Expenses for Period 8 (February) and Period 9 (March) of FY 2017-2018. (pages 4-13)
- c. Discussion/Informational Updates and Policy Decisions:
- New Hires: Marcia Woods and Ruth Brill
 - Background checks for new employees
 - Monthly ADR Clinic with SMCBar Community
 - Restoration of evening/weekend hours update
 - Other matters of Interest
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. ADJOURNMENT

NEXT MEETING: MAY 24, 2018

Mark Your Calendar!

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

- May 24, 2018
- June 28, 2018
- August 23, 2018
- September 27, 2018
- October 25, 2018
- December 6, 2018

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

Date: March 22, 2018

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

Members in attendance:

Trustee:	STEVE SHAIMAN
Trustee:	V. RAYMOND SWOPE
Trustee:	CAROL GROOM
Trustee:	JOSEPH SCOTT
Trustee:	ROBERT FOILES

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. REGULAR SESSION

The meeting convened at 12:10 pm in Regular Session.

- a. Approval of minutes for December 7, 2017 meeting. Motion to approve minutes with amended seconded motion by 'Shaiman' to read 'Swope'. Seconded by Groom. Unanimous approval.
- b. Acceptance of report of expenses for period 9 (March) of FY 2017-2018. Currently under projected budget for year. Full accounting report still being reviewed. Approval of final report will carry over to April meeting. Scott made motion to postpone approval. Seconded by Groom. Unanimous approval.
- c. Discussion and information updates & policy decisions: Further discussion of Antonella Conventini's school reimbursement toward her BA. Review of cost versus savings from waiving of medical coverage. Reimbursement up to \$18,000 with 18 month commitment after graduation. Shaiman made motion, Swope seconded. Unanimous passage. Resolution of restoration of Tuesday evening hours with Larry Blake to work with a \$4 raise. Shaiman made motion to approve. Seconded by Foiles. Unanimous approval. Discussion of daytime parttime positions and proposed work hours and cost to library. 30-35 hours a week proposed. Scott made motion to approve. Shaiman seconded, unanimous vote to approve part time hours. Recommendation by Swope to move Fundraising efforts for foundation to May rather than January. All trustees have Form 700 by electronic filing completed. Outstanding issue with Groom. Reappointments to trustee status for Brown and Groom confirmed.
- d. No report from the Bar Association.
- e. No public comment.

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

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

Filing Fee Income

Filing Fees	\$42,423.60
TOTAL:	\$42,423.60

Library Generated Income

Copy Machines	\$0.00
Computer Printer	\$0.00
Conference Room	\$0.00
Overdue Fines	\$0.00
CEB Audio Check Out Fee	\$0.00
MCLE Class Charge	\$0.00
Reserve Book Fee	\$0.00
Lost Book Payment	\$0.00
Donations	\$0.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	
TOTAL:	\$0.00

(see Citibank Account report)

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: \$42,423.60

Voucher #	Vender	Amount
11397	CalPERS (100000015111446)	\$3,775.00
11398	CalPERS (100000015144391)	\$1,000.00
11399	CalPERS (100000015144375)	\$1,000.00
11400	CalPERS (100000015184781)	\$1,000.00
11401	California Security	\$1,000.00
11402	Lexis (Matthew Bender)	\$1,000.00
11403	Lexis (Advance)	\$1,000.00
11404	Office Depot	\$1,000.00
11405	Treat, Richard	\$1,000.00
11406	UC Regents (CEB)	\$1,000.00
11407	UBS	\$1,000.00
11408	West Group (Westlaw Next)	\$1,000.00
11409	West Group (Thomson Reuters)	\$1,000.00
11410	Xerox	\$1,000.00
11411	Blake, Larry	\$1,000.00
11412	Bracco, Caroline	\$1,000.00
11413	Conventiti, Antonella	\$1,000.00
11414	Gurthet, Andrew	\$1,000.00
11415	Webster, Maria	\$1,000.00
11416	Medicare	\$1,000.00
11417	Active Employee Benefits	\$1,000.00
11418	Retired Employee Benefits	\$1,000.00

Total: \$43,770.58

Income for February, Period 8: \$42,423.60

Difference: -\$1,346.98

MONTHLY DEPOSIT SHEET

OFAS CODE: _____

MONTH/YEAR: February 2018

	CURRENCY	CHECKS	COINS	TOTALS
PHOTOCOPIER	316		13.20	<u>PHOTOCOPIER TOTAL</u> 329.20
PRINTER	78		0.75	<u>PRINTER TOTAL</u> 78.75
CONFERENCE ROOM		35		<u>CONFERENCE ROOM TOTAL</u> 35
OVERDUE FINES	3			<u>OVERDUE FINES TOTAL</u> 3
CEB AUDIO CHECK OUT				<u>CEB AUDIO TOTAL</u>
MCLE CLASS CHARGE				<u>MCLE CLASS TOTAL</u>
RESERVE BOOK FEE	10			<u>RESERVE BOOK FEE TOTAL</u> 10
USED BOOK SALES	76	31		<u>USED BOOK SALES TOTAL</u> 107
LOST BOOK PAYMENT				<u>LOST BOOK TOTAL</u>
DONATIONS				<u>DONATIONS TOTAL</u>
EXTRA COMPUTER TIME				<u>COMPUTER TIME TOTAL</u>
VENDOR CREDIT/REFUND				<u>VENDOR CREDIT TOTAL</u>
SVCF WITHDRAWS				<u>SVCF WITHDRAW TOTAL</u>
GRANTS				<u>GRANTS TOTAL</u>
OTHER	35			<u>OTHER TOTAL</u> 35
TOTALS	<u>TOTAL CURRENCY</u> 518	<u>TOTAL CHECKS</u> 66	<u>TOTAL COINS</u> 13.95	<u>GRAND TOTAL</u> 597.95

Filing Fee Income

Filing Fees	\$43,087.13
TOTAL:	\$43,087.13

Library Generated Income

Copy Machines	\$0.00	
Computer Printer	\$0.00	
Conference Room	\$0.00	
Overdue Fines	\$0.00	
CEB Audio Check Out Fee	\$0.00	
MCLE Class Charge	\$0.00	
Reserve Book Fee	\$0.00	
Lost Book Payment	\$0.00	
Donations	\$0.00	
Extra Computer Time	\$0.00	
Vendor Credits/Refunds	\$0.00	
SVCF Withdraws	\$0.00	
Grants	\$0.00	
Other		
TOTAL:	\$0.00	(see Citibank Account report)

Trial Balance Reported Income

Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$510.65
Other	\$555.60
TOTAL:	\$1,066.25

MONTHLY TOTAL INCOME:	\$44,153.38
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Voucher #	Vender	Amount
11419	CalPERS (100000015171225)	\$9,854.43
11420	CalPERS (100000015171236)	\$9,854.43
11421	CalPERS (100000015219122)	\$9,854.43
11422	CalPERS (100000015219154)	\$9,854.43
11423	CalPERS (100000015217295)	\$9,854.43
11424	California Security	\$9,854.43
11425	Daily Journal Corporation	\$9,854.43
11427	Lexis (Matthew Bender)	\$9,854.43
11428	Lexis (Advance)	\$9,854.43
11429	San Mateo County Law Library	\$9,854.43
11430	Treat, Richard	\$9,854.43
11431	UC Regents (CEB)	\$9,854.43
11432	UBS	\$9,854.43
11433	West Group (Westlaw Next)	\$9,854.43
11434	West Group (Thomson Reuters)	\$9,854.43
11435	Xerox	\$9,854.43
11436	Blake, Larry	\$9,854.43
11437	Bracco, Caroline	\$9,854.43
11438	Conventiti, Antonella	\$9,854.43
11439	Gurthet, Andrew	\$9,854.43
11440	Collins, Michael	\$9,854.43
11441	Medicare	\$9,854.43
11442	Active Employee Benefits	\$9,854.43
11443	Retired Employee Benefits	\$9,854.43
11444	County Charges	\$9,854.43

Total: \$46,691.46

Income for March, Period 9: \$43,087.13

Difference: -\$3,604.33

\$3,604.33

MONTHLY DEPOSIT SHEET

OFAS CODE: _____

MONTH/YEAR: March 2018

	CURRENCY	CHECKS	COINS	TOTALS
PHOTOCOPIER	392		29.50	<u>PHOTOCOPIER TOTAL</u> 421.50
PRINTER	108			<u>PRINTER TOTAL</u> 108
CONFERENCE ROOM	35	185		<u>CONFERENCE ROOM TOTAL</u> 220
OVERDUE FINES	11			<u>OVERDUE FINES TOTAL</u> 11
CEB AUDIO CHECK OUT				<u>CEB AUDIO TOTAL</u>
MCLE CLASS CHARGE				<u>MCLE CLASS TOTAL</u>
RESERVE BOOK FEE	10	20		<u>RESERVE BOOK FEE TOTAL</u> 30
WF USED BOOK SALES	80	86		<u>USED BOOK SALES TOTAL</u> 166
LOST BOOK PAYMENT				<u>LOST BOOK TOTAL</u>
DONATIONS				<u>DONATIONS TOTAL</u>
EXTRA COMPUTER TIME				<u>COMPUTER TIME TOTAL</u>
VENDOR CREDIT/REFUND				<u>VENDOR CREDIT TOTAL</u>
SVCF WITHDRAWS				<u>SVCF WITHDRAW TOTAL</u>
TRANSFER GRANTS		900		<u>GRANTS TOTAL</u> 900
OTHER	22			<u>OTHER TOTAL</u> 22
TOTALS	<u>TOTAL CURRENCY</u> 658	<u>TOTAL CHECKS</u> 1,191	<u>TOTAL COINS</u> 29.50	<u>GRAND TOTAL</u> 1,878.50

1,755

INCOME REPORT

FY 2014-15

July August September October November December January February March

FILING FEE INCOME

Filing Fee Income	\$44,329.87	\$47,729.16	\$41,784.06	\$49,298.29	\$45,297.67	\$43,648.46	\$41,577.92	\$42,423.60	\$43,087.13
TOTAL:	\$44,329.87	\$47,729.16	\$41,784.06	\$49,298.29	\$45,297.67	\$43,648.46	\$41,577.92	\$42,423.60	\$43,087.13

LIBRARY GENERATED INCOME

Copy Machines	\$466.35	\$365.64	\$303.65	\$434.85	\$281.40	\$155.75	\$280.35	\$329.20	\$421.50
Computer Printer	\$116.25	\$57.75	\$48.75	\$111.50	\$47.50	\$121.25	\$115.25	\$78.75	\$108.00
Conference Room	\$80.00	\$375.00	\$122.00	\$225.00	\$25.00	\$200.00	\$70.00	\$35.00	\$220.00
Overdue Fines	\$0.00	\$30.00	\$2.00	\$0.00	\$15.00	\$0.00	\$0.00	\$3.00	\$11.00
CEB Audio Check Out Fee	\$10.00	\$75.00	\$5.00	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MICLE Class Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reserve Book Fee	\$50.00	\$120.00	\$20.00	\$60.00	\$30.00	\$40.00	\$40.00	\$10.00	\$30.00
Used Book Sales	\$84.00	\$45.00	\$14.00	\$113.00	\$50.00	\$0.00	\$0.00	\$107.00	\$166.00
Lost Book Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Extra Computer Time	\$0.00	\$10.00	\$15.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SVCF Withdrawals	\$0.00	\$0.00	\$0.00	\$7,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
Other	\$20.00	\$20.00	\$10.00	\$43.00	\$40.00	\$50.00	\$25.00	\$35.00	\$22.00
TOTAL:	\$836.60	\$1,098.39	\$540.40	\$8,301.35	\$488.90	\$567.00	\$530.60	\$597.95	\$1,878.50

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00	\$0.00	\$601.20	\$0.00	\$0.00	\$605.59		
Lehman Bad Debt Recovery	\$0.00	\$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	\$0.00		
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00		
TOTAL:	\$0.00	\$0.00	\$0.00	\$601.20	\$0.00	\$100,000.00	\$605.59	\$0.00	\$0.00

PERIOD TOTALS
 \$45,605.77 \$46,827.57 \$42,244.46 \$58,200.84 \$45,736.57 \$49,415.46 \$42,401.11 \$43,025.63 \$43,965.63

INCOME REPORT

April May June July Interest Category Totals

\$40,450.70	\$0.00	\$0.00	\$0.00	Filing Fee Income
\$40,450.70	\$0.00	\$0.00	\$0.00	TOTAL

\$439,626.86 cross check

\$0.00	\$0.00	\$0.00	\$0.00	Copy Machines
				Computer Printer
				Conference Room
				Overdue Fines
				CEB Audio Check Out Fee
				MGLE Class Charge
				Reserve Book Fee
				Used Book Sales
				Lost Book Payment
				Donations
				Extra Computer Time
				Credits / Refunds
				SVCF Withdrawals
				Grants
				Other
\$0.00	\$0.00	\$0.00	\$0.00	TOTAL

\$14,839.69 cross check

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

\$101,206.79 cross check

\$40,450.70	\$0.00	\$0.00	\$0.00	TOTAL
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Total Income: \$555,673.34 cross check

EXPENSES Period 8, February	February		Actual Fiscal YTD		Budgeted Fiscal YTD		Annual Budget 2017-2018	
SALARIES								
Full time	\$13,423.20		\$108,740.00		\$109,333.33		\$164,000.00	
Part time	\$3,217.00		\$19,982.00		\$22,000.00		\$33,000.00	
Medicare	\$231.91		\$1,801.90		\$1,866.67		\$2,800.00	
		\$16,872.11		\$130,523.90		\$133,200.00		\$199,800.00
BENEFITS								
Retirement	\$2,945.04		\$14,556.35		\$17,066.67		\$25,600.00	
Unfunded Accrued Liability	\$1,375.72		\$9,315.47		\$11,000.00		\$16,500.00	
Active Employee Benefits	\$3,544.16		\$25,997.86		\$26,666.67		\$40,000.00	
Retired Employee Benefits	\$2,187.58		\$16,166.80		\$16,666.67		\$25,000.00	
		\$10,052.50		\$66,036.48		\$71,400.00		\$107,100.00
PRINT/ELECTRONIC RESOURCES								
New Books	\$0.00		\$0.00		\$0.00		\$0.00	
Print Resources	\$5,882.43		\$63,273.09		\$63,666.67		\$95,500.00	
Electronic Resources	\$8,863.72		\$70,203.74		\$75,666.67		\$113,500.00	
		\$14,746.15		\$133,476.83		\$139,333.33		\$209,000.00
OPERATIONAL EXPENSES								
Binding	\$0.00		\$0.00		\$0.00		\$0.00	
Insurance (Property, Casualty, WC)	\$0.00		\$6,676.00		\$4,000.00		\$6,000.00	
Copy Machines	\$407.55		\$3,327.22		\$3,400.00		\$5,100.00	
Capital Improvements	\$0.00		\$0.00		\$0.00		\$0.00	
Office Supplies	\$19.02		\$803.34		\$1,000.00		\$1,500.00	
Use Tax	\$0.00		\$0.00		\$0.00		\$0.00	
Tech Support	\$1,000.00		\$8,000.00		\$8,000.00		\$12,000.00	
Support Software	\$0.00		\$10,051.80		\$6,666.67		\$10,000.00	
Building Maintenance	\$673.25		\$5,349.51		\$6,133.33		\$9,200.00	
CitiBank Transfers	\$0.00		\$0.00		\$2,000.00		\$3,000.00	
Services	\$0.00		\$5,950.00		\$6,200.00		\$9,300.00	
Educational/Professional	\$0.00		\$740.00		\$300.00		\$450.00	
Dues	\$0.00		\$0.00		\$500.00		\$750.00	
Travel Expenses	\$0.00		\$0.00		\$1,466.67		\$2,200.00	
Promotional	\$0.00		\$0.00		\$133.33		\$200.00	
Miscellaneous	\$0.00		\$0.00		\$333.33		\$500.00	
		\$2,099.82		\$40,897.87		\$40,133.33		\$60,200.00
TOTALS		\$43,770.58		\$370,935.08		\$384,066.67		\$576,100.00

CASH ON HAND REPORT

FY 2017-2018

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$45,166.47	\$16,286.98	\$201,871.50
August	\$48,827.55	\$69,785.41	\$180,913.64
September	\$42,324.46	\$56,804.95	\$166,433.15
October	\$58,200.84	\$43,397.08	\$181,236.91
November	\$45,786.57	\$44,290.29	\$182,733.19
December	\$144,215.46	\$47,583.01	\$279,365.64
January	\$42,714.11	\$49,016.78	\$273,062.97
February	\$42,423.60	\$43,770.98	\$271,715.59
March	\$44,153.38	\$46,483.98	\$269,384.99
April			
May			
June			
July Interest			
TOTALS	\$513,812.44	\$417,419.46	
Average/Month	\$57,090.27	\$46,379.94	
Difference/Month	\$10,710.33		

Lease Pricing PROPOSAL



Presented to SAN MATEO, COUNTY OF

By Scott Reiber

On 4/19/2018

State or Local Government Negotiated Contract : 072714800

Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. C8035H (XEROX C8035H)	<ul style="list-style-type: none"> - Office Finisher Lx - 1 Line Fax - Customer Ed - Analyst Services 	Lease Term: 60 months Purchase Option: FMV	- Xerox 7855PT S/N MX4320610 Trade-In as of Payment 59	5/21/2018

Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. C8035H	\$187.40	1: Black and White Impressions	1 - 2,500 2,501+	Included \$0.0069	- Consumable Supplies Included for all prints - Pricing Fixed for Term
		2: Color Impressions	1 - 250 251+	Included \$0.0556	
Total	\$187.40	Minimum Payments (Excluding Applicable Taxes)			

All information in this proposal is considered confidential and is for the sole use of SAN MATEO, COUNTY OF. If you would like to acquire the solution described in this proposal, we would be happy to offer a Xerox order agreement.

Pricing is subject to credit approval and is valid until 5/19/2018.

For any questions, please contact me at (505)264-7071



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