



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

August 16, 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, August 23, 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 June, 2018 meeting. (2.5)
- b. Acceptance of Report of Expenses for Period 12 (June) of FY 2017-2018 (pages 3-9) and Period 1 (July) FY 2018-2019 (pages 10-13)
- c. Discussion/Informational Updates and Policy Decisions:
- New WestLaw Contract
 - New Lexis Contract
 - SVCF Grant from Nancy Desantis-Vannice
 - Foundation report: October Fundraiser
 - Other matters of Interest
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. **ADJOURNMENT**

NEXT MEETING:September 27, 2018

Mark Your Calendar!

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

- 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: June 28, 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: | CAROLE GROOM |
| Trustee: | JOSEPH C. SCOTT |
| Trustee: | PAUL WILKINS |
| Secretary-Librarian, Ex-officio: | CAROLINE BRACCO |

1. CLOSED SESSION

2. REGULAR SESSION

The meeting convened at 12:20 pm in Regular Session.

- a. Approval of minutes for May 24, 2018 meeting. Schaiman made motion to approve. Scott seconded. Vote for unanimous approval. Minutes moved into record.
- b. Acceptance of report of expenses for period 11 (May) of FY 2017-2018. Income slightly higher than expenditures. Schaiman made motion to approve. Seconded by Wilkins. Unanimous approval. Report of expenses moved into record.
- c. Discussion and information updates & policy decisions: new Xerox machine installed. Further discussion of WestLaw contract renewal. Update from foundation with planned purchase of MCLE Versatape materials with focus on Elimination of Bias and Ethics. California funding approved by governor for county law libraries with allocation specified for San Mateo County of \$300,000. Discussion of planning to save and or start new projects begun.
- d. Bar Association report included discussion of approval of new board and nominations for board positions.
- e. Public comments from Martin Fox including SB 1206.

Wilkins made motion to adjourn. Seconded by Swope. Unanimous vote. Meeting adjourned.

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

Filing Fee Income

| | |
|---------------|--------------------|
| | \$47,264.10 |
| | |
| | |
| TOTAL: | \$47,264.10 |

Library Generated Income

| | | |
|-------------------------|-----------------|---------------------------|
| Copy Machines | \$390.75 | |
| Computer Printer | \$25.00 | |
| Conference Room | \$145.00 | |
| Circulation | \$33.00 | |
| CEB Audio Check Out Fee | \$0.00 | |
| Deed Forms | \$125.25 | |
| Lost Book Payment | \$0.00 | |
| Extra Computer Time | \$30.00 | |
| Vendor Credits/Refunds | \$0.00 | |
| SVCF Withdraws | \$0.00 | |
| Grants | \$0.00 | |
| Credit Card | \$31.81 | |
| Other | \$45.00 | |
| TOTAL: | \$825.81 | (deposited into Citibank) |

Foundation Generated Income

| | | |
|----------------------|-----------------|---------------------------------------|
| Used Book Sales | \$321.88 | |
| Donations/Foundation | \$65.67 | |
| | \$387.55 | Deposited into Foundation account) |

Trial Balance Reported Income

| | |
|--------------------------|-----------------|
| Interest | \$0.00 |
| Lehman Bad Debt Recovery | \$0.00 |
| Credits/Refunds | \$278.00 |
| Other | \$0.00 |
| TOTAL: | \$278.00 |

MONTHLY TOTAL INCOME: \$48,367.91 (does not include foundation)

| Voucher # | Vender | Amount |
|-----------|-------------------------------|------------|
| 11499 | CalPERS (100000015266012) | \$503.99 |
| 11500 | CalPERS (100000015266031) | \$503.99 |
| 11501 | CalPERS (100000015266049) | \$285.11 |
| 11502 | CalPERS (100000015266061) | \$285.11 |
| 11503 | CalPERS (100000015313420) | \$1,375.72 |
| 11518 | CalPERS (100000015295887) | \$503.99 |
| 11519 | CalPERS (100000015295901) | \$285.11 |
| 11504 | California Security | \$26.25 |
| 11505 | Capitol Enquiry, Inc. | \$21.26 |
| 11506 | Lexis (Matthew Bender) | \$726.73 |
| 11507 | Lexis (Advance) | \$3,650.00 |
| 11508 | Local Government Publications | \$143.56 |
| 11509 | Office Depot | \$69.10 |
| 11510 | State Bar of California | \$50.00 |
| 11511 | Treat, Richard | \$1,000.00 |
| 11512 | UC Regents (CEB) | \$1,445.61 |
| 11513 | UBS | \$647.00 |
| 11515 | West Group (Thomson Reuters) | \$3,140.29 |
| 11516 | West Group (Westlaw Next) | \$5,213.72 |
| 11517 | Xerox | \$414.49 |
| 11520 | Blake, Larry | \$345.00 |
| 11521 | Bracco, Caroline | \$9,806.40 |
| 11522 | Brill, Margaret Ruth | \$860.00 |
| 11523 | Conventiti, Antonella | \$4,460.80 |
| 11524 | Woods, Marcia | \$1,020.00 |
| 11525 | Medicare | \$234.98 |
| 11526 | Active Employee Benefits | \$816.36 |
| 11527 | Retired Employee Benefits | \$1,487.94 |
| 11528 | County Charges | \$2,883.29 |

Total: \$42,205.80

Income for June, Period 12: \$48,367.91

Difference: \$6,162.11

\$6,162.11

INCOME REPORT

FY 2017-18

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 |
| Deed Forms | \$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 | \$0.00 |
| 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 | \$1,712.50 |

TRIAL BALANCE REPORTED INCOME

| | | | | | | | | | |
|--------------------------|--------|--------|--------|----------|--------|--------------|----------|--------|----------|
| Interest | \$0.00 | \$0.00 | \$0.00 | \$601.20 | \$0.00 | \$0.00 | \$605.59 | \$0.00 | \$0.00 |
| Lehman Bad Debt Recovery | \$0.00 | \$0.00 | \$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 | \$0.00 | \$510.65 |
| Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100,000.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL: | \$0.00 | \$0.00 | \$0.00 | \$601.20 | \$0.00 | \$100,000.00 | \$605.59 | \$0.00 | \$510.65 |

PERIOD TOTALS

| | | | | | | | | | |
|---------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|
| TOTAL: | \$45,166.47 | \$48,827.55 | \$42,324.46 | \$58,200.84 | \$45,786.57 | \$144,215.46 | \$42,714.11 | \$43,021.55 | \$45,310.28 |
|---------------|-------------|-------------|-------------|-------------|-------------|--------------|-------------|-------------|-------------|

INCOME REPORT

April May June July Interest Category Totals

| | | | | |
|--------------------------|-------------|-------------|--|--------------------------|
| \$40,450.70 | \$43,630.75 | \$47,264.10 | | Filing Fee Income |
| \$40,450.70 | \$43,630.75 | \$47,264.10 | | TOTAL |
| \$530,521.71 cross check | | | | |

| | | | | |
|-------------------------|------------|----------|--|--------------------------------|
| \$311.65 | \$406.00 | \$390.75 | | Copy Machines |
| \$86.00 | \$34.00 | \$25.00 | | Computer Printer |
| \$0.00 | \$542.00 | \$145.00 | | Conference Room |
| \$0.00 | \$0.00 | \$3.00 | | Overdue Fines |
| \$0.00 | \$0.00 | \$0.00 | | CEB Audio Check Out Fee |
| \$0.00 | \$169.00 | \$125.25 | | Deed Form Sales |
| \$80.00 | \$67.00 | \$30.00 | | Reserve Book Fee |
| \$0.00 | \$0.00 | \$0.00 | | Used Book Sales |
| \$0.00 | \$0.00 | \$0.00 | | Lost Book Payment |
| \$66.60 | \$0.00 | \$45.00 | | Donations |
| \$0.00 | \$10.00 | \$30.00 | | Extra Computer Time |
| \$0.00 | \$0.00 | \$0.00 | | Credits / Refunds |
| \$0.00 | \$0.00 | \$0.00 | | SVCF Withdrawals |
| \$0.00 | \$0.00 | \$0.00 | | Grants |
| \$50.00 | \$75.00 | \$31.81 | | Other |
| \$594.25 | \$1,303.00 | \$825.81 | | TOTAL |
| \$17,396.75 cross check | | | | |

| | | | | |
|--------------------------|----------|----------|--------|---------------------------------|
| \$973.67 | \$0.00 | \$0.00 | | Interest |
| \$0.00 | \$0.00 | \$0.00 | | Lehman Bad Debt Recovery |
| \$0.00 | \$233.80 | \$278.80 | | Credits/Refunds |
| \$0.00 | \$323.80 | \$0.00 | | Other |
| \$973.67 | \$557.60 | \$278.80 | \$0.00 | TOTAL |
| \$103,527.51 cross check | | | | |

| | | | | |
|--------------|-------------|-------------|--------|--------------|
| \$42,018.62 | \$45,491.35 | \$48,368.71 | \$0.00 | TOTAL |
| \$651,445.97 | | | | |

Total Income: \$651,445.97 cross check

| EXPENSES Period 12, June | June | | Actual Fiscal YTD | | Budgeted Fiscal YTD | | Annual Budget 2017-2018 |
|------------------------------------|-------------|--------------------|----------------------|---------------------|------------------------|---------------------|----------------------------|
| | | | | | | | |
| SALARIES | | | | | | | |
| Full time | \$14,267.20 | | \$161,908.16 | | \$136,666.67 | | \$164,000.00 |
| Part time | \$2,225.00 | | \$27,970.00 | | \$27,500.00 | | \$33,000.00 |
| Medicare | \$234.98 | | \$2,609.09 | | \$2,333.33 | | \$2,800.00 |
| | | \$16,727.18 | | \$192,487.25 | | \$166,500.00 | |
| BENEFITS | | | | | | | |
| Retirement | \$2,367.30 | | \$22,423.80 | | \$21,333.33 | | \$25,600.00 |
| Unfunded Accrued Liability | \$1,375.72 | | \$14,818.35 | | \$13,750.00 | | \$16,500.00 |
| Active Employee Benefits | \$816.36 | | \$29,263.30 | | \$33,333.33 | | \$40,000.00 |
| Retired Employee Benefits | \$1,487.94 | | \$22,818.20 | | \$20,833.33 | | \$25,000.00 |
| | | \$6,047.32 | | \$89,323.65 | | \$89,250.00 | |
| PRINT/ELECTRONIC RESOURCES | | | | | | | |
| New Books | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| Print Resources | \$5,527.45 | | \$97,315.94 | | \$79,583.33 | | \$95,500.00 |
| Electronic Resources | \$8,863.72 | | \$104,126.61 | | \$94,583.33 | | \$113,500.00 |
| | | \$14,391.17 | | \$201,442.55 | | \$174,166.67 | |
| OPERATIONAL EXPENSES | | | | | | | |
| Binding | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| Insurance (Property, Casualty, WC) | \$0.00 | | \$6,676.00 | | \$5,000.00 | | \$6,000.00 |
| Copy Machines | \$414.49 | | \$4,982.78 | | \$4,250.00 | | \$5,100.00 |
| Capital Improvements | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| Office Supplies | \$69.10 | | \$986.76 | | \$1,250.00 | | \$1,500.00 |
| Use Tax | \$0.00 | | \$0.00 | | \$0.00 | | \$0.00 |
| Tech Support | \$1,000.00 | | \$12,250.00 | | \$10,000.00 | | \$12,000.00 |
| Support Software | \$0.00 | | \$10,051.80 | | \$8,333.33 | | \$10,000.00 |
| Building Maintenance | \$673.25 | | \$7,672.48 | | \$7,666.67 | | \$9,200.00 |
| CitiBank Transfers | \$0.00 | | \$900.00 | | \$2,500.00 | | \$3,000.00 |
| Services | \$2,883.29 | | \$8,833.29 | | \$7,750.00 | | \$9,300.00 |
| Educational/Professional | \$0.00 | | \$740.00 | | \$375.00 | | \$450.00 |
| Dues | \$0.00 | | \$0.00 | | \$625.00 | | \$750.00 |
| Travel Expenses | \$0.00 | | \$0.00 | | \$1,833.33 | | \$2,200.00 |
| Promotional | \$0.00 | | \$0.00 | | \$166.67 | | \$200.00 |
| Miscellaneous | \$0.00 | | \$0.00 | | \$416.67 | | \$500.00 |
| | | \$5,040.13 | | \$53,093.11 | | \$50,166.67 | |
| TOTALS | | \$42,205.80 | | \$536,346.56 | | \$480,083.33 | |

| | Percent | Amount Under/Over | Comments |
|---------------------|-------------|--------------------|----------|
| | 118% | \$25,241.49 | |
| | 102% | \$470.00 | |
| | 112% | \$275.76 | |
| \$199,800.00 | 116% | | |
| | 105% | \$1,090.47 | |
| | | \$1,068.35 | |
| | 88% | -\$4,070.03 | |
| | 110% | \$1,984.87 | |
| \$107,100.00 | 100% | | |
| | #DIV/0! | \$0.00 | |
| | 122% | \$17,732.61 | |
| | 110% | \$9,543.28 | |
| \$209,000.00 | 116% | | |
| | 0% | \$0.00 | |
| | 134% | \$1,676.00 | |
| | 117% | \$732.78 | |
| | 0% | \$0.00 | |
| | 79% | -\$263.24 | |
| | 0% | \$0.00 | |
| | 123% | \$2,250.00 | |
| | 121% | \$1,718.47 | |
| | 100% | \$5.81 | |
| | 36% | -\$1,600.00 | |
| | 114% | \$1,083.29 | |
| | 197% | \$365.00 | |
| | 0% | -\$625.00 | |
| | 0% | -\$1,833.33 | |
| | 0% | -\$166.67 | |
| | 0% | -\$416.67 | |
| \$60,200.00 | 106% | | |
| \$576,100.00 | 112% | \$56,263.23 | |

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 | \$43,597.78 | \$46,483.98 | \$269,384.99 |
| April | \$41,424.37 | \$42,404.04 | \$268,173.52 |
| May | \$44,188.35 | \$37,269.47 | \$274,768.60 |
| June | \$47,264.10 | \$39,322.51 | \$283,778.09 |
| July Interest | | | |
| TOTALS | \$646,133.66 | \$536,415.48 | \$283,778.09 |
| Average/Month | \$53,844.47 | \$44,701.29 | |
| Difference/Month | \$9,143.18 | | |

Filing Fee Income

| | |
|---------------|--------------------|
| | \$49,222.53 |
| | |
| | |
| TOTAL: | \$49,222.53 |

Library Generated Income

| | |
|-------------------------|-------------------|
| Copy Machines | \$223.50 |
| Computer Printer | \$48.50 |
| Conference Room | \$262.50 |
| Circulation | \$22.00 |
| CEB Audio Check Out Fee | \$0.00 |
| Deed Forms | \$170.00 |
| Lost Book Payment | \$0.00 |
| Extra Computer Time | \$0.00 |
| Vendor Credits/Refunds | \$0.00 |
| SVCF Withdraws | \$0.00 |
| Grants | \$2,000.00 |
| Credit Card | \$27.00 |
| Other | \$6.00 |
| TOTAL: | \$2,759.50 |

(deposited into
 Citibank)

Foundation Generated Income

| | |
|----------------------|-----------------|
| Used Book Sales | \$71.00 |
| Donations/Foundation | \$87.10 |
| | \$158.10 |

Deposited into
 Foundation

Trial Balance Reported Income

| | |
|--------------------------|-----------------|
| Interest | \$0.00 |
| Lehman Bad Debt Recovery | \$0.00 |
| Credits/Refunds | \$278.00 |
| Other | \$0.00 |
| TOTAL: | \$278.00 |

MONTHLY TOTAL INCOME: \$52,260.03 (does not include foundation)

| Voucher # | Vender | Amount |
|-----------|------------------------------|------------|
| 11518 | CalPERS (100000015295887) | \$503.99 |
| 11519 | CalPERS (100000015295901) | \$285.11 |
| 11520 | CalPERS (100000015295908) | \$285.11 |
| 11523 | CalPERS (100000015347245) | \$2,016.23 |
| 11524 | California Court Association | \$112.00 |
| 11525 | California Security | \$26.25 |
| 11526 | Daily Journal | \$278.00 |
| 11527 | Lexis (Matthew Bender) | \$1,145.34 |
| 11528 | Lexis (Advance) | \$3,650.00 |
| 11529 | LexisNexis (Matthew Bender) | \$312.11 |
| 11530 | NCLC Digital Library | \$870.00 |
| 11531 | Treat, Richard | \$1,231.00 |
| 11532 | UC Regents (CEB) | \$3,009.62 |
| 11533 | UBS | \$647.00 |
| 11534 | UBS | \$85.00 |
| 11535 | West Group (Thomson Reuters) | \$2,721.60 |
| 11536 | West Group (Westlaw Next) | \$5,213.72 |
| 11537 | Xerox | \$12.72 |
| 11538 | Xerox | \$18.60 |
| 11539 | Cavanaugh/Smith/Habel Ins. | \$3,015.00 |
| 11540 | Blake, Larry | \$345.00 |
| 11541 | Bracco, Caroline | \$6,537.60 |
| 11542 | Brill, Margaret Ruth | \$1,200.00 |
| 11543 | Conventiti, Antonella | \$4,460.80 |
| 11544 | Woods, Marcia | \$1,160.00 |
| 11545 | Medicare | \$196.13 |
| 11546 | Active Employee Benefits | \$816.36 |
| 11547 | Retired Employee Benefits | \$1,487.94 |
| 11548 | County Charges | \$0.00 |

Total: \$41,642.23

Income for July, Period 1: \$52,260.03

Difference: \$10,617.80

\$10,617.80

INCOME REPORT

Category Totals

October

September

August

July

FILING FEE INCOME

| | | | | | |
|-------------------|-------------|--------|--------|--------|-------------------|
| Filing Fee Income | \$49,222.53 | | | | Filing Fee Income |
| TOTAL: | \$49,222.53 | \$0.00 | \$0.00 | \$0.00 | TOTAL |
| | | | | | \$49,222.53 |
| | | | | | cross check |

LIBRARY GENERATED INCOME

| | | | | | |
|-------------------------|------------|--------|--------|--------|-------------------------|
| Copy Machines | \$223.50 | | | | Copy Machines |
| Computer Printer | \$48.50 | | | | Computer Printer |
| Conference Room | \$262.50 | | | | Conference Room |
| Overdue Fines | \$2.00 | | | | Overdue Fines |
| CEB Audio Check Out Fee | \$0.00 | | | | CEB Audio Check Out Fee |
| Deed Forms | \$170.00 | | | | Deed Form Sales |
| Reserve Book Fee | \$20.00 | | | | Reserve Book Fee |
| Credit/Square | \$27.00 | | | | |
| Lost Book Payment | \$0.00 | | | | Lost Book Payment |
| Donations | \$0.00 | | | | Donations |
| Extra Computer Time | \$0.00 | | | | Extra Computer Time |
| Vendor Credits/Refunds | \$0.00 | | | | Credits / Refunds |
| SVCF Withdrawals | \$0.00 | | | | SVCF Withdrawals |
| Grants | \$2,000.00 | | | | Grants |
| Other | \$6.00 | | | | Other |
| TOTAL: | \$2,759.50 | \$0.00 | \$0.00 | \$0.00 | TOTAL |
| | | | | | cross check |

TRIAL BALANCE REPORTED INCOME

| | | | | | |
|--------------------------|----------|--------|--------|--------|--------------------------|
| Interest | \$0.00 | | | | Interest |
| Lehman Bad Debt Recovery | \$0.00 | | | | Lehman Bad Debt Recovery |
| Credits/Refunds | \$278.80 | | | | Credits/Refunds |
| Other | \$0.00 | | | | Other |
| TOTAL: | \$278.80 | \$0.00 | \$0.00 | \$0.00 | TOTAL |
| | | | | | \$278.80 |

PERIOD TOTALS

| | | | | | |
|--------|-------------|--------|--------|--------|-------------|
| TOTAL: | \$52,260.83 | \$0.00 | \$0.00 | \$0.00 | TOTAL |
| | | | | | \$52,260.83 |

\$52,260.83

cross check

CASH ON HAND REPORT

FY 2018-2019

| PERIOD | TOTAL INCOME | TOTAL EXPENSES | CASH ON HAND |
|------------------|--------------------|--------------------|--------------|
| July | \$49,500.53 | \$41,642.23 | \$292,089.82 |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |
| January | | | |
| February | | | |
| March | | | |
| April | | | |
| May | | | |
| June | | | |
| July Interest | | | |
| TOTALS | \$49,500.53 | \$41,642.23 | |
| Average/Month | \$49,500.53 | \$41,642.23 | |
| Difference/Month | \$7,858.30 | | |