



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

September 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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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, September 27, 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 August 16, 2018 meeting.
- b. Acceptance of Report of Expenses for Period 2 (August) FY 2018-2019 (pages 10-13)
- c. Discussion/Informational Updates and Policy Decisions:
 - WestLaw Contract
 - Public Library Survey
 - Promotional/Strategic Plan
 - 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: October 25, 2018

Mark Your Calendar!

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

- October 25, 2018
- December 6, 2018

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

Date: August 23, 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:	PAUL WILKINS

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION

2. REGULAR SESSION

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

- a. Approval of minutes for June 28, 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 12 (June) of FY 2017-2018 and period 1 (July) FY 2018-2019. End of fiscal year 2017-2018 and final expenditures and incomes discussed. Plan to set FY 2018-2019 budget at 5% increase from final figures. Highest filing fee income in years received in July. Schaiman made motion to approve. Seconded by Swope. Unanimous approval. Report of expenses moved into record.
- c. Discussion and information updates & policy decisions: WestLaw contract renewed. LexisAdvance up for renewal. New computers cost to be reimbursed by SVCF fund. Grant for updated print of Nolo resources. Request to bar to have changes to be announced in Heresay.
- d. Bar Association report Jacquelyn Brown ill and on leave of absence. Approval of new board members.
- e. Public comments from Martin Fox including legislative updates and acute care unit, Laura's Law Presentations.

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	\$45,212.56
TOTAL:	\$45,212.56

Library Generated Income

Copy Machines	\$310.50
Computer Printer	\$52.00
Conference Room	\$219.50
Circulation	\$69.00
CEB Audio Check Out Fee	\$0.00
Deed Forms	\$147.00
Lost Book Payment	\$0.00
Extra Computer Time	\$10.00
Vendor Credits/Refunds	\$233.00
SVCF Withdraws	\$0.00
Grants	
Credit Card	\$5.93
Other	\$55.00
TOTAL:	\$1,101.93

Trial Balance Reported Income

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

MONTHLY TOTAL INCOME:	\$46,732.69
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Voucher #	Vender	Amount
11549	CalPERS (100000015319787)	\$15.49
11550	CalPERS (100000015319787)	\$292.00
11551	CalPERS (100000015319805)	\$105.29
11552	CalPERS (100000015319848)	\$292.00
11553	CalPERS (100000015379748)	\$2,016.23
11554	California Security	\$26.25
11555	Daily Journal	\$326.00
11564	Daily Journal	\$278.00
11556	Lexis (Advance)	\$3,650.00
11557	Lexis (Matthew Bender)	\$1,949.15
11558	Treat, Richard	\$3,602.00
11559	UC Regents (CEB)	\$1,208.82
11560	UC Regents (CEB)	\$165.64
11561	UBS	\$647.00
11562	West Group (Thomson Reuters)	\$2,383.83
11563	West Group (Westlaw Next)	\$5,276.85
11564	Blake, Larry	\$322.00
11565	Blake, Marisol	\$200.00
11566	Bracco, Caroline	\$8,172.00
11567	Brill, Margaret Ruth	\$1,500.00
11568	Conventiti, Antonella	\$6,691.20
11569	Woods, Marcia	\$2,100.00
11570	Medicare	\$272.73
11571	Active Employee Benefits	\$816.36
11572	Retired Employee Benefits	\$1,487.94

Total: \$43,796.78

Income for August, Period 2: \$46,732.69

Difference: \$2,935.91

\$2,935.91

July August September October Category Totals

FILING FEE INCOME

Filing Fee Income	\$49,222.53	\$45,212.56			\$94,435.09
TOTAL:	\$49,222.53	\$45,212.56	\$0.00	\$0.00	\$94,435.09

\$94,435.09 cross check

LIBRARY GENERATED INCOME

Copy Machines	\$223.50	\$310.50			\$534.00
Computer Printer	\$48.50	\$52.00			\$100.50
Conference Room	\$262.50	\$219.50			\$482.00
Overdue Fines	\$2.00	\$9.00			\$11.00
CEB Audio Check Out Fee	\$0.00	\$0.00			\$0.00
Deed Forms	\$170.00	\$147.00			\$317.00
Reserve Book Fee	\$20.00	\$60.00			\$80.00
Credit/Square	\$27.00	\$5.93			\$32.93
Lost Book Payment	\$0.00	\$0.00			\$0.00
Donations	\$0.00	\$0.00			\$0.00
Extra Computer Time	\$0.00	\$10.00			\$10.00
Vendor Credits/Refunds	\$0.00	\$233.00			\$233.00
SVCF Withdrawals	\$0.00	\$0.00			\$0.00
Grants	\$2,000.00	\$0.00			\$2,000.00
Other	\$6.00	\$55.00			\$61.00
TOTAL:	\$2,759.50	\$1,101.93	\$0.00	\$0.00	\$3,861.43

\$3,861.43 cross check

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

PERIOD TOTALS

TOTAL:	\$52,260.83	\$46,732.69	\$0.00	\$0.00	\$98,993.52
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\$98,993.52

\$98,993.52 cross check

EXPENSES	August	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
Period 2, August				
SALARIES				
Full time	\$14,863.20	\$25,860.80	\$28,333.93	\$170,003.57
Part time	\$4,122.00	\$6,827.00	\$7,500.00	\$45,000.00
Medicare	\$272.73	\$468.86	\$456.59	\$2,739.54
	\$19,257.93	\$33,156.66	\$36,290.52	
BENEFITS				
Retirement	\$704.78	\$1,778.99	\$3,924.17	\$23,544.99
Unfunded Accrued Liability	\$2,016.23	\$4,032.46	\$2,593.21	\$15,559.27
Active Employee Benefits	\$816.36	\$1,632.72	\$5,121.08	\$30,726.47
Retired Employee Benefits	\$1,487.94	\$2,975.88	\$3,993.19	\$23,959.11
	\$5,025.31	\$10,420.05	\$15,631.64	
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$6,145.80	\$14,594.47	\$15,916.67	\$95,500.00
Electronic Resources	\$9,092.49	\$17,956.21	\$18,222.16	\$109,332.94
	\$15,238.29	\$32,550.68	\$34,138.82	
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$1,168.30	\$7,009.80
Copy Machines	\$0.00	\$31.32	\$871.99	\$5,231.92
Capital Improvements	\$2,602.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$172.68	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$2,000.00	\$2,143.75	\$12,862.50
Support Software	\$0.00	\$231.00	\$1,834.00	\$11,004.00
Building Maintenance	\$673.25	\$1,431.50	\$1,533.33	\$9,200.00
CitiBank Transfers	\$0.00	\$0.00	\$500.00	\$3,000.00
Services	\$0.00	\$0.00	\$1,545.83	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$0.00	\$416.67	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$133.33	\$800.00
Travel Expenses (petty cash)	\$0.00	\$0.00	\$583.33	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$166.67	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$200.00	\$1,200.00
	\$4,275.25	\$9,310.82	\$11,269.88	
TOTALS	\$43,796.78	\$85,438.21	\$97,330.86	\$583,985.16

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			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$95,132.09	\$85,439.01	
Average/Month	\$47,566.05	\$42,719.51	
Difference/Month	\$4,846.54		