



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

November 30, 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, December 6, 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 October 20 2018 meeting (page 3)
- b. Acceptance of Report of Expenses for Period 4 (October) FY 2018-2019 (pages 4-8)
- c. Discussion/Informational Updates and Policy Decisions:
  - New security system
  - Canada Paralegal program partnership
  - Department of Public Works Move-In
  - Meeting schedule for next year
  - Other matters of Interest
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

**3. ADJOURNMENT**

## NEXT MEETING: January 24, 2019

### Mark Your Calendar!

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

- February 28, 2019
- March 28, 2019
- April 25, 2019
- May 23, 2019
- June 27, 2019
- August 22, 2019
- September 26, 2019
- October 24, 2019
- December 5, 2019

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

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Date: October 25, 2018

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

Members in attendance:

Trustee:	ROBERT D. FOILES
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 12:20 pm in Regular Session.

- a. Approval of minutes for September 27, 2018 meeting. Scott made motion to approve. Wilkins seconded. Vote for unanimous approval. Minutes moved into record.
- b. Acceptance of report of expenses for period 4 (September) of FY 2018. Currently under budget and netted approximately \$5000 this month. Swope made motion to approve. Seconded by Scott. Unanimous approval. Report of expenses moved into record.
- c. Discussion and information updates & policy decisions: Meeting with new self-help center to develop eFiling terminals and training. Partnership with San Francisco Law Library to create social media campaign to raise awareness of law libraries. Proposed donation of \$500 on behalf of our library, perhaps from SVCF funding. Will vote next meeting. New MCLE materials to be announced in HereSay. Following contacts Warren Slocum and Deborah Saban regarding filming of Expungement video. No November meeting.
- d. Bar Association report: David Silverman new president. New board approved. Judge Karesh got judges award at Judges night.
- e. Public comments from Martin Fox including new county buildings and changes to the no cash bail bond system.

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

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

**Filing Fee Income**

Filing Fees	\$49,612.92
<b>TOTAL:</b>	<b>\$49,612.92</b>

**Library Generated Income**

Copy Machines	\$585.00
Computer Printer	\$396.75
Conference Room	\$237.50
Overdue Fines	\$3.00
CEB Audio Check Out Fee	\$0.00
Deed Forms	\$95.00
Reserve Book Fee	\$40.00
Lost Book Payment	\$0.00
Donations	\$0.00
Extra Computer Time	\$35.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$71.00
<b>TOTAL:</b>	<b>\$1,463.25</b>

(Deposited to Citibank Account)

**Trial Balance Reported Income**

Interest	\$1,475.94
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.80
Other	\$0.00
<b>TOTAL:</b>	<b>\$1,754.74</b>

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**MONTHLY TOTAL INCOME: \$52,830.91**

Voucher #	Vender	Amount
11605	CalPERS (100000015387956)	\$519.48
11606	CalPERS (100000015388018)	\$292.00
11607	CalPERS (100000015427293)	\$519.48
11608	CalPERS (100000015427328)	\$292.00
11609	CalPERS (100000015444324)	\$2,016.23
11615	California Security	\$130.00
11616	California Security	\$26.25
11617	Bracco, Caroline (Reimbursement)	\$395.00
11618	Courtroom Compendiums	\$170.00
11610	Lexis (Advance)	\$3,650.00
11611	Lexis (Matthew Bender)	\$1,949.15
11613	Treat, Richard	\$1,000.00
11619	UC Regents (CEB)	\$1,954.49
11620	UBS	\$647.00
11621	West Group (Thomson Reuters)	\$2,383.83
11622	West Group (Westlaw Next)	\$5,605.10
11623	Blake, Larry	\$414.00
11624	Blake, Marisol	\$300.00
11625	Bracco, Caroline	\$6,537.60
11627	Brill, Margaret Ruth	\$1,140.00
11628	Conventiti, Antonella	\$4,460.80
11629	Woods, Marcia	\$1,460.00
11630	Medicare	\$204.97
11631	Active Employee Benefits	\$816.36
11632	Retired Employee Benefits	\$1,487.94

**Total: \$38,371.68**

**Income for October, Period 4: \$52,830.91**

**Net Difference: \$14,459.23**

INCOME REPORT

FY 2018-19

July                      August                      September                      October                      Category Totals

**FILING FEE INCOME**

Filing Fee Income	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	Filing Fee Income	
<b>TOTAL:</b>	<b>\$49,222.53</b>	<b>\$45,212.56</b>	<b>\$45,574.25</b>	<b>\$49,612.92</b>	<b>\$189,622.26</b>	<b>\$189,622.26</b>

\$189,622.26  
cross check

**LIBRARY GENERATED INCOME**

Copy Machines	\$223.50	\$310.50	\$493.00	\$585.00	Copy Machines	\$1,612.00
Computer Printer	\$48.50	\$52.00	\$19.00	\$396.75	Computer Printer	\$516.25
Conference Room	\$262.50	\$219.50	\$150.00	\$237.50	Conference Room	\$869.50
Overdue Fines	\$2.00	\$9.00	\$5.00	\$3.00	Overdue Fines	\$19.00
CEB Audio Check Out Fee	\$0.00	\$0.00	\$10.00	\$0.00	CEB Audio Check Out Fee	\$10.00
Deed Forms	\$170.00	\$147.00	\$132.00	\$95.00	Deed Form Sales	\$544.00
Reserve Book Fee	\$20.00	\$60.00	\$85.00	\$40.00	Reserve Book Fee	\$205.00
Credit/Square	\$27.00	\$5.93	\$0.00	\$334.23		\$367.16
Lost Book Payment	\$0.00	\$0.00	\$0.00	\$0.00	Lost Book Payment	\$0.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00	Donations	\$0.00
Extra Computer Time	\$0.00	\$10.00	\$0.00	\$35.00	Extra Computer Time	\$45.00
Vendor Credits/Refunds	\$0.00	\$233.00	\$50.00	\$0.00	Credits / Refunds	\$283.00
SVCF Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00	SVCF Withdrawals	\$0.00
Grants	\$2,000.00	\$0.00	\$0.00	\$0.00	Grants	\$2,000.00
Other	\$6.00	\$55.00	\$45.00	\$71.00	Other	\$177.00
<b>TOTAL:</b>	<b>\$2,759.50</b>	<b>\$1,101.93</b>	<b>\$989.00</b>	<b>\$1,797.48</b>	<b>TOTAL</b>	<b>\$6,647.91</b>

\$6,647.91  
cross check

**TRIAL BALANCE REPORTED INCOME**

Interest	\$0.00	\$0.00	\$0.00	\$1,475.94	Interest	\$1,475.94
Lehman Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$0.00	Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.80	\$418.20	\$278.80	\$278.80	Credits/Refunds	\$1,254.60
Other	\$0.00	\$0.00	\$0.00	\$0.00	Other	\$0.00
<b>TOTAL:</b>	<b>\$278.80</b>	<b>\$418.20</b>	<b>\$278.80</b>	<b>\$1,754.74</b>	<b>TOTAL</b>	<b>\$2,730.54</b>

\$2,730.54

**PERIOD TOTALS**

<b>TOTAL:</b>	<b>\$52,260.83</b>	<b>\$46,732.69</b>	<b>\$46,842.05</b>	<b>\$53,165.14</b>	<b>TOTAL</b>	<b>\$199,000.71</b>
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**\$199,000.71**

\$199,000.71  
cross check

EXPENSES Period 4, October	October	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
<b>SALARIES</b>				
Full time	\$10,998.40	\$49,492.00	\$56,667.86	\$170,003.57
Part time	\$3,314.00	\$12,573.00	\$15,000.00	\$45,000.00
Medicare	\$204.97	\$889.70	\$913.18	\$2,739.54
	\$14,517.37	\$62,954.70	\$72,581.04	
<b>BENEFITS</b>				
Retirement	\$1,622.96	\$5,374.91	\$7,848.33	\$23,544.99
Unfunded Accrued Liability	\$2,016.23	\$8,064.92	\$5,186.42	\$15,559.27
Active Employee Benefits	\$816.36	\$3,265.44	\$10,242.16	\$30,726.47
Retired Employee Benefits	\$1,487.94	\$5,951.76	\$7,986.37	\$23,959.11
	\$5,943.49	\$22,657.03	\$31,263.28	
<b>PRINT/ELECTRONIC RESOURCES</b>				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$6,457.47	\$28,009.37	\$31,833.33	\$95,500.00
Electronic Resources	\$9,255.10	\$36,466.41	\$36,444.31	\$109,332.94
	\$15,712.57	\$64,475.78	\$68,277.65	
<b>OPERATIONAL EXPENSES</b>				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$2,336.60	\$7,009.80
Copy Machines	\$0.00	\$444.40	\$1,743.97	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$56.15	\$345.37	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$4,000.00	\$4,287.50	\$12,862.50
Support Software	\$0.00	\$231.00	\$3,668.00	\$11,004.00
Building Maintenance	\$803.25	\$3,528.75	\$3,066.67	\$9,200.00
CitiBank Transfers	\$0.00	\$1,000.00	\$1,000.00	\$3,000.00
Services	\$0.00	\$0.00	\$3,091.65	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$0.00	\$833.33	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$266.67	\$800.00
Travel Expenses (petty cash)	\$395.00	\$395.00	\$1,166.67	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$333.33	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$400.00	\$1,200.00
	\$2,198.25	\$15,272.30	\$22,539.76	
<b>TOTALS</b>	<b>\$38,371.68</b>	<b>\$165,359.81</b>	<b>\$194,661.72</b>	<b>\$583,985.16</b>

	Percent	Amount Under/Over	Comments
	87%	-\$7,175.86	
	84%	-\$2,427.00	
	97%	-\$23.48	
<b>\$217,743.11</b>	<b>87%</b>		
	68%	-\$2,473.42	
	156%	\$2,878.50	
	32%	-\$6,976.72	
	75%	-\$2,034.61	
<b>\$93,789.84</b>	<b>72%</b>		
	#DIV/0!	\$0.00	
	88%	-\$3,823.96	
	100%	\$22.10	
<b>\$204,832.94</b>	<b>94%</b>		
	0%	\$0.00	
	129%	\$678.40	
	25%	-\$1,299.57	
	0%	\$2,602.00	
	16%	-\$289.22	
	0%	\$0.00	
	93%	-\$287.50	
	6%	-\$3,437.00	
	115%	\$462.08	
	100%	\$0.00	
	0%	-\$3,091.65	
	0%	-\$833.33	
	0%	-\$266.67	
	34%	-\$771.67	
	0%	-\$333.33	
	0%	-\$400.00	
<b>\$67,619.27</b>	<b>68%</b>		
<b>\$583,985.16</b>	<b>85%</b>	<b>-\$29,301.91</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	\$51,367.66	\$38,371.68	\$311,222.91
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$192,352.80</b>	<b>\$165,360.61</b>	
Average/Month	\$48,088.20	\$41,340.15	
Difference/Month	\$6,748.05		