



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

January 17, 2019

**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, January 24, 2019, 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 December 6, 2018 meeting (*page 3*)
- b. Acceptance of Report of Expenses for Period 5 (November) and Period 6 (December) FY 2018-2019 (*pages 4-18*)
- c. Discussion/Informational Updates and Policy Decisions:
  - Department of Public Works Move-In
  - State funding and lobbying
  - Community Law Night
  - Foundation update
  - Other matters of Interest
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. **ADJOURNMENT**

## **NEXT MEETING: February 28, 2019**

### **Mark Your Calendar!**

#### **2019 San Mateo County Law Library Board of Trustees Meeting Schedule:**

- 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: December 6, 2018

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

Members in attendance:

President:	STEVE SCHAIMAN
Trustee	ROBERT D. FOILES
Trustee:	V. RAYMOND SWOPE
Trustee:	JOSEPH C. SCOTT
Trustee:	PAUL WILKINS
Trustee:	JACQUELYN BROWN

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 October 25, 2018 meeting pending correction of David Silberman's name. Swope made motion to approve. Wilkins seconded. Vote for unanimous approval. Minutes moved into record.
- b. Acceptance of report of expenses for period 5 (October) of FY 2018. Currently under budget on all things but part time workers and Unfunded Accrued Liability. Schaiman made motion to approve. Seconded by Foiles. Unanimous approval. Report of expenses moved into record.
- c. Discussion and information updates & policy decisions: new security system installed. Grant through SVCF for reimbursement for Antonella. Caroline met with Canada Paralegal program to develop partnership. Department of Public Works moving into the second floor
- d. Bar Association report: calling for more vetting before publication of HereSay.
- e. Public comments from Martin Fox including changes to behavioral health and a shelter crisis declared by Human Services Agency.

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

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

**Filing Fee Income**

Filing Fees	\$44,995.34
<b>TOTAL:</b>	<b>\$44,995.34</b>

**Library Generated Income**

Copy Machines	\$473.00	
Computer Printer	\$238.00	
Conference Room	\$137.00	
Overdue Fines	\$13.00	
CEB Audio Check Out Fee	\$0.00	
Deed Forms	\$155.00	
Reserve Book Fee	\$30.00	
Lost Book Payment	\$0.00	
Notary	\$120.00	
Square	\$11.67	
Donations	\$0.00	
Extra Computer Time	\$40.00	
Vendor Credits/Refunds	\$0.00	
SVCF Withdraws	\$0.00	
Grants	\$0.00	
Other	\$0.00	
<b>TOTAL:</b>	<b>\$1,217.67</b>	(Deposited to Citibank Account)

**Trial Balance Reported Income**

Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.00
Other	\$0.00
<b>TOTAL:</b>	<b>\$278.00</b>

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<b>MONTHLY TOTAL INCOME:</b>	<b>\$46,491.01</b>
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Voucher #	Vender	Amount
11634	CalPERS (100000015387984)	\$519.48
11635	CalPERS (100000015388036)	\$292.00
11636	CalPERS (100000015427311)	\$519.48
11637	CalPERS (100000015427342)	\$292.00
11638	CalPERS (100000015444324)	\$2,016.23
11663	CalPERS (100000015463905)	\$519.48
11664	CalPERS (100000015463914)	\$292.00
11639	California Security	\$156.25
11640	California Security	\$618.80
11641	James Publishing	\$233.80
11642	Lexis (Advance)	\$3,650.00
11643	Lexis (Matthew Bender)	\$1,949.15
11644	Office Depot	\$85.93
11645	Treat, Richard	\$1,000.00
11646	UC Regents (CEB)	\$2,161.11
11647	UC Regents (CEB)	\$165.64
11648	UBS	\$119.54
11649	UBS	\$647.00
11650	West Group (Thomson Reuters)	\$2,383.82
11651	West Group (Westlaw Next)	\$5,605.10
11652	Xerox	\$264.40
11653	Blake, Larry	\$253.00
11654	Blake, Marisol	\$220.00
11655	Bracco, Caroline	\$6,537.60
11656	Brill, Margaret Ruth	\$850.00
11657	Conventiti, Antonella	\$4,460.80
11658	Woods, Marcia	\$1,390.00
11659	Medicare	\$196.25
11660	Active Employee Benefits	\$816.36
11661	Retired Employee Benefits	\$1,487.94
11662	County Charges	\$0.00

Citibank \$ 698.74

**Total: \$40,401.90**

**Income for November, Period 5: \$46,491.01**

**Net Difference: \$6,089.11**

Date	Description	Debit	Credit
11-28-2018	DEBIT PURCHASE Nov 26 4910POWTOON.COM STANMORE GBR18331	\$ 228.00	
11-23-2018	DEBIT PURCHASE Nov 20 4910EB QUICKBOOKS MADE EA 8014137200 CA 18325	\$ 38.77	
11-20-2018	DEBIT PURCHASE Nov 18 4910SAVERS - 1007 REDWOOD CITY CA 18323	\$ 16.30	
11-20-2018	DEBIT PURCHASE Nov 17 4910WWW*EARTHLINK.NET 800-719-4660 GA 18321	\$ 19.95	
11-20-2018	DEBIT PURCHASE Nov 16 4910ATT*BILL PAYMENT 800-288-2020 TX 18321	\$ 55.00	
11-08-2018	SERVICE CHARGEACCT ANALYSIS DIRECT DB	\$ 26.97	
11-06-2018	DEBIT PIN PURCHASE 4910SAFEWAY STORE 0305 REDWOOD CITY CAUS0515	\$ 20.00	
11-02-2018	DEP CHECK RETD	\$ 61.50	
11-02-2018	DEP CHECK RETD	\$ 107.25	
11-02-2018	DEP CHECK RETD	\$ 125.00	

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Voucher #	Vender	Amount
11665	CalPERS (100000015463910)	\$519.48
11666	CalPERS (100000015463916)	\$292.00
11667	CalPERS (100000015484766)	\$519.48
11668	CalPERS (100000015484820)	\$292.00
11669	CalPERS (100000015506637)	\$2,016.23
11665	CalPERS (100000015463910)	\$131.70
11666	CalPERS (100000015463916)	\$26.25
11667	CalPERS (100000015484766)	\$3,650.00
11668	CalPERS (100000015484820)	\$1,949.15
11669	CalPERS (100000015506637)	\$25.24
11675	Treat, Richard	\$1,280.00
11676	UC Regents (CEB)	\$3,590.48
11677	UBS	\$647.00
11678	West Group (Thomson Reuters)	\$1,908.00
11679	West Group (Thomson Reuters)	\$2,383.82
11680	West Group (Westlaw Next)	\$5,605.10
11681	Xerox	\$206.83
11682	Xerox	\$206.54
11653	Blake, Larry	\$253.00
11654	Blake, Marisol	\$210.00
11655	Bracco, Caroline	\$6,537.60
11656	Brill, Margaret Ruth	\$1,050.00
11657	Conventiti, Antonella	\$4,460.80
11658	Woods, Marcia	\$1,250.00
11659	Medicare	\$196.99
11660	Active Employee Benefits	\$816.36
11661	Retired Employee Benefits	\$1,487.94
11662	County Charges	\$3,442.71
	Citibank	\$732.40

**Total: \$45,687.10**

**Income for December, Period 6: \$390,321.53**  
**Net Difference: \$344,634.43**

**Filing Fee Income**

Filing Fees	\$52,753.23
<b>TOTAL:</b>	<b>\$52,753.23</b>

**Library Generated Income**

Copy Machines	\$335.00
Computer Printer	\$11.00
Conference Room	\$287.50
Overdue Fines	\$0.00
CEB Audio Check Out Fee	\$15.00
Deed Forms	\$75.00
Reserve Book Fee	\$10.00
Lost Book Payment	\$0.00
Notary	\$55.00
Square	\$67.34
Donations	\$0.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$0.00
<b>TOTAL:</b>	<b>\$855.84</b>

Deposited into Citibank

SVCF Withdraws	\$2,523.00
Grants	\$4,000.00
Other	\$329,978.00
<b>TOTAL:</b>	<b>\$336,501.00</b>

Antonella's tuition  
 From Foundation  
 State Funding

**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>

**MONTHLY TOTAL INCOME: \$390,388.87**



Voucher #	Vender	Amount
11665	CalPERS (100000015463910)	\$519.48
11666	CalPERS (100000015463916)	\$292.00
11667	CalPERS (100000015484766)	\$519.48
11668	CalPERS (100000015484820)	\$292.00
11669	CalPERS (100000015506637)	\$2,016.23
11665	CalPERS (100000015463910)	\$131.70
11666	CalPERS (100000015463916)	\$26.25
11667	CalPERS (100000015484766)	\$3,650.00
11668	CalPERS (100000015484820)	\$1,949.15
11669	CalPERS (100000015506637)	\$25.24
11675	Treat, Richard	\$1,280.00
11676	UC Regents (CEB)	\$3,590.48
11677	UBS	\$647.00
11678	West Group (Thomson Reuters)	\$1,908.00
11679	West Group (Thomson Reuters)	\$2,383.82
11680	West Group (Westlaw Next)	\$5,605.10
11681	Xerox	\$206.83
11682	Xerox	\$206.54
11653	Blake, Larry	\$253.00
11654	Blake, Marisol	\$210.00
11655	Bracco, Caroline	\$6,537.60
11656	Brill, Margaret Ruth	\$1,050.00
11657	Conventiti, Antonella	\$4,460.80
11658	Woods, Marcia	\$1,250.00
11659	Medicare	\$196.99
11660	Active Employee Benefits	\$816.36
11661	Retired Employee Benefits	\$1,487.94
11662	County Charges	\$3,442.71
	Citibank	\$732.40

**Total: \$45,687.10**

**Income for December, Period 6: \$390,388.87**  
**Net Difference: \$344,701.77**



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## Account Details

Business Checking-7981

On Deposit: \$ 5,227.95

Available Now: \$ 5,227.95

On Deposit: \$ 5,227.95  
Available Now: \$ 5,227.95

## Transaction Details - FILTER Debits - PERIOD 12-01-2018 - 12-31-2018

\*Pending This activity occurred after the close of the last business day.

Activity from 12-01-2018 to 12-31-2018

Date	Description	Debit	Credit
12-28-2018	DEBIT PURCHASE Dec 26 4910CAL CHAMBER OF COMMER 8003318877 CA 18361	\$ 37.56	
12-21-2018	CHECK 231	\$ 100.00	
12-21-2018	CHECK 232	\$ 100.00	
12-21-2018	CHECK 233	\$ 150.00	
12-19-2018	DEBIT PURCHASE Dec 17 4910ATT*BILL PAYMENT 800-288-2020 TX 18352	\$ 55.00	
12-18-2018	DEBIT PURCHASE Dec 17 4910WWW*EARTHLINK.NET 800-719-4660 GA 18351	\$ 19.95	
12-10-2018	SERVICE CHARGEACCT ANALYSIS DIRECT DB	\$ 62.35	
12-10-2018	DEBIT PURCHASE Dec 06 4910GRACIES DELECTABLES SAN CARLOS CA 18341	\$ 115.58	
12-07-2018	DEBIT PURCHASE Dec 04 4910UC HASTINGS PARKING G SAN FRANCISCO CA 18340	\$ 27.00	
12-06-2018	DEBIT PIN PURCHASE 4910SAFEWAY STORE 0305 REDWOOD CITY CAUS0515	\$ 40.49	

Date	Description	Debit	Credit
12-04-2018	DEBIT PURCHASE Nov 30 4910KRISTI MARIES REDWOOD CITY CA 18337	\$ 24.47	

Account activity is provided for your information only and is subject to revision. It is not a substitute for your periodic statement which is the official record of your account.

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INCOME REPORT

FY 2018-19

	July	August	September	October	November	December	January	February
Filing Fee Income	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	\$44,995.34	\$52,753.23		
<b>TOTAL:</b>	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	\$44,995.34	\$52,753.23	\$0.00	\$0.00

FILING FEE INCOME

LIBRARY GENERATED INCOME

Copy Machines	\$223.50	\$310.50	\$493.00	\$585.00	\$473.00	\$335.00		
Computer Printer	\$48.50	\$52.00	\$19.00	\$396.75	\$238.00	\$11.00		
Conference Room	\$262.50	\$219.50	\$150.00	\$237.50	\$137.00	\$287.50		
Overdue Fines	\$2.00	\$9.00	\$5.00	\$3.00	\$13.00	\$0.00		
Auto Check Out Fee	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$15.00		
Deed Forms	\$170.00	\$147.00	\$132.00	\$95.00	\$155.00	\$75.00		
Reserve Book Fee	\$20.00	\$60.00	\$85.00	\$40.00	\$30.00	\$10.00		
Credit/Square	\$27.00	\$5.93	\$0.00	\$334.23	\$11.67	\$67.34		
Post Book Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Public Computer Time	\$0.00	\$10.00	\$0.00	\$35.00	\$40.00	\$0.00		
Public Credits/Refunds	\$0.00	\$233.00	\$50.00	\$0.00	\$0.00	\$0.00		
SVCF Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,523.00		
Grants	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00		
Other	\$6.00	\$55.00	\$45.00	\$71.00	\$0.00	\$336,501.00		
<b>TOTAL:</b>	\$2,759.50	\$1,101.93	\$989.00	\$1,797.48	\$1,097.67	\$343,824.84	\$0.00	\$0.00

TRIAL BALANCE REPORTED INCOME

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

PERIOD TOTALS

<b>TOTAL:</b>	\$52,260.83	\$46,732.69	\$46,842.05	\$53,165.14	\$46,371.81	\$396,856.87	\$0.00	\$0.00
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INCOME REPORT

FY 2018-19

March                      April                      May                      June                      July Interest                      Category Totals

\$0.00	\$0.00	\$0.00	\$0.00		<b>\$287,370.83</b>
					<b>\$287,370.83</b>
					\$287,370.83 cross check
					<b>Filing Fee Income</b>
					<b>TOTAL</b>

						<b>\$2,420.00</b>	Copy Machines
						<b>\$765.25</b>	Computer Printer
						<b>\$1,294.00</b>	Conference Room
						<b>\$32.00</b>	Overdue Fines
						<b>\$25.00</b>	CEB Audio Check Out Fee
						<b>\$774.00</b>	Deed Form Sales
						<b>\$245.00</b>	Reserve Book Fee
						<b>\$446.17</b>	
						<b>\$0.00</b>	Lost Book Payment
						<b>\$0.00</b>	Donations
						<b>\$85.00</b>	Extra Computer Time
						<b>\$283.00</b>	Credits / Refunds
						<b>\$2,523.00</b>	SVCF Withdrawals
						<b>\$6,000.00</b>	Grants
						<b>\$336,678.00</b>	Other
						<b>\$351,570.42</b>	<b>TOTAL</b>
\$0.00	\$0.00	\$0.00	\$0.00			\$351,570.42	cross check

						<b>\$1,475.94</b>	Interest
						<b>\$0.00</b>	Lehman Bad Debt Recovery
						<b>\$1,812.20</b>	Credits/Refunds
						<b>\$0.00</b>	Other
						<b>\$3,288.14</b>	<b>TOTAL</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,288.14	cross check

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$642,229.39	<b>TOTAL</b>
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**Total Income:** **\$642,229.39**  
 \$642,229.39 cross check

EXPENSE REPORT

San Mateo County Law Library

EXPENSES	November	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
<b>EXPENSES</b>				
<b>Period 5, November</b>				
<b>SALARIES</b>				
Full time	\$10,998.40	\$60,490.40	\$70,834.82	\$170,003.57
Part time	\$2,713.00	\$15,286.00	\$18,750.00	\$45,000.00
Medicare	\$196.25	\$1,085.95	\$1,141.48	\$2,739.54
		\$13,907.65	\$76,862.35	\$90,726.30
<b>BENEFITS</b>				
Retirement	2434.44	\$7,809.35	\$9,810.41	\$23,544.99
Unfunded Accrued Liability	2016.23	\$10,081.15	\$6,483.03	\$15,559.27
Active Employee Benefits	816.36	\$4,081.80	\$12,802.70	\$30,726.47
Retired Employee Benefits	1487.94	\$7,439.70	\$9,982.96	\$23,959.11
		\$6,754.97	\$29,412.00	\$39,079.10
<b>PRINT/ELECTRONIC RESOURCES</b>				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$6,727.88	\$34,737.25	\$39,791.67	\$95,500.00
Electronic Resources	\$9,420.74	\$45,887.15	\$45,555.39	\$109,332.94
		\$16,148.62	\$80,624.40	\$85,347.06
<b>OPERATIONAL EXPENSES</b>				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$2,920.75	\$7,009.80
Copy Machines	\$264.40	\$708.80	\$2,179.97	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$85.93	\$142.08	\$431.71	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$5,000.00	\$5,359.38	\$12,862.50
Support Software	\$0.00	\$231.00	\$4,585.00	\$11,004.00
Building Maintenance	\$1,621.59	\$5,150.34	\$3,833.33	\$9,200.00
CitiBank Transfers	\$0.00	\$1,000.00	\$1,250.00	\$3,000.00
Services	\$0.00	\$0.00	\$3,864.56	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$0.00	\$1,041.67	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$333.33	\$800.00
Travel Expenses (petty cash)	\$0.00	\$395.00	\$1,458.33	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$416.67	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$500.00	\$1,200.00
		\$2,971.92	\$18,244.22	\$28,174.70
<b>TOTALS</b>		<b>\$39,783.16</b>	<b>\$205,142.97</b>	<b>\$583,985.16</b>

EXPENSE REPORT

San Mateo County Law Library

	Percent	Amount Under/Over	Comments
	85%	-\$10,344.42	
	82%	-\$3,464.00	
	95%	-\$55.52	
<b>\$217,743.11</b>	<b>85%</b>		
	80%	-\$2,001.06	
	156%	\$3,598.12	
	32%	-\$8,720.90	
	75%	-\$2,543.26	
<b>\$93,789.84</b>	<b>75%</b>		
	#DIV/0!	\$0.00	
	87%	-\$5,054.42	
	101%	\$331.76	
<b>\$204,832.94</b>	<b>94%</b>		
	0%	\$0.00	
	103%	\$94.25	
	33%	-\$1,471.17	
	0%	\$2,602.00	
	33%	-\$289.63	
	0%	\$0.00	
	93%	-\$359.38	
	5%	-\$4,354.00	
	134%	\$1,317.01	
	80%	-\$250.00	
	0%	-\$3,864.56	
	0%	-\$1,041.67	
	0%	-\$333.33	
	27%	-\$1,063.33	
	0%	-\$416.67	
	0%	-\$500.00	
<b>\$67,619.27</b>	<b>65%</b>		
<b>\$583,985.16</b>	<b>84%</b>	<b>-\$38,184.18</b>	

EXPENSES	December	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
Period 6, December				
<b>SALARIES</b>				
Full time	\$10,998.40	\$71,488.80	\$85,001.79	\$170,003.57
Part time	\$2,763.00	\$18,049.00	\$22,500.00	\$45,000.00
Medicare	\$196.99	\$1,282.94	\$1,369.77	\$2,739.54
		\$13,958.39	\$108,871.56	
<b>BENEFITS</b>				
Retirement	1622.96	\$9,432.31	\$11,772.50	\$23,544.99
Unfunded Accrued Liability	2016.23	\$12,097.38	\$7,779.64	\$15,559.27
Active Employee Benefits	816.36	\$4,898.16	\$15,363.24	\$30,726.47
Retired Employee Benefits	1487.94	\$8,927.64	\$11,979.56	\$23,959.11
		\$5,943.49	\$46,894.92	
<b>PRINT/ELECTRONIC RESOURCES</b>				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$9,963.15	\$44,700.40	\$47,750.00	\$95,500.00
Electronic Resources	\$9,255.10	\$55,142.25	\$54,666.47	\$109,332.94
		\$19,218.25	\$102,416.47	
<b>OPERATIONAL EXPENSES</b>				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$3,504.90	\$7,009.80
Copy Machines	\$413.37	\$1,122.17	\$2,615.96	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$25.24	\$167.32	\$518.05	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,280.00	\$6,280.00	\$6,431.25	\$12,862.50
Support Software	\$0.00	\$231.00	\$5,502.00	\$11,004.00
Building Maintenance	\$673.25	\$5,823.59	\$4,600.00	\$9,200.00
CitiBank Transfers	\$0.00	\$1,000.00	\$1,500.00	\$3,000.00
Services	\$3,442.71	\$3,442.71	\$4,637.48	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$0.00	\$1,250.00	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$400.00	\$800.00
Travel Expenses (petty cash)	\$0.00	\$395.00	\$1,750.00	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$500.00	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$600.00	\$1,200.00
		\$5,834.57	\$33,809.64	
<b>TOTALS</b>		<b>\$44,954.70</b>	<b>\$291,992.58</b>	<b>\$583,985.16</b>



EXPENSE REPORT

San Mateo County Law Library

	Percent	Amount Under/Over	Comments
	84%	-\$13,512.99	
	80%	-\$4,451.00	
	94%	-\$86.83	
<b>\$217,743.11</b>	<b>83%</b>		
	80%	-\$2,340.19	
	156%	\$4,317.75	
	32%	-\$10,465.08	
	75%	-\$3,051.92	
<b>\$93,789.84</b>	<b>75%</b>		
	#DIV/0!	\$0.00	
	94%	-\$3,049.60	
	101%	\$475.78	
<b>\$204,832.94</b>	<b>97%</b>		
	0%	\$0.00	
	86%	-\$489.90	
	43%	-\$1,493.79	
	0%	\$2,602.00	
	32%	-\$350.73	
	0%	\$0.00	
	98%	-\$151.25	
	4%	-\$5,271.00	
	127%	\$1,223.59	
	67%	-\$500.00	
	74%	-\$1,194.77	
	0%	-\$1,250.00	
	0%	-\$400.00	
	23%	-\$1,355.00	
	0%	-\$500.00	
	0%	-\$600.00	
<b>\$67,619.27</b>	<b>71%</b>		
<b>\$583,985.16</b>	<b>86%</b>	<b>-\$41,894.91</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	\$45,274.14	\$39,703.16	\$316,793.89
December	\$389,533.03	\$44,954.70	\$661,122.22
January			
February			
March			
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$627,159.97</b>	<b>\$250,018.47</b>	
Average/Month	\$104,526.66	\$41,669.75	
Difference/Month	\$62,856.92		