



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

February 19, 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, February 28, 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. Report on closed session.
- b. Approval of Minutes of the January 24, 2019 meeting (*page 3*)
- c. Acceptance of Report of Expenses for Period 7 (January) FY 2018-2019 (*pages 4-12*)
- d. Discussion/Informational Updates and Policy Decisions:
  - Form 700-Due
  - Discussion and vote on CCCLL supplemental funding
  - Community Law Night
  - Foundation update
  - Awareness Campaign-EveryLibrary
  - Other matters of Interest
- e. Report of the San Mateo County Bar Association
- f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: March 28, 2019

**Mark Your Calendar!**

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

- 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: January 24, 2019

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

Members in attendance:

President:	STEVE SCHAIMAN
Trustee:	JOSEPH C. SCOTT
Trustee:	V. RAYMOND SWOPE
Trustee:	CAROLE GROOM
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 joined by Martin M. Fox and Walt Shjeflo. No action taken in closed session.

- a. Approval of minutes for December 6, 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 5 and 6 (November and December) of FY 2018. Under budget except for Unfunded Accrued Liability. Schaiman made motion to approve. Seconded by Wilkins. Unanimous approval. Report of expenses moved into record.
- c. Discussion and information updates & policy decisions: Public works upstairs move-in complete. Partnership between SMCBar Assoc. and Law Library for Community Law Night off to great start. Law Library Foundation will be discussing renewal of Saturday funding with possible additional funding. Large-scale fundraising event tentatively set for September 26 with expanded outreach and funding sources.
- d. Bar Association report: Discussion of whether Expungement services are available through the Bar Association. They are looking for more attorneys to do Expungement services.
- e. Public comments from Martin Fox including changes to behavioral health and a shelter crisis declared by Human Services Agency. Walt Shjeflo presented on behalf of the Bar Association's Community Action Committee and their current president Chantel Fitting, who could not be present.

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

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

**Filing Fee Income**

Filing Fees	\$43,612.80
<b>TOTAL:</b>	<b>\$43,612.80</b>

**Library Generated Income**

Copy Machines	\$587.00
Computer Printer	\$109.00
Conference Room	\$540.00
Overdue Fines	\$36.00
CEB Audio Check Out Fee	\$160.00
Deed Forms	\$155.00
Reserve Book Fee	\$60.00
Lost Book Payment	\$0.00
Notary	\$58.00
Square	\$77.88
Donations	\$0.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$57.86
<b>TOTAL:</b>	<b>\$1,840.74</b>
SVCF Withdraws	
Grants	
Other	
<b>TOTAL:</b>	<b>\$0.00</b>

Deposited into Citibank

**Trial Balance Reported Income**

Interest	\$2,004.45
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.80
Other	\$0.00
<b>TOTAL:</b>	<b>\$2,283.25</b>

**MONTHLY TOTAL INCOME: \$47,736.79**

Voucher #	Vender	Amount
11663	CalPERS	\$519.48
11664	CalPERS	\$292.00
11665	CalPERS	\$519.48
11666	CalPERS	\$292.00
11667	CalPERS	\$2,016.23
11668	California Court Association	\$56.00
11669	California Security	\$26.25
11670	Lexis (Advance)	\$3,650.00
11671	Lexis (Matthew Bender)	\$1,949.15
11672	Office Depot	\$92.22
11673	San Mateo County Law Library	\$2,873.00
11674	Treat, Richard	\$1,000.00
11675	UBS	\$647.00
11676	UC Regents (CEB)	\$1,733.30
11677	West Group (Thomson Reuters)	\$2,383.82
11678	West Group (Westlaw Next)	\$5,605.10
11679	Wolters Kluwer	\$253.92
11680	Xerox	\$206.54
11681	Blake, Larry	\$46.00
11682	Blake, Marisol	\$120.00
11683	Bracco, Caroline	\$6,210.72
11684	Brill, Margaret Ruth	\$690.00
11685	Conventiti, Antonella	\$4,460.80
11686	Woods, Marcia	\$1,120.00
11687	Medicare	\$180.55
11688	Active Employee Benefits	\$884.40
11689	Retired Employee Benefits	\$1,588.58

Citibank \$3,345.10

**Total: \$42,761.64**

**Income for January, Period 7: \$47,736.79**

**Net Difference: \$4,975.15**



Printed on: 2019-02-23 15:44:51 EST

## Account Details

Business Checking-7981

On Deposit: \$ 6,751.31

Available Now: \$ 6,751.31

On Deposit: \$ 6,751.31  
Available Now: \$ 6,751.31

## Transaction Details - PERIOD 01-01-2019 - 01-31-2019

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

Activity from 01-01-2019 to 01-31-2019

Date	Description	Debit	Credit
01-31-2019	TELLER DEPOSIT Jan 31 14:16		\$ 4,640.86
01-31-2019	ACH Electronic CreditSquare Inc 190131P2 013119		\$ 15.27
01-31-2019	DEBIT PURCHASE Jan 29 4910PACER800-676-6856IR 800-676-6856 TX 19030	\$ 18.70	
01-28-2019	DEBIT PURCHASE Jan 24 4910GRACIES DELECTABLES SAN CARLOS CA 19025	\$ 142.60	
01-24-2019	DEBIT PIN PURCHASE 4910REDWOOD CITY GR REDWOOD CITY CAUS0515	\$ 25.41	
01-23-2019	ACH Electronic CreditSquare Inc 190123P2 012319		\$ 20.11
01-18-2019	DEBIT PURCHASE Jan 17 4910WWW*EARTHLINK.NET 800-719-4660 GA 19017	\$ 19.95	
01-17-2019	ACH Electronic CreditSquare Inc 190117P2 011719		\$ 5.83
01-17-2019	DEBIT PURCHASE Jan 15 4910ATT*BILL PAYMENT 800-288-2020 TX 19016	\$ 55.00	
01-17-2019	CHECK 235	\$ 219.95	

6

Date	Description	Debit	Credit
01-09-2019	DEBIT PURCHASE Jan 07 4910SJ MERCURY NEWS CIRC 4089205000 CA 19008	\$ 154.38	
01-08-2019	ACH Electronic CreditSquare Inc 190108P2 010819		\$ 2.12
01-08-2019	SERVICE CHARGEACCT ANALYSIS DIRECT DB	\$ 26.12	
01-07-2019	ACH Electronic CreditSquare Inc 190107P2 010719		\$ 32.09
01-07-2019	CHECK 234	\$ 2,523.00	
01-04-2019	DEBIT PURCHASE Jan 02 4910SQ *SQ *WSJ NEWSPAPER gosq.com NY 19003	\$ 159.99	

\$ 3,345.10

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

Filing Fee Income	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	\$44,995.34	\$52,753.23	\$43,612.80
<b>TOTAL:</b>	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	\$44,995.34	\$52,753.23	\$43,612.80

LIBRARY GENERATED INCOME

Copy Machines	\$223.50	\$310.50	\$493.00	\$585.00	\$473.00	\$335.00	\$587.00
Computer Printer	\$48.50	\$52.00	\$19.00	\$396.75	\$238.00	\$11.00	\$109.00
Conference Room	\$262.50	\$219.50	\$150.00	\$237.50	\$137.00	\$287.50	\$540.00
Overdue Fines	\$2.00	\$9.00	\$5.00	\$3.00	\$13.00	\$0.00	\$36.00
CEB Audio Check Out Fee	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$15.00	\$160.00
Deed Forms	\$170.00	\$147.00	\$132.00	\$95.00	\$155.00	\$75.00	\$155.00
Reserve Book Fee	\$20.00	\$60.00	\$85.00	\$40.00	\$30.00	\$10.00	\$60.00
Credit/Square	\$27.00	\$5.93	\$0.00	\$334.23	\$11.67	\$67.34	\$77.88
Lost Book Payment	\$0.00	\$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	\$0.00
Extra Computer Time	\$0.00	\$10.00	\$0.00	\$35.00	\$40.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$233.00	\$50.00	\$0.00	\$0.00	\$0.00	\$57.86
SVCF Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,523.00	\$0.00
Grants	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00
Other	\$6.00	\$55.00	\$45.00	\$71.00	\$0.00	\$336,501.00	\$58.00
<b>TOTAL:</b>	\$2,759.50	\$1,101.93	\$989.00	\$1,797.48	\$1,097.67	\$343,824.84	\$1,840.74

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00	\$0.00	\$1,475.94	\$0.00	\$0.00	\$2,004.45
Human Bad Debt Recovery	\$0.00	\$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	\$278.80
Other	\$0.00	\$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	\$2,283.25

PERIOD TOTALS

<b>TOTAL:</b>	\$52,260.83	\$46,732.69	\$46,842.05	\$53,165.14	\$46,371.81	\$396,856.87	\$47,736.79
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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>Filing Fee Income</b>
						<b>TOTAL</b>
						\$330,983.63 cross check

						<b>Copy Machines</b>
						<b>Computer Printer</b>
						<b>Conference Room</b>
						<b>Overdue Fines</b>
						<b>CEB Audio Check Out Fee</b>
						<b>Deed Form Sales</b>
						<b>Reserve Book Fee</b>
						<b>Lost Book Payment</b>
						<b>Donations</b>
						<b>Extra Computer Time</b>
						<b>Credits / Refunds</b>
						<b>SVCF Withdrawals</b>
						<b>Grants</b>
						<b>Other</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<b>TOTAL</b>
						\$353,411.16 cross check

						<b>Interest</b>
						<b>Lehman Bad Debt Recovery</b>
						<b>Credits/Refunds</b>
						<b>Other</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<b>TOTAL</b>
						\$5,571.39 cross check

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		<b>TOTAL</b>
						\$689,966.18 cross check

**Total Income:** **\$689,966.18**  
\$689,966.18 cross check

EXPENSES	January	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
<b>EXPENSES</b>				
<b>Period 7, January</b>				
<b>SALARIES</b>				
Full time	\$10,671.52	\$82,160.32	\$99,168.75	\$170,003.57
Part time	\$1,976.00	\$20,025.00	\$26,250.00	\$45,000.00
Medicare	\$180.55	\$1,463.49	\$1,598.07	\$2,739.54
		\$12,828.07	\$103,648.81	\$127,016.81
<b>BENEFITS</b>				
Retirement	\$1,622.96	\$11,055.27	\$13,734.58	\$23,544.99
Unfunded Accrued Liability	\$2,016.23	\$14,113.61	\$9,076.24	\$15,559.27
Active Employee Benefits	\$884.40	\$5,782.56	\$17,923.77	\$30,726.47
Retired Employee Benefits	\$1,588.58	\$10,516.22	\$13,976.15	\$23,959.11
		\$6,112.17	\$41,467.66	\$54,710.74
<b>PRINT/ELECTRONIC RESOURCES</b>				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$6,376.19	\$51,076.59	\$55,708.33	\$95,500.00
Electronic Resources	\$9,255.10	\$64,397.35	\$63,777.55	\$109,332.94
		\$15,631.29	\$119,485.88	
<b>OPERATIONAL EXPENSES</b>				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$4,089.05	\$7,009.80
Copy Machines	\$206.54	\$1,328.71	\$3,051.95	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$92.22	\$259.54	\$604.39	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$7,280.00	\$7,503.13	\$12,862.50
Support Software	\$0.00	\$231.00	\$6,419.00	\$11,004.00
Building Maintenance	\$673.25	\$6,496.84	\$5,366.67	\$9,200.00
CitiBank Transfers	\$0.00	\$1,000.00	\$1,750.00	\$3,000.00
Services	\$0.00	\$3,442.71	\$5,410.39	\$9,274.95
Educational/Professional (petty cash)	\$2,873.00	\$2,873.00	\$1,458.33	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$466.67	\$800.00
Travel Expenses (petty cash)	\$0.00	\$395.00	\$2,041.67	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$583.33	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$700.00	\$1,200.00
		\$4,845.01	\$28,923.80	\$39,444.57
<b>TOTALS</b>		<b>\$39,416.54</b>	<b>\$289,514.21</b>	<b>\$583,985.16</b>

EXPENSE REPORT

San Mateo County Law Library

	Percent	Amount Under/Over	Comments
	83%	-\$17,008.43	
	76%	-\$6,225.00	
	92%	-\$134.58	
<b>\$217,743.11</b>	<b>82%</b>		
	80%	-\$2,679.31	
	156%	\$5,037.37	
	32%	-\$12,141.21	
	75%	-\$3,459.93	
<b>\$93,789.84</b>	<b>76%</b>		
	#DIV/0!	\$0.00	
	92%	-\$4,631.74	
	101%	\$619.80	
<b>\$204,832.94</b>	<b>97%</b>		
	0%	\$0.00	
	74%	-\$1,074.05	
	44%	-\$1,723.24	
	0%	\$2,602.00	
	43%	-\$344.85	
	0%	\$0.00	
	97%	-\$223.13	
	4%	-\$6,188.00	
	121%	\$1,130.17	
	57%	-\$750.00	
	64%	-\$1,967.68	
	197%	\$1,414.67	
	0%	-\$466.67	
	19%	-\$1,646.67	
	0%	-\$583.33	
	0%	-\$700.00	
<b>\$67,619.27</b>	<b>73%</b>		
<b>\$583,985.16</b>	<b>85%</b>	<b>-\$51,143.80</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	\$45,896.05	\$39,416.54	\$667,601.73
February			
March			
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$673,056.02</b>	<b>\$289,435.01</b>	
Average/Month	\$96,150.86	\$41,347.86	
Difference/Month	\$54,803.00		