



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

June 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, JUNE 27, 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 May 23, 2019 meeting (*page 3*)
- c. Acceptance of Report of Expenses for Period 10 (April) and Period 11 (May) FY 2018-2019 (*pages 4-)*
- d. Discussion/Informational Updates and Policy Decisions:
 - Updating technology configuration and equipment
 - Flooding
 - State Budget
 - Foundation update
 - Other matters of Interest
- e. Report of the San Mateo County Bar Association
- f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: August 22, 2019

Mark Your Calendar!

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

- 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**

Date: May 23, 2019

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:	JACQUELYN BROWN

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION

2. REGULAR SESSION

The meeting convened at 12:40 pm in Regular Session joined by Martin M. Fox, and Walt Shjeflo

- a. Report on closed session . Discussed employee status.
- b. Approval of minutes for March 21, 2019 meeting. Groom made motion to approve. Swope seconded. Vote for unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for period 9 (March) of FY 2018-19. Under budget except for part time workers. Swope made motion to approve. Seconded by Groom. Unanimous approval. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions: Updating our tech configuration. Update to vote to approve Ino Cubing contract and purchase drives. Schaiman made motion, Swope seconded. Unanimous approval. Community Law Night report from Walt Shjeflo suggestion of Facetime capabilities to expand. Cost?
- e. Bar Association report: no report.
- f. Public comments from Martin Fox including Veterans affairs and Board of Supervisors development projects and the effects on foot traffic at the law library.

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

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

Filing Fee Income

Filing Fees	\$38,967.56	
TOTAL:	\$38,967.56	Deposited into Treasury

Library Generated Income

Copy Machines	\$325.00	
Computer Printer	\$161.00	
Conference Room	\$175.00	
Overdue Fines	\$0.00	
CEB Audio Check Out Fee	\$0.00	
Deed Forms	\$140.00	
Reserve Book Fee	\$30.00	
Lost Book Payment	\$0.00	
Square	\$39.38	
Donations	\$0.00	
Extra Computer Time	\$0.00	
Vendor Credits/Refunds	\$422.33	
TOTAL:	\$1,292.71	Deposited into Citibank
SVCF Withdraws	\$0.00	
Grants	\$0.00	
Treasury Transfer	\$5,000.00	Deposited into Citibank
Other	\$0.00	
TOTAL:	\$5,000.00	

Trial Balance Reported Income

Interest	\$3,913.28	
Lehman Bad Debt Recovery	\$0.00	
Credits/Refunds	\$278.80	
Other	\$0.00	
TOTAL:	\$4,192.08	Deposited into Treasury

MONTHLY TOTAL INCOME: \$49,452.35

Voucher #	Vendor	Amount
11752	CalPERS (100000015572944)	\$519.48
11753	CalPERS (100000015572979)	\$292.00
11754	CalPERS (100000015612842)	\$519.48
11755	CalPERS (100000015612866)	\$292.00
11756	CalPERS (100000015627140)	\$2,016.23
11765	California Court Association	\$225.00
11757	California Security	\$26.25
11758	Lawpress Corporation	\$345.58
11759	Lexis (Advance)	\$3,650.00
11760	Lexis (Matthew Bender)	\$1,949.15
11761	National Consumer Law Center	\$1,030.00
11762	UBS	\$731.00
11763	UC Regents (CEB)	\$3,510.66
11764	West Group (Thomson Reuters)	\$4,036.86
11766	West Group (Westlaw Next)	\$5,605.10
11767	Xerox	\$206.54
11768	Blake, Larry	\$276.00
11769	Blake, Marisol	\$240.00
11770	Bracco, Caroline	\$6,537.60
11771	Brill, Margaret Ruth	\$1,060.00
11772	Conventiti, Antonella	\$4,460.80
11773	Woods, Marcia	\$1,400.00
11774	Medicare	\$199.79
11775	Active Employee Benefits	\$884.40
11776	Retired Employee Benefits	\$1,588.58

Citibank Debit \$547.78

Total: \$42,150.28

Income for April, Period 10: \$49,452.35

Net Difference: \$7,302.07



Printed on: 2019-06-18 08:20:34

Account Details

Business Checking - 7981

Available Now

\$26,327.88

On Deposit

\$26,327.88

Information for:

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

Transaction History

- PERIOD 2019-04-01 - 2019-04-30

Results for: Apr 1, 2019 to Apr 30, 2019

Date	Description	Debit	Credit
Jun 17, 2019	*Pending DEBIT AUTHORIZATION Jun17 05:52p 4910 AT 17:52 ATT*BILL PAYMENT 800-288-2020	-\$55.00	
Jun 17, 2019	*Pending DEBIT PURCHASE Jun17 07:08a 4910 AT 07:08 EARTHLINK LLC 888-327-8454 TX	-\$19.95	
Apr 30, 2019	TELLER DEPOSIT Apr 30 15:12		\$6,253.33

Date	Description	Debit	Credit
Apr 30, 2019	ACH Electronic Credit Square Inc 190430P2 043019		\$29.66
Apr 23, 2019	DEBIT PIN PURCHASE 4910 USPS PO 05637802 855 JEREDWOOD CITY CAUS0519	-\$9.52	
Apr 23, 2019	DEBIT PURCHASE Apr 19 4910 SJ MERCURY NEWS CIRC 4089205000 CA 19110	-\$154.38	
Apr 18, 2019	DEBIT PURCHASE Apr 17 4910 WWW*EARTHLINK.NET 800-719-4660 GA 19107	-\$19.95	
Apr 17, 2019	DEBIT PURCHASE Apr 15 4910 ATT*BILL PAYMENT 800-288-2020 TX 19106	-\$55.00	
Apr 09, 2019	SERVICE CHARGE ACCT ANALYSIS DIRECT DB	-\$26.13	
Apr 04, 2019	CHECK 240	-\$200.00	
Apr 03, 2019	ACH Electronic Credit Square Inc 190403P2 040319		\$9.72
Apr 01, 2019	ACH Electronic Credit Square Inc 190401P2 040119		\$12.69
Apr 01, 2019	DEBIT PURCHASE Mar 28 4910 GRACIES DELECTABLES SAN CARLOS CA 19088	-\$82.80	

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

EXPENSES	April	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
Period 10, April	April			
SALARIES				
Full time	\$10,998.40	\$120,981.60	\$141,669.64	\$170,003.57
Part time	\$2,976.00	\$29,970.00	\$37,500.00	\$45,000.00
Medicare	\$199.79	\$2,162.08	\$2,282.95	\$2,739.54
		\$14,174.19	\$153,113.68	\$181,452.59
BENEFITS				
Retirement	\$1,622.96	\$16,935.63	\$19,620.83	\$23,544.99
Unfunded Accrued Liability	\$2,016.23	\$20,162.30	\$12,966.06	\$15,559.27
Active Employee Benefits	\$884.40	\$8,435.76	\$25,605.39	\$30,726.47
Retired Employee Benefits	\$1,588.58	\$15,583.56	\$19,965.93	\$23,959.11
		\$6,112.17	\$61,117.25	\$78,158.20
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$12,665.49	\$76,997.05	\$79,583.33	\$95,500.00
Electronic Resources	\$7,686.86	\$95,042.41	\$91,110.78	\$109,332.94
		\$20,352.35	\$172,039.46	\$170,694.12
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$5,841.50	\$7,009.80
Copy Machines	\$206.54	\$1,951.50	\$4,359.93	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$44.08	\$432.74	\$863.42	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$0.00	\$8,280.00	\$10,718.75	\$12,862.50
Support Software	\$0.00	\$231.00	\$9,170.00	\$11,004.00
Building Maintenance	\$757.25	\$9,053.45	\$7,666.67	\$9,200.00
CitiBank Transfers	\$0.00	\$13,000.00	\$2,500.00	\$3,000.00
Services	\$0.00	\$3,442.71	\$7,729.13	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$2,873.00	\$2,083.33	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$666.67	\$800.00
Travel Expenses (petty cash)	\$0.00	\$395.00	\$2,916.67	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$833.33	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$1,000.00	\$1,200.00
		\$1,007.87	\$45,276.40	\$56,349.39
TOTALS		\$41,646.58	\$431,546.79	\$583,985.16
			\$486,654.30	

	Percent	Amount Under/Over	Comments
	85%	-\$20,688.04	
	80%	-\$7,530.00	
	95%	-\$120.87	
\$217,743.11	84%		
	86%	-\$2,685.20	
	156%	\$7,196.24	
	33%	-\$17,169.63	
	78%	-\$4,382.37	
\$93,789.84	78%		
	#DIV/0!	\$0.00	
	97%	-\$2,586.28	
	104%	\$3,931.63	
\$204,832.94	101%		
	0%	\$0.00	
	52%	-\$2,826.50	
	45%	-\$2,408.43	
	0%	\$2,602.00	
	50%	-\$430.68	
	0%	\$0.00	
	77%	-\$2,438.75	
	3%	-\$8,939.00	
	118%	\$1,386.78	
	520%	\$10,500.00	
	45%	-\$4,286.42	
	138%	\$789.67	
	0%	-\$666.67	
	14%	-\$2,521.67	
	0%	-\$833.33	
	0%	-\$1,000.00	
\$67,619.27	80%		
\$583,985.16	89%	-\$55,107.51	

Filing Fee Income

Filing Fees	\$52,263.01
TOTAL:	\$52,263.01

Deposited into Treasury

Library Generated Income

Copy Machines	\$251.50
Computer Printer	\$101.00
Conference Room	\$579.50
Overdue Fines	\$30.00
CEB Audio Check Out Fee	\$18.00
Deed Forms	\$70.00
Reserve Book Fee	\$20.00
Lost Book Payment	\$0.00
Square	\$183.63
Donations	\$0.00
Extra Computer Time	\$10.00
Vendor Credits/Refunds	\$0.00
TOTAL:	\$1,263.63
SVCF Withdraws	\$1,602.29
Grants	\$0.00
Treasury Transfer	\$5,000.00
Other	\$0.00
TOTAL:	\$6,602.29

Deposited into Citibank

Deposited into Citibank

Trial Balance Reported Income

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

Deposited into Treasury

MONTHLY TOTAL INCOME: \$60,407.73

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	\$43,612.80	\$40,758.70
TOTAL:	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	\$44,995.34	\$52,753.23	\$43,612.80	\$40,758.70

FILING FEE INCOME

LIBRARY GENERATED INCOME

Copy Machines	\$223.50	\$310.50	\$493.00	\$585.00	\$473.00	\$335.00	\$587.00	\$387.50
Computer Printer	\$48.50	\$52.00	\$19.00	\$396.75	\$238.00	\$11.00	\$109.00	\$83.50
Conference Room	\$262.50	\$219.50	\$150.00	\$237.50	\$137.00	\$287.50	\$540.00	\$212.50
Overdue Fines	\$2.00	\$9.00	\$5.00	\$3.00	\$13.00	\$0.00	\$36.00	\$2.00
MCLE Audio Check Out Fee	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$15.00	\$160.00	\$80.00
Deed Forms	\$170.00	\$147.00	\$132.00	\$95.00	\$155.00	\$75.00	\$155.00	\$90.00
Reserve Book Fee	\$20.00	\$60.00	\$85.00	\$40.00	\$30.00	\$10.00	\$60.00	\$20.00
Credit/Square	\$27.00	\$5.93	\$0.00	\$334.23	\$11.67	\$67.34	\$77.88	\$7.29
Lost Book Payment	\$0.00	\$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	\$0.00
Extra Computer Time	\$0.00	\$10.00	\$0.00	\$35.00	\$40.00	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$233.00	\$50.00	\$0.00	\$0.00	\$0.00	\$57.86	\$0.00
SVCF Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,523.00	\$0.00	\$0.00
Grants	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00
Other	\$6.00	\$55.00	\$45.00	\$71.00	\$0.00	\$336,501.00	\$58.00	\$74.00
TOTAL:	\$2,759.50	\$1,101.93	\$989.00	\$1,797.48	\$1,097.67	\$343,824.84	\$1,840.74	\$956.79

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00	\$0.00	\$1,475.94	\$0.00	\$0.00	\$2,004.45	\$0.00
Human Bad Debt Recovery	\$0.00	\$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	\$278.80
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:	\$278.80	\$418.20	\$278.80	\$1,754.74	\$278.80	\$278.80	\$2,283.25	\$278.80

PERIOD TOTALS

TOTAL:	\$52,260.83	\$46,732.69	\$46,842.05	\$53,165.14	\$46,371.81	\$396,856.87	\$47,736.79	\$41,994.29
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INCOME REPORT

FY 2018-19

March April May June July Interest Category Totals

\$49,619.43	\$38,967.56	\$52,263.01			Filing Fee Income	\$512,592.33
\$49,619.43	\$38,967.56	\$52,263.01	\$0.00		TOTAL	\$512,592.33

\$512,592.33 cross check

\$433.00	\$325.00	\$251.50			Copy Machines	\$4,404.00
\$63.00	\$161.00	\$101.00			Computer Printer	\$1,282.75
\$337.50	\$175.00	\$579.50			Conference Room	\$3,138.50
\$10.00	\$0.00	\$30.00			Overdue Fines	\$110.00
\$50.00	\$0.00	\$18.00			CEB Audio Check Out Fee	\$333.00
\$100.00	\$140.00	\$70.00			Deed Form Sales	\$1,329.00
\$30.00	\$30.00	\$20.00			Reserve Book Fee	\$405.00
\$111.12	\$39.38	\$183.63			Credit/Square	\$865.47
\$0.00	\$0.00	\$0.00			Lost Book Payment	\$0.00
\$0.00	\$0.00	\$0.00			Donations	\$0.00
\$10.00	\$0.00	\$10.00			Extra Computer Time	\$105.00
\$200.00	\$422.33	\$0.00			Credits / Refunds	\$963.19
\$0.00	\$0.00	\$1,602.29			SVCF Withdrawals	\$4,125.29
\$0.00	\$0.00	\$0.00			Grants	\$6,000.00
\$12,000.00	\$5,000.00	\$5,000.00			Other	\$358,810.00
\$13,344.62	\$6,292.71	\$7,865.92	\$0.00		TOTAL	\$381,871.20

\$381,871.20 cross check

\$0.00	\$3,913.28	\$0.00			Interest	\$7,393.67
\$0.00	\$0.00	\$0.00			Lehman Bad Debt Recovery	\$0.00
\$418.20	\$278.80	\$278.80			Credits/Refunds	\$3,345.60
\$0.00	\$0.00	\$0.00			Other	\$0.00
\$418.20	\$4,192.08	\$278.80	\$0.00	\$0.00	TOTAL	\$10,739.27

\$10,739.27 cross check

\$63,382.25	\$49,452.35	\$60,407.73	\$0.00	\$0.00	TOTAL	\$905,202.80
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Total Income:

\$905,202.80
\$905,202.80 cross check

Voucher #	Vendor	Amount
11977	CalPERS (100000015572944)	\$519.48
11978	CalPERS (100000015572979)	\$292.00
11979	CalPERS (100000015612842)	\$519.48
11980	CalPERS (100000015612866)	\$292.00
11981	CalPERS (100000015627140)	\$2,016.23
11982	California Security	\$26.25
11983	Calif. State Bar Court Reporter	\$150.00
11984	Lexis (Advance)	\$3,650.00
11985	Lexis (Matthew Bender)	\$1,949.15
11986	Office Depot	\$599.89
11987	Paper & Ink	\$731.00
11988	San Mateo County Law Library	\$5,000.00
11989	UBS	\$731.00
11990	UC Regents (CEB)	\$2,901.70
11991	West Group (Thomson Reuters)	\$2,394.73
11992	West Group (Westlaw Next)	\$5,605.10
11993	Xerox	\$207.49
11994	Xerox	\$142.19
11995	Blake, Larry	\$253.00
11996	Blake, Marisol	\$240.00
11997	Bracco, Caroline	\$6,537.60
11998	Brill, Margaret Ruth	\$980.00
11999	Conventiti, Antonella	\$4,460.80
11999A	See, amanda	\$540.00
12000	Woods, Marcia	\$1,560.00
12001	Medicare	\$208.44
12002	Active Employee Benefits	\$884.40
12003	Retired Employee Benefits	\$1,588.58

Citibank Debit \$2,535.61

Total: \$47,516.12

Income for May, Period 11: \$55,407.73

Net Difference: \$7,891.61



Printed on: 2019-06-18 02:15:32

Account Details

Business Checking - 7981

Available Now

\$26,327.88

On Deposit

\$26,327.88

Information for:

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

Transaction History

- PERIOD 2019-05-01 - 2019-05-31

Results for: May 1, 2019 to May 31, 2019

Date	Description	Debit	Credit
Jun 17, 2019	*Pending DEBIT AUTHORIZATION Jun17 05:52p 4910 AT 17:52 ATT*BILL PAYMENT 800-288-2020	-\$55.00	
Jun 17, 2019	*Pending DEBIT PURCHASE Jun17 07:08a 4910 AT 07:08 EARTHLINK LLC 888-327-8454 TX	-\$19.95	
May 31, 2019	ATM DEPOSIT May 31 18:16 4910 1073EL CAMINORL, RDWD CTY, CA		\$1,602.29

Date	Description	Debit	Credit
May 31, 2019	ACH Electronic Credit Square Inc 190531P2 053119		\$77.05
May 31, 2019	DEBIT PURCHASE May 29 4910 B&H PHOTO 800-606-696 800-2215743 NY 19150	-\$326.20	
May 30, 2019	TELLER DEPOSIT May 30 13:44		\$6,080.00
May 30, 2019	ACH Electronic Credit Square Inc 190530P2 053019		\$50.03
May 30, 2019	DEBIT PURCHASE May 28 4910 AM ASSOC OF LAW LIB 3129394764 IL 19149	-\$303.00	
May 28, 2019	DEBIT PURCHASE May 23 4910 GRACIES DELECTABLES SAN CARLOS CA 19144	-\$94.30	
May 24, 2019	CHECK 244	-\$975.00	
May 23, 2019	DEBIT PIN PURCHASE 4910 SAFEWAY STORE 0305 REDWOOD CITY CAUS0515	-\$38.32	
May 21, 2019	DEBIT PURCHASE May 17 4910 ATT*BILL PAYMENT 800-288-2020 TX 19138	-\$55.00	
May 20, 2019	DEBIT PURCHASE May 17 4910 EARTHLINK LLC 888-327-8454 TX 19137	-\$19.95	
May 17, 2019	CHECK 241	-\$589.00	
May 15, 2019	ACH Electronic Credit Square Inc 190515P2 051519		\$32.58
May 14, 2019	DEBIT PURCHASE May 09 4910 TST* STATEHOUSE GRANITE BAY CA 19131	-\$7.50	
May 14, 2019	DEBIT PURCHASE May 10 4910 KEYME 888-380-0394 8883800394 NY 19131	-\$10.91	
May 13, 2019	DEBIT PURCHASE May 09 4910 CITYOFSAC_PARKNGGARAG SACRAMENTO CA 19130	-\$15.00	

Date	Description	Debit	Credit
May 13, 2019	DEBIT PURCHASE May 08 4910 CLAIM JUMPER 0547 SACRAMENTO CA 19130	-\$25.72	
May 13, 2019	CHECK 243	-\$50.18	
May 08, 2019	SERVICE CHARGE ACCT ANALYSIS DIRECT DB	-\$25.53	
May 02, 2019	ACH Electronic Credit Square Inc 190502P2 050219		\$23.97

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

EXPENSES	May	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
EXPENSES				
Period 11, May				
SALARIES				
Full time	\$10,998.40	\$131,980.00	\$155,836.61	\$170,003.57
Part time	\$3,573.00	\$33,543.00	\$41,250.00	\$45,000.00
Medicare	\$208.44	\$2,370.52	\$2,511.25	\$2,739.54
	\$14,779.84	\$167,893.52	\$199,597.85	
BENEFITS				
Retirement	\$1,622.96	\$18,558.59	\$21,582.91	\$23,544.99
Unfunded Accrued Liability	\$2,016.23	\$22,178.53	\$14,262.66	\$15,559.27
Active Employee Benefits	\$884.40	\$9,320.16	\$28,165.93	\$30,726.47
Retired Employee Benefits	\$1,588.58	\$17,172.14	\$21,962.52	\$23,959.11
	\$6,112.17	\$67,229.42	\$85,974.02	
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$7,395.98	\$84,393.03	\$87,541.67	\$95,500.00
Electronic Resources	\$9,255.10	\$104,297.51	\$100,221.86	\$109,332.94
	\$16,651.08	\$188,690.54	\$187,763.53	
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$6,425.65	\$7,009.80
Copy Machines	\$349.68	\$2,301.18	\$4,795.93	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$599.89	\$1,032.63	\$949.76	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$0.00	\$8,280.00	\$11,790.63	\$12,862.50
Support Software	\$0.00	\$231.00	\$10,087.00	\$11,004.00
Building Maintenance	\$26.25	\$9,079.70	\$8,433.33	\$9,200.00
CitiBank Transfers	\$0.00	\$13,000.00	\$2,750.00	\$3,000.00
Services	\$731.00	\$4,173.71	\$8,502.04	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$2,873.00	\$2,291.67	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$733.33	\$800.00
Travel Expenses (petty cash)	\$0.00	\$395.00	\$3,208.33	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$916.67	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$1,100.00	\$1,200.00
	\$1,706.82	\$46,983.22	\$61,984.33	\$68,985.16
TOTALS	\$39,249.91	\$470,796.70	\$535,319.73	\$583,985.16

	Percent	Amount Under/Over	Comments
	85%	-\$23,856.61	
	81%	-\$7,707.00	
	94%	-\$140.72	
\$217,743.11	84%		
	86%	-\$3,024.32	
	156%	\$7,915.87	
	33%	-\$18,845.77	
	78%	-\$4,790.38	
\$93,789.84	78%		
	#DIV/0!	\$0.00	
	96%	-\$3,148.64	
	104%	\$4,075.65	
\$204,832.94	100%		
	0%	\$0.00	
	47%	-\$3,410.65	
	48%	-\$2,494.75	
	0%	\$2,602.00	
	109%	\$82.87	
	0%	\$0.00	
	70%	-\$3,510.63	
	2%	-\$9,856.00	
	108%	\$646.37	
	473%	\$10,250.00	
	49%	-\$4,328.33	
	125%	\$581.33	
	0%	-\$733.33	
	12%	-\$2,813.33	
	0%	-\$916.67	
	0%	-\$1,100.00	
\$67,619.27	76%		
\$583,985.16	88%	-\$64,523.03	

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	\$45,204.70	\$661,122.22
January	\$45,896.05	\$39,416.54	\$667,601.73
February	\$41,037.50	\$37,346.76	\$671,292.47
March	\$50,037.63	\$62,737.84	\$658,592.26
April	\$43,159.64	\$41,602.50	\$660,149.40
May	\$52,541.81	\$44,642.81	\$668,048.40
June			
July Interest			
TOTALS	\$859,832.60	\$476,014.92	
Average/Month	\$78,166.60	\$43,274.08	
Difference/Month	\$34,892.52		