



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

September 20, 2019

**BOARD OF LAW LIBRARY TRUSTEES MEETING**  
CONFERENCE ROOM, SAN MATEO COUNTY LAW LIBRARY  
710 HAMILTON STREET, REDWOOD CITY, CALIFORNIA 94063

*Materials related to an item on this Agenda are available for public inspection at the Law Library during normal business hours.*

*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, September 26, 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 August 22, 2019 meeting (*page 1*)
- c. Acceptance of Report of Expenses for Period 1 (July) and Period 2 (August) FY 2019-2020 (*pages 2-14*)
- d. Discussion/Informational Updates and Policy Decisions:
  - Capital Improvements discussion and vote
  - Budget FY19-20 proposal and vote (*page 15*)
  - Foundation update
  - Other matters of Interest
- e. Report of the San Mateo County Bar Association
- f. Public open comment.

**3. ADJOURNMENT**

## **NEXT MEETING: October 24, 2019**

### **Mark Your Calendar!**

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

- 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: August 22, 2019

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

Members in attendance:

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

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION

No report.

2. REGULAR SESSION

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

- a. Report on closed session. Discussed future staffing.
- b. Approval of minutes for June 27, 2019 meeting. Scott made motion to approve. Schaiman seconded. Vote taken with unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for period 12 (June) of FY 2018-19. Fiscal Year 18-19 ended. Under budget by approximately \$50,000. Exceptions for part time workers and CalPERS Unfunded Accrued Liability. Schaiman made motion to approve. Seconded by Foiles. Vote taken with unanimous approval. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions: Finalizing new public computer configuration. Staff . Community Law Night entering third round, looking for volunteers. Received funding from Bar. Discussion of foundation fundraising event and support provided by law library for drinks.
- e. Bar Association report: no report
- f. Public comments from Martin Fox including expansion of commercial office space and 6 million to judicial council for pre-trial mental health pilot program in San Mateo.

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

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

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**REPORT OF FINANCIALS**

**Period 1 (July), FY2019-2020**

**Deposit to County Trust Fund**

Filing Fee Income	\$44,303.65
Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.80
Other	\$0.00
<b>TOTAL:</b>	<b>\$44,582.45</b>

**Deposit to CitiBank Account**

Photocopier	\$261.50
Computer printing	\$71.25
Conference room	\$725.00
Deed forms	\$85.00
MCLE	\$15.00
24-hour circulation	\$50.00
Extra Computer Time	\$20.00
Lost book replacement	\$0.00
Vendor Credits/Refunds	\$0.00
SVCF Withdrawals	\$0.00
Grants	\$0.00
Overdues Fines	\$4.00
Transfers	\$0.00
Other	\$0.00
<b>TOTAL:</b>	<b>\$1,231.75</b>

**Deposit to Foundation Account**

Used Book Sales	\$138.00
Donations	\$41.00
<b>TOTAL:</b>	<b>\$179.00</b>

<b>Total Monthly Income:</b>	<b>\$45,993.20</b>
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Voucher #	Vender	Amount
12052	CalPERS (100000015710671)	\$2,689.38
12058	CalPERS (100000015662790)	\$519.48
12059	CalPERS (100000015662853)	\$292.00
12053	Lexis (Matthew Bender)	\$1,949.15
12054	West Group (Thomson Reuters)	\$2,405.83
12055	West Group (Westlaw Next)	\$5,605.10
12056	Xerox	\$207.49
12057	Ino Cubing	\$1,837.50
12058	Blake, Larry	\$253.00
12059	Blake, Marisol	\$240.00
12060	Bracco, Caroline	\$6,537.60
12061	Brill, Margaret Ruth	\$790.00
12062	Conventiti, Antonella	\$4,460.80
N/A	See, Amanda	\$1,240.00
12063	Woods, Marcia	\$1,646.00
12064	Medicare	\$217.07
12065	Active Employee Benefits	\$884.40
12066	Retired Employee Benefits	\$1,588.58

**Total:** \$33,363.38

**Income for July, Period 1:** \$44,582.75

**Difference:** \$11,219.37

### CitiBank Monthly Transactions

Transaction Date	Item	Debit	Credit	BALANCE
<b>Beginning Balance 7/1/2019:</b>				<b>\$26,319.47</b>
<b>JULY</b>				
7/1/2019	Deposit (June library generated income)		\$918.50	\$27,237.97
7/2/2019	Electronic credit (Square Inc. / printing)		\$29.17	\$27,267.14
7/3/2019	Debit purchase (NoCALL)	\$10.00		\$27,257.14
7/9/2019	Service Charge	\$20.95		\$27,236.19
7/11/2019	Debit purchase (Hartford Ins.)	\$975.00		\$26,261.19
7/17/2019	Debit purchase (SJ Mercury News)	\$155.09		\$26,106.10
7/18/2019	Electronic credit (Square Inc. / printing)		\$12.40	\$26,118.50
7/18/2019	Debit purchase (Earthlink)	\$19.95		\$26,098.55
7/18/2019	Debit purchase (ATT)	\$55.00		\$26,043.55
7/29/2019	Debit purchase (Mademoiselle Cole Menlo Park)	\$30.00		\$26,013.55
7/30/2019	Check Purchase (248/Cty Recorder's Assoc. of Cal)	\$192.06		\$25,821.49
<b>TOTALS</b>		<b>\$1,458.05</b>	<b>\$960.07</b>	

## INCOME REPORT

FY 2019-2020

	July	August	September	October	November	December	January	February	March
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## FILING FEE INCOME (Deposited to County Trust Fund)

Filing Fee Income	\$44,303.65								
Interest	\$0.00								
Lehman Bad Debt Recovery	\$0.00								
Credits/Refunds	\$278.80								
Other	\$0.00								
<b>TOTAL:</b>	<b>\$44,582.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## LIBRARY GENERATED INCOME (Deposited to CitiBank Account)

Photocopier	\$261.50								
Computer Printing	\$71.25								
Conference Room	\$725.00								
Deed Forms	\$85.00								
MCLE	\$15.00								
24-hour Circulation	\$50.00								
Extra Computer Time	\$20.00								
Lost Book Replacement	\$0.00								
Vendor Credits/Refunds	\$0.00								
SVCF Withdrawals	\$0.00								
Grants	\$0.00								
Overdue Fines	\$4.00								
Transfers	\$0.00								
Other	\$0.00								
<b>TOTAL:</b>	<b>\$1,231.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## FOUNDATION GENERATED INCOME (Deposited to Foundation Account)

Book Sales	\$138.00								
Donations	\$41.00								
<b>TOTAL:</b>	<b>\$179.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## PERIOD TOTALS

<b>TOTAL:</b>	<b>\$45,993.20</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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EXPENSES Period: 1/1/July	July	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2019-2020
<b>SALARIES</b>				
Full time	\$10,998.40	\$10,998.40	N/A	
Part time	\$4,169.00	\$4,169.00	N/A	To be determined
Medicare	\$217.07	\$217.07	N/A	
		\$15,384.47	\$0.00	\$0.00
<b>BENEFITS</b>				
Retirement	\$811.48	\$811.48	N/A	
Unfunded Accrued Liability	\$2,689.38	\$2,689.38	N/A	
Active Employee Benefits	\$884.40	\$884.40	N/A	To be determined
Retired Employee Benefits	\$1,588.58	\$1,588.58	N/A	
		\$5,973.84	\$0.00	\$0.00
<b>PRINT/ELECTRONIC RESOURCES</b>				
New Books	\$0.00	\$0.00	N/A	
Print Resources	\$4,354.98	\$4,354.98	N/A	To be determined
Electronic Resources	\$5,605.10	\$5,605.10	N/A	
		\$9,960.08	\$0.00	\$0.00
<b>OPERATIONAL EXPENSES</b>				
Binding	\$0.00	\$0.00	N/A	
Insurance	\$0.00	\$0.00	N/A	
Copy Machines	\$207.49	\$207.49	N/A	
Capital Improvements	\$0.00	\$0.00	N/A	
Office Supplies	\$0.00	\$0.00	N/A	
Use Tax	\$0.00	\$0.00	N/A	
Tech Support	\$1,837.50	\$1,837.50	N/A	To be determined
Support Software	\$0.00	\$0.00	N/A	
Building Maintenance	\$0.00	\$0.00	N/A	
CitiBank Transfers	\$0.00	\$0.00	N/A	
Services	\$0.00	\$0.00	N/A	
Miscellaneous	\$0.00	\$0.00	N/A	
		\$2,044.99	\$0.00	\$0.00
<b>TOTALS</b>		<b>\$33,363.38</b>	<b>\$0.00</b>	<b>\$0.00</b>

REPORT OF FINANCIALS

Period 2 (August), FY2019-2020

**Deposit to County Trust Fund**

Filing Fee Income	\$56,840.55
Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$418.20
Other	\$0.00
<b>TOTAL:</b>	<b>\$57,258.75</b>

**Deposit to CitiBank Account**

Photocopier	\$380.00
Computer printing	\$55.00
Conference room	\$225.00
Deed forms	\$110.00
MCLE	\$0.00
24-hour circulation	\$45.00
Extra Computer Time	\$0.00
Lost book replacement	\$0.00
Vendor Credits/Refunds	\$2,897.11
SVCF Withdraws	\$0.00
Grants	\$0.00
Overdues Fines	\$0.00
Transfers	\$0.00
Other	\$0.00
<b>TOTAL:</b>	<b>\$3,712.11</b>

**Deposit to Foundation Account**

Used Book Sales	\$56.00
Donations	\$24.00
<b>TOTAL:</b>	<b>\$80.00</b>

<b>Total Monthly Income:</b>	<b>\$61,050.86</b>
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Voucher #	Vender	Amount
12068	CalPERS (100000015754714)	\$2,689.38
12069	CalPERS (100000015739862)	\$545.24
12070	CalPERS (100000015737223)	\$306.34
12071	CalPERS (100000015738810)	\$545.24
12072	CalPERS (100000015737224)	\$306.34
12073	California Security	\$26.25
12074	Daily Journal	\$278.00
12075	Lexis (Advance)	\$3,650.00
12076	Lexis (Matthew Bender)	\$2,099.74
12077	Local Government Publications	\$143.56
12078	National Consumer Law Center	\$920.00
12079	UBS	\$731.00
12080	UC Regents (CEB)	\$2,855.72
12081	West Group (Thomson Reuters)	\$5,605.10
12082	West Group (Westlaw Next)	\$2,526.50
12083	Xerox	\$208.44
12084	Blake, Larry	\$351.90
12085	Blake, Marisol	\$360.00
12086	Bracco, Caroline	\$9,806.40
12087	Brill, Margaret Ruth	\$1,800.00
12088	Conventiti, Antonella	\$6,691.20
N/A	See, Amanda	\$2,280.00
12089	Woods, Marcia	\$2,946.00
12090	Medicare	\$348.57
12091	Active Employee Benefits	\$884.40
12092	Retired Employee Benefits	\$1,590.08

Total: \$50,495.40

Income for August, Period 2: \$57,258.75

Difference: \$6,763.35

**CitiBank Monthly Transactions**

Transaction Date	Item	Debit	Credit	BALANCE
<b>Beginning Balance 8/1/2019:</b>				<b>\$25,821.49</b>
<b>AUGUST</b>				
8/1/2019	Deposit (July library generated income)		\$1,231.75	\$27,053.24
8/8/2019	Electronic credit (Square Inc. / printing)		\$5.45	\$27,058.69
8/8/2019	POS Debit (Arco gas)	\$34.38		\$27,024.31
8/8/2019	Service Charge	\$23.99		\$27,000.32
8/13/2019	Debit purchase (Therapy Stores #1 SF)	\$7.54		\$26,992.78
8/15/2019	Debit purchase (Ace Books)	\$13.36		\$26,979.42
8/16/2019	Electronic credit (Square Inc. / printing)		\$3.40	\$26,982.82
8/20/2019	Electronic credit (Square Inc. / printing)		\$22.37	\$27,005.19
8/20/2019	Debit purchase (Earthlink)	\$31.95		\$26,973.24
8/20/2019	Debit purchase (ATT)	\$55.00		\$26,918.24
8/22/2019	POS Debit (Safeway)	\$39.78		\$26,878.46
8/22/2019	Debit reversal (Paypal)		\$43.39	\$26,921.85
8/26/2019	Debit purchase (Taza Deli Café)	\$91.29		\$26,830.56
8/27/2019	Service Charge reversal		\$70.00	\$26,900.56
8/28/2019	Electronic credit (Square Inc. / printing)		\$77.31	\$26,977.87
8/30/2019	Deposit (August library generated income)		\$3,713.11	\$30,690.98
<b>TOTALS</b>		<b>\$297.29</b>	<b>\$5,166.78</b>	

## INCOME REPORT

FY 2019-2020

	July	August	September	October	November	December	January	February	March
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## FILING FEE INCOME (Deposited to County Trust Fund)

Filing Fee Income	\$44,303.65	\$56,840.55							
Interest	\$0.00	\$0.00							
Lehman Bad Debt Recovery	\$0.00	\$0.00							
Credits/Refunds	\$278.80	\$418.20							
Other	\$0.00	\$0.00							
<b>TOTAL:</b>	<b>\$44,582.45</b>	<b>\$57,258.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## LIBRARY GENERATED INCOME (Deposited to CitiBank Account)

Photocopier	\$261.50	\$380.00							
Computer Printing	\$71.25	\$55.00							
Conference Room	\$725.00	\$225.00							
Deed Forms	\$85.00	\$110.00							
MCLE	\$15.00	\$0.00							
24-hour Circulation	\$50.00	\$45.00							
Extra Computer Time	\$20.00	\$0.00							
Lost Book Replacement	\$0.00	\$0.00							
Vendor Credits/Refunds	\$0.00	\$2,897.11							
SVCF Withdrawals	\$0.00	\$0.00							
Grants	\$0.00	\$0.00							
Overdue Fines	\$4.00	\$0.00							
Transfers	\$0.00	\$0.00							
Other	\$0.00	\$0.00							
<b>TOTAL:</b>	<b>\$1,231.75</b>	<b>\$3,712.11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## FOUNDATION GENERATED INCOME (Deposited to Foundation Account)

Book Sales	\$138.00	\$56.00							
Donations	\$41.00	\$24.00							
<b>TOTAL:</b>	<b>\$179.00</b>	<b>\$80.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## PERIOD TOTALS

<b>TOTAL:</b>	<b>\$45,993.20</b>	<b>\$61,050.86</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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## EXPENSE REPORT

FY 2019-2020

EXPENSES Period 2, August	August	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2019-2020
<b>SALARIES</b>				
Full time	\$16,497.60	\$27,496.00	N/A	
Part time	\$7,737.90	\$11,906.90	N/A	
Medicare	\$348.57	\$565.64	N/A	To be determined
		\$24,584.07	\$39,968.54	\$0.00
<b>BENEFITS</b>				
Retirement	\$1,703.16	\$2,514.64	N/A	
Unfunded Accrued Liability	\$2,689.38	\$5,378.76	N/A	
Active Employee Benefits	\$884.40	\$1,768.80	N/A	
Retired Employee Benefits	\$1,590.08	\$3,178.66	N/A	To be determined
		\$6,867.02	\$12,840.86	\$0.00
<b>PRINT/ELECTRONIC RESOURCES</b>				
New Books	\$0.00	\$0.00	N/A	
Print Resources	\$11,902.12	\$16,257.10	N/A	
Electronic Resources	\$6,176.50	\$11,781.60	N/A	To be determined
		\$18,078.62	\$28,038.70	\$0.00
<b>OPERATIONAL EXPENSES</b>				
Binding	\$0.00	\$0.00	N/A	
Insurance	\$0.00	\$0.00	N/A	
Copy Machines	\$208.44	\$415.93	N/A	
Capital Improvements	\$0.00	\$0.00	N/A	
Office Supplies	\$0.00	\$0.00	N/A	
Use Tax	\$0.00	\$0.00	N/A	
Tech Support	\$0.00	\$1,837.50	N/A	
Support Software	\$0.00	\$0.00	N/A	
Building Maintenance	\$757.25	\$757.25	N/A	
CitiBank Transfers	\$0.00	\$0.00	N/A	
Services	\$0.00	\$0.00	N/A	
Miscellaneous	\$0.00	\$0.00	N/A	To be determined
		\$965.69	\$3,010.68	\$0.00
<b>TOTALS</b>		<b>\$50,495.40</b>	<b>\$83,858.78</b>	<b>\$0.00</b>

## CASH ON HAND REPORT

FY 2019-2020

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$44,582.45	\$33,363.38	\$679,228.92
August	\$57,258.75	\$50,495.40	\$685,992.27
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$101,841.20</b>	<b>\$83,858.78</b>	
Average/Month	\$50,920.60	\$41,929.39	
Difference/Month	\$8,991.21		



# FY 2019-2020 BUDGET

Expenses	FY17-18 Budget	FY17-18 Final Expenditures	FY18-19 Budget	FY18-19 Final Expenditures	Proposed FY19-20 Budget
<b>SALARIES</b>					
Full time	\$164,000.00	\$161,908.16	\$170,003.57	\$142,978.40	\$145,000.00
Part time	\$33,000.00	\$27,970.00	\$45,000.00	\$37,634.50	\$94,000.00
<b>BENEFITS</b>					
CalPERS Retirement	\$25,600.00	\$22,423.80	\$23,544.99	\$19,370.07	\$21,000.00
CalPERS UAL	\$16,500.00	\$14,818.35	\$15,559.27	\$24,194.76	\$32,300.00
Medicare	\$2,800.00	\$2,609.09	\$2,739.54	\$2,586.49	\$2,730.00
Active Employee Benefits	\$40,000.00	\$29,263.30	\$30,726.47	\$10,204.56	\$11,000.00
Retired Employee Benefits	\$25,000.00	\$22,818.20	\$23,959.11	\$18,760.72	\$19,700.00
<b>PRINT &amp; ELECTRONIC RESOURCES</b>					
New Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$4,600.00
Print Subscriptions	\$95,500.00	\$97,315.94	\$95,500.00	\$91,417.56	\$96,000.00
Electronic Subscriptions	\$113,500.00	\$104,126.61	\$109,332.94	\$113,552.61	\$119,200.00
<b>OPERATIONAL EXPENSES</b>					
Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$6,000.00	\$6,676.00	\$7,009.80	\$3,015.00	\$7,000.00
Copy Machines	\$5,100.00	\$4,982.78	\$5,231.92	\$2,518.06	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$2,602.00	\$27,000.00
Office Supplies	\$1,500.00	\$986.76	\$1,036.10	\$1,421.51	\$1,800.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$12,000.00	\$12,250.00	\$12,862.50	\$9,810.23	\$10,000.00
Support Software	\$10,000.00	\$10,051.80	\$11,004.00	\$231.00	\$2,500.00
Building Maintenance	\$9,200.00	\$7,672.48	\$9,200.00	\$10,166.69	\$11,000.00
CitiBank Transfers	\$3,000.00	\$900.00	\$3,000.00	\$13,000.00	\$0.00
Services	\$9,300.00	\$8,833.29	\$9,274.95	\$4,173.71	\$5,000.00
Educational/Professional	\$450.00	\$740.00	\$2,500.00	\$2,873.00	
Dues	\$750.00	\$0.00	\$800.00	\$0.00	
Travel Expenses	\$2,200.00	\$0.00	\$3,500.00	\$395.00	
Promotional	\$200.00	\$0.00	\$1,000.00	\$0.00	
Miscellaneous	\$500.00	\$0.00	\$1,200.00	\$0.00	\$800.00
<b>TOTALS:</b>	<b>\$576,100.00</b>	<b>\$536,346.56</b>	<b>\$583,985.16</b>	<b>\$510,905.87</b>	<b>\$613,230.00</b>