



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

October 21, 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, October 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. Report on closed session.
- b. Approval of Minutes of the September 26, 2019 meeting (page 3)
- c. Acceptance of Report of Expenses for Period 3 (September) FY 2019-2020 (pages 4-10)
- d. Discussion/Informational Updates and Policy Decisions:
 - Capital Improvements status
 - Budget FY19-20 updated proposal and vote (pages
 - Foundation update
 - Northern Branch of court expansion
 - Annual report FY 18-19 (11-20)
 - Other matters of Interest
- e. Report of the San Mateo County Bar Association
- f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: December 5, 2019

Mark Your Calendar!

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

- December 5, 2019

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

Date: September 26, 2019

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

Members in attendance:

Trustee:	CAROLE GROOM
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 12:45 pm in Regular Session joined by Martin M. Fox, and Jeff Loew

- a. Report on closed session. Additional staffing position was granted.
- b. Approval of minutes for August 22, 2019 meeting. Scott made motion to approve. Foiles seconded. Vote taken with unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for period 1 (July) and period 2 (August) of FY 2019-20. Foiles made motion to approve. Seconded by Scott. Vote taken with unanimous approval. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions: Proposed budget for 2019-2020 presented- items include furniture being donated by firm Barulich Dugoni. Capital expenditures required to replace reception desk. Discussion of external signage and determined library has no present need. Decision to reinstate three Matthew Bender titles in print including Family Law and Criminal Defense Practice. Budget to be readjusted based on decisions and represented in October. Foundation Event raised over \$100,000 looking to offset expenses on Matthew Bender titles. Had first staff meeting and are working on establishing better relationships with court and clerks.
- e. Bar Association report: no report
- f. Public comments from Martin Fox including mental health diversion plan that is similar to LA. Considering a mental health deployment response team.

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

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

Deposit to County Trust Fund

Filing Fee Income	\$50,688.00
Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.80
Other	\$0.00
TOTAL:	\$50,966.80

Deposit to CitiBank Account

Photocopier	\$258.00
Computer printing	\$30.56
Conference room	\$50.00
Deed forms	\$75.00
MCLE	\$15.00
24-hour circulation	\$30.00
Extra Computer Time	\$0.00
Lost book replacement	\$0.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Overdues Fines	\$13.00
Transfers	\$0.00
Other	\$0.00
TOTAL:	\$471.56

Deposit to Foundation Account

Used Book Sales	\$85.00
Donations	\$21.00
TOTAL:	\$106.00

Total Monthly Income: \$51,544.36

INCOME REPORT

July August September October November December January February March

FILING FEE INCOME (Deposited to County Trust Fund)

Filing Fee Income	\$44,303.65	\$56,840.55	\$50,688.00	\$46,741.98									
Interest	\$0.00	\$0.00	\$0.00										
Lehman Bad Debt Recovery	\$0.00	\$0.00	\$0.00										
Credits/Refunds	\$278.80	\$418.20	\$278.80										
Other	\$0.00	\$0.00	\$0.00										
TOTAL:	\$44,582.45	\$57,258.75	\$50,966.80	\$46,741.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LIBRARY GENERATED INCOME (Deposited to CitiBank Account)

Photocopier	\$261.50	\$380.00	\$258.00										
Computer Printing	\$71.25	\$55.00	\$30.56										
Conference Room	\$725.00	\$225.00	\$50.00										
Deed Forms	\$85.00	\$110.00	\$75.00										
MCLE	\$15.00	\$0.00	\$15.00										
24-hour Circulation	\$50.00	\$45.00	\$30.00										
Extra Computer Time	\$20.00	\$0.00	\$0.00										
Lost Book Replacement	\$0.00	\$0.00	\$0.00										
Vendor Credits/Refunds	\$0.00	\$2,897.11	\$0.00										
SVCF Withdrawals	\$0.00	\$0.00	\$0.00										
Grants	\$0.00	\$0.00	\$0.00										
Overdue Fines	\$4.00	\$0.00	\$13.00										
Transfers	\$0.00	\$0.00	\$0.00										
Other	\$0.00	\$0.00	\$0.00										
TOTAL:	\$1,231.75	\$3,712.11	\$471.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FOUNDATION GENERATED INCOME (Deposited to Foundation Account)

Book Sales	\$138.00	\$56.00	\$85.00										
Donations	\$41.00	\$24.00	\$21.00										
TOTAL:	\$179.00	\$80.00	\$106.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PERIOD TOTALS

TOTAL:	\$45,993.20	\$61,050.86	\$51,544.36	\$46,741.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Expenses
 FY 2019-2020
 Period 3 (September)

Voucher #	Vender	Amount
12094	CalPERS (100000015780117)	\$700.00
12095	CalPERS (100000015730902)	\$545.24
12096	CalPERS (100000015730921)	\$306.34
10297	CalPERS (100000015730890)	\$545.24
10298	CalPERS (100000015730911)	\$306.34
10299	CalPERS (100000015788794)	\$2,689.38
10300	California Security	\$26.25
10301	James Publishing	\$445.58
10302	James Publishing	\$209.62
10303	Lexis (Advance)	\$3,650.00
10304	Lexis (Matthew Bender)	\$2,099.74
10305	Office Depot	\$45.63
10306	UBS	\$731.00
10307	UC Regents (CEB)	\$1,356.58
10308	Veterans Information Service	\$28.00
10309	West Group (Westlaw Next)	\$5,661.15
10310	West Group (Thomson Reuters)	\$317.19
10311	West Group (Thomson Reuters)	\$2,526.50
10312	Wolters Kluwer	\$853.30
10313	Xerox	\$208.44
10314	Ino Cubing	\$1,500.00
10315	Ino Cubing	\$1,225.96
10316	Blake, Larry	\$374.90
10317	Blake, Marisol	\$292.00
10318	Bracco, Caroline	\$6,537.60
10319	Brill, Margaret Ruth	\$620.00
10320	Conventiti, Antonella	\$4,460.80
10321	Gurthet, Andrew	\$800.00
10322	See, Amanda	\$1,540.00
10323	Woods, Marcia	\$2,100.00
10324	Medicare	\$239.67
10325	Active Employee Benefits	\$888.40
10326	Retired Employee Benefits	\$1,590.08

Total: \$45,420.93

Income for September, Period 3: \$50,966.80

Difference: \$5,545.87

EXPENSES Period 3, September	September	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2019-2020
SALARIES				
Full time	\$10,998.40	\$38,494.40	\$0.00	
Part time	\$5,726.90	\$17,633.80	\$0.00	
Medicare	\$239.67	\$805.31	\$0.00	\$0.00
		\$16,964.97		\$56,933.51
BENEFITS				
Retirement	\$1,703.16	\$4,217.80	\$0.00	
Unfunded Accrued Liability	\$2,689.38	\$8,068.14	\$0.00	
Active Employee Benefits	\$888.40	\$2,657.20	\$0.00	
Retired Employee Benefits	\$1,590.08	\$4,768.74	\$0.00	\$0.00
		\$6,871.02		\$19,711.88
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	
Print Resources	\$7,836.51	\$24,093.61	\$0.00	
Electronic Resources	\$9,311.15	\$21,092.75	\$0.00	\$0.00
		\$17,147.66		\$45,186.36
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	
Insurance	\$0.00	\$0.00	\$0.00	
Copy Machines	\$208.44	\$624.37	\$0.00	
Capital Improvements	\$0.00	\$0.00	\$0.00	
Office Supplies	\$45.63	\$45.63	\$0.00	
Use Tax	\$0.00	\$0.00	\$0.00	
Tech Support	\$2,725.96	\$4,563.46	\$0.00	
Support Software	\$0.00	\$0.00	\$0.00	
Building Maintenance	\$757.25	\$1,514.50	\$0.00	
CitiBank Transfers	\$0.00	\$0.00	\$0.00	
Services	\$0.00	\$0.00	\$0.00	
Miscellaneous	\$700.00	\$700.00	\$0.00	\$0.00
		\$4,437.28		\$7,447.96
TOTALS		\$45,420.93	\$129,279.71	\$0.00
				\$0.00

CitiBank Monthly Transactions

Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 9/1/2019:				\$30,690.98
SEPTEMBER				
9/3/2019	Electronic credit (Square Inc. / printing)		\$90.91	\$30,781.89
9/4/2019	Electronic credit (Square Inc. / printing)		\$15.05	\$30,796.94
9/10/2019	Electronic credit (Square Inc. / printing)		\$6.60	\$30,803.54
9/10/2019	Service Charge	\$27.43		\$30,776.11
9/18/2019	Debit purchase (Earthlink)	\$19.95		\$30,756.16
9/18/2019	Debit purchase (ATT)	\$55.00		\$30,701.16
9/23/2019	Debit purchase (Crouching Tiger Café / staff meeting)	\$229.48		\$30,471.68
9/23/2019	Check purchase (201 / Cavanaugh Smith Habel Ins.)	\$3,165.00		\$27,306.68
9/23/2019	Debit purchase (AirBNB)	\$152.42		\$27,154.26
9/26/2019	POS Debit (Safeway / Board meeting)	\$5.25		\$27,149.01
9/27/2019	Electronic credit (Square Inc. / printing)		\$68.80	\$27,217.81
9/30/2019	Deposit (September library generated income)		\$471.56	\$27,689.37
	TOTALS	\$3,654.53	\$652.92	

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	\$50,966.80	\$45,420.93	\$691,538.14
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$152,808.00	\$129,279.71	
Average/Month	\$50,936.00	\$43,093.24	
Difference/Month	\$7,842.76		

FY 2019-2020 BUDGET (proposed)

Expenses	FY17-18 Budget	FY17-18 Final Expenditures	FY18-19 Budget	FY18-19 Final Expenditures	Proposed FY19-20 Budget
SALARIES					
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	\$84,000.00
BENEFITS					
CalPERS Retirement	\$25,600.00	\$22,423.80	\$23,544.99	\$19,370.07	\$22,500.00
CalPERS UAL	\$16,500.00	\$14,818.35	\$15,559.27	\$24,194.76	\$32,000.00
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	\$18,500.00
Retired Employee Benefits	\$25,000.00	\$22,818.20	\$23,959.11	\$18,760.72	\$19,700.00
PRINT & ELECTRONIC RESOURCES					
New Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00
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
OPERATIONAL EXPENSES					
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	\$6,000.00
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	Eliminated
Dues	\$750.00	\$0.00	\$800.00	\$0.00	Eliminated
Travel Expenses	\$2,200.00	\$0.00	\$3,500.00	\$395.00	Eliminated
Promotional	\$200.00	\$0.00	\$1,000.00	\$0.00	Eliminated
Miscellaneous	\$500.00	\$0.00	\$1,200.00	\$0.00	\$800.00
TOTALS:	\$576,100.00	\$536,346.56	\$583,985.16	\$510,905.87	\$590,830.00



**ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
FOR THE
SAN MATEO COUNTY LAW LIBRARY**

**FISCAL YEAR
JULY 1, 2018 TO JUNE 30, 2019**

California Business & Professions Code Section 6349

Caroline Bracco
Director, San Mateo County Law Library
Secretary, San Mateo County Law Library Board of Directors
710 Hamilton Street
Redwood City, California 94063
650-363-4913
www.smclawlibrary.org

MISSION

IT IS THE MISSION OF THE SAN MATEO COUNTY LAW LIBRARY TO ASSIST EVERY MEMBER OF THE SAN MATEO COUNTY COMMUNITY, WHETHER ATTORNEYS OR THE GENERAL PUBLIC, IN THEIR EFFORTS TO EFFECTIVELY USE THE LEGAL SYSTEM, FREE OF CHARGE.

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ABOUT THE SAN MATEO COUNTY LAW LIBRARY

The San Mateo County Law Library is one of 58 county law libraries in the State of California. The Law Library is open to all members of the public, free of charge, and is funded per the California Business and Professions Code almost exclusively from civil court filing fees. Specifically, the San Mateo County Law Library receives \$38.50 for each civil complaint or answer litigants files in the San Mateo County Superior Court, unless it is a Small Claims complaint or answer, of which the San Mateo County Law Library receives \$3.00

EXECUTIVE SUMMARY FOR FISCAL YEAR 2018-2019

Fiscal year 2018-2019 was a year full of positive change for the San Mateo County Law Library. The highlights for this fiscal year include:

- After several years of lobbying the California State Legislators, the Council of California County Law Librarians (CCCLL) was successful in obtaining a one-time Special Funding Allocation for all California county law libraries, including the San Mateo County Law Library. With this additional money, the Law Library was able to:
 - Expand our Westlaw electronic subscription to include the statutes, cases, and secondary legal materials for all 50 states. Prior to this, the Law Library only provided Westlaw California and Federal legal materials.
 - Restore the Secured Tax Management Portfolio collection. This collection had lapsed several years ago due to lack of sufficient budget to maintain this collection.
 - Launch a promotional video series to educate the public regarding the resources available at their local public law library. This series can now be seen on the Law Library's website, www.smclawlibrary.org.
 - Hire two Spanish speaking staff members.
 - Update the entire California Nolo Press collection. Nolo Press offers an extensive collection of legal materials designed for use by the general public. Many of these titles had lapsed in the last few years due to lack of sufficient budget
 - Restore the Miller & Wright Federal Practice and Procedures series. Again, the Law Library was forced to cancel all federal materials including this important and extensive series in the past years due to lack of budget. This is the first federal title to return to print
 - Update and add MCLE (Minimum Continuing Legal Education) audio titles to the Law Library's collection for use by local attorneys to keep in good standing with the California Bar.
- In cooperation with the San Mateo County Bar Association, the Law Library was able to launch and host a monthly Community Law Night, where members of the community may come to the Law Library and obtain one-on-one legal assistance from attorneys on various legal matters. Over 100 people used this free service during Fiscal Year 2018-2019.
- The Law Library launched a one-on-one Expungement service. Again, members of the general public may obtain assistance in expunging old misdemeanors from their record, thereby improving their ability to

obtain employment. During the fiscal year, over 100 criminal records have been successfully expunged.

- The restored Tuesday night and Saturday afternoon hours has allowed access to the Law Library's materials for almost 600 additional visitors.

Unfortunately, there is still much more that can be done. According to the U.S. Bureau of Labor Statistics, the price in 2019 for legal services is now 92.58% more expensive than they were in the year 2000. This prevents many members of our community from obtaining quality legal assistance. 80% of those accessing the court system today in a family law matter do so without a lawyer. Almost 90% of domestic violence plaintiffs who are represented by a lawyer are awarded protection versus only 30% of those who are self-represented. Given this, there is need today more than ever for a free, public, local law library to assist those members of our community who cannot afford professional legal assistance.

BOARD OF TRUSTEES

Steven Schaiman, Esq., President
The Honorable Robert Foiles, San Mateo County Superior Court
The Honorable Joseph C. Scott, San Mateo County Superior Court
The Honorable V. Raymond Swope, San Mateo County Superior Court
The Honorable Carole Groom, San Mateo County Board of Supervisor
Jacquelyn Brown, Esq.
Paul Wilkins, Esq.

LIBRARY USAGE

Visitors

Approximately 4,200 individuals used the services and resources of the San Mateo County Law Library in FY18-19. Of those, 1,638 were local attorneys and legal professionals. This constituted approximately 38% of all library visitors. In contrast, over 2,600 members of the general public visited the Law Library in FY18-19. This constituted approximately 62% of all visitors.

VISITORS, FY18-19	
TYPE OF VISITORS	NUMBER OF VISITORS
Members of the General Public	3,836 (62%)
Attorneys and Legal Professionals	2,352 (38%)
TOTAL VISITORS FY18-19	6,188

Circulation

Patrons used over 1,900 print materials from the Law Library's print collection in Fiscal Year 2018-2019.

CIRCULATION, FY 18-19	
TYPE OF MATERIAL	NUMBER OF CHECK-OUTS
7-Day Circulating Items	60
Audio/Visual Materials	108
24-hour Circulating Items	79
	NUMBER OF USES
In-Library Use	1,720
TOTAL CIRCULATION FY18-19	1,967

Additional Services: Lawyers in the Library Program

The Law Library continued this fiscal year to participate in the popular San Mateo County Library's 'Lawyers in the Library' program. As a participant, the Law Library has a lawyer come to the library for several hours (free of charge) to meet with patrons and assist them with their legal issues.

Additional Services: Community Law Night

In partnership with the San Mateo County Bar Association, the Law Library added an additional service, similar to its 'Lawyer in the Library' program above. On Community Law Night, the Law Library hosts several attorneys who assist members of the general public with their legal issue on a one-on-one basis. Now, between 'Lawyers in the Library' program and 'Community Law Night,' the Law Library now offers the community two evenings a month where they can obtain free legal assistance. These programs contribute to the community's well-being by helping San Mateo County residents who cannot afford an attorney and reducing the demand placed upon the courts and bar by unrepresented litigants.

Additional Services: Consumer Law Clinic

In its continued partnership with Bay Area Legal aid, the Law Library was able to host the Consumer Law Clinic through this past fiscal year. This Clinic provides consumer law and debt collection legal support to the community. As a participating library, one or two attorneys from Bay Area Legal aid come to the law library on Mondays to meet with preregistered patrons with outstanding collection matters from businesses, credit card companies and/or other judgements. This program contributes to the health of the community, as it encourages San Mateo County residents to seek resolution to their consumer law issues and restore their financial standing.

Additional Services: Evening and Weekend hours

In Fiscal Year 2017-2018, the Law Library restored evening hours once a week on Tuesdays and weekend hours on Saturdays in an effort to offer services after regular business hours for those in the community that work. The library had previously suspended its evening and Saturday hours in FY 2014-15 due to lack of funding to support extra-help staff necessary to sufficiently maintain evening hours. The restored hours has allowed almost 600 additional people to visit the Law Library and access its materials this past fiscal year.

LIBRARY COLLECTION

Electronic Materials

The Law Library currently offers patrons free access to many electronic legal subscriptions, such as:

- AccessLaw
 - Allows electronic access to California cases, California Statutes, and US Supreme Court cases
- CEB OnLaw
 - Allows electronic access to all CEB publications
- Dissomaster
 - Electronic divorce settlement calculator
- Lexis Advance
 - Allows electronic access to all California and US primary law as well as many Matthew Bender California secondary sources.
- Martin Dean's Essential Forms
 - Allows electronic access to basic legal forms
- Westlaw Next
 - Allows electronic access now to include all State (including California) and US primary law as well as many secondary sources.

Print Materials

As noted above, several important lapsed print materials have been restored: Secured Tax Management Portfolio, Nolo Press collection, Miller & Wright Federal Practice and Procedure series. Additionally, additional MCLE (Minimum Continuing Legal Education) audio tapes have been added to the collection.

FINANCIAL STATEMENT

Financial Overview

CASH ON HAND AS OF JUNE 30, 2018	\$277,991.98
FY 2018-2019 INCOME	+\$908,788.29
<u>FY 2018-2019 EXPENDITURES</u>	<u>-\$525,009.16</u>
CASH IN TREASURY AS OF JUNE 30, 2019	\$672,891.52

Income

LAW LIBRARY INCOME, FY18-19	
FILING FEE INCOME	AMOUNT
Filing Fee Income	\$557,265.82
LIBRARY GENERATED INCOME	
Photocopier	\$4,871.00
Computer Printing	\$1,341.75
Conference Room Rental	\$3,276.00
Overdue Fines	\$150.00

CEB Audio Check Out Fee	\$333.00
Deed Form Sales	\$1,454.00
Reserve Book Check Out Fee	\$485.00
Donations (via Square, Inc.)	\$877.14
Lost Book Payment	\$0.00
Extra Computer Time	\$115.00
Vendor Refunds	963.19
Grants	\$10,125.29
Other (San Mateo County Law Library portion of State of California FY18-19 Special Funding Allocation)	\$358,810.00
OTHER INCOME	
Interest	\$11,397.07
Lehman Bad Debt Recovery	\$0.00
Credits and Refunds	\$3,624.40
Other	\$0.00
TOTAL INCOME FY18-19	\$955,088.66

Expenditure

LAW LIBRARY EXPENDITURES, FY18-19	
SALARIES	AMOUNT
Full Time	\$142,978.40
Part Time	\$37,634.50
BENEFITS	
Retirement	\$19,370.07
Medicare	\$2586.49
Active Employee Benefits	\$10,204.56
Retired Employee Benefits	\$18,760.72
CalPERS Unfunded Accrued Liability	\$24,194.76
LIBRARY PRINT AND ELECTRONIC RESOURCES	
New Books	\$0.00
Print Subscriptions	\$91,417.56
Electronic Subscriptions	\$113,552.61
OPERATIONAL EXPENSES	
Binding	\$0.00
Insurances	\$3,015.00
Copy Machine Lease and Upkeep	\$2,518.06
Capital Improvements	\$2,602.00
Office Supplies	\$1,421.51
Use Tax	\$0.00
Technology Support	\$9,810.23
Software Licenses	\$231.00
Building Maintenance	\$10,166.69
Transfers	\$13,000.00
General Services	\$4,173.71

Educational & Professional Training	\$2,873.00
Association Dues	\$0.00
Travel Expenses	\$395.00
Promotional Materials	\$0.00
Miscellaneous Expenses	\$0.00
TOTAL EXPENDITURES FY18-19	\$510,905.87

Respectfully submitted,

BOARD OF LAW LIBRARY TRUSTEES OF THE SAN MATEO COUNTY LAW LIBRARY

by _____

Caroline Bracco, Secretary

STATE OF CALIFORNIA
COUNTY OF SAN MATEO

CAROLINE BRACCO, SAYS:

That I am the Secretary of the Board of Law Library Trustees of the San Mateo County Law Library and the Director in charge of the San Mateo County Law Library; that I prepared the foregoing report and know the contents of the report and financial statements; that the report is true to the best of my knowledge except as to those matters which at my request were furnished by the County Controller and the County Treasurer of San Mateo County and over which I have no control. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Caroline Bracco

Signed this 1st day of October, 2019

APPENDIX

Inventory

The Law Library's physical inventory is unchanged for Fiscal Year 2018-2019. Please see the Annual Report for Fiscal Year 2017-2018 for a complete list of inventoried items.