



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

November 25, 2019

BOARD OF LAW LIBRARY TRUSTEES MEETING
CONFERENCE ROOM, SAN MATEO COUNTY BAR ASSOCIATION
333 BRADFORD STE. 200, 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, December 3, 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 October 24, 2019 meeting (page 3)
c. Acceptance of Report of Expenses for Period 4 (October) FY 2019-2020 (pages 4-8)
d. Discussion/Informational Updates and Policy Decisions:
 - SVCF quarterly report (9-10)
 - Nolo Self-Help Section discussion and vote
 - Chairs
 - Consumer Law Clinic changes
 - Foundation update
 - Northern Branch library services
 - Help with Conservatorship
 - Other matters of Interest
- e. Report of the San Mateo County Bar Association

f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: January 23, 2020

Mark Your Calendar!

2020 San Mateo County Law Library Board of Trustees Meeting Schedule:

- January 23, 2020
- February 27, 2020
- March 26, 2020
- April 23, 2020
- May 28, 2020
- June 25, 2020
- August 27, 2020
- September 24, 2020
- November 26, 2020
- December 24, 2020

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

Date: October 24, 2019

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

Members in attendance:

Trustee:	JOSEPH C. SCOTT
Trustee:	V. RAYMOND SWOPE
Trustee:	ROBERT D. FOILES
Trustee:	PAUL WILKINS

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION

2. REGULAR SESSION

The meeting convened at 12:35 pm in Regular Session joined by Martin M. Fox

- a. Report on closed session. Employee hours adjusted.
- b. Approval of minutes for September 26, 2019 meeting. Swope made motion to approve. Scott seconded. Vote taken with unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for period 3 (September) FY 2019-20. Wilkins 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: New computers have gone in. Carpets cleaned Adjusted proposed budget for 2019-2020 presented- with adjustments is at \$590,000. Vote on budget Wilkins made motion to approve. Swope seconded. Unanimous decision and adjusted budget approved. Northern County branch support discussed. Issues raised by Foiles. Presentation of Annual Report FY 18-19.
- e. Bar Association report: New PDP Chair being selected. Lisa McGuire interim Chair.
- f. Public comments from Martin Fox including Morlock's health forum and algorithm problem with administration of Lanterman - Petris - Short Act Proceedings.

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

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

MONTHLY EXPENSES			MONTHLY INCOME	
Voucher #	Payee	Amount	Income Source	Amount
Retirement			Deposit to County Trust Fund	
10327	CalPERS (Antonella / PEPRA)	\$306.34	Filing Fee Income	\$46,741.98
10328	CalPERS (Antonella / PEPRA)	\$306.34	Interest	\$3,795.65
10329	CalPERS (Antonella / PEPRA)	\$306.34	Credits/Refunds	\$278.80
10330	CalPERS (Caroline / Classic)	\$545.24	Other	\$0.00
10331	CalPERS (Caroline / Classic)	\$545.24		
10332	CalPERS (Caroline / Classic)	\$545.24		
10333	CalPERS (UAL)	\$2,689.38		
		Subtotal:	Subtotal:	\$50,816.43
		\$5,244.12		
Operations			Deposit to CitiBank Account	
13034	California Security	\$26.25	Photocopier	\$419.50
13035	Capitol Enquiry	\$22.90	Computer printing	\$29.00
13036	Courtroom Compendiums	\$170.00	Conference room	\$12.50
13037	Lexis (Advance)	\$3,650.00	Deed forms	\$119.00
13038	Lexis (Matthew Bender)	\$2,099.74	MCLE	\$0.00
13039	Office Depot	\$30.80	24-hour circulation	\$10.00
13040	Office Depot	\$34.56	Extra Computer Time	\$0.00
13041	Office Depot	\$268.24	Lost book replacement	\$0.00
13042	UBS	\$731.00	Vendor Credits/Refunds	\$0.00
13043	UBS	\$295.90	SVCF Withdraws	\$1,317.00
13044	UC Regents (CEB)	\$3,798.66	Grants	\$0.00
13043	West Group (Westlaw Next)	\$5,661.15	Overdues Fines	\$10.00
13044	West Group (Thomson Reuters)	\$2,526.50	Transfers	\$0.00
13045	Xerox	\$208.44	Square Transactions	\$50.14
		Subtotal:	Subtotal:	\$1,967.14
		\$19,524.14		
Payroll & Benefits			Deposit to Foundation Account	
13046	Blake, Larry	\$253.00	Used Book Sales	\$173.00
13047	Blake, Marisol	\$220.00	Donations	\$56.00
13048	Bracco, Caroline	\$6,537.60	Other	\$0.00
13049	Brill, Margaret Ruth	\$1,130.00	Subtotal:	\$229.00
13050	Conventiti, Antonella	\$4,460.80		
13051	Gurthet, Andrew	\$2,740.00		
13052	See, Amanda	\$600.00		
13053	Woods, Marcia	\$2,032.00		
13054	Medicare	\$257.78		
13055	Active Employee Benefits	\$898.10		
13056	Retired Employee Benefits	\$1,590.08		
		Subtotal:		
		\$20,719.36		
Total Monthly Expenses:		\$45,487.62	Total Monthly Income:	\$53,012.57

Expense Category	October Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
PAYROLL					
Full time	\$10,998.40	\$49,492.80	\$48,333.33	\$1,159.47	\$145,000.00
Part time	\$6,975.00	\$24,608.80	\$28,000.00	-\$3,391.20	\$84,000.00
Subtotal :	\$17,973.40	\$74,101.60	\$76,333.33	-\$2,231.73	\$229,000.00
BENEFITS					
Retirement	\$2,554.74	\$6,772.54	\$7,500.00	-\$727.46	\$22,500.00
Unfunded Accrued Liability	\$2,689.38	\$10,757.52	\$10,666.67	\$90.85	\$32,000.00
Medicare	\$257.78	\$1,063.09	\$910.00	\$153.09	\$2,730.00
Active Employee Benefits	\$898.10	\$3,555.30	\$6,166.67	-\$2,611.37	\$18,500.00
Retired Employee Benefits	\$1,590.08	\$6,358.82	\$6,566.67	-\$207.85	\$19,700.00
Subtotal :	\$7,990.08	\$28,507.27	\$31,810.00	-\$3,302.73	\$95,430.00
LIBRARY RESOURCES					
New Subscriptions	\$0.00	\$0.00	\$1,500.00	-\$1,500.00	\$4,500.00
Print Resources	\$8,617.80	\$32,711.41	\$32,000.00	\$711.41	\$96,000.00
Electronic Resources	\$9,311.15	\$30,403.90	\$39,733.33	-\$9,329.43	\$119,200.00
Subtotal :	\$17,928.95	\$63,115.31	\$73,233.33	-\$10,118.02	\$219,700.00
OPERATIONAL EXPENSES					
Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$2,333.33	-\$2,333.33	\$7,000.00
Copy Machines	\$208.44	\$832.81	\$866.67	-\$33.86	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$2,000.00	-\$2,000.00	\$6,000.00
Office Supplies	\$629.50	\$675.13	\$600.00	\$75.13	\$1,800.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$0.00	\$4,563.46	\$3,333.33	\$1,230.13	\$10,000.00
Support Software	\$0.00	\$0.00	\$833.33	-\$833.33	\$2,500.00
Building Maintenance	\$757.25	\$2,271.75	\$3,666.67	-\$1,394.92	\$11,000.00
CitiBank Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Services	\$0.00	\$0.00	\$1,666.67	-\$1,666.67	\$5,000.00
Miscellaneous	\$0.00	\$700.00	\$266.67	\$433.33	\$800.00
Subtotal :	\$1,595.19	\$9,043.15	\$15,566.67	-\$6,523.52	\$46,700.00
TOTAL:	\$45,487.62	\$174,767.33	\$196,943.33	-\$22,176.00	\$590,830.00

Income Category	October Income	YTD Income	October FY18-19 Income	FY18-19 YTD Income	YTD Difference
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)					
Filing Fees	\$46,741.98	\$198,574.18	\$49,612.92	\$189,622.26	\$8,951.92
Interest	\$3,795.65	\$3,795.65	\$1,475.94	\$1,475.94	\$2,319.71
Credits/Refunds	\$278.80	\$1,254.60	\$278.80	\$1,254.60	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$350,601.31	-\$350,601.31
Subtotal:	\$50,816.43	\$203,624.43	\$51,367.66	\$542,954.11	-\$339,329.68
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)					
Photocopier	\$419.50	\$1,319.00	\$585.00	\$1,612.00	-\$293.00
Computer Printing	\$29.00	\$185.81	\$396.75	\$516.25	-\$330.44
Conference Room Rental	\$12.50	\$1,012.50	\$237.50	\$869.50	\$143.00
Deed Form Sales	\$119.00	\$389.00	\$95.00	\$544.00	-\$155.00
MCLE Tape Circulation	\$0.00	\$30.00	\$0.00	\$10.00	\$20.00
24-hour Material Circulation	\$10.00	\$135.00	\$40.00	\$205.00	-\$70.00
Extra Computer Time	\$0.00	\$20.00	\$35.00	\$45.00	-\$25.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$2,897.11	\$0.00	\$283.00	\$2,614.11
SVCF Deposits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$2,000.00	-\$2,000.00
Overdue Fines	\$10.00	\$27.00	\$3.00	\$19.00	\$8.00
Transfers	\$0.00	\$0.00	\$0.00	\$334.23	-\$334.23
Square Transactions	\$50.14	\$381.60	\$334.23	\$367.16	\$14.44
Other	\$0.00	\$70.00	\$71.00	\$177.00	-\$107.00
Subtotal:	\$650.14	\$6,467.02	\$1,797.48	\$6,982.14	-\$515.12
FOUNDATION GENERATED INCOME (Deposited to Foundation WF Acct)					
Book Sales	\$173.00	\$452.00	\$92.00	\$487.50	-\$35.50
Donations	\$56.00	\$142.00	\$2,244.00	\$4,343.67	-\$4,201.67
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal:	\$229.00	\$594.00	\$2,336.00	\$4,831.17	-\$4,237.17
TOTAL:	\$51,695.57	\$210,685.45	\$55,501.14	\$554,767.42	-\$344,081.97

CASH ON HAND REPORT

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	\$50,816.43	\$45,487.62	\$696,866.95
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$203,624.43	\$174,767.33	\$17,638.03
Average/Month	\$50,906.11	\$43,691.83	

* Total income deposited in County Trust Fund

Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2019:				\$26,319.47
Beginning Balance 10/1/2019:				\$27,689.37
OCTOBER				
10/8/2019	Service Charge	\$23.67		\$27,665.70
10/10/2019	POS Debit (USPS mailing)	\$8.60		\$27,657.10
10/11/2019	Check purchase (202 / CCCLL fee)	\$75.00		\$27,582.10
10/16/2019	Debit purchase (Raley's Modesto / CCCLL Conf.)	\$18.67		\$27,563.43
10/16/2019	Debit purchase (Aisle 1 / CCCLL Conf.)	\$37.01		\$27,526.42
10/17/2019	Electronic credit (Square Inc. / printing or donation)		\$34.33	\$27,560.75
10/17/2019	Debit purchase (Safeway / Amanda party)	\$3.99		\$27,556.76
10/17/2019	Debit purchase (Safeway / Amanda party)	\$34.99		\$27,521.77
10/18/2019	Debit purchase (Earthlink)	\$19.95		\$27,501.82
10/21/2019	Debit purchase (ATT)	\$55.00		\$27,446.82
10/23/2019	POS Debit (Costco / Fundraiser photo development)	\$20.07		\$27,426.75
10/23/2019	POS Debit (Costco / Comm. Law Night supplies)	\$290.45		\$27,136.30
10/25/2019	Electronic credit (Square Inc. / printing or donation)		\$3.65	\$27,139.95
10/25/2019	Debit purchase (Lawdable Press / LBTN)	\$85.80		\$27,054.15
10/28/2019	Debit purchase (Taza Deli Café / Board meeting)	\$93.24		\$26,960.91
10/29/2019	POS Debit (Safeway / Board meeting)	\$16.96		\$26,943.95
10/30/2019	Electronic credit (Square Inc. / printing or donation)		\$12.16	\$26,956.11
10/31/2019	Deposit (October library generated income)		\$600.00	\$27,556.11
TOTALS:		\$783.40	\$650.14	
Ending Balance 10/31/2019:				\$27,556.11
Monthly Difference:				-\$133.26
YTD Difference:				\$1,236.64



Fund Name/Number

San Mateo County Bar Association - Law Library Fund (1105)

Investment Performance

	3 Month	Y-T-D	One Year	Three Year	Five Year
Fund Returns	0.13%	6.78 %	-0.39 %	6.42 %	4.60 %
This Fund's Benchmarks	0.60%	14.40 %	3.70 %	7.90 %	5.90 %

About Your Fund Statement

- ACCOUNTS PAYABLE: Expenses that have been approved, but are scheduled for payment on a future date.
- ASSETS TO BE INVESTED: Assets that have yet to be invested, but will be at the beginning of the following month.
- GAINS OR (LOSSES) ON GIFTED ASSET: Difference in the value of property when donated and the value when liquidated.
- GIFTS: Contributions/donations made to your fund.
- GRANTS AUTHORIZED: Reflects all grants to qualified organizations that have been recommended by the donor and approved by Silicon Valley Community Foundation. If the grant is scheduled for payment on a future date, it will also appear in the Restricted Assets section as Grants Payable, reducing the balance available for granting.
- GRANTS PAYABLE: Grants that have been approved, but are scheduled for payment on a future date.
- ILLIQUID ASSETS: Donated property that has not been sold.
- INTERFUND GIFTS: Transfers to your fund from another fund at Silicon Valley Community Foundation.
- INTERFUND GRANTS: Transfers from your fund to another fund at Silicon Valley Community Foundation.
- INVESTMENT RETURNS: Reflects the total return in the investment pool, net of investment management fees.
- OTHER ADDITIONS: Deposits to your fund that do not represent a gift, i.e. partnership income, dividends/interest earned on gifted securities, other assets received in exchange for goods or services.
- OTHER EXPENSES: Administrative expenses paid from your fund, i.e. legal, consulting and credit card processing fees.
- RECEIVABLES: Assets in the form of obligations due from others.
- RESTRICTED ASSETS: Assets that may not be used for granting purposes
- SECURITIES BEING LIQUIDATED: Gifted securities pending sale or settlement.
- SUPPORT FEES: An allocation to the community foundation's operating fund to enable on-going work with donors and the nonprofit community. Fees are computed and paid on a monthly basis (1/12) per the stated fee rate schedule.

Investment Information

Fund returns are net of investment fees and expenses. Periods greater than one year are annualized. This Fund's Benchmark is a composite policy benchmark return weighted by the fund's allocation to an investment pool. Each policy benchmark is comprised of market index returns weighted by the pool's strategic asset allocation target. Comparison to the benchmark is not appropriate if the fund's allocation changed during the performance period, or if the fund includes assets outside of the SVCF pools. Additional information regarding investments, performance and benchmarks is on the online portal under Investment Information. Please contact your philanthropy advisor with any questions.

Investment Pool Allocation Guidelines

- Long-Term Growth:** For funds seeking maximum growth. Appropriate for funds distributing less than 7% annually or that portion of a fund that can tolerate volatility and will remain invested for at least seven years to realize growth opportunities.
- Social Impact:** For funds seeking maximum growth from companies with strong financial and social records. Appropriate for that portion of a fund that can tolerate volatility and will remain invested for at least seven years to realize growth.
- Balanced:** For funds seeking more moderate levels of growth and risk. Appropriate for funds distributing over 7% annually or that portion of a fund that will remain invested for at least three years to realize return objectives.
- Short-Term:** For funds seeking above money market returns and can tolerate some volatility. Appropriate for funds or that portion of a fund to be distributed in one to two years.
- Capital Preservation:** For funds seeking stability, or the portion of a fund to be distributed within 1 year.



Statement Period

July 1, 2019 through September 30, 2019

Fund Name/Number

San Mateo County Bar Association - Law Library Fund (1105)

SVCF Main Contact: Manuel Santamaria
 Vice President, Community Impact
 650.450.5491
 mjsantamaria@siliconvalleycf.org

Thank you for the privilege of working together.

Your philanthropy advisor - listed above - is here to help you make the most of our partnership. As you review your statement and make plans for your fund, always let us know what we can do. For all of the good that you do in our community and our world, thank you!

Fund Activity

	Statement Period	Y-T-D
Beginning Balance	\$224,009.26	\$212,262.77
Investment Activity		
Long-Term Growth Pool	297.41	14,367.14
Grants Authorized	0.00	(1,602.29)
Support Fees	0.00	(720.95)
Ending Balance	\$224,306.67	\$224,306.67

Fund Assets

Investment Pools		
Long-Term Growth Pool		224,306.67
Total Fund Assets		\$224,306.67

Restricted Balance

Total Restricted Balance		\$0.00
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Balance Available for Grants **\$224,306.67**