

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

October 16, 2020

BOARD OF LAW LIBRARY TRUSTEES MEETING

ZOOM Session Meeting ID: 233 094 3330

<https://us02web.zoom.us/j/2330943330>

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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 22, 2020, 12:00 P.M.

AGENDA

1. **CLOSED SESSION**
2. **REGULAR SESSION**
 - a. Report on closed session
 - b. Approval of Minutes of the September 24, 2020 meeting (page 3-4)
 - c. Acceptance of Report of Expenses for Period 3 (September) FY 2020-2021 (pages 5-12)
 - d. Discussion/Informational Updates and Policy Decisions:
 - COVID policy for November
 - CalPERS Prefunding Recommendations
 - Vote to approve annual report (pages 11-20)
 - Vote center plans (page 21)
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association
 - f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: December 10, 2020

Mark Your Calendar!

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

- December 10, 2020

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

Date: September 24, 2020

Meeting Location: ZOOM Meeting Room,
SAN MATEO COUNTY LAW LIBRARY.
710 Hamilton St, Redwood City, CA

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	V. RAYMOND SWOPE
Trustee:	ROBERT D. FOILES
Trustee:	CAROLE GROOM
Trustee:	JACQUELYN BROWN
Trustee:	PAUL WILKINS

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION

2. REGULAR SESSION

The meeting convened at 12:20 pm in Regular Session joined by Martin M. Fox

- a. Report on closed session. Discussion of staffing.
- b. Approval of minutes for July 23, 2020 meeting. Swope made motion to approve. Schaiman seconded. Vote taken with unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for Period 1 (July) and Period (2) FY 2020-21. Schaiman made motion to approve. Foiles seconded. Unanimous vote. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions: Motion to authorize funding of Prefund CalPERS trust program with amount to be determined made by Swope. Seconded by Foiles. Unanimous vote. Decision to keep COVID policies in place for October. CCCLL secured funding from State for county law libraries. Annual report approval vote delayed till October. The Law Library will be closed from Oct 31 through Nov 6 to act as an in-person vote center for the 2020 elections with required cleaning afterwards. Chase development discussed. Carole Groom would speak with Mike Callegy for any input. Partnering with Canada Paralegal program and allowing students limited access to library for classes. made motion to approve new budget. Schaiman discussed John Ailello's book on San Mateo County courts.
- e. Bar Association report: Wilkins reports they are working on amendments to bylaws.
- f. Public comments from Martin Fox including issues concerning Laura's Law and outpatient treatment.

3. ADJOURNMENT

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

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

DETAILED MONTHLY EXPENSES

	ID	Payee	Description	Amount
Retirement	13325	CalPERS	Classic contributions	\$605.22
	13326	CalPERS	Classic contributions	\$605.22
	13327	CalPERS	PEPRA contributions	\$390.74
	13328	CalPERS	PEPRA contributions	\$390.74
	13329	CalPERS	GASB 68 reporting services fee	\$700.00
	13330	CalPERS	Classic UAL	\$3,151.90
	13331	CalPERS	PEPRA UAL	\$91.36
Subtotal:				\$5,935.18
Operations	13332	California Security	Monthly building security	\$26.25
	13333	Cubing, Ino	Monthly tech support	\$487.50
	13334	James Publishing	Annual subscription renewal	\$207.43
	13335	Lexis (Matthew Bender)	Monthly subscription	\$2,274.24
	13336	Lexis (Advance)	Monthly subscription	\$1,825.00
	13337	UBS	Paper products	\$225.40
	13338	UBS	Monthly building cleaning	\$422.00
	13339	UC Regents (CEB)	Monthly subscription	\$3,014.71
	13340	Veterans Information Service	Annual subscription renewal	\$28.00
	13341	West Group (Westlaw Next)	Monthly subscription	\$5,717.76
	13342	West Group (Thomson Reuters)	Monthly subscription	\$2,997.21
	13343	Xerox	Monthly copier lease	\$208.44
	CB13	Hartford Insurance	Ck #260 / Workers Comp premium	\$197.00
	CB14	Service charge		\$31.09
	CB15	Earthlink	Monthly internet	\$22.95
	CB16	AT&T	Monthly phone	\$80.25
Subtotal:				\$17,765.23
Payroll & Benefits	13344	Blake, Larry		\$253.00
	13345	Blake, Marisol		\$0.00
	13346	Braccp, Caroline		\$6,923.20
	13347	Brill, Margaret Ruth		\$1,520.00
	13348	Conventiti, Antonella		\$5,396.80
	13349	Gurthet, Andrew		\$3,040.00
	13350	Woods, Marcia		\$920.00
	13351	Medicare		\$258.84
	13352	Active Employee Benefits		\$889.44
	13353	Retired Employee Benefits		\$1,698.53
Subtotal:				\$20,899.81
Total Monthly Expenses:				\$44,600.22

DETAILED MONTHLY INCOME

Fund	Income Source	Amount
SMC Trust	Filing Fees	\$37,940.34
	Interest	\$0.00
	Credits/Refunds	\$337.30
	Other	\$0.00
	Subtotal:	\$38,277.64
CitiBank	Photocopier	\$0.00
	Computer Printing	\$91.00
	Conference Room Rental	\$0.00
	Deed Form Sales	\$5.00
	MCLE Tape Circulation	\$0.00
	24-hour Material Circulation	\$150.00
	Extra Computer Time	\$0.00
	Lost Book Replacement	\$0.00
	Vendor Credits/Refunds	\$879.93
	SVCF Deposits	\$0.00
	Grants	\$0.00
	Overdue Fines	\$10.00
	Transfers	\$0.00
	Square Transactions (patron printing)	\$16.60
	Other	\$0.00
	Subtotal:	\$1,152.53
Total Monthly Income:		\$39,430.17

Expense Category	September Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
PAYROLL					
Full time	\$12,320.00	\$43,120.00	\$40,037.50	\$3,082.50	\$160,150.00
Part time	\$5,733.00	\$20,191.00	\$20,450.00	-\$259.00	\$81,800.00
Subtotal :	\$18,053.00	\$63,311.00	\$60,487.50	\$2,823.50	\$241,950.00
BENEFITS					
CalPERS Retirement	\$1,991.92	\$4,979.80	\$6,500.00	-\$1,520.20	\$26,000.00
CalPERS UAL	\$3,243.26	\$9,729.78	\$9,750.00	-\$20.22	\$39,000.00
Medicare	\$258.84	\$909.33	\$825.00	\$84.33	\$3,300.00
Active Employee Benefits	\$889.44	\$2,668.32	\$2,775.00	-\$106.68	\$11,100.00
Retired Employee Benefits	\$1,698.53	\$5,095.59	\$5,000.00	\$95.59	\$20,000.00
Subtotal :	\$8,081.99	\$23,382.82	\$24,850.00	-\$1,467.18	\$99,400.00
LIBRARY RESOURCES					
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$8,521.59	\$17,811.63	\$25,750.00	-\$7,938.37	\$103,000.00
Electronic Resources	\$7,542.76	\$13,203.91	\$28,500.00	-\$15,296.09	\$114,000.00
Subtotal :	\$16,064.35	\$31,015.54	\$54,250.00	-\$23,234.46	\$217,000.00
OPERATIONAL EXPENSES					
Insurance	\$197.00	\$197.00	\$2,000.00	-\$1,803.00	\$8,000.00
Copy Machines	\$208.44	\$416.88	\$650.00	-\$233.12	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$225.40	\$438.96	\$550.00	-\$111.04	\$2,200.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$0.00	\$350.00	-\$350.00	\$1,400.00
Tech Support	\$487.50	\$967.50	\$2,500.00	-\$1,532.50	\$10,000.00
Support Software	\$0.00	\$0.00	\$675.00	-\$675.00	\$2,700.00
Building Maintenance	\$448.25	\$922.75	\$3,200.00	-\$2,277.25	\$12,800.00
Services	\$700.00	\$700.00	\$1,000.00	-\$300.00	\$4,000.00
Educational/Professional	\$0.00	\$483.67	\$1,000.00	-\$516.33	\$4,000.00
Dues	\$0.00	\$0.00	\$200.00	-\$200.00	\$800.00
Telecommunications	\$103.20	\$314.32	\$250.00	\$64.32	\$1,000.00
Travel Expenses	\$0.00	\$0.00	\$375.00	-\$375.00	\$1,500.00
Promotional	\$0.00	\$0.00	\$75.00	-\$75.00	\$300.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$31.09	\$99.46	\$87.50	\$11.96	\$350.00
Miscellaneous	\$0.00	\$930.75	\$450.00	\$480.75	\$1,800.00
Subtotal :	\$2,400.88	\$5,471.29	\$13,362.50	-\$7,891.21	\$53,450.00
TOTAL:	\$44,600.22	\$123,180.65	\$152,950.00	-\$29,769.35	\$611,800.00

Income Category	September Income	YTD Income	YTD Monthly Average
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)			
Filing Fees	\$37,940.34	\$105,631.55	\$35,210.52
Interest	\$0.00	\$0.00	\$0.00
Credits/Refunds	\$337.30	\$1,180.55	\$393.52
Other	\$0.00	\$0.00	\$0.00
Subtotal:	\$38,277.64	\$106,812.10	
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)			
Photocopier	\$0.00	\$116.00	\$38.67
Computer Printing	\$91.00	\$324.00	\$108.00
Conference Room Rental	\$0.00	\$0.00	\$0.00
Deed Form Sales	\$5.00	\$75.00	\$25.00
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$150.00	\$280.00	\$93.33
Extra Computer Time	\$0.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$879.93	\$5,872.71	\$1,957.57
SVCF Deposits	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
Overdue Fines	\$10.00	\$10.00	\$3.33
Transfers	\$0.00	\$0.00	\$0.00
Square Transactions	\$16.60	\$41.67	\$13.89
Other	\$0.00	\$108.41	\$36.14
Subtotal:	\$1,152.53	\$6,827.79	
TOTAL:	\$39,430.17	\$113,639.89	

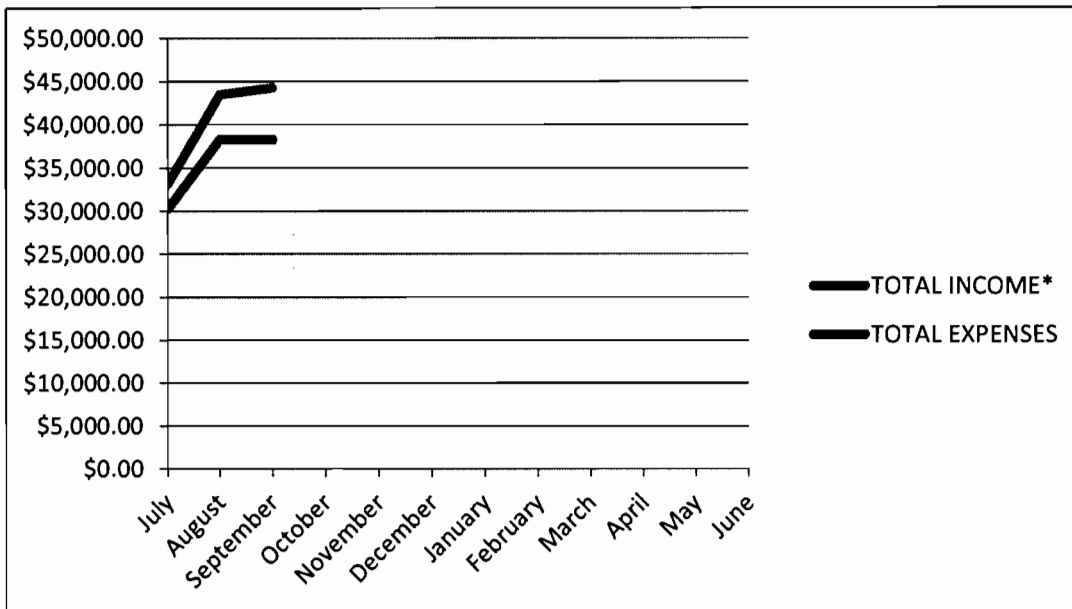
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2020:				\$25,862.28
Beginning Balance 9/1/2020:				\$29,608.14
August				
9/1/2020	Hartford Insurance (Ck. #260)	\$197.00		\$29,411.14
9/8/2020	Century 21 (Fradulent charge / charge reversed 9/8/20)		\$399.99	\$29,811.13
9/8/2020	ShopDisney.com (Fradulent charge / charge reversed 9/8/20)		\$479.94	\$30,291.07
9/9/2020	Service charge	\$31.09		\$30,259.98
9/21/2020	Square transaction (library patron printing)		\$9.40	\$30,269.38
9/24/2020	Square transaction (library patron printing)		\$7.20	\$30,276.58
9/25/2020	Earthlink	\$22.95		\$30,253.63
9/25/2020	AT&T	\$80.25		\$30,173.38
9/30/2020	Library monthly deposit		\$256.00	\$30,429.38
TOTALS:		\$331.29	\$1,152.53	
Ending Balance 8/31/20:				\$30,429.38
Monthly Difference:				821.24
YTD Difference:				4,567.10

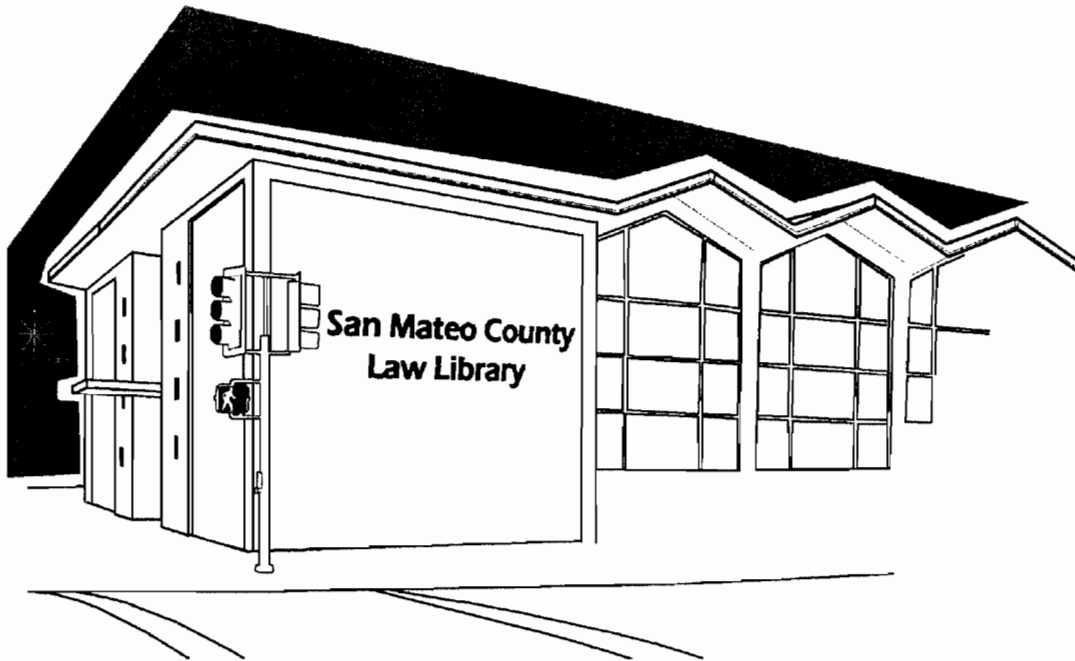
CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$30,229.51	\$33,143.77	\$653,016.87
August	\$38,304.95	\$43,507.26	\$647,814.56
September	\$38,277.64	\$44,268.98	\$641,823.22
October			
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$106,812.10	\$120,920.01	

YTD Difference	-\$14,107.91
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* Total income deposited in County Trust Fund





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

**FISCAL YEAR
JULY 1, 2019 TO JUNE 30, 2020**

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 2019-2020

Fiscal year 2019-2020 was a year full of highs and lows, with the most significant event being the COVID-19 Pandemic and ensuing closures of the library, courts and non-essential services. This comes on the heels of the largest private donation to the law library in its 100 year history, as the foundation received a one million dollar donation to support the library for the next twenty years. The highlights for this fiscal year include:

- Michael & Sylvia Brownrigg and Marty Burchell gifted the one million dollar Philip S.C. Lewis Fund for Legal Aid endowment in December, 2019 for ongoing support of the law library.
- The San Mateo County Law Library closed to the public on March 16, 2020 as a result of San Mateo County and Governor Newsom's subsequent Shelter in Place orders. The library reopened for remote services on June 1, 2020.
- After continuous lobbying efforts in the California State Legislators, the Council of California County Law Librarians (CCCLL) obtained a one-time COVID-19 Relief Special Funding Allocation of 7 million dollars for all California county law libraries to help off-set losses from court filing fee income drops due to court closures. This money will fill the gap in income for several months of consecutively dismal filing fee rates.
- In cooperation with the San Mateo County Bar Association, the Law Library was able to continue and grow its Community Law Night (CLN) series with an additional ongoing monthly clinic in support of Victims of Domestic Violence During COVID-19 limitations. Moreover, for April, May and June, we expanded all topics for CLN "Emergency" clinics to accept all legal areas for assistance. Because members of the community may no longer come to the Law Library in person, phone appointments have replaced face-to-face clinics but community can still obtain one-on-one legal assistance from attorneys on various legal matters. Over 100 people used this free service during Fiscal Year 2019-2020.
- The Law Library grew our one-on-one Expungement service by connecting with the Private Defenders Program and CLSEPA's record clearance program. Members of the general public may obtain assistance in expunging misdemeanors and some felonies from their record, thereby improving their ability to obtain employment and housing. During the fiscal year, over 100 criminal records have been successfully expunged. We continue to assist patrons with expungement via remote services during Covid.
- With the support of the foundations fundraising efforts and funding from the state, we were able to continue Tuesday night and Saturday afternoon hours up through Shelter in Place closure.

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

Library usage has been severely impacted this FY 19-20 as a result of physical closures due to COVID-19 health concerns which has meant we are no longer allowing the public into the building. Statistics have been amended as a result of closure as support was provided remotely by phone and email. We are including statistics from before and after closure as of March 16, 2020. 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, FY19-20	
TYPE OF VISITORS	NUMBER OF VISITORS
Members of the General Public Before Closure	2,574
Approximation After Closure	250
Attorneys and Legal Professionals Before Covid	1,631
Approximation After Closure	100
TOTAL VISITORS FY19-20	

Circulation

Patrons used over 1,900 print materials from the Law Library’s print collection before COVID closure and suspension of circulation in FY 2019-2020.

CIRCULATION, FY 19-20	
TYPE OF MATERIAL	NUMBER OF CHECK-OUTS
7-Day Circulating Items	41
Audio/Visual Materials	42
24-hour Circulating Items	71
	NUMBER OF USES

In-Library Use	860
TOTAL CIRCULATION FY19-20	1,014

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. This program was suspended indefinitely as of March 15, 2020.

Additional Services: Community Law Night

With the support of the San Mateo County Law Library Foundation and the SMC Bar Association, the Community Law Night program continues into its second year. The program aims to aid those that are forced to represent themselves by equipping them with more information and insight from members of the San Mateo County legal community. One evening a month, members of the general public can meet one-on-one for a free legal consultation with an attorney in the community on a specific legal issue that is being highlighted that month. Due to Covid-19 concerns, in person clinics were suspended as of March and have been conducted by phone. The topics are determined by the current needs of the community. Past topics include:

- Probate
- Civil
- Personal Injury
- Health Insurance
- Family Law
- Divorce
- Criminal
- Civil Harassment
- Landlord /Tenant

Additionally, when shelter-in-place began the foundation and the library set about creating an ongoing emergency clinic to specifically help victims of domestic violence cope with the challenges of unsafe environments for themselves and their children during Shelter-In-Place. We partnered with Bay Area Legal Aid, CORA, and attorneys that specialize in domestic abuse family law to offer phone advice and assistance for those faced with an unsafe home and family.

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 (CLC) this fiscal year until Covid closures suspended the in-person clinics. Due to a drop in funding of the program, CLC was reduced from once a week to once a month. 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 one Monday a month 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

The Law Library continued with its 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 restored hours allowed over 350 people to visit the Law Library and access its materials afterhours before Covid closures in March suspended afterhours.

Additional Services: Covid Response Emergency Services

To adjust to restrictions while still endeavoring to meet the needs of the community, the San Mateo County Law Library added an additional night for the Community Law Night (CLN) Series as well as expanded topics to include all requests for help from April through July. The Domestic Violence focused CLN was a joint effort of private firms, the library, the foundation, and local non-profit organizations CORA and Bay Area Legal Aid. Additionally, the library negotiated with our legal database vendors to offer remote Westlaw Next and Lexis Advance access for limited time. We also provided live-chat assistance through our QuestionPoint Asknow network of California Law Librarians through our membership with the Council of California County Law Librarians. The library was able to share remote electronic resources through other bay area county law libraries, such as Alameda providing FastCase , and Santa Clara providing Nolo Digital Collection.

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 States (including California) and US primary law as well as many secondary sources.

Print Materials

With the support of the San Mateo County Law Library Foundation, several important lapsed print materials have been restored: Nolo Press collection, Matthew Bender Family Law Practice & Procedure, Matthew Bender Real Estate Practice, and Matthew Bender Probate Practice. Continued use of the print collection has been possible

A dedicated Nolo Self-Help Section of the library was created through the support of the San Mateo County Law Library Foundation and the Philip S.C. Lewis Fund for Legal Aid. The print collection has made curbside assistance during Covid health restrictions possible, as unlike the electronic materials, books can be brought outside for individual use.

FINANCIAL STATEMENT

Financial Overview

CASH ON HAND AS OF JUNE 30, 2019	\$668,009.85
FY 2019-2020 INCOME	+\$560,593.21
<u>FY 2019-2020 EXPENDITURES</u>	<u>-\$572,671.93</u>
CASH IN TREASURY AS OF JUNE 30, 2020	\$655,931.13

Income

LAW LIBRARY INCOME, FY19-20	
INCOME	AMOUNT
Filing Fee Income	\$537,863.85
Interest	\$13,195.77
Credits and Refunds	\$3,958.54
Other	\$5,575.05
TOTAL INCOME FY19-20	\$560,593.21


Expenditure

LAW LIBRARY EXPENDITURES, FY19-20	
SALARIES	AMOUNT
Full Time	\$149,477.60
Part Time	\$79,294.60
BENEFITS	
Retirement	\$24,109.18
Medicare	\$3,282.82
Active Employee Benefits	\$10,683.54
Retired Employee Benefits	\$19,730.16
CalPERS Unfunded Accrued Liability	\$32,272.56
LIBRARY PRINT AND ELECTRONIC RESOURCES	
New Materials	\$5,575.05
Print Subscriptions	\$97,348.75
Electronic Subscriptions	\$105,682.95
OPERATIONAL EXPENSES	
Binding	\$0.00
Insurances	\$0.00

Copy Machine Lease and Upkeep	\$2,799.12
Capital Improvements	\$0.00
Office Supplies	\$1,377.09
Use Tax	\$0.61
Technology Support	\$14,088.96
Software Software	\$2,053.00
Building Maintenance	\$7,158.96
Transfers	\$13,000.00
General Services	\$3,786.96
Educational & Professional Training	\$0.00
Association Dues	\$0.00
Travel Expenses	\$0.00
Promotional Materials	\$0.00
Miscellaneous Expenses	\$950.00
TOTAL EXPENDITURES FY19-20	\$572,671.93

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.

A handwritten signature in black ink, appearing to read 'Caroline Bracco', written over a horizontal line.

Caroline Bracco
Signed this 13th day of October, 2020

APPENDIX

Inventory

The Law Library's physical inventory is unchanged for Fiscal Year 2019-2020. Please see the Annual Report for Fiscal Year 2017-2018 for a complete list of inventoried items. This inventory will be relisted in full for Fiscal Year 2020-2021 to reflect updates to health and safety regulations.

Caroline Bracco

From: Jen Brown <jbrown1@smcacre.org>
Sent: Thursday, September 24, 2020 12:05 PM
To: cbracco@smclawlibrary.org
Subject: Vote Center Update
Attachments: Draft VC-31 Worksite Specific Action Plan for input.pdf

Good Morning Carolyn,

Here is a brief update to share with Board Members.

jen

Thank you for agreeing to host a vote center for the November 2020 General Election at the San Mateo County Law Library. The San Mateo County Elections Division is actively planning for a new vote center location which will open on October 31, 2020. Recent preparation activities and in-progress items include:

- Investigating accessible and standard parking options for voters
- Offering a draft Worksite Specific Action Plan for consideration
- Configuring a site layout including equipment and social distancing
- Beginning internet connectivity testing

Key dates for on-site activities include:

Thursday, October 29, 2020	TBD	Equipment delivery and drop-off*
Thursday, October 29, 2020 <u>or</u> Friday, October 30, 2020	TBD	Site Cleaning and Sanitization*
Friday, October 30, 2020	TBD 10 a.m. - 2 p.m. preferred	Site Setup and configuration*
Saturday, October 31, 2020	9 a.m.	Open for Voting
Tuesday, November 3, 2020	8 p.m.	Vote Center Closes
Wednesday, November 4, 2020	TBD 10 a.m. - 2 p.m. preferred	Equipment Retrieval*

* Activity will not interfere with library operations.

We welcome input about the Worksite Specific Action Plan and offer the following document which guides our preparations. We look forward to providing a proposed layout and responding to any questions via email before the next meeting.

Thanks,

Jen Brown, CERA
Elections Specialist

☎ Cell: 650.722.6020 | ☎ Tel: 650.655.6283 | ☎ Fax: 650.312.5348

County of San Mateo Registration & Elections Division
40 Tower Road, San Mateo, CA 94402

🌐 Web: <https://www.smcacre.org/elections>