

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

September 9, 2021

BOARD OF LAW LIBRARY TRUSTEES MEETING

LOCATION: 710 Hamilton Street, Redwood City

ZOOM Session Meeting ID: 233 094 3330

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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, September 23, 2021, 12:00 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the July 22, 2021 meeting (*page 3-4*)
 - c. Acceptance of Report of Expenses for Period 12 (June) postponed
 - d. Discussion/Informational Updates and Policy Decisions:
 - Vote on annual budget proposal for FY 2021-22
 - Court partnership for traffic clinics
 - WestLaw print renewal & ProView
 - Cañada College Paralegal
 - Annual Report
 - October meeting postponed
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association
 - f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: NOVEMBER 4, 2021

Mark Your Calendar!

2021 San Mateo County Law Library Board of Trustees Meeting Schedule:

- ~~October 28, 2021 (RESCHEDULED)~~
- November 4, 2021
- December 9, 2021

PERIOD 1 (JULY 2021) FINANCES

DETAILED MONTHLY EXPENSES				
	ID	Payee	Description	Amount
Retirement	13602	CalPERS	Classic UAL - Annual	\$44,603.00
	13603	CalPERS	PEPRA UAL - Annual	\$139.00
				Subtotal:
Operations	CB87	Cal Chamber of Commerce	Labor Law poster	\$39.50
	CB88	CitiBank service charge		\$33.30
	CB89	SJ Mercury News	Monthly subscription	\$12.09
	CB90	Wall Street Journal	Monthly subscription	\$21.35
	CB91	AT&T		\$80.25
	CB92	Tazo Deli	Biard meeting catering	\$31.56
	CB93	Noah's Deli	SSF Traffic Court meetin catering	\$18.14
	CB94	Nothin Bundt	Marcia's birthday	\$24.00
	CB95	AALL	Membership renewal	\$316.00
				Subtotal:
Payroll & Benefits	13621	Blake, Larry		\$345.00
	13622	Bracco, Caroline		\$10,384.80
	13623	Brill, Margaret Ruth		\$1,848.00
	13625	Conventiti, Antonella		\$8,095.20
	13626	Gurthet, Andrew		\$4,120.00
	13627	Woods, Marcia		\$2,420.00
	13628	Medicare & FICA		\$933.12
	13629	Active Employee Benefits		\$900.78
	13630	Retired Employee Benefits		\$1,443.27
				Subtotal:
Total Monthly Expenses:				\$75,808.36

DETAILED MONTHLY INCOME		
Fund	Income Source	Amount
SMC Trust	Filing Fees	\$38,594.26
	Interest	\$0.00
	Credits/Refunds	\$505.95
	Other	\$0.00
	Subtotal:	\$39,100.21
CitiBank	Photocopier	\$113.00
	Computer Printing	\$89.00
	Conference Room Rental	\$175.00
	Deed Form Sales	\$70.00
	MCLE Tape Circulation	\$0.00
	24-hour Material Circulation	\$130.00
	Extra Computer Time	\$5.00
	Lost Book Replacement	\$0.00
	Vendor Credits/Refunds	\$0.00
	SVCF Deposits	\$0.00
	Grants	\$0.00
	Overdue Fines	\$40.00
	Transfers	\$0.00
	Square Transactions	\$24.54
	Other	\$0.00
Subtotal:	\$646.54	
Total Monthly Income:		\$39,746.75

Expense Category	July Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$18,480.00	\$0.00	\$18,480.00	\$18,480.00	\$0.00	
Part time	\$8,733.00	\$0.00	\$8,733.00	\$8,733.00		
Subtotal :	\$27,213.00	\$0.00	\$27,213.00	\$27,213.00	\$0.00	\$0.00
BENEFITS						
CalPERS Retirement	\$0.00	\$0.00	\$0.00	\$0.00		
CalPERS UAL	\$44,742.00	\$0.00	\$44,742.00	\$44,742.00		
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00		
Medicare & FICA	\$933.12	\$0.00	\$933.12	\$933.12		
Active Employee Benefits	\$900.78	\$0.00	\$900.78	\$900.78		
Retired Employee Benefits	\$1,443.27	\$0.00	\$1,443.27	\$1,443.27		
Subtotal :	\$48,019.17	\$0.00	\$48,019.17	\$48,019.17	\$0.00	\$0.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00		
Print Resources	\$0.00	\$33.44	\$33.44	\$33.44		
Electronic Resources	\$0.00	\$0.00	\$0.00	\$0.00		
Subtotal :	\$0.00	\$33.44	\$33.44	\$33.44	\$0.00	\$0.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$0.00	\$0.00	\$0.00		
Copy Machines	\$0.00	\$0.00	\$0.00	\$0.00		
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00		
Office Supplies	\$0.00	\$39.50	\$39.50	\$39.50		
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00		
Catering	\$0.00	\$49.70	\$49.70	\$49.70		
Tech Support	\$0.00	\$0.00	\$0.00	\$0.00		
Support Software	\$0.00	\$0.00	\$0.00	\$0.00		
Building Maintenance	\$0.00	\$0.00	\$0.00	\$0.00		
Services	\$0.00	\$0.00	\$0.00	\$0.00		
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00		
Dues	\$0.00	\$316.00	\$316.00	\$316.00		
Telecommunications	\$0.00	\$80.25	\$80.25	\$80.25		
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00		
Promotional	\$0.00	\$0.00	\$0.00	\$0.00		
Transfers	\$0.00	\$0.00	\$0.00	\$0.00		
Citibank Service Charges	\$0.00	\$33.30	\$33.30	\$33.30		
Miscellaneous	\$0.00	\$24.00	\$24.00	\$24.00		
Subtotal :	\$0.00	\$542.75	\$542.75	\$542.75	\$0.00	\$0.00
TOTAL:	\$75,232.17	\$576.19	\$75,808.36	\$75,808.36	\$0.00	\$0.00

Income Category	July Income	YTD Income	YTD Monthly Average
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)			
Filing Fees	\$38,594.26	\$38,594.26	\$38,594.26
Interest	\$0.00	\$0.00	\$0.00
Credits/Refunds	\$505.95	\$505.95	\$505.95
Other	\$0.00	\$0.00	\$0.00
Subtotal:	\$39,100.21	\$39,100.21	
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)			
Photocopier	\$113.00	\$113.00	\$113.00
Computer Printing	\$89.00	\$89.00	\$89.00
Conference Room Rental	\$175.00	\$175.00	\$175.00
Deed Form Sales	\$70.00	\$70.00	\$70.00
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$130.00	\$130.00	\$130.00
Extra Computer Time	\$5.00	\$5.00	\$5.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$0.00	\$0.00
SVCF Deposits	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
Overdue Fines	\$40.00	\$40.00	\$40.00
Transfers	\$0.00	\$0.00	\$0.00
Square Transactions	\$24.54	\$24.54	\$24.54
Other	\$0.00	\$0.00	\$0.00
Subtotal:	\$646.54	\$646.54	
TOTAL:	\$39,746.75	\$39,746.75	

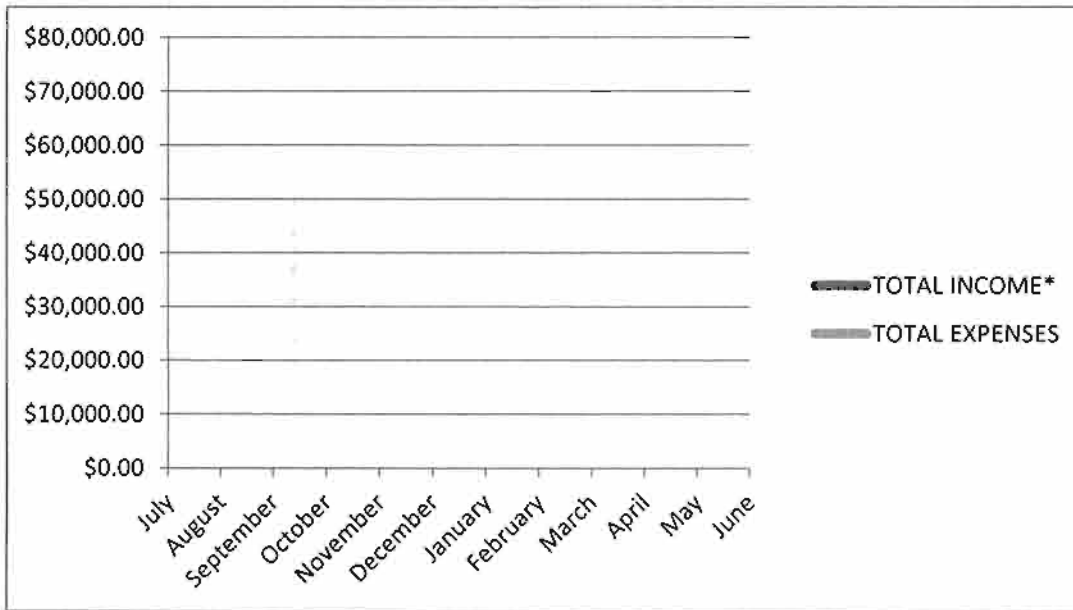
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2021:				\$28,158.35
Beginning Balance 7/1/2021:				\$28,158.35
JULY				
7/1/2021	Cal Chamber of Commerce (labor law poster)	\$39.50		\$28,118.85
7/8/2021	Service charge	\$33.30		\$28,085.55
7/14/2021	SJ Mercury News (monthly subscription)	\$12.09		\$28,073.46
7/19/2021	Square (patron printing)		\$4.77	\$28,078.23
7/20/2021	Wall Street Journal (monthly subscription)	\$21.35		\$28,056.88
7/20/2021	AT&T	\$80.25		\$27,976.63
7/23/2021	Square (patron printing)		\$9.64	\$27,986.27
7/26/2021	Tazo Deli (Board meetin catering)	\$31.56		\$27,954.71
7/27/2021	Noah's Deli (SSF Traffic Ct. meeting catering)	\$18.14		\$27,936.57
7/30/2021	Square (patron printing)		\$10.13	\$27,946.70
7/30/2021	Nothin Bundt (Marcia's birthday)	\$24.00		\$27,922.70
7/30/2021	AALL (membership renewal)	\$316.00		\$27,606.70
TOTALS:		\$576.19	\$24.54	
Ending Balance 7/31/21:				\$27,606.70
Monthly Difference:				-551.65
YTD Difference:				-551.65

CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$39,100.21	\$75,232.17	\$707,137.89
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$39,100.21	\$75,232.17	

YTD Difference	-\$36,131.96
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* Total income deposited in County Trust Fund



PERIOD 2 (AUGUST 2021) FINANCES

DETAILED MONTHLY EXPENSES				
	ID	Payee	Description	Amount
Operations	13615	CalPERS	Classic contributions	\$600.23
	13616	CalPERS	Classic contributions	\$600.23
	13617	CalPERS	Classic contributions	\$600.23
	13618	CalPERS	PEPRA contributions	\$386.90
	13619	CalPERS	PEPRA contributions	\$386.90
	13620	CalPERS	PEPRA contributions	\$386.90
	13609	USA Direct Cleaning	Invoices for service 12/20 to 6/1/21	\$210.00
	13610	USA Direct Cleaning	Invoices for service 12/20 to 6/1/21	\$525.00
	13611	USA Direct Cleaning	Invoices for service 12/20 to 6/1/21	\$474.35
	13612	USA Direct Cleaning	Invoices for service 12/20 to 6/1/21	\$420.00
	13613	USA Direct Cleaning	Invoices for service 12/20 to 6/1/21	\$420.00
	13614	USA Direct Cleaning	Invoices for service 12/20 to 6/1/21	\$525.00
	13631	California Security		\$27.04
	13632	Cubing, Ino		\$675.00
	13633	Daily Journal Corp.	SF Daily Journal	\$954.83
	13634	Daily Journal Corp.	S. Cal. Judicial Profiles	\$278.00
	13635	James Publishing	Determinin Econ. Damanges	\$207.66
	13636	James Publishing	Max. Personal Injury Damages	\$207.66
	13637	Lexis (Matthew Bender)		\$2,868.52
	13638	Lexis (Advance)		\$3,650.00
	13639	Office Depot	AA Batteries	\$22.26
	13640	Office Depot	Goo Gone, Masks, Sanitizer	\$40.07
	13641	UC Regents (CEB)		\$2,400.81
	13642	Xerox		\$208.68
	13643	West Group (Thomson Reuters)		\$2,655.71
	13607	Ebsco	Annual subscription	\$1,901.00
	13608	West Group (Thomson Reuters)		\$2,655.71
	13604	California Security		\$27.04
	13581.1	CalPERS	Classic contributions	\$605.22
	13581.2	CalPERS	Classic contributions	\$605.22
	13581.3	CalPERS	PEPRA contributions	\$390.74
	13581.4	CalPERS	PEPRA contributions	\$390.74
	13606	Daily Journal Corp.	N. Cal. Court Rules	\$326.00
	CB96	Cal Court Association	Junvenile Procedures CD 2021	\$56.00
	CB97	CitiBank service charge		\$24.63
	CB98	AT&T		\$80.25
	CB99	Philadelphia Insurance	Ck. #274 / Flexi Plus Five annual renewal	\$3,796.00
	CB100	SJ Mercury News	Monthly subscription	\$15.65
	CB101	Wall Street Journal	Monthly subscription	\$15.15
	CB102	Cal Court Association	Ck. #276 / Annual membership	\$25.00
	13652A	6713 Automation Services	ISD Core IT charges (???)	\$565.64
				Subtotal:
	13621	Blake, Larry		\$253.00
	13622	Bracco, Caroline		\$6,923.20

Payroll & Benefits	13623	Brill, Margaret Ruth	\$1,760.00
	13625	Conventiti, Antonella	\$5,396.80
	13626	Gurthet, Andrew	\$2,400.00
	13627	Woods, Marcia	\$1,100.00
	13628	Medicare & FICA	\$597.47
	13629	Active Employee Benefits	\$900.78
	13630	Retired Employee Benefits	\$1,443.27
	Subtotal:		
Total Monthly Expenses:			\$51,986.49

DETAILED MONTHLY INCOME		
Fund	Income Source	Amount
SMC Trust	Filing Fees	\$45,066.41
	Interest	\$337.30
	Credits/Refunds	\$0.00
	Other	\$0.00
	Subtotal:	\$45,403.71
CitiBank	Photocopier	\$94.80
	Computer Printing	\$132.20
	Conference Room Rental	\$50.00
	Deed Form Sales	\$50.00
	MCLE Tape Circulation	\$0.00
	24-hour Material Circulation	\$59.00
	Extra Computer Time	\$0.00
	Lost Book Replacement	\$0.00
	Vendor Credits/Refunds	\$0.00
	SVCF Deposits	\$0.00
	Grants	\$0.00
	Overdue Fines	\$0.00
	Transfers	\$0.00
	Square Transactions	\$66.49
	Other	\$0.00
Subtotal:	\$452.49	
Total Monthly Income:		\$45,856.20

Expense Category	August Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$12,320.00	\$0.00	\$12,320.00	\$30,800.00	\$0.00	
Part time	\$5,513.00	\$0.00	\$5,513.00	\$14,246.00		
Subtotal :	\$17,833.00	\$0.00	\$17,833.00	\$45,046.00	\$0.00	\$0.00
BENEFITS						
CalPERS Retirement	\$4,953.31	\$0.00	\$4,953.31	\$4,953.31		
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$44,742.00		
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00		
Medicare & FICA	\$597.47	\$0.00	\$597.47	\$1,530.59		
Active Employee Benefits	\$900.78	\$0.00	\$900.78	\$1,801.56		
Retired Employee Benefits	\$1,443.27	\$0.00	\$1,443.27	\$2,886.54		
Subtotal :	\$7,894.83	\$0.00	\$7,894.83	\$55,914.00	\$0.00	\$0.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00		
Print Resources	\$12,554.90	\$30.80	\$12,585.70	\$12,619.14		
Electronic Resources	\$5,551.00	\$56.00	\$5,607.00	\$5,607.00		
Subtotal :	\$18,105.90	\$86.80	\$18,192.70	\$18,226.14	\$0.00	\$0.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$3,796.00	\$3,796.00	\$3,796.00		
Copy Machines	\$208.68	\$0.00	\$208.68	\$208.68		
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00		
Office Supplies	\$62.33	\$0.00	\$62.33	\$101.83		
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00		
Catering	\$0.00	\$0.00	\$0.00	\$49.70		
Tech Support	\$1,240.64	\$0.00	\$1,240.64	\$1,240.64		
Support Software	\$0.00	\$0.00	\$0.00	\$0.00		
Building Maintenance	\$2,628.43	\$0.00	\$2,628.43	\$2,628.43		
Services	\$0.00	\$0.00	\$0.00	\$0.00		
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00		
Dues	\$0.00	\$25.00	\$25.00	\$341.00		
Telecommunications	\$0.00	\$80.25	\$80.25	\$160.50		
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00		
Promotional	\$0.00	\$0.00	\$0.00	\$0.00		
Transfers	\$0.00	\$0.00	\$0.00	\$0.00		
Citibank Service Charges	\$0.00	\$24.63	\$24.63	\$57.93		
Miscellaneous	\$0.00	\$0.00	\$0.00	\$24.00		
Subtotal :	\$4,140.08	\$3,925.88	\$8,065.96	\$8,608.71	\$0.00	\$0.00
TOTAL:	\$47,973.81	\$4,012.68	\$51,986.49	\$127,794.85	\$0.00	\$0.00

Income Category	August Income	YTD Income	YTD Monthly Average
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)			
Filing Fees	\$45,066.41	\$83,660.67	\$41,830.34
Interest	\$337.30	\$337.30	\$168.65
Credits/Refunds	\$0.00	\$505.95	\$252.98
Other	\$0.00	\$0.00	\$0.00
Subtotal:	\$45,403.71	\$84,503.92	
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)			
Photocopier	\$94.80	\$207.80	\$103.90
Computer Printing	\$132.20	\$221.20	\$110.60
Conference Room Rental	\$50.00	\$225.00	\$112.50
Deed Form Sales	\$50.00	\$120.00	\$60.00
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$59.00	\$189.00	\$94.50
Extra Computer Time	\$0.00	\$5.00	\$2.50
Lost Book Replacement	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$0.00	\$0.00
SVCF Deposits	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$40.00	\$20.00
Transfers	\$0.00	\$0.00	\$0.00
Square Transactions	\$66.49	\$91.03	\$45.52
Other	\$0.00	\$0.00	\$0.00
Subtotal:	\$452.49	\$1,099.03	
TOTAL:	\$45,856.20	\$85,602.95	

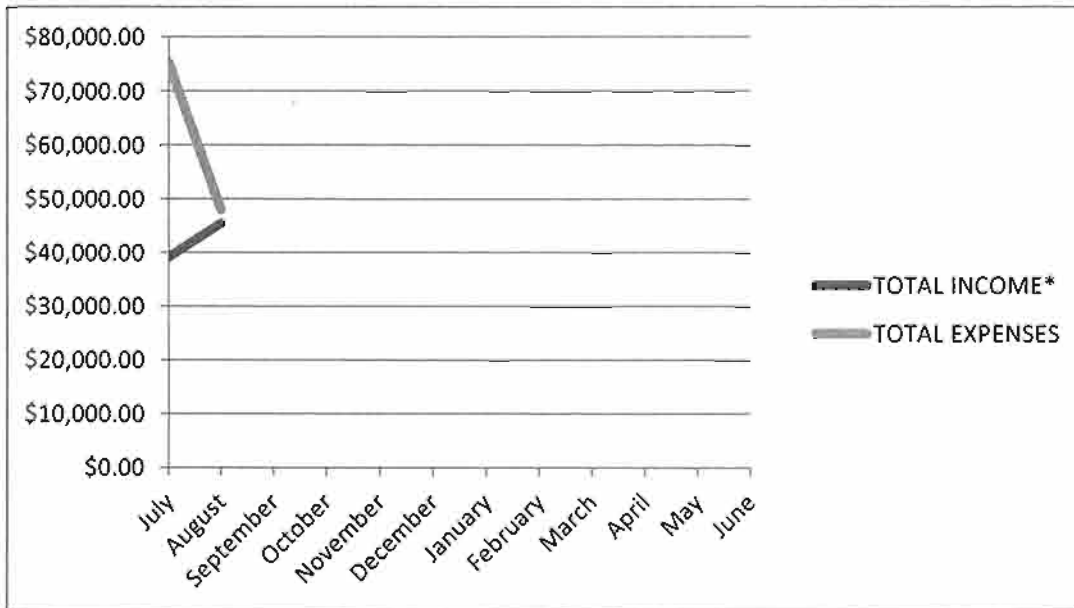
Transaction Date	Item	Debit	Credit	BALANCE	
			Beginning Balance 7/1/2021:	\$28,158.35	
			Beginning Balance 8/1/2021:	\$27,606.70	
AUGUST					
8/2/2021	Library Monthly Deposit (July deposit)		\$582.00	\$28,188.70	
8/3/2021	Square (patron printing)		\$4.77	\$28,193.47	
8/5/2021	Cal Court Association (Juvenile Procedures CD 2021)	\$56.00		\$28,137.47	
8/6/2021	Square (patron printing)		\$12.07	\$28,149.54	
8/10/2021	Service charge	\$24.63		\$28,124.91	
8/12/2021	Square (patron printing)		\$14.40	\$28,139.31	
8/17/2021	AT&T	\$80.25		\$28,059.06	
8/17/2021	Philadelphia Insurance (Ck. #274 / Flexi Plus Five annual renev	\$3,796.00		\$24,263.06	
8/18/2021	SJ Mercury News (monthly subscription)	\$15.65		\$24,247.41	
8/19/2021	Square (patron printing)		\$3.80	\$24,251.21	
8/20/2021	Square (patron printing)		\$7.20	\$24,258.41	
8/23/2021	Wall Street Journal (monthly subscription)	\$15.15		\$24,243.26	
8/30/2021	Cal Court Association (Ck. #276 / Annual membership)	\$25.00		\$24,218.26	
8/31/2021	Square (patron printing)		\$24.25	\$24,242.51	
8/31/2021	Library Monthly Deposit		\$386.00	\$24,628.51	
TOTALS:		\$4,012.68	\$1,034.49		
				Ending Balance 8/31/21:	\$24,628.51
				Monthly Difference:	-2,978.19
				YTD Difference:	-3,529.84

CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$39,100.21	\$75,232.17	\$707,137.89
August	\$45,403.71	\$47,973.81	\$704,567.79
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$84,503.92	\$123,205.98	

YTD Difference	-\$38,702.06
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* Total income deposited in County Trust Fund



FY 2020-2021 FINAL SUMMARY

FY2020-2021 Final Summary

	FY20-21 Income	FY20-21 Expenses	Difference	Comments
Jul-20	\$35,599.83	\$33,309.14	\$2,290.69	
Aug-20	\$38,609.89	\$44,391.36	-\$5,781.47	
Sep-20	\$38,550.24	\$44,600.27	-\$6,050.03	
Oct-20	\$43,603.32	\$53,475.60	-\$9,872.28	
Nov-20	\$156,896.20	\$41,634.98	\$115,261.22	High income month due to \$105K State allocation
Dec-20	\$45,091.58	\$35,647.99	\$9,443.59	
Jan-21	\$42,165.35	\$73,879.75	-\$31,714.40	High expense month due to Dec. operational costs paid in Jan.
Feb-21	\$48,820.38	\$75,430.43	-\$26,610.05	High expense month due to CalPERS Prefunding payment of \$30K
Mar-21	\$75,835.13	\$64,842.21	\$10,992.92	High Income month due to \$38K Foundation transfer
Apr-21	\$43,063.15	\$39,349.22	\$3,713.93	
May-21	\$61,685.10	\$40,401.01	\$21,284.09	High income month due to \$11,500 SVCF deposits (excess of \$250k)
Jun-21	\$56,903.72	\$50,218.09	\$6,685.63	
YTD:	\$686,823.89	\$597,180.05	\$89,643.84	

FY 2021-2022 FINAL PROPOSED BUDGET

FY2020-2021 BUDGET

Expenses	PRIOR 2 YEARS EXPENDITURES, INCOME, AND BUDGETS						PROPOSED BUDGET		
	FY19-20 Budget	FY19-20 Final Expenditures	FY19-20 Income*	FY20-21 Budget	FY20-21 Final Expenditures	FY20-21 Income	FY21-22 Budget	FY21-22 Anticipated Income	FY21-22 Budget with ADG full time starting 10/1
SALARIES									
Full time	\$145,000.00	\$149,477.60		\$160,160.00	\$160,160.00		\$171,000.00		\$227,250.00
Part time	\$84,000.00	\$79,294.60		\$72,797.00	\$72,797.00		\$80,000.00		\$51,500.00
BENEFITS									
CalPERS Retirement	\$22,500.00	\$22,213.24		\$23,903.04	\$23,903.04		\$25,700.00		\$35,000.00
CalPERS UAL	\$32,000.00	\$32,272.56		\$38,919.12	\$38,919.12		\$46,500.00		\$46,500.00
CalPERS Pension Prefunding					\$30,000.00		\$0.00		\$0.00
Medicare & FICA	\$2,730.00	\$3,282.82		\$3,300.00	\$4,253.73		\$6,000.00		\$6,000.00
Prior OASDI							\$21,400.00		\$21,400.00
Active Employee Benefits	\$18,500.00	\$10,683.54		\$11,100.00	\$10,741.32		\$11,000.00		\$18,000.00
Retired Employee Benefits	\$19,700.00	\$19,730.16		\$20,000.00	\$18,850.80		\$20,000.00		\$20,000.00
PRINT & ELECTRONIC RESOURCES									
New Resources	\$4,500.00	\$5,575.05		\$0.00	\$0.00		\$2,000.00		\$2,000.00
Print Subscriptions	\$96,000.00	\$92,211.67		\$103,000.00	\$106,239.34		\$106,500.00		\$106,500.00
Electronic Subscriptions	\$119,200.00	\$94,931.80		\$114,000.00	\$77,812.62		\$50,000.00		\$50,000.00
OPERATIONAL EXPENSES									
Insurance	\$7,000.00	\$7,846.00		\$8,000.00	\$7,749.00		\$7,500.00		\$7,500.00
Copy Machines	\$2,600.00	\$2,590.68		\$2,600.00	\$2,501.28		\$2,600.00		\$2,600.00
Capital Improvements	\$6,000.00	\$8,053.56		\$0.00	\$0.00		\$0.00		\$0.00
Office Supplies	\$1,800.00	\$2,186.80		\$2,200.00	\$2,223.00		\$1,800.00		\$1,800.00
Use Tax	\$0.00	\$0.61		\$0.00	\$0.00		\$0.00		\$0.00
Catering	N/A	\$970.04		\$1,400.00	\$92.91		\$1,000.00		\$1,000.00
Tech Support	\$10,000.00	\$13,601.46		\$10,000.00	\$7,167.50		\$8,000.00		\$8,000.00
Support Software	\$2,500.00	\$2,510.27		\$2,700.00	\$3,607.20		\$4,000.00		\$4,000.00
Building Maintenance	\$11,000.00	\$7,458.96		\$12,800.00	\$2,693.14		\$4,000.00		\$4,000.00
Services	\$5,000.00	\$3,786.98		\$4,000.00	\$20,350.59		\$20,500.00		\$20,500.00
Educational/Professional	N/A	\$3,902.95		\$4,000.00	\$554.87		\$500.00		\$500.00
Dues	N/A	\$805.00		\$800.00	\$760.00		\$800.00		\$800.00
Telecommunications	N/A	\$982.20		\$1,000.00	\$1,380.21		\$2,000.00		\$2,000.00
Travel Expenses	N/A	\$1,442.00		\$1,500.00	\$43.17		\$1,500.00		\$1,500.00
Promotional	N/A	\$287.43		\$300.00	\$145.35		\$200.00		\$200.00
Transfers	N/A	\$0.00		\$0.00	\$0.00		\$0.00		\$0.00
CitiBank Service Charges	N/A	\$306.31		\$350.00	\$370.27		\$380.00		\$380.00
Miscellaneous	\$800.00	\$1,668.23		\$1,800.00	\$4,504.18		\$1,200.00		\$1,200.00
TOTALS	\$590,830.00	\$568,072.52	\$612,540.00	\$600,629.16	\$597,819.64	\$686,823.89	\$596,080.00	\$806,323.00	\$640,830.00

TRAFFIC CLINIC STATUS REPORT

TO: JENIFFER ALCANTARA

FROM: TANYA BOTH

DATE: SEPTEMBER 16, 2021

CC: CAROLINE BRACCO

Objective:

Provide high quality assistance with traffic issues to reduce barriers to access during the closure of the traffic clerk's office. The clinic intended to reach customers with barriers including limited English proficient, limited knowledge of computers, limited literacy, and confusion regarding online processes.

Discussion:

The first six sessions of the project have been highly successful. Based on the success of the first three sessions of the clinic, the clinic went from a bi-weekly program to a weekly program.

Clinic Dates:

7/23/2021	[Bi-Weekly]
8/06/2021	
8/20/2021	[Became Weekly]
8/27/2021	
9/03/2021	
9/10/2021	
9/17/2021	<i>[Data from this date onward not yet available]</i>
9/24/2021	<i>[Additional Dates TBD]</i>

Due to extremely limited court staffing resources, the Law Library was the lead partner on this project. The project manager on the Law Library side was Caroline Bracco, Law Library Director. The Law Library Foundation has generously supported this program with a grant award, allowing the Law Library to hire part-time assistance for traffic issues. Both individuals selected by the library are bilingual English-Spanish speakers.

Customers coming to the clinic, have nearly all been within the target audience of the clinic. We have had a significant portion of the attendees who are much more comfortable speaking in Spanish. We have also had a significant percentage of attendees who speak English at a conversational level but are not comfortable navigating online in

English and/or do not have the vocabulary necessary to navigate court webpages (as this requires specialized vocabulary).

Resources Used:

The clinic had the following start-up costs:

- Staff time for training from the clerk’s office.
- Development of flyers and sign-in sheets.
- Staff time to learn more about the subject matter.

Each clinic also had the following needs:

- The largest cost for the clinic was staffing.
 - The clinic was primarily staffed by the law library.
 - The court provided one staff member to allow access to the space, allow access to the copier, facilitate communication with the clerk’s office, and to look up cases in Odyssey for the clinic attendees when necessary.
- Printing costs for monthly flyers.
- Cost for printing/copying at the clinic.
- Envelopes for use of the drop-box.
- Miscellaneous office supplies (e.g. paper, correction tape, pens).
- Use of existing resources – office space, waiting area, computer clinic, and printer access. (There was no actual increased cost incurred, but we did need use of these resources.)

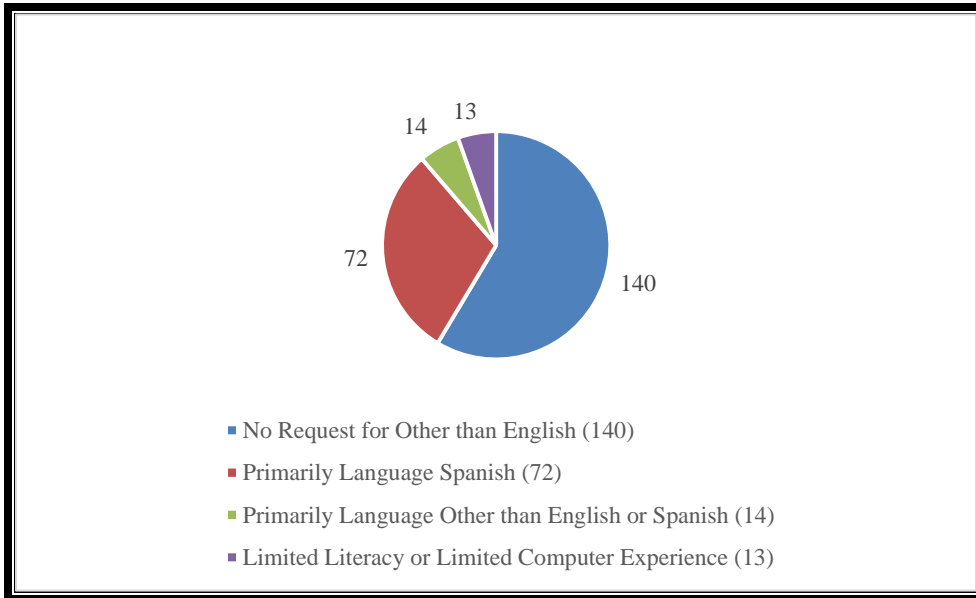
Outcomes:

During the first 6 weeks of the clinic, the clinic assisted approximately 239 customers.¹ Most customers who attended indicated that they were not able to accomplish their goal online. Most did not describe themselves as having technological or literacy limitations. These customers who were not able to self-assist using solely the website, were in some cases able to use online resources with guidance and assistance from clinic staff. One limitation of using the website alone was that customers were confused as to the available options. Aside from tickets that were solely needing proof of correction, our interactions with customers required that we explain the current status of their ticket and the available options.

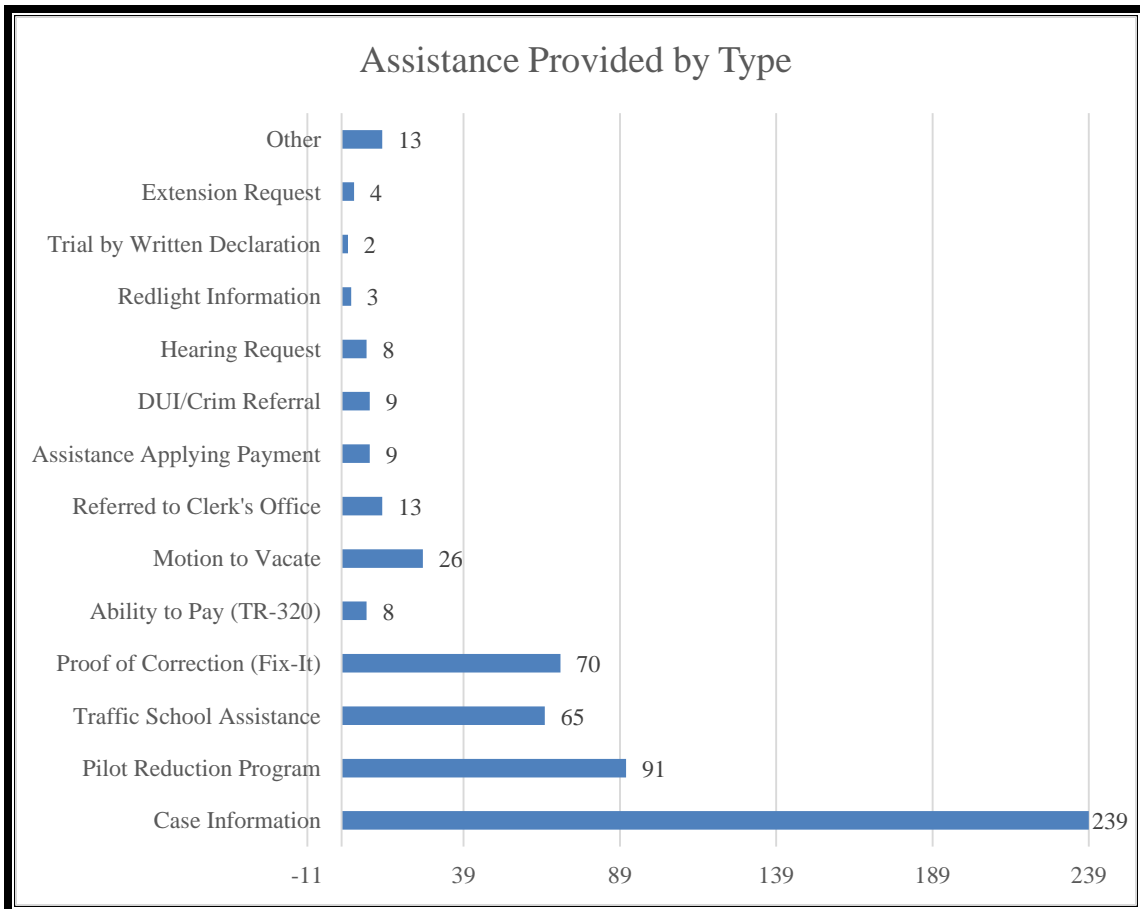
As indicated above one of the target audiences for the clinic were customers with limited English proficiency. During this initial phase, 36% of our customers had limited English proficiency. Of the remainder, only 13 indicated they had limited literacy or limited computer experience. However, based on the assistance requested, computer navigation was clearly a core issue for a significant portion of customers.

¹ Customers were undercounted during the first two weeks of the clinic.

Language and literacy as indicated by customers:



The types of requested assistance were as follows:



Questions / Issues for Discussion:

- 1) San Mateo's schedule for implementation of the Ability-to Pay-Legislation is still unknown as of the date of this report.
- 2) How long will the fine reduction pilot program be available?

(Will it be available after the roll-out of the Ability-to-Pay program to allow processing of traffic school cases.)
- 3) What is the role of the traffic clinic once the clerk's office re-opens?

Ideas for Related Improvements

- 1) Increase the navigability of the website.
- 2) Provide translation of key portions of the website.
- 3) Assist with development of statewide resources for multilingual traffic school.
- 4) Develop a visual infographic regarding the aging of a traffic ticket so that customers can understand their options and next steps.