



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

August 16, 2018

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, August 23, 2018, 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. Approval of Minutes of the June, 2018 meeting. (2.5)
b. Acceptance of Report of Expenses for Period 12 (June) of FY 2017-2018 (pages 3-9) and Period 1 (July) FY 2018-2019 (pages 10-13)
c. Discussion/Informational Updates and Policy Decisions:
 - New WestLaw Contract
 - New Lexis Contract
 - SVCF Grant from Nancy Desantis-Vannice
 - Foundation report: October Fundraiser
 - Other matters of Interest
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. **ADJOURNMENT**

NEXT MEETING: September 27, 2018

Mark Your Calendar!

2018 San Mateo County Law Library Board of Trustees Meeting Schedule:

- September 27, 2018
- October 25, 2018
- December 6, 2018

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

Date: June 28, 2018

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

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	V. RAYMOND SWOPE
Trustee:	CAROLE GROOM
Trustee:	JOSEPH C. SCOTT
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.

- a. Approval of minutes for May 24, 2018 meeting. Schaiman made motion to approve. Scott seconded. Vote for unanimous approval. Minutes moved into record.
- b. Acceptance of report of expenses for period 11 (May) of FY 2017-2018. Income slightly higher than expenditures. Schaiman made motion to approve. Seconded by Wilkins. Unanimous approval. Report of expenses moved into record.
- c. Discussion and information updates & policy decisions: new Xerox machine installed. Further discussion of WestLaw contract renewal. Update from foundation with planned purchase of MCLE Versatape materials with focus on Elimination of Bias and Ethics. California funding approved by governor for county law libraries with allocation specified for San Mateo County of \$300,000. Discussion of planning to save and or start new projects begun.
- d. Bar Association report included discussion of approval of new board and nominations for board positions.
- e. Public comments from Martin Fox including SB 1206.

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

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

Filing Fee Income

	\$47,264.10
TOTAL:	\$47,264.10

Library Generated Income

Copy Machines	\$390.75	
Computer Printer	\$25.00	
Conference Room	\$145.00	
Circulation	\$33.00	
CEB Audio Check Out Fee	\$0.00	
Deed Forms	\$125.25	
Lost Book Payment	\$0.00	
Extra Computer Time	\$30.00	
Vendor Credits/Refunds	\$0.00	
SVCF Withdraws	\$0.00	
Grants	\$0.00	
Credit Card	\$31.81	
Other	\$45.00	
TOTAL:	\$825.81	(deposited into Citibank)

Foundation Generated Income

Used Book Sales	\$321.88	
Donations/Foundation	\$65.67	
	\$387.55	Deposited into Foundation account)

Trial Balance Reported Income

Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.00
Other	\$0.00
TOTAL:	\$278.00

MONTHLY TOTAL INCOME: \$48,367.91 (does not include foundation)

Voucher #	Vender	Amount
11499	CalPERS (100000015266012)	\$503.99
11500	CalPERS (100000015266031)	\$503.99
11501	CalPERS (100000015266049)	\$285.11
11502	CalPERS (100000015266061)	\$285.11
11503	CalPERS (100000015313420)	\$1,375.72
11518	CalPERS (100000015295887)	\$503.99
11519	CalPERS (100000015295901)	\$285.11
11504	California Security	\$26.25
11505	Capitol Enquiry, Inc.	\$21.26
11506	Lexis (Matthew Bender)	\$726.73
11507	Lexis (Advance)	\$3,650.00
11508	Local Government Publications	\$143.56
11509	Office Depot	\$69.10
11510	State Bar of California	\$50.00
11511	Treat, Richard	\$1,000.00
11512	UC Regents (CEB)	\$1,445.61
11513	UBS	\$647.00
11515	West Group (Thomson Reuters)	\$3,140.29
11516	West Group (Westlaw Next)	\$5,213.72
11517	Xerox	\$414.49
11520	Blake, Larry	\$345.00
11521	Bracco, Caroline	\$9,806.40
11522	Brill, Margaret Ruth	\$860.00
11523	Conventiti, Antonella	\$4,460.80
11524	Woods, Marcia	\$1,020.00
11525	Medicare	\$234.98
11526	Active Employee Benefits	\$816.36
11527	Retired Employee Benefits	\$1,487.94
11528	County Charges	\$2,883.29

Total: \$42,205.80

Income for June, Period 12: \$48,367.91

Difference: \$6,162.11

\$6,162.11

INCOME REPORT

FY 2017-18

July August September October November December January February March

FILING FEE INCOME

Filing Fee Income	\$44,329.87	\$47,729.16	\$41,784.06	\$49,298.29	\$45,297.67	\$43,648.46	\$41,577.92	\$42,423.60	\$43,087.13
TOTAL:	\$44,329.87	\$47,729.16	\$41,784.06	\$49,298.29	\$45,297.67	\$43,648.46	\$41,577.92	\$42,423.60	\$43,087.13

LIBRARY GENERATED INCOME

Copy Machines	\$466.35	\$365.64	\$303.65	\$434.85	\$281.40	\$155.75	\$280.35	\$329.20	\$421.50
Computer Printer	\$116.25	\$57.75	\$48.75	\$111.50	\$47.50	\$121.25	\$115.25	\$78.75	\$108.00
Conference Room	\$80.00	\$375.00	\$122.00	\$225.00	\$25.00	\$200.00	\$70.00	\$35.00	\$220.00
Overdue Fines	\$0.00	\$30.00	\$2.00	\$0.00	\$15.00	\$0.00	\$0.00	\$3.00	\$11.00
CEB Audio Check Out Fee	\$10.00	\$75.00	\$5.00	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Deed Forms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reserve Book Fee	\$50.00	\$120.00	\$20.00	\$60.00	\$30.00	\$40.00	\$40.00	\$10.00	\$30.00
Used Book Sales	\$84.00	\$45.00	\$14.00	\$113.00	\$50.00	\$0.00	\$0.00	\$107.00	\$0.00
Lost Book Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Donations	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Extra Computer Time	\$0.00	\$10.00	\$15.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SVCF Withdrawals	\$0.00	\$0.00	\$0.00	\$7,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
Other	\$20.00	\$20.00	\$10.00	\$43.00	\$40.00	\$50.00	\$25.00	\$35.00	\$22.00
TOTAL:	\$836.60	\$1,098.39	\$540.40	\$8,301.35	\$488.90	\$567.00	\$530.60	\$597.95	\$1,712.50

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00	\$0.00	\$601.20	\$0.00	\$0.00	\$605.59	\$0.00	\$0.00
Lehman Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credits/Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$510.65
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$0.00	\$0.00	\$0.00
TOTAL:	\$0.00	\$0.00	\$0.00	\$601.20	\$0.00	\$100,000.00	\$605.59	\$0.00	\$510.65

PERIOD TOTALS

TOTAL:	\$45,166.47	\$48,827.55	\$42,324.46	\$58,200.84	\$45,786.57	\$144,215.46	\$42,714.11	\$43,021.55	\$45,310.28
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INCOME REPORT

April May June July Interest Category Totals

\$40,450.70	\$43,630.75	\$47,264.10		Filing Fee Income	\$530,521.71
\$40,450.70	\$43,630.75	\$47,264.10		TOTAL	\$530,521.71

\$530,521.71 cross check

\$311.65	\$406.00	\$390.75		Copy Machines	\$4,147.09
\$86.00	\$34.00	\$25.00		Computer Printer	\$950.00
\$0.00	\$542.00	\$145.00		Conference Room	\$2,039.00
\$0.00	\$0.00	\$3.00		Overdue Fines	\$64.00
\$0.00	\$0.00	\$0.00		CEB Audio Check Out Fee	\$94.00
\$0.00	\$169.00	\$125.25		Deed Form Sales	\$294.25
\$80.00	\$67.00	\$30.00		Reserve Book Fee	\$577.00
\$0.00	\$0.00	\$0.00		Used Book Sales	\$413.00
\$0.00	\$0.00	\$0.00		Lost Book Payment	\$0.00
\$66.60	\$0.00	\$45.00		Donations	\$121.60
\$0.00	\$10.00	\$30.00		Extra Computer Time	\$75.00
\$0.00	\$0.00	\$0.00		Credits / Refunds	\$0.00
\$0.00	\$0.00	\$0.00		SVCF Withdrawals	\$7,300.00
\$0.00	\$0.00	\$0.00		Grants	\$900.00
\$50.00	\$75.00	\$31.81		Other	\$421.81
\$594.25	\$1,303.00	\$825.81		TOTAL	\$17,396.75

\$17,396.75 cross check

\$973.67	\$0.00	\$0.00		Interest	\$2,180.46
\$0.00	\$0.00	\$0.00		Lehman Bad Debt Recovery	\$0.00
\$0.00	\$233.80	\$278.80		Credits/Refunds	\$1,023.25
\$0.00	\$323.80	\$0.00		Other	\$100,323.80
\$973.67	\$557.60	\$278.80	\$0.00	TOTAL	\$103,527.51

\$103,527.51 cross check

\$42,018.62	\$45,491.35	\$88,368.71	\$0.00	TOTAL	\$651,445.97
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Total Income: \$651,445.97 cross check

EXPENSES Period 12, June	June	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2017-2018
SALARIES				
Full time	\$14,267.20	\$161,908.16	\$136,666.67	\$164,000.00
Part time	\$2,225.00	\$27,970.00	\$27,500.00	\$33,000.00
Medicare	\$234.98	\$2,609.09	\$2,333.33	\$2,800.00
	\$16,727.18	\$192,487.25	\$166,500.00	
BENEFITS				
Retirement	\$2,367.30	\$22,423.80	\$21,333.33	\$25,600.00
Unfunded Accrued Liability	\$1,375.72	\$14,818.35	\$13,750.00	\$16,500.00
Active Employee Benefits	\$816.36	\$29,263.30	\$33,333.33	\$40,000.00
Retired Employee Benefits	\$1,487.94	\$22,818.20	\$20,833.33	\$25,000.00
	\$6,047.32	\$89,323.65	\$89,250.00	
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$5,527.45	\$97,315.94	\$79,583.33	\$95,500.00
Electronic Resources	\$8,863.72	\$104,126.61	\$94,583.33	\$113,500.00
	\$14,391.17	\$201,442.55	\$174,166.67	
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$6,676.00	\$5,000.00	\$6,000.00
Copy Machines	\$414.49	\$4,982.78	\$4,250.00	\$5,100.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$69.10	\$986.76	\$1,250.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$12,250.00	\$10,000.00	\$12,000.00
Support Software	\$0.00	\$10,051.80	\$8,333.33	\$10,000.00
Building Maintenance	\$673.25	\$7,672.48	\$7,666.67	\$9,200.00
CitiBank Transfers	\$0.00	\$900.00	\$2,500.00	\$3,000.00
Services	\$2,883.29	\$8,833.29	\$7,750.00	\$9,300.00
Educational/Professional	\$0.00	\$740.00	\$375.00	\$450.00
Dues	\$0.00	\$0.00	\$625.00	\$750.00
Travel Expenses	\$0.00	\$0.00	\$1,833.33	\$2,200.00
Promotional	\$0.00	\$0.00	\$166.67	\$200.00
Miscellaneous	\$0.00	\$0.00	\$416.67	\$500.00
	\$5,040.13	\$53,093.11	\$50,166.67	
TOTALS	\$42,205.80	\$536,346.56	\$480,083.33	

	Percent	Amount Under/Over	Comments
	118%	\$25,241.49	
	102%	\$470.00	
	112%	\$275.76	
\$199,800.00	116%		
	105%	\$1,090.47	
		\$1,068.35	
	88%	-\$4,070.03	
	110%	\$1,984.87	
\$107,100.00	100%		
	#DIV/0!	\$0.00	
	122%	\$17,732.61	
	110%	\$9,543.28	
\$209,000.00	116%		
	0%	\$0.00	
	134%	\$1,676.00	
	117%	\$732.78	
	0%	\$0.00	
	79%	-\$263.24	
	0%	\$0.00	
	123%	\$2,250.00	
	121%	\$1,718.47	
	100%	\$5.81	
	36%	-\$1,600.00	
	114%	\$1,083.29	
	197%	\$365.00	
	0%	-\$625.00	
	0%	-\$1,833.33	
	0%	-\$166.67	
	0%	-\$416.67	
\$60,200.00	106%		
\$576,100.00	112%	\$56,263.23	

CASH ON HAND REPORT

FY 2017-2018

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$45,166.47	\$16,286.98	\$201,871.50
August	\$48,827.55	\$69,785.41	\$180,913.64
September	\$42,324.46	\$56,804.95	\$166,433.15
October	\$58,200.84	\$43,397.08	\$181,236.91
November	\$45,786.57	\$44,290.29	\$182,733.19
December	\$144,215.46	\$47,583.01	\$279,365.64
January	\$42,714.11	\$49,016.78	\$273,062.97
February	\$42,423.60	\$43,770.98	\$271,715.59
March	\$43,597.78	\$46,483.98	\$269,384.99
April	\$41,424.37	\$42,404.04	\$268,173.52
May	\$44,188.35	\$37,269.47	\$274,768.60
June	\$47,264.10	\$39,322.51	\$283,778.09
July Interest			
TOTALS	\$646,133.66	\$536,415.48	\$283,778.09
Average/Month	\$53,844.47	\$44,701.29	
Difference/Month	\$9,143.18		

Filing Fee Income

	\$49,222.53
TOTAL:	\$49,222.53

Library Generated Income

Copy Machines	\$223.50	
Computer Printer	\$48.50	
Conference Room	\$262.50	
Circulation	\$22.00	
CEB Audio Check Out Fee	\$0.00	
Deed Forms	\$170.00	
Lost Book Payment	\$0.00	
Extra Computer Time	\$0.00	
Vendor Credits/Refunds	\$0.00	
SVCF Withdraws	\$0.00	
Grants	\$2,000.00	
Credit Card	\$27.00	
Other	\$6.00	
TOTAL:	\$2,759.50	(deposited into Citibank)

Foundation Generated Income

Used Book Sales	\$71.00	
Donations/Foundation	\$87.10	
	\$158.10	Deposited into Foundation

Trial Balance Reported Income

Interest	\$0.00
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.00
Other	\$0.00
TOTAL:	\$278.00

MONTHLY TOTAL INCOME: \$52,260.03 (does not include foundation)

Voucher #	Vender	Amount
11518	CalPERS (100000015295887)	\$503.99
11519	CalPERS (100000015295901)	\$285.11
11520	CalPERS (100000015295908)	\$285.11
11523	CalPERS (100000015347245)	\$2,016.23
11524	California Court Association	\$112.00
11525	California Security	\$26.25
11526	Daily Journal	\$278.00
11527	Lexis (Matthew Bender)	\$1,145.34
11528	Lexis (Advance)	\$3,650.00
11529	LexisNexis (Matthew Bender)	\$312.11
11530	NCLC Digital Library	\$870.00
11531	Treat, Richard	\$1,231.00
11532	UC Regents (CEB)	\$3,009.62
11533	UBS	\$647.00
11534	UBS	\$85.00
11535	West Group (Thomson Reuters)	\$2,721.60
11536	West Group (Westlaw Next)	\$5,213.72
11537	Xerox	\$12.72
11538	Xerox	\$18.60
11539	Cavanaugh/Smith/Habel Ins.	\$3,015.00
11540	Blake, Larry	\$345.00
11541	Bracco, Caroline	\$6,537.60
11542	Brill, Margaret Ruth	\$1,200.00
11543	Conventiti, Antonella	\$4,460.80
11544	Woods, Marcia	\$1,160.00
11545	Medicare	\$196.13
11546	Active Employee Benefits	\$816.36
11547	Retired Employee Benefits	\$1,487.94
11548	County Charges	\$0.00

Total: \$41,642.23

Income for July, Period 1: \$52,260.03

Difference: \$10,617.80

\$10,617.80

INCOME REPORT

July August September October Category Totals

FILING FEE INCOME

Filing Fee Income	\$49,222.53				\$49,222.53
TOTAL:	\$49,222.53	\$0.00	\$0.00	\$0.00	\$49,222.53

\$49,222.53 cross check

LIBRARY GENERATED INCOME

Copy Machines	\$223.50				\$223.50
Computer Printer	\$48.50				\$48.50
Conference Room	\$262.50				\$262.50
Overdue Fines	\$2.00				\$2.00
CEB Audio Check Out Fee	\$0.00				\$0.00
Deed Forms	\$170.00				\$170.00
Reserve Book Fee	\$20.00				\$20.00
Credit/Square	\$27.00				\$27.00
Lost Book Payment	\$0.00				\$0.00
Donations	\$0.00				\$0.00
Extra Computer Time	\$0.00				\$0.00
Vendor Credits/Refunds	\$0.00				\$0.00
SVCF Withdrawals	\$0.00				\$0.00
Grants	\$2,000.00				\$2,000.00
Other	\$6.00				\$6.00
TOTAL:	\$2,759.50	\$0.00	\$0.00	\$0.00	\$2,759.50

\$2,759.50 cross check

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00				\$0.00
Lehman Bad Debt Recovery	\$0.00				\$0.00
Credits/Refunds	\$278.80				\$278.80
Other	\$0.00				\$0.00
TOTAL:	\$278.80	\$0.00	\$0.00	\$0.00	\$278.80

PERIOD TOTALS

TOTAL:	\$52,260.83	\$0.00	\$0.00	\$0.00	\$52,260.83
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\$52,260.83

\$52,260.83 cross check

CASH ON HAND REPORT

FY 2018-2019

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$49,500.53	\$41,642.23	\$292,089.82
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July Interest			
TOTALS	\$49,500.53	\$41,642.23	
Average/Month	\$49,500.53	\$41,642.23	
Difference/Month	\$7,858.30		