



**SAN MATEO COUNTY LAW LIBRARY**  
710 Hamilton Street  
Redwood City, CA 94063  
650-363-4913  
[www.smclawlibrary.org](http://www.smclawlibrary.org)

January 17, 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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*Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Law Library at least three (3) days prior to the meeting. Notification in advance of the meeting will enable the Law Library to make reasonable arrangements to ensure accessibility to this meeting and materials related to it.*

*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, January 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. Approval of Minutes of the December 6, 2018 meeting (page 3)  
b. Acceptance of Report of Expenses for Period 5 (November) and Period 6 (December) FY 2018-2019 (pages 4-18)  
c. Discussion/Informational Updates and Policy Decisions:
  - Department of Public Works Move-In
  - State funding and lobbying
  - Community Law Night
  - Foundation update
  - Other matters of Interest
- d. Report of the San Mateo County Bar Association
- e. Public open comment.

3. **ADJOURNMENT**

**NEXT MEETING: February 28, 2019**

**Mark Your Calendar!**

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

- March 28, 2019
- April 25, 2019
- May 23, 2019
- June 27, 2019
- August 22, 2019
- September 26, 2019
- October 24, 2019
- December 5, 2019

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

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Date: December 6, 2018

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

Members in attendance:

President:	STEVE SCHAIMAN
Trustee	ROBERT D. FOILES
Trustee:	V. RAYMOND SWOPE
Trustee:	JOSEPH C. SCOTT
Trustee:	PAUL WILKINS
Trustee:	JACQUELYN BROWN

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION

2. REGULAR SESSION

The meeting convened at 12:25 pm in Regular Session.

- a. Approval of minutes for October 25, 2018 meeting pending correction of David Silberman's name. Swope made motion to approve. Wilkins seconded. Vote for unanimous approval. Minutes moved into record.
- b. Acceptance of report of expenses for period 5 (October) of FY 2018. Currently under budget on all things but part time workers and Unfunded Accrued Liability. Schaiman made motion to approve. Seconded by Foiles. Unanimous approval. Report of expenses moved into record.
- c. Discussion and information updates & policy decisions: new security system installed. Grant through SVCF for reimbursement for Antonella. Caroline met with Canada Paralegal program to develop partnership. Department of Public Works moving into the second floor
- d. Bar Association report: calling for more vetting before publication of HereSay.
- e. Public comments from Martin Fox including changes to behavioral health and a shelter crisis declared by Human Services Agency.

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

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

**Filing Fee Income**

Filing Fees	\$44,995.34
<b>TOTAL:</b>	<b>\$44,995.34</b>

**Library Generated Income**

Copy Machines	\$473.00
Computer Printer	\$238.00
Conference Room	\$137.00
Overdue Fines	\$13.00
CEB Audio Check Out Fee	\$0.00
Deed Forms	\$155.00
Reserve Book Fee	\$30.00
Lost Book Payment	\$0.00
Notary	\$120.00
Square	\$11.67
Donations	\$0.00
Extra Computer Time	\$40.00
Vendor Credits/Refunds	\$0.00
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$0.00
<b>TOTAL:</b>	<b>\$1,217.67</b>

(Deposited to Citibank Account)

**Trial Balance Reported Income**

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

**MONTHLY TOTAL INCOME: \$46,491.01**

Voucher #	Vender	Amount
11634	CalPERS (100000015387984)	\$519.48
11635	CalPERS (100000015388036)	\$292.00
11636	CalPERS (100000015427311)	\$519.48
11637	CalPERS (100000015427342)	\$292.00
11638	CalPERS (100000015444324)	\$2,016.23
11663	CalPERS (100000015463905)	\$519.48
11664	CalPERS (100000015463914)	\$292.00
11639	California Security	\$156.25
11640	California Security	\$618.80
11641	James Publishing	\$233.80
11642	Lexis (Advance)	\$3,650.00
11643	Lexis (Matthew Bender)	\$1,949.15
11644	Office Depot	\$85.93
11645	Treat, Richard	\$1,000.00
11646	UC Regents (CEB)	\$2,161.11
11647	UC Regents (CEB)	\$165.64
11648	UBS	\$119.54
11649	UBS	\$647.00
11650	West Group (Thomson Reuters)	\$2,383.82
11651	West Group (Westlaw Next)	\$5,605.10
11652	Xerox	\$264.40
11653	Blake, Larry	\$253.00
11654	Blake, Marisol	\$220.00
11655	Bracco, Caroline	\$6,537.60
11656	Brill, Margaret Ruth	\$850.00
11657	Conventiti, Antonella	\$4,460.80
11658	Woods, Marcia	\$1,390.00
11659	Medicare	\$196.25
11660	Active Employee Benefits	\$816.36
11661	Retired Employee Benefits	\$1,487.94
11662	County Charges	\$0.00

Citibank \$ 698.74

**Total: \$40,401.90**

**Income for November, Period 5: \$46,491.01**

**Net Difference: \$6,089.11**

Date	Description	Debit	Credit
11-28-2018	DEBIT PURCHASE Nov 26 4910POWTOON.COM STANMORE GBR18331	\$ 228.00	
11-23-2018	DEBIT PURCHASE Nov 20 4910EB QUICKBOOKS MADE EA 8014137200 CA 18325	\$ 38.77	
11-20-2018	DEBIT PURCHASE Nov 18 4910SAVERS - 1007 REDWOOD CITY CA 18323	\$ 16.30	
11-20-2018	DEBIT PURCHASE Nov 17 4910WWW*EARTHLINK.NET 800-719-4660 GA 18321	\$ 19.95	
11-20-2018	DEBIT PURCHASE Nov 16 4910ATT*BILL PAYMENT 800-288-2020 TX 18321	\$ 55.00	
11-08-2018	SERVICE CHARGEACCT ANALYSIS DIRECT DB	\$ 26.97	
11-06-2018	DEBIT PIN PURCHASE 4910SAFEWAY STORE 0305 REDWOOD CITY CAUS0515	\$ 20.00	
11-02-2018	DEP CHECK RETD	\$ 61.50	
11-02-2018	DEP CHECK RETD	\$ 107.25	
11-02-2018	DEP CHECK RETD	\$ 125.00	

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Voucher #	Vender	Amount
11665	CalPERS (100000015463910)	\$519.48
11666	CalPERS (100000015463916)	\$292.00
11667	CalPERS (100000015484766)	\$519.48
11668	CalPERS (100000015484820)	\$292.00
11669	CalPERS (100000015506637)	\$2,016.23
11665	CalPERS (100000015463910)	\$131.70
11666	CalPERS (100000015463916)	\$26.25
11667	CalPERS (100000015484766)	\$3,650.00
11668	CalPERS (100000015484820)	\$1,949.15
11669	CalPERS (100000015506637)	\$25.24
11675	Treat, Richard	\$1,280.00
11676	UC Regents (CEB)	\$3,590.48
11677	UBS	\$647.00
11678	West Group (Thomson Reuters)	\$1,908.00
11679	West Group (Thomson Reuters)	\$2,383.82
11680	West Group (Westlaw Next)	\$5,605.10
11681	Xerox	\$206.83
11682	Xerox	\$206.54
11653	Blake, Larry	\$253.00
11654	Blake, Marisol	\$210.00
11655	Bracco, Caroline	\$6,537.60
11656	Brill, Margaret Ruth	\$1,050.00
11657	Conventiti, Antonella	\$4,460.80
11658	Woods, Marcia	\$1,250.00
11659	Medicare	\$196.99
11660	Active Employee Benefits	\$816.36
11661	Retired Employee Benefits	\$1,487.94
11662	County Charges	\$3,442.71
	Citibank	\$732.40

**Total: \$45,687.10**

**Income for December, Period 6: \$390,321.53**  
**Net Difference: \$344,634.43**

**Filing Fee Income**

Filing Fees	\$52,753.23
<b>TOTAL:</b>	<b>\$52,753.23</b>

**Library Generated Income**

Copy Machines	\$335.00
Computer Printer	\$11.00
Conference Room	\$287.50
Overdue Fines	\$0.00
CEB Audio Check Out Fee	\$15.00
Deed Forms	\$75.00
Reserve Book Fee	\$10.00
Lost Book Payment	\$0.00
Notary	\$55.00
Square	\$67.34
Donations	\$0.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$0.00
<b>TOTAL:</b>	<b>\$855.84</b>
SVCF Withdraws	\$2,523.00
Grants	\$4,000.00
Other	\$329,978.00
<b>TOTAL:</b>	<b>\$336,501.00</b>

Deposited into Citibank

Antonella's tuition  
 From Foundation  
 State Funding

**Trial Balance Reported Income**

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

**MONTHLY TOTAL INCOME: \$390,388.87**



Voucher #	Vender	Amount
11665	CalPERS (100000015463910)	\$519.48
11666	CalPERS (100000015463916)	\$292.00
11667	CalPERS (100000015484766)	\$519.48
11668	CalPERS (100000015484820)	\$292.00
11669	CalPERS (100000015506637)	\$2,016.23
11665	CalPERS (100000015463910)	\$131.70
11666	CalPERS (100000015463916)	\$26.25
11667	CalPERS (100000015484766)	\$3,650.00
11668	CalPERS (100000015484820)	\$1,949.15
11669	CalPERS (100000015506637)	\$25.24
11675	Treat, Richard	\$1,280.00
11676	UC Regents (CEB)	\$3,590.48
11677	UBS	\$647.00
11678	West Group (Thomson Reuters)	\$1,908.00
11679	West Group (Thomson Reuters)	\$2,383.82
11680	West Group (Westlaw Next)	\$5,605.10
11681	Xerox	\$206.83
11682	Xerox	\$206.54
11653	Blake, Larry	\$253.00
11654	Blake, Marisol	\$210.00
11655	Bracco, Caroline	\$6,537.60
11656	Brill, Margaret Ruth	\$1,050.00
11657	Conventiti, Antonella	\$4,460.80
11658	Woods, Marcia	\$1,250.00
11659	Medicare	\$196.99
11660	Active Employee Benefits	\$816.36
11661	Retired Employee Benefits	\$1,487.94
11662	County Charges	\$3,442.71
	Citibank	\$732.40

**Total: \$45,687.10**

**Income for December, Period 6: \$390,388.87**  
**Net Difference: \$344,701.77**



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## Account Details

Business Checking-7981

On Deposit: \$ 5,227.95

Available Now: \$ 5,227.95

On Deposit: \$ 5,227.95  
Available Now: \$ 5,227.95

## Transaction Details - FILTER Debits - PERIOD 12-01-2018 - 12-31-2018

\*Pending This activity occurred after the close of the last business day.

Activity from 12-01-2018 to 12-31-2018

Date	Description	Debit	Credit
12-28-2018	DEBIT PURCHASE Dec 26 4910CAL CHAMBER OF COMMER 8003318877 CA 18361	\$ 37.56	
12-21-2018	CHECK 231	\$ 100.00	
12-21-2018	CHECK 232	\$ 100.00	
12-21-2018	CHECK 233	\$ 150.00	
12-19-2018	DEBIT PURCHASE Dec 17 4910ATT*BILL PAYMENT 800-288-2020 TX 18352	\$ 55.00	
12-18-2018	DEBIT PURCHASE Dec 17 4910WWW*EARTHLINK.NET 800-719-4660 GA 18351	\$ 19.95	
12-10-2018	SERVICE CHARGEACCT ANALYSIS DIRECT DB	\$ 62.35	
12-10-2018	DEBIT PURCHASE Dec 06 4910GRACIES DELECTABLES SAN CARLOS CA 18341	\$ 115.58	
12-07-2018	DEBIT PURCHASE Dec 04 4910UC HASTINGS PARKING G SAN FRANCISCO CA 18340	\$ 27.00	
12-06-2018	DEBIT PIN PURCHASE 4910SAFEWAY STORE 0305 REDWOOD CITY CAUS0515	\$ 40.49	

Date	Description	Debit	Credit
12-04-2018	DEBIT PURCHASE Nov 30 4910KRISTI MARIES REDWOOD CITY CA 18337	\$ 24.47	

Account activity is provided for your information only and is subject to revision. It is not a substitute for your periodic statement which is the official record of your account.

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INCOME REPORT

July August September October November December January February

FILING FEE INCOME

Filing Fee Income	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	\$44,995.34	\$52,753.23	\$0.00	\$0.00
<b>TOTAL:</b>	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	\$44,995.34	\$52,753.23	\$0.00	\$0.00

LIBRARY GENERATED INCOME

Copy Machines	\$223.50	\$310.50	\$493.00	\$585.00	\$473.00	\$335.00		
Computer Printer	\$48.50	\$52.00	\$19.00	\$396.75	\$238.00	\$11.00		
Conference Room	\$262.50	\$219.50	\$150.00	\$237.50	\$137.00	\$287.50		
Overdue Fines	\$2.00	\$9.00	\$5.00	\$3.00	\$13.00	\$0.00		
Auto Check Out Fee	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$15.00		
Deed Forms	\$170.00	\$147.00	\$132.00	\$95.00	\$155.00	\$75.00		
Reserve Book Fee	\$20.00	\$60.00	\$85.00	\$40.00	\$30.00	\$10.00		
Credit/Square	\$27.00	\$5.93	\$0.00	\$334.23	\$11.67	\$67.34		
1st Book Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Auto Computer Time	\$0.00	\$10.00	\$0.00	\$35.00	\$40.00	\$0.00		
Printer Credits/Refunds	\$0.00	\$233.00	\$50.00	\$0.00	\$0.00	\$0.00		
SVC Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,523.00		
Grants	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00		
Other	\$6.00	\$55.00	\$45.00	\$71.00	\$0.00	\$336,501.00		
<b>TOTAL:</b>	\$2,759.50	\$1,101.93	\$989.00	\$1,797.48	\$1,097.67	\$343,824.84	\$0.00	\$0.00

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00	\$0.00	\$1,475.94	\$0.00	\$0.00		
Bad Debt Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Credits/Refunds	\$278.80	\$418.20	\$278.80	\$278.80	\$278.80	\$278.80		
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>TOTAL:</b>	\$278.80	\$418.20	\$278.80	\$1,754.74	\$278.80	\$278.80	\$0.00	\$0.00

PERIOD TOTALS

<b>TOTAL:</b>	\$52,260.83	\$46,732.69	\$46,842.05	\$53,165.14	\$46,371.81	\$396,856.87	\$0.00	\$0.00
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INCOME REPORT

March	April	May	June	July Interest	Category Totals
\$0.00	\$0.00	\$0.00	\$0.00		\$287,370.83
					<b>Filing Fee Income</b>
					\$287,370.83
					<b>TOTAL</b>
					\$287,370.83 cross check

Category	March	April	May	June	July Interest	Total
Copy Machines						\$2,420.00
Computer Printer						\$765.25
Conference Room						\$1,294.00
Overdue Fines						\$32.00
CEB Audio Check Out Fee						\$25.00
Deed Form Sales						\$774.00
Reserve Book Fee						\$245.00
Lost Book Payment						\$446.17
Donations						\$0.00
Extra Computer Time						\$0.00
Credits / Refunds						\$85.00
SVCF Withdrawals						\$283.00
Grants						\$2,523.00
Other						\$6,000.00
<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00		\$351,570.42
						\$351,570.42 cross check

Category	March	April	May	June	July Interest	Total
Interest						\$1,475.94
Lehman Bad Debt Recovery						\$0.00
Credits/Refunds						\$1,812.20
Other						\$0.00
<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,288.14
						\$3,288.14 cross check

Category	March	April	May	June	July Interest	Total
<b>TOTAL</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$642,229.39

**Total Income:** **\$642,229.39** cross check

EXPENSE REPORT

San Mateo County Law Library

EXPENSES	November	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
<b>EXPENSES</b>				
<b>Period 5, November</b>				
<b>SALARIES</b>				
Full time	\$10,998.40	\$60,490.40	\$70,834.82	\$170,003.57
Part time	\$2,713.00	\$15,286.00	\$18,750.00	\$45,000.00
Medicare	\$196.25	\$1,085.95	\$1,141.48	\$2,739.54
	\$13,907.65	\$76,862.35	\$90,726.30	
<b>BENEFITS</b>				
Retirement	2434.44	\$7,809.35	\$9,810.41	\$23,544.99
Unfunded Accrued Liability	2016.23	\$10,081.15	\$6,483.03	\$15,559.27
Active Employee Benefits	816.36	\$4,081.80	\$12,802.70	\$30,726.47
Retired Employee Benefits	1487.94	\$7,439.70	\$9,982.96	\$23,959.11
	\$6,754.97	\$29,412.00	\$39,079.10	
<b>PRINT/ELECTRONIC RESOURCES</b>				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$6,727.88	\$34,737.25	\$39,791.67	\$95,500.00
Electronic Resources	\$9,420.74	\$45,887.15	\$45,555.39	\$109,332.94
	\$16,148.62	\$80,624.40	\$85,347.06	
<b>OPERATIONAL EXPENSES</b>				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$2,920.75	\$7,009.80
Copy Machines	\$264.40	\$708.80	\$2,179.97	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$85.93	\$142.08	\$431.71	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$5,000.00	\$5,359.38	\$12,862.50
Support Software	\$0.00	\$231.00	\$4,585.00	\$11,004.00
Building Maintenance	\$1,621.59	\$5,150.34	\$3,833.33	\$9,200.00
CitiBank Transfers	\$0.00	\$1,000.00	\$1,250.00	\$3,000.00
Services	\$0.00	\$0.00	\$3,864.56	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$0.00	\$1,041.67	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$333.33	\$800.00
Travel Expenses (petty cash)	\$0.00	\$395.00	\$1,458.33	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$416.67	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$500.00	\$1,200.00
	\$2,971.92	\$18,244.22	\$28,174.70	
<b>TOTALS</b>	<b>\$39,783.16</b>	<b>\$205,142.97</b>	<b>\$243,327.15</b>	<b>\$583,985.16</b>

EXPENSE REPORT

San Mateo County Law Library

	Percent	Amount Under/Over	Comments
	85%	-\$10,344.42	
	82%	-\$3,464.00	
	95%	-\$55.52	
<b>\$217,743.11</b>	<b>85%</b>		
	80%	-\$2,001.06	
	156%	\$3,598.12	
	32%	-\$8,720.90	
	75%	-\$2,543.26	
<b>\$93,789.84</b>	<b>75%</b>		
	#DIV/0!	\$0.00	
	87%	-\$5,054.42	
	101%	\$331.76	
<b>\$204,832.94</b>	<b>94%</b>		
	0%	\$0.00	
	103%	\$94.25	
	33%	-\$1,471.17	
	0%	\$2,602.00	
	33%	-\$289.63	
	0%	\$0.00	
	93%	-\$359.38	
	5%	-\$4,354.00	
	134%	\$1,317.01	
	80%	-\$250.00	
	0%	-\$3,864.56	
	0%	-\$1,041.67	
	0%	-\$333.33	
	27%	-\$1,063.33	
	0%	-\$416.67	
	0%	-\$500.00	
<b>\$67,619.27</b>	<b>65%</b>		
<b>\$583,985.16</b>	<b>84%</b>	<b>-\$38,184.18</b>	

EXPENSE REPORT

San Mateo County Law Library

EXPENSES		December	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
Period 6, December					
<b>SALARIES</b>					
Full time	\$10,998.40	\$71,488.80	\$85,001.79	\$170,003.57	
Part time	\$2,763.00	\$18,049.00	\$22,500.00	\$45,000.00	
Medicare	\$196.99	\$1,282.94	\$1,369.77	\$2,739.54	
	\$13,958.39	\$90,820.74	\$108,871.56		
<b>BENEFITS</b>					
Retirement	1622.96	\$9,432.31	\$11,772.50	\$23,544.99	
Unfunded Accrued Liability	2016.23	\$12,097.38	\$7,779.64	\$15,559.27	
Active Employee Benefits	816.36	\$4,898.16	\$15,363.24	\$30,726.47	
Retired Employee Benefits	1487.94	\$8,927.64	\$11,979.56	\$23,959.11	
	\$5,943.49	\$35,355.49	\$46,894.92		
<b>PRINT/ELECTRONIC RESOURCES</b>					
New Books	\$0.00	\$0.00	\$0.00	\$0.00	
Print Resources	\$9,963.15	\$44,700.40	\$47,750.00	\$95,500.00	
Electronic Resources	\$9,255.10	\$55,142.25	\$54,666.47	\$109,332.94	
	\$19,218.25	\$99,842.65	\$102,416.47		
<b>OPERATIONAL EXPENSES</b>					
Binding	\$0.00	\$0.00	\$0.00	\$0.00	
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$3,504.90	\$7,009.80	
Copy Machines	\$413.37	\$1,122.17	\$2,615.96	\$5,231.92	
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00	
Office Supplies	\$25.24	\$167.32	\$518.05	\$1,036.10	
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	
Tech Support	\$1,280.00	\$6,280.00	\$6,431.25	\$12,862.50	
Support Software	\$0.00	\$231.00	\$5,502.00	\$11,004.00	
Building Maintenance	\$673.25	\$5,823.59	\$4,600.00	\$9,200.00	
CitiBank Transfers	\$0.00	\$1,000.00	\$1,500.00	\$3,000.00	
Services	\$3,442.71	\$3,442.71	\$4,637.48	\$9,274.95	
Educational/Professional (petty cash)	\$0.00	\$0.00	\$1,250.00	\$2,500.00	
Dues (petty cash)	\$0.00	\$0.00	\$400.00	\$800.00	
Travel Expenses (petty cash)	\$0.00	\$395.00	\$1,750.00	\$3,500.00	
Promotional (petty cash)	\$0.00	\$0.00	\$500.00	\$1,000.00	
Miscellaneous (petty cash)	\$0.00	\$0.00	\$600.00	\$1,200.00	
	\$5,834.57	\$24,078.79	\$33,809.64		
<b>TOTALS</b>	<b>\$44,954.70</b>	<b>\$250,097.67</b>	<b>\$291,992.58</b>	<b>\$583,985.16</b>	



EXPENSE REPORT

San Mateo County Law Library

	Percent	Amount Under/Over	Comments
	84%	-\$13,512.99	
	80%	-\$4,451.00	
	94%	-\$86.83	
<b>\$217,743.11</b>	<b>83%</b>		
	80%	-\$2,340.19	
	156%	\$4,317.75	
	32%	-\$10,465.08	
	75%	-\$3,051.92	
<b>\$93,789.84</b>	<b>75%</b>		
	#DIV/0!	\$0.00	
	94%	-\$3,049.60	
	101%	\$475.78	
<b>\$204,832.94</b>	<b>97%</b>		
	0%	\$0.00	
	86%	-\$489.90	
	43%	-\$1,493.79	
	0%	\$2,602.00	
	32%	-\$350.73	
	0%	\$0.00	
	98%	-\$151.25	
	4%	-\$5,271.00	
	127%	\$1,223.59	
	67%	-\$500.00	
	74%	-\$1,194.77	
	0%	-\$1,250.00	
	0%	-\$400.00	
	23%	-\$1,355.00	
	0%	-\$500.00	
	0%	-\$600.00	
<b>\$67,619.27</b>	<b>71%</b>		
<b>\$583,985.16</b>	<b>86%</b>	<b>-\$41,894.91</b>	

CASH ON HAND REPORT

FY 2018-2019

PERIOD	TOTAL INCOME	TOTAL EXPENSES	CASH ON HAND
July	\$49,501.33	\$41,642.23	\$292,089.82
August	\$45,630.76	\$43,796.78	\$293,923.80
September	\$45,853.05	\$41,549.92	\$298,226.93
October	\$51,367.66	\$38,371.68	\$311,222.91
November	\$45,274.14	\$39,703.16	\$316,793.89
December	\$389,533.03	\$44,954.70	\$661,122.22
January			
February			
March			
April			
May			
June			
July Interest			
<b>TOTALS</b>	<b>\$627,159.97</b>	<b>\$250,018.47</b>	
Average/Month	\$104,526.66	\$41,669.75	
Difference/Month	\$62,856.92		