



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

March 21, 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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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, March 28, 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 February 21, 2019 meeting (*page 3*)
- c. Acceptance of Report of Expenses for Period 8 (February) FY 2018-2019 (*pages 4-12*)
- d. Discussion/Informational Updates and Policy Decisions:
 - Updating technology configuration and equipment
 - Overview of CCCLL Spring meeting
 - BNA Tax Materials
 - Skyline partnership
 - Form 700 Reminder
 - Foundation update
 - Other matters of Interest
- e. Report of the San Mateo County Bar Association
- f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: April 25, 2019

Mark Your Calendar!

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

- 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

Date: February 21, 2019

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

Members in attendance:

President:	STEVE SCHAIMAN
Trustee:	V. RAYMOND SWOPE
Trustee:	ROBERT D. FOILES
Trustee:	CAROLE GROOM
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 joined by Martin M. Fox, Althea Kippes and Chantel Fitting.

- a. Report on closed session . Board made recommendations regarding staffing for tech services.
- b. Approval of minutes for January 24, 2018 meeting. Schaiman made motion to approve. Wilkins seconded. Vote for unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for period 7 (January) of FY 2018-19. Under budget except for Unfunded Accrued Liability. Schaiman made motion to approve. Seconded by Wilkins. Unanimous approval. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions: Form 700 Statement of Economic interests are due on or before April 2 and print forms can be given to Bracco. CCCLL supplemental dues discussed and recommendations for more information made. Vote to approve \$500 for EveryLibrary campaign. Schaiman made motion to approve, Foiles seconded. Unanimous approval. Introduction of Althea Kippes, director of Canada college paralegal program and discussion of partnership.
- e. Bar Association report: Introduction of Chantel Fitting, new bar liaison.
- f. Public comments from Martin Fox including changes to behavioral health and a shelter crisis declared by Human Services Agency.

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

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

Filing Fee Income

Filing Fees	\$40,758.70
TOTAL:	\$40,758.70

Library Generated Income

Copy Machines	\$387.50
Computer Printer	\$83.50
Conference Room	\$212.50
Overdue Fines	\$2.00
CEB Audio Check Out Fee	\$80.00
Deed Forms	\$90.00
Reserve Book Fee	\$20.00
Lost Book Payment	\$0.00
Notary	\$74.00
Square	\$7.29
Donations	\$0.00
Extra Computer Time	\$0.00
Vendor Credits/Refunds	\$0.00
TOTAL:	\$956.79
SVCF Withdraws	\$0.00
Grants	\$0.00
Other	\$0.00
TOTAL:	\$0.00

Deposited into Citibank

Trial Balance Reported Income

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

MONTHLY TOTAL INCOME: \$41,994.29

Voucher #	Vender	Amount
11691	CalPERS	\$519.48
11692	CalPERS	\$292.00
11693	CalPERS	\$2,016.23
11694	California Security	\$26.25
11695	Castle Publications, LTD.	\$340.08
11697	Lexis (Advance)	\$3,650.00
11698	Lexis (Matthew Bender)	\$1,949.15
11699	Office Depot	\$14.01
11700	Office Depot	\$3.23
11701	Office Depot	\$8.69
11702	Office Depot	\$59.11
11703	Treat, Richard	\$1,000.00
11704	UBS	\$731.00
11705	UC Regents (CEB)	\$1,801.69
11706	West Group (Thomson Reuters)	\$2,383.82
11707	West Group (Westlaw Next)	\$5,605.10
11708	Xerox	\$206.54
11681	Blake, Larry	\$299.00
11682	Blake, Marisol	\$240.00
11683	Bracco, Caroline	\$6,864.48
11684	Brill, Margaret Ruth	\$880.00
11685	Conventiti, Antonella	\$4,460.80
11686	Woods, Marcia	\$1,322.00
11687	Medicare	\$201.12
11688	Active Employee Benefits	\$884.40
11689	Retired Employee Benefits	\$1,890.18

Citibank \$3,039.73

Total: \$40,688.09

Income for January, Period 7: \$41,994.29

Net Difference: **\$1,306.20**



Printed on: 2019-03-21 13:36:54 EDT

Account Details

Business Checking-7981

On Deposit: \$ 4,437.53

Available Now: \$ 4,437.53

On Deposit: \$ 4,437.53

Available Now: \$ 4,437.53

Transaction Details - PERIOD 02-01-2019 - 02-28-2019

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

Activity from 02-01-2019 to 02-28-2019

Date	Description	Debit	Credit
02-28-2019	ACH Electronic CreditSquare Inc 190228P2 022819		\$ 5.35
02-28-2019	DEBIT PIN PURCHASE 4910SAFEWAY STORE 0305 REDWOOD CITY CAUS0515	\$ 23.62	
02-27-2019	TELLER DEPOSIT Feb 27 13:23		\$ 949.50
02-26-2019	DEBIT PURCHASE Feb 22 4910CHEVRON 0091374 REDWOOD CITY CA 19054	\$ 10.60	
02-26-2019	DEBIT PURCHASE Feb 22 4910SF CITY PARKING SAN FRANCISCO CA 19054	\$ 25.00	
02-26-2019	DEBIT PURCHASE Feb 22 4910U-HAUL REDWOOD CITY REDWOOD CITY CA 19056	\$ 86.31	
02-22-2019	ACH Electronic CreditSquare Inc 190222P2 022219		\$ 1.94
02-20-2019	DEBIT PURCHASE Feb 17 4910WWW*EARTHLINK.NET 800-719-4660 GA 19049	\$ 19.95	
02-20-2019	DEBIT PURCHASE Feb 16 4910ATT*BILL PAYMENT 800-288-2020 TX 19049	\$ 55.00	
02-20-2019	CHECK 236	\$ 165.00	
02-11-2019	OTHER DECREASETHE HARTFORD NTCLBIIVRC02111910695116	\$ 2,577.00	
02-08-2019	SERVICE CHARGEACCT ANALYSIS DIRECT DB	\$ 27.30	

6

Date	Description	Debit	Credit
02-01-2019	DEBIT PURCHASE Jan 31 4910WWW*EARTHLINK.NET 800-719-4660 GA 19031	\$ 49.95	

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

FY 2018-19

	July	August	September	October	November	December	January	February
Filing Fee Income	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	\$44,995.34	\$52,753.23	\$43,612.80	\$40,758.70
TOTAL:	\$49,222.53	\$45,212.56	\$45,574.25	\$49,612.92	\$44,995.34	\$52,753.23	\$43,612.80	\$40,758.70

FILING FEE INCOME

LIBRARY GENERATED INCOME

Copy Machines	\$223.50	\$310.50	\$493.00	\$585.00	\$473.00	\$335.00	\$587.00	\$387.50
Computer Printer	\$48.50	\$52.00	\$19.00	\$396.75	\$238.00	\$11.00	\$109.00	\$83.50
Conference Room	\$262.50	\$219.50	\$150.00	\$237.50	\$137.00	\$287.50	\$540.00	\$212.50
Overdue Fines	\$2.00	\$9.00	\$5.00	\$3.00	\$13.00	\$0.00	\$36.00	\$2.00
CEB Audio Check Out Fee	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$15.00	\$160.00	\$80.00
Deed Forms	\$170.00	\$147.00	\$132.00	\$95.00	\$155.00	\$75.00	\$155.00	\$90.00
Reserve Book Fee	\$20.00	\$60.00	\$85.00	\$40.00	\$30.00	\$10.00	\$60.00	\$20.00
Credit/Square	\$27.00	\$5.93	\$0.00	\$334.23	\$11.67	\$67.34	\$77.88	\$7.29
Lost Book Payment	\$0.00	\$0.00	\$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	\$0.00	\$0.00
Extra Computer Time	\$0.00	\$10.00	\$0.00	\$35.00	\$40.00	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$233.00	\$50.00	\$0.00	\$0.00	\$0.00	\$57.86	\$0.00
SVCF Withdrawals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,523.00	\$0.00	\$0.00
Grants	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00
Other	\$6.00	\$55.00	\$45.00	\$71.00	\$0.00	\$336,501.00	\$58.00	\$74.00
TOTAL:	\$2,759.50	\$1,101.93	\$989.00	\$1,797.48	\$1,097.67	\$343,824.84	\$1,840.74	\$956.79

TRIAL BALANCE REPORTED INCOME

Interest	\$0.00	\$0.00	\$0.00	\$1,475.94	\$0.00	\$0.00	\$2,004.45	\$0.00
Human Bad Debt Recovery	\$0.00	\$0.00	\$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	\$278.80	\$278.80
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:	\$278.80	\$418.20	\$278.80	\$1,754.74	\$278.80	\$278.80	\$2,283.25	\$278.80

PERIOD TOTALS

TOTAL:	\$52,260.83	\$46,732.69	\$46,842.05	\$53,165.14	\$46,371.81	\$396,856.87	\$47,736.79	\$41,994.29
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INCOME REPORT

FY 2018-19

March April May June July Interest Category Totals

\$0.00	\$0.00	\$0.00	\$0.00			\$371,742.33	Filing Fee Income
						\$371,742.33	TOTAL
						\$371,742.33	cross check

						\$3,394.50	Copy Machines
						\$957.75	Computer Printer
						\$2,046.50	Conference Room
						\$70.00	Overdue Fines
						\$265.00	CEB Audio Check Out Fee
						\$1,019.00	Deed Form Sales
						\$325.00	Reserve Book Fee
						\$531.34	
						\$0.00	Lost Book Payment
						\$0.00	Donations
						\$85.00	Extra Computer Time
						\$340.86	Credits / Refunds
						\$2,523.00	SVCF Withdrawals
						\$6,000.00	Grants
						\$336,810.00	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$354,367.95	TOTAL
						\$354,367.95	cross check

						\$3,480.39	Interest
						\$0.00	Lehman Bad Debt Recovery
						\$2,369.80	Credits/Refunds
						\$0.00	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,850.19	TOTAL
						\$5,850.19	cross check

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$731,960.47	TOTAL
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Total Income: **\$731,960.47**
 \$731,960.47 cross check

EXPENSES	February	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
Period 8, February				
SALARIES				
Full time	\$11,325.28	\$93,485.60	\$113,335.71	\$170,003.57
Part time	\$2,741.00	\$22,766.00	\$30,000.00	\$45,000.00
Medicare	\$201.12	\$1,664.61	\$1,826.36	\$2,739.54
	\$14,267.40	\$117,916.21	\$145,162.07	
BENEFITS				
Retirement	\$811.48	\$11,866.75	\$15,696.66	\$23,544.99
Unfunded Accrued Liability	\$2,016.23	\$16,129.84	\$10,372.85	\$15,559.27
Active Employee Benefits	\$884.40	\$6,666.96	\$20,484.31	\$30,726.47
Retired Employee Benefits	\$1,890.18	\$12,406.40	\$15,972.74	\$23,959.11
	\$5,602.29	\$47,069.95	\$62,526.56	
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$6,474.54	\$57,551.13	\$63,666.67	\$95,500.00
Electronic Resources	\$9,255.10	\$73,652.45	\$72,888.63	\$109,332.94
	\$15,729.64	\$131,203.58	\$136,555.29	
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$4,673.20	\$7,009.80
Copy Machines	\$206.54	\$1,535.25	\$3,487.95	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$85.04	\$344.58	\$690.73	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,000.00	\$8,280.00	\$8,575.00	\$12,862.50
Support Software	\$0.00	\$231.00	\$7,336.00	\$11,004.00
Building Maintenance	\$757.25	\$7,254.09	\$6,133.33	\$9,200.00
CitiBank Transfers	\$0.00	\$1,000.00	\$2,000.00	\$3,000.00
Services	\$0.00	\$3,442.71	\$6,183.30	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$2,873.00	\$1,666.67	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$533.33	\$800.00
Travel Expenses (petty cash)	\$0.00	\$395.00	\$2,333.33	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$666.67	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$800.00	\$1,200.00
	\$2,048.83	\$30,972.63	\$45,079.51	
TOTALS	\$37,648.16	\$327,162.37	\$389,323.44	\$583,985.16

	Percent	Amount Under/Over	Comments
	82%	-\$19,850.11	
	76%	-\$7,234.00	
	91%	-\$161.75	
\$217,743.11	81%		
	76%	-\$3,829.91	
	156%	\$5,756.99	
	33%	-\$13,817.35	
	78%	-\$3,566.34	
\$93,789.84	75%		
	#DIV/0!	\$0.00	
	90%	-\$6,115.54	
	101%	\$763.82	
\$204,832.94	96%		
	0%	\$0.00	
	65%	-\$1,658.20	
	44%	-\$1,952.70	
	0%	\$2,602.00	
	50%	-\$346.15	
	0%	\$0.00	
	97%	-\$295.00	
	3%	-\$7,105.00	
	118%	\$1,120.76	
	50%	-\$1,000.00	
	56%	-\$2,740.59	
	172%	\$1,206.33	
	0%	-\$533.33	
	17%	-\$1,938.33	
	0%	-\$666.67	
	0%	-\$800.00	
\$67,619.27	69%		
\$583,985.16	84%	-\$62,161.07	

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	\$45,896.05	\$39,416.54	\$667,601.73
February	\$41,037.50	\$37,648.36	\$671,292.47
March			
April			
May			
June			
July Interest			
TOTALS	\$714,093.52	\$327,083.37	
Average/Month	\$89,261.69	\$40,885.42	
Difference/Month	\$48,376.27		