



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

May 15, 2019

BOARD OF LAW LIBRARY TRUSTEES MEETING
CONFERENCE ROOM, SAN MATEO COUNTY LAW LIBRARY
710 HAMILTON STREET, REDWOOD CITY, CALIFORNIA 94063

Materials related to an item on this Agenda are available for public inspection at the Law Library during normal business hours.

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, May 23, 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 March 28, 2019 meeting (*page 3*)
- c. Acceptance of Report of Expenses for Period 9 (March) FY 2018-2019 (*pages 4-12*)
- d. Discussion/Informational Updates and Policy Decisions:
 - Vote on approval of Ino Cubing contract/tech update
 - BNA Tax Materials
 - Foundation update
 - Community Law Night Update
 - CCCLL
 - Other matters of Interest
- e. Report of the San Mateo County Bar Association
- f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: JUNE 27, 2019

Mark Your Calendar!

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

- 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: March 28, 2019

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

Members in attendance:

Trustee:	JOSEPH C. SCOTT
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 12:20 pm in Regular Session joined by Martin M. Fox, Walt Shjeflo and Chantel Fitting.

- a. Report on closed session . No report.
- b. Approval of minutes for February 21, 2018 meeting. Swope made motion to approve. Wilkins seconded. Vote for unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for period 8 (February) of FY 2018-19. Under budget except for Unfunded Accrued Liability. Foiles made motion to approve. Seconded by Swope. Unanimous approval. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions: Updating our tech configuration. Request to purchase solid state drives. Vote to purchase drives not to exceed \$400. Swope made motion, Wilkins seconded. Unanimous approval. CCCLL legislative campaign underway to be included in the 2018-2019 California State budget and ongoing funding. Form 700 Statement of Economic interests are due on or before April 2. BNA tax management portfolios obtained. Renewed Skyline Paralegal partnership. Foundation has secured Jackie Speier to speak in September.
- e. Bar Association report: no report.
- f. Public comments from Martin Fox including Board of Supervisors development project and the effects on foot traffic at the law library. Recommending getting brochure updated regarding parking options.

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

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

Filing Fee Income

Filing Fees	\$49,619.43	
TOTAL:	\$49,619.43	Deposited into Treasury

Library Generated Income

Copy Machines	\$433.00	
Computer Printer	\$63.00	
Conference Room	\$337.50	
Overdue Fines	\$10.00	
CEB Audio Check Out Fee	\$50.00	
Deed Forms	\$100.00	
Reserve Book Fee	\$30.00	
Lost Book Payment	\$0.00	
Notary	N/A	
Square	\$111.12	
Donations	\$0.00	
Extra Computer Time	\$10.00	
Vendor Credits/Refunds	\$200.00	
TOTAL:	\$1,344.62	Deposited into Citibank
SVCF Withdraws	\$0.00	
Grants	\$0.00	
Treasury Transfer	\$12,000.00	Deposited into Citibank
Other	\$0.00	
TOTAL:	\$12,000.00	

Trial Balance Reported Income

Interest	\$0.00	
Lehman Bad Debt Recovery	\$0.00	
Credits/Refunds	\$418.20	
Other	\$0.00	
TOTAL:	\$418.20	Deposited into Treasury

MONTHLY TOTAL INCOME: \$63,382.25

Voucher #	Vendor	Amount
11718	CalPERS (100000015521891)	\$519.48
11719	CalPERS (100000015521911)	\$292.00
11720	CalPERS (100000015552140)	\$519.48
11721	CalPERS (100000015552170)	\$292.00
11722	CalPERS (100000015552156)	\$519.48
11723	CalPERS (100000015552180)	\$292.00
11724	CalPERS (100000015572922)	\$519.48
11725	CalPERS (100000015572960)	\$292.00
11726	CalPERS (100000015597906)	\$2,016.23
11727	CalPERS (100000015595966)	\$200.00
11730	California Security	\$26.25
11731	Daily Journal	\$909.15
11732	Demco	\$44.08
11733	Lexis (Advance)	\$3,650.00
11734	Lexis (Matthew Bender)	\$1,949.15
11728	San Mateo County Law Library	\$12,000.00
11735	UBS	\$284.86
11741	UBS	\$731.00
11736	UC Regents (CEB)	\$1,538.31
11737	UC Regents (CEB)	\$4,448.00
11738	West Group (Thomson Reuters)	\$2,383.82
11739	West Group (Westlaw Next)	\$5,605.10
11740	Xerox	\$209.71
11742	Blake, Larry	\$368.00
11743	Blake, Marisol	\$320.00
11744	Bracco, Caroline	\$9,806.40
11745	Brill, Margaret Ruth	\$1,500.00
11746	Conventiti, Antonella	\$6,691.20
11747	Woods, Marcia	\$2,040.00
11748	Medicare	\$297.68
11749	Active Employee Benefits	\$884.40
11750	Retired Employee Benefits	\$1,588.58
	Citibank	\$4,119.36

Total: \$66,857.20

Income for March, Period 9: \$63,382.25

Net Difference: -\$3,474.95



Printed on: 2019-04-22 09:47:01

Account Details

Business Checking - 7981

Available Now

\$ 16,485.64

On Deposit

\$ 16,485.64

Information for:

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

Transaction History - PERIOD 2019-03-01 - 2019-03-31

Results for: Mar 1, 2019 to Mar 31, 2019

Date	Description	Debit	Credit
04/19/2019	*Pending DEBIT AUTHORIZATION Apr19 02:06p 4910 AT 14:06 SJ MERCURY NEWS CI SAN JOSE - <i>subscription</i>	\$154.38	
03/29/2019	DEBIT PURCHASE Mar 26 4910 TST* STATEHOUSE GRANITE BAY CA 19087 - <i>CCCLL coffee</i>	\$6.73	
03/29/2019	DEBIT PURCHASE Mar 26 4910 TST* STATEHOUSE GRANITE BAY CA 19087 - <i>CCCLL- lunch</i>	\$9.95	
03/29/2019	DEBIT PURCHASE Mar 27 4910 BEST WESTERN SUTTER H SACRAMENTO CA 19087 - <i>CCCLL hotel</i>	\$504.63	
03/28/2019	TELLER DEPOSIT Mar 28 13:39		\$13,233.50
03/28/2019	CHECK 239 - <i>CCCLL- dinner</i>	\$25.00	
03/28/2019	DEBIT PIN PURCHASE 4910 SAFEWAY STORE 0305 REDWOOD CITY CAUS0515 - <i>Bot meeting</i>	\$31.48	
03/27/2019	DEBIT PURCHASE Mar 25 4910 SQ *SQ *JIM DENNY S D SACRAMENTO CA 19085 - <i>CCCLL</i>	\$18.23	

Date	Description	Debit	Credit
03/26/2019	DEBIT PURCHASE Mar 23 4910 SQ *SQ *TAQUERIA LA C SAN MATEO CA 19084 - CCELL lunch/dinner	\$24.25	
03/25/2019	DEBIT PIN PURCHASE 4910 Noor Mini Mart Sacramento CAUS0515 - coffee	\$6.56	
03/25/2019	DEBIT PIN PURCHASE 4910 CHEVRON/CSI-091374/1711REDWOOD CITY CAUS0015 - gas	\$42.71	
03/21/2019	DEBIT PURCHASE Mar 19 4910 ATT*BILL PAYMENT 800-288-2020 TX 19079	\$55.00	
03/20/2019	ACH Electronic Credit Square Inc 190320P2 032019		\$20.42
03/20/2019	DEBIT PIN PURCHASE 4910 USPS PO 05637802 855 JEREDWOOD CITY CAUS0519 - stamps	\$15.35	
03/19/2019	DEBIT PURCHASE Mar 17 4910 WWW*EARTHLINK.NET 800-719-4660 GA 19077	\$19.95	
03/18/2019	ACH Electronic Credit Square Inc 190318P2 031819		\$78.01
03/13/2019	CHECK 238 - CCELL dues	\$720.00	
03/12/2019	DEBIT PURCHASE Mar 08 4910 URBAN BOTANICA SAN FRANCISCO CA 19068 - Flowers/BNA	\$96.38	
03/12/2019	DEBIT PURCHASE Mar 08 4910 AFFORDABLE LIBRARY PR VICTOR NY 19070 - targets	\$370.00	
03/08/2019	SERVICE CHARGE ACCT ANALYSIS DIRECT DB	\$25.86	
03/07/2019	DEBIT PIN PURCHASE 4910 REDWOOD CITY GR REDWOOD CITY CAUS0515	\$12.10	
03/06/2019	CHECK 242 - Bynwater Solutions Renewal	\$1,875.00	
03/04/2019	DEBIT PURCHASE Feb 28 4910 GRACIES DELECTABLES SAN CARLOS CA 19060 - BOT Lunch	\$105.80	

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

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
MCLE Audio Chk 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
---------------	-------------	-------------	-------------	-------------	-------------	--------------	-------------	-------------

INCOME REPORT

March April May June July Interest Category Totals

\$49,619.43						Filing Fee Income	\$421,361.76
\$49,619.43	\$0.00	\$0.00	\$0.00	\$0.00		TOTAL	\$421,361.76

\$421,361.76 cross check

\$433.00						Copy Machines	\$3,827.50
\$63.00						Computer Printer	\$1,020.75
\$337.50						Conference Room	\$2,384.00
\$10.00						Overdue Fines	\$80.00
\$50.00						CEB Audio Check Out Fee	\$315.00
\$100.00						Deed Form Sales	\$1,119.00
\$30.00						Reserve Book Fee	\$355.00
\$111.12							\$642.46
\$0.00						Lost Book Payment	\$0.00
\$0.00						Donations	\$0.00
\$10.00						Extra Computer Time	\$95.00
\$200.00						Credits / Refunds	\$540.86
\$0.00						SVCF Withdraws	\$2,523.00
\$0.00						Grants	\$6,000.00
\$12,000.00						Other	\$348,810.00
\$13,344.62	\$0.00	\$0.00	\$0.00	\$0.00		TOTAL	\$367,712.57

\$367,712.57 cross check

\$0.00						Interest	\$3,480.39
\$0.00						Lehman Bad Debt Recovery	\$0.00
\$418.20						Credits/Refunds	\$2,788.00
\$0.00						Other	\$0.00
\$418.20	\$0.00	\$0.00	\$0.00	\$0.00		TOTAL	\$6,268.39

\$6,268.39 cross check

\$63,382.25	\$0.00	\$0.00	\$0.00	\$0.00		TOTAL	\$795,342.72
-------------	--------	--------	--------	--------	--	-------	--------------

Total Income: **\$795,342.72**
 \$795,342.72 cross check

EXPENSES	March	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
Period 9, March				
SALARIES				
Full time	\$16,497.60	\$109,983.20	\$127,502.68	\$170,003.57
Part time	\$4,228.00	\$26,994.00	\$33,750.00	\$45,000.00
Medicare	\$297.68	\$1,962.29	\$2,054.66	\$2,739.54
	\$21,023.28	\$138,939.49	\$163,307.33	
BENEFITS				
Retirement	\$3,445.92	\$15,312.67	\$17,658.74	\$23,544.99
Unfunded Accrued Liability	\$2,016.23	\$18,146.07	\$11,669.45	\$15,559.27
Active Employee Benefits	\$884.40	\$7,551.36	\$23,044.85	\$30,726.47
Retired Employee Benefits	\$1,588.58	\$13,994.98	\$17,969.33	\$23,959.11
	\$7,935.13	\$55,005.08	\$70,342.38	
PRINT/ELECTRONIC RESOURCES				
New Books	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$6,780.43	\$64,331.56	\$71,625.00	\$95,500.00
Electronic Resources	\$13,703.10	\$87,355.55	\$81,999.71	\$109,332.94
	\$20,483.53	\$151,687.11	\$153,624.71	
OPERATIONAL EXPENSES				
Binding	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$5,257.35	\$7,009.80
Copy Machines	\$209.71	\$1,744.96	\$3,923.94	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00
Office Supplies	\$44.08	\$388.66	\$777.08	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$0.00	\$8,280.00	\$9,646.88	\$12,862.50
Support Software	\$0.00	\$231.00	\$8,253.00	\$11,004.00
Building Maintenance	\$1,042.11	\$8,296.20	\$6,900.00	\$9,200.00
CitiBank Transfers	\$12,000.00	\$13,000.00	\$2,250.00	\$3,000.00
Services	\$0.00	\$3,442.71	\$6,956.21	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$2,873.00	\$1,875.00	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$600.00	\$800.00
Travel Expenses (petty cash)	\$0.00	\$395.00	\$2,625.00	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$750.00	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$900.00	\$1,200.00
	\$13,295.90	\$44,268.53	\$50,714.45	
TOTALS	\$62,737.84	\$389,900.21	\$437,988.87	\$583,985.16

EXPENSE REPORT

San Mateo County Law Library

	Percent	Amount Under/Over	Comments
	86%	-\$17,519.48	
	80%	-\$6,756.00	
	96%	-\$92.36	
\$217,743.11	85%		
	87%	-\$2,346.07	
	156%	\$6,476.62	
	33%	-\$15,493.49	
	78%	-\$3,974.35	
\$93,789.84	78%		
	#DIV/0!	\$0.00	
	90%	-\$7,293.44	
	107%	\$5,355.85	
\$204,832.94	99%		
	0%	\$0.00	
	57%	-\$2,242.35	
	44%	-\$2,178.98	
	0%	\$2,602.00	
	50%	-\$388.42	
	0%	\$0.00	
	86%	-\$1,366.88	
	3%	-\$8,022.00	
	120%	\$1,396.20	
	578%	\$10,750.00	
	49%	-\$3,513.50	
	153%	\$998.00	
	0%	-\$600.00	
	15%	-\$2,230.00	
	0%	-\$750.00	
	0%	-\$900.00	
\$67,619.27	87%		
\$583,985.16	89%	-\$48,088.66	

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	\$45,204.70	\$661,122.22
January	\$45,896.05	\$39,416.54	\$667,601.73
February	\$41,037.50	\$37,346.76	\$671,292.47
March	\$50,037.63	\$62,737.84	\$658,592.26
April			
May			
June			
July Interest			
TOTALS	\$764,131.15	\$389,769.61	
Average/Month	\$84,903.46	\$43,307.73	
Difference/Month	\$41,595.73		