



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

August 19, 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, August 22, 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 June 17, 2019 meeting (page 3)
c. Acceptance of Report of Expenses for Period 12 (June) FY 2018-2019 (pages 4-)
d. Discussion/Informational Updates and Policy Decisions:
 - Updating technology configuration and equipment
 - Community Law Night
 - Foundation update
 - Other matters of Interest
- e. Report of the San Mateo County Bar Association
- f. Public open comment.

3. **ADJOURNMENT**

NEXT MEETING: September 26, 2019

Mark Your Calendar!

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

- 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: June 27, 2019

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

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	JOSEPH C. SCOTT
Trustee:	V. RAYMOND SWOPE
Trustee:	CAROLE GROOM
Trustee:	JACQUELYN BROWN
Trustee:	PAUL WILKINS

Secretary-Librarian, Ex-officio: CAROLINE BRACCO

1. CLOSED SESSION

No report.

2. REGULAR SESSION

The meeting convened at 12:40 pm in Regular Session joined by Martin M. Fox, and Walt Shjeflo

- a. Report on closed session. No report, but Trustee Groom noted that topics in closed session need to be announced in agenda going forward.
- b. Approval of minutes for May 23, 2019 meeting. Groom made motion to approve. Schaiman seconded. Vote taken with unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for period 10 (April) and period 11 (May) of FY 2018-19. Under budget except for part time workers and CalPERS Unfunded Accrued Liability. Swope made motion to approve. Seconded by Schaiman. Vote taken with unanimous approval. Reports of expenses moved into record.
- d. Discussion and information updates & policy decisions: Finalizing new public computer configuration. Software purchased. Flood damage to upstairs bathrooms and conference room. Community Law Night prepping for third round and report from Walt Shjeflo.
- e. Bar Association report: Paul Wilkins said new officers are going to a "retreat" to get everyone up to speed.
- f. Public comments from Martin Fox including Veterans affairs and Board of Supervisors development projects and the effects on foot traffic at the law library.

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

Respectfully submitted,
Caroline Bracco

Filing Fee Income

Filing Fees	\$44,673.49
TOTAL:	\$44,673.49

Deposited into Treasury

Library Generated Income

Copy Machines	\$467.00
Computer Printer	\$59.00
Conference Room	\$137.50
Overdue Fines	\$40.00
CEB Audio Check Out Fee	\$0.00
Deed Forms	\$125.00
Reserve Book Fee	\$80.00
Lost Book Payment	\$0.00
Square	\$11.67
Donations	\$0.00
Extra Computer Time	\$10.00
Vendor Credits/Refunds	\$0.00
TOTAL:	\$930.17
SVCF Withdraws	\$0.00
Grants	\$0.00
Treasury Transfer	\$0.00
Other	\$0.00
TOTAL:	\$0.00

Deposited into Citibank

Deposited into Citibank

Trial Balance Reported Income

Interest	\$4,003.40
Lehman Bad Debt Recovery	\$0.00
Credits/Refunds	\$278.80
Other	\$0.00
TOTAL:	\$4,282.20

Deposited into Treasury

MONTHLY TOTAL INCOME: \$49,885.86

INCOME REPORT

FY 2018-19

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	\$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

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
MICLE 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

March April May June July Interest Category Totals

\$49,619.43	\$38,967.56	\$52,263.01	\$44,673.49		\$557,265.82	Filing Fee Income
\$49,619.43	\$38,967.56	\$52,263.01	\$44,673.49		\$557,265.82	TOTAL
					\$557,265.82	cross check

\$433.00	\$325.00	\$251.50	\$467.00		\$4,871.00	Copy Machines
\$63.00	\$161.00	\$101.00	\$59.00		\$1,341.75	Computer Printer
\$337.50	\$175.00	\$579.50	\$137.50		\$3,276.00	Conference Room
\$10.00	\$0.00	\$30.00	\$40.00		\$150.00	Overdue Fines
\$50.00	\$0.00	\$18.00	\$0.00		\$333.00	CEB Audio Check Out Fee
\$100.00	\$140.00	\$70.00	\$125.00		\$1,454.00	Deed Form Sales
\$30.00	\$30.00	\$20.00	\$80.00		\$485.00	Reserve Book Fee
\$111.12	\$39.38	\$183.63	\$11.67		\$877.14	Credit/Square
\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	Lost Book Payment
\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	Donations
\$10.00	\$0.00	\$10.00	\$10.00		\$115.00	Extra Computer Time
\$200.00	\$422.33	\$0.00	\$0.00		\$963.19	Credits / Refunds
\$0.00	\$0.00	\$1,602.29	\$0.00		\$4,125.29	SVC Withdrawals
\$0.00	\$0.00	\$0.00	\$0.00		\$6,000.00	Grants
\$12,000.00	\$5,000.00	\$5,000.00	\$0.00		\$358,810.00	Other
\$13,344.62	\$6,292.71	\$7,865.92	\$930.17		\$382,801.37	TOTAL
					\$382,801.37	cross check

\$0.00	\$3,913.28	\$0.00	\$4,003.40		\$11,397.07	Interest
\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	Lehman Bad Debt Recovery
\$418.20	\$278.80	\$278.80	\$278.80		\$3,624.40	Credits/Refunds
\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	Other
\$418.20	\$4,192.08	\$278.80	\$4,282.20	\$0.00	\$15,021.47	TOTAL
					\$15,021.47	cross check

\$63,382.25	\$49,452.35	\$60,407.73	\$49,885.86	\$0.00	\$955,088.66	TOTAL
					\$955,088.66	cross check

Total Income: \$955,088.66 cross check

Voucher #	Vendor	Amount
12004	CalPERS (100000015643090)	\$519.48
12005	CalPERS (100000015643112)	\$292.00
12006	CalPERS (100000015688941)	\$2,016.23
12007	California Security	\$26.25
12008	Capital Inquiry	\$21.26
12009	Ino Cubing	\$1,125.00
12010	Ino Cubing	\$405.23
12011	Daily Journal	\$326.00
12012	Daily Journal	\$278.00
12013	Lexis (Advance)	\$3,650.00
12014	Lexis (Matthew Bender)	\$1,949.21
12016	Office Depot	\$111.80
12017	Office Depot	\$277.08
12018	UBS	\$329.74
12019	UBS	\$731.00
12020	UC Regents (CEB)	\$1,836.29
12021	West Group (Thomson Reuters)	\$2,394.73
12022	West Group (Westlaw Next)	\$5,605.10
12023	Wiley & Sons	\$219.04
12024	Xerox	\$216.88
12034	CalPERS (100000015671100)	\$519.48
12035	CalPERS (100000015662818)	\$292.00
12036	CalPERS (10000001567111.5)	\$519.48
12037	CalPERS (100000015662837)	\$292.00
12038	California Security	\$26.25
12039	Lexis (Advance)	\$3,650.00
12040	Office Depot	\$32.02
12041	UBS	\$731.00
12042	UC Regents (CEB)	\$2,822.84
12025	Blake, Larry	\$195.00
12026	Blake, Marisol	\$250.00
12027	Bracco, Caroline	\$6,537.60
12028	Brill, Margaret Ruth	\$520.00
12029	Conventiti, Antonella	\$4,460.80
12030	See, Amanda	\$1,300.00
12031	Woods, Marcia	\$1,826.00
12032	Medicare	\$215.97
12033	Active Employee Benefits	\$884.40
12034	Retired Employee Benefits	\$1,588.58

Citibank Debit \$1,781.62

Total: \$50,775.36

Income for June, Period 12: \$49,885.86

Net Difference: -\$889.50

CITIBANK EXPENSES/CHARGES

27-Jun Grocery Outlet	Catering/BoT	\$20.08	
19-Jun AT&T	Internet	\$55.00	
18-Jun Earthlink	webmail/website	\$19.95	
17-Jun Amanda See	Milage Reimburs.	\$9.28	
11-Jun Marriott	Parking-HIP event	\$4.31	
10-Jun Citibank	Service Charge	\$27.32	
6-Jun PAYPAL	Drycleaning	\$43.39	DISPUTE
4-Jun Antonella Conventini	School Reimburs.	\$1,602.29	
TOTAL		\$1,781.62	

EXPENSES		June	Actual Fiscal YTD	Budgeted Fiscal YTD	Annual Budget 2018-2019
Period 12, June					
SALARIES					
Full time	\$10,998.40	\$142,978.40	\$170,003.57	\$170,003.57	\$170,003.57
Part time	\$4,091.50	\$37,634.50	\$45,000.00	\$45,000.00	\$45,000.00
Medicare	\$215.97	\$2,586.49	\$2,739.54	\$2,739.54	\$2,739.54
	\$15,305.87	\$183,199.39	\$217,743.11		
BENEFITS					
Retirement	\$811.48	\$19,370.07	\$23,544.99	\$23,544.99	\$23,544.99
Unfunded Accrued Liability	\$2,016.23	\$24,194.76	\$15,559.27	\$15,559.27	\$15,559.27
Active Employee Benefits	\$884.40	\$10,204.56	\$30,726.47	\$30,726.47	\$30,726.47
Retired Employee Benefits	\$1,588.58	\$18,760.72	\$23,959.11	\$23,959.11	\$23,959.11
	\$5,300.69	\$72,530.11	\$93,789.84		
PRINT/ELECTRONIC RESOURCES					
New Books	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$7,024.53	\$91,417.56	\$95,500.00	\$95,500.00	\$95,500.00
Electronic Resources	\$9,255.10	\$113,552.61	\$109,332.94	\$109,332.94	\$109,332.94
	\$16,279.63	\$204,970.17	\$204,832.94		
OPERATIONAL EXPENSES					
Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance (Property, Casualty, WC)	\$0.00	\$3,015.00	\$7,009.80	\$7,009.80	\$7,009.80
Copy Machines	\$216.88	\$2,518.06	\$5,231.92	\$5,231.92	\$5,231.92
Capital Improvements	\$0.00	\$2,602.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$388.88	\$1,421.51	\$1,036.10	\$1,036.10	\$1,036.10
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tech Support	\$1,530.23	\$9,810.23	\$11,790.63	\$11,790.63	\$12,862.50
Support Software	\$0.00	\$231.00	\$10,087.00	\$10,087.00	\$11,004.00
Building Maintenance	\$1,086.99	\$10,166.69	\$8,433.33	\$8,433.33	\$9,200.00
CitiBank Transfers	\$0.00	\$13,000.00	\$2,750.00	\$2,750.00	\$3,000.00
Services	\$0.00	\$4,173.71	\$8,502.04	\$8,502.04	\$9,274.95
Educational/Professional (petty cash)	\$0.00	\$2,873.00	\$2,291.67	\$2,291.67	\$2,500.00
Dues (petty cash)	\$0.00	\$0.00	\$733.33	\$733.33	\$800.00
Travel Expenses (petty cash)	\$0.00	\$395.00	\$3,208.33	\$3,208.33	\$3,500.00
Promotional (petty cash)	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
Miscellaneous (petty cash)	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$1,200.00
	\$3,222.98	\$50,206.20	\$63,274.15		
TOTALS	\$40,109.17	\$510,905.87	\$579,640.04	\$579,640.04	\$583,985.16

	Percent	Amount Under/Over	Comments
	84%	-\$27,025.17	
	84%	-\$7,365.50	
	94%	-\$153.05	
\$217,743.11	84%		
	82%	-\$4,174.92	
	156%	\$8,635.49	
	33%	-\$20,521.91	
	78%	-\$5,198.39	
\$93,789.84	77%		
	#DIV/0!	\$0.00	
	96%	-\$4,082.44	
	104%	\$4,219.67	
\$204,832.94	100%		
	0%	\$0.00	
	43%	-\$3,994.80	
	48%	-\$2,713.86	
	0%	\$2,602.00	
	137%	\$385.41	
	0%	\$0.00	
	83%	-\$1,980.40	
	2%	-\$9,856.00	
	121%	\$1,733.36	
	473%	\$10,250.00	
	49%	-\$4,328.33	
	125%	\$581.33	
	0%	-\$733.33	
	12%	-\$2,813.33	
	0%	-\$1,000.00	
	0%	-\$1,200.00	
\$67,619.27	79%		
\$583,985.16	88%	-\$68,734.17	