

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

June 22 2020

BOARD OF LAW LIBRARY TRUSTEES MEETING

ZOOM Session Meeting ID: 233 094 3330

Password: Library

<https://us02web.zoom.us/j/2330943330?pwd=S29wdzJ4ZGpDbFduY3lJa01GSkFBdz09>

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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, June 25, 2020, 12:15 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the May 28, 2020 meeting (page 3-4)
 - c. Acceptance of Report of Expenses for Period 10 (May) FY 2019-2020 (pages 5-10)
 - d. Discussion/Informational Updates and Policy Decisions:
 - Reopening of library- Attorney access
 - Filing fees
 - Vendor contracts
 - Budget for FY 2020-2021. Vote to move approval vote to July (pages 11-12)
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association
 - f. Public open comment.
3. ADJOURNMENT

NEXT MEETING: August 27, 2020

Mark Your Calendar!

2020 San Mateo County Law Library Board of Trustees Meeting Schedule:

- August 27, 2020
- September 24, 2020
- October 22, 2020
- December 10, 2020

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

Date: May 28, 2020

Meeting Location: ZOOM Meeting Room,
SAN MATEO COUNTY LAW LIBRARY.
710 Hamilton St, Redwood City, CA

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	V. RAYMOND SWOPE
Trustee:	ROBERT D. FOILES
Trustee:	CAROLE GROOM
Trustee:	JACQUELYN BROWN
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 joined by Martin M. Fox and Jeffrey Loew.

- a. No closed session and no report on closed session.
- b. Approval of minutes for January 23, 2019 meeting. Schaiman made motion to approve. Brown seconded. Vote taken with unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for Periods 7, 8, 9, & 10 (January through April) FY 2019-20. Everything through April financials are unaffected by COVID-19 closures. Filing fees were still exceeding expenses by \$10,000. May will begin to shift into reduced filing fees and are already down by more than \$20,000. Schaiman made motion to approve report of expenses. Seconded by Wilkins. Vote taken with unanimous approval. Reports of expenses moved into record.
- d. Discussion and information updates & policy decisions: Proposal to return staff into library starting June 1 but remain closed to public. Safety protocol discussed and amended to include staggered workers. Vote to postpone budget approval for FY 20-21 will be at next Board meeting when we have a better idea of how much filing fees have dropped by. Discussion of moving funds to prefund CalPERS via California Employers' Retiree Benefit Trust (CERBT) fund program. Bracco to get in contact with Liliana Rodriguez in County Manager's office before further discussion.
- e. Foundation update: Jeff Loew reported on partnered series for support of Domestic Violence victims and cancellation of fall fundraiser.
- f. Bar Association report: no report
- g. Public comments from Martin Fox including issues of LPS act and the deferred audit. Encouragement to contact Mike Callego to strengthen relationship with library.

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

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

MONTHLY EXPENSES			MONTHLY INCOME	
Voucher #	Payee	Amount	Income Source	Amount
Retirement			Deposit to County Trust Fund	
13222	CalPERS	\$577.39	Filing Fees	\$30,390.98
13223	CalPERS	\$577.39	Interest	\$0.00
13224	CalPERS	\$370.58	Credits/Refunds	\$337.30
13225	CalPERS	\$370.58	Other	\$0.00
13226	CalPERS	\$2,689.38		
		Subtotal:	Subtotal:	\$30,728.28
		\$4,585.32		
Operations			Deposit to CitiBank Account	
13227	California Security	\$26.25	Photocopier	\$0.00
13228	Cubing, Ino	\$487.50	Computer Printing	\$0.00
13229	VOID		Conference Room Rental	\$0.00
13230	Lexis (Advance)	\$3,650.00	Deed Form Sales	\$0.00
13231	Lexis (Matthew Bender)	\$2,099.74	MCLE Tape Circulation	\$0.00
13232	UBS	\$492.17	24-hour Material Circulation	\$0.00
13233	UC Regents (CEB)	\$242.59	Extra Computer Time	\$0.00
13234	UC Regents (CEB)	\$230.80	Lost Book Replacement	\$0.00
13235	UC Regents (CEB)	\$308.14	Vendor Credits/Refunds	\$0.00
13236	UC Regents (CEB)	\$241.89	SVCF Deposits	\$0.00
13237	West Group (Westlaw Next)	\$5,661.15	Grants	\$0.00
13238	West Group (Thomson Reuters)	\$2,526.47	Overdue Fines	\$0.00
13239	West Group (Thomson Reuters)	\$2,526.49	Transfers	\$13,000.00
13240	Xerox	\$208.44	Square Transactions	\$0.00
13241	Cubing, Ino	\$825.00	Other	\$0.00
		Subtotal:	Subtotal:	\$13,000.00
		\$19,526.63		
Payroll & Benefits			Deposit to Foundation Account	
13242	Blake, Larry	\$230.00	Used Book Sales	\$0.00
13243	Blake, Marisol	\$0.00	Donations	\$0.00
13244	Bracco, Caroline	\$6,923.20	Other	\$0.00
13245	Brill, Margaret Ruth	\$1,400.00	Subtotal:	\$0.00
13246	Conventiti, Antonella	\$5,396.80		
13247	Gurthet, Andrew	\$3,200.00		
13248	Woods, Marcia	\$2,240.00		
13249	Medicare	\$278.27		
13250	Active Employee Benefits	\$889.44		
13251	Retired Employee Benefits	\$1,698.53		
		Subtotal:		
		\$22,256.24		
Total Monthly Expenses:			Total Monthly Income:	
		\$46,368.19	\$43,728.28	

Expense Category	May Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
PAYROLL					
Full time	\$12,320.00	\$137,394.40	\$132,916.67	\$4,477.73	\$145,000.00
Part time	\$7,070.00	\$72,437.80	\$77,000.00	-\$4,562.20	\$84,000.00
Subtotal :	\$19,390.00	\$209,832.20	\$209,916.67	-\$84.47	\$229,000.00
BENEFITS					
Retirement	\$1,895.94	\$20,317.30	\$20,625.00	-\$307.70	\$22,500.00
Unfunded Accrued Liability	\$2,689.38	\$29,583.18	\$29,333.33	\$249.85	\$32,000.00
Medicare	\$278.27	\$3,011.08	\$2,502.50	\$508.58	\$2,730.00
Active Employee Benefits	\$889.44	\$9,794.10	\$16,958.33	-\$7,164.23	\$18,500.00
Retired Employee Benefits	\$1,698.53	\$18,031.63	\$18,058.33	-\$26.70	\$19,700.00
Subtotal :	\$7,451.56	\$80,737.29	\$87,477.50	-\$6,740.21	\$95,430.00
LIBRARY RESOURCES					
New Materials	\$0.00	\$5,575.05	\$4,125.00	\$1,450.05	\$4,500.00
Print Resources	\$8,176.12	\$81,499.85	\$88,000.00	-\$6,500.15	\$96,000.00
Electronic Resources	\$9,311.15	\$94,546.80	\$109,266.67	-\$14,719.87	\$119,200.00
Subtotal :	\$17,487.27	\$181,621.70	\$201,391.67	-\$19,769.97	\$219,700.00
OPERATIONAL EXPENSES					
Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$6,416.67	-\$6,416.67	\$7,000.00
Copy Machines	\$208.44	\$2,382.24	\$2,383.33	-\$1.09	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$5,500.00	-\$5,500.00	\$6,000.00
Office Supplies	\$0.00	\$1,377.09	\$1,650.00	-\$272.91	\$1,800.00
Use Tax	\$0.00	\$0.61	\$0.00	\$0.61	\$0.00
Tech Support	\$1,312.50	\$13,151.46	\$9,166.67	\$3,984.79	\$10,000.00
Support Software	\$0.00	\$2,053.00	\$2,291.67	-\$238.67	\$2,500.00
Building Maintenance	\$518.42	\$7,132.71	\$10,083.33	-\$2,950.62	\$11,000.00
CitiBank Transfers	\$0.00	\$13,000.00	\$0.00	\$13,000.00	\$0.00
Services	\$0.00	\$3,786.98	\$4,583.33	-\$796.35	\$5,000.00
Miscellaneous	\$0.00	\$700.00	\$733.33	-\$33.33	\$800.00
Subtotal :	\$2,039.36	\$43,584.09	\$42,808.33	\$775.76	\$46,700.00
TOTAL:	\$46,368.19	\$515,775.28	\$541,594.17	-\$25,818.89	\$590,830.00

Income Category	May Income	YTD Income	
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)			
Filing Fees	\$30,390.98	\$520,262.25	
Interest	\$0.00	\$10,383.14	
Credits/Refunds	\$337.30	\$3,621.24	
Other	\$0.00	\$5,825.05	
Subtotal:	\$30,728.28	\$540,091.68	
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)			
Photocopier	\$0.00	\$2,830.45	
Computer Printing	\$0.00	\$390.31	
Conference Room Rental	\$0.00	\$3,887.50	
Deed Form Sales	\$0.00	\$709.00	
MCLE Tape Circulation	\$0.00	\$175.00	
24-hour Material Circulation	\$0.00	\$175.00	
Extra Computer Time	\$0.00	\$20.00	
Lost Book Replacement	\$0.00	\$0.00	
Vendor Credits/Refunds	\$0.00	\$2,897.11	
SVCF Deposits	\$0.00	\$2,694.00	
Grants	\$0.00	\$0.00	
Overdue Fines	\$0.00	\$68.00	
Transfers	\$13,000.00	\$13,000.00	
Square Transactions	\$0.00	\$1,437.11	
Other	\$0.00	\$690.00	
Subtotal:	\$13,000.00	\$28,973.48	
FOUNDATION GENERATED INCOME (Deposited to Foundation WF Acct)			
Book Sales	\$0.00	\$871.00	
Donations	\$0.00	\$239.00	
Other	\$0.00	\$0.00	
Subtotal:	\$0.00	\$1,110.00	
TOTAL:	\$43,728.28	\$570,175.16	

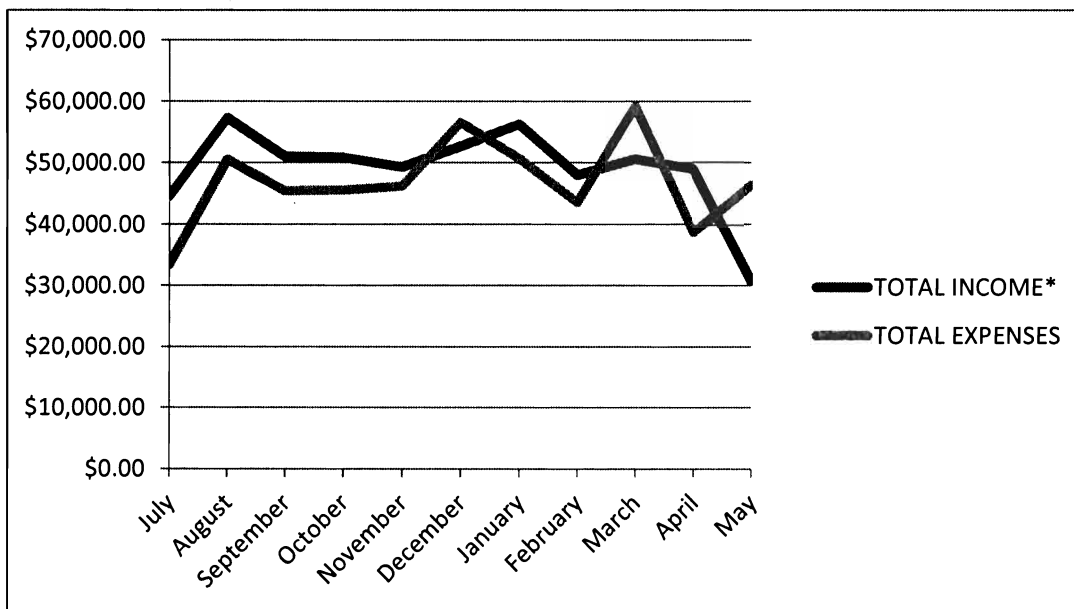
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2019:				\$26,319.47
Beginning Balance 5/1/2020:				\$13,444.17
MAY				
5/1/2020	Mobile check deposit (Transfer from SMC Trust acct)		\$13,000.00	\$26,444.17
5/5/2020	Debit credit (Container Store / spray bottles for hand sanitizer / never delivered)		\$7.95	\$26,452.12
5/8/2020	Service charge	\$23.76		\$26,428.36
5/19/2020	Debit purchase (Earthlink)	\$19.95		\$26,408.41
5/19/2020	Debit purchase (ATT)	\$58.85		\$26,349.56
5/21/2020	Check purchase (224 / LawPress materials)	\$383.46		\$25,966.10
5/27/2020	Debit purchase (Amazon)	\$19.74		\$25,946.36
5/27/2020	Debit purchase (San Mateo Daily Journal subscription)	\$99.00		\$25,847.36
5/28/2020	Debit purchase (Fastsigns / Banner)	\$117.36		\$25,730.00
TOTALS:		\$722.12	\$13,007.95	
Ending Balance 5/31/20:				\$25,730.00
Monthly Difference:				12,285.83
YTD Difference:				-589.47

CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$44,582.45	\$33,363.38	\$679,228.92
August	\$57,258.75	\$50,495.40	\$685,992.27
September	\$50,966.80	\$45,420.93	\$691,538.14
October	\$50,816.43	\$45,487.62	\$696,866.95
November	\$49,304.77	\$46,167.91	\$700,003.81
December	\$52,642.10	\$56,540.91	\$695,605.00
January	\$56,222.17	\$50,645.93	\$701,181.24
February	\$47,982.76	\$43,489.28	\$705,674.72
March	\$50,616.90	\$59,134.85	\$697,156.77
April	\$48,970.27	\$38,660.88	\$709,164.69
May	\$30,728.28	\$46,368.19	\$691,826.25
TOTALS	\$540,091.68	\$515,775.28	

YTD Difference	\$24,316.40
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* Total income deposited in County Trust Fund



TOTAL CASH ON HAND

PERIOD	SMC Trust Fund	CitiBank Account	SVCF Account	TOTAL
July	\$679,228.92	\$25,821.49	\$226,276.04	\$931,326.45
August	\$685,992.27	\$30,690.98	\$224,827.28	\$941,510.53
September	\$691,538.14	\$27,689.37	\$224,306.67	\$943,534.18
October	\$696,866.95	\$27,556.11	\$224,755.64	\$949,178.70
November	\$700,003.81	\$27,284.21	\$229,404.93	\$956,692.95
December	\$695,605.00	\$27,940.54	\$232,372.90	\$955,918.44
January	\$701,181.24	\$22,311.93	\$233,642.19	\$957,135.36
February	\$705,674.72	\$16,297.53	\$224,142.85	\$946,115.10
March	\$697,156.77	\$14,503.82	\$204,786.65	\$916,447.24
April	\$707,466.16	\$13,444.17	Not yet available	
May	\$691,826.25	\$25,730.00	Not yet available	
June				

FY 2020-2021 PPROSED BUDGET

Expenses	PRIOR 2 YEAR EXPENDITURES & BUDGETS				PROPOSED FUTURE BUDGET
	FY18-19 Budget	FY18-19 Final Expenditures	FY19-20 Budget	FY19-20 Estimated Expenditures**	Proposed FY20-21 Budget
SALARIES					
Full time	\$170,003.57	\$142,978.40	\$145,000.00	\$150,400.00	\$160,150.00
Part time	\$45,000.00	\$37,634.50	\$84,000.00	\$78,100.00	\$87,000.00
BENEFITS					
CalPERS Retirement	\$23,544.99	\$19,370.07	\$22,500.00	\$20,800.00	\$26,000.00
CalPERS UAL	\$15,559.27	\$24,194.76	\$32,000.00	\$32,300.00	\$38,000.00
Medicare	\$2,739.54	\$2,586.49	\$2,730.00	\$3,278.00	\$2,700.00
Active Employee Benefits	\$30,726.47	\$10,204.56	\$18,500.00	\$10,700.00	\$11,100.00
Retired Employee Benefits	\$23,959.11	\$18,760.72	\$19,700.00	\$19,500.00	\$21,500.00
PRINT & ELECTRONIC RESOURCES					
New Resources	\$0.00	\$0.00	\$4,500.00	\$5,600.00	\$0.00
Print Subscriptions	\$95,500.00	\$91,417.56	\$96,000.00	\$93,250.00	\$103,000.00
Electronic Subscriptions	\$109,332.94	\$113,552.61	\$119,200.00	\$109,200.00	\$114,000.00
OPERATIONAL EXPENSES					
Binding	\$0.00	\$0.00	\$0.00	\$0.00	Eliminated
Insurance	\$7,009.80	\$3,015.00	\$7,000.00	\$8,000.00	\$8,000.00
Copy Machines	\$5,231.92	\$2,518.06	\$2,600.00	\$2,500.00	\$2,500.00
Capital Improvements	\$0.00	\$2,602.00	\$6,000.00	\$8,050.00	\$0.00
Office Supplies	\$1,036.10	\$1,421.51	\$1,800.00	\$2,700.00	\$2,700.00
Use Tax	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00
Catering	Eliminated	Eliminated	Eliminated	Eliminated	\$1,400.00
Tech Support	\$12,862.50	\$9,810.23	\$10,000.00	\$15,600.00	\$10,000.00
Support Software	\$11,004.00	\$231.00	\$2,500.00	\$3,200.00	\$3,200.00
Building Maintenance	\$9,200.00	\$10,166.69	\$11,000.00	\$9,100.00	\$12,800.00
CitiBank Transfers	\$3,000.00	\$13,000.00	\$0.00	\$13,000.00	Eliminated
Services	\$9,274.95	\$4,173.71	\$5,000.00	\$5,000.00	\$5,000.00
Educational/Professional	\$2,500.00	\$2,873.00	Eliminated	Eliminated	\$3,000.00
Dues	\$800.00	\$0.00	Eliminated	Eliminated	\$800.00
Telecommunications	Eliminated	Eliminated	Eliminated	Eliminated	\$1,000.00
Travel Expenses	\$3,500.00	\$395.00	Eliminated	Eliminated	\$1,500.00
Promotional	\$1,000.00	\$0.00	Eliminated	Eliminated	\$300.00
Transfers***					\$0.00
Miscellaneous	\$1,200.00	\$0.00	\$800.00	\$1,800.00	\$1,800.00
TOTALS	\$583,985.16	\$510,905.87	\$590,830.00	\$592,079.00	\$617,450.00

FY 2020-2021 PROPOSED BUDGET

* This line item was eliminated and accounted for in line item 29, 'Citibank Transfers.'

** Estimate based on July 2019 through March 2020.

*** New line item created FY 2020-2021.

**** Line item eliminated FY 2020-2021.