



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

July 17 2020

## **BOARD OF LAW LIBRARY TRUSTEES MEETING**

ZOOM Session Meeting ID: 873 9679 1866

<https://us02web.zoom.us/j/87396791866>

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

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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, July 23, 2020, 12:15 P.M.**

### **AGENDA**

1. **CLOSED SESSION**
2. **REGULAR SESSION**
  - a. Report on closed session
  - b. Approval of Minutes of the June 25, 2020 meeting (page 3-4)
  - c. Acceptance of Report of Expenses for Period 12 (May) FY 2019-2020 (pages 5-10)
  - d. Discussion/Informational Updates and Policy Decisions:
    - CalPERS CERBT prefunding program
    - COVID policy for August: Research terminal, circulation
    - Filing fees and funding
    - Approval of Final Budget for FY 2020-2021 (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**

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Date: June 25, 2020

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

Members in attendance:

Trustee:	STEVE SCHAIMAN
Trustee:	JOSEPH C. SCOTT
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

- a. Report on closed session. Discussion of personnel issues.
- b. Approval of minutes for May 28, 2020 meeting. Groom made motion to approve. Wilkins seconded. Vote taken with unanimous approval. Minutes moved into record.
- c. Acceptance of report of expenses for Period 11(May) FY 2019-20. May filings reflect March income, down by \$20,000 due to COVID-19 court closures. Savings on suspended databases offsets difference in filing. Schaiman made motion to approve. Wilkins seconded. Unanimous vote. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions: Covid and July timeline policy proposal to set up computer terminal in front entrance for legal research by appointment. Looking to defer final FY budget until we get a better picture of the filing fees and personnel issues. Swope made motion to postpone final budget approval for FY 20-21 to July 23 Board meeting. Seconded by Schaiman. Unanimous approval. Budget will be approved in July. Discussion of moving funds to prefund CalPERS via California Employers' Retiree Benefit Trust (CERBT) fund program. Have been unable to contact Liliana Rodriguez. Zoom meetings to continue until the end of the year, though trustees are invited into library for meeting if so inclined. Brown recommended updated statement of non-discrimination, equity, and social justice to be featured on website.
- e. Bar Association report: all sections implementing new policies.
- f. Public comments from Martin Fox including issues of legislative advocacy.

3. ADJOURNMENT

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

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

MONTHLY EXPENSES			MONTHLY INCOME	
Voucher #	Payee	Amount	Income Source	Amount
<b>Retirement</b>			<b>Deposit to County Trust Fund</b>	
13252	CalPERS	\$577.39	Filing Fees	\$17,601.60
13253	CalPERS	\$577.39	Interest	\$0.00
13254	CalPERS	\$370.58	Credits/Refunds	\$337.30
13255	CalPERS	\$370.58	Other	\$0.00
13256	CalPERS	\$2,689.38		
		<b>Subtotal:</b>	<b>Subtotal:</b>	<b>\$17,938.90</b>
<b>Operations</b>			<b>Deposit to CitiBank Account</b>	
13257	California Security	\$26.25	Photocopier	\$142.00
13257a	Cubing, Ino	\$450.00	Computer Printing	\$34.25
13258	Daily Journal	\$278.00	Conference Room Rental	\$275.00
13259	Daily Journal	\$326.00	Deed Form Sales	\$45.00
13260	Lexis (Matthew Bender)	\$2,099.74	MCLE Tape Circulation	\$0.00
13261	West Group (Thomson Reuters)	\$2,526.47	24-hour Material Circulation	\$0.00
13262	Xerox	\$208.44	Extra Computer Time	\$0.00
		<b>Subtotal:</b>	<b>Subtotal:</b>	<b>\$2,524.85</b>
<b>Payroll &amp; Benefits</b>			<b>Deposit to Foundation Account</b>	
13263	Blake, Larry	\$230.00	Used Book Sales	\$0.00
13264	Blake, Marisol	\$0.00	Donations	\$0.00
13265	Bracco, Caroline	\$6,923.20	Other	\$0.00
13266	Brill, Margaret Ruth	\$1,230.00	<b>Subtotal:</b>	<b>\$0.00</b>
13267	Conventiti, Antonella	\$5,396.80		
13268	Gurthet, Andrew	\$3,020.00		
13269	Woods, Marcia	\$2,140.00		
13270	Medicare	\$271.74		
13271	Active Employee Benefits	\$889.44		
13272	Retired Employee Benefits	\$1,698.53		
		<b>Subtotal:</b>		
		<b>Subtotal:</b>	<b>Subtotal:</b>	<b>\$21,799.71</b>
<b>Total Monthly Expenses:</b>			<b>Total Monthly Income:</b>	
		<b>\$32,299.93</b>	<b>\$20,463.75</b>	

Expense Category	June Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
<b>PAYROLL</b>					
Full time	\$12,083.20	\$149,477.60	\$145,000.00	\$4,477.60	\$145,000.00
Part time	\$6,856.80	\$79,294.60	\$84,000.00	-\$4,705.40	\$84,000.00
<b>Subtotal :</b>	<b>\$18,940.00</b>	<b>\$228,772.20</b>	<b>\$229,000.00</b>	<b>-\$227.80</b>	<b>\$229,000.00</b>
<b>BENEFITS</b>					
Retirement	\$1,895.94	\$22,213.24	\$22,500.00	-\$286.76	\$22,500.00
Unfunded Accrued Liability	\$2,689.38	\$32,272.56	\$32,000.00	\$272.56	\$32,000.00
Medicare	\$271.74	\$3,282.82	\$2,730.00	\$552.82	\$2,730.00
Active Employee Benefits	\$889.44	\$10,683.54	\$18,500.00	-\$7,816.46	\$18,500.00
Retired Employee Benefits	\$1,698.53	\$19,730.16	\$19,700.00	\$30.16	\$19,700.00
<b>Subtotal :</b>	<b>\$7,445.03</b>	<b>\$88,182.32</b>	<b>\$95,430.00</b>	<b>-\$7,247.68</b>	<b>\$95,430.00</b>
<b>LIBRARY RESOURCES</b>					
New Materials	\$0.00	\$5,575.05	\$4,500.00	\$1,075.05	\$4,500.00
Print Resources	\$5,230.21	\$86,730.06	\$96,000.00	-\$9,269.94	\$96,000.00
Electronic Resources	\$0.00	\$94,546.80	\$119,200.00	-\$24,653.20	\$119,200.00
<b>Subtotal :</b>	<b>\$5,230.21</b>	<b>\$186,851.91</b>	<b>\$219,700.00</b>	<b>-\$32,848.09</b>	<b>\$219,700.00</b>
<b>OPERATIONAL EXPENSES</b>					
Binding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$7,000.00	-\$7,000.00	\$7,000.00
Copy Machines	\$208.44	\$2,590.68	\$2,600.00	-\$9.32	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$6,000.00	-\$6,000.00	\$6,000.00
Office Supplies	\$0.00	\$1,377.09	\$1,800.00	-\$422.91	\$1,800.00
Use Tax	\$0.00	\$0.61	\$0.00	\$0.61	\$0.00
Tech Support	\$450.00	\$13,601.46	\$10,000.00	\$3,601.46	\$10,000.00
Support Software	\$0.00	\$2,053.00	\$2,500.00	-\$447.00	\$2,500.00
Building Maintenance	\$26.25	\$7,158.96	\$11,000.00	-\$3,841.04	\$11,000.00
CitiBank Transfers	\$0.00	\$13,000.00	\$0.00	\$13,000.00	\$0.00
Services	\$0.00	\$3,786.98	\$5,000.00	-\$1,213.02	\$5,000.00
Miscellaneous	\$0.00	\$700.00	\$800.00	-\$100.00	\$800.00
<b>Subtotal :</b>	<b>\$684.69</b>	<b>\$44,268.78</b>	<b>\$46,700.00</b>	<b>-\$2,431.22</b>	<b>\$46,700.00</b>
<b>TOTAL:</b>	<b>\$32,299.93</b>	<b>\$548,075.21</b>	<b>\$590,830.00</b>	<b>-\$42,754.79</b>	<b>\$590,830.00</b>

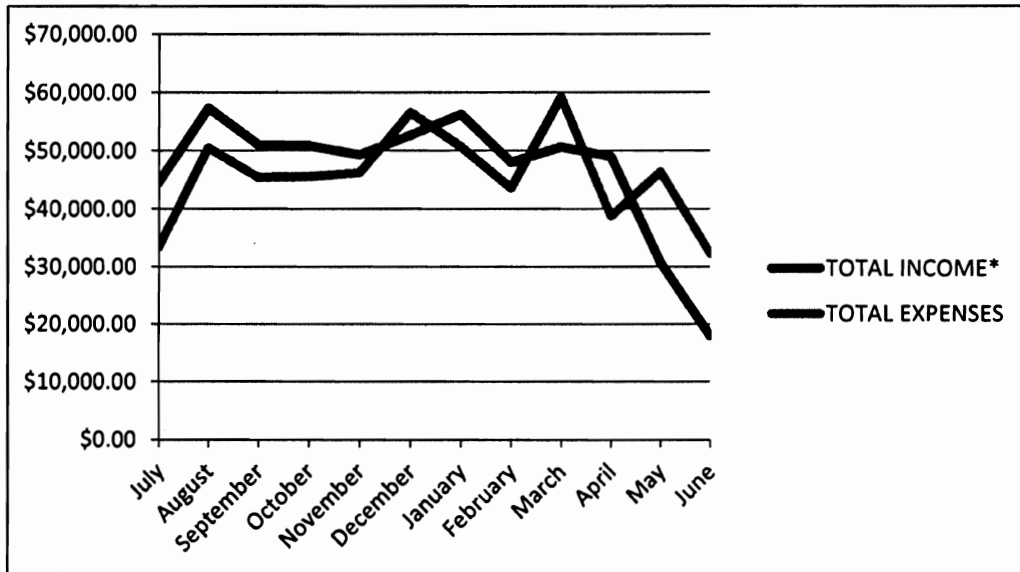
Income Category	June Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	\$17,601.60	\$537,863.85
Interest	\$0.00	\$10,383.14
Credits/Refunds	\$337.30	\$3,958.54
Other	\$0.00	\$5,825.05
<b>Subtotal:</b>	<b>\$17,938.90</b>	<b>\$558,030.58</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$142.00	\$2,972.45
Computer Printing	\$34.25	\$424.56
Conference Room Rental	\$275.00	\$4,162.50
Deed Form Sales	\$45.00	\$754.00
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	\$0.00	\$13,000.00
Square Transactions	\$0.00	\$1,437.11
Other	\$2,028.60	\$2,718.60
<b>Subtotal:</b>	<b>\$2,524.85</b>	<b>\$31,498.33</b>
<b>FOUNDATION GENERATED INCOME</b> (Deposited to Foundation WF Acct)		
Book Sales	\$0.00	\$871.00
Donations	\$0.00	\$239.00
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$0.00</b>	<b>\$1,110.00</b>
<b>TOTAL:</b>	<b>\$20,463.75</b>	<b>\$590,638.91</b>

**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
June	\$17,938.90	\$32,299.93	\$677,465.22
<b>TOTALS</b>	<b>\$558,030.58</b>	<b>\$548,075.21</b>	

<b>YTD Difference</b>	<b>\$9,955.37</b>
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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	\$677,465.22	\$25,862.28	Not yet available	

## CitiBank Monthly Transactions

Period 12  
JuneSan Mateo County Law Library  
FY2019-2010

Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2019:				\$26,319.47
Beginning Balance 6/1/2020:				\$25,730.00
<b>JUNE</b>				
6/1/2020	Deposit (April library generated income)		\$250.00	\$25,980.00
6/3/2020	Debit purchase (Starbucks / staff re-opening plan meeting)	\$25.00		\$25,955.00
6/4/2020	Check purchase (225 / Ingram Library Services)	\$23.04		\$25,931.96
6/4/2020	Check purchase (251 / Ingram Library Services)	\$78.72		\$25,853.24
6/9/2020	Check purchase (252 / Antonella Humboldt State tuition reimbursement)	\$918.00		\$24,935.24
6/9/2020	Service Charge	\$23.65		\$24,911.59
6/12/2020	Check purchase (253 / Ingram Library Services)	\$100.44		\$24,811.15
6/15/2020	Debit credit (Displays2Go / magazine rack / credit to library)		\$21.95	\$24,833.10
6/16/2020	Debit purchase (Earthlink / domain yearly renewal)	\$40.00		\$24,793.10
6/18/2020	Debit purchase (Earthlink)	\$19.95		\$24,773.15
6/17/2020	Debit purchase (Hartford Ins. / Work comp yearly renewal)	\$826.00		\$23,947.15
6/19/2020	Debit purchase (ATT)	\$58.85		\$23,888.30
6/24/2020	Debit purchase (AirBNB / Caroline accidental personal charge / reimbursed 7/9/20)	\$108.41		\$23,779.89
6/29/2020	Check purchase (254 / Ingram Library Services)	\$21.45		\$23,758.44
6/29/2020	Check purchase (255 / Wiley & Sons Publishing)	\$220.01		\$23,538.43
6/30/2020	Deposit (May library generated income)		\$2,323.85	\$25,862.28
TOTALS:		\$2,463.52	\$2,595.80	
Ending Balance 6/30/20:				\$25,862.28
Monthly Difference:				132.28
YTD Difference:				-457.19