



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

December 7, 2020

**BOARD OF LAW LIBRARY TRUSTEES MEETING**

ZOOM Session Meeting ID: 863 7829 8646

<https://us02web.zoom.us/j/86378298646>

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*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, December 10, 2020, 12:00 P.M.**

**AGENDA**

1. **CLOSED SESSION**
2. **REGULAR SESSION**
  - a. Report on closed session
  - b. Approval of Minutes of the October 22, 2020 meeting (page 3-4)
  - c. Acceptance of Report of Expenses for Period 4 (October) FY 2020-2021 (pages 5-10)
  - d. Discussion/Informational Updates and Policy Decisions:
    - COVID policy changes for remainder of 2020
    - WestLaw Next contract changes
    - Court partnership for public venue
    - New service for email and web hosting
    - Other matters of interest
  - e. Report of the San Mateo County Bar Association
  - f. Public open comment.

3. ADJOURNMENT

NEXT MEETING: JANUARY 28, 2021

Mark Your Calendar!

2021 San Mateo County Law Library Board of Trustees Meeting Schedule:

- January 28, 2021
- February 25, 2021
- March 25, 2021
- April 22, 2021
- May 27, 2021
- June 24, 2021
- August 26, 2021
- September 23, 2021
- October 28, 2021
- December 9, 2021

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

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Date: October 22, 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 and Jenn Brown.

- a. Report on closed session. Discussed staffing.
- b. Approval of minutes for September 23, 2020 meeting. Foiles made motion to approve. Schaiman seconded. Vote taken with six vote approval, Scott abstaining. Minutes moved into record.
- c. Acceptance of report of expenses for Period 3 (September) FY 2020-21. Slight uptick in filings but expenses still exceeding income. Savings on suspended databases ended. Schaiman made motion to approve. Wilkins seconded. Unanimous vote. Report of expenses moved into record.
- d. Discussion and information updates & policy decisions:
  - Election 2020 Voter Center presentation and Q&A with Jenn Brown from county elections division. Draft layout for parking plans and entrance/exit plus additional safety measures discussed.
  - Discussion of adjusting hours and policy with decision to continue only with policies already in place.
  - C. Bracco attended the CalPERS educational forum for prefunding trusts. Board already voted to approve the creation of a prefunding trust, based on director's recommendation. That recommendation is to pay down our debt (ADM) by \$20,000 and invest \$30,000 in a CEPPT trust.
  - Law Library's annual report submitted to county and board. No corrections or amendments recommended. Motion to approve by Groom. Seconded by Schaiman. Unanimous approval. Annual Report moved into record.
  - Chase development update; paralegal classes to begin on weekends.

- e. Bar Association report: amending bylaws.
  - f. Public comments from Martin Fox including issues of legislative advocacy.
3. ADJOURNMENT  
Swope made motion to adjourn. Seconded by Scott. Unanimous vote. Meeting adjourned.

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

DETAILED MONTHLY EXPENSES				
	ID	Payee	Description	Amount
Retirement	13354	CalPERS	Classic contributions	\$605.22
	13355	CalPERS	Classic contributions	\$605.22
	13356	CalPERS	PEPRA contributions	\$390.74
	13357	CalPERS	PEPRA contributions	\$390.74
	13358	CalPERS	Classic UAL	\$3,151.90
	13359	CalPERS	PEPRA UAL	\$91.36
				<b>Subtotal:</b>
Operations	13360	California Security	Monthly building security	\$26.25
	13361	Courtroom Compendiums	Annual subscription renewal	\$170.00
	13362	Cubing, Ino	Tech support	\$99.00
	13363	Cubing, Ino	Tech support	\$562.50
	13364	James Publishing	Subscription renewal	\$240.35
	13365	Lexis (Matthew Bender)	Monthly subscription	\$2,274.24
	13366	Lexis (Matthew Bender)	Monthly subscription	\$5,899.57
	13367	Lexis (Advance)	Monthly subscription	\$3,650.00
	13368	Office Depot	Office supplies	\$28.52
	13369	Office Depot	Office supplies	\$24.50
	13370	UBS	Monthly building cleaning	\$422.00
	13371	UC Regents (CEB)	Monthly subscriptions	\$2,850.73
	13372	West Group (Westlaw Next)	Monthly subscription	\$5,717.76
	13373	Xerox	Monthly copier lease	\$208.44
	13374	West Group (Thomson Reuters)	Monthly subscription	\$2,652.59
	CB17	Redwood City Parking		\$3.50
	CB18	Ingram Library Services	Ck. #261	\$75.81
	CB19	Philadelphia Insurance Co.	Ck. #262 / Directors & Officers Flexi-Plan 20-21	\$3,439.00
	CB20	CitiBank Service charge		\$27.90
	CB21	Earthlink	Monthly internet	\$22.95
	CB22	AT&T	Monthly telephone	\$80.25
	CB23	Lawdables Press	Litigation by the Numbers annual renewal	\$80.00
	CB24	Fastsigns	Elections promotional poster	\$65.85
	CB25	Hartford Insurance Co.	Workers Comp	\$128.00
				<b>Subtotal:</b>
Payroll & Benefits	13375	Blake, Larry		\$184.00
	13376	Blake, Marisol		\$0.00
	13377	Bracco, Caroline		\$6,923.20
	13378	Brill, Margaret Ruth		\$520.00
	13379	Conventili, Antonella		\$5,396.80
	13380	Gurthet, Andrew		\$2,720.00
	13381	Woods, Marcia		\$920.00
	13381	Medicare		\$238.74
	13382	Active Employee Benefits		\$889.44
	13383	Retired Employee Benefits		\$1,698.53
			<b>Subtotal:</b>	<b>\$19,490.71</b>
<b>Total Monthly Expenses:</b>				<b>\$53,475.60</b>

Expense Category	October Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
<b>PAYROLL</b>					
Full time	\$12,320.00	\$55,440.00	\$53,383.33	\$2,056.67	\$160,150.00
Part time	\$4,344.00	\$24,535.00	\$27,266.67	-\$2,731.67	\$81,800.00
<b>Subtotal :</b>	<b>\$16,664.00</b>	<b>\$79,975.00</b>	<b>\$80,650.00</b>	<b>-\$675.00</b>	<b>\$241,950.00</b>
<b>BENEFITS</b>					
CalPERS Retirement	\$1,991.92	\$6,971.72	\$8,666.67	-\$1,694.95	\$26,000.00
CalPERS UAL	\$3,243.26	\$12,973.04	\$13,000.00	-\$26.96	\$39,000.00
Medicare	\$238.74	\$1,148.07	\$1,100.00	\$48.07	\$3,300.00
Active Employee Benefits	\$889.44	\$3,557.76	\$3,700.00	-\$142.24	\$11,100.00
Retired Employee Benefits	\$1,698.53	\$6,794.12	\$6,666.67	\$127.45	\$20,000.00
<b>Subtotal :</b>	<b>\$8,061.89</b>	<b>\$31,444.71</b>	<b>\$33,133.33</b>	<b>-\$1,688.62</b>	<b>\$99,400.00</b>
<b>LIBRARY RESOURCES</b>					
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$14,243.29	\$32,054.92	\$34,333.33	-\$2,278.41	\$103,000.00
Electronic Resources	\$9,367.76	\$22,571.67	\$38,000.00	-\$15,428.33	\$114,000.00
<b>Subtotal :</b>	<b>\$23,611.05</b>	<b>\$54,626.59</b>	<b>\$72,333.33</b>	<b>-\$17,706.74</b>	<b>\$217,000.00</b>
<b>OPERATIONAL EXPENSES</b>					
Insurance	\$3,567.00	\$3,764.00	\$2,666.67	\$1,097.33	\$8,000.00
Copy Machines	\$208.44	\$625.32	\$866.67	-\$241.35	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$53.02	\$491.98	\$733.33	-\$241.35	\$2,200.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$0.00	\$466.67	-\$466.67	\$1,400.00
Tech Support	\$562.50	\$1,530.00	\$3,333.33	-\$1,803.33	\$10,000.00
Support Software	\$99.00	\$99.00	\$900.00	-\$801.00	\$2,700.00
Building Maintenance	\$448.25	\$1,371.00	\$4,266.67	-\$2,895.67	\$12,800.00
Services	\$0.00	\$700.00	\$1,333.33	-\$633.33	\$4,000.00
Educational/Professional	\$0.00	\$483.67	\$1,333.33	-\$849.66	\$4,000.00
Dues	\$0.00	\$0.00	\$266.67	-\$266.67	\$800.00
Telecommunications	\$103.20	\$417.52	\$333.33	\$84.19	\$1,000.00
Travel Expenses	\$3.50	\$3.50	\$500.00	-\$496.50	\$1,500.00
Promotional	\$65.85	\$65.85	\$100.00	-\$34.15	\$300.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$27.90	\$127.36	\$116.67	\$10.69	\$350.00
Miscellaneous	\$0.00	\$930.75	\$600.00	\$330.75	\$1,800.00
<b>Subtotal :</b>	<b>\$5,138.66</b>	<b>\$10,609.95</b>	<b>\$17,816.67</b>	<b>-\$7,206.72</b>	<b>\$53,450.00</b>
<b>TOTAL:</b>	<b>\$53,475.60</b>	<b>\$176,656.25</b>	<b>\$203,933.33</b>	<b>-\$27,277.08</b>	<b>\$611,800.00</b>

DETAILED MONTHLY INCOME		
Fund	Income Source	Amount
SMC Trust	Filing Fees	\$40,504.02
	Interest	\$2,606.39
	Credits/Refunds	\$337.30
	Other	\$0.00
	<b>Subtotal:</b>	<b>\$43,447.71</b>
CitiBank	Photocopier	\$0.00
	Computer Printing	\$60.00
	Conference Room Rental	\$0.00
	Deed Form Sales	\$10.00
	MCLE Tape Circulation	\$0.00
	24-hour Material Circulation	\$60.00
	Extra Computer Time	\$0.00
	Lost Book Replacement	\$0.00
	Vendor Credits/Refunds	\$0.00
	SVCF Deposits	\$0.00
	Grants	\$0.00
	Overdue Fines	\$0.00
	Transfers	\$0.00
	Square Transactions	\$25.61
	Other	\$0.00
<b>Subtotal:</b>	<b>\$155.61</b>	
<b>Total Monthly Income:</b>		<b>\$43,603.32</b>

Income Category	October Income	YTD Income	YTD Monthly Average
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)			
Filing Fees	\$40,504.02	\$146,135.57	\$36,533.89
Interest	\$2,606.39	\$2,606.39	\$651.60
Credits/Refunds	\$337.30	\$1,517.85	\$379.46
Other .....	\$0.00	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$43,447.71</b>	<b>\$150,259.81</b>	
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)			
Photocopier	\$0.00	\$116.00	\$29.00
Computer Printing	\$60.00	\$384.00	\$96.00
Conference Room Rental	\$0.00	\$0.00	\$0.00
Deed Form Sales	\$10.00	\$85.00	\$21.25
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$60.00	\$340.00	\$85.00
Extra Computer Time	\$0.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$5,872.71	\$1,468.18
SVCF Deposits	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$10.00	\$2.50
Transfers	\$0.00	\$0.00	\$0.00
Square Transactions	\$25.61	\$67.28	\$16.82
Other	\$0.00	\$108.41	\$27.10
<b>Subtotal:</b>	<b>\$155.61</b>	<b>\$6,983.40</b>	
<b>TOTAL:</b>	<b>\$43,603.32</b>	<b>\$157,243.21</b>	



## CitiBank Monthly Transactions

Period 4  
OctoberSan Mateo County Law Library  
FY2020-2021

Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2020:				\$25,862.28
Beginning Balance 10/1/2020:				\$30,429.38
<b>October</b>				
10/1/2020	Redwood City Parking	\$3.50		\$30,425.88
10/5/2020	Ingram Library Services (Ck. #261)	\$75.81		\$30,350.07
10/5/2020	Philadelphia Insurance Co. (Ck. #262 / Directors & Officers Flexi-Plan 20-21)	\$3,439.00		\$26,911.07
10/8/2020	Service charge	\$27.90		\$26,883.17
10/14/2020	Square transaction (library patron printing)		\$21.81	\$26,904.98
10/20/2020	Earthlink	\$22.95		\$26,882.03
10/20/2020	AT&T	\$80.25		\$26,801.78
10/23/2020	Square transaction (library patron printing)		\$3.80	\$26,805.58
10/29/2020	Library monthly deposit		\$130.00	\$26,935.58
10/29/2020	Lawdables Press (Litigation by the Numbers annual renewal)	\$80.00		\$26,855.58
10/30/2020	Fastsigns (Elections promotional materials)	\$65.85		\$26,789.73
10/30/2020	Hartford Insurance (Workers Comp. Ins.)	\$128.00		\$26,661.73
<b>TOTALS:</b>		<b>\$3,923.26</b>	<b>\$155.61</b>	
Ending Balance 10/30/20:				\$26,661.73
Monthly Difference:				-3,767.65
YTD Difference:				799.45

CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$30,229.51	\$33,143.77	\$653,016.87
August	\$38,304.95	\$43,507.26	\$647,814.56
September	\$38,277.64	\$44,268.98	\$641,823.22
October	\$43,447.71	\$49,552.34	\$635,718.59
November			
December			
January			
February			
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$160,259.81</b>	<b>\$170,472.35</b>	

<b>YTD Difference</b>	<b>-\$20,212.54</b>
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\* Total income deposited in County Trust Fund

