

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

January 24, 2020

BOARD OF LAW LIBRARY TRUSTEES MEETING

Meeting ID: 233 094 3330

<https://us02web.zoom.us/j/2330943330>

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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, January 28, 2021, 12:00 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the December 10, 2020 meeting (page 3-4)
 - c. Acceptance of Report of Expenses for Period 5 (November) and Period 6 (December) FY 2020-2021 (pages 5-17)
 - d. Discussion/Informational Updates and Policy Decisions:
 - COVID policy changes for February
 - LexisNexis Digital Library presentation
 - Ebsco Nolo Database
 - Launch of new clinics (CLC and Will)

- 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: February 25, 2021

Mark Your Calendar!

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

- 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

MONTHLY FINANCIAL REPORTS

PERIOD 5, NOVEMBER

DETAILED MONTHLY EXPENSES				
	ID	Payee	Description	Amount
Retirement	13384	CalPERS	Classic contributions	\$605.22
	13385	CalPERS	Classic contributions	\$605.22
	13386	CalPERS	PEPRA contributions	\$390.74
	13387	CalPERS	PEPRA contributions	\$390.74
	13388	CalPERS	Classic UAL	\$3,151.90
	13389	CalPERS	PEPRA UAL	\$91.36
				Subtotal:
Operations	13390	California Security	Monthly building security	\$26.25
	13391	Cubing, Ino	Tech support	\$450.00
	13392	Lexis (Matthew Bender)	Monthly subscription	\$2,374.45
	13393	Lexis (Advance)	Monthly subscription	\$3,650.00
	13394	West Group (Thomson Reuters)	Monthly subscription	\$2,652.59
	13395	West Group (Westlaw Next)	Monthly subscription	\$5,717.76
	13396	UBS	Post election cleaning fee	\$422.00
	13397	Xerox	Monthly copier lease	\$208.44
	CB26	Ingram Library Services	Ck. #263 / Nolo Press materials	\$107.13
	CB27	CitiBank service charge		\$31.38
	CB28	Earthlink	Monthly internet	\$22.95
	CB29	AT&T	Monthly telephone	\$80.25
	CB30	Caroline Bracco	Ck. #264 / reimbursement for fall staff events	\$81.39
				Subtotal:
Payroll & Benefits	13398	Blake, Larry		\$253.00
	13399	Blake, Marisol		\$0.00
	13340	Bracco, Caroline		\$6,923.20
	13341	Brill, Margaret Ruth		\$1,200.00
	13342	Conventiti, Antonella		\$5,396.80
	13343	Gurthet, Andrew		\$3,040.00
	13344	Woods, Marcia		\$920.00
	13345	Medicare		\$254.24
	13346	Active Employee Benefits		\$889.44
13347	Retired Employee Benefits		\$1,698.53	
			Subtotal:	\$20,575.21
Total Monthly Expenses:				\$41,634.98

Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2020:				\$25,862.28
Beginning Balance 11/1/2020:				\$26,661.73
November				
11/4/2020	Ingram Library Services (Ck. #263)	\$107.13		\$26,554.60
11/10/2020	Service charge	\$31.38		\$26,523.22
11/18/2020	Earthlink	\$22.95		\$26,500.27
11/18/2020	AT&T	\$80.25		\$26,420.02
11/19/2020	Caroline Bracco (Ck. #264 / Remiburment for fall staff events)	\$81.39		\$26,338.63
11/30/2020	Library monthly deposit		\$109.00	\$26,447.63
TOTALS:		\$323.10	\$109.00	
Ending Balance 11/30/20:				\$26,447.63
Monthly Difference:				-214.10
YTD Difference:				585.35

Expense Category	November Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
PAYROLL					
Full time	\$12,320.00	\$67,760.00	\$66,729.17	\$1,030.83	\$160,150.00
Part time	\$5,413.00	\$29,948.00	\$34,083.33	-\$4,135.33	\$81,800.00
Subtotal :	\$17,733.00	\$97,708.00	\$100,812.50	-\$3,104.50	\$241,950.00
BENEFITS					
CalPERS Retirement	\$1,991.92	\$8,963.64	\$10,833.33	-\$1,869.69	\$26,000.00
CalPERS UAL	\$3,243.26	\$16,216.30	\$16,250.00	-\$33.70	\$39,000.00
Medicare	\$254.24	\$1,402.31	\$1,375.00	\$27.31	\$3,300.00
Active Employee Benefits	\$889.44	\$4,447.20	\$4,625.00	-\$177.80	\$11,100.00
Retired Employee Benefits	\$1,698.53	\$8,492.65	\$8,333.33	\$159.32	\$20,000.00
Subtotal :	\$8,077.39	\$39,522.10	\$41,416.67	-\$1,894.57	\$99,400.00
LIBRARY RESOURCES					
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$5,134.17	\$37,189.09	\$42,916.67	-\$5,727.58	\$103,000.00
Electronic Resources	\$9,367.76	\$31,939.43	\$47,500.00	-\$15,560.57	\$114,000.00
Subtotal :	\$14,501.93	\$69,128.52	\$90,416.67	-\$21,288.15	\$217,000.00
OPERATIONAL EXPENSES					
Insurance	\$0.00	\$3,764.00	\$3,333.33	\$430.67	\$8,000.00
Copy Machines	\$208.44	\$833.76	\$1,083.33	-\$249.57	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$491.98	\$916.67	-\$424.69	\$2,200.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$81.39	\$81.39	\$583.33	-\$501.94	\$1,400.00
Tech Support	\$450.00	\$1,980.00	\$4,166.67	-\$2,186.67	\$10,000.00
Support Software	\$0.00	\$99.00	\$1,125.00	-\$1,026.00	\$2,700.00
Building Maintenance	\$448.25	\$1,819.25	\$5,333.33	-\$3,514.08	\$12,800.00
Services	\$0.00	\$700.00	\$1,666.67	-\$966.67	\$4,000.00
Educational/Professional	\$0.00	\$483.67	\$1,666.67	-\$1,183.00	\$4,000.00
Dues	\$0.00	\$0.00	\$333.33	-\$333.33	\$800.00
Telecommunications	\$103.20	\$520.72	\$416.67	\$104.05	\$1,000.00
Travel Expenses	\$0.00	\$3.50	\$625.00	-\$621.50	\$1,500.00
Promotional	\$0.00	\$65.85	\$125.00	-\$59.15	\$300.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$31.38	\$158.74	\$145.83	\$12.91	\$350.00
Miscellaneous	\$0.00	\$930.75	\$750.00	\$180.75	\$1,800.00
Subtotal :	\$1,322.66	\$11,932.61	\$22,270.83	-\$10,338.22	\$53,450.00
TOTAL:	\$41,634.98	\$218,291.23	\$254,916.67	-\$36,625.44	\$611,800.00

DETAILED MONTHLY INCOME		
Fund	Income Source	Amount
SMC Trust	Filing Fees	\$40,784.64
	Interest	\$0.00
	Credits/Refunds	\$337.30
	Other	\$115,665.26
	Subtotal:	\$156,787.20
CitiBank	Photocopier	\$0.00
	Computer Printing	\$29.00
	Conference Room Rental	\$0.00
	Deed Form Sales	\$30.00
	MCLE Tape Circulation	\$0.00
	24-hour Material Circulation	\$50.00
	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	\$0.00
	Other	\$0.00
Subtotal:	\$109.00	
Total Monthly Income:		\$156,896.20

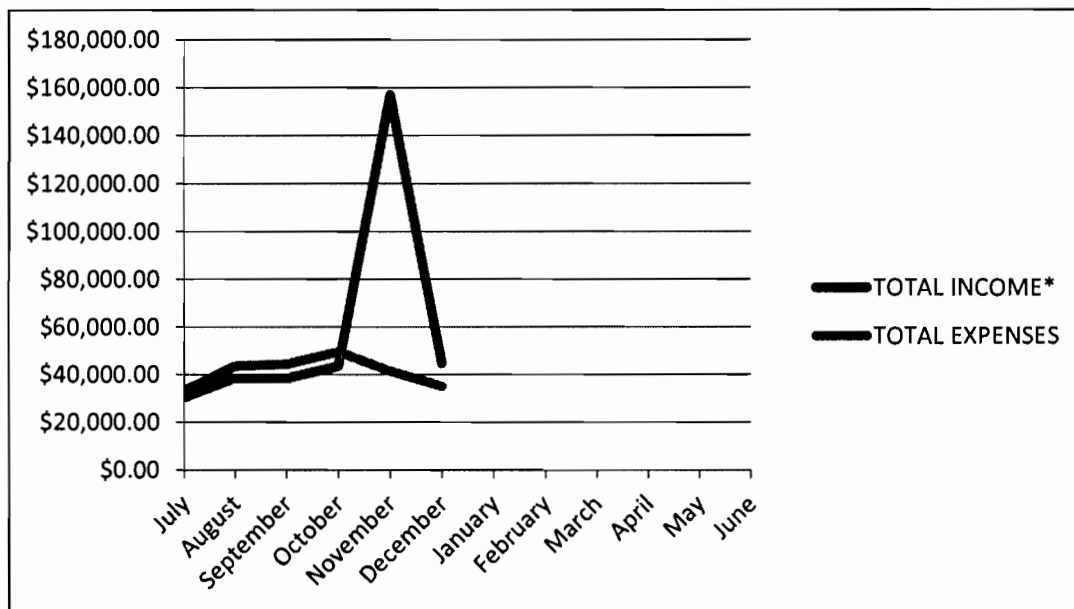
Income Category	November Income	YTD Income	YTD Monthly Average
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)			
Filing Fees	\$40,784.64	\$186,920.21	\$37,384.04
Interest	\$0.00	\$2,606.39	\$521.28
Credits/Refunds	\$337.30	\$1,855.15	\$371.03
Other	\$115,665.26	\$115,665.26	\$23,133.05
Subtotal:	\$156,787.20	\$307,047.01	
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)			
Photocopier	\$0.00	\$116.00	\$23.20
Computer Printing	\$29.00	\$413.00	\$82.60
Conference Room Rental	\$0.00	\$0.00	\$0.00
Deed Form Sales	\$30.00	\$115.00	\$23.00
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$50.00	\$390.00	\$78.00
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	\$1,174.54
SVCF Deposits	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$10.00	\$2.00
Transfers	\$0.00	\$0.00	\$0.00
Square Transactions	\$0.00	\$67.28	\$13.46
Other	\$0.00	\$108.41	\$21.68
Subtotal:	\$109.00	\$7,092.40	
TOTAL:	\$156,896.20	\$314,139.41	

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	\$156,787.20	\$41,311.88	\$751,193.91
December	\$44,690.01	\$34,977.87	\$760,906.05
January			
February			
March			
April			
May			
June			
TOTALS	\$351,737.02	\$246,762.10	

YTD Difference	\$104,974.92
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* Total income deposited in County Trust Fund



MONTHLY FINANCIAL REPORTS

PERIOD 6, DECEMBER

DETAILED MONTHLY EXPENSES				
	ID	Payee	Description	Amount
Retirement	13408	CalPERS	Classic contributions	\$605.22
	13409	CalPERS	Classic contributions	\$605.22
	13410	CalPERS	PEPRA contributions	\$390.74
	13411	CalPERS	PEPRA contributions	\$390.74
	13412	CalPERS	Classic UAL	\$3,151.90
	12413	CalPERS	PEPRA UAL	\$91.36
	Subtotal:			
Operations	CB31	Ingram Library Services	Ck. #265 / Nolo Press materials	\$125.70
	CB32	Earthlink	Monthly internet	\$22.95
	CB33	CCA Book Store	2021 Court Directory and Fee Schedule	\$41.00
	CB34	AT&T	Monthly telephone	\$80.25
	CB35	Bluehost.com	New internet service	\$89.40
	CB36	Carbonite Backup	Yearly renewal	\$283.49
	CB37	CitiBank Service charge		\$27.33
	Subtotal:			
Payroll & Benefits	13422	Blake, Larry		\$483.00
	13423	Blake, Marisol		\$0.00
	13424	Bracco, Caroline		\$10,384.80
	13425	Brill, Margaret Ruth		\$1,720.00
	13426	Conventiti, Antonella		\$8,095.20
	13427	Gurthet, Andrew		\$4,320.00
	13428	Woods, Marcia		\$1,520.00
	13429	Medicare		\$381.72
	13430	Active Employee Benefits		\$889.44
	13431	Retired Employee Benefits		\$1,698.53
Subtotal:				\$29,492.69
Total Monthly Expenses:				\$35,397.99

Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2020:				\$25,862.28
Beginning Balance 12/1/2020:				\$26,447.63
December				
12/9/2021	Ingram Library Services (Ck. #265)	\$125.70		\$26,321.93
12/18/2021	Earthlink	\$22.95		\$26,298.98
12/18/2021	CCA Book Store (2021 Court Directory and Fee Schedule)	\$41.00		\$26,257.98
12/21/2021	AT&T	\$80.25		\$26,177.73
12/22/2021	Bluehost.com (new internet service)	\$89.40		\$26,088.33
12/22/2021	Carbonite Backup (yearly renewal)	\$283.49		\$25,804.84
12/8/2021	Service charge	\$27.33		\$25,777.51
12/30/2021	Library monthly deposit		\$401.57	\$26,179.08
TOTALS:		\$670.12	\$401.57	
Ending Balance 12/31/20:				\$26,179.08
Monthly Difference:				-268.55
YTD Difference:				316.80

Expense Category	December Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
PAYROLL					
Full time	\$18,480.00	\$86,240.00	\$80,075.00	\$6,165.00	\$160,150.00
Part time	\$8,043.00	\$37,991.00	\$40,900.00	-\$2,909.00	\$81,800.00
Subtotal :	\$26,523.00	\$124,231.00	\$120,975.00	\$3,256.00	\$241,950.00
BENEFITS					
CalPERS Retirement	\$1,991.92	\$10,955.56	\$13,000.00	-\$2,044.44	\$26,000.00
CalPERS UAL	\$3,243.26	\$19,459.56	\$19,500.00	-\$40.44	\$39,000.00
Medicare	\$381.72	\$1,784.03	\$1,650.00	\$134.03	\$3,300.00
Active Employee Benefits	\$889.44	\$5,336.64	\$5,550.00	-\$213.36	\$11,100.00
Retired Employee Benefits	\$1,698.53	\$10,191.18	\$10,000.00	\$191.18	\$20,000.00
Subtotal :	\$8,204.87	\$47,726.97	\$49,700.00	-\$1,973.03	\$99,400.00
LIBRARY RESOURCES					
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$166.70	\$37,355.79	\$51,500.00	-\$14,144.21	\$103,000.00
Electronic Resources	\$0.00	\$31,939.43	\$57,000.00	-\$25,060.57	\$114,000.00
Subtotal :	\$166.70	\$69,295.22	\$108,500.00	-\$39,204.78	\$217,000.00
OPERATIONAL EXPENSES					
Insurance	\$0.00	\$3,764.00	\$4,000.00	-\$236.00	\$8,000.00
Copy Machines	\$0.00	\$833.76	\$1,300.00	-\$466.24	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$491.98	\$1,100.00	-\$608.02	\$2,200.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$81.39	\$700.00	-\$618.61	\$1,400.00
Tech Support	\$0.00	\$1,980.00	\$5,000.00	-\$3,020.00	\$10,000.00
Support Software	\$372.89	\$471.89	\$1,350.00	-\$878.11	\$2,700.00
Building Maintenance	\$0.00	\$1,819.25	\$6,400.00	-\$4,580.75	\$12,800.00
Services	\$0.00	\$700.00	\$2,000.00	-\$1,300.00	\$4,000.00
Educational/Professional	\$0.00	\$483.67	\$2,000.00	-\$1,516.33	\$4,000.00
Dues	\$0.00	\$0.00	\$400.00	-\$400.00	\$800.00
Telecommunications	\$103.20	\$623.92	\$500.00	\$123.92	\$1,000.00
Travel Expenses	\$0.00	\$3.50	\$750.00	-\$746.50	\$1,500.00
Promotional	\$0.00	\$65.85	\$150.00	-\$84.15	\$300.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$27.33	\$186.07	\$175.00	\$11.07	\$350.00
Miscellaneous	\$0.00	\$930.75	\$900.00	\$30.75	\$1,800.00
Subtotal :	\$503.42	\$12,436.03	\$26,725.00	-\$14,288.97	\$53,450.00
TOTAL:	\$35,397.99	\$253,689.22	\$305,900.00	-\$52,210.78	\$611,800.00

DETAILED MONTHLY INCOME		
Fund	Income Source	Amount
SMC Trust	Filing Fees	\$44,184.06
	Interest	\$0.00
	Credits/Refunds	\$505.95
	Other	\$0.00
	Subtotal:	\$44,690.01
CitiBank	Photocopier	\$0.00
	Computer Printing	\$17.00
	Conference Room Rental	\$0.00
	Deed Form Sales	\$0.00
	MCLE Tape Circulation	\$0.00
	24-hour Material Circulation	\$20.00
	Extra Computer Time	\$0.00
	Lost Book Replacement	\$0.00
	Vendor Credits/Refunds	\$364.57
	SVCF Deposits	\$0.00
	Grants	\$0.00
	Overdue Fines	\$0.00
	Transfers	\$0.00
	Square Transactions	\$0.00
	Other	\$0.00
Subtotal:	\$401.57	
Total Monthly Income:		\$45,091.58

Income Category	December Income	YTD Income	YTD Monthly Average
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)			
Filing Fees	\$44,184.06	\$231,104.27	\$38,517.38
Interest	\$0.00	\$2,606.39	\$434.40
Credits/Refunds	\$505.95	\$2,361.10	\$393.52
Other	\$0.00	\$115,665.26	\$19,277.54
Subtotal:	\$44,690.01	\$351,737.02	
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)			
Photocopier	\$0.00	\$116.00	\$19.33
Computer Printing	\$17.00	\$430.00	\$71.67
Conference Room Rental	\$0.00	\$0.00	\$0.00
Deed Form Sales	\$0.00	\$115.00	\$19.17
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$20.00	\$410.00	\$68.33
Extra Computer Time	\$0.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$364.57	\$6,237.28	\$1,039.55
SVCF Deposits	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$10.00	\$1.67
Transfers	\$0.00	\$0.00	\$0.00
Square Transactions	\$0.00	\$67.28	\$11.21
Other	\$0.00	\$108.41	\$18.07
Subtotal:	\$401.57	\$7,493.97	
TOTAL:	\$45,091.58	\$359,230.99	

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	\$156,787.20	\$41,311.88	\$751,193.91
December	\$44,690.01	\$34,977.87	\$760,906.05
January			
February			
March			
April			
May			
June			
TOTALS	\$351,737.02	\$246,762.10	

YTD Difference	\$104,974.92
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* Total income deposited in County Trust Fund

