

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

June 21, 2021

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

ZOOM Session Meeting ID: 233 094 3330

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

*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, June 24, 2021, 12:00 P.M.**

### **AGENDA**

1. CLOSED SESSION
2. REGULAR SESSION
  - a. Report on closed session
  - b. Approval of Minutes of the May 27, 2021 meeting (page 3-4)
  - c. Acceptance of Report of Expenses for Period 11 (May) (pages 5-17)
  - d. Discussion/Informational Updates and Policy Decisions:
    - Recent and proposed COVID policy changes for July
    - Annual budget proposal for FY 2021-22
    - SVCF ending Nonprofit Investment Program
    - Update on part-time/extra help retirement
    - State budget inclusion for funding and Access Commission
    - Other matters of interest
  - e. Report of the San Mateo County Bar Association
  - f. Public open comment.
3. ADJOURNMENT

## NEXT MEETING: JULY 22 , 2021

### **Mark Your Calendar!**

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

- July 22, 2021
- September 23, 2021
- October 28, 2021
- December 9, 2021

DETAILED MONTHLY EXPENSES				
	ID	Payee	Description	Amount
Retirement	13548	CalPERS	Classic contributions	\$605.22
	13549	CalPERS	Classic contributions	\$605.22
	13550	CalPERS	PEPRA contributions	\$390.74
	13551	CalPERS	PEPRA contributions	\$390.74
	13552	CalPERS	Classic UAL	\$3,151.90
	13553	CalPERS	PEPRA UAL	\$91.36
	<b>Subtotal:</b>			
Operations	13554	California Security	Monthly building security	\$26.25
	13555	Cubing, Ino	Monthly tech support	\$600.00
	13556	Demco	Book security tags	\$362.17
	13557	Demco	Book security tags	\$75.73
	13558	Lexis (Matthew Bender)	Monthly subscription	\$2,274.24
	13559	Lexis (Advance)	Monthly subscription	\$3,650.00
	13560	Office Depot	Face masks	\$19.98
	13561	Office Depot	Face masks (kids)	\$9.50
	13562	Office Depot	Adobe Photoshop Elements	\$109.74
	13563	Office Depot	Miscellaneous office supplies	\$33.41
	13564	West Group (Thomson Reuters)	Monthly subscription	\$2,652.69
	13565	Wiley	VOID / Wiley paid on CitiBank acct. (CB74)	
	13566	Xerox	Monthly copier lease	\$208.44
	CB68	CEB	Ck. #270 / April monthly subscriptions	\$3,422.12
	CB69	CitiBank service charge		\$33.87
	CB70	Hayward Rubber Stamp Co.	Ck. #271 / new date stamper	\$75.86
	CB71	Retail Security Group	Book security tags	\$239.33
	CB72	Wiley	Ck. #272 / Intellectual Prop Vaulation sub.	\$205.36
	CB73	Dochub	Substitute of Adobe Acrobat	\$59.88
	CB74	TFL Redwood City Flowers	Flowers for Controller's Office	\$101.52
	CB75	AT&T	Monthly telephone	\$80.25
13575A	County Software License		\$15.32	
<b>Subtotal:</b>				<b>\$14,255.66</b>
Payroll & Benefits	13567	Blake, Larry		\$253.00
	13568	Bracco, Caroline		\$6,923.20
	13569	Brill, Margaret Ruth		\$616.00
	13570	Conventiti, Antonella		\$5,396.80
	13571	Gurthet, Andrew		\$3,129.00
	13572	Woods, Marcia		\$1,650.00
	13573	Medicare & FICA		\$607.12
	13574	Active Employee Benefits		\$900.78
	13575	Retired Employee Benefits		\$1,443.27
	<b>Subtotal:</b>			
<b>Total Monthly Expenses:</b>				<b>\$40,410.01</b>

Expense Category	May Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
<b>PAYROLL</b>					
Full time	\$12,320.00	\$147,840.00	\$146,804.17	\$1,035.83	\$160,150.00
Part time	\$5,648.00	\$66,874.00	\$74,983.33	-\$8,109.33	\$81,800.00
<b>Subtotal :</b>	<b>\$17,968.00</b>	<b>\$214,714.00</b>	<b>\$221,787.50</b>	<b>-\$7,073.50</b>	<b>\$241,950.00</b>
<b>BENEFITS</b>					
CalPERS Retirement	\$1,991.92	\$21,911.12	\$23,833.33	-\$1,922.21	\$26,000.00
CalPERS UAL	\$3,243.26	\$35,675.86	\$35,750.00	-\$74.14	\$39,000.00
CalPERS Pension Prefunding*	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00
Medicare & FICA	\$607.12	\$3,624.88	\$3,025.00	\$599.88	\$3,300.00
Active Employee Benefits	\$900.78	\$9,840.54	\$10,175.00	-\$334.46	\$11,100.00
Retired Employee Benefits		\$15,964.26	\$18,333.33	-\$2,369.07	\$20,000.00
<b>Subtotal :</b>	<b>\$6,743.08</b>	<b>\$117,016.66</b>	<b>\$91,116.67</b>	<b>\$25,899.99</b>	<b>\$99,400.00</b>
<b>LIBRARY RESOURCES</b>					
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$8,554.41	\$93,213.91	\$94,416.67	-\$1,202.76	\$103,000.00
Electronic Resources	\$3,650.00	\$70,512.62	\$104,500.00	-\$33,987.38	\$114,000.00
<b>Subtotal :</b>	<b>\$12,204.41</b>	<b>\$163,726.53</b>	<b>\$198,916.67</b>	<b>-\$35,190.14</b>	<b>\$217,000.00</b>
<b>OPERATIONAL EXPENSES</b>					
Insurance	\$0.00	\$6,907.00	\$7,333.33	-\$426.33	\$8,000.00
Copy Machines	\$208.44	\$2,084.40	\$2,383.33	-\$298.93	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$925.72	\$2,073.75	\$2,016.67	\$57.08	\$2,200.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$81.39	\$1,283.33	-\$1,201.94	\$1,400.00
Tech Support	\$600.00	\$5,667.50	\$9,166.67	-\$3,499.17	\$10,000.00
Support Software	\$75.20	\$3,416.25	\$2,475.00	\$941.25	\$2,700.00
Building Maintenance	\$26.25	\$2,666.89	\$11,733.33	-\$9,066.44	\$12,800.00
Services	\$0.00	\$20,350.59	\$3,666.67	\$16,683.92	\$4,000.00
Educational/Professional	\$0.00	\$483.67	\$3,666.67	-\$3,183.00	\$4,000.00
Dues	\$0.00	\$760.00	\$733.33	\$26.67	\$800.00
Telecommunications	\$80.25	\$1,299.96	\$916.67	\$383.29	\$1,000.00
Travel Expenses	\$0.00	\$3.50	\$1,375.00	-\$1,371.50	\$1,500.00
Promotional	\$0.00	\$65.85	\$275.00	-\$209.15	\$300.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$33.87	\$336.16	\$320.83	\$15.33	\$350.00
Miscellaneous	\$101.52	\$4,504.18	\$1,650.00	\$2,854.18	\$1,800.00
<b>Subtotal :</b>	<b>\$2,051.25</b>	<b>\$50,701.09</b>	<b>\$48,995.83</b>	<b>\$1,705.26</b>	<b>\$53,450.00</b>
<b>TOTAL:</b>	<b>\$38,966.74</b>	<b>\$546,158.28</b>	<b>\$560,816.67</b>	<b>-\$14,658.39</b>	<b>\$611,800.00</b>

* CalPERS Pension Prefunding category added 2/10/21				
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DETAILED MONTHLY INCOME		
Fund	Income Source	Amount
SMC Trust	Filing Fees	\$49,453.32
	Interest	\$0.00
	Credits/Refunds	\$337.30
	Other	\$0.00
	<b>Subtotal:</b>	<b>\$49,790.62</b>
CitiBank	Photocopier	\$9.00
	Computer Printing	\$70.00
	Conference Room Rental	\$0.00
	Deed Form Sales	\$45.00
	MCLE Tape Circulation	\$0.00
	24-hour Material Circulation	\$80.00
	Extra Computer Time	\$0.00
	Lost Book Replacement	\$0.00
	Vendor Credits/Refunds	\$128.83
	SVCF Deposits	\$0.00
	Grants	\$0.00
	Overdue Fines	\$0.00
	Transfers	\$0.00
	Square Transactions	\$15.48
	Other	\$0.00
<b>Subtotal:</b>	<b>\$348.31</b>	
<b>Total Monthly Income:</b>		<b>\$50,138.93</b>

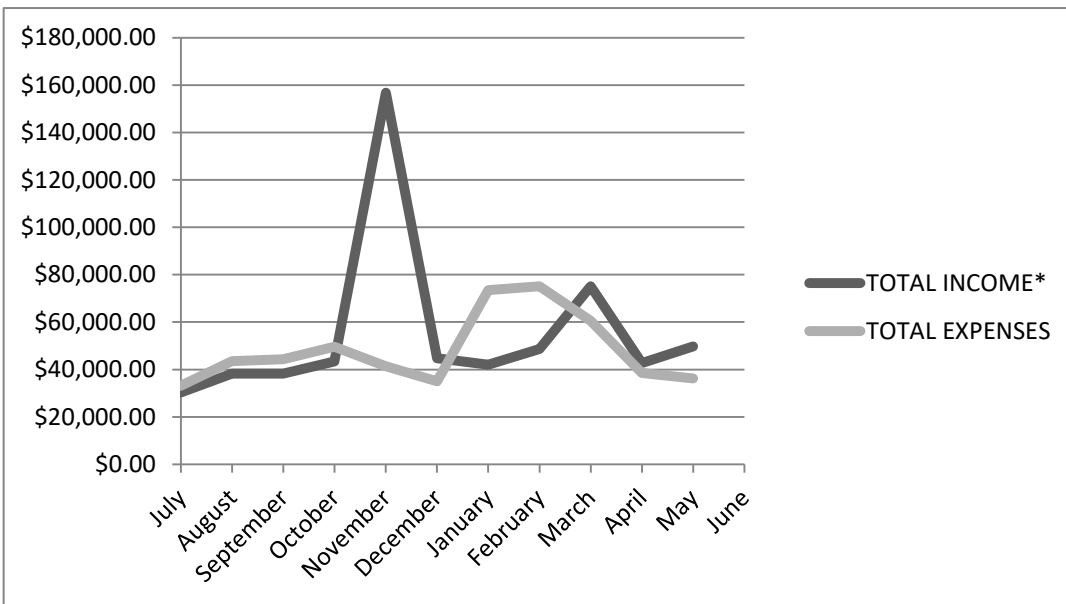
Income Category	May Income	YTD Income	YTD Monthly Average
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)			
Filing Fees	<u>\$49,453.32</u>	\$446,366.63	\$40,578.78
Interest	\$0.00	\$6,627.01	\$602.46
Credits/Refunds	\$337.30	\$4,047.60	\$367.96
Other	\$0.00	\$153,165.26	\$13,924.11
<b>Subtotal:</b>	<b>\$49,790.62</b>	<b>\$610,206.50</b>	
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)			
Photocopier	\$9.00	\$142.00	\$12.91
Computer Printing	\$70.00	\$593.00	\$53.91
Conference Room Rental	\$0.00	\$0.00	\$0.00
Deed Form Sales	\$45.00	\$240.00	\$21.82
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$80.00	\$880.00	\$80.00
Extra Computer Time	\$0.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$128.83	\$6,366.11	\$578.74
SVCF Deposits	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$12.00	\$1.09
Transfers	\$0.00	\$0.00	\$0.00
Square Transactions	\$15.48	\$115.91	\$10.54
Other	\$0.00	\$108.41	\$9.86
<b>Subtotal:</b>	<b>\$348.31</b>	<b>\$8,457.43</b>	
<b>TOTAL:</b>	<b>\$50,138.93</b>	<b>\$618,663.93</b>	

**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	\$42,093.35	\$73,525.94	\$729,473.46
February	\$48,658.38	\$75,099.92	\$703,031.92
March	\$75,168.05	\$60,473.67	\$717,726.30
April	\$42,759.08	\$38,521.33	\$721,964.05
May	\$49,790.62	\$36,182.82	\$735,571.85
<b>TOTALS</b>	<b>\$610,206.50</b>	<b>\$530,565.78</b>	

<b>YTD Difference</b>	<b>\$79,640.72</b>
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\* Total income deposited in County Trust Fund





**CitiBank Monthly Transactions**

Period 11  
May

San Mateo County Law Library  
FY2020-2021

Transaction Date	Item	Debit	Credit	BALANCE
			Beginning Balance 7/1/2020:	\$25,862.28
			Beginning Balance 5/1/2021	\$21,302.21
<b>May</b>				
5/4/2021	Wingstop (Fraudulent charge / charge reversed 5/4)		\$137.89	\$21,440.10
5/4/2021	5Guys (Fraudulent charge / charge reversed 5/4)		\$54.33	\$21,494.43
5/10/2021	CEB (Ck. #270 / April monthly subscriptions)	\$3,422.12		\$18,072.31
5/10/2021	Service charge	\$33.87		\$18,038.44
5/11/2021	Hayward Rubber Stamp Co. (Ck. #271 / new date stamp)	\$75.86		\$17,962.58
5/13/2021	Retail Security Group (new roll of book security tags)	\$239.33		\$17,723.25
5/14/2021	Square transaction (library patron printing)		\$15.48	\$17,738.73
5/14/2021	Deposit (from SVCF Fund - excess over \$250K - and IRS refund)		\$11,546.17	\$29,284.90
5/14/2021	Wiley (Ck. #272 / Intellectual Prop Valuation yearly subscription)	\$205.36		\$29,079.54
5/24/2021	Dochub (Annual subscription - substitute of Adobe Acrobat)	\$59.88		\$29,019.66
5/24/2021	TFL Redwood City Flowers (Flowers for Controller's Office)	\$101.52		\$28,918.14
5/28/2021	Library monthly deposit		\$332.83	\$29,250.97
5/28/2021	AT&T	\$80.25		\$29,170.72
				\$29,170.72
				\$29,170.72
				\$29,170.72
				\$29,170.72
				\$29,170.72
				\$29,170.72
<b>TOTALS:</b>		<b>\$4,218.19</b>	<b>\$12,086.70</b>	
			Ending Balance 5/31/2021:	\$29,170.72
			Monthly Difference:	7,868.51
			YTD Difference:	3,308.44



Statement Period  
January 1, 2021 through March 31, 2021

Fund Name/Number  
**San Mateo County Bar Association - Law Library Fund (1105)**

SVCF Main Contact: Cheryl Platon  
Operations Manager  
650.450.5495  
CPlaton@siliconvalleycf.org

Thank you for the privilege of working together.

Your philanthropy advisor - listed above - is here to help you make the most of our partnership. As you review your statement and make plans for your fund, always let us know what we can do. For all of the good that you do in our community and our world, thank you!

**Fund Activity**

	Statement Period	Y-T-D
<b>Beginning Balance</b>	<b>\$259,924.14</b>	<b>\$259,924.14</b>
Investment Activity		
Long-Term Growth Pool	11,230.02	11,230.02
Grants Authorized	(11,345.03)	(11,345.03)
Support Fees	(321.26)	(321.26)
<b>Ending Balance</b>	<b>\$259,487.87</b>	<b>\$259,487.87</b>

**Fund Assets**

Investment Pools	
Long-Term Growth Pool	259,487.87
<b>Total Fund Assets</b>	<b>\$259,487.87</b>

**Restricted Balance**

<b>Total Restricted Balance</b>	<b>\$0.00</b>
<b>Balance Available for Grants</b>	<b>\$259,487.87</b>



Statement Period  
January 1, 2021 through March 31, 2021

Fund Name/Number

## San Mateo County Bar Association - Law Library Fund (1105)

### Investment Information

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As announced in previous quarterly statements, SVCF is pleased to have engaged Cambridge Associates as our new investment consultant. All pool-level investment performance will be reported by Cambridge Associates in the monthly performance reports found on the donor portal. Your quarterly donor statement will continue to report the dollar amount of investment gains, losses, interest and dividends that accrue to your fund during the statement period.

We look forward to introducing you to the Cambridge Associates team later this year so you may learn more about them and how they will be supporting SVCF and our donors.

### Investment Pool Allocation Guidelines

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**Long-Term Growth:** For funds seeking maximum growth. Appropriate for funds distributing less than 7% annually or that portion of a fund that can tolerate volatility and will remain invested for at least seven years to realize growth opportunities.

**Social Impact:** For funds seeking maximum growth from companies with strong financial and social records. Appropriate for that portion of a fund that can tolerate volatility and will remain invested for at least seven years to realize growth.

**Balanced:** For funds seeking more moderate levels of growth and risk. Appropriate for funds distributing over 7% annually or that portion of a fund that will remain invested for at least three years to realize return objectives.

**Short-Term:** For funds that seek above-money-market returns and can tolerate some volatility. Appropriate for funds or that portion of a fund to be distributed in one to two years.

**Capital Preservation:** For funds seeking stability, or the portion of a fund to be distributed within one year.

### About Your Fund Statement

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**Accounts Payable:** Expenses that have been approved, but are scheduled for payment on a future date.

**Assets to be Invested:** Assets that have yet to be invested, but will be at the beginning of the following month.

**Gains or (Losses) on Gifted Asset:** Difference in the value of property when donated and the value when liquidated.

**Gifts:** Contributions/donations made to your fund.

**Grants Authorized:** Reflects all grants to qualified organizations that have been recommended by the donor and approved by Silicon Valley Community Foundation. If the grant is scheduled for payment on a future date, it will also appear in the Restricted Assets section as Grants Payable, reducing the balance available for granting.

**Grants Payable:** Grants that have been approved, but are scheduled for payment on a future date.

**Illiquid Assets:** Donated property that has not been sold.

**Interfund Gifts:** Transfers to your fund from another fund at Silicon Valley Community Foundation.

**Interfund Grants:** Transfers from your fund to another fund at Silicon Valley Community Foundation.

**Investment Returns:** Reflects the total return in the investment pool, net of investment management fees.

**Other Additions:** Deposits to your fund that do not represent gifts such as partnership income, dividends/interest earned on gifted securities, other assets received in exchange for goods or services.

**Other Expenses:** Administrative expenses paid from your fund, such as legal, consulting and credit card processing fees.

**Receivables:** Assets in the form of obligations due from others.

**Restricted Assets:** Assets that may not be used for granting purposes

**Securities Being Liquidated:** Gifted securities pending sale or settlement.

**Support Fees:** An allocation to the community foundation's operating fund to enable ongoing work with donors and the nonprofit community. Fees are computed and paid on a monthly basis (1/12) according to the stated fee schedule.

**TOTAL CASH ON HAND**

<b>PERIOD</b>	<b>SMC Trust Fund</b>	<b>CitiBank Account</b>	<b>SVCF Law Library Account</b>	<b>TOTAL</b>
July	\$653,016.87	\$31,067.23	\$227,321.65	\$911,405.75
August	\$647,814.56	\$26,106.28	\$234,494.36	\$908,415.20
September	\$641,823.22	\$30,429.38	\$234,196.68	\$906,449.28
October	\$635,718.59	\$26,661.73	\$235,217.66	\$897,597.98
November	\$751,193.91	\$26,447.63	\$248,655.61	\$1,026,297.15
December	\$760,906.05	\$26,179.08	\$259,924.14	\$1,047,009.27
January	\$729,473.46	\$25,897.27	\$262,646.00	\$1,018,016.73
February	\$703,031.92	\$25,718.76	\$266,757.34	\$995,508.02
March	\$717,726.30	\$21,871.25	\$259,487.87	\$999,085.42
April	\$721,964.05	\$21,302.21	Not yet available	
May	\$735,571.85	\$29,170.72	Not yet available	
June			Not yet available	

**FY2020-2021 BUDGET**

Expenses	PRIOR 2 YEARS EXPENDITURES, INCOME, AND BUDGETS						PROPOSED BUDGET	
	FY19-20 Budget	FY19-20 Final Expenditures	FY19-20 Income*	FY20-21 Budget	FY20-21 Anticipated Expenditures**	FY20-21 Anticipated Income***	FY21-22 Budget	FY21-22 Anticipated Income
<b>SALARIES</b>								
Full time	\$145,000.00	\$149,477.60		\$160,150.00	\$160,160.00		\$161,000.00	
Part time	\$84,000.00	\$79,294.60		\$81,800.00	\$73,500.00		\$80,000.00	
<b>BENEFITS</b>								
CalPERS Retirement	\$22,500.00	\$22,213.24		\$26,000.00	\$23,900.00		\$26,000.00	
CalPERS UAL	\$32,000.00	\$32,272.56		\$39,000.00	\$38,900.00		\$46,500.00	
Medicare & FICA	\$2,730.00	\$3,282.82		\$3,300.00	\$4,000.00		\$6,000.00	
Prior OASDI							<b>\$13,000.00</b>	
Active Employee Benefits	\$18,500.00	\$10,683.54		\$11,100.00	\$10,700.00		\$11,000.00	
Retired Employee Benefits	\$19,700.00	\$19,730.16		\$20,000.00	\$19,150.00		\$20,000.00	
<b>PRINT &amp; ELECTRONIC RESOURCES</b>								
New Resources	\$4,500.00	\$5,575.05		\$0.00	\$0.00		\$2,000.00	
Print Subscriptions	\$96,000.00	\$92,211.67		\$103,000.00	\$101,590.00		\$106,500.00	
Electronic Subscriptions	\$119,200.00	\$94,931.80		\$114,000.00	\$80,200.00		\$50,000.00	
<b>OPERATIONAL EXPENSES</b>								
Insurance	\$7,000.00	\$7,846.00		\$8,000.00	\$6,900.00		\$7,500.00	
Copy Machines	\$2,600.00	\$2,590.68		\$2,600.00	\$2,500.00		\$2,600.00	
Capital Improvements	\$6,000.00	\$8,053.56		\$0.00	\$0.00		\$0.00	
Office Supplies	\$1,800.00	\$2,186.80		\$2,200.00	\$1,400.00		\$1,800.00	
Use Tax	\$0.00	\$0.61		\$0.00	\$0.00		\$0.00	
Catering	N/A	\$970.04		\$1,400.00	\$80.00		\$1,000.00	
Tech Support	\$10,000.00	\$13,601.46		\$10,000.00	\$6,080.00		\$8,000.00	
Support Software	\$2,500.00	\$2,510.27		\$2,700.00	\$4,000.00		\$4,000.00	
Building Maintenance	\$11,000.00	\$7,458.96		\$12,800.00	\$3,200.00		\$4,000.00	
Services	\$5,000.00	\$3,786.98		\$4,000.00	\$20,350.00		\$20,500.00	
Educational/Professional	N/A	\$3,902.95		\$4,000.00	\$500.00		\$500.00	
Dues	N/A	\$805.00		\$800.00	\$760.00		\$800.00	
Telecommunications	N/A	\$982.20		\$1,000.00	\$1,400.00		\$2,000.00	
Travel Expenses	N/A	\$1,442.00		\$1,500.00	\$0.00		\$1,000.00	
Promotional	N/A	\$287.43		\$300.00	\$70.00		\$200.00	
Transfers****	N/A	\$0.00		\$0.00	\$0.00		\$0.00	
CitiBank Service Charges****	N/A	\$306.31		\$350.00	\$330.00		\$350.00	
Miscellaneous	\$800.00	\$1,668.23		\$1,800.00	\$4,230.00		\$4,500.00	
<b>TOTALS</b>	<b>\$590,830.00</b>	<b>\$568,072.52</b>	<b>\$612,540.00</b>	<b>\$611,800.00</b>	<b>\$563,900.00</b>	<b>\$577,500.00</b>	<b>\$580,750.00</b>	<b>\$627,000.00</b>

FY2020-2021 BUDGET

**Notes**

\* Includes CitiBank Account

\*\* 5/12/21 anticipated final expenditures

\*\*\* Includes CitiBank Account & 5/12/21 anticipated income (with State budget appropriations)