



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

December 13, 2021

**BOARD OF LAW LIBRARY TRUSTEES MEETING**

LOCATION: 710 Hamilton Street, Redwood City

ZOOM Session Meeting ID: 233 094 3330

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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 16, 2021, 12:15 P.M.**

**AGENDA**

1. CLOSED SESSION
2. REGULAR SESSION
  - a. Report on closed session
  - b. Approval of Minutes of the November 18, 2021 meeting (page 3-4)
  - c. Acceptance of Report of Expenses for Period 4 (October) and Period 5 (November)
  - d. Discussion/Informational Updates and Policy Decisions:
    - Schwab investment account update
    - New website
    - Other matters of interest
  - e. Report of the San Mateo County Bar Association
  - f. Public open comment.
3. ADJOURNMENT

**2022 MEETING SCHEDULE**  
**NEXT MEETING: JANUARY 27, 2021**

**Mark Your Calendar!**

**2022 San Mateo County Law Library Board of Trustees Meeting Schedule:**

- January 27, 2022
- February 24, 2022
- March 24, 2022
- April 28, 2022
- May 26, 2022
- June 23, 2022
- August 25, 2022
- September 2022
- October 27, 2022
- December 8, 2022

DETAILED MONTHLY EXPENSES					
	ID	Payee	Description	Amount	
Operations	13708	CalPERS	Classic contributions	\$646.91	
	13709	CalPERS	Classic contributions	\$646.91	
	13710	CalPERS	PEPRA contributions	\$419.17	
	13711	CalPERS	PEPRA contributions	\$419.17	
	13712	Capitol Enquiry	2022 Pocket Guide to Cal. Leg.	\$22.70	
	13713	Cubing, Ino		\$675.00	
	13714	James Publication	Guerrilla Discovery	\$207.66	
	13715	Lexis (Advance)		\$3,650.00	
	13716	Lexis (Matthew Bender)		\$2,980.84	
	13717	UC Regents (CEB)		\$2,715.25	
	13718	West Group (Thomson Reuters)		\$2,939.06	
	13719	Xerox		\$208.68	
	13729	SMC Automation Services Fee	July 2021 to November 2021	\$188.90	
	CB119	Vanessa Jimenez	Ck. #281/Oct hours for Spanish service	\$1,000.00	
	CB120	SJ Mercury News	Monthly subscription	\$15.65	
	CB121	Rosetta Stone	Spanish language materials	\$179.00	
	CB122	CitiBankService charge		\$27.49	
	CB123	ATM withdraw	Replenish of petty cash	\$200.00	
	CB124	Adobe	Dreamweaver subscription	\$239.88	
	CB125	USPS	Ship of books to Ventura Cty Law Library	\$258.80	
	CB126	AT&T		\$80.25	
	CB127	Shutterstock	Additional stock images for website	\$229.00	
	CB128	Broadway Sandwich Market	Board catering	\$34.96	
	CB129	Wall Street Journal	Monthly subscription	\$15.15	
	CB130	SJ Mercury News	Monthly subscription	\$15.65	
	<b>Subtotal:</b>				<b>\$18,016.08</b>
	Payroll & Benefits		Blake, Larry		\$253.00
			Bracco, Caroline		\$7,460.80
		Brill, Margaret Ruth		\$1,408.00	
		Conventiti, Antonella		\$5,846.40	
		Gurthet, Andrew		\$3,040.00	
		Woods, Marcia		\$1,584.00	
		Medicare & FICA		\$670.84	
		Active Employee Benefits		\$900.78	
		Retired Employee Benefits		\$1,443.27	
<b>Subtotal:</b>				<b>\$22,607.09</b>	
<b>Total Monthly Expenses:</b>				<b>\$40,623.17</b>	

DETAILED MONTHLY INCOME			
Fund	Income Source	Description	Amount
SMC Trust	Filing Fees		\$43,243.73
	Interest		\$0.00
	Credits/Refunds		\$365.40
	Other		\$0.00
	<b>Subtotal:</b>		
CitiBank	Photocopier		\$109.00
	Computer Printing		\$43.50
	Conference Room Rental		\$0.00
	Deed Form Sales		\$15.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$40.00
	Extra Computer Time		\$0.00
	Lost Book Replacement		\$0.00
	Vendor Credits/Refunds		\$0.00
	SVCF Deposits		\$0.00
	Grants		\$0.00
	Overdue Fines		\$10.00
	Transfers		\$0.00
	Square Transactions		\$0.00
	Other		\$0.00
	<b>Subtotal:</b>		
<b>Total Monthly Income:</b>			<b>\$43,826.63</b>

Expense Category	September Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$12,320.00	\$0.00	\$12,320.00	\$43,120.00	\$43,750.00	\$175,000.00
Part time	\$6,263.00	\$0.00	\$6,263.00	\$20,509.00	\$20,000.00	\$80,000.00
<b>Subtotal :</b>	<b>\$18,583.00</b>	<b>\$0.00</b>	<b>\$18,583.00</b>	<b>\$63,629.00</b>	<b>\$63,750.00</b>	<b>\$255,000.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$1,974.26	\$0.00	\$1,974.26	\$6,927.57	\$6,425.00	\$25,700.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$44,742.00	\$11,625.00	\$46,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$1,902.23	\$0.00	\$1,902.23	\$3,432.82	\$1,500.00	\$6,000.00
Prior OASDI	\$22,605.83	\$0.00	\$22,605.83	\$22,605.83	\$5,350.00	\$21,400.00
Active Employee Benefits	\$900.78	\$0.00	\$900.78	\$2,702.34	\$2,750.00	\$11,000.00
Retired Employee Benefits	\$1,443.27	\$0.00	\$1,443.27	\$4,329.81	\$5,000.00	\$20,000.00
<b>Subtotal :</b>	<b>\$28,826.37</b>	<b>\$0.00</b>	<b>\$28,826.37</b>	<b>\$84,740.37</b>	<b>\$32,650.00</b>	<b>\$130,600.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$2,000.00
Print Resources	\$11,371.51	\$30.80	\$11,402.31	\$24,021.45	\$26,625.00	\$106,500.00
Electronic Resources	\$3,650.00	\$0.00	\$3,650.00	\$9,257.00	\$12,500.00	\$50,000.00
<b>Subtotal :</b>	<b>\$15,021.51</b>	<b>\$30.80</b>	<b>\$15,052.31</b>	<b>\$33,278.45</b>	<b>\$39,625.00</b>	<b>\$158,500.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$0.00	\$0.00	\$3,796.00	\$1,875.00	\$7,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$417.36	\$650.00	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$35.13	\$0.00	\$35.13	\$136.96	\$450.00	\$1,800.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$56.26	\$56.26	\$105.96	\$250.00	\$1,000.00
Tech Support	\$1,132.82	\$0.00	\$1,132.82	\$2,373.46	\$2,000.00	\$8,000.00
Support Software	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$4,000.00
Building Maintenance	\$0.00	\$27.04	\$27.04	\$2,655.47	\$1,000.00	\$4,000.00
Services	\$0.00	\$0.00	\$0.00	\$0.00	\$5,125.00	\$20,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$500.00
Dues	\$0.00	\$0.00	\$0.00	\$341.00	\$200.00	\$800.00
Telecommunications	\$0.00	\$80.25	\$80.25	\$240.75	\$500.00	\$2,000.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$375.00	\$1,500.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$200.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$35.43	\$35.43	\$93.36	\$95.00	\$380.00
Miscellaneous	\$700.00	\$25.00	\$725.00	\$749.00	\$300.00	\$1,200.00
<b>Subtotal :</b>	<b>\$2,076.63</b>	<b>\$223.98</b>	<b>\$2,300.61</b>	<b>\$10,909.32</b>	<b>\$13,995.00</b>	<b>\$55,980.00</b>

	TOTAL:	\$64,507.51	\$254.78	\$64,762.29	\$192,557.14	\$150,020.00	\$600,080.00
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Income Category	November Income	YTD Income	Budgeted YTD	Fiscal Year Budget
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)				
Filing Fees	\$43,243.73	\$211,832.83	\$210,000.00	\$504,000.00
Interest	\$0.00	\$2,636.55	\$3,541.67	\$8,500.00
Credits/Refunds	\$365.40	\$1,222.70	\$1,791.67	\$4,300.00
Other	\$0.00	\$274,687.78	\$117,208.33	\$281,300.00
<b>Subtotal:</b>	<b>\$43,609.13</b>	<b>\$490,379.86</b>	<b>\$332,541.67</b>	<b>\$798,100.00</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)				
Photocopier	\$109.00	\$561.05	\$62.50	\$150.00
Computer Printing	\$43.50	\$387.95	\$291.67	\$700.00
Conference Room Rental	\$0.00	\$225.00	\$416.67	\$1,000.00
Deed Form Sales	\$15.00	\$194.50	\$104.17	\$250.00
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$40.00	\$359.00	\$416.67	\$1,000.00
Extra Computer Time	\$0.00	\$5.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$177.41	\$2,083.33	\$5,000.00
SVCF Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Overdue Fines	\$10.00	\$50.00	\$8.33	\$20.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Square Transactions	\$0.00	\$717.60	\$62.50	\$150.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$217.50</b>	<b>\$2,677.51</b>	<b>\$3,445.83</b>	<b>\$8,270.00</b>
<b>TOTAL:</b>	<b>\$43,826.63</b>	<b>\$493,057.37</b>	<b>\$335,987.50</b>	<b>\$806,370.00</b>

Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2021:				\$28,158.35
Beginning Balance 11/1/2021:				\$24,952.68
<b>NOVEMBER</b>				
11/3/2021	Vanessa Jimenez (ck. #281 / October hours for Spanish langua	\$1,000.00		\$23,952.68
11/5/2021	SJ Mercury News (monthly subscription for October)	\$15.65		\$23,937.03
11/9/2021	Rosetta Stone (Spanish language materials)	\$179.00		\$23,758.03
11/9/2021	Service charge	\$27.49		\$23,730.54
11/10/2021	ATM withdraw (replenish of petty cash)	\$200.00		\$23,530.54
11/12/2021	Adobe (Dreamweaver subscription)	\$239.88		\$23,290.66
11/18/2021	USPS (shipment of books to Ventura Cty Law Library)	\$258.80		\$23,031.86
11/18/2021	AT&T	\$80.25		\$22,951.61
11/19/2021	Shutterstock (additional stock images for website)	\$229.00		\$22,722.61
11/22/2021	Broadway Sandwich Market (Board catering)	\$34.96		\$22,687.65
11/23/2021	Wall Street Journal (monthly subscription)	\$15.15		\$22,672.50
11/24/2021	SJ Mercury News (monthly subscription)	\$15.65		\$22,656.85
11/30/2021	Library Monthly Deposit		\$217.50	\$22,874.35
<b>TOTALS:</b>		<b>\$2,295.83</b>	<b>\$217.50</b>	
Ending Balance 11/30/21:				\$22,874.35
Monthly Difference:				-2,078.33
YTD Difference:				-5,284.00



CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$39,100.21	\$75,232.17	\$707,137.89
August	\$45,403.71	\$47,973.81	\$704,567.79
September	\$318,121.63	\$64,507.51	\$958,181.91
October	\$44,145.18	\$38,096.35	\$964,230.74
November	\$43,609.13	\$38,327.34	\$969,512.53
December			
January			
February			
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$490,379.86</b>	<b>\$264,137.18</b>	

<b>YTD Difference</b>	<b>\$226,242.68</b>
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\* Total income deposited in County Trust Fund

