



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

January 21, 2021

**BOARD OF LAW LIBRARY TRUSTEES MEETING**

LOCATION: 710 Hamilton Street, Redwood City

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, January 27, 2022, 12:15 P.M.**

**AGENDA**

1. CLOSED SESSION
2. REGULAR SESSION
  - a. Report on closed session
  - b. Approval of Minutes of the December 16, 2021 meeting (page 3-4)
  - c. Acceptance of Report of Expenses for Period 6 (December) FY21-22
  - 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	Amount
Operations	13730	CalPERS	\$646.91
	13731	CalPERS	\$646.91
	13732	CalPERS	\$646.91
	13733	CalPERS	\$419.17
	13734	CalPERS	\$419.17
	13735	CalPERS	\$419.17
	13736	Courtroom Compendiums	\$170.00
	13738	Cubing, Ino	\$375.00
	13737	Cubing, Ino	\$687.50
	13740	Lexis (Advance)	\$3,650.00
	13741	Lexis (Matthew Bender)	\$2,868.52
	13742	Office Depot	\$13.82
	13743	Office Depot	\$5.81
	13744	UC Regents (CEB)	\$2,257.42
	13745	West Group (Thomson Reuters)	\$3,168.00
	13746	Xerox	\$208.68
	CB131	Vanessa Jimenez (Ck. #283 / November hours for Spanish language service)	\$1,100.00
	CB132	Ino Cubing (Ck. #282 / Reimbursement for Bluehost annual renewal)	\$102.61
	CB133	Service charge	\$26.25
	CB134	Ingram (Ck. #285 / Cal. Landlord Law Book)	\$35.66
	CB135	Sandwich Spot (Board meeting catering)	\$68.02
	CB136	AT&T	\$80.25
	CB137	Wall Street Journal (monthly subscription)	\$15.15
	CB138	SJ Mercury News (monthly subscription)	\$15.65
	CB139	Carbonite Backup (Annual subscription)	\$283.49
	CB140	Withdraw (Petty cash)	\$150.00
	CB141	Cal. Court Association (Family Law CD)	\$54.00
	CB142	Shutterstock (additional stock images for website)	\$229.00
	CB143	Versa-Tape Co. (Ck. #286 / MCLE audio programs)	\$143.88
	13756	SMC Automation Services Fee	\$37.78
<b>Subtotal:</b>			<b>\$18,944.73</b>
Payroll & Benefits	13747	Blake, Larry	\$414.00
	13748	Bracco, Caroline	\$11,191.20
	13749	Brill, Margaret Ruth	\$2,222.00
	13750	Conventiti, Antonella	\$8,769.60
	13751	Gurthet, Andrew	\$3,740.00
	13752	Woods, Marcia	\$2,266.00
	13753	Medicare & FICA	\$947.65
	13754	Active Employee Benefits	\$900.78
	13755	Retired Employee Benefits	\$1,443.27
	<b>Subtotal:</b>		
<b>Total Monthly Expenses:</b>			<b>\$50,839.23</b>

Expense Category	December Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$19,960.80	\$0.00	\$19,960.80	\$89,201.60	\$87,500.00	\$175,000.00
Part time	\$8,642.00	\$0.00	\$8,642.00	\$42,211.00	\$40,000.00	\$80,000.00
Subtotal :	\$28,602.80	\$0.00	\$28,602.80	\$131,412.60	\$127,500.00	\$255,000.00
<b>BENEFITS</b>						
CalPERS Retirement	\$3,198.24	\$0.00	\$3,198.24	\$14,232.23	\$12,850.00	\$25,700.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$44,742.00	\$23,250.00	\$46,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$947.65	\$0.00	\$947.65	\$5,752.47	\$3,000.00	\$6,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$22,605.83	\$10,700.00	\$21,400.00
Active Employee Benefits	\$900.78	\$0.00	\$900.78	\$5,404.68	\$5,500.00	\$11,000.00
Retired Employee Benefits	\$1,443.27	\$0.00	\$1,443.27	\$8,659.62	\$10,000.00	\$20,000.00
Subtotal :	\$6,489.94	\$0.00	\$6,489.94	\$101,396.83	\$65,300.00	\$130,600.00
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$2,000.00
Print Resources	\$8,463.94	\$66.46	\$8,530.40	\$49,852.13	\$53,250.00	\$106,500.00
Electronic Resources	\$3,650.00	\$197.88	\$3,847.88	\$20,404.88	\$25,000.00	\$50,000.00
Subtotal :	\$12,113.94	\$264.34	\$12,378.28	\$70,257.01	\$79,250.00	\$158,500.00
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$0.00	\$0.00	\$3,947.00	\$3,750.00	\$7,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$1,043.40	\$1,300.00	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$19.63	\$0.00	\$19.63	\$411.16	\$900.00	\$1,800.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$68.02	\$68.02	\$208.94	\$500.00	\$1,000.00
Tech Support	\$1,062.50	\$0.00	\$1,062.50	\$4,748.46	\$4,000.00	\$8,000.00
Support Software	\$0.00	\$615.10	\$615.10	\$1,590.98	\$2,000.00	\$4,000.00
Building Maintenance	\$0.00	\$0.00	\$0.00	\$4,047.51	\$2,000.00	\$4,000.00
Services	\$0.00	\$1,100.00	\$1,100.00	\$2,100.00	\$10,250.00	\$20,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$500.00
Dues	\$0.00	\$0.00	\$0.00	\$341.00	\$400.00	\$800.00
Telecommunications	\$37.78	\$80.25	\$118.03	\$708.18	\$1,000.00	\$2,000.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$1,500.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$200.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$26.25	\$26.25	\$175.51	\$190.00	\$380.00
Miscellaneous	\$0.00	\$150.00	\$150.00	\$1,357.80	\$600.00	\$1,200.00
Subtotal :	\$1,328.59	\$2,039.62	\$3,368.21	\$20,679.94	\$27,990.00	\$55,960.00
<b>TOTAL:</b>	<b>\$48,535.27</b>	<b>\$2,303.96</b>	<b>\$50,839.23</b>	<b>\$323,746.38</b>	<b>\$300,040.00</b>	<b>\$600,080.00</b>

DETAILED MONTHLY INCOME		
Fund	Income Source	Amount
SMC Trust	Filing Fees	\$40,528.20
	Interest	\$0.00
	Credits/Refunds	\$548.10
	Other	\$0.00
	<b>Subtotal:</b>	<b>\$41,076.30</b>
CitiBank	Photocopier	\$125.00
	Computer Printing	\$45.00
	Conference Room Rental	\$40.00
	Deed Form Sales	\$44.00
	MCLE Tape Circulation	\$60.00
	24-hour Material Circulation	\$35.00
	Extra Computer Time	\$0.00
	Lost Book Replacement	\$0.00
	Vendor Credits/Refunds	\$2,000.00
	SVCF Deposits	\$0.00
	Grants	\$0.00
	Overdue Fines	\$20.00
	Transfers	\$69.42
	Square Transactions	\$69.42
	Other	\$0.00
<b>Subtotal:</b>	<b>\$2,507.84</b>	
<b>Total Monthly Income:</b>		<b>\$43,584.14</b>

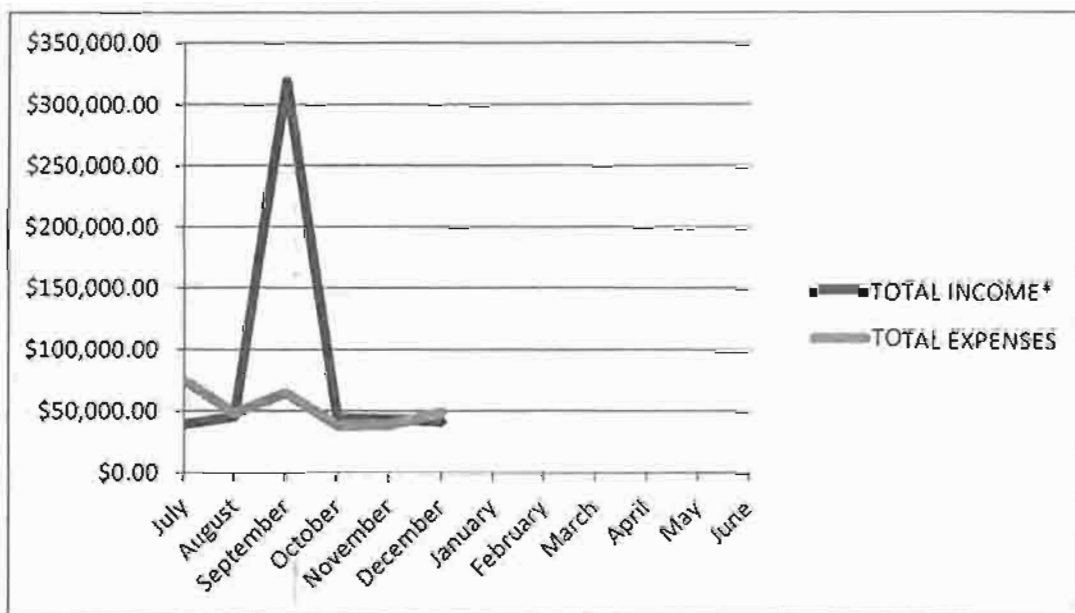
Income Category	December Income	YTD Income	Budgeted YTD	Fiscal Year Budget
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)				
Filing Fees	\$40,528.20	\$252,361.03	\$252,000.00	\$504,000.00
Interest	\$0.00	\$2,636.55	\$4,250.00	\$8,500.00
Credits/Refunds	\$548.10	\$1,770.80	\$2,150.00	\$4,300.00
Other	\$0.00	\$274,687.78	\$140,650.00	\$281,300.00
<b>Subtotal:</b>	<b>\$41,076.30</b>	<b>\$531,456.16</b>	<b>\$399,050.00</b>	<b>\$798,100.00</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)				
Photocopier	\$125.00	\$686.05	\$75.00	\$150.00
Computer Printing	\$45.00	\$432.95	\$350.00	\$700.00
Conference Room Rental	\$40.00	\$265.00	\$500.00	\$1,000.00
Dead Form Sales	\$44.00	\$238.50	\$125.00	\$250.00
MCLE Tape Circulation	\$60.00	\$60.00	\$0.00	\$0.00
24-hour Material Circulation	\$35.00	\$394.00	\$500.00	\$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	\$2,000.00	\$2,177.41	\$2,500.00	\$5,000.00
SVCF Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Overdue Fines	\$20.00	\$70.00	\$10.00	\$20.00
Transfers	\$69.42	\$69.42	\$0.00	\$0.00
Square Transactions	\$69.42	\$787.02	\$75.00	\$150.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$2,507.84</b>	<b>\$5,185.35</b>	<b>\$4,135.00</b>	<b>\$8,270.00</b>
<b>TOTAL:</b>	<b>\$43,584.14</b>	<b>\$536,641.51</b>	<b>\$403,185.00</b>	<b>\$806,370.00</b>

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	\$41,076.30	\$48,785.27	\$961,803.56
January			
February			
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$531,456.16</b>	<b>\$312,922.45</b>	

<b>YTD Difference</b>	<b>\$218,533.71</b>
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\* Total income deposited in County Trust Fund



Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2021:				\$28,158.35
Beginning Balance 12/1/2021:				\$22,874.35
DECEMBER				
12/1/2022	Vanessa Jimenez (Ck. #283 / November hours for Spanish language service)	\$1,100.00		\$21,774.35
12/7/2022	Ino Cubing (Ck. #282 / Reimbursement for Bluehost annual renewal)	\$102.61		\$21,671.74
12/8/2022	Square (patron printing)		\$9.64	\$21,681.38
12/8/2022	Service charge	\$26.25		\$21,655.13
12/15/2022	Ingram (Ck. #285 / Cal. Landlord Law Book)	\$35.66		\$21,619.47
12/16/2022	Square (patron printing)		\$59.78	\$21,679.25
12/21/2022	Sandwich Spot (Board meeting catering)	\$68.02		\$21,611.23
12/21/2022	AT&T	\$80.25		\$21,530.98
12/22/2022	Wall Street Journal (monthly subscription)	\$15.15		\$21,515.83
12/22/2022	SJ Mercury News (monthly subscription)	\$15.65		\$21,500.18
12/22/2022	Carbonite Backup (Annual subscription)	\$283.49		\$21,216.69
12/23/2022	Withdraw (Petty cash)	\$150.00		\$21,066.69
12/24/2022	Cal. Court Association (Family Law CD)	\$54.00		\$21,012.69
12/27/2022	Shutterstock (additional stock images for website)	\$229.00		\$20,783.69
12/29/2022	Versa-Tape Co. (Ck. #286 / MCLE audio programs)	\$143.88		\$20,639.81
12/23/2022	Library Monthly Depositon		\$2,369.00	\$23,008.81
TOTALS:		\$2,303.96	\$2,438.42	
Ending Balance 12/31/21:				\$23,008.81
Monthly Difference:				134.46
YTD Difference:				-5,149.54