

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

May 26, 2022

BOARD OF LAW LIBRARY TRUSTEES MEETING

LOCATION: 710 Hamilton Street, Redwood City

Hybrid 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.

UPDATE: Assembly Bill ("AB") 361, signed into law on September 16, 2021, amends Government Code section 54953 to provide authority and specific requirements for public agencies to hold virtual meetings during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950 et seq.).

*To continue with AB 361 virtual meetings, the public agency must reconsider the circumstances of the emergency **every 30 days** and determine that either the state of emergency continues to directly impact the ability of the members to meet safely in person; or, state or local officials continue to impose or recommend measures to promote social distancing. These findings must be made by majority vote. Gov. Code § 54953(e)(3).*

Gov. Code § 54953(e)(1) provides that a local agency may use teleconferencing [audio, video or both] in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B) that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

THURSDAY, May 26, 2022, 12:15 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the April 28, 2022 meeting (*page 3-4*)
 - c. Acceptance of Report of Expenses for Period 10 (March) FY21-22
 - d. Discussion/Informational Updates and Policy Decisions:
 - Budget proposal 2022-2023
 - Saturday hours
 - New cameras
 - Vote for hybrid meeting
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association with Constantine Tsagaris
 - f. Public open comment.
3. ADJOURNMENT

2022 MEETING SCHEDULE
NEXT MEETING: June 23, 2022

Mark Your Calendar!

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

- June 23, 2022
- August 25, 2022
- September 22, 2022
- October 27, 2022
- December 8, 2022

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	13827	CalPERS	Classic contributions	\$646.91
	13828	CalPERS	Classic contributions	\$646.91
	13829	CalPERS	Classic contributions	\$646.91
	13830	CalPERS	PEPRA contributions	\$419.17
	13831	CalPERS	PEPRA contributions	\$419.17
	13832	CalPERS	PEPRA contributions	\$419.17
	13841	ByWater Solutions	Annual renewal of LMS	\$1,969.00
	13833	Cubing, Ino	Relates to = CC	\$213.98
	13834	Cubing, Ino	Relates to = CC	\$637.50
	13835	James Publication	Cal. Drunk Driving Law	\$240.63
	13836	Lexis (Advance)		\$3,650.00
	13837	Lexis (Matthew Bender)		\$2,868.52
	13838	UC Regents (CEB)		\$3,125.05
	13839	West Group (Thomson Reuters)		\$2,939.02
	13840	Xerox	VCL00000X000	\$208.68
	CB174	Joe Kirley	Ck. #289 / monthly security alarm fee	\$25.00
	CB175	Service Charge		\$26.50
	CB176	USPS	Stamped envelopes	\$352.50
	CB177	SJ Mercury News	Monthly subscription	\$15.65
	CB178	AT&T		\$80.25
	CB179	Wall Street Journal	Monthly subscription	\$15.15
	CB180	SJ Mercury News	Monthly subscription	\$15.65
	CB181	Sandwich Spot	Board meeting catering	\$59.52
	13851	SMC Telephone Services Fee		\$13.23
	Subtotal:			
Payroll & Benefits	13842	Blake, Larry		\$253.00
	13843	Bracco, Caroline		\$7,460.80
	13844	Brill, Margaret Ruth		\$1,562.00
	13845	Conventiti, Antonella		\$5,846.40
	13846	Gurthet, Andrew		\$2,560.00
	13847	Woods, Marcia		\$1,496.00
	13848	Medicare & FICA		\$640.13
	13849	Active Employee Benefits		\$900.30
	13850	Retired Employee Benefits		\$1,460.64
	Subtotal:			
Total Monthly Expenses:				\$41,833.34

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$40,892.07
	Interest		\$2,090.25
	Credits/Refunds		\$365.40
	Other		\$0.00
	Subtotal:		
CitiBank	Photocopier		\$69.00
	Computer Printing		\$26.00
	Conference Room Rental		\$95.62
	Deed Form Sales		\$40.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$10.00
	Extra Computer Time		\$0.00
	Lost Book Replacement		\$0.00
	Vendor Credits/Refunds		\$166.97
	SVCF Deposits		\$0.00
	Grants		\$0.00
	Overdue Fines		\$0.00
	Transfers		\$0.00
	Square Transactions		\$65.11
	Other		\$0.00
Subtotal:			\$472.70
Total Monthly Income:			\$43,820.42

Expense Category	April Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$13,307.20	\$0.00	\$13,307.20	\$142,430.40	\$145,833.33	\$175,000.00
Part time	\$5,871.00	\$0.00	\$5,871.00	\$64,970.00	\$66,666.67	\$80,000.00
Subtotal :	\$19,178.20	\$0.00	\$19,178.20	\$207,400.40	\$212,500.00	\$255,000.00
BENEFITS						
CalPERS Retirement	\$3,198.24	\$0.00	\$3,198.24	\$23,826.95	\$21,416.67	\$25,700.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$44,742.00	\$38,750.00	\$46,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$640.13	\$0.00	\$640.13	\$8,257.57	\$5,000.00	\$6,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$22,605.83	\$17,833.33	\$21,400.00
Active Employee Benefits	\$900.30	\$0.00	\$900.30	\$9,005.88	\$9,166.67	\$11,000.00
Retired Employee Benefits	\$1,460.64	\$0.00	\$1,460.64	\$14,502.18	\$16,666.67	\$20,000.00
Subtotal :	\$6,199.31	\$0.00	\$6,199.31	\$122,940.41	\$108,833.33	\$130,600.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$1,666.67	\$2,000.00
Print Resources	\$9,173.22	\$46.45	\$9,219.67	\$87,702.08	\$88,750.00	\$106,500.00
Electronic Resources	\$3,650.00	\$0.00	\$3,650.00	\$40,073.88	\$41,666.67	\$50,000.00
Subtotal :	\$12,823.22	\$46.45	\$12,869.67	\$127,775.96	\$132,083.33	\$158,500.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$0.00	\$0.00	\$6,716.00	\$6,250.00	\$7,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$1,878.12	\$2,166.67	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$352.50	\$352.50	\$1,197.73	\$1,500.00	\$1,800.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$59.52	\$59.52	\$404.12	\$833.33	\$1,000.00
Tech Support	\$851.48	\$0.00	\$851.48	\$7,849.94	\$6,666.67	\$8,000.00
Support Software	\$1,969.00	\$0.00	\$1,969.00	\$3,989.98	\$3,333.33	\$4,000.00
Building Maintenance	\$0.00	\$25.00	\$25.00	\$5,031.86	\$3,333.33	\$4,000.00
Services	\$0.00	\$0.00	\$0.00	\$6,810.10	\$17,083.33	\$20,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$138.45	\$416.67	\$500.00
Dues	\$0.00	\$0.00	\$0.00	\$1,061.00	\$666.67	\$800.00
Telecommunications	\$13.23	\$80.25	\$93.48	\$1,262.55	\$1,666.67	\$2,000.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$1,250.00	\$1,500.00
Promotional	\$0.00	\$0.00	\$0.00	\$5.25	\$166.67	\$200.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$26.50	\$26.50	\$283.51	\$316.67	\$380.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$1,498.25	\$1,000.00	\$1,200.00
Subtotal :	\$3,042.39	\$543.77	\$3,586.16	\$38,126.86	\$46,650.00	\$55,980.00
TOTAL:	\$41,243.12	\$590.22	\$41,833.34	\$496,243.63	\$500,066.67	\$600,080.00

Income Category	April Income	YTD Income	Budgeted YTD	Fiscal Year Budget
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)				
Filing Fees	<u>\$40,892.07</u>	\$406,091.58	\$420,000.00	\$504,000.00
Interest	\$2,090.25	\$6,834.65	\$7,083.33	\$8,500.00
Credits/Refunds	\$365.40	\$3,232.40	\$3,583.33	\$4,300.00
Other	\$0.00	\$274,687.78	\$234,416.67	\$281,300.00
Subtotal:	\$43,347.72	\$690,846.41	\$665,083.33	\$798,100.00
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)				
Photocopier	\$69.00	\$960.30	\$125.00	\$150.00
Computer Printing	\$26.00	\$674.70	\$583.33	\$700.00
Conference Room Rental	\$95.62	\$510.62	\$833.33	\$1,000.00
Deed Form Sales	\$40.00	\$373.50	\$208.33	\$250.00
MCLE Tape Circulation	\$0.00	\$70.00	\$0.00	\$0.00
24-hour Material Circulation	\$10.00	\$524.00	\$833.33	\$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	\$166.97	\$2,742.83	\$4,166.67	\$5,000.00
SVCF Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$130.00	\$16.67	\$20.00
Transfers	\$0.00	\$69.42	\$0.00	\$0.00
Square Transactions	\$65.11	\$1,032.04	\$125.00	\$150.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal:	\$472.70	\$7,092.41	\$6,891.67	\$8,270.00
TOTAL:	\$43,820.42	\$697,938.82	\$671,975.00	\$806,370.00

CitiBank Monthly Transactions

Period 10
April

San Mateo County Law Library
FY2021-2022

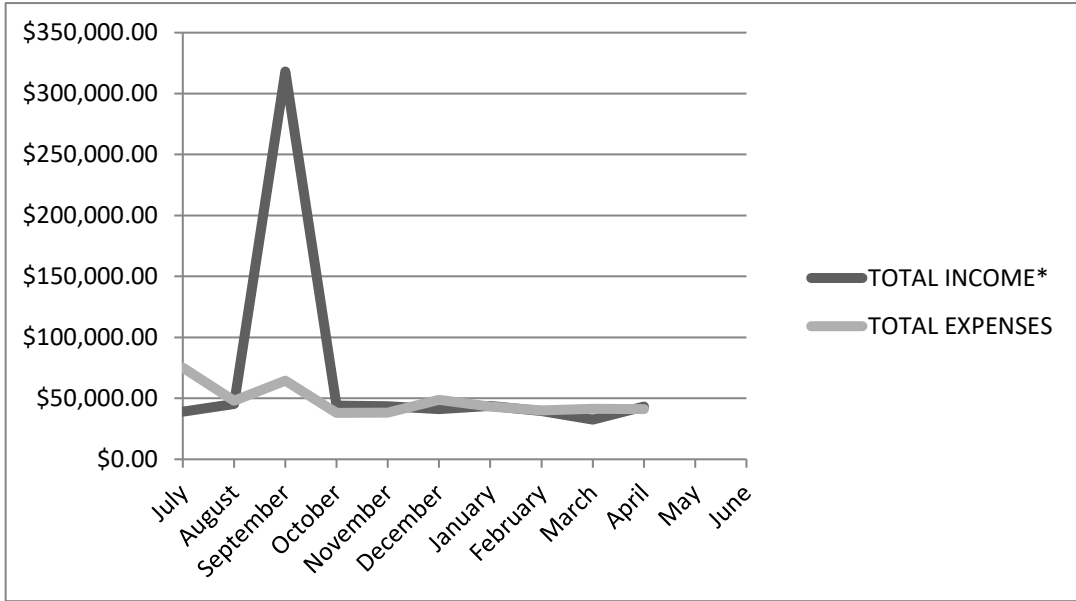
Transaction Date	Item	Debit	Credit	BALANCE	
			Beginning Balance 7/1/2021:	\$28,158.35	
			Beginning Balance 4/1/2022:	\$18,420.11	
MARCH					
4/4/2022	Square (patron printing)		\$6.60	\$18,426.71	
4/8/2022	Joe Kirley (Ck. #289 / monthly security alarm fee)	\$25.00		\$18,401.71	
4/9/2022	Service charge	\$26.50		\$18,375.21	
4/11/2022	USPS (stamped envelopes)	\$352.50		\$18,022.71	
4/12/2022	SJ Mercury News (monthly subscription)	\$15.65		\$18,007.06	
4/18/2022	Peerspace (conf. room booking)		\$95.62	\$18,102.68	
4/19/2022	AT&T	\$80.25		\$18,022.43	
4/21/2022	Square (patron printing)		\$4.77	\$18,027.20	
4/22/2022	Wall Street Journal (monthly subscription)	\$15.15		\$18,012.05	
4/25/2022	Square (patron printing)		\$12.15	\$18,024.20	
4/28/2022	SJ Mercury News (monthly subscription)	\$15.65		\$18,008.55	
4/28/2022	Sandwich Spot (Board meeting catering)	\$59.52		\$17,949.03	
4/29/2022	Square (patron printing)		\$41.19	\$17,990.22	
4/29/2022	Library Monthly Deposit		\$311.97	\$18,302.19	
TOTALS:		\$590.22	\$472.30		
				Ending Balance 4/30/22:	\$18,302.19
				Monthly Difference:	-117.92
				YTD Difference:	-9,856.16

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	\$43,843.32	\$43,178.51	\$962,468.37
February	\$39,657.41	\$39,994.65	\$962,131.13
March	\$32,541.80	\$41,467.69	\$953,205.24
April	\$43,347.72	\$41,243.12	\$955,309.84
May			
June			
TOTALS	\$690,846.41	\$478,806.42	

YTD Difference	\$212,039.99
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* Total income deposited in County Trust Fund



PERIOD	SMC Trust Fund	CitiBank Account	Schwab Account	CalPERS Prefunding Account	TOTAL
July	\$707,137.89	\$27,606.70		\$31,014.09	\$765,758.68
August	\$704,567.79	\$24,628.51		\$31,014.09	\$760,210.39
September	\$958,181.91	\$24,735.04		\$31,014.09	\$1,013,931.04
October	\$964,230.74	\$24,952.68		\$30,938.98	\$1,020,122.40
November	\$969,512.53	\$22,874.35	\$281,744.33	\$30,938.98	\$1,305,070.19
December	\$961,803.56	\$23,008.81	\$281,746.81	\$30,938.98	\$1,297,498.16
January	\$962,468.37	\$21,599.93	\$281,749.49	\$31,639.65	\$1,297,457.44
February	\$962,131.13	\$18,630.21	\$281,752.17	\$31,639.65	\$1,294,153.16
March	\$953,205.24	\$18,420.11	\$288,794.14	\$31,639.65	\$1,292,059.14
April	\$955,309.84	\$18,302.19	\$274,305.07	\$27,907.02	\$1,275,824.12
May					
June					

FY2020-2021 BUDGET

Expenses	PRIOR 2 YEARS EXPENDITURES, INCOME, AND BUDGETS						PROPOSED BUDGET		Comments for Caroline	
	FY20-21 Budget	FY20-21 Final Expenditures	FY20-21 Final Income	FY21-22 Budget	FY21-22 Final Expenditures	FY21-22 Final Income	FY22-23 Budget	FY22-23 Anticipated Income		
SALARIES										
Full time	\$160,160.00	\$160,160.00		\$174,000.00	Not yet available		\$174,000.00		Raises? Raises?	
Part time	\$72,797.00	\$72,797.00		\$80,000.00	Not yet available		\$80,000.00			
BENEFITS										
CalPERS Retirement	\$23,903.04	\$23,903.04		\$25,700.00	Not yet available		\$28,600.00		Based on most recent CalPER info Based on most recent CalPER info Do you want to pay into this this year? Based on 1 year of FICA payments. This no longer applies	
CalPERS UAL	\$38,919.12	\$38,919.12		\$46,500.00	Not yet available		\$53,500.00			
CalPERS Pension Prefunding		\$30,000.00		\$0.00	Not yet available		?			
Medicare & FICA	\$3,300.00	\$4,253.73		\$6,000.00	Not yet available		\$10,000.00			
Prior OASDI				\$21,400.00	Not yet available					
Active Employee Benefits	\$11,100.00	\$10,741.32		\$11,000.00	Not yet available		\$11,000.00			
Retired Employee Benefits	\$20,000.00	\$18,850.80		\$20,000.00	Not yet available		\$18,000.00			
PRINT & ELECTRONIC RESOURCES										
New Resources	\$0.00	\$0.00		\$2,000.00	Not yet available		\$0.00			
Print Subscriptions	\$103,000.00	\$106,239.34		\$106,500.00	Not yet available		\$108,500.00			
Electronic Subscriptions	\$114,000.00	\$77,812.62		\$50,000.00	Not yet available		\$50,000.00			
OPERATIONAL EXPENSES										
Insurance	\$8,000.00	\$7,749.00		\$7,500.00	Not yet available		\$8,000.00		Includes Consumer Law Clinic Includes AALL travel to Denver for CB	
Copy Machines	\$2,600.00	\$2,501.28		\$2,600.00	Not yet available		\$2,500.00			
Capital Improvements	\$0.00	\$0.00		\$0.00	Not yet available		\$0.00			
Office Supplies	\$2,200.00	\$2,223.00		\$1,800.00	Not yet available		\$1,500.00			
Use Tax	\$0.00	\$0.00		\$0.00	Not yet available		\$0.00			
Catering	\$1,400.00	\$92.91		\$1,000.00	Not yet available		\$800.00			
Tech Support	\$10,000.00	\$7,167.50		\$8,000.00	Not yet available		\$9,600.00			
Support Software	\$2,700.00	\$3,607.20		\$4,000.00	Not yet available		\$4,800.00			
Building Maintenance	\$12,800.00	\$2,693.14		\$4,000.00	Not yet available		\$6,100.00			
Services	\$4,000.00	\$20,350.59		\$20,500.00	Not yet available		\$22,500.00			
Educational/Professional	\$4,000.00	\$554.87		\$500.00	Not yet available		\$200.00			
Dues	\$800.00	\$760.00		\$800.00	Not yet available		\$1,300.00			
Telecommunications	\$1,000.00	\$1,380.21		\$2,000.00	Not yet available		\$1,600.00			
Travel Expenses	\$1,500.00	\$43.17		\$1,500.00	Not yet available		\$1,200.00			
Promotional	\$300.00	\$145.35		\$200.00	Not yet available		\$0.00			
Transfers	\$0.00	\$0.00		\$0.00	Not yet available		\$0.00			
CitiBank Service Charges	\$350.00	\$370.27		\$380.00	Not yet available		\$340.00			
Miscellaneous	\$1,800.00	\$4,504.18		\$1,200.00	Not yet available		\$1,800.00			
TOTALS	\$600,629.16	\$597,819.64	\$686,823.89	\$599,080.00	Not yet available	Not yet available	\$595,840.00	\$805,000.00		Assuming a \$275K state budget appropriation same as last year. If no state funding this year, than income is anticipated to be \$525,000.

FY2020-2021 BUDGET