

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

June 23, 2022

**BOARD OF LAW LIBRARY TRUSTEES MEETING**

LOCATION: 710 Hamilton Street, Redwood City

Hybrid 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.*

*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, June 23, 2022, 12:15 P.M.**

**AGENDA**

1. CLOSED SESSION
2. REGULAR SESSION
  - a. Report on closed session
  - b. Approval of Minutes of the May 26, 2022 meeting (*page 3-4*)
  - c. Acceptance of Report of Expenses for Period 11 (May) FY21-22
  - d. Discussion/Informational Updates and Policy Decisions:
    - Vote on annual budget for FY 2022-2023
    - 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: August 25, 2022**

**Mark Your Calendar!**

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

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

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	13852	CalPERS	Classic contributions	\$646.91
	13853	CalPERS	Classic contributions	\$646.91
	13854	CalPERS	PEPRA contributions	\$419.17
	13855	CalPERS	PEPRA contributions	\$419.17
	13856	Cubing, Ino	Relates to = CC	\$712.50
	13857	Lexis (Advance)		\$3,650.00
	13858	Lexis (Matthew Bender)		\$2,868.52
	13859	Office Depot	B215051 / Masks	\$19.23
	13860	Office Depot	B215051 / Tissues and lotion	\$18.43
	13861	Office Depot	B215051 / Elbow support	\$26.13
	13862	Office Depot	B215051 / Tape	\$14.27
	13863	Office Depot	B215051 / Micro SD adaptor	\$21.96
	13864	Office Depot	B215051 / External Micro Reader	\$19.22
	13865	Office Depot	B215051 / Tape	\$36.80
	13866	Office Depot	B215051 / Pens, rubber cement, staple remover	\$24.89
	13867	UC Regents (CEB)		\$4,022.64
	13868	USA Direct Cleaning	Invoice incorrect. New invoice being issued.	
	13869	USA Direct Cleaning	February 2022 janitorial	\$420.00
	13870	West Group (Thomson Reuters)		\$2,939.02
	13871	Xerox	VCL00000X000	\$208.68
	13872	Xerox	VCL00000X000 / Late fee	\$25.00
	CB182	Library Store	BookGuard tape	\$173.49
	CB183	Joe Kirley	Ck. #291 / monthly security alarm fee	\$50.00
	CB184	ABA	Abortion Law, 7th ed.	\$142.90
	CB185	CitiBank Service Charge		\$26.91
	CB186	PayPal	Service fee	\$2.99
	CB187	PayPal	Monthly Cloud Services subscription	\$6.99
	CB188	AT&T	Monthly subscription	\$80.25
	CB189	Wall Street Journal	Monthly subscription	\$15.15
	CB190	DocHub	Annual subscription	\$59.88
	CB191	Sandwich Spot	Board meeting catering	\$46.45
	CB192	NOCALL	Marcia annual membership	\$40.00
	13882	SMC Telephone Services Fee		\$13.23
<b>Subtotal:</b>				<b>\$17,817.69</b>
Payroll & Benefits	13873	Blake, Larry		\$253.00
	13874	Bracco, Caroline		\$7,460.80
	13875	Brill, Margaret Ruth		\$1,408.00
	13876	Conventiti, Antonella		\$5,846.40
	13877	Gurthet, Andrew		\$2,600.00
	13878	Woods, Marcia		\$1,650.00
	13879	Medicare & FICA		\$643.21
	13880	Active Employee Benefits		\$900.30
	13881	Retired Employee Benefits		\$1,460.64
<b>Subtotal:</b>				<b>\$22,222.35</b>
<b>Total Monthly Expenses:</b>				<b>\$40,040.04</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$40,234.19
	Interest		\$0.00
	Credits/Refunds		\$365.40
	Other		\$0.00
	<b>Subtotal:</b>		
CitiBank	Photocopier		\$92.25
	Computer Printing		\$53.75
	Conference Room Rental		\$0.00
	Deed Form Sales		\$45.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$30.00
	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		\$206.97
	Other		\$0.00
<b>Subtotal:</b>			<b>\$427.97</b>
<b>Total Monthly Income:</b>			<b>\$41,027.56</b>

Expense Category	May Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$13,307.20	\$0.00	\$13,307.20	\$155,737.60	\$160,416.67	\$175,000.00
Part time	\$5,911.00	\$0.00	\$5,911.00	\$70,881.00	\$73,333.33	\$80,000.00
<b>Subtotal :</b>	<b>\$19,218.20</b>	<b>\$0.00</b>	<b>\$19,218.20</b>	<b>\$226,618.60</b>	<b>\$233,750.00</b>	<b>\$255,000.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$2,132.16	\$0.00	\$2,132.16	\$25,959.11	\$23,558.33	\$25,700.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$44,742.00	\$42,625.00	\$46,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$643.21	\$0.00	\$643.21	\$8,900.78	\$5,500.00	\$6,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$22,605.83	\$19,616.67	\$21,400.00
Active Employee Benefits	\$900.30	\$0.00	\$900.30	\$9,906.18	\$10,083.33	\$11,000.00
Retired Employee Benefits	\$1,460.64	\$0.00	\$1,460.64	\$15,962.82	\$18,333.33	\$20,000.00
<b>Subtotal :</b>	<b>\$5,136.31</b>	<b>\$0.00</b>	<b>\$5,136.31</b>	<b>\$128,076.72</b>	<b>\$119,716.67</b>	<b>\$130,600.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$1,833.33	\$2,000.00
Print Resources	\$9,830.18	\$158.05	\$9,988.23	\$97,690.31	\$97,625.00	\$106,500.00
Electronic Resources	\$3,650.00	\$0.00	\$3,650.00	\$43,723.88	\$45,833.33	\$50,000.00
<b>Subtotal :</b>	<b>\$13,480.18</b>	<b>\$158.05</b>	<b>\$13,638.23</b>	<b>\$141,414.19</b>	<b>\$145,291.67</b>	<b>\$158,500.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$0.00	\$0.00	\$6,716.00	\$6,875.00	\$7,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$2,086.80	\$2,383.33	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$180.93	\$173.49	\$354.42	\$1,552.15	\$1,650.00	\$1,800.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$46.45	\$46.45	\$450.57	\$916.67	\$1,000.00
Tech Support	\$712.50	\$0.00	\$712.50	\$8,562.44	\$7,333.33	\$8,000.00
Support Software	\$0.00	\$0.00	\$0.00	\$3,989.98	\$3,666.67	\$4,000.00
Building Maintenance	\$420.00	\$50.00	\$470.00	\$5,501.86	\$3,666.67	\$4,000.00
Services	\$0.00	\$69.86	\$69.86	\$6,879.96	\$18,791.67	\$20,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$138.45	\$458.33	\$500.00
Dues	\$0.00	\$0.00	\$0.00	\$1,061.00	\$733.33	\$800.00
Telecommunications	\$13.23	\$80.25	\$93.48	\$1,356.03	\$1,833.33	\$2,000.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$1,375.00	\$1,500.00
Promotional	\$0.00	\$0.00	\$0.00	\$5.25	\$183.33	\$200.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$26.91	\$26.91	\$310.42	\$348.33	\$380.00
Miscellaneous	\$25.00	\$0.00	\$25.00	\$1,523.25	\$1,100.00	\$1,200.00
<b>Subtotal :</b>	<b>\$1,560.34</b>	<b>\$446.96</b>	<b>\$2,007.30</b>	<b>\$40,134.16</b>	<b>\$51,315.00</b>	<b>\$55,980.00</b>
<b>TOTAL:</b>	<b>\$39,395.03</b>	<b>\$605.01</b>	<b>\$40,000.04</b>	<b>\$536,243.67</b>	<b>\$550,073.33</b>	<b>\$600,080.00</b>

Income Category	May Income	YTD Income	Budgeted YTD	Fiscal Year Budget
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)				
Filing Fees	<u>\$40,234.19</u>	\$446,325.77	\$462,000.00	\$504,000.00
Interest	\$0.00	\$6,834.65	\$7,791.67	\$8,500.00
Credits/Refunds	\$365.40	\$3,597.80	\$3,941.67	\$4,300.00
Other	\$0.00	\$274,687.78	\$257,858.33	\$281,300.00
<b>Subtotal:</b>	<b>\$40,599.59</b>	<b>\$731,446.00</b>	<b>\$731,591.67</b>	<b>\$798,100.00</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)				
Photocopier	\$92.25	\$1,052.55	\$137.50	\$150.00
Computer Printing	\$53.75	\$728.45	\$641.67	\$700.00
Conference Room Rental	\$0.00	\$510.62	\$916.67	\$1,000.00
Deed Form Sales	\$45.00	\$418.50	\$229.17	\$250.00
MCLE Tape Circulation	\$0.00	\$70.00	\$0.00	\$0.00
24-hour Material Circulation	\$30.00	\$554.00	\$916.67	\$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	\$2,742.83	\$4,583.33	\$5,000.00
SVCF Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$130.00	\$18.33	\$20.00
Transfers	\$0.00	\$69.42	\$0.00	\$0.00
Square Transactions	\$206.97	\$1,239.01	\$137.50	\$150.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$427.97</b>	<b>\$7,520.38</b>	<b>\$7,580.83</b>	<b>\$8,270.00</b>
<b>TOTAL:</b>	<b>\$41,027.56</b>	<b>\$738,966.38</b>	<b>\$739,172.50</b>	<b>\$806,370.00</b>

## CitiBank Monthly Transactions

Period 11  
MaySan Mateo County Law Library  
FY2021-2022

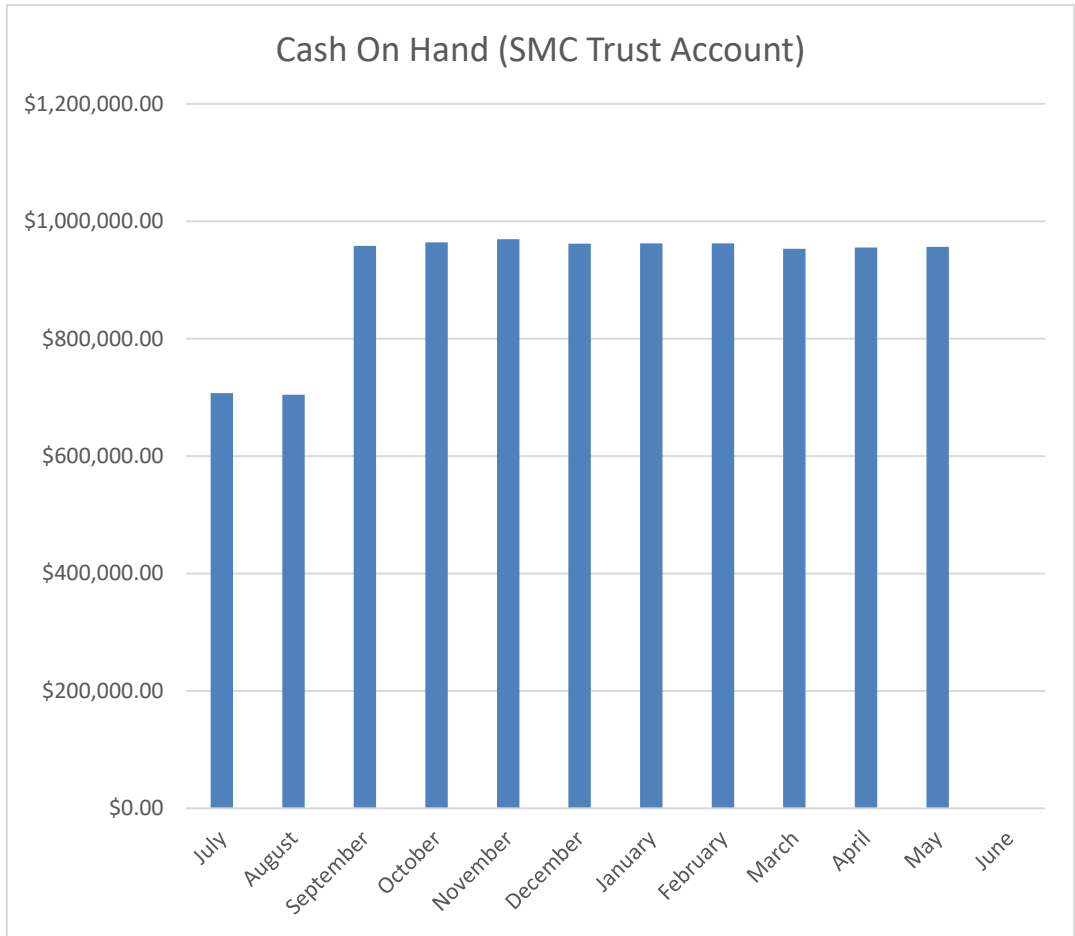
Transaction Date	Item	Debit	Credit	BALANCE	
			Beginning Balance 7/1/2021:	\$28,158.35	
			Beginning Balance 5/1/2022:	\$18,302.19	
<b>APRIL</b>					
5/2/2022	Square (patron printing)		\$8.18	\$18,310.37	
5/3/2022	Library Store (BookGuard tape)	\$173.49		\$18,136.88	
5/9/2022	Square (patron printing)		\$3.80	\$18,140.68	
5/9/2022	Joe Kirley (Ck. #291 / monthly security alarm fee)	\$50.00		\$18,090.68	
5/10/2022	Square (patron printing)		\$28.15	\$18,118.83	
5/10/2022	ABA (Abortion Law, 7th ed.)	\$142.90		\$17,975.93	
5/10/2022	Service charge	\$26.91		\$17,949.02	
5/12/2022	Square (patron printing)		\$8.67	\$17,957.69	
5/12/2022	Paypal (Service fee)	\$2.99		\$17,954.70	
5/18/2022	Square (patron printing)		\$118.63	\$18,073.33	
5/19/2022	Square (patron printing)		\$6.72	\$18,080.05	
5/20/2022	Square (patron printing)		\$7.69	\$18,087.74	
5/20/2022	Paypal (monthly Cloud Services subscription)	\$6.99		\$18,080.75	
5/20/2022	AT&T	\$80.25		\$18,000.50	
5/24/2022	Wall Street Journal (monthly subscription)	\$15.15		\$17,985.35	
5/24/2022	DocHub (annual subscription)	\$59.88		\$17,925.47	
5/25/2022	Square (patron printing)		\$6.72	\$17,932.19	
5/26/2022	Square (patron printing)		\$18.41	\$17,950.60	
5/26/2022	Sandwich Spot (Board meeting catering)	\$46.45		\$17,904.15	
5/27/2022	NOCALL (Marcia annual membership)	\$40.00		\$17,864.15	
5/31/2022	Library Monthly Deposit		\$221.00	\$18,085.15	
<b>TOTALS:</b>		<b>\$645.01</b>	<b>\$427.97</b>		
				Ending Balance 5/31/22:	\$18,085.15
				Monthly Difference:	-217.04
				YTD Difference:	-10,073.20

**CASH ON HAND  
 (SMC Trust Account)**

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	\$40,599.59	\$39,395.03	\$956,514.40
<b>TOTALS</b>	<b>\$731,446.00</b>	<b>\$518,201.45</b>	

<b>YTD Difference</b>	<b>\$213,244.55</b>
-----------------------	---------------------

\* Total income deposited in County Trust Fund





**Cash On Hand  
 (All accounts)**

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	\$956,514.40	\$18,085.15	\$277,248.93	\$27,907.02	\$1,279,755.50
June					

