

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

September 22, 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, September 22, 2022, 12:15 P.M.**

**AGENDA**

1. CLOSED SESSION
2. REGULAR SESSION
  - a. Report on closed session
  - b. Approval of Minutes of the August 25 meeting (*page 3-4*)
  - c. Acceptance of Report of Expenses for Period 2 (August) FY22-23
  - d. Discussion/Informational Updates and Policy Decisions:
    - Staffing
    - Succession planning
    - Vote for hybrid meeting
    - Other matters of interest
  - e. Report of the San Mateo County Bar Association
  - f. Public open comment.
3. ADJOURNMENT

**2022 MEETING SCHEDULE**  
**NEXT MEETING: October 27, 2022**

**Mark Your Calendar!**

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

- October 27, 2022
- December 8, 2022

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	13935	CalPERS	Classic contributions	\$666.20
	13936	CalPERS	Classic contributions	\$666.20
	13937	CalPERS	Classic contributions	\$666.20
	13938	CalPERS	PEPRA contributions	\$428.13
	13939	CalPERS	PEPRA contributions	\$428.13
	13940	CalPERS	PEPRA contributions	\$428.13
	13941	Cubing, Ino		\$712.50
	13942	Daily Journal Corp.	SF Daily Journal	\$974.60
	13943	Daily Journal Corp.	S. Cal. Judicial Profiles	\$283.50
	13945	Lexis (Advance)		\$30,372.00
	13946	Lexis (Matthew Bender)		\$3,476.86
	13947	UC Regents (CEB)		\$2,907.90
	13949	Xerox		\$208.68
	CB225	CitiBank Checks		\$71.90
	CB226	CitiBank service charge		\$24.79
	CB226	Philidelphia Insurance	Ck. 295 / D&O Liability	\$3,796.00
	CB227	James Publishing	Ck. 296 / Guerilla Discovery / Payment of 13944	\$207.66
	CB228	AT&T		\$80.25
	CB229	Wall Street Journal	monthly subscription	\$15.15
	CB230	Preply	Antonella's spanish tutoring service	\$21.00
	CB231	Sandwich Spot	Board monthly catering	\$74.57
	CB232	SJ Mercury Press	monthly subscription	\$20.00
	<b>Subtotal:</b>			
Payroll & Benefits	13950	Blake, Larry		\$375.00
	13951	Bracco, Caroline		\$7,692.80
	13952	Brill, Margaret Ruth		\$2,000.00
	13953	Conventiti, Antonella		\$6,020.80
	13954	Cubing, Ino		\$176.00
	13955	Gurthet, Andrew		\$1,579.00
	13956	Jimenez, Vanessa		\$352.00
	13957	Woods, Marcia		\$1,575.00
	13958	Medicare & FICA		\$660.27
	13959	Active Employee Benefits		\$900.30
	13960	Retired Employee Benefits		\$1,460.64
<b>Subtotal:</b>				<b>\$22,791.81</b>
<b>Total Monthly Expenses:</b>				<b>\$69,322.16</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$43,896.58
	Interest		\$0.00
	Credits/Refunds		\$376.30
	Other		\$0.00
	<b>Subtotal:</b>		
CitiBank	Photocopier		\$334.00
	Computer Printing		\$78.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$120.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$30.00
	Extra Computer Time		\$0.00
	Lost Book Replacement		\$0.00
	Vendor Credits/Refunds		\$2,779.18
	SVCF Deposits		\$0.00
	Grants		\$0.00
	Overdue Fines		\$10.00
	Transfers		\$0.00
	Square Transactions		\$7.69
	Other		\$0.00
<b>Subtotal:</b>			<b>\$3,358.87</b>
<b>Total Monthly Income:</b>			<b>\$47,631.75</b>

Expense Category	August Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$13,713.60	\$0.00	\$13,713.60	\$33,877.60	\$29,866.67	\$179,200.00
Part time	\$6,057.00	\$0.00	\$6,057.00	\$14,751.00	\$15,883.33	\$95,300.00
<b>Subtotal :</b>	<b>\$19,770.60</b>	<b>\$0.00</b>	<b>\$19,770.60</b>	<b>\$48,628.60</b>	<b>\$45,750.00</b>	<b>\$274,500.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$3,282.99	\$0.00	\$3,282.99	\$3,282.99	\$4,766.67	\$28,600.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$51,883.00	\$8,916.67	\$53,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$660.27	\$0.00	\$660.27	\$1,615.81	\$1,666.67	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$900.30	\$0.00	\$900.30	\$1,800.60	\$1,833.33	\$11,000.00
Retired Employee Benefits	\$1,460.64		\$1,460.64	\$2,921.28	\$3,000.00	\$18,000.00
<b>Subtotal :</b>			<b>\$6,304.20</b>	<b>\$61,503.68</b>	<b>\$20,183.33</b>	<b>\$121,100.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$7,642.86	\$242.81	\$7,885.67	\$10,934.59	\$18,083.33	\$108,500.00
Electronic Resources	\$30,372.00	\$0.00	\$30,372.00	\$30,372.00	\$8,333.33	\$50,000.00
<b>Subtotal :</b>	<b>\$38,014.86</b>	<b>\$242.81</b>	<b>\$38,257.67</b>	<b>\$41,306.59</b>	<b>\$26,416.67</b>	<b>\$158,500.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$3,796.00	\$3,796.00	\$4,737.00	\$1,333.33	\$8,000.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$208.68	\$416.67	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$74.57	\$74.57	\$74.57	\$133.33	\$800.00
Tech Support	\$712.50	\$0.00	\$712.50	\$712.50	\$1,600.00	\$9,600.00
Support Software	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$4,800.00
Building Maintenance	\$0.00	\$0.00	\$0.00	\$50.00	\$1,016.67	\$6,100.00
Services	\$0.00	\$0.00	\$0.00	\$0.00	\$3,750.00	\$22,500.00
Educational/Professional	\$0.00	\$21.00	\$21.00	\$812.00	\$33.33	\$200.00
Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$216.67	\$1,300.00
Telecommunications	\$0.00	\$80.25	\$80.25	\$250.84	\$266.67	\$1,600.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$907.09	\$200.00	\$1,200.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$24.79	\$24.79	\$51.37	\$56.67	\$340.00
Miscellaneous	\$0.00	\$71.90	\$71.90	\$92.01	\$300.00	\$1,800.00
<b>Subtotal :</b>	<b>\$921.18</b>	<b>\$4,068.51</b>	<b>\$4,989.69</b>	<b>\$7,896.06</b>	<b>\$10,373.33</b>	<b>\$62,240.00</b>
<b>TOTAL:</b>	<b>\$58,706.64</b>	<b>\$4,311.32</b>	<b>\$69,322.16</b>	<b>\$159,334.93</b>	<b>\$102,723.33</b>	<b>\$616,340.00</b>

Income Category	August Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	<u>\$43,896.58</u>	\$81,162.99
Interest	\$0.00	\$0.00
Credits/Refunds	\$376.30	\$929.85
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$44,272.88</b>	<b>\$82,092.84</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$334.00	\$334.00
Computer Printing	\$78.00	\$78.00
Conference Room Rental	\$0.00	\$382.50
Deed Form Sales	\$120.00	\$120.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$30.00	\$30.00
Extra Computer Time	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00
Vendor Credits/Refunds	\$2,779.18	\$2,779.18
SVCF Deposits	\$0.00	\$0.00
Grants	\$0.00	\$0.00
Overdue Fines	\$10.00	\$10.00
Transfers	\$0.00	\$0.00
Square Transactions	\$7.69	\$41.68
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$3,358.87</b>	<b>\$3,775.36</b>
<b>TOTAL:</b>	<b>\$47,631.75</b>	<b>\$85,868.20</b>

**CitiBank Monthly Transactions**

Period 2  
August

San Mateo County Law Library  
FY2022-2023

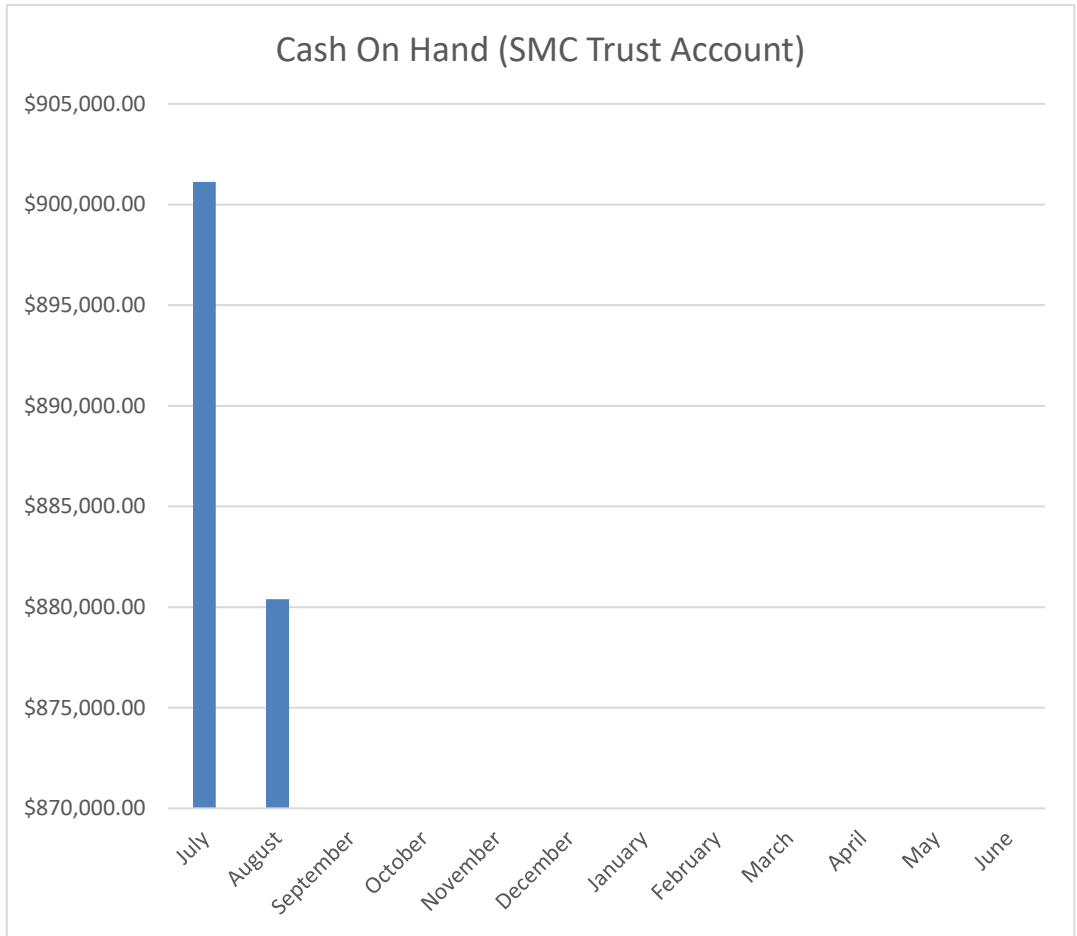
Transaction Date	Item	Debit	Credit	BALANCE
		Beginning Balance 7/1/2022:		\$17,274.37
		Beginning Balance 8/1/2022:		\$14,674.69
<b>AUGUST</b>				
8/9/2022	CitiBank Checks	\$71.90		\$14,602.79
8/9/2022	CitiBank service charge	\$24.79		\$14,578.00
8/10/2022	Philidelphia Insurance (Ck. 295 / D&O Liability)	\$3,796.00		\$10,782.00
8/10/2022	James Publishing (Ck. 296 / Guerilla Discovery)	\$207.66		\$10,574.34
8/17/2022	AT&T	\$80.25		\$10,494.09
8/23/2022	Wall Street Journal (monthly subscription)	\$15.15		\$10,478.94
8/23/2022	Preply (Antonella's spanish tutoring service)	\$21.00		\$10,457.94
8/25/2022	Sandwich Spot (Board monthly catering)	\$74.57		\$10,383.37
8/26/2022	Square Inc. (Printing)		\$7.69	\$10,391.06
8/26/2022	SJ Mercury Press (monthly subscription)	\$20.00		\$10,371.06
8/31/2022	Library Deposit		\$3,351.18	\$13,722.24
<b>TOTALS:</b>		<b>\$4,311.32</b>	<b>\$3,358.87</b>	
		Ending Balance 8/30/22:		\$13,722.24
		Monthly Difference:		-952.45
		YTD Difference:		-3,552.13

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$37,819.96	\$86,996.50	\$901,122.90
August	\$44,272.88	\$65,010.84	\$880,384.94
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$82,092.84</b>	<b>\$152,007.34</b>	

<b>YTD Difference</b>	<b>-\$69,914.50</b>
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\* 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	\$901,122.90	\$14,674.69	\$271,583.96	\$28,440.30	\$1,215,821.85
August	\$880,384.94	\$13,722.24	\$262,647.18	\$28,440.30	\$1,185,194.66
September				\$28,440.30	
October					
November					
December					
January					
February					
March					
April					
May					
June					

