



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

May 25, 2023

BOARD OF LAW LIBRARY TRUSTEES MEETING

LOCATION: Criminal Justice Training Room

Hall of Justice, 400 County Center

Zoom Meeting ID 233 094 3330

Remote attendance by Trustee Brown at 2000 Broadway Street
Redwood City, CA 94063

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Members of the public may be heard on any item on the agenda. Persons addressing the Board will be limited to two 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, May 25, 2023, 12:15 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the Thursday, March 23 meeting
 - c. Acceptance of Report of Expenses for Period 10 (April) FY22-23
 - d. Discussion/Informational Updates and Policy Decisions:
 - County discussion of law library relocation
 - Vote on amending bylaws for meeting frequency
 - Engagement agreement with County Attorney
 - Changes to library policies
 - Proposed FY23-24 Budget
 - Other matters of interest

- e. Report of the San Mateo County Bar Association
 - f. Public open comment.
3. ADJOURNMENT

2023 MEETING SCHEDULE
NEXT MEETING JUNE 22, 2023

Mark Your Calendar!

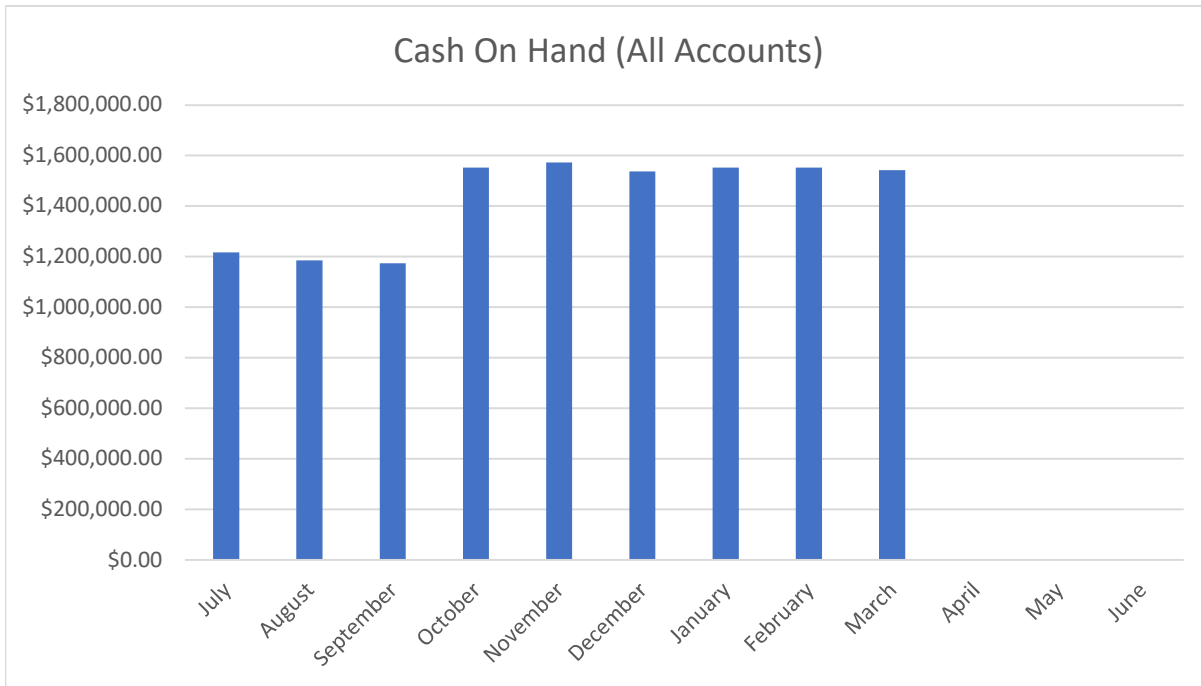
2023 San Mateo County Law Library Board of Trustees Meeting Schedule:

- June 22, 2023
- July 27, 2023
- September 28, 2023
- October 26, 2023
- December 7, 2023

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14070	CalPERS	Classic contributions	\$666.15
	14071	CalPERS	Classic contributions	\$666.15
	14072	CalPERS	PEPRA contributions	\$428.13
	14073	CalPERS	PEPRA contributions	\$428.13
	14074	Cubing, Ino	IT Support	\$600.00
	14075	Office Depot	Office supplies	\$28.52
	14076	Office Depot	Office supplies	\$22.95
	14077	Office Depot	Office supplies	\$23.06
	14078	Office Depot	Office supplies	\$7.13
	14079	Office Depot	Office supplies	\$71.91
	14080	Office Depot	Office supplies	\$52.73
	14081	Office Depot	Office supplies	\$294.08
	14082	UC Regents (CEB)		\$366.61
	14083	UC Regents (CEB)		\$298.79
	14084	UC Regents (CEB)		\$366.61
	14085	UC Regents (CEB)		\$346.92
	14086	UC Regents (CEB)		\$350.20
	14087	UC Regents (CEB)		\$402.04
	14088	Xerox	VCL00000X000	\$208.68
	14089	Xerox	VCL00000X000	\$208.68
14090	West Group,Thomson Reuters	Library Plan Charges - Mar	\$3,086.24	
14091	West Group,Thomson Reuters	Plan Charges February	\$3,086.29	
14092	USA Direct Cleaning	Cleaning for January	\$420.00	
14093	USA Direct Cleaning	Cleaning for February	\$420.00	
Subtotal:				\$12,850.00
Payroll & Benefits		Blake, Larry		\$350.00
		Bracco, Caroline		\$7,692.80
		Brill, Margaret Ruth		\$1,900.00
		Conventini, Antonella		\$5,384.00
		Cubing, Ino		\$176.00
		Cubing, Isabelle		\$264.00
		Jimenez, Vanessa		\$264.00
		Woods, Marcia		\$1,900.00
		Medicare & FICA		\$ 534.55
		Active Employee Benefits		\$ 1,452.22
		Retired Employee Benefits		\$ 989.05
	Subtotal:			
Total Monthly Expenses:				\$33,756.62

**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	\$887,000.91	\$13,373.01	\$244,435.50	\$28,440.30	\$1,173,249.72
October	\$1,241,523.69	\$12,415.15	\$269,471.27	\$28,440.30	\$1,551,850.41
November	\$1,261,267.98	\$13,699.13	\$268,705.74	\$28,440.30	\$1,572,113.15
December	\$1,225,719.89	\$11,665.15	\$271,007.87	\$27,995.13	\$1,536,388.04
January	\$1,239,578.35	\$11,467.66	\$273,993.33	\$27,493.79	\$1,552,533.13
February	\$1,253,498.51	\$5,140.22	\$266,311.01	\$27,493.79	\$1,552,443.53
March	\$1,237,825.82	\$4,212.69	\$272,004.61	\$28,041.35	\$1,542,084.47
April					
May					
June					

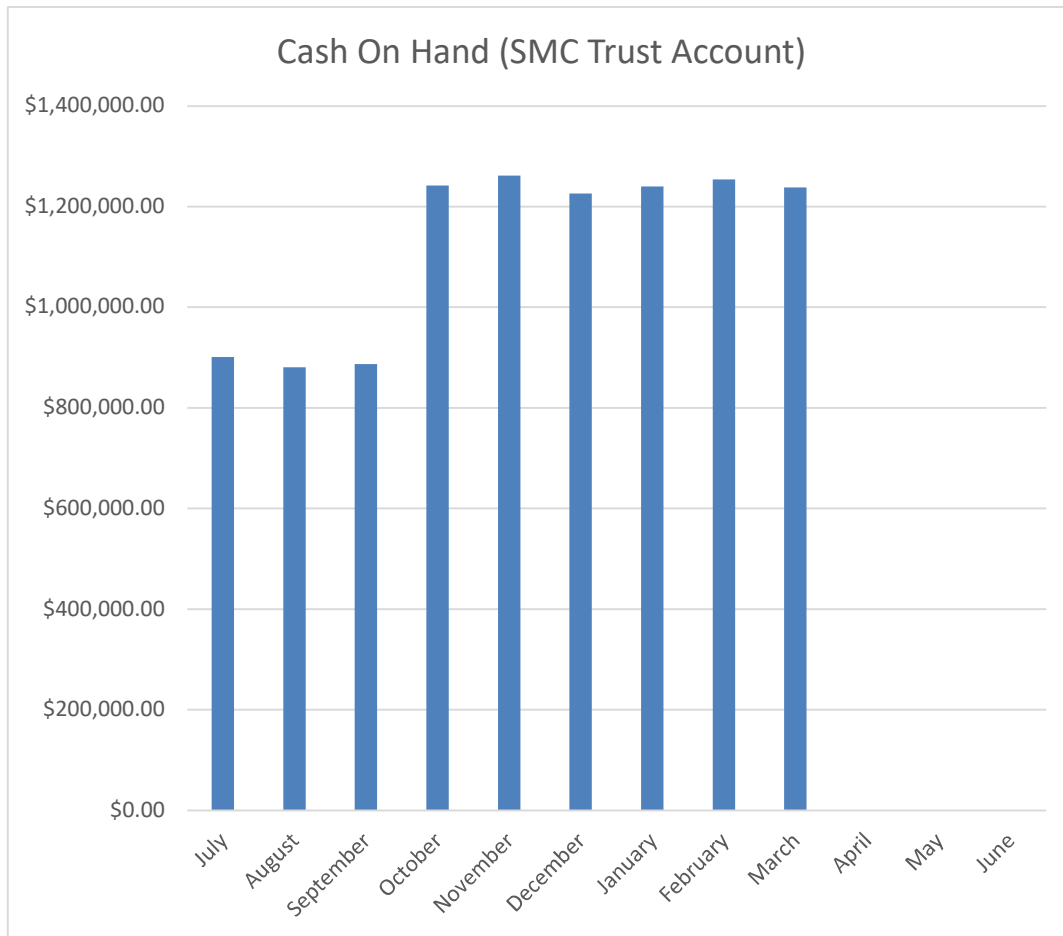


**CASH ON HAND
 (SMC Trust Account)**

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$37,819.96	\$86,996.50	\$901,122.90
August	\$44,272.88	\$152,007.34	\$880,384.94
September	\$40,044.94	\$185,436.31	\$887,000.91
October	\$391,086.43	\$36,563.65	\$1,241,523.69
November	\$40,507.18	\$20,762.89	\$1,261,267.98
December	\$44,224.19	\$79,772.28	\$1,225,719.89
January	\$48,723.89	\$34,865.43	\$1,239,578.35
February	\$41,652.02	\$27,731.86	\$1,253,498.51
March	\$40,360.88	\$56,033.57	\$1,237,825.82
April			
May			
June			
TOTALS	\$728,692.37	\$680,169.83	

YTD Difference	\$48,522.54
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* Total income deposited in County Trust Fund



Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 2/1/2023				\$11,467.66
Beginning Balance 3/1/2023:				\$5,140.22
MARCH				
3/2/2023	Castle Publications LLC #439	\$457.30		\$4,682.92
3/3/2023	The Webstaurant Store	\$72.18		\$4,610.74
3/7/2023	Preply Inc	\$21.00		\$4,589.74
3/8/2023	Account Analysis	\$28.66		\$4,561.08
3/9/2023	Square deposit		\$7.41	\$4,568.49
3/9/2023	Hayward Rubber Stamp #300	\$146.76		\$4,421.73
3/10/2023	Council of California County Law Library #403	\$100.00		\$4,321.73
3/10/2023	Banks & Jordan #299	\$136.64		\$4,185.09
3/10/2023	Council of California Law Librarians #402	\$740.00		\$3,445.09
3/13/2023	Square deposit		\$12.39	\$3,457.48
3/13/2023	Versa-Tape Company	\$57.92		\$3,399.56
3/21/2023	Square deposit		\$5.16	\$3,404.72
3/21/2023	AT&T	\$80.25		\$3,324.47
3/23/2023	Shutterstock	\$229.00		\$3,095.47
3/24/2023	San Jose Mercury News	\$23.02		\$3,072.45
3/24/2023	Amazon	\$26.92		\$3,045.53
3/27/2023	Square deposit		\$4.77	\$3,050.30
3/27/2023	Amazon	\$9.88		\$3,040.42
3/27/2023	SMC Cafeteria	\$13.50		\$3,026.92
3/27/2023	The Wall Street Journal	\$15.15		\$3,011.77
3/27/2023	Amazon	\$18.67		\$2,993.10
3/27/2023	SMC Cafeteria	\$37.21		\$2,955.89
3/27/2023	Zoom	\$155.90		\$2,799.99
3/28/2023	Vallejo Gas and Shop	\$35.00		\$2,764.99
3/29/2023	Square deposit		\$1,929.85	\$4,694.84
3/29/2023	City of Sacramento Parking	\$10.00		\$4,684.84
3/29/2023	Starbucks	\$11.00		\$4,673.84
3/29/2023	Public House	\$34.42		\$4,639.42
3/30/2023	Inn Off Capitol Park	\$430.28		\$4,209.14
3/31/2023	Square deposit		\$3.55	\$4,212.69
TOTALS:		\$2,890.66	\$1,963.13	

Ending Balance 2/28/23:	\$5,140.22
Monthly Difference:	529.48
YTD Difference:	-6,327.44

Income Category	March Income	YTD Income
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)		
Filing Fees	<u>\$41,275.72</u>	\$374,966.32
Interest	\$0.00	\$8,082.97
Credits/Refunds	\$376.30	\$346,934.22
Other	\$0.00	\$0.00
Subtotal:	\$41,652.02	\$729,983.51
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)		
Photocopier	\$50.00	\$1,093.00
Computer Printing	\$50.00	\$605.50
Conference Room Rental	\$0.00	\$502.50
Deed Form Sales	\$35.00	\$465.00
MCLE Tape Circulation	\$0.00	\$70.00
24-hour Material Circulation	\$0.00	\$180.00
Extra Computer Time	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00
Vendor Credits/Refunds	\$50.00	\$2,947.92
SVCF Deposits	\$0.00	\$0.00
Grants	\$0.00	\$16,958.00
Overdue Fines	\$0.00	\$20.00
Transfers	\$10,000.00	\$10,000.00
Square Transactions	\$0.00	\$41.68
Other	\$0.00	\$0.00
Subtotal:	\$10,185.00	\$32,883.60
TOTAL:	\$51,837.02	\$762,867.11

Expense Category	March Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$13,076.80	\$0.00	\$13,076.80	\$136,092.80	\$29,866.67	\$179,200.00
Part time	\$4,854.00	\$0.00	\$4,854.00	\$50,045.12	\$15,883.33	\$95,300.00
Subtotal :	\$17,930.80	\$0.00	\$17,930.80	\$186,137.92	\$45,750.00	\$274,500.00
BENEFITS						
CalPERS Retirement	\$2,188.56	\$0.00	\$2,188.56	\$20,397.29	\$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	\$534.55	\$0.00	\$534.55	\$5,563.08	\$1,666.67	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$1,452.22	\$0.00	\$1,452.22	\$9,758.46	\$1,833.33	\$11,000.00
Retired Employee Benefits	\$989.05	\$0.00	\$989.05	\$12,139.19	\$3,000.00	\$18,000.00
Subtotal :	\$5,164.38	\$0.00	\$5,164.38	\$99,741.02	\$20,183.33	\$121,100.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$8,303.70	\$690.03	\$8,993.73	\$73,701.01	\$18,083.33	\$108,500.00
Electronic Resources	\$0.00	\$0.00	\$0.00	\$58,657.69	\$8,333.33	\$50,000.00
Subtotal :	\$8,303.70	\$690.03	\$8,993.73	\$132,358.70	\$26,416.67	\$158,500.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$0.00	\$0.00	\$7,599.00	\$1,333.33	\$8,000.00
Copy Machines	\$417.36	\$0.00	\$417.36	\$1,669.44	\$416.67	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$500.38	\$431.23	\$931.61	\$3,081.02	\$250.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$72.18	\$72.18	\$1,027.19	\$133.33	\$800.00
Tech Support	\$600.00	\$0.00	\$600.00	\$5,998.38	\$1,600.00	\$9,600.00
Support Software	\$0.00	\$155.90	\$155.90	\$2,364.78	\$800.00	\$4,800.00
Building Maintenance	\$840.00	\$0.00	\$840.00	\$3,199.15	\$1,016.67	\$6,100.00
Services	\$0.00	\$0.00	\$0.00	\$15,346.20	\$3,750.00	\$22,500.00
Educational/Professional	\$0.00	\$21.00	\$21.00	\$959.00	\$33.33	\$200.00
Dues	\$0.00	\$840.00	\$840.00	\$1,201.00	\$216.67	\$1,300.00
Telecommunications	\$0.00	\$82.03	\$82.03	\$996.00	\$266.67	\$1,600.00
Travel Expenses	\$0.00	\$571.41	\$571.41	\$1,501.84	\$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	\$10,000.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$28.66	\$28.66	\$240.83	\$56.67	\$340.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$352.34	\$300.00	\$1,800.00
Subtotal :	\$2,357.74	\$2,202.41	\$4,560.15	\$55,536.17	\$10,373.33	\$62,240.00
TOTAL:	\$33,756.62	\$2,892.44	\$36,649.06	\$473,773.81	\$102,723.33	\$616,340.00

DETAILED MONTHLY INCOME

Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$40,024.38
	Interest		
	Credits/Refunds		\$336.50
	Other		
			Subtotal:
CitiBank	Photocopier		\$127.00
	Computer Printing		\$120.00
	Conference Room Rental		\$770.00
	Deed Form Sales		\$70.00
	MCLE Tape Circulation		
	24-hour Material Circulation		\$50.00
	Extra Computer Time		
	Lost Book Replacement		
	Vendor Credits/Refunds		\$200.00
	SVCF Deposits		
	Grants		\$15,750.00
	Overdue Fines		
	Transfers		\$10,000.00
	Square Transactions		\$1,963.13
	Other		
		Subtotal:	\$29,050.13
Total Monthly Income:			\$69,411.01