



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

July 27, 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

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 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, July 27, 2023, 12:15 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the Thursday, May 23 meeting
 - c. Acceptance of Report of Expenses for Period 11 (May) FY22-23
 - d. Discussion/Informational Updates and Policy Decisions:
 - Security issues and changes to library policies
 - WestLaw contract add-on
 - Evening Lecture series/court partnership
 - Succession planning
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association

f. Public open comment.

3. ADJOURNMENT

2023 MEETING SCHEDULE
NEXT MEETING September 28, 2023

Mark Your Calendar!

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

- September 28, 2023
- November 16, 2023

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14144	CalPERS	Classic contributions	\$666.15
	14145	CalPERS	Classic contributions	\$666.15
	14146	CalPERS	Classic contributions	\$428.13
	14147	CalPERS	PEPRA contributions	\$428.13
	14148	Office Depot	Office supplies	\$89.10
	14149	Office Depot	Office supplies	\$62.94
	14150	Daily Journal Corporation	No Calif Judicial Profiles 12months	\$283.50
	14151	Daily Journal Corporation	No Calif Court Rules 12months	\$326.00
	14152	Cubing, Ino	IT Support	\$637.50
	14153	West Group,Thomson Reuters	Library Plan Charges - Online	\$1,107.60
	14154	West Group,Thomson Reuters	Library Plan Charges - June	\$3,086.24
	14155	West Group,Thomson Reuters	Library Plan Charges - May	\$3,086.24
	14156	UC Regents (CEB)		\$245.20
	14157	UC Regents (CEB)		\$346.92
	14158	UC Regents (CEB)		\$356.76
	14159	UC Regents (CEB)		\$350.20
	14160	UC Regents (CEB)		\$468.33
	14161	UC Regents (CEB)		\$346.92
	14162	UC Regents (CEB)		\$451.92
	14163	UC Regents (CEB)		\$287.86
	14164	LexisNexis-Matthew Bender	Licenses,#36600520,36876119,3243255J	\$3,477.08
	14165	LexisNexis-Matthew Bender	Licenses,#36600520,36876119,3243255J	\$488.27
	14166	Daily Journal Corporation	SF Daily Journal 12 months	\$974.60
	14167	Cubing, Ino	June tech	\$825.00
	14168	Cubing, Ino	Bluehost domain renewal exp 8-2024	\$181.87
	14169	Office Depot	Office supplies	\$54.26
	14170	Office Depot	Office supplies	\$47.24
	14171	UC Regents (CEB)		\$386.29
	14172	UC Regents (CEB)		\$245.20
	14173	UC Regents (CEB)		\$346.92
14174	UC Regents (CEB)		\$366.61	
14175	UC Regents (CEB)		\$255.04	
14176	Xerox	VCL00000X000	\$208.68	
Subtotal:				\$21,578.85
Payroll & Benefits		Blake, Larry		\$1,225.00
		Bracco, Caroline		\$11,539.20
		Brill, Margaret Ruth		\$2,450.00
		Conventini, Antonella		\$8,076.00
		Cubing, Ino		\$0.00
		Cubing, Isabelle		\$352.00
		Jimenez, Vanessa		\$253.00
		Woods, Marcia		\$2,675.00
		Medicare & FICA		788.47
		Active Employee Benefits		1453.98
		Retired Employee Benefits		989.05

		Subtotal:	\$29,801.70
		Total Monthly Expenses:	\$51,380.55

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		
	Interest		
	Credits/Refunds		
	Other		
	Subtotal:		
CitiBank	Photocopier		
	Computer Printing		
	Conference Room Rental		
	Deed Form Sales		
	MCLE Tape Circulation		
	24-hour Material Circulation		
	Extra Computer Time		
	Lost Book Replacement		
	Vendor Credits/Refunds		
	SVCF Deposits		
	Grants		
	Overdue Fines		
	Transfers		
	Square Transactions		
	Other		
Subtotal:			\$0.00
Total Monthly Income:			\$0.00