

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

September 28, 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.

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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, September 28, 2023, 12:15 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the Thursday, July 27 meeting
 - c. Acceptance of Report of Expenses for Period 12 (June) FY22-23 and Period 1 (July) FY23-24
 - d. Discussion/Informational Updates and Policy Decisions:
 - Security issues and changes to library policies
 - Assessors move-in
 - Design consultant for library relocation
 - Succession planning and next meeting dates
 - Other matters of interest

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

2023 MEETING SCHEDULE
NEXT MEETING NOVEMBER 16, 2023

Mark Your Calendar!

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

- 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

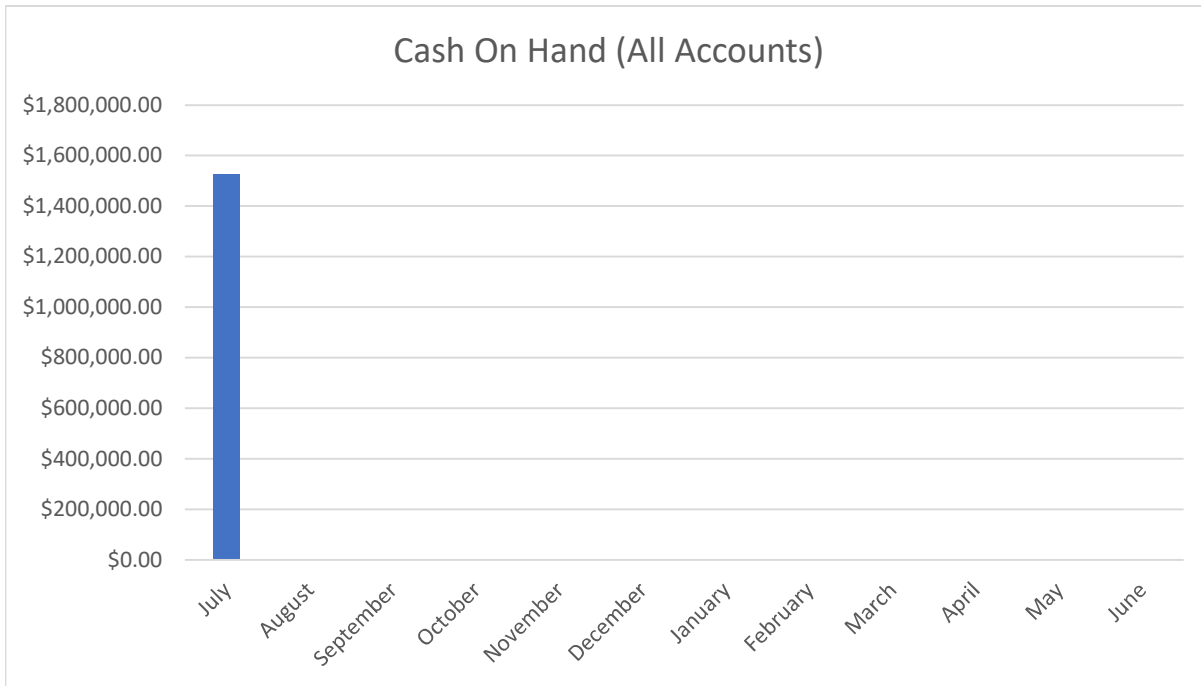
	Subtotal:	\$29,801.70
Total Monthly Expenses:		\$51,380.55

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

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14177	CalPERS	Classic contributions	\$666.15
	14178	CalPERS	Classic contributions	\$724.61
	14179	CalPERS	PEPRA contributions	\$464.56
	14180	CalPERS	PEPRA contributions	\$428.13
	14181	CalPERS	Unfunded Accrued Liability - Paid Full -Year23-24	\$49,813.00
	14182	West Group,Thomson Reuters	Library Plan Charges - Online	\$1,107.60
	14183	West Group,Thomson Reuters	Library Plan Charges - July	\$3,086.24
	14184	UC Regents (CEB)		\$533.29
	14185	UC Regents (CEB)		\$330.51
	14186	Xerox	Contract VCL00000X000 - June	\$208.68
	Subtotal:			
Payroll & Benefits		Blake, Larry		\$475.00
		Bracco, Caroline		\$8,652.80
		Brill, Margaret Ruth		\$2,800.00
		Conventini, Antonella		\$5,547.20
		Cubing, Ino		\$88.00
		Cubing, Isabelle		\$176.00
		Jimenez, Vanessa		\$350.00
		Woods, Marcia		\$2,800.00
		Medicare & FICA		711.42
		Active Employee Benefits		1452.22
		Retired Employee Benefits		989.05
Subtotal:				\$24,041.69
Total Monthly Expenses:				\$81,404.46

**Cash On Hand
 (All accounts)**

PERIOD	SMC Trust Fund	CitiBank Account	Schwab Account	CalPERS Prefunding Account	TOTAL
July	\$1,207,602.49	\$12,090.01	\$277,975.56	\$27,798.51	\$1,525,466.57
August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

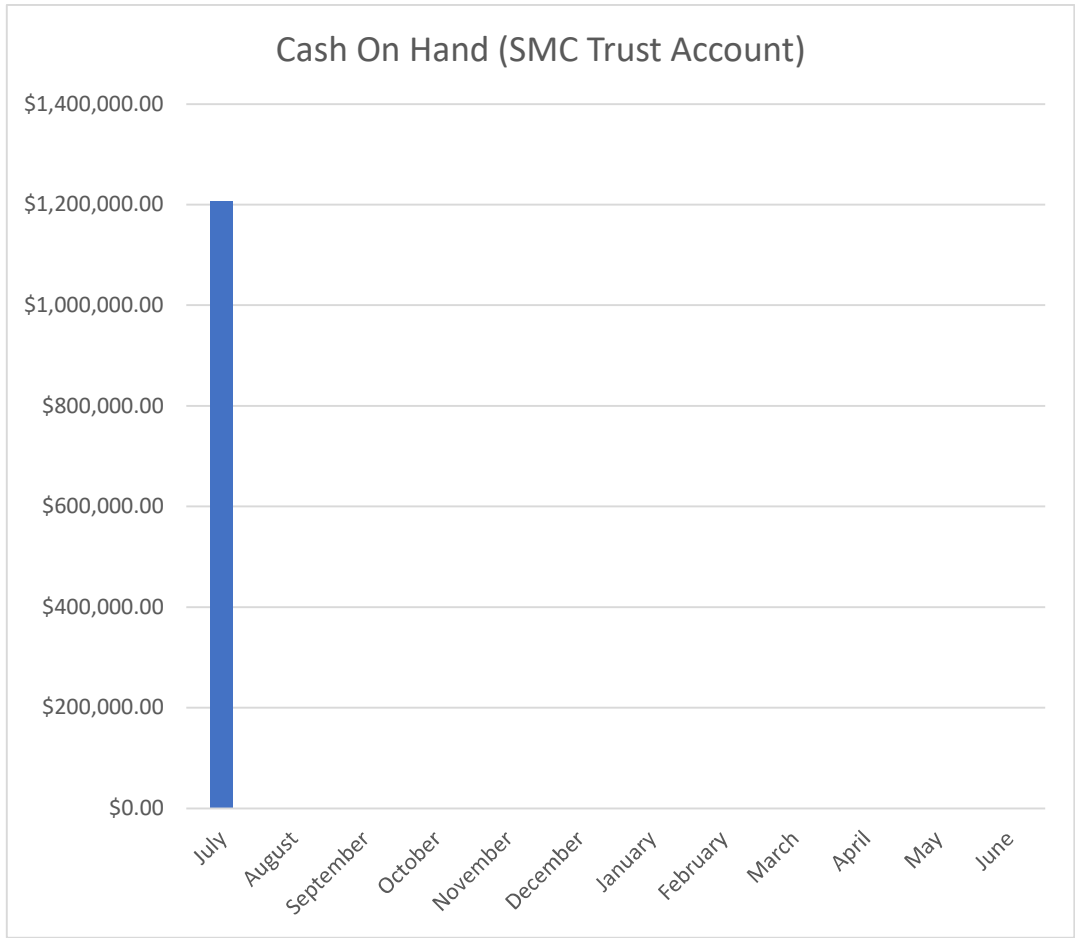


**CASH ON HAND
 (SMC Trust Account)**

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$43,738.33	\$81,404.46	\$1,207,602.49
August	\$0.00	\$0.00	\$0.00
September	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00
TOTALS	\$43,738.33	\$81,404.46	

YTD Difference	-\$37,666.13
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* Total income deposited in County Trust Fund



Income Category	July Income	YTD Income		
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)				
Filing Fees	\$43,391.63	\$43,391.63		
Interest	\$0.00	\$0.00		
Credits/Refunds	\$346.70	\$346.70		
Other	\$0.00	\$0.00		
Subtotal:	\$43,738.33	\$43,738.33		
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)				
Photocopier	\$93.00	\$93.00		
Computer Printing	\$70.00	\$70.00		
Conference Room Rental	\$0.00	\$0.00		
Deed Form Sales	\$30.00	\$30.00		
MCLE Tape Circulation	\$0.00	\$0.00		
24-hour Material Circulation	\$20.00	\$20.00		
Extra Computer Time	\$0.00	\$0.00		
Lost Book Replacement	\$0.00	\$0.00		
Vendor Credits/Refunds	\$0.00	\$0.00		
SVCF Deposits	\$0.00	\$0.00		
Grants	\$0.00	\$0.00		
Overdue Fines	\$0.00	\$0.00		
Transfers	\$0.00	\$0.00		
Square Transactions	\$0.00	\$0.00		
Other	\$0.00	\$0.00		
Subtotal:	\$213.00	\$213.00		
TOTAL:	\$43,951.33	\$43,951.33		

Expense Category	July Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$14,200.00	\$0.00	\$14,200.00	\$14,200.00	\$16,691.67	\$200,300.00
Part time	\$6,689.00	\$0.00	\$6,689.00	\$6,689.00	\$8,958.33	\$107,500.00
Subtotal :	\$20,889.00	\$0.00	\$20,889.00	\$20,889.00	\$25,650.00	\$307,800.00
BENEFITS						
CalPERS Retirement	\$2,283.45	\$0.00	\$2,283.45	\$2,283.45	\$2,416.67	\$29,000.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$0.00	\$4,666.67	\$56,000.00
CalPERS Pension Prefunding*	\$49,813.00	\$0.00	\$49,813.00	\$49,813.00	\$0.00	\$0.00
Medicare & FICA	\$711.42	\$0.00	\$711.42	\$711.42	\$833.33	\$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	\$1,452.22	\$2,666.67	\$32,000.00
Retired Employee Benefits	\$989.05	\$0.00	\$989.05	\$989.05	\$1,333.33	\$16,000.00
Subtotal :	\$55,249.14	\$0.00	\$55,249.14	\$55,249.14	\$11,916.67	\$143,000.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$1,208.33	\$14,500.00
Print Resources	\$4,158.72	\$107.80	\$4,266.52	\$4,266.52	\$9,041.67	\$108,500.00
Electronic Resources	\$1,107.60	\$2,017.00	\$3,124.60	\$3,124.60	\$4,250.00	\$51,000.00
Subtotal :	\$5,266.32	\$2,124.80	\$7,391.12	\$7,391.12	\$14,500.00	\$174,000.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$3,796.00	\$3,796.00	\$3,796.00	\$708.33	\$8,500.00
Copy Machines	\$0.00	\$0.00	\$0.00	\$0.00	\$208.33	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$833.33	\$10,000.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$291.67	\$3,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$48.90	\$48.90	\$48.90	\$200.00	\$2,400.00
Tech Support	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$9,000.00
Support Software	\$0.00	\$12.99	\$12.99	\$12.99	\$400.00	\$4,800.00
Building Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$425.00	\$5,100.00
Bookkeeping Support	\$0.00	\$822.50	\$822.50	\$822.50	\$1,083.33	\$13,000.00
Services	\$0.00	\$0.00	\$0.00	\$0.00	\$1,875.00	\$22,500.00
Educational/Professional	\$0.00	\$29.40	\$29.40	\$29.40	\$125.00	\$1,500.00
Dues	\$0.00	\$150.00	\$150.00	\$150.00	\$108.33	\$1,300.00
Telecommunications	\$0.00	\$96.30	\$96.30	\$96.30	\$112.50	\$1,350.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$166.67	\$2,000.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$66.67	\$800.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$30,000.00
Citibank Service Charges	\$0.00	\$28.01	\$28.01	\$28.01	\$30.00	\$360.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$83.33	\$1,000.00
Subtotal :	\$0.00	\$4,984.10	\$4,984.10	\$4,984.10	\$9,967.50	\$119,610.00

TOTAL:	\$81,404.46	\$7,108.90	\$88,513.36	\$88,513.36	\$62,034.17	\$744,410.00
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DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$43,391.63
	Interest		
	Credits/Refunds		\$346.70
	Other		
		Subtotal:	\$43,738.33
CitiBank	Photocopier		\$93.00
	Computer Printing		\$70.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$30.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$20.00
	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		\$0.00
Other		\$0.00	
		Subtotal:	\$213.00
Total Monthly Income:			\$43,951.33