

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

May 23, 2024

**BOARD OF LAW LIBRARY TRUSTEES MEETING**

LOCATION: San Mateo Superior Court-Hall of Justice  
Criminal Justice Training Room  
400 County Center, Redwood City, CA 94063  
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, May 23 2024, 12:15 P.M.**

**AGENDA**

1. CLOSED SESSION
2. REGULAR SESSION
  - a. Report on closed session
  - b. Approval of Minutes of the Thursday, March 28 meeting.
  - c. Acceptance of Report of Expenses for Period 9 (March)
  - d. Discussion/Informational Updates and Policy Decisions:
    - Proposed Budget for FY 2024-25 and input
    - Recruitment proposals
    - Internship updates
    - Lawyers in the Library Day
    - Other matters of interest

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

**2024 MEETING SCHEDULE**  
**NEXT MEETING JULY 25, 2024**

**Mark Your Calendar!**

**2024 San Mateo County Law Library Board of Trustees Meeting Schedule:**

- July 25, 2024
- September 26, 2024
- November 14, 2024



<b>Payroll &amp; Benefits</b>	Blake, Larry	\$875.00
	Bracco, Caroline	\$8,652.80
	Brill, Margaret Ruth	\$2,800.00
	Conventini, Antonella	\$5,547.20
	Cubing, Ino	\$176.00
	Cubing, Isabelle	\$176.00
	Harden, Brittany	\$1,150.00
	Jimenez, Vanessa	\$200.00
	Woods, Marcia	\$2,660.00
	Medicare & FICA	814.04
	Active Employee Benefits	1578.70
	Retired Employee Benefits	972.17
<b>Subtotal:</b>		<b>\$25,601.91</b>
<b>Total Monthly Expenses:</b>		<b>\$43,324.30</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
<b>SMC Trust</b>	Filing Fees		\$42,461.88
	Interest		
	Credits/Refunds		\$4,526.70
	Other		
	<b>Subtotal:</b>		
<b>CitiBank</b>	Photocopier		\$45.00
	Computer Printing		\$122.00
	Conference Room Rental		
	Deed Form Sales		\$80.00
	MCLE Tape Circulation		
	24-hour Material Circulation		
	Extra Computer Time		\$10.00
	Lost Book Replacement		
	Vendor Credits/Refunds		
	SVCF Deposits		
	Grants		
	Overdue Fines		
	Transfers		
	Square Transactions		
	Other		
<b>Subtotal:</b>			<b>\$257.00</b>
<b>Total Monthly Income:</b>			<b>\$47,245.58</b>

**EXPENSE REPORT**

FY 2023-2024

	A	B	C	D	E	F	G	H
1	Expense Category	March Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget	
2		SMC Trust Acct.	CitiBank Acct.	Acct. Totals				
3	<b>PAYROLL</b>							
4	Full time	\$14,200.00	\$0.00	\$14,200.00	\$134,900.00	\$150,225.00	\$200,300.00	
5	Part time	\$8,037.00	\$0.00	\$8,037.00	\$63,065.50	\$80,625.00	\$107,500.00	
6	<b>Subtotal :</b>	<b>\$22,237.00</b>	<b>\$0.00</b>	<b>\$22,237.00</b>	<b>\$197,965.50</b>	<b>\$230,850.00</b>	<b>\$307,800.00</b>	
7	<b>BENEFITS</b>							
8	CalPERS Retirement	\$1,913.78	\$0.00	\$1,913.78	\$23,923.95	\$21,750.00	\$29,000.00	
9	CalPERS UAL	\$0.00	\$0.00	\$0.00	\$0.00	\$42,000.00	\$56,000.00	
10	CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$49,813.00	\$0.00	\$0.00	
11	Medicare & FICA	\$814.04	\$0.00	\$814.04	\$6,723.42	\$7,500.00	\$10,000.00	
12	Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
13	Active Employee Benefits	\$1,578.70	\$0.00	\$1,578.70	\$13,449.42	\$24,000.00	\$32,000.00	
14	Retired Employee Benefits	\$972.17	\$0.00	\$972.17	\$8,850.81	\$12,000.00	\$16,000.00	
15	<b>Subtotal :</b>	<b>\$5,278.69</b>	<b>\$0.00</b>	<b>\$5,278.69</b>	<b>\$102,760.60</b>	<b>\$107,250.00</b>	<b>\$143,000.00</b>	
16	<b>LIBRARY RESOURCES</b>							
17	New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$10,875.00	\$14,500.00	
18	Print Resources	\$9,603.99	\$58.43	\$9,662.42	\$53,052.78	\$81,375.00	\$108,500.00	
19	Electronic Resources	\$1,107.60	\$0.00	\$1,107.60	\$130,607.03	\$38,250.00	\$51,000.00	
20	<b>Subtotal :</b>	<b>\$10,711.59</b>	<b>\$58.43</b>	<b>\$10,770.02</b>	<b>\$183,659.81</b>	<b>\$130,500.00</b>	<b>\$174,000.00</b>	
21	<b>OPERATIONAL EXPENSES</b>							
22	Insurance	\$0.00	\$0.00	\$0.00	\$6,168.00	\$6,375.00	\$8,500.00	
23	Copy Machines	\$0.00	\$0.00	\$0.00	\$1,460.76	\$1,875.00	\$2,500.00	
24	Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$10,000.00	
25	Office Supplies	\$147.56	\$137.13	\$284.69	\$1,264.45	\$2,625.00	\$3,500.00	
26	Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
27	Catering	\$0.00	\$0.00	\$0.00	\$531.19	\$1,800.00	\$2,400.00	
28	Tech Support	\$825.00	\$0.00	\$825.00	\$5,812.50	\$6,750.00	\$9,000.00	
29	Support Software	\$0.00	\$408.29	\$408.29	\$2,424.61	\$3,600.00	\$4,800.00	
30	Building Maintenance	\$840.00	\$55.00	\$895.00	\$9,243.25	\$3,825.00	\$5,100.00	
31	Bookkeeping Support	\$0.00	\$1,690.00	\$1,690.00	\$9,023.75	\$9,750.00	\$13,000.00	
32	Services	\$0.00	\$0.00	\$0.00	\$6,557.00	\$16,875.00	\$22,500.00	
33	Educational/Professional	\$0.00	\$812.42	\$812.42	\$1,122.62	\$1,125.00	\$1,500.00	
34	Dues	\$0.00	\$0.00	\$0.00	\$240.00	\$975.00	\$1,300.00	
35	Telecommunications	\$7.88	\$96.30	\$104.18	\$1,185.47	\$1,012.50	\$1,350.00	
36	Travel Expenses	\$0.00	\$0.00	\$0.00	\$263.02	\$1,500.00	\$2,000.00	
37	Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$800.00	
38	Transfers	\$0.00	\$0.00	\$0.00	\$15,000.00	\$22,500.00	\$30,000.00	
39	Citibank Service Charges	\$0.00	\$26.89	\$26.89	\$242.31	\$270.00	\$360.00	
40	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$1,000.00	
41	<b>Subtotal :</b>	<b>\$1,820.44</b>	<b>\$3,226.03</b>	<b>\$5,046.47</b>	<b>\$60,538.93</b>	<b>\$89,707.50</b>	<b>\$119,610.00</b>	
42	<b>TOTAL:</b>	<b>\$40,047.72</b>	<b>\$3,284.46</b>	<b>\$43,332.18</b>	<b>\$544,924.84</b>	<b>\$558,307.50</b>	<b>\$744,410.00</b>	

Income Category	March Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	\$42,461.88	\$416,562.95
Interest	\$0.00	\$30,576.77
Credits/Refunds	\$4,526.70	\$122,366.92
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$46,988.58</b>	<b>\$569,506.64</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$45.00	\$868.50
Computer Printing	\$122.00	\$718.00
Conference Room Rental	\$0.00	\$310.00
Deed Form Sales	\$80.00	\$405.00
MCLE Tape Circulation	\$0.00	\$60.00
24-hour Material Circulation	\$0.00	\$70.00
Extra Computer Time	\$10.00	\$125.00
Lost Book Replacement	\$0.00	\$482.52
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	\$15,000.00
Square Transactions	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$257.00</b>	<b>\$18,039.02</b>
<b>TOTAL:</b>	<b>\$47,245.58</b>	<b>\$587,545.66</b>

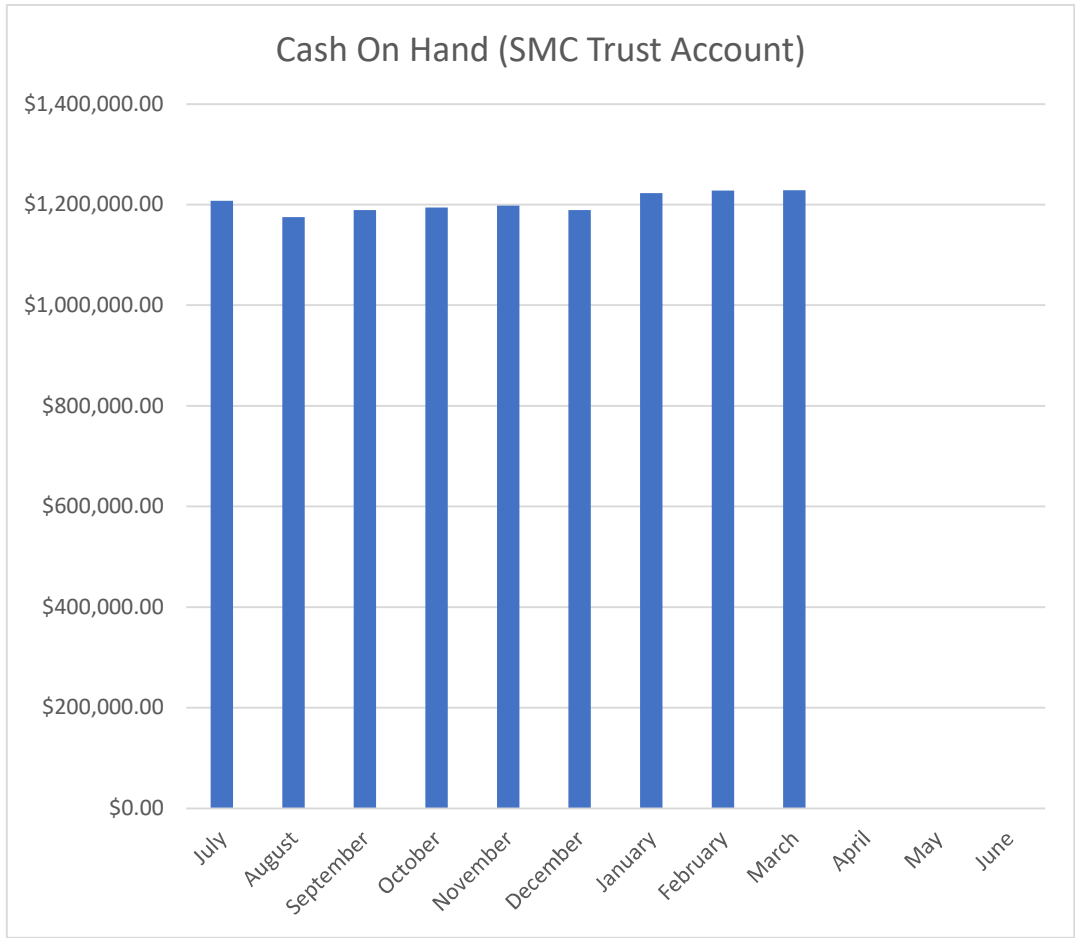
Transaction Date	Item	Debit	Credit	BALANCE
			Beginning Balance 3/1/2024	\$16,056.99
			Ending Balance 3/31/2024:	\$13,166.90
<b>MARCH</b>				
3/4/2024	Square Inc		\$7.84	\$16,064.83
3/4/2024	Paula Edmondson #383	\$640.00		\$15,424.83
3/5/2024	Canva	\$12.99		\$15,411.84
3/5/2024	Wall Street Journal	\$15.57		\$15,396.27
3/5/2024	Preply	\$29.40		\$15,366.87
3/5/2024	San Jose Mercury News	\$42.86		\$15,324.01
3/6/2024	Joe Kirley #387	\$55.00		\$15,269.01
3/8/2024	Square Inc		\$9.15	\$15,278.16
3/8/2024	Account Analysis	\$26.89		\$15,251.27
3/11/2024	Square Inc		\$16.36	\$15,267.63
3/14/2024	Square Inc		\$6.72	\$15,274.35
3/18/2024	Paula Edmondson #389	\$520.00		\$14,754.35
3/20/2024	AT&T	\$96.30		\$14,658.05
3/21/2024	Council of Calif County Law Librarians #392	\$740.00		\$13,918.05
3/22/2024	Shutterstock	\$229.00		\$13,689.05
3/26/2024	Zoom	\$166.30		\$13,522.75
3/27/2024	Cal Chamber of Commerce Sacramento	\$43.02		\$13,479.73
3/27/2024	Paula Edmondson #384	\$530.00		\$12,949.73
3/28/2024	Deposit		\$257.00	\$13,206.73
3/28/2024	Banks & Jordan #390	\$137.13		\$13,069.60
3/29/2024	Square Inc		\$97.30	\$13,166.90
<b>TOTALS:</b>		<b>\$3,284.46</b>	<b>\$394.37</b>	
				Ending Balance 3/31/2024:
				\$13,166.90
				Monthly Difference:
				-2,890.09

**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	\$49,540.13	\$82,193.71	\$1,174,948.91
September	\$80,451.12	\$66,528.74	\$1,188,871.29
October	\$59,852.68	\$54,488.81	\$1,194,235.16
November	\$42,648.98	\$39,260.08	\$1,197,624.06
December	\$50,045.58	\$58,696.64	\$1,188,973.00
January	\$94,769.45	\$61,405.38	\$1,222,337.07
February	\$42,244.97	\$36,976.95	\$1,227,605.09
March	\$46,988.58	\$46,302.84	\$1,228,290.83
April	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$510,279.82</b>	<b>\$527,257.61</b>	

<b>YTD Difference</b>	<b>-\$16,977.79</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	\$1,207,602.49	\$12,090.01	\$277,975.56	\$27,798.51	\$1,525,466.57
August	\$1,174,948.91	\$11,372.44	\$266,972.32	\$26,947.04	\$1,480,240.71
September	\$1,188,871.29	\$10,252.62	\$266,972.32	\$26,947.04	\$1,493,043.27
October	\$1,194,235.16	\$23,938.00	\$261,911.91	\$27,864.56	\$1,507,949.63
November	\$1,197,624.06	\$22,598.43	\$280,388.15	\$28,291.00	\$1,528,901.64
December	\$1,188,973.00	\$20,566.16	\$287,578.96	\$28,291.00	\$1,525,409.12
January	\$1,222,337.07	\$17,737.53	\$292,719.58	\$28,291.00	\$1,561,085.18
February	\$1,227,605.09	\$16,056.99	\$299,523.85	\$28,291.00	\$1,571,476.93
March	\$1,228,290.83	\$13,166.90	\$306,523.48	\$29,858.75	\$1,577,839.96
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

