

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

September 26, 2024

BOARD OF LAW LIBRARY TRUSTEES MEETING

LOCATION: Board of Supervisors Conference Room- 5th Floor
COB3-500 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, SEPTEMBER 26, 2024 12:15 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the Thursday, July 25 meeting.
 - c. Acceptance of Report of Expenses for Period 1 (July)
 - d. Discussion/Informational Updates and Policy Decisions:
 - Zip Recruiter Job Posting
 - Interviews and Candidates for FT Librarian
 - Preparing Annual Report
 - Hartford Insurance Policies-Renewal of D&O and Audit
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association

f. Public open comment.

3. ADJOURNMENT

2024 MEETING SCHEDULE
NEXT MEETING NOVEMBER 14, 2024

Mark Your Calendar!

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

- November 14, 2024

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14430	Xerox	Meter Usage	\$208.68
	14431	LexisNexis-Matthew Bender	contract # 36577685 Lexis Digital Library contract	\$4,534.09
	14432	West Group,Thomson Reuters	Subscription	\$3,241.26
	14433	West Group,Thomson Reuters	Library Plan Charges - Digital Library	\$1,118.68
	14434	Daily Journal	No Calif Court Rules	\$326.00
	14435	Daily Journal	No Calif Judicial Profiles	\$283.50
	14436	Daily Journal	San Francisco Daily Journal	\$974.60
	14437	Cubing, Ino	IT Consulting	\$975.00
	14438	Cubing, Ino	Bluehost Renewal	\$80.97
	14439	UC Regents (CEB)		\$438.13
	14440	UC Regents (CEB)		\$637.67
	14441	UC Regents (CEB)		\$410.61
	14442	CalPERS	Annual Unfunded Accrued Liability	\$5,128.25
	14443	CalPERS	Annual Unfunded Accrued Liability	\$164.58
	14444	CalPERS	Pepra contributions	\$464.56
	14445	CalPERS	Pepra contributions	\$464.56
	14446	CalPERS	Classic contributions	\$724.61
	14447	CalPERS	Classic contributions	\$724.61
	14448	Office of the County Counsel	E. Lawrence Letter Review	\$543.40
	14449	Office of the County Counsel	E. Lawrence Letter Review	\$2,386.20
			Paula Edmondson #357	\$620.00
			Canva	\$14.99
			Wall Street Journal	\$15.57
			Account Analysis	\$27.78
			Joe Kirley #356	\$82.50
			Moo Print	\$339.38
			Draeger's Supermarket	\$25.20
			Zip Recruiter	\$789.00
			San Jose Mercury News	\$42.86
			AT&T	\$96.30
			Preply	\$29.40
			Starbuck's	\$201.00
		Rockin Wraps	\$145.05	
Subtotal:				\$26,258.99

Payroll & Benefits	Blake, Larry	\$737.50
	Bracco, Caroline	\$8,652.80
	Brill, Margaret Ruth	\$2,800.00
	Conventini, Antonella	\$5,853.60
	Cubing, Ino	\$88.00
	Cubing, Isabelle	\$0.00
	Harden, Brittany	\$200.00
	Jimenez, Vanessa	\$182.50
	Krehnke, Isabel	\$200.00
	Woods, Marcia	\$2,870.00
	Medicare & FICA	745.14
	Active Employee Benefits	1578.70
	Retired Employee Benefits	972.17
	Subtotal:	
Total Monthly Expenses:		\$51,139.40

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$52,235.96
	Interest		
	Credits/Refunds		\$365.85
	Other	Interest Reversal \$12,286.56 End of Year	\$19,957.73
	Subtotal:		
CitiBank	Photocopier		\$125.35
	Computer Printing		\$282.65
	Conference Room Rental		\$0.00
	Deed Form Sales		\$60.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$0.00
	Extra Computer Time		\$30.00
	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:			\$498.00
Total Monthly Income:			\$73,057.54

Expense Category	July Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$14,506.40	\$0.00	\$14,506.40	\$14,506.40	\$16,691.67	\$200,300.00
Part time	\$7,078.00	\$0.00	\$7,078.00	\$7,078.00	\$10,000.00	\$120,000.00
Subtotal :	\$21,584.40	\$0.00	\$21,584.40	\$21,584.40	\$26,691.67	\$320,300.00
BENEFITS						
CalPERS Retirement	\$2,378.34	\$0.00	\$2,378.34	\$2,378.34	\$2,500.00	\$30,000.00
CalPERS UAL	\$5,292.83	\$0.00	\$5,292.83	\$5,292.83	\$5,166.67	\$62,000.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$745.14	\$0.00	\$745.14	\$745.14	\$833.33	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$1,578.70	\$0.00	\$1,578.70	\$1,578.70	\$1,666.67	\$20,000.00
Retired Employee Benefits	\$972.17	\$0.00	\$972.17	\$972.17	\$1,083.33	\$13,000.00
Subtotal :	\$10,967.18	\$0.00	\$10,967.18	\$10,967.18	\$11,250.00	\$135,000.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$4,750.00	\$57,000.00
Print Resources	\$3,070.51	\$58.43	\$3,128.94	\$3,128.94	\$6,666.67	\$80,000.00
Electronic Resources	\$8,894.03	\$0.00	\$8,894.03	\$8,894.03	\$6,666.67	\$80,000.00
Subtotal :	\$11,964.54	\$58.43	\$12,022.97	\$12,022.97	\$18,083.33	\$217,000.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$625.00	\$7,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$208.68	\$208.33	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$833.33	\$10,000.00
Office Supplies	\$0.00	\$364.58	\$364.58	\$364.58	\$208.33	\$2,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$346.05	\$346.05	\$346.05	\$116.67	\$1,400.00
Tech Support	\$975.00	\$0.00	\$975.00	\$975.00	\$750.00	\$9,000.00
Support Software	\$80.97	\$0.00	\$80.97	\$80.97	\$400.00	\$4,800.00
Building Maintenance	\$0.00	\$82.50	\$82.50	\$82.50	\$1,250.00	\$15,000.00
Bookkeeping Support	\$0.00	\$620.00	\$620.00	\$620.00	\$1,250.00	\$15,000.00
Services	\$2,929.60	\$789.00	\$3,718.60	\$3,718.60	\$1,816.67	\$21,800.00
Educational/Professional	\$0.00	\$29.40	\$29.40	\$29.40	\$166.67	\$2,000.00
Dues	\$0.00	\$14.99	\$14.99	\$14.99	\$108.33	\$1,300.00
Telecommunications	\$7.70	\$96.30	\$104.00	\$104.00	\$125.00	\$1,500.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$166.67	\$2,000.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$166.67	\$2,000.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$30,000.00
Citibank Service Charges	\$0.00	\$27.78	\$27.78	\$27.78	\$30.00	\$360.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$83.33	\$1,000.00
Subtotal :	\$4,201.95	\$2,370.60	\$6,572.55	\$6,572.55	\$10,805.00	\$129,660.00
TOTAL:	\$48,718.07	\$2,429.03	\$51,147.10	\$51,147.10	\$66,830.00	\$801,960.00

Income Category	July Income	YTD Income
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)		
Filing Fees	\$52,235.96	\$52,235.96
Interest	\$0.00	\$0.00
Credits/Refunds	\$365.85	\$365.85
Other	\$19,957.73	\$19,957.73
Subtotal:	\$72,559.54	\$72,559.54
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)		
Photocopier	\$119.20	\$119.20
Computer Printing	\$131.80	\$131.80
Conference Room Rental	\$75.00	\$75.00
Deed Form Sales	\$50.00	\$50.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$10.00	\$10.00
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:	\$386.00	\$386.00
TOTAL:	\$72,945.54	\$72,945.54

CitiBank Monthly Transactions

Period 1
July

San Mateo County Law Library
FY2024-2025

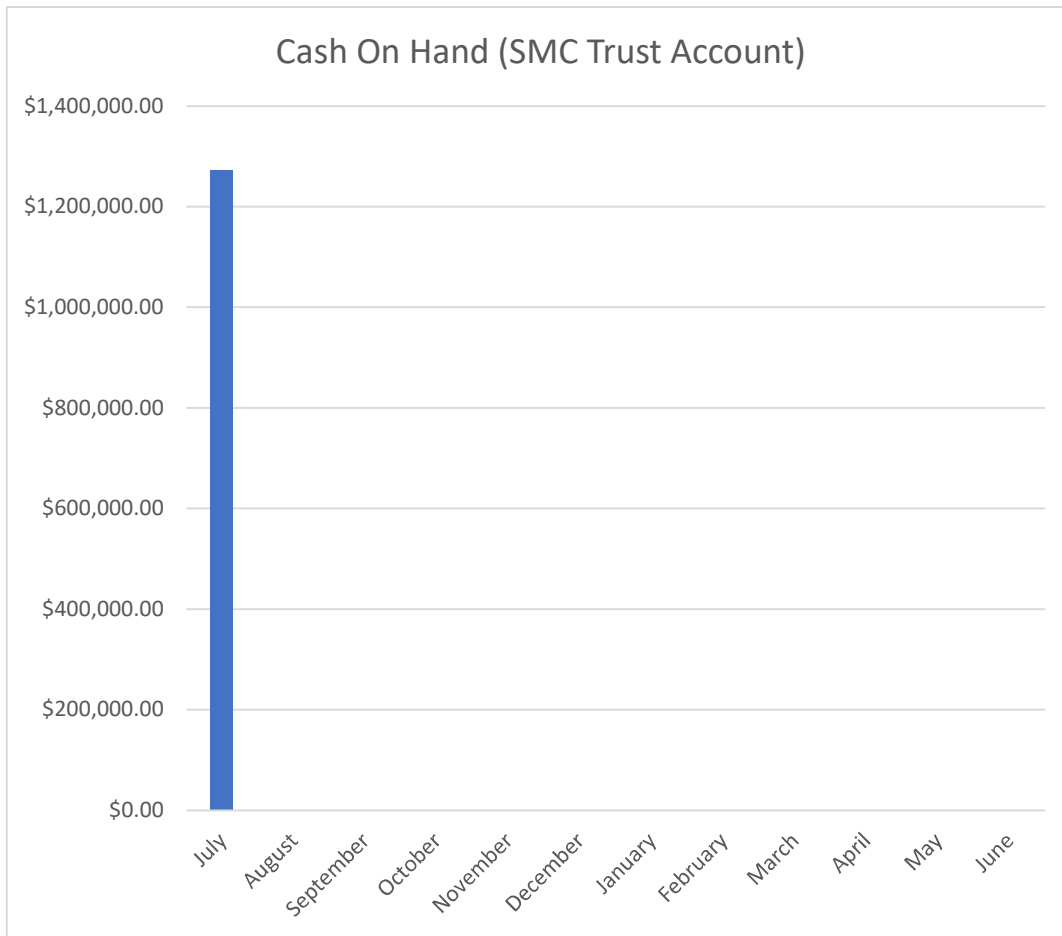
Transaction Date	Item	Debit	Credit	BALANCE	
				Beginning Balance 7/1/2024	\$6,625.85
				Ending Balance 7/31/2024	\$4,704.69
JULY					
7/1/2024	Paula Edmondson #357	\$620.00		\$6,005.85	
7/2/2024	Square Inc		\$40.81	\$6,046.66	
7/3/2024	Square Inc		\$48.10	\$6,094.76	
7/3/2024	Canva	\$14.99		\$6,079.77	
7/5/2024	Wall Street Journal	\$15.57		\$6,064.20	
7/9/2024	Account Analysis	\$27.78		\$6,036.42	
7/10/2024	Joe Kirley #356	\$82.50		\$5,953.92	
7/12/2024	Moo Print	\$339.38		\$5,614.54	
7/15/2024	Draeger's Supermarket	\$25.20		\$5,589.34	
7/16/2024	Zip Recruiter	\$789.00		\$4,800.34	
7/19/2024	Square Inc		\$14.81	\$4,815.15	
7/19/2024	San Jose Mercury News	\$42.86		\$4,772.29	
7/19/2024	AT&T	\$96.30		\$4,675.99	
7/23/2024	Square Inc		\$11.43	\$4,687.42	
7/23/2024	Preply	\$29.40		\$4,658.02	
7/25/2024	Starbuck's	\$201.00		\$4,457.02	
7/29/2024	Rockin Wraps	\$145.05		\$4,311.97	
7/31/2024	Square Inc		\$6.72	\$4,318.69	
7/31/2024	Bank Deposit		\$15.00	\$4,333.69	
7/31/2024	Bank Deposit		\$371.00	\$4,704.69	
TOTALS:		\$2,429.03	\$507.87		
				Ending Balance 7/31/24	\$4,704.69
				Monthly Difference:	-1,921.16

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$72,559.54	\$48,726.22	\$1,272,242.94
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS			

YTD Difference	\$23,833.32
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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	\$1,272,242.94	\$4,704.69	\$315,767.63	\$30,173.84	\$1,622,889.10
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					

