

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

November 14, 2024

BOARD OF LAW LIBRARY TRUSTEES MEETING

LOCATION: CONFERENCE ROOM, SAN MATEO COUNTY LAW LIBRARY
710 HAMILTON STREET, REDWOOD CITY, CALIFORNIA 94063

Zoom Meeting ID 233 094 3330

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

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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, NOVEMBER 14, 2024 12:15 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the Thursday, September 26 meeting.
 - c. Acceptance of Report of Expenses for Period 2 (August) and Period 3 (September)
 - d. Discussion/Informational Updates and Policy Decisions:
 - New hire Shawn Chaves
 - Payroll and HR support
 - Annual Report
 - LexisAdvanced for north county LL
 - Dissomaster discontinued
 - BOT meetings 2025

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

2025 MEETING SCHEDULE
NEXT MEETING JANUARY 23, 2025

Mark Your Calendar!

2025 San Mateo County Law Library Board of Trustees Meeting Schedule:

- January 23, 2025
- March 27, 2025
- May 22, 2025
- July 24, 2025
- September 25, 2025
- November 13 or 20?

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14448	CalPERS	Pepra contributions	\$464.56
	14449	CalPERS	Pepra contributions	\$464.56
	14450	CalPERS	Classic contributions	\$726.15
	14451	CalPERS	Classic contributions	\$726.15
	14452	San Mateo County Law	Money Transfer	\$15,000.00
	14453	Cubing, Ino	Bluehost software	\$40.16
	14454	Cubing, Ino	IT Consulting	\$675.00
	14455	Office Depot	Office supplies	\$49.43
	14456	Office Depot	Office supplies	\$60.75
	14457	Office Depot	Office supplies	\$46.32
	14458	Office Depot	Office supplies	\$2.35
	14459	LexisNexis-Matthew Bender	Ca Trust Lit Practice Book	\$893.00
	14460	LexisNexis-Matthew Bender	contract # 36577685 Lexis Digital Library contract	\$4,534.28
	14461	Xerox	Meter Usage	\$208.68
	14462	Daily Journal	12 months SF Daily Journal	\$974.60
	14463	West Group,Thomson Reuters	Library Plan Charges - Digital Library	\$1,713.60
	14464	West Group,Thomson Reuters	Library Plan Charges - Online Software Subscription	\$3,241.26
	14465	UC Regents (CEB)		\$415.42
	14466	UC Regents (CEB)		\$485.41
	14467	UC Regents (CEB)		\$442.56
	14468	UC Regents (CEB)		\$379.93
	14469	UC Regents (CEB)		\$567.82
	14470	UC Regents (CEB)		\$378.83
	14471	UC Regents (CEB)		\$351.37
	14472	UC Regents (CEB)		\$538.15
	14473	UC Regents (CEB)		\$295.77
	14474	UC Regents (CEB)		\$464.70
	8/5/2024	Canva		\$14.99
	8/6/2024	Wall Street Journal		\$15.57
	8/6/2024	Paula Edmondson #358		\$756.00
	8/7/2024	The Library Store		\$61.51
	8/8/2024	Account Analysis		\$28.67
	8/12/2024	Paula Edmondson #360		\$787.50
	8/13/2024	Lisa Janny #359	Notary Services	\$300.00
	8/16/2024	San Jose Mercury News		\$42.86
	8/19/2024	Speechify		\$1.00
	8/19/2024	Speechify		\$138.00
	8/19/2024	Zip Recruiter		\$9.99
	8/19/2024	Ingram Library Services #326		\$154.60
	8/20/2024	AT&T		\$96.30
8/20/2024	Preply		\$29.40	
8/29/2024	Demco Inc		\$119.94	
8/30/2024	Paula Edmondson #327		\$525.00	
Subtotal:				\$37,222.14

Payroll & Benefits	Blake, Larry	\$797.75
	Bracco, Caroline	\$8,652.80
	Brill, Margaret Ruth	\$2,889.60
	Conventini, Antonella	\$6,160.00
	Cubing, Ino	\$0.00
	Cubing, Isabelle	\$269.28
	Harden, Brittany	\$412.00
	Jimenez, Vanessa	\$76.50
	Krehnke, Isabel	\$575.00
	Woods, Marcia	\$2,532.60
	Medicare & FICA	785.88
	Active Employee Benefits	1578.70
	Retired Employee Benefits	972.17
	SMC Telephone Service Fees	1.57
	Subtotal:	
Total Monthly Expenses:		\$62,925.99

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$50,918.14
	Interest		
	Credits/Refunds		\$385.00
	Other		
Subtotal:			\$51,303.14
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:			\$51,801.14

Expense Category	August Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$14,812.80	\$0.00	\$14,812.80	\$29,319.20	\$33,383.33	\$200,300.00
Part time	\$7,552.73	\$0.00	\$7,552.73	\$14,630.73	\$17,916.67	\$107,500.00
Subtotal :	\$22,365.53	\$0.00	\$22,365.53	\$43,949.93	\$51,300.00	\$307,800.00
BENEFITS						
CalPERS Retirement	\$2,381.42	\$0.00	\$2,381.42	\$4,759.76	\$4,833.33	\$29,000.00
CalPERS UAL		\$0.00	\$0.00	\$5,292.83	\$9,333.33	\$56,000.00
CalPERS Pension Prefunding*		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$785.88	\$0.00	\$785.88	\$1,531.02	\$1,666.67	\$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	\$3,157.40	\$5,333.33	\$32,000.00
Retired Employee Benefits	\$972.17	\$0.00	\$972.17	\$1,944.34	\$2,666.67	\$16,000.00
Subtotal :	\$5,718.17	\$0.00	\$5,718.17	\$16,685.35	\$23,833.33	\$143,000.00
LIBRARY RESOURCES						
New Materials			\$0.00	\$0.00	\$2,416.67	\$14,500.00
Print Resources	\$6,187.56	\$274.54	\$6,462.10	\$9,591.04	\$18,083.33	\$108,500.00
Electronic Resources	\$9,489.14		\$9,489.14	\$18,383.17	\$8,500.00	\$51,000.00
Subtotal :	\$15,676.70	\$274.54	\$15,951.24	\$27,974.21	\$29,000.00	\$174,000.00
OPERATIONAL EXPENSES						
Insurance			\$0.00	\$0.00	\$1,416.67	\$8,500.00
Copy Machines	\$208.68		\$208.68	\$417.36	\$416.67	\$2,500.00
Capital Improvements			\$0.00	\$0.00	\$1,666.67	\$10,000.00
Office Supplies	\$158.85	\$119.94	\$278.79	\$643.37	\$583.33	\$3,500.00
Use Tax			\$0.00	\$0.00	\$0.00	\$0.00
Catering			\$0.00	\$346.05	\$400.00	\$2,400.00
Tech Support	\$675.00		\$675.00	\$1,650.00	\$1,500.00	\$9,000.00
Support Software	\$40.16	\$153.99	\$194.15	\$275.12	\$800.00	\$4,800.00
Building Maintenance			\$0.00	\$82.50	\$850.00	\$5,100.00
Bookkeeping Support		\$2,068.50	\$2,068.50	\$2,688.50	\$2,166.67	\$13,000.00
Services		\$309.99	\$309.99	\$4,028.59	\$3,750.00	\$22,500.00
Educational/Professional		\$29.40	\$29.40	\$58.80	\$250.00	\$1,500.00
Dues			\$0.00	\$14.99	\$216.67	\$1,300.00
Telecommunications	\$1.57	\$96.30	\$97.87	\$201.87	\$225.00	\$1,350.00
Travel Expenses			\$0.00	\$0.00	\$333.33	\$2,000.00
Promotional			\$0.00	\$0.00	\$133.33	\$800.00
Transfers	\$15,000.00		\$15,000.00	\$15,000.00	\$5,000.00	\$30,000.00
Citibank Service Charges		\$28.67	\$28.67	\$56.45	\$60.00	\$360.00
Miscellaneous			\$0.00	\$0.00	\$166.67	\$1,000.00
Subtotal :	\$16,084.26	\$2,806.79	\$18,891.05	\$25,463.60	\$19,935.00	\$119,610.00
TOTAL:	\$59,844.66	\$3,081.33	\$62,925.99	\$114,073.09	\$124,068.33	\$744,410.00

Income Category	August Income	YTD Income
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)		
Filing Fees	\$50,918.14	\$103,154.10
Interest	\$0.00	\$0.00
Credits/Refunds	\$385.00	\$750.85
Other	\$0.00	\$19,957.73
Subtotal:	\$51,303.14	\$123,862.68
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)		
Photocopier	\$125.35	\$244.55
Computer Printing	\$282.65	\$414.45
Conference Room Rental	\$0.00	\$75.00
Deed Form Sales	\$60.00	\$110.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$0.00	\$10.00
Extra Computer Time	\$30.00	\$30.00
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:	\$498.00	\$884.00
TOTAL:	\$51,801.14	\$124,746.68

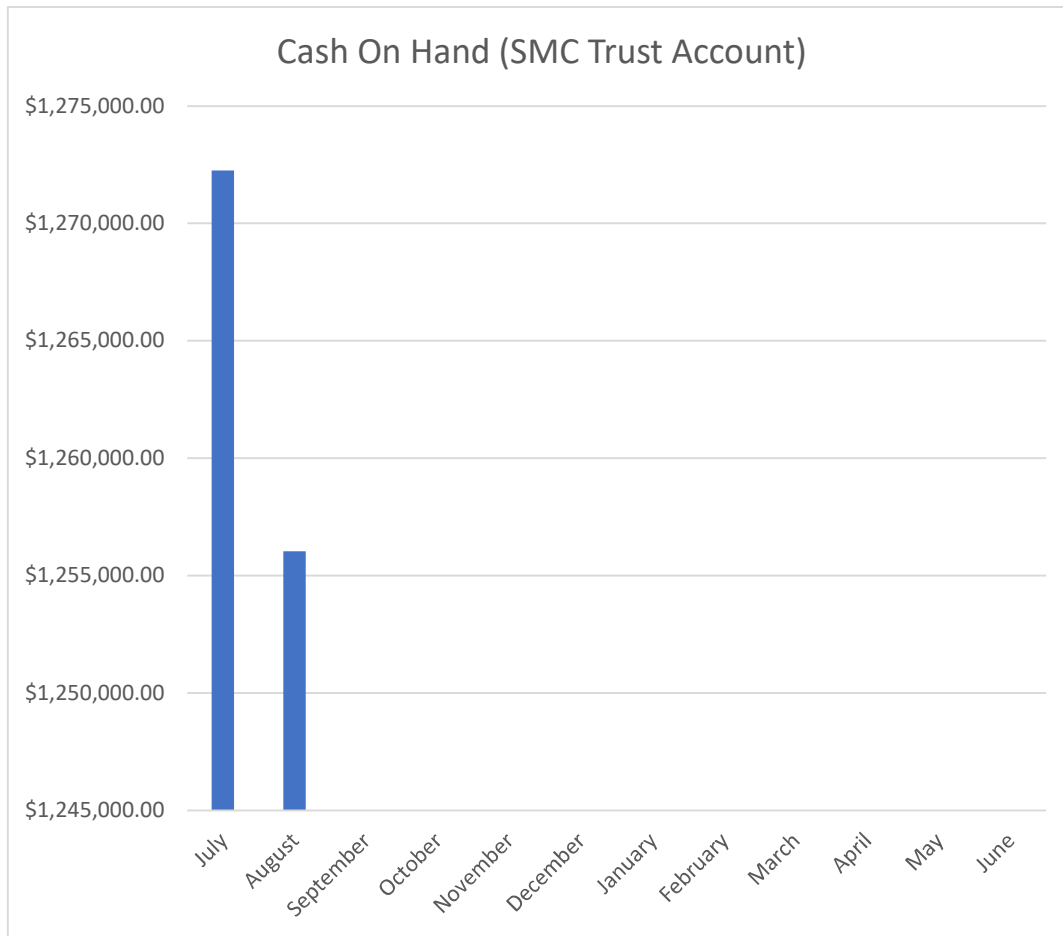
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 8/1/2024				\$4,704.69
Ending Balance 8/31/2024				\$17,237.11
AUGUST				
8/5/2024	Canva	\$14.99		\$4,689.70
8/6/2024	Wall Street Journal	\$15.57		\$4,674.13
8/6/2024	Paula Edmondson #358	\$756.00		\$3,918.13
8/7/2024	The Library Store	\$61.51		\$3,856.62
8/7/2024	Square Inc		\$11.59	\$3,868.21
8/8/2024	Account Analysis	\$28.67		\$3,839.54
8/8/2024	Square Inc		\$15.48	\$3,855.02
8/12/2024	Paula Edmondson #360	\$787.50		\$3,067.52
8/13/2024	#359	\$300.00		\$2,767.52
8/13/2024	Square Inc		\$4.28	\$2,771.80
8/14/2024	Square Inc		\$4.28	\$2,776.08
8/15/2024	Square Inc		\$8.18	\$2,784.26
8/16/2024	San Jose Mercury News	\$42.86		\$2,741.40
8/16/2024	Square Inc		\$12.87	\$2,754.27
8/19/2024	Speechify	\$1.00		\$2,753.27
8/19/2024	Speechify	\$138.00		\$2,615.27
8/19/2024	Zip Recruiter	\$9.99		\$2,605.28
8/19/2024	Ingram Library Services #326	\$154.60		\$2,450.68
8/20/2024	AT&T	\$96.30		\$2,354.38
8/20/2024	Preply	\$29.40		\$2,324.98
8/21/2024	Square Inc		\$19.38	\$2,344.36
8/22/2024	Square Inc		\$12.71	\$2,357.07
8/23/2024	Square Inc		\$3.80	\$2,360.87
8/26/2024	Deposit Transfer from County Account		\$15,000.00	\$17,360.87
8/28/2024	Square Inc		\$11.59	\$17,372.46
8/29/2024	Demco Inc	\$119.94		\$17,252.52
8/29/2024	Square Inc		\$11.59	\$17,264.11
8/30/2024	Deposit		\$498.00	\$17,762.11
8/30/2024	Paula Edmondson #327	\$525.00		\$17,237.11
TOTALS:		\$3,081.33	\$15,613.75	
Ending Balance 8/31/24				\$17,237.11
Monthly Difference:				12,532.42

**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	\$51,303.14	\$67,515.83	\$1,256,030.25
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$123,862.68	\$116,242.05	

YTD Difference	\$7,620.63
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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	\$1,256,030.25	\$17,237.11	\$321,916.15	\$30,173.84	\$1,625,357.35
September					\$0.00
October					\$0.00
November					\$0.00
December					\$0.00
January					\$0.00
February					\$0.00
March					\$0.00
April					\$0.00
May					\$0.00
June					\$0.00

