



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

May 24, 2021

BOARD OF LAW LIBRARY TRUSTEES MEETING

ZOOM Session Meeting ID: 233 094 3330

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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 five 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 27, 2021, 12:00 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the March 18, 2021 meeting (*page 3-4*)
 - c. Acceptance of Report of Expenses for Period 9 (March) FY 2020-2021 Period 10 (April) (*pages 5-17*)
 - d. Discussion/Informational Updates and Policy Decisions:
 - Recent and proposed COVID policy changes for June
 - Vote on Ebsco Database subscription
 - SVCF Fund Disbursement
 - CalPERS UAL planning
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association
 - f. Public open comment.
3. ADJOURNMENT

NEXT MEETING: JUNE 24, 2021

Mark Your Calendar!

2021 San Mateo County Law Library Board of Trustees Meeting Schedule:

- June 24, 2021
- August 26, 2021
- September 23, 2021
- October 28, 2021
- December 9, 2021

Financials
Period 9
March 2021

DETAILED MONTHLY EXPENSES					
	ID	Payee	Description	Amount	
Retirement	13493	CalPERS	Classic contributions	\$605.22	
	13494	CalPERS	Classic contributions	\$605.22	
	13495	CalPERS	PEPRA contributions	\$390.74	
	13496	CalPERS	PEPRA contributions	\$390.74	
	13497	CalPERS	Classic UAL	\$3,151.90	
	13498	CalPERS	PEPRA UAL	\$91.36	
	Subtotal:				\$5,235.18
Operations	13499	California Security	Monthly building security	\$26.25	
	13500	Cubing, Ino	Monthly tech support	\$750.00	
	13501	Lexis (Advance)	Monthly subscription	\$3,650.00	
	13502	Lexis (Matthew Bender)	Monthly subscription	\$2,274.24	
	13504	Office Depot	Office suplies	\$72.19	
	13508	State Bar of California	Annual subscription	\$150.00	
	13505	UC Regents (CEB)	Monthly subscription	\$4,052.52	
	13506	West Group (Thomson Reuters)	Monthly subscription	\$2,652.69	
	13507	Xerox	Monthly copier lease	\$208.44	
	13509	Bay Area Legal Aid	Consumer Law Clinic funding	\$15,750.00	
	CB50	Citibank Service charge		\$30.10	
	CB51	Vernon Library Supplies	Library cart	\$336.88	
	CB52	Hartford Insurance	Insurance premium	\$3,143.00	
	CB53	Alameda Cty Law Library	Ck.# 266 / Kurzban Immigration Law	\$452.41	
	CB54	Earthlink	Monthly internet	\$25.95	
	CB55	AT&T	Monthly telephone	\$80.25	
	CB56	WordPress	Annual subscription	\$300.00	
	13520	SMC Service Charge	Controller's annual charge	\$3,900.59	
	Subtotal:				\$37,855.51
	Payroll & Benefits	13510	Blake, Larry		\$253.00
13511		Blake, Marisol		\$0.00	
13512		Bracco, Caroline		\$6,923.20	
13513		Brill, Margaret Ruth		\$1,680.00	
13514		Conventiti, Antonella		\$5,396.80	
13515		Gurthet, Andrew		\$3,200.00	
13516		Woods, Marcia		\$1,680.00	
13517		Medicare		\$274.52	
13518		Active Employee Benefits		\$900.78	
13519		Retired Employee Benefits		\$1,443.27	
Subtotal:				\$21,751.57	
Total Monthly Expenses:				\$64,842.26	

DETAILED MONTHLY INCOME		
Fund	Income Source	Amount
SMC Trust	Filing Fees	\$37,330.75
	Interest	\$0.00
	Credits/Refunds	\$337.30
	Other	\$37,500.00
	Subtotal:	\$75,168.05
CitiBank	Photocopier	\$0.00
	Computer Printing	\$9.00
	Conference Room Rental	\$0.00
	Deed Form Sales	\$15.00
	MCLE Tape Circulation	\$0.00
	24-hour Material Circulation	\$120.00
	Extra Computer Time	\$0.00
	Lost Book Replacement	\$0.00
	Vendor Credits/Refunds	\$0.00
	SVCF Deposits	\$0.00
	Grants	\$0.00
	Overdue Fines	\$2.00
	Transfers	\$0.00
	Square Transactions	\$21.08
	Other	\$0.00
Subtotal:	\$167.08	
Total Monthly Income:		\$75,335.13

Income Category	March Income	YTD Income	YTD Monthly Average
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)			
Filing Fees	\$37,330.75	\$356,460.05	\$39,606.67
Interest	\$0.00	\$4,658.49	\$517.61
Credits/Refunds	\$337.30	\$3,373.00	\$374.78
Other	\$37,500.00	\$153,165.26	\$17,018.36
Subtotal:	\$75,168.05	\$517,656.80	
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)			
Photocopier	\$0.00	\$116.00	\$12.89
Computer Printing	\$9.00	\$523.00	\$58.11
Conference Room Rental	\$0.00	\$0.00	\$0.00
Deed Form Sales	\$15.00	\$140.00	\$15.56
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$120.00	\$670.00	\$74.44
Extra Computer Time	\$0.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$6,237.28	\$693.03
SVCF Deposits	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
Overdue Fines	\$2.00	\$12.00	\$1.33
Transfers	\$0.00	\$0.00	\$0.00
Square Transactions	\$21.08	\$88.36	\$9.82
Other	\$0.00	\$108.41	\$12.05
Subtotal:	\$167.08	\$7,895.05	
TOTAL:	\$75,335.13	\$525,551.85	

Expense Category	March Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
PAYROLL					
Full time	\$12,320.00	\$123,200.00	\$120,112.50	\$3,087.50	\$160,150.00
Part time	\$6,813.00	\$55,038.00	\$61,350.00	-\$6,312.00	\$81,800.00
Subtotal :	\$19,133.00	\$178,238.00	\$181,462.50	-\$3,224.50	\$241,950.00
BENEFITS					
CalPERS Retirement	\$1,991.92	\$17,927.28	\$19,500.00	-\$1,572.72	\$26,000.00
CalPERS UAL	\$3,243.26	\$29,189.34	\$29,250.00	-\$60.66	\$39,000.00
CalPERS Pension Prefunding*	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00
Medicare	\$274.52	\$2,558.40	\$2,475.00	\$83.40	\$3,300.00
Active Employee Benefits	\$900.78	\$8,038.98	\$8,325.00	-\$286.02	\$11,100.00
Retired Employee Benefits	\$1,443.27	\$14,520.99	\$15,000.00	-\$479.01	\$20,000.00
Subtotal :	\$7,853.75	\$102,234.99	\$74,550.00	\$27,684.99	\$99,400.00
LIBRARY RESOURCES					
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$9,581.86	\$77,236.88	\$77,250.00	-\$13.12	\$103,000.00
Electronic Resources	\$3,650.00	\$63,212.62	\$85,500.00	-\$22,287.38	\$114,000.00
Subtotal :	\$13,231.86	\$140,449.50	\$162,750.00	-\$22,300.50	\$217,000.00
OPERATIONAL EXPENSES					
Insurance	\$3,143.00	\$6,907.00	\$6,000.00	\$907.00	\$8,000.00
Copy Machines	\$208.44	\$1,667.52	\$1,950.00	-\$282.48	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$409.02	\$1,139.58	\$1,650.00	-\$510.42	\$2,200.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$81.39	\$1,050.00	-\$968.61	\$1,400.00
Tech Support	\$750.00	\$4,430.00	\$7,500.00	-\$3,070.00	\$10,000.00
Support Software	\$300.00	\$2,769.43	\$2,025.00	\$744.43	\$2,700.00
Building Maintenance	\$26.25	\$2,614.39	\$9,600.00	-\$6,985.61	\$12,800.00
Services	\$19,650.59	\$20,350.59	\$3,000.00	\$17,350.59	\$4,000.00
Educational/Professional	\$0.00	\$483.67	\$3,000.00	-\$2,516.33	\$4,000.00
Dues	\$0.00	\$760.00	\$600.00	\$160.00	\$800.00
Telecommunications	\$106.20	\$1,139.46	\$750.00	\$389.46	\$1,000.00
Travel Expenses	\$0.00	\$3.50	\$1,125.00	-\$1,121.50	\$1,500.00
Promotional	\$0.00	\$65.85	\$225.00	-\$159.15	\$300.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$30.10	\$276.21	\$262.50	\$13.71	\$350.00
Miscellaneous	\$0.00	\$4,230.53	\$1,350.00	\$2,880.53	\$1,800.00
Subtotal :	\$24,623.60	\$46,919.12	\$40,087.50	\$6,831.62	\$53,450.00
TOTAL:	\$64,842.21	\$467,841.61	\$458,850.00	\$8,991.61	\$611,800.00

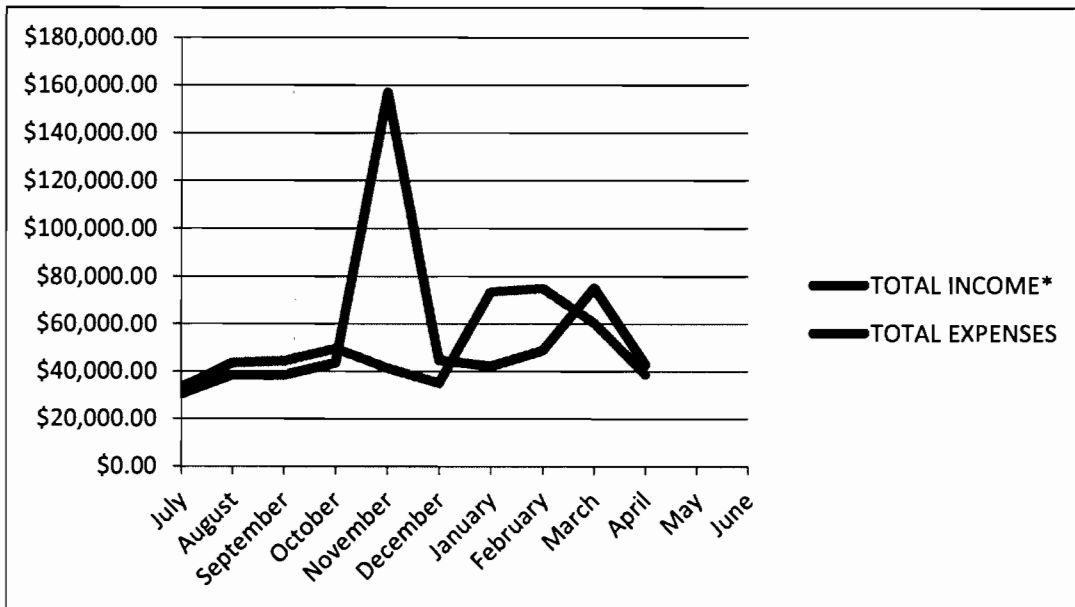
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2020:				\$25,862.28
Beginning Balance 3/1/2021				\$25,718.76
March				
3/3/2021	Deposit (Ingram credit)		\$500.00	\$26,218.76
3/9/2021	Service charge	\$30.10		\$26,188.66
3/12/2021	Square transaction (library patron printing)		\$21.08	\$26,209.74
3/12/2021	Vernon Library Supplies (cart)	\$336.88		\$25,872.86
3/16/2021	Hartford Insurance Alameded Cty Law Library (Ck. #266 / Kurzban's Immigration Law Sourcebook)	\$3,143.00		\$22,729.86
3/17/2021		\$452.41		\$22,277.45
3/18/2021	Earthlink	\$25.95		\$22,251.50
3/22/2021	AT&T	\$80.25		\$22,171.25
3/24/2021	Wordpress (annual subscription)	\$300.00		\$21,871.25
TOTALS:		\$4,368.59	\$521.08	
Ending Balance 3/31/2021:				\$21,871.25
Monthly Difference:				-3,847.51
YTD Difference:				-3,991.03

CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$30,229.51	\$33,143.77	\$653,016.87
August	\$38,304.95	\$43,507.26	\$647,814.56
September	\$38,277.64	\$44,268.98	\$641,823.22
October	\$43,447.71	\$49,552.34	\$635,718.59
November	\$156,787.20	\$41,311.88	\$751,193.91
December	\$44,690.01	\$34,977.87	\$760,906.05
January	\$42,093.35	\$73,525.94	\$729,473.46
February	\$48,658.38	\$75,099.92	\$703,031.92
March	\$75,168.05	\$60,473.67	\$717,726.30
April	\$42,759.08	\$38,521.33	\$721,964.05
May			
June			
TOTALS	\$560,415.88	\$494,382.96	

YTD Difference	\$66,032.92
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* Total income deposited in County Trust Fund



TOTAL CASH ON HAND

PERIOD	SMC Trust Fund	CitiBank Account	SVCF Law Library Account	TOTAL
July	\$653,016.87	\$31,067.23	\$227,321.65	\$911,405.75
August	\$647,814.56	\$26,106.28	\$234,494.36	\$908,415.20
September	\$641,823.22	\$30,429.38	\$234,196.68	\$906,449.28
October	\$635,718.59	\$26,661.73	\$235,217.66	\$897,597.98
November	\$751,193.91	\$26,447.63	\$248,655.61	\$1,026,297.15
December	\$760,906.05	\$26,179.08	\$259,924.14	\$1,047,009.27
January	\$729,473.46	\$25,897.27	\$262,646.00	\$1,018,016.73
February	\$703,031.92	\$25,718.76	\$266,757.34	\$995,508.02
March	\$717,726.30	\$21,871.25	\$259,487.87	\$999,085.42
April	\$721,964.05	\$21,302.21	Not yet available	
May			Not yet available	
June				

Financials
Period 10
April 2021

DETAILED MONTHLY EXPENSES				
	ID	Payee	Description	Amount
Retirement	13521	CalPERS	Classic contributions	\$605.22
	13522	CalPERS	Classic contributions	\$605.22
	13523	CalPERS	PEPRA contributions	\$390.74
	13524	CalPERS	PEPRA contributions	\$390.74
	13525	CalPERS	Classic UAL	\$3,151.90
	13526	CalPERS	PEPRA UAL	\$91.36
	Subtotal:			
Operations	13527	Bank & Jordon	Monthly building security	\$108.71
	13528	California Security	Monthly tech support	\$26.25
	13529	Capitol Enquiry	Monthly subscription	\$22.70
	13530	Cubing, Ino	Monthly subscription	\$637.50
	13531	Lexis (Advance)	Office suplies	\$3,650.00
	13532	Lexis (Matthew Bender)	Annual subscription	\$2,274.24
	13533	Local Government Publications	Monthly subscription	\$143.56
	13534	UC Regents (CEB)	Monthly subscription	\$2,220.72
	13535	West Group (Thomson Reuters)	Monthly copier lease	\$2,652.69
	13536	Xerox	Consumer Law Clinic funding	\$208.44
	CB57	Zoom	Annual subscription charge	\$155.90
	CB58	CitiBank service charge		\$26.08
	CB64	SMCLL Foundation	Ch. #267 / Reimbursement for Will Maker	\$385.08
	CB65	USPS	Stamps	\$8.45
	CB66	AT&T	Monthly telephone	\$80.25
	CB67	AH Sams	Flowers for Judge Scott	\$172.13
	13547A	County software license		\$30.64
	Subtotal:			
Payroll & Benefits	13537	Blake, Larry		\$184.00
	13538	Blake, Marisol		\$0.00
	13539	Bracco, Caroline		\$6,923.20
	13540	Brill, Margaret Ruth		\$1,408.00
	13541	Conventiti, Antonella		\$5,396.80
	13542	Gurthet, Andrew		\$2,880.00
	13543	Woods, Marcia		\$1,716.00
	13544	Medicare & FICA		\$459.36
	13546	Active Employee Benefits		\$900.78
	13547	Retired Employee Benefits		\$1,443.27
Subtotal:				\$21,311.41
Total Monthly Expenses:				\$39,349.93

DETAILED MONTHLY INCOME		
Fund	Income Source	Amount
SMC Trust	Filing Fees	\$40,453.26
	Interest	\$1,968.52
	Credits/Refunds	\$337.30
	Other	\$0.00
	Subtotal:	\$42,759.08
CitiBank	Photocopier	\$17.00
	Computer Printing	\$0.00
	Conference Room Rental	\$0.00
	Deed Form Sales	\$55.00
	MCLE Tape Circulation	\$0.00
	24-hour Material Circulation	\$130.00
	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	\$12.07
	Other	\$0.00
Subtotal:	\$214.07	
Total Monthly Income:		\$42,973.15

Income Category	April Income	YTD Income	YTD Monthly Average
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)			
Filing Fees	\$40,453.26	\$396,913.31	\$39,691.33
Interest	\$1,968.52	\$6,627.01	\$662.70
Credits/Refunds	\$337.30	\$3,710.30	\$371.03
Other	\$0.00	\$153,165.26	\$15,316.53
Subtotal:	\$42,759.08	\$560,415.88	
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)			
Photocopier	\$17.00	\$133.00	\$13.30
Computer Printing	\$0.00	\$523.00	\$52.30
Conference Room Rental	\$0.00	\$0.00	\$0.00
Deed Form Sales	\$55.00	\$195.00	\$19.50
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$130.00	\$800.00	\$80.00
Extra Computer Time	\$0.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$6,237.28	\$623.73
SVCF Deposits	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$12.00	\$1.20
Transfers	\$0.00	\$0.00	\$0.00
Square Transactions	\$12.07	\$100.43	\$10.04
Other	\$0.00	\$108.41	\$10.84
Subtotal:	\$214.07	\$8,109.12	
TOTAL:	\$42,973.15	\$568,525.00	

Expense Category	April Expenses	YTD Expenses	Budgeted YTD	YTD Amount Over/Under	Fiscal Year Budget
PAYROLL					
Full time	\$12,320.00	\$135,520.00	\$133,458.33	\$2,061.67	\$160,150.00
Part time	\$6,188.00	\$61,226.00	\$68,166.67	-\$6,940.67	\$81,800.00
Subtotal :	\$18,508.00	\$196,746.00	\$201,625.00	-\$4,879.00	\$241,950.00
BENEFITS					
CalPERS Retirement	\$1,991.92	\$19,919.20	\$21,666.67	-\$1,747.47	\$26,000.00
CalPERS UAL	\$3,243.26	\$32,432.60	\$32,500.00	-\$67.40	\$39,000.00
CalPERS Pension Prefunding*	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$0.00
Medicare & FICA	\$459.36	\$3,017.76	\$2,750.00	\$267.76	\$3,300.00
Active Employee Benefits	\$900.78	\$8,939.76	\$9,250.00	-\$310.24	\$11,100.00
Retired Employee Benefits	\$1,443.27	\$15,964.26	\$16,666.67	-\$702.41	\$20,000.00
Subtotal :	\$8,038.59	\$110,273.58	\$82,833.33	\$27,440.25	\$99,400.00
LIBRARY RESOURCES					
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$7,422.62	\$84,659.50	\$85,833.33	-\$1,173.83	\$103,000.00
Electronic Resources	\$3,650.00	\$66,862.62	\$95,000.00	-\$28,137.38	\$114,000.00
Subtotal :	\$11,072.62	\$151,522.12	\$180,833.33	-\$29,311.21	\$217,000.00
OPERATIONAL EXPENSES					
Insurance	\$0.00	\$6,907.00	\$6,666.67	\$240.33	\$8,000.00
Copy Machines	\$208.44	\$1,875.96	\$2,166.67	-\$290.71	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$8.45	\$1,148.03	\$1,833.33	-\$685.30	\$2,200.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$81.39	\$1,166.67	-\$1,085.28	\$1,400.00
Tech Support	\$637.50	\$5,067.50	\$8,333.33	-\$3,265.83	\$10,000.00
Support Software	\$571.62	\$3,341.05	\$2,250.00	\$1,091.05	\$2,700.00
Building Maintenance	\$26.25	\$2,640.64	\$10,666.67	-\$8,026.03	\$12,800.00
Services	\$0.00	\$20,350.59	\$3,333.33	\$17,017.26	\$4,000.00
Educational/Professional	\$0.00	\$483.67	\$3,333.33	-\$2,849.66	\$4,000.00
Dues	\$0.00	\$760.00	\$666.67	\$93.33	\$800.00
Telecommunications	\$80.25	\$1,219.71	\$833.33	\$386.38	\$1,000.00
Travel Expenses	\$0.00	\$3.50	\$1,250.00	-\$1,246.50	\$1,500.00
Promotional	\$0.00	\$65.85	\$250.00	-\$184.15	\$300.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$26.08	\$302.29	\$291.67	\$10.62	\$350.00
Miscellaneous	\$172.13	\$4,402.66	\$1,500.00	\$2,902.66	\$1,800.00
Subtotal :	\$1,730.72	\$48,649.84	\$44,541.67	\$4,108.17	\$53,450.00
TOTAL:	\$39,349.93	\$507,191.54	\$509,833.33	-\$2,641.79	\$611,800.00

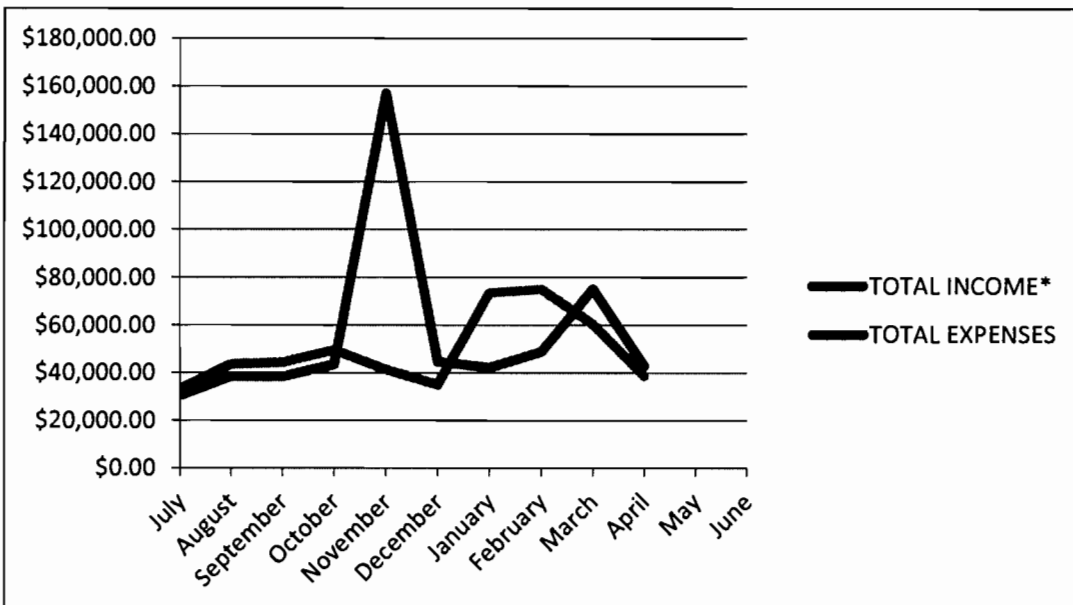
Transaction Date	Item	Debit	Credit	BALANCE	
			Beginning Balance 7/1/2020:	\$25,862.28	
			Beginning Balance 4/1/2021	\$21,871.25	
April					
4/5/2021	Library monthly deposit (for March)		\$147.00	\$22,018.25	
4/5/2021	Deposit (Vernon credit for incorrect cart)		\$90.00	\$22,108.25	
4/6/2021	Zoom (annual subscription renewal)	\$155.90		\$21,952.35	
4/8/2021	Service charge	\$26.08		\$21,926.27	
4/13/2021	Square transaction (library patron printing)		\$12.07	\$21,938.34	
4/14/2021	Panda Express (fraudulent charge / charge reversed 4/21)	\$41.35		\$21,896.99	
4/21/2021	Panda Express (fraudulent charge / charge reversed 4/21)		\$41.35	\$21,938.34	
4/14/2021	Wingstop (Fraudulent charge / charge reversed 4/21)	\$82.97		\$21,855.37	
4/21/2021	Wingstop (Fraudulent charge / charge reversed 4/21)		\$82.97	\$21,938.34	
4/19/2021	Cluck & Blaze (Fraudulent charge / charge reversed 4/21)	\$172.13		\$21,766.21	
4/21/2021	Cluck & Blaze (Fraudulent charge / charge reversed 4/21)		\$172.13	\$21,938.34	
4/15/2021	Wingstop (Fraudulent charge / charge reversed 5/4)	\$137.89		\$21,800.45	
4/15/2021	5Guys (Fraudulent charge / charge reversed 5/4)	\$54.33		\$21,746.12	
4/15/2021	SMCLL Foundation (ck. #267 / reimbursement for Will Maker)	\$385.08		\$21,361.04	
4/19/2021	USPS	\$8.45		\$21,352.59	
4/19/2021	AT&T	\$80.25		\$21,272.34	
4/23/2021	AH Sams (Flowers)	\$172.13		\$21,100.21	
4/30/2021	Library monthly deposit		\$202.00	\$21,302.21	
TOTALS:		\$1,316.56	\$747.52		
				Ending Balance 4/30/2021:	\$21,302.21
				Monthly Difference:	-569.04
				YTD Difference:	-4,560.07

CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$30,229.51	\$33,143.77	\$653,016.87
August	\$38,304.95	\$43,507.26	\$647,814.56
September	\$38,277.64	\$44,268.98	\$641,823.22
October	\$43,447.71	\$49,552.34	\$635,718.59
November	\$156,787.20	\$41,311.88	\$751,193.91
December	\$44,690.01	\$34,977.87	\$760,906.05
January	\$42,093.35	\$73,525.94	\$729,473.46
February	\$48,658.38	\$75,099.92	\$703,031.92
March	\$75,168.05	\$60,473.67	\$717,726.30
April	\$42,759.08	\$38,521.33	\$721,964.05
May			
June			
TOTALS	\$560,415.88	\$494,382.96	

YTD Difference	\$66,032.92
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* Total income deposited in County Trust Fund



TOTAL CASH ON HAND

PERIOD	SMC Trust Fund	CitiBank Account	SVCF Law Library Account	TOTAL
July	\$653,016.87	\$31,067.23	\$227,321.65	\$911,405.75
August	\$647,814.56	\$26,106.28	\$234,494.36	\$908,415.20
September	\$641,823.22	\$30,429.38	\$234,196.68	\$906,449.28
October	\$635,718.59	\$26,661.73	\$235,217.66	\$897,597.98
November	\$751,193.91	\$26,447.63	\$248,655.61	\$1,026,297.15
December	\$760,906.05	\$26,179.08	\$259,924.14	\$1,047,009.27
January	\$729,473.46	\$25,897.27	\$262,646.00	\$1,018,016.73
February	\$703,031.92	\$25,718.76	\$266,757.34	\$995,508.02
March	\$717,726.30	\$21,871.25	\$259,487.87	\$999,085.42
April	\$721,964.05	\$21,302.21	Not yet available	
May			Not yet available	
June				



Statement Period
January 1, 2021 through March 31, 2021

Fund Name/Number
San Mateo County Bar Association - Law Library Fund (1105)

SVCF Main Contact: Cheryl Platon
Operations Manager
650.450.5495
CPlaton@siliconvalleycf.org

Thank you for the privilege of working together.

Your philanthropy advisor - listed above - is here to help you make the most of our partnership. As you review your statement and make plans for your fund, always let us know what we can do. For all of the good that you do in our community and our world, thank you!

Fund Activity

	Statement Period	Y-T-D
Beginning Balance	\$259,924.14	\$259,924.14
Investment Activity		
Long-Term Growth Pool	11,230.02	11,230.02
Grants Authorized	(11,345.03)	(11,345.03)
Support Fees	(321.26)	(321.26)
Ending Balance	\$259,487.87	\$259,487.87

Fund Assets

Investment Pools	
Long-Term Growth Pool	259,487.87
Total Fund Assets	\$259,487.87

Restricted Balance

Total Restricted Balance	\$0.00
Balance Available for Grants	\$259,487.87



Statement Period
January 1, 2021 through March 31, 2021

Fund Name/Number

San Mateo County Bar Association - Law Library Fund (1105)

Investment Information

As announced in previous quarterly statements, SVCF is pleased to have engaged Cambridge Associates as our new investment consultant. All pool-level investment performance will be reported by Cambridge Associates in the monthly performance reports found on the donor portal. Your quarterly donor statement will continue to report the dollar amount of investment gains, losses, interest and dividends that accrue to your fund during the statement period.

We look forward to introducing you to the Cambridge Associates team later this year so you may learn more about them and how they will be supporting SVCF and our donors.

Investment Pool Allocation Guidelines

Long-Term Growth: For funds seeking maximum growth. Appropriate for funds distributing less than 7% annually or that portion of a fund that can tolerate volatility and will remain invested for at least seven years to realize growth opportunities.

Social Impact: For funds seeking maximum growth from companies with strong financial and social records. Appropriate for that portion of a fund that can tolerate volatility and will remain invested for at least seven years to realize growth.

Balanced: For funds seeking more moderate levels of growth and risk. Appropriate for funds distributing over 7% annually or that portion of a fund that will remain invested for at least three years to realize return objectives.

Short-Term: For funds that seek above-money-market returns and can tolerate some volatility. Appropriate for funds or that portion of a fund to be distributed in one to two years.

Capital Preservation: For funds seeking stability, or the portion of a fund to be distributed within one year.

About Your Fund Statement

Accounts Payable: Expenses that have been approved, but are scheduled for payment on a future date.

Assets to be Invested: Assets that have yet to be invested, but will be at the beginning of the following month.

Gains or (Losses) on Gifted Asset: Difference in the value of property when donated and the value when liquidated.

Gifts: Contributions/donations made to your fund.

Grants Authorized: Reflects all grants to qualified organizations that have been recommended by the donor and approved by Silicon Valley Community Foundation. If the grant is scheduled for payment on a future date, it will also appear in the Restricted Assets section as Grants Payable, reducing the balance available for granting.

Grants Payable: Grants that have been approved, but are scheduled for payment on a future date.

Illiquid Assets: Donated property that has not been sold.

Interfund Gifts: Transfers to your fund from another fund at Silicon Valley Community Foundation.

Interfund Grants: Transfers from your fund to another fund at Silicon Valley Community Foundation.

Investment Returns: Reflects the total return in the investment pool, net of investment management fees.

Other Additions: Deposits to your fund that do not represent gifts such as partnership income, dividends/interest earned on gifted securities, other assets received in exchange for goods or services.

Other Expenses: Administrative expenses paid from your fund, such as legal, consulting and credit card processing fees.

Receivables: Assets in the form of obligations due from others.

Restricted Assets: Assets that may not be used for granting purposes

Securities Being Liquidated: Gifted securities pending sale or settlement.

Support Fees: An allocation to the community foundation's operating fund to enable ongoing work with donors and the nonprofit community. Fees are computed and paid on a monthly basis (1/12) according to the stated fee schedule.



Statement Period
January 1, 2021 through March 31, 2021

Fund Name/Number
San Mateo County Bar Association - Law Library Fund (1105)

Detailed Schedule(s)

Grants Authorized

Date	Grant Number	Grantee	Amount
03/19/21	2021-231846	San Mateo County Law Library	(11,345.03)
			<u>(\$11,345.03)</u>

PERFORMANCE

MARCH 31, 2021

Returns (%)	INCEPTION DATE	CURRENT MARKET VALUE	MONTH TO DATE	CALENDAR YEAR TO DATE	CUMULATIVE TRAILING 1 YEAR	ANNUALIZED TRAILING 3 YEARS	ANNUALIZED TRAILING 5 YEARS	ANNUALIZED TRAILING 10 YEARS
Total Assets	3/31/1982	\$2,925,665,454	0.1	0.7	15.3	4.6	5.2	4.5
Endowment	3/31/1982	\$372,237,355	0.2	1.5	28.3	9.9	11.3	7.9
Endowment Policy Benchmark ¹	3/31/1982		1.6	2.5	39.4	10.6	11.4	8.4
80% MSCI ACWI (N)/20% BBG Barc Aggregate Bond	3/31/1982		1.9	3.0	42.3	10.8	11.3	8.2
Long-Term Growth	12/31/1998	\$50,523,255	0.2	2.3	10.0	9.1	10.2	7.9
Long-Term Policy Benchmark ²	12/31/1998		1.4	2.4	37.8	9.9	10.6	7.9
75% MSCI ACWI (N)/25% BBG Barc Agg	12/31/1998		1.7	2.6	39.3	10.5	10.8	7.9
Social Impact	6/30/1999	\$7,692,159	0.0	2.7	35.1	9.0	10.1	7.9
Social Impact Pool Benchmark ³	6/30/1999		1.4	2.0	36.1	9.9	10.4	8.2
70% MSCI ACWI (N)/30% BBG Barc Agg Index	6/30/1999		1.5	2.2	36.4	10.2	10.3	7.6
Balanced	7/31/2003	\$182,683,350	0.4	1.6	31.1	7.8	8.4	6.2
Balanced Policy Benchmark ⁴	7/31/2003		0.8	0.5	27.2	8.4	8.3	6.1
50% MSCI ACWI (Net) / Barclays Agg Bond Index 50%	7/31/2003		0.7	0.6	25.3	8.7	8.3	6.5
Short-Term	12/31/2002	\$306,302,062	0.3	-0.3	4.5	3.7	2.6	2.3
Short-Term Policy Benchmark ⁵	12/31/2002		-0.4	-1.0	2.2	3.2	2.3	2.1
BBG Barc 1-3 Yr Gov/Credit Bond Index	12/31/2002		0.0	0.0	1.6	3.0	2.0	1.6
Capital Preservation	7/31/2008	\$1,422,611,690	0.0	0.0	0.2	1.4	1.1	0.9
91-Day Treasury Bill Index	7/31/2008		0.0	0.0	0.1	1.5	1.2	0.6



Rows marked with "*" contain preliminary data.

FY2020-2021 BUDGET

Expenses	PRIOR 2 YEARS EXPENDITURES, INCOME, AND BUDGETS						PROPOSED BUDGET	
	FY19-20 Budget	FY19-20 Final Expenditures	FY19-20 Income*	FY20-21 Budget	FY20-21 Anticipated Expenditures**	FY20-21 Anticipated Income***	FY21-22 Budget	FY21-22 Anticipated Income
SALARIES								
Full time	\$145,000.00	\$149,477.60		\$160,150.00	\$160,160.00		\$161,000.00	
Part time	\$84,000.00	\$79,294.60		\$81,800.00	\$73,500.00		\$80,000.00	
BENEFITS								
CalPERS Retirement	\$22,500.00	\$22,213.24		\$26,000.00	\$23,900.00		\$26,000.00	
CalPERS UAL	\$32,000.00	\$32,272.56		\$39,000.00	\$38,900.00		\$46,500.00	
Medicare & FICA	\$2,730.00	\$3,282.82		\$3,300.00	\$4,000.00		\$6,000.00	
Active Employee Benefits	\$18,500.00	\$10,683.54		\$11,100.00	\$10,700.00		\$11,000.00	
Retired Employee Benefits	\$19,700.00	\$19,730.16		\$20,000.00	\$19,150.00		\$20,000.00	
PRINT & ELECTRONIC RESOURCES								
New Resources	\$4,500.00	\$5,575.05		\$0.00	\$0.00		\$2,000.00	
Print Subscriptions	\$96,000.00	\$92,211.67		\$103,000.00	\$101,590.00		\$106,500.00	
Electronic Subscriptions	\$119,200.00	\$94,931.80		\$114,000.00	\$80,200.00		\$50,000.00	
OPERATIONAL EXPENSES								
Insurance	\$7,000.00	\$7,846.00		\$8,000.00	\$6,900.00		\$7,500.00	
Copy Machines	\$2,600.00	\$2,590.68		\$2,600.00	\$2,500.00		\$2,600.00	
Capital Improvements	\$6,000.00	\$8,053.56		\$0.00	\$0.00		\$0.00	
Office Supplies	\$1,800.00	\$2,186.80		\$2,200.00	\$1,400.00		\$1,800.00	
Use Tax	\$0.00	\$0.61		\$0.00	\$0.00		\$0.00	
Catering	N/A	\$970.04		\$1,400.00	\$80.00		\$1,000.00	
Tech Support	\$10,000.00	\$13,601.46		\$10,000.00	\$6,080.00		\$8,000.00	
Support Software	\$2,500.00	\$2,510.27		\$2,700.00	\$4,000.00		\$4,000.00	
Building Maintenance	\$11,000.00	\$7,458.96		\$12,800.00	\$3,200.00		\$4,000.00	
Services	\$5,000.00	\$3,786.98		\$4,000.00	\$20,350.00		\$20,500.00	
Educational/Professional	N/A	\$3,902.95		\$4,000.00	\$500.00		\$500.00	
Dues	N/A	\$805.00		\$800.00	\$760.00		\$800.00	
Telecommunications	N/A	\$982.20		\$1,000.00	\$1,400.00		\$2,000.00	
Travel Expenses	N/A	\$1,442.00		\$1,500.00	\$0.00		\$1,000.00	
Promotional	N/A	\$287.43		\$300.00	\$70.00		\$200.00	
Transfers****	N/A	\$0.00		\$0.00	\$0.00		\$0.00	
CitiBank Service Charges****	N/A	\$306.31		\$350.00	\$330.00		\$350.00	
Miscellaneous	\$800.00	\$1,668.23		\$1,800.00	\$4,230.00		\$4,500.00	
TOTALS	\$590,830.00	\$568,072.52	\$612,540.00	\$611,800.00	\$563,900.00	\$577,500.00	\$567,750.00	\$566,000.00

FY2020-2021 BUDGET

Notes

* Includes CitiBank Account

** 5/12/21 anticipated final expenditures

*** Includes CitiBank Account & 5/12/21 anticipated income (without State budget appropriations)