

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

November 15, 2021

BOARD OF LAW LIBRARY TRUSTEES MEETING

LOCATION: 710 Hamilton Street, Redwood City

ZOOM Session Meeting ID: 233 094 3330

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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 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, November 18, 2021, 12:00 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the September 23, 2021 meeting (*page 3-4*)
 - c. Acceptance of Report of Expenses for Period 3 (September)
 - d. Discussion/Informational Updates and Policy Decisions:
 - Policy for work-related injury
 - New security system
 - New website
 - Annual Report
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association
 - f. Public open comment.
3. ADJOURNMENT

NEXT MEETING: DECEMBER 16, 2021

Mark Your Calendar!

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

- December 16, 2021

DETAILED MONTHLY EXPENSES				
	ID	Payee	Description	Amount
Operations	13680	CalPERS	Classic contributions	\$600.23
	13681	CalPERS	Classic contributions	\$600.23
	13682	CalPERS	PEPRA contributions	\$386.90
	13683	CalPERS	PEPRA contributions	\$386.90
	13684	Castle Publications		\$841.59
	13699	Cubing, Ino	renewal	\$736.50
	13685	James Publication	How Insurance Companies Settle Cases	\$207.66
	13686	Lexis (Advance)		\$3,650.00
	13689	Lexis (Matthew Bender)		\$2,868.52
	13690	Office Depot	B215051 / Misc supplies	\$201.63
	13691	Office Depot	B215051 / Pencil sharpener	\$20.21
	13692	Office Depot	B215051 / Pencil sharpener	\$32.73
	13693	UC Regents (CEB)		\$1,265.16
	13694	USA Direct Cleaning	Invoices for service 7/21	\$525.00
	13695	USA Direct Cleaning	Invoices for service 8/21	\$420.00
	13696	USA Direct Cleaning	Invoices for service 9/21	\$420.00
	13698	West Group (Thomson Reuters)		\$2,939.06
	13697	Xerox	VCL00000X000	\$208.68
	CB110	CitiBank Service Charge		\$28.41
	CB111	AAA Smart Home	Ck #280 / Library alarm system	\$27.04
CB112	SJ Mercury News	Monthly subscription	\$15.65	
CB113	Shutterstock	Stock images for website	\$229.00	
CB114	Versa-Tape Co.	Ck. #279 / MCLE audio programs	\$155.53	
CB115	AT&T		\$80.25	
CB116	Wall Street Journal	Monthly subscription	\$15.15	
CB117	Hartford Insurance	Workers' Comp annual renewal	\$151.00	
CB118	Lawdable Press	Lit By the Numbers renewal	\$80.00	
Subtotal:				\$17,093.03
Payroll & Benefits	13698	Blake, Larry		\$253.00
	13699	Bracco, Caroline		\$7,192.00
	13700	Brill, Margaret Ruth		\$1,672.00
	13701	Conventiti, Antonella		\$5,621.60
	13702	Gurthet, Andrew		\$3,200.00
	13703	Woods, Marcia		\$1,650.00
	13704	Medicare & FICA		\$701.16
	13705	Active Employee Benefits		\$900.78
13706	Retired Employee Benefits		\$1,443.27	
Subtotal:				\$22,633.81
Total Monthly Expenses:				\$39,726.84

DETAILED MONTHLY INCOME			
Fund	Income Source	Description	Amount
SMC Trust	Filing Fees		\$41,831.88
	Interest		\$1,961.95
	Credits/Refunds		\$351.35
	Other		\$0.00
	Subtotal:		
CitiBank	Photocopier		\$133.75
	Computer Printing		\$77.25
	Conference Room Rental		\$0.00
	Deed Form Sales		\$15.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$30.00
	Extra Computer Time		\$0.00
	Lost Book Replacement		\$0.00
	Vendor Credits/Refunds		\$177.41
	SVCF Deposits		\$0.00
	Grants		\$0.00
	Overdue Fines		\$0.00
	Transfers		\$0.00
	Square Transactions		\$566.26
	Other		\$0.00
Subtotal:			\$999.67
Total Monthly Income:			\$45,144.85

Income Category	October Income	YTD Income	Budgeted YTD	Fiscal Year Budget
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)				
Filing Fees	\$41,831.88	\$168,589.10	\$168,000.00	\$504,000.00
Interest	\$1,961.95	\$2,636.55	\$2,833.33	\$8,500.00
Credits/Refunds	\$351.35	\$857.30	\$1,433.33	\$4,300.00
Other	\$0.00	\$274,687.78	\$93,766.67	\$281,300.00
Subtotal:	\$44,145.18	\$446,770.73	\$266,033.33	\$798,100.00
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)				
Photocopier	\$133.75	\$452.05	\$50.00	\$150.00
Computer Printing	\$77.25	\$344.45	\$233.33	\$700.00
Conference Room Rental	\$0.00	\$225.00	\$333.33	\$1,000.00
Deed Form Sales	\$15.00	\$179.50	\$83.33	\$250.00
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$30.00	\$319.00	\$333.33	\$1,000.00
Extra Computer Time	\$0.00	\$5.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$177.41	\$177.41	\$1,666.67	\$5,000.00
SVCF Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$40.00	\$6.67	\$20.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Square Transactions	\$566.26	\$717.60	\$50.00	\$150.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal:	\$999.67	\$2,460.01	\$2,756.67	\$8,270.00
TOTAL:	\$45,144.85	\$449,230.74	\$268,790.00	\$806,370.00

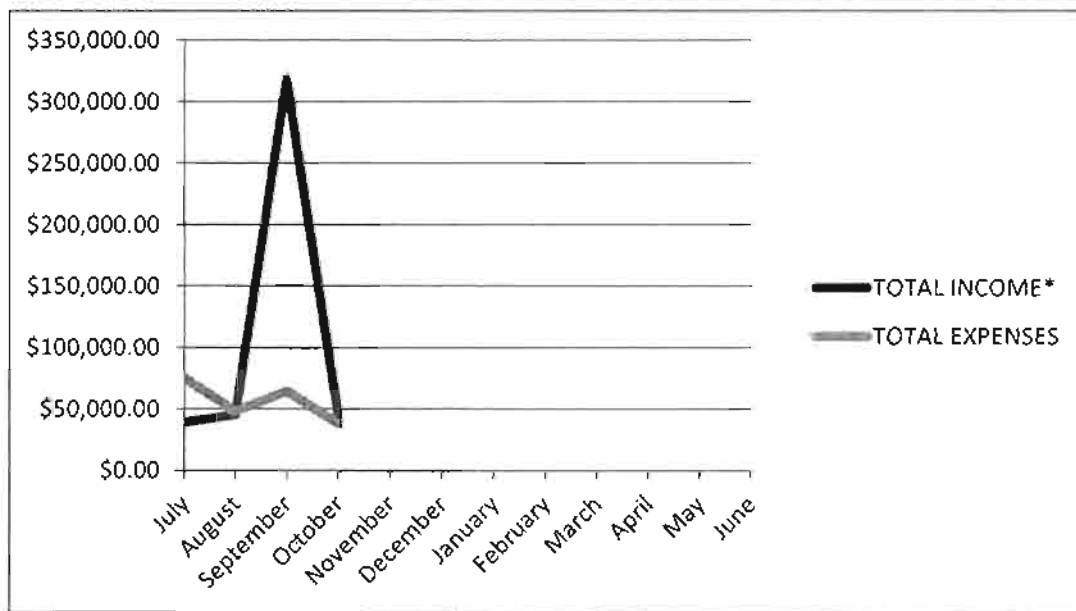
Expense Category	October Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$12,813.60	\$0.00	\$12,813.60	\$55,933.60	\$58,333.33	\$175,000.00
Part time	\$6,775.00	\$0.00	\$6,775.00	\$27,284.00	\$26,666.67	\$80,000.00
Subtotal :	\$19,588.60	\$0.00	\$19,588.60	\$83,217.60	\$85,000.00	\$255,000.00
BENEFITS						
CalPERS Retirement	\$1,974.26	\$0.00	\$1,974.26	\$8,901.83	\$8,566.67	\$25,700.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$44,742.00	\$15,500.00	\$46,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$701.16	\$0.00	\$701.16	\$4,133.98	\$2,000.00	\$6,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$22,605.83	\$7,133.33	\$21,400.00
Active Employee Benefits	\$900.78	\$0.00	\$900.78	\$3,603.12	\$3,666.67	\$11,000.00
Retired Employee Benefits	\$1,443.27	\$0.00	\$1,443.27	\$5,773.08	\$6,666.67	\$20,000.00
Subtotal :	\$5,019.47	\$0.00	\$5,019.47	\$89,759.84	\$43,533.33	\$130,600.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$666.67	\$2,000.00
Print Resources	\$8,121.99	\$266.33	\$8,388.32	\$32,409.77	\$35,500.00	\$106,500.00
Electronic Resources	\$3,650.00	\$0.00	\$3,650.00	\$12,907.00	\$16,666.67	\$50,000.00
Subtotal :	\$11,771.99	\$266.33	\$12,038.32	\$45,316.77	\$52,833.33	\$158,500.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$151.00	\$151.00	\$3,947.00	\$2,500.00	\$7,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$626.04	\$866.67	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$254.57	\$0.00	\$254.57	\$391.53	\$600.00	\$1,800.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$0.00	\$0.00	\$105.96	\$333.33	\$1,000.00
Tech Support	\$637.50	\$0.00	\$637.50	\$3,010.96	\$2,666.67	\$8,000.00
Support Software	\$99.00	\$229.00	\$328.00	\$328.00	\$1,333.33	\$4,000.00
Building Maintenance	\$1,365.00	\$27.04	\$1,392.04	\$4,047.51	\$1,333.33	\$4,000.00
Services	\$0.00	\$0.00	\$0.00	\$0.00	\$6,833.33	\$20,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$166.67	\$500.00
Dues	\$0.00	\$0.00	\$0.00	\$341.00	\$266.67	\$800.00
Telecommunications	\$0.00	\$80.25	\$80.25	\$321.00	\$666.67	\$2,000.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$1,500.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$66.67	\$200.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$28.41	\$28.41	\$121.77	\$126.67	\$380.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$749.00	\$400.00	\$1,200.00
Subtotal :	\$2,564.75	\$515.70	\$3,080.45	\$13,989.77	\$18,660.00	\$55,980.00
TOTAL:	\$38,944.81	\$782.03	\$39,726.84	\$232,283.98	\$200,026.67	\$600,080.00

CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$39,100.21	\$75,232.17	\$707,137.89
August	\$45,403.71	\$47,973.81	\$704,567.79
September	\$318,121.63	\$64,507.51	\$958,181.91
October	\$44,145.18	\$38,096.35	\$964,230.74
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$446,770.73	\$225,809.84	

YTD Difference	\$220,960.89
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* Total income deposited in County Trust Fund



Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2021:				\$28,158.35
Beginning Balance 10/1/2021:				\$24,735.04
OCTOBER				
10/8/2021	Service charge	\$28.41		\$24,706.63
10/12/2021	AAA Smart Home (Ck. #280 / Library alarm system)	\$27.04		\$24,679.59
10/13/2021	SJ Mercury News (monthly subscription)	\$15.65		\$24,663.94
10/15/2021	Square (patron printing)		\$414.80	\$25,078.74
10/18/2021	Square (patron printing)		\$140.06	\$25,218.80
10/18/2021	Shutterstock (stock images for website)	\$229.00		\$24,989.80
10/18/2021	Versa-Tape Co. (Ck. #279 / MCLE audio programs)	\$155.53		\$24,834.27
10/19/2021	Square (patron printing)		\$3.80	\$24,838.07
10/19/2021	AT&T	\$80.25		\$24,757.82
10/20/2021	Square (patron printing)		\$3.80	\$24,761.62
10/21/2021	Wall Street Journal (monthly subscription)	\$15.15		\$24,746.47
10/25/2021	Square (patron printing)		\$3.80	\$24,750.27
10/27/2021	Hartford Insurance (Workers' Comp annual renewal)	\$151.00		\$24,599.27
10/29/2021	Lawdable Press (Lit By the Numbers)	\$80.00		\$24,519.27
10/29/2021	Library Monthly Deposit		\$433.41	\$24,952.68
TOTALS:		\$782.03	\$999.67	
Ending Balance 10/31/21:				\$24,952.68
Monthly Difference:				217.64
YTD Difference:				-3,205.67

TOTAL CASH ON HAND

PERIOD	SMC Trust Fund	CitiBank Account	SVCF Law Library Account	TOTAL
July	\$707,137.89	\$27,606.70	Not yet available	
August	\$704,567.79	\$24,628.51	Not yet available	
September	\$958,181.91	\$24,735.04	Not yet available	
October	\$964,230.74	\$24,952.68	Not yet available	
November				
December				
January				
February				
March				
April				
May				
June				

DETAILED MONTHLY EXPENSES				
	ID	Payee	Description	Amount
Operations	13653	CalPERS	GASB-68 Fee	\$700.00
	13654	CalPERS	Classic contributions	\$600.23
	13655	CalPERS	Classic contributions	\$600.23
	13656	CalPERS	PEPRA contributions	\$386.90
	13657	CalPERS	PEPRA contributions	\$386.90
	13659	Cubing, Inc		\$850.00
	13660	Daily Journal Corp.	N. Cal. Court Rules	\$326.00
	13661	Demco	Clip label holders & blank inserts	\$35.13
	13662	Lexis (Advance)		\$3,650.00
	13663	Lexis (Matthew Bender)		\$2,868.52
	13668	UC Regents (CEB)		\$3,616.35
	13664	Veteran's Information Services		\$28.00
	13667	West Group (Thomson Reuters)		\$3,074.06
	13665	Wolters Kluwer	Marsh's Cal. Corp. Law	\$1,458.58
	13666	Xerox		\$208.68
	CB103	CitiBank Service charge		\$35.43
	CB104	AAA Smart Home	Ck. #277 / Library alarm system	\$27.04
	CB105	Philadelphia Insurance	Late fee	\$25.00
	CB106	SJ Mercury News	Monthly subscription	\$15.65
	CB107	AT&T		\$80.25
CB108	Wall Street Journal	Monthly subscription	\$15.15	
CB109	Sandwich Spot	Board meeting catering	\$56.26	
13678	6713 Automation Services	ISD Core IT charges ???	\$282.82	
Subtotal:				\$19,327.18
Payroll & Benefits	13669	Blake, Larry		\$253.00
	13670	Bracco, Caroline		\$6,923.20
	13671	Brill, Margaret Ruth		\$1,408.00
	13672	Conventiti, Antonella		\$5,396.80
	13673	Gurthet, Andrew		\$3,040.00
	13674	Woods, Marcia		\$1,562.00
	13675	Medicare & FICA		\$24,508.06
	13676	Active Employee Benefits		\$900.78
	13677	Retired Employee Benefits		\$1,443.27
Subtotal:				\$45,435.11
Total Monthly Expenses:				\$64,762.29

DETAILED MONTHLY INCOME			
Fund	Income Source	Description	Amount
SMC Trust	Filing Fees		\$43,096.55
	Interest		\$0.00
	Credits/Refunds		\$337.30
	Other		\$274,687.78
	Subtotal:		
CitiBank	Photocopier		\$110.50
	Computer Printing		\$46.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$44.50
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$100.00
	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		\$60.31
	Other		\$0.00
Subtotal:			\$361.31
Total Monthly Income:			\$318,482.94

Expense Category	October Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$12,813.60	\$0.00	\$12,813.60	\$55,933.60	\$58,333.33	\$175,000.00
Part time	\$6,775.00	\$0.00	\$6,775.00	\$27,284.00	\$26,666.67	\$80,000.00
Subtotal :	\$19,588.60	\$0.00	\$19,588.60	\$83,217.60	\$85,000.00	\$255,000.00
BENEFITS						
CalPERS Retirement	\$1,974.26	\$0.00	\$1,974.26	\$8,901.83	\$8,566.67	\$25,700.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$44,742.00	\$15,500.00	\$46,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$701.16	\$0.00	\$701.16	\$4,133.98	\$2,000.00	\$6,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$22,605.83	\$7,133.33	\$21,400.00
Active Employee Benefits	\$900.78	\$0.00	\$900.78	\$3,603.12	\$3,666.67	\$11,000.00
Retired Employee Benefits	\$1,443.27	\$0.00	\$1,443.27	\$5,773.08	\$6,666.67	\$20,000.00
Subtotal :	\$5,019.47	\$0.00	\$5,019.47	\$89,759.84	\$43,533.33	\$130,600.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$666.67	\$2,000.00
Print Resources	\$8,121.99	\$266.33	\$8,388.32	\$32,409.77	\$35,500.00	\$106,500.00
Electronic Resources	\$3,650.00	\$0.00	\$3,650.00	\$12,907.00	\$16,666.67	\$50,000.00
Subtotal :	\$11,771.99	\$266.33	\$12,038.32	\$45,316.77	\$52,833.33	\$158,500.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$151.00	\$151.00	\$3,947.00	\$2,500.00	\$7,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$626.04	\$866.67	\$2,600.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$254.57	\$0.00	\$254.57	\$391.53	\$600.00	\$1,800.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$0.00	\$0.00	\$105.96	\$333.33	\$1,000.00
Tech Support	\$637.50	\$0.00	\$637.50	\$3,010.96	\$2,666.67	\$8,000.00
Support Software	\$99.00	\$229.00	\$328.00	\$328.00	\$1,333.33	\$4,000.00
Building Maintenance	\$1,365.00	\$27.04	\$1,392.04	\$4,047.51	\$1,333.33	\$4,000.00
Services	\$0.00	\$0.00	\$0.00	\$0.00	\$6,833.33	\$20,500.00
Educational/Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$166.67	\$500.00
Dues	\$0.00	\$0.00	\$0.00	\$341.00	\$266.67	\$800.00
Telecommunications	\$0.00	\$80.25	\$80.25	\$321.00	\$666.67	\$2,000.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$1,500.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$66.67	\$200.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$28.41	\$28.41	\$121.77	\$126.67	\$380.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$749.00	\$400.00	\$1,200.00
Subtotal :	\$2,564.75	\$515.70	\$3,080.45	\$13,989.77	\$18,660.00	\$55,980.00
TOTAL:	\$38,944.81	\$782.03	\$39,726.84	\$232,283.98	\$200,026.67	\$600,080.00

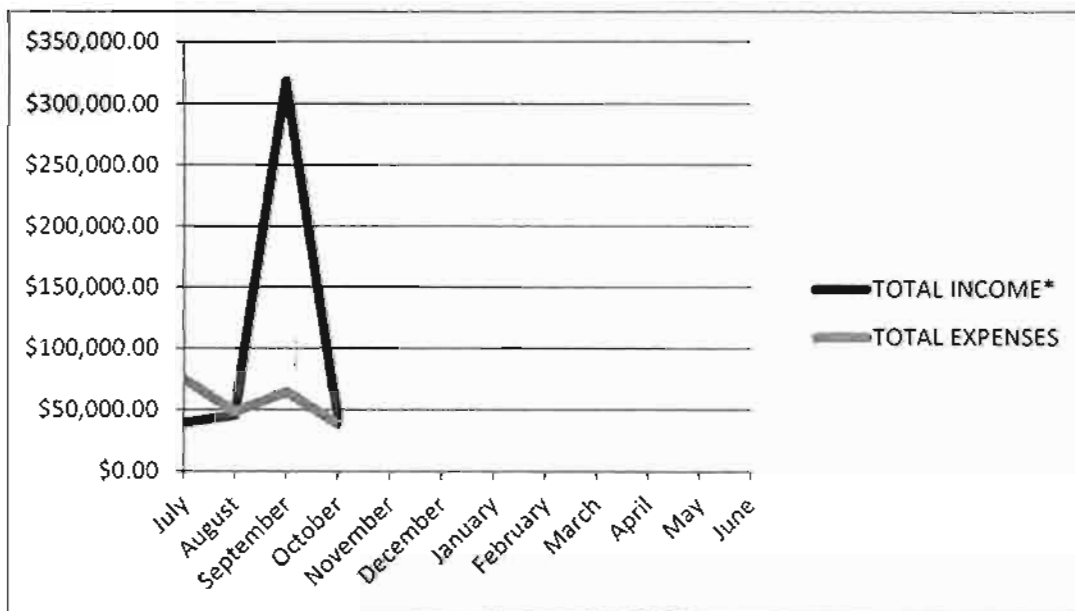
Income Category	September Income	YTD Income	Budgeted YTD	Fiscal Year Budget
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)				
Filing Fees	\$43,096.55	\$126,757.22	\$126,000.00	\$504,000.00
Interest	\$337.30	\$674.60	\$2,125.00	\$8,500.00
Credits/Refunds	\$0.00	\$505.95	\$1,075.00	\$4,300.00
Other	\$274,687.78	\$274,687.78	\$70,325.00	\$281,300.00
Subtotal:	\$318,121.63	\$402,625.55	\$199,525.00	\$798,100.00
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)				
Photocopier	\$110.50	\$318.30	\$37.50	\$150.00
Computer Printing	\$46.00	\$267.20	\$175.00	\$700.00
Conference Room Rental	\$0.00	\$225.00	\$250.00	\$1,000.00
Deed Form Sales	\$44.50	\$164.50	\$62.50	\$250.00
MCLE Tape Circulation	\$0.00	\$0.00	\$0.00	\$0.00
24-hour Material Circulation	\$100.00	\$289.00	\$250.00	\$1,000.00
Extra Computer Time	\$0.00	\$5.00	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$0.00	\$1,250.00	\$5,000.00
SVCF Deposits	\$0.00	\$0.00	\$0.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00
Overdue Fines	\$0.00	\$40.00	\$5.00	\$20.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00
Square Transactions	\$60.31	\$151.34	\$37.50	\$150.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal:	\$361.31	\$1,460.34	\$2,067.50	\$8,270.00
TOTAL:	\$318,482.94	\$404,085.89	\$201,592.50	\$806,370.00

CASH ON HAND REPORT

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$39,100.21	\$75,232.17	\$707,137.89
August	\$45,403.71	\$47,973.81	\$704,567.79
September	\$318,121.63	\$64,507.51	\$958,181.91
October	\$44,145.18	\$38,096.35	\$964,230.74
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$446,770.73	\$225,809.84	

YTD Difference	\$220,960.89
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* Total income deposited in County Trust Fund



Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2021:				\$28,158.35
Beginning Balance 9/1/2021:				\$24,628.51
SEPTEMBER				
9/2/2021	Square (patron printing)		\$6.72	\$24,635.23
9/3/2021	Square (patron printing)		\$5.99	\$24,641.22
9/8/2021	Service charge	\$35.43		\$24,605.79
9/9/2021	Square (patron printing)		\$13.54	\$24,619.33
9/13/2021	AAA Smart Home (Ck. #277 / Library alarm system)	\$27.04		\$24,592.29
9/14/2021	Square (patron printing)		\$7.20	\$24,599.49
9/15/2021	Philadelphia Insurance (Late fee)	\$25.00		\$24,574.49
9/20/2021	SJ Mercury News (monthly subscription)	\$15.65		\$24,558.84
9/20/2021	AT&T	\$80.25		\$24,478.59
9/21/2021	Wall Street Journal (monthly subscription)	\$15.15		\$24,463.44
9/27/2021	Square (patron printing)		\$9.15	\$24,472.59
9/28/2021	Square (patron printing)		\$5.74	\$24,478.33
9/28/2021	Sandwich Spot (Board meeting catering)	\$56.26		\$24,422.07
9/29/2021	Square (patron printing)		\$7.20	\$24,429.27
9/30/2021	Square (patron printing)		\$4.77	\$24,434.04
9/30/2021	Library Monthly Deposit		\$301.00	\$24,735.04
TOTALS:		\$254.78	\$361.31	
Ending Balance 9/30/21:				\$24,735.04
Monthly Difference:				106.53
YTD Difference:				-3,423.31