



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

January 26, 2023

**BOARD OF LAW LIBRARY TRUSTEES MEETING**  
LOCATION: 710 Hamilton Street, Redwood City

*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 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.*

*UPDATE: Assembly Bill ("AB") 361, signed into law on September 16, 2021, amends Government Code section 54953 to provide authority and specific requirements for public agencies to hold virtual meetings during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950 et seq.).*

*To continue with AB 361 virtual meetings, the public agency must reconsider the circumstances of the emergency **every 30 days** and determine that either the state of emergency continues to directly impact the ability of the members to meet safely in person; or, state or local officials continue to impose or recommend measures to promote social distancing. These findings must be made by majority vote. Gov. Code § 54953(e)(3).*

*Gov. Code § 54953(e)(1) provides that a local agency may use teleconferencing [audio, video or both] in any of the following circumstances:*

*(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.*

*(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.*

*(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B) that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.*

**THURSDAY, January 26, 2023, 12:15 P.M.**

**AGENDA**

1. CLOSED SESSION
2. REGULAR SESSION
  - a. Report on closed session
  - b. Approval of Minutes of the October 27 meeting
  - c. Acceptance of Report of Expenses for Period 3 (September) and Period 4 (October), Period 5 (November), Period 6 (December) FY22-23
  - d. Discussion/Informational Updates and Policy Decisions:
    - Introductions and welcome to new trustee appointments Honorable Lisa Novak and Supervisor Warren Slocum
    - Discussion and vote on remote meetings
    - Health stipend dispersal
    - Financial reporting for investments
    - Summer internship
  - e. Report of the San Mateo County Bar Association
  - f. Public open comment.
3. ADJOURNMENT

**2023 MEETING SCHEDULE**  
**NEXT MEETING FEBRUARY 23**

**Mark Your Calendar!**

**2023 San Mateo County Law Library Board of Trustees Meeting Schedule:**

- February 23, 2023
- March 23, 2023
- April 27, 2023
- May 25, 2023
- June 22, 2023
- July 27, 2023
- September 28, 2023
- October 26, 2023
- December 7, 2023

DETAILED MONTHLY EXPENSES					
	ID	Payee	Comments	Amount	
Operations	13962	CalPERS	Classic contributions	\$666.20	
	13963	CalPERS	Classic contributions	\$666.20	
	13964	CalPERS	PEPRA contributions	\$428.13	
	13965	CalPERS	PEPRA contributions	\$428.13	
	13966	CalPERS	GASB 68	\$700.00	
	13967	Cubing, Ino	Relates to = CC	\$712.50	
	13968	Ebsco		\$1,958.00	
	13969	Lexis (Matthew Bender)		\$3,476.86	
	13970	Office Depot	B215051 / Tabs, Post-Its	\$18.45	
	13971	Office Depot	B215051 / Coffee Urn	\$55.37	
	13972	Office Depot	B215051 / Coffee	\$8.99	
	13973	Office Depot	B215051 / Coffee	\$52.51	
	13974	Office Depot	B215051 / Rule, Tape, Leverlock	\$16.69	
	13975	West Group (Thomson Reuters)		\$2,939.02	
	13976	Veterans Information Services		\$30.00	
	13977	Xerox	VCL00000X000	\$208.68	
	CB233	Broadway Masala		\$69.46	
	CB234	Citibank Service Charge		\$27.23	
	CB235	Spoonflower	(office supplies)	\$22.96	
	CB236	Joe Kirley	fee	\$50.00	
	CB237	Marcia Woods	(check# 427) office supplies	\$29.59	
	CB239	Preply Inc	(Antonella Spanish Tutoring)	\$21.00	
	CB240	ATT Bill Payment		\$80.25	
	CB241	Wall St. Journal	(monthly subscription)	\$15.15	
	CB242	Taza Deli & Café		\$37.87	
	CB243	SJ Mercury News	(monthly subscription)	\$20.00	
	CB244	AM Association of Law Library		\$321.00	
	<b>Subtotal:</b>				<b>\$13,060.24</b>
	Payroll & Benefits	13977	Blake, Larry		\$250.00
		13978	Bracco, Caroline		\$7,692.80
		13979	Brill, Margaret Ruth		\$1,175.00
		13980	Conventini, Antonella		\$6,020.80
13981		Cubing, Ino		\$341.00	
13982		Gurthet, Andrew		\$562.50	
13983		Jimenez, Vanessa		\$264.00	
13984		Woods, Marcia		\$1,850.00	
13985		Medicare & FICA		536.74	
13986		Active Employee Benefits		900.30	
13987		Retired Employee Benefits		1460.64	
<b>Subtotal:</b>				<b>\$21,053.78</b>	
<b>Total Monthly Expenses:</b>				<b>\$34,114.02</b>	

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$39,668.64
	Interest		\$0.00
	Credits/Refunds		\$376.30
	Other		\$0.00
	<b>Subtotal:</b>		
CitiBank	Photocopier		\$122.00
	Computer Printing		\$49.00
	Conference Room Rental		\$100.00
	Deed Form Sales		\$60.00
	MCLE Tape Circulation		\$10.00
	24-hour Material Circulation		\$0.00
	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		\$0.00
	Other		\$0.00
<b>Subtotal:</b>			<b>\$341.00</b>
<b>Total Monthly Income:</b>			<b>\$40,385.94</b>

Expense Category	September Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$13,713.60	\$0.00	\$13,713.60	\$33,877.60	\$29,866.67	\$179,200.00
Part time	\$4,101.50	\$0.00	\$4,101.50	\$14,751.00	\$15,883.33	\$95,300.00
<b>Subtotal :</b>	<b>\$17,815.10</b>	<b>\$0.00</b>	<b>\$17,815.10</b>	<b>\$48,628.60</b>	<b>\$45,750.00</b>	<b>\$274,500.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$2,888.66	\$0.00	\$2,888.66	\$3,282.99	\$4,766.67	\$28,600.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$51,883.00	\$8,916.67	\$53,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$536.74	\$0.00	\$536.74	\$1,615.81	\$1,666.67	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$900.30	\$0.00	\$900.30	\$1,800.60	\$1,833.33	\$11,000.00
Retired Employee Benefits	\$1,460.64	\$0.00	\$1,460.64	\$2,921.28	\$3,000.00	\$18,000.00
<b>Subtotal :</b>	<b>\$5,786.34</b>	<b>\$0.00</b>	<b>\$5,786.34</b>	<b>\$61,503.68</b>	<b>\$20,183.33</b>	<b>\$121,100.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$3,506.86	\$35.15	\$3,542.01	\$10,934.59	\$18,083.33	\$108,500.00
Electronic Resources	\$4,897.02	\$0.00	\$4,897.02	\$30,372.00	\$8,333.33	\$50,000.00
<b>Subtotal :</b>	<b>\$8,403.88</b>	<b>\$35.15</b>	<b>\$8,439.03</b>	<b>\$41,306.59</b>	<b>\$26,416.67</b>	<b>\$158,500.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$0.00	\$0.00	\$4,737.00	\$1,333.33	\$8,000.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$208.68	\$416.67	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$52.55	\$52.55	\$0.00	\$250.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$107.33	\$107.33	\$74.57	\$133.33	\$800.00
Tech Support	\$712.50	\$0.00	\$712.50	\$712.50	\$1,600.00	\$9,600.00
Support Software	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$4,800.00
Building Maintenance	\$0.00	\$50.00	\$50.00	\$50.00	\$1,016.67	\$6,100.00
Services	\$0.00	\$0.00	\$0.00	\$0.00	\$3,750.00	\$22,500.00
Educational/Professional	\$0.00	\$21.00	\$21.00	\$812.00	\$33.33	\$200.00
Dues	\$0.00	\$321.00	\$321.00	\$0.00	\$216.67	\$1,300.00
Telecommunications	\$0.00	\$80.25	\$80.25	\$250.84	\$266.67	\$1,600.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$907.09	\$200.00	\$1,200.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$27.23	\$27.23	\$51.37	\$56.67	\$340.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$92.01	\$300.00	\$1,800.00
<b>Subtotal :</b>	<b>\$921.18</b>	<b>\$659.36</b>	<b>\$1,580.54</b>	<b>\$7,896.06</b>	<b>\$10,373.33</b>	<b>\$62,240.00</b>
<b>TOTAL:</b>	<b>\$32,926.50</b>	<b>\$694.51</b>	<b>\$33,621.01</b>	<b>\$159,334.93</b>	<b>\$102,723.33</b>	<b>\$616,340.00</b>

Income Category	September Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	<u>\$39,668.64</u>	\$120,831.63
Interest	\$0.00	\$0.00
Credits/Refunds	\$376.30	\$1,306.15
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$40,044.94</b>	<b>\$122,137.78</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$122.00	\$456.00
Computer Printing	\$49.00	\$127.00
Conference Room Rental	\$100.00	\$482.50
Deed Form Sales	\$60.00	\$180.00
MCLE Tape Circulation	\$10.00	\$10.00
24-hour Material Circulation	\$0.00	\$30.00
Extra Computer Time	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$2,779.18
SVCF Deposits	\$0.00	\$0.00
Grants	\$0.00	\$0.00
Overdue Fines	\$0.00	\$10.00
Transfers	\$0.00	\$0.00
Square Transactions	\$0.00	\$41.68
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$341.00</b>	<b>\$4,116.36</b>
<b>TOTAL:</b>	<b>\$40,385.94</b>	<b>\$126,254.14</b>

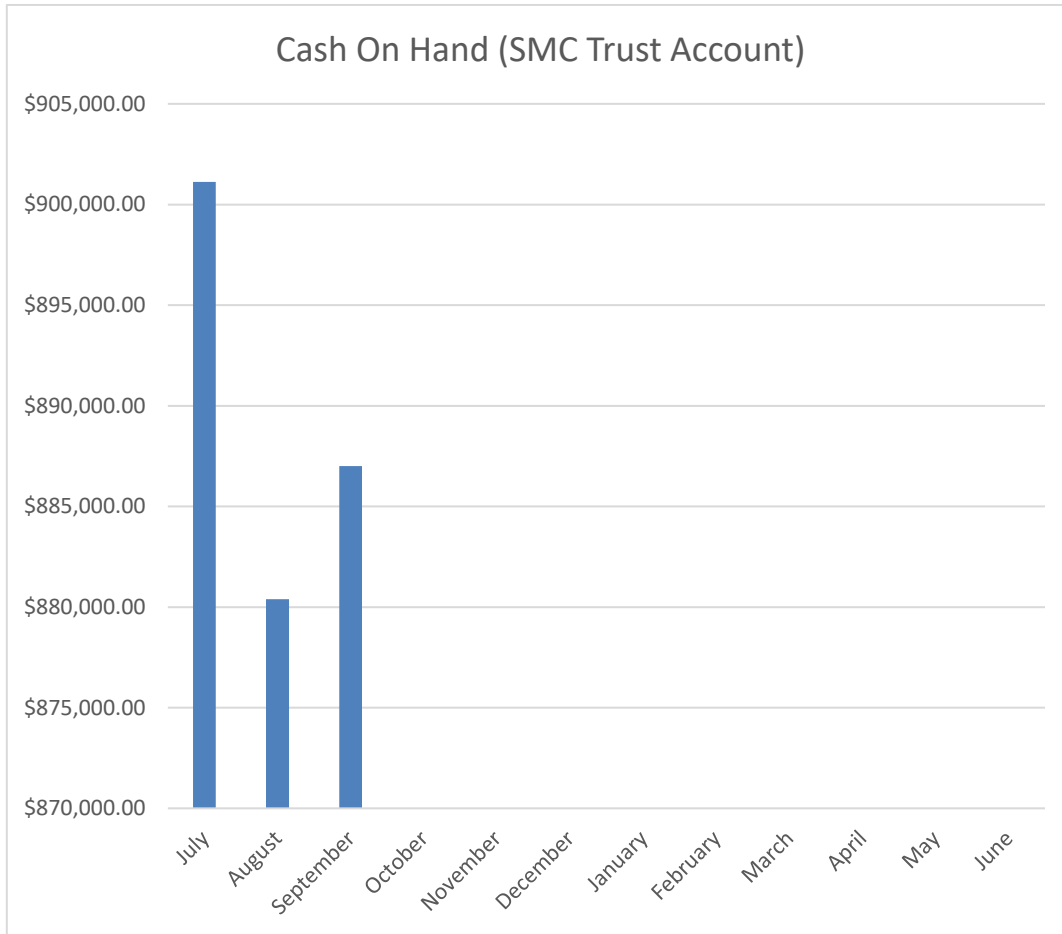
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 7/1/2022:				\$17,274.37
Beginning Balance 9/1/2022:				\$13,722.24
<b>AUGUST</b>				
9/1/2022	Broadway Masala	\$69.46		\$13,652.78
9/8/2022	Citibank Service Charge	\$27.23		\$13,625.55
9/9/2022	Spoonflower (office supplies)	\$22.96		\$13,602.59
9/9/2022	Joe Kirley (check# 426) July, August monthly security alarm fee	\$50.00		\$13,552.59
9/12/2022	Marcia Woods (check# 427) office supplies	\$29.59		\$13,523.00
9/14/2022	Square Inc. (patron printing)		\$4.28	\$13,527.28
9/20/2022	Preply Inc (Antonella Spanish Tutoring)	\$21.00		\$13,506.28
9/20/2022	ATT Bill Payment	\$80.25		\$13,426.03
9/23/2022	Wall St. Journal (monthly subscription)	\$15.15		\$13,410.88
9/26/2022	Taza Deli & Café	\$37.87		\$13,373.01
9/28/2022	SJ Mercury News (monthly subscription)	\$20.00		\$13,353.01
9/29/2022	AM Association of Law Library	\$321.00		\$13,032.01
9/30/2022	Library Monthly Deposit		\$341.00	\$13,373.01
<b>TOTALS:</b>		<b>\$694.51</b>	<b>\$345.28</b>	
Ending Balance 9/30/22:				\$13,373.01
Monthly Difference:				-349.23
YTD Difference:				-3,901.36

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$37,819.96	\$86,996.50	\$901,122.90
August	\$44,272.88	\$65,010.84	\$880,384.94
September	\$40,044.94	\$33,428.97	\$887,000.91
October			
November			
December			
January			
February			
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$122,137.78</b>	<b>\$185,436.31</b>	

<b>YTD Difference</b>	<b>-\$63,298.53</b>
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\* Total income deposited in County Trust Fund



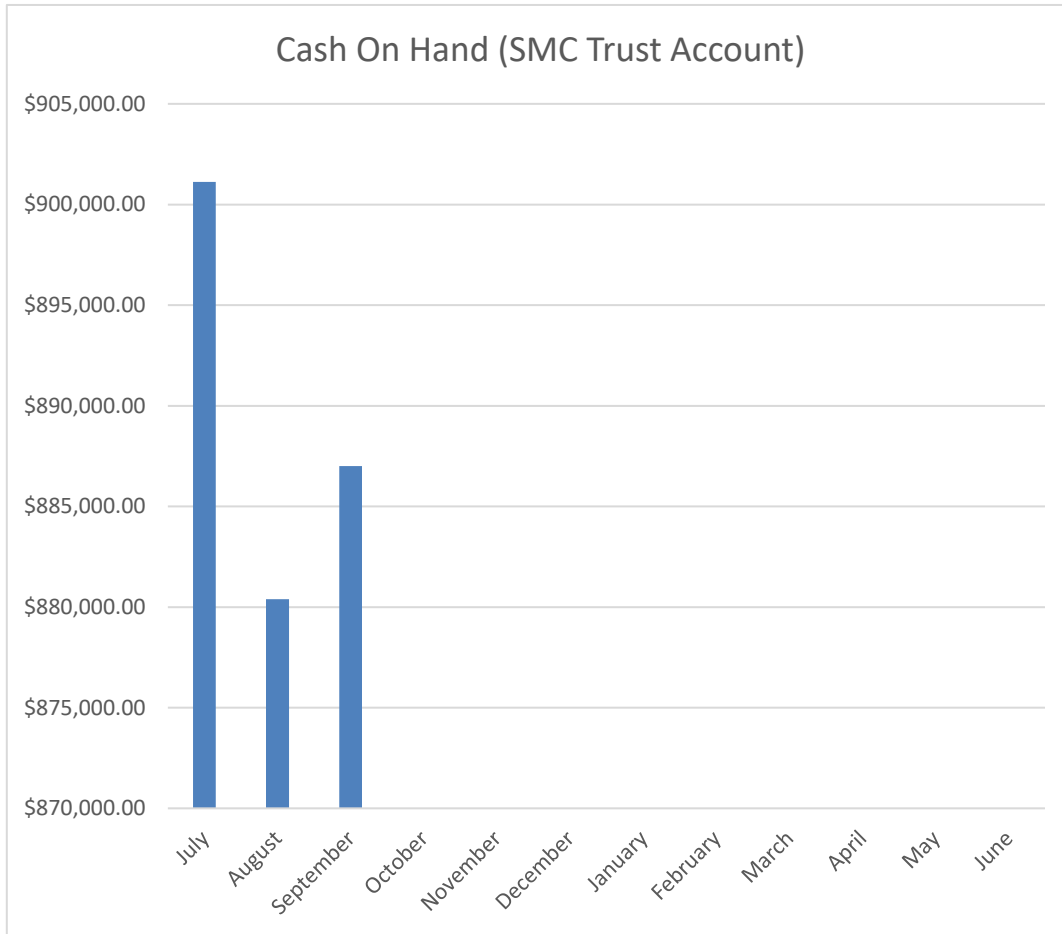


**CASH ON HAND  
 (SMC Trust Account)**

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October			
November			
December			
January			
February			
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$122,137.78</b>	<b>\$185,436.31</b>	

<b>YTD Difference</b>	<b>-\$63,298.53</b>
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\* Total income deposited in County Trust Fund



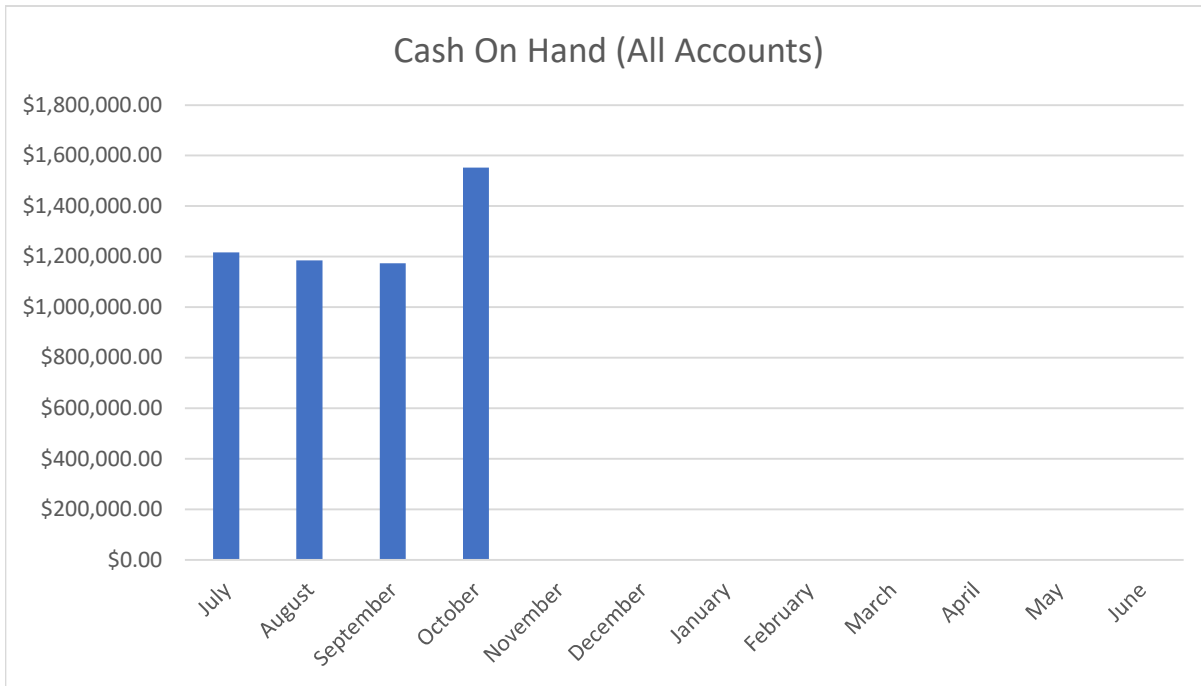


<b>Payroll &amp; Benefits</b>	13989	Blake, Larry	\$400.00
	13990	Bracco, Caroline	\$7,692.80
	13991	Brill, Margaret Ruth	\$1,675.00
	13992	Conventini, Antonella	\$6,020.80
	13993	Cubing, Ino	\$88.00
	13994	Edmondson, Paula	\$0.00
	13995	Gurthet, Andrew	\$262.50
	13996	Jimenez, Vanessa	\$176.00
	13997	Woods, Marcia	\$1,775.00
	13998	Medicare & FICA	531.69
	13999	Active Employee Benefits	900.30
	14000	Retired Employee Benefits	1460.64
	<b>Subtotal:</b>		
<b>Total Monthly Expenses:</b>			<b>\$37,829.25</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
<b>SMC Trust</b>	Filing Fees		\$44,521.09
	Interest		\$3,006.92
	Credits/Refunds		\$343,558.42
	Other		\$0.00
	<b>Subtotal:</b>		
<b>CitiBank</b>	Photocopier		\$126.00
	Computer Printing		\$115.00
	Conference Room Rental		\$20.00
	Deed Form Sales		\$46.00
	MCLE Tape Circulation		\$15.00
	24-hour Material Circulation		\$10.00
	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		\$0.00
	Other		\$0.00
<b>Subtotal:</b>			<b>\$332.00</b>
<b>Total Monthly Income:</b>			<b>\$391,418.43</b>

**Cash On Hand  
 (All accounts)**

PERIOD	SMC Trust Fund	CitiBank Account	Schwab Account	CalPERS Prefunding Account	TOTAL
July	\$901,122.90	\$14,674.69	\$271,583.96	\$28,440.30	\$1,215,821.85
August	\$880,384.94	\$13,722.24	\$262,647.18	\$28,440.30	\$1,185,194.66
September	\$887,000.91	\$13,373.01	\$244,435.50	\$28,440.30	\$1,173,249.72
October	\$1,241,523.69	\$12,415.15	\$269,471.27	\$28,440.30	\$1,551,850.41
November					
December					
January					
February					
March					
April					
May					
June					

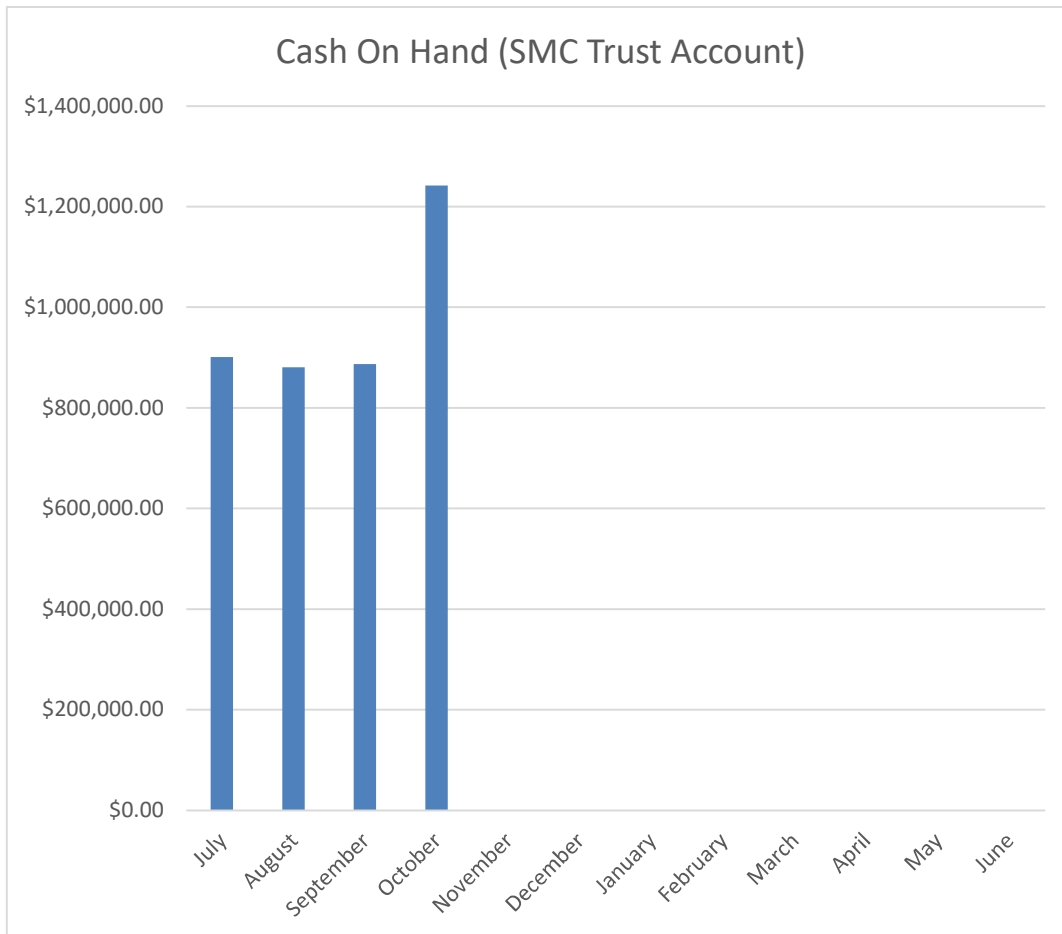


**CASH ON HAND  
 (SMC Trust Account)**

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$37,819.96	\$86,996.50	\$901,122.90
August	\$44,272.88	\$152,007.34	\$880,384.94
September	\$40,044.94	\$185,436.31	\$887,000.91
October	\$391,086.43	\$36,563.65	\$1,241,523.69
November			
December			
January			
February			
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$513,224.21</b>	<b>\$461,003.80</b>	

<b>YTD Difference</b>	<b>\$52,220.41</b>
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\* Total income deposited in County Trust Fund



Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 09/1/2022:				\$13,722.24
Beginning Balance 10/1/2022:				\$13,373.01
<b>OCTOBER</b>				
10/2/2022	Marcia Woods	\$19.99		\$13,353.02
10/4/2022	Demco Inc	\$124.52		\$13,228.50
10/6/2022	CVS	\$7.56		\$13,220.94
10/7/2022	Draegers Supermarket	\$73.27		\$13,147.67
10/7/2022	Square - Deposit		\$38.86	\$13,186.53
10/11/2022	Bank Service Charge	\$26.06		\$13,160.47
10/17/2022	Sergio Anaya	\$399.00		\$12,761.47
10/18/2022	Preply, inc	\$21.00		\$12,740.47
10/18/2022	Papitos	\$21.34		\$12,719.13
10/19/2022	AT&T	\$80.25		\$12,638.88
10/20/2022	Demco Inc	\$30.59		\$12,608.29
10/25/2022	Wall Street Journal	\$15.15		\$12,593.14
10/25/2022	Paperless Post	\$50.00		\$12,543.14
10/26/2022	Edco.com	\$160.33		\$12,382.81
10/26/2022	The Mercury News	\$20.00		\$12,362.81
10/27/2022	The Sandwich Spot	\$104.66		\$12,258.15
10/28/2022	Gerry's Cakes	\$55.00		\$12,203.15
10/28/2022	Northern California Library	\$40.00		\$12,163.15
10/31/2022	Lawdable Press	\$80.00		\$12,083.15
10/31/2022	Library Monthly Deposit		\$332.00	\$12,415.15
<b>TOTALS:</b>		<b>\$1,328.72</b>	<b>\$370.86</b>	
Ending Balance 10/31/22:				\$12,415.15
Monthly Difference:				-957.86
YTD Difference:				-1,307.09

Income Category	October Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	\$44,521.09	\$120,831.63
Interest	\$3,006.92	\$0.00
Credits/Refunds	\$343,558.42	\$1,306.15
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$391,086.43</b>	<b>\$122,137.78</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$126.00	\$456.00
Computer Printing	\$115.00	\$127.00
Conference Room Rental	\$20.00	\$482.50
Deed Form Sales	\$46.00	\$180.00
MCLE Tape Circulation	\$15.00	\$10.00
24-hour Material Circulation	\$10.00	\$30.00
Extra Computer Time	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$2,779.18
SVCF Deposits	\$0.00	\$0.00
Grants	\$0.00	\$0.00
Overdue Fines	\$0.00	\$10.00
Transfers	\$0.00	\$0.00
Square Transactions	\$0.00	\$41.68
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$332.00</b>	<b>\$4,116.36</b>
<b>TOTAL:</b>	<b>\$391,418.43</b>	<b>\$126,254.14</b>

Expense Category	October Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$13,713.60	\$0.00	\$13,713.60	\$33,877.60	\$29,866.67	\$179,200.00
Part time	\$4,376.50	\$0.00	\$4,376.50	\$14,751.00	\$15,883.33	\$95,300.00
<b>Subtotal :</b>	<b>\$18,090.10</b>	<b>\$0.00</b>	<b>\$18,090.10</b>	<b>\$48,628.60</b>	<b>\$45,750.00</b>	<b>\$274,500.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$2,188.56	\$0.00	\$2,188.56	\$3,282.99	\$4,766.67	\$28,600.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$51,883.00	\$8,916.67	\$53,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$531.69	\$0.00	\$531.69	\$1,615.81	\$1,666.67	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$900.30	\$0.00	\$900.30	\$1,800.60	\$1,833.33	\$11,000.00
Retired Employee Benefits	\$1,460.64	\$0.00	\$1,460.64	\$2,921.28	\$3,000.00	\$18,000.00
<b>Subtotal :</b>	<b>\$5,081.19</b>	<b>\$0.00</b>	<b>\$5,081.19</b>	<b>\$61,503.68</b>	<b>\$20,183.33</b>	<b>\$121,100.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$7,577.49	\$115.15	\$7,692.64	\$10,934.59	\$18,083.33	\$108,500.00
Electronic Resources	\$3,221.29	\$0.00	\$3,221.29	\$30,372.00	\$8,333.33	\$50,000.00
<b>Subtotal :</b>	<b>\$10,798.78</b>	<b>\$115.15</b>	<b>\$10,913.93</b>	<b>\$41,306.59</b>	<b>\$26,416.67</b>	<b>\$158,500.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$0.00	\$0.00	\$4,737.00	\$1,333.33	\$8,000.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$208.68	\$416.67	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$849.63	\$360.93	\$1,210.56	\$0.00	\$250.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$503.66	\$503.66	\$74.57	\$133.33	\$800.00
Tech Support	\$0.00	\$0.00	\$0.00	\$712.50	\$1,600.00	\$9,600.00
Support Software	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$4,800.00
Building Maintenance	\$1,472.15	\$0.00	\$1,472.15	\$50.00	\$1,016.67	\$6,100.00
Services	\$0.00	\$0.00	\$0.00	\$0.00	\$3,750.00	\$22,500.00
Educational/Professional	\$0.00	\$21.00	\$21.00	\$812.00	\$33.33	\$200.00
Dues	\$0.00	\$40.00	\$40.00	\$0.00	\$216.67	\$1,300.00
Telecommunications	\$63.12	\$80.25	\$143.37	\$250.84	\$266.67	\$1,600.00
Travel Expenses	\$0.00	\$21.34	\$21.34	\$907.09	\$200.00	\$1,200.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$26.06	\$26.06	\$51.37	\$56.67	\$340.00
Miscellaneous	\$0.00	\$160.33	\$160.33	\$92.01	\$300.00	\$1,800.00
<b>Subtotal :</b>	<b>\$2,593.58</b>	<b>\$1,213.57</b>	<b>\$3,807.15</b>	<b>\$7,896.06</b>	<b>\$10,373.33</b>	<b>\$62,240.00</b>
<b>TOTAL:</b>	<b>\$36,563.65</b>	<b>\$1,328.72</b>	<b>\$37,892.37</b>	<b>\$159,334.93</b>	<b>\$102,723.33</b>	<b>\$616,340.00</b>



DETAILED MONTHLY EXPENSES					
	ID	Payee	Comments	Amount	
Operations	14004	CalPERS	Classic contributions	\$666.15	
	14005	CalPERS	Classic contributions	\$666.15	
	14006	CalPERS	Classic contributions	\$666.15	
	14007	CalPERS	PEPRA contributions	\$428.13	
	14008	CalPERS	PEPRA contributions	\$428.13	
	14009	CalPERS	PEPRA contributions	\$428.13	
	14010	Office Depot	facemask	\$11.91	
	14011	Office Depot	napkin	\$16.80	
	14012	Office Depot	plates, staples, utensils	\$119.35	
	14013	Office Depot	organizer	\$31.63	
	14014	UC Regents (CEB)		\$6,258.57	
	14015	USA Direct Cleaning	Cleaning for September	\$442.00	
	14016	Xerox	VCL00000X000	\$208.68	
	14017	Cubing, Ino	Relates to = CC	\$675.00	
	14018	Cubing, Ino	Relates to = CC	\$99.00	
	14019	Cubing, Ino	Relates to = CC	\$712.50	
	CB273	Paula Edmondson 11/4	Payroll	\$560.00	
	CB274	Caroline Bracco 11/7	Rental Deposit	\$100.00	
	CB275	Citibank 11/7	Service Charge	\$26.43	
	CB276	Adobe 11/14	Subscription	\$239.88	
	CB277	Preply 11/15	Subscription	\$21.00	
	CB278	AT&T 11/18	Telephone	\$80.25	
	CB279	Biblio 11/18	Print Purchase	\$14.88	
	CB280	Wall St Journal 11/23	Subscription	\$15.15	
	CB281	The Webstaurant Store 11/28	Office Supplies	\$32.93	
	CB282	SJ Mercury News 11/29	Subscription	\$20.00	
	<b>Subtotal:</b>				<b>\$12,968.80</b>
	Payroll & Benefits	14020	Blake, Larry		\$325.00
14021		Bracco, Caroline		\$7,692.80	
14022		Brill, Margaret Ruth		\$1,750.00	
14023		Conventini, Antonella		\$6,020.80	
14024		Cubing, Ino		\$88.00	
14025		Gurthet, Andrew		\$0.00	
14026		Jimenez, Vanessa		\$176.00	
14027		Woods, Marcia		\$1,775.00	
		Medicare & FICA		\$511.64	
		Active Employee Benefits		\$900.30	
	Retired Employee Benefits		\$1,460.64		
<b>Subtotal:</b>				<b>\$20,700.18</b>	
<b>Total Monthly Expenses:</b>				<b>\$33,668.98</b>	

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$40,130.88
	Interest		\$0.00
	Credits/Refunds		\$376.30
	Other		\$0.00
	<b>Subtotal:</b>		
CitiBank	Photocopier		\$117.00
	Computer Printing		\$86.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$15.00
	MCLE Tape Circulation		\$5.00
	24-hour Material Circulation		\$90.00
	Extra Computer Time		\$0.00
	Lost Book Replacement		\$0.00
	Vendor Credits/Refunds		\$117.30
	SVCF Deposits		\$0.00
	Grants		\$1,958.00
	Overdue Fines		\$0.00
	Transfers		\$0.00
	Square Transactions		\$0.00
	Other		\$0.00
<b>Subtotal:</b>			<b>\$2,388.30</b>
<b>Total Monthly Income:</b>			<b>\$42,895.48</b>

Expense Category	November Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$13,713.60	\$0.00	\$13,713.60	\$33,877.60	\$29,866.67	\$179,200.00
Part time	\$4,114.00	\$560.00	\$4,674.00	\$14,751.00	\$15,883.33	\$95,300.00
<b>Subtotal :</b>	<b>\$17,827.60</b>	<b>\$560.00</b>	<b>\$18,387.60</b>	<b>\$48,628.60</b>	<b>\$45,750.00</b>	<b>\$274,500.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$0.00	\$0.00	\$0.00	\$3,282.99	\$4,766.67	\$28,600.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$51,883.00	\$8,916.67	\$53,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$511.64	\$0.00	\$511.64	\$1,615.81	\$1,666.67	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$900.30	\$0.00	\$900.30	\$1,800.60	\$1,833.33	\$11,000.00
Retired Employee Benefits	\$1,460.64	\$0.00	\$1,460.64	\$2,921.28	\$3,000.00	\$18,000.00
<b>Subtotal :</b>	<b>\$2,872.58</b>	<b>\$0.00</b>	<b>\$2,872.58</b>	<b>\$61,503.68</b>	<b>\$20,183.33</b>	<b>\$121,100.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$0.00	\$50.03	\$50.03	\$10,934.59	\$18,083.33	\$108,500.00
Electronic Resources	\$0.00	\$0.00	\$0.00	\$30,372.00	\$8,333.33	\$50,000.00
<b>Subtotal :</b>	<b>\$0.00</b>	<b>\$50.03</b>	<b>\$50.03</b>	<b>\$41,306.59</b>	<b>\$26,416.67</b>	<b>\$158,500.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$0.00	\$0.00	\$4,737.00	\$1,333.33	\$8,000.00
Copy Machines	\$0.00	\$0.00	\$0.00	\$208.68	\$416.67	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$0.00	\$32.93	\$32.93	\$0.00	\$250.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$0.00	\$0.00	\$74.57	\$133.33	\$800.00
Tech Support	\$0.00	\$0.00	\$0.00	\$712.50	\$1,600.00	\$9,600.00
Support Software	\$0.00	\$239.88	\$239.88	\$0.00	\$800.00	\$4,800.00
Building Maintenance	\$0.00	\$0.00	\$0.00	\$50.00	\$1,016.67	\$6,100.00
Services	\$62.71	\$0.00	\$62.71	\$0.00	\$3,750.00	\$22,500.00
Educational/Professional	\$0.00	\$21.00	\$21.00	\$812.00	\$33.33	\$200.00
Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$216.67	\$1,300.00
Telecommunications	\$0.00	\$80.25	\$80.25	\$250.84	\$266.67	\$1,600.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$907.09	\$200.00	\$1,200.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$26.43	\$26.43	\$51.37	\$56.67	\$340.00
Miscellaneous	\$0.00	\$100.00	\$100.00	\$92.01	\$300.00	\$1,800.00
<b>Subtotal :</b>	<b>\$62.71</b>	<b>\$500.49</b>	<b>\$563.20</b>	<b>\$7,896.06</b>	<b>\$10,373.33</b>	<b>\$62,240.00</b>
<b>TOTAL:</b>	<b>\$20,762.89</b>	<b>\$1,110.52</b>	<b>\$21,873.41</b>	<b>\$159,334.93</b>	<b>\$102,723.33</b>	<b>\$616,340.00</b>

<b>Income Category</b>	<b>November Income</b>	<b>YTD Income</b>
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	<u>\$40,130.88</u>	\$120,831.63
Interest	\$0.00	\$0.00
Credits/Refunds	\$376.30	\$1,306.15
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$40,507.18</b>	<b>\$122,137.78</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$117.00	\$456.00
Computer Printing	\$86.00	\$127.00
Conference Room Rental	\$0.00	\$482.50
Deed Form Sales	\$15.00	\$180.00
MCLE Tape Circulation	\$5.00	\$10.00
24-hour Material Circulation	\$90.00	\$30.00
Extra Computer Time	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00
Vendor Credits/Refunds	\$117.30	\$2,779.18
SVCF Deposits	\$0.00	\$0.00
Grants	\$1,958.00	\$0.00
Overdue Fines	\$0.00	\$10.00
Transfers	\$0.00	\$0.00
Square Transactions	\$0.00	\$41.68
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$2,388.30</b>	<b>\$4,116.36</b>
<b>TOTAL:</b>	<b>\$42,895.48</b>	<b>\$126,254.14</b>

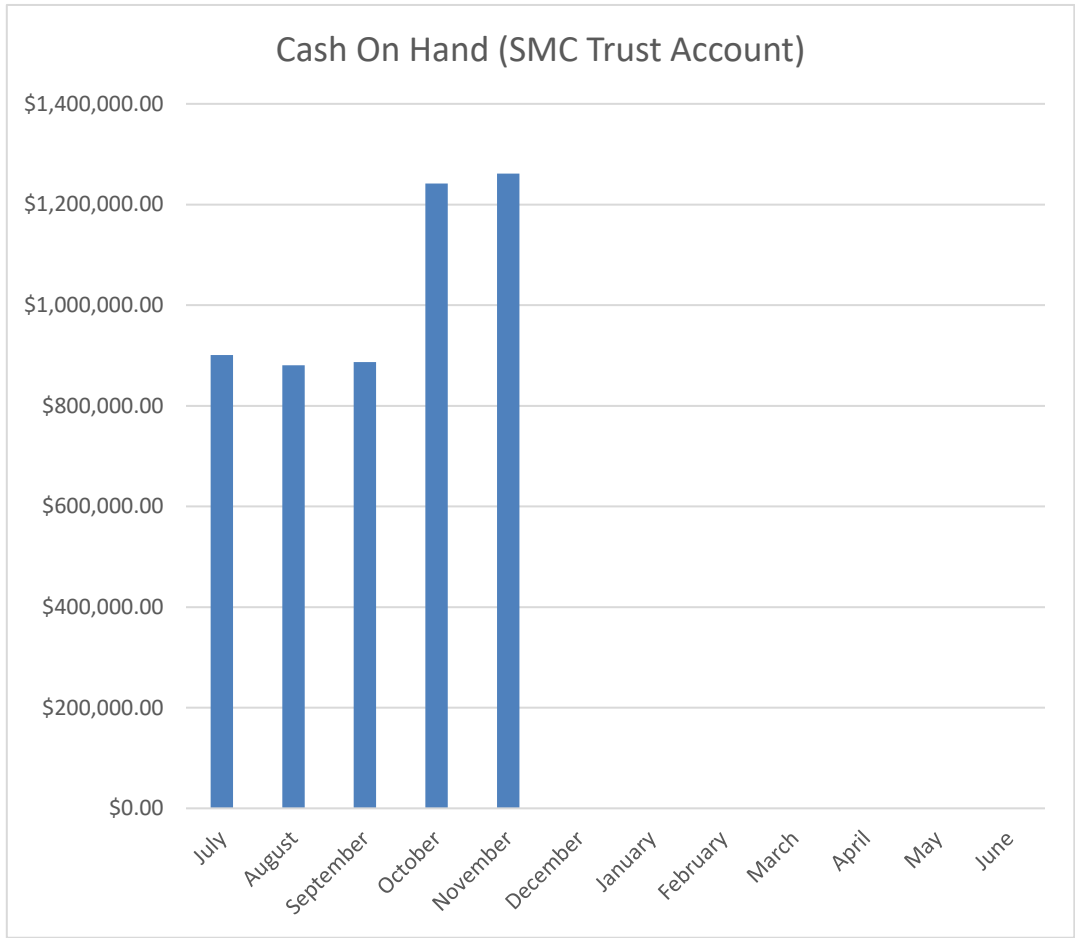
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 10/1/2022:				\$13,373.01
Beginning Balance 11/1/2022:				\$12,415.15
<b>NOVEMBER</b>				
11/4/2022	Paula Edmondson #297	\$560.00		\$11,855.15
11/7/2022	Square deposit		\$6.23	\$11,861.38
11/7/2022	Caroline Bracco #430	\$100.00		\$11,761.38
11/8/2022	Citibank	\$26.43		\$11,734.95
11/14/2022	Adobe subscription renewal	\$239.88		\$11,495.07
11/15/2022	Preply	\$21.00		\$11,474.07
11/18/2022	AT&T	\$80.25		\$11,393.82
11/22/2022	Biblio	\$14.88		\$11,378.94
11/23/2022	Wall St. Journal	\$15.15		\$11,363.79
11/28/2022	The Webstaurant Store	\$32.93		\$11,330.86
11/29/2022	San Jose Mercury News	\$20.00		\$11,310.86
11/30/2022	Deposit		\$2,388.30	\$13,699.16
<b>TOTALS:</b>		<b>\$1,110.52</b>	<b>\$2,394.53</b>	
Ending Balance 11/30/22:				\$13,699.16
Monthly Difference:				1,284.01
YTD Difference:				326.15

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$37,819.96	\$86,996.50	\$901,122.90
August	\$44,272.88	\$152,007.34	\$880,384.94
September	\$40,044.94	\$185,436.31	\$887,000.91
October	\$391,086.43	\$36,563.65	\$1,241,523.69
November	\$40,507.18	\$20,762.89	\$1,261,267.98
December			
January			
February			
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$553,731.39</b>	<b>\$481,766.69</b>	

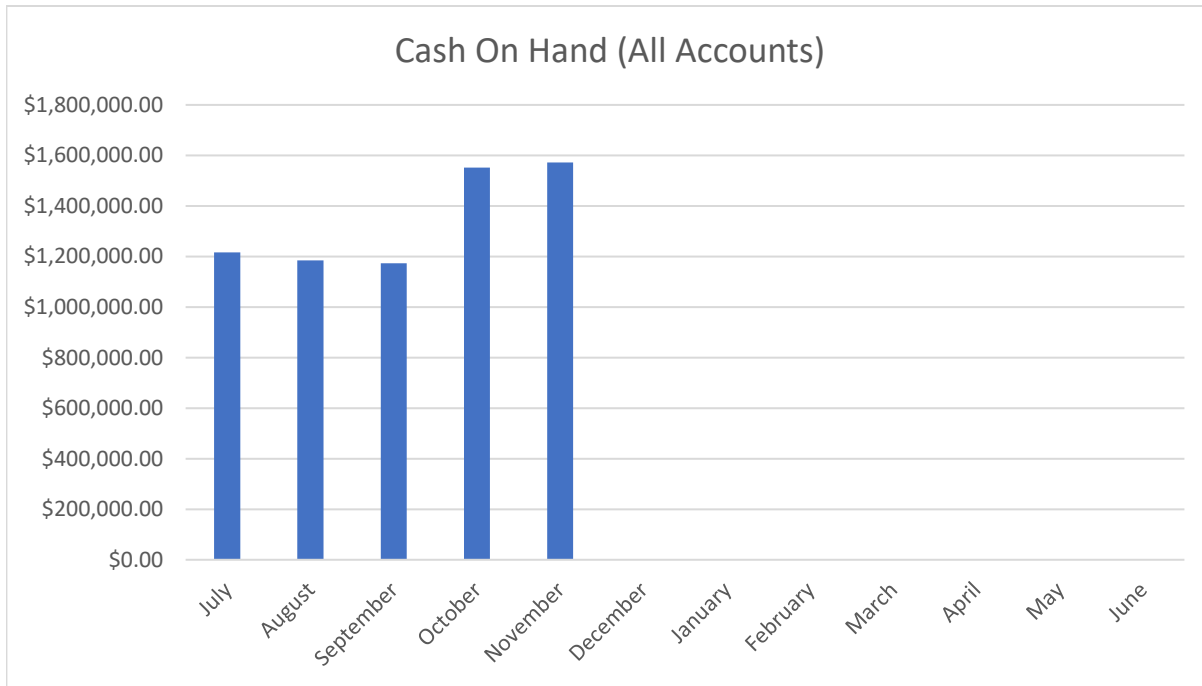
<b>YTD Difference</b>	<b>\$71,964.70</b>
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\* Total income deposited in County Trust Fund



**Cash On Hand  
 (All accounts)**

PERIOD	SMC Trust Fund	CitiBank Account	Schwab Account	CalPERS Prefunding Account	TOTAL
July	\$901,122.90	\$14,674.69	\$271,583.96	\$28,440.30	\$1,215,821.85
August	\$880,384.94	\$13,722.24	\$262,647.18	\$28,440.30	\$1,185,194.66
September	\$887,000.91	\$13,373.01	\$244,435.50	\$28,440.30	\$1,173,249.72
October	\$1,241,523.69	\$12,415.15	\$269,471.27	\$28,440.30	\$1,551,850.41
November	\$1,261,267.98	\$13,699.13	\$268,705.74	\$28,440.30	\$1,572,113.15
December					
January					
February					
March					
April					
May					
June					



DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14020	CalPERS	Classic contributions	\$666.15
	14021	CalPERS	Classic contributions	\$666.15
	14022	CalPERS	PEPRA contributions	\$428.13
	14023	CalPERS	PEPRA contributions	\$428.13
	14024	West Group,Thomson Reuters	Library Plan Charges -Nov	\$3,086.29
	14025	West Group,Thomson Reuters	Library Plan Charges -Oct	\$3,086.29
	14026	West Group,Thomson Reuters	Library Plan Charges -Dec	\$3,086.29
	14027	West Group,Thomson Reuters	Subscription Product Charges - Dec	\$3,804.00
	14028	LexisNexis		\$129.46
	14029	LexisNexis		\$9,391.89
	14030	LexisNexis		\$3,476.86
	14031	Office Depot	hole punch, coffee supplies	\$24.23
	14032	UC Regents (CEB)	OnLAW Annual Renewal 22-23	\$6,013.00
	14034	Xerox	VCL00000X000	\$208.68
	14035	Cubing, Ino	Relates to = CC	\$712.50
	CB283	James Publishing	Print	\$207.66
	CB284	Commercial Installations Co	Building repair	\$220.00
	CB285	Paula Edmondson	Payroll	\$1,041.00
	CB286	The Hartford	Insurance	\$35.00
	CB287	Citibank Service Charge	service charge	\$26.86
	CB288	The Sandwich Spot	Board meeting	\$59.52
	CB289	Joe Kirley	Sept, Oct, Nov	\$75.00
	CB290	DRI Uprinting	office supplies	\$77.31
	CB291	Coffee Bar	office supplies	\$21.56
	CB292	Amazon	office supplies	\$164.80
	CB293	Preply Inc	education	\$21.00
	CB294	Ace Parking	parking	\$2.00
	CB295	CRB Carbonite Back-up	Subscription	\$283.49
	CB296	AT&T	Telephone	\$80.25
	CB297	Grocery Outlet	office supplies	\$36.13
CB298	The Wall Street Journal	Subscription	\$15.15	
CB299	San Jose Mercury News	Subscription	\$20.00	
<b>Subtotal:</b>				<b>\$37,594.78</b>
Payroll & Benefits		Blake, Larry		\$600.00
		Bracco, Caroline		\$11,539.20
		Brill, Margaret Ruth		\$2,800.00
		Conventini, Antonella		\$9,031.20
		Cubing, Ino		\$286.00
		Edmondson, Paula		\$1,400.00
		Gurthet, Andrew		\$150.00
		Jimenez, Vanessa		\$176.00
		Woods, Marcia		\$2,825.00
		Medicare & FICA		\$ 839.67
		Active Employee Benefits		\$ 900.30
		Retired Employee Benefits		\$ 1,868.84



	<b>Subtotal:</b>	<b>\$32,416.21</b>
<b>Total Monthly Expenses:</b>		<b>\$70,010.99</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
<b>SMC Trust</b>	Filing Fees		\$43,659.74
	Interest		\$0.00
	Credits/Refunds		\$564.45
	Other		\$0.00
	<b>Subtotal:</b>		
<b>CitiBank</b>	Photocopier		\$117.00
	Computer Printing		\$75.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$50.00
	MCLE Tape Circulation		\$40.00
	24-hour Material Circulation		\$40.00
	Extra Computer Time		\$0.00
	Lost Book Replacement		\$1.44
	Vendor Credits/Refunds		\$0.00
	SVCF Deposits		\$10.00
	Grants		\$0.00
	Overdue Fines		\$0.00
	Transfers		\$0.00
	Square Transactions		\$0.00
	Other		\$0.00
<b>Subtotal:</b>			<b>\$333.44</b>
<b>Total Monthly Income:</b>			<b>\$44,557.63</b>

Expense Category	December Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$20,569.68	\$0.00	\$20,569.68	\$33,877.60	\$29,866.67	\$179,200.00
Part time	\$8,237.00	\$1,041.00	\$9,278.00	\$14,751.00	\$15,883.33	\$95,300.00
<b>Subtotal :</b>	<b>\$28,806.68</b>	<b>\$1,041.00</b>	<b>\$29,847.68</b>	<b>\$48,628.60</b>	<b>\$45,750.00</b>	<b>\$274,500.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$5,471.40	\$0.00	\$5,471.40	\$3,282.99	\$4,766.67	\$28,600.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$51,883.00	\$8,916.67	\$53,500.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$839.67	\$0.00	\$839.67	\$1,615.81	\$1,666.67	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$900.30	\$0.00	\$900.30	\$1,800.60	\$1,833.33	\$11,000.00
Retired Employee Benefits	\$1,868.84	\$0.00	\$1,868.84	\$2,921.28	\$3,000.00	\$18,000.00
<b>Subtotal :</b>	<b>\$9,080.21</b>	<b>\$0.00</b>	<b>\$9,080.21</b>	<b>\$61,503.68</b>	<b>\$20,183.33</b>	<b>\$121,100.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Print Resources	\$19,321.44	\$242.81	\$19,564.25	\$10,934.59	\$18,083.33	\$108,500.00
Electronic Resources	\$19,011.21	\$77.31	\$19,088.52	\$30,372.00	\$8,333.33	\$50,000.00
<b>Subtotal :</b>	<b>\$38,332.65</b>	<b>\$320.12</b>	<b>\$38,652.77</b>	<b>\$41,306.59</b>	<b>\$26,416.67</b>	<b>\$158,500.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$35.00	\$35.00	\$4,737.00	\$1,333.33	\$8,000.00
Copy Machines	\$417.36	\$0.00	\$417.36	\$208.68	\$416.67	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies	\$203.92	\$222.49	\$426.41	\$0.00	\$250.00	\$1,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$59.52	\$59.52	\$74.57	\$133.33	\$800.00
Tech Support	\$2,199.00	\$0.00	\$2,199.00	\$712.50	\$1,600.00	\$9,600.00
Support Software	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$4,800.00
Building Maintenance	\$442.00	\$295.00	\$737.00	\$50.00	\$1,016.67	\$6,100.00
Services	\$0.00	\$283.49	\$283.49	\$0.00	\$3,750.00	\$22,500.00
Educational/Professional	\$0.00	\$21.00	\$21.00	\$812.00	\$33.33	\$200.00
Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$216.67	\$1,300.00
Telecommunications	\$39.74	\$80.25	\$119.99	\$250.84	\$266.67	\$1,600.00
Travel Expenses	\$0.00	\$2.00	\$2.00	\$907.09	\$200.00	\$1,200.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Citibank Service Charges	\$0.00	\$26.86	\$26.86	\$51.37	\$56.67	\$340.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$92.01	\$300.00	\$1,800.00
<b>Subtotal :</b>	<b>\$3,302.02</b>	<b>\$1,025.61</b>	<b>\$4,327.63</b>	<b>\$7,896.06</b>	<b>\$10,373.33</b>	<b>\$62,240.00</b>
<b>TOTAL:</b>	<b>\$79,521.56</b>	<b>\$2,386.73</b>	<b>\$81,908.29</b>	<b>\$159,334.93</b>	<b>\$102,723.33</b>	<b>\$616,340.00</b>

<b>Income Category</b>	<b>December Income</b>	<b>YTD Income</b>
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	<u>\$43,659.74</u>	\$120,831.63
Interest	\$0.00	\$0.00
Credits/Refunds	\$564.45	\$1,306.15
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$44,224.19</b>	<b>\$122,137.78</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$117.00	\$456.00
Computer Printing	\$75.00	\$127.00
Conference Room Rental	\$0.00	\$482.50
Deed Form Sales	\$50.00	\$180.00
MCLE Tape Circulation	\$40.00	\$10.00
24-hour Material Circulation	\$40.00	\$30.00
Extra Computer Time	\$0.00	\$0.00
Lost Book Replacement	\$0.00	\$0.00
Vendor Credits/Refunds	\$1.44	\$2,779.18
SVCF Deposits	\$0.00	\$0.00
Grants	\$0.00	\$0.00
Overdue Fines	\$10.00	\$10.00
Transfers	\$0.00	\$0.00
Square Transactions	\$0.00	\$41.68
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$333.44</b>	<b>\$4,116.36</b>
<b>TOTAL:</b>	<b>\$44,557.63</b>	<b>\$126,254.14</b>

**CitiBank Monthly Transactions**

Period 6  
December

San Mateo County Law Library  
FY2022-2023

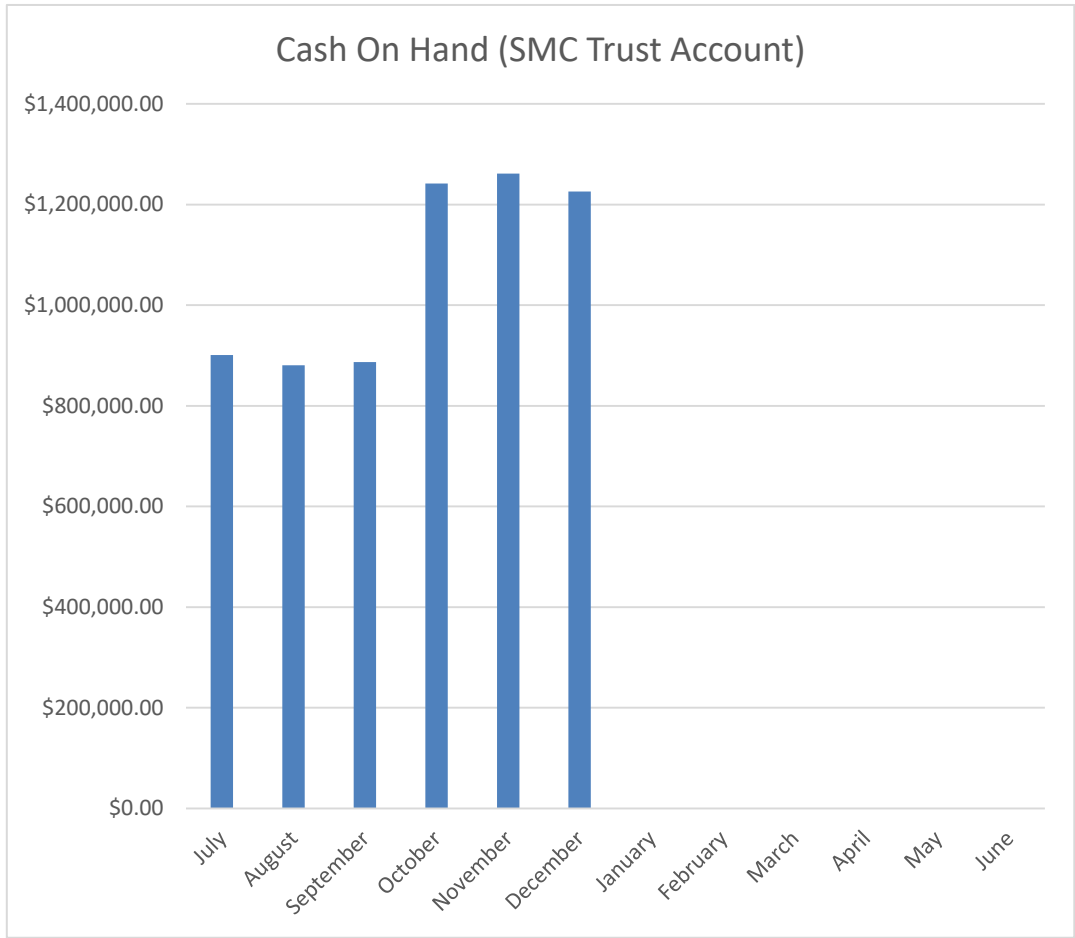
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 11/1/2022:				\$12,415.15
Beginning Balance 12/1/2022:				\$13,699.16
<b>NOVEMBER</b>				
12/1/2022	James Publishing #431	\$207.66		\$13,491.50
12/5/2022	Commercial Installations Co #433	\$220.00		\$13,271.50
12/5/2022	Paula Edmondson #434	\$1,041.00		\$12,230.50
12/7/2022	The Hartford #432	\$35.00		\$12,195.50
12/8/2022	Citibank service charge	\$26.86		\$12,168.64
12/8/2022	The Sandwich Spot	\$59.52		\$12,109.12
12/9/2022	Joe Kirley #401 - Sept, Oct, Nov	\$75.00		\$12,034.12
12/9/2022	DRI Uprinting	\$77.31		\$11,956.81
12/12/2022	Square deposit		\$6.72	\$11,963.53
12/12/2022	Coffee Bar	\$21.56		\$11,941.97
12/12/2022	Amazon	\$164.80		\$11,777.17
12/13/2022	Preply Inc	\$21.00		\$11,756.17
12/13/2022	Ace Parking	\$2.00		\$11,754.17
12/20/2022	CRB Carbonite Back-up	\$283.49		\$11,470.68
12/20/2022	AT&T	\$80.25		\$11,390.43
12/21/2022	Grocery Outlet	\$36.13		\$11,354.30
12/22/2022	Square deposit		\$12.56	\$11,366.86
12/27/2022	The Wall Street Journal	\$15.15		\$11,351.71
12/29/2022	Deposit		\$333.44	\$11,685.15
12/29/2022	San Jose Mercury News	\$20.00		\$11,665.15
<b>TOTALS:</b>		<b>\$2,386.73</b>	<b>\$352.72</b>	
Ending Balance 12/31/22:				\$11,665.15
Monthly Difference:				-2,034.01
YTD Difference:				-750.00

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$37,819.96	\$86,996.50	\$901,122.90
August	\$44,272.88	\$152,007.34	\$880,384.94
September	\$40,044.94	\$185,436.31	\$887,000.91
October	\$391,086.43	\$36,563.65	\$1,241,523.69
November	\$40,507.18	\$20,762.89	\$1,261,267.98
December	\$44,224.19	\$79,772.28	\$1,225,719.89
January			
February			
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$597,955.58</b>	<b>\$561,538.97</b>	

<b>YTD Difference</b>	<b>\$36,416.61</b>
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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	\$901,122.90	\$14,674.69	\$271,583.96	\$28,440.30	\$1,215,821.85
August	\$880,384.94	\$13,722.24	\$262,647.18	\$28,440.30	\$1,185,194.66
September	\$887,000.91	\$13,373.01	\$244,435.50	\$28,440.30	\$1,173,249.72
October	\$1,241,523.69	\$12,415.15	\$269,471.27	\$28,440.30	\$1,551,850.41
November	\$1,261,267.98	\$13,699.13	\$268,705.74	\$28,440.30	\$1,572,113.15
December	\$1,225,719.89	\$11,665.15	\$271,007.87	\$27,995.13	\$1,536,388.04
January					
February					
March					
April					
May					
June					

