



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

January 25, 2024

**BOARD OF LAW LIBRARY TRUSTEES MEETING**

LOCATION: Temporarily in the Law Library Conference Room  
710 Hamilton St. Redwood City, CA 94063  
Zoom Meeting ID 233 094 3330

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

*Materials related to an item on this Agenda are available for public inspection at the Law Library during normal business hours.*

*Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Law Library at least three (3) days prior to the meeting. Notification in advance of the meeting will enable the Law Library to make reasonable arrangements to ensure accessibility to this meeting and materials related to it.*

*Members of the public may be heard on any item on the agenda. Persons addressing the Board will be limited to two minutes unless the President of the Board grants a longer period of time. The Board will only allow comments by members of the public on an item on the agenda during discussion of the item.*

**THURSDAY, January 25 2024, 12:15 P.M.**

**AGENDA**

1. CLOSED SESSION
2. REGULAR SESSION
  - a. Report on closed session
  - b. Trustee Appointments 2024
  - c. Approval of Minutes of the Thursday, November 16 meeting.
  - d. Acceptance of Report of Expenses. Bracco report back for Period 3 (September) FY23-24 and report of expenses for Period 4 (October), Period 5 (November), and Period 6 (December)
  - e. Discussion/Informational Updates and Policy Decisions:
    - Lexis Digital Library launch
    - Renewal of paid internship program
    - Programing update
    - Foundation update

- Leaving Office Resolution
- Leave of Absence Proposal
- Other matters of interest

f. Report of the San Mateo County Bar Association

g. Public open comment.

3. ADJOURNMENT

**2024 MEETING SCHEDULE**  
**NEXT MEETING MARCH 28, 2024**

**Mark Your Calendar!**

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

- March 28, 2024
- May 23, 2024
- July 25, 2024
- September 26, 2024
- November 14, 2024

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14207	CalPERS	GASB 68 INVOICE	\$700.00
	14208	West Group,Thomson Reuters	Library Plan Charges - Print	\$3,086.31
	14209	West Group,Thomson Reuters	Library Plan Charges - Online	\$1,107.60
	14210	Cubing, Ino	August Tech	\$975.00
	14211	UC Regents (CEB)		\$341.34
	14212	UC Regents (CEB)		\$408.77
	14213	UC Regents (CEB)		\$430.04
	14214	UC Regents (CEB)		\$435.18
	14215	UC Regents (CEB)		\$356.43
	14216	UC Regents (CEB)		\$239.79
	14217	UC Regents (CEB)		\$425.94
	14218	UC Regents (CEB)		\$374.26
	14219	Veterans Information Service	Annual 2024- ISBN 978-0-9600887-4-4	\$30.00
	14220	Office Depot	Office supplies	\$16.57
	14221	Office Depot	Office supplies	\$30.79
	14222	Lexis (Advance)	Content Feature 7/1-6/30/2024	\$31,596.00
	14223	Xerox	Meter Usage	\$208.68
	14224	Xerox	Meter Usage	\$208.68
	14225	CalPERS	Classic contributions	\$724.61
	14226	CalPERS	Classic contributions	\$724.61
	14227	CalPERS	Classic contributions	\$464.56
	14228	CalPERS	Classic contributions	\$464.56
	9/5/2023	San Jose Mercury News		\$25.04
	9/6/2023	Canva		\$12.99
	9/8/2023	Account Analysis		\$26.45
	9/15/2023	Paula Edmondson #381		\$630.00
	9/19/2023	Preply		\$29.40
	9/19/2023	AT&T		\$96.30
9/26/2023	Sol Guard Company #410		\$980.00	
9/29/2023	San Jose Mercury News		\$25.04	
<b>Subtotal:</b>				<b>\$45,174.94</b>
Payroll & Benefits		Blake, Larry		\$875.00
		Bracco, Caroline		\$8,652.80
		Brill, Margaret Ruth		\$1,820.00
		Conventini, Antonella		\$5,547.20
		Cubing, Ino		\$264.00
		Cubing, Isabelle		\$0.00
		Jimenez, Vanessa		\$275.00
		Woods, Marcia		\$2,590.00
		Medicare & FICA		645.24
		Active Employee Benefits		1452.22
		Retired Employee Benefits		989.05
	<b>Subtotal:</b>			
<b>Total Monthly Expenses:</b>				<b>\$67,410.45</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$48,846.73
	Interest		
	Credits/Refunds		\$693.40
	Other		
		<b>Subtotal:</b>	<b>\$49,540.13</b>
CitiBank	Photocopier		\$62.00
	Computer Printing		\$21.00
	Conference Room Rental		\$80.00
	Deed Form Sales		\$40.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$0.00
	Extra Computer Time		\$0.00
	Lost Book Replacement		\$0.00
	Vendor Credits/Refunds		\$454.00
	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>\$657.00</b>
<b>Total Monthly Income:</b>			<b>\$50,197.13</b>

Expense Category	September Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$14,200.00	\$0.00	\$14,200.00	\$42,600.00	\$16,691.67	\$200,300.00
Part time	\$5,824.00	\$0.00	\$5,824.00	\$19,432.00	\$8,958.33	\$107,500.00
<b>Subtotal :</b>	<b>\$20,024.00</b>	<b>\$0.00</b>	<b>\$20,024.00</b>	<b>\$62,032.00</b>	<b>\$25,650.00</b>	<b>\$307,800.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$3,078.34	\$0.00	\$3,078.34	\$8,929.30	\$2,416.67	\$29,000.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$0.00	\$4,666.67	\$56,000.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$49,813.00	\$0.00	\$0.00
Medicare & FICA	\$645.24	\$0.00	\$645.24	\$2,085.68	\$833.33	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$1,452.22	\$0.00	\$1,452.22	\$4,356.66	\$2,666.67	\$32,000.00
Retired Employee Benefits	\$989.05	\$0.00	\$989.05	\$2,967.15	\$1,333.33	\$16,000.00
<b>Subtotal :</b>	<b>\$6,164.85</b>	<b>\$0.00</b>	<b>\$6,164.85</b>	<b>\$68,151.79</b>	<b>\$11,916.67</b>	<b>\$143,000.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$1,208.33	\$14,500.00
Print Resources	\$6,128.06	\$50.08	\$6,178.14	\$14,914.53	\$9,041.67	\$108,500.00
Electronic Resources	\$32,703.60	\$0.00	\$32,703.60	\$84,637.13	\$4,250.00	\$51,000.00
<b>Subtotal :</b>	<b>\$38,831.66</b>	<b>\$50.08</b>	<b>\$38,881.74</b>	<b>\$99,551.66</b>	<b>\$14,500.00</b>	<b>\$174,000.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$0.00	\$0.00	\$3,796.00	\$708.33	\$8,500.00
Copy Machines	\$417.36	\$0.00	\$417.36	\$417.36	\$208.33	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$833.33	\$10,000.00
Office Supplies	\$47.36	\$0.00	\$47.36	\$80.83	\$291.67	\$3,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$0.00	\$0.00	\$48.90	\$200.00	\$2,400.00
Tech Support	\$975.00	\$0.00	\$975.00	\$1,725.00	\$750.00	\$9,000.00
Support Software	\$0.00	\$12.99	\$12.99	\$38.97	\$400.00	\$4,800.00
Building Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$425.00	\$5,100.00
Bookkeeping Support	\$0.00	\$630.00	\$630.00	\$2,257.50	\$1,083.33	\$13,000.00
Services	\$0.00	\$980.00	\$980.00	\$980.00	\$1,875.00	\$22,500.00
Educational/Professional	\$0.00	\$29.40	\$29.40	\$88.20	\$125.00	\$1,500.00
Dues	\$0.00	\$0.00	\$0.00	\$150.00	\$108.33	\$1,300.00
Telecommunications	\$68.51	\$96.30	\$164.81	\$357.41	\$112.50	\$1,350.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$166.67	\$2,000.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$66.67	\$800.00
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$30,000.00
Citibank Service Charges	\$0.00	\$26.45	\$26.45	\$80.79	\$30.00	\$360.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$83.33	\$1,000.00
<b>Subtotal :</b>	<b>\$1,508.23</b>	<b>\$1,775.14</b>	<b>\$3,283.37</b>	<b>\$10,020.96</b>	<b>\$9,967.50</b>	<b>\$119,610.00</b>
<b>TOTAL:</b>	<b>\$66,528.74</b>	<b>\$1,825.22</b>	<b>\$68,353.96</b>	<b>\$239,756.41</b>	<b>\$62,034.17</b>	<b>\$744,410.00</b>

Income Category	September Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	\$45,320.26	\$137,558.62
Interest	\$0.00	\$0.00
Credits/Refunds	\$35,130.86	\$36,170.96
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$80,451.12</b>	<b>\$173,729.58</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$62.00	\$302.00
Computer Printing	\$21.00	\$171.00
Conference Room Rental	\$80.00	\$80.00
Deed Form Sales	\$40.00	\$95.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$0.00	\$20.00
Extra Computer Time	\$0.00	\$10.00
Lost Book Replacement	\$454.00	\$482.52
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
<b>Subtotal:</b>	<b>\$657.00</b>	<b>\$1,160.52</b>
<b>TOTAL:</b>	<b>\$81,108.12</b>	<b>\$174,890.10</b>

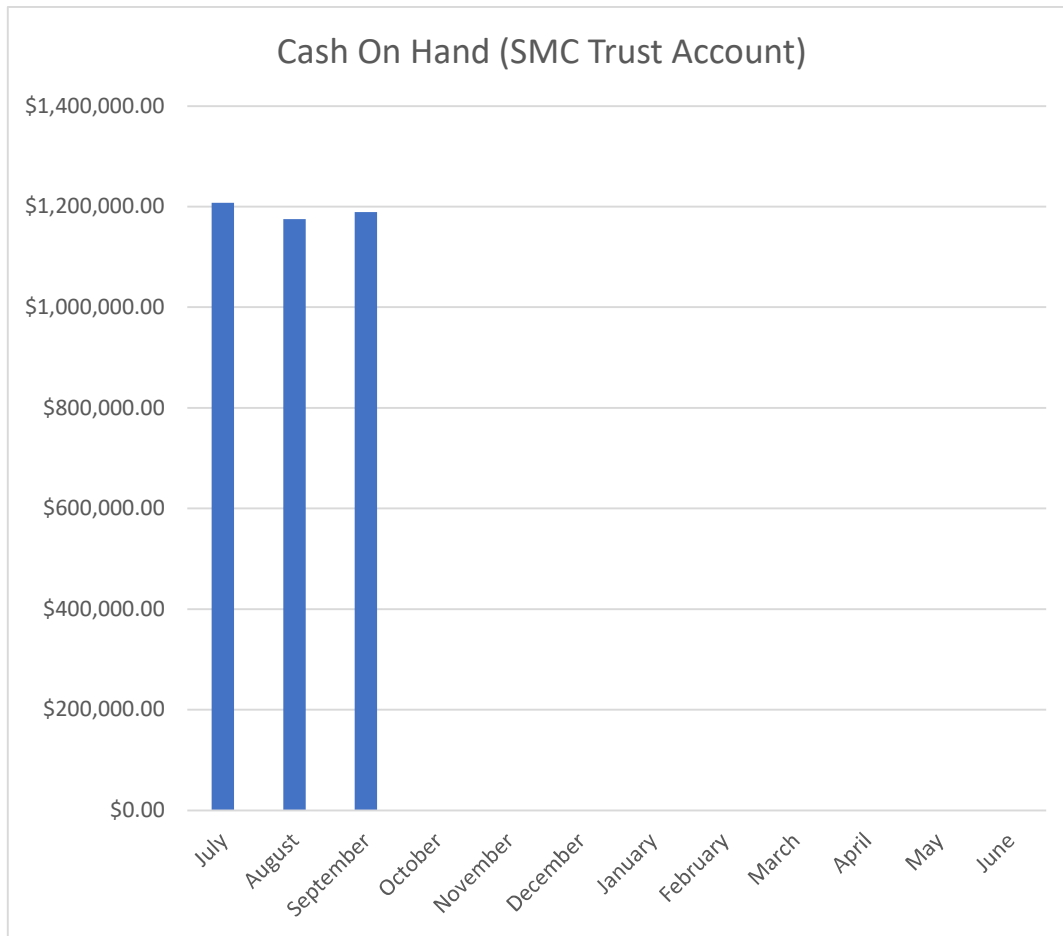
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 9/1/2023				\$11,372.44
Ending Balance 9/30/2023:				\$10,252.62
<b>SEPTEMBER</b>				
9/5/2023	San Jose Mercury News	\$25.04		\$11,347.40
9/6/2023	Canva	\$12.99		\$11,334.41
9/7/2023	Square Inc		\$5.74	\$11,340.15
9/8/2023	Account Analysis	\$26.45		\$11,313.70
9/14/2023	Square Inc		\$11.59	\$11,325.29
9/15/2023	Paula Edmondson #381	\$630.00		\$10,695.29
9/19/2023	Square Inc		\$31.07	\$10,726.36
9/19/2023	Preply	\$29.40		\$10,696.96
9/19/2023	AT&T	\$96.30		\$10,600.66
9/26/2023	Sol Guard Company #410	\$980.00		\$9,620.66
9/27/2023	Deposit		\$657.00	\$10,277.66
9/29/2023	San Jose Mercury News	\$25.04		\$10,252.62
<b>TOTALS:</b>		<b>\$1,825.22</b>	<b>\$705.40</b>	
Ending Balance 9/30/23:				\$10,252.62
Monthly Difference:				-1,119.82

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$43,738.33	\$81,404.46	\$1,207,602.49
August	\$49,540.13	\$82,193.71	\$1,174,948.91
September	\$80,451.12	\$66,528.74	\$1,188,871.29
October	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$173,729.58</b>	<b>\$230,126.91</b>	

<b>YTD Difference</b>	<b>-\$56,397.33</b>
-----------------------	---------------------

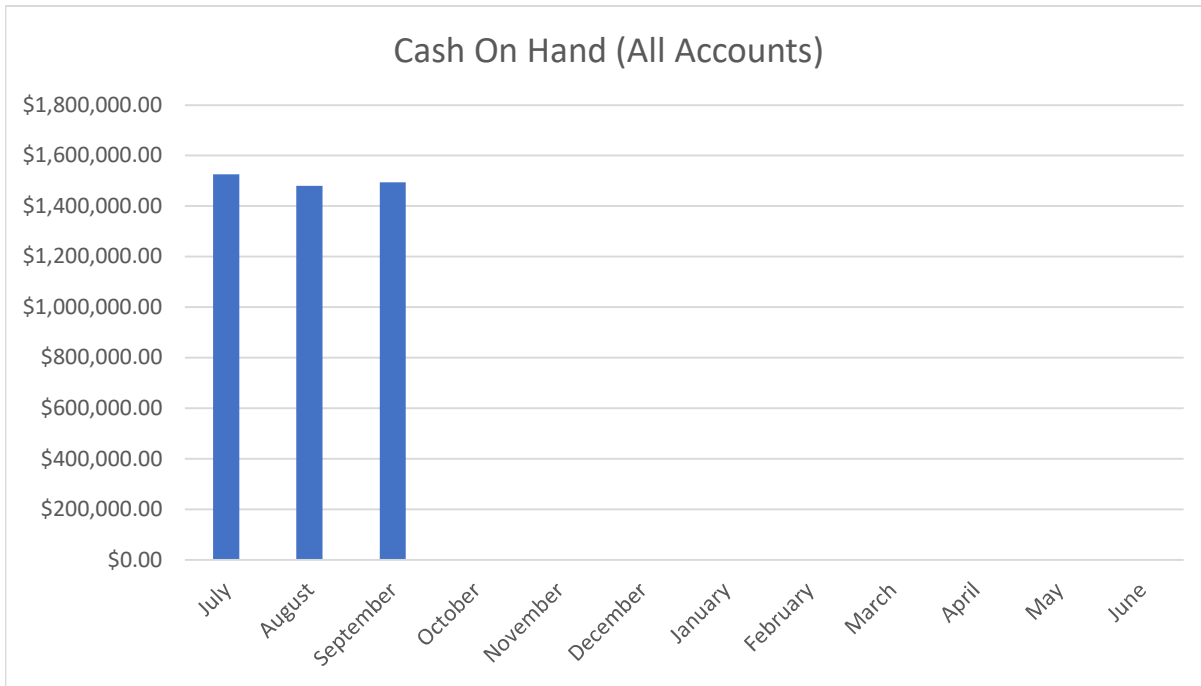
\* Total income deposited in County Trust Fund





**Cash On Hand  
 (All accounts)**

PERIOD	SMC Trust Fund	CitiBank Account	Schwab Account	CalPERS Prefunding Account	TOTAL
July	\$1,207,602.49	\$12,090.01	\$277,975.56	\$27,798.51	\$1,525,466.57
August	\$1,174,948.91	\$11,372.44	\$266,972.32	\$26,947.04	\$1,480,240.71
September	\$1,188,871.29	\$10,252.62	\$266,972.32	\$26,947.04	\$1,493,043.27
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



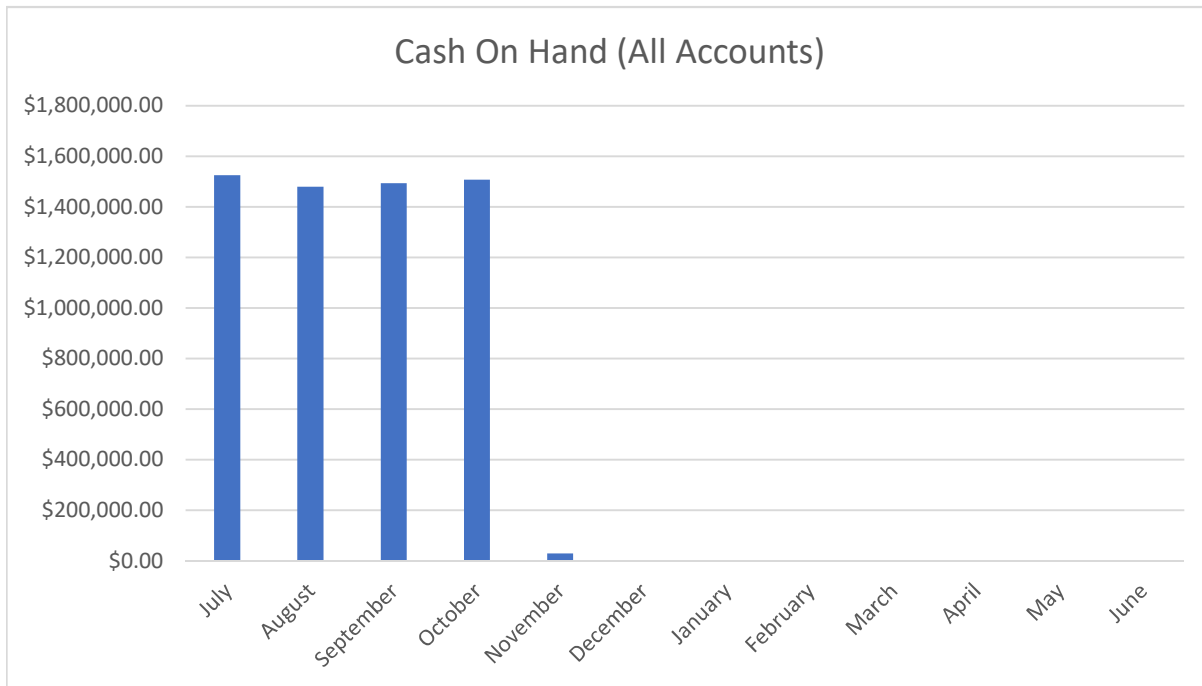
DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14229	CalPERS	PEPRA contributions	\$464.56
	14230	CalPERS	PEPRA contributions	\$464.56
	14231	CalPERS	Classic contributions	\$724.61
	14232	CalPERS	Classic contributions	\$724.61
	14233	Courtroom Compendiums	11/2023-11/2024 print subscription	\$170.00
	14235	West Group,Thomson Reuters	Library Plan Charges - Online	\$1,107.60
	14236	West Group,Thomson Reuters	Library Plan Charges - October print	\$3,241.18
	14237	West Group,Thomson Reuters	Library Plan Charges - Online	\$3,376.18
	14238	Cubing, Ino	Splashtop renewal	\$99.00
	14239	Cubing, Ino	September Tech	\$750.00
	14240	UC Regents (CEB)		\$303.28
	14241	UC Regents (CEB)		\$423.43
	14242	UC Regents (CEB)		\$456.84
	14243	UC Regents (CEB)		\$438.19
	14244	UC Regents (CEB)		\$392.86
	14245	UC Regents (CEB)		\$345.83
	14246	UC Regents (CEB)		\$356.43
	14247	UC Regents (CEB)		\$238.64
	14248	UC Regents (CEB)		\$270.79
	14249	UC Regents (CEB)		\$391.38
	14250	UC Regents (CEB)		\$238.64
	14251	UC Regents (CEB)		\$238.64
	14252	Office Depot	Office supplies	\$47.24
	14253	Office Depot	Office supplies	\$52.72
	14254	Xerox	Meter Usage	\$208.68
	14255	San Mateo County Law Library	Transfer	\$15,000.00
	14256	NCLC	Subscription 8/1/2023-8/1/2024	\$380.00
	10/2/2023	Rockin Wraps		\$85.48
	10/2/2023	Paula Edmondson #412		\$726.25
	10/3/203	Canva		\$12.99
	10/3/2023	Wall Street Journal - Barrons		\$15.57
	10/11/2023	Joe Kirley #380		\$110.00
	10/11/203	Account Analysis		\$26.68
	10/16/2023	Paula Edmondson #414		\$550.00
	10/17/203	Preply Inc		\$29.40
10/18/2023	AT&T		\$96.30	
10/25/2023	San Jose Mercury News		\$25.04	
10/25/2023	CVS Pharmacy		\$18.76	
10/27/2023	Amazon		\$37.33	
10/31/2023	LBTNBOOK		\$80.00	
<b>Subtotal:</b>				<b>\$32,719.69</b>

<b>Payroll &amp; Benefits</b>	Blake, Larry	\$725.00
	Bracco, Caroline	\$8,652.80
	Brill, Margaret Ruth	\$2,485.00
	Conventini, Antonella	\$5,547.20
	Cubing, Ino	\$253.00
	Cubing, Isabelle	\$0.00
	Jimenez, Vanessa	\$0.00
	Woods, Marcia	\$2,520.00
	Medicare & FICA	\$657.42
	Active Employee Benefits	\$1,452.22
	Retired Employee Benefits	\$989.05
	<b>Subtotal:</b>	
<b>Total Monthly Expenses:</b>		<b>\$55,276.38</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
<b>SMC Trust</b>	Filing Fees		\$49,698.45
	Interest		\$9,807.53
	Credits/Refunds		\$346.70
	Other		
<b>Subtotal:</b>			<b>\$59,852.68</b>
<b>CitiBank</b>	Photocopier		\$160.50
	Computer Printing		\$55.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$55.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$20.00
	Extra Computer Time		\$10.00
	Lost Book Replacement		\$0.00
	Vendor Credits/Refunds		\$0.00
	SVCF Deposits		\$0.00
	Grants		\$0.00
	Overdue Fines		\$0.00
	Transfers		\$15,000.00
	Square Transactions		\$0.00
Other		\$0.00	
<b>Subtotal:</b>			<b>\$15,300.50</b>
<b>Total Monthly Income:</b>			<b>\$75,153.18</b>

**Cash On Hand  
 (All accounts)**

PERIOD	SMC Trust Fund	CitiBank Account	Schwab Account	CalPERS Prefunding Account	TOTAL
July	\$1,207,602.49	\$12,090.01	\$277,975.56	\$27,798.51	\$1,525,466.57
August	\$1,174,948.91	\$11,372.44	\$266,972.32	\$26,947.04	\$1,480,240.71
September	\$1,188,871.29	\$10,252.62	\$266,972.32	\$26,947.04	\$1,493,043.27
October	\$1,194,235.16	\$23,938.00	\$261,911.91	\$27,864.56	\$1,507,949.63
November	\$0.00	\$0.00	\$0.00	\$28,291.00	\$28,291.00
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

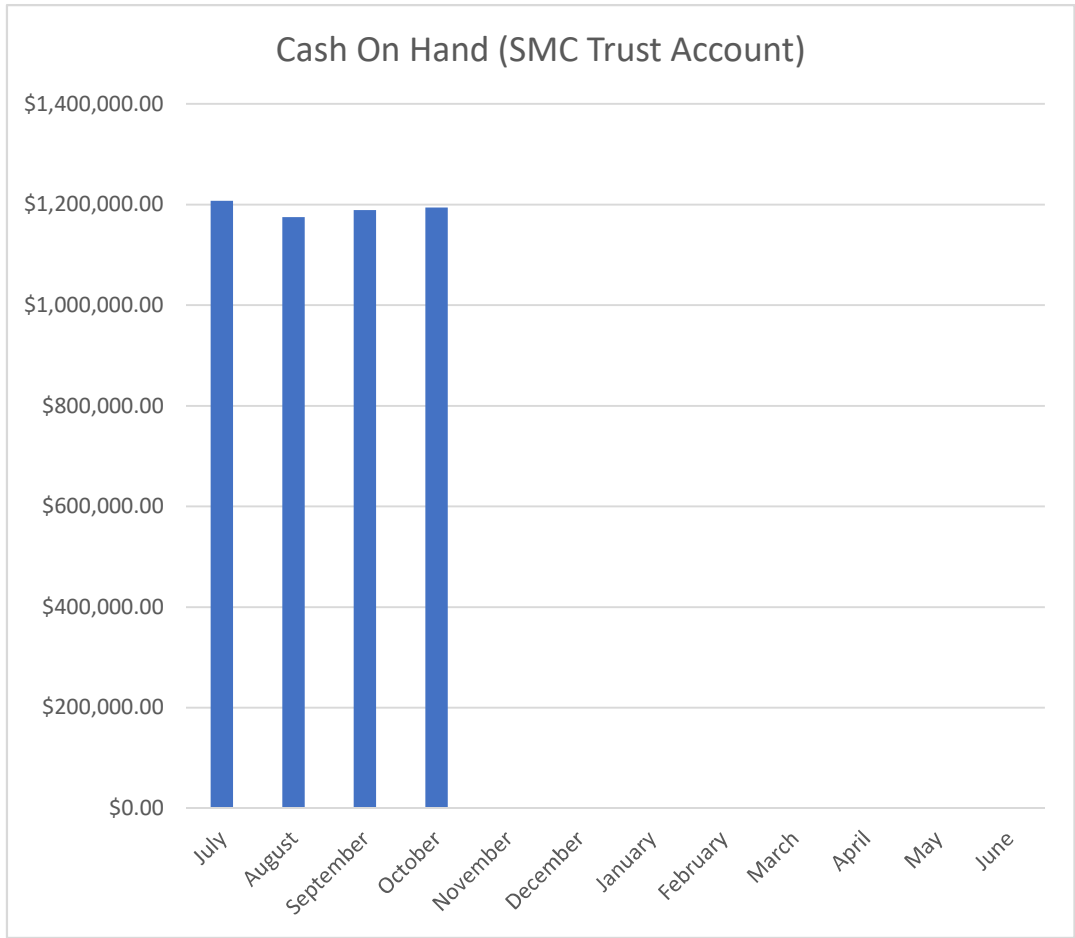


**CASH ON HAND  
 (SMC Trust Account)**

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$43,738.33	\$81,404.46	\$1,207,602.49
August	\$49,540.13	\$82,193.71	\$1,174,948.91
September	\$80,451.12	\$66,528.74	\$1,188,871.29
October	\$59,852.68	\$54,488.81	\$1,194,235.16
November	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$233,582.26</b>	<b>\$284,615.72</b>	

<b>YTD Difference</b>	<b>-\$51,033.46</b>
-----------------------	---------------------

\* Total income deposited in County Trust Fund



Transaction Date	Item	Debit	Credit	BALANCE
			Beginning Balance 10/1/2023	\$10,252.62
			Ending Balance 10/31/2023:	\$23,938.00
<b>OCTOBER</b>				
10/2/2023	Rockin Wraps	\$85.48		\$10,167.14
10/2/2023	Paula Edmondson #412	\$726.25		\$9,440.89
10/3/2023	Canva	\$12.99		\$9,427.90
10/3/2023	Wall Street Journal - Barrons	\$15.57		\$9,412.33
10/10/2023	Peerspace-deposit		\$123.00	\$9,535.33
10/11/2023	Joe Kirley #380	\$110.00		\$9,425.33
10/11/2023	Account Analysis	\$26.68		\$9,398.65
10/16/2023	Paula Edmondson #414	\$550.00		\$8,848.65
10/17/2023	Preply Inc	\$29.40		\$8,819.25
10/18/2023	AT&T	\$96.30		\$8,722.95
10/20/2023	Square-deposit		\$6.60	\$8,729.55
10/25/2023	San Jose Mercury News	\$25.04		\$8,704.51
10/25/2023	CVS Pharmacy	\$18.76		\$8,685.75
10/26/2023	Square-deposit		\$68.08	\$8,753.83
10/27/2023	Amazon	\$37.33		\$8,716.50
10/31/2023	Deposit		\$15,301.50	\$24,018.00
10/31/2023	LBTNBOOK	\$80.00		\$23,938.00
<b>TOTALS:</b>		<b>\$1,813.80</b>	<b>\$15,499.18</b>	
				Ending Balance 10/31/23:
				Monthly Difference:

Income Category	October Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	\$49,698.45	\$187,257.07
Interest	\$9,807.53	\$9,807.53
Credits/Refunds	\$346.70	\$36,517.66
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$59,852.68</b>	<b>\$233,582.26</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$160.50	\$462.50
Computer Printing	\$55.00	\$226.00
Conference Room Rental	\$0.00	\$80.00
Deed Form Sales	\$55.00	\$150.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$20.00	\$40.00
Extra Computer Time	\$10.00	\$20.00
Lost Book Replacement	\$0.00	\$482.52
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	\$15,000.00	\$15,000.00
Square Transactions	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$15,300.50</b>	<b>\$16,461.02</b>
<b>TOTAL:</b>	<b>\$75,153.18</b>	<b>\$250,043.28</b>

Expense Category	October Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$14,200.00	\$0.00	\$14,200.00	\$56,800.00	\$16,691.67	\$200,300.00
Part time	\$5,983.00	\$0.00	\$5,983.00	\$25,415.00	\$8,958.33	\$107,500.00
<b>Subtotal :</b>	<b>\$20,183.00</b>	<b>\$0.00</b>	<b>\$20,183.00</b>	<b>\$82,215.00</b>	<b>\$25,650.00</b>	<b>\$307,800.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$2,378.34	\$0.00	\$2,378.34	\$11,307.64	\$2,416.67	\$29,000.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$0.00	\$4,666.67	\$56,000.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$49,813.00	\$0.00	\$0.00
Medicare & FICA	\$657.42	\$0.00	\$657.42	\$2,743.10	\$833.33	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$1,452.22	\$0.00	\$1,452.22	\$5,808.88	\$2,666.67	\$32,000.00
Retired Employee Benefits	\$989.05	\$0.00	\$989.05	\$3,956.20	\$1,333.33	\$16,000.00
<b>Subtotal :</b>	<b>\$5,477.03</b>	<b>\$0.00</b>	<b>\$5,477.03</b>	<b>\$73,628.82</b>	<b>\$11,916.67</b>	<b>\$143,000.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$1,208.33	\$14,500.00
Print Resources	\$7,886.13	\$120.61	\$8,006.74	\$22,921.27	\$9,041.67	\$108,500.00
Electronic Resources	\$4,483.78	\$0.00	\$4,483.78	\$89,120.91	\$4,250.00	\$51,000.00
<b>Subtotal :</b>	<b>\$12,369.91</b>	<b>\$120.61</b>	<b>\$12,490.52</b>	<b>\$112,042.18</b>	<b>\$14,500.00</b>	<b>\$174,000.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$0.00	\$0.00	\$3,796.00	\$708.33	\$8,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$626.04	\$208.33	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$833.33	\$10,000.00
Office Supplies	\$99.96	\$56.09	\$156.05	\$236.88	\$291.67	\$3,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$85.48	\$85.48	\$134.38	\$200.00	\$2,400.00
Tech Support	\$750.00	\$0.00	\$750.00	\$2,475.00	\$750.00	\$9,000.00
Support Software	\$313.29	\$12.99	\$326.28	\$365.25	\$400.00	\$4,800.00
Building Maintenance	\$0.00	\$110.00	\$110.00	\$110.00	\$425.00	\$5,100.00
Bookkeeping Support	\$0.00	\$1,276.25	\$1,276.25	\$3,533.75	\$1,083.33	\$13,000.00
Services	\$0.00	\$0.00	\$0.00	\$980.00	\$1,875.00	\$22,500.00
Educational/Professional	\$0.00	\$29.40	\$29.40	\$117.60	\$125.00	\$1,500.00
Dues	\$0.00	\$0.00	\$0.00	\$150.00	\$108.33	\$1,300.00
Telecommunications	\$86.94	\$96.30	\$183.24	\$540.65	\$112.50	\$1,350.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$166.67	\$2,000.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$66.67	\$800.00
Transfers	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$2,500.00	\$30,000.00
Citibank Service Charges	\$0.00	\$26.68	\$26.68	\$107.47	\$30.00	\$360.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$83.33	\$1,000.00
<b>Subtotal :</b>	<b>\$16,458.87</b>	<b>\$1,693.19</b>	<b>\$18,152.06</b>	<b>\$28,173.02</b>	<b>\$9,967.50</b>	<b>\$119,610.00</b>
<b>TOTAL:</b>	<b>\$54,488.81</b>	<b>\$1,813.80</b>	<b>\$56,302.61</b>	<b>\$296,059.02</b>	<b>\$62,034.17</b>	<b>\$744,410.00</b>



DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14257	West Group,Thomson Reuters	Library Plan Charges - Print	\$3,241.18
	14258	West Group,Thomson Reuters	Library Plan Charges - Online	\$1,107.60
	14259	Cubing, Ino	OctoberTech	\$825.00
	14260	USA Direct Cleaning	2023 May - 8 cleaning	\$912.45
	14261	USA Direct Cleaning	2023 October - 8 cleanings	\$840.00
	14262	USA Direct Cleaning	2023 June - 8 cleanings	\$840.00
	14263	USA Direct Cleaning	2023 July 9 cleanings	\$945.00
	14264	USA Direct Cleaning	2023 August 8 cleanings	\$840.00
	14265	USA Direct Cleaning	2023 September 9 cleanings	\$945.00
	14266	Sol Guard Company	9/5, 9/30/23	\$280.00
	14267	UC Regents (CEB)		\$341.34
	14268	UC Regents (CEB)		\$325.70
	14269	UC Regents (CEB)		\$294.42
	14270	UC Regents (CEB)		\$292.23
	14271	UC Regents (CEB)		\$325.70
	14272	UC Regents (CEB)		\$477.40
	14273	UC Regents (CEB)		\$341.34
	14274	UC Regents (CEB)		\$238.64
	14275	UC Regents (CEB)		\$238.64
	14276	Office Depot	Office supplies	\$37.53
	14277	CalPERS	PEPRA contributions	\$464.56
	14278	CalPERS	PEPRA contributions	\$464.56
	14279	CalPERS	Classic contributions	\$724.61
	14280	CalPERS	Classic contributions	\$724.61
	14281	Xerox	Meter Usage	\$208.68
	11/1/2023	Wall Street Journal/Barrons		\$15.57
	11/3/2023	Canva		\$12.99
	11/8/2023	Account Analysis		\$27.05
	11/13/2023	Adobe		\$263.88
	11/13/2023	Paula Edmondson #415		\$640.00
	11/14/2023	Preply		\$29.40
	11/17/2023	Susie Cakes		\$62.65
	11/17/2023	AT&T		\$96.30
	11/20/2023	Rockin Wraps		\$167.06
	11/20/2023	CCCLL Training #418		\$75.00
	11/21/2023	Doubletime		\$41.79
	11/22/2023	San Jose Mercury News		\$25.04
	11/22/2023	The Sandman Inn		\$205.56
	11/24/2023	San Mateo County Bar		\$90.00
	11/27/2023	Daily Journal		\$100.00
	11/30/2023	SMC Telephone Fee		\$57.46
	<b>Subtotal:</b>			

<b>Payroll &amp; Benefits</b>	Blake, Larry	\$675.00
	Bracco, Caroline	\$8,652.80
	Brill, Margaret Ruth	\$1,260.00
	Conventini, Antonella	\$5,547.20
	Cubing, Ino	\$88.00
	Cubing, Isabelle	\$0.00
	Harden, Brittany	\$700.00
	Jimenez, Vanessa	\$200.00
	Woods, Marcia	\$2,730.00
	Medicare & FICA	\$632.16
	Active Employee Benefits	\$1,452.22
	Retired Employee Benefits	\$989.05
	<b>Subtotal:</b>	
<b>Total Monthly Expenses:</b>		<b>\$41,112.37</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
<b>SMC Trust</b>	Filing Fees		\$42,302.28
	Interest		\$0.00
	Credits/Refunds		\$346.70
	Other		
<b>Subtotal:</b>			<b>\$42,648.98</b>
<b>CitiBank</b>	Photocopier		\$129.00
	Computer Printing		\$52.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$50.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$10.00
	Extra Computer Time		\$35.00
	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>\$276.00</b>
<b>Total Monthly Income:</b>			<b>\$42,924.98</b>

Expense Category	November Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
<b>PAYROLL</b>						
Full time	\$14,200.00	\$0.00	\$14,200.00	\$71,000.00	\$16,691.67	\$200,300.00
Part time	\$5,653.00	\$0.00	\$5,653.00	\$31,068.00	\$8,958.33	\$107,500.00
<b>Subtotal :</b>	<b>\$19,853.00</b>	<b>\$0.00</b>	<b>\$19,853.00</b>	<b>\$102,068.00</b>	<b>\$25,650.00</b>	<b>\$307,800.00</b>
<b>BENEFITS</b>						
CalPERS Retirement	\$2,378.34	\$0.00	\$2,378.34	\$13,685.98	\$2,416.67	\$29,000.00
CalPERS UAL	\$0.00	\$0.00	\$0.00	\$0.00	\$4,666.67	\$56,000.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$49,813.00	\$0.00	\$0.00
Medicare & FICA	\$632.16	\$0.00	\$632.16	\$3,375.26	\$833.33	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$1,452.22	\$0.00	\$1,452.22	\$7,261.10	\$2,666.67	\$32,000.00
Retired Employee Benefits	\$989.05	\$0.00	\$989.05	\$4,945.25	\$1,333.33	\$16,000.00
<b>Subtotal :</b>	<b>\$5,451.77</b>	<b>\$0.00</b>	<b>\$5,451.77</b>	<b>\$79,080.59</b>	<b>\$11,916.67</b>	<b>\$143,000.00</b>
<b>LIBRARY RESOURCES</b>						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$1,208.33	\$14,500.00
Print Resources	\$6,116.59	\$140.61	\$6,257.20	\$29,178.47	\$9,041.67	\$108,500.00
Electronic Resources	\$1,107.60	\$0.00	\$1,107.60	\$90,228.51	\$4,250.00	\$51,000.00
<b>Subtotal :</b>	<b>\$7,224.19</b>	<b>\$140.61</b>	<b>\$7,364.80</b>	<b>\$119,406.98</b>	<b>\$14,500.00</b>	<b>\$174,000.00</b>
<b>OPERATIONAL EXPENSES</b>						
Insurance	\$0.00	\$0.00	\$0.00	\$3,796.00	\$708.33	\$8,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$834.72	\$208.33	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$833.33	\$10,000.00
Office Supplies	\$0.00	\$37.53	\$37.53	\$274.41	\$291.67	\$3,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$229.71	\$229.71	\$364.09	\$200.00	\$2,400.00
Tech Support	\$0.00	\$0.00	\$0.00	\$2,475.00	\$750.00	\$9,000.00
Support Software	\$825.00	\$318.66	\$1,143.66	\$1,508.91	\$400.00	\$4,800.00
Building Maintenance	\$5,322.45	\$0.00	\$5,322.45	\$5,432.45	\$425.00	\$5,100.00
Bookkeeping Support	\$0.00	\$640.00	\$640.00	\$4,173.75	\$1,083.33	\$13,000.00
Services	\$280.00	\$0.00	\$280.00	\$1,260.00	\$1,875.00	\$22,500.00
Educational/Professional	\$0.00	\$104.40	\$104.40	\$222.00	\$125.00	\$1,500.00
Dues	\$0.00	\$90.00	\$90.00	\$240.00	\$108.33	\$1,300.00
Telecommunications	\$0.00	\$96.30	\$96.30	\$636.95	\$112.50	\$1,350.00
Travel Expenses	\$57.46	\$205.56	\$263.02	\$263.02	\$166.67	\$2,000.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$66.67	\$800.00
Transfers	\$0.00	\$0.00	\$0.00	\$15,000.00	\$2,500.00	\$30,000.00
Citibank Service Charges	\$0.00	\$27.05	\$27.05	\$134.52	\$30.00	\$360.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$83.33	\$1,000.00
<b>Subtotal :</b>	<b>\$6,693.59</b>	<b>\$1,749.21</b>	<b>\$8,442.80</b>	<b>\$36,615.82</b>	<b>\$9,967.50</b>	<b>\$119,610.00</b>
<b>TOTAL:</b>	<b>\$39,222.55</b>	<b>\$1,889.82</b>	<b>\$41,112.37</b>	<b>\$337,171.39</b>	<b>\$62,034.17</b>	<b>\$744,410.00</b>

Income Category	November Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	\$49,698.45	\$236,955.52
Interest	\$0.00	\$9,807.53
Credits/Refunds	\$0.00	\$36,517.66
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$49,698.45</b>	<b>\$283,280.71</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$129.00	\$591.50
Computer Printing	\$52.00	\$278.00
Conference Room Rental	\$0.00	\$80.00
Deed Form Sales	\$50.00	\$200.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$10.00	\$50.00
Extra Computer Time	\$35.00	\$55.00
Lost Book Replacement	\$0.00	\$482.52
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	\$15,000.00
Square Transactions	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$276.00</b>	<b>\$16,737.02</b>
<b>TOTAL:</b>	<b>\$49,974.45</b>	<b>\$300,017.73</b>

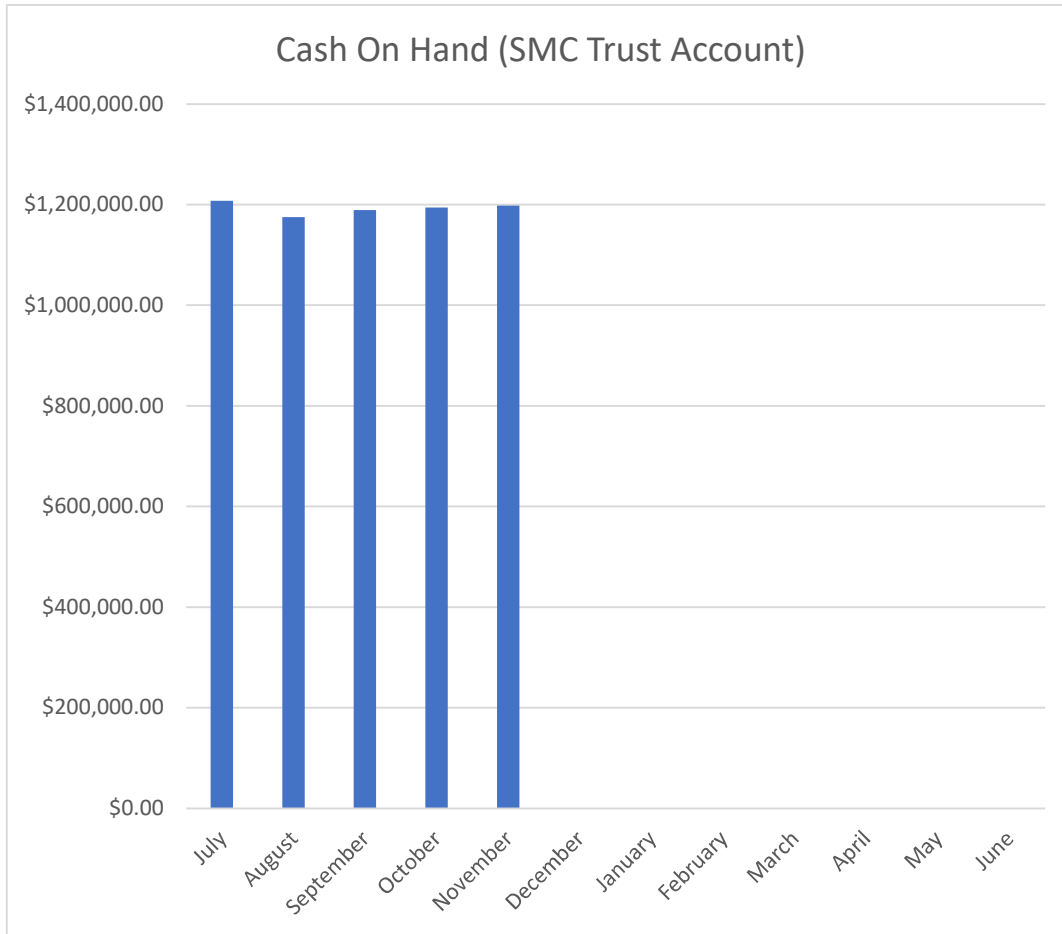
Transaction Date	Item	Debit	Credit	BALANCE	
			Beginning Balance 11/1/2023	\$23,938.00	
			Ending Balance 11/30/2023:	\$22,598.43	
<b>NOVEMBER</b>					
11/1/2023	Square Inc		\$202.50	\$24,140.50	
11/1/2023	Wall Street Journal/Barrons	\$15.57		\$24,124.93	
11/3/2023	Canva	\$12.99		\$24,111.94	
11/6/2023	Square Inc		\$11.59	\$24,123.53	
11/7/2023	Square Inc		\$3.55	\$24,127.08	
11/8/2023	Account Analysis	\$27.05		\$24,100.03	
11/13/2023	Adobe	\$263.88		\$23,836.15	
11/13/2023	Paula Edmondson #415	\$640.00		\$23,196.15	
11/14/2023	Preply	\$29.40		\$23,166.75	
11/17/2023	Square Inc		\$8.32	\$23,175.07	
11/17/2023	Susie Cakes	\$62.65		\$23,112.42	
11/17/2023	AT&T	\$96.30		\$23,016.12	
11/20/2023	Square Inc		\$5.50	\$23,021.62	
11/20/2023	Rockin Wraps	\$167.06		\$22,854.56	
11/20/2023	CCCLL Training #418	\$75.00		\$22,779.56	
11/21/2023	Doubletime	\$41.79		\$22,737.77	
11/22/2023	San Jose Mercury News	\$25.04		\$22,712.73	
11/22/2023	The Sandman Inn	\$205.56		\$22,507.17	
11/24/2023	San Mateo County Bar	\$90.00		\$22,417.17	
11/27/2023	Daily Journal	\$100.00		\$22,317.17	
11/28/2023	Square Inc		\$5.26	\$22,322.43	
11/30/2023	Deposit		\$276.00	\$22,598.43	
<b>TOTALS:</b>		<b>\$1,852.29</b>	<b>\$512.72</b>		
				Ending Balance 11/30/23:	\$22,598.43
				Monthly Difference:	-1,339.57

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$43,738.33	\$81,404.46	\$1,207,602.49
August	\$49,540.13	\$82,193.71	\$1,174,948.91
September	\$80,451.12	\$66,528.74	\$1,188,871.29
October	\$59,852.68	\$54,488.81	\$1,194,235.16
November	\$42,648.98	\$39,260.08	\$1,197,624.06
December	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$276,231.24</b>	<b>\$323,875.80</b>	

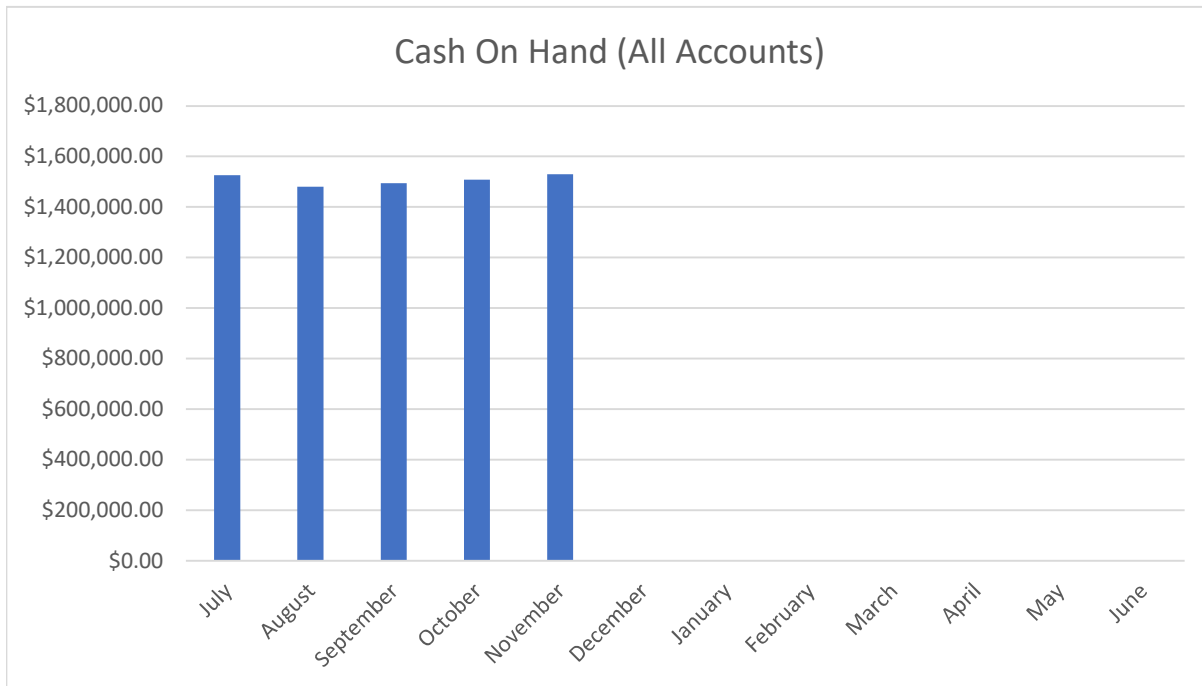
<b>YTD Difference</b>	<b>-\$47,644.56</b>
-----------------------	---------------------

\* 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	\$1,207,602.49	\$12,090.01	\$277,975.56	\$27,798.51	\$1,525,466.57
August	\$1,174,948.91	\$11,372.44	\$266,972.32	\$26,947.04	\$1,480,240.71
September	\$1,188,871.29	\$10,252.62	\$266,972.32	\$26,947.04	\$1,493,043.27
October	\$1,194,235.16	\$23,938.00	\$261,911.91	\$27,864.56	\$1,507,949.63
November	\$1,197,624.06	\$22,598.43	\$280,388.15	\$28,291.00	\$1,528,901.64
December	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



DETAILED MONTHLY EXPENSES					
	ID	Payee	Comments	Amount	
Operations	14282	CalPERS	PEPRA contributions	\$464.56	
	14283	CalPERS	PEPRA contributions	\$464.56	
	14302	CalPERS	PEPRA contributions	\$464.56	
	14284	CalPERS	Classic contributions	\$724.61	
	14285	CalPERS	Classic contributions	\$724.61	
	14303	CalPERS	Classic contributions	\$724.61	
	14286	West Group,Thomson Reuters	Library Plan Charges - Print	\$3,241.18	
	14287	West Group,Thomson Reuters	JVR Personal Eval, 12/2023-11/2024	\$4,560.00	
	14288	West Group,Thomson Reuters	Library Plan Charges - Online	\$1,107.60	
	14289	Cubing, Ino	OctoberTech	\$750.00	
	14290	USA Direct Cleaning	2023 November- 9 cleanings	\$1,025.80	
	14291	Sol Guard Company	11/4,11/11,11/25/23	\$420.00	
	14292	UC Regents (CEB)	Onlaw Unlimited 12/1-11/30/24 - Online	\$5,307.00	
	14293	UC Regents (CEB)		\$560.31	
	14294	UC Regents (CEB)		\$515.85	
	14295	UC Regents (CEB)		\$303.17	
	14296	UC Regents (CEB)		\$356.43	
	14297	UC Regents (CEB)		\$423.43	
	14298	UC Regents (CEB)		\$315.58	
	14301	UC Regents (CEB)		\$319.58	
	14299	Office Depot	Office supplies	\$113.86	
	14304	Office Depot	Office supplies	\$46.97	
	14300	Xerox	Meter Usage	\$208.68	
	12/4/2023	Wall Street Journal/Barrons		\$15.57	
	12/4/2023	Paula Edmondson #416		\$790.00	
	12/5/2023	Canva		\$12.99	
	12/8/2023	Account Analysis		\$26.87	
	12/11/2023	Ruth Brill #417		\$56.70	
	12/12/2023	Preply		\$29.40	
	12/18/2023	San Jose Mercury News		\$25.04	
	12/19/2023	AT&T		\$96.30	
	12/20/2023	Carbonite - Back-Up		\$383.48	
	12/21/2023	Marcia Woods #420		\$24.95	
	12/21/2023	Vanessa Jimenez #419		\$38.19	
	12/22/2023	Hartford Insurance		\$17.00	
	12/26/2023	Paula Edmondson #421		\$450.00	
	12/28/2023	Caroline Bracco #413		\$77.02	
	<b>Subtotal:</b>				<b>\$25,186.46</b>



<b>Payroll &amp; Benefits</b>	Blake, Larry	\$1,025.00
	Bracco, Caroline	\$12,979.20
	Brill, Margaret Ruth	\$3,605.00
	Conventini, Antonella	\$8,320.80
	Cubing, Ino	\$88.00
	Cubing, Isabelle	\$176.00
	Harden, Brittany	\$1,500.00
	Jimenez, Vanessa	\$150.00
	Woods, Marcia	\$3,780.00
	Medicare & FICA	\$1,092.48
	Active Employee Benefits	\$1,452.22
	Retired Employee Benefits	\$989.05
	<b>Subtotal:</b>	
<b>Total Monthly Expenses:</b>		<b>\$59,319.21</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
<b>SMC Trust</b>	Filing Fees		\$49,525.53
	Interest		\$0.00
	Credits/Refunds		\$520.05
	Other		
<b>Subtotal:</b>			<b>\$50,045.58</b>
<b>CitiBank</b>	Photocopier		\$98.00
	Computer Printing		\$48.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$60.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$0.00
	Extra Computer Time		\$50.00
	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>\$256.00</b>
<b>Total Monthly Income:</b>			<b>\$50,301.58</b>

**EXPENSE REPORT**

FY 2023-2024

	A	B	C	D	E	F	G	H
1	Expense Category	December Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget	
2		SMC Trust Acct.	CitiBank Acct.	Acct. Totals				
3	<b>PAYROLL</b>							
4	Full time	\$21,300.00	\$0.00	\$21,300.00	\$92,300.00	\$100,150.00	\$200,300.00	
5	Part time	\$10,324.00	\$0.00	\$10,324.00	\$41,392.00	\$53,750.00	\$107,500.00	
6	<b>Subtotal :</b>	<b>\$31,624.00</b>	<b>\$0.00</b>	<b>\$31,624.00</b>	<b>\$133,692.00</b>	<b>\$153,900.00</b>	<b>\$307,800.00</b>	
7	<b>BENEFITS</b>							
8	CalPERS Retirement	\$3,567.51	\$0.00	\$3,567.51	\$17,253.49	\$14,500.00	\$29,000.00	
9	CalPERS UAL	\$0.00	\$0.00	\$0.00	\$0.00	\$28,000.00	\$56,000.00	
10	CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$49,813.00	\$0.00	\$0.00	
11	Medicare & FICA	\$1,092.48	\$0.00	\$1,092.48	\$4,467.74	\$5,000.00	\$10,000.00	
12	Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
13	Active Employee Benefits	\$1,452.22	\$0.00	\$1,452.22	\$8,713.32	\$16,000.00	\$32,000.00	
14	Retired Employee Benefits	\$989.05	\$0.00	\$989.05	\$5,934.30	\$8,000.00	\$16,000.00	
15	<b>Subtotal :</b>	<b>\$7,101.26</b>	<b>\$0.00</b>	<b>\$7,101.26</b>	<b>\$86,181.85</b>	<b>\$71,500.00</b>	<b>\$143,000.00</b>	
16	<b>LIBRARY RESOURCES</b>							
17	New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$7,250.00	\$14,500.00	
18	Print Resources	\$6,035.53	\$40.61	\$6,076.14	\$34,756.31	\$54,250.00	\$108,500.00	
19	Electronic Resources	\$10,974.60	\$0.00	\$10,974.60	\$99,186.11	\$25,500.00	\$51,000.00	
20	<b>Subtotal :</b>	<b>\$17,010.13</b>	<b>\$40.61</b>	<b>\$17,050.74</b>	<b>\$133,942.42</b>	<b>\$87,000.00</b>	<b>\$174,000.00</b>	
21	<b>OPERATIONAL EXPENSES</b>							
22	Insurance	\$0.00	\$17.00	\$17.00	\$0.00	\$4,250.00	\$8,500.00	
23	Copy Machines	\$208.68	\$0.00	\$208.68	\$1,043.40	\$1,250.00	\$2,500.00	
24	Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$10,000.00	
25	Office Supplies	\$160.83	\$196.86	\$357.69	\$308.15	\$1,750.00	\$3,500.00	
26	Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
27	Catering	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$2,400.00	
28	Tech Support	\$750.00	\$0.00	\$750.00	\$3,225.00	\$4,500.00	\$9,000.00	
29	Support Software	\$0.00	\$396.47	\$396.47	\$1,138.29	\$2,400.00	\$4,800.00	
30	Building Maintenance	\$1,025.80	\$0.00	\$1,025.80	\$6,348.25	\$2,550.00	\$5,100.00	
31	Bookkeeping Support	\$0.00	\$1,240.00	\$1,240.00	\$0.00	\$6,500.00	\$13,000.00	
32	Services	\$420.00	\$0.00	\$420.00	\$700.00	\$11,250.00	\$22,500.00	
33	Educational/Professional	\$0.00	\$29.40	\$29.40	\$0.00	\$750.00	\$1,500.00	
34	Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00	\$1,300.00	
35	Telecommunications	\$45.94	\$96.30	\$142.24	\$201.39	\$675.00	\$1,350.00	
36	Travel Expenses	\$0.00	\$0.00	\$0.00	\$57.46	\$1,000.00	\$2,000.00	
37	Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$800.00	
38	Transfers	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$30,000.00	
39	Citibank Service Charges	\$0.00	\$26.87	\$26.87	\$0.00	\$180.00	\$360.00	
40	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$1,000.00	
41	<b>Subtotal :</b>	<b>\$2,611.25</b>	<b>\$2,002.90</b>	<b>\$4,614.15</b>	<b>\$28,021.94</b>	<b>\$59,805.00</b>	<b>\$119,610.00</b>	
42	<b>TOTAL:</b>	<b>\$58,346.64</b>	<b>\$2,043.51</b>	<b>\$60,390.15</b>	<b>\$381,838.21</b>	<b>\$372,205.00</b>	<b>\$744,410.00</b>	

Income Category	December Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	\$49,698.45	\$286,653.97
Interest	\$0.00	\$9,807.53
Credits/Refunds	\$0.00	\$36,517.66
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$49,698.45</b>	<b>\$332,979.16</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$98.00	\$689.50
Computer Printing	\$48.00	\$326.00
Conference Room Rental	\$0.00	\$80.00
Deed Form Sales	\$60.00	\$260.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$0.00	\$50.00
Extra Computer Time	\$50.00	\$105.00
Lost Book Replacement	\$0.00	\$482.52
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	\$15,000.00
Square Transactions	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$256.00</b>	<b>\$16,993.02</b>
<b>TOTAL:</b>	<b>\$49,954.45</b>	<b>\$349,972.18</b>

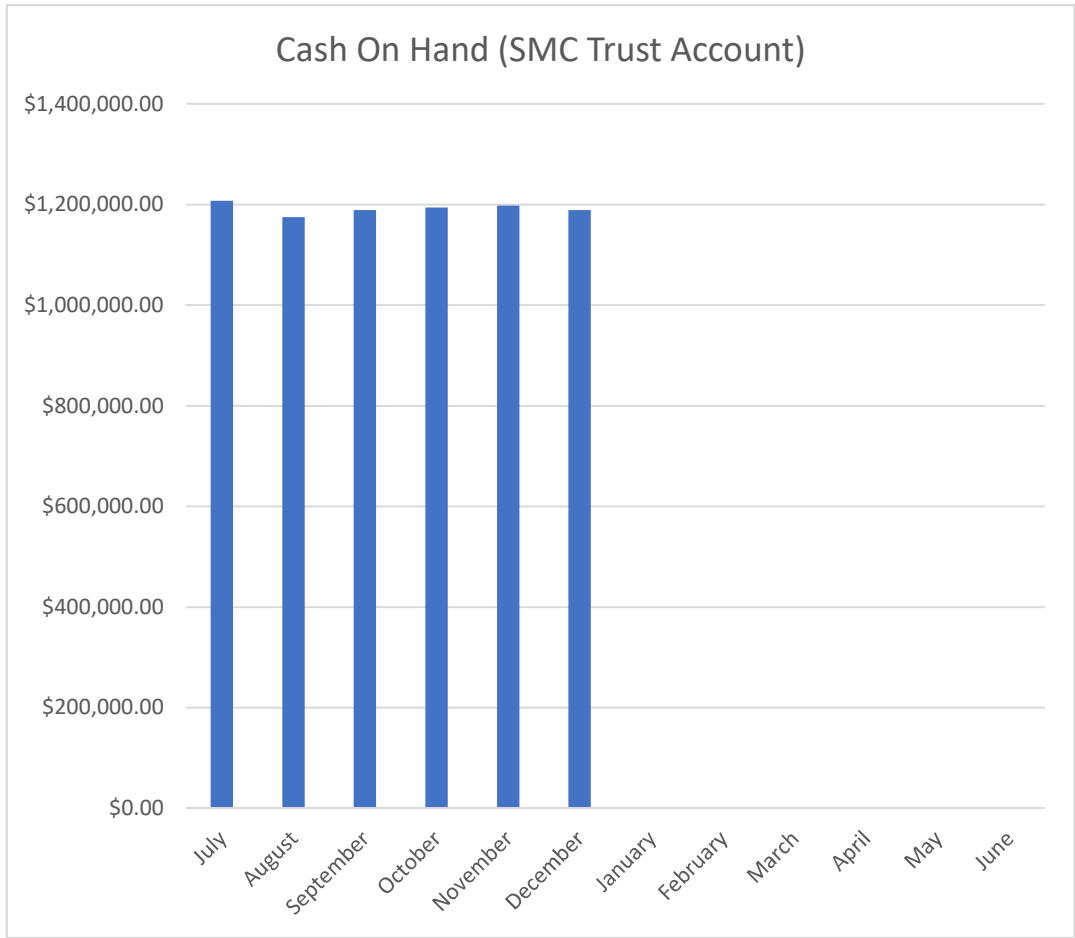
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 12/1/2023				\$22,598.43
Ending Balance 12/31/2023:				\$20,566.16
<b>DECEMBER</b>				
12/4/2023	Wall Street Journal/Barrons	\$15.57		\$22,582.86
12/4/2023	Paula Edmondson #416	\$790.00		\$21,792.86
12/5/2023	Canva	\$12.99		\$21,779.87
12/8/2023	Account Analysis	\$26.87		\$21,753.00
12/11/2023	Ruth Brill #417	\$56.70		\$21,696.30
12/12/2023	Preply	\$29.40		\$21,666.90
12/13/2023	Square Inc		\$7.69	\$21,674.59
12/18/2023	San Jose Mercury News	\$25.04		\$21,649.55
12/19/2023	Square Inc		\$3.55	\$21,653.10
12/19/2023	AT&T	\$96.30		\$21,556.80
12/20/2023	Carbonite - Back-Up	\$383.48		\$21,173.32
12/21/2023	Marcia Woods #420	\$24.95		\$21,148.37
12/21/2023	Vanessa Jimenez #419	\$38.19		\$21,110.18
12/22/2023	Hartford Insurance	\$17.00		\$21,093.18
12/26/2023	Paula Edmondson #421	\$450.00		\$20,643.18
12/28/2023	Caroline Bracco #413	\$77.02		\$20,566.16
<b>TOTALS:</b>				
		<b>\$2,043.51</b>	<b>\$11.24</b>	
Ending Balance 12/31/23:				\$20,566.16
Monthly Difference:				-2,032.27

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$43,738.33	\$81,404.46	\$1,207,602.49
August	\$49,540.13	\$82,193.71	\$1,174,948.91
September	\$80,451.12	\$66,528.74	\$1,188,871.29
October	\$59,852.68	\$54,488.81	\$1,194,235.16
November	\$42,648.98	\$39,260.08	\$1,197,624.06
December	\$50,045.58	\$58,696.64	\$1,188,973.00
January	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00
<b>TOTALS</b>	<b>\$326,276.82</b>	<b>\$382,572.44</b>	

<b>YTD Difference</b>	<b>-\$56,295.62</b>
-----------------------	---------------------

\* 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	\$1,207,602.49	\$12,090.01	\$277,975.56	\$27,798.51	\$1,525,466.57
August	\$1,174,948.91	\$11,372.44	\$266,972.32	\$26,947.04	\$1,480,240.71
September	\$1,188,871.29	\$10,252.62	\$266,972.32	\$26,947.04	\$1,493,043.27
October	\$1,194,235.16	\$23,938.00	\$261,911.91	\$27,864.56	\$1,507,949.63
November	\$1,197,624.06	\$22,598.43	\$280,388.15	\$28,291.00	\$1,528,901.64
December	\$1,188,973.00	\$20,566.16	\$287,578.96	\$28,291.00	\$1,525,409.12
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

