

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

January 23, 2025

BOARD OF LAW LIBRARY TRUSTEES MEETING

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

Zoom Meeting ID 233 094 3330

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

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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 23, 2025 12:15 P.M.

AGENDA

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the Thursday, November 14 meeting.
 - c. Acceptance of Report of Expenses for Period 3 (September), Period 4 (October) and Period 5 (November)
 - d. Discussion/Informational Updates and Policy Decisions:
 - Board of Trustees Reappointments for 2025
 - Payroll Deductions and CalPERS
 - XSpouse quote
 - MOU renewal with Bay Area Legal Aid
 - Other matters of interest

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

2025 MEETING SCHEDULE
NEXT MEETING MARCH 27, 2025

Mark Your Calendar!

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

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

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14475	CalPERS	GASB-68 - Reports and Schedules	\$700.00
	14476	CalPERS	Classic contributions	\$726.15
	14477	CalPERS	Classic contributions	\$1.29
	14478	CalPERS	Pepra contributions	\$470.28
	14479	EBSCO	Legal Info Source 7/1/24-6/30/2025	\$2,077.51
	14480	Ingram Library Services	Legal research	\$34.82
	14481	Ingram Library Services	Every Landlords Legal	\$33.79
	14482	ALM	Verdict search 4/15/2024-4/14/2025	\$1,895.00
	14483	Cubing, Ino	IT Consulting	\$862.00
	14484	USA Direct Cleaning	August 2024 9 cleanings	\$945.00
	14485	USA Direct Cleaning	June 2024 9 cleanings	\$945.00
	14486	Daily Journal	So. Calif Judicial Profiles	\$283.50
	14487	Daily Journal	No Calif Court Rules	\$326.00
	14488	Xerox	Meter Usage	\$208.68
	14489	LexisNexis-Matthew Bender	contract # 36577685 Lexis Digital Library contract	\$4,670.11
	14490	UC Regents (CEB)		\$320.98
	14491	UC Regents (CEB)		\$481.02
	14492	UC Regents (CEB)		\$268.96
	14493	UC Regents (CEB)		\$356.86
	14494	UC Regents (CEB)		\$403.01
	14495	UC Regents (CEB)		\$416.19
	14496	UC Regents (CEB)		\$490.91
	14497	UC Regents (CEB)		\$385.43
	14498	CalPERS	Annual Unfunded Accrued Liability	\$5,128.25
	14499	CalPERS	Annual Unfunded Accrued Liability	\$164.58
	14500	CalPERS	Delinquent Payroll	\$200.00
	14501	CalPERS	Annual Unfunded Accrued Liability	\$5,128.25
	14502	CalPERS	Annual Unfunded Accrued Liability	\$164.58
	14503	NCLC	Auto Fraud/Consumer Bankruptcy	\$410.00
	14504	West Group,Thomson Reuters	Library Plan Charges - Digital Library	\$3,376.26
	14505	West Group,Thomson Reuters	Library Plan Charges - Online Software Subscription	\$1,713.60
	9/4/2024	Canva		\$14.99
	9/4/2024	Wall St. Journal		\$15.57
	9/6/2024	Joe Kirey #396		\$55.00
	9/10/2024	Account Analysis		\$30.64
	9/12/2024	San Jose Mercury News		\$59.60
	9/16/2024	Paula Edmondson #362		\$661.50
	9/17/2024	Preply		\$29.40
	9/17/2024	AT&T		\$96.30
	9/17/2024	Zip Recruiter		\$9.99
	9/18/2024	Withdrawal		\$300.00
	9/19/2024	Lisa Janny #363		\$287.50
	9/20/2024	Hartford Insurance		\$3,222.00
	9/24/2024	Maguire Insurance		\$4,153.00
	9/24/2024	Cavanagh, Smith,Habel Insurance Agency #361		\$715.90
	9/25/2024	USPS		\$451.75
	9/30/2024	Rock n Wraps and Kabobs		\$130.73
	9/30/2024	Paula Edmondson #364		\$777.00
	Total Next Page			

	Subtotal:	\$44,598.88
Payroll & Benefits	Blake, Larry	\$535.50
	Bracco, Caroline	\$8,652.80
	Brill, Margaret Ruth	\$2,998.80
	Conventini, Antonella	\$6,160.00
	Cubing, Ino	\$0.00
	Cubing, Isabelle	\$157.08
	Harden, Brittany	\$204.00
	Jimenez, Vanessa	\$0.00
	Krehnke, Isabel	\$275.00
	Woods, Marcia	\$2,856.00
	Medicare & FICA	745.61
	Active Employee Benefits	1578.7
	Retired Employee Benefits	972.17
	Subtotal:	\$24,600.16
Total Monthly Expenses:		\$69,199.04

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$54,846.58
	Interest		
	Credits/Refunds		\$385.00
	Other		
	Subtotal:		\$55,231.58
CitiBank			
	Photocopier		\$145.00
	Computer Printing		\$158.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$30.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$34.00
	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		\$0.00
	Square Transactions		\$0.00
	Other		\$0.00
	Subtotal:		\$377.00
	Total Monthly Income:		

Expense Category	September Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$14,812.80	\$0.00	\$14,812.80	\$44,132.00	\$50,075.00	\$200,300.00
Part time	\$7,026.38	\$0.00	\$7,026.38	\$21,657.11	\$26,875.00	\$107,500.00
Subtotal :	\$21,839.18	\$0.00	\$21,839.18	\$65,789.11	\$76,950.00	\$307,800.00
BENEFITS						
CalPERS Retirement	\$2,097.72	\$0.00	\$2,097.72	\$6,857.48	\$7,250.00	\$29,000.00
CalPERS UAL	\$10,585.66	\$0.00	\$10,585.66	\$15,878.49	\$14,000.00	\$56,000.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$745.61	\$0.00	\$745.61	\$2,276.63	\$2,500.00	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$1,578.70	\$0.00	\$1,578.70	\$4,736.10	\$8,000.00	\$32,000.00
Retired Employee Benefits	\$972.17	\$0.00	\$972.17	\$2,916.51	\$4,000.00	\$16,000.00
Subtotal :	\$15,979.86	\$0.00	\$15,979.86	\$32,665.21	\$35,750.00	\$143,000.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$3,625.00	\$14,500.00
Print Resources	\$7,177.73	\$75.17	\$7,252.90	\$16,843.94	\$27,125.00	\$108,500.00
Electronic Resources	\$10,766.22	\$0.00	\$10,766.22	\$29,149.39	\$12,750.00	\$51,000.00
Subtotal :	\$17,943.95	\$75.17	\$18,019.12	\$45,993.33	\$43,500.00	\$174,000.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$8,090.90	\$8,090.90	\$8,090.90	\$2,125.00	\$8,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$626.04	\$625.00	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$10,000.00
Office Supplies	\$0.00	\$451.75	\$451.75	\$1,095.12	\$875.00	\$3,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$130.73	\$130.73	\$476.78	\$600.00	\$2,400.00
Tech Support	\$862.00	\$0.00	\$862.00	\$2,512.00	\$2,250.00	\$9,000.00
Support Software	\$0.00	\$14.99	\$14.99	\$290.11	\$1,200.00	\$4,800.00
Building Maintenance	\$1,890.00	\$55.00	\$1,945.00	\$2,027.50	\$1,275.00	\$5,100.00
Bookkeeping Support	\$0.00	\$1,438.50	\$1,438.50	\$4,127.00	\$3,250.00	\$13,000.00
Services	\$0.00	\$297.49	\$297.49	\$4,326.08	\$5,625.00	\$22,500.00
Educational/Professional	\$0.00	\$29.40	\$29.40	\$88.20	\$375.00	\$1,500.00
Dues	\$0.00	\$0.00	\$0.00	\$14.99	\$325.00	\$1,300.00
Telecommunications	\$25.45	\$96.30	\$121.75	\$323.62	\$337.50	\$1,350.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$2,000.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$800.00
Transfers	\$0.00	\$0.00	\$0.00	\$15,000.00	\$7,500.00	\$30,000.00
Citibank Service Charges	\$0.00	\$30.64	\$30.64	\$87.09	\$90.00	\$360.00
Miscellaneous	\$0.00	\$300.00	\$300.00	\$300.00	\$250.00	\$1,000.00
Subtotal :	\$2,986.13	\$10,935.70	\$13,921.83	\$39,385.43	\$29,902.50	\$119,610.00
TOTAL:	\$58,749.12	\$11,010.87	\$69,759.99	\$183,833.08	\$186,102.50	\$744,410.00

Income Category	September Income	YTD Income
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)		
Filing Fees	\$54,846.58	\$158,000.68
Interest	\$0.00	\$0.00
Credits/Refunds	\$385.00	\$1,135.85
Other	\$0.00	\$19,957.73
Subtotal:	\$55,231.58	\$179,094.26
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)		
Photocopier	\$145.00	\$389.55
Computer Printing	\$158.00	\$572.45
Conference Room Rental	\$0.00	\$75.00
Deed Form Sales	\$30.00	\$140.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$34.00	\$44.00
Extra Computer Time	\$10.00	\$40.00
Lost Book Replacement	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$0.00
SVCF Deposits	\$0.00	\$0.00
Grants	\$0.00	\$0.00
Overdue Fines	\$0.00	\$0.00
Transfers	\$0.00	\$0.00
Square Transactions	\$0.00	\$0.00
Other	\$0.00	\$0.00
Subtotal:	\$377.00	\$1,261.00
TOTAL:	\$55,608.58	\$180,355.26

San Mateo County Law Library
FY2024-2025

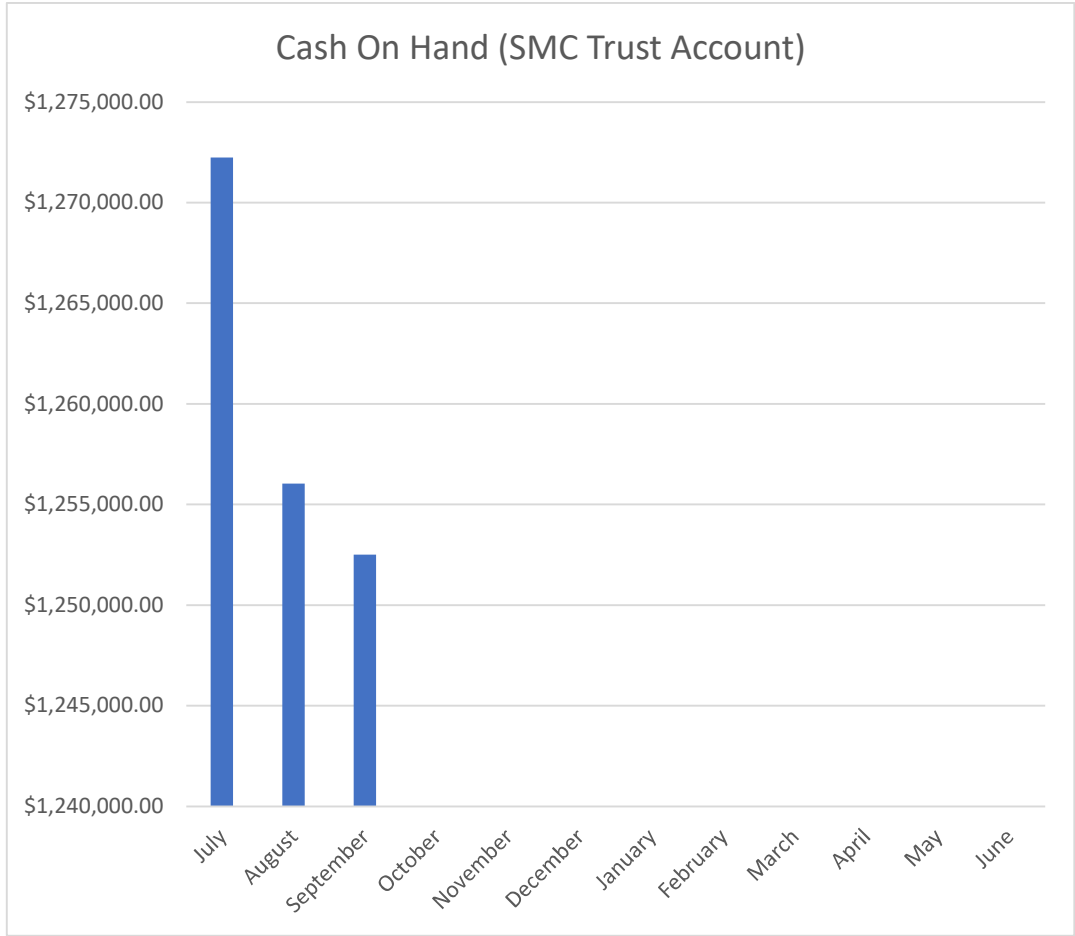
Transaction Date	Item	Debit	Credit	BALANCE	
Beginning Balance 9/1/2024				\$17,237.11	
Ending Balance 9/30/2024:				\$6,839.75	
SEPTEMBER					
9/4/2024	Canva	\$14.99	\$15.48	\$17,222.12	
9/4/2024	Wall St. Journal	\$15.57		\$17,206.55	
9/5/2024	Square Inc			\$17,222.03	
9/6/2024	Joe Kirley #396	\$55.00		\$17,167.03	
9/10/2024	Account Analysis	\$30.64	\$15.00	\$17,136.39	
9/10/2024	Square Inc			\$17,151.39	
9/12/2024	San Jose Mercury News	\$59.60		\$17,091.79	
9/16/2024	Paula Edmondson #362	\$661.50		\$16,430.29	
9/16/2024	Square Inc		\$15.97	\$16,446.26	
9/17/2024	Preply	\$29.40		\$16,416.86	
9/17/2024	AT&T	\$96.30		\$16,320.56	
9/17/2024	Zip Recruiter	\$9.99		\$16,310.57	
9/17/2024	Square Inc			\$8.42	\$16,318.99
9/18/2024	Withdrawal	\$300.00	\$13.54	\$16,018.99	
9/18/2024	Square Inc			\$16,032.53	
9/18/2024	Peerspace			\$168.10	\$16,200.63
9/19/2024	Lisa Janny #363	\$287.50			\$15,913.13
9/20/2024	Hartford Insurance	\$3,222.00		\$12,691.13	
9/24/2024	Maguire Insurance	\$4,153.00		\$8,538.13	
9/24/2024	Cavanagh, Smith,Habel Insurance Agency #361	\$715.90		\$7,822.23	
9/25/2024	USPS	\$451.75		\$7,370.48	
9/30/2024	Rock n Wraps and Kabobs	\$130.73	\$377.00	\$7,239.75	
9/30/2024	Deposit			\$7,616.75	
9/30/2024	Paula Edmondson #364	\$777.00		\$6,839.75	
TOTALS:		\$11,010.87	\$613.51		
Ending Balance 9/30/24:				\$6,839.75	
Monthly Difference:				-10,397.36	

CASH ON HAND
(SMC Trust Account)

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$72,559.54	\$48,726.22	\$1,272,242.94
August	\$51,303.14	\$67,515.83	\$1,256,030.25
September	\$55,231.58	\$58,749.12	\$1,252,512.71
October			
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$179,094.26	\$174,991.17	

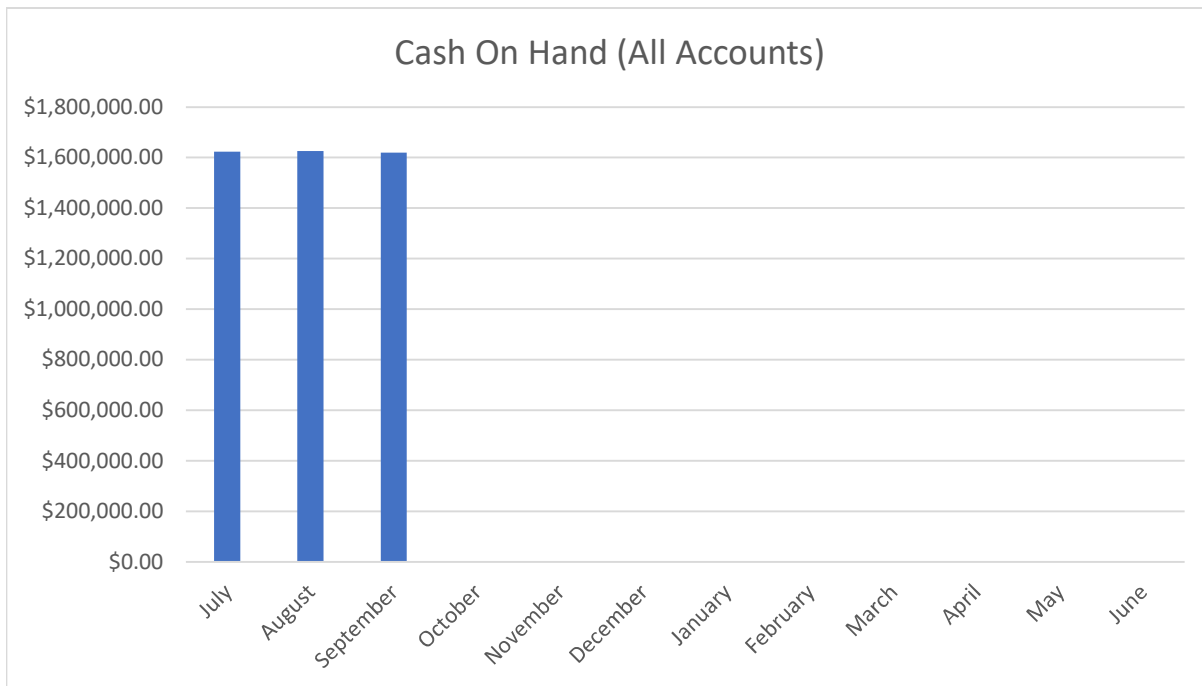
YTD Difference	\$4,103.09
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* Total income deposited in County Trust Fund



**Total Cash On Hand
(All accounts)**

PERIOD	SMC Trust Fund	CitiBank Account	Schwab Account	CalPERS Prefunding Account	TOTAL
July	\$1,272,242.94	\$4,704.69	\$315,767.63	\$30,173.84	\$1,622,889.10
August	\$1,256,030.25	\$17,237.11	\$321,916.15	\$30,173.84	\$1,625,357.35
September	\$1,252,512.71	\$6,839.75	\$327,374.41	\$32,184.00	\$1,618,910.87
October					\$0.00
November					\$0.00
December					\$0.00
January					\$0.00
February					\$0.00
March					\$0.00
April					\$0.00
May					\$0.00
June					\$0.00



DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14506	CalPERS	Classic contributions	\$726.15
	14507	CalPERS	Classic contributions	\$726.15
	14508	CalPERS	Pepra contributions	\$319.59
	14509	CalPERS	Pepra contributions	\$470.28
	14510	CalPERS	Annual Unfunded Accrued Liability	\$5,128.25
	14511	CalPERS	Annual Unfunded Accrued Liability	\$164.58
	14512	LexisNexis-Matthew Bender	Yearly Digital Subscription	\$32,880.00
	14513	LexisNexis-Matthew Bender	Yearly Digital Shipping	\$2,647.10
	14514	LexisNexis-Matthew Bender	contract # 36577685 Lexis Digital Library contract	\$4,670.11
	14515	West Group,Thomson Reuters	Library Plan Charges - Print Library	\$3,241.26
	14516	West Group,Thomson Reuters	Library Plan Charges - Online Software Subscription	\$1,713.60
	14517	SMC Law Library	Transfer	\$75,000.00
	14518	USA Direct Cleaning	September 8 Cleanings \$105	\$840.00
	14519	Office Depot	Office supplies	\$191.21
	14520	Cubing, Ino	IT Consulting	\$712.50
	14521	Cubing, Ino	Bluehost Subscription	\$80.97
	14522	Veterans Information Service	Annual Book	\$30.00
	14523	Xerox	Meter Usage	\$208.68
	14524	Courtroom Compendiums	Annual Subscription	\$170.00
	14525	UC Regents (CEB)		\$461.24
	14526	UC Regents (CEB)		\$343.67
	14527	UC Regents (CEB)		\$437.07
	14528	UC Regents (CEB)		\$385.43
	14529	UC Regents (CEB)		\$182.16
	14530	UC Regents (CEB)		\$515.08
	14531	UC Regents (CEB)		\$477.72
	14532	UC Regents (CEB)		\$303.02
	14533	UC Regents (CEB)		\$385.43
	14534	UC Regents (CEB)		\$403.01
	14535	UC Regents (CEB)		\$494.20
	14536	UC Regents (CEB)		\$616.16
	10/3/2024	Canva		\$14.99
	10/8/2024	Wall Street Journal		\$15.57
	10/8/2024	Account Analysis		\$28.03
	10/15/2024	San Jose Mercury News		\$59.60
	10/15/2024	Paula Edmondson #367		\$598.50
	10/16/2024	Preply Inc		\$29.40
	10/17/2024	ZipRecruiter		\$9.99
	10/18/2024	AT&T		\$96.30
	10/28/2024	Thrift Books Global		\$17.58
	10/28/2024	Paula Edmondson #365		\$630.00
	10/29/2024	Lisa Janny #368		\$225.00
	10/31/2024	Litigation by the Numbers		\$80.00
	Subtotal:			\$136,729.58

		Blake, Larry		\$969.00
		Bracco, Caroline		\$8,652.80
		Brill, Margaret Ruth		\$2,856.00
		Conventini, Antonella		\$6,160.00
		Cubing, Ino		\$44.00
		Cubing, Isabelle		\$179.52
		Harden, Brittany		\$306.00
		Jimenez, Vanessa		\$102.00
		Krehnke, Isabel		\$100.00
		Woods, Marcia		\$2,820.30
		Medicare & FICA		\$772.43
		Active Employee Benefits		\$1,578.70
		Retired Employee Benefits		\$972.17
			Subtotal:	\$25,512.92
			Total Monthly Expenses:	\$162,242.50

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$53,947.36
	Interest		\$12,392.60
	Credits/Refunds		\$385.00
	Other		
		Subtotal:	\$66,724.96
CitiBank	Photocopier		\$126.70
	Computer Printing		\$124.30
	Conference Room Rental		\$0.00
	Deed Form Sales		\$110.00
	MCLE Tape Circulation		\$0.00
	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		\$20.00
	Transfers		\$75,000.00
	Square Transactions		\$0.00
	Other		\$0.00
		Subtotal:	\$75,391.00
		Total Monthly Income:	\$142,115.96

Expense Category	October Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$14,812.80	\$0.00	\$14,812.80	\$58,944.80	\$66,766.67	\$200,300.00
Part time	\$7,376.82	\$0.00	\$7,376.82	\$29,033.93	\$35,833.33	\$107,500.00
Subtotal :	\$22,189.62	\$0.00	\$22,189.62	\$87,978.73	\$102,600.00	\$307,800.00
BENEFITS						
CalPERS Retirement	\$2,242.17	\$0.00	\$2,242.17	\$9,099.65	\$9,666.67	\$29,000.00
CalPERS UAL	\$5,292.83	\$0.00	\$5,292.83	\$21,171.32	\$18,666.67	\$56,000.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$772.43	\$0.00	\$772.43	\$3,049.06	\$3,333.33	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$1,578.70	\$0.00	\$1,578.70	\$6,314.80	\$10,666.67	\$32,000.00
Retired Employee Benefits	\$972.17	\$0.00	\$972.17	\$3,888.68	\$5,333.33	\$16,000.00
Subtotal :	\$10,858.30	\$0.00	\$10,858.30	\$43,523.51	\$47,666.67	\$143,000.00
LIBRARY RESOURCES						
New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$4,833.33	\$14,500.00
Print Resources	\$8,445.45	\$187.74	\$8,633.19	\$25,477.13	\$36,166.67	\$108,500.00
Electronic Resources	\$41,910.81	\$0.00	\$41,910.81	\$71,060.20	\$17,000.00	\$51,000.00
Subtotal :	\$50,356.26	\$187.74	\$50,544.00	\$96,537.33	\$58,000.00	\$174,000.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$0.00	\$0.00	\$8,090.90	\$2,833.33	\$8,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$834.72	\$833.33	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$3,333.33	\$10,000.00
Office Supplies	\$191.21	\$0.00	\$191.21	\$1,286.33	\$1,166.67	\$3,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$0.00	\$0.00	\$476.78	\$800.00	\$2,400.00
Tech Support	\$712.50	\$0.00	\$712.50	\$3,224.50	\$3,000.00	\$9,000.00
Support Software	\$80.97	\$0.00	\$80.97	\$371.08	\$1,600.00	\$4,800.00
Building Maintenance	\$840.00	\$0.00	\$840.00	\$2,867.50	\$1,700.00	\$5,100.00
Bookkeeping Support	\$0.00	\$1,228.50	\$1,228.50	\$5,355.50	\$4,333.33	\$13,000.00
Services	\$0.00	\$234.99	\$234.99	\$4,561.07	\$7,500.00	\$22,500.00
Educational/Professional	\$0.00	\$29.40	\$29.40	\$117.60	\$500.00	\$1,500.00
Dues	\$0.00	\$0.00	\$0.00	\$14.99	\$433.33	\$1,300.00
Telecommunications	\$19.73	\$96.30	\$116.03	\$439.65	\$450.00	\$1,350.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$666.67	\$2,000.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$266.67	\$800.00
Transfers	\$75,000.00	\$0.00	\$75,000.00	\$90,000.00	\$10,000.00	\$30,000.00
Citibank Service Charges	\$0.00	\$28.03	\$28.03	\$115.12	\$120.00	\$360.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$300.00	\$333.33	\$1,000.00
Subtotal :	\$77,053.09	\$1,617.22	\$78,670.31	\$118,055.74	\$39,870.00	\$119,610.00
TOTAL:	\$160,457.27	\$1,804.96	\$162,262.23	\$346,095.31	\$248,136.67	\$744,410.00

Income Category	October Income	YTD Income
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)		
Filing Fees	\$53,947.36	\$211,948.04
Interest	\$12,392.60	\$12,392.60
Credits/Refunds	\$385.00	\$1,520.85
Other	\$0.00	\$19,957.73
Subtotal:	\$66,724.96	\$245,819.22
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)		
Photocopier	\$126.70	\$516.25
Computer Printing	\$124.30	\$696.75
Conference Room Rental	\$0.00	\$75.00
Deed Form Sales	\$110.00	\$250.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$10.00	\$54.00
Extra Computer Time	\$0.00	\$40.00
Lost Book Replacement	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$0.00
SVCF Deposits	\$0.00	\$0.00
Grants	\$0.00	\$0.00
Overdue Fines	\$20.00	\$20.00
Transfers	\$75,000.00	\$75,000.00
Square Transactions	\$0.00	\$0.00
Other	\$0.00	\$0.00
Subtotal:	\$75,391.00	\$76,652.00
TOTAL:	\$142,115.96	\$322,471.22

San Mateo County Law Library
FY2024-2025

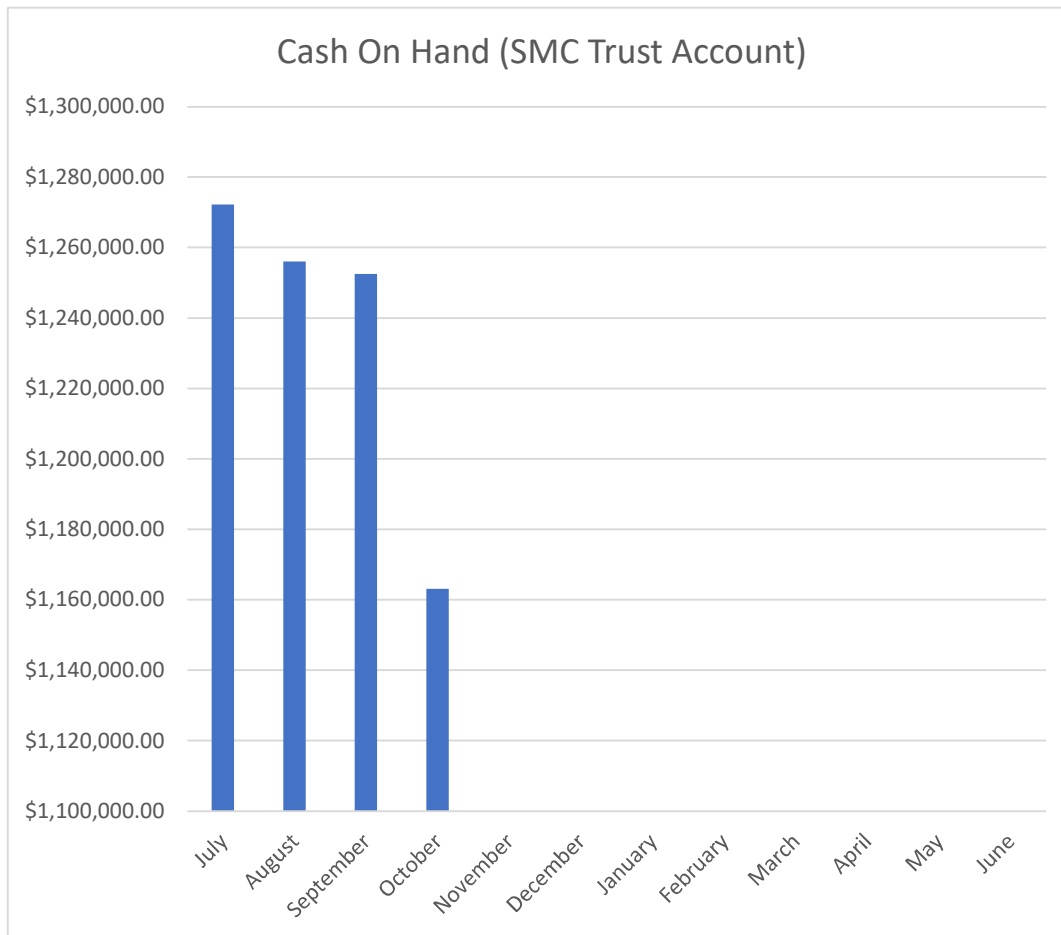
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 10/1/2024				\$6,839.75
Ending Balance 10/31/2024				\$80,511.52
OCTOBER				
10/2/2024	Square Inc		\$11.59	\$6,851.34
10/3/2024	Square Inc		\$27.94	\$6,879.28
10/3/2024	Canva	\$14.99		\$6,864.29
10/4/2024	Square Inc		\$5.50	\$6,869.79
10/8/2024	Square Inc		\$6.72	\$6,876.51
10/8/2024	Wall Street Journal	\$15.57		\$6,860.94
10/8/2024	Account Analysis	\$28.03		\$6,832.91
10/9/2024	Square Inc		\$7.20	\$6,840.11
10/15/2024	San Jose Mercury News	\$59.60		\$6,780.51
10/15/2024	Paula Edmondson #367	\$598.50		\$6,182.01
10/16/2024	Preply Inc	\$29.40		\$6,152.61
10/17/2024	Square Inc		\$9.40	\$6,162.01
10/17/2024	ZipRecruiter	\$9.99		\$6,152.02
10/18/2024	Square Inc		\$3.31	\$6,155.33
10/18/2024	AT&T	\$96.30		\$6,059.03
10/28/2024	Thrift Books Global	\$17.58		\$6,041.45
10/28/2024	Paula Edmondson #365	\$630.00		\$5,411.45
10/29/2024	Square Inc		\$5.50	\$5,416.95
10/29/2024	Lisa Janny #368	\$225.00		\$5,191.95
10/30/2024	Square Inc		\$3.80	\$5,195.75
10/31/2024	Square Inc		\$4.77	\$5,200.52
10/31/2024	Bank Deposit		\$75,391.00	\$80,591.52
10/31/2024	Litigation by the Numbers	\$80.00		\$80,511.52
TOTALS:		\$1,804.96	\$75,476.73	
Ending Balance 10/31/24:				\$80,511.52
Monthly Difference:				73,671.77

CASH ON HAND
(SMC Trust Account)

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$72,559.54	\$48,726.22	\$1,272,242.94
August	\$51,303.14	\$67,515.83	\$1,256,030.25
September	\$55,231.58	\$58,749.12	\$1,252,512.71
October	\$66,724.96	\$156,097.33	\$1,163,140.34
November			
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$245,819.22	\$331,088.50	

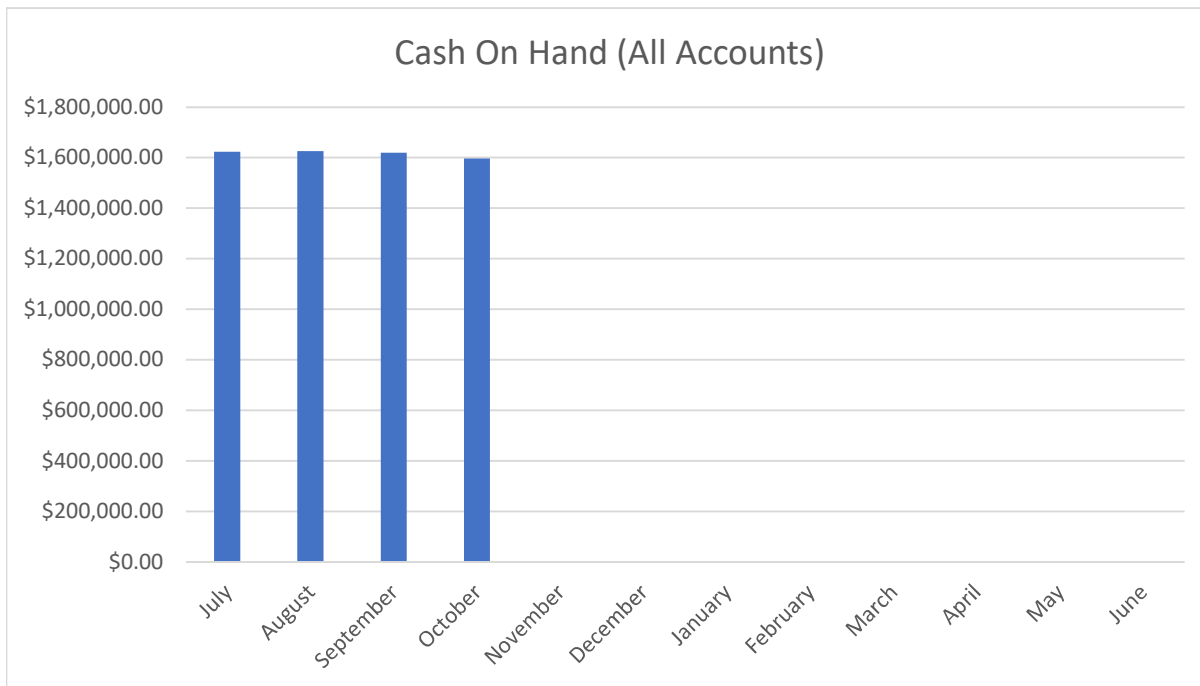
YTD Difference	-\$85,269.28
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* Total income deposited in County Trust Fund



**Total Cash On Hand
(All accounts)**

PERIOD	SMC Trust Fund	CitiBank Account	Schwab Account	CalPERS Prefunding Account	TOTAL
July	\$1,272,242.94	\$4,704.69	\$315,767.63	\$30,173.84	\$1,622,889.10
August	\$1,256,030.25	\$17,237.11	\$321,916.15	\$30,173.84	\$1,625,357.35
September	\$1,252,512.71	\$6,839.75	\$327,374.41	\$32,184.00	\$1,618,910.87
October	\$1,163,140.34	\$80,511.52	\$320,628.67	\$31,441.29	\$1,595,721.82
November					\$0.00
December					\$0.00
January					\$0.00
February					\$0.00
March					\$0.00
April					\$0.00
May					\$0.00
June					\$0.00



DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14539	CalPERS	PEPRA	\$470.28
	14540	CalPERS	PEPRA	\$470.28
	14541	CalPERS	PEPRA	\$470.28
	14542	CalPERS	PEPRA	\$470.28
	14543	CalPERS	PEPRA	\$470.28
	14544	CalPERS	Classic contributions	\$726.15
	14545	CalPERS	Classic contributions	\$726.15
	14546	CalPERS	Classic contributions	\$726.15
	14547	CalPERS	Classic contributions	\$726.15
	14548	CalPERS	Classic contributions	\$726.15
	14549	CalPERS	Annual Unfunded Accrued Liability	\$5,128.25
	14550	CalPERS	Annual Unfunded Accrued Liability	\$164.58
	14551	LexisNexis-Matthew Bender	contract # 36577685 Lexis Digital Library contract	\$4,670.11
	14552	West Group,Thomson Reuters	Library Plan Charges - Print	\$3,501.59
	14553	West Group,Thomson Reuters	Library Plan Charges - Online	\$1,713.60
	14554	Xerox	Meter Usage	\$208.68
	14555	Cubing, Ino	October Tech	\$1,237.50
	14556	Ingram Library Services	WILLMAKER	\$89.32
	14557	Ingram Library Services	CREDIT REPAIR	\$18.84
	14558	USA Direct Cleaning	OCTOBER 9 CLEANINGS/ STEAM CARPET	\$1,310.00
	14559	UC Regents (CEB)		\$442.56
	14560	UC Regents (CEB)		\$367.85
	14561	UC Regents (CEB)		\$367.85
	14562	UC Regents (CEB)		\$385.43
	14563	UC Regents (CEB)		\$326.09
	14564	UC Regents (CEB)		\$332.69
	14565	UC Regents (CEB)		\$538.15
	14537	West Group,Thomson Reuters	Library Plan Charges - Print Library Subscription	\$3,241.26
	14538	West Group,Thomson Reuters	Library Plan Charges - Online Software	\$1,118.68
	11/5/2024	Canva		\$14.99
	11/7/2024	AT&T		\$173.27
	11/7/2024	Joe Kirley #366		\$55.00
	11/8/2024	Wall Street Journal		\$15.57
	11/8/2024	Account Analysis Fee		\$28.46
	11/12/2024	Paula Edmondson #369		\$630.00
	11/13/2024	San Jose Mercury News		\$59.60
	11/13/2024	Preply		\$29.40
	11/13/2024	Adobe		\$263.88
	11/14/2024	The Sandwich Spot		\$83.38
	11/19/2024	ZipRecruiter		\$9.99
	11/19/2024	AT&T		\$96.30
	11/25/2024	Alameda County Law Library #370		\$490.63
	11/26/2024	Wayfair		\$327.40
	Subtotal:			\$33,423.05

Payroll & Benefits				
		Blake, Larry		\$522.75
		Bracco, Caroline		\$12,979.20
		Brill, Margaret Ruth		\$4,141.00
		Chaves, Shawn		\$4,554.24
		Conventini, Antonella		\$9,240.00
		Cubing, Ino		\$22.00
		Cubing, Isabelle		\$269.20
		Harden, Brittany		\$306.00
		Jimenez, Vanessa		\$204.00
		Krehnke, Isabel		\$200.00
		Woods, Marcia		\$4,034.38
		Medicare & FICA		\$1,405.94
		Active Employee Benefits		\$1,578.70
		Retired Employee Benefits		\$972.17
		Subtotal:		
			\$40,429.58	
Total Monthly Expenses:			\$73,852.63	

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$51,122.70
	Interest		\$0.00
	Credits/Refunds		\$385.00
	Other	Fiscal Consolidated Pymt-State of Calif	\$16,957.37
	Subtotal:		\$68,465.07
CitiBank	Photocopier		\$155.00
	Computer Printing		\$124.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$35.00
	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		\$0.00
	Square Transactions		\$0.00
	Other		\$0.00
	Subtotal:		\$344.00
	Total Monthly Income:		

Expense Category	November Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget
	SMC Trust Acct.	CitiBank Acct.	Acct. Totals			
PAYROLL						
Full time	\$26,773.44	\$0.00	\$26,773.44	\$85,718.24	\$83,458.33	\$200,300.00
Part time	\$9,699.33	\$0.00	\$9,699.33	\$38,733.26	\$44,791.67	\$107,500.00
Subtotal :	\$36,472.77	\$0.00	\$36,472.77	\$124,451.50	\$128,250.00	\$307,800.00
BENEFITS						
CalPERS Retirement	\$5,982.15	\$0.00	\$5,982.15	\$15,081.80	\$12,083.33	\$29,000.00
CalPERS UAL	\$5,292.83	\$0.00	\$5,292.83	\$26,464.15	\$23,333.33	\$56,000.00
CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare & FICA	\$1,405.94	\$0.00	\$1,405.94	\$4,455.00	\$4,166.67	\$10,000.00
Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Active Employee Benefits	\$1,578.70	\$0.00	\$1,578.70	\$7,893.50	\$13,333.33	\$32,000.00
Retired Employee Benefits	\$972.17	\$0.00	\$972.17	\$4,860.85	\$6,666.67	\$16,000.00
Subtotal :	\$15,231.79	\$0.00	\$15,231.79	\$58,755.30	\$59,583.33	\$143,000.00
LIBRARY RESOURCES						
New Materials				\$0.00	\$6,041.67	\$14,500.00
Print Resources	\$9,611.63	\$580.79	\$10,192.42	\$35,669.55	\$45,208.33	\$108,500.00
Electronic Resources	\$7,502.39	\$0.00	\$7,502.39	\$78,562.59	\$21,250.00	\$51,000.00
Subtotal :	\$17,114.02	\$580.79	\$17,694.81	\$114,232.14	\$72,500.00	\$174,000.00
OPERATIONAL EXPENSES						
Insurance	\$0.00	\$0.00	\$0.00	\$8,090.90	\$3,541.67	\$8,500.00
Copy Machines	\$208.68	\$0.00	\$208.68	\$1,043.40	\$1,041.67	\$2,500.00
Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$4,166.67	\$10,000.00
Office Supplies	\$0.00	\$327.40	\$327.40	\$1,613.73	\$1,458.33	\$3,500.00
Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Catering	\$0.00	\$83.38	\$83.38	\$560.16	\$1,000.00	\$2,400.00
Tech Support	\$1,237.50	\$0.00	\$1,237.50	\$4,462.00	\$3,750.00	\$9,000.00
Support Software	\$0.00	\$263.88	\$263.88	\$634.96	\$2,000.00	\$4,800.00
Building Maintenance	\$1,310.00	\$55.00	\$1,365.00	\$4,232.50	\$2,125.00	\$5,100.00
Bookkeeping Support	\$0.00	\$630.00	\$630.00	\$5,985.50	\$5,416.67	\$13,000.00
Services	\$0.00	\$9.99	\$9.99	\$4,571.06	\$9,375.00	\$22,500.00
Educational/Professional	\$0.00	\$29.40	\$29.40	\$147.00	\$625.00	\$1,500.00
Dues	\$0.00	\$0.00	\$0.00	\$14.99	\$541.67	\$1,300.00
Telecommunications	\$0.00	\$269.57	\$269.57	\$709.22	\$562.50	\$1,350.00
Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$833.33	\$2,000.00
Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$333.33	\$800.00
Transfers	\$0.00	\$0.00	\$0.00	\$90,000.00	\$12,500.00	\$30,000.00
Citibank Service Charges	\$0.00	\$28.46	\$28.46	\$143.58	\$150.00	\$360.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$300.00	\$416.67	\$1,000.00
Subtotal :	\$2,756.18	\$1,697.08	\$4,453.26	\$122,509.00	\$49,837.50	\$119,610.00
TOTAL:	\$71,574.76	\$2,277.87	\$73,852.63	\$419,947.94	\$310,170.83	\$744,410.00

Income Category	November Income	YTD Income
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)		
Filing Fees	\$51,122.70	\$263,070.74
Interest	\$0.00	\$12,392.60
Credits/Refunds	\$385.00	\$1,905.85
Other	\$16,957.37	\$36,915.10
Subtotal:	\$68,465.07	\$314,284.29
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)		
Photocopier	\$155.00	\$671.25
Computer Printing	\$124.00	\$820.75
Conference Room Rental	\$0.00	\$75.00
Deed Form Sales	\$35.00	\$285.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$20.00	\$74.00
Extra Computer Time	\$10.00	\$50.00
Lost Book Replacement	\$0.00	\$0.00
Vendor Credits/Refunds	\$0.00	\$0.00
SVCF Deposits	\$0.00	\$0.00
Grants	\$0.00	\$0.00
Overdue Fines	\$0.00	\$20.00
Transfers	\$0.00	\$75,000.00
Square Transactions	\$0.00	\$0.00
Other	\$0.00	\$0.00
Subtotal:	\$344.00	\$76,996.00
TOTAL:	\$68,809.07	\$391,280.29

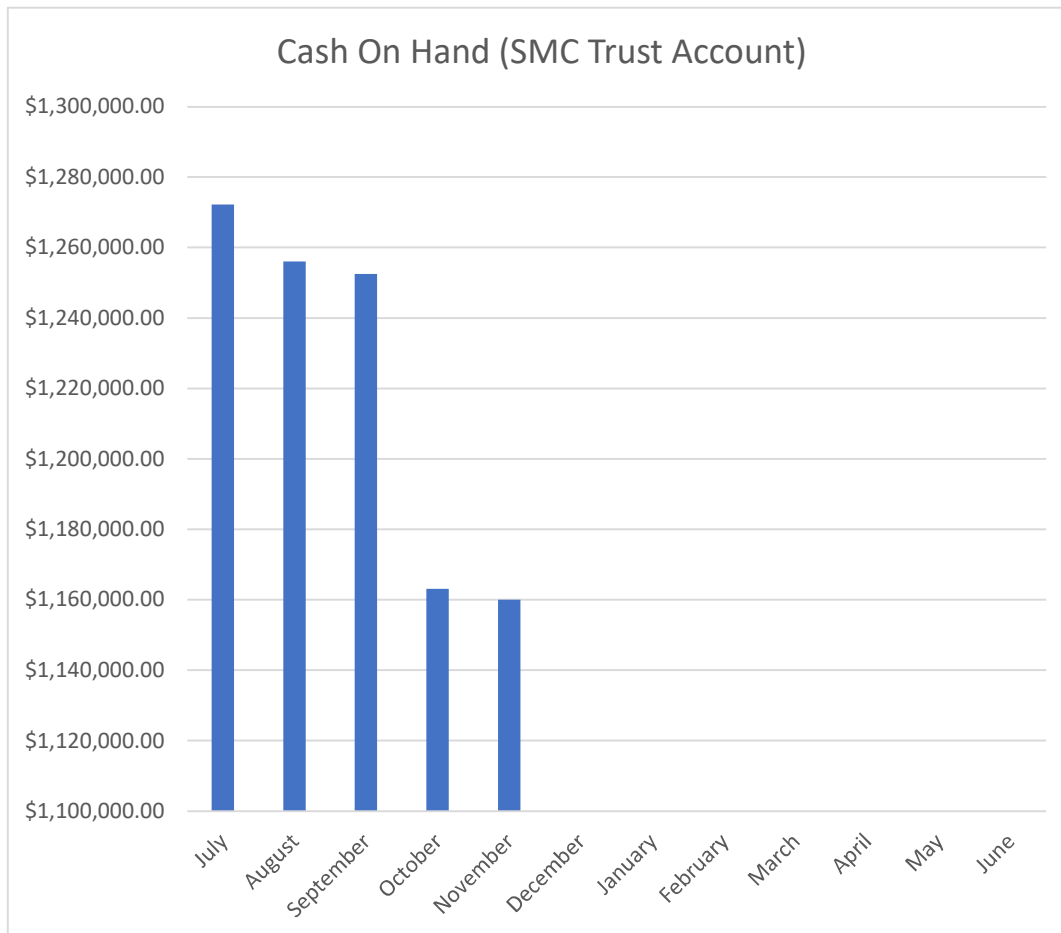
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 11/1/2024				\$80,511.52
Ending Balance 11/30/2024:				\$78,780.23
NOVEMBER				
11/5/2024	Canva	\$14.99		\$80,496.53
11/7/2024	AT&T	\$173.27		\$80,323.26
11/7/2024	Joe Kirley #366	\$55.00		\$80,268.26
11/7/2024	Square Inc		\$62.19	\$80,330.45
11/8/2024	Wall Street Journal	\$15.57		\$80,314.88
11/8/2024	Account Analysis Fee	\$28.46		\$80,286.42
11/12/2024	Paula Edmondson #369	\$630.00		\$79,656.42
11/13/2024	San Jose Mercury News	\$59.60		\$79,596.82
11/13/2024	Preply	\$29.40		\$79,567.42
11/13/2024	Adobe	\$263.88		\$79,303.54
11/14/2024	The Sandwich Spot	\$83.38		\$79,220.16
11/19/2024	ZipRecruiter	\$9.99		\$79,210.17
11/19/2024	AT&T	\$96.30		\$79,113.87
11/20/2024	Peerspace		\$123.00	\$79,236.87
11/21/2024	Square Inc		\$4.04	\$79,240.91
11/22/2024	Square Inc		\$9.64	\$79,250.55
11/25/2024	Alameda County Law Library #370	\$490.63		\$78,759.92
11/26/2024	Wayfair	\$327.40		\$78,432.52
11/26/2024	Square Inc		\$3.71	\$78,436.23
11/27/2024	Deposit		\$344.00	\$78,780.23
TOTALS:		\$2,277.87	\$546.58	
Ending Balance 11/30/24:				\$78,780.23
Monthly Difference:				-1,731.29

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$72,559.54	\$48,726.22	\$1,272,242.94
August	\$51,303.14	\$67,515.83	\$1,256,030.25
September	\$55,231.58	\$58,749.12	\$1,252,512.71
October	\$66,724.96	\$156,097.33	\$1,163,140.34
November	\$68,465.07	\$71,588.10	\$1,160,017.31
December			
January			
February			
March			
April			
May			
June			
TOTALS	\$314,284.29	\$402,676.60	

YTD Difference	-\$88,392.31
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* Total income deposited in County Trust Fund



**Total Cash On Hand
(All accounts)**

PERIOD	SMC Trust Fund	CitiBank Account	Schwab Account	CalPERS Prefunding Account	TOTAL
July	\$1,272,242.94	\$4,704.69	\$315,767.63	\$30,173.84	\$1,622,889.10
August	\$1,256,030.25	\$17,237.11	\$321,916.15	\$30,173.84	\$1,625,357.35
September	\$1,252,512.71	\$6,839.75	\$327,374.41	\$32,184.00	\$1,618,910.87
October	\$1,163,140.34	\$80,511.52	\$320,628.67	\$31,441.29	\$1,595,721.82
November	\$1,160,017.31	\$78,780.23	\$332,313.10	\$31,987.83	\$1,603,098.47
December					\$0.00
January					\$0.00
February					\$0.00
March					\$0.00
April					\$0.00
May					\$0.00
June					\$0.00

