

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

May 22, 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

*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, May 22, 2025 12:15 P.M.**

**AGENDA**

1. CLOSED SESSION
2. REGULAR SESSION
  - a. Report on closed session
  - b. Approval of Minutes of the Thursday, March 27 meeting.
  - c. Acceptance of Report of Expenses for Period 8 (February) and Period 9 (March)
  - d. Discussion/Informational Updates and Policy Decisions:
    - Budget Proposal FY2025-2026 (Draft)
    - AT&T Fiber Proposal
    - Hartford Audit Dispute
    - Summer Internship program
    - Update to Law Library Rules and Policies
    - Other matters of interest

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

**2025 MEETING SCHEDULE**  
**NEXT MEETING MAY 22, 2025**

**Mark Your Calendar!**

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

- July 24, 2025
- September 25, 2025
- November 20, 2025

DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14602	CalPERS	Annual Unfunded Accrued Liability	\$5,128.25
	14603	CalPERS	Annual Unfunded Accrued Liability	\$164.58
	14604	West Group,Thomson Reuters	Library Plan Charges - Digital	\$3,501.58
	14605	West Group,Thomson Reuters	Library Plan Charges - Online	\$1,713.60
	14606	USA Direct Cleaning	2025 January - 9 cleanings	\$945.00
	14607	LexisNexis-Matthew Bender	contract	\$4,670.11
	14608	Office Depot	Office supplies	\$16.39
	14609	Office Depot	Office supplies	\$37.69
	14610	Cubing, Ino	January 2025 Tech	\$862.50
	14611	Xerox	Meter Usage	\$209.16
	14612	UC Regents (CEB)		\$359.06
	14613	UC Regents (CEB)		\$359.06
	14614	UC Regents (CEB)		\$405.20
	14615	UC Regents (CEB)		\$361.25
	14616	UC Regents (CEB)		\$421.69
	14617	UC Regents (CEB)		\$359.06
	14618	UC Regents (CEB)		\$303.02
	14619	UC Regents (CEB)		\$363.45
	14620	UC Regents (CEB)		\$498.60
	14621	Office Depot	Office supplies	\$7.85
	2/3/2025	Paula Edmondson #335		\$609.00
	2/4/2025	San Jose Mercury News		\$59.60
	2/5/2025	Joe Kirley #332		\$27.50
	2/10/2025	Account Analysis		\$29.16
	2/11/2025	Wall Street Journal		\$15.57
	2/12/2025	Preply		\$27.30
	2/19/2025	Ziprecruiter		\$9.99
	2/19/2025	AT&T		\$96.30
	2/20/2025	Paula Edmondson #338		\$619.50
	2/25/2025	Lisa Janny #336		\$287.50
	2/28/2025	Association of Fundraising Professionals -AFP N.Calif		\$45.00
<b>Subtotal:</b>				\$22,513.52

<b>Payroll &amp; Benefits</b>	Blake, Larry	\$624.75
	Bracco, Caroline	\$8,652.80
	Brill, Margaret Ruth	\$2,856.00
	Chaves, Shawn	\$5,692.80
	Conventini, Antonella	\$6,160.00
	Cubing, Ino	\$0.00
	Cubing, Isabelle	\$179.52
	Harden, Brittany	\$102.00
	Jimenez, Vanessa	\$204.00
	Krehnke, Isabel	\$0.00
	Woods, Marcia	\$2,677.50
	Medicare & FICA	\$1,138.98
	Active Employee Benefits	\$4,210.38
	Retired Employee Benefits	\$1,355.99
<b>Subtotal:</b>	<b>\$33,854.72</b>	
<b>Total Monthly Expenses:</b>		<b>\$56,368.24</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
<b>SMC Trust</b>	Filing Fees		\$56,500.41
	Interest		\$0.00
	Credits/Refunds		\$0.00
	Other		
	<b>Subtotal:</b>		
<b>CitiBank</b>	Photocopier		\$190.50
	Computer Printing		\$154.50
	Conference Room Rental		\$0.00
	Deed Form Sales		\$60.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$0.00
	Extra Computer Time		\$20.00
	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>\$425.00</b>
<b>Total Monthly Income:</b>			<b>\$56,925.41</b>

	A	B	C	D	E	F	G	H
1	Expense Category	February Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget	
2		SMC Trust Acct.	CitiBank Acct.	Acct. Totals				
3	<b>PAYROLL</b>							
4	Full time	\$20,505.60	\$0.00	\$20,505.60	\$147,235.04	\$133,533.33	\$200,300.00	
5	Part time	\$6,643.77	\$0.00	\$6,643.77	\$58,293.04	\$71,666.67	\$107,500.00	
6	<b>Subtotal :</b>	<b>\$27,149.37</b>	<b>\$0.00</b>	<b>\$27,149.37</b>	<b>\$205,528.08</b>	<b>\$205,200.00</b>	<b>\$307,800.00</b>	
7	<b>BENEFITS</b>							
8	CalPERS Retirement	\$3,523.16	\$0.00	\$3,523.16	\$24,724.48	\$19,333.33	\$29,000.00	
9	CalPERS UAL	\$5,292.83	\$0.00	\$5,292.83	\$42,342.64	\$37,333.33	\$56,000.00	
10	CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11	Medicare & FICA	\$1,138.98	\$0.00	\$1,138.98	\$7,845.74	\$6,666.67	\$10,000.00	
12	Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
13	Active Employee Benefits	\$4,210.38	\$0.00	\$4,210.38	\$18,717.66	\$21,333.33	\$32,000.00	
14	Retired Employee Benefits	\$1,355.99	\$0.00	\$1,355.99	\$8,671.92	\$10,666.67	\$16,000.00	
15	<b>Subtotal :</b>	<b>\$15,521.34</b>	<b>\$0.00</b>	<b>\$15,521.34</b>	<b>\$102,302.44</b>	<b>\$95,333.33</b>	<b>\$143,000.00</b>	
16	<b>LIBRARY RESOURCES</b>							
17	New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$9,666.67	\$14,500.00	
18	Print Resources	\$3,430.39	\$75.17	\$3,505.56	\$53,706.54	\$72,333.33	\$108,500.00	
19	Electronic Resources	\$9,885.29	\$0.00	\$9,885.29	\$103,003.28	\$34,000.00	\$51,000.00	
20	<b>Subtotal :</b>	<b>\$13,315.68</b>	<b>\$75.17</b>	<b>\$13,390.85</b>	<b>\$156,709.82</b>	<b>\$116,000.00</b>	<b>\$174,000.00</b>	
21	<b>OPERATIONAL EXPENSES</b>							
22	Insurance	\$0.00	\$0.00	\$0.00	\$10,940.90	\$5,666.67	\$8,500.00	
23	Copy Machines	\$209.16	\$0.00	\$209.16	\$1,461.24	\$1,666.67	\$2,500.00	
24	Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$6,666.67	\$10,000.00	
25	Office Supplies	\$951.67	\$0.00	\$951.67	\$3,368.43	\$2,333.33	\$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	\$878.20	\$1,600.00	\$2,400.00	
28	Tech Support	\$862.50	\$0.00	\$862.50	\$8,062.00	\$6,000.00	\$9,000.00	
29	Support Software	\$0.00	\$0.00	\$0.00	\$1,099.41	\$3,200.00	\$4,800.00	
30	Building Maintenance	\$945.00	\$27.50	\$972.50	\$8,628.50	\$3,400.00	\$5,100.00	
31	Bookkeeping Support	\$0.00	\$1,228.50	\$1,228.50	\$9,461.00	\$8,666.67	\$13,000.00	
32	Services	\$0.00	\$297.49	\$297.49	\$6,264.36	\$15,000.00	\$22,500.00	
33	Educational/Professional	\$0.00	\$27.30	\$27.30	\$213.64	\$1,000.00	\$1,500.00	
34	Dues	\$0.00	\$45.00	\$45.00	\$59.99	\$866.67	\$1,300.00	
35	Telecommunications	\$12.57	\$96.30	\$108.87	\$1,418.18	\$900.00	\$1,350.00	
36	Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$1,333.33	\$2,000.00	
37	Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$533.33	\$800.00	
38	Transfers	\$0.00	\$0.00	\$0.00	\$90,027.66	\$20,000.00	\$30,000.00	
39	Citibank Service Charges	\$0.00	\$29.16	\$29.16	\$200.30	\$240.00	\$360.00	
40	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$666.67	\$1,000.00	
41	<b>Subtotal :</b>	<b>\$2,980.90</b>	<b>\$1,751.25</b>	<b>\$4,732.15</b>	<b>\$142,083.81</b>	<b>\$79,740.00</b>	<b>\$119,610.00</b>	
42	<b>TOTAL:</b>	<b>\$58,967.29</b>	<b>\$1,826.42</b>	<b>\$60,793.71</b>	<b>\$606,624.15</b>	<b>\$496,273.33</b>	<b>\$744,410.00</b>	

Income Category	February Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	\$56,500.41	\$428,744.93
Interest	\$0.00	\$23,664.83
Credits/Refunds	\$0.00	\$3,017.05
Other	\$0.00	\$36,915.22
<b>Subtotal:</b>	<b>\$56,500.41</b>	<b>\$492,342.03</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$190.50	\$1,151.05
Computer Printing	\$154.50	\$1,257.45
Conference Room Rental	\$0.00	\$75.00
Deed Form Sales	\$60.00	\$420.00
MCLE Tape Circulation	\$0.00	\$0.00
24-hour Material Circulation	\$20.00	\$154.00
Extra Computer Time	\$0.00	\$70.00
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	\$30.00
Transfers	\$0.00	\$75,000.00
Square Transactions	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$425.00</b>	<b>\$78,157.50</b>
<b>TOTAL:</b>	<b>\$56,925.41</b>	<b>\$570,499.53</b>

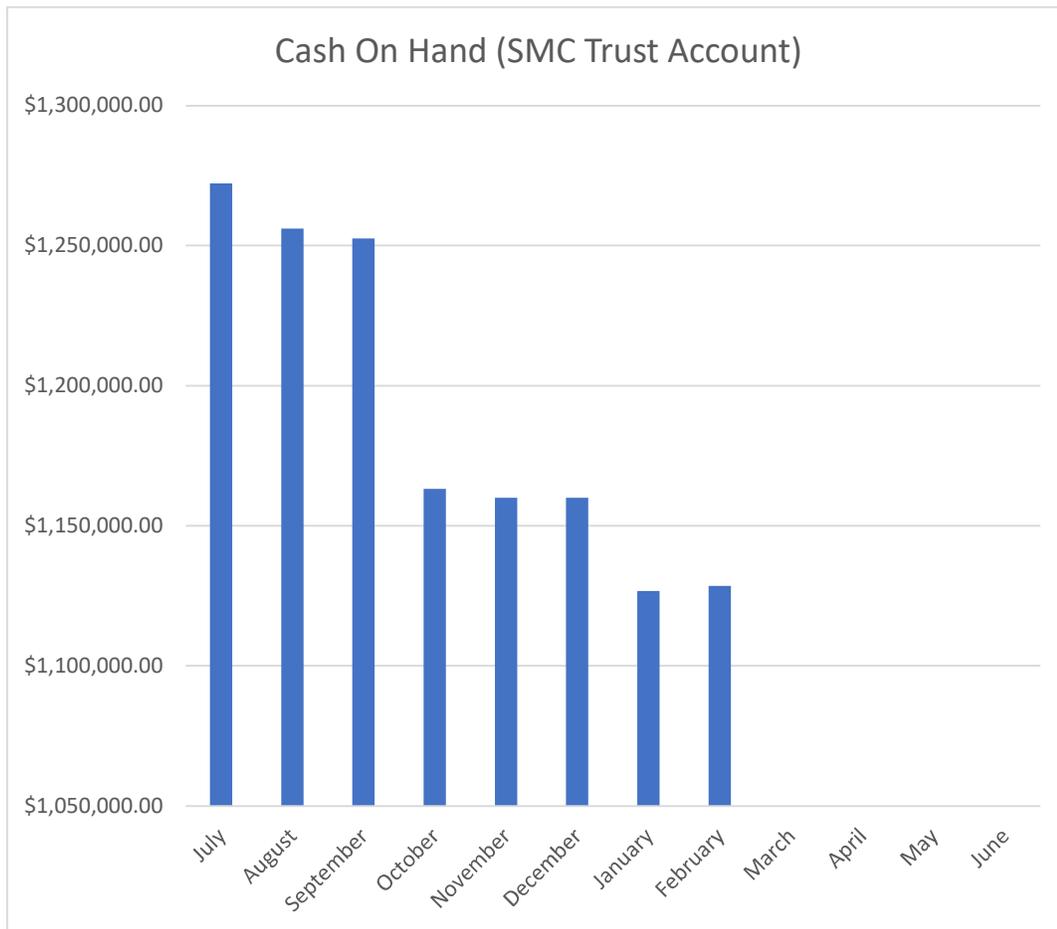
Transaction Date	Item	Debit	Credit	BALANCE	
			Beginning Balance 2/1/2025	\$71,661.02	
			Ending Balance 2/28/2025	\$70,354.07	
<b>FEBRUARY</b>					
2/3/2025	Paula Edmondson #335	\$609.00		\$71,052.02	
2/4/2025	San Jose Mercury News	\$59.60		\$70,992.42	
2/5/2025	Joe Kirley #332	\$27.50		\$70,964.92	
2/6/2025	Square Inc		\$5.50	\$70,970.42	
2/7/2025	Square Inc		\$6.60	\$70,977.02	
2/10/2025	Account Analysis	\$29.16		\$70,947.86	
2/11/2025	Wall Street Journal	\$15.57		\$70,932.29	
2/12/2025	Preply	\$27.30		\$70,904.99	
2/14/2025	Square Inc		\$19.42	\$70,924.41	
2/19/2025	Square Inc		\$25.22	\$70,949.63	
2/19/2025	Ziprecruiter	\$9.99		\$70,939.64	
2/19/2025	AT&T	\$96.30		\$70,843.34	
2/20/2025	Paula Edmondson #338	\$619.50		\$70,223.84	
2/21/2025	Square Inc		\$3.80	\$70,227.64	
2/24/2025	Square Inc		\$6.72	\$70,234.36	
2/25/2025	Square Inc		\$27.21	\$70,261.57	
2/25/2025	Lisa Janny #336	\$287.50		\$69,974.07	
2/28/2025	Deposit		\$425.00	\$70,399.07	
2/28/2025	Association of Fundraising Professionals -AFP N.Calif	\$45.00		\$70,354.07	
<b>TOTALS:</b>		<b>\$1,826.42</b>	<b>\$519.47</b>		
				Ending Balance 2/28/2025	\$70,354.07
				Monthly Difference:	-1,306.95

**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	\$61,003.62	\$61,439.58	\$1,159,951.75
January	\$60,553.71	\$93,795.58	\$1,126,709.88
February	\$56,500.41	\$54,681.31	\$1,128,528.98
March			
April			
May			
June			
<b>TOTALS</b>	<b>\$492,342.03</b>	<b>\$612,593.07</b>	

<b>YTD Difference</b>	<b>-\$120,251.04</b>
-----------------------	----------------------

\* 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	\$1,159,951.75	\$76,039.73	\$322,451.84	\$31,055.64	\$1,589,498.96
January	\$1,126,709.88	\$71,661.02	\$330,316.37	\$31,580.65	\$1,560,267.92
February	\$1,128,528.98	\$70,354.07	\$330,387.41	\$32,015.80	\$1,561,286.26
March	\$1,149,261.51	\$67,992.01	\$320,937.96	\$31,628.21	\$1,569,819.69
April	\$1,131,289.04	\$65,667.97	\$323,098.57	\$31,628.21	\$1,551,683.79
May					\$0.00
June					\$0.00



DETAILED MONTHLY EXPENSES				
	ID	Payee	Comments	Amount
Operations	14622	CalPERS	Classic contributions	\$726.15
	14623	CalPERS	Classic contributions	\$726.15
	14624	Office Depot	Office supplies	\$146.33
	14625	Office Depot	Office supplies	\$6.14
	14626	Office Depot	Office supplies	\$291.30
	14627	CalPERS	PEPRA	\$2,070.86
	14628	Office Depot	Office supplies	\$356.00
	14629	Office Depot	Office supplies	\$45.88
	14630	CalChamber	Ca Labor Law Poster	\$44.09
	14631	CalPERS	Annual Unfunded Accrued Liability	\$5,128.25
	14632	CalPERS	Annual Unfunded Accrued Liability	\$164.58
	14633	CalPERS	Classic contributions	\$726.15
	14633	CalPERS	Classic contributions	\$726.15
	14634	CalPERS	PEPRA	\$914.89
	14635	CalPERS	PEPRA	\$914.89
	14636	CalPERS	PEPRA	\$914.89
	14637	Cubing, Ino	Bluehost Renewal	\$224.30
	14638	Cubing, Ino	February Tech	\$937.50
	14639	Cubing, Ino	Bluehost CodeGuard Basic	\$51.87
	14640	Xerox	Meter Usage	\$208.68
	14641	West Group,Thomson Reuters	Library Plan Charges - Print	\$3,501.57
	14642	West Group,Thomson Reuters	Library Plan Charges - Online	\$1,713.60
	14643	LexisNexis-Matthew Bender	contract # 36577685 Lexis Digital Library contract	\$4,670.11
	14644	LexisNexis-Matthew Bender	Public Employee Retirement	\$113.26
	14645	Office Depot	Office supplies	\$297.64
	14646	UC Regents (CEB)	12/1/24-11/30/25 All OnLAW Titles	\$5,307.00
	14647	UC Regents (CEB)		\$345.87
	14648	UC Regents (CEB)		\$494.20
	14649	UC Regents (CEB)		\$515.08
	14650	UC Regents (CEB)		\$435.97
	14651	UC Regents (CEB)		\$468.93
	14652	UC Regents (CEB)		\$499.70
	14653	UC Regents (CEB)		\$351.37
	14654	UC Regents (CEB)		\$381.03
	3/4/2025	San Jose Mercury News		\$59.60
	3/4/2025	Joe Kirley #337		\$27.50
	3/10/2025	Paula Edmondson #476		\$535.50
	3/10/2025	Account Analysis		\$28.11
	3/11/2025	Wall Street Journal		\$15.57
	3/18/2025	Amazon		\$38.93
	3/18/2025	ZipRecruiter		\$9.99
	3/20/2025	AT&T		\$96.30
3/21/2025	EDCO Awards		\$119.08	
3/21/2025	Brookline		\$27.30	
3/21/2025	Shutterstock		\$229.00	
3/25/2025	Zoom.com		\$166.30	
3/27/2025	Lisa Janny #477		\$300.00	
3/27/2025	Safeway		\$55.51	
3/28/2025	San Jose Mercury News		\$59.60	
3/31/2025	Rainbow Pizza		\$148.76	

3/31/2025	Paula Edmondson #479		\$567.00
		<b>Subtotal:</b>	<b>\$36,904.43</b>

<b>Payroll &amp; Benefits</b>	Blake, Larry		\$841.50
	Bracco, Caroline		\$8,652.80
	Brill, Margaret Ruth		\$2,856.00
	Chaves, Shawn		\$5,692.80
	Conventini, Antonella		\$6,160.00
	Cubing, Ino		\$88.00
	Cubing, Isabelle		\$179.52
	Harden, Brittany		\$102.00
	Jimenez, Vanessa		\$204.00
	Krehnke, Isabel		\$100.00
	Woods, Marcia		\$2,713.20
	Medicare & FICA		\$1,172.68
	Active Employee Benefits		\$4,210.38
	Retired Employee Benefits		\$1,355.99
		<b>Subtotal:</b>	<b>\$34,328.87</b>
<b>Total Monthly Expenses:</b>			<b>\$71,233.30</b>

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$42,461.88
	Interest		
	Credits/Refunds		\$4,526.70
	Other		
	<b>Subtotal:</b>		
CitiBank	Photocopier		\$45.00
	Computer Printing		\$122.00
	Conference Room Rental		
	Deed Form Sales		\$80.00
	MCLE Tape Circulation		
	24-hour Material Circulation		
	Extra Computer Time		\$10.00
	Lost Book Replacement		
	Vendor Credits/Refunds		
	SVCF Deposits		
	Grants		
	Overdue Fines		
	Transfers		
	Square Transactions		
	Other		
<b>Subtotal:</b>			<b>\$257.00</b>
<b>Total Monthly Income:</b>			<b>\$47,245.58</b>

	A	B	C	D	E	F	G	H
1	Expense Category	March Expenses			YTD Expenses	Budgeted YTD	Fiscal Year Budget	
2		SMC Trust Acct.	CitiBank Acct.	Acct. Totals				
3	<b>PAYROLL</b>							
4	Full time	\$20,505.60	\$0.00	\$20,505.60	\$167,740.64	\$150,225.00	\$200,300.00	
5	Part time	\$7,084.22	\$0.00	\$7,084.22	\$65,377.26	\$80,625.00	\$107,500.00	
6	<b>Subtotal :</b>	<b>\$27,589.82</b>	<b>\$0.00</b>	<b>\$27,589.82</b>	<b>\$233,117.90</b>	<b>\$230,850.00</b>	<b>\$307,800.00</b>	
7	<b>BENEFITS</b>							
8	CalPERS Retirement	\$4,196.97	\$0.00	\$4,196.97	\$28,921.45	\$21,750.00	\$29,000.00	
9	CalPERS UAL	\$5,292.83	\$0.00	\$5,292.83	\$47,635.47	\$42,000.00	\$56,000.00	
10	CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11	Medicare & FICA	\$1,172.68	\$0.00	\$1,172.68	\$9,018.42	\$7,500.00	\$10,000.00	
12	Prior OASDI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
13	Active Employee Benefits	\$4,210.38	\$0.00	\$4,210.38	\$22,928.04	\$24,000.00	\$32,000.00	
14	Retired Employee Benefits	\$1,355.99	\$0.00	\$1,355.99	\$10,027.91	\$12,000.00	\$16,000.00	
15	<b>Subtotal :</b>	<b>\$16,228.85</b>	<b>\$0.00</b>	<b>\$16,228.85</b>	<b>\$118,531.29</b>	<b>\$107,250.00</b>	<b>\$143,000.00</b>	
16	<b>LIBRARY RESOURCES</b>							
17	New Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$10,875.00	\$14,500.00	
18	Print Resources	\$11,919.69	\$134.77	\$12,054.46	\$65,761.00	\$81,375.00	\$108,500.00	
19	Electronic Resources	\$6,496.97	\$0.00	\$6,496.97	\$109,500.25	\$38,250.00	\$51,000.00	
20	<b>Subtotal :</b>	<b>\$18,416.66</b>	<b>\$134.77</b>	<b>\$18,551.43</b>	<b>\$175,261.25</b>	<b>\$130,500.00</b>	<b>\$174,000.00</b>	
21	<b>OPERATIONAL EXPENSES</b>							
22	Insurance	\$0.00	\$0.00	\$0.00	\$10,940.90	\$6,375.00	\$8,500.00	
23	Copy Machines	\$208.68	\$0.00	\$208.68	\$1,669.92	\$1,875.00	\$2,500.00	
24	Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$10,000.00	
25	Office Supplies	\$297.64	\$414.31	\$711.95	\$4,080.38	\$2,625.00	\$3,500.00	
26	Use Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
27	Catering	\$0.00	\$204.27	\$204.27	\$1,082.47	\$1,800.00	\$2,400.00	
28	Tech Support	\$937.50	\$0.00	\$937.50	\$8,999.50	\$6,750.00	\$9,000.00	
29	Support Software	\$276.17	\$166.30	\$442.47	\$1,541.88	\$3,600.00	\$4,800.00	
30	Building Maintenance	\$0.00	\$27.50	\$27.50	\$8,656.00	\$3,825.00	\$5,100.00	
31	Bookkeeping Support	\$0.00	\$1,102.50	\$1,102.50	\$10,563.50	\$9,750.00	\$13,000.00	
32	Services	\$0.00	\$309.99	\$309.99	\$6,574.35	\$16,875.00	\$22,500.00	
33	Educational/Professional	\$0.00	\$0.00	\$0.00	\$213.64	\$1,125.00	\$1,500.00	
34	Dues	\$0.00	\$0.00	\$0.00	\$59.99	\$975.00	\$1,300.00	
35	Telecommunications	\$0.00	\$96.30	\$96.30	\$1,514.48	\$1,012.50	\$1,350.00	
36	Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$2,000.00	
37	Promotional	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$800.00	
38	Transfers	\$0.00	\$0.00	\$0.00	\$90,027.66	\$22,500.00	\$30,000.00	
39	Citibank Service Charges	\$0.00	\$28.11	\$28.11	\$228.41	\$270.00	\$360.00	
40	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$1,000.00	
41	<b>Subtotal :</b>	<b>\$1,719.99</b>	<b>\$2,349.28</b>	<b>\$4,069.27</b>	<b>\$146,153.08</b>	<b>\$89,707.50</b>	<b>\$119,610.00</b>	
42	<b>TOTAL:</b>	<b>\$63,955.32</b>	<b>\$2,484.05</b>	<b>\$66,439.37</b>	<b>\$673,063.52</b>	<b>\$558,307.50</b>	<b>\$744,410.00</b>	

Income Category	March Income	YTD Income
<b>TRIAL BALANCE REPORTED INCOME</b> (Deposited to County Trust Fund)		
Filing Fees	\$59,614.62	\$488,359.55
Interest	\$0.00	\$23,664.83
Credits/Refunds	\$0.00	\$3,017.05
Other	\$0.00	\$36,915.22
<b>Subtotal:</b>	<b>\$59,614.62</b>	<b>\$551,956.65</b>
<b>LIBRARY GENERATED INCOME</b> (Deposited to Library CitiBank Acct)		
Photocopier	\$182.00	\$1,333.05
Computer Printing	\$161.00	\$1,418.45
Conference Room Rental	\$0.00	\$75.00
Deed Form Sales	\$70.00	\$490.00
MCLE Tape Circulation	\$15.00	\$15.00
24-hour Material Circulation	\$20.00	\$174.00
Extra Computer Time	\$0.00	\$70.00
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	\$10.00	\$40.00
Transfers	\$0.00	\$75,000.00
Square Transactions	\$0.00	\$0.00
Other	\$0.00	\$0.00
<b>Subtotal:</b>	<b>\$458.00</b>	<b>\$78,615.50</b>
<b>TOTAL:</b>	<b>\$60,072.62</b>	<b>\$630,572.15</b>

**CitiBank Monthly Transactions**

Period 9  
MARCH

San Mateo County Law Library  
FY2024-2025

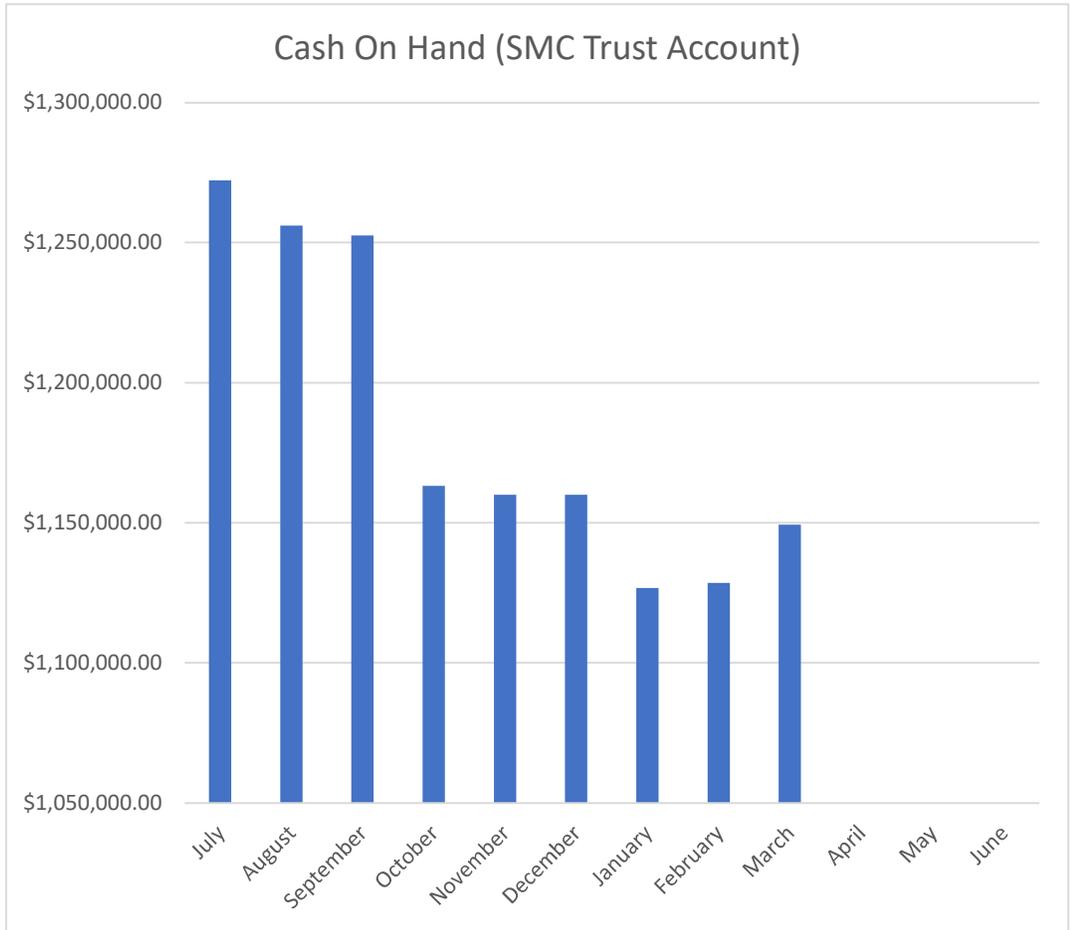
Transaction Date	Item	Debit	Credit	BALANCE
			Beginning Balance 3/1/2025	\$70,354.07
			Ending Balance 3/31/2025	\$67,992.01
<b>MARCH</b>				
3/3/2025	Square Inc		\$11.10	\$70,365.17
3/4/2025	San Jose Mercury News	\$59.60		\$70,305.57
3/4/2025	Joe Kirley #337	\$27.50		\$70,278.07
3/4/2025	Square Inc		\$3.80	\$70,281.87
3/5/2025	Square Inc		\$3.23	\$70,285.10
3/7/2025	Square Inc		\$9.15	\$70,294.25
3/10/2025	Paula Edmondson #476	\$535.50		\$69,758.75
3/10/2025	Account Analysis	\$28.11		\$69,730.64
3/10/2025	Square Inc		\$8.32	\$69,738.96
3/11/2025	Wall Street Journal	\$15.57		\$69,723.39
3/14/2025	Square Inc		\$3.80	\$69,727.19
3/18/2025	Amazon	\$38.93		\$69,688.26
3/18/2025	ZipRecruiter	\$9.99		\$69,678.27
3/19/2025	Square Inc		\$17.22	\$69,695.49
3/20/2025	AT&T	\$96.30		\$69,599.19
3/21/2025	EDCO Awards	\$119.08		\$69,480.11
3/21/2025	Brookline	\$27.30		\$69,452.81
3/21/2025	Shutterstock	\$229.00		\$69,223.81
3/25/2025	Zoom.com	\$166.30		\$69,057.51
3/25/2025	Square Inc		\$12.88	\$69,070.39
3/27/2025	Lisa Janny #477	\$300.00		\$68,770.39
3/27/2025	Safeway	\$55.51		\$68,714.88
3/27/2025	Rainbow Pizza	\$148.76		\$68,566.12
3/28/2025	San Jose Mercury News	\$59.60		\$68,506.52
3/28/2025	Square Inc		\$3.75	\$68,510.27
3/31/2025	Square Inc		\$48.74	\$68,559.01
3/31/2025	Paula Edmondson #479	\$567.00		\$67,992.01
<b>TOTALS:</b>		<b>\$2,484.05</b>	<b>\$121.99</b>	
				Ending Balance 3/31/2025
				Monthly Difference:
				\$67,992.01
				-2,362.06

**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	\$61,003.62	\$61,439.58	\$1,159,951.75
January	\$60,553.71	\$93,795.58	\$1,126,709.88
February	\$56,500.41	\$54,681.31	\$1,128,528.98
March	\$59,614.62	\$38,882.09	\$1,149,261.51
April			
May			
June			
<b>TOTALS</b>	<b>\$551,956.65</b>	<b>\$651,475.16</b>	

<b>YTD Difference</b>	<b>-\$99,518.51</b>
-----------------------	---------------------

\* 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	\$1,159,951.75	\$76,039.73	\$322,451.84	\$31,055.64	\$1,589,498.96
January	\$1,126,709.88	\$71,661.02	\$330,316.37	\$31,580.65	\$1,560,267.92
February	\$1,128,528.98	\$70,354.07	\$330,387.41	\$32,015.80	\$1,561,286.26
March	\$1,149,261.51	\$67,992.01	\$320,937.96	\$31,628.21	\$1,569,819.69
April	\$1,131,289.04	\$65,667.97	\$323,098.57	\$31,628.21	\$1,551,683.79
May					\$0.00
June					\$0.00

