

SAN MATEO COUNTY LAW LIBRARY
710 Hamilton Street
Redwood City, CA 94063
650-363-4913
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 |
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|--------------------------------|---------------------------|--------------------|
| Payroll & Benefits | 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 |
| | Subtotal: | \$33,854.72 |
| Total Monthly Expenses: | | \$56,368.24 |

| DETAILED MONTHLY INCOME | | | |
|--------------------------------|------------------------------|-----------------|--------------------|
| Fund | Income Source | Comments | Amount |
| SMC Trust | Filing Fees | | \$56,500.41 |
| | Interest | | \$0.00 |
| | Credits/Refunds | | \$0.00 |
| | Other | | |
| | Subtotal: | | \$56,500.41 |
| CitiBank | 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 |
| | Subtotal: | | \$425.00 |
| Total Monthly Income: | | | \$56,925.41 |

| | 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 | PAYROLL | | | | | | | |
| 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 | Subtotal : | \$27,149.37 | \$0.00 | \$27,149.37 | | \$205,528.08 | \$205,200.00 | \$307,800.00 |
| 7 | BENEFITS | | | | | | | |
| 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 | Subtotal : | \$15,521.34 | \$0.00 | \$15,521.34 | | \$102,302.44 | \$95,333.33 | \$143,000.00 |
| 16 | LIBRARY RESOURCES | | | | | | | |
| 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 | Subtotal : | \$13,315.68 | \$75.17 | \$13,390.85 | | \$156,709.82 | \$116,000.00 | \$174,000.00 |
| 21 | OPERATIONAL EXPENSES | | | | | | | |
| 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 | Subtotal : | \$2,980.90 | \$1,751.25 | \$4,732.15 | | \$142,083.81 | \$79,740.00 | \$119,610.00 |
| 42 | TOTAL: | \$58,967.29 | \$1,826.42 | \$60,793.71 | | \$606,624.15 | \$496,273.33 | \$744,410.00 |

| Income Category | February Income | YTD Income |
|--|--------------------|---------------------|
| TRIAL BALANCE REPORTED INCOME (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 |
| Subtotal: | \$56,500.41 | \$492,342.03 |
| LIBRARY GENERATED INCOME (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 |
| Subtotal: | \$425.00 | \$78,157.50 |
| TOTAL: | \$56,925.41 | \$570,499.53 |

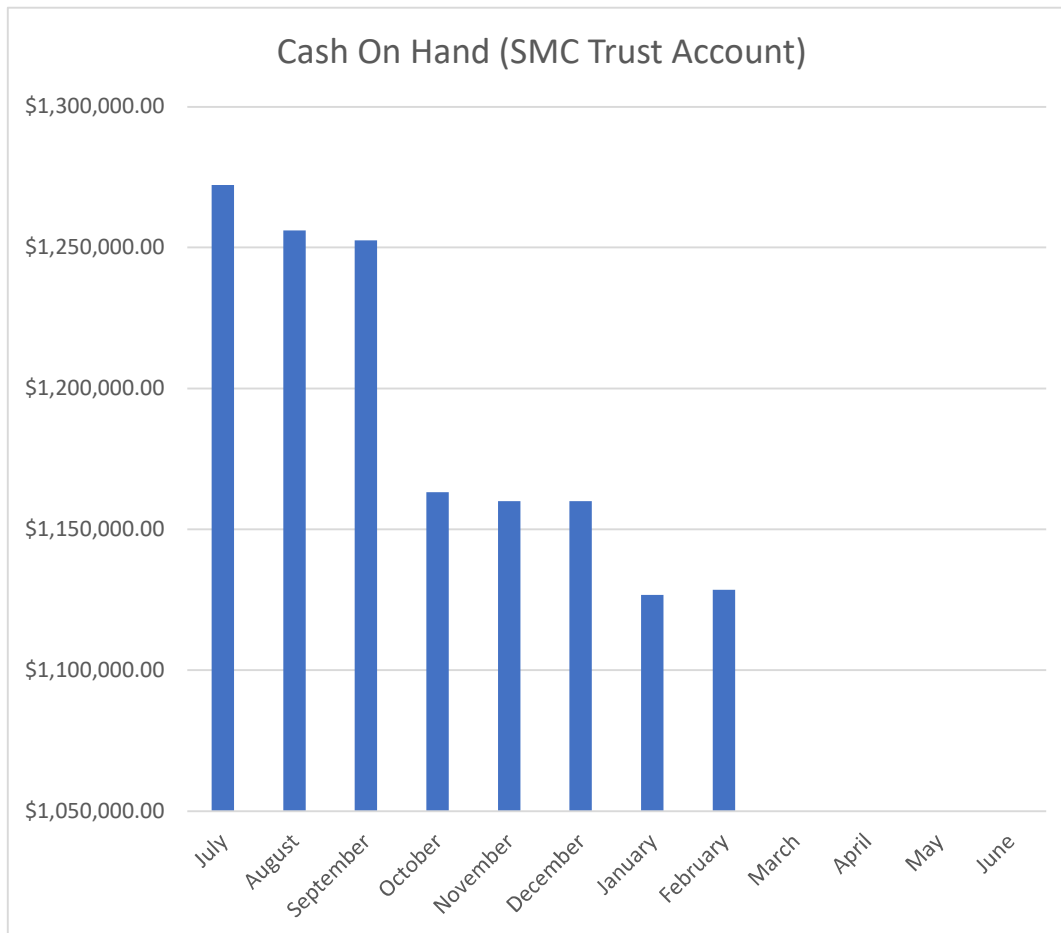
| Transaction Date | Item | Debit | Credit | BALANCE |
|----------------------------|---|------------|----------|-------------|
| Beginning Balance 2/1/2025 | | | | \$71,661.02 |
| Ending Balance 2/28/2025 | | | | \$70,354.07 |
| FEBRUARY | | | | |
| 2/3/2025 | Paula Edmondson #335 | \$609.00 | | \$71,052.02 |
| 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 |
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| TOTALS: | | \$1,826.42 | \$519.47 | |
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| 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 | | | |
| TOTALS | \$492,342.03 | \$612,593.07 | |

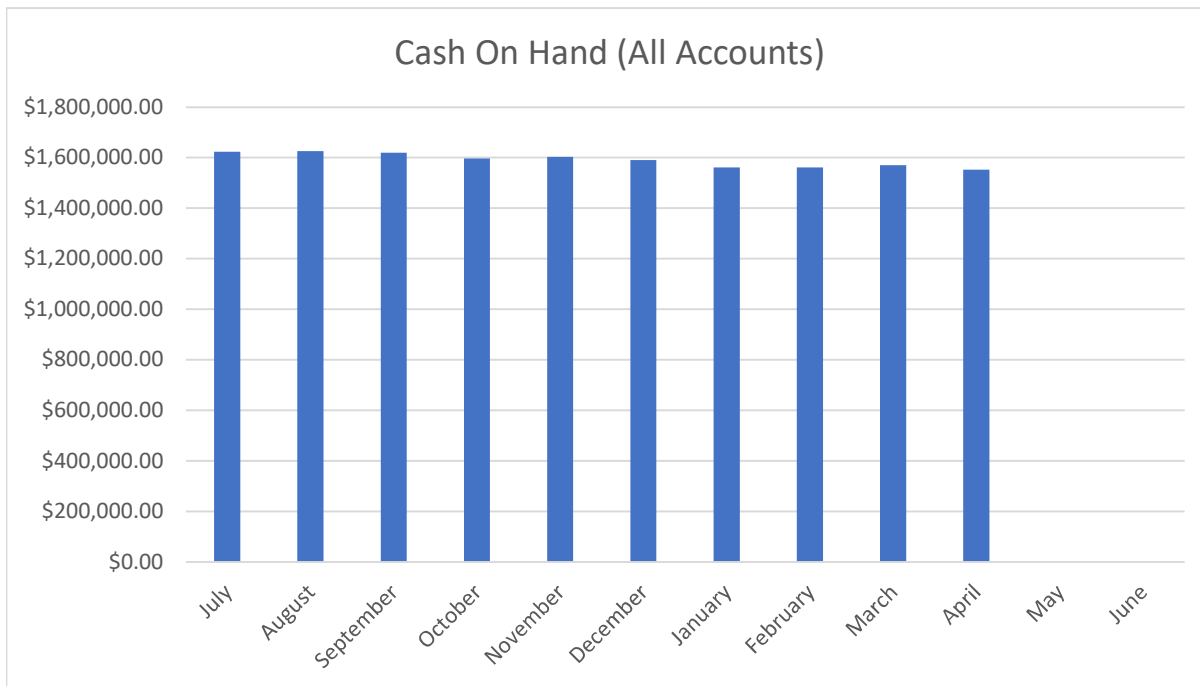
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| YTD Difference | -\$120,251.04 |
|-----------------------|----------------------|

* 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 |

Monthly Statement

Period 9 (March)
FY 2024-2025

San Mateo County Law Library

| | | | | |
|--|-----------|----------------------|-----------|-------------|
| | 3/31/2025 | Paula Edmondson #479 | | \$567.00 |
| | | | | |
| | | | Subtotal: | \$36,904.43 |

| | | | |
|-------------------------|---------------------------|-------------|------------|
| Payroll & Benefits | | | |
| | 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 |
| Subtotal: | | \$34,328.87 | |
| Total Monthly Expenses: | | \$71,233.30 | |

| DETAILED MONTHLY INCOME | | | | |
|-------------------------|------------------------------|----------|-------------|-------------|
| Fund | Income Source | Comments | Amount | |
| SMC Trust | Filing Fees | | \$42,461.88 | |
| | Interest | | | |
| | Credits/Refunds | | \$4,526.70 | |
| | Other | | | |
| | Subtotal: | | \$46,988.58 | |
| 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 | | | |
| | Subtotal: | | \$257.00 | |
| | Total Monthly Income: | | | \$47,245.58 |

| | 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 | PAYROLL | | | | | | | |
| 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 | Subtotal : | \$27,589.82 | \$0.00 | \$27,589.82 | | \$233,117.90 | \$230,850.00 | \$307,800.00 |
| 7 | BENEFITS | | | | | | | |
| 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 | Subtotal : | \$16,228.85 | \$0.00 | \$16,228.85 | | \$118,531.29 | \$107,250.00 | \$143,000.00 |
| 16 | LIBRARY RESOURCES | | | | | | | |
| 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 | Subtotal : | \$18,416.66 | \$134.77 | \$18,551.43 | | \$175,261.25 | \$130,500.00 | \$174,000.00 |
| 21 | OPERATIONAL EXPENSES | | | | | | | |
| 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 | Subtotal : | \$1,719.99 | \$2,349.28 | \$4,069.27 | | \$146,153.08 | \$89,707.50 | \$119,610.00 |
| 42 | TOTAL: | \$63,955.32 | \$2,484.05 | \$66,439.37 | | \$673,063.52 | \$558,307.50 | \$744,410.00 |

| Income Category | March Income | YTD Income |
|--|--------------------|---------------------|
| TRIAL BALANCE REPORTED INCOME (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 |
| Subtotal: | \$59,614.62 | \$551,956.65 |
| LIBRARY GENERATED INCOME (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 |
| Subtotal: | \$458.00 | \$78,615.50 |
| TOTAL: | \$60,072.62 | \$630,572.15 |

CitiBank Monthly Transactions

Period 9
MARCHSan Mateo County Law Library
FY2024-2025

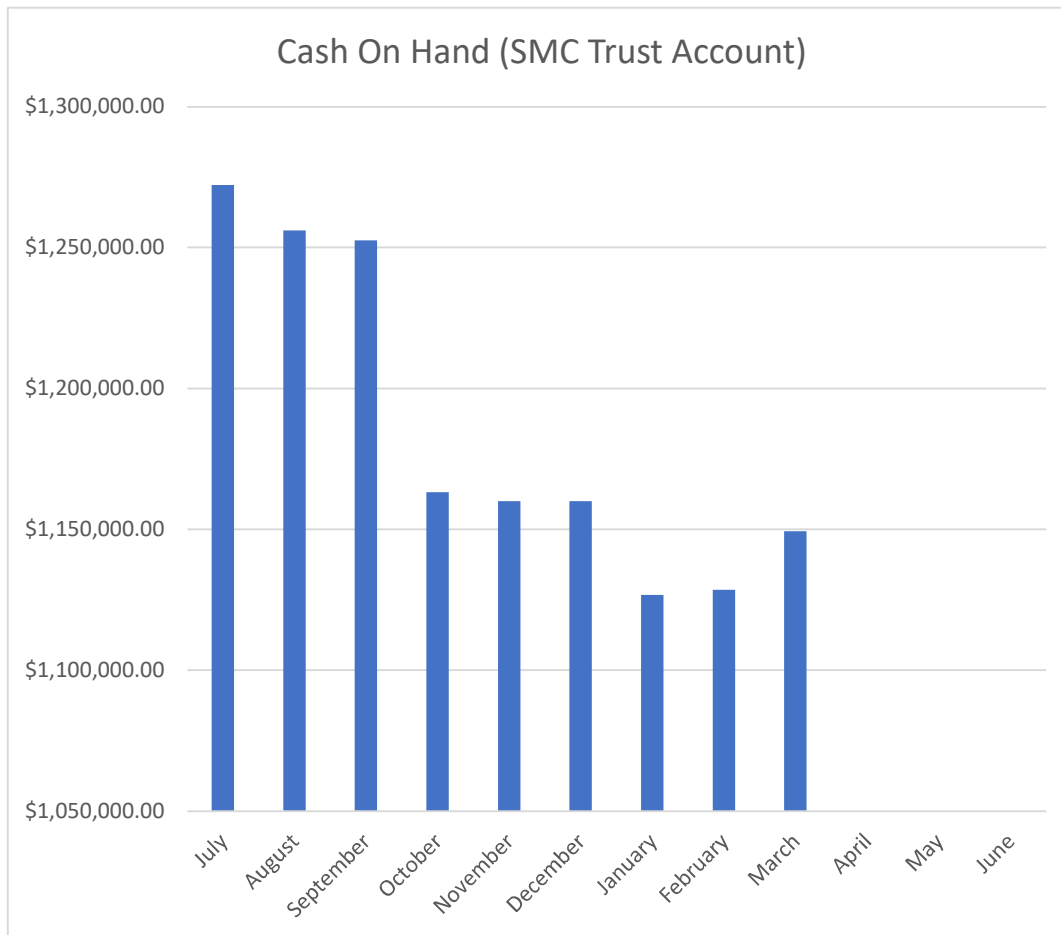
| Transaction Date | Item | Debit | Credit | BALANCE |
|----------------------------|-----------------------|-------------------|-----------------|-------------|
| Beginning Balance 3/1/2025 | | | | \$70,354.07 |
| Ending Balance 3/31/2025 | | | | \$67,992.01 |
| MARCH | | | | |
| 3/3/2025 | Square Inc | | \$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 |
| TOTALS: | | \$2,484.05 | \$121.99 | |
| Ending Balance 3/31/2025 | | | | \$67,992.01 |
| Monthly Difference: | | | | -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 | | | |
| TOTALS | \$551,956.65 | \$651,475.16 | |

| | |
|-----------------------|---------------------|
| YTD Difference | -\$99,518.51 |
|-----------------------|---------------------|

* 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 |

