

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

August 27, 2026

BOARD OF LAW LIBRARY TRUSTEES MEETING

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

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, August 27, 2026 12:15 P.M.

AGENDA (AMENDED)

1. CLOSED SESSION
2. REGULAR SESSION
 - a. Report on closed session
 - b. Approval of Minutes of the Thursday, May 28 meeting.
 - c. Acceptance of Report of Expenses for Period 11 (May), Period 12 (June) FY2025-26
 - d. Discussion/Informational Updates and Policy Decisions:
 - Law Library relocation update
 - Final budget FY2026-2027
 - Fall CCCLL meeting host
 - Other matters of interest
 - e. Report of the San Mateo County Bar Association

- f. Public open comment.
3. ADJOURNMENT

PROPOSED 2026 MEETING SCHEDULE
NEXT MEETING OCTOBER 22, 2026

Mark Your Calendar!

2026 San Mateo County Law Library Board of Trustees Meeting Schedule:

- October 22
- November 19 or December 10

[illegible]

Payroll & Benefits	Blake, Larry	\$806.00
	Bracco, Caroline	\$13,368.00
	Brill, Margaret Ruth	\$4,412.40
	Chaves, Shawn	\$8,796.00
	Conventini, Antonella	\$9,609.60
	Cubing, Ino	\$0.00
	Jimenez, Vanessa	\$104.00
	Krehnke, Isabel	\$0.00
	LeMon, Viola	\$1,850.00
	Woods, Marcia	\$3,787.31
	Medicare & FICA	607.45
	Active Employee Benefits	5074.82
	Retired Employee Benefits	1397.11
	Subtotal:	\$49,812.69
Total Monthly Expenses:		\$77,021.59

DETAILED MONTHLY INCOME				
Fund	Income Source	Comments	Amount	
SMC Trust	Filing Fees		\$67,052.75	
	Interest		\$0.00	
	Credits/Refunds		\$0.00	
	Other	SMC Superior Court/Cunningham Law	\$8,352.00	
	Subtotal:		\$75,404.75	
CitiBank	Photocopier		\$145.00	
	Computer Printing		\$204.00	
	Conference Room Rental		\$0.00	
	Deed Form Sales		\$65.00	
	MCLE Tape Circulation		\$0.00	
	24-hour Material Circulation		\$0.00	
	Extra Computer Time		\$65.00	
	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		\$422.40	
	Other		\$0.00	
	Subtotal:		\$901.40	
	Total Monthly Income:			\$76,306.15

	A	B	C	D	E	F	G	H
1	Expense Category	May Expenses				YTD Expenses	Budgeted YTD	Fiscal Year Budget
2		SMC Trust Acct.	CitiBank Acct.	Acct. Totals				
3	PAYROLL							
4	Full time	\$31,773.60	\$0.00	\$31,773.60		\$252,751.20	\$256,666.67	\$280,000.00
5	Part time	\$10,959.71	\$0.00	\$10,959.71		\$74,834.62	\$96,250.00	\$105,000.00
6	Subtotal :	\$42,733.31	\$0.00	\$42,733.31		\$327,585.82	\$352,916.67	\$385,000.00
7	BENEFITS							
8	Active Employee Benefits	\$5,074.82	\$0.00	\$5,074.82		\$50,490.30	\$36,666.67	\$40,000.00
9	CalPERS Pension Prefunding*	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
10	CalPERS Retirement	\$6,594.48	\$0.00	\$6,594.48		\$38,268.26	\$30,250.00	\$33,000.00
11	CalPERS UAL	\$0.00	\$0.00	\$0.00		\$70,512.00	\$61,416.67	\$67,000.00
12	Medicare & FICA	\$607.45	\$0.00	\$607.45		\$6,411.54	\$11,916.67	\$13,000.00
13	Prior OASDI	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
14	Retired Employee Benefits	\$1,397.11	\$0.00	\$1,397.11		\$15,248.41	\$14,666.67	\$16,000.00
15	Subtotal :	\$13,673.86	\$0.00	\$13,673.86		\$180,930.51	\$154,916.67	\$169,000.00
16	LIBRARY RESOURCES							
17	Electronic Resources	\$1,135.08	\$0.00	\$1,135.08		\$87,310.17	\$119,166.67	\$130,000.00
18	New Materials	\$0.00	\$0.00	\$0.00		\$0.00	\$916.67	\$1,000.00
19	Print Resources	\$13,607.76	\$94.25	\$13,702.01		\$144,872.23	\$77,916.67	\$85,000.00
20	Subtotal :	\$14,742.84	\$94.25	\$14,837.09		\$232,182.40	\$198,000.00	\$216,000.00
21	OPERATIONAL EXPENSES							
22	Bookkeeping Support	\$0.00	\$956.75	\$956.75		\$10,264.75	\$13,750.00	\$15,000.00
23	Building Maintenance	\$945.00	\$27.50	\$972.50		\$6,112.00	\$13,750.00	\$15,000.00
24	Capital Improvements	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
25	Catering	\$0.00	\$0.00	\$0.00		\$1,361.05	\$1,283.33	\$1,400.00
26	Citibank Service Charges	\$0.00	\$28.11	\$28.11		\$362.59	\$330.00	\$360.00
27	Copy Machines	\$208.68	\$0.00	\$208.68		\$2,089.64	\$2,750.00	\$3,000.00
28	Dues	\$0.00	\$0.00	\$0.00		\$101.57	\$1,191.67	\$1,300.00
29	Educational/Professional	\$0.00	\$0.00	\$0.00		\$376.68	\$1,833.33	\$2,000.00
30	Insurance	\$0.00	\$0.00	\$0.00		\$7,346.00	\$7,791.67	\$8,500.00
31	Miscellaneous	\$0.00	\$0.00	\$0.00		\$0.00	\$916.67	\$1,000.00
32	Office Supplies	\$0.00	\$0.00	\$0.00		\$2,539.33	\$1,833.33	\$2,000.00
33	Outside Services	\$2,472.00	\$0.00	\$2,472.00		\$13,230.38	\$833.33	\$10,000.00
34	Promotional	\$0.00	\$0.00	\$0.00		\$0.00	\$916.67	\$1,000.00
35	Support Software	\$0.00	\$59.88	\$59.88		\$7,898.42	\$2,750.00	\$3,000.00
36	Tech Support	\$798.00	\$0.00	\$798.00		\$11,920.00	\$9,166.67	\$10,000.00
37	Telecommunications	\$44.53	\$281.41	\$325.94		\$3,618.70	\$1,833.33	\$2,000.00
38	Transfers	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
39	Travel Expenses	\$0.00	\$0.00	\$0.00		\$0.00	\$1,833.33	\$2,000.00
40	Use Tax	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
41	Subtotal :	\$4,468.21	\$1,353.65	\$5,821.86		\$67,221.11	\$62,763.33	\$77,560.00
42	TOTAL:	\$75,618.22	\$1,447.90	\$77,066.12		\$807,919.84	\$768,596.67	\$847,560.00

Income Category	May Income	YTD Income
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)		
Filing Fees	\$67,052.75	\$662,012.32
Interest	\$0.00	\$43,565.60
Credits/Refunds	\$0.00	\$3,427.02
Other	\$8,352.00	\$108,021.38
Subtotal:	\$75,404.75	\$817,026.32
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)		
Photocopier	\$145.00	\$1,434.75
Computer Printing	\$204.00	\$1,680.75
Conference Room Rental	\$0.00	\$0.00
Deed Form Sales	\$65.00	\$721.00
MCLE Tape Circulation	\$0.00	\$55.00
24-hour Material Circulation	\$0.00	\$90.00
Extra Computer Time	\$65.00	\$205.00
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	\$60.00
Transfers	\$0.00	\$0.00
Square Transactions	\$422.40	\$2,291.97
Other	\$0.00	\$0.00
Subtotal:	\$901.40	\$6,538.47
TOTAL:	\$76,306.15	\$823,564.79

CitiBank Monthly Transactions

Period 11

MAY

San Mateo County Law Library

FY2025-2026

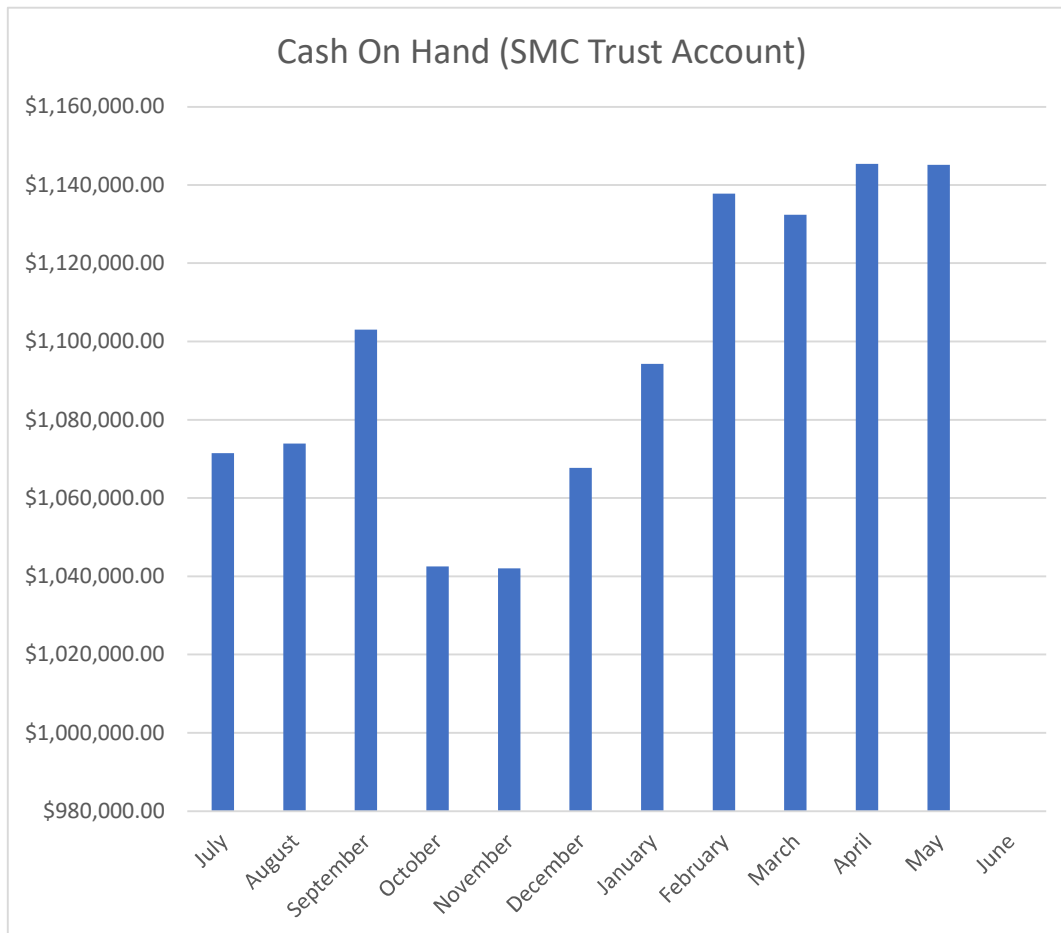
Transaction Date	Item	Debit	Credit	BALANCE
			Beginning Balance 5/1/2026	\$38,365.00
			Ending Balance 5/31/2026:	\$37,818.50
MAY				
5/1/2026	Square Inc		\$18.78	\$38,383.78
5/6/2026	AT&T	\$203.30		\$38,180.48
5/6/2026	Joe Kirley #341	\$27.50		\$38,152.98
5/6/2026	Square Inc		\$41.28	\$38,194.26
5/7/2026	Square Inc		\$15.04	\$38,209.30
5/8/2026	Account Analysis	\$28.11		\$38,181.19
5/11/2026	Square Inc		\$45.12	\$38,226.31
5/13/2026	Wall Street Journal	\$15.57		\$38,210.74
5/18/2026	Paula Edmondson #469	\$956.75		\$37,253.99
5/18/2026	Shutterstock		\$229.00	\$37,482.99
5/19/2026	AT&T	\$78.11		\$37,404.88
5/21/2026	San Jose Mercury News	\$78.68		\$37,326.20
5/21/2026	Square Inc		\$3.75	\$37,329.95
5/22/2026	Dochub.com	\$59.88		\$37,270.07
5/22/2026	Square Inc		\$8.37	\$37,278.44
5/27/2026	Square Inc		\$61.06	\$37,339.50
5/29/2026	Deposit		\$479.00	\$37,818.50
TOTALS:		\$1,447.90	\$901.40	
			Ending Balance 5/31/2026:	\$37,818.50
			Monthly Difference:	-546.50

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$79,903.25	\$120,985.53	\$1,071,480.99
August	\$56,869.64	\$54,427.87	\$1,073,922.76
September	\$64,431.80	\$35,355.55	\$1,102,999.01
October	\$68,030.43	\$128,551.86	\$1,042,477.58
November	\$51,095.16	\$51,529.96	\$1,042,042.78
December	\$132,317.74	\$106,657.70	\$1,067,702.82
January	\$60,143.10	\$33,590.37	\$1,094,255.55
February	\$115,112.09	\$71,615.50	\$1,137,752.14
March	\$50,418.13	\$55,813.44	\$1,132,356.83
April	\$63,300.47	\$50,303.17	\$1,145,354.13
May	\$75,404.75	\$75,618.22	\$1,145,140.66
June			
TOTALS	\$817,026.56	\$784,449.17	

YTD Difference	\$32,577.39
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* Total income deposited in County Trust Fund



[illegible]

Payroll & Benefits	Blake, Larry	\$546.00
	Bracco, Caroline	\$8,912.00
	Brill, Margaret Ruth	\$2,941.60
	Chaves, Shawn	\$5,864.00
	Conventini, Antonella	\$6,406.40
	Cubing, Ino	\$0.00
	Jimenez, Vanessa	\$0.00
	Krehnke, Isabel	\$0.00
	LeMon, Viola	\$700.00
	Woods, Marcia	\$2,500.36
	Medicare & FICA	391.98
	Active Employee Benefits	4878.68
	Retired Employee Benefits	1397.11
	Subtotal:	\$34,538.13
Total Monthly Expenses:		\$55,360.06

DETAILED MONTHLY INCOME			
Fund	Income Source	Comments	Amount
SMC Trust	Filing Fees		\$73,304.75
	Interest		\$0.00
	Credits/Refunds		\$18.19
	Other		\$0.00
	Subtotal:		\$73,322.94
CitiBank	Photocopier		\$153.00
	Computer Printing		\$169.00
	Conference Room Rental		\$0.00
	Deed Form Sales		\$75.00
	MCLE Tape Circulation		\$0.00
	24-hour Material Circulation		\$20.00
	Extra Computer Time		\$5.00
	Lost Book Replacement		\$0.00
	Vendor Credits/Refunds		\$0.00
	SVCF Deposits		\$0.00
	Grants		\$0.00
	Overdue Fines		\$43.00
	Transfers		\$0.00
	Square Transactions		\$288.81
	Other		\$0.00
	Subtotal:		\$753.81
Total Monthly Income:			\$74,076.75

	A	B	C	D	E	F	G	H
1	Expense Category	June Expenses				YTD Expenses	Budgeted YTD	Fiscal Year Budget
2		SMC Trust Acct.	CitiBank Acct.	Acct. Totals				
3	PAYROLL							
4	Full time	\$21,182.40	\$0.00	\$21,182.40		\$273,933.60	\$280,000.00	\$280,000.00
5	Part time	\$6,687.96	\$0.00	\$6,687.96		\$81,522.58	\$105,000.00	\$105,000.00
6	Subtotal :	\$27,870.36	\$0.00	\$27,870.36		\$355,456.18	\$385,000.00	\$385,000.00
7	BENEFITS							
8	Active Employee Benefits	\$4,878.68	\$0.00	\$4,878.68		\$55,368.98	\$40,000.00	\$40,000.00
9	CalPERS Pension Prefunding*(remove line)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
10	CalPERS Retirement	\$3,297.24	\$0.00	\$3,297.24		\$41,565.50	\$33,000.00	\$33,000.00
11	CalPERS UAL	\$0.00	\$0.00	\$0.00		\$70,512.00	\$67,000.00	\$67,000.00
12	Medicare & FICA	\$391.98	\$0.00	\$391.98		\$6,803.52	\$13,000.00	\$13,000.00
13	Prior OASDI	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
14	Retired Employee Benefits	\$1,397.11	\$0.00	\$1,397.11		\$16,645.52	\$16,000.00	\$16,000.00
15	Subtotal :	\$9,965.01	\$0.00	\$9,965.01		\$190,895.52	\$169,000.00	\$169,000.00
16	LIBRARY RESOURCES							
17	Electronic Resources	\$1,135.08	\$0.00	\$1,135.08		\$83,635.01	\$130,000.00	\$130,000.00
18	New Materials	\$0.00	\$0.00	\$0.00		\$0.00	\$1,000.00	\$1,000.00
19	Print Resources	\$11,330.85	\$94.25	\$11,425.10		\$161,107.57	\$85,000.00	\$85,000.00
20	Subtotal :	\$12,465.93	\$94.25	\$12,560.18		\$244,742.58	\$216,000.00	\$216,000.00
21	OPERATIONAL EXPENSES							
22	Bookkeeping Support	\$0.00	\$1,150.25	\$1,150.25		\$11,415.00	\$15,000.00	\$15,000.00
23	Building Maintenance	\$945.00	\$55.00	\$1,000.00		\$7,112.00	\$15,000.00	\$15,000.00
24	Capital Improvements	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
25	Catering	\$0.00	\$107.40	\$107.40		\$1,468.45	\$1,400.00	\$1,400.00
26	Citibank Service Charges	\$0.00	\$27.69	\$27.69		\$390.28	\$360.00	\$360.00
27	Copy Machines	\$213.57	\$0.00	\$213.57		\$2,303.21	\$3,000.00	\$3,000.00
28	Dues	\$0.00	\$760.00	\$760.00		\$861.57	\$1,300.00	\$1,300.00
29	Educational/Professional	\$0.00	\$0.00	\$0.00		\$376.68	\$2,000.00	\$2,000.00
30	Insurance	\$0.00	\$0.00	\$0.00		\$7,346.00	\$8,500.00	\$8,500.00
31	Miscellaneous	\$0.00	\$0.00	\$0.00		\$0.00	\$1,000.00	\$1,000.00
32	Office Supplies	\$0.00	\$0.00	\$0.00		\$2,539.33	\$2,000.00	\$2,000.00
33	Outside Services	\$0.00	\$0.00	\$0.00		\$13,230.38	\$833.33	\$10,000.00
34	Promotional	\$0.00	\$0.00	\$0.00		\$0.00	\$1,000.00	\$1,000.00
35	Support Software	\$0.00	\$0.00	\$0.00		\$7,898.42	\$3,000.00	\$3,000.00
36	Tech Support	\$1,406.00	\$0.00	\$1,406.00		\$13,326.00	\$10,000.00	\$10,000.00
37	Telecommunications	\$166.54	\$299.60	\$466.14		\$4,084.84	\$2,000.00	\$2,000.00
38	Transfers	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
39	Travel Expenses	\$0.00	\$0.00	\$0.00		\$0.00	\$2,000.00	\$2,000.00
40	Use Tax	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
41	Subtotal :	\$2,731.11	\$2,399.94	\$5,131.05		\$72,352.16	\$68,393.33	\$77,560.00
42	TOTAL:	\$53,032.41	\$2,494.19	\$55,526.60		\$863,446.44	\$838,393.33	\$847,560.00

Income Category	June Income	YTD Income
TRIAL BALANCE REPORTED INCOME (Deposited to County Trust Fund)		
Filing Fees	\$73,304.75	\$735,317.07
Interest		\$43,565.60
Credits/Refunds		\$3,427.02
Other	\$18.19	\$108,039.57
Subtotal:	\$73,322.94	\$890,349.26
LIBRARY GENERATED INCOME (Deposited to Library CitiBank Acct)		
Photocopier	\$153.00	\$1,587.75
Computer Printing	\$169.00	\$1,849.75
Conference Room Rental		\$0.00
Deed Form Sales	\$75.00	\$796.00
MCLE Tape Circulation		\$55.00
24-hour Material Circulation	\$20.00	\$110.00
Extra Computer Time	\$5.00	\$210.00
Lost Book Replacement		\$0.00
Vendor Credits/Refunds		\$0.00
SVCF Deposits		\$0.00
Grants		\$0.00
Overdue Fines	\$43.00	\$103.00
Transfers		\$0.00
Square Transactions	\$288.81	\$2,580.78
Other	\$0.00	\$0.00
Subtotal:	\$753.81	\$7,292.28
TOTAL:	\$74,076.75	\$897,641.54

CitiBank Monthly Transactions

Period 12

San Mateo County Law Library

JUNE

FY2025-2026

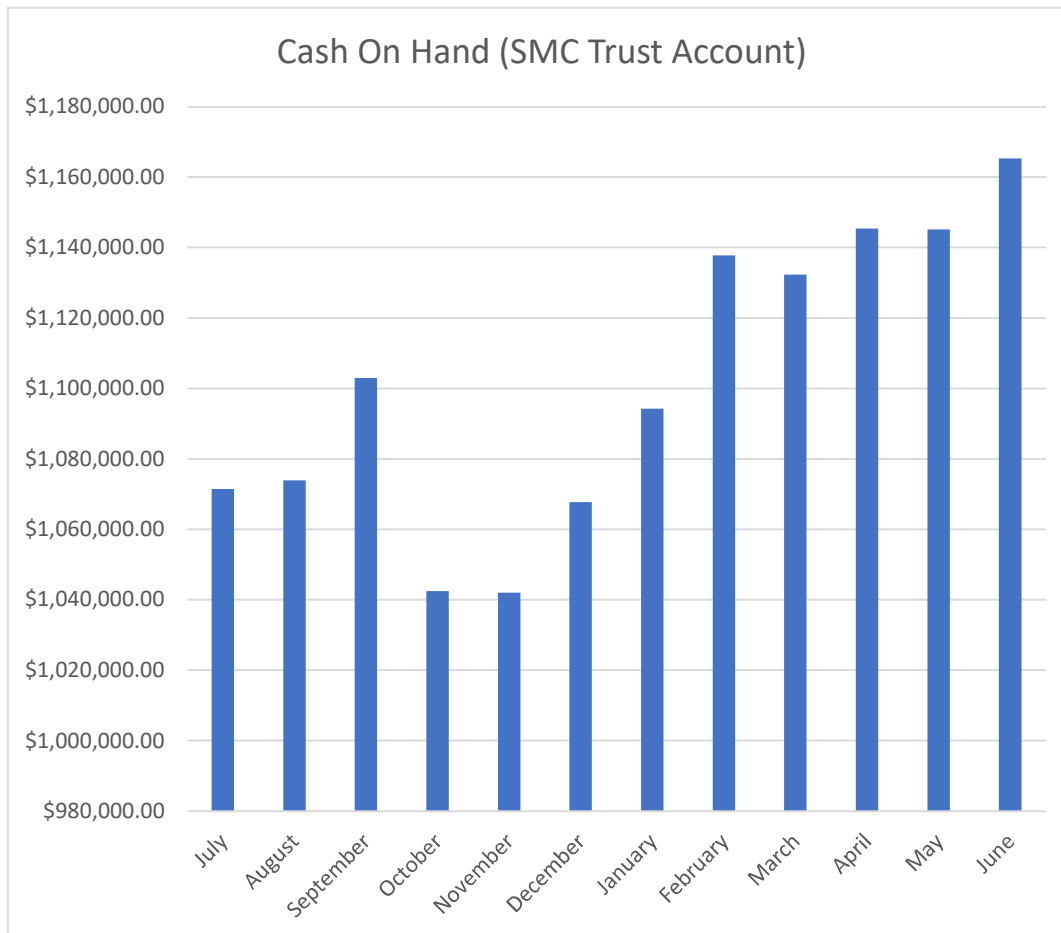
Transaction Date	Item	Debit	Credit	BALANCE
Beginning Balance 6/1/2026				\$37,818.50
Ending Balance 6/30/2026				\$36,078.12
JUNE				
6/2/2026	The Sandwich Spot	\$107.40		\$37,711.10
6/3/2026	AT&T	\$203.30		\$37,507.80
6/3/2026	Square Inc		\$9.10	\$37,516.90
6/4/2026	Square Inc		\$12.60	\$37,529.50
6/5/2026	Square Inc		\$11.54	\$37,541.04
6/8/2026	Council of Calif Cty Law Librarians #466	\$760.00		\$36,781.04
6/8/2026	Square Inc		\$3.50	\$36,784.54
6/9/2026	Account Analysis	\$27.69		\$36,756.85
6/9/2026	Square Inc		\$12.02	\$36,768.87
6/10/2026	Square Inc		\$152.38	\$36,921.25
6/12/2026	Paula Edmondson #470	\$698.75		\$36,222.50
6/12/2026	Square Inc		\$2.53	\$36,225.03
6/15/2026	Wall Street Journal	\$15.57		\$36,209.46
6/15/2026	Square Inc		\$9.10	\$36,218.56
6/16/2026	Square Inc		\$9.10	\$36,227.66
6/17/2026	AT&T	\$96.30		\$36,131.36
6/17/2026	Square Inc		\$9.93	\$36,141.29
6/22/2026	San Jose Mercury News	\$78.68		\$36,062.61
6/22/2026	Square Inc		\$23.66	\$36,086.27
6/23/2026	Square Inc		\$7.98	\$36,094.25
6/24/2026	Square Inc		\$21.62	\$36,115.87
6/29/2026	Deposit		\$465.00	\$36,580.87
6/29/2026	Paula Edmondson #342	\$451.50		\$36,129.37
6/30/2026	Square Inc		\$3.75	\$36,133.12
6/30/2026	Joe Kirley #471	\$55.00		\$36,078.12
	TOTALS:	\$2,494.19	\$753.81	
Ending Balance 6/30/2026				\$36,078.12
Monthly Difference:				-1,740.38

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

PERIOD	TOTAL INCOME*	TOTAL EXPENSES	CASH ON HAND
July	\$79,903.25	\$120,985.53	\$1,071,480.99
August	\$56,869.64	\$54,427.87	\$1,073,922.76
September	\$64,431.80	\$35,355.55	\$1,102,999.01
October	\$68,030.43	\$128,551.86	\$1,042,477.58
November	\$51,095.16	\$51,529.96	\$1,042,042.78
December	\$132,317.74	\$106,657.70	\$1,067,702.82
January	\$60,143.10	\$33,590.37	\$1,094,255.55
February	\$115,112.09	\$71,615.50	\$1,137,752.14
March	\$50,418.13	\$55,813.44	\$1,132,356.83
April	\$63,300.47	\$50,303.17	\$1,145,354.13
May	\$75,404.75	\$75,618.22	\$1,145,140.66
June	\$73,322.94	\$53,165.93	\$1,165,297.67
TOTALS	\$890,349.50	\$837,615.10	

YTD Difference	\$52,734.40
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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	\$1,071,480.99	\$55,493.61	\$346,555.06	\$33,143.16	\$1,506,672.82
August	\$1,073,922.76	\$54,251.61	\$356,472.85	\$34,091.52	\$1,518,738.74
September	\$1,102,999.01	\$53,379.58	\$365,493.79	\$34,408.76	\$1,556,281.14
October	\$1,042,477.58	\$53,002.42	\$370,397.82	\$34,408.76	\$1,500,286.58
November	\$1,042,042.78	\$51,893.29	\$373,267.75	\$34,667.25	\$1,501,871.07
December	\$1,067,702.82	\$49,182.23	\$375,390.59	\$34,652.81	\$1,526,928.45
January	\$1,094,255.55	\$44,797.52	\$385,467.46	\$35,016.57	\$1,559,537.10
February	\$1,137,752.14	\$41,186.37	\$393,835.68	\$35,613.63	\$1,608,387.82
March	\$1,132,356.83	\$39,312.55	\$372,993.86	\$34,734.54	\$1,579,397.78
April	\$1,145,354.13	\$38,365.00	\$396,793.98	\$35,608.50	\$1,616,121.61
May	\$1,145,140.66	\$37,818.50	\$408,200.82	\$36,249.54	\$1,627,409.52
June	\$1,165,297.67	\$36,078.12	\$409,675.31	\$35,970.79	\$1,647,021.89

