

**Notice of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903**

Tuesday, March 21, 2023, at 5:15 P.M.

Agenda

Call to Order*

1. Consent Calendar
 - 1.1 January 2023 Minutes
 - 1.2 February 2023 Minutes
 - 1.3 March 2023 Warrants
 - 1.4 Approval of Certificates of Appreciation for Tracy Barrett and Donald Drummond

2. Open Time for Public Expression

3. Financial Report
 - 3.1 Filing Fee Schedule – March 2023
 - 3.2 Actuals (Income and Expenses) – March 2023

4. Librarian's Report

5. Committee Reports
 - 5.1 Civic Engagement

6. New Business
 - 6.1 Discussion and Action Item:** Discussion and Action re Law Library budget 2023-2024
 - 6.2 Discussion and Action Item:** Discussion and Acton re voting for Board President and Vice-President

7. Board Members' Suggestions for Next Month's Agenda

8. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 03/23/2023
First Thursdays at the Law Library on Zoom – N/A
Deadline to Submit Reports for Board Meeting on 04/18/2023: 04/11/2023

* This meeting may be recorded as authorized by the Government Code.



**Minutes of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903**

Tuesday, January 17, 2023, at 5:15 P.M.

Present: Kristine Fowler Cirby, Denise Bashline, Alexander Johnson, Walter Cook, Jorge Lopez Espindola, and Stephen Richards, Ex Officio-Secretary.

Also Present: Bill Hale

Absent: Trustee Drummond

Vice President Cirby called the meeting to order at 5:21 p.m.

1. Consent Calendar

Motion to approve Consent Calendar made by Trustee Cook & seconded by Trustee Johnson.

Vote: Motion carried 4-0

AYES:, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Cook,
ABSENT: President Barrett, Trustee Drummond

2. Open Time for Public Expression

No items were addressed.

3. Financial Report

It was noted this month was a bit lower than last month and average at \$11,628.35. This past month expenses were higher due to two thirds of equipment purchase against Budget at \$17,500.

Vice President Cirby noted Family Law Section has increased by over 100/yr for all of 2022 and that perhaps Civil cases are down.

Vice President Cirby requested consolidating information to 1 page.

Board of Trustees

PRESIDENT

Tracy Barrett, Esq.
Board of Supervisors Appointed

VICE PRESIDENT

Kristine Fowler Cirby, Esq.
Judicially Appointed

Denise Bashline

Judicially Appointed

Jorge Lopez Espindola

Board of Supervisors Appointed

Alexander Johnson, Esq.

Judicially Appointed

Donald Drummond, Esq.

Judicially Appointed

Walter Cook, Jr., Esq. MLIS

Judicially Appointed

Stephen Richards

Law Library Director

20 North San Pedro Road

Suite 2007

San Rafael, CA 94903

415-472-3733 T

415-472-3729 F

www.marincountylawlibrary.org

4. Librarian's Report

January has been a busy month. The library did close due to the storm. There was some flooding at stairwell, no damage. The new Staff Member Marcia started Jan. 9th, currently under training. 2 volunteers from the AWOL program are also serving, helpful dusting shelves/books and behind the scenes work. They currently provide 8-16hrs/wk each. Reminder from County that State of Emergency ending in February that starting in March meetings will need to resume in person or all locations will need to be published in advance and made available to the General Public.

Public comment was made about building maintenance.

Vice President Cirby enquired about a 'CCCLL' update.

Public Comment was made that former Supervisor Damon Connolly has become a Congress Member and recently requesting public input, perhaps someone should approach him about Library funding. VICE PRESIDENT Cirby suggested posting on agenda scheduling either a meeting or issuing a letter to him reminding him what a great asset the Law Library is.

Trustee Bashline requested an update on new addition to Lawyers in the Library program.

5. Committee Reports

Trustee Bashline reported a unique turn out this month with current and prior (4 person) for the Grand Jury as it was very informative and lively.

Trustee Bashline encouraged other Trustees to provide recommendations for Groups of interest and has reached out to CRLA (Ca. Rural Legal Assistance.) if interested to participate in March.

6. Old Business

6.1 Discussion and Action Item: Discussion and Action re scheduling Lawyers in the Library Program from once a month to twice a month

Vice President Cirby suggested when ready to assert a date, use social media to advertise.

Trustee Bashline enquired number of staff members to operate sessions.

7. New Business

7.1 Discussion: Discussion re Board of Trustee openings and promotion of openings It was noted that there are 2 Board seat openings, as tonight is Pres. Bartlett's last meeting and Trustee Drummond's who is not present. Coming Nov. 2023 Trustee Cook and Vice President Cirby will also be stepping off the Board. As of Jan. 2023, there are currently one Court opening and one County opening Trustee seat.

Vice President Cirby requested that flyer be sent to MCBA for the January publication.

Trustee Bashline advised she is working on developing a list of non-profit groups that have Attorney's affiliated with them in Marin County to forward the flyer to.

7.2 Discussion and Action Item: Discussion and Action re purchase of yearly subscription to NHLP HUD Housing Programs: Tenants' Rights

It was reported that the 'Green Book' was available last year in a consortium deal with 7 other law libraries. This year they are willing to offer it for \$275/yr, a significant discounted rate from the \$1,200 initial price.

Trustee Bashline made a motion to subscribe. Trustee Cook seconded the motion.

Vote: Motion carried 5-0

AYES:, VICE PRESIDENT Cirby, Pres. Bartlett, Trustee Bashline, Trustee Johnson, Trustee Cook

ABSENT: Trustee Drummond

7.3 Discussion and Action Item: Discussion and Action re adding notary services to the Marin County Law Library

Trustee Bashline commended efforts in past years on Staff development and that adding a Notary to the Law Library could be an added revenue stream (approx. \$15/signature & \$15/certification) and service benefit, particularly based on location to other surrounding service facilities, with little time invested by Staff for certification (approx. half to 1 day class and exam., with approx cost of \$2-500)

Trustee Bashline suggested this could serve under the Head Librarian's purview as within their operating Budget. .

7.4 Discussion and Action Item: Discussion and Action re providing staff training for the Community Media Center of Marin

Trustee Bashline reported having raised the topic as another Staff Development opportunity. It is a 4 part program (approx cost of \$600) that would allow an individual to operate the camera and edit and that the Library could develop their own self-help programs.

It was agreed to table this topic until April.

7.5 Discussion and Action Item: Discussion and Action re outreach to previous volunteers for Lawyers in the Library Program

Trustee Bashline informed that this would entail gathering the name of the volunteers and further serve as a means for informing and/or reminding folks of the services that the library currently provides. Vice President Cirby advised obtaining the list from Mimi is

fairly easy via the Sign-up Genius, and the most expensive component being the time to look up their addresses in the BAR.

It was agreed that Trustee Johnson would compose an article for submittal to MCBA. It was also suggested that it could be a quarterly submittal. It requires one month lead time, next publication is in March (thus article would be due to submit in February.)

7.6 Discussion and Action Item: Discussion and Action re certificate of appreciation for former volunteers of Lawyers in the Library Program

It was agreed to table this topic until April. Vice President Cirby advised that in March 2020, a joint event was proposed in the evening at the JCC in collaboration with Legal Aid (every March provides a volunteer recognition event at the BAR), and that monthly may be too much, but perhaps bi-monthly.

Trustee Bashline agreed to being tasked with searching on CalBar for the address details of list of names.

8. Board Members' Suggestions for Next Month's Agenda

It was confirmed that the past 3 months of meeting minutes would be issued at next meeting.

Vice President Cirby enquired about update from 'CCLL' meetings.

Trustee Bashline noted for next months' agenda, that the American Assoc. of Law Libraries will be meeting in July.

It was noted that agenda item for next month should include assigned roles serving as President and Vice President of the Board and confirmed that there will be 2 Trustee openings as of February and an additional 2 in November.

It was noted that next month (February 21,2023) will require full Board attendance if to have a quorum present. Vice President Cirby will not be in attendance. It was agreed that the meeting as scheduled will proceed and Trustee Bashline agreed to Chair.

Gratitude for Pres. Bartlett was expressed for her time and dedication of service.

Trustee Cook made a motion to approve. Vice President Cirby seconded the motion.

Vote: Motion carried 5-0

AYES: Vice President Cirby, President Bartlett, Trustee Bashline, Trustee Johnson,
Trustee Cook

ABSENT: Trustee Drummond

9. Adjournment

The meeting ended at 6.21pm. The next board meeting will be held February 21, 2023, at 5:15 p.m.

Respectfully submitted,

Tracy Barrett
President, Board of Trustees

Stephen Richards, Ex-Officio
Secretary

DRAFT

Board of Trustees

PRESIDENT
Kristine Fowler Cirby, Esq.
Judicially Appointed

VICE PRESIDENT

Denise Bashline
Judicially Appointed

Jorge Lopez Espindola
Board of Supervisors Appointed

Alexander Johnson, Esq.
Judicially Appointed

Donald Drummond, Esq.
Judicially Appointed

Walter Cook, Jr., Esq, MLIS
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Stephen Richards
Law Library Director

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Tuesday, February 21, 2023, at 5:15 P.M.

**Present: Denise Bashline, Alexander Johnson, Walter Cook,
Jorge Lopez Espindola, and Stephen Richards, Ex Officio-
Secretary**

Also Present: Bill Hale

Absent: Kristine Fowler Cirby

Trustee Bashline called the meeting to order at 5:23 p.m.

1. Consent Calendar

Motion to approve Consent Calendar made by Trustee Cook & seconded by Trustee Johnson as modified to include February Warrants.

Vote: Motion carried 4-0

AYES: Trustee Bashline, Trustee Johnson, Trustee Cook,
Trustee Espindola

ABSENT: President Cirby

2. Open Time for Public Expression

No items were addressed.

3. Financial Report

The financial report was presented as noted on the agenda. Trustee Bashline noted that the issue of funding gap due to decrease amounts in filing fees should be addressed by the board in the future.

4. Librarian's Report

The passport appointment acceptance began on the date of the meeting. In addition, the CCCLL meeting will be late March and the library is fully staffed at this time. The Civil Appellate specialization for Lawyers in the Library also began. The parts for network update have not all arrived.

5. Committee Reports

Trustee Bashline discussed the format for First Thursday and asked for suggestions for interviewees. In addition, there has been outreach about a writing contest for high schoolers on civics.

6. Old Business

6.1 Discussion and Action Item: Discussion and Action re providing staff training for the Community Media Center of Marin

Most of this discussion was merged into 6.2.

6.2 Discussion and Action Item: Discussion and Action re adding notary services to the Marin County Law Library

The discussion came up about the possible risk and interest. The staff results were mixed such that there was some interest from one employee and not as much interest on the other.

Trustee Cook proposed a motion to earmark \$2,000 for staff training. Trustee Johnson seconded the motion.

Vote: Motion carried 4-0

AYES: Trustee Bashline, Trustee Johnson, Trustee Cook, Trustee Espindola

ABSENT: President Cirby

7. New Business

There was no new business at this time.

8. Board Members' Suggestions for Next Month's Agenda

There was discussion regarding about a possible special meeting for the budget.

Trustee Cook made a motion to approve the special meeting on March 14th, 2023. Trustee Johnson seconded the motion.

Vote: Motion carried 4-0

AYES: Trustee Bashline, Trustee Johnson, Trustee Cook, Trustee Espindola

ABSENT: President Cirby

9. Adjournment

The meeting ended at 6.30 p.m. The next regular board meeting will be held March 21, 2023, at 5:15 p.m.

Respectfully submitted,

Kristine Fowler Cirby
President, Board of Trustee

Stephen Richards, Ex-Officio
Secretary

FY 2022-2023 Profit & Loss Statement
For March 21, 2023 Board Meeting

	Actual June FY 2021- 2022	Actual July 2022	Actual August 2022	Actual September 2022	Actual October 2022	Actual November 2022	Actual December 2022	Actual January 2023	Actual February 2023	March 2023	April 2023	May 2023	June 2023	Actual February Subtotals	EST. ANNUAL TOTALS Jul - June
Starting balance	\$ 260,359	\$ 232,999	\$ 230,882	\$ 230,979	\$ 223,990	\$ 291,903	\$ 289,161	\$ 265,061	\$ 258,369	\$ 254,761	\$ 249,176	\$ 244,470	\$ 239,462		\$ 233,308
Revenue															
451970 Filings	\$ 12,126	\$ 14,901	\$ 12,848	\$ 13,631	\$ 12,060	\$ 14,024	\$ 14,004	\$ 11,628	\$ 11,674	\$ 12,713	\$ 12,083	\$ 12,083	\$ 12,083	\$ 89,867	\$ 153,730
441115 Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ 8	\$ 8	\$ -	\$ 32
462650 Photocopies	\$ -	\$ -	\$ 183	\$ 260	\$ -	\$ 234	\$ 153	\$ 200	\$ 83	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,113	\$ 1,513
470410 Book Sales	\$ -	\$ -	\$ -	\$ -	\$ 58	\$ -	\$ 30	\$ 15	\$ -	\$ 58	\$ 58	\$ 58	\$ 58	\$ 103	\$ 335
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 281	\$ 281	\$ 281	\$ 281	\$ -	\$ 1,124
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ 4	\$ 4	\$ 4	\$ 4	\$ 20	\$ 36
441215 Conference Room	\$ -	\$ 125	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 250
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 125	\$ 795	\$ 71,251	\$ -	\$ 65	\$ 1,901	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,136	\$ 74,136
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total:	\$ 12,126	\$ 15,026	\$ 13,156	\$ 14,685	\$ 83,394	\$ 14,258	\$ 14,270	\$ 11,928	\$ 13,657	\$ 13,189	\$ 12,559	\$ 12,559	\$ 12,559	\$ 165,347	\$ 231,239
Expenses															
Staff															
511110 Librarian	\$ 4,255	\$ 4,093	\$ 3,240	\$ 5,819	\$ 4,774	\$ 4,230	\$ 5,366	\$ 3,411	\$ 4,605	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 31,445	\$ 56,538
511220 Extra Hire	\$ 922	\$ 3,045	\$ 2,451	\$ 3,827	\$ 2,450	\$ 2,454	\$ 2,818	\$ 1,754	\$ 2,940	\$ 4,083	\$ 4,083	\$ 4,083	\$ 4,083	\$ 18,694	\$ 38,071
515110 Social Security	\$ 321	\$ 443	\$ 361	\$ 660	\$ 414	\$ 415	\$ 507	\$ 320	\$ 468	\$ 579	\$ 579	\$ 579	\$ 579	\$ 3,146	\$ 5,905
515115 Medicare	\$ 75	\$ 104	\$ 85	\$ 154	\$ 97	\$ 97	\$ 119	\$ 75	\$ 109	\$ 135	\$ 135	\$ 135	\$ 135	\$ 736	\$ 1,379
513215 Health Benefits	\$ 951	\$ 951	\$ 476	\$ 951	\$ 961	\$ 1,933	\$ 1,457	\$ 1,457	\$ 1,457	\$ 476	\$ 476	\$ 476	\$ 476	\$ 8,693	\$ 11,549
514110 Workers Compensation	\$ -	\$ 97	\$ 432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302	\$ -	\$ 302	\$ -	\$ 432	\$ 1,134
515120 Unemployment Insur.	\$ 25	\$ 82	\$ 66	\$ -	\$ -	\$ -	\$ 19	\$ 139	\$ -	\$ 125	\$ 125	\$ 125	\$ 125	\$ 224	\$ 807
Staff Subtotal:														\$ 63,371	\$ 115,382
Administrative Expenses															
521610 Insurance - Subtotal	\$ -	\$ -	\$ -	\$ 1,589	\$ -	\$ -	\$ 1,910	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,827	\$ 4,827
USLI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,328	\$ 1,328
Complete Equity Markets	\$ -	\$ -	\$ -	\$ 1,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,589	\$ 1,589
Hartford	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,910	\$ 1,910
522210 Memberships/Prof Develop.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570	\$ 570	\$ 570
CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ 420	\$ 840
MCBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NOCALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150
MCEAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522410 Office Expenses	\$ 252	\$ 73	\$ -	\$ 86	\$ 235	\$ 66	\$ 63	\$ -	\$ 313	\$ 250	\$ 250	\$ 250	\$ 250	\$ 763	\$ 1,835
522310 Projects	\$ 57	\$ 1	\$ -	\$ 265	\$ 325	\$ 75	\$ 100	\$ 15	\$ 372	\$ 208	\$ 208	\$ 208	\$ 208	\$ 1,152	\$ 1,984
522510 Professional Services (ADP Payroll)	\$ 148	\$ 148	\$ 148	\$ 222	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 1,108	\$ 1,846
522930 Copy Machines	\$ -	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ 194	\$ -	\$ -	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194	\$ 1,162
DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HiTech	\$ -	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192
Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
521310 Sonic Email	\$ 24	\$ 24	\$ 57	\$ 57	\$ 38	\$ 18	\$ 18	\$ 18	\$ 33	\$ 25	\$ 25	\$ 25	\$ 25	\$ 239	\$ 363
Comcast Internet	\$ 207	\$ 197	\$ 208	\$ 233	\$ 258	\$ 258	\$ 223	\$ 193	\$ 198	\$ 191	\$ 191	\$ 191	\$ 191	\$ 1,568	\$ 2,529
AT&T Phone	\$ 108	\$ 133	\$ 141	\$ 169	\$ 136	\$ 130	\$ 125	\$ 134	\$ 138	\$ 110	\$ 110	\$ 110	\$ 110	\$ 973	\$ 1,546
SPTJ	\$ 700	\$ 613	\$ 350	\$ 963	\$ 438	\$ 963	\$ 17,766	\$ 437	\$ 788	\$ 507	\$ 507	\$ 507	\$ 507	\$ 21,704	\$ 24,344
Admin Sub.														\$ -	\$ 37,176
522815 Publications Upkeep														\$ -	\$ 68,432
Collection Sub														\$ -	\$ 68,432
Other (CEB OnLaw, LexisNexis, etc.)	\$ 342	\$ 342	\$ 1,059	\$ 965	\$ 1,191	\$ 923	\$ 923	\$ 3,346	\$ 409	\$ 342	\$ 342	\$ 342	\$ 342	\$ 8,816	\$ 10,526
CEB	\$ 1,400	\$ 1,640	\$ 651	\$ 685	\$ 609	\$ 1,015	\$ 307	\$ 367	\$ 1,532	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 5,167	\$ 10,867
Lexis Nexis (Matthew Bender)	\$ 1,217	\$ 1,439	\$ -	\$ 105	\$ 70	\$ 495	\$ 1,058	\$ 292	\$ 421	\$ 1,500	\$ 292	\$ 292	\$ 600	\$ 2,441	\$ 6,564
WestLaw	\$ 2,088	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,574	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 15,352	\$ 26,000
West Publishing	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 8,449	\$ 14,476
522410 Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total:	\$ 14,297	\$ 17,142	\$ 13,059	\$ 21,674	\$ 15,480	\$ 17,000	\$ 38,370	\$ 18,620	\$ 17,265	\$ 18,775	\$ 17,265	\$ 17,567	\$ 18,713	\$ 63,371	\$ 220,991
Fund Balance	\$ 232,999	\$ 230,882	\$ 230,979	\$ 223,990	\$ 291,903	\$ 289,161	\$ 265,061	\$ 258,369	\$ 254,761	\$ 249,176	\$ 244,470	\$ 239,462	\$ 233,308		

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022	2022/2023
MONTH													
JULY	22,977.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26	9,382.59	14,900.57
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89	22,888.81	12,847.78
SEPT.	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04	13,414.73	13,630.59
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67	18,388.13	12,059.80
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70	15,930.29	14,023.74
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63	14,865.21	14,003.50
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31	14,193.66	11,628.35
FEBRUARY	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80	10,942.59	11,673.64
MARCH	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	14,378.55	15,424.33	14,612.20	9,205.48	10,184.15	12,713.48
APRIL	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	14,099.42	13,045.95	13,634.85	14,828.26	11,416.60	10,927.55	0.00
MAY	22,159.40	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	14,977.96	13,800.05	13,546.55	8,031.24	16,402.85	15,609.32	0.00
JUNE	22,249.53	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	12,928.62	14,252.53	15,796.62	11.62	11,634.46	12,125.83	0.00
ANNUAL TOTALS	260,296.77	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	164,783.38	173,090.01	170,059.22	154,596.88	133,488.69	168,852.86	117,481.45

Each current month's filing fee revenue represents income generated from the Court filings of two months ago. January revenue comes from November filings, etc.

Marin County Law Library March 2023 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, Quill, Wix.com, Otter.ai, USPS, UCB)	\$ 771.80	\$ 771.80
2	RELX Inc. DBA LexisNexis	\$ 481.00	\$ 481.00
3	Thomson Reuters (Westlaw)	\$ 2,129.60	\$ 2,129.60
4	Kaiser Permanente`	\$1,457.22	\$ 1,457.22
5	Thomson Reuters (Print)	\$ 1,232.42	\$ 1,232.42
6	CEB Print	\$ 1,451.33	\$ 1,451.33
7	CEB OnLaw	\$ 355.25	\$ 355.25
8	Comcast Business	\$197.52	\$ 197.52
9	ADP Payroll	\$ 147.70	\$ 147.70
10	Matthew Bender & Co. (Lexis Print)	\$ 453.73	\$453.73
11	SPTJ Consulting, Inc. (Jan)	\$ 175.00	\$ 175.00
12	CALNET	\$ 137.67	\$ 137.67
13	SPTJ Consulting, Inc. (Dec)	\$ 612.50	612.50
14		\$ -	\$ -
15		\$ -	\$ -
	Totals:	\$ 9,602.74	\$ 9,602.74

Salary Expenses: \$8,298.31

Total Expenses: \$17,901.05

Total Revenue Available:	\$ 258,369.00
Total Expenditures (proposed):	\$ 17,901.05
Remaining Cash Balance:	\$ 240,467.95

DRAFT PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET

2023-2024 PROJECTED FISCAL YEAR

(From 7/1/2023 to 6/30/2024)

MUNIS Fund No. : 3400

Program: 7960

Subprogram: 7961

SUMMARY	2021-2022	2023-2024
Projected Receipts:	\$ 152,650	\$ 233,068
Actual Receipts:	<u>\$ 268,830</u>	
Balance Receipts:	+ \$ (116,180)	
Projected Expenses:	\$ 168,800	\$ 233,068
Actual Expenses:	<u>\$ 166,858</u>	
Balance Expenses:	\$ 1,942	
Actual Budget Balance*:	+ \$ 101,972	
Difference:		+ \$ -

INCOME

<u>County Code</u>	<u>Description</u>	<u>2021 - 2022</u> <u>Actual</u>	<u>2022-2023</u> <u>Actual*</u>	<u>2023-2024</u> <u>Projected</u>
451970	Filings	\$ 168,853	\$ 104,799	\$ 145,000
441115	Interest	\$ 149	\$ 699	\$ 450
462650	Photocopies	\$ 1,953	\$ 1,161	\$ 1,100
470410	Book Sales	\$ 1,052	\$ 247	\$ 700
470330	Donations	\$ 2,655	\$ -	\$ 3,000
470110	Fax/Paper Sales	\$ 34	\$ 24	\$ 30
441215	Conference Room	\$ 70	\$ -	\$ 100
462610	Proctoring	\$ -	\$ -	\$ -
461810	Misc. Receipts (CLE, etc.)	\$ 94,065 **	\$ 72,319 ***	\$ 73,866
	Passport Services	\$ -	\$ -	\$ 8,822
480210	Transfers In	\$ -	\$ -	\$ -
Total Revenue:		\$ 268,830	\$ 179,248	\$ 233,068

(Deficit, if any, to be paid from Unrestricted Fund Balance. Fund Balance as of 2/25/2022 is \$254,761.

* As of February 25 2023 (8 months); Current amount in 461810 for projected 2023-2024 is amount required to fill

DRAFT PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET

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2023-2024 PROJECTED FISCAL YEAR

(From 7/1/2023 to 6/30/2024)

EXPENSES

County Code	Debits/ Expenditures	2021 - 2022 Actual	2022 - 2023 Actual*	2023-2024 Projected
	<u>Staff</u>			
511110	Librarian	\$ 46,620	\$ 34,223	\$ 63,000
511220	Extra Hire	\$ 19,656	\$ 19,799	\$ 49,000
511345	Holiday Pay	\$ -	\$ -	\$ -
515110	Social Security	\$ 4,370	\$ 2,926	\$ 6,944
515115	Medicare	\$ 1,022	\$ 783	\$ 1,624
513215	Health Benefits	\$ 9,698	\$ 8,187	\$ 13,000
514110	Workers Compensation	\$ 815	\$ 530	\$ 1,700
515120	Unemployment Insur.	\$ 939	\$ 576	\$ 1,500
		\$ 83,119	\$ 67,024	\$ 136,768
	<u>Administrative Expenses</u>			
521610	Insurance	\$ 5,518	\$ 4,366	\$ 6,000
522210	Memberships/Prof Develop.	\$ 575	\$ 520	\$ 2,000
522440	Petty Cash/Postage	\$ -	\$ -	\$ 3,800
522410	Office Expenses	\$ 1,631	\$ 889	\$ 3,000
522310	Projects (FUTA Taxes/ADP Payroll	\$ 2,705	\$ 250	\$ 2,500
522930	Copy Machines	\$ -	\$ -	\$ -
521310	Phone/Internet	\$ 11,074	\$ 25,085	\$ 13,000
		\$ 21,502	\$ 31,110	\$ 30,300
	<u>Collection</u>			
522815	Publications Upkeep	\$ 62,236	\$ 39,627	\$ 66,000
522410	Book Binding	\$ -	\$ -	\$ -
		\$ 62,236	\$ 39,627	\$ 66,000
Total Expenses:		\$ 166,858	\$ 137,761	\$ 233,068

(Deficit, if any, to be paid from Unrestricted Fund Balance)

* As of February 25, 2023 (8 months)

Project	Account Description	2023 Dept Budget	2024 Dept Plan	2022 Original Budget	2022 Actuals
	LLOPLAWLB INVT INC-INT POLED	(\$700.00)	(\$900.00)	(\$900.00)	(\$68.81)
	INVESTMT INCOME-UNREALIZD GAIN	\$0.00	\$0.00	\$0.00	\$0.00
	LAWLIBOP`RENTS AND CONCES-PROP	(\$300.00)	(\$650.00)	(\$650.00)	\$0.00
	LLOPLAWLB ST-OTH	(\$145,000.00)	(\$145,000.00)	(\$145,000.00)	(\$130,190.16)
	EDUCATIONAL SERVICES	\$0.00	\$0.00	\$0.00	\$0.00
	LLOPLAWLB LIBRARY SVICES	(\$80,000.00)	(\$1,000.00)	(\$1,000.00)	(\$93,977.89)
	LAWLIBOP CHRGS CUR SVCS-OTHER	(\$600.00)	(\$600.00)	(\$600.00)	\$0.00
	LAW LIB OP OTHER-MICROGRAPHIC	(\$1,200.00)	(\$1,300.00)	(\$1,300.00)	(\$1,190.60)
	LLOPLAWLB OTH SALES	(\$50.00)	(\$50.00)	(\$50.00)	(\$3.00)
	LAWLIBOP - MISC REVENUES	\$0.00	\$0.00	\$0.00	\$0.00
	MIS REV-CANCEL WRNTS AND CHECK	\$0.00	\$0.00	\$0.00	\$0.00
	LLOPLAWLB MIS REV-CONTRI	(\$4,500.00)	(\$3,000.00)	(\$3,000.00)	(\$2,075.00)
	LAWLIBOP - MISCELLANEOUS	(\$750.00)	(\$750.00)	(\$750.00)	(\$1,051.92)
	LLOPLAWLB TSFIN	\$0.00	\$0.00	\$0.00	\$0.00
	LLOPLAWLB SAL PERM EE	\$63,000.00	\$0.00	\$54,000.00	\$19,570.28
	LLOPLAWLB SALEXTRA HIRE	\$49,000.00	\$24,000.00	\$24,000.00	\$12,244.25
	SAL AND WAGES-SPECIAL APPTS	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-ASSIGNMT DIFFER	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-BI-LINGUAL PAY	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-HOLIDAY PAY	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-OUT OF CLASS PAY	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-RESPONSE PAY	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-SICK LEAVE	\$0.00	\$0.00	\$0.00	\$215.00
	SAL AND WAGES-VACATION LEAVE	\$0.00	\$0.00	\$0.00	\$1,266.29
	SALARIES AND WAGES-HOLIDAYS	\$0.00	\$0.00	\$0.00	\$567.65
	SAL AND WAGES-PERSONAL LEAVE	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-MILITARY LEAVE	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-JURY DUTY	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-ADMIN LEAVE	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-EX-OFFICIO FEES	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-VACATION PAYOUT	\$0.00	\$0.00	\$0.00	\$0.00
	SAL AND WAGES-MGMT LEAVE	\$0.00	\$0.00	\$0.00	\$0.00

SAL AND WAGES- INJURY PAY	\$0.00	\$0.00	\$0.00	\$0.00
SAL AND WAGES-SHIFT DIFFER	\$0.00	\$0.00	\$0.00	\$0.00
SAL AND WAGES-STANDBY PAY	\$0.00	\$0.00	\$0.00	\$0.00
SAL AND WAGES-PROF LEAVE	\$0.00	\$0.00	\$0.00	\$0.00
LLOPLAWLB SAL OVERTIME-REGSTAFF	\$0.00	\$0.00	\$0.00	\$0.00
LLOPLAWLB SAL OVERTIME-EX-HIRE	\$0.00	\$0.00	\$0.00	\$0.00
SAL AND WAGES-EDU INCENTIVE	\$0.00	\$0.00	\$0.00	\$0.00
SAL AND WAGES-ON CALL LEAD PAY	\$0.00	\$0.00	\$0.00	\$0.00
LLOPLAWLB RET-MC CONTR-TIER I	\$0.00	\$0.00	\$0.00	\$0.00
LLOPLAWLB EE GRP INS-LIFE	\$0.00	\$0.00	\$0.00	\$0.00
LLOPLAWLB EE GRP INS HLTH	\$13,000.00	\$0.00	\$11,000.00	\$8,019.08
LLOPLAWLB WRKRS COMP INS	\$1,700.00	\$0.00	\$1,200.00	\$814.85
LLOPLAWLB FICA MEDCRE -SS	\$6,944.00	\$5,000.00	\$5,000.00	\$2,223.53
LLOPLAWLB FICA MEDCREI-MEDCRE	\$1,624.00	\$0.00	\$1,100.00	\$520.05
LLOPLAWLB FICA/MEDCRE UNEMPLMT	\$1,500.00	\$1,300.00	\$1,300.00	\$315.68
OTH BEN-AUTO ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00
OTH BEN-UNUSED FRINGE BEN	\$0.00	\$0.00	\$0.00	\$0.00
OTH BEN-HOLD HARMLESS	\$0.00	\$0.00	\$0.00	\$0.00
OTHER BENS - UNIFORM ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00
LLOPLAWLB COMM	\$12,000.00	\$10,000.00	\$10,000.00	\$6,171.97
COMMUNICATON-BROADBAND	\$0.00	\$0.00	\$0.00	\$0.00
COMMUNICATON-MOBILE DEVICES	\$0.00	\$0.00	\$0.00	\$0.00
COMMUNICATON-LAND LINES	\$0.00	\$0.00	\$0.00	\$0.00
LLOPLAWLB - INSURANCE	\$5,600.00	\$4,500.00	\$4,500.00	\$4,721.00
LAW LIB OP INSURANCE-OTHER	\$0.00	\$0.00	\$0.00	\$0.00
LLOPLAWLB MEMBERSHIPS	\$900.00	\$800.00	\$800.00	\$55.00
LLOPLAWLB MISC EX-BGT	\$12,500.00	\$0.00	\$0.00	\$2,440.22
MISC EXPENSE - P CARD CLEARING	\$0.00	\$0.00	\$0.00	\$0.00
LLOPLAWLB OFF EX	\$2,000.00	\$2,000.00	\$2,000.00	\$1,499.99
LLOPLAWLB OFF EX-PSTGE	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE EXPENSE - BANK CHARGES	\$0.00	\$0.00	\$0.00	\$0.00
PROF AND SP SVS	\$0.00	\$0.00	\$0.00	\$1,399.18
PUBLICATIONS AND LEGAL NOTICES	\$61,000.00	\$55,000.00	\$55,000.00	\$40,013.39
LLOPLAWLB MINOR EQUIP	\$2,332.00	\$0.00	\$0.00	\$0.00