

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

The meeting will be conducted by remote connection.

Pursuant to AB 361 (Enacted September 16, 2021) and Government Code section 54953(e), interested members of the public are asked to **attend electronically by typing the link into your web browser or by telephone by calling in to the telephone number below:**

**Topic: MCLL - Board Meeting - February 2023
Time: Feb 21, 2023 17:15 Pacific Time (US and Canada)**

<https://us02web.zoom.us/j/82006948090?pwd=c2Rab2VlK3RrQXNxb0M0OUoySWphQT09>

Meeting ID: 820 0694 8090

Passcode: 054915

One tap mobile

+16694449171,,82006948090#,,,,*054915# US

+16699006833,,82006948090#,,,,*054915# US (San Jose)

Dial by your location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

+1 689 278 1000 US

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Agenda

Call to Order*

1. Consent Calendar
 - 1.1 February 2023 Warrants
 - 1.2 November 2022 Minutes
 - 1.3 December 2022 Minutes
 - 1.4 January 2023 Minutes
2. Open Time for Public Expression
3. Financial Report
 - 3.1 Filing Fee Schedule – February 2023
 - 3.2 Actuals (Income and Expenses) – February 2023
4. Librarian's Report
5. Committee Reports
 - 5.1 Civic Engagement
6. Old Business
 - 6.1 Discussion and Action Item:** Discussion and Action re providing staff training for the Community Media Center of Marin
 - 6.2 Discussion and Action Item:** Discussion and Action re adding notary services to the Marin County Law Library
7. New Business

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting. A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.

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

9. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 02/23/2023

Deadline to Submit Reports for Board Meeting on 03/21/2023: 03/14/2023

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

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

Tuesday, November 15, 2022, at 5:15 P.M.

Board of Trustees

PRESIDENT

Tracy Barrett, Esq.
Board of Supervisors Appointed

VICE PRESIDENT

Kristine Fowler Cirby, Esq.
Judicially Appointed

Denise Bashline

Judicially 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

Present: Kristine Fowler Cirby, Tracy Barrett, Alexander Johnson, Donald Drummond, and Stephen Richards, Ex Officio-Secretary

Also Present: Bill Hale, Chien Liew, Jorge Lopez-Espindola

Absent: Walter Cook Jr., Denise Bashline

President Barrett called the meeting to order at 5:19 p.m.

1. Consent Calendar

- 1.1 Determination of November Regular Meeting to be held in person or remotely (Government Code section 54953(e))
- 1.2 November 2022 Warrants
- 1.3 September 2022 Board Meeting Minutes
- 1.4 October 2022 Board Meeting Minutes
- 1.5 Health Insurance Renewal for Law Library Director

Vote: Motion carried 4-0

AYES: President Barrett, Vice President Cirby, Trustee Johnson, Trustee Drummond

ABSENT: Walter Cook Jr., Denise Bashline

Vice President Cirby noted Agenda Item 1.1 technically needs to be taken off as it did not state the Board's decision and thus made a motion to approve moving the Consent Agenda from 1.2 to 1.5.

Vote: Motion carried 4-0

AYES: Vice President Cirby, Trustee Johnson, Trustee Drummond and Pres. Barrett

ABSENT: Walter Cook Jr., Denise Bashline

Vice President Cirby made a motion to hold regular Board Meetings remotely (in lieu of in-person.) Trustee Johnson seconded the motion.

Vote: Motion carried 4-0

AYES: President Barrett, Vice President Cirby, Trustee Johnson, Trustee Drummond
ABSENT: Walter Cook Jr., Denise Bashline

2. Open Time for Public Expression

One public comment included the idea of adding extraordinary writs to Lawyers in the Library program. Another public comment was -noting that in attendance was Jorge Lopez-Espindola. It was noted that his proposed appointment had been added to the December 2022 Board Agenda.

3. Financial Report

- a. Filing Fee Schedule – November 2022
- b. Actuals (Income and Expenses) – November 2022

It was noted that this month's revenue was higher than average due to the recording of the State's funding of \$71,251.00. The Filing Fee Schedule and the Actuals for October 2022 were attached to the agenda packet. The filing fee revenue for the Month of September 2022 was \$12,059.80. The expenses totaled \$20,051.66. Comments were brought up that October 2022's filing was the lowest in some time.

Vice President Cirby noted filing fee revenue is flat again and enquired if in CCCLL if there has been any correspondence or if this standard across the board in Marin. In review of the operations history since 2014, it was deemed as consistent.

4. Librarian's Report

Librarian gave status updates regarding the library. Current operations include 3 staff, with an upcoming interview for a new position as posted on Craigslist.

As reported above, an application for Board of Trustee is in receipt, and will be part of December Board Agenda. Trustee Barrett advised on efforts in pursuit of additional Board members with intent to cycle off the Board in the near future.

5. Committee Reports

- 5.1 Civic Engagement
- 5.2 Lawyers in the Library

Civic Engagement report was attached to the agenda packet The First Thursday speaker will be the grand Jury of Marin in January. Also, reached out with the San Rafael Library for a partnership with the Law Library. It was agreed that the topic of hosting Lawyers and Libraries either once or twice a month will be added to December's Board Agenda.

6. Old Business

6.1 Discussion and Action Item: re Lawyers in the Library Disclosure Form

It was agreed to table the vote on the Disclosure Form until next month's Board meeting to allow for more time to review and develop the revised language currently under review by Trustee Cook and Trustee Johnson. Vice President Cirby made a motion to table the vote until next month. Trustee Drummond seconded the motion.

Vote: Motion carried 4-0

AYES: President Barrett, Vice President Cirby, Trustee Johnson, Trustee Drummond

ABSENT: Walter Cook Jr., Denise Bashline

6.2 Discussion and Action Item: Discussion and Action re Updating and Replacing Network & Copier Equipment

President Barrett suggested motion to move item 6.2 earlier into the meeting to accommodate schedule of Chien Liew in attendance. Trustee Drummond moved to move item 6.2 up earlier into the meeting. VP Cirby seconded the motion.

Vote: Motion carried 4-0

AYES: President Barrett, Vice President Cirby, Trustee Johnson, Trustee Drummond

ABSENT: Walter Cook Jr., Denise Bashline

Trustee Drummond provided a summary of his and Trustee Cook's site assessment of the existing equipment, performance and use. Discussion occurred including the estimated cost of both parts (estimated at \$27,000 as attached to the agenda packet) and labor (cost TBD.) Mr. Liew noted that the equipment, originally purchased in 2014 needed to be replaced for operation and security purposes. Mr. Liew further provided a rough order of magnitude in additional costs for labor only estimated at \$6-9k for budgetary purposes; and underscored the 1-year delivery lead time by Cisco from date of order due to backlog of the international technology supply chain. Trustee Drummond advised that there are funds currently in the budget and that it is the Board's obligation to the State, due to the funding it provides, to maintain the library's facilities and operations, and thus moved to approve \$40,000 for the parts and labor of updating and replacing the network and copier equipment. Vice President Cirby seconded the motion.

Vote: Motion carried 4-0

AYES: President Barrett, Vice President Cirby, Trustee Johnson, Trustee Drummond

ABSENT: Walter Cook Jr., Denise Bashline

7. New Business

7.1 Discussion and Action Item: Discussion and Action re appreciation of Mee Mee Wong

It was agreed that Mee Mee Wong should receive a Certificate of Appreciation for her years of dedicated service in many aspects most specifically for her great efforts to date on Lawyers and the Library since 2014. Vice President Cirby made a motion to approve. Trustee Drummond seconded the motion.

Vote: Motion carried 4-0

AYES: President Barrett, Vice President Cirby, Trustee Johnson, Trustee Drummond,
ABSENT: Walter Cook Jr., Denise Bashline

Discussion regarding the annual report occurred. Public comment was added about possible change of a particular word. Comment was made to change the reserve amount to reflect current amount. Vice President Cirby made a motion to approve the annual report and submit to the County Board of Supervisors with the edit. Trustee Johnson seconded the motion.

Vote: Motion carried 4-0

AYES: President Barrett, Vice President Cirby, , Trustee Johnson, Trustee Drummond,
ABSENT: Walter Cook Jr., Denise Bashline

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

December 20th was proposed for the next Board meeting, a number of Trustee's reported a potential conflict. It was agreed to schedule the meeting for December 13th.

9. Adjournment

All relevant business having come before the board, Vice President Cirby moved to adjourn the meeting. Trustee Drummond seconded the motion.

Vote: Motion carried 4-0

AYES: President Barrett, Vice President Cirby, Trustee Johnson, Trustee Drummond

ABSENT: Walter Cook Jr., Denise Bashline

The meeting was adjourned at 6:32 p.m. The next board meeting will be held November 15, 2022, at 5:15 p.m.

Respectfully submitted,

Tracy Barrett
President, Board of Trustees

Stephen Richards, Ex-Officio
Secretary



**Minutes of Regular Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
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Tuesday, December 13, 2022, at 5:15 P.M.

Board of Trustees

PRESIDENT
Tracy Barrett, Esq.
Board of Supervisors Appointed

VICE PRESIDENT
Kristine Fowler Cirby, Esq.
Judicially Appointed

Denise Bashline
Judicially Appointed

Alexander Johnson, Esq.
Judicially Appointed

Donald Drummond, Esq.
Judicially Appointed

Walter Cook, Jr., Esq, MLIS
Judicially Appointed

Jorge Lopez-Espindola
Board of Supervisors Appointed

Stephen Richards
Law Library Director

20 North San Pedro Road
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www.marincountylawlibrary.org

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

Also Present: Bill Hale

Absent: Vice President Cirby, Trustee Drummond

President Barrett called the meeting to order at 5:18 p.m.

1. Appointment of Jorge Lopez-Espindola to Law Library Board of Trustees
Jorge Lopez-Espindola was sworn in as a new Board Trustee.
2. Consent Calendar
 - 2.1 Determination of Jan. 2023 Regular Meeting to be held in person or remotely (Government Code section 54953(e))
 - 2.2 December 2022 Warrants

Motion to approve item 2.1 made by Trustee Cook and seconded by Trustee Bashline.

Pres. Barrett requested moving December Warrants to Item 4 with other Financials.

Vote: Motion carried 5-0

AYES: President Barrett, Trustee Bashline, Trustee Johnson, Trustee Cook, Trustee Lopez-Espindola

ABSENT: Vice President Cirby, Trustee Drummond

3. Open Time for Public Expression
Support for item 2.1 item to have Zoom meetings in lieu of in-person was expressed along with welcoming of Trustee Lopez-Espindola. Public comment was made.
4. Financial Report

4.1 Filing Fee Schedule – December 2022

4.2 Actuals (Income and Expenses) – December 2022

The Filing Fee Schedule and the Actuals for December 2022 were attached to the agenda packet.

- 4.1 The filing fee revenue for the Month of December 2022 was \$14,003.50. It is a decrease from last year, though above the amount received in December 2020. The hope to maintain this amount as the average.
- 4.2 Actuals intake was less. Trustee Cook noted fluctuation in Librarian Richards salary. Librarian Richards advised due in part 35.5hr and 40hr weeks when short staff, will be back on track with new staff hire in January.
- 4.3 Warrants – President Barrett enquired on total for Kaiser. Librarian Richards advised that it was based on Kaiser's billing cycle and that the total includes 4 months for 2022 November and December + 2023 Increase rates for January and February.

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

Vote: Motion carried 5-0

AYES: President Barrett, Trustee Bashline, Trustee Johnson, Trustee Cook, Trustee Lopez-Espindola

ABSENT: Vice President Cirby, Trustee Drummond

Christmas Bonus – President Barrett enquired about including as a line item in the Budget, noting credit for raising the topic to be given to Trustee Cook. Trustee Bashline commended her for addressing and reported missed time in 2022 due to COVID closure of approx. roughly 20hrs unpaid and Librarian Richards at approx 82hrs that they did not receive and remains within the budget.

Last year it was proposed \$250-300 for each part time staff and \$500 for fulltime totaling \$1,400. Current budget allocates \$1,800 for end of year bonus.

Both Trustee Johnson and Bashline underscored the need to address Staff Development by acknowledging and compensating accordingly the efforts performed by Staff and ongoing desire to retain them.

Trustee Bashline offered to assist in draft and issuance of 2023 solicitation letter.

Trustee Johnson made a motion to provide \$3-500 for support staff members and \$1,000 for Librarian Richards whose work goes above and beyond on a regular basis, particularly in this period of growth and change. Trustee Bashline seconded.

Vote: Motion carried 5-0

AYES: President Barrett, Trustee Bashline, Trustee Johnson, Trustee Cook, Trustee Johnson, Trustee Lopez-Espindola

ABSENT: Vice President Cirby, Trustee Drummond

5. Librarian's Report

Librarian gave status updates regarding the library.

December has been a busy month. Majority of Network parts have arrived sooner than expected, thus will be able to perform upgrade in February. New staff hiring, waiting background check, if accept will be able to start in January. Two volunteers start in January courtesy the AWOP program. Library week off in December, January start Civil Appeal section. Holiday closure Dec 23-26, 2022 and Dec. 30-Jan. 3, 2023.

Public comment was made about extraordinary writs needed and suggested that it be covered along with and/or within the Civil Appeal.

6. Committee Reports

6.1 Civic Engagement

-

Trustee Bashline advised fortunate to have Pat Shepherd. Most PSAs fairly old but are located on the website and within link to registration invite issued to 300 differing groups. It was further noted that Eliot's +100 page ancillary report of how to approach an Appeal with resources and forms delivered to the self-help center at courthouse was outstanding. SF and other counties have expressed an interest to emulate something similar. Eliot was commended for his generous dedicated time and good humor! Board Trustees were encouraged to offer suggestions for future events such as legal (associated with local aging demographics – this could further serve as a form of outreach) and civic education topics (such as Wills.)

6.2 Lawyers in the Library

Upcoming Events FYI

First Thursdays at the Law Library on Zoom – 1/5/23

Deadline to Submit Reports for Board Meeting on 1/17/23: 1/10/23

Lawyers in the Library Virtual Program – 1/26/23

Civic Engagement report was attached to the agenda packet.

7. Old and New Business

October 2022 Board Meeting Minutes

7.1 **Discussion and Action Item**: Resolution to withdraw \$40,000 from Law Library account for network equipment upgrade.

Trustee Cook enquired if a refined estimate for Labor had been provided. It was noted cost of parts of \$27k had been identified and that labor estimate would be updated and that any funds

approved and remaining unused would be allocated as unrestricted surplus. The upgrade work is slated to commence in February.

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

Vote: Motion carried 5-0

AYES: President Barrett, Trustee Bashline, Trustee Johnson, Trustee Cook, Trustee Lopez-

ABSENT: Vice President Cirby, Trustee Drummond

7.2 **Discussion and Action Item**: Rescheduling Lawyers in the Library Program from once a month to twice a month.

President Bartlett enquired if it was realistic for staff to host twice monthly. Librarian Richards confirmed it would be a stretch based on current staffing and that the bulk of the work is lining up the volunteers. Trustee Bashline offered to work with Trustee Cirby based on last years effort and Staff on pursuing this effort along with a Certificate of Appreciation for Volunteers as part of outreach efforts. Pres. Bartlett requested follow-up to this offer to ensure its issuance while limiting additional workload on Librarian Richards. Trustee Johnson offered to 'potentially' assist

Librarian Richards confirmed that attendance has been increasing with emergence from COVID w/ approx 18 attendees and 4 volunteers at the last event with General Civil being the most popularly attended events followed by Landlord Tenant & Probate, Family and then Employment. Trustee Espindola noted from past experience hosting 2x month was useful for folks with conflicts (such as qualifying for service.) Librarian Richards noted that the flyer had been submitted for 2023 monthly to Self-help Center and the Court. Topic of Debt issues was recommended.

It was agreed to table this item until next month.

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

Trustee Cook enquired if authorization was required for next month as a remote Meeting. It was agreed that it was.

9. Adjournment

All relevant business having come before the board, Trustee Bashline moved to adjourn the meeting. Trustee Johnson seconded the motion.

Vote: Motion carried 5-0

AYES: President Barrett, Trustee Bashline, Trustee Johnson, Trustee Cook, New Trustee Johnson

ABSENT: Vice President Cirby, Trustee Drummond

The meeting was adjourned at 6:29 p.m. The next board meeting will be held January 17, 2023, at 5:15 p.m.

Respectfully submitted,

Tracy Barrett
President, Board of Trustees

Stephen Richards, Ex-Officio
Secretary

DRAFT



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Alexander Johnson, Esq.
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Present: Tracy Barrett, Denise Bashline, Alexander Johnson, Walter Cook, Jorge Lopez-Espindola, and Stephen Richards, Ex Officio-Secretary

Also Present: Bill Hale

Absent: Vice President Cirby, Trustee Drummond

President Barrett called the meeting to order at 5:18 p.m.

1. Appointment of Jorge Lopez-Espindola to Law Library Board of Trustees
Jorge Lopez-Espindola was sworn in as a new Board Trustee.
2. Consent Calendar
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9. Adjournment

All relevant business having come before the board, Trustee Bashline moved to adjourn the meeting. Trustee Johnson seconded the motion.

Vote: Motion carried 5-0

AYES: President Barrett, Trustee Bashline, Trustee Johnson, Trustee Cook, New Trustee Johnson

ABSENT: Vice President Cirby, Trustee Drummond

The meeting was adjourned at 6:29 p.m. The next board meeting will be held January 17, 2023, at 5:15 p.m.

Respectfully submitted,

Tracy Barrett
President, Board of Trustees

Stephen Richards, Ex-Officio
Secretary

DRAFT

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

	Actual June FY 2021- 2022	Actual July 2022	Actual August 2022	Actual September 2022	Actual October 2022	Actual November 2022
Starting balance	\$ 260,359	\$ 232,999	\$ 230,882	\$ 230,979	\$ 223,990	\$ 291,903
Revenue						
451970 Filings	\$ 12,126	\$ 14,901	\$ 12,848	\$ 13,631	\$ 12,060	\$ 14,024
441115 Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462650 Photocopies	\$ -	\$ -	\$ 183	\$ 260	\$ -	\$ 234
470410 Book Sales	\$ -	\$ -	\$ -	\$ -	\$ 58	\$ -
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
441215 Conference Room	\$ -	\$ 125	\$ -	\$ -	\$ 25	\$ -
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 125	\$ 795	\$ 71,251	\$ -
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total:	\$ 12,126	\$ 15,026	\$ 13,156	\$ 14,685	\$ 83,394	\$ 14,258
Expenses						
Staff						
511110 Librarian	\$ 4,255	\$ 4,093	\$ 3,240	\$ 5,819	\$ 4,774	\$ 4,230
511220 Extra Hire	\$ 922	\$ 3,045	\$ 2,451	\$ 3,827	\$ 2,450	\$ 2,454
515110 Social Security	\$ 321	\$ 443	\$ 361	\$ 660	\$ 414	\$ 415
515115 Medicare	\$ 75	\$ 104	\$ 85	\$ 154	\$ 97	\$ 97
513215 Health Benefits	\$ 951	\$ 951	\$ 476	\$ 951	\$ 961	\$ 1,933
514110 Workers Compensation	\$ -	\$ 97	\$ 432	\$ -	\$ -	\$ -
515120 Unemployment Insur.	\$ 25	\$ 82	\$ 66	\$ -	\$ -	\$ -
Administrative Expenses						
521610 Insurance - Subtotal	\$ -	\$ -	\$ -	\$ 1,589	\$ -	\$ -
USLI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Complete Equity Markets	\$ -	\$ -	\$ -	\$ 1,589	\$ -	\$ -
Hartford	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522210 Memberships/Prof Develop.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NOCALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCEAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522410 Office Expenses	\$ 252	\$ 73	\$ -	\$ 86	\$ 235	\$ 66
522310 Projects	\$ 57	\$ 1	\$ -	\$ 265	\$ 325	\$ 75
522510 Professional Services (ADP Payroll)	\$ 148	\$ 148	\$ 148	\$ 222	\$ 148	\$ 148
522930 Copy Machines	\$ -	\$ 192	\$ -	\$ -	\$ -	\$ -
DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HiTech	\$ -	\$ 192	\$ -	\$ -	\$ -	\$ -
Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
521310 Sonic Email	\$ 24	\$ 24	\$ 57	\$ 57	\$ 38	\$ 18
Comcast Internet	\$ 207	\$ 197	\$ 208	\$ 233	\$ 258	\$ 258
AT&T Phone	\$ 108	\$ 133	\$ 141	\$ 169	\$ 136	\$ 130
SPTJ	\$ 700	\$ 613	\$ 350	\$ 963	\$ 438	\$ 963
Collection						
522815 Publications Upkeep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (CEB OnLaw, LexisNexis, etc.)	\$ 342	\$ 342	\$ 1,059	\$ 965	\$ 1,191	\$ 923
CEB	\$ 1,400	\$ 1,640	\$ 651	\$ 685	\$ 609	\$ 1,015
Lexis Nexis (Matthew Bender)	\$ 1,217	\$ 1,439	\$ -	\$ 105	\$ 70	\$ 495
WestLaw	\$ 2,088	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,574
West Publishing	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,208	\$ 1,208
522410 Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total:	\$ 14,297	\$ 17,142	\$ 13,059	\$ 21,674	\$ 15,480	\$ 17,000
Fund Balance	\$ 232,999	\$ 230,882	\$ 230,979	\$ 223,990	\$ 291,903	\$ 289,161

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

	Actual December 2022	Actual January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	Actual January Subtotals
Starting balance	\$ 289,161	\$ 262,685	\$ 256,039	\$ 251,333	\$ 245,118	\$ 240,412	\$ 235,404	
Revenue								
451970 Filings	\$ 11,628	\$ 11,674	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 75,864
441115 Interest	\$ -	\$ -	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ -
462650 Photocopies	\$ 153	\$ 200	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,030
470410 Book Sales	\$ 30	\$ 15	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 103
470330 Donations	\$ -	\$ -	\$ 281	\$ 281	\$ 281	\$ 281	\$ 281	\$ -
470110 Fax/Paper Sales	\$ -	\$ 20	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 20
441215 Conference Room	\$ -	\$ -	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810 Miscellaneous Receipts	\$ -	\$ 65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,236
461710 Classes/Workshops/MCLE	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total:	\$ 11,894	\$ 11,974	\$ 12,559	\$ 12,559	\$ 12,559	\$ 12,559	\$ 12,559	\$ 149,360
Expenses								
Staff								
511110 Librarian	\$ 5,366	\$ 3,411	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 26,840
511220 Extra Hire	\$ 2,818	\$ 1,754	\$ 4,083	\$ 4,083	\$ 4,083	\$ 4,083	\$ 4,083	\$ 15,754
515110 Social Security	\$ 507	\$ 320	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 2,678
515115 Medicare	\$ 119	\$ 75	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 626
513215 Health Benefits	\$ 1,457	\$ 1,457	\$ 476	\$ 476	\$ 476	\$ 476	\$ 476	\$ 7,236
514110 Workers Compensation	\$ -	\$ -	\$ -	\$ 302	\$ -	\$ 302	\$ -	\$ 432
515120 Unemployment Insur.	\$ 19	\$ 139	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 224
Staff Subtotal:								\$ 53,792
Administrative Expenses								
521610 Insurance - Subtotal	\$ 1,910	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,827
USLI	\$ -	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,328
Complete Equity Markets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,589
Hartford	\$ 1,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,910
522210 Memberships/Prof Develop.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570	\$ -
CCLL	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ 420
MCBA	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NOCALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -
MCEAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522410 Office Expenses	\$ 63	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 450
522310 Projects	\$ 100	\$ 15	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 780
522510 Professional Services (ADP Payroll)	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 960
522930 Copy Machines	\$ 194	\$ -	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194
DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HiTech	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tel/Internet Subtotal:								\$ -
521310 Sonic Email	\$ 18	\$ 18	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 206
Comcast Internet	\$ 223	\$ 193	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 1,370
AT&T Phone	\$ 125	\$ 134	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 835
SPTJ	\$ 17,766	\$ 437	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 20,916
Admin Sub.								\$ -
Collection								
522815 Publications Upkeep								\$ -
Other (CEB OnLaw, LexisNexis, etc.)	\$ 923	\$ 3,346	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 8,407
CEB	\$ 307	\$ 367	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 3,634
Lexis Nexis (Matthew Bender)	\$ 1,058	\$ 292	\$ 292	\$ 1,500	\$ 292	\$ 292	\$ 600	\$ 2,020
WestLaw	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 13,222
West Publishing	\$ 1,208	\$ 1,208	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 7,244
522410 Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total:	\$ 38,370	\$ 18,620	\$ 17,265	\$ 18,775	\$ 17,265	\$ 17,567	\$ 18,713	\$ 53,792
Fund Balance	\$ 262,685	\$ 256,039	\$ 251,333	\$ 245,118	\$ 240,412	\$ 235,404	\$ 229,250	

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

FY 2022-2023 Profit & Loss Statement For February 21, 2023 Board Meeting		EST. ANNUAL TOTALS Jul - June	FY 2022- 2023 Approved Projected Over/Under Projected Budget r Monthly		
	Starting balance	\$ 229,250			
Revenue					
451970	Filings	\$ 151,179	\$ 145,000	\$ (6,179)	\$ 12,083
441115	Interest	\$ 40	\$ 100	\$ 60	\$ 8
462650	Photocopies	\$ 1,530	\$ 1,200	\$ (330)	\$ 100
470410	Book Sales	\$ 393	\$ 700	\$ 307	\$ 58
470330	Donations	\$ 1,405	\$ 3,368	\$ 1,963	\$ 281
470110	Fax/Paper Sales	\$ 40	\$ 50	\$ 10	\$ 4
441215	Conference Room	\$ 275	\$ 300	\$ 25	\$ 25
462610	Proctoring	\$ -	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ 72,236	\$ 80,000	\$ 7,764	\$ 6,667
461710	Classes/Workshops/MCLE	\$ 83	\$ -	\$ (83)	\$ -
462610	Passport Services	\$ -	\$ -	\$ -	\$ -
480210	Transfers In	\$ -	\$ -	\$ -	\$ -
	Revenue Total:	\$ 227,181	\$ 230,718	\$ 3,537	\$ 19,227
Expenses					
Staff					
511110	Librarian	\$ 57,183	\$ 63,000	\$ 5,817	\$ 5,250
511220	Extra Hire	\$ 39,214	\$ 49,000	\$ 9,786	\$ 4,083
515110	Social Security	\$ 6,016	\$ 6,944	\$ 928	\$ 579
515115	Medicare	\$ 1,405	\$ 1,624	\$ 219	\$ 135
513215	Health Benefits	\$ 10,567	\$ 13,000	\$ 2,433	\$ 1,083
514110	Workers Compensation	\$ 1,134	\$ 1,700	\$ 566	\$ 142
515120	Unemployment Insur.	\$ 932	\$ 1,500	\$ 568	\$ 125
		\$ 116,451	\$ 136,768	\$ 20,317	\$ 11,397
Administrative Expenses					
521610	Insurance - Subtotal	\$ 4,827	\$ 5,600	\$ 773	\$ 467
	USLI	\$ 1,328		\$ (1,328)	
	Complete Equity Markets	\$ 1,589		\$ (1,589)	
	Hartford	\$ 1,910		\$ (1,910)	
				\$ -	
522210	Memberships/Prof Develop.	\$ 570	\$ 900	\$ 330	\$ 75
	CCLL	\$ 840		\$ (840)	
	MCBA	\$ 100		\$ (100)	
	MLCPA	\$ -		\$ -	
	NOCALL	\$ 150		\$ (150)	
	MCEAC	\$ -		\$ -	
522410	Office Expenses	\$ 1,772	\$ 3,000	\$ 1,228	\$ 250
				\$ -	
522310	Projects	\$ 1,820	\$ 2,500	\$ 680	\$ 208
				\$ -	
522510	Professional Services (ADP Payroll)	\$ 1,846		\$ (1,846)	
				\$ -	
522930	Copy Machines	\$ 1,356	\$ 2,332	\$ 976	\$ 194
	DeLage Landen	\$ -		\$ -	
	HiTech	\$ 192		\$ (192)	
	Marin Copier	\$ -		\$ -	
		\$ 28,459	\$ 12,000	\$ (16,459)	\$ 1,000
521310	Sonic Email	\$ 355	\$ 300	\$ (55)	\$ 25
	Comcast Internet	\$ 2,523	\$ 2,292	\$ (231)	\$ 191
	AT&T Phone	\$ 1,518	\$ 1,320	\$ (198)	\$ 110
	SPTJ	\$ 24,064	\$ 6,084	\$ (17,980)	\$ 507
		\$ 36,985		\$ (36,985)	\$ 26,332
Collection					
522815	Publications Upkeep	\$ 67,719	\$ 61,000	\$ (6,719)	\$ 5,083
	Other (CEB OnLaw, LexisNexis, etc.)	\$ 10,458		\$ (10,458)	
	CEB	\$ 10,349	\$ -	\$ (10,349)	\$ 1,015
	Lexis Nexis (Matthew Bender)	\$ 6,435	\$ -	\$ (6,435)	\$ 292
	WestLaw	\$ 26,000	\$ 25,555	\$ (445)	\$ 2,088
	West Publishing	\$ 14,476	\$ -	\$ (14,476)	\$ 1,189
522410	Book Binding	\$ -	\$ -	\$ -	\$ -
	Expense Total:	\$ 221,154	\$ 224,100	\$ 2,946	\$ 18,675

Fund Balance

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	0.00
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	104,767.97

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.