

**Notice of Regular 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, December 16, 2025, at 5:15 P.M.**

**Agenda**

**Call to Order\***

1. Swearing-In of Board Member
2. Consent Calendar
  - 2.1 September 2025 Minutes
  - 2.2 October 2025 Minutes
  - 2.3 November 2025 Special Meeting Minutes
  - 2.4 November 2025 Warrants
3. Open Time for Public Expression
4. Financial Report
  - 4.1 Filing Fee Schedule – December 2025
  - 4.2 Actuals (Income and Expenses) – November 2025
  - 4.3 Journals and Reconciliation – November 2025
5. Librarian's Report
6. Committee Reports
  - 6.1 Civic Engagement
  - 6.2 Fundraising
  - 6.3 Human Resources
  - 6.4 Document Retention Procedures and Policies Committee
  - 6.5 Budget Committee

**7. Old Business**

7.1 Discussion and Action: Discussion and Action re Changing Law Library Tax Status

7.2 Discussion and Action: Discussion and Action re Board Elections for 2025-2026

7.3 Discussion and Action: Discussion and Action re Website Compliance for ADA Guidelines

**8. New Business**

8.1 Discussion and Action: Discussion and Action re Complaints to Law Library from Public and Staff

8.2 Discussion and Action: Discussion and Action re Holiday Bonus for Staff

**9. Board Members' Suggestions for Next Regular Meeting Agenda**

**10. Adjournment**

**Upcoming Events FYI:**

Lawyers in the Library Virtual Program – 01/08/2026

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 01/20/2026: 01/13/2026

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

*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](mailto: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](http://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.*

Board of Trustees

PRESIDENT  
Denise Bashline  
*Judicially Appointed*

VICE PRESIDENT  
Alexander Johnson, Esq.  
*Judicially Appointed*

David J. Sutton, Esq.  
*Judicially Appointed*

Abby Frost Lucha, Esq.  
*Judicially Appointed*

Scott McDonald  
*Board of Supervisors Appointed*

Stephen Richards  
*Law Library Director*

20 North San Pedro Road  
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San Rafael, CA 94903  
415-472-3733 T  
415-472-3729 F  
[www.marincountylibrary.org](http://www.marincountylibrary.org)

**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, September 16, 2025, at 5:15 P.M.**

**Present: Scott McDonald, Denise Bashline, Alex Johnson, David Sutton (until 6:00 P.M.), and Stephen Richards**

**Absent: Abby Lucha**

**Also Present: Public Member**

President Bashline called the meeting to order at 5:25 p.m.

1. Consent Calendar
  - 1.1 August 2025 Minutes
    - See Attached
    - Trustee Sutton made the motion to approve August 2025 minutes. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

**AYES:** President Bashline, Vice President Johnson, Trustee McDonald, and Trustee Sutton

**ABSENT:** Trustee Lucha

### 1.2 September 2025 Warrants

- See Attached
- Trustee Sutton made the motion to approve September 2025 warrants. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Vice President Johnson, Trustee McDonald, and Trustee Sutton

ABSENT: Trustee Lucha

### 2 Public Expression

- A member of the public expressed appreciation for the work of the law library and its staff. In addition, a member of the public also brought up possible methods for fundraising,

### 3 Financial Report

#### 3.1 Filing Fee Schedule – September 2025

- See Attached
- September 2025 filing was largest filing in at least the last ten years of filings.

### 3.2 Actuals (Income and Expenses) – August 2025

- See Attached
- Passport income was high for the month of August
- Full staff lead to higher expenses than previous month's staff expenses.

### 3.3 Journals and Reconciliation – August 2025

- Health insurance payments were caught up for August.
- Payroll journals are still outstanding, but due to staffing, many journals could not be entered.
- Bills for desktops were caught up for August.

## 4 Librarian's Report

- Status update for the library was given by the librarian.
- The county has begun to provide additional security for 20 North San Pedro including the law library.
- Librarian also brought up conversation regarding policy for employee anti-violence and staff training for MUNIS payment system.

## 5 Committee Reports

### 5.1 Civic Engagement

- Discussion occurred about the status of the Lawyers in the Library program including participation from the public, the Marin County Bar Association, and helping librarian to run the program.

### 5.2 Fundraising

- Discussion occurred about grant from the county regarding possible expansion of Lawyers in the Library Program.

### 5.3 Human Resources

- Discussion occurred regarding staffing arrangements at the present time with law librarian being the only full-time staff member with part-time help.
- President Bashline raised the motion to allow law librarian to allow him to close the library without prior permission from the board. Trustee McDonald seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Vice President Johnson, Trustee McDonald, and Trustee Sutton

ABSENT: Trustee Lucha

- President Bashline raised the motion to allow law librarian to grant an additional five to ten hours to another staff member for coverage if required for gaps. The motion failed to receive a second.

### 5.4 Document Retention Procedures and Policies Committee

- Discussion occurred about collection of other policies and possible requirements to add for law library policy including information from Lawyers in the Library.

## 6 Old Business

### 6.1 Discussion and Action: Discussion and Action re Approval of 2025 Annual Report

- Discussion occurred about report being worked on and moved to future time. In addition, discussion included what elements should be added to the report.

### 6.2 Discussion and Action: Discussion and Action re Discussion and Action re Staffing and Operational Hours

- Discussion about operational hours occurred and at this time, it was decided to keep the current hours at least until November 2025.

### 6.3 Discussion and Action: Discussion and Action re Update on Desktop Replacement

- Discussion occurred regarding the replacement of the public desktops.
- Discussion occurred about future updates to technology as well.

### 6.4 Discussion and Action: Discussion and Action re Changing of Law Library Tax Status

- Discussion occurred about setting up a meeting with County Counsel to determine whether the law library could adjust its tax status and proposed times.

**7 New Business**

**7.1 Discussion and Action: Discussion and Action: Discussion and Action re Board Elections for 2025-2026**

- Action was taken to place this topic on hold until next meeting.

**7.2 Discussion and Action: Discussion and Action: Discussion and Action re Budget for Fiscal Year 2025-2026**

- Discussion occurred about having help from the board to look over the numbers for Fiscal Year 2025-2026.

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

- Discussion occurred regarding next month's topics including carrying over topics from this meeting.

**9 Adjournment**

- Trustee McDonald moved to adjourn the meeting. Vice President Johnson seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Vice President Johnson, Trustee McDonald

ABSENT: Trustee Lucha, Trustee Sutton

The meeting was adjourned at 6:35 PM.

Next Regular Board Meeting: October 21, 2025

Respectfully submitted,

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Denise Bashline  
President, Board of Trustees

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Stephen Richards  
Ex-Officio Secretary

Board of Trustees

PRESIDENT

Denise Bashline

*Judicially Appointed*

VICE PRESIDENT

Alexander Johnson, Esq.

*Judicially Appointed*

David J. Sutton, Esq.

*Judicially Appointed*

Abby Frost Lucha, Esq.

*Judicially Appointed*

Scott McDonald

*Board of Supervisors Appointed*

Stephen Richards

*Law Library Director*

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**Minutes of Regular Monthly Meeting of  
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**Tuesday, October 15, 2025, at 5:15 P.M.**

Meeting was canceled due to lack of quorum.

Special Board Meeting: November 04, 2025

Respectfully submitted,

Denise Bashline  
President, Board of Trustees

Stephen Richards  
Ex-Officio Secretary

Board of Trustees

PRESIDENT  
Denise Bashline  
*Judicially Appointed*

VICE PRESIDENT  
Alexander Johnson, Esq.  
*Judicially Appointed*

David J. Sutton, Esq.  
*Judicially Appointed*

Abby Frost Lucha, Esq.  
*Judicially Appointed*

Scott McDonald  
*Board of Supervisors Appointed*

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**Minutes of Special Meeting of  
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San Rafael, CA 94903**

**Tuesday, November 04, 2025, at 5:15 P.M.**

**Present: Scott McDonald, Denise Bashline, Alex Johnson, Abby Lucha, and Stephen Richards**

**Absent: David Sutton**

**Also Present:**

President Bashline called the meeting to order at 5:20 p.m.

1. Consent Calendar
- 1.1 September 2025 Minutes

- The law librarian forgot to attach these minutes
- President Bashline suggested a motion to attach the September minutes to the next board meeting agenda. Trustee Lucha presented the motion. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

**AYES:** President Bashline, Vice President Johnson, Trustee McDonald, and Trustee Lucha

**ABSENT:** Trustee Sutton

### **1.2 October 2025 Warrants**

- See Attached
- Trustee Lucha made the motion to approve October 2025 warrants. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Vice President Johnson, Trustee McDonald, and Trustee Lucha

ABSENT: Trustee Sutton

### **2 Public Expression**

- No public expression at this time, but concern was raised about the door being locked before the meeting started could reduce public and trustee interaction.

### **3 Financial Report**

#### **3.1 Filing Fee Schedule – October 2025**

- See Attached
- October 2025 filing was larger than October 2024. The overall increase of filing fees seems to be 5% over the year.

### 3.2 Actuals (Income and Expenses) – September 2025

- See Attached
- Passport income was okay for August 2025.
- Staff expenses were normal..

### 3.3 Journals and Reconciliation – September 2025

- Payroll journals are still outstanding, but more have been entered.
- Bills are being caught up. .

## **4 Librarian's Report**

- Status update for the library was given by the librarian.

## 5 Committee Reports

### 5.1 Civic Engagement

- Discussion occurred about the status of the Lawyers in the Library program including participation from the public, the Marin County Bar Association, and helping librarian to run the program. In addition, a librarian's volunteer session at San Quentin was mentioned and possible article about it.

### 5.2 Fundraising

- Discussion occurred about the printing of law library poster and other merchandise including bags with law library logo.

### 5.3 Human Resources

- Discussion occurred regarding staffing arrangements at the present time with law librarian being the only full-time staff member with part-time help.

### 5.4 Document Retention Procedures and Policies Committee

- Vice President Johnson presented a beginning policy and discussion about policy and additional pieces to be added.

## 6 Old Business

### 6.1 Discussion and Action: Discussion and Action re Approval of 2025 Annual Report

- Discussion occurred regarding annual report and action was taken to move this report to an ad hoc committee for further discussion.

### 6.2 Discussion and Action: Discussion and Action re Discussion and Action re Staffing and Operational Hours

- Discussion about operational hours occurred and action was taken to move this discussion into an ad hoc committee.

### 6.3 Discussion and Action: Discussion and Action re Update on Desktop Replacement

- Discussion arose regarding the replacement of the public desktops and action was taken to move this discussion into an ad hoc committee.

### 6.4 Discussion and Action: Discussion and Action re Changing of Law Library Tax Status

- Discussion occurred about setting up a meeting with County Counsel to determine whether the law library could adjust its tax status and proposed times. The decision was made to defer discussion and ask about possible discussion in January or February with County Counsel.

### 6.5 Discussion and Action: Discussion and Action re Board Elections for 2025-2026

- Discussion occurred to defer action until next board meeting.

### 6.6 Discussion and Action re Budget for Fiscal Year 2025-2026

- Discussion occurred to set up an ad hoc committee for this topic.

### 6.7 Discussion re Update on Grant Submission

- Discussion occurred to set up an ad hoc committee for this topic.

## 7 New Business

### 7.1 Discussion and Action: Discussion and Action re Renewal of Health Insurance for Law Library Director

- Discussion arose about the renewal of health insurance for the law library director.
- Trustee McDonald made the motion to approve the renewal of health insurance. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Vice President Johnson, Trustee McDonald, and Trustee Lucha

ABSENT: Trustee Sutton

### 7.2 Discussion and Action: Discussion and Action re Thanking for Book Donation

- Discussion occurred about the book donation and law library director was requested to write a thank you letter.

### 7.3 Discussion and Action: Discussion and Action re Website Compliance for ADA Guidelines

- Discussion and Action on the topic were deferred for more information.

### 7.4 Discussion and Action: Discussion and Action re The Selling of Law Library Merchandise

- Discussion regarding the selling of merchandise for the law library occurred. Trustee McDonald presented a design for the merchandise including a bag. President Bashline seconded the design.

Vote: Motion carried 4-0

AYES: President Bashline, Vice President Johnson, Trustee McDonald, and Trustee Lucha

ABSENT: Trustee Sutton

8 Board Members' Suggestions for Next Month's Agenda

9 Adjournment

- Trustee McDonald moved to adjourn the meeting. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Vice President Johnson, Trustee McDonald, and Trustee Lucha

ABSENT: Trustee Sutton

The meeting was adjourned at 6:35 PM.

Next Regular Board Meeting: December 16, 2025

Respectfully submitted,

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Denise Bashline  
President, Board of Trustees

---

Stephen Richards  
Ex-Officio Secretary

**Marin County Law Library**  
**December 2025 WARRANTS**

<b>Item No.</b>	<b>Vendor</b>	<b>Current Amount Due</b>	<b>Suggested Payment</b>
1	U.S. Bank (Sonic.net, USPS, QUILL, Adobe,	\$ 203.23	\$ 203.23
2	Thomson Reuters	\$ 1,307.27	\$ 1,307.27
3	RELX, Inc	\$ 1,720.00	\$ 1,720.00
4	CEB OnLaw - November 2025	\$ 399.58	\$ 399.58
5	Kyocera - November 2025	\$ 430.88	\$ 430.88
6	SPTJ Consulting - October 2025	\$ 525.00	\$ 525.00
7	SPTJ Consulting, Inc. - November 2025	\$ 175.00	\$ 175.00
8	Kaiser Permenente	\$ 584.26	\$ 584.26
9	Comcast	\$ 469.61	\$ 469.61
10	ADP Payroll	\$ 170.94	\$ 170.94
11	LexisNexis Inv. 47149329	\$ 50.26	\$ 50.26
12	LexisNexis Inv. 47524383	\$ 563.31	\$ 563.31
13	AT&T CALNET	\$ 163.38	\$ 163.38
14	LexisNexis Inv. 47485493	\$ 687.00	\$ 687.00
	<b>Totals:</b>	<b>\$ 7,449.72</b>	<b>\$ 7,449.72</b>
<b>Salary Expenses: \$9,018.13</b>			
<b>Total Expenses: \$16,786.91</b>			

<b>Total Revenue Available:</b>	\$ 204,488.00
<b>Total Expenditures (proposed):</b>	\$ 16,777.85
<b>Remaining Cash Balance:</b>	\$ 187,710.15

## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
MONTH													
JULY	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	13,861.08	17,069.87	16,933.62
AUGUST	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	17,627.93	15,859.90	15,684.89
SEPT.	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	14,287.00	15,859.90	19,048.23
OCTOBER	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	15,257.27	13,941.71	16,146.43
NOVEMBER	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	13,489.86	14,038.38	17,016.16
DECEMBER	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	13,575.19	15,613.74	8,158.54
JANUARY	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	13,217.12	14,164.94	0.00
FEBRUARY	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	12,816.28	15,538.14	0.00
MARCH	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	13,437.83	14,279.53	0.00
APRIL	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	11,817.58	13,719.30	17,001.47	0.00
MAY	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	12,599.17	15,561.77	17,366.42	0.00
JUNE	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	12,018.35	12,234.41	17,065.00	0.00
<b>ANNUAL TOTALS</b>	<b>182,611.11</b>	<b>174,589.13</b>	<b>169,679.33</b>	<b>164,783.38</b>	<b>173,090.01</b>	<b>170,059.22</b>	<b>154,596.88</b>	<b>133,488.69</b>	<b>168,852.86</b>	<b>153,916.55</b>	<b>169,085.04</b>	<b>187,799.00</b>	<b>92,987.87</b>

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

CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET

Prepared as of

10/31/2025

Munis Fund No: 3400 Program: 7960 Subprogram: 7961														CURRENT - Fiscal Year Performance			NEXT - Fiscal Year Projected and/or Budget Expectation		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Full Year 2024-2025 Act/Fcst	Full Year 2024-2025 Budget	Full Year 2024-2025 Variance	Key Performance Notes	Full Year 2024 - 2025 Projected	Net Chg. From Prior Yr	Increase/Decrease Key Notes
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act							
<b>REVENUE</b>																			
Fillings	16,934	15,685	19,048	16,146	17,016	8,159	-	-	-	-	-	-	92,988	155,000	(62,012)	Started program Feb '23	155,000	62,012	
Passports	875	2,100	140	1,225	875	-	-	-	-	-	-	-	5,215	13,000	(7,785)		13,000	7,785	Started charging Feb '23
All Other	196	910	203	5,813	905	250	-	-	-	-	-	-	8,276	77,702	(69,426)		64,702	56,426	Assumes State Funding of \$62K
<b>TOTAL REVENUE</b>	<b>18,005</b>	<b>18,694</b>	<b>19,391</b>	<b>23,185</b>	<b>18,796</b>	<b>8,409</b>	-	-	-	-	-	-	<b>106,479</b>	<b>245,702</b>	<b>(139,223)</b>		<b>232,702</b>	<b>126,223</b>	
<b>EXPENSES</b>																			
Direct Staffing Expense	8,796	15,287	9,254	8,880	9,602	-	-	-	-	-	-	-	51,820	135,310	83,490		135,310	83,490	
Insurance	548	354	362	-	-	-	-	-	-	-	-	-	1,264	5,400	4,136		5,400	4,136	
Membership/Prof Dev	-	50	-	-	-	-	-	-	-	-	-	-	50	5,000	4,950		-	(50)	
Office Expense	173	197	150	-	98	-	-	-	-	-	-	-	618	3,200	2,582		3,200	2,582	
Postage	66	134	17	-	81	-	-	-	-	-	-	-	298	3,200	2,902		-	(298)	
Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Professional Svc/ (ADP)	163	244	171	171	171	-	-	-	-	-	-	-	920	3,000	2,080		1,852	932	
Copy Machines	416	423	577	431	431	-	-	-	-	-	-	-	2,278	4,992	2,714		3,200	922	
Telephone/Internet	689	3,794	1,535	-	1,361	-	-	-	-	-	-	-	7,379	20,000	12,621		20,000	12,621	Non-recurring network Upgrade Expense
Publications	4,820	5,627	3,880	1,307	4,687	-	-	-	-	-	-	-	20,521	52,600	32,279		-	(20,321)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL EXPENSE</b>	<b>15,670</b>	<b>26,111</b>	<b>15,945</b>	<b>10,789</b>	<b>16,432</b>	-	-	-	-	-	-	-	<b>84,947</b>	<b>232,702</b>	<b>147,755</b>		<b>168,962</b>	<b>84,015</b>	
<b>NET GAIN/(LOSS)</b>	<b>2,335</b>	<b>(7,416)</b>	<b>3,446</b>	<b>12,396</b>	<b>2,364</b>	<b>8,409</b>	-	-	-	-	-	-	<b>21,532</b>	<b>13,000</b>	<b>(8,532)</b>		<b>63,740</b>	<b>42,208</b>	
<b>FUND BALANCE</b>																			
Unrestricted Fund Balance	206,124	208,459	201,042	204,488	216,883	219,247	227,656	227,656	227,656	227,656	227,656	227,656	206,124	-	227,656				
Income/Loss (from above)	2,335	(7,416)	3,446	12,396	2,364	8,409	-	-	-	-	-	-	21,532	-	63,740				
Total Unrestricted Fund Bal	208,459	201,042	204,488	216,883	219,247	227,656	227,656	227,656	227,656	227,656	227,656	227,656	227,656	-	291,396				

CURRENT YEAR - Key Messages

> Expected expense of \$233K, which assumes add'l State funding of \$62K. If not received a deficit will occur of \$62K

> Yr-over-Yr remains flat, however there is a shift between of spend between Network

NEXT YEAR - Key Messages

FY 2025-2026 Profit & Loss

-----Input Actual and Forecasts in this section-----

FY 2025-2026 Profit & Loss

**-----Input Actual and Forecasts in this section-----**

# 2026 Tentative Dates for Board of Trustees Meeting for the Marin County Law Library

1. January 20, 2026 (Note: Court Holiday on Monday, January 19, 2026)
2. February 17, 2026 (Note: Court Holiday on Monday, February 16, 2026)
3. March 17, 2026
4. April 21, 2026
5. May 19, 2026
6. June 16, 2026
7. July 21, 2026
8. August 18, 2026
9. September 15, 2026
10. October 20, 2026
11. November 17, 2026
12. December 15, 2026