

**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 19, 2024, at 5:15 P.M.**

**Agenda**

**Call to Order\***

1. Brown Act Presentation
2. Consent Calendar
  - 2.1 February 2024 Minutes
  - 2.2 March 2024 Warrants
3. Open Time for Public Expression
4. Financial Report
  - 4.1 Filing Fee Schedule – March 2024
  - 4.2 Actuals (Income and Expenses) – March 2024
  - 4.3 Journals and Reconciliation – March 2024
5. Librarian's Report
6. Committee Reports
  - 6.1 Civic Engagement
  - 6.2 Fundraising Committee

7. Old Business

**7.1 Discussion and Action:** Discussion and Action re Obtaining Air Purifiers for the Law Library Building

**7.2 Discussion and Action:** Discussion and Action re Appointing New Meeting Date for Board of Trustee Meetings

**7.3 Discussion and Action:** Discussion and Action re Action Regarding Law Library Fund (Cal. BPC 6320-6326)

**7.4 Discussion and Action:** Discussion and Action re Employee Safety in Law Library Building

**7.5 Discussion and Action:** Discussion and Action re List of Used Books for Sale in Law Library

8. New Business

**8.1 Discussion and Action:** Discussion and Action re Patron Request to Board of Trustees for Copy of Wall Hanging

**8.2 Discussion:** Discussion re Budget Planning for Fiscal Year 2024-2025

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

10. Adjournment

**Upcoming Events FYI:**

Lawyers in the Library Virtual Program – 03/28/2024

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 04/16/2024: 04/09/2024.

\* 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  
Suite 2007  
San Rafael, CA 94903  
415-472-3733 T  
415-472-3729 F  
[www.marincountylawlibrary.org](http://www.marincountylawlibrary.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  
Conference Room  
San Rafael, CA 94903**

**February 20th, 2024, at 5:15 P.M.**

**Present: Scott McDonald, Abby L., Denise Bashline, David Sutton,  
Stephen Richards**

**Absent: Alex Johnson**

**Also Present:**

President Bashline called the meeting to order at 5:15 p.m.

1. Financial Report
  - Midway through Feb. and have currently made \$900 in passport fees.
  - Liability insurance is coming up DNO
  - Salary expenses were down for the last month (\$20,895)
  - 2 pay periods behind due to the holidays.
  - Incremental \$300 for the selling of a Reuters Guide
2. Librarian Report
  - Limited staff levels are having an impact on the overall workload.
  - Due to the loss of several employees for several reasons, we are down to 3 people. If Stephen is not available, certain tasks don't get done. An employee is requesting 1 week vacation. Working to figure out a solution and how best to move forward.
  - Working to get County Council to join a meeting to understand the various situations.
  - Proposing a committee to look at overall policies and procedures (last reviewed in 2023).
    - o Cost could be extremely high as County Council will need

to be involved and/or could we find someone willing to do pro-bono work/

- Also, what is the council doing for others that we may not be taking advantage of? Marin County Library is their own agency.
- Develop a clear list of requests from County Council and what is needed (i.e. HR, etc.).

### 3. Committee Reports

#### a. Civic Engagement

- All invitations have been sent out. People are starting to respond and are interested in helping.
- Working through a master list of lawyers who are willing to volunteer 5-6 hours a month.

#### b. Fundraising Committee

- Looking into what services can help with the Canal and other areas throughout San Rafael.

### 4. Old Business

#### **7.1 Discussion: Discussion re Format and Changes to Lawyers in the Library Program**

- The idea was also brought forward that obtaining volunteer attorneys ahead of program dates would be beneficial. 5 Lawyers have confirmed to help monthly.
- The board has agreed to make this program twice a month (1 in person and 1 via zoom).

#### **7.2 Discussion: Discussion and Action re Approval of Expenses for AALL Conference 2024**

- Looking into the registration of \$795 for Stephen to attend a conference. More details around hotel and flight costs
- **Motion approved for the \$795 registration fee.**

**7.3 Discussion:** Discussion re Committee Membership Changes

- Most of the donations are coming through via credit cards, we unfortunately do not have access to take this on. Looking into ways on how we can get around this. Sonoma County has implemented a way to get around this. Marin County is working with Bank of America. This could be one way to allow for donations via CC (not to exceed \$10k).
  - o Proposing to pass this around to gauge feedback and review the application process. This would create a non-county bank account not to exceed \$50k.
  - o This could also be a terrific way to kick off donations.
  - o Do we have access to our existing account and then we would need to create a new account for this to happen?
  - o Do we need a broker dealer to help people who would like to donate via IRA or Stocks?
  - o Need approval by the board, but it has been unanimous across this team to further investigate.
- Trustee McDonald is to take the lead on researching and motion has been set and approved.

**Motion approved to move forward with research.**

5. New Business

**7.4. Discussion and Action: Discussion and Action re Laptop Purchase for Front Desk**

- Resolution still needs to be submitted.
- Phone lines – how to get the phone line moved. Not on the county system but could be part of the facility system.

**7.5 Discussion and Action:** Discussion and Action re Volunteers for Aiding Law Library

- A discussion occurred about possible long-term volunteers for aiding the law library staff.
- Important that the staff works together. Not going to bring in additional volunteers.

**7.6 Discussion and Action:** Discussion and Action re List of Used Books for Sale in Law Library

- The revised report will be sent out next week.

**7.7 Discussion:** Discussion re Employee Safety in Law Library Building

- Who pays for these classes and how can the team get trained?  
Outside of the yearly evacuation meeting, no formal training has been given to the team.
- Training and guidance in case of an emergency
  - o Only one door is locked at a time.
- Reaching out to find out who can help with Active Shooter training.
- Complaints have been made and we need to ensure that we always have at least 2 employees staffed.
- 

**7.8 Discussion: Air Purifying for the building**

- What kind of space would they cover and how many would we need?
- Proposing 3 total. Roughly \$250 per unit, plus tax, etc.
- Review again on April 1<sup>st</sup> (non-profit discount). Work with facilities.

**7.9 Discussion: Meeting and Vacation Time**

- Meeting changes can be moved to accommodate vacations, etc.
- Next meeting scheduled for April 16<sup>th</sup>, 2024
- 

**8.0 Discussion: Law Library Fund**

- More information to follow and working through this

**8.1 Discussion: Library staffing level**

- Touched on this briefly and Marsha vacation is covered off

**8.2 Discussion: Legal Database Time Limits**

- Currently we only have 2 seats, there is no time limit.
  - Should we consider setting time limits (2-hour block of time).
  - If there is a line, after they are on for 30 minutes, 30 min. warning
- Motion approved to move forward with 30-minute warning.**

**6. Board Members' Suggestions for Next Month's Agenda**

- a. Outreach Committee:
  - i. Does the law library want to get involved?
  - ii. Request from court staff for lawyers in the library for a Probate Attorney for Conservatorship
- b. Clear your record outreach in Marin City is likely cancelled due to weather. Offering Marin location for the event.
- c. Looking into training for video equipment to help support the law library around CLE, Self-help videos, trust and estates, changes across various components and topics of the law.
- d. Care Court



7. Adjournment

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

Vote: Motion carried 5-0

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

ABSENT: Trustee Alex Johnson

- The meeting was adjourned at 6:50 PM.
- Next Regular Board Meeting: April 16th, 2024

Respectfully submitted,

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Denise Bashline  
President, Board of Trustees

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Stephen Richards  
Ex-Officio Secretary

**MARIN COUNTY LAW LIBRARY**  
**CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET**

Prepared as of  
 3/15/2024

Munis Fund No: 3400  
 Program: 7960  
 Subprogram: 7961

	CURRENT - Fiscal Year Performance												NEXT - Fiscal Year Projected and/or Budget Expectation						
	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Full Year 2023-2024 Act/Fcst	Full Year 2023-2024 BUDGET	Full Year 2023-2024 Variance	Key Performance Notes	Full Year 2024 - 2025 Projected	Net Chg. From Prior Yr	Increase/Decrease Key Notes
<b>REVENUE</b>																			
Fillings	13,861	17,628	14,287	15,257	13,490	13,575	13,217	12,816	13,438	-	-	-	127,570	145,000	(17,430)		-	(127,570)	
Passports	1,070	210	1,270	490	945	945	1,085	1,645	630	-	-	-	8,290	20,000	(11,710)	Started program Feb '23	-	(8,290)	Started charging Feb '23
All Other	69	10,405	1,381	134	1,138	334	349	498	48	-	-	-	14,355	87,568	(73,213)		-	(14,355)	Assumes State Funding of \$62K
<b>TOTAL REVENUE</b>	<b>15,000</b>	<b>28,243</b>	<b>16,938</b>	<b>15,881</b>	<b>15,572</b>	<b>14,854</b>	<b>14,651</b>	<b>14,959</b>	<b>14,115</b>	-	-	-	<b>150,214</b>	<b>252,568</b>	<b>(102,354)</b>		-	<b>(150,214)</b>	
<b>EXPENSES</b>																			
Direct Staffing Expense	8,427	8,460	9,825	7,884	10,392	6,471	9,399	7,534	-	-	-	-	68,392	130,768	62,376		-	(68,392)	
Insurance	-	1,589	-	-	-	1,145	1,414	-	-	-	-	-	4,148	5,600	1,452		-	(4,148)	
Membership/Prof Dev	-	-	-	-	-	-	-	50	-	-	-	-	50	5,648	5,598		-	(50)	
Office Expense	303	400	69	442	416	94	351	267	-	-	-	-	2,342	3,000	658		-	(2,342)	
Postage	153	97	52	105	106	152	136	356	-	-	-	-	1,156	-	(1,156)		-	(1,156)	
Projects	-	-	150	328	-	-	-	500	-	-	-	-	978	2,500	1,522		-	(978)	
Professional Svc/ (ADP)	148	155	233	155	294	248	248	248	-	-	-	-	1,727	-	(1,727)		-	1,852	125
Copy Machines	-	400	-	-	491	416	416	416	-	-	-	-	2,138	2,332	194		-	(2,138)	
Telephone/Internet	792	98	784	414	16,540	2,180	1,258	661	-	-	-	-	22,728	13,000	(9,727)		-	(22,728)	Non-recurring network Upgrade Expense
Publications	9,038	4,606	5,587	4,967	5,172	6,062	6,292	6,259	-	-	-	-	47,983	66,000	18,017		-	(47,983)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
<b>TOTAL EXPENSE</b>	<b>18,862</b>	<b>15,804</b>	<b>16,698</b>	<b>14,295</b>	<b>33,411</b>	<b>16,767</b>	<b>19,513</b>	<b>16,291</b>	-	-	-	-	<b>151,643</b>	<b>228,848</b>	<b>77,206</b>		-	<b>1,852</b>	<b>(149,791)</b>
<b>NET GAIN/(LOSS)</b>	<b>(3,862)</b>	<b>12,439</b>	<b>240</b>	<b>1,586</b>	<b>(17,839)</b>	<b>(1,913)</b>	<b>(4,863)</b>	<b>(1,332)</b>	<b>14,115</b>	-	-	-	<b>(1,429)</b>	<b>23,720</b>	<b>25,148</b>		-	<b>(1,852)</b>	<b>(423)</b>
<b>FUND BALANCE</b>																			
Unrestricted Fund Balance	235,170	231,308	243,747	243,987	245,573	227,734	225,821	220,958	219,627	233,742	233,742	233,742	235,170				233,742		
Income/Loss (from above)	(3,862)	12,439	240	1,586	(17,839)	(1,913)	(4,863)	(1,332)	14,115	-	-	-	(1,429)				(1,852)		
Total Unrestricted Fund Bal	231,308	243,747	243,987	245,573	227,734	225,821	220,958	219,627	233,742	233,742	233,742	233,742	233,742				231,890		

**CURRENT YEAR - Key Messages**

- > Expected expense of \$233K, which assumes add'l State funding of \$62K. If not recieved 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 2023-2024 Profit & Loss Statement

February 2024 Board Meeting

-----Input Actual and Forecasts in this section-----  
 manually move the Blue Bar to align at intersection of Act/Fcst

		Prev FY	FISCAL YEAR 7/01/2023 through 06/30/20							
		Jul - Jun '22-'23	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024
		Act	Act	Act	Act	Act	Act	Act	Act	Act
<b>REVENUE:</b>										
451970	Filings	\$ 153,730	\$ 13,861	\$ 17,628	\$ 14,287	\$ 15,257	\$ 13,490	\$ 13,575	\$ 13,217	\$ 12,816
441115	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462650	Photocopies	\$ 1,619	\$ 60	\$ 8	\$ 415	\$ 83	\$ -	\$ 281	\$ 291	\$ 125
470410	Book Sales	\$ 118	\$ 9	\$ -	\$ 454	\$ -	\$ 390	\$ 16	\$ 45	\$ 315
470330	Donations	\$ 35	\$ -	\$ -	\$ 24	\$ 51	\$ -	\$ -	\$ -	\$ -
470110	Fax/Paper Sales	\$ 49	\$ -	\$ -	\$ 18	\$ -	\$ -	\$ 32	\$ -	\$ -
441215	Conference Room	\$ 215	\$ -	\$ -	\$ 470	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ 72,417	\$ -	\$ 10,397	\$ -	\$ -	\$ 748	\$ 5	\$ 13	\$ 58
461710	Classes/Workshops/MCLE	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Passport Services	\$ 5,745	\$ 1,070	\$ 210	\$ 1,270	\$ 490	\$ 945	\$ 945	\$ 1,085	\$ 1,645
480210	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Revenue Total:</b>	<b>\$ 234,011</b>	<b>\$ 15,000</b>	<b>\$ 28,243</b>	<b>\$ 16,938</b>	<b>\$ 15,881</b>	<b>\$ 15,572</b>	<b>\$ 14,854</b>	<b>\$ 14,651</b>	<b>\$ 14,959</b>
<b>EXPENSE:</b>										
<b>Staff</b>										
511110	Librarian	\$ 55,560	\$ 4,461	\$ 4,468	\$ 6,455	\$ 4,656	\$ 4,835	\$ 4,656	\$ 4,923	\$ 4,673
511220	Extra Hire	\$ 35,159	\$ 2,920	\$ 3,354	\$ 2,591	\$ 2,625	\$ 3,341	\$ 1,284	\$ 3,642	\$ 2,241
515110	Social Security	\$ 5,627	\$ 423	\$ 485	\$ 623	\$ 489	\$ 507	\$ 430	\$ 531	\$ 429
515115	Medicare	\$ 1,317	\$ 99	\$ 113	\$ 146	\$ 114	\$ 119	\$ 101	\$ 124	\$ 100
513215	Health Benefits	\$ 11,102	\$ -	\$ -	\$ -	\$ -	\$ 1,570	\$ -	\$ -	\$ -
514110	Workers Compensation	\$ 530	\$ 493	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
515120	Unemployment Insur.	\$ 584	\$ 31	\$ 40	\$ 10	\$ -	\$ 21	\$ -	\$ 180	\$ 91
	<b>Staff Subtotal:</b>	<b>\$ 109,879</b>	<b>\$ 8,427</b>	<b>\$ 8,460</b>	<b>\$ 9,825</b>	<b>\$ 7,884</b>	<b>\$ 10,392</b>	<b>\$ 6,471</b>	<b>\$ 9,399</b>	<b>\$ 7,534</b>
<b>ADMINISTRATIVE EXPENSE</b>										
<b>Insurance</b>										
	USLI	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414	\$ -
	Complete Equity Markets	\$ 1,589	\$ -	\$ 1,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Hartford	\$ 1,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,145	\$ -	\$ -
521610	<b>Insurance Subtotal:</b>	<b>\$ 4,827</b>	<b>\$ -</b>	<b>\$ 1,589</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,145</b>	<b>\$ 1,414</b>	<b>\$ -</b>
522210	<b>Memberships/Prof Develop.</b>									
	Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CCCLL	\$ 840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50
	MCBA	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NOCALL	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MCEAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>MBRP/Prof Dev Subtotal:</b>	<b>\$ 1,090</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50</b>
522410	Office Expenses	\$ 1,620	\$ 303	\$ 400	\$ 69	\$ 442	\$ 416	\$ 94	\$ 351	\$ 267
522440	Postage	\$ 968	\$ 153	\$ 97	\$ 52	\$ 105	\$ 106	\$ 152	\$ 136	\$ 356
522310	Projects	\$ 1,779	\$ -	\$ -	\$ 150	\$ 328	\$ -	\$ -	\$ -	\$ 500
522510	Professional Services (ADP Payroll)	\$ 1,846	\$ 148	\$ 155	\$ 233	\$ 155	\$ 294	\$ 248	\$ 248	\$ 248
522930	<b>Copy Machines</b>									
	DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	HiTech	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ 491	\$ 416	\$ 416	\$ 416
	Marin Copier	\$ 213	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Copy Machines Subtotal:</b>	<b>\$ 405</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 491</b>	<b>\$ 416</b>	<b>\$ 416</b>	<b>\$ 416</b>
<b>Tel/Internet</b>										
521310	Sonic Email	\$ 335	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 33
	Comcast Internet	\$ 2,732	\$ 466	\$ 60	\$ 87	\$ 87	\$ 462	\$ 573	\$ 479	\$ 483
	AT&T Phone	\$ 1,627	\$ 133	\$ 19	\$ 154	\$ 134	\$ 136	\$ 281	\$ 148	\$ 145
	SPTJ	\$ 33,869	\$ 175	\$ -	\$ 525	\$ 175	\$ 15,925	\$ 1,309	\$ 613	\$ -
	<b>Tel/Internet Subtotal:</b>	<b>\$ 38,563</b>	<b>\$ 792</b>	<b>\$ 98</b>	<b>\$ 784</b>	<b>\$ 414</b>	<b>\$ 16,540</b>	<b>\$ 2,180</b>	<b>\$ 1,258</b>	<b>\$ 661</b>
522815	<b>Publications Upkeep</b>									
	Other (CEB OnLaw, etc.)	\$ 342	\$ 1,598	\$ 851	\$ 907	\$ 871	\$ 871	\$ 880	\$ 871	\$ 1,111
	CEB	\$ 15,987	\$ 3,349	\$ -	\$ 1,240	\$ 620	\$ 423	\$ 325	\$ 564	\$ 1,708
	Lexis Nexis	\$ 6,004	\$ 730	\$ 351	\$ 36	\$ 72	\$ 475	\$ 1,452	\$ 1,452	\$ 36
	WestLaw	\$ 19,824	\$ 2,130	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172
	West Publishing	\$ 14,584	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232
	<b>Publications Subtotal:</b>	<b>\$ 56,741</b>	<b>\$ 9,038</b>	<b>\$ 4,606</b>	<b>\$ 5,587</b>	<b>\$ 4,967</b>	<b>\$ 5,172</b>	<b>\$ 6,062</b>	<b>\$ 6,292</b>	<b>\$ 6,259</b>
522410	Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Expense Total:</b>	<b>\$ 217,717</b>	<b>\$ 18,862</b>	<b>\$ 15,804</b>	<b>\$ 16,698</b>	<b>\$ 14,295</b>	<b>\$ 33,411</b>	<b>\$ 16,767</b>	<b>\$ 19,513</b>	<b>\$ 16,291</b>
	<b>Net Gain/(Loss)</b>	<b>\$ 16,294</b>	<b>\$ (3,862)</b>	<b>\$ 12,439</b>	<b>\$ 240</b>	<b>\$ 1,586</b>	<b>\$ (17,839)</b>	<b>\$ (1,913)</b>	<b>\$ (4,863)</b>	<b>\$ (1,332)</b>
<b>Unrestricted Fund Balance</b>		<b>\$ 218,877</b>	<b>\$ 235,170</b>	<b>\$ 231,308</b>	<b>\$ 243,747</b>	<b>\$ 243,987</b>	<b>\$ 245,573</b>	<b>\$ 227,734</b>	<b>\$ 225,821</b>	<b>\$ 220,958</b>

# FY 2023-2024 Profit & Loss Statement

February 2024 Board Meeting

-----Input Actual and Forecasts in this section-----  
 manually move the Blue Bar to align at intersection of Act/Fcst

	Prev FY	FISCAL YEAR 7/01/2023 through 06/30/20							
	Jul - Jun '22-'23	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024
Income/Loss (from above)	\$ 16,294	\$ (3,862)	\$ 12,439	\$ 240	\$ 1,586	\$ (17,839)	\$ (1,913)	\$ (4,863)	\$ (1,332)
Total Unrestricted Fund Bal	\$ 235,170	\$ 231,308	\$ 243,747	\$ 243,987	\$ 245,573	\$ 227,734	\$ 225,821	\$ 220,958	\$ 219,627

Footnotes

**FY 2023-2024 Profit & Loss St:**

February 2024 Board Meeting

		24					FY 2023-2024	
		Mar 2024	Apr 2024	May 2024	Jun 2024	TOTAL FY	Approved Projected Budget	(Over)/Under Plan
		Act	Act	Act	Act	Act/Fcst	Plan	Var
<b>REVENUE:</b>								
451970	Filings	13,438	\$ -	\$ -	\$ -	\$ -	\$ 145,000	\$ 17,430
441115	Interest	-	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ 450
462650	Photocopies	48	\$ -	\$ -	\$ -	\$ -	\$ 1,100	\$ (210)
470410	Book Sales	-	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ (529)
470330	Donations	-	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 2,925
470110	Fax/Paper Sales	-	\$ -	\$ -	\$ -	\$ -	\$ 30	\$ (20)
441215	Conference Room	-	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ (370)
462610	Proctoring	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	-	\$ -	\$ -	\$ -	\$ -	\$ 62,188	\$ 50,968
461710	Classes/Workshops/MCLE	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Passport Services	630	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 11,710
480210	Transfers In	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Revenue Total:</b>	<b>14,115</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 232,568</b>	<b>\$ 82,354</b>
<b>EXPENSE:</b>								
<b>Staff</b>								
511110	Librarian	-	\$ -	\$ -	\$ -	\$ -	\$ 63,000	\$ 23,872
511220	Extra Hire	-	\$ -	\$ -	\$ -	\$ -	\$ 49,000	\$ 27,002
515110	Social Security	-	\$ -	\$ -	\$ -	\$ -	\$ 6,944	\$ 3,027
515115	Medicare	-	\$ -	\$ -	\$ -	\$ -	\$ 1,624	\$ 708
513215	Health Benefits	-	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 5,430
514110	Workers Compensation	-	\$ -	\$ -	\$ -	\$ -	\$ 1,700	\$ 1,207
515120	Unemployment Insur.	-	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,128
	<b>Staff Subtotal:</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,768</b>	<b>\$ 62,376</b>
<b>ADMINISTRATIVE EXPENSE</b>								
<b>Insurance</b>								
	USLI	-	\$ -	\$ -	\$ -	\$ -	\$ 2,572	\$ 1,158
	Complete Equity Markets	-	\$ -	\$ -	\$ -	\$ -	\$ 1,722	\$ 133
	Hartford	-	\$ -	\$ -	\$ -	\$ -	\$ 1,706	\$ 561
521610	<b>Insurance Subtotal:</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,600</b>	<b>\$ 1,452</b>
522210	<b>Memberships/Prof Develop.</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	Placeholder	-	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500
	CCCLL	-	\$ -	\$ -	\$ -	\$ -	\$ 850	\$ 800
	MCBA	-	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ 105
	MLCPA	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NOCALL	-	\$ -	\$ -	\$ -	\$ -	\$ 155	\$ 155
	MCEAC	-	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ 38
	<b>MBRP/Prof Dev Subtotal:</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,648</b>	<b>\$ 5,598</b>
522410	Office Expenses	-	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 658
522440	Postage	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,156)
522310	Projects	-	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 1,522
522510	Professional Services (ADP Payroll)	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,727)
522930	<b>Copy Machines</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	DeLage Landen	-	\$ -	\$ -	\$ -	\$ -	\$ 777	\$ 777
	HiTech	-	\$ -	\$ -	\$ -	\$ -	\$ 777	\$ (961)
	Marin Copier	-	\$ -	\$ -	\$ -	\$ -	\$ 777	\$ 377
	<b>Copy Machines Subtotal:</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,332</b>	<b>\$ 194</b>
	<b>Tel/Internet</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
521310	Sonic Email	-	\$ -	\$ -	\$ -	\$ -	\$ 325	\$ 166
	Comcast Internet	-	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ (197)
	AT&T Phone	-	\$ -	\$ -	\$ -	\$ -	\$ 1,464	\$ 313
	SPTJ	-	\$ -	\$ -	\$ -	\$ -	\$ 8,712	\$ (10,009)
	<b>Tel/Internet Subtotal:</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,000</b>	<b>\$ (9,727)</b>
522815	<b>Publications Upkeep</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	Other (CEB OnLaw, etc.)	-	\$ -	\$ -	\$ -	\$ -	\$ 9,503	\$ 1,546
	CEB	-	\$ -	\$ -	\$ -	\$ -	\$ 10,451	\$ 2,222
	Lexis Nexis	-	\$ -	\$ -	\$ -	\$ -	\$ 6,562	\$ 1,959
	WestLaw	-	\$ -	\$ -	\$ -	\$ -	\$ 25,362	\$ 8,027
	West Publishing	-	\$ -	\$ -	\$ -	\$ -	\$ 14,122	\$ 4,263
	<b>Publications Subtotal:</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,000</b>	<b>\$ 18,017</b>
522410	Book Binding	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Expense Total:</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 228,848</b>	<b>\$ 77,206</b>
	<b>Net Gain/(Loss)</b>	<b>14,115</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,429)</b>	
Unrestricted Fund Balance		219,627	\$ 233,742	\$ 233,742	\$ 233,742			

**FY 2023-2024 Profit & Loss St**

February 2024 Board Meeting

FY 2023-2024 Approved Projected Budget	(Over)/Under Plan
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24	Mar 2024	Apr 2024	May 2024	Jun 2024	TOTAL FY
Income/Loss (from above)	14,115	-	-	-	-
Total Unrestricted Fund Bal	233,742	233,742	233,742	233,742	233,742

Income/Loss (from above)  
Total Unrestricted Fund Bal

Footnotes

## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022	2022/2023	2023/2024
MONTH													
JULY	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	13,861.08
AUGUST	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	17,627.93
SEPT.	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	14,287.00
OCTOBER	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	15,257.27
NOVEMBER	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	13,489.86
DECEMBER	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	13,575.19
JANUARY	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	13,217.12
FEBRUARY	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	12,816.28
MARCH	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	13,437.83
APRIL	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	11,817.58	0.00
MAY	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	12,599.17	0.00
JUNE	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	12,018.35	0.00
<b>ANNUAL TOTALS</b>	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	153,916.55	127,569.56

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 2024 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, USPS, Otter.ai, Quill)	\$ 685.84	\$ 685.84
2	Thomson Reuters (Print)	\$ 1,232.33	\$ 1,232.33
3	Matthew Binder	\$ 36.05	\$ 36.05
3	Kyocera	\$ 415.87	\$ 415.87
4	SPTJ (January 2024)	\$ 612.50	\$ 612.50
5	AT&T CALNET	\$ 145.29	\$ 145.29
6	RELX, Inc. (LexisNexis)	\$ 501.00	\$ 501.00
7	CEB Onlaw	\$ 369.50	\$ 369.50
8	ADP Payroll	\$ 248.00	\$ 248.00
9	Thomson Reuters (Westlaw Patron)	\$ 2,172.19	\$ 2,172.19
10	Comcast Business	\$483.16	\$ 483.16
12	Council of California County Law Librarians (CCCLL)	\$ 50.00	\$ 50.00
13	CEB Print	\$ 1,708.00	\$ 1,708.00
	<b>Totals:</b>	<b>\$ 8,659.73</b>	<b>\$ 8,659.73</b>

**Salary Expenses: 7,533.68** □

**Total Expenses: \$16,193.51**

<b>Total Revenue Available:</b>	<b>\$ 221,000.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 16,193.41</b>
<b>Remaining Cash Balance:</b>	<b>\$ 204,806.59</b>



## Marin County Law Library Party Project Breakdown

Item No.	Vendor	Current Amount Due	Suggested Payment
1	Costco Wholesale	\$ 153.99	\$ 153.99
2	USPS (mailing)	\$ 153.22	\$ 153.22
3	Qull (paper)	\$ 24.12	\$ 24.12
4			
5			
6			
7			
8			
9			
10			
12			
13			
	<b>Totals:</b>	<b>\$ 331.33</b>	<b>\$ 331.33</b>

**Salary Expenses: \$420.00**

**Total Expenses: \$751.33**

<b>Total Revenue Available:</b>	
<b>Total Expenditures (proposed):</b>	<b>\$ 751.33</b>
<b>Remaining Cash Balance:</b>	

**Executive Director**

**Crista Barnett Nelson**

March 7, 2024

**Board of Directors**

Dear Denise and Stephen,

Sandra Wickland Dexter, ESQ  
*President*

It was a pleasure meeting you both today. And wonderful to talk about how we can collaborate to help more people in our communities. You have a very nice space that I think would work beautifully with what we are doing here at HICAP.

Lauren Ratiani, MSN,  
APRN, FNP-BC  
*Vice-president*

I will reach out next week with more information about counselor availability in your area. We actually have 7 counselors in Marin County, 2 of which do presentations for us, so I'm confident we will be able to find plenty of time to make this happen!

Trisha McComas, CPA  
*Treasurer*

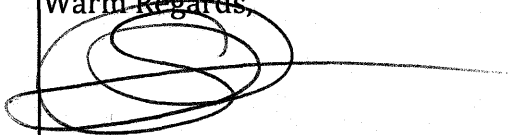
I have included both of our brochures, the MOU, and some business cards for you, as discussed. Thank you for keeping in contact with me and extending an invitation to visit. I look forward to seeing what we can accomplish together!

Uyen LY, MD, MPH  
*Secretary*

Wynnelena Canlas Canio  
MD, AGSF, CMD  
*Board Member*

Warm Regards,

Kelly Grant, RICP  
*Board Member*

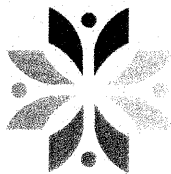
  
Samantha Doye  
HICAP Regional Program Manager

Adam Eberts  
*Board Member*

Sgt. Patricia Seffens  
*Board Member*

*Senior Advocacy Services is a non-profit 501(c)(3) – Fed. Tax ID #94-2684774  
No goods or services were provided in exchange for this donation*

Mario Rosso  
*Board Member*



## MEMORANDUM OF UNDERSTANDING

between

**Senior Advocacy Services - North Bay Health Insurance Counseling and Advocacy Program**  
and  
**Place**

### 1. Parties

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between **Place**, whose address is \_\_\_\_\_ and **Senior Advocacy Services - North Bay Health Insurance Counseling and Advocacy Program** whose address is *1129 Industrial Ave., Suite 201 Petaluma, CA 94952*.

### 2. Purpose

This Memorandum of Understanding (MOU) shall stand as evidence that Place and the Senior Advocacy Services - North Bay Health Insurance Counseling and Advocacy Program herein referred to as "SAS - NORTH BAY HICAP" have entered into an operational agreement with the mutual goal of supporting older adults.

### 3. Term

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties and shall remain in full force and effect for one (1) year with automatic renewal unless terminated without cause, by either party upon 30 day written notice delivered by hand or by mail to the address listed above.

### 4. Responsibilities of SAS - NORTH BAY HICAP

- a. SAS - NORTH BAY HICAP will schedule appointments and provide Medicare counseling services within the hours and days agreed upon of \_\_\_\_\_. Changes in these dates and times will be through mutual agreement in writing between authorized representative and HICAP Program Manager.
- b. Provide counselors to give Medicare information, counseling, and advocacy services to beneficiaries who qualify for HICAP program services.
- c. SAS - NORTH BAY HICAP agrees to leave the room in the condition it was on arrival.
- d. SAS - NORTH BAY HICAP will inform Place contact of the HICAP Counselor who will be using the facility.
- e. SAS - NORTH BAY HICAP will be responsible for requiring the HICAP Counselor to comply with all **Place** instructions and rules or guidelines regarding use of the facility.
- f. SAS - NORTH BAY HICAP will provide the name and phone number of the HICAP contact for the Place on-site contact regarding any questions or problems that arise.

### 5. Responsibilities of Place.

- a. Place will allow access to, and uninterrupted use of a private room in their facility during the agreed upon dates and times identified in the above section 4a.
- b. Place will provide a table/desk and two chairs in a private room for use by the SAS - NORTH BAY HICAP Counselor and their clients as well as Wi-Fi access as possible.

- c. Place will provide access instructions and rules or guidelines regarding use of the facility, and the name and phone number of the Place on-site contact for the SAS - NORTH BAY HICAP Administrative Office should there be any questions or problems that arise.

**6. General Provisions**

- a. *Amendments* - Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
- b. *Compensation* - Place and SAS - NORTH BAY HICAP agree that no compensation will be due from or payable to either party to this agreement.
- c. *Entirety of Agreement* - This MOU, consisting of 2 pages, represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.
- d. *Severability* - Should any portion of this MOU be unfavorable to either party, it may be terminated, without cause, by either party upon 30-day written notice, which notice shall be delivered by hand or by mail to the address listed above.

**7. Contacts**

HICAP Program Manager, Samantha Doyle  
1129 Industrial Ave., Suite 201 Petaluma, CA 94952  
Phone: (707) 526-4108.

Place representative \_\_\_\_\_

**8. Signatures**

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.  
The effective date of this MOU is the date of the signature last affixed to this page.

\_\_\_\_\_  
*Signature*  
Place

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature – Crista Chelemedos, Executive Director*  
*Senior Advocacy Services - North Bay HICAP*

\_\_\_\_\_  
*Date*

	A	B	C	D	E
1	3/14/2024	Sales Replaced Pages, 2024 - Subject to Change		Retail	Used Price
2					
3	Rutter Group	Alternative Dispute Resolution	2020	\$560	\$230
4	Rutter Group	Bankruptcy	2020	\$928	\$345
5	Rutter Group	Bus & Prof Code 17200 Practice	2021	\$305	\$115
6	Rutter Group	Civil Appeals & Writs	2020	\$634	\$230
7	Rutter Group	Civil Procedure Before Trial	2021	\$804	\$345
8	Rutter Group	Civil Procedure Before Trial	2021	\$804	\$345
9	Rutter Group	Civil Procedure Before Trial: Claims & Defenses	2020	\$364	\$230
10	Rutter Group	Civil Procedure Before Trial: Forms	2021	\$369	\$230
11	Rutter Group	Civil Procedure Before Trial: Statutes of Limitations	2021	\$382	\$230
12	Rutter Group	Civil Trials & Evidence	2020	\$783	\$345
13	Rutter Group	Employment Litigation	2020	\$789	\$345
14	Rutter Group	Enforcing Judgments & Debts	2021	\$560	\$230
15	Rutter Group	Family Law w/Binders	2021	\$804	\$400
16	Rutter Group	Family Law	2020	\$804	\$345
17	Rutter Group	Family Law: Forms	2020	\$362	\$115
18	Rutter Group	Insurance Litigation	2021	\$783	\$345
19	Rutter Group	Landlord/Tenant	2020	\$610	\$230
20	Rutter Group	Legal Professionals Handbook	2021	\$544	\$230
21	Rutter Group	Personal Injury	2021	\$783	\$345
22	Rutter Group	Probate	2021	\$610	\$345
23	Rutter Group	Professional Responsibility	2020	\$610	\$230
24	Rutter Group	Real Property Transactions	2021	\$678	\$345
25	Rutter Group	Federal Civil Trials & Evidence	2021	\$804	\$345

	A	B	C	D	E
26	Rutter Group	Federal Civil Procedure Before Trial	2021	\$825	\$345
27	Rutter Group	Federal 9th Circuit Civil Appellate	2021	\$720	\$345
28					
29	Miller & Starr	California Real Estate, 4th edition	2020/2021	\$3,132	\$750
30					
31					
32					

	A	B	C	D
1	3/14/2024	Sales Replaced Pages, 2024 - Subject to Change		Used Price
2				
3	Rutter Group	Alternative Dispute Resolution	2022	\$230
4	Rutter Group	Bankruptcy	2022	\$345
5	Rutter Group	Bus & Prof Code 17200 Practice	2022	\$200
6	Rutter Group	Civil Appeals & Writs	2022	\$230
7	Rutter Group	Civil Procedure Before Trial	2022	\$345
8	Rutter Group	Civil Procedure Before Trial	2022	\$345
9	Rutter Group	Civil Procedure Before Trial: Forms	2022	\$115
10	Rutter Group	Civil Procedure Before Trial: Claims and Defenses	2022	\$130
11	Rutter Group	Civil Procedure Before Trial: Statutes of Limitations	2023	\$200
12	Rutter Group	Civil Trials & Evidence	2022	\$345
13	Rutter Group	Corporations	2022	\$200
14	Rutter Group	Elder Abuse Litigation	2022	\$100
15	Rutter Group	Employment Litigation	2022	\$399
16	Rutter Group	Enforcing Judgments & Debts	2022	\$230
17	Rutter Group	Family Law w/Binders	2022	\$445
18	Rutter Group	Family Law: Forms	2022	\$140
19	Rutter Group	Insurance Litigation w/Binders	2022	\$445
20	Rutter Group	Landlord/Tenant	2022	\$225
21	Rutter Group	Legal Professionals Handbook	2022	\$230
22	Rutter Group	Personal Injury	2022	\$345
23	Rutter Group	Probate	2022	\$345
24	Rutter Group	Professional Responsibility	2022	\$230

	A	B	C	D
25	Rutter Group	Real Property Transactions	2022	\$345
26	Rutter Group	Federal Civil Trials & Evidence	2022	\$345
27	Rutter Group	Federal Civil Procedure Before Trial	2022	\$345
28	Rutter Group	Federal 9th Circuit Civil Appellate	2022	\$345
29				
30	Miller & Starr	California Real Estate, 4th edition	2021/2022	\$750
31				
32	CEB	California Administrative Hearing Practice, 2d ed.	2022	\$150
33	CEB	California Civil Writ Practice, 4th ed.	2022	\$150
34	CEB	California Elder Law Litigation	2022	\$150
35	CEB	California Powers of Attorney & Healthcare	2022	\$150
36	CEB	California Mortgages, Deeds of Trust, 4th ed.	2023	\$200
37	CEB	Debt Collection Practice in California, 2d ed.	2023	\$200
38	CEB	Government Tort Liability Practice, 4th ed.	2023	\$200
39	CEB	Jefferson's California Evidence Benchbook, 4th ed.	2023	\$200



3/14/2024	Sales Book Cart, 2024 - Subject to Change	sale price	
NOLO Press	CALIFORNIA LANDLORDS LAW BK, Evictions 17th	\$15	For Sale
NOLO Press	CALIFORNIA LANDLORDS LAW BK, Evictions 19th	\$15	For Sale
NOLO Press	CALIFORNIA LANDLORDS LAW BK, Rts & Resp, 17th	\$15	For Sale
NOLO Press	CALIFORNIA TENANTS RIGHTS 21st	\$15	For Sale
NOLO Press	CONSULTANT & INDEPENDENT CONTRACTOR AGREEMENTS, 9 <sup>th</sup>	\$15	For Sale
NOLO Press	CREDIT REPAIR 13th	\$15	For Sale
NOLO Press	DIVORCE & MONEY 12th	\$15	For Sale
NOLO Press	ESSENTIAL GT FAMILY & MEDICAL 1st	\$15	For Sale
NOLO Press	EVERY LANDLORDS LEGAL GD 14th	\$15	For Sale
NOLO Press	EVERY TENANTS LEGAL GD 9th	\$15	For Sale
NOLO Press	EVERYBODYS GT SMALL CLAIMS COURT 21st	\$15	For Sale
NOLO Press	FORM YOUR OWN LTD LIABILITY CO 10th	\$15	For Sale
NOLO Press	FORM A NONPROFIT CORP IN CA 17th	\$15	For Sale
NOLO Press	LEASES & RENTAL AGREEMENTS 12th	\$15	For Sale
NOLO Press	LONG TERM CARE, 8th	\$15	For Sale
NOLO Press	LEGAL GUIDE FOR STARTING & RUNNING a SMALL BUSINESS 15th	\$15	For Sale
NOLO Press	MAKE YOUR OWN LIVING TRUST 13th	\$15	For Sale
NOLO Press	NEIGHBOR LAW 9th	\$15	For Sale

3/14/2024 Sales Book Cart, 2024 - Subject to Change		sale price	
NOLO Press	TRADEMARK 11th	\$15	For Sale
NOLO Press	YOUR RIGHTS IN THE WORKPLACE 10th	\$15	For Sale
CEB	CALIFORNIA JUVENILE DEPENDENCY PRACTICE, 2022	\$125	For Sale
West	California Criminal Jury Instructions Companion Handbook, 2015-2016	\$45	For Sale
West	JUDICIAL COUNCIL OF CALIFORNIA, CALCRIM Jury Instructions, 2022-1 (2 volumes)	\$150	
West	JUDICIAL COUNCIL OF CALIFORNIA, CALCRIM Jury Instructions, 2023-1 (2 volumes)	\$150	For Sale
West	JUDICIAL COUNCIL OF CALIFORNIA, CACI Jury Instructions, 2023-2 (4 volumes)	\$200	For Sale
	CALIFORNIA LAW REVISION COMM, Reports, Rec Studies, 1970-1971, v. 10	\$10	For Sale
	CALIFORNIA LAW REVISION COMM, Reports, Rec Studies, 1972-1973, v. 11	\$10	For Sale
NCLC	Auto Fraud	\$45	For Sale
NCLC	Collections Actions, 1st edition	\$10	For Sale
NCLC	Collections Actions, 5th edition	\$45	For Sale
NCLC	Consumer Bankruptcy, v. 1	\$95	For Sale
NCLC	Consumer Bankruptcy, v. 2	incl.	For Sale
NCLC	Credit Discrimination	\$45	For Sale
NCLC	Fair Credit Reporting, v. 1	\$65	For Sale
NCLC	Fair Credit Reporting, v. 2	incl.	For Sale
NCLC	Fair Debt Collection, v. 1	\$95	For Sale
NCLC	Fair Debt Collection, v. 2	incl.	For Sale
NCLC	Home Foreclosures	\$75	For Sale
NCLC	Mortgage Servicing	\$75	For Sale
NCLC	Student Loan Law	\$50	For Sale
NCLC	Truth in Lending, v. 1	\$95	For Sale
	Truth in Lending, v. 2	incl.	For Sale
James Publishing	California Causes of Action, Rev 20	\$100	ForSale
Thomson Retuers	VARIOUS OLDER EDITIONS OF RUTTER CALIFORNIA PRACTICE GUIDES	Varies	For Sale

# 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

<b>SUMMARY</b>	<b>2021-2022</b>	<b>2023-2024</b>
<b>Projected Receipts:</b>	\$ 152,650	\$ 232,568
<b>Actual Receipts:</b>	<u>\$ 268,830</u>	
<b>Balance Receipts:</b>	+ \$ (116,180)	
<b>Projected Expenses:</b>	\$ 168,800	\$ 232,568
<b>Actual Expenses:</b>	<u>\$ 166,858</u>	
<b>Balance Expenses:</b>	\$ 1,942	
<b>Actual Budget Balance*:</b>	+ \$ 101,972	
<b>Difference:</b>		+ \$ -

### INCOME

<u>County Code</u>	<u>Description</u>	<u>2022 - 2023</u>	<u>2023-2024</u>	<u>2023-2024</u>
		<u>Actual</u>	<u>Actual*</u>	<u>Projected</u>
451970	Filings	\$ 153,730	\$ 127,520	\$ 145,000
441115	Interest	\$ -	\$ -	\$ 450
462650	Photocopies	\$ 1,619	\$ 1,310	\$ 1,100
470410	Book Sales	\$ 118	\$ 1,229	\$ 700
470330	Donations	\$ 35	\$ 75	\$ 3,000
470110	Fax/Paper Sales	\$ 49	\$ 50	\$ 30
441215	Conference Room	\$ 215	\$ 470	\$ 100
462610	Proctoring	\$ -	\$ -	\$ -
461810	Misc. Receipts (CLE, etc.)	\$ 72,500	** \$ 11,220	*** \$ 62,188
462610	Passport Services	\$ 5,745	\$ 8,290	\$ 20,000
480210	Transfers In	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 234,011</b>	<b>\$ 150,164</b>	<b>\$ 232,568</b>

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

\* As of March 15 2024 (8 months);



**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**

<b>County Code</b>	<b>Debits/ Expenditures</b>	<b>2022 - 2023 Actual</b>	<b>2023 - 2024 Actual*</b>	<b>2023-2024 Projected</b>
	<b><u>Staff</u></b>			
511110	Librarian	\$ 55,560	\$ 39,128	\$ 63,000
511220	Extra Hire	\$ 35,159	\$ 21,998	\$ 49,000
511345	Holiday Pay	\$ -	\$ -	\$ -
515110	Social Security	\$ 5,627	\$ 3,917	\$ 6,944
515115	Medicare	\$ 1,317	\$ 916	\$ 1,624
513215	Health Benefits	\$ 11,102	\$ 1,570	\$ 7,000
514110	Workers Compensation	\$ 530	\$ 493	\$ 1,700
515120	Unemployment Insur.	\$ 584	\$ 372	\$ 1,500
		\$ 109,879	\$ 68,394	\$ 130,768
	<b><u>Administrative Expenses</u></b>			
521610	Insurance	\$ 4,827	\$ 4,148	\$ 6,000
522210	Memberships/Prof Develop.	\$ 1,090	\$ 50	\$ 7,500
522440	Petty Cash/Postage	\$ 968	\$ 1,156	\$ 3,800
522410	Office Expenses	\$ 1,620	\$ 2,342	\$ 3,000
522310	Projects (FUTA Taxes/ADP Payroll	\$ 3,625	\$ 2,705	\$ 2,500
522930	Copy Machines	\$ 405	\$ 2,138	\$ -
521310	Phone/Internet	\$ 38,565	\$ 22,290	\$ 13,000
		\$ 51,100	\$ 34,829	\$ 35,800
	<b><u>Collection</u></b>			
522815	Publications Upkeep	\$ 56,741	\$ 44,745	\$ 66,000
522410	Book Binding	-	-	\$ -
		\$ 56,741	\$ 44,745	\$ 66,000
<b>Total Expenses:</b>		<b>\$ 217,720</b>	<b>\$ 147,968</b>	<b>\$ 232,568</b>

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

\* As of March 15, 2023 (8 months)