

**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, June 20, 2023, at 5:15 P.M.**

**Agenda**

**Call to Order\***

1. Consent Calendar

1.1 May 2023 Minutes

1.2 Award and Certificates for Tracy Barrett and Donald Drummond

1.3 June 2023 Warrants

2. Open Time for Public Expression

3. Financial Report

3.1 Filing Fee Schedule – June 2023

3.2 Actuals (Income and Expenses) – June 2023

4. Librarian's Report

5. Committee Reports

5.1 Civic Engagement

5.2 Fundraising Committee

5.3 Personnel Committee

6. Old Business

**6.1 Discussion and Action Item:** Discussion and Action re Donation Letter

7. New Business

**7.1 Discussion and Action Item:** Discussion and Action re Meeting to Discuss Equipment and Software Upgrades to Copier System

**7.2 Discussion and Action Item:** Discussion and Action re Moving July 2023 Regular Business Meeting Date

**7.3 Discussion and Action Item:** Discussion and Action re Fund Accounting of MCLL Network System Upgrade

**7.4 Discussion and Action Item:** Discussion and Action re Fund Allocation for AALL National Conference

**7.5 Discussion:** Discussion re Candidates for July 2023 Board President Election

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

9. **Adjournment**

**Upcoming Events FYI:**

Lawyers in the Library Virtual Program – 06/21/2023

First Thursdays at the Law Library on Zoom – 07/06/2023

Deadline to Submit Reports for Board Meeting on 07/??/2023:

\* 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  
Kristine Fowler Cirby, Esq.  
*Judicially Appointed*

VICE PRESIDENT

Denise Bashline  
*Judicially Appointed*

Jorge Lopez Espindola  
*Board of Supervisors Appointed*

Alexander Johnson, Esq.  
*Judicially Appointed*

Donald Drummond, Esq.  
*Judicially Appointed*

Walter Cook, Jr., Esq, MLIS  
*Judicially Appointed*

Stephen Richards  
*Law Library Director*

20 North San Pedro Road  
Suite 2007  
San Rafael, CA 94903  
415-472-3733 T  
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[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**

**Tuesday, May 16, 2023, at 5:15 P.M.**

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

**Absent: President Cirby**

**Also Present: Bill Hale**

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

1. Consent Calendar

Request made by Trustee Cook to modify April 2023 minutes to reflect that public comment was about national focus of the materials by NOLO press and that the law library should move towards looking at California state materials.

Vice President Bashline made a motion to move discussion of warrants to financials.

Trustee Lopez-Espindola seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: President Cirby

2. Open Time for Public Expression

Public Comment was made on bringing attention to the program "Your Legal Rights" hosted by KALW including handout about the program.

### 3. Financial Report

The issue of decreasing filing fees was brought up and concern on how to move in the future.

Possible discussion with Marin County Board of Supervisors was brought up.

May 2023 Warrants: Concern was brought up over the increased spending regarding the network project and computer expenses with a request that a more complete expenditure regarding the network project be added to the June 2023 board meeting agenda.

Trustee Cook made a motion to approval the May 2023 warrants. Trustee Johnson seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: President Cirby

### 4. Librarian's Report

Presentation was given by the librarian regarding the status of the library and current programs.

### 5. Committee Reports

- a. Civic Engagement  
See Attached Report
- b. Fundraising Committee  
The discussion around fundraising included submitting a new donation letter to be reviewed at the June 2023 meeting.
- c. Personnel Committee  
The Personnel Committee did not meet at this time.

6. Old Business

**6.1 Discussion and Action Item:** Discussion and Action re Donation Letter

The decision was made to review the letter at the June 2023 meeting.

7. New Business

**7.1 Discussion and Action Item:** Discussion and Action re Meeting to Discuss Equipment and Software Upgrades to Copier System

Discussion occurred about presenting collected proposals for June 2023 meeting to have ready for July 2023 meeting. Trustee Johnson made a motion to collect the proposals for the copier updates. Trustee Lopez-Espindola seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: President Cirby

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

9. Adjournment

The meeting ended at 7:08 p.m. The next regular board meeting will be held June 20, 2023, at 5:15 p.m.

Respectfully submitted,

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Kristine Fowler Cirby  
President, Board of Trustee

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Stephen Richards, Ex-Officio  
Secretary

**FY 2022-2023 Profit & Loss Statement**

June 20, 2023 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 7/01/2022 through 06/30/2023													FY 2022-2023	
	Jul - Jun '21 - '22	Act	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	TOTAL FY	Approved Projected Budget	(Over)/Under Plan
			Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Fcst	Act/Fcst	Plan	Var
<b>REVENUE:</b>																	
451970	Filings	\$ 168,853	\$ 14,901	\$ 12,848	\$ 13,631	\$ 12,060	\$ 14,024	\$ 14,004	\$ 11,628	\$ 11,674	\$ 12,713	11,818.00	12,599.00	\$ 12,018	\$ 153,917	\$ 145,000	\$ (8,917)
441115	Interest	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ 100	\$ 92
462650	Photocopies	\$ 1,828	\$ -	\$ 183	\$ 260	\$ -	\$ 234	\$ 153	\$ 200	\$ 83	\$ 73	\$ 83	\$ 184	\$ 100	\$ 1,553	\$ 1,200	\$ (353)
470410	Book Sales	\$ 1,098	\$ -	\$ -	\$ -	\$ 58	\$ -	\$ 30	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 58	\$ 161	\$ 700	\$ 539
470330	Donations	\$ 2,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10	\$ 10	\$ 10	\$ 281	\$ 311	\$ 3,368	\$ 3,057
470110	Fax/Paper Sales	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 27	\$ 4	\$ 51	\$ 50	\$ (1)
441215	Conference Room	\$ 178	\$ 125	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 175	\$ 300	\$ 125
462610	Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ 92,713	\$ -	\$ 125	\$ 795	\$ 71,251	\$ -	\$ -	\$ 65	\$ 11	\$ -	\$ 19	\$ 100	\$ -	\$ 72,366	\$ 80,000	\$ 7,634
461710	Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ -	\$ (83)
462610	Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,890	\$ 560	\$ 1,610	\$ 2,135	\$ -	\$ 6,195	\$ -	\$ (6,195)
480210	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Revenue Total:</b>	<b>\$ 267,383</b>	<b>\$ 15,026</b>	<b>\$ 13,156</b>	<b>\$ 14,685</b>	<b>\$ 83,394</b>	<b>\$ 14,258</b>	<b>\$ 14,270</b>	<b>\$ 11,928</b>	<b>\$ 13,658</b>	<b>\$ 13,356</b>	<b>\$ 13,540</b>	<b>\$ 15,055</b>	<b>\$ 12,494</b>	<b>\$ 234,819</b>	<b>\$ 230,718</b>	<b>\$ (4,101)</b>
<b>EXPENSE:</b>																	
<b>Staff</b>																	
511110	Librarian	\$ 53,681	\$ 4,093	\$ 3,240	\$ 5,819	\$ 4,774	\$ 4,230	\$ 5,366	\$ 3,411	\$ 4,605	\$ 7,095	3,820.00	4,792	\$ 5,250	\$ 56,496	\$ 63,000	\$ 6,505
511220	Extra Hire	\$ 18,884	\$ 3,045	\$ 2,451	\$ 3,827	\$ 2,450	\$ 2,454	\$ 2,818	\$ 1,754	\$ 2,940	\$ 4,292	\$ 3,234	\$ 2,899	\$ 4,083	\$ 36,246	\$ 49,000	\$ 12,754
515110	Social Security	\$ 4,251	\$ 443	\$ 361	\$ 660	\$ 414	\$ 415	\$ 507	\$ 320	\$ 468	\$ 706	\$ 437	\$ 477	\$ 579	\$ 5,788	\$ 6,944	\$ 1,156
515115	Medicare	\$ 986	\$ 104	\$ 85	\$ 154	\$ 97	\$ 97	\$ 119	\$ 75	\$ 109	\$ 165	\$ 103	\$ 112	\$ 135	\$ 1,354	\$ 1,624	\$ 270
513215	Health Benefits	\$ 8,711	\$ 951	\$ 476	\$ 951	\$ 961	\$ 1,933	\$ 1,457	\$ 1,457	\$ 1,457	\$ -	\$ -	\$ 1,457	\$ 476	\$ 11,578	\$ 13,000	\$ 1,422
514110	Workers Compensation	\$ 814	\$ 97	\$ 432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 530	\$ 1,700	\$ 1,170
515120	Unemployment Insur.	\$ 1,319	\$ 82	\$ 66	\$ -	\$ -	\$ -	\$ 19	\$ 139	\$ -	\$ 106	\$ 68	\$ 61	\$ 125	\$ 667	\$ 1,500	\$ 833
	<b>Staff Subtotal:</b>	<b>\$ 88,645</b>	<b>\$ 8,815</b>	<b>\$ 7,112</b>	<b>\$ 11,412</b>	<b>\$ 8,696</b>	<b>\$ 9,128</b>	<b>\$ 10,287</b>	<b>\$ 7,157</b>	<b>\$ 9,579</b>	<b>\$ 12,364</b>	<b>\$ 7,662</b>	<b>\$ 9,797</b>	<b>\$ 10,648</b>	<b>\$ 112,657</b>	<b>\$ 136,768</b>	<b>\$ 24,111</b>
<b>ADMINISTRATIVE EXPENSE</b>																	
<b>Insurance</b>																	
	USLI	\$ 2,140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,328	\$ 2,172	\$ 844
	Complete Equity Markets	\$ 1,697	\$ -	\$ -	\$ 1,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,589	\$ 1,722	\$ 133
	Hartford	\$ 1,681	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,910	\$ 1,706	\$ (204)
521610	<b>Insurance Subtotal:</b>	<b>\$ 5,518</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,589</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,910</b>	<b>\$ 1,328</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,827</b>	<b>\$ 5,600</b>	<b>\$ 773</b>
522210	<b>Memberships/Prof Develop.</b>													\$ 570	\$ 570	\$ -	\$ -
	Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CCCLL	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ 840	\$ 595	\$ (245)
	MCBA	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 120	\$ 20
	MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NOCALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ -
	MCEAC	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35	\$ 35
	<b>MBRP/Prof Dev Subtotal:</b>	<b>\$ 575</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 520</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,140</b>	<b>\$ 1,660</b>	<b>\$ 900</b>	<b>\$ (190)</b>
522410	Office Expenses	\$ 1,964	\$ 73	\$ -	\$ 86	\$ 235	\$ 66	\$ 63	\$ -	\$ 313	\$ 35	\$ 176	\$ 250	\$ 250	\$ 1,547	\$ 3,000	\$ 1,453
522440	Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 344	\$ 193	\$ 232	\$ -	\$ 769	\$ -	\$ (769)
522310	Projects	\$ -	\$ 1	\$ -	\$ 265	\$ 325	\$ 75	\$ 100	\$ 15	\$ 372	\$ 95	\$ 208	\$ 116	\$ 208	\$ 1,779	\$ 2,500	\$ 721
522510	Professional Services (ADP Payroll)	\$ 802	\$ 148	\$ 148	\$ 222	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 1,847	\$ -	\$ (1,847)
522930	<b>Copy Machines</b>													\$ 194	\$ 194	\$ 777	\$ 777
	DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	HiTech	\$ -	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192	\$ 777	\$ 585
	Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213	\$ -	\$ -	\$ 213	\$ 777	\$ 565
	<b>Copy Machines Subtotal:</b>	<b>\$ -</b>	<b>\$ 192</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 213</b>	<b>\$ -</b>	<b>\$ 194</b>	<b>\$ 599</b>	<b>\$ 2,332</b>	<b>\$ 1,927</b>

**FY 2022-2023 Profit & Loss Statement**

June 20, 2023 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 7/01/2022 through 06/30/2023													FY 2022-2023	
		Jul - Jun '21 - '22		July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	TOTAL FY	Approved Projected Budget	(Over)/Under Plan
Tel/Internet																		
521310	Sonic Email	\$ 284	3%	\$ 24	\$ 57	\$ 57	\$ 38	\$ 18	\$ 18	\$ 18	\$ 33	\$ 18	\$ 18	\$ 18	\$ 25	\$ 342	\$ 311	\$ (31)
	Comcast Internet	\$ 2,465	22%	\$ 197	\$ 208	\$ 233	\$ 258	\$ 258	\$ 223	\$ 193	\$ 198	\$ 233	\$ -	\$ 506	\$ 191	\$ 2,695	\$ 2,698	\$ 3
	AT&T Phone	\$ 1,303	12%	\$ 133	\$ 141	\$ 169	\$ 136	\$ 130	\$ 125	\$ 134	\$ 138	\$ 134	\$ 132	\$ 110	\$ 110	\$ 1,591	\$ 1,427	\$ (165)
	SPTJ	\$ 6,910	63%	\$ 613	\$ 350	\$ 963	\$ 438	\$ 963	\$ 17,766	\$ 437	\$ 788	\$ 4,096	\$ 6,057	\$ 613	\$ 507	\$ 33,588	\$ (1)	\$ 47,564
	Tel/Internet Subtotal:	\$ 10,963		\$ 967	\$ 755	\$ 1,422	\$ 869	\$ 1,368	\$ 18,132	\$ 782	\$ 1,156	\$ 4,480	\$ 6,207	\$ 1,247	\$ 833	\$ 38,216	\$ 52,000	\$ 13,784
522815 Publications Upkeep																		
	Other (CEB OnLaw, etc.)	\$ -	0%	\$ 342	\$ 1,059	\$ 965	\$ 1,191	\$ 923	\$ 923	\$ 3,346	\$ 409	\$ 1,801	\$ 836	\$ 836	\$ 342	\$ 12,973	\$ -	\$ (12,973)
	CEB	\$ 13,647	24%	\$ 1,640	\$ 651	\$ 685	\$ 609	\$ 1,015	\$ 307	\$ 367	\$ 1,532	\$ 1,451	\$ 1,928	\$ 1,458	\$ 1,015	\$ 12,659	\$ 14,494	\$ 1,836
	Lexis Nexis	\$ 4,441	8%	\$ 1,439	\$ -	\$ 105	\$ 70	\$ 495	\$ 1,058	\$ 292	\$ 421	\$ 481	\$ -	\$ 565	\$ 600	\$ 5,526	\$ 4,717	\$ (810)
	WestLaw	\$ 25,054	44%	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,574	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 26,000	\$ 26,609	\$ 610
	West Publishing	\$ 14,292	25%	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,208	\$ 1,205	\$ 1,232	\$ 1,232	\$ 1,205	\$ 1,205	\$ 14,530	\$ 15,180	\$ 649
	Publications Subtotal:	\$ 57,434		\$ 6,755	\$ 5,044	\$ 5,090	\$ 5,208	\$ 6,216	\$ 5,626	\$ 7,343	\$ 5,698	\$ 7,096	\$ 6,126	\$ 6,194	\$ 5,292	\$ 71,688	\$ 61,000	\$ (10,688)
522410	Book Binding	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Expense Total:	\$ 165,901		\$ 16,950	\$ 13,059	\$ 20,085	\$ 15,480	\$ 17,000	\$ 36,266	\$ 17,292	\$ 17,265	\$ 24,562	\$ 20,933	\$ 17,983	\$ 18,713	\$ 235,588	\$ 264,100	\$ 28,512
	<b>Net Gain/(Loss)</b>	\$ 101,481		\$ (1,925)	\$ 97	\$ (5,400)	\$ 67,913	\$ (2,743)	\$ (21,996)	\$ (5,364)	\$ (3,608)	\$ (11,205)	\$ (7,393)	\$ (2,928)	\$ (6,218)	\$ (769)		
	Unrestricted Fund Balance	\$ 133,689		\$ 235,170	\$ 233,246	\$ 233,343	\$ 227,942	\$ 295,856	\$ 293,113	\$ 271,117	\$ 265,753	\$ 262,146	\$ 250,941	\$ 243,548	\$ 240,620			
	Income/Loss (from above)	\$ 101,481		\$ (1,925)	\$ 97	\$ (5,400)	\$ 67,913	\$ (2,743)	\$ (21,996)	\$ (5,364)	\$ (3,608)	\$ (11,205)	\$ (7,393)	\$ (2,928)	\$ (6,218)			
	Total Unrestricted Fund Bal	\$ 235,170		\$ 233,246	\$ 233,343	\$ 227,942	\$ 295,856	\$ 293,113	\$ 271,117	\$ 265,753	\$ 262,146	\$ 250,941	\$ 243,548	\$ 240,620	\$ 234,401			

Footnotes

**MARIN COUNTY LAW LIBRARY**  
**CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET**  
 Prepared as of 06/17/2023

Munis Fund No: 3400 Program: 7960 Subprogram: 7961	CURRENT - Fiscal Year Performance												NEXT - Fiscal Year Projected and/or Budget Expectation						
	Jul 2022 Act	Aug 2022 Act	Sep 2022 Act	Oct 2022 Act	Nov 2022 Act	Dec 2022 Act	Jan 2023 Act	Feb 2023 Act	Mar 2023 Act	Apr 2023 Act	May 2023 Act	Jun 2023 Fctst	Full Year 2022 - 2023 Act/Fcst	Full Year 2022 - 2023 BUDGET	Full Year 2022 - 2023 Variance	Key Performance Notes	Full Year 2023 - 2024 Projected	Net Chg. From Prior Yr	Increase/Decrease Key Notes
<b>REVENUE</b>													153,917	145,000	8,917		145,000	(8,917)	
Fillings	14,901	12,848	13,631	12,060	14,024	14,004	11,628	11,674	12,713	11,818	12,599	12,018	153,917	145,000	8,917		145,000	(8,917)	
Passports	-	-	-	-	-	-	-	1,890	560	1,610	2,135	-	6,195	-	6,195	Started program Feb '23	20,000	13,805	Started charging Feb '23
All Other	125	308	1,055	71,334	234	266	300	94	83	112	321	476	74,708	85,718	(11,010)		67,568	(7,140)	Assumes State Funding of \$62K
<b>TOTAL REVENUE</b>	<b>15,026</b>	<b>13,156</b>	<b>14,685</b>	<b>83,394</b>	<b>14,258</b>	<b>14,270</b>	<b>11,928</b>	<b>13,658</b>	<b>13,356</b>	<b>13,540</b>	<b>15,055</b>	<b>12,494</b>	<b>234,819</b>	<b>230,718</b>	<b>4,101</b>		<b>232,568</b>	<b>(2,251)</b>	
<b>EXPENSES</b>																			
Direct Staffing Expense	8,815	7,112	11,412	8,696	9,128	10,287	7,157	9,579	12,364	7,662	9,797	10,648	112,657	136,768	24,111	lower Librarian cost; less Extra Hire usage	130,768	18,111	
Insurance	-	-	1,589	-	-	1,910	1,328	-	-	-	-	-	4,827	5,600	773		6,000	1,173	
Membership/Prof Dev	-	-	-	-	-	-	520	-	-	-	-	1,140	1,660	900	(760)		5,648	3,988	
Office Expense	73	-	86	235	66	63	-	313	35	176	250	250	1,547	3,000	1,453		3,000	1,453	
Postage	-	-	-	-	-	-	-	-	344	193	232	-	769	-	(769)		3,800	3,031	
Projects	1	-	265	325	75	100	15	372	95	208	116	208	1,779	2,500	721		2,500	721	
Professional Svc/ (ADP)	148	148	222	148	148	148	148	148	148	148	148	148	1,847	-	(1,847)		1,852	5	
Copy Machines	192	-	-	-	-	-	-	-	-	213	-	194	599	2,332	1,733		-	(599)	
Telephone/Internet	967	755	1,422	869	1,368	18,132	782	1,156	4,480	6,207	1,247	833	38,216	52,000	13,784	\$40K to SPTJ budget for Network Upgrade not fully spent	13,000	(25,216)	Non-recurring network Upgrade Expense
Publications	6,755	5,044	5,090	5,208	6,216	5,626	7,343	5,698	7,096	6,126	6,194	5,292	71,688	61,000	(10,688)	Unspent CEB funds	66,000	(5,688)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
<b>TOTAL EXPENSE</b>	<b>16,950</b>	<b>13,059</b>	<b>20,085</b>	<b>15,480</b>	<b>17,000</b>	<b>36,266</b>	<b>17,292</b>	<b>17,265</b>	<b>24,562</b>	<b>20,933</b>	<b>17,983</b>	<b>18,713</b>	<b>235,588</b>	<b>264,100</b>	<b>28,512</b>		<b>232,568</b>	<b>(3,020)</b>	
<b>NET GAIN/(LOSS)</b>	<b>(1,925)</b>	<b>97</b>	<b>(5,400)</b>	<b>67,913</b>	<b>(2,743)</b>	<b>(21,996)</b>	<b>(5,364)</b>	<b>(3,608)</b>	<b>(11,205)</b>	<b>(7,393)</b>	<b>(2,928)</b>	<b>(6,218)</b>	<b>(769)</b>	<b>(33,382)</b>	<b>(32,613)</b>		<b>(0)</b>	<b>769</b>	
<b>FUND BALANCE</b>																			
Unrestricted Fund Balance	235,170	233,246	233,343	227,942	295,856	293,113	271,117	265,753	262,146	250,941	243,548	240,620	235,170				234,401		
Income/Loss (from above)	(1,925)	97	(5,400)	67,913	(2,743)	(21,996)	(5,364)	(3,608)	(11,205)	(7,393)	(2,928)	(6,218)	(769)				(0)		
Total Unrestricted Fund Bal	233,246	233,343	227,942	295,856	293,113	271,117	265,753	262,146	250,941	243,548	240,620	234,401	234,401				234,401		

**CURRENT YEAR - Key Messages**

- > '22-'23 Fiscal year is projected to have a gain of \$3K
- > Underspent budget by \$38K due to unspent Network Upgrade & lower Staff usage

**NEXT 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



## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022	2022/2023
MONTH													
JULY	22,977.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26	9,382.59	14,900.57
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89	22,888.81	12,847.78
SEPT.	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04	13,414.73	13,630.59
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67	18,388.13	12,059.80
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70	15,930.29	14,023.74
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63	14,865.21	14,003.50
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31	14,193.66	11,628.35
FEBRUARY	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80	10,942.59	11,673.64
MARCH	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	14,378.55	15,424.33	14,612.20	9,205.48	10,184.15	12,713.48
APRIL	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	14,099.42	13,045.95	13,634.85	14,828.26	11,416.60	10,927.55	11,817.58
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	12,599.17
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	12,018.35
<b>ANNUAL TOTALS</b>	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	153,916.55

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 June 2023 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, Quill, USPS, Comcast Business (April 2023), Faronics)	\$ 893.04	\$ 893.04
2	Thomson Reuters (Print)	\$ 1,232.34	\$ 1,232.34
3	SPTJ Consulting Inc. (May 2023 Consulting)	\$ 612.50	\$ 612.50
4	Matthew Bender & Co.	\$565.16	\$ 565.16
5	AT&T CALNET	\$ 123.42	\$ 123.42
6	RELX, Inc. (LexisNexis)	\$ 481.00	\$ 481.00
7	CEB Print	\$ 1,457.50	\$ 1,457.50
8	CEB Onlaw	\$355.25	\$ 355.25
9	ADP Payroll	\$ 147.70	\$ 147.70
10	Ingram Library Services	\$ 61.70	\$61.70
11	Thomson Reuters (Westlaw Patron)	\$2,129.60	\$ 2,129.60
12	Comcast Business	\$ 233.51	\$ 233.51
13	Kaiser Permanente	\$ 1,457.00	\$ 1,457.00
14		\$ -	\$ -
15		\$ -	\$ -
	<b>Totals:</b>	<b>\$ 9,749.72</b>	<b>\$ 9,749.72</b>

**Salary Expenses: \$8,340.29**

**Total Expenses: \$18,091.01**

<b>Total Revenue Available:</b>	<b>\$ 241,495.33</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 18,090.01</b>
<b>Remaining Cash Balance:</b>	<b>\$ 223,405.32</b>

## **Marin County Law Library Civic Engagement Report June 2023**

### **First Thursdays at the Marin County Law Library Program**

First Thursdays resume in July under the previous format. Future programs will feature an interview format. The July scheduled speaker is HICAP.



As HICAP offers services in counties other than Marin, this month we had the opportunity to invite other libraries to alert patrons to this presentation:

Lake County Public and Law Libraries  
Mendocino County Public and Law Libraries  
Napa County Public and Law Libraries  
Solano County Public and Law Libraries  
Sonoma County Public and Law Libraries

All were sent information about the presentation and that it would be available for viewing later at the MCLL You Tube page.

### **Future First Thursday topics under development:**

MARIN CASA – Court Appointed Special Advocates

Know your Rights as a Young Adult

-Initial discussion with La Dell Dangerfield, Deputy Public Defender Marin County. This is planned as a panel discussion that will include representatives from the District Attorney and Probation Department.

**Submitted by Denise Bashline, Trustee**

**6/15/2023**

## Memorandum

Board of Trustees

PRESIDENT  
Kristine Fowler Cirby, Esq.  
*Judicially Appointed*

VICE PRESIDENT

Denise Bashline  
*Judicially Appointed*

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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](http://www.marincountylawlibrary.org)

**TO: Board of Directors**

**From: Stephen Richards, Law Library Director**

**SUBJECT: CISCO Equipment Expenses**

I'm writing to inform you about the expenses regarding the CISCO equipment purchases.

The equipment purchases are as follows:

<b>\$5,444.07</b>	Apr-23
<b>\$3,276.02</b>	Feb-23
<b>\$17,591.48</b>	Dec-22

I have also attached the bills for more detail.

The total amount spend so far is **\$26,311.57**, which leave us with **\$13,688.43** left from the allocated **\$40,000**.

Please note that there are some outstanding parts and labor has not been performed on this task yet.



Remit to:  
 iT1 Source LLC  
 LB413006  
 PO Box 35146  
 Seattle WA 98124-5146  
 480-777-5995

INVOICE #: 00877251  
 DATE: 12/12/2022  
 ORDER DATE 12/12/2022  
 SALES ORDER-887147

CONTRACT TYPE NO CONTRACT REQUIRED  
 RENEWAL? NO  
 INTACCT ENTITY 10

**BILL TO:** Chien Liew  
 SPTJ Consulting  
 733 Front Street  
 Ste 411  
 San Francisco, California 94111

**SHIP TO:** Stephen Richards  
 Marin County Law Library  
 20 North San Pedro Road, Suite 2007  
 San Rafael, California 94903

REFERENCE #	PAYMENT STATUS	PAYMENT TERMS	DUE DATE
	Paid	Credit Card Electronic	12/12/2022

ITEM #	DESCRIPTION	TAX	QTY	UNIT PRICE	AMOUNT
CON-NCFT-C11118P	Cisco Smart Net Total Care Combined Support Service Extended service agreement - replacement - shipment - 8x5 - response time: NBD - for P/N: C1111-8P, C1111-8P-RF, C1111-8P-WS	NT	1	\$683.51	\$683.51
C9200-48T-E	Cisco Catalyst 9200 Network Essentials - switch - L3 - managed - 48 x 10/100/1000 - rack-mountable SN:JAE26150VY3	TX	1	\$2,800.94	\$2,800.94
CON-SNT-C920048E	Cisco Smart Net Total Care Extended service agreement - replacement - 8x5 - response time: NBD - for P/N: C9200-48T-E, C9200-48T-E++, C9200-48T-E=, C9200-48T-E-RF	NT	1	\$992.47	\$992.47
C9200-DNA-E-48-3Y	Cisco Digital Network Architecture Essentials Term License (3 years) - 48 ports - for P/N: C9200-48P-E, C9200-48PXG-E, C9200-48T-E, C9200-DNA-E-48=	NT	1	\$885.59	\$885.59
C9800-L-C-K9	Cisco Catalyst 9800-L Wireless Controller Network management device - 10 GigE - Wi-Fi 6 - 1U - rack-mountable SN:FCL26450006	TX	1	\$5,840.82	\$5,840.82
CON-SNT-C9800LCL	Cisco Smart Net Total Care Extended service agreement - replacement - 8x5 - response time: NBD - for P/N: C9800-L-C-K9, C9800-L-C-K9-RF	NT	1	\$3,928.37	\$3,928.37
C9800L-RMNT=	Cisco Network device mounting kit - for Catalyst 9800-L Wireless Controller	TX	1	\$173.23	\$173.23
Freight	Freight	NT	1	\$64.00	\$64.00
				SUBTOTAL	\$15,368.93
				Sales Tax	\$815.38
				E-Waste Fee	\$0.00
				TOTAL	\$16,184.31



**Wire/ACH Instructions:**  
 Wells Fargo Bank, NA  
 Wires: 121000248  
 ACH: 122105278  
 Account#: 2526562950  
 Email Remittance to: [accounting@it1.com](mailto:accounting@it1.com)

Please Note: ALL Credit Memos and/or Credit Balances are valid for 90 days only. SAM Registered / TIN: 83-0371817 / DUNS: 141833587 / CAGE Code: 3PG62











## Memorandum

Board of Trustees

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**TO: Board of Directors**

**From: Stephen Richards, Law Library Director**

**SUBJECT: AALL 2023 Expenses**

I'm writing to inform you about the expenses for the AALL 2023 conference in Boston.

The general expenses are as follows:

- Airfare: **\$647.80**
- Hotel: **\$1,120.80**
- Registration: **\$795.00**

I, however, have received a grant from Northern California Association of Law Libraries for **\$760.00**.

So, the concluding total for now is **\$1,803.60**.