

**Notice of Special 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, November 04, 2025, at 5:15 P.M.

Agenda

Call to Order*

1. Consent Calendar

- 1.1 September 2025 Minutes
- 1.2 October 2025 Warrants

2. Open Time for Public Expression

3. Financial Report

- 3.1 Filing Fee Schedule – October 2025
- 3.2 Actuals (Income and Expenses) – September 2025
- 3.3 Journals and Reconciliation – September 2025

4. Librarian's Report

5. Committee Reports

- 5.1 Civic Engagement
- 5.2 Fundraising
- 5.3 Human Resources
- 5.4 Document Retention Procedures and Policies Committee

6. Old Business

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

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

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

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

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

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

6.7 Discussion: Discussion re Update on Grant Submission

7. New Business

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

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

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

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

8. Board Members' Suggestions for Next Regular Meeting Agenda

9. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 11/13/2025

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 11/18/2025: 11/11/2025

* 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 at least five working days in advance of the meeting.

A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.

Marin County Law Library October 2025 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, USPS, QUILL, Adobe, Microsoft, CalPERS, State Fund)	\$ 607.81	\$ 607.81
2	Thomson Reuters (Print)	\$ 1,307.27	\$ 1,307.27
3	RELX, Inc	\$ 1,720.00	\$ 1,720.00
4	CEB OnLaw Invoice Sept. 2025	\$ 399.58	\$ 399.58
5	CEB OnLaw Invoice Oct. 2025	\$ 399.58	\$ 399.58
6	ATT	\$ 156.98	\$ 156.98
7	Kyocera Copier Sept. 2025	\$ 576.96	\$ 575.96
8	Kyocera Copier Oct. 2025	\$ 422.94	\$ 422.94
9	SPTJ Consulting, Inc.	\$ 612.50	\$ 612.50
10	Kaiser Permanente	\$ 584.26	\$ 584.26
11	Comcast	\$ 278.33	\$ 278.33
12	ADP Payroll	\$170.94	\$ 170.94
13	Matthew Bender	\$50.26	\$ 50.26
14	Matthew Bender	\$50.26	\$ 50.26
15		\$0.00	\$ -
16		\$0.00	\$ -
17		\$0.00	\$ -
18	=	\$0.00	\$ -
	Totals:	\$ 7,337.67	\$ 7,336.67
Salary Expenses: \$8,060.06			
Total Expenses: \$16,979.89			
		Total Revenue Available:	\$ 208,459.00
		Total Expenditures (proposed):	\$ 15,396.73
		Remaining Cash Balance:	\$ 193,062.27

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	0.00
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	0.00
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
ANNUAL TOTALS	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	169,085.04	187,799.00	67,813.17

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

													CURRENT - Fiscal Year Performance			NEXT - Fiscal Year Projected and/or Budget Expectation		
Munis Fund No: 3400													Full Year	Full Year	Full Year	Full Year	Net Chg.	
Program: 7960	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	2024-2025	2024-2025	2024-2025	2024 - 2025	From	
Subprogram: 7961	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	Act/Fcst	BUDGET	Variance	Projected	Prior Yr	Increase/Decrease
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act						Key Notes
REVENUE																		
Fillings	16,934	15,685	19,048	16,146	-	-	-	-	-	-	-	-	67,813	155,000	(87,187)	155,000	87,187	
Passports	875	2,100	140	1,225	-	-	-	-	-	-	-	-	4,340	13,000	(8,660)	13,000	8,660	Started charging Feb '23
All Other	196	910	203	5,813	-	-	-	-	-	-	-	-	7,121	77,702	(70,581)	64,702	57,581	Assumes State Funding of \$62K
TOTAL REVENUE	18,005	18,694	19,391	23,185	-	-	-	-	-	-	-	-	79,274	245,702	(166,428)	232,702	153,428	
EXPENSES																		
Direct Staffing Expense	8,796	15,287	9,254	-	-	-	-	-	-	-	-	-	33,337	135,310	101,973	135,310	101,973	
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	-	-	-	-	-	-	-	-	-	520	3,200	2,680	3,200	2,680	
Postage	66	134	17	-	-	-	-	-	-	-	-	-	217	3,200	2,983	-	(217)	
Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Professional Svc/ (ADP)	163	244	171	-	-	-	-	-	-	-	-	-	578	3,000	2,422	1,852	1,274	
Copy Machines	416	423	577	-	-	-	-	-	-	-	-	-	1,416	4,992	3,576	3,200	1,784	
Telephone/Internet	689	3,794	1,535	-	-	-	-	-	-	-	-	-	6,018	20,000	13,982	20,000	13,982	Non-recurring network Upgrade Expense
Publications	4,820	5,627	3,880	-	-	-	-	-	-	-	-	-	14,327	52,600	38,273	-	(14,327)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL EXPENSE	15,670	26,111	15,945	-	-	-	-	-	-	-	-	-	57,726	232,702	174,976	168,962	111,236	
NET GAIN/(LOSS)	2,335	(7,416)	3,446	23,185	-	-	-	-	-	-	-	-	21,548	13,000	(8,548)	63,740	42,192	
FUND BALANCE																		
Unrestricted Fund Balance	206,124	208,459	201,042	204,488	227,672	227,672	227,672	227,672	227,672	227,672	227,672	227,672	206,124			227,672		
Income/Loss (from above)	2,335	(7,416)	3,446	23,185	-	-	-	-	-	-	-	-	21,548			63,740		
Total Unrestricted Fund Bal	208,459	201,042	204,488	227,672	227,672	227,672	227,672	227,672	227,672	227,672	227,672	227,672	227,672			291,412		

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 2025-2026 Profit & Loss

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manual move the Blue Bar to align at intersection of Act/Fcst

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