

**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, October 10, 2023, at 5:15 P.M.**

**Agenda**

**Call to Order\***

1. Consent Calendar

- 1.1 September 2023 Minutes
- 1.2 October 2023 Warrants

2. Open Time for Public Expression

3. Financial Report

- 3.1 Filing Fee Schedule – October 2023
- 3.2 Actuals (Income and Expenses) – October 2023
- 3.3 Journals and Reconciliation – October 2023

4. Librarian's Report

5. Committee Reports

- 5.1 Civic Engagement
- 5.2 Fundraising Committee
- 5.3 Budget Committee
- 5.4 Five Year Plan Committee

6. Old Business

**6.1 Discussion and Action:** Discussion and Action re Five Year Plan Committee Meeting

**6.2 Discussion and Action:** Discussion and Action re Proposed Appointees to the Board of Trustees

**6.3 Discussion:** Discussion re Employee Payroll Recordkeeping Procedures

**6.4 Discussion:** Discussion re Celebration for Lawyers in the Library Volunteers and Marin County Bar Association Partnership in Lawyers in the Library

7. New Business

**7.1 Discussion and Action:** Discussion and Action re Approval of Annual Report for Board of Supervisors

**7.2 Discussion and Action:** Discussion and Action re Approval of Five-Year Plan

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

9. Adjournment

**Upcoming Events FYI:**

Lawyers in the Library Virtual Program – 10/26/2023

First Thursdays at the Law Library on Zoom – TBD

Deadline to Submit Reports for Board Meeting on 11/21/2023: 11/14/2023.

\* 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  
Denise Bashline  
*Judicially Appointed*

VICE PRESIDENT

Alexander Johnson, Esq.  
*Judicially Appointed*

Jorge Lopez Espindola  
*Board of Supervisors Appointed*

Kristine Fowler Cirby, 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

**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, September 19, 2023, at 5:15 P.M.**

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

**Absent: Kristine Cirby**

**Also Present: David Sutton, Scott McDonald**

Vice President Bashline called the meeting to order at 5:21 p.m.

1. Presentation on Brown Act

- The presentation on the Brown Act was to be rescheduled for a future date.

2. Consent Calendar

Trustee Cook made a motion to pass the consent calendar. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Trustee Cirby

3. Open Time for Public Expression

There was no public expression at this time.

4. Financial Report

4.1 Filing Fee Schedule – September 2023

- See Attached

4.2 Actuals (Income and Expenses) – September 2023

- See Attached
- Staff expenses were normal for this period.
- Yearly malpractice insurance for the Lawyers in the Law Library was due.
- The Law Library received a little bit more than \$10,000 from the State of California from two fiscal years of restored civil filing fees.
- There were questions regarding the total rate of revenue from US Passport Execution Fees since the start of the program to the public in February 2023.
- Discussion occurred regarding adding a volunteer program to help alleviate the stress on the current staff and possible issues that may occur.

5. Librarian's Report

- Librarian reported about the modified hours during a COVID-19 outbreak earlier in the month and how the library did not need to close this year thanks to the current staffing.
- There was some discussing about safety training for the staff particularly after an incident in the lobby of 20 N. San Pedro Road, which ended positively, but effected the staff.
- Librarian also reported that Council of California County Law Librarians (CCCLL) is still campaigning to receive funding from the state.
- For the August Lawyers in the Library session, the highest demanded subject was probate and estate planning.

-

6. Committee Reports

a. Civic Engagement

- See Attached
- President Bashline liked to thank one of the staff members for connecting her with the **Alzheimer's Association, Northern California, and Northern Nevada Chapters.**
- A few public law libraries have responded with positive news about the Aids Legal Referral Program.
- President Bashline also brought up that the Law Library should develop a volunteer program due to lack of funds for another possible hired employee.

b. Fundraising Committee

- Fundraising letter is still being worked on currently.
- Some other ideas are in the works including reaching out to an attorney about the formulation of a separate nonprofit unit or possible look at status.
- The potential donor list is still being worked on as well.

c. Budget Committee

- There was no update from the budget committee at this time.

d. Five Year Plan Committee

- Volunteer program would be a useful addition to the five-year plan.
- The topics within the five-year plan often kept appear over and over in previous versions.
- One additional item to include would be the use of CLEs through partnerships with other organizations.

7. Old Business

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

- See Attached
- The copier units would be black and white units with cash systems for payment.
- There was some question about how to refund people using the current card system.
- Vice President Johnson made the motion to approve the submitted bid by KYOCERA Documents Solutions Northern California, Inc. Trustee Lopez-Espindola seconded the motion.

Vote: motion carried 4-0

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

ABSENT: Trustee Cirby

## 8. New Business

### **8.1 Discussion and Action:** Discussion and Action re Special Meeting For Annual Report to the Board of Supervisors

- Librarian requested a special meeting to receive approval for the annual report to the Board of Supervisors before the deadline of October 15<sup>th</sup> and the October Regular Meeting would be after October 15<sup>th</sup>.
- Discussion came about to possible move-up the regular meeting to October 10<sup>th</sup> to allow for approval of the Annual Report.

### **8.2 Discussion and Action:** Discussion and Action re Five Year Plan Committee Meeting

- Discussion came about regarding having a special meeting for the Five Year Plan Committee to memorialize the final work product.
- Some concern was raised about the reasoning for having another special meeting given the amount of time for the last Five Year Plan Committee meeting.
- Vice President Bashline moved to have a special meeting for annual report and the Five Year Plan. There was no second.

Vote: Motion fails

- Trustee Lopez-Espindola made a motion to move up the regular meeting from October 17<sup>th</sup>, 2023, to October 10<sup>th</sup>, 2023. Vice President Johnson seconded the motion.

Vote: motion carried 3-0

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

ABSTENTIONS: President Bashline

ABSENT: Trustee Cirby

**8.3 Discussion and Action:** Discussion and Action re Proposed Appointee to the Board of Trustees

- Two potential appointees were present at the meeting: David Sutton and Scott McDonald
- Temporary board appointments are allowed until permanent appointments are made to allow a full Board of Trustees.
- President Bashline moved a motion to temporary appoint David Sutton and Scott McDonald to the Board of Trustees until permanent appointments. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Trustee Cirby

**8.4 Discussion:** Discussion re Employee Payroll Recordkeeping Procedures

- Since August 2022, responsibility of submitting journals regarding employee payroll were turned over back to the Law Library.
- However, the payroll journals were not since that point and Director reached out to President Bashline regarding the situation.
- President Bashline and Director reached out to the County about this issue and how to fix it. The issue this has caused has led to a discussion about a possible audit due to the lack of conciliation between the county's journal and the Law Library's journal.
- Concern was brought up about the possible reasons for this issue occurring in the first place.



**8.5 Discussion:** Discussion re Celebration for Lawyers in the Library  
Volunteers and Marin County Bar Association Partnership in Lawyers in the  
Library

- President Bashline made a motion to table this topic until next month.  
Vice President Johnson seconded the motion.

Vote: Motion carried 5-0

AYES: President Bashline, Vice President Johnson, Trustee Lopez-Espindola,  
Trustee Sutton, Trustee McDonald

ABSENT: Trustee Cirby, Trustee Cook

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

10. Adjournment

- The meeting ended at 7:06 p.m.
- Next Regular Board Meeting: October 10, 2023

Respectfully submitted,

---

Denis Bashline  
President, Board of Trustee

---

Stephen Richards  
Ex-Officio Secretary

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

Prepared as of  
 10/7/2023

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	-	-	-	-	-	-	-	-	-	45,776	145,000	(99,224)		-	(45,776)	
Passports	1,070	210	1,270	-	-	-	-	-	-	-	-	-	2,550	20,000	(17,450)	Started program Feb '23	-	(2,550)	Started charging Feb '23
All Other	69	10,405	1,381	-	-	-	-	-	-	-	-	-	11,855	87,568	(75,713)		-	(11,855)	Assumes State Funding of \$62K
<b>TOTAL REVENUE</b>	<b>15,000</b>	<b>28,243</b>	<b>16,938</b>	-	-	-	-	-	-	-	-	-	<b>60,181</b>	<b>252,568</b>	<b>(192,387)</b>		-	<b>(60,181)</b>	
<b>EXPENSES</b>																			
Direct Staffing Expense	8,427	8,460	9,825	-	-	-	-	-	-	-	-	-	26,713	130,768	104,055		-	(26,713)	
Insurance	-	1,589	-	-	-	-	-	-	-	-	-	-	1,589	5,600	4,011		-	(1,589)	
Membership/Prof Dev	-	-	-	-	-	-	-	-	-	-	-	-	-	5,648	5,648		-	-	
Office Expense	303	400	50	-	-	-	-	-	-	-	-	-	753	3,000	2,247		-	(753)	
Postage	153	97	19	-	-	-	-	-	-	-	-	-	269	-	(269)		-	(269)	
Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500	2,500		-	-	
Professional Svc/ (ADP)	148	155	233	-	-	-	-	-	-	-	-	-	535	-	(535)		1,852	1,317	
Copy Machines	-	400	-	-	-	-	-	-	-	-	-	-	400	2,332	1,932		-	(400)	
Telephone/Internet	792	98	697	-	-	-	-	-	-	-	-	-	1,587	13,000	11,414		-	(1,587)	Non-recurring network Upgrade Expense
Publications	9,038	4,606	5,217	-	-	-	-	-	-	-	-	-	18,862	66,000	47,139		-	(18,862)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
<b>TOTAL EXPENSE</b>	<b>18,862</b>	<b>15,804</b>	<b>16,040</b>	-	-	-	-	-	-	-	-	-	<b>50,707</b>	<b>228,848</b>	<b>178,142</b>		<b>1,852</b>	<b>(48,855)</b>	
<b>NET GAIN/(LOSS)</b>	<b>(3,862)</b>	<b>12,439</b>	<b>898</b>	-	-	-	-	-	-	-	-	-	<b>9,474</b>	<b>23,720</b>	<b>14,245</b>		<b>(1,852)</b>	<b>(11,326)</b>	
<b>FUND BALANCE</b>																			
Unrestricted Fund Balance	235,170	231,308	243,747	244,645	244,645	244,645	244,645	244,645	244,645	244,645	244,645	244,645	235,170				244,645		
Income/Loss (from above)	(3,862)	12,439	898	-	-	-	-	-	-	-	-	-	9,474				(1,852)		
Total Unrestricted Fund Bal	231,308	243,747	244,645	244,645	244,645	244,645	244,645	244,645	244,645	244,645	244,645	244,645	244,645				242,793		

**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

August 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 7/01/2023 through 06/30/2024											
		Jul - Jun '22-'23		July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Tel/Internet															
521310	Sonic Email	\$ 335	1%	\$ 18	\$ 18	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Comcast Internet	\$ 2,732	7%	\$ 466	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	AT&T Phone	\$ 1,627	4%	\$ 133	\$ 19	\$ 154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SPTJ	\$ 33,869	88%	\$ 175	\$ -	\$ 525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tel/Internet Subtotal:	\$ 38,563		\$ 792	\$ 98	\$ 697	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522815 Publications Upkeep															
	Other (CEB OnLaw, etc.)	\$ 342	1%	\$ 1,598	\$ 851	\$ 537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CEB	\$ 15,987	28%	\$ 3,349	\$ -	\$ 1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Lexis Nexis	\$ 6,004	11%	\$ 730	\$ 351	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	WestLaw	\$ 19,824	35%	\$ 2,130	\$ 2,172	\$ 2,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	West Publishing	\$ 14,584	26%	\$ 1,232	\$ 1,232	\$ 1,232	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Publications Subtotal:	\$ 56,741		\$ 9,038	\$ 4,606	\$ 5,217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522410	Book Binding	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense Total:	\$ 217,717		\$ 18,862	\$ 15,804	\$ 16,040	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Net Gain/(Loss)</b>	<b>\$ 16,294</b>		<b>\$ (3,862)</b>	<b>\$ 12,439</b>	<b>\$ 898</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Unrestricted Fund Balance		\$ 218,877		\$ 235,170	\$ 231,308	\$ 243,747	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645
Income/Loss (from above)		\$ 16,294		\$ (3,862)	\$ 12,439	\$ 898	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Unrestricted Fund Bal		\$ 235,170		\$ 231,308	\$ 243,747	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645	\$ 244,645

Footnotes

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

August 2023 Board Meeting

		TOTAL FY Act/Fcst	FY 2023-2024 Approved Projected Budget	
			Plan	(Over)/Under Plan Var
<b>REVENUE:</b>				
451970	Filings	\$ 45,776	\$ 145,000	\$ 99,224
441115	Interest	\$ -	\$ 450	\$ 450
462650	Photocopies	\$ 483	\$ 1,100	\$ 617
470410	Book Sales	\$ 463	\$ 700	\$ 237
470330	Donations	\$ 24	\$ 3,000	\$ 2,976
470110	Fax/Paper Sales	\$ 18	\$ 30	\$ 12
441215	Conference Room	\$ 470	\$ 100	\$ (370)
462610	Proctoring	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ 10,397	\$ 62,188	\$ 51,791
461710	Classes/Workshops/MCLE	\$ -	\$ -	\$ -
462610	Passport Services	\$ 2,550	\$ 20,000	\$ 17,450
480210	Transfers In	\$ -	\$ -	\$ -
<b>Revenue Total:</b>		<b>\$ 60,181</b>	<b>\$ 232,568</b>	<b>\$ 172,387</b>
<b>EXPENSE:</b>				
<u>Staff</u>				
511110	Librarian	\$ 15,385	\$ 63,000	\$ 47,615
511220	Extra Hire	\$ 8,865	\$ 49,000	\$ 40,135
515110	Social Security	\$ 1,531	\$ 6,944	\$ 5,413
515115	Medicare	\$ 358	\$ 1,624	\$ 1,266
513215	Health Benefits	\$ -	\$ 7,000	\$ 7,000
514110	Workers Compensation	\$ 493	\$ 1,700	\$ 1,207
515120	Unemployment Insur.	\$ 81	\$ 1,500	\$ 1,419
<b>Staff Subtotal:</b>		<b>\$ 26,713</b>	<b>\$ 130,768</b>	<b>\$ 104,055</b>
<b>ADMISISTRATIVE EXPENSE</b>				
<u>Insurance</u>				
	<i>USLI</i>	\$ -	\$ 2,572	\$ 2,572
	<i>Complete Equity Markets</i>	\$ 1,589	\$ 1,722	\$ 133
	<i>Hartford</i>	\$ -	\$ 1,706	\$ 1,706
521610	<b>Insurance Subtotal:</b>	<b>\$ 1,589</b>	<b>\$ 5,600</b>	<b>\$ 4,011</b>
522210	<b>Memberships/Prof Develop.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Placeholder</i>	\$ -	\$ 4,500	\$ 4,500
	<i>CCCLL</i>	\$ -	\$ 850	\$ 850
	<i>MCBA</i>	\$ -	\$ 105	\$ 105
	<i>MLCPA</i>	\$ -	\$ -	\$ -
	<i>NOCALL</i>	\$ -	\$ 155	\$ 155
	<i>MCEAC</i>	\$ -	\$ 38	\$ 38
<b>MBRP/Prof Dev Subtotal:</b>		<b>\$ -</b>	<b>\$ 5,648</b>	<b>\$ 5,648</b>
522410	Office Expenses	\$ 753	\$ 3,000	\$ 2,247
522440	Postage	\$ 269	\$ -	\$ (269)
522310	Projects	\$ -	\$ 2,500	\$ 2,500
522510	Professional Services (ADP Payr	\$ 535	\$ -	\$ (535)
522930	<b>Copy Machines</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>DeLage Landen</i>	\$ -	\$ 777	\$ 777
	<i>HiTech</i>	\$ -	\$ 777	\$ 777
	<i>Marin Copier</i>	\$ 400	\$ 777	\$ 377
<b>Copy Machines Subtotal:</b>		<b>\$ 400</b>	<b>\$ 2,332</b>	<b>\$ 1,932</b>
				\$ -

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

August 2023 Board Meeting

		TOTAL FY	FY 2023-2024 Approved Projected Budget	(Over)/Under Plan
Tel/Internet				
521310	Sonic Email	\$ 54	\$ 325	\$ 271
	Comcast Internet	\$ 526	\$ 2,500	\$ 1,973
	AT&T Phone	\$ 307	\$ 1,464	\$ 1,158
	SPTJ	\$ 700	\$ <sup>(1)</sup> 8,712	\$ 8,012
	Tel/Internet Subtotal:	\$ 1,587	\$ 13,000	\$ 11,414
Publications Upkeep				
522815	Other (CEB OnLaw, etc.)	\$ 2,986	\$ 9,503	\$ 6,517
	CEB	\$ 4,588	\$ 10,451	\$ 5,863
	Lexis Nexis	\$ 1,117	\$ 6,562	\$ 5,445
	WestLaw	\$ 6,474	\$ 25,362	\$ 18,888
	West Publishing	\$ 3,697	\$ 14,122	\$ 10,425
	Publications Subtotal:	\$ 18,862	\$ 66,000	\$ 47,139
<u>522410</u>	Book Binding	\$ -		\$ -
	Expense Total:	\$ 50,707	\$ 228,848	\$ 178,142
	<b>Net Gain/(Loss)</b>	<b>\$ 9,474</b>		

Unrestricted Fund Balance  
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	0.00
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	0.00
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	0.00
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	0.00
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	0.00
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	0.00
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	45,776.01

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 October 2023 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, Quill, USPS, Microsoft)	\$ 447.35	\$ 447.35
2	SPTJ Consulting (August 2023)	\$ 525.00	\$ 525.00
3	Thomson Reuters (Print)	\$ 1,232.33	\$ 1,232.33
4	Matthew Bender & Co. (Invoice 3833657X)	\$ 36.05	\$ 36.05
5	CEB Print (Invoice 11126041)	\$456.33	\$ 456.33
6	CEB Print (Invoice 11127315)	\$390.94	\$ 390.94
7	CEB Print (Invoice 11126261)	\$ 392.42	\$ 392.42
8	RELX, Inc. (LexisNexis)	\$ 501.00	\$ 501.00
9	AT&T CALNET	\$ 153.70	\$ 153.70
10	CEB Onlaw	\$369.50	\$ 369.50
11	ADP Payroll	\$ 232.59	\$ 232.59
12	Thomson Reuters (Westlaw Patron)	\$2,172.19	\$ 2,172.19
13			
14			
15			
16		\$ -	
17		\$ -	\$ -
18		\$ -	\$ -
	<b>Totals:</b>	<b>\$ 6,909.40</b>	<b>\$ 6,909.40</b>

**Payroll Expenses: \$10,823.87**

**Total Expenses: \$17,733,27**

<b>Total Revenue Available:</b>	<b>\$ 244,265.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 17,733.27</b>
<b>Remaining Cash Balance:</b>	<b>\$ 226,531.73</b>



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

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

First Thursdays welcomes the Alzheimer's Association of Northern California and Northern Nevada in November.



---

**Northern California and Northern Nevada**

#### **About Us:**

The Alzheimer's Association leads the way to end Alzheimer's and all other dementia — by accelerating global research, driving risk reduction and early detection, and maximizing quality care and support.

**Speaker:**

Lauren Hibdon

Family Services Manager

Alzheimer's Association, Northern California and Northern Nevada Chapter

**Future First Thursday topics under development:****MARIN CASA – Court Appointed Special Advocates**

Diana Lyons, Program Manager

Pending confirmation for December 2023

**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.

**AIDS Legal Referral Program**

-Initial discussion with Sloka Krishnan, Volunteer Coordinator AIDS Legal Referral Program. The AIDS Legal Referral Panel (ALRP) provides free and low-cost legal services to people with HIV/AIDS in the San Francisco Bay Area. Virtual MCLE trainings are open to all and free to attend. Following the training, non-Panel attorneys are encouraged to join and support ALRP's mission by accepting two pro bono referrals annually.

**Submitted by Denise Bashline, Trustee**

**10/05/2023**

Meeting for developing the Marin County Law Library Strategic Plan  
Saturday, August 11, 9:00 a.m. to 1:00 p.m.

**Not a board meeting. A workshop to create a five-year plan for Law Library**

**9:00-9:15 Welcome**

**Agenda**

9:00-9:15	Welcome
9:15-9:45	Where have we been
9:45-10:45	Where do we want to go
10:45-11:00	Break
11:00-12:30	How do we get to where we want to go
12:30-12:45	Wrap Up, Next Steps
12:45-1 p.m	Public Comment.

**Purpose & Goals.**

- To come away with a five- year (August 2023) plan with stated action items, responsibilities, bench marks/celebrate progress
- To identify roadblocks and develop strategies for dealing with them

**Ground rules:**

- Stay on topic and remain focused.
- Make agreements by consensus (not majority, not compromise, what we can live with it)
- Begin and end on time.
- Balanced conversation, hear from everyone.
- One person speak at a time

**Roles:** facilitator, recorder, group member

- Speak up if facilitator misunderstands, skips over something important

- Speak up if recorder doesn't get something or skips important

### **9:15-9:45 Where we have been**

- Interviewed all 7 trustees and Laurie
- Learned Marin County law library been around since 1891
- 2006 State adopted act that froze increase in money
- Cut back staff and hours
- 4,000 visitors a year
- One time funding from State, just a stopgap
- Started Lawyers in Library

### **Individually, and in two small groups, look at the years that passed.**

To know where we are going it helps to look at where we've been.

Write on a piece of paper:

- Looking back on this date two years ago.
- This is what we were doing.
- This was my vision for the years.
- These were the pleasant surprises.
- Looking back, these are our prouds and sorries: (milestones, goals not met. Write sorries on a separate piece of paper)

### **Share what you wrote down with small group**

#### **Checking in with the Past:**

- Grateful for librarian.
- Initial discussion re fundraising.
- Realization of Friends group.
- Lawyers in Library put us on map.
- Updating resources; equipment, etc.
- Achieved basic stability financially.
- Quality and stability of staff.

- Cohesive board of trustees.
- Trustees go above and beyond call of duty.
- Board recognition of transformation of types of patrons.
- Volunteer contributions.
- Bill Hale enlightened me to needs of self-represented patrons.
- Support from judiciary.
- Support from MCBA.

**9:45-10:45 Where we want to go**

**How we will achieve our 2023 goals:**

- Set specific goals.
- Celebrate our progress.
- Have people to help us, a group of people, colleagues, friends of friends, others.
- Strategies and plans to achieve our vision for success.
- Strategies for dealing with roadblocks
- Add new or take out what's no longer relevant.

**Visioning:**

It's now August 2023. Our vision is realized.

This is how the Law Library is doing today:

These were the outside influences:

We learned these new things to help manage the organization:

We overcame these obstacles:

These were our milestones:

We took these steps to fulfill our vision:

**Creating our vision, our plan:**

1. Write your vision down.

2. **Make the description of your vision as vibrant as you possibly can.** Include colors, sounds, smells. Talk about the kind of people we will work with, who our clients are, what a typical day is like, what a typical week is like. Provide as much detail as you can. Define, as specifically as you can, the specific achievements that are important to you. What do those achievements represent? How does it feel to have accomplished them?
3. **Capture the challenges.** As you dream about what you want to do, listen to the soft voices that tell you that you can't. Write them down and put them aside. These are challenges to your success. When you move on to the planning phase, you will develop strategies to overcome, or avoid these roadblocks.
4. **Develop a "kitchen cabinet".** A kitchen cabinet is a group of people who can advise us on our vision, help us develop it, and later, help us develop the strategies for achieving our vision. Our kitchen cabinet should be made up of people and organizations that you admire, who have widely varying skills. Some of these individuals you may know well; others may be more casual acquaintances.
5. What does this group need from me to complete its goal? What do I need from the group? What qualities and skills do I have to offer in this process? What does the group need to accomplish its goal (time, resources, commitment, etc.)

### **10:45-11:00 Break**

### **11:00-12:30 Developing Action Plan**

#### **Including the VISION**

Looking back at what is **working** and **not working**, how can we shore up what is working and how can we tackle those items that are not working?

#### **Themes**

A Theme is 2 or more people said it

### *Working*

#### **Funding:**

1. Recent updating computers for self-represented
2. Maintaining Lexisnexis, Westlaw and similar subscriptions
3. Able to keep doors open, made right decisions, i.e. Cuts to budget
4. Laurie getting health ins and days off

#### **Other**

5. Board commitment, also promoting LL to courts and lawyers
6. Laurie hard work, dedicated and knowledgeable staff
7. Lawyers in the Library
8. Quality of library over time
9. Excellent resource for community
10. Serving the underserved

### *Not working*

#### **Funding**

11. Updated resources ?
12. Turning people away from L in L
13. Can't help all who need help
14. Staff pay and benefits
15. Not enough people to do work both staff and vols
16. Not open enough hrs.

#### **Other**

17. Safety: Mentally ill and how to deal w them -
18. County vs LL financial system
19. Familiarity w Brown Act, Roberts Rules
20. Lawyers and public know about us

#### **Ideas/parking lot (for ideas may not use now but later):**

- Need more users incl attys (they have the money)

- Getting into providing workshops for CEB and other workshops for public
- Many sole proprietors could use library if more aware and could donate, even \$100
- “Access to justice” should be slogan

**Action Plan:**

What, who, by when/on what date?

What materials/resources needed?

What roadblocks and how do we deal with them?

**Action Plan on Separate sheet.**

**12:30-12:45 PM Wrap Up**

**Plus/delta**

- Was goal of meeting reached?
- Were all views brought out?
- Is everyone clear as to what s/he is to do?

Plus (what worked):

- We made a lot of progress.
- Written list helpful.

Delta (what like to have changed):

- Would have liked to have more time.

Next steps:

- Get notes
- At next Board meeting vote on priorities, assign subcommittees, secure commitments.
- Agendize Strategic Plan as per timeline.
- Create timelines of due dates.



**12:45-1:00 PM Public Comments**

**See attached**

**1:00 PM Adjourn**

## **Checking in with the Past**

- Grateful for Librarian
- Initial discussion re fundraising
- Realization of Friends Group
- Lawyers in Library put us on map
- Updating resources; equipment, etc.
- Achieved basic stability financially
- Quality and stability of staff
- Cohesive Board of Trustees
- Trustees go above and beyond call of duty
- Board recognition of transformation of types of patrons
- Volunteer contributions
- Bill Hale enlightened me to needs of self-repped patrons
- Support from judiciary
- Support from MCBA

## **Sorries**

- Unable to pay staff their worth yet
- Departure of Bettina because of not being able to ensure safety of staff
- Slow progress of fundraising

## **Vision Consolidated**

- Improve compensation for staff
- Offer various programs; 1-stopshop for self-represented litigants
- Weed out publications
- Library is vital hub and “front of mind” resource
- Marketing and branding

## Law Library Vision Brainstorm

- Law Library well-known and utilized (1 pink/1 yellow dot)
- Library is vital hub and “front of mind” resource (3 green/1 yellow)
- When need legal help, library is first resource thought of among others
- Need more bodies in the building
- Law Library erstwhile partner to those seeking legal services
- Offer various programs; 1-stop shop for self repped litigants. Eg. Reasonable accomodations, workshop, restraining orders, simple will (1 pink, 3 green, 1 yellow)
- Partnering with other agencies (1 yellow)
- “Access to Justice” services
- Partnership with self-help legal services at Civic Center, i.e. Forms vs research, more time (we have)
- Raise \$1,500/month (1 pink)
- Partner with others to offer computer skills training (checked)
- Support staff training (1 pink/1 green) (checked)
- State of the art technology (1 pink/1 yellow)
- More welcoming environment-plants, etc. (1 pink)
- Video library of legal procedures, etc.
- Expand staff to meet new needs-resources (1 green/3 yellow)
- More money and sources of money-educate supes and public regarding costs to run Law Library (1 pink)
- Visibility and utility of library will result in self-perpetuating viability
- Marketing and branding (2 pink)
- Dynamic and interactive website
- Sponsorship by law firms and legal service providers (2 green) (checked)
- Make sponsorship visible to public i.e. Plaque, website, public, and renewable annually (1 yellow)
- Recognition events-publicity (1 yellow)
- Funding to provide for above
- Weed out publications-decision-making re what to toss: blue ribbon panel of experts (2 pink/1 green) (checked twice)
- \$ resource for solo practitioner to be “champion of underdog” (checked)
- Adhere to fundamental purpose of County Law Library
- Leverage County for more resources, i.e. Staff (1 pink/1 green)
- Improve compensation for staff (3 pink)
- Increase relationship with Friends of Law Library (1 green)
- Offer Law Library memberships for benefits/services; scaled to income (2 yellow) (checked)
- Improve Law Library catalog service
- Offer MCLE Credits as revenue stream (2 green)

## STRATEGIC PLAN 2014-2016

### MISSION

The Marin County Law Library serves the public by providing access to legal information resources through a variety of media, research assistance, and technologies needed to give practical expression to the law while maintaining a flexible and supportive presence that fosters the ends of community service and social justice.

### SYNOPSIS

The users and patrons of the law library have dramatically changed over the past five years. More and more users of the library are non-attorneys who seek to assist themselves in legal matters. The poor are no longer the only people representing themselves in court; much of the general middle class public also do not have the resources to hire an attorney and use the Law Library on an increasing basis. This changing demographic is something that the Library has not been able to keep up with, and as such, is not as effective a community resource as it could be. In 2005, a moratorium on the increase in filing fees was created by Government Code section 70601. The Law Library, which receives \$32 per filing, has not been able to seek an increase in funding since that time. This has resulted in inflation chipping away at the Library's budget every fiscal year and preventing the modernization and updating of its infrastructure. This strategic plan takes this into consideration and seeks solutions that will stabilize the Library's resources and benefit the community now and for generations to come.

### GOALS & OBJECTIVES FOR 2014-2016

#### 1. Improve Legal Research Capabilities and Reference Assistance

- **Adjust collection development priorities to suit changing user needs, new technologies, and budgetary restrictions**

The Law Library has encountered two trends in collection development over the last three years – a funding crisis and a rise in publication costs. Both have put considerable pressure on the Library budget. During the past few years, more fee waivers are being granted which impacts the income of the Law Library. Additionally, there is a decline in overall filings due to the growing use of alternative dispute resolution. Not surprisingly, those obtaining filing fee waivers are the same individuals utilizing the Law Library. Thus, while the Library is continually experiencing a decrease in revenue it is simultaneously seeing an increase in the community's demand for Library services. With an 8 to 15 percent inflationary rise of publication expenses per year, the Library has been unable to keep up. With steady declines in the Library budget, subscriptions have been significantly cut to make adjustments.

We can resolve this budgetary squeeze by redefining our mission. Instead of seeking to maintain a large amount of scholarly literature that benefits our collection but remains less

used, we will provide access to much of it through leaner contracts with the publishers, cooperative agreements with other institutions, and better interlibrary loan services. We can achieve more through these partnerships than we can alone, and some goals can only be achieved in partnership with others. Each of our goals will begin by asking who our partners might be and what can be achieved collectively. Ultimately, this will reduce the costs of maintaining those collections while still making them available to interested patrons.

- **Make our resources available to patrons on multiple technological platforms**

With the expansion of electronic resources and the financial benefits of consortial purchasing, the Library will seek additional resources through electronic technologies, such as Lexis, Onlaw, and Westlaw. At present, there are only two Westlaw computer terminals. This makes Westlaw often limited and ineffective as a resource due to accessibility issues. Obtaining additional terminals will be difficult at the outset, but will be increasingly helpful for the multitude of people who will be served long-term by these resources. The Library must have a budget for both book research and computers systems to usher in new technology. This will allow the Library to provide services for all of its users, and in so doing, will allow those users to be more efficient and effective in their legal research.

While the growth in electronic resources has assisted the Library in certain areas, it has led to new expectations on the part of our patrons for remote access to scholarly resources. However, increased expectations have not yet been accompanied by an increase in funding. Although in many cases the Library has been able to avoid the duplication of costs by canceling print equivalents, in other cases provision of electronic access has meant new expenses that require funding not yet available. During the strategic plan of operation, the Library will seek to enter into an MOU with the Marin County Superior Court to obtain additional licenses for increased electronic resources.

- **Create a unified partnership with Marin County legal service agencies in order to direct people to the most appropriate form of assistance**

The Law Library encounters a number of Marin residents who need legal services and are unsure of where to turn. A partnership with the Marin County Self-Help Center, Legal Aid of Marin, the Canal Community Alliance, and other legal service providers will make a major contribution by removing some of the roadblocks in the legal process. Focused referrals to specific legal service providers will allow patrons to connect with the appropriate agency as long as they meet certain criteria.

In order to create an effective partnership within the community, the Law Library will collaborate with all of Marin County's legal service agencies in order to better understand their role within the community. Many of the non-legal practitioners who utilize the Library ultimately need to be referred to one of these agencies, but often they return to the Library because a specific service agency could not serve them for a variety of reasons. The Library will coordinate outreach to these service agencies and ultimately act as a triage for when patrons initially come to the Library in an effort to determine what service agency might

serve them best. This would not only make the Library more efficient and effective in its service to the public, but would also help reduce unnecessary back and forth trips between the Library and local legal agencies. This desperately needed service can only be accomplished by funding an increase in Library staff hours.

The Law Library continues to be the first point of reference for patrons with legal questions. Partnering with local agencies will not only help Marin residents navigate the legal system, but also help relieve some of the pressure courts face in meeting the needs of unprepared litigants. Likewise, when litigants have the correct form in hand, clerks can more readily expedite filings. Judges may rule on an issue more effectively when relevant facts and the appropriate laws have been presented.

- **Partner with the Marin County Bar Association so that we may provide attorneys for legal workshops for the community**

The Law Library's partnership with MCBA will provide limited pro bono services that are not otherwise provided for by local legal agencies. These workshops will be available on evenings and weekends and present an invaluable service to Marin residents whose work or other obligations during the day might otherwise prevent them from receiving affordable legal counsel.

The ultimate aim of these workshops would be to facilitate brief access to information and referral from Marin attorneys who serve pro bono. Because the Library's mission is to connect people with legal information, the Library envisions this program as forging yet another connection between the private bar and the community members who are least likely to otherwise access such opportunities.

## **2. Utilize Mobile Technologies to Effectively Reach More People Within the Community and Increase Environmental Consciousness and Responsibility Among Library Staff and Patrons**

---

- **Create and implement a green online card catalog that allows attorneys, students and community members to access the Library's card catalog remotely**

During the strategic plan of operation, the Law Library proposes modernizing its card catalog by replacing it with a green online card system. To put the seriousness of modernization into perspective, the Los Angeles Public Law Library installed their system in 1995. After nearly 20 years of computerized systems being in place, this makes our transition long overdue. If funding can be found, then the whole community will benefit. Marin residents will have the ability to quickly find materials and search the database online before arriving at the Library.

This project will more than pay for itself by allowing the public to have much easier and efficient access to the Library's entire inventory. This massive undertaking can be performed both by increasing the hours of the Library's current part-time employees, and also by

utilizing an additional employee. Once the system is up and running, it would only require regular maintenance to keep it effective for Marin residents.

- **Expand public access to legal information through library web pages and a green online forms catalog**

The Law Library also intends to serve the public through an electronic library with an online forms catalog. The Library will host the site on its new website and will be responsible for daily site administration, technological planning, legal updates, and, through collaboration with the Law Library Board of Trustees, development of new information resources. The Director of the Law Library will be responsible for ensuring clear and effective communications between library patrons and website management. Additionally, library reference staff will offer recommendations for new content based on incoming reference questions from the general public.

Our new green catalog will provide residents and employees of Marin County with a common access point to forms and template pleadings. Managed by staff, the forms catalog will contain electronic versions of current forms, allowing patrons to more easily conduct business within the County of Marin.

- **Implement an electronic document delivery service for county employees and the general public**

In addition to maintaining a green forms catalog, the Library will create a document delivery system via the internet for use with our online card catalog. This service is already provided as a courtesy to a number of County employees but will expand to include PDF delivery to the public, thereby allowing people to access information remotely. This service will lessen the need to visit the Library in person, which benefits the environment. Most importantly, document delivery will serve as an additional source of revenue for the Law Library.

### **3. Develop a Well Trained Team for the Delivery of Legal Reference Services**

- **Invest in career skills and professional development for library staff**

The Law Library is committed to providing staff with opportunities to learn and grow professionally. The Library seeks to add this commitment to our budget, which will include funding for technology and research training for staff in all areas. Library staff are quite often required to assist users, both legal practitioners and laypeople, in using the research tools. As research mediums are constantly changing and being updated, staff should have ongoing training to allow them to better assist library patrons. As part of the Library's mission to provide the most complete and thorough service to its myriad users, we cannot underestimate the value of well trained staff.

The Library director is also encouraged to attend conferences and workshops to learn current trends and developments happening in libraries locally and across the country. In addition to



these learning opportunities, the director is a member of the California Council of County Law Librarians and is encouraged to attend their annual conferences to learn about innovation and ideas from other libraries and institutions around the state. Such ideas and information will be brought back for discussion and possible implementation within our library.

- **Hire a fulltime Assistant Librarian to assist the Marin community with informational needs**

One of the most significant changes over the last several years is the growing number of self-represented patrons, with 52 percent of Library respondents identifying as non-attorneys. These individuals are not trained in the law and require a great degree of assistance that in turn requires staff to spend their time explaining what each source contains and how to utilize them. Library staff must often clarify the difference between statutory law and case law as well as the difference between primary and secondary authority. The Law Library also acts as a distribution point for court forms and instructions, producing and assembling forms in multiple languages.

While these services can take the burden away from court departments that are not equipped to provide research training and referrals, the Library is finding that it is unable to keep up with the community's increasing demands without hiring a fulltime assistant librarian. An assistant librarian would provide the requisite skills of online research, assistance to laypeople, referrals to various service agencies, organization of the online card catalog, and assistance in the multitude of daily needs that are thrust upon the Library. Such an employee would be critical to helping the Library become an efficient and effective source of legal research for its patrons. This would help the public to better understand their legal matters, thereby creating less congestion at the court, less hassle for county employees, and better informed citizens overall.

On a statewide level, county general fund support for law libraries continues to vary from county to county and from year to year. For example, the staff at the Solano and Tulare County law libraries are county employees and are paid from the general fund. In other counties, county general fund support has since been withdrawn, which contributed to the closure of the Plumas, Alpine, and Sutter County law libraries. While we do not intend to convert each of our employees into the county system, we will ask the Marin County Board of Supervisors to exercise the power given it under California Business and Professions Code § 6324, enter into a Memorandum of Understanding with the Law Library, and "to appropriate from the county treasury for law library purposes such sums as may in their discretion appear proper" for the purposes of hiring a fulltime assistant librarian who will assist the citizens of Marin County. There is no doubt that Marin County deserves to have a first rate public law library with an excellent online presence, the appropriate resource tools, and a qualified permanent fulltime staff to connect people seeking access to justice.

- **Explore new avenues for library internships, volunteers, and other recruiting initiatives**

The Law Library will build upon its successful experience with volunteers and school interns and develop a program for students from paralegal schools such as Berkeley, San Francisco and Sonoma State University to intern on site. This project will assess the current program, identify best practices, implement standardized protocols and create guidelines and policies that will ensure continuity and secure a documented and replicable history. The result will be a formalized intern program with streamlined orientation and education and efficient utilization of staff time invested in implementing an optimum intern experience.

The internship program will offer students the opportunity to work on special projects as well as the opportunity to gain experience and enhance their research and reference skills. Past projects include exploring social media uses for the library, creating an attorney listserv, and working on the digitization of rare books.

# Marin County Law Library

## Annual Report

### FY 2022/2023

---

#### **Mission Statement**

The Marin County Law Library serves the public, attorneys, and residents of Marin County by providing access to legal resources, research assistance, and technologies.

#### **Vision Statement**

Bringing Justice to Marin County Through Legal Information.

#### **Overview and History of the Marin County Law Library**

County law libraries in the State of California were first established and maintained as a resource for members of the state bar, officials of the state and county, the judiciary, and the residents of the county.

In the last decade or so, however, the Marin County Law Library has been seeing an increase in demand from individuals who have had no formal legal training.

At the same time, the primary and traditional funding source for county law libraries – a percentage of California Superior Court civil filing fees – has decreased over time.

Some possible reasons are the following: (1) the uniform filing fee provisions do not allow for periodic law library filing increases; (2) the number of filings in Superior Courts have decreased due to the increase in arbitration and other dispute mechanisms; (3) the expense of legal representation; and (4) the increased use of filing fee waivers.

During Fiscal Year 2022/2023 (July 1, 2022, through June 30, 2023), the Marin County Law Library was open to the public during regular business hours excluding superior court holidays.

The amount collected from the filing fees decreased 8.85% in Fiscal Year 2022/2023 with \$153,917 from Fiscal Year 2021/2022 with \$168,853 but the overall trend is a decrease in filings fees since Fiscal Year 2011/2012 with \$230,611.

#### **What the Demographic Shift Means**

Individuals with little access to and little understanding of the legal system need additional attention and place a greater demand on staff because of the time required to assist them.

Library staff must explain to them the various legal resources and how to use those resources.

The demographics of participants in the Lawyers in the Library program on Zoom, for the period July 2022 through June 2023 reflect that self-represented patrons were approximately 67% women, 70% white, 33% employed, 28% retired, 4% were living on

# Marin County Law Library

## Annual Report

### FY 2022/2023

---

unemployment benefits, and 58% who answered the question about income had incomes of \$3,000 or less per month.

#### **Profile**

The Marin County Law Library is currently celebrating 132 years in 2023 as a resource for our legal community and county residents. The Marin County Law Library operates as an independent local government agency pursuant to California Business and Professions Code sections 6300 through 6364. It is governed by a seven-member Board of Trustees comprised of five delegates appointed by the Judges of the Superior Court, who serve for three-year terms, and two delegates appointed by the Marin County Board of Supervisors who serve for one-year terms.

The Marin County Law Library is a primary source of legal information and assistance to Marin County residents, Superior Court Judges, 1 Court Commissioner, 1 Referee, and Marin County attorneys.

The Marin County Law Library is open 35 hours per week, from 9:00 a.m. until 6:00 p.m. Monday through Thursday; and 10:00 a.m. to 1 p.m. on Friday; it is closed on weekends.

#### **Board of Trustees**

The Marin County Law Library is fortunate to have both long-standing and new members on its Board. Their expertise, experience, and leadership across a broad spectrum of community service areas helps keep the library in touch with the needs of the community. In addition, they provide valuable advice and counsel to the Law Library Director.

**Marin County Law Library**  
**Annual Report**  
**FY 2022/2023**

---

<b>Trustee</b>	<b>Term</b>	<b>Office / Affiliation</b>
Kristine Fowler Cirby, Esq.	Nov. 17, 2020 – Nov. 16, 2023	President/Delegate of the Court
Denise Bashline	June 20, 2021 – June 19, 2024	Vice President/Delegate of the Board of Supervisors
Walter Cook, Jr., Esq., MLIS	Nov. 17, 2020 – Nov. 16, 2023	Delegate of the Court
Alexander Johnson, Esq.	May 31, 2022 – May 30, 2025	Delegate of the Court
Jorge Lopez Espindola, Esq.	Dec. 06, 2022 – Jan. 31, 2024	Delegate of the Board of the Board of Supervisors
		Delegate of the Court
		Delegate of the Court

**Services of the Law Library**

The staff provides assistance regarding legal materials available, how to use them, and how to conduct legal database searches as well as internet searches for information, laws and forms that may be difficult to locate. Staff do not, however, provide legal advice, although we refer patrons to other legal service providers and programs where patrons might receive legal advice.

The kinds of assistance untrained patrons might receive include explanations of:

- 1) Legal materials;
- 2) Differences between primary authority and secondary authority;
- 3) Instruction in the use of Westlaw Patron Access, Google Scholar, and CEB OnLAW.

The success of a patron’s visit may very well depend on the law librarian’s availability and ability to be a patient and effective instructor, as well as offering support to individuals who are usually under a lot of stress.

Library staff typically track patron demographics.

First Thursdays at the Marin County Law Library is a community service program that was launched in-person in November 2019. The purpose is twofold; first, to provide an informal opportunity for representatives of various local service agencies, nonprofits, county departments and county programs to inform the public about the services they

# Marin County Law Library

## Annual Report

### FY 2022/2023

---

offer, and second, to increase public awareness of the legal resources and services available at the Law Library. Currently, this program is a virtual program.

Presenters this fiscal year have included the Marin County Grand Civil Jury and a presentation about social security disability benefits.

**Lawyers in the Library** is another community service program offered at the Law Library. It was created in collaboration with the Marin County Bar Association in the Fall of 2016. Attorney volunteers meet with members of the public for 20 minutes on a first come, first served basis to provide legal information and guidance. The program helps members of the public in particular legal areas such as civil, landlord/tenant law, and estate planning (including probate). Lawyers in the Library, however, does not discriminate based off income level, a feature which distinguishes it from other legal services programs in the county. Currently, this program is offered through video conferencing software (which can include telephone communication).

The online registration process has been a hindrance for some patrons, but the Marin County Law Library does its best to assist them and provide an option to register in person at the Law Library, if necessary.

#### **Library Collection**

The Law Library maintains a collection of 19,797 print publications, including reporters, treatises, practice manuals, law reviews and journals, periodicals, and other printed materials. The Law Library spent \$76,094 updating its publications. We acquired 303 new volumes, discarded 103 outdated volumes, sold 3 volumes, and received 43 donated used books during the 2022/2023 Fiscal Year.

Because the cost of legal materials has been increasing, not all sets of publications are being kept current as funding for the law library has not kept pace with the rate of inflation. Figure 1 shows the relationship between the amount spent on materials and our total expenditures.

# Marin County Law Library

## Annual Report

### FY 2022/2023

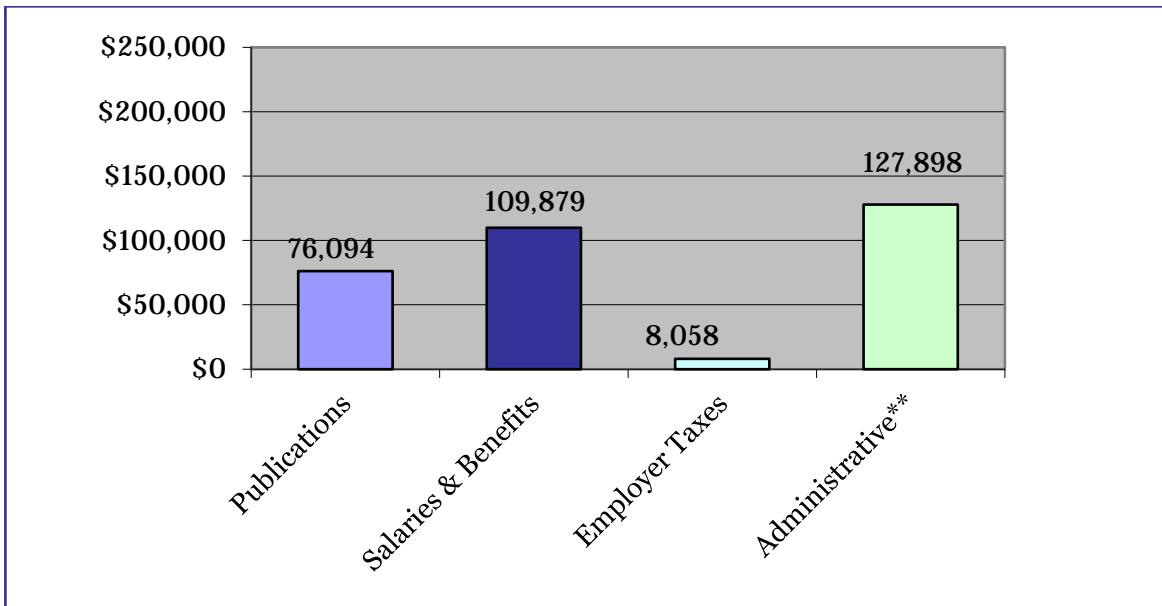


Fig. 1

#### Electronic Resources

The Marin Law Library continued its subscription to the Westlaw Patron database, which includes cases and statutes for all federal circuits, an extensive California database, and a wide selection of secondary materials, such as the Rutter California Practice Guides and Witkin Treatise Library. KeyCite, Westlaw's legal citator, is critical for checking the currency of legal authorities cited in pleadings and briefs filed with the Court. The Board approved renewal of the Law Library's subscription to CEB OnLAW, a digital database of CEB's entire set of California practice and procedure publications. In addition, the Marin County Law Library has added a digital subscription for the titles *California Forms of Pleading and Practice* and *California Points and Authorities*.

#### Infrastructure and Other Resources

The Law Library has five computer workstations (four available to the public) and one multifunctional printer unit. Currently, the board is in negotiations regarding replacing multifunctional printer units and adding network printing capabilities. The workstations provide access to electronic legal resources. The four public access computers are available for general and legal research, downloading of forms, and legal word processing tasks at no cost to the public.

The remaining computer station is for staff use only, as well as a combined fax/scanner/copier/printer. The staff facsimile/scanning machine is used to provide fee-based scanning and fax services to Law Library patrons, with fees based on a per-page usage.

# Marin County Law Library

## Annual Report

### FY 2022/2023

---

Some of the newer editions of Nolo print publications provide forms which are downloadable from the Internet.

Currently, the Marin County Law Library is also working on upgrading the network infrastructure including a new server and faster internet connection speed.

The Law Library also has an electric typewriter available for public use.

#### **The Law Library Website**

The Law Library's website seeks to inform and engage the public. It provides information about services offered by the Law Library, including the Lawyers in the Library and First Thursdays at the Marin County Law Library programs, conference room rentals, and research assistance, as well as links to the Law Library's catalog of publications and many legal resources. In addition, board meeting agendas, minutes, financial reports, projected budgets, annual reports, trustee information, and the Law Library's bylaws and patron rules of conduct are posted on the website for easy access by the public.

The Marin County Law Library receives numerous inquiries and requests for information about its services from the email link on its website. To meet the demands of an increasing number of self-represented litigants, the Law Library maintains electronic links to legal resources on its website.

#### **Financial Report**

The Closing Financial Statement for Fiscal Year 2022/2023, showing all income and expenditures, is attached hereto.

The Law Library had a negative budget balance for 2022/2023 of \$589, but this amount includes an additional \$40,000 allocated to updating the network infrastructure. This negative balance is attributable to the extra costs that were incurred in replacing and updating parts of our digital infrastructure and increases to employee salaries during Fiscal Year 2022/2023 to reopen the library. The Law Library's fund balance as of June 30, 2022 was \$234,581.

#### **Library Funding**

Stable, consistent, and adequate funding is a pressing issue for the Law Library – and for county law libraries across the state. Historically, the Law Library has derived more than 90% of its annual operating funds from a fixed share of designated civil filing fees: \$32 from fees paid for every first-appearance paper filed with the Marin County Superior Court. That \$32 figure has not changed since 2006 while the fees received from first appearance papers filed with the Court has declined.



# Marin County Law Library

## Annual Report

### FY 2022/2023

---

The California Legislature had committed to an annual budget allocation for county law libraries for the Fiscal Year 2022/2023 budget year, but currently there is no guarantee of future funding commitments after that so it is anticipated that county law libraries will be pushing further advocacy.

In addition to the steady annual decrease in the number of cases filed with the courts, the Law Library's sole means of keeping up with inflation was removed when the Uniform Civil Fee and Standard Fees Schedule Act of 2005 was established for the trial courts statewide effective January 1, 2006. Prior to that time each county had the authority to adjust filing fees and to approve limited annual increases of up to \$3 per filing to the portion of those civil filing fees that was allotted to law libraries.

#### **Income Streams and Reserves**

##### **Filing Fee Income**

In Fiscal Year 2022/2023 the Law Library received \$153,917 in filing fees, an 8.85% decrease from Fiscal Year 2021/2022.

##### **California Legislature Allocation**

In Fiscal Year 2022/2023, the California Legislature committed a set of funds for California County Law Libraries, which the Marin County Law Library received \$71,251.

##### **Donations**

In Fiscal Year 2022/2023, the Marin County Law Library received \$35 in donations from various members of the Marin County community.

##### **Self-generated Revenue**

The Law Library raised \$11,984 in self-generated revenue, which is an increase of 281.90% from Fiscal Year 2021/2022. This revenue source includes fees for photocopies, faxes, conference room rentals, book sales, and U.S. Passport Execution Fees (beginning February 2023). The self-generated revenue comprised 5.01% of our total revenue for Fiscal Year 2022/2023.

##### **Reserve Funds**

The Law Library has \$160,000 in reserve funds at the present time.

##### **Effect of Decreasing Budget**

Due to the funding decline since Fiscal Year 2011/2012 the Law Library has been forced to cancel many legal publications. To maintain a reasonably up-to-date collection of important publications, the Law Library has partnered with larger, better-funded County Law Libraries to receive their discarded year-old updates.

# Marin County Law Library

## Annual Report

### FY 2022/2023

---

As one can surmise, the Marin County residents most in need of access to legal resources bear the heaviest burden of these cuts because access to justice has become more restricted with the steady loss of funding. Law Library staff consistently see an increasing number of laypersons seeking legal forms and assistance with matters such as landlord-tenant issues, foreclosure proceedings, criminal proceedings, probate, and divorce and child custody procedures. Providing the most basic assistance has been a daily occurrence at the Law Library.

#### **Fundraising Possibilities**

While parts of the Marin County's Law Library's network infrastructure are being updated, the process is continuous. The Marin County Law Library plans to seek grants to defray some of the cost but will need additional funding sources.

The Marin County Board of Supervisors may at any time exercise its authority pursuant to California Business and Professions Code Section 6324, which allows them to "appropriate from the county treasury for law library purposes such sums as may in their discretion appear proper". Given the Trustees' commitment to helping self-represented patrons because of the large unmet need for these services in Marin County, it is hoped that the Marin County Board of Supervisors would recognize that a small investment to support the Law Library's effort could reap great rewards.

#### **Conclusion**

The Trustees of the Marin County Law Library remain committed to providing access to legal resources and information for the attorneys and residents of Marin County. The Marin County Law Library continued to move in a forward direction, but much work is still required for the future. This work includes updating the Law Library's digital infrastructure, obtaining other revenue streams, and finding alternatives for legal resources.

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

	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 Act	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
Munis Fund No: 3400																			
Program: 7960																			
Subprogram: 7961																			
<b>REVENUE</b>	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)	
Fillings	-	-	-	-	-	-	-	1,890	560	1,610	2,135	2,520	8,715	-	8,715	Started program Feb '23	20,000	11,285	Started charging Feb '23
Passports	125	308	1,055	71,334	234	266	300	94	83	112	321	323	74,555	85,718	(11,163)		67,568	(6,987)	Assumes State Funding of \$62K
All Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	-
<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>14,861</b>	<b>237,186</b>	<b>230,718</b>	<b>6,468</b>		<b>232,568</b>	<b>(4,618)</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	7,870	109,879	136,768	26,889	lower Librarian cost; less Extra Hire usage	130,768	20,889	
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	348	1,645	3,000	1,355		3,000	1,355	
Postage	-	-	-	-	-	-	-	-	344	193	232	198	968	-	(968)		3,800	2,832	
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	-	-	405	2,332	1,927		-	(405)	
Telephone/Internet	967	755	1,422	869	1,368	18,132	782	1,156	4,480	6,207	1,247	1,289	38,673	52,000	13,327	\$40K to SPTJ budget for Network Upgrade not fully spent	13,000	(25,672)	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	6,221	9,671	76,094	61,000	(15,094)	Unspent CEB funds	66,000	(10,094)	
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>20,833</b>	<b>18,010</b>	<b>20,873</b>	<b>237,775</b>	<b>264,100</b>	<b>26,325</b>		<b>232,568</b>	<b>(5,207)</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>(2,955)</b>	<b>(6,012)</b>	<b>(589)</b>	<b>(33,382)</b>	<b>(32,793)</b>		<b>(0)</b>	<b>589</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	240,593	235,170				234,581		
Income/Loss (from above)	(1,925)	97	(5,400)	67,913	(2,743)	(21,996)	(5,364)	(3,608)	(11,205)	(7,393)	(2,955)	(6,012)	(589)				(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	240,593	234,581	234,581				234,581		

**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 received a deficit will occur of \$62K
- > Yr-over-Yr remains flat, however there is a shift between of spend

**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											
	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
	Act		Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act
<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
441115	Interest	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462650	Photocopies	\$ 1,828	\$ -	\$ 183	\$ 260	\$ -	\$ 234	\$ 153	\$ 200	\$ 83	\$ 73	\$ 83	\$ 184	\$ 166
470410	Book Sales	\$ 1,098	\$ -	\$ -	\$ -	\$ 58	\$ -	\$ 30	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ 15
470330	Donations	\$ 2,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10	\$ 10	\$ 10	\$ 5
470110	Fax/Paper Sales	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ 27	\$ 2
441215	Conference Room	\$ 178	\$ 125	\$ -	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65
462610	Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ 92,713	\$ -	\$ 125	\$ 795	\$ 71,251	\$ -	\$ -	\$ 65	\$ 11	\$ -	\$ 19	\$ 100	\$ 70
461710	Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,890	\$ 560	\$ 1,610	\$ 2,135	\$ 2,520
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>\$ 14,861</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	\$ 4,315
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	\$ 2,996
515110	Social Security	\$ 4,251	\$ 443	\$ 361	\$ 660	\$ 414	\$ 415	\$ 507	\$ 320	\$ 468	\$ 706	\$ 437	\$ 477	418.59
515115	Medicare	\$ 986	\$ 104	\$ 85	\$ 154	\$ 97	\$ 97	\$ 119	\$ 75	\$ 109	\$ 165	\$ 103	\$ 112	\$ 98
513215	Health Benefits	\$ 8,711	\$ 951	\$ 476	\$ 951	\$ 961	\$ 1,933	\$ 1,457	\$ 1,457	\$ 1,457	\$ -	\$ -	\$ 1,457	\$ -
514110	Workers Compensation	\$ 814	\$ 97	\$ 432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
515120	Unemployment Insur.	\$ 1,319	\$ 82	\$ 66	\$ -	\$ -	\$ -	\$ 19	\$ 139	\$ -	\$ 106	\$ 68	\$ 61	\$ 43
	<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>\$ 7,870</b>
<b>ADMINISTRATIVE EXPENSE</b>														
<b>Insurance</b>														
	USLI	\$ 2,140	39%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -
	Complete Equity Markets	\$ 1,697	31%	\$ -	\$ -	\$ 1,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Hartford	\$ 1,681	30%	\$ -	\$ -	\$ -	\$ -	\$ 1,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
521610	<b>Insurance Subtotal:</b>	<b>\$ 5,518</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,589</b>	<b>\$ -</b>	<b>\$ 1,910</b>	<b>\$ 1,328</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
522210	<b>Memberships/Prof Develop.</b>													\$ 570
	Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CCCLL	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ 420
	MCBA	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -
	MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NOCALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150
	MCEAC	\$ 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>MBRP/Prof Dev Subtotal:</b>	<b>\$ 575</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>
522410	Office Expenses	\$ 1,964	\$ 73	\$ -	\$ 86	\$ 235	\$ 66	\$ 63	\$ -	\$ 313	\$ 35	\$ 176	\$ 250	\$ 348
522440	Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 344	\$ 193	\$ 232	\$ 198
522310	Projects	\$ -	\$ 1	\$ -	\$ 265	\$ 325	\$ 75	\$ 100	\$ 15	\$ 372	\$ 95	\$ 208	\$ 116	\$ 208
522510	Professional Services (ADP Payroll)	\$ 802	\$ 148	\$ 148	\$ 222	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148
522930	<b>Copy Machines</b>													\$ -
	DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	HiTech	\$ -	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213	\$ -	\$ -
	<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>\$ -</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											
		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
Tel/Internet															
521310	Sonic Email	\$ 284	3%	\$ 24	\$ 57	\$ 57	\$ 38	\$ 18	\$ 18	\$ 33	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18
	Comcast Internet	\$ 2,465	22%	\$ 197	\$ 208	\$ 233	\$ 258	\$ 258	\$ 223	\$ 193	\$ 198	\$ 233	\$ -	\$ 506	\$ 229
	AT&T Phone	\$ 1,303	12%	\$ 133	\$ 141	\$ 169	\$ 136	\$ 130	\$ 125	\$ 134	\$ 138	\$ 134	\$ 132	\$ 110	\$ 255
	SPTJ	\$ 6,910	63%	\$ 613	\$ 350	\$ 963	\$ 438	\$ 963	\$ 17,766	\$ 437	\$ 788	\$ 4,096	\$ 6,057	\$ 613	\$ 788
	Tel/Internet Subtotal:	\$ 10,963		\$ 967	\$ 755	\$ 1,422	\$ 869	\$ 1,368	\$ 18,132	\$ 782	\$ 1,156	\$ 4,480	\$ 6,207	\$ 1,247	\$ 1,289
522815 Publications Upkeep															
	Other (CEB OnLaw, etc.)	\$ -	0%	\$ 342	\$ 1,059	\$ 965	\$ 1,191	\$ 923	\$ 923	\$ 3,346	\$ 409	\$ 1,801	\$ 836	\$ 836	\$ 888
	CEB	\$ 13,647	24%	\$ 1,640	\$ 651	\$ 685	\$ 609	\$ 1,015	\$ 307	\$ 367	\$ 1,532	\$ 1,451	\$ 1,928	\$ 1,458	\$ 4,344
	Lexis Nexis	\$ 4,441	8%	\$ 1,439	\$ -	\$ 105	\$ 70	\$ 495	\$ 1,058	\$ 292	\$ 421	\$ 481	\$ -	\$ 565	\$ 1,078
	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
	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	\$ 1,232	\$ 1,232
	Publications Subtotal:	\$ 57,434		\$ 6,755	\$ 5,044	\$ 5,090	\$ 5,208	\$ 6,216	\$ 5,626	\$ 7,343	\$ 5,698	\$ 7,096	\$ 6,126	\$ 6,221	\$ 9,671
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	\$ 18,010	\$ 20,873
	<b>Net Gain/(Loss)</b>	<b>\$ 101,481</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>\$ (2,955)</b>	<b>\$ (6,012)</b>
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	\$ 240,593
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)	\$ (2,955)	\$ (6,012)
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	\$ 240,593	\$ 234,581

Footnotes

<sup>(1)</sup> Added \$40K to the SPTJ budget for approved Network update

**FY 2022-2023 Profit & Loss St:**

June 20, 2023 Board Meeting

	TOTAL FY Act/Fcst	FY 2022-2023 Approved Projected Budget		(Over)/Under Plan Var
		Plan		
		Plan	Var	
<b>REVENUE:</b>				
451970	Filings	\$ 153,917	\$ 145,000	\$ (8,917)
441115	Interest	\$ -	\$ 100	\$ 100
462650	Photocopies	\$ 1,619	\$ 1,200	\$ (419)
470410	Book Sales	\$ 118	\$ 700	\$ 582
470330	Donations	\$ 35	\$ 3,368	\$ 3,333
470110	Fax/Paper Sales	\$ 49	\$ 50	\$ 1
441215	Conference Room	\$ 215	\$ 300	\$ 85
462610	Proctoring	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ 72,436	\$ 80,000	\$ 7,564
461710	Classes/Workshops/MCLE	\$ 83	\$ -	\$ (83)
462610	Passport Services	\$ 8,715	\$ -	\$ (8,715)
480210	Transfers In	\$ -	\$ -	\$ -
	<b>Revenue Total:</b>	<b>\$ 237,186</b>	<b>\$ 230,718</b>	<b>\$ (6,468)</b>
<b>EXPENSE:</b>				
<u>Staff</u>				
511110	Librarian	\$ 55,560	\$ 63,000	\$ 7,440
511220	Extra Hire	\$ 35,159	\$ 49,000	\$ 13,841
515110	Social Security	\$ 5,627	\$ 6,944	\$ 1,317
515115	Medicare	\$ 1,317	\$ 1,624	\$ 307
513215	Health Benefits	\$ 11,102	\$ 13,000	\$ 1,898
514110	Workers Compensation	\$ 530	\$ 1,700	\$ 1,170
515120	Unemployment Insur.	\$ 584	\$ 1,500	\$ 916
	<b>Staff Subtotal:</b>	<b>\$ 109,879</b>	<b>\$ 136,768</b>	<b>\$ 26,889</b>
<b>ADMISISTRATIVE EXPENSE</b>				
<u>Insurance</u>				
	<i>USLI</i>	\$ 1,328	\$ 2,172	\$ 844
	<i>Complete Equity Markets</i>	\$ 1,589	\$ 1,722	\$ 133
	<i>Hartford</i>	\$ 1,910	\$ 1,706	\$ (204)
521610	<b>Insurance Subtotal:</b>	<b>\$ 4,827</b>	<b>\$ 5,600</b>	<b>\$ 773</b>
522210	<b>Memberships/Prof Develop.</b>	<b>\$ 570</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Placeholder</i>	\$ -	\$ -	\$ -
	<i>CCCLL</i>	\$ 840	\$ 595	\$ (245)
	<i>MCBA</i>	\$ 100	\$ 120	\$ 20
	<i>MLCPA</i>	\$ -	\$ -	\$ -
	<i>NOCALL</i>	\$ 150	\$ 150	\$ -
	<i>MCEAC</i>	\$ -	\$ 35	\$ 35
	<b>MBRP/Prof Dev Subtotal:</b>	<b>\$ 1,660</b>	<b>\$ 900</b>	<b>\$ (190)</b>
522410	Office Expenses	\$ 1,645	\$ 3,000	\$ 1,355
522440	Postage	\$ 968	\$ -	\$ (968)
522310	Projects	\$ 1,779	\$ 2,500	\$ 721
522510	Professional Services (ADP Payr	\$ 1,847	\$ -	\$ (1,847)
522930	<b>Copy Machines</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>DeLage Landen</i>	\$ -	\$ 777	\$ 777
	<i>HiTech</i>	\$ 192	\$ 777	\$ 585
	<i>Marin Copier</i>	\$ 213	\$ 777	\$ 565
	<b>Copy Machines Subtotal:</b>	<b>\$ 405</b>	<b>\$ 2,332</b>	<b>\$ 1,927</b>
				<b>\$ -</b>

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

June 20, 2023 Board Meeting

		TOTAL FY	FY 2022-2023 Approved Projected Budget	(Over)/Under Plan
Tel/Internet				
521310	Sonic Email	\$ 335	\$ 311	\$ (24)
	Comcast Internet	\$ 2,732	\$ 2,698	\$ (34)
	AT&T Phone	\$ 1,737	\$ 1,427	\$ (310)
	SPTJ	\$ 33,869	\$ <sup>(1)</sup> 47,564	\$ 13,696
	Tel/Internet Subtotal:	\$ 38,673	\$ 52,000	\$ 13,327
Publications Upkeep				
522815	Other (CEB OnLaw, etc.)	\$ 13,519	\$ -	\$ (13,519)
	CEB	\$ 15,987	\$ 14,494	\$ (1,493)
	Lexis Nexis	\$ 6,004	\$ 4,717	\$ (1,288)
	WestLaw	\$ 26,000	\$ 26,609	\$ 610
	West Publishing	\$ 14,584	\$ 15,180	\$ 596
	Publications Subtotal:	\$ 76,094	\$ 61,000	\$ (15,094)
<u>522410</u>	Book Binding	\$ -		\$ -
	Expense Total:	\$ 237,775	\$ 264,100	\$ 26,325
	<b>Net Gain/(Loss)</b>	\$ (589)		

Unrestricted Fund Balance  
Income/Loss (from above)  
Total Unrestricted Fund Bal

Footnotes

<sup>(1)</sup> Added \$40K to the SPTJ budget for