

**Notice of Special Meeting of
Marin County Law Library Board of Trustees**

Tuesday, April 6, 2021 at 4:00 p.m. on Zoom

Due to the COVID-19 Pandemic, the Marin County Law Library is not open to the public at the present time. Therefore, the **meeting will be conducted by remote connection.**

Pursuant to Executive Order No. N-29-20 (March 17, 2020), interested members of the public are asked to **attend electronically by clicking on the link below or by typing the link into your web browser:**

Join Zoom Meeting:

<https://us02web.zoom.us/j/83913450823>

**Meeting ID: 839 1345 0823
Passcode: 110408**

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 839 1345 0823
Passcode: 110408

Agenda

Call to Order

1. Open Time for Public Comment
2. **Discussion and Action Item:** Discuss and Approve FY 2021-2022 Projected Budget for Marin County Law Library
Public comment.
2. **Adjournment**

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 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.

PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET

2021-2022 PROJECTED FISCAL YEAR

(From 7/1/21 to 6/30/22)

MUNIS Fund No. : 3400

Program: 7960

Subprogram: 7961

SUMMARY	2020-2021	2021-2022
Projected Receipts:	\$ 210,300	\$ 153,250
Actual Receipts:	\$ 148,893 *	
Balance Receipts:	+ \$ 61,407	
Projected Expenses:	\$ 210,200	\$ 169,900
Actual Expenses:	\$ 105,519 *	
Balance Expenses:	\$ 104,681	
Actual Budget Balance*:	+ \$ 43,374 *	
Difference:		\$ (16,650)

INCOME

County Code	Description	2019 - 20 Actual	2020-21 Actual	2021-2022 Projected
451970	Filings	\$ 154,597	\$ 84,830	\$ 145,000
441115	Interest	\$ 1,773	\$ 709	\$ 900
462650	Photocopies	\$ 2,624	\$ 100	\$ 1,300
470410	Book Sales	\$ 1,009	\$ 726	\$ 750
470330	Donations	\$ -	\$ -	\$ 3,000
470110	Fax/Paper Sales	\$ 100	\$ -	\$ 50
441215	Conference Room	\$ 1,270	\$ 300	\$ 650
462610	Proctoring	\$ 1,139	\$ -	\$ 600
461810	Misc. Receipts (CLE, etc.)	\$ 11,455	\$ 62,228 **	\$ 1,000 ***
	Passport Services	\$ -	\$ -	\$ -
480210	Transfers In	\$ -	\$ -	\$ -
Total Revenue:		\$ 173,967	\$ 148,893 *	\$ 153,250

(Deficit, if any, to be paid from Fund Balance. Fund Balance as of 2/28/21 is \$119,041)

* As of February 28, 2021 (8 months)

** This amount reflects a Covid relief payment received from the State of California during fiscal year 2020 – 2021.

***This amount does not reflect any further hoped-for Covid relief payments from either the State of California, as was received during fiscal year 2020 – 2021, or any hoped-for support from the County of Marin from the \$50 million that the County of Marin will be receiving from the recently passed federal Covid relief bill.

PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET

2021-2022 PROJECTED FISCAL YEAR

(From 7/1/21 to 6/30/22)

EXPENSES				
County Code	Debits/ Expenditures	2019 - 20 Actual	2020 - 21 Actual	2021-22 Projected
<u>Staff</u>				
511110	Librarian	\$ 56,633	\$ 32,101	\$ 54,000
511220	Extra Hire	\$ 22,495	\$ 3,946	\$ 24,000
511345	Holiday Pay	\$ -	\$ -	\$ -
515110	Social Security	\$ 4,737	\$ 2,334	\$ 5,000
515115	Medicare	\$ 1,109	\$ 546	\$ 1,100
513215	Health Benefits	\$ 10,541	\$ 8,088	\$ 11,000
514110	Workers Compensation	\$ 1,265	\$ 561	\$ 1,200
515120	Unemployment Insur.	\$ 1,347	\$ 482	\$ 1,300
		\$ 98,127	\$ 48,058	\$ 97,600
<u>Administrative Expenses</u>				
521610	Insurance	\$ 4,545	\$ 5,120	\$ 4,500
522210	Memberships/Prof Develop.	\$ 883	\$ 660	\$ 800
522440	Petty Cash/Postage	\$ -	\$ -	\$ -
522410	Office Expenses	\$ 1,731	\$ 2,016	\$ 2,000
522310	Projects (FUTA Taxes/ADP Payroll)	\$ 121	\$ 906	\$ -
522930	Copy Machines	\$ 1,112	-	\$ -
521310	Phone/Internet	\$ 7,346	\$ 6,062	\$ 10,000
		\$ 15,738	\$ 14,764	\$ 17,300
<u>Collection</u>				
522815	Publications Upkeep	\$ 59,883	\$ 42,698	\$ 55,000
522410	Book Binding	-	-	\$ -
		\$ 59,883	\$ 42,698	\$ 55,000
Total Expenses:		\$ 173,748	\$ 105,520 *	\$ 169,900

(Deficit, if any, to be paid from Fund Balance. Fund Balance as of 2/28/21 is \$119,041)

* As of February 28, 2021 (8 months)

** This amount reflects a Covid relief payment received from the State of California during fiscal year 2020 – 2021.

***This amount does not reflect any further hoped-for Covid relief payments from either the State of California, as was received during fiscal year 2020 – 2021, or any hoped-for support from the County of Marin from the \$50 million that the County of Marin will be receiving from the recently passed federal Covid relief bill.

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Actual December 2020	Actual January 2021	Actual February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Feb. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget
Starting balance	\$100,670	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 128,839	\$ 128,519	\$ 122,141	\$ 117,287	\$ 119,041	\$ 113,734	\$ 113,763	\$ 113,791		\$ 113,819	
Revenue																
451970 Filings	\$ 12	\$ 382	\$ 16,002	\$ 10,247	\$ 13,345	\$ 9,891	\$ 9,503	\$ 9,573	\$ 15,887	\$ 9,205	\$ 14,583	\$ 14,583	\$ 14,583	\$ 84,830	\$ 137,784	\$ 175,000
441115 Interest	\$ 499	\$ -	\$ -	\$ 428	\$ -	\$ -	\$ 281	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 709	\$ 1,377	\$ 2,000
462650 Photocopies	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 100	\$ 1,100	\$ 3,000
470410 Book Sales	\$ -	\$ -	\$ 726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 726	\$ 1,058	\$ 1,000
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767	\$ 767	\$ 767	\$ 767	\$ -	\$ 3,068	\$ 9,200
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ 8	\$ 8	\$ -	\$ 32	\$ 100
441215 Conference Room	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 300	\$ 968	\$ 2,000
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ -	\$ 668	\$ 2,000
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 1,056	\$ 61,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 62,228	\$ 62,560	\$ 1,000
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 5,000	\$ 15,000
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total:	\$ 511	\$ 382	\$ 18,183	\$ 71,847	\$ 13,345	\$ 9,891	\$ 9,783	\$ 9,573	\$ 15,887	\$ 12,147	\$ 17,525	\$ 17,525	\$ 17,525	\$ 148,892	\$ 213,614	\$ 210,300
Expenses																
Staff																
511110 Librarian	\$ 6,657	\$ 1,610	\$ 4,134	\$ 4,134	\$ 6,200	\$ 3,122	\$ 4,634	\$ 4,134	\$ 4,134	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 32,101	\$ 50,101	\$ 54,000
511220 Extra Hire	\$ 38	\$ 60	\$ 19	\$ 94	\$ 375	\$ 581	\$ 1,068	\$ 583	\$ 1,167	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 3,946	\$ 13,278	\$ 28,000
515110 Social Security	\$ 256	\$ 132	\$ 257	\$ 262	\$ 408	\$ 300	\$ 353	\$ 292	\$ 329	\$ 417	\$ 417	\$ 417	\$ 417	\$ 2,334	\$ 4,002	\$ 5,000
515115 Medicare	\$ 60	\$ 31	\$ 60	\$ 61	\$ 95	\$ 70	\$ 83	\$ 68	\$ 77	\$ 100	\$ 100	\$ 100	\$ 100	\$ 546	\$ 946	\$ 1,200
513215 Health Benefits	\$ 899	\$ 899	\$ 899	\$ 899	\$ 899	\$ 937	\$ 1,309	\$ 1,123	\$ 1,123	\$ 917	\$ 917	\$ 917	\$ 917	\$ 8,088	\$ 11,756	\$ 11,000
514110 Workers Compensation	\$ -	\$ -	\$ 517	\$ -	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 561	\$ 961	\$ 1,200
515120 Unemployment Insur.	\$ -	\$ 3	\$ 1	\$ 4	\$ 15	\$ 29	\$ 133	\$ 160	\$ 137	\$ 133	\$ 133	\$ 133	\$ 133	\$ 482	\$ 1,014	\$ 1,600
Federal FUTA	\$ 121	\$ 0	\$ 0	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Expenses																
521610 Insurance - Subtotal		\$ 722	\$ -	\$ 1,476	\$ 722	\$ -	\$ 1,670	\$ 531	\$ -	\$ 375	\$ 375	\$ 375	\$ 375	\$ 5,120	\$ 6,620	\$ 4,500
USLI	\$ 271	\$ 271	\$ -	\$ -	\$ 271	\$ -	\$ -	\$ 531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Complete Equity Markets Hartford	\$ 421	\$ 451	\$ -	\$ 1,476	\$ 451	\$ -	\$ 1,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522210 Memberships/Prof Develop.	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180	\$ 420	\$ -	\$ 225	\$ 225	\$ 225	\$ 225	\$ 660	\$ -	\$ 2,700
CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCBA	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NOCALL	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522410 Office Expenses	\$ 93	\$ 194	\$ 34	\$ 406	\$ 477	\$ -	\$ 102	\$ 86	\$ 717	\$ 250	\$ 250	\$ 250	\$ 250	\$ 2,016	\$ 3,016	\$ 3,000
522310 Projects (ADP Payroll)	\$ 121	\$ -	\$ -	\$ -	\$ 199	\$ 136	\$ 136	\$ 295	\$ 141	\$ 417	\$ 417	\$ 417	\$ 417	\$ 906	\$ 2,574	\$ 5,000
522930 Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 4,000	\$ 12,000
DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HiTech	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
521310 Sonic Internet/Sonic Email	\$ 154	\$ 154	\$ 155	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154	\$ 154	\$ 154	\$ 154	\$ 6,062	\$ 8,139	\$ 10,000
Comcast Internet	\$ -	\$ -	\$ -	\$ -	\$ 482	\$ 191	\$ 201	\$ 191	\$ 191	\$ -	\$ -	\$ -	\$ -	\$ 464	\$ 1,080	\$ 1,848
AT&T Phone	\$ 97	\$ 97	\$ 102	\$ 107	\$ 106	\$ 103	\$ 105	\$ 109	\$ 115	\$ 100	\$ 100	\$ 100	\$ 100	\$ 843	\$ 1,243	\$ 1,200
SPTJ	\$ 350	\$ 350	\$ 350	\$ 613	\$ 1,138	\$ 175	\$ 175	\$ 350	\$ 350	\$ 579	\$ 579	\$ 579	\$ 579	\$ 3,500	\$ 5,816	\$ 6,952
Tel/Internet Subtotal:														\$ 6,062	\$ 8,139	\$ 10,000
Admin Sub.														\$ 14,765	\$ 21,776	\$ -

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Actual December 2020	Actual January 2021	Actual February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Feb. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
Collection																	
522815 Publications Upkeep														Collection Sub	\$ 42,698	\$ 66,242	\$ 71,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,988	\$ 667	\$ 667	\$ 667	\$ 667	\$ 1,988	\$ 4,656	\$ 8,807	
CEB	\$ 590	\$ -	\$ 6,733	\$ 889	\$ 1,006	\$ 1,006	\$ 550	\$ 453	\$ 335	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 10,972	\$ 15,972	\$ 15,000	
Lexis Nexis	\$ 2,941	\$ 682	\$ 363	\$ 32	\$ 198	\$ 231	\$ 240	\$ 1,350	\$ -	\$ 583	\$ 583	\$ 583	\$ 583	\$ 3,095	\$ 5,427	\$ 7,000	
WestLaw	\$ 4,344	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,215	\$ 2,215	\$ 2,215	\$ 17,373	\$ 26,191	\$ 26,193	
West Publishing	\$ 2,318	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,182	\$ 9,269	\$ 13,996	\$ 14,000	
522410 Book Binding														\$ -	\$ -	\$ -	
Expense Total:	\$ 19,731	\$ 9,105	\$ 16,953	\$ 13,939	\$ 16,371	\$ 10,210	\$ 16,162	\$ 14,427	\$ 14,133	\$ 17,453	\$ 17,497	\$ 17,497	\$ 17,497	\$ 105,519	\$ 170,075	\$ 210,200	
Fund Balance	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 128,839	\$ 128,519	\$ 122,141	\$ 117,287	\$ 119,041	\$ 113,734	\$ 113,763	\$ 113,791	\$ 113,819				

*June 2020 includes Period 13 expenses; however, there are discrepancies between P&L Statement and Munis Period 13 YTD Budget Report for FY 2019-2020. See accompanying notes.