

**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, January 16, 2024, at 5:15 P.M.

Agenda

Call to Order*

1. Swearing-in of New Board Trustee

2. Consent Calendar

2.1 December 2023 Minutes

2.2 January 2024 Warrants

3. Open Time for Public Expression

4. Financial Report

4.1 Filing Fee Schedule – January 2024

4.2 Actuals (Income and Expenses) – January 2024

4.3 Journals and Reconciliation – January 2024

5. Librarian's Report

6. Committee Reports

6.1 Civic Engagement

6.2 Fundraising Committee

7. Old Business

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

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

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

7.4 Discussion: Discussion re Committee Membership Changes

8. New Business

8.1 Discussion and Action: Discussion and Action re Laptop Purchase for Front Desk

8.2 Discussion and Action: Discussion and Action re Volunteers for Aiding Law Library

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

8.4 Discussion: Discussion re Employee Safety in Law Library Building

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

10. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 01/25/2024

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 02/20/2024: 02/13/2024.

* This meeting may be recorded as authorized by the Government Code.

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting.

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

Board of Trustees

PRESIDENT
Denise Bashline
Judicially Appointed

VICE PRESIDENT
Alexander Johnson, Esq.
Judicially Appointed

Jorge Lopez Espindola,
Esq.
Board of Supervisors Appointed

David J. Sutton, Esq.
Judicially Appointed

Abby Frost Lucha, Esq.
Judicially Appointed

Scott McDonald
Temporary Appointment

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, December 19, 2023, at 5:15 P.M.

Present: Denise Bashline, Alexander Johnson, David J. Sutton, Abby Frost Lucha, Scott McDonald, and Stephen Richards, Ex Officio-Secretary

Absent: Jorge Lopez Espindola

President Bashline called the meeting to order at 5:30 p.m.

1. Swearing-in of New Board Trustees

- Both David J. Sutton and Abby Frost Lucha were sworn in as new Board Members.

2. Consent Calendar

- President Bashline made a motion to pass the consent calendar. Vice President Johnson seconded the motion.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

3. Open Time for Public Expression

There was no public expression at this time.

4. Financial Report

4.1 Filing Fee Schedule – December 2023

- See Attached.
- Filing is down from previous years by 4%

4.2. Actuals (Income and Expenses) – December 2023

- See Attached.
- There were extra hiring costs to cover the cost for the temporary employment of former board member to cover the library.

4.3 Journals and Reconciliation – December 2023

- Reconciliation payment to former trustee to cover the library when staffing was low.

5. Librarian's Report

- The copiers and new network were installed.

6. Committee Reports

6.1 Civic Engagement

- See Attached.
- The question came up on what more could be done for public outreach.

6.2 Fundraising Committee

- Nothing at this time.

6.3 Budget Committee

- Nothing at this time.

7. Old Business

7.1 Discussion: Discussion re Proposed Appointees to the Board of Trustees

- Two new board members were approved and sworn in at the meeting.
- There are still a few openings left at this time.
- It was brought up that perhaps the board could investigate teleconferences for future meetings.

7.2 Discussion: Discussion re Employee Payroll Recordkeeping Procedures

- Currently, payroll records are up to date.

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

- It was brought up that the Marin County Bar Association general meeting would be a good time to honor the volunteers for the Lawyers in the Library Program.
- President Bashline made the motion to approve allocating funds of \$500.00 to cover costs of certificates to those who volunteers with the Lawyers in the Library program. The motion was seconded.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

8. New Business

8.1 Discussion and Action: Discussion and Action re Approval of 2024 – 2026
BOARDS AND COMMISSIONS BIENNIAL REPORT

- See Attached
- President Bashline made the motion to approve submission of 2024-2026 Boards and Commissions Biennial Report. Vice President Johnson seconded the motion.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

8.2 Discussion and Action: Discussion and Action re Budget Adjustment for
Network and Copier Expenses

- Last fiscal year, \$40,000 was allocated for the upgrade of the network and \$20,000 was spent before the beginning of the new fiscal year.
- Given the rest of the costs, the rest of the network cost \$22,000.
- In addition, this fiscal year, the board granted the approval of the copier upgrades. The costs for the copier upgrade came out to \$5,000, which \$3,000 was for the installation and \$2,000 for the monthly costs.
- The request then is for \$27,000 to cover these costs.
- President Bashline made the motion to approve the budget adjustment of \$27,000 to cover the network and copier expenses. Vice President Johnson seconded the motion.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

8.3 Discussion and Action: Discussion and Action re Approval of Health Insurance Increase for Law Library Director

- See Attached.
- President Bashline made the motion to approve the increase for the health insurance for the law library director. Vice President Johnson seconded the motion.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

8.4 Discussion and Action: Discussion and Action re Holiday Bonuses for Library Staff

- Currently, bonuses are not attached to reviews and not made an official budget line.
- It was raised that perhaps bonuses should be attached to number of hours worked.
- President Bashline made the motion to approve holiday bonuses for the employees with \$1,000 for the director, \$500.00 for the law librarian, and \$250.00 for the assistants. The motion was seconded.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

8.5 Discussion: Discussion re Format and Changes to Lawyers in the Library Program

- The program was brought as a teleconference during the beginning of COVID and has continues to be this method at once a month.
- The statistics for the fiscal year of this method and timing have shown that there is a set of the county population that still gets missed.
- It was brought up that the program could go hybrid twice a month.

8.6 Discussion and Action: Discussion and Action re Approval of Law Library Director Job Description

- See Attached.
- President Bashline made the motion to approve the Law Library Director Job Description with correction to the term AWOP. The motion was seconded.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

8.7 Discussion and Action: Discussion and Action re Approval of Law Library Director Terms of Employment

- See Attached.
- President Bashline made the motion to approve the Law Library Director Terms of Employment. The motion was seconded.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

8.8 Discussion and Action: Discussion and Action re Approval of Professional Membership to AALL for Director

- President Bashline made the motion to defer this discussion and action for a few months. The motion was seconded.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

8.9 Discussion and Action: Discussion and Action re Approval of Expenses for AALL Conference 2023

- President Bashline made the motion that this discussion and action to be deferred until the next meeting with the correction that the heading should have been the 2024 conference. Vice President Johnson seconded the motion.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

8.10 Discussion and Action: Discussion and Action re Air Filter for Law Library

- Trustee Sutton brought up the point that the county often pays for air filters for county buildings.

- No action was made at this time.

8.11 Discussion: Discussion re Committee Membership Changes

- No action was made at this time.

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

- The suggestion was made about addressing employee safety.

10. Adjournment

- President Bashline moved to end the meeting. Vice President Johnson seconded the motion.

Vote: Motion carried 5-0

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

ABSENT: Trustee Lopez Espindola

- Next Regular Board Meeting: January 16, 2023

Respectfully submitted,

Denis Bashline
President, Board of Trustees

Stephen Richards
Ex-Officio Secretary

MARIN COUNTY LAW LIBRARY
CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET

Prepared as of
 1/12/2024

Munis Fund No: 3400
 Program: 7960
 Subprogram: 7961

	CURRENT - Fiscal Year Performance												NEXT - Fiscal Year Projected and/or Budget Expectation						
	Jul 2023 <u>Act</u>	Aug 2023 <u>Act</u>	Sep 2023 <u>Act</u>	Oct 2023 <u>Act</u>	Nov 2023 <u>Act</u>	Dec 2023 <u>Act</u>	Jan 2024 <u>Act</u>	Feb 2024 <u>Act</u>	Mar 2024 <u>Act</u>	Apr 2024 <u>Act</u>	May 2024 <u>Act</u>	Jun 2024 <u>Act</u>	Full Year 2023-2024 <u>Act/Fcst</u>	Full Year 2023-2024 <u>BUDGET</u>	Full Year 2023-2024 <u>Variance</u>	Key Performance Notes	Full Year 2024 - 2025 <u>Projected</u>	Net Chg. From <u>Prior Yr</u>	Increase/Decrease <u>Key Notes</u>
REVENUE																			
Fillings	13,861	17,628	14,287	15,257	13,490	13,575	13,217	-	-	-	-	-	101,315	145,000	(43,685)		-	(101,315)	
Passports	1,070	210	1,270	490	945	945	700	-	-	-	-	-	5,630	20,000	(14,370)	Started program Feb '23	-	(5,630)	Started charging Feb '23
All Other	69	10,405	1,381	134	1,138	334	167	-	-	-	-	-	13,627	87,568	(73,941)		-	(13,627)	Assumes State Funding of \$62K
TOTAL REVENUE	15,000	28,243	16,938	15,881	15,572	14,854	14,084	-	-	-	-	-	120,573	252,568	(131,995)		-	(120,573)	
EXPENSES																			
Direct Staffing Expense	8,427	8,460	9,825	7,884	10,392	6,471	-	-	-	-	-	-	51,459	130,768	79,309		-	(51,459)	
Insurance	-	1,589	-	-	-	1,145	-	-	-	-	-	-	2,734	5,600	2,866		-	(2,734)	
Membership/Prof Dev	-	-	-	-	-	-	-	-	-	-	-	-	-	5,648	5,648		-	-	
Office Expense	303	400	69	442	416	94	-	-	-	-	-	-	1,724	3,000	1,276		-	(1,724)	
Postage	153	97	52	105	106	152	-	-	-	-	-	-	664	-	(664)		-	(664)	
Projects	-	-	150	328	-	-	-	-	-	-	-	-	478	2,500	2,022		-	(478)	
Professional Svc/ (ADP)	148	155	233	155	294	-	-	-	-	-	-	-	984	-	(984)		1,852	868	
Copy Machines	-	400	-	-	491	416	-	-	-	-	-	-	1,307	2,332	1,025		-	(1,307)	
Telephone/Internet	792	98	784	414	16,540	2,180	-	-	-	-	-	-	20,809	13,000	(7,808)		-	(20,809)	Non-recurring network Upgrade Expense
Publications	9,038	4,606	5,587	4,967	5,172	6,062	-	-	-	-	-	-	35,432	66,000	30,568		-	(35,432)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
TOTAL EXPENSE	18,862	15,804	16,698	14,295	33,411	16,520	-	-	-	-	-	-	115,591	228,848	113,258		1,852	(113,739)	
NET GAIN/(LOSS)	(3,862)	12,439	240	1,586	(17,839)	(1,665)	14,084	-	-	-	-	-	4,982	23,720	18,738		(1,852)	(6,834)	
FUND BALANCE																			
Unrestricted Fund Balance	235,170	231,308	243,747	243,987	245,573	227,734	226,069	240,152	240,152	240,152	240,152	240,152	235,170	-	-		240,152	-	
Income/Loss (from above)	(3,862)	12,439	240	1,586	(17,839)	(1,665)	14,084	-	-	-	-	-	4,982	-	-		(1,852)	-	
Total Unrestricted Fund Bal	231,308	243,747	243,987	245,573	227,734	226,069	240,152	240,152	240,152	240,152	240,152	240,152	240,152	-	-		238,300	-	

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

December 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 06/30/20								
		Jul - Jun '22-'23	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024
		Act	Act	Act	Act	Act	Act	Act	Act	Act
REVENUE:										
451970	Filings	\$ 153,730	\$ 13,861	\$ 17,628	\$ 14,287	\$ 15,257	\$ 13,490	\$ 13,575	\$ 13,217	\$ -
441115	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462650	Photocopies	\$ 1,619	\$ 60	\$ 8	\$ 415	\$ 83	\$ -	\$ 281	\$ 154	\$ -
470410	Book Sales	\$ 118	\$ 9	\$ -	\$ 454	\$ -	\$ 390	\$ 16	\$ -	\$ -
470330	Donations	\$ 35	\$ -	\$ -	\$ 24	\$ 51	\$ -	\$ -	\$ -	\$ -
470110	Fax/Paper Sales	\$ 49	\$ -	\$ -	\$ 18	\$ -	\$ -	\$ 32	\$ -	\$ -
441215	Conference Room	\$ 215	\$ -	\$ -	\$ 470	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ 72,417	\$ -	\$ 10,397	\$ -	\$ -	\$ 748	\$ 5	\$ 13	\$ -
461710	Classes/Workshops/MCLE	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Passport Services	\$ 5,745	\$ 1,070	\$ 210	\$ 1,270	\$ 490	\$ 945	\$ 945	\$ 700	\$ -
480210	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Revenue Total:	\$ 234,011	\$ 15,000	\$ 28,243	\$ 16,938	\$ 15,881	\$ 15,572	\$ 14,854	\$ 14,084	\$ -
EXPENSE:										
Staff										
511110	Librarian	\$ 55,560	\$ 4,461	\$ 4,468	\$ 6,455	\$ 4,656	\$ 4,835	\$ 4,656	\$ -	\$ -
511220	Extra Hire	\$ 35,159	\$ 2,920	\$ 3,354	\$ 2,591	\$ 2,625	\$ 3,341	\$ 1,284	\$ -	\$ -
515110	Social Security	\$ 5,627	\$ 423	\$ 485	\$ 623	\$ 489	\$ 507	\$ 430	\$ -	\$ -
515115	Medicare	\$ 1,317	\$ 99	\$ 113	\$ 146	\$ 114	\$ 119	\$ 101	\$ -	\$ -
513215	Health Benefits	\$ 11,102	\$ -	\$ -	\$ -	\$ -	\$ 1,570	\$ -	\$ -	\$ -
514110	Workers Compensation	\$ 530	\$ 493	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
515120	Unemployment Insur.	\$ 584	\$ 31	\$ 40	\$ 10	\$ -	\$ 21	\$ -	\$ -	\$ -
	Staff Subtotal:	\$ 109,879	\$ 8,427	\$ 8,460	\$ 9,825	\$ 7,884	\$ 10,392	\$ 6,471	\$ -	\$ -
ADMINISTRATIVE EXPENSE										
Insurance										
	USLI	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Complete Equity Markets	\$ 1,589	\$ -	\$ 1,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Hartford	\$ 1,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,145	\$ -	\$ -
521610	Insurance Subtotal:	\$ 4,827	\$ -	\$ 1,589	\$ -	\$ -	\$ -	\$ 1,145	\$ -	\$ -
522210	Memberships/Prof Develop.									
	Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CCCLL	\$ 840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MCBA	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NOCALL	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MCEAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MBRP/Prof Dev Subtotal:	\$ 1,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522410	Office Expenses	\$ 1,620	\$ 303	\$ 400	\$ 69	\$ 442	\$ 416	\$ 94	\$ -	\$ -
522440	Postage	\$ 968	\$ 153	\$ 97	\$ 52	\$ 105	\$ 106	\$ 152	\$ -	\$ -
522310	Projects	\$ 1,779	\$ -	\$ -	\$ 150	\$ 328	\$ -	\$ -	\$ -	\$ -
522510	Professional Services (ADP Payroll)	\$ 1,846	\$ 148	\$ 155	\$ 233	\$ 155	\$ 294	\$ -	\$ -	\$ -
522930	Copy Machines									
	DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	HiTech	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ 491	\$ 416	\$ -	\$ -
	Marin Copier	\$ 213	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Copy Machines Subtotal:	\$ 405	\$ -	\$ 400	\$ -	\$ -	\$ 491	\$ 416	\$ -	\$ -
Tel/Internet										
521310	Sonic Email	\$ 335	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ -	\$ -
	Comcast Internet	\$ 2,732	\$ 466	\$ 60	\$ 87	\$ 87	\$ 462	\$ 573	\$ -	\$ -
	AT&T Phone	\$ 1,627	\$ 133	\$ 19	\$ 154	\$ 134	\$ 136	\$ 281	\$ -	\$ -
	SPTJ	\$ 33,869	\$ 175	\$ -	\$ 525	\$ 175	\$ 15,925	\$ 1,309	\$ -	\$ -
	Tel/Internet Subtotal:	\$ 38,563	\$ 792	\$ 98	\$ 784	\$ 414	\$ 16,540	\$ 2,180	\$ -	\$ -
522815	Publications Upkeep									
	Other (CEB OnLaw, etc.)	\$ 342	\$ 1,598	\$ 851	\$ 907	\$ 871	\$ 871	\$ 880	\$ -	\$ -
	CEB	\$ 15,987	\$ 3,349	\$ -	\$ 1,240	\$ 620	\$ 423	\$ 325	\$ -	\$ -
	Lexis Nexis	\$ 6,004	\$ 730	\$ 351	\$ 36	\$ 72	\$ 475	\$ 1,452	\$ -	\$ -
	WestLaw	\$ 19,824	\$ 2,130	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ -	\$ -
	West Publishing	\$ 14,584	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ -	\$ -
	Publications Subtotal:	\$ 56,741	\$ 9,038	\$ 4,606	\$ 5,587	\$ 4,967	\$ 5,172	\$ 6,062	\$ -	\$ -
522410	Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Expense Total:	\$ 217,717	\$ 18,862	\$ 15,804	\$ 16,698	\$ 14,295	\$ 33,411	\$ 16,520	\$ -	\$ -
	Net Gain/(Loss)	\$ 16,294	\$ (3,862)	\$ 12,439	\$ 240	\$ 1,586	\$ (17,839)	\$ (1,665)	\$ 14,084	\$ -
Unrestricted Fund Balance		\$ 218,877	\$ 235,170	\$ 231,308	\$ 243,747	\$ 243,987	\$ 245,573	\$ 227,734	\$ 226,069	\$ 240,152

FY 2023-2024 Profit & Loss Statement

December 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 06/30/20							
	Jul - Jun '22-'23	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024
Income/Loss (from above)	\$ 16,294	\$ (3,862)	\$ 12,439	\$ 240	\$ 1,586	\$ (17,839)	\$ (1,665)	\$ 14,084	\$ -
Total Unrestricted Fund Bal	\$ 235,170	\$ 231,308	\$ 243,747	\$ 243,987	\$ 245,573	\$ 227,734	\$ 226,069	\$ 240,152	\$ 240,152

Footnotes

FY 2023-2024 Profit & Loss St:

December 2023 Board Meeting

		24					FY 2023-2024	
		Mar 2024	Apr 2024	May 2024	Jun 2024	TOTAL FY	Approved Projected Budget	(Over)/Under Plan
		Act	Act	Act	Act	Act/Fcst	Plan	Var
REVENUE:								
451970	Filings	\$ -	\$ -	\$ -	\$ -	\$ 101,315	\$ 145,000	\$ 43,685
441115	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ 450
462650	Photocopies	\$ -	\$ -	\$ -	\$ -	\$ 1,001	\$ 1,100	\$ 100
470410	Book Sales	\$ -	\$ -	\$ -	\$ -	\$ 869	\$ 700	\$ (169)
470330	Donations	\$ -	\$ -	\$ -	\$ -	\$ 75	\$ 3,000	\$ 2,925
470110	Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 30	\$ (20)
441215	Conference Room	\$ -	\$ -	\$ -	\$ -	\$ 470	\$ 100	\$ (370)
462610	Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ -	\$ 11,163	\$ 62,188	\$ 51,025
461710	Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610	Passport Services	\$ -	\$ -	\$ -	\$ -	\$ 5,630	\$ 20,000	\$ 14,370
480210	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total:		\$ -	\$ -	\$ -	\$ -	\$ 120,573	\$ 232,568	\$ 111,995
EXPENSE:								
Staff								
511110	Librarian	\$ -	\$ -	\$ -	\$ -	\$ 29,532	\$ 63,000	\$ 33,468
511220	Extra Hire	\$ -	\$ -	\$ -	\$ -	\$ 16,115	\$ 49,000	\$ 32,885
515110	Social Security	\$ -	\$ -	\$ -	\$ -	\$ 2,957	\$ 6,944	\$ 3,987
515115	Medicare	\$ -	\$ -	\$ -	\$ -	\$ 692	\$ 1,624	\$ 932
513215	Health Benefits	\$ -	\$ -	\$ -	\$ -	\$ 1,570	\$ 7,000	\$ 5,430
514110	Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ 493	\$ 1,700	\$ 1,207
515120	Unemployment Insur.	\$ -	\$ -	\$ -	\$ -	\$ 101	\$ 1,500	\$ 1,399
Staff Subtotal:		\$ -	\$ -	\$ -	\$ -	\$ 51,459	\$ 130,768	\$ 79,309
ADMINISTRATIVE EXPENSE								
Insurance								
	USLI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,572	\$ 2,572
	Complete Equity Markets	\$ -	\$ -	\$ -	\$ -	\$ 1,589	\$ 1,722	\$ 133
	Hartford	\$ -	\$ -	\$ -	\$ -	\$ 1,145	\$ 1,706	\$ 561
521610	Insurance Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ 2,734	\$ 5,600	\$ 2,866
522210	Memberships/Prof Develop.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500
	CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850	\$ 850
	MCBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ 105
	MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NOCALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155	\$ 155
	MCEAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ 38
MBRP/Prof Dev Subtotal:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,648	\$ 5,648
522410	Office Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,724	\$ 3,000	\$ 1,276
522440	Postage	\$ -	\$ -	\$ -	\$ -	\$ 664	\$ -	\$ (664)
522310	Projects	\$ -	\$ -	\$ -	\$ -	\$ 478	\$ 2,500	\$ 2,022
522510	Professional Services (ADP Payrr)	\$ -	\$ -	\$ -	\$ -	\$ 984	\$ -	\$ (984)
522930	Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 777	\$ 777
	HiTech	\$ -	\$ -	\$ -	\$ -	\$ 907	\$ 777	\$ (129)
	Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 777	\$ 377
Copy Machines Subtotal:		\$ -	\$ -	\$ -	\$ -	\$ 1,307	\$ 2,332	\$ 1,025
							\$ -	\$ -
Tel/Internet								
521310	Sonic Email	\$ -	\$ -	\$ -	\$ -	\$ 108	\$ 325	\$ 217
	Comcast Internet	\$ -	\$ -	\$ -	\$ -	\$ 1,734	\$ 2,500	\$ 765
	AT&T Phone	\$ -	\$ -	\$ -	\$ -	\$ 858	\$ 1,464	\$ 607
	SPTJ	\$ -	\$ -	\$ -	\$ -	\$ 18,109	\$ (1) 8,712	\$ (9,397)
Tel/Internet Subtotal:		\$ -	\$ -	\$ -	\$ -	\$ 20,809	\$ 13,000	\$ (7,808)
522815	Publications Upkeep	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other (CEB OnLaw, etc.)	\$ -	\$ -	\$ -	\$ -	\$ 5,976	\$ 9,503	\$ 3,527
	CEB	\$ -	\$ -	\$ -	\$ -	\$ 5,956	\$ 10,451	\$ 4,495
	Lexis Nexis	\$ -	\$ -	\$ -	\$ -	\$ 3,115	\$ 6,562	\$ 3,447
	WestLaw	\$ -	\$ -	\$ -	\$ -	\$ 12,991	\$ 25,362	\$ 12,371
	West Publishing	\$ -	\$ -	\$ -	\$ -	\$ 7,394	\$ 14,122	\$ 6,728
Publications Subtotal:		\$ -	\$ -	\$ -	\$ -	\$ 35,432	\$ 66,000	\$ 30,568
522410	Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total:		\$ -	\$ -	\$ -	\$ -	\$ 115,591	\$ 228,848	\$ 113,258
Net Gain/(Loss)		\$ -	\$ -	\$ -	\$ -	\$ 4,982		
Unrestricted Fund Balance		\$ 240,152	\$ 240,152	\$ 240,152	\$ 240,152			

FY 2023-2024 Profit & Loss St:

December 2023 Board Meeting

	24				
	Mar 2024	Apr 2024	May 2024	Jun 2024	TOTAL FY
Income/Loss (from above)	\$ -	\$ -	\$ -	\$ -	
Total Unrestricted Fund Bal	\$ 240,152	\$ 240,152	\$ 240,152	\$ 240,152	

FY 2023-2024 Approved Projected Budget	(Over)/Under Plan
---	-------------------

Footnotes

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022	2022/2023	2023/2024
MONTH													
JULY	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26	9,382.59	14,900.57	13,861.08
AUGUST	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89	22,888.81	12,847.78	17,627.93
SEPT.	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04	13,414.73	13,630.59	14,287.00
OCTOBER	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67	18,388.13	12,059.80	15,257.27
NOVEMBER	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70	15,930.29	14,023.74	13,489.86
DECEMBER	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63	14,865.21	14,003.50	13,575.19
JANUARY	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31	14,193.66	11,628.35	13,217.12
FEBRUARY	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80	10,942.59	11,673.64	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
ANNUAL TOTALS	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	101,315.45

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 January 2024 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, USPS, Bell's Books, Quill)	\$ 253.55	\$ 253.55
2	Thomson Reuters	\$ 1,232.33	\$ 1,232.33
3	Matthew Bender Dec. 2023 Inv. 39978680	\$ 990.31	\$ 990.31
4	Matthew Bender Dec. 2023 Inv. 39854620	\$ 36.05	\$ 36.05
5	Matthew Bender Dec. 2023 Inv. 39746070	\$ 425.32	\$ 425.32
6	The Hartford	\$ 1,145.00	\$ 1,145.00
7	AT&T CALNET	\$ 280.97	\$ 280.97
8	RELX, Inc. (LexisNexis) Inv. 3094885862	\$ 501.00	\$ 501.00
9	CEB Print Inv. 11135484	\$ 364.39	\$ 364.39
10	CEB Onlaw	\$369.50	\$ 369.50
11	SPTJ Consulting, Inc, Nov. 2023 11832	\$346.44	\$ 346.44
12	SPTJ Consulting, Inc, Dec. 2023 11849	\$962.50	\$ 962.50
13	ADP Payroll	\$ 155.00	\$ 155.00
14	Thomson Reuters (Westlaw Patron)	\$2,172.19	\$ 2,172.19
15	Comcast Business	\$ 572.54	\$ 572.54
16	Matthew Bender Nov 2023 Inv. 3939512X	\$ 474.50	\$ 474.50
17	Sacramento County Law Library	\$ 5.00	\$ 5.00
18	Kyocera	\$ 415.87	\$ 415.87
	Totals:	\$ 10,702.46	\$ 10,702.46

Salary Expenses: \$7,469.85 □

Total Expenses: \$18,172.31

Total Revenue Available:	\$ 227,000.00
Total Expenditures (proposed):	\$ 18,172.31
Remaining Cash Balance:	\$ 208,827.69

Marin County Law Library Civic Engagement Report January 2024

First Thursdays at the Marin County Law Library Program

First Thursdays welcomes **MARIN CASA – Court Appointed Special Advocates** on January 4 was postponed until a later date.

Future Topics under development:

National Center for State Courts

Civics Education Essay Contest

NCSC's Civics Education Essay Contest gives 3rd-12th grade students the opportunity to understand and explain the importance and the role of the United States government. In 2023, the contest questions were based on the 2023 [American Bar Association's Law Day theme](#), "Cornerstones of Democracy: Civics, Civility, and Collaboration."

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

1/11/2024

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ATTEND

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TOOLKIT](#)[JOIN AALL](#)**LEAD · INNOVATE · TRANSFORM****AALL 2024**

July 20-23 / Chicago, IL

REGISTRATION

We can't wait to be back in the Windy City next year! AALL 2024 will be held July 20-23 in Chicago. **To take advantage of member pricing, [join AALL today](#).** Retired individuals and students may apply to register for the full conference at discounted rates. Eligibility is based on AALL membership type. Proof of eligibility will be requested for the nonmember retired or student rates.

Registration will open in early 2024.

Early bird: Register and pay by May 3, 2024 | **Standard:** Register and pay after May 3, 2024 (by July 20)

FULL CONFERENCE REGISTRATION





AALL INDIVIDUAL MEMBER

Early Bird: \$795

Standard: \$895

NONMEMBER INDIVIDUAL

Early Bird: \$1,095

Standard: \$1,195

AALL MEMBER RETIRED/STUDENT

Early Bird: \$175

Standard: \$225

NONMEMBER RETIRED/STUDENT

Early Bird: \$275

Standard: \$325

SINGLE-DAY CONFERENCE REGISTRATION

AALL MEMBER

Early Bird: \$395

Standard: \$495

NONMEMBER

Early Bird: \$595

Standard: \$695

ADDITIONAL REGISTRATION ITEMS

LIBRARY TOURS

Library tours are for AALL members only. You must be registered for the full conference or for the day of the event (single-day registration). Advance registration is required on a first come, first-serve basis. Due to the limited availability of only participants per tour, please sign up for only one tour. Transportation will not be provided for any tour. Tours are subject to cancellation if there is insufficient registration.

SATURDAY, JULY 20, 2024

[Poetry Library](#)

Starts at 12:00 p.m.

[Pritzker Legal Research Center, Northwestern Pritzker School of Law](#)

Starts at 2:00 p.m.

SUNDAY, JULY 21, 2024

[University of Illinois at Chicago](#)

Starts at 12:00 p.m.

MONDAY, JULY 22, 2024

[Chicago-Kent College of Law](#) (Limited to 12 people)

Starts at 10:00 a.m.

[The 606](#)

Starts at 5:30 p.m.

TUESDAY, JULY 23, 2024

[University of Chicago Law](#)

Starts at 10:00 a.m.

[Chapman & Cutler](#) (Limited to 10 people)

Starts at 1:00 p.m.

American Association of Law Libraries

230 West Monroe Street, Suite 2650 / Chicago, IL 60606

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Lawyers in the Library Program

Master List of volunteer attorneys since program inception:

Sandra Acevedo

Sara Allman

Jennifer Ani

Bernadette Bantly

Marie Barnes

Timothy Barteau

Reuben Becker

Elliot Bien

Pieter Bogaards

Matthew Briggs

Greg Brockbank

Sandra Bushmaker

Helen Castillo

Jeremy Castro

David Chapman

Kris Cirby

Damon Connolly

Codi Dada

Kelley Savage Day

Birgit de Frondeville

Vincent DeMartini

Erin Dominguez

Donald Drummond

Theo Emison

Neusha Ghaedi

Wendy Gibson

Julia Goldman

Carlos Gonzalez

Jeanne Grove

Eric Grover

Victoria Haubenstein

Chelsea Heaney

Jose Herrera

Melissa Hoffman

John Holman

Kara Holtz

Randy Hornibrook

Michelene Insalaco

Laurie Joyce

Steven Kesten

Melissa Keyes

Paul Killion

Brian Kram

Bonnie Landles-Dowling

Cecilia Lannon

David Levin

Stephen Lightfoot

Patricia Mayer

Nancy McCarthy

Bryan McCormack

Laura McMahon

Eric Meckley

Patricia Medina

Leila Mongan

Eric Multhaup

Saishruti Mutneja

J. Timothy Nardell

James Nielsen

David Ostiller

Peter Pelavin

Ted Pelletier

Peter Pierce

Mark Rice

Leonard Rifkind

Kate Rockas

Scott Rogers

Catherine Rucker

Mike Rueckheim

Mike Samuels

Barrett Schaefer

Nestor Schnasse

Nathan Seidman

Lynde Selden

Sylvia Shapiro

Jessica Shavers

Madeleine Simborg

Scott Slomiak

Jocelyn Sperling

Holly St. John

Larry Strick

Sara Taylor

Godfrey Tencer

Joan Mann Thomas

Jeannette Vaccaro

Alex Vahdat

Emily Vance

Samuel Ware

Steven Wasserman

Tina Wei

Samuel Welles

Christian Wijnberg

Andrew Wolfe

Thomas Wrobel

Wendy Wyse

Edward Yates

Patricia Young

As of 12/31/2023



Your Shopping Cart

Savings	\$960.93
Subtotal (1)	\$1,636.18
Estimated Shipping	\$0.00
Estimated Tax	\$134.50
Environmental Fee	\$5.00
Total	\$1,775.68

Details

MCLL - Dell Latitude 5540
 Quote number # 3000170958047
 Created January 10, 2024
 Expires February 9, 2024
 Created by
 cliew@sptj.com

Customer details

Marin County Law Library
 20 N San Pedro Rd, Ste 2007, San
 Rafael, CA, 94903-4158, US

Billing

Partner Contact
 Chien Liew
 Phone number: (415) 309-3613
 Additional::
 cliew@sptj.com

Billing information
 CHIEN LIEW SPTJ CONSULTING
 733 FRONT ST, SAN FRANCISCO,
 CA, 94111-1995
 Customer number: 20282371
 Phone number: (415) 309-3613
 Additional::
 CLIEW@SPTJ.COM

Tax exemption
 I am not tax exempt

Shipping

Shipping information
 Stephen Richards ,
 Marin County Law Library
 20 North San Pedro Road, Suite
 2007, San Rafael, CA, 94903
 Phone number: (415) 472-3733
 Additional::
 lawlibmc@sonic.net

Delivery method
 FREE Standard Delivery

Trade compliance
 No, I will not be exporting

Payment method

Items

Quantity Unit Price Item total

	Latitude 5540 Discounted unit price: \$1,636.18	1	\$2,597.11	\$2,597.11
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Estimated Delivery

FREE Standard Delivery to 94903 by Monday,
January 15, 2024

Catalog Number: 8 / s115l5540usrvp

Category	Description	Code	SKU	ID
Base	Dell Latitude 5540 BTX Base	GJKB31H	[210-BGBJ]	1
Processor	13th Gen Intel® Core™ i7-1355U (12 M B cache, 10 cores, 12 threads, up to 5.0 GHz Turbo)	GX5W8V6	[379-BFBS]	146
Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	[619-ARSB]	11
Office Productivity Software	No Microsoft Office License Included - 30 day Trial Offer Only	GC7OFJV	[658-BCSB]	1002
Intel Responsiveness Technologies	Intel® Rapid Storage Technology Driver	GYXD2VA	[409-BCWS]	707
Systems Management	Intel vPro Management Disabled	GYUD7M3	[631-ADPS]	49
Memory	16 GB, 2 x 8 GB, DDR4, 3200 MT/s, Non-ECC, dual-channel	G4TUP9C	[370-AFVQ]	3
Storage	512 GB, M.2 2230, PCIe NVMe, SSD, Class 35	GXVZO8K	[400-BOVY]	8
Additional Storage	No Additional Hard Drive	GNTOSJ7	[401-AADF]	637
Display	15.6" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD IR Cam, WLAN/WAN(4G)	GAI9G1J	[391-BHEM]	760
Keyboard	English US backlit keyboard with numeric keypad, 99-key	GA6KDNO	[583-BHBG]	4

Category	Description	Code	SKU	ID
Mouse	No Mouse	G8043UZ	[570-AADK]	12
Wireless Driver	Intel® AX211, 2x2, 802.11ax, MU-MIMO Driver, Bluetooth	GJMHPT7	[555-BJDC]	7
Wireless	Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card	GL03PXW	[555-BHHU]	19
Mobile Broadband	No Mobile Broadband Card	GR957IY	[556-BBCD]	114
Primary Battery	3 Cell, 54 Wh, ExpressCharge™, ExpressCharge™ Boost capable	GFB63PN	[451-BDBL]	112
AC Adapter	65W AC adapter, USB Type-C, TCO Gen 9 compliant	GI417VR	[492-BDHS]	1015
PalmRest	Single Pointing, Smart Card Reader, Finger Print Reader (w/ControlVault 3)	GLA0G37	[346-BINO]	55
Security Software and PC Protection	No anti-virus software	GD4K19S	[650-AAAM]	1014
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	[620-AALW]	200013
Power Cord	E4 Power Cord 1M for US	GC90V4B	[537-BBDO]	20
Setup and Features Guides	Latitude 5540 Quick Start Guide	G4DLOCA	[340-DDHL]	60
Resource Media	No Resource USB Media	G5KFAU6	[430-XXYG]	50
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	[340-AGIK]	21
ENERGY STAR	ENERGY STAR Qualified	GFSJ2Q8	[387-BBPC]	122
FGA Module	5540_1Hfy23_021/US/BTS	FG0030	[998-GDKK]	572

Category	Description	Code	SKU	ID
Non-Microsoft Application Software	Dell Additional Software	GX3QS7G	[658-BFQB]	1003
Packaging	Packaging BTS 65W Adapter (WHN)	GGITE9Z	[340-DJVJ]	465
Processor Label	Intel® Core™ i7 non-vPro Processor Label	GS7J6TG	[389-DXDV]	749
Transportation from ODM to region	BTS/BTP Shipment	GR1YQZE	[800-BBGW]	200080
EAN POD Label	POD Label	GAX83SM	[389-EDJB]	292
Base Options	Intel 13th Generation i7-1355U Trans., Intel Integrated Graphics, TBT4	GGLQN57	[338-CHGG] [338-CHGM]	149
Chassis Options	Latitude 5540 Bottom Door, Intel 13th Gen U-Series CPU, Intel Integrated Graphics	GJ4GOVD	[321-BJTL]	116
Windows AutoPilot	No AutoPilot	GYEO2AP	[340-CKSZ]	291
Camera	FHD/IR Camera, Temporal Noise Reduction, Camera Shutter, Mic	GFPAL0Z	[319-BBIE]	379
Additional Opticals	No Removable CD/DVD Drive	GDCPVR0	[429-AATO]	105
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	[379-BDZB]	200331
Service	Mail In Service, 12 Month(s)	GCLIK9P	[709-BBRC]	29
Extended Service	ProSupport Next Business Day Onsite Service after remote diagnosis with HW-SW Support, 36 Month(s)	GCBH3WQ	[199-BIQI] [199-BIQJ]	30

Premier discount

-\$960.93

Item total: \$1,636.18

Savings: \$960.93

Subtotal (1): \$1,636.18

Savings \$960.93

Subtotal (1) \$1,636.18

Estimated Shipping \$0.00

Estimated Tax \$134.50

Environmental Fee \$5.00

Total \$1,775.68

Support Support

Order Status

Drivers & Downloads

Product Support

Support by Topic

Warranty Information

Order Support

Your Products Your Products

Quotes

Sales Quotes

Systems

Peripherals

Account Account

Your Profile

Dell Contacts

Address Book

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Accessibility

Anti-Slavery & Human Trafficking

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Smart Selection. Limited quantities. Only available for orders placed by 5:59 p.m. CT Mon.–Thurs. Systems shipped the next business day after an order is placed. Subject to order approval. Software and accessories not part of the configuration will be shipped separately and may arrive after your system. Please note that Smart Selection Configuration pricing cannot be combined with other pricing offers or discounts provided or agreed to by Dell. Orders with Custom Factory Integration might require additional processing time.

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***Based on Dell analysis of storage software deployable on AWS, Azure, and Google Cloud, May 2023. 90-day evaluation: Applies to Dell licenses only for APEX Block Storage for AWS and APEX Navigator for Multicloud Storage. Subject to availability. Terms and conditions apply: For Dell APEX Navigator for Multicloud Storage view the [Dell Cloud Service Offering Agreement](#) or [Dell APEX Navigator for Multicloud Service Offering Description](#). For Dell APEX Block Storage for AWS, view [Dell's Software Evaluation Agreement](#).**

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Your Shopping Cart

Savings	\$1,032.22
Subtotal (1)	\$1,757.56
Estimated Shipping	\$0.00
Estimated Tax	\$134.50
Environmental Fee	\$5.00
Total	\$1,897.06

✓ You've successfully saved a new eQuote - #3000170958121



Details

MCLL - Dell Latitude 5540 5 Yrs P
S
Quote number # 3000170958121
Created January 10, 2024
Expires February 9, 2024
Created by
cliew@sptj.com

Customer details

Marin County Law Library
20 N San Pedro Rd, Ste 2007, San
Rafael, CA , 94903-4158, US

Billing

Partner Contact
Chien Liew
Phone number: (415) 309-3613
Additional::
cliew@sptj.com

Billing information
CHIEN LIEW SPTJ CONSULTING
733 FRONT ST, SAN FRANCISCO,
CA, 94111-1995
Customer number: 20282371
Phone number: (415) 309-3613
Additional::
CLIEW@SPTJ.COM

Tax exemption
I am not tax exempt

Shipping

Shipping information
Stephen Richards ,
Marin County Law Library
20 North San Pedro Road, Suite
2007, San Rafael, CA, 94903
Phone number: (415) 472-3733
Additional::
lawlibmc@sonic.net

Delivery method
FREE Standard Delivery

Trade compliance
No, I will not be exporting

Payment method

Items

Quantity

Unit Price

Item total

1

\$2,789.78

\$2,789.78

Latitude 5540

Discounted unit price: \$1,757.56

Estimated Delivery

FREE Standard Delivery to 94903 by Monday,
January 15, 2024

Catalog Number: 8 / s115l5540usrvp

Category	Description	Code	SKU	ID
Base	Dell Latitude 5540 BTX Base	GJKB31H	[210-BGBJ]	1
Processor	13th Gen Intel® Core™ i7-1355U (12 M B cache, 10 cores, 12 threads, up to 5.0 GHz Turbo)	GX5W8V6	[379-BFBS]	146
Operating System	Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	G01OVWE	[619-ARSB]	11
Office Productivity Software	No Microsoft Office License Included - 30 day Trial Offer Only	GC70FJV	[658-BCSB]	1002
Intel Responsiveness Technologies	Intel® Rapid Storage Technology Driver	GYXD2VA	[409-BCWS]	707
Systems Management	Intel vPro Management Disabled	GYUD7M3	[631-ADPS]	49
Memory	16 GB, 2 x 8 GB, DDR4, 3200 MT/s, Non-ECC, dual-channel	G4TUP9C	[370-AFVQ]	3
Storage	512 GB, M.2 2230, PCIe NVMe, SSD, Class 35	GXVZO8K	[400-BOVY]	8
Additional Storage	No Additional Hard Drive	GNTOSJ7	[401-AADF]	637
Display	15.6" FHD (1920x1080) Non-Touch, A G, IPS, 250 nits, FHD IR Cam, WLAN/WAN(4G)	GAI9G1J	[391-BHEM]	760

Category	Description	Code	SKU	ID
Keyboard	English US backlit keyboard with numeric keypad, 99-key	GA6KDNO	[583-BHBG]	4
Mouse	No Mouse	G8043UZ	[570-AADK]	12
Wireless Driver	Intel® AX211, 2x2, 802.11ax, MU-MIMO Driver, Bluetooth	GJMHPT7	[555-BJDC]	7
Wireless	Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card	GL03PXW	[555-BHHU]	19
Mobile Broadband	No Mobile Broadband Card	GR957IY	[556-BBCD]	114
Primary Battery	3 Cell, 54 Wh, ExpressCharge™, ExpressCharge™ Boost capable	GFB63PN	[451-BDBL]	112
AC Adapter	65W AC adapter, USB Type-C, TCO Gen 9 compliant	GI417VR	[492-BDHS]	1015
PalmRest	Single Pointing, Smart Card Reader, Fingerprint Reader (w/ControlVault 3)	GLA0G37	[346-BINO]	55
Security Software and PC Protection	No anti-virus software	GD4K19S	[650-AAAM]	1014
Operating System Recovery Options	OS-Windows Media Not Included	GLA9OQ1	[620-AALW]	200013
Power Cord	E4 Power Cord 1M for US	GC90V4B	[537-BBDO]	20
Setup and Features Guides	Latitude 5540 Quick Start Guide	G4DLOCA	[340-DDHL]	60
Resource Media	No Resource USB Media	G5KFAU6	[430-XXYG]	50
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	[340-AGIK]	21

Category	Description	Code	SKU	ID
ENERGY STAR	ENERGY STAR Qualified	GFSJ2Q8	[387-BBPC]	122
FGA Module	5540_1HFY23_021/US/BTS	FG0030	[998-GDKK]	572
Non-Microsoft Application Software	Dell Additional Software	GX3QS7G	[658-BFQB]	1003
Packaging	Packaging BTS 65W Adapter (WHN)	GGITE9Z	[340-DJVJ]	465
Processor Label	Intel® Core™ i7 non-vPro Processor Label	GS7J6TG	[389-DXDV]	749
Transportation from ODM to region	BTS/BTP Shipment	GR1YQZE	[800-BBGW]	200080
EAN POD Label	POD Label	GAX83SM	[389-EDJB]	292
Base Options	Intel 13th Generation i7-1355U Trans., Intel Integrated Graphics, TBT4	GGLQN57	[338-CHGG] [338-CHGM]	149
Chassis Options	Latitude 5540 Bottom Door, Intel 13th Gen U-Series CPU, Intel Integrated Graphics	GJ4GOVD	[321-BJTL]	116
Windows AutoPilot	No AutoPilot	GYEO2AP	[340-CKSZ]	291
Camera	FHD/IR Camera, Temporal Noise Reduction, Camera Shutter, Mic	GFPAL0Z	[319-BBIE]	379
Additional Opticals	No Removable CD/DVD Drive	GDCPVR0	[429-AATO]	105
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	[379-BDZB]	200331
Service	Mail In Service, 12 Month(s)	GCLIK9P	[709-BBRC]	29

Category	Description	Code	SKU	ID
Extended Service	ProSupport Next Business Day Onsite Service after remote diagnosis with H W-SW Support, 60 Month(s)	GCBH3WQ	[199-BIQI] [199-BIQJ]	30

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