

**Notice of Special Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903**

Tuesday, March 26, 2026, at 5:15 P.M.

Agenda

Call to Order*

1. Consent Calendar

1.1 February 2026 Warrants

1.2 February 2026 Minutes

2. Open Time for Public Expression

3. Financial Report

3.1 Filing Fee Schedule – March 2026

3.2 Actuals (Income and Expenses) – February 2026

3.3 Journals and Reconciliation – February 2026

4. Librarian's Report

5. Committee Reports

5.1 Civic Engagement

5.2 Fundraising

5.3 Human Resources

5.4 Document Retention Procedures and Policies Committee

5.5 Budget Committee

6. Old Business

6.1 Discussion and Action: Discussion and Action re Changing Law Library Tax Status

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

6.3 Discussion and Action: Discussion and Action re Law Library Staffing

7. New Business

7.1 Discussion and Action: Discussion and Action re Establishment of Revolving Fund

8. Board Members' Suggestions for Next Regular Meeting Agenda

9. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 04/09/2026

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 04/14/2026: 04/07/2026

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

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

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

Marin County Law Library March 2026 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, USPS, Otter.AI, Adobe, Quill,Comcast Business)	\$ 1,239.89	\$ 1,239.89
2	Thomson Reuters - February 2026	\$ 1,307.27	\$ 1,307.27
3	RELX, Inc - February 2026	\$ 1,720.00	\$ 1,720.00
4	CEB OnLaw - February 2026	\$ 399.58	\$ 399.58
5	Kyocera - February 2026	\$ 430.88	\$ 430.88
6	Kaiser Permanente - February 2026	\$ 632.72	\$ 632.72
7	Comcast - February 2026	\$ 469.61	\$ 469.61
8	ADP Payroll - February 2026	\$ 162.01	\$ 162.01
9	SPTJ - January 2026	\$175.00	\$ 175.00
10	AT&T CALNET - February 2026	\$163.38	\$ 163.38
11		\$0.00	\$ -
12		\$0.00	\$ -
13		\$0.00	\$ -
14	0	\$0.00	\$ -
15			
	Totals:	\$ 6,700.34	\$ 6,700.34

Salary Expenses: \$8491.25

Total Expenses: \$15,191.59

Total Revenue Available:	\$ 219,230.00
Total Expenditures (proposed):	\$ 15,191.59
Remaining Cash Balance:	\$ 204,038.41

Board of Trustees

PRESIDENT
Denise Bashline
Judicially Appointed

VICE PRESIDENT
Alexander Johnson, Esq.
Judicially Appointed

David J. Sutton, Esq.
Judicially Appointed

Abby Frost Lucha, Esq.
Judicially Appointed

Scott McDonald
Board of Supervisors 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 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, February 17, 2026, at 5:15 P.M.

Present: Scott McDonald, Denise Bashline, Alex Johnson, Abby Lucha, and Stephen Richards

Absent: David Sutton

Also Present:

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

1. Swearing In of Board Member

- Alex Johnson was sworn in as board member.

2. Consent Calendar

2.1 January Special Meeting 2026 Minutes

- See attached

- Trustee Lucha made the motion to approve January Special Meeting 2026 minutes. Vice President McDonald seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Trustee Sutton

2.2 February 2026 Warrants

- See Attached
- Trustee Lucha made the motion to approve February 2026 warrants. Vice President McDonald seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Trustee Sutton

3 Public Expression

- No public expression at this time.

4 Financial Report

4.1 Filing Fee Schedule – February 2026

- See Attached
- February 2026 filing fee was higher due to backlog.

4.2 Actuals (Income and Expenses) – December 2025

- See Attached
- Staff expenses were normal.
- January 2026 expenses were on track for the year.

4.3 Journals and Reconciliation – December 2025

- Bills are being caught up at this time

5 Librarian's Report

- Status update for the library was given by the librarian.

6 Committee Reports

6.1 Civic Engagement

- Discussion occurred about the status of Lawyers in the Library.

6.2 Fundraising

- Discussion occurred about a possible donation request for law library materials and making law library merchandise.

6.3 Human Resources

- Discussion occurred regarding staffing arrangements at the present time with law librarian being the only full-time staff member with part-time help.

6.4 Document Retention Procedures and Policies Committee

- Discussion to occur next month.

6.5 Budget Committee

- Discussion to occur next month regarding the hiring costs for new employees.

7 Old Business

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

- Discussion occurred about presentation at March 2026 meeting by visiting attorney regarding the possible scenarios.

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

- Discussion occurred regarding actions for website compliance. It was decided that the price for upgrading the website could be worth it, but to put that discussion aside for next month.

7.3 Discussion and Action: Discussion and Action re Law Library Staffing

- Discussion occurred about the present status of law library staff and moving forward with new hires.

8 New Business

8.1 Discussion and Action: Discussion and Action re AALL Meeting 2026 Registration Information

- Discussion occurred about the possible expenses required to cover the AALL meeting 2026.
- Trustee Lucha made the motion to authorize the registration payment of \$895.00 from check, up to \$750.00 for hotel from the preapproved AALL list, and up to \$395.00 for airfare. Trustee Johnson seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Trustee Lucha, Vice President McDonald, and Trustee Johnson.

Absent: Trustee Sutton

8.2 Discussion and Action: Discussion and Action: Discussion and Action re
NOCALL Meeting 2026 Registration Information

- Discussion occurred about registration for the NOCALL Meeting 2026
- Trustee Lucha made the motion to cover \$50.00 for registration and possible millage fees. Trustee Johnson seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Trustee Sutton

8.3 Discussion: Discussion: Discussion re Upcoming Contracts

- Discussion occurred about upcoming contracts such as the contract for CEB OnLaw and bringing in other volunteers to help evaluate the library collection.

9 Board Members' Suggestions for Next Month's Agenda

- Discussion occurred about possible topics for the next meeting.

10 Adjournment

- Trustee Lucha moved to adjourn the meeting. President Bashline seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Trustee Sutton

The meeting was adjourned at 6:25 P.M.

Next Regular Board Meeting: March 17, 2026

Respectfully submitted,

Denise Bashline
President, Board of Trustees

Stephen Richards
Ex-Officio Secretary

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
MONTH													
JULY	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26	9,382.59	14,900.57	13,861.08	17,069.87	16,933.62
AUGUST	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89	22,888.81	12,847.78	17,627.93	15,859.90	15,684.89
SEPT.	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04	13,414.73	13,630.59	14,287.00	15,859.90	19,048.23
OCTOBER	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67	18,388.13	12,059.80	15,257.27	13,941.71	16,146.43
NOVEMBER	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70	15,930.29	14,023.74	13,489.86	14,038.38	17,016.16
DECEMBER	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63	14,865.21	14,003.50	13,575.19	15,613.74	8,158.54
JANUARY	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31	14,193.66	11,628.35	13,217.12	14,164.94	13,034.13
FEBRUARY	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80	10,942.59	11,673.64	12,816.28	15,538.14	20,552.78
MARCH	15,218.51	12,840.74	13,942.25	12,325.32	14,378.55	15,424.33	14,612.20	9,205.48	10,184.15	12,713.48	13,437.83	14,279.53	15,330.25
APRIL	14,144.44	13,292.85	13,097.15	14,099.42	13,045.95	13,634.85	14,828.26	11,416.60	10,927.55	11,817.58	13,719.30	17,001.47	0.00
MAY	15,321.18	14,594.61	15,925.91	14,977.96	13,800.05	13,546.55	8,031.24	16,402.85	15,609.32	12,599.17	15,561.77	17,366.42	0.00
JUNE	14,850.97	16,095.27	16,237.00	12,928.62	14,252.53	15,796.62	11.62	11,634.46	12,125.83	12,018.35	12,234.41	17,065.00	0.00
ANNUAL TOTALS	182,611.11	174,589.13	169,679.33	164,783.38	173,090.01	170,059.22	154,596.88	133,488.69	168,852.86	153,916.55	169,085.04	187,799.00	141,905.03

Note: \$4,387.48 came in as backlog on 11/2025

Each current month's filing fee revenue represents income generated from the Court filings of two months ago. January revenue comes from November filings, etc.

MARIN COUNTY LAW LIBRARY
CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET

Prepared as of
 3/16/2026

Munis Fund No: 3400
 Program: 7960
 Subprogram: 7961

	CURRENT - Fiscal Year Performance												NEXT - Fiscal Year Projected and/or Budget Expectation					
	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Full Year 2024-2025 Act/Fcst	Full Year 2024-2025 BUDGET	Full Year 2024-2025 Variance	Key Performance Notes	Full Year 2024 - 2025 Projected	Net Chg. From Prior Yr
REVENUE																		
Fillings	16,934	15,685	19,048	16,146	21,404	8,159	13,034	20,553	15,330	-	-	-	146,293	155,000	(8,707)		155,000	8,707
Passports	875	2,100	140	1,225	875	275	1,085	875	-	-	-	7,450	13,000	(5,550)	Started program Feb '23	13,000	5,550	Started charging Feb '23
All Other	196	910	203	5,813	905	5,388	240	476	-	-	-	14,130	77,702	(63,572)		64,702	50,572	Assumes State Funding of \$62K
TOTAL REVENUE	18,005	18,694	19,391	23,185	23,183	13,822	14,359	21,904	15,330	-	-	-	167,872	245,702	(77,830)		232,702	64,830
EXPENSES																		
Direct Staffing Expense	8,796	15,287	9,254	8,880	9,602	10,230	8,431	9,164	-	-	-	79,645	135,310	55,665		135,310	55,665	
Insurance	548	354	362	-	-	406	-	-	-	-	-	1,670	5,400	3,730		5,400	3,730	
Membership/Prof Dev	-	50	-	-	-	-	-	-	-	-	-	50	5,000	4,950		-	(50)	
Office Expense	173	197	150	-	98	415	349	684	-	-	-	2,066	3,200	1,134		3,200	1,134	
Postage	66	134	17	-	81	109	111	115	-	-	-	634	3,200	2,566		-	(634)	
Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
Professional Svc/ (ADP)	163	244	171	171	171	256	356	162	-	-	-	1,694	3,000	1,306		1,852	158	
Copy Machines	416	423	577	431	431	431	431	431	-	-	-	3,570	4,992	1,422		3,200	(370)	
Telephone/Internet	689	3,794	1,535	-	1,186	1,361	836	663	-	-	-	10,064	20,000	9,936		20,000	9,936	Non-recurring network Upgrade Expense
Publications	4,820	5,627	3,880	1,307	4,687	5,192	3,387	3,387	-	-	-	32,286	52,600	20,314		-	(32,286)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
TOTAL EXPENSE	15,670	26,111	15,945	10,789	16,257	18,401	13,902	14,605	-	-	-	131,679	232,702	101,023		168,962	37,283	
NET GAIN/(LOSS)	2,335	(7,416)	3,446	12,396	6,926	(4,580)	457	7,300	15,330	-	-	36,193	13,000	(23,193)		63,740	27,547	
FUND BALANCE																		
Unrestricted Fund Balance	206,124	208,459	201,042	204,488	216,883	223,810	219,230	219,687	226,987	242,317	242,317	242,317	206,124				242,317	
Income/Loss (from above)	2,335	(7,416)	3,446	12,396	6,926	(4,580)	457	7,300	15,330	-	-	-	36,193				63,740	
Total Unrestricted Fund Bal	208,459	201,042	204,488	216,883	223,810	219,230	219,687	226,987	242,317	242,317	242,317	242,317	242,317				306,057	

CURRENT YEAR - Key Messages

- > Expected expense of \$233K, which assumes add'l State funding of \$62K. If not recieved a deficit will occur of \$62K
- > Yr-over-Yr remains flat, however there is a shift between of spend between Network

NEXT YEAR - Key Messages

FY 2025-2026 Profit & Loss

-----Input Actual an
manually move the Blue Bar to align at

		Prev FY	Input Actual an				
		Jul - Jun '24-'25	July Jul-05	Aug Aug-25	Sep Sep-25	Oct Oct-25	Nov Nov-25
EXPENSE:							
<u>Staff</u>							
511110	Librarian	\$ 59,559	\$ 4,774	\$ 8,714	\$ 5,826	\$ 5,068	\$ 5,229
511220	Extra Hire	\$ 36,861	\$ 3,419	\$ 4,743	\$ 2,234	\$ 2,614	\$ 3,118
515110	Social Security	\$ 6,045	\$ 471	\$ 775	\$ 462	\$ 476	\$ 518
515115	Medicare	\$ 1,414	\$ 110	\$ 181	\$ 108	\$ 111	\$ 121
513215	Health Benefits	\$ 4,709	\$ -	\$ 816	\$ 584	\$ 584	\$ 584
514110	Workers Compensation	\$ 46	\$ -	\$ -	\$ -	\$ -	\$ -
515120	Unemployment Insur.	\$ 622	\$ 23	\$ 58	\$ 39	\$ 27	\$ 33
	Staff Subtotal:	\$ 109,255	\$ 8,796	\$ 15,287	\$ 9,254	\$ 8,880	\$ 9,602
ADMISISTRATIVE EXPENSE							
Insurance							
	<i>USLI</i>	\$ 1,962	42% \$ 548	\$ -	\$ -	\$ -	\$ -
	<i>Complete Equity Markets</i>	\$ 1,589	34% \$ -	\$ 354	\$ -	\$ -	\$ -
	<i>Hartford</i>	\$ 1,145	24% \$ -	\$ -	\$ 362	\$ -	\$ -
521610	Insurance Subtotal:	\$ 4,696	\$ 548	\$ 354	\$ 362	\$ -	\$ -
522210	Memberships/Prof Develop.						
	<i>Placeholder</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>CCCLL</i>	\$ 50	\$ -	\$ 50	\$ -	\$ -	\$ -
	<i>MCBA</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>MLCPA</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>NOCALL</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>AALL</i>	\$ 3,551	\$ -	\$ -	\$ -	\$ -	\$ -
	MBRP/Prof Dev Subtotal:	\$ 3,601	\$ -	\$ 50	\$ -	\$ -	\$ -
522410	Office Expenses	\$ 2,753	\$ 173	\$ 197	\$ 150	\$ -	\$ 98
522440	Postage	\$ 1,508	\$ 66	\$ 134	\$ 17	\$ -	\$ 81
522310	Projects	\$ 1,496	\$ -	\$ -	\$ -	\$ -	\$ -
522510	Professional Services (ADP Payroll)	\$ 2,595	\$ 163	\$ 244	\$ 171	\$ 171	\$ 171
522930	Copy Machines						
	<i>DeLage Landen</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>HiTech</i>	\$ 3,818	\$ 416	\$ 423	\$ 577	\$ 431	\$ 431

FY 2025-2026 Profit & Loss

-----Input Actual an
manually move the Blue Bar to align at

		Prev FY						
		Jul - Jun '24-'25		July Jul-05	Aug Aug-25	Sep Sep-25	Oct Oct-25	Nov Nov-25
	Marin Copier	\$ 400		\$ -	\$ -	\$ -	\$ -	\$ -
	Copy Machines Subtotal:	\$ 4,218		\$ 416	\$ 423	\$ 577	\$ 431	\$ 431
	Tel/Internet							
521310	Sonic Email	\$ 231	1%	\$ 18	\$ 18	\$ 18	\$ -	\$ 24
	Comcast Internet	\$ 3,155	11%	\$ 496	\$ 646	\$ 748	\$ -	\$ 470
	AT&T Phone	\$ 1,452	5%	\$ -	\$ 313	\$ 157	\$ -	\$ 168
	SPTJ	\$ 22,761	82%	\$ 175	\$ 2,817	\$ 613	\$ -	\$ 525
	Tel/Internet Subtotal:	\$ 27,599		\$ 689	\$ 3,794	\$ 1,535	\$ -	\$ 1,186
522815	Publications Upkeep							
	Other (CEB OnLaw, etc.)	\$ 1,002	2%	\$ 1,002	\$ 875	\$ 2,472	\$ -	\$ 2,080
	CEB	\$ 9,395	16%	\$ -	\$ -	\$ -	\$ -	\$ -
	Lexis Nexis	\$ 6,942	12%	\$ 1,408	\$ 2,292	\$ 101	\$ -	\$ 1,301
	WestLaw	\$ 24,979	44%	\$ 1,153	\$ 1,153	\$ -	\$ -	\$ -
	West Publishing	\$ 14,911	26%	\$ 1,257	\$ 1,307	\$ 1,307	\$ 1,307	\$ 1,307
	Publications Subtotal:	\$ 57,230		\$ 4,820	\$ 5,627	\$ 3,880	\$ 1,307	\$ 4,687
522410	Book Binding	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Expense Total:	\$ 214,951		\$ 15,670	\$ 26,111	\$ 15,945	\$ 10,789	\$ 16,257
	Net Gain/(Loss)	\$ (12,613)		\$ 2,335	\$ (7,416)	\$ 3,446	\$ 12,396	\$ 6,926
	Unrestricted Fund Balance	\$ 218,737		\$ 206,124	\$ 208,459	\$ 201,042	\$ 204,488	\$ 216,883
	Income/Loss (from above)	\$ (12,613)		\$ 2,335	\$ (7,416)	\$ 3,446	\$ 12,396	\$ 6,926
	Total Unrestricted Fund Bal	\$ 206,124		\$ 208,459	\$ 201,042	\$ 204,488	\$ 216,883	\$ 223,810

FY 2025-2026 Profit & Loss

id Forecasts in this section-----
 intersection of Act/Fcst

FISCAL YEAR 7/01/2025 through 06/30/2026

	Dec Dec-25	Jan 1/1/2026	Feb 2/1/2026	Mar 2026	Apr 2026	May 2026	Jun 2026
EXPENSE:							
<u>Staff</u>							
511110 Librarian	\$ 6,511	\$ 4,656	\$ 4,799	\$ -	-	\$ -	\$ -
511220 Extra Hire	\$ 1,847	\$ 2,445	\$ 3,038	\$ -	-	\$ -	\$ -
515110 Social Security	\$ 874	\$ 440	\$ 486	\$ -	-	\$ -	\$ -
515115 Medicare	\$ 198	\$ 103	\$ 114	\$ -	-	\$ -	\$ -
513215 Health Benefits	\$ 672	\$ 672	\$ 672	\$ -	-	\$ -	\$ -
514110 Workers Compensation	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
515120 Unemployment Insur.	\$ 128	\$ 115	\$ 55	\$ -	-	\$ -	\$ -
Staff Subtotal:	\$ 10,230	\$ 8,431	\$ 9,164	\$ -	-	\$ -	\$ -
ADMISISTRATIVE EXPENSE							
<u>Insurance</u>							
USLI	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
Complete Equity Markets	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
Hartford	\$ 406	\$ -	\$ -	\$ -	-	\$ -	\$ -
Insurance Subtotal:	\$ 406	\$ -	\$ -	\$ -	-	\$ -	\$ -
521610							
<u>Memberships/Prof Develop.</u>							
Placeholder	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
CCCLL	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
MCBA	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
MLCPA	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
NOCALL	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
AALL	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
MBRP/Prof Dev Subtotal:	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
522210							
522410 Office Expenses	\$ 415	\$ 349	\$ 684	\$ -	-	\$ -	\$ -
522440 Postage	\$ 109	\$ 111	\$ 115	\$ -	-	\$ -	\$ -
522310 Projects	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
522510 Professional Services (ADP Payroll)	\$ 256	\$ 356	\$ 162	\$ -	-	\$ -	\$ -
522930 Copy Machines	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
DeLage Landen	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
HiTech	\$ 431	\$ 431	\$ 431	\$ -	-	\$ -	\$ -

FY 2025-2026 Profit & Loss

id Forecasts in this section-----
 intersection of Act/Fcst

		FISCAL YEAR 7/01/2025 through 06/30/2026						
		Dec	Jan	Feb	Mar	Apr	May	Jun
		Dec-25	1/1/2026	2/1/2026	2026	2026	2026	2026
	<i>Marin Copier</i>	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
	Copy Machines Subtotal:	\$ 431	\$ 431	\$ 431	\$ -	-	\$ -	\$ -
	Tel/Internet							
521310	Sonic Email	\$ 24	\$ 24	\$ 25	\$ -	-	\$ -	\$ -
	Comcast Internet	\$ 470	\$ 470	\$ 470	\$ -	-	\$ -	\$ -
	AT&T Phone	\$ 168	\$ 168	\$ 168	\$ -	-	\$ -	\$ -
	SPTJ	\$ 700	\$ 175	\$ -	\$ -	-	\$ -	\$ -
	Tel/Internet Subtotal:	\$ 1,361	\$ 836	\$ 663	\$ -	-	\$ -	\$ -
522815	Publications Upkeep							
	Other (CEB OnLaw, etc.)	\$ 2,080	\$ 2,080	\$ 2,080	\$ -	-	\$ -	\$ -
	CEB	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
	Lexis Nexis	\$ 1,806	\$ -	\$ -	\$ -	-	\$ -	\$ -
	WestLaw	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
	West Publishing	\$ 1,307	\$ 1,307	\$ 1,307	\$ -	-	\$ -	\$ -
	Publications Subtotal:	\$ 5,192	\$ 3,387	\$ 3,387	\$ -	-	\$ -	\$ -
522410	Book Binding	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
	Expense Total:	\$ 18,401	\$ 13,902	\$ 14,605	\$ -	-	\$ -	\$ -
	Net Gain/(Loss)	\$ (4,580)	\$ 457	\$ 7,300	\$ 15,330	-	\$ -	\$ -
	Unrestricted Fund Balance	\$ 223,810	\$ 219,230	\$ 219,687	\$ 226,987	242,317	\$ 242,317	\$ 242,317
	Income/Loss (from above)	\$ (4,580)	\$ 457	\$ 7,300	\$ 15,330	-	\$ -	\$ -
	Total Unrestricted Fund Bal	\$ 219,230	\$ 219,687	\$ 226,987	\$ 242,317	242,317	\$ 242,317	\$ 242,317

FY 2025-2026 Profit & Loss

		TOTAL FY
EXPENSE:		
<u>Staff</u>		
511110	Librarian	\$ 45,577
511220	Extra Hire	\$ 23,458
515110	Social Security	\$ 4,502
515115	Medicare	\$ 1,046
513215	Health Benefits	\$ 4,585
514110	Workers Compensation	\$ -
515120	Unemployment Insur.	\$ 477
	Staff Subtotal:	\$ 79,645
ADMISISTRATIVE EXPENSE		
Insurance		
	<i>USLI</i>	\$ 548
	<i>Complete Equity Markets</i>	\$ 354
	<i>Hartford</i>	\$ 768
521610	Insurance Subtotal:	\$ 1,670
522210	Memberships/Prof Develop.	\$ -
	<i>Placeholder</i>	\$ -
	<i>CCCLL</i>	\$ 50
	<i>MCBA</i>	\$ -
	<i>MLCPA</i>	\$ -
	<i>NOCALL</i>	\$ -
	<i>AALL</i>	\$ -
	MBRP/Prof Dev Subtotal:	\$ 50
522410	Office Expenses	\$ 2,066
522440	Postage	\$ 634
522310	Projects	\$ -
522510	Professional Services (ADP Payroll)	\$ 1,694
522930	Copy Machines	\$ -
	<i>DeLage Landen</i>	\$ -
	<i>HiTech</i>	\$ 3,570

FY 2025-2026 Profit & Loss

		TOTAL FY
	<i>Marin Copier</i>	\$ -
	Copy Machines Subtotal:	\$ 3,570
	Tel/Internet	
521310	Sonic Email	\$ 151
	Comcast Internet	\$ 3,768
	AT&T Phone	\$ 1,141
	SPTJ	\$ 5,005
	Tel/Internet Subtotal:	\$ 10,064
522815	Publications Upkeep	
	Other (CEB OnLaw, etc.)	\$ 12,667
	CEB	\$ -
	Lexis Nexis	\$ 6,907
	WestLaw	\$ 2,306
	West Publishing	\$ 10,406
	Publications Subtotal:	\$ 32,286
522410	Book Binding	\$ -
	Expense Total:	\$ 131,679
	Net Gain/(Loss)	\$ 36,193

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

FY 2025-2026 Profit & Loss

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		Prev FY						
		Jul - Jun '24-'25						
		Act	July Jul-05	Aug Aug-25	Sep Sep-25	Oct Oct-25	Nov Nov-25	
			Act	Act	Act	Act	Act	Act
REVENUE:								
451970	Filings	\$ 170,526	\$ 16,934	\$ 15,685	\$ 19,048	\$ 16,146	\$ 21,404	
441115	Interest	\$ 5,045	\$ -	\$ -	\$ -	\$ -	\$ -	
462650	Photocopies	\$ 1,555	\$ 171	\$ 239	\$ 133	\$ 130	\$ 112	
470410	Book Sales	\$ 1,865	\$ -	\$ 650	\$ 60	\$ 448	\$ -	
470330	Donations	\$ 575	\$ -	\$ 20	\$ 10	\$ 10	\$ -	
470110	Fax/Paper Sales	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ -	
441215	Conference Room	\$ 495	\$ 25	\$ -	\$ -	\$ 25	\$ 25	
462610	Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
461810	Miscellaneous Receipts	\$ 11,224	\$ -	\$ -	\$ -	\$ 5,201	\$ 768	
461710	Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
462610	Passport Services	\$ 11,000	\$ 875	\$ 2,100	\$ 140	\$ 1,225	\$ 875	
480210	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Revenue Total:		\$ 202,338	\$ 18,005	\$ 18,694	\$ 19,391	\$ 23,185	\$ 23,183	

FY 2025-2026 Profit & Loss

id Forecasts in this section-----

intersection of Act/Fcst

		FISCAL YEAR 7/01/2025 through 06/30/2026						
		Dec	Jan	Feb	Mar	Apr	May	Jun
		Dec-25	1/1/2026	2/1/2026	2026	2026	2026	2026
		Act	Act	Act	Act	Act	Act	Act
REVENUE:								
451970	Filings	\$ 8,159	\$ 13,034	\$ 20,553	\$ 15,330	-	\$ -	\$ -
441115	Interest	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
462650	Photocopies	\$ -	\$ 95	\$ 380	\$ -	-	\$ -	\$ -
470410	Book Sales	\$ 113	\$ -	\$ 9	\$ -	-	\$ -	\$ -
470330	Donations	\$ 5,250	\$ -	\$ 5	\$ -	-	\$ -	\$ -
470110	Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
441215	Conference Room	\$ 25	\$ 50	\$ -	\$ -	-	\$ -	\$ -
462610	Proctoring	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
461810	Miscellaneous Receipts	\$ -	\$ 95	\$ 75	\$ -	-	\$ -	\$ -
461710	Classes/Workshops/MCLE	\$ -	\$ -	\$ 8	\$ -	-	\$ -	\$ -
462610	Passport Services	\$ 275	\$ 1,085	\$ 875	\$ -	-	\$ -	\$ -
480210	Transfers In	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
Revenue Total:		\$ 13,822	\$ 14,359	\$ 21,904	\$ 15,330	-	\$ -	\$ -

FY 2025-2026 Profit & Loss

		TOTAL FY	
		<u>Act/Fcst</u>	
	REVENUE:		
451970	Filings	\$	146,293
441115	Interest	\$	-
462650	Photocopies	\$	1,258
470410	Book Sales	\$	1,280
470330	Donations	\$	5,295
470110	Fax/Paper Sales	\$	-
441215	Conference Room	\$	150
462610	Proctoring	\$	-
461810	Miscellaneous Receipts	\$	6,139
461710	Classes/Workshops/MCLE	\$	8
462610	Passport Services	\$	7,450
480210	Transfers In	\$	-
Revenue Total:		\$	167,872

Cal Bus & Prof Code § 6326

Current through Ch. 6 of the 2025-2026 Regular Session, effective as of February 19, 2026

Deering's California Codes Annotated > *BUSINESS & PROFESSIONS CODE (§§ 1 — 30047)* > *Division 3 Professions and Vocations Generally (Chs. 1 — 21.5)* > *Chapter 5 Law Libraries (Arts. 1 — 4)* > *Article 2 Law Library Funds (§§ 6320 — 6326)*

§ 6326. Creation and handling of revolving fund; Disbursements; Deposits

A revolving fund of not more than fifty thousand dollars (\$50,000) may be established from money in the law library fund, by resolution of the board of law library trustees, for expenditures of not exceeding ten thousand dollars (\$10,000) each for purposes for which the law library fund may lawfully be expended. The board shall prescribe the procedure by which money may be drawn from the revolving fund, the records to be kept, and the manner in which reimbursements shall be made to the revolving fund by demand and order from the law library fund. All or any part of the money in the revolving fund may be deposited in a commercial account in a bank, subject to payments of not exceeding ten thousand dollars (\$10,000) each by check on the signature of the secretary or any other person or persons designated by the board.

History

Added Stats 1941 ch 453 § 5. Amended Stats 1965 ch 980 § 1; Stats 1980 ch 46 § 2; Stats 1994 ch 986 § 2 (SB 1637); Stats 2005 ch 75 § 14 (AB 145), effective July 19, 2005, operative January 1, 2006; Stats 2009 ch 332 § 1.5 (SB 113), effective January 1, 2010.

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