

**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, April 19, 2022, at 5:15 P.M.**

**The meeting will be conducted by remote connection.**

Pursuant to AB 361 (Enacted September 16, 2021) and Government Code section 54953(e), interested members of the public are asked to **attend electronically by typing the link into your web browser or by telephone by calling in to the telephone number below:**

**MCLL - Stephen is inviting you to a scheduled Zoom meeting.**

**Topic: MCLL - Board Meeting - April 2022**

**Time: Apr 19, 2022 5:15 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/87389607423?pwd=aTA3VXZrN1EyYXhzbHJ1VmhxWW0vQT09>**

**Meeting ID: 873 8960 7423**

**Passcode: 698275**

**One tap mobile**

**+16699006833,,87389607423#,,,,\*698275# US (San Jose)**

**+13462487799,,87389607423#,,,,\*698275# US (Houston)**

**Dial by your location**

**+1 669 900 6833 US (San Jose)**

**+1 346 248 7799 US (Houston)**

**+1 253 215 8782 US (Tacoma)**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**Meeting ID: 873 8960 7423**

**Passcode: 698275**

**Find your local number: <https://us02web.zoom.us/j/87389607423>**

**Agenda**

**Call to Order\***

**1. Consent Calendar**

- 1.1 Determination of May Meeting to be held in person or remotely (Government Code section 54953(e))

- 1.2 April 2022 Warrants
- 1.3 Approval for March Meeting Minutes
  
2. Open Time for Public Expression
  
3. Financial Report
  - 3.1 Filing Fee Schedule – April 2022
  - 3.2 Actuals (Income and Expenses) – April 2022
  
4. Librarian’s Report (See Written Report)
  
5. Committee Reports
  - 5.1 Civic Engagement
  - 5.2 Personnel Committee
  
6. Old Business
  - 6.1 **Discussion and Action Item**: Discussion re Community Service Programs During Transition to New Director.
  - 6.2 **Discussion and Action Item**: Discussion re Hiring positions
  - 6.3 **Discussion and Action Item**: Discussion re Appointments to Board
  
7. New Business
  - 7.1 **Discussion and Approval**: Appointment of Director – Stephen Richards
  - 7.2 **Discussion and Action Item**: Discussion regarding the budget for financial year 2022-2023.
  
8. Board Members’ Suggestions for Next Month’s Agenda
  
9. Adjournment

The next board meeting will be held on Tuesday, May 17, 2022, at 5:15 p.m.

**Upcoming Events FYI:**

- First Thursdays at the Law Library

*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.*

- Deadline to Submit Reports for Board Meeting on 5/17/2022: 5/10/2022

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

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# Minutes of Regular Meeting of the Board of Law Library Trustees of Marin County

Tuesday, March 15, 2022, at 5:15 p.m.

By Remote Connection

Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Donald Drummond,  
Walter Cook, Jr., and Stephen Richards, Ex Officio-Secretary  
Also Present: Bill Hale, Jackie Grossman, Sam Welles

President Kristine Cirby called the meeting to order at 5:18 p.m. and thereafter presided.

## 1. Consent Calendar

1.1 February 2022 Warrants

1.2 March 2022 Warrants

1.3 Approval to Hold Board Meeting Remotely for April 19, 2022

1.4 Approval for January 2022 Meeting Minutes

1.5 Approval for Certificates re: Laurie Vaala-Olsen, Robert Carrington, and Jonathan Friedman

D. D. moved to approve the Consent Calendar as presented (documents were attached to agenda packet); W.C. seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

2. Open Time for Public Expression – A member of the public addressed the board regarding information about the Sonoma County Law Library.

## 3. Financial Report

3.1 Income Statement Sheet – A written sheet was attached to the agenda packet.

The Year-To-Date Revenue (7/1/21 – 3/01/22) was \$209,430.64 and Year-To-Date Expenses were \$80,813.98.

4. Librarian's Report - A written report was attached to the agenda packet.

## 5. Committee Reports

5.1 Civic Engagement – a written report was attached to the agenda packet.

## 6. Old Business

6.1 Discussion re Community Service Programs During Transition to New Director

The Lawyers in the Library program continued to be on hiatus as new director transitions into his role. An idea came out for a one-day clinic for the backlog on April 30, 2022.

7. New Business

7.1 Discussion re Hiring Positions

The discussion was on the issue of hiring two (2) part-time employees as either (2) administrative assistants or possibly one (1) administrative assistant and one (1) reference assistant. Attached documentation showed that the average rate for an administrative position in Marin County is \$22-24.00. Motion was made to allow increase in maximum wage to both administrative assistant positions and reference assistant positions. The maximum wage for the administrative assistant position would be \$22.00 and the maximum wage for the reference assistant position would be \$24.00. T.B. moved to consent and D.B. seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

7.2 Discussion re Appointments to Board

The discussion was on the issue of new appointments to the board. At the time, there were two (2) openings. One (1) opening is for the judicial appointment to the board and one (1) is for the Board of Supervisors appointment. There were two (2) applications submitted for the judicial opening and zero (0) for the Board of Supervisors opening at this time.

8. Board Members' Suggestions for Next Month's Agenda – Possible discussion regarding appointment of director.

9. Adjournment

All relevant business having come before the board, W.C. moved to adjourn the meeting and D.D. seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:18 p.m. The next board meeting will be held on Tuesday, April 19, 2021, at 5:15 p.m.

Respectfully submitted,

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Kristine Fowler Cirby, Esq.  
President, Board of Trustees

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Stephen Richards, Ex-Officio  
Secretary

FY 2021-2022 Profit & Loss Statement  
For April 19th, 2022 Board Meeting

|                                |                                     | Actual<br>June<br>FY 2020-<br>2021 | Actual<br>July<br>2021 | Actual<br>August<br>2021 | Actual<br>September<br>2021 | Actual<br>October<br>2021 | Actual<br>November<br>2021 | Actual<br>December<br>2021 | Actual<br>January<br>2022 | Actual<br>February<br>2022 | Actual<br>March<br>2022 | Actual<br>April<br>2022 | Projected<br>May<br>2022 | Projected<br>June<br>2022 | Actual<br>July - Apr.<br>Subtotals | EST.<br>ANNUAL<br>TOTALS<br>Jul - June | FY 2021-2022<br>Approved<br>Projected<br>Budget | Projected<br>Monthly |
|--------------------------------|-------------------------------------|------------------------------------|------------------------|--------------------------|-----------------------------|---------------------------|----------------------------|----------------------------|---------------------------|----------------------------|-------------------------|-------------------------|--------------------------|---------------------------|------------------------------------|--|---|----------------------|
| <b>Starting balance</b>        |                                     | \$ 111,422                         | \$ 107,599             | \$ 102,075               | \$ 203,865                  | \$ 203,600                | \$ 201,852                 | \$ 204,639                 | \$ 202,466                | \$ 205,984                 | \$ 206,681              | \$ 205,144              | \$ 200,777               | \$ 199,345                | \$ 197,913                         |  |   |                      |
| <b>Revenue</b>                 |                                     |                                    |                        |                          |                             |                           |                            |                            |                           |                            |                         |                         |                          |                           |                                    |  |   |                      |
| 451970                         | Filings                             | \$ 11,634                          | \$ 9,383               | \$ 22,889                | \$ 13,415                   | \$ 18,388                 | \$ 15,930                  | \$ 14,865                  | \$ 14,194                 | \$ 10,943                  | \$ 10,184               | \$ 13,628               | \$ 12,083                | \$ 12,083                 | \$ 130,190                         | \$ 167,985                             | \$ 145,000                                      | \$ 12,083            |
| 441115                         | Interest                            | \$ 58                              | \$ -                   | \$ -                     | \$ 22                       | \$ -                      | \$ -                       | \$ -                       | \$ 75                     | \$ -                       | \$ 75                   | \$ 75                   | \$ 75                    | \$ 75                     | \$ 172                             | \$ 397                                 | \$ 900  | \$ 75                |
| 462650                         | Photocopies                         | \$ -                               | \$ -                   | \$ 448                   | \$ -                        | \$ 405                    | \$ -                       | \$ 194                     | \$ 108                    | \$ -                       | \$ 108                  | \$ 108                  | \$ 108                   | \$ 108                    | \$ 1,263                           | \$ 1,588                               | \$ 1,300  | \$ 108               |
| 470410                         | Book Sales                          | \$ -                               | \$ -                   | \$ 621                   | \$ -                        | \$ 40                     | \$ -                       | \$ 375                     | \$ 63                     | \$ -                       | \$ 63                   | \$ 63                   | \$ 63                    | \$ 63                     | \$ 1,161                           | \$ 1,348                               | \$ 750  | \$ 63                |
| 470330                         | Donations                           | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ 2,075                  | \$ -                       | \$ -                    | \$ 250                  | \$ 250                   | \$ 250                    | \$ 2,075                           | \$ 2,825                               | \$ 3,000  | \$ 250               |
| 470110                         | Fax/Paper Sales                     | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ 3                      | \$ -                       | \$ -                       | \$ 4                      | \$ -                       | \$ -                    | \$ 4                    | \$ 4                     | \$ 4                      | \$ 7                               | \$ 20                                  | \$ 50   | \$ 4                 |
| 441215                         | Conference Room                     | \$ -                               | \$ -                   | \$ 54                    | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ 54                     | \$ -                       | \$ -                    | \$ 54                   | \$ 54                    | \$ 54                     | \$ 108                             | \$ 271                                 | \$ 650  | \$ 54                |
| 462610                         | Proctoring                          | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ 50                     | \$ -                       | \$ -                    | \$ 50                   | \$ 50                    | \$ 50                     | \$ 50                              | \$ 200                                 | \$ 600  | \$ 50                |
| 461810                         | Miscellaneous Receipts              | \$ -                               | \$ -                   | \$ 92,224                | \$ -                        | \$ 305                    | \$ -                       | \$ 100                     | \$ 83                     | \$ -                       | \$ -                    | \$ 83                   | \$ 83                    | \$ 83                     | \$ 92,713                          | \$ 92,963                              | \$ 1,000  | \$ 83                |
| 461710                         | Classes/Workshops/MCLE              | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
| 462610                         | Passport Services                   | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
| 480210                         | Transfers In                        | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
| <b>Revenue Total:</b>          |                                     | <b>\$ 11,692</b>                   | <b>\$ 9,383</b>        | <b>\$ 116,236</b>        | <b>\$ 13,436</b>            | <b>\$ 19,141</b>          | <b>\$ 15,930</b>           | <b>\$ 15,534</b>           | <b>\$ 16,706</b>          | <b>\$ 10,943</b>           | <b>\$ 10,430</b>        | <b>\$ 14,315</b>        | <b>\$ 12,771</b>         | <b>\$ 12,771</b>          | <b>\$ 227,739</b>                  | <b>\$ 267,596</b>                      | <b>\$ 153,250</b>                               | <b>\$ 12,771</b>     |
| <b>Expenses</b>                |                                     |                                    |                        |                          |                             |                           |                            |                            |                           |                            |                         |                         |                          |                           |                                    |  |   |                      |
| <b>Staff</b>                   |                                     |                                    |                        |                          |                             |                           |                            |                            |                           |                            |                         |                         |                          |                           |                                    |  |   |                      |
| 511110                         | Librarian                           | \$ 4,177                           | \$ 4,250               | \$ 4,195                 | \$ 4,227                    | \$ 6,500                  | \$ 4,134                   | \$ 5,579                   | \$ 4,484                  | \$ 2,200                   | \$ 2,695                | \$ 6,251                | \$ 4,500                 | \$ 4,500                  | \$ 38,263                          | \$ 53,513                              | \$ 54,000                                       | \$ 4,500             |
| 511220                         | Extra Hire                          | \$ 2,135                           | \$ 1,950               | \$ 2,129                 | \$ 2,042                    | \$ 3,173                  | \$ 1,819                   | \$ 2,071                   | \$ 1,000                  | \$ 970                     | \$ 970                  | \$ 1,200                | \$ 2,000                 | \$ 2,000                  | \$ 16,124                          | \$ 21,324                              | \$ 24,000                                       | \$ 2,000             |
| 515110                         | Social Security                     | \$ 391                             | \$ 384                 | \$ 392                   | \$ 389                      | \$ 600                    | \$ 369                     | \$ 362                     | \$ 417                    | \$ 333                     | \$ 227                  | \$ 462                  | \$ 417                   | \$ 417                    | \$ 3,472                           | \$ 4,768                               | \$ 5,000  | \$ 417               |
| 515115                         | Medicare                            | \$ 92                              | \$ 90                  | \$ 92                    | \$ 91                       | \$ 140                    | \$ 86                      | \$ 85                      | \$ 92                     | \$ 46                      | \$ 53                   | \$ 108                  | \$ 92                    | \$ 92                     | \$ 774                             | \$ 1,066                               | \$ 1,100  | \$ 92                |
| 513215                         | Health Benefits                     | \$ 1,123                           | \$ 1,123               | \$ 1,123                 | \$ 1,123                    | \$ 1,123                  | \$ 1,175                   | \$ 1,175                   | \$ 917                    | \$ 917                     | \$ 917                  | \$ 917                  | \$ 917                   | \$ 917                    | \$ 9,593                           | \$ 12,343                              | \$ 11,000                                       | \$ 917               |
| 514110                         | Workers Compensation                | \$ 73                              | \$ 295                 | \$ 519                   | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ 100                    | \$ 100                     | \$ 100                  | \$ 100                  | \$ 100                   | \$ 100                    | \$ 1,114                           | \$ 1,414                               | \$ 1,200  | \$ 100               |
| 515120                         | Unemployment Insur.                 | \$ -                               | \$ 66                  | \$ 72                    | \$ 69                       | \$ 108                    | \$ 62                      | \$ 199                     | \$ 108                    | \$ 84                      | \$ 99                   | \$ 149                  | \$ 108                   | \$ 108                    | \$ 868                             | \$ 1,233                               | \$ 1,300  | \$ 108               |
| <b>Staff Subtotal:</b>         |                                     |                                    |                        |                          |                             |                           |                            |                            |                           |                            |                         |                         |                          |                           | <b>\$ 70,209</b>                   | <b>\$ 95,662</b>                       | <b>\$ 97,600</b>                                | <b>\$ 8,133</b>      |
| <b>Administrative Expenses</b> |                                     |                                    |                        |                          |                             |                           |                            |                            |                           |                            |                         |                         |                          |                           |                                    |  |   |                      |
| 521610                         | Insurance - Subtotal                | \$ -                               | \$ 271                 | \$ -                     | \$ 271                      | \$ 1,697                  | \$ 271                     | \$ 1,681                   | \$ 375                    | \$ 375                     | \$ 375                  | \$ 375                  | \$ 375                   | \$ 375                    | \$ 4,190                           | \$ 6,440                               | \$ 4,500  | \$ 375               |
|                                | USLI                                | \$ -                               | \$ 271                 | \$ -                     | \$ 271                      | \$ -                      | \$ 271                     | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ 1,328                | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
|                                | Complete Equity Markets<br>Hartford | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ 1,697                  | \$ -                       | \$ 1,681                   | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
| 522210                         | Memberships/Prof Develop.           | \$ 40                              | \$ -                   | \$ 20                    | \$ 35                       | \$ -                      | \$ -                       | \$ -                       | \$ 67                     | \$ 67                      | \$ 67                   | \$ 67                   | \$ 67                    | \$ 67                     | \$ 55                              | \$ 457                                 | \$ 800  | \$ 67                |
|                                | CCCLL                               | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ 420                  | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
|                                | MCBA                                | \$ -                               | \$ -                   | \$ 20                    | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
|                                | MLCPA                               | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
|                                | NOCALL                              | \$ 40                              | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
|                                | MCEAC                               | \$ -                               | \$ -                   | \$ -                     | \$ 35                       | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
| 522410                         | Office Expenses                     | \$ 256                             | \$ 132                 | \$ 122                   | \$ 540                      | \$ 96                     | \$ 331                     | \$ -                       | \$ 148                    | \$ -                       | \$ 61                   | \$ 167                  | \$ 167                   | \$ 167                    | \$ 1,429                           | \$ 1,930                               | \$ 2,000  | \$ 167               |
| 522310                         | Projects                            | \$ 141                             | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
| 522510                         | Professional Services (ADP Payroll) | \$ -                               | \$ 213                 | \$ 148                   | \$ 148                      | \$ 222                    | \$ -                       | \$ -                       | \$ 71                     | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ 802                             | \$ -                                   | \$ -  | \$ -                 |
| 522930                         | Copy Machines                       | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
|                                | DeLage Landen                       | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
|                                | HiTech                              | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
|                                | Marin Copier                        | \$ -                               | \$ -                   | \$ -                     | \$ -                        | \$ -                      | \$ -                       | \$ -                       | \$ -                      | \$ -                       | \$ -                    | \$ -                    | \$ -                     | \$ -                      | \$ -                               | \$ -                                   | \$ -  | \$ -                 |
| <b>Tel/Internet Subtotal:</b>  |                                     |                                    |                        |                          |                             |                           |                            |                            |                           |                            |                         |                         |                          |                           | <b>\$ 6,981</b>                    | <b>\$ 9,820</b>                        | <b>\$ 10,000</b>                                | <b>\$ 833</b>        |
| 521310                         | Sonic Email                         | \$ -                               | \$ -                   | \$ 24                    | \$ 24                       | \$ 24                     | \$ 24                      | \$ 24                      | \$ 25                     | \$ 25                      | \$ 25                   | \$ 39                   | \$ 25                    | \$ 25                     | \$ 195                             | \$ 284                                 | \$ 300  | \$ 25                |
|                                | Comcast Internet                    | \$ 191                             | \$ 191                 | \$ 191                   | \$ 206                      | \$ 206                    | \$ 206                     | \$ 206                     | \$ 191                    | \$ 208                     | \$ 218                  | \$ 218                  | \$ 218                   | \$ 218                    | \$ 1,821                           | \$ 2,475                               | \$ 2,616  | \$ 191               |
|                                | AT&T Phone                          | \$ 113                             | \$ 115                 | \$ 110                   | \$ 105                      | \$ 103                    | \$ 104                     | \$ 109                     | \$ 110                    | \$ 110                     | \$ 110                  | \$ 110                  | \$ 110                   | \$ 110                    | \$ 976                             | \$ 1,306                               | \$ 1,320  | \$ 110               |

|                            |                   |            |            |            |            |            |            |            |            |            |            |            |            |                |            |            |           |
|----------------------------|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|----------------|------------|------------|-----------|
| SPTJ                       | \$ 263            | \$ 788     | \$ 1,138   | \$ 175     | \$ 175     | \$ 350     | \$ 175     | \$ 507     | \$ 507     | \$ 175     | \$ 752     | \$ 507     | \$ 507     | \$ 3,989       | \$ 5,755   | \$ 6,084   | \$ 507    |
|                            |                   |            |            |            |            |            |            |            |            |            |            |            |            | Admin Sub.     | \$ 13,458  | \$ 18,647  | \$ 17,300 |
| <b>Collection</b>          |                   |            |            |            |            |            |            |            |            |            |            |            |            | Collection Sub | \$ 40,537  | \$ 56,177  | \$ 55,000 |
| 522815 Publications Upkeep |                   |            |            |            |            |            |            |            |            |            |            |            |            |                |            |            | \$ 4,583  |
| Other                      | \$ -              | \$ -       |            |            |            |            |            |            |            |            |            |            |            |                | \$ -       | \$ -       |           |
| CEB                        | \$ 2,349          | \$ 675     | \$ 845     | \$ 645     | \$ 1,719   | \$ 636     | \$ 609     | \$ 1,015   | \$ 743     | \$ 659     | \$ 3,045   | \$ 1,015   | \$ 1,015   | \$ 7,547       | \$ 12,622  | \$ 12,178  | \$ 1,015  |
| Lexis Nexis                | \$ 818            | \$ 821     | \$ 34      | \$ 34      | \$ 34      | \$ 34      | \$ 479     | \$ 292     | \$ 292     | \$ 1,505   | \$ 102     | \$ 292     | \$ 292     | \$ 3,524       | \$ 4,210   | \$ 3,500   | \$ 292    |
| WestLaw                    | \$ 2,130          | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 2,088   | \$ 18,791      | \$ 25,054  | \$ 25,054  | \$ 2,088  |
| West Publishing            | \$ 1,184          | \$ 1,185   | \$ 1,185   | \$ 1,185   | \$ 1,185   | \$ 1,185   | \$ 1,185   | \$ 1,182   | \$ 1,182   | \$ 1,205   | \$ 1,205   | \$ 1,205   | \$ 1,205   | \$ 10,676      | \$ 14,292  | \$ 14,268  | \$ 1,189  |
| 522410 Book Binding        |                   |            |            |            |            |            |            |            |            |            |            |            |            |                | \$ -       | \$ -       |           |
| Expense Total:             | \$ 15,516         | \$ 14,907  | \$ 14,446  | \$ 13,701  | \$ 20,889  | \$ 13,144  | \$ 17,707  | \$ 13,188  | \$ 10,246  | \$ 11,967  | \$ 18,682  | \$ 14,203  | \$ 14,203  | \$ 124,203     | \$ 170,487 | \$ 169,900 | \$ 14,158 |
| <b>Fund Balance</b>        | <b>\$ 107,599</b> | \$ 102,075 | \$ 203,865 | \$ 203,600 | \$ 201,852 | \$ 204,639 | \$ 202,466 | \$ 205,984 | \$ 206,681 | \$ 205,144 | \$ 200,777 | \$ 199,345 | \$ 197,913 |                |            |            |           |

## MCLL COURT FILING FEE REVENUE

| FISCAL YEAR          | 2008/2009         | 2010/2011  | 2011/2012  | 2012/2013  | 2013/2014  | 2014/2015  | 2015/2016  | 2016/2017  | 2017/2018  | 2018/2019  | 2019/2020  | 2020-2021  | 2021/2022         |
|----------------------|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------------|
| <b>MONTH</b>         |                   |            |            |            |            |            |            |            |            |            |            |            |                   |
| JULY                 | <b>20,659.00</b>  | 22,977.66  | 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     | <b>9,382.59</b>   |
| AUGUST               | <b>19,922.00</b>  | 23,960.43  | 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  | <b>22,888.81</b>  |
| SEPT.                | <b>21,723.00</b>  | 21,722.04  | 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  | <b>13,414.73</b>  |
| OCTOBER              | <b>19,623.00</b>  | 21,675.44  | 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  | <b>18,388.13</b>  |
| NOVEMBER             | <b>19,115.00</b>  | 21,320.14  | 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   | <b>15,930.29</b>  |
| DECEMBER             | <b>20,339.00</b>  | 21,817.93  | 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   | <b>14,865.21</b>  |
| JANUARY              | <b>15,573.00</b>  | 20,296.35  | 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   | <b>14,193.66</b>  |
| FEBRUARY             | <b>20,986.00</b>  | 19,451.28  | 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  | <b>10,942.59</b>  |
| MARCH                | <b>16,148.00</b>  | 22,904.59  | 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   | <b>10,184.15</b>  |
| APRIL                | <b>17,975.00</b>  | 19,761.98  | 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  | <b>13,627.79</b>  |
| MAY                  | <b>19,948.00</b>  | 22,159.40  | 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  |                   |
| JUNE                 | <b>23,462.00</b>  | 22,249.53  | 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  |                   |
| <b>ANNUAL TOTALS</b> | <b>235,472.53</b> | 260,296.77 | 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 | <b>143,817.95</b> |

| FISCAL YEAR        | 2008/2009         | 2010/2011         | 2011/2012         | 2012/2013         | 2013/2014         | 2014/2015         | 2015/2016        | 2016/2017        | 2017/2018         | 2018/2019        | 2019/2020         | 2020/2021        | 2021/2022         |
|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|
| <b>JAN. TOTALS</b> | <b>136,954.00</b> | <b>153,769.99</b> | <b>138,113.25</b> | <b>122,258.97</b> | <b>108,239.15</b> | <b>104,317.08</b> | <b>98,203.30</b> | <b>96,826.61</b> | <b>105,540.65</b> | <b>99,324.28</b> | <b>102,886.11</b> | <b>68,942.50</b> | <b>143,817.95</b> |

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**  
**April 2022 WARRANTS**  
(Account Balance - \$249,536 )

| <b>Item No.</b> | <b>Vendor</b>  | <b>Current Amount Due</b> | <b>Suggested Payment</b> |
|-----------------|--|---------------------------|--------------------------|
| 1               | Courtroom Compendiums  | \$ 170.00                 | \$ 170.00                |
| 2               | Comcast Business   | \$ 217.52                 | \$ 217.52                |
| 3               | CEB Publications   | \$ 2,361.77               | \$ 2,361.77              |
| 4               | CEB Onlaw  | \$ 683.13                 | \$ 683.13                |
| 5               | SPTJ Consulting, Inc.  | \$ 437.50                 | \$ 437.50                |
| 6               | SPTJ Consulting, Inc.  | \$ 314.49                 | \$ 314.49                |
| 7               | Matsen Insurance Brokers (USLI)                                      | \$ 1,326.00               | \$ 1,326.00              |
| 8               | Matthew Bender & Co., Inc.   | \$ 101.61                 | \$ 101.61                |
| 9               | AT&T CALNET  | \$ 104.55                 | \$ 104.55                |
| 10              | Council of California County Law Librarians (2022 Annual Membership) | \$ 420.00                 | \$ 420.00                |
| 11              | Gene Thompson (Telephone Repair)                                     | \$80.00                   | \$ 80.00                 |
| 12              | US Bank (Sonic.Net)  | \$ 38.95                  | \$ 38.95                 |
| 13              | Westlaw - Online   | \$ 2,087.94               | \$ 2,087.94              |
| 14              | West Publications  | \$ 1,205.40               | \$ 1,205.40              |
|                 | <b>Totals:</b>   | <b>\$ 9,548.86</b>        | <b>\$ 9,548.86</b>       |

**Salaries: \$4,944.37**

**Total Expenses: \$14,493.23**

|                                       |                      |
|---------------------------------------|----------------------|
| <b>Total Revenue Available:</b>       | <b>\$ 249,536.00</b> |
| <b>Total Expenditures (proposed):</b> | <b>\$ 14,493.23</b>  |
| <b>Remaining Cash Balance:</b>        | <b>\$ 235,042.77</b> |

# Regular Meeting of the Marin County Law Library Board of Trustees

April 2022

## Librarian's Report

1. **Operations** - Current operating hours are:

|                            |                            |               |
|----------------------------|----------------------------|---------------|
| <u>Mondays, Wednesdays</u> | <u>Tuesdays, Thursdays</u> | <u>Friday</u> |
| 9:00AM-4:00PM              | 9:00AM-4:00PM              | CLOSED        |

Exceptions:

**Not Scheduled at This Time**

2. **Staffing** – Currently, the Law Library has two (2) total activate staff members. I have redesigned the advertisement for the part-time administrative assistant position and posted the position through NOCALL and various schools. Staffing effects continue even though increase allowance in salary has not been a useful incentive for us. A contact from the YWCA in Marin was nice enough to let me know that the YWCA considers \$24.00 per hour to be the livable wage amount in Marin County. Other ideas do include trying for grant funding because that seems to be the trend for libraries and other non-profits/governmental agencies.
3. **Open Trustee Position on MCLL Board**  
One (1) of the trustee positions remains unfilled. This trustee position is the one-year term from the County Board of Supervisors. The application for the judicial appointed position has been approved and I am now waiting for the background check and final approval letter from the court. The application form for the Board of Supervisors position is available from a link on the Law Library website.
4. **Notes Regarding Warrants** – April's warrants are quite plentiful. The technology invoices are higher than usual this month due to renewal for licenses and replacement of back up battery. In addition, there is a backlog of items from CEB that were not considered in March's warrants. We, however, should be caught up with all payments after this warrant period.
5. **Fiscal:** Currently, I have been working with the Marin County Department of Finance on other financial matters. The important matter is that the approved budget is required on April 20<sup>th</sup>, 2022, and the payroll data has not been uploaded for the first quarter. As far as the budget is looking, the 2022-2023 budget will have a deficit of at least \$80,000 dollars given the high prediction of costs to income coming into the library. We had received some money from the state legislature, but continuation of income from other sources will be useful for moving forward. The fillings (Court – Limit/Unlimited, Dispute Resolution, and Small Claims) received for this month (February's activity) is \$13,627.79.
6. **Lawyers in the Library Update:** On April 1, 2022, I met with MCBA and Legal Aid of Marin about the one-time event. While the initial push was to have the event on April 30, 2022, discussions occurred about pushing it back. New date is now May 14<sup>th</sup>, 2022. We are looking at about 30-35 people currently. We still have an active insurance policy for Lawyers in the Library.

## DRAFT PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET

### 2022-2023 PROJECTED FISCAL YEAR

(From 7/1/2022 to 6/30/2023)

MUNIS Fund No. : 3400

Program: 7960

Subprogram: 7961

| <b>SUMMARY</b>              | <b>2021-2022*</b> | <b>2022-2023</b> |
|-----------------------------|-------------------|------------------|
| Projected Receipts:         | \$ 153,250        | \$ 138,680       |
| Actual Receipts:            | <u>\$ 232,486</u> |                  |
| Balance Receipts:           | + \$ (79,236)     |                  |
| <br>Projected Expenses:     | <br>\$ 210,200    | <br>\$ 221,768   |
| Actual Expenses:            | <u>\$ 97,139</u>  |                  |
| Balance Expenses:           | \$ 113,061        |                  |
| <br>Actual Budget Balance*: | <br>+ \$ 135,347  |                  |
| Difference:                 |                   | + \$ (83,088)    |

### INCOME

| <u>County Code</u> | <u>Description</u>         | <u>2020 - 2021</u> | <u>2021-2022</u> | <u>2022-2023</u> |
|--------------------|----------------------------|--------------------|------------------|------------------|
|                    |                            | <u>Actual</u>      | <u>Actual*</u>   | <u>Projected</u> |
| 451970             | Filings                    | \$ 133,489         | \$ 133,190       | \$ 135,000       |
| 441115             | Interest                   | \$ 847             | \$ 69            | \$ 700           |
| 462650             | Photocopies                | \$ 100             | \$ 1,504         | \$ 1,200         |
| 470410             | Book Sales                 | \$ 726             | \$ 1,052         | \$ 700           |
| 470330             | Donations                  | \$ -               | \$ 2,575         | \$ -             |
| 470110             | Fax/Paper Sales            | \$ -               | \$ 31            | \$ 30            |
| 441215             | Conference Room            | \$ 300             | \$ -             | \$ 300           |
| 462610             | Proctoring                 | \$ -               | \$ -             | \$ -             |
| 461810             | Misc. Receipts (CLE, etc.) | \$ 62,966          | ** \$ 94,065     | *** \$ 750       |
|                    | Passport Services          | \$ -               | \$ -             | \$ -             |

|                       |              |    |                |    |                |    |                |
|-----------------------|--------------|----|----------------|----|----------------|----|----------------|
| 480210                | Transfers In | \$ | -              | \$ | -              | \$ | -              |
| <b>Total Revenue:</b> |              | \$ | <b>198,427</b> | \$ | <b>232,486</b> | \$ | <b>138,680</b> |

(Deficit, if any, to be paid from Unrestricted Fund Balance. Fund Balance as of 3/24/2022 is \$248,

\* As of March 24, 2022 (9 months); \*\* Payment from State of California during fiscal year 2020-2021 for CO'

**DRAFT PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET**

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**2022-2023 PROJECTED FISCAL YEAR**

(From 7/1/2022 to 6/30/2023)

**EXPENSES**

| <b>County Code</b>                    | <b>Debits/<br/>Expenditures</b>  | <b>2020 - 2021<br/>Actual</b> | <b>2021 - 2022<br/>Actual*</b> | <b>2022-2023<br/>Projected</b> |
|---------------------------------------|----------------------------------|-------------------------------|--------------------------------|--------------------------------|
| <b><u>Staff</u></b>                   |                                  |                               |                                |                                |
| 511110                                | Librarian                        | \$ 58,514                     | \$ 19,570                      | \$ 63,000                      |
| 511220                                | Extra Hire                       | \$ 7,023                      | \$ 12,244                      | \$ 49,000                      |
| 511345                                | Holiday Pay                      | \$ -                          | \$ -                           | \$ -                           |
| 515110                                | Social Security                  | \$ 4,348                      | \$ 2,224                       | \$ 6,944                       |
| 515115                                | Medicare                         | \$ 1,017                      | \$ 520                         | \$ 1,624                       |
| 513215                                | Health Benefits                  | \$ 12,581                     | \$ 8,019                       | \$ 13,000                      |
| 514110                                | Workers Compensation             | \$ 517                        | \$ 815                         | \$ 1,700                       |
| 515120                                | Unemployment Insur.              | \$ 606                        | \$ 316                         | \$ 1,500                       |
|                                       |                                  | \$ 84,606                     | \$ 43,708                      | \$ 136,768                     |
| <b><u>Administrative Expenses</u></b> |                                  |                               |                                |                                |
| 521610                                | Insurance                        | \$ 4,669                      | \$ 4,721                       | \$ 5,600                       |
| 522210                                | Memberships/Prof Develop.        | \$ 520                        | \$ 55                          | \$ 900                         |
| 522440                                | Petty Cash/Postage               | \$ -                          | \$ -                           | \$ -                           |
| 522410                                | Office Expenses                  | \$ 3,454                      | \$ 1,500                       | \$ 3,000                       |
| 522310                                | Projects (FUTA Taxes/ADP Payroll | \$ 1,841                      | \$ 2,440                       | \$ 2,500                       |
| 522930                                | Copy Machines                    | \$ -                          | \$ -                           | \$ -                           |
| 521310                                | Phone/Internet                   | \$ 11,272                     | \$ 6,172                       | \$ 12,000                      |
|                                       |                                  | \$ 21,757                     | \$ 14,888                      | \$ 24,000                      |
| <b><u>Collection</u></b>              |                                  |                               |                                |                                |
| 522815                                | Publications Upkeep              | \$ 65,399                     | \$ 38,543                      | \$ 61,000                      |
| 522410                                | Book Binding                     | -                             | -                              | \$ -                           |
|                                       |                                  | \$ 65,399                     | \$ 38,543                      | \$ 61,000                      |
| <b>Total Expenses:</b>                |                                  | <b>\$ 171,762</b>             | <b>\$ 97,139</b>               | <b>\$ 221,768</b>              |

(Deficit, if any, to be paid from Unrestricted Fund Balance)

\* As of March 24, 2022 (9 months)

**MARIN COUNTY LAW LIBRARY ANNUAL BUDGET**

**2020-2021 PROJECTED FISCAL YEAR**

(From 7/1/20 to 6/30/21)

MUNIS Fund No. : 3400

Program: 7960

Subprogram: 7961

| <b>SUMMARY</b>              | <b>2019-2020</b>  | <b>2020-2021</b> |
|-----------------------------|-------------------|------------------|
| Projected Receipts:         | \$ 174,403        | \$ 210,300       |
| Actual Receipts:            | <u>\$ 103,904</u> |                  |
| Balance Receipts:           | + \$ 70,499       |                  |
| <br>Projected Expenses:     | <br>\$ 200,085    | <br>\$ 210,200   |
| Actual Expenses:            | <u>\$ 85,049</u>  |                  |
| Balance Expenses:           | \$ 115,036        |                  |
| <br>Actual Budget Balance*: | <br>+ \$ 18,855   |                  |
| Difference:                 |                   | + \$ 100         |

**INCOME**

| <u>County Code</u> | <u>Description</u>         | <u>2018 - 19</u> | <u>2019 - 20</u> | <u>2020-21</u>   |
|--------------------|----------------------------|------------------|------------------|------------------|
|                    |                            | <u>Actual</u>    | <u>Actual*</u>   | <u>Projected</u> |
| 451970             | Filings                    | \$ 170,059       | \$ 88,305        | \$ 175,000       |
| 441115             | Interest                   | \$ 2,126         | \$ 671           | \$ 2,000         |
| 462650             | Photocopies                | \$ 4,658         | \$ 1,594         | \$ 3,000         |
| 470410             | Book Sales                 | \$ 895           | \$ 315           | \$ 1,000         |
| 470330             | Donations                  | \$ -             | \$ -             | \$ 9,200         |
| 470110             | Fax/Paper Sales            | \$ 37            | \$ 96            | \$ 100           |
| 441215             | Conference Room            | \$ 2,905         | \$ 840           | \$ 2,000         |
| 462610             | Proctoring                 | \$ 2,017         | \$ 898           | \$ 2,000         |
| 461810             | Misc. Receipts (CLE, etc.) | \$ 79,135        | \$ 11,185        | \$ 1,000         |
|                    | Passport Services          |                  |                  | \$ 15,000        |

|        |              |    |   |    |   |
|--------|--------------|----|---|----|---|
| 480210 | Transfers In | \$ | - | \$ | - |
|--------|--------------|----|---|----|---|

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|                       |  |    |                |    |                |    |                |
|-----------------------|--|----|----------------|----|----------------|----|----------------|
| <b>Total Revenue:</b> |  | \$ | <b>261,832</b> | \$ | <b>103,904</b> | \$ | <b>210,300</b> |
|-----------------------|--|----|----------------|----|----------------|----|----------------|

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(Deficit, if any, to be paid from Unrestricted Fund Balance)

\* As of December 31, 2019 (6 months)

**MARIN COUNTY LAW LIBRARY ANNUAL BUDGET**

**2020-2021 PROJECTED FISCAL YEAR**

(From 7/1/20 to 6/30/21)

| <b>EXPENSES</b>        |                                       |                             |                              |                                |
|------------------------|---------------------------------------|-----------------------------|------------------------------|--------------------------------|
| <b>County Code</b>     | <b>Debits/<br/>Expenditures</b>       | <b>2018 - 19<br/>Actual</b> | <b>2019 - 20<br/>Actual*</b> | <b>2020 - 21<br/>Projected</b> |
|                        | <b><u>Staff</u></b>                   |                             |                              |                                |
| 511110                 | Librarian                             | \$ 53,744                   | \$ 26,191                    | \$ 54,000                      |
| 511220                 | Extra Hire                            | \$ 27,933                   | \$ 13,971                    | \$ 28,000                      |
| 511345                 | Holiday Pay                           | \$ -                        | \$ -                         | \$ -                           |
| 515110                 | Social Security                       | \$ 5,160                    | \$ 1,992                     | \$ 5,000                       |
| 515115                 | Medicare                              | \$ 1,208                    | \$ 466                       | \$ 1,200                       |
| 513215                 | Health Benefits                       | \$ 8,259                    | \$ 5,150                     | \$ 11,000                      |
| 514110                 | Workers Compensation                  | \$ 713                      | \$ 873                       | \$ 1,200                       |
| 515120                 | Unemployment Insur.                   | \$ 1,581                    | \$ 623                       | \$ 1,600                       |
|                        |                                       | <b>\$ 98,598</b>            | <b>\$ 49,266</b>             | <b>\$ 102,000</b>              |
|                        | <b><u>Administrative Expenses</u></b> |                             |                              |                                |
| 521610                 | Insurance                             | \$ 4,207                    | \$ 2,059                     | \$ 4,500                       |
| 522210                 | Memberships/Prof Develop.             | \$ 2,697                    | \$ 633                       | \$ 2,700                       |
| 522440                 | Petty Cash/Postage                    | \$ -                        | \$ -                         | \$ -                           |
| 522410                 | Office Expenses                       | \$ 2,926                    | \$ 1,107                     | \$ 3,000                       |
| 522310                 | Projects                              | \$ -                        | \$ -                         | \$ 5,000                       |
| 522930                 | Copy Machines                         | \$ 8,144                    | \$ 1,112                     | \$ 12,000                      |
| 521310                 | Phone/Internet                        | \$ 10,354                   | \$ 3,291                     | \$ 10,000                      |
|                        |                                       | <b>\$ 28,328</b>            | <b>\$ 8,202</b>              | <b>\$ 37,200</b>               |
|                        | <b><u>Collection</u></b>              |                             |                              |                                |
| 522815                 | Publications Upkeep                   | \$ 91,320                   | \$ 27,581                    | \$ 71,000                      |
| 522410                 | Book Binding                          | \$ -                        | \$ -                         | \$ -                           |
|                        |                                       | <b>\$ 91,320</b>            | <b>\$ 27,581</b>             | <b>\$ 71,000</b>               |
| <b>Total Expenses:</b> |                                       | <b>\$ 218,246</b>           | <b>\$ 85,049</b>             | <b>\$ 210,200</b>              |

(Deficit, if any, to be paid from Unrestricted Fund Balance)

\* As of December 31, 2019 (6 months)

**FY 2022-2023**

**Wage Increase Calculations - Prepared 4/07/22**

| <b>CURRENT ANNUAL WAGES EXPENSE - ALL STAFF</b> |           |        |                  |                  |   |                 |                  |
|---|-----------|--------|------------------|------------------|---|-----------------|------------------|
| Hourly Rate                                     | Hours Per | Weekly | #Weeks Annual    | Annual           | #Months Annual                                    | Monthly         | Total Wages      |
| EE-1  | \$ 20.00  | 10     | \$ 200.00        | 52               | \$ 10,400.00                                      | 12              | \$ 867           |
| LIB-1   | \$ 31.11  | 35.5   | \$ 1,104.41      | 52               | \$ 57,429.06                                      | 12              | \$ 4,786         |
|   |           |        | <b>Subtotal:</b> | <b>\$ 67,829</b> |   | <b>\$ 5,652</b> | 67,829           |
|   |           |        |                  |                  | Employer UI & ETT Taxes/EE/Yr to \$7K Max @3.40%: |                 | \$ 476           |
|   |           |        |                  |                  | Employer Taxes @ 10.55%:                          |                 | \$ 7,156         |
|   |           |        |                  |                  | <b>GRAND TOTAL:</b>                               |                 | <b>\$ 75,461</b> |
|   |           |        |                  |                  | (Wages + Employer Taxes)                          |                 |                  |

| <b>ANNUAL WAGES EXPENSE with Staff Increase to \$18/\$20 Per Hour</b> |           |        |                  |                  |   |                 |                  |
|---|-----------|--------|------------------|------------------|---|-----------------|------------------|
| Hourly Rate   | Hours Per | Weekly | #Weeks Annual    | Annual           | #Months Annual                                    | Monthly         | Total Wages      |
| EE-1  | \$ 20.00  | 10     | \$ 200.00        | 52               | \$ 10,400.00                                      | 12              | \$ 867           |
| EE-2  | \$ 18.00  | 10     | \$ 180.00        | 52               | \$ 9,360.00                                       | 12              | \$ 780           |
| EE-3  | \$ 18.00  | 20     | \$ 360.00        | 52               | \$ 18,720.00                                      | 12              | \$ 1,560         |
| LIB-1   | \$ 31.11  | 35.5   | \$ 1,104.41      | 52               | \$ 57,429.06                                      | 12              | \$ 4,786         |
|   |           |        | <b>Subtotal:</b> | <b>\$ 95,909</b> |   | <b>\$ 7,992</b> | 95,909           |
|   |           |        |                  |                  | Employer UI & ETT Taxes/EE/Yr to \$7K Max @3.40%: |                 | \$ 952           |
|   |           |        |                  |                  | Employer Taxes @ 10.55%:                          |                 | FALSE            |
|   |           |        |                  |                  | <b>GRAND TOTAL:</b>                               |                 | <b>\$ 96,861</b> |
|   |           |        |                  |                  | (Wages + Employer Taxes)                          |                 |                  |

| <b>ANNUAL WAGES EXPENSE with Staff Increase to \$20/22</b> |           |        |               |        |                |         |             |
|--|-----------|--------|---------------|--------|----------------|---------|-------------|
| Hourly Rate  | Hours Per | Weekly | #Weeks Annual | Annual | #Months Annual | Monthly | Total Wages |
| EE-1   | \$ 22.00  | 10     | \$ 220.00     | 52     | \$ 11,440.00   | 12      | \$ 953      |
| EE-2   | \$ 20.00  | 10     | \$ 200.00     | 52     | \$ 10,400.00   | 12      | \$ 867      |

EE-3  
LIB-1

|          |      |             |                  |   |    |                          |                   |
|----------|------|-------------|------------------|---|----|--------------------------|-------------------|
| \$ 20.00 | 20   | \$ 400.00   | 52               | \$ 20,800.00                                      | 12 | \$ 1,733                 |                   |
| \$ 31.11 | 35.5 | \$ 1,104.41 | 52               | \$ 57,429.06                                      | 12 | \$ 4,786                 |                   |
|          |      |             | <b>Subtotal:</b> | <b>\$ 100,069</b>                                 |    | <b>\$ 8,339</b>          | 100,069           |
|          |      |             |                  | Employer UI & ETT Taxes/EE/Yr to \$7K Max @3.40%: |    | \$ 952                   |                   |
|          |      |             |                  |   |    | Employer Taxes @ 10.55%: | \$ 10,557         |
|          |      |             |                  |   |    | <b>GRAND TOTAL:</b>      | <b>\$ 111,578</b> |
|          |      |             |                  |   |    | (Wages + Employer Taxes) |                   |

EE-1  
EE-2  
EE-3  
LIB-1

| ANNUAL WAGES EXPENSE with Staff Increase to \$22/\$24 Per Hour |           |             |                  |   |                |                          |                   |
|--|-----------|-------------|------------------|---|----------------|--------------------------|-------------------|
| Hourly Rate  | Hours Per | Weekly      | #Weeks Annual    | Annual  | #Months Annual | Monthly                  | Total Wages       |
| \$ 24.00   | 10        | \$ 240.00   | 52               | \$ 12,480.00                                      | 12             | \$ 1,040                 |                   |
| \$ 22.00   | 10        | \$ 220.00   | 52               | \$ 11,440.00                                      | 12             | \$ 953                   |                   |
| \$ 22.00   | 20        | \$ 440.00   | 52               | \$ 22,880.00                                      | 12             | \$ 1,907                 |                   |
| \$ 29.11   | 35.5      | \$ 1,033.41 | 52               | \$ 53,737.06                                      | 12             | \$ 4,478                 |                   |
|  |           |             | <b>Subtotal:</b> | <b>\$ 100,537</b>                                 |                | <b>\$ 8,378</b>          | 100,537           |
|  |           |             |                  | Employer UI & ETT Taxes/EE/Yr to \$7K Max @3.40%: |                | \$ 952                   |                   |
|  |           |             |                  |   |                | Employer Taxes @ 10.55%: | \$ 10,607         |
|  |           |             |                  |   |                | <b>GRAND TOTAL:</b>      | <b>\$ 112,096</b> |
|  |           |             |                  |   |                | (Wages + Employer Taxes) |                   |