

**Notice of Regular Monthly Meeting of  
Marin County Law Library Board of Trustees**

**Tuesday, January 19, 2021 at 5:15 P.M.**

Due to the COVID-19 Pandemic and current Stay-at-Home Order issued by the Marin County Public Health Officer, the **meeting will be conducted by remote connection.**

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

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/83361689464>

Meeting ID: 833 6168 9464

One tap mobile

+16699006833,,83361689464# US (San Jose)

+12532158782,,83361689464# US (Tacoma)

Dial by your location

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+1 346 248 7799 US (Houston)

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+1 312 626 6799 US (Chicago)

Meeting ID: 833 6168 9464

Find your local number: <https://us02web.zoom.us/j/83361689464>

**Agenda**

**Call to Order\***

1. Approval of Minutes
  - 1.1 December 15, 2020 Regular Board Meeting
2. Open Time for Public Expression
3. Financial Report
  - 3.1 December 2020 Fiscal Report
  - 3.2 January 2021 Warrants

4. Librarian's Report
5. Reports of Advisory and Special Committees
  - 5.1 Civic Engagement Committee
6. Old Business
  - 6.1 **Discussion and Action Item:** Payroll Tax Filing Issue Status Report and Approval of Hiring Bookkeeper to Assess Situation
7. New Business
  - 7.1 **Discussion and Action Item:** Discussion re Purchase of Software Program for Hearing Impaired for Law Library Zoom Events
  - 7.2 **Discussion and Action Item:** Renewal of Policy of Nonprofit D & O Insurance
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

The next board meeting will be held on Tuesday, February 16, 2021 at 5:15 p.m.

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

***If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail [disabilityaccess@marincounty.org](mailto:disabilityaccess@marincounty.org) at least five working days in advance of the meeting. A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at [www.marincountylawlibrary.org](http://www.marincountylawlibrary.org). It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.***

DRAFT

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



COUNTY OF MARIN

LAW LIBRARY DIRECTOR:  
Laurie Vaala-Olsen

A California Independent Public Agency Under  
Business & Professions Code Section 6300 et seq.

BOARD OF TRUSTEES:  
Kristine Fowler Cirby, Esq., President  
Tracy Barrett, Esq., Vice President  
Sam Ware, Esq.  
Denise Bashline  
Jonathan Frieman, J.D.  
Donald Drummond, Esq.  
Walter Cook, Jr, Esq., MLIS

Tuesday, December 15, 2020 at 5:15 p.m.

By Remote Connection

Present: Kristine Fowler Cirby, Donald Drummond, Walter Cook, Jr., Sam Ware, Jonathan Frieman, Denise Bashline, Tracy Barrett and Laurie Vaala-Olsen, Ex Officio-Secretary

Also Present: Bill Hale

President Kristine Fowler Cirby called the meeting to order at 5:20 p.m. and thereafter presided.

1. Approval of Minutes

1.1 Minutes of November 17, 2020 Regular Board Meeting – Donald moved for approval of the Minutes as amended; Walt seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – One member of the public addressed the board.

3. Financial Report

3.1 November 2020 Fiscal Report

Actual November Revenue was \$9,891 and actual November Expenses were \$10,685. There was net negative cash flow of \$794 in November, which left a fund balance of \$128,260. Actual filing fee revenue for November 2020 was \$9,891. Actual YTD Filing Fee Revenue (7/1/20 – 11/30/20) was \$49,867. Actual YTD Revenue (7/1/20 – 11/30/20) was \$113,648 and Actual YTD Expenses (7/1/20 – 11/30/20) were \$63,858 resulting in a net positive YTD budget cash flow of \$49,790. Discussion ensued regarding the budget shortfall and the need to convene a budget advisory committee in January 2021 to review FY 2020-2021 Budget to make cuts.

3.2 November 2020 Warrants

Laurie reported that the Hartford Insurance Renewal warrant is for the entire year, and the Kaiser warrant was for January 2021 dues plus an additional \$186.19 to cover an underpayment of dues in December 2020. Warrants for December totaled \$7,902.27, with Payroll adding \$4,552.28, for an expense total of \$12,454.44. Sam moved for approval of the Warrants as presented, Donald seconded. Motion passed: 7 Ayes, 0 Noes, 0 Abstentions.

4. Librarian's Report

Laurie provided an update on the COVID-19 Pandemic and Stay Home Orders, stated there is a serious candidate for the part-time Law Library Administrative Assistant position, further stated that the problems with payroll tax filings by ADP continue and lastly recommended that trustees check out the Law Library's website for new content, including Spanish language information about Lawyers in the Library and curated lists of resources organized by practice area on the Legal Resources tab.

## 5 Committee Reports

5.1 Civic Engagement – Denise reported that Marin County Deputy Public Defender Carol Farrer and forensic and clinical psychologist Dr. Ryan Dunnigan will present about Marin County Superior Court's STAR Court at the January 7 First Thursdays at the Law Library event. A presentation about Marin Community Clinics is scheduled for February 4.

## 6 Old Business

### 6.1 Discussion re Virtual Lawyers in the Library

Laurie reported that the Thursday LIL clinics may conflict with volunteer recruitment for staffing the Presiding Judge's Unlawful Detainer Settlement Hearings every Thursday afternoon. It was suggested to wait until after the holidays to see if a problem arises and then revisit our schedule.

### 6.2 Payroll Tax Filing Issue Status Report

Sam summarized the issue and reported on his attempts to speak with an ADP representative following the letter he sent to ADP. He also reported on his communications with the Executive Director of LAFCO regarding their experience of similar payroll tax filing issues with ADP. Laurie stated she had submitted payroll tax reports for Q1, Q2 and Q3 of 2020 to EDD. Laurie will contact Paychex to compare their services to ADP.

## 7. New Business

### 7.1 Discussion re Renewal of Hartford Policy of Liability Insurance

Laurie presented information about the renewal. The trustees agreed that the policy of liability insurance with Hartford should be renewed.

### 7.3 Discussion re Replacement of Equipment for ISP Infrastructure and Laptop Computer

Laurie reported that the Law Library's IT Consultant is recommending that MCLL replace its ISP equipment due to age. It will be costly so it will have to be done in phases. There have been several incidents in the past year when it has taken one-half to one full day to get the Law Library's internet service back up after a power outage. This will continue to be a problem. No action was taken.

## 8. Closed Session (Gov. Code §§ 54950-54963):

8.1 Public Employee Performance Evaluations: Law Library Director and Staff

8.2 Reconvene Open Session: Announce Action Taken in Closed Session, if Any  
Board President Kristine Fowler Cirby reported that the board decided to issue holiday bonuses to Law Library Staff; \$250 each to the Law Library Assistants and \$500 to the Law Library Director.

8.3 Open Session: Discussion re Holiday Bonuses and Action Item to Approve Resolution 2020-6 for Payment of Holiday Bonuses

Sam moved to approve Resolution 2020-6 for the payment of holiday bonuses in the amount of \$250 to each Law Library Assistant and \$500 to the Law Library Director; Donald seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

9. Board Members' Suggestions for Next Month's Agenda – Appointment of Advisory Budget Committee to review FY 2020-2021 Budget.

10. Adjournment

All relevant business having come before the board, Tracy moved to adjourn the meeting and Jonathan seconded. Motion passed with 76 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:48 p.m. The next board meeting will be held on Tuesday, January 19, 2021 at 5:15 p.m. on Zoom.

Respectfully submitted,

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Kristine Fowler Cirby, Esq.  
President, Board of Trustees

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Laurie Vaala-Olsen, Ex-Officio  
Secretary

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Projected December 2020	Projected January 2021	Projected February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Dec. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
<b>Starting balance</b>	\$ 100,670	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 129,054	\$ 128,510	\$ 118,674	\$ 110,717	\$ 110,812	\$ 110,884	\$ 110,912	\$ 110,940		\$ 110,968		
<b>Revenue</b>																	
451970 Filings	\$ 12	\$ 382	\$ 16,002	\$ 10,247	\$ 13,345	\$ 9,891	\$ 9,503	\$ 9,473	\$ 14,583	\$ 14,583	\$ 14,583	\$ 14,583	\$ 14,583	\$ 59,369	\$ 141,758	\$ 175,000	
441115 Interest	\$ 499	\$ -	\$ -	\$ 428	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 428	\$ 1,263	\$ 2,000	
462650 Photocopies	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 100	\$ 1,350	\$ 3,000	
470410 Book Sales	\$ -	\$ -	\$ 726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 726	\$ 1,141	\$ 1,000	
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767	\$ 767	\$ 767	\$ 767	\$ 767	\$ -	\$ 3,835	\$ 9,200	
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ -	\$ 40	\$ 100	
441215 Conference Room	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 300	\$ 1,135	\$ 2,000	
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ -	\$ 835	\$ 2,000	
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 1,056	\$ 61,172	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 62,228	\$ 62,643	\$ 1,000	
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 6,250	\$ 15,000	
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Revenue Total:</b>	\$ 511	\$ 382	\$ 18,183	\$ 71,847	\$ 13,345	\$ 9,891	\$ 9,503	\$ 9,473	\$ 17,525	\$ 17,525	\$ 17,525	\$ 17,525	\$ 17,525	\$ 123,151	\$ 220,249	\$ 210,300	
<b>Expenses</b>																	
<b>Staff</b>																	
511110 Librarian	\$ 6,657	\$ 1,610	\$ 4,134	\$ 4,134	\$ 6,200	\$ 3,122	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 23,700	\$ 50,700	\$ 54,000	
511220 Extra Hire	\$ 38	\$ 60	\$ 19	\$ 94	\$ 375	\$ 581	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 3,462	\$ 17,460	\$ 28,000	
515110 Social Security	\$ 256	\$ 132	\$ 257	\$ 262	\$ 408	\$ 300	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 1,777	\$ 4,279	\$ 5,000	
515115 Medicare	\$ 60	\$ 31	\$ 60	\$ 61	\$ 95	\$ 70	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 418	\$ 1,018	\$ 1,200	
513215 Health Benefits	\$ 899	\$ 899	\$ 899	\$ 899	\$ 899	\$ 937	\$ 1,309	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 5,841	\$ 11,343	\$ 11,000	
514110 Workers Compensation	\$ -	\$ -	\$ 517	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 617	\$ 1,217	\$ 1,200	
515120 Unemployment Insur.	\$ -	\$ 3	\$ 1	\$ 4	\$ 15	\$ 29	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 185	\$ 983	\$ 1,600	
Federal FUTA	\$ 121	\$ 0	\$ 0	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
														Staff Subtotal:	\$ 35,999	\$ 86,999	\$ 102,000
<b>Administrative Expenses</b>																	
521610 Insurance - Subtotal		\$ 722	\$ -	\$ 1,476	\$ 721	\$ -	\$ 1,670	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 4,589	\$ 6,839	\$ 4,500	
USLI	\$ 271	\$ 271	\$ -	\$ -	\$ 271	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Complete Equity Markets				1,476													
Hartford	\$ 421	\$ 451	\$ -	\$ -	\$ 451	\$ -	\$ 1,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
522210 Memberships/Prof Develop.		\$ 60	\$ -	\$ -	\$ -	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 510	\$ -	\$ 2,700	
CCCLL																	
MCBA		\$ 20	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MLCPA							\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
NOCALL		\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
522410 Office Expenses	\$ 93	\$ 194	\$ 34	\$ 406	\$ 262	\$ -	\$ 16	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 912	\$ 2,412	\$ 3,000	
522310 Projects (ADP Payroll)	\$ 121	\$ -	\$ -	\$ -	\$ 199	\$ 136	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 751	\$ 3,253	\$ 5,000	
522930 Copy Machines		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 7,000	\$ 12,000	
DeLage Londen																	
HiTech																	
Marin Copier																	
521310 Sonic Internet/Sonic Email	\$ 154	\$ 154	\$ 155	\$ 155	\$ -	\$ -	\$ -	\$ 154	\$ 154	\$ 154	\$ 154	\$ 154	\$ 154	\$ 4,757	\$ 8,881	\$ 10,000	
Comcast Internet					\$ 482	\$ 191	\$ 201	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 464	\$ 1,388	\$ 1,848	
Phone	\$ 97	\$ 97	\$ 102	\$ 107	\$ 106	\$ 103	\$ 105	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 619	\$ 1,219	\$ 1,200	
SPTJ	\$ 350	\$ 350	\$ 350	\$ 613	\$ 1,138	\$ 175	\$ 175	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 2,800	\$ 6,274	\$ 6,952	
														Admin Sub.	\$ 12,519	\$ 25,132	

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Projected December 2020	Projected January 2021	Projected February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Dec. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
<b>Collection</b>																	
522815	Publications Upkeep													Collection Sub	\$ 32,578	\$ 67,783	\$ 71,000
	Other	\$ -				\$ -	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 4,669	\$ 8,807	
	CEB	\$ 590	\$ -	\$ 6,733	\$ 889	\$ 1,006	\$ 1,006	\$ 550	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 10,185	\$ 15,000	
	Lexis Nexis	\$ 2,941	\$ 682	\$ 363	\$ 32	\$ 198	\$ 231	\$ 240	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 5,243	\$ 7,000	
	WestLaw	\$ 4,344	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,215	\$ 2,215	\$ 2,215	\$ 13,030	\$ 26,191	\$ 26,193	
	West Publishing	\$ 2,318	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,182	\$ 6,952	\$ 13,995	\$ 14,000	
522410	Book Binding																
	Expense Total:	\$ 19,731	\$ 9,105	\$ 16,953	\$ 13,939	\$ 16,156	\$ 10,435	\$ 19,338	\$ 17,430	\$ 17,430	\$ 17,453	\$ 17,497	\$ 17,497	\$ 17,497	\$ 81,096	\$ 179,914	\$ 210,200
	Fund Balance	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 129,054	\$ 128,510	\$ 118,674	\$ 110,717	\$ 110,812	\$ 110,884	\$ 110,912	\$ 110,940	\$ 110,968			

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

## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021
MONTH											
JULY	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
AUGUST	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
SEPT.	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
OCTOBER	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
NOVEMBER	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
DECEMBER	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
JANUARY	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
FEBRUARY	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	
MARCH	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	
APRIL	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	
MAY	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	
JUNE	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	
<b>ANNUAL TOTALS</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	<b>68,942.50</b>

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
<b>JAN. TOTALS</b>	153,769.99	138,113.25	122,258.97	108,239.15	104,317.08	98,203.30	96,826.61	105,540.65	99,324.28	102,886.11	<b>68,942.50</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**  
**January 2021 WARRANTS**  
(Account Balance: \$118,674)

**AP Processing Copy**

Item No.	Vendor	Current Amount Due	Suggested Payment
1	ADP - Monthly charge for payroll services debited from LL Fund	\$ 135.74	\$ 135.74
2	AT&T Calnet 3 (Telephone)	\$ 109.36	\$ 109.36
3	CEB (\$457.11 for print publications; \$334.92 for OnLAW)	\$ 792.03	\$ 792.03
4	Comcast Business (Internet service)	\$ 190.81	\$ 190.81
5	CCCLL (Annual Dues)	\$ 420.00	\$ 420.00
6	Kaiser (February Dues)	\$ 1,123.22	\$ 1,123.22
7	LexisNexis	\$ 1,350.41	\$ 1,350.41
8	SPTJ Consulting, Inc. (IT Consulting)	\$ 350.00	\$ 350.00
9	US Bank (Cal Card Payment - Sonic Internet; Adobe Renewal; MS 365 Renewal; PPE)	\$ 85.66	\$ 85.66
10	USLI	\$ 531.20	\$ 531.20
11	Westlaw Next	\$ 2,171.65	\$ 2,171.65
12	West Publishing	\$ 1,158.61	\$ 1,158.61
	<b>Totals:</b>	<b>\$ 8,418.69</b>	<b>\$ 8,418.69</b>

**Salaries: \$4,833.62**

**Total Expenses: \$8,418.69**

<b>Total Revenue Available:</b>	<b>\$ 118,674.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 13,252.31</b>
<b>Remaining Cash Balance:</b>	<b>\$ 105,421.69</b>