Call to Order*

1. Approval of Minutes
   1.1 August 24, 2015 Minutes
   1.2 September 21, 2015 Minutes

2. Open Forum: Opportunity for Comments from Public

3. Financial Report
   3.1 September 2015 Fiscal Report
   3.2 October Warrants

4. Librarian’s Report:
   4.1 Online Card Catalog
   4.2 Report Regarding CCCLL Fall 2015 Meeting

5. Unfinished Business:
   5.1 Discussion and Action Item: Review and Discuss Analysis to Increase Staff Pay by Reducing Law Library Hours of Operation
   5.2 Discussion: Review and Discuss Current Law Library Employment Policy and Possible Revisions to Reflect Current Practices
   5.3 Discussion: Review and Discuss Type of Petty Cash Account Most Suitable for Law Library Small Purchases


7. Adjournment
   The next board meeting will be held on Monday, November 16, at 5:15 p.m.

* This meeting may be recorded as authorized by the Government Code.
Regular Meeting of the Board of Law Library Trustees of Marin County


Monday, August 24, 2015, at 5:15 p.m.

Present: Steven Schoonover, Elliot Bien, Alexandria Quam, Denise Bashline, and Laurie Vaala-Olsen, Acting Secretary.

Also Present: Sheila Lichtblau, Bill Hale, and Susan Windman.

Call to Order

Steven Schoonover called the meeting to order at 5:20 p.m., and thereafter presided.

Upon Ms. Lichtblau's arrival, the board prepared to go into closed session. However, before convening the closed session, Steven turned the floor over to Bill Hale for a comment. In regard to the legal action, Bill stated that at the last board meeting he suggested that there be consideration of Jason's returning, perfecting the petition, but the board didn't want to do that. Bill stated it is irresponsible of the board not to provide for the possibility that he will be returning, not that Jason could reapply. Then the Board can "go after him in the light of day." He further stated if the Board moves to appoint a new Director that he plans to file for an injunction if Jason is not given the chance to return and the petition is resolved.

Susan Windman stated that it is her understanding that the trustees have fiduciary responsibilities for the Law Library, including the responsibility for how the money is spent. In regard to the pending litigation and out of concern for the Law Library's expenditures, she thinks the Law Library must wait to hire a new permanent Director until the lawsuit related to this same issue is resolved, or it could cost the Law Library a lot more money in the long run to clean things up.

1. Closed Session: (Gov. Code §§ 54950 – 54963)
   1.1 Conference with legal counsel - Existing litigation
       California Government Code section 54956.9(d)(1)
       Name of Case: Hale v. Marin County Law Library Board of Trustees
       Marin County Superior Court Case No. CIV 1404780
       Alameda County Superior Court, Case No. RG15755355
Following the public comments, the board went into closed session. At approximately 6:06 p.m., Steven reconvened the open session and announced that there was no action taken in closed session.

2. **Approval of the Minutes**

2.1 The July 20, 2015 Minutes were circulated and reviewed.

Bill objected to paragraph 4 of page 4 because it excluded a comment made by Sam Ware. Bill stated that Sam had made some additional comments about Elliot’s idea of a closed session. Aside from including Bill’s objection in the Minutes of this meeting, no change will be made to the July 2015 Minutes.

Susan Windman stated that item 6.2 on page 4, at sentence 6 misinterpreted her comments about the patron rules. Her concerns were not what is stated in that sentence. She was speaking about the importance of systematizing the consequences of violating various patron rules so that consequences are uniformly applied regardless of which staff member imposes the consequence. Elliot requested that she write down what she said so it could be reviewed and addressed at a later point in the meeting, and he could make a motion about correcting it at a later time.

Alexandria moved to approve the Minutes with suggested corrections, which will be made at a later time, and Elliot seconded. The motion passed, with 4 Ayes, 0 Noes and 0 Abstentions.

3. **Open Forum**

Bill Hale stated that guidelines are missing from the patron rules, such that a patron knows exactly what consequence will result for violating a given rule. He suggested the board review the San Francisco Patron Rules Guidelines as an example. He also requested that the board reconsider the possibility of inviting retired Supreme Court Justice Sandra Day O’Connor to speak in the area, which might provide an opportunity for the Law Library to raise some funds.

4. **Financial Report**

4.1 **Revised June 2015 Fiscal Report**

Laurie presented the Revised June Fiscal Report and the Revised July to June Year End Fiscal Report. It is necessitated by a change in the County Department of Finance’s Year End Accounting Practices. While the majority of the Law Library’s July Warrants are for charges and/or services incurred in June, in the past they have been routinely “booked” in Period 1 of the following fiscal year (the month of July). This practice will no longer be followed. As of Fiscal Year 2015-16, the Law Library is required to book the charges and services incurred in June of Fiscal Year 2014-15 in "Period 13" of that fiscal year. There was no advance notice that this change would be made this year, and it has resulted in payments for two months’ worth of services and
charges being recorded in the month of June. That is reflected on the revised fiscal reports. There was no increase in revenue, only an increase in the expenditures in the amount of $15,125.78. Basically, we are paying for one month of warrants a month early.

4.2 July 2015 Fiscal Report

Laurie presented the July 2015 Fiscal Report, which she had prepared in a new format. The Unrestricted Fund Balance on July 1, 2015 was $46,393.13. The filing fee revenue was $13,394.41, slightly below what we had budgeted. The expenses were less than we had anticipated because the majority of the July Warrants were booked in FY 2014-2015. The Unrestricted Fund Balance as of July 31, 2015 was $52,947.28. The Unrestricted Fund Balance as of August 24, 2015 was $67,053.45. Laurie stated that the Law Library is doing okay financially. Elliot pointed out that we have numerous legal publications that are not being updated financially. There has not been any communication from Inland regarding the monthly payment to them; they have not. In addition, Inland did not send the Law Library an invoice in July.

Alexandria moved to approve the warrants as presented, and Denise seconded. The motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

4.3 Warrants

Laurie presented the August Warrants, noting that the two warrants payable to Ingram are for the Nolo Press publications that the board authorized a couple of months ago, the $50 reimbursement to Laurie is for a gift card she purchased at Peet's for Suzan Sharpely, who worked Laurie’s hours on a volunteer basis during Laurie’s vacation in July, and the $1,075 payment to 3M Security Systems is for installation of the first used security gate that the Law Library obtained from the County’s warehouse. 3M installed the second used security gate at no charge to the Law Library. The remaining warrants are primarily for standard monthly invoices. There was an inquiry regarding whether there had been any communication from Inland regarding the monthly payment to them; there has not. In addition, Inland did not send the Law Library an invoice in July. Alexandria moved to approve the warrants as presented, and Denise seconded. The motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

5. Librarian’s Report

5.1 Change in Year-end Accounting Practice Effective for FY 2014-15

Laurie reported that recent changes at the County Department of Finance, due to an audit they have been undergoing prior to the changeover to a new accounting system, has resulted in them paying closer attention to the financial accounts for the special districts. As part of the County, special districts are required to adhere to the County’s accounting practices. Effective Fiscal Year 2014-2015, we must change the way we process our fiscal year-end accounting. In the past, the Law Library has paid its bills on a system with a one month lag time between the period in which the expenses are incurred and the date the invoices are paid. This is no longer acceptable. We must now “match revenues and expenses,” or book the expenses incurred in June in that same month. Essentially, this means that most of the July 2015 Warrants had to be booked in June 2015, the last month of the 2014-2015 fiscal year. From a practical standpoint, this has resulted in “double-charges” for the month of June. Laurie prepared revised fiscal reports for June 2015 and July to June 2014-2015 to reflect this change in
accounting practices. However, because the Law Library received no advance warning that this change would be required, the 2014-2015 budget was not prepared with these additional expenses in mind. There were insufficient funds in General Ledger Account No. 5220810, Collection Upkeep (legal publication subscriptions), to pay for the additional expenses. Laurie requested that the board appropriate $16,180.67 from General Operating Fund 70120 to General Ledger Account No. 5220810, Collection Upkeep, to cover the additional expenses. As of today, August 24, 2015, the Unrestricted Fund Balance is $67,053.45.

Laurie recently attended a Marin County Legal Professionals Association dinner meeting, where she met James Kim, the new Administrative Officer of the Marin Superior Court. She briefly discussed with him a desire for better collaboration between the Law Library and the Clerk’s Office to improve our ability to assist patrons in preparing their legal documents for filing with the Court.

CEB has launched a partner program with CCCLL to raise money for California County Law Libraries. Ten percent of the proceeds from orders for particular publications will be credited to the respective Law Library’s CEB account, as long as the attorney or law firm placing the order uses the Law Library’s priority code number. The Marin County Law Library’s priority code number is 9649A.

The Card Catalog project is proceeding. Library volunteer Michael Stocker recently completed the inventory of our current collection in Excel. Tim Allison, the volunteer who worked on the card catalog project last summer, is back in the area and available to continue his work on the project.

SB 711 was approved in the Assembly Appropriations Committee this week, and will be moving through the Assembly and the Senate, with the expectation that it will land on the Governor’s Desk in early October. If Governor Brown signs it, it will go into effect in January 2016.

6. Unfinished Business: None.

7. New Business

7.1 Discussion and Action Item: Review and Approve Retroactive Increase to G/L Account 5220810, Collection Upkeep (Subscriptions), for June 2015 Fiscal Report Pursuant to Change in County Fiscal Year End Accounting Practices

This item was discussed under Agenda Item 4.1 and 5.1. The board requested assurance that the increased expenses were not due to any errors on the Law Library’s part, which Laurie confirmed. Thereafter, Alexandria moved, and Denise seconded, the transfer of $16,180.67 from the Law Library’s General Operating Fund 70120 to General Ledger Account No. 5220810, Collection Upkeep. The motion passed with 4 Ayes, 0 Noes and 0 Abstentions.
7.2 Discussion and Action Item: Discuss and Approve Resolution to Write-off $134.02 in Petty Cash Receipts for Fiscal Year 2014-15

Laurie reported that the Law Library has to reconcile the Petty Cash Fund as part of its year-end accounting procedures. The money in the Petty Cash Fund was already depleted when Laurie stepped in as Acting Director following Jason’s resignation last October 2014. Unfortunately, some of the receipts for the expenses went missing during the transition from Jason’s leadership to Laurie’s. Laurie reported that there are receipts for $165.88 of the $299.90 budgeted for General Ledger Account No. 5220146, Postage/Petty Cash. There are no receipts for the remaining balance of $134.02, which must be written off. Resolution 2015-5 approves the write-off of $134.02. Laurie prepared a statement describing the reason for the write-off in a Memorandum to the Board dated August 24, 2015. The Board discussed the reason for the write-off and what steps are in place to insure that the same problem will not happen again this fiscal year. Elliot moved, and Alexandria seconded, approval of Resolution 2015-5 to write-off $134.02 in petty cash, with recommended changes to be made in Laurie’s statement describing the reason for the $134.02 write-off, pursuant to Alexandria’s request for more specificity. The motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

7.3 Discussion Item: Discuss Annual Report to Board of Supervisors

Laurie reported that she is using Jason’s Annual Report for Fiscal Year 2013-2014 and Hal’s Annual Report for Fiscal Year 2012-2013, because it follows more closely the content requirements for the report as set forth in the Statute, as templates for the Annual Report for Fiscal Year 2014-2015. She will provide a draft of the Fiscal Year 2014-2015 Annual Report to the board in one week. That will give the board time to review the Annual Report prior to voting on it at the September Board Meeting. The Annual Report is due October 15, 2015.

Prior to the end of the meeting, and pursuant to an earlier suggestion by Elliot, Susan provided to Elliot a written statement regarding what she said at the July Board Meeting about the Law Library’s Patron Rules of Conduct because she felt that Laurie had not accurately reported her statements in the July Minutes. The statement she provided to Elliot is exactly what she meant to say. Discussion ensued. While Susan’s statement was noted, it was decided not to amend the July Minutes.

8. Adjournment

All business before the Board having been considered, Elliot moved to adjourn the meeting, and Alexandria seconded. The meeting was adjourned at 7:05 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, September 21, 2015, at 5:15 p.m.

Respectfully submitted,

Steven Schoonover, President

Laurie Vaala-Olsen, Acting Secretary
Regular Meeting of the
Board of Law Library Trustees
of Marin County

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

Monday, September 21, 2015, at 5:15 p.m.

Present: Steven Schoonover, Robert Begley, Sam Ware, Elliot Bien, and Laurie Vaala-Olsen, Acting Secretary.

Also Present: Bill Hale

Call to Order

Steven Schoonover called the meeting to order at 5:25 p.m., and thereafter presided.

Elliot Bien introduced himself and stated that he was distributing a document dated September 21, 2015, which he had just received from Bill Hale.

1. Approval of the Minutes

1.1 The August 24, 2015 Minutes were circulated and reviewed. However, the board was unable to approve the minutes because they were short one person for a quorum. Sam Ware and Robert Begley had to abstain from voting because they did not attend the August 2015 board meeting. The Minutes will be approved at the October board meeting.

2. Open Forum

Bill Hale demanded that the board make available to Trudy Verzosa and Denise Bashline, the newest members of the board, the Closed Session Minutes from earlier board meetings (2014-15 Fiscal Year).

3. Financial Report

3.1 August 2015 Fiscal Report

Laurie pointed out that there was an error in the July 2015 Fiscal Report; it said July 2016 when it should have said July 2015.
The Unrestricted Fund Balance on August 1, 2015 was $44,784.61. Filing fee revenue received in August was $15,889.45. The Unrestricted Fund Balance on August 31, 2015 was $51,335.76. Current Unrestricted Fund Balance is $53,239.37. We were slightly ahead of what we anticipated. The current unrestricted fund balance reflects the $16,180 that was transferred from the Law Library's General Operating Fund to the Collections Upkeep line item account to pay for the extra month of 2014-2015 fiscal year expenses for legal publications. There was a discussion regarding the amount budgeted for telephone and internet, because the actual expenses are and will continue to be greater than what was budgeted. Laurie pointed out that $1,075 that was expensed in the Office Supplies budget was for installation of the used security gate.

3.2 Warrants

Laurie presented the September Warrants. She recommended not paying the Ingram invoice until the account gets straightened out. Sam moved to approve the warrants as amended, excluding the Ingram Invoice. Robert seconded. The motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

4. Librarian's Report

4.1 Discuss Recommendations to Revise Projected Annual Budget 2015/2016 FY

This item was tabled until the October board meeting.

4.2 Discuss CCCLL Fall Meeting

Laurie requested the board’s authorization to attend the CCCLL Fall Business Meeting in Fresno on October 16. She presented an estimate of $500 for the related expenses. Elliot moved, and Bob seconded, that the board approve Laurie’s attendance at the Fall meeting. Motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

4.3 Discuss Inland Request to Automate Reporting Monthly Meter Readings

Sam moved to approve Inland’s installation of an app to take automatic meter readings of the copiers and printers. Elliot seconded. The motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

5. Unfinished Business

5.1 Discuss and Approve Annual Report to Board of Supervisors

The board thanked Laurie for an impressive draft Annual Report for Fiscal Year 2014-2015. Robert suggested revising the conclusion to emphasize the 33 percent decline in revenues that the Law Library has experienced over the past five years while our expenses have increased annually at the rate of approximately 7 percent over that same period of time. He thought the conclusion should include a prediction of the date
we expect the Law Library to cease operating unless we receive some financial support from the County. The board agreed with Robert. Steven pointed out that his term is incorrect; it runs from January 1, 2015 through December 31, 2015. The report is due by October 15, which is before the next board meeting. Elliot moved to approve the Annual Report with modifications including Robert's suggested conclusion, which Robert and Laurie will work together to finalize, and a few editorial revisions provided by Steven. Sam seconded. Motion passed with 4 Ayes, 0 Noes, and 0 Abstentions.

5.2 Review and Discuss Analysis to Increase Staff Pay by Reducing Law Library Hours of Operation

Laurie presented Trudy's MCLL Salary Analysis, which provides calculations for reduced Law Library hours of operation and how the resulting savings could be used to increase pay for the Staff and Acting Director. One scenario would be to cut 8.5 hours of operation per week, for example closing the Law Library on Fridays, and apply the savings to increase the hourly wages. Essentially, this means employees would be paid the same amount of money for working fewer hours per week at a higher rate of pay. Unfortunately, this would not raise the total annual income of Law Library employees. Steven suggested that board members consider what other options might be available to effect an increase in pay and take up the matter again next month.

6. New Business

6.1 Review and Discuss Current Law Library Employment Policy and Possible Revisions to Clarify Its Application

Laurie will review the Law Library's Employment Policy and underline the sections that do not apply to the current employment situation, which the board will then review and discuss at next month's meeting. Elliot suggested contacting the County Counsel to see if there is anything missing from our employment policy that should be included in it. Steven will check with the County Counsel about this. Laurie will check with Human Resources regarding the distinction between Regular Hire and Extra Hire employees.

6.2 Review and Approve Funds to Proceed with Development of Online Card Catalog System

Laurie briefly reported on the various online card catalog options for a law library that is our size that are within our budget. Last summer, Jason assigned this project to law library intern Tim Allison to research and analyze. Tim recommended the OPALS card catalog system. The cost would be $1,000 the first year, and $700 annually thereafter. At that time, the board expressed support to proceed with looking into the OPALS system. The inventory list that we currently have is a static listing in an Excel spreadsheet. The board decided that an online card catalog system is not a priority at the present time, given the other demands on our limited budget. They requested that Laurie upload the current Excel spreadsheet list to the Law Library's website so patrons could search for publications on it.
6.3 Discuss Acting Director's Request to Attend CCCLL Fall Meeting and Approve Funds for Attendance at Meeting

This topic was discussed under agenda item 4.2

The board then convened in closed session.

7. **Closed Session: (Gov Code §§ 54950 - 54963)**
   7.1 Public Employee Performance Evaluation
       California Government Code § 54957(b)(1)
       Title: Acting Law Library Director

   7.2 Reconvene Open Session: (California Gov. Code § 54957.1(a)(5)
       Announce Action Taken in Closed Session, if Any
       Public Employee Performance Evaluation
       Title: Acting Law Library Director

The board reconvened at 7:22 p.m. Steven stated that there was nothing to report.

8. **Adjournment**

All business before the Board having been considered, Robert moved to adjourn the meeting, and Sam seconded. The meeting was adjourned at 7:24 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, October 19, 2015, at 5:15 p.m.

Respectfully submitted,

Steven Schoonover, President          Laurie Vaala-Olsen, Acting Secretary
# Marin County Law Library 2015/2016 FY
## September 2015 Fiscal Statement

### Credits

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**Total Credits:** $178,357.40

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### Debits

#### Staff Expenses

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**Difference:** $743.79

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**Subtotal:** $19,787.00

**Difference:** $1,648.92

#### Legal Publications Collection

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**Subtotal:** $72,102.00

**Difference:** $6,008.50

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<th>Proj. Budget Monthly</th>
<th>Actual Monthly</th>
<th>Proj. Budget Year to Date</th>
<th>Actual Year to Date</th>
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<tbody>
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</table>

**Total Debits:** $178,357.40

**Difference:** $1,784.07

### Balance

**Monthly:** $2,561.71

**Year to Date:** $13,921.87

Unrestricted Fund Balance (as of 10/15/15): $53,323.29
### MCLL FILING FEE REVENUE

<table>
<thead>
<tr>
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<td>MONTH ↓</td>
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<tr>
<td>JULY</td>
<td>20,540.55</td>
<td>18,553.72</td>
<td>17,112.03</td>
<td>15,325.97</td>
<td>13,394.41</td>
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<td>AUGUST</td>
<td>21,718.70</td>
<td>18,993.11</td>
<td>15,217.06</td>
<td>16,919.18</td>
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<td>SEPT.</td>
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<td>17,773.96</td>
<td>15,432.17</td>
<td>16,074.18</td>
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<td>OCTOBER</td>
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<td>19,163.96</td>
<td>15,217.59</td>
<td>14,560.64</td>
<td>13,726.42</td>
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<td>NOV.</td>
<td>18,609.36</td>
<td>14,605.25</td>
<td>13,983.15</td>
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<td>DECEMBER</td>
<td>19,736.75</td>
<td>17,096.40</td>
<td>16,688.32</td>
<td>13,698.16</td>
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<td>JANUARY</td>
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<td>16,072.57</td>
<td>14,588.83</td>
<td>12,812.89</td>
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<tr>
<td>FEBRUARY</td>
<td>20,767.28</td>
<td>15,160.56</td>
<td>14,836.86</td>
<td>13,448.58</td>
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<tr>
<td>MARCH</td>
<td>25,481.90</td>
<td>17,544.43</td>
<td>15,218.51</td>
<td>12,840.74</td>
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<td>APRIL</td>
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<td>15,398.28</td>
<td>14,144.44</td>
<td>13,292.85</td>
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<tr>
<td>MAY</td>
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<td>17,385.67</td>
<td>15,321.18</td>
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<td>JUNE</td>
<td>17,892.17</td>
<td>16,637.38</td>
<td>14,850.97</td>
<td>16,095.27</td>
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<tr>
<td>TOTAL →</td>
<td>230,610.81</td>
<td>204,385.29</td>
<td>182,611.11</td>
<td>174,589.13</td>
<td>57,709.93</td>
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<td>YEAR TO DATE</td>
<td>80,827.55</td>
<td>74,484.75</td>
<td>62,978.85</td>
<td>62,879.97</td>
<td>57,709.93</td>
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Each current month's filing fee revenue represents income generated from the Court filings of two months ago. October revenue comes from August filings, etc.
## Marin County Law Library

### October 2015 WARRANTS
(Account Balance: $56,323.29)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Vendor</th>
<th>Current Amount Due</th>
<th>Suggested Payment</th>
<th>Remaining Balance</th>
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<tr>
<td>1</td>
<td>Affordable Library Products</td>
<td>$ 110.00</td>
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<td>2</td>
<td>AT&amp;T Calnet 2</td>
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<td>3</td>
<td>CEB</td>
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<td>$1,777.34</td>
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<td>4</td>
<td>De Lage Landon</td>
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<td>5</td>
<td>Inland</td>
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<tr>
<td>6</td>
<td>Ingram</td>
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<td>$31.95</td>
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<td>7</td>
<td>Laurie-Blue Shield</td>
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<td>8</td>
<td>LexisNexis</td>
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<td>9</td>
<td>Sonic (Chien Liew)</td>
<td>$142.59</td>
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<tr>
<td>10</td>
<td>SPTJ (Chien Liew)</td>
<td>$135.00</td>
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<tr>
<td>11</td>
<td>Westlaw Next</td>
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<tr>
<td>12</td>
<td>West Publishing</td>
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<td><strong>Total:</strong></td>
<td></td>
<td><strong>$ 7,182.01</strong></td>
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</table>

Salaries: $5,577.50
Total Expenses: $12,759.51

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Total Revenue Available:</strong></td>
<td>$56,323.29</td>
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<tr>
<td><strong>Total Expenditures (proposed):</strong></td>
<td>$12,759.51</td>
</tr>
<tr>
<td><strong>Remaining Cash Balance:</strong></td>
<td>$43,563.78</td>
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</table>
MCLI Salary Analysis

Current costs:

Assistants work 39 hrs/wk at $15/hr = $585/wk
X 52 weeks
$30,420/yr $30,420
x .1425 payroll tax + $4,334.85
$4,334.85 $34,754.85 = cost/yr

Director works 40 hrs/wk at $20/hr = $800/wk
X 52 weeks
$41,600/yr $41,600
X .1425 payroll tax + $5,928
$5,928 $47,528 = cost/yr

Total salary expenses/yr = $34,754.85
+ $47,528
$82,282.85
Friday salaries:

- **Assistants** work 6 hours at $15/hr = $90/wk
- **Director** works 8 hours at $20/hr = $160/wk

Total Friday salary expense/yr = $13,000 x 52 wks = $13,000

X .1425 payroll tax + $1,852.50

$1,852.50 = cost/yr for Fridays

Savings if Closed on Fridays (including payroll tax):

$14,852.50/yr. (18% cut in salary expense compared to 24% cut in filing fees)

Revised hours:

- Assistants work 33 hrs/wk at $15/hr = $495/wk
- Director works 32 hrs/wk at $20/hr = $640/wk

Savings Reallocated to Salaries:

Savings Reallocated among all employees:

- Assistants work 33 hrs/wk at $17.72/hr = $584.76/wk
- Director works 32 hrs/wk at $25/hr = $800/wk

Savings reallocated only to director:

- Assistants work 33 hrs/wk at $15/hr = $495/wk
- Director works 32 hrs/wk at $27.81/hr = $889.92/wk
MARIN COUNTY LAW LIBRARY EMPLOYMENT POLICY
(2003)

I. PREAMBLE: The following is the employment policy of the Marin County Law Library
("The Library") establishing policies and guidelines for library practices that have not previously
been formally set forth. By this policy statement, the Library intends to articulate the rights and
responsibilities of, and expectations for members of the Library staff. Through this employment
policy, the Library seeks to foster a spirit of cooperation and mutual support among library
personnel, to set standards for professional decorum, and to establish a framework for the
evaluation of staff members' performance as well as for the hearing of grievances.

II. POLICY CONSIDERATIONS: The Marin County Law Library is a small enterprise
employing only a small number of full-time and part-time staff members. Library work flow is
inherently irregular and unpredictable, due principally to the random fashion in which patrons
frequent the library and the lack of fixed schedules by which the legal publishing industry releases
materials for updating numerous texts. Further, the Library is staffed by only one person for a
large amount of the time the Library is open. This necessitates a great premium on staff work that
is self-initiated and executed between the times that the staff member is otherwise assisting library
patrons.

III. AT-WILL EMPLOYMENT:

A. Duration of Employment. The Library is an at-will employer within the meaning of
California Labor Code sec. 2922, operating within the scope of California and federal public
policies prohibiting particular discriminatory practices. Employment by the library does not carry
the implication of a contract or of any guarantee of continuous employment for any definite or
determinable period or for any specific term. At-will employment remains in effect throughout
the duration of employment and is not affected by passage of time, raises, promotions, or other
incidents of employment, unless otherwise agreed to by the express written consent of the Library
Board of Trustees. At-will employment may be terminated at any time, with or without cause,
and with or without notice. Employees who fail to perform their jobs in a satisfactory manner
may be so advised and, where the Library Director considers it appropriate, employees may be
given an opportunity to improve their performance.

B. No Implied Agreements. Any special terms of employment not appearing in this Policy
manual or in any other document generated by the Law Library shall be in writing and signed by
the Director. Verbal authorization by the Director of variations in terms of employment, such as
work hours, work privileges and relief from performance of tasks assigned by the Director, shall
be provisional only and must be ratified by the Director in writing. To verify the authorization of
any such variation in the terms of employment, the employee shall prepare a written document
summarizing the same, which shall not be valid unless approved by the Director and included in
the employee's personnel file.
IV. JOB DESCRIPTIONS

A. Director. Library Director responsibilities require oversight of all library operations and includes assisting patrons with service and research requests, supervising library finances, including payment of bills and deposits of income, reporting on a monthly basis to the Board of Trustees regarding Library operations, finances and programs, proposing improvements and programs for the library, hiring, training and, if necessary, terminating staff members and evaluating staff performance, determining, making and changing staff assignments and job descriptions as the Director deems necessary, evaluating the library collection and selecting appropriate materials for purchase, maintaining and revising a library operations manual, acting as liaison to County departments, the Marin County Bar Association, and other entities having an interest in the library, working with, consulting with, and executing the directions of the Library Board of Trustees, and addressing all other matters concerning the orderly flow of the regular business of the library.

B. General Assignments. All Library staff members share a first priority of advising patrons on the library, its services and resources, and assisting patrons in the location of reference materials and in the use of library equipment. Staff members, assisted as needed by the Library Director, are required to familiarize themselves with the library's holdings and to acquire sufficient knowledge of computer, software and internet operations so as to assure the availability of electronic resources to patrons. All staff members are additionally required to share in the routine tasks of library operations, such as maintaining adequate paper and toner in library photocopy machines, selling copy cards, responding to telephone calls, and completing a share of updates of legal materials as required. Staff members may also be required to perform additional tasks on an as needed basis as requested by the Director. The failure to do one or more of these tasks, or any task a staff member is assigned by the Director, may result in immediate termination.

C. Specific Assignments. In addition to the Director, library personnel may include, at the Director's discretion or as directed by the Library Board of Trustees, the following staff, who may or may not have the specified following titles: Associate Director, Assistant Librarian and Library Assistants. The Director at his or her discretion, or as directed by the Library Board of Trustees, may from time to time assign additional specific tasks to library personnel. Present assignments include:

1. Associate Director. Associate Director responsibilities are co-extensive with tasks also performed by the Director, as periodically directed by the Director, including making payments of bills and deposits of revenues, preparing monthly reports for the Board of Trustees, training other staff members, and proposing improvements and programs for the library.
2. **Assistant Librarian.** The Assistant Librarian is responsible for monitoring delivery of all materials delivered to the Library by legal publishers pursuant to contractual arrangements with the Library.

3. **Library Assistants.** Library Assistants are generally responsible for weekend and evening shifts. Their principal duties are to assist patrons in the location of reference materials and in the use of Library equipment, to maintain the photocopy machines, sell copy cards and respond to phone calls.

4. **Volunteers.** Volunteers will be assigned tasks in accordance with their available time, professional interests, and the needs of the Library.

V. **ANNUAL REVIEW:**

A. **Evaluations.** Each staff member is entitled to an annual performance evaluation by the Director to take place on or near the anniversary of the member's date of employment. The staff member shall be provided with a written summary of this review, if requested.

B. **Personnel File.** The Director may include in the Personnel File for each employee a copy of the job description, if any, copies of any written evaluations and employee rebuttals, letters of recommendation, records of disciplinary action, complaints, records of temporary variations in job duties, and other appropriate documents.

VI. **EMPLOYEE BENEFITS:**

A. **Vacations.** Employees shall be annually entitled to paid vacation equivalent to two weeks of their normal work shift.

B. **Paid Leave.** Employees may be entitled to reasonable paid leave for medical care, voting, jury duty, family emergencies, bereavement, and other personal contingencies that may from time to time arise. Subject to review by the Board, the Director shall have the right to determine the reasonableness of paid leave. Employees are expected to make a best effort to schedule personal matters in a manner that does not conflict with their employment obligations.

VII. **GRIEVANCE PROCEDURES:**

1. **Privacy.** Grievances are a private matter of the Library and are not to be aired within the public spaces of the Library. Grievances may be brought to the Director's attention within the privacy of his or her office.
2. **Board Review.** Grievances that cannot be resolved informally with the Director's assistance, including those regarding termination, should be submitted in writing to the Library Board of Trustees. If the employee wishes to present the matter to the Board, it must be presented within 30 days of bringing the matter to the attention of the Library Director. Normally, the Board will consider the submission at its next scheduled meeting and provide a written response. In addition, the Board, at its sole discretion, may wish to hear the complaining employee at one of its duly scheduled meetings, or it may seek further information from the employee, before providing a response.

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE REVIEWED AND UNDERSTAND THE ABOVE SET FORTH POLICIES:

______________________________
Library Staff Member

DATED: ________________________
employee. Normally, two to four weeks would be a reasonable length of time, and preferably at the start of a biweekly pay period.

34.2 Types of Appointment

A. **At Will Appointment.** Appointment of an employee to a position excluded from the Merit System pursuant to PMR 1.2, and temporary (extra hire, special appointment and emergency employees), probationary employees, and provisional employees. Such employees serve at the pleasure of the appointing authority and may be removed at any time without cause and without right of appeal.

B. **Regular Appointment.** Appointment of an employee who has successfully competed for and passed the initial probationary period in an allocated budgeted position in the Merit System.

C. **Regular, Fixed Term Appointment.** Appointment of an employee who has successfully competed for and passed the probationary period in an allocated, budgeted, fixed term position. Fixed terms are generally established due to limits on grant funding or other known limits to the position’s duration. Employees appointed to regular, fixed term appointments are not subject to other reduction in force regulations.

D. **Provisional Appointment.** The appointment to a regular position of an employee hired without participation in the examination process who meets the minimum qualifications for the job when no eligible list exists or no-one is available from the eligible list. Appointment is for no more than four (4) months, which may be extended for four (4) additional months with the recommendation of the Director of Human Resources and County Administrator approval. Provisional appointment employees receive benefits consistent with regular appointment employees. Provisional appointment employees serve at will and may be removed at any time without cause and without right of appeal.

E. **Temporary Appointment.**

1. Appointment of an employee who is hired without participation in an examination process on a temporary basis not to exceed 1,950 hours for 75 hour pay period employees, 2,080 hours for 80 hour pay period employees, or the equivalent for a 112 hour pay period. Temporary appointment employees serve at will and may be removed at any time without cause and without right of appeal.

2. Temporary appointment may be made with the consent of the County Administrator and review of the Director of Human Resources. A temporary employee does not receive County provided benefits except as required by law.
3. Once an individual has worked in a temporary capacity for 2080 hours, 1950 hours in the case of a 75 hour pay period employee, or the equivalent for a 112 hour pay period, he or she will not be rehired by the County in any temporary capacity for a minimum of 90 calendar days unless an exception is approved by the County Administrator.

4. If a temporary employee works fewer than 975 hours per fiscal year, is in a pool of temporary employees to cover a 24/7 facility, or is a retiree, said temporary employee may not be subject to the 90 day requirement.

5. Types of Temporary Appointment:
   a. **Extra Hire Appointment.** Temporary appointment of an employee into a County classification who meets the minimum qualifications for the classification. Where possible, when an eligible list for the job classification exists, extra hire employees will be selected from that list. Extra hire employees serve at will and may be removed at any time without cause and without right of appeal.
   b. **Special Appointment.** Temporary appointment of an employee to perform work outside an existing County classification or for which no county classification exists. The individual must have a unique combination of expertise, background and skills or is employed in an emergency. Special appointment employees serve at will and may be removed at any time without cause and without right of appeal.
   c. **Emergency Appointment.** Temporary appointment of an employee without examination as necessary to prevent stoppage of public business, loss of life, or damage to persons or property, or when qualified personnel cannot be readily obtained due to emergency conditions. An employee appointed need not meet the minimum qualifications of the job. An employee appointed serves at will and may be removed at any time without cause and without right of appeal.

F. **Additional Appointment.** A part-time regular hire employee in a department may receive a full-time appointment in the same or similar job class without further examination at the same salary level or a job class at a lower salary level for which the employee meets the minimum qualifications in the same department.

G. **At Will Appointment of Merit System Employee.** Any appointive department head or chief deputy to an elected official who is appointed