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

Tuesday, October 16, 2018 at 5:15 p.m.
Marin County Law Library
20 North San Pedro Road, Suite 2007, San Rafael, CA 94903

Agenda

Call to Order*

1. Approval of Minutes
   1.1 September 4, 2018 Special Board Meeting
   1.2 September 18, 2018 Regular Board Meeting

2. Consent Items
   2.1 **Action Item:** Approve Resolution 2018-5 Authorizing Payment by MCLL of
      Entire Premium for Law Library Director’s Kaiser Health Care Coverage for
      12/1/18 through 11/30/19
   2.2 **Action Item:** Approve Resolution 2018-6 Authorizing Certificate of Recognition
      for Bettina Voelk
   2.3 **Action Item:** Approve Resolution 2018-7 Authorizing Certificate of
      Recognition for Ulla-Britt Jonsson

3. Open Time for Public Expression

   4.1 September 2018 Fiscal Report
   4.2 October 2018 Warrants

5. Librarian’s Report

6. President’s Report

7. Reports of Special Committees & Liaisons
   7.1 Report from Patron/Technology Standards Committee
   7.2 Report from Law Library Video Editing Committee
   7.3 Report from Law Library Civic Engagement Program Committee
   7.4 Report from Liaison to Lawyers in the Library Program
   7.5 Report from Liaison to Friends of Marin County Law Library Nonprofit Group

8. Old Business
   8.1 **Discussion and Action Item:** Discuss and Approve Further Efforts Relating to
      Development of a 5-Year Strategic Plan, Including County Services and Space
      Considerations
9. New Business

9.1 **Action Item:** Schedule Annual Performance Review for Law Library Director in December 2018

9.2 **Discussion and Action Item:** Designate Trustee to Sign Documents in Absence of President and Vice-President and Approve Resolution 2018-8 Authorizing Same

9.3 **Discussion and Action Item:** Discuss Setting Parameters for Public Expression at Board Meetings and Approve Resolution 2018-9 Authorizing Same

10. **Information Item:** Annual Report FY 2017-18

11. **Board Members’ Suggestions for Next Month’s Agenda**

12. **Adjournment**
The next board meeting will be held on Tuesday, November 20, 2018 at 5:15 p.m.

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

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

A complete packet of information containing reports and exhibits related to each item is available for public review at least 72 hours prior to the meeting or, in the event that it is delivered to the Law Library Trustees less than 72 hours prior to a meeting, as soon as it is so delivered. The packet is available at the front desk of the Marin County Law Library, on the Law Library’s bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.
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.

Tuesday, September 4, 2018 at 6:15 p.m.

Present: Jonathan Frieman, Sam Ware, Tracy Barrett, Kristine Fowler Cirby,
and Laurie Vaala-Olsen, Ex Officio Secretary
Also Present: Bill Hale
Absent: Donald Drummond, Emily Vance, and Denise Bashline

President Jonathan Frieman called the meeting to order at 6:26 p.m. and thereafter
presided.

1. **Open Forum**
   Bill Hale expressed concern that his written submission at the August 11, 2018 Special
Board Meeting was not factored into the MCLL Working Document Regarding
Development of a 5-Year Strategic Plan. He requested that the board explore the
possibility of developing a program that provides “continuous, supportive, appropriate legal
advice for self-represented indigent parties not otherwise in conflict with the library’s
duties, responsibilities or operations” as stated on his submittal. He further expressed
opposition to giving up any Law Library space.

2. **Item 1 – Improve Funding/Staff Compensation**
   Although “Improve Funding/Staff compensation” is listed as Item 1, most of the
succeeding items on the list support that goal so it is best referenced as an overall goal of
the strategic plan.

3. **Item 2 – Support CCCLL Advocacy**
   Kristine suggested that the board support the Law Library Director’s advocacy efforts
on behalf of the Law Library by creating a line item in the Law Library Budget for the
Director’s attendance at CCCLL meetings. This line item could also include professional
development/continuing education for the Law Library Director.

4. **Item 5 – Host MCLEs**
   There was interest expressed for the Law Library to host video and live presentations
of MCLE courses. This would entail outreach efforts to find one or more presenters of
MCLE classes. The focus should be on MCLEs that are difficult to get, such as substance
abuse, ethics and bias. “The Other Bar” will send somebody to do substance abuse; also,
ALMA probably can do something on elimination of bias. We will need to secure approval
as an MCLE site. However, we could research the possibility of co-hosting with MCBA to
alleviate the necessity of becoming an approved MCLE provider site. Kristine will talk to
Mee Mee about MCBA providing speakers. Tracy volunteered to be on a committee with
Kris to look into this.

5. Item 6 – Increase Fees for MCLEs
   The Law Library currently charges $5 per MCLE credit for checkout of our continuing
education CDs. Kristine believes we could charge $20 per credit. It was suggested that
MCLL place an ad in the MCBA monthly newsletter requesting donations of continuing
education CDs as well as advertising their availability for checkout from the Law Library.
Discussion ensued regarding increasing fees. This will be placed on the agenda for the
next regular board meeting on September 18, 2018. Sam will research fees charged by
others for MCLE credits and report the results back to Laurie by the end of week.

6. Item 9 – Weeding out Publications
   Laurie reported on Steve’s work to review the Law Library’s entire publications
collection and make recommendations for discards and adding new titles. Kris suggested
that Donald review Steve’s list of recommended discards. Sam will work on this matter
also. Jonathan believes we should retain “museum piece” books such as the books in the
conference room, which lend the proper atmosphere to the Law Library. Consideration
should be given to whether there are more lawyers who would come in and use the library
if they could spread out on a large table. Jonathan would like to create a separate agenda
item entitled “Space Considerations”. We could also use a committee to gather
information about this issue, including looking into the availability of tables and chairs from
the County. Sam volunteered to do this. Jonathan will form the Books, Chairs and Tables
Committee with Don and Sam as additional participants.

7. Item 3 – Fundraising Grants
   Jonathan reported that Friends of the Marin County Law Library is looking into possible
grants for the Law Library. Following discussion, the trustees estimated that a Fundraising
Plan could be prepared by January 2019.

8. Item 4 – Law Library Memberships and Sponsorships (Developed by Friends Group)
   Jonathan will get a plan for a memberships and sponsorship program from Branden
by October 2018. He stated that Los Angeles, San Diego and San Francisco County Law
Libraries have membership/sponsorship programs. He will research what we could offer in
exchange for a membership, such as discounted rates on conference room rentals and
MCLE CDs and checking books out of the Law Library overnight. Laurie pointed out that
the Law Library will have to purchase an online catalog system in order to allow book
checkouts or we will have no way to track the books and impose fines for failure to timely
return them.

9. Item 7 – Research History of County Funding of Law Library
   Jonathan would like to know if the County is planning to take away more services from
the Law Library; he requested a debriefing on the current issue of payroll and benefits
being transferred to an entity other than the County. Sam reported on the status of this
transition to date. At present, the County has indicated that it is planning to pay for at least
transition to date. At present, the County has indicated that it is planning to pay for at least the initial year of payroll services after it has been removed from the County Department of Finance.

10. Item 8 – Leveraging Resources

a. Kris suggested that we request to be placed on the agenda for a County Board of Supervisors Meeting to report on the Lawyers in the Library program, which will give us much more visibility. Perhaps Emily could make a presentation in January 2019.

b. Kris also suggested that we add email as optional on the Law Library sign-in sheet. We could send out a Survey Monkey every so many months requesting answers to our questions that would be compiled anonymously. We could do this by creating a Google document that could be sent out to an email list of patrons to collect data about who is using the Law Library and for what purpose.

c. Additionally, Kris suggested that we send a survey to Lawyers in the Library Patrons approximately 3 months after they have received service.

d. Further, Kris suggested that we agendize items 7 and 8 from the Strategic Plan Working Document for the November board meeting. That will provide an opportunity for a limited discussion regarding how to make the Law Library more visible.

11. Adjournment

In keeping with the schedule set out for the evening meeting, Sam moved that we adjourn at 7:59 p.m.; Kristine seconded. Motion passed with 4 Ayes, 0 Noes, and 0 Abstentions. The meeting was adjourned at 7:59 p.m.

Respectfully submitted,

Jonathan Frieman, J.D., President

Laurie Vaala-Olsen, Ex-Officio Secretary
<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
<th>Resources</th>
<th>Roadblocks</th>
<th>Strategies</th>
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<td>1. Improve Funding/Staff compensation:</td>
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<tr>
<td>2. CCCLL advocacy</td>
<td>Laurie</td>
<td>Ongoing</td>
<td>Time, money</td>
<td>Time &amp; money &amp; more people</td>
<td>Updated budget</td>
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<td>4. Research re foundations &amp; individual donors</td>
<td>Board members and</td>
<td>Nov. 2018-Plan</td>
<td>MCBA Newsletter and events, social</td>
<td>More people</td>
<td>Ask LL Board for suggestions, Civic Center volunteers/CVNL</td>
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<td>5. Research re foundations &amp; individual donors</td>
<td>Board members and</td>
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<td>media, website</td>
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<td>6. Increase fees for MCLE’s CDs</td>
<td>Board</td>
<td>Aug. 2018 Board meeting</td>
<td>Agendize, add to MCBA news</td>
<td>Quorum at Board meeting</td>
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<td>7. Research history of County funding of LL</td>
<td>Board and Friends; Board</td>
<td>Jan. 2019 &amp; continuous</td>
<td>Board, staff time, money, LL Board</td>
<td>County budget &amp; cautious perspective</td>
<td>Do homework, behind the scenes research</td>
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<td>8. Leveraging resources with County</td>
<td>Board and staff</td>
<td>July 2019, do 360 review</td>
<td>County</td>
<td>Research, homework, negotiation</td>
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<td>Weeding out of publications</td>
<td>Blue ribbon panel</td>
<td>March 2019-Plan, Execute</td>
<td>Volunteers</td>
<td>Manpower</td>
<td>Continuous recruitment</td>
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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.

Tuesday, September 18, 2018 at 5:15 p.m.

Present: Jonathan Frieman, Kristine Fowler Cirby, Emily Vance, Denise Bashline, Tracy Barrett and Laurie Vaala-Olsen, Ex Officio Secretary
Also Present: Stephen Raab and Bill Hale
Absent: Sam Ware and Donald Drummond

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

1. **Study Session: Brown Act Presentation by Marin County Counsel Stephen Raab**
   Marin County Counsel Stephen Raab gave a presentation on Brown Act requirements regarding committees, meetings, agendas and communications. He began by stating that the Brown Act covers legislative bodies, which is defined very broadly. He provided the statutory definition for a meeting and elaborated on the two types of meetings prohibited by the Brown Act that a trustee could inadvertently engage in; daisy chain and spoke of wheel. He also discussed the difference between standing committees and ad hoc committees. Further he spoke about dissemination of information from Law Library Director to Trustees and the distinction between acceptable and unacceptable communications between trustees. He also discussed posting requirements for agendas for various types of meetings, as well as public comment time and ADA requirements for meetings.

2. **Approval of Minutes**
   **2.1 August 2018 Minutes**
   Laurie presented the August 2018 Minutes. Denise requested that “consider implementing the use of Fastcase” be removed from the first sentence in item 8, Board Members’ Suggestions for Next Month’s Agenda, and that “the Law Library reach out to Fastcase to see if they would donate to us” be inserted in its place. Bill Hale stated that Elmer Jan’s last name is spelled with one “n”, not two, in item 2, Open Forum. Emily moved to approve the minutes with the two amendments; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention because Kristine was not at the September meeting.
3. **Open Forum**
   Bill reiterated his recommendation that the Law Library Director contact Elmer Jan regarding the Marin County Sheriff’s response to calls for assistance with disruptive patrons.

4. **Financial Report**
   4.1 **August 2018 Fiscal Report**
   Laurie gave the August 2018 fiscal report. The Unrestricted Fund Balance on August 1, 2018 was $49,954.54 and on August 31 it was $42,304.72. As of September 18, 2018, the Unrestricted Fund Balance was $42,304.72.
   4.2 **September 2018 Warrants**
   Laurie presented the September 2018 Warrants, stating that Marin Copier must be added to the list because it arrived after the agenda was posted. The charge by Marin Copier was $225, which increased the Warrants Total to $9,602.39 and Total Expenditures to $15,431.39, leaving a Remaining Cash Balance of $26,8873.33. Tracy moved to approve payment of the September 2018 Warrants in the amount of $15,431.39, as amended; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5. **Librarian’s Report**
   **State Funding for California County Law Libraries** - Laurie reported that the state would be sending out the supplemental funding checks in September; Marin will receive $78,109.
   **CCLL Meeting in Los Angeles** – Laurie also reported on the CCCLL Fall Meeting held September 16-17 in Los Angeles. CCCLL membership approved a three-part statewide project to: (1) make forms packets available publicly on the CCCLL website, organized by subject and jurisdiction, (2) post tutorial videos created by various CCLLs on the CCCLL website or a law library video channel, and (3) to promote Ask Now, a live chat connection with county law librarians which can be accessed from the California Courts website and other locations. Each county law library will donate 1 percent of their supplemental funding to pay for the statewide project; Marin’s share will be $781. Each law library gave a brief update on notable events in the past 6 months, including how they plan to spend some of the supplemental funding; typical expenditures will be for increasing operating hours, expanding programming, scheduling deferred maintenance for those law libraries that own their own buildings, increasing staff salaries and benefits, and hiring consultants or a web developer to improve their websites.
   **Donation to Law Library** – Vine Connections in Sausalito donated the conference room table and 12 swivel chairs. Thank you Bill Hale for bringing its availability to my attention.

5. **Reports of Special Committees & Liaisons**
   5.1 **Report from Patron/Technology Standards Committee** – No Report.
   5.2 **Report from Law Library Video Editing Committee**
   Tracy reported that the committee decided to post the video created by a volunteer that is primarily about the Lawyers in the Library program. They plan to create more videos about the Law Library in general.
   5.3 **Report from Law Library Civic Engagement Program Committee**
   Denise said her committee had nothing to report but will be working on this going forward.
   5.4 **Report from Liaison to Lawyers in the Library Program**
The program continues to be well-attended by the public and going well.

5.5 Report from Liaison to Friends of Marin County Law Library

Jonathan reported that the Friends Group is procuring D&O Insurance and that he continues to search for additional board members. Pursuant to conversations he has had with the Program Director at the Marin Community Foundation, who handles legal matters and is familiar with the justice gap study, MCF does not have a strategy regarding self-represented litigants.

6. Old Business

6.1 Discuss and Approve Further Efforts Relating to Development of a 5-Year Strategic Plan – Tabled until October meeting.

6.2 Discuss and Approve Fiscal Year 2017-18 Annual Report to Board of Supervisors

Kristine moved to approve the FY 2017-18 Annual Report as written with the Director’s authority to make corrections of typographical errors; Denise seconded. Motion passed with 5 Ayes, 0 Noes, and 0 Abstentions.

7. New Business

7.1 Discuss and Approve Renewal of Liability Insurance for Lawyers in the Library Program

Laurie reported that she had not received the quote yet, but that last year’s premium was $1,464.66, half of which was paid by the MCBA. She expected the quote would be close to the same amount as there have been no claims made against the policy. Kristine moved to approve renewal of liability insurance for Lawyers in the Library up to $1,600; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.2 Discuss and Approve Renewal of Kaiser Medical Coverage for Law Library Director

Laurie reported that the premium for the same HMO Silver 70 Plan will increase 7.6% from $778.66/month to $837.73/month. Tracy proposed that the Law Library pay the entire premium. Discussion ensued. Tracy moved that the Marin County Law Library pay the entire premium for the Kaiser HMO Silver 70 Health Care Plan for the Law Library Director for December 1, 2018 through November 30, 2019; Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.3 Discussion Regarding Workload and Compensation of Law Library Director

Tabled until October Board Meeting.

7.4 Designate Trustee to Sign Documents in Absence of President and Vice-President

Tabled until October Board Meeting.

7.5 Approve Certificates of Recognition for Bettina Voelk and Ulla-Britt Jonsson

Kristine moved for approval of Certificates of Recognition for Bettina Voelk and Ulla-Britt Jonsson; Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.6 Discuss and Approve Increasing Fees for Checking Out MCLE CDs (Non-Participatory Credits) and Discuss Possibility of Offering MCLE Courses (Participatory Credits) at Law Library

Laurie stated that we currently allow attorneys to check out CLE CDs at a cost of $5 per unit of credit for a period of two weeks. Kristine suggested that we raise the rate to $20 per unit of credit. Discussion ensued. Denise moved that we raise the cost for checking out CLE CDs for a period of 5 days from $5 per unit to $10 per unit; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.7 Discuss and Approve Purchase of Subscription to Fastcase, a Legal Database

Page 3 MCLL September 18, 2018 Minutes
Laurie reported that a subscription to Fastcase will cost $1,000 per year for 1 seat accessible on 1 public access computer or $1,250 per year for 1 seat that is accessible on all public access computers. Discussion ensued. Tabled until October Board Meeting.

7.8 Discuss and Approve Discounted Rates for Rental of Conference Room by Pro Bono Attorneys

Tracy reported that often there is no place at the Civic Center for ADI attorneys to meet with their clients following court hearings. Since the fees they receive for these cases are lower than the standard hourly rate, she would like the Law Library to rent the conference to ADI Attorneys at a discounted rate and suggested $10 for one-half hour appointments. Discussion ensued. Tracy moved that the Law Library allow ADI Attorneys to rent the conference room for $10 for half an hour; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

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

Kristine suggested that we have a resolution regarding public comment, a resolution about designating another trustee to sign documents in the absence of the President and Vice-President, and a closed session regarding the Director's compensation and workload. We may need to amend the Bylaws regarding public comment.

9. Adjournment

All relevant business having come before the board, Jonathan moved to adjourn; Kristine seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:42 p.m. The next board meeting will be held on Tuesday, October 16, 2018 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D. Laurie Vaala-Olsen, Ex-Officio Secretary
Regular Meeting of the Board of Law Library Trustees of Marin County


Tuesday, October 16, 2018 at 5:15 p.m.

Resolution 2018-5

WHEREAS, the Board of Trustees of the Marin County Law Library at its September 18, 2018 Board Meeting approved the continuation of its Small Business Group Health Insurance Plan from Kaiser Permanente (the "Plan") for full time employees of the Law Library (presently the sole full-time employee of the Law Library is the Director) for the period December 1, 2018 through November 30, 2019, at a cost of $837.73 per month, a 7.6% increase in the premium from the previous year, and

WHEREAS, the Trustees further approved that the $10,052.76 annual premium for the Kaiser Silver 70 HMO health insurance coverage would be paid entirely by the Marin County Law Library with no contribution required from the Law Library Director,

NOW THEREFORE BE IT RESOLVED that the Trustees of the Marin County Law Library authorize the renewal of one year of the same Silver 70 HMO health insurance coverage from the Plan for full time employees of the Law Library (presently, the Law Library Director) to be paid in monthly premiums of $837.73 from the Marin County Law Library Fund with no contribution from the Law Library Director.

Truese move for approval of Resolution 2018-5.
Truese seconded the motion for approval.
Vote: Ayes Noes Abstention(s)
Motion passed.

Jonathan Frieman, J.D.
President, Board of Trustees
Marin County Law Library
Regular Meeting of the
Board of Law Library Trustees
of Marin County


Tuesday, October 16, 2018 at 5:15 p.m.

Resolution 2018-6

WHEREAS, Law Library Assistant Bettina Voelk began her employment with the Law Library on April 4, 2016, and

WHEREAS, Bettina demonstrated initiative, efficiency and a high standard of performance in her work product and in the significant contributions that she made to the organization and smooth operation of the front desk at the Law Library, and

WHEREAS, Bettina completed her employment with the Law Library on July 24, 2018,

NOW THEREFORE BE IT RESOLVED that the Members of the Marin County Law Library Board of Trustees wish to express their appreciation to Bettina Voelk for her two years of dedicated service with a Certificate of Recognition.

Trustee __________________ moved for approval of Resolution 2018-6.
Trustee __________________ seconded the motion for approval.

Vote: _____ Ayes _____ Noes _____ Abstention(s)

Motion passed.

__________________________________________________________________________
Jonathan Frieman, J.D.
President, Board of Trustees
Marin County Law Library
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Tuesday, October 16, 2018 at 5:15 p.m.

Resolution 2018-7

WHEREAS, Ulla-Britt Jonsson volunteered her services as a professional Project Facilitator to assist the Board of Trustees and Director of the Marin County Law Library in developing a Five-Year Strategic Plan for the Law Library, and

WHEREAS, Ms. Jonsson spent countless hours to meet individually with each trustee of the Law Library Board, and with the Law Library Director, and to research and prepare for a special meeting of the board for the purpose of developing a strategic plan, and

WHEREAS, Ms. Jonsson expertly and skillfully facilitated a productive process at the special meeting which resulted in a working blueprint for the Board of Trustees to further refine at subsequent meetings,

NOW THEREFORE BE IT RESOLVED that the Members of the Marin County Law Library Board of Trustees wish to express their appreciation to Ulla-Britt Jonsson with a Certificate of Recognition for generously donating her professional skills to support the development and financial security of the Marin County Law Library in furtherance of its mission to provide access to legal resources and thereby justice for the citizens of Marin County.

Trustee ________________ moved for approval of Resolution 2018-6.
Trustee ________________ seconded the motion for approval.
Vote: _______ Ayes _______ Noes _______ Abstention(s)
Motion passed.

__________________________________________
Jonathan Frieman, J.D.
President, Board of Trustees
Marin County Law Library
## Marin County Law Library 2018/2019 FY

**September 1-30 and July 1 - Sept. 30, 2018 Year-to-Date Fiscal Statement**

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<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2018 to June 30, 2019</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals Sept. 1 - 30, 2018</th>
<th>Projected Budget July 1 - Sept. 30, 2018</th>
<th>Actuals July 1, 2018 through Sept. 30, 2018*</th>
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### DEBITS

#### Staff Expenses

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<th>Projected Budget Monthly Basis</th>
<th>Actuals Sept. 1 - 30, 2018</th>
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<th>Actuals July 1, 2018 through Sept. 30, 2018*</th>
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<td>$8,941.34</td>
</tr>
<tr>
<td>511220</td>
<td>Library Staff</td>
<td>$22,140.00</td>
<td>$1,845.00</td>
<td>$1,860.00</td>
<td>$5,535.00</td>
<td>$5,703.41</td>
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<tr>
<td>511345</td>
<td>Holiday Pay</td>
<td>$2,997.00</td>
<td>$250.00</td>
<td>-</td>
<td>$750.00</td>
<td>-</td>
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<tr>
<td>512110</td>
<td>Retirement/Dirctor</td>
<td>0.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>515110</td>
<td>Social Security</td>
<td>$4,406.00</td>
<td>$367.00</td>
<td>$182.78</td>
<td>$1,101.00</td>
<td>$777.63</td>
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<tr>
<td>515115</td>
<td>Medicare</td>
<td>$1,031.00</td>
<td>$86.00</td>
<td>$42.75</td>
<td>$258.00</td>
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<td>513215</td>
<td>Health Benefits</td>
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<td>$778.66</td>
<td>$1,335.00</td>
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<tr>
<td>514110</td>
<td>Workers Compensation</td>
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<td>$59.00</td>
<td>$7.94</td>
<td>$177.00</td>
<td>$712.78</td>
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<tr>
<td>515120</td>
<td>Unemployment</td>
<td>$735.00</td>
<td>$61.25</td>
<td>-</td>
<td>$183.75</td>
<td>$523.06</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td><strong>$82,249.00</strong></td>
<td><strong>$6,850.25</strong></td>
<td><strong>$6,841.13</strong></td>
<td><strong>$20,550.75</strong></td>
<td><strong>$19,176.08</strong></td>
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<tr>
<td><strong>Difference:</strong></td>
<td></td>
<td><strong>$9.12</strong></td>
<td></td>
<td><strong>$1,374.67</strong></td>
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</table>

#### Admin Expenses

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2018 to June 30, 2019</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals Sept. 1 - 30, 2018</th>
<th>Projected Budget July 1 - Sept. 30, 2018</th>
<th>Actuals July 1, 2018 through Sept. 30, 2018*</th>
</tr>
</thead>
<tbody>
<tr>
<td>521610</td>
<td>Insurance</td>
<td>$6,159.00</td>
<td>$513.00</td>
<td>$1,464.66</td>
<td>$1,539.00</td>
<td>$1,759.66</td>
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<tr>
<td>522440</td>
<td>Postage/Petty Cash</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>522410</td>
<td>Office Supplies</td>
<td>$3,609.00</td>
<td>$301.00</td>
<td>-</td>
<td>$903.00</td>
<td>$592.33</td>
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<tr>
<td>522310</td>
<td>Projects/Miscellaneous</td>
<td>$9,668.00</td>
<td>$806.00</td>
<td>$542.33</td>
<td>$2,418.00</td>
<td>-</td>
</tr>
<tr>
<td>522890</td>
<td>Copy Machines</td>
<td>$9,051.00</td>
<td>$754.00</td>
<td>$225.00</td>
<td>$2,262.00</td>
<td>$2,961.75</td>
</tr>
<tr>
<td>521310</td>
<td>Telephone &amp; Internet</td>
<td>$7,812.00</td>
<td>$651.00</td>
<td>$513.48</td>
<td>$1,953.00</td>
<td>$1,238.53</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td><strong>$36,299.00</strong></td>
<td><strong>$3,025.00</strong></td>
<td><strong>$2,745.47</strong></td>
<td><strong>$9,075.00</strong></td>
<td><strong>$6,552.27</strong></td>
</tr>
<tr>
<td><strong>Difference:</strong></td>
<td></td>
<td><strong>$279.53</strong></td>
<td></td>
<td><strong>$2,522.73</strong></td>
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</tr>
</tbody>
</table>

#### Legal Publications Collection

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2018 to June 30, 2019</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals Sept. 1 - 30, 2018</th>
<th>Projected Budget July 1 - Sept. 30, 2018</th>
<th>Actuals July 1, 2018 through Sept. 30, 2018*</th>
</tr>
</thead>
<tbody>
<tr>
<td>522815</td>
<td>Upkeep</td>
<td>$69,556.00</td>
<td>$5,796.33</td>
<td>$4,789.33</td>
<td>$17,388.99</td>
<td>$20,551.38</td>
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<tr>
<td>522410</td>
<td>Book Binding</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td><strong>$69,556.00</strong></td>
<td><strong>$5,796.33</strong></td>
<td><strong>$4,789.33</strong></td>
<td><strong>$17,388.99</strong></td>
<td><strong>$20,551.38</strong></td>
</tr>
<tr>
<td><strong>Difference:</strong></td>
<td></td>
<td><strong>$1,007.00</strong></td>
<td></td>
<td><strong>$3,162.39</strong></td>
<td></td>
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</tr>
</tbody>
</table>

**Total Debts:** $188,104.00  $15,671.58  $14,375.93  $47,014.74  $46,279.73

**Difference:** $1,295.65  $735.01

### BALANCE

<table>
<thead>
<tr>
<th></th>
<th>Sept. 1 - 30, 2018</th>
<th>July 1 - Sept. 30, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unrestricted Fund Balance (as of 10/11/18):</strong></td>
<td>$130,168.48</td>
<td>$1,898.18</td>
</tr>
</tbody>
</table>

* Based on financial data available in Munis, including transactions not yet posted to Law Library account.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>MONTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>JULY</td>
<td>22,977.66</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>
<td>14,436.61</td>
<td>15,423.76</td>
<td>15,732.59</td>
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<tr>
<td>AUGUST</td>
<td>23,960.43</td>
<td>21,718.70</td>
<td>18,993.11</td>
<td>15,217.06</td>
<td>16,919.18</td>
<td>15,889.49</td>
<td>15,213.24</td>
<td>16,073.88</td>
<td>14,722.11</td>
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<tr>
<td>SEPT.</td>
<td>21,722.04</td>
<td>18,661.46</td>
<td>17,773.96</td>
<td>15,432.17</td>
<td>16,074.18</td>
<td>14,699.61</td>
<td>12,609.37</td>
<td>14,326.47</td>
<td>14,633.61</td>
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<tr>
<td>OCTOBER</td>
<td>21,675.44</td>
<td>19,906.84</td>
<td>19,163.96</td>
<td>15,217.59</td>
<td>14,560.64</td>
<td>13,726.42</td>
<td>14,303.82</td>
<td>17,267.94</td>
<td>14,745.05</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>21,320.14</td>
<td>18,609.36</td>
<td>14,605.25</td>
<td>13,983.15</td>
<td>14,926.06</td>
<td>13,529.51</td>
<td>14,026.49</td>
<td>14,651.51</td>
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<tr>
<td>DECEMBER</td>
<td>21,817.93</td>
<td>19,736.75</td>
<td>17,096.40</td>
<td>16,688.32</td>
<td>13,698.16</td>
<td>14,161.61</td>
<td>14,087.85</td>
<td>13,988.55</td>
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<tr>
<td>JANUARY</td>
<td>20,296.35</td>
<td>18,839.59</td>
<td>16,072.57</td>
<td>14,588.83</td>
<td>12,812.89</td>
<td>12,802.25</td>
<td>12,149.23</td>
<td>13,808.54</td>
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<tr>
<td>FEBRUARY</td>
<td>19,451.28</td>
<td>20,767.28</td>
<td>15,160.56</td>
<td>14,836.86</td>
<td>13,448.58</td>
<td>12,273.72</td>
<td>13,625.45</td>
<td>12,072.28</td>
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<tr>
<td>MARCH</td>
<td>22,904.59</td>
<td>25,481.90</td>
<td>17,544.43</td>
<td>15,218.51</td>
<td>12,840.74</td>
<td>13,942.25</td>
<td>12,325.32</td>
<td>14,378.55</td>
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<tr>
<td>APRIL</td>
<td>19,761.98</td>
<td>10,562.85</td>
<td>15,398.28</td>
<td>14,144.44</td>
<td>13,292.85</td>
<td>13,097.15</td>
<td>14,098.42</td>
<td>13,045.95</td>
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<tr>
<td>MAY</td>
<td>22,159.40</td>
<td>17,793.36</td>
<td>17,386.67</td>
<td>15,321.18</td>
<td>14,594.61</td>
<td>15,925.91</td>
<td>14,977.96</td>
<td>13,800.05</td>
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<tr>
<td>JUNE</td>
<td>22,249.53</td>
<td>17,892.17</td>
<td>16,637.38</td>
<td>14,850.97</td>
<td>16,095.27</td>
<td>16,237.00</td>
<td>12,928.62</td>
<td>14,252.53</td>
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<tr>
<td>ANNUAL TOTALS</td>
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<td>230,610.81</td>
<td>204,385.29</td>
<td>182,611.11</td>
<td>174,589.13</td>
<td>169,679.33</td>
<td>164,783.38</td>
<td>173,090.01</td>
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</tr>
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</table>

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 2018 WARRANTS
(Account Balance: $130,168.48)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Vendor</th>
<th>Current Amount Due</th>
<th>Suggested Payment</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>AT&amp;T Calnet 3</td>
<td>$ 90.66</td>
<td>$ 90.66</td>
</tr>
<tr>
<td>2</td>
<td>CEB</td>
<td>$ 546.72</td>
<td>$ 546.72</td>
</tr>
<tr>
<td>3</td>
<td>De Lage Landen</td>
<td>$ 556.08</td>
<td>$ 556.08</td>
</tr>
<tr>
<td>4</td>
<td>Kaiser</td>
<td>$ 778.66</td>
<td>$ 778.66</td>
</tr>
<tr>
<td>5</td>
<td>Laurie Vaala-Olsen - Reimbursement for CCCL Fall Meeting Expenses</td>
<td>$ 306.41</td>
<td>$ 306.41</td>
</tr>
<tr>
<td>6</td>
<td>LexisNexis</td>
<td>$ 1,078.66</td>
<td>$ 1,078.66</td>
</tr>
<tr>
<td>7</td>
<td>SPTJ (Chien Liew Consulting)</td>
<td>$ 472.50</td>
<td>$ 472.50</td>
</tr>
<tr>
<td>8</td>
<td>Staples</td>
<td>$ 75.61</td>
<td>$ 75.61</td>
</tr>
<tr>
<td>9</td>
<td>US Bank (Cal Card Payment - Sonic Internet)</td>
<td>$ 639.67</td>
<td>$ 639.67</td>
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<tr>
<td>10</td>
<td>Westlaw Next</td>
<td>$ 2,067.53</td>
<td>$ 2,067.53</td>
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<tr>
<td>11</td>
<td>West Publishing</td>
<td>$ 1,071.32</td>
<td>$ 1,071.32</td>
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</tbody>
</table>

**Totals:**
- Current Amount Due: $7,683.82
- Suggested Payment: $7,683.82

**Salaries:** $5,878.38

**Total Expenses:** $13,562.20

---

**Total Revenue Available:**
- $130,168.48

**Total Expenditures (proposed):**
- $13,562.20

**Remaining Cash Balance:**
- $116,606.28
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.

Tuesday, October 16, 2018 at 5:15 p.m.

Resolution 2018-8

WHEREAS, there may be occasions when the President and Vice President of the Board of Trustees of the Marin County Law Library are not available to sign documents on behalf of the Marin County Law Library, and

WHEREAS, the Law Library Board of Trustees wish to arrange for an alternate trustee to sign documents when the President and Vice President are unavailable to sign documents regarding Law Library business,

NOW THEREFORE BE IT RESOLVED that the Members of the Marin County Law Library Board of Trustees select ________________________________ as an alternate trustee to sign documents on behalf of the Law Library when the President and Vice President are unavailable.

Trusted ______________________ moved for approval of Resolution 2018-8.

Trusted ______________________ seconded the motion for approval.

Vote: _______ Ayes _______ Noes _______ Abstention(s)

Motion passed.

Jonathan Frieman, J.D.
President, Board of Trustees
Marin County Law Library
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.

Tuesday, October 16, 2018 at 5:15 p.m.

Resolution 2018-9

WHEREAS, the Marin County Law Library Board of Trustees wish to facilitate completion of the business matters set forth in the meeting agenda for their meetings, and

WHEREAS, in furtherance of this goal, the Trustees may limit public comment at their meetings pursuant to California Government Code section 54954.3(b),

NOW THEREFORE BE IT RESOLVED that the Members of the Marin County Law Library Board of Trustees will limit public comment to _______ minutes at all board meetings.

Trusted __________________ moved for approval of Resolution 2018-9.

Trusted __________________ seconded the motion for approval.

Vote: _______ Ayes _______ Noes _______ Abstention(s)

Motion passed.

__________________________
Jonathan Frieman, J.D.
President, Board of Trustees
Marin County Law Library
Mission Statement
The Marin County Law Library serves the public by providing access to legal resources, research assistance, and technologies.

Overview and History of the Law Library
Law libraries in the State of California were first established and maintained as a resource for lawyers. In the last decade or so, however, that demographic has changed dramatically such that about half of the patrons of Marin County’s Law Library have no legal training. At the same time, the traditional funding source for the Law Library – a percentage of first appearance filing fees received by the Courts – has decreased substantially because the overall number of filings has declined. One reason for this decline is the growing use of alternative dispute resolution.

What the Demographic Shift Means
People with little access to and little understanding of the legal system need additional attention and place a growing demand on Library Staff because of the time they require for assistance. Such individuals are often in a fragile situation, feeling beset with the effects of adversity. Library Staff must explain to them the various legal resources and how to use those resources to prepare their case.

The demographics of participants in the Lawyers in the Library program reflect that self-represented patrons are approximately 63% women, 58% white, 26% are retired, and 70% have incomes less than $3,000 per month.

Profile
The Law Library is one of the oldest in the state, celebrating 127 years in 2018 as a resource for our legal community and all the county’s residents. It is funded as a governmental special district established under California Business and Professions Code sections 6300 through 6364. It is governed by a seven-member Board of Trustees comprised of five delegates appointed by the Superior Court who serve for three-year terms, and two delegates appointed by the Marin County Board of Supervisors who serve for one-year terms.

The Law Library is a primary source of legal information and assistance to the County’s 260,955 residents. It serves 12 Superior Court Judges, 1 Court Commissioner, 1 Referee, and 2,357 Marin County attorneys.

The Law Library is open 45.5 hours per week, from 8:30 a.m. until 7:00 p.m. Monday through Thursday; and 8:30 a.m. to 12:00 Noon on Fridays. It is closed weekends.
Board of Trustees
The Law Library is fortunate to have both long-standing and new members on its Board. Their expertise, experience, and leadership across a broad spectrum of community service areas helps keep the library in touch with the needs of the community. In addition, they provide valuable advice and counsel to the Law Library Director.

<table>
<thead>
<tr>
<th>Trustee</th>
<th>Term</th>
<th>Office / Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jonathan Frieman, J.D.</td>
<td>Feb. 1, 2018 – Jan. 31, 2019</td>
<td>President/Delegate of the Board of Supervisors</td>
</tr>
<tr>
<td>Sam Ware, Esq.</td>
<td>June 20, 2018 – June 19, 2021</td>
<td>Vice President/Delegate of the Court</td>
</tr>
<tr>
<td>Denise Bashline</td>
<td>June 20, 2018 – June 19, 2021</td>
<td>Delegate of the Court</td>
</tr>
<tr>
<td>Tracy Barrett, Esq.</td>
<td>Feb. 1, 2018 – Jan. 31, 2019</td>
<td>Delegate of the Board of Supervisors</td>
</tr>
<tr>
<td>Donald Drummond, Esq.</td>
<td>Apr. 24, 2017 – Apr. 23, 2020</td>
<td>Delegate of the Court</td>
</tr>
<tr>
<td>Emily Vance, Esq.</td>
<td>Apr. 24, 2017 – Apr. 23, 2020</td>
<td>Delegate of the Court</td>
</tr>
<tr>
<td>Kristine Fowler Cirby, Esq.</td>
<td>Nov. 21, 2017 – Nov. 20, 2020</td>
<td>Delegate of the Court</td>
</tr>
</tbody>
</table>

Services of the Law Library
Law Library Staff provide assistance regarding the spectrum of legal source materials available, how to use them, and how to conduct legal database searches as well as internet searches for information, laws and forms that may be difficult to locate.

The kinds of assistance untrained patrons might receive include explanations of the:

1) entire spectrum of legal source materials;
2) differences between primary authority and secondary authority;
3) differences between statutory law and case law; and
4) instruction in the use of Westlaw, Google Scholar, and CEB OnLAW.

The success of a patron’s visit may very well depend on the law librarian’s availability and ability to be a patient and effective instructor, as well as offering support to individuals who are usually under a lot of stress. The Law Library recruits for good librarians.

Library Staff track patron demographics, which reflect that of the 4,327 patrons who visited the Law Library between July 1, 2017 and June 30, 2018, 2,117 were nonlawyers.
Studies show that, for more in depth study, written publications are better comprehended than electronic materials.

**Lawyers in the Library** is a community service program offered at the Law Library that was created in collaboration with the Marin County Bar Association. Attorney volunteers meet with members of the public for 20 minutes on the second and fourth Thursday of every month. It is here that lawyers can provide legal advice, guidance and direction to self-represented litigants on a first come, first served basis. This program accounted for 384 nonlawyer patron visits to the Law Library in Fiscal Year 2017-18 and has been so successful that hopeful program participants often had to be turned away when capacity was reached for the evening. As noted above, demographics from the program show that approximately 63% are women, 58% are white, 26% are retired and 70% have incomes less than $3,000 per month. Attorney volunteers typically see patrons with issues in the areas of family and housing law, trust and probate matters, debt management and repair, foreclosures, criminal, small claims and various civil matters.

**Library Collection**

The Law Library maintains a collection of 19,682 print publications, including reporters, treatises, practice manuals, law reviews and journals, periodicals, and other printed materials. The Library spent $70,294 updating its publications and received 61 donated used books during the 2017-2018 Fiscal Year.

Because the cost of legal materials increases at about 7% to 9% per year, not all sets are being kept current as funding for the Law Library has not kept pace with the rate of inflation. This year 35% of all expenditures were on research and reference materials (see "Publications" on Fiscal Statement), which includes both computer databases and print materials. Figure 1 shows the relationship between the amount spent on materials and our total expenditures.
Fig. 1
** Projects, which falls under “Administrative Expenses”, this year included one-time replacement of computers ($11,500), a fundraising consultant ($5,000) and technology troubleshooting ($4,500).

**Electronic Resources**
The Law Library acquired a Westlaw Next subscription during Fiscal Year 2013-2014. The subscription includes cases and statutes for all federal circuits, an extensive California database, and a wide selection of secondary materials. Westlaw is an attractive service to attorneys and is also used regularly by self-represented patrons doing legal research.

KeyCite, Westlaw’s equivalent of the traditional Shepard’s Citations, is critical for checking the currency of legal authorities cited in pleadings and briefs filed with the Court. In August 2017, the Board approved renewal of the Law Library’s subscription to CEB OnLAW, a database of CEB’s entire set of California practice and procedure publications.

**Infrastructure and Other Resources**
The Law Library has six computer work stations (four available to the public), three printers, two photocopiers and one multifunction printer/copier/scanner/fax machine. All the work stations provide access to legal resources on the Internet. The four public access computer work stations are available for general and legal research, downloading of forms, and legal word processing tasks.

The remaining two computer stations are for staff use only, as are one printer and a combined fax/scanner/copier/printer. The Staff facsimile/scanning machine is used to
provide fee-based scanning and fax services to Law Library patrons, with fees based on a per-page usage. Wireless internet service is also available to Law Library patrons.

The Library has a collection of 75 compact discs with downloadable forms for print publications by Nolo, CEB, James, Lexis and West; some of the newer edition Nolo print publications provide forms which are downloadable from the Internet.

The Law Library also has an electric typewriter available for public use. Public Librarians routinely send individuals to the Law Library for that specific purpose.

The Law Library’s Website
The Law Library website seeks to inform and engage the public. It provides information about services offered by the Law Library, including the Lawyers in the Library program, conference room rentals, exam proctoring, and research assistance, as well as links to the Law Library’s catalog of publications and many legal resources. In addition, board meeting agendas, minutes, financial reports, projected budgets, annual reports, trustee information, and the Law Library’s bylaws and patron rules of conduct are posted on the website for easy access by the public.

The Law Library receives numerous inquiries and requests for information about its services from the email link on its website. To meet the demands of an increasing number of self-represented litigants, the Law Library maintains electronic links to legal resources on its website.

Financial Report
The Closing Financial Statement for Fiscal Year 2017-18, showing all income and expenditures, is attached hereto.

The Law Library had a net deficit for 2017-18 of $14,270.65, however, that deficit did not result in an overall operating deficit, as the entire amount can be accounted for by one-time expenses incurred by the Law Library: (1) a net $8,500 in direct costs to update its computer system ($11,500 contract to the provider, less $3,000 contributed by the Board of Supervisors), (2) an additional $4,500 in unanticipated IT system coordination costs related to that installation, and, (3) a one-time $5,000 paid to a fundraising consultant, Better World Engagement, to design a fundraising plan. Once those one-time expenditures (totaling $18,000) are removed from the equation, the Law Library maintained a balanced operating budget for 2017-18.

Library Funding
In addition to ensuring excellent service for its patrons, the second most pressing issue for the Law Library – and for law libraries across the state – is adequate funding. At present, the Law Library derives 91.5% of its operating funds from a fixed share of designated civil
filing fees: $32 from fees paid for every first-paper filing with the Marin County Superior Court. That $32 figure has not changed since 2006, even though the number of actions filed with the court has steadily declined each year, starting in 2008.

In addition to the steady annual decrease in the number of cases filed, the Law Library’s sole means of keeping up with inflation was removed when the Uniform Civil Fee and Standard Fees Schedule Act of 2005 was established for the trial courts statewide effective January 1, 2006. Prior to that time each county had the authority to adjust filing fees and to approve limited annual increases of up to $3 per filing to the portion of those filing fees that was allotted to Law Libraries. The set portion of each civil filing fee that is distributed to the Law Library has not increased since 2008, while the cost of legal publications, the Law Library’s bread and butter, has increased annually at the rate of approximately 7% to 9%.

Figure 2 shows the 37 percent decline in filing fee income from 2011 to 2017. For the first time in 7 years, filing fee revenue increased slightly in FY 2017-18, to $173,090.

![Bar chart showing filing fee income from FY 2010/2011 to FY 2017/18]

Fig. 2

Income Streams and Reserves

Filing Fee Income

In Fiscal Year 2017-2018 the Law Library received $173,090 in filing fees, a slight increase from the previous year.
Self-generated Revenue
The Law Library raised $12,251 in self-generated revenue. That sum came from charges for photocopies, document faxes and scans, proctoring services, conference room rentals, and book sales, as well as income from donations. The self-generated revenue comprised 7% of our total revenue, down 0.8% from the previous fiscal year.

Reserve Funds
As of June 30, 2018, the Law Library had an Unrestricted Fund Balance of $52,958. The Law Library also has $10,000 in reserve funds at the present time.

Community Service Funds
The Law Library benefited from a $3,000 Marin County Community Service Fund grant in 2017-2018 to defray a portion of the expense for the Law Library’s $11,500 computer replacement project, for which the Trustees and Staff are most grateful.

Effect of Decreasing Budget
Due to the funding decline since 2011 the Law Library has been forced to cancel many legal publications, cut back its operating hours and reduce its Staff. In an effort to maintain a reasonably up-to-date collection of important publications, the Law Library has partnered with larger, better-funded County Law Libraries to receive their discarded updates.

As one can surmise, the Marin County residents most in need of access to the law bear the heaviest burden of these cuts because access to justice has become more restricted with the steady loss of funding. The Law Library Staff consistently see an increasing number of non-professionals seeking such items as legal forms and assistance with such matters as landlord-tenant issues, foreclosure proceedings, criminal proceedings and divorce and child custody procedures. Providing the most basic assistance is a daily occurrence at the Law Library.

Fundraising Possibilities
Although the Law Library may receive tax deductible donations, this year a separate 501(c)(3) nonprofit Friends of the Marin County Law Library was created to focus fundraising efforts on the services that the Law Library provides to non-attorneys. However, realizing results from these funding streams will take time because the Law Library is essentially a new entity in the fundraising field.

The Marin County Board of Supervisors may also at any time exercise its authority under California Business and Professions Code Section 6324, which allows them to “appropriate from the county treasury for law library purposes such sums as may in their discretion appear proper”. Given the focus that the Trustees adopted to help the self-
represented patron because there is so much need, it is hoped that the County would recognize that a small investment could reap great rewards.

Conclusion
The Trustees of the Marin County Law Library remain committed to providing access to legal resources for all the residents of Marin. Recognizing that the Law Library is the safety net for the entire county in terms of access to justice, staff and board regularly attend quarterly meetings of a recently established Legal Services Network to stay informed about legal issues in the community. The connections with this Network, comprised of agencies such as Legal Aid of Marin, the Family and Children’s Law Center, Canal Alliance, the Self-Help Legal Center, Fair Housing Advocates of Northern California, and the Public Defender, help the Law Library better provide needed services.
## Marin County Law Library 2017/2018 FY

### Revised June 2018 and July 1, 2017 to June 30, 2018 End of Year Fiscal Statement*

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2017 to June 30, 2018^</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals June 1 - 30, 2018</th>
<th>Projected Budget July 1, 2017 - June 30, 2018</th>
<th>Actuals July 1, 2017 - June 30, 2018^</th>
</tr>
</thead>
<tbody>
<tr>
<td>451970</td>
<td>Court Filing Fees</td>
<td>$165,678.00</td>
<td>$13,806.50</td>
<td>$14,252.53</td>
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<td>470110</td>
<td>Fax &amp; Paper Sales</td>
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<td>Other Income (MILE, etc.)</td>
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<td><strong>$182,159.00</strong></td>
<td><strong>$189,078.09</strong></td>
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### DEBITS

**Difference:** $1,313.85 $6,919.09

#### Staff Expenses

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2017 to June 30, 2018^</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals June 1 - 30, 2018</th>
<th>Projected Budget July 1, 2017 - June 30, 2018</th>
<th>Actuals July 1, 2017 - June 30, 2018^</th>
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<tbody>
<tr>
<td>511110</td>
<td>Library Director</td>
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<td>511220</td>
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<td>$1,150.00</td>
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<td>512110</td>
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<td>$1,150.00</td>
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<td>515315</td>
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<td><strong>$11,998.81</strong></td>
<td><strong>$85,745.00</strong></td>
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**Difference:** $(4,867.75) $(4,494.99)

#### Admin Expenses

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2017 to June 30, 2018^</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals June 1 - 30, 2018</th>
<th>Projected Budget July 1, 2017 - June 30, 2018</th>
<th>Actuals July 1, 2017 - June 30, 2018^</th>
</tr>
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<tbody>
<tr>
<td>521610</td>
<td>Insurance</td>
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<td>522440</td>
<td>Postage/Petty Cash</td>
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<td><strong>Subtotal:</strong></td>
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**Difference:** $(129.97) $(6,447.83)

#### Legal Publications Collection

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2017 to June 30, 2018^</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals June 1 - 30, 2018</th>
<th>Projected Budget July 1, 2017 - June 30, 2018</th>
<th>Actuals July 1, 2017 - June 30, 2018^</th>
</tr>
</thead>
<tbody>
<tr>
<td>522310</td>
<td>Upkeep</td>
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<td>522410</td>
<td>Book Binding</td>
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<td>$10,037.09</td>
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<tr>
<td><strong>Subtotal:</strong></td>
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<td><strong>$5,250.00</strong></td>
<td><strong>$10,037.09</strong></td>
<td><strong>$63,000.00</strong></td>
<td><strong>$70,292.92</strong></td>
</tr>
</tbody>
</table>

**Difference:** $(4,787.09) $(7,293.92)

**Total Debts:** $185,112.00 $14,036.65 $23,821.46 $185,112.00 $203,348.74

**Difference:** $(9,784.81) $(18,236.74)

### BALANCE:

<table>
<thead>
<tr>
<th></th>
<th>June 1-30</th>
<th>July 1, 2017 - June 30, 2018</th>
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</thead>
<tbody>
<tr>
<td><strong>Unrestricted Fund Balance (as of 6/30/18 EYO):</strong></td>
<td>$62,820.41</td>
<td><strong>($14,270.65)</strong></td>
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</tbody>
</table>

* Based on financial data available in Munis, including transactions not yet posted to Law Library account.

^ As amended by Resolution 2018-1 on 4/17/18.

End of Year Fiscal Statement Revised 9/26/18.