

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

Monday, August 15, 2016 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 May 16, 2016 Minutes
 - 1.2 June 20, 2016 Minutes
 - 1.3 July 18, 2016 Minutes
2. Open Forum: Opportunity for Comments from Public
3. Financial Report
 - 3.1 July 2016 Fiscal Report – Not Available Due to Accounting System Change
 - 3.2 August 2016 Warrants
4. Librarian's Report
 - 4.1 Public Access Computer Issues
 - 4.2 Status Report on County Changeover from SAP Accounting System to MUNIS
 - 4.3 CCCLL 125 Year Anniversary Celebration in Sacramento

* 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.

5. Reports of Special Committees
 - 5.1 Report from Lawyers in the Library Committee Chairperson
 - 5.2 Report from Outreach Committee Chairperson

6. Old Business:
 - 6.1 **Discussion and Action Item:** Report on Inland Dispute
 - 6.2 **Discussion Item:** Discuss Grand Jury Website Review
 - 6.3 **Discussion and Action Item:** Discuss and Approve Formation of 501(c)(3) Friends of the Library Group

7. New Business:
 - 7.1 **Discussion and Action Item:** Review and Discuss Draft of Strategic Plan for Marin County Law Library
 - 7.2 **Discussion and Action Item:** Review and Discuss Law Library's Annual Report to Marin County Board of Supervisors
 - 7.3 **Discussion and Action Item:** Create Committee to Review and Draft Sick Leave and Employment Policies

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

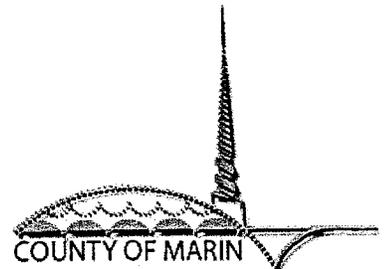
9. Adjournment

The next board meeting will be held on Monday, September 19, at 5:15 p.m.

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.

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



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Monday, May 16, 2016, at 5:15 p.m.

BOARD OF TRUSTEES:

Samuel G. Ware, Esq., President
Denise Bashline, Vice President
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.
Jonathan Frieman, J.D.

Present: Sam Ware, Denise Bashline, Alexandria Quam, Jonathan Frieman, Robert Begley and Laurie Vaala-Olsen, Ex-Officio Secretary.

Also Present: Jacqueline Grossman, Bill Hale and Sheila Lichtblau, Esq.

Call to Order

Sam Ware, the Board's President, called the meeting to order at 5:16 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The April 18, 2016 Minutes were reviewed. Jonathan moved for approval of the Minutes as presented. Denise seconded. The motion passed with 4 Ayes, 0 Noes, and 1 Abstention by Alexandria because she did not attend the April Board Meeting.

2. Open Forum

There were no comments from the public. Sam pointed out Jackie Grossman's presence and thanked her for the donations of numerous current legal publications to our law library from the Kilpatrick firm in San Francisco.

3. Financial Report

3.1 April 2016 Fiscal Report

Laurie presented the May 2016 Fiscal Statement. The Unrestricted Fund Balance as of May 16, 2016 is \$59,176.65. Year to date balance is \$18,410.28. Our monthly expenses exceeded our projections in part due to pay increases for Laurie and Robert that were retroactive to February 1, as well as it being the first full month that Bettina has been on board. There was also a quarterly insurance payment last month. However, if you look at the year to date expenses for April, we are well under what we projected and almost \$3,000 above the revenue we had anticipated receiving year to date. Laurie pointed out that our May filing fee income of \$15,925.91 was almost \$1,000 more than the \$14,594.61 we had received the previous year.

3.2 May 2016 Warrants

Laurie presented the list of May 2016 Warrants. She stated that all of the warrants were standard expenses, with the exception of the payment for our annual subscription to The Recorder legal newspaper. The payment to Chien Liew for the Trend Security Systems is for renewal of the anti-virus software that we use on our computers. The payment to U.S. Bank is for purchases made with the Cal Card, which is for petty cash expenses. Robert moved to approve the warrants as amended, and Denise seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

Acquisition of Books from Kilpatrick Law Firm thanks to Jackie: Laurie reported that she had recently traveled to San Francisco to meet with Jackie Grossman at the Kilpatrick Law Firm and box up current legal publications that the firm was discarding due to downsizing. We are grateful to Jackie for the 12 boxes of books we received, which served to update publications we had discontinued due to budget constraints, including Cal Jur, Legal Malpractice by Mallen, Restatements of the Law and numerous federal law practice guides.

Staff Training on MUNIS: Both Bettina and Robert will attend 5 hours of training on accounts payable and journal entries in the new accounting system that the County will implement on July 1. The trainings are held off site, so they will be attending on days that they are not normally scheduled to work. That will cost the Law Library an extra \$156.25. Laurie will attend 13 hours of training in accounts payable, journal entries, budget transfers and amendments, process approvals, inquiries and reports.

State Bar of California Pamphlets: Thanks to Bill's heads up to us about various publications available free from the California State Bar Association, we now have the three pamphlets that Bill showed us at the last board meeting, including two in Spanish. We also have three other pamphlets for the public which are on display at the front desk, and information about five additional pamphlets which are available only online, which Laurie plans to put on our website via a link.

6. Old Business

- 6.1 Closed Session: [Gov. Code sections 54950 – 54963]
Conference with Legal Counsel – Existing Litigation
California Government Code section 54956.9(a)
Name of Case: Hale v. Marin County Law Library Board of Trustees
Marin County Superior Court, Case No. 1404780
Alameda County Superior Court, Case No. RG15755355

Sam proposed to take the closed session item out of order. Since there was no objection to doing so, Sam excused the public from the meeting. County Counsel Sheila Lichtblau then met with the board of trustees.

Reconvene at Conclusion of Closed Session
California Government Code section 54957.1
Report on Action Taken in Closed Session, If Any

Sam reconvened the open meeting and stated there was no action taken in closed session and therefore nothing to report.

5. Reports of Special Committees

5.1 Report from Subcommittee on Lawyers in the Library

Alexandria referred trustees to the memo summarizing the May 11th meeting of the Lawyers in the Library Committee. Marie Barnes, a volunteer attorney with the Contra Costa County Lawyers in the Library program and Patricia Medina, Outreach Coordinator for the Marin County Bar Association ("MCBA"), have been tasked with reaching out to the legal community to ascertain if there is interest, and if so, what concerns the attorneys may have about volunteering. Laurie, Alexandria and Denise will create the structure for the program, the forms the lawyers will use to sign up, and ideas for how to market the service to the community. Alexandria also reached out to the MCBA Law Library Liaison, who will be very helpful. Alexandria further reported that there seems to be a bit of hesitation on the part of the bar association, but we will do our best to rally the bar's participation. Robert inquired about the malpractice insurance issue. Alexandria stated that each volunteer will be required to carry their own malpractice insurance if they wish to participate in the program. Denise reported that the attorneys volunteering in the Sacramento program do not give advice, but instead characterize their assistance as "issue spotting and referral". The next meeting has not been scheduled yet, but we will meet again to move forward once we have completed our respective tasks.

5.2 Report from Subcommittee on Outreach

Denise stated that the committee members met and discussed the items in her report, especially utilizing social media outlets Facebook and LinkedIn. Denise would like to meet with Law Library Staff to get this work up and running so we can start linking with other like-minded entities. Undertaking these social media efforts at the initial levels are free. In regard to print media, Denise stated we could create templates for press releases, media updates and events hosted by the law library, which can be distributed to both legal and local newspapers free of charge. She also touched on the topic of various exhibitions that could be held at the Law Library, as well as the possibility of hosting a speaker series to inform and engage the public. Their committee discussed a tiered rollout of various events and ideas that are identified in her report to get the public into the Law Library as an initial step in developing a Friends of the Law Library fundraising group. She reported that Jonathan suggested we identify and compile a list of legal resource agencies in Marin County with whom the Law Library might be able to partner to expand our reach in providing legal services. Lastly, Denise spoke about ways the public could donate to the Law Library once we have created a Friends of the Library Charter. Elliot's experience in grant-writing can also be well-utilized for the benefit of the Law Library. Jonathan added that Facebook is a great way to get people

to know about the Law Library by simply talking about what is going on at the Law Library. He also reported that ads on Facebook are very inexpensive and can be directed at specific groups of people. There was disagreement among board members about paying for ads on Facebook. Laurie reported that the board had been working on developing a strategic plan for the Law Library back in October 2014, but it was not adopted at that time. Laurie further reported that she has been contacted by an individual who is ready and willing to volunteer on fundraising efforts once the board completes its Strategic Plan.

Sam stated that the basic concept of the committee work is a joint venture, i.e. that it has an end to it. The Lawyers in the Library committee is still in its conceptual stage and not yet at the point where we can present a proposal to the board. Sam would like us to reach the point where the committees present proposals to the board for specific projects that the board can consider and vote on. Sam can then go to the board of supervisors or to the bar association with the respective proposal(s). Denise stated that her Outreach Committee Report, which was attached to the agenda packet, constitutes the final report for their committee. However, there is still work to be done by the Outreach Committee.

6.3 Discuss Current CEB Subscriptions and Reductions in the Collection

Sam directed the board members' attention to a two page summary attached to the agenda packet which lists the CEB books frequently used by patrons and the CEB books seldom used by patrons, as reported by Law Library staff. We propose that the Law Library discontinue the annual print updates of the CEB publications that are seldom used by patrons and use the savings from doing so to purchase a subscription to CEB Onlaw, the electronic version of CEB's practice guides. A subscription to Onlaw will give law library patrons access to every practice guide published by CEB. In addition, it will be available via Wi-Fi throughout the Law Library such that patrons will be able to access it on their laptops. Sam requested that the trustees review the lists and let the board know if they disagree with any of the entries.

6.5 Discuss and Approve Replacement of 4 Existing Public Access Computers with 4 Newer Computers

Sam reported that upon further inquiry to Chien Liew about the expected lifespan of the donated used computers that we are considering using to replace the existing computers, Chien stated he did not believe they would last 5 years. His revised recommendation was to purchase new equipment instead.

7.0 New Business

7.1 Discuss Law Library Assistant Robert Carrington's Upcoming Jury Duty Service

Sam reported that Robert has received a summons to appear for jury duty on June 3 so the board must decide whether the Law Library will pay his wage during the hours he will be absent from work. Robert is on Social Security Disability in addition to the work

he does at the Law Library. There was discussion regarding providing reimbursement to Robert that would be the prorated equivalent to what the board provided for the Director's jury duty service. Robert made a motion to reimburse Robert Carrington for up to 1.5 days of jury duty service, or 12 hours. Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

6.4 Report on Inland Dispute and Replacement

Sam summarized the Inland situation; Inland has hired a collection agency which offered to settle the outstanding debt of \$1,000 for \$800. We do not agree with Inland's claim that we owe them \$1,000 and Inland has refused to provide a written response to our written analysis of the disagreement. The contract with DeLage Landen for the lease of the equipment is separate from our contract with Inland. However, Inland owns the hardware that is attached to the computers that tracks the costs for copies and prints made on each piece of equipment. That hardware is expensive, so Sam proposes that we agree to settle for \$800 provided we get to keep the chargeback hardware. It is not possible to clarify the contract or legality of the invoices because Inland refuses to provide the basis for their position in writing. We are only one [sic] year into the five year contract. The costs will go up soon because we have almost come to the end of the free copies we were granted. Sam said he will talk to them about settling, as he does not see any way that we can continue with Inland.

6.2 Discuss and Approve Resolution 2016-6 to Reimburse Law Library Director for Extra Hours Worked to Prepare for and Attend Monthly Board of Trustees Meetings in February and March Due to Staff Shortage

Robert moved to approve resolution 2016-6 to reimburse Director Laurie Vaala-Olsen for 17.5 hours of work that was necessary over and above her 35 hour per week regular work schedule in order to prepare for and attend the monthly board of trustees meetings for the months of February 2016 and March 2016. Jonathan seconded. Resolution was approved with 4 Ayes, 0 Noes and 0 Abstentions.

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

The board members would like the following items to be on the June Agenda: 1) the Strategic Plan that was being discussed by the trustees in the Fall of 2014.

9. Adjournment

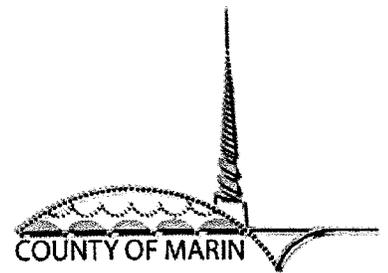
All business before the Board having been considered, Alexandria moved to adjourn the meeting, and Robert seconded. The meeting was adjourned at 7:15 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, June 20, 2016, at 5:15 p.m.

Respectfully submitted,

Samuel G. Ware, President

Laurie Vaala-Olsen, Ex-Officio Secretary

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



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Monday, June 20, 2016, at 5:15 p.m.

BOARD OF TRUSTEES:
Samuel G. Ware, Esq., President
Denise Bashline, Vice President
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.
Jonathan Frieman, J.D.

Present: Sam Ware, Elliot Bien, Alexandria Quam, Jonathan Frieman and Laurie Vaala-Olsen, Ex-Officio Secretary.

Also Present: Bill Hale

Call to Order

Sam Ware, the Board's President, called the meeting to order at 5:18 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 Approval of the May 16, 2016 Minutes was tabled until the July 2016 meeting because there was not a quorum of trustees that had attended the May meeting.

2. Open Forum

Bill Hale reported that a compliance hearing regarding the writ petition is scheduled for July 5, 2016 in Alameda Superior Court.

3. Financial Report

3.1 May 2016 Fiscal Report

Laurie presented the May 2016 Fiscal Statement. The Unrestricted Fund Balance as of June 15, 2016 was \$76,149.12. The year to date budget balance as of May 31 was \$21,643.89. Our May income exceeded our budget projections by \$2,000 resulting in a May credit balance of \$3,210.77 after May expenses were deducted. She also noted that the \$16,237.00 filing fee revenue received for the month of June exceeded the amount received in June the year before. Filing fee revenue for the 2015-2016 fiscal year was roughly \$4,900 less than in fiscal year 2014-2015, a significant improvement over the declining income the Law Library had experienced for several years prior to that.

3.2 May 2016 Warrants

Laurie presented the list of June 2016 Warrants, stating that all of the warrants were comprised of customary expenses. There was an additional warrant to be added to the list for USLI because the invoice had just arrived that day. The warrant list was amended to include a quarterly payment in the amount of \$290 to USLI for the Law Library's nonprofit directors and offices liability coverage. Laurie also pointed out that the bill for Sonic Internet expenses is no longer being paid by Chien Liew, but with the Cal Card. That charge now appears on the Warrant List under US Bank. Elliot moved to approve the warrants as amended, and Jonathan seconded. The motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

4.1 Status of Appointment of Trustee by Board of Supervisors: Laurie reported that Patrice Stancato, Deputy Clerk to the Board of Supervisors, informed her that the agendas for the June meetings are full so she will place selection of another trustee for the Law Library Board on the July agenda. Two attorneys have submitted applications for the vacant position.

4.2 Staff Training on MUNIS: Bettina, Robert and I have completed the training on MUNIS, which will go live on July 5th. The training was helpful but limited because we were unable to practice with our own data or to prepare non PO transactions, which are the bulk of the transactions that we typically make for the law library. We have been unable to simply log on to the MUNIS site in order to practice in the "sandbox" but the ATOM transition team is working on this issue for us and hopes to resolve it soon.

4.3 Grand Jury Web Transparency Evaluation of the Law Library: The Law Library received a letter from the foreperson of the Marin County Civil Grand Jury regarding their 2015-2016 Web Transparency Report Card Report of our website. We did not fare particularly well. Although most of the information they evaluated is available on our website, they do not consider it "transparent" if a person must look at board meeting minutes or agendas to access it. We will work on improvements to our site to fare better in the future. Sam requested that Laurie send copies of the letter to each board member.

4.4 What's New in the Law Library

Book Donation – Thanks to a personal request by Sam Ware, local attorney Paul Burglin has donated a copy of California Drunk Driving Law to the Law Library. Mr. Burglin is a coauthor of the publication and a respected authority in this area of the law. Sam requested that acknowledgment of Mr. Burglin's donation be placed in the book.

Security of Law Library Facility – The Law Library will be participating in training for a safety and evacuation drill for Building 20. In addition, Laurie will meet with the County's Safety Director regarding measures to insure the safety and security of Law Library staff and patrons.

5. Reports of Special Committees

5.1 Report from Outreach Committee

In Chairperson Denise's absence Jonathan reported on recent Outreach Committee efforts, including the possibility of hosting an event to celebrate the 125th Anniversary of the Marin County Law Library's inception on August 4, 1891. A robust discussion ensued regarding the possibility of organizing an event in a short period of time. It was decided to move forward with a celebratory event on August 4, 2016, and to seize the opportunity to promote the Law Library as widely as possible. Jonathan will spearhead planning for the event. In regard to general fundraising matters, there was concern expressed regarding whether judicially appointed trustees are constrained by the same fundraising restrictions placed on judges.

5.2 Report from Lawyers in the Library Committee

Chairperson Alexandria reported that the Marin County Bar Association has greenlighted a pilot of our Lawyers in the Library program with a goal of getting it up and running by September or October of this year. Laurie and Alexandria will work on creating the structure for the program as well as the forms, and the Bar Association will be responsible for finding volunteer attorneys to participate. Presently, we anticipate that the program will run from 4 to 6 p.m. on two Thursdays per month with a staff of four attorneys knowledgeable in four different subject area specializations. The appointments will be roughly 20 minutes each. Alexandria will consult with and prepare the volunteer attorneys at the beginning of the evening and Laurie will work with the patrons doing intake and schedule coordination.

6. Old Business

6.1 Discuss Current CEB Subscriptions and Reductions in the Collection and Approve Resolution to Purchase Subscription to CEB Onlaw

Sam presented a summary of Laurie's recommendations to eliminate print copies of seldom used CEB publications while preserving print copies of frequently used CEB publications, as determined by Law Library Staff. The savings from the discontinued print publication will provide the funds to pay for the Onlaw subscription, which will cost \$3,533. There was discussion regarding objections to various publications on the cut list. Sam requested that board members review the list and send their suggestions for revising the two lists to Laurie, which the board will then revisit at the July Board Meeting.

6.2 Report on Inland Dispute

Sam reported that he had contacted Inland and invited them to negotiate, but they have not taken him up on it. Sam also reported that he had received information that some major changes had taken place at Inland over the past couple of years which might explain some of the problems we have had working with them. He will look into it further and report back at the next board meeting.

6.3 Report on Paid Sick Leave Policy

Sam reported that he was waiting for information he had requested from an attorney who is providing employment law consulting services to the Law Library in order to clarify some follow-up questions and concerns he had regarding this issue, so he had nothing further to report at that time.

6.4 Report on Revisions to Employment Policy

Sam requested that the trustees consider providing paid vacation time for the Law Library Director because that is the norm for full time employees. He suggested that the board should approve this benefit if the Law Library can provide it in a fiscally responsible manner.

7.0 New Business

7.1 Strategic Plan

Sam reported that Jason Voelker had drafted a Strategic Plan that was subsequently revised by Ben Gale. This document was provided in the June Board Meeting agenda packet. He requested that the trustees review the Draft Strategic Plan at home and be prepared to discuss it at the July Board Meeting.

7.2 Consider Free or Discounted Conference Room Rentals by Charitable and/or Nonprofit Organizations and Define Parameters for Qualifying as a Charitable or Nonprofit Organization

Sam presented this item for consideration by the trustees. Laurie stated that she has received a few requests from nonprofits and charitable organizations to use the conference room for free or at a reduced rate. Some of the organizations have been law-related organizations and some have not. Discussion ensued. The trustees decided to continue with the current conference room policy, which does not allow use of the conference room at reduced rates or free of charge for any entity.

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

The board members requested that funding for the 125 year Anniversary Celebration of the Marin County Law Library be placed on the July Agenda.

9. Adjournment

All business before the Board having been considered, Alexandria moved to adjourn the meeting, and Jonathan seconded. The meeting was adjourned at 7:10 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, August 15, 2016, at 5:15 p.m.

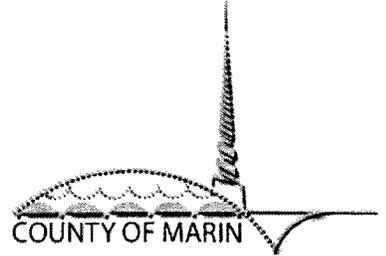
Respectfully submitted,

Samuel G. Ware, President

Laurie Vaala-Olsen, Ex-Officio Secretary

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



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Monday, July 18, 2016, at 5:15 p.m.

BOARD OF TRUSTEES:
Samuel G. Ware, Esq., President
Denise Bashline, Vice President
Alexandria Quam, Esq.
Robert Begley, Esq.
Elliot Bien, Esq.
Jonathan Frieman, J.D.
Tracy Barrett, Esq.

Present: Sam Ware, Elliot Bien, Robert Begley, Jonathan Frieman, Tracy Barrett
and Laurie Vaala-Olsen, Ex-Officio Secretary.

Also Present: Bill Hale

Call to Order

Sam Ware, the Board's President, called the meeting to order at 5:19 p.m., and thereafter presided. Sam then introduced Tracy Barrett, the newest member of the board of trustees. There was brief discussion regarding the requirement that all trustees watch the video regarding the Brown Act and sign a document affirming their completion of this requirement.

1. Approval of the Minutes

1.1 Approval of the May 16, 2016 Minutes was tabled until the August 2016 meeting because there was not a quorum of trustees that had attended the May meeting.

1.2 Approval of the June 20, 2016 Minutes was tabled until the August 2016 meeting because there was not a quorum of trustees that had attended the June meeting.

2. Open Forum

Bill Hale stated that Judge Grillo reported that he was going to deny Bill's Writ.

3. Financial Report

3.1 July 2016 Fiscal Report

Laurie presented the July 2016 Fiscal Statement. The Unrestricted Fund Balance as of July 13, 2016 was \$66,072.02. Our June filing fee income exceeded our budget projections by \$2,737.00; however, our expenses also exceeded our projections by \$3,589.52 resulting in a \$1,013 negative balance for the month of June. The year to date balance as of June 30 for FY 2015-2016 transactions was \$20,345.35. Laurie

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noted that this amount will decrease somewhat once all of the period 13 expenses have been posted. There were several questions about the fiscal statement, including the difference between projected expenses and actual expenses for telephone and internet costs. Laurie explained that she had incomplete data for these expenses when she drafted the FY 2015-2016 Projected Budget shortly after becoming Acting Director and assured the trustees that this has been corrected in the FY 2016-2017 Projected Budget.

3.2 July 2016 Warrants

Laurie presented the list of July 2016 Warrants, stating that most of the warrants were comprised of customary expenses. She noted that the Affordable Library Products warrant was for book alarms. The warrants list was amended to omit the payment to CEB pending a decision about the Onlaw subscription, and to include a payment of \$865 to High Tech to renew our contract for technical support services for the copy card chargeback system. Elliot moved to approve the warrants as amended, and Tracy seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

4.1 Appointment of Trustee by Board of Supervisors: Laurie welcomed Tracy Barrett to the Law Library Board of Trustees.

4.2 County Changeover from SAP Accounting System to MUNIS: We are in the midst of the County's changeover from the SAP accounting system to the Munis accounting system, which took effect July 5. It has presented a number of challenges for us and slowed the processing of all accounting transactions.

4.3 CCCLL Fall 2016 Meeting in Sacramento: Laurie announced that the Council of California County Law Librarians will convene its Fall 2016 meeting in Sacramento on August 18, 2016. The Sacramento County Law Library will host a reception on Wednesday evening August 17 to celebrate 125 Years of providing services to the public by county law libraries. Laurie prepared and attached to the agenda packet an estimate of the anticipated expenses for the event, which amounts to approximately \$395.60. Robert moved to approve the \$395.60 budget for Laurie to attend the CCCLL Fall Meeting in Sacramento. Elliot seconded. Motion passed with 5 Ayes, 0 Notes and 0 Abstentions.

4.4 What's New in the Law Library: Nothing to report.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

In Alexandria's absence, Laurie reported that the committee had recently met to review the draft forms for the program and to discuss the specifics of how it will be structured. The Marin Bar Association is solidly behind the program and will recruit the volunteer lawyers. The Law Library will publicize the program, which will start on

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October 8, and occur regularly on the second and fourth Thursdays of the month from 4:30 to 6:30 p.m. on a first come first served basis.

5.2 Report from Outreach Committee

In Chairperson Denise's absence, Jonathan gave a status report on efforts to organize the Marin Law Library's 125th Anniversary Celebration scheduled for August 4.

6. Old Business

6.1 Discuss Current CEB Subscriptions and Reductions in the Collection and Approve Resolution to Purchase Subscription to CEB Onlaw

Sam presented a summary of the proposal to purchase a subscription to Onlaw by discontinuing subscriptions to print publications that are seldom used, as well as discontinuing the CDs of forms for all of the print publications. Two lists were attached to the agenda packet; one of seldom used books and the other of frequently used books. Also attached were Alexandria's suggestions to revise the seldom used book list by removing 8 books from the list and placing them on the frequently used "save" list. The savings from the discontinued print publications amounts to \$5,910.12 prior to adjusting for Alexandria's changes. Following Alexandria's changes, the savings amounted to roughly \$4,344. The Onlaw subscription will cost \$3,533, so there are ample funds with which to make the purchase. Discussion ensued. Sam was not in favor of purchasing the subscription at that time. Elliot moved to approve purchase of Onlaw by discontinuing our subscription to the print publications on the list of books seldom used, as amended by Alexandria's request to remove 8 publications from that list and to transfer them to the list of books frequently used and therefore retained. Tracy seconded. Motion passed with 4 Ayes, 0 Noes, and 1 Abstention.

6.2 Report on Inland Dispute

Sam reported that there was no movement on the Inland issue.

6.3 Report on Paid Sick Leave Policy

Sam reported that he would like the trustees to vote on this matter at the next meeting. He will prepare a paid sick leave policy analysis and report for the August meeting.

6.4 Report on Revisions to Employment Policy

Sam reported that he also will report back on the Employment Policy at the August board meeting. Elliot suggested that Laurie consider and express her priorities for the benefits she might receive.

7.0 New Business

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7.1 Discuss and Approve Law Library Director's Attendance at CCCLL Fall 2016 Meeting from August 17 – 18 in Sacramento and Reimbursement for Anticipated Expenses

This matter was discussed and voted on during item 4.3, the Librarian's Report.

7.2 Discuss and Approve Funding for 125 Year Anniversary Celebration of Marin County Law Library to be held on August 4, 2016

Jonathan reported briefly on this matter under item 5.2, the Outreach Committee Report. He added that he had met with Jason Voelker regarding transfer of the Law Library's Facebook account back to a Law Library email account. Jonathan also stated that he had already posted information about the 125 Year Anniversary Celebration on the Facebook page and received a positive response to his posting. Upon providing further details about plans for the Anniversary event, he proposed a budget of \$250 for event expenses. Elliot moved to approve \$250 for Outreach Committee expenses for refreshments and appetizers for the 125th Anniversary Event. Robert seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. Jonathan also proposed that the Law Library set up a 501(c)(3) Friends of the Library group to make it possible for us to accept donations. Elliot suggested that we obtain knowledgeable advice from a tax lawyer about forming such a group. He will check into locating a local tax lawyer to help with this.

7.3 Strategic Plan

Sam presented the Draft Strategic Plan for discussion. Robert questioned whether the synopsis statements were based in fact. Following discussion, Sam requested that the trustees further review the draft plan and bring their comments to the August board meeting.

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

The trustees requested that Laurie check the monthly filing fee income distribution reports to see if they include the statistics for the percentage of pro per filings each month, which would represent revenue losses to the Law Library.

9. Adjournment

All business before the Board having been considered, Jonathan moved to adjourn the meeting, and Tracy seconded. The meeting was adjourned at 7:17 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, September 19, 2016, at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
MONTH						
JULY	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61
AUGUST	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24
SEPT.	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	
OCTOBER	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	
NOVEMBER	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	
DECEMBER	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	
JANUARY	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	
FEBRUARY	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	
MARCH	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	
APRIL	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	
MAY	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	
JUNE	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	
ANNUAL TOTALS	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	29,649.85

FISCAL YEAR	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
YEAR TO DATE TOTALS	42,259.25	37,546.83	32,329.09	32,245.15	29,283.90	29,649.85

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

Marin County Law Library

August 2016 WARRANTS

(Account Balance: Unavailable*)

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 88.71	\$ 88.71
2	CEB	\$ 791.96	\$ 791.96
3	CA State Bar Court Reporter	\$ 150.00	\$ 150.00
4	De Lage Landen	\$ 556.08	\$ 556.08
5	Inland		
6	Laurie-Blue Shield Health Insurance	\$ 159.00	\$ 159.00
7	LexisNexis	\$ 1,336.35	\$ 1,336.35
8	SPTJ (Chien Liew)	\$ 135.00	\$ 135.00
9	State Fund	\$ 142.25	\$ 142.25
10	US Bank	\$ 216.76	\$ 216.76
11	USLI	\$ 290.00	\$ 290.00
12	VerdictSearch Index	\$ 325.00	\$ 325.00
13	Westlaw Next	\$ 1,875.31	\$ 1,875.31
14	West Publishing	\$ 1,007.07	\$ 1,007.07
	Totals:	\$ 7,073.49	\$ 7,073.49

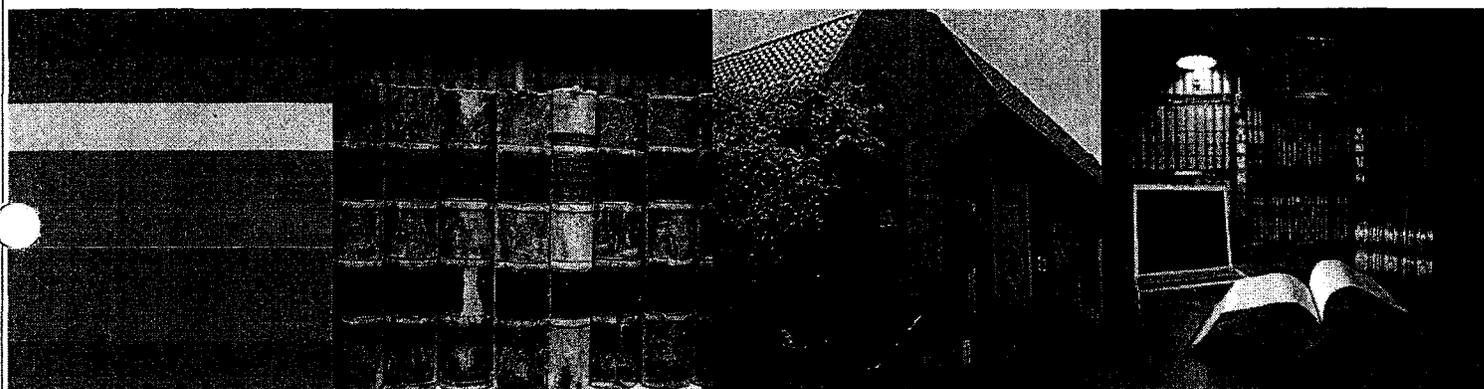
Salaries: \$5,280.13

Total Expenses: \$12,353.62

Total Revenue Available:	Unavailable*
Total Expenditures (proposed):	\$12,353.62
Remaining Cash Balance:	Unavailable*

* No expense charges have been posted to our fund yet for July 2016 (Period 1 of FY 2016-2017) due to a backlog in Munis. The Marin County DOF Accountant responsible for Special District Accounts has assured me that we have sufficient funds in our bank account to pay our warrants. The Unrestricted Fund Balance as of 7/13/16 was \$66,072.02 (this does not include period 13 expenses of roughly \$7,000 for End of Year FY 2015-2016). We have received \$29,649.85 in filing fee revenue for July and August 2016, although transfers of these amounts to our fund have not yet been effected.

2014-2016 Strategic Plan



Marin County Law Library

PROVIDING LEGAL RESOURCES TO THE CITIZENS OF MARIN SINCE 1891

Strategic Plan for Fiscal Years 2014 to 2016

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Mission

The Marin County Law Library serves the public by providing access to legal information

resources through a variety of media, research assistance, and technologies needed to give practical expression to the law while maintaining a flexible and supportive presence that fosters the ends of community service and social justice.

Synopsis

The users and patrons of the law library have dramatically changed over the past five years. More and more users of the library are non-attorneys who seek assistance for themselves in legal matters. The poor are no longer the only people representing themselves in court; much of the general middle class also does not have the resources to hire an attorney and are therefore using the Law Library on an increasing basis. This changing demographic is something that the Library has not been able to keep up with. In 2005, a moratorium on the increase in filing fees was created by Government Code section 70601. The Law Library, which receives \$32 per filing, has not been able to seek an increase in its share of filings since that time. This has resulted in inflation chipping away at the Library's budget every fiscal year and delays the modernization and updating of its infrastructure. This strategic plan takes this into consideration and seeks solutions that will stabilize the Library's resources and benefit the community now and for generations to come.

1. Improve Legal Research Capabilities and Reference Assistance

1.1 Adjust collection development priorities to suit changing user needs, new technologies, and budgetary restrictions

The Law Library has encountered two trends in collection development over the last three years – a funding crisis and a rise in publication costs. Both have put considerable pressure on the Library budget. During the past few years, there has been a decline in overall filings due to the growing use of alternative dispute resolution. Additionally, more fee waivers have been granted. With an 8 to 15 percent inflationary rise in publication expenses per year, the Library has had difficulty keeping up. With steady declines in the Library budget, subscriptions have been significantly cut to make adjustments.

We can address this budgetary squeeze by redefining our mission. Instead of seeking to maintain a large amount of scholarly literature that benefits our collection but remains less used, we seek to provide access to much of it through eliminating duplication, cooperative agreements with other institutions, and an increased use of interlibrary loan services. We can achieve more through these partnerships than we can alone, and some goals can only be achieved in partnership with others. Each of our goals will begin by asking who our partners might be and what can be achieved collectively. Ultimately, this will reduce the costs of maintaining those collections while still making them available to interested patrons.

1.2 Make our resources available to patrons on multiple technological platforms

With the expansion of electronic resources and the savings from consortial purchasing, the Library will seek additional resources through electronic technologies, such as Lexis, Onlaw, and Westlaw. At present, there are only two Westlaw computer terminals. This makes Westlaw often limited and ineffective as a resource due to accessibility issues. The Library must have a budget for both book research and computer systems to usher in new technology. This will allow the Library to provide services for all of its users, and in so doing, will allow those users to be more efficient and effective in their legal research.

While the move towards electronic resources has assisted the Library, we have not been able financially to keep up with new expectations on the part of our patrons for more terminals. Although in many cases the Library has been able to avoid the duplication of costs by canceling print equivalents, in other cases provision of electronic access has meant new expenses that require funding not yet available.

1.3 Create a unified partnership with Marin County legal service agencies in order to direct people to the most appropriate form of assistance

The Law Library encounters a number of Marin residents who need legal services and are unsure of where to turn. A partnership with the Marin County Self-Help Center, Legal Aid of Marin, the Canal Community Alliance, and other legal service providers will make a major contribution by removing some of the roadblocks in the legal process. Focused referrals to specific legal service providers will allow patrons to connect with the appropriate agency as long as they meet certain criteria.

In order to create an effective partnership within the community, the Law Library will collaborate with all of Marin County's legal service agencies in order to better understand their role within the community. Many of the non-legal practitioners who utilize the Library ultimately need to be referred to one of these agencies, but often they return to the Library because a specific service agency could not serve them for a variety of reasons. The Library will participate in outreach to these service agencies and help to direct them to the appropriate service when patrons initially come to the Library in an effort to determine what service agency might serve them best. This will not only make the Library more efficient and effective in its service to the public, it will also help reduce unnecessary back and forth trips between the Library and local legal agencies.

The Law Library continues to be the first point of reference for patrons with legal questions, particularly in providing forms. Partnering with local agencies will not only help Marin residents navigate the legal system, but also help relieve some of the pressure courts face in meeting the needs of unprepared litigants. Likewise, when litigants have the correct form in hand, clerks can more readily expedite filings. Judges may rule on an issue more effectively when relevant facts and the appropriate laws have been presented.

1.4 Partner with the Marin County Bar Association so that we may provide attorneys for legal workshops for the community

The Law Library's partnership with MCBA is intended to provide limited pro bono services that are not otherwise provided by local legal agencies. Workshops are planned that will be available on evenings and weekends and present an invaluable service to Marin residents whose work or other obligations during the day might otherwise prevent them from receiving affordable legal counsel.

The ultimate aim of these workshops will be to facilitate brief access to information and referrals to Marin attorneys who serve pro bono. Because the Library's mission is to connect people with legal information, the Library envisions this program as forging yet another connection between the private bar and the community members who are least likely to otherwise access such opportunities.

2. Utilize Mobile Technologies to Effectively Reach More People Within the Community and Increase Environmental Consciousness and Responsibility Among Library Staff and Patrons

2.1 Create and implement a green online card catalog that allows attorneys, students and community members to access the Library's card catalog remotely

During the strategic plan of operation, the Law Library proposes modernizing its card catalog by replacing it with a green online card system. The Los Angeles Public Law Library installed their system in 1995. After nearly 20 years of computerized systems being in place, this makes our transition long overdue. If funding can be found, then the whole community will benefit. Marin residents will have the ability to quickly find materials and search the database online before arriving at the Library.

This project will more than pay for itself by allowing the public to have much easier and efficient access to the Library's entire inventory. This massive undertaking can be performed both by increasing the hours of the Library's current part-time employees, and also by utilizing an additional employee. Once the system is up and running, it would only require regular maintenance to keep it effective for Marin residents.

2.2 Expand public access to legal information through library web pages and a green online forms catalog

The Law Library also intends to serve the public through an electronic library with an online forms catalog. The Library will host the site on its new website and will be responsible for daily site administration, technological planning, legal updates, and, through collaboration with the Law Library Board of Trustees, development of new information resources. The Director of the Law Library will be responsible for ensuring clear and effective communications between library patrons and website management.

Additionally, library reference staff will offer recommendations for new content based on incoming reference questions from the general public.

Our new green catalog will provide residents and employees of Marin County with a common access point to forms and template pleadings. Managed by staff, the forms catalog will contain electronic versions of current forms, allowing patrons to more easily conduct business within the County of Marin.

2.3 Implement an electronic document delivery service for county employees and the general public

In addition to maintaining a green forms catalog, the Library intends to create a document delivery system via the internet for use with our online card catalog. This service is already provided as a courtesy to a number of County employees but would expand to include PDF delivery to the public, thereby allowing people to access information remotely. This service would lessen the need to visit the Library in person, which benefits the environment. Most importantly, document delivery would serve as an additional source of revenue for the Law Library.

3. Develop a Well Trained Team for the Delivery of Legal Reference Services

3.1 Invest in career skills and professional development for library staff

The Law Library is committed to providing staff with opportunities to improve their knowledge of legal resources. The Library seeks to add this commitment to our budget, which will include funding for technology and research training for staff in all areas. Library staff are quite often called upon to assist users, both legal practitioners and laypeople, in using the research tools. As research mediums are constantly changing and being updated, staff should have ongoing training to allow them to better assist library patrons. As part of the Library's mission to provide the most complete and thorough service to its myriad users, we cannot underestimate the value of well trained staff.

The Library director is also encouraged to attend conferences and workshops to learn current trends and developments happening in libraries locally and across the country. In addition to these learning opportunities, the director is encouraged to participate in the California Council of County Law Librarians and to attend their annual conferences to learn about innovation and ideas from other libraries and institutions around the state. Such ideas and information will be brought back for discussion and possible implementation within our library.

3.2 Hire a fulltime Assistant Librarian to assist the Marin community with informational needs

One of the most significant changes over the last several years is the growing number of self-represented patrons, with 52 percent of Library respondents identifying as non-

attorneys. These individuals are not trained in the law and require a great degree of assistance that in turn requires staff to spend their time explaining what each source contains and how to utilize them. Library staff must often clarify the difference between statutory law and case law as well as the difference between primary and secondary authority. The Law Library also acts as a distribution point for court forms and instructions, producing and assembling forms in multiple languages.

While these services can take the burden away from court departments that are not equipped or authorized to provide research training and referrals, the Library is finding that it is unable to keep up with the community's increasing demands without additional staff hours. An assistant librarian would provide the requisite skills of online research, assistance to laypeople, referrals to various service agencies, organization of the online card catalog, and assistance in the multitude of daily needs that are thrust upon the Library. Such an employee would be critical to helping the Library become a more efficient and effective source of legal research for its patrons. This would help the public to better understand their legal matters, thereby creating less congestion at the court, less hassle for county employees, and better informed citizens overall.

On a statewide level, county general fund support for law libraries continues to vary from county to county and from year to year. For example, the staff at the Solano and Tulare County law libraries are county employees and are paid from the general fund. In other counties, county general fund support has since been withdrawn, which contributed to the closure of the Plumas, Alpine, and Sutter County law libraries. While we do not intend to convert each of our employees into the county system, we will encourage the Marin County Board of Supervisors to consider exercising the power given it under California Business and Professions Code § 6324, to enter into a Memorandum of Understanding with the Law Library, and "to appropriate from the county treasury for law library purposes such sums as may in their discretion appear proper" for the purposes of funding library staff. There is no doubt that Marin County deserves to have a first rate public law library with an excellent online presence, the appropriate resource tools, and a qualified permanent fulltime staff to connect people seeking access to justice.

3.3 Explore new avenues for library internships, volunteers, and other recruiting initiatives

The Law Library is considering building upon its successful experience with volunteers and school interns and develop a program for students from paralegal schools such as Berkeley, San Francisco and Sonoma State University to intern on site. This project will assess the current program, identify best practices, implement standardized protocols and create guidelines and policies that will ensure continuity and secure a documented and replicable history. The result will be a formalized intern program with streamlined orientation and education and efficient utilization of staff time invested in implementing an optimum intern experience.

The internship program will offer students the opportunity to work on special projects as well as the opportunity to gain experience and enhance their research and reference skills. Past projects include exploring social media uses for the library, creating an attorney listserv, and working on the creation of a new Library website.

DRAFT

Appendix A:
Strategic Plan Contributors

Marin County Law Library Board of Trustees and
Strategic Plan Committee

Benjamin Gale, Former President
Board of Supervisors Appointed
Steven Schoonover, Former Trustee
Board of Supervisors Appointed
Marta Osterloh, Former Trustee
Judicially Appointed
Sam Ware, Trustee
Judicially Appointed
Alexandria Quam, Trustee
Judicially Appointed
Robert Begley, Trustee
Judicially Appointed
Elliot Bien, Trustee
Judicially Appointed
Jason Voelker, Former MCLL Director
Ex-officio Secretary

Strategic Plan Subcommittee

Benjamin Gale (Former President of the Marin County Law Library Board of Trustees)
Steven Schoonover (Former Chair of MCBA Law Library Subcommittee)
Alexandria Quam (Director of Marin County's Legal Self-Help Services)
Jason Voelker (Former Director of the Marin County Law Library)

Contributors

Kim Turner (Retired Court Executive Officer, Marin County Superior Court)
Sid Hartman (CFO at Marin Community Foundation)
Vikki Garrod (Vice President at Marin Community Foundation)

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Mission Statement

The Marin County Law Library serves the public by providing access to legal resources through media, research assistance, and technologies.

Board of Trustees

The Marin County Law Library is 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 composed of five delegates appointed by the Superior Court and two delegates appointed by the Marin County Board of Supervisors.

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 help keep the library in touch with the needs of the community. In addition, they provide valuable advice and counsel to the Law Library Director.

Trustee	Term	Office / Affiliation
Steven Schoonover, Esq.	Feb. 24, 2015 – Jan. 31, 2016	President Board of Supervisors Delegate
Sam Ware, Esq.	Sept. 19, 2012 – Sept. 19, 2015	Vice President, Delegate of: Judge Kelly Simmons
Alexandria Quam, Esq.	Sept. 18, 2013 – Sept. 18, 2016	Delegate of: Judge Verna Adams
Robert Begley, Esq.	Feb. 1, 2014 – Feb. 1, 2017	Delegate of: Judge James Chou
Elliot Bien, Esq.	Feb. 1, 2014 – Feb. 1, 2017	Delegate of: Judge Andrew Sweet
Trudy Versoza, Esq.	Feb. 24, 2015 – Jan. 31, 2016	Board of Supervisors Delegate
Denise Bashline	April 20, 2015 – April 20, 2018	Delegate of: Judge Paul Haakenson

Fiscal Year 2014-2015 saw the tenure of Board President Benjamin Gale, Esq., and Trustee Marta Osterloh, Esq., come to an end after many years of dedicated service. The Law Library Board and Staff are grateful for the leadership, wise counsel, and tireless efforts of these individuals during that time.

Profile and Services

As the sole organization responsible for providing no-cost legal information to the County's 252,409 residents, the Law Library has a strong interest in fulfilling the needs of Marin citizens. Our library is one of the oldest in the state, celebrating over one hundred and twenty-three years as a resource for our legal community and local residents. Additionally, the Law Library provides significant support for academic institutions, particularly for paralegal programs offered by community colleges and state universities, including courses taught at Dominican University and College of Marin.

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The Library also serves 11 Superior Court Judges, 1 Court Commissioner, 1 Referee, and 500 or more Marin County attorneys as well as attorneys from other counties. We provide reference services to inmates at San Quentin State Prison and provide interlibrary loan services to other libraries on an as-needed basis. Twice a year the Law Library collaborates with the College of Marin by providing legal research and terminology training to students enrolled in the college's court reporter program.

The Law Library is open approximately 55 hours per week on a schedule that runs from 8:30 a.m. until 5:00 p.m. Mondays and Fridays, 8:30 a.m. to 8:00 p.m. on Tuesdays, Wednesdays and Thursdays, and from noon to 4:00 p.m. on Sundays. The Law Library is not open on Saturdays because of budget constraints. While the Law Library has had a strong commitment to maintaining hours that insure access to patrons whose jobs or school schedules make it impossible for them to use the Law Library on weekdays, the continuing decline in revenue from filing fees may soon preclude our ability to do so.

Demographics of our Patrons

The patrons served by Law Library Staff include individuals having little or no familiarity with the law and legal procedures, students in court reporter, paralegal and attorney programs, and attorneys with years of experience in professional practice. Law Library support services provided by staff range from individual training in reference services to sophisticated internet searches for information, law and forms that are often difficult to locate.

The number of non-professional patrons visiting the Law Library is growing; such patrons need more assistance than legal professionals. These individuals are not trained in the law and place a greater demand on the assistance of law library staff, requiring staff to spend more time explaining what a certain source contains and how to use it. Sometimes, the law librarian may have to explain the entire spectrum of legal source materials, from the difference between primary authority and secondary authority, to the difference between statutory law and case law, and even how to use Westlaw, Pacer or Google Scholar. The success of a patron's visit is often dependent on the law librarian's willingness and ability to be an effective instructor.

To meet the demands of an increasing number of self-represented litigants, the Law Library created an online electronic self-help center on its website. For those citizens who do not own a personal computer, there are five computer terminals at the Law Library that are available at no charge to the public for research and preparation of documents. In addition, the Law Library has three computer terminals from which patrons may access Westlaw, an online legal research database.

Library Funding

The Law Library's most pressing matter is future funding. Neither state nor local bar dues fund the Law Library. Also, the Law Library receives no state appropriations.

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Instead the Law Library derives its operating funds from a fixed share of designated civil filing fees. At present, the Marin County Law Library receives \$32.00 from fees paid for every first-paper filing with the Marin County Superior Court. That \$32.00 figure has not changed since 2006, even though the volume of actions filed with the court has declined.

Since 2006 there has been a moratorium on increasing civil filing fees; presently there is no mechanism for County law libraries to be granted any increase in funding to meet inflationary demands. Of late, more fee waivers are being granted, negatively impacting Law Library income. To compound the situation, overall filings are declining due to the growing use of alternative dispute resolution. Frequently, individuals obtaining filing fee waivers are the same individuals utilizing the Law Library. Thus, while the Law Library is experiencing decreasing revenue, it is simultaneously experiencing increasing community demand for library services and ever-increasing costs of resource materials. Figure 1 shows a 33 percent decline in filing fee income in the past five fiscal years.

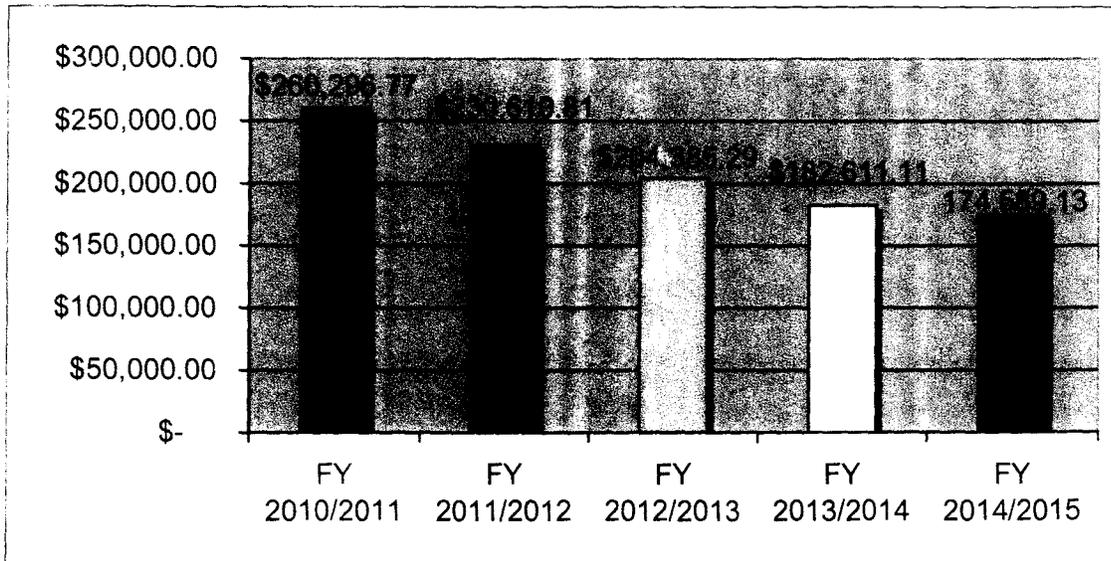


Fig. 1

The business model of relying on filing fee revenues has proven to be unsustainable. Unforeseeable, consistent drops in monthly filing fee revenue puts the Law Library in a financial bind. There has been little relief from the trend in declining funding that has plagued the Law Library for the past several years. The Law Library is operating on a bare bones budget requiring continued cost cutting measures that further reduce our ability to maintain updated legal publications, provide assistance to patrons, develop legal education programs, and maintain staff morale, including:

- *Staff compensation barely above minimum wage level*
- *No raises or benefits provided*
- *Further reductions in updates purchased for legal publications*

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- *Severe restrictions on purchase of supplies and incidentals*
- *Limitations on ability to develop legal information clinics and programs to educate the public about their rights and the procedures to assert those rights*

Additionally, the Library has canceled much needed print titles that it has carried for many years, discontinued subscriptions to legal periodicals, and partnered with larger, better-funded County Law Libraries to receive their discarded updates when the current year's updates arrive in order to maintain a reasonably up-to-date collection of certain publications that we could otherwise not afford to keep current. Further, as the primary legal reference source for solo legal practitioners and small law firms, which make up the majority of the legal service providers in Marin County, there is a demand for publications covering a broad spectrum of legal practice areas, which the Law Library is finding it increasingly difficult to meet.

Unfortunately, these cuts may not be enough. If alternative funding sources cannot be located, the Law Library will be forced to eliminate additional legal resources and further decrease the hours of service. Marin County residents most in need will be those who will bear the burden, severely restricting equal access to justice. Indeed, we consistently see more non-professionals without legal training seek forms, assistance with landlord-tenant matters, foreclosure proceedings, divorce and child custody procedures, as well as assistance locating state statutes and self-help material than ever before.

The means of funding county law libraries need to be restructured so that law libraries are less dependent on revenues from a single source and better able to respond to growing demands for services. One option is to request that the Board of Supervisors exercise its priority under California Business and Professions Code section 6324, to enter into a Memorandum of Understanding with the Law Library, and "appropriate from the county treasury for law library purposes such sums as may in their discretion appear proper."

Library Collection

The inflationary rate for legal materials continues to increase at 7% to 9% per year while the overall funding for the Law Library has decreased 11% in the same time period. Fiscal Year 2014-2015 was a period of merely holding the line following the massive \$54,000 reduction in our subscriptions the previous year.

Notwithstanding the foregoing, the Law Library maintains a collection of 17,360 print publications, including reporters, treatises, practice manuals, law reviews and journals, periodicals, and other printed materials. However, given the rising prices of materials and the decrease in revenue, not all sets are kept current. Some are maintained on a rotating basis, and some are not maintained at all.

This year 46% of all expenditures were on materials, which includes both computer databases and print materials. Figure 2 shows the relationship between the amount spent on materials and our total expenditures:

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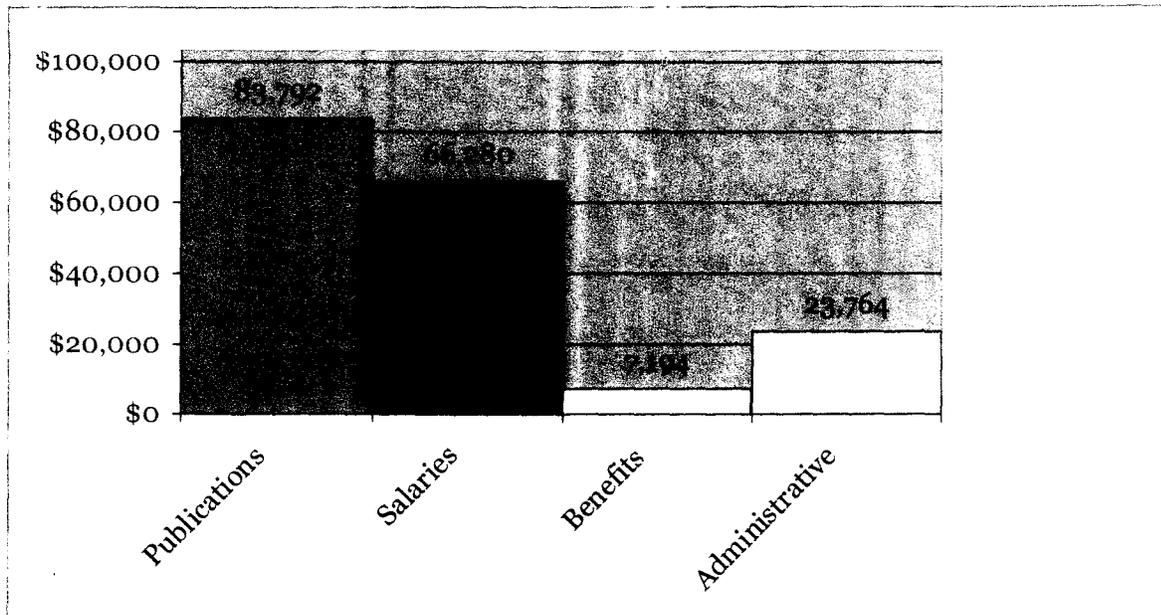


Fig. 2

Electronic Resources

The Law Library acquired a Westlaw Next subscription during Fiscal Year 2013-2014, which includes cases and statutes for all states and federal circuits, an extensive California database, and a number of secondary materials. Westlaw is an attractive service to attorneys, is used regularly by self-represented patrons doing legal research, and is also used by the Librarian to assist non-attorney patrons.

We have seen patron use of Westlaw almost double in the past year. The Law Library had 14,355 transactions between July 1, 2014 and June 30, 2015, compared to 8,423 transactions during the same time period in the previous year. Use of KeyCite, which is the West equivalent of Shepard's Citations, increased by 85 percent. (See Figure 3 for a summary of usage.)

Marin County Law Library Account	Transactions
KeyCite	2,678
Transactional Searches	11,677
Totals for FY 2014/2015:	14,355

Fig. 3

Other Resources and Infrastructure

The Law Library is equipped with seven computer work stations, four printers, and four photocopiers. All of the work stations provide access to legal resources on the Internet. Five of the internet stations are available for public use for legal research, downloading

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of forms, and general word processing tasks. The remaining two computer stations are for staff use only, as is 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 per-page usage. Wireless internet service is also available to Law Library patrons.

The Law Library has one electric typewriter available for public use, and it is routinely used by individuals who come to the Law Library for that specific purpose. There is also a collection of 72 compact discs with downloadable forms for print publications by Nolo, CEB, James, Lexis and West. In addition, there are 24 Nolo print publications which have forms that are downloadable from the internet.

The Law Library has received gifts of 79 books this past year to add to our collection of publications. Two of the books were about the Supreme Court, and 10 were CEB publications which had been deaccessioned from another law library, thus allowing us to bring almost current (within one year) some of the publications we had discontinued updating due to budget constraints. The remainder were added to our collection of study materials that may be checked out by law students to prepare for the bar exam. In addition, we also received a gift of a collection of cassette tapes of 23 landmark cases argued before the Supreme Court.

Unfortunately, 14 print publications were stolen from the Law Library this past year. Because most of the stolen publications were also available in electronic format, and the replacement cost for all of the books was greater than \$4,000, we replaced only 4 of them. We subsequently replaced the security gate that had been in the Law Library entrance with a newer model used gate, and added one additional security gate, also used but still a newer model, both of which were generously provided to us by the County at no charge.

Library's Website

The Law Library has received numerous inquiries about its services from the email link on our website. The website has been a valuable source for increasing our presence in the community, as well as for developing additional revenue streams through conference room rentals and exam proctoring services. In addition, we post our board meeting agendas and minutes on the website for easy access by our patrons.

Financial Report

The funds for the Law Library's budget come from our statutory share of filing fees and any additional monies we are able to generate ourselves. With assistance from a County of Marin Community Services Grant, continued cost cutting measures in the areas of our publications collection and staff salaries, revenue generated from conference room rentals, and an increasing volume of exam proctoring services that were provided, the Law Library was able to meet its expenses.

Marin County Law Library

Annual Report

FY 2014/2015

A. Filing Fee Income

In Fiscal Year 2014-2015, we received \$174,589 in filing fees. This was a 9.56 % decrease in filing fees from the previous year, and the fourth consecutive year in which our total filing fee revenues have fallen. Indeed, this past year the Law Library received \$85,000 less in filing fee income than it did in Fiscal Year 2010-2011.

B. Self-generated Revenue

The Law Library raised \$16,859 in self-generated revenue, consisting of charges for photocopies, document faxes and scans, proctoring services, conference room rentals, and book sales, as well as income from donations, effectively doubling the amount we raised last year. The self-generated revenue comprised 8.2% of our total revenue.

C Reserve Funds

The Library has only \$10,000 in reserve funds at the present time, which is set aside for insurance purposes.

D Community Service Funds

The County of Marin provided the Law Library with \$15,000 in Community Service Funds for general support costs to enable the Law Library to maintain its hours of operation and provide services.

Conclusion

Despite continued declining revenues, the Marin County Law Library has sought to maintain its commitment to providing access to legal resources for the citizens of Marin. However, we have reached a critical juncture that threatens to severely restrict our ability to maintain the level of service that the community needs and deserves. With a budget that has been pared to the bare minimum, and little likelihood that the trend in declining filing fee revenues will change, combined with minimal staffing levels, stagnant wages, and serious reductions in our collection of legal resources, the Law Library is in need of further support. While our effort to develop alternate revenue streams has provided some relief, it has been insufficient to counteract the ever increasing cost of subscriptions to legal resource materials (print publications and electronic databases), the lifeblood of a law library.

Annual income for the Law Library is down 33% over the past 5 years. At the same time, the cost of operating the Law Library has increased at the annual rate of 7%. Projected income for the year 2020 is \$116,276. Expenses that year are projected to be \$253,903 for the program to offer even the limited services it does today. Unless realistic and reliable increased funding is provided for the Law Library in the near future, we project that by about the year 2022, for the first time in over 100 years, Marin County will have no law library.

Marin County Law Library

Annual Report

FY 2014/2015

Marin County Law Library SAP Budget				
	Budget	Actuals	%	Available
** Total Revenues	178,533-	206,381.08-	115.60%	27,848.08-
**** Total Expenditures	199,056.00	181,030.11	90.94%	18,025.89
4310215 Fines - Law Library	168,000-	174,589.44-	103.92%	6,589.44
4410125 Interest on Pooled Investments	168-	111.29-	66.24%	56.71-
4631810 Charges for Customer Services - Library	2,655-	8,221.23-	309.65%	5,566.23
4710113 Misc Rev - Other Sales Publications	7,210-	7,204.62-	99.93%	5.38-
4710615 Misc Rev - Donations (General)	500-	1,254.50-	250.90%	754.50
4810110 Transfers In	-	15,000-		15,000
4000000- Revenues	178,533-	206,381.08-	115.60%	27,848.08-
5110110 Salaries - Regular Staff	21,259.33	12,617.14	59.35%	8,642.19-
5110210 Salaries - Extra Hire	43,990.00	53,662.67	121.99%	9,672.67-
5120110 Overtime - Regular Staff	-		-	
5130120 Benefits - Med - Health Insurance		636	-	636-
5130130 Benefits - Medical	2,388	636	26.63	1,752.00-
5140115 Other Employer Exp - Compensation Insurance	1,404	533.75	38.02%	870.25
5140140 Other Employer Exp - Social	4,353	4,109.34	94.40%	243.66
5140141 Other Employer Exp - Medicare	1,018	961.05	94.41%	56.95
5140145 Other Employer Exp - Unemployment Insurance	2,246	954.16	42.48%	1,291.84
** Salaries and Benefits	76,658.33	73,474.11	95.85%	3,184.22
5210500 Insurance Premiums	6,500	4,026	61.94%	2,474
5210700 Communications Services	3,800	3,264.42	85.91%	535.58
5211500 Misc Services	6,800	5,466.96	80.40%	1,333.04
5220100 Office Supplies	13,590			13,590
5220110 Office Supplies	-	11,006.43	-	11,006.43 -
5220100 Office Supplies	13,590	11,006.43	80.99%	2,583.57
5220000 - Miscellaneous Supplies	82,180.67			82,180.67
5220010 Miscellaneous Supplies	9,327	83,792.19	879.52%	74,265.19-
5220000 Miscellaneous Supplies	91,707.67	83,792.19	91.37%	7,915.48-
** Services & Supplies	122,397.67	107,556	87.87%	14,841.67
**** Total Expenditures	199,056	181,030.11	90.94	18,025.89

PROJECTED CREDITS	GL No. 4310215	Court Filing Fees	\$168,000.00
	GL No. 4410125	Interest	\$168.00
	GL No. 4710113	Photo Copies	\$6,999.96
	GL No. 4710113	Book Sales	\$210.00
	GL No. 4710615	Donations	\$499.92
	GL No. 4631810	Proctoring	\$960.00
	GL No. 4631810	Fax & Paper Sales	\$1,155.00
	GL No. 4631810	Conference Room	\$540.00
	GL No. 4631810	Other Income	\$0.00

ACTUAL CREDITS	GL No. 4310215	Court Filing Fees	\$174,589.13
	GL No. 4410125	Interest	\$55.46
	GL No. 4710113	Photo Copies	\$7,238.80
	GL No. 4710113	Book Sales	\$433.70
	GL No. 4710615	Donations	\$1,380.50
	GL No. 4631810	Proctoring	\$1,432.00
	GL No. 4631810	Fax & Paper Sales	\$733.70
	GL No. 4631810	Conference Room	\$4,750.00
	GL No. 4631810	Other Income (MCLE \$35.00)	\$891.65
GL No. 4810110	Transfer In	\$15,000.00	

Difference Between Projected and Actual Credits			\$27,972.06
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Library Director	5110110	\$37,440.00	\$12,617.14	\$24,822.86
Overtime	5120110	\$0.00	\$0.00	\$0.00
Library Staff	5110210	\$43,989.30	\$53,662.67	-\$9,673.37
Retirement/Director	5130510	\$0.00	\$0.00	\$0.00
Social Security	5140140	\$4,352.40	\$4,109.34	\$243.06
Medicare	5140141	\$1,017.96	\$961.05	\$56.91
Health Benefits	5130120	\$2,388.00	\$636.00	\$1,752.00
Workers Compensation	5140115	\$1,404.00	\$533.75	\$870.25
Unemployment	5140145	\$2,246.40	\$954.16	\$1,292.24

Insurance	5210510	\$6,499.92	\$4,026.00	\$2,473.92
Postage/Petty Cash	5220146	\$300.00	\$0.00	\$300.00
Office Supplies	5220110	\$7,500.00	\$11,006.43	-\$3,506.43
Projects	5220110	\$300.00	\$0.00	\$300.00
Bookkeeping	5220110	\$2,899.92	\$0.00	\$2,899.92
Payroll (County Services)	5220110	\$2,589.96	\$0.00	\$2,589.96
Copy Machines	5211510	\$6,799.92	\$5,466.96	\$1,332.96
Telephone & Internet	5210700	\$3,800.00	\$3,264.72	\$535.28

Unkeep	5220310	\$75,527.00	\$83,792.19	-\$8,265.19
Book Binding	5220100	\$1,000.00	\$0.00	\$1,000.00

Total Monthly Expenditures		\$206,504.94	\$181,030.41	\$25,474.53
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\$199,055.00	\$10,000.00		\$59,509.40
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* Fiscal Statement prepared 9/9/15 includes Period 13 Expenditures (Expenses incurred in June are now being booked in June instead of July, as had been done in previous years).