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

Monday, January 30, 2017 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 December 19, 2016 Minutes

2. Open Forum: Opportunity for Comments from Public

3. Financial Report
   3.1 December 2016 Fiscal Report
   3.2 January 2017 Warrants

4. Librarian’s Report

5. Reports of Special Committees
   5.1 Report from Lawyers in the Library Committee Chairperson
   5.2 Report from Outreach Committee Chairperson
   5.3 Report from Paid Sick Leave and Employment Policy Chairperson

* 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.
6. **Old Business**

6.1 **Discussion and Action Item:** Discuss and Approve Revised Strategic Plan

6.2 **Discussion and Action Item:** Report on Renewal of West Print Publications Contract

6.3 **Discussion and Action Item:** Review Wage Analysis Regarding Vacation Pay Benefits and Approve Vacation Pay for Staff

7. **New Business**

7.1 **Discussion and Action Item:** Consider Rescheduling February 20, 2017 Board Meeting (Presidents’ Holiday) to Another Monday in February

7.2 **Discussion and Action Item:** Amend Approved Resolution Requesting Inclusion of a Line Item for County Law Libraries in the Governor’s 2017 Budget for Presentation to County Board of Supervisors

7.3 **Discussion and Action Item:** Consider and Approve Purchase of Advertisement Regarding Conference Room Rental

7.4 **Discussion and Action Item:** Amend Approved Resolution 2016-9 Regarding December 2016 Holiday Bonuses

7.5 **Discussion and Action Item:** Approve Resolutions Acknowledging Service of Law Library Trustees Elliot Bien and Robert Begley

7.6 **Discussion and Action Item:** Consider and Approve Purchase of Laptop Valued up $250 for Law Library Use

7.7 **Discussion and Action Item:** Approve Estimated Expenses for Law Library Director’s Attendance at CCCLL Spring 2017 Meeting

7.8 **Discussion and Action Item:** Discuss and Approve Purchase of New Multifunction Copier, Scanner, Printer, Fax to Replace Malfunctioning Machine

7.9 **Discussion and Action Item:** Discuss and Approve the Hiring of a Fundraiser

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

9. **Adjournment**

The next board meeting will be held on Monday, February ___, 2017 at 5:15 p.m.
Regular Meeting of the
Board of Law Library Trustees
of Marin County

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

Monday, December 19, 2016 at 5:15 p.m.

Present: Sam Ware, Elliot Bien, Jonathan Frieman, Tracy Barrett, Robert Begley and Laurie Vaala-Olsen, Ex-Officio Secretary.
Absent: Alexandria Quam and Denise Bashline
Also Present: Bill Hale and Alezz Laielen

Call to Order

Sam Ware, President of the Board, called the meeting to order at 5:20 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The October 12, 2016 Minutes were reviewed by the trustees. Jonathan moved for approval of the Minutes as presented; Robert seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

1.2 The November 21, 2016 Minutes were reviewed by the trustees. Robert moved for approval of the Minutes as presented; Elliot seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention because Tracy was not at the November meeting.

2. Open Forum – Bill Hale suggested that the Director query board members in September regarding whether they will re-apply for their trustee positions when the end of their term is near to enable more time to find a replacement before they vacate the position.

3. Financial Report

3.1 November 2016 Fiscal Report

Laurie presented the November 2016 Fiscal Report. Monthly filing fee revenue was $14,026.49. Expenses were $12,473.99 resulting in a November balance of $4,552.50. The July 1 to November 30 2016 year-to-date filing fee revenue was $70,589.53 and expenses were $22,005.95, resulting in a year-to-date balance of $13,583.58. The Unrestricted Fund balance as of November 30, 2016 was $76,173.08. She noted that we are right about even with the November 2015 filing fee revenue.
3.2 December 2016 Warrants

Laurie presented the list of December 2016 Warrants. She pointed out that the $442.24 expense for Office Depot was for 2 toner cartridges, which used to be included in our service agreement with Inland. The $316.15 expense for Wolters Kluwer is the annual subscription fee for the three-volume Administrative Law Treatise. Tracy moved to approve the warrants as presented and Elliot seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

Laurie reported on several tasks that are part of a coordinated effort by California County Law Libraries to seek support for their request for a $16.5 million line item for California County Law Libraries in Governor Brown's 2017 Budget.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

Laurie gave a report in Alexandria's absence. She stated that the program has been very successful and that volunteers at the November 10th program, the third since the program's inception, assisted 14 patrons.

5.2 Report from Outreach Committee

Jonathan gave the report in Denise's absence. He stated that he would like to secure a $5,000 grant for the Law Library to hire a consultant to engage in the type of outreach necessary to facilitate productive fundraising efforts. He has someone in mind and plans to invite the consultant for a Law Library site visit after the holidays.

5.3 Report from Paid Sick Leave and Employment Policy Committee Chairperson

This item was addressed in item 6.3, Review of Wage Analysis Regarding Vacation Pay Benefits for Staff.

6. Old Business

6.1 Strategic Plan

Jonathan and Sam met to revise the existing Strategic Plan. Their revised draft was attached to the agenda packet. The bolded text reflects the old draft and the non-bolded text reflects revisions made by Jonathan and Sam. Jonathan stated that the Strategic Plan will form the basis of a Law Library fundraising appeal, which he hopes to launch in June 2017. Elliot suggested revisions to the first paragraph of the document to make it less political. Robert stated that the Board of Supervisors and the County have an obligation to provide a place where the public can go to educate themselves about the efforts and decisions of their legislators, and that place is the Law Library.
6.2 Renewal of West Print Publications Contract

Sam reported on the status of contract negotiations with West. Finalizing the contract is dependent on the Law Library’s receipt of some missing updates for one of the publications, so there is no proposal to present to the board at this time.

6.3 Review of Wage Analysis Regarding Vacation Pay Benefits for Staff

Sam stated that he had not yet had a chance to review Laurie’s Budget Analysis Regarding Vacation Pay for Staff so he will report on it at the January 2017 meeting. He requested that Alexandria and Tracy review the analysis as well.

7.0 New Business

7.1 Reschedule January 2017 Board Meeting from January 16 (Martin Luther King, Jr. Holiday) to January 23

Laurie reported that the third Monday of January falls on the Martin Luther King, Jr. Holiday and requested that the board meeting be rescheduled to the following Monday on January 23. Elliot moved to reschedule the board meeting from January 16 to January 23. Robert seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.2 Review and Approve Resolution Requesting Inclusion of a Line Item for County Law Libraries in the Governor’s 2017 Budget for Presentation to County Board of Supervisors

Sam introduced the resolution, which is a request for support from the Marin County Board of Supervisors for a $16.5 million line item for California County Law Libraries in the Governor’s 2017 Budget. If granted by the Governor, the money would supplement current funding levels for each county law library to the amount of filing fee revenue received in 2009.

7.3 Consider and Approve Purchase of Advertisement Regarding Availability of Conference Room for Rent

Sam requested that the board consider purchasing an advertisement to promote the availability of the Law Library’s conference room for rent. Laurie will look into the cost of advertising in the Marin County Bar Association Newsletter.

7.4 Consider and Approve Resolution 2016-9 to Pay Holiday Bonuses

Sam proposed that the trustees consider and approve Resolution 2016-9 to pay December 2016 holiday bonuses to Law Library Staff in the amount of $100 each, to the Law Library Director in the amount of $300, and to Suzan Sharpley, a longstanding volunteer who has covered the front desk for staff vacations on numerous occasions, in the amount of $100. Elliot moved to approve Resolution 2016-9 as presented by Sam. Tracy seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.
8.0 Board Members' Suggestions for Next Month's Agenda

The trustees requested that the following items be placed on the January 2017 Agenda: a) Sam’s requested proposal to purchase a laptop for the Law Library, b) a resolution to acknowledge the service of the departing board members, c) a resolution regarding vacation pay for staff, d) a status report regarding candidates for replacement of trustees, and e) the purchase of an advertisement regarding rental of the conference room.

9. Adjournment

All business before the Board having been considered, Jonathan moved to adjourn the meeting, and Tracy seconded. The meeting was adjourned at 6:35 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, January 23, 2017, at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President  Laurie Vaala-Olsen, Ex-Officio Secretary
**Marin County Law Library 2016/2017 FY**

**December 2016 and Year-To-Date (July to December) 2016 Fiscal Statement***

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>451970</td>
<td>Court Filing Fees</td>
<td>$159,358.00</td>
<td>$13,279.84</td>
<td>$14,087.85</td>
<td>$79,679.04</td>
<td>$84,677.38</td>
</tr>
<tr>
<td>441115</td>
<td>Interest</td>
<td>$25.00</td>
<td>$2.09</td>
<td>$12.54</td>
<td>$130.78</td>
<td></td>
</tr>
<tr>
<td>462650</td>
<td>Copy Cards</td>
<td>$8,494.00</td>
<td>$707.84</td>
<td>$500.00</td>
<td>$4,247.04</td>
<td>$4,534.60</td>
</tr>
<tr>
<td>470410</td>
<td>Book Sales</td>
<td>$146.00</td>
<td>$12.17</td>
<td>$13.00</td>
<td>$73.02</td>
<td>$21.00</td>
</tr>
<tr>
<td>470330</td>
<td>Donations</td>
<td>$110.00</td>
<td>$9.17</td>
<td>$55.02</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>462610</td>
<td>Proctoring</td>
<td>$900.00</td>
<td>$75.00</td>
<td>$99.00</td>
<td>$450.00</td>
<td>-</td>
</tr>
<tr>
<td>470110</td>
<td>Fax &amp; Paper Sales</td>
<td>$120.00</td>
<td>$10.00</td>
<td>$60.00</td>
<td>$31.00</td>
<td></td>
</tr>
<tr>
<td>441215</td>
<td>Conference Room</td>
<td>$5,782.00</td>
<td>$481.84</td>
<td>$510.00</td>
<td>$2,891.04</td>
<td>$1,515.00</td>
</tr>
<tr>
<td>461810</td>
<td>Other Income (MCLE, etc.)</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$383.33</td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td></td>
<td>$174,935.00</td>
<td>$14,577.95</td>
<td>$15,269.85</td>
<td>$87,467.70</td>
<td>$91,858.09</td>
</tr>
<tr>
<td><strong>Difference:</strong></td>
<td></td>
<td>$691.90</td>
<td>$4,390.39</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEBITS**

<table>
<thead>
<tr>
<th>Staff Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>511110</td>
<td>Library Director**</td>
<td>$41,604.00</td>
<td>$3,467.00</td>
<td>$3,783.00</td>
<td>$20,802.00</td>
<td>$22,197.00</td>
</tr>
<tr>
<td>511220</td>
<td>Library Staff***</td>
<td>$30,420.00</td>
<td>$2,535.00</td>
<td>$2,235.01</td>
<td>$15,210.00</td>
<td>$12,575.67</td>
</tr>
<tr>
<td>512110</td>
<td>Retirement/Director</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>515110</td>
<td>Social Security</td>
<td>$4,177.00</td>
<td>$348.09</td>
<td>$2,088.54</td>
<td>$1,782.79</td>
<td></td>
</tr>
<tr>
<td>515115</td>
<td>Medicare</td>
<td>$977.00</td>
<td>$81.47</td>
<td>$488.82</td>
<td>$416.93</td>
<td></td>
</tr>
<tr>
<td>515325</td>
<td>Health Benefits</td>
<td>$1,908.00</td>
<td>$159.00</td>
<td>$954.00</td>
<td>$795.00</td>
<td></td>
</tr>
<tr>
<td>514110</td>
<td>Workers Compensation</td>
<td>$563.00</td>
<td>$46.20</td>
<td>$281.52</td>
<td>$281.52</td>
<td></td>
</tr>
<tr>
<td>515120</td>
<td>Unemployment</td>
<td>$4,465.00</td>
<td>$372.09</td>
<td>$2,232.54</td>
<td>$598.53</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$84,114.00</td>
<td>$7,009.57</td>
<td>$6,177.01</td>
<td>$42,057.42</td>
<td>$38,365.92</td>
</tr>
<tr>
<td><strong>Difference:</strong></td>
<td></td>
<td>$832.56</td>
<td>$3,940.50</td>
<td>$3,938.52</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admin Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>521610</td>
<td>Insurance</td>
<td>$2,710.00</td>
<td>$225.84</td>
<td>$371.50</td>
<td>$1,355.04</td>
<td>$2,803.19</td>
</tr>
<tr>
<td>522440</td>
<td>Postage/Petty Cash</td>
<td>$300.00</td>
<td>$25.00</td>
<td>$150.00</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>522410</td>
<td>Office Supplies</td>
<td>$6,556.00</td>
<td>$546.34</td>
<td>$110.25</td>
<td>$3,278.04</td>
<td>$1,315.00</td>
</tr>
<tr>
<td>522410</td>
<td>Projects</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>522310</td>
<td>Copy Machines</td>
<td>$8,040.00</td>
<td>$670.00</td>
<td>$4,020.00</td>
<td>$4,815.69</td>
<td></td>
</tr>
<tr>
<td>521310</td>
<td>Telephone &amp; Internet</td>
<td>$7,756.00</td>
<td>$646.34</td>
<td>$276.77</td>
<td>$3,231.70</td>
<td>$2,423.70</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$25,362.00</td>
<td>$2,113.52</td>
<td>$758.52</td>
<td>$12,034.78</td>
<td>$11,357.58</td>
</tr>
<tr>
<td><strong>Difference:</strong></td>
<td></td>
<td>$1,355.00</td>
<td>$677.20</td>
<td>$677.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Publications Collection</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>522930</td>
<td>Upkeep</td>
<td>$64,500.00</td>
<td>$5,375.00</td>
<td>$4,598.44</td>
<td>$32,250.00</td>
<td>$26,823.68</td>
</tr>
<tr>
<td>522410</td>
<td>Book Binding</td>
<td>$64,500.00</td>
<td>$5,375.00</td>
<td>$4,598.44</td>
<td>$32,250.00</td>
<td>$26,823.68</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td>$129,000.00</td>
<td>$10,750.00</td>
<td>$9,196.88</td>
<td>$64,500.00</td>
<td>$53,647.36</td>
</tr>
<tr>
<td><strong>Difference:</strong></td>
<td></td>
<td>$776.56</td>
<td>$5,426.32</td>
<td>$5,426.32</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Debits:** $173,976.00 $14,498.09 $11,533.97 $86,342.20 $76,547.18

**Difference:** $2,964.12 $9,795.02

**BALANCE:**

<table>
<thead>
<tr>
<th></th>
<th>December</th>
<th>July 1 - December 31</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,735.88</td>
<td>$15,310.91</td>
</tr>
</tbody>
</table>

Unrestricted Fund Balance (as of 12/31/16): $69,033.69

* Based on financial data available in Munis.

** Data based on payroll records; data not available in Munis.
### MCCLL COURT FILING FEE REVENUE


<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>NOVEMBER</td>
<td>21,320.14</td>
<td>18,609.36</td>
<td>16,072.57</td>
<td>15,983.15</td>
<td>14,926.06</td>
<td>13,529.51</td>
<td>14,026.49</td>
</tr>
<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>
</tr>
<tr>
<td>JANUARY</td>
<td>20,296.35</td>
<td>18,939.59</td>
<td>15,160.56</td>
<td>14,836.86</td>
<td>13,448.58</td>
<td>12,273.72</td>
<td>12,149.23</td>
</tr>
<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>12,149.23</td>
</tr>
<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>13,942.25</td>
</tr>
<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>13,097.15</td>
</tr>
<tr>
<td>MAY</td>
<td>22,159.40</td>
<td>17,793.36</td>
<td>17,385.67</td>
<td>15,321.18</td>
<td>14,594.61</td>
<td>15,925.91</td>
<td>15,925.91</td>
</tr>
<tr>
<td>JUNE</td>
<td>22,249.53</td>
<td>17,892.17</td>
<td>16,095.27</td>
<td>16,095.27</td>
<td>16,237.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### ANNUAL TOTALS

- 2010/2011: 260,296.77
- 2011/2012: 230,610.81
- 2012/2013: 204,385.29
- 2013/2014: 182,611.11
- 2014/2015: 174,589.13
- 2015/2016: 169,679.33
- 2016/2017: 96,826.61

#### JULY TO JANUARY TOTALS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY TO JANUARY TOTALS</td>
<td>153,769.99</td>
<td>138,113.25</td>
<td>122,258.97</td>
<td>108,239.15</td>
<td>104,317.08</td>
<td>98,203.30</td>
<td>96,826.61</td>
</tr>
</tbody>
</table>

Each current month’s filing fee revenue represents income generated from the Court filings of two months ago. January revenue comes from November filings, etc.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Vendor</th>
<th>Current Amount Due</th>
<th>Suggested Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AT&amp;T Calnet 3</td>
<td>$89.47</td>
<td>$89.47</td>
</tr>
<tr>
<td>2</td>
<td>Affordable Library Products</td>
<td>$220.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>3</td>
<td>CCCLL - Annual Dues</td>
<td>$420.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>4</td>
<td>CEB</td>
<td>$1,373.93</td>
<td>$1,373.93</td>
</tr>
<tr>
<td>5</td>
<td>De Lage Landen</td>
<td>$556.08</td>
<td>$556.08</td>
</tr>
<tr>
<td>6</td>
<td>Laurie (Contribution to Health Insurance Coverage)</td>
<td>$159.00</td>
<td>$159.00</td>
</tr>
<tr>
<td>7</td>
<td>LexisNexis</td>
<td>$3,201.29</td>
<td>$3,201.29</td>
</tr>
<tr>
<td>8</td>
<td>SPTJ (Chien Liew Consulting)</td>
<td>$270.00</td>
<td>$270.00</td>
</tr>
<tr>
<td>9</td>
<td>US Bank (Cal Card Payment - Sonic Internet)</td>
<td>$191.19</td>
<td>$191.19</td>
</tr>
<tr>
<td>10</td>
<td>USLI</td>
<td>$580.00</td>
<td>$580.00</td>
</tr>
<tr>
<td>11</td>
<td>Westlaw Next</td>
<td>$1,875.31</td>
<td>$1,875.31</td>
</tr>
<tr>
<td>12</td>
<td>West Publishing</td>
<td>$1,075.29</td>
<td>$1,075.29</td>
</tr>
<tr>
<td></td>
<td><strong>Totals:</strong></td>
<td><strong>$10,011.56</strong></td>
<td><strong>$10,011.56</strong></td>
</tr>
</tbody>
</table>

**Salaries:** $5,201.01

**Total Expenses:** $15,212.57

**Total Revenue Available:** $69,033.69

**Total Expenditures (proposed):** $15,212.57

**Remaining Cash Balance:** $53,821.12
2016-2018
Strategic Plan

Marin County Law Library

PROVIDING LEGAL RESOURCES TO THE CITIZENS OF MARIN SINCE 1891

Draft – 12/15/16
Strategic Plan for Fiscal Years 2016 to 2018

Contents

Law Library Mission Statement 3
Synopsis 3

1. Improve Legal Research Capabilities and Reference Assistance 3
   1.1 Adjust collection development priorities to suit changing user needs, new technologies, and budgetary restrictions 3
   1.2 Make our resources available to patrons on multiple technological platforms 4
   1.3 Create a unified partnership with Marin County legal service agencies in order to direct people to the most appropriate form of assistance 4
   1.4 Partner with the Marin County Bar As to provide attorneys for legal workshops 5

2. Utilize Mobile Technologies to Better Serve Patrons 5
   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 5
   2.2 Expand public access to legal information through library web pages and a green online forms catalog 6
   2.3 Implement an electronic document delivery service for county employees and the general public 6

3. Develop a Well Trained Team for the Delivery of Legal Reference Services 6
   3.1 Invest in career skills and professional development for library staff 6
   3.2 Increase Library Staff 7
   3.3 Explore new avenues for library internships, volunteers, and other recruiting initiatives 8

Appendix A: Strategic Plan Contributors 9
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.

[eliminate: 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

Even before the advent of this new political climate, which may very well be more exclusive than inclusive, the Board of Trustees of the Marin County Law Library had pledged to ensure that everyone has access to the law. This shift in viewpoint was necessitated by a review of the library’s daily sign-in sheet, which shows that among an annual registry of 4000 visitors, almost half of whom are unrepresef
ted. Unschooled in the law, they nevertheless are motivated to represent themselves. Their issues cover a panoply of matters, from landlord/tenant disputes, to family law matters, to issues as simple as a traffic ticket. Just eyeing the patrons tells the library staff that the poor and needy are no longer the only people representing themselves in court: much of the general middle class does not have the resources to hire an attorney, and are therefore using the Law Library on an increasing basis.

At the same time, the number of civil court filings per year, from which the library receives 90% of its budget, has dropped steadily each year since 2008. Staff has been cut, the hours have been cut, and the number of publications carried have been cut.

The Board recognized that it must be more energetic. With the advent of new board members are working hard to re-engineer its thrust from being mere stewards of a repository of law books. The Library is being actively repositioned as an valuable community resource for its 4,000 visitors.

But moreover, the Board recognized that the one facet which makes the Law Library extremely valuable to the community is the mere fact that its doors are indeed open to the public for more hours than the regular workweek—a formidable 45 hours a week.

And there is assistance available for all 45 hours. That’s a strength which complements all the other nonprofits in the newly formed Legal Services Network, which includes such stalwarts as Legal Aid of Marin and the Canal Alliance.

This active repositioning includes two innovative efforts: the proffering of membership dues, and an active foray into fundraising.

This Strategic Plan outlines those efforts as well as the obvious cost0cutting efforts. Each of our goals will begin by asking who our partners might be and what can be achieved collectively.
1. **Continue Legal Research Capabilities and Reference Assistance**

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

With steady declines in the Library budget, some subscriptions have been cut in order to make budget. Eliminating duplication, enhancing cooperative agreements with other institutions, and an increasing the use of interlibrary loan services all allow the budget to be stretched. This reduces the costs of maintaining those collections while still making them available to interested patrons.

1.2 Make resources available to patrons on multiple technological platforms

The Library now provides additional resources through electronic technologies such as Lexis, Onlaw, and Westlaw. One of the main efforts of the Library Board and Staff in this next year will be to acquire new computers. 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.

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

As mentioned, there is a new Legal Services Network here in Marin of which the Library is a main participant. This partnership with the Marin County Self-Help Center, Legal Aid of Marin, the Canal Community Alliance, and other legal service providers will accomplish several tasks. First, all of Marin County’s legal service agencies will better understand their role within the community. Second, as a result of that, each will be better able to focus referrals will allow patrons to connect with the appropriate agency as long as, in some cases, they meet certain criteria. Again, there are no criteria for using the Law Library.

[Not sure of where this statement fits: The Law Library encounters a number of Marin residents who need legal services and are unsure of where to turn.]

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 does continue to be the first point of reference for unrepresented 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

Just this fall the Law Library started a new program, called Lawyers in the Library, launched through the Law Library’s partnership with the MCBA. This effort, now run twice a month in the early evening, provides limited pro bono services to patrons through a brief 20 minute interview with lawyers. The patrons learn what kind of case they have and get referrals to Marin attorneys who serve pro bono. 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.

All of the following is in bold because I don’t know whether this program was abandoned or just never started:

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. Ensure that the Library Maintains a Well Trained Team for the Delivery of Legal Reference Services

3.1 Invest in career skills and professional development for library staff

Library staff are quite often called upon to assist users, both legal practitioners and laypeople, in using the research tools. As the number of laypeople who use the library grows, staff will also gain opportunities to improve their skills in working with such individuals, as well as knowledge of legal resources. The Law Library is committed to providing ongoing training to allow staff to better assist library patrons. We cannot underestimate the value of well trained staff.

The Library director attends conferences and workshops to learn current trends and developments in libraries locally and across the country. As well, the director also participates in the California Council of County Law Librarians and attends their annual conferences. Learning about innovation and ideas from other libraries and institutions around the state is valuable, as these ideas and information are brought back for discussion and possible implementation within our library.
3.2 Expand the Assistant Librarians to full-time positions in order 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.

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.
4. **Engage in a Fundraising Program Modeled after Public Benefit Nonprofits**

4.1 **Generate a new brand for the Law Library in the Marin Community**

It's clear that the best way forward in creating a new brand for the library is to refashion its appearance in the eyes of the community much as a nonprofit does. Even though the library is technically a governmental district, in that it gets a majority of its budget from a specific segment of the public, it's a free public service.

The standard three models of are a) private business; b) governmental entities; and c) the tax exempt nonprofit arena. The law library fits two of those—it's a governmental entity and money contributions to it are tax deductible. For example, the Library receives government funds to keep open its doors, and it charges fees for such services as photocopying and use of its meeting room. Such services as staff guidance in use of forms are provided for free. Most notably, the Law Library provides a valuable and worthwhile tax deductible donation.

The new brand, intimated above in the note that there are no criteria for patrons to meet in order to be served, the Library is accessible, with person-to-person service, for 45 hours a week. Finally, its resources are available online.

4.2 **Create a Membership Dues Program**

Just as museum does, a membership program could come in the form of prepaid copying services, an ability to reserve computer time in advance, an opportunity to phone ahead and reserve time with a staff member for guidance in filling out legal forms, and other benefits. This offering might not engender a huge uptick in funds, and so other kinds of benefits need to be offered so that large law firms and individuals might feel compelled to become a member even though they may never use the library.

4.2 **Generate an Effective Fundraising Strategy**

The three segments of the public which nonprofits look to for funding are individuals, foundations, and governmental entities. All three take time for results to occur, especially the first—cultivation of individuals who might feel aligned with the library’s task in helping the patrons without legal representation can often take months, if not years.

But with the renewed brand and some new board members, the Library is committed to undertaking such a task. Outreach will occur through phone calls, letters, and follow-up visits, as well as the planning of and the conducting of events.
Efforts are already underway to find funding for the library. The first obvious segment of the public to be beseeched are large law firms, even though the law library is not a resource for such entities. While the law library is a valuable resource for the sole practitioner, large law firms are able to purchase the resources they need rather than go to the library. Large law firms can make sizable donations to the library.

Another resource is private donors. The tack here would be to teach and approach people who understand the value of the law library’s effort vis a vis its unrepresented patrons. MCF’s donor advised funds have already been approached and donor lists are easily available.

As for foundations, the way to approach this sector is by offering specific projects which follow its guidelines, and to be creative in that effort.

### 4.3 Support from County General Fund

The Marin County Board of Supervisors may consider exercising the power given it under California Business and Professions Code § 6324. Under that code, it may enter into a Memorandum of Understanding with the Law Library “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.

The one strong reason the Library needs to consider such an approach is that it will take time for the previous fundraising methods to gain hold. In effect, the Law Library is a new entry into the philanthropic consciousness. As well, it may very well compete against other current members of the newly-formed Legal Services Network for the limited donor dollar, which could also impede the ability of the Library to garner a large amounts of funds.

### 4.3 Fundraising Help

One excellent idea is to find a professional fundraiser who could put the library on good footing through a hefty donation and fee. Their job would essentially be as a staff member, but one who is responsible for setting up a fundraising program.

### 4.4 Impact of Loss of Library

Another effort within the sales push for funds is to evaluate what it would mean to the community if the Library did not exist. While access to legal forms could come from online resources, there is no way to quantify the worth of a brightly lit, warm, quiet and calm environment with helpful staff. And Alameda County counts 75% of its patrons as unrepresented laypersons, and due to the fact that the staff notes that some people under great legal stress refuse to sign into the daily sign-in book, the numbers of the Marin Law Library might indeed be higher.
Conclusion
There is no doubt that Marin County deserves to have a first rate public law library with a qualified permanent fulltime staff, an excellent online presence, and valuable resource tools in order to ensure that people seeking access to justice are connected to such.
Appendix A:
Strategic Plan Contributors

Marin County Law Library Board of Trustees and Strategic Plan Committee

Sam Ware, President
Judicially Appointed
Jonathan Frieman
Board of Supervisors Appointed
Tracey Barrett
Board of Supervisors Appointed
Alexandria Quam, Trustee
Judicially Appointed
Robert Begley, Trustee
Judicially Appointed
Elliot Bien, Trustee
Judicially Appointed
Denise Bashline, Vice President
Judicially Appointed

Strategic Plan Subcommittee

Jonathan Frieman
Sam Ware
Alexandria Quam

Contributors

Sid Hartman (CFO at Marin Community Foundation)
Vikki Garrod (Vice President at Marin Community Foundation)
TO: Marin County Law Library Board of Trustees  
FROM: Laurie Vaala-Olsen, Law Library Director  
RE: Analysis of FY 2016-2017 Budget for Staff Wages to Consider Vacation Pay Benefits  
DATE: December 13, 2016

FY 2016-2017 Projected Expenses for Wages and Payroll Taxes

**Assistant A** works 17.5 hrs/wk at $16.25/hr = $284.38/wk

\[ \text{X 52 weeks} \]

\[ $14,787.76/yr \quad \text{X .1425 payroll tax} \quad + $2,107.26 \]

\[ $2,107.26 \quad \text{= cost/yr} \]

**Assistant B** works 16.5 hrs/wk at $15/hr = $247.50/wk

\[ \text{X 52 weeks} \]

\[ $12,870/yr \quad \text{X .1425 payroll tax} \quad + $1,833.98 \]

\[ $1,833.98 \quad \text{= cost/yr} \]

**Director** works 35 hrs/wk at $27/hr = $945/wk

\[ \text{X 52 weeks} \]

\[ $49,140/yr \quad \text{X .1425 payroll tax} \quad + $7,002.45 \]

\[ $7,002.45 \quad \text{= cost/yr} \]

**Projected Wage and Payroll Tax Expenses for FY 2016-2017**

\[ $16,895.02 \quad $14,703.98 \quad + $56,142.45 \quad = $87,741.45 \]
Subtract Annual Holidays (Per Marin County Court Schedule), Which Are Not An MCLL Employee Benefit

13 Weekday Court Holidays from July 1, 2016 to June 30, 2017

9 Mondays
Assistant A = 4.5 Hours @ $16.25/hr = $73.13/day
Assistant B = 5.0 Hours @ $15.00/hr = $75.00/day
Director = 8.0 Hours @ $27.00/hr = $216.00/day
$364.13/day x 9 days = $3,277.17

1 Thursday
Assistant A = 4.5 Hours @ $16.25/hr = $73.13/day
Assistant B = 4.0 Hours @ $15.00/hr = $60.00/day
Director = 8.0 Hours @ $27.00/hr = $216.00/day
$349.13/day x 1 day = $349.13

3 Fridays
Assistant A = 0.0 Hours @ $16.25/hr = $00.00/day
Assistant B = 3.5 Hours @ $15.00/hr = $52.50/day
Director = 3.0 Hours @ $27.00/hr = $81.00/day
$133.50/day x 3 days = $400.50

Total Wages for Weekdays Falling on Holidays = $4,026.80
Payroll Taxes for Holiday Wages = $573.82 payroll tax

Savings from Wages and Payroll Taxes for Weekdays Falling on Holidays = $4,600.62
Apply Savings to FY 2016-2017 Budget for Wages

FY 2016-2017 Budgeted Amount for Wages = $84,114.00

FY 2016-2017 Projected Earned Wages & Payroll Taxes = $87,741.45

Subtract Wages/Payroll Taxes for Weekday Holidays = - 4,600.62

FY 2016-2017 Projected Actual Wages & Payroll Taxes = $83,140.83

Minus FY 2016-2017 Projected Actual Wage and Payroll Tax Expenses - $83,140.83

FY 2016-2017 Wages Budget Available for Vacation Pay = $973.17

Estimated Cost for Vacation Pay

Assistant A
Weekly Wages Earned = $284.38
Payroll Taxes x .1425
$ 40.52

One Week’s Wages/Taxes = $324.90 $324.90

Assistant B
Weekly Wages Earned = $247.50
Payroll Taxes x .1425
$35.27

One Week’s Wages/Taxes = $282.77 $282.77

Director
Weekly Wages Earned = $945.00
Payroll Taxes x .1425
$134.66

One Week’s Wages/Taxes = $1,079.66 $1,079.66

Cost for One Week of Vacation for 3 Employees = $1,687.33
(Based on vacation coverage by existing employees)

Page 3 of 3
RESOLUTION REQUESTING THE INCLUSION OF A LINE ITEM FOR COUNTY LAW LIBRARIES IN THE GOVERNOR’S 2017 PROPOSED BUDGET

WHEREAS, county law libraries provide an important public service for all California residents by making legal materials and legally trained staff available to all its citizens; and,

WHEREAS, more than 80% of litigants in matters of eviction, foreclosure, child custody and support proceedings, and debt collection cases are without benefit of paid counsel; and,

WHEREAS, county law libraries provide the only access to legal resources available to all self-represented litigants in California and are an important access to justice resource in California; and,

WHEREAS, county law libraries funding comes almost exclusively from civil court filing fees; and,

WHEREAS, fee waivers and exemptions, reductions in the number of court filings, increases to small claims court jurisdictional limits, alternative dispute resolution methods and other factors have negatively impacted funding for county law libraries; and,

WHEREAS, the funding for county law libraries has decreased nearly 40% below the amount received in 2009; and

WHEREAS, the Council of California County Law Librarians has requested from the State a $16.5 million one-time budget allocation for County Law Libraries to restore funding for a single year to the level received in 2009, which is reasonable and prudent and is without excess;

NOW, THEREFORE, BE IT RESOLVED, that the Marin County Board of Supervisors hereby supports the Council of California County Law Librarians’ request to supplement county law library budgets to 2009 levels by inclusion of a one-time budget allocation in the Governor’s proposed budget and form a task force to investigate and propose a more stable, long-term funding source for California County Law Libraries.

PASSED AND ADOPTED by the Marin County Board of Supervisors on the ____ day of December 2016 by the following vote:

AYES:
NOES:
ABSENT:
NOT VOTING:

______________________, Chair
Marin County Board of Supervisors

ATTEST:
______________________, Chief Administrative Officer
and Clerk of the Board of Supervisors

By: ____________________________
   Deputy
THE MARIN COUNTY LAW LIBRARY

Looking for conference room space?

- Beautiful Conference Room accommodates 10.
- Reasonable Rates - discount when booking a full day!
- Conveniently located off Highway 101 in San Rafael (near the Marin County Civic Center) Free parking on-site.

www.marincountylawlibrary.org.

For more information, call 415.472.3733

AD RATES

<table>
<thead>
<tr>
<th>Size / Placement</th>
<th>Rate, 1 year</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Full page, inside front cover</td>
<td>$ 1,500</td>
</tr>
<tr>
<td>☐ Full page, inside back cover</td>
<td>$ 1,200</td>
</tr>
<tr>
<td>☐ Full page</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>☐ Half page</td>
<td>$ 500</td>
</tr>
<tr>
<td>☐ Quarter page</td>
<td>$ 275</td>
</tr>
<tr>
<td>☐ Listing</td>
<td>$ 150</td>
</tr>
</tbody>
</table>

Deadline: February 1, 2017

Display Ad Format: 300 dpi PDF or JPG file
ATTORNEY SUPPORT SERVICES

Appraisers .......................................................... 99
Bonding Services ...................................................... 99
Conference Room Space ........................................ 99
Court Reporters ....................................................... 100
Fiduciary & Trust Services ....................................... 100
Forensic CPA .......................................................... 101
Legal Nurse Consultants .......................................... 101
Mediation ADR Services ........................................... 101
Real Estate Exchange .............................................. 102
Video Deposition Trial Services ................................. 102
Ad Rates & Specifications

<table>
<thead>
<tr>
<th>Months (each)</th>
<th>1 – 2</th>
<th>3 – 5</th>
<th>6 +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner top</td>
<td>$290</td>
<td>$270</td>
<td>$250</td>
</tr>
<tr>
<td>Tower sidebar</td>
<td>$180</td>
<td>$165</td>
<td>$130</td>
</tr>
<tr>
<td>Button sidebar</td>
<td>$95</td>
<td>$85</td>
<td>$70</td>
</tr>
</tbody>
</table>

Dimensions

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner</td>
<td>1140 x 141 pixels</td>
<td></td>
</tr>
<tr>
<td>Tower</td>
<td>250 x 417 pixels</td>
<td></td>
</tr>
<tr>
<td>Button</td>
<td>250 x 208 pixels</td>
<td></td>
</tr>
</tbody>
</table>

Insertion Dates
Ads run from 1st of month to 1st of following month

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>FEB</td>
<td>MAR</td>
</tr>
<tr>
<td>APR</td>
<td>MAY</td>
<td>JUN</td>
</tr>
<tr>
<td>JUL</td>
<td>AUG</td>
<td>SEP</td>
</tr>
<tr>
<td>OCT</td>
<td>NOV</td>
<td>DEC</td>
</tr>
</tbody>
</table>

Submission Guidelines

Deadline: 20th of month before ad start date

Format: 72 dpi JPG file at exact dimensions above

Link: provide URL link to advertiser website

Submit ads by email to: communications@marinbar.org

Marin County Bar Association
101 Lucas Valley Road, Suite 326
San Rafael, CA 94901
415-399-1314
www.marinbar.org

Agreement

1. MCBA reserves the right to review and approve the suitability of the ad submitted and may reject or cancel any ad for any cause that MCBA believes in good faith to be inappropriate. If an ad is rejected or the ad posting is terminated, then this Agreement shall terminate and the MCBA will return any prepaid ad fees to the Advertiser.

2. Nothing in the Agreement grants the Advertiser any right to use the name, trademark, or service mark of the MCBA in any advertisement, sales promotion, or press release without the prior written approval of the MCBA.

3. The posting of the ad on the MCBA Website does not constitute endorsement by MCBA of the Advertiser and the Advertiser shall not make any representation to that effect in any manner, written or oral.

4. The Advertiser shall be fully responsible and liable for the content contained in the ad. MCBA is not responsible for, and in no way warrants, guarantees, or ratifies, the representations made or implied in the contents.

5. The services and site are provided “as is” without warranty of any kind, express or implied and any use of the services or Website are at the Advertiser’s sole risk. MCBA does not warrant that the services or Website will be uninterrupted or error free, nor does MCBA make any warranty as to the performance or any results that may be obtained by use of the services or Website. MCBA makes no other warranties, express or implied, including, without limitation, any implied warranties of merchantability and fitness for a particular purpose, concerning the subject matter of this Agreement.
THE MARKETPLACE

UP TO 5 WINDOW OFFICES AVAILABLE ACROSS FROM LARKSPUR COUNTRY MART
Up to 5 window offices available for sublease within law firm, across from Larkspur Country Mart. Ample, free parking. Includes full reception services, mail delivery and processing, secretarial work stations, shelving and storage for files, law library, kitchen, conference rooms, potential use of copiers and scanners. $850 - $1350 per office, depending on size and secretarial stations. Contact: [email](mailto:email)

JOB OPENING: LEGAL ASSISTANT
Legal assistant position open in estate planning/estate administration law office. 3.5 to 4 days a week. Salary open. Please call [__________] at [__________]

To view Marketplace ads, go to www.marinbar.org/marketplace
RESOLUTION 2016-9

WHEREAS the Law Library Board of Trustees at its regularly scheduled board of trustees meeting on December 19, 2016 considered a proposal to pay holiday bonuses in December 2016, and

WHEREAS the Law Library Board of Trustees decided to pay holiday bonuses as follows: $100.00 to each of the Law Library Assistants, $300.00 to the Director, and $100.00 to Suzan Sharpelay,

NOW THEREFORE BE IT RESOLVED, that Resolution 2016-9 is approved and the Marin County Department of Finance is directed to issue holiday bonuses from the Marin County Law Library Fund in December 2016 as set forth in this Resolution.

Trustee Elliot Bien moved for approval of the Resolution.
Trustee Tracy Barrett seconded the motion for approval.
Vote: 5 Ayes 0 Nayes 0 Abstention(s)

Motion passed.

Sam Ware, Esq., President
Marin County Law Library Board of Trustees
RESOLUTION 2017-3

WHEREAS the Law Library Board of Trustees at its regularly scheduled board of trustees meeting on December 19, 2016 considered a proposal to pay holiday bonuses in December 2016, and

WHEREAS the Law Library Board of Trustees decided to pay holiday bonuses as follows: $100 to each of the Law Library Assistants, $300 to the Director, and $100 to Volunteer Suzan Sharpley, and

WHEREAS Suzan Sharpley was formerly an employee of the Law Library but is no longer an employee of the Law Library but a volunteer, which made her ineligible to receive a holiday bonus payment, and

WHEREAS the Law Library Board of Trustees would like to acknowledge Suzan’s numerous volunteer hours by the purchase of a $100 gift card for her,

NOW THEREFORE BE IT RESOLVED, that Resolution 2016-9 is amended and corrected by this Resolution 2017-3, which approves the purchase of a $100 gift card for Suzan Sharpley.

Trustee ______________________ moved for approval of the Resolution.
Trustee ______________________ seconded the motion for approval.
Vote: _______ Ayes _______ Nayes _______ Abstention(s)
Motion passed.

Sam Ware, Esq., President
Marin County Law Library Board of Trustees
RESOLUTION 2017-1

Whereas, Robert Begley has served long and honorably as a member of the Marin County Law Library Board of Trustees, and

Whereas, Robert Begley has recently completed his third and final year as a member of the Marin County Law Library Board of Trustees,

BE IT RESOLVED that the Members of the Marin County Law Library Board of Trustees wish to express their appreciation to Robert Begley for his 3 years of dedicated service with a Certificate of Recognition.

Trustee ___________________ moved for approval of the Resolution.
Trustee ___________________ seconded the motion for approval.
Vote: _______ Ayes _______ Nayes _______ Abstention(s)
Motion passed.

Samuel G. Ware, Esq.
President, Board of Trustees
Marin County Law Library
RESOLUTION 2017-2

Whereas, Elliot Bien has served long and honorably as a member of the Marin County Law Library Board of Trustees, and
Whereas, Elliot Bien has recently completed his third and final year as a member of the Marin County Law Library Board of Trustees,

BE IT RESOLVED that the Members of the Marin County Law Library Board of Trustees wish to express their appreciation to Elliot Bien for his 3 years of dedicated service with a Certificate of Recognition.

Trustee __________________________ moved for approval of the Resolution.
Trustee __________________________ seconded the motion for approval.
Vote: ______ Ayes ______ Nayes ______ Abstention(s)

Motion passed.

Samuel G. Ware, Esq.
President, Board of Trustees
Marin County Law Library
COMPUTERS FOR THE COMMUNITY
Laptop Computer Program

PURPOSE: Renew Computers receives donations of computer equipment from corporations and individuals throughout Marin and Sonoma counties. Our donors are assured that their equipment will be reused or recycled in a way that will best benefit the community and the environment. We appreciate this opportunity and wish to refurbish and return as much of this equipment back to the community as possible.

SPECIFICATIONS: Below is the typical configuration of a refurbished laptop. All systems come with a 90-day warranty. Specifications are subject to change without notice.

- Intel or AMD Processor
- 14" Color LCD Screen
- 4 GB RAM
- 250 GB hard drive
- Optical Drive
- Wireless Network Adapter
- Internal Speakers
- Keyboard and Trackpad
- AC Adapter
- Battery (please note batteries are NOT covered under warranty)

SOFTWARE: The systems we build, as described above, are complete and ready to plug in and use. Each system comes with the following software applications:

- Microsoft Windows Operating System
- LibreOffice compatible with Word, Excel, PowerPoint, etc.
- Anti-Virus software
- Software for watching movies
- Adobe PDF Reader
- Firefox & Chrome internet browsers

COST: We offer a complete refurbished laptop at a base price of $179 plus tax. If you require a laptop that has more features than the basic system described above, we will be happy to custom build a machine to meet your needs. However, there may be an additional charge.

HOW TO APPLY: Please complete this form and return via fax, email, or mail to the following address:

Renew Computers
446 DuBois Street
San Rafael, Ca 94901
email: jennifer@renewcomputers.com

Discounted price for laptop computer $179.00

OPTIONAL UPGRADES:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>USB Mouse</td>
<td>$5</td>
</tr>
<tr>
<td>Microsoft Office 2010 H&amp;B</td>
<td>$20</td>
</tr>
</tbody>
</table>

SUBTOTAL ________________________________
9.25% sales tax __________________________

TOTAL $ ________________________________

Name of Recipient _______________________
Address ________________________________
City __________________ Zip _____________
Phone ________________________________
Email ________________________________

Payment to be made by: Recipient _____ Agency _____

Name of Agency _________________________
Agency Contact Person __________________
Agency Billing Address __________________
City __________________ Zip _____________
Phone ____________________ Ext. __________
Email ________________________________

Date ________________________________

Please do not write below this line

1st Notification ____________ 2nd Notification ____________ Final Notification ____________

(Office Use) Date Received ____________
Picked up by: ________________________ Date picked up: ________________________
11/16
Refurbished Computers

PC and Apple

Below is a general list of the refurbished Desktops and Laptops that we offer here at Renew Computers. These machines may have come from a school or corporation or organization that have upgraded to newer equipment leaving perfectly good, high-end computers behind. We also bring new computers to life using the best parts from anywhere we can find. Renew is proud to qualify as a Microsoft Registered Refurbisher.

Exact specifications are subject to change depending on the current machines we have available. Prices may vary depending on the speed and age of the system. All systems come with a 90-Day parts and labor warranty. For XP machines, legacy computers, custom builds, and gaming machines, please call or come in to order. Ask about transferring your data onto your new Renew machine. (Power cord included.)

Windows 7 Laptops - $200 up to $450
- Core-i-Series Processor
- 4 to 8 GB RAM (Memory)
- 250+ GB Hard Drive or NEW 240GB SSD (very fast)
- Genuine Microsoft Windows 7 or 10 (64-bit also available)
- 14"-19" Display
- Networking and Wireless connectivity
- Free Anti-Virus
- OpenOffice Suite (compatible with Microsoft Office)
- AC Adapter and Battery included

Windows 7 Desktops - $200 up to $450
- Core-i-Series Processor
- 4 to 8 GB RAM (Memory)
- 1TB Hard Drive or NEW 240GB SSD (very fast)
- Genuine Microsoft Windows 7 or 10 (64-bit also available)
- Networking connectivity (Ethernet)
- Free Anti-Virus
- OpenOffice Suite (compatible with Microsoft Office)
- Power cord, Keyboard, and Mouse included
- Add any size LCD Monitor +$25

Apple Macbook & Macbook Pro Laptops - $200 up to $500
- Core 2 Duo CPU Processor (min) up to Core-i-Series Processor (max)
- 4+ GB RAM (Memory)
- 160-500 GB Hard Drive
- Mac OS X 10.10 Yosemite (max)
- Networking and Wireless connectivity
- iLife Preloaded
- OpenOffice Suite (compatible with Microsoft Office)
- AC Adapter and Battery included
CCCLL Annual Fall Meeting  
February 26 - 28, 2017  
State Library  
Sacramento CA

**Cost Estimate of Meeting-Related Expenses**

1. Registration Fee (Deadline 2/10/17): $125.00

2. Hotel  
   a. 2 nights at $109.45/night  
      ($95/night room rate + 12% hotel tax + 3% city assessment tax + $.20 CA tourism tax)  
      $218.90

3. Meals  
   a. 2 dinners  
      2 breakfasts  
      1 lunch  
      $60.00  
      $12.00  
      $20.00

4. Transportation (Car)  
   a. Mileage (78.1 miles one way; 156.2 miles RT, at IRS mileage rate of 54 cents per mile = $84.35)  
      $84.35

**Estimated TOTAL Cost:** $520.25