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

Tuesday, April 21, 2020 at 5:15 P.M.

Marin County Law Library
20 North San Pedro Road, Suite 2007, San Rafael, CA 94903

Due to the COVID-19 Pandemic and Stay-at-Home Order issued by the Marin County Public Health Officer that is currently in effect, the meeting will be conducted by remote connection. You may connect to the meeting on Zoom by typing the following address into your web browser:

https://zoom.us/j/95113997567?pwd=enZ3SXNHQVdhSnNML0NQbWdLTVkydz09

Alternate connection format by cell or landline telephone:
Meeting ID: 951 1399 7567
Password: 047775

One tap mobile connection
+16699006833,,95113997567,,#,047775# US (San Jose)
+13462487799,,95113997567,,#,047775# US (Houston)

Dial by your location for connection by telephone
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 253 215 8782 US
Meeting ID: 951 1399 7567
Password: 047775
Find your local number: https://zoom.us/u/af63InfbU

Agenda

Call to Order*

1. Approval of Minutes
   1.1 February 18, 2020 Regular Board Meeting

2. Open Time for Public Expression
3. Financial Report
3.1 February 2020 Fiscal Report
3.2 March 2020 Warrants
3.3 April 2020 Warrants

4. Librarian's Report

5. Reports of Special Committees & Liaisons
5.1 Report from Books, Tables and Chairs Committee
5.2 Report from Law Library Civic Engagement Program Committee
5.3 Report from Liaison to Lawyers in the Library Program
5.4 Report from Liaison to Friends of Marin County Law Library Nonprofit Group

6. Old Business
6.1 Discussion and Action Item: Reconsider FY 2020-2021 Projected Budget in Light of Anticipated Negative Economic Impacts of Covid-19 Pandemic

7. New Business
7.1 Discussion and Action Item: Discuss and Approve Temporary Measures Re Coronavirus Containment and Return to Work Planning for Staff and Facility
7.2 Discussion and Action Item: Discuss Current Collection and Measures to Cut Subscriptions Costs in Light of Expected Negative Economic Impacts of Covid-19
7.3 Discussion and Action Item: Discuss and Approve Renewal of Print and Digital Subscription to National Consumer Law Center Publications

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

9. Adjournment
The next board meeting will be held on Tuesday, May 19, 2020 at 5:15 p.m.

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

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting. A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at www.marincountylawlibrary.org. 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.
Minutes of Regular Meeting of the
Board of Law Library Trustees
of Marin County

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

Tuesday, February 18, 2020 at 5:15 p.m.

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

President Jonathan Frieman called the meeting to order at 5:21 p.m. and thereafter
presided.

1. Approval of Minutes
   1.1 Minutes of January 21, 2020 Regular Board Meeting - Tracy moved for approval of
      the Minutes as presented; Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0
      Abstentions.
   1.2 Minutes of January 27, 2020 Special Board Meeting – Tracy moved for approval of
      the Minutes as presented; Denise seconded. Motion passed with 4 Ayes, 0 Noes and
      0 Abstentions.

2. Open Forum – No comments.

3. Financial Report
   3.1 January 2020 Fiscal Report
      Laurie gave the January 2020 fiscal report; actual revenue was $15,828, with actual
      expenses of $17,918. This left an account balance of $118,534. Filing fee revenue for
      January 2020 was $14,531; July 1, 2019 to January 31, 2020 filing fee revenue was
      $102,866. The July 1, 2019 to January 31, 2020 year-to-date revenue was $119,731; July
      1, 2019 to January 31, 2020 year-to-date expenses were $101,514.
   3.2 February 2020 Warrants
      Laurie presented the February 2020 Warrants; Kristine moved for approval of the
      Warrants as presented; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0
      Abstentions.

4. Librarian’s Report
   Laurie gave the Librarian’s Report, which was attached to the February 2020 agenda
   packet. In addition, she reported that SPTJ will raise the hourly consulting rate by $40
   effective April 1, 2020.
5. **Committees**
   5.1 **Books, Tables and Chairs** – No report.
   5.2 **Civic Engagement** – Denise provided a list of future presenters for First Thursdays at the Law Library, and requested that the Library of Congress website offering legal research instruction be placed on our Facebook page.
   5.3 **MCLE** – No report.
   5.4 **Liaison to Lawyers in the Library Program** – Sam Ware and Kris Cirby have been volunteering at the twice-monthly clinics. We routinely have 25 to 30 patrons seeking legal assistance. There was discussion regarding the cut-off for sign-ups and waitlist rules, and a suggestion was made to announce this information at the start of sign-ups.
   5.5 **Liaison to Friends of Marin County Law Library** – See item 6.1 below.

6. **Old Business**
   6.1 **Discuss Spring Fundraiser Scheduled for April 11** – Jonathan reported that the fundraiser will be held at 1:00 p.m. He is working with Max Perrey to assemble a “host committee”. He will request donations for the food and will send out a “save the date” notice very soon. Kris will look into the cost to purchase the MCBA mailing list.
   6.2 **Discuss and Approve FY 2020-2021 Projected Budget**
   Sam pointed out that a balanced budget depends on raising $9,200 in donations and $15,000 in Passport Services for the 2020-2021 year. It does not include raises for law library staff. Denise moved for approval of the FY 2020-2021 Projected Budget as presented; Kristine seconded. Motion passed with 7 Ayes, 0 Noes, 0 Abstentions.

7. **New Business**
   7.1 **Discuss and Approve Boards and Commissions Report for 2020-2022**
   Sam presented the Boards and Commissions Report. A discussion ensued regarding the 5 goals stated in the report and the importance of informing the bar association and its sections that the conference room is available for meetings of up to 20 people.
   7.2 **Discuss and Approve Director’s Attendance at Budget Committee Hearings in Sacramento**
   Denise moved for approval of the Director’s attendance at the February 25, 2020 Budget Committee Hearing in Sacramento; Sam seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.
   7.3 **Discuss and Approve Purchase of Monitor for Acknowledging Contributions to Law Library**
   Sam proposed replacing the photo of the old courthouse in the foyer of the Law Library with a monitor that can be used to thank donors and contributors to the Law Library as well as the supportive efforts of our legislators. Estimated cost for a monitor is $400. Laurie will check with the County on the cost of dropping a line in the entrance for the monitor that will run to the Director’s computer. Kristine moved for approval to spend up to $1,000 for this project; Sam seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.
   7.4 **Discuss and Approve Disposition of Old Law Books in Conference Room**
   Kristine proposed removing the old books in the conference room to make way for art or just to increase the space in the room. Tracy moved for approval to discard the old books in the conference room; Donald seconded. Motion passed with 6 Ayes, 1 No and 0 Abstentions.
7.5 Discuss and Approve Renewal of West Print Multiyear Agreement
Laurie has negotiated a 5-year contract with West Print for a 3 percent increase the first year and a 2 percent cap on increases for the following 4 years. Sam moved to approve the 5-year contract with West Print as presented; Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.6 Discuss and Approve Resolution 2020-1 to Increase Maximum Limit for Single Purchase with Law Library Credit Card
Laurie proposed that the trustees increase the maximum limit for a single purchase with the Law Library credit card from $250 to $700. Discussion ensued. Kristine moved for approval to increase the Cal Card Law Library credit card single purchase maximum amount to $700 and to increase the aggregate monthly maximum amount to $1,500; Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.7 Discuss and Approve Proposed Resolution for Marin County Board of Supervisors in Support of Funding for MCLL in 2020-2021 CA State Budget
Laurie presented the proposed Resolution. Kristine moved for approval of Resolution 2020____ as presented for delivery to the Marin County Board of Supervisors seeking their support for funding for MCLL in the 2020-2021 CA State Budget; Denise seconded. Motion passed with 6 Ayes, 0 Noes, and 0 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda – As presented in meeting discussions.

9. Adjournment
All relevant business having come before the board, Sam moved to adjourn the meeting and Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:54 p.m. The next board meeting will be held on Tuesday, March 17, 2020 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D.  Laurie Vaala-Olsen, Ex-Officio Secretary
### Revenue

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fillings</td>
<td>$15,797</td>
<td>$15,506</td>
<td>$14,041</td>
<td>$17,124</td>
<td>$19,046</td>
<td>$14,564</td>
<td>$14,025</td>
<td>$14,581</td>
<td>$14,227</td>
</tr>
<tr>
<td>Interest</td>
<td>$547</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Photocopies</td>
<td>$906</td>
<td>$214</td>
<td>$265</td>
<td>$103</td>
<td>$466</td>
<td>$245</td>
<td>$391</td>
<td>$587</td>
<td>$147</td>
</tr>
<tr>
<td>Book Sales</td>
<td>$20</td>
<td>$104</td>
<td>$62</td>
<td>$37</td>
<td>$20</td>
<td>$92</td>
<td>$36</td>
<td>$83</td>
<td>$375</td>
</tr>
<tr>
<td>Donations</td>
<td>$57</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$83</td>
</tr>
<tr>
<td>Fax/Payroll Sales</td>
<td>$1,205</td>
<td>$83</td>
<td>$40</td>
<td>$17</td>
<td>$6</td>
<td>$5</td>
<td>$3</td>
<td>$2</td>
<td>$3</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$80</td>
<td>$120</td>
<td>$150</td>
<td>$120</td>
<td>$80</td>
<td>$190</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Proctoring</td>
<td>$60</td>
<td>$322</td>
<td>$247</td>
<td>$169</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td>Misc. Receipts (CLE, etc.)</td>
<td>$49</td>
<td>$38</td>
<td>$10,089</td>
<td>$318</td>
<td>$763</td>
<td>$-</td>
<td>$-</td>
<td>$100</td>
<td>$141</td>
</tr>
<tr>
<td>Transfers In</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
</tbody>
</table>

**Revenue Total:** $17,081

### Expenses

#### Staff

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney</td>
<td>$4,575</td>
<td>$2,124</td>
<td>$4,900</td>
<td>$4,632</td>
<td>$4,248</td>
<td>$4,385</td>
<td>$4,436</td>
<td>$4,492</td>
<td>$4,559</td>
</tr>
<tr>
<td>Extra Hire</td>
<td>$5,204</td>
<td>$1,010</td>
<td>$2,240</td>
<td>$2,068</td>
<td>$2,462</td>
<td>$3,222</td>
<td>$3,009</td>
<td>$2,450</td>
<td>$1,826</td>
</tr>
<tr>
<td>Social Security</td>
<td>$620</td>
<td>$189</td>
<td>$405</td>
<td>$396</td>
<td>$413</td>
<td>$397</td>
<td>$183</td>
<td>$375</td>
<td>$354</td>
</tr>
<tr>
<td>Medicare</td>
<td>$145</td>
<td>$46</td>
<td>$95</td>
<td>$93</td>
<td>$97</td>
<td>$93</td>
<td>$42</td>
<td>$88</td>
<td>$92</td>
</tr>
<tr>
<td>Health Benefits</td>
<td>$398</td>
<td>$838</td>
<td>$838</td>
<td>$838</td>
<td>$838</td>
<td>$890</td>
<td>$890</td>
<td>$899</td>
<td>$899</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>$50</td>
<td>$196</td>
<td>$481</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$100</td>
<td>$196</td>
<td>$100</td>
</tr>
<tr>
<td>Unemployment Insur.</td>
<td>$50</td>
<td>$434</td>
<td>$-</td>
<td>$199</td>
<td>$-</td>
<td>$199</td>
<td>$394</td>
<td>$143</td>
<td>$65</td>
</tr>
</tbody>
</table>

**Staff Subtotal:** $7,774

### Administrative Expenses

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
<td>$271</td>
<td>$271</td>
<td>$1,517</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>LEU</td>
<td>$271</td>
<td>$-</td>
<td>$1,517</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>Complete Equity Markets</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Hartford</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>MCCRA</td>
<td>$490</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>DAC</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>NCALL</td>
<td>$94</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Office Expenses</td>
<td>$86</td>
<td>$-</td>
<td>$492</td>
<td>$115</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>Projects</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Copy Machines</td>
<td>$556</td>
<td>$556</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$708</td>
<td>$708</td>
</tr>
<tr>
<td>DLP</td>
<td>$556</td>
<td>$556</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$579</td>
<td>$579</td>
</tr>
<tr>
<td>ITTech</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$1,117</td>
<td>$1,117</td>
</tr>
<tr>
<td>Marin Coper</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$3,276</td>
<td>$3,276</td>
</tr>
</tbody>
</table>

**Total Subtotal:** $4,764

### Collection

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonic/Internet</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Phone</td>
<td>$101</td>
<td>$101</td>
<td>$101</td>
<td>$101</td>
<td>$101</td>
<td>$101</td>
<td>$101</td>
<td>$101</td>
<td>$101</td>
</tr>
<tr>
<td>SPOT</td>
<td>$891</td>
<td>$135</td>
<td>$203</td>
<td>$203</td>
<td>$810</td>
<td>$271</td>
<td>$135</td>
<td>$359</td>
<td>$135</td>
</tr>
</tbody>
</table>

**Administrative Subtotal:** $10,367

### Expense Total

$27,675

### Fund Balance

$105,072

**FY 2019-20 Approved Projected Total:** $118,701

**FY 2019-20 Projected Revenue:** $173,463
## MCLL COURT FILING FEE REVENUE

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JULY</td>
<td>22,977.66</td>
<td>20,540.55</td>
<td>18,553.72</td>
<td>17,112.03</td>
<td>15,325.97</td>
<td>13,394.41</td>
<td>14,436.61</td>
<td>15,423.76</td>
<td>15,732.59</td>
<td>15,504.58</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>
<td>16,073.88</td>
<td>14,722.11</td>
<td>14,041.18</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>
<td>14,326.47</td>
<td>14,633.61</td>
<td>17,124.24</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>
<td>17,267.94</td>
<td>14,745.05</td>
<td>13,045.80</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>21,320.14</td>
<td>18,609.36</td>
<td>14,605.25</td>
<td>13,983.15</td>
<td>14,926.06</td>
<td>13,529.51</td>
<td>14,026.49</td>
<td>14,651.51</td>
<td>11,844.36</td>
<td>14,564.37</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>
<td>13,988.55</td>
<td>13,697.15</td>
<td>14,025.18</td>
</tr>
<tr>
<td>JANUARY</td>
<td>20,296.35</td>
<td>18,939.59</td>
<td>16,072.57</td>
<td>14,588.83</td>
<td>12,812.89</td>
<td>12,802.25</td>
<td>12,149.23</td>
<td>13,808.54</td>
<td>13,949.41</td>
<td>14,580.66</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>19,451.28</td>
<td>20,767.28</td>
<td>15,160.56</td>
<td>14,836.88</td>
<td>13,448.58</td>
<td>12,273.72</td>
<td>13,625.45</td>
<td>12,072.28</td>
<td>12,323.59</td>
<td>14,227.45</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>12,325.32</td>
<td>14,378.55</td>
<td>15,424.33</td>
<td>14,612.20</td>
</tr>
<tr>
<td>APRIL</td>
<td>19,761.88</td>
<td>10,562.85</td>
<td>15,398.28</td>
<td>14,144.44</td>
<td>13,292.85</td>
<td>13,097.15</td>
<td>14,099.42</td>
<td>13,045.95</td>
<td>13,634.85</td>
<td>14,828.26</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>14,977.96</td>
<td>13,800.05</td>
<td>13,546.55</td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td>22,249.53</td>
<td>17,892.17</td>
<td>16,837.38</td>
<td>14,850.97</td>
<td>16,095.27</td>
<td>16,237.00</td>
<td>12,928.62</td>
<td>14,252.53</td>
<td>15,796.62</td>
<td></td>
</tr>
<tr>
<td>ANNUAL TOTALS</td>
<td>260,296.77</td>
<td>230,610.81</td>
<td>204,385.29</td>
<td>182,611.11</td>
<td>174,589.13</td>
<td>169,679.33</td>
<td>164,783.38</td>
<td>173,090.01</td>
<td>170,059.22</td>
<td>146,554.02</td>
</tr>
</tbody>
</table>

Each current month’s filing fee revenue represents income generated from the Court filings of two months ago. April revenue comes from February filings, etc.
### Marin County Law Library
March 2020 WARRANTS
(Account Balance $133,343.60)

<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>$ 97.69</td>
<td>$ 97.69</td>
</tr>
<tr>
<td>2</td>
<td>CEB</td>
<td>$ 1,049.63</td>
<td>$ 1,049.63</td>
</tr>
<tr>
<td>3</td>
<td>Kaiser</td>
<td>$ 898.71</td>
<td>$ 898.71</td>
</tr>
<tr>
<td>4</td>
<td>LexisNexis</td>
<td>$ 31.07</td>
<td>$ 31.07</td>
</tr>
<tr>
<td>5</td>
<td>NCLC</td>
<td>$ 1,880.00</td>
<td>$ 1,880.00</td>
</tr>
<tr>
<td>6</td>
<td>Sacramento Law Library</td>
<td>$ 5.00</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>7</td>
<td>SPTJ (Chien Liew Consulting)</td>
<td>$ 337.50</td>
<td>$ 337.50</td>
</tr>
<tr>
<td>8</td>
<td>US Bank (Cal Card Payment - Sonic Internet)</td>
<td>$ 647.90</td>
<td>$ 647.90</td>
</tr>
<tr>
<td>9</td>
<td>Westlaw Next</td>
<td>$ 2,129.07</td>
<td>$ 2,129.07</td>
</tr>
<tr>
<td>10</td>
<td>West Publishing</td>
<td>$ 1,262.73</td>
<td>$ 1,262.73</td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td>$ 8,339.30</td>
<td>$ 8,339.30</td>
</tr>
</tbody>
</table>

Salaries: $6,421.47
Total Expenses: $8,339.30

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue Available:</td>
<td>$ 133,343.60</td>
</tr>
<tr>
<td>Total Expenditures (proposed):</td>
<td>$ 14,760.77</td>
</tr>
<tr>
<td>Remaining Cash Balance:</td>
<td>$ 118,582.83</td>
</tr>
</tbody>
</table>
# Marin County Law Library

**April 2020 WARRANTS**

(Account Balance $158,453.57)

<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>$ 95.48</td>
<td>$ 95.48</td>
</tr>
<tr>
<td>2</td>
<td>CEB</td>
<td>$ 1,069.99</td>
<td>$ 1,069.99</td>
</tr>
<tr>
<td>3</td>
<td>Courtroom Compendiums</td>
<td>$ 170.00</td>
<td>$ 170.00</td>
</tr>
<tr>
<td>4</td>
<td>Hartford</td>
<td>$ 361.00</td>
<td>$ 361.00</td>
</tr>
<tr>
<td>5</td>
<td>Kaiser</td>
<td>$ 898.71</td>
<td>$ 898.71</td>
</tr>
<tr>
<td>6</td>
<td>LexisNexis</td>
<td>$ 228.47</td>
<td>$ 228.47</td>
</tr>
<tr>
<td>7</td>
<td>NCLC</td>
<td>$ 1,880.00</td>
<td>$ 1,880.00</td>
</tr>
<tr>
<td>8</td>
<td>SPTJ (Chien Liew Consulting)</td>
<td>$ 337.50</td>
<td>$ 337.50</td>
</tr>
<tr>
<td>9</td>
<td>US Bank (Cal Card Payment - Sonic Internet)</td>
<td>$ 342.59</td>
<td>$ 342.59</td>
</tr>
<tr>
<td>10</td>
<td>Westlaw Next</td>
<td>$ 2,129.07</td>
<td>$ 2,129.07</td>
</tr>
<tr>
<td>11</td>
<td>West Publishing</td>
<td>$ 1,262.66</td>
<td>$ 1,262.66</td>
</tr>
</tbody>
</table>

**Totals:** $ 8,775.47  $ 8,775.47

Salaries: $6,224.99

Total Expenses: $8,775.47

<table>
<thead>
<tr>
<th>Total Revenue Available:</th>
<th>$ 158,453.57</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenditures (proposed):</td>
<td>$ 15,020.46</td>
</tr>
<tr>
<td>Remaining Cash Balance:</td>
<td>$ 143,433.11</td>
</tr>
</tbody>
</table>
1. **Covid-19 Pandemic and Stay Home Orders** – I have been monitoring the news from the State, the County and the Courts to stay abreast of recent developments so we can post them on Facebook and on our website. Check out our website to see the incredible volume of information we have added for the public and legal community, much of it related to Covid-19. At present, the Law Library will remain closed through May 3, 2020 by order of the public health officer. However, the courts will remain closed through May 29, except for very limited essential matters. Bay Area public health officers have been discussing when to begin loosening the restrictions on the stay home order but have set no specific date or issued any further orders detailing how this will be done.

2. **CCCLL** – The CCCLL Spring Meeting scheduled for March 29-31 was cancelled. All legislative meetings scheduled after March 17, 2020 were cancelled. I have been meeting biweekly with CCCLL Directors via Zoom to discuss legislative matters, court developments, provide updates on our services during the stay home order, share information and resources and discuss planning for reopening the law library. The focus has been on providing access to legal information and resources for the public via remote access. To that end, I prepared a flyer about our services, including remote access resources and links to legal information specific to Covid-19, which I sent to our local legislators. CCCLL has expanded information and resources on its public law library website, [www.publiclawlibrary.org](http://www.publiclawlibrary.org), which provides access to many legal forms, a chat service called “Ask Now” which allows the public to chat with a county law librarian and numerous webinars regarding Covid-19 which the CA Lawyers Association has shared with us.

3. **Payroll and HR Services Transition** – Payroll now requires more time to process than it used to and there are some issues regarding posting of financial data to our fund and employer taxes that must be addressed, so I have been working on that.

4. **MCLL Staffing** – Stephen’s last day was February 27, our second Lawyers in the Library clinic date in February. I reached out to 5 area colleges that have paralegal programs and invited their students to apply for the part-time administrative assistant position. I also posted a job ad on Craigslist. Several people responded, but filling this position is on hold due to the Covid-19 pandemic.

5. **Lawyers in the Library** – Program dates were cancelled due to the stay home order. I am looking into providing this service by telephone. The consultations would be by telephone and the intakes would be by online application, so it will require purchasing software to create an intake form that is fillable online. There are privacy concerns for both the telephone calls and the digital intake form. As far as I know, Los Angeles is the only county law library that has successfully adapted their Lawyers in the Library program to a telephonic and digital platform.
The Law Library will be closed from March 17 through May 03, 2020 by Order of the Marin County Public Health Officer in an effort to contain COVID-19 in our community.

Activities: All meetings, conference room reservations, proctored exams, and community service programs scheduled from March 17 through May 03, 2020 and CANCELLED.

Online Video Resources:
The California Lawyers Association has prepared a variety of videos for the public addressing various legal issues that are coming up in light of COVID-19. They currently have 11 videos on their YouTube Channel with another 22 in post-production. Many are available in Spanish or have Spanish closed captioning. HERE

Online Reading:
The National Consumer Law Center has generously granted us permission to make the publication, Surviving Debt (2020), available to the public for free during the COVID-19 emergency. Click on this link: https://library.ncl.org/so/0102

Local Resources and Assistance: For impacts of COVID-19, use this link to access Marin Health and Human Services Community Resources: https://www.marinhhscommunityresource-guide

Check out this article about the Law Library in the April issue of the Marin Lawyer.

Hours:
Mon.  a.m. - p.m.
Tues. a.m. - p.m.
Wed. a.m. - p.m.
Thurs. a.m. - p.m.
Fri. a.m. -
Sat. CLOSED
Sun. CLOSED

WHERE CAN I GO FOR HELP??
During times of crisis county law libraries are available to help: https://www.publiclawlibrary.org/covid.htm

Direct Assistance is available from: "Ask a Law Librarian"

Email Reference Questions: Limited Legal Research Assistance on Westlaw is available from Law Library staff working remotely; send request to lawlibsb@sonic.net and staff will respond as soon as they are able.

Self-Help: Use the "Legal Resources" tab above to access links to legal information, including help completing legal forms, online self-help, federal and state laws and regulations, jury instructions and more.

WHAT IF I HAVE A CASE PENDING AT MARIN COUNTY SUPERIOR COURT??
For information about the impact of the Coronavirus/Covid-19 pandemic on the Marin County Superior Court schedule, click "COVID-19 UPDATES" on banner above, or go to www.marincourt.org and click on the "click here" link toward the top of the page.

For credible information related to the impacts of the Covid-19 pandemic on numerous legal topics, see these resource links compiled by the San Diego County Law Library: https://sandiegolawlibrary.org/covid-19-legal-issues/. While some of the information is specific to San Diego, there are many links to state and federal resources as well.

Future Events and Classes

Lawyers in the Library - Thursday, April 23, 2020, CANCELLED

Sign-ups begin at 3:30 p.m. and are first come, first served.
Meetings with Attorneys: 4:30 - 6:30 p.m.
A community service program for self-represented litigants. You may wish to arrive earlier than 3:30 to ensure your inclusion on the sign-up list, as sign-ups are limited.
For details of the program, click here (English) or here (Spanish). For future meeting dates, click here.

Introducing First Thursdays at the Marin County Law Library,

an opportunity for residents of Marin to learn about the numerous agencies that provide services to the public at no or low cost. Who are these folks and how can they help you? A representative of the agency or county department will present information about their organization followed by a question and answer period. Come get to know your local officials and community service agencies.

April 2, 2020 - No Speaker.
May 7, 2020 [tentative] - Ritter Center
June 5, 2020 - Dana Van Gorder, Executive Director, The Spahr Center
July 2, 2020 - Don Carney, Restorative Services Director, Marin Youth Court

6:00 - 7:00 p.m.

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.

CONTACT US
Email: lawlibrary@sonoma.net
Address: 20 North San Pedro Road
          Suite 2007 San Rafael, CA 94903
Phone: (415) 472-8728
Fax: (415) 472-8729

Like 334 people like this. Sign up to see what your friends like.
CALIFORNIA COURTS ANNOUNCEMENTS

April 06, 2020: The Judicial Council approved 11 temporary emergency rules. See LINK for details
1. Unlawful Detainers; 2. Judicial foreclosures—suspension of actions; 3. Use of technology for remote
appearances; 4. Emergency Bail Schedule; 5. Personal appearance waivers of defendants during health
delinquency proceedings; 8. Emergency orders: temporary restraining or protective orders; 9. Toll the statutes
of limitations for civil causes of action; 10. Extensions of time in which to bring a civil action to
trial 11; Depositions through remote electronic means.

March 30, 2020: Chief Justice Issues Additional Statewide Order to extend statutory deadlines for preliminary
hearings, arraignments, and last day trials in both civil and criminal proceedings. HERE

March 23, 2020 – California Chief Justice Tani G. Cantil-Sakauye on Monday issued a statewide order
suspending all jury trials in California’s superior courts for 60 days and allowing courts to immediately adopt
new rules to address the impact of the COVID-19 pandemic. See Entire March 23, 2020 Report at: California
Courts Website

MARIN COUNTY COURT ANNOUNCEMENTS

The latest announcements by the Marin County Court may be found HERE

MARIN COUNTY SUPERIOR COURT IS CLOSED

APRIL 06, 2020:
The California Judicial Council enacted California Rules of Court Emergency Rules 1-11. These emergency
rules were enacted to protect the health and safety of the public, court employees, attorneys, litigants, and judicial
officers, as well as staff and inmates in detention facilities, and law enforcement during the state of emergency
related to the COVID-19 pandemic.

To the extent Emergency Rules 1-11 conflict with any rules established in Marin County Superior Court
Administrative orders 20-04, 20-05, and 20-06 (hereafter Marin Administrative Orders), the Emergency Rules shall
supercede that conflicting rule of the Marin Administrative Orders.

EMERGENCY RULES ON BAIL: On April 6, 2020, the Judicial Council passed Emergency Rule 4. Emergency Rule 4 is
a statewide Emergency Bail Schedule that must be applied no later than 5 p.m. on April 13, 2020. The Marin
County Judges have adopted Local Emergency Rule 2.01.

Please see the new rule: RULE 2.01
Emergency Rule Adopting Temporary Emergency Bail Schedule

APRIL 06, 2020:
Court Announces Special Remote Access Procedures for Criminal Court Cases: HERE

MARIN COUNTY SUPERIOR COURT IS CLOSED FOR ALL NON-ESSENTIAL MATTERS UNTIL APRIL 8, 2020.
[Date Superseded by more recent extension, above]
See Summary Report at: HERE

MARIN COUNTY SUPERIOR COURT Administrative Order 20-06
MARIN COUNTY SUPERIOR COURT Administrative Order 20-05
MARIN COUNTY HEALTH SERVICES ANNOUNCEMENTS

Marin County COVID-19 Frequently Asked Questions: HERE

April 14, 2020: Local News Coverage, Reports Probable Extension of Shelter in Place Order beyond May 03: HERE

April 13th, 2020: Marin County COVID-19 status update [includes local infection statistics]: HERE

April 06, 2020: Marin County COVID-19 status update [includes local infection statistics]: HERE

April 03, 2020: Marin County Public Health News Release, Guidance Recommending the Use of Face Coverings: HERE

March 31, 2020: Marin County Shelter in Place Order, [effective through May 03]: HERE
Marin County Law Library


Forms Collection

Marin County Local Court Forms
Local Forms

Click Here

Marin County Superior Court Pleading Paper
Pleading Paper Template

Click Here

Judicial Council Forms
For your convenience a link is provided to the California Judicial Council's Forms page. These forms are fillable, editable, and savable.

Link

Court Forms: Guide & File
Guide to Filling Out Specific Court Forms

Link

On-Line Self Help Center
The Judicial Council's Self-Help center will help you find assistance and information, work better with an attorney, and represent yourself in some legal matters.

Link

https://www.marincountylawlibrary.org/copy-of-legal-resources
Marin County Law Library Civic Engagement Report April 2020

First Thursday at the Marin County Law Library Program

Confirmed for May 7:
Ritter Center – Pending status of shelter in place / Webinar?

Confirmed for June 4:
Spahr Center - Dana Van Gorder

Confirmed for July 2:
Marin Youth Court - Don Carney

April is National Fair Housing Month
PSA videos – Facebook
5 videos submitted:
Seven Days
We All Have Rights (English and Spanish versions)
Invisible
Accents

Library of Congress Legal Research Webinars
Law Day 2020
April 30, 2020 – Facebook

Ninth Judicial Circuit Historical Society Exhibits
How the Women’s Vote was Won in the West – Facebook
The Fourteenth Amendment and Equal Protection – Facebook

US Courts
The Courts and You: From Suffragist Sashes to Antiwar Armbands - Facebook

September / October / November - Target Dates
Proposed HERA Estate Planning
(See attachment from HERA / Alameda County Library submitted in March)

Submitted by Denise Bashline, Trustee
4/15/2020
**Estate Planning 101**

**HERA (Housing & Economic Rights Advocates)** staff attorneys will explain key concerns and key documents that will help you address handling your belongings and your health the way you want to.

Those documents include:

- Living trust
- Will
- Power of attorney
- Advance health care directive
- Transfer on death documents for certain kinds of accounts

**Tuesday**
**Feb. 25, 2020**

**11:30—Noon**
Sign-in and BYO Brown Bag Lunch
**Noon — 1 pm**
Presentation

**Price $4.00**
(space is limited)

Visit Eventbrite's secure website to register 24/7:
https://tinyurl.com/ydwb6b39

**About the Speaker**

Aeyoung Kim is a staff attorney at Housing and Economic Rights Advocates (HERA) providing estate planning services and probate assistance. Before becoming an attorney, Ms. Kim worked for 11 years in the Superior Court of San Diego County, primarily in the Probate Division as a Probate Examiner. Ms. Kim is bilingual in Korean and English.
Estate Planning 101 - Tuesday, February 25, 2020
Housing and Economic Rights Advocates (HERA)
NO MCLE CREDIT

To Register:

GO ONLINE at Enterite at https://tinyurl.com/ydwwby93
24 hours/day, 7 days/week $4.00 in advance, $5.00 day of event

BY PHONE: 510-272-6483 (Monday-Friday, 8:30am-1pm, 2pm-4:30pm)
BY CHECK: Make check payable to "Alameda County Law Library" and mail to
Alameda County Law Library, 125 Twelfth Street, Oakland, CA 94607
IN PERSON: Fill in the form below and pay at the Reference Desk.

*You must pay in advance to reserve a space. No refunds, but you may substitute another person.

First Name

Last Name

Mailing Address

City

State

Zip Code

Email

Daytime Phone Number

State Bar Number

State Where Licensed
MARIN COUNTY LAW LIBRARY ANNUAL BUDGET
2020-2021 PROJECTED FISCAL YEAR
(From 7/1/20 to 6/30/21)

MUNIS Fund No.: 3400  Program: 7960  Subprogram: 7961

**SUMMARY**

<table>
<thead>
<tr>
<th></th>
<th>2019-2020</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Receipts:</td>
<td>$ 174,403</td>
<td>$ 210,300</td>
</tr>
<tr>
<td>Actual Receipts:</td>
<td>$ 103,904</td>
<td></td>
</tr>
<tr>
<td>Balance Receipts:</td>
<td>+ $ 70,499</td>
<td></td>
</tr>
<tr>
<td>Projected Expenses:</td>
<td>$ 200,085</td>
<td>$ 210,200</td>
</tr>
<tr>
<td>Actual Expenses:</td>
<td>$ 85,049</td>
<td></td>
</tr>
<tr>
<td>Balance Expenses:</td>
<td>$ 115,036</td>
<td></td>
</tr>
<tr>
<td>Actual Budget Balance*:</td>
<td>+ $ 18,855</td>
<td></td>
</tr>
<tr>
<td>Difference:</td>
<td>+ $ 100</td>
<td></td>
</tr>
</tbody>
</table>

**INCOME**

<table>
<thead>
<tr>
<th>County Code</th>
<th>Description</th>
<th>2018-19 Actual</th>
<th>2019-20 Actual*</th>
<th>2020-21 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>451970</td>
<td>Filings</td>
<td>$ 170,059</td>
<td>$ 88,305</td>
<td>$ 175,000</td>
</tr>
<tr>
<td>441115</td>
<td>Interest</td>
<td>$ 2,126</td>
<td>$ 671</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>462650</td>
<td>Photocopies</td>
<td>$ 4,658</td>
<td>$ 1,594</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>470410</td>
<td>Book Sales</td>
<td>$ 895</td>
<td>$ 315</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>470330</td>
<td>Donations</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 9,200</td>
</tr>
<tr>
<td>470110</td>
<td>Fax/Paper Sales</td>
<td>$ 37</td>
<td>$ 96</td>
<td>$ 100</td>
</tr>
<tr>
<td>441215</td>
<td>Conference Room</td>
<td>$ 2,905</td>
<td>$ 840</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>462610</td>
<td>Proctoring</td>
<td>$ 2,017</td>
<td>$ 898</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>461810</td>
<td>Misc. Receipts (CLE, etc.)</td>
<td>$ 79,135</td>
<td>$ 11,185</td>
<td>$ 1,000</td>
</tr>
<tr>
<td></td>
<td>Passport Services</td>
<td></td>
<td></td>
<td>$ 15,000</td>
</tr>
<tr>
<td>480210</td>
<td>Transfers In</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
</tbody>
</table>

Total Revenue: $ 261,832 $ 103,904 $ 210,300

(Deficit, if any, to be paid from Unrestricted Fund Balance)

* As of December 31, 2019 (6 months)
MARIN COUNTY LAW LIBRARY ANNUAL BUDGET
2020-2021 PROJECTED FISCAL YEAR
(From 7/1/20 to 6/30/21)

<table>
<thead>
<tr>
<th>EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Code</td>
</tr>
<tr>
<td>511110</td>
</tr>
<tr>
<td>511220</td>
</tr>
<tr>
<td>511345</td>
</tr>
<tr>
<td>515110</td>
</tr>
<tr>
<td>515115</td>
</tr>
<tr>
<td>513215</td>
</tr>
<tr>
<td>514110</td>
</tr>
<tr>
<td>515120</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Administrative Expenses**

| County Code | Debits/ Expenditures | 2018 - 19 Actual | 2019 - 20 Actual* | 2020 - 21 Projected |
| 521610 | Insurance | $4,207 | $2,059 | $4,500 |
| 522210 | Memberships/Prof Develop. | $2,697 | $633 | $2,700 |
| 522440 | Petty Cash/Postage | $ - | $ - | $ - |
| 522410 | Office Expenses | $2,926 | $1,107 | $3,000 |
| 522310 | Projects | $ - | $ - | $5,000 |
| 522930 | Copy Machines | $8,144 | $1,112 | $12,000 |
| 521310 | Phone/Internet | $10,354 | $3,291 | $10,000 |
| **Total** | | **$28,328** | **$8,202** | **$37,200** |

**Collection**

| County Code | Debits/ Expenditures | 2018 - 19 Actual | 2019 - 20 Actual* | 2020 - 21 Projected |
| 522815 | Publications Upkeep | $91,320 | $27,581 | $71,000 |
| 522410 | Book Binding | $ - | $ - | $ - |
| **Total** | | **$91,320** | **$27,581** | **$71,000** |

**Total Expenses:**

<table>
<thead>
<tr>
<th>2018 - 19 Actual</th>
<th>2019 - 20 Actual*</th>
<th>2020 - 21 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$218,246</strong></td>
<td><strong>$85,049</strong></td>
<td><strong>$210,200</strong></td>
</tr>
</tbody>
</table>

(Deficit, if any, to be paid from Unrestricted Fund Balance)

* As of December 31, 2019 (6 months)
### Summary of Payroll Costs During Covid-19 Stay Home Order
3/17/20 - 5/3/20, or possibly 5/30/20

#### Biweekly Payroll By Employee

<table>
<thead>
<tr>
<th>Employee</th>
<th>Wage Rate</th>
<th>Weekly Hours</th>
<th>Pay</th>
<th>Pay + Employer Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff A</td>
<td>$16.25</td>
<td>16</td>
<td>$520.00</td>
<td>$61.10</td>
</tr>
<tr>
<td>Staff B</td>
<td>$15.00</td>
<td>10</td>
<td>$300.00</td>
<td>$35.25</td>
</tr>
<tr>
<td>Director</td>
<td>$29.11</td>
<td>35.5</td>
<td>$2,066.81</td>
<td>$242.85</td>
</tr>
</tbody>
</table>

**Staff Subtotal**: $916.35

**Director + Staff Total**: $3,226.01

#### Monthly Payroll By Employee

<table>
<thead>
<tr>
<th>Pay + Employer Taxes</th>
<th>Pay</th>
<th>Employer Taxes</th>
<th>Pay + Employer Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,040.00</td>
<td>$122.20</td>
<td>$1,162.20</td>
<td></td>
</tr>
<tr>
<td>$600.00</td>
<td>$70.50</td>
<td>$670.50</td>
<td></td>
</tr>
<tr>
<td><strong>Staff Subtotal</strong>: $1,832.70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$4,133.62</td>
<td>$485.70</td>
<td>$4,619.32</td>
<td></td>
</tr>
<tr>
<td><strong>Director + Staff Total</strong>: $6,452.02</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Biweekly Payroll By Pay Period

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>PP#</th>
<th>Director</th>
<th>Staff A</th>
<th>Staff B</th>
<th>Director + Staffs A &amp; B</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/22 - 4/4</td>
<td>8</td>
<td>$2,224.92</td>
<td>$511.20</td>
<td>$252.79</td>
<td>$2,988.91</td>
<td>4/17/20</td>
</tr>
<tr>
<td>4/5 - 4/18</td>
<td>9</td>
<td>$2,309.66</td>
<td>$581.10</td>
<td>$335.25</td>
<td>$3,226.01</td>
<td>5/1/20</td>
</tr>
<tr>
<td>4/19 - 5/2</td>
<td>10</td>
<td>$2,309.66</td>
<td>$581.10</td>
<td>$335.25</td>
<td>$3,226.01</td>
<td>5/15/20</td>
</tr>
<tr>
<td>5/3 - 5/16</td>
<td>11</td>
<td>$2,309.66</td>
<td>$581.10</td>
<td>$335.25</td>
<td>$3,226.01</td>
<td>5/29/20</td>
</tr>
<tr>
<td>5/17 - 5/30</td>
<td>12</td>
<td>$2,309.66</td>
<td>$581.10</td>
<td>$335.25</td>
<td>$3,226.01</td>
<td>6/12/20</td>
</tr>
<tr>
<td><strong>Totals</strong>:</td>
<td>$11,463.56</td>
<td>$2,835.60</td>
<td>$1,593.79</td>
<td>$15,892.95</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* March 31 was Cesar Chavez Holiday so staff were not paid for it.
TO: Marin County Law Library Board of Trustees
FROM: Laurie Vaala-Olsen, Law Library Director
DATE: April 21, 2020
RE: Proposed Temporary Law Library Rules Related to COVID-19

When the local public health officer determines it is safe for businesses to begin reopening, the Law Library must be prepared. To ensure the health and safety of Law Library staff as well as the public and in line with recommendations by our local public health officials emergency medical providers and practices that are in place for other public service workers, I propose the following rules be adopted at the Law Library on a temporary basis until a vaccination has been developed for this extremely contagious and life-threatening illness. Patrons refusing to follow the temporary rules will not be allowed to use the Law Library.

In addition to the following rules, I ask the trustees to consider the installation of a temporary plexiglass shield on the front counter to protect staff from germ transmission when they will be in close proximity to patrons. Staff will be especially vulnerable should a patron cough or sneeze while transacting business at the front counter.

Proposed Policy for Reopening Law Library During COVID-19 Pandemic Crisis

All patrons entering the Marin County Law Library must adhere to the following rules to ensure the health and safety of Law Library Staff and the public alike during the COVID-19 pandemic:

1. Patron must be fever free.
2. If patron is coughing and sneezing, they will be asked to leave.
3. Face coverings are required at all times.
4. Maintain social distancing of 6 feet at a minimum throughout Law Library.
5. Clean hands with a sanitizing wipe available at the front desk upon entering the Law Library.
MCLL Master Subscriptions List - April 16, 2020

1. Administrative Hearing Practice
2. Administrative Mandamus
3. Advising CA Non Profit Corporations
4. Advising CA. Employers & Employees
5. Appeals & Writs In Criminal Case
6. CA Child Custody Litigation
7. CA Civil Discovery Practice
8. CA Civil Litigation Forms
9. CA Civil Procedure Before Trial
10. CA Civil Writ Practice
11. CA Conservatorship Practice
12. CA Construction Contracts
13. CA Criminal Law Forms Manual
15. CA Decedent Estate Practice 2d
16. CA Estate Planning
17. CA Eviction Defense Manual
18. CA Govt. Tort Liability Practice
19. CA Guardianship Practice
20. CA Juvenile Dependency Practice
21. CA Law of Contracts
22. CA Marital Settlement Agreements
23. CA Mortgages, Deeds of Trust
24. CA Powers of Attorney & Health Care
25. CA Real Property Remedies
26. CA Real Property Sales Transactions
27. CA Trial Practice: Civil Procedure During Trial
28. CA Trust & Probate Litigation
29. Debt Collection Practice in CA
30. Drafting CA Irrevocable Trusts
31. Drafting CA Revocable Trusts
32. Elder Law Litigation
33. Elder Law Resources Benefits & Planning
34. Estate Planning For Special Assets
35. Felony Sentencing Handbook (CJER)
36. Forming and Operating CA LLCs
37. Jefferson's CA Evidence Benchbook
38. Practice Under CA Family Code
39. Selecting & Forming Business Entities
40. Special Needs Trusts
41. Wrongful Employment Termination
LexisNexis

3. Ca Deer 18 Revol Civ 3429 Stckr & Pub Util 21601 Reprint & Water (3) & Acs
4. Ca Official Supreme Court 5th Series Bound Volume 01
5. Ca Mechanics Lien Law Release #22
6. Ca Deer 05/18 3 Rvols (Water)
7. Ca Uninsured Motorist Law Release #19
8. Ca Trial Handbook Release 2018
10. Ca Workers Compensation Law Release #18
11. Ca Deer 06/18 4 Rvols (3-Elect & 1-Const) & 18 Acs #2

NCLC

1. National Consumer Law Center
2. Fair Debt Collection
3. Consumer Bankruptcy Law and Practice
4. Student Loan Law
5. Repossessions
6. Access to Utility Service
7. Foreclosures and Mortgage Servicing
8. Mortgage Lending
9. Mortgage Servicing and Loan Modifications
10. Home Foreclosures
11. Fair Credit Reporting
12. Truth in Lending
13. Consumer Credit Regulation
14. Credit Discrimination
15. Consumer Banking and Payments Law
16. Unfair and Deceptive Acts and Practices
17. Federal Deception Law
18. Automobile Fraud
19. Consumer Warranty Law
20. Collection Actions
21. Consumer Class Actions
22. Consumer Arbitration Agreements
23. Consumer Law Pleadings

WestPrint

1. Annotated CA Codes (Annotated Statute & Code Series)
2. CA Criminal Practice, Motions, Jury Instructions and Sentencing, 3d
3. CA Jury Instructions - Civic (Caci)