Notice of Special Meeting of
Marin County Law Library Board of Trustees

Saturday, May 12, 9:00 a.m. to 12:00 Noon

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

Agenda for Special Meeting to
Develop a Five-Year Strategic Plan

9:00 – 9:15  Welcome and Introductions
9:15 – 9:45  Discussion Regarding Where We Have Been
9:45 – 11:35 Discussion and Action Item Regarding Where We Want to Go
11:35 – 11:50 Wrap Up and Next Steps
11:50 – 12:00 Public Comment
12:00  Adjournment

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@marinlibrary.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.
Process for Achieving our Vision and Goals for the Law Library

HOW WE WILL ACHIEVE OUR 2020 GOALS:

• Set specific goals.
• Celebrate our progress.
• Have people to help us, a group of people, colleagues, friends of friends, others.
• Strategies and plans to achieve our vision for success.
• Strategies for dealing with roadblocks.

WHERE WE HAVE BEEN

Small group discussion.
Today we will look at the years that passed (2016-2018):

1. This is what we have done:

2. These were the milestones:

3. These were the goals we met:

CREATING OUR VISION, OUR PLAN

It's now January 2, 2023. Our vision is realized.

1. Individually, write your vision down and make the description of your vision as vibrant as you possibly can. This is how the Law Library is doing today:

2. These were the challenges we overcame:

3. These were the outside influences:

4. We learned these new things to help manage the organization:

5. These were our goals:

6. These were the people and organizations who helped us achieve our goals:

STEPS TO FULLFILL OUR VISION, OUR GOALS

• Action steps
• Who, what, by when/on what date
• Check in dates.
• What materials needed.
COUNTY ADMINISTRATOR’S OFFICE
2018-20 BUDGET
BOARDS AND COMMISSIONS BIENNIAL REPORT

Please note that this report should reflect accomplishments, goals, initiatives, etc. for the entire two year budget cycle (July 1, 2018 – June 30, 2020). The next time this report will be updated will be for the 2020-2022 budget cycle (July 1, 2020 – June 30, 2022).

Please fill out all sections. Click on the gray boxes where prompted to enter text. Any sections that are not applicable can be noted as “N/A”.

- Commission Name/Title
  Marin County Law Library Board of Trustees

- Commission Purpose/Mandate
  The Marin County Law Library Board of Trustees shall maintain a law library and make and enforce all rules, regulations and by-laws necessary for the administration, governance and protection of the law library. The Board may also purchase books, journals, other publications and other personal property and may dispose of obsolete or duplicate books and other unneeded or unused property.

  The Marin County Law Library serves the general public and legal professionals alike by providing patrons with access to legal information and resources in a variety of media, with research assistance, while maintaining a flexible and supportive presence that fosters the ends of community service and social justice.

- Accomplishments for 2016-18 budget cycle (July 1, 2016 – June 30, 2018)
  Goal I: Successfully launched a Friends of the Marin County Public Law Library 501(c)(3) Nonprofit organization to support the Law Library.

  Goal II: Continued our efforts to develop revenue streams for the Law Library to supplement the civil filing fee income, which comprises over 90% of the Law Library’s Annual Budget.

  Goal III: Developed and launched a new community service program called Lawyers in the Library in collaboration with the Marin County Bar Association to provide the public with free consultations with attorneys at bi-monthly clinics held at the Law Library. Participants in this program have increased the public’s use of the Law Library such that self-represented litigants now comprise more than half of the Law Library’s 4,000 annual patrons.

  Goal IV: Purchased a subscription to CEB OnLaw, an online database of legal practice guides for the State of California, as well as a Family Law Resource Book with forms and
guidance for the public and attorneys alike.

Goal V: Replaced outdated staff and public access computers and printers with new equipment, software and security programs to enhance the resources available to attorneys and the public, thanks in part to a $3,000 Community Service Grant from the County of Marin. Improved the Law Library’s website for ease of use by the public.

- **Goals and Key Initiatives for 2018-20 budget cycle (July 1, 2018 – June 30, 2020)**

  List the Board/Commission’s most important goals (up to 5). These goals should be statements that reflect your highest priorities, which may or may not change over time.

  Below each goal, list 1-5 key initiatives (activities) that the Board/Commission will be working on that will help make progress toward that particular goal. Typically, initiatives are discrete activities that can be achieved over the course of one or two years.

**Goal #1:** Work with Friends of the Marin County Law Library Group to develop financial support for the Law Library.

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<tr>
<th>2018-20 Key Initiatives for Goal #1</th>
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<td>Develop Membership Program offering special services for a fee and seek financial donations from the community to expand library services and legal publications collection.</td>
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**Goal #2:** Expand library services to the Public by offering legal education classes.

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<th>2018-20 Key Initiatives for Goal #2</th>
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<td>Develop legal education classes for the public to teach them how to use law library resources to solve problems and access justice; including how to find appropriate forms, how to perform legal research, and how to communicate with others in the legal system.</td>
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**Goal #3:** Develop on-site MCLE course offerings for the legal community.

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<th>2018-20 Key Initiatives for Goal #3</th>
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<tr>
<td>Pursue Multiple Activity Provider Status with the California State Bar by getting four separate and different educational activities approved within two years.</td>
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**Goal #4:** Invest in professional development of Law Library Staff with an emphasis on improved public service.

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<th>2018-20 Key Initiatives for Goal #4</th>
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Support staff development by facilitating opportunities for continuing education in new technologies and acquisition of related skills. Seek to offer a living wage with regular cost of living increases and basic benefits for Law Library Staff, who make the law accessible to the public.

Goal #5: Click here to enter text.

2018-20 Key Initiatives for Goal #5
Click here to enter text

• Key Challenges and Issues

Please list any challenges in achieving your 2018-20 budget cycle goals.

Adequate funding continues to be a significant challenge for the Law Library in achieving its goals. While filing fee income appears to have leveled off in FY 2017-2018, it will take some time to make up for the 33% decline in revenue over the past 7 years that resulted in reductions in staffing levels, Law Library hours of operation and the legal publications collection, which ultimately limited library services to the public. However, with the help of fundraising efforts by the Friends of the Marin County Public Law Library, broader community awareness and use of the legal resources available to the public facilitated by the Lawyers in the Library Program, and expansion of fee-based special services offered by the Law Library, we are hopeful we will be able to meet the goals we have established for the 2018-2020 budget cycle.

• Additional Board/Commission Comments

We at the Law Library understand the tremendous challenge the Board of Supervisors face in prioritizing funding requests in this budget climate. However, funding for the Law Library over the next year is extremely important to enable the Law Library to fulfill its mission to serve residents and the County effectively, by keeping our doors open so patrons may avail themselves of the legal resources and assistance that ensure their access to justice.

• Department Comments

If applicable, please provide any comments from the County department that this board/commission works with.

Click here to enter text.
Development Plan for the Invigoration and Sustainability of the Marin County Public Law Library

Background
The Marin County Law Library has a long history, opening its doors over 125 years ago in 1891 for practicing lawyers who needed access to legal research materials. But over the last few decades, more and more self-represented patrons have found their way to the Law Library doors. Now, of the 4000 patrons who come into the Law Library each year, almost half—about 2000 people—are unable to secure legal representation, and so must represent themselves. They come to the Law Library for help, and they find it here.

And most often they come to us as a last resort. For so many the Law Library is literally their last hope and their lifeline. It is imperative that we continue to serve all Marin County constituents to the best of our ability to help them prepare for their day in court.

Law Library Services
The Law Library is open and staffed more than 45 hours a week. We have no income or class restrictions—we are open to all. Our well-lit, warm, roomy and comfortable location is served by public transportation. We have a knowledgeable and caring staff always available for all our patrons, and who are trained especially to aid those who must represent themselves. Lawyers are easy to serve—they just need a finger pointed in the direction of the correct book stack. But providing a welcome environment for the self-represented individual is right in line with the Trustees’ impetus to keep providing good service to those who might feel overwhelmed, and perhaps even panicked, by their legal situation.

It is important to note that Law Library staff cannot dispense advice, even if the director is indeed an attorney. Attentiveness, and precise and caring guidance, is essential to providing excellent service.

The Law Library’s place in the County’s Legal Services Network
The Law Library is part of the newly-formed Marin County Legal Services Network, which is comprised of the larger non-profit outlets such as Legal Aid of Marin, the Canal Alliance, and Fair Housing. Other entities include the Public Defender, the Self-Help Legal Center, the Family Law Center, and New Beginnings Law Center. When any or all of the above entities cannot serve a client because they have income restrictions or run a clinic at a time inconvenient to a prospective client, or their capacity is exceeded, then the Law Library is the remaining safety net, as if it is situated “underneath” all the other entities in the network.

The network’s task is daunting. A 5-year-old report from the Marin Community Foundation ascertained that there is a fairly large justice gap here in Marin County—every year upwards of perhaps 10,000 individuals in Marin go without legal representation, and the number of individuals actually served was only around 3,000 or so. The Law Library’s 2400 patrons (see the Lawyers in the Law Library section below) were not included in the study.
Thus, it is evident that the need for legal help in Marin is great, and it is evident that adding our 2400 patrons to the study’s numbers demonstrates that the Law Library serves as a safety net to catch those individuals who, for whatever reason, cannot be served by the other organizations in the Network. It is imperative we increase our capacity to remain a valuable community service.

**Lawyers in the Law Library Program**
The Law Library provides the location and resources for the recently initiated *Lawyers in the Library* program. With the assistance of volunteer attorneys who dedicate their time twice a month, this program offers legal advice to the almost 400 self-represented individuals in the community who would otherwise lack access to legal guidance. A wonderful side-effect of this new *Lawyers in the Law Library* program is that patrons who come to the Law Library twice a month for this new program always sit together while waiting to see a lawyer, and they develop affinity: they talk about their cases with each other, compare notes, and exchange phone numbers for support.

**Demographics**
From October of 2016 through February of this year we learned a lot about the justice gap in our county because of our *Lawyers in the Library* program. While our daily sign-in sheet tells us whether a patron is a lawyer or unrepresented, and why they have come to the Law Library, the intake forms from the *Lawyers in the Library* program give us more specific demographics as to our unrepresented patrons. Those numbers show that 60% of those patrons are women; 63% are Caucasian and 10% Latino. A quarter seek Landlord/Tenant advice, and almost as many seek guidance in Family Law matters. Almost a fourth have incomes below $1000 a month and another quarter have incomes below $2000 a month. Overall, two-thirds of attendees earn under $3000 a month. Most find their way to the evening sessions because of the brochure we circulated, and a substantial portion are referred by the County Clerk’s office. And it is disheartening to note that almost a third are retired, with most of those on fixed monthly incomes below $2000.

**The Law Library Budget**
The budgets of all county law libraries in California are derived from a portion of the filing fees for civil cases. Nine years ago, our budget was a fairly robust $260,000 a year. Since then our budget has declined 30% to a margin-thin $180,000 a year. That decline began with the economic downturn in 2008, but is also due in very large part to the proliferation of alternative dispute resolution services.

Like all county law libraries in California, we have had to cut staff, let go of important subscriptions, and pull back on the number of hours we are open. That included closing on weekends. But our staff does an excellent job and is so committed to serving the community that we are open more hours in a week than some of the libraries of other counties whose budgets are twice the size of ours.

It is important to acknowledge the “hidden” ongoing support of the County of Marin, which is
evident in the County’s remodel of the Law Library facilities. Even though maintaining the brick and mortar is compelled by State law, it needs to be emphasized that the Law Library is a better facility thanks to this partnership and the recent remodel.

**Law Library Goals Over the Next Few Years**

Our goals are simple: hold our ground, reach more people so that they know about the Law Library, extend our hours, recapture subscriptions we have lost, increase the compensation level of our staff (the level of which is well below market), and engage more staff for an increased capacity to serve.

For more people to be better benefited by the Law Library, we need to do several things. First, we much boost our service capacity—the 8-month old, twice-monthly *Lawyers in the Library* effort has boomed in popularity, and now must turn people away even though it is so needed. Second, we are in the process of collaborating more effectively with the providers of Marin’s Legal Services Network, increasing mutual community support. Finally, we want to help close that justice gap—representing oneself in a legal case is not to be pitied or scoffed at—it should be supported. The law is here to provide protection for everyone, and the more we can make that possible, then the narrower that gap will be.

**Our Focus on Fundraising:**

There is much we can do to support the Library, and it is clear that to bolster the financial foundation of the Library effective fundraising is our best strategy. We will be writing grants, seeking individual donor engagement, holding events, and pursuing and securing government funding. Here is a closer look:

- **Individual donor engagement** – This will require instituting a donor management effort as well as engaging a professional to train us on best practices. This expert fundraiser will help us develop elevator pitches, support our donor outreach and engagement through letters, calls and meetings, and stabilize that program.
- **Grants** – Develop a template for a grant proposal process and engage a seasoned writer.
- **Engage Marin Community Foundation’s donor advised segment,** where we will bring donors in for site visits to the Law Library and present Law Library offerings at their offices, etc.
- **Events** – from house parties to an annual gala, we can create opportunities to recognize our partners and advocates as well as raise funds while generating community and highlighting meaning through the lens of the Library.
- **Create a “Champions of the Law Library.”** This Giving Circle would be comprised of high donor individuals.
- **Create a Membership Program** which could both increase revenue as well as provide opportunities for outreach and development of community. If only a third of the registered lawyers of the Marin Bar Association gave $10 a month on an annual basis, that could add significant revenue to our bottom line. *(see budget chart below)*.
- **Create a Friends of the Law Library** tax exempt entity: when people see there is
already such a group, it presents the true image that a circle of support, separate from the Law Library, is already in action.

**Branding:**
To achieve the above we need to consider and speak effectively not only to our audience – the self-represented patrons who come to us for help—but also to those who are open to supporting such individuals, which will increase our potential funding base. The story of the Law Library and its valuable place in our community will be told, by leveraging and harnessing the power of the board and our director. With new fundraising materials and training, we will have a renewed power source to effectively drive the Library forward towards greater sustainability and resilience.

**What We Shall Do with the Extra Funds:**
In order to achieve our goals, we will
- create an effective fundraising program
- work towards reclaiming some of the $40,000 worth of lost subscriptions, especially those geared towards the self-represented
- update or marketing materials such as our website and other printed collateral
- bring our employees’ wages up to market rates
- further supplement our need for woefully inadequate computers
- and in a most ambitious intent, re-open for some hours on the weekend.

**Budget Request from the County, and the Road Ahead**
We are seeking a modest $25,000 per year for 3 years from the Marin County Board of Supervisors. The funds will help provide a wide range of support for all of the invigorating activities mentioned above. Here is an outline of how we shall use the supplement funds from the County’s General Fund:

**Extra Income Starting 2017:**

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<tr>
<th>Source</th>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
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<tr>
<td>Grants (all)</td>
<td>$25,000</td>
<td>$30,000</td>
<td>$40,000</td>
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<tr>
<td>Individuals</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$15,000</td>
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<tr>
<td>MCF</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Champions (major donors)</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Membership</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>Totals</td>
<td>$40,000</td>
<td>$60,000</td>
<td>$95,000</td>
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Notes for the Above Proposed Budget:

1) The grants include the County’s $25k a year. We expect to write grants to institutions for another $15k over that total by Year Three

2) We expect to raise $5,000 from individuals in the first year and increase that to $15,000 by Year Three

3) Even though it’s impossible to predict an amount which could come from MCF’s Donor Advised program, we’re already working with them

4) Our Champions will be charged with raising $5,000 the first year and challenged to reach $25,000 by Year Three

5) We’ll find unique ways to create Membership Support

Conclusion

Because our current budget of $180,000 per year barely covers the basics, we should make the effort now to shore up our systems so that we can count future increases as bonuses to our annual budget. If we can gain the full support of the County Supervisors, and blend into the community as a viable resource by maintaining a strong fundraising program, we can go a long way towards fulfilling this ambitious effort.

A robust development program aided by County seeding funds will help us create the necessary materials and systems to drive an energized effort to support the current environment and its community. We will be able to return to a more resilient financial position. And it is to this end that we hope you will choose to support the Law Library in its bold new plan for self-sufficiency.

Finally, the Board of Trustees of the Marin County Law Library thanks the Marin County Board of Supervisors for the opportunity to present this proposal in support of its critically important resource so we can better serve our community’s underserved population, and our professional legal practitioners.

For more information please contact:

Jonathan Frieman, Law Library Trustee, on behalf of the Marin County Board of Trustees
E: yogi@well.com
415-845-1371
Mission Statement
The Marin County Law Library serves the public by providing access to legal resources through research assistance, printed materials and technologies.

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

People with little access to and little understanding of the process of the legal system really need additional attention and place a growing demand on the Library Staff because of the time they require for assistance. Such individuals are often in a fragile situation, feeling beset with the effects of adversity. The Library Staff willingly shoulders the increased burden by taking the time to explain which library resources to use, and how those resources apply to the different situations presented by the non-legal trained patrons, who are often referred to the Library by the Courts.

The depth of the need of those who have no access to the law which might go unmet is unknown – who knows how many lives are altered for the want of one filing form. But the Board and Law Library Staff accept the shift in patron attendance from legal professional to layperson by developing and maintaining a high degree of professionalism and care.

Accordingly, in order to continue to serve its residents, the Marin County Law Library, like all law libraries in the State*, is looking for new ways to supplement its traditional funding from non-traditional sources.

Profile
The Law Library is one of the oldest in the state, celebrating 126 years in 2017 as a resource for our legal community and all the county’s residents. It is funded as a governmental special district established under California Business and Professions Code sections 6300 through 6364. It is governed by a seven-member Board of Trustees comprised of five delegates appointed by the Superior Court who serve for three year terms, and two delegates appointed by the Marin County Board of Supervisors who serve for one year terms.

The Law Library is one of the main organizations in Marin County responsible for providing no-cost legal information and assistance to the County’s 252,409 residents. It serves 11 Superior Court Judges, 1 Court Commissioner, 1 Referee, and 700 or more
Marin County attorneys. And it provides reference services to inmates at San Quentin State Prison and participates in interlibrary loan services with other libraries on an as-needed basis.

The Law Library is open 45.5 hours per week, from 8:30 a.m. until 7:00 p.m. Monday through Thursday; and 8:30 a.m. to 12:00 Noon on Fridays.

Board of Trustees
The Law Library is fortunate to have both long-standing and new members on its Board. Their expertise, experience, and leadership across a broad spectrum of community service areas helps keep the library in touch with the needs of the community. In addition, they provide valuable advice and counsel to the Law Library Director.

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<tr>
<th>Trustee</th>
<th>Term</th>
<th>Office / Affiliation</th>
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<tbody>
<tr>
<td>Sam Ware, Esq.</td>
<td>Aug. 3, 2015 – Aug 3, 2018</td>
<td>President/Delegate of the Court</td>
</tr>
<tr>
<td>Jonathan Frieman, J.D.</td>
<td>Feb. 1, 2017 – January 31, 2018</td>
<td>Vice President/Delegate of the Board of Supervisors</td>
</tr>
<tr>
<td>Alexandria Quam, Esq.</td>
<td>Sept. 18, 2016 – Sept. 18, 2019</td>
<td>Delegate of the Court</td>
</tr>
<tr>
<td>Denise Bashline</td>
<td>April 20, 2015 – April 20, 2018</td>
<td>Delegate of the Court</td>
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<tr>
<td>Donald Drumond, Esq.</td>
<td>April 24, 2017 – April 23, 2020</td>
<td>Delegate of the Court</td>
</tr>
<tr>
<td>Emily Vance, Esq.</td>
<td>April 24, 2017 – April 23, 2020</td>
<td>Delegate of the Court</td>
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Services of the Law Library
Law Library support services provided by Staff range from individual training in reference services to sophisticated internet searches for information, laws and forms that may be difficult to locate. Typically, professional patrons with legal training just need a finger pointing them in the direction to the right stack of books.

However, the kinds of assistance untrained patrons might receive include explanations of the:

1) entire spectrum of legal source materials;
2) differences between primary authority and secondary authority;
3) differences between statutory law and case law; and
4) instruction in the use of Westlaw, Google Scholar, and CEB OnLAW.
The success of a patron’s visit thus depends on the law librarian’s availability and ability to be a patient and effective instructor, as well as offering support to individuals who are usually under a lot of stress. The Law Library recruits for good librarians.

There is no substitute for the well-lit, warm location of Marin County’s Law Library. Because the strong feeling of support of a law librarian certainly goes without measurement, providing excellent service is a hallmark of the County Law Library.

Library Staff track patron demographics, which reflect that of the 4,000 patrons who visit the Law Library annually, 1,600 are nonlawyers (who require as much as 75% more time in staff assistance than legal professionals).

In October 2016 the Law Library launched the Lawyers in the Library community service program in collaboration with the Marin County Bar Association. Attorney volunteers meet with members of the public on a first come, first served basis for 20 minutes, on the second and fourth Thursday of every month, to provide legal guidance and direction to self-represented litigants. This program has added another 400 nonlawyer patrons to the Law Library and has been so successful that it routinely must turn away patrons when it reaches capacity for the evening. The further demographics of the Lawyers in the Library program show that approximately 60% are women, 60% are white, 60% have incomes less than $3,000 per month, and 40% are retired. The attorneys typically see patrons with issues in the areas of family and housing law, trust and probate matters, debt management and repair, foreclosures, criminal, small claims and various civil matters.

Library Collection
The Law Library maintains a collection of 18,155 print publications, including reporters, treatises, practice manuals, law reviews and journals, periodicals, and other printed materials. The Library spent $61,660 updating its publications and received 198 donated used books during the 2016-2017 Fiscal Year.

Because the cost of legal materials increases at about 7% to 9% per year, not all sets are being kept current as funding for the Law Library decreased 5% over the same period of time. This year 37% of all expenditures were on research and reference materials, which includes both computer databases and print materials. Figure 1 shows the relationship between the amount spent on materials and our total expenditures.
Electronic Resources
The Law Library acquired a Westlaw Next subscription during Fiscal Year 2013-2014. The subscription includes cases and statutes for all federal circuits, an extensive California database, and a number of secondary materials. Westlaw is an attractive service to attorneys and is also used regularly by self-represented patrons doing legal research. It is also used by the Librarian to assist non-attorney patrons.

Use of KeyCite, which is Westlaw’s equivalent of traditional Shepard’s Citations, is critical to check authorities for currency. In August 2016, the Board also approved a subscription to CEB OnLAW, another secondary database which includes all of CEB’s publications.

Infrastructure and Other Resources
The Law Library has six computer work stations (four available to the patrons), three printers, and three photocopiers. All of the work stations provide access to legal resources on the Internet. Four of the Internet stations are available for public use for general research, downloading of forms, and general word processing tasks. Two of the stations also access Westlaw.
The remaining two computer stations are for Staff use only, as is one printer and a combined fax/scanner/copier/printer. The Staff facsimile/scanning machine is used to provide fee-based scanning and fax services to Law Library patrons, with fees based on a per-page usage. Wireless internet service is also available to Law Library patrons.

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

Lastly, and most notably, befitting a library which focuses on the law, the Law Library has an electric typewriter available for public use. It is routinely used by individuals who come to the Law Library for that specific purpose.

The Law Library’s Website
The Law Library receives numerous inquiries and requests for information about its services from the email link on its website. To meet the demands of an increasing number of self-represented litigants, the Law Library created an online electronic self-help center on its website.

The website also offers additional revenue streams for the Law Library, such as conference room rentals and exam proctoring services. In addition, board meeting agendas, minutes, financial reports and other information are posted on the website for easy access.

Improvements were made to the Law Library website over the past year, including adding separate tabs for the Law Library’s Projected Budgets, Annual Reports, Trustee information, Patron Rules of Conduct and Bylaws. Work on the website is continuing and we expect to expand our resources for self-represented litigants in the coming year.

Library Funding
In addition to ensuring excellent service for its patrons, the second most pressing issue for the Law Library – and for law libraries across the state – is funding. At present, the Law Library derives 91.7% of its operating funds from a fixed share of designated civil filing fees: $32 from fees paid for every first-paper filing with the Marin County Superior Court. That $32 figure has not changed since 2006, even though the number of actions filed with the court has steadily declined each year, starting in 2008.

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

Figure 2 shows the 37 percent decline in filing fee income in the past six fiscal years:

![Graph showing filing fee income from FY 2010/2011 to FY 2016/2017](chart.png)

**Fig. 2**

**Income Streams and Reserves**

**A. Filing Fee Income**  
In Fiscal Year 2016-2017 the Law Library received $164,783 in filing fees, a 3% decrease in filing fees from the previous year, and the sixth consecutive year in which total filing fee revenues have fallen. This past year the Law Library received $4,896 less in filing fee income than it did the previous fiscal year.

**B. Self-generated Revenue**  
The Law Library raised $14,939 in self-generated revenue. That sum came from charges for photocopies, document faxes and scans, proctoring services, conference room rentals, and book sales, as well as income from donations. The self-generated revenue comprised 8.5% of our total revenue, down 0.7% from the previous fiscal year.

**C. Reserve Funds**  
The Library has $10,000 in reserve funds at the present time.

**D. Community Service Funds**  
The Law Library benefited from a Marin County Community Service Fund grant in 2014-2015 for which the Trustees and Staff are most grateful.
Effect of Decreasing Budget
The Trustees continually endeavor to be as resourceful as possible. The easiest maneuver is to cut the budget. As intimated, this makes it more difficult to maintain updated legal publications. Also hampered is the provision of assistance to non-legal patrons, as well as the ability to develop legal education programs.

As a result of such budget cutting the Library canceled much needed print titles it had carried for many years and discontinued subscriptions to some legal periodicals. The Library, though, has partnered with larger, better-funded County Law Libraries to receive their discarded updates. This helps maintain a reasonably up-to-date collection of important publications.

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

Fundraising Possibilities
The Law Library is actually a governmental entity, so donations to it are tax deductible to donors, just like a 501(c)(3). The Trustees and Staff may thus pursue funding streams such as individual donors and foundation grants. But pursuing these funding streams and then finding results will take time because, in effect, the Marin County Law Library is essentially a new entity in the fundraising field.

An additional hurdle to overcome is indeed that of being a governmental entity, which means the general public and funding institutions need to be educated as to why such a governmental arm of direct services needs their support. Despite the challenges, the trustees of the Law Library established a Friends of the Marin County Public Law Library nonprofit foundation in June 2017 to focus on fundraising efforts.

Until the funding streams of the Law Library begin to flow, a viable option for the Law Library is to request that the Marin County Board of Supervisors exercise its authority under California Business and Professions Code section 6324. That section of the State Code allows the Board of Supervisors to “appropriate from the county treasury for law library purposes such sums as may in their discretion appear proper” so that those sums become a part of the Law Library fund.

It is hoped that this Annual Report has underlined the reasons why such an effort on the part of the County Supervisors would benefit the entire County.
Conclusion
Despite continued declining revenues, the Trustees of the Marin County Law Library remain committed to providing access to legal resources for all the residents of Marin. They have pared the budget, cut hours and publications, and begun to pursue technological upgrades.

As noted, the Trustees are committed to finding alternative funding streams using the well-traveled paths of individual donors, institutional grant seeking, and time-honored lobbying techniques. These efforts give hope to the sole practitioners of Marin, as well as to the untrained professionals seeking to make their day in court as bright as possible.

* Following are news accounts of law library woes across the state.
http://www.mercedcountytimes.net/editorials/033116_lawlibrary.html
http://www.buttecountylawlibrary.org/support.html
### Marin County Law Library 2016/2017 FY

**June 2017 and Year-To-Date (July 1, 2016 to June 30, 2017) Fiscal Statement**

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2016 to June 30, 2017</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals June 1-30, 2017*</th>
<th>Projected Budget July 1, 2016 to June 30, 2017</th>
<th>Actuals July 1, 2016 through June 30, 2017*</th>
</tr>
</thead>
<tbody>
<tr>
<td>451970</td>
<td>Court Filing Fees</td>
<td>$159,358.00</td>
<td>$13,279.84</td>
<td>$12,928.62</td>
<td>$159,358.08</td>
<td>$164,783.38</td>
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<td>Interest</td>
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<td>$2.09</td>
<td>$25.08</td>
<td>$25.08</td>
<td>$25.08</td>
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<tr>
<td>462650</td>
<td>Copy Cards</td>
<td>$8,494.00</td>
<td>$707.84</td>
<td>$610.00</td>
<td>$610.00</td>
<td>$610.00</td>
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<tr>
<td>470410</td>
<td>Book Sales</td>
<td>$146.00</td>
<td>$12.17</td>
<td>$170.00</td>
<td>$146.04</td>
<td>$475.00</td>
</tr>
<tr>
<td>470330</td>
<td>Donations</td>
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<td>$9.17</td>
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<td>$110.04</td>
<td>$110.04</td>
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<tr>
<td>462610</td>
<td>Proctoring</td>
<td>$900.00</td>
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<td>$1,355.60</td>
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<tr>
<td>470110</td>
<td>Fax &amp; Paper Sales</td>
<td>$120.00</td>
<td>$10.00</td>
<td>$120.00</td>
<td>$120.00</td>
<td>$80.61</td>
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<tr>
<td>441215</td>
<td>Conference Room</td>
<td>$5,782.00</td>
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<td>$5,782.08</td>
<td>$2,625.00</td>
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<tr>
<td>461810</td>
<td>Other Income (MCLE, etc.)</td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
<td></td>
<td>$2,036.27</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
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<td><strong>$174,935.00</strong></td>
<td><strong>$14,577.95</strong></td>
<td><strong>$14,084.82</strong></td>
<td><strong>$174,935.40</strong></td>
<td><strong>$179,611.32</strong></td>
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</tbody>
</table>

**Difference:**

$493.13 $4,675.92

### DEBITS

**Staff Expenses**

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2016 to June 30, 2017</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals June 1-30, 2017*</th>
<th>Projected Budget July 1, 2016 to June 30, 2017</th>
<th>Actuals July 1, 2016 through June 30, 2017*</th>
</tr>
</thead>
<tbody>
<tr>
<td>511110</td>
<td>Library Director</td>
<td>$41,604.00</td>
<td>$3,467.00</td>
<td>$5,670.00</td>
<td>$41,604.00</td>
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<tr>
<td>511220</td>
<td>Library Staff</td>
<td>$30,420.00</td>
<td>$2,535.00</td>
<td>$3,481.64</td>
<td>$30,420.00</td>
<td>$26,022.01</td>
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<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>
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<td>515110</td>
<td>Social Security</td>
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<td>515115</td>
<td>Medicare</td>
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<td>$132.71</td>
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<td>513215</td>
<td>Health Benefits</td>
<td>$1,908.00</td>
<td>$159.00</td>
<td>$318.00</td>
<td>$1,908.00</td>
<td>$1,749.00</td>
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<tr>
<td>514110</td>
<td>Workers Compensation</td>
<td>$563.00</td>
<td>$46.92</td>
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<td>$563.04</td>
<td>$616.53</td>
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<td>515120</td>
<td>Unemployment</td>
<td>$4,465.00</td>
<td>$372.09</td>
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<td>$4,465.08</td>
<td>$1,464.11</td>
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<td><strong>Subtotal:</strong></td>
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<td><strong>$84,114.00</strong></td>
<td><strong>$7,009.57</strong></td>
<td><strong>$10,169.75</strong></td>
<td><strong>$84,114.84</strong></td>
<td><strong>$82,313.03</strong></td>
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**Difference:**

$3,160.18 $1,801.81

**Admin Expenses**

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2016 to June 30, 2017</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals June 1-30, 2017*</th>
<th>Projected Budget July 1, 2016 to June 30, 2017</th>
<th>Actuals July 1, 2016 through June 30, 2017*</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>$2,710.08</td>
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<td>522440</td>
<td>Postage/Petty Cash</td>
<td>$300.00</td>
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<td>$-</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>522410</td>
<td>Office Supplies</td>
<td>$6,556.00</td>
<td>$546.34</td>
<td>$67.13</td>
<td>$6,556.08</td>
<td>$3,682.95</td>
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<td>522410</td>
<td>Projects</td>
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<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>522930</td>
<td>Copy Machines</td>
<td>$8,040.00</td>
<td>$670.00</td>
<td>$-</td>
<td>$8,040.00</td>
<td>$8,937.97</td>
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<tr>
<td>521310</td>
<td>Telephone &amp; Internet</td>
<td>$7,756.00</td>
<td>$646.34</td>
<td>$377.74</td>
<td>$7,756.08</td>
<td>$5,402.37</td>
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<tr>
<td><strong>Subtotal:</strong></td>
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<td><strong>$25,362.00</strong></td>
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<td><strong>$816.37</strong></td>
<td><strong>$25,362.24</strong></td>
<td><strong>$22,437.45</strong></td>
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</table>

**Difference:**

$1,297.15 $2,924.79

**Legal Publications Collection**

<table>
<thead>
<tr>
<th>Munis Object (G/L Acct. No.)</th>
<th>Account Description</th>
<th>Projected Budget July 1, 2016 to June 30, 2017</th>
<th>Projected Budget Monthly Basis</th>
<th>Actuals June 1-30, 2017*</th>
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<th>Actuals July 1, 2016 through June 30, 2017*</th>
</tr>
</thead>
<tbody>
<tr>
<td>522310</td>
<td>Upkeep</td>
<td>$64,500.00</td>
<td>$5,375.00</td>
<td>$6,574.43</td>
<td>$64,500.00</td>
<td>$61,660.32</td>
</tr>
<tr>
<td>522410</td>
<td>Book Binding</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Subtotal:</strong></td>
<td></td>
<td><strong>$64,500.00</strong></td>
<td><strong>$5,375.00</strong></td>
<td><strong>$6,574.43</strong></td>
<td><strong>$64,500.00</strong></td>
<td><strong>$61,660.32</strong></td>
</tr>
</tbody>
</table>

**Difference:**

$1,199.43 $2,839.68

**Total Debits:**

$173,976.00 $14,498.09 $17,560.55 $173,977.08 $166,410.80

**Difference:**

$(3,062.46) $(7,566.28)

### BALANCE:

<table>
<thead>
<tr>
<th></th>
<th>June 1-30</th>
<th>Jul 1, 2016 - Jun 30, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unrestricted Fund Balance (as of 7/11/17):</strong></td>
<td><strong>$56,151.61</strong></td>
<td><strong>$13,200.52</strong></td>
</tr>
</tbody>
</table>

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