

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

Monday, November 21, 2016 at 5:15 p.m.

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

Agenda

Call to Order*

1. Approval of Minutes
 - 1.1 October 12, 2016 Minutes
2. Open Forum: Opportunity for Comments from Public
3. Financial Report
 - 3.1 October 2016 Fiscal Report
 - 3.2 November 2016 Warrants
4. Librarian's Report
5. Reports of Special Committees
 - 5.1 Report from Lawyers in the Library Committee Chairperson
 - 5.2 Report from Outreach Committee Chairperson
 - 5.3 Report from Paid Sick Leave and Employment Policy Chairperson

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

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

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

6. Old Business
 - 6.1 **Discussion Item:** Strategic Plan
 - 6.2 **Discussion and Action Item:** Law Library Website Review and Letter to Grand Jury
 - 6.3 **Discussion and Action Item:** Resolving Fundraising Restrictions
7. New Business
 - 7.1 **Discussion and Action Item:** Resolution to Amend FY 2015-2016 Budget
 - 7.2 **Discussion Item:** Renewal of West Print Publications Contract
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

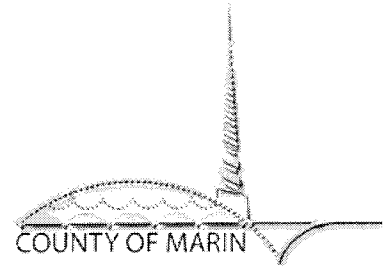
The next board meeting will be held on Monday, December 19, at 5:15 p.m.

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DRAFT

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



LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Wednesday, October 12, 2016 at 5:15 p.m.

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

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

Call to Order

Sam Ware, President of the Board, called the meeting to order at 5:23 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 The September 19, 2016 Minutes were reviewed by the trustees. Trace moved for approval of the Minutes as amended. Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

2. Open Forum – No comments.

3. Financial Report

3.1 September 2016 Fiscal Report

Laurie presented the September 2016 Fiscal Report. September filing fee revenue was \$670 less than projected. There were no deposits made during the month, so the account balance at month end was a negative \$1,638. The July 1 to September 30 Year-To-Date figures were more positive, with revenue \$630 over what we had projected and expenses \$7,542 less than projected, resulting in a positive balance of \$8,365.95. The Unrestricted Fund Balance as of October 5, 2016 was \$64,940. Sam asked why there had been no payments for Worker's Compensation or Unemployment Insurance according to the fiscal statement. Laurie will look into that and report back at the next meeting.

3.2 October 2016 Warrants

Laurie presented the list of October 2016 Warrants, elaborating on the warrants that were not routine expenses. The \$1,464.66 payment to Complete Equity Markets was for liability insurance for the Lawyers in the Library program. The Marin County Bar Association agreed to pay for half the cost of the insurance since it covers the Bar Association in addition to the Law Library. The \$155.49 payment to U.S. Bank was for Sonic Internet in the amount of \$142.49 and \$13 for office supplies. Sam asked if the CEB warrant included the payment for OnLAW. Laurie responded that she was pretty sure that it did but she will confirm that and report back at the next meeting. Jonathan moved to approve the warrants as presented and Denise seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

4.1 Lawyers in the Library: Laurie reported that she had attended a recent Marin County Bar Association Lunch Meeting for the purpose of being introduced to the members, to promote the Lawyers in the Library program and to facilitate sign-ups of volunteers after the meeting. She also reported that she and Alexandria had traveled to a recent Lawyers in the Library clinic at the Contra Costa County Law Library in Martinez to observe the program in action. It was helpful to see how they managed the flow of patrons and how the volunteer attorneys interacted with the patrons. Laurie fine-tuned our Lawyers in the Library program structure afterward.

4.2 Staffing: Laurie stated that she and Robert were staffing the Law Library between the two of them that week because Bettina was out for a family emergency. Laurie stated that she had to work some split shifts in order to maintain the Law Library's regular operating hours.

4.3 Computers/Tech Soup: Laurie stated that she was researching the purchase of new computers by means other than Tech Soup. She had obtained quotes from Chien Lew for both computers and updated software, but will be checking other options as well.

4.4 What's New in the Law Library: Jonathan donated a new book to the Law Library entitled Corporate Citizen? An Argument for the Separation of Corporation and State. He is referenced in the book on pages 15-16.

5. Reports of Special Committees

5.1 Report from Lawyers in the Library Committee

Laurie gave a brief update on the Lawyers in the Library program in Alexandria's absence. The first clinic on October 13 went very well. We had 4 lawyers and 9 participants who brought in questions about landlord/tenant matters, divorce, civil rights, personal injury, debt settlement/bankruptcy and mediation regarding a neighbor dispute. The general response from participants was very positive.

5.2 Report from Outreach Committee

Denise reported on Outreach efforts. She asked whether the Law Library had received any further clarification on fundraising by judicially-appointed trustees. Sam stated that he had asked Laurie to check with another law librarian about this. Laurie reported that she had spoken to the law librarian who stated that his County Counsel said it was a gray area. The County Counsel found support for legal interpretations both for and against judicial participation in fundraising. However, the other law librarian's board decided against direct participation by judges and judicially-appointed trustees. Instead, the law library formed a 501(c)(3) Friends of the Law Library fundraising entity for that purpose. However, the librarian made a point of saying that it was a lot of work to create the fundraising nonprofit and the cost to his law library would have been far greater if most of the work had not been done by volunteers at no charge.

Denise stated she plans to work with Laurie and Jonathan on Law Library outreach via Facebook and possibly another event in January or so. It was suggested that the Law Library publicly thank donors of materials. Laurie pointed out that we currently acknowledge such donations by placing a sticker inside the front cover of the publication thanking the donor by name.

5.3 Report from Paid Sick Leave and Employment Policy Committee Chairperson

Sam reported that he has redrafted the sick leave policy. The question regarding whether the Law Library will be able to pay employees two weeks of vacation pay will depend on the cost/benefit analysis that Laurie prepares.

6. Old Business

6.1 Report on Public Access Computers and Staff Computers

Laurie covered this topic in item 4.3. Sam stated there has been no further communication from James Kim regarding assistance with this purchase.

6.2 Discuss and Approve Law Library's Annual Report to Marin County Board of Supervisors

Sam directed the Board's attention to the Annual Report and invited Jonathan to elaborate on it. Jonathan's presentation included the fact that 42 to 44 percent of the patrons who visit the Law Library are non-legal professionals, based on a review of the Law Library's Sign-In sheets for the past year. Sam invited comments from the trustees. The trustees were pleased with the report. Bill Hale commented that the Chief Justice stated that filings are down because of the growing use of alternative dispute resolution. The trustees decided to change "one reason could be" to "one reason is" in the last sentence of the second paragraph of the report. Denise requested that Esq. be removed from her listing as a board member on page 2 because she is not an attorney. Denise moved for approval of the Annual Report as modified. Robert seconded. Motion carried with 5 Ayes, 0 Noes and 0 Abstentions.

6.3 Discuss Law Library Website Review

Sam suggested that the trustees develop guidelines for website content that will require the trustees' approval prior to posting and website content that may be managed by the Law Library Director. Several trustees thought it would be unnecessary to have such guidelines and stated that the Law Library Director should manage the website. Sam then stated that the Law Library Director's job security will depend on posting appropriate content on the website, which should provide sufficient insurance.

7.0 New Business

8.0 Board Members' Suggestions for Next Month's Agenda

Jonathan requested that the Strategic Plan be included on next month's agenda. He also requested that the discussion about our fundraising needs include the actual costs to operate the Law Library, including the cost of rent.

9. Adjournment

All business before the Board having been considered, Jonathan moved to adjourn the meeting, and Denise seconded. The meeting was adjourned at 6:42 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, November 21, 2016, at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary

Marin County Law Library 2016/2017 FY

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

Munis Object (G/L Acct. No.)	Account Description	Proj. Budget July 1, 2016 to June 30, 2017	Proj. Budget Monthly Basis	Actual Budget October 2016	Proj. Budget July to October 2016	Actual Budget July through October 2016
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CREDITS

451970	Court Filing Fees	\$ 159,358.00	\$ 13,279.84	\$ 14,303.82	\$ 53,119.36	\$ 56,563.04
441115	Interest	\$ 25.00	\$ 2.09	\$ -	\$ 8.36	\$ 60.00
462650	Copy Cards	\$ 8,494.00	\$ 707.84	\$ 653.00	\$ 2,831.36	\$ 1,819.60
470410	Book Sales	\$ 146.00	\$ 12.17	\$ -	\$ 48.68	\$ 8.00
470330	Donations	\$ 110.00	\$ 9.17	\$ -	\$ 36.68	\$ -
462610	Proctoring	\$ 900.00	\$ 75.00	\$ 65.60	\$ 300.00	\$ 525.60
470110	Fax & Paper Sales	\$ 120.00	\$ 10.00	\$ 2.00	\$ 40.00	\$ 18.00
441215	Conference Room	\$ 5,782.00	\$ 481.84	\$ 285.00	\$ 1,927.36	\$ 765.00
461810	Other Income (MCLE, etc.)			\$ 40.00	\$ -	\$ 40.00
Total Credits:		\$ 174,935.00	\$ 14,577.95	\$ 15,349.42	\$ 58,311.80	\$ 59,799.24
<i>Difference:</i>				\$ 771.47		\$ 1,487.44

DEBITS

Staff Expenses

511110	Library Director*	\$ 41,604.00	\$ 3,467.00	\$ 3,780.00	\$ 13,868.00	\$ 14,634.00
511220	Library Staff*	\$ 30,420.00	\$ 2,535.00	\$ 2,105.63	\$ 10,140.00	\$ 8,441.90
512110	Retirement/Director	0.00	\$ -	\$ -	\$ -	\$ -
515110	Social Security	\$ 4,177.00	\$ 348.09	\$ 364.91	\$ 1,392.36	\$ 1,430.71
515115	Medicare	\$ 977.00	\$ 81.47	\$ 85.33	\$ 325.88	\$ 334.59
513215	Health Benefits	\$ 1,908.00	\$ 159.00	\$ 159.00	\$ 636.00	\$ 477.00
514110	Workers Compensation	\$ 563.00	\$ 46.92	\$ -	\$ 187.68	\$ -
515120	Unemployment	\$ 4,465.00	\$ 372.09	\$ -	\$ 1,488.36	\$ 422.67
Subtotal:		\$ 84,114.00	\$ 7,009.57	\$ 6,494.87	\$ 28,038.28	\$ 25,740.87
<i>Difference:</i>				\$ 514.70		\$ 2,297.41

Admin Expenses

521610	Insurance	\$ 2,710.00	\$ 225.84	\$ 1,464.66	\$ 903.36	\$ 2,289.44
522440	Postage/Petty Cash	\$ 300.00	\$ 25.00	\$ -	\$ 100.00	\$ -
522410	Office Supplies	\$ 6,556.00	\$ 546.34	\$ 13.00	\$ 2,185.36	\$ 968.15
522410	Projects	\$ -	\$ -	\$ -	\$ -	\$ -
522310	Copy Machines	\$ 8,040.00	\$ 670.00	\$ 556.08	\$ 2,680.00	\$ 3,395.32
521310	Telephone & Internet	\$ 7,756.00	\$ 646.34	\$ 177.49	\$ 2,585.36	\$ 1,686.56
Subtotal:		\$ 25,362.00	\$ 2,113.52	\$ 2,211.23	\$ 8,454.08	\$ 8,339.47
<i>Difference:</i>				\$ (97.71)		\$ 114.61

Legal Publications Collection

522930	Upkeep	\$ 64,500.00	\$ 5,375.00	\$ 4,296.17	\$ 21,500.00	\$ 15,972.01
522410	Book Binding	\$ -	\$ -	\$ 0.00	\$ -	\$ 0.00
Subtotal:		\$ 64,500.00	\$ 5,375.00	\$ 4,296.17	\$ 21,500.00	\$ 15,972.01
<i>Difference:</i>				\$ 1,078.83		\$ 5,527.99

Total Debits:	\$ 173,976.00	\$ 14,498.09	\$ 13,002.27	\$ 57,992.36	\$ 50,052.35
<i>Difference:</i>			\$ 1,495.82		\$ 7,940.01

BALANCE:	October	\$ 2,347.15	July 1 - October 31	\$ 9,746.89
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Unrestricted Fund Balance (as of 10/31/16): \$66,759.95

* Based on financial data available on Munis.

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
MONTH							
JULY	22,977.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24
SEPT.	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	
FEBRUARY	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	
MARCH	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	
APRIL	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	
MAY	22,159.40	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	
JUNE	22,249.53	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	
ANNUAL TOTALS	260,296.77	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	70,589.53

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
YEAR TO DATE TOTALS	111,655.71	99,436.91	89,090.00	76,962.00	77,806.03	71,239.44	70,589.53

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

Marin County Law Library

November 2016 WARRANTS

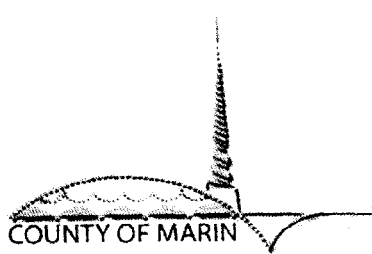
(Account Balance: \$66,759.95)

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 92.08	\$ 92.08
2	CEB	\$ 1,248.28	\$ 1,248.28
3	Daily Journal	\$ 878.37	\$ 878.37
4	De Lage Landen	\$ 556.08	\$ 556.08
5	Laurie-Blue Shield	\$ 159.00	\$ 159.00
6	Laurie-Reimbursements for Mtgs.	\$ 41.48	\$ 41.48
7	LexisNexis	\$ 1,019.67	\$ 1,019.67
8	Marin Copier	\$ 308.21	\$ 308.21
9	Sacramento Law Library	\$ 5.00	\$ 5.00
10	State Compensation Insurance Fund	\$ 142.25	\$ 142.25
11	SPTJ (Chien Liew)	\$ 135.00	\$ 135.00
12	US Bank	\$ 240.47	\$ 240.47
13	Westlaw Next	\$ 1,875.31	\$ 1,875.31
14	West Publishing	\$ 1,007.11	\$ 1,007.11
	Totals:	\$ 7,708.31	\$ 7,708.31

Salaries: \$ 7,568.76

Total Expenses: \$15,277.07

Total Revenue Available:	\$64,706.94
Total Expenditures (proposed):	\$15,277.07
Remaining Cash Balance:	\$49,429.87



Marin County Law Library

Board of Trustees

October 20, 2016

PRESIDENT

Sam Ware, Esq.
Judicially Appointed

VICE PRESIDENT

Denise Bashline
Judicially Appointed

Alexandria Quam, Esq.
Judicially Appointed

Robert Begley, Esq.
Judicially Appointed

Elliot Bien, Esq.
Judicially Appointed

Jonathan Frieman, J.D.
Board of Supervisors Appointed

Tracy Barrett, Esq.
Board of Supervisors Appointed

Laurie Vaala-Olsen
Law Library Director

20 North San Pedro Road
Suite 2007
San Rafael, CA 94903
415-472-3733 T
415-472-3729 F
www.marincountylawlibrary.org

Honorable Edmund G. Brown
Governor of California
State Capitol Building, 1st Floor
Sacramento, CA 95814

Honorable Governor Brown:

On behalf of those Californians desperately in need of the legal support and resources County Law Libraries provide, the Marin County Law Library joins with the Council of California County Law Libraries in submitting this letter requesting that a 16.5 million dollar appropriation for California County Law Libraries be included in the January 2017 budget. County Law Libraries play a critical role in providing the public access to California's legal system -- and without a funding allocation for County Law Libraries that access will be further and severely diminished.

Role of County Law Libraries: County Law Libraries are an essential tool in upholding civil and criminal justice. Every day people tell us they feel ignored, frustrated and helpless to assert their rights because of their lack of resources and representation; so we help them. Every day, we assist distressed parents fighting for custody of their children, adult children trying to navigate the conservatorship process to care for their elderly parents, entrepreneurs trying to start new businesses, immigrants struggling with complex application forms, people terrified by threats from unscrupulous bill collectors, those barred from gainful employment because they don't know how to get criminal records cleared, tenants living in deplorable conditions, and so much more.

In fact, there is a nationwide crisis in the number of individuals who cannot afford or access legal representation and are fending for themselves in civil litigation matters. The National Center for Access to Justice advises that **more than 80%** of the litigants in matters as important as evictions, mortgage foreclosures, child custody and support proceedings, and debt collection cases fend for themselves without the benefit of counsel. In Marin County, well over 40% of the Law Library's patrons are non-attorneys.

For many self-represented litigants in California, County Law Libraries provide the only available access to legal resources. Legal aid, pro bono organizations and court-based self-help centers do wonderful work, but they can only address a very small portion of the need because they have both income and subject matter limitations. (Indeed, many of our referrals come from these organizations.) Even at median and upper middle class income levels, Californians don't have tens of thousands of dollars in disposable income to pay to attorneys.

As the access to justice gap has widened, the need for County Law Library resources and services has increased. An estimated 70-80% of library users are not legal professionals, but rather individuals trying to understand their rights, navigate the complex judicial system, start a new business or transfer property. The assistance they receive at their county law library is more than can be found in a book or legal database; it is personal assistance, legal research classes for non-lawyers, hands-on workshops, free consultations with lawyers and a safe, friendly, helpful place to ask questions and find help. They may enter the library feeling alienated, stressed or even hostile towards their government, but the support they find at their County Law Library helps them feel that they too can obtain justice.

In an effort to address this growing need, the Marin County Law Library has collaborated with the local bar association to hold twice-monthly “Lawyers in the Library” clinics where volunteer attorneys assist self-represented litigants with various legal matters. Just recently, volunteer attorneys helped a patron prepare for mediation in a neighbor dispute, advised a patron regarding several debt collection lawsuits and the possibility of bankruptcy, assisted a patron on a landlord-tenant matter involving the habitability of his residence, helped a patron understand the legal process in a dispute between two insurance carriers regarding a vehicular property damage claim, and assisted an elderly woman facing eviction due to financial difficulties she experienced following the suicide of her husband, who had been the primary breadwinner in her family.

Funding of County Law Libraries: Although the word “County” appears in the name, County Law Libraries are not county agencies and are not funded by county governments. Moreover, they receive *no* general or special fund appropriations from the State. Over 90% of County Law Library funding comes from a small portion of civil filing fees (ranging from \$2 to \$50 per case, depending on the county and type of case).

In 1891, the State of California recognized the need for free public access to legal information, authorized the formation of county law libraries in all 58 counties and provided for their funding via civil filing fees. Up until 2005, the Legislature provided for local control over library revenue by periodically authorizing County boards of supervisors to increase filing fees to enable law libraries to fulfill their defined mission. From 1994 to 2005, 75% of all counties used this authority to raise the local law library portion of the civil filing fee to maintain an adequate level of funding and public access to legal resources.

However, the Uniform Civil Fee and Standard Fees Schedule Act of 2005 (UCF) established a schedule for trial courts across the state and provided a sunset to the authority of counties to adjust filing fees. Since 2008, the funding of County Law Libraries through civil filing fees has been within state control. Over that same time, County Law Libraries have advocated for additional funding from the state. Despite four separate increases to the overall filing fees totaling approximately 26%, no part of those increases has been given to law libraries— and no supplemental funding has been provided. In addition, increases in the jurisdictional limit in small claims court have resulted in decreases in funding for County Law Libraries. Each of these jurisdictional changes took funding from County Law Libraries because the portion of the filing fee attributable to law libraries in small claims cases is only \$2, just a small

fraction of the revenue the libraries receive for a limited or unlimited civil matter. Due to these and other factors, County Law Library funding has plummeted.

In the past 7 years, a decrease in the number of case filings combined with an increase in the number of fee waivers granted, changes to jurisdictional limits and new exemptions adopted into law, have caused law library revenue to drop precipitously. County law libraries have lost more than 37% of their revenue, while simultaneously experiencing more than a 60% increase in the cost of legal materials. Specifically, civil filing fee revenue for County Law Libraries statewide dropped \$16.5 million from \$43.6 million in 2008/9 to \$27.1 million in 2014/15.

In other words, \$16.5 million dollars would not backfill the past seven years of lost funds, but would restore funding to the 2009 level for just a single year.

Efforts to Date

County Law Libraries have been diligent in attempting to address our fiscal plight. County Law Libraries have collaborated with other public libraries, courts and legal aid and pro bono service organizations to maximize efficiency and coordinate programming and referrals. We have generated additional revenue by creating fee-based programming for attorneys and non-attorneys, renting conference rooms and other facilities and developing new services. However, these new revenues cannot begin to offset the 40% loss in revenue and more than 60% increase in costs County Law Libraries have experienced; and they are a drop in the bucket compared to the overwhelming need for free access to legal resources and information for hundreds of thousands of Californians.

As a result, County Law Libraries have also been forced to lay off and furlough staff, reduce hours, eliminate services and cut back on the purchase or license of legal reference materials available to the public. Many would have had to close their doors had they not cut back on these services and resources. Others are still at risk of closing notwithstanding these cuts. Sadly, as a result of these dire financial circumstances, the public suffers, because we have been unable to fully address the need for service in new and growing areas of the state, adequately address the needs of multilingual patrons or wholly provide for the needs of working individuals to have convenient access outside of working hours.

In fact, the Marin County Law Library has seen its filing fee revenue drop almost 35 % over the past 6 years. The Law Library had to cut back on its hours and is no longer open Friday afternoons or on the weekends. We have only one full time employee and two part-time employees. Legal publications and updates were reduced by 24% three years ago, another 10% two years ago and 6% last year. Due to the severe cutbacks, the Law Library now updates some of its collection with pocket parts from the previous year that have been discarded by a larger law library in order to keep those publications reasonably current. Last year we were able to generate additional revenue from charges for various services; however these additional funds, which amounted to approximately 9.3% of our total revenue, were insufficient to bridge the gap created by the reduced filing fee income and the steadily rising cost of legal publications.

Honorable Governor Brown
October 20, 2016
Page 4

Solutions for County Law Libraries:

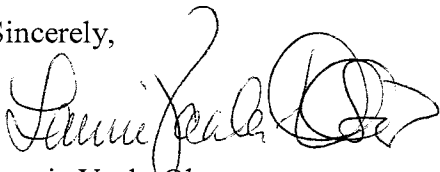
The reduced revenue and increased use has created a severe crisis for these critical, access-to-justice institutions. This vital community resource is in dire need of consistent and ongoing funding.

A one-time funding allocation of \$16.5 million dollars is a necessary first step in keeping County Law Libraries open and fully functional. Without this immediate funding the State is at risk of losing law library services and its residents are at risk of losing critical access to legal information and services. With this financial bridge, we will be able to continue to provide services while a longer term solution is forged.

Moreover, adequate funding for County Law Libraries would generate benefits well beyond the individual patrons assisted. The courts are inundated with self-represented litigants who, without support and education, often delay proceedings, waste the court's time and frustrate court officers. With access to resources, these same individuals can file proper pleadings, come prepared for the court hearing process and be heard the first time (instead of the third, fourth or fifth). Similarly, the stress, strain and time dealing with custody disputes, evictions and family care issues—or even more minor civil legal matters—creates significant health impacts, anger, distrust and alienation. The societal costs of not addressing the need for access to legal information are enormous. These costs decrease significantly when patrons receive legal assistance.

Access to justice is a statewide issue: it is imperative that the State demonstrate a true commitment to access to justice by providing an adequate, uniform, statewide solution to the plight of County Law Libraries throughout the state. CCCLL asks for a one-time allocation in the 2017 budget and the convening of a task force of interested parties and stakeholders to identify and secure a reliable, stable funding source for County Law Libraries going forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Laurie Vaala-Olsen", with a stylized flourish at the end.

Laurie Vaala-Olsen
Law Library Director

Attachments: Marin County Law Library Civil Filing Fee Revenue Chart

cc:

Michael Cohen, Director of Finance
The Honorable Kevin De Leon, Senate President Pro Tem
The Honorable Anthony Rendon, Speaker of the Assembly
The Honorable Jean Fuller, Senate Minority Leader
The Honorable Chad Mayes, Assembly Minority Leader
Daniel Seeman, Deputy Legislative Secretary, Office of the Governor

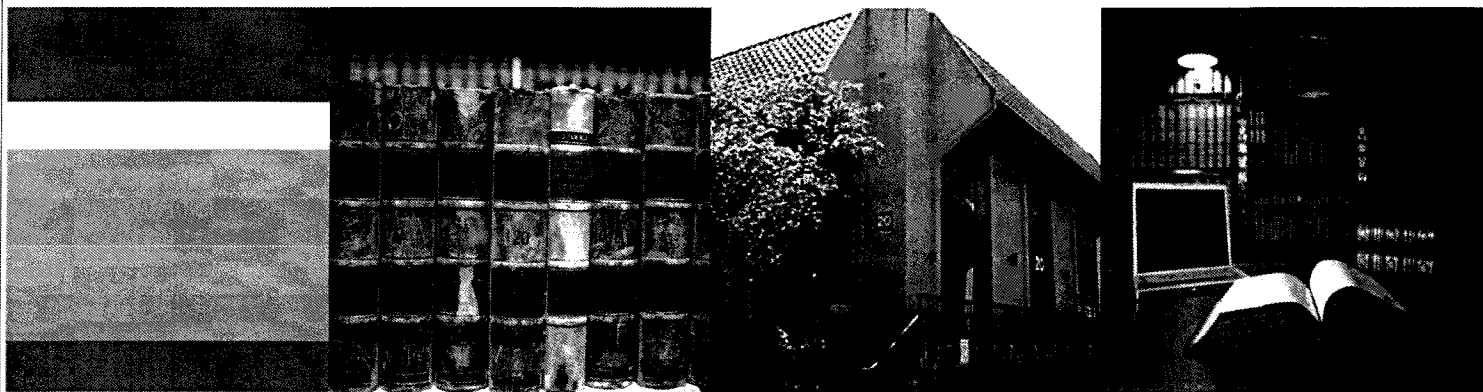
MARIN COUNTY LAW LIBRARY FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
MONTH							
JULY	22,977.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24
SEPT.	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	
FEBRUARY	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	
MARCH	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	
APRIL	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	
MAY	22,159.40	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	
JUNE	22,249.53	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	
ANNUAL TOTALS	260,296.77	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	56,563.04

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
YEAR TO DATE TOTALS	90,335.57	80,827.55	74,484.75	62,978.85	62,879.97	57,709.93	56,563.04

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

2014-2016 Strategic Plan



Marin County Law Library

PROVIDING LEGAL RESOURCES TO THE CITIZENS OF MARIN SINCE 1891

Strategic Plan for Fiscal Years 2014 to 2016

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Mission

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

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

Synopsis

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

1. Improve Legal Research Capabilities and Reference Assistance

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

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

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

1.2 Make our resources available to patrons on multiple technological platforms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.1 Invest in career skills and professional development for library staff

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

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

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

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

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

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

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

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

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

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

DRAFT

Appendix A:
Strategic Plan Contributors

Marin County Law Library Board of Trustees and
Strategic Plan Committee

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

Strategic Plan Subcommittee

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

Contributors

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

Board of Trustees

PRESIDENT

Sam Ware, Esq.
Judicially Appointed

VICE PRESIDENT

Denise Bashline
Judicially Appointed

Alexandria Quam, Esq.
Judicially Appointed

Robert Begley, Esq.
Judicially Appointed

Elliot Bien, Esq.
Judicially Appointed

Jonathan Frieman, J.D.
Board of Supervisors Appointed

Tracy Barrett, Esq.
Board of Supervisors Appointed

Laurie Vaala-Olsen
Law Library Director

20 North San Pedro Road
Suite 2007
San Rafael, CA 94903
415-472-3733 T
415-472-3729 F
www.marincountylawlibrary.org

November 21, 2016

Mr. John Mann
Foreperson, Marin County Civil Grand Jury
3501 Civic Center Drive, Room 275
San Rafael, California 94903

Re: Civil Grand Jury 2015-16 Web Transparency Report Card

Dear Mr. Mann:

Further following up on your letter of May 11, 2016 regarding the Marin County Law Library website and supplementing the Law Library Director's email sent to you on August 15, 2016, the Law Library website is currently the subject of review and change by the Board of Trustees and your observations have been most welcome.

Sincerely,

Sam Ware, Esq.
President, Board of Trustees
Marin County Law Library

Enclosure: 1

Marin County Law Library

20 North San Pedro Road, Suite 2007

San Rafael, CA 94903

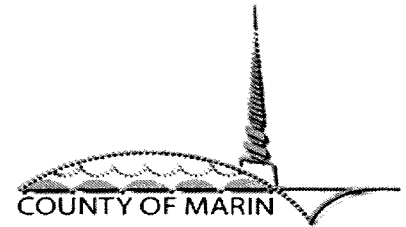
E-mail: lawlibmc@sonic.net

Phone: 415-472-3733

Fax: 415-472-3729

LAW LIBRARY DIRECTOR:

Laurie Vaala-Olsen



BOARD OF TRUSTEES:

Samuel G. Ware, Esq., President

Denise Bashline, Vice President

Alexandria Quam, Esq.

Robert Begley, Esq.

Elliot Bien, Esq.

Jonathan Frieman, J.D.

Tracy Barrett, Esq.

Regular Meeting of the Marin County

Law Library Board of Trustees

Monday, November 21, 2016

RESOLUTION 2016-8

WHEREAS the Marin County Department of Finance has requested an adjustment to the Marin County Law Library FY 2015-2016 Budget in order to meet its own accounting protocols,

IT IS HEREBY RESOLVED that the Marin County Law Library FY 2015-2016 Budget is adjusted in the amount of \$2,700.00 from salaries to minor equipment (collection upkeep) for the \$2,619.74 Lexis Books and Updates transaction No. 110241.

Trustee _____ moved for approval of the Resolution.

Trustee _____ seconded the motion for approval.

Vote: _____ Ayes _____ Nayes _____ Abstention(s)

Motion passed.

Sam Ware, Esq.
Vice-President, Board of Trustees
Marin County Law Library