

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

**Tuesday, December 12, 2017 at 5:15 p.m.
Marin County Law Library
20 North San Pedro Road, Suite 2007
San Rafael, CA 94903**

Agenda

Call to Order*

1. Approval of Minutes
 - 1.1 October 2017
 - 1.2 November 2017
2. Open Forum: Opportunity for Comments from Public
3. Financial Report
 - 3.1 November 2017 Fiscal Report
 - 3.2 December 2017 Warrants
4. Librarian's Report
5. Reports of Special Committees
 - 5.1 Report from Lawyers in the Library Committee Chairperson
 - 5.2 Report from Outreach Committee Chairperson
 - 5.3 Report from Personnel and Benefits Committee Chairperson

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

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

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

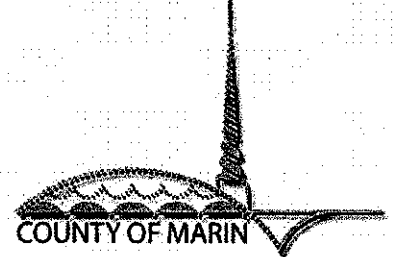
6. Old Business
 - 6.1 Discussion and Action Item: Schedule Appreciation Event for Lawyers in the Library Attorney Volunteers
7. New Business
 - 7.1 Discussion and Action Item: Discuss and Approve Resolution Authorizing Holiday Bonus Payments to Staff
 - 7.2 Discussion and Action Item: Discussion and Decision Regarding Whether to Shorten Law Library Hours of Operation or Close on December 26, 2017
 - 7.3 Discussion and Action Item: Discussion Regarding Maintenance of Facebook Page
 - 7.4 Discussion and Action Item: Discuss and Approve Date for Special Meeting to Prepare Law Library Five Year Strategic Plan
 - 7.5 Discussion and Action Item: Discuss Purchase of West California Law & Motion Model Forms
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

The next board meeting will be held on Tuesday, January 16, 2018 at 5:15 p.m.

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

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.

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



BOARD OF TRUSTEES:

Sam Ware, Esq., President
Jonathan Frieman, J.D., Vice President
Denise Bashline
Tracy Barrett, Esq.
Donald Drummond, Esq.
Emily Vance, Esq.

LAW LIBRARY DIRECTOR:

Laurie Vaala-Olsen

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

Tuesday, October 17, 2017 at 5:15 p.m.

Present: Jonathan Frieman, Denise Bashline, Tracy Barrett, Donald
Drummond, Emily Vance and Laurie Vaala-Olsen, Ex Officio
Secretary.
Absent: Sam Ware
Also Present: Bill Hale, Jackie Grossman and Barbara Scott

Call to Order

Vice President Jonathan Frieman called the meeting to order at 5:17 p.m. and thereafter presided.

1. Approval of Minutes

The September 15, 2017 Minutes were reviewed by the trustees. Donald moved for approval of the Minutes as amended by adding that he had volunteered to look into procurement procedures. [Donald's offer was already included in the September 15, 2017 Minutes at item 8, board requests for agenda items for the October Board Meeting.] Tracy seconded. Motion passed with 4 Ayes, 0 Noes and 1 Abstention by Denise because she was not present at the September Board meeting.

2. Open Forum

Barbara Scott reported on efforts by an organization to promote peace and uphold and preserve the Constitution.

3. Financial Report

3.1 September 2017 Fiscal Report

Laurie presented the September 2017 and Year-to-Date Fiscal Statement, which reflected \$14,930 in revenue, \$14,037 in expenses and an account balance of \$6,326. Filing fee revenue was up from that received for the same period last year. The Unrestricted Fund Balance as of August 9 was \$67,679.

3.2 October 2017 Warrants

Laurie presented the October 2017 Warrants, elaborating on the atypical charges; a \$332.01 reimbursement to Laurie for expenses to attend the CCCLL Fall 2017 meeting, a \$1,485 payment to SPTJ for installation of the director's computer, and a breakdown of the \$434.07 charges on the Cal Card. There were questions about the Law Library's

Collection and suggestions to research the possibility of securing some free services related to making legal database newcomer Fastcase available on our public access computers. Donald moved for approval of the October Warrants as presented; Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

Staffing: Laurie continues to search for a part-time assistant to work 10 hours per week. There were suggestions to post the ad on the San Francisco Paralegal Association website, City College website and the Northern California Librarian's Association website.

Computer Replacement Update: The director's computer has been installed and configured with little disruption. Henceforth, we will purchase Office 365 and Adobe Acrobat DC annually.

Holiday Hours: Laurie reported that the Law Library will be closed a total of 3 days in November for Court Holidays; November 10 for Veteran's Day, and November 23 and 24 for Thanksgiving. She suggested the board might want to reschedule the December board meeting from Tuesday, December 19, to Tuesday, December 12, because Laurie will be on vacation on the 19th. Donald moved to reschedule the December Board Meeting from December 19 to December 12. Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5. Reports of Special Committees

5.1 Lawyers in the Library

Emily reported that the joint MCLL and MCBA Lawyers in the Library Committee met recently to discuss ways to strengthen and maintain the program; how to increase the number of volunteers for the clinics, the need to update the resource list for patrons to include additional services available, and the importance of recognition of the volunteers. There was also discussion about the possibility of limiting the scope of the case type at the clinics and holding a separate monthly clinic for more technical case types (Employment, Wills & Trusts), but the consensus was that it is too early to start expanding the program.

5.2 Outreach

Jonathan reported on several matters; that the Annual Report needs further updating, which he will work on, that he and Sam had a productive meeting with James Kim regarding increasing collaboration between the Law Library, the Courts and Legal Self-Help Services, that he, Sam and Laurie discussed ways the County could support the Law Library, and that we have made progress on several items in the Strategic Plan Outline, including formation of the nonprofit Friends of the Marin County Public Law Library Group, whose focus will be fundraising. He encouraged the trustees to consider potential Law Library donors in their network of colleagues and friends. Further, he requested that the trustees schedule a date for the Law Library to host an event for the entire legal community to recognize the attorney volunteers for the Lawyers in the Library program. The date chosen is January 18, 2018 at 5:00 p.m. in the Law Library.

6. Old Business

6.1 Discuss and Approve Purchase of Health Care Insurance for Law Library Director

Tracy reported that she had spoken with a Kaiser representative regarding health insurance for the Law Library Director and confirmed the accuracy of the premium and information that Laurie had provided to the trustees at the last meeting. The Law Library is required to pay at a minimum one-half of the premium cost for the least expensive plan that the Law Library offers to its employees and to provide formal proof of Laurie's employment. Laurie reported on the details of the Kaiser Permanente Silver 70 HMO 1000/50 Alt Plan with a monthly premium of \$778.66, which is the second least expensive plan offered by Kaiser. Tracy reported that Sam had expressed concerns about making a long-term commitment for this expense; she confirmed that the Law Library is not locked in to this commitment and that it is under no obligation to continue paying for the policy if its funding situation changes. Tracy moved that the Law Library pay fifty percent of the Director's health insurance costs through Kaiser for the Silver 70 HMO 1000/50 Alt Plan and to revisit it in 6 months to see if the Law Library can in fact afford that amount and whether the Law Library can increase the premium amount covered by the Law Library. Emily seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

6.2 Discuss Creation of Formal Procurement Procedures
Tabled until November meeting.

7. New Business

7.1 Review and Revise Law Library Strategic Plan

Jonathan questioned whether the Law Library needs a Strategic Plan and stated that the content depends on the possibilities related to discussions with the Court. He will work on it before the next board meeting.

7.2 Discuss Scheduling Joint Working Retreat for the Marin County Law Library Board of Trustees and Friends of the Marin County Public Law Library Board of Directors
Tabled until November meeting.

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

9. Adjournment

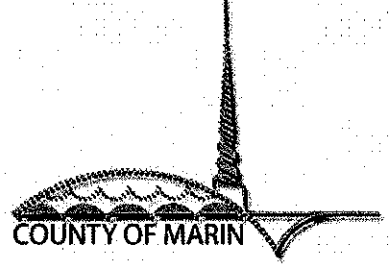
All relevant business having come before the board, Tracy moved to adjourn the meeting and Denise seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:07 p.m. The next board meeting will be held on Tuesday, November 21, 2017 at 5:15 p.m.

Respectfully submitted,

Jonathan Frieman, J.D., Vice President

Laurie Vaala-Olsen, Ex-Officio Secretary

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



BOARD OF TRUSTEES:

Sam Ware, Esq., President
Jonathan Frieman, J.D., Vice President
Denise Bashline
Tracy Barrett, Esq.
Donald Drummond, Esq.
Emily Vance, Esq.
Kristine Fowler Cirby, Esq.

LAW LIBRARY DIRECTOR:

Laurie Vaala-Olsen

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

Tuesday, November 21, 2017 at 5:15 p.m.

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

Call to Order

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

1. Approval of Minutes

Approval of the October 17, 2017 Minutes was tabled until next month.

2. Open Forum – There were no comments.

3. Financial Report

3.1 October 2017 Fiscal Report

Laurie presented the October 2017 and July 1 to October 30, 2017 Year to Date Fiscal Statement, which reflected \$18,810.85 in revenue, \$14,058.38 in expenses and an account balance of -\$1,983.74. The negative balance in fiscal year funds resulted from a budget amendment in September 2017 when expenses were increased by \$16,500 for the purchase of computers (\$11,500) and for hiring a fundraising consultant (\$5,000), but revenue was increased by only \$3,000, which came from a Community Service Grant awarded to the Law Library by the County of Marin. The \$13,500 budget differential was intended to come from the Unrestricted Fund Balance. The Unrestricted Fund Balance as of November 11, 2017 was \$77,959.

3.2 November 2017 Warrants

Laurie presented the November warrants, and highlighted the atypical expenses. Discussion ensued. Tracy moved that the Law Library discontinue its subscription to the San Francisco Daily Journal. Kris seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. Tracy then moved to approve the warrants as presented

except for the Daily Journal, which will not be renewed. Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

Laurie reported that she had found a well-qualified candidate for the part-time assistant position and that she was about to make an offer to him. She also reported on efforts by the Council of California County Law Librarians to request \$16.5 million in funding for county law libraries in the Governor's 2018 Proposed Budget.

5. Reports of Special Committees

5.1 Lawyers in the Library

Emily reported that the program continues to go very well; there were 5 volunteer attorneys at the last clinic. She suggested presenting a founder's award to Alexandria Quam at the Law Library's planned recognition event for attorney volunteers. Discussion ensued. Emily will check with Alexandria to determine her availability in February 2018.

5.2 Outreach

Jonathan gave a brief recap of committee efforts, including creating the nonprofit Friends of the Marin County Public Law Library group. He also discussed fundraising efforts by Branden Barber; Branden is working on a proposal to the County to request funding for the Law Library.

5.3 Personnel and Benefits

Tracy wished to acknowledge the bureaucracy involved in setting up the health insurance plan for the director. Discussion ensued regarding the coverage. Tracy moved to approve Resolution 2017-11 directing the Marin County Department of Finance to issue immediately from the Law Library Fund a check in the amount of \$778.66 made payable to Kaiser Permanente for the initial premium payment, half of which will be paid by the Law Library Director through a payroll deduction, and to timely set up the required payment system to effectuate health insurance coverage for the Law Library Director. Emily seconded. Passed with 6 Ayes, 0 Noes and 0 Abstentions. The Personnel and Benefits Committee will remain in effect through December 2017 until the insurance plan has been approved.

6. Old Business

6.1 Review and Approve Resolution 2017-11 Approving Law Library Purchase of Group Health Insurance for Full Time Employees, Initial Premium Payment by December 1, 2017 and Directing Marin County Department Of Finance to Set Up Automatic Payment Procedures for Monthly Premium Payments Thereafter

Approved under item 5.3.

6.2 Discuss Creation of Formal Procurement Procedures
Tabled.

7. New Business

7.1 Discuss Preparation of Law Library 5 Year Strategic Plan Tabled until December meeting.

7.2 Discuss Better World Engagement's and Branden Barber's Authority to Communicate with Friends of Marin County Public Law Library

Sam presented the issue. Discussion ensued. Jonathan moved to approve granting permission to Branden Barber to work with the Friends of the Marin County Public Law Library. Tracy seconded. Motion passed with 6 Ayes, 0 Noes, 0 Abstentions.

7.3 Review and Approve Purchase of New CDs for MCLE Self-Study Credit

Sam presented the issue. Tracy moved to approve the purchase of \$150 worth of MCLE Self-Study CDs. Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.4 Discuss and Approve Schedule and Costs for Updating Public Access Computers by SPTJ

Laurie presented the issue. Discussion ensued. Tracy moved to approve hiring SPTJ for 1 hour every two months at the standard hourly rate of \$135 to update the public access computers. Emily seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.5 Discuss and Approve Form of Resolution Seeking Support from Marin County Board of Supervisors for County Law Librarians' Request for Ongoing Funding in Governor's 2018 Proposed Budget

Sam introduced the form of resolution for the Marin County Board of Supervisors. Kristine moved that the board approve the form of Resolution for the Marin County Board of Supervisors In Support of the California County Law Librarians' Request for Funding in the Governor's 2018 Proposed Budget and in Successive State Budgets and that Laurie get it on the agenda at the County Board of Supervisors meeting as soon as possible. Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

7.6 Approve Certificate of Recognition for Alexandria Quam's Service on Marin County [Law Library] Board of Trustees

Emily moved to approve a certificate of recognition for Alexandria Quam for her service on the Marin County Law Library Board of Trustees. Kristine seconded. Motion passed with 6 Ayes, 0 Noes, and 0 Abstentions.

7.7 Whether to Give Surplus Goods to Individual Patrons

Sam presented the issue. Tracy and several other trustees expressed security concerns about donating items such as computers to the public. Jonathan moved to adopt a practice prohibiting donation of computer equipment directly to the public but instead to donate such items to organizations that will ensure that they are wiped clean of Law Library information. Tracy seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda – Holiday Bonuses and Facebook issue.

9. Adjournment

All relevant business having come before the board, Denise moved to adjourn the meeting and Kristine seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 7:02 p.m. The next board meeting will be held on Tuesday, December 12, 2017 at 5:15 p.m.

Respectfully submitted,

Sam Ware, Esq., President

Laurie Vaala-Olsen, Ex-Officio Secretary

Marin County Law Library 2017/2018 FY

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

Munis Object (G/L Acct. No.)	Account Description	Projected Budget July 1, 2017 to June 30, 2018	Projected Budget Monthly Basis	Actuals Nov. 1 - 30, 2017	Projected Budget July 1 to Nov. 30, 2017	Actuals July 1 through November 30, 2017*
------------------------------------	------------------------	--	--------------------------------------	------------------------------	---	--

CREDITS

451970	Court Filing Fees	\$ 165,678.00	\$ 13,806.50	\$ 14,651.51	\$ 69,032.50	\$ 77,743.56
441115	Interest	\$ 326.00	\$ 27.17	\$ -	\$ 135.85	\$ 155.20
462650	Copy Cards	\$ 7,905.00	\$ 658.75	\$ 566.00	\$ 3,293.75	\$ 2,041.00
470410	Book Sales	\$ 52.00	\$ 2.67	\$ -	\$ 13.35	\$ 165.00
470330	Donations	\$ -	\$ -	\$ -	\$ -	\$ 60.00
462610	Proctoring	\$ 1,073.00	\$ 89.42	\$ 126.00	\$ 447.10	\$ 1,402.98
470110	Fax & Paper Sales	\$ 75.00	\$ 6.25	\$ 3.00	\$ 31.25	\$ 4.00
441215	Conference Room	\$ 2,768.00	\$ 230.67	\$ 360.00	\$ 1,153.35	\$ 930.00
461810	Other Income (MCLE, etc.)	\$ 1,302.00	\$ 108.50	\$ 1.00	\$ 542.50	\$ 734.54
480210	Transfers In	\$ 19,500.00		\$ -	\$ -	\$ 3,000.00
Total Credits:		\$ 198,659.00	\$ 14,929.93	\$ 15,707.51	\$ 74,649.65	\$ 86,236.28

Difference:

\$ 777.58

\$ 11,586.63

DEBITS

Staff Expenses

511110	Library Director	\$ 49,140.00	\$ 4,095.00	\$ 3,834.00	\$ 20,475.00	\$ 17,374.50
511220	Library Staff	\$ 27,245.00	\$ 2,270.42	\$ 1,850.00	\$ 11,352.10	\$ 8,842.75
512110	Retirement/Director	\$ 0.00	\$ -	\$ -	\$ -	\$ -
515110	Social Security	\$ 4,400.00	\$ 366.67	\$ 172.17	\$ 1,833.35	\$ 1,445.22
515115	Medicare	\$ 1,150.00	\$ 81.47	\$ 40.27	\$ 407.35	\$ 338.01
513215	Health Benefits	\$ 1,908.00	\$ 159.00	\$ 778.66	\$ 795.00	\$ 1,255.66
514110	Workers Compensation	\$ 600.00	\$ 50.00	\$ 220.48	\$ 250.00	\$ 347.48
515120	Unemployment	\$ 1,302.00	\$ 108.50	\$ -	\$ 542.50	\$ -
Subtotal:		\$ 85,745.00	\$ 7,131.06	\$ 6,895.58	\$ 35,655.30	\$ 29,603.62

Difference:

\$ 235.48

\$ 6,051.68

Admin Expenses

521610	Insurance	\$ 3,720.00	\$ 310.00	\$ -	\$ 1,550.00	\$ 2,131.16
522440	Postage/Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -
522410	Office Supplies	\$ 3,701.00	\$ 308.42	\$ 192.59	\$ 1,542.10	\$ 1,240.26
522410	Projects	\$ 16,500.00	\$ -	\$ -	\$ -	\$ 16,335.33
522930	Copy Machines	\$ 8,058.00	\$ 671.50	\$ 556.08	\$ 3,357.50	\$ 4,351.48
521310	Telephone & Internet	\$ 4,388.00	\$ 365.67	\$ 653.34	\$ 1,828.35	\$ 3,021.95
Subtotal:		\$ 36,367.00	\$ 1,655.59	\$ 1,402.01	\$ 8,277.95	\$ 27,080.18

Difference:

\$ 253.58

\$ (18,802.23)

Legal Publications Collection

522310	Upkeep	\$ 63,000.00	\$ 5,250.00	\$ 5,497.63	\$ 26,250.00	\$ 34,946.45
522410	Book Binding	\$ -	\$ -	\$ -	\$ -	\$ 0.00
Subtotal:		\$ 63,000.00	\$ 5,250.00	\$ 5,497.63	\$ 26,250.00	\$ 34,946.45

Difference:

\$ (247.63)

\$ (8,696.45)

Total Debits:	\$ 185,112.00	\$ 14,036.65	\$ 13,795.22	\$ 70,183.25	\$ 91,630.25
----------------------	----------------------	---------------------	---------------------	---------------------	---------------------

Difference:

\$ 241.43

\$ (21,447.00)

		November 1 -		July 1 -	
		30		November 30	
BALANCE:			\$ 1,912.29		\$ (5,393.97)

Unrestricted Fund Balance (as of 12/7/17): \$51,797.55

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

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
MONTH								
JULY	22,977.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88
SEPT.	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	
FEBRUARY	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	
MARCH	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	
APRIL	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	14,099.42	
MAY	22,159.40	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	14,977.96	
JUNE	22,249.53	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	12,928.62	
ANNUAL TOTALS	260,296.77	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	164,783.38	77,743.56

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018
JUL - NOV TOTALS	111,655.71	99,436.91	89,090.00	76,962.00	77,806.03	71,239.44	70,589.53	77,743.56

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 December 2017 Warrants

(Account Balance: \$51,797.55)

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 95.72	\$ 95.72
2	CEB	\$ 306.25	\$ 306.25
3	De Lage Landen	\$ 556.08	\$ 556.08
4	EDD	\$ 490.06	\$ 490.06
5	LexisNexis	\$ 1,436.80	\$ 1,436.80
6	Marin Copier	\$ 570.00	\$ 570.00
7	SPTJ (Chien Liew Consulting)	\$ 253.71	\$ 253.71
8	Staples	\$ 57.28	\$ 57.28
9	US Bank	\$ 280.22	\$ 280.22
11	Westlaw Next	\$ 1,969.08	\$ 1,969.08
12	West Publishing	\$ 1,020.27	\$ 1,020.27
	Totals:	\$ 7,035.47	\$ 7,035.47

Salaries: \$8,523.38

Total Expenses: \$7,035.47

Total Revenue Available:	\$ 51,797.55
Total Expenditures (proposed):	\$ 15,558.85
Remaining Cash Balance:	\$ 36,238.70

Marin County Law Library

20 North San Pedro Road, Suite 2007

San Rafael, CA 94903

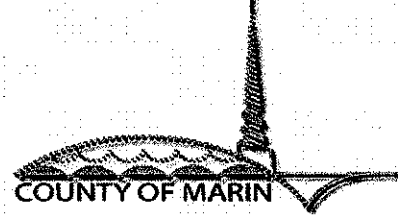
LAW LIBRARY DIRECTOR:

Laurie Vaala-Olsen

E-mail: lawlibmc@sonic.net

Phone: 415-472-3733

Fax: 415-472-3729



BOARD OF TRUSTEES:

Sam Ware, Esq., President

Jonathan Frieman, J.D., Vice President

Denise Bashline

Tracy Barrett, Esq.

Donald Drummond, Esq.

Emily Vance, Esq.

Kristine Fowler Cirby, Esq.

Regular Meeting of the Marin County
Law Library Board of Trustees
Tuesday, December 12, 2017

RESOLUTION 2017-12

WHEREAS the Law Library Board of Trustees at its regularly scheduled board of trustees meeting on December 12, 2017 considered a proposal to pay holiday bonuses in December 2017, and

WHEREAS the Law Library Board of Trustees decided to pay holiday bonuses as follows: \$_____ to each of the Law Library Assistants and \$_____ to the Law Library Director, and

WHEREAS the Law Library Board of Trustees wishes to acknowledge the volunteer contributions of Suzan Sharpley this past year with a Holiday Gift Card in the amount of \$_____, to be purchased by the Law Library Director with funds from the Office Expenses account,

NOW THEREFORE BE IT RESOLVED, that Resolution 2017-12 is approved, and the Marin County Department of Finance is directed to issue holiday bonuses from the Marin County Law Library Fund in December 2017 as set forth in this Resolution.

Trustee _____ moved for approval of the Resolution.

Trustee _____ seconded the motion for approval.

Vote: _____ Ayes _____ Nayes _____ Abstention(s)

Motion passed.

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