Notice of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Monday, February 22, 2016 at 5:15 p.m.

Agenda

Call to Order*

1. Approval of Minutes
   1.1 January 25, 2016 Minutes

2. Open Forum: Opportunity for Comments from Public

3. Financial Report
   3.1 January 2016 Fiscal Report
   3.2 February 2016 Warrants

4. Librarian's Report

5. Old Business:
   5.1 Discussion and Action Item: Discuss and Approve Resolution 2016-3 Regarding Compensation for Law Library Director Laurie Vaala-Olsen

6. New Business:
   6.1 Discussion and Action Item: Discuss and Approve Resolution 2016-4 Regarding Certificate of Appreciation to Steven Schoonover
   6.2 Discussion and Action Item: Discuss and Approve Law Library's FY 2016-18 Boards

* 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 in the ground floor lobby of the third and Northernmost archway entrance to the Civic Center at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.
6.3 **Discussion and Action Item:** Discuss Possibility of Collaboration Between Law Library, Marin County Bar Association and Legal Self-Help to Increase Effective Delivery of Legal Services to Public

6.4 **Discussion and Action Item:** Discuss and Approve Creation of Subcommittee for Fundraising

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

8. **Adjournment**

The next board meeting will be held on Monday, March 21, at 5:15 p.m.
Call to Order

Sam Ware, the Board’s Vice President, called the meeting to order at 5:19 p.m., and thereafter presided because Steven Schoonover’s term had ended on December 31, 2015. He introduced Jackie Grossman, a retired Law Librarian who has been providing volunteer consulting services to the Law Library.

1. Approval of the Minutes

1.1 The December 14, 2015 Minutes were reviewed. Discussion ensued regarding several requested changes. Alexandria moved that the Board approve the December 14, 2015 Minutes with the following amendments: (1) strike “Acting Secretary” and insert “Ex Officio Secretary” after Laurie Vaala-Olsen’s name under the “Present” section on page one, (2) in item 6.3 on page 5 insert “Law Library” between “Acting” and “Director” and strike “permanent” before “Law Library Director”. Robert seconded. The motion passed with 4 Ayes, 0 Noes, and 1 Abstention because Elliot was not present at the December 2015 Board Meeting.

2. Open Forum

Bill Hale said that a second person had applied for the trustee position and he has a law degree as well as fundraising experience.

3. Financial Report

3.1 December 2015 Fiscal Report

Laurie presented the December Fiscal Statement. She pointed out that revenue is slightly ahead of what was projected, and the expense for the Library Director and Staff appears high because there were three pay periods in December when usually there
are only two. Robert stated that the January filing fee revenue is the lowest the Law Library has received in the past 5 years; well, the second lowest.

3.2 Warrants

Laurie presented the list of December Warrants. Denise inquired about the status of the Law Library's account with Inland. Laurie reported that she had received an email from the sales representative that sold the contract to Jason in which he inquired about the "root of the problem", wanted to know what Inland needs to do to fix the problem and suggested scheduling a meeting to go over any questions we might have. Laurie responded by referring him to the January 29, 2015 letter from Ben Gale for the Law Library's position on the matter, and further stated that she had forwarded his email to the incoming Board President and would respond once the Board has had a chance to discuss the matter. Laurie pointed out that the Law Library has started to use the new US bank – Cal Card credit card for small purchases such as office supplies and snacks for the board meetings, so it is on the warrant list. Robert moved to approve the January 2016 Warrants as presented, and Elliot seconded. The motion carried with 5 Ayes, 0 Noes and 0 Abstentions.

4. Librarian's Report

MCLE – Ben Gale donated 6 recently purchased CDs for the Law Library's CLE collection, which were promptly checked out by an attorney, generating almost $90 for the Law Library.

ADA Compliance – Dorren is in the process of bidding out the project to bring the interior door to the law library into compliance with the ADA laws.

Legislative Update – Laurie and Steven attended Assemblyman Mark Levine’s Open House in December and provided him with a copy of the Law Library’s Annual Report for 2014-2015, as well as information from a 2005 Law Library Task Force Report to stress our funding needs. Shortly thereafter, Assemblyman Levine sent a letter to Governor Brown in support of a $15.5 million appropriation for county law library funding. The Governor’s proposed budget does not include funds for county law libraries, but there are opportunities throughout the budget process over the next several months to secure an appropriation through an augmentation. CCCLL members will be working to rally their local representatives to support this request by county law libraries.

Volunteer Consultant Services – Laurie reported that the Law Library is the fortunate beneficiary of Jackie Grossman's volunteer consulting services. Jackie recently retired as Law Library Director at Kilpatrick, Townsend and Stockton in San Francisco after 17 years there. She has been and will continue to consult with Laurie regarding Law Library management matters.

5. New Business

5.1 Discuss and Vote on Election of Officers for Law Library Board of
Trustees

Sam opened the floor for election of officers for 2016. Elliot moved to nominate Sam for the position of President of the Board. Denise seconded. The motion passed with 5 Ayes, 0 Notes and 0 Abstentions.

Robert moved to nominate Denise for the position of Vice President of the Board. Elliot seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5.2 Discuss and Approve Resolution 2016-2 Establishing Marin County Law Library's Projected Budget for Fiscal Year 2016-2017

Sam presented the proposed Projected Budget for Fiscal Year 2016-2017, stating there is an approximate $900 surplus difference between the projected receipts and the projected expenses, which was accomplished by reducing the Law Library’s Upkeep Collection costs by roughly $12,000 to $64,500. Sam then suggested we may have to cut the BNA tax publications from our subscriptions, along with other publications. Discussion ensued. Robert moved to approve Resolution 2016-2 and accept the Marin County Law Library Projected Budget for Fiscal Year 2016-2017 as presented. Denise seconded the motion. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5.3 Discuss and Approve Law Library Director’s Attendance at CCCLL Spring Meeting from February 28 through March 1, 2016 in Sacramento

Laurie requested that the Board authorize her attendance at CCCLL’s Spring Meeting in Sacramento. The first day of the meeting will include an educational presentation, discussion of business matters, and an opportunity to network. The second day of the meeting is for the purpose of meeting and talking with legislators at the State Capitol about funding for California’s County Law Libraries. A copy of a report of the estimated cost for Laurie to attend was included in the agenda packet. Elliot moved that the Board approve the Director’s attendance at the CCCLL Spring Meeting from February 28 through March 1 in Sacramento. Denise seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

5.4 Discuss and Approve Rescheduling February Board Meeting from February 15 (President’s Day Holiday) to February 22, 2016

Sam informed the trustees that the regularly scheduled board meeting in February falls on the President’s Day Holiday. The following Monday is February 22. Elliot moved that the February Board Meeting be rescheduled from February 15 to February 22. Robert seconded. The motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

Trudy Verzosa arrived at the board meeting.
6. **Unfinished Business**

6.1 **Discuss and Approve Schedule to Reduce Law Library Hours of Operation**

Sam reported that the Law Library received numerous letters in opposition to closing the Law Library on weekends. Many patrons requested that the Law Library remain open at least one weekend day, with a preference for Sundays. A summary of the responses we received, including excerpts of patrons' comments, was attached to the agenda packet. Sam then suggested closing the Law Library all day on Fridays, which would result in an 8.5 hour reduction in the weekly hours of operation. Discussion ensued. The board reached consensus that the Law Library is a business and should be open during business hours; weekend hours are a luxury that the Law Library cannot afford at the present time. Denise expressed concern about closing on Sundays and requested that the Board revisit this issue again in the future. There was further discussion regarding publishing notices in the Marin IJ and the Marin County Bar Association Newsletter that the Law Library will be eliminating weekend hours. Sam will contact the IJ. Elliot moved to approve, effective February 1, 2016, the Law Library Hours of Operation Schedule that was posted in a Notice following the December 14, 2015 Board Meeting, as follows: Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday, 8:30 a.m. to 12:00 noon, Closed Saturday and Sunday. Robert seconded. The motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

6.2 **Approve Resolution 2016-1 Appointing Laurie Vaala-Olsen the Law Library Director Effective December 14, 2015**

The trustees reviewed the draft of Resolution 2016-1 appointing Laurie Vaala-Olsen Director of the Law Library. Robert requested that the word "permanent" be deleted from the last sentence of paragraphs one, two and three in Resolution 2016-1. Alexandria moved that Resolution 2016-1 appointing Laurie Vaala-Olsen Law Library Director of the Marin County Law Library be approved as amended. Trudy seconded. The motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

6.3 **Discuss and Approve Resolution 2016-3 Establishing Salary for Law Library Director Laurie Vaala-Olsen**

There was discussion regarding the fact that the trustees would be unable to vote on Resolution 2016-3 at tonight's meeting because the cost savings will have to be recalculated using the reduced hours of operation schedule that the board adopted this evening. Trudy offered to recalculate the savings based on the new data. Laurie will send Trudy the current work schedule. At the February 22 meeting, the board will approve Resolution 2016-3, which will be retroactively effective on February 1, 2016.

Sam stated that he would like to add a standing item to the agenda that will be the last item on the agenda, entitled "Proposed Items for Next Month's Agenda". It will give the trustees an opportunity to propose items for discussion that they would like to see addressed.
7. **Adjournment**

All business before the Board having been considered, Robert moved to adjourn the meeting, and Alexandria seconded. The meeting was adjourned at 6:25 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, February 22, 2016, at 5:15 p.m.

Respectfully submitted,

_________________________  ___________________________
Samuel G. Ware, President  Laurie Vaala-Olsen, Ex-Officio Secretary
# Marin County Law Library 2015/2016 FY
## January 2016 Fiscal Statement

<table>
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<tr>
<th>G/L Acct. No.</th>
<th>Account Description</th>
<th>Proj. Budget 2015-2016</th>
<th>Proj. Budget Monthly</th>
<th>Actual Monthly</th>
<th>Proj. Budget Year to Date</th>
<th>Actual Year to Date</th>
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<td>4310215</td>
<td>Court Filing Fees</td>
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<td>Fax &amp; Paper Sales</td>
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**Total Credits:** $178,357.40

**Difference:** $ (942.86) $ 3,348.74

### DEBITS

#### Staff Expenses

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<th>G/L Acct. No.</th>
<th>Account Description</th>
<th>Proj. Budget 2015-2016</th>
<th>Proj. Budget Monthly</th>
<th>Actual Monthly</th>
<th>Proj. Budget Year to Date</th>
<th>Actual Year to Date</th>
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**Subtotal:** $86,468.40

**Difference:** $ 1,949.88 $ 7,457.75

#### Admin Expenses

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**Subtotal:** $19,787.00

**Difference:** $ 1,648.92 $ 2,199.16 $ 11,542.44 $ 13,125.96

#### Legal Publications Collection

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**Subtotal:** $72,102.00

**Difference:** $ 6,008.50 $ 7,153.93 $ 42,059.50 $ 36,414.46

**Total Debits:** $178,357.40

**Difference:** $ 14,863.12 $ 14,608.91 $ 104,041.77 $ 92,522.57

**BALANCE:**

- **Monthly:** $ (688.66) $ 254.21
- **Year to Date:** $ 14,867.94

Unrestricted Fund Balance (as of 2/17/16): $57,113.45

Printed 2.10.16
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<td>YEAR TO DATE TOTALS</td>
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<td>117,765.66</td>
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Each current month's filing fee revenue represents income generated from the Court filings of two months ago. February revenue comes from December filings, etc.
Marin County Law Library
February 2016 WARRANTS
(Account Balance: $57,113.45)

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<th>Item No.</th>
<th>Vendor</th>
<th>Current Amount Due</th>
<th>Suggested Payment</th>
<th>Remaining Balance</th>
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<td>1</td>
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<td>CEB</td>
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<td>10</td>
<td>Westlaw Next</td>
<td>$1,786.41</td>
<td>$1,786.41</td>
<td>$0.00</td>
</tr>
<tr>
<td>11</td>
<td>West Publishing</td>
<td>$1,007.07</td>
<td>$1,007.07</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Warrant Total:</strong></td>
<td><strong>$5,832.07</strong></td>
<td><strong>$5,832.07</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Salaries: **$5,107.50**
Total Expenses: **$10,939.57**

<table>
<thead>
<tr>
<th></th>
<th>Total Revenue Available:</th>
<th><strong>$57,113.45</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenditures (proposed):</td>
<td><strong>$10,939.57</strong></td>
<td></td>
</tr>
<tr>
<td>Remaining Cash Balance:</td>
<td><strong>$46,173.88</strong></td>
<td></td>
</tr>
</tbody>
</table>
A proposed motion came regularly before the Law Library Board of Trustees at its meeting on February 22, 2016 to increase the hourly compensation paid to Law Library Director Laurie Vaala-Olsen from $20.00 per hour to $__________ per hour effective February 1, 2016.

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

Samuel G. Ware, Esq.
President, Board of Trustees
Marin County Law Library
# Marin County Law Library

## Work Schedule

**Effective February 1, 2016**

<table>
<thead>
<tr>
<th>Employees</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director Laurie</td>
<td>8:30</td>
<td>4:30</td>
<td>8:30</td>
<td>4:30</td>
<td>8:30</td>
<td>4:30</td>
<td>8:30</td>
<td>11:30</td>
</tr>
<tr>
<td>Library Assistant Robert</td>
<td>3:30</td>
<td>7:00</td>
<td>3:30</td>
<td>7:00</td>
<td>11:00</td>
<td>7:00</td>
<td>8:30</td>
<td>Noon</td>
</tr>
<tr>
<td>Library Assistant Kelly</td>
<td>8:30</td>
<td>4:00</td>
<td></td>
<td>11:00</td>
<td>7:00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Hours Worked:

- **Volunteer Suzan**: 10:30 - 4:00
- **Volunteer**: [5.5]
- **Total Volunteer Hours**: [5.5]

<table>
<thead>
<tr>
<th>Law Library Hours of Operation</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 7:00</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>45.5</td>
</tr>
</tbody>
</table>
RESOLUTION 2016-4

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

Whereas, Steven Schoonover has recently completed his ninth and final year as a member of the Marin County Law Library Board of Trustees,

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

Trustee ___________________ moved for approval of the Resolution.

Trustee ___________________ seconded the motion for approval.

Vote: ______ Ayes _______ Nayes _______ Abstention(s)

Motion passed.

Samuel G. Ware, Esq.
President, Board of Trustees
Marin County Law Library
Please note that this report should reflect accomplishments, goals, initiatives, etc. for the entire two year budget cycle (July 1, 2016 – June 30, 2018). The next time this report will be updated will be for the 2018-2020 budget cycle (July 1, 2018 – June 30, 2020).

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

I. Commission Name/Title

II. Marin County Board of Law Library Trustees

III. Commission Purpose/Mandate

A. 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.

B. 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, and with the 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.

IV. Accomplishments for 2014-16 budget cycle (July 1, 2014 – June 30, 2016)

A. The Marin County Law Library successfully met Goal #1 by significantly increasing the revenue it receives from conference room rentals and proctored exam fees. However, it was not enough to make up for declining income resulting from decreased filing fee revenue, the Law Library’s primary source of funding. (approximately 90 percent of the Law Library’s revenue comes from this single source).

B. The Marin County Law Library also met Goal #2 to continue to evaluate and develop the
Law Library’s website. Staff, with the assistance of volunteers, completed an inventory of the Law Library’s publications collection, which is now available to the public in a searchable Excel spreadsheet format on our website.

V. Goals and Key Initiatives for 2016-18 budget cycle (July 1, 2016 – June 30, 2018)

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: The Law Library’s number one priority must be to increase its funding by developing additional sources of revenue.

2016-18 Key Initiatives for Goal #1

a. Make efforts to more widely publicize the fee-based exam proctoring services offered by the Law Library, as well as the availability of the Law Library’s conference room for rent to the legal community and the general public.

b. Develop a program offering additional special services for a fee, including possibly a Law Library Membership Program.

c. Regroup in our efforts to pursue fundraising activities to bring in additional income for the Law Library. Explore the possibility of enlisting community volunteers to organize these efforts.

Goal #2: Restore selected print publications of the Law Library’s collection that have been eliminated due to financial constraints, and enhance the existing collection with high-quality online materials, such as CEB Onlaw, as well as materials intended to assist non-attorney pro se patrons.

2016-18 Key Initiatives for Goal #2

a. Eliminate print publications rarely used and by only a limited number of patrons.

b. Eliminate print publications that may be duplicative of online subscriptions, and transfer print publication subscriptions to online subscriptions where possible.

c. Purchase online database subscriptions that provide access to a wider spectrum of practice guides and treatises than print publication subscriptions.
Goal #3: Replace extremely outdated computers as we are able and update the computer software to improve access to the burgeoning online legal database resources available to the public, as well as to improve the security of the Law Library's computer network.

2016-18 Key Initiatives for Goal #3

a. Replace extremely outdated computer equipment with later models as we are able, provided our efforts to increase funding are successful.

b. Purchase updated computer software to improve and expand public computer capabilities to access and use online legal database resources. This will serve to improve the security of the Law Library's internet network as well.

Goal #4: Develop connections with other Marin-based providers of legal services to collaborate on better coordination of legal services to the public.

2016-18 Key Initiatives for Goal #4

a. Meet with other legal service providers to learn about the special services they provide and to improve the Law Library's ability to direct patrons to the most appropriate agency for the particular legal assistance sought by a given patron.

Goal #5: Click here to enter text.

2016-18 Key Initiatives for Goal #5

Click here to enter text.

VI. Key Challenges and Issues

Please list any challenges in achieving your 2016-18 budget cycle goals.

A. Funding continues to be a crucial issue for the Law Library. Income from Filing Fees, the source of more than 90% of the Law Library's annual revenue, has continued its downward trend. Indeed, Law Library filing fee income declined another 6% from Fiscal Year 2013-2014 to Fiscal Year 2014-2015. Based on filing fee income of $110,477 received to date this year compared to $117,766 received as of this date last year, the 6% decline continues. The new reality is such that filing fee revenues alone will no longer provide the Law Library with a workable operating budget. In fact, January has been one of only two months in Fiscal Year 2015-2016 in which the Law Library's income has not been $1,000 to $2,000 less than the previous year.
B. The ability to continue providing one-on-one customer service to the public, a wide spectrum of current legal resources, hours of operation that facilitate access to the Law Library for working people and students as well as attorneys, and fair wages that our staff can live on is in jeopardy. Prudent stewardship of the Law Library’s funds called for another reduction in expenses for the Fiscal Year 2016-2017 Projected Budget. Extrapolating the multiyear downward trend in filing fee income to the next fiscal year resulted in a $12,000 reduction in our allocation for the Law Library’s publications collection, a significant cut to be sure. In fact, just last month the Law Library took the painful step of reducing our hours of operation by 10 hours per week, resulting in the elimination of weekend hours entirely, limiting Friday hours to 8:30 a.m. to noon, and Monday through Thursday hours from 8:30 a.m. to 7:00 p.m.

VII. Additional Board/Commission Comments

A. As the sole organization responsible for providing free legal information resources to each of the County’s 256,069 residents, the Law Library has a particularly strong interest in and expertise about the needs of Marin citizens. Our Library is one of the oldest in the state, celebrating over one hundred and twenty-three years as a resource to our legal community and local residents alike.

B. We at the Law Library understand the tremendous challenge the Board of Supervisors face in prioritizing funding requests in this budget climate. However, continued funding for the Law Library over the next year is extremely important to fulfill its mission to serve residents and the County effectively, both in preserving a collection of legal materials that is current and in keeping our doors open so patrons may have access to these materials.

VIII. Department Comments

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

Click here to enter text.
I. Guidelines

Please fill out all sections. Any sections that are not applicable can be notated as “N/A”.

**Track Changes:** It is important that all changes and updates be entered via track changes in Microsoft Work on the final document submitted to the County Administrator’s Office. The template is locked with Track Changes activated for your convenience. Changes that are not tracked may be overlooked and therefore not included in the FY 2015-16 Proposed Budget book.

If you are having trouble reviewing the document with the tracked changes you can select “Final” review version in the track changes area of the “Review” tab in the Microsoft Word ribbon.

Please contact Janell Hampton at (415) 473-6360 if you need assistance or have questions about Track Changes.

II. Commission Name/Title

- Marin County Board of Law Library Trustees

III. 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, and with the 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.

IV. Accomplishments for FY 2014-15

List the most significant accomplishments that the Board/Commission has achieved or expects to achieve during the current FY 2014-15 (July 1, 2014 – June 30, 2015).

- The Marin County Law Library’s permanent space underwent a major renovation during the past year, and was beautifully restored by the County. In September
2014, the Law Library returned to its permanent location at 20 North San Pedro Road. The space was opened up, allowing for more natural light within the Library, a technology room was created which houses the computers, printers and copiers that are available for public use, and the portion of the Library's collection that had been in storage during the renovation was reintegrated into the collection and reorganized for ease of access within the new space. The space is much more user friendly and welcoming to the public. In addition, the Library added a new spacious conference room that comfortably accommodates 10, which is available to rent for depositions, arbitrations, mediations and client meetings.

- The Marin County Law Library has completely recreated its website. The new site, which may be found at www.marincountylawlibrary.org, was redesigned with simplicity, ease of use, and accessibility in mind. It is a tool that both fulfills our mission and helps us provide better resources to our patrons. The Law Library's site keeps pace with Library developments by posting agendas 72 hours prior to each scheduled meeting and posting minutes after approval.

- The Marin County Law Library acquired Westlaw Next as a primary online legal research service for its patrons. Westlaw Next provides an interactive tutorial for patrons so they may effectively navigate the law.

V. Goals and Key Initiatives for FY 2015-16

List the Board/Commission’s most important goals (up to 5) for the next Fiscal Year (July 1, 2015 through June 30, 2016). These goals should be statements that reflect your highest priorities, which may or may not change from year-to-year.

Below each goal, list 1-5 key initiatives (activities) that the Board/Commission will be working on in FY 2015-16 that will help it 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: Develop new sources of revenue for the Law Library.

Please enter Goal #1 here.

<table>
<thead>
<tr>
<th>FY 2015-16 Key Initiatives for Goal #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop new revenue streams, including gifts and donations from the legal community as well as the public at large, by creating and implementing a Friends of the Law Library group and a Membership Program; developing a program offering special services for a fee; expanding our proctored exam services; and increasing conference room rentals by</td>
</tr>
</tbody>
</table>
building greater awareness of the availability of the light-filled, conveniently located, reasonably-priced space, where patrons can easily find ample parking free of charge.

Goal #2: Continue to evaluate and develop the library's Web page, including access to appropriate online databases, and create a card and form catalog. Maintain a robust technical environment capable of providing adequate infrastructure for the Library's information technology and library system needs.

Please enter Goal #2 here.

**FY 2015-16 Key Initiatives for Goal #2**

- Explore the introduction of real-time web-based virtual services for patrons. Explore and adapt to new initiatives and emerging technologies related to bibliographic description and data control.

- The Library will take inventory of every book and media item within its holdings in order to effectively develop an online catalog system.

Goal #3: Restore the Law Library's collection of publications that were eliminated due to financial constraints, and enhance the existing collection with high-quality materials, including CEB Onlaw, among others.

Please enter Goal #3 here.

**FY 2015-16 Key Initiatives for Goal #3**

- Continue to evaluate, develop and expand the collection in appropriate subject areas.

Goal #4: Restore and maintain the required number of competent, well-qualified library staff to provide appropriate assistance to the Law Library's patrons, be they attorneys or members of the public, by offering excellent research help, fast and accurate access to legal information, and superior technology support.

Please enter Goal #4 here.
Board/Commission
Boards & Commissions Annual Report Template
FY 2015-16

FY 2015-16 Key Initiatives for Goal #4

- Work to increase library hours and appropriate staffing levels. Proactively explore new technologies, services, and best practices in an ongoing effort to improve services and create a better environment for Law Library patrons.

Goal #5:

Please enter Goal #5 here.

FY 2015-16 Key Initiatives for Goal #5

VI. Key Challenges and Issues

Please list any challenges or obstacles to achieving your FY 2015-16 goals.

- The Law Library has seen significant declines in its income for the past four years, which has severely restricted our operating budget. Our filing fee income has gone from $260,000 in FY2010-11 to $175,000 in FY2013-14. This is a loss of $85,000 (33%) over a three year period. And the conclusion is unavoidable: filing fee revenues alone will no longer provide the Law Library with a workable operating budget. In fact, as of the date our report goes to press, a review of our income for the month of January over the past four years reflects a $2,000 per month decrease each year, from a high of $20,296 in 2010/2011 to $12,812.89 in 2014-15.

- In addition to drastically reducing our collection due to declining revenues and increasing costs for both print and online publications, the Library also slashed staffing costs. Whereas the Law Library once boasted opening hours every day of the week, including 8 hours on Mondays and Fridays, 12.5 hours on Tuesdays, Wednesdays and Thursdays, and 5 hours on Saturdays and Sundays, it now maintains a schedule of only 8 hours on Mondays, 8.5 hours on Tuesdays and Thursdays, 11.5 hours on Wednesdays, 7 hours on Fridays, closed entirely on Saturdays, and only 4 hours on Sundays. A $50,000 reduction in publishing expenses plus a $20,000 cut in staff compensation, accomplished by reducing...
hours of operation, meant that for the year 2014-15, our annual expenditures were reduced from $260,000 to $185,000.

- The Law Library was fortunate to receive a one-time contribution from the County's Community Services Funding for the 2014-15 year to allow us to meet our budget for the present year. The Board's focus will be on increasing revenue for FY 2015-16 in order to stem the continuing downward trend of further drastic cuts in our collection, staff and overall services.

VII. Additional Board/Commission Comments

Please provide any additional comments:

As the sole organization responsible for providing free legal information resources to each of the County’s 256,069 residents, the Law Library has a particularly strong interest in and expertise about the needs of Marin citizens. Our Library is one of the oldest in the state, celebrating over one hundred and twenty-three years as a resource to our legal community and local residents alike.

We at the Library understand the tremendous challenge the Board of Supervisors face in prioritizing funding requests in this budget climate. However, continued funding for the Law Library over the next year is extremely important to fulfill its mission to serve residents and the County effectively, both in preserving hard copies of legal materials and keeping our doors open so patrons may have access to these materials.

VIII. Department Comments

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