Call to Order*

1. Approval of Minutes
   1.1 October 12, 2016 Minutes
   1.2 November 21, 2016 Minutes

2. Open Forum: Opportunity for Comments from Public

3. Financial Report
   3.1 November 2016 Fiscal Report
   3.2 December 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

* 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.
5.3 Report from Paid Sick Leave and Employment Policy Chairperson

6. Old Business
6.1 Discussion and Action Item: Discuss and Approve Revised Strategic Plan
6.2 Discussion and Action Item: Discuss and Approve Renewal of West Print Publications Contract
6.3 Discussion and Action Item: Review Wage Analysis Regarding Vacation Pay Benefits and Approve Vacation Pay for Staff

7. New Business
7.1 Discussion and Action Item: Reschedule January 2017 Board Meeting from Monday, January 16 (Martin Luther King, Jr. Holiday) to Monday, January 23
7.2 Discussion and Action Item: Review Proposed Resolution Requesting Inclusion of a Line Item for County Law Libraries in the Governor’s 2017 Budget for Presentation to County Board of Supervisors
7.3 Discussion and Action Item: Consider and Approve Purchase of Advertisement Regarding Availability of Conference Room for Rent
7.4 Discussion and Action Item: Consider and Approve Resolution 2016-9 to Pay Holiday Bonuses

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

9. Adjournment
The next board meeting will be held on Monday, January 23, at 5:15 p.m.
Regular Meeting of the
Board of Law Library Trustees
of Marin County

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

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

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. Tracy 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.


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

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

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

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

Call to Order

Sam Ware, President of the Board, called the meeting to order at 5:32 p.m., and thereafter presided.

1. Approval of the Minutes

1.1 Approval of the October 12, 2016 Minutes was tabled until the December 2016 Board Meeting because we lacked a quorum of trustees that had attended the October meeting.

2. Open Forum – No comments.

3. Financial Report

3.1 October 2016 Fiscal Report

Laurie presented the October 2016 Fiscal Report. October filing fee revenue of $14,304 was $1,200 above the projected amount, although some of the supplemental income for the month was lower than projected so actual proceeds for October were $15,349.42, roughly $770 over what we had projected. October expenses were $13,002, roughly $1,300 lower than projected. Net balance at month end was about $2,347.15. The July 1 to October 31 year-to-date filing fee revenue was $56,563.04, which was $3,000 above projections and, when combined with the supplemental income for the year amounted to $59,799.24, which was $1,490 over projections. Year-to-date expenses were $50,052.35, almost $8,000 less than projected. We ended the five month period with a net balance of $9,746.89 and an Unrestricted Fund Balance of $66,760.

3.2 October 2016 Warrants
Laurie presented the list of November 2016 Warrants. She reported that the CEB figure does indeed include the monthly charge for CEB OnLaw, and the Daily Journal warrant in the amount of $878.37 is an annual cost. Jonathan moved to approve the warrants as presented and Robert seconded. The motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

4. **Librarian’s Report**

Laurie reported on several tasks that are part of a coordinated effort by California County Law Libraries to seek support for their request for a $16.5 million line item for California County Law Libraries in Governor Brown’s 2017 Budget.

5. **Reports of Special Committees**

5.1 **Report from Lawyers in the Library Committee**

Laurie gave a report in Alexandria’s absence. She stated that the program has been very successful and that volunteers at the November 10th program, the third since the program’s inception, saw 14 patrons, just two consultations short of the maximum number of appointments possible.

5.2 **Report from Outreach Committee**

Jonathan stated that he would like to secure a $5,000 grant for the Law Library to hire a consultant to engage in the type of outreach necessary to facilitate productive fundraising efforts. He has someone in mind and plans to invite the consultant for a Law Library site visit after the holidays.

5.3 **Report from Paid Sick Leave and Employment Policy Committee**

Chairperson

Sam stated that he had nothing further to report until he receives the budget analysis regarding vacation benefits.

6. **Old Business**

6.1 **Strategic Plan**

Jonathan reported that the Strategic Plan looks very much like the Annual Report and needs to be redrafted with a forward-looking focus. Sam and Jonathan will meet to work on a redraft of the Strategic Plan and present it at the December Board Meeting. Sam invited the trustees to submit their ideas and suggestions for revisions.

6.2 **Law Library Website Review**

Sam referred trustees to the November 21, 2016 letter that he had drafted on behalf of the Board of Trustees to John Mann, Foreperson of the Marin County Civil Grand
Jury, in response to their evaluation of the Law Library's website (copy attached to board packet). He requested the trustees' approval to send the letter, which he received.

6.3 Resolving Fundraising Restrictions

Sam reported that he had researched fundraising restrictions on trustees by reviewing earlier County Counsel Opinions on the matter as well as the topic of judicial restraints in the Judicial Conduct Code. In order to be prudent, Sam stated he will draft a question regarding this issue for the Judges. He also will call the advice hotline of the California State Bar Association for an opinion.

7.0 New Business

7.1 Resolution to Amend FY 2015-2016 Budget

Sam requested that trustees review Resolution 2016-8, which was requested by the Marin County Department of Finance and which will approve an adjustment to the Marin County Law Library FY 2015-2016 Budget in the amount of $2,700 from salaries to minor equipment to cover the $2,619.74 invoice from Lexis Nexis, transaction number 110241. Elliot moved to approve the Resolution and Jonathan seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

7.2 Renewal of West Print Publications Contract

Sam reported that the West Print Publications Contract is up for renewal in December 2016. He stated that we will cancel the extra copy of the California Criminal Practice Motions, Jury Instructions and Sentencing. We will add California Law and Motion Model Forms and another publication or two to make up the cost of the book we are cancelling. He will present the proposed contract at the December 2016 Board Meeting.

8.0 Board Members' Suggestions for Next Month's Agenda

There were no suggestions.

9. Adjournment

All business before the Board having been considered, Elliot moved to adjourn the meeting, and Jonathan seconded. The meeting was adjourned at 6:15 p.m. The next meeting of the Marin County Law Library Board of Trustees will be held on Monday, December 19, 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

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

**CREDITS**

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**DEBITS**

**Staff Expenses**

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**Legal Publications Collection**

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**Total Debits:**

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**BALANCE:**

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* Based on financial data available on Munis.

**Data based on payroll records; data not available in Munis.**
## MCLL COURT FILING FEE REVENUE

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Each current month’s filing fee revenue represents income generated from the Court filings of two months ago. December revenue comes from October filings, etc.
## Marin County Law Library
### December 2016 WARRANTS
(Account Balance: $76,198.00)

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Salaries: $5,510.51

Total Expenses: $6,921.51

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Strategic Plan for Fiscal Years 2016 to 2018

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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.

[eliminate: 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

Even before the advent of this new political climate, which may very well be more exclusive than inclusive, the Board of Trustees of the Marin County Law Library had pledged to ensure that everyone has access to the law. This shift in viewpoint was necessitated by a review of the library’s daily sign-in sheet, which shows that among an annual registry of 4000 visitors, almost half of whom are unrepresented.

Unschooled in the law, they nevertheless are motivated to represent themselves. Their issues cover a panoply of matters, from landlord/tenant disputes, to family law matters, to issues as simple as a traffic ticket. Just eyeing the patrons tells the library staff that the poor and needy are no longer the only people representing themselves in court: much of the general middle class does not have the resources to hire an attorney, and are therefore using the Law Library on an increasing basis.

At the same time, the number of civil court filings per year, from which the library receives 90% of its budget, has dropped steadily each year since 2008. Staff has been cut, the hours have been cut, and the number of publications carried have been cut.

The Board recognized that it must be more energetic. With the advent of new board members are working hard to re-engineer its thrust from being mere stewards of a repository of law books. The Library is being actively repositioned as an valuable community resource for its 4,000 visitors.

But moreover, the Board recognized that the one facet which makes the Law Library extremely valuable to the community is the mere fact that its doors are indeed open to the public for more hours than the regular workweek—a formidable 45 hours a week.

And there is assistance available for all 45 hours. That’s a strength which complements all the other nonprofits in the newly formed Legal Services Network, which includes such stalwarts as Legal Aid of Marin and the Canal Alliance.

This active repositioning includes two innovative efforts: the proffering of membership dues, and an active foray into fundraising.

This Strategic Plan outlines those efforts as well as the obvious cost0cutting efforts. Each of our goals will begin by asking who our partners might be and what can be achieved collectively.
1. Continue Legal Research Capabilities and Reference Assistance

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

With steady declines in the Library budget, some subscriptions have been cut in order to make budget. Eliminating duplication, enhancing cooperative agreements with other institutions, and an increasing the use of interlibrary loan services all allow the budget to be stretched. This reduces the costs of maintaining those collections while still making them available to interested patrons.

1.2 Make resources available to patrons on multiple technological platforms

The Library now provides additional resources through electronic technologies such as Lexis, Onlaw, and Westlaw. One of the main efforts of the Library Board and Staff in this next year will be to acquire new computers. 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.

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

As mentioned, there is a new Legal Services Network here in Marin of which the Library is a main participant. This partnership with the Marin County Self-Help Center, Legal Aid of Marin, the Canal Community Alliance, and other legal service providers will accomplish several tasks. First, all of Marin County’s legal service agencies will better understand their role within the community. Second, as a result of that, each will be better able to focus referrals will allow patrons to connect with the appropriate agency as long as, in some cases, they meet certain criteria. Again, there are no criteria for using the Law Library.

[Not sure of where this statement fits: The Law Library encounters a number of Marin residents who need legal services and are unsure of where to turn.]

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 does continue to be the first point of reference for unrepresented 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.
Just this fall the Law Library started a new program, called Lawyers in the Library, launched through the Law Library’s partnership with the MCBA. This effort, now run twice a month in the early evening, provides limited pro bono services to patrons through a brief 20 minute interview with lawyers. The patrons learn what kind of case they have and get referrals to Marin attorneys who serve pro bono. 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.

All of the following is in bold because I don’t know whether this program was abandoned or just never started:

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. Ensure that the Library Maintains a Well Trained Team for the Delivery of Legal Reference Services

3.1 Invest in career skills and professional development for library staff

Library staff are quite often called upon to assist users, both legal practitioners and laypeople, in using the research tools. As the number of laypeople who use the library grows, staff will also gain opportunities to improve their skills in working with such individuals, as well as knowledge of legal resources. The Law Library is committed to providing ongoing training to allow staff to better assist library patrons. We cannot underestimate the value of well trained staff.

The Library director attends conferences and workshops to learn current trends and developments in libraries locally and across the country. As well, the director also participates in the California Council of County Law Librarians and attends their annual conferences. Learning about innovation and ideas from other libraries and institutions around the state is valuable, as these ideas and information are brought back for discussion and possible implementation within our library.
3.2 Expand the Assistant Librarians to full-time positions in order 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.

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.
4.  **Engage in a Fundraising Program Modeled after Public Benefit Nonprofits**

4.1  **Generate a new brand for the Law Library in the Marin Community**

It's clear that the best way forward in creating a new brand for the library is to refashion its appearance in the eyes of the community much as a nonprofit does. Even though the library is technically a governmental district, in that it gets a majority of its budget from a specific segment of the public, it's a free public service.

The standard three models of ___ are a) private business; b) governmental entities; and c) the tax exempt nonprofit arena. The law library fits two of those—it's a governmental entity and money contributions to it are tax deductible. For example, the Library receives government funds to keep open its doors, and it charges fees for such services as photocopying and use of its meeting room. Such services as staff guidance in use of forms are provided for free. Most notably, the Law Library provides a valuable and worthwhile tax deductible donation.

The new brand, intimated above in the note that there are no criteria for patrons to meet in order to be served, the Library is accessible, with person-to-person service, for 45 hours a week. Finally, its resources are available online.

4.2  **Create a Membership Dues Program**

Just as museum does, a membership program could come in the form of prepaid copying services, an ability to reserve computer time in advance, an opportunity to phone ahead and reserve time with a staff member for guidance in filling out legal forms, and other benefits. This offering might not engender a huge uptick in funds, and so other kinds of benefits need to be offered so that large law firms and individuals might feel compelled to become a member even though they may never use the library.

4.2  **Generate an Effective Fundraising Strategy**

The three segments of the public which nonprofits look to for funding are individuals, foundations, and governmental entities. All three take time for results to occur, especially the first—cultivation of individuals who might feel aligned with the library’s tack in helping the patrons without legal representation can often take months, if not years.

But with the renewed brand and some new board members, the Library is committed to undertaking such a task. Outreach will occur through phone calls, letters, and follow-up visits, as well as the planning of and the conducting of events.
Efforts are already underway to find funding for the library. The first obvious segment of the public to be beseeched are large law firms, even though the law library is not a resource for such entities. While the law library is a valuable resource for the sole practitioner, large law firms are able to purchase the resources they need rather than go to the library. Large law firms can make sizable donations to the library.

Another resource is private donors. The tack here would be to teach and approach people who understand the value of the law library’s effort vis a vis its unrepresented patrons. MCF’s donor advised funds have already been approached and donor lists are easily available.

As for foundations, the way to approach this sector is by offering specific projects which follow its guidelines, and to be creative in that effort.

4.3 Support from County General Fund

The Marin County Board of Supervisors may consider exercising the power given it under California Business and Professions Code § 6324. Under that code, it may enter into a Memorandum of Understanding with the Law Library “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.

The one strong reason the Library needs to consider such an approach is that it will take time for the previous fundraising methods to gain hold. In effect, the Law Library is a new entry into the philanthropic consciousness. As well, it may very well compete against other current members of the newly-formed Legal Services Network for the limited donor dollar, which could also impede the ability of the Library to garner a large amounts of funds.

4.3 Fundraising Help

One excellent idea is to find a professional fundraiser who could put the library on good footing through a hefty donation and fee. Their job would essentially be as a staff member, but one who is responsible for setting up a fundraising program.

4.4 Impact of Loss of Library

Another effort within the sales push for funds is to evaluate what it would mean to the community if the Library did not exist. While access to legal forms could come from online resources, there is no way to quantify the worth of a brightly lit, warm, quiet and calm environment with helpful staff. And Alameda County counts 75% of its patrons as unrepresented laypersons, and due to the fact that the staff notes that some people under great legal stress refuse to sign into the daily sign-in book, the numbers of the Marin Law Library might indeed be higher.
Conclusion
There is no doubt that Marin County deserves to have a first rate public law library with a qualified permanent fulltime staff, an excellent online presence, and valuable resource tools in order to ensure that people seeking access to justice are connected to such.
Appendix A:
Strategic Plan Contributors

Marin County Law Library Board of Trustees and
Strategic Plan Committee
Sam Ware, President
Judicially Appointed
Jonathan Frieman
Board of Supervisors Appointed
Tracey Barrett
Board of Supervisors Appointed
Alexandria Quam, Trustee
Judicially Appointed
Robert Begley, Trustee
Judicially Appointed
Elliot Bien, Trustee
Judicially Appointed
Denise Bashline, Vice President
Judicially Appointed

Strategic Plan Subcommittee
Jonathan Frieman
Sam Ware
Alexandria Quam

Contributors
Sid Hartman (CFO at Marin Community Foundation)
Vikki Garrod (Vice President at Marin Community Foundation)
**Order Form**

Order ID: 843135

Contact your representative zak.stehlin@thomsonreuters.com with any questions. Thank you.

---

**Account Address:**
- **Account #: 1000801606**
- MARIN COUNTY LAW LIBRARY
- LIBRARIAN
- 20 N SAN PEDRO RD STE 2007
- SAN RAFAEL, CA 94903
- US
- 4154996356

**Shipping Address:**
- **Account #: 1000801606**
- MARIN COUNTY LAW LIBRARY
- LIBRARIAN
- 20 N SAN PEDRO RD STE 2007
- SAN RAFAEL, CA 94903
- US
- 4154996356

**Billing Address:**
- **Account #: 1000801606**
- MARIN COUNTY LAW LIBRARY
- LIBRARIAN
- 20 N SAN PEDRO RD STE 2007
- SAN RAFAEL, CA 94903
- US
- 4154996356

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- West km software
- West LegalEdcenter
- Westlaw Doc and Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
Order ID: 843135

Payment and Shipping Information

Payment Method: WestAccount
Account Number: 1000801606

Shipping Information:
Shipping Method: Ground Shipping - U.S. Only

Additional Information

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<td><a href="mailto:lawliblo@sonic.net">lawliblo@sonic.net</a></td>
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**Office Use Only**

- **Worksheet West Complete**: [https://ordermation.west.thomson.com/esigs/of.aspx?pordergroupid=7e4462428c134c1c8a105867e5342fde&pfv=true](https://ordermation.west.thomson.com/esigs/of.aspx?pordergroupid=7e4462428c134c1c8a105867e5342fde&pfv=true)
- **OF Ver**: [https://ordermation.west.thomson.com/esigs/ofversion.aspx?pfv=true&ordergroupid=8ba457b5f1dd4ce5b14f92f08fcdf&isofview=yes](https://ordermation.west.thomson.com/esigs/ofversion.aspx?pfv=true&ordergroupid=8ba457b5f1dd4ce5b14f92f08fcdf&isofview=yes)
Dear Marty and Zak,

We have your proposal to continue the West print publications.

It reflects an increase in the monthly pricing of 5% from last year and contemplates an increase of up to 5% per year, which as we have discovered over the last three years, your company always increases the monthly pricing by the maximum 5%. In order to protect the library in the event that it will be unable to pay such an increase in the future (if filing fee revenues continue to decline as has been the case historically over the last several years), we need to add to the contract the Government Accounts Addendum in the same form as was added to the contract last time (copy attached).

Also, although your proposal contemplates the 5% increase, it reduces the number of publications significantly and we need to correct that. First, please add back in the Modern Constitutional Law which has been removed from the new list of publications. Next, although we are eliminating the extra copy of the California Criminal Forms and Instructions (which was ordered last time around by mistake), which has a $51.20/month value, we need to replace that value with other publications of equal value.

We want to replace this $51.20 per month value by adding the following publications: Civil Law and Motion Model Forms (a $16/month value) and Consumer Law: Sales Practices and Credit Regulation (a $33.60/month value). The combined value of these two publications is $49.60/month, which is less than the $51.20 value of the California Criminal Forms and Instructions which is being eliminated.

Thank you very much.

Sam Ware, President
Marin County Law Library Board of Trustees

---
Laurie Vaala-Olsen
Law Library Director
Marin County Law Library
20 North San Pedro Road, Suite 2007
San Rafael, CA 94903
(T) 415-472-3733
(F) 415-472-3729
www.marincountylawlibrary.org

On 2016-11-02 11:44, zak.stehlin@thomsonreuters.com wrote:

Please disregard the attachment I just sent. It included modern constitutional law.

Please see this attachment for correction
Addendum to West Order Forms with Assured Print Pricing Service, West Complete or Library Savings Plan

Subscriber: MARIN COUNTY LAW LIBRARY
Account #: 1000801606
Date of Order Form: 12/13/2013

1. **Effect of Addendum.** The underlying West Order Form between Subscriber and West is amended as specifically set forth herein to incorporate the terms of this Addendum. As amended, the Order Form shall remain in full force and effect according to its terms and conditions. All terms used in this Addendum shall have the meanings attributed to them in the Order Form. This Addendum supersedes any and all prior understandings and agreements, oral or written, relating to the subject matter. In the event there is a conflict between the terms and conditions of the Order Form and the terms and conditions of this Addendum, the terms and conditions of this Addendum shall control.

2. **Modification of Order Form-Non Availability of Funds.** If Subscriber fails to receive sufficient appropriation of funds or authorization for the expenditure of sufficient funds to continue service under the Order Form, or if Subscriber receives a lawful order issued in or for any fiscal year after the initial 12 months of the Minimum Term of the Order Form that reduces the funds appropriated or authorized in such amounts as to preclude making the payments set out therein, Subscriber may submit a written notice to West seeking cancellation of the service and the Order Form, if permitted under applicable law. Subscriber shall provide West with notice not less than thirty (30) days prior to the date of cancellation, and shall include a written statement on Subscriber’s letterhead documenting the reason for cancellation, including the relevant statutory or other legal authority for cancelling (if applicable), and an official document certifying the non-availability of funds (e.g., executive order, an officially printed budget or other official government communication). Upon West’s receipt of a valid cancellation notice, Subscriber shall pay all charges incurred for any products and/or services received prior to the effective date of the cancellation.

West, a Thomson Reuters business

Accepted by: __________________________
Name (please print): Jason Voelker
Title: Director
Date: 12-26-2013
California Criminal Practice, Motions, Jury Instructions and Sentencing, 4th

Availability: In stock (details)

One time purchase $1,088.00 $870.40
Purchase the current version only, no updates will be sent.

Monthly pricing
Convenience of fixed monthly payments and long term price protection. Choose 24 or 36 months. All updates, revisions, and new editions included.

$64.00/month $51.20/month

Add to cart

See inside:
Summary of contents
Update highlights and filing

Author(s):
Edward A. Fucker
Mark E Overland

Product details:
Format: Book with CD-ROM
Brand: Thomson West
Copyright: 2015-2016
Service #: 13979032
Sub #: 13979031
Publication frequency: Annually
Update method: Pocket parts

Can we help?
Contact Us
Call 1-844-209-1086

California Criminal Practice, Motions, Jury Instructions and Sentencing is a thorough reference that contains all forms commonly used in the daily practice of criminal law. It includes:

- Commentary and authorities cited after each form
- Supplemental jury instructions that might be missing from standard instructions
- Detailed instructions for serving and filing
- Instruction on arrest and release procedure
- Treatment of proceedings before trial, preparations for trial, and pretrial motions
- Treatment of proceedings during trial, after trial, and in particular cases
- Research references to California Criminal Law, 2d, ALR, Cal Jur, and other works at the beginning of each chapter
- Developments in cell phone records and the motions, declarations, points, and authorities relating to them
California Law and Motion MODEL FORMS (The Rutter Group Civil Litigation Series)

Availability: In stock (details)

One time purchase (Full set)  $314.00  Add to cart
Purchased the current version only, no updates will be sent.

Monthly pricing

Monthly pricing  $16.00/month  Add to cart
Convenience of fixed monthly payments and long term price protection. Choose 24 or 36 months. All updates, revisions, and new editions included.

See inside:

Table of contents  
Summary of contents  
Sample pages  
Indices

Update highlights and filing  
This comprehensive forms set, California Law and Motion MODEL FORMS, provides sample language and structure, as well as statutory and case citations, in more than 400 civil motion templates, including notices, memoranda of points and authorities, declarations, orders, and related forms. This title differs from many other forms books in that it provides partially drafted legal arguments, not simply empty templates. A companion CD-ROM includes all forms in the set for use in drafting essential motions and related filings. This set is a time-saving companion to California Law and Motion Authorities. Contents cover:

General motions
Preliminary motions
Summons and pleading motions
Discovery motions
Expert witness motions
Motions for summary judgment or adjudication
Dismissal and settlement motions
Motions for costs or sanctions
Arbitration motions
Trial and posttrial motions

Can we help?

Consumer Law: Sales Practices and Credit Regulation

Availability: In stock (details)

One time purchase (Full set) $610.00 $488.00
Purchase the current version only, no updates will be sent.

One time purchase (Individual volumes)
Purchase the current version only, no updates will be sent.

Monthly pricing
$42.00/month
$33.60/month

Convenience of fixed monthly payments and long term price protection. Choose 24 or 36 months. All updates, revisions, and new editions included.

Lock in today's discount with monthly pricing >>

ProView eBook also available

Consumer Law: Sales Practices and Credit Regulation provides information on protecting the rights of the consumer on both the state and federal levels, and thoroughly analyzes the relation of state and federal law involving consumer sales and credit. Topics include:

• Mass media advertising
• Statutory regulation
• Warranties
• Consumer credit
• Truth in lending
• Credit reports
• Debt collection
• Existing laws that regulate telephone solicitations

The text includes citations to statutes, regulations, and footnotes to pertinent authorities. Pocket parts reflect numerous important federal and state court decisions and statutory changes affecting consumer sales practices and credit regulation, and include developments affecting nearly every section of
the main volumes. You’ll find a Table of Statutes and Table of Rules and Regulations for easy research.

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Customers Who Viewed This Bought

- Environmental Law
- Comparative Fault, 3d
- Environmental Law
TO: Marin County Law Library Board of Trustees
FROM: Laurie Vaala-Olsen, Law Library Director
RE: Analysis of FY 2016-2017 Budget for Staff Wages to Consider Vacation Pay Benefits
DATE: December 13, 2016

FY 2016-2017 Projected Expenses for Wages and Payroll Taxes

**Assistant A** works 17.5 hrs/wk at $16.25/hr = $284.38/wk

\[
\text{X 52 weeks} \\
\text{\$14,787.76/yr} \\
\times .1425 \text{ payroll tax} \\
\text{\$2,107.26} \\
\text{\$16,895.02 = cost/yr}
\]

**Assistant B** works 16.5 hrs/wk at $15/hr = $247.50/wk

\[
\text{X 52 weeks} \\
\text{\$12,870/yr} \\
\times .1425 \text{ payroll tax} \\
\text{\$1,833.98} \\
\text{\$14,703.98 = cost/yr}
\]

**Director** works 35 hrs/wk at $27/hr = $945/wk

\[
\text{X 52 weeks} \\
\text{\$49,140/yr} \\
\times .1425 \text{ payroll tax} \\
\text{\$7,002.45} \\
\text{\$56,142.45 = cost/yr}
\]

**Projected Wage and Payroll Tax Expenses for FY 2016-2017** =

\[
\text{\$16,895.02} \\
\text{\$14,703.98} \\
\text{\$56,142.45} \\
\text{\$87,741.45}
\]
Subtract Annual Holidays (Per Marin County Court Schedule), Which Are Not An MCLL Employee Benefit

13 Weekday Court Holidays from July 1, 2016 to June 30, 2017

9 Mondays

Assistant A = 4.5 Hours @ $16.25/hr = $73.13/day
Assistant B = 5.0 Hours @ $15.00/hr = $75.00/day
Director = 8.0 Hours @ $27.00/hr = $216.00/day

$364.13/day x 9 days = $3,277.17

1 Thursday

Assistant A = 4.5 Hours @ $16.25/hr = $73.13/day
Assistant B = 4.0 Hours @ $15.00/hr = $60.00/day
Director = 8.0 Hours @ $27.00/hr = $216.00/day

$349.13/day x 1 day = $349.13

3 Fridays

Assistant A = 0.0 Hours @ $16.25/hr = $00.00/day
Assistant B = 3.5 Hours @ $15.00/hr = $52.50/day
Director = 3.0 Hours @ $27.00/hr = $81.00/day

$133.50/day x 3 days = $400.50

Total Wages for Weekdays Falling on Holidays = $4,026.80

x .1425 payroll tax

Payroll Taxes for Holiday Wages = $ 573.82 payroll tax

Total Wages for Weekdays Falling on Holidays = $4,026.80

Add Payroll Taxes for Wages Falling on Holidays = 573.82

Savings from Wages and Payroll Taxes for Weekdays Falling on Holidays = $4,600.62
Apply Savings to FY 2016-2017 Budget for Wages

FY 2016-2017 Budgeted Amount for Wages = $84,114.00

FY 2016-2017 Projected Earned Wages & Payroll Taxes = $87,741.45

Subtract Wages/Payroll Taxes for Weekday Holidays = - 4,600.62

FY 2016-2017 Projected Actual Wages & Payroll Taxes = $83,140.83

Minus FY 2016-2017 Projected Actual Wage and Payroll Tax Expenses - $83,140.83

FY 2016-2017 Wages Budget Available for Vacation Pay = $ 973.17

Estimated Cost for Vacation Pay

Assistant A

Weekly Wages Earned = $284.38

Payroll Taxes x .1425

$ 40.52

One Week’s Wages/Taxes = $324.90  $324.90

Assistant B

Weekly Wages Earned = $247.50

Payroll Taxes x .1425

$35.27

One Week’s Wages/Taxes = $282.77  $282.77

Director

Weekly Wages Earned = $945.00

Payroll Taxes x .1425

$134.66

One Week’s Wages/Taxes = $1,079.66  $1,079.66

Cost for One Week of Vacation for 3 Employees = $1,687.33
(Based on vacation coverage by existing employees)
RESOLUTION REQUESTING THE INCLUSION OF A LINE ITEM FOR COUNTY LAW LIBRARIES IN THE GOVERNOR’S 2017 PROPOSED BUDGET

WHEREAS, county law libraries provide an important public service for all California residents by making legal materials and legally trained staff available to all its citizens; and,

WHEREAS, more than 80% of litigants in matters of eviction, foreclosure, child custody and support proceedings, and debt collection cases are without benefit of paid counsel; and,

WHEREAS, county law libraries provide the only access to legal resources available to all self-represented litigants in California and are an important access to justice resource in California; and,

WHEREAS, county law libraries funding comes almost exclusively from civil court filing fees; and,

WHEREAS, fee waivers and exemptions, reductions in the number of court filings, increases to small claims court jurisdictional limits, alternative dispute resolution methods and other factors have negatively impacted funding for county law libraries; and,

WHEREAS, the funding for county law libraries has decreased nearly 40% below the amount received in 2009; and

WHEREAS, the Council of California County Law Librarians has requested from the State a $16.5 million one-time budget allocation for County Law Libraries to restore funding for a single year to the level received in 2009, which is reasonable and prudent and is without excess;

NOW, THEREFORE, BE IT RESOLVED, that the Marin County Board of Supervisors hereby supports the Council of California County Law Librarians’ request to supplement county law library budgets to 2009 levels by inclusion of a one-time budget allocation in the Governor’s proposed budget and form a task force to investigate and propose a more stable, long-term funding source for California County Law Libraries.

PASSED AND ADOPTED by the Marin County Board of Supervisors on the _____ day of December 2016 by the following vote:

AYES:
NOES:
ABSENT:
NOT VOTING:

_______________________, Chair
Marin County Board of Supervisors

ATTEST:
_______________________, Chief Administrative Officer
and Clerk of the Board of Supervisors

By: _______________________
Deputy
RESOLUTION 2016-9

WHEREAS the Law Library Board of Trustees at its regularly scheduled board
of trustees meeting on December 19, 2016 considered a proposal to pay holiday
bonuses in December 2016, and

WHEREAS the Law Library Board of Trustees decided to pay holiday bonuses
as follows: $______ to each of the Law Library Assistants, $______ to the Director,
and $______ to Suzan Sharp ley,

NOW THEREFORE BE IT RESOLVED, that Resolution 2016-9 is approved
and the Marin County Department of Finance is directed to issue holiday bonuses from
the Marin County Law Library Fund in December 2016 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