

# Marin County Law Library

## Notice of Monthly Meeting

*LIBRARY DIRECTOR:*  
Jason Voelker



COUNTY OF MARIN

Marin County Law Library Board of Trustees

January Meeting: Thursday, January 16, 2014 at 5:15 p.m.

*BOARD OF TRUSTEES:*  
Benjamin Gale, Esq.  
*President*  
C. Delos Putz, Esq.  
Marta Osterloh, Esq.  
Samuel Ware, Esq.  
Steven Schoonover, Esq.  
Alexandria Quam, Esq.

### Call to Order

1. Approval of December Minutes
2. Open Forum
3. Financial Report
  - 3.1 December's Fiscal Report
  - 3.2 January Warrants
4. Librarian's Report:
  - 4.1 Phone Services
  - 4.2 MCLL Website
  - 4.3 Vendor Accounts
  - 4.4 Trustees Questions and Comments
5. Old Business:
  - 5.1 MCLL Budget (discuss meeting with County Administrator)
6. New Business:
  - 6.1 Library Accounts and Financial Matters
7. Closed Session (Gov. Code §§ 54950-54963):
  - 7.1 Public Employment, Title: Law Librarians
  - 7.2 Reconvene Open Session: Announcement of Action Taken in Closed Session, if Any
8. Adjournment

*If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the librarian at (415) 499-6356 in advance of the meeting.*

## **Librarian's Update**

### **Personnel & Scheduling Changes**

Effective January 5, 2014, the Law Library reduced its staff hours to 61.5 per week and its hours of operation to 48 hours a week. MCBA has posted the Library's new hours of operation on page 5 of its January newsletter. Jan Salas, administrative assistant at MCBA, has stated that she intends to post our new hours on MCBA's website.

The Library currently has two employees and is closer to finalizing the change in responsibilities due to staffing adjustments. All MERIT job role changes, Personnel Action Forms, and payroll information have been submitted to the County. No other major personnel issues this month, though we met with various County staff members on a variety of personnel, payroll, IST and budgetary matters.

### **Library Accounts and Financial Matters**

- *Account 1113010, Petty Cash*

The Library's SAP Petty Cash account currently reflects a balance of \$1279.48. However, the Library currently has \$0 in petty cash and \$380.64 in petty cash receipts, leaving us with a shortage of \$898.84.

In order to get back to an initial zero baseline, the Department of Finance requires us to submit \$380.64 in petty cash receipts and "write-off" the remaining balance. All write-offs must be approved and authorized by the Law Library Board of Trustees. This may be accomplished by submitting an executed resolution from the Board. After submitting the resolution to the County, I will transfer \$300 to Account 1113010, Petty Cash, from Account 70120, our general operating fund. The \$300 will be maintained as our new petty cash balance, unless a different balance is suggested by the Board.

- *Account 34176, Law Library's Second Account*

Previous documents submitted to the Board reflect a balance of \$10,000 in reserves. This is a generic number that has been passed along month-to-month, and is not accurate. Phil Scott has confirmed that the Library does not have funds allocated for reserves, but instead has an approximate balance of \$27,812.65 in Account 34170. My understanding is that the Board previously sought to hold \$10,000 in this account as a reserve for the deductible under our insurance coverage, and transfer the remaining balance to Account 70120, which is the Law Library's general operating fund. This has not happened. To effectuate what appears to be the Board's intent, I will transfer \$17,812.65 to Account 70120, our general operating fund, from Account 34170.

- *Schedule of Law Library Revenues*

The Marin County Superior Court's Schedule of Law Library Revenues dating from January 2013 to August 2013 show the amount of fees collected for the Library on a month-to month-basis. With the exception of the Court's July and August numbers (i.e., the Library's September and October deposits) our figures do not coincide. Those numbers are as follows:

<u>Date</u>	<u>Court's</u>	<u>Library's</u>	<u>Difference</u>
January-March	\$15,662.46	\$17,544.43	+\$1881.97
February-April	\$15,082.51	\$15,398.28	+\$315.77
March-May	\$17,577.51	\$17,385.67	-\$191.84
April-June	\$15,111.22	\$16,637.38	+\$1526.16
May-July	\$17,561.96	\$17,112.03	-\$449.93
June-August	\$17,137.49	\$15,217.06	-\$1920.43
July-September	\$15,432.17	\$15,432.17	\$0
August-October	\$15,217.59	\$15,217.59	\$0
<b>Totals:</b>	<b>\$128,782.91</b>	<b>\$129,944.61</b>	<b>+\$1,161.70</b>

#### **Vendor Accounts**

- *Thomson West*

The Library has entered into a new contract with Thomson West. Our subscription cost under the new contract is \$836.15 a month or \$10,033.80 a year, with a net savings of \$2,242.20 a year. We have discontinued California Jurisprudence 3<sup>rd</sup> and have picked up a new set of United States Code Annotated valued at \$11,974.00.

- *Lexus Nexus*

The Library has cancelled a number of subscriptions with Lexus Nexus and has consolidated all remaining accounts into one comprehensive account. Consolidation will ensure accurate payment schedules. Because the trustees were surprised to find several balances beyond the amount we had in our schedule of costs, the library deferred December's payment pending an accurate account balance from Lexus. Below is a current tabulation of all money owed:

<b>January</b>	<b>30-60 days Past Due</b>	<b>60-90 days Past Due</b>	<b>90-and up Past Due</b>
\$3098.29	\$5471.42	\$4772.95	\$2832.43

As to date, the total amount owed to Lexus is \$16,175.09.

## **Law Library Phone Services and Website**

### **Phone Services**

On January 10, 2014, I met with the County's IST team, Kathy Harrington and Barbara Layton. Barbara and Kathy advised that the County will not renew its lease at 70 San Pablo and is therefore disconnecting the network connection to our building. The Library will therefore need to find a new phone carrier. Once we locate a new provider, the County will forward our calls for up to 1 year.

### **Website**

The library has received numerous complaints concerning our website – the address is wrong, the hours are incorrect, and the site itself has a number of bad links. Because of these complaints, I took the liberty of designing a new site that I would like to implement by February 1.

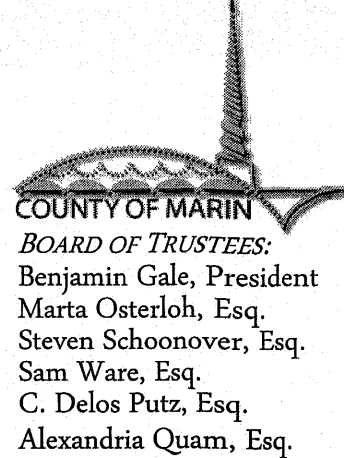
Implementation will require the purchase and maintenance of a domain, which will cost approximately \$12.42 a month or \$149 a year. The library currently pays \$10 a month to maintain our site through Sonic. Accordingly, after we cancel Sonic and implement our new site, it appears that our new site will cost approximately \$2.42 more a month than we are paying now.

Jason Voelker  
Marin County Law Library

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

*LIBRARY DIRECTOR:*  
Jason Voelker

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



December 19, 2013

## Draft Minutes

**Present:** Ben Gale, Marta Osterloh, Steven Schoonover, Samuel Ware, Delos Putz, Alexandria Quam, and Jason Voelker, Ex-Officio Secretary.

**Absent:** No absences.

### Call to Order

Ben Gale determined that there were sufficient members to constitute a quorum, convened the meeting at 5:20 p.m., and thereafter presided.

### 1. Approval of November Minutes

Draft minutes of the November meeting were distributed and reviewed. Ben moved to approve the minutes with the changes listed below. Steven seconded:

- Members present – Trustee “Samuel Ware” should be included in those present, listed after Steven Schoonover.
- Item 8 should be changed to read: “A closed session was not held.”

The motion was approved 6-0.

### Contract Proposal from Thomson West (not agendized)

Jason presented the Trustees with a cost-savings proposal obtained from Thomson West. In exchange for maintaining our West Annotated Codes, West has agreed to cut our California Jurisprudence 3<sup>rd</sup> print subscription, add the remaining costs of all current subscriptions together on an annual basis, and apply a significant discount to that annual figure. Also included is a new set of United States Code Annotated valued at \$11,974.00. Our subscription cost under the new contract is \$836.15 a month or \$10,033.80 a year. Ben noted that the West Codes had previously been canceled at the Board’s November meeting, but this proposal makes it cost effective to keep them and cancel Deering’s Annotated and the United States Code Service instead. The Trustees agreed to execute the new contract with West but tabled future discussion concerning Deering’s and the United States Code Service.

## 2. Open Forum

Bill Hale addressed the Trustees on the subject of grants, suggesting that the Library submit a grant request to the Marin Community Foundation (MCF) as soon as possible. He stated that MCF has a grant category for "equity in legal protection for low-income people" which funds programs that provide legal and advocacy services for low-income residents. He also stated that MCF provides grants to support education on legal and civil rights. He believes the Library qualifies for these types of grants because "Legal Aid of Marin does not help everyone" and the Library "helps those who are otherwise underserved." Ben asked Jason if MCF provides grants to independent government entities such as libraries. Jason stated that the Library is potentially eligible, but believes the Equity in Legal Protection grant is issued to specific organizations and not open to the competitive grant process. Jason stated that it may be advantageous, however, to speak directly with MCF to see if they will consider the Library when developing future grants in this category. Bill agreed that the Equity in Legal Protection grant may not currently be available, but asserted that MCF provides time-sensitive and one-time grants, ones that are made proactively to meet an emergency need. The Trustees thanked Bill for his presentation and stated that they would take his suggestions into consideration.

## 3. Financial Report

### 3.1 November's Fiscal Report:

Jason presented the Library's November Financial Statement. The unrestricted fund balance as of November 30, 2013 was \$10,166.33. The income from Court filing fees was \$13,983.15, \$622 below that of November 2012. The Unrestricted Fund Balance on December 19, 2013 was \$23,268.56, including the December filing fee deposit.

Alexandria provided the Board with the Marin County Superior Court's Schedule of Law Library Revenues dating from January 2013 to August 2013. Although the entries do not list each category of the Court's filing fee revenue, they do show the fees collected for the Library on a month-to-month basis. Alexandria noted that the Library's filing fee revenue is prepared two months prior to being dispersed, and that the Court's schedule allows Library filing fee income to be viewed two months in advance. Sam noted that the revenue figures from the Court's accounting office do not match the figures maintained by the Library. Jason stated that he would pull the Library's source documents to determine whether the discrepancy was due to Library error and agreed to confer with Alexandria after making that determination.

Steven asked if the Library could obtain a Schedule of Court Filing Fees dating back two years. This will allow the library to gauge its revenue decline in relation

to the Court's filing fee decline. Alexandria agreed to ask the Court's accounting office for the past two years of filing fee records.

Questions were raised about the availability of information concerning the number of fee waiver applications filed with the Court, as the Trustees would like to know the number of cases that are filed without payment of the initial filing fee. Alexandria stated that she is not sure there is a way of knowing how many fee waivers are granted because the applications are confidential. Delos noted that under the Government Code (Gov. Code § 68637, et seq.), a litigant who proceeds in forma pauperis is required to pay the waived fees at the end of the case if he or she recovers ten thousand dollars or more. It is unclear whether the Court is initiating collection efforts at the end of these cases, and, if collection efforts are being enforced, it is unclear whether the Library is receiving any portion of the initial filing fee.

With regard to filing fee income, Marta asked why the Library transfers a portion of its income to the County each month for dispute resolution when the program no longer exists. She inquired as to where the money was actually going. Jason explained that the Library receives a wire transfer each month from the AOC with directions confirming a set amount to be transferred to "Dispute Resolution." He stated that he transfers funds to a County account each month (account no. 81954), but is unaware of the specific recipient. In December, for example, the Library received a wire transfer in the amount of \$20,908.67 with directions to transfer \$4,220.35 to the County. Alexandria suggested that the funds may be going to David Bell, Deputy District Attorney in charge of the Consumer Rights division. She will contact David to determine whether he is, in fact, the recipient of these transfers.

### 3.2 December Warrants

Jason presented a schedule of warrants for payments in November. Questions were raised about two separate invoices – Hartford Insurance and Mathew Bender. With regard to Mathew Bender, Sam noted that the account was 60 to 90 days past due and there was an \$8,893.90 outstanding balance, \$5,366.79 more than was listed on the Schedule of Warrants. Sam asked Jason if he could explain these discrepancies. Jason was unable to effectively answer questions about warrants, as he has yet to become the SAP Administrator for the Library and was awaiting authorization to change roles with Suzan Sharpley, former Acting Director. Ben advised Jason to provide him anything that needed to be executed for the role change, and that the Library should defer payment to Matthew Bender until he could speak with Barbara Kempf, our Lexus Nexus representative. As for the Hartford Insurance invoice, Sam noted that the amount of \$1,721 seemed higher than the usual cost of the Library's quarterly insurance premium. Jason confirmed that the \$1,721 was the cost for the balance of the policy and that the quarterly payment was actually \$482, with a \$7.00 installment fee.

Sam inquired into whether Jason had personally prepared the warrants list. Jason explained that although he was presenting the schedule of warrants for payment, the former Acting Director had prepared the list. Sam suggested that Jason conduct an audit of the Library accounts to determine whether there are any other financial issues of concern.

Motion by Marta, seconded by Sam, that a quarterly payment of \$482, plus a \$7 installment fee be made to Hartford Insurance and all other warrants on the schedule, except Mathew Bender, should be paid. Motion approved 6-0.

#### 4. Librarian's Report

##### 4.1 Phone Services

At November's Board meeting the Trustees decided to switch telephone providers from the County to AT&T, provided that (1) the new telephone numbers would be transferable to the Library's permanent quarters at 20 North San Pedro Road when we move back next year, and (2) that we would not be required to contract past the end of June 2014. In reporting on the results of this resolution, Jason informed the Trustees that AT&T required a contract that would have extended into November 2014. He therefore contacted Barbara Layton from the County's IT Department and asked to keep our current phone service until we get back to 20 North San Pedro. Barbara stated that there was no guarantee that she could maintain our phone service at our current location because the County may not renew its lease at 70 San Pablo, and if the County notifies her that they are giving up the lease, she will have to disconnect the Library's network connection as her department also has budgetary issues. Ben stated that we should await any further action from the County before we take action.

##### 4.2 Credit Card Vendors

Jason reported that the Library has been invited to participate in a credit card gateway pilot program offered by the County Treasurer's office. The program has not yet gotten off the ground, but the Library has been added to the list of qualifying agencies when the program becomes functional. Jason will keep the Board apprised of any developments.

##### 4.3 California Public Records Request

The Library received a CPRA request from Bill Hale in which he requested the Library's previous grant applications, associated writings, and all minutes regarding the same. In reporting to the Board, Jason stated that he located several grant proposals submitted to the Marin Community Foundation from the years 2001 to 2002 and provided Bill with a copy of these materials. Jason noted, however, that he was unable to locate the Board's minutes from this period of



time because they were in storage and not accessible until the Library returns to 20 San Pedro. Bill acknowledged receipt of the grant applications, stated that he understood the inaccessibility of the minutes, and agreed to wait on our return to 20 San Pedro to view them.

## 5. Old Business

### 5.1 Document Delivery Fee Schedule

Tabled until we receive a credit card vendor.

## 6. New Business

### Trustee Vacancies (not agendized)

Ben announced that Delos would not renew his term on the Library Board of Trustees. Delos' departure will leave the Board with two openings that will need to be filled by the Board of Supervisors. Ben stated that Supervisor Rice requested a submission of potential applicants.

In responding to Bill Hale's question concerning how appointments are made and whether a non-attorney may serve on the Board, Delos noted that a non-attorney may potentially be appointed to the Law Library Board of Trustees and that appointments are made in compliance with the Business and Professions Code. Per Business and Professions Code section 6300, et seq., Trustees are either appointed by the Board of Supervisors, who appoint three members, or by the Marin County Judges, who appoint four members. Delos noted that there is a provision in the code (Bus. & Prof. Code, § 6305) that empowers the Trustees to fill vacancies, but there is no record of the Board ever exercising this power.

### 6.1 Proposed Revised Budget

Delos presented the Board with a Proposed Revised Budget for 2013-2014, which is attached hereto as Schedule A. Delos noted that this was a revised projection of the Library's actual income and expenses based on current data. He informed the Board that our filing fee income has continually declined and is projected to be \$25,000 less than the \$200,000 predicted in the Library's budget for 2013-2014. He further noted that collection expenses were underestimated by at least \$24,000 and staff expenses will be \$5000 over budget. Delos stated that the Library has already notified suppliers to cancel more than \$50,000 of subscriptions to print material and that this will help stabilize our current budget problems. However, in order to get expenses further down to where we need them, and to reduce spending to the rate shown in his projection, staff hours (currently 82 hours per week) will need to be reduced and hours of operation (currently 58 hours a week) will also have to be reduced. Delos emphasized that

if we switch to this new budget now, we can become fiscally sound by fiscal year 2014-15.

Motion by Ben, seconded by Alexandria, that the Proposed Revised Budget for 2013-2014 hereby be adopted and implemented. Motion approved 5-0, with Sam Ware abstaining as he was not present for that portion of the meeting.

## 6.2 Hours of Operation

After discussing the continuing decline in Library income, in conjunction with the Revised Budget for 2013-2014, a motion was made by Delos, seconded by Marta, to reduce staff hours to 61.5 hours a week and reduce the Library's hours of operation to 48 hours a week, with the following schedule being implemented:

- Monday, Tuesday and Thursday – 8:30 a.m. to 6 p.m.
- Wednesday – 8:30 a.m. to 8 p.m.
- Friday – 10 a.m. to 2 p.m.
- Saturday – CLOSED
- Sunday – noon to 4 p.m.

The motion was approved 5-0, with Sam abstaining as he was not present for that portion of the meeting.

## 7. Closed Session (Gov. Code §§ 54950-54963)

### 7.1 Public Employment, Title: Law Librarians

At 7:30 p.m. Ben announced that the Board would go into closed session to discuss a personnel matter.

### 7.2 Reconvene Open Session

At 7:45 p.m. the Board reconvened in open session. Ben announced that no action was taken within the closed session.

## 8. Adjournment

All business having been considered, the meeting was adjourned at 7:46 p.m. The next Marin County Law Library Board of Trustees meeting is January 16, 2014.

Respectfully submitted,

---

Ben Gale, President



---

Jason Voelker, Ex-Officio Secretary

Marin County Law Library  
Proposed Revised Budget--2013-2014

	<u>Original Budget</u>	<u>Revised Estimate<sup>1</sup></u>	<u>Proposed 1/1/14<sup>2</sup></u>
<u>Income</u>			
Filing fees	\$200,000	\$175,000 <sup>3</sup>	\$175,000
Miscellaneous	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Total	\$210,000	\$185,000	\$185,000
<u>Expenses</u>			
Staff	\$89,867	\$94,754	\$ 70,000 <sup>4</sup>
Collection	89,798	113,637 <sup>5</sup>	70,000 <sup>6</sup>
Administrative	30, 323	30,323	30,000
Contingencies	<u>-0-</u>	<u>-0-</u>	<u>10,000</u>
Total	\$209,998	\$238,714	\$180,000
Surplus (Deficit)	\$2	<u>(\$51,714)</u>	\$5,000

Proposed Revised Budget December 2013

<sup>1</sup> This is a revised projection of the Library's actual income and expenses based on current data.

<sup>2</sup> This is a proposed revised budget to be implemented no later than January 1, 2014.

<sup>3</sup> Income from Civil Filing Fees is now projected to be \$25,000 lower than projected in the original budget.

<sup>4</sup> To reduce spending to the rate shown, staff hours (currently 82 hours per week) will have to be reduced and hours of operation (currently 58 hours a week) will also have to be reduced.

<sup>5</sup> This figure reflects new information recently obtained by staff from our suppliers. The cost of subscriptions is \$24,000 greater than previously estimated.

<sup>6</sup> The Library has already notified suppliers to cancel more than \$50,000 of subscriptions to print materials. While a significant saving will be realized in the current fiscal year, the full benefit will not be realized until fiscal 2014-15.

# MCLL FILING FEE REVENUE

FISCAL YEAR ►►	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
MONTH ▼▼					
JULY	22,977.66	20,540.55	18,553.72	17,112.03	
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	
SEPTEMBER	21,722.04	18,661.46	17,773.96	15,432.17	
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	
FEBRUARY	19,451.28	20,767.28	15,160.56		
MARCH	22,904.59	25,481.90	17,544.43		
APRIL	19,761.98	10,562.85	15,398.28		
MAY	22,159.40	17,793.36	17,385.67		
JUNE	22,249.53	17,892.17	16,637.38		
TOTAL ►►	260,296.77	230,610.81	204,385.29	108,239.15	

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
+ YEAR TO DATE	153,769.99	138,113.25	122,258.97	108,239.15	
BUDGET TO DATE					

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

**Marin County Law Library**

---

**From:** <errol.johnson@jud.ca.gov>  
**Date:** Thursday, January 09, 2014 11:22 AM  
**To:** <neil\_cossman@marincourt.org>  
**Cc:** <lawlibmc@sonic.net>; <mgodinez@co.marin.ca.us>; <Treasurersoffice@marincounty.org>; <rachel\_creyer@marincourt.org>; <errol.johnson@jud.ca.gov>  
**Attach:** LL\_CT21\_112013.xls; DRPA\_CT21\_112013.xls  
**Subject:** TC145 Distributions - DO NOT DELETE-RETAIN FOR YOUR RECORDS

Dear :

The amount itemized below by fund will be paid to your account for your remittance activity of November, 2013

This letter provides at least two days advance notice of the funds transfer.

Should you have any questions on the attached, or on the related funds transfer, please contact Errol Johnson, 916-263-5782, [errol.johnson@jud.ca.gov](mailto:errol.johnson@jud.ca.gov).

Regards,

Greg Keil, Assistant Treasurer  
415-865-7956  
[Greg.keil@jud.ca.gov](mailto:Greg.keil@jud.ca.gov)

Funds/Amount:  
Dispute Resolution (to County) = \$3,748.22

Law Library = \$14,588.83  
Total to be paid = \$18,337.05

The total of \$18,337.05 will be electronically transferred to your County of Marin bank account listed below.

The funds will be available on: 01/13/2014

Bank Name: Bank of America  
Bank Address:  
555 Capitol Mall, Ste 1555  
Sacramento, CA 95814  
Bank Memo:  
Bank Account No: XXXXXX-X0101  
Bank ABA No: 0260-0959-3

Please refer to the attached fee collection detail for each of the above fund amount(s) indicated.

# Previous Day Detail with Text Report

Company: Marin CA County of  
Requestor : Karen Shaw  
Run Date: 01/14/2014 07:23:29 PST  
As of: 01/13/2014



Bank of America, Northern California | 121000358  
0182680101 | County of Marin | USD | As of: 01/13/2014  
Detail Credits

Transaction	Amount	0 Day	1 Day Float	2+ Day Float	Bank Ref	Cust Ref
Corporate Trade Payment Credit (164)	200.00	200.00	0.00	0.00	13010010986	0000000000
Text GOVPAYNET DES:EDI/EFTPMT ID:727 INDN:8163-MARIN COUNT CO ID:1352026552 CTX ADDITIONAL INFORMATION IS AVAILABLE FOR THIS PMT. CONTACT A TREASURY SALES OFFICER FOR ASSISTANCE.						
Corporate Trade Payment Credit (164)	100.00	100.00	0.00	0.00	09008633926	0000000000
Text GOVPAYNET DES:EDI/EFTPMT ID:795 INDN:8163-MARIN COUNT CO ID:1352026552 CTX ADDITIONAL INFORMATION IS AVAILABLE FOR THIS PMT. CONTACT A TREASURY SALES OFFICER FOR ASSISTANCE.						
Total # of Items: 2	300.00	300.00	0.00	0.00		
Preauthorized ACH Credit (165)	53,764.87	53,764.87	0.00	0.00	13009973238	0000000000
Text MARIN COUNTY DES:PAYMENT CK ID: INDN:MARIN COUNTY CO ID:9751000119 CCD						
Preauthorized ACH Credit (165)	27,408.84	27,408.84	0.00	0.00	10012631620	0000000000
Text AMERICAN EXPRESS DES:SETTLEMENT ID:00MARINCTY INDN:MARIN CITY T5047989892 CO ID:1134992250 CCD						
Preauthorized ACH Credit (165)	26,821.56	26,821.56	0.00	0.00	13007732363	0000000000
Text AMERICAN EXPRESS DES:SETTLEMENT ID:00MARINCTY INDN:MARIN CITY T5047989892 CO ID:1134992250 CCD						
Preauthorized ACH Credit (165)	18,337.05	18,337.05	0.00	0.00	10013145037	0000000000
Text CALIFORNIA TRIAL DES:91BOA21 ID: INDN:COUNTY OF MARIN CO ID:1499220301 CCD						
Preauthorized ACH Credit (165)	2,400.00	2,400.00	0.00	0.00	13009766975	0000000000
Text 1400 TREAS 310 DES: MISC PAY ID:946000519141000 INDN:MARIN COUNTY OF CO ID:9101036151 CCD PMT INFO:RMR*IV*1096 000 12/31/13*PI*2400.00-						
Preauthorized ACH Credit (165)	1,345.00	1,345.00	0.00	0.00	13007605687	0000000000
Text HRTLAND PMT SYS DES:TXNS/FEES ID:650000006691813 INDN:NOVATO UNIFIED SCHOOL CO ID:WFBHPS001 CCD						
Preauthorized ACH Credit (165)	1,204.04	1,204.04	0.00	0.00	13009973236	0000000000
Text MARIN COUNTY DES:PAYMENT CK ID: INDN:MARIN COUNTY CO ID:9751000119 CCD						



**Marin County Law Library  
December Fiscal Report 2013/2014 Fiscal Year**

PROJECTED CREDITS	GL No. 4310215	Court Filing Fees	\$16,666.67
	GL No. 4410125	Interest	\$16.67
	GL No. 4710113	Photo Copies	\$583.33
	GL No. 4710113	Book Sales	\$17.50
	GL No. 4710615	Donations	\$58.33
	GL No. 4631810	Proctoring	\$70.00
	GL No. 4631810	Fax & Paper Sales	\$57.50
	GL No. 4631810	Conference Room	\$30.00
	GL No. 4631810	Other Income	\$0.00
	Total Projected Credits		
ACTUAL CREDITS	GL No. 4310215	Court Filing Fees	\$16,688.32
	GL No. 4410125	Interest	\$91.00
	GL No. 4710113	Photo Copies	\$438.00
	GL No. 4710113	Book Sales	\$0.00
	GL No. 4710615	Donations	\$54.00
	GL No. 4631810	Proctoring	\$90.00
	GL No. 4631810	Fax & Paper Sales	\$57.00
	GL No. 4631810	Conference Room	\$0.00
	GL No. 4631810	Other Income	\$0.00
	Total Actual Credits		
Difference Between Projected and Actual Credits			-\$81.68

Staff Expenses	General Ledger No.	Projected Cost	Actual Cost	Difference
Library Director	5110110	\$3,750.00	\$3,840.00	-\$90.00
Overtime	5120110	\$0.00	\$288.00	-\$288.00
Extra Hire	5110210	\$2,916.67	\$2,490.00	\$426.67
Retirement/Director	5130510	\$166.67	\$0.00	\$166.67
Social Security	5140140	\$269.75	\$410.32	-\$140.57
Medicare	5140141	\$100.00	\$95.97	\$4.03
Health Benefits	5130120	\$99.00	\$99.00	\$0.00
Workers Compensation	5140115	\$110.17	\$0.00	\$110.17
Unemployment	5140145	\$76.67	\$0.00	\$76.67
<b>Staff Expense Total</b>		<b>\$7,488.93</b>	<b>\$7,223.29</b>	<b>\$265.64</b>

Admin Expenses	General Ledger No.	Projected Cost	Actual Cost	Difference
Insurance	5210510	\$525.00	\$646.80	-\$121.80
Postage/Petty Cash	5220146	\$5.00	\$0.00	\$5.00
Office Supplies	5220110	\$616.67	\$199.74	\$416.93
Projects	5220110	\$26.92	\$0.00	\$26.92
Bookkeeping	5220110	\$241.67	\$0.00	\$241.67
Payroll (County Services)	5220110	\$215.83	\$0.00	\$215.83
Copy Machines	5211510	\$708.33	\$336.76	\$371.57
Telephone & Internet	5210700	\$187.50	\$50.00	\$137.50
<b>Administrative Expenses Total</b>		<b>\$2,526.92</b>	<b>\$1,233.30</b>	<b>\$1,293.62</b>

Collection	General Ledger No.	Projected Cost	Actual Cost	Difference
Upkeep	5220810	\$7,416.67	\$8,422.66	-\$1,005.99
Book Binding	5220100	\$66.67	\$0.00	\$66.67
<b>Collection Total</b>		<b>\$7,483.34</b>	<b>\$8,422.66</b>	<b>-\$939.32</b>

Monthly Expenditures		Credits	Debits	Difference
<b>Total Monthly Expenditures</b>		<b>\$17,418.32</b>	<b>\$16,879.25</b>	<b>\$539.07</b>

Total Yearly Budget	Allocated Reserves	Unrestricted Fund Balance
<b>\$210,000.00</b>	<b>\$27,812.65</b>	<b>\$10,614.40</b>



**Marin County Law Library**  
**Year to Date (July to December) 2013/2014 Fiscal Year**

PROJECTED CREDITS	GL No. 4310215	Court Filing Fees	\$100,000.02
	GL No. 4410125	Interest	\$100.02
	GL No. 4710113	Photo Copies	\$3,499.98
	GL No. 4710113	Book Sales	\$105.00
	GL No. 4710615	Donations	\$349.98
	GL No. 4631810	Proctoring	\$420.00
	GL No. 4631810	Fax & Paper Sales	\$345.00
	GL No. 4631810	Conference Room	\$180.00
	GL No. 4631810	Other Income	\$0.00
	Total Projected Credits		
ACTUAL CREDITS	GL No. 4310215	Court Filing Fees	\$93,650.32
	GL No. 4410125	Interest	\$91.00
	GL No. 4710113	Photo Copies	\$2,913.80
	GL No. 4710113	Book Sales	\$20.00
	GL No. 4710615	Donations	\$79.00
	GL No. 4631810	Proctoring	\$521.00
	GL No. 4631810	Fax & Paper Sales	\$613.00
	GL No. 4631810	Conference Room	\$195.00
	GL No. 4631810	Other Income	\$285.47
	Total Actual Credits		
Difference Between Projected and Actual Credits			-\$6,631.41

<b>Staff Expenses</b>	<b>General Ledger No.</b>	<b>Projected Cost</b>	<b>Actual Cost</b>	<b>Difference</b>
Library Director	5110110	\$22,500.00	\$21,942.86	\$557.14
Overtime	5120110	\$0.00	\$1,805.00	-\$1,805.00
Extra Hire	5110210	\$17,500.02	\$13,825.71	\$3,674.31
Retirement/Director	5130510	\$1,000.02	\$0.00	\$1,000.02
Social Security	5140140	\$1,618.50	\$2,329.57	-\$711.07
Medicare	5140141	\$600.00	\$544.83	\$55.17
Health Benefits	5130120	\$594.00	\$594.00	\$0.00
Workers Compensation	5140115	\$661.02	\$182.00	\$479.02
Unemployment	5140145	\$460.02	\$251.60	\$208.42
<b>Staff Expense Total</b>		<b>\$44,933.58</b>	<b>\$41,475.57</b>	<b>\$3,458.01</b>

<b>Admin Expenses</b>	<b>General Ledger No.</b>	<b>Projected Cost</b>	<b>Actual Cost</b>	<b>Difference</b>
Insurance	5210510	\$3,150.00	\$1,488.00	\$1,662.00
Postage/Petty Cash	5220146	\$30.00	\$18.64	\$11.36
Office Supplies	5220110	\$3,700.02	\$2,287.76	\$1,412.26
Projects	5220110	\$161.52	\$0.00	\$161.52
Bookkeeping	5220110	\$1,450.02	\$0.00	\$1,450.02
Payroll (County Services)	5220110	\$1,294.98	\$0.00	\$1,294.98
Copy Machines	5211510	\$4,249.98	\$3,169.50	\$1,080.48
Telephone & Internet	5210700	\$1,125.00	\$854.35	\$270.65
<b>Administrative Expenses Total</b>		<b>\$15,161.52</b>	<b>\$7,818.25</b>	<b>\$7,343.27</b>

<b>Collection</b>	<b>General Ledger No.</b>	<b>Projected Cost</b>	<b>Actual Cost</b>	<b>Difference</b>
Upkeep	5220810	\$44,500.02	\$56,482.70	-\$11,982.68
Book Binding	5220100	\$400.02	\$0.00	\$400.02
<b>Collection Total</b>		<b>\$44,900.04</b>	<b>\$56,482.70</b>	<b>-\$11,582.66</b>

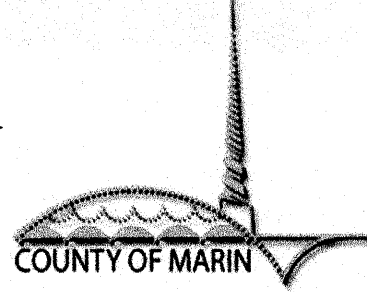
<b>Monthly Expenditures</b>	<b>Credits</b>	<b>Debits</b>	<b>Difference</b>
<b>Total Monthly Expenditures</b>	<b>\$98,368.59</b>	<b>\$105,776.52</b>	<b>-\$7,407.93</b>

<b>Total Yearly Budget</b>	<b>Allocated Reserves</b>	<b>Unrestricted Fund Balance</b>
<b>\$210,000.00</b>	<b>\$27,812.65</b>	<b>\$10,614.40</b>



# Marin County Law Library

January 2014 Warrants  
(Account Balance \$21,705.46)



Vendor	Amount Owed	Suggested Payment	Remaining Balance	
CEB	\$1,481.54	\$1,481.54	\$0.00	
West Publishing	\$836.15	\$836.15	\$0.00	
Westlaw Next (online)	\$1,620.32	\$1,620.32	\$0.00	
Lexis Nexus	<del>\$15,047.15</del>	\$3,996.47	*\$7,523.57	
Office Depot	<del>\$279.96</del> (\$25 minimum)	\$279.96	\$0.00	
Health Benefits	\$99.00	\$99.00	\$0.00	
RIA Federal Tax Coordinator	\$2,852.53	\$2,852.53	\$0.00	
Personnel Concepts Labor Law Poster (2014)	\$50.90	\$50.90	\$0.00	
Sonic.net	\$10.10	\$10.10	\$0.00	
AT&T U-Verse	\$50	\$50	\$0.00	
AT&T (phone)	\$16.15	\$16.15	\$0.00	
Salaries: \$5,895.00				
Total Expenses: \$28,238.80				
			Total Revenue Available:	\$21,705.46
			Total Expenditures (proposed):	\$17,188.12
			Remaining Cash Balance:	\$4,517.34

\* Although we deferred payment to Mathew Bender in the Month of December, SAP placed an encumbrance against the Library's trust balance in the amount of a \$3527.11. In other words, the Library currently has \$3527.11 more in its unrestricted Fund Balance than is currently reflected. Since then, all Lexus accounts (including Mathew Bender) have been consolidated into one account. Accordingly, any payment made to Lexus will include the \$3527.11 payment that was previously deferred.



THOMSON REUTERS™

## Order Notification

Contact your representative [eve.black@thomsonreuters.com](mailto:eve.black@thomsonreuters.com) with any questions. Thank you.Order ID: **513592**

### Subscriber Information

**Account Address:**

Account #: **1000801606**  
MARIN COUNTY LAW LIBRARY  
LIBRARIAN  
20 N SAN PEDRO RD STE 2015  
SAN RAFAEL, CA 94903  
US  
4154996356

**Shipping Address:**

Account #: **1000801606**  
MARIN COUNTY LAW LIBRARY  
LIBRARIAN  
20 N SAN PEDRO RD STE 2015  
SAN RAFAEL, CA 94903  
US  
4154996356

**Billing Address:**

Account #: **1000801606**  
MARIN COUNTY LAW LIBRARY  
LIBRARIAN  
20 N SAN PEDRO RD STE 2015  
SAN RAFAEL, CA 94903  
US  
4154996356

### Payment and Shipping Information

**Payment Method:**

Payment Method: **WestAccount**  
Account Number: **1000801606**

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

### Additional Information

Created By: **0107028**  
Order Source: **27**  
Revenue Channel: **06**  
Order Date: **12/11/2013 11:36:59 AM**  
P.O. Number:

### Order Contact Information

First Name	Last Name	Email Address	Phone	Contact Description	Contact Number
	VOELKER	<a href="mailto:lawlibjv@sonic.net">lawlibjv@sonic.net</a>		Order Confirmation Contact	28

### Internal Comments

- Worksheet West Complete: <https://ordermation.west.thomson.com/esigs/of.aspx?ordergroupid=c013403f39f74a2ca1fc8439ba332723>
- OF Ver: <https://ordermation.west.thomson.com/esigs/ofversion.aspx?ordergroupid=c653ef6a0b834ea690a9f103b6c3c3f5&isofview=yes>

### New Products - Print

Qty	Product	Material ID	Program Details	Program Codes	List Price	Other	Net Price
1	West Complete Library	40666420	601817H47593- WCMP Exception	601817H47593	Monthly: \$836.15		Monthly: \$836.15

**New Subscriptions to include in West Complete:**

Qty	Material ID	Description
2	13979032	California Criminal Practice, Motions, Jury Instructions and Sentencing, 3d
1	40529772	California Jury Instructions—Civil (CACI)

1	40452498	California Jury Instructions—Criminal (CALCRIM)
1	22063836	ElderLaw: Advocacy for the Aging, 2d
1	17180845	Miller & Starr California Real Estate, 3d
1	13975622	Taxing California Property, 4th
1	22048097	United States Code Annotated®
1	22040614	West's® Annotated California Codes (Annotated Statute & Code Series)

**Existing Subscriptions to include in West Complete:**

Qty	Material ID	Description
1	11228404	TRG CA PRACTICE GUIDE ALTERNATIVE DISPUTE RESOLUTION SUB
1	40637491	TRG CA PRACTICE GUIDE BANKRUPTCY SUB
1	40165343	TRG BUSINESS AND PROFESSIONAL C. PRACTICE SUB
1	13830934	WITKIN CA CRIMINAL LAW SUB
1	13830993	WITKIN CA EVIDENCE SUB
1	14401927	WITKIN CA PROCEDURE SUB
1	11226835	TRG CA PRACTICE GUIDE CIVIL APPEALS AND WRITS CH 1-16 TABLES AND INDEX SUB
1	11226777	TRG CA PRACTICE GUIDE CIVIL PROCEDURE BEFORE TRIAL CH 1-13 TABLES AND INDEX SUB
1	11226777	TRG CA PRACTICE GUIDE CIVIL PROCEDURE BEFORE TRIAL CH 1-13 TABLES AND INDEX SUB
1	41330147	TRG CA PRACTICE GUIDE CLAIMS AND DEFENSES SUB
1	40428330	TRG CA PRACTICE GUIDE CIVIL PROCEDURE TRIAL FORMS WITH FORMS ON CD SUB
1	40586323	TRG CA PRACTICE GUIDE CIVIL PROCEDURE BEFORE TRIAL STATUTES OF LIMITATION SUB
1	11228412	TRG CA PRACTICE GUIDE CIVIL TRIALS AND EVIDENCE CH 1-18 TABLES AND INDEX SUB
1	11226866	TRG CA PRACTICE GUIDE CORPORATIONS CH 1-8 TABLES AND INDEX SUB
1	40810468	TRG ELDER ABUSE LITIGATION SUB
1	40030744	TRG CA PRACTICE EMPLOYMENT LITIGATION SUB
1	11226827	TRG CA PRACTICE GUIDE ENFORCING JUDGMENTS AND DEBTS CH 1-6 TABLES AND INDEX SUB
1	11226819	TRG CA PRACTICE GUIDE FAMILY LAW CH 1 TO 20 TABLES AND INDEX SUB
1	41218051	TRG CA PRACTICE GUIDE FAMILY LAW FORMS SUB
1	11226789	TRG CA PRACTICE GUIDE FEDERAL CIVIL PROCEDURE BEFORE TRIAL CH 1-17 TABLES AND INDEX SUB
1	16580114	TRG FEDERAL CIVIL TRIALS AND EVIDENCE SUB
1	11635018	TRG FEDERAL 9TH CIRCUIT APPELLATE PRACTICE LOOSELEAF CH 1-7 AND CH 8-14 TABLES AND INDEX SUB
1	11664107	TRG CA PRACTICE INSURANCE LITIGATION SUB
1	11226843	TRG CA PRACTICE GUIDE LANDLORD-TENANT CH 1-12 TABLES AND INDEX SUB
1	11226947	TRG LSI LEGAL PROFESSIONALS HANDBOOK CH 1-23 TABLES AND INDEX SUB
1	15488007	MODERN CONSTITUTIONAL LAW SUB
1	11226807	TRG CA PRACTICE GUIDE PERSONAL INJURY CH 1-10 TABLES AND INDEX SUB
1	11226857	TRG CA PRACTICE GUIDE PROBATE CH 1-16 TABLES AND INDEX SUB
1	14832825	TRG CA PRACTICE GUIDE PROFESSIONAL RESPONSIBILITY SUB
1	11832626	TRG CA PRACTICE GUIDE REAL PROPERTY TRANSACTIONS SUB
1	13831007	WITKIN SUMMARY CA LAW SUB
1	22011401	SUPREME COURT REPORTER SUB
1	13830985	WITKIN COMBINED INDEX AND TABLES SUB

Monthly West Complete Print Charges are billed on the date West processes Subscriber's order and continue for the term of complete calendar months elected by Subscriber above ("Minimum Terms"). If Subscriber elects to terminate any of its West Complete Print products during the Minimum Term, the Monthly West Complete Print Charges will not be adjusted. Upon conclusion of the Minimum Term, the West Complete Print Charges will automatically renew for consecutive 12-month periods (Renewal Term), and the Monthly West Complete Print Charges for the Renewal Term(s) will increase 7% per year unless either party gives written notice of cancellation to the other party at least 30 days in advance of any Renewal Term, including the first Renewal Term. Additionally, West may at its discretion provide Subscriber with notice at least 60 days in advance of any Renewal Term of a Monthly West Complete Print Charges increase different from 7% after which Subscriber shall have 30 days to provide West with written notice of cancellation if Subscriber does not wish to renew. Subscription service may consist of updates and/or supplements to the service, including but not limited to: pocket parts, pamphlets, replacement or ancillary volumes; loose-leaf pages and other related supplemental materials. Subscriber hereby requests that West provide subscription services for the herein-described products, billed as set forth above

36 MONTH WEST COMPLETE PRINT MINIMUM TERM - Subscriber agrees to commit to a Minimum Term of 36 complete calendar months and the Monthly West Complete Print Charges for the second 12 months not to increase by more than 5% over the Monthly West Complete Print Charges for the initial 12 months and the Monthly West Complete Print Charges for the third 12 months not to increase by more than 5% over the Monthly West Complete Print Charges for the second 12 months.

<b>Order Subtotal:</b>	N/A
<b>*Shipping:</b>	TBD
<b>* Estimated Tax:</b>	TBD
<b>Order Total:</b>	\$0.00

**Products Under 36 month contract term: \$836.15**

Order subtotal does not include subscriptions, tax, or any expedited shipping charges.