

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

**Tuesday, August 17, 2021 at 5:15 P.M.**

Due to the COVID-19 Pandemic and current Stay-at-Home Order issued by the Marin County Public Health Officer, the **meeting will be conducted by remote connection.**

Pursuant to Executive Order No. N-29-20 (March 17, 2020), interested members of the public are asked to **attend electronically by clicking on the link below or by typing the link into your web browser:**

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/85274618120>

Meeting ID: **852 7461 8120**

Passcode: **685918**

Dial by your location

**+1 669 900 6833 US (San Jose)**

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 852 7461 8120

Passcode: 685918

Find your local number: <https://us02web.zoom.us/j/85274618120>

**Agenda**

**Call to Order\***

1. Approval of Minutes
  - 1.1 July 20, 2021 Regular Board Meeting
2. Open Time for Public Expression
3. Financial Report
  - 3.1 July 2021 Fiscal Report
  - 3.2 August 2021 Warrants

4. Librarian's Report
5. Committee Reports
  - 5.1 Fundraising for Network Equipment Replacement
  - 5.2 Civic Engagement
6. Old Business
  - 6.1 **Discussion and Action Item:** Review FY 2021-2022 Approved Budget
  - 6.2 **Discussion and Action Item:** Establishment of Grant-Seeking Committee
7. New Business
  - 7.1 **Discussion and Action Item:** Revisit Strategic Plan 2018-2023
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

The next board meeting will be held on Tuesday, September 21, 2021 at 5:15 p.m.

**Upcoming Events FYI:**

- Lawyers in the Library – 8/26/21 and 9/9/21
- First Thursdays at the Law Library – 9/2/21; Featured Organization: Elections Department of the County of Marin
- Deadline to Submit Reports for September Board Meeting: 9/15/21

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\* 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](mailto:disabilityaccess@marincounty.org) at least five working days in advance of the meeting. A complete agenda 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](http://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.*

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



COUNTY OF MARIN

LAW LIBRARY DIRECTOR:  
Laurie Vaala-Olsen

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

BOARD OF TRUSTEES:  
Kristine Fowler Cirby, Esq., President  
Tracy Barrett, Esq., Vice President  
Denise Bashline  
Jonathan Frieman, J.D.  
Donald Drummond, Esq.  
Walter Cook, Jr, Esq., MLIS

Tuesday, July 20, 2021, at 5:15 p.m.

By Remote Connection

Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Donald Drummond,  
Walter Cook, Jr., and Laurie Vaala-Olsen, Ex Officio-Secretary  
Absent: Jonathan Frieman  
Also Present: Bill Hale

President Kristine Cirby called the meeting to order at 5:15 p.m. and thereafter presided.

1. Approval of Minutes

1.1 Minutes of June 15, 2021 Regular Board Meeting – Donald moved for approval of the Minutes as presented; Tracy seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – No comments.

3. Financial Report

3.1 June 2021 Fiscal Report

The Fiscal Report for June 2021 was attached to the agenda packet. MCLL began the month of June with \$112,757 in its fund and ended the month with \$108,875, a net loss of \$3,882. Filing Fee Revenue for June was \$11,634; Expenses totaled \$15,516. YTD Revenue (7/1/20 – 6/30/21) was \$198,369 and YTD Expenses were \$15,624 leaving a FY 2020-2021 budget balance of \$32,745.

3.2 July 2021 Warrants

The Warrants list was amended to provide payment to CEB in the amount of \$2,349.11, and payment to Comcast Business in the amount of \$190.87. SPTJ did not charge for the hourlong meeting with Jonathan, Donald, Walter and Laurie regarding replacement of the network equipment. Following the above-referenced amendments, the July Warrants totalled \$8,211.79; total expenses were \$14,411.86 (this included salaries). Walter moved for approval of the Warrants as amended; Tracy seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

4. Librarian's Report – Attached to July 2021 Agenda Packet. Laurie added that MCLL will receive \$92,100 in state funding, probably in September. This amount restores MCLL to 96% of the filing fee revenue it received in 2008/2009.

5. Committee Reports

5.1 Fundraising for Network Equipment Replacement – In Jonathan's absence, Donald reported that Jonathan is very knowledgeable regarding the technical necessities of grant applications. Walter reported that they are gathering information planning to use the internal resources available to them to research grant possibilities.

5.2 Civic Engagement – See detailed written report attached to agenda packet.

6. Old Business

6.1 Changes to Law Library Access Requirements

Laurie reported that community vaccination in Marin is the highest in the country, however COVID-19 Delta Variant infections are rising everywhere. Marin Public Health Director Dr. Willis last Friday joined with 7 other Bay Area County Public Health Officers to recommend that everyone return to wearing masks indoors to stop the spread (both vaccinated and unvaccinated). Although all staff have provided verification that they are fully vaccinated, I recommend that staff and patrons of the Law Library continue to wear masks. We will discontinue the practice of wearing gloves to use the print publications in the Law Library and continue to encourage social distancing. As we have done in the past, we will continue to follow the guideline recommendations of the CDC, CDPH, and Cal/OSHA. I further recommend that the Law Library expand operating hours effective July 21, 2021 to 8:30 a.m. to 6:00 p.m. Monday through Thursday, 8:30 a.m. to 12:00 noon on Fridays and remain closed on the weekends.

6.2 Establishment of Grant-Seeking Committee

This item was tabled until August.

7. New Business

7.1 Election of Officers for FY 2020-2022

Laurie reported that she received no nominations for officers. Denise moved for nomination of Kristine Fowler Cirby for President and Tracy Barrett for Vice President for FY 2021-2022. Donald seconded. Motion passed; 5 Ayes, 0 Noes and 0 Abstentions.

7.2 Renew Subscription to National Housing Law Project Green Book

Laurie reminded trustees that the Green Book is a manual about the rights of tenants in HUD Housing Programs. We have both digital access to and a print copy of the manual. We were not charged for this subscription last year. This year the cost will be \$275 because it is a group purchase with several other California County Law Libraries. Denise moved to renew the subscription to the NHLP Green Book for \$275; Walter seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

7.3 Approve Certificate of Appreciation for Sam Ware, MCLL Trustee

Sam served on the MCLL Board of Trustees for over 8 years. Denise moved for approval of a certificate of appreciation for Sam Ware; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda – Revisit Strategic Plan from a few years ago and establish a committee to research grant possibilities for the Law Library.

9. Adjournment

All relevant business having come before the board, Walter moved to adjourn the meeting and Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:25 p.m. The next board meeting will be held on Tuesday, August 17, 2021, at 5:15 p.m. on Zoom.

Respectfully submitted,

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Kristine Fowler Cirby, Esq.  
President, Board of Trustees

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Laurie Vaala-Olsen, Ex-Officio  
Secretary





## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2008/2009	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022
MONTH													
JULY	20,659.00	22,977.86	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26	9,382.59
AUGUST	19,922.00	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89	22,888.81
SEPT.	21,723.00	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04	
OCTOBER	19,623.00	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67	
NOVEMBER	19,115.00	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70	
DECEMBER	20,339.00	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63	
JANUARY	15,573.00	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31	
FEBRUARY	20,986.00	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80	
MARCH	16,148.00	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	14,378.55	15,424.33	14,612.20	9,205.48	
APRIL	17,975.00	19,761.98	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	14,099.42	13,045.95	13,634.85	14,828.26	11,416.60	
MAY	19,948.00	22,159.40	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	14,977.96	13,800.05	13,546.55	8,031.24	16,402.85	
JUNE	23,462.00	22,249.53	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	12,928.62	14,252.53	15,796.62	11.62	11,634.46	
<b>ANNUAL TOTALS</b>	<b>235,472.53</b>	<b>260,296.77</b>	<b>230,610.81</b>	<b>204,385.29</b>	<b>182,611.11</b>	<b>174,589.13</b>	<b>169,679.33</b>	<b>164,783.38</b>	<b>173,090.01</b>	<b>170,059.22</b>	<b>154,596.88</b>	<b>133,488.69</b>	<b>32,271.40</b>

FISCAL YEAR	2008/2009	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
<b>August TOTALS</b>	<b>20,659.00</b>	<b>46,938.09</b>	<b>42,259.25</b>	<b>37,546.83</b>	<b>32,329.09</b>	<b>32,245.15</b>	<b>29,283.90</b>	<b>29,649.85</b>	<b>31,497.64</b>	<b>30,454.70</b>	<b>29,545.86</b>	<b>16,384.15</b>	<b>32,271.40</b>

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

**Marin County Law Library**  
**August 2021 WARRANTS**  
(Account Balance \$109,211)

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 114.86	\$ 114.86
2	CEB (333.73 for Print, \$334.92 for OnLAW)	\$ 668.65	\$ 668.65
3	Comcast Business	\$ 190.81	\$ 190.81
4	Kaiser	\$ 1,123.22	\$ 1,123.22
5	Lexis	\$ 820.54	\$ 820.54
6	San Diego County Law Library (NHLP Green Book)	\$ 296.31	\$ 296.31
7	SPTJ (Chien Liew Consulting)	\$ 787.50	\$ 787.50
8	State Fund	\$ 519.80	\$ 519.80
9	US Bank (USLI Quarterly Payment, PeopleG2)	\$ 402.59	\$ 402.59
10	Westlaw Next	\$ 2,087.84	\$ 2,087.84
11	West Publishing	\$ 1,184.51	\$ 1,184.51
	<b>Totals:</b>	<b>\$ 8,196.63</b>	<b>\$ 8,196.63</b>

**Salaries: \$6,323.51**

**Total Expenses: \$8,196.63**

<b>Total Revenue Available:</b>	<b>\$ 109,211.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 14,520.14</b>
<b>Remaining Cash Balance:</b>	<b>\$ 94,690.86</b>



**Regular Meeting of the Marin County Law Library Board of Trustees  
August 2021**

**Librarian's Report**

1. **Operations**

The Law Library will continue to follow CDC, State and Local recommendations for operating within a framework that focuses on the health and safety of employees and patrons alike. At present, there is a mask mandate in effect due to the surge in Delta variant infections in unvaccinated as well as vaccinated individuals.

2. **Open Trustee Position on MCLL Board**

No applications have been received for the open position on the Board of Trustees. The application form is available from a link on the Law Library website and on the home page of the Marin County Superior Court website.

3. **Lawyers in the Library on Zoom**

There has been a significant increase in the number of individuals seeking help from the Lawyers in the Library on Zoom program. In fact, participant volume more than doubled for the August 12 program date. Folks seeking assistance with landlord/tenant matters exceeded other practice areas, but there were increases in estates and trusts and general civil matters as well.

4. **CCCLL**

The funding allocation from the California State Budget should arrive in September 2021. We will revisit the FY 2021-2022 Approved Budget to prioritize the areas of highest need for those funds. The CCCLL Fall Meeting has been scheduled for October 4 on Zoom.

5. **Annual Report to Board of Supervisors**

The MCLL Annual Report to the Board of Supervisors is due October 15, 2021. Contact me if you have suggestions for the report or if you would like to contribute to the report.

**PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET**

**2021-2022 PROJECTED FISCAL YEAR**

(From 7/1/21 to 6/30/22)

MUNIS Fund No. : 3400

Program: 7960

Subprogram: 7961

<b>SUMMARY</b>	<b>2020-2021</b>	<b>2021-2022</b>
Projected Receipts:	\$ 210,300	\$ 153,250
Actual Receipts:	<u>\$ 148,893 *</u>	
Balance Receipts:	+ \$ 61,407	
Projected Expenses:	\$ 210,200	\$ 169,900
Actual Expenses:	<u>\$ 105,519 *</u>	
Balance Expenses:	\$ 104,681	
Actual Budget Balance*:	+ \$ 43,374 *	
Difference:		\$ (16,650)

		<b>INCOME</b>		
<u>County Code</u>	<u>Description</u>	<u>2019 - 20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-2022</u> <u>Projected</u>
451970	Filings	\$ 154,597	\$ 84,830	\$ 145,000
441115	Interest	\$ 1,773	\$ 709	\$ 900
462650	Photocopies	\$ 2,624	\$ 100	\$ 1,300
470410	Book Sales	\$ 1,009	\$ 726	\$ 750
470330	Donations	\$ -	\$ -	\$ 3,000
470110	Fax/Paper Sales	\$ 100	\$ -	\$ 50
441215	Conference Room	\$ 1,270	\$ 300	\$ 650
462610	Proctoring	\$ 1,139	\$ -	\$ 600
461810	Misc. Receipts (CLE, etc.)	\$ 11,455	\$ 62,228 **	\$ 1,000 ***
	Passport Services	\$ -	\$ -	\$ -
480210	Transfers In	\$ -	\$ -	\$ -
<b>Total Revenue:</b>		<b>\$ 173,967</b>	<b>\$ 148,893 *</b>	<b>\$ 153,250</b>

(Deficit, if any, to be paid from Fund Balance. Fund Balance as of 2/28/21 is \$119,041)

\* As of February 28, 2021 (8 months)

\*\* This amount reflects a Covid relief payment received from the State of California during fiscal year 2020 – 2021.

\*\*\* This amount does not reflect any further hoped-for Covid relief payments from either the State of California, as was received during fiscal year 2020 – 2021, or any hoped-for support from the County of Marin from the \$50 million that the County of Marin will be receiving from the recently passed federal Covid relief bill.

**PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET**

**2021-2022 PROJECTED FISCAL YEAR**

(From 7/1/21 to 6/30/22)

<b>EXPENSES</b>				
County Code	Debits/ Expenditures	2019 - 20 Actual	2020 - 21 Actual	2021-22 Projected
<i><b>Staff</b></i>				
511110	Librarian	\$ 56,633	\$ 32,101	\$ 54,000
511220	Extra Hire	\$ 22,495	\$ 3,946	\$ 24,000
511345	Holiday Pay	\$ -	\$ -	\$ -
515110	Social Security	\$ 4,737	\$ 2,334	\$ 5,000
515115	Medicare	\$ 1,109	\$ 546	\$ 1,100
513215	Health Benefits	\$ 10,541	\$ 8,088	\$ 11,000
514110	Workers Compensation	\$ 1,265	\$ 561	\$ 1,200
515120	Unemployment Insur.	\$ 1,347	\$ 482	\$ 1,300
		\$ 98,127	\$ 48,058	\$ 97,600
<i><b>Administrative Expenses</b></i>				
521610	Insurance	\$ 4,545	\$ 5,120	\$ 4,500
522210	Memberships/Prof Develop.	\$ 883	\$ 660	\$ 800
522440	Petty Cash/Postage	\$ -	\$ -	\$ -
522410	Office Expenses	\$ 1,731	\$ 2,016	\$ 2,000
522310	Projects (FUTA Taxes/ADP Payroll)	\$ 121	\$ 906	\$ -
522930	Copy Machines	\$ 1,112	-	\$ -
521310	Phone/Internet	\$ 7,346	\$ 6,062	\$ 10,000
		\$ 15,738	\$ 14,764	\$ 17,300
<i><b>Collection</b></i>				
522815	Publications Upkeep	\$ 59,883	\$ 42,698	\$ 55,000
522410	Book Binding	-	-	\$ -
		\$ 59,883	\$ 42,698	\$ 55,000
<b>Total Expenses:</b>		<b>\$ 173,748</b>	<b>\$ 105,520 *</b>	<b>\$ 169,900</b>

(Deficit, if any, to be paid from Fund Balance. Fund Balance as of 2/28/21 is \$119,041)

\* As of February 28, 2021 (8 months)

\*\* This amount reflects a Covid relief payment received from the State of California during fiscal year 2020 – 2021.

\*\*\*This amount does not reflect any further hoped-for Covid relief payments from either the State of California, as was received during fiscal year 2020 – 2021, or any hoped-for support from the County of Marin from the \$50 million that the County of Marin will be receiving from the recently passed federal Covid relief bill.

# Marin County Law Library 2018-2023 Strategic Plan

What	Who	When	Resources	Roadblocks	Strategies
Strategic plan	Board and staff	Finish March 2019-Execute Sept. 2019	See below	See below	See below
Improve Funding/Staff compensation:	Board	Ongoing	Time & money	Time & money & more people	Advocacy at State level, expand services, PR
1. CCCLL advocacy	Laurie	Ongoing	Time, money	Time & money & more people	Updated budget
2. Fundraising & Grants: . Research re foundations & individual donors . Their grant cycles-apply for grants	Friends of Library	Plan by Sept. 2018/Execute Oct./Ongoing	Time, money, Friends, Board, Supplies, Info-fact sheet	More people	Ask LL Board for suggestions, Civic Center volunteers/CVNL
3. LL Memberships and Sponsorships (Friends), recruit Board members for Friends	Board members and subcommittee	Nov. 2018-Plan	MCBA Newsletter and events, social media, website	More people	Ask LL Board for suggestions, Civic Center volunteers/CVNL
4. Host MCLE's	Board, staff, MCBA	February 2019	Approval, presenters, topics	Manpower, time, seed money	Conversation with MCBA, incorporate in budget
5. Increase fees for MCLE's CDs	Board	Aug. 2018 Board meeting	Agendize, add to MCBA news	Quorum at Board meeting	Done
6. Research history of County funding of LL: . Advocate to Supervisors: . Becoming more visible	Board and Friends; Board and staff and Friends	Jan. 2019 & continuous	Board, staff time, money, LL Board subcommittee	County budget & cautious perspective	Do homework, behind the scenes research, develop better communication with Court Clerks and admin staff
7. Leveraging resources with County	Board and staff	July 2019, do 360 review	Manpower & information	County	Research, homework, negotiation
8. Expand staff, i.e. Assistant, to meet needs	Board and staff	ASAP	Volunteers	Funding	See above
9. Weeding out of publications	Blue ribbon panel	Ongoing	Trustee committee, staff, volunteers	Consensus on discard list	Establish committee to consider implications

MCLL SMART ANALYSIS

August 2019

Item No.	Primary Goals/Objectives	Specific	Measurable	Achievable/Attainable	Relevant	Time-bound/Time-limited
1	How to get Financial Support from Patrons, Donors, County, State					
2	Friends Relationship					
3	Obtaining Money from Court & MCF	<ul style="list-style-type: none"> <li>• Get written report to Patty (Buck Trust Money) and Alex Darby (runs donor-advised fund of MCF)</li> <li>• Write proposal</li> </ul>				<ul style="list-style-type: none"> <li>• Contact MCF - JF</li> <li>• Submit proposal - JF - end of next week or the following</li> <li>• Review proposal - Kris - 8/19</li> <li>• Grant proposal prepared for October 2020</li> <li>• Get on Patty's Plate - Spring 2020</li> </ul>
4	Obtaining Financial Support from Patrons, Donors, County, and State					
5	\$1,000 Donations from Large Law Firms	<ul style="list-style-type: none"> <li>• Identity Target Firms</li> <li>• Have Donor Wall Ready</li> <li>• Request \$1K each annually</li> <li>• Write letter (snail mail) and follow up w/call by someone who has connection</li> </ul>	<ul style="list-style-type: none"> <li>• Success is a positive response/donations arrive</li> </ul>		<ul style="list-style-type: none"> <li>• Need money to bring justice</li> </ul>	<ul style="list-style-type: none"> <li>• ID Firms - Each Trustee will bring a list to next board meeting in September</li> <li>• Write Letter - Use JF's e-mail to draft letter - send out no later than November 1st</li> <li>• Make Phone Call - Make phone call around mid-November/before Thanksgiving - All Trustees</li> <li>• Follow-up on Phone Calls - Continue calls to court</li> </ul>
6	\$5 - \$10 Donations per LIL Patrons	<ul style="list-style-type: none"> <li>• Donation box and Statement</li> <li>• Check with Insurance</li> </ul>				<ul style="list-style-type: none"> <li>• Insurance - Same will give opinion by September board meeting</li> <li>• Donations should be allowed to be given by the second October LIL</li> <li>• Everything should be done by end of October</li> </ul>

MCLL SMART ANALYSIS

August 2019

Item No.	Primary Goals/Objectives	Specific	Measurable	Achievable/Attainable	Relevant	Time-bound/Time-limited
7	\$25 Donation Option on MCBA Membership	<ul style="list-style-type: none"> <li>• Create Ask/Proposal Memo to MCBA</li> <li>• Present Ask/Proposal Memo by Charles</li> <li>• Create possible Opt-out version</li> </ul>				<ul style="list-style-type: none"> <li>• Ask/Proposal Memo presented at board meeting (September/October?) - Kris</li> <li>• Present at MCBA October Meeting</li> </ul>

8	Obtaining Reliable Funding from State					
9	Obtaining More Spanish Language Reference Materials	<ul style="list-style-type: none"> <li>• Figure out what resources are available</li> </ul>				<ul style="list-style-type: none"> <li>• What resources are out there - Laurie and other LLs</li> <li>• Present at September board meeting - materials and cost</li> </ul>
10	Classes for Pro Per/Self-Litigants	<ul style="list-style-type: none"> <li>• Create live or video classes</li> <li>• One topic: Small Claims</li> </ul>				<ul style="list-style-type: none"> <li>• Research by October Meeting - TB</li> </ul>
11	MCLE Classes	<ul style="list-style-type: none"> <li>• Creation of minor's counsel (representing children in contested divorce cases) by Court</li> <li>• Purchase set of videos from San Luis Obispo County and give instruction at LL (Court pays for indigents or parties have money to pay) - Charge \$150.00 for two (2) six (6) hour sessions to be appointed by the County to be placed on the Court's list of acceptable attorneys; In-person attorney must be present</li> </ul>				<ul style="list-style-type: none"> <li>• Research requirements and cost of video from SLO by September meeting - Kris</li> </ul>
12	Logo Design Contest	<ul style="list-style-type: none"> <li>• Draft rules of contest for high school and college age students</li> </ul>				Present proposal at October meeting - Sam & Tracy
13	Brochure	<ul style="list-style-type: none"> <li>• Continue working on draft</li> <li>• Find another graphic arts volunteer</li> </ul>				<ul style="list-style-type: none"> <li>• Working on current edition - Laurie and Kris</li> <li>• Present at October board meeting</li> </ul>

# MCLL SWOT ANALYSIS

August 2019

Item No.	Primary Goals/Objectives	Strengths	Weaknesses	Opportunities	Threats
1					
2	Friends Relationship				
3	Obtaining Money from Court & MCF	<ul style="list-style-type: none"> <li>• High value for low cost - LIL</li> <li>• In-Kind contribution</li> </ul>	<ul style="list-style-type: none"> <li>• Relationship w/MCF</li> </ul>	<ul style="list-style-type: none"> <li>• Over half of patron base is public versus attorneys; public institutions should pny up funding to support this service we are providing</li> <li>• Create/Develop strategy for SRL</li> <li>• 2012 MCF Report</li> </ul>	<ul style="list-style-type: none"> <li>• Marin Court - Loss \$1 million in funding</li> </ul>
4	Obtaining Financial Support from Patrons, Donors, County, and State	<ul style="list-style-type: none"> <li>• Happy Pro Pers</li> <li>• MCBA Board Members - Relationships w/LL and Trustees</li> <li>• Satisfaction of volunteering/giving back to community</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships with large law firms are not strong</li> <li>• Identify large law firms in Marin</li> </ul>	<ul style="list-style-type: none"> <li>• Increased revenue</li> <li>• Better Relationships w/large Marin firms</li> </ul>	<ul style="list-style-type: none"> <li>• Time</li> <li>• Lack of action on LL's part</li> <li>• Present insurance policy may preclude \$ donations from LIL participants</li> <li>• Insufficient staffing to support pursuing certain action items</li> </ul>
5	\$1,000 Donations from Large Law Firms				
6	\$5 - \$10 Donations per LIL Patrons				
7	\$25 Donation Option on MCBA Membership				
8	Obtaining Reliable Funding from State				
9	Obtaining More Spanish Language Reference Materials				
10	Classes for Pro Per/Self-Litigants				
11	MCLE Classes				
12	Logo Design Contest				