Notice of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903

Tuesday, November 15, 2022, at 5:15 P.M.

The meeting will be conducted by remote connection.

Pursuant to AB 361 (Enacted September 16, 2021) and Government Code section 54953(e), interested members of the public are asked to attend electronically by typing the link into your web browser or by telephone by calling in to the telephone number below:

Topic: Board Meeting - November 2022
Time: Nov 15, 2022 17:15 Pacific Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/84992525814?pwd=NmpHM1hwbW83Z0Z2aWIUd2g4SHIqQT09

Meeting ID: 849 9252 5814
Passcode: 444975
One tap mobile
+16694449171,,84992525814#,,,,,*444975# US
+16699006833,,84992525814#,,,,,*444975# US (San Jose)

Dial by your location
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 719 359 4580 US
+1 564 217 2000 US
+1 646 931 3860 US
+1 689 278 1000 US
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US

Meeting ID: 849 9252 5814
Passcode: 444975
Find your local number: https://us02web.zoom.us/u/kgvMBVZdu
Agenda

Call to Order*

1. Consent Calendar  
   1.1 Determination of November Regular Meeting to be held in person or remotely (Government Code section 54953(e))  
   1.2 November 2022 Warrants  
   1.3 September 2022 Board Meeting Minutes  
   1.4 October 2022 Board Meeting Minutes  
   1.5 Health Insurance Renewal for Law Library Director

2. Open Time for Public Expression

3. Financial Report  
   3.1 Filing Fee Schedule – November 2022  
   3.2 Actuals (Income and Expenses) – November 2022

4. Librarian’s Report

5. Committee Reports  
   5.1 Civic Engagement  
   5.2 Lawyers in the Library

6. Old Business  
   6.1 Discussion and Action Item: Discussion and Action re Lawyers in the Library Disclosure Form

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 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. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.
6.2 Discussion and Action Item: Discussion and Action re Updating and Replacing Network/Copier Equipment

7. New Business
   7.1 Discussion and Action Item: Discussion and Action re appreciation of Mee Mee Wong

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

9. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 11/30/2022
First Thursdays at the Law Library on Zoom – 12/1/2022
Deadline to Submit Reports for Board Meeting on 12/20/2022: 12/13/2022

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 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. 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 Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA  94903

Tuesday, September 20, 2022, at 5:15 P.M.

Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Alexander Johnson, Donald Drummond, Walter Cook Jr., and Stephen Richards, Ex Officio-Secretary

Also Present: Bill Hale

Vice President Barrett called the meeting to order at 5:18 p.m.

1. Determination of October Regular Meeting to be held in person or remotely (Government Code section 54953(e))

   There was discussion regarding holding the October Regular Meeting to be held either in person or remotely.

   Vice President Kirby moved to approve the motion that the October Regular Meeting be held remotely. Trustee Cook seconded the motion.

   Vote: Motion carried 6-0
   AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook
   ABSENT: 

2. Consent Calendar

   2.1 September 2022 Warrants
   2.2 August 2022 Minutes
   2.3 Purchase of LexisNexis Subscription and Updated Self-Help Legal Books

   Vice President Kirby moved to approve the Consent Calendar as presented. Trustee Johnson seconded the motion.

   Vote: Motion carried 6-0
   AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook
   ABSENT: 

3. **Open Time for Public Expression**

No public expression at this time.

4. **Financial Report**
   4.1 Filing Fee Schedule – September 2022
   4.2 Actuals (Income and Expenses) – September 2022

The Filing Fee Schedule and the Actuals for September 2022 were attached to the agenda packet. The filing fee revenue for the Month of September 2022 was $13,630.59. The expenses totaled $14,846.23

5. **Librarian’s Report**

Librarian gave status updates regarding the library. The job position for law library assistant was to be uploaded to Craigslist.

6. **Committee Reports**

6.1 Civic Engagement

Civic Engagement report was attached to the agenda packet. Public comment was made about possible engagement with local schools about legal topics such as the Marin City shipyard.

6.2 Book Committee

Book Committee report and resolutions were attached to the agenda. Confirmation of resolution to purchase digital LexisNexis subscription and updating the self-help books was agreed upon in the consent calendar.

6.3 Grant Committee

Grant Committee report was attached to the agenda packet. A summary of the report was given at the meeting.

7. **Old Business**

7.1 **Discussion and Action Item**: re Lawyers in the Library Disclosure Form

Discussion occurred regarding the Lawyers in the Library’s Disclosure Form. Some of the discussion was in regard to last month’s discussion regarding the disclosure form. Some examples were attached to agenda packet. The idea came about to form a committee and move to next month.
8. New Business

8.1 Discussion and Action Item: Discussion and Action re Special Meeting for Approval of Annual Report to Board of Supervisors

The initial report was due October 14\textsuperscript{th} and discussion was made about making a special meeting date for approval. The date was set for October 11\textsuperscript{th}. Vice President Cirby moved to approve the date of October 11\textsuperscript{th} for a special meeting. Trustee Bashline seconded the motion.

Vote: Motion carried 6-0
AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook
ABSENT: None

8.2 Discussion: Discussion re Memorial of Robert Carrington

Discussion occurred about a donation on behalf of Robert Carrington. One place for suggested donation was to the MarinHealth Foundation Trustee Bashline moved to approve a donation of $250.00 to the MarinHealth Foundation on behalf of Robert Carrington.

Trustee Drummond seconded the motion. Additional amendments were added. Vice President Cirby wanted to include that the amount be taken from the projects budget and Trustee Bashline wanted to include a byline for Ron Lieberman on the Law Library website. Trustee Bashline then moved to approve the amended motion. Vice President Cirby seconded the amended motion.

Vote: Motion carried 6-0
AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook
ABSENT: None

8.3 Discussion: Discussion re Updating and Replacing Network Equipment

Discussion occurred about updating and replacing the network equipment. Some discussion occurred about the funding required to the possible upgrade and also the updated price for the upgrade of the network equipment. The agreement was held to table this topic to the next meeting.

8.4 Discussion: Discussion re Possible Revenue Sources for Law Library

Discussion occurred about possible revenue sources for the law library. Some considerations included the director learning more about grant writing and other options.

8.5 Discussion: Discussion re Formation of New Five-Year Plan

Discussion occurred about the idea of a new five-year plan. The topic, however, was meant to be more about reviewing the current five-year plan, which will be tabled to next month’s meeting.
8.6 **Discussion**: Discussion re Possible Lawyers in the Library Anniversary Celebration

Discussion occurred about ideas for a possible Lawyers in the Library Anniversary. Some options included a party or certificates. Request was made to obtain list of volunteer attorneys.

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

Topics were discussed at the meeting.

10. **Adjournment**

All relevant business having come before the board, Vice President Cirby moved to adjourn the meeting. Trustee Drummond seconded the motion.

   Vote: Motion carried 6-0
   AYES: Vice President Cirby, President Barrett, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook
   ABSENT: None

The meeting was adjourned at 6:45 p.m. The next board meeting will be held October 18, 2022, at 5:15 p.m.

Respectfully submitted,

Tracy Barrett
President, Board of Trustees

Stephen Richards, Ex-Officio
Secretary
Minutes of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903

Tuesday, October 18, 2022, at 5:15 P.M.

Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Alexander Johnson, Donald Drummond, Walter Cook Jr., and Stephen Richards, Ex Officio-Secretary

Also Present: Bill Hale, Elliott Bien

Vice President Cirby called the meeting to order at 5:18 p.m.

1. Determination of October Regular Meeting to be held in person or remotely (Government Code section 54953(e))

There was discussion regarding holding the November Regular Meeting to be held either in person or remotely.

Vice President Kirby moved to approve the motion that the November Regular Meeting be held remotely. Trustee Cook seconded the motion.

Vote: Motion carried 5-0
AYES: Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook
ABSENT: President Barrett

2. Consent Calendar

2.1 October 2022 Warrants

Trustee Cooke moved to approve the Consent Calendar as presented. Trustee Drummond seconded the motion.

Vote: Motion carried 5-0
AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook
ABSENT: President Barrett

3. Open Time for Public Expression

One of the members of the public introduced himself to the board at the meeting.
   4.1 Filing Fee Schedule – October 2022
   4.2 Actuals (Income and Expenses) – October 2022

The Filing Fee Schedule and the Actuals for October 2022 were attached to the agenda packet. The filing fee revenue for the Month of September 2022 was $12,059.80. The expenses totaled $20,051.66. Comments were brought up that October 2022’s filing was the lowest in some time.

5. Librarian’s Report

Librarian gave status updates regarding the library.

6. Committee Reports
   6.1 Civic Engagement

Civic Engagement report was attached to the agenda packet. The First Thursday speaker will be the grand Jury of Marin in January. Also, reached out with the San Rafael Library for a partnership with the Law Library.

7. Old Business

7.1 Discussion and Action Item: re Lawyers in the Library Disclosure Form

The committee did not have a chance to meet on the issue and Vice President Cirby made a motion to table this item for the next board meeting. Trustee Drummond seconded the motion.

Vote: Motion carried 6-0
AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook
ABSENT:

7.2 Discussion: Discussion re Updating and Replacing Network Equipment

The discussion regarding the attached document for the network update equipment along with possibly updating the photocopiers as well. The discussion moved towards many questions to answer and possibly inviting IT for the next meeting. Questions to answer include newer costs with labor, timing, and possible other proposals for the copiers. Vice President Cirby made a motion to table this topic for the next month. Trustee Bashline seconded the motion.

Vote: Motion carried 6-0
AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook
ABSENT:
8. New Business

8.1 **Discussion and Action Item**: Discussion and Action re Annual Report 2021-2022

Discussion regarding the annual report occurred. Public comment was added about possible change of a particular word. Comment was made to change the amount of reserves to reflect current amount in account. Vice President Cirby made a motion to approve the annual report and submit to the County Board of Supervisors with the edit. Trustee Johnson seconded the motion.

Vote: Motion carried 6-0  
AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook  
ABSENT: None

8.2 **Discussion**: Discussion and Action re Civil Appeals as Subject Matter for Lawyers in the Library

Presentation was given by Elliott Bien about adding the topic of civil appeals as a subject matter for the Lawyers in the Library program. The idea is to give general advice on the civil appeals process in state court. Some concern was brought up that volunteers should be available when the subject is offered at the program. Public comment was added that this would be useful to have as a subject matter.

Trustee Bashline made a motion to approve the addition of civil appeals as a subject matter for Lawyers in the Library. Vice President Cirby seconded the amended motion.

Vote: Motion carried 6-0  
AYES: President Barrett, Vice President Cirby, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook  
ABSENT: None

8.3 **Discussion**: Discussion and Action re Donation Letter

Donation letter was not ready at this time and no action was required at this time.

8.4 **Discussion**: Discussion re Five Year Plan

Discussion occurred regarding the five-year plan. Notes regarding the original five-year plan were attached to agenda packet. Some comments included the number of board presidents and the fact that some of these items were completed. Items included from the sheet: 1, 2, 5, 8, and 9.

8.5 **Discussion**: Discussion re Empty Board Position

Discussion occurred about the empty board position currently available. The empty position is for the Board of Supervisors appointee.

9. **Board Members’ Suggestions for Next Month’s Agenda**
Topics were discussed at the meeting.

10. Adjournment

All relevant business having come before the board, Vice President Cirby moved to adjourn the meeting. Trustee Drummond seconded the motion.

Vote: Motion carried 6-0  
AYES: Vice President Cirby, President Barrett, Trustee Bashline, Trustee Johnson, Trustee Drummond, Trustee Cook  
ABSENT: None

The meeting was adjourned at 6:32 p.m. The next board meeting will be held November 15, 2022, at 5:15 p.m.

Respectfully submitted,

Tracy Barrett  
President, Board of Trustees

Stephen Richards, Ex-Officio  
Secretary
Your 2022 Renewal

KRISTINE F CRIBY
MARIN COUNTY LAW LIBRARY
20 N SAN PEDRO RD
SAN RAFAEL, CA 94903-4188

Group ID: 719017
Renewal Effective Date: December 01, 2022

Renewal Monthly Premium: $485.74
Current Monthly Premium: $475.65
% Change: 2.12%
$ Change: $10.09

Important Information about your renewal

- If you’d like to continue with your renewal plan(s), there’s nothing you need to do.
- Premium change — The 2022 premium estimate shown above is based on your group's current enrollment and may change depending on the number of employees and dependents who actually enroll.
- Please visit account.kp.org for information on:
  - 2022 renewal support documents—
  - Refer to the Plan Highlights for all Kaiser Permanente small business medical and dental plans.
  - See our Small Business Guidelines for policy and qualification updates.
  - New Plan - Gold 80 HDHP HMO 1600/15% + Child Dental Alt
    - This is a lower deductible HDHP plan that offers a richer plan design for employees to take advantage of a Health Savings Account (HSA). Please note, Alt plans include chiropractic/ acupuncture benefits with the exception of the Gold 80 HDHP HMO 1600/15% + Child Dental Alt.
  - 2022 change and clarification notices — Learn about plan updates and health benefit changes.

We value your business and are committed to the health of your employees.

Need help?
Contact your broker who may transact on your behalf or Small Business Account Management Support Team at 800-790-4661, option 3.

To learn how to protect your employees from COVID-19, please visit: healthy.kaiserpermanente.org/health-wellness/coronavirus-information.
### FY 2022-2023 Profit & Loss Statement

**For November 15, 2022 Board Meeting**

<table>
<thead>
<tr>
<th>Date</th>
<th>Revenue Balance</th>
<th>Total Revenue</th>
<th>Total Expenses</th>
<th>Profit &amp; Loss</th>
</tr>
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<tbody>
<tr>
<td>June 2022</td>
<td>$223,089</td>
<td>$220,079</td>
<td>$222,419</td>
<td>$20,680</td>
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</table>

**Actual Revenue**

<table>
<thead>
<tr>
<th>Category</th>
<th>Revenue</th>
<th>Expenses</th>
<th>Profit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection S</td>
<td>$12,048</td>
<td>-$</td>
<td>$12,048</td>
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</tr>
<tr>
<td>Membership/Prof Develop.</td>
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<td>-$</td>
<td>-$</td>
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<td>Photocopies</td>
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<td>$250</td>
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</tr>
<tr>
<td>Books Sales</td>
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<td>Dividend</td>
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<tr>
<td>Fax/Photocopies</td>
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<td>-$</td>
<td>$183</td>
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<tr>
<td>Conference Room</td>
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<tr>
<td>Proctoring</td>
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<tr>
<td>Miscellaneous Receipts</td>
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<td>-$</td>
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<tr>
<td>Complete Equity Markets</td>
<td></td>
<td>$470</td>
<td>$281</td>
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</tr>
<tr>
<td>Book Binding</td>
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<td>$470</td>
<td>$281</td>
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<tr>
<td>Marin Copier</td>
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<td>$183</td>
<td>$190</td>
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<tr>
<td>Other (CEB OnLaw, LexisNexis, etc.)</td>
<td>$342</td>
<td>$208</td>
<td>$134</td>
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**Actual Expenses**

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<th>Notes</th>
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<td>Administration</td>
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<tr>
<td>Office Expenses</td>
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<td></td>
</tr>
<tr>
<td>Projects</td>
<td>$208</td>
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<td>Health Benefits</td>
<td>$951</td>
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<td>Workers Compensation</td>
<td>$97</td>
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<td>Unemployment Income</td>
<td>$46</td>
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<tr>
<td>Revenue Total</td>
<td>$223,089</td>
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</tbody>
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**FY 2022-2023 Profit & Loss Statement FY 2022-2023**

<table>
<thead>
<tr>
<th>Month</th>
<th>Revenue</th>
<th>Expenses</th>
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<th>Notes</th>
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<td>June 2022</td>
<td>$223,089</td>
<td>$220,079</td>
<td>$20,680</td>
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**Fund Balance**

<table>
<thead>
<tr>
<th>Date</th>
<th>Balance</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2022</td>
<td>$223,089</td>
<td></td>
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</table>

**Revenue**

<table>
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<tr>
<th>Source</th>
<th>Amount</th>
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<tr>
<td>Collection</td>
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<tr>
<td>Membership</td>
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**Expenses**

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<th>Category</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$1,098</td>
<td></td>
</tr>
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<td>Projects</td>
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<td>Health Benefits</td>
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<td>Workers Compensation</td>
<td>$97</td>
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</tr>
<tr>
<td>Unemployment Income</td>
<td>$46</td>
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**Revenue Total**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Notes</th>
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<tbody>
<tr>
<td>$223,089</td>
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**Expense Total**

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<th>Notes</th>
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<tr>
<td>$220,079</td>
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**Profit/Loss**

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<th>Amount</th>
<th>Notes</th>
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<td>$20,680</td>
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### MCCL Court Filing Fee Revenue

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<tr>
<td><strong>JULY</strong></td>
<td>22,977.66</td>
<td>20,540.55</td>
<td>18,553.72</td>
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<td><strong>AUGUST</strong></td>
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<td>14,041.18</td>
<td>16,001.89</td>
<td>22,888.81</td>
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<td><strong>SEPT.</strong></td>
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<td>17,124.24</td>
<td>10,247.04</td>
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<tr>
<td><strong>OCTOBER</strong></td>
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<td>13,045.80</td>
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<tr>
<td><strong>NOVEMBER</strong></td>
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<td>12,149.23</td>
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<td>12,072.28</td>
<td>12,332.59</td>
<td>14,227.45</td>
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<td><strong>MARCH</strong></td>
<td>22,904.59</td>
<td>25,481.90</td>
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<td>15,218.51</td>
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<td>14,612.20</td>
<td>9,205.48</td>
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<td>13,292.85</td>
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<td>14,099.42</td>
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<td>13,634.85</td>
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<td><strong>MAY</strong></td>
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<td>17,385.67</td>
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<td>8,031.24</td>
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<td><strong>JUNE</strong></td>
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<td>17,892.17</td>
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<td>14,850.97</td>
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<td>16,237.00</td>
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<td>11.62</td>
<td>11,634.46</td>
<td>12,125.83</td>
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</table>

| **Annual Totals** | 260,296.77 | 230,610.81 | 204,385.29 | 182,611.11 | 174,589.13 | 169,679.33 | 164,783.38 | 173,090.01 | 170,059.22 | 154,596.88 | 133,488.69 | 168,852.86 | 67,462.48 |

Each current month’s filing fee revenue represents income generated from the Court filings of two months ago. January revenue comes from November filings, etc.
### Marin County Law Library
#### November 2022 WARRANTS

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Vendor</th>
<th>Current Amount Due</th>
<th>Suggested Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U.S. Bank (Zoom, MarinHealth Foundation, Sonic.Net, TechSoup, Craigslist)</td>
<td>$597.92</td>
<td>$597.92</td>
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<tr>
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<td>SPTJ Consulting, Inc.</td>
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<td>4</td>
<td>Thomson Reuters (Westlaw)</td>
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<td>$2,129.60</td>
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<td>LexisNexis (Digital)</td>
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<td>$481.00</td>
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<td>6</td>
<td>CEB (CEB Publications)</td>
<td>$609.01</td>
<td>$609.01</td>
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<td>7</td>
<td>CEB (OnLaw)</td>
<td>$355.25</td>
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<td>8</td>
<td>CALNET (AT&amp;T)</td>
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<td>9</td>
<td>Ingram Library Services</td>
<td>$54.86</td>
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<td>Kasier</td>
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<td>ADP Payroll</td>
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<td>12</td>
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<td>13</td>
<td>Comcast Business</td>
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<td>14</td>
<td>Media Flex Inc. (OPALS)</td>
<td>$300.00</td>
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<td></td>
<td><strong>Totals:</strong></td>
<td><strong>$7,745.80</strong></td>
<td><strong>$7,745.80</strong></td>
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</table>

Salary Expenses: $7,224  
Total Expenses: $14,969.80

<table>
<thead>
<tr>
<th></th>
<th>Total Revenue Available: $222,419.00</th>
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</thead>
<tbody>
<tr>
<td>Total Expenditures (proposed):</td>
<td>$14,969.80</td>
</tr>
<tr>
<td>Remaining Cash Balance:</td>
<td>$207,449.20</td>
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</tbody>
</table>
Welcome to the Lawyers in the Library program of the Marin County Bar Association and Marin County Law Library. The program provides general legal guidance to residents of Marin County and litigants with cases in the Marin County Superior Court. Our goal is to provide members of the community with legal information so they may make informed decisions about their case. We strongly encourage you to seek the advice of a private attorney through the San Francisco Bar Association Lawyer Referral & Information Service at: (415) 989-1616.

Nothing that is said or done during this program creates an attorney-client relationship. The attorneys present at the Lawyers in the Library program cannot represent you in the matter discussed today. The attorney will not consult with you outside this program and will not become your attorney. The attorneys may consult with both sides in a dispute. While the attorneys will not disclose your information to third parties, they cannot guarantee privacy in this setting, therefore conversations are not confidential. Conversations may not be recorded.

Priority will be given to persons who have not previously or recently utilized the clinic. Persons whose questions lie outside the scope of the clinic may be referred elsewhere or otherwise redirected. Individuals who have an attorney, are not eligible to be seen at the Lawyers in the Library Clinic.

ACKNOWLEDGMENT AND CONSENT

I hereby acknowledge that I have read and understand the above disclosure statement and I consent to its terms. I understand and agree that no attorney-client relationship shall exist between myself and any attorney present in connection with my receiving any information or assistance through this program. I also understand and agree that this program is a public service designed to provide general legal guidance and information and that none of the attorneys present will represent me or become my attorney regarding any specific matter I discuss with them. I also understand that the Marin County Law Library and the Marin County Bar Association are not responsible for the content or accuracy of any legal information or advice I may receive during the program or for the outcome of my case or matter.
RELEASE AND HOLD HARMLESS AGREEMENT

By signing below, I acknowledge that I have read this Disclosure Statement and hereby release the Marin County Bar Association and the Marin County Law Library, and the attorneys volunteering their time at Lawyers in the Library from any claim, liability or damages arising out of or in connection with receiving information or assistance under this program.

Name: ___________________________ Date: ______________________
(Please Print)

Signature: ___________________________
Welcome to the *Lawyers in the Library* program of the Sonoma County Library and Sonoma County Public Law Library. The program provides general legal guidance. Our goal is to provide members of the community with information that will help them help themselves regarding their legal questions and concerns. If you need further assistance with your case, we strongly encourage you to seek the advice of a private attorney.

Nothing that is said or done during this program creates an attorney-client relationship. The attorneys present at the *Lawyer's in the Library* program cannot represent you in the matter discussed today. The attorney will not consult with you outside this program and will not become your attorney. The attorney determines how much time is available to meet with you depending on your question. Up to 20 minutes is provided.

Priority will be given to persons who have not previously or recently utilized the clinic. Persons whose questions lie outside the scope of the clinic may be referred elsewhere or otherwise redirected. Represented individuals, i.e., those who already have an attorney, are not eligible to be seen at the *Lawyers in the Library* clinic.

**ACKNOWLEDGMENT AND CONSENT** I hereby acknowledge that I have read and understand the above disclosure statement and I consent to its terms. I understand and agree that no attorney-client relationship shall exist between myself and any attorney present in connection with my receiving any information or assistance through this program. I also understand and agree that this program is a public service designed to provide general legal guidance and information and that none of the attorneys present will represent me or become my attorney regarding any specific matter I discuss with them.

**RELEASE AND HOLD HARMLESS AGREEMENT** By signing below, I acknowledge that I have read this Disclosure Statement and hereby release the Sonoma County Library, the Sonoma County Public Law Library, and the Sonoma County Bar Association and the attorneys volunteering their time at *Lawyers in the Library* from any claim, liability or damages arising out of or in connection with receiving information or assistance under this program.

Name (Please Print): _______________________________________________________

Signature: _______________________________ Date: _______________________

What problem do you want to talk to a lawyer about today?

________________________________________________________________________

________________________________________________________________________

Have you been to the *Lawyers in the Library* program this year? If so, how many times?

________________________________________________________________________

________________________________________________________________________
*Hand this signed paper to the librarian when your number is called.

*You must be present when your number is called, or you will lose your place.
Welcome to the Lawyers in the Library program. A volunteer attorney will see you today at your assigned appointment time. You must be present in the Civil Self Help Center waiting area when your name is called or you will lose your slot. While you wait, please keep your conversations quiet and silence your cell phone. If you disturb other people in the library, you will be asked to leave and you will forfeit your appointment.

The Lawyers in the Library program is a public service of the Voluntary Legal Services Program of Northern California (VLSP), hosted by the Sacramento County Public Law Library. We provide general information and our help is available to Sacramento County residents and those with a case in Sacramento County. We may, therefore, help both sides in a dispute. While we will not disclose your information to third parties, we cannot guarantee privacy in this setting, so your conversations are not confidential.

If you already have an attorney, we will not be able to help you. This service is for non-attorney, self-represented litigants only. The attorney you meet with is not “your lawyer.” This meeting does not create or imply an attorney-client relationship. The attorney will not consult with you outside of this program, nor will the attorney represent you in the matter you discuss today, or in any other matter. No recording of your meeting with the attorneys of the Lawyers in the Library Program is permitted.

If the attorney does not specialize in the area of law that concerns you, he or she may give you a referral to an agency or to the law librarians for research assistance. The goal of this program is to help you help yourself.

Each appointment is a maximum of 20 minutes, but may be shorter if the attorney feels that your question, as you have summarized it below, has been addressed appropriately in less time. You may not use this service on consecutive Monday nights if there are people signed up who have not had prior appointments.

Please sign below that you have read the above information and agree to all of these conditions.

Print Your Name: ___________________________ Zipcode: ______________________

Signature: ___________________________ Date: ______________________

Please write a summary of your legal question below.

If this is a lawsuit, Name of other Party: ______________________________

My question is:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Please rate your experience with this service. After each statement, circle a number. The number 1 equals the lowest level of satisfaction; the number 5 equals the highest level.

1. The attorney helped me by answering my legal question(s). 1 2 3 4 5
2. The Library staff was helpful. 1 2 3 4 5
3. This service met my expectations. 1 2 3 4 5
4. I would use the Lawyer in the Library service again. 1 2 3 4 5
5. I will use the Sacramento County Public Law Library again. 1 2 3 4 5

6. CIRCLE how you found out about this service:
   - Sign in the Law Library
   - Sign in the Public Library
   - Law Library Website
   - TV/Radio advertisement
   - Friend
   - Other_________________

Write comments below. Return this form to the Law Library staff. Thank You!
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<thead>
<tr>
<th>#</th>
<th>Image</th>
<th>Description</th>
<th>Part #</th>
<th>Tax</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total</th>
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<td><img src="image3.png" alt="Image" /></td>
<td>Cisco Threat Defense Threat and URL</td>
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<td>Cisco Digital Network Architecture Essentials</td>
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<td>12</td>
<td>![image](48x721 to 84x748)</td>
<td>Cisco Catalyst 9120AXI</td>
<td>C9120AXI-B</td>
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<td>Wireless access point - Bluetooth 5.0 - 802.15.4, Bluetooth, Wi-Fi 6 - 2.4 GHz, 5 GHz</td>
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<td>13</td>
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<td>Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: C9120AXI-B, C9120AXI-B-RF</td>
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<td>14</td>
<td><img src="37x740" alt="image" /></td>
<td>Cisco Digital Network Architecture Essentials</td>
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Due to supply chain difficulties, many manufacturers have implemented a policy that cancellations are not accepted. Considering this, all products ordered through iT1 are considered non-cancellable unless otherwise received in writing. This policy supersedes any language that a customer may put on a purchase order(s), form(s), email(s), or any other means of communication.

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These General Terms and Conditions supersede any terms and conditions Company may include in any purchase order or form. Terms and conditions can be changed at iT1’s sole discretion at any time.
Hello Marin County Law Library Board of Trustees,

I’ve been working with directors Stephen Richards, and his predecessor, Laurie Vaala-Olsen, for the last year-and-a-half. We have been exploring options to upgrade the current printing environment for your ‘customers’. As a County approved vendor, we have submitted a proposed solution using the OMNIA contract that the County currently uses for purchasing. This negotiated pricing assures the County gets the lowest price available.

The printing and scanning functions of the copier rely on a secure network. I understand your IT has built a unique network for the Library and you are considering a significant investment in upgrading it. With all the network challenges in recent years (hacking, ransomware, malware, etc.), we’d suggest that you look to a 3rd party to provide a Network Assessment, prior to making your investment. This can give you an outside perspective and assure you are making the right decisions now, and for the future. That being said, Kyocera is a $15 billion company with extensive resources. We can provide a comprehensive Network Assessment and provide our findings to you and your IT to help with your decision-making process. The cost is only $350 (it’s free with the copier acquisition). I have attached a brochure to give an overview of what we offer. One of our engineers would be happy to discuss any aspects of the Assessment. Whether you use Kyocera or not, it may be a good idea to take this step before making such an important investment in your future.

I appreciate the opportunity to support the Marin County Law Library.

Thank you,

Brad Honsberger (he/him)
Senior Account Executive
KYOCERA
KYOCERA Document Solutions Northern California, Inc.
Formerly Discovery Office Systems
Brad.Honsberger@da.kyocera.com
Cell: 415-637-3623

Your “Total Technology Partner”

SAN RAFAEL
CHAMBER
WE ARE ONE COMMUNITY
Take Advantage of our Network Assessment

As your complete IT solutions partner, we hold the health and efficiency of your network as a top priority. Our no-commitment network assessment service gives you insight into your infrastructure and lets you sleep better at night, knowing the status of your IT service.

We take away the guessing and the assumptions when it comes to how you are doing. Learn what underlying problems may be causing those frustrating day-to-day headaches.

ASSESSMENT OVERVIEW

Members of our engineering team will perform an efficient, comprehensive scan of your network and workstations. After careful analysis, we meet with you to discuss the findings and help you plan a path forward.

Our assessment comes with no obligations or commitments – our goal is to help your company become more efficient through the proper management of IT resources.

ABOUT KYOCERA INTELLIGENCE

Experienced, local system and network engineers backed-up by a powerful nation-wide helpdesk, our teams are committed to the growth and success of our clients, serving as trusted advisers on all things Information/Technology.

With offices in Santa Rosa, Novato, Napa, Ukiah, and Sacramento, support is available remotely or in-person across Northern California.

Take control of your IT with Kyocera Intelligence!

HERE’S WHAT YOU GET

In addition to a written report, we provide a full analysis of our findings by one of our experienced technical engineers.

An executive summary ensures you won’t be bogged down in IT jargon, focusing specifically on the issues and statistics that have a measurable effect on your business.

<table>
<thead>
<tr>
<th>Category</th>
<th>Specific Areas Detected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware:</td>
<td>Servers, workstations, printers, even routers and wireless access points, including those which may have been removed but not forgotten about by your network</td>
</tr>
<tr>
<td>Software:</td>
<td>All software which is installed on your networked systems, including different versions of the same programs. Learn what programs could be causing system slowdowns or problematic outages in an easy-to-read table.</td>
</tr>
<tr>
<td>Accessibility:</td>
<td>We determine the speed of your internal and external network, and detail who has access to which shared files.</td>
</tr>
<tr>
<td>Security Risks:</td>
<td>Old user accounts which still have access to secure files, missing software patches, insecure programs installed on your network, even the state of antivirus and backup software.</td>
</tr>
</tbody>
</table>

Our Advanced Process Has Many Benefits Over Other IT Assessments

- No software is installed on your systems, leaving no trace behind
- Non-disruptive – can be performed during the work day without interrupting your staff
- Most scans take 30 minutes or less, efficiently taking inventory of your network

Call Us Today to schedule your Network Evaluation!

Brad Honsberger
415-637-3623