

**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, March 18, 2025, at 5:15 P.M.

Agenda

Call to Order*

1. Consent Calendar

- 1.1 March 2025 Warrants
- 1.2 February 2025 Minutes

2. Open Time for Public Expression

3. Financial Report

- 3.1 Filing Fee Schedule – March 2025
- 3.2 Actuals (Income and Expenses) – February 2025
- 3.3 Journals and Reconciliation – February 2025

4. Librarian's Report

5. Committee Reports

- 5.1 Civic Engagement
- 5.2 Fundraising
- 5.3 Human Resources
- 5.4 Document Retention Procedures and Policies Committee

6. Old Business

- 6.1 Discussion and Action: Discussion and Action re First Thursday Event – Care Court

7. New Business

- 7.1 Discussion and Action: Discussion and Action re Renewal of Contract for Print Subscription – NCLC
- 7.2 Discussion and Action: Discussion and Action re Budget Transfer for Employee Payroll

8. CLOSED SESSION

8.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1)). Title: Stephen Richards, Law Library Director

9. Board Members' Suggestions for Next Regular Meeting Agenda

10. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 03/27/2025

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 04/22/2025: 04/15/2025

* This meeting may be recorded as authorized by the Government Code.

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting.

A complete 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.

Marin County Law Library MARCH 2025 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, USPS, QUILL, OTTER.AI, COMCAST, Marin County Bar Association)	\$ 1,022.66	\$ 1,022.66
2	Thomson Reuters (Print)	\$ 1,307.27	\$ 1,307.27
3	AT&T CALNET	\$ 169.97	\$ 169.97
4	RELX, Inc. (LexisNexis)	\$ 522.00	\$ 522.00
5	CEB OnLaw Invoice	\$ 384.33	\$ 384.33
6	Kyocera Copier	\$ 422.94	\$ 422.94
7	Thomson Reuters (Westlaw Patron)	\$ 1,153.00	\$ 1,153.00
8	Comcast	\$ 231.79	\$ 231.79
9	LexisNexis (Matthew Bender)	\$ 49.16	\$ 49.16
10	SPTJ Consulting, Inc.	\$ 175.00	\$ 175.00
11	Kaiser Permanente	\$ 645.00	\$ 645.00
12		\$ -	\$ -
13			
	Totals:	\$ 6,083.12	\$ 6,083.12

Salary Expenses: \$9,181.52

Total Revenue Available:	\$ 202,864.00
Total Expenditures (proposed):	\$ 15,264.64
Remaining Cash Balance:	\$ 187,599.36

Board of Trustees

PRESIDENT
Denise Bashline
Judicially Appointed

VICE PRESIDENT
Alexander Johnson, Esq.
Judicially Appointed

David J. Sutton, Esq.
Judicially Appointed

Abby Frost Lucha, Esq.
Judicially Appointed

Scott McDonald
Board of Supervisors Appointed

Stephen Richards
Law Library Director

20 North San Pedro Road
Suite 2007
San Rafael, CA 94903
415-472-3733 T
415-472-3729 F
www.marincountylawlibrary.org

**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, February 18, 2025, at 5:15 P.M.

**Present: Scott McDonald, Denise Bashline, Abby Lucha, and
Stephen Richards**

Absent: David Sutton, Alex Johnson

Also Present:

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

1. Swearing-in of Trustee

- President Bashline was sworn back into the position of trustee.

2. Consent Calendar

2.1 February 2025 Warrants

- See Attached

- Trustee Lucha made the motion to approve February 2025 warrants. Trustee McDonald seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Lucha

ABSENT: Trustee Sutton, Vice President Johnson

2.2 January 2025 Minutes

- See Attached
- Trustee Lucha made the motion to approve January 2025 warrants. Trustee McDonald seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Lucha

ABSENT: Trustee Sutton, Vice President Johnson

3 Public Expression

- No public expression at this time.

DRAFT

4 Financial Report

4.1 Filing Fee Schedule – February 2025

- See Attached

4.2 Actuals (Income and Expenses) – January 2025

- See Attached
- Passport appointments were up and there was a donation, but expenses were also higher this month.

4.3 Journals and Reconciliation – January 2025

- Payroll journals were behind by two pay periods, but soon to be caught up.
- Grant money for new desktops is still outstanding currently.
- Marin County Bar Association will be contacted regarding share of insurance funds.

5 Librarian's Report

- Status update for the library was given by the librarian including updated information regarding the Lawyers in the Library attendance and role of activity by both the director and staff. In addition, information about the new requirements by the U.S. Department of State regarding passport applications was also discussed.

6 Committee Reports

6.1 Civic Engagement

- Discussion occurred about possible community activities regarding to immigration and the issues facing the LGBTQIA+ community during the new United States presidential term.

6.2 Fundraising

- Discussion occurred about moving forward with sending out a donation letter.

6.3 Human Resources

- Discussion occurred regarding updating the statistics collected by the law library and setting up review for law library director. In addition, discussion occurred regarding possible alternatives to retirement plans and health insurance for law library director.

6.4 Document Retention Procedures and Policies Committee

- More updates will be given at the next meeting

7 New Business

7.1 Discussion and Action: Discussion and Action re AALL Membership

- Discussion occurred regarding the renewal of the AALL (American Association of Law Libraries) membership for the law library director.
- Trustee Lucha made a motion to approve the AALL Membership. President Bashline seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Lucha

ABSENT: Trustee Sutton and Vice President Johnson.

7.2 Discussion and Action: Discussion and Action re MCBA Membership

- Discussion occurred regarding the renewal of the MCBA (Marin County Bar Association) membership of the law library director.
- President Bashline made a motion to approve the AALL Membership for the law library director. Trustee Lucha seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Lucha

ABSENT: Trustee Sutton and Vice President Johnson.

7.3 Discussion and Action: Discussion and Action re AALL Annual Meeting

- Discussion occurred regarding the registration fee for the AALL Annual Meeting.
- President Bashline made a motion to approve the AALL Membership for the law library director. Trustee Lucha seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Lucha

ABSENT: Trustee Sutton and Vice President Johnson

7.4 Discussion and Action: Discussion and Action: First Thursday Event – Care Court

- Discussion occurred about putting on a presentation regarding the Community Assistance, Recovery, and Empowerment (CARE) courts and plans in Marin County.
- Discussion was made to table this topic until next month's board meeting.

7.5 Discussion and Action: Discussion and Action: Law Library Emergency Plan

- Discussion occurred about the emergency plan for the law library based off lockdown incident and actions that were taken.
- No action has been taken on this matter currently.

8 Board Members' Suggestions for Next Month's Agenda

The board gave suggestions for next month's agenda.

9 Adjournment

- President Bashline moved to adjourn the meeting. Trustee McDonald seconded the motion.

Vote: Motion carried 3-0

AYES: President Bashline, Trustee McDonald, and Trustee Lucha

ABSENT: Vice President Johnson, Trustee Sutton

- The meeting was adjourned at 6:06 PM.
- Next Regular Board Meeting: March 18, 2025

Respectfully submitted,

Denise Bashline
President, Board of Trustees

Stephen Richards
Ex-Officio Secretary

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022	2022/2023	2023/2024	2024/2025
MONTH													
JULY	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	14,900.57	13,861.08	17,069.87
AUGUST	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	12,847.78	17,627.93	15,859.90
SEPT.	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	13,414.73	13,630.59	14,287.00	15,859.90
OCTOBER	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	18,388.13	12,059.80	15,257.27	13,941.71
NOVEMBER	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	15,930.29	14,023.74	13,489.86	14,038.38
DECEMBER	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	14,865.21	14,003.50	13,575.19	15,613.74
JANUARY	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	14,193.66	11,628.35	13,217.12	14,164.94
FEBRUARY	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	10,942.59	11,673.64	12,816.28	15,538.14
MARCH	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	10,184.15	12,713.48	13,437.83	14,279.53
APRIL	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	10,927.55	11,817.58	13,719.30	0.00
MAY	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	15,609.32	12,599.17	15,561.77	0.00
JUNE	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	12,125.83	12,018.35	12,234.41	0.00
ANNUAL TOTALS	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	153,916.55	169,085.04	136,366.11

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
CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET

Prepared as of
 3/14/2025

Munis Fund No: 3400
 Program: 7960
 Subprogram: 7961

	CURRENT - Fiscal Year Performance												NEXT - Fiscal Year Projected and/or Budget Expectation						
	Jul 2024 <u>Act</u>	Aug 2024 <u>Act</u>	Sep 2024 <u>Act</u>	Oct 2024 <u>Act</u>	Nov 2024 <u>Act</u>	Dec 2024 <u>Act</u>	Jan 2025 <u>Act</u>	Feb 2025 <u>Act</u>	Mar 2025 <u>Act</u>	Apr 2025 <u>Act</u>	May 2025 <u>Act</u>	Jun 2025 <u>Act</u>	Full Year 2024-2025 <u>Act/Fcst</u>	Full Year 2024-2025 <u>BUDGET</u>	Full Year 2024-2025 <u>Variance</u>	Key Performance Notes	Full Year 2024 - 2025 <u>Projected</u>	Net Chg. From <u>Prior Yr</u>	Increase/Decrease <u>Key Notes</u>
REVENUE																			
Fillings	17,070	15,860	15,860	13,942	14,038	15,614	14,165	15,538	-	-	-	-	122,087	155,000	(32,913)		155,000	32,913	
Passports	350	840	700	945	1,015	1,015	1,575	2,135	-	-	-	-	8,575	13,000	(4,425)	Started program Feb '23	13,000	4,425	Started charging Feb '23
All Other	28	196	296	6,311	275	243	738	135	-	-	-	-	8,220	77,702	(69,482)		64,702	56,482	Assumes State Funding of \$62K
TOTAL REVENUE	17,448	16,896	16,855	21,198	15,328	16,871	16,478	17,808	-	-	-	-	138,881	245,702	(106,821)		232,702	93,821	
EXPENSES																			
Direct Staffing Expense	8,796	14,285	10,198	10,146	11,273	9,601	14,937	9,759	-	-	-	-	88,995	135,310	46,315		135,310	46,315	
Insurance	548	16	1,583	-	-	362	1,414	-	-	-	-	-	3,923	5,400	1,477		5,400	1,477	
Membership/Prof Dev	-	-	-	-	-	-	-	100	-	-	-	-	100	5,000	4,900		-	(100)	
Office Expense	173	161	395	178	243	105	559	453	-	-	-	-	2,265	3,200	935		3,200	935	
Postage	66	133	120	106	206	123	130	202	-	-	-	-	1,085	3,200	2,115		-	(1,085)	
Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
Professional Svc/ (ADP)	163	244	163	163	163	163	331	163	-	-	-	-	1,552	3,000	1,448		1,852	300	
Copy Machines	416	416	597	416	423	423	423	423	-	-	-	-	3,537	4,992	1,455		3,200	(337)	
Telephone/Internet	689	1,398	824	826	757	660	353	845	-	-	-	-	6,351	20,000	13,649		20,000	13,649	Non-recurring network Upgrade Expense
Publications	4,820	3,557	4,122	3,617	3,365	4,963	4,023	3,365	-	-	-	-	31,834	52,600	20,766		-	(31,834)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
TOTAL EXPENSE	15,670	20,209	18,002	15,452	16,430	16,401	22,169	15,309	-	-	-	-	139,642	232,702	93,060		168,962	29,320	
NET GAIN/(LOSS)	1,778	(3,314)	(1,147)	5,746	(1,102)	471	(5,691)	2,499	-	-	-	-	(761)	13,000	13,761		63,740	64,501	
FUND BALANCE																			
Unrestricted Fund Balance	206,124	207,902	204,588	203,441	209,187	208,085	208,555	202,864	205,363	205,363	205,363	205,363	206,124				205,363		
Income/Loss (from above)	1,778	(3,314)	(1,147)	5,746	(1,102)	471	(5,691)	2,499	-	-	-	-	(761)				63,740		
Total Unrestricted Fund Bal	207,902	204,588	203,441	209,187	208,085	208,555	202,864	205,363	205,363	205,363	205,363	205,363	205,363				269,103		

CURRENT YEAR - Key Messages

- > Expected expense of \$233K, which assumes add'l State funding of \$62K. If not recieved a deficit will occur of \$62K
- > Yr-over-Yr remains flat, however there is a shift between of spend between Network

NEXT YEAR - Key Messages

FY 2024-2025 Profit & Loss

February 2025 Board Meeting

-----Input Actual and Forecasts in this section-----
 manually move the Blue Bar to align at intersection of Act/Fcst

	Prev FY		FISCAL YEAR 7/01/2023 through 06/30/2024												FY 2024-2025		
	Jul - Jun		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	Approved	Over /Under Plan
	23-'24	Act	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	FY	Budget	
Act		Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act/Fcst	Plan	Var	
REVENUE:																	
451970 Filings	\$ 169,085	\$ 169,085	\$ 17,070	\$ 15,860	\$ 15,860	\$ 13,942	\$ 14,038	\$ 15,614	\$ 14,165	\$ 15,538	\$ -	\$ -	\$ -	\$ -	\$ 122,087	\$ 155,000	\$ 32,913
441115 Interest	\$ 5,045	\$ 5,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
442650 Photocopies	\$ 1,587	\$ 1,587	\$ 28	\$ 148	\$ 111	\$ 174	\$ 213	\$ 39	\$ 173	\$ 42	\$ -	\$ -	\$ -	\$ -	\$ 923	\$ 1,100	\$ 174
470410 Book Sales	\$ 1,874	\$ 1,874	\$ -	\$ 15	\$ 140	\$ 840	\$ 60	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ 1,065	\$ 700	\$ (365)
470330 Donations	\$ 575	\$ 575	\$ -	\$ -	\$ 25	\$ 25	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550	\$ 3,000	\$ 2,450
470110 Fax/Paper Sales	\$ 52	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42	\$ 50	\$ 8
441215 Conference Room	\$ 495	\$ 495	\$ -	\$ 25	\$ -	\$ 70	\$ -	\$ 195	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315	\$ 200	\$ (115)
442610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810 Miscellaneous Receipts	\$ 11,224	\$ 11,224	\$ -	\$ 8	\$ 20	\$ 5,202	\$ -	\$ 9	\$ -	\$ 51	\$ -	\$ -	\$ -	\$ -	\$ 5,289	\$ 56,652	\$ 51,363
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32	\$ -	\$ (32)
462610 Passport Services	\$ 11,720	\$ 11,720	\$ 350	\$ 840	\$ 700	\$ 945	\$ 1,015	\$ 1,015	\$ 1,575	\$ 2,135	\$ -	\$ -	\$ -	\$ -	\$ 8,575	\$ 13,000	\$ 4,425
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total:	\$ 201,658	\$ 201,658	\$ 17,448	\$ 16,896	\$ 16,855	\$ 21,198	\$ 15,328	\$ 16,871	\$ 16,478	\$ 17,808	\$ -	\$ -	\$ -	\$ -	\$ 138,881	\$ 232,702	\$ 93,821



Publication Department
 National Consumer Law Center
 7 Winthrop Square, 4th Floor
 Boston, MA 02110-1245
publications@nclc.org
<http://www.nclc.org/library>

Invoice
 New Order

Robert Carrington
Marin County Law Library
20 N. San Pedro Road
Suite 2007
San Rafael, CA 94903

Account # 164801
Invoice # 525965
Invoice Date 02/5/2025
Payment Terms 30 Days
Due Date 03/7/2025
Balance Due \$2,688.00
Subscription term 02/05/2025 - 02/05/2026
Contact e-mail lawlibsr@sonic.net

Ship to:

Robert Carrington
Marin County Law Library
20 N. San Pedro Road
Suite 2007
San Rafael, CA 94903

Qty	Item No.	Item Description	Unit price	Ext. Price
1	SET_Y_12	Complete Set Subscription • 1 x The Complete Subscription - Base Digital Subscription - \$1,776.00 • 1 x The Complete Subscription - Additional Users - \$444.00 • 1 x The Complete Subscription - Print Edition - \$468.00	\$2,688.00	\$2,688.00
			Subtotal	\$2,688.00
			Invoice Total	\$2,688.00
			Balance Due	\$2,688.00

PAY ONLINE BY CREDIT CARD

Login to your account on <http://www.nclc.org/library>.

Navigate to the "Invoices" page in "My Account".

Select this invoice and click the "Pay" button to enter your credit card information or select a card saved on your account.



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Make checks payable to:

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 7 Winthrop Square, 4th Floor
 Boston, MA 02110-1245
 US

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Account #164801

Invoice #525965