

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

**Tuesday, February 16, 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:**

Topic: **MCLL Board Meeting**

Time: **Feb 16, 2021 05:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84639061362>

**Meeting ID: 846 3906 1362**

**Passcode: 363828**

One tap mobile

+16699006833,,84639061362#,,,,\*363828# US (San Jose)

+12532158782,,84639061362#,,,,\*363828# US (Tacoma)

**Dial by your location**

+1 669 900 6833 US (San Jose)

Meeting ID: 846 3906 1362

Passcode: 363828

**Agenda**

**Call to Order\***

1. Approval of Minutes
  - 1.1 January 19, 2021 Regular Board Meeting
2. Open Time for Public Expression
3. Financial Report
  - 3.1 January 2021 Fiscal Report
  - 3.2 February 2021 Warrants

4. Librarian's Report
5. Committee Reports
  - 5.1 Advisory Budget – See attached written report. The full board will discuss the report in agenda item 7.1 below.
  - 5.2 Civic Engagement
6. Old Business
  - 6.1 **Discussion and Action Item:** Review and Discuss Consultant's Payroll/Financial Report for MCLL Regarding Payroll Tax Filing Issue and Approve Next Steps
7. New Business
  - 7.1 **Discussion and Action Item:** Discuss Advisory Budget Committee Report and Approve Next Steps
  - 7.2 **Discussion and Action Item:** Discuss Establishing a Contacts/Events Committee
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

The next board meeting will be held on Tuesday, March 16, 2021 at 5:15 p.m.

**Upcoming Events FYI:**

- Lawyers in the Library – 2/25/21 and 3/11/21
- First Thursdays at the Law Library – Vivalon on 3/4/21
- Deadline to Submit Reports for March Board Meeting: 3/10/21
- Calendar of Events on MCLL Website Coming Soon

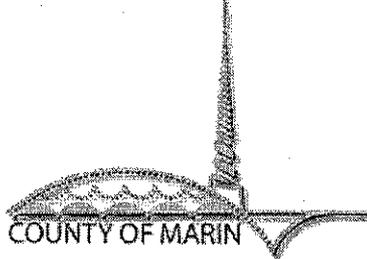
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\* This meeting may be recorded as authorized by the Government Code.

***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.***

DRAFT

# 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  
Sam Ware, Esq.  
Denise Bashline  
Jonathan Frieman, J.D.  
Donald Drummond, Esq.  
Walter Cook, Jr, Esq., MLIS

Tuesday, January 19, 2021 at 5:15 p.m.  
By Remote Connection

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

Also Present: Jackie Grossman, Bill Hale

President Kristine Fowler Cirby called the meeting to order at 5:18 p.m. and thereafter presided.

## 1. Approval of Minutes

1.1 Minutes of December 15, 2020 Regular Board Meeting – Donald moved for approval of the Minutes as amended; Denise seconded. Motion passed: 7 Ayes, 0 Noes, 0 Abstentions.

## 2. Open Forum – No comments.

## 3. Financial Report

### 3.1 December 2020 Fiscal Report

Actual December Revenue was \$9,503 and actual December Expenses were \$19,338. There was net negative cash flow of \$9,483.66 in December, which left a fund balance of \$118,674. Actual filing fee revenue for December 2020 was \$9,503. Actual YTD Filing Fee Revenue (7/1/20 – 12/31/20) was \$59,369. Actual YTD Revenue (7/1/20 – 12/31/20) was \$123,151 and Actual YTD Expenses (7/1/20 – 12/31/20) were \$81,096 resulting in a net positive YTD budget cash flow of \$42,054. The expense figures for December 2020 are incorrect. It is apparent that the projected figures for December 2020 were not replaced by the actual figures for the month. This will be corrected before the February 2021 board meeting. Discussion ensued regarding the budget shortfall. Kristine appointed Sam Ware, Walter Cook, Jr. and Donald Drummond to a Budget Advisory Committee. The Committee will review the Law Library's financials and report back to the board at its February 2021 meeting with recommendations for revisions to the FY 2020-2021 Budget to reduce our expenses for the remainder of the fiscal year.

### 3.2 December 2020 Warrants

Laurie stated that \$110.45 is the correct amount due for AT&T services, which brings the Warrants total to \$8,419.78, the Total Expenses to \$13,253.40, which left a Remaining

Cash Balance of \$105,420.60. Sam moved for approval of the Warrants as presented, Tracy seconded. Motion passed: 7 Ayes, 0 Noes, 0 Abstentions.

#### 4. Librarian's Report

Laurie extended an offer to Michelle Ullman for the part-time Law Library Assistant position pending completion of a background check. The payroll tax filing issue with ADP has not been resolved. Laurie spoke with a representative of another payroll services provider and is waiting for a call back from a bookkeeper recommended by another Special District in the same situation as the Law Library. A regional Stay Home Order was issued by the Acting State Public Health Officer on 12/3/20 due to the rapidly rising incidence of COVID-19 cases statewide and limited hospital ICU bed availability. Marin County was moved into the purple tier (widespread risk) of the Blueprint for a Safer Economy on 12/8/20, and the Marin County Public Health Officer issued a local Stay Home Order effective at noon on 12/8/20, which allows libraries to operate at 20 percent capacity indoors.

#### 5 Committee Reports

5.1 Civic Engagement – Denise reported that there was a large turnout for the January First Thursdays event with Marin County Deputy Public Defender Carol Farrer and forensic and clinical psychologist Dr. Ryan Dunnigan who spoke about Marin County's STAR Court program. The next event on February 4 will feature the Marin Community Clinics. Denise is also interested in the Law Library hosting events to support the small business community.

#### 6 Old Business

##### 6.1 Payroll Tax Filing Issue Status Report and Approval of Hiring Bookkeeper to Assess Situation

Laurie contacted Paychex to compare their services to ADP and spoke to a bookkeeper recommended by the E.D. of LAFCO for assistance with our payroll tax filings. The bookkeeper advised that she will need to perform an assessment of the Law Library's fund held by the County as well as its 2020 payroll tax filings under ADP before making any recommendations to the Law Library. However, she did advise against switching to a different payroll services provider until after her assessment has been completed. She estimated that it would take approximately 4 to 5 hours to perform an assessment at \$130 an hour. Sam moved to approve hiring Alyssa Schiffman as an independent contractor for up to \$800 to perform an analysis of the Law Library's financial status and figure out where to go from here. Tracy seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions.

#### 7. New Business

##### 7.1 Discussion re Purchase of Software Program for Hearing Impaired for Law Library Zoom Events

Laurie proposed purchasing the Otter Artificial Intelligence App/Software Program to provide real time voice to text transcription services for hearing impaired people who participate in Law Library events on Zoom. Brief discussion ensued. Donald moved that the Law Library purchase a one year subscription to the Otter AI App for \$240; Tracy seconded. Motion passed with 7 Ayes, 0, Noes and 0 Abstentions.

7.3 Discussion and Action Item: Renewal of Policy of Nonprofit D&O Insurance

The Law Library's Nonprofit D&O Insurance with USLI is up for renewal effective 2/14/21 at the same annual premium we paid for last year's policy. Sam moved that MCLL renew its nonprofit D&O liability policy with USLI for \$1,328 for the 2/14/21 – 2/14/22 term. Donald seconded. Motion passed; 7 Ayes, 0 Noes, 0 Abstentions.

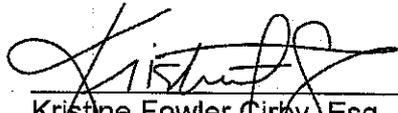
8. Board Members' Suggestions for Next Month's Agenda

- Ad Hoc Budget Advisory Committee Report
- Closed Session regarding pending litigation
- Contacts/Events Committee – Denise and ?

9. Adjournment

All relevant business having come before the board, Sam moved to adjourn the meeting and Walter seconded. Motion passed with 7 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:16 p.m. The next board meeting will be held on Tuesday, February 16, 2021 at 5:15 p.m. on Zoom.

Respectfully submitted,



Kristine Fowler Cirby, Esq.  
President, Board of Trustees



Laurie Vaala-Olsen, Ex-Officio  
Secretary

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Actual December 2020	Actual January 2021	Projected February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Jan. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget
<b>Starting balance</b>	\$100,670	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 129,054	\$ 128,734	\$ 122,075	\$ 117,381	\$ 118,779	\$ 118,851	\$ 118,879	\$ 118,907	\$ 68,943	\$ 118,935	
<b>Revenue</b>																
451970 Filings	\$ 12	\$ 382	\$ 16,002	\$ 10,247	\$ 13,345	\$ 9,891	\$ 9,503	\$ 9,573	\$ 15,887	\$ 14,583	\$ 14,583	\$ 14,583	\$ 14,583	\$ 68,943	\$ 143,161	\$ 175,000
441115 Interest	\$ 499	\$ -	\$ -	\$ 428	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 428	\$ 1,263	\$ 2,000
462650 Photocopies	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 100	\$ 1,350	\$ 3,000
470410 Book Sales	\$ -	\$ -	\$ 726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 726	\$ 1,141	\$ 1,000
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767	\$ 767	\$ 767	\$ 767	\$ 767	\$ -	\$ 3,835	\$ 9,200
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ -	\$ 40	\$ 100
441215 Conference Room	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 300	\$ 1,135	\$ 2,000
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ -	\$ 835	\$ 2,000
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 1,056	\$ 61,172	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 62,228	\$ 62,643	\$ 1,000
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 6,250	\$ 15,000
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total:</b>	\$ 511	\$ 382	\$ 18,183	\$ 71,847	\$ 13,345	\$ 9,891	\$ 9,503	\$ 9,573	\$ 18,829	\$ 17,525	\$ 17,525	\$ 17,525	\$ 17,525	\$ 132,724	\$ 221,653	\$ 210,300
<b>Expenses</b>																
<b>Staff</b>																
511110 Librarian	\$ 6,657	\$ 1,610	\$ 4,134	\$ 4,134	\$ 6,200	\$ 3,122	\$ 4,634	\$ 4,134	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 27,967	\$ 50,467	\$ 54,000
511220 Extra Hire	\$ 38	\$ 60	\$ 19	\$ 94	\$ 375	\$ 581	\$ 1,068	\$ 583	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,779	\$ 14,444	\$ 28,000
515110 Social Security	\$ 256	\$ 132	\$ 257	\$ 262	\$ 408	\$ 300	\$ 353	\$ 292	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 2,005	\$ 4,090	\$ 5,000
515115 Medicare	\$ 60	\$ 31	\$ 60	\$ 61	\$ 95	\$ 70	\$ 83	\$ 68	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 469	\$ 969	\$ 1,200
513215 Health Benefits	\$ 899	\$ 899	\$ 899	\$ 899	\$ 899	\$ 937	\$ 1,309	\$ 1,123	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 6,964	\$ 11,549	\$ 11,000
514110 Workers Compensation	\$ -	\$ -	\$ 517	\$ -	\$ -	\$ -	\$ 44	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 561	\$ 1,061	\$ 1,200
515120 Unemployment Insur.	\$ -	\$ 3	\$ 1	\$ 4	\$ 15	\$ 29	\$ 133	\$ 160	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 345	\$ 1,010	\$ 1,600
Federal FUTA	\$ 121	\$ 0	\$ 0	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Administrative Expenses</b>																
521610 Insurance - Subtotal	\$ -	\$ 722	\$ -	\$ 1,476	\$ 722	\$ -	\$ 1,670	\$ 531	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 5,120	\$ 6,995	\$ 4,500
USLI	\$ 271	\$ 271	\$ -	\$ 271	\$ -	\$ -	\$ -	\$ 531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Complete Equity Markets</i>				1,476												
<i>Hartford</i>	\$ 421	\$ 451	\$ -	\$ 451	\$ -	\$ -	\$ 1,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522210 Memberships/Prof Develop.	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180	\$ 420	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 660	\$ -	\$ 2,700
CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCBA	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NOCALL	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522410 Office Expenses	\$ 93	\$ 194	\$ 34	\$ 406	\$ 262	\$ -	\$ 102	\$ 86	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,084	\$ 2,334	\$ 3,000
522310 Projects (ADP Payroll)	\$ 121	\$ -	\$ -	\$ -	\$ 199	\$ 136	\$ 136	\$ 136	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 606	\$ 2,691	\$ 5,000
522930 Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 5,000	\$ 12,000
<i>DeLage Landen</i>																
<i>HiTech</i>																
<i>Marin Copier</i>																
521310 Sonic Internet/Sonic Email	\$ 154	\$ 154	\$ 155	\$ 155	\$ -	\$ -	\$ -	\$ -	\$ 154	\$ 154	\$ 154	\$ 154	\$ 154	\$ 5,407	\$ 8,508	\$ 10,000
Comcast Internet	\$ -	\$ -	\$ -	\$ -	\$ 482	\$ 191	\$ 201	\$ 191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 464	\$ 1,234	\$ 1,848
AT&T Phone	\$ 97	\$ 97	\$ 102	\$ 107	\$ 106	\$ 103	\$ 105	\$ 109	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 729	\$ 1,229	\$ 1,200
SPTJ	\$ 350	\$ 350	\$ 350	\$ 613	\$ 1,138	\$ 175	\$ 175	\$ 350	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 3,150	\$ 6,045	\$ 6,952
<b>Admin Sub.</b>														\$ 12,877	\$ 22,837	

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Actual December 2020	Actual January 2021	Projected February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Jan. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
<b>Collection</b>																	
522815 Publications Upkeep														Collection Sub	\$ 37,044	\$ 66,419	\$ 71,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ -	\$ 3,335	\$ 8,807	
CEB	\$ 590	\$ -	\$ 6,733	\$ 889	\$ 1,006	\$ 1,006	\$ 550	\$ 453	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 10,637	\$ 16,887	\$ 15,000	
Lexis Nexis	\$ 2,941	\$ 682	\$ 363	\$ 32	\$ 198	\$ 231	\$ 240	\$ 1,350	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 3,095	\$ 6,010	\$ 7,000	
WestLaw	\$ 4,344	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,215	\$ 2,215	\$ 2,215	\$ 15,202	\$ 26,191	\$ 26,193	
West Publishing	\$ 2,318	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,182	\$ 8,110	\$ 13,995	\$ 14,000	
522410 Book Binding														\$ -	\$ -	\$ -	
Expense Total:	\$ 19,731	\$ 9,105	\$ 16,953	\$ 13,939	\$ 16,156	\$ 10,210	\$ 16,162	\$ 14,268	\$ 17,430	\$ 17,453	\$ 17,497	\$ 17,497	\$ 17,497	\$ 91,012	\$ 172,847	\$ 210,200	
Fund Balance	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 129,054	\$ 128,734	\$ 122,075	\$ 117,381	\$ 118,779	\$ 118,851	\$ 118,879	\$ 118,907	\$ 118,935				

\*June 2020 includes Period 13 expenses; however, there are discrepancies between P&L Statement and Munis Period 13 YTD Budget Report for FY 2019-2020. See accompanying notes.

## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021
MONTH											
JULY	22,977.66	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
AUGUST	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
SEPT.	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	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	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	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	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	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	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	
APRIL	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	
MAY	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	
JUNE	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	
<b>ANNUAL TOTALS</b>	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	<b>84,829.30</b>

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
<b>FEB. TOTALS</b>	173,221.27	158,880.53	137,419.53	123,076.01	117,765.66	110,477.02	110,452.06	117,612.93	111,656.87	117,113.56	<b>84,829.30</b>

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

## Marin County Law Library February 2021 WARRANTS

(Account Balance: \$117,576)

Item No.	Vendor	Current Amount Due	Suggested Payment
1	Alyssa Schiffman	\$ 520.00	\$ 520.00
2	AT&T Calnet 3	\$ 114.53	\$ 114.53
3	CEB (\$237.52 for print publications; \$334.92 for OnLAW)	\$ 572.44	\$ 572.44
4	Comcast Business (monthly internet service charges)	\$ 190.81	\$ 190.81
5	Kaiser	\$ 1,123.22	\$ 1,123.22
6	LexisNexis - No payment due this month.	\$ -	\$ -
7	Quill	\$ 197.20	\$ 197.20
8	SPTJ (Chien Liew Consulting)	\$ 350.00	\$ 350.00
9	US Bank (Cal Card Payment - Wix Renewal, Domain Name Renewal, Office Supplies )	\$ 382.87	\$ 382.87
10	USLI	\$ 531.20	\$ 531.20
11	Westlaw Next	\$ 2,171.65	\$ 2,171.65
12	West Publishing	\$ 1,158.61	\$ 1,158.61
	<b>Totals:</b>	<b>\$ 7,312.53</b>	<b>\$ 7,312.53</b>

**Salaries: \$5,033.12**

**Total Expenses: \$12,345.65**

<b>Total Revenue Available:</b>	<b>\$ 117,576.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 12,345.76</b>
<b>Remaining Cash Balance:</b>	<b>\$ 105,230.24</b>

**Regular Meeting of the Marin County Law Library Board of Trustees**  
**February 16, 2021**

**Librarian's Report**

1. **Covid-19 Pandemic and Stay Home Orders**

Marin County was moved into the purple tier (widespread risk) of the Blueprint for a Safer Economy on 1/28/21 and remains in that tier as of February 12, 2021. As of February 12, libraries are allowed to operate at 25% capacity under Retail Guidelines and State Library Guidelines, although all branches of the Marin County Free Library are closed for in-person services and are offering curbside services only. Marin Superior Court enacted a Limited Court Closure starting 12/9/20 until further notice. The Clerk's Office is closed for in-person visits and all filings will be accepted by mail or drop box only.

2. **Reopening**

Anticipated reopening date for the Law Library under very limited operating hours is Monday, March 1.

3. **Lawyers in the Library**

The February 11 clinic attracted 7 participants. Volunteers have been plentiful. Advertising in the Marin IJ before each clinic date significantly increases the number of people requesting assistance from this program.

4. **ADP Payroll Services**

On February 9, Sam and I met with Alyssa Schiffman to discuss the Law Library's payroll tax filing issue with ADP and EDD. Alyssa and I then reviewed the current status of MCLL's online accounts with the EDD and ADP. Ms. Schiffman's written report with recommendations for optional plans for resolving the payroll tax and accounting issues is attached to the agenda packet.

5. **Advisory Budget Committee**

I met with Sam, Donald and Walt of the Advisory Budget Committee on two occasions to review and discuss the Law Library's fiscal status. To prepare for the meetings and in follow-up actions to the meetings, I communicated with several legal publications vendors and reviewed the subscription histories for those vendors, which I reported to the committee. Sam prepared a committee report of the meetings which is attached to the agenda packet.

6. **New Hire: Law Library Administrative Assistant**

Michelle Ullman, a recent graduate of the University of Chicago has joined the Law Library as an administrative assistant. She started work on January 25 and will be working 20 hours per week. While at college, Michelle worked as a research assistant on an international and comparative constitutional law project compiling data about the world's constitutions. She is interested in a career in law. I have been training Michelle and am pleased to have her on board.

7. **CCCLL**

CCCLL members are advocating for funding for County Law Libraries in the revision to the State's FY 2020-2021 Budget. I have attended meetings to discuss strategies and plans for this effort and currently am working on letters to legislative committee chairpersons seeking their support for our funding request of \$16.5 million.

**Regular Meeting of the Marin County Law Library Board of Trustees  
February 16, 2021**

**Advisory Budget Committee Report**

The advisory budget committee met and deliberated twice, on February 2 and February 8, 2021, for a total of 3 hours. The primary focus of these meetings was to assess the operating income and expenses during the current fiscal year 2020-2021.

The committee has concluded that the actual monthly operating deficit for the Law Library for the first 6 months of the current fiscal year 2020–2021 is on average approximately (-\$3400)/mo.\*

If nothing is done to arrest this decline the additional expected deficit for the 2<sup>nd</sup> 6 months of the current fiscal year is projected to be approximately another \$20,000.

One of the cost-saving measures considered by the committee was to discontinue some or all of the remaining print publications.\*\* This was the focus of the committee given that there is little likelihood of opening the Library to access to print materials for many many months to come under the present Covid situation. The estimated monthly savings if the Library were we to cut all remaining print publications would be on the order of \$2100/mo.

The advisory committee will continue to study whether it makes sense to, in the short term, make these cuts and save the estimated \$2100 per month, or, whether, the costs associated with later repurchasing these publications, whenever print publications are again usable at the Library, outweigh the short term savings.

The committee recognizes as well that the above projected (-\$3400) per month operating deficit is more than covered by the \$61,000 Covid stimulus payment received from the State in September 2020, which, amortized over the year is approximately \$5000 per month.

\*This calculation excludes the \$61,172 Covid stimulus payment received from the State in September 2020.

\*\*It will be remembered that in May 2020 the board authorized the cancellation of several subscriptions from CEB and Deering's and a few other miscellaneous items.

**Regular Meeting of the Marin County Law Library Board of Trustees  
February 16, 2021**

**Civic Engagement Committee Report for February 2021**

**First Thursday at the Marin County Law Library Program**

**Confirmed for March:**

**Vivalon, formerly known as Whistlestop**

About Vivalon:

For over 65 years, Vivalon has served as the central resource hub for Marin County's older adults and people with disabilities. Vivalon has helped this valuable population stay active, informed, supported and nourished, while also meeting their crucial transportation needs. We believe that beyond our services of Rides, Meals, Classes, Care and Advice, there is something more vital at work: the sheer power of human connection. Today, human connection is more important than ever while we battle COVID-19. During the pandemic, we have swiftly adapted to create new programs and expand existing ones. Our goal is always to help the individuals we serve thrive through that power of connection, to live a more vibrant, healthier and happier life. In 2020, Whistlestop took on a new name, Vivalon, to mark the expansion of our programs and services. Vivalon is the largest nonprofit serving older adults and people with disabilities in Marin County.

**Speaker: Anne Grey, Chief Executive Officer, Vivalon**

Anne was appointed CEO of Vivalon in January of 2021. As CEO, Anne is responsible for the strategic oversight and overall management of Vivalon. Prior to joining Vivalon, Anne was executive director at the Alzheimer's Association Orange County Chapter, where she rebuilt the chapter from the ground up, making it one of the leading nonprofits in Orange County. She also served as vice president at Pancreatic Cancer Action Network, executive director at OneLegacy Foundation, national director and executive director at Juvenile Diabetes Research Foundation, and chief operating officer at American Heart Association Western States Affiliate.

Anne holds a Master of Business Administration degree from Pepperdine University Graziadio Business School, and a Bachelor of Arts degree in international relations from the University of San Diego. In addition, Anne completed the Nonprofit Executive Leaders Program in Social Innovation at the Stanford Graduate School of Business, and the Executive Women's Leadership Program at the Paul Merage School of Business at the University of California, Irvine. In 2020, Anne was named one of Orange County's Top 100 Most Influential People by the *Orange County Register*.

**Speaker: Joanne Halliday, Director of Health Aging, Vivalon**

As director of healthy aging, Joanne provides leadership and strategic direction for Vivalon's mission-driven programs including nutrition services, classes & events, social engagement, and

community partnerships. Additionally, Joanne is leading the effort to create partnerships with various healthcare providers in the community for a more holistic approach to healthy aging. Previously, Joanne was a business analyst for Vivalon's healthy aging programs and services. Prior to joining Vivalon, Joanne held senior leadership positions in technology at Salesforce and Gap, including 14 years with Gap in London before moving to San Francisco. Joanne holds a Bachelor of Arts degree in marketing and human resource management from the University of Strathclyde, Scotland, and a postgraduate diploma in information technology from the University of Paisley, Scotland.

**Marin Community Clinics (MCC) coordinates Health Hubs at the Novato and San Rafael Clinics!**

Volunteer opportunities

February 11, 2021 – Facebook Posting

**Marin IJ Consumer Tip / Marin ADA Ambar Chavez**

What to do if you didn't get your stimulus check

January 27, 2021 – Facebook Posting

**Library of Congress Legal Research Webinars**

How to Conduct Research in the U.S. Serial Set online

January 26, 2021 – Facebook Posting

Submitted by Denise Bashline, Trustee

2/12/2021

February 9, 2021

## Payroll/Financial Report for Marin County Law Library

### **Summary:**

Today I (Alyssa Schiffmann) met with Laurie and Sam to discuss the payroll issue the MCLL is having with the Employment Development Department (EDD), due to the two different EDD account numbers that the MCLL has for payroll. We filed required the quarterlies for 12/31/20 and paid two penalties (approximately \$146 total), so now both EDD account numbers are current and in good standing.

Laurie and I also discussed possible pathways forward to smoother payroll and budgeting processes.

### **Background:**

The County of Marin has been taking measures in the past several years to shift the payroll and administrative duties to the local agencies for whom the County was performing these duties previously. In 2020, the County stopped processing the MCLL's payroll and shifted the MCLL to the ADP payroll service.

ADP cannot accommodate filing the MCLL's required EDD quarterly reports (DE9 & DE9C) for two different EDD numbers (starting with 699 & 800), so ADP's reports started being rejected by the EDD in 2020 (prior to ADP, the County was filing these reports separately on behalf of the MCLL). Laurie started filing the quarterlies on the EDD website in 2020, but a few penalties were incurred during the transition.

ADP makes all the tax payment deposits under one EDD account number and fortunately the EDD is recognizing these payments and moves the monies to the relevant MCLL EDD account numbers, so there was no interest due on unpaid tax liabilities.

Today we filed the EDD's required quarterly reports through the most recent quarter ending 12/31/20, and paid all the fines due, so the MCLL EDD accounts are currently in good standing. However, March 31, 2021 marks the end of 2021 Q1 and quarterlies will once again be due by April 30, 2021.

### **Payroll Recommendations:**

In order to keep the MCLL's EDD accounts in good standing, I recommend the following actions for handling quarterly EDD tax filings, listed below. #1 (&2) must be followed unless #3 is completed.

1. The Status Quo: Keep filing the DE9/Cs on the EDD website (Laurie or Alyssa ["Staff"] can complete).
  - a. **\*Action Required\***: *In addition to filing the quarterly reports, make sure the ADP tax payments are being applied appropriately between the two EDD accounts*
  - b. **Advantage**: The EDD accounts will be in good standing and no fees will be incurred.
  - c. **Disadvantage**: It will take staff time to file the reports, when this is a service that usually comes with ADP's service.
  
2. Improve ADP Reporting: Contact ADP to see if they can correctly file the DE9/C under the 699 account number, reporting *all of the taxes besides SIT*. For quarter ending 12/31/20, ADP reported SIT under the 699 number; this will likely be rejected by the EDD. If ADP can file the 699 reports correctly (with ETT, SUI, etc, but not SIT), Staff can file the DE9/Cs online for the 800 account reporting SIT; SIT is the easier report to make.
  - a. **\*Action Required\***: **Staff needs to call ADP to correct the 699 reporting issue**
  - b. **Advantage**: Saves staff time, by only having to file the quarterly 800 reports
  - c. **Disadvantage**: Staff still has to file the 800 quarterlies; this is usually included in ADP's service.
  
3. Merge the two EDD accounts numbers: We have conflicting information as to whether this is possible, but this would be ideal: ADP would then file the MCLL's quarterlies.
  - a. **\*Action Required\***: **Contact the EDD and/or an attorney to find how if and how to complete this.**
  - b. **Advantage**: Staff will save time by no longer having to file the EDD quarterlies
  - c. **Disadvantage**: It will be time-consuming to get an answer, especially from the EDD, as they are bogged down with COVID issues currently.

**Budgeting Recommendations:**

In order to make other aspects of the MCLL's finances be more efficient, I recommend the following:

1. Obtain the QuickbooksPro (QB) software and start writing checks directly from QB. Decide whether MCLL will issue QB checks out of the MCLL's County fund, or open an outside bank account
  - a. **\*Action Required\*: Purchase the software (desktop version is \$199.99)**
  - b. **Advantage:** MCLL's financial reports will be readily available and accessible in real-time; no longer tied to the County for budget reports.
  - c. **Disadvantage:** None
  
2. Decide if the MCLL would like to open a bank account outside of the County's system (in addition to the bank account with the County)
  - a. **\*Action Required\*: Confer with the County and MCLL BOD about issues regarding opening an outside bank account; setup account.**
  - b. **Advantage of an outside account:** More independence from the County system (MUNIS), which can be cumbersome. Don't need to post payroll transactions to MUNIS. Don't need to upload the file of checks written MUNIS if issued from outside bank account. Can make timely payments via ACH (to the EDD, for example).
  - c. **Disadvantage:** Could lose some interest on monies if in an outside account. Need to make sure appropriate internal controls are in place if the County is no longer providing oversight by requesting receipt copies in order to pay a vendor.

Please feel free to contact me if you have further questions.

Sincerely,

Alyssa Schiffmann

[alyschiffmann@yahoo.com](mailto:alyschiffmann@yahoo.com)

**Calendar of MCLL 2021 Monthly Board Meeting Dates**

(Third Tuesday of the Month)

**January 19** – (follows MLK Holiday Weekend; MCLL closed on 1/18/21)

**February 16** – (follows President's Day Holiday Weekend; MCLL closed on 2/15/21)

**March 16**

**April 20**

**May 18**

**June 15** – Last Month of 2020-2021 Fiscal Year

**July 20** – First Month of 2021-2022 Fiscal Year

**August 17**

**September 21**

**October 19**

**November 16**

**December 21**