

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

**Tuesday, December 15, 2020 at 5:15 P.M.**

Marin County Law Library  
20 North San Pedro Road, Suite 2007, San Rafael, CA 94903

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

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

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/83361689464>

Meeting ID: 833 6168 9464

One tap mobile

+16699006833,,83361689464# US (San Jose)

+12532158782,,83361689464# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 833 6168 9464

Find your local number: <https://us02web.zoom.us/u/kgQ9cODIG>

**Agenda**

**Call to Order\***

1. Approval of Minutes
  - 1.1 November 17, 2020 Regular Board Meeting
2. Open Time for Public Expression
3. Financial Report
  - 3.1 November 2020 Fiscal Report
  - 3.2 December 2020 Warrants

4. Librarian's Report
5. Reports of Advisory and Special Committees
  - 5.1 Civic Engagement Committee
6. Old Business
  - 6.1 **Discussion and Action Item:** Discussion re Virtual Lawyers in Library Program
  - 6.2 **Discussion and Action Item:** Payroll Tax Filing Issue Status Report
7. New Business
  - 7.1 **Discussion and Action Item:** Discussion re Renewal of Hartford Policy of Liability Insurance
  - 7.3 **Discussion and Action Item:** Discussion re Replacement of Equipment for ISP Infrastructure and Laptop Computer
8. **Closed Session** (Gov. Code §§ 54950-54963):
  - 8.1 Public Employee Performance Evaluations: Law Library Director and Staff
  - 8.2 Reconvene Open Session: Announce Action Taken in Closed Session, if Any
  - 8.3 Open Session: Discussion re Holiday Bonuses and Action Item to Approve Resolution 2020-6 for Payment of Holiday Bonuses
9. Board Members' Suggestions for Next Month's Agenda
10. Adjournment

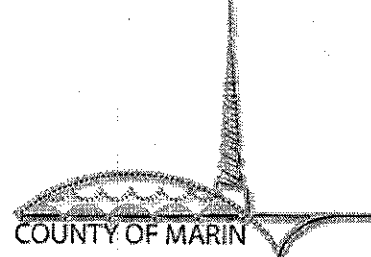
The next board meeting will be held on Tuesday, January 19, 2021 at 5:15 p.m.

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

***If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail [disabilityaccess@marincounty.org](mailto:disabilityaccess@marincounty.org) at least five working days in advance of the meeting. A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at [www.marincountylawlibrary.org](http://www.marincountylawlibrary.org). It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.***

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



LAW LIBRARY DIRECTOR:  
Laurie Vaala-Olsen

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

Tuesday, November 17, 2020 at 5:15 p.m.

By Remote Connection

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

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

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

Each trustee introduced themselves and told a little bit about themselves. New trustee Walter Cook, Jr. introduced himself and provided a few details about his work background. Mr. Cook has a J.D. and an MLIS. He was appointed by the Marin County Superior Court Judges. The board extended a warm welcome to Mr. Cook.

## 1. Approval of Minutes

1.1 Minutes of October 20, 2020 Regular Board Meeting – Denise moved for approval of the Minutes as presented; Jonathan seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.

2. Open Forum – One member of the public addressed the board.

## 3. Financial Report

### 3.1 October 2020 Fiscal Report

Actual October Revenue was \$13,345 with actual October Expenses of \$14,990. There was net negative cash flow of \$1,645 in October, which left a fund balance of \$129,852. Actual filing fee revenue for October 2020 was \$13,345. Actual YTD Filing Fee Revenue (7/1/20 – 10/31/20) was \$39,976. Actual YTD Revenue (7/1/20 – 10/31/20) was \$103,329 and Actual YTD Expenses (7/1/20 – 10/31/20) were \$52,458 resulting in a net positive YTD budget cash flow of \$50,871.

### 3.2 November 2020 Warrants

Laurie reported that charges on the US Bank Credit Card October Statement were unusually high and comprised of \$154.61 for Sonic, \$65 for Tech Soup Administrative fee for discounted Zoom Subscription, \$149.90 for 2 discounted Zoom

Subscriptions, \$451 for the 4<sup>th</sup> Quarter Hartford Insurance Premium, \$220.62 for one toner cartridge for the Xerox 5320 copy machine, \$20 for an MCBA event, and \$41.28 for office supplies. Warrants for November totaled \$7,575.31, with Payroll adding \$4,883.62, for an expense total of \$12,458.93. Sam moved for approval of the Warrants as presented, Denise seconded. Motion passed: 6 Ayes, 0 Noes, 0 Abstentions.

#### 4. Librarian's Report

Laurie directed the trustees' attention to the written Librarian's Report attached to the agenda packet, adding that Marin recently had moved from the orange tier (moderate risk) into the red tier (substantial risk) on the Blueprint for a Safer Economy, which resulted in a new mandate for more widespread use of face coverings and libraries allowed to operate at 50 percent capacity under the guidelines for retail operators. She further reported that all program documents for the Virtual Lawyers in the Library program had been translated into Spanish by a library patron who is a professional interpreter at no cost to the Law Library. In addition, Laurie encouraged trustees to check out the Law Library's website to see several curated topical lists of legal resources which should make it easier for the public to find resources and forms relevant to their legal issues. MCLL website visitors will also find easily accessible chronological lists of Administrative Orders issued by the Marin Superior Court since March 17, 2020 on the "COVID-19 Updates – Court and County" tab.

#### 5 Committee Reports

5.1 Reopening Committee – Tracy reported that the Law Library will not be moving forward with reopening until we have more staff.

5.2 ADA Compliance - Don reported that there are numerous regulations regarding ADA compliance for websites and that we need to stay abreast of those. Jonathan reported on accommodations for mobility, hearing loss and vision loss, of which there are many different types. He recommended that the Law Library purchase a subscription to Otter for the Law Library's Zoom account. Laurie will query other county law libraries about their ADA policies and report back.

5.3 Friends of the Marin County Law Library – No report.

5.4 Civic Engagement – Denise reported that it had been one year since the Law Library started the First Thursdays program. Further, she would like MCLL to expand the concept of First Thursdays in the New Year to include partnering with HERA to facilitate offering low-cost/free workshops about debt collection, estate planning, conservatorships, and the duty of legal practitioners to be technologically competent. She would also like to offer MCLE credit for hosting a Day in the Life of the Probate Examiner in Marin County.

#### 6 Old Business – None.

#### 7. New Business

7.1 Discussion re ADA Laws - see item 5.2; no action was taken at the meeting.

7.2 Discussion re Virtual Lawyers in the Library – No action necessary at present.

7.3 Discussion re Payroll Tax Filing Issue – Sam reported that he is working on scheduling a meeting with the Department of Finance.

8. Board Members' Suggestions for Next Month's Agenda – Consider dates for a possible board retreat.

9. Adjournment

All relevant business having come before the board, Sam moved to adjourn the meeting and Jonathan seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:40 p.m. The next board meeting will be held on Tuesday, November 17, 2020 at 5:15 p.m. by remote connection.

Respectfully submitted,

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Kristine Fowler Cirby, Esq.  
President, Board of Trustees

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Laurie Vaala-Olsen, Ex-Officio  
Secretary

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Projected December 2020	Projected January 2021	Projected February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Nov. 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	\$ 128,260	\$ 123,068	\$ 123,163	\$ 123,257	\$ 123,329	\$ 123,357	\$ 123,385	\$ 123,413	\$ 123,413		
<b>Revenue</b>																	
451970 Filings	\$ 12	\$ 382	\$ 16,002	\$ 10,247	\$ 13,345	\$ 9,891	\$ 9,503	\$ 14,583	\$ 14,583	\$ 14,583	\$ 14,583	\$ 14,583	\$ 14,583	\$ 49,867	\$ 146,867	\$ 175,000	
441115 Interest	\$ 499	\$ -	\$ -	\$ 428	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 428	\$ 1,597	\$ 2,000	
462650 Photocopies	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 100	\$ 1,850	\$ 3,000	
470410 Book Sales	\$ -	\$ -	\$ 726	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 726	\$ 1,307	\$ 1,000	
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767	\$ 767	\$ 767	\$ 767	\$ 767	\$ 767	\$ 767	\$ -	\$ 5,369	\$ 9,200	
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ -	\$ 56	\$ 100	
441215 Conference Room	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 300	\$ 1,469	\$ 2,000	
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ -	\$ 1,169	\$ 2,000	
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 1,056	\$ 61,172	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 62,228	\$ 62,809	\$ 1,000	
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 8,750	\$ 15,000	
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Revenue Total:	\$ 511	\$ 382	\$ 18,183	\$ 71,847	\$ 13,345	\$ 9,891	\$ 12,445	\$ 17,525	\$ 17,525	\$ 17,525	\$ 17,525	\$ 17,525	\$ 17,525	\$ 113,648	\$ 231,243	\$ 210,300	
<b>Expenses</b>																	
<b>Staff</b>																	
511110 Librarian	\$ 6,657	\$ 1,610	\$ 4,134	\$ 4,134	\$ 6,200	\$ 3,122	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 19,200	\$ 50,700	\$ 54,000	
511220 Extra Hire	\$ 38	\$ 60	\$ 19	\$ 94	\$ 375	\$ 581	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 2,333	\$ 1,129	\$ 17,460	\$ 28,000	
515110 Social Security	\$ 256	\$ 132	\$ 257	\$ 262	\$ 408	\$ 300	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 1,360	\$ 4,279	\$ 5,000	
515115 Medicare	\$ 60	\$ 31	\$ 60	\$ 61	\$ 95	\$ 70	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 318	\$ 1,018	\$ 1,200	
513215 Health Benefits	\$ 899	\$ 899	\$ 899	\$ 899	\$ 899	\$ 937	\$ 1,123	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 4,532	\$ 11,157	\$ 11,000	
514110 Workers Compensation	\$ -	\$ -	\$ 517	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 517	\$ 1,217	\$ 1,200	
515120 Unemployment Insur.	\$ -	\$ 3	\$ 1	\$ 4	\$ 15	\$ 29	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 133	\$ 52	\$ 983	\$ 1,600	
Federal FUTA	\$ 121	\$ 0	\$ 0	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
														Staff Subtotal:	\$ 27,107	\$ 86,813	\$ 102,000
<b>Administrative Expenses</b>																	
521610 Insurance - Subtotal	\$ -	\$ 722	\$ -	\$ 1,476	\$ 721	\$ -	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 2,919	\$ 5,544	\$ 4,500	
USLI	\$ 271	\$ 271	\$ -	\$ -	\$ 271	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Complete Equity Markets</b>																	
Hartford	\$ 421	\$ 451	\$ -	\$ 1,476	\$ 451	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
522210 Memberships/Prof Develop.	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 285	\$ -	\$ 2,700	
CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MCBA	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
EAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
NOCALL	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
522410 Office Expenses	\$ 93	\$ 194	\$ 34	\$ 406	\$ 262	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,146	\$ 2,896	\$ 3,000	
522310 Projects (ADP Payroll)	\$ 121	\$ -	\$ -	\$ -	\$ 199	\$ 136	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 334	\$ 3,253	\$ 5,000	
522930 Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 7,000	\$ 12,000	
DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HiTech	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
														Tel/Internet Subtotal:	\$ 4,276	\$ 9,434	\$ 10,000
521310 Sonic Internet/Sonic Email	\$ 154	\$ 154	\$ 155	\$ 155	\$ -	\$ 154	\$ 154	\$ 154	\$ 154	\$ 154	\$ 154	\$ 154	\$ 154	\$ 464	\$ 1,542	\$ 1,848	
Comcast Internet	\$ -	\$ -	\$ -	\$ -	\$ 482	\$ 191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 672	\$ -	\$ -	
Phone	\$ 97	\$ 97	\$ 102	\$ 107	\$ 106	\$ 103	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 514	\$ 1,214	\$ 1,200	
SPTJ	\$ 350	\$ 350	\$ 350	\$ 613	\$ 1,138	\$ 175	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 2,625	\$ 6,678	\$ 6,952	
														Admin Sub.	\$ 8,960	\$ 24,874	\$ -

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Projected December 2020	Projected January 2021	Projected February 2021	Projected March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-Nov. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
<b>Collection</b>																	
522815	Publications Upkeep													Collection Sub	\$ 27,791	\$ 68,826	\$ 71,000
	Other	\$ -				\$ -	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ 667	\$ -	\$ 4,669	\$ 8,807	
	CEB	\$ 590	\$ -	\$ 6,733	\$ 889	\$ 1,006	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 9,635	\$ 18,385	\$ 15,000	
	Lexis Nexis	\$ 2,941	\$ 682	\$ 363	\$ 32	\$ 198	\$ 231	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 583	\$ 1,506	\$ 5,587	\$ 7,000	
	WestLaw	\$ 4,344	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,215	\$ 2,215	\$ 2,215	\$ 10,858	\$ 26,191	\$ 26,193	
	West Publishing	\$ 2,318	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,182	\$ 5,793	\$ 13,995	\$ 14,000	
522410	Book Binding													\$ -	\$ -	\$ -	
	Expense Total:	\$ 19,731	\$ 9,105	\$ 16,953	\$ 13,939	\$ 16,156	\$ 10,685	\$ 17,636	\$ 17,430	\$ 17,430	\$ 17,453	\$ 17,497	\$ 17,497	\$ 63,858	\$ 180,513	\$ 210,200	
	Fund Balance	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 129,054	\$ 128,260	\$ 123,068	\$ 123,163	\$ 123,257	\$ 123,329	\$ 123,357	\$ 123,385	\$ 123,413			

\*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	
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	
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>59,369.19</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>DEC. TOTALS</b>	133,473.64	119,173.66	106,186.40	93,650.32	91,504.19	85,401.05	84,677.38	91,732.11	85,374.87	88,305.45	<b>59,369.19</b>

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



**Marin County Law Library**  
**December 2020 WARRANTS**  
(Account Balance \$128,260)

Item No.	Vendor	Current Amount Due	Suggested Payment
1	ADP - Monthly charge for payroll services that is debited from LL Fund	\$ 135.74	\$ 135.74
2	AT&T Calnet 3	\$ 105.28	\$ 105.28
3	CEB (\$215.09 for print publications; \$334.92 for OnLAW)	\$ 550.01	\$ 550.01
4	Comcast Business (monthly service charge)	\$ 190.81	\$ 190.81
5	Hartford Insurance Renewal (1/5/21 - 1/5/22)	\$ 1,670.00	\$ 1,670.00
6	Kaiser (\$1123.22 for Jan. 2021; \$186.19 for underpayment of Dec. 2020 dues)	\$ 1,309.41	\$ 1,309.41
7	LexisNexis	\$ 239.51	\$ 239.51
8	SPTJ (Chien Liew Consulting)	\$ 175.00	\$ 175.00
9	US Bank (Cal Card Payment - Sonic Internet; Adobe Renewal; MS 365 Renewal; PPE)	\$ 196.25	\$ 196.25
10	Westlaw Next	\$ 2,171.65	\$ 2,171.65
11	West Publishing	\$ 1,158.61	\$ 1,158.61
	<b>Totals:</b>	<b>\$ 7,902.27</b>	<b>\$ 7,902.27</b>

**Salaries: \$4,552.28**

**Total Expenses: \$12,454.55**

<b>Total Revenue Available:</b>	<b>\$ 128,260.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 12,454.55</b>
<b>Remaining Cash Balance:</b>	<b>\$ 115,805.45</b>

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.

Tuesday, December 15, 2020

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

**RESOLUTION 2020-6**

WHEREAS the Law Library Board of Trustees at its regularly scheduled board of trustees meeting on December 15, 2020 considered a proposal to pay holiday bonuses in December 2020, and

WHEREAS the Law Library Board of Trustees decided to pay holiday bonuses as follows: \$\_\_\_\_\_ to the Law Library Assistant and to the Reference Librarian, and \$\_\_\_\_\_ to the Director,

NOW THEREFORE BE IT RESOLVED that Resolution 2020-6 is  
Approved.

Trustee \_\_\_\_\_ moved for approval of Resolution 2020-6.

Trustee \_\_\_\_\_ seconded the motion for approval.

Vote: \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstention(s)

Motion passed.

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Kristine Fowler Cirby, Esq.  
President, Board of Trustees  
Marin County Law Library