

**Notice of Regular 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, January 20, 2026, at 5:15 P.M.**

**Agenda**

**Call to Order\***

1. Consent Calendar

2.1 December 2025 Minutes

2. Open Time for Public Expression

3. Financial Report

4.1 Filing Fee Schedule – January 2026

4.2 Actuals (Income and Expenses) – December 2025

4.3 Journals and Reconciliation – December 2025

4. Librarian's Report

5. Committee Reports

6.1 Civic Engagement

6.2 Fundraising

6.3 Human Resources

6.4 Document Retention Procedures and Policies Committee

6.5 Budget Committee

6. Old Business

7.1 Discussion and Action: Discussion and Action re Changing Law Library Tax Status

7.2 Discussion and Action: Discussion and Action re Website Compliance for ADA Guidelines

7. New Business

8.1 Discussion and Action: Discussion and Action re Law Library Staffing

8. Board Members' Suggestions for Next Regular Meeting Agenda

9. Adjournment

## **Upcoming Events FYI:**

Lawyers in the Library Virtual Program – 02/26/2026

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 02/17/2026: 02/10/2026

\* 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.***

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](http://www.marincountylawlibrary.org)

**Minutes of Regular 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, December 16, 2025, at 5:15 P.M.**

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

**Absent: Alex Johnson**

**Also Present:**

President Bashline called the meeting to order at 5:30 p.m.

1. Swearing-In of Board Member

- Board Member was absent for swearing-in at this time.

2. Consent Calendar

2.1 September 2025 Minutes

- See attached

- Trustee Lucha made the motion to approve September 2025 minutes. Trustee Sutton seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Trustee McDonald, Trustee Sutton,  
and Trustee Lucha

ABSENT: Vice President Johnson

## 2.2 October 2025 Minutes

- See Attached
- Trustee Lucha made the motion to approve October 2025 minutes. Trustee Sutton seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Trustee McDonald, Trustee Sutton, and Trustee Lucha

ABSENT: Vice President Johnson

## 2.3 November 2025 Special Meeting Minutes

- See Attached
- Trustee Lucha made the motion to approve November 2025 minutes. Trustee Sutton seconded the motion

Vote: Motion carried 4-0

AYES: President Bashline, Trustee McDonald, Trustee Sutton, and Trustee Lucha

ABSENT: Vice President Johnson

## 2.4 November 2025 Minutes

- See Attached
- Trustee Lucha made the motion to approve October 2025 minutes. Trustee Sutton seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Trustee McDonald, Trustee Sutton, and Trustee Lucha

ABSENT: Vice President Johnson

## 3 Public Expression

- No public expression at this time.

-

#### 4 Financial Report

##### 4.1 Filing Fee Schedule – December 2025

- See Attached
- December's filing fee was lower than expected.

##### 4.2 Actuals (Income and Expenses) – November 2025

- See Attached
- Passport income was okay for August 2025.
- Staff expenses were normal.

##### 4.3 Journals and Reconciliation – November 2025

- Payroll journals are still outstanding, but more have been entered.
- Bills are being caught up, including a few missing from June 2025 that were approved.

#### 5 Librarian's Report

- Status update for the library was given by the librarian.

## 6 Committee Reports

### 6.1 Civic Engagement

- Discussion occurred about the status of Lawyers in the Library.

### 6.2 Fundraising

- Discussion occurred about waiting for grant money from the county and the few donations that the Marin County Law Library already received due to email blast.

### 6.3 Human Resources

- Discussion occurred regarding staffing arrangements at the present time with law librarian being the only full-time staff member with part-time help.
- Trustee Lucha made a motion to allow the law librarian to post a job opening for a new library assistant for 20 hours per week and to offer 10 more hours to a current assistant. Trustee Sutton seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Trustee McDonald, Trustee Sutton, and Trustee Lucha

ABSENT: Vice President Johnson

### 6.4 Document Retention Procedures and Policies Committee

- Tabled until next hearing.

## 7 Old Business

### 7.1 Discussion and Action: Discussion and Action re Changing of Law Library Tax Status

- Discussion occurred about setting up a meeting with County Counsel to determine whether the law library could adjust its tax status and proposed times. The decision was made to defer discussion and ask about possible discussion in February or March 2026 with County Counsel.

### 7.2 Discussion and Action: Discussion and Action re Board Elections for 2025-2026

- Discussion occurred about board elections for the 2025-2026 year.
- President Bashline nominated Trustee McDonald for Vice President. Trustee Sutton seconded the nomination.

Vote: Nomination carried 4-0

AYES: President Bashline, Trustee Sutton, Trustee McDonald, and Trustee Lucha

ABSENT: Vice President Johnson

- Trustee Lucha nominated President Bashline to continue as President of the Board. Trustee Sutton seconded the nomination.

Vote: Nomination carried 4-0

AYES: President Bashline, Trustee Sutton, Vice President McDonald, and Trustee Lucha

ABSENT: Trustee Johnson

### 7.3 Discussion and Action: Discussion and Action re Website Compliance for ADA Guidelines

- Discussion occurred regarding actions for website compliance. It was decided that no action would be taken at this time.



## 8 New Business

### 8.1 Discussion and Action: Discussion and Action re Complaints to Law Library from Public and Staff

- Discussion occurred about the submitted complaints to the law library from public and staff.

### 8.2 Discussion and Action: Discussion and Action re Holiday Bonuses for Staff

- Discussion occurred about the possible holiday staff bonuses for the staff.
- Trustee Lucha made the motion to approve staff bonuses to the staff in the following manner: (1) one PTO day for each staff member and (2) cash bonus broke down in the following: (1) \$500.00 to law librarian, (2) \$350.00 to assistant 1 and (2) \$150.00 to assistant 2. President Bashline seconded the motion.

Vote: Motion carried 4-0

AYES: President Bashline, Trustee Sutton, Vice President McDonald, and Trustee Lucha

ABSENT: Trustee Johnson

## 9 Board Members' Suggestions for Next Month's Agenda

- Discussion occurred about possible topics for the next meeting.

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## 10 Adjournment

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

Vote: Motion carried 4-0

AYES: President Bashline, Vice President McDonald, Trustee Sutton, and Trustee Lucha

ABSENT: Trustee Johnson

The meeting was adjourned at 7:00 P.M.

Next Regular Board Meeting: January 20, 2026

Respectfully submitted,

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Denise Bashline  
President, Board of Trustees

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Stephen Richards  
Ex-Officio Secretary

## Marin County Law Library January 2026 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, USPS, Adobe, Quill, Craigslist)	\$ 248.27	\$ 248.27
2	Thomson Reuters - December 2025	\$ 1,307.27	\$ 1,307.27
3	RELX, Inc - December 2025	\$ 1,720.00	\$ 1,720.00
4	CEB OnLaw - December 2025	\$ 399.58	\$ 399.58
5	Kyocera - December 2025	\$ 430.88	\$ 430.88
6	The Hartford	\$ 406.25	\$ 406.25
7	Kaiser Permanente - December 2025	\$ 632.72	\$ 632.72
8	Comcast - December 2025	\$ 469.61	\$ 469.61
9	ADP Payroll - December 2025	\$256.41	\$ 256.41
10	Matthew Bender and Co., Inc. - Inv# 47789840	\$536.94	\$ 536.94
11	Matthew Bender and Co., Inc. - Inv# 48253340	\$50.26	\$ 50.26
12	Matthew Bender and Co., Inc. - Inv#48253332	\$40.42	\$ 40.42
13	Matthew Bender and Co., Inc. - Inv#47450116	\$1,178.11	\$ 1,178.11
14	AT&T CALNET	\$163.38	\$ 163.38
15	Media Flex, Inc.	\$300.00	\$ 300.00
	<b>Totals:</b>	<b>\$ 8,140.10</b>	<b>\$ 8,140.10</b>

**Salary Expenses: \$10,230**

**Total Expenses: \$18,370.10**

<b>Total Revenue Available:</b>	<b>\$ 223,865.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 18,370.10</b>
<b>Remaining Cash Balance:</b>	<b>\$ 205,494.90</b>

## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
MONTH													
JULY	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	16,933.62
AUGUST	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	15,684.89
SEPT.	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	19,048.23
OCTOBER	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	16,146.43
NOVEMBER	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	17,016.16
DECEMBER	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	8,158.54
JANUARY	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	13,034.13
FEBRUARY	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	0.00
MARCH	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	0.00
APRIL	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	17,001.47	0.00
MAY	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	17,366.42	0.00
JUNE	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	17,065.00	0.00
<b>ANNUAL TOTALS</b>	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	187,799.00	106,022.00

**Note: \$4,387.48 came in  
as backlog on 11/2025**

**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

1/17/2026

													CURRENT - Fiscal Year Performance			NEXT - Fiscal Year Projected and/or Budget Expectation		
Munis Fund No: 3400																		
Program: 7960																		
Subprogram: 7961	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Full Year	Full Year	Full Year		Full Year	Net Chg.
	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2024-2025	2024-2025	2024-2025		2024 - 2025	From
	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act/Fcst	BUDGET	Variance	Key Performance Notes	Projected	Prior Yr
																		Increase/Decrease Key Notes
REVENUE																		
Fillings	16,934	15,685	19,048	16,146	21,404	8,159	13,034	-	-	-	-	-	110,409	155,000	(44,591)		155,000	44,591
Passports	875	2,100	140	1,225	875	275	-	-	-	-	-	-	5,490	13,000	(7,510)	Started program Feb '23	13,000	7,510
All Other	196	910	203	5,813	905	5,388	-	-	-	-	-	-	13,414	77,702	(64,288)		64,702	51,288
																		Assumes State Funding of \$62K
TOTAL REVENUE	18,005	18,694	19,391	23,185	23,183	13,822	13,034	-	-	-	-	-	129,313	245,702	(116,389)		232,702	103,389
EXPENSES																		
Direct Staffing Expense	8,796	15,287	9,254	8,880	9,602	10,230	-	-	-	-	-	-	62,050	135,310	73,260		135,310	73,260
Insurance	548	354	362	-	-	406	-	-	-	-	-	-	1,670	5,400	3,730		5,400	3,730
Membership/Prof Dev	-	50	-	-	-	-	-	-	-	-	-	-	50	5,000	4,950		-	(50)
Office Expense	173	197	150	-	98	415	-	-	-	-	-	-	1,033	3,200	2,167		3,200	2,167
Postage	66	134	17	-	81	109	-	-	-	-	-	-	407	3,200	2,793		-	(407)
Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-
Professional Svc/ (ADP)	163	244	171	171	171	256	-	-	-	-	-	-	1,176	3,000	1,824		1,852	676
Copy Machines	416	423	577	431	431	431	-	-	-	-	-	-	2,708	4,992	2,284		3,200	492
Telephone/Internet	689	3,794	1,535	-	1,361	661	-	-	-	-	-	-	8,040	20,000	11,960		20,000	11,960
Publications	4,820	5,627	3,880	1,307	4,687	5,192	-	-	-	-	-	-	25,513	52,600	27,087		-	(25,513)
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-
TOTAL EXPENSE	15,670	26,111	15,945	10,789	16,432	17,701	-	-	-	-	-	-	102,648	232,702	130,054		168,962	66,314
NET GAIN/(LOSS)	2,335	(7,416)	3,446	12,396	6,751	(3,880)	13,034	-	-	-	-	-	26,665	13,000	(13,665)		63,740	37,075
FUND BALANCE																		
Unrestricted Fund Balance	206,124	208,459	201,042	204,488	216,883	223,635	219,755	232,789	232,789	232,789	232,789	232,789	206,124				232,789	
Income/Loss (from above)	2,335	(7,416)	3,446	12,396	6,751	(3,880)	13,034	-	-	-	-	-	26,665				63,740	
Total Unrestricted Fund Bal	208,459	201,042	204,488	216,883	223,635	219,755	232,789	232,789	232,789	232,789	232,789	232,789	232,789				296,529	

CURRENT YEAR - Key Messages

- > Expected expense of \$233K, which assumes addt'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 2025-2026 Profit & Loss

-----Input Actual and Forecasts in this section-----

manually move the Blue Bar to align at intersection of Act/Fcst

[illegible]

# BOARD PRESENTATION

## TALKING POINTS & OBJECTION HANDLING



### ABOUT US

#### WHO IS STREAMLINE?

Streamline is an all-in-one platform built for special districts—used by over 2,200 agencies like ours to simplify compliance, improve transparency, and communicate with ease. It combines a modern website with ADA compliance tools, automated agenda posting, and public alerts—plus full support and training from real people who understand districts. It helps us save time, reduce risk, and better serve our community.

### SUPPORT

The support team works directly with district staff (and even board clerks) to migrate content, train users, and stay ahead of legal requirements. It's already trusted by districts across water, fire, health, parks, and vector control agencies.

### GUARANTEED TO FIT

#### ALL LEVELS

It's intuitive and doesn't require IT experience to use. It also means fewer tools to juggle—Streamline consolidates what we currently manage in 3-4 different places.

### HAVE A GOOD PITCH

Unlike general website tools, Streamline is built specifically for special districts. It includes:

- Real-time ADA and transparency checklists
- Pre-built tools for agenda posting, alerts, and forms
- Email newsletter and staff collaboration dashboards

### COMMON BOARD OBJECTIONS (AND RESPONSES)

**Q: Can't our IT person or webmaster just do this with our current tools?**

A: They can handle content, but not the legal compliance. Streamline is constantly updated to align with changing state and federal laws—saving us legal consulting hours and avoiding risk.

**Q: We already have a website. Why change?**

A: Most websites weren't built with special districts in mind. Streamline combines website, compliance, and communication tools in one place. No patchwork solutions or third-party plugins.

**Q: Is this going to be expensive?**

A: Actually, it often costs less than what we pay now for multiple tools (newsletter platforms, document storage, website hosting, etc.). Plus, Streamline includes onboarding and training.

**Q: Will staff need to learn a whole new system?**

A: It's designed for non-technical users and comes with hands-on training. Most districts are fully onboarded in 2-3 weeks with ongoing support included.

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# Meet Streamline

Your Website, Compliance, and Community—All in One Place



  
STREAMLINE



## Compliance Made Simple

Streamline makes it easy for your district to stay compliant with evolving transparency and accessibility laws. Built-in tools track requirements and help you meet deadlines—without the stress of managing it on your own or hiring outside consultants.



## Save Time + Reduce Stress

With Streamline, routine tasks like posting agendas, adding PDFs, or updating content are quick and intuitive. The platform is designed to be easy for any staff member to use, reducing bottlenecks and freeing up valuable time for other priorities.



## Real People, Real Help

Streamline's customer support team acts like a partner, not just a vendor. You get fast responses, hands-on help, and personalized guidance—so you never feel like you're navigating challenges alone.



## Built for Districts Like Yours

Unlike generic website builders, Streamline was created specifically for special districts. It's tailored to the unique compliance, communication, and transparency needs of agencies like fire, water, vector control, and more. Even small teams without technical expertise can manage their site with confidence.

## Why Now?

Special districts across the country are facing rising compliance requirements, transparency demands, and shrinking resources.

Streamline gives your team time back—so you can focus on your community, not your website.

**Empower your staff  
with easy-to-use tools**

**Stay ahead of digital  
accessibility laws**

**Build community trust  
with transparency**

“

“We used to worry about audits and lawsuits over accessibility. Now, we're winning transparency awards thanks to Streamline.”

— Ashley Scott, Philomath  
Fire & Rescue, OR

”

Ready to learn more? Contact us to explore if Streamline is a fit for your district. 

 (916) 900 - 6619

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