

**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, April 16, 2024, at 5:15 P.M.

Agenda

Call to Order*

1. Consent Calendar
 - 2.1 February 2024 Minutes
 - 2.2 March 2024 Minutes
 - 2.2 March 2024 Warrants
2. Open Time for Public Expression
3. Financial Report
 - 4.1 Filing Fee Schedule – March 2024
 - 4.2 Actuals (Income and Expenses) – March 2024
 - 4.3 Journals and Reconciliation – March 2024
4. Librarian's Report
5. Committee Reports
 - 5.1 Civic Engagement

6. Old Business

6.1 Discussion and Action: Discussion and Action re Patron Request to Board of Trustees for Copy of Wall Hanging

6.2 Discussion and Action: Discussion and Action re Action Regarding Law Library Fund (Cal. BPC 6320-6326)

6.3 Discussion and Action: Discussion and Action re Employee Safety in Law Library Building

6.4 Discussion and Action: Discussion and Action re Budget Planning for Fiscal Year 2024-2025

7. New Business

7.1 Discussion and Action: Discussion and Action re Adoption of Summary of Library Policies.

7.2 Discussion and Action: Discussion and Action re Law Library Staffing for Month of May.

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

9. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 04/25/2024

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 05/21/2024: 05/09/2024.

* 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.

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**

February 20th, 2024, at 5:15 P.M.

Present: Scott McDonald, Abby Lucha, Denise Bashline, David Sutton, Stephen Richards

Absent: Alex Johnson

Also Present:

President Bashline called the meeting to order at 5:19 p.m.

1. Consent Calendar

- Trustee Lucha made a motion to approve both the January 2024 Minutes and the February 2024 Warrants. Trustee McDonald seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Vice President Johnson

2. Open Time for Public Expression

- There was no public expression at this time.

3. Financial Report

a. Filing Fee Schedule – February 2024

i. See Attached

b. Actuals (Income and Expenses) – February 2024

- i. See Attached
- ii. Some income and expenses were not reported due to timing of the meeting but will be added later.

c. Journals and Reconciliation – February 2024

- i. Payroll journals are behind two pay periods.

4. Librarian Report

- Status of the library and operations was given at this time.
- See attached memo regarding the employee situation for February 2024.
- Discussion included conversation with County Counsel and relationship between County Counsel and Marin County Law Library regarding services that County Counsel provides to Marin County Law Library.

5. Committee Reports

a. Civic Engagement

- There has been some outreach with Marin CASA and ALRP.

b. Fundraising Committee

- No business at this time

6. Old Business

a. Discussion: Discussion re Format and Changes to Lawyers in the Library Program

- Discussion occurred about increasing the session times of Lawyers in the Library to twice a month beginning in March 2024 with one meeting being through video conferencing and one meeting being in person at a location.

b. Discussion: Discussion and Action re Approval of Expenses for AALL Conference 2024

- See Attached
- Trustee Lucha made the motion to approval \$795.00 for AALL Conference 2024 registration cost. Trustee Sutton seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Vice President Johnson

c. Discussion: Discussion re Committee Membership Changes

- Discussion occurred about each board member doing some independent work rather than establish formal committees.
- Trustee Lucha agreed to speak with the other county law libraries regarding salaries and other benefits.
- Another independent project regarding reviewing the letter for requesting donations.

d. Discussion and Action: Discussion and Action re Laptop Purchase for Front Desk

- Resolution will need to be submitted for approval.

e. Discussion and Action: Discussion and Action re Volunteers for Aiding Law Library

- Discussion occurred on this issue and at this time, no new volunteers, but working on maintaining staff.

f. Discussion and Action: Discussion and Action re List of Used Books for Sale in Law Library

- Improved list should be ready by next month.

g. Discussion: Discussion re Employee Safety in Law Library Building

- Concerns regarding employee safety were brought up including building design and lack of official emergency planning.

7. New Business

a. Discussion and Action: Patron Complaint to Board of Trustees

- See Attached
- Discussion regarding complaint occurred and no further action taken.

b. Discussion: Discussion re Obtaining Air Purifiers for the Law Library Building

- See Attached
- Discussion occurred about obtaining air purifiers for the Law Library Building.

c. Discussion: Discussion re Appointing New Meeting Date for Board of Trustee Meetings

- See Attached
- Discussion occurred regarding the possible moving of the meeting date to match schedules in the future.
- The decision was made to table the issue for now, but open to future discussion.

d. Discussion and Action: Discussion and Action re Action Regarding Law Library Fund (Cal. BPC 6320-6326)

- See Attached
- Discussion occurred regarding how the Marin County Law Library could establish a revolving fund for accepting donations via credit card.
- Some conversation regarding this matter came about between the Sonoma County Law Library and the Marin County Law Library.
- Further research was determined to be required to move forward.
- Trustee Lucha proposed a motion for Trustee McDonald to take up more research on this matter. Trustee Sutton seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Vice President Johnson

e. Discussion: Discussion re Library Staffing Level in Law Library

- Discussion regarding how staffing levels are getting back to normal.

f. Discussion: Discussion re Legal Database Time Limits

- Discussion occurred about legal database time limits and how much time to give each user.
- Trustee Sutton moved to motion the policy that a thirty (30) minute period is granted to the earliest user when someone wants to use the legal database and all the openings are full. President Bashline seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Vice President Johnson

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

- Suggestions were brought up included additional outreach programs.

9. Adjournment

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

Vote: Motion carried 4-0

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

ABSENT: Trustee Alex Johnson

- The meeting was adjourned at 6:50 PM.
- Next Regular Board Meeting: April 16th, 2024

Respectfully submitted,

Denise Bashline
President, Board of Trustees

Stephen Richards
Ex-Officio Secretary

Board of Trustees

PRESIDENT
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Judicially Appointed

VICE PRESIDENT
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**Minutes of Regular Monthly Meeting of
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20 North San Pedro Road, Suite 2007
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Tuesday, March 19, 2024, at 5:15 P.M.

Present: Scott McDonald, Alex Johnson, Abby Lucha, Denise Bashline, David Sutton, Stephen Richards

Absent:

Also Present: Bill Hale, Nate Siedman

President Bashline called the meeting to order at 5:15 p.m.

1. Brown Act Presentation

- County Counsel Kerry Gerchow presented on the California Brown Act.

2. Consent Calendar

a. February 2024 Minutes

- President Bashline suggested that February 2024 minutes be withdrawn for corrections and approved at March 2024 meeting.

- Vice President Johnson made the motion to withdraw the February 2024 minutes for corrections and Trustee Sutton seconded the motion.

Vote: Motion carried 5-0

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

ABSENT:

b. March 2024 Warrants

- See Attached
- Vice President Johnson made the motion to approve the March 2024 Warrants and Trustee Lucha seconded the motion.

Vote: Motion carried 5-0

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

ABSENT:

3. Public Expression

- Public comment was made regarding possible copy of law library's picture of law tree above copier.

4. Financial Report

a. Filing Fee Schedule – March 2024

- See Attached.

b. Actuals (Income and Expenses) – March 2024

- See Attached.

c. Journals and Reconciliation – March 2024

- Payroll journals are about a couple behind but being caught up soon.
- The current number seems to be \$6,000 off due to previous bills not being able to be paid at the time but should be paid soon.

5. Librarian's Report

- Status update for the library included journal reconciliation and current activity in the library.

6. Committee Reports

a. Civic Engagement

- Status update for Lawyers in the Library program was given including about possible additions of program to twice a month.
- Also, other programs are being reached out for possible future programming in the law library.

b. Fundraising Committee

- The letter is still being worked on.

7. Old Business

a. Discussion and Action: re Obtaining Air Purifiers for the Law Library Building

- Discussion occurred about either waiting until next fiscal year or current fiscal year to purchase air purifiers.
- Trustee Sutton brought a motion to use funds in the current fiscal year to purchase air purifiers. Trustee Lucha seconded the motion.

Vote: Motion carried 5-0

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

ABSENT:

b. Discussion and Action: Discussion and Action re Appointing New Meeting Date for Board of Trustee Meetings

- Discussion was continued about possible moving meeting date of board meeting, but current action is not required.
- Vice President Johnson proposed a motion to add the date of the next board meeting being reviews as a standing item at the end of each board adjournment based off Trustee Lucha's suggestion. Trustee Sutton seconded the motion.

Vote: Motion carried 5-0

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

ABSENT:

DRAFT

- c. Discussion and Action: Discussion and Action re Action Regarding Law Library Fund (Cal. BPC 6320-6326)
 - Discussion occurred regarding the role of a secondary account for the purpose of accepting donations by means of credit cards.
 - More action will be taken by Trustee McDonald on this item.
 - d. Discussion and Action: Discussion and Action re Employee Safety in Law Library Building
 - Discussion occurred about reaching out to Marin County Risk Assessor for help obtaining safety classes and use of security guard.
 - e. Discussion and Action: Discussion and Action re List of Used Books for Sale in Law Library
 - Discussion occurred about placing used book inventory list on both the law library website and sending a copy to the Marin County Bar Association.
8. New Business
- a. Discussion and Action: Discussion and Action re Patron Request to Board of Trustees for Copy of Wall Hanging
 - Discussion occurred on the request regarding copying wall hanging.
 - Smaller reproductions were available, but nothing like the library copy.
 - b. Discussion: Discussion re Budget Planning for Fiscal Year 2024-2025
 - Discussion occurred about beginning the budget planning process.
 - Some more information to include is the expenses of current materials and upcoming contract renewals.
 - In addition, some further research will be done regarding employee salaries among comparable law libraries to Marin County Law Library.

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

- a. Board gave suggestions for next month's agenda.

10. Adjournment

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

Vote: Motion carried 5-0

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

ABSENT:

11. The meeting was adjourned at 6:50 PM.

12. Next Regular Board Meeting: April 16th, 2024

Respectfully submitted,

Denise Bashline
President, Board of Trustees

Stephen Richards
Ex-Officio Secretary

MARIN COUNTY LAW LIBRARY
CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET

Prepared as of
 4/13/2024

Munis Fund No: 3400
 Program: 7960
 Subprogram: 7961

	CURRENT - Fiscal Year Performance												NEXT - Fiscal Year Projected and/or Budget Expectation						
	Jul 2023 Act	Aug 2023 Act	Sep 2023 Act	Oct 2023 Act	Nov 2023 Act	Dec 2023 Act	Jan 2024 Act	Feb 2024 Act	Mar 2024 Act	Apr 2024 Act	May 2024 Act	Jun 2024 Act	Full Year 2023-2024 Act/Fcst	Full Year 2023-2024 BUDGET	Full Year 2023-2024 Variance	Key Performance Notes	Full Year 2024 - 2025 Projected	Net Chg. From Prior Yr	Increase/Decrease Key Notes
REVENUE																			
Fillings	13,861	17,628	14,287	15,257	13,490	13,575	13,217	12,816	13,438	13,719	-	-	141,289	145,000	(3,711)		-	(141,289)	
Passports	1,070	210	1,270	490	945	945	1,085	1,645	1,155	-	-	-	8,815	20,000	(11,185)	Started program Feb '23	-	(8,815)	Started charging Feb '23
All Other	69	10,405	1,381	134	1,138	334	349	498	628	-	-	-	14,935	87,568	(72,633)		-	(14,935)	Assumes State Funding of \$62K
TOTAL REVENUE	15,000	28,243	16,938	15,881	15,572	14,854	14,651	14,959	15,220	13,719	-	-	165,039	252,568	(87,529)		-	(165,039)	
EXPENSES																			
Direct Staffing Expense	8,427	8,460	9,825	7,884	10,392	6,471	9,399	7,534	12,642	-	-	-	81,035	130,768	49,733		-	(81,035)	
Insurance	-	1,589	-	-	-	1,145	1,414	-	-	-	-	-	4,148	5,600	1,452		-	(4,148)	
Membership/Prof Dev	-	-	-	-	-	-	-	50	-	-	-	-	50	5,648	5,598		-	(50)	
Office Expense	303	400	69	442	416	94	351	267	-	-	-	-	2,342	3,000	658		-	(2,342)	
Postage	153	97	52	105	106	152	136	356	-	-	-	-	1,156	-	(1,156)		-	(1,156)	
Projects	-	-	150	328	-	-	-	500	-	-	-	-	978	2,500	1,522		-	(978)	
Professional Svc/ (ADP)	148	155	233	155	294	248	248	248	233	233	233	233	2,657	-	(2,657)		1,852	(805)	
Copy Machines	-	400	-	-	491	416	416	416	416	416	416	416	3,802	2,332	(1,470)		-	(3,802)	
Telephone/Internet	792	98	784	414	16,540	2,180	1,258	661	546	-	-	-	23,273	13,000	(10,273)		-	(23,273)	Non-recurring network Upgrade Expense
Publications	9,038	4,606	5,587	4,967	5,172	6,062	6,292	6,259	6,258	3,429	3,429	3,429	64,528	66,000	1,472		-	(64,528)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
TOTAL EXPENSE	18,862	15,804	16,698	14,295	33,411	16,767	19,513	16,291	20,094	4,078	4,078	4,078	183,970	228,848	44,879		1,852	(182,118)	
NET GAIN/(LOSS)	(3,862)	12,439	240	1,586	(17,839)	(1,913)	(4,863)	(1,332)	(4,874)	9,642	(4,078)	(4,078)	(18,931)	23,720	42,651		(1,852)	17,079	
FUND BALANCE																			
Unrestricted Fund Balance	235,170	231,308	243,747	243,987	245,573	227,734	225,821	220,958	219,627	214,753	224,395	220,317	235,170	-	-		216,239	-	
Income/Loss (from above)	(3,862)	12,439	240	1,586	(17,839)	(1,913)	(4,863)	(1,332)	(4,874)	9,642	(4,078)	(4,078)	(18,931)	-	-		(1,852)	-	
Total Unrestricted Fund Bal	231,308	243,747	243,987	245,573	227,734	225,821	220,958	219,627	214,753	224,395	220,317	216,239	216,239	-	-		214,387	-	

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 2023-2024 Profit & Loss Statement

April 2024 Board Meeting

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

	Prev FY Jul '22-23 Act	FISCAL YEAR 7/01/2023 through 06/30/2024												TOTAL FY Act/Fcst	FY 2023-2024 Approved Projected Budget				
		July 2023 Act	Aug 2023 Act	Sep 2023 Act	Oct 2023 Act	Nov 2023 Act	Dec 2023 Act	Jan 2024 Act	Feb 2024 Act	Mar 2024 Act	Apr 2024 Act	May 2024 Act	Jun 2024 Act		TOTAL FY Act/Fcst	Plan	Var		
		2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	2024	2024						
REVENUE:																			
451970	Filings	\$ 153,730	\$ 13,861	\$ 17,628	\$ 14,287	\$ 15,257	\$ 13,490	\$ 13,575	\$ 13,217	\$ 12,816	\$ 13,438	\$ 13,719	\$ -	\$ -	\$ -	\$ 141,289	\$ 145,000	\$ 3,711	
441115	Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 430	\$ 400	
462650	Photocopies	\$ 1,619	\$ 60	\$ 8	\$ 415	\$ 83	\$ -	\$ 281	\$ 291	\$ 125	\$ 128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100	\$ (290)	
470410	Book Sales	\$ 118	\$ 9	\$ -	\$ 454	\$ -	\$ 390	\$ 16	\$ 45	\$ 315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ (529)	
470380	Donations	\$ 35	\$ -	\$ -	\$ 24	\$ 51	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 2,425	
470110	Fac/Paper Sales	\$ 49	\$ -	\$ -	\$ 18	\$ -	\$ -	\$ 32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90	\$ (20)	
441215	Conference Room	\$ 215	\$ -	\$ -	\$ 470	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ (370)	
462620	Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
461810	Miscellaneous Receipts	\$ 72,417	\$ -	\$ 10,397	\$ -	\$ -	\$ 748	\$ 5	\$ 13	\$ 58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,220	\$ 62,188	\$ 50,968
461710	Classes/Workshops/MCLE	\$ 83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
462610	Passport Services	\$ 5,745	\$ 1,070	\$ 210	\$ 1,270	\$ 490	\$ 945	\$ 945	\$ 1,085	\$ 1,645	\$ 1,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,815	\$ 20,000	\$ 11,185
480210	Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Revenue Total:	\$ 234,011	\$ 15,000	\$ 28,243	\$ 16,938	\$ 15,881	\$ 15,972	\$ 14,854	\$ 14,661	\$ 14,959	\$ 15,220	\$ 13,719	\$ -	\$ -	\$ -	\$ 165,039	\$ 232,568	\$ 67,529	
EXPENSE:																			
Staff																			
511110	Librarian	\$ 55,560	\$ 4,461	\$ 4,468	\$ 6,455	\$ 4,656	\$ 4,835	\$ 4,856	\$ 4,923	\$ 4,673	\$ 6,747	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,875	\$ 63,000	\$ 17,125
511220	Extra Hire	\$ 35,159	\$ 2,920	\$ 3,354	\$ 2,993	\$ 2,625	\$ 3,341	\$ 1,284	\$ 3,642	\$ 2,241	\$ 4,974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,971	\$ 49,000	\$ 22,029
511510	Social Security	\$ 5,627	\$ 423	\$ 425	\$ 623	\$ 489	\$ 507	\$ 430	\$ 531	\$ 429	\$ 570	\$ 670	\$ -	\$ -	\$ -	\$ -	\$ 4,586	\$ 6,944	\$ 2,358
515115	Medicare	\$ 1,317	\$ 99	\$ 113	\$ 146	\$ 114	\$ 119	\$ 101	\$ 124	\$ 100	\$ 157	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,073	\$ 1,624	\$ 551
513215	Health Benefits	\$ 11,102	\$ 78	\$ -	\$ -	\$ -	\$ 1,570	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,570	\$ 7,000	\$ 5,430
514110	Workers Compensation	\$ 530	\$ 493	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 493	\$ 1,700	\$ 1,207
515120	Unemployment Insur.	\$ 584	\$ 31	\$ 40	\$ 10	\$ -	\$ 21	\$ -	\$ 180	\$ 91	\$ 95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 467	\$ 1,500	\$ 1,033
	Staff Subtotal:	\$ 109,879	\$ 8,427	\$ 8,460	\$ 9,825	\$ 7,884	\$ 10,392	\$ 6,471	\$ 9,399	\$ 7,534	\$ 12,642	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,035	\$ 130,768	\$ 49,733
ADMINISTRATIVE EXPENSE																			
Insurance																			
521610	USLI	\$ 1,328	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414	\$ 2,572	\$ 1,158
	Complete Equity Market	\$ 1,589	\$ -	\$ 1,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,589	\$ 1,722	\$ 133
	Hartford	\$ 3,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,345	\$ 1,706	\$ 361
	Insurance Subtotal:	\$ 4,827	\$ -	\$ 1,589	\$ -	\$ -	\$ -	\$ 1,345	\$ 1,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,148	\$ 5,600	\$ 1,452
522210	Memberships/Prof Develop.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500
	Fileholder	\$ 840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 850	\$ 800
	ACEA	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105	\$ 105	
	ACEPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	NDCCAL	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155	\$ 155	
	MECAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ 38	
	MBRR/Prof Dev Subtotal:	\$ 1,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 568	\$ 598
522410	Office Expenses	\$ 1,620	\$ 300	\$ 400	\$ 69	\$ 442	\$ 416	\$ 94	\$ 351	\$ 267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,342	\$ 3,000	\$ 658
522440	Postage	\$ 968	\$ 153	\$ 97	\$ 52	\$ 105	\$ 106	\$ 152	\$ 136	\$ 356	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,156	\$ -	\$ (1,156)
522310	Projects	\$ 1,779	\$ -	\$ -	\$ 150	\$ 328	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 978	\$ 2,500	\$ 1,522
522510	Professional Services (ADP Pay)	\$ 1,846	\$ 148	\$ 155	\$ 233	\$ 155	\$ 294	\$ 248	\$ 248	\$ 248	\$ 233	\$ 233	\$ 233	\$ 233	\$ 233	\$ 2,657	\$ -	\$ (2,657)	
522930	Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 777	\$ 777
	DeLage Lander	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 777	\$ (2,623)
	HiTech	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ 491	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 3,402	\$ 777	\$ 377	
	Main Copier	\$ 213	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 777	\$ 377
	Copy Machines Subtotal:	\$ 405	\$ -	\$ 400	\$ -	\$ -	\$ 491	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 416	\$ 3,802	\$ 2,332	\$ (1,470)	
521310	Te/Internet	\$ 335	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 33	\$ 18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177	\$ 325	\$ 148
	Sonic Email	\$ 2,732	\$ 466	\$ 60	\$ 87	\$ 87	\$ 462	\$ 573	\$ 479	\$ 483	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,696	\$ 2,500	\$ (197)
	Comcast Internet	\$ 1,627	\$ 133	\$ 19	\$ 154	\$ 134	\$ 136	\$ 281	\$ 148	\$ 145	\$ 145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,296	\$ 1,464	\$ 168
	AT&T Phone	\$ 33,869	\$ 175	\$ -	\$ 525	\$ 175	\$ 15,925	\$ 1,309	\$ 613	\$ -	\$ 382	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,104	\$ 8,712	\$ (10,392)
	SPTV	\$ 98	\$ 98	\$ 784	\$ 414	\$ 16,540	\$ 2,180	\$ 1,258	\$ 661	\$ 546	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,273	\$ 13,000	\$ (10,273)
	Te/Internet Subtotal:	\$ 38,563	\$ 792	\$ 98	\$ 784	\$ 414	\$ 16,540	\$ 2,180	\$ 1,258	\$ 661	\$ 546	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,273	\$ 13,000	\$ (10,273)
522815	Publications/Uploads	\$ 342	\$ 1,598	\$ 851	\$ 907	\$ 871	\$ 871	\$ 880	\$ 871	\$ 1,111	\$ 1,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,998	\$ 9,503	\$ 505
	Other (CEB OnLaw, etc.)	\$ 15,987	\$ 3,349	\$ -	\$ 1,240	\$ 620	\$ 423	\$ 325	\$ 564	\$ 1,708	\$ 1,752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,981	\$ 10,451	\$ 470
	Lois News	\$ 6,034	\$ 780	\$ 351	\$ 36	\$ 72	\$ 475	\$ 1,452	\$ 1,452	\$ 36	\$ 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,639	\$ 6,562	\$ 1,923
	Westlaw	\$ 19,824	\$ 2,130	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 26,024	\$ 25,362	\$ (662)	
	West Publishing	\$ 14,584	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,232	\$ 1,257	\$ 1,257	\$ 1,257	\$ 1,257	\$ 1,257	\$ 14,887	\$ 14,122	\$ (765)	
	Publications Subtotal:	\$ 56,741	\$ 9,038	\$ 4,606	\$ 5,587	\$ 4,967	\$ 5,172	\$ 6,062	\$ 6,292	\$ 6,259	\$ 6,258	\$ 3,429	\$ 3,429	\$ 3,429	\$ 3,429	\$ 64,528	\$ 66,000	\$ 1,472	
522410	Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Expense Total:	\$ 217,717	\$ 18,862	\$ 15,804	\$ 16,698	\$ 14,295	\$ 33,411	\$ 16,767	\$ 19,513	\$ 16,291	\$ 20,094	\$ 4,078	\$ 4,078	\$ 4,078	\$ 4,078	\$ 183,970	\$ 228,948	\$ 44,879	
	Net Gain/(Loss)	\$ 16,294	\$ (3,862)	\$ 12,439	\$ 240	\$ 1,586	\$ (17,839)	\$ (1,913)	\$ (4,863)	\$ (1,332)	\$ (4,874)	\$ 9,642	\$ (4,078)	\$ (4,078)	\$ (4,078)	\$ (18,931)	\$ 103,620	\$ 122,551	
Unrestricted Fund Balance																			
	Income/(Loss) (from above)	\$ 218,877	\$ 235,170	\$ 231,308	\$ 243,747	\$ 243,987	\$ 245,573	\$ 227,734	\$ 225,821	\$ 220,958	\$ 219,627	\$ 214,753	\$ 224,395	\$ 220,317	\$ 220,317	\$ 218,877	\$ 235,170	\$ 231,308	
	Total Unrestricted Fund Bal	\$ 16,294	\$ (3,862)	\$ 12,439	\$ 240	\$ 1,586	\$ (17,839)	\$ (1,913)	\$ (4,863)	\$ (1,332)	\$ (4,874)	\$ 9,642	\$ (4,078)	\$ (4,078)	\$ (4,078)	\$ 16,294	\$ 235,170	\$ 231,308	

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022	2022/2023	2023/2024
MONTH													
JULY	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	9,382.59	14,900.57	13,861.08
AUGUST	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	22,888.81	12,847.78	17,627.93
SEPT.	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	13,414.73	13,630.59	14,287.00
OCTOBER	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	18,388.13	12,059.80	15,257.27
NOVEMBER	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	15,930.29	14,023.74	13,489.86
DECEMBER	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	14,865.21	14,003.50	13,575.19
JANUARY	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	14,193.66	11,628.35	13,217.12
FEBRUARY	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	10,942.59	11,673.64	12,816.28
MARCH	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	9,205.48	10,184.15	12,713.48	13,437.83
APRIL	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	11,416.60	10,927.55	11,817.58	13,719.30
MAY	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	16,402.85	15,609.32	12,599.17	0.00
JUNE	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	11,634.46	12,125.83	12,018.35	0.00
ANNUAL TOTALS	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	164,783.38	173,090.01	170,059.22	154,596.88	133,488.69	168,852.86	153,916.55	141,288.86

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 April 2024 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, USPS, Common Interest Publications)	\$ 248.05	\$ 248.05
2	Thomson Reuters (Print)	\$ 1,257.00	\$ 1,257.00
3	Matthew Binder	\$ 36.05	\$ 36.05
3	Kyocera	\$ 415.87	\$ 415.87
4	SPTJ (February 2024 - Invoice 11876)	\$ 262.50	\$ 262.50
5	SPTJ (February 2024 - Invoice 11877)	\$ 119.85	\$ 119.85
5	AT&T CALNET	\$ 145.15	\$ 145.15
6	RELX, Inc. (LexisNexis)	\$ 501.00	\$ 501.00
7	CEB Onlaw	\$ 369.50	\$ 369.50
8	ADP Payroll	\$ 232.59	\$ 232.59
9	Thomson Reuters (Westlaw Patron)	\$ 2,172.19	\$ 2,172.19
10	CEB Print	\$ 1,751.91	\$ 1,751.91
12	Courtroom Compendiums	\$ 170.00	\$ 170.00
13			
	Totals:	\$ 7,681.66	\$ 7,681.66
Salary Expenses: 11,720.90 □			
Total Expenses: \$16,193.51			
		Total Revenue Available:	\$ 221,000.00
		Total Expenditures (proposed):	\$ 19,402.56
		Remaining Cash Balance:	\$ 201,597.44

CEB CURRENT PRINT PUBLICATIONS RETENTION REPORT

Title	Product No.	Date Added	Last Update	Book/Update Price 2024	Including Handling & Tax
Advising CA. Employers & Employees, 1st Edition	BU-33681	12/17/05	Mar-24	\$ 782.00	
CA Administrative Hearing Practice, 2nd Edition	CP-32672	11/5/86	Oct-23	\$ 446.00	
CA Child Custody Litigation and Practice	FA-31881	8/1/07	Apr-23	\$ 399.00	
CA Civil Discovery Practice, 4th Edition	CP-32291	6/22/06	Apr-23	\$ 600.00	
CA Civil Litigation Forms Manual	CP-34478	9/3/82			
CA Civil Procedure Before Trial, 4th Edition	CP-31703	6/17/04	Jun-23	\$ 879.00	
CA Civil Writ Practice, 4th Edition	CP-33888	6/21/08	Dec-23	\$ 501.00	
CA Conservatorship Practice	ES-33522	6/23/05	May-23	\$ 567.00	
CA Construction Contracts, Defects and Litigation	RE-33798	3/22/08	Nov-23	\$ 583.00	
CA Criminal Law Forms Manual, 2nd Edition	CR-33202	9/24/05			
CA Criminal Law Procedure and Practice	CR-32118	11/5/86	May-23	\$ 420.00	
CA Decedent Estate Practice, 2nd Edition	ES-33047	7/5/01	May-23	\$ 709.00	
CA Elder Law Litigation	ES-33624	7/21/05	Jun-23	\$ 468.00	
CA Elder Law Resources, Benefits, and Planning	ES-33633	7/21/05	Sep-23	\$ 538.00	
CA Estate Planning	ES-33465	11/5/86	May-23	\$ 583.00	
CA Eviction Defense Manual, 2nd Edition	RE-32085	11/5/86	Jun-23	\$ 561.00	
CA Govt. Tort Liability Practice, 4th Edition	TO-33138	6/28/95	Feb-24	\$ 530.00	
CA Juvenile Dependency Practice	CR-34126	9/26/09	May-23	\$ 314.00	
CA Law of Contracts	BU-33619	4/18/07	Apr-23	\$ 490.00	
CA Mortgages, Deeds of Trust, and Foreclosure Litigation, 4th Edition	RE-33927	3/25/09	Feb-24	\$ 600.00	
CA Powers of Attorney and Health Care Directives	ES-33908	11/11/08	Oct-23	\$ 402.00	
CA Real Property Remedies and Damages, 2nd Edition	RE-33446	6/20/07	Aug-23	\$ 600.00	
CA Trial Practice: Civil Procedure During Trial, 3rd Edition	CP-32193	11/5/86	Apr-23	\$ 770.00	
CA Trust & Probate Litigation	ES-32858	11/5/86	Mar-24	\$ 659.00	
Debt Collection Practice in CA, 2nd Edition	BU-32988	11/5/86	Feb-24	\$ 567.00	
Drafting CA Irrevocable Trusts, 3rd Edition	ES-32712	11/5/86	Jul-23	\$ 659.00	
Drafting CA Revocable Trusts, 4th Edition	ES-33614	12/11/03	Sep-23	\$ 630.00	
Jefferson's CA Evidence Benchbook, 4th Edition	CP-33837	6/26/09	Feb-24	\$ 604.00	
Practice Under the CA Family Code	FA-31957	11/5/86	May-23	\$ 320.00	
Wrongful Employment Termination Practice, 2nd Edition	CP-32651	11/5/86	Jun-23	\$ 633.00	
Total:				\$ 15,814.00	\$ 17,700.00

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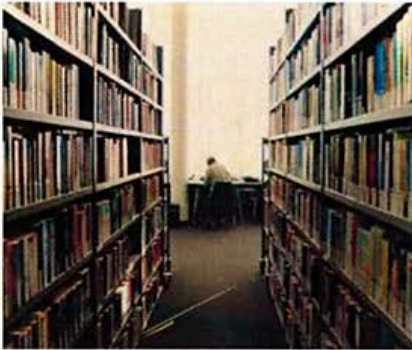
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WELCOME TO THE MARIN COUNTY LAW LIBRARY

PATRON RULES OF CONDUCT AND COMPUTER USE POLICIES

The Marin County Law Library follows the Marin County Free Library Patron Conduct Policy and Internet Computer Policy, as approved by the Board of Supervisors, found at these two links, respectively:

<http://www.marinlibrary.org/patron-conduct-policy/> and <http://www.marinlibrary.org/internet-policy/>, which are incorporated herein by reference, except to the extent such Policies may be inconsistent with the following, in which case the following specific Policies/Rules will control. *



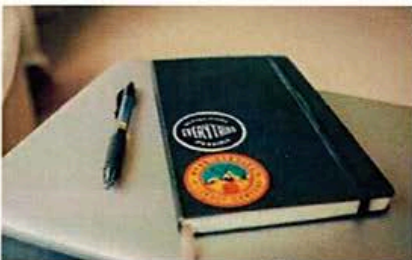
GENERAL RULES

- Patrons shall engage only in legal and educational activities.
- Please maintain quiet and observe public decorum.
- Food and beverages are not permitted, with the exception of water in clear containers.
- No cell phone use in the Law Library common areas, except conference room.
- ALL electronic devices must be in silent or vibrate mode.
- Library Staff assistance to a Patron shall be limited to 10 minutes per day unless, in the Staff's unfettered discretion, more can be provided.



COMPUTER USE

- There is a 20-minute time limit on the use of all Library computers and equipment when Patrons are waiting.
- Computers shall be used only for legal and educational purposes.
- Please use a flash drive! Patrons shall not store any personal files on Law Library computers. All such files shall be deleted by library staff.



PERSONAL BELONGINGS

- Each Patron shall assume responsibility for his/her own personal property.
- No large objects such as bicycles, luggage, shopping carts, or large parcels in the Law Library.
- Patrons leaving the Law Library shall agree to the examination of any briefcase, handbag, backpack or other form of package of sufficient size to contain Law Library materials.



THE LIBRARY IS NOT YOUR OFFICE

- The Law Library is not your office. Our conference room may be rented for meetings.
- Do not solicit legal advice from any Law Library staff member.
- Non-attorneys shall not offer legal advice to any Law Library patron.
- Law Library patrons may not solicit business of any kind or nature or offer any service for a fee while on Law Library premises.

*Violation of any such Policies/Rules may result in suspension or loss of Law Library privileges. Any and all appeals and/or correspondence with regard to a suspension or loss of privileges shall be directed to Marin County Law Library, Attn: Library Director, 20 North San Pedro Road, Suite 2007, San Rafael, CA 94903.

Patron Conduct Policy

Purpose:

This policy is intended to:

- Protect the rights and safety of Marin County Free Library patrons, volunteers and staff;
- Protect the library's materials, equipment, facilities and grounds;
- Guarantee that the Marin County Free Library is able to carry out its mission; and
- Ensure that access to Library facilities, programs, or services is not negatively impacted by behaviors that create an environment that is unsafe, disruptive, or not conducive to the Library's mission.

Policy:

Marin County Free Library ("MCFL") facilities are open to people of all ages and backgrounds. Patrons are encouraged to use the library to explore, imagine and innovate by:

- Reading newspapers, magazines, books and other materials
- Checking out library materials
- Attending meetings and programs
- Using computers and "making" using library-provided tools.
- Conducting research
- Completing homework
- Seeking information

Patron Conduct:

Safe Environment. The following actions or behaviors are not allowed on Library property:

1. Any act that constitutes a criminal offense under federal, state, or local law, including, but not limited to:
 - a. Engaging in prohibited activities that relate to material involving the sexual exploitation of minors;
 - b. Using the Internet for activity that violates California law, including engaging in activities that are harmful to minors when children are present;
 - c. Theft.

- d. Vandalizing library property or causing damage to any other person's property;
- e. Indecent exposure, public sexual indecency, lewd acts, or any other sexual offense;
- f. Gambling, other than the types exempted by California law;
- g. Disorderly conduct, including, but not limited to: fighting; engaging in violent or seriously disruptive behavior; or threatening or intimidating library staff or any library patron;
- h. Harassing or stalking library staff or any library patron. This conduct includes, but is not limited to:
- Filming or photographing any person after being asked to desist;
 - Engaging in conduct (such as persistent staring or gestures) that would cause a reasonable person to fear for his or her personal safety or feel distressed, alarmed, or harassed; or
 - Using profane, offensive or abusive language that would cause a reasonable person to fear for his or her personal safety or feel distressed, alarmed, or harassed.
- i. Trespassing, including knowingly entering Library premises when access and use of library facilities has been suspended.
- j. Camping on Library grounds.
2. Bringing guns, weapons, knives (other than pocket knives), or items designed or intended to injure or harm people, unless explicitly permitted by law.
 3. Possession, consumption, or selling of alcoholic beverages or controlled substances.
 4. Smoking, rolling, or using any tobacco product, marijuana, synthetic tobacco, synthetic marijuana or electronic or other e-cigarettes (smokeless or the equivalent).
 5. Using wheeled devices inside the Library or on Library grounds, except in designated areas, including use of skateboards, roller-skates, bicycles, motorized or non-motorized scooters, and shopping carts that are larger than allowed by the restriction on allowable articles. These restrictions do not apply to ADA assistive devices or baby strollers.

6. Entering a library building with animals, except for bona fide service animals as defined by federal and state law.
7. Creating tripping hazards, or blocking aisles, exits or entrances.
8. Bringing into the library, or attempting to place or store in the library, any item that:
 - a. Interferes with library operations;
 - b. Creates a safety hazard;
 - c. Denies space to other patrons;
 - d. Blocks aisles;
 - e. Blocks access to or exit from the building;
 - f. Is unsanitary or foul-smelling; or
 - g. Has a total dimension in excess of 55-inches (excluding items necessary for medical purposes or child care).
9. Leaving packages, backpacks, luggage, or any other personal items unattended. Unattended items are subject to removal without notice.

Personal Behavior. The following actions or behaviors are not allowed on Library property:

1. Failing to comply with:
 - a. A library staff member's request to stop an inappropriate behavior;
 - b. This Code of Conduct; or
 - c. Any other library policy.
2. Behaving in a manner that disrupts library operations, including, but not limited to:
 - a. Being under the influence of alcohol, any drug or other intoxicant;
 - b. Loud talking or yelling; or
 - c. Running or physical horseplay.

3. Allowing a service animal to be disruptive, including, but not limited to, barking or other loud noises, not being under the control of the owner, exhibiting threatening postures and approaching other patrons uninvited.
4. Strong, pervasive odors, including body odor, clothing odor, and odors caused by food, perfume or cologne that are injurious to health, indecent, offensive to the senses or an obstruction to the free use or comfortable enjoyment of library premises by other library patrons or library staff.
5. Inappropriate use of water fountains or restrooms, including, but not limited to, soliciting or engaging in sexual conduct, bathing, or washing clothes.
6. Using the library as a place to sleep.
7. Soliciting handouts, donations or contributions.
8. Conducting sales activities.
9. Not wearing shoes or shirts, except for infants or toddlers.
10. Disturbing or harassing other library patrons or library staff. This includes, but is not limited to, creating noise (including loud cell phone use or conversation). Verbal or physical abuse will not be tolerated.

Use and preservation of library materials and property. The following actions or behaviors are not allowed on Library property:

1. Manipulating or bypassing Library systems and procedures, such as those that regulate computer use.
2. Unplugging library equipment to utilize an electrical outlet.
3. Using furniture for anything other than its intended purpose (e.g. a table is not a foot stool).
4. Deliberately damaging library materials.
5. Engaging in activities not reasonably associated with the use of a public library.

Children and Vulnerable Adults* in the Library.

The Marin County Free Library welcomes all members of the public and hopes that visitors will come to know libraries as warm, inviting, and enriching places. Parents, guardians and caregivers must realize that there can be risks associated with leaving children or vulnerable adults unattended at a library.

The Library does not and cannot act as a caregiver, baby-sitter or day care center and will not monitor children or vulnerable adults who are left unattended. Children and vulnerable adults are expected to conduct themselves in a manner that does not violate the code of conduct or disrupt other patrons. The library is not responsible for any consequences of a parent's or guardian's failing in his or her responsibilities.

To enhance the library experience for, and minimize the risk to, children and vulnerable adults, the following requirements apply:

1. The responsibility for the safety and well-being of every child and vulnerable adult using the library rests with the parent, guardian or caregiver, not with library personnel.
2. Children under the age of eight (8) must be attended at all times by a responsible adult or caregiver who is at least 14 years old.
3. Children age eight (8) and older, and vulnerable adults who can understand and follow the Customer Code of Conduct, are welcome to be in the library unattended if they have contact information for a responsible adult or teen who will be available to provide assistance, if needed.
4. Children are not to remain at the library after closing. If a child under 18 or vulnerable adult is left alone at a library at closing, or if a library closes because of an emergency situation, library staff will attempt to contact a parent, guardian or caregiver. If a parent, guardian or caregiver cannot be contacted, or the child or vulnerable adult is not picked up within 10 minutes after closing, library staff will call law enforcement who will assume responsibility for the individual.
5. Additionally, the following actions or behaviors are not allowed on library property:
 - d. Disciplining a child in a manner that injures the child or disrupts other patrons.
 - e. Leaving young children unsupervised or ignoring their disruptive behaviors.
 - f. Adults loitering in the children's areas for no legitimate purpose.

*Definition: For purposes of this policy, 'vulnerable adult' means an individual who is eighteen years of age or older and who is, because of a mental or physical impairment, unable to:

- Protect himself from abuse or exploitation by others; or

- Comprehend or comply with the Library's Customer Code of Conduct.

Consequences of Non-Compliance:

Failure to comply with this and Library's other established policies may result in:

1. The immediate removal of the customer from the premises; and/or
2. Suspending the customer's access to Library facilities for a set period of time; and/or
3. Denying access to specific services and/or programs.

Suspension of Library Privileges:

The librarian may immediately suspend a customer's Library privileges or access to activities, services or facilities if the situation is a serious offense and constitutes a violation of MCFL policies. Examples of serious offenses include, but are not limited to: verbal abuse; violence; threatening behaviors; sexual harassment; vandalism; drug sale, attempted sale or use; intoxication; theft or attempted theft; physical harassment; sexual misconduct; or any behaviors that threaten the safety and security of patrons or staff. The librarian may also issue suspensions for repeated violations of library policies.

A suspension may be appealed in writing to the Library Director within 10 calendar days of the date the suspension is issued. The appeal must clearly state why the customer believes that the privileges should be restored. The appeal should be sent to:

Marin County Free Library
Attn: Library Director
3501 Civic Center Dr. #414
San Rafael, CA 94093

The Director, or a designee, will review and respond to the appeal in writing within 10 business days of the date the appeal was received. The suspension remains in effect until the Director has reviewed the appeal and issued a decision.

The decision of the Director is final.

Thank you.

** Approved by the Board of Supervisors 10/13/2015*

Other policies affecting patron use of the Library and Library materials include: [the Internet Computer Policy](#); [Collection Development Policy](#); and the [Library Bill of Rights](#) (and associated interpretive documents).



Powered by [BiblioCommons](#).

BiblioWeb: webapp04 Version 4.18.0 Last updated 2024/03/26 09:55



Internet Computer Policy

The Marin County Free Library Creates Connections For Our Internet Computer Policy Community to Explore, Imagine and Innovate.

Basic computer access is integrated into the primary services of the Marin County Free Library. We are proud to offer staff support and computer access for our basic services:

- Library Catalog
- Librarian-selected electronic information
- Electronic Government resources
- Informational sites on the World Wide Web for personal research

Internet Policy

The Internet offers a wealth of material, enabling the Library to enhance and supplement its existing collection. It allows access to ideas, information, and commentary from around the world. While much of the information on the Internet is personally, professionally, and culturally enriching, there may be material that is offensive and disturbing to some individuals, or material that may be illegal. Not all the information available via the Internet is accurate, current, complete, or free.

In accordance with the American Library Association *Library Bill of Rights*, the Marin County Free Library provides unrestricted access to the Internet at every Library site. The Marin County Free Library will revise Internet policies and procedures as experience dictates.

Child Safety on the Internet

The Marin County Free Library supports parents and guardians in their efforts to guide their children's access to print, non-print, and electronic information. Children who use the Internet without supervision may be exposed to inappropriate or disturbing information and images. All MCFL branches have specially designated Public Use Computer Workstations that are recommended for children and youth. Parents have the responsibility to discuss the use of the Internet with their children in relation to family values and boundaries, and to monitor their children's use of the Internet.

Public Use Computer Workstations designated for children are reserved for patrons aged 13 and under. Librarians have selected web sites for these workstations that are of special interest to young people. An adult must

accompany pre-reading children.

Patron Responsibility

Library patrons are cautioned that the Library computers are located in public areas, which must be shared by Library users of all ages, backgrounds, and sensibilities. Individuals are asked to consider this and to respect others when accessing information and images. Library patrons may not use a Public Use Computer Workstation to transmit or receive illegal (including harmful or obscene) or disruptive material. The Library will employ measures to prevent the illegal downloading of copyrighted material but does not accept responsibility for an individual's illegal activity. Patrons are advised that Library Public Use Computers are not private or secure. Any information sent by an Internet terminal may be used by others to track people and their assets. The appropriate use of the Internet is the responsibility of the patron. Parents are responsible for the appropriate use of the Internet by their children. The Library does not filter or apply a technology protection device on public computers in any library location in the MCFL system.

Library staff may not be available to assist patrons on Public Use Computer Workstations. Please consult the reference librarian for information on available computer classes. Library patrons are expected to respect intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet.

Violation of the Library's Public Use Computer Policy, abuse of computer equipment, or tampering with computer programs or the operating system may result in the denial of access to Public Computer Workstations in all MCFL branches. The first violation will result in a one-week ban; the second violation will result in a one-month ban; and the third violation will result in a one-year ban. Severe offenses may result in earlier application of longer bans. Appeals may be directed to the Director of County Library Services.

Procedures

Configuration of each machine is determined by the Library Technology Team. As technology changes constantly, any current configuration is based on the needs of patrons, public service staff, and technical services staff.

Each patron must use his or her own Library card for each session on a Public Computer Workstation. The length of each session will be determined by each branch, in order to allow usage by the greatest number of patrons. Patrons may reserve sessions at workstations available at each branch, or from computers at home, work, or school.

No more than two patrons may use a workstation at one time, except for scheduled group instruction.

There is a charge for each page printed at the Library. The Marin County Free Library is not responsible for unclaimed print-outs or unclaimed storage devices such as flash drives.

Patrons must bring their own storage devices if they wish to save files. Flash drives may be available for sale at some branches. Patrons may not save data to the hard drive. Time used for downloading is considered part of the Public Use Computer session.

WARNING: The Library is not liable for the consequences of Public Use Computer Workstation use in any way, including the transmission of computer viruses, loss of data or e-mail, or any harm resulting from the use of an unsecured server.

Other policies affecting patron use of the Library and Library materials include: (1) Patron Conduct Policy; (2) Collection Development Policy; (3) Library Bill of Rights (and associated interpretive documents); and (4) the Marin County Board of Supervisor's Resolution No. 2003-44 on the **USA Patriot Act which was passed on May 6, 2003.**

Approved by the Board of Supervisors 10/13/2015





Marin County Law Library

TO: Marin County Law Library Board of Trustees
FROM: Stephen Richards, Law Library Director
DATE: April 10, 2024
RE: Staffing – May 2024

Regarding the issue of staffing for the month of May 2024, I'm reporting the following:

There will be employee shortages on the following days and times –

All Afternoons Shifts – 1:00-6:00pm

- a. Tuesday, May 2nd, 2024
- b. Thursday, May 7th, 2024
- c. Tuesday, May 9th, 2024
- d. Monday, May 13th, 2024
- e. Thursday, May 14th, 2024
- f. Wednesday, May 15th, 2024
- g. Tuesday, May 16th, 2024
- h. Monday, May 20th, 2024
- i. Wednesday, May 22nd, 2024