

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

Tuesday, April 20, 2021 at 5:15 P.M.

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

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

Join Zoom Meeting:

Topic: **April 20, 2021 Board Meeting**
Time: **Apr 20, 2021 05:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/89078562708>

Meeting ID: 890 7856 2708

Passcode: 671871

One tap mobile

+16699006833,,89078562708#,,,,*671871# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 890 7856 2708

Passcode: 671871

Agenda

Call to Order*

1. Approval of Minutes
 - 1.1 March 16, 2021 Regular Board Meeting
 - 1.2 April 6, 2021 Special Board Meeting
2. Open Time for Public Expression
3. Financial Report
 - 3.1 March 2021 Fiscal Report
 - 3.2 April 2021 Warrants

4. Librarian's Report
5. Committee Reports
 - 5.1 Advisory Budget
 - 5.2 Fundraising for Network Equipment Replacement
 - 5.3 Civic Engagement
6. Old Business
7. New Business
 - 7.1 **Discussion and Action Item:** Approve Resolution 2021-2 Adopting FY 2021-2022 Projected Budget for Marin County Law Library
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment

The next board meeting will be held on Tuesday, May 18, 2021 at 5:15 p.m.

Upcoming Events FYI:

- Lawyers in the Library – 4/22/21 and 5/13/21
- First Thursdays at the Law Library – 5/6/21; Featured Speaker: Otis Bruce, Jr., Marin County Assistant District Attorney
- Deadline to Submit Reports for April Board Meeting: 5/12/21

* 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.

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



COUNTY OF MARIN

LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

Tuesday, March 16, 2021 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: Tracy Barrett, Jonathan Frieman, Walter Cook, Jr., Denise Bashline,
Donald Drummond, Kristine Fowler Cirby, and Laurie Vaala-Olsen, Ex
Officio-Secretary
Absent: Sam Ware
Also Present: Jackie Grossman, Bill Hale

Vice President Tracy Barrett called the meeting to order at 5:28 p.m. and presided until
President Kristine Fowler Cirby arrived a short time later.

1. Approval of Minutes

1.1 Minutes of February 16, 2020 Regular Board Meeting – Donald moved for approval of
the Minutes as presented; Jonathan seconded. Motion passed: 5 Ayes, 0 Noes, 0
Abstentions.

2. Open Forum – No comments.

3. Financial Report

3.1 February 2021 Fiscal Report

The Fiscal Report for February 2021 was attached to the agenda packet. MCLL
began the month of January with \$117,381 in its fund and ended the month with \$119,041,
for a net gain of \$1,754. Filing Fee Revenue for February was \$15,887 and February
Expenses totaled \$14,133. YTD Revenue (7/1/20 – 2/28/21) was \$148,892 and YTD
Expenses were \$105,519, leaving a FY 2020-2021 budget balance of \$43,373.

3.2 February 2021 Warrants

Atypical expenses on the February Warrants list included \$119.85 for renewal of the
Law Library's Trend Internet Security, \$154.92 to PeopleG2 for a background check on the
Law Library Administrative Assistant recently hired and \$240 for a one-year subscription to
the Otter live transcription software. Jonathan moved for approval of the Warrants as
presented; Donald seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.

4. Librarian's Report – Attached to March 2021 Agenda Packet. Although Laurie had
intended to reopen the Law Library on March 22, she withdrew that recommendation after
listening to a report from Dr. Willis at the recent Board of Supervisors Meeting in which he

revealed that only 16% of Marin residents had been fully vaccinated at that time. Laurie recommended pushing the reopening date out to the end of the month when all staff will have been fully vaccinated. In addition, Marin County Public Libraries remained closed except for curbside services. Donald moved to remain closed on Monday, March 22 and Denise seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

President Kristine Fowler Cirby took over the meeting at this point.

5 Committee Reports

5.1 Advisory Budget – Written report attached. No further comments.

5.2 Fundraising for Network Equipment Replacement – Donald reported that he has done preliminary research on applying for a grant for the replacement of our old network equipment, including a recommendation to pursue a two-pronged fundraising effort; one, an operational grant and two, establishing a capital fund. Jonathan and Kristine have considerable experience fundraising in the County. Discussion ensued. MCLL needs a second and possibly a third cost proposal for replacement of the network equipment.

5.3 Civic Engagement – Denise reported that Royce McLemore and members of her board will speak about Women Helping All People (WHAP) at the April 1 First Thursday event.

5.4 Contacts/Events – MCLL will need an internal calendar for scheduling various meetings and events. Denise would like to schedule a seminar by HERA (Housing & Economic Rights Advocates) and urged trustees to check their website at www.heraca.org.

6 Old Business

6.1 Review Payroll Tax Filing Issue and Approve Further Steps, Including Resolution 2021-1(See attached Trustee Report and Consultant's Payroll/Financial Report)

Tracy moved to approve Resolution 2021-1 which authorizes combining the Law Library's two California Tax ID Numbers into one single Tax ID Number beginning with the numbers "699"; Donald seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

6.2 Discuss Advisory Budget Committee Report and Approve Possible Further Steps

There was discussion regarding the Advisory Budget Committee Report (attached to agenda). Kristine reported that there currently exists an 8 to 10-week backlog on filing family law petitions.

6.3 Discuss Scheduling Fundraising and/or Programming Events

Denise reported she would like to schedule a workshop with HERA (Homeless and Economic Rights Advocates). Kristine reported on a recent MCBA online fundraiser for its Scholarship Fund that resulted in significant donations with low event production costs. Discussion ensued regarding possibilities for MCLL, such as an event to honor Lawyers in the Library attorney volunteers. Kristine appointed a committee to work on this comprised of Jonathan, Tracy, Laurie, and Kristine.

7. New Business

7.1 Approve Updated Site Specific Protection Plan (SPP) for Reopening of Law Library (attached to agenda)

Discussion about the SPP which was updated on March 12, 2021 resulted in a decision to remove the paragraph at the third bullet point on page 1. Jonathan moved to approve the SPP updated on March 12, 2021, as amended; Donald seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions.

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

Kristine requested that committee members submit written reports for future board meetings to save time at the meetings.

9. Adjournment

All relevant business having come before the board, Donald moved to adjourn the meeting and Walter seconded. Motion passed with 6 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:54 p.m. The next board meeting will be held on Tuesday, April 20, 2021 at 5:15 p.m. on Zoom.

Respectfully submitted,

Kristine Fowler Cirby, Esq.
President, Board of Trustees

Laurie Vaala-Olsen, Ex-Officio
Secretary

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



COUNTY OF MARIN

LAW LIBRARY DIRECTOR:
Laurie Vaala-Olsen

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

BOARD OF TRUSTEES:
Kristine Fowler Cirby, Esq., President
Tracy Barrett, Esq., Vice President
Sam Ware, Esq.
Denise Bashline
Jonathan Frieman, J.D.
Donald Drummond, Esq.
Walter Cook, Jr, Esq., MLIS

Tuesday, April 6, 2021 at 4:00 p.m.
By Remote Connection

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

President Kristine Fowler Cirby called the meeting to order at 4:08 p.m. and thereafter
presided.

1. Public Comment: None.
2. Discussion and Action Item: Discuss and Approve FY 2021-2022 Projected Budget for
Main County Law Library

Laurie reported that the FY 2021-2022 Projected Budget is a deficit budget that was
approved for recommendation to the full board of trustees at a recent Advisory Budget
Committee meeting. She asked for comments or questions about the projected budget.
There were none. Sam moved for approval of the MCLL FY 2021-2022 Projected Budget as
presented; Tracy seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.

3. Adjournment

All relevant business having come before the board, Sam moved to adjourn the
meeting and Denise seconded. Motion passed with 4 Ayes, 0 Noes and 0 Abstentions.
The meeting was adjourned at 4:12 p.m. The next board meeting will be a regular
board meeting, which is scheduled for Tuesday, April 20, 2021 at 5:15 p.m. on Zoom.

Respectfully submitted,

Kristine Fowler Cirby, Esq.
President, Board of Trustees

Laurie Vaala-Olsen, Ex-Officio
Secretary

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Actual December 2020	Actual January 2021	Actual February 2021	Actual March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-March Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
Starting balance	\$100,670	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 128,839	\$ 128,519	\$ 122,141	\$ 117,287	\$ 118,801	\$ 115,669	\$ 112,531	\$ 112,559	\$ 112,587			
Revenue																	
451970 Filings	\$ 12	\$ 382	\$ 16,002	\$ 10,247	\$ 13,345	\$ 9,891	\$ 9,503	\$ 9,573	\$ 15,887	\$ 9,205	\$ 11,417	\$ 14,583	\$ 14,583	\$ 94,035	\$ 134,617	\$ 175,000	
441115 Interest	\$ 499	\$ -	\$ -	\$ 428	\$ -	\$ -	\$ 281	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 709	\$ 1,210	\$ 2,000	
462650 Photocopies	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 100	\$ 850	\$ 3,000	
470410 Book Sales	\$ -	\$ -	\$ 726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 726	\$ 975	\$ 1,000	
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 767	\$ 767	\$ 767	\$ -	\$ 2,301	\$ 9,200	
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ 8	\$ -	\$ 24	\$ 100	
441215 Conference Room	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ 300	\$ 801	\$ 2,000	
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167	\$ 167	\$ 167	\$ -	\$ 501	\$ 2,000	
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 1,056	\$ 61,172	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83	\$ 83	\$ 83	\$ 62,228	\$ 62,477	\$ 1,000	
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 3,750	\$ 15,000	
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Revenue Total:	\$ 511	\$ 382	\$ 18,183	\$ 71,847	\$ 13,345	\$ 9,891	\$ 9,783	\$ 9,573	\$ 15,887	\$ 9,205	\$ 14,359	\$ 17,525	\$ 17,525	\$ 158,097	\$ 207,505	\$ 210,300	
Expenses																	
Staff																	
511110 Librarian	\$ 6,657	\$ 1,610	\$ 4,134	\$ 4,134	\$ 6,200	\$ 3,122	\$ 4,634	\$ 4,134	\$ 4,134	\$ 4,134	\$ 4,500	\$ 4,500	\$ 4,500	\$ 36,234	\$ 49,734	\$ 54,000	
511220 Extra Hire	\$ 38	\$ 60	\$ 19	\$ 94	\$ 375	\$ 581	\$ 1,068	\$ 583	\$ 1,167	\$ 1,263	\$ 2,333	\$ 2,333	\$ 2,333	\$ 5,209	\$ 12,208	\$ 28,000	
515110 Social Security	\$ 256	\$ 132	\$ 257	\$ 262	\$ 408	\$ 300	\$ 353	\$ 292	\$ 329	\$ 335	\$ 417	\$ 417	\$ 417	\$ 2,669	\$ 3,920	\$ 5,000	
515115 Medicare	\$ 60	\$ 31	\$ 60	\$ 61	\$ 95	\$ 70	\$ 83	\$ 68	\$ 77	\$ 78	\$ 100	\$ 100	\$ 100	\$ 624	\$ 924	\$ 1,200	
513215 Health Benefits	\$ 899	\$ 899	\$ 899	\$ 899	\$ 899	\$ 937	\$ 1,309	\$ 1,123	\$ 1,123	\$ 1,123	\$ 917	\$ 917	\$ 917	\$ 9,211	\$ 11,962	\$ 11,000	
514110 Workers Compensation	\$ -	\$ -	\$ 517	\$ -	\$ -	\$ -	\$ 44	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 561	\$ 861	\$ 1,200	
515120 Unemployment Insur.	\$ -	\$ 3	\$ 1	\$ 4	\$ 15	\$ 29	\$ 133	\$ 160	\$ 137	\$ 43	\$ 133	\$ 133	\$ 133	\$ 525	\$ 924	\$ 1,600	
Federal FUTA	\$ 121	\$ 0	\$ 0	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
														Staff Subtotal:	\$ 55,034	\$ 80,534	\$ 102,000
Administrative Expenses																	
521610 Insurance - Subtotal	\$ -	\$ 722	\$ -	\$ 1,476	\$ 722	\$ -	\$ 1,670	\$ 531	\$ -	\$ -	\$ 375	\$ 375	\$ 375	\$ 5,120	\$ 6,245	\$ 4,500	
USU	\$ 271	\$ 271	\$ -	\$ 271	\$ -	\$ -	\$ -	\$ 531	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Complete Equity Markets																	
Hartford	\$ 421	\$ 451	\$ -	\$ 451	\$ -	\$ -	\$ 1,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
522210 Memberships/Prof Develop.	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ 180	\$ 420	\$ -	\$ -	\$ 225	\$ 225	\$ 225	\$ 660	\$ -	\$ 2,700	
CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MCBA	\$ -	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
NOCALL	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
522410 Office Expenses	\$ 93	\$ 194	\$ 34	\$ 406	\$ 477	\$ -	\$ 102	\$ 86	\$ 957	\$ 120	\$ 250	\$ 250	\$ 250	\$ 2,376	\$ 3,126	\$ 3,000	
522310 Projects (ADP Payroll & EDD Fines)	\$ 121	\$ -	\$ -	\$ 199	\$ 136	\$ 136	\$ 136	\$ 295	\$ 141	\$ 141	\$ 417	\$ 417	\$ 417	\$ 1,048	\$ 2,299	\$ 5,000	
522930 Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 3,000	\$ 12,000	
DeLage Londen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HiTech	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
521310 Sonic Internet/Sonic Email	\$ 154	\$ 154	\$ 155	\$ 155	\$ -	\$ 482	\$ 191	\$ 201	\$ 191	\$ 191	\$ 154	\$ 154	\$ 154	\$ 464	\$ 926	\$ 1,848	
Comcast Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,446	\$ -	\$ -	
AT&T Phone	\$ 97	\$ 97	\$ 102	\$ 107	\$ 106	\$ 103	\$ 105	\$ 109	\$ 115	\$ 115	\$ 100	\$ 100	\$ 100	\$ 958	\$ 1,258	\$ 1,200	
SPTJ	\$ 350	\$ 350	\$ 350	\$ 613	\$ 1,138	\$ 175	\$ 175	\$ 350	\$ 350	\$ 525	\$ 579	\$ 579	\$ 579	\$ 4,025	\$ 5,762	\$ 6,952	
														Admin Sub.	\$ 16,096	\$ 20,317	

	June* FY2019- 2020	Actual July 2020	Actual August 2020	Actual September 2020	Actual October 2020	Actual November 2020	Actual December 2020	Actual January 2021	Actual February 2021	Actual March 2021	Projected April 2021	Projected May 2021	Projected June 2021	Actual July-March Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2020-2021 Approved Projected Budget	
Collection																	
522815 Publications Upkeep														Collection Sub	\$ 46,966	\$ 64,656	\$ 71,000
Other									\$ 1,988	\$ -	\$ 667	\$ 667	\$ 667	\$ 1,988	\$ 3,989	\$ 8,807	
CEB	\$ 590	\$ -	\$ 6,733	\$ 889	\$ 1,006	\$ 1,006	\$ 550	\$ 453	\$ 335	\$ 883	\$ 1,250	\$ 1,250	\$ 1,250	\$ 11,855	\$ 15,605	\$ 15,000	
Lexis Nexis	\$ 2,941	\$ 682	\$ 363	\$ 32	\$ 198	\$ 231	\$ 240	\$ 1,350	\$ -	\$ 32	\$ 583	\$ 583	\$ 583	\$ 3,128	\$ 4,877	\$ 7,000	
WestLaw	\$ 4,344	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,172	\$ 2,215	\$ 2,215	\$ 2,215	\$ 19,545	\$ 26,191	\$ 26,193	
West Publishing	\$ 2,318	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,159	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,182	\$ 10,450	\$ 13,996	\$ 14,000	
522410 Book Binding														\$ -	\$ -	\$ -	
Expense Total:	\$ 19,731	\$ 9,105	\$ 16,953	\$ 13,939	\$ 16,371	\$ 10,210	\$ 16,162	\$ 14,427	\$ 14,373	\$ 12,336	\$ 17,497	\$ 17,497	\$ 17,497	\$ 118,096	\$ 165,508	\$ 210,200	
Fund Balance	\$ 81,450	\$ 72,727	\$ 73,957	\$ 131,866	\$ 128,839	\$ 128,519	\$ 122,141	\$ 117,287	\$ 118,801	\$ 115,669	\$ 112,531	\$ 112,559	\$ 112,587				

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

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021
MONTH											
JULY	22,977.66	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26
AUGUST	23,960.43	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89
SEPT.	21,722.04	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04
OCTOBER	21,675.44	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67
NOVEMBER	21,320.14	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70
DECEMBER	21,817.93	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63
JANUARY	20,296.35	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31
FEBRUARY	19,451.28	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80
MARCH	22,904.59	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	14,378.55	15,424.33	14,612.20	9,205.48
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	11,416.60
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	
ANNUAL TOTALS	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	105,451.38

FISCAL YEAR	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
April TOTALS	215,887.84	194,925.28	170,362.24	152,438.96	143,899.25	137,516.42	136,876.80	145,037.43	140,716.05	146,554.02	105,451.38

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

Marin County Law Library

April 2021 WARRANTS

(Account Balance \$115,669)

AP Processing Copy

Item No.	Vendor	Current Amount Due	Suggested Payment
1	ADP - Monthly charge for payroll services debited from LL Fund	\$ 210.96	\$ 210.96
2	AT&T Calnet 3	\$ 109.55	\$ 109.55
3	CEB. (1122.30 for Print, \$334.92 for OnLAW)	\$ 1,457.22	\$ 1,457.22
4	Comcast Business (monthly internet service charges)	\$ 190.87	\$ 190.87
5	Copware	\$ 85.00	\$ 85.00
6	Courtroom Compendiums	\$ 170.00	\$ 170.00
7	Kaiser	\$ 1,123.22	\$ 1,123.22
8	Lexis	\$ 96.48	\$ 96.48
9	Media Flex, Inc. (Renewal of OPALS)	\$ 300.00	\$ 300.00
10	SPTJ (Chien Liew Consulting)	\$ 175.00	\$ 175.00
11	US Bank (Dollar Tree, Quill, Ace Hardwarer)	\$ 63.17	\$ 63.17
12	Westlaw Next	\$ 2,171.65	\$ 2,171.65
13	West Publishing	\$ 1,181.81	\$ 1,181.81
	Totals:	\$ 7,334.93	\$ 7,334.93

Salaries: \$9,153.93 (3 pay periods in April)

Total Expenses: \$16,488.86

Total Revenue Available:	\$ 115,669.00
Total Expenditures (proposed):	\$ 16,488.86
Remaining Cash Balance:	\$ 99,180.14

Regular Meeting of the Marin County Law Library Board of Trustees
April 20, 2021

Librarian's Report

1. Reopening

The Marin County Law Library's anticipated reopening on March 22, 2021 was postponed because of concerns that only a small percentage of Marin's population had been fully vaccinated at that time and Law Library staff had not yet been vaccinated. Current plans are to reopen in early May, after all staff have been fully vaccinated and a substantial number of Marin County residents will have received at least one dose of the COVID-19 vaccination. When the Law Library reopens it will be with safety precautions recommended by the CDC and for limited operating hours pursuant to the Law Library's SPP, which was updated on March 12, 2021. The public will have access to three public access computers but not to the print publications. Some public libraries in Marin are making plans to reopen the week of April 19 for limited hours and with access restrictions, although neither the Civic Center nor the downtown main branch of the San Rafael Public Library have scheduled reopening dates for in-person services; both are open only for curbside services.

2. Staffing

The Law Library Administrative Assistant has given notice that she will be leaving for a full-time position in early June. Notices about the job opening have been posted widely and interviews for the position have begun. I am hopeful that I can fill the position before Michelle leaves so it will not interfere with reopening plans.

3. ADP Payroll Tax Filing Issue

ADP will file the Law Library's required first quarter payroll tax reports by April 30, 2021.

4. Updates to Collection

We are now current on updating our collection of publications except for the California Code of Regulations. All staff worked hard to power through the updates, and it paid off.

5. YouTube Channel

The Law Library now has a YouTube Channel which features videos of several Marin County Community Service Agency representatives discussing the services and programs provided by their organizations. The presentations were made at First Thursdays at the Marin County Law Library (on Zoom), a program started by Trustee Denise Bashline.

6. Trustee Position on MCLL Board Will Become Available in June 2021

The terms of two court-appointed Law Library trustees will end in June 2021; one trustee has decided to renew and the other has decided to step down from the board. Notices about the opening have been posted widely and a search is underway. If you know of someone you think would be a good addition to the Law Library board, please inform them of the opening and encourage them to apply. Application forms are available via a link on the home page of the Marin County Law Library website, www.marincountylawlibrary.org, and at www.marincourt.org. The deadline to apply is Friday, May 17, 2021 at 4:00 p.m.

Marin County Law Library Civic Engagement Report April 2021

First Thursday at the Marin County Law Library Program

Confirmed for May:

Otis Bruce, Jr.

Confirmed for June:

Family Caregiver Alliance

About Marin County District Attorney Office:

The Office of the District Attorney is defined by the Government Code section 26500 which states that the public prosecutor shall attend the courts, and within his or her discretion shall initiate and conduct on behalf of the people all prosecutions for public offenses.

The Office of the District attorney is an officer of the County and also an officer of the State when engaged in the prosecution of crimes. The principle duties of the District Attorney include; acting as the public prosecutor of violations of state law and county ordinances; instituting criminal proceedings against person charged with or reasonably suspected of public offenses; advising both the Civil and Criminal grand juries; investigating and seeking both criminal and civil remedies for unlawful business practices.

Services

- ▶ Consumer Protection Unit
- ▶ Elder Abuse Prevention Program
- ▶ Family Violence
- ▶ Victim Witness Assistance
- ▶ Consumer Mediation / Landlord-Tenant

Divisions:

- ▶ Management Team
- ▶ Criminal Prosecution
- ▶ Consumer Protection Unit
- ▶ Insurance Fraud
- ▶ Intake and Processing Unit
- ▶ Law and Motion
- ▶ Family Violence
- ▶ Public Integrity & the Brown Act

- ▶ Sexual Assault
- ▶ Victim Witness Assistance
- ▶ Juvenile Unit
- ▶ Investigations

Speaker:

Otis Bruce, Jr.

Otis Bruce is a Novato resident, has been a deputy district attorney for 25 years and a county employee for over 30 years.

In addition to being the office's liaison to the community and other criminal justice agencies, Bruce is tasked with expanding the office's social justice programs and will lead a team analyzing prison sentences and use of force by law enforcement.

In his time with the district attorney's office, Bruce has prosecuted cases involving domestic violence, gangs, drug offenses, business fraud, embezzlement and other crimes. Bruce has also been recognized for his extensive community service work and leadership among a multitude of local and state organizations and nonprofits.

The oldest of six siblings, Bruce was raised by a single mother on a farm in Mississippi and attended a segregated school in the town of Soso until sixth grade.

In pursuit of a career in the criminal justice system, Bruce attended Merritt College in Oakland and earned a criminal justice administration degree from San José State University. He earned his law degree after taking night classes at New College of California School of Law in San Francisco while simultaneously working a job to support his family, according to the district attorney's office.

After discovering Marin had no Black attorneys on staff, Bruce set out to change that and became a volunteer law clerk with the Marin County Counsel's Office before being hired in 1990 as a contract legal assistant with the district attorney's office. He was hired as the county's first Black deputy district attorney five years later.

Bruce also became the Marin County Bar Association's first Black president in 2011 and developed a scholarship for economically challenged law students who attended school or had lived in Marin County. It continues today.

Requested MCLL Facebook Postings:

Otis Bruce – DA Video

Welcome to First Thursdays at The Marin County Law Library

National Fair Housing Month 2021

Message from newly appointed HUD director Marcia Fudge

Californias Legal Self Help

Video

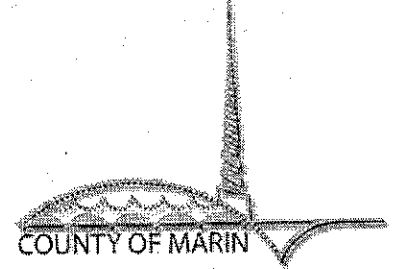
Serving Legal Papers In California

Video

Submitted by Denise Bashline, Trustee

4/15/2021

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, March 16, 2021 at 5:15 p.m.

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 2021-2

WHEREAS a motion for approval of the Proposed Marin County Law Library Annual Budget for the 2021-2022 Projected Fiscal Year (July 1, 2021 to June 30, 2022), which is attached hereto, came before the Law Library Board of Trustees at a special meeting of the Board on April 6, 2021, and

WHEREAS a quorum of trustees attending the special meeting voted to approve the Proposed Annual Budget for the FY 2021-2022 Projected Fiscal Year, and

WHEREAS the Law Library Board of Trustees would like to memorialize adoption of the Proposed Annual Budget for the FY 2021-2022 Projected Fiscal Year with Resolution 2021-2,

NOW THEREFORE BE IT RESOLVED that Resolution 2021-2 adopting the Proposed Marin County Law Library Annual Budget for the 2021-2022 Fiscal Year is approved.

Trustee _____ moved for approval of Resolution 2021-2.

Trustee _____ seconded the motion for approval.

Vote: _____ Ayes _____ Noes _____ Abstention(s)

Motion passed.

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

PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET

2021-2022 PROJECTED FISCAL YEAR

(From 7/1/21 to 6/30/22)

MUNIS Fund No. : 3400

Program: 7960

Subprogram: 7961

SUMMARY	2020-2021	2021-2022
Projected Receipts:	\$ 210,300	\$ 153,250
Actual Receipts:	<u>\$ 148,893 *</u>	
Balance Receipts:	+ \$ 61,407	
Projected Expenses:	\$ 210,200	\$ 169,900
Actual Expenses:	<u>\$ 105,519 *</u>	
Balance Expenses:	\$ 104,681	
Actual Budget Balance*:	+ \$ 43,374 *	
Difference:		\$ (16,650)

INCOME

County Code	Description	2019 - 20 Actual	2020-21 Actual	2021-2022 Projected
451970	Filings	\$ 154,597	\$ 84,830	\$ 145,000
441115	Interest	\$ 1,773	\$ 709	\$ 900
462650	Photocopies	\$ 2,624	\$ 100	\$ 1,300
470410	Book Sales	\$ 1,009	\$ 726	\$ 750
470330	Donations	\$ -	\$ -	\$ 3,000
470110	Fax/Paper Sales	\$ 100	\$ -	\$ 50
441215	Conference Room	\$ 1,270	\$ 300	\$ 650
462610	Proctoring	\$ 1,139	\$ -	\$ 600
461810	Misc. Receipts (CLE, etc.)	\$ 11,455	\$ 62,228 **	\$ 1,000 ***
	Passport Services	\$ -	\$ -	\$ -
480210	Transfers In	\$ -	\$ -	\$ -
Total Revenue:		\$ 173,967	\$ 148,893 *	\$ 153,250

(Deficit, if any, to be paid from Fund Balance. Fund Balance as of 2/28/21 is \$119,041)

* As of February 28, 2021 (8 months)

** This amount reflects a Covid relief payment received from the State of California during fiscal year 2020 – 2021.

***This amount does not reflect any further hoped-for Covid relief payments from either the State of California, as was received during fiscal year 2020 – 2021, or any hoped-for support from the County of Marin from the \$50 million that the County of Marin will be receiving from the recently passed federal Covid relief bill.

PROPOSED MARIN COUNTY LAW LIBRARY ANNUAL BUDGET

2021-2022 PROJECTED FISCAL YEAR

(From 7/1/21 to 6/30/22)

EXPENSES				
County Code	Debits/ Expenditures	2019 - 20 Actual	2020 - 21 Actual	2021-22 Projected
<u>Staff</u>				
511110	Librarian	\$ 56,633	\$ 32,101	\$ 54,000
511220	Extra Hire	\$ 22,495	\$ 3,946	\$ 24,000
511345	Holiday Pay	\$ -	\$ -	\$ -
515110	Social Security	\$ 4,737	\$ 2,334	\$ 5,000
515115	Medicare	\$ 1,109	\$ 546	\$ 1,100
513215	Health Benefits	\$ 10,541	\$ 8,088	\$ 11,000
514110	Workers Compensation	\$ 1,265	\$ 561	\$ 1,200
515120	Unemployment Insur.	\$ 1,347	\$ 482	\$ 1,300
		\$ 98,127	\$ 48,058	\$ 97,600
<u>Administrative Expenses</u>				
521610	Insurance	\$ 4,545	\$ 5,120	\$ 4,500
522210	Memberships/Prof Develop.	\$ 883	\$ 660	\$ 800
522440	Petty Cash/Postage	\$ -	\$ -	\$ -
522410	Office Expenses	\$ 1,731	\$ 2,016	\$ 2,000
522310	Projects (FUTA Taxes/ADP Payroll	\$ 121	\$ 906	\$ -
522930	Copy Machines	\$ 1,112	-	\$ -
521310	Phone/Internet	\$ 7,346	\$ 6,062	\$ 10,000
		\$ 15,738	\$ 14,764	\$ 17,300
<u>Collection</u>				
522815	Publications Upkeep	\$ 59,883	\$ 42,698	\$ 55,000
522410	Book Binding	-	-	\$ -
		\$ 59,883	\$ 42,698	\$ 55,000
Total Expenses:		\$ 173,748	\$ 105,520 *	\$ 169,900

(Deficit, if any, to be paid from Fund Balance. Fund Balance as of 2/28/21 is \$119,041)

* As of February 28, 2021 (8 months)

** This amount reflects a Covid relief payment received from the State of California during fiscal year 2020 – 2021.

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