

**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, February 18, 2025, at 5:15 P.M.**

**Agenda**

**Call to Order\***

1. Swearing-in of Trustee
2. Consent Calendar
  - 2.1 February 2025 Warrants
  - 2.2 January 2025 Minutes
3. Open Time for Public Expression
4. Financial Report
  - 4.1 Filing Fee Schedule – February 2025
  - 4.2 Actuals (Income and Expenses) – January 2025
  - 4.3 Journals and Reconciliation – January 2025
5. Librarian's Report
6. Committee Reports
  - 6.1 Civic Engagement
  - 6.2 Fundraising
  - 6.3 Human Resources
  - 6.4 Document Retention Procedures and Policies Committee

7. New Business

**7.1 Discussion and Action:** Discussion and Action re AALL Membership

**7.2 Discussion and Action:** Discussion and Action re MCBA Membership

**7.3 Discussion and Action:** Discussion and Action re AALL Annual Meeting

**7.4 Discussion and Action:** Discussion and Action: First Thursday Event – Care Court

**7.5 Discussion and Action:** Discussion and Action: Law Library Emergency Plan

8. Board Members' Suggestions for Next Regular Meeting Agenda

9. Adjournment

**Upcoming Events FYI:**

Lawyers in the Library Virtual Program – 02/27/2025

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 03/18/2025: 03/11/2025

\* 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 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, January 21, 2025, at 5:15 P.M.**

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

**Absent: David Sutton (Arrived At 5:33 P.M.)**

**Also Present:**

President Bashline called the meeting to order at 5:18 p.m.

1. Consent Calendar

1.1 January 2025 Warrants

- See Attached

- Trustee Lucha made the motion to approve January 2025 warrants. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

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

ABSENT:, Trustee Sutton

1.2 November 2024 Warrants

- See Attached
- Trustee Lucha made the motion to approve January 2025 warrants. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Trustee Sutton

1.3 December 2024 Warrants

- See Attached
- Trustee Lucha made the motion to approve January 2025 warrants. Vice President Johnson seconded the motion.

Vote: Motion carried 4-0

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

ABSENT: Trustee Sutton

2 Public Expression

- No public expression at this time.

3 Financial Report

3.1 Filing Fee Schedule – January 2025

- See Attached

3.2 Actuals (Income and Expenses) – December 2024

- See Attached

3.3 Journals and Reconciliation – December 2024

- Payroll journals were behind by two pay periods, but soon to be caught up.

DRAFT

#### 4 Librarian's Report

- Status update for the library was given by the librarian including updated information regarding the Lawyers in the Library attendance. Other information included a meeting with the Marin County Sheriff's Office about a possible partnership.

#### 5 Committee Reports

##### 5.1 Civic Engagement

- The update for the civic engagement committee is that there has been information regarding Lawyers in the Library with Legal Aid of Marin. Trustee Sutton also volunteered to reach out to the Association of Latino Marin Attorneys to see about volunteers for Lawyers in the Library.

##### 5.2 Fundraising

- Discussion occurred about moving forward with sending out a donation letter with status update of card payment acceptance. In addition, discussion continued about making prints from law tree poster.

##### 5.3 Human Resources

- No update at this time.

##### 5.4 Document Retention Procedures and Policies Committee

- More updates will be given at the next meeting

6 Old Business

6.1 Discussion and Action: Discussion and Action re IRS Organization Status

- Vice President Johnson made the motion to bring this matter to Marin County Council. Trustee Lucha seconded the motion.

Vote: Motion carried 5-0

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

ABSENT:

6.2 Discussion and Action: Discussion and Action re Committee Formation – Library Legal Status Committee

- Vice President Johnson made the motion to form the Library Legal Status Committee. Trustee Sutton seconded the motion.

Vote: Motion carried 5-0

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

ABSENT:

6.3 Discussion and Action: Discussion and Action re Board of Trustees Meeting Dates

- Discussion occurred about the meeting dates for 2025. No questions about the dates were brought up.



7 New Business

7.1 Discussion and Action: Discussion and Action re West Publishing Contract

- Discussion occurred about the approval of West Publishing Contract. Vice President Johnson made a motion to approve the contract. Trustee Lucha seconded the motion.

Vote: Motion carried 5-0

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

ABSENT:

8 Board Members' Suggestions for Next Month's Agenda

The board gave suggestions for next month's agenda.

9 Adjournment

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

Vote: Motion carried 5-0

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

ABSENT:

- The meeting was adjourned at 6:16 PM.
- Next Regular Board Meeting: February 18, 2025

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 February 2025 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, Wix.com, Hartford, Quill, Otter.ai)	\$ 1,024.18	\$ 1,024.18
2	Thomson Reuters (Print) Inv. 851358003	\$ 1,257.00	\$ 1,257.00
3	AT&T CALNET Inv. 9391032711	\$ 15.35	\$ 15.35
4	RELX, Inc. (LexisNexis) Inv. 3095593864	\$ 522.00	\$ 522.00
5	CEB OnLaw Invoice Inv. 12694377	\$ 384.33	\$ 384.33
6	Kyocera Copier Inv. 5032848360	\$ 422.94	\$ 422.94
7	Thomson Reuters (Westlaw Patron) Inv. 851440353	\$ 1,153.00	\$ 1,153.00
8	Comcast	\$ 319.15	\$ 319.15
9	Matsen Insurance Brokers, Inc.	\$ 1,414.00	\$ 1,414.00
10	CEB Print	\$ 198.24	\$ 198.24
11	LexisNexis Inv. 44437463	\$ 49.16	\$ 49.16
12	LexisNexis Inv. 43728405	\$ 459.37	\$ 459.37
13	ADP Run	\$ 330.95	\$ 330.95
14	Kaiser Permanente	\$ 645.31	\$ 645.31
15			
16			
	<b>Totals:</b>	<b>\$ 8,194.98</b>	<b>\$ 8,194.98</b>
<b>Salary Expenses: \$14,515.90</b>			
<b>Total Expenses: \$16,546.26</b>			
		<b>Total Revenue Available:</b>	<b>\$ 208,555.00</b>
		<b>Total Expenditures (proposed):</b>	<b>\$ 22,710.88</b>
		<b>Remaining Cash Balance:</b>	<b>\$ 185,844.12</b>

## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022	2022/2023	2023/2024	2024/2025
MONTH													
JULY	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	17,069.87
AUGUST	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	15,859.90
SEPT.	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	15,859.90
OCTOBER	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	13,941.71
NOVEMBER	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	14,038.38
DECEMBER	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	15,613.74
JANUARY	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	14,164.94
FEBRUARY	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	15,538.14
MARCH	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	0.00
APRIL	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	0.00
MAY	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	15,561.77	0.00
JUNE	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	12,234.41	0.00
<b>ANNUAL TOTALS</b>	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	169,085.04	122,086.58

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  
 2/14/2025

Munis Fund No: 3400  
 Program: 7960  
 Subprogram: 7961

	CURRENT - Fiscal Year Performance												NEXT - Fiscal Year Projected and/or Budget Expectation						
	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Full Year 2024-2025 Act/Fcst	Full Year 2024-2025 BUDGET	Full Year 2024-2025 Variance	Key Performance Notes	Full Year 2024 - 2025 Projected	Net Chg. From Prior Yr	Increase/Decrease Key Notes
<b>REVENUE</b>																			
Fillings	17,070	15,860	15,860	13,942	14,038	15,614	14,165	-	-	-	-	-	106,548	155,000	(48,452)		155,000	48,452	
Passports	350	840	700	945	1,015	1,015	1,575	-	-	-	-	-	6,440	13,000	(6,560)	Started program Feb '23	13,000	6,560	Started charging Feb '23
All Other	28	196	296	6,311	275	243	738	-	-	-	-	-	8,085	77,702	(69,617)		64,702	56,617	Assumes State Funding of \$62K
<b>TOTAL REVENUE</b>	<b>17,448</b>	<b>16,896</b>	<b>16,855</b>	<b>21,198</b>	<b>15,328</b>	<b>16,871</b>	<b>16,478</b>	-	-	-	-	-	<b>121,073</b>	<b>245,702</b>	<b>(124,629)</b>		<b>232,702</b>	<b>111,629</b>	
<b>EXPENSES</b>																			
Direct Staffing Expense	8,796	14,285	10,198	10,146	11,273	9,601	14,937	-	-	-	-	-	79,236	135,310	56,074		135,310	56,074	
Insurance	548	16	1,583	-	-	362	1,414	-	-	-	-	-	3,923	5,400	1,477		5,400	1,477	
Membership/Prof Dev	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000		-	-	
Office Expense	173	161	395	178	243	105	559	-	-	-	-	-	1,813	3,200	1,387		3,200	1,387	
Postage	66	133	120	106	206	123	130	-	-	-	-	-	884	3,200	2,316		-	(884)	
Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
Professional Svc/ (ADP)	163	244	163	163	163	163	331	-	-	-	-	-	1,389	3,000	1,611		1,852	463	
Copy Machines	416	416	597	416	423	423	423	-	-	-	-	-	3,114	4,992	1,878		3,200	86	
Telephone/Internet	689	1,398	824	826	757	660	353	-	-	-	-	-	5,506	20,000	14,494		20,000	14,494	Non-recurring network Upgrade Expense
Publications	4,820	3,557	4,122	3,617	3,365	4,963	4,023	-	-	-	-	-	28,468	52,600	24,132		-	(28,468)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
<b>TOTAL EXPENSE</b>	<b>15,670</b>	<b>20,209</b>	<b>18,002</b>	<b>15,452</b>	<b>16,430</b>	<b>16,401</b>	<b>22,169</b>	-	-	-	-	-	<b>124,333</b>	<b>232,702</b>	<b>108,369</b>		<b>168,962</b>	<b>44,629</b>	
<b>NET GAIN/(LOSS)</b>	<b>1,778</b>	<b>(3,314)</b>	<b>(1,147)</b>	<b>5,746</b>	<b>(1,102)</b>	<b>471</b>	<b>(5,691)</b>	-	-	-	-	-	<b>(3,260)</b>	<b>13,000</b>	<b>16,260</b>		<b>63,740</b>	<b>67,000</b>	
<b>FUND BALANCE</b>																			
Unrestricted Fund Balance	206,124	207,902	204,588	203,441	209,187	208,085	208,555	202,864	202,864	202,864	202,864	202,864	206,124				202,864		
Income/Loss (from above)	1,778	(3,314)	(1,147)	5,746	(1,102)	471	(5,691)	-	-	-	-	-	(3,260)				63,740		
Total Unrestricted Fund Bal	207,902	204,588	203,441	209,187	208,085	208,555	202,864	202,864	202,864	202,864	202,864	202,864	202,864				266,604		

**CURRENT YEAR Messages**

> Expense of \$233K, which assumes add'l State funding of \$62K. If not received a deficit will occur of \$62K

> Yr-over-Yr is flat, however there is a shift between of spend between Network

**NEXT YEAR - Key Messages**

**FY 2024-2025 Profit & Loss**  
February 2025 Board Meeting

-----Input Actual and Forecasts in this section-----  
manually move the Blue Bar to left at intersection of Act/Forecast

	Fiscal Year		FISCAL YEAR 7/01/2023												TOTAL FY Act/Forecast	FY 2024-2025		Notes/Comments	
	2023-24	2024-25	through 06/30/2024													Approved Budget	(\$over)/Under Plan		
	Act	Act	July 2024 Act	Aug 2024 Act	Sept 2024 Act	Oct 2024 Act	Nov 2024 Act	Dec 2024 Act	Jan 2025 Act	Feb 2025 Act	Mar 2025 Act	Apr 2025 Act	May 2025 Act	Jun 2025 Act		Plan	Var		
<b>REVENUE:</b>																			
451070 Filings	\$ 169,085	\$ 17,070	\$ 15,860	\$ 15,860	\$ 13,942	\$ 14,038	\$ 15,614	\$ 14,165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,548	\$ 155,000	\$ 48,452	
441115 Interest	\$ 9,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	
462650 Photocopies	\$ 1,587	\$ 28	\$ 148	\$ 111	\$ 174	\$ 213	\$ 39	\$ 173	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 894	\$ 1,100	\$ 216	
470410 Book Sales	\$ 1,874	\$ -	\$ 15	\$ 140	\$ 840	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,095	\$ 700	\$ (395)	
470330 Donations	\$ 976	\$ -	\$ -	\$ 25	\$ 25	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 3,000	\$ 2,490	
470110 Fax/Paper Sales	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42	\$ 50	\$ 8	
441215 Conference Room	\$ 495	\$ -	\$ 25	\$ -	\$ 70	\$ -	\$ 195	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315	\$ 200	\$ (115)	
462610 Processing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
461810 Miscellaneous Receipts	\$ 11,224	\$ -	\$ 8	\$ 20	\$ 5,202	\$ -	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,239	\$ 56,652	\$ 51,413	
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
462610 Passport Services	\$ 11,720	\$ 350	\$ 840	\$ 700	\$ 945	\$ 1,015	\$ 1,015	\$ 1,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,440	\$ 13,000	\$ 6,560	
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Revenue Total:</b>	<b>\$ 201,658</b>	<b>\$ 17,448</b>	<b>\$ 16,896</b>	<b>\$ 16,855</b>	<b>\$ 21,198</b>	<b>\$ 15,328</b>	<b>\$ 16,871</b>	<b>\$ 16,478</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,073</b>	<b>\$ 232,702</b>	<b>\$ 110,629</b>	



# JOIN / RENEW



## MEMBERSHIP -

# 2024-2025 AALL MEMBERSHIP YEAR JUNE 1, 2024 – MAY 31, 2025

Join / Renew +

Member Benefits

AALL Champions

By The Numbers

Meet Our Members +

For New Members

Member-Get-A-Member Program

Anniversaries

Membership FAQ

## MY COMMUNITIES

## CAUCUSES +

Over the last year, AALL celebrated **many accomplishments** that have impacted its members and the profession. We appreciate and value you as an AALL member and hope you will continue your membership. **Join AALL or renew your membership today to enjoy benefits through May 31, 2025.** AALL benefits add up to over **\$2,500+ in value** for the year including:

- Connecting with a **community of peers**.
- Mentoring opportunities through the **AALL Mentor Program** to connect and learn from each other.
- Access to essential **professional development**—complimentary monthly webinars and virtual coffee chats as well as member discounts for online courses and live events.
- AALL's daily newsletter **KnowItAALL**, which highlights legal information news as well as members' expertise.
- **Plus, so much more.**

## JOIN OR RENEW TODAY

**Full Rate:** March 1, 2024—November 30, 2024 | **Prorated Rate:** December 1, 2024—February 28, 2025

**\* Proof of eligibility is required to receive the discounted retired or student rate.** AALL also offers a discounted membership rate for members who are

CHAPTERS +

RECOGNITION +

SPECIAL +

INTEREST

SECTIONS

CALENDAR

DONATE +

MEMBER

SEARCH

**SERVE AS THE NEXT EDITOR OF AALL SPECTRUM**  
 Contribute to the Growth and Success of the Association



Apply by February 20, 2025

**AALL** AMERICAN ASSOCIATION OF LAW LIBRARIANS

**EVOLVING COLLECTION DEVELOPMENT IN LAW LIBRARIES**

AALL Self-Paced Course



**Register Now**

**AALL Spectrum**

Read the January/February Issue of AALL Spectrum

**DIVERSE APPROACHES** to Leadership and Professional Growth



recently unemployed. Proof of eligibility is also required and unemployed members can take advantage of this reduced rate for a one-year period.

Please contact [AALL member services](#) with any questions and for eligibility requirements.

### INDIVIDUAL

Full: \$307 | Prorated: \$153.50

For any person who is interested in the mission of the Association.

**JOIN/RENEW**

### RETIRED

Full: \$77 | Prorated: \$38.50

For any person who is interested in the mission of the Association, who has retired from active membership, and has retired from full-time work.

**JOIN/RENEW**

### STUDENT

Full: \$77 | Prorated: \$38.50

For any person who is interested in the mission of the Association, and who is currently **enrolled FULL-TIME in a degree program related to law librarianship**. Membership in this category is limited to five consecutive years. [Learn how joining AALL can help start your career as a legal information professional.](#)





JOIN/RENEW

## MEMBERSHIP OPTIONS

### JOIN A SPECIAL INTEREST SECTION

Connect with others who share your professional interests through AALL's 14 [special interest sections](#) (SISs). Joining an SIS provides you with the opportunity to participate in groups dedicated to specialized areas of law librarianship, maximizing your membership. Consider adding a SIS to your membership application—the cost is \$20 for each SIS each year.

### RETIRING? THINK ABOUT AALL'S SUSTAINING MEMBERSHIP

The [Sustaining Member](#) payment option allows **retired members** to enjoy the benefits of AALL without having to renew each year with a one-time renewal rate of \$425.

### STEP UP YOUR MEMBERSHIP TO BECOME A CHAMPION OF AALL

Are you a champion for our profession and our members? Add the \$75 [Champion Upgrade](#) to your membership application.

## EXPERIENCE AALL FOR TWO WEEKS

Curious about the benefits of membership? Try [AALL's two-week membership experience](#) and explore exclusive resources, connect with industry leaders, and experience member-only perks firsthand—at no cost!

American Association of Law Libraries

230 West Monroe Street, Suite 2650 / Chicago, IL 60606

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# REGISTER



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[ANNUAL MEETING GRANTS](#)

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## REGISTRATION

AALL 2025 will be held July 19-22 in Portland. **To take advantage of member pricing, [join AALL today](#).** Retired individuals and students may apply to register for the full conference at discounted rates. Eligibility is based on AALL membership type. Proof of eligibility will be requested for the nonmember retired or student rates.

**Registration is set to open in early 2025, and members will be promptly notified when it becomes available.**

Additional information will be available later this year. Please contact [annualmeeting@aall.org](mailto:annualmeeting@aall.org) if you have any questions.

## FULL CONFERENCE REGISTRATION

### AALL INDIVIDUAL MEMBER

Early Bird: \$895

Standard: \$995

### NONMEMBER INDIVIDUAL

Early Bird: \$1,295

Standard: \$1,395



## AALL MEMBER RETIRED/STUDENT

Early Bird: \$225

Standard: \$275



## NONMEMBER RETIRED/STUDENT

Early Bird: \$325

Standard: \$375



## SINGLE-DAY CONFERENCE REGISTRATION

### JULY 19 AALL MEMBER

Early Bird: \$200

Standard: \$300

### JULY 19 NONMEMBER

Early Bird: \$395

Standard: \$495

### JULY 20, 21, OR 22 AALL MEMBER

Early Bird: \$425

Standard: \$525

## JULY 20, 21, OR 22 NONMEMBER

Early Bird: \$695

Standard: \$795

## ADDITIONAL REGISTRATION ITEMS

### PRECONFERENCE WORKSHOPS AND CONELL

You must be registered for the full Conference or a Saturday Single-Day to attend a preconference workshop or CONELL. Attendance at CONELL and other preconference workshops is limited to active AALL members only.

#### SATURDAY, JULY 19

Information about preconference workshops and CONELL coming soon.

### LIBRARY TOURS

Library tours are for AALL members only. You must be registered for the full Conference or for the day of the event (Single-Day registration). Advance registration is required on a first come, first-serve basis. Due to the limited availability of only participants per tour, please sign up for only one tour. Transportation will not be provided for any tour. Participants will be sent additional information regarding meeting locations and times closer to the conference. Tours are subject to cancellation if there is insufficient registration.

#### SATURDAY, JULY 19

##### Multnomah County Library

2:00 p.m. – 3:00 p.m.

**Cost:** \$0 / **Capacity:** 20

#### MONDAY, JULY 21

### **Pioneer Courthouse**

12:00 p.m. – 1:00 p.m.

**Cost:** \$0 / **Capacity:** 30 (2 groups of 15)

### **Lewis & Clark Law School**

12:00 p.m. – 1:00 p.m.

**Cost:** \$0 / **Capacity:** 20

## **TUESDAY, JULY 22**

### **Portland City Archives**

2:00 p.m. – 3:00 p.m.

**Cost:** \$0 / **Capacity:** 20

### **Multnomah County Courthouse**

2:00 p.m. – 3:00 p.m.

**Cost:** \$0 / **Capacity:** 30 (2 groups of 15)

### **Powell's City of Books**

12:00 p.m. – 1:00 p.m.

**Cost:** \$0 / **Capacity:** 20 to 25

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