

**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, October 18, 2022, at 5:15 P.M.**

**The meeting will be conducted by remote connection.**

Pursuant to AB 361 (Enacted September 16, 2021) and Government Code section 54953(e), interested members of the public are asked to **attend electronically by typing the link into your web browser or by telephone by calling in to the telephone number below:**

**MCLL - Stephen is inviting you to a scheduled Zoom meeting.**

**Topic: MCLL - Board Meeting - October 2022**

**Time: Oct 18, 2022 5:15 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/82400843062?pwd=Q3pieFI1ZGYwOHhTU2ZiK2Fnd2FrZz09>**

**Meeting ID: 824 0084 3062**

**Passcode: 564098**

**One tap mobile**

**+16694449171,,82400843062#,,, \*564098# US**

**+16699006833,,82400843062#,,, \*564098# US (San Jose)**

**Dial by your location**

**+1 669 444 9171 US**

**+1 669 900 6833 US (San Jose)**

**+1 719 359 4580 US**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 309 205 3325 US**

**+1 312 626 6799 US (Chicago)**

**+1 386 347 5053 US**

**+1 564 217 2000 US**

**+1 646 931 3860 US**

**+1 929 205 6099 US (New York)**

**+1 301 715 8592 US (Washington DC)**

**Meeting ID: 824 0084 3062**

**Passcode: 564098**

**Find your local number: <https://us02web.zoom.us/j/82400843062?pwd=Q3pieFI1ZGYwOHhTU2ZiK2Fnd2FrZz09>**

## Agenda

### Call to Order\*

1. Determination of November Regular Meeting to be held in person or remotely (Government Code section 54953(e))
2. Consent Calendar
  - 2.1 October 2022 Warrants
3. Open Time for Public Expression
4. Financial Report
  - 4.1 Filing Fee Schedule – October 2022
  - 4.2 Actuals (Income and Expenses) – October 2022
5. Librarian's Report
6. Committee Reports
  - 6.1 Civic Engagement
7. Old Business
  - 7.1 **Discussion and Action Item**: Discussion and Action re Lawyers in the Library Disclosure Form
  - 7.2 **Discussion**: Discussion re Updating and Replacing Network Equipment

*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.*

## 8. New Business

- 8.1 **Discussion and Action Item:** Discussion and Action re Annual Report 2021-2022
- 8.2 **Discussion and Action Item:** Discussion and Action re Civil Appeals as Subject Matter for Lawyers in the Library
- 8.3 **Discussion and Action Item:** Discussion and Action re Donation Letter
- 8.4 **Discussion:** Discussion re Five Year Plan
- 8.5 **Discussion:** Discussion re Empty Board Position

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

## 10. Adjournment

### **Upcoming Events FYI:**

- Lawyers in the Library Virtual Program – 10/20/2022
- First Thursdays at the Law Library on Zoom – TBA
- Deadline to Submit Reports for Board Meeting on 11/15/2022: 11/08/2022

---

\* 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.*

FY 2022-2023 Profit & Loss Statement  
For October 18, 2022 Board Meeting

	Actual June FY 2021- 2022	Actual July 2022	Actual August 2022	Actual September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	Actual September Subtotals	EST. ANNUAL TOTALS Jul - June
<b>Starting balance</b>	\$ 235,170	\$ 232,999	\$ 230,882	\$ 230,979	\$ 222,419	\$ 294,371	\$ 289,420	\$ 280,906	\$ 275,818	\$ 271,112	\$ 264,897	\$ 256,591	\$ 251,583	\$ 245,429	
<b>Revenue</b>															
451970 Filings	\$ 12,126	\$ 14,901	\$ 12,848	\$ 12,060	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 24,908	\$ 148,555
441115 Interest	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ -	\$ 72
462650 Photocopies	\$ -	\$ -	\$ -	\$ 183	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 443	\$ 1,343
470410 Book Sales	\$ -	\$ -	\$ -	\$ -	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ 58	\$ -	\$ 522
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ 281	\$ 281	\$ 281	\$ 281	\$ 281	\$ 281	\$ 281	\$ 281	\$ 281	\$ -	\$ 2,529
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ -	\$ 36
441215 Conference Room	\$ -	\$ 125	\$ -	\$ -	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ -	\$ 350
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810 Miscellaneous Receipts	\$ -	\$ -	\$ -	\$ 125	\$ 795	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 920	\$ 80,920
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total:	\$ 12,126	\$ 15,026	\$ 13,156	\$ 13,114	\$ 92,559	\$ 12,559	\$ 12,559	\$ 12,559	\$ 12,559	\$ 12,559	\$ 12,559	\$ 12,559	\$ 12,559	\$ 26,270	\$ 234,327
<b>Expenses</b>															
<b>Staff</b>															
511110 Librarian	\$ 4,255	\$ 4,093	\$ 3,240	\$ 5,819	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250	\$ 9,060	\$ 60,403
511220 Extra Hire	\$ 922	\$ 3,045	\$ 2,451	\$ 3,827	\$ 4,083	\$ 4,083	\$ 4,083	\$ 4,083	\$ 4,083	\$ 4,083	\$ 4,083	\$ 4,083	\$ 4,083	\$ 6,278	\$ 46,070
515110 Social Security	\$ 321	\$ 443	\$ 361	\$ 660	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 579	\$ 1,022	\$ 6,675
515115 Medicare	\$ 75	\$ 104	\$ 85	\$ 154	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135	\$ 239	\$ 1,557
513215 Health Benefits	\$ 951	\$ 951	\$ 476	\$ 951	\$ 476	\$ 476	\$ 476	\$ 476	\$ 476	\$ 476	\$ 476	\$ 476	\$ 476	\$ 1,427	\$ 6,663
514110 Workers Compensation	\$ -	\$ 97	\$ 432	\$ -	\$ -	\$ 302	\$ -	\$ 302	\$ -	\$ 302	\$ -	\$ 302	\$ -	\$ 432	\$ 1,738
515120 Unemployment Insur.	\$ 25	\$ 82	\$ 66	\$ -	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 66	\$ 1,273
Staff Subtotal:														\$ 18,524	\$ 124,379
<b>Administrative Expenses</b>															
521610 Insurance - Subtotal	\$ -	\$ -	\$ -	\$ 1,589	\$ 1,800	\$ -	\$ 1,800	\$ -	\$ -	\$ -	\$ 1,800	\$ -	\$ -	\$ 1,589	\$ 6,989
USLI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ -	\$ -	\$ -	\$ 1,800
Complete Equity Markets	\$ -	\$ -	\$ -	\$ 1,589	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,589	\$ 3,389
Hartford	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800
522210 Memberships/Prof Develop.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ 570	\$ -	\$ 710
CCCLL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420	\$ -	\$ 420
MCBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NOCALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ 150
MCEAC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40
522410 Office Expenses	\$ 252	\$ 73	\$ -	\$ 86	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 86	\$ 2,409
522310 Projects	\$ 57	\$ 1	\$ -	\$ 265	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 265	\$ 2,137
522510 Professional Services (ADP Payroll)	\$ 148	\$ 148	\$ 148	\$ 222	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 148	\$ 369	\$ 1,846
522930 Copy Machines	\$ -	\$ 192	\$ -	\$ -	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194	\$ 194	\$ -	\$ 1,938
DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HiTech	\$ -	\$ 192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192
Marin Copier	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
521310 Sonic Email	\$ 24	\$ 24	\$ 57	\$ 57	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 2,177	\$ 10,641
Comcast Internet	\$ 207	\$ 197	\$ 208	\$ 233	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 114	\$ 363
AT&T Phone	\$ 108	\$ 133	\$ 141	\$ 169	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 440	\$ 2,356
SPTJ	\$ 700	\$ 613	\$ 350	\$ 963	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 310	\$ 1,433
Tel/Internet Subtotal:														\$ 1,313	\$ 6,488
Admin Sub.														\$ 4,486	\$ 22,686
<b>Collection</b>															
522815 Publications Upkeep														\$ 11,800	\$ 62,957
Other (CEB OnLaw, LexisNexis,etc.)	\$ 342	\$ 342	\$ 1,059	\$ 965	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 342	\$ 1,400	\$ 5,443
CEB	\$ 1,400	\$ 1,640	\$ 651	\$ 685	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 2,291	\$ 12,111
Lexis Nexis (Matthew Bender)	\$ 1,217	\$ 1,439	\$ -	\$ 105	\$ 35	\$ 35	\$ 500	\$ 292	\$ 292	\$ 1,500	\$ 292	\$ 292	\$ 600	\$ 1,439	\$ 5,382
WestLaw	\$ 2,088	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 2,130	\$ 4,259	\$ 25,555
West Publishing	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 1,205	\$ 2,411	\$ 14,466
522410 Book Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total:	\$ 14,297	\$ 17,142	\$ 13,059	\$ 21,674	\$ 20,608	\$ 17,510	\$ 21,073	\$ 17,647	\$ 17,265	\$ 18,775	\$ 20,865	\$ 17,567	\$ 18,713	\$ 34,809	\$ 210,022
<b>Fund Balance</b>	\$ 232,999	\$ 230,882	\$ 230,979	\$ 222,419	\$ 294,371	\$ 289,420	\$ 280,906	\$ 275,818	\$ 271,112	\$ 264,897	\$ 256,591	\$ 251,583	\$ 245,429		

## 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	2021/2022	2022/2023
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	9,382.59	14,900.57
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	22,888.81	12,847.78
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	13,414.73	13,630.59
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	18,388.13	12,059.80
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	15,930.29	0.00
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	14,865.21	0.00
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	14,193.66	0.00
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	10,942.59	0.00
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	10,184.15	0.00
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	10,927.55	0.00
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	16,402.85	15,609.32	0.00
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	11,634.46	12,125.83	0.00
<b>ANNUAL TOTALS</b>	260,296.77	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	164,783.38	173,090.01	170,059.22	154,596.88	133,488.69	168,852.86	53,438.74

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 October 2022 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Microsoft, Adobe, USPS, At-A-Glance, Sonic.Net)	\$ 408.06	\$ 408.06
2	Kaiser Permanente	\$ 951.30	\$ 951.30
3	Ingram Library Services, Inc.	\$ 129.13	\$ 129.13
4	Thomson Reuters (Westlaw)	\$2,129.60	\$ 2,129.60
5	Complete Equity Markets Insurance, Inc.	\$ 1,589.00	\$ 1,589.00
6	CEB (CEB Publications)	\$ 685.21	\$ 685.21
7	CEB (OnLaw)	\$ 355.25	\$ 355.25
8	LexisNexis (RELX, DBA LexisNexis)	\$ 481.00	\$ 481.00
9	SPTJ Consulting, Inc.	\$962.50	\$ 962.50
10	Comcast Business	\$232.52	\$ 232.52
11	ATT CALNET	\$ 136.20	\$ 136.20
12	Thompson Reuters (West Publications)	\$ 1,205.47	\$ 1,205.47
13	LexisNexis (Matthew Bender & Co., Inc)	\$ 104.64	\$ 104.64
14	ADP Payroll	\$ 221.25	\$ 221.25
	<b>Totals:</b>	<b>\$ 9,591.13</b>	<b>\$ 9,591.13</b>
<b>Salary Expenses: \$10,460.53</b>			
<b>Total Expenses: \$20,051.66</b>			

<b>Total Revenue Available:</b>	<b>\$ 230,979.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 20,051.66</b>
<b>Remaining Cash Balance:</b>	<b>\$ 210,927.34</b>

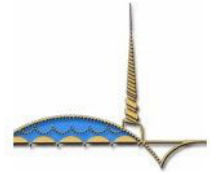
## Marin County Law Library Civic Engagement Report October 2022

### First Thursdays at the Marin County Law Library Program

Confirmed for November 3: Marin Chapter California Grand Jurors' Association



## Marin Chapter California Grand Jurors' Association



### Speaker:

To be determined

### About The Civil Grand Jury:

When California became a state, it established the Civil Grand Jury system to ensure local government efficiency, accountability, and responsiveness. Made up of volunteer residents in each County, the Civil Grand Jury is the “citizens’ watchdog” appointed by the California Superior Court for one year to formally investigate the efficiency and responsiveness of any local government entity. The Grand Jury’s findings and recommendations for improvement are then presented to the Marin Board of Supervisors and published on [Marin County’s website](#) and in local media.

The Civil Grand Jury is the only independent "watchdog" investigative body in Marin County. Our job is to monitor the performance of local government and make recommendations which can save taxpayers' dollars and improve services. We do thorough investigation of officials suspected of misconduct or potential government inefficiencies. These investigations follow complaints submitted by individuals in our community. Please visit our [How to File a Complaint](#) webpage if you would like information about filing a complaint.

Each spring our Superior Court Judges review applications from qualified citizens who wish to serve on the Grand Jury. Once the jurors and alternates are identified, they are sworn in and begin serving their one year term on July 1st.

Civil Grand Jury information for all counties is found on the [California Courts, the Judicial Branch of California](#) website:

- [Questions and Answers](#) under Jury Services



**About the Marin Chapter California Grand Jurors' Association:**

The Marin Chapter of the California Civil Grand Jurors' Association (MCCGJA) is a 501(c)3 Non-Profit Organization with over 100 active members. All past Grand Jurors are qualified to become a member and to then participate in any of our activities.

The [MCCGJA Board of Directors](#) is made up of the Officers (President, Vice-President, Secretary, Treasurer), Committee Chairs and Past Presidents. Go to the [Past Officers & Board Members Archives](#) to see a list of the members who have filled these roles in the past.

We have monthly meetings most months, held on the first Tuesday of the month at 10:00 AM to 12:00 PM in Room 410B, Marin County Civic Center.

The MCCGJA has six standing committees:

**Outreach Committee** – Public Relations, Provides speakers, TV programs, Booths at fairs. Some members may prefer to be speakers or to otherwise assist our Outreach Committee whose job it is to keep the Grand Jury's activities in the public eye and to do various activities to encourage individuals to apply for duty on the next year's Grand Jury.



**Training Committee** – Provides annual detailed training of newly selected Civil Grand Jury.

**Membership & Communications Committee** – Encourages membership in Chapter and maintains the chapter roster. Maintains this Web Site and a Group Mailing system, provides computer and internet technical assistance to members.

**Selection Advisory Committee** – Presents information to new applicants to Civil Grand Jury relative to duties and assists Judges in pre-selection process. Interviewing applicants for the next Grand Jury is extremely important. Those interested in sustaining the Civil Grand Jury may wish to be on the Selection Advisory Committee.

**Implementation Review Committee** – Reviews responses to Civil Grand Jury reports for adequacy and recommends further action to the sitting Civil Grand Jury if needed. While many Grand Jurors are happy to take a break following completion of their year of duty, many are also interested in seeing the results of their Reports. Accordingly, our most popular activity for new members is the Reports Follow-Up activity done by our Implementation Review Committee. See the [Reports Archives](#) for past reports produced by the committee.

**Social Committee** – Arranges for social functions, including luncheons, picnics, and Holiday functions. See the [Events Archives](#) for photos of past events.

### **Join the Grand Jurors' Association**

The first step is to become a member of the Marin County Civil Grand Jury. Once having completed your tenure on the Civil Grand Jury, we encourage you to join our Grand Jurors' Association to continue your involvement and contribution to the community. Information about our Association can be found in the *About Us* and *Members' Area* dropdown menus above. You can apply to join us using the [MCCGJA Membership Application](#). If you need more information, please [Contact Us](#).

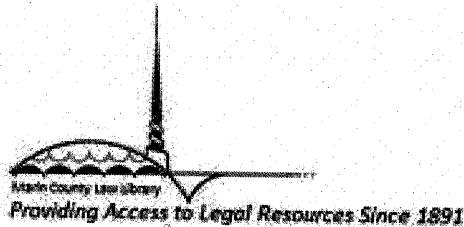
Submitted by Denise Bashline, Trustee

10/13/2022

Name	Equipment for Marin Transit	Parts	Unit	Unit Price	Extended
<b>Firewall</b>	Cisco FirePOWER 1120 Next-Generation Firewall	FPR1120-NGFW-K9	1	1,953.54	1,953.54
	SMARTnet (3yrs) for FPR1120-NGFW-K9	CON-3SNT-FRP11209	1	879.16	879.16
	Threat Defense URL filtering - subscription (3 years)	L-FPR1120T-URL-3Y	1	1,454.36	1,454.36
<b>Internal Router</b>	Cisco Integrated Services Router 1111	C1111-8P-DNA	1	1,279.78	1,279.78
	Cisco Smart Net Total Care Combined Support Service	CON-NCFT-C11118PD	1	179.54	179.54
<b>Network Switch</b>	Cisco Catalyst 9200 48 ports switch	C9200-48T-E	1	2,482.64	2,482.64
	C9200 Cisco DNA Essentials, 48-port - 3 Years Term License	C9200-DNA-E-48-3Y	1	675.80	675.80
	SMARTnet (3 yrs) for Cisco Catalyst 9200	CON-SNT-C920048E	1	967.06	967.06
<b>Wireless Controller</b>	Cisco Catalyst 9800-L WLAN Controller	C9800-L-C-K9	1	5,177.08	5,177.08
	SMARTnet (3 yrs) for Catalyst 9800-L F WLAN Controller	CON-SNT-C9800LCL	1	3,827.74	3,827.74
	Cisco Catalyst 9800 WLC Rack Mount Bracket	C9800L-RMNT=	1	149.34	149.34
<b>Wireless Access Point</b>	Cisco Catalyst 9120AXI Access Point	C9120AXI-B	2	898.82	1,797.64
	SMARTnet (3 yrs) for Catalyst 9120AXI Access Point	CON-SNTP-C9120BIX	2	328.71	657.42
	Cisco DNA - Essentials 3 yrs Term License for Access Point	AIR-DNA-E-3Y	2	119.46	238.92
Vendor: iT1					
For: Marin County Law Library				Total	\$21,720.02
Update:05/31/2022					



## Proposed Solution Prepared For:



### (2) Kyocera TASKalfa MZ3200i Mono Copiers

- Copy, Print, and Scan
- 32 Pages Per Minute
- 140 Sheet Reversing Automatic Document Feeder
- (2) 500 Sheet Paper Drawers & Copier Cabinet
- Delivery, Installation, & Networking - INCLUDED
- ALL Parts, Labor, Travel, & Toner – INCLUDED
- Network Assessment - INCLUDED

Service Contract Includes: 4,500 b/w images (.012 overage)

**60 Month Lease with Card Load**

**\$455 per month** →

**60 Month Lease with Pay Station**

**\$420 per month**

(Kyocera is County approved vendor with OMNIA contract)

\*Pricing good through October 30th, 2022

Brad Honsberger  
Senior Account Executive

Direct: (415) 637-3623  
Main: (800) 862-7001



# Marin County Law Library

## Annual Report

### FY 2021/2022

---

#### **Mission Statement**

The Marin County Law Library serves the public, attorneys, and residents of Marin County by providing access to legal resources, research assistance, and technologies.

#### **Vision Statement**

Bringing Justice to Marin County Through Legal Information.

#### **Overview and History of the Marin County Law Library**

County law libraries in the State of California were first established and maintained as a resource for members of the state bar, officials of the state and county, the judiciary, and the residents of the county.

In the last decade or so, however, the Marin County Law Library has been seeing an increase in demand from individuals who have had no formal legal training.

At the same time, the primary and traditional funding source for county law libraries – a percentage of California Superior Court civil filing fees – has decreased over time.

Some possible reasons are the following: (1) the uniform filing fee provisions do not allow for periodic law library filing increases; (2) the number of filings in Superior Courts have decreased due to the increase in arbitration and other dispute mechanisms; (3) the expense of legal representation; and (4) the increased use of filing fee waivers.

During Fiscal Year 2021/2022 (July 1, 2021, through June 30, 2022), the Law Library was open for individuals with appointments required but began removing the appointment requirement around February 2022.

The amount collected from the filing fees increased 20.94% in Fiscal Year 2021/2022 with \$168,853 from Fiscal Year 2020/2021 with \$133,489 but the overall trend is a decrease in filings fees since Fiscal Year 2011/2012 with \$230,611.

The initial months of the fiscal year were focused on reopening the Law Library for public use as well as adapting the Law Library's community service programs, Lawyers in the Library and First Thursdays at the Law Library, to the Zoom Meetings platform.

#### **What the Demographic Shift Means**

Individuals with little access to and little understanding of the legal system need additional attention and place a greater demand on staff because of the time required to assist them.

Library staff must explain to them the various legal resources and how to use those resources.

# Marin County Law Library

## Annual Report

### FY 2021/2022

---

The demographics of participants in the Lawyers in the Library program on Zoom, for the period July 2021 through June 2022 reflect that self-represented patrons were approximately 49% women, 56% white, 33% employed, 20% retired, 11% were living on unemployment benefits, and 44% of 75% who answered the question about income had incomes of \$3,000 or less per month.

#### **Profile**

The Marin County Law Library is currently celebrating 131 years in 2022 as a resource for our legal community and county residents. The Marin County Law Library operates as an independent local government agency pursuant to California Business and Professions Code sections 6300 through 6364. It is governed by a seven-member Board of Trustees comprised of five delegates appointed by the Judges of the Superior Court, who serve for three-year terms, and two delegates appointed by the Marin County Board of Supervisors who serve for one-year terms.

The Marin County Law Library is a primary source of legal information and assistance to Marin County residents, Superior Court Judges, 1 Court Commissioner, 1 Referee, and Marin County attorneys.

The Law Library was open 35 hours per week, from 9:00 a.m. until 6:00 p.m. Monday through Thursday; and 10:00 a.m. to 1 p.m. on Friday; it was closed on weekends.

#### **Board of Trustees**

The Marin County Law Library is fortunate to have both long-standing and new members on its Board. Their expertise, experience, and leadership across a broad spectrum of community service areas helps keep the library in touch with the needs of the community. In addition, they provide valuable advice and counsel to the Law Library Director.

# Marin County Law Library

## Annual Report

### FY 2021/2022

---

Trustee	Term	Office / Affiliation
Kristine Fowler Cirby, Esq.	Nov. 17, 2020 – Nov. 16, 2023	President/Delegate of the Court
Tracy Barrett, Esq.	Apr. 12, 2022 – Apr. 11, 2023	Vice President/Delegate of the Board of Supervisors
Denise Bashline	June 20, 2021 – June 19, 2024	Delegate of the Court
Open		Delegate of the Board of the Board of Supervisors
Donald Drummond, Esq.	June 17, 2020 – June 16, 2023	Delegate of the Court
Walter Cook, Jr., Esq., MLIS	Nov. 17, 2020 – Nov. 16, 2023	Delegate of the Court
Alexander Johnson, Esq.	May 31, 2022 – May 30, 2025	Delegate of the Court

#### Services of the Law Library

The staff provides assistance regarding legal materials available, how to use them, and how to conduct legal database searches as well as internet searches for information, laws and forms that may be difficult to locate. Staff do not, however, provide legal advice, although we refer patrons to other legal service providers and programs where patrons might receive legal advice.

The kinds of assistance untrained patrons might receive include explanations of:

- 1) Legal materials;
- 2) Differences between primary authority and secondary authority;
- 3) Instruction in the use of Westlaw Patron Access, Google Scholar, and CEB OnLAW.

The success of a patron's visit may very well depend on the law librarian's availability and ability to be a patient and effective instructor, as well as offering support to individuals who are usually under a lot of stress.

Library staff typically track patron demographics.

First Thursdays at the Marin County Law Library is a community service program that was launched in-person in November 2019. The purpose is twofold; first, to provide an informal opportunity for representatives of various local service agencies, nonprofits,

# Marin County Law Library

## Annual Report

### FY 2021/2022

---

county departments and county programs to inform the public about the services they offer, and second, to increase public awareness of the legal resources and services available at the Law Library. Currently, this program is a virtual program.

Presenters this fiscal year have included the Marin County District Attorney and Legal Aid of Marin.

**Lawyers in the Library** is another community service program offered at the Law Library. It was created in collaboration with the Marin County Bar Association in the Fall of 2016. Attorney volunteers meet with members of the public for 20 minutes on a first come, first served basis to provide legal information and guidance. The program helps members of the public in particular legal areas such as civil, landlord/tenant law, and estate planning (including probate). Lawyers in the Library, however, does not discriminate based off income level, a feature which distinguishes it from other legal services programs in the county. Currently, this program is offered through video conferencing software (which can include telephone communication).

The online registration process has been a hindrance for some patrons, but the Marin County Law Library does its best to assist them and provide an option to register in person at the Law Library, if necessary.

#### **Library Collection**

The Law Library maintains a collection of 19,765 print publications, including reporters, treatises, practice manuals, law reviews and journals, periodicals, and other printed materials. The Law Library spent \$62,236 updating its publications. We acquired 152 new volumes, discarded 116 outdated volumes, sold 13 volumes, and received 0 donated used books during the 2021/2022 Fiscal Year.

Because the cost of legal materials has been increasing, not all sets of publications are being kept current as funding for the law library has not kept pace with the rate of inflation. Figure 1 shows the relationship between the amount spent on materials and our total expenditures.

# Marin County Law Library

## Annual Report

### FY 2021/2022

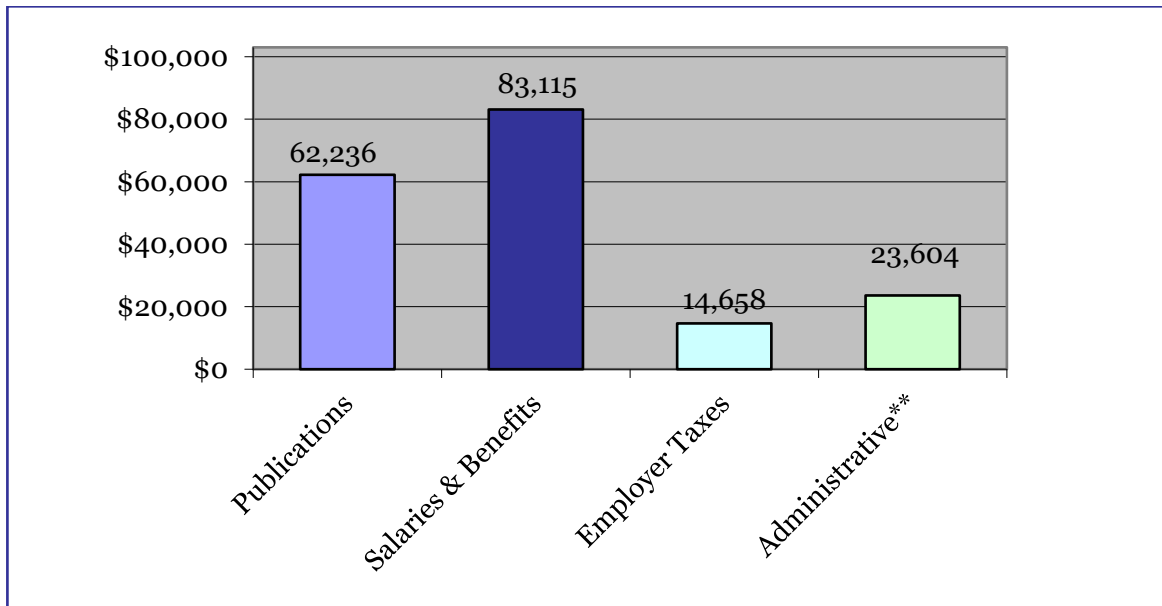


Fig. 1

#### Electronic Resources

The Law Library continued its subscription to the Westlaw Patron database, which includes cases and statutes for all federal circuits, an extensive California database, and a wide selection of secondary materials, such as the Rutter California Practice Guides and Witkin Treatise Library. KeyCite, Westlaw's legal citator, is critical for checking the currency of legal authorities cited in pleadings and briefs filed with the Court. The Board approved renewal of the Law Library's subscription to CEB OnLAW, a digital database of CEB's entire set of California practice and procedure publications.

#### Infrastructure and Other Resources

The Law Library has six computer workstations (four available to the public), three printers, two photocopiers and one multifunction printer/copier/scanner/fax machine. The workstations provide access to legal resources on the Internet. The four public access computers are available for general and legal research, downloading of forms, and legal word processing tasks at no cost to the public.

The remaining two computer stations are for staff use only, as are one printer and a combined fax/scanner/copier/printer. The staff facsimile/scanning machine is used to provide fee-based scanning and fax services to Law Library patrons, with fees based on a per-page usage. Wireless internet service is also available to Law Library patrons.

Some of the newer editions of Nolo print publications provide forms which are downloadable from the Internet.



# Marin County Law Library

## Annual Report

### FY 2021/2022

---

The Law Library also has an electric typewriter available for public use.

#### **The Law Library Website**

The Law Library's website seeks to inform and engage the public. It provides information about services offered by the Law Library, including the Lawyers in the Library and First Thursdays at the Marin County Law Library programs, conference room rentals, and research assistance, as well as links to the Law Library's catalog of publications and many legal resources. In addition, board meeting agendas, minutes, financial reports, projected budgets, annual reports, trustee information, and the Law Library's bylaws and patron rules of conduct are posted on the website for easy access by the public.

The Law Library receives numerous inquiries and requests for information about its services from the email link on its website. To meet the demands of an increasing number of self-represented litigants, the Law Library maintains electronic links to legal resources on its website.

#### **Financial Report**

The Closing Financial Statement for Fiscal Year 2021/2022, showing all income and expenditures, is attached hereto.

The Law Library had a negative budget balance for 2021/2022 of \$3,997. This is attributable to the extra costs that were incurred in replacing and updating parts of our digital infrastructure and increases to employee salaries during Fiscal Year 2021/2022 to reopen the library. The Law Library's fund balance as of June 30, 2022 was \$258,902.

#### **Library Funding**

Stable, consistent, and adequate funding is a pressing issue for the Law Library – and for county law libraries across the state. Historically, the Law Library has derived more than 90% of its annual operating funds from a fixed share of designated civil filing fees: \$32 from fees paid for every first-appearance paper filed with the Marin County Superior Court. That \$32 figure has not changed since 2006 while the fees received from first appearance papers filed with the Court has declined.

Fortunately, the California Legislature has committed to annual budget allocations for county law libraries in the Fiscal Year 2021/2022 and Fiscal Year 2022/2023 budget years. However, there is no guarantee of future funding commitments after that so it is anticipated that county law libraries will be pushing further advocacy.

In addition to the steady annual decrease in the number of cases filed with the courts, the Law Library's sole means of keeping up with inflation was removed when the Uniform Civil Fee and Standard Fees Schedule Act of 2005 was established for the trial courts

# **Marin County Law Library**

## **Annual Report**

### **FY 2021/2022**

---

statewide effective January 1, 2006. Prior to that time each county had the authority to adjust filing fees and to approve limited annual increases of up to \$3 per filing to the portion of those civil filing fees that was allotted to Law Libraries.

#### **Income Streams and Reserves**

##### **Filing Fee Income**

In Fiscal Year 2021/2022 the Law Library received \$168,853 in filing fees, a 20.94% increase from Fiscal Year 2020/2021.

##### **California Legislature Allocation**

In Fiscal Year 2021/2022, the California Legislature committed a set of funds for California County Law Libraries, which the Marin County Law Library received \$92,713.

##### **Donations**

In Fiscal Year 2021/2022, the Marin County Law Library received \$2,655 in donations from various members of the Marin County community.

##### **Self-generated Revenue**

The Law Library raised \$3,162 in self-generated revenue, down 16.02% from Fiscal Year 2020/2021. This revenue source includes fees for photocopies, faxes, conference room rentals, and book sales. The self-generated revenue comprised 1.18% of our total revenue for Fiscal Year 2021/2022.

##### **Reserve Funds**

The Law Library has \$10,000 in reserve funds at the present time.

##### **Effect of Decreasing Budget**

Due to the funding decline since Fiscal Year 2011/2012 the Law Library has been forced to cancel many legal publications, cut back its operating hours and reduce its staff. To maintain a reasonably up-to-date collection of important publications, the Law Library has partnered with larger, better-funded County Law Libraries to receive their discarded year-old updates.

As one can surmise, the Marin County residents most in need of access to legal resources bear the heaviest burden of these cuts because access to justice has become more restricted with the steady loss of funding. Law Library staff consistently see an increasing number of laypersons seeking legal forms and assistance with matters such as landlord-tenant issues, foreclosure proceedings, criminal proceedings, probate, and divorce and child custody procedures. Providing the most basic assistance has been a daily occurrence at the Law Library.

# Marin County Law Library

## Annual Report

### FY 2021/2022

---

#### **Fundraising Possibilities**

The Law Library's network infrastructure is outdated, increasingly unreliable and needs to be replaced. First, the Law Library's internet bandwidth had to be increased to accommodate the technological demands of online programming. Now, several essential components of our network infrastructure need to be replaced and upgraded to maintain a secure and reliable internet connection. The Law Library plans to seek grants to defray some of the cost but will need additional funding sources.

The Marin County Board of Supervisors may at any time exercise its authority pursuant to California Business and Professions Code Section 6324, which allows them to "appropriate from the county treasury for law library purposes such sums as may in their discretion appear proper". Given the Trustees' commitment to helping self-represented patrons because of the large unmet need for these services in Marin County, it is hoped that the Marin County Board of Supervisors would recognize that a small investment to support the Law Library's effort could reap great rewards.

#### **Conclusion**

The Trustees of the Marin County Law Library remain committed to providing access to legal resources and information for the attorneys and residents of Marin County. Fiscal Year 2021/2022 continued the process of reopening the Law Library after the major COVID-19 period. In addition, the Marin County Law Library continued to move in a forward direction, but much work is still required for the future. This work includes updating and replacing the Law Library's digital infrastructure, obtaining other revenue streams, bringing in more staff, and finding alternatives for legal resources.

**FY 2021-2022 Profit & Loss Statement**  
**For June 21, 2022 Board Meeting**

[illegible]

522930	Copy Machines	\$	-		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		\$	-
	DeLage Landen																			\$	-
	HiTech																			\$	-
	Marin Copier																			\$	-

## **Vision Consolidated**

- Improve compensation for staff
- Offer various programs; 1-stopshop for self-represented litigants
- Weed out publications
- Library is vital hub and “front of mind” resource
- Marketing and branding

## Law Library Vision Brainstorm

- Law Library well-known and utilized (1 pink/1 yellow dot)
- Library is vital hub and “front of mind” resource (3 green/1 yellow)
- When need legal help, library is first resource thought of among others
- Need more bodies in the building
- Law Library erstwhile partner to those seeking legal services
- Offer various programs; 1-stop shop for self-repped litigants. Eg. Reasonable accommodations, workshop, restraining orders, simple will (1 pink, 3 green, 1 yellow)
- Partnering with other agencies (1 yellow)
- “Access to Justice” services
- Partnership with self-help legal services at Civic Center, i.e. Forms vs research, more time (we have)
- Raise \$1,500/month (1 pink)
- Partner with others to offer computer skills training (checked)
- Support staff training (1 pink/1 green) (checked)
- State of the art technology (1 pink/1 yellow)
- More welcoming environment-plants, etc. (1 pink)
- Video library of legal procedures, etc.
- Expand staff to meet new needs-resources (1 green/3 yellow)
- More money and sources of money-educate super and public regarding costs to run Law Library (1 pink)
- Visibility and utility of library will result in self-perpetuating viability
- Marketing and branding (2 pink)
- Dynamic and interactive website
- Sponsorship by law firms and legal service providers (2 green) (checked)
- Make sponsorship visible to public i.e. Plaque, website, public, and renewable annually (1 yellow)
- Recognition events-publicity (1 yellow)
- Funding to provide for above
- Weed out publications-decision-making re what to toss: blue ribbon panel of experts (2 pink/1 green) (checked twice)
- \$ resource for solo practitioner to be “champion of underdog” (checked)
- Adhere to fundamental purpose of County Law Library
- Leverage County for more resources, i.e. Staff (1 pink/1 green)
- Improve compensation for staff (3 pink)
- Increase relationship with Friends of Law Library (1 green)
- Offer Law Library memberships for benefits/services; scaled to income (2 yellow) (checked)
- Improve Law Library catalog service
- Offer MCLE Credits as revenue stream (2 green)

## **Checking in with the Past**

- Grateful for Librarian
- Initial discussion re fundraising
- Realization of Friends Group
- Lawyers in Library put us on map
- Updating resources; equipment, etc.
- Achieved basic stability financially
- Quality and stability of staff
- Cohesive Board of Trustees
- Trustees go above and beyond call of duty
- Board recognition of transformation of types of patrons
- Volunteer contributions
- Bill Hale enlightened me to needs of self-repped patrons
- Support from judiciary
- Support from MCBA

## **Sorries**

- Unable to pay staff their worth yet
- Departure of Bettina because of not being able to ensure safety of staff
- Slow progress of fundraising



# Marin County Law Library 2018-2023 Strategic Plan

<b>What</b>	<b>Who</b>	<b>When</b>	<b>Resources</b>	<b>Roadblocks</b>	<b>Strategies</b>
<b>Strategic plan</b>	Board and staff	Finish March 2019-Execute Sept. 2019	See below	See below	See below
Improve Funding/Staff compensation:	Board	Ongoing	Time & money	Time & money & more people	Advocacy at State level, expand services, PR
1. CCCLL advocacy	Laurie	Ongoing	Time, money	Time & money & more people	Updated budget
2. Fundraising & Grants: . Research re foundations & individual donors . Their grant cycles-apply for grants	Friends of Library	Plan by Sept. 2018/Execute Oct./Ongoing	Time, money, Friends, Board, Supplies, Info-fact sheet	More people	Ask LL Board for suggestions, Civic Center volunteers/CVNL
3. LL Memberships and Sponsorships (Friends), recruit Board members for Friends	Board members and subcommittee	Nov. 2018-Plan	MCBA Newsletter and events, social media, website	More people	Ask LL Board for suggestions, Civic Center volunteers/CVNL
4. Host MCLE's	Board, staff, MCBA	February 2019	Approval, presenters, topics	Manpower, time, seed money	Conversation with MCBA, incorporate in budget
5. Increase fees for MCLE's CDs	Board	Aug. 2018 Board meeting	Agendize, add to MCBA news	Quorum at Board meeting	Done
6. Research history of County funding of LL: . Advocate to Supervisors: . Becoming more visible	Board and Friends; Board and staff and Friends	Jan. 2019 & continuous	Board, staff time, money, LL Board subcommittee	County budget & cautious perspective	Do homework, behind the scenes research, develop better communication with Court Clerks and admin staff
7. Leveraging resources with County	Board and staff	July 2019, do 360 review	Manpower & information	County	Research, homework, negotiation
8. Expand staff, i.e. Assistant, to meet needs	Board and staff	ASAP	Volunteers	Funding	See above
9. Weeding out of publications	Blue ribbon panel	Ongoing	Trustee committee, staff, volunteers	Consensus on discard list	Establish committee to consider implications

# **Marin County Law Library 2018-2023 Strategic Plan**