

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

Due to the continuing threat of COVID-19, 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 clicking on the link below or by typing the link into your web browser or by telephone by calling in to the telephone number below:**

Topic: **MCLL Board Meeting**

Time: **Jan 18, 2022, 05:00 PM Pacific Time (US and Canada)**

Join Zoom Meeting

<https://us02web.zoom.us/j/89988623740>

Meeting ID: **899 8862 3740**

Passcode: **425211**

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 899 8862 3740

Passcode: 425211

Find your local number: <https://us02web.zoom.us/j/89988623740>

**Agenda**

**Call to Order\***

1. **Consent Calendar**
  - 1.1 Approve Resolution 2022-1 to Hold Board Meetings Remotely on January 18, 2022 and February 15, 2022 Due to the Continued Threat of COVID-19
  - 1.2 Approve Minutes of December 14, 2021, Regular Board Meeting
  - 1.3 Approve January 2022 Warrants
  
2. **Open Time for Public Expression**

3. Financial Report
  - 3.1 December 2021 Fiscal Report
4. Librarian's Report (see written report)
5. Committee Reports
  - 5.1 Civic Engagement
  - 5.2 Accountants Committee
  - 5.3 Personnel Committee
  - 5.4 Grants for Infrastructure
6. Old Business
  - 6.1 **Discussion and Action Item:** Hiring Staff During Search for and Transition to New Director and Related Changes to Hours of Operation
  - 6.2 **Discussion and Action Item:** Community Service Programs During Transition to New Director
7. New Business
  - 7.1 **Discussion and Action Item:** Resolution 2022-2 Approving Certificate of Recognition for Jackie Grossman
  - 7.2 **Discussion and Action Item:** Hire Bookkeeper to Manage Payroll
  - 7.3 **Discussion Item:** Prepare Boards and Commissions Report
8. Board Members' Suggestions for Next Month's Agenda
9. Adjournment  
The next board meeting will be held on Tuesday, February 15, 2022, at 5:15 p.m.

**Upcoming Events FYI:**

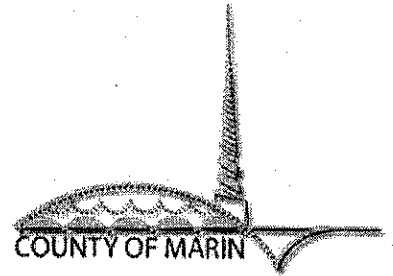
- Lawyers in the Library – Program Suspended from 1/27/22 – 2/24/22
- First Thursdays at the Law Library – To Be Determined
- Deadline to Submit Reports for February 15, 2022 Board Meeting: 2/8/22

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\* 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.*

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.

*BOARD OF TRUSTEES:*  
Kristine Fowler Cirby, Esq., President  
Tracy Barrett, Esq., Vice President  
Denise Bashline  
Donald Drummond, Esq.  
Walter Cook, Jr., Esq., MLIS

Tuesday, January 18, 2022

**RESOLUTION 2022-1**

**RESOLUTION REGARDING TELE/VIDEO-CONFERENCE MEETINGS  
DURING THE COVID-19 STATE OF EMERGENCY**

**WHEREAS**, on March 4, 2020, Governor Newsom proclaimed, pursuant to his authority under the California Emergency Services Act, California Government Code Section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

**WHEREAS**, on September 16, 2021, Assembly Bill 361 (AB 361) was signed by Governor Newsom, allowing legislative bodies to suspend the teleconferencing requirements of the Brown Act and meet virtually during a proclaimed state of emergency under certain circumstances; and

**WHEREAS**, the continued local rates of transmission of the virus and variants causing COVID-19 are such that the County of Marin Director of Health & Human Services has recommended that the County continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings; and

**WHEREAS**, in light of this recommendation the Marin County Law Library Board of Trustees deems it prudent for the health and safety of its members, employees and the public to meet via tele/video conference;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. There is an ongoing proclaimed state of emergency relating to COVID-19 which continues to directly impact the ability of County legislative bodies to meet safely in person.

2. Local officials continue to recommend measures to promote social distancing and meeting in person would present imminent risks to the health or safety of those in-person attendees of this legislative body, within the meaning of California Government Code section 54953(e)(1).
3. The board has determined that the January 18 and February 15, 2022 board meetings shall be held remotely for the health and safety of the attendees during the continued state of emergency caused by COVID-19.

**PASSED AND ADOPTED** at a regular meeting of the Marin County Law Library Board of Trustees held on this 18th day of January, 2022, by the following vote:

Trustee \_\_\_\_\_ moved for approval of Resolution 2022-1.

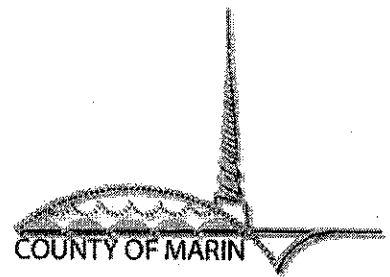
Trustee \_\_\_\_\_ seconded the motion for approval.

Vote: \_\_\_\_ Ayes    \_\_\_\_ Nays    \_\_\_\_ Abstention(s)

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

Minutes of 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.

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

Tuesday, December 14, 2021, at 5:15 p.m.  
By Remote Connection

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

President Kristine Cirby called the meeting to order at 5:19 p.m. and thereafter presided.

1. Consent Calendar
  - 1.1 Approval of Minutes of November 23, 2021, Regular Board Meeting
  - 1.2 December 2021 Warrants  
November 23, 2021 Minutes were removed from consent calendar because Denise requested a correction to the minutes. Denise moved to approve the December 2021 Warrants as presented; Tracy seconded. Motion passed: 5 Ayes, 0 Noes, 0 Abstentions.
2. Open Time for Public Expression – There were two comments from the public thanking Jonathan for his work on the Friends Group and thanking Laurie for her service as Law Library Director.
3. Financial Report
  - 3.1 November 2021 Fiscal Report  
The Fiscal Report for November 2021 was attached to the agenda packet. MCLL began the month of November with \$201,852 in its fund and ended the month with \$205,248, a net gain of \$3,396. Filing Fee Revenue for November was \$15,930; Expenses totaled \$12,534. YTD Revenue (7/1/21 – 11/30/21) was \$174,127 and YTD Expenses were \$74,184 leaving a FY 2021-2022 budget balance of \$99,943.
4. Librarian's Report - a written report was attached to the agenda packet. Laurie provided an update on the search for an administrative assistant to replace Danni. In addition, she gave a report on the Law Library's fiscal situation with Marin DOF, including the challenges with the payroll schedule inherited from them, how it does not correlate well with the dates for quarterly reporting to the EDD, and how time-consuming it often is to reconcile the financial data posted to Munis by DOF with the figures in the Law Library's monthly profit and loss statement (which come from ADP and invoices from vendors). She recommended that MCLL hire a CPA to review our financial status. She also recommended that the Law Library hire a bookkeeper to handle the monthly financial transactions and reporting. Although the Law Library has

simplified its payroll tax reporting to the EDD by eliminating one of its Tax ID Numbers, the quarterly reporting remains a concern for the reasons stated above. A brief conversation with the bookkeeper that the Law Library hired to look at our account a year ago yielded her recommendation that the Law Library set up its own bank account for most of its transaction to distance us from reliance on the County's recordkeeping. Of course, the Law Library will still have to report its financial transactions to the County so it will not entirely eliminate the need to create journal entries in Munis. Discussion ensued among the trustees. Kris appointed Donald and Tracy to the Accountant Committee to look into the matter and report back at the next board meeting.

## 5. Committee Reports

5.1 Civic Engagement – Denise expressed thanks for the essential work Laurie has done to facilitate the First Thursdays events, Lawyers in the Library and managing the Law Library. She reported that Lori Frugoli from the District Attorney's Office and Shelley Scott from the Assessor/Recorder's Office will present in January 2022 about a new county program to protect the public from real estate deed fraud. She also stated that the attorneys from Legal Aid of Marin who spoke at the December First Thursday event are interested in collaborating with the Law Library on future presentations and classes.

### Minutes of November 23, 2021 Regular Board Meeting

Denise stated that her request at the November 23, 2021 board meeting that Jonathan provide a written report summarizing Friends Group activities for the record was missing from the Minutes. She requested that the Minutes be corrected to include it. Denise moved for approval of amending the November 23, 2021 Minutes to include her request for a written report from Jonathan regarding the Friends Group for board records; Donald seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. Denise then moved for approval of the November 23, 2021 Minutes as amended; Tracy seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

## 6. Old Business

### 6.1 Discussion re End-of-Year Donation Letter

Kristine asked if the trustees had received the Donation Letter from Laurie and reminded them to send it out to their colleagues and friends. She further requested that Laurie send the Donation Letter to the Mailing List of Marin County Attorneys that was created several years ago by a Law Library Volunteer. Denise volunteered to assist Laurie on the mailing task.

## 7. New Business

### 7.1 Discussion re Director's Resignation and Search for A New Director

The trustees each thanked Laurie for her outstanding work as Law Library Director these past 7 years. Jackie also commented that Laurie had done a fantastic job of "wearing so many hats" while serving as the Director. There was discussion regarding the job description for the director position (attached to agenda packet). Laurie will send the job description to the NOCALL for posting on their job board. Walter has expressed interest in the position. Laurie reported that Steven offered to make inquiries at a temp agency for Law Librarians regarding filling the position during the transition period. Taylor & Associates supplies temporary Law Librarians and temp-to-hire Law Librarians. Jackie commented that Taylor & Associates has a good reputation for the work they do.

7.2 Discussion re Community Service Programs During Transition to New Director

There was discussion regarding Lawyers in the Library and First Thursdays at the Marin County Law Library during the transition period to a new director. First Thursdays will continue; Denise will manage scheduling the speakers and responding to registrations and Kris will host the meetings on Zoom. Lawyers in the Library program will be suspended from January 27 through February 24, 2022, to provide time to plan for continuation of the program as is or to re-envision the program. Laurie will notify MCBA, the Court and post notices on the Law Library's website.

7.3 Discussion re Holiday Bonus Payments to Staff and Director

Kristine moved for approval of \$500 each for Robert and Steven and \$1,000 for Laurie; Jonathan seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda – Reports by members of Accountant Committee, Personnel Committee and Grants for Internet/Computer Infrastructure Project.

9. Adjournment

All relevant business having come before the board, Denise moved to adjourn the meeting and Jonathan seconded. Motion passed with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:38 p.m. The next board meeting will be held on Tuesday, January 18, 2022, at 5:15 p.m. on Zoom.

Respectfully submitted,

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Kristine Fowler Cirby, Esq.  
President, Board of Trustees

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Laurie Vaala-Olsen, Ex-Officio  
Secretary

**Marin County Law Library**  
**January 2022 WARRANTS**  
(Account Balance \$205,248)

Item No.	Vendor	Current Amount Due	Suggested Payment
1	AT&T Calnet 3	\$ 108.11	\$ 108.11
2	CEB Print	\$ 267.63	\$ 267.63
3	CEB OnLAW	\$ 341.59	\$ 341.59
4	Comcast Business	\$ 207.52	\$ 207.52
5	Lexis	\$ 1,470.79	\$ 1,470.79
6	SPTJ (Chien Liew Consulting)	\$ 175.00	\$ 175.00
7	US Bank (Craigslist, Sonic, Costco, Home Depot )	\$ 224.57	\$ 224.57
8	USLI	\$ 531.20	\$ 531.20
9	Westlaw Next	\$ 2,087.84	\$ 2,087.84
10	West Publishing	\$ 1,184.51	\$ 1,184.51
	<b>Totals:</b>	<b>\$ 6,598.76</b>	<b>\$ 6,598.76</b>

**Salaries: \$5,843.62**

**Total Expenses: \$**

<b>Total Revenue Available:</b>	<b>\$ 205,248.00</b>
<b>Total Expenditures (proposed):</b>	<b>\$ 12,442.38</b>
<b>Remaining Cash Balance:</b>	<b>\$ 192,805.62</b>



	Actual June FY 2020- 2021	Actual July 2021	Actual August 2021	Actual September 2021	Actual October 2021	Projected November 2021	Projected December 2021	Projected January 2022	Projected February 2022	Projected March 2022	Projected April 2022	Projected May 2022	Projected June 2022	Actual July - Nov. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2021-2022 Approved Projected Budget
<b>Starting balance</b>	\$ 111,422	\$ 107,599	\$ 102,616	\$ 203,865	\$ 204,141	\$ 201,852	\$ 205,248	\$ 206,649	\$ 205,268	\$ 203,887	\$ 202,482	\$ 201,077	\$ 199,673	\$ 198,268		
<b>Revenue</b>																
451970 Filings	\$ 11,634	\$ 9,383	\$ 22,889	\$ 13,415	\$ 18,388	\$ 15,930	\$ 14,865	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 80,005	\$ 167,370	\$ 145,000
441115 Interest	\$ 58	\$ -	\$ -	\$ 22	\$ -	\$ -	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 22	\$ 547	\$ 900
462650 Photocopies	\$ -	\$ -	\$ 448	\$ -	\$ 405	\$ -	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 853	\$ 1,611	\$ 1,300
470410 Book Sales	\$ -	\$ -	\$ 621	\$ -	\$ 40	\$ -	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 63	\$ 661	\$ 1,098	\$ 750
470330 Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	\$ 1,750	\$ 3,000
470110 Fax/Paper Sales	\$ -	\$ -	\$ -	\$ -	\$ 3	\$ -	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 4	\$ 3	\$ 32	\$ 50
441215 Conference Room	\$ -	\$ -	\$ 54	\$ -	\$ -	\$ -	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 54	\$ 433	\$ 650
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ -	\$ 350	\$ 600
461810 Miscellaneous Receipts	\$ -	\$ -	\$ 92,224	\$ -	\$ 305	\$ -	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 83	\$ 92,529	\$ 93,113	\$ 1,000
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610 Passport Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Revenue Total:</b>	\$ 11,692	\$ 9,383	\$ 116,236	\$ 13,436	\$ 19,141	\$ 15,930	\$ 15,553	\$ 12,771	\$ 12,771	\$ 12,771	\$ 12,771	\$ 12,771	\$ 12,771	\$ 174,127	\$ 266,304	\$ 153,250
<b>Expenses</b>																
<b>Staff</b>																
511110 Librarian	\$ 4,177	\$ 4,250	\$ 4,195	\$ 4,227	\$ 6,500	\$ 4,134	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 23,305	\$ 54,805	\$ 54,000
511220 Extra Hire	\$ 2,135	\$ 1,950	\$ 2,129	\$ 2,042	\$ 3,173	\$ 1,819	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 11,113	\$ 25,113	\$ 24,000
515110 Social Security	\$ 391	\$ 384	\$ 392	\$ 389	\$ 600	\$ 369	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 417	\$ 2,134	\$ 5,051	\$ 5,000
515115 Medicare	\$ 92	\$ 90	\$ 92	\$ 91	\$ 140	\$ 86	\$ 92	\$ 92	\$ 92	\$ 92	\$ 92	\$ 92	\$ 92	\$ 499	\$ 1,141	\$ 1,100
513215 Health Benefits	\$ 1,123	\$ 1,123	\$ 1,123	\$ 1,123	\$ 1,123	\$ 1,175	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 917	\$ 5,668	\$ 12,084	\$ 11,000
514110 Workers Compensation	\$ 73	\$ 295	\$ 519	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 814	\$ 1,514	\$ 1,200
515120 Unemployment Insur.	\$ -	\$ 66	\$ 72	\$ 69	\$ 108	\$ 62	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 378	\$ 1,136	\$ 1,300
<b>Administrative Expenses</b>																
521610 Insurance - Subtotal	\$ -	\$ -	\$ 271	\$ -	\$ 1,968	\$ -	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 375	\$ 2,238	\$ 4,863	\$ 4,500
USLI			\$ 271		\$ 271											
Complete Equity Markets Hartford					\$ 1,697											
522210 Memberships/Prof Develop.	\$ 40	\$ -	\$ 20	\$ 35	\$ -	\$ -	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 55	\$ 524	\$ 800
CCCLL																
MCBA			\$ 20													
MLCPA																
NOCALL	\$ 40															
MCEAC				\$ 35												
522410 Office Expenses	\$ 256	\$ 132	\$ 122	\$ 540	\$ 96	\$ -	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 167	\$ 890	\$ 2,059	\$ 2,000
522310 Projects	\$ 141															\$ -
522510 Professional Services (ADP Payroll)		\$ 213	\$ 148	\$ 148	\$ 222									\$ 731		
522930 Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
DeLage Landen																
HiTech																
Marin Copier																
<b>Staff Subtotal:</b>														\$ 43,911	\$ 100,844	\$ 97,600

	Actual June FY 2020- 2021	Actual July 2021	Actual August 2021	Actual September 2021	Actual October 2021	Projected November 2021	Projected December 2021	Projected January 2022	Projected February 2022	Projected March 2022	Projected April 2022	Projected May 2022	Projected June 2022	Actual July - Nov. Subtotals	EST. ANNUAL TOTALS Jul - June	FY 2021-2022 Approved Projected Budget	
521310	Sonic Email		\$ 24	\$ 24	\$ 24		\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 3,780	\$ 9,611	\$ 10,000	
	Comcast Internet	\$ 191	\$ 191	\$ 191	\$ 206	\$ 206	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 72	\$ 247	\$ 300	
	AT&T Phone	\$ 113	\$ 115	\$ 110	\$ 105	\$ 103	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 999	\$ 2,336	\$ 2,292	
	SPTJ	\$ 263	\$ 788	\$ 1,138	\$ 175	\$ 175	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 507	\$ 433	\$ 1,203	\$ 1,320	
														\$ 2,275	\$ 5,824	\$ 6,084	
														Admin Sub.	\$ 7,694	\$ 17,057	
	<b>Collection</b>																
522815	Publications Upkeep													Collection Sub	\$ 22,580	\$ 54,710	\$ 55,000
	Other	\$ -	\$ -											\$ -	\$ -		
	CEB	\$ 2,349	\$ 675	\$ 845	\$ 645	\$ 1,719	\$ 1,377	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 1,015	\$ 5,262	\$ 12,367	\$ 12,178	
	Lexis Nexis	\$ 818	\$ 821	\$ 34	\$ 34	\$ 34	\$ 34	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 292	\$ 956	\$ 3,000	\$ 3,500	
	WestLaw	\$ 2,130	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 2,088	\$ 10,439	\$ 25,054	\$ 25,054	
	West Publishing	\$ 1,184	\$ 1,185	\$ 1,185	\$ 1,185	\$ 1,185	\$ 1,185	\$ 1,182	\$ 1,182	\$ 1,182	\$ 1,205	\$ 1,205	\$ 1,205	\$ 5,923	\$ 14,289	\$ 14,268	
522410	Book Binding													\$ -	\$ -		
	Expense Total:	\$ 15,516	\$ 14,366	\$ 14,987	\$ 13,160	\$ 21,430	\$ 12,534	\$ 14,152	\$ 14,152	\$ 14,152	\$ 14,176	\$ 14,176	\$ 14,176	\$ 14,176	\$ 74,184	\$ 172,611	\$ 169,900
	<b>Fund Balance</b>	\$ 107,599	\$ 102,616	\$ 203,865	\$ 204,141	\$ 201,852	\$ 205,248	\$ 206,649	\$ 205,268	\$ 203,887	\$ 202,482	\$ 201,077	\$ 199,673	\$ 198,268			

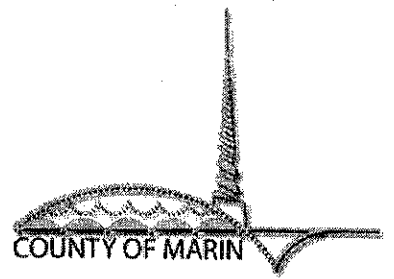
## MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2008/2009	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022
MONTH													
JULY	<b>20,659.00</b>	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	<b>9,382.59</b>
AUGUST	<b>19,922.00</b>	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	<b>22,888.81</b>
SEPT.	<b>21,723.00</b>	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	<b>13,414.73</b>
OCTOBER	<b>19,623.00</b>	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	<b>18,388.13</b>
NOVEMBER	<b>19,115.00</b>	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	<b>15,930.29</b>
DECEMBER	<b>20,339.00</b>	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	<b>14,865.21</b>
JANUARY	<b>15,573.00</b>	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	<b>14,193.66</b>
FEBRUARY	<b>20,986.00</b>	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	<b>16,148.00</b>	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	<b>17,975.00</b>	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	<b>19,948.00</b>	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	
JUNE	<b>23,462.00</b>	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	
<b>ANNUAL TOTALS</b>	<b>235,472.53</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	<b>109,063.42</b>

FISCAL YEAR	2008/2009	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
<b>JAN. TOTALS</b>	<b>136,954.00</b>	<b>153,769.99</b>	<b>138,113.25</b>	<b>122,258.97</b>	<b>108,239.15</b>	<b>104,317.08</b>	<b>98,203.30</b>	<b>96,826.61</b>	<b>105,540.65</b>	<b>99,324.28</b>	<b>102,886.11</b>	<b>68,942.50</b>	<b>109,063.42</b>

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.

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.

BOARD OF TRUSTEES:  
Kristine Fowler Cirby, Esq., President  
Tracy Barrett, Esq., Vice President  
Denise Bashline  
Donald Drummond, Esq.  
Walter Cook, Jr., Esq., MLIS.

Tuesday, January 18, 2022, at 5:15 p.m.

**RESOLUTION 2022-2**

**Whereas** Jackie Grossman has served long and honorably as a library consultant to the Marin County Law Library Director and Board of Trustees, and

**Whereas** Jack Grossman has recently completed 6 years as a library consultant to the Marin County Law Library Director and Board of Trustees,

**Whereas** the Members of the Marin County Law Library Board of Trustees wish to and do with this resolution, express their appreciation to Jackie Grossman for her 6 years of dedicated service.

**NOW THEREFORE BE IT RESOLVED** that Resolution 2022-2 is approved.

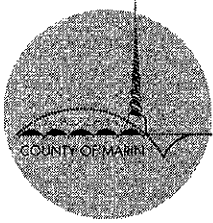
Trustee \_\_\_\_\_ moved for approval of Resolution 2022-2.

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



# COUNTY ADMINISTRATOR'S OFFICE

## 2020 - 22 BUDGET

### BOARDS AND COMMISSIONS BIENNIAL REPORT

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*Please note that this report should reflect accomplishments, goals, initiatives, etc. for the entire two year budget cycle (July 1, 2020 – June 30, 2022). The next time this report will be updated will be for the 2022-2024 budget cycle (July 1, 2022 – June 30, 2024).*

*Please fill out all sections. Click on the gray boxes where prompted to enter text. Any sections that are not applicable can be notated as "N/A".*

#### I. Commission Name/Title

Marin County Law Library

#### II. Commission Purpose/Mandate

The Marin County Law Library Board of Trustees shall maintain a law library and make and enforce all rules, regulations and by-laws necessary for the administration, governance and protection of the law library. The Board may also purchase books, journals, other publications and other personal property and may dispose of obsolete or duplicate books and other unneeded or unused property.

The Marin County Law Library serves the general public and legal professionals alike by providing patrons with access to legal information and resources in a variety of media, with research assistance, while maintaining a flexible and supportive presence that fosters the ends of community service and social justice.

#### III. Accomplishments for 2018-20 budget cycle (July 1, 2018 – June 30, 2020)

**Goal #1: Work with Friends of the Marin County Law Library Group to develop financial support for the Law Library.** In 2018, the advocacy efforts of the Marin County Law Library Director, in collaboration with County Law Library Directors throughout the State, resulted in \$78,109 in supplemental funding for the Law Library from the 2018 CA State Budget Act.

**Goal #2: Expand library services to the Public by offering legal education classes.** The Law Library increased the number of self-represented litigants it assisted through the Lawyers in the Library program, greatly expanded its print and digital resources for self-represented litigants and implemented "First Thursdays at the Law Library" in an effort to reach a broader cross-section of the public by inviting community service organizations, agencies and county departments in Marin to speak about the services they provide to the public.

**Goal #3: Develop on-site MCLE course offerings for the legal community.** Efforts are continuing to develop MCLE course offerings at the Law Library. We purchased several new CDs of MCLE courses, which are available for attorneys to check out of the Law Library.

**Goal #4: Invest in professional development of Law Library Staff with an emphasis on improved public service.** Established a line item in the budget to support the Law Library Director's participation in continuing education and professional development opportunities, including attending classes and statewide and regional meetings of CA County Law Librarians.

**Goals and Key Initiatives for 2020-22 budget cycle (July 1, 2020 – June 30, 2022)**

*List the Board/Commission's most important goals (up to 5). These goals should be statements that reflect your highest priorities, which may or may not change over time.*

*Below each goal, list 1-5 key initiatives (activities) that the Board/Commission will be working on that will help make progress toward that particular goal. Typically, initiatives are discrete activities that can be achieved over the course of one or two years.*

**Goal #1: Continue Efforts to Seek Funding for Marin County Law Library from California State Budget**

**2020-22 Key Initiatives for Goal #1**

- Support Law Library Director's attendance at CCCLL meetings to develop and implement statewide strategy for seeking funding for CA County Law Libraries in the state budget
- Support Law Library Director's participation in advocacy efforts at the CA State Capitol to seek supplemental funding for CA County Law Libraries
- Support Law Library Director's local efforts to seek support for supplemental funding for CA County Law Libraries in the state budget

**Goal #2: Develop Classes for Self-Represented Litigants and MCLE Classes for Attorneys**

**2020-22 Key Initiatives for Goal #2**

- Develop class instructing self-represented litigants how to present themselves in court
- Collaborate with Marin County Bar Association to present MCLE courses for attorneys

**Goal #3: Increase Outreach Efforts to the Public**

**2020-22 Key Initiatives for Goal #3**

- Build momentum of "First Thursdays at the Law Library" program to inform the public about service agencies and organizations in our community
- Launch Logo Contest for high school and college age students to create a logo for Marin County Law Library that reflects our vision of "Bringing Justice to Marin Through Information"

**Goal #4: Continue Fundraising Efforts in the Community**

**2020-22 Key Initiatives for Goal #4**

- Reach out to Marin County Bar Association for donations
- Install Donation Box at front desk of Law Library
- Finalize relationship with Friends of the Marin County Law Library
  - Complete requirements for establishing a 501(c)(3) organization
  - Enter into MOU with Friends
  - Collaborate to put on major fundraising event for Law Library

**Goal #5: Support Continued Professional Development of Law Library Staff**

**2020-22 Key Initiatives for Goal #5**

- Encourage professional development of Law Library Staff by supporting their attendance at continuing education classes and seminars
- Support Law Library Staff participation in professional organizations

**IV. Key Challenges and Issues**

*Please list any challenges in achieving your 2020-22 budget cycle goals.*

Adequate funding continues to be a significant challenge for the Law Library in achieving its goals. We received supplemental funding from the 2018 CA State Budget Act in FY 2018-2019, which allowed the Law Library to maintain its hours, staff and services, as well as to set aside a minimal financial reserve. However, we did not receive any supplemental funding from the State for FY 2019-2020, so finances remain tight. It will take some time to make up for the 33% decline in revenue over the previous 8 years that resulted in reductions in staffing levels, Law Library hours of operation and the legal publications collection, which ultimately limited library services to the public. While we are working to secure funding in the FY 2020-

2021 State Budget, it is by no means a certainty at this point so we cannot rely on it. However, with the help of fundraising efforts by the Friends of the Marin County Public Law Library, broader community awareness and use of the legal resources available to the public facilitated by the Lawyers in the Library Program, and expansion of fee-based special services offered by the Law Library, we are hopeful we will be able to meet the goals we have established for the 2020-2022 budget cycle.

**V. Additional Board/Commission Comments**

We at the Law Library are mindful of the tremendous challenge the Board of Supervisors face in prioritizing funding requests in this budget climate. However, funding for the Law Library over the next year is extremely important to enable the Law Library to fulfill its mission to serve residents and the County effectively, by keeping our doors open so patrons may avail themselves of the legal resources and assistance that ensure their access to justice.

**VI. Department Comments**

*If applicable, please provide any comments from the County department that this board/commission works with.*