

**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, December 17, 2024, at 5:15 P.M.

Agenda

Call to Order*

1. Consent Calendar

1.1 December 2024 Warrants

2. Open Time for Public Expression

3. Financial Report

4.1 Filing Fee Schedule – December 2024

4.2 Actuals (Income and Expenses) – November 2024

4.3 Journals and Reconciliation – November 2024

4. Librarian's Report

5. Committee Reports

5.1 Civic Engagement

5.2 Fundraising

5.3 Human Resources

6. Old Business

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

6.2 Discussion and Action: Discussion and Action re Law Library Schedule

7. New Business

7.1 Discussion and Action: Discussion and Action re Committee Formation – Document Retention Procedures and Policies Committee

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

7.3 Discussion and Action: Discussion and Action re Bonuses and PTO for Employees

7.4 Discussion and Action: Discussion and Action re Evaluation of Donation Letter

7.5 Discussion and Action: Discussion and Action re Law Library Trustee Meeting Schedule

8. Board Members' Suggestions for Next Regular Meeting Agenda

9. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 01/09/2024

First Thursdays at the Law Library on Zoom – TBA

Deadline to Submit Reports for Board Meeting on 01/21/2025: 01/14/2025

* 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 at least five working days in advance of the meeting.

A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.

Marin County Law Library December 2024 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, USPS, QUILL, PROTECT COVERS)	\$ 381.24	\$ 381.24
2	Thomson Reuters (Print) Inv. 851063560	\$ 1,257.00	\$ 1,257.00
3	AT&T CALNET Inv. 000022444449	\$ 144.90	\$ 144.90
4	RELX, Inc. (LexisNexis) Inv. 3095434872	\$ 522.00	\$ 522.00
5	Matthew Bender Invoice 43367839	\$ 49.16	\$ 49.16
6	CEB OnLaw Invoice IN00178415	\$ 384.33	\$ 384.33
7	Kyocera Copier Inv. 5031729169	\$ 422.94	\$ 422.94
8	Thomson Reuters (Westlaw Patron) Inv. 850998427	\$ 1,153.00	\$ 1,153.00
9	Comcast	\$ 69.30	\$ 69.30
10	Kaiser Permanete	\$ 1,668.52	\$ 1,668.52
11	SPTJ Consulting, Inc.	\$ 525.00	\$ 525.00
12	ADP Processing	\$ 162.80	\$ 162.80
	Totals:	\$ 6,740.19	\$ 6,740.19

Salary Expenses: \$11,273

Total Expenses: \$18,013.19

Total Revenue Available:	\$ 209,187.00
Total Expenditures (proposed):	\$ 18,013.19
Remaining Cash Balance:	\$ 191,173.81

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	0.00
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	0.00
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
ANNUAL TOTALS	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	92,383.50

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
 12/14/2024

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
REVENUE																			
Fillings	17,070	15,860	15,860	13,942	14,038	15,614	-	-	-	-	-	-	92,384	155,000	(62,617)		155,000	62,617	
Passports	350	840	700	945	1,015	-	-	-	-	-	-	-	3,850	13,000	(9,150)	Started program Feb '23	13,000	9,150	Started charging Feb '23
All Other	28	196	296	6,311	275	-	-	-	-	-	-	-	7,104	77,702	(70,598)		64,702	57,598	Assumes State Funding of \$62K
TOTAL REVENUE	17,448	16,896	16,855	21,198	15,328	15,614	-	-	-	-	-	-	103,338	245,702	(142,364)		232,702	129,364	
EXPENSES																			
Direct Staffing Expense	8,796	14,285	10,198	10,146	11,273	-	-	-	-	-	-	-	54,698	135,310	80,612		135,310	80,612	
Insurance	548	16	1,583	-	-	-	-	-	-	-	-	-	2,147	5,400	3,253		5,400	3,253	
Membership/Prof Dev	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000		-	-	
Office Expense	173	161	395	178	243	-	-	-	-	-	-	-	1,149	3,200	2,051		3,200	2,051	
Postage	66	133	120	106	206	-	-	-	-	-	-	-	630	3,200	2,570		-	(630)	
Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
Professional Svc/ (ADP)	163	244	163	163	163	-	-	-	-	-	-	-	895	3,000	2,105		1,852	957	
Copy Machines	416	416	597	416	423	-	-	-	-	-	-	-	2,268	4,992	2,724		3,200	932	
Telephone/Internet	689	1,398	824	826	757	-	-	-	-	-	-	-	4,493	20,000	15,507		20,000	15,507	Non-recurring network Upgrade Expense
Publications	4,820	3,557	4,122	3,617	3,365	-	-	-	-	-	-	-	19,482	52,600	33,118		-	(19,482)	
Bookings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
TOTAL EXPENSE	15,670	20,209	18,002	15,452	16,430	-	-	-	-	-	-	-	85,763	232,702	146,939		168,962	83,199	
NET GAIN/(LOSS)	1,778	(3,314)	(1,147)	5,746	(1,102)	15,614	-	-	-	-	-	-	17,575	13,000	(4,575)		63,740	46,165	
FUND BALANCE																			
Unrestricted Fund Balance	206,124	207,902	204,588	203,441	209,187	208,085	223,699	223,699	223,699	223,699	223,699	223,699	206,124				223,699		
Income/Loss (from above)	1,778	(3,314)	(1,147)	5,746	(1,102)	15,614	-	-	-	-	-	-	17,575				63,740		
Total Unrestricted Fund Bal	207,902	204,588	203,441	209,187	208,085	223,699	223,699	223,699	223,699	223,699	223,699	223,699	223,699				287,439		

CURRENT YEAR - Key Messages

- > Expected expense of \$233K, which assumes add'l State funding of \$62K. If not recieved a deficit will occur of \$62K
- > Yr-over-Yr remains flat, however there is a shift between of spend between Network

NEXT YEAR - Key Messages

FY 2024-2025 Profit & Loss

December 2024 Board Meeting

-----Input Actual and Forecasts in this section-----

manually move the Blue Bar to align at intersection of Act/Fcst

	Prev FY Jul - Jun '23-'24 Act	FISCAL YEAR 7/01/2023 through 06/30/2024												TOTAL FY Act/Fcst	FY 2024-2025			
		July 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025		Approved Projected Budget	(Over)/Under Plan		
		Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act		Plan	Var		
REVENUE:																		
451970 Filings	\$ 169,085	\$ 17,070	\$ 15,860	\$ 15,860	\$ 13,942	\$ 14,038	\$ 15,614	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,384	\$ 155,000	\$ 62,617
441115 Interest	\$ 5,045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
462650 Photocopies	\$ 1,587	\$ 28	\$ 148	\$ 111	\$ 174	\$ 213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 673	\$ 1,100	\$ 427
470410 Book Sales	\$ 1,874	\$ -	\$ 15	\$ 140	\$ 840	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,055	\$ 700	\$ (355)
470330 Donations	\$ 575	\$ -	\$ -	\$ 25	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 3,000	\$ 2,950
470110 Fax/Paper Sales	\$ 52	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2	\$ 50	\$ 48
441215 Conference Room	\$ 495	\$ -	\$ 25	\$ -	\$ 70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95	\$ 200	\$ 105
462610 Proctoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
461810 Miscellaneous Receipts	\$ 11,224	\$ -	\$ 8	\$ 20	\$ 5,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,230	\$ 56,652	\$ 51,422
461710 Classes/Workshops/MCLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
462610 Passport Services	\$ 11,720	\$ 350	\$ 840	\$ 700	\$ 945	\$ 1,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,850	\$ 13,000	\$ 9,150
480210 Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Total:	\$ 201,658	\$ 17,448	\$ 16,896	\$ 16,855	\$ 21,198	\$ 15,328	\$ 15,614	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 103,338	\$ 232,702	\$ 129,364
EXPENSE:																		
Staff																		
511110 Librarian	\$ 59,246	\$ 4,774	\$ 7,450	\$ 5,340	\$ 5,354	\$ 5,359	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,278	\$ 66,150	\$ 37,872
511220 Extra Hire	\$ 36,362	\$ 3,419	\$ 5,053	\$ 3,693	\$ 3,619	\$ 3,608	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,392	\$ 51,450	\$ 32,058
515110 Social Security	\$ 5,997	\$ 471	\$ 775	\$ 520	\$ 526	\$ 516	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,809	\$ 7,300	\$ 4,491
515115 Medicare	\$ 1,403	\$ 110	\$ 181	\$ 122	\$ 123	\$ 121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 657	\$ 1,710	\$ 1,053
513215 Health Benefits	\$ 4,709	\$ -	\$ 816	\$ 523	\$ 523	\$ 1,669	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,531	\$ 6,600	\$ 3,069
514110 Workers Compensation	\$ 539	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900	\$ 900
515120 Unemployment Insur.	\$ 630	\$ 23	\$ 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32	\$ 1,200	\$ 1,168
Staff Subtotal:	\$ 108,886	\$ 8,796	\$ 14,285	\$ 10,198	\$ 10,146	\$ 11,273	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,698	\$ 135,310	\$ 80,612
ADMISTRATIVE EXPENSE																		
Insurance																		
USLI	\$ 1,414	\$ 548	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 564	\$ -	\$ (564)
Complete Equity Markets	\$ 1,589	\$ -	\$ -	\$ 1,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,583	\$ -	\$ (1,583)
Hartford	\$ 1,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Subtotal:	\$ 4,148	\$ 548	\$ 16	\$ 1,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,147	\$ 5,400	\$ 3,253
Memberships/Prof Develop.																		
Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CCLL	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MLCPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NOCALL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AALL	\$ 3,551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MBRP/Prof Dev Subtotal:	\$ 3,601	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
522410 Office Expenses	\$ 2,884	\$ 173	\$ 161	\$ 395	\$ 178	\$ 243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,149	\$ 3,200	\$ 2,051
522440 Postage	\$ 1,714	\$ 66	\$ 133	\$ 120	\$ 106	\$ 206	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 630	\$ 3,200	\$ 2,570
522310 Projects	\$ 1,496	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
522510 Professional Services (ADP Payroll)	\$ 2,580	\$ 163	\$ 244	\$ 163	\$ 163	\$ 163	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 895	\$ 3,000	\$ 2,105
522930 Copy Machines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DeLage Landen	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HiTech	\$ 3,402	\$ 416	\$ 416	\$ 597	\$ 416	\$ 423	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,268	\$ -	\$ (2,268)
Marin Copier	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copy Machines Subtotal:	\$ 3,802	\$ 416	\$ 416	\$ 597	\$ 416	\$ 423	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,268	\$ 4,992	\$ (2,268)

Marin County Law Library, Board of Trustees
20 N San Pedro Rd, Unit 2007
San Rafael, CA 94903

Subject: Support the Marin County Law Library - Ensuring Access to Justice for All!

Dear Friend:

I hope this letter finds you in good health and high spirits.

On behalf of the Marin County Law Library, I am writing to urgently request your support for our mission to provide legal resources and services to our community. Our library is currently facing critical challenges due to a steep decline in legal filing fees. Without immediate assistance, we risk depleting our reserve funds and jeopardizing the future of this invaluable resource.

The Marin County Law Library serves as a sanctuary for legal professionals, students, and individuals seeking reliable legal information. We are proud to offer free legal assistance to those who cannot afford representation, to include our successful Lawyers in the Library program, and First Thursday civic outreach, featuring the work and resources of local organizations.

However, we find ourselves at a financial crossroads. The ongoing decline in legal filing fees—our primary funding source—has created a substantial gap between our operational costs and available funds. We expect this downtrend to continue. For example, in fiscal year 2012-2013, our share of filing fees totaled approximately \$204,000. In fiscal year 2021-2022, our share of filing fees was \$169,000. Our annual budget is currently at \$270,000—which falls short of meeting both our existing and growing needs. Ideally, we require approximately [\$350,000] per year to maintain our current services, ensure fair compensation for our dedicated staff, and expand existing services and fundraising efforts.

To bridge this funding gap, we have explored various avenues. The Law Library has started offering passport processing services, providing an additional source of revenue to sustain our operations. Additionally, we are in the early stages of offering notary training for our staff to develop other streams of income.

We are actively seeking support from individuals like you who share our commitment to justice and equal access to legal resources. By making a tax-deductible donation to the Marin County Law Library, you will directly contribute to:

- **Sustaining essential services.** Your support will help us maintain and expand our collection of legal resources, ensuring that our library remains a comprehensive and up-to-date hub of information for legal professionals and individuals seeking guidance.

- **Supporting our staff.** With increased funding, we can provide our dedicated staff with fair compensation, enabling us to attract and retain qualified professionals who are passionate about serving our community.
- **Expanding existing services and fundraising efforts.** Your contribution will empower us to invest in innovative programs, such as our Lawyers in the Library initiative, and strengthen our fundraising activities to bridge the budget gap effectively.

Your donation, regardless of the amount, will make a tangible impact on the lives of countless individuals who rely on the Marin County Law Library for essential legal resources and services. As a token of our gratitude, we will provide a receipt for your tax-deductible donation.

To contribute, please fill out the enclosed donation form. Together, we can ensure that the Marin County Law Library continues to be a beacon of justice, knowledge, and empowerment for our community.

Thank you in advance for your consideration and support.

With heartfelt appreciation,

[NAME]

[TITLE]

[Marin County Law Library]

Marin County Law Library Board of Trustees Meeting Schedule 2025

January 21st

February 18th

March 18th

April 15th

May 20th

June 17th

July 15th

August 19th

September 16th

October 21st

November 18th

December 16th

The Board of Trustees regularly scheduled meeting is on the third Tuesday of every month at 5:15 pm and is held at the Law Library Conference Room.

Respectfully submitted,

Denise Bashline

Trustee, Marin County Law Library

November 29, 2024