



Board of Trustees

Meeting of Wednesday, February 18, 2015

12:15 P.M.

San Diego Law Library

1105 Front St., San Diego, CA 92101

AGENDA

- 1) **Call to Order**
- 2) *** Opportunity for General Public Comment**
- 3) **Minutes**
 - a. Previous Meeting of January 21, 2015.
- 4) **Form 700 – Statement of Economic Interests**
- 5) **Financial Report**
- 6) **New Trustee Search**
- 7) **Other Reports**
 - a. Foundation Liaison Report (Judge Gill, Low)
 - b. SDCBA Liaison Report (Miller)
 - c. Legislation Committee (Adkins)
- 8) **Secretary's Report**
 - a. Law Library press & praise
 - b. Outreach activities
 - c. Facilities maintenance reports
 - d. Patron compliments/ complaints
 - e. Incident reports
 - f. Monthly Activity Report
- 9) **Other Business**
- 10) **Closed Session**
 - a. Personnel Matter
- 11) **Adjournment**

****Items with asterisks will be discussion items only****

At the beginning of the meeting, the presiding officer will ask if Board members or members of the public wish to pull other items for discussion. Items not pulled for discussion are passed in a consent resolution at the beginning of the meeting. Persons wishing to make public comment at the meeting are requested to make arrangements with the Administrative Office prior to the meeting. Persons desiring to comment on an agenda item will speak when that item comes up for discussion. An individual desiring to bring another matter to the Board's attention should be prepared to speak at the beginning of the meeting. Members of the public should limit remarks to five minutes. Materials for each agenda item, except closed session items, are available for public inspection from the San Diego Law Library Administrative Office, 1150 Front Street, San Diego, CA 92101-3904, and (619) 531-4449.

San Diego County Public Law Library
Board of Trustees
San Diego Law Library
1105 Front Street, San Diego, CA 92101
February 18, 2015
12:15 p.m.

Agenda Summary and Action Requested

No.	ITEM	SUMMARY	RECOMMEND
1.	Call to Order		Action.
2*.	Opportunity for General Public Comment		N/A
3.	Minutes of Previous Meetings	A. Approval of Minutes of January 21, 2015	Action.
4.	Form 700	A. 2014-2015 Statement Of Economic Interests Form 700 Annual Disclosures	Information.
5.	Financial Report	A. Financial Report	Information.
6.	New Trustee Search		Information.
7.	Other Reports	A. Foundation Liaison Report (Judge Gill, Low)	Information.
		B. SDCBA Liaison Report	Information.
		C. Legislation Committee	Information.
8.	Secretary's Report	A. Law Library press & praise	Information.
		B. Outreach activities	Information.
		C. Facilities maintenance reports	Information.
		D. Patron compliments/ complaints	Information.
		E. Incident reports	Information.
		F. Monthly Activity Report	Information.
9.	Other Business	A. Any new business not an Agenda Item.	Information.
10.	Closed Session	A. Personnel Matter	Action.
11.	Adjournment		Action.

Item 3: Minutes

a. Previous Meeting of January 21, 2014

**Law Library Board of Trustees
Minutes of the Meeting
January 21, 2015**

The Law Library Board of Trustees held a regular meeting, pursuant to notice thereof, on **January 21, 2015** at the **San Diego Law Library**, located at **1105 Front St., San Diego, CA 92101**.

Present: The following Board members were present: Honorable Joseph Brannigan; Honorable Julia Craig Kelety, Treasurer; Honorable David Berry; Honorable Yvonne E. Campos; Honorable David M. Gill; Nathan Low, Esq.; and Lorena Slomanson, Esq., Assistant Secretary.

Absent: Jeffrey D. Cawdrey, Esq., President;

Also Present: John W. Adkins, Director of Libraries and Secretary to the Board; Marcia O'Hara, Assistant Director of Finance & Personnel; and Cyndi Quisenberry, Administrative Support Officer.

Guests: Mara Elliott, SDLL BOT Applicant

1) Call to Order

Judge Julia Kelety, Board Treasurer, convened the meeting at 12:16 pm.

2) * Opportunity for General Public Comment

- No Public Comments

3) Minutes

- Previous Meeting of November 19, 2014

MOTION (1): Judge Kelety called for a motion to approve the minutes of November 19, 2014. Judge Gill moved to approve the minutes; Mr. Low seconded the motion, and the minutes passed unanimously. Judge Berry abstained

- Previous Meeting of December 17, 2014

MOTION (2): Judge Kelety called for a motion to approve the minutes of December 17, 2014. Judge Berry moved to approve the minutes; Judge Kelety seconded the motion, and the minutes passed unanimously. Judge Gill, Mr. Low and Judge Brannigan abstained.

Correct to Judge Berry on item 12.

4) Election of Board Officers

- **Slate**
 - All positions are up for election. President, Vice, Assistant Secretary, and Treasurer.
- **Nominations**

**Law Library Board of Trustees
Minutes of the Meeting
January 21, 2015**

MOTION (3): Mr. Adkins called for a motion to elect Judge Kelety as 2015 Board President. Mr. Low moved to approve the nomination; Judge Gill seconded the motion, and the motion passed unanimously.

MOTION (4): Judge Kelety called for a motion to elect Judge Berry as 2015 Board Vice President. Judge Gill seconded the motion, and the motion passed unanimously.

MOTION (5): Judge Kelety called for a motion for Lorena Slomanson to continue as 2015 Board Assistant Secretary. Mr. Low seconded the motion, and the motion passed unanimously.

MOTION (6): Judge Kelety called for a motion to elect Jeffrey Cawdrey as 2015 Board Treasurer. Judge Berry moved to approve the nomination; Judge Kelety seconded the motion, and the nomination passed unanimously.

5) Class Action Update

- .3% of those eligible redeemed the MCLE hours.
- Class action settlement expired on January 6, 2015.

6) Financial Report (O'Hara)

- Financial Reporting
 - Ms. O'Hara reported that November filing fees were the lowest since 2004. We are not sure the reason for this, but other counties reported low income also. SDLL filing fees are now 6% lower than they were last year at this time.
 - It has been put forward by the judges and other experts that filing fee waivers are responsible for the drop off in our filing fee.
- **Filing Fee chart**
 - Shows the steady decline from 2009.

7) Holiday Calendar

MOTION (7): Judge Kelety called for a motion to approve the 2015 Holiday Calendar. Judge Berry moved to approve the calendar; Judge Campos seconded the motion, and the 2015 Holiday Calendar passed unanimously.

8) New Trustee Search

- Judge Kelety explained the process of the appointment.
- A wide range of applicants of varying qualifications have contacted the Administration office for more information.
- Mr. Adkins ranked the applicants, and the committee will review the list and select an applicant to present to the Board of Supervisors.

Law Library Board of Trustees
Minutes of the Meeting
January 21, 2015

9) Other Reports

- **Foundation Liaison Report** (Judge Gill; Nathan Low)
 - No report

- **SDCBA Liaison Report**
 - No Report

- **Legislation Committee Report**
 - No Report

10) Secretary's Report

- a) Law Library press & praise
- b) Outreach activities
 - 10 Lectures, 2 Promotional Events, and 14 Legal Clinics.
- c) Facilities Maintenance Reports
 - 8 Maintenance Requests
- d) Patron compliments/ complaints
 - 3 Patron Compliments/Complaints
- e) Incident reports
 - 3 Incident Reports
- f) Monthly Activity Report

11) Other Business

The Board of Supervisors approved Minute Order No. 12 (Conflict of Interest Code) on January 6, 2015.

12) Closed Session

- The meeting adjourned for a closed session at 12:39 pm.
- The meeting reconvened at 1:20 pm.

13) Adjournment

- The meeting adjourned at 1:22 pm.

Item 5: Financial Report

San Diego County Public Law Library
Balance Sheet
As of December 2014

December 2014

Low Cash
2,502,250.00

ASSETS

Current Assets

Checking/Savings

0001 - Cash and investments

0010 - County Treasury	2,381,640.57
0020 - Petty Cash	225.00
0041 - Payroll Checking	52,499.77
0042 - Credit Card Checking Account	49,960.53
0050 - Wells Fargo Checking Account	
0060 - Citibank Operating Account	6,850.53
0090 - County Held Construction Funds	36,503.05

Total 0001 - Cash and investments 2,527,679.45

Total Checking/Savings 2,527,679.45

Accounts Receivable

0110 - Accounts Receivable 394,293.65

Total Accounts Receivable 394,293.65

Other Current Assets

0070 - Due from LLJF	-336.12
0160 - Deposit with others - long term	0.00
0420 - Prepaid Expenses	23,312.00
1500 - Over/under	-158.89

Total Other Current Assets 22,816.99

Other Assets

Board Designated Facilities Improvement Fund	700,000.00
Due to Facilities Improvement Fund	-600,000.00
Amount reimbursed to Facilities Improv Fund	-100,000.00

Total Other Assets 0.00

Fixed Assets

0200 - Renovation Work in Progress	77,583.46
0300 - Equipment	
0340 - Equipment	406,900.67
0350 - Improvements	4,791,348.00
0360 - Furniture	333,048.07
0370 - IT Equipment	370,740.61
0399 - Accumulated Depreciation	<u>-1,411,199.00</u>

Total Fixed Assets	4,568,421.81
Other Assets	
0155 · Prepaid Subscriptions	31,680.53
TOTAL ASSETS	<u>7,544,892.43</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0511 · Accounts Payable	11,575.37
Total Accounts Payable	<u>11,575.37</u>
Credit Cards	
0513 · Credit Card Debt	
0513-GC - BoA - Gina Catalano	1,135.89
0513-JA · Citibank MC - J. Adkins	298.67
0513-SS American Express- S Schweter	2,203.25
Total 0513 · Credit Card Debt	<u>3,637.81</u>
Other Current Liabilities	
0515 · Deposits on Account	
0517 · Security Deposits	113,974.78
0523 · Extended Services Deposits	8,153.12
Total 0515 · Deposits on Account	<u>122,127.90</u>
0519 · Sales Tax Payable	38.51
0520 · Accrued Payroll	176,926.24
0525 · Payroll Liabilities	708.30
0530 · Accrued Expenses	4,840.49
0530 · Capital Lease Payable	32,362.00
0640 · Deferred Grant Income	750.00
Total Other Current Liabilities	<u>337,753.44</u>
Total Current Liabilities	<u>352,966.62</u>
Long Term Liabilities	
0650 · AOC Advance	223,022.00
Total Long Term Liabilities	<u>223,022.00</u>
Total Liabilities	575,988.62
Equity	
0700 · Fund Balance	
0740 · Fund Balance Available	5,376,771.50
Total 0700 · Fund Balance	<u>5,376,771.50</u>

3000	Opening Bal Equity	<u>115,379.77</u>
3900	Retained Earnings	<u>1,380,304.84</u>
	Net Income	<u>96,447.70</u>
	Total Equity	<u>6,968,903.81</u>
TOTAL LIABILITIES & EQUITY		<u><u>7,544,892.43</u></u>

San Diego County Public Law Library				
Profit and Loss				
Dec-14			Approved	Projection
		Actual	Budget	of Actual
Income:		Dec-14	FY 2015	FY 2015
Income from Outside Sources:				
9821	Filing Fees: Superior Court	1,328,170	2,700,000	2,678,000
9950	Membership Fees	32,242	55,000	55,000
9190	Interest	4,289	5,000	5,000
9979	Donations	446	1,000	1,000
9990	Grants	3,192	15,000	15,000
9970	Sponsorship Income	-	5,000	5,000
	Restricted Hervey Technology Grant		-	-
Sub-Total Outside Sources:		1,368,339	2,781,000	2,759,000
Income from Library Sources:				
9181	Fines	4,070	9,000	9,000
9730	Extended Services	473	200	200
9967	Copier Income	14,073	35,000	35,000
9994	Class fees	3,257	10,000	10,000
9996	Miscellaneous - Taxable	2,578	5,000	5,000
9995	Nontaxable	927	2,000	2,000
Sub-Total Library Sources:		25,378	61,200	61,200
TOTAL INCOME:		1,393,717	2,842,200	2,820,200
EXPENDITURES:				
Personnel:				
1101	Regular Employees	586,781	1,200,000	1,200,000
1102	Part-time Employees	19,790	25,000	25,000
1160	PERS Employer Contributions	45,267	120,000	120,000
1165	Employer's FICA Expense	9,300	55,000	25,000
Library Contributions - Health Benefits				
1170-AC	Active employees	61,381	130,000	130,000
1170-RT	Retirees	52,565	140,000	130,000

1170-LI	LTD/Life/Dental	4,034		12,500		12,500
1175	Workers' Compensation	6,437		20,500		20,500
1185	Unemployment Expense	(384)		20,000		20,000
	Sub-Total Personnel:	785,171		1,723,000		1,683,000
	<u>Materials:</u>					
2215	Electronic Resources	105,307		186,000		205,000
2326	Microforms	1,169		1,200		1,200
2328	Compact Discs	3,611		6,000		7,000
2345	Books - New	444		500		500
2346	Special Funds	634		-		-
2347	Books - Disposable	143,840		350,000		330,000
2348	Books - Continuations	49,462		110,000		110,000
3470	CA Use/Sales Tax	419		3,000		3,000
	Sub-Total Materials:	304,886		656,700		656,700
	<u>Operations:</u>					
2244	Library Insurance	20,611		45,000		45,000
2300	Memberships	100		5,000		5,000
2302	Copier/Print solution	25,321		49,000		49,000
	Miscellaneous:					
2304-CC	Credit Card Acct. Charges	2,911		6,000		6,000
2304-RE	Recruiting	289		1,000		1,000
2304-MC	Misc	2,591		4,000		4,000
	Staff Appreciation	2,203		5,000		5,000
2305	Catalog Data Searches/Supplies	3,575		6,000	#	6,000
2306	Postage	1,269		4,000		4,000
2307	Printing/Copying	119		1,000		1,000
2308	Binding	346		1,000		1,000
2309	Collection Supplies (incl. tattle tape)	1,125		4,000		4,000
2311	IT Supplies/Repairs	633		9,500		9,500
2312	Office Supplies	3,194		8,000		8,000
2315	Professional & Special Services:					
2315-AU	Audit	9,000		9,000		9,000
2315-LE	Legal	-		5,000		2,000

2315-PA	Payroll	1,232		5,000		5,000
2315-SE	Security	27,137		65,000		65,000
2315-LL	Loose-leaf filing	7,380		10,000		14,000
2315-OT	Professional Services-Other	(680)				-
2315-PV	Preservation			500		500
2315-WE	Website	-		-		-
2359	Employee Auto/Bus Passes/Parking	6,526		21,000		15,000
2365	Professional Memberships	3,310		4,000		4,000
2362	Conferences/Seminars	9,148		14,600		14,600
2370	Public Relations	7,303		7,500		7,500
2390	IT:					
2391	Computer Software	-		1,500		1,500
2392	IT Outsourcing	5,918		60,000		60,000
2393	IT Maintenance	32,802		40,400		40,400
2394	T-1/Internet	20,101		42,000		42,000
	Hervey Technology Expense (see note)					-
2453	Facilities	310		1,000		1,000
4501	Equipment:					
4501-IT	IT Equipment	-		26,200		26,200
	Hervey Technology Equipment			-		-
4501-OF	Office	-		1,000	#	1,000
4501-OT	Other	-		-		-
5000	Depreciation			0		
	Reimbursement to reserves for purchase of Furniture & Technology			0		-
	Sub-Total Operations:	193,774		462,200		457,200
	TOTAL EXPENDITURES:	1,283,831		2,841,900		2,796,900
	OPERATING BALANCE:	109,886		300		23,300

Item 10:
Secretary's Report

Closing the appellate justice gap

Kevin K. Green is a certified appellate specialist, State Bar of California Board of Legal Specialization. He chaired the San Diego County Bar Association's Appellate Court Committee (now Appellate Practice Section) in 2010.



Last month, Paul S. Berger's thoughtful commentary encouraged a public dialogue on the financial barriers thwarting appellate review for many civil litigants. ("The high cost civil appeal problem," Jan. 15.) The justice gap, in the appellate realm specifically, warrants further discussion. There is no single or simple solution.

Volunteer lawyers collaborating locally, however, can help bridge the divide. Case by case, it's already happening - in Los Angeles and, now, San Diego.

The Wrenching Context

Attorneys advance the rule of law by resolving disputes through the courts, instead of our clients settling their grievance in a street fight. But most people in civil actions cannot afford a lawyer, at least on an hourly basis. Last year a law professor told the State Bar's Civil Justice Strategies Task Force that rates would need to drop to \$40 per hour for attorneys to be affordable for the bulk of the population. There are too many lawyers and, yet, too few to represent those who could benefit from legal counsel.

The justice gap in state court, where most legal disputes play out, is not new. In some spheres where the most basic human rights are at stake, such as family law, a significant majority of litigants - millions of Californians annually - go to court without an attorney. As State Bar President Craig Holden recently observed in the Daily Journal: "In any other service profession, when up to 90 percent of the users are doing it alone, it would be considered a crisis."

The justice gap is a crisis. Unless addressed, it portends adverse consequences for the judicial system itself. A process accessible only to those who can afford it risks illegitimacy in the public's eyes. The accessibility divide runs roughshod over "equal

justice under law." Those lofty words cannot be merely aspirational. The bar faces a moral imperative here (without endorsing groundless claims, which are addressed through various mechanisms).

The justice gap has been attacked from multiple angles. Private firms, large and small, contribute thousands of hours each year to pro bono work. In addition to sweat equity, lawyers donate financially. Public Counsel and related organizations play a vital role in serving those who cannot pay for an attorney. And California has adopted a "Civil Gideon" statute, the Sargent Shriver Civil Counsel Act on the books since 2009. This law is premised on the sound rationale that legal representation is essential in civil actions, involving human concerns such as child custody, domestic violence and housing, just as counsel is essential for criminal defendants facing possible loss of liberty.

The bulk of this yeoman's work, though, focuses on trial court representation. Civil Gideon is promising but depends on the Legislature appropriating funds. Pilot projects are under way.

The need for counsel is most acute on appeal. Trial court proceedings have a semblance of familiarity from popular culture. Litigants see a judge more often and may receive guidance in court on how to proceed. Appellate review is governed by different rules, a different judicial perspective, and is not fodder for movies or television. It is intimidating, bewildering and even mysterious.

On appeal, most self-represented litigants have no clue where to begin. Without rudimentary background on the appellate process, they are lost at sea. But one approach to help them get their bearings is making a tangible impact.

San Diego's Civil Appellate Self-Help Workshop

The appellate clinic at the 2nd District Court of Appeal assists litigants navigating the appellate process without counsel. That clinic opened in 2007. Until recently, it was the only program of its kind in the California appellate courts.

Last year, acting through its Appellate Court Committee, the San Diego County Bar Association launched a similar program for self-represented litigants at the 4th District Court of Appeal, Division 1. I was part of that effort with other local appellate practitioners. Although the 2nd District clinic was our inspiration, it was just a starting point.

Beginning in 2011, a working group met regularly to plan, and put into action, a program tailored to San Diego's needs and drawing upon the local support available. Many vexing issues arose for what became known as the "Civil Appellate Self-Help Workshop." We needed a location to hold the workshops, guidelines for how this new program would operate, attorney volunteers, and an objective to orient our focus.

What would the workshops seek to accomplish? Data showed that a high percentage of Division 1 appeals with self-represented parties were dismissed, or otherwise faltered, on procedural grounds, such as failure to designate a necessary transcript. The merits were not being reached because pro se litigants rarely complied with Title 8

of the California Rules of Court - the appellate rules. Avoiding procedural defaults became our driving emphasis.

The first workshop was in May 2014. The workshops are held monthly at the San Diego Law Library and overseen by the Legal Aid Society of San Diego. Both have generously offered their resources, without which the workshops would not be possible. The Division 1 justices have also provided crucial support. The court is aided when litigants without counsel are better informed on how to handle a civil appeal.

The San Diego workshops educate self-represented litigants on the appellate process, so their arguments are more likely to be heard on the merits. Among the procedural points we explain are standards of review and how to cite the record and legal authorities. We discovered we can present an objective workshop on appellate procedure without giving legal advice. The volunteer lawyers who participate do not establish an attorney-client relationship with the litigants who attend.

In September 2014, the San Diego County Bar Association was privileged to host the chief justice of California, Tani Cantil-Sakauye, at our launch event. She is encouraging other appellate districts and divisions to pursue similar programs. Presiding Justice Kathleen O'Leary, of Division 3 of the 4th District, attended one of our workshops. Lawyers involved with the San Diego effort have spoken with the Appellate Law Section of the Orange County Bar Association about a possible program.

Time to Step Up

The concept that began in Los Angeles with its appellate clinic is catching on elsewhere. Although the justice gap is vast, practitioners can help close it by collaborating locally in this time of great need. Due to severe budget cuts, the courts are hurting and, as a result, so are the litigants the judicial branch exists to serve.

Lawyers must step up to ensure access to justice. In doing so, we counter the growing perception that the judicial system is only for those who have the money to pry open the courthouse doors. Self-help programs, as far as they can, provide meaningful assistance in an imperfect world.

The bar has faced tough times since the Great Recession, especially new lawyers carrying mountainous student loan debt. But if not the bar, who will take the lead in closing the justice gap? More than anyone, this is on us.

At the appellate level, the 2nd District was the first to act and inspired the San Diego appellate bar to establish an analogous program. Who will be next?

Outreach Activities

Classes

Classes regularly offered at the library - usually by the Reference Librarians or a Database Representative.

<i>Date</i>	<i>Branch</i>	<i>MCLE</i>	<i>Title/Description</i>
1/6/15	Main	Y	Using Lexis
1/8/15	NC	Y	Using Lexis
1/30/15	Main	Y	Legal Research Using Free Websites

Lectures

Programs on special topics (frequently presented by outside speakers). These include things such as Beach Law and Us Housing Crisis.

<i>Date</i>	<i>Branch</i>	<i>MCLE</i>	<i>Title/Description</i>
1/5/15	NC	Y	Enforcement of Judgments and Court Orders by <i>Jim Steinberg, Esq.</i>
1/7/15	Main	Y	Coming Soon: Random Client Trust Audits by <i>David Cameron Carr, Esq.</i>
1/9/15	Main	Y	Substance Abuse, Recognition, Understanding and Intervention by <i>Mick Meagher, Esq.</i>
1/12/15	Main	Y	When is a Mistake Malpractice by <i>Janet Sobel, Esq.</i>
1/13/15	Main	Y	Introduction to Nonimmigrant Visas for Temporary Work and Investment in the United States by <i>Ginger Jacobs, Esq.</i>
1/14/15	NC	Y	Bias/Discrimination Elimination: A Review For Attorneys (DVD)
1/15/15	Main	Y	CEQA 101: The Stop and Think Statute by <i>Marianne Greene, Esq.</i>
1/16/15	Main	Y	Using Medical Images to Improve Litigation Results by Brett Schreiber, Esq, and Alex Urioste, MD
1/20/15	Main	Y	Attorney Fee Recovery Under Commercial General Liability Policies by <i>Bob Closson, Esq.</i>
1/20/15	NC	Y	Expunging Liens in Bankruptcy by <i>Pamela Kleinkauf, Esq.</i>
1/21/15	Main	Y	Introduction to Juvenile Dependency by <i>Annie Greenleaf, Esq.</i>
1/22/15	NC	Y	Domestic Violence, Elder Abuse, and Civil Harassment Temporary Restraining Orders: The Basics by <i>Laura Handler, Esq.</i>

1/22/15	Main	Y	All In? An Overview of Federal and California State Class Actions <i>by Manfred Muecke, Esq.</i>
1/23/15	Main	Y	Practical Solutions to Reduce Your Stress and Improve Your Performance <i>by Panel of Speakers</i>
1/26/15	Main	Y	E-Filing & E-Service in San Diego Superior Court <i>by Brooke Greene</i>
1/26/15	NC	Y	"But I just had 2 drinks!" <i>by Eric Ganci, Esq.</i>
1/27/15	Main	Y	Hello I Must Be Going: Ethics For Lawyers In Transition <i>by David Cameron Carr, Esq.</i>
1/28/15	Main	Y	Strategies for Dealing with Substance Abuse <i>by Janet Sobel, Esq.</i>
1/30/15	Main	Y	Copyrights for the Internet Age <i>by Rob Cogan, Esq.</i>

Legal Clinics

Free legal consultations organized by staff.

<i>Date</i>	<i>Branch</i>	<i>Title/Description</i>
1/8, 1/15	SB	Consumer Law Clinic <i>in partnership with LASSD</i>
1/7, 1/21, 1/28	Main	Family Law Clinic <i>in partnership with SDVLP</i>
1/21/15	NC	DA Truancy Clinic
1/6, 1/13,1/20,1/27	NC	Consumer Law Clinic <i>in partnership with LASSD</i>
1/20/15	Main	Civil Appellate Self-Help Workshop <i>in partnership with California Court of Appeal, Legal Aid, and SDCBA</i>
1/27/15	Main	Tax Clinic <i>in partnership with Legal Aid</i>

Secretary's Report: January 2015

TRIRIGA MAINTENANCE LOG Tasks

<u>Branch/Stage</u>	<u>Description of Problem</u>	<u>Follow Up/Comments</u>
Main In Process	1/21/2015-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: A fluorescent light is out in 1st floor stacks between Row11-12.	1/26/2015-Replaced bulb, ballast still needs to be replaced.
Main In Process	01/22/2015-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: The curved end of the stairwell handrail on the south 4th floor landing came unglued/off.	1/29/2015-Eddie came by to pick up the broken end of the rail. He will drill out the existing broken center rod and repair, glue & brace back in place.
NC In Process	01/28/2015-Vista (North County) Law Library: 325 S. Melrose Dr., Suite 300: 92081: We are in need of an air filter for the back of the Vista Law Library. There's an incredible odor smelling of rot & mold. They have the front door open, but it is tough to get the air in the back, and the windows are getting tougher to open. The add on locks we have get really tight with the moisture. This relates back to the T9 PM request from May 2013, REQ 1054228 WT-3750651.	Craig Cook w/ DGS is getting a filter to clear the odor. In the meantime, any classes or clinics have been moved to other rooms. Mark Esselman from San Diego Facility Solutions (SDFS 858-514-1230) came out to check the trailer floor. Cheryl Weeks-Frey & Debra Morse pointed out all of the various problem areas of the flooring; those that are soft and giving way, those that are close to doing so, as well as those that have been repaired at least once or twice. I also showed him the areas outside the trailer where water from the sprinklers drains right up to trailer. He will be contacting Craig Cook with his recommendations. This relates back to request in process, REQ 1054228, WT-3750651: (T9)Project management request for estimates to replace the trailer at the San Diego Law Library located in North County at 325 S. Melrose Dr., Ste 300, in Vista

NC In Process	1/30/2015-Vista (North County) Law Library: 325 S. Melrose Dr., Suite 300: 92081: Verified by NCRC Craig Cook, something has died & is rotting under the Vista Law Library trailer. Please remove the rotting animal from under the North County Law Library trailer. There are a lot of flies and a strong odor permeating the entire law library. Sprays have been used, but are unable to successfully mask the smell of the rotting carcass.	1/30/2015-After numerous calls to DGS and County Dept. of Agriculture, Craig Cook w/ NC DGS initiated dead animal removal for Monday (2/2) morning.
Main Complete	1/12/2015-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: I received a complaint over the weekend that the stacks areas all felt too warm. When I came in at 6:50 this morning it was very warm throughout the building and thermostats were reading anywhere from 73 - 76 degrees. Reported immediately by phone to Armando.	1/12/2015-complete. Unit had shut off sometime Friday afternoon/evening. Armando restarted the unit and temps are back to normal.
Main Complete	1/9/2015-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: The book lift dumb waiter is out of order again.	1/12/2015-complete. Since the unit is so old, weight has to be limited to about 30 lbs. Staff have been reminded to not overload the lift so as to avoid these repeated resets/repairs.
Main Complete	1/13/2015-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: MAIN LAW LIBRARY: 1105 FRONT ST., 92101: Two of the red pendulum lights are out along the east side of the 1st floor reading room, right in front of the copy center.	1/14/2015-Complete
Main Complete	01/21/2015-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: The front door was sticking open again.	1/21/2015-Complete. Door reset, no further issue.
Main Complete	01/29/2015-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: There's a fairly large roach sitting in one of the back ceiling vents in room 309 off the 3rd floor staff hallway. It doesn't appear to be moving but could someone please check it out and remove it.	1/29/2015-Complete. DGS came by with ladder and cleared the roach from the vent. Roach was already dead. They will consult with pest control if further attention is needed.
SB Complete	1/12/2015-CHULA VISTA LAW LIBRARY: 500 THIRD AVE., 91910: The lock on the bathroom door for the men's restroom became stuck/broken with a patron stuck inside. DGS was contacted immediately, emergency.	1/12/2015-Complete. DGS was able to quickly get the patron out of the restroom and the lock has been fixed. No further incident.

Patron Compliments & Complaints

Branch:	Patron Comments:
Main	"Judgment for the Plaintiff" That's me! I won my case today because of the gracious and knowledgeable staff at your downtown library. They did not give me any legal advice, but directed me to where I could find. They also showed me how I could use the computers and printer in the library to fill out my court papers so that the court clerks could read them. I am poor and could not hire an attorney, but your law library enabled me to win my case against a mad who has maliciously hurting me for years. ~ Craig LaCaille
Date:	
1/20/15	

Branch:	Patron Comments:
Main	Cheryl is awesome. She went way out of her way to help me! ~ Anon
Date:	
January	

Secretaries Report:

Patron Incident Reports

Branch:	Brief Description of Incident:
Main	White male entered the building and set off security gate. Patron did not respond to staff requests to come to the iDesk to address the situation. Security officer assisted. Staff desensitized books (not from Law Library) in patron's possession. Patron asked to use a computer for legal research. Patron went to computer station 11 where he immediately went to a pornographic website. Security Officer asked patron to leave the library because he was not conducting legal research. Patron refused. Security officer said that the Library would have to call police if he did not leave. Patron left immediately. Patron incident 223.
Date:	
January 30, 2015	
Police Notified?	
No	
Action:	
Patron asked to leave and left building	

2014-2015 Monthly Activity Report

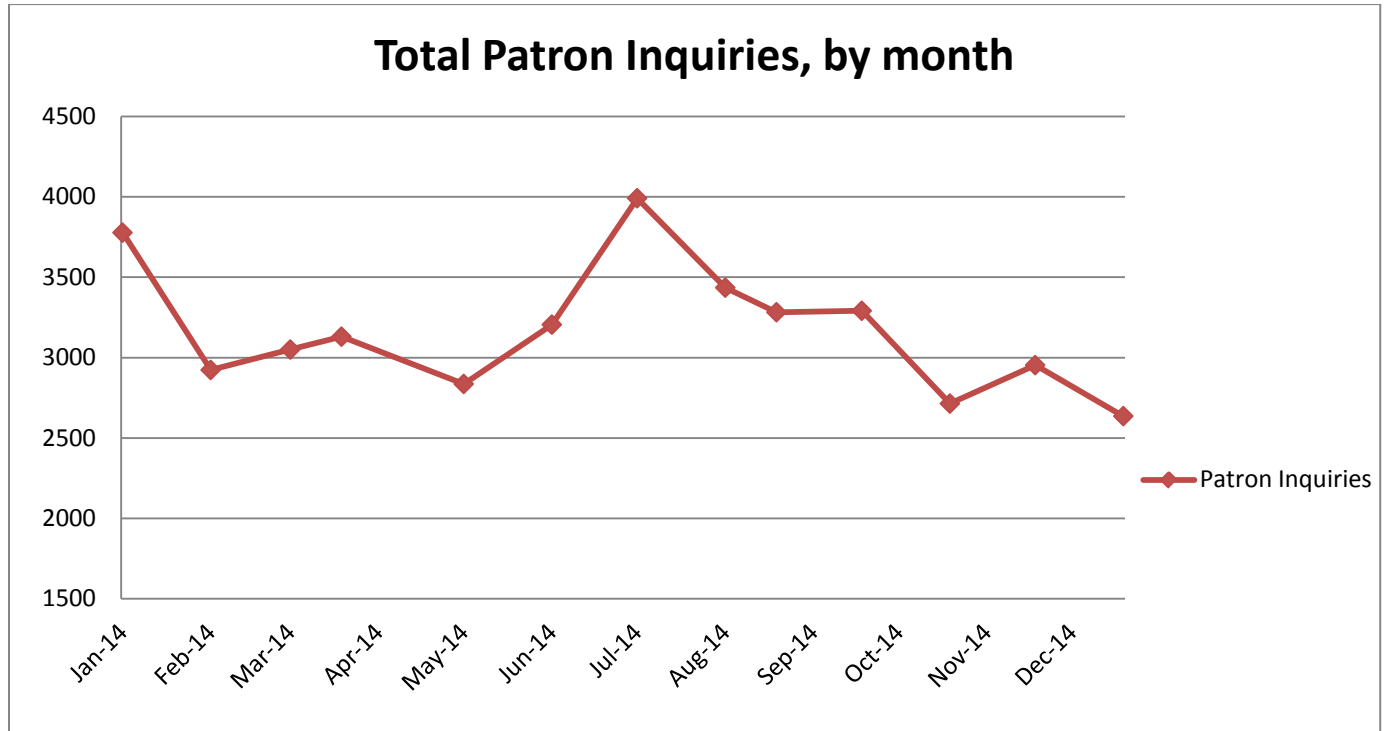
	July	August	September	October	November	December	January	February	March	April	May	June	Yearly Total	Share of Category
Gate Count (# of people)*														
East	1261	1092	684	707	599	699	351						5393	10.74%
Main	4769	4101	4162	5039	3288	3995	4550						29904	59.58%
North	1754	1548	1478	1665	1485	1505	1481						10916	21.75%
South	671	625	705	574	434	469	500						3978	7.93%
	8455	7366	7029	7985	5806	6668	6882	0	0	0	0	0	50191	
Circulation (# of items checked out, renewed, & put on hold)														
East (500)	10	16	6	12	12	18	9						83	1.04%
Main (150, 175)	594	484	552	615	664	699	850						4458	55.86%
North (300)	153	177	177	235	145	155	160						1202	15.06%
South (400)	21	13	23	22	24	53	27						183	2.29%
Via Web (800)	285	275	318	252	329	275	321						2055	25.75%
	1063	965	1076	1136	1174	1200	1367	0	0	0	0	0	7981	
Material Used In House (IUSE3)														
East	207	179	176	140	89	129	53						973	5.99%
Main	1283	1349	1693	1538	1134	1006	1190						9193	56.56%
North	869	739	887	861	654	559	611						5180	31.87%
South	180	158	147	139	110	112	61						907	5.58%
	2539	2425	2903	2678	1987	1806	1915	0	0	0	0	0	16253	
Memberships (new & renewed)														
East	1	0	0	1	1	12	9						24	1.82%
Main	30	20	33	23	87	667	281						1141	86.44%
North	7	8	9	5	15	56	36						136	10.30%
South	0	0	2	0	1	11	5						19	1.44%
	38	28	44	29	104	746	331	0	0	0	0	0	1320	
Patron Inquiries														
East	510	412	225	197	127	186	105						1762	7.90%
Main	2123	1699	1667	1878	1518	1719	1721						12325	55.26%
North	891	948	992	800	702	638	672						5643	25.30%
South	467	376	398	416	367	410	138						2572	11.53%
	3991	3435	3282	3291	2714	2953	2636	0	0	0	0	0	22302	
Referrals	138	109	134	114	91	55	30						671	
Tours & Classes (# of attendees)														
East	0	0	9	0	0	0	0						9	8.49%
Main	0	9	31	9	4	0	22						75	70.75%
North	4	0	0	18	0	0	0						22	20.75%
South	0	0	0	0	0	0	0						0	0.00%
	4	9	40	27	4	0	22	0	0	0	0	0	106	
Lectures & Special Events (# of attendees)														
East	0	0	0	0	28	77	0						105	5.59%
Main	131	470	127	277	73	171	219						1468	78.09%
North	14	21	17	29	20	44	18						163	8.67%
South	40	9	25	26	20	17	7						144	7.66%
	185	500	169	332	141	309	244	0	0	0	0	0	1880	

* Circ numbers for July revised after a systems check.

Statistics Review – January 2015

Summary

Main and Vista had totals that were consistent with expectations. El Cajon's gate count dropped precipitously as did Chula Vista's patron inquiries total. Overall, the total inquiries were lower than last year, but last year's totals included 10 more days of being open.

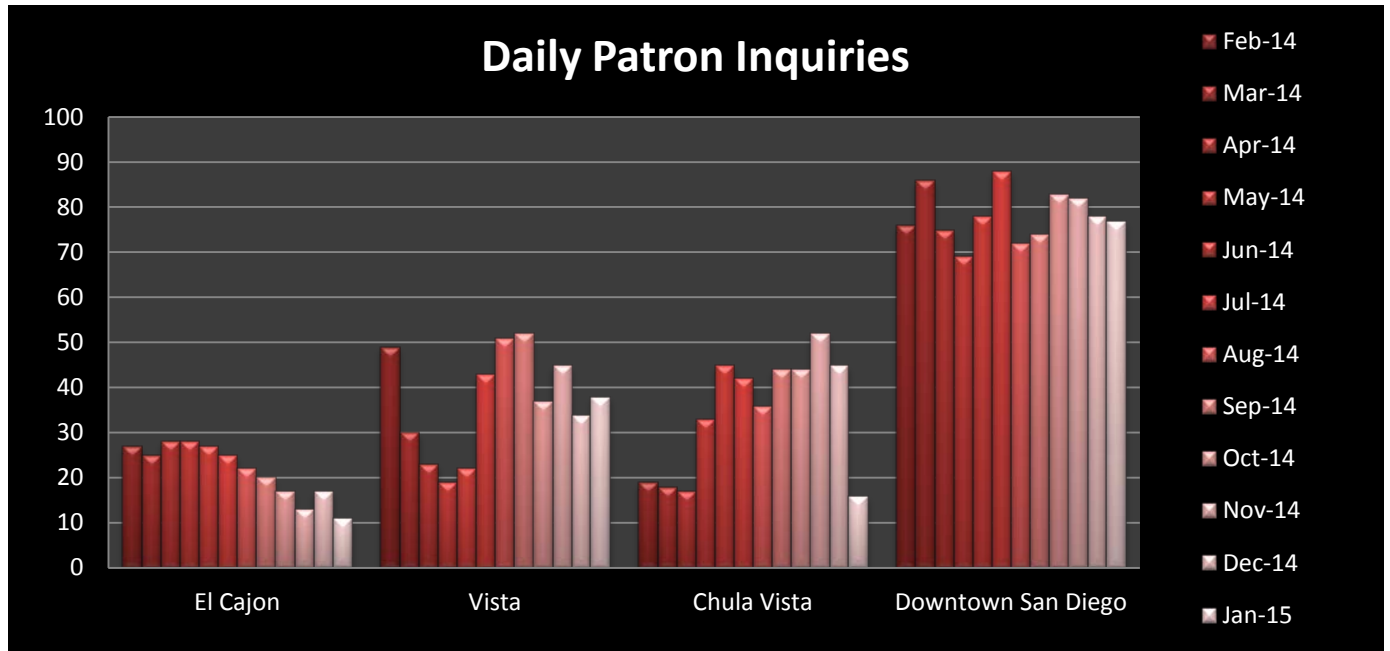


Downtown's patron inquiries have been very similar, around 75-80, the last six months. The count was 16% lower than December 2013, though. While the inquiries are lower, they are higher than pre-renovation totals. This year's gate counts are similar to FY 2012-13 and the totals from the years before the renovation so it looks like last year's totals were the exception.

Vista's patron inquiries went back up to 38 per day and its gate count increased to 85 daily patrons. El Cajon has seen a worrying drop in its daily patron inquiries total and has now seen a dramatic drop in gate count. It had been averaging 75 people per day over the past 3 Januaries, but only 37 came in per day this month. January's patron inquiries were a new low recorded for the branch – just 11 per day. Chula Vista is now open just 4 hours per day so I adjust stats to per 8 hours to make it easier to compare to other branches and to earlier months. The branch saw a dramatic drop in patron inquiries which may be attributable to a change in staff. It averaged 16 inquiries compared to 59 patrons per 8 hours.

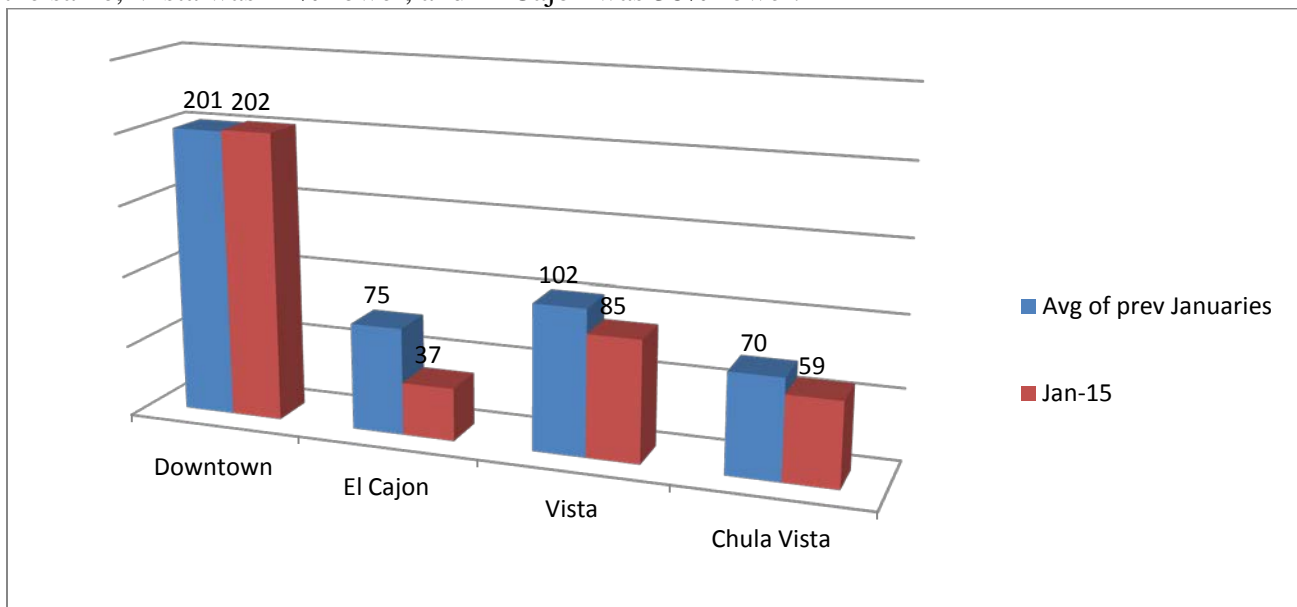
Patron Inquiries:

Chula Vista had a dramatic drop. Vista's numbers are still solid. Downtown's numbers are similar or higher than pre-renovation numbers. El Cajon is showing a worrying trend as their patron inquiries continue to decline. January was one of the branch's lowest monthly totals on record though Downtown and Vista remain near their recent historical averages.



Gate Count:

Compared to the average of the last 3 Januaries, Downtown is meeting its average, Vista and Chula Vista were about 15% lower, and El Cajon was 50% lower. Compared to just January 2014, Main was the same, Vista was 11% lower, and El Cajon was 38% lower.





Patron Inquiries Details:

Downtown San Diego answered 1721 in January 2015, 22.5 days. Per day: 77

Last year, they answered 2295 in January (100 per day) and averaged 2186 (94 a day) over the last 3 years

Last month, December 2014, was 1719. Per day: 78

Downtown was **23% lower** than its January 2014 daily totals.

El Cajon answered 105 in January 2015, 9.5 days. Per day: 11.

Last year, they answered 495 in January (27 per day) and averaged 961 (41 a day) over the last 3 years.

Last month, December 2014, was 186. Per day: 17.

El Cajon was **59% lower** than its January 2014 daily totals.

Vista answered 672 in January 2015, 17.5 days. Per day: 38

Last year, they answered 786 in January (42 per day) and averaged 855 (47 a day) over last 3 years.

Last month, December 2014, was 638. Per day: 34

Vista was **10% lower** than its January 2014 daily totals.

Chula Vista answered 138 in January 2015, 8.5 days. Per day: 16

Last year, they answered 201 in January (19 per day) and averaged 623 (34 a day) over the last 3 years.

Last month, December 2014, was 410. Per day: 45

Chula Vista was **16% lower** than its January 2014 daily totals.

Gate Count Details:

Downtown had 4550 patrons enter its gates. Per day: 202. This is the same as the average of the previous three Januaries: 201. The gate count **was the same** compared to January 2014.

El Cajon had 351 patrons enter its gates. Per day: 37. This is about 50% lower than the average of the last three Januaries: 75. The gate count **decreased 38%** compared to January 2014.

Vista had 1481 patrons enter its gates. Per day: 85. This is about 17% lower than the average of the last 3 Januaries: 102. The gate count **decreased 11%** compared to January 2014.

Chula Vista had 500 patrons enter its gates. Per 8 hours: 59. This is about 16% lower than the average of the last three Januaries: 70.

Days Open

January 2015 – Downtown San Diego was open 22.5 days, Vista was open 17.5 days. El Cajon was open 9.5 days. Downtown San Diego's total includes 5 Saturdays when the library is open a half day. Vista's totals include 5 Fridays when they were open half days. El Cajon is open 2.5 days a week. Chula Vista was open 17 half days, or 8.5 equivalent days. Chula Vista is now closed on Fridays. All branches were closed in observance of Dr. Martin Luther King, Jr. Day.