



Board of Trustees

Meeting of Wednesday, March 16, 2016

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 February 17, 2016.
- 4) **Financial Report**
 - a. Finance Report
- 5) **Other Reports**
 - a. Foundation Liaison Report (Judge Gill, Low)
 - b. Legislative Committee (Adkins)
- 6) **Form 700 Filing Reminder**
 - a. Conflict of Interest Form Filing Deadline
- 7) **Branch Update**
 - a. El Cajon and Chula Vista Branch Partnerships
- 8) **Director's Report**
 - a. Library Update
 - b. Law Library press & praise
 - c. Outreach activities
 - d. Facilities maintenance reports
 - e. Patron compliments/ complaints
 - f. Incident reports
 - g. Monthly Activity Report
- 9) **Board Member Reports**
- 10) **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
March 16, 2016
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 February 17, 2016	Action.
4.	Financial Report	A. Financial Report	Information.
5.	Other Reports	A. Foundation Liaison Report (Judge Gill, Low)	Information.
		B. Legislative Committee (Adkins)	Information.
6.	Form 700 Filing	A. Conflict of Interest Form Filing Deadline	Information.
7.	Branch Update	A. El Cajon and Chula Vista Branch Partnerships	Information.
8.	Director's Report	A. Library Update	Information.
		B. Law Library press & praise	Information.
		C. Outreach activities	Information.
		D. Facilities maintenance reports	Information.
		E. Patron compliments/ complaints	Information.
		F. Incident reports	Information.
		G. Monthly Activity Report	Information.
9.	Board Member Reports	A. Any new business not an Agenda Item.	Information.
10.	Adjournment		Action.

Item 3: Minutes

a. Previous Meeting of February 17, 2016

**Law Library Board of Trustees
Minutes of the Meeting
February 17, 2016**

The Law Library Board of Trustees held a regular meeting, pursuant to notice thereof, on **February 17, 2016** at the **San Diego Law Library**, located at **1105 Front St., San Diego, CA 92101**.

Present: The following Board members were present: Honorable David Berry, President; Mara Elliott, Esq., Vice President; Honorable Joseph Brannigan, Secretary; Jeffrey D. Cawdrey, Esq.; Honorable Julia Craig Keley; Lorena Slomanson, Esq., Treasurer; and Honorable Yvonne E. Campos.

Absent: Honorable David Gill and Nathan Low, Esq.

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

Guests: Rachel Esguerra, Wayne State MLIS Student

1) Call to Order

Judge Berry, Board President, convened the meeting at 12:18pm.

Judge Berry introduced Rachel Esguerra, a Wayne State MLIS student observing the Board meeting for a school project.

2) * Opportunity for General Public Comment

a. No public comment.

3) Minutes

a. Previous Meeting of January 20, 2016

MOTION (1): Judge Berry called for a motion to approve the minutes of January 20, 2016. Judge Keley moved to approve the minutes; Judge Brannigan seconded the motion, Mr. Cawdrey abstained, and the minutes passed by acclamation.

4) Financial Report (O'Hara)

a. Financial Reporting

- Ms. O'Hara reported on December 2015 financials.
- Filing Fees are 5% lower than last fiscal year, last year they were down 7.5%.

5) Other Reports

a. Foundation Report

- Mr. Adkins reported on the Foundation meeting of January 17, 2016.

**Law Library Board of Trustees
Minutes of the Meeting
February 17, 2016**

- Board President, Ms. Catherwood, recommended that the slate of officers move up in succession. Elections were deferred due to Ms. Walker unable to accept the Presidency without further consideration. The executive officer slate will not change.
- Foundation Board Executive Officers:
 - President – Kay Catherwood
 - Vice President – Kathleen Walker
 - Secretary – Maria Pum
 - Treasurer – Gary Laturno
- b. Legislative Report
 - Mr. Adkins reported that a letter was sent to Gov. Brown requesting that a 16.5 million dollar appropriation for California County Law Libraries be included in the May 2016 budget revision.
- c. Membership Program Committee Report
 - Report presented as an agenda item. (*See item 9a.*)

6) State Mandated Ethics Training

- a. The Board discussed whether the State Mandated Ethics Training was a requirement for the Board. The San Diego Law Library Board of Trustees does not offer reimbursements to Board member, and thus does not meet the requirements to take the ethics training. The Board decided my general consensus that if in the future a Board member submits for reimbursement for purchases made on behalf of the San Diego Law Library, that Trustee will be required to complete the ethics training at that time.

7) Form 700 – Statement of Economic Interest Filing

- a. The Political Reform Act requires officials and employees who are designated in an agency's Conflict of Interest Code to file a Statement of Economic Interest (Form 700) annually.
- b. The form is due by April 1, 2016.
- c. Trustees may submit their form either electronically, using the eDisclosure website, or by providing a signed, original, hard copy to the SDLL Administrative Support Officer.

8) Branch Update

- a. Opening month for the branch partnerships at the El Cajon and South Bay has gone really well, and patrons are excited to have the resources available to them at accessible locations.
- b. There was some good press regarding the East County partnership and the Law Library will continue to push the benefits of the change.

9) SDLL Food & Beverage Policy

- a. Approval in question is specifically for Rule #13 of the SDLL Rules of Conduct.
- Mr. Cawdrey reported that most libraries he researched have a clear policy forbidding food and drinks in non spill-proof containers.
 - Mr. Adkins and Judge Keley scheduled a meeting to discuss proposed changes to the policy and reported their recommendation to the Board.
 - It is the recommendation of Judge Keley and Mr. Adkins that the policy should remain as currently written, with all food and drinks prohibited. The Board agreed by general consensus that no change would be made.
 - Judge Keley discussed the increasing homeless concerns. She feels that we need to address this problem before it gets out of control, as we don't want to go back to the unsafe feeling that was prevalent prior to the renovation.

10) Membership Update

- a. Request to Eliminate and Draw Down Deposits
- Vance Sharp, Circulation Librarian, presented on the history of the Law Library policy that requires member deposits. He gave examples on why this policy is no longer relevant, cost-effective, or a best use of staff time.
 - Mr. Sharp spoke to other law libraries and the response was positive when they had eliminated deposit requirements.
 - There is \$110,000 in the deposit account. Ms. O'Hara noted that a portion of this money may be from past members who never renewed their membership or officially closed their accounts.
 - Judge Berry broke the proposed deposit requirement change into two parts.

Part 1: Should the San Diego Law Library collect deposits for new members?

MOTION (2): Judge Berry called for a motion to approve that the San Diego Law Library no longer collect deposits for new members. Judge Keley moved to approve; Judge Campos seconded the motion, and the motion passed by unanimous vote.

Part 2: Should the member deposit account be drawn down?

- Judge Berry recommended that the San Diego Law Library should first research regulations and guidelines for returning deposits to members prior to any change in the current account. The Board agreed by consensus and this decision will be addressed at a future board meeting.

Law Library Board of Trustees
Minutes of the Meeting
February 17, 2016

b. Benefits- Changes and Additions

- Mr. Adkins spoke about the issue of homeless loitering outside the Law Library and that this is due in part to the access to the free wifi that the SDLL provides.
- The SDLL decided to change the access to charging stations and wireless internet. These features will now be member benefits. This change has been implemented at all branches. Tables with access to power outlets are only available to members. The wifi password is changed weekly and only available to members.
- The access to power and wifi are only part of the proposed changes to the membership benefits. Mr. Adkins will update the Board as changes are implemented.
- Judge Kelety reminded the board that the opening of the new courthouse will bring more foot traffic to the SDLL.

11) Director's Report

a) Library Update

- Letter to Governor Brown (see item 5b – *letter included in meeting packet*)

b) Law Library press & praise

- North County Bar Article – *20th Anniversary Celebration of North County Law Library* – by Nathan Low
- CEB Partner Program
- Statement of Proceedings from San Diego Board of Supervisors Meeting, January 26, 2016. Re-appointment of SDLL trustees Mr. Cawdrey and Mr. Low for terms expiring December 31, 2018.

c) Outreach activities

- 18 Lectures, 1 Tour, and 13 Legal Clinics.

d) Facilities Maintenance Reports

- 16 Facilities Maintenance Reports

e) Patron compliments/ complaints

- 0 Patron Compliments/Complaints

f) Incident reports

- 4 Incident Reports

g) Monthly Activity Report

12) Board Member Reports

- a. No other business

13) Adjournment

- The meeting adjourned at 1:11 pm.

Item 4: Financial Report

San Diego County Public Law Library

Balance Sheet

As of January 2016

As of
January 2016

Low Cash	
\$	2,683,496

ASSETS

Current Assets

Checking/Savings

0001 - Cash and investments

0010 - County Treasury	2,607,721.62
0020 - Petty Cash	225.00
0041 - Payroll Checking	49,886.67
0042 - Credit Card Checking Account	15,261.03
0051 Wells Fargo Checking Account	0.00
0060 - Citibank Operating Account	1,415.79
0090 - County Held Construction Funds	35,575.74

Total 0001 - Cash and investments 2,710,085.85

Total Checking/Savings 2,710,085.85

Accounts Receivable

0110 - Accounts Receivable 394,942.22

Total Accounts Receivable 394,942.22

Other Current Assets

0070 - Due from LLJF	0.00
0160 - Deposit with others - long term	0.00
0420 - Prepaid Expenses	21,954.13
1500 - Over/under	-31.90

Total Other Current Assets 21,922.23

Other Assets

Board Designated Facilities Improvement Fund	700,000.00
Due to Facilities Improvement Fund	-167,473.00
Amount reimbursed to Facilities Improv Fund	-532,527.00

Total Other Assets 0.00

Fixed Assets

0200 - Renovation Work in Progress	78,510.77
0300 - Equipment	
0340 - Equipment	406,900.67
0350 - Improvements	4,791,348.00
0360 - Furniture	336,908.07
0370 - IT Equipment	380,318.61
0399 - Accumulated Depreciation	<u>-1,773,836.00</u>

Total Fixed Assets	4,220,150.12
Other Assets	
0155 - Prepaid Subscriptions	34,594.59
TOTAL ASSETS	7,381,695.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0511 - Accounts Payable	63,293.92
Total Accounts Payable	63,293.92
Credit Cards	
0513 - Credit Card Debt	
0513-GC - BoA - Gina Catalano	1,238.66
0513-JA - Citibank MC - J. Adkins	10.00
0513-SS American Express- S Schweter	947.75
Total 0513 - Credit Card Debt	2,196.41
Other Current Liabilities	
0515 - Deposits on Account	
0517 - Security Deposits	120,101.00
0523 - Extended Services Deposits	8,153.12
Total 0515 - Deposits on Account	128,254.12
0519 - Sales Tax Payable	25.93
0520 - Accrued Payroll	177,356.74
0525 - Payroll Liabilities	-1,419.22
0530 - Accrued Expenses	3,386.72
0530 - Capital Lease Payable	16,181.00
Total Other Current Liabilities	323,785.29
Total Current Liabilities	389,275.62
Long Term Liabilities	
0650 - AOC Advance	223,022.00
Total Long Term Liabilities	223,022.00
Total Liabilities	612,297.62
Equity	
0700 - Fund Balance	
0740 - Fund Balance Available	5,376,771.50
Total 0700 - Fund Balance	5,376,771.50

3000	Opening Bal Equity	115,441.77
	3900 - Retained Earnings	1,207,624.54
	Net Income	69,559.58
	Total Equity	6,769,397.39
	TOTAL LIABILITIES & EQUITY	7,381,695.01

San Diego County Public Law Library				
Profit and Loss				
Jan-16			Approved	Projection
		Actual	Budget	of Actual
Income:		Jan-16	FY 2016	FY 2016
Income from Outside Sources:				
9821	Filing Fees: Superior Court	1,442,524	2,545,000	2,500,470
9950	Membership Fees	44,724	55,000	50,000
9190	Interest	9,842	9,000	12,000
9979	Donations	1,473	1,000	1,600
9990	Grants	18,574	15,000	19,000
9970	Sponsorship Income	-	5,000	5,000
	Restricted Hervey Technology Grant		-	-
	Sub-Total Outside Sources:	1,517,137	2,630,000	2,588,070
Income from Library Sources:				
9181	Fines	4,443	7,000	7,000
9730	Extended Services	283	700	400
9967	Copier Income	11,939	35,000	24,000
9994	Class fees	7,571	6,000	8,000
9996	Miscellaneous - Taxable	2,798	5,000	5,000
9995	Nontaxable	1,020	2,000	2,000
	Sub-Total Library Sources:	28,054	55,700	46,400
	TOTAL INCOME:	1,545,191	2,685,700	2,634,470
EXPENDITURES:				
Personnel:				
1101	Regular Employees	715,592	1,250,000	1,240,000
1102	Part-time Employees	12,059	10,000	25,000
1160	PERS Employer Contributions	55,689	118,000	170,000
1165	Employer's FICA Expense	10,402	22,000	20,000
	Library Contributions - Health Benefits			
1170-AC	Active employees	75,254	140,000	135,000
1170-RT	Retirees	81,166	140,000	140,000

1170-LI	LTD/Life/Dental	4,416		12,000		8,000
1175	Workers' Compensation	6,393		18,000		13,000
1185	Unemployment Expense	1,177		4,000		2,000
	Sub-Total Personnel:	962,148		1,714,000		1,753,000
	Materials:					
2215	Electronic Resources	61,118		102,000		102,000
2326	Microforms	-		1,300		1,300
2328	Compact Discs	3,919		8,000		8,000
2345	Books - New	434		1,000		1,000
2346	Special Funds	1,002		-		-
2347	Books - Disposable	156,333		320,000		320,000
2348	Books - Continuations	63,738		110,000		110,000
3470	CA Use/Sales Tax	806		3,000		2,000
	Sub-Total Materials:	287,350		545,300		544,300
	Operations:					
2244	Library Insurance	14,703		35,000		35,000
2300	Memberships	3,060		5,000		5,000
2302	Copier/Print solution	18,626		33,500		35,000
	Miscellaneous:					
2304-CC	Credit Card Acct. Charges	2,394		6,000		4,000
2304-RE	Recruiting	320		1,000		600
2304-MC	Misc	1,954		5,000		5,000
	Staff Appreciation	5,907		5,000		7,500
2305	Catalog Data Searches/Supplies	5,176		6,000		6,000
2306	Postage	1,274		4,000		2,500
2307	Printing/Copying	119		1,000		1,000
2308	Binding	380		1,000		1,000
2309	Collection Supplies (incl. tattle tape)	1,929		4,000		4,000
2311	IT Supplies/Repairs	635		8,550		3,800
2312	Office Supplies	2,707		8,000		6,000
2315	Professional & Special Services:					
2315-AU	Audit	9,000		9,000		9,000
2315-LE	Legal	-		4,000		1,000

2315-PA	Payroll	1,562		5,000		3,500
2315-SE	Security	31,997		64,000		57,000
2315-LL	Loose-leaf filing	5,138		14,000		9,000
2315-OT	Professional Services-Other	763		500		900
2315-PV	Preservation	35		1,000		500
2315-WE	Website	-		-		-
2359	Employee Auto/Bus Passes/Parking	7,510		23,000		15,000
2365	Professional Memberships	160		4,000		4,000
2362	Conferences/Seminars	4,183		12,000		12,000
2370	Public Relations	4,655		8,000		8,000
2390	IT:					
2391	Computer Software	-		10,700		9,600
2392	IT Outsourcing	15,415		25,000		23,000
2393	IT Maintenance	46,261		50,200		50,200
2394	T-1/Internet	20,649		50,600		43,500
	Hervey Technology Expense (see note)					-
2453	Facilities	439		2,000		1,000
4501	Equipment:			1,000		1,000
4501-IT	IT Equipment	19,180		82,550		41,000
	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:	226,131		490,600		406,600
	TOTAL EXPENDITURES:	1,475,629		2,749,900		2,703,900
	OPERATING BALANCE:	69,562		(64,200)		(69,430)

FILING FEES PAYMENT RECORDS - 2015/2016								
						7 Month Completed		
			AOC			AOC		
			Last year	MONTH		This Year		
			\$254,898	JULY		\$234,080		
			\$225,364	AUGUST		\$206,405		
			\$216,443	SEPTEMBER		\$209,239		
			\$238,708	OCTOBER		\$215,301		
			\$178,204	NOVEMBER		\$185,013		
			\$214,553	DECEMBER		\$209,432		
			\$200,164	JANUARY		\$183,052		
			\$187,935	FEBRUARY				
			\$241,728	MARCH				
			\$236,148	APRIL				
			\$217,076	MAY				
			\$220,698	JUNE				
			\$2,631,919	TOTAL		\$1,442,522		
			\$219,327	Monthly Avg		\$206,075		
			Filing Fees are 5.6% lower than last fiscal year					
			Filing Fees are 2.9% lower than budgeted.					
Monthly Average History:								
			Current Year:	Budget	Actual YTD	Difference	% of budget YTD	Projection:
15	\$219,327							
14	\$231,426							
13	\$253,315							
12	\$275,394		July	212,000	\$234,080	22,080	110.42%	234,080 Actual
11	\$321,023		Aug.	212,000	\$206,405	(5,595)	97.36%	206,405 Actual
10	\$331,851		Sept.	212,000	\$209,239	(2,761)	98.70%	209,239 Actual
09	\$348,740		Oct.	213,000	\$215,301	2,301	101.08%	215,301 Actual
08	\$321,354		Nov.	212,000	\$185,013	(26,987)	87.27%	185,013 Actual
07	\$287,630		Dec.	212,000	\$209,432	(2,568)	98.79%	209,432 Actual
06	\$267,751		Jan.	212,000	\$183,052	(28,948)	86.35%	212,000 Actual
05	\$236,929		Feb.	212,000		(212,000)	0.00%	200,000 Projection
04	\$223,022		Mar.	212,000		(212,000)	0.00%	200,000 Projection
03	\$226,902		Apr.	212,000		(212,000)	0.00%	205,000 Projection
02	\$216,397		May	212,000		(212,000)	0.00%	212,000 Projection
01	\$197,101		June	212,000		(212,000)	0.00%	212,000 Projection
00	\$202,556							
99	\$188,610							
97	\$171,946			\$2,545,000	\$1,442,522	(1,102,478)		\$2,500,470
96	\$162,831							
95	\$160,868							
94	\$168,862							

Item 7: Branch Update

San Diego Law Library

South Bay & East County Branch Report

February 2016

This February, the Law Library began its partnership with local public libraries. The Civic Center branch of the **Chula Vista** Public Library and the **El Cajon** branch of the San Diego County Library are hosting a law librarian on alternating Mondays for four hours, 10 am to 2pm. Also, the public libraries have two dedicated “Law Library” computer terminals. These terminals will help serve as auxiliary or satellite branches of the Law Library. Public library users can access the following legal databases as if they were at a Law Library location: Lexis Advance, CEB OnLaw, and Hein Online. Access should be available whenever the public libraries are open.

So far, the early indications have been good. There has been significant interest from both library staff and library patrons at both locations. The key number to look at is patron inquiries. Would people come to **Chula Vista** and **El Cajon** and ask law related questions and/or look for assistance using legal databases? The answer was yes.

Chula Vista was staffed twice for a total of 8 hours. Over those 8 hours, the law librarian answered 21 patron inquiries. The last month where the **Chula Vista** courthouse location answered so many questions on “daily” basis was 2014. 13 of the 21 inquiries (62%) were either legal research questions or instructional sessions for legal databases. At the **Chula Vista** courthouse location, only 25-35% of patron inquiries were legal research or databases questions. Also, we made 4 referrals to legal organizations, such as Legal Aid Society of San Diego and San Diego Volunteer Lawyer Program. The remaining inquiries were discussions about the Law Library, its history, its purpose, and general existence. There was one instance where the librarian helped a general library patron find a history book as they could not figure out how to use the public library’s catalog computer.

El Cajon was staffed just once, for a total of 4 hours. Over those 4 hours, the law librarian answered 11 questions; which is 22 per 8-hour day. This is a similar total to the last year and a half of the **El Cajon** courthouse location. 77% of the inquiries were either legal research or database questions which is much higher than what was typically seen at the courthouse. The typical percentages there was 30-50%. Additionally, there was one discussion about the law library itself and 3 referrals to legal aid agencies.

In conclusion, at the beginning of the partnership, we are answering more questions and more of those questions are law related than when we were in the courthouse locations over the last year and a half.



Item 8: Director's Report

28 day summary with change over previous period

Tweets
38 ↑58.3%



Tweet impressions
9,708 ↑53.1%



Profile visits
412 ↑60.9%



Mentions
4 ↓33.3%



Followers
1,034 ↑14



Feb 2016 • 29 days

TWEET HIGHLIGHTS

Top Tweet earned 418 impressions

In partnership with the Foundation for Democracy and Justice, join us for Civics and You-Courts 101 [#sdlaw](#)
pic.twitter.com/cDQI9DnL6D



↳ 2 ♥ 2

Top mention earned 28 engagements



Cannon Michael

@agleader - Feb 20

California Water is out!
paper.li/agleader/14187... Stories via
[@JoeDelBosque](#) [@bradborski](#) [@sdlawlib](#)

↳ 4 ♥ 3

View Tweet

Top media Tweet earned 213 impressions

Honoring [#WomensHistoryMonth](#), Legacy of American Female Attorneys has been revised. [#sdlaw](#) buff.ly/1TzmDau
pic.twitter.com/g5PSQhen53



↳ 1 ♥ 1

View Tweet activity

View all Tweet activity

FEB 2016 SUMMARY

Tweets
27

Tweet impressions
6,374

Profile visits
358

Mentions
7

New followers
12



Need tax help?

For legal issues with your taxes:

Legal Aid Society of San Diego Tax Clinic (Federal only) – For legal assistance with federal income tax issues, the Legal Aid Society of San Diego holds regular tax clinics at the [Downtown San Diego Law Library](#) on the last Wednesday of the month from 2 pm to 4 pm. People will be seen on a first come – first served basis. The clinic helps with IRS wage garnishments, bank levies, audits, EITC denials, negotiated settlements and other problems.

University of San Diego (State and federal) – The USD Law School offers clinics for low income individuals in disputes with the IRS or California Franchise Tax Board. Call 1-619-260-7470 for more information.

For basic tax preparation assistance:

AARP (State and federal) – AARP has free clinics all over the County to help low to moderate income residents. Clinics are geared toward older individuals but they will help everyone. Locations found at aarp.org/findtaxhelp

VITA or Voluntary Income Tax Assistance (State and federal) – Through the VITA program many community non-profits offer free tax preparation help for low to moderate income residents for simple returns. Find your nearest VITA site at 211sandiego.org/financial_assistance or call 211.

My Free Taxes (State and federal) – This website provides free online filing of state and federal taxes for individuals or families with combined income of \$62,000 a year or less. Go to myfreetaxes.com/sandiego

How to File Bankruptcy and Alternatives to Filing

Please join the Community Law Project

For a FREE presentation on:

1. Bankruptcy Options
2. How to File for Bankruptcy
3. Alternatives to Bankruptcy



Where	San Diego Law Library 1105 Front Street 3rd Floor – Rooms A & B
When	Thursday, March 24th at 4:15 PM

Please Note:

Spanish interpretation will be available.

Refreshments will be provided.

For more information, please feel free to contact
the Community Law Project at clp@cwsl.edu.



Your Partner in Practice

Monday, March 14

Noon to 1:30

Downtown Law Library, 1105 Front St

Cost: \$30



GPS and Cell Phone Forensics in the Real World

Attend this program to learn from forensic expert Robert Aquero how GPA and cell phone technology works, what information is potentially discoverable, how to decipher this data, and the potential uses and limitations of cell and tracking data in court.

Tuesday, March 15

Noon to 1:30

Downtown Law Library, 1105 Front St

Cost: \$30



Fighting the Forced Arbitration Clause

We all do business with companies that tuck forced arbitration clauses into their terms and conditions. Join Jeremy Robinson, noted appellate attorney, as he dissects the forced arbitration clause and the law surrounding it.

Wednesday, March 16

Noon to 1:30

Downtown Law Library, 1105 Front St

Cost: \$30



Intellectual Property Issues in Mergers and Acquisitions

Join our experienced panel, including Louis R. Dienes, Brian J. Marler, and James Y.C. Sze, for essential and practical information that will allow you to handle with confidence transactions involving patents, copyrights, trademarks and trade secrets.

**REGISTER for these classes at www.ceb.com
click on the "CEB Programs" tab.**



2015-2016 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	186	94	209	140	95	0	0	15					739	1.57%
Main	4541	4314	4380	4226	3369	4123	4714	3453					33120	70.46%
North	1517	1311	1377	1592	1529	1539	1468	1412					11745	24.99%
South	481	294	195	276	131	0	0	25					1402	2.98%
	6725	6013	6161	6234	5124	5662	6182	4905	0	0	0	0	47006	
Circulation (# of items checked out, renewed, & put on hold)														
East (500)	6	4	0	6	14	0	0	0					30	0.35%
Main (150, 125)	519	570	707	633	532	683	843	651					5138	59.86%
North (300)	157	111	133	170	213	190	232	237					1443	16.81%
South (400)	5	6	24	9	23	0	0	0					67	0.78%
Via Web (807)	231	250	277	238	252	184	216	257					1905	22.20%
	918	941	1141	1056	1034	1057	1291	1145	0	0	0	0	8583	
Material Used In House (IUSE3)														
East	24	30	43	17	12	0	0	0					126	1.08%
Main	927	1068	1015	795	740	671	559	680					6455	55.11%
North	656	648	752	685	595	657	513	493					4999	42.68%
South	52	19	26	16	19	0	0	0					132	1.13%
	1659	1765	1836	1513	1366	1328	1072	1173	0	0	0	0	11712	
Memberships (new & renewed)														
East	0	0	0	0	5	2	4	0					11	0.88%
Main	25	29	20	44	371	403	142	65					1099	87.57%
North	5	3	3	10	40	22	27	19					129	10.28%
South	0	1	1	1	2	4	4	3					16	1.27%
	30	33	24	55	418	431	177	87	0	0	0	0	1255	
Patron Inquiries														
East	69	20	122	83	47	0	0	11					352	1.73%
Main	1707	1769	1585	1526	1299	1334	1609	1549					12378	60.90%
North	939	932	950	1016	839	927	833	839					7275	35.80%
South	100	48	59	41	50	0	0	21					319	1.57%
	2815	2769	2716	2666	2235	2261	2442	2420	0	0	0	0	20324	
Referrals	40	42	55	68	47	45	47	42					386	
Tours & Classes (# of attendees)														
East	0	0	0	0	0	0	0	0					0	0.00%
Main	5	5	21	0	0	13	46	0					90	84.11%
North	2	0	0	2	2	0	4	7					17	15.89%
South	0	0	0	0	0	0	0	0					0	0.00%
	7	5	21	2	2	13	50	7	0	0	0	0	107	
Lectures & Special Events (# of attendees)														
East	0	0	0	0	0	0	0	0					0	0.00%
Main	95	94	490	76	25	340	313	40					1473	88.52%
North	6	3	25	12	8	28	28	25					135	8.11%
South	12	15	14	8	7	0	0	0					56	3.37%
	113	112	529	96	40	368	341	65	0	0	0	0	1664	

* Circ numbers for July revised after a systems check.



Meet with a representative from the office of
Assembly Speaker Toni Atkins
Third Wednesday of the month beginning
February 17
4:30 p.m. to 5:30 p.m.
San Diego Law Library
1105 Front Street
San Diego, CA 92101

Constituent Services

- Department of Motor Vehicles
- Consumer Complaints
- Veterans Affairs
- Medi-Cal and Covered California (Affordable Care Act)
- Property Tax Issues
- Unemployment and Disability Insurance
- State Franchise Tax Board

Legislative Services

- Express an opinion
- Suggest changes to a law
- Ask for copies, summaries, and information on bills

State Information

- The State Budget
- State agency phone numbers
- Reports issued by the Legislature and State Agencies
- State Capitol tour requests
- Drought response and water-saving information

**SPEAKERS OFFICE: 1350 Front Street, Room 6034
San Diego, CA 92101
(619) 645-525-4001 • Fax: (619) 645-4002
E-MAIL: Speaker.Atkins@assembly.ca.gov**



Join us at our Vista Branch on Thursday March 24 from 4-6 PM as we celebrate 20 years of service in our present North County location and look to future expansion.

Enjoy music, wine and light refreshments, and hear about our New Trailer project that will deliver additional meeting space and services to the North County legal community.

WHEN

Thursday, March 24, 2016 from 4:00 PM to 6:00 PM

WHERE

San Diego Law Library - Vista Location
325 S. Melrose Drive. Building 300. Vista, CA 92081

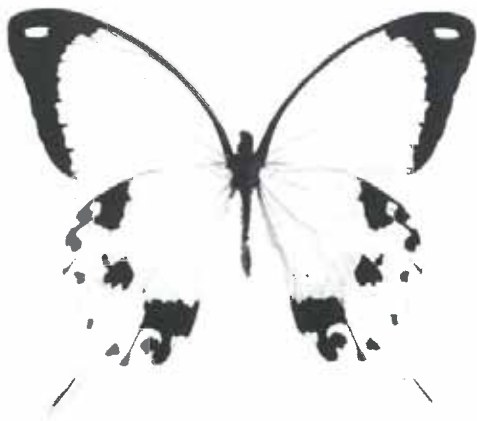
Event sponsor opportunities are available.

Learn how you can donate and help create our Butterfly Wall.

Find out more on our Vista Branch Renovation News web page:

<http://sandiegolawlibrary.org/join-us/vista-branch-renovation-news/>





Help us raise money!

Donate \$5

to add a butterfly to display on our wall.

Funds raised will go towards updated
technology and furnishings for

Vista Law Library's

new office and

conference room space.



Outreach Activities

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>
2/27/16	SDPL	N	Civics & You: Courts 101 – Partnership with the Foundation for Democracy and Justice and the San Diego Public Library

Legal Clinics

Free legal consultations organized by staff.

<i>Date</i>	<i>Branch</i>	<i>Title/Description</i>
2/9, 2/16, 2/23	NC	Consumer Law Clinic <i>in partnership with LASSD</i>
2/3, 2/10, 2/17, 2/24	Main	Family Law Clinic <i>in partnership with SDVLP</i>
2/17	NC	DA Truancy Clinic
2/16	Main	Civil Appellate Self-Help Workshop <i>in partnership with California Court of Appeal, Legal Aid, and SDCBA</i>
2/3, 2/10, 2/17, 2/24	EC	Legal Clinic with Thomas Jefferson School of Law Center for Solo Practitioners – held at the El Cajon Branch of the San Diego County Library

TRIRIGA MAINTENANCE LOG Tasks

<u>Branch/Stage</u>	<u>Description of Problem</u>	<u>Follow Up/Comments</u>
Main In Process	2/19/2016-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: One of the round lights is still out to the left in the 3rd floor copier nook. I believe Armando replaced the bulb but it went out again. Maybe the ballast?	3/7/2016-still awaiting ordered ballast
NC In Process	2/5/2016-VISTA LAW LIBRARY; 325 S. Melrose Dr., Ste. 300, 92081: "...this morning when I entered the Library here it hit me like a wall of decaying poo. This place reeks. It's significantly worse than last week. I speculate whatever grows in damp has been growing during the past week of warmish weather. We have canisters in place. They do a little. I'll fling the front door open as I always do and try and air it out. Recall our 'good' windows are now sealed with plastic, so they don't assist in ventilation. Is there anything else the County might do? Is there any additional sort of ventilation or filtration device they can put in place? It's not healthy here, and it's off putting to patrons." Site contact, Deb Morse 940-4386	3/7/2016-this will be a recurring problem until the trailer project is complete.
NC In Process	2/23/2016-VISTA LAW LIBRARY; 325 S. Melrose Dr., Ste. 300, 92081: Please fix NC Law Library patio doors so the doors will easily slide open and closed. Handles are also needed for doors. Currently, staff are unable to open and close. Please contact Deb Morse at 760-940-4386 with questions.	
EC In Process	2/18/2016-EL CAJON LAW LIBRARY: 250 E. MAIN STREET, 92020 (INSIDE COURTHOUSE): Repairs needed on the swinging door that gives entrance into the front desk area. The hinge is loose again and starting to tear away from the screw. This causes the door to bang shut.	
Main Complete	2/19/2016-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: Please shut off power to and cap all external electrical plugs around the Front Street planter area. Contact Chris Cox with questions 619-531-3966 or 619-865-7896.	2/22/2016-complete
Main Complete	2/8/2016-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: A couple of the window latches on 1st floor windows facing C Street are not latching well and windows are popping open or won't fully close. Please secure.	3/7/2016-complete
NC Complete	2/4/2016-VISTA LAW LIBRARY; 325 S. Melrose Dr., Ste. 300, 92081: The thermostat in the Federal Room is not functioning again; the one near the rest rooms. This is the same thermostat that was just reported & repaired last month (REQ 2009639 WT-4054777). Site contact, Deb Morse 940-4386.	3/7/2016-repaired as of now but thermostat is problematic
NC Complete	2/19/2016-VISTA LAW LIBRARY; 325 S. Melrose Dr., Ste. 300, 92081: County personnel regularly test sprinklers in front of the Law Library. The sprinkler by the handicapped space is obviously broken. On more than one occasion the testing has been done after staff have arrived in the morning and their car is drenched with water pouring down ("like a fire hose is on the car") the hood and into the engine. Please repair the sprinkler.	2/19/2016-DGS cut off water to that sprinkler head

Patron Compliments & Concerns

Branch:	Patron Comments:
Main	Kelly Keach has been very helpful and professional with me on an important legal research project I am working on. Thank you Kelly – thank you San Diego Law Library ~ Pat O'Toole
Date:	
2/9/16	
Branch:	Patron Comments:
Main	Regular patron asking about membership – really glad we made electricity and wifi a member benefit – will become member to use it – wants to support us.
Date:	
2/17/16	
Branch:	Patron Comments:
Main	Thank you. Thank you. For cleaning up the library ☺ ☺ ~ BK
Date:	
2/18/16	
Branch:	Patron Comments:
Main	What a difference the new membership policy is making. I went in and saw it for the first time today. It is like a real law library again. It was peaceful and quiet with plenty of room to spread out and study and cultivate a sense of privacy and professionalism. There were lawyers and other earnest users visible in numbers you could appreciate and feel a silent comraderie with. I was just besides myself with joy because the virtual loss of the library for all intents and purposes as it was known in its original form seemed imminent. Plus the staff, especially the guard, looked so much calmer as they had been so visibly stressed out by the chronic dramas attributable to the situtation. What a stroke of genius. I can hardly wait to join again. Thank you so much for your obvious devotion of time, thought and energy to this complex and difficult matter. ~ M. Greene
Date:	
2/23/16	

Patron Incident Reports

Branch:	Brief Description of Incident:
NC	<p>Person close to the entrance, but outside, the North County branch was speaking nonsense words, swearing at people, and screaming about Homeland Security. He went into the library entryway. Staff locked the doors and refused to allow the person to enter.</p> <p>Staff called sheriffs at the courthouse and requested assistance. Sheriffs told staff, "It was not their job" and refused to respond or provide assistance.</p> <p>Staff called sheriff's dispatch for assistance. Person left after 5 minutes. Staff received no assistance from sheriffs – call back or in person.</p> <p>Incident Number 262</p>
Date:	
2/8/16	
Police Notified?	
Yes, told it was not their job	
Action:	
Patron did not enter building	

Branch:	Brief Description of Incident:
NC	<p>Patron (Rayne Vanwart) entered NC to use the computers. She was reminded that Library computers are for legal research only. Patron used the computers for a few minutes, noticed staff being attentive about computer use, and left. She ranted and raved outside for awhile. She reentered the building around 3 pm and began using the computers. She was not using the computers for legal research or writing and was asked to leave. Patron exclaimed that this was bullshit and she was getting a restraining order. Patron left.</p> <p>Patron has demonstrated a long history of personality and mental health problems.</p> <p>Patron has been the subject of several prior patron incidents, including 255 in December 2015.</p> <p>Incident Number 263</p>
Date:	
2/23/16	
Police Notified?	
No	
Action:	
Patron left the building	



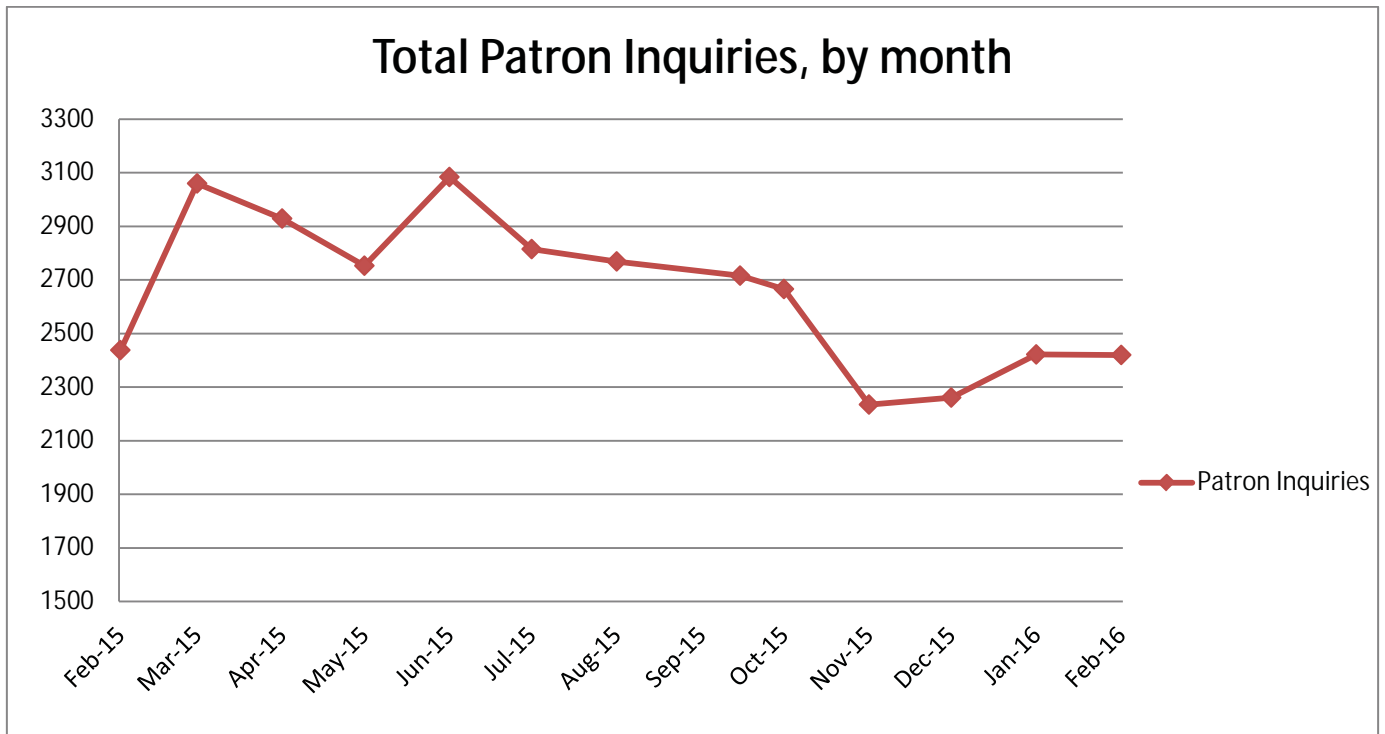
Statistics Review – February 2016

Summary

Downtown deserves some congratulations. In February, they answered 74 patron inquiries per day, a 10% increase from 2015! This is the first month in several years where there was an increase compared to the previous year. Also, the daily gate count was 164, a 12% decline from previous Februaries. This is due to the change making the Wi-Fi and charging stations available solely to members. There has been a considerable drop in patrons who were not using the law library for legally related purposes.

Vista continued its run of strong months – now 13 months in a row. They had 48 patron inquiries and their daily gate count of 81 was in line with previous Februaries.

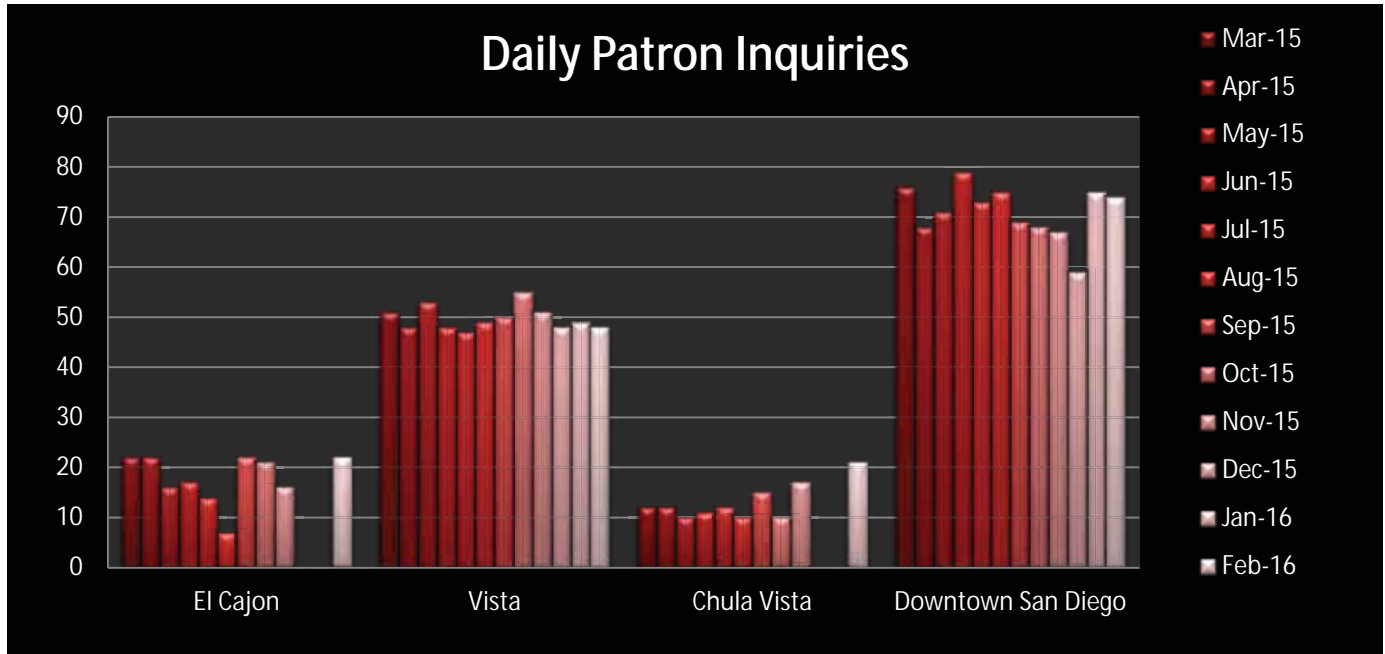
This month, the Law Library began to staff the El Cajon branch of the San Diego County Library and the Civic Center branch of the Chula Vista Library for 4 hours on alternating Mondays. While at these satellite locations, the law librarian answers legally-related questions and provides instruction on using legal databases (Lexis Advance, HeinOnline, and CEB OnLaw) on the law library terminals.



Overall, total inquiries were almost the exact same (2438 in 2015 and 2420 in 2016) as last February, but the library was open 12 fewer days this year – 56 days in 2015 and 40 in 2016. We were open 29% fewer days while inquiries were the same.

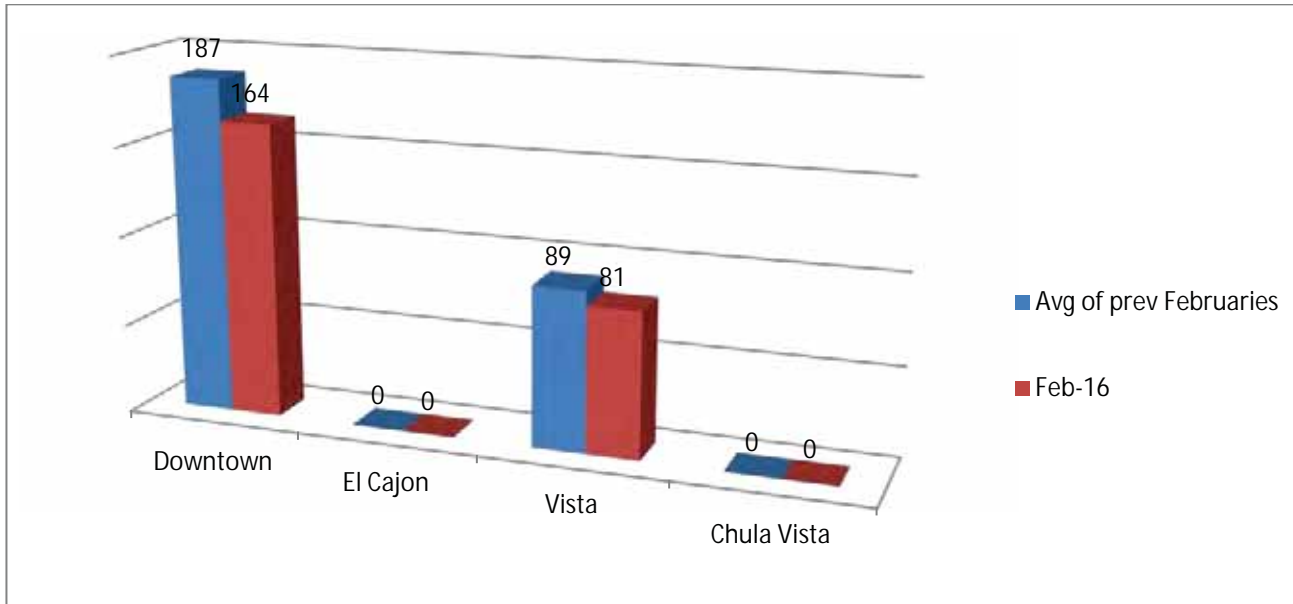
Patron Inquiries:

Vista continued its series of strong months (48 per day) which is now over a year now. Downtown had another strong month (75) that was 10% higher than last year. Vista and Downtown are near their historical average. Chula Vista and El Cajon public libraries were staffed for 4-hour shifts on alternating Mondays.



Gate Count:

Compared to the average of the last 3 Februaries, Downtown was down 12% and Vista was down about 9%. Chula Vista and El Cajon courthouse locations were closed. Compared to just last year, Downtown was 15% lower and Vista was about 7% lower.





Patron Inquiries Details:

Downtown San Diego answered 1549 in February 2016, 21 days. Per day: 74
Last year, they answered 1337 in February (67 per day) and averaged 1622 (78 a day) over the last 3 years
Last month, January 2016, was 1609. Per day: 75
Downtown was **10% higher** than its February 2015 daily totals.

El Cajon A law librarian staffed the El Cajon branch of the San Diego County Library on one Monday for a four hour shift. 11 patron inquiries were answered. This works out to 22 inquiries per 8-hour “day.” The courthouse location rarely met that level in the last year and a half it was open.

Vista answered 839 in February 2016, 17.5 days. Per day: 48
Last year, they answered 850 in February (53 per day) and averaged 888 (53 a day) over last 3 years.
Last month, January 2016, was 833. Per day: 49
Vista was **9% lower** than its February 2015 daily totals.

Chula Vista A law librarian staffed the Civic Center branch of the Chula Vista Public Library on two Mondays for four hour shifts each day. A total of 21 patron inquiries were answered. It has been more than a year since the courthouse location averaged 21 inquiries a “day.”

Gate Count Details:

Downtown had 3453 patrons enter its gates. Per day: 164. This is about 12% lower than the average of the previous three Februaries: 187. The gate count **15% lower** compared to February 2015.

El Cajon: A law librarian staffed the El Cajon branch of the San Diego County Library on one Monday for a four hour shift. A total of 15 people were stopped by. The courthouse location was not open this month.

Vista had 1412 patrons enter its gates. Per day: 81. This is about 9% lower than the average of the last 3 Februaries: 89. The gate count **7% lower** compared to February 2015.

Chula Vista: A law librarian staffed the Civic Center branch of the Chula Vista Public Library on two Mondays for four hour shifts each day. A total of 25 people stopped by. The courthouse location was not open this month.

Days Open

February 2016 – Downtown San Diego was open 21 days, Vista was open 17.5 days. Downtown San Diego’s total includes 4 Saturdays when the library is open a half day. Vista’s totals include 3 Fridays when they were open half days. The El Cajon Public Library was staffed one Monday for 4 hours and the Chula Vista Public Library was staffed on two Mondays for 8 hours total. The Library was closed for Lincoln’s Birthday and Presidents’ Day.