



Board of Trustees

Meeting of Wednesday, August 24, 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 July 20, 2016.
- 4) **Financial Report**
 - a. June 2016 Finance Report
- 5) **Approval of Library Contribution to 2017 Staff Health Care Plans**
- 6) **Membership Program Update**
 - a. County Counsel Letter: Attorney Client Privilege
 - b. Approve Plan to Escheat Deposits
- 7) **Director Compensation Committee**
 - a. Approve director compensation/salary adjustment.
- 8) **Other Reports**
 - a. Foundation Liaison Report (Judge Gill, Low)
 - b. Legislative Committee (Adkins)
- 9) **Director's Report**
 - a. Library Update
 - *"What's New?"...at the Law Library – July 2016*
 - b. Law Library press & praise
 - c. Outreach activities
 - d. Facilities maintenance reports
 - e. Patron compliments/ complaints
 - f. Incident reports
 - g. Monthly Activity Report
- 10) **Board Member Reports**
- 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 at (619) 531-4449. 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

San Diego County Public Law Library
Board of Trustees
San Diego Law Library
1105 Front Street, San Diego, CA 92101
August 24, 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 | Approval of Minutes of July 20, 2016 | Action. |
| 4. | Financial Report | June 2016 Financial Report | Information. |
| 5. | 2017 Staff Health Care Plans | Approval of Library Contribution to 2017 Staff Health Care Plans | Action. |
| 6. | Membership Program Update | A. County Counsel Letter: Attorney Client Privilege | Information. |
| | | B. Approve Plan to Escheat Deposits | Action. |
| 7. | Director Compensation Committee | Approve director compensation/salary adjustment. | Action. |
| 8. | Other Reports | A. Foundation Liaison Report (Judge Gill, Low) | Information. |
| | | B. Legislative Committee (Adkins) | Information. |
| 9. | Director's Report | A. Library Update | Information. |
| | | <ul style="list-style-type: none"> • "What's New?" ...at the Law Library | 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. | | |
| 10. | Board Member Reports | A. Any new business not an Agenda Item. | Information. |
| 11. | Adjournment | | Action. |

Item 3:
Minutes

Meeting of July 20, 2016

**Law Library Board of Trustees
Minutes of the Meeting
July 20, 2016**

The Law Library Board of Trustees held a regular meeting, pursuant to notice thereof, on **July 20, 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 (arrived at 12:35); Mara Elliott, Esq. Vice President; Lorena Slomanson, Esq., Treasurer; Honorable Joseph Brannigan, Secretary; Jeffrey D. Cawdrey, Esq.; Honorable David Gill; and Nathan Low, Esq.

Absent: Honorable Yvonne E. Campos and Honorable Julia Craig Kelety.

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: None

1) Call to Order

In the absence of President Berry, Mara Elliott, Board Vice President, convened the meeting at 12:25 pm.

2) * Opportunity for General Public Comment

- No public comment.

3) Minutes

- Previous Meeting of June 15, 2016

MOTION (1): Ms. Elliott called for a motion to approve the minutes of June 15, 2016. Mr. Cawdrey moved to approve the minutes. Judge Gill seconded the motion, all approved and the minutes passed unanimously.

4) Financial Report (O'Hara)

- Financial Reporting
 - Ms. O'Hara reported on May 2016 financials.
 - The postponed purchase of an ILS and the decision not to hire a new IT staff member resulted in lower costs than anticipated for this year.
 - Filing Fees are 4.6% lower than last fiscal year. 1.4% lower than budgeted.
 - We are doing slightly better than other county law libraries.

[12:35 pm - Judge Berry arrived and presided after this time.]

5) Closed Session

- The Board convened for a Closed Session at 12:40 to conduct a Director Performance Review.

The meeting reconvened to open session at 12:52pm.

- Ms. Elliott suggested that in the future, the Director's self-evaluation not be included in the public packet. The board discussed and came to a friendly agreement that there will be not be an expectation that the Director make his self-evaluation public in the future.

6) Director's Compensation Committee

- Judge Berry explained the compensation decision process, and expressed that the committee had carefully considered any possible concerns the Board of Supervisors may have in relation to increasing the salary of a county employee. Salary considerations should take into consideration that the Law Library is in dire financial straits.
- The Board recognized that the Director, Mr. Adkins, has done a stellar job, and they would like to retain him as Director.
- Judge Berry gave a synopsis of the history of the current Director's salary increases and adjustments and noted that there is some confusion of the history of the Director's compensation, as it crosses fiscal years and calendar years.
- Judge Berry recommended the Board follow the Director's Salary History and Adjustment Projection he created (see handout) for compensation increases.
 - Mr. Cawdrey expressed concern that there was potential for confusion due to the crossing of calendar and fiscal years.
 - Mr. Cawdrey suggested that the adjustment occur in July every year, and go back on to a fiscal year schedule.
 - The Board reviewed the Director's current contract.
 - Ms. Elliott recommended that the director's base salary be raised and an enhancement be discussed as needed.
 - There was a general consensus that salary adjustments be made to correlate to the fiscal year.
 - Judge Berry asked Mr. Low to join the Finance Committee.
 - Judge Gill recommended that the Board not decide today.
 - Ms. Elliott mentioned that when monthly salary adjustments are put in place, the Director's performance should be reviewed every month.

**Law Library Board of Trustees
Minutes of the Meeting
July 20, 2016**

MOTION (2): Mr. Low called for a motion to set the Director's at a fixed rate and discuss in January 2017. There was no second, and the motion failed.

- Being 1:25 pm, the Board postponed the Director's compensation discussion until the next regular meeting.
- Agenda Items 7-10 were tabled until the next meeting.

MOTION (3): Due to Trustee conflicts, Judge Berry called for a motion to move the August 17, 2016 meeting to August 24th. Mr. Low so moved, Judge Gill seconded, all approved and the August 17, 2016 Board of Trustees meeting was rescheduled to August 24, 2016.

7) Adjournment

- The meeting adjourned at 1:28pm.

Item 4:
Financial Report

June 2016

San Diego County Public Law Library
Balance Sheet
As of June 2016

As of
June 2016

| | |
|----------|-----------|
| Low Cash | |
| \$ | 2,677,535 |

ASSETS

Current Assets

Checking/Savings

0001 - Cash and investments

| | |
|---------------------------------------|--------------|
| 0010 - County Treasury | 2,628,212.08 |
| 0020 - Petty Cash | 225.00 |
| 0041 - Payroll Checking | 62,194.26 |
| 0042 - Credit Card Checking Account | 9,353.67 |
| 0051 - Wells Fargo Checking Account | 0.00 |
| 0060 - Citibank Operating Account | 3,603.45 |
| 0090 - County Held Construction Funds | 0.00 |

Total 0001 - Cash and investments 2,703,588.46

Total Checking/Savings 2,703,588.46

Accounts Receivable

0110 - Accounts Receivable 448,102.46

Total Accounts Receivable 448,102.46

Other Current Assets

| | |
|--|-----------|
| 0070 - Due from LLJF | 0.00 |
| 0160 - Deposit with others - long term | 0.00 |
| 0420 - Prepaid Expenses | 46,177.90 |
| 1500 - Over/under | -1.45 |

Total Other Current Assets 46,176.45

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 | 0.00 |
| 0300 - Equipment | |
| 0340 - Equipment | 390,663.67 |
| 0350 - Improvements | 4,905,435.00 |
| 0360 - Furniture | 336,908.07 |
| 0370 - IT Equipment | 411,036.61 |
| 0399 - Accumulated Depreciation | <u>-2,078,700.00</u> |

| | |
|--------------------------------------|---------------------|
| Total Fixed Assets | 3,965,343.35 |
| Other Assets | |
| 0155 · Prepaid Subscriptions | 33,108.77 |
| TOTAL ASSETS | 7,196,319.49 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 0511 · Accounts Payable | 0.00 |
| Total Accounts Payable | 0.00 |
| Credit Cards | |
| 0513 · Credit Card Debt | |
| 0513-GC - BoA - Gina Catalano | 0.00 |
| 0513-JA · Citibank MC - J. Adkins | 0.00 |
| 0513-SS American Express- S Schweter | 0.00 |
| Total 0513 · Credit Card Debt | 0.00 |
| Other Current Liabilities | |
| 0515 · Deposits on Account | |
| 0517 · Security Deposits | 125,630.00 |
| 0523 · Extended Services Deposits | 8,153.12 |
| Total 0515 · Deposits on Account | 133,783.12 |
| 0519 · Sales Tax Payable | 0.00 |
| 0520 · Accrued Payroll | 192,677.99 |
| 0525 · Payroll Liabilities | 0.00 |
| 0530 · Accrued Expenses | 4,395.57 |
| 0535 · Accrued Expenses - CalPERS | 67,236.00 |
| 0540 · Capital Lease Payable | 0.00 |
| Total Other Current Liabilities | 398,092.68 |
| Total Current Liabilities | 398,092.68 |
| Long Term Liabilities | |
| 0650 · AOC Advance | 223,022.00 |
| Total Long Term Liabilities | 223,022.00 |
| Total Liabilities | 621,114.68 |
| Equity | |
| 0700 · Fund Balance | |
| 0740 · Fund Balance Available | 5,390,209.94 |

| | |
|---------------------------------------|---------------------|
| Total 0700 - Fund Balance | 5,390,209.94 |
| 3000 Opening Bal Equity | 115,441.77 |
| 3900 - Retained Earnings | 1,207,624.54 |
| Net Income | -138,071.44 |
| Total Equity | 6,575,204.81 |
| TOTAL LIABILITIES & EQUITY | 7,196,319.49 |

| San Diego County Public Law Library | | | | | |
|--|---|---------------|-----------------|-------------------|--|
| Profit and Loss | | | | | |
| Jun-16 | | | Approved | Projection | |
| | | Actual | Budget | of Actual | |
| Income: | | Jun-16 | FY 2016 | FY 2016 | |
| Income from Outside Sources: | | | | | |
| 9821 | Filing Fees: Superior Court | 2,535,078 | 2,545,000 | 2,535,078 | |
| 9950 | Membership Fees | 58,054 | 55,000 | 58,054 | |
| 9190 | Interest | 13,517 | 9,000 | 13,517 | |
| 9979 | Donations | 2,262 | 1,000 | 2,262 | |
| 9990 | Grants | 18,574 | 15,000 | 18,574 | |
| 9970 | Sponsorship Income | - | 5,000 | - | |
| | Restricted Hervey Technology Grant | | - | - | |
| | Sub-Total Outside Sources: | 2,627,485 | 2,630,000 | 2,627,485 | |
| Income from Library Sources: | | | | | |
| 9181 | Fines | 7,754 | 7,000 | 7,754 | |
| 9730 | Extended Services | 523 | 700 | 523 | |
| 9967 | Copier Income | 19,645 | 35,000 | 19,645 | |
| 9994 | Class fees | 9,591 | 6,000 | 9,591 | |
| 9996 | Miscellaneous - Taxable | 4,027 | 5,000 | 4,027 | |
| 9995 | Nontaxable | 2,289 | 2,000 | 2,289 | |
| | Sub-Total Library Sources: | 43,829 | 55,700 | 43,829 | |
| | TOTAL INCOME: | 2,671,314 | 2,685,700 | 2,671,314 | |
| EXPENDITURES: | | | | | |
| Personnel: | | | | | |
| 1101 | Regular Employees | 1,173,684 | 1,250,000 | 1,173,684 | |
| 1102 | Part-time Employees | 13,375 | 10,000 | 13,375 | |
| 1160 | PERS Employer Contributions | 157,398 | 118,000 | 157,398 | |
| 1165 | Employer's FICA Expense | 16,442 | 22,000 | 16,442 | |
| | Library Contributions - Health Benefits | | | | |
| 1170-AC | Active employees | 140,146 | 140,000 | 140,146 | |
| 1170-RT | Retirees | 140,494 | 140,000 | 140,494 | |
| 1170-LI | LTD/Life/Dental | 7,561 | 12,000 | 7,561 | |
| 1175 | Workers' Compensation | 9,109 | 18,000 | 9,109 | |

| | | | | |
|---------|---|-----------|-----------|-----------|
| 1185 | Unemployment Expense | 1,177 | 4,000 | 1,177 |
| | Sub-Total Personnel: | 1,659,386 | 1,714,000 | 1,659,386 |
| | Materials: | | | |
| 2215 | Electronic Resources | 98,132 | 102,000 | 98,132 |
| 2326 | Microforms | 1,343 | 1,300 | 1,343 |
| 2328 | Compact Discs | 7,286 | 8,000 | 7,286 |
| 2345 | Books - New | 723 | 1,000 | 723 |
| 2346 | Special Funds | 2,052 | - | 2,052 |
| 2347 | Books - Disposable | 277,601 | 320,000 | 277,601 |
| 2348 | Books - Continuations | 114,867 | 110,000 | 114,867 |
| 3470 | CA Use/Sales Tax | 982 | 3,000 | 982 |
| | Sub-Total Materials: | 502,986 | 545,300 | 502,986 |
| | Operations: | | | |
| 2244 | Library Insurance | 30,794 | 35,000 | 30,794 |
| 2300 | Memberships | 3,060 | 5,000 | 3,060 |
| 2302 | Copier/Print solution | 32,698 | 33,500 | 32,698 |
| | Miscellaneous: | | | |
| 2304-CC | Credit Card Acct. Charges | 4,174 | 6,000 | 4,174 |
| 2304-RE | Recruiting | 583 | 1,000 | 583 |
| 2304-MC | Misc | 3,550 | 5,000 | 3,550 |
| | Staff Appreciation | 6,890 | 5,000 | 6,890 |
| 2305 | Catalog Data Searches/Supplies | 6,313 | 6,000 | 6,313 |
| 2306 | Postage | 1,357 | 4,000 | 1,357 |
| 2307 | Printing/Copying | 257 | 1,000 | 257 |
| 2308 | Binding | 488 | 1,000 | 488 |
| 2309 | Collection Supplies (incl. tattle tape) | 2,510 | 4,000 | 2,510 |
| 2311 | IT Supplies/Repairs | 1,324 | 8,550 | 1,324 |
| 2312 | Office Supplies | 4,908 | 8,000 | 4,908 |
| | 2315 Professional & Special Services: | | | |
| 2315-AU | Audit | 10,300 | 9,000 | 10,300 |
| 2315-LE | Legal | - | 4,000 | - |
| 2315-HE | Hervey Grant Expenses | 3,927 | | 3,927 |
| 2315-PA | Payroll | 2,396 | 5,000 | 2,396 |
| 2315-SE | Security | 54,430 | 64,000 | 54,430 |
| 2315-LL | Loose-leaf filing | 7,230 | 14,000 | 7,230 |

| | | | | | | |
|---------|--|------------------|--|------------------|--|------------------|
| 2315-OT | Professional Services-Other | 983 | | 500 | | 983 |
| 2315-PV | Preservation | 35 | | 1,000 | | 35 |
| 2315-WE | Website | - | | - | | - |
| 2359 | Employee Auto/Bus Passes/Parking | 13,244 | | 23,000 | | 13,244 |
| 2365 | Professional Memberships | 1,731 | | 4,000 | | 1,731 |
| 2362 | Conferences/Seminars | 11,406 | | 12,000 | | 11,406 |
| 2370 | Public Relations | 5,491 | | 8,000 | | 5,491 |
| 2390 | IT: | | | | | |
| 2391 | Computer Software | 5,005 | | 10,700 | | 5,005 |
| 2392 | IT Outsourcing | 21,872 | | 25,000 | | 21,872 |
| 2393 | IT Maintenance | 49,089 | | 50,200 | | 49,089 |
| 2394 | T-1/Internet | 38,785 | | 50,600 | | 38,785 |
| 2453 | Facilities | 1,084 | | 2,000 | | 1,084 |
| 4501 | Equipment: | | | 1,000 | | - |
| 4501-IT | IT Equipment | 43,777 | | 82,550 | | 43,777 |
| 4501-IT | Hervey Technology Equipment | 3,121 | | - | | 3,121 |
| 4501-OF | Office | - | | 1,000 | | - |
| 4501-OT | Other | - | | - | | - |
| 5000 | Depreciation | | | 0 | | |
| | Reimbursement to reserves for purchase of Furniture & Technology | | | 0 | | - |
| | Sub-Total Operations: | 372,812 | | 490,600 | | 372,812 |
| | TOTAL EXPENDITURES: | 2,535,184 | | 2,749,900 | | 2,535,184 |
| | OPERATING BALANCE: | 136,130 | | (64,200) | | 136,130 |

| | | FILING FEES PAYMENT RECORDS - 2015/2016 | | | | | | |
|------|-------------------------|--|-------------|-------------|------------|-----------------|----------------|--|
| | | 12 Month Completed | | | | | | |
| | | 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 | \$201,299 | | | | |
| | | \$241,728 | MARCH | \$227,540 | | | | |
| | | \$236,148 | APRIL | \$216,513 | | | | |
| | | \$217,076 | MAY | \$212,305 | | | | |
| | | \$220,698 | JUNE | \$234,897 | | | | |
| | | \$2,631,919 | TOTAL | \$2,535,076 | | | | |
| | | \$219,327 | Monthly Avg | \$211,256 | | | | |
| Year | 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% | 183,052 Actual | |
| 05 | \$236,929 | Feb. | 212,000 | \$201,299 | (10,701) | 94.95% | 201,299 Actual | |
| 04 | \$223,022 | Mar. | 212,000 | \$227,540 | 15,540 | 107.33% | 227,540 Actual | |
| 03 | \$226,902 | Apr. | 212,000 | \$216,513 | 4,513 | 102.13% | 216,513 Actual | |
| 02 | \$216,397 | May | 212,000 | \$212,305 | 305 | 100.14% | 212,305 Actual | |
| 01 | \$197,101 | June | 212,000 | \$234,897 | 22,897 | 110.80% | 234,897 Actual | |
| 00 | \$202,556 | | | | | | | |
| 99 | \$188,610 | | | | | | | |
| 97 | \$171,946 | | \$2,545,000 | \$2,535,076 | (9,924) | | \$2,535,076 | |
| 96 | \$162,831 | | | | | | | |
| 95 | \$160,868 | | | | | | | |
| 94 | \$168,862 | Filing Fees are 3.7% lower than last fiscal year | | | | | | |
| 93 | \$172,373 | Filing Fees are .4% lower than budgeted. | | | | | | |
| 92 | \$189,757 | 2016 Filing Fees are 39.4% lower than in 2009 | | | | | | |

Item 5:
2017 Staff Health Care Plans

| MONTHLY HEALTH CARE PLAN PREMIUM COMPARISONS | | | | | | | |
|--|---------------|-----------|--------------------|-------------|-----------------|-------------|--|
| CY 2016 & 2017 | | | | | | | |
| | Single Person | | Single + Dependant | | Single + Family | | |
| Health Plan | 2016 | 2017 | 2016 | 2017 | 2016 | 2017 | |
| PERS Select | \$ 625.20 | \$ 633.46 | \$ 1,250.40 | \$ 1,266.92 | 1625.52 | 1647 | |
| PERS Choice | \$ 683.71 | \$ 714.43 | \$ 1,367.42 | \$ 1,428.86 | 1777.65 | 1857.52 | |
| PERSCare | \$ 761.50 | \$ 802.24 | \$ 1,523.00 | \$ 1,604.48 | 1979 | 2085.82 | |
| Blue Shield Access+ | \$ 654.87 | \$ 778.45 | \$ 1,309.74 | \$ 1,556.90 | 1702.66 | 2023.97 | |
| Blue Shield NetValue | \$ 666.35 | N/A | \$ 1,332.70 | N/A | 1732.51 | N/A | |
| Kaiser | \$ 606.05 | \$ 599.54 | \$ 1,210.10 | \$ 1,199.08 | 1573.13 | 1558.8 | |
| Sharp | \$ 561.34 | \$ 614.46 | \$ 1,122.68 | \$ 1,228.92 | 1459.48 | 1597.6 | |
| New Plans | | | | | | | |
| Anthem HMO Select | N/A | \$ 659.03 | N/A | \$ 1,318.06 | N/A | \$ 1,713.48 | |
| Health Net Salud y Mas | N/A | \$ 473.46 | N/A | \$ 946.92 | N/A | \$ 1,231.00 | |
| United Health Care (Scripps) | N/A | \$ 549.76 | N/A | \$ 1,099.52 | N/A | \$ 1,429.38 | |
| Average of single plans 2016 | \$ 651.29 | | | | | | |
| Library pays based on average 2017 | Single | \$ 647.20 | Single + 50% | \$ 970.80 | Single + 80% | \$ 1,164.96 | |

2017 Monthly Health Plan Rates with Board Approved Library Contributions

| Health Plan | Single | | | 2-Party | | | Family | | |
|-------------------------------|-----------|--------------|------------|--------------|--------------|------------|--------------|--------------|------------|
| | 2017 Cost | Library Pays | Staff Pays | 2017 Cost | Library Pays | Staff Pays | 2017 Cost | Library Pays | Staff Pays |
| PERS Select | \$ 633.46 | \$ 647.20 | \$ - | \$ 1,266.92 | \$ 970.80 | \$ 296.12 | \$ 1,647.00 | \$ 1,164.96 | \$ 482.04 |
| PERS Choice | \$ 714.43 | \$ 647.20 | \$ 67.23 | \$ 1,428.86 | \$ 970.80 | \$ 458.06 | \$ 1,857.52 | \$ 1,164.96 | \$ 692.56 |
| PERSCare | \$ 802.24 | \$ 647.20 | \$ 155.04 | \$ 1,604.48 | \$ 970.80 | \$ 633.68 | \$ 2,085.82 | \$ 1,164.96 | \$ 920.86 |
| Blue Shield Access+ | \$ 778.45 | \$ 647.20 | \$ 131.25 | \$ 1,556.90 | \$ 970.80 | \$ 586.10 | \$ 2,023.97 | \$ 1,164.96 | \$ 859.01 |
| Kaiser | \$ 599.54 | \$ 647.20 | \$ - | \$ 1,199.08 | \$ 970.80 | \$ 228.28 | \$ 1,558.80 | \$ 1,164.96 | \$ 393.84 |
| Sharp Performance Plus | \$ 614.46 | \$ 647.20 | \$ - | \$ 1,228.92 | \$ 970.80 | \$ 258.12 | \$ 1,597.60 | \$ 1,164.96 | \$ 432.64 |
| Anthem HMO Select | \$ 659.03 | \$ 647.20 | \$ 11.83 | \$ 1,318.06 | \$ 970.80 | \$ 347.26 | \$ 1,713.48 | \$ 1,164.96 | \$ 548.52 |
| Health Net Salud y Mas | \$ 473.46 | \$ 647.20 | \$ - | \$ 946.92 | \$ 970.80 | \$ - | \$ 1,231.00 | \$ 1,164.96 | \$ 66.04 |
| United Healthcare (Sharp) | \$ 549.76 | \$ 647.20 | \$ - | \$ 1,099.52 | \$ 970.80 | \$ 128.72 | \$ 1,429.38 | \$ 1,164.96 | \$ 264.42 |
| Library pays based on average | Single | \$ 647.20 | | Single + 50% | \$ 970.80 | | Single + 80% | \$ 1,164.96 | |

Item 6:
Membership Program Update

**County Counsel Letter:
Attorney Client Privilege**

Item 9:
Director's Report

“WHAT’S NEW?” ...at the Law Library

| | SUMMARY | IN CONVERSATION... |
|--------------|--|---|
| North County | <p>ELECTRIC VEHICLE CHARGING STATIONS</p> <ul style="list-style-type: none"> County is installing 4 electric parking stations in front of library | <p><i>“North County is open and ready to serve. There may be some noise from the charging station installation in front of the library, but we are open our regular hours.”</i></p> |
| Downtown | <p>LAW MADE PUBLIC</p> <ul style="list-style-type: none"> Free tutorials on legal databases Every Saturday at 10am Only 20 minutes long Tutorials include: Lexis 101, Finding primary sources on Lexis, Finding forms and secondary sources on Lexis. More tutorials are being developed to cover our CEB database and HeinOnline. | <p><i>“Did you know that the San Diego Law Library has access to a number of powerful legal databases that are freely available to the public? Learn how to make the most of our resources by attending one of our free Law Made Public classes held every Saturday.”</i></p> |



Outreach Activities

Lectures

Lectures are programs on special topics (frequently presented by outside speakers).

| <i>Date</i> | <i>Branch</i> | <i>MCLE</i> | <i>Attendees</i> | <i>Title/Description</i> |
|-------------|---------------|-------------|------------------|---------------------------------------|
| 7/12 | Main | Y | 14 | Legal Issues Faced by Craft Breweries |
| 7/25 | Main | Y | 12 | E-Filing in Superior Court |

Library Events

Events are large-scale programs organized by the Law Library that require multiple staff and/or branch involvement, funding, publicity, etc.

| <i>Date</i> | <i>Location</i> | <i>MCLE</i> | <i>Attendees</i> | <i>Title/Description</i> |
|-------------|-----------------|-------------|------------------|--|
| 7/19 | Public Library | Y | 68 | Law & Comics: Rise of the Independents |
| 7/19 | Main | Y | 5 | Law & Comics – Facebook Live Stream at the Law Library |

Legal Clinics

Free legal consultations organized by staff.

| <i>Date</i> | <i>Branch</i> | <i>Attendees</i> | <i>Title/Description</i> |
|---|---------------|------------------|--|
| 7/1, 7/6, 7/8, 7/11, 7/13, 7/15, 7/18, 7/20, 7/22, 7/25, 7/27, 7/29 | SB | 5 | Unlawful Detainer Clinic <i>in partnership with</i> Legal Aid Society |
| 7/5, 7/7, 7/11, 7/12, 7/14, 7/18, 7/19, 7/21, 7/25, 7/26, 7/28 | EC | 2 | Unlawful Detainer Clinic <i>in partnership with</i> Legal Aid Society |
| 7/6, 7/13, 7/20, 7/27 | EC | 60 | Clinic with TJSJL Center for Solo Practitioners – at El Cajon Branch of the San Diego County Library |
| 7/6, 7/13, 7/27 | Main | 21 | Family Law Clinic <i>in partnership with</i> SDVLP |
| 7/6, 7/13, 7/20 | Main | 20 | Divorce Resource Workshop Series <i>with</i> NCRC |
| 7/7, 7/14, 7/21, 7/28 | SB | 16 | Consumer Law Clinic <i>in partnership with</i> LASSD |
| 7/5, 7/12, 7/19, 7/26 | NC | 12 | Consumer Law Clinic <i>in partnership with</i> LASSD |
| 7/8, 7/22 | Main | 5 | Elder Law & Advocacy Virtual Legal Services |
| 7/19 | Main | 9 | Civil Appellate Self-Help Workshop <i>in partnership with</i> California Court of Appeal, Legal Aid, and SDCBA |
| 7/27 | Main | 3 | Tax Clinic <i>in partnership with</i> Legal Aid Society |

Patron Compliments & Concerns

| | |
|---------|--|
| Branch: | Patron Comments: |
| Main | Luz was very helpful, informative and she made everything easy to deal with for my case. She went out of her way to give me books and other valuable information on the SDLL website. I feel much better after visiting here thanks to Luz! ~ Cara Allen |
| Date: | |
| 7/1/16 | |
| Branch: | Patron Comments: |
| Main | Luz was very courteous and knowledgeable and helpful. She took the time to explain the function of the library. Thanks! ~ Carolyn Allen |
| Date: | |
| 7/1/16 | |
| Branch: | Patron Comments: |
| Main | Cheryl – thank you for listening and being a kind caring soul. ~ Janice |
| Date: | |
| 7/19/16 | |

Secretaries Report:

Patron Incident Reports

| | |
|-------------------------------|---|
| Branch: | Brief Description of Incident: |
| Main | Female patron was using library computer terminal to access Facebook and watch videos of a public access tv show from New York. Library and security staff notified the patron that she was violating our rules of conduct and the technology use policy. Patron has used the library and its computers many times and had previously complied with the policies. Patron became combative and her behavior disrupted the other users of the computer center. Patron was asked to leave and was escorted from the building by security staff. Incident Number 273 |
| Date: | |
| 7/8/16 | |
| Police Notified? | |
| No | |
| Action: | |
| Patron escorted from building | |

TRIRIGA MAINTENANCE LOG Tasks

| <u>Branch/Stage</u> | <u>Description of Problem</u> | <u>Follow Up/Comments</u> |
|---------------------|---|---|
| Main In Process | 7/1/2016-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: At least one of the overhead recessed lights are out in the elevator. | 7/31/2016-Fixture ballast needs to be replaced and is on order. |
| Main In Process | 7/13/2016-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: The Director has purchased an art hanging system that requires the installation of a track along the wall & flush with the ceiling in the Boardroom. It's a simple installation, just drilling/screwing it to the wall/studs. I have instructions & details. Call Chris 619-531-3966. We would like to have this installed prior to the Krauss Bro's doing the touch-up project. | 8/4/2016-DGS handled as discretionary and installed 2 of the 3 rails. The 3rd rail will be installed later at a location TBD. |
| Main In Process | 7/21/2016-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: The door/latch into the men's room handicapped stall isn't lining up properly so the door has to be lifted to latch. I think the door must be sagging from use. Please correct and check the ladies room door as well. Chris C. | 8/10/2016-DGS made adjustments but upon inspection it appears that further adjustment is needed. |
| Main Complete | 7/27/2016-MAIN LAW LIBRARY: 1105 FRONT ST., 92101: The elevator is stuck open on the 3rd floor, will not close or call. Chris Cox called in to Enrica at 7am, following up with Tririga. | 7/27/2016-complete |

San Diego Law Library Web Site Statistics

July 2016

Usage compared to June 2016

Audience Overview

Jul 1, 2016 - Jul 31, 2016

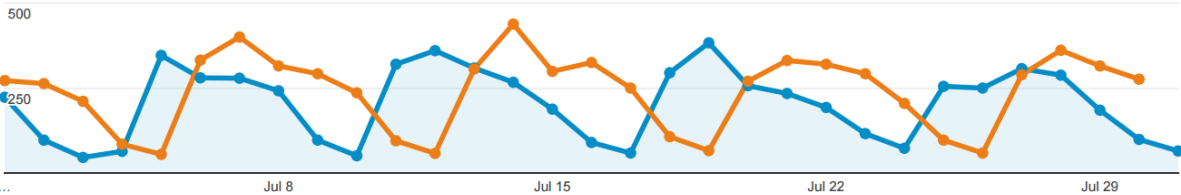
Compare to: Jun 1, 2016 - Jun 30, 2016

All Users
+0.00% Sessions

Overview

Jul 1, 2016 - Jul 31, 2016: Sessions

Jun 1, 2016 - Jun 30, 2016: Sessions



Sessions

-12.49%

6,318 vs 7,220



Users

-27.29%

3,411 vs 4,691



Pageviews

-10.23%

13,750 vs 15,317



Pages / Session

2.59%

2.18 vs 2.12



Avg. Session Duration

5.71%

00:03:07 vs 00:02:57



Bounce Rate

-3.38%

47.12% vs 48.77%



% New Sessions

-19.55%

47.58% vs 59.14%



Traffic from Social Networks

(# sessions; traffic sent to our web site from social networks)

| Source | July | June |
|----------|------|------|
| Facebook | 80 | 137 |
| Twitter | 1 | 5 |
| LinkedIn | 3 | 2 |

Referrals

(# sessions; how visitors find our site. excludes internal use)

| Source | July | June |
|----------------|------|------|
| Google | 3998 | 1977 |
| (direct) | 1042 | 424 |
| Rss | 423 | 7 |
| Newsletter | 394 | 345 |
| Bing | 339 | 150 |
| Sdcourt.ca.gov | 233 | 116 |

Top Guides in July

| Guide | Views |
|---------------------------------|-------|
| Pleading | 38 |
| Motion to Vacate a Default Jud | 26 |
| Family Law | 16 |
| Family Law Discovery | 14 |
| Motion for Return of Seized Pro | 14 |

Top Downloads in July

| File Description | #Events |
|-------------------------------|---------|
| Pleading Paper | 406 |
| 2016 Legal Info Referral List | 35 |
| Individual Borrower's Applic | 20 |
| 2016 Legal Service Providers | 17 |
| Motion to Terminate Probat | 15 |
| Reduce Felony Declaration | 15 |

DEFINITIONS

SESSIONS Total number of Sessions within the date range. A session is the period time a user is actively engaged with your website, app, etc. All usage data (Screen Views, Events, Ecommerce, etc.) is associated with a session. A session lasts until there's 30 minutes of inactivity.

USERS Users that have had at least one session within the selected date range. Includes both new and returning users.

PAGEVIEWS Pageviews is the total number of pages viewed. Repeated views of a single page are counted.

PAGES / SESSION Pages/Session (Average Page Depth) is the average number of pages viewed during a session. Repeated views of a single page are counted.

AVG. SESSION DURATION The average length of a Session.

BOUNCE RATE Bounce Rate is the percentage of single-page visits (i.e. visits in which the person left your site from the entrance page without interacting with the page).

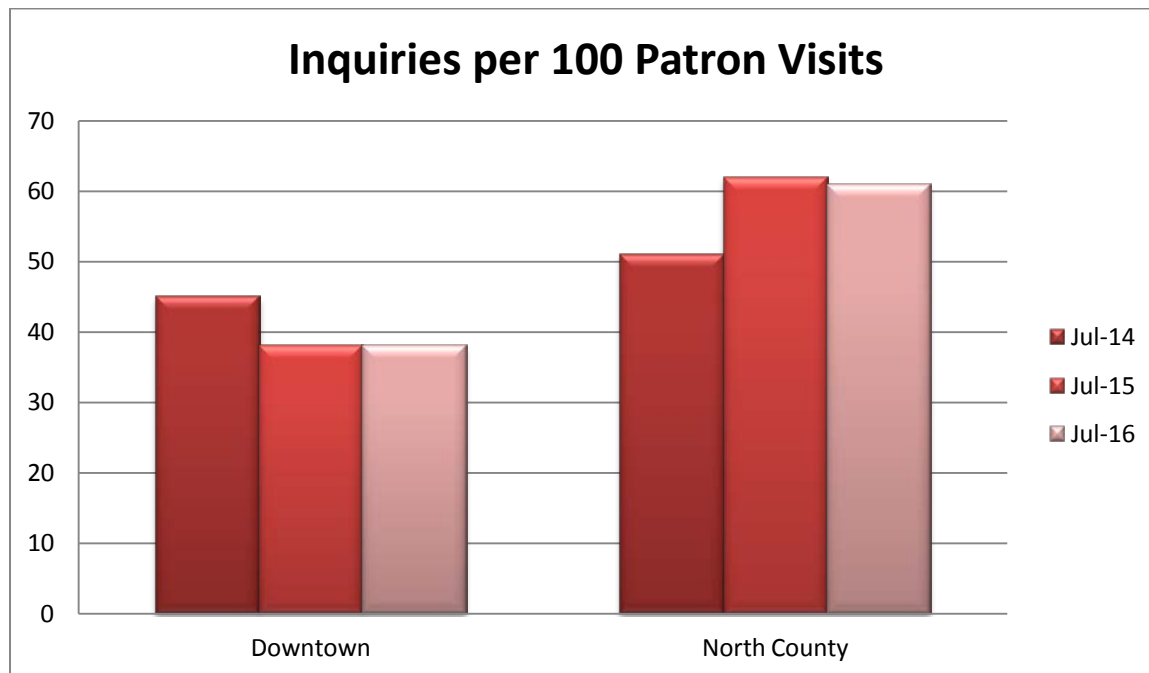
% NEW SESSIONS An estimate of the percentage of first time visits.

San Diego Law Library Statistics

July 2016

Gate Count & Patron Inquiries:

- Downtown: 38 questions for every 100 patrons who entered, the same as last July
- Vista: 61 questions for every 100 patrons who entered, the same as last July



Public Library Program:

- El Cajon Branch of the San Diego County Library – only one day, closed on July 4th
 - 2 questions regarding civil appeals and family law, plus court hours
 - 2 database trainings –Lexis
 - 1 referrals to legal providers for family law
- Chula Vista Public Library
 - 6 questions regarding how to use a computer and information about the law library.
 - 4 demonstrations of SDLL website, Lexis, and OnLaw
 - 3 referrals to legal providers for family law and consumer law

| 2016-2017 Monthly Activity Report | | | | | | | | | | | | | | |
|---|-------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------------|-------------------|
| | July | August | September | October | November | December | January | February | March | April | May | June | Yearly Total | Share of Category |
| Gate Count (# of people)* | | | | | | | | | | | | | | |
| Main | 3728 | | | | | | | | | | | | 3728 | 80.19% |
| North | 921 | | | | | | | | | | | | 921 | 16.54% |
| | 4649 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4649 | |
| Circulation (# of items checked out, renewed, & put on hold) | | | | | | | | | | | | | | |
| Main (150, 175) | 525 | | | | | | | | | | | | 525 | 57.38% |
| North (300) | 150 | | | | | | | | | | | | 150 | 16.39% |
| Via Web (800) | 240 | | | | | | | | | | | | 240 | 26.23% |
| | 915 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 915 | |
| Material Used In House (IUSE3) | | | | | | | | | | | | | | |
| Main | 901 | | | | | | | | | | | | 901 | 60.71% |
| North | 583 | | | | | | | | | | | | 583 | 39.29% |
| | 1484 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1484 | |
| Memberships (new & renewed) | | | | | | | | | | | | | | |
| Main | 40 | | | | | | | | | | | | 40 | 78.43% |
| North | 11 | | | | | | | | | | | | 11 | 21.57% |
| | 51 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 51 | |
| Patron Inquiries | | | | | | | | | | | | | | |
| Main | 1412 | | | | | | | | | | | | 1412 | 71.57% |
| North | 561 | | | | | | | | | | | | 561 | 28.43% |
| | 1973 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1973 | |
| Referrals | 44 | | | | | | | | | | | | 44 | |
| Tours & Classes (# of attendees) | | | | | | | | | | | | | | |
| East | 0 | | | | | | | | | | | | 0 | #DIV/0! |
| Main | 0 | | | | | | | | | | | | 0 | #DIV/0! |
| North | 0 | | | | | | | | | | | | 0 | #DIV/0! |
| South | 0 | | | | | | | | | | | | 0 | #DIV/0! |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Lectures & Special Events (# of attendees) | | | | | | | | | | | | | | |
| East | 60 | | | | | | | | | | | | 60 | 24.10% |
| Main | 161 | | | | | | | | | | | | 161 | 64.66% |
| North | 12 | | | | | | | | | | | | 12 | 4.82% |
| South | 16 | | | | | | | | | | | | 16 | 6.43% |
| | 249 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 249 | |
| * Circ numbers for July revised after a systems check. | | | | | | | | | | | | | | |