ANNUAL REPORT
2019-2020
Submitted to the San Diego County Board of Supervisors
Pursuant to California Business & Professions Code section 6349

Mara W. Elliott, President of the Board of Trustees
&
John W. Adkins, Director of Libraries

September 2020

Art featured on cover - “The Jury” by Richard Sager
Displayed in the downtown law library since 2012 with funds donated by the
San Diego Law Library Foundation.
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Message From The Director

“It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of light, it was the season of darkness, it was the spring of hope, it was the winter of despair.”

— Charles Dickens, A Tale of Two Cities

Dickens touched upon a universal truth when he wrote this in 1859, because it applies to every era to some degree. Even when times are relatively calm and unremarkable people always exaggerate when characterizing the measure of their own loss or good fortune.

As all-pervasive as Dickens’ sentiment is, the year 2020 cannot be described in any terms other than being the worst of the worst, full of darkness and despair. 2020 has been the worst of times not only for this fine public law library, but for the nation and the world as well.

And yet everything started out with so much hope and promise.

FY 2020: A Year of Optimism for Expanding Access to Justice

In the last half of 2019, we began with buoyant positivity due to a generous allocation from the State to fund new access to justice projects. We decided on the following projects to enhance our offerings and reach even more people without our services:

1. Building a new Access to Justice Training Center at our North County Law Library;
2. Creating a Civil Self-Help Legal Center downtown;
3. Having Law Librarians regularly staff County Public Library branches, especially those in rural areas or where Spanish is a dominant language;
4. Expanding our Spanish Language Self-Help Resources; and
5. Advancing Remote Access Technology so we could be sure to reach more and more people.
During the summer and fall, we found partners willing to collaborate with us. We worked together to create our programs with Memoranda of Agreements (MOA), and we were excited to begin. And then came the sudden cold chill of winter and 2020.

COVID-19

We were well into the planning stages when COVID-19 descended in early 2020. We closed the Law Library on March 16 and challenged the staff to continue providing legal information access virtually. With gumption and a lot of hard work, we opened an online legal information center and published a comprehensive guide to the laws surrounding COVID-19. To the great credit of our outstanding staff, there was barely a visible service interruption or bump along the way.

The Law Library remains closed. We are lucky to have jobs that can be translated to a virtual environment. With the power of online technology like Zoom we can accommodate up to 100 attendees at our workshops and trainings; patrons can make appointments on video to chat with a law librarian and get help with their legal research issues; and the staff meet as a team to share our lives, give support, and acknowledge a job well done.

At the same time the Law Library closed, so did the Superior Court. Closure of the court was particularly stressful because about 99% of Law Library revenue comes from court filing fees. We were looking at a period of potentially near-zero income for however long the court was closed for business. This was very worrisome.

Our Governing Board of Trustees

The Law Library is governed by nine outstanding caretakers: five judges elected by their peers, and four attorneys appointed by the Board of Supervisors. With all the difficult decisions and unknowns in our future, our solicitous and supportive board of trustees made sure the library staff were being cared for. The Board authorized an emergency allocation from the County Treasury sufficient to cover the filing fee shortfall that was predicted for the months to come. By tightening our belts, cutting materials subscriptions, and foregoing any new technology, supplies, or professional development, we managed to meet our new austerity budget. Also very helpful was the court’s swift action in bringing a robust electronic filing process online, mitigating our potential losses. I am also grateful for the encouraging support of Board President Mara Elliott, who has generously given me her time to discuss Law Library issues, create new committees to explore the complex issues about the library’s future, and to give me her sound advice.
There have been sometimes difficult decisions: to reopen or whether to remain closed; to decide where to cut back when there are no funds; and to protect the staff as much as possible from potential contagion. But the Board has been there like a steadying force to keep this ship afloat.

**A Sign of Hope**

Despite closure of our buildings, and despite the hustle to transfer our services to an online format, the fact is we are reaching more people than ever before. As much as we love our spaces, the truth is: 1) in North County we had been struggling for years to offer training programs because the space we had was closed due to its unsafe conditions for more than five years; and 2) at our downtown library our programs attracted only a handful of people because of the difficulty for attendees to travel downtown or even walk down the block for a noon training session. By this day and age, everyone wants the convenience of viewing these programs from their desks, at the office, or at home. Therefore, our new virtual meeting technology has revitalized our program attendance, “selling out” once we met the maximum number of “attendees” at 100. Despite the building closures, we are proudly offering patrons as much as before -- or more -- in terms of research services: free document delivery, free copies of research results, free remote access to databases, free access by phone, email or Zoom; and free attendance at popular MCLE programs.

**Staying Strong: An Outstanding Staff**

As we pull together, we also move forward. Whether we are in a building or not, assisting self-represented litigants with their legal research needs continues unabated in a virtual environment. We offer high-end databases and online assistance to our attorneys. We are bringing along a curbside lending service for patrons wanting to use books. All in all, we thrive.

This is because our staff is second to none for recognizing that tough situations call for swift and clever thinking to bring access to legal materials from outside the law library walls. Staff has created new paths of connectivity from resources to patrons; they have tackled and conquered new technical operations using formats previously unknown to them; and they have adapted to their new work environments with work-arounds and outstanding ingenuity. This law library is lucky indeed to have this particular staff at this particular time. I am so grateful for the contributions of each one.

And so, despite the worst of times, we sincerely believe that we have ushered in a new season of light and a spring of hope, as we bring about new ways to serve the people of
this County we care about so much. The very cold winter of despair we have endured cannot last forever. We hold onto that thought and remain grateful for our health, jobs, technological capabilities, and the ability to stay the course during stormy times. Entering its 130th year of operation, the Law Library shall undoubtedly prevail.

Yours sincerely,

John W. Adkins | JD, MLIS
Director of Libraries
About the Law Library

The San Diego Law Library is an independent local government agency with an appointed volunteer Board of Trustees having oversight and authority for its budget, operations, staffing, and strategic planning. Our staff is led by the Director of Libraries, who plans policy, strategy, and programming and guides the Board in its decision-making. The Board meets regularly every month.

The Law Library’s only source of public funding is a small portion of the fees paid for first pleadings filed in the Superior Court pursuant to Business & Professions Code Section 6321 (stating that San Diego receives $38 for each eligible filing). It receives no tax dollars. Any other income comes from its Borrower’s Program, Benefits Program, and donations, which amount to about 2% of its total income.

In the past 7 years, a decrease in the number of case filings combined with an increase in the number of fee waivers granted, changes to jurisdictional limits, and new exemptions adopted into law have caused law library revenue to drop precipitously. Funding for County Law Libraries has diminished by nearly 40% (or $16.5 million) since 2009.

History of the Law Library

We began serving the legal community and citizens of San Diego County in 1891. In 1895 the Library’s book collection numbered 1,500 volumes and was housed in the judges’ chambers in the Courthouse. This arrangement continued until 1900, when a small room was set aside in the Courthouse for the Law Library, and in 1903 Henry W. Talcott, a local attorney was appointed the first Law Librarian.

In 1951, Leland G. Stanford, (distantly related to the Stanfords of Stanford University), an attorney and founder of the Balboa Law School (now California Western School of Law), was appointed Law Librarian. Under Mr. Stanford’s leadership, the Library’s collection grew to 50,000 volumes by 1955 and tripled to 150,000 volumes by 1971, when he retired. During this time, the present building located at 1105 Front Street was planned, built, and dedicated in 1958.

After Mr. Stanford’s retirement in 1971, O. James Werner, Assistant Professor and Law Librarian at the University of Oklahoma College of Law, was appointed Library Director. Under Mr. Werner, the collection was cataloged and classified by Library of Congress standards. The
Law Library began computerization of its records in 1982 and by 1987 all of the Library’s major files were computerized.

The first branch of the San Diego County Law Library was opened in September 1973 at the North County Courthouse in Vista. Additional branches at the Courthouses in Chula Vista and El Cajon were established in 1982 and 1983, respectively.

Mr. Werner retired in June, 1987, and was succeeded by Charles R. Dyer, formerly Associate Professor of Law and Law Librarian at the University of Missouri, Kansas City School of Law. In 2005, Robert E. Riger became the Director of San Diego County Public Law Library, and was succeeded by John Adkins, our current Director, in 2010.

Our Purpose

Vision

We envision the San Diego Law Library will become everyone’s first choice for finding legal solutions, pursuing access to justice, using advanced technology, and learning how the law works for them.

Mission

The Law Library is dedicated to bringing law to the people:

- We welcome all people to help them find the law.
- We partner with legal services providers to help people understand and use the law.
- We advocate for free and open access to the law and the justice system.

What We Do Is Important

Public law libraries are important because everyone has a right to know the law. We were established in 1891 by the State of California to provide legal information not only to attorneys and judges, but to businesses, self-represented litigants, and people who want to know more about their rights. We make it possible for the general public to learn about and use the law to solve problems, access justice and leverage opportunities.

Through print and electronic legal resources, educational programs, legal clinics and the help of experienced legal research librarians, we support the entire community. Consider the different types of people we help:

- The mother, father, or grandparent fighting for custody of a child
• A recently laid off employee who is unsure whether she should sign a severance agreement
• A single mother who was defrauded by a contractor and wants to take him to small claims court
• The family facing foreclosure or eviction
• The landlords/tenants who are having legal issues regarding rental property
• The entrepreneur who wants to start a business
• The small business owner who just received notice of an IRS audit
• The inventor who wants to patent a new product and protect her intellectual property rights
• A criminal defendant trying to expunge his/her record
• The recent retiree who needs to secure the SSI Benefits owed to them

The Law Library is also a place for businesses to learn about and use the law to address business issues and take advantage of market opportunities.

We serve as a satellite office where attorneys can conduct free legal research, have a quiet space to work, meet with clients in private conference rooms, hold meetings and attend free and low-cost educational programs. Judges and court personnel can refer self-represented litigants to us, where those individuals can access legal forms, research guides and legal resources written for non-attorneys

Our Collection

We house an estimated 109,000 print volumes and provide access to many electronic resources. As a selective Federal Depository Library and California State Document Depository Library, we maintain a collection of United States and California government documents and make them accessible in print and electronic formats.

Our collection includes a large selection of legal materials in print and electronic format including annotated codes, administrative regulations and case reporters. The Downtown San Diego location keeps the older editions of these annotated codes and the administrative codes for historical research purposes. The collection also includes detailed practice guides on specific law subjects. These guides include checklists, forms and instructions on various legal transactions and court filings. In addition to practice guides, we also carry popular self-help titles to assist the self-represented.
The Law Library is a California Appellate Brief Depository. Although we no longer house print briefs, we have access to an extensive California Brief collection through our electronic databases and microfiche collection. Municipal ordinances and codes are collected for cities within San Diego County and the southern California region. Local court rules and bar association materials can also be found here.

**Self-Help Law Materials**

Our popular “Do it Yourself” (DIY) collection includes an extensive selection of law books written for non-attorneys. These materials guide the reader through the legal process by providing explanations and instructions on how to handle a case, from initial court filings to enforcing judgments.

**Electronic Resources**

We provide an extensive electronic collection including Legal Databases such as Lexis, Westlaw and CEB OnLaw. These databases help locate statutes, case law, legal and transactional forms and legal treatises covering both federal and state laws. In addition to electronic legal databases, other useful and frequently used websites are searchable via our online catalog system, as is our extensive collection of California State and Federal electronic government documents. Use Free Legal Websites to find links to reliable legal information.

**Archives and Special Collection**

We maintain numerous archive materials. Specifically, we house California and Federal codes, court rules, and jury instructions for historical research purposes. We also maintain an archive of materials relating to the history of California and the history of the San Diego Legal Community. If you are looking for a rare book or for historical legal information, please contact us for assistance.
The San Diego Law Library is governed by a nine-member Board of Trustees composed of five Superior Court judges and four attorney members. The Board’s time, energy and dedication made it possible for the Law Library to continually provide San Diego residents access to its collections and services throughout San Diego County.

At the 2020 officer elections, Mara Elliott was elected as Board President; Carla DiMare, Vice-President; Lorena Slomanson, Treasurer; and Jeffrey Cawdrey, Secretary.

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>TERM</th>
<th>OFFICE / AFFILIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey D. Cawdrey, Esq.</td>
<td>January 2019 - December 31, 2021</td>
<td>Board of Supervisors Delegate</td>
</tr>
<tr>
<td></td>
<td>(Started May 2007)</td>
<td>Seat #1</td>
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<td>Lorena Slomanson, Esq.</td>
<td>January 2017 - December 31, 2022</td>
<td>Board of Supervisors Delegate</td>
</tr>
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<td></td>
<td>(Started February 2012)</td>
<td>Seat #2</td>
</tr>
<tr>
<td>Mara W. Elliott, Esq.</td>
<td>January 2018 - December 31, 2020</td>
<td>Board of Supervisors Delegate</td>
</tr>
<tr>
<td></td>
<td>(Started April 2015)</td>
<td>Seat #3</td>
</tr>
<tr>
<td>Carla DiMare, Esq.</td>
<td>March 2019 - December 31, 2021</td>
<td>Board of Supervisors Delegate</td>
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<td></td>
<td>(Started March 2019)</td>
<td>Seat #4</td>
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<tr>
<td>Judge Name</td>
<td>Term Dates</td>
<td>Start Date</td>
</tr>
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</tr>
<tr>
<td></td>
<td>(Started December 2006)</td>
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<tr>
<td>Superior Court Judge Seat #5</td>
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<td></td>
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<tr>
<td>The Hon. Rachel Cano</td>
<td>January 2020 - December 31, 2022</td>
<td>January 2020</td>
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<td></td>
<td>(Started January 2020)</td>
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<td>Superior Court Judge Seat #6</td>
<td></td>
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<tr>
<td>The Hon. Desiree Bruce-Lyle</td>
<td>March 2020 - December 31, 2020</td>
<td>April 2020</td>
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<td>(Started April 2020)</td>
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<tr>
<td>Superior Court Judge Seat #7</td>
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<td></td>
<td>(Started December 1998)</td>
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<tr>
<td>Superior Court Judge Seat #8</td>
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<td></td>
<td>(Started January 2019)</td>
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<tr>
<td>Superior Court Judge Seat #9</td>
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SAN DIEGO LAW LIBRARY

Staffing Changes Since Our Last Report

Over the past fiscal year, there have been many changes to staffing. Please see below for a comprehensive list of all changes in our full time personnel.

Marcia O’Hara, Assistant Director for Finance & Personnel: Marcia worked at the Law Library for over 12 years. Her tenure included helping stabilize the law library during the very rocky 40% filing fee meltdown in the decade beginning in 2010 and after. Marcia retired from the library in November 2019.

Ben Lhota, Business Manager: Ben joined the Law Library Administration Department in November 2019 to take on many duties from multiple staff: becoming HR director, our large event manager, bill pay and payroll backup, and oversight of Foundation finances; Ben also inherited facilities maintenance management and overseeing renovation projects in the library and in North County. When this job was written we were told it would be very doubtful we could find anyone who could fill all aspects of it. They were proven wrong when Ben dropped out of the sky and into our very grateful hands. He’s a keeper!

Drew Sacoman, User Experience Assistant: Drew joined the User Experience team as an assistant in October 2019. He was a great help in creating systems for ongoing daily responsibilities, and his technology prowess helped the team become adept at using online applications and databases. Drew resigned from the library in May 2020.

Havilah Steinman Bakken: Havilah joined the library as a part time reference librarian in August 2019 and we were extremely lucky that she accepted a full time reference librarian position in April, 2020. Havilah just graduated with her Masters in Information and Library Science and is extremely well-versed in the use of technology for information retrieval and presentations. She has spearheaded our online presentations with excellent results.

Eriberto Ramirez: “Eddie” worked for the library as a part time reference librarian and distinguished himself by his great work ethic, cheerful personality, and his Spanish language knowledge. Eddie was hired as our first Bilingual Access to Justice Librarian for our County outreach project. He began in April 2018 and we are so fortunate to have him on the team.

Izabela Aleksieva: Izabela joined the library in March 2020 as a Library Associate in the Core Operations Department. Izabela has advanced degrees in librarianship and worked for many years at the prestigious Legal Research Center at the University of San Diego. Izabela adds much skill and depth of understanding to our Core Ops team; another lucky find for us!
### Library Collections

**Recorded and submitted pursuant to Calif. Business & Professions Code section 6349**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Books (volumes) Added</td>
<td>2,518</td>
<td>2,285</td>
<td>1,306</td>
<td>2,458</td>
<td>1,353</td>
<td>1,936</td>
</tr>
<tr>
<td>Total books and publications on hand (volumes)</td>
<td>118,781</td>
<td>117,145</td>
<td>111,579</td>
<td>113,345</td>
<td>108,150</td>
<td>109,630</td>
</tr>
<tr>
<td>Microform</td>
<td>597,350</td>
<td>617,960</td>
<td>627,150</td>
<td>643,689</td>
<td>645,352</td>
<td>646,533</td>
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<tr>
<td>Current Continuations/Subs</td>
<td>600</td>
<td>591</td>
<td>557</td>
<td>595</td>
<td>611</td>
<td>422</td>
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<tr>
<td>Video</td>
<td>86</td>
<td>79</td>
<td>75</td>
<td>75</td>
<td>70</td>
<td>57</td>
</tr>
<tr>
<td>Audio (tapes, CDs, DVDs)</td>
<td>389</td>
<td>316</td>
<td>321</td>
<td>368</td>
<td>331</td>
<td>316</td>
</tr>
<tr>
<td>Internet Resources</td>
<td>94,008</td>
<td>106,629</td>
<td>120,971</td>
<td>137,201</td>
<td>150,286</td>
<td>164,904</td>
</tr>
<tr>
<td>Discards</td>
<td>2,726</td>
<td>4,262</td>
<td>6,984</td>
<td>646</td>
<td>6,673**</td>
<td>541</td>
</tr>
<tr>
<td>Lost or Missing Books</td>
<td>5</td>
<td>17</td>
<td>18</td>
<td>187*</td>
<td>214*</td>
<td>324*</td>
</tr>
</tbody>
</table>

*The library is currently conducting an inventory. Many books that are currently marked missing will be found or are errors in the item records in the library catalog.

**The large number of discards reflects the removal of the East County branch location materials from the Library Catalog in this Fiscal Year.
## Library Donations

**DONATIONS:** Total volumes donated = 43

<table>
<thead>
<tr>
<th>TITLE</th>
<th>#</th>
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</tr>
</thead>
<tbody>
<tr>
<td>The civil law tradition : an introduction to legal systems of Europe and Latin America / John Henry Merryman and Rogelio Pérez-Perdomo</td>
<td>1</td>
<td>Donated by anonymous</td>
</tr>
<tr>
<td>Fatal tradeoffs : public and private responsibilities for risk / W. Kip Viscusi</td>
<td>1</td>
<td>Donated in memory of David S. Casey, Sr.</td>
</tr>
<tr>
<td>Impeachment : a citizen's guide / Cass R. Sunstein</td>
<td>1</td>
<td>Donated by Laurel Moran</td>
</tr>
<tr>
<td>The justice of peace, and parish officer / by Richard Burn, late Chancellor of the Diocese of Carlisle ; continued to the present time by William Woodfall, of the Inner Temple, Barrister at Law (4 vols.)</td>
<td>4</td>
<td>Donated by David N. Nissenberg, Esq.</td>
</tr>
<tr>
<td>Law librarianship in age of AI / edited by Ellyssa Kroski</td>
<td>1</td>
<td>Donated by Laurel Moran</td>
</tr>
<tr>
<td>Lawyers decoded : essential knowledge for saving money and reducing legal hassles / Melody A. Kramer</td>
<td>1</td>
<td>Donated by the author, Melody A. Kramer</td>
</tr>
<tr>
<td>Medicolegal glossary / edited by Walter L. Scott</td>
<td>1</td>
<td>Donated in memory of David S. Casey, Sr.</td>
</tr>
<tr>
<td>The Mueller report / The Washington post ; introduction and analysis by Rosalind S. Helderman and Matt Zapotosky ; Peter Finn, national security editor.</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>The Mueller report illustrated : obstruction investigation / illustration by Jan Feindt ; text and analysis by Rosalind S. Helderman</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>Oatley-McLeish guide to brain injury litigation / John A. McLeish and Roger G. Oatley</td>
<td>1</td>
<td>Donated in memory of David S. Casey, Sr.</td>
</tr>
<tr>
<td>Preparing to study in USA : 15 things every international student should know / Stacie Nevadomksi Berdan, International Careers Expert; Allan E. Goodman, IIE President &amp; CEO</td>
<td>1</td>
<td>Donated by William Slomanson, Esq.</td>
</tr>
<tr>
<td>Title</td>
<td>Quantity</td>
<td>Donor</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>The primer on soft tissue injuries: a ready reference / by Harry Rein, M.D.</td>
<td>1</td>
<td>Donated in memory of David S. Casey, Sr.</td>
</tr>
<tr>
<td>Profiles in courage / John F. Kennedy</td>
<td>1</td>
<td>Donated by David N. Nissenberg, Esq.</td>
</tr>
<tr>
<td>San Ysidro and Tijuana River Valley / Barbara Zaragoza</td>
<td>1</td>
<td>Donated by anonymous</td>
</tr>
<tr>
<td>Security, adequate--or not? : complete guide to premises liability litigation / Chris E. McGoey</td>
<td>1</td>
<td>Donated in memory of David S. Casey, Sr.</td>
</tr>
<tr>
<td>Shari’a in West / edited by Rex Ahdar and Nicholas Aroney.</td>
<td>1</td>
<td>Donated by William Slomanson, Esq.</td>
</tr>
<tr>
<td>Standard specifications for public works construction / written and promulgated by Southern California Chapters, American Public Works Association [and] Associated General Contractors of America, Joint Cooperative Committee.</td>
<td>1</td>
<td>Donated in memory of David S. Casey, Sr.</td>
</tr>
<tr>
<td>The story of California Judges Association : first sixty years / by Cameron Estelle Andersen ; and the History Committee of the California Judges Association</td>
<td>1</td>
<td>Donated by Daniel M. Ornelas, Commissioner of the Superior Court</td>
</tr>
<tr>
<td>Summary of California law / by B.E. Witkin and members of the Witkin Legal Institute (18 vols.)</td>
<td>18</td>
<td>Donated in memory of Gerald McMahon, Esq.</td>
</tr>
<tr>
<td>Tribal justice / a film by Anne Makepeace</td>
<td>1</td>
<td>Donated by Lisa Foster</td>
</tr>
<tr>
<td>Uniform building code (1985)</td>
<td>1</td>
<td>Donated by anonymous</td>
</tr>
</tbody>
</table>
Financial Recap

FINANCIAL RECAP FOR THE FISCAL YEAR ENDING JUNE 30, 2020
A copy of a portion of the audited financial statement is included in this report as Appendix A.

- **One-Time Grant Increased FY 2019 Income**: The Library received a one-time State grant in FY 2019 for $1,649,283 which increased total revenue for that year to $4,770,648. The Board earmarked the grant monies be spent on several new access to justice projects.

- **FY 2020 Total Income**: FY 2020 total income decreased 42%, from $4,770,648 to $2,777,416 in Filing Fee revenue and other revenue sources.\(^1\) This was primarily due to:
  a) No additional grant income received from the State as detailed above; and,
  b) Filing Fee revenue for the months of March, April and May of 2020 dropped sharply due to the COVID-related Court closure.

- **FY 2020 Filing Fee revenue**: Filing Fee revenue for FY 2020 totaled $2,532,761, representing a **14.5% revenue decrease** from FY 2019 due to the COVID-related Court closure in March, April, and May.

- **Filing Fee revenue over time**: In the last decade, Filing Fee revenue had dropped steadily from FY 2009 to FY 2016 and, though trending slightly upward the past two years, it dropped drastically in March through May 2020 due to the COVID-related Court closure.

- **Grant Received**: The Library received a $10,000 grant from the Hervey Foundation in August 2019. These grant monies were provided with no restrictions and were allocated for general operations expense use.

- **Total expenses**: Total expenses increased 4% or $102,813, primarily due to new personnel added prior to the COVID-19 pandemic and the necessity for acquiring databases to provide patrons with remote accessibility during the COVID-related Library closure.
  a) New personnel were funded with monies from the one-time State grant detailed above as part of the earmarked access to justice projects.

\(^1\) FY 2019 Filing Fee revenue was $2,961,775.
Other revenue sources include income from the borrowers program, benefit holders, used book sales, and copy machine use.
Financial Recap

- **CalPERS Liability Payment**: The Law Library made an additional $50,000 payment towards the CalPERS unfunded accrued liability in October 2019.²

- **E-Rate Technology discount program**: The Law Library contracted with AMS.net to take advantage of the FCC’s E-Rate program for discounted telecommunications and information services.³ This resulted in a $60,000 savings to purchase a new Cisco switch and upgraded wireless network technology.

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² The Law Library has paid a total of $2,304,629 in CalPERS unfunded liability payments from FY 2015 through FY 2020. As of June 30, 2020, the current unfunded liability balance was $1,116,811. This balance is based on the sum of the gains and losses on prior year CalPERS investment bases apportioned to all employers in the plan investment pool.

³ The FCC’s E-Rate program makes telecommunications and information services more affordable for schools and libraries. With funding from the Universal Service Fund (fcc.gov/general/universal-service-fund), E-Rate provides discounts for telecommunications, Internet access, and internal connections to eligible schools and libraries.
We are law made public

Important Progress, Programs & Improvements for Fiscal Year 2019-2020
WE ARE LAW MADE PUBLIC

5,656 legal reference questions answered

17 specialized legal databases for public

175 legal clinics with community partners

303 community events & classes

3014 attendees at events & classes
4,392 materials borrowed

439 Borrower & Benefit Purchases

30 community partners

27,332 in person visitors
COVID-19 Pandemic Response

Due to the COVID-19 pandemic, the law library closed physical access to its Downtown and North County locations on March 17, 2020. The buildings remained closed thru the fiscal year. Even though we were physically closed, all staff worked from home to provide patron access to information. Staff was able to work quickly to remain relevant and provide as much support as we possibly could to the community.

REMOTE SERVICES
- Reference Librarian assistance available via phone, email, and chat (English & Spanish)
- Document delivery of electronic information to patrons for free
- Referrals to local legal aid organizations working during COVID-19
- Patron ability to pay fines and create new accounts remotely via PayPal

ACCESS TO REMOTE DATABASES
Staff negotiated with database vendors to allow patron access from home while our building was closed. The following databases allowed patrons to create temporary accounts for access: Westlaw, Lexis, CEB Onlaw. Staff also negotiated and purchased a new contract with FastCase to allow free remote access through our website through next year. Assistant Director of Information Management, Laurel Moran, purchased access to a proxy server to provide access to the National Consumer Law Center, HeinOnline, and Gale Legal Forms to current Borrowers & Benefit Holders. Free access to the general public to our popular Nolo publications continued uninterrupted.

COVID-19 LEGAL RESOURCES
In March, we quickly realized that COVID-19 was going to have lasting legal implications. We created a COVID-19 Legal Issues webpage in English and Spanish to address 15 common legal issues affected by COVID-19. These pages are updated regularly as legal issues and resources on COVID-19 evolve. Legal topics covered are:

- Business
- Consumer Debt
- Contact Claims
- Domestic Violence
- Employment
- Family Law Issues
- Getting Your Affairs in Order
- Government Benefits
- Health
- Housing
- Legal Deadlines
- Reopening California
- Scams
- TaxFilings/Tax Breaks
- Utilities
COVID-19 Pandemic Response

REMOTE CLASSES & RECORDED WEBINARS / TUTORIALS
Staff quickly learned many new software programs to seamlessly transition our in person classes to live webinars. Staff used Zoom as the webinar software, and integrated our EventBrite registration system with Zoom via Zapier so patrons could register on Eventbrite and get automatic emails and access to Zoom.

One awesome feature of Zoom is the ability to record classes and tutorials. We are now able to record our live classes and create new tutorials using the screen share feature. These recordings are then uploaded to our newly revamped YouTube channel. This provides 24/7 access to class content and tutorials.

PREPARING FOR REOPENING
To prepare for the eventual reopening of the building, a ReOpening Team was formed. This team focused on researching State, County, and library best practices for reopening. The team also procured personal protective equipment for staff, cleaning supplies, plexi-glass shields, and modified staff and public spaces within the building for proper social distancing. Staff and patron procedures were created and signage was ordered for patron instruction.

COVID-19 Pandemic Funding

In response to the reduced revenue to the library that has resulted from the COVID-19 pandemic and Superior court closure, staff researched alternative funding sources. A report was provided to the Board of Trustees about alternative funding sources in April 2020. The library is ineligible for most assistance as many of the programs for COVID-19 financial relief are specifically targeted for small businesses, not government entities.

Grants are the most promising source of additional funding for the library. A grant application was submitted on behalf of the library in April 2020 for approximately $150,000 for CARES Act funding from the Institute of Museum and Library Services. At the time of this report we are waiting to find out if the library will receive this grant.

Most of the emergency funding programs that have arisen as a result of the COVID-19 pandemic are to assist for-profit businesses rather than local government agencies. We will continue to look for any new opportunities that may arise for emergency funding to assist the Library with its revenue losses as a result of the pandemic.
Advocacy

STATE LEGISLATIVE ADVOCACY
The Council of California County Law Librarians (CCCLL) continued its legislative advocacy campaign to secure supplemental funding for California county law libraries. Our efforts ensured that county law libraries made it on to the Budget Committee priority list, and both the Senate and Assembly were in favor of recommending supplemental funding for the May revised budget. Unfortunately, the coronavirus pandemic hit prior to the Governor’s final budget.

IMPACT OF CORONAVIRUS AND SUPPLEMENTAL FUNDING
Due to the pandemic, the courts were closed for several months. This had a devastating impact on our income. CCCLL worked hard to bring this issue before our state representatives and the governor. Director John Adkins and Assistant Director of User Experience Gina Catalano met with Assemblymember Shirley Weber (Chair of the Budget Committee) and with staff member Eric Dang from Senator Toni Atkins (President pro Tempore) office to educate on the impact of the court closure and advocate for emergency funding to replace lost filing fee income. Letters were also sent to Governor Newsom requesting assistance. The Governor allocated $7 million dollars for county law libraries. The Library should receive approximately $750,000 to help with the income shortfall due to the court closure.

Improving Access to Legal Information
With the library closing to the public in March 2020 (due to COVID and the County Public Health Order) most of the focus in April 2020 was on getting as much REMOTE online access up as soon as possible so that our reference staff could continue to serve the public and our library users could continue to do their own legal research from home. Our database vendors worked with us and in many cases provided quick solutions to public access by offering remote logins for library patrons. We got rapid permission from FastCase to offer a login and password on our website to their premiere database of legal cases and statutes. By mid-April 2020 we had up and running—remote access to CEB Pro, Westlaw Edge, Lexis Advance, Gale CA Legal Forms, FastCase, and EBSCO Legal Information Center.

We continued working ahead, focusing on access to legal information. We contracted with OCLC for EZ Proxy to authenticate remote users. For the first time the library can authenticate card-holding library members and allow them to use their barcode to remotely login to Gale California Legal Forms, Hein Online, and the National Consumer Law Center treatises.

EZproxy®
Over the year the library also improved the Self-Help collection, adding titles and web resources in Spanish and other languages.
Borrowing Program

There are two levels with the current borrowing program:

- Patrons can pay a $50 annual charge to borrow one item at a time for 4 days with one renewal period.
- Patrons can pay a $75 annual charge to borrow up to five items at a time for 4 days with two renewal periods.

COVID-19—Remote Access to Databases for Borrowers

The new proxy server allows us to authenticate users and allow access to certain remote databases. We wanted to provide value to our borrowers while the physical locations were closed, and still provide access to information. Borrowers had access to the following databases remotely:

- Gale Legal Forms
- National Consumer Law Center
- HeinOnline

- 315 Borrowers

Benefit Packages

We have three benefit options:

- **Unlimited MCLE Package**—$75 annual charge
  Holders can attend as many MCLE classes as they would like between December 1, 2019 and December 31, 2020. Our MCLE classes costs $25 so this package is a great deal for attorneys looking to complete their MCLE requirements.

- **Discount Package**—$75 annual charge
  Holders receive the following benefits: access to WiFi; access to charging stations; 1/2 price MCLE classes; 1/2 price Conference Rooms; 1/2 price Electronic Document Delivery; and 1/2 price Interlibrary Loans. Additionally, they receive the first option on used book sales and registering for networking events.

- **Add a Package to a Borrowing Account**—$25 annual charge
  This year we added the option for Borrowers to add a benefit package for a discounted price of $25.

COVID-19 Response—Added Value for Benefit Holders

During the COVID-19 closure of the physical law library locations, we wanted to offer our Benefit Holders value for their money. Most of the original benefits were geared toward in-person interactions at the law library. Since Benefit Holders are registered in our KOHA system, we were able to allow remote access to Gale Legal Forms, National Consumer Law Center, and HeinOnline as a benefit.
Public Library Partnerships

The mission of the San Diego Law Library is to bring the law to the public. We cannot attempt to reach for this goal any better than by placing ourselves in the middle of the most diverse, populous, and curious group of people in the county: patrons of our public libraries.

At our Downtown Location, we continue to partner with Chula Vista Public Library and the El Cajon Branch of the San Diego County Library to provide access to our Lexis, HeinOnline, and CEB OnLaw databases.

In addition to the databases, which are available whenever the branch is open, we have a legal reference librarian onsite every other Monday at each location to answer questions and teach people how to use the databases. Additionally, our reference librarians refer public library patrons needing legal advice to various clinics and legal service providers in the community.

Our North County librarians have been working with the San Diego County Libraries in Encinitas and Vista to host educational events to benefit our residents in the North. Prior to the COVID-19 pandemic, we had plans in place to embed a legal reference librarian at the Vista public library. This was in anticipation of our North County location closure for renovation.

Special Presentation at California Library Association Annual Meeting

Director John Adkins and Reference Librarian Valerie Gragg traveled to Pasadena last October to take part in the California Library Association's Annual Conference. They met with Migell Acosta, Director of the San Diego County Libraries and Joy Whatley, Director of the Chula Vista Libraries to give a pair of hour long seminars that discussed the county law library's role in the community and how SDLL has partnered with public libraries to increase awareness of the services we provide.

John brought the drama and excitement to the seminars by dressing as the Invisible Man (based on the CLA theme "League of Extraordinary Librarians) and discussing how the public law library is the invisible public library, and how the partnership with public libraries came about. Migell and Joy discussed their role in the creation of the partnership. And, Valerie discussed the services that the law library provides, and how the partnership works in real time.

The seminars were very successful, with attendees rating the class 4.47 out of 5.0 based on usefulness to professional development, effectiveness presentation, and desire to have more sessions on this topic at future conferences.
North County Events & Outreach

CLASSES AND EVENTS

Small Business 101 Series
Partnered with the City of Encinitas, to promote small business development in the north county area. This series has been so popular we moved it to a larger venue to accommodate the demand. Two events were held with a total of 80 attendees prior to the COVID-19 pandemic. Due to public health and safety orders, COVID-19 precluded the continuation of the planned 2020 series.

Know the Law Series
These community classes focus on providing basic information on a variety of topics, such as small claims and estate planning. For this series we partner with the Vista Public Library and North County Bar Association. Due to public health and safety orders during COVID-19 we did not continue this particular series, although we have held several community classes via webinar.

CLINICS

The following clinics were regularly held at the north county location prior to the building closure due to COVID-19:
- LASSD Consumer Clinics
- LASSD SSI for Minors Clinics
- SDVLP Landlord Tenant Clinics
- DDA Truancy Clinics

Outreach

- Branch Librarian Debra Morse served as North County Bar Association Vice President in 2019. She also headed the North County Bar Association Law Day Committee. She acted as a natural liaison between the library and the bar.
- Tours
  - North County Probation Department
  - Oceanside Public Library librarians

- 6 events
- 127 attendees
- Partnerships for Events & Clinics:
  - Vista & San Marcos Branch, County Library
  - North County Bar Association
  - City of Encinitas
  - Encinitas Chamber of Commerce
  - 101 Business Organizations
  - Legal Aid Society of San Diego
  - San Diego Volunteer Lawyer Program
Legal Topic of the Year

**Federal Indian Law and Tribal Law**
Each year we give special focus to an area of law intrinsic to the fabric of San Diego County’s culture, history, and modern day life. From July 2019 to June 2020 we focused on Federal Indian Law and Tribal Law.

**New Resource Guide**
Our first project was creation of a research guide for the library’s website, covering Federal Tribal Law, California Tribes, Tribal Justice Systems, Indian Child Welfare Act, and Resources. Library staff met with several attorneys from the Procopio law firm’s Indian Law practice group, and these attorneys helped with review of the guide and ensuring that appropriate terminology and graphic images were used.

**Tribal Justice Film Screening & Introduction by Judge Claudette White**
In November 2019 the library hosted a screening of the documentary film “Tribal Justice,” followed by a short talk and question and answer with Judge Claudette White who was one of the tribal court judges featured in the film. The event was sponsored by University of San Diego School of Law and HeinOnline. An encore screening of the film and presentation by Judge White was scheduled for April 2020, to be held at the Oceanside Public Library, but that event was cancelled due to the COVID-19 pandemic.

**Educational Events**
The Library also planned several events related to Tribal Law, including a class on Federal Indian Law 101 in January 2020 (featuring speakers from Procopio) and a Tracing Native Ancestry class in March 2020 (which was cancelled due to the COVID-19 pandemic).

**Additions to the Collection**
New print and electronic materials on Federal Indian Law and Tribal Law were acquired for the Library’s collection during the year, and a display case was assembled at the Downtown branch to showcase items from the Library’s collection on these topics.
Classes

MCLE Classes
We offer a wide variety of legal education classes. In addition to the highly sought after required credits of eliminating bias, competency in the legal profession and ethics, we also offered classes on trending issues such as:

- Bankruptcy Basics
- Homeowners Association Law
- Employment Law Update
- How to Write an Effective Appellate Brief
- Summary Judgment and Summary Adjudication Motions

In December and January, we offered MCLE Crunch Time with several classes a week to help attorneys fulfill their CLE requirements. This year, attorneys seeking MCLE credit had the opportunity to join our Benefits Program to get unlimited or discounted MCLE.

Community Classes
In order to advance our Mission of Law Made Public, it is important for us to offer free community classes on a variety of legal topics geared toward self-represented patrons. This year we held 13 community classes at the Downtown library and in the North County community.

Educational Classes After COVID-19
The closure of the library in March 2020 presented a challenge for continuing our classes, which have traditionally been held in person at the library. To solve this problem, the library began offering virtual classes as Zoom webinars, beginning on April 23 2020 with a class on using Nolo Books Online.

Following the April class, the library offered five webinars in May and four webinars in June. These included several topics relevant to the COVID-19 crisis, such as:

- E-Filing using OneLegal
- Using CourtCall for Remote Court Appearances
- Estate Planning
- Navigating the Social Security Application Process

We have received very positive feedback from patrons regarding the convenience of these webinars, and several reached the maximum registration capacity of 100. We are recording these classes and uploading them to our YouTube Channel for 24/7 access.
Our YouTube Channel helps us provide 24/7 access to legal resources remotely, including class and MCLE recordings, how to videos, and law library updates.

YouTube Phase One Complete!
- Staff updated our YouTube channel so playlists are an accurate representation of current resources available at the library.
- Followed numerous relevant YouTube channels so our channel is more present in the Google ecosystem and raised our search results.
- Established efficient system to upload recorded classes to channel so patrons who were unable to access sold out events can still view the presentation.
- Implemented an MCLE self-study playlist resource within channel.

YouTube Phase Two Ongoing
- Create short how-to videos which guide patrons to access our resources on our website. The decision to do this is based on the statistic that the how to access pleading paper remains our most popular video.
- One recent triumph in this phase is our Spanish how to video which guides Spanish-speaking patrons how to translate all of our existing video subtitles into their language. We plan to continue to utilize our Spanish Outreach librarian to create more videos in Spanish.
- The team is also learning how to best harness Facebook Live, YouTube Live, and live tweeting to establish a wider audience of our classes. So far, one of our classes has been broadcasted live on YouTube, and one of our classes has been shared live on Facebook while simultaneously being live tweeted.
- Compiling a playlist of internal training videos for staff as more technological advances are made in the time of the pandemic.

The top ten videos are:
- How to Obtain MS Pleading Paper
- Using CourtCall for Remote Court Appearances
- How to Print a Document
- Estate Planning 101
- Landlord Tenant Law Update
- Everything You Need To Know About eFiling
- Legal Research Using NOLO Books Online
- Legal Research Using CEB Pro Online
- Welcome – The San Diego Law Library
- Resolve Law San Diego

YouTube Statistics since May 27, 2020
- 38 new subscribers
- 2,000 channel views
- 101 hours of watch time
“To assess, in general, is to determine the importance, size, or value of; to evaluate. Library staff assess operations by collecting, interpreting, and using data to make decisions and to improve customer service.” ARL SPEC KIT 303: LIBRARY ASSESSMENT (DECEMBER 2007) PAGE 11

Assessment as a formal library-culture priority was introduced at an All Staff Meeting (ASM) held via Zoom on April 17, 2020. Director John Adkins introduced the topic with a PowerPoint and talk titled “Welcome to a Cultural Shift.” Laurel Moran introduced SDLL Assessment with a presentation about what assessment is and why it is important to us.

All staff participated in the ASM by providing input in advance of the meeting. We discussed examples of assessment in the library: focusing on the fact that we already collect the data—we are now going to formalize how we analyze and use the information we collect.

Several initial assessment efforts were completed before the end of the fiscal year:

- A survey was used to get user feedback on how the library is doing during our Public Health Closure. Staff put links to the survey on our webpage, in signature blocks on emails, and on social media. We received 12 responses. In general, the feedback we are getting is that the library is doing well to try to meet the needs of our users during this closure. Remote database access has been hugely popular. A few users mention that they are eager to access books, perhaps by curbside pickup when we do reopen. We are considering all patron feedback and have already added more remote database access in response to their requests.

- Library staff participated in state-wide and nation-wide assessment surveys for libraries in the COVID Pandemic. Library staff prepared responses and reviewed data from our participation in a California State Library COVID snapshot survey; Public Library Association COVID-19 survey; and Library Benchmarks (law) survey. These survey results provide useful information to our managers as they guide the library in these difficult times.

- Staff also participated in an assessment of online classes after we rolled out Zoom-classes on legal topics for attorneys and the public. We learned from post-class survey feedback that our users:
  - Loved the Zoom format and wanted more remote classes
  - Users wanted classes recorded in order to view them at their convenience
  - Many class participants are members of the general public wanting to learn about the library’s resources; but a large number also seek professional education
  - Class attendees wanted more classes on a variety of topics

Class survey results were summarized using an Infographic after the first few classes. Library staff met and discussed these initial results. We will continue to learn and respond to the input we receive from those who attend classes and view our YouTube channel videos.
San Diego Law Library Uses Online Classes for Outreach & Engagement

What Good We Do with Online Classes

89% of class attendees indicate that in the future they will apply what they learned in our online classes.

Our Users Find Online Classes Convenient and Safe

100% of online class attendees found the Zoom software suitable for online learning.

"I enjoy learning from all the informative programs the Law Library offers..." 5/27/2020 1:18 PM

Class Attendees Also Want Recorded Content

Class attendees requested classes be recorded and made available for them to view later.

SDLL posts its class recordings on YouTube!!

https://www.youtube.com/user/SanDiegoLawLibraryVideos

Enews Is Where Our Users Find Out About Classes

47% of our users are informed of class dates and times from the library’s enews publication.

Others learn about classes from emails, the library website, and social media postings.

Why People Sign Up for Classes

- My own legal matters
- Attorney
- School/study
- General public
- Professional education
- Other (please specify)

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### Community Partners

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<th>Neighborhood Business Law Clinic</th>
<th>Legal Aid Society of San Diego Clinics</th>
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<td>Access to Law Initiative at</td>
<td>Consumer Law Clinics (Downtown &amp; North County)</td>
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<td>California Western School of Law</td>
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<td>Tax Clinic (Downtown)</td>
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<td><strong>Business 101</strong></td>
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<td><strong>Civic Center Branch of Chula Vista Public Library</strong></td>
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<td><strong>OH! San Diego Architectural Tours</strong></td>
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<td><strong>DA Truancy Clinics in North County</strong></td>
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<td>San Diego District Attorney’s Office</td>
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<td><strong>El Cajon Legal Clinic</strong></td>
<td><strong>Oceanside Public Librarians</strong></td>
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<td>TJSF Center for Solo Practitioners</td>
<td><strong>North County Probations Department</strong></td>
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<td><strong>Elder Law Virtual Clinic</strong></td>
<td><strong>San Diego Volunteer Lawyers Program</strong></td>
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<td>Elder Law &amp; Advocacy Family Law Clinic</td>
<td><strong>Family Law Clinic</strong></td>
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<td><strong>Friends of Downtown San Diego Luncheon</strong></td>
<td><strong>Landlord Tenant Clinic</strong></td>
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<td>Friends of Downtown San Diego</td>
<td><strong>Small Claims Clinics and Workshops</strong></td>
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<td><strong>Know the Law Series</strong></td>
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<td>North County Bar Association</td>
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<td><strong>Law &amp; Comics</strong></td>
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<td><strong>Law Day North County Legal Clinic</strong></td>
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<td>San Diego County Library, Vista Branch</td>
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24/7 Access to Legal Information

**Self-Help Center**
Our Self-Help Center is a web based guide that acts as a one-stop source for information on various popular legal topics.

Information on each topic includes: court forms, court procedures, our own in-house research and motion guides with samples, online resources, books and databases in the library, and local clinics and workshops. This allows us to put all relevant information from a variety of sources in one place for the convenience of the user. The Self-Help Center is a companion to our Research & Motion Guides page.

**Research & Motion Guides / COVID-19 Legal Issues Webpage**
Our Research & Motion Guide page contains 47 guides on locating material on specific topics in the library and online, a pleading paper sample template, sample motions including modifiable Microsoft Word templates for notice of motion, declaration, points and authorities and sample order on select topics. While working from home, we updated 40 of existing guides and created the following 7 new guides in response to the COVID-19 pandemic:

- Case Management
- Civics 101-Understanding Where Laws Come From
- Common Case Conferences
- Getting Your Affairs in Order
- Guide to E-filing
- Power of Attorney
- Remote Appearances

In response to the COVID-19 pandemic, we created a COVID-19 Legal Issues webpage in English and Spanish to address 15 common legal issues affected by COVID-19. The pandemic has caused rapid change in laws and court procedures. Staff has been maintaining these pages to add updated information on a weekly basis.

**Remote Access to Databases**
We continue to offer remote access to NOLO Legal Reference Information Center database via our website. NOLO is a very popular self-help legal publisher that creates how-to books on a variety of legal topics.

New this year, we began offering remote access to the general public to FastCase via our website. This database contains statutes and case law throughout the United States. Also new this year, Borrowers and Benefit Holders have access to Gale Legal Forms, National Consumer Law Center, and HeinOnline databases via a secured portal on our website.
Focus on Spanish Resources

To address the legal needs of San Diego’s large Spanish speaking population, this year we focused on creating and acquiring new content and reaching out to the community. Here are a list of projects we worked on this year:

**Instructions on how to translate Guides into Spanish**
This project involved creating instructions on how to use online software to translate all of our current guides into Spanish. Our Libguide software runs on a different platform from our website, therefore our website translation feature will not work with Libguides. Spanish speaking patrons now have access to 47 guides on common legal topics.

**COVID-19 Spanish Resources**
Our Spanish speaking Reference Librarian sought out resources created in Spanish that address COVID-19 legal topics. This was specifically compiled to bring a sense of diversity and inclusion to our Spanish-speaking patrons and acts as a companion page to our COVID-19 Resources in English page.

**Brochure**
Prior to closing due to COVID-19, the current “telenovela” pamphlet was condensed into a more user-friendly version. This project was in its final phases and will need to be reassessed to include the new list of resources and services the library is offering post COVID-19.

**Updating of Spanish Resources Webpage**
This is an ongoing project to create a useful and up-to-date list of resources on our Spanish links/resources webpage.

**Collection Recommendations for Spanish Resources**
This cross-departmental project involved:
- Assessing current titles in Spanish
- Research and decide on new titles in Spanish
- Purchase new titles to expand the library’s collection
This group effort required staff to do a lot of research, reach out to other Law Libraries throughout the state, and reach out to local and non-profit groups in San Diego to assess what resources they use when providing assistance to Spanish speakers.

**Outreach & Community Engagement**
Prior to COVID-19, a list of local Spanish speaking clubs and classes were compiled and a survey was drafted to target these groups to better understand their legal needs.
SPECIAL EVENTS

Law & Comics 10th Anniversary

Law & Comics celebrated its 10th anniversary with special guests Jonathan Maberry, Stu Rees, and Rob Salkowitz. Lisa Ramsey of the University of San Diego School of Law served as our moderator. We opened with the traditional secret origins of the speakers and moderator where we learned how they evolved with their careers. They succeeded with a combination of drive and taking advantage of opportunities.

The panelists discussed a wide range of topics, from copyright issues to dealing with Hollywood. Jonathan Maberry spoke from the viewpoint of a creator who has worked in comics, novels, young adult novels, and Hollywood. Stu Rees and Lisa Ramsey brought a legal background to bear while Rob Salkowitz talked about things from a business angle. One of the highlights of the show was a lively back and forth about how to deal with copyright or trademark infringers. The special edition, tenth anniversary “X” themed t-shirts were a hit!

Additionally, we had a small memorial for Batton Lash, a two-time Law & Comics guest who died from cancer earlier in 2019.

Witkin Awards

The Witkin Awards are presented annually to honor members of the San Diego legal community. This year’s event was held at Tom Ham’s Lighthouse. 126 guests celebrated the contributions of the 2019 awardees:

- Practice of Law: Craig DeWitt Higgs, Jr., Esq. (Posthumous)
- The Adjudication of the Law: Hon. Victor E Bianchini (Ret.)
- Public Service: Heather L. Rosing, Esq.
- Community Changemaker: Renee Stackhouse, Esq.

The Justice Foundation raised over $14,000 for the Witkin Fund, which is used for the benefit of the San Diego Law Library.
We celebrated Peace, Love, and Law Libraries at our groovy February Open House. Our Open House is a chance for us to share our accomplishments, show upcoming projects and events, and get the community involved in a very groovy way.

Our 110 guests enjoyed refreshments, games, funky music, and a costume contest and were awarded prizes, including a lava lamp, a tour and tasting from You & Yours Distilling Co. The grand prize for best costume was a one-night stay in a bay-view room at Carte Hotel and free breakfast for two at Watercolors Restaurant.

We were grateful to have the following special guest speakers sing our praises:

- The Hon. Peter C. Deddeh, San Diego Superior Court
- Johanna Schiavoni, Esq., President, San Diego County Bar Association
- Eric Ganci, Esq., Solo Practitioner Specializing in DUI Defense and Probate
- Mariana Monsai, Outreach Librarian, San Diego County Public Library (filling in for San Diego County Library Director Migell Acosta)
LAW LIBRARY JUSTICE FOUNDATION

WITKIN AWARDS AND OPEN HOUSE EVENTS MET WITH GREAT SUCCESS IN 2019-2020
The San Diego Law Library Foundation is a charitable trust affiliated with the San Diego Law Library, and their sole mission is to assist the San Diego Law Library in our journey to provide access to justice for the people of San Diego County.

The Witkin Awards Dinner is the Foundation’s main event of the year. This year’s event was held at Tom Ham’s Lighthouse and honored Craig DeWitt Higgs, Jr., Esq. (Posthumously) for Excellence in the Practice of Law; Hon. Victor E Bianchini (Ret.) for Excellence in the Adjudication of the Law; Heather L. Rosing, Esq. for Excellence in Public Service; and Renee Stackhouse, Esq. for Excellence as a Community Changemaker.

The event raised over $14,000 for the Witkin Fund, which is used for the benefit of the San Diego Law Library.

The Law Library Justice Foundation elected new officers for 2020 including:

- President: Ana M. Sambold, Esq., Sambold Law, Mediation, & Arbitration
- Vice-President: Lisa Roper, Esq., Henderson, Caverly, Pum, & Trytten, LLP
- Secretary: Amy V. Bianchini, Esq., Ogletree Deakins
- Treasurer: Cameron O. Flynn, Esq., Ogletree Deakins

Other Foundation Trustees include Judge Victor E. Bianchini, Judge of the Superior Court (Ret.); Maria K. Pum, Esq., Henderson, Caverly & Pum LLP; William N. Kammer, Esq., Solomon Ward Seidenwurm & Smith LLP; Zachary S. Schumacher, Esq., Law Office of Zachary S. Schumacher; Martha W. Yancey, Esq., Yancey Disability Inc.; Angela M. Hampton, Esq., Gordon & Rees LLP; Judge Julia C. Kelety, San Diego County Superior Court (Ex officio, from Law Library Board); Lorena E. Slomanson, Esq., Legal Aid Society of San Diego (Ex officio, from Law Library Board).
A New Guiding Strategy with COVID-19

At the end of this year the Law Library Strategic Plan (“20/20 Vision”) will have reached the end of a five-year cycle that created pathways for substantial progress in law library operations, finances, staffing, technology, and its standing in the community.

It is time to begin again.

In developing our next set of strategic priorities, we must wrap our heads around the new reality that in-person library services are not the paradigm we once knew. The Matthews Report (June 2019), an action plan for engagement prepared by library consultant Joseph Matthews, revealed some shocking statistics that prove the Law Library’s 129 year in-person service paradigm is fast losing ground. For over a decade, in-library patron library use plummeted by 60%, and it continues to fall. Our $1 million book budget fell to less than one-quarter that amount. A few quick numbers:

- Number of patrons at all locations declined 59%
- Number of patron inquiries declined 53%
- Membership fell from a high of over 3,000 to a few hundred
- In-library class attendance fell to 15 or fewer attendees

Why? We know people still need help bringing their claims to court; in fact, it is well documented that the number of people falling into the justice gap is growing, and growing exponentially. If these people were not coming to the law library, where else were they going for help?

From the viewpoint of the pro se patron, advancements in technology provide convenient and seamless access to the law and legal resources from people’s home and office computers. We may be undercutting the impact of our own in-person services by providing many online information resources on our own web page – online research guides, NOLO do-it-yourself litigation checklists and forms, and curated links to give researchers the best direction to each specific area of concern. In addition to direct access to court forms and procedures, the Internet also includes offerings like LegalZoom and other one-click legal advice web sites.
that provide the access to lawyers that people want, and the convenience of ready-made forms and other resources.

From the viewpoint of the attorney who once used our services, new factors include: an exodus of law firms from downtown San Diego to elsewhere in the county; a lack of convenient parking; the inability to take so much time out of their day to travel to and from the law library; and having their own remote access to legal resources with private subscriptions to online databases.

Thus, remote access to our very substantial resources has been a leading priority for the last five years. That investment is paying off now, positioning the law library as a leader in providing virtual classrooms, online guides and remote research services without losing a beat. We have done a stellar job assisting our patrons remotely using advanced technology. All of this success is in the short term.

Now we need to concentrate on how we can position the law library to be in the best place possible to help the people of San Diego County access the law and legal resources by raising the consciousness of San Diego County residents about who we are and what we can provide to them.

In the long term: the same important topics from the 20/20 Vision plan are still to be conquered. In the past five years our main focus was on obtaining more consistent funding, and we have made great strides in getting one-time funding from the state. We must still stretch to get the year-after-year support that we need.

We must reinvent our thinking about how to find that financial stability – how we define it, how we approach it, and how we obtain it.
Restructuring from the Inside Out

While forward-thinking in our scope, we must be gentle and respectful in our approach. It is very important to maintain a sense of renewed vision while keeping the same sense of purpose. This applies to both staff and patrons.

The Board of Trustees Promise
First, we want to make clear that the Board of Trustees is:

- **committed** to the same Mission and Vision for the Law Library in this new phase of operations, however short or long it takes;
- **resolute** in its belief the Law Library can and will get through this existential crisis that raises not only fiscal threats but forces critical changes in the way we provide service; and
- **confident** that we will rise above these challenges to continue to be a leader among access to justice providers in San Diego County.

Reality
As much as we would like to believe we will turn a corner and return to business as usual, the Staff and Board have clearly assessed the realities of the situation and balanced a set of best practices against a new way of life. In terms of using the law library buildings, having in-person services and using resources onsite, this year is essentially canceled. It is useless to hold hope that the Law Library buildings will reopen as they were before in the face of a rampant and deadly pandemic; or that maintaining print collections and hardwired technology is at the core of what we do.

Leap
Instead? The Law Library is using this valuable time to pause and permit ourselves to be reminded what makes the Law Library so valuable and relevant to our community. We need to capture and understand those things, and then improve on them by retooling a new way to reach people throughout the county like never before.
Shift
To do this, we must acknowledge that work priorities have shifted and resources must shift as well. It has been a longstanding truth that libraries are moving financial commitments away from print to online resources when finances allow for the purchase of just one. All other things being equal, if the same material is available online, then our choice leans toward the digital version unless it is an extremely popular title in print.

This plan must also include a shift in staff focus as well. Our past includes our unwavering obeisance to an insatiable entity: the information desk. Now that there is no physical location to be staffed, staff are free to do more, and more varied, work.

This may seem simplistic, but it is worth saying that to remain a valued and productive community resource, we must accomplish two things: 1) have people who value us, and 2) provide services with value. One means nothing without the other. We must accomplish both. It doesn’t matter if we think we are important, or if we think our services are amazing. Other people must think that. People we have never met, touched, or considered. Once we have connected with them and explained what we do, we must then listen to how they would want to use our services – and then provide these services just as they ask.

In the new world of providing access to justice we not only have to do it, we have to bring it...to the people in need, to our supporters and naysayers, to the entire county, proving we embody the thing we believe and know we are: the best source for free access to justice in the county.

New Ways
We need to assess current staff duties and realign their work based on these new pressing needs. We need to create a comprehensive, strategic communications and outreach team [COM/OUT] that delivers our message in multiple formats to targeted groups, geographic areas, community programs, government agencies, and more. It must be coordinated to provide assessment mechanisms to measure progress and success for each sector we are working in. We must deliver to high profile entities and people who can help us create a campaign that will self-ignite and spread throughout the county. No longer will we be the County’s “best kept secret.”
[DRAFT] Strategic Plan 2021-2025:

The following is a draft document; as of this writing, it has not been officially approved by the Law Library Board of Trustees.

- Provide access to the law and resources to people countywide, with special emphasis on those who have no access to technology [MISSION/SERVICE PRIORITY]

- Explore and consider new business models to a) reduce vulnerability to fiscal crises and b) enjoy consistent, reliable income for perpetual operations [OPERATIONAL/EXISTENTIAL PRIORITY]

- Promote the law library not only to patrons but to stakeholders, donors, and general public using a comprehensive outreach plan [VISION/EXISTENTIAL PRIORITY]

- Create metrics to improve the law library’s reputation as a successful provider of access to justice services and resources [VALUATION/ SUCCESS MEASURES/FINANCIAL PRIORITY]

- Better align with other government entities to agree on the Law Library’s importance and our mutual commitment to providing access to justice countywide [OPERATIONAL/EXISTENTIAL PRIORITY]
GOAL 1:
Advance the Law Library’s Mission by Securing its Financial & Operational Stability

STRATEGIC ACTIONS FOR FINANCIAL STABILITY

Annual Audit

The Fiscal Year 2019 Audit was successfully completed in a timely manner by Sonnenberg & Company, CPAs.

Annual Report

The 2018-2019 Annual Report was completed and submitted before October 10, 2019 to: Chair, Board of Supervisors, County Auditor and other interested parties.

CalPERS Unfunded Pension Liability

Based on the most recent fiscal year-end CalPERS actuarial report, our Auditor made a FY2019 year-end adjustment to the CalPERS Unfunded Pension Liability setting the net pension liability amount to $323,893. Our required payment of $79,758 was paid in July and, per Board of Trustees approval, an additional payment of $50,000 was made in October, 2019 lowering the net pension liability to $194,135. CWC

Law Library Foundation

The annual Witkin Awards Dinner was held at Tom Ham’s Lighthouse on October 17, 2019. Total net proceeds from this event was $14,423. Plans are being organized for the sale of lithographs, donated by Judge Gill, at the 2020 Witkin Awards Dinner.

The Non-Profit Directors and Officers Liability policy is scheduled for renewal in January 2020.

Grants

The Foundation received an unrestricted $10,000 grant from the Hervey Foundation.

Advocacy Efforts

In August 2019, we contacted our representatives and invited them for tours, several tours and office visits resulted. In November 2019 we actively solicited letters of support and educated State Representatives and the Budget Committee to have funding for county law libraries in the 2020-2021 Budget. Several representatives signed on to a letter of support to the Governor asking for law library funding in the next Budget.

Money Making In Progress

Used book sales earned over $6,900 over the first half of FY2020.
**SDLL Benefits**

Open Enrollment for 2020 staff Health Benefits took place in September 2019, followed by Dental/ Vision and FSA Open Enrollment in October and November, respectively.

**STRATEGIC ACTIONS FOR OPERATIONAL STABILITY**

**Downtown Facilities**

Server room renovation took place in July 2018 to help prevent extreme fluctuations in humidity and temperature within the space.

The County performed a thorough building inspection in the summer and noted several deficiencies. A Building Automation System was installed to monitor utility usage throughout the building. This system will monitor water, electrical, and heating and cooling systems. This project was completed in spring 2019 and is the next step in correcting problems with the building heating/cooling system, building vibrations on the South side, and the excessive humidity and temperature fluctuations in the server room.

Staff Lounge renovation is continuing with additional eating facilities and storage areas.

The Downtown facility received an emergency phone system and upgrades to the paging system in November and December 2018. Voice over IP phone upgrades took place throughout the year.

**North County Branch Facilities**

Several building upgrades completed in fall 2018. The main electrical feeder line was replaced, the fire sensors and alarm system was upgraded, the (3) 5-ton HVAC split units were replaced in late spring 2018.

The County of San Diego, Public Safety Group, committed funds to replace the broken down North County trailer with another unit of the same size. Kick off meetings were held in fall 2018 to begin the process of removing the existing trailer and to replace the trailer with the same size structure. This project includes moving staff offices and the server room from the existing trailer to the main building, removing the rotting structure, addressing the drainage issues and grading the site, installing and building out a replacement structure, and fixing egress issues at this site.

Rear emergency exit egress, cracked and missing stucco and roof weeds were reported to DGS project planners for repair. The drainage issues at the front of the building were also reported to the County for repair.

We are conducting site surveys to improve internet connectivity at this location.

The Board of Trustees committed an additional $167,070 for NC furniture and technology.

**Insurance**

The annual Worker’s Compensation Audit and renewal is scheduled for January 2020.

The Liability, Property & Officer, and Auto Insurance is scheduled for renewal in February 2020.

**Borrowers Program & Benefit Packages**

A new benefit option was created to allow current borrowers or MCLE Package holders to add wifi/electricity access for $25. Borrowers and Benefit holders were invoiced for 2020 in October 2019 and informed of this new benefit option.

Deposits continue to be returned to patrons or used to apply to their renewals. As of December 31, 2019, patron security deposits have been reduced to $38,266 from a starting total of $125,886.
New Hires

In fall 2019 the User Experience Department hired for two new positions: a User Experience Assistant and a Bilingual (Spanish) Reference Librarian. This new librarian is part of the State funded project for outreach to County Libraries in rural and non-English speaking communities.

The Administration Department was reorganized, eliminating the Assistant Director of Finance and Personnel and Business Systems Coordinator positions. Two new positions, Business Manager and Finance Manager, were created and hired in November.

Collection Inventory is Ongoing

Law Library staff has been working hard on inventorying the entire library physical collection. This important assessment measure will provide information on the contents & value of the library collection, as well as the accuracy of the library catalog, processing, and retention measures. The estimate right now is that the collection inventory process at the Downtown location is about halfway complete.

GOAL 2: Enrich the User Experience Using Outreach & Collaboration to Create a More Visible & Vibrant Community Center for Legal Research & Learning

Social Media

The Law Library’s Social Media presence has maintained steady growth. All staff posting to social media has been trained on our new subscription to Buffer Enterprise, our social media team management tool. The Library was recognized by Web Junction in their feature showcasing some of the amazing work from the libraries Web Junction follows on Facebook.

Witkin

The annual Witkin Dinner was held at Tom Ham’s Lighthouse on October 17, 2019. Awards were presented to the Hon. Victor E. Bianchini (ret.) for Excellence in the Adjudication of the Law; to Craig DeWitt Higgs, Esq., posthumously, for Excellence in the Practice of Law; to Heather L. Rosing, Esq., for Excellence in Public Service; and to Renee Stackhouse, Esq., for being a Community Changemaker.

Legal Topic of the Year – Indian Law

Federal Indian Law & Tribal Law is our Topic of the Year for FY 2020. Staff prepared a research guide on the topic with information on Federal & State laws, local tribal laws and tribal courts. Staff met with California Indian Legal Services and Procopio Law Firm Tribal Law Practice Group. Staff recommended additions to our collection on Indian Law resources and created a display using Tribal Law materials from our collection. New additions to our collection on this topic include: Native American Indian Tribal Justice Systems: Tribal courts and police, Tribal Contracting: Understanding and drafting business contracts with American Indian tribes, Indian Gaming Law and Policy, Tribal Criminal Law and Procedure, and Tribes, Land, and the Environment.

To educate and involve the community regarding this topic, we held a Federal Indian Law 101 class and have more classes planned for the general public.
Tribal Justice Event

As part of our Legal Topic of the Year celebration, we secured screening rights to the documentary *Tribal Justice*. In November, we held a screening of the movie and the Honorable Claudette White, Chief Judge of the Quechan Tribe (featured in the documentary) was our special guest speaker.

Law Made Public Classes

We continue our Law Made Public classes every Saturday at 10am at the Downtown location. These classes allow the public one-on-one training with our reference librarians on popular databases.

Law & Comics: Partner with San Diego Central Library

We partnered with the San Diego Central Library to bring our annual Law & Comics event to a larger audience. This was the 10th Annual Lindley Lecture on Law & Comics. This year the focus was on the legal implications of cosplay, and fan use of creator materials and characters. Guest speakers included Jonathan Maberry, Rob Salkowitz, and Stu Rees. The moderator was USD Law Professor Lisa Ramsey.

Know the Law Series: Partnerships

In partnership with the North County Bar Association and Vista Public Library, our popular Know the Law Series continued. In the fall of 2019 we coordinated the following lectures: Elder Law, Small Claims, Trusts & Estates.

Partner with City of Encinitas for Business 101 Series

We continue our partnership with the City of Encinitas and held two more Business 101 classes. Demand was so great that we moved into a larger venue. In September we held a class on Accounting, Financing, & Book Keeping Basics, and in November we held a class on Online Business & eMarketing. Law Library staff assisted in production and promotion, and emceed the event.

Public Library Partnership

Partnership with Chula Vista Public Library and El Cajon Public Library continues. Legal databases and legal reference is available at public library partner locations.

Staff participated in a joint presentation with the Chula Vista Public Library and County Public Library at the California Library Association Annual Meeting in October 2019, on the value of this partnership and how others can use our experience to replicate the program.

In preparation for the Public Library Partnership expansion, using the State funds, a special meeting was held in October with the County Library to determine which library branches fulfilled our need to reach rural and Spanish speaking populations.

Civil Self-Help Clinic

In preparation for our Partnership with San Diego Volunteer Lawyer Program, using State funds to provide services in our Civil Self-Help Clinic, staff visited the Sacramento Law Library to observe and learn about how they operate their clinic staffed by in-house attorneys. This was a very successful operation, as Sacramento shared their internal operations and written procedures.

Civil Appellate Self Help Workshop & Access to Appellate Justice Program

In addition to our regular monthly Civil Appellate Self Help Workshop, the Civil Appellate Practice Section of the SDCBA has formed a new Access to Appellate Justice Pilot Program where attendees of the workshop have the opportunity to be matched with a pro bono attorney. Both programs were the first of their kind in California, and they started here.
**Tours**

Staff coordinated 9 different tours for San Diego Superior Court Staff to see our Downtown and North County facilities and learn about our resources and services. We talked about proper referrals to the library and to the court and provided all participants with Library Referral Pads to help facilitate referring people to us.

Library staff also toured the new downtown Superior Court to gain a better understanding of where to send patrons to file documents and retrieve records.

**San Diego County Bar Association**

We held a Community Building Luncheon for County Bar Association staff to come and meet library staff, learn about our services, and discuss possible ways to partner and better promote each other’s services.

**Research & Motion Guides**

We have reached a milestone, for the first time all of our Research & Motion Guides are in the new LibGuide format. This allows for more user friendly features and the ability to include modifiable sample documents.

In addition, we have added the following new Guides: Civics 101 and Case Management. The Guide on Service of Process was significantly modified and updated, as was the California Legislative History Guide.

**MCLE Crunch Time Classes**

This year, over the course of December 2019, we held 14 MCLE classes with 158 attendees.

**Study Areas**

We are investigating layout and furniture changes in order to provide some semi-private spaces for research and/or collaboration.

**GOAL 3:**

Increase Our Value & Impact by Successfully Migrating the Law Library’s Collection & Services to a Quality Digital Platform

**STRATEGIC ACTIONS TO MIGRATE COLLECTION AND SERVICES TO A QUALITY DIGITAL PLATFORM**

**Replacement Hardware**

We continued our hardware upgrades with our patron network equipment upgrades. We also replaced our public printing service at all locations.

Added network storage was included as the next phase before creating additional remote services for the staff and public.

Staff workstations and several servers, along with network services, were upgraded this year.

**Collection Building Continues with Spanish Language Purchases:**

The Law Library’s Collection Development policy was updated and approved by the board in August 2019. The last revision was approved in November 2008.

The Core Operations staff added over 20 titles to augment the Spanish language and self-help collections of the library. The Core Operations staff also organized a list of legal self-help materials in Foreign Languages
and this is part of the GILL Catalog. Efforts continue to try to find suitable, up to date, and useful legal materials in languages other than English.

Recording Law & Comics

This was the third year we recorded the annual Law & Comics event. A professional videographer was used this year to ensure the event will be viewable by all for online posting.

New Microfilm Digital Reader Print

The Law Library secured the purchase and installation of a state of the art Microform Reader to allow our users to view, print, download, and send themselves (via email) materials they select from our collection of over 600,000 microforms. The installation took place in September 2019. This reader simplifies the film loading and allows users to crop, annotate, and share their research.

GOAL 4:
Create a Culture of Continuous Improvement & Service Excellence by Building & Sustaining a Learning Environment

All Staff Meeting

On September 24, 2019 there was an incredible and active All Staff Meeting. Staff were trained and certified by San Diego City Project Heartbeat Trainers to perform CPR and use the library’s AED device.

Star of the Month

Law Library Managers continue the program to recognize staff for exceptional contributions to the Law Library. The honoree receives a certificate signed by the Director, a $100 gift card and a banner with co-worker’s well wishes.

Participation In Professional Organizations

Chris Pickford attended the AALL Annual Meeting in Washington, D.C in July 2019. We are proud to say that Chris is the SANDALL President this year.

Laurel Moran works on the Government Law Libraries (AALL) web committee this year.

Gina Catalano serves on the Council of California County Law Librarians (CCCLL) Advocacy Committee and participates in the Self Represented Litigation Network Law Library Working Group.

Valerie Gragg and John Adkins presented at California Library Association on how Public Libraries can partner with Public Law Libraries to bring more services and value to the community.

Lisa Foster presented at California Western School of Law on their Alternative Careers Panel.

John Adkins attended the CCCLL Fall Meeting.
Social Media Report & Statistics

The Law Library’s closure on March 16th, 2020, led us to rethink and refocus the way we use social media. We have increased our social media presence and now utilize it more to educate and interact with the community. This has led to a **17% increase in social media engagement**.

### ZOOM

- With the Law Library’s closure, we invested in the Zoom video conferencing and webinar platform. It has been a game changer in reaching people. We have primarily been using it to broadcast our classes in webinar format.
- Our in-person classes previously had a maximum of 40 class attendees, we are now able to have 100 participants in a class.
- We were able to schedule 10 webinars between April and the end of June. The average webinar attendance was 41 people, and the most attended class was “Using CourtCall for Remote Access” which had 81 attendees.
- For the first months of Zoom webinars, we suspended any fees, but in the future we will be able to utilize this platform to reach more people and generate some income, especially as we lead up to the MCLE deadline in February 2021.
- In the upcoming months we will also use Zoom for legal clinics and reference appointments with patrons, as well.

### YOUTUBE

- With the Law Library’s closure, we decided that we wanted to increase our YouTube presence, since it is the most used social media platform. We formed a team to review the YouTube content that we previously had, and began to increase our YouTube presence.
- Our Zoom webinars were selling out, so we began to record and post them to our YouTube Channel with the permission of the speakers.
- We recategorized our content into new playlists with categories for Recursos en Español (Resources in Spanish), How To, Webinars, Legal Databases, and MCLE Self-Study. The MCLE Self-Study category contains our MCLE webinars, which patrons can watch at any time for Self-Study MCLE credit.
- We added 16 new videos this year, and increased our subscribers by 21% (437 total subscribers).

- The leading source for our YouTube traffic was direct YouTube searches resulting in 4,717 views (44%) followed by external website links which generated 4,301 views (40.3%).

- In the upcoming year, our plan is to catalog our YouTube videos to make them searchable in the GILL Online Catalog.

**EVENTBRITE**

- Generated a revenue total of $3,900 in legal classes.

- We offered 55 classes and lectures. 1,150 patrons attended these events.

- Our average number of attendees was 20 per event, significantly higher than last year. For our in-person events, the average was 16 – 1 higher than last year.

- Demand was high for our Zoom webinars and we averaged 41 attendees for our 10 classes. Only 2 provided MCLE credit and they were all free.

**E-MAIL REFERENCE**

Patrons have used our e-mail reference for the majority of the interactions with us during the COVID-19 restrictions. *Since the pandemic started, we’ve answered over 400 questions in just over 3 months.* Patron use the service for document delivery requests, conference room reservations, and basic reference questions.

**QUESTIONPOINT / ASK A LIBRARIAN / LibAnswers**

The Law Library is part of a statewide chat service paid for and staffed by the Council of California County Law Librarians. This spring the live chat service transitioned platforms from QuestionPoint to LibAnswers. In addition to chatting live, reference librarians can send helpful websites directly to patrons, no matter their location. Patrons are often outside of San Diego County, as all county law libraries and the California Courts post a link to the LibAnswers service on their websites. Our library monitors the system throughout the week. *This past year we answered 308 questions using this service.* This is an increase over last year’s 274 questions.
SDLL Facebook provides information on our classes, clinics, special events and partner information in addition to local, national, and worldwide news affecting our community.

Due to the COVID-19 pandemic we have utilized Facebook to keep our followers informed about health and safety mandates, San Diego Superior Court announcements, and community assistance available to the public.

2019-2020 saw a **7.3% increase** in our Facebook following to 1,514. SDLL was included in the OH! San Diego Architectural Tour for a third year and we had several events cross-posted in partnership with other agencies which always helps promote our own social media presence.

In the upcoming year, we are going to use Facebook Live to keep our patrons updated with live webcasts and broadcast with our community-oriented webinars. Streaming on Facebook Live allows us to reach even more attendees, as our Zoom account is currently capped at 100 participants.

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**FACEBOOK DEMOGRAPHICS (relatively unchanged from last year):**

- **WOMEN** make up **64%** of our followers:
  - 35-44 year-olds make up 21%
  - 45-54 year-olds make up 15%
  - 25-34 year-olds make up 12%

- **MEN** make up a smaller portion of our demographic at **34%**:
  - 35-44 year-olds make up 12%
  - 45-54 year-olds make up 7%
  - 25-34 year-olds make up 7%
TWITTER

Much like our Facebook content, SDLL Twitter content includes events offered by and news about SDLL and our community partners as well as news stories of interest to the San Diego community with a special emphasis on COVID-19 issues and Federal Indian and Tribal Law (the 2019-2020 Topic of the Year).

- 2019-20 showed a **2% increase** in followers from the previous year climbing from 1,447 to 1,475 followers.
- The Library gained an average of two followers per month.
- We posted 342 tweets; an average of 29 tweets per month.
- We had a total of 200,000 impressions.

Our Twitter activity and engagement (profile visits, likes, retweets) increased dramatically during the start of the COVID-19 pandemic, and our Twitter following shows continued improvement. We hope to increase these numbers even more with the use of a content aggregator, Buffer, to make content creation easier and more trackable.

LINKEDIN

- LinkedIn is the largest professional social network online today. We use it to build relationships in the professional community and promote Library events and classes.
- This year saw an **11% increase in followers** from the previous year.
  2019-2020 – 573 Followers
This is how we compare to other County and legal agencies in the San Diego area:

- San Diego County Bar Association – 1,704 Followers
- San Diego Superior Court – 878 Followers
- San Diego Volunteer Lawyer Program, Inc. – 724 Followers
- San Diego Law Library – 573 Followers

This year we posted pictures throughout the year highlighting our annual Bookmas Tree and the naming of our Witkin Award Winners for 2019. We continue to see great engagement with users and experienced a **20% increase in followers**.

- 2019-2020 – 789 Followers
- 2018-2019 - 660 Followers
- 2017-2018 - 475 Followers
- 2016-2017 - 367 Followers
- 2015-2016 - 104 Followers
California Business and Professions Code

CHAPTER 5. LAW LIBRARIES

Updated through July 1, 2018

Article 1. Boards of Law Library Trustees – 6300-6307
Article 2. Law Library Funds – 6320-6326
Article 3. Duties and Powers of Boards – 6340-6350

Article 1. Boards of Law Library Trustees – 6300-6307

6300 There is in each county of this State a board of law library trustees, which governs the law library established for the county under the provisions of this chapter.

(Added by Stats. 1941, Ch. 452.)

6301 (a) Except as otherwise provided by statute, a board of law library trustees is constituted as follows:

1. In a county where there are no more than three judges of the superior court, each of those judges is ex officio a trustee. The judges may at their option select only one of their number to serve as a trustee, and in that event they shall appoint two additional trustees who are residents of the county or members of the State Bar.

2. In a county where there are more than three judges of the superior court, the judges of that court shall elect either four or five of their number to serve as trustees.

3. Any judge of the superior court who is an ex officio or elected member may, at the judge’s option, designate a resident of the county or a member of the State Bar to act for the judge as trustee.

4. The chair of the board of supervisors is ex officio a trustee, but the board of supervisors at the request of the chair may appoint a member of the State Bar, any other member of the board of supervisors of the county, or a resident of the county to serve as trustee in place of the chair. The appointment of the person selected in place of the chair of the board of supervisors shall expire when a new chair of the board of supervisors is selected, and that appointment shall not be subject to the provisions of Section 6302.

5. The board of supervisors shall appoint as many additional trustees, who are members of the State Bar, as may be necessary to constitute a board of at least six and not more than seven members.
(b) No more than two law library trustees may be residents of the county who are not judges of the county, members of the State Bar, or members of the board of supervisors of the county.  
(Amended by Stats. 2001, Ch. 52, Sec. 1. Effective January 1, 2002.)

6301.1 Notwithstanding Section 6301, in San Diego County the board of law library trustees shall be constituted, as follows:  
   a) Up to five judges of the superior court, to be elected by and from the superior court judges of the county. Each superior court judge so elected shall serve a three-year term. In order to maintain overlapping terms, those judges holding office as of the date of unification of the municipal and superior courts of San Diego County shall remain in office until the expiration of their original terms.  
   b) The board of supervisors shall appoint up to four attorneys resident in the county to the board of law library trustees, to serve overlapping three-year terms. In order to stagger the appointments, the board of supervisors shall, in January of 1997, appoint one attorney to a one-year term, one attorney to a two-year term, and one attorney to a three-year term; and as each term expires, the new appointee shall thereafter serve three-year terms. At least one attorney appointed pursuant to this subdivision shall be a member of the San Diego County Bar Association.  
   c) In the event a trustee cannot serve a full term, the appointing authority for that individual shall appoint another qualified person to complete that term. Interim appointments may be made by the board of law library trustees in accordance with Section 6305.  
(Amended by Stats. 2009, Ch. 332, Sec. 1.1. (SB 113) Effective January 1, 2010.)

6301.5 In any county where there are no more than three judges of the superior court, the board of supervisors, with the concurrence of the majority of the incumbent judges of the superior court, may reduce the number of law library trustees to not less than three members.  
(Amended by Stats. 2001, Ch. 52, Sec. 2. Effective January 1, 2002.)

6302 Appointments of trustees which are to be made by the board of supervisors of the county shall be made at the first meeting of the board of supervisors after the establishment of a law library in the county, the appointees to serve until the first meeting of the board of supervisors in the succeeding January. The board shall, at any such meeting in each succeeding January, appoint such trustees to serve for the term of one year.  
(Added by Stats. 1941, Ch. 452.)

6302.5  
   a) Notwithstanding any other provision of law, in Los Angeles County appointments made by judges of the superior court shall be for a term of four years, and appointments made by the board of supervisors of the county shall be for a term of two years.  
   b) The terms of no more than three judge-appointed members shall expire in the same year.  
   c) The term of one member appointed by the board of supervisors shall expire each year.  
(Amended by Stats. 2002, Ch. 784, Sec. 3. Effective January 1, 2003.)
6303  The office of trustee is honorary, without salary or other compensation.  
(Added by Stats. 1941, Ch. 452.)

6304  Each board of law library trustees shall meet regularly each month on such day as it shall appoint, but if it appoint no day, it shall meet on the first Tuesday after the first Saturday of each month, and any board may meet at such other times as it may appoint, at a place to be designated for that purpose.  The president of the board may call a special meeting at any time for the transaction of necessary business.  A majority of the members constitutes a quorum for business, and an affirmative vote of a majority of the members is required to exercise the powers of the board.  
(Amended by Stats. 1945, Ch. 1113.)

6305  A board of law library trustees may remove any trustee, except an ex officio trustee, who is absent from three consecutive meetings of the board, and may fill all vacancies that from any cause occur in the board.  
(Amended by Stats. 2009, Ch. 332, Sec. 1.2.  (SB 113) Effective January 1, 2010.)

6306  Each board shall appoint one of its number as president.  
(Added by Stats. 1941, Ch. 452.)

6307  Each board shall elect a secretary, who shall keep a full statement and account of all property, money, receipts and expenditures, and shall keep a record and full minutes in writing, with the ayes and noes at length, of all proceedings of the board.  
Under the secretary’s hand, the proceedings may be verified by an official seal adopted and provided by the board for that purpose.  
(Amended by Stats. 2009, Ch. 332, Sec. 1.3.  (SB 113) Effective January 1, 2010.)

Article 2. Law Library Funds – 6320-6326

6320  All money collected for the law library in each county, must be deposited with the treasurer of the county, who must keep the same separate and apart in a trust fund or trust account, to be disbursed by the board of law library trustees.  Money may be disbursed only as in this chapter provided, and only for the purposes herein authorized.

Whenever a law library and a board of trustees to govern the same, is in existence under the provisions of any law, other than the law superseded by this chapter, in any county, or city and county, in this State, money so collected shall be paid into the hands of those, and in the manner, provided by such law.  
(Amended by Stats. 1961, Ch. 396.)

6321  
   a.  On and after January 1, 2006, as described in Section 68085.1 of the Government Code, the Administrative Office of the Courts shall make monthly distributions from superior court filing fees to the law library fund in each county in the amounts described in this
section and Section 6322.1. From each first paper filing fee as provided under Section 70611, 70612, 70613, 70614, or 70670 of the Government Code, each first paper or petition filing fee in a probate matter as provided under Section 70650, 70651, 70652, 70653, 70654, 70655, 70656, or 70658 of the Government Code, Section 103470 of the Health and Safety Code, or Section 7660 of the Probate Code, each filing fee for a small claim or limited civil case appeal as provided under Section 116.760 of the Code of Civil Procedure or Section 70621 of the Government Code, and each vehicle forfeiture petition fee as provided under subdivision (e) of Section 14607.6 of the Vehicle Code, that is collected in each of the following counties, the amount indicated in this subdivision shall be paid to the law library fund in that county:

<table>
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<tr>
<th>Jurisdiction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>$35.00</td>
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<td>Yuba</td>
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</tbody>
</table>

b. If a board of supervisors in any county acted before January 1, 2006, to increase the law library fee in that county effective January 1, 2006, the amount distributed to the law library fund in that county under subdivision (a) shall be increased by the amount that the board of supervisors acted to increase the fee, up to three dollars ($3). Notwithstanding subdivision (b) of Section 6322.1, as it read on January 1, 2005, the
maximum increase permitted under this subdivision in Los Angeles County is three dollars ($3), rather than two dollars ($2).

c. The amounts of twenty-three dollars ($23) for Inyo County, twenty-nine dollars ($29) for Mendocino County, twenty-three dollars ($23) for Plumas County, and twenty-three dollars ($23) for San Benito County listed in subdivision (a) shall apply to distributions made under subdivision (a) beginning January 1, 2006.

(Amended by Stats. 2009, Ch. 332, Sec. 1.4. Effective January 1, 2010.)

6322

a. It is the intent of the Legislature that the change in the method of distributing funds to law libraries from fees collected by the superior courts under the Uniform Civil Fees and Standard Fee Schedule Act of 2005 will not result in undue financial hardship for any law library. On and after January 1, 2006, any law library that experiences undue financial hardship from the change in the method of distributing funding to law libraries may request a one-time advance from the Administrative Office of the Courts. The Administrative Office of the Courts shall provide the advance within 15 days after the request is received, but no earlier than February 1, 2006, if all of the following conditions are met:

1. The law library board of trustees certifies that the law library is experiencing financial hardship caused by an increase in the time between collection of a fee by the court and the receipt of the money by the law library fund resulting from the implementation of the new distribution method for money received from superior court filing fees.

2. The law library board of trustees certifies that the law library is operating under this chapter.

3. The Administrative Office of the Courts receives the request on or before February 15, 2006.

b. The amount of the advance shall be equal to one-twelfth of the law library's total receipts from superior court fees for the 2003-04 fiscal year.

c. The funding for the advance shall be provided from amounts deposited into the bank account established by the Administrative Office of the Courts under subdivision (b) of Section 68085.1 of the Government Code. The advance shall be returned within 30 days if a law library ceases to operate or the responsibility for the law library is transferred from the law library board of trustees.

(Repealed (in Sec. 8) and added by Stats. 2005, Ch. 75, Sec. 9. Effective July 19, 2005. Operative January 1, 2006, by Sec. 156 of Ch. 75.)

6322.1

a. Until the end of the moratorium described in Section 70601 of the Government Code, the board of supervisors of any county may increase, as provided in this section, the amount distributed to its county law library fund from the uniform filing fees listed in Section 6321 whenever it determines that the increase is necessary to defray the expenses of the law library.
Any increase in the amount distributed to the law library fund in any county under this subdivision shall not be effective until January 1 of the next year after the adoption by the board of supervisors of the increase. The amount of the increase in any calendar year shall be no greater than three dollars ($3) over the previous calendar year. A copy of the action of the board of supervisors that establishes the increase shall be provided to the Administrative Office of the Courts as soon as it becomes available but no later than December 15 of the year before the increased distribution goes into effect.

b. Distribution changes after January 1, 2008, shall be determined by the process described in Section 70601 of the Government Code.

c. 1. In an action or proceeding in which a claim for money damages falls within the monetary jurisdiction of the small claims court and is filed by an assignee who is prohibited from filing or maintaining a claim pursuant to Section 116.420 of the Code of Civil Procedure, the uniform filing fee shall be reduced by twenty-four dollars ($24) to one hundred eighty-one dollars ($181) if the complaint contains a declaration under penalty of perjury, executed by the party requesting the reduction in fees, that the case qualifies for the lower fee because the claim for money damages will not exceed the monetary jurisdiction of small claims court and is filed by an assignee of the claim.

2. When the uniform filing fee is reduced as provided under this subdivision, the amount distributed from each uniform filing fee to the law library fund in the county shall be as follows:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Amount</th>
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<td>Sutter</td>
<td>$1.00</td>
</tr>
<tr>
<td>Tehama</td>
<td>$9.00</td>
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</tbody>
</table>
3. The increases described in subdivision (a) do not apply to the law library distributions in this subdivision.

4. Notwithstanding subdivision (d) of Section 68085.4 of the Government Code, when the uniform filing fee is reduced as provided in this subdivision, the amounts distributed to dispute resolution programs, the State Court Facilities Construction Fund, the Judges' Retirement Fund, children's waiting rooms, and the Equal Access Fund shall remain as provided under subdivisions (b) and (c) of Section 68085.4 of the Government Code and shall not be changed. Only the amounts distributed to the Trial Court Trust Fund, the law libraries, and the Immediate and Critical Needs Account of the State Court Facilities Construction Fund shall be adjusted. The amount distributed from each uniform filing fee under this section to the Immediate and Critical Needs Account of the State Court Facilities Construction Fund shall be eleven dollars ($11). If the fee is further reduced below one hundred eighty-one dollars ($181), as with a partial waiver or partial payment, the proportional reductions described in subdivision (g) of Section 68085.1 of the Government Code shall apply.

d. Distributions under this section to the law library fund in each county shall be used only for the purposes authorized by this chapter.

e. As used in this section and Section 6321, "law library fund" includes a law library account described in the second paragraph of Section 6320.

f. This section shall become operative on July 1, 2013.

(Amended (as added by Stats. 2010, Ch. 720, Sec. 2) by Stats. 2011, Ch. 296, Sec. 9. Effective January 1, 2012. Section operative July 1, 2013, by its own provisions.)

6324 The board of supervisors of any county may set apart from the fees collected by the county clerk, sums not exceeding one thousand two hundred dollars ($1,200) in any one fiscal year, to be paid by the county clerk into the law library fund in addition to the moneys otherwise provided to be deposited in that fund by law. The board of supervisors may also appropriate from the county treasury for law library purposes such additional sums as may in their discretion appear proper. When so paid into the law library fund, such sums shall constitute a part of the fund and be used for the same purposes. (Amended by Stats. 2005, Ch. 75, Sec. 12. Effective July 19, 2005. Operative January 1, 2006, by Sec. 156 of Ch. 75.)
The orders and demands of the trustees of the law library, when duly made and authenticated as hereinafter provided, shall be verified and audited by the auditing officer, and paid by the treasurer of the county out of the law library fund. Full entry and record shall be kept as in other cases.

(Amended by Stats. 2005, Ch. 75, Sec. 13. Effective July 19, 2005. Operative January 1, 2006, by Sec. 156 of Ch. 75.)

A revolving fund of not more than fifty thousand dollars ($50,000) may be established from money in the law library fund, by resolution of the board of law library trustees, for expenditures of not exceeding ten thousand dollars ($10,000) each for purposes for which the law library fund may lawfully be expended. The board shall prescribe the procedure by which money may be drawn from the revolving fund, the records to be kept, and the manner in which reimbursements shall be made to the revolving fund by demand and order from the law library fund. All or any part of the money in the revolving fund may be deposited in a commercial account in a bank, subject to payments of not exceeding ten thousand dollars ($10,000) each by check on the signature of the secretary or any other person or persons designated by the board.

(Amended by Stats. 2009, Ch. 332, Sec. 1.5. (SB 113) Effective January 1, 2010.)

Article 3. Duties and Powers of Boards – 6340-6350

Each board of law library trustees shall establish and maintain a law library at the county seat of the county in which it is appointed and may lease suitable quarters therefor or construct quarters pursuant to the provisions of this chapter, and may provide leased or constructed quarters with suitable furniture and utility services.

(Amended by Stats. 1959, Ch. 1076.)

Any board of law library trustees may establish and maintain a branch of the law library in any city in the county, other than the county seat, in which a session of the superior court is held. In any city constituting the county seat, any board of law library trustees may establish and maintain a branch of the law library at any location therein where four or more judges of the superior court are designated to hold sessions more than 10 miles distant from the principal office of the court. In any city and county any board of law library trustees may establish and maintain branches of the law library. A branch is in all respects a part of the law library and is governed accordingly.

(Amended by Stats. 2002, Ch. 784, Sec. 5. Effective January 1, 2003.)

A board of law library trustees may order the drawing and payment, upon properly authenticated vouchers, of money from out of the law library fund, for any liability or expenditure herein authorized, and generally do all that may be necessary to carry into effect the provisions of this chapter.

(Amended by Stats. 2009, Ch. 332, Sec. 1.6. (SB 113) Effective January 1, 2010.)
6343 A board may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the law library, and of all property belonging thereto, or that may be loaned, devised, bequeathed, or donated to it. A board may make expenditures for the suitable maintenance, repair, protection and insurance against loss of such property, both real and personal.  
(Amended by Stats. 1941, Ch. 453.)

6344 A board may purchase books, journals, other publications, and other personal property. It may dispose of obsolete or duplicate books, and other unneeded or unusable property.  
(Amended by Stats. 1945, Ch. 1113.)

6345 A board may appoint a law librarian and define the powers and prescribe the duties of any law library employees, determine the number, and elect all necessary subordinate law librarians and law library employees, and at its pleasure remove any law librarian or law library employees.

For the purpose of facilitating the recruitment of professional and technically trained persons to fill positions for which there is a shortage of qualified applicants, a board may authorize payment of all or a part of the reasonable travel expense of applicants who are called for interview and all or part of the reasonable travel and moving expense of persons who change their place of residence to accept employment with the law library.  
(Amended by Stats. 2009, Ch. 332, Sec. 1.7. (SB 113) Effective January 1, 2010.)

6346 A board shall fix the salaries of the law librarian and law library employees, and may require a bond of any law librarian or law library employee, in such sum as it may fix. The premium on a bond given by an authorized surety company may be paid from the law library fund.  
(Amended by Stats. 2009, Ch. 332, Sec. 1.8. (SB 113) Effective January 1, 2010.)

6346.5 A board of law library trustees may contract with the California Public Employees’ Retirement System, to make all or any of the employees of the law library members of the system.  
(Amended by Stats. 2009, Ch. 332, Sec. 1.9. (SB 113) Effective January 1, 2010.)

6346.6 As an alternative to Section 6346.5, a board of law library trustees may, with the consent of the board of administration of the applicable retirement system, elect to make all or any of the officers or employees of the law library members of the retirement system which covers the officers and employees of the county in which the law library is established and to have the law library officers and employees deemed to be county employees for purposes of that retirement system. In the event of such an election, the employer contributions on behalf of the covered law library officers and employees shall be made from law library funds.  
(Added by Stats. 1981, Ch. 156, Sec. 1.)
6347 A board may contract with any other law library board, law library association, superior court, or legal-related entity, including a self-help group or other organization that provides a similar service, to provide public law library services as may best carry into effect the purposes of this chapter.
(Amended by Stats. 2009, Ch. 332, Sec. 1.10. (SB 113) Effective January 1, 2010.)

6348 A board may expend surplus funds under its control, not necessary for use to maintain the law library, to acquire or lease real property and erect thereon a library building to house the law library. In the alternative, a board of law library trustees may appropriate from the surplus funds so much as in the discretion of the board may be necessary to obtain adequate quarters for the law library in any building hereafter erected by the board of supervisors of the county in which the law library is maintained. The moneys so appropriated shall not be more than the proportion of the total cost of the building which the space allotted to the law library bears to the total usable space in the building. The moneys so appropriated may be transferred to the board of supervisors of the county for use in erecting the building, or may be paid directly on contracts for the erection thereof made by the board of supervisors.
(Amended by Stats. 2009, Ch. 332, Sec. 1.11. (SB 113) Effective January 1, 2010.)

6348.1 An appropriation to obtain quarters for the law library in a building to be erected by the board of supervisors of the county, may be made subject to such terms and conditions, including approval of plans and specifications, and regarding maintenance and use of the quarters, as may be mutually agreed upon by the board of law library trustees and the board of supervisors.
Where a board of law library trustees determines to erect a library building to house the law library, the State of California or the county or the city in which the building is to be located, may set apart and dedicate or lease land owned by any of them for the permanent use of the building and access thereto.
(Amended by Stats. 1965, Ch. 1069.)

6348.2 When a board of law library trustees in any county determines to erect a library building to house the law library, it may borrow money for that purpose and repay the loan from its future income. The board may borrow the money from any person, or private or public agency, or corporation, in an amount not exceeding half of the funds of the board allocated to the construction of the building, upon such terms as may be agreed upon by the board and the lender and approved by resolution of the board of supervisors of the county.
(Amended by Stats. 1987, Ch. 1299, Sec. 1.)

6348.3 A library building erected to house the law library may include courtrooms with offices in connection therewith, offices for use of a county bar association, and an office for a notary public and public stenographer, which courtrooms and offices the board of law library trustees may lease, the income to be deposited in the law library fund.
(Amended by Stats. 2009, Ch. 332, Sec. 1.12. (SB 113) Effective January 1, 2010.)
6348.4 Real property acquired by a board may be sold, leased, rented, or licensed with the proceeds to be deposited in the law library fund.
(Amended by Stats. 2014, Ch. 201, Sec. 2. (SB 1462) Effective January 1, 2015.)

6348.5 A board of law library trustees may invest surplus funds in excess of one hundred thousand dollars ($100,000) or of the average annual expenditures of the library for the four fiscal years immediately preceding the investment, whichever is lesser, in the Local Agency Investment Fund pursuant to Article 11 (commencing with Section 16429.1) of Chapter 2 of Part 2 of Division 4 of Title 2 of the Government Code or bonds of the government of the United States or of this state. Bonds so purchased may be sold at any time in the discretion of the board. In computing average annual expenditures for the purposes of this section, capital expenditures for the purchase of real property and construction of a library building shall not be included.
(Amended by Stats. 2009, Ch. 332, Sec. 1.14. (SB 113) Effective January 1, 2010.)

6348.6 A board of law library trustees may contract with the board of supervisors of the county upon such terms as may be mutually agreeable for the construction by the board of supervisors of a law library building or any part thereof or for quarters in a building to be erected by the board of supervisors. The agreement may be made subject to such terms and conditions including approval of plans and specifications, regarding the furnishing and equipping of the building or quarters, and regarding maintenance and use of the quarters, as may be mutually agreed upon by the board of law library trustees and the board of supervisors. The contract may provide that the board of law library trustees shall make payments to the board of supervisors out of future income in payment for constructing or furnishing or equipping the law library building or part thereof or those quarters in a building. Any contract executed by a board of law library trustees and a board of supervisors, which, if executed subsequent to the effective date of this section would be valid, is hereby ratified and validated.
(Amended by Stats. 2009, Ch. 332, Sec. 1.15. (SB 113) Effective January 1, 2010.)

6348.7 A board of law library trustees may enter into an agreement with a county for the joint exercise of powers pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code for the purpose of constructing a building or buildings to house the law library and court or county facilities, without limitation as to the number of courtrooms such building or buildings may contain, and may lease from any authority created pursuant to such agreement the space required for law library purposes.
(Added by Stats. 1983, Ch. 31, Sec. 1. Effective May 11, 1983.)

6349 Each board of law library trustees, on or before the 15th day of October of each year, shall make an annual report to the board of supervisors of the county in which the law library is maintained, for the preceding fiscal year ending on the 30th day of June. A copy of the report shall be filed with the auditor of the county. The report shall give the condition of their trust, with full statements of all their property and money received, whence derived, how used and expended, the number of books, periodicals
and other publications on hand, the number added by purchase, gift, or otherwise during the
year, the number lost or missing, and other information as might be of interest.
(Amended by Stats. 2009, Ch. 332, Sec. 1.16. (SB 113) Effective January 1, 2010.)

6350 A financial report, showing all receipts and disbursements of money, shall be made by the
secretary, duly verified by oath, at the same time that the report of the board is made.
(Amended by Stats. 2009, Ch. 332, Sec. 1.17. (SB 113) Effective January 1, 2010.)


6360
a) A law library established under this chapter shall be free to the judiciary, to state and
county officials, to members of the State Bar of California, and to all residents of the
county, for the examination of books and other publications at the library or its
branches.
b) The board of law library trustees may permit the removal of the books and other
publications from the library and its branches as it considers proper, subject to those
rules, and, in its discretion, the giving of security, as it may provide to ensure the
safekeeping and prompt return thereof, but security shall not be required of members
of the judiciary or county officials. The board may provide for the levying of fines and
charges for violation of the rules, and may make charges for special services, such as the
making of photocopies of pages of library books, electronic delivery, messenger and
other delivery services, educational programs, special events, and provision of supplies
or food services.
c) The board of law library trustees may require persons other than members of the
judiciary, county officials, and members of the bar resident in the county, to pay dues as
the board may fix for the privilege of removing books and other publications from the
library. With the approval of the board of supervisors, the board of law library trustees
may charge individual members of the bar resident in the county fees for the removal of
books and other publications from the library. These fees shall not exceed the cost of
providing the service.
(Amended by Stats. 2016, Ch. 86, Sec. 10. (SB 1171) Effective January 1, 2017.)

6361 The board of supervisors of the county in which the law library is established shall provide
sufficient quarters for the use of the library upon request of the board of law library trustees,
except that the board of supervisors need not provide such quarters when the board of law
library trustees determines it has sufficient funds, over and above those necessary for
operation and maintenance expenses, to provide its own quarters. Such provision may include,
with the room or rooms provided, suitable furniture, window shades, floor coverings, lighting,
heat and telephone and janitor service.
(Amended by Stats. 1959, Ch. 1076.)
6362.5 The State Librarian shall periodically supply to each law library established under the provisions of this chapter, and requesting the same, information regarding newly published materials to aid such libraries in their selection of new materials. 

(Added by Stats. 1965, Ch. 1385.)

6363 Whenever a law library, and a board of trustees to govern the same, is in existence under the provisions of any law, other than the law superseded by this chapter, in any county, or city and county, in this State, this chapter shall not be considered a repeal of any legislation under which such library was established and is now governed, but shall be deemed to confer upon such library the benefits of Sections 6321, 6322, 6322.1, 6326, 6341, 6345, 6346, 6346.5, and 6347. 

(Amended by Stats. 1955, Ch. 1786.)
INDEPENDENT AUDITOR’S REPORT ON THE FINANCIAL STATEMENTS

To the Board of Trustees of
San Diego County Public Law Library

We have audited the accompanying financial statements of San Diego County Public Law Library (the Library) as of and for the year ended June 30, 2020, and the related notes to the financial statements, as listed in the table of contents.

Management’s Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion
In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of San Diego County Public Law Library as of June 30, 2020 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Member: The American Institute of Certified Public Accountants and California Society of Certified Public Accountants
Report on Summarized Comparative Information
We have previously audited San Diego County Public Law Library’s June 30, 2019 financial statements, and we expressed an unmodified opinion on those financial statements in our report dated September 10, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Required Supplementary Information
Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis information and on pages i through vi and budgetary comparison information and Required Supplementary Information - Pensions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards
In accordance with Government Auditing Standards, we have also issued our report dated August 31, 2020, on our consideration of San Diego County Public Law Library’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Library’s internal control over financial reporting and compliance.

August 31, 2020
Sonnenberg & Company, CPAs
SAN DIEGO COUNTY PUBLIC LAW LIBRARY
STATEMENT OF NET POSITION
June 30, 2020
(With Comparative Totals for June 30, 2019)

<table>
<thead>
<tr>
<th>Assets</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Investments - Unrestricted Cash</td>
<td>$3,971,901</td>
<td>$3,812,401</td>
</tr>
<tr>
<td>Cash and Investments - Restricted Cash</td>
<td>51,353</td>
<td>76,683</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>355,566</td>
<td>508,343</td>
</tr>
<tr>
<td>Prepaid Subscriptions</td>
<td>31,202</td>
<td>33,434</td>
</tr>
<tr>
<td>Prepaid Insurance</td>
<td>18,190</td>
<td>18,068</td>
</tr>
<tr>
<td>Capital Assets, net</td>
<td>2,997,686</td>
<td>3,173,694</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>7,425,898</strong></td>
<td><strong>7,622,623</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deferred Outflows of Resources</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Pensions</td>
<td>1,587,873</td>
<td>2,351,258</td>
</tr>
<tr>
<td><strong>Total Assets and Deferred Outflows of Resources</strong></td>
<td><strong>$9,013,771</strong></td>
<td><strong>$9,973,881</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>$9,590</td>
<td>$3,019</td>
</tr>
<tr>
<td>Accrued Wages and Salaries</td>
<td>36,847</td>
<td>24,407</td>
</tr>
<tr>
<td>Compensated Absences</td>
<td>173,192</td>
<td>155,000</td>
</tr>
<tr>
<td>Borrower's Deposits</td>
<td>46,269</td>
<td>47,769</td>
</tr>
<tr>
<td>Net Pension Liability</td>
<td>799,939</td>
<td>2,474,619</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>1,065,837</strong></td>
<td><strong>2,704,814</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deferred Inflows of Resources</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Pensions</td>
<td>1,262,389</td>
<td>200,532</td>
</tr>
<tr>
<td>Advanced Payment of Filing Fees</td>
<td>223,022</td>
<td>223,022</td>
</tr>
<tr>
<td><strong>Total Deferred Inflows of Resources</strong></td>
<td><strong>1,485,411</strong></td>
<td><strong>423,554</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Position</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted for IT Projects and Others</td>
<td>51,353</td>
<td>76,683</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>3,413,484</td>
<td>3,595,136</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td><strong>$6,462,523</strong></td>
<td><strong>$6,845,513</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Liabilities, Deferred Inflows of Resources, and Net Position</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$9,013,771</strong></td>
<td><strong>$9,973,881</strong></td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of these financial statements.
<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Revenues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filing Fees - Superior Court</td>
<td>$2,537,166</td>
<td>$2,957,371</td>
</tr>
<tr>
<td>Interest</td>
<td>117,017</td>
<td>61,707</td>
</tr>
<tr>
<td>Grants</td>
<td>13,370</td>
<td>1,675,372</td>
</tr>
<tr>
<td>Donations</td>
<td>1,410</td>
<td>3,243</td>
</tr>
<tr>
<td><strong>Subtotal General Revenues</strong></td>
<td><strong>2,668,963</strong></td>
<td><strong>4,697,693</strong></td>
</tr>
<tr>
<td><strong>Program Revenues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for Services</td>
<td>112,857</td>
<td>68,551</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>2,781,820</td>
<td>4,766,244</td>
</tr>
</tbody>
</table>

| **Program Expenses:**    |          |          |
| Personnel                |          |          |
| Salaries and Wages       | 1,427,521| 1,289,146|
| Employee Benefits        | 735,919  | 729,046  |
| **Total Personnel**      | 2,163,440| 2,018,192|
| Non-personnel            |          |          |
| Books and Other Media    | 197,519  | 233,784  |
| Computer Equipment and Software | 134,959  | 136,024  |
| Conferences and Travel   | 14,798   | 13,458   |
| Data Searches            | 141,886  | 128,237  |
| Depreciation             | 302,060  | 314,005  |
| Insurance                | 27,068   | 26,776   |
| Membership and Public Relations | 14,639  | 26,152   |
| Miscellaneous            | 41,630   | 38,305   |
| Mileage and Parking      | 10,441   | 12,761   |
| Professional and Special Services | 83,390  | 92,796   |
| Supplies                 | 32,980   | 43,555   |
| **Total Non-personnel**  | 1,001,370| 1,065,853|

**Total Program Expenses**  
3,164,810  3,084,045

**Increase (Decrease) in Net Position**  
(382,990)  1,682,199

**Net Position, Beginning of Year**  
$6,845,513  $5,163,314

**Net Position, End of Year**  
$6,462,523  $6,845,513

The accompanying notes are an integral part of these financial statements.
SAN DIEGO COUNTY PUBLIC LAW LIBRARY
SUPPLEMENTAL INFORMATION
BUDGET COMPARISON INFORMATION
For the Year Ended June 30, 2020

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Fees</td>
<td>$ 2,800,000</td>
<td>$ 2,537,166</td>
<td>$(262,834)</td>
</tr>
<tr>
<td>Donations</td>
<td>2,000</td>
<td>1,410</td>
<td>(590)</td>
</tr>
<tr>
<td>Grants</td>
<td>27,000</td>
<td>13,370</td>
<td>(13,630)</td>
</tr>
<tr>
<td>Interest</td>
<td>45,000</td>
<td>117,017</td>
<td>72,017</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>61,700</td>
<td>112,857</td>
<td>51,157</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 2,935,700</td>
<td>$ 2,781,820</td>
<td>$(153,880)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$ 1,403,700</td>
<td>$ 1,225,061</td>
<td>178,639</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>503,000</td>
<td>737,419</td>
<td>(234,419)</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td>$ 1,906,700</td>
<td>$ 1,962,480</td>
<td>(55,780)</td>
</tr>
<tr>
<td>Information Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books and Other Media</td>
<td>271,500</td>
<td>332,478</td>
<td>(60,978)</td>
</tr>
<tr>
<td>Data Searches</td>
<td>221,600</td>
<td>141,886</td>
<td>79,714</td>
</tr>
<tr>
<td><strong>Total Information Services</strong></td>
<td>$ 493,100</td>
<td>$ 474,364</td>
<td>18,736</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Insurance</td>
<td>30,000</td>
<td>27,068</td>
<td>2,932</td>
</tr>
<tr>
<td>Supplies/Office</td>
<td>42,000</td>
<td>32,980</td>
<td>9,020</td>
</tr>
<tr>
<td>Professional and Special Services</td>
<td>111,000</td>
<td>83,390</td>
<td>27,610</td>
</tr>
<tr>
<td>Mileage and Parking</td>
<td>15,000</td>
<td>10,441</td>
<td>4,559</td>
</tr>
<tr>
<td>Conferences and Travel</td>
<td>25,000</td>
<td>14,798</td>
<td>10,202</td>
</tr>
<tr>
<td>Equipment and Software</td>
<td>337,000</td>
<td>120,085</td>
<td>216,915</td>
</tr>
<tr>
<td>Membership and Public Relations</td>
<td>23,000</td>
<td>14,639</td>
<td>8,361</td>
</tr>
<tr>
<td>One-time Funding</td>
<td>310,000</td>
<td>38,173</td>
<td>271,827</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>39,000</td>
<td>41,630</td>
<td>(2,630)</td>
</tr>
<tr>
<td><strong>Total Operations</strong></td>
<td>$ 932,000</td>
<td>$ 383,204</td>
<td>$ 548,796</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 3,331,800</td>
<td>$ 2,820,048</td>
<td>$ 511,752</td>
</tr>
</tbody>
</table>

**Excess of Revenues over Expenditures** | $(396,100) | $(38,228) | $(357,872)

Note: The Budget Schedule above excludes Depreciation.

See Independent Auditor's Report

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