



Board of Trustees
Meeting of Wednesday, November 16, 2022 • 12:15 P.M.
San Diego Law Library

AGENDA

*****VIA ZOOM ONLINE MEETING*****

(alternatively by telephone)

- (1) Call to Order**
- (2) Brown Act Exceptions During Public Health Crisis: Teleconferencing [California Emergency Services Act. (Gov. Code §§ 52953(e)(1), (e)(4).)]**
- (3) Opportunity for General Public Comment & Introductions of Guest (5 Min.) (see sign-in information below)**
- (4) Minutes of Previous Meetings (2 Min.)**
 - a. Minutes of October 19, 2022
- (5) Financial Report (10 Min.) (Whelan)**
- (6) Other Reports (10 Min.)**
 - a. Foundation Liaison Report (Judge Kelety, Slomanson, Sambold & Roper [Foundation Liaisons])
 - b. Law Library Leadership Report (Whelan)
 - c. Law Library IT Report on Transition to Cloud and Microsoft 365 (Gatmaitan)
- (7) Adjournment**

Persons wishing to make public comment at the meeting are requested to make arrangements with the Administrative Office prior to the meeting at zsolomon@sdlawlibrary.org. Persons desiring to comment on an agenda item will speak when that item comes up for discussion. An individual desiring to bring another matter to the Board's attention should be prepared to speak at the beginning of the meeting. Members of the public should limit remarks to five minutes. Materials for each agenda item, except closed session items, are available for public inspection from the San Diego Law Library Administrative Office, 1105 Front Street, San Diego, CA 92101-3904



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NO.	ITEM	SUMMARY	RECOMMEND
1.	Call to Order		Action.
2.	Brown Act Exceptions During Public Health Crisis: Teleconferencing	As required under California Emergency Services Act (Gov. Code §§ 52953(e)(1), (e)(4).) The board will determine whether circumstances continue to allow remote meetings during a public health crisis.	Action.
3.	Opportunity for General Public Comment	This is a public meeting; members of the public may address the Board with advance notice; time limits will be enforced to allow hearing of all agenda items; contact Admin Officer (see below).	N/A
4.	Minutes of Previous Meetings	Approval of Minutes from October 19, 2022.	Action.
5.	Financial Report	Update on filing fees and law library financial reports	Information.
6.	Other Reports	A. Foundation Liaison Report (<i>Judge Kelety, Slomanson, Sambold & Roper [Foundation Liaisons]</i>) B. Law Library Leadership Report (Whelan) C. Law Library IT Report on Transition to Cloud and Microsoft 365 (Gatmaitan)	Information.
8.	Adjournment		Action.

IMPORTANT NOTICE:

THIS MEETING WILL BE HELD IN AN ONLINE ENVIRONMENT USING THE ZOOM APPLICATION.

Topic: SDLL Board of Trustees Meeting

Time: November 16, 2022 12:15 PM Pacific Time (US and Canada)

Persons wishing to make public comment at the meeting are requested to make arrangements with the Administrative Office prior to the meeting at zsolomon@sdllawlibrary.org. Persons desiring to comment on an agenda item will speak when that item comes up for discussion. An individual desiring to bring another matter to the Board's attention should be prepared to speak at the beginning of the meeting. Members of the public should limit remarks to five minutes. Materials for each agenda item, except closed session items, are available for public inspection from the San Diego Law Library Administrative Office, 1105 Front Street, San Diego, CA 92101-3904



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AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/88607835986>
0783 5986

One tap mobile

+14086380968,,88607835986# US (San Jose) Meeting ID: 886
+16699006833,,88607835986# US (San Jose)

For more information on attending this meeting remotely and/or speaking on an issue of concern to you, please email Zion Solomon at zsolomon@sdlawlibrary.org

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**Law Library Board of Trustees
Minutes of the Meeting
October 19, 2022**

The Law Library Board of Trustees held a regular meeting, pursuant to notice thereof, on **October 19, 2022**, remotely in a **Zoom Teleconference** due to the Coronavirus Pandemic. This virtual meeting was noticed online using Law Library media pursuant to the Governor's relaxation of Brown Act Open Meeting rules.

Present: The Honorable David Gill; Carla DiMare, President; The Honorable Rachel Cano, Vice President; San Diego City Attorney, Mara Elliott; The Honorable Desirée Bruce-Lyle, Secretary; Lorena Slomanson, Treasurer; The Honorable Julia Kelety; Kimberly Howatt.

Absent: Judge Maryann D'Addezio

Also Present: David Whelan, Director; Gina Catalano, Assistant Director of User Experience; Laurel Moran, Assistant Director of Legal Information Management; Ana Sambold, President and Liaison from the Law Library Foundation; Zion Solomon, Administrative Officer.

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- *Please note that the following minutes are written according to the agenda item order and did not necessarily happen chronologically.*
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1) Call to Order

President Carla DiMare called the meeting to order at 12:14pm.

2) Brown Act Exceptions During Public Health Crisis: Teleconferencing [California Emergency Services Act. (Gov. Code §§ 52953(e)(1), (e)(4).)]

President DiMare opened the floor to discussion on whether to continue Board meetings remotely or begin meeting in-person. Ms. Elliott and Judge Rachel Cano discussed the increasing numbers of COVID cases in San Diego County.

Mara Elliott made a motion to continue remote meeting next month due to the ongoing risk to the health of Board members and staff. Judge Rachel Cano seconded. The vote passed unanimously.

3) Opportunity for General Public Comment

No request was made to make a public comment.

4) Minutes of Previous Meeting

A. Approval of Minutes of August 17, 2022.

President DiMare made a note that under agenda no. 3, rather than saying "None" it should be clarified to instead report that no members of the public were present. Judge Kelety was present during the August 17 meeting.

Judge Gill made a motion to approve the minutes with corrections. Judge Kelety seconded. All were in favor and the motion passed.

5) Financial Report

A. Financials for September 2022



**Law Library Board of Trustees
Minutes of the Meeting
October 19, 2022**

Mr. Whelan reported that filing fees were higher this month in comparison to previous months. The Agenda Packet includes an assessment of numbers from 2020-2021 to display the differences. There was an estimation to project the estimated filing fees for the following fiscal year. Mr. Whelan also reported on the Preliminary Management Report. Presenting the Profit and Loss Statement, Mr. Whelan showed the board the money flow of revenue to the Law Library and discussed the process of sorting out the books in preparation for the audit.

6) Other Reports

A. Foundation Liaison Report

Ana Sambold reported that we are one week away from the Witkin Diner. Ms. Sambold noted the ways to support the fundraising efforts of the Foundation and encouraged members to purchase a table at the Witkin.

B. Director's Report

Mr. Whelan gave the leadership report, reporting that there have been two resignations at the Law Library. Staff are in the process of interviewing and onboarding additional team members. Mr. Whelan also reported that outsourced accountants have continued to work on the Law Library financials and offered a preliminary report for the fiscal year. The Law Library will be working towards more standard financial processes, including having corporate credit cards for staff members to make purchases, and the manual bill paying process will also be updated to an online process. The County has completed its lighting project in the library to fully light the library stacks. Mr. Whelan also reported on two successful campaigns to spread awareness of the law library. The Law Library held a "head shot" clinic in late September, with a turnout of 25 residents.

7) Public Employee Performance Evaluation (§ 54957) Title: Executive Director

A. Met in closed session. 6-month performance review

8) Adjournment

The meeting was adjourned at 1:13pm.

San Diego Law Library

Filing Fees Report

Prepared by David Whelan

Filing fees are reported to the Law Library by the San Diego County Treasurer's office using an email they receive from the California Courts. The update usually arrives approximately 40 days after the month in which the filing fees are collected (the 10th day of the month following the month the fees were collected in).

Month	Actual			Budgeted	Budget	Variance
	2020-2021	2021-2022	2022-2023	2022-2023	Variance	Multiplier*
July	\$ 208,016	\$ 230,757	\$ 212,629	\$ 218,348	\$ (5,719)	97.04%
August	\$ 188,729	\$ 232,885	\$ 250,036	\$ 228,823	\$ 21,213	101.70%
September	\$ 194,732	\$ 229,878	\$ 222,034	\$ 212,371	\$ 9,663	94.39%
October	\$ 235,698	\$ 217,574		\$ 228,448		101.53%
November	\$ 206,072	\$ 201,588		\$ 205,480		91.32%
December	\$ 261,504	\$ 209,803		\$ 226,835		100.82%
January	\$ 206,277	\$ 195,923		\$ 225,340		100.15%
February	\$ 207,536	\$ 191,568		\$ 200,973		89.32%
March	\$ 264,451	\$ 223,902		\$ 242,385		107.73%
April	\$ 252,086	\$ 214,812		\$ 228,595		101.60%
May	\$ 224,893	\$ 219,598		\$ 238,662		106.07%
June	\$ 239,372	\$ 241,671		\$ 243,740		108.33%
	\$ 2,689,366	\$ 2,609,959		\$ 2,700,000		

*percentages are rounded

The Board approved a budget that includes an anticipated \$2,700,000 in filing fees for 2022-2023. The monthly filing fee amount has tended to fluctuate significantly from the budgeted average (budgeted amount divided by 12 months). Actual filing fee income can vary as much as 10% from the budgeted average. This can make it difficult to determine whether the filing fees are meeting our budgetary expectations when they trend low or high.

The 2022-2023 budgeted monthly average is \$225,000 (\$2,700,000 divided by 12 months). A budget variance was calculated using an average of the actual variances for each month from 5 previous years (excluding the pandemic-impacted 2019-2020). The budgeted monthly average was multiplied by the monthly variance multiplier (July: \$225,000 x ~0.9704) to calculate the budgeted amount for the month (\$218,348). This may help us anticipate the highs and lows of filing fee income and flag substantial deviations from historical patterns.

San Diego Law Library
Budget vs. Actuals: Operations Budget - FY23 P&L
 July 2022 - June 2023

	Actual	Total Budget	% of Budget
Income			
9000 Outside Sources			
9190 Interest		40,000.00	0.00%
9821 Filing Fees - Superior Court	462,665.10	2,700,000.00	17.14%
9960 Borrowers & Benefits Programs			
9961 Borrower's Program Fees	3,950.00	12,000.00	32.92%
Total 9960 Borrowers & Benefits Programs	\$ 3,950.00	\$ 12,000.00	32.92%
9979 Donations	277.80	1,000.00	27.78%
9982 State Special Allocation for Law Libraries (2021-2023)	1,671,613.77	1,019,000.00	164.04%
9990 Grants		47,000.00	0.00%
Total 9000 Outside Sources	\$ 2,138,506.67	\$ 3,819,000.00	56.00%
9500 Library Sources			
9181 Fines	1,301.84	500.00	260.37%
9730 Extended Services			
9730-TA Extended Services-Taxable		200.00	0.00%
Total 9730 Extended Services	\$ 0.00	\$ 200.00	0.00%
9967 Copier Income	1,524.80	5,000.00	30.50%
9994 Class Fees		3,000.00	0.00%
9995 Miscellaneous Income	961.05	1,000.00	96.11%
9996 Taxable Income	196.00	2,000.00	9.80%
Total 9500 Library Sources	\$ 3,983.69	\$ 11,700.00	34.05%
Total Income	\$ 2,142,490.36	\$ 3,830,700.00	55.93%
Gross Profit	\$ 2,142,490.36	\$ 3,830,700.00	55.93%
Expenses			
1000 Personnel			
1101 Regular Employees	447,660.85	1,670,000.00	26.81%
1102 Part-time Employees	4,252.50	45,000.00	9.45%
1160 Employer's PERS expense	37,779.02	152,000.00	24.85%
1165 Employer's FICA Expense	6,990.43	27,000.00	25.89%
1170 Employee Benefits			
1170-AC Health Benefits (Active Employees)	141,304.02	220,000.00	64.23%
1170-LI Life, AD&D, & LTD	5,308.23	12,000.00	44.24%
1170-RT Health Benefits (Retired Employees)	28,721.99	144,000.00	19.95%
1170-ST Technology Stipend	2,725.00	9,000.00	30.28%
Total 1170 Employee Benefits	\$ 178,059.24	\$ 385,000.00	46.25%
1175 Workers' Compensation	3,695.38	7,500.00	49.27%
1185 Unemployment Expense	4,050.00	1,000.00	405.00%
Total 1000 Personnel	\$ 682,487.42	\$ 2,287,500.00	29.84%
2000 Materials			
2215 Electronic Resources	86,302.20	260,000.00	33.19%
2328 Compact Discs	1,247.44	10,000.00	12.47%
2345 Books - New	521.51	14,000.00	3.73%
2346 Special Funds			
2346-CR Crawford-Lundy		3,000.00	0.00%
Total 2346 Special Funds	\$ 0.00	\$ 3,000.00	0.00%
2347 Books - Disposable	25,092.38	79,000.00	31.76%
2348 Books - Continuations	10,054.26	24,000.00	41.89%
3470 CA Sales Tax		500.00	0.00%
Total 2000 Materials	\$ 123,217.79	\$ 390,500.00	31.55%

San Diego Law Library
Budget vs. Actuals: Operations Budget - FY23 P&L
 July 2022 - June 2023

	Actual		Total Budget	% of Budget
2500 Operations				
2244 Library insurance			31,000.00	0.00%
2300 Memberships			3,000.00	0.00%
2302 Copier/print solution	3,133.20		20,000.00	15.67%
2304 Miscellaneous				
2304-CC Credit Card Charges	253.17		3,000.00	8.44%
2304-MC Miscellaneous	484.78		3,000.00	16.16%
2304-SA Staff Appreciation	858.60		5,000.00	17.17%
Total 2304 Miscellaneous	\$ 1,596.55	\$	11,000.00	14.51%
2305 Catalog Data Searches/Supplies	10,452.25		12,000.00	87.10%
2306 Postage	88.25		1,000.00	8.83%
2312 Office Disposable Supplies	473.22		12,000.00	3.94%
2315 Professional & Special Services				
2315-AU Audit	16,260.00		12,000.00	135.50%
2315-LE Legal fees			5,000.00	0.00%
2315-LL Loose Leaf Filing			1,000.00	0.00%
2315-OT Professional Services - Other	1,870.00		6,000.00	31.17%
2315-PA Payroll & Benefits Admin	15,563.82		3,500.00	444.68%
2315-PV Preservation			1,000.00	0.00%
2315-SE Security	1,768.00		15,000.00	11.79%
2315-WE Website			9,000.00	0.00%
Total 2315 Professional & Special Services	\$ 35,461.82	\$	52,500.00	67.55%
2359 Mileage/Bus Passes/Parking	-39.51		18,000.00	-0.22%
2362 Conferences/Seminars	3,519.42		32,000.00	11.00%
2365 Professional Memberships	1,916.00		5,500.00	34.84%
2390 IT				
2311 IT Supplies	1,815.72		11,000.00	16.51%
2391 Computer Software	2,340.00		8,520.00	27.46%
2392 IT Outsourcing	19,381.87		102,000.00	19.00%
2393 IT Maintenance	35,507.75		40,000.00	88.77%
2394 T-1/Internet	16,903.45		54,000.00	31.30%
Total 2390 IT	\$ 75,948.79	\$	215,520.00	35.24%
2453 Facilities Management ISF	589.25		1,000.00	58.93%
Total 2500 Operations	\$ 133,139.24	\$	414,520.00	32.12%
4501 Equipment				
4501-HE Hervey Technology & Furniture				
4501-HT Hervey Technology Equipment			47,400.00	0.00%
Total 4501-HE Hervey Technology & Furniture	\$ 0.00	\$	47,400.00	0.00%
Total 4501 Equipment	\$ 0.00	\$	47,400.00	0.00%
Total Expenses	\$ 938,844.45	\$	3,139,920.00	29.90%
Net Operating Income	\$ 1,203,645.91	\$	690,780.00	174.24%
Net Income	\$ 1,203,645.91	\$	690,780.00	174.24%

Director's Report: November 2022

Submitted by David Whelan

Personnel Developments

The UX team has continued hiring and Heather Snodgrass has joined us from Thomas Jefferson School of Law's law library. This brings their team up to 6 full time staff and three part-time to keep the iDesk running. Gina and Kelly have done a great job of filling empty positions while juggling their own shifts on the under-staffed team. While we have budgeted for one to two more positions in UX, the team is going to get Heather, Kenia, and Nicole settled in before adding any additional staff. All of the other library teams are fully staffed.

Finance Developments

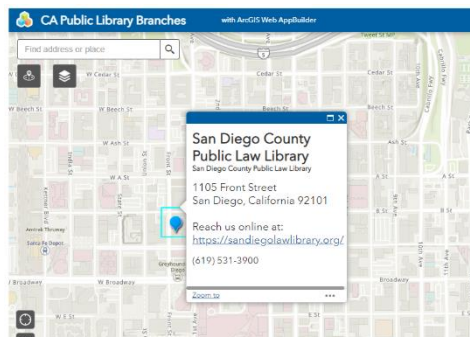
The outside accountants have finished their report. Their report is marked preliminary, but it means we have a reconciliation for the last fiscal year to provide to the auditor. They have also reconciled financial activity for this year, and we have engaged them to continue doing so. The audit is also underway, and we are pulling together information as requested by the auditor.

We have not yet returned to entirely stable reporting, but we are close. For example, some expenses may have been miscoded in the accounting software so, while the amounts are correct, we need to confirm they've been applied appropriately. We have migrated to an online bill pay process to make that process more efficient and accurate. Although our deposits do not amount to a large number, they remain a work in progress: how to account for income at the iDesk and PayPal and copiers, and to align the income with our reporting.

State Library Statistics

Laurel Moran once again provided exceptional leadership in ensuring we delivered our annual statistical data to the State Library. This annual report captures a variety of measures – budget, expenses, patron usage – about our, and other courthouse and public libraries. It's a complicated project and we're fortunate to have Laurel's keen eye and birds eye view to notice when something might be an anomaly.

It's an important effort because it ties us to the larger public library community. We are able to take advantage of non-legal but still useful resources for our patrons, like the recent job skills tools like Skillshare. People looking for libraries can find us, even though we're a law library, among the State Library's resources.



North County Outreach

We are planning to initiate a partnership with the Escondido Public Library to start to meet the needs of North County residents for legal information access. They are enthusiastic about our contributions and have a nice space for us to have a reference librarian on site. The library is close to public transit, has lots of parking, and they would like us to train up their reference librarians on legal research support. We should be able to bring things together by the start of 2023.