



Board of Trustees
Meeting of Wednesday, December 21, 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 November 16, 2022
- (5) Financial Report (10 Min.) (Whelan)**
- (6) 2023 Holiday Schedule**
- (7) Other Reports (10 Min.)**
 - a. Foundation Liaison Report (Judge Kelety, Slomanson, Sambold & Roper [Foundation Liaisons])
 - b. Law Library Leadership Report (Whelan)
- (8) 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



Board of Trustees
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AGENDA

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 November 16, 2022.	Action.
5.	Financial Report	Update on filing fees and law library financial reports	Information.
6.	2023 Holiday Schedule	Approval of the San Diego Law Library 2023 Holiday Schedule	Action.
7.	Other Reports	A. Foundation Liaison Report (<i>Judge Kelety, Slomanson, Sambold & Roper [Foundation Liaisons]</i>) B. Law Library Leadership Report (<i>Whelan</i>)	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: December 21, 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
November 16, 2022

The Law Library Board of Trustees held a regular meeting, pursuant to notice thereof, on **November 16, 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: Carla DiMare, President; The Honorable Rachel Cano, Vice President; San Diego City Attorney Mara Elliott; The Honorable Desirée Bruce-Lyle, Secretary; The Honorable Julia Kelety; Kimberly Howatt; The Honorable Maryann D'Addezio

Absent: The Honorable David Gill; Lorena Slomanson, Treasurer

Also Present: David Whelan, Director; Gina Catalano, Assistant Director of User Experience; Laurel Moran, Assistant Director of Legal Information Management; Michael Gatmaitan, Chief Information Officer; 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.*
-

1) Call to Order

President Carla DiMare called the meeting to order at 12:24pm.

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

President DiMare suggested adding the option of open-ended virtual attendance to increase accessibility to Board meetings. Judge Rachel Cano commented that the idea could be explored in the future, after first looking at how other government entities are currently operating. City Attorney Mara Elliot suggested extending virtual meetings to the end February 2023 as per the governor's order and volunteered to give a presentation of potential alternatives in line with the new Brown Act laws.

Judge Kelety made a motion to continue remote Board meetings to the end of February 2023 due to the ongoing risk to the health of Board members and staff. Judge D'Addezio seconded. The vote passed unanimously.

3) Opportunity for General Public Comment

There was nobody present for Public Comment.

4) Minutes of Previous Meeting

A. Approval of Minutes of October 19, 2022.

Mara Elliot made a motion to approve the minutes, Judge Bruce-Lye seconded. All were in favor and the motion passed.

5) Financial Report



**Law Library Board of Trustees
Minutes of the Meeting
November 16, 2022**

A. Financials for October 2022

Mr. Whelan reported that filing fees were higher this month in comparison to previous months. Mr. Whelan provided a Profit and Loss Statement to the Board and reported that the Law Library hopes to have a balance sheet of the assets, liabilities, and revenue areas filled in by the December Board meeting. Mr. Whelan reported that Courthouse libraries had a meeting last Monday and discussed how they are utilizing the State Special Allocation for Law Libraries (2021-2023) funds. The San Diego Law Library does not have any ongoing one-time projects or renovations and instead have opted to use the funds towards buffering the fluctuation of filing fees month-to-month, supporting stable operations throughout the years. An accounting firm now manages the Law Library's financial reporting and staff uses an online bill pay cloud service to streamline the audit process.

6) Other Reports

A. Foundation Liaison Report

There were no representatives from the Foundation to report to the Board. Judge Cano commented on the success of the Witkin Diner and Mr. Whelan commented that the Foundation has done a great job putting the fundraiser together independently.

B. Director's Report

Mr. Whelan gave the leadership report, reporting that the UX team has been filing back up after recent resignations in the last 6 months and new members of the team are settling in. The Chief Financial Officer role will not be filled, and instead those salary dollars will be put towards professional services. The Law Library is in the midst of the yearly audit and is being prepared for approval from the Board. The Law Library is planning to initiate a partnership with the Escondido Public Library to continue meeting the needs of North County residents for legal information access. At the Escondido location, the Law Library will have a table set up as well as computer terminals with legal databases, and a reference library stationed on certain days to answer questions from the public. Mr. Whelan also reported that the Law Library will begin to do some advertising in the North County Bar Association's magazine.

C. Law Library IT Report on Transition to Cloud and Microsoft 365

Mr. Gatmaitan presented on Cloud Computing, and its benefits for organizational communication, workflow, and remote access to explain why the Law Library has made the transition to Microsoft 365.

7) Adjournment

The meeting was adjourned at 12:58pm.



**Law Library Board of Trustees
Minutes of the Meeting
November 16, 2022**

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	\$ 245,811	\$ 228,448	\$ 17,363	101.53%
Subtotal	\$ 827,175	\$ 911,094	\$ 930,510	\$ 887,990		
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%
	\$ 3,516,541	\$ 3,521,053		\$ 3,587,990		

*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
Balance Sheet
As of November 30, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
0001 Cash and investments	-19,519.16
0010 County Treasury	5,148,727.30
0020 Petty Cash	265.00
0031 Operating (Chase)	116,532.59
0032 Payroll (Chase)	122,678.79
0033 Point of Sale Account (Chase)	17,374.78
0051 JP Morgan Chase-Sweep	1,671,613.77
Total 0001 Cash and investments	\$ 7,057,673.07
1072 Bill.com Money Out Clearing	186.75
PayPal Bank 2	1,773.51
Total Bank Accounts	\$ 7,059,633.33
Accounts Receivable	
0110 Accounts Receivable	17,625.21
Total Accounts Receivable	\$ 17,625.21
Other Current Assets	
0420 Prepaid Expenses	43,228.43
1500 Over/under	0.01
Uncategorized Asset	-695.00
Total Other Current Assets	\$ 42,533.44
Total Current Assets	\$ 7,119,791.98
Fixed Assets	
0200 Renovation - Work in Progress	2,980.00
0300 Property and Equipment	
0340 Equipment	428,365.67
0350 Improvements	4,918,424.00
0360 Furniture	373,531.49
0370 IT Equipment	679,373.98
0399 Accumulated Depreciation	-3,636,307.84
Total 0300 Property and Equipment	\$ 2,763,387.30
Total Fixed Assets	\$ 2,766,367.30
Other Assets	
0400 Deferred Outflow of Resources	
0430 Deferred Pensions	1,204,677.53
0440 CA Employers' Retiree Benefit Trust - Other Post Employment Benefits	
(OPEB)	250,000.00
0450 CA Employers' Retiree Benefit Trust - Strategy	125,000.00
0460 CA Employers' Retiree Benefit Trust - Diversified Strategy	125,000.00
Total 0400 Deferred Outflow of Resources	\$ 1,704,677.53
Total Other Assets	\$ 1,704,677.53
TOTAL ASSETS	\$ 11,590,836.81
LIABILITIES AND EQUITY	

San Diego Law Library
Balance Sheet
As of November 30, 2022

	Total
Liabilities	
Current Liabilities	
Accounts Payable	
0511 Accounts Payable	51,365.39
Total Accounts Payable	\$ 51,365.39
Credit Cards	
0513 Credit Card Debt	0.00
0513-AMEX American Express Credit Card	11,197.81
0513-BOA Bank of America Credit Card	2,912.14
0513-CITI Citibank Credit Card	-52.00
Total 0513 Credit Card Debt	\$ 14,057.95
Total Credit Cards	\$ 14,057.95
Other Current Liabilities	
0515 Deposits on Account	0.00
0517 Security Deposits	600.00
Total 0515 Deposits on Account	\$ 600.00
0520 Accrued Payroll Liabilities	609,387.51
0524 Garnishments	-600.00
0525 Payroll Liabilities	-9,051.25
0527 125 Dental & Vision	-326.35
0528 125 Health Insurance	-27,519.40
0529 Accrued Liabilities - CalPERS	-29,442.88
Total 0520 Accrued Payroll Liabilities	\$ 542,447.63
0530 Accrued CalPers Pension	
0532 Unfunded CalPERS Accrued Liability	-43,592.43
Total 0530 Accrued CalPers Pension	-\$ 43,592.43
0540 Capital Lease Payable	-4,177.60
Board of Equalization Payable	545.58
Total Other Current Liabilities	\$ 495,823.18
Total Current Liabilities	\$ 561,246.52
Long-Term Liabilities	
0600 Deferred Inflows of Resources	130,985.00
0630 Deferred Pensions	938,374.00
0650 AOC Advance	223,022.00
Total 0600 Deferred Inflows of Resources	\$ 1,292,381.00
0660 Net Pension Liability	1,015,666.00
0670 Net OPEB Liability	3,241,337.00
Total Long-Term Liabilities	\$ 5,549,384.00
Total Liabilities	\$ 6,110,630.52
Equity	
0700 Fund Balance	
0740 Fund Balance Available	-427,529.06
Total 0700 Fund Balance	-\$ 427,529.06
3000 Opening Bal Equity	115,441.77

San Diego Law Library
Balance Sheet
As of November 30, 2022

	Total
3900 Retained Earnings	4,689,624.37
Net Income	1,102,669.21
Total Equity	\$ 5,480,206.29
TOTAL LIABILITIES AND EQUITY	\$ 11,590,836.81

Wednesday, Dec 14, 2022 10:46:47 AM GMT-8

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

	Total		
	Actual	Budget	% of Budget
Income			
9000 Outside Sources			
9190 Interest	24,631.07	40,000.00	62%
9821 Filing Fees - Superior Court	930,510.22	2,700,000.00	34%
9960 Borrowers & Benefits Programs			
9961 Borrower's Program Fees	3,950.00	12,000.00	33%
Total 9960 Borrowers & Benefits Programs	\$ 3,950.00	\$ 12,000.00	33%
9979 Donations	277.80	1,000.00	28%
9982 State Special Allocation for Law Libraries (2021-2023)	1,671,613.77	1,019,000.00	164%
9990 Grants		47,000.00	0%
Total 9000 Outside Sources	\$ 2,630,982.86	\$ 3,819,000.00	69%
9500 Library Sources			
9181 Fines	1,301.84	500.00	260%
9730 Extended Services			
9730-TA Extended Services-Taxable		200.00	0%
Total 9730 Extended Services	\$ 0.00	\$ 200.00	0%
9967 Copier Income	1,392.03	5,000.00	28%
9994 Class Fees		3,000.00	0%
9995 Miscellaneous Income	934.05	1,000.00	93%
9996 Taxable Income	196.00	2,000.00	10%
Total 9500 Library Sources	\$ 3,823.92	\$ 11,700.00	33%
Total Income	\$ 2,634,806.78	\$ 3,830,700.00	69%
Gross Profit	\$ 2,634,806.78	\$ 3,830,700.00	69%
Expenses			
1000 Personnel			
1101 Regular Employees	474,042.46	1,670,000.00	28%
1102 Part-time Employees		45,000.00	0%
1160 Employer's PERS expense	36,679.39	152,000.00	24%
1165 Employer's FICA Expense	7,344.05	27,000.00	27%
1170 Employee Benefits			
1170-AC Health Benefits (Active Employees)	112,979.58	220,000.00	51%
1170-LI Life, AD&D, & LTD	5,077.39	12,000.00	42%
1170-RT Health Benefits (Retired Employees)	28,721.99	144,000.00	20%
1170-ST Technology Stipend	2,700.00	9,000.00	30%
Total 1170 Employee Benefits	\$ 149,478.96	\$ 385,000.00	39%
1175 Workers' Compensation	4,606.88	7,500.00	61%
1185 Unemployment Expense	4,050.00	1,000.00	405%
Total 1000 Personnel	\$ 676,201.74	\$ 2,287,500.00	30%
2000 Materials			
2015 Electronic Resources	116,144.42	260,000.00	45%
2028 Compact Discs	3,318.81	10,000.00	33%
2045 Books - New	1,451.69	14,000.00	10%
2046 Special Funds			
2046-CR Crawford-Lundy		3,000.00	0%
Total 2046 Special Funds	\$ 0.00	\$ 3,000.00	0%
2047 Books - Disposable	35,674.88	79,000.00	45%

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

	Total		
	Actual	Budget	% of Budget
2048 Books - Continuations	13,850.72	24,000.00	58%
2070 CA Sales Tax		500.00	0%
Total 2000 Materials	\$ 170,440.52	\$ 390,500.00	44%
2300 Operations			
2302 Copier/print solution	3,133.20	20,000.00	16%
2304 Miscellaneous			
2304-CC Credit Card Charges	94.66	3,000.00	3%
2304-MC Miscellaneous	756.76	3,000.00	25%
2304-SA Staff Appreciation	858.60	5,000.00	17%
Total 2304 Miscellaneous	\$ 1,710.02	\$ 11,000.00	16%
2305 Catalog Data Searches/Supplies	11,113.97	12,000.00	93%
2306 Postage	98.15	1,000.00	10%
2312 Office Disposable Supplies	803.10	12,000.00	7%
2315 Professional & Special Services			
2315-AU Audit	22,220.00	12,000.00	185%
2315-LE Legal fees		5,000.00	0%
2315-LL Loose Leaf Filing		1,000.00	0%
2315-OT Professional Services - Other	1,870.00	6,000.00	31%
2315-PA Payroll & Benefits Admin	17,608.48	3,500.00	503%
2315-PV Preservation		1,000.00	0%
2315-SE Security	1,768.00	15,000.00	12%
2315-WE Website		9,000.00	0%
Total 2315 Professional & Special Services	\$ 43,466.48	\$ 52,500.00	83%
2318 Library insurance	4,508.34	31,000.00	15%
2320 Memberships		3,000.00	0%
2359 Mileage/Bus Passes/Parking	6,172.12	18,000.00	34%
2362 Conferences/Seminars	260.00	32,000.00	1%
2365 Professional Memberships	2,556.50	5,500.00	46%
2390 IT			
2311 IT Supplies	1,815.72	11,000.00	17%
2391 Computer Software	2,915.89	8,520.00	34%
2392 IT Outsourcing	28,376.46	102,000.00	28%
2393 IT Maintenance	44,167.41	40,000.00	110%
2394 T-1/Internet	20,787.45	54,000.00	38%
Total 2390 IT	\$ 98,062.93	\$ 215,520.00	46%
2453 Facilities Management ISF	589.25	1,000.00	59%
Total 2300 Operations	\$ 172,474.06	\$ 414,520.00	42%
4501 Equipment			
4501-HE Hervey Technology & Furniture			
4501-HT Hervey Technology Equipment		47,400.00	0%
Total 4501-HE Hervey Technology & Furniture	\$ 0.00	\$ 47,400.00	0%
Total 4501 Equipment	\$ 0.00	\$ 47,400.00	0%
Total Expenses	\$ 1,019,116.32	\$ 3,139,920.00	32%
Net Operating Income	\$ 1,615,690.46	\$ 690,780.00	234%
Net Income	\$ 1,615,690.46	\$ 690,780.00	234%

Holiday Schedule 2023

Monday	January 2, 2023	New Year's Day (2023)
Monday	January 16, 2023	Martin Luther King, Jr. Birthday
Monday	February 13, 2023	Lincoln Day
Monday	February 20, 2023	Presidents' Day
Friday	March 31, 2023	Cesar Chavez Day
Monday	May 29, 2023	Memorial Day
Monday	June 19, 2023	Juneteenth
Tuesday	July 4, 2023	Independence Day
Monday	September 4, 2023	Labor Day
Friday	September 22, 2023	Native American Day
Friday	November 10, 2023	Veterans Day
Thursday	November 23, 2023	Thanksgiving Day
Friday	November 24, 2023	Day after Thanksgiving
Monday	December 25, 2023	Christmas Day

Board Meeting Schedule 2023

January 18th 2023
February 15th 2023
March 15th 2023
April 19th 2023
May 17th 2023
June 21st 2023
July 19th 2023
August 16th 2023
September 20th 2023
October 18th 2023
November 15th 2023
December 20th 2023

Director's Report: December 2022

Submitted by David Whelan

IT Replacement of Patron PCs

The IT team has been busy preparing for a replacement of the patron PCs and an evolution of our public access computing. They are preparing thin PCs, which rely on a central image of the Windows operating system. So, while each patron sees their own copy, IT can manage the central image for software upgrades and other systems management. The IT and UX teams will be testing out the initial thin PC environment soon, to kick the tires and make sure that they're configured to maximum patron convenience and limit the need for UX technical support.

Water Damage in Core Ops

The recent rains have leaked into the law library, causing substantial damage to the Core Ops area. The Core Ops team has relocated to the fifth floor for the time being. Ben Lhota has been working with County facilities to clean up the initial damage and work on a plan for whatever repairs and renovations will be required. The water was deep and extended into the administrative offices, so walls will need to be replaced, as well as furniture and collection materials that were damaged.

Escondido Public Library Partnership Proceeding

Gina Catalano and Laurel Moran met with the Escondido Public Library staff to plan the next steps in our partnership. Laurel has been working with vendors to find both legal publishers willing to allow us to transition our old Vista Courthouse branch licenses over to the Escondido location, but also to determine the right mix of databases to make available.

Law Library Audit Wraps Up

The auditor, Hayley Geier, is wrapping up the audit and will be sending a draft for review in the second or third week of December. She has agreed to participate in the Board's January 2023 meeting to discuss the draft report, get the Board's approval, and finalize the audited financials for the 2021-2022 Fiscal Year. The audit has been really useful for highlighting differences between our older processes and the new ones we have adopted in the last 3 months, including our changes to bill pay and our planned shift to Chase bank credit cards connected to our bank account. Once the financials have been approved, I will submit them with our 2021-2022 annual report to the County.

Operation Bookmas Tree

The UX team, with the help of Zarrol Brown, completed the annual Bookmas Tree tradition. Green and red books were carted down from the stacks and arranged in a festive display in the front gathering area in front of the iDesk. The energy that Nicole Gigliotti, Kenia Shi, and Heather Snodgrass brought to the effort was great to see. Kelly Keach's experience and guidance was integral to the successful creation.