



Board of Trustees
Meeting of Wednesday, March 15, 2023 • 12:15 P.M.
San Diego Law Library

AGENDA

- (1) Call to Order**
- (2) Brown Act (Gov. Code §54953(f)(2)) Request for a Trustee to Participate Virtually (requires in-person quorum)**
- (3) Opportunity for General Public Comment & Introductions of Guest (5 Min.) (in-person or virtual participation)**
- (4) Minutes of Previous Meetings**
 - a. Minutes of February 15, 2023
- (5) Financial Report (Whelan)**
- (6) Other Reports**
 - a. Foundation Liaison Report (Trustee Slomanson, Foundation President Roper)
 - b. Law Library Leadership Report (Whelan)
- (7) Adjournment**



Board of Trustees
Meeting of Wednesday, March 15, 2023 • 12:15 P.M.
San Diego Law Library

AGENDA

NO.	ITEM	SUMMARY	COMMEND
1.	Call to Order		Action.
2.	Brown Act (Gov. Code §54953(f)(2)) Request for a Trustee to Participate Virtually	An in-person quorum of the Board will consider any request to participate virtually by a Board member due to emergency circumstances.	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 February 15, 2023.	Action.
8.	Financial Report	Balance sheet and P&L statement	Information.
9.	Other Reports	A. Foundation Liaison Report B. Law Library Leadership Report (<i>Whelan</i>)	Information.
10.	Adjournment		Action.

IMPORTANT NOTICE:

This meeting is open to the public, who may attend in person or attend virtually using Microsoft Teams.

Topic: SDLL Board of Trustees Meeting
Pacific Time (US and Canada)

Time: March 15, 2023 12:15 PM

Join Microsoft Teams Meeting: <https://bit.ly/boardmtg23>

Meeting ID: 282 536 026 276 **Passcode:** wRyvLC

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

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



**Law Library Board of Trustees
Minutes of the Meeting
February 15, 2023**

The Law Library Board of Trustees held a regular meeting, pursuant to notice thereof, on **February 15, 2023** remotely in a **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; Kimberly Howatt, Esq.; Lorena Slomanson, Treasurer; The Honorable Euketa Oliver; The Honorable David Gill

Absent: The Honorable Maryann D’Addezio; San Diego City Attorney Mara Elliott, The Honorable Julia Kelety

Also Present: David Whelan, Director; Gina Catalano, Assistant Director of User Experience; Laurel Moran, Assistant Director of Legal Information Management; Erin Murray, IT Officer; Zion Solomon, Administrative Officer; Colton Barton, IT Desktop Administrator, Kelly Keach, Reference Librarian

• *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 12:15pm.

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

Judge Gill made the motion to meet in person starting next month, at the March Board meeting. Judge Cano seconded. All were in favor and the motion passed.

3) Opportunity for General Public Comment

There was nobody present for Public Comment.

4) Minutes of Previous Meeting

A. Approval of Minutes of January 18, 2023.

Judge Cano made a motion to approve the minutes, Kimberly Howatt seconded. All were in favor and the motion passed.

5) Board of Trustees Officer Elections

Mr. Whelan presented the slate of Trustees who expressed interest in elected positions. The role of Secretary and Assistant Secretary have yet to be filled. Mr. Whelan asked the board if there were any members willing to fill those positions.

Judge Gill motioned to approve the presented slate of officer positions, including Kimberly Howatt for Vice President. Judge Cano seconded. All were in favor and the motion passed.

6) Board of Trustees Committee Appointments



**Law Library Board of Trustees
Minutes of the Meeting
February 15, 2023**

The Board of Trustees discussed committee roles. Rather than taking a vote, Mr. Whelan stated that any board member who would like to join a committee could reach out to him to get plugged in. Trustees expressed interest in joining the personnel and budget committees.

7) Form 700 Annual Filing Reminder

Trustees were reminded to fill out Form 700.

8) Financial Report

Mr. Whelan shared a report of the filing received in this fiscal year, and stated that we are about \$60,000 ahead of the projected income by this time in the year. Mr. Whelan went through the Balance Sheet and showed that \$47,830.68 of grant money has been received. Mr. Whelan reported on a conversation with Ms. Slomanson in which he asked her, or whomever holds the position of Treasurer, to participate in conducting the financial report to the board starting in April. The hope in this is to have more members involved in the knowledge sharing of the financial processes of the library.

9) Other Reports

A. Foundation Liaison Report

Ms. Slomanson gave a brief report on the Foundation, stating that they are still in the process of filling one or two officer positions.

B. Director's Report

Mr. Whelan reported that the boardroom has been prepared for in-person meetings, with the infrastructure to ping in virtual guests if need be. Mr. Whelan reported that he has asked the Foundation to fund an additional advertising campaign for this year. He was asked to present the data from the bus campaign and discussed how using QR codes have allowed staff to track where users have found the Law Library, showing which ads have been effective.

Kelly Keech, Reference Librarian of 15 years at the Law Library, gave a presentation of the "San Diego Law Library Foot Traffic and Patron Inquiries: Comparing the First 6 Months of this Fiscal Year to Previous Years". Popular reference question topics included California Civil Procedure, Landlord Tenant, Family, and Trusts, Estates, and Probate. The board discussed ways to get the word out to the public about the Law Library and its resources. Board members shared their ideas and information on how outreach has been conducted in the past.

10) Adjournment

The meeting was adjourned at 12:54pm.

San Diego Law Library

Balance Sheet

As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
0001 Cash and investments	0.00
0010 County Treasury	6,866,592.47
0012 Crawford Lundy Restricted Fund	3,657.68
Total 0010 County Treasury	6,870,250.15
0020 Petty Cash	265.00
0031 Operating (Chase)	154,430.21
0032 Payroll (Chase)	58,537.21
0033 0033 Point of Sale Account (Chase)	18,822.52
0042 Citibank Credit Card Checking	0.00
0050 Wells Fargo Bank	0.00
0051 JP Morgan Chase-Sweep	0.00
0055 Transfers	0.00
Total 0001 Cash and investments	7,102,305.09
1072 Bill.com Money Out Clearing	0.00
PayPal Bank 2	6,033.78
Total Bank Accounts	\$7,108,338.87
Accounts Receivable	
0110 Accounts Receivable	247,157.79
0100 Accounts Receivable year end	0.00
Total 0110 Accounts Receivable	247,157.79
0120 Grants Receivable	0.00
Total Accounts Receivable	\$247,157.79
Other Current Assets	
0070 Due from LLJF	72.41
0080 Due from Other Funds Period 14	0.00
0160 Deposit with others - long term	0.00
0420 Prepaid Expenses	60,433.74
1499 Undeposited Funds	0.00
1500 Over/under	0.00
Net Pension Asset	582,459.00
Payroll Clearing	0.00
Total Other Current Assets	\$642,965.15
Total Current Assets	\$7,998,461.81

San Diego Law Library

Balance Sheet

As of February 28, 2023

	TOTAL
Fixed Assets	
0200 Renovation - Work in Progress	2,980.00
0300 Property and Equipment	
0171 Books & Media	0.00
0340 Equipment	431,940.68
0350 Improvements	4,918,424.00
0360 Furniture	378,307.00
0370 IT Equipment	682,125.66
0399 Accumulated Depreciation	-3,949,848.84
Total 0300 Property and Equipment	2,460,948.50
Total Fixed Assets	\$2,463,928.50
Other Assets	
0155 Collection Subscriptions Pre-Paid	0.00
0400 Deferred Outflow of Resources	
0430 Deferred Pensions	1,433,973.51
0440 CA Employers' Retiree Benefit Trust - Other Post Employment Benefits (OPEB)	233,210.00
0450 CA Employers' Retiree Benefit Trust - Strategy	113,493.00
0460 CA Employers' Retiree Benefit Trust - Diversified Strategy	113,962.00
Total 0400 Deferred Outflow of Resources	1,894,638.51
Total Other Assets	\$1,894,638.51
TOTAL ASSETS	\$12,357,028.82
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0511 Accounts Payable	6,089.14
0512 Vendor Accounts Payable	0.00
Total 0511 Accounts Payable	6,089.14
Total Accounts Payable	\$6,089.14
Credit Cards	
0513 Credit Card Debt	0.00
0513-AMEX American Express Credit Card	0.00
0513-BOA Bank of America Credit Card	0.00
0513-CITI Citibank Credit Card	0.00
Total 0513 Credit Card Debt	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
0515 Deposits on Account	0.00
0516 Extended Services Deposits	0.00
0517 Security Deposits	600.00
0518 Prisoner's Deposits	0.00

San Diego Law Library

Balance Sheet

As of February 28, 2023

	TOTAL
Total 0515 Deposits on Account	600.00
0519 Sales Tax Payable	0.00
0520 Accrued Payroll Liabilities	0.00
0521 Accrued Payroll	0.00
0523 PERS 457(b) Co Payable	-2,592.66
0524 Garnishments	400.00
0525 Payroll Liabilities	-400.00
0527 125 Dental & Vision	-1,267.19
0528 125 Health Insurance	2,928.39
0529 Accrued CalPERS Pension	-403.18
Compensated Absences	149,095.51
Total 0520 Accrued Payroll Liabilities	147,760.87
0535 Accrued Expenses	0.00
0540 Capital Lease Payable	0.00
0575 MSLLRT San Diego	0.00
0640 Deferred Grant Income	0.00
Board of Equalization Payable	0.09
Total Other Current Liabilities	\$148,360.96
Total Current Liabilities	\$154,450.10
Long-Term Liabilities	
0600 Deferred Inflows of Resources	262,773.00
0630 Deferred Pensions	738,423.00
0650 AOC Advance	223,022.00
Total 0600 Deferred Inflows of Resources	1,224,218.00
0660 Net Pension Liability	0.00
0670 Net OPEB Liability	3,398,669.00
Total Long-Term Liabilities	\$4,622,887.00
Total Liabilities	\$4,777,337.10
Equity	
0700 Fund Balance	
0740 Fund Balance Available	-427,654.06
Total 0700 Fund Balance	-427,654.06
3000 Opening Bal Equity	0.00
3900 Retained Earnings	6,582,502.00
Net Income	1,424,843.78
Total Equity	\$7,579,691.72
TOTAL LIABILITIES AND EQUITY	\$12,357,028.82

San Diego Law Library

Budget vs. Actuals: Operations Budget 2022/2023 - FY23 P&L

July 2022 - February 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
9000 Outside Sources				
9190 Interest	44,995.17	26,664.00	18,331.17	168.75 %
9821 Filing Fees - Superior Court	1,384,101.00	1,800,000.00	-415,899.00	76.89 %
9960 Borrowers & Benefits Programs				
9961 Borrower's Program Fees	11,810.00	8,000.00	3,810.00	147.63 %
Total 9960 Borrowers & Benefits Programs	11,810.00	8,000.00	3,810.00	147.63 %
9979 Donations	565.96	666.64	-100.68	84.90 %
9982 State Special Allocation for Law Libraries (2021-2023)	1,667,893.61		1,667,893.61	
9990 Grants	47,830.68	31,333.36	16,497.32	152.65 %
Total 9000 Outside Sources	3,157,196.42	1,866,664.00	1,290,532.42	169.14 %
9500 Library Sources				
9181 Fines	1,547.84	336.00	1,211.84	460.67 %
9720 Computer Services	4,373.00		4,373.00	
9730 Extended Services	120.00		120.00	
9730-TA Extended Services-Taxable		136.00	-136.00	
Total 9730 Extended Services	120.00	136.00	-16.00	88.24 %
9967 Copier Income	2,450.58	3,320.00	-869.42	73.81 %
9994 Class Fees	2,509.37	2,000.00	509.37	125.47 %
9995 Miscellaneous Income	594.26	680.00	-85.74	87.39 %
9996 Taxable Income	212.10	1,320.00	-1,107.90	16.07 %
Total 9500 Library Sources	11,807.15	7,792.00	4,015.15	151.53 %
PayPal Sales	1,632.41		1,632.41	
Sales of Product Income	1,273.40		1,273.40	
Total Income	\$3,171,909.38	\$1,874,456.00	\$1,297,453.38	169.22 %
GROSS PROFIT	\$3,171,909.38	\$1,874,456.00	\$1,297,453.38	169.22 %
Expenses				
1000 Personnel				
1101 Regular Employees	886,878.64	1,113,600.00	-226,721.36	79.64 %
1102 Part-time Employees	21,981.25	30,000.00	-8,018.75	73.27 %
1160 Employer's PERS expense	71,127.64	101,600.00	-30,472.36	70.01 %
1165 Employer's FICA Expense	14,117.27	18,000.00	-3,882.73	78.43 %
1170 Employee Benefits	388.00		388.00	
1170-AC Health Benefits (Active Employees)	110,636.74	147,200.00	-36,563.26	75.16 %
1170-LI Life, AD&D, & LTD	4,956.83	8,000.00	-3,043.17	61.96 %
1170-RT Health Benefits (Retired Employees)	82,927.11	96,000.00	-13,072.89	86.38 %
1170-ST Technology Stipend	5,275.00	6,000.00	-725.00	87.92 %
Total 1170 Employee Benefits	204,183.68	257,200.00	-53,016.32	79.39 %
1175 Workers' Compensation	6,297.25	5,000.00	1,297.25	125.95 %
1185 Unemployment Expense	9,450.00	672.00	8,778.00	1,406.25 %
Total 1000 Personnel	1,214,035.73	1,526,072.00	-312,036.27	79.55 %

San Diego Law Library

Budget vs. Actuals: Operations Budget 2022/2023 - FY23 P&L

July 2022 - February 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
1190 CalPERS Pension Expense	1,564.79		1,564.79	
2000 Materials				
2215 Electronic Resources	133,817.84	173,600.00	-39,782.16	77.08 %
2328 Compact Discs	3,098.46	6,680.00	-3,581.54	46.38 %
2345 Books - New	4,427.21	9,333.36	-4,906.15	47.43 %
2346 Special Funds				
2346-CR Crawford-Lundy		2,000.00	-2,000.00	
Total 2346 Special Funds		2,000.00	-2,000.00	
2347 Books - Disposable	44,289.31	52,672.00	-8,382.69	84.09 %
2348 Books - Continuations	14,465.03	16,000.00	-1,534.97	90.41 %
3470 CA Sales Tax		336.00	-336.00	
Total 2000 Materials	200,097.85	260,621.36	-60,523.51	76.78 %
2300 Operations				
2302 Copier/print solution	5,344.30	9,333.36	-3,989.06	57.26 %
2304 Miscellaneous	1,024.52		1,024.52	
2304-CC Credit Card Charges	661.78	2,000.00	-1,338.22	33.09 %
2304-MC Miscellaneous	-7,617.09	2,000.00	-9,617.09	-380.85 %
2304-RE Recruiting	174.97		174.97	
2304-SA Staff Appreciation	3,339.09	3,333.36	5.73	100.17 %
Total 2304 Miscellaneous	-2,416.73	7,333.36	-9,750.09	-32.96 %
2305 Catalog Data Searches/Supplies	7,543.41	8,000.00	-456.59	94.29 %
2306 Postage	187.75	666.64	-478.89	28.16 %
2309 Collections Supplies	1,339.93	1,333.36	6.57	100.49 %
2312 Office Disposable Supplies	1,640.50	8,000.00	-6,359.50	20.51 %
2315 Professional & Special Services				
2315-AC Accounting	30,240.00		30,240.00	
2315-AU Audit	13,400.00	8,000.00	5,400.00	167.50 %
2315-LE Legal fees	8,164.10	3,333.36	4,830.74	244.92 %
2315-LL Loose Leaf Filing		672.00	-672.00	
2315-OT Professional Services - Other	935.00	4,000.00	-3,065.00	23.38 %
2315-PA Payroll & Benefits Admin	1,683.85	2,336.00	-652.15	72.08 %
2315-PV Preservation	837.28	666.64	170.64	125.60 %
2315-SE Security	2,968.00	3,333.36	-365.36	89.04 %
2315-WE Website	1,849.00	6,000.00	-4,151.00	30.82 %
Total 2315 Professional & Special Services	60,077.23	28,341.36	31,735.87	211.98 %
2318 Library insurance	15,779.15	20,672.00	-4,892.85	76.33 %
2320 Memberships		2,000.00	-2,000.00	
2359 Mileage/Bus Passes/Parking	9,568.58	12,000.00	-2,431.42	79.74 %
2362 Conferences/Seminars	3,205.90	21,336.00	-18,130.10	15.03 %
2364 Dues & Subscriptions	77.27		77.27	
2365 Professional Memberships	2,556.50	3,672.00	-1,115.50	69.62 %
2370 Public Relations	29,169.01	23,333.36	5,835.65	125.01 %

San Diego Law Library

Budget vs. Actuals: Operations Budget 2022/2023 - FY23 P&L

July 2022 - February 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
2380 Travel Expenses				
2381 Airline Travel	1,081.10		1,081.10	
2382 Hotel Lodging	2,530.73		2,530.73	
2383 Business Meals & Food	463.00		463.00	
2384 Ground Transportation and Parking	1,244.29		1,244.29	
Total 2380 Travel Expenses	5,319.12		5,319.12	
2390 IT	569.00		569.00	
2311 IT Supplies	8,322.80	7,360.00	962.80	113.08 %
2391 Computer Software	6,863.56	5,666.64	1,196.92	121.12 %
2392 IT Outsourcing	61,653.82	68,000.00	-6,346.18	90.67 %
2393 IT Maintenance	17,133.80	26,680.00	-9,546.20	64.22 %
2394 T-1/Internet	33,062.40	36,000.00	-2,937.60	91.84 %
Total 2390 IT	127,605.38	143,706.64	-16,101.26	88.80 %
2453 Facilities Management ISF	2,147.42	666.64	1,480.78	322.13 %
Total 2300 Operations	269,144.72	290,394.72	-21,250.00	92.68 %
2310 Penalties & Interest	54.81		54.81	
3510 Suspense	12,431.11		12,431.11	
4501 Equipment				
4501-HE Hervey Technology & Furniture				
4501-HT Hervey Technology Equipment		31,600.00	-31,600.00	
Total 4501-HE Hervey Technology & Furniture		31,600.00	-31,600.00	
4501-IT IT Equipment	45,513.74		45,513.74	
4501-OF Office Equipment	1,558.17		1,558.17	
Total 4501 Equipment	47,071.91	31,600.00	15,471.91	148.96 %
Bank Service Charges	2,410.57		2,410.57	
PayPal Fees	254.11		254.11	
Total Expenses	\$1,747,065.60	\$2,108,688.08	\$ -361,622.48	82.85 %
NET OPERATING INCOME	\$1,424,843.78	\$ -234,232.08	\$1,659,075.86	-608.30 %
NET INCOME	\$1,424,843.78	\$ -234,232.08	\$1,659,075.86	-608.30 %

Director's Report: March 2023

Submitted by David Whelan

Escondido Partnership

Our partnership with the Escondido Public Library (city) will start on April 6. It has been great to watch our team – Gina, Mike, and Laurel – work with the Escondido staff to pull this together. Laurel coordinated an extension or transfer of database resources to enable Escondido to provide our licensed subscriptions in their library. Gina is developing training classes for their reference librarians and, like our partnerships in Chula Vista and El Cajon, will start sending UX reference librarians out there twice a month. Laurel worked with the library's IT staff to ensure database access and had Mike's support to ensure that it was only accessible where we wanted it.

We've been gratified by the enthusiasm of the Escondido staff for the partnership's possibilities. We will be doing joint marketing in late March and early April to raise awareness of the partnership. In particular, we want to make sure that former visitors to the North County Vista location know they can access resources closer than downtown.

Physical Space Returns to Normal

Core Ops has returned to its space after being washed out by roof leaks in December. It took some time to get the building repairs done and then Core Ops took the opportunity to rework their space. This included replacing damaged furniture and then reconfiguring workstations. Laurel, Chris, and Izabela worked out the arrangement and Ben organized the work. There was another leak, this time in David's office, but the County has been prompt in patching roof holes as soon as they learn of them.

Open House

We have started planning for the 2023 Open House. We are going to start holding it around the law library's birthday in early May. This will simplify the planning by making it a regular time of year. It will also place our event in the middle of Law Day/Law Week, which we hope to leverage for awareness. Rather than changing the theme each year, we are going to try keeping a theme – help us celebrate our birthday – from year to year.

Law Day / Law Week / Law Month

We will be focusing on supporting the theme of Law Day 2023 – "Cornerstones of Democracy: Civics, Civility, and Collaboration" – during May. The UX team is in the early stages of developing programming geared towards the public and their interactions with the courts. Lisa Foster is coordinating clinics again, with the aim to have them in both Vista and El Cajon in partnership with the public libraries there. Their occurrence will depend on our ability to find partners and lawyers to volunteer their time.