



**Board of Trustees Budget Standing Committee
Meeting of Monday, May 8, 2023 • 4 P.M.
San Diego Law Library**

AGENDA

NO.	ITEM	SUMMARY	COMMEND
1.	Budget Review	Review of the draft 2023-2024 Fiscal Year budget prior to adoption of the budget by the Board before July 1 st .	Information.

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 Budget Standing Committee Meeting
PM Pacific Time (US and Canada)

Time: May 8, 2023 4:00

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

San Diego Law Library

Memorandum

To: San Diego Law Library Board of Trustees Budget Committee

From: David Whelan, Director

Re: 2023-2024 Draft Budget

We are proposing a slight increase in our budget over the 2022-2023 budget. The request for 2023-2024 is for \$3,169,000, an increase of \$29,080. Just as in 2022-2023, this will require the Law Library to withdraw funds from our reserves held by the San Diego County investment pool.

Revenue

We are assuming that filing fees will remain flat at \$2.7 million. There is some reason to believe that the 2022-2023 filing fees will exceed that. However, it is still too early to assume that there is an upward trend.

The Law Library will continue to focus on incremental revenue from the borrower program and in-library activities like copying. However, this amounts to about 1% of total income. We have sought a grant from the Law Library Justice Foundation to assist with our public transit awareness campaign, which we hope to expand. This grant is not reflected in the budget as revenue as it has not been granted.

Expenses

Personnel costs are down from the 2022-2023 budget, by about \$162,000. This reflects the elimination of the CFO role and retirements of higher salaried staff. The budgeted personnel amount includes a 3% salary increase to go into effect in July 2023. It also includes a new reference librarian position.

Our collections budget is up by nearly \$60,000. This includes two electronic resource initiatives. One will allow us to participate in a new public access Thomson Reuters Westlaw program. The other will allow us to select a fourth partner location from which to deliver legal research databases, similar to our outreach in El Cajon, Escondido, and Chula Vista. The budgeted amounts

will also allow us to continue to update the print collection in areas that have not been kept current in recent years.

Our professional expenses have nearly doubled. This reflects the outsourced accounting service that fulfills many of the roles for which the CFO had been responsible. The elimination of the CFO role and the use of an outsourced service has led to a savings of about \$90,000.

The public relations budget has also doubled. The entire increase reflects a 4-month public transit awareness campaign to build off the 2-month campaign in 2022. The 4-month campaign will cost about \$70,000.

The IT budget has slightly increased, in part due to the final disbursement from the Hervey Technology Equipment grant that has offset IT expenditures in the past. The Law Library will be upgrading staff PCs in 2023-2024 and moving to a single PC approach to support staff working in a hybrid mode.

San Diego Law Library

Draft Budget FY 2023-2024

FY 2022-2023 Approved
Budget

FY 2023-2024 Proposed
Budget

Notes

Income					
9000 Outside Sources					
9190 Interest	\$	40,000	\$	40,000	
9821 Filing Fees - Superior Court	\$	2,700,000	\$	2,700,000	
9960 Borrowers & Benefits Programs					
9961 Borrower's Program Fees	\$	12,000	\$	15,000	
Total 9960 Borrowers & Benefits Programs	\$	12,000	\$	15,000	
9979 Donations	\$	1,000	\$	-	
9982 State Special Allocation for Law Libraries (2021-2023)	\$	1,019,000	\$	-	No supplemental funding expected
nnnn County Treasury Supplement			\$	403,400	Amount to move from Sweep to supplement filing fees (excess of expenses over income)
9990 Grants	\$	47,000	\$	-	No grants planned. Potential grant from Foundation to offset Public Relations costs.
Total 9000 Outside Sources	\$	3,819,000	\$	3,158,400	
9500 Library Sources					
9181 Fines	\$	500	\$	1,500	
9720 Computer Services	\$	-	\$	-	
9730 Extended Services			\$	1,000	
9730-TA Extended Services-Taxable	\$	200	\$	-	
Total 9730 Extended Services	\$	200	\$	1,000	
9967 Copier Income	\$	5,000	\$	8,000	
9994 Class Fees	\$	3,000	\$	-	
9995 Miscellaneous Income	\$	1,000	\$	-	
9996 Taxable Income	\$	2,000	\$	100	
Total 9500 Library Sources	\$	11,700	\$	10,600	
Total Income	\$	3,830,700	\$	3,169,000	
Expenses					
1000 Personnel					
1101 Regular Employees	\$	1,670,000	\$	1,520,000	Elimination of CFO role (costs shifted to professional services). Addition of full time reference librarian. Assumes 3% annual increase as of July 2023.
1102 Part-time Employees	\$	45,000	\$	45,000	
1160 Employer's PERS expense	\$	152,000	\$	140,000	
1165 Employer's FICA Expense	\$	27,000	\$	25,000	
1170 Employee Benefits					
1170-AC Health Benefits (Active Employees)	\$	220,000	\$	210,000	
1170-LI Life, AD&D, & LTD	\$	12,000	\$	12,000	
1170-RT Health Benefits (Retired Employees)	\$	144,000	\$	150,000	
1170-ST Technology Stipend	\$	9,000	\$	9,100	
Total 1170 Employee Benefits	\$	385,000	\$	381,100	
1175 Workers' Compensation	\$	7,500	\$	13,000	Increase due to recalculation based on staff roles.
1185 Unemployment Expense	\$	1,000	\$	1,000	
Total 1000 Personnel	\$	2,287,500	\$	2,125,100	67% of overall operating expenses
1190 CalPERS Pension Expense	\$	-	\$	1,500	
2000 Materials					
2215 Electronic Resources	\$	260,000	\$	330,000	Westlaw Pro Se initiative, database support and equipment for new partnership
2328 Compact Discs	\$	10,000	\$	8,000	
2345 Books - New	\$	14,000	\$	10,000	

San Diego Law Library

Draft Budget FY 2023-2024

	FY 2022-2023 Approved Budget	FY 2023-2024 Proposed Budget	Notes
2346 Special Funds			
2346-CR Crawford-Lundy	\$ 3,000	\$ 3,000	
Total 2346 Special Funds	\$ 3,000	\$ 3,000	
2347 Books - Disposable	\$ 79,000	\$ 70,000	
2348 Books - Continuations	\$ 24,000	\$ 30,000	
3470 CA Sales Tax	\$ 500	\$ 500	
Total 2000 Materials	\$ 390,500	\$ 451,500	14% of overall operating expenses
2300 Operations			
2302 Copier/print solution	\$ 20,000	\$ 13,000	Lease agreement (Marlin/PEAC)
2304 Miscellaneous			
2304-CC Credit Card Charges	\$ 3,000	\$ 3,000	
2304-MC Miscellaneous	\$ 3,000	\$ 3,000	
2304-RE Recruiting	\$ -	\$ -	
2304-SA Staff Appreciation	\$ 5,000	\$ 16,000	Lounge food, board lunches, team lunches
Total 2304 Miscellaneous	\$ 11,000	\$ 22,000	
2305 Catalog Data Searches/Supplies	\$ 12,000	\$ 12,000	
2306 Postage	\$ 1,000	\$ 500	
2309 Collections Supplies	\$ -	\$ 2,000	
2312 Office Disposable Supplies	\$ 12,000	\$ 3,600	
2315 Professional & Special Services			
2315-AC Accounting	\$ -	\$ 41,000	Accountant support (offset by elimination of CFO role under personnel costs)
2315-AU Audit	\$ 12,000	\$ 12,000	
2315-LE Legal fees	\$ 5,000	\$ 5,000	Placeholder. May start to use if County Counsel attend monthly meetings.
2315-LL Loose Leaf Filing	\$ 1,000	\$ -	
2315-OT Professional Services - Other	\$ 6,000	\$ -	
2315-PA Payroll & Benefits Admin	\$ 3,500	\$ 4,000	
2315-PV Preservation	\$ 1,000	\$ 1,000	
2315-SE Security	\$ 15,000	\$ 15,000	Backup costs for when security officer on staff is on leave
2315-WE Website	\$ 9,000	\$ 9,000	
Total 2315 Professional & Special Services	\$ 52,500	\$ 87,000	2% of overall operating expenses
2318 Library insurance	\$ 31,000	\$ 30,000	
2320 Memberships	\$ 3,000	\$ 3,000	Council of California County Law Libraries membership (based on filing fee income)
2359 Mileage/Bus Passes/Parking	\$ 18,000	\$ 18,000	
2362 Conferences/Seminars	\$ 32,000	\$ 10,000	Costs shifted to 2380 Travel Expenses for everything other than registrations
2364 Dues & Subscriptions	\$ -	\$ -	
2365 Professional Memberships	\$ 5,500	\$ 8,000	AALL, SLA, other memberships
2370 Public Relations	\$ 35,000	\$ 80,000	4 month public transit marketing campaign planned
2380 Travel Expenses Breakout of costs that used to be in 2362 Conferences and Seminars			
2381 Airline Travel	\$ -	\$ 7,000	
2382 Hotel Lodging	\$ -	\$ 7,000	
2383 Business Meals & Food	\$ -	\$ 1,800	
2384 Ground Transportation and Parking	\$ -	\$ 1,000	
Total 2380 Travel Expenses	\$ -	\$ 16,800	
2390 IT			
2311 IT Supplies	\$ 11,000	\$ -	
2391 Computer Software	\$ 8,520	\$ 15,000	

San Diego Law Library

Draft Budget FY 2023-2024

	FY 2022-2023 Approved Budget	FY 2023-2024 Proposed Budget	Notes
2392 IT Outsourcing	\$ 102,000	\$ 102,000	
2393 IT Maintenance	\$ 40,000	\$ 44,000	
2394 T-1/Internet	\$ 54,000	\$ 59,000	
Total 2390 IT	\$ 215,520	\$ 220,000	6% of overall operating expenses
2453 Facilities Management ISF	\$ 1,000	\$ -	
Total 2300 Operations	\$ 414,520	\$ 525,900	16% of overall operating expenses
2310 Penalties & Interest	\$ -	\$ -	
3510 Suspense	\$ -	\$ -	Unmatched expenses
4501 Equipment			
4501-HT Hervey Technology Equipment	\$ 47,400	\$ -	
Total 4501-HE Hervey Technology & Furniture	\$ 47,400	\$ -	
4501-IT IT Equipment	\$ -	\$ 65,000	
4501-OF Office Equipment	\$ -	\$ -	
Total 4501 Equipment	\$ 47,400	\$ 65,000	
Bank Service Charges	\$ -		
PayPal Fees	\$ -		
Total Expenses	\$ 3,139,920	\$ 3,169,000	
Net Operating Income	\$ 3,830,700	\$ 3,169,000	
Net Income	\$ 690,780	\$ -	