



Board of Trustees
Meeting of Wednesday, July 19, 2023 • 12:15 P.M.
San Diego Law Library

AGENDA

NO.	ITEM	SUMMARY	RECOMMEND
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.	Information.
3.	Opportunity for 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 June 21, 2023.	Action.
5.	Salary Band Change	Revision of salary bands and separation of Librarian tiers from salary band consideration.	Action.
6.	Financials	Update on filing fees, monthly financial report highlights. (<i>Whelan</i>)	Information.
7.	Other Reports	A. Foundation Liaison Report (<i>Roper/Blea</i>) B. Law Library Leadership Report (<i>Whelan</i>) C. Library Subscription Database and Remote Access Overview (<i>Moran</i>)	Information.
8.	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: July 19, 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
June 21, 2023**

The Law Library Board of Trustees held a regular meeting, pursuant to notice thereof, on **June 21, 2023.**

Present: Carla DiMare, President; Lorena Slomanson, Treasurer; Judge Rachel Cano; Judge Lisa Rodriguez, Judge Euketa Oliver

Absent: Mara Elliott, Judge David Gill, Kimberly Howatt; Judge David Berry

Also Present: *Library Staff:* Gina Catalano, Laurel Moran, David Whelan.

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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 12:20pm.

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

There was nobody present for Public Comment.

4) Minutes of Previous Meeting

A. Approval of Minutes of May 17, 2023.

Carla DiMare requested that Karen Lookingbill’s title and organization to the header of last month’s minutes. She also suggested explaining what the mentioned \$1.7 million reserve is for (it is for operations, not for pensions) as well as changing “company” to “Law Library” when mentioning the credit cards for library use.

Judge Cano made a motion to approve the minutes. Judge Rodriguez seconded the motion. Judge Oliver abstained. All others were in favor and the motion passed.

5) Financial Report (Whelan)

David Whelan gave the financial report, stating that the library is in good shape financially and the fiscal year will end within the following week. Borrower fees were at almost \$20,000 and filing fees were at about \$100,000 ahead of what was expected for the year. The library budgets \$2.7 million in filing fees to be received during the following fiscal year, because it is too soon post-pandemic to predict a continuous upward trend in filing fees. The library has gone through an audit of their financial processes.

6) Annual Budget 2023-2024

David Whelan presented the budget to the board, discussing the expenses. Whelan mentioned that the Library is asking for a 1% increase, so the budget can be \$29,000 higher than it was in the previous year for a total budget of \$3.169 million, drawing from reserves. Staff have received a 3%



**Law Library Board of Trustees
Minutes of the Meeting
June 21, 2023**

salary increase and the library has budgeted for a fourth library partnership in San Diego to expand law library services.

Judge Cano made a motion to approve the minutes. Ms. Slomanson seconded the motion. All were in favor and the motion passed.

7) Other Reports

A. Foundation Liaison Report

There was no one present to give the foundation report at this meeting.

B. Director's Report

David Whelan reported Gina and Kelly have been looking to hire librarians, looking for early career staff. He reported that the library has recently added a few staff members. The law library has received a variety of staff training, including active shooter and privacy training. All of the library public access patron computers are now new and have been refreshed by IT staff. Whelan reported that the second Law Day with the East County Bar Association was a success with 18 in attendance.

8) Adjournment

The meeting was adjourned at 12:55pm.

San Diego Law Library

Balance Sheet

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
0001 Cash and investments	0.00
0010 County Treasury	6,856,049.95
0012 Crawford Lundy Restricted Fund	3,657.68
Total 0010 County Treasury	6,859,707.63
0020 Petty Cash	265.00
0031 Operating (Chase)	124,890.91
0032 Payroll (Chase)	153,360.12
0033 0033 Point of Sale Account (Chase)	25,309.75
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	7,163,533.41
1072 Bill.com Money Out Clearing	0.00
PayPal Bank 2	8,316.23
Total Bank Accounts	\$7,171,849.64
Accounts Receivable	
0110 Accounts Receivable	500,613.88
0100 Accounts Receivable year end	0.00
Total 0110 Accounts Receivable	500,613.88
0120 Grants Receivable	0.00
Total Accounts Receivable	\$500,613.88
Other Current Assets	
0070 Due from LLJF	100.19
0080 Due from Other Funds Period 14	0.00
0160 Deposit with others - long term	0.00
0420 Prepaid Expenses	45,616.61
1499 Undeposited Funds	0.00
1500 Over/under	0.00
Net Pension Asset	582,459.00
Payroll Clearing	0.00
Total Other Current Assets	\$628,175.80
Total Current Assets	\$8,300,639.32

San Diego Law Library

Balance Sheet

As of June 30, 2023

	TOTAL
Fixed Assets	
0200 Renovation - Work in Progress	2,980.00
0300 Property and Equipment	
0171 Books & Media	0.00
0340 Equipment	430,493.99
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	2,459,501.81
Total Fixed Assets	\$2,462,481.81
Other Assets	
0155 Collection Subscriptions Pre-Paid	0.00
0400 Deferred Outflow of Resources	
0430 Deferred Pensions	1,478,126.19
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	1,938,791.19
Total Other Assets	\$1,938,791.19
TOTAL ASSETS	\$12,701,912.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0511 Accounts Payable	43,737.99
0512 Vendor Accounts Payable	0.00
Total 0511 Accounts Payable	43,737.99
Total Accounts Payable	\$43,737.99
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	-200.00
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 June 30, 2023

	TOTAL
Total 0515 Deposits on Account	400.00
0519 Sales Tax Payable	-748.32
0520 Accrued Payroll Liabilities	-609,387.51
0521 Accrued Payroll	0.00
0523 PERS 457(b) Co Payable	-483.86
0524 Garnishments	0.00
0525 Payroll Liabilities	-1,934.23
0527 125 Dental & Vision	-95.62
0528 125 Health Insurance	3,904.52
0529 Accrued CalPERS Pension	3,953.86
Compensated Absences	149,095.51
Total 0520 Accrued Payroll Liabilities	-454,947.33
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	271.67
Total Other Current Liabilities	\$ -455,023.98
Total Current Liabilities	\$ -411,285.99
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 Other Post Employment Benefits Liability	3,398,669.00
Total Long-Term Liabilities	\$4,622,887.00
Total Liabilities	\$4,211,601.01
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	6,582,337.38
Net Income	2,335,627.99
Total Equity	\$8,490,311.31
TOTAL LIABILITIES AND EQUITY	\$12,701,912.32

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	82,639.11	40,000.00	206.60 %
9821 Filing Fees - Superior Court	2,565,387.93	2,700,000.00	95.01 %
9960 Borrowers & Benefits Programs			
9961 Borrower's Program Fees	21,185.00	12,000.00	176.54 %
Total 9960 Borrowers & Benefits Programs	21,185.00	12,000.00	176.54 %
9979 Donations	1,080.52	1,000.00	108.05 %
9990 Grants	47,830.68	47,000.00	101.77 %
Total 9000 Outside Sources	2,718,123.24	2,800,000.00	97.08 %
9500 Library Sources			
9181 Fines	2,919.84	500.00	583.97 %
9730 Extended Services			
9730-TA Extended Services-Taxable		200.00	
Total 9730 Extended Services		200.00	
9967 Copier Income	4,918.63	5,000.00	98.37 %
9994 Class Fees	2,751.48	3,000.00	91.72 %
9995 Miscellaneous Income	3,624.99	1,000.00	362.50 %
9996 Taxable Income	316.68	2,000.00	15.83 %
Total 9500 Library Sources	14,531.62	11,700.00	124.20 %
Total Income	\$2,732,654.86	\$2,811,700.00	97.19 %
GROSS PROFIT	\$2,732,654.86	\$2,811,700.00	97.19 %
Expenses			
1000 Personnel			
1101 Regular Employees	1,372,349.43	1,670,000.00	82.18 %
1102 Part-time Employees	29,493.75	45,000.00	65.54 %
1160 Employer's PERS expense	108,615.67	152,000.00	71.46 %
1165 Employer's FICA Expense	21,510.55	27,000.00	79.67 %
1170 Employee Benefits			
1170-AC Health Benefits (Active Employees)	177,642.62	220,000.00	80.75 %
1170-LI Life, AD&D, & LTD	7,740.62	12,000.00	64.51 %
1170-RT Health Benefits (Retired Employees)	134,325.75	144,000.00	93.28 %
1170-ST Technology Stipend	8,225.00	9,000.00	91.39 %
Total 1170 Employee Benefits	327,933.99	385,000.00	85.18 %
1175 Workers' Compensation	11,585.09	7,500.00	154.47 %
1185 Unemployment Expense	9,450.00	1,000.00	945.00 %
Total 1000 Personnel	1,880,938.48	2,287,500.00	82.23 %
2000 Materials			
2215 Electronic Resources	251,561.88	260,000.00	96.75 %
2328 Compact Discs	4,155.53	10,000.00	41.56 %
2345 Books - New	11,699.19	14,000.00	83.57 %
2346 Special Funds			

San Diego Law Library

Budget vs. Actuals: Operations Budget - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
2346-CR Crawford-Lundy	3,657.68	3,000.00	121.92 %
Total 2346 Special Funds	3,657.68	3,000.00	121.92 %
2347 Books - Disposable	54,114.55	79,000.00	68.50 %
2348 Books - Continuations	22,744.31	24,000.00	94.77 %
3470 CA Sales Tax		500.00	
Total 2000 Materials	347,933.14	390,500.00	89.10 %
2300 Operations			
2302 Copier/print solution	9,521.90	14,000.00	68.01 %
2304 Miscellaneous			
2304-CC Credit Card Charges	1,179.69	3,000.00	39.32 %
2304-MC Miscellaneous	-6,558.62	3,000.00	-218.62 %
2304-SA Staff Appreciation	5,317.33	5,000.00	106.35 %
Total 2304 Miscellaneous	-61.60	11,000.00	-0.56 %
2305 Catalog Data Searches/Supplies	9,914.90	12,000.00	82.62 %
2306 Postage	419.07	1,000.00	41.91 %
2309 Collections Supplies	1,473.62	2,000.00	73.68 %
2312 Office Disposable Supplies	4,125.84	12,000.00	34.38 %
2315 Professional & Special Services			
2315-AU Audit	21,900.00	12,000.00	182.50 %
2315-LE Legal fees	8,312.90	5,000.00	166.26 %
2315-LL Loose Leaf Filing		1,000.00	
2315-OT Professional Services - Other	935.00	6,000.00	15.58 %
2315-PA Payroll & Benefits Admin	2,415.76	3,500.00	69.02 %
2315-PV Preservation	837.28	1,000.00	83.73 %
2315-SE Security	2,968.00	5,000.00	59.36 %
2315-WE Website	2,208.76	9,000.00	24.54 %
Total 2315 Professional & Special Services	39,577.70	42,500.00	93.12 %
2318 Library insurance	23,409.83	31,000.00	75.52 %
2320 Memberships	2,700.00	3,000.00	90.00 %
2359 Mileage/Bus Passes/Parking	16,252.24	18,000.00	90.29 %
2362 Conferences/Seminars	8,896.78	32,000.00	27.80 %
2365 Professional Memberships	6,936.50	5,500.00	126.12 %
2370 Public Relations	33,317.92	35,000.00	95.19 %
2390 IT			
2311 IT Supplies	10,408.40	11,000.00	94.62 %
2391 Computer Software	8,064.18	8,500.00	94.87 %
2392 IT Outsourcing	88,068.84	102,000.00	86.34 %
2393 IT Maintenance	34,344.61	40,000.00	85.86 %
2394 T-1/Internet	46,862.85	54,000.00	86.78 %
Total 2390 IT	187,748.88	215,500.00	87.12 %
2453 Facilities Management ISF	2,733.10	1,000.00	273.31 %
Total 2300 Operations	346,966.68	435,500.00	79.67 %

San Diego Law Library

Budget vs. Actuals: Operations Budget - FY23 P&L

July 2022 - June 2023

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
4501 Equipment			
4501-HE Hervey Technology & Furniture			
4501-HT Hervey Technology Equipment		47,400.00	
Total 4501-HE Hervey Technology & Furniture		47,400.00	
Total 4501 Equipment		47,400.00	
Total Expenses	\$2,575,838.30	\$3,160,900.00	81.49 %
NET OPERATING INCOME	\$156,816.56	\$ -349,200.00	-44.91 %
NET INCOME	\$156,816.56	\$ -349,200.00	-44.91 %

San Diego Law Library

Filing Fees Report

Prepared by David Whelan

Filing fees are reported to the Law Library by the California Courts judicial branch staff. The update arrives around the 10th day of the month following the month the fees were collected in. For example, January filing fee revenue is reported around March 10th.

Year-to-date filing fees are above budgeted expectations. Filing fee revenue has averaged 5% over budget.

Month	Actual Filing Fees Received			Budgeted	Budget Variance	Variance Multiplier*
	2020-2021	2021-2022	2022-2023	2022-2023		
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%
November	\$ 206,072	\$ 201,588	\$ 222,349	\$ 205,480	\$ 16,869	91.32%
December	\$ 261,504	\$ 209,803	\$ 231,242	\$ 226,835	\$ 4,406	100.82%
January	\$ 206,277	\$ 195,923	\$ 225,889	\$ 225,340	\$ 549	100.15%
February	\$ 207,536	\$ 191,568	\$ 220,023	\$ 200,973	\$ 19,050	89.32%
March	\$ 264,451	\$ 223,902	\$ 249,048	\$ 242,385	\$ 6,663	107.73%
April	\$ 252,086	\$ 214,812	\$ 241,025	\$ 228,595	\$ 12,431	101.60%
May	\$ 224,893	\$ 219,598	\$ 245,302	\$ 238,662	\$ 6,640	106.07%
			Actual	Budget		
YTD Subtotal	\$ 2,449,994	\$ 2,368,288	\$ 2,565,388	\$ 2,456,260	\$ 109,128	
June	\$ 239,372	\$ 241,671		\$ 243,740		108.33%
Annual Total	\$ 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 fluctuates 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.

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

Memorandum

To: San Diego Law Library Board of Trustees

From: David Whelan, Director

Re: Revised Salary Ranges

The current salary ranges approved by the Board have fallen behind the current salary demands experienced as the Law Library has attempted to fill professional positions. In addition, the salary ranges are banded in a way—using terms like Librarian I and Librarian II—that do not appear to have criteria for attainment. In addition to modifying the salary ranges, I propose to make two changes: (a) merge the three Librarian categories into a single broadband salary range and (b) separate the Librarian title element from the salary bands. A broadband would allow all professionals to move through the salary range based on longevity and meeting employment expectations. The separate Librarian tiers would allow those staff who want to engage in a deeper professional level to do so, and for the library to set criteria for that attainment that clarifies how to achieve the next tier.

Proposed Salary Ranges

The proposed ranges are based on market data, including the salary ranges used by the San Diego City Public Library and data from the American Association of Law Libraries salary survey and California courthouse law library director salaries.

Position Title	Current Range		Position Title	Proposed Range	
	Low	High		Low	High
Director	\$120,000	\$190,000	Director	\$160,000	\$200,000
Assistant Directors	\$85,000	\$125,000	Assistant Directors	\$125,000	\$175,000
CIO	\$65,000	\$90,000	CIO	\$100,000	\$150,000
Librarian III	\$65,000	\$105,000	Librarian	\$70,000	\$125,000
Librarian II	\$60,000	\$90,000			
Librarian I	\$50,000	\$85,000			
IT Staff	\$65,000	\$105,000	IT Staff	\$60,000	\$100,000
Other Staff Roles	\$30,000	\$72,000	Other Staff Roles	\$40,000	\$100,000

As was discussed at the June Board meeting, hiring new law librarians and retention are both current challenges that we expect to continue permanently. The cost of living in San Diego as well as the relative difficulty in attaining the skill set required for the Law Library's professional and paraprofessional roles means that our salaries need to be competitive with similar organizations in San Diego County. These include law firms, academic law libraries, and the public libraries.

Librarian Professional Tiers

The Librarian I, II, and III tiers will be eliminated from the salary ranges. I was unable to determine any criteria to distinguish how a person could attain either the Librarian II or Librarian III levels. Their connection to salary bands created arbitrary salary caps on the growth of professionals in the lower salary bands. After discussing the issue with senior staff, I am proposing that we create a separate attainment that is optional for staff who desire the professional challenge and recognition.

Professional staff who want to take up the opportunity can do so during their career at the Law Library. Successful attainment of a level can only occur following a review of professional accomplishments and contributions, a period of service at the Law Library, and a professional presentation. Successful attainment will result in the person using an alternative professional title (either Associate Librarian at the second tier or Senior Librarian at the top tier) as well as a one-time salary increase of 2% in addition to whatever compensation changes occur in that fiscal year.

Requirements for *optional* professional tier designation:

Longevity. A librarian may apply to become an Associate Librarian after 5 years of service at the Law Library. A librarian may apply to become a Senior Librarian after 10 years of service.

Professional Development. A librarian will show consistent annual contributions to the library profession. This includes, but is not limited to, participation on professional committees, user groups, conference presentations, professional publications, professional leadership roles, or participation in significant projects. The amount, most likely 3 to 5 distinct activities, is less important than that it is consistent contributions throughout the longevity time-period for the tier. It is assumed that there will be multiple professional activities during each year.

Presentation. A librarian will give a professional-level presentation to their Law Library colleagues as a capstone and final activity for advancement.

Upon successful completion, as determined by the Director and the librarian's manager, the librarian will receive the additional title and a one-time 2% salary increase.

Director's Report: June 2023

Submitted by David Whelan

Finance: Year End Close, Actuarial Calculations, Credit Cards

The Law Library has been closing its books on fiscal year 2022. Laurel Moran identified a number of mis-classed items in the Materials budget and so those have been moved by the accountant into the appropriate general ledger accounts. The auditor has been contacted so that we can make our October 15 statutory reporting deadline with our annual report. The financial report in this month's packet is not final, as we have not yet received all income or completed all year-end recording of expenses for FY 2022.

Ben Lhota has been compiling data for use by the actuary to determine our *other post-employment benefits* (OPEB) liability for our GASB 75 reporting. Once we have these numbers from the actuary, we'll convene the Board members interested in discussing our unfunded liability and potentially contributing to the pre-funded CalPERS trusts.

The County Counsel returned its review of our credit card policy and we have implemented their suggestions. The policy provides guidance for staff—including an acknowledgement—who are issued a card as part of their job responsibilities. We will cancel the final personally-held credit card and fully shift to cards that are attached to our Chase operations bank account.

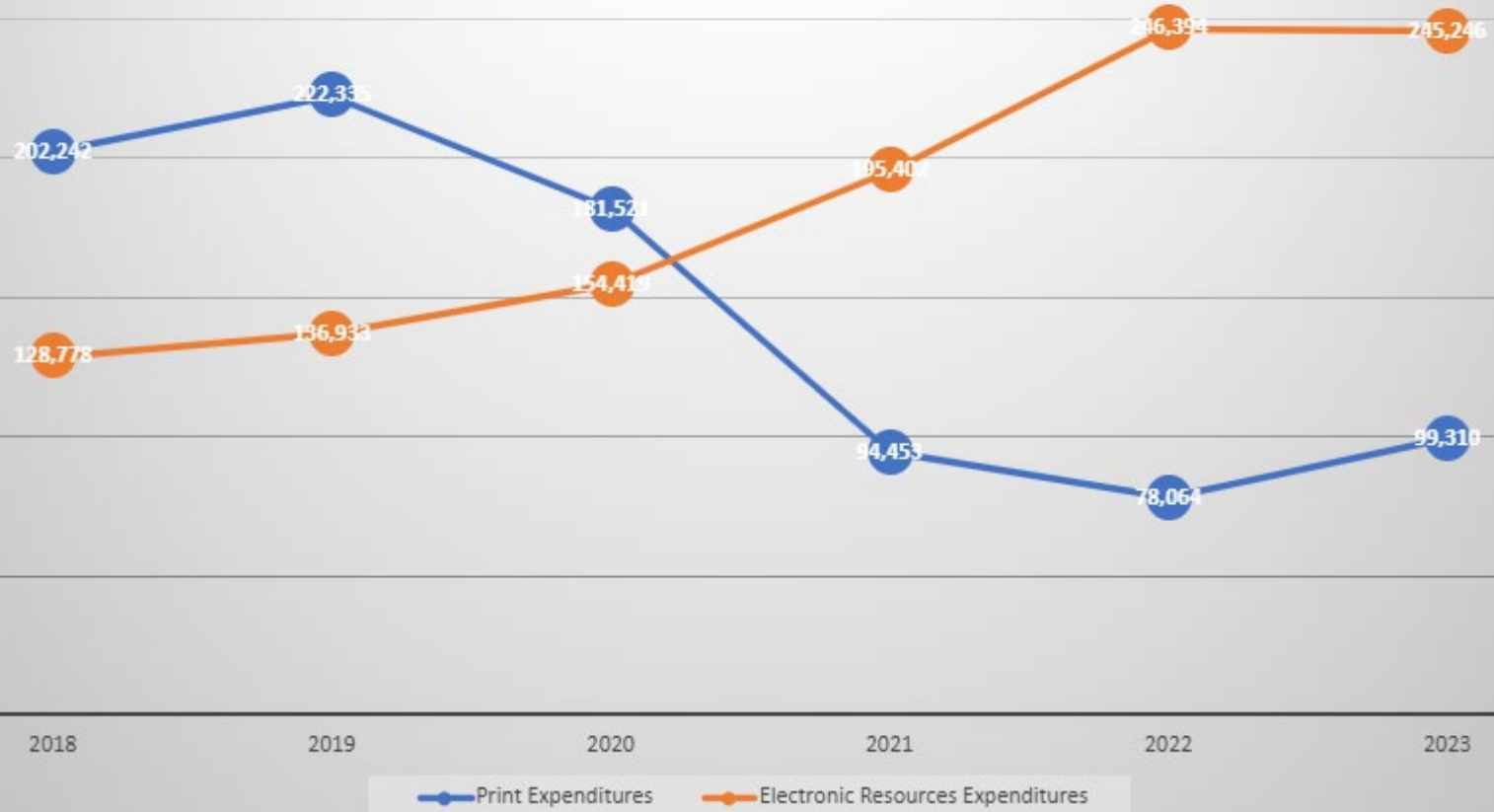
Potential Litigation

The Law Library received a copy of an administrative charge that has been filed with the California Civil Rights Department. CalPERS, Lake County, and the State are the respondents. We were notified that we may be part of a class of defendants (about 1,500) as employers who paid benefits based on the allegedly discriminatory calculations of CalPERS. David has contacted County Counsel—there are other San Diego County entities on the potential defendant list—to see if they will provide representation for us, singly or as part of whatever effort they undertake for other County agencies.

Staff Lounge Refresh

A group of staff is brainstorming ideas to update the staff lounge and will bring ideas to Ben Lhota and the managers for discussion. The goal of the update is to make the room more multi-functional.

Print and Electronic Expenditure Change



Based on State Library survey submission data by SDLL (data is FY, example July 1, 2017, to June 30, 2018 is indicated as 2018)

Pertinent Collection Development Policy Language (SDLL). Link to full policy is here: https://sandiegolawlibrary.org/wp-content/uploads/2020/01/02165335/FINAL_Board_Approved_Collection_Development_Policy_2019.pdf

Section 3: Selection and Decision Making Criteria for Law Library Purchases (all formats)

The Library will take the following criteria, where applicable, into consideration when selecting materials, no matter the format.

1. Relevance (California Practice materials are a priority). Practice-oriented materials, rather than scholarly or academic sources, are preferred. The Library does not collect legal textbooks.
2. Particular attention is given to materials to assist self-represented litigants and solo and small firm practitioners.
3. Anticipated usage.
4. Upkeep costs and frequency of updates.
5. Unique content.
6. Ease of use.
7. Quality, accuracy, and reliability of the material.
8. Reputation of author, publisher, editor, compiler.
9. Current or permanent value for the collection.
10. The Library avoids duplication between print and online sources and rarely collects multiple copies of any sources and only if usage demands.
11. Technical requirements to host the source.
12. Demand based on patron requests.

13. Space.
14. Language.
15. Library's status as a selective federal and state depository.
16. Functionality.
17. Need for multiple access points.
18. Price.
19. Permanent and Continuous access.
20. Technical support.
21. Date Coverage and any embargoes on access.
22. IP authentication is preferred rather than single user logins.
23. Concurrent users on all Law Library computer terminals is preferred over individual or access limited to certain terminals.
24. Remote access to authenticated law library patrons is preferred.
25. Any online source provider should be able to provide detailed usage statistics on a regular basis. Online service providers should allow contract language that protects the library from liability if a library patron misuses the resource. Vendors should provide non appropriation of funds language in all contracts.
26. Public access interfaces for electronic resources must protect public user privacy and allow for all public users to access the database.
27. Possible collaborations with other organizations to avoid costly and ineffective duplication of materials. SDLL seeks to join information networks (state, local, or national) to aid in acquiring,

sharing, and providing access to materials and services. Participation in cooperative networking agreements may provide assistance in purchasing and the sharing of resources and SDLL is committed to any collaborative effort that benefits SDLL library patrons and the community.

28. Whether the materials are available via Interlibrary Loan.

29. Any online service provider should not, wherever possible, restrict the Library from utilizing documents from an electronic database for document delivery or ILL.