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Message From The Director

In the past year, the law library focused on the following strategic priorities:

1) Assessing our progress on the strategic plan;
2) Marketing our services and events;
3) Educating patrons and the public about the annual legal topic, Border Law; and
4) Revamping our membership program.

Assessment is the key to establishing benchmarks for success in terms of our services, outreach, and strategic goals. There was a great deal of work done analyzing the strategic plan and our efforts to ensure we were making the progress we need to be making before the end of the current cycle, which is 2020. We found that we are well on our way to meeting each of our four major goals. You can read about our progress in this report.

Marketing is a way of making sure that we know exactly what we are providing, who we are serving, the value of our products and services, and how we are communicating that value. By working on several individualized marketing plans, we were able to focus on these basics and further hone our assessment of law library efforts to great success.

This year’s Topic of the Year was Border Law, a timely and interesting area that was narrowed to a few main subjects, such as business/commerce, immigration, and human trafficking. The law library created research guides on these issues, held training classes on related laws, and informational programs as well.

Our final major priority was the revamping of the 22 year old Membership Program, which had not been changed since its inception. After several meetings, surveys, focus groups, and comparison research, the decision was made to separate borrowing functions from other member benefits. At this time we are proposing that borrowing charges be increased for the first time in 22 years. In next year’s annual report, we will be able to tell you how it all worked out.

It was a busy year, and a year of solid effort with good results. We continue to use every resource at our disposal to ensure we provide the highest standards of service to those in need of legal research support. This annual report gives the highlights, as well as the details, of our efforts.

With very best regards,

John W. Adkins
Director of Libraries
Law Library of Trustees

The San Diego Law Library is governed by a nine-member Board of Trustees composed of five Superior Court judges and four attorney members. The Board’s time, energy and dedication made it possible for the Law Library to continually provide San Diego residents access to its collections and services throughout San Diego County.

At the 2017 officer elections, the Honorable David Berry was elected as Board President; Mara Elliott, Vice-President; Lorena Slomanson, Treasurer; and Hon. Joseph Brannigan, Secretary.

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<tr>
<th>MEMBER</th>
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<th>OFFICE / AFFILIATION</th>
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<td>Jeffrey D. Cawdrey, Esq.</td>
<td>January 2016 - December 31, 2018 (Started in May 2007)</td>
<td>Board of Supervisors Delegate Seat #1</td>
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<td>Lorena Slomanson, Esq.</td>
<td>January 1, 2017-December 1, 2019 (Started February 2012)</td>
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<td>Treasurer</td>
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<td>Mara Elliott, Esq.</td>
<td>April 2015 - December 31, 2017 (Started April 2015)</td>
<td>Board of Supervisors Delegate Seat #3</td>
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<td>Vice President</td>
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<td>Nathan L. Low, Esq.</td>
<td>January 2016 - December 31, 2018 (Started December 2002)</td>
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<td>The Hon. David Berry</td>
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<td>Superior Court Judge Seat #6</td>
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<td>The Hon. Yvonne Esperanza Campos</td>
<td>January 2016 - December 31, 2018 (Started in November 2010)</td>
<td>Superior Court Judge Seat #9</td>
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Financial Recap

A copy of a portion of the audited financial statements of the Law Library is included in this report as Appendix A.

FINANCIAL RECAP FOR THE FISCAL YEAR ENDING JUNE 20, 2017:

- The Law Library’s total revenue increased by 6.63%, from $2,671,314 to $2,848,563.
- This increase is primarily due to a rise in Filing Fees of 7.25%, from $2,535,078 in FY 2016 to $2,718,833 in FY 2017.
- Filing Fee revenue dropped nearly 40% from FY 2009 to FY 2016, but it appears that filing fees have now leveled off, with some slight increases.
- Total expenses decreased $156,278 (5.73%), from $2,728,712 to $2,572,434 due primarily to resource rebalancing and staffing savings.
- San Diego Law Library purchased and installed a new Integrated Library System (Koha).
GOAL 1: 
Advance The Law Library’s Mission by Securing Its Financial & Operational Stability

**STRATEGIC ACTIONS FOR FINANCIAL STABILITY**

**Budget**

The Board of Supervisors approved the FY 2018 budget. With revenues falling in previous years, SDLL works to maintain the best use of resources. This year we are investing in accomplishing our strategic goals such as education, the membership program and access to justice. This year we are using money donated by the Hervey Family Trust for furniture and technology improvements. This not only expands SDLL’s capabilities, but responds to the needs of our patrons.

The FY 2016 Independent Audit was performed by Sonnenberg & Company, CPAs, and the Financial Statements were found to be in accordance with accounting principles generally accepted in the United States of America. This finding ensures we are operating within a stable, legal framework.

**North County Renovation Project**

We continue to work with the County to improve the Vista branch and are soliciting donors through our updated Vista Branch Renovation Web page and Donor Wall Display. This renovation project will help provide financial and operational stability and will enrich the user experience by transforming the Vista Branch into a more vibrant community center with updated technology and space for events.
Information presented to the Board of Trustees

“Social Media 101” presentation to familiarize the BOT with the San Diego Law Library social media presence.
This presentation was an opportunity to show the progress the SDLL has made toward marketing ourselves as a Law Library, interacting with the public and garnering support for our mission through the use of Facebook, Twitter, Linked-In and Instagram. We also provided information and statistics about how successful our Social Media campaigns have been.

San Diego Law Library Open House, December 8, 2016

Our Open House provides not only a fundraising opportunity, but a chance to market ourselves and thank the community for their involvement. We had donations of $891 for sales of “Bookmas” tree ornaments & presents and food sponsorships. There were drinks, music and other festivities.

Law Library Foundation

The Annual Witkin Fundraising event was 10/20/16. This event engages the community by honoring individuals and firms in the legal world.

The Law Library Foundation made $13,671 and had an attendance of 79 people, showing the Foundation’s continuing use of this event to raise money for the Law Library.

SB711 Money Making

A Task Force on Revenue Possibilities is being developed and committees formed to find and develop new funding sources.

Money Making In Progress:

We are advancing the Law Library’s mission to secure its Financial Stability by taking these steps to increase income in FY 2017:

LexVid-has recorded 12 select MCLE classes

Member donations from deposit refunds are $5,919 as of 6/30/17

MCLE class rates were raised from $20 to $25 for non-members

We received $2,000 in donations for the NC donor wall in FY 2017, bringing our total to $5,000.

Sales of used books were $3,323 for the 12-month period
STRATEGIC ACTIONS FOR OPERATIONAL STABILITY

Facilities

This year saw more collaboration with the County on access to reporting tools for maintenance requests. In addition, phone line upgrades were performed at all sites to prepare for future upgrades, which could include voice over IP services; this would save the County a considerable amount of money in phone charges, and would provide a more flexible and connected working environment for our staff.

Chula Vista

The print collection and shelving was removed from our South Bay facility, leaving bolts protruding from the floor. The County Public Safety Group approved the removal of these bolts and re-carpeting of this location in April 2017. Once this project is complete, we will be able to transform our South Bay location into a legal research training facility, and host additional legal clinics.

Downtown

Server Room Humidity Control Corrected.
A humidity control unit for our Downtown server room installed, preventing moisture build up in the server room. Outage alerts will now be sent to the County maintenance office. Previously, central maintenance was unaware of outages. This new system will prevent future equipment failures due to extreme temperatures. It will protect the equipment we rely on to run our organization and keep our digital collection accessible.

Replacement Fiber Internet Connection Installed and Activated
This installation saves our organization money, and provides us with an opportunity to include a backup internet connection via a second carrier. As we move our collection into the digital space, a second internet line will ensure we can continue accessing our off-site digital resources if one carrier experiences an outage.

Art Wall Hanging System
The art wall hanging system was installed to create a more vibrant community center, while integrating arts, culture and their legal connections. The selected hanging system allows a variety of art to be hung without damage to the facility.

Vista

The County annually assesses all of its properties and has flagged the entire Vista Branch Law Library location for replacement, as the facility is over 40-years old. In the last year, the County has also made improvements at the North County Regional Center around our Vista Branch Law Library. Newly installed electric vehicle charging stations are now accessible just outside the Law Library, and drought tolerant landscaping can be found around the campus.
County Connections Reports in BOT Packet

We added a new report to the monthly Board packets in an effort to keep our governing board and the public up to date on current County efforts to maintain and improve our public spaces.

What’s New Reports

A new reporting format was created to keep the Board of Trustees and Foundation Board members up to date on what is happening at the Law Library. Report contents include a brief description of upcoming events and what to say in conversation to help promote the events. This allows Board members to feel confident in their knowledge of what the Library offers and gives them an opportunity to educate the community and promote the Library.

Insurance

2017 Directors & Officers and Liability insurance was re-evaluated and applications completed. We are constantly assessing how we can most wisely use our resources.

Contracted Help

We are using contracted help to add to our IT team, and are researching other contracted services in order to round out our support coverage. As we move toward a digital collection, the requirement for updated technology and solutions increases. To fill this vacancy, we are exploring contracted services over a standard staff position as a way to reduce costs.

New Integrated Library System

NEW Integrated Library System migration completed to an open source option Koha. The system is hosted and supported by Bywater Solutions. After the initial migration costs we should save over $10,000 annually as a result of this change. We save staff time and effort as the vendor provides the server and backups. We pay nothing for software and get full advantage of all upgrades and changes made to the Koha software. Also, we get excellent support from Bywater Solutions to help us run Koha and train us on its capabilities.

We get a system that has all modules that we expect to run our library. The OPAC is fully customizable with mobile interface, PayPal integration, and more functionality than our old catalog. We are now hosted, can integrate self-checkout, and have full access to all of our data. We enjoy being part of the Open Source community—and hope that other law libraries will join us and collaborate with resource sharing in the future.
**Membership**

**Deposit refunds**
We stopped taking membership deposits as of 7/1/16. Refund of deposits began with the October 2016 membership renewal drive. We continue to draw down membership deposits, increasing our long term operational efficiency by using staff and resources more effectively.

**KOHA**
Major membership record clean-up for migration to new ILS (Koha); added member ability to log in and update their account; renew books; make purchase suggestions; receive advance notice of titles when they arrive; and make social media connections through catalog. The new interface encourages our library members to become an active part of their patron experience; empowering them to make purchase suggestions, manage their own accounts, and participate more than ever before.

**Benefits**
To add value to our Membership Program, we made Westlaw access a member benefit. Members also receive 10% LexVid discount; free conference room use (1 hr. annually); members only study tables; members only Wi-Fi and electrical outlet access, and $5 discount on all MCLE classes.

**Membership Transition**
To remain relevant to our community the membership program is offering more options and benefits while seeking to increase our charges to help recover some costs of administering the program. Staff has worked to create benefit packages, calculated costs of the program, surveyed users on benefits and pricing, researched legal requirements and the process for County Board of Supervisor approval, and worked to gain support from legal associations for changes to our borrowing program. We also completed a trial of remote access to FastCase in order to test member interest as a possible future benefit.

**Patron Rules of Conduct & Suspension Guidelines**
To ensure consistency of enforcement of our Rules of Conduct, the BOT Patron Rules Committee reviewed the Patron Rules of Conduct, the newly created Suspension Guidelines, Suspension Letter template, and Appeals Process. At the June 2017 BOT meeting, all revised documents were adopted. These documents will provide staff with guidance, ensure that we are acting within the law, and allow the library to operate more efficiently.
Assessment of Strategic Plan

To fulfill our Mission of Law Made Public we must constantly assess our efforts. Management is currently learning about assessment measures, drafting an overall assessment plan, and designing measures to assess progress and effectiveness of the Strategic Plan. These assessment measures will allow us to operate more efficiently and effectively, and help us determine what impact we have on our community. In the long term, assessment data will help us apply for grants and donations.

Benefits

Staff Open Enrollment for Health Plans, Dental/Vision & FSA Plans took place in October & November 2016. Our generous benefits helps us retain our workforce and allows staff and their families to be healthier and more productive.

Volunteer Program

This year we had two large projects completed by volunteers. The library remains committed to developing the skills of those in the community by providing opportunities, where appropriate, for volunteers to work alongside library staff on projects. Our volunteers help the library expand the projects that can be accomplished.

South Bay Project
Core Operations staff coordinated and supervised an Eagle Scout Project at our South Bay location, which involved discarding outdated print material, taking down metal shelving, and arranging for the shelving to be hauled away. This is in preparation for the South Bay facility to be converted into usable space for legal clinics, MCLE classes, and other events.

Special Collection
This year Core Operations staff hosted a University of North Texas library school intern who assisted with processing a large International Law donation by Professor William Slomanson, Thomas Jefferson School of Law, that expands the library's print collection in an important area of law.
GOAL 2:

Enrich the user experience using outreach & collaboration to create more visible & vibrant community center for legal research & learning

**STRATEGIC ACTIONS TO CREATE A MORE VISIBLE & VIBRANT COMMUNITY CENTER**

**Social Media**

The Social Media Policy and Plan Were Revitalized and Implemented. The Social Media Policy and Plan allows the SDLL to provide the patrons and the community a more organized, consistent message with timely and energetic communications. This structure encourages staff participation and the monitoring of our Social Media successes.

Our Social Media Team Continues To Actively Engage And Inform Our Followers Through Facebook, Twitter, LinkedIn And Instagram. Facebook “likes” have continued steady growth from 1048 to 1242 during the 2016-2017 fiscal year, an 18.5% increase.

Twitter engagement has shown a 16.5% increase in followers from 1,085 to 1264

LinkedIn connections have grown 4% this fiscal year, now with 452 followers.

Instagram has shown the most substantial increase this year, climbing from 104 to 367 followers, a dramatic 253% rise,

This increase in Social Media Statistics shows that we are reaching out and engaging the community in a positive way.
Legal Topic of the Year

Border law was designated as legal topic of the year for 2017. These focused topics allow us to highlight parts of our collection, create new content, collaborate with local organizations, and provide opportunities to involve the community in events and programming.

NEW Partnerships

Small Business 101 Series
Collaborating with the City of Encinitas and Encinitas Public Library (County) for Business 101 Series. This partnership allows us to reach a bigger audience, go where we are most needed, reach people outside of the library, and educate people on our resources.

Continued Partnerships

We continue to partner with the Courts, local legal aid organizations, law schools, libraries, and government agencies to increase our visibility, provide more services and increase opportunities to help people learn about the law.

- Chula Vista & El Cajon Courts
- 4th District Court of Appeal
- San Diego County Bar Association
- San Diego Volunteer Lawyer Program
- Legal Aid Society of San Diego
- TJSL Center for Solo Practitioners
- University of San Diego School of Law and Thomas Jefferson School of Law
- Elder Law & Advocacy
- Chula Vista Public Library, El Cajon Public Library, and Vista Public Library
- San Diego District Attorney’s Office

Legal Research & Learning

MCLE Classes
This year we held 48 MCLE classes on a variety of topics including: border law/human trafficking and cannabis regulation. We hope to enrich the user experience by offering affordable MCLE credit, offer hard to get required ethics, bias, and competency credits, and be seen as relevant to the legal community by offering classes on ‘hot’ legal topics.
**Law Made Public**

The law needs to be accessible and librarians need to be approachable. To this end, we offer classes every Saturday to teach the public how to use our powerful legal databases and have one-on-one time with librarians to further their learning experience.

**Law Day**

This year’s Law Day celebration included partnerships with City Heights Library, Chula Vista Public Library, El Cajon Public Library, North County Bar Association, Vista Public Library, San Diego City Library, and TJSL Center for Solo Practitioners. We reached many people through our events and clinics, providing valuable services and increasing public awareness of our resources.

**Marketing Wheel and Analysis**

We implemented a marketing concept called the “Marketing Wheel” to help us determine: Goods & Services, Target Market, Image & Value for every library project. From these Wheels we are able to create targeted marketing plans for each event. With this tool, staff can make sure marketing is reaching the right audience and conveying important information about our Mission.

**Website**

A series of website updates and back-end improvements were made this year. This creates a more stable site, and allows us to make additional improvements to the existing system.
GOAL 3:

Increase our value & impact by successfully migrating the law library’s collection & services to a quality digital platform

STRATEGIC ACTIONS TO MIGRATE COLLECTION AND SERVICES TO A QUALITY DIGITAL PLATFORM

**New Library System (ILS) Upgraded**

Koha continues to give our patrons and staff more flexibility. An important new enhancement to the Koha ILS that improves the online experience of our patrons is the ability to place holds on more than one volume of a multi-volume set. The May 2017 upgrade also includes PayPal integration that will allow our patrons to pay their fines online. This will save valuable staff in that not all payments will have to be processed in person at the Information Desk.

**Replacement Servers**

Older servers are being replaced, and software will be updated. The new units will provide added opportunities for us to create additional services for the staff and public, as well as continuing to provide operational stability to the organization.

**Collection Rebalancing**

We are moving forward with a collection rebalancing plan that will shift our collection from one that is largely print to one that is primarily digital. Patrons will be able to conduct research more efficiently using sophisticated legal databases and other online research tools. Regular training and guidance currently provided by librarians help all patrons learn and use these new research tools. The library continues to carefully analyze the collection to align its current practices and strategic goals with recognized standards of excellence for a 21st century public law library. A rebalancing of print and online sources will continue with an objective of increasing online resources consistent with the Library’s strategic plan and initiatives.
Improved Functionality & Updating Guides

Staff is migrating all consortium members of Spring Share LibGuide (Alameda, San Diego, San Francisco) to an updated platform. One example of better functionality and greater impact is the translate feature which will allow us to reach non-English speaking people. To maintain quality of service and provide the most up-to-date information, staff updates the Research & Motion Guides on an ongoing basis.

Live Stream Law & Comics

This was the first year we used FaceBook to live stream the annual Law & Comics event to reach a broader audience. The recording is posted on FaceBook and is available 24/7. Based on this successful test case, we hope to offer more live streams and archives of important lectures and events.

Member Only Database

Specific member stations were created to provide member only access to Westlaw resources.
GOAL 4:

Create a culture of continuous improvement & service excellence by building & sustaining a learning environment

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<th>STRATEGIC ACTIONS TOWARD CONTINUOUS IMPROVEMENT AND SERVICE EXCELLENCE</th>
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**All Staff Meetings**

**October, 2016 All Staff Meeting**
The marketing wheel process was shown to all staff and everyone did "hands on" creations of what the Law Library looks like to them. Training provided to all staff on aligning marketing of individual projects with the Law Library strategic plan, mission, and vision.

**April, 2017 All Staff Meeting**
Staff planned and attended an off-site tour and training at our local Immigration courts. This opportunity provided education for staff, but also brought up possible new ways to serve patrons and/or form partnerships that would provide assistance with immigration matters.

Staff discussed goals and participated in an amazing team building exercise. The team building exercise provided an excellent learning environment, a chance for the staff to learn about each other and our individual strengths while have a great time.

**Learning Organization Staff Training (LOST)**

To help further a culture of continuous improvement and build a learning environment, every other Friday staff instructs on various topics (technology, life skills, legal research, policies/procedures).
NEW ILS (KOHA) Training

Prior to roll out of our new ILS KOHA, all staff participated in a 3-day training program in a hands-on computer lab. As updates to KOHA occur staff receives additional training, the most recent upgrade was May 2017. Frequent training in the use of the KOHA Integrated Library System allows staff to stay current with changes and new features implemented within the system and allows us to maintain the high level of service that is expected of us.

Completed Yearly Staff Evaluation

Staff completed self-evaluations and Supervisors offered feedback with their yearly evaluations. During the year, staff is asked to focus on self-knowledge, job-skill and teamwork. The evaluation process helps each staff member to see where improvements have been made and where added attention is needed.

Employee Handbook Updated

We updated and revised the employee handbook with County Counsel input. The Employee handbook was transformed to show new employees the scope of our organization, the benefits available, and procedures that are in place that make the SDLL a safe and productive place to work. Detailed information was added with current Law Library Policies attached to the Handbook.

Professional Development & Organizations

We support staff professional development and furthering our profession through participation in professional organizations.

Staff members, Laurel Moran & Christine Mathias, installed on SANDALL Board of Directors
Staff member, Debra Morse, installed on North County Bar Association Board of Directors
Staff attended SCALL Institute and SANDALL Holiday Party
Staff attended webinars on social media, fundraising, assessment, AALL Five Topics
Staff gave trainings at SLA and CCCLL meetings

Laurel Moran speaker at SLA San Diego conference on Exceeding our Patron's Expectations: The Engagement-Centered Library and at CCCLL meeting regarding balancing print and online collections.

Increased Staff Communications

We have made additional efforts to increase staff knowledge and awareness of changes impacting our organization. We do this through dialog at regular department meetings, sharing of managers meeting minutes, and sharing out the board packet with staff before every meeting to encourage input and discussion. Policies and procedures are reviewed with an eye to more efficient operation and better customer service.
Law Library Highlights

- 1,780 members
- 51,229 in person visitors
- 80,009 webpage visits
- 12,900 materials borrowed
- 390 community events & classes
- 3,753 attendees at events & classes
282 legal clinics with community partners

16 partnerships with legal organizations

8,953 legal reference questions answered

11,500+ self-help related downloads

13 specialized legal databases for public use
Membership

This was a very busy and active year for Membership. We currently have 1,780 members and administered these accounts throughout the year, i.e. circulation of materials, sending overdue notices, collection of fines, and processing holds. In addition to regular administration duties, this year we worked on two major membership projects, the deposit drawdown and revamping the Membership Program.

Deposit Drawdown

In September, staff implemented a deposit drawdown plan (BOT approved 2/2016). A refund notification letter was mailed to 2,300 members allowing them to close their account and refund or donate their deposit, or to credit their deposit to their 2017 renewal charge. The remaining deposit balance could either be donated or refunded. The Membership Librarian, Core Ops staff, and Finance Department worked diligently to process every letter that was returned and ensure that each refund or donation was properly documented. By the end of the fiscal year, $72,615 worth of security deposits had been refunded, applied to membership charges, or donated.

Membership Program

New Model

In Fall 2016, the Membership Librarian and senior management began creating a new model for our Membership Program. Due to the legal constraints of California Business & Professions Code 6360 (B&P 6360), we determined that we needed to structure the Library’s borrowing privileges and membership benefits as two distinct programs. Based on feedback from the community, we identified new benefits that would engage members who increasingly depend on digital research instead of print, and developed a charge structure.

Community Engagement

We solicited community feedback via two surveys and six presentations (four in Downtown, two in Vista). The goal was to determine benefits patrons would want, prepare patrons for changes to our current benefits, demonstrate the value of services that patrons already receive, and identify price ranges patrons would accept. We received feedback from 270 patrons. Responses to both the presentations and the surveys were generally positive and constructive.

Throughout the summer the Membership Librarian has been reaching out to various legal associations to gain support for raising Library borrowing charges for the first time in 22 years. Response from legal associations has also been positive and several letters of support have already been received.

Next Steps

In preparation for County Board of Supervisors approval of increasing our borrowing charges, a cost analysis has been developed for the County Auditor to demonstrate that our proposed charge increases do not exceed our cost for providing the borrowing service. A date to approach the Board of Supervisors will be determined following final approval by the Board of Trustees.
North County Partnerships & Outreach

VISTA BRANCH OF THE SAN DIEGO COUNTY LIBRARY:

SDLL has partnered with the Vista branch of the San Diego County Library to produce a number of events.

In May of 2017, we held our annual Law Day Free Legal Clinics in their community room and provided free legal consultation to over 100 members of the public. This event was a partnership with SDLL, the Vista Library, and North County Bar Association.

We look forward to Fall 2017, where we are producing a series of five evening lectures to the public, entitled Know The Law, designed to inform and educate on a variety of legal topics. This series is a partnership with SDLL, the Vista Library, and North County Bar Association.

ENCINITAS BRANCH OF THE SAN DIEGO COUNTY LIBRARY:

SDLL has partnered with the Encinitas branch of the San Diego County Library to produce a series of events designed to assist small business owners. In the past year SDLL participated in three seminars, designed to inform and educate the public on all aspects of small business formation and development. Thus far, 70 people have attended these events. This ongoing series is a partnership of SDLL, the Encinitas Library, the City of Encinitas, the various Chambers of Commerce in the Encinitas area, and individual business owners.

- 4 Events
- 170+ Attendees
- Partners:
  - Vista Branch of San Diego County Library
  - North County Bar Association
  - Encinitas Branch, San Diego County Library
  - City of Encinitas
  - Encinitas Chamber of Commerce
Public Library Partnerships & Outreach

The mission of the San Diego Law Library is to bring the law to the public. We cannot attempt to reach for this goal any better than by placing ourselves in the middle of the most diverse, populous, and curious group of people in the county patrons of our public libraries.

This year we continue to grow our partnership with the Chula Vista Public Library and the El Cajon Branch of the San Diego County Library with more classes for the public. In order to reach more people, we moved our reference desk areas to the entrance of each library. Our reference numbers have increased.

- 310 Legal Reference Questions
- 3 Free Legal Website Classes

Next year, we plan on placing permanent and more visible signage at our partner libraries. This will act as advertising for us when we are not physically at the location. Also, we will have better signage on the designated computer terminals to let people know that specialized legal databases are available and they can call the downtown law library for database assistance.

Law & Comics 2016

Rise of the Independents
This year, we focused on the rise of the independent creator. Our panel of experts discussed the challenges that independent comic artists face as Hollywood’s impact and importance continues to grow in the comic book field. This special annual event helps us reach a segment of the community that may be interested in artistic endeavors but has no idea of the intellectual property laws involved in protecting their creations.

- Hosted by the San Diego City Library
- 66 Attendees
- 515 Event Page Views
Legal Topic of the Year

Each year we give special focus to an area of law intrinsic to the fabric of San Diego County’s culture, history, and modern day life. In 2017, our featured topic is Border Law. Throughout the year we highlight important issues involving the US-Mexico border. Staff has prepared a guide covering several border law topics, specifically: immigration, human trafficking, business & trade, and environment. In addition to the guide, we have had lectures by local attorneys on the naturalization process and the issue of human trafficking. In the fall and winter we plan on having Lectures on doing business in Mexico and the environmental issues raised by the Tijuana River.

Border Law Topics
• Immigration
• Human Trafficking
• Business & Trade
• Environment
• Mexican Legal System

MCLE Classes

This year we had a wide variety of legal education classes. In addition to the highly sought after required credits of eliminating bias, competency, ethics, and preventing substance abuse, we also offered classes on trending issues such as laws regulating craft breweries and the legality of marijuana dispensaries.

• 47 MCLE Classes
• 652 Attendees

Law Made Public Classes

Now that the law is moving to a digital format, we must make sure people know how to use our specialized legal databases. This year we started having special Law Made Public classes every Saturday at 10 am. These quick 20 minute classes show users how to navigate our Lexis, CEB Onlaw, and HeinOnline databases. This is an opportunity for people to learn in a friendly and inviting environment and have one-on-one time with librarians that can show them tips and tricks to make their research easier and more productive.

• Free Legal Research Classes Every Saturday
Law Day 2017

We celebrated Law Day with a week-long exploration of the 2017 Theme, “The 14th Amendment: Transforming American Democracy.” The 14th Amendment reshaped American law and society by advancing the rights of all Americans through its clauses on Citizenship, Due Process and Equal Protection.

This year we had 33 volunteer attorneys and 277 people attended our events. That’s a total of 310 people touched by our Law Day activities.

Proclamations
Proclaimed May 1st Law Day in recognition of SDLL
- City of El Cajon
- City of San Diego
- City of Vista
- San Diego County

Legal Clinics

Partnership with North County Bar Association and Vista Public Library
- 103 attendees
- 24 volunteer attorneys gave consultations
- This is our largest NC legal clinic to date!

Partnership with TJSL Center for Solo Practitioners
- 20 attendees
- 5 volunteer attorneys

Community Events

Panel Discussion on the 14th Amendment: Transforming American Democracy
- 13 attendees
- 3 speakers
- Free MCLE 1 hour credit

Partnership with San Diego City Library - Showing of The Loving Story
- 55 attendees
- 1 speaker - Professor Bryan Wildenthal, TJSL

City Heights Library Law Day Event
- 38 people visited our Legal Resource Info Table

El Cajon Public Library
- 22 people visited our Legal Resource Info Table

Chula Vista Public Library
- 26 people visited our Legal Resource Info Table
Clinics with Community Partners

**Family Law Clinic**
San Diego Volunteer Lawyer Program
- 282 Clinics
- 1865 Clinic Attendees

**Unlawful Detainer, Consumer Law, & Tax Clinic**
Legal Aid Society of San Diego

**El Cajon Legal Clinic & Law Day Downtown Clinic**
TJSL Center for Solo Practitioners

**Civil Appellate Self-Help Workshop**
4th Appellate District Court of Appeal
San Diego County Bar Association Appellate Court Committee
Legal Aid Society of San Diego

**Law Day North County Clinic**
North County Bar Association
Vista Branch of the San Diego County Library

**Elder Law Virtual Clinic**
Elder Law & Advocacy

**DA Truancy Clinics in North County**
San Diego District Attorney’s Office
(Expanding to EC & CV in Fall 2017)

125 Years of Public Service

The San Diego Law Library, along with the County Law Libraries throughout the State of California, celebrated 125 years of public service. The San Diego Law Library is the only community resource dedicated to helping people learn about and use the law to solve problems, access justice, and leverage opportunities. Since 1891, the Law Library has served the entire county – the general public, businesses, self-represented litigants, attorneys and the courts – as the only freely accessible legal collection available to the public.

The County of San Diego honored us with a Proclamation for our 125 years of providing access to justice to our community.
Witkin Event

The Witkin Awards are presented annually to honor members of the San Diego legal community for civic leadership and excellence in teaching, practice, enactment, or adjudication of the law. Over 75 guests celebrated the contributions of the 2016 awardees:

- Excellence in the Practice of Law: Charles A. Bird, Esq.
- Excellence in Legal Education: Professor Robert F. Muth
- Excellence in the Adjudication of the Law: The Honorable Joan P. Weber

Last year the Justice Foundation raised $13,671 for the Witkin Fund, which is used for the benefit of the San Diego Law Library.

Open House

We celebrated our 5th Annual Holiday Open House with refreshments, entertainment, and our famous Bookmas Tree. This event is an opportunity for us to thank the community and highlight our biggest events and accomplishments of the year. This year we highlighted our new Library Catalog, Membership Program, and 125 years of providing access to justice in our community. Our 125th anniversary was commemorated with the Foundation Board purchase of artwork, The Jury by artist Richard Sager.
The 2016-2017 fiscal year has shown some of the greatest improvements in our social media presence. While Facebook and Twitter remain our most active platforms, Instagram has become the media experiencing the most substantial growth, climbing from 104 followers at the beginning of the year to 367 as of June 30, 2017.

Live streaming video growth continues and SDLL is preparing to do more with this media. Funds were included in the 2018 budget for additional equipment to improve on our previous live streaming experiences.

We also made significant updates to our own Social Media Policy (posting guidelines) and Social Media Plan (how we approach social media in general as well as individual platforms and on-boarding new staff). For the first time, a Social Media 101 session was designed and presented to the Board of Trustees which gave insight into our “SoMe” platforms, practices, and analytics. This Social Media 101 will serve as a template for training future social media novices.

While we continue to boost posts (advertise) on Facebook to promote specific SDLL events, this year also saw us boost on LinkedIn and Instagram for the first time (Law Week 2017). Our Law Week Facebook boost reached an additional 2,719 users and Instagram reached an additional 126 users, both for a total cost of $50. Our LinkedIn boost reached an additional 808 users in the professional community at a value of $50 but paid with a complimentary LinkedIn voucher.

SDLL Facebook provides information on our classes, clinics, special events and partnered events in addition to general legal and community news and events from San Diego and around the world.

<table>
<thead>
<tr>
<th>Year Range</th>
<th>Followers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td>1,242</td>
</tr>
<tr>
<td>2015-2016</td>
<td>1,048</td>
</tr>
<tr>
<td>2014-2015</td>
<td>858</td>
</tr>
<tr>
<td>2013-2014</td>
<td>759</td>
</tr>
<tr>
<td>2012-2013</td>
<td>641</td>
</tr>
</tbody>
</table>
2016-2017 showed a 19% increase in followers from the prior year to a record 1,242. One of our strongest increases in followers occurred in mid-April when one of our posts was picked up and re-shared by several other prominent social media accounts. This led to almost viral-like engagement (an SDLL first) and a sharp jump in our Follower count.

**FACEBOOK DEMOGRAPHICS (relatively unchanged from last year):**

- **FEMALES** make up **63%** of our fans:
  - 35-44 year-olds make up 20%
  - 25-34 year-olds make up 15%
  - 45-54 year-olds make up 13%.

- **MALES** make up a smaller portion of our demographic at **35%**:
  - 35-44 year-olds make up 11%
  - 25-34 year-olds make up 9%
  - 45-54 year-olds make up 7%

**TWITTER**

SDLL tweet content includes events offered by and news about SDLL and our community partners, news stories of interest to the San Diego legal and law library community with a special emphasis on border law issues in California for 2017.

- 2016-17 showed a 16.5% increase in followers from the prior year climbing from 1,085 to 1,264 followers.
The Library gained an average of 14 followers per month.

We posted 455 tweets (0% increase); an average of 38 tweets per month (0% increase).

Our tweet impressions (visibility) increased by 24% to 157,591 for the 2016-2017 fiscal year. Twitter profile visits increased by 49% and tweet likes increased by 94%. Though our own tweet activity has remained consistent through the year, our engagement (profile visits, likes, retweets) has demonstrated substantial improvement which indicates that our audience is finding our tweets much more interesting and engaging.

LinkedIn

LinkedIn is the largest professional social network online today. We use it to build relationships in the professional community and promote Library events and classes.

This year saw a 4% increase in followers from the previous year.

- 2016-2017 - 452 Followers
- 2015-2016 - 435 Followers
- 2014-2015 - 376 Followers
- 2013-2014 - 272 Followers
- 2012-2013 - 124 Followers
- 2011-2012 - 87 Followers

We rank 2nd when compared to other County and legal agencies in the San Diego area:

San Diego County Bar Association - 467 Followers
San Diego Law Library - 452 Followers
San Diego Volunteer Lawyer Program, Inc. - 424 Followers
San Diego Public Library - 148 Followers
INSTAGRAM

Instagram is the largest and most popular photography-based social network in the world and this is a relatively new platform for the Law Library. We continue to explore how to most effectively use this medium.

- This year we made 25 posts depicting the growth of the annual Bookmas Tree, Law & Comics (both 2016 & 2017), Law Day 2017 (boosted post), as well as simply encouraging those taking the bar exam. We saw great engagement with users and experienced a 253% increase in followers from last fiscal year.

  2016-2017 - 367 Followers
  2015-2016 - 104 Followers

EVENTBRITE

- Generated a revenue total of $5,388 in legal classes with $1,490 in Crunch Card sales.
- We offered 52 classes and lectures. Six hundred and eighty-eight patrons attended these events.
- Our average number of attendees was 13 per event, down from 17 last year.

YOUTUBE

- Our 2016 Lindley Law & Comics Lecture was uploaded last August and has earned 25 views but our video “How to Print a Document” was the big hit of the year accounting for 72% of our audience with 26,079 views. This demonstrates that our DIY videos are our most popular and a medium to revive and pursue further.
- Our channel consists of 32 videos, 79 subscribers (up 50%), and for the year we had 36,076 views, a 243% increase from last fiscal year.
Our top source for traffic is now the YouTube “Suggested videos” appearing alongside or after other videos viewed (17,207) followed by direct YouTube searches (9,350).

**E-MAIL REFERENCE**

Patrons mostly use email to request document delivery, not ask actual email reference questions. We are evaluating our tracking system to assure that we have all reference questions accounted for.

- 2016-2017: 90
- 2015-2016: 74
- 2014-2015: 112
- 2013-2014: 139
- 2012-2013: 147

**QUESTIONPOINT / ASK A LIBRARIAN**

QuestionPoint is a live chat service. It is paid for and staffed by the Council of California County Law Librarians (CCCLL). Our library is a part of this Council and helps to staff the service. In addition to chatting live, reference librarians can send helpful websites directly to patrons, no matter their location. Patrons are often outside of San Diego County, as all county law libraries and the California Courts post a link to the Ask A Librarian service on their websites. Our library monitors the system one hour per week. This past year we responded to 51 people online and answered 87 questions.
We began using a new firewall during last fiscal year, which could be doing a better job overall, as we see our counts decline. Also, the average time on site per user has increased, and our bounce rate has dropped over 10%. This may indicate that our current visitor counts are more accurate and these numbers are a truer reflection of our actual users.

A list of our most popular web pages. Our Electronic Resources and our Pleading Paper Template continue to be heavily used, as is our Research Guides page. This year two of our motion guides made it to our top ten list. We have several helpful motion & research guides available, some receiving top ratings in our state.
The following graph indicates the mobile device preferences of our web site users over a four-year period of time. We can see the steady use of Windows tablets reflected in the chart below.

![Mobile Users Chart]

<table>
<thead>
<tr>
<th>Year</th>
<th>iOS</th>
<th>Android</th>
<th>Blackberry</th>
<th>Windows Phone</th>
<th>Windows (other)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014</td>
<td>7875</td>
<td>4755</td>
<td>79</td>
<td>190</td>
<td>1106</td>
</tr>
<tr>
<td>2014-2015</td>
<td>9335</td>
<td>7268</td>
<td>42</td>
<td>186</td>
<td>660</td>
</tr>
<tr>
<td>2015-2016</td>
<td>7913</td>
<td>7129</td>
<td>33</td>
<td>87</td>
<td>513</td>
</tr>
<tr>
<td>2016-2017</td>
<td>8412</td>
<td>6923</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Traffic Sources Chart]

**Top 12 Referring Sources**

- sdcourt.ca.gov
- calcountylawlib.libguides.com
- courts.ca.gov
- duckduckgo.com
- publiclawlibrary.org
- sandiegocounty.gov
- newsletter
- sblawlibrary.org
- sonomacountylawlibrary.org
- co.fresno.ca.us
- imperial.courts.ca.gov
- sdcl.org
Readers & researchers across the nation visit our web site and access our content.
### Library Collections

#### Collection Statistics

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (volumes) Added</td>
<td>3,811</td>
<td>3,179</td>
<td>2,518</td>
<td>2,285</td>
<td>1,306</td>
</tr>
<tr>
<td>Total books (volumes)</td>
<td>119,357</td>
<td>118,621</td>
<td>118,781</td>
<td>117,145</td>
<td>111,579</td>
</tr>
<tr>
<td>Microform</td>
<td>647,352</td>
<td>580,776</td>
<td>597,350</td>
<td>617,960</td>
<td>627,150</td>
</tr>
<tr>
<td>Current Continuations/Subs</td>
<td>751</td>
<td>652</td>
<td>600</td>
<td>591</td>
<td>557*</td>
</tr>
<tr>
<td>Video</td>
<td>68</td>
<td>74</td>
<td>86</td>
<td>79</td>
<td>75</td>
</tr>
<tr>
<td>Audio (tapes, CDs, DVDs)</td>
<td>673</td>
<td>570</td>
<td>389</td>
<td>316</td>
<td>321</td>
</tr>
<tr>
<td>Internet Resources</td>
<td>84,542</td>
<td>84,159</td>
<td>94,008</td>
<td>106,629</td>
<td>120,971</td>
</tr>
<tr>
<td>Discards</td>
<td>5,667</td>
<td>4,367</td>
<td>2,726</td>
<td>4,262</td>
<td>6,984</td>
</tr>
<tr>
<td>Missing Books</td>
<td>29</td>
<td>5</td>
<td>5</td>
<td>17</td>
<td>18</td>
</tr>
</tbody>
</table>

*The library migrated to a new Integrated Library system in December 2016 and did not migrate serials/subscriptions data. This figure may be impacted by this migration and loss of some data from the old system.*
DONATIONS: Total volumes donated = 1,351

<table>
<thead>
<tr>
<th>TITLE</th>
<th>#</th>
<th>DONOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The case of Rose Bird: gender, politics, and the California courts</em> / Kathleen A. Cairns</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td><em>Breaking in: the rise of Sonia Sotomayor and the politics of justice</em> / Joan Biskupic</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>International law collection</td>
<td>1,349</td>
<td>Donated by Professor William R. Slomanson</td>
</tr>
</tbody>
</table>
Appendix A
Independent Auditor’s Report
INDEPENDENT AUDITOR’S REPORT ON THE FINANCIAL STATEMENTS

To the Board of Trustees of
San Diego County Public Law Library

We have audited the accompanying financial statements of San Diego County Public Law Library (the Library) as of and for the year ended June 30, 2017, and the related notes to the financial statements, as listed in the table of contents.

Management’s Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion
In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of San Diego County Public Law Library as of June 30, 2017 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Member: The American Institute of Certified Public Accountants and California Society of Certified Public Accountants
Report on Summarized Comparative Information
We have previously audited San Diego County Public Law Library’s June 30, 2016 financial statements, and we expressed an unmodified opinion on those financial statements in our report dated September 16, 2016. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Required Supplementary Information
Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis information and on pages i through vi and budgetary comparison information, Schedule of Change in Net Pension Liability and Related Ratios, and Schedule of Plan contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards
In accordance with Government Auditing Standards, we have also issued our report dated September 15, 2017, on our consideration of San Diego County Public Law Library’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Library’s internal control over financial reporting and compliance.

September 15, 2017

Sonnenberg & Company, CPAs
<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Investments -</td>
<td>$ 2,918,918</td>
<td>$ 2,519,576</td>
</tr>
<tr>
<td>Unrestricted Cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Investments -</td>
<td>171,682</td>
<td>184,012</td>
</tr>
<tr>
<td>Restricted Cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>490,539</td>
<td>448,102</td>
</tr>
<tr>
<td>Prepaid Subscriptions</td>
<td>35,254</td>
<td>33,109</td>
</tr>
<tr>
<td>Prepaid Insurance</td>
<td>16,589</td>
<td>46,177</td>
</tr>
<tr>
<td>Capital Assets, net</td>
<td>3,708,580</td>
<td>3,965,344</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>7,341,562</td>
<td>7,196,320</td>
</tr>
<tr>
<td><strong>Deferred Outflows of</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pension Contribution</td>
<td>386,753</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Assets and</strong></td>
<td>$ 7,728,315</td>
<td>$ 7,196,320</td>
</tr>
<tr>
<td><strong>Deferred Outflows of</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$ 5,284</td>
<td>$ 4,396</td>
</tr>
<tr>
<td>Accrued Wages and</td>
<td>22,752</td>
<td>63,050</td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensated Absences</td>
<td>141,230</td>
<td>129,628</td>
</tr>
<tr>
<td>Borrower's Deposits</td>
<td>61,168</td>
<td>133,783</td>
</tr>
<tr>
<td>Net Pension Liability</td>
<td>2,184,885</td>
<td>1,136,614</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>2,415,319</td>
<td>1,467,471</td>
</tr>
<tr>
<td><strong>Deferred Inflows of</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Amount on</td>
<td>60,487</td>
<td>-</td>
</tr>
<tr>
<td>Pension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Payment of</td>
<td>223,022</td>
<td>223,022</td>
</tr>
<tr>
<td>Filing Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Deferred Inflows of Resources</strong></td>
<td>$ 283,509</td>
<td>223,022</td>
</tr>
<tr>
<td><strong>Net Position</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Investment in Capital Assets</td>
<td>3,708,580</td>
<td>3,965,344</td>
</tr>
<tr>
<td>Restricted for IT Projects</td>
<td>171,682</td>
<td>184,012</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>1,149,225</td>
<td>1,356,471</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>$ 5,029,487</td>
<td>$ 5,505,827</td>
</tr>
<tr>
<td><strong>Total Liabilities and</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred Inflows of Resources</td>
<td>$ 7,728,315</td>
<td>$ 7,196,320</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of these financial statements.
SAN DIEGO COUNTY PUBLIC LAW LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE
For the Year Ended June 30, 2017
(With Comparative Totals for June 30, 2016)

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filing Fees - Superior Court</td>
<td>$2,718,834</td>
<td>$2,535,078</td>
</tr>
<tr>
<td>Interest</td>
<td>24,408</td>
<td>13,517</td>
</tr>
<tr>
<td>Donations</td>
<td>40,073</td>
<td>20,836</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>102,020</td>
<td>101,883</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>2,885,335</td>
<td>2,671,314</td>
</tr>
</tbody>
</table>

| **Expenditures**               |            |            |
| **Personnel**                  |            |            |
| Salaries and Wages             | 1,203,980  | 1,187,059  |
| Employee Benefits              | 469,358    | 175,023    |
| **Total Personnel**            | 1,673,338  | 1,362,082  |
| **Non-personnel**              |            |            |
| Books and Other Media          | 207,645    | 391,415    |
| Computer Equipment and Software| 100,565    | 115,835    |
| Conferences and Travel         | 15,396     | 11,406     |
| Data Searches                  | 111,021    | 98,132     |
| Insurance                      | 25,180     | 30,794     |
| Membership and Public Relations| 11,372     | 17,172     |
| Miscellaneous                  | 11,366     | 8,307      |
| Mileage and Parking            | 12,843     | 13,244     |
| Professional and Special Services| 84,884   | 79,301     |
| Supplies                       | 55,199     | 49,855     |
| Capital Outlay                 | 57,222     | 180,382    |
| **Total Non-personnel**        | 692,693    | 995,843    |

| **Total Expenditures**         | 2,366,031  | 2,357,925  |

| **Excess of Revenues over Expenditures** | 519,304 | 313,389 |
| **Fund Balance, Beginning of Year**    | 3,029,747 | 2,716,358 |
| **Fund Balance, End of year**          | $3,549,051 | $3,029,747 |

| **Reconciliation to Statement of Activities:** |            |            |
| Excess of Revenues over Expenditures      | $519,304   | $313,389   |

The Library Reports Outlays as Expenditures. However, in the Statement of Activities, the Cost of Capital Assets is allocated over Estimated Useful Lives as Depreciation

| Capital Assets Additions | 57,222    | 180,382 |
| Depreciation Expense    | (313,986) | (317,979) |
| Net Pension Liability   | (923,916) | (1,136,614) |
| Deferred Amount on Pension | (60,487) | - |
| Estimated Pension Contribution | 386,753 | (103,562) |
| Compensated Absences    | (141,230) | (129,628) |

| **Increase (Decrease) in Net Position** | $476,340 | $(1,194,012) |

The accompanying notes are an integral part of these financial statements.
## SAN DIEGO COUNTY PUBLIC LAW LIBRARY
### SUPPLEMENTAL INFORMATION
### BUDGET COMPARISON INFORMATION
#### For the Year Ended June 30, 2017

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Fees</td>
<td>$2,350,500</td>
<td>$2,718,834</td>
<td>$368,334</td>
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<tr>
<td>Donations</td>
<td>15,000</td>
<td>40,073</td>
<td>25,073</td>
</tr>
<tr>
<td>Interest</td>
<td>11,000</td>
<td>24,408</td>
<td>13,408</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>110,800</td>
<td>102,020</td>
<td>(8,780)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$2,487,300</td>
<td>$2,885,335</td>
<td>$398,035</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$1,233,260</td>
<td>$1,203,980</td>
<td>$29,280</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>534,600</td>
<td>637,283</td>
<td>(102,683)</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td>1,767,860</td>
<td>1,841,263</td>
<td>(73,403)</td>
</tr>
<tr>
<td>Information Services</td>
<td></td>
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<td></td>
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<tr>
<td>Books and Other Media</td>
<td>402,900</td>
<td>207,645</td>
<td>195,255</td>
</tr>
<tr>
<td>Data Searches</td>
<td>128,800</td>
<td>111,021</td>
<td>17,779</td>
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<tr>
<td><strong>Total Information Services</strong></td>
<td>531,700</td>
<td>318,666</td>
<td>213,034</td>
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<tr>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Insurance</td>
<td>27,000</td>
<td>25,180</td>
<td>1,820</td>
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<tr>
<td>Supplies/Office</td>
<td>60,400</td>
<td>55,199</td>
<td>5,201</td>
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<tr>
<td>Professional and Special Services</td>
<td>84,000</td>
<td>84,884</td>
<td>(884)</td>
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<td>Mileage and Parking</td>
<td>15,000</td>
<td>12,843</td>
<td>2,157</td>
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<tr>
<td>Conferences and Travel</td>
<td>12,000</td>
<td>15,396</td>
<td>(3,396)</td>
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<tr>
<td>Equipment and Software</td>
<td>127,000</td>
<td>100,565</td>
<td>26,435</td>
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<tr>
<td>Membership and Public Relations</td>
<td>12,000</td>
<td>11,372</td>
<td>628</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>313,986</td>
<td>(313,986)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>10,000</td>
<td>11,366</td>
<td>(1,366)</td>
</tr>
<tr>
<td><strong>Total Operations</strong></td>
<td>347,400</td>
<td>630,791</td>
<td>(283,391)</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>2,646,960</td>
<td>2,790,720</td>
<td>(143,760)</td>
</tr>
</tbody>
</table>

**Excess of Revenues over Expenditures**  

$ (159,660)  $94,615 $ (254,275)

Note: The Budget Schedule above excludes Depreciation.