A view of the downtown San Diego Law Library. Other branches are located in Vista, El Cajon, and Chula Vista.
Submitted to the San Diego County Board of Supervisors pursuant to California Business & Professions Code section 6349

The Hon. David Berry, President of the Board of Trustees &
John W. Adkins, Director of Libraries

September 2018
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Message From The Director

This was a year of hard work, with many rewarding accomplishments.

Reading through this Annual Report you will find an array of programs, events, partnerships and initiatives that go to the heart of our mission: bringing law to the public so that they may pursue access to justice. These all show that the Law Library has never been more invigorated and involved. The Law Library’s main priorities for the year included creating the new Borrowers Program, rolling out the Topic of the Year campaign for Border Law, learning new marketing strategies to promote our work, and advocating for increased funding from the State Legislature.

Three years of legislative advocacy resulted in a large sum of one-time funding for County Law Libraries in the Governor’s Budget. After a decade of continually shrinking revenues, this money represents the difference between the amounts each law library received in 2008 and what each receives now. There is a 40% discrepancy between these two amounts, and it has crippled most county law libraries (resulting in lay-offs, collection cuts, and hours reductions), and in some cases resulted in closures and near-closures.

The additional $16.5 million in funds will be shared among the 58 counties to ensure that Californians retain access to legal information -- and therefore access to justice. County Law Libraries that were on the brink of closure will now be able to remain open and all California County Law Libraries will continue to serve the general public, particularly those who cannot afford counsel but find themselves facing legal challenges. These new funds will allow the libraries to serve vulnerable populations and rural communities, address disaster preparedness and response and provide service for non-English speakers. This year, the Legislature, recognizing that without County Law Libraries most people have no access to legal information and therefore no access to justice, took decisive action to protect this critical public resource and the Governor ratified the action by signing the budget.
We are profoundly grateful to the Senate and Assembly Budget Committees, the Latino Caucus, the 30+ individual legislators who wrote on behalf of County Law Libraries and access to justice, and the many other individuals and elected officials who helped make this happen. Today we stand ready to meet the challenges ahead with new vigor and energy.

Best regards,

[Signature]
Overview & History

About the Law Library

The San Diego Law Library is an independent local government agency with an appointed volunteer Board of Trustees having oversight and authority for its budget, operations, staffing, and strategic planning. Our staff is led by the Director of Libraries, who plans policy, strategy and programming and guides the Board in its decision-making. The Board meets regularly every month.

The Law Library’s only source of public funding is a small portion of the fees paid for first pleadings filed in the Superior Court pursuant to Business & Professions Code Section 6321 (stating that San Diego receives $38 for each eligible filing). It receives no tax dollars. Any other income comes from its Borrowers Program, Benefits Program and donations, which amount to about 2% of its total income.

In the past 7 years, a decrease in the number of case filings combined with an increase in the number of fee waivers granted, changes to jurisdictional limits, and new exemptions adopted into law have caused law library revenue to drop precipitously. Funding for County Law Libraries has diminished by nearly 40% (or $16.5 million) since 2009.

History of the Law Library

We began serving the legal community and citizens of San Diego County in 1891. In 1895 the Library’s book collection numbered 1,500 volumes and was housed in the judges’ chambers in the Courthouse. This arrangement continued until 1900, when a small room was set aside in the Courthouse for the Law Library, and in 1903 Henry W. Talcott, a local attorney was appointed the first Law Librarian.

In 1951, Leland G. Stanford, (distantly related to the Stanford University “Stanfords”), an attorney and founder of the Balboa Law School (now California Western School of Law), was appointed Law Librarian. Under Mr. Stanford’s leadership, the Library’s collection grew to 50,000 volumes by 1955 and tripled to 150,000 volumes by 1971, when he retired. During this time, the present building located at 1105 Front Street was planned, built and dedicated in 1958.

After Mr. Stanford’s retirement in 1971, O. James Werner, Assistant Professor and Law Librarian at the University of Oklahoma College of Law, was appointed Library Director. Under Mr. Werner, the collection was cataloged and classified by Library of Congress standards. The
Library began computerization of its records in 1982 and by 1987 all of the Library’s major files were computerized.

The first branch of the San Diego County Law Library was opened in September 1973 at the North County Courthouse in Vista. Additional branches at the Courthouses in Chula Vista and El Cajon were established in 1982 and 1983, respectively.

Mr. Werner retired in June, 1987, and was succeeded by Charles R. Dyer, formerly Associate Professor of Law and Law Librarian at the University of Missouri, Kansas City School of Law. In 2005, Robert E. Riger became the Director of San Diego County Public Law Library, and was succeeded by John Adkins, our current Director, in 2010.

Our Purpose

Vision

We envision the San Diego Law Library will become everyone’s first choice for finding legal solutions, pursuing access to justice, using advanced technology, and learning how the law works for them.

Mission

The Law Library is dedicated to bringing law to the people:

- We welcome all people to help them find the law.
- We partner with legal services providers to help people understand and use the law.
- We advocate for free and open access to the law and the justice system.

What We Do Is Important

Public law libraries are important because everyone has a right to know the law. We were established in 1891 by the State of California to provide legal information not only to attorneys and judges, but to businesses, self-represented litigants, and people who want to know more about their rights. We make it possible for the general public to learn about and use the law to solve problems, access justice and leverage opportunities.

Through print and electronic legal resources, educational programs, legal clinics and the help of experienced legal research librarians, we support the entire community. Consider the different types of people we help:

- The mother, father, or grandparent fighting for custody of a child
• A recently laid off employee who is unsure whether she should sign a severance agreement
• A single mother who was defrauded by a contractor and wants to take him to small claims court
• The family facing foreclosure or eviction
• The landlords/tenants who are having legal issues regarding rental property
• The entrepreneur that wants to start a business
• The small business owner who just received notice of an IRS audit
• The inventor who wants to patent a new product and protect her intellectual property rights
• The criminal defendant trying to expunge his/her record
• The recent retiree who needs to secure the SSI Benefits owed to them

The law library is also a place for businesses to learn about and use the law to address business issues and take advantage of market opportunities.

We serve as a satellite office where attorneys can conduct free legal research, have a quiet space to work, meet with clients in private conference rooms, hold meetings and attend free and low-cost educational programs. Judges and court personnel can refer self-represented litigants to us, where those individuals can access legal forms, research guides and legal resources written for non-attorneys

Our Collection

We house an estimated 125,000 print volumes and provide access to many electronic resources. As a selective Federal Depository Library and California State Document Depository Library, we maintain a collection of United States and California government documents and make them accessible in print and electronic formats.

Our collection includes a large selection of legal materials in print and electronic format including annotated codes, administrative regulations and case reporters. The Downtown San Diego location keeps the older editions of these annotated codes and the administrative codes for historical research purposes. The collection also includes detailed practice guides on specific law subjects. These guides include checklists, forms and instructions on various legal
transactions and court filings. In addition to practice guides, we also carry popular self-help titles to assist the self-represented.

Our Library is a California Appellate Brief Depository. Although we no longer house print briefs, we have access to an extensive California Brief collection through our electronic databases and microfiche collection. Municipal ordinances and codes are collected for cities within San Diego County and the southern California region. Local court rules and bar association materials can also be found here.

**Self-Help Law Materials**

Our popular “Do it Yourself” (DIY) collection includes an extensive selection of law books written for non-attorneys. These materials guide you through the legal process by providing explanations and instructions on how to handle a case, from initial court filings to enforcing judgments.

**Electronic Resources**

We provide an extensive electronic collection including Legal Databases such as: Lexis and OnLaw. These databases help you find statutes, case law, legal and transactional forms and legal treatises covering both federal and state laws. In addition to the electronic legal databases mentioned, other useful and frequently used websites are searchable via our online catalog system, as is our extensive collection of California State and Federal electronic government documents. Use Free Legal Websites to find links to reliable legal information.

**Archives and Special Collection**

We maintain numerous archive materials. Specifically, we house California and Federal codes, court rules and jury instructions for historical research purposes. We also maintain an archive of materials relating to the history of California and the history of the San Diego Legal Community. If you are looking for a rare book or for historical legal information, please contact us for assistance.
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 2018 officer elections, the Honorable David Berry was re-elected as Board President; Mara Elliott, Vice-President; Lorena Slomanson, Treasurer; and Jeffrey Cawdrey was elected as Secretary.

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>TERM</th>
<th>OFFICE / AFFILIATION</th>
</tr>
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<tbody>
<tr>
<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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<tr>
<td>Lorena Slomanson, Esq.</td>
<td>January 2017 - December 31, 2019 (Started February 2012)</td>
<td>Board of Supervisors Delegate Seat #2</td>
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<td>Mara Elliott, Esq.</td>
<td>January 2018 - December 31, 2020 (Started April 2015)</td>
<td>Board of Supervisors Delegate Seat #3</td>
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<td>Nathan L. Low, Esq.</td>
<td>January 2016 - December 31, 2018 (Started May 2010)</td>
<td>Board of Supervisors Delegate Seat #4</td>
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<td>Name</td>
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<td>Notes</td>
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<td>The Hon. Julia Craig Kelety</td>
<td>January 2016 – December 31, 2018</td>
<td>Superior Court Judge Seat #5</td>
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<tr>
<td></td>
<td>(Started in December 2006)</td>
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<tr>
<td>The Hon. David Berry</td>
<td>January 2018 - December 31, 2020</td>
<td>Superior Court Judge Seat #6</td>
</tr>
<tr>
<td>President</td>
<td>(Started April 2015)</td>
<td></td>
</tr>
<tr>
<td>The Hon. Joseph Brannigan</td>
<td>January 2017 - December 31, 2019</td>
<td>Superior Court Judge Seat #7</td>
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<tr>
<td></td>
<td>(Started in January 2014)</td>
<td></td>
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<tr>
<td>The Hon. David M. Gill</td>
<td>January 2016 - December 31, 2018</td>
<td>Superior Court Judge Seat #8</td>
</tr>
<tr>
<td></td>
<td>(Started in December 1998)</td>
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<tr>
<td>The Hon. Yvonne Esperanza Campos</td>
<td>January 2016 - December 31, 2018</td>
<td>Superior Court Judge Seat #9</td>
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<td></td>
<td>(Started in November 2010)</td>
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# Library Collections

Recorded and submitted pursuant to Calif. Business & Professions Code section 6349

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<tr>
<td>Books (volumes) Added</td>
<td>3,179</td>
<td>2,518</td>
<td>2,285</td>
<td>1,306</td>
<td>2,458</td>
</tr>
<tr>
<td>Total books and publications on hand (volumes)</td>
<td>118,621</td>
<td>118,781</td>
<td>117,145</td>
<td>111,579</td>
<td>113,345</td>
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<tr>
<td>Microform</td>
<td>580,776</td>
<td>597,350</td>
<td>617,960</td>
<td>627,150</td>
<td>643,689</td>
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<tr>
<td>Current Continuations/Subs</td>
<td>652</td>
<td>600</td>
<td>591</td>
<td>557</td>
<td>595</td>
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<tr>
<td>Video</td>
<td>74</td>
<td>86</td>
<td>79</td>
<td>75</td>
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<tr>
<td>Audio (tapes, CDs, DVDs)</td>
<td>570</td>
<td>389</td>
<td>316</td>
<td>321</td>
<td>368</td>
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<tr>
<td>Internet Resources</td>
<td>84,159</td>
<td>94,008</td>
<td>106,629</td>
<td>120,971</td>
<td>137,201</td>
</tr>
<tr>
<td>Discards</td>
<td>4,367</td>
<td>2,726</td>
<td>4,262</td>
<td>6,984</td>
<td>646</td>
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<tr>
<td>Lost or Missing Books</td>
<td>5</td>
<td>5</td>
<td>17</td>
<td>18</td>
<td>187*</td>
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*The library is currently conducting an inventory. Many books that are currently marked missing will be found or are errors in the item records in the library catalog.
### DONATIONS

**Total volumes donated = 28**

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<tr>
<th>TITLE</th>
<th>#</th>
<th>DONOR</th>
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</thead>
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<tr>
<td>ALA book of library grant money / edited by Ann Kepler</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>Alexander Hamilton / by Ron Chernow</td>
<td>1</td>
<td>Donated by Chris Pickford</td>
</tr>
<tr>
<td>California workers' rights / by David A. Rosenfeld, Nina G. Fendel and Anne Yen</td>
<td>1</td>
<td>Donated by University of California, Berkeley</td>
</tr>
<tr>
<td>College and school law / by Michael Prairie and Timothy Garfield</td>
<td>1</td>
<td>Donated by anonymous</td>
</tr>
<tr>
<td>Employment discrimination law / by Barbara T. Lindemann, C. Geoffrey Weirich</td>
<td>2</td>
<td>Donated by Valerie Nemeth</td>
</tr>
<tr>
<td>Everybody lies : big data, new data, and what the Internet can tell us about who we really are / Seth Stephens-Davidowitz</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>The idea-driven organization : unlocking the power in bottom-up ideas / Alan G. Robinson, Dean M. Schroeder</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>I'll be gone in the dark : one woman's obsessive search for the Golden State Killer / Michelle McNamara</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>The Italian Constitutional Court / edited by Servizio Studi and Ufficio Stampa of the Constitutional Court ; translation from the Italian original by Clare Tame</td>
<td>1</td>
<td>Donated by Hon. Yvonne E. Campos</td>
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<tr>
<td>Inquilinos de California : guía derechos y responsabilidades de inquilinos y propietarios residenciales</td>
<td>1</td>
<td>Donated by Luz Villalobos</td>
</tr>
<tr>
<td>Labor arbitration : what you need to know / by Robert Coulson</td>
<td>2</td>
<td>Donated by Bernadette Gibson in honor of Randall K. Gibson, J.D.</td>
</tr>
<tr>
<td>The library assessment cookbook / edited by Aaron W. Dobbs</td>
<td>1</td>
<td>Donated by Laurel Moran</td>
</tr>
<tr>
<td>Litigating the workplace harassment case / Marlene Heyser, editor</td>
<td>1</td>
<td>Donated by anonymous</td>
</tr>
<tr>
<td>The looming tower : Al-Qaeda and the road to 9/11 / by Lawrence Wright</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>Memoirs and selected letters : personal memoirs of U.S. Grant, selected letters 1839-1865</td>
<td>1</td>
<td>Donated by Chris Pickford</td>
</tr>
<tr>
<td>Model code of professional responsibility and Code of judicial conduct</td>
<td>1</td>
<td>Donated by Bernadette Gibson in honor of Randall K. Gibson, J.D.</td>
</tr>
<tr>
<td>Title</td>
<td>Quantity</td>
<td>Donor/Inscription</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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<td>----------------------------------------------------------------------------------</td>
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<tr>
<td>Model rules of professional conduct (1992)</td>
<td>1</td>
<td>Donated by Bernadette Gibson in honor of Randall K. Gibson, J.D.</td>
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<tr>
<td>Model rules of professional conduct (1997)</td>
<td>1</td>
<td>Donated by Bernadette Gibson in honor of Randall K. Gibson, J.D.</td>
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<tr>
<td>Primer on the analysis and presentation of legal argument / Bradley G. Clary</td>
<td>1</td>
<td>Donated by Bernadette Gibson in honor of Randall K. Gibson, J.D.</td>
</tr>
<tr>
<td>The real trial of Oscar Wilde : the first uncensored transcript of the trial of Oscar Wilde vs. John Douglas, Marquess of Queensberry, 1895 / by Merlin Holland</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>Road to relevance : 5 strategies for competitive associations / Harrison Coerver and Mary Byers</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>The wolf at the door : undue influence and elder financial abuse / by Michael Hackard, Esq.</td>
<td>1</td>
<td>Donated by the author, Michael Hackard</td>
</tr>
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<td>Wounds that do not bind : victim-based perspectives on the death penalty / editors, James R. Acker, David R. Karp</td>
<td>1</td>
<td>Donated by John Adkins</td>
</tr>
<tr>
<td>You don't own me : how Mattel v. MGA Entertainment exposed Barbie's dark side / Orly Lobel</td>
<td>1</td>
<td>Donated by the author, Orly Lobel</td>
</tr>
<tr>
<td>Your right to privacy : a basic guide to legal rights in an information society / Evan Hendricks, Trudy Hayden, Jack D. Novick</td>
<td>1</td>
<td>Donated by Bernadette Gibson in honor of Randall K. Gibson, J.D.</td>
</tr>
</tbody>
</table>

**NOTE:** These donations are recorded and added to this report pursuant to Calif. Business & Professions Code section 6349.
A copy of a portion of the audited financial statements of the Law Library is included in this report as Appendix B.

FINANCIAL RECAP FOR THE FISCAL YEAR ENDING JUNE 30, 2018:

- The Law Library’s total revenue increased 2%, from $2,885,335 to $2,952,894.
- This increase is primarily due to a rise in Filing Fees of 3%, from $2,718,833 in FY 2017 to $2,801,526 in FY 2018.
- Filing Fee Revenue dropped steadily from FY 2009 to FY 2016, but it appears now that Filing Fees may be increasing slightly. Filing Fees are 3% higher than the same time period last year.
- Total expenses increased 1% or $28,347, primarily due to the increase in non-personnel expenses.
Law Library Highlights

We Are Law Made Public

Important Progress, Programs & Improvements for Fiscal Year 2017-2018
Law Library Highlights

8,211 legal reference questions answered

17,111 self-help related downloads

85,518 webpage visits
322,071 page views

15 specialized legal databases for public use

2480 self-help center web views

3099 views on Guides page
393 community events & classes

48,366 in person visitors

3,195 attendees at events & classes

9,684 materials borrowed

18 partnerships

279 legal clinics with community partners

386 members
Legislative Advocacy

Our Director, John Adkins, as President of the Council of California County Law Librarians (CCCLL) continued a three year legislative advocacy campaign to secure supplemental funding for California County Law Libraries.

The Law Library is funded by a small portion of the fees paid for first pleadings filed in the Superior Court. In the past 7 years, a decrease in the number of case filings combined with an increase in the number of fee waivers granted, changes to jurisdictional limits, and new exemptions adopted into law have caused law library revenue to drop precipitously. Funding for County Law Libraries has diminished by nearly 40% (or $16.5 million) since 2009.

CCCLL worked diligently to secure a supplemental funding allocation of $16.5 million in the 2018-2019 state budget. This one-time allocation will assure that County Law Libraries can remain open, and therefore continue and expand the vital services they provide to Californians, while simultaneously providing time to determine an ongoing, future, stable funding source for all County Law Libraries.

- Secured $16.5 million for California County Law Libraries

GILL Catalog

The new catalog was named GILL to honor long-time Law Library Trustee Judge David Gill. Judge Gill has served the Law Library and its Foundation with distinction for over 20 years. He has provided insight into issues dealing with county administration and process, court organization and coordination, major renovations, and finances. Judge Gill has been a tireless supporter of the Law Library, and is one of its most generous donors.

GILL is an acronym that stands for “Gateway Into the Law Library.” The Law Library could not think of a better way to honor Judge Gill than to have its catalog bear his name for years to come. The catalog is the Law Library’s most important research tool because people use it to access all the Law Library’s resources.
Transition Period
This was a year of transitions for what SDLL in the past called the membership program. In Fall 2016, the Membership Librarian and senior management began creating a new model to better suit the needs of our patrons, reflect the value of the resources, and help recoup costs of administering the program. Due to the legal constraints of California Business & Professions Code 6360, we determined that we needed to structure the Library’s borrowing privileges and membership benefits as two distinct programs.

We split off the borrowing of books and materials into a New Borrowers Program. In the Fall of 2018 we will unveil a Benefits Program to engage others who do not need to borrow print materials—but might benefit from other resources and services offered at the Law Library.

The Library had not requested an increase in our initial borrowing charges in 20+ years. In the Fall of 2017 the County Board of Supervisors approved the Law Library’s request to increase borrowing charges for the first time. This approval came after the library provided extensive cost information to the County Auditor to demonstrate that our proposed charge increase did not exceed the cost of providing the borrowing service. This new program went into effect on January 1, 2018 and no longer makes a distinction between attorneys and non-attorneys; we base the charge solely on how many materials a person wishes to borrow at one time.

- $50 annual charge – borrow one item at a time for 4 days with one renewal
- $75 annual charge – borrow up to five items at a time for 4 days with two renewals

New Borrowers Rules
The Borrowers Rules were revised to reflect the new program and approved by the Law Library board. Under the new Borrowers Rules each individual borrower has a relationship directly with the library (there are no longer any agency or law firm accounts).
**Administrative Impact**

As of the end of this Fiscal Year, the library has 386 paying borrowers; many fewer than the 1,780 counted at the end of the prior fiscal year. There are many factors that contribute to this large difference.

First, we attribute most of this change to the fact that we no longer have law firm accounts. In the last fiscal year 76 law firms and 504 firm attorneys associated with those firms were included in the count of active borrowers even if they did not check out any materials. Fifty-five more of those accounts were in the name of law firm paralegals. This transition process has allowed us to clean up our records and only count patrons who are actively engaged in borrowing, rather than counting a whole law firm who may only have one or two active borrowers. This makes for a more efficient administration of accounts and use of staff time. Government, court, and non-profit organizations continue to borrow at no charge under our new model.

Second, the fiscal year 2016/2017 also was higher than normal on the number of renewing borrowers due to the fact that many borrowers used their existing deposits (which were being drawn down) to pay their borrowing charges rather than actively pay out of pocket.

Third, the cost increase of the borrowing charges has put off some borrowers from opening or renewing accounts. These patrons are opting to use our electronic resources and email content or make photocopies of what they need.

**Preparing For The Benefit Program**

A significant amount of staff time has gone into drafting a new Benefit Program based on patron user survey results. Staff is attempting to negotiate remote access to legal databases and work through IT authentication issues. The Benefit Program will be introduced in Fall 2018.

**Wrapping Up The Membership Program**

**Deposit Drawdown**

According to our 2016 plan, we are no longer taking deposits and continue to draw down the deposits we have on account.

A notification letter was mailed to 2,461 account holders allowing them to close their account and refund or donate their deposit, or to credit their deposit to their 2017 borrowing charge. By the end of the fiscal year 2017-2018, $80,680 worth of security deposits had been refunded, applied to borrowing charges, or donated. We have $44,950 remaining on deposit that account holders have not yet claimed.
North County Events & Outreach

VISTA BRANCH OF THE SAN DIEGO COUNTY LIBRARY: KNOW THE LAW SERIES & LAW DAY LEGAL CLINIC

SDLL once again partnered with the Vista branch of the San Diego County Library and the North County Bar Association to produce a number of events.

In the Fall and Spring we produced twelve evenings of free lectures to the public. The Know the Law Series featured attorney speakers from the North County Bar Association on a wide variety of topics: Landlord Tenant, Personal Injury, Small Claims, Trusts and Estates, and more. We also held pop up lectures to assist DACA recipients file necessary paperwork. A total of 243 members of the public attended these lectures.

In May of this year we again held our annual North County Law Day free legal clinics at the Vista Public library. Volunteers from the North County Bar provided free consultations to over 83 people.

This fall we plan to produce another series of Know the Law lectures at the Vista library, and are in discussions with the Encinitas Branch of the San Diego County Library to produce similar lectures at their venue.

CITY OF ENCINITAS: SMALL BUSINESS 101

SDLL again produced, with the City of Encinitas, an event designed to assist small business owners and members of the public. Small Business 101 is a panel discussion of all aspects of business start up, and includes speakers from the City licensing, zoning, and management offices, local attorneys, accountants, insurance professionals, and representatives from the local chambers of commerce. We held one seminar in June, and 21 members of the public attended. We are actively planning more of this series for the fall.

- 14 events
- 347+ attendees
- Partners:
  - Vista Branch, San Diego County Library
  - North County Bar Association
  - City of Encinitas
  - Encinitas Chambers of Commerce
  - Local Encinitas legal and business professionals
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.

We have partnered with the Chula Vista Public Library and the El Cajon Branch of the San Diego County Library to provide access to our Lexis, Hein Online, and CEB databases. In addition to the databases which are available whenever the branch is open, we have a legal reference librarian onsite every other Monday at each location to answer questions and teach people how to use the databases.

A meeting was held in June 2018 with El Cajon library leaders and we are currently strategizing on expanding our partnership and having events in their community center.

- 684 Legal Reference Questions

Law & Comics 2017

LAW & COMICS 2017: THE BUSINESS OF COMICS

Our guests, Ryan Benjamin, Rob Salkowitz, and Stu Rees, discussed different facets of the comics business. They emphasized the importance of protecting one’s intellectual property and being careful with any contracts and negotiations. An interesting development was the change in attitude toward infringements of trademark or copyright. They spoke about how engaging the infringers in a dialogue, rather than responding harshly, could bring benefits for the creator.

Additionally, the guests talked about the growing impact of the international market for creators. Creators in the United States have great opportunities in countries like India and China. Similarly, creators around the world can reach audiences anywhere thanks to digital production.

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
- 57 Attendees
- 469 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. From January 2017 to June 2018 we focused on Border Law. Due to our close proximity to Mexico, we chose to highlight legal issues such as: immigration, human trafficking, business & trade, and the environment. To highlight our topic of the year we have had lectures by local attorneys on the naturalization process, human trafficking, DACA information seminar, DACA clinic, and a class on immigration. The DACA events were in direct response to the DACA visa renewal deadline announced by the federal government.

Also, staff created a resource guide with links to laws, resources, and local agencies that provide immigration services. The guide can be found on our website at www.sandiegolawlibrary.org under “Services”, then “Guides”.

MCLE Classes

We offer a wide variety of legal education classes. In addition to the highly sought after required credits of eliminating bias, competency in the legal profession, and ethics, we also offered classes on trending issues such as:

- Beach Law
- Lawyer’s Guide to the New California Cannabis Market
- What Hours are Billable?
- Fraudulent Documents in Real Estate
- Homeowner Association Law Trends and Updates

Every December and January we offer MCLE Crunch Time with several classes a week to help attorneys fulfill their CLE requirements.

Law Made Public Classes

Since we have access to so many specialized legal databases, we need to make sure people have the tools and skills necessary to access the information and use the databases to their advantage. We continue to have 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

This year’s law day theme “Separation of Powers: Framework for Freedom” was celebrated with a legal clinics in Downtown and North County, a display featuring library resources on the law day theme, and legal resource fairs across the county.

This year we had 15 volunteer attorneys and 153 people attended our events. That’s a total of 168 people touched by our Law Day activities.

Legal Clinics

PARTNERSHIP WITH NORTH COUNTY BAR ASSOCIATION AND VISTA PUBLIC LIBRARY

- 83 attendees
- 10 volunteer attorneys
- Areas of law represented: Bankruptcy, Criminal, Debt Collection, Family, General Civil, Immigration, Landlord-Tenant, and Probate

PARTNERSHIP WITH TJSL CENTER FOR SOLO PRACTITIONERS

- 14 attendees
- 5 volunteer attorneys
- Areas of law represented: Immigration, Family, Consumer, Landlord-Tenant, Employment, Business, Criminal, Wills & Trusts

Community Events

CITY HEIGHTS LIBRARY LAW DAY EVENT

- 20 people visited our Legal Resource Info Table

EL CAJON PUBLIC LIBRARY

- 17 people visited our Legal Resource Info Table

CHULA VISTA PUBLIC LIBRARY

- 19 people visited our Legal Resource Info Table

I am so grateful for this service. It helped me tremendously and the attorney was amazing! Knowledgeable, friendly and a life-saver! ~North County Law Day Legal Clinic Attendee

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Community Partners - Clinics & Classes

Access to Law Initiative at California Western School of Law
Held several free classes on various legal topics
Neighborhood Business Law Clinic
• 300 Clinics & Classes
• 2088 Attendees

Business 101
City of Encinitas
Encinitas Branch of the San Diego County Library
Encinitas Chamber of Commerce

Center for Solo Practitioners: El Cajon Clinic & Law Day Clinic
Thomas Jefferson School of Law—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

DA Truancy Clinics in North County, El Cajon, Vista
San Diego District Attorney’s Office

Elder Law Virtual Clinic
Elder Law & Advocacy

Family Law Clinic
San Diego Volunteer Lawyer Program

Know the Law Series
Vista Branch of the San Diego County Library
North County Bar Association

Law & Comics
San Diego City Library, Downtown Branch

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

Legal Aid Society of San Diego
Consumer Law, SSI for Minors, & Tax Clinic
NEW SELF-HELP CENTER
After meeting with court staff from the Family Law Facilitator’s Office, we embarked on creating a new public resource. In September 2017 we launched a new web based self-help center. This new tool allows us to gather all relevant information on a topic in one place.

We focus on popular legal topics and include information such as: court forms, court procedures, our own in-house research and motion guides with samples, online resources, books and databases in the library, and local clinics and workshops.

This new product allows for more efficient use of staff time by linking to reliable content from other California county law libraries, courts, educational institutions, and legal aid organizations, rather than having to create all the content in-house. This also allows us to put all relevant information from a variety of sources in one place for the convenience of the user.

- 2480 Self-Help Center visitors since Sept. 2017

RESEARCH & MOTION GUIDES
Our Research & Motion Guide page contains guides on locating material on specific topics in the library and online, pleading paper sample template, sample motions including modifiable Microsoft Word templates for notice of motion, declaration, points and authorities and sample order on select topics.

- 3099 Research & Motion Guide visitors from our webpage
- 8000+ Direct page views of our LibGuide material
- 17,111 Downloads from self-help resources

NOLO PUBLICATIONS
We offer remote access to NOLO Legal Reference Information Center database via our website. NOLO is a very popular self-help legal publisher that creates how-to books on a variety of legal topics. It helps explain the law, court procedures and rules, court forms, and contains sample language for drafting transactional and court documents. This legal database is available to anyone in San Diego County via their own internet enabled device.
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. This year’s theme was A Magical Night on the Bay and the event was held at Tom Ham’s Lighthouse.

One-hundred guests celebrated the contributions of the 2017 awardees:

- **Changemaker: Advancing Access to Justice:** Nicholas Fox, Esq.
- **Excellence in the Adjudication of the Law:** The Honorable Joan M. Lewis, Judge of the San Diego Superior Court
- **Excellence in the Practice of Law:** Jack Charney, Esq.

The Justice Foundation raised nearly $11,000 for the Witkin Fund, which is used for the benefit of the San Diego Law Library.

Open House

Come Share The Love was the theme for our 6th Annual Holiday Open House. We celebrated with an all red bookmas tree, and offered handmade glass heart ornaments and caricature portraits for a donation.

This year we honored two long-time board members. A special thank you went out to San Diego Law Library Justice Foundation President Kathryn M.S. Catherwood for her years of service and dedication to the law library as she stepped down as President.

At the open house we announced that our new online public access catalog will be named in honor of long-time Law Library Board of Trustee Judge David Gill.
STRATEGIC PLAN

UPDATE:

SIGNIFICANT PROGRESS MADE IN 2017-18
GOAL 1:
Advance the Law Library’s Mission by Securing its Financial & Operational Stability

STRATEGIC ACTIONS FOR FINANCIAL STABILITY

**Advocacy Efforts**

Mr. Adkins led a state-wide effort through the Council of California County Law Librarians to advocate for increased funding of county law libraries throughout the state. A letter writing campaign was implemented and several meetings were held with state legislators. With other law librarians, Mr. Adkins appeared before the California Senate Budget Committee in support of the funding request. Because of this effort, the Governor signed the budget including a one-time disbursement of $16.5 million to county law libraries. The San Diego Law Library will receive $1.6 million to help backfill money lost since 2008.

**Annual Audit**

The Fiscal Year 2017 Audit was successfully completed by Sonnenberg & Co., CPAs.

**Annual Report**

The 2016-2017 Annual Report was completed and submitted to: Chair, Board of Supervisors, County Auditor and other interested parties.

**Benefits**

Open Enrollment for 2018 staff Health Benefits took place in September, followed by Dental/Vision and FSA Open Enrollment in October and November, respectively.

**Borrowers Program**

Gained approval of County Board of Supervisors for borrowers charge increase. Implemented new Borrowers Program, rules, forms, and more. Prepared for changing patron categories in our library computer system and planned for how the changes will be implemented by staff.

Invoices sent for the new Borrowers Program; January 2018. First time in 20 years borrowers are asked to pay an increased charge for borrowing books. Borrowers Rules and forms amended and new billing procedures drafted.
As of June 30, 2018, 392 borrowers have renewed and/or joined as current borrowers. As of June 30, 2018, patron security deposits have been reduced to $44,950 as they continue to be returned to patrons or used to apply to their renewals.

**Collection**

Detailed statistical report was generated on collection and database usage to better plan for the rebalancing of print and online resources. The Library committed to adding back some in-demand print titles at the North County Branch.

**FY 2019 Annual Budget**

The Budget Committee met to discuss the FY 2019 proposed Budget. The final Budget was approved at the May 23, 2018 meeting of the Board of Trustees.

**Joint Board Meeting**

The San Diego Law Library Board of Trustees & Law Library Foundation Board of Trustees held a JOINT BOARD MEETING in May 2018. Key staff members also attended and participated in a three hour workshop led by facilitator Danell Scarborough. The groups came together to focus the Foundation’s contributions by better defining its mission, and deciding what support it needs to thrive, raise funds, engage the community, and provide a strong message of the value of the Law Library to access to justice. It was a very successful joint meeting, filled with energy and engagement from both boards. Brainstorming about fundraising and outreach happened in small group conversations. Big ideas were captured by the facilitator. The outcome showed a clear preference for more frequent joint meetings to better understand the workings of each entity. The event was followed up a few weeks later with both boards attending a wine social hosted by the Foundation Board President, Maria Pum, in the Law Library’s staff lounge.

**Law Library Foundation**

The annual Witkin Fundraising event was held on October 5, 2017 at Tom Ham’s Lighthouse. There were over 90 guests in attendance. A silent auction, a photographer and a magician added to the festivities. Over $10,000 was made for the San Diego Law Library.

Planning is underway for the annual Witkin Dinner scheduled for October 6, 2018 at Tom Ham’s Lighthouse.

The Library Foundation received a grant to pay for part of our AED (Automatic External Defibrillator) device received in June. Safety Team members attended liaison training in June, covering device management responsibilities. Full staff training is being coordinated with Project Heart Beat.

**Money Making In Progress**

In FY 2018, over $1673 was received from members who chose to donate their deposits rather than receiving a refund.

Slightly out of date, second copies of many publications were sold in a library book sale. Instead of discarding the materials or selling to a used book vendor, library staff organized and ran the sale. The sale was very successful, bringing in $13,663.

The Law Library held its 6th annual Open House on December 7, 2017, with the theme “Share the Love.” The event was sponsored by Thomson Reuters, Robert Half Legal, and CEB. Additional funds were raised as attendees paid for heart ornaments and caricatures done by a local artist totaling $1363.00.
**Patron Benefits**

Staff is currently working on creating “Benefit Packages” for patrons based on popular services and possibly even remote access to special databases. Package options will go before the Board of Trustees in the Fall of 2018. Library adds Gale Legal forms database which will be a test database to offer a remote access a benefit.

The Law Library joins in training for the California Heritage Preservation Project; a coalition of County Libraries, museums and other cultural institutions which receive free training on preserving and protecting important collections.

**Special Codes for Vendor Discounts & Grants**

As President of CCCLL, Mr. Adkins spent a great deal of the year negotiating for access to the Institute of Museums & Libraries vendor discount and grant program. To do so, each law library had to meet a standard for being considered a public library. It was agreed that 18 out of the 58 county law libraries did not qualify, but 40 did. After 3 years of Mr. Adkins’ persistence, these IDs were finally awarded to California’s county law libraries and they may begin using them to save money and gain opportunities for other financial assistance.

**Web Site**

Another round of significant web updates brought our site current, with the added “https” security layer. This paves the way for us to add a storefront feature in the future.

**STRATEGIC ACTIONS FOR OPERATIONAL STABILITY**

**Action Plan for Future Law Library Operations**

The Law Library used a grant from the Hervey Family Fund to hire renowned library consultant Joseph Matthews for a project to develop an Action Plan pertaining to the future of the San Diego Law Library. Mr. Matthews has been meeting with the law library’s management team to create a set of assessment tools for the library’s four strategic goals. For this project, staff has conducted surveys and focus groups, and Mr. Matthews reviewed the use of the law library’s collections (physical and electronic), analyzed the library’s funding, and will recommend a path forward specifically focused on print and online resources. The project will likely take until the end of 2018, when Mr. Matthews will prepare a report documenting his analyses and provide an Action Plan for the law library. Mr. Matthews will prepare a presentation to share with the San Diego Law Library Board of Trustees in early 2019.

**Facilities - Downtown**

The staff lounge was renovated to add much needed lighting, seating, and usability. The new ambiance allows the space to be used for small team collaboration.

Staff Lounge renovation is continuing with additional eating facilities and storage areas.

An Automated External Defibrillator (AED) device was purchased for the Downtown facility to make it possible to respond to medical emergencies if defibrillation is required. The Safety Team attended training on how to use and manage this device.

The granite on the west-facing façade was cleaned and polished to keep our facility looking inviting and professional.
Facilities - North County Branch

Four major maintenance projects were assigned to a County project manager for FY2019 for this location: The Law Library trailer removed, the land regraded (at least where the trailer was located), improvements made to the emergency exit, an electrical feeder line upgraded, and replacement HVAC units and vents installed, as well as an updated fire control panel and sensors.

Replacement of (3) 5-ton HVAC units, thermostats and registers is complete. There are several additional projects underway at this branch. Replacing the main electrical feeder line to the North County Branch and replacing the fire panel, wiring and fire sensors. Also, building out staff office and server space in the main building in preparation for the trailer removal. The trailer will then be removed and the land leveled in that location to prevent water from draining toward the main building.

Faded directional signage pointing to the Law Library was repainted.

Rear emergency exit egress, cracked and missing stucco and roof weeds were reported to a DGS project planners for repair.

We submitted an NC Space Study and continue to work with the County departments in an effort to restore much needed training space for the North County community.

In addition to these projects, the Director and CIO have been working with County departments to determine when the trailer might be replaced, in order to bring back (and improve upon) the previously available training and clinic space.

Facilities - Chula Vista Branch

Usable space at this location has increased by approximately 50% with the removal of bolts previously left in the floor. The carpet was replaced in all of the main traffic areas. These facility improvements expand our usable space for clinics and training, as well as making it a more welcoming space.

Furniture has been installed at the Chula Vista location to better serve the clinics and attorneys utilizing this space. The furniture was generously donated by the Superior Court as it closes and prepares to empty the old downtown courthouse location.

Insurance

The annual Worker's Compensation Audit was successfully completed.

The Insurance for 2018-2019 was put in place, but research is currently underway to find an insurance carrier that can give us a better price for the same quality and better service.

New Hires for User Experience Department

Based on evaluation and reorganization of the department, we hired two new reference librarians - Reference Librarian for Education and Reference Librarian for Communications and Partnerships. These librarians are filling positions left last year by other full-time staff.

In addition, three Part-Time Reference Librarians were hired to offer additional service and fill in during vacations when necessary.

New Hires for Core Operations Department

Bryce Kelety was hired part-time to assist with a special project in Core Operations. Bryce will describe the unique local history materials in our archive. His descriptions will serve as a basis for bibliographic records
in the library's online catalog that will help increase the library's probability for procuring a preservation grant. Bryce will work at the library from mid-June until mid-August.

**Patron Suspension Guidelines**

A detailed report of patron suspensions covering 2009 to the present was prepared. Guidelines for suspending patrons were drafted and approved by the Board of Trustees. These guidelines will help guide staff in determining patron suspension periods and allow for continued uniform enforcement of our Patron Rules of Conduct.

**Reorganization of User Experience Department**

Borrowers Program work duties were incorporated into the User Experience department. Two new positions were created based on critical needs and functions of the department.

**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**

**Elder Law Series**

Continue partnership with Elder Law & Advocacy holding weekly virtual clinics at our Downtown location.

**Honoring One of Our Own**

Mr. George Brewster, Chief Deputy County Counsel and a former President of the San Diego Law Library Foundation and trustee of our board, retired on March 7 after a thirty year career with the County. The Board of Trustees authorized a proclamation to be presented at his retirement party at the County Administration Center.

**Know the Law Series: Partnerships**

In partnership with the North County Bar Association and Vista Public Library, we launched a Know the Law Series of classes for the community. The seven free civics classes covered the following topics: Landlord Tenant Law, DACA Information Seminar, DACA Clinic, Trusts and Estates Law, Small Claims Law, Immigration Law, and Family Law.

In addition to the fall series, this spring we held seven classes covering the following topics: Debt Collection, Family Law, Landlord Tenant, Trusts and Estates, Personal Injury, and Small Claims.
**Law Made Public Classes**

We continue our Law Made Public classes every Saturday at 10 am at the Downtown location. These classes allow the public one-on-one training with our reference librarians on popular databases and any topic of their choosing.

**Law & Comics: Partner with San Diego Public Library**

We partnered with the San Diego Central Library to bring our annual Law & Comics event to a larger audience. This was the 8th Annual Lindley Lecture on Law & Comics. This year the focus was on The Business of Comics. Industry experts discussed many characteristics of the comics business. They emphasized the importance of protecting one’s intellectual property and being careful with any contracts and negotiations.

**Legal Topic of the Year**

Border Law continued as our Topic of the Year. Our web based guide is continually updated with information on Immigration, Business in Mexico, Environmental Issues and more.

In preparation for our 2018-2019 topic of the year – Military Law – staff prepared a research guide on the topic with information on Veterans Benefits, Military Law, Local Legal Help, and Web Resources.

**MCLE Classes**

We continued the tradition of “MCLE Crunch Time” holding 18 classes in December and January for attorneys needing MCLE credit to fulfill their California State Bar requirements. Popular topics included ethics, bias, competency, and HOA law.

In the eighth year of having the Crunch Card, purchasers could attend over 15 MCLE classes, including classes on difficult to find topics such as legal ethics and competence issues, for only $149. This was a special offer for law library members only. Others attended these MCLE classes for $20 each.

**OH! San Diego**

The Law Library partnered with the San Diego Architectural Foundation in its annual OH! (Open House) San Diego event. We hosted tours of our downtown library. As one of many possible architectural treasures to choose from in the downtown area, nearly 60 people enjoyed these in-depth tours given by Mr. Adkins. We were mentioned specifically on a daytime television local talk show as one of the highlights of this year’s Open House tours. We plan to continue this partnership.

**Partner with Encinitas Library for Business 101 Class**

We continue our partnership with San Diego County Library - Encinitas Branch.

Our Business 101 class was held in partnership with Encinitas Library and The City of Encinitas.

**Partner with Chula Vista Court**

Chula Vista Family Court is using our library space to hold family law settlement conferences every Friday morning.
Public Library Partnership

Partnerships with Chula Vista Public Library and El Cajon Public Library continues to grow. Both Legal databases and legal reference are available at these public library partner locations.

California Access to Justice Commission

Mr. Adkins was appointed by CCCLL to serve a three year term on the California Access to Justice Commission. Mr. Adkins meets regularly with a distinguished group chosen from all over the legal community as a think tank for improving access to justice in California. Mr. Adkins participates in the following subcommittees: Modest Means Incubator Task Force, Rural Access to Justice Task Force, and the Communications Committee.

Slomanson International Law Collection

The Library staff completed cataloging the large International Law Collection donated by local professor and legal scholar William “Bill” Slomanson. The collection has been promoted in local legal publications including the SANDALL newsletter, library newsletters and blogs and (in February) the San Diego Lawyer Magazine. Several volumes have already been loaned out—a few to Interlibrary Loan requests.

Social Media

Our Social Media presence continues to grow through our consistent application of our new Plan and Policy implemented last year. To improve team efficiency we are exploring the use of social media management products (i.e. SocialFlow, Buffer Enterprise, HootSuite, etc.) for collaboration and automation.

Our Law Week publicity increased awareness of our partners as well as numerous legal clinics and programs available around the County.

The OH! San Diego architectural tour, along with our mix of Law Library and community legal-related events and news, has all contributed about 1% growth in our social media following each month.

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

Collection Rebalancing

The Director and Head of Core Operations worked on and received a grant from the Hervey Foundation. We will be working with an outside consultant to evaluate the library collection and to plan for the future of the 21st century law library information services.
Some additional print titles were returned to North County in response to patron input. The County Law Libraries state-wide seek to use their collective bargaining power to add an immigration title to their collections at a substantial savings over retail.

**Database Enhancements**

Westlaw is back at the Library with expanded databases and number of terminals. Westlaw is available to all who use the library.

**Live stream Law & Comics**

This was the second year we used FaceBook to live stream the annual Law & Comics event to reach a broader audience.

**New Library Catalog Named**

Staff suggested and voted on naming our Koha library catalog GILL. This name was created to honor our long time board member and constant library supporter—Judge David Gill. GILL stands for Gateway into the Law Library. Branding and graphics will be forthcoming to reflect this change. This will be the first time SDLL’s catalog will have a name!

**New Research Guides**

Staff created a new guide on using the Superior Court’s e-filing system. We expect more demand from self-represented litigants in the North County area wishing to use the e-file system, as unlawful detainers and small claims have moved to the downtown courthouse.

**Online Collection Building Continues**

We added Gale Legal Information and signed an additional 2 year contract with Lexis for Lexis Advance for patron access. In addition, staff worked with our online catalog service provider, Bywater, to authenticate access to remote databases.

**Phone Upgrades**

The County upgraded the Downtown phone system to Voice Over IP (VOIP). The new system and phones allow staff to take their extension with them anywhere in the building. When the County has fully upgraded to VOIP, staff will be able to take their extension with them to other County sites.

**Replacement Hardware**

We continue to replace older servers and equipment, as well as update software during the upgrades. The new hardware 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.

This year, through funds received from the Hervey Family Trust, we were able to replace our entire wireless system downtown. This makes it easier for members to access our wireless system and also makes it easier to manage. Part of the wireless system we replaced downtown will be used at our Vista branch as part of a project to improve internet services.

On deck is an upgrade to our patron equipment and printing services, as well as an upgrade to our email services.
**Server Upgrades**

Additional server upgrades were completed. We completed the first part of a mail server upgrade and added the necessary resources to begin working on centrally managed, remote desktop access solutions.

**Training Room Cameras**

We completed installation of cameras in our Training Rooms and merged these with the existing audio and control systems. This setup provides the option to offer anonymous or registered remote viewing of classes. This system is also non-proprietary. Patrons that rent these spaces can access the cameras through a simple to use interface and use their own meeting program subscription to host their own events for remote attendees.

**GOAL 4:**

Create a Culture of Continuous Improvement & Service Excellence by Building & Sustaining a Learning Environment

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**STRATEGIC ACTIONS TOWARD CONTINUOUS IMPROVEMENT AND SERVICE EXCELLENCE**

**ADA Training**

Staff were given opportunities to learn the library ADA equipment and take a leading role in training others on how to best assist patrons with disabilities. Our IT Department was able to create a solution to work around the limitations of at least one popular database to properly display links in accessibility mode.

**All Staff Meetings**

**August, 2017 All Staff Meeting**

All staff were sent to Escape Rooms to facilitate communication skills and ability to work in teams.

**February, 2018 All Staff Meeting**

The staff participated in a law library version of the Amazing Race, where they were given clues to find the office locations of various SDLL partners. The connections were made by several teams of two who braved the wilds of downtown San Diego to tell people about the law library and to learn more from them. It was a great event!

**Emergency Safety Training**

Staff hosted a training session for all staff members on learning the contents of emergency safety bags. Safety bags from each department were brought to the training room, inventoried, and lists of replacement supplies were made. Replacement safety supplies were ordered for each department.
**Koha Training**

All staff trained in a presentation on renewing borrowers accounts in the new Borrowers Program. Staff have been trained and have begun an inventory of the Law Library collection.

**Learning Organization Staff Training (LOST)**

Library staff presented and trained other staff on a variety of topics, including:

- AALL learning; Borrowers Program changes; using Microsoft Outlook, and use of Emergency Safety bags at each library location.

We continue to have regular staff trainings, taught by staff members for staff members, on various topics ranging from stress reduction to library processes and procedures.

**Participation in Professional Organizations**

- Staff member Laurel Moran spoke at the Allegheny County Law Library’s 150th anniversary in Pittsburgh, PA. She gave a talk on collection development in County law libraries as part of a panel on the future of county law libraries.
- Gina Catalano, Chris Pickford, Christine Mathias, and Mr. Adkins all attended the AALL Annual Meeting in Austin, Texas (July 2017).
- Stephanie Schweter attended a Project Management Institute conference at USD (October 2017).
- Debra Morse is serving on the North County Bar Association as a Director and is very active in fostering partnerships on behalf of the Law Library.
- Kelly Keach attended the 2017 Internet Librarian Conference in October. There were valuable sessions about measuring a library's value and return on investment along with developing community partnerships.
- Staff attended a joint SANDALL/AzALL conference in Phoenix.
- Staff received collection disaster training through the Heritage Preservation Program.
- Staff hosted a LIPA (Legal Information Preservation Alliance) meeting at the Main Library location.
- Staff attended the CCCLL Spring Meeting & Legislative Advocacy. Attended meetings with local state representatives in Sacramento to advocate for increased funding of California county law libraries.
- Staff attended a NOCALL institute on library advocacy geared toward improving funding and advocacy initiatives for California County law libraries.
- Mr. Adkins and Gina Catalano attended the ABA/NLADA Equal Justice Conference. This Conference is co-sponsored by the ABA Standing Committee on Pro Bono and Public Service and National Legal Aid & Defender Association, and joins all components of the civil legal aid community to discuss and address issues related to the delivery of legal services to low-income individuals in need of legal assistance; included special emphasis on pro bono issues and legal information for the poor.
- The Law Library hosted two prestigious national groups of academic law librarians during the national American Association of Law Schools conference: Legal Information Preservation Alliance, and the Society of Academic Law Library Directors.
• Mr. Adkins was a featured speaker on a nation-wide podcast for private law firm law librarians, explaining the value of membership law libraries and giving examples from the San Diego Law Library experience.

• The annual Innovation Tournament open to all members of the American Association of Law Libraries ended with a surprise result: Mr. Adkins’ innovation idea was judged to be in the top three in the nation. His idea, The EAGLE Court Project, will be presented at the Annual Meeting in July 2018.

• Law Library hosted numerous SANDALL meetings and has three staff members participating in board positions.

• Recognized as a Leader in Innovative Legal Programs

• Participated in Nationwide Programs

• Staff participated in FLDP (depository library trainings) on collection stewardship.

**Star Hallway Project**

Law Library managers initiated a visual plan to depict progress toward library strategic priorities. Each strategic priority (Border Law, Marketing, Borrowers Program Revamp, and Assessment) received a “tree” in our staff hallway. When a department makes progress toward one of the strategic priorities they are given some visual depiction of progress (butterflies and flowers that populate the trees).

**Star of the Month**

Library Managers created a program to recognize a staff member each month for their exceptional contribution to the Law Library.

**Training Events**

Law Library managers participated in an off-site mindfulness retreat in November. Managers were tasked with coming up with ways to bring mindfulness into the library and share what they learned with all staff.

**Workplace TRO**

The staff came together to apply for a Workplace Temporary Restraining Order after our security guard was attacked by a patron. The patron was arrested and jailed, but we did not want her coming back to the Law Library. Lead Reference Librarian Kelly Keach researched and drafted the TRO, which required listing all Law Library staff along with a declaration and other information. After being granted on a preliminary basis, it was issued for one year after the patron failed to contest the initial order.
Our own social media following continued a steady climb this past fiscal year, though at a slower rate than prior years. This slower growth is most likely due to many users redefining their use of social media due to the socio-political climate, cyber-hacking, and privacy concerns.

We continue to advertise on social media by boosting posts to promote specific SDLL events. This year we boosted posts on Facebook and Instagram for Law and Comics, the Law Library Foundation’s Annual Witkin Awards Dinner, the Law Library’s Annual Open House, and Law Week 2018. Our Law Week Facebook boost informed an additional 5,354 users of clinics and classes being offered throughout the County. Our Open House boosted post reached an additional 1,264 users and generated 33 event responses.

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.

2017-2018 - 1,323 Followers  
2016-2017 - 1,242 Followers  
2015-2016 - 1,048 Followers  
2014-2015 - 858 Followers  
2013-2014 - 759 Followers  
2012-2013 - 641 Followers

2017-2018 saw a 6.4% increase in Facebook followers to 1,323. SDLL’s inclusion in the 2018 OH! San Diego Architectural Tour gave our own social media added visibility as the SD Architectural Foundation promoted this amazing tour of notable area landmarks.
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 14%
- 45-54 year-olds make up 14%.

MALES make up a smaller portion of our demographic at 35%:
- 35-44 year-olds make up 11%
- 25-34 year-olds make up 8%
- 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 and 2018.

- 2017-18 showed a 7.2% increase in followers from the prior year climbing from 1,264 to 1,355 followers.
- The Library gained an average of 8 followers per month.
- We posted 486 tweets (6.8% increase); an average of 41 tweets per month (7.9% increase).
Our tweet impressions (visibility) increased 10% to 173,900 for the 2017-2018 fiscal year. Twitter profile visits increased 1.5% to 6,803 and tweet likes increased 7% to 604. Our own tweet activity remained consistent throughout the year while our engagement (profile visits, likes, retweets) continues to improve despite the demographic drop in social media activity.

**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 5% increase in followers from the previous year.
  - 2017-2018 - 474 Followers
  - 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 4\textsuperscript{th} when compared to other County and legal agencies in the San Diego area:
  - San Diego County Bar Association – 639 Followers
  - San Diego Superior Court – 556 Followers
  - San Diego Volunteer Lawyer Program, Inc. – 482 Followers
  - San Diego Law Library – 474 Followers

**INSTAGRAM**

Instagram is the largest and most popular photography-based social network in the world. We utilize this medium to visually showcase Library events and culture.

- We posted 27 pictures and videos throughout the year sharing our annual Bookmas Tree, Law & Comics 2017 & 2018, Law Day 2018, and the OH! San Diego Architectural Tour. We continue to see great engagement with users and experienced a 29% increase in followers.
  - 2017-2018 - 475 Followers
2016-2017 - 367 Followers
2015-2016 - 104 Followers

**EVENTBRITE**

- Generated a revenue total of $2,865 in legal classes.
- We offered 42 classes and lectures. Six hundred and Six hundred and forty-three patrons attended these events.
- Our average number of attendees was 15 per event, up from 13 last year.
- We note that revenue went down this year partly due to the fact that we offered several free classes with our new partner, Access To Law Initiative. We suspect that more people are opting to attend on-demand web based classes with other vendors rather than having to attend classes in person.

**YOUTUBE**

- Our video “How to Print a Document” remains our most viewed video accounting for 92% of our audience with 59,544 views. The top three videos on our channel are DIY videos which is consistent with viewership in previous years.
- Our channel consists of 32 videos, 285 subscribers (up 261%), and for the year we had 64,992 views, an 80% increase from last fiscal year.
- The leading source for our YouTube traffic continues to be the “Suggested videos” appearing alongside or after other videos viewed (35,745) followed by direct YouTube searches (21,447).

**E-MAIL REFERENCE**

This year we noticed that patrons are starting to use our e-mail reference account more frequently. They use this service for document delivery requests, conference room reservations, and basic reference questions.

- 2017-2018: 126
- 2016-2017: 90
2015-2016: 74
2014-2015: 112
2013-2014: 139
2012-2013: 147

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 answered 81 questions using this service.**
WEB SITE VISITORS

In 2017, we hired a developer to give our web site a much needed backend code and plugin overhaul. This included reworking our Google analytics plugin, which may explain the jump in page views. We also launched our Self Help Center, a page dedicated to providing free legal information by subject area.

TOP SELF-HELP CENTER CONTENT

Our self-help center, launched this fiscal year, contains free information, including guides to the Law Library’s books and databases, websites on the topic, clinics in San Diego, access to free forms, and more. These are the most frequently accessed subject areas.
TOP CONTENT

It is no surprise to see our Electronic Resources at the top of our popular content list. We have a large selection of databases and extremely knowledgeable staff that makes this the best legal research deal in the County, all free for public use. Our Pleading Paper Template is a nationwide favorite. With the addition of our Self-Help Center, we expect to see our Services and Guides stay high on the charts as well.

TRAFFIC SOURCES

Traffic from Social Media sources has grown 1% over this past year. Our in-house Social Media team has been doing a fantastic job promoting our classes, clinics and new content. Traffic represented by “Referring Sites” includes readers of our Newsletter.

Top 12 Referring Sources

- calcountylawlib.libguides.com
- sdcourt.ca.gov
- facebook
- email / newsletter
- courts.ca.gov
- duckduckgo.com
- twitter
- San Diego Law Library Foundation
- publiclawlibrary.org
- County of Fresno
- San Bernardino Law Library
Article 1. Boards of Law Library Trustees – 6300-6307

6300  There is in each county of this State a board of law library trustees, which governs the law library established for the county under the provisions of this chapter.
(Added by Stats. 1941, Ch. 452.)

6301  (a) Except as otherwise provided by statute, a board of law library trustees is constituted as follows:
(1) In a county where there are no more than three judges of the superior court, each of those judges is ex officio a trustee. The judges may at their option select only one of their number to serve as a trustee, and in that event they shall appoint two additional trustees who are residents of the county or members of the State Bar.
(2) In a county where there are more than three judges of the superior court, the judges of that court shall elect either four or five of their number to serve as trustees.
(3) Any judge of the superior court who is an ex officio or elected member may, at the judge’s option, designate a resident of the county or a member of the State Bar to act for the judge as trustee.
(4) The chair of the board of supervisors is ex officio a trustee, but the board of supervisors at the request of the chair may appoint a member of the State Bar, any other member of the board of supervisors of the county, or a resident of the county to serve as trustee in place of the chair. The appointment of the person selected in place of the chair of the board of supervisors shall expire when a new chair of the board of supervisors is selected, and that appointment shall not be subject to the provisions of Section 6302.
(5) The board of supervisors shall appoint as many additional trustees, who are members of the State Bar, as may be necessary to constitute a board of at least six and not more than seven members.
(b) No more than two law library trustees may be residents of the county who are not judges of the county, members of the State Bar, or members of the board of supervisors of the county.

(Amended by Stats. 2001, Ch. 52, Sec. 1. Effective January 1, 2002.)

6301.1 Notwithstanding Section 6301, in San Diego County the board of law library trustees shall be constituted, as follows:

a) Up to five judges of the superior court, to be elected by and from the superior court judges of the county. Each superior court judge so elected shall serve a three-year term. In order to maintain overlapping terms, those judges holding office as of the date of unification of the municipal and superior courts of San Diego County shall remain in office until the expiration of their original terms.

b) The board of supervisors shall appoint up to four attorneys resident in the county to the board of law library trustees, to serve overlapping three-year terms. In order to stagger the appointments, the board of supervisors shall, in January of 1997, appoint one attorney to a one-year term, one attorney to a two-year term, and one attorney to a three-year term; and as each term expires, the new appointee shall thereafter serve three-year terms. At least one attorney appointed pursuant to this subdivision shall be a member of the San Diego County Bar Association.

c) In the event a trustee cannot serve a full term, the appointing authority for that individual shall appoint another qualified person to complete that term. Interim appointments may be made by the board of law library trustees in accordance with Section 6305.

(Amended by Stats. 2009, Ch. 332, Sec. 1.1. (SB 113) Effective January 1, 2010.)

6301.5 In any county where there are no more than three judges of the superior court, the board of supervisors, with the concurrence of the majority of the incumbent judges of the superior court, may reduce the number of law library trustees to not less than three members.

(Amended by Stats. 2001, Ch. 52, Sec. 2. Effective January 1, 2002.)

6302 Appointments of trustees which are to be made by the board of supervisors of the county shall be made at the first meeting of the board of supervisors after the establishment of a law library in the county, the appointees to serve until the first meeting of the board of supervisors in the succeeding January. The board shall, at any such meeting in each succeeding January, appoint such trustees to serve for the term of one year.

(Added by Stats. 1941, Ch. 452.)

6302.5

a) Notwithstanding any other provision of law, in Los Angeles County appointments made by judges of the superior court shall be for a term of four years, and appointments made by the board of supervisors of the county shall be for a term of two years.

b) The terms of no more than three judge-appointed members shall expire in the same year.

c) The term of one member appointed by the board of supervisors shall expire each year.

(Amended by Stats. 2002, Ch. 784, Sec. 3. Effective January 1, 2003.)
6303 The office of trustee is honorary, without salary or other compensation.
(Added by Stats. 1941, Ch. 452.)

6304 Each board of law library trustees shall meet regularly each month on such day as it shall appoint, but if it appoint no day, it shall meet on the first Tuesday after the first Saturday of each month, and any board may meet at such other times as it may appoint, at a place to be designated for that purpose. The president of the board may call a special meeting at any time for the transaction of necessary business. A majority of the members constitutes a quorum for business, and an affirmative vote of a majority of the members is required to exercise the powers of the board.
(Amended by Stats. 1945, Ch. 1113.)

6305 A board of law library trustees may remove any trustee, except an ex officio trustee, who is absent from three consecutive meetings of the board, and may fill all vacancies that from any cause occur in the board.
(Amended by Stats. 2009, Ch. 332, Sec. 1.2. (SB 113) Effective January 1, 2010.)

6306 Each board shall appoint one of its number as president.
(Added by Stats. 1941, Ch. 452.)

6307 Each board shall elect a secretary, who shall keep a full statement and account of all property, money, receipts and expenditures, and shall keep a record and full minutes in writing, with the ayes and noes at length, of all proceedings of the board. Under the secretary’s hand, the proceedings may be verified by an official seal adopted and provided by the board for that purpose.
(Amended by Stats. 2009, Ch. 332, Sec. 1.3. (SB 113) Effective January 1, 2010.)

Article 2. Law Library Funds – 6320-6326

6320 All money collected for the law library in each county, must be deposited with the treasurer of the county, who must keep the same separate and apart in a trust fund or trust account, to be disbursed by the board of law library trustees. Money may be disbursed only as in this chapter provided, and only for the purposes herein authorized.

Whenever a law library and a board of trustees to govern the same, is in existence under the provisions of any law, other than the law superseded by this chapter, in any county, or city and county, in this State, money so collected shall be paid into the hands of those, and in the manner, provided by such law. (Amended by Stats. 1961, Ch. 396.)

6321 a. On and after January 1, 2006, as described in Section 68085.1 of the Government Code, the Administrative Office of the Courts shall make monthly distributions from superior court filing fees to the law library fund in each county in the amounts described in this
section and Section 6322.1. From each first paper filing fee as provided under Section 70611, 70612, 70613, 70614, or 70670 of the Government Code, each first paper or petition filing fee in a probate matter as provided under Section 70650, 70651, 70652, 70653, 70654, 70655, 70656, or 70658 of the Government Code, Section 103470 of the Health and Safety Code, or Section 7660 of the Probate Code, each filing fee for a small claim or limited civil case appeal as provided under Section 116.760 of the Code of Civil Procedure or Section 70621 of the Government Code, and each vehicle forfeiture petition fee as provided under subdivision (e) of Section 14607.6 of the Vehicle Code, that is collected in each of the following counties, the amount indicated in this subdivision shall be paid to the law library fund in that county:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alameda</td>
<td>$37.00</td>
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<tr>
<td>Alpine</td>
<td>$4.00</td>
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<td>Amador</td>
<td>$20.00</td>
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<td>Butte</td>
<td>$35.00</td>
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<tr>
<td>Calaveras</td>
<td>$32.00</td>
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<tr>
<td>Colusa</td>
<td>$17.00</td>
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<tr>
<td>Contra Costa</td>
<td>$35.00</td>
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<tr>
<td>Del Norte</td>
<td>$20.00</td>
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<tr>
<td>El Dorado</td>
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<tr>
<td>Fresno</td>
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<td>Kings</td>
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<td>Lake</td>
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<tr>
<td>Lassen</td>
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<td>County</td>
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<tr>
<td>Napa</td>
<td>$23.00</td>
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<td>Nevada</td>
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<td>Orange</td>
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<td>Placer</td>
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<td>Plumas</td>
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<tr>
<td>Riverside</td>
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<td>Sacramento</td>
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<td>San Benito</td>
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<td>Stanislaus</td>
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<tr>
<td>Sutter</td>
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<td>Tehama</td>
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<td>Trinity</td>
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<tr>
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<td>Tuolumne</td>
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<tr>
<td>Yolo</td>
<td>$35.00</td>
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<tr>
<td>Yuba</td>
<td>$10.00</td>
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</tbody>
</table>

b. If a board of supervisors in any county acted before January 1, 2006, to increase the law library fee in that county effective January 1, 2006, the amount distributed to the law library fund in that county under subdivision (a) shall be increased by the amount that the board of supervisors acted to increase the fee, up to three dollars ($3). Notwithstanding subdivision (b) of Section 6322.1, as it read on January 1, 2005, the
maximum increase permitted under this subdivision in Los Angeles County is three dollars ($3), rather than two dollars ($2).

c. The amounts of twenty-three dollars ($23) for Inyo County, twenty-nine dollars ($29) for Mendocino County, twenty-three dollars ($23) for Plumas County, and twenty-three dollars ($23) for San Benito County listed in subdivision (a) shall apply to distributions made under subdivision (a) beginning January 1, 2006.

(Amended by Stats. 2009, Ch. 332, Sec. 1.4. Effective January 1, 2010.)

6322

a. It is the intent of the Legislature that the change in the method of distributing funds to law libraries from fees collected by the superior courts under the Uniform Civil Fees and Standard Fee Schedule Act of 2005 will not result in undue financial hardship for any law library. On and after January 1, 2006, any law library that experiences undue financial hardship from the change in the method of distributing funding to law libraries may request a one-time advance from the Administrative Office of the Courts. The Administrative Office of the Courts shall provide the advance within 15 days after the request is received, but no earlier than February 1, 2006, if all of the following conditions are met:

1. The law library board of trustees certifies that the law library is experiencing financial hardship caused by an increase in the time between collection of a fee by the court and the receipt of the money by the law library fund resulting from the implementation of the new distribution method for money received from superior court filing fees.

2. The law library board of trustees certifies that the law library is operating under this chapter.

3. The Administrative Office of the Courts receives the request on or before February 15, 2006.

b. The amount of the advance shall be equal to one-twelfth of the law library's total receipts from superior court fees for the 2003-04 fiscal year.

c. The funding for the advance shall be provided from amounts deposited into the bank account established by the Administrative Office of the Courts under subdivision (b) of Section 68085.1 of the Government Code. The advance shall be returned within 30 days if a law library ceases to operate or the responsibility for the law library is transferred from the law library board of trustees.

(Repealed (in Sec. 8) and added by Stats. 2005, Ch. 75, Sec. 9. Effective July 19, 2005. Operative January 1, 2006, by Sec. 156 of Ch. 75.)

6322.1

a. Until the end of the moratorium described in Section 70601 of the Government Code, the board of supervisors of any county may increase, as provided in this section, the amount distributed to its county law library fund from the uniform filing fees listed in Section 6321 whenever it determines that the increase is necessary to defray the expenses of the law library.
Any increase in the amount distributed to the law library fund in any county under this subdivision shall not be effective until January 1 of the next year after the adoption by the board of supervisors of the increase. The amount of the increase in any calendar year shall be no greater than three dollars ($3) over the previous calendar year. A copy of the action of the board of supervisors that establishes the increase shall be provided to the Administrative Office of the Courts as soon as it becomes available but no later than December 15 of the year before the increased distribution goes into effect.

b. Distribution changes after January 1, 2008, shall be determined by the process described in Section 70601 of the Government Code.

c.

1. In an action or proceeding in which a claim for money damages falls within the monetary jurisdiction of the small claims court and is filed by an assignee who is prohibited from filing or maintaining a claim pursuant to Section 116.420 of the Code of Civil Procedure, the uniform filing fee shall be reduced by twenty-four dollars ($24) to one hundred eighty-one dollars ($181) if the complaint contains a declaration under penalty of perjury, executed by the party requesting the reduction in fees, that the case qualifies for the lower fee because the claim for money damages will not exceed the monetary jurisdiction of small claims court and is filed by an assignee of the claim.

2. When the uniform filing fee is reduced as provided under this subdivision, the amount distributed from each uniform filing fee to the law library fund in the county shall be as follows:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>San Francisco</td>
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</tr>
<tr>
<td>San Joaquin</td>
<td>$10.00</td>
</tr>
<tr>
<td>San Luis Obispo</td>
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<tr>
<td>San Mateo</td>
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<tr>
<td>Santa Barbara</td>
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<tr>
<td>Santa Clara</td>
<td>$8.00</td>
</tr>
<tr>
<td>Santa Cruz</td>
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<tr>
<td>Shasta</td>
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<tr>
<td>Sierra</td>
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</tr>
<tr>
<td>Siskiyou</td>
<td>$8.00</td>
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<tr>
<td>Solano</td>
<td>$9.00</td>
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<tr>
<td>Sonoma</td>
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</tr>
<tr>
<td>Stanislaus</td>
<td>$6.50</td>
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<tr>
<td>Sutter</td>
<td>$1.00</td>
</tr>
<tr>
<td>Tehama</td>
<td>$9.00</td>
</tr>
</tbody>
</table>
3. The increases described in subdivision (a) do not apply to the law library distributions in this subdivision.

4. Notwithstanding subdivision (d) of Section 68085.4 of the Government Code, when the uniform filing fee is reduced as provided in this subdivision, the amounts distributed to dispute resolution programs, the State Court Facilities Construction Fund, the Judges' Retirement Fund, children's waiting rooms, and the Equal Access Fund shall remain as provided under subdivisions (b) and (c) of Section 68085.4 of the Government Code and shall not be changed. Only the amounts distributed to the Trial Court Trust Fund, the law libraries, and the Immediate and Critical Needs Account of the State Court Facilities Construction Fund shall be adjusted. The amount distributed from each uniform filing fee under this section to the Immediate and Critical Needs Account of the State Court Facilities Construction Fund, established in Section 70371.5 of the Government Code, shall be eleven dollars ($11). If the fee is further reduced below one hundred eighty-one dollars ($181), as with a partial waiver or partial payment, the proportional reductions described in subdivision (g) of Section 68085.1 of the Government Code shall apply.

d. Distributions under this section to the law library fund in each county shall be used only for the purposes authorized by this chapter.

e. As used in this section and Section 6321, "law library fund" includes a law library account described in the second paragraph of Section 6320.

f. This section shall become operative on July 1, 2013.

(Amended (as added by Stats. 2010, Ch. 720, Sec. 2) by Stats. 2011, Ch. 296, Sec. 9. Effective January 1, 2012. Section operative July 1, 2013, by its own provisions.)

6324 The board of supervisors of any county may set apart from the fees collected by the county clerk, sums not exceeding one thousand two hundred dollars ($1,200) in any one fiscal year, to be paid by the county clerk into the law library fund in addition to the moneys otherwise provided to be deposited in that fund by law. The board of supervisors may also appropriate from the county treasury for law library purposes such additional sums as may in their discretion appear proper. When so paid into the law library fund, such sums shall constitute a part of the fund and be used for the same purposes. (Amended by Stats. 2005, Ch. 75, Sec. 12. Effective July 19, 2005. Operative January 1, 2006, by Sec. 156 of Ch. 75.)
The orders and demands of the trustees of the law library, when duly made and authenticated as hereinafter provided, shall be verified and audited by the auditing officer, and paid by the treasurer of the county out of the law library fund. Full entry and record shall be kept as in other cases.

(Amended by Stats. 2005, Ch. 75, Sec. 13. Effective July 19, 2005. Operative January 1, 2006, by Sec. 156 of Ch. 75.)

A revolving fund of not more than fifty thousand dollars ($50,000) may be established from money in the law library fund, by resolution of the board of law library trustees, for expenditures of not exceeding ten thousand dollars ($10,000) each for purposes for which the law library fund may lawfully be expended. The board shall prescribe the procedure by which money may be drawn from the revolving fund, the records to be kept, and the manner in which reimbursements shall be made to the revolving fund by demand and order from the law library fund. All or any part of the money in the revolving fund may be deposited in a commercial account in a bank, subject to payments of not exceeding ten thousand dollars ($10,000) each by check on the signature of the secretary or any other person or persons designated by the board.

(Amended by Stats. 2009, Ch. 332, Sec. 1.5. (SB 113) Effective January 1, 2010.)

Article 3. Duties and Powers of Boards – 6340-6350

Each board of law library trustees shall establish and maintain a law library at the county seat of the county in which it is appointed and may lease suitable quarters therefor or construct quarters pursuant to the provisions of this chapter, and may provide leased or constructed quarters with suitable furniture and utility services.

(Amended by Stats. 1959, Ch. 1076.)

Any board of law library trustees may establish and maintain a branch of the law library in any city in the county, other than the county seat, in which a session of the superior court is held. In any city constituting the county seat, any board of law library trustees may establish and maintain a branch of the law library at any location therein where four or more judges of the superior court are designated to hold sessions more than 10 miles distant from the principal office of the court. In any city and county any board of law library trustees may establish and maintain branches of the law library. A branch is in all respects a part of the law library and is governed accordingly.

(Amended by Stats. 2002, Ch. 784, Sec. 5. Effective January 1, 2003.)

A board of law library trustees may order the drawing and payment, upon properly authenticated vouchers, of money from out of the law library fund, for any liability or expenditure herein authorized, and generally do all that may be necessary to carry into effect the provisions of this chapter.

(Amended by Stats. 2009, Ch. 332, Sec. 1.6. (SB 113) Effective January 1, 2010.)
6343  A board may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the law library, and of all property belonging thereto, or that may be loaned, devised, bequeathed, or donated to it. A board may make expenditures for the suitable maintenance, repair, protection and insurance against loss of such property, both real and personal.  
(Amended by Stats. 1941, Ch. 453.)

6344  A board may purchase books, journals, other publications, and other personal property. It may dispose of obsolete or duplicate books, and other unneeded or unusable property.  
(Amended by Stats. 1945, Ch. 1113.)

6345  A board may appoint a law librarian and define the powers and prescribe the duties of any law library employees, determine the number, and elect all necessary subordinate law librarians and law library employees, and at its pleasure remove any law librarian or law library employees.

For the purpose of facilitating the recruitment of professional and technically trained persons to fill positions for which there is a shortage of qualified applicants, a board may authorize payment of all or a part of the reasonable travel expense of applicants who are called for interview and all or part of the reasonable travel and moving expense of persons who change their place of residence to accept employment with the law library.  
(Amended by Stats. 2009, Ch. 332, Sec. 1.7. (SB 113) Effective January 1, 2010.)

6346  A board shall fix the salaries of the law librarian and law library employees, and may require a bond of any law librarian or law library employee, in such sum as it may fix. The premium on a bond given by an authorized surety company may be paid from the law library fund.  
(Amended by Stats. 2009, Ch. 332, Sec. 1.8. (SB 113) Effective January 1, 2010.)

6346.5  A board of law library trustees may contract with the California Public Employees’ Retirement System, to make all or any of the employees of the law library members of the system.  
(Amended by Stats. 2009, Ch. 332, Sec. 1.9. (SB 113) Effective January 1, 2010.)

6346.6  As an alternative to Section 6346.5, a board of law library trustees may, with the consent of the board of administration of the applicable retirement system, elect to make all or any of the officers or employees of the law library members of the retirement system which covers the officers and employees of the county in which the law library is established and to have the law library officers and employees deemed to be county employees for purposes of that retirement system. In the event of such an election, the employer contributions on behalf of the covered law library officers and employees shall be made from law library funds.  
(Added by Stats. 1981, Ch. 156, Sec. 1.)
6347 A board may contract with any other law library board, law library association, superior court, or legal-related entity, including a self-help group or other organization that provides a similar service, to provide public law library services as may best carry into effect the purposes of this chapter.
(Amended by Stats. 2009, Ch. 332, Sec. 1.10. (SB 113) Effective January 1, 2010.)

6348 A board may expend surplus funds under its control, not necessary for use to maintain the law library, to acquire or lease real property and erect thereon a library building to house the law library. In the alternative, a board of law library trustees may appropriate from the surplus funds so much as in the discretion of the board may be necessary to obtain adequate quarters for the law library in any building hereafter erected by the board of supervisors of the county in which the law library is maintained. The moneys so appropriated shall not be more than the proportion of the total cost of the building which the space allotted to the law library bears to the total usable space in the building. The moneys so appropriated may be transferred to the board of supervisors of the county for use in erecting the building, or may be paid directly on contracts for the erection thereof made by the board of supervisors.
(Amended by Stats. 2009, Ch. 332, Sec. 1.11. (SB 113) Effective January 1, 2010.)

6348.1 An appropriation to obtain quarters for the law library in a building to be erected by the board of supervisors of the county, may be made subject to such terms and conditions, including approval of plans and specifications, and regarding maintenance and use of the quarters, as may be mutually agreed upon by the board of law library trustees and the board of supervisors.
Where a board of law library trustees determines to erect a library building to house the law library, the State of California or the county or the city in which the building is to be located, may set apart and dedicate or lease land owned by any of them for the permanent use of the building and access thereto.
(Amended by Stats. 1965, Ch. 1069.)

6348.2 When a board of law library trustees in any county determines to erect a library building to house the law library, it may borrow money for that purpose and repay the loan from its future income. The board may borrow the money from any person, or private or public agency, or corporation, in an amount not exceeding half of the funds of the board allocated to the construction of the building, upon such terms as may be agreed upon by the board and the lender and approved by resolution of the board of supervisors of the county.
(Amended by Stats. 1987, Ch. 1299, Sec. 1.)

6348.3 A library building erected to house the law library may include courtrooms with offices in connection therewith, offices for use of a county bar association, and an office for a notary public and public stenographer, which courtrooms and offices the board of law library trustees may lease, the income to be deposited in the law library fund.
(Amended by Stats. 2009, Ch. 332, Sec. 1.12. (SB 113) Effective January 1, 2010.)
6348.4 Real property acquired by a board may be sold, leased, rented, or licensed with the proceeds to be deposited in the law library fund.
(Amended by Stats. 2014, Ch. 201, Sec. 2. (SB 1462) Effective January 1, 2015.)

6348.5 A board of law library trustees may invest surplus funds in excess of one hundred thousand dollars ($100,000) or of the average annual expenditures of the library for the four fiscal years immediately preceding the investment, whichever is lesser, in the Local Agency Investment Fund pursuant to Article 11 (commencing with Section 16429.1) of Chapter 2 of Part 2 of Division 4 of Title 2 of the Government Code or bonds of the government of the United States or of this state. Bonds so purchased may be sold at any time in the discretion of the board. In computing average annual expenditures for the purposes of this section, capital expenditures for the purchase of real property and construction of a library building shall not be included.
(Amended by Stats. 2009, Ch. 332, Sec. 1.14. (SB 113) Effective January 1, 2010.)

6348.6 A board of law library trustees may contract with the board of supervisors of the county upon such terms as may be mutually agreeable for the construction by the board of supervisors of a law library building or any part thereof or for quarters in a building to be erected by the board of supervisors. The agreement may be made subject to such terms and conditions including approval of plans and specifications, regarding the furnishing and equipping of the building or quarters, and regarding maintenance and use of the quarters, as may be mutually agreed upon by the board of law library trustees and the board of supervisors. The contract may provide that the board of law library trustees shall make payments to the board of supervisors out of future income in payment for constructing or furnishing or equipping the law library building or part thereof or those quarters in a building. Any contract executed by a board of law library trustees and a board of supervisors, which, if executed subsequent to the effective date of this section would be valid, is hereby ratified and validated.
(Amended by Stats. 2009, Ch. 332, Sec. 1.15. (SB 113) Effective January 1, 2010.)

6348.7 A board of law library trustees may enter into an agreement with a county for the joint exercise of powers pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code for the purpose of constructing a building or buildings to house the law library and court or county facilities, without limitation as to the number of courtrooms such building or buildings may contain, and may lease from any authority created pursuant to such agreement the space required for law library purposes.
(Added by Stats. 1983, Ch. 31, Sec. 1. Effective May 11, 1983.)

6349 Each board of law library trustees, on or before the 15th day of October of each year, shall make an annual report to the board of supervisors of the county in which the law library is maintained, for the preceding fiscal year ending on the 30th day of June. A copy of the report shall be filed with the auditor of the county. The report shall give the condition of their trust, with full statements of all their property and money received, whence derived, how used and expended, the number of books, periodicals
and other publications on hand, the number added by purchase, gift, or otherwise during the
year, the number lost or missing, and other information as might be of interest.
(Amended by Stats. 2009, Ch. 332, Sec. 1.16. (SB 113) Effective January 1, 2010.)

6350 A financial report, showing all receipts and disbursements of money, shall be made by the
secretary, duly verified by oath, at the same time that the report of the board is made.
(Amended by Stats. 2009, Ch. 332, Sec. 1.17. (SB 113) Effective January 1, 2010.)


6360
a) A law library established under this chapter shall be free to the judiciary, to state and
county officials, to members of the State Bar of California, and to all residents of the
county, for the examination of books and other publications at the library or its
branches.
b) The board of law library trustees may permit the removal of the books and other
publications from the library and its branches as it considers proper, subject to those
rules, and, in its discretion, the giving of security, as it may provide to ensure the
safekeeping and prompt return thereof, but security shall not be required of members
of the judiciary or county officials. The board may provide for the levying of fines and
charges for violation of the rules, and may make charges for special services, such as the
making of photocopies of pages of library books, electronic delivery, messenger and
other delivery services, educational programs, special events, and provision of supplies
or food services.
c) The board of law library trustees may require persons other than members of the
judiciary, county officials, and members of the bar resident in the county, to pay dues as
the board may fix for the privilege of removing books and other publications from the
library. With the approval of the board of supervisors, the board of law library trustees
may charge individual members of the bar resident in the county fees for the removal of
books and other publications from the library. These fees shall not exceed the cost of
providing the service.
(Amended by Stats. 2016, Ch. 86, Sec. 10. (SB 1171) Effective January 1, 2017.)

6361 The board of supervisors of the county in which the law library is established shall provide
sufficient quarters for the use of the library upon request of the board of law library trustees,
except that the board of supervisors need not provide such quarters when the board of law
library trustees determines it has sufficient funds, over and above those necessary for
operation and maintenance expenses, to provide its own quarters. Such provision may include,
with the room or rooms provided, suitable furniture, window shades, floor coverings, lighting,
heat and telephone and janitor service.
(Amended by Stats. 1959, Ch. 1076.)
**6362.5** The State Librarian shall periodically supply to each law library established under the provisions of this chapter, and requesting the same, information regarding newly published materials to aid such libraries in their selection of new materials.

*(Added by Stats. 1965, Ch. 1385.)*

**6363** Whenever a law library, and a board of trustees to govern the same, is in existence under the provisions of any law, other than the law superseded by this chapter, in any county, or city and county, in this State, this chapter shall not be considered a repeal of any legislation under which such library was established and is now governed, but shall be deemed to confer upon such library the benefits of Sections 6321, 6322, 6322.1, 6326, 6341, 6345, 6346, 6346.5, and 6347.

*(Amended by Stats. 1955, Ch. 1786.)*
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, 2018, 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, 2018 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, 2017 financial statements, and we expressed an unmodified opinion on those financial statements in our report dated September 15, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017, 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 and Required Supplementary Information - Pensions 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 13, 2018, 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 13, 2018

Sonnenberg & Company, CFA
# Statement of Net Position

June 30, 2018  
(With Comparative Totals for June 30, 2017)

## Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Investments - Unrestricted Cash</td>
<td>$3,447,483</td>
<td>$2,918,918</td>
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<tr>
<td>Cash and Investments - Restricted Cash</td>
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<td>171,682</td>
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<td>Accounts Receivable</td>
<td>535,793</td>
<td>490,539</td>
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<td>Prepaid Subscriptions</td>
<td>36,586</td>
<td>35,254</td>
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<tr>
<td>Prepaid Insurance</td>
<td>17,740</td>
<td>16,589</td>
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<td>Capital Assets, net</td>
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<td>3,708,580</td>
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<td><strong>Total Assets</strong></td>
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<td><strong>7,341,562</strong></td>
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## Deferred Outflows of Resources

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Pensions</td>
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<td>386,753</td>
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<tr>
<td><strong>Total Assets and Deferred Outflows of Resources</strong></td>
<td><strong>8,314,084</strong></td>
<td><strong>7,728,315</strong></td>
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</table>

## Liabilities

<table>
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<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
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<tr>
<td>Accrued Wages and Salaries</td>
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<td>22,752</td>
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<tr>
<td>Compensated Absences</td>
<td>144,589</td>
<td>141,230</td>
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<td>Borrower's Deposits</td>
<td>53,103</td>
<td>61,168</td>
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<tr>
<td>Net Pension Liability</td>
<td>2,504,249</td>
<td>2,184,885</td>
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<td><strong>Total Liabilities</strong></td>
<td><strong>2,732,384</strong></td>
<td><strong>2,415,319</strong></td>
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## Deferred Inflows of Resources

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
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</thead>
<tbody>
<tr>
<td>Deferred Pensions</td>
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<td>60,487</td>
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<tr>
<td>Advanced Payment of Filing Fees</td>
<td>223,022</td>
<td>223,022</td>
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<tr>
<td><strong>Total Deferred Inflows of Resources</strong></td>
<td>418,386</td>
<td>283,509</td>
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## Net Position

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Investment in Capital Assets</td>
<td>3,471,011</td>
<td>3,708,580</td>
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<tr>
<td>Restricted for IT Projects and Others</td>
<td>93,293</td>
<td>171,682</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>1,599,010</td>
<td>1,149,225</td>
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<tr>
<td><strong>Total Net Position</strong></td>
<td><strong>5,163,314</strong></td>
<td><strong>5,029,487</strong></td>
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</table>

## Total Liabilities, Deferred Inflows of Resources, and Net Position

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Liabilities, Deferred Inflows of Resources, and Net Position</strong></td>
<td><strong>8,314,084</strong></td>
<td><strong>7,728,315</strong></td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>2017</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td><strong>Revenues:</strong></td>
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<td></td>
</tr>
<tr>
<td>General Revenues</td>
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<tr>
<td>Filing Fees - Superior Court</td>
<td>$2,801,526</td>
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<tr>
<td>Interest</td>
<td>43,419</td>
<td>24,408</td>
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<td>Donations</td>
<td>33,745</td>
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<td><strong>Subtotal General Revenues</strong></td>
<td><strong>2,878,690</strong></td>
<td><strong>2,783,315</strong></td>
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<tr>
<td>Program Revenues</td>
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<tr>
<td>Charges for Services</td>
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<td>102,020</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>2,952,894</strong></td>
<td><strong>2,885,335</strong></td>
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<td><strong>Program Expenses:</strong></td>
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<tr>
<td>Personnel</td>
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<tr>
<td>Salaries and Wages</td>
<td>1,154,297</td>
<td>1,203,980</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>611,200</td>
<td>637,283</td>
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<td><strong>Total Personnel</strong></td>
<td><strong>1,765,497</strong></td>
<td><strong>1,841,263</strong></td>
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<tr>
<td>Non-personnel</td>
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<tr>
<td>Books and Other Media</td>
<td>210,614</td>
<td>207,645</td>
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<tr>
<td>Computer Equipment and Software</td>
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<td>100,565</td>
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<tr>
<td>Conferences and Travel</td>
<td>19,097</td>
<td>15,396</td>
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<td>Data Searches</td>
<td>121,947</td>
<td>111,021</td>
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<tr>
<td>Depreciation</td>
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<td>313,986</td>
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<tr>
<td>Insurance</td>
<td>25,500</td>
<td>25,180</td>
</tr>
<tr>
<td>Membership and Public Relations</td>
<td>11,567</td>
<td>11,372</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>18,766</td>
<td>11,366</td>
</tr>
<tr>
<td>Mileage and Parking</td>
<td>12,260</td>
<td>12,843</td>
</tr>
<tr>
<td>Professional and Special Services</td>
<td>140,687</td>
<td>84,884</td>
</tr>
<tr>
<td>Supplies</td>
<td>48,115</td>
<td>55,199</td>
</tr>
<tr>
<td><strong>Total Non-personnel</strong></td>
<td><strong>1,053,570</strong></td>
<td><strong>949,457</strong></td>
</tr>
<tr>
<td><strong>Total Program Expenses</strong></td>
<td><strong>2,819,067</strong></td>
<td><strong>2,790,720</strong></td>
</tr>
<tr>
<td><strong>Increase (Decrease) in Net Position</strong></td>
<td>133,827</td>
<td>94,615</td>
</tr>
<tr>
<td><strong>Net Position, Beginning of Year</strong></td>
<td>$5,029,487</td>
<td>$5,505,827</td>
</tr>
<tr>
<td>Prior Period Adjustments of Pension Liability</td>
<td>-</td>
<td>(570,955)</td>
</tr>
<tr>
<td><strong>Restated Net Position at Beginning of the Year</strong></td>
<td>$5,029,487</td>
<td>4,934,872</td>
</tr>
<tr>
<td><strong>Net Position, End of Year</strong></td>
<td>$5,163,314</td>
<td>$5,029,487</td>
</tr>
</tbody>
</table>
SAN DIEGO COUNTY PUBLIC LAW LIBRARY
SUPPLEMENTAL INFORMATION
BUDGET COMPARISON INFORMATION
For the Year Ended June 30, 2018

Revenues:

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filing Fees</td>
<td>$2,550,000</td>
<td>$2,801,526</td>
<td>$251,526</td>
</tr>
<tr>
<td>Donations</td>
<td>19,000</td>
<td>33,745</td>
<td>14,745</td>
</tr>
<tr>
<td>Interest</td>
<td>18,000</td>
<td>43,419</td>
<td>25,419</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>99,500</td>
<td>74,204</td>
<td>(25,296)</td>
</tr>
</tbody>
</table>

| Total Revenues      | $2,686,500 | $2,952,894 | $266,394 |

Expenditures:

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$1,314,000</td>
<td>$1,154,297</td>
<td>$159,703</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>473,950</td>
<td>611,200</td>
<td>(137,250)</td>
</tr>
<tr>
<td>Total Personnel</td>
<td>1,787,950</td>
<td>1,765,497</td>
<td>22,453</td>
</tr>
<tr>
<td>Information Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books and Other Media</td>
<td>249,500</td>
<td>210,614</td>
<td>38,886</td>
</tr>
<tr>
<td>Data Searches</td>
<td>185,000</td>
<td>121,947</td>
<td>63,053</td>
</tr>
<tr>
<td>Total Information Services</td>
<td>434,500</td>
<td>332,561</td>
<td>101,939</td>
</tr>
<tr>
<td>Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Insurance</td>
<td>27,000</td>
<td>25,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Supplies/Office</td>
<td>65,400</td>
<td>48,115</td>
<td>17,285</td>
</tr>
<tr>
<td>Professional and Special Services</td>
<td>87,900</td>
<td>140,687</td>
<td>(52,787)</td>
</tr>
<tr>
<td>Mileage and Parking</td>
<td>15,000</td>
<td>12,260</td>
<td>2,740</td>
</tr>
<tr>
<td>Conferences and Travel</td>
<td>25,000</td>
<td>19,097</td>
<td>5,903</td>
</tr>
<tr>
<td>Equipment and Software</td>
<td>278,740</td>
<td>112,976</td>
<td>165,764</td>
</tr>
<tr>
<td>Membership and Public Relations</td>
<td>23,000</td>
<td>11,567</td>
<td>11,433</td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
<td>332,041</td>
<td>(332,041)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>18,000</td>
<td>18,766</td>
<td>(766)</td>
</tr>
<tr>
<td>Total Operations</td>
<td>540,040</td>
<td>721,009</td>
<td>(180,969)</td>
</tr>
</tbody>
</table>

| Total Expenditures     | 2,762,490 | 2,819,067 | (56,577) |

Excess of Revenues over Expenditures $75,990 $133,827 $209,817

Note: The Budget Schedule above excludes Depreciation.