



VENTURA COUNTY LAW LIBRARY

ANNUAL REPORT

JUNE 30, 2017

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BOARD OF TRUSTEES

ROBERT L. COIT, president July 2016 to January 2017, member February 2017 to June 2017, alternate for JUDGE RYAN J. WRIGHT, representing the Ventura County Superior Court.

STUART A. COMIS, member July 2016 through January 2017, Vice President February 2017 to June 2017, representing the Ventura County Bar Association.

JUDGE WILLIAM Q. LIEBMANN, member July 2016 to June 2017, representing the Ventura County Superior Court.

AMBER RODRIGUEZ, member July 2016 to June 2017, alternate for JUDGE HENRY J. WALSH, representing the Ventura County Superior Court.

LEROY SMITH, member July 2016 through January 2017, President February 2017 to June 2017, representing the Chair of the Ventura County Board of Supervisors.

VINCENTE E. WOODWARD, member July 2016 through June 2017, alternate for JUDGE KENT KELLIGREW, representing the Ventura County Superior Court.

* * * * *

DOLLY M. KNIGHT, Director, Law Librarian, and Secretary to the Board of Trustees.

DIRECTOR'S LETTER

Welcome to the 2016-17 Annual Report of the Ventura County Law Library. This year marks the first in many years where the library has not had a deficit budget. A great deal of hard work together with careful consideration of user needs went in to keeping our spending at realistic levels given the downturn in filing fees that led our revenue to decrease by 38% over five years.

We are excited to continue offering valuable resources to the public. No resource has been more popular or helpful than the Legal Aid Clinic, which we host in partnership with the Ventura County Bar Association and their Legal Aid, Inc 501(c)(3) organization. This year the clinic assisted over 500 users.

The dedicated staff of the law library continues to assist patrons from all walks of life. We had a slight uptick in our attorney users, and continue to work with members of the public dealing with legal issues of all kinds: from family law to landlord tenant issues.

We renegotiated our contract with LexisNexis for print, reducing it by \$25,000. We will continue to make cuts in the collection as appropriate in order to continue spending responsibly.

Filing fees continue to be stabilized and even slightly encouraging; we had an increase of 6% over last year. Hopefully with careful budgeting and continued vigilance, we will continue to see balanced budgets for the law library.

SPONSORED BY VENTURA COUNTY LEGAL AID, INC.

Our volunteer attorneys
will provide
FREE assistance in
Family Law,
Immigration,
Landlord-Tenant,
and more!

The Clinic is located at the
Ventura County Law Library
800 S. Victoria Ave.,
Ventura, CA

For general information
contact the Law Library
at (805) 642-8982

Legal Aid Clinic

VCLEGALAID.ORG

ADVICE GIVEN ON A WALK-IN
BASIS ONLY

NO ADVANCED SIGN UP.

Every 1st & 3rd
Tuesdays
from 4pm to 7pm
with the final intake at
6:15pm

Please note that you must be a resident of Ventura County. We also follow the following household income levels before taxes, not exceeding the following:

1 person/\$2043; 2 people/\$2337; 3 people/\$2628; 4 people/\$2918; 5 people/\$3153; 6 people/\$3387; 7 people/\$3621; 8 people/\$3853.

Or you are eligible for Supplemental Security Income or free services under the Older Americans Act or Developmentally Disabled Assistance Act. Consultations are brief and the attorneys cannot provide legal representation for ongoing issues.

We do not disqualify based on immigration status.

DIRECTOR'S REVIEW

STATUS OF THE FUND

Continuing to build on cuts begun in 14-15, the total cost to operate the library decreased from 15-16 by 6%. Total revenue increased by 2.92% for a gain of \$16,214.30.

For the first time since the 2010-11 fiscal year, we had a surplus of a modest \$5,926.24. At its height in fiscal year 2013-14, our deficit was \$148,878. This surplus is a reflection of hard work done by the board and the library director to cut spending.

The fund balance for the library at the end of fiscal year 2016-17 after adjusting for liabilities, post-retirement obligations and including the Wells Fargo account and CERBT fund was \$376,946.

The Library also maintains an unemployment insurance reserve fund. The Library does not pay into the State unemployment fund and is 100% responsible for any unemployment claims. Currently no additional funds have been allocated to this account except for annual interest on the fund itself paid to us by the County. However, due to the low interest rates for several years in a row, the interest for this account was not actively being transferred into it. One unemployment claim was made in FY 2016-17 for a total of \$1,087.93. The balance of this fund at the end of the fiscal year was \$59,772.40

In July of 2013 the Board of Trustees approved adding a note to the Financial Statements that reflects the Law Library's post-employment benefit dollars. The calculation for life expectancy was calculated as part of an assessment by North Bay Pensions dated July, 2016. The projected liability at the end of 2015-16 was \$321,233.00, with \$110,478.23 of the liability funded through the CalPERS CERBT account.

FILING FEE INCOME

Income from fees rose by 3.72%. We remain cautiously optimistic that the revenue generated by fees is no longer in free-fall. However, we are still down significantly from 2008-09, when we brought in over \$900,000 in revenue.

LEGISLATION

The legislative committee of the Council of California County Law Librarians continues to explore its options for increasing revenue for County Law Libraries.

GIFTS

Due to the increase in donations of reporters and digests, the Library continues to evaluate donations on a case by case basis to avoid having an excess of titles. The

library accepted 110 donated items. The library also received a donation of \$3000 which will be used in FY 17-18 used to purchase new furniture items.

LIBRARY SALES

The library made \$1,586.10, less tax, from the sale of discarded and donated books and publications. A special book sale of donated practice guides and other secondary treatises was held May 5. The library also made \$138 less tax, from the sale of flash drives at a variety of price points, from \$6.00 to \$10.00, depending on size.

MEETING ROOM

The library collected \$1,530.00 from rental of the Rare Book Room and the Processing Room. This is a roughly \$300 decrease from last year. We have added wifi to the rooms and now supply them with water, granola bars, and note pads in order to offer more comfortable facilities and attract more users.

STAFFING

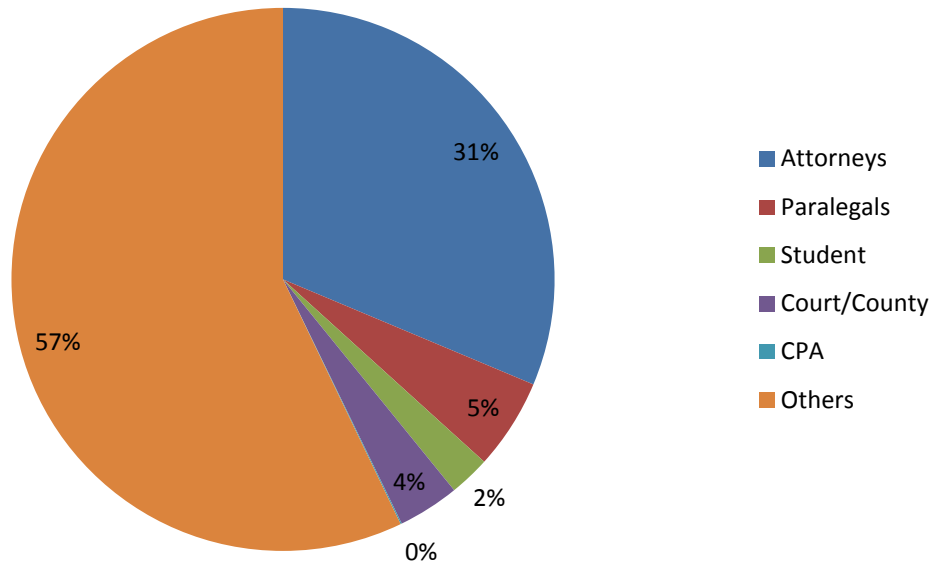
The library currently has 5 employees for a total of 3.5 full time equivalents.

The library is currently open a total of 49 hours per week, Monday through Friday.

LEGAL AID CLINIC

In partnership with the Ventura County Bar Association (VCBA) and its newly formed 501(c)3 Legal Aid, Inc., the legal clinic began in February of 2016. The clinic traditionally closes in July and August to accommodate volunteer vacations. For the period from September to June, the clinic assisted 507 users.

Users 2016-17



LIBRARY USE

COLLECTION

CIRCULATION OF BOOKS AND MATERIALS	4,497
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MATERIALS USED IN THE LIBRARY

BOOKS AND PUBLICATIONS (MAIN COLLECTION)	8,711
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REFERENCE BOOKS (CIRCULATION DESK)	253
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SELF-HELP BOOKS (SELF-HELP COLLECTION)	256
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MICROFORMS	5
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TOTAL MATERIALS USAGE	9,225
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HOLDS	83
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DISSOMASTER (NUMBER OF USERS)	187
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WEBSITE HITS	29,258
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LIBRARY USERS

USING

ATTORNEYS/PARALEGALS	4,675
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STUDENTS	309
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OTHERS	7,748
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E-MAIL REFERENCE QUESTIONS	50
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TELEPHONE CALLS	236
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TOTAL	13,018
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TOTAL REQUESTS FOR STAFF HELP	12,766
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LEGAL AID CLINIC

NUMBER OF SESSIONS	20
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NUMBER ASSISTED	507
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BORROWERS

TOTAL

REGULAR	903
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DEPOSIT	34
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TOTAL	937
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PHOTOCOPIES MADE

98,940

TOTAL COLLECTION JUNE 30, 2017

BOOKS AND PUBLICATIONS

ACTIVE COLLECTION	71,037
RETROSPECTIVE COLLECTION	<u>1,990</u>
SUB-TOTAL	72,761

MICROFILM (HARD COPY VOLUME EQUIVALENT)	61
MICROFICHE (143,178 CARDS) HARD COPY EQUIVALENT	<u>24,001</u>
TOTAL MICROFORM	24,062

TOTAL BOOKS AND PUBLICATIONS	96,578
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ELECTRONIC SUBSCRIPTIONS

ON-LINE SUBSCRIPTIONS (Databases)	5
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<u>PERIODICALS</u>	5
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<u>TITLES IN THE COLLECTION</u>	7,629
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<u>LOST AND MISSING ITEMS</u>	2
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<u>ITEMS VANDALIZED (Missing Pages)</u>	20
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DONATIONS

BOOKS	110
CASH	<u>\$3,000.00</u>

DISCARDED BOOKS AND PUBLICATIONS

BOOKS	894
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ANNUAL FINANCIAL STATEMENT

FISCAL YEAR 2016-2017

RECONCILIATION OF INCOME AND EXPENDITURES WITH AMOUNTS BUDGETED

July 1, 2016 to June 30, 2017

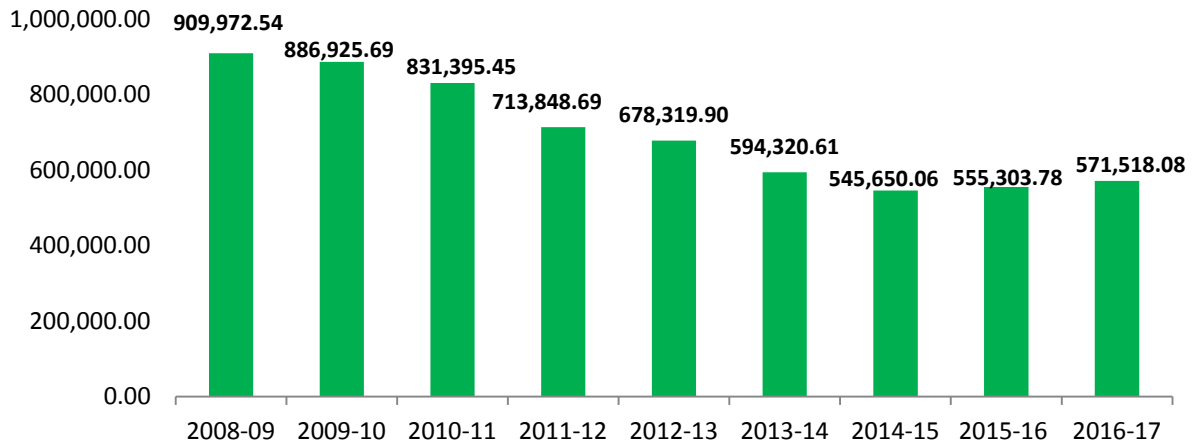
<u>REVENUE</u>	<u>BUDGET EST.</u>	<u>RECEIVED</u>
8911A Interest, 7335	3,400.00	5,445.98
8911B Interest, 7340	0.00	0.00
9681A Overdues	5,000.00	3,900.00
9681C Interlibrary Loans	0.00	0.00
9521 Court Fees	500,000.00	545,818.74
9721 Copy Charges	9,500.00	9,862.42
9790A Miscellaneous Income	0.00	4,655.58
9790B Sale/Books & Publications	0.00	1,570.10
9790C Sale of Supplies	0.00	138.00
9790D Sales Tax	0.00	127.26
TOTAL REVENUE RECEIVED AND ACCRUED	517,900.00	571,518.08

<u>DISBURSEMENTS AND ACCRUED EXPENSES</u>	<u>BUDGET EST.</u>	<u>EXPENDED</u>
SALARIES AND EMPLOYEE BENEFITS		
1101 Full-time	140,000.00	136,525.00
1102 Part-time	16,000.00	13,646.03
1121 Retirement	21,000.00	20,567.93
1122 Social Security	900.00	454.47
1123 Medicare	2,200.00	2,140.51
1141A Group Insurance – Employees	15,000.00	9,876.86
1141B Group Insurance – Retirees	30,000.00	28,002.87
1143 Unemployment Insurance	0.00	0.00
1165 Workers Compensation Insurance	3,500.00	2,337.00
TOTAL SALARIES AND EMPLOYEE BENEFITS	228,600.00	213,550.67

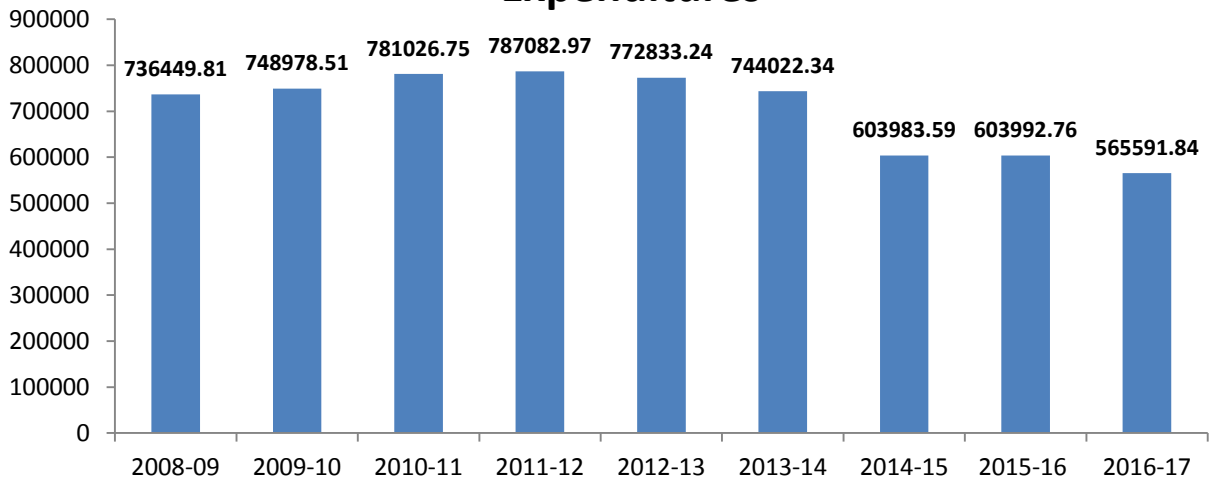
SERVICES AND SUPPLIES		
2031 TELEPHONE	5,000.00	5,824.63
2032 COUNTY TELECOM.	400.00	234.00
2054 JANITORIAL SUPPLIES	1,200.00	1,550.24
2055 JANITORIAL SERVICES	12,500.00	11,308.75
2071 GENERAL INSURANCE	2,000.00	1,509.00
2101 OFFICE EQUIP. MAINT.	5,000.00	3,762.51
2131 MEMBERSHIPS	1,500.00	1,257.00
2161 OFFICE SUPPLIES	12,500.00	10,094.39
2164 POSTAGE	7,000.00	6,555.00
2166 PRINTING	1,000.00	506.27
2167 COPYING SUPPLIES	1,500.00	472.85

2168	CENTRAL STORES	300.00	1.25
2179	MISC. OFFICE EXPENSES	5,000.00	4,781.38
2199	PROF. SERVICES (NON ISF)	1,500.00	270.00
2202	COMP. SERVICES ISD	500.00	0.00
2206	COUNTY SPECIAL SERVICES	500.00	396.00
2261	COMPUTER EQUIPMENT	5,000.00	3,222.20
2262	FURNITURE	5,000.00	0.00
2264	MINOR EQUIPMENT	500.00	0.00
2271A	BOOKS & PUBLICATIONS	240,000.00	213,932.14
2271B	AUDIO/VIDEO PROGRAMS	500.00	365.85
2271C	ELECTRONIC SUBS.	100,000.00	84,248.70
2273	CONFERENCE/SEMINARS	1,500.00	1,083.17
2291	MILEAGE	500.00	0.00
2292	AIR TRAVEL	1,000.00	665.84
TOTAL SERVICES AND SUPPLIES		411,400.00	352,041.17
FIXED ASSETS		<u>BUDGET EST.</u>	<u>EXPENDED</u>
4111	BUILDING IMP/ALTER	2,500.00	0.00
4601	EQUIP REPLACEMENT	20,000.00	0.00
TOTAL FIXED ASSETS		22,500.00	0.00
6101	CONTINGENCY FUND (2196)	100,000.00	0.00
TOTAL DISBURSEMENTS AND ACCRUED EXPENSES		662,500.00	565,591.84

Revenue



Expenditures



STATEMENT OF PETTY CASH

JUNE 30, 2017

BALANCE ON HAND, JULY 1, 2015		\$150.00
DISBURSEMENTS	\$ 0.00	
REIMBURSEMENTS (CASH RECEIVED)	\$ 0.00	
BALANCE ON HAND, JUNE 30, 2016		\$150.00

The petty cash revolving fund is used for small purchases, to make change for overdue fines, the copy machines and other cash transactions, and to record money that is found in the library. The original amount to establish this fund was withdrawn from account 2343A – OFFICE SUPPLIES/EXPENSE.

COMPARISON OF ANNUAL INCOME AND EXPENDITURES

F/Y ENDING 6/30	TOTAL INCOME	TOTAL EXPENSES	FIXED ASSET RESERVE (CONT)	POST-RET. LIABILITY	UNAPPRO- PRIATED RESERVE	TOTAL CASH ON DEPOSIT FUND 0200	TOTAL CASH ON DEPOSIT FUND 0201	TOTAL CASH WELLS FARGO	TOTAL CASH CERBT
1989	367,754	371,067	45,400		89,626	125,026	24,574		
1990	377,144	404,043	19,850		89,327	109,177	28,233		
1991	611,686	426,943	100,000		195,702	295,702	32,184		
1992	637,006	525,636	154,400		251,922	406,322	34,323		
1993	636,924	534,179	197,800		309,317	507,117	36,159		
1994	609,347	639,975	109,816		367,273	477,089	37,519		
1995	619,352	603,975	38,423		455,655	494,078	38,766		
1996	647,690	642,981	84,300		416,687	500,987	41,344		
1997	680,247	563,738	100,000		518,422	618,422	43,630		
1998	682,315	603,585	88,500		565,164	653,664	46,435		
1999	640,038	639,397	100,000		565,023	665,023	49,011		
2000	630,951	656,393	93,600		549,058	642,658	51,282		
2001	641,093	612,360	100,000		574,971	674,971	54,438		
2002	679,861	557,766	93,969		721,097	815,066	56,866		
2003	646,275	604,707	100,000		762,934	862,934	58,450		
2004	613,091	602,471	100,000		773,335	873,335	59,470		
2005	574,166	656,384	100,000		688,687	788,687	60,616		
2006	573,868	623,756	90,470		596,887	739,099	62,458		
2007	691,362	634,168	100,000		644,550	796,342	65,231		
2008	797,908	701,610	100,000		740,849	892,393	68,393		
2009	909,973	736,450	100,000		914,372	1,065,764	70,127		
2010	886,826	748,979	100,000		1,052,319	1,204,611	62,709		
2011	831,395	781,027	100,000		1,011,488	1,159,309	63,299	47,970	
2012	713,849	787,083	100,000		940,053	1,085,819	63,299	48,027	
2013	678,320	772,833	100,000		938,283	994,921	63,839	48,027	
2014	595,144	744,022	100,000	(568,752)	220,652	894,069	63,839	48,027	
2015	545,650	603,984	100,000	(439,451)	292,362	735,935	60,860	47,946	100,000
2016	555,304	604,034	60,000	(339,451)	234,904	686,847	60,860	47,481	103,078
2017	571,518	565,592	100,000	(321,233)	376,946	692,573	59,772	47,419	110,478

FILING FEE INCOME

<u>F/Y ENDING</u> <u>JUNE 30</u>	<u>TOTAL</u> <u>FILINGS</u>	<u>TOTAL</u> <u>DOLLARS</u>	<u>INCREASE/</u> <u>DECREASE</u>
(\$20/\$23 FILING FEE)			
1995	24,950	538,976.60	1.41%
(\$23 FILING FEE)			
1996	23,437	539,048.25	0.01%
1997	24,052	553,200.97	2.63%
1998	24,250	557,758.97	0.82%
1999	22,986	528,672.29	-5.21%
2000	22,493	517,328.34	-2.15%
(\$23/\$26 FILING FEE)			
2001	21,884	537,109.58	3.82%
(\$26 FILING FEE)			
2002	23,758	617,871.05	15.04%
2003	23,071	599,873.73	-2.91%
2004	22,058	573,503.89	-4.40%
2005	20,578	535,019.69	-6.69%
(\$26-\$29 FILING FEE)			
2006*		528,976.88	-1.12%
(\$29/\$32 FILING FEE)			
2007	NA	638,564.94	20.72%
(\$32 FILING FEE)			
2008	NA	743,523.50	16.44%
2009	NA	863,679.75	16.16%
2010	NA	849,349.74	-1.66%
2011	NA	799,180.55	-5.91%
2012	NA	687,429.72	-13.98%
2013	NA	655,199.18	-4.69%
2014	NA	571,711.54	-12.74%
2015	NA	522,935.21	-8.53%
2016	NA	526,246.90	0.63%
2017	NA	545,818.74	3.72%

* Represents 6 months at \$26, 4 months at \$29 and a one time advance of \$47,791.99 from the AOC to help alleviate the loss of revenue due to the change in collection and distribution of fees legislated by the Uniform Civil Fees and Standard Fee Act of 2005.

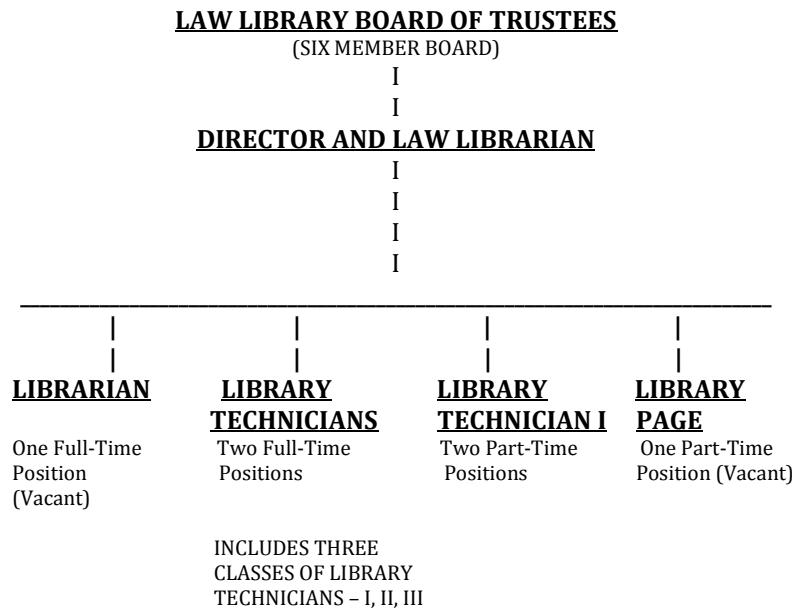
PHOTOCOPY MACHINE REVENUE

F/Y ENDING		MACHINES	TOTAL	MAIN-		NET
<u>JUNE 30</u>	<u>NO.</u>	<u>COST</u>	<u>REVENUE</u>	<u>TENANCE</u>	<u>SUPPLIES</u>	<u>REVENUE</u>
1995	4		32,857.00	5,942.00	10,180.00	16,735.00
1996	4	25,549.00	37,602.00	7,548.00	4,251.00	25,803.00
1997	4		32,614.00	5,250.00	122.00	27,242.00
1998	4		31,396.00	4,719.00	1,798.00	24,879.00
1999	4		25,114.00	4,719.00	2,263.00	18,132.00
2000	4		20,335.00	4,955.00	1,136.00	14,244.00
2001	4		16,712.00	3,700.00	637.00	12,375.00
2002	4		15,631.00	3,210.00	373.00	12,048.00
2003	4		13,998.00	3,539.00	570.00	9,889.00
2004	4		13,075.00	3,089.00	683.00	9,303.00
2005	3		11,372.00	3,166.00	709.00	7,497.00
2006	3		9,848.11	3,166.02	622.36	6,059.73
2007	3		9,868.34	2,145.00	737.16	6,986.18
2008	3	4,769.99	9,287.35	3,281.85	0.00	6,005.50
2009	3		8,184.50	2,155.73	816.03	5,212.74
2010	3		8,758.25	2,426.43	904.74	5,427.08
2011	3		10,017.80	2,644.55	1,037.79	6,335.46
2012	3		9,237.40	2,877.43	1,164.56	5,195.41
2013	2	4,357.09	7,923.35	3,340.27	1,286.22	3,296.86
2014	2		9,774.12	2,958.76	935.53	5,879.83
2015	2		9,497.47	3,025.05	412.66	6,059.76
2016	2		10,540.76	3,422.80	0.00	7,117.96
2017	2		9,862.42	3,762.51	472.85	5,627.06

Copy machine revenue includes the public copy machines, the micro-fiche reader printer, the fax service, and all patron print jobs except for the DissoMaster. Copy machine Maintenance and Supplies costs include maintenance contracts and paper for the two public machines and the Library staff copy machine which includes staff print jobs and those from the public computers.

ORGANIZATION CHART

2016-2017



APPENDIX A

INVENTORY OF FURNITURE AND EQUIPMENT

A COPY OF THE FURNITURE AND EQUIPMENT LIST BY ITEM,
TAG NUMBER, DATE OF PURCHASE, AND COST IS AVAILABLE
FOR EXAMINATION IN THE LAW LIBRARY