



VENTURA COUNTY LAW LIBRARY

ANNUAL REPORT

JUNE 30, 2015

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BOARD OF TRUSTEES

ROBERT L. COIT, member July 2014 through February 2015, Vice-President March 2015 to June 2015, alternate for JUDGE RYAN J. WRIGHT, representing the Ventura County Superior Court.

STUART A. COMIS, member July 2014 through June 2015, representing the Ventura County Bar Association.

JUDGE WILLIAM Q. LIEBMANN, member July 2014 to June 2015, representing the Ventura County Superior Court.

AMBER RODRIGUEZ, Vice-President July 2014 through February 2015, President March 2015 to June 2015, alternate for JUDGE HENRY J. WALSH, representing the Ventura County Superior Court.

LEROY SMITH, member July 2014 through June 2015, representing the Chair of the Ventura County Board of Supervisors.

VINCENTE E. WOODWARD, President, July 2014 to February 2015, member March 2015 through June 2015, alternate for JUDGE REBECCA S. RILEY, representing the Ventura County Superior Court.

* * * * *

JANE G. MEYER, Director, Law Librarian and Secretary to the Board of Trustees, July 2014.

DOLLY MOEHRLE, interim Director, Law Librarian, and Secretary to the Board of Trustees, August 2014 to February 2015; permanent Director, Law Librarian, and Secretary to the Board of Trustees, February 2015 to June 2015.

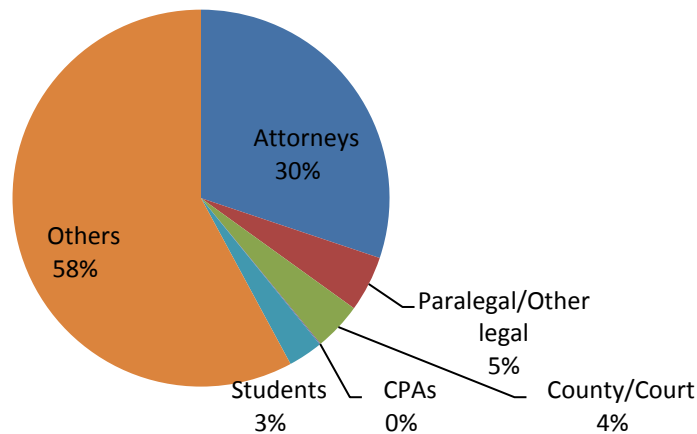
DIRECTOR'S LETTER

Welcome to the 2014-15 Annual Report of the Ventura County Law Library. This fiscal year brought many changes to the Law Library, but we have remained faithful to our core mission of service, providing legal resources and information in all formats to members of the Bench, the Bar, and the public. We welcomed over 17,000 visitors in this year and held fourteen public lectures, ten at the law library and four at the Camarillo Public Library, with a combined total of 300 attendees.

We had a total of 5,400 circulations of our print titles, and while funding has restricted our ability to purchase new titles and update many older ones, our collection numbers over 72,000 items and continues to be used heavily, with 9,000 volumes used by patrons on an in-house basis. We also maintain a significant collection of superseded materials that are requested regularly. Our electronic subscriptions to Lexis Advance, Westlaw Next, and CEB Onlaw provide more ways for our patrons to access our material in a digital format in the library, and our subscription to the EBSCO Legal Information Reference Center provides access to self-help titles from outside the library as well.

Despite ongoing fiscal challenges, the Law Library provides a space where patrons of all backgrounds can have questions answered, research their legal issues, and have access to materials that are otherwise prohibitively expensive. Looking forward, the Law Library will continue in its role as a vital component to providing equal access to justice for all the residents of Ventura County.

Patrons 2014-15, by type



DIRECTOR'S REVIEW

STATUS OF THE FUND

The total cost of operating the library decreased by 18.82% over the prior fiscal year. Following substantial cuts to both print and electronic, funds expended on books and publications were 13.90% lower than the prior year and electronic subscriptions were down by 12.16%. Total revenue declined by 8.31% for a loss of \$49,493.50 in revenue. Expenses exceeded revenue by \$58,333.53 which was absorbed by the fund reserve balance. A one-time contribution of \$100,000.00 was made from the library's reserves to the California Public Employees' Retirement System's (CalPERS) California Employers' Retiree Benefit Trust Fund (CERBT). The fund balance for the library at the end of fiscal year 2014-2015 after adjusting for liabilities, post-retirement obligations and including the Wells Fargo account was \$292,362.04.

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. The interest rate for 2014-15 was 0.033%. Three claims were made from this fund for FY 2014-15. The balance of this fund at the end of the fiscal year was \$60,860.33.

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 Bickmore Risk Services in a report dated July, 2014. The projected liability at the end of 2014-15 was \$439,451.00, with \$100,000.00 of the liability funded through the CalPERS CERBT account.

FILING FEE INCOME

Revenue from filing fees decreased by 8.53% over the previous year. This represents a loss of \$48,776.33. The decrease in revenue can be attributed to a drop in paid filings. Revenue from paid filings continues to decline.

LEGISLATION

The county law libraries continued to concentrate their efforts this year on contacting their local legislators about the services the libraries provide. The most significant legislation proposed was SB 711, sponsored by Sen. Wolk, which will add Law Libraries to the Education Code section defining libraries, making us eligible for grants, group discounts, and other services that had previously been unavailable to County Law Libraries. In addition, SB 711 will give libraries the ability to charge for special services. (The governor's office announced its intention to sign SB 711 in September 2015.)

No legislation was proposed for a filing fee increase.

GIFTS

This year 1,350 books were donated to the Library. Donated books are used to supplement the collection and are put up for sale in the library to generate revenue. Due to the increase in donations of reporters and digests, the Library has chosen to evaluate donations on a case by case basis to avoid having an excess of titles.

LIBRARY SALES

The library made \$3,206.01 from the sale of discarded and donated books and publications. The library held its first coordinated book sale, comprised of donated titles and second copies of CEB titles that were no longer being updated, on Law Day, May 1. With the Friends of the Law Library processing credit card transactions, we received \$1,233.07 from the book sale. The library also made \$134.06 from the sale of flash drives priced at \$5.00 or \$6.00 plus tax.

MEETING ROOM

The library collected \$1,540.00 from rental of the Rare Book Room.

STAFFING

In August of 2014, Jane G. Meyer, Director, Law Librarian, and Secretary to the Board of Trustees, retired after nearly twenty years of service. Her full time hours were not replaced. Dolly Moehrle was appointed interim director and was made permanent Director, Law Librarian, and Secretary to the Board of Trustees at the January board meeting.

In September, the Library rehired a former full time employee to work as a part time Library Technician I. In addition, in May 2015 the Library hired a student worker to serve as a part time page. The library currently has 6 employees for a total of 3.55 full time equivalents.

As a result of the reduced staffing, the library closed Saturdays, and is currently open 49 hours per week.

TECHNOLOGY

In November, the Law Library replaced its telephone system, which had first been installed in 1994. The new system is more reliable and has more features including voicemail, automated call handling, and more. The Public Access Catalog computers, powered by two Raspberry Pi machines, have replaced the library's physical card catalog, which is no longer updated.

The library purchased an iPad mini to process credit card payments for the book sale and is currently exploring options for its use.

LAWYERS @ THE LAW LIBRARY

The Library started providing a series of educational forums on everyday legal topics presented by local attorneys in April of 2013 and is now in its third year. From July 2014 to June 2015 a total of ten programs were held at the Law Library with a total attendance of 118, and four programs were held at the Camarillo Library with a total attendance of 188.

LIBRARY USE

COLLECTION

CIRCULATION OF BOOKS AND MATERIALS	5,468
<hr/>	
MATERIALS USED IN THE LIBRARY	
BOOKS AND PUBLICATIONS (MAIN COLLECTION)	9,210
REFERENCE BOOKS (CIRCULATION DESK)	625
SELF-HELP BOOKS (SELF-HELP COLLECTION)	154
MICROFORMS	<u>5</u>
TOTAL MATERIALS USAGE	15,462
<hr/>	
HOLDS	129
<hr/>	
DISSOMASTER (NUMBER OF USERS)	167
<hr/>	
WEBSITE HITS	36,108

LIBRARY USERS

	<u># USING</u>	<u># STAFF HELPED</u>
ATTORNEYS/PARALEGALS	5,060	2,137
STUDENTS	804	49
OTHERS	10,921	4645
E-MAIL REFERENCE QUESTIONS	59	59
TELEPHONE CALLS	<u>323</u>	<u>323</u>
<hr/>		
TOTAL	17,167	7,213

COMPUTER HELP

HOURS STAFF HELPED PUBLIC USERS	85.25
TOTAL REQUESTS FOR STAFF HELP	4,115

LAWYERS AT THE LAW LIBRARY PROGRAM

NUMBER OF PROGRAMS	14
NUMBER ATTENDING	306

BORROWERS

	<u>ACTIVE 14-15</u>	<u>TOTAL</u>
REGULAR	319	849
DEPOSIT	<u>16</u>	<u>32</u>
TOTAL	335	881

PHOTOCOPIES MADE

	107,096
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TOTAL COLLECTION JUNE 30, 2015

<u>BOOKS AND PUBLICATIONS</u>	
ACTIVE COLLECTION	67,710
RETROSPECTIVE COLLECTION	4,806
SUB-TOTAL	72,516
MICROFILM (HARD COPY VOLUME EQUIVALENT)	61
MICROFICHE (143,178 CARDS) HARD COPY EQUIVALENT	24,001
TOTAL MICROFORM	24,062
TOTAL BOOKS AND PUBLICATIONS	96,578
<u>AUDIOTAPES</u>	313
<u>VIDEOTAPES</u>	6
<u>ELECTRONIC SUBSCRIPTIONS</u>	
CD DISKS	220
ON-LINE SUBSCRIPTIONS (Databases)	5
<u>PERIODICALS</u>	10
<u>TITLES IN THE COLLECTION</u>	7,680
<u>LOST AND MISSING ITEMS</u>	2
<u>ITEMS VANDALIZED (Missing Pages)</u>	35
<u>DONATIONS</u>	
BOOKS	492
CASH	\$91.20
<u>DISCARDED BOOKS AND PUBLICATIONS</u>	
BOOKS	1,522
VIDEOS	0

ANNUAL FINANCIAL STATEMENT
FISCAL YEAR 2014-2015

RECONCILIATION OF INCOME AND EXPENDITURES WITH AMOUNTS BUDGETED

July 1, 2014 to June 30, 2015

<u>REVENUE</u>	<u>BUDGET EST.</u>	<u>RECEIVED</u>
8911A Interest, 7335	1,500.00	1,988.75
8911B Interest, 7340	0.00	69.21
9681A Overdues	5,000.00	4,648.38
9681B Borrower's Fee	0.00	0.00
9681C Interlibrary Loans	0.00	0.00
9682 Court Fees	510,000.00	522,935.21
9708 Copy Charges	9,000.00	9,497.47
9772A Miscellaneous Income	0.00	3,117.04
9772B Sale/Books & Publications	0.00	3,206.01
9772C Sale of Supplies	0.00	187.99
TOTAL REVENUE RECEIVED AND ACCRUED	525,500.00	545,650.06
<u>DISBURSEMENTS AND ACCRUED EXPENSES</u>	<u>BUDGET EST.</u>	<u>EXPENDED</u>
SALARIES AND EMPLOYEE BENEFITS		
1101 Full-time	145,000.00	141,320.78
1102 Part-time	14,200.00	11,840.29
1121 Retirement	10,200.00	10,270.50
1122 Social Security	900.00	343.22
1123 Medicare	2,400.00	2,225.53
1141A Group Insurance - Employees	15,700.00	15,683.57
1141B Group Insurance - Retirees	33,900.00	25,701.21
1143 Unemployment Insurance	6,300.00	600.94
1165 Workers Compensation Insurance	3,000.00	1,639.00
TOTAL SALARIES AND EMPLOYEE BENEFITS	231,600.00	209,625.04
SERVICES AND SUPPLIES		
2032 Telephone	4,500.00	4,616.16
2033 County Telecommunications	400.00	297.50
2053 Janitorial Supplies	1,200.00	642.36
2055 Janitorial Services	12,500.00	11,268.00
2071 General Insurance	3,000.00	2,913.26
2102 Office Equipment Maintenance	5,300.00	3,170.98
2141 Memberships	1,500.00	1,213.00
2151 Cash Over/Short	0.00	(98.94)
2173 Office Supplies	2,600.00	1,663.89
2174 Postage	7,000.00	5,933.00
2175 CD-ROM Supplies	200.00	0.00

2177	Printing	1,000.00	486.47
2178	Copy Machine Supplies	1,500.00	412.66
2179	Miscellaneous Office Expenses	7,000.00	2,256.77
2181	Central Stores	300.00	0.00
2192	Computer Services County	500.00	0.00
2195	Computer Services	12,500.00	8,886.00
2205	County Special Services	700.00	396.00
2292	Minor Equipment	700.00	0.00
2293	Computer Equipment	5,000.00	1,333.46
2301	Book Binding	0.00	0.00
2302	Books and Publications	261,000.00	273,212.05
2303	Audio/Video Tapes	0.00	0.00
2304	Microforms	0.00	0.00
2305	Electronic Subscriptions	59,500.00	68,408.86
2522	Mileage	1,000.00	251.62
2253	Conference and Seminar Expenses	1,500.00	1,376.28
TOTAL SERVICES AND SUPPLIES		390,400.00	388,639.38
FIXED ASSETS		BUDGET EST.	EXPENDED
4033	Building Alter./Improvements	2,600.00	0.00
4850	Furniture	5,000.00	724.17
4860	Office Machines	0.00	0.00
4861	Automation System	40,000.00	0.00
4869	Repl./Office Machines	6,000.00	4,995.00
TOTAL FIXED ASSETS		53,600.00	5,719.17
6101	CONTINGENCY FUND (2196)	100,000.00	100,000.00
TOTAL DISBURSEMENTS AND ACCRUED EXPENSES			703,983.59

8911A The amount shown represents the amount of interest earned from the County for Fund 7335 for all four quarters of fiscal year 2014-2015. The budget estimate was based on four quarters at the rate of return of .33%, less the total post-retirement healthcare obligation which was being discussed as a

8911B Interest from the County for our unemployment reserve is deposited into this account and then transferred to Fund 7340 account 7990B. Depending on the time of year, this account may show a negative balance.

9681A Overdue revenue was \$352.00 less than projected for the fiscal year.

9681B This account was established in 1995-96 to receive funds generated from an annual borrowing fee. This fee was never implemented.

9682 Total revenue declined by 8.31% for a loss of \$49,493.50 in revenue.

9708 The budget estimate for this account is based on the prior fiscal year's revenue. Revenue was \$497.47 more than the prior year.

9772A The library started charging for the use of the rare book room in February 2006. Income from the rentals is deposited into this account. \$1,540.00 was from rental fees, \$1,501.04 came from Medicare Part B reimbursements from CalPERS, and \$76.00 was from donations.

9772B This revenue comes from the sale of donated or discarded books.

1101 The amount spent on full-time staffing. This amount was slowly lower than expected due to the retirement of the law library director and the elimination of her hours.

1102 and 1122 A second part-time position was hired in September of 2014 at the beginning Library Technician I starting rate and the library starting paying CalPERS for the part-time employee. A third part time position, a student worker/page, was added in May 2015 and the library pays Social Security for that position.

1121 The retirement rate for the employer’s contribution to PERS for employees hired before January 1, 2013 decreased to 8.005% from 8.905% . For the new employee hired in January 2014 the employer rate was 6.25%.

1141A and 1141B The group health insurance account is split into an A and B account so that the financial statement reflects the library’s annual obligation to retired staff benefits. The library currently funds health insurance for six retired staff members.

1143 The library pays 100% of any successful unemployment claim. Money reimbursed to the State is expended from this account. Three total payments were made from unemployment; one from this account and two directly from the unemployment insurance reserve account.

1165 The library is insured for workers’ compensation through the County.

2195 Computer Services covers maintenance of the library’s computer system and the annual maintenance agreement of \$8,886.00 for the Eos Express Integrated Library System.

2302 Books and publications:

	<u>BUDGETED</u>	<u>EXPENDED</u>	<u>%</u>	<u>BALANCE</u>
MAIN LIBRARY				
New		783.70		
Continuations		272,427.66		
Total	261,000.00	273,212.05	104.68%	-12,212.05

2305 This account covers the electronic subscriptions for Westlaw Next, CEB Onlaw, Ebsco Legal Information Center, Hein Online and Lexis (now Lexis Advance).

6101 CONTINGENCY FUND (2196) This money was disbursed to create a CalPERS CERBT fund for post-retirement healthcare obligations owed by the library.

STATEMENT OF PETTY CASH

JUNE 30, 2014

BALANCE ON HAND, JULY 1, 2014		\$150.00
DISBURSEMENTS	\$ 0.00	
REIMBURSEMENTS (CASH RECEIVED)	\$ 0.00	
BALANCE ON HAND, JUNE 30, 2015		\$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 7335	TOTAL CASH ON DEPOSIT FUND 7340	TOTAL CASH WELLS FARGO
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	736,759	60,860	47,946

FILING FEE INCOME

F/Y ENDING <u>JUNE 30</u>	<u>TOTAL FILINGS</u>	<u>TOTAL DOLLARS</u>	<u>INCREASE/ 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%

* 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>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

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

2014-2015

LAW LIBRARY BOARD OF TRUSTEES

(SIX MEMBER BOARD)

I

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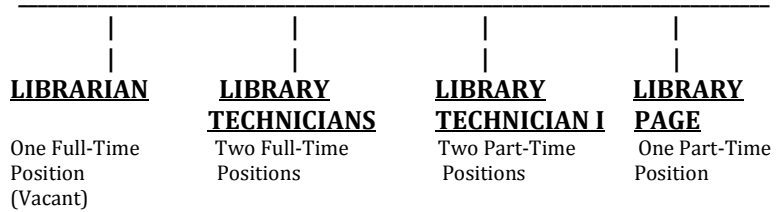
DIRECTOR AND LAW LIBRARIAN

I

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INCLUDES THREE
CLASSES OF LIBRARY
TECHNICIANS - I, II, III

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