



VENTURA COUNTY LAW LIBRARY

ANNUAL REPORT

JUNE 30, 2016

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BOARD OF TRUSTEES

ROBERT L. COIT, member July 2015 through January 2016, President February 2016 to June 2016, alternate for JUDGE RYAN J. WRIGHT, representing the Ventura County Superior Court.

STUART A. COMIS, member July 2015 through June 2016, representing the Ventura County Bar Association.

JUDGE WILLIAM Q. LIEBMANN, member July 2015 to June 2016, representing the Ventura County Superior Court.

AMBER RODRIGUEZ, President July 2015 to January 2016, member February 2016 to June 2016, alternate for JUDGE HENRY J. WALSH, representing the Ventura County Superior Court.

LEROY SMITH, member July 2015 through January 2016, Vice President February 2016 to June 2016, representing the Chair of the Ventura County Board of Supervisors.

VINCENTE E. WOODWARD, member July 2015 through June 2016, alternate for JUDGE REBECCA S. RILEY, representing the Ventura County Superior Court.

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

DIRECTOR'S LETTER

Welcome to the 2015-16 Annual Report of the Ventura County Law Library. We have spent this year continuing to provide quality services despite fiscal challenges. Our primary users continue to be members of the public, who come to us seeking information and resources, though they often struggle to understand the materials we provide. In turn, we want to provide quality information that does not cross the line into legal advice. Our legal lectures have proven popular, but speakers cannot offer legal advice without the risk of liability.

In August of 2015, I was approached by the president-elect of the Ventura County Bar Association, Charmaine Buehner, who had been working to create a free legal clinic in Ventura. Ms. Buehner and Mark Kirwin, the Secretary-Treasurer of the Bar, had visited other clinics in Ventura County and were eager to find a venue for their clinic. Because of the Law Library's central location at the County Government Center as well as the resources available, they believed it would be an ideal location for the clinic, and I agreed. The legal aid clinic had its first session in February of 2016, with sessions held on the first and third Tuesday of every month from 4pm to 7 pm. Insurance coverage is provided by Legal Aid, Inc., a 501(c)(3) that has been created to coordinate the VCBA's pro bono services.

From February until going on hiatus in mid-June, the clinic assisted over 200 people. We also held several of our regular legal lectures before the clinic began and during the hiatus. We had 133 attendees at our lectures. We had 224 attendees to the legal clinic, and over 30 volunteer attorneys. The clinic has proven popular not only with the public but also with attorneys, who get the chance to network and meet members of their community. The clinic will continue in FY 16-17.

For the first time in eight years, the revenue received by the library from filing fees did not decrease; in fact, it increased by less than one percent. It remains to be seen if revenues have stabilized for good. After many years of significant cuts, the cost to operate the Law Library did not change substantially between FY 14-15 and 15-16. Despite cuts to the collection and to the Law Library's subscription with West Publishing, costs for materials and resources continues to rise.

The Legislative Committee of the Council of California County Law Librarians asked the governor to add a onetime expenditure for County Law Libraries to the May Revise of the Governor's Budget. While the expenditure was ultimately not added, County Law Libraries received significant attention from members of the legislature, and it is hoped that a bill for more permanent, sustainable funding will be introduced in FY 16-17.

Legal Aid Clinic

1st & 3rd Tuesday during the school year, 4:00pm-7:00pm

Talk to a lawyer for free

Volunteer attorneys provide free, walk-in, confidential legal information and referrals on a wide variety of legal matters. Please note that our services are intended to be a brief consultation. We cannot provide legal representation for any ongoing legal issues.



What to bring

Bring any paperwork relating to your case or issue.

Subjects Covered

Family Law, Immigration, Criminal Expungements, Collections, General Legal Questions

First come, first served

Visit vclegalaid.org for more information, or contact the law library at 805-642-8982 for general informations. No advanced sign up. Translators are limited, please bring your own.

Where:

Ventura County Law Library

800 S. Victoria Ave, Ventura, CA 93009

The Law Library is located in the Ventura County Government Center, Hall of Justice. The entrance faces parking lot "A".

Sponsored by Ventura County Legal Aid, Inc.

vclegalaid.org

DIRECTOR'S REVIEW

STATUS OF THE FUND

The total cost of operating the library remained stable from the prior year following the significant cuts in 14-15. Total revenue increased by 1.76% for a gain of \$9,653.72. Expenses exceeded revenue by \$48,688.98, which was absorbed by the fund reserve balance. A one-time budget modification of \$40,000 was made from the contingency fund to cover costs. The fund balance for the library at the end of fiscal year 2015-2016 after adjusting for liabilities, post-retirement obligations and including the Wells Fargo account and CERBT fund was \$354,591.85.

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 for FY 2015-16, however the total roughly equaled the portion of the unemployment interest being kept in the larger fund, so the unemployment fund itself was not drawn on. 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 2015-16 was \$321,233.00, and \$103,077.71 of the liability was funded through the CalPERS CERBT account.

FILING FEE INCOME

For the first time since 2008, revenue from filing fees increased—by less than one percent.

LEGISLATION

SB 711 went into effect January 1, 2016. SB 711, sponsored by Sen. Wolk, added 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 gave libraries the ability to charge for special services.

The Legislative Committee of CCCLL proposed a onetime funding appropriation be added to the 16-17 May Revise of the Budget, with the requested monies coming from the general fund. Despite tentative support from the Department of Finance and interest from Senator de Leon's office, the appropriation for approximately \$13M additional funding was not added to either the May Revise or the Final Budget. However, Law Libraries received a significant amount of attention for their

ongoing funding issues and CCCLL intends to bring a funding bill as soon as practical.

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 198 donated items. The library also received a donation of \$5,600 which was used to purchase new furniture items.

LIBRARY SALES

The library made \$1,608.10 less tax from the sale of discarded and donated books and publications. The library also made \$277.87 less tax from the sale of flash drives at a variety of price points, from \$6.00 to \$10.00 plus tax, depending on size.

MEETING ROOM

The library collected \$1,860.00 from rental of the Rare Book Room and the Processing Room. Both rooms have begun being used for mediation by a local mediator.

STAFFING

In October, a longtime staff member moved on to a new organization. A new staff member with extensive library experience was hired to replace her, and began work in November. A new part time employee also began working at the library ten hours a week.

The library currently has 6 employees for a total of 3.55 full time equivalents.

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

LAWYERS AT THE LAW LIBRARY

A total of 7 legal lectures were held in July through November, in January, and in June, with 133 attendees.

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 and has assisted 224 members of the public and had over 30 volunteer attorneys at twice monthly sessions.

LIBRARY USE

COLLECTION

CIRCULATION OF BOOKS AND MATERIALS	5,468
MATERIALS USED IN THE LIBRARY	
BOOKS AND PUBLICATIONS (MAIN COLLECTION)	9,057
REFERENCE BOOKS (CIRCULATION DESK)	401
SELF-HELP BOOKS (SELF-HELP COLLECTION)	264
MICROFORMS	4
TOTAL MATERIALS USAGE	15,194
HOLDS	113
DISSOMASTER (NUMBER OF USERS)	150
WEBSITE HITS	35,025

LIBRARY USERS

	<u># USING</u>	<u># STAFF HELPED</u>
ATTORNEYS/PARALEGALS	5,060	2,137
STUDENTS	804	49
OTHERS	10,921	4,645
E-MAIL REFERENCE QUESTIONS	59	59
TELEPHONE CALLS	323	323
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	7	
NUMBER ATTENDING	133	

BORROWERS

	<u>TOTAL</u>
REGULAR	880
DEPOSIT	34
TOTAL	914

PHOTOCOPIES MADE

	105,690
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TOTAL COLLECTION JUNE 30, 2016

BOOKS AND PUBLICATIONS

ACTIVE COLLECTION	69,365
RETROSPECTIVE COLLECTION	3,396
SUB-TOTAL	72,761
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

ELECTRONIC SUBSCRIPTIONS

ON-LINE SUBSCRIPTIONS (Databases)	5
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PERIODICALS

	5
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TITLES IN THE COLLECTION

	7,613
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LOST AND MISSING ITEMS

	2
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ITEMS VANDALIZED (Missing Pages)

	24
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DONATIONS

BOOKS	198
CASH	\$5,600.00

DISCARDED BOOKS AND PUBLICATIONS

BOOKS	1,394
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ANNUAL FINANCIAL STATEMENT

FISCAL YEAR 2015-2016

RECONCILIATION OF INCOME AND EXPENDITURES WITH AMOUNTS BUDGETED

July 1, 2015 to June 30, 2016

<u>REVENUE</u>	<u>BUDGET EST.</u>	<u>RECEIVED</u>
8911A Interest, 7335	2,700.00	3,143.05
8911B Interest, 7340	0.00	0.00
9681A Overdues	5,000.00	5,225.75
9681B Borrower's Fee	0.00	0.00
9681C Interlibrary Loans	480,000.00	526,246.90
9682 Court Fees	9,000.00	10,540.76
9708 Copy Charges	0.00	8,202.02
9772A Miscellaneous Income	0.00	1,662.60
9772B Sale/Books & Publications	0.00	282.70
9772C Sale of Supplies	2,700.00	3,143.05
TOTAL REVENUE RECEIVED AND ACCRUED	496,700.00	555,303.78
<u>DISBURSEMENTS AND ACCRUED EXPENSES</u>	<u>BUDGET EST.</u>	<u>EXPENDED</u>
SALARIES AND EMPLOYEE BENEFITS		
1101 Full-time	140,000.00	121,049.39
1102 Part-time	14,200.00	14,578.94
1121 Retirement	17,500.00	16,650.52
1122 Social Security	900.00	503.78
1123 Medicare	2,200.00	1,967.74
1141A Group Insurance – Employees	16,000.00	11,446.09
1141B Group Insurance – Retirees	30,000.00	27,874.48
1143 Unemployment Insurance	0.00	575.83
1165 Workers Compensation Insurance	2,000.00	3,164.00
TOTAL SALARIES AND EMPLOYEE BENEFITS	222,800.00	197,810.77
SERVICES AND SUPPLIES		
2031 TELEPHONE	5,000.00	4,838.85
2032 COUNTY TELECOM.	400.00	234.00
2054 JANITORIAL SUPPLIES	1,200.00	1,381.77
2055 JANITORIAL SERVICES	12,500.00	11,302.50
2071 GENERAL INSURANCE	2,000.00	1,564.00
2101 OFFICE EQUIP. MAINT.	5,000.00	3,422.80
2131 MEMBERSHIPS	1,500.00	1,252.00
2156 CASH OVER/SHORT	0.00	(68.53)
2161 OFFICE SUPPLIES	12,500.00	9,148.20
2164 POSTAGE	7,000.00	6,392.00
2166 PRINTING	1,000.00	0.00

2167	COPYING SUPPLIES	1,500.00	0.00
2168	CENTRAL STORES	5,000.00	3,645.60
2179	MISC. OFFICE EXPENSES	300.00	0.00
2199	PROF. SERVICES (NON ISF)	500.00	1,500.00
2202	COMP. SERVICES ISD	500.00	0.00
2206	COUNTY SPECIAL SERVICES	500.00	430.09
2261	COMPUTER EQUIPMENT	5,000.00	2,524.40
2262	FURNITURE	2,500.00	5,691.27
2264	MINOR EQUIPMENT	500.00	360.00
2271A	BOOKS & PUBLICATIONS	240,000.00	262,915.39
2271B	AUDIO/VIDEO PROGRAMS	500.00	615.60
2271C	ELECTRONIC SUBS.	100,000.00	88,148.24
2273	CONFERENCE/SEMINARS	1,000.00	412.85
2291	MILEAGE	1,500.00	470.96
TOTAL SERVICES AND SUPPLIES		407,400.00	406,181.99
	FIXED ASSETS	BUDGET EST.	EXPENDED
4111	BUILDING IMP/ALTER	2,500.00	0.00
4601	EQUIP REPLACEMENT	20,000.00	0.00
TOTAL FIXED ASSETS		53,600.00	0.00
6101	CONTINGENCY FUND (2196)	100,000.00	40,000.00
TOTAL DISBURSEMENTS AND ACCRUED EXPENSES			643,992.76

8911A The amount shown represents the amount of interest earned from the County for Fund 0200 for all four quarters of fiscal year 2015-2016. The budget estimate was based on four quarters at the rate of return of .33%.

8911B Interest from the County for our unemployment reserve is deposited into this account and then transferred to Fund 0201, however, this transfer has not occurred for several years due to a low rate of return.

9681A Overdue revenue was 4.52% higher than projected for the fiscal year.

9521 Total revenue increased by .63%, or \$3,311.69.

9721 The budget estimate for this account is based on the prior fiscal year's revenue. Revenue was \$1,540.76 higher than projected.

9790A The library started charging for the use of the rare book room in February 2006. Income from the rentals is deposited into this account. Donations and other revenue are also deposited in this account.

9790B This revenue comes from the sale of donated or discarded books.

9790B This revenue comes from the sale of flash drives.

1101 The amount spent on full-time staffing.

1102 and 1122 Part time staffing. Currently, one Library Technician is a CalPERS member so the library makes PERS retirement contributions instead of Social Security. For the other Library Technician and Page the library pays Social Security.

1121 The retirement rate for the employer's contribution to PERS for employees hired before January 1, 2013 decreased to 6.709%. For employees hired after January 2014 the employer rate was 6.237%. There are two "classic" employees, one full time and one part time, and two "PEPRA" employees, both full time. PERS introduced a lump sum obligation intended to make up for gaps between member agencies pension liabilities. The lump sum obligation for 15-16 was \$8,272. The library opted to make this payment in August 2015 rather than be billed monthly.

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. The library had one unemployment claim for 15-16.

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

2271 A Books and publications:

	<u>BUDGETED</u>	<u>EXPENDED</u>	<u>%</u>	<u>BALANCE</u>
MAIN LIBRARY				
New		1,265.13		
Continuations		261,650.26		
Total	240,000.00	262,915.39	-9.54	-22,915.39

2271 B This account is used to purchase MCLE materials.

2271 C 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 While significant cuts were made to the print collection, the print budget still went considerably over budget. In March the board approved the use of \$40,000 of contingency funds to cover the gap in funds.

STATEMENT OF PETTY CASH

JUNE 30, 2016

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

FILING FEE INCOME

<u>F/Y ENDING 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%
2016	NA	526,246.90	0.63%

* 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.

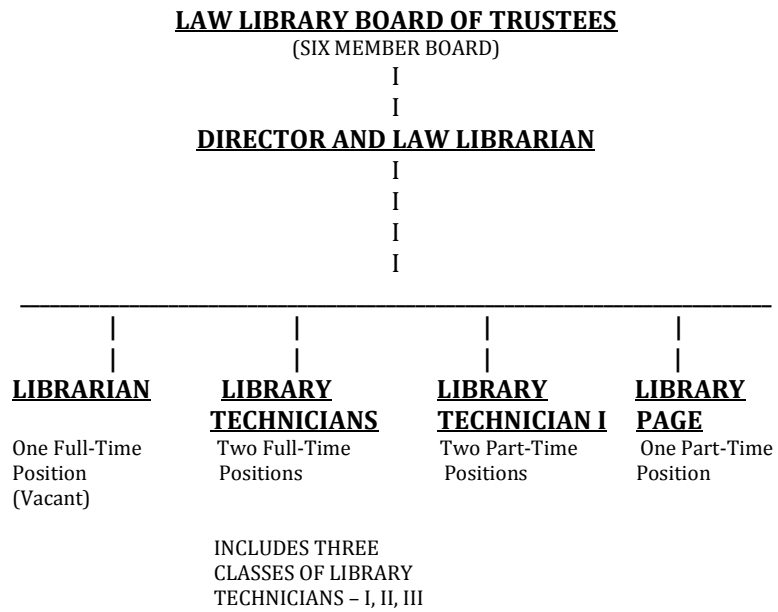
PHOTOCOPY MACHINE REVENUE

[illegible]

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

2015-2016



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