



VENTURA COUNTY LAW LIBRARY

ANNUAL REPORT

JUNE 30, 2018

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BOARD OF TRUSTEES

ROBERT L. COIT, member July 2017 to June 2018, alternate for JUDGE RYAN J. WRIGHT, representing the Ventura County Superior Court.

STUART A. COMIS, Vice President July 2017 through June 2018, representing the Ventura County Bar Association.

JUDGE WILLIAM Q. LIEBMANN, member July 2017 to June 2018, representing the Ventura County Superior Court.

AMBER RODRIGUEZ, member July 2017 to June 2018, alternate for JUDGE HENRY J. WALSH, representing the Ventura County Superior Court.

LEROY SMITH, President July 2017 through January 2018, member February 2018 to June 2018, representing the Chair of the Ventura County Board of Supervisors.

VINCENTE E. WOODWARD, member July 2017 through January 2018, President February 2018 to June 2018, alternate for JUDGE KENT M. KELLEGREW, representing the Ventura County Superior Court.

* * * * *

KATIE DROW, Director, Law Librarian, and Secretary to the Board of Trustees.

DIRECTOR'S REVIEW

STATUS OF THE FUND

The total cost of operating the library increased by 4.71 % over the previous fiscal year. Total revenue increased by 0.30%. The total cost to operate the library outweighed incoming revenue during 2017-18 by \$18,950.00.

The fund balance for the Library at the end of the fiscal year 2017-18 was \$672,029.00. This balance includes adjustments for short term liabilities and the Wells Fargo account.

The Library maintains its own 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. There were no unemployment claims made in FY 2017-18. 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 North Bay Pensions dated June, 2017. The projected liability at the end of 2017-18 was \$376,885.00, for the OPEB with \$117,239.40 of this liability funded through the CalPERS CERBT account. The Unfunded Actuarial Pension Liability at the end of 2017-18 was projected at \$416,378.

FILING FEE INCOME

Income from filing fees rose by 0.58% from the previous fiscal year. We remain cautiously optimistic that the revenue generated by fees is no longer in a free-fall. However, we are still down significantly from 2008-09, when we brought in over \$900,000 in revenue.

LEGISLATION

This year, through action by the Council of California County Law Librarians, the California Budget Act of 2018 provided \$16,500,000 for County Law Libraries to backfill the decade of steady and continuous decline in civil filing fee revenue. Ventura County Law Library's portion of the allocation is approximately 2.13% or \$350,914. These funds will be received by fall of 2018 for use in the 2018-19 fiscal year.

LIBRARY SALES

The library made \$1,170, less tax, from the sale of discarded and donated books and publications. The library also made \$50, 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 \$2,040 from rental of the Rare Book Room and the Processing Room. This is a \$510 increase from last year.

STAFFING

The Director of the Law Library, Dolly Knight, left the library in February. After a long recruitment, Katherine Drow was hired to replace her at the end of June. The library currently has 3 full-time employees and three part-time employees as well as a part-time consultant.

The library is 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 held 20 sessions, assisted 434 users, and had 253 volunteers participate.

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

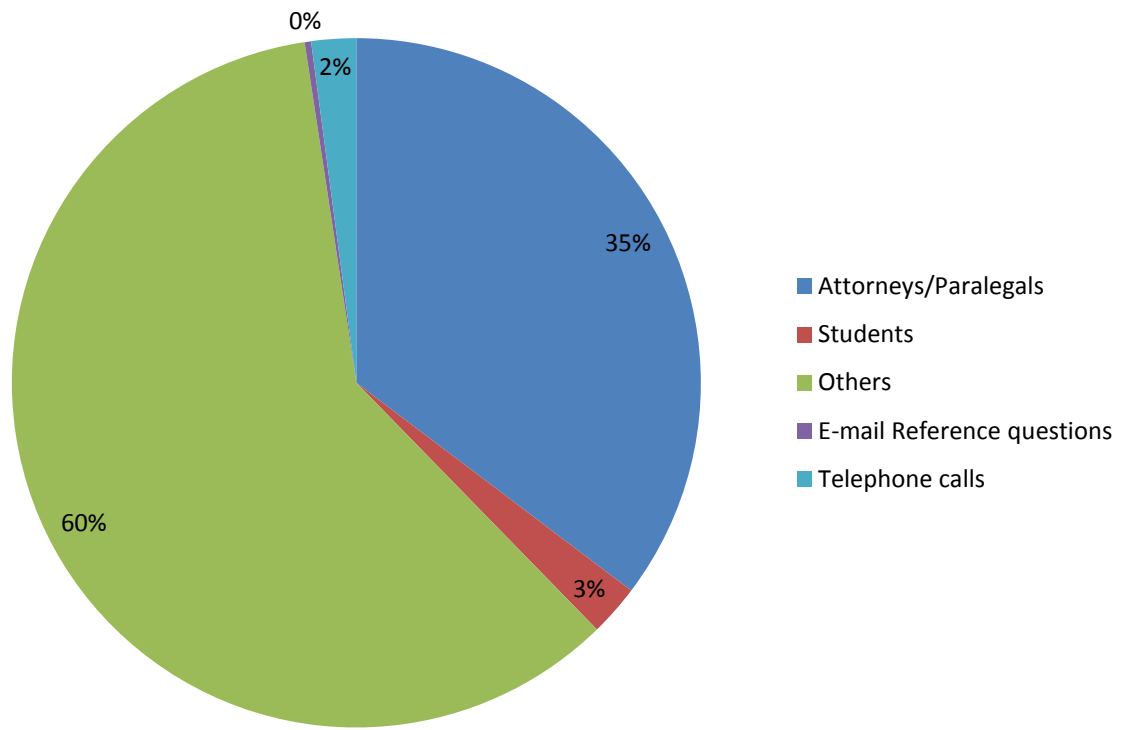
Please note that you must be a resident of Ventura County. We also follow the following household income levels before taxes, not exceeding the following:

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.

Users 2017-18



Data

Attorneys/paralegals	35.3%	3,474
Students	2.4%	237
Others	59.9%	5,897
E-mail Reference questions	0.3%	35
Telephone calls	2.1%	209
Total	100%	9,852

LIBRARY USE

COLLECTION

CIRCULATION OF BOOKS AND MATERIALS	3,947
MATERIALS USED IN THE LIBRARY	
BOOKS AND PUBLICATIONS (MAIN COLLECTION)	6,119
REFERENCE BOOKS (CIRCULATION DESK)	260
SELF-HELP BOOKS (SELF-HELP COLLECTION)	246
MICROFORMS	3
TOTAL MATERIALS USAGE	6,628
HOLDS	80
DISSOMASTER (NUMBER OF USERS)	140
WEBSITE HITS	27,159

LIBRARY USERS

USING

ATTORNEYS/PARALEGALS	3,474
STUDENTS	237
OTHERS	5,897
E-MAIL REFERENCE QUESTIONS	35
TELEPHONE CALLS	209
TOTAL	9,852

TOTAL REQUESTS FOR STAFF HELP	10,153
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LEGAL AID CLINIC	
NUMBER OF SESSIONS	20
NUMBER ASSISTED	434
NUMBER OF VOLUNTEERS	253

BORROWERS

TOTAL

REGULAR	916
DEPOSIT	39
TOTAL	955

PHOTOCOPIES MADE

95,392

TOTAL COLLECTION JUNE 30, 2018

BOOKS AND PUBLICATIONS

ACTIVE COLLECTION	68,822
RETROSPECTIVE COLLECTION	<u>3,537</u>
SUB-TOTAL	72,359

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	96,421
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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>	7,659
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<u>LOST AND MISSING ITEMS</u>	3
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<u>ITEMS VANDALIZED (Missing Pages)</u>	2
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DONATIONS

BOOKS	9
CASH	<u>\$40.00</u>

<u>DISCARDED BOOKS AND PUBLICATIONS</u>	
BOOKS	554

ANNUAL FINANCIAL STATEMENT

FISCAL YEAR 2017-2018

FUND 0200 - GENERAL TRUST FUND

CASH ON DEPOSIT WITH COUNTY TREASURER JULY 1, 2017	692,573.17
Total income A.P. 13, prior fiscal year	0.00
Total expenses A.P. 13, prior fiscal year	0.00

REVENUE, Received and Accrued

8911A INTEREST, FUND 0200	9,628.17	
8911B INTEREST, FUND 0201	0.00	
9681A OVERDUES	2,332.00	
9681C INTERLIBRARY LOANS	0.00	
9521 COURT FEES	549,019.92	
9721 COPY MACHINES	9,008.76	
9790A MISC INCOME	6,461.50	
9790B SALE OF BOOKS/EQUIP	1,170.00	
9790C SALE OF SUPPLIES	50.00	
9790D SALES TAX	<u>95.19</u>	
 TOTAL REVENUE RECEIVED AND ACCRUED		 577,765.54

EXPENDITURES

SALARIES AND BENEFITS		
1101 FULL-TIME	129,369.50	
1102 PART-TIME	22,255.14	
1121 RETIREMENT	23,158.38	
1122 SOCIAL SECURITY	777.65	
1123 MEDICARE	2,352.99	
1141A GROUP INSURANCE-EMP	8,817.79	
1141B GROUP INSURANCE-RET	26,968.25	
1143 UNEMPLOYMENT	217.96	
1165 WORKERS COMPENSATION	<u>2,021.00</u>	
TOTAL	215,938.66	
 SERVICES & SUPPLIES		
2031 TELEPHONE	4,025.57	
2032 COUNTY TELECOM.	341.00	
2054 JANITORIAL SUPPLIES	1,160.93	
2055 JANITORIAL SERVICES	11,555.25	
2071 GENERAL INSURANCE	1,139.00	
2101 OFFICE EQUIP. MAINT.	4,033.08	
2131 MEMBERSHIPS	916.42	
2161 OFFICE SUPPLIES	10,091.62	
2164 POSTAGE	6,582.95	
2166 PRINTING	0.00	

SERVICES & SUPPLIES (continued)		
2167	COPYING SUPPLIES	753.75
2168	CENTRAL STORES	175.25
2179	MISC. OFFICE EXPENSES	3,790.98
2199	PROF. SERVICES (NON ISF)	1,803.75
2202	COMP. SERVICES ISD	0.00
2206	COUNTY SPECIAL SERVICES	432.00
2261	COMPUTER EQUIPMENT	12,371.71
2262	FURNITURE	4,317.13
2264	MINOR EQUIPMENT	0.00
2271A	BOOKS & PUBLICATIONS	220,949.99
2271B	AUDIO/VIDEO PROGRAMS	250.98
2271C	ELECTRONIC SUBS.	90,208.77
2273	CONFERENCE/SEMINARS	1,096.59
2291	MILEAGE	0.00
2292	AIR TRAVEL	<u>273.42</u>
		376,270.14
FIXED ASSETS		
4111	BUILDING IMP/ALTER	0.00
4601	EQUIP REPLACEMENT	<u>0.00</u>
	TOTAL	0.00
TOTAL EXPENDITURES		(592,208.80)
		678,129.91
<u>0660 - DEPOSIT BORROWERS</u>		
	Balance, July 1, 2017	4,500.00
	Deposited	0.00
	Withdrawn	<u>700.00</u>
	Balance, June 30, 2018	3,800.00
DEPOSIT BORROWERS, CURRENT FISCAL YEAR		
NET		(700.00)
<u>CASH ON DEPOSIT WITH COUNTY TREASURER END FISCAL YEAR</u>		675,280.13
<u>(Cash on deposit does not include A.P. 13 accrued transactions)</u>		
Less Contingency Fund		(100,000.00)
Less Liabilities:		
	Court Fees - 1x advance from AOC	(47,791.99)
	Deposit Borrowers	(3,800.00)
Wells Fargo Bank Account Balance June 30, 2018		<u>48,340.78</u>
<u>CASH RESERVE BALANCE END FISCAL YEAR</u>		572,028.92

FUND O201 - UNEMPLOMENT INSURANCE RESERVE FUND

Balance, July 1, 2017	60,860.33
7990A DEPOSITS	0.00
7990B INTEREST	0.00
7990C CLAIMS	<u>0.00</u>
Balance, June 30, 2018	60,860.33

CASH ON DEPOSIT WITH THE COUNTY TREASURER END FISCAL YEAR

Fund O200	675,280.13
Fund O201	<u>60,860.33</u>
TOTAL CASH ON DEPOSIT WITH THE COUNTY	736,140.46

CASH ON HAND

Petty Cash Revolving Fund	150.00
Copy Machine Change Tubes (2 public machines)	<u>70.85</u>
TOTAL CASH ON HAND, June 30, 2018	220.85

ACCOUNTS RECEIVABLE, JUNE 30, 2018

Overdue Fines and Other Charges	531.55
TOTAL ACCOUNTS RECEIVABLE, June 30, 2018	531.55

GASB 67 & 68 REPORTING REQUIREMENT

Miscellaneous Plan 0671 / California Public Employees' Retirement System

The Ventura County Law Library is a miscellaneous public agency member of the California Public Employees' Retirement system. The library participates in an employer/employee shared costs 2% @ 60 program for employees hired before January 1, 2013 or those hired after that with prior CalPERS service credit (classic). For employees hired after January 1, 2013 (PEPRA), the plan rate is 2% at 62. Effective June 30, 2003 the library was moved to a mandated risk pool of public agencies. The employer contribution rates for fiscal year 2017-18 ending June 30, 2017 were 7.159% for classic employees and 6.55% for PEPRA employees. A total of \$17,634.47 calculated on an annual payroll of \$104,471.36 was submitted to the CalPERS retirement fund pursuant to the employer contribution requirement. Employee contributions (7% for classic employees and 6.25% for PEPRA employees) were withheld from employee wages and forwarded to CalPERS.

In addition, the Library is required to pay our plan share of the pool's unfunded liability. For 2017-18 the Library paid \$1,845.00 for PEPRA employees and \$14,981.00 for classic employees.

Based on the June 30, 2016 actuarial study by CalPERS the Library's unfunded liability is as follows:		
PEPRA	\$1,845.00	88.3% Funded ratio
Classic	<u>\$398,201.00</u>	76.8% Funded ratio
Pension unfunded liability	\$400,046.00	

A complete actuarial report prepared by CalPERS in compliance with GASB Statement No. 75 is available for review at the Law Library.

GASB 75 REPORTING REQUIREMENT

The Ventura County Law Library offers a post employment retirement benefit (OPEB) to vested CalPERS employees who retire from the Law Library. This benefit is a contribution to a valid CalPERS health plan equal to the amount given to current employees plus payment of administrative costs. The current amount is \$410.00 per month. Currently there are six retirees receiving this benefit. The Library has chosen to pay the amount annually. For 2017-18 the cost was \$26,968.25. The Library has also set up an OPEB trust fund with CalPERS to help cover the future benefit liability.

A 2018 actuarial report based on the 2016-17 fiscal year ending June 30, 2017 shows the total OPEB Liability:

Present value of benefits for current employees:	\$9,969.00
Present value benefits for current retirees:	<u>\$366,916.00</u>
Total OPEB Liability	\$376,885.00

Plan Fiduciary Net Position

Fair value of accumulated assets in CERBT June 30, 2018	\$117,239.40
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Net OPEB Liability	\$259,645.60
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I, Katie Drow, Secretary to the Board of Trustees of the Ventura County Law Library, County of Ventura, State of California, do hereby certify that I have prepared the foregoing financial report from receipt and disbursement amounts supplied by the records of the Law Library and the Ventura County Auditor, and said report, to the best of my knowledge, is a full and correct report on the transactions in the Law Library Trust Funds during the 2017-18 fiscal year.

Dated this 10th day of August, 2018

Katie Drow,
Director, Law
Librarian and
Secretary to the Board of Trustees

RECONCILIATION OF INCOME AND EXPENDITURES WITH AMOUNTS BUDGETED

July 1, 2017 to June 30, 2018

<u>REVENUE</u>	<u>BUDGET EST.</u>	<u>RECEIVED</u>
8911A Interest, 7335	5,000.00	5,153.29
8911B Interest, 7340	0.00	0.00
9681A Overdues	4,500.00	2,332.00
9681C Interlibrary Loans	0.00	0.00
9521 Court Fees	525,000.00	548,984.92
9721 Copy Charges	9,500.00	9,008.76
9790A Miscellaneous Income	0.00	6,461.50
9790B Sale/Books & Publications	0.00	1,170.00
9790C Sale of Supplies	0.00	50.00
9790D Sales Tax	0.00	95.19
TOTAL REVENUE RECEIVED AND ACCRUED	544,000.00	573,255.66

<u>DISBURSEMENTS AND ACCRUED EXPENSES</u>	<u>BUDGET EST.</u>	<u>EXPENDED</u>
SALARIES AND EMPLOYEE BENEFITS		
1101 Full-time	150,000.00	129,369.50
1102 Part-time	16,500.00	22,255.14
1121 Retirement	26,000.00	23,158.38
1122 Social Security	700.00	777.65
1123 Medicare	2,500.00	2,352.99
1141A Group Insurance - Employees	15,000.00	8,817.79
1141B Group Insurance - Retirees	30,000.00	26,968.25
1143 Unemployment Insurance	0.00	217.96
1165 Workers Compensation Insurance	3,500.00	2,021.00
TOTAL SALARIES AND EMPLOYEE BENEFITS	244,200.00	215,938.66

SERVICES AND SUPPLIES		
2031 TELEPHONE	5,000.00	4,025.57
2032 COUNTY TELECOM.	400.00	341.00
2054 JANITORIAL SUPPLIES	2,000.00	1,160.93
2055 JANITORIAL SERVICES	12,500.00	11,555.25
2071 GENERAL INSURANCE	2,000.00	1,139.00
2101 OFFICE EQUIP. MAINT.	5,000.00	4,033.08
2131 MEMBERSHIPS	1,500.00	916.42
2161 OFFICE SUPPLIES	12,500.00	10,091.62
2164 POSTAGE	7,000.00	6,582.95
2166 PRINTING	1,000.00	0.00
2167 COPYING SUPPLIES	1,500.00	753.75
2168 CENTRAL STORES	300.00	172.76
2179 MISC. OFFICE EXPENSES	5,000.00	3,790.98

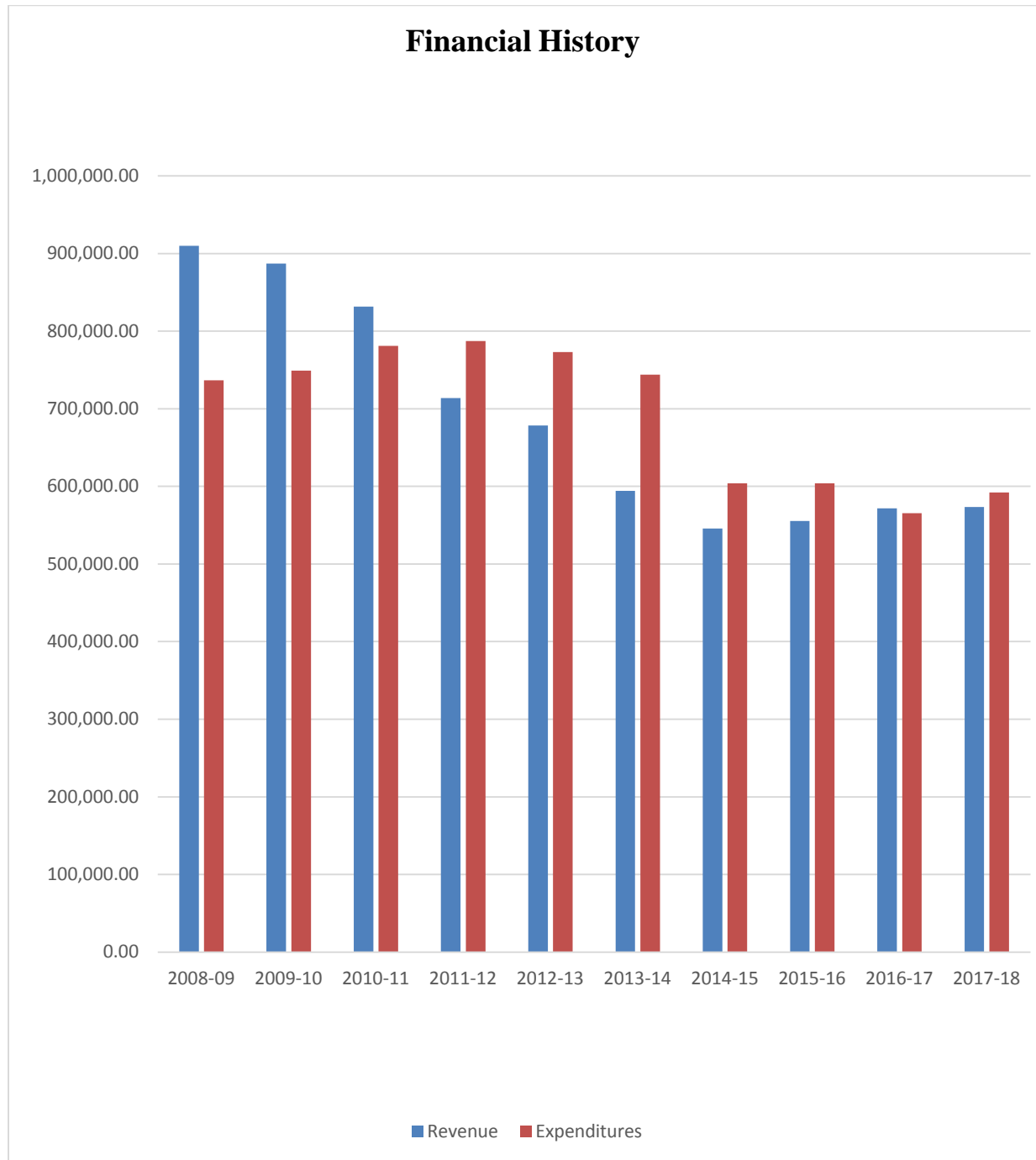
2199	PROF. SERVICES (NON ISF)	3,000.00	1,803.75
2202	COMP. SERVICES ISD	500.00	0.00
2206	COUNTY SPECIAL SERVICES	500.00	432.00
2261	COMPUTER EQUIPMENT	5,000.00	12,371.71
2262	FURNITURE	5,000.00	4317.13
2264	MINOR EQUIPMENT	500.00	0.00
2271A	BOOKS & PUBLICATIONS	240,000.00	220,949.99
2271B	AUDIO/VIDEO PROGRAMS	500.00	250.98
2271C	ELECTRONIC SUBS.	90,000.00	90,208.77
2273	CONFERENCE/SEMINARS	1,500.00	1,096.59
2291	MILEAGE	500.00	0.00
2292	AIR TRAVEL	<u>1,000.00</u>	<u>273.42</u>
TOTAL SERVICES AND SUPPLIES		403,700.00	376,267.65
FIXED ASSETS		<u>BUDGET EST.</u>	<u>EXPENDED</u>
4111	BUILDING IMP/ALTER	2,500.00	0.00
4601	EQUIP REPLACEMENT	<u>20,000.00</u>	<u>0.00</u>
TOTAL FIXED ASSETS		22,500.00	0.00
6101	CONTINGENCY FUND (2196)	100,000.00	0.00
TOTAL DISBURSEMENTS AND ACCRUED EXPENSES		670,400.00	592,206.31

1101 Due to the vacancy of the Director's position this account was under spent.

1102 To help with recruitment for the Director a library consultant was hired and part time hours were increased to cover services.

2261 The library server crashed and had to be replaced. This also required purchase of updated software for the new server.

Financial History



2017-2018 Data

Revenue	\$573,255.66
Expenditures	\$592,206.31

STATEMENT OF PETTY CASH

JUNE 30, 2018

BALANCE ON HAND, JULY 1, 2017		\$150.00
DISBURSEMENTS	\$ 0.00	
REIMBURSEMENTS (CASH RECEIVED)	\$ 0.00	
BALANCE ON HAND, JUNE 30, 2018		\$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 and PENSION LIABILITY	UNAPPRO- PRIATED CASH 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
2018	573,256	592,206	100,000	(776,931)	572,029	675,280	60,860	48,341	117,239

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%
2018	NA	548,984.92	0.58%

* 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.

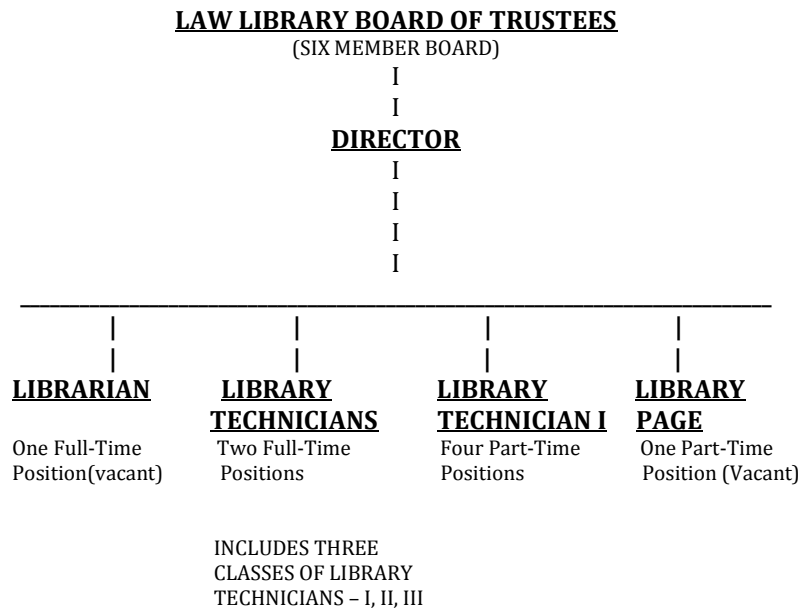
PHOTOCOPY MACHINE REVENUE

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
2018	2		9,008.76	4,033.08	753.75	4,221.93

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

2017-2018



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