



VENTURA COUNTY LAW LIBRARY

ANNUAL REPORT

JUNE 30, 2014

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BOARD OF TRUSTEES

ROBERT L. COIT, member October 2013 through June 2014, alternate for JUDGE RYAN J. WRIGHT, representing the Ventura County Superior Court.

STUART A. COMIS, member July 2013 through June 2014, representing the Ventura County Bar Association.

JUDGE WILLIAM Q. LIEBMANN, Vice-President July 2013 through September 2013, President October 2013 through June 2014 representing the Ventura County Superior Court.

ROBERT F. PETERSON, JR., President July 2013 through September 2013, alternate for JUDGE BARBARA LANE, representing the Ventura County Superior Court.

AMBER RODRIGUEZ, member July 2013 through June 2014, alternate for JUDGE HENRY J. WALSH, representing the Ventura County Superior Court.

LEROY SMITH, member July 2013 through June 2014, representing the Chair of the Ventura County Board of Supervisors.

VINCENTE E. WOODWARD, member July 2013 through June 2014, 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.

DIRECTOR'S COMMENTS AND REVIEW

STATUS OF THE FUND

The total cost of operating the library decreased by 3.23% over the prior fiscal year. Funds expended on books and publications were 7.86% lower than the prior year and electronic subscriptions were up by 9.81%. Total revenue declined by 12.26% for a loss of \$83,176.34 in revenue. Expenses exceeded revenue by \$148,878.78 which was absorbed by the fund reserve balance. The fund balance for the library at the end of fiscal year 2013-2014 after adjusting for liabilities, the contingency fund, post-retirement obligations and including the Wells Fargo account was \$220,651.86.

The Library also maintains an unemployment insurance reserve fund. The Library does not pay into the State unemployment fund and therefore 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 2013-14 was 0.033%. The balance of this fund at the end of the fiscal year was \$63,838.89.

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 performed using the Social Security Life Expectancy calculator and is presented in present dollar value. The projected liability at the end of 2013-14 was \$568,752.00.

FILING FEE INCOME

Revenue from filing fees decreased by 12.74% over the previous year. This represents a loss of \$83,487.64. The decrease in revenue can be attributed to a drop in paid filings. This drop is unprecedented and the number of total paid filings was the lowest it has been since the 1977-78 fiscal year.

GIFTS

This year 492 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.

LEGISLATION

The county law libraries continued to concentrate their efforts this year on contacting their local legislators about the services the libraries provide. The law libraries proposed a series of changes to the existing code sections that would have removed the bill collector's exemption to paying the full portion of the civil filing fee and would allow the law libraries to generate income on fees charge rather than just covering the cost of the service. One State senator committed to carrying the legislation, but backed out at the last minute so that no bill was presented for this legislative year. No legislation was proposed for a filing fee increase.

LIBRARY SALES

The library made \$1,298.16 from the sale of discarded and donated books and publications. With the success of the sale of the older Nolo Press titles the library now has a permanent book truck of items for sale throughout the year. Not all the titles are legal titles and the items have been priced from \$0.50 to as much as \$25.00 depending on the currency of the information and the type of book.

The library also made \$34.45 from the sale of flash drives priced at \$5.00 or \$6.00 plus tax.

MEETING ROOM

The library collected \$1,795.00 from rental of the Rare Book Room.

STAFFING

Mary Birch, Library Technician III, left the library in October 2013. In January 2014, our part-time Library Technician I, Victoria Collie, moved into the full-time position. In April 2014, Dawn Meyer Gallagher was hired as a part-time Library Technician I. In December of 2013, Cynthia Hight, our Administrative Assistant I, retired after 25 ½ years with the Law library. Her position was eliminated decreasing full-time positions from five to four.

TECHNOLOGY

Two Raspberry Pi computers were purchased to provide exclusive access to the Library's online public catalog. When implement in the next fiscal year the two terminal will replace the two existing PC's used for the catalog freeing them up for more extended research. The Library also purchased two digital hand held scanners that will be rented to patrons in the library who wish to make electronic copies of library resources. Pricing for this service will be determined at a later date.

ASK NOW

Ask Now is an online reference service provided by the county law libraries through live chat online and through email. With the change and reduction of staffing in 2013-14 the library did not participate in Ask Now. It is planned that the Ventura County Law Library's participation in this program will resume in the 2014-15 fiscal year.

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. From July through October two presentation were given each month on Wednesday evenings. The program resumed on a monthly basis in January of 2014, also on Wednesday evenings. Fourteen programs were present for the year 2013-14 with 198 people attending. Dolly Moehrle, our Librarian in charge of the programs, also coordinated with local public libraries in Ventura, Camarillo and Simi Valley to provide the program using those libraries as venues.

**VENTURA COUNTY LAW LIBRARY
ANNUAL FINANCIAL STATEMENT
FISCAL YEAR 2013-2014**

FUND 7335 - GENERAL TRUST FUND

CASH ON DEPOSIT WITH COUNTY TREASURER JULY 1, 2013	1,041,275.36
Total income A.P. 13, prior fiscal year	1,672.86
Total expenses A.P. 13, prior fiscal year	0.00

Note: The Law Library works on a cash basis, however the County works on accrual so the Law Library incorporates the County's A.P. 13 as part of its fiscal year even though transactions occur in July.

REVENUE, RECEIVED AND ACCRUED

8911A Interest, 7335	3,408.97	
8911B Interest, 7340	222.34	
9351 Federal Aid to Others	0.00	
9681A Overdues	5,347.00	
9681B Borrower's Fee	0.00	
9681C Interlibrary Loans	0.00	
9682 Court Fees	571,711.54	
9708 Copy Charges	9,774.12	
9772A Miscellaneous Income	3,346.98	
9772B Sale/Books & Publications	1,298.16	
9772C Sale of Supplies	<u>34.45</u>	
TOTAL REVENUE RECEIVED AND ACCRUED		595,143.56

DISBURSEMENTS AND ACCRUED EXPENSES

SALARIES AND EMPLOYEE BENEFITS

1101 Full-time	211,212.54	
1102 Part-time	5,207.34	
1121 Retirement	18,290.93	
1122 Social Security	310.18	
1123 Medicare	3,137.95	
1141A Group Insurance - Employees	21,180.83	
1141B Group Insurance - Retirees	19,625.91	
1143 Unemployment Insurance	2,498.00	
1165 Workers Compensation Insurance	<u>2,621.00</u>	
TOTAL SALARIES AND EMPLOYEE BENEFITS		284,084.68

SERVICES AND SUPPLIES

2032 Telephone	3964.37	
2033 County Telecommunications	240.00	
2053 Janitorial Supplies	1182.28	
2055 Janitorial Services	11268.00	
2071 General Insurance	7298.06	
2102 Office Equipment Maintenance	3096.50	
2141 Memberships	1040.00	

SERVICES AND SUPPLIES (continued)

2151	Cash Over/Short	(89.77)
2173	Office Supplies	2,503.29
2174	Postage	6,621.70
2175	CD-ROM Supplies	0.00
2177	Printing	0.00
2178	Copy Machine Supplies	935.53
2179	Miscellaneous Office Expenses	9,754.00
2181	Central Stores	90.51
2192	Computer Services County	0.00
2195	Computer Services	9,036.00
2205	County Special Services	462.00
2292	Minor Equipment	0.00
2293	Computer Equipment	1,604.88
2301	Book Binding	0.00
2302	Books and Publications	317,327.73
2303	Audio/Video Tapes	0.00
2304	Microforms	0.00
2305	Electronic Subscriptions	77,882.62
2306	Infopeople Grant	3,385.01
2522	Mileage	785.16
2523	Conference and Seminar Expenses	<u>1,184.37</u>

FIXED ASSETS

4033	Building Alter./Improvements	0.00
4850	Furniture	0.00
4860	Office Machines	0.00
4861	Automation System	365.42
4869	Repl./Office Machines	<u>0.00</u>
TOTAL FIXED ASSETS		365.42

TOTAL DISBURSEMENTS AND ACCRUED EXPENSES (744,022.34)

0660 - DEPOSIT BORROWERS

Balance, July 1, 2013		4,900.00
Deposited	400.00	
Withdrawn	<u>400.00</u>	
Balance, June 30, 2014		4,900.00

DEPOSIT BORROWERS, CURRENT FISCAL YEAR NET 0.00

CASH ON DEPOSIT WITH COUNTY TREASURER END FISCAL YEAR 894,069.44

Less Contingency Fund		(100,000.00)
Less Liabilities:		
Court Fees - 1x advance from AOC		(47,791.99)
Deposit Borrowers		(4,900.00)
Estimated post-employment retirement obligation using the Social Security life expectancy calculator based on present value calculation and 6 eligible retirees		(568,752.00)
Wells Fargo Bank Account Balance June 30, 2014		<u>48,026.41</u>

CASH BALANCE END FISCAL YEAR 220,651.86

FUND 7340 - UNEMPLOMENT INSURANCE RESERVE

FUND

Balance, July 1, 2013	63,838.89
0751A Deposits	0.00
0751B Interest	0.00
0751C Claims	<u>0.00</u>
Balance, June 30, 2014	63,838.89

CASH ON DEPOSIT WITH THE COUNTY TREASURER END FISCAL YEAR

Fund 7335	894,069.44
Fund 7340	<u>63,838.89</u>
TOTAL CASH ON DEPOSIT WITH THE COUNTY	957,908.33

CASH ON HAND

Petty Cash Revolving Fund	150.00
Copy Machine Change Tubes (2 public machines)	<u>106.20</u>
TOTAL CASH ON HAND, June 30, 2014	256.20

ACCOUNTS RECEIVABLE, JUNE 30, 2014

Overdue Fines and Other Charges	2,130.35
TOTAL ACCOUNTS RECEIVABLE, June 30, 2014	2,130.35

GASB 27 REPORTING REQUIREMENT

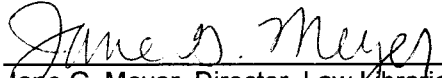
Miscellaneous Plan 0671 / California Public Employees' Retirement System

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% @ 62. Effective June 30, 2003 the library was moved to a mandated risk pool of public agencies. The employer contribution rates for fiscal year 2013-2014 ending June 30, 2014 were 8.905% for classic employees and 6.25% for PEPRA employees. A total of \$18,290.93 calculated on an annual payroll of \$211,212.54 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.

A complete actuarial report prepared by CalPERS in compliance with GASB Statement No. 27 is available for review at the Law Library. The most recent report providing funding status as of June 30, 2012 shows a funding status of 79.6% for the pool.

I, Jane G. Meyer, 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 2013-14 fiscal year.

Dated this 22nd day of July, 2014


Jane G. Meyer, Director, Law Librarian
and
Secretary to the Board of Trustees

RECONCILIATION OF INCOME AND EXPENDITURES WITH AMOUNTS BUDGETED

July 1, 2013 to June 30, 2014

<u>REVENUE</u>	<u>BUDGET EST.</u>	<u>RECEIVED</u>
8911A Interest, 7335	4,700.00	3,408.97
8911B Interest, 7340	0.00	222.34
9351 Federal Aid to Others (grant)	3,500.00	0.00
9681A Overdues	4,500.00	5,347.00
9681B Borrower's Fee	0.00	0.00
9681C Interlibrary Loans	0.00	0.00
9682 Court Fees	622,500.00	571,711.54
9708 Copy Charges	7,400.00	9,774.12
9772A Miscellaneous Income	0.00	3,346.98
9772B Sale/Books & Publications	0.00	1,298.16
9772C Sale of Supplies	<u>0.00</u>	<u>34.45</u>
TOTAL REVENUE RECEIVED AND ACCRUED	642,600.00	595,143.56
<u>DISBURSEMENTS AND ACCRUED EXPENSES</u>	<u>BUDGET EST.</u>	<u>EXPENDED</u>
SALARIES AND EMPLOYEE BENEFITS		
1101 Full-time	221,000.00	211,212.54
1102 Part-time	6,000.00	5,207.34
1121 Retirement	19,700.00	18,290.93
1122 Social Security	400.00	310.18
1123 Medicare	3,300.00	3,137.96
1141A Group Insurance – Employees	22,400.00	21,180.83
1141B Group Insurance – Retirees	22,400.00	19,625.91
1143 Unemployment Insurance	0.00	2,498.00
1165 Workers Compensation Insurance	<u>1,400.00</u>	<u>2,621.00</u>
TOTAL SALARIES AND EMPLOYEE BENEFITS	296,600.00	284,084.68
SERVICES AND SUPPLIES		
2032 Telephone	4,000.00	3,964.37
2033 County Telecommunications	400.00	240.00
2053 Janitorial Supplies	1,200.00	1,182.28
2055 Janitorial Services	12,500.00	11,268.00
2071 General Insurance	4,100.00	7,298.06
2102 Office Equipment Maintenance	6,000.00	3,096.50
2141 Memberships	1,700.00	1,040.00
2151 Cash Over/Short	0.00	(89.77)
2173 Office Supplies	3,200.00	2,503.29
2174 Postage	7,500.00	6,621.70
2175 CD-ROM Supplies	200.00	0.00
2177 Printing	1,500.00	0.00
2178 Copy Machine Supplies	1,500.00	935.53
2179 Miscellaneous Office Expenses	7,000.00	9,754.00
2181 Central Stores	400.00	90.51
2192 Computer Services County	500.00	0.00
2195 Computer Services	15,500.00	9,036.00

RECONCILIATION OF REVENUE AND EXPENDITURES WITH AMOUNTS APPROPRIATED

July 1, 2013 to June 30, 2014

SERVICES AND SUPPLIES (Continued)	<u>BUDGET EST.</u>	<u>EXPENDED</u>
2205 County Special Services	700.00	462.00
2292 Minor Equipment	700.00	0.00
2293 Computer Equipment	5,000.00	1,604.88
2301 Book Binding	0.00	0.00
2302 Books and Publications	325,500.00	317,327.73
2303 Audio/Video Tapes	500.00	0.00
2304 Microforms	0.00	0.00
2305 Electronic Subscriptions	75,500.00	77,882.62
2306 InfoPeople Grant	3,500.00	3,385.01
2522 Mileage	1,000.00	785.16
2253 Conference and Seminar Expenses	<u>1,500.00</u>	<u>1,184.37</u>
TOTAL SERVICES AND SUPPLIES	481,100.00	459,572.24
FIXED ASSETS	<u>BUDGET EST.</u>	<u>EXPENDED</u>
4033 Building Alter./Improvements	2,600.00	0.00
4850 Furniture	5,000.00	0.00
4860 Office Machines	0.00	0.00
4861 Automation System	40,000.00	365.42
4869 Repl./Office Machines	<u>6,000.00</u>	<u>0.00</u>
TOTAL FIXED ASSETS	53,600.00	365.42
TOTAL DISBURSEMENTS AND ACCRUED EXPENSES	831,300.00	744,022.34

8911A The amount shown represents the amount of interest earned from the County for Fund 7335 for all four quarters of fiscal year 2013-2014. The budget estimate was based on four quarters. Rate of return was 0.33% for the fiscal year which was lower than the 0.53% that was projected for the budget.

8911B Interest from the County for our unemployment reserve is deposited into this account and then transferred to Fund 7340 account 7990B. Interest earned for all quarters for 2013-14 will not be transferred, because the Library paid out of this account in 2013-14. Depending on the time of year, this account may show a negative balance.

9681A Overdue revenue was \$847.00 more 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 Filing fee revenue dropped by 12.74% from the prior year which was a decrease of \$83,487.64. Revenue was \$50,788.46 less than projected for the budget.

9708 The budget estimate for this account is based on the prior fiscal year's revenue. Revenue was \$1,850.77 more than last fiscal 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. \$1,795.00 was from rental fees, \$1,533.68 came from Medicare Part B reimbursements from CalPERS.

RECONCILIATION OF REVENUE AND EXPENDITURES WITH AMOUNTS APPROPRIATED

July 1, 2013 to June 30, 2014

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

1101 The amount spent on full-time staffing. This amount was lower than projected due to salary savings when one of the Library Technicians quit in October and the position was not filled until January.

1102 and 1122 A part-time position was hired in July of 2013 at the beginning Library Technician I starting rate and the library starting paying Social Security for the part-time employee.

1121 The retirement rate for the employer's contribution to PERS for employees hired before January 1, 2013 increased to 8.905% from 8.489%. 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 five retired staff members.

1143 The library pays 100% of any successful unemployment claim. Money reimbursed to the State is expended from this account.

1165 The library is insured for workers' compensation through the County. This account was over expended because the County did not bill the library for the 2012-13 premium until the 2013-14 fiscal year.

2195 Computer Services covers maintenance of the library's computer system and the annual maintenance agreement of \$7,800.00 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	2,000.00	927.59	46.36%	1,072.41
Continuations	121,000.00	116,159.32	96.00%	4,840.68
Periodicals	2,500.00	2,226.16	89.05%	273.84
Loose-Leaf	<u>200,000.00</u>	<u>198,014.66</u>	<u>99.01%</u>	<u>1,985.34</u>
Total	325,500.00	368,696.45	197.49%	8,172.27

2305 This account covers the electronic subscriptions for Westlaw, CEB Onlaw, Ebsco Legal Information Center, Hein Online and Shepards Online.

STATEMENT OF PETTY CASH

JUNE 30, 2013

BALANCE ON HAND, JULY 1, 2013		\$150.00
DISBURSEMENTS	\$ 0.00	
REIMBURSEMENTS (CASH RECEIVED)	\$ 0.00	
BALANCE ON HAND, JUNE 30, 2014		\$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

FILING FEE INCOME

<u>F/Y ENDING JUNE 30</u>	<u>TOTAL FILINGS</u>	<u>TOTAL DOLLARS</u>	<u>INCREASE/ DECREASE</u>
(<u>\$20/\$23 FILING FEE</u>)			
1995	24,950	538,976.60	1.41%
(<u>\$23 FILING FEE</u>)			
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%
(<u>\$23/\$26 FILING FEE</u>)			
2001	21,884	537,109.58	3.82%
(<u>\$26 FILING FEE</u>)			
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%
(<u>\$26-\$29 FILING FEE</u>)			
2006*		528,976.88	-1.12%
(<u>\$29/\$32 FILING FEE</u>)			
2007	NA	638,564.94	20.72%
(<u>\$32 FILING FEE</u>)			
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%

* 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

<u>F/Y ENDING JUNE 30</u>	<u>NO.</u>	<u>MACHINES COST</u>	<u>TOTAL REVENUE</u>	<u>MAIN- TENANCE</u>	<u>SUPPLIES</u>	<u>NET 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

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.

TOTAL COLLECTION JUNE 30, 2014

BOOKS AND PUBLICATIONS

ACTIVE COLLECTION	67,436
RETROSPECTIVE COLLECTION	<u>4,570</u>
SUB-TOTAL	72,106

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	96,168
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AUDIOTAPES

313

VIDEOTAPES

6

ELECTRONIC SUBSCRIPTIONS

CD DISKS	220
ON-LINE SUBSCRIPTIONS (Databases)	5

PERIODICALS

(CURRENT TITLES) Most current print subscriptions cancelled 2012. Periodicals available electronically on Hein Online or Westlaw.	18
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TITLES IN THE COLLECTION

7,706

LOST AND MISSING ITEMS

2

ITEMS VANDALIZED

38

DONATIONS

BOOKS	492
CASH	\$15.20

DISCARDED BOOKS AND PUBLICATIONS

BOOKS	1,730
VIDEOS	67

LIBRARY USE

COLLECTION

CIRCULATION OF BOOKS AND MATERIALS	6,517
MATERIALS USED IN THE LIBRARY	
BOOKS AND PUBLICATIONS (MAIN COLLECTION)	14,291
REFERENCE BOOKS (CIRCULATION DESK)	633
SELF-HELP BOOKS (SELF-HELP COLLECTION)	480
MICROFORMS	<u>20</u>
TOTAL MATERIALS USAGE	15,424
DISSOMASTER (NUMBER OF USERS)	167

LIBRARY

LIBRARY USERS

	<u># USING</u>	<u># STAFF HELPED</u>
ATTORNEYS/PARALEGALS	6,956	4,627
STUDENTS	926	279
OTHERS	13,825	9,400
E-MAIL REFERENCE QUESTIONS	54	54
TELEPHONE CALLS	<u>624</u>	<u>624</u>
TOTAL	22,385	14,984
COMPUTER HELP		
HOURS STAFF HELPED PUBLIC USERS	128.41	
REQUEST FOR WIRELESS ACCESS	150	
LAWYERS AT THE LAW LIBRARY PROGRAM		
NUMBER OF PROGRAMS	14	
NUMBER ATTENDING	198	

BORROWERS (ACTIVE IN 2013-2014)

REGULAR	779
DEPOSIT	<u>19</u>
TOTAL	798

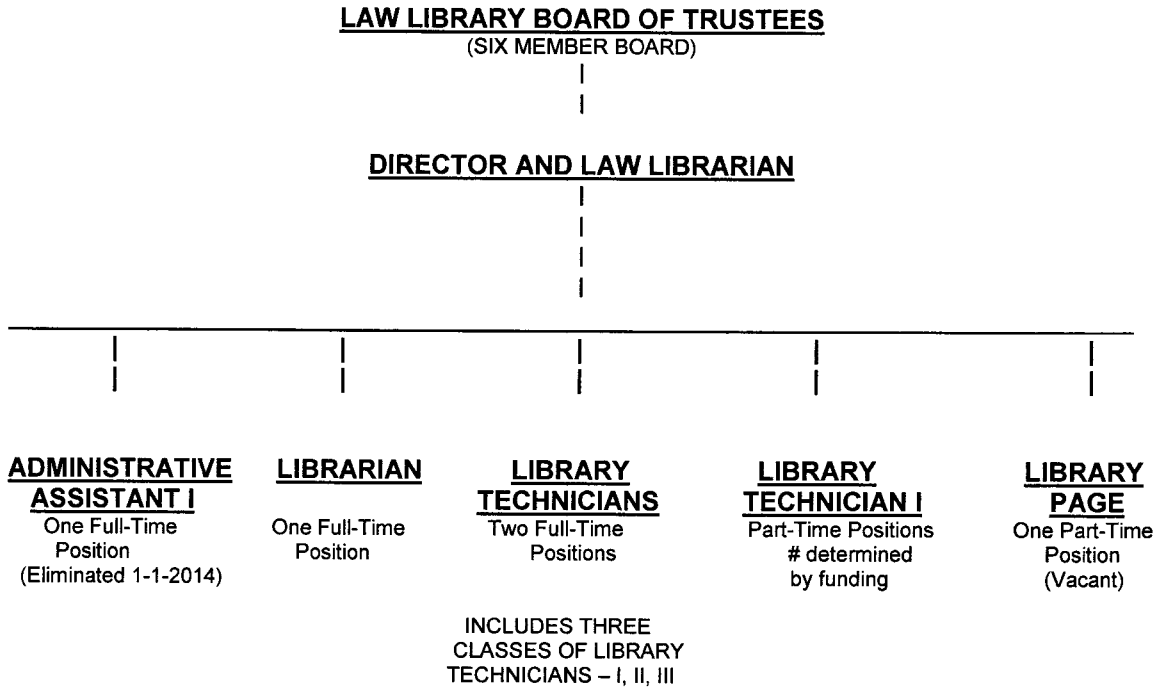
PHOTOCOPIES MADE

87,375

VENTURA COUNTY LAW LIBRARY

ORGANIZATION CHART

2013-2014



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