



**VENTURA COUNTY LAW LIBRARY**

**ANNUAL REPORT**

**JUNE 30, 2020**

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## **BOARD OF TRUSTEES**

ROBERT L. COIT, President July 2019 to December 2019, member January 2020 to June 2020, alternate for JUDGE RYAN J. WRIGHT, representing the Ventura County Superior Court.

TODD HOWETH, representing the Ventura County Bar Association. Appointed as a Board member January 2020.

JUDGE WILLIAM Q. LIEBMANN, member July 2019 to June 2020, representing the Ventura County Superior Court.

AMBER RODRIGUEZ, Vice President July 2019 to December 2019, President January 2020 to June 2020, alternate for JUDGE HENRY J. WALSH, representing the Ventura County Superior Court.

LEROY SMITH, member July 2019 to June 2020, representing the Chair of the Ventura County Board of Supervisors.

VINCENTE E. WOODWARD, member July 2019 to December 2019, Vice President January 2020 to June 2020 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 \$24,133 over the previous fiscal year. Total revenue decreased considerably due to the pandemic that caused the Library to close its doors to the public on March 20, 2020. The total expenses outweighed the total revenue collected during 2019-20 by \$64,802.16. This discrepancy is due in large part to the unexpected \$47,791.99 bill from the Ventura Superior Court as well as the Courthouse closure due to COVID-19.

The fund balance for the Library at the end of the fiscal year 2019-20 was \$675,280.13. 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, 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 2019-20. Therefore, the balance of this fund at the end of the fiscal year remains \$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 June 2019. The projected liability at the end of 2019-20 was \$266,653.00 for the OPEB with \$125,326.00 of this liability funded through the CalPERS CERBT account. The Unfunded Actuarial Pension Liability at the end of 2019-20 was projected at \$416,378.

### **FILING FEE INCOME**

Income from filing fees decreased by 10.57% from the previous fiscal year. We remain cautiously optimistic that the revenue generated by fees will continue to increase as the court begins to reopen to more members of the public. However, we are still down significantly from 2008-09, when we brought in over \$900,000 in revenue.

### **LEGISLATION**

This year, extra funding for County Law Libraries was not included in the 2019-20 California State Budget. The Council of California County Law Libraries remains optimistic through continued lobbying and efforts to help backfill the decade of steady and continuous decline in civil filing fee revenue. This is particularly

important after a short courthouse closure during the pandemic which led to a sharper decrease in filing fees for the end of this fiscal year.

### **LIBRARY SALES**

The library made \$428.00, less tax, from the sale of discarded and donated books and publications. The library also made \$30, 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 \$1,045 from rental of the Rare Book Room and the Processing Room. This is a \$4,265 decrease from last year.

### **STAFFING**

The library currently has 3 full-time positions and three part-time positions. Only 2 full-time and 2 part-time positions were filled as of 6/30/2020.

When not under quarantine or pandemic closure, the library is open a total of 45 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 15 sessions, assisted 342 users, and had 229 volunteers participate. The number of users assisted decreased by 261 since the previous fiscal year due to the Library's closure for the pandemic on 3/20/2020.

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

V C L E G A L A I D . O R G

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

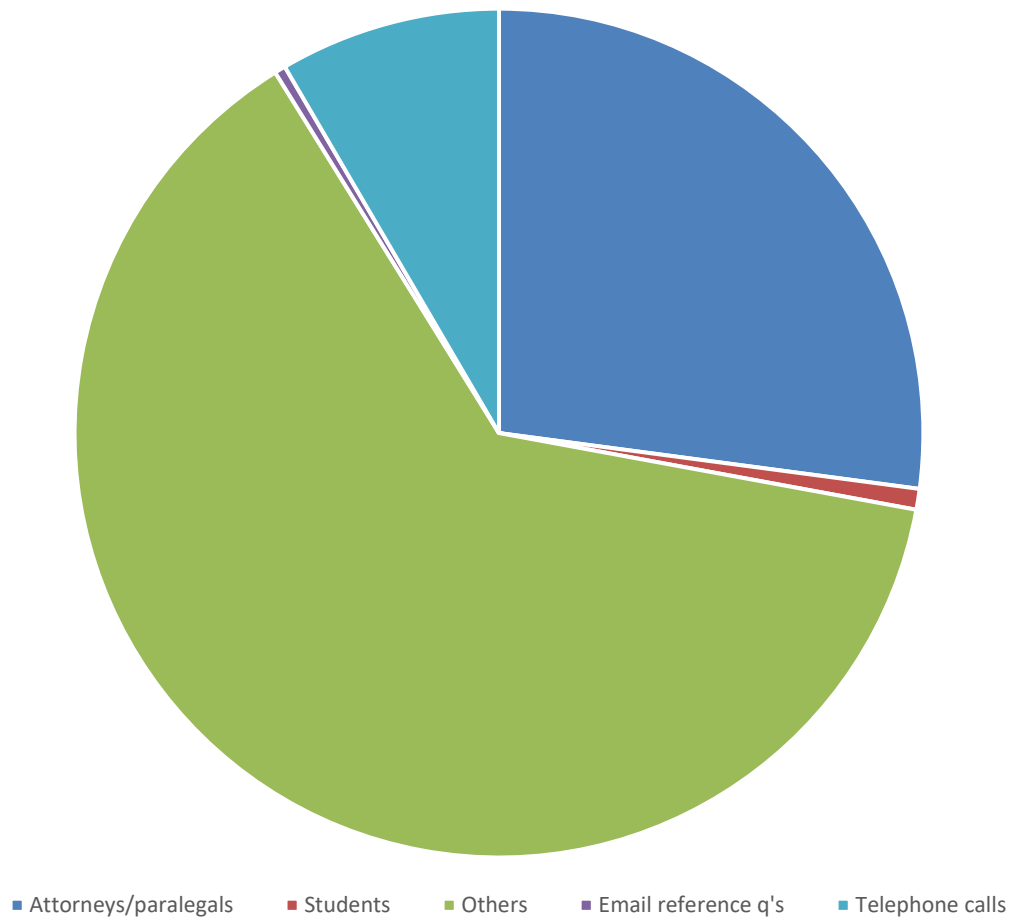
Please note that you must be a resident of Ventura County. We also follow the following household income levels before taxes, not exceeding the following:

**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.**

Library Users 2019-2020



**Data**

Attorneys/paralegals	2,330
Students	68
Others	5,439
E-mail Reference questions	36
<u>Telephone calls</u>	<u>724</u>
<b>Total</b>	<b>8,597</b>

## LIBRARY USE

### COLLECTION

CIRCULATION OF BOOKS AND MATERIALS	2,576
MATERIALS USED IN THE LIBRARY	
BOOKS AND PUBLICATIONS (MAIN COLLECTION)	3,051
REFERENCE BOOKS (CIRCULATION DESK)	90
SELF-HELP BOOKS (SELF-HELP COLLECTION)	101
MICROFORMS	0
TOTAL MATERIALS USAGE	5,818
HOLDS	87
DISSOMASTER (NUMBER OF USERS)	52
WEBSITE HITS	15,531

### LIBRARY USERS

### # USING

ATTORNEYS/PARALEGALS	2,330
STUDENTS	68
OTHERS	5,439
E-MAIL REFERENCE QUESTIONS	36
TELEPHONE CALLS	724
TOTAL	8,597

TOTAL REQUESTS FOR STAFF HELP 7,837

LEGAL AID CLINIC	
NUMBER OF SESSIONS	15
NUMBER ASSISTED	342
NUMBER OF VOLUNTEERS	229

### BORROWERS

### TOTAL

REGULAR	958
DEPOSIT	45
TOTAL	1,003

### PHOTOCOPIES MADE

76,210



## TOTAL COLLECTION JUNE 30, 2020

<b><u>BOOKS AND PUBLICATIONS</u></b>	
ACTIVE COLLECTION	68,483
RETROSPECTIVE COLLECTION	<u>4,528</u>
SUB-TOTAL	73,011
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	97,073
<b><u>ELECTRONIC SUBSCRIPTIONS</u></b>	
ON-LINE SUBSCRIPTIONS (Databases)	5
<b><u>PERIODICALS</u></b>	5
<b><u>TITLES IN THE COLLECTION</u></b>	7,710
<b><u>LOST AND MISSING ITEMS</u></b>	4
<b><u>ITEMS VANDALIZED (Missing Pages)</u></b>	11
<b><u>DONATIONS</u></b>	
BOOKS	6
CASH	\$0.00
<b><u>DISCARDED BOOKS AND PUBLICATIONS</u></b>	
BOOKS	284

**ANNUAL FINANCIAL STATEMENT**  
FISCAL YEAR 2019-2020

**FUND O200 - GENERAL TRUST FUND**

CASH ON DEPOSIT WITH COUNTY TREASURER JULY 1, 2019	1,051,176.19
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 O200	22,772.79	
8911B INTEREST, FUND O201	0.00	
9681A OVERDUES	1,751.00	
9681C INTERLIBRARY LOANS	0.00	
9521 COURT FEES	547,911.99	
9721 COPY MACHINES	5,344.31	
9790A MISC INCOME	1,078.78	
9790B SALE OF BOOKS/EQUIP	428.00	
9790C SALE OF SUPPLIES	30.00	
9790D SALES TAX	<u>35.66</u>	
 TOTAL REVENUE RECEIVED AND ACCRUED		 579,352.53

**EXPENDITURES**

SALARIES AND BENEFITS		
1101 FULL-TIME	140,002.69	
1102 PART-TIME	15,048.97	
1121 RETIREMENT	35,750.93	
1122 SOCIAL SECURITY	933.05	
1123 MEDICARE	2,205.43	
1141A GROUP INSURANCE-EMP	8,693.95	
1141B GROUP INSURANCE-RET	27,267.40	
1143 UNEMPLOYMENT	0.00	
1165 WORKERS COMPENSATION	<u>1,520.00</u>	
TOTAL	231,422.42	
 SERVICES & SUPPLIES		
2031 TELEPHONE	6,622.41	
2032 COUNTY TELECOM.	76.50	
2054 JANITORIAL SUPPLIES	342.11	
2055 JANITORIAL SERVICES	11,268.00	
2071 GENERAL INSURANCE	1,785.00	
2101 OFFICE EQUIP. MAINT.	4,165.40	
2131 MEMBERSHIPS	720.00	
2159 MISC. EXPENSE	48,937.67	
2161 OFFICE SUPPLIES	4,814.28	
SERVICES & SUPPLIES (continued)		

2164	POSTAGE	6,846.36	
2166	PRINTING	0.00	
2167	COPYING SUPPLIES	0.00	
2168	CENTRAL STORES	5.65	
2179	MISC. OFFICE EXPENSES	1,379.92	
2199	PROF. SERVICES (NON ISF)	2,324.50	
2202	COMP. SERVICES ISD	0.00	
2206	COUNTY SPECIAL SERVICES	1,154.28	
2261	COMPUTER EQUIPMENT	9,114.64	
2262	FURNITURE	0.00	
2264	MINOR EQUIPMENT	0.00	
2271A	BOOKS & PUBLICATIONS	215,655.63	
2271B	AUDIO/VIDEO PROGRAMS	327.15	
2271C	ELECTRONIC SUBS.	97,192.77	
2273	CONFERENCE/SEMINARS	0.00	
2291	MILEAGE	0.00	
2292	AIR TRAVEL	<u>0.00</u>	
		412,732.27	
	FIXED ASSETS		
4111	BUILDING IMP/ALTER	0.00	
4601	EQUIP REPLACEMENT	<u>0.00</u>	
	TOTAL	0.00	
	TOTAL EXPENDITURES		(644,154.69)
			986,374.03
	<b><u>0660 - DEPOSIT BORROWERS</u></b>		
	Balance, July 1, 2019	3,800.00	
	Deposited	0.00	
	Withdrawn	<u>0.00</u>	
	Balance, June 30, 2020	3,800.00	
	DEPOSIT BORROWERS, CURRENT FISCAL YEAR		
	NET		(3800.00)
	<b><u>CASH ON DEPOSIT WITH COUNTY TREASURER END FISCAL YEAR</u></b>		<b>675,280.13</b>
	<b><u>(Cash on deposit does not include A.P. 13 accrued transactions )</u></b>		
	Less Contingency Fund		(52,208.01)
	Deposit Borrowers		(3,800.00)
	Wells Fargo Bank Account Balance June 30, 2020		<u>25,220.52</u>
	<b><u>CASH RESERVE BALANCE END FISCAL YEAR</u></b>		<b>644,492.64</b>

**FUND O201 - UNEMPLOMENT INSURANCE RESERVE FUND**

Balance, July 1, 2019	59,772.40
7990A DEPOSITS	0.00
7990B INTEREST	0.00
7990C CLAIMS	<u>0.00</u>
Balance, June 30, 2020	59,772.40

**CASH ON DEPOSIT WITH THE COUNTY TREASURER END FISCAL YEAR**

Fund O200	675,280.13
Fund O201	<u>59,772.40</u>
TOTAL CASH ON DEPOSIT WITH THE COUNTY	735,052.53

**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, 2020	220.85

**ACCOUNTS RECEIVABLE, JUNE 30, 2020**

Overdue Fines and Other Charges	339.00
TOTAL ACCOUNTS RECEIVABLE, June 30, 2020	339.00

**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 2019-20 ending June 30, 2020 were 7.634% For classic employees and 6.985% for PEPRA employees.

In addition, the Library is required to pay our plan share of the pool's unfunded liability. For 2019-20 the Library paid \$154.00 for PEPRA employees and \$25,890 for classic employees.

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 2019-20 the cost was \$25,890.00. The Library has also set up an OPEB trust fund with CalPERS to help cover the future benefit liability.

A 2020 actuarial report based on the 2018-19 fiscal year ending June 30, 2019 shows the total OPEB Liability:

Present value of benefits for current employees:	\$8,642.00
Present value benefits for current retirees:	<u>\$383,337.00</u>
Total OPEB Liability	\$391,979.00

Plan Fiduciary Net Position

Fair value of accumulated assets in CERBT June 30, 2020	\$125,326.00
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Net OPEB Liability	\$266,653.00
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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 2019-20 fiscal year.

Dated this 14th day of October, 2020

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

**RECONCILIATION OF INCOME AND EXPENDITURES WITH  
AMOUNTS BUDGETED**

July 1, 2019 to June 30, 2020

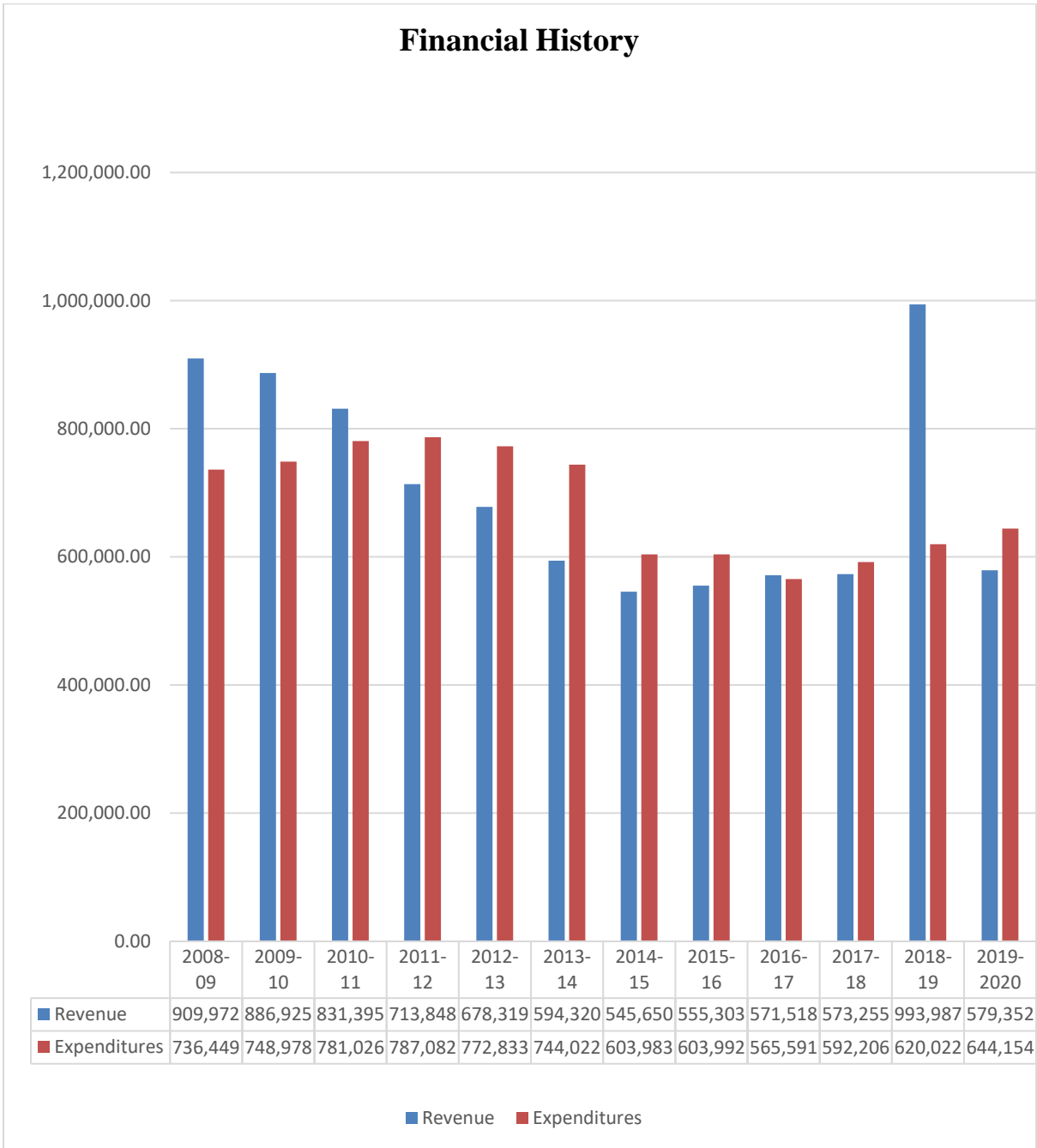
<b><u>REVENUE</u></b>	<b><u>BUDGET EST.</u></b>	<b><u>RECEIVED</u></b>
8911A Interest, 7335	15,000.00	22,772.79
8911B Interest, 7340	0.00	0.00
9252 State Other	0.00	0.00
9681A Overdues	1,700.00	1,751.00
9681C Interlibrary Loans	0.00	0.00
9521 Court Fees	550,000.00	547,911.99
9721 Copy Charges	8,500.00	5,344.31
9790A Miscellaneous Income	0.00	1,078.78
9790B Sale/Books & Publications	0.00	428.00
9790C Sale of Supplies	0.00	30.00
9790D Sales Tax	<u>0.00</u>	<u>35.66</u>
<b>TOTAL REVENUE RECEIVED AND ACCRUED</b>	<b>575,200.00</b>	<b>579,352.53</b>

<b><u>DISBURSEMENTS AND ACCRUED EXPENSES</u></b>	<b><u>BUDGET EST.</u></b>	<b><u>EXPENDED</u></b>
<b>SALARIES AND EMPLOYEE BENEFITS</b>		
1101 Full-time	166,000.00	140,002.69
1102 Part-time	32,900.00	15,048.97
1121 Retirement	40,800.00	35,750.93
1122 Social Security	2,500.00	933.05
1123 Medicare	3,500.00	2,205.43
1141A Group Insurance - Employees	15,000.00	8,693.95
1141B Group Insurance - Retirees	30,000.00	27,267.40
1143 Unemployment Insurance	0.00	0.00
1165 Workers Compensation Insurance	<u>1,700.00</u>	<u>1,520.00</u>
<b>TOTAL SALARIES AND EMPLOYEE BENEFITS</b>	<b>292,400.00</b>	<b>231,422.42</b>

<b>SERVICES AND SUPPLIES</b>		
2031 TELEPHONE	6,500.00	6,622.41
2032 COUNTY TELECOM.	400.00	76.50
2054 JANITORIAL SUPPLIES	2,000.00	342.11
2055 JANITORIAL SERVICES	12,500.00	11,268.00
2071 GENERAL INSURANCE	1,900.00	1,785.00
2101 OFFICE EQUIP. MAINT.	5,200.00	4,165.40
2131 MEMBERSHIPS	1,500.00	720.00
2159 MISC. EXPENSE	67,391.99	48,937.67
2161 OFFICE SUPPLIES	7,000.00	4,814.28
2164 POSTAGE	7,300.00	6,846.36
2166 PRINTING	500.00	0.00
2167 COPYING SUPPLIES	800.00	0.00
2168 CENTRAL STORES	300.00	5.65

2179	MISC. OFFICE EXPENSES	5,000.00	1,379.92
2199	PROF. SERVICES (NON ISF)	3,500.00	2,324.50
2202	COMP. SERVICES ISD	500.00	0.00
2206	COUNTY SPECIAL SERVICES	700.00	1,154.28
2261	COMPUTER EQUIPMENT	10,000.00	9,114.64
2262	FURNITURE	2,000.00	0.00
2264	MINOR EQUIPMENT	500.00	0.00
2271A	BOOKS & PUBLICATIONS	250,000.00	215,655.63
2271B	AUDIO/VIDEO PROGRAMS	500.00	327.15
2271C	ELECTRONIC SUBS.	100,000.00	97,192.77
2273	CONFERENCE/SEMINARS	200.00	0.00
2291	MILEAGE	300.00	0.00
2292	AIR TRAVEL	500.00	0.00
<b>TOTAL SERVICES AND SUPPLIES</b>		<b>486,991.99</b>	<b>412,732.27</b>
<b>FIXED ASSETS</b>		<b><u>BUDGET EST.</u></b>	<b><u>EXPENDED</u></b>
4111	BUILDING IMP/ALTER	2,500.00	0.00
4601	EQUIP REPLACEMENT	20,000.00	0.00
<b>TOTAL FIXED ASSETS</b>		<b>22,500.00</b>	<b>0.00</b>
<b>6101</b>	<b>CONTINGENCY FUND (2196)</b>	<b>100,000.00</b>	<b>47,791.99</b>
<b>TOTAL DISBURSEMENTS AND ACCRUED EXPENSES</b>		<b>901,891.99</b>	<b>691,946.68</b>

## Financial History



### 2019-2020 Data

Revenue	\$579,352.53
Expenditures	\$644,154.69



## **STATEMENT OF PETTY CASH**

**JUNE 30, 2020**

<b>BALANCE ON HAND, JULY 1, 2019</b>		<b>\$150.00</b>
<b>DISBURSEMENTS</b>	<b>\$ 0.00</b>	
<b>REIMBURSEMENTS (CASH RECEIVED)</b>	<b>\$ 0.00</b>	
<b>BALANCE ON HAND, JUNE 30, 2020</b>		<b>\$150.00</b>

**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	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		125,026	24,574		
1990	377,144	404,043	19,850		109,177	28,233		
1991	611,686	426,943	100,000		295,702	32,184		
1992	637,006	525,636	154,400		406,322	34,323		
1993	636,924	534,179	197,800		507,117	36,159		
1994	609,347	639,975	109,816		477,089	37,519		
1995	619,352	603,975	38,423		494,078	38,766		
1996	647,690	642,981	84,300		500,987	41,344		
1997	680,247	563,738	100,000		618,422	43,630		
1998	682,315	603,585	88,500		653,664	46,435		
1999	640,038	639,397	100,000		665,023	49,011		
2000	630,951	656,393	93,600		642,658	51,282		
2001	641,093	612,360	100,000		674,971	54,438		
2002	679,861	557,766	93,969		815,066	56,866		
2003	646,275	604,707	100,000		862,934	58,450		
2004	613,091	602,471	100,000		873,335	59,470		
2005	574,166	656,384	100,000		788,687	60,616		
2006	573,868	623,756	90,470		739,099	62,458		
2007	691,362	634,168	100,000		796,342	65,231		
2008	797,908	701,610	100,000		892,393	68,393		
2009	909,973	736,450	100,000		1,065,764	70,127		
2010	886,826	748,979	100,000		1,204,611	62,709		
2011	831,395	781,027	100,000		1,159,309	63,299	47,970	
2012	713,849	787,083	100,000		1,085,819	63,299	48,027	
2013	678,320	772,833	100,000		994,921	63,839	48,027	
2014	595,144	744,022	100,000	(568,752)	894,069	63,839	48,027	
2015	545,650	603,984	100,000	(439,451)	735,935	60,860	47,946	100,000
2016	555,304	604,034	60,000	(339,451)	686,847	60,860	47,481	103,078
2017	571,518	565,592	100,000	(321,233)	692,573	59,772	47,419	110,478
2018	573,256	592,206	100,000	(776,931)	675,280	60,860	48,341	117,239
2019	993,987	620,022	100,000	(682,784)	1,053,752	60,860	48,094	125,426
2020	579,353	644,155	52,208	(675,348)	675,280	59,772	25,221	132,157

## FILING FEE INCOME

F/Y ENDING <u>JUNE 30</u>	<u>TOTAL FILINGS</u>	<u>TOTAL DOLLARS</u>	<u>INCREASE/ DECREASE</u>
<b>(\$20/\$23 FILING FEE)</b>			
1995	24,950	538,976.60	1.41%
<b>(\$23 FILING FEE)</b>			
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%
<b>(\$23/\$26 FILING FEE)</b>			
2001	21,884	537,109.58	3.82%
<b>(\$26 FILING FEE)</b>			
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%
<b>(\$26-\$29 FILING FEE)</b>			
2006*		528,976.88	-1.12%
<b>(\$29/\$32 FILING FEE)</b>			
2007	NA	638,564.94	20.72%
<b>(\$32 FILING FEE)</b>			
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%
2019	NA	612,653.96	11.60%
2020	NA	547,911.99	-10.57%

\* 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	3,166.00	622.36	6059.73
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		9,962.42	3,762.51	472.85	5,627.06
2018	2		9,008.76	4,033.08	753.75	4,221.93
2019	2		9,113.07	4,419.77	0.00	4,693.30
2020	2		5,344.31	4,165.40	0.00	1,178.91

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

2019-2020

## LAW LIBRARY BOARD OF TRUSTEES

(SIX MEMBER BOARD)

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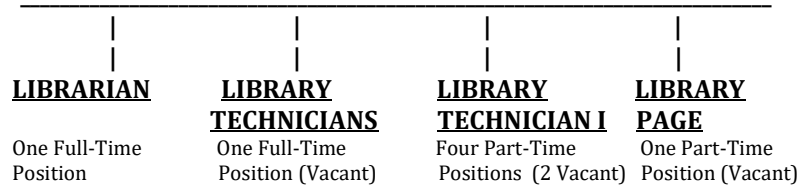
### DIRECTOR

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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