



VENTURA COUNTY LAW LIBRARY

ANNUAL REPORT

JUNE 30, 2019

Contents

BOARD OF TRUSTEES.....	3
DIRECTOR’S REVIEW	4
LIBRARY USE	8
TOTAL COLLECTION JUNE 30, 2019.....	9
ANNUAL FINANCIAL STATEMENT	10
RECONCILIATION OF INCOME AND EXPENDITURES	14
STATEMENT OF PETTY CASH.....	17
COMPARISON OF ANNUAL INCOME AND EXPENDITURES	18
FILING FEE INCOME.....	19
PHOTOCOPY MACHINE REVENUE	20
ORGANIZATION CHART.....	21
INVENTORY OF FURNITURE AND EQUIPMENT.....	22

BOARD OF TRUSTEES

ROBERT L. COIT, member July 2018 to December 2018, President January 2019 to June 2019, alternate for JUDGE RYAN J. WRIGHT, representing the Ventura County Superior Court.

STUART A. COMIS, Vice President July 2018 through December 2018, representing the Ventura County Bar Association. Resigned from Board December 2018.

JUDGE WILLIAM Q. LIEBMANN, member July 2018 to June 2019, representing the Ventura County Superior Court.

AMBER RODRIGUEZ, member July 2018 to December 2018, Vice President January 2019 to June 2019, alternate for JUDGE HENRY J. WALSH, representing the Ventura County Superior Court.

LEROY SMITH, member July 2018 to June 2019, representing the Chair of the Ventura County Board of Supervisors.

VINCENTE E. WOODWARD, President July 2018 to December 2018, member January 2019 to June 2019 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 4.7% over the previous fiscal year. Total revenue increased by 73.4%. The total revenue collected outweighed the total expenses during 2018-19 by \$373,964.58. This discrepancy is due in large part to the one-time funding from the California Budget Act of 2018. Please see explanation below.

The fund balance for the Library at the end of the fiscal year 2018-19 was \$1,050,254.21. 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 2018-19. Therefore, the balance of this fund at the end of the fiscal year remains \$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 2018-19 was \$266,406.00 for the OPEB with \$125,426.34 of this liability funded through the CalPERS CERBT account. The Unfunded Actuarial Pension Liability at the end of 2018-19 was projected at \$416,378.

FILING FEE INCOME

Income from filing fees rose by 11.6% 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 were received in September of 2018 for use in the 2018-19 fiscal year.

LIBRARY SALES

The library made \$681.31, less tax, from the sale of discarded and donated books and publications. The library also made \$60, 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 \$5,310 from rental of the Rare Book Room and the Processing Room. This is a \$3270 increase from last year.

STAFFING

The Director of the Law Library, Katie Drow, was hired June 2018. 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 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 20 sessions, assisted 603 users, and had 260 volunteers participate. The number of users assisted increased by 169 since the previous fiscal year.

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

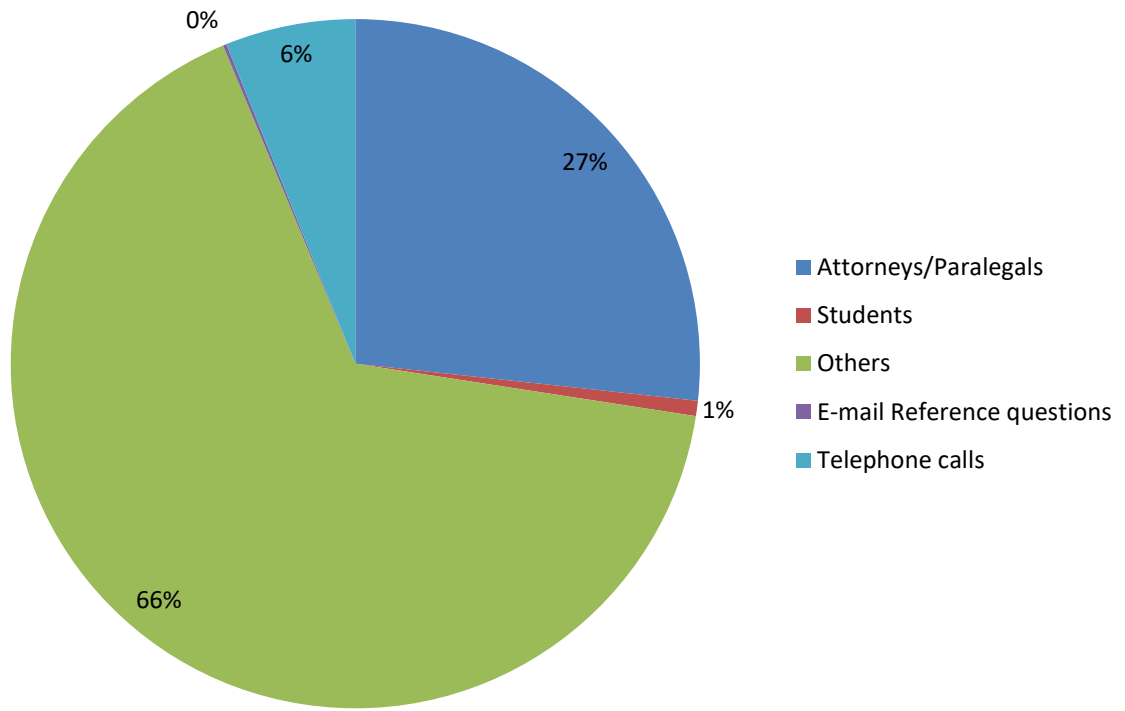
Please note that you must be a resident of Ventura County. We also follow the following household income levels before taxes, not exceeding the following:

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 2018-19



Data

Attorneys/paralegals	26.72%	3,707
Students	0.07%	99
Others	66.30%	9,198
E-mail Reference questions	0.02%	23
Telephone calls	6.10%	847
Total	100%	13,874

LIBRARY USE

COLLECTION

CIRCULATION OF BOOKS AND MATERIALS	3,551
<hr/>	
MATERIALS USED IN THE LIBRARY	
BOOKS AND PUBLICATIONS (MAIN COLLECTION)	5,463
REFERENCE BOOKS (CIRCULATION DESK)	129
SELF-HELP BOOKS (SELF-HELP COLLECTION)	216
MICROFORMS	0
TOTAL MATERIALS USAGE	5,808
<hr/>	
HOLDS	133
<hr/>	
DISSOMASTER (NUMBER OF USERS)	80
<hr/>	
WEBSITE HITS	24,028
<hr/>	
<u>LIBRARY USERS</u>	<u># USING</u>
ATTORNEYS/PARALEGALS	3,707
STUDENTS	99
OTHERS	9,198
E-MAIL REFERENCE QUESTIONS	23
TELEPHONE CALLS	847
<hr/>	
TOTAL	13,874
<hr/>	
TOTAL REQUESTS FOR STAFF HELP	13,004
<hr/>	
LEGAL AID CLINIC	
NUMBER OF SESSIONS	20
NUMBER ASSISTED	603
NUMBER OF VOLUNTEERS	260
<hr/>	
<u>BORROWERS</u>	<u>TOTAL</u>
REGULAR	940
DEPOSIT	43
TOTAL	983
<hr/>	
<u>PHOTOCOPIES MADE</u>	<u>98,728</u>

TOTAL COLLECTION JUNE 30, 2019

<u>BOOKS AND PUBLICATIONS</u>	
ACTIVE COLLECTION	68,301
RETROSPECTIVE COLLECTION	<u>4,355</u>
SUB-TOTAL	72,656
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	96,718
<u>ELECTRONIC SUBSCRIPTIONS</u>	
ON-LINE SUBSCRIPTIONS (Databases)	5
<u>PERIODICALS</u>	5
<u>TITLES IN THE COLLECTION</u>	7,667
<u>LOST AND MISSING ITEMS</u>	3
<u>ITEMS VANDALIZED (Missing Pages)</u>	12
<u>DONATIONS</u>	
BOOKS	2
CASH	\$40.00
<u>DISCARDED BOOKS AND PUBLICATIONS</u>	
BOOKS	426

ANNUAL FINANCIAL STATEMENT
FISCAL YEAR 2018-2019

FUND O200 - GENERAL TRUST FUND

CASH ON DEPOSIT WITH COUNTY TREASURER JULY 1, 2018	679,787.52
Total income A.P. 13, prior fiscal year	43.75
Total expenses A.P. 13, prior fiscal year	2.49

REVENUE, Received and Accrued

8911A INTEREST, FUND O200	12,958.05	
8911B INTEREST, FUND O201	0.00	
9252 STATE OTHER	350,914.00	
9681A OVERDUES	2,239.00	
9681C INTERLIBRARY LOANS	0.00	
9521 COURT FEES	612,653.96	
9721 COPY MACHINES	9,113.07	
9790A MISC INCOME	5,310.24	
9790B SALE OF BOOKS/EQUIP	681.39	
9790C SALE OF SUPPLIES	60.00	
9790D SALES TAX	<u>57.03</u>	
 TOTAL REVENUE RECEIVED AND ACCRUED		 993,986.74

EXPENDITURES

SALARIES AND BENEFITS		
1101 FULL-TIME	152,605.69	
1102 PART-TIME	21,378.11	
1121 RETIREMENT	33,220.82	
1122 SOCIAL SECURITY	2,458.44	
1123 MEDICARE	2,538.16	
1141A GROUP INSURANCE-EMP	10,688.69	
1141B GROUP INSURANCE-RET	27,269.26	
1143 UNEMPLOYMENT	0.00	
1165 WORKERS COMPENSATION	<u>1,901.00</u>	
TOTAL		252,060.17
 SERVICES & SUPPLIES		
2031 TELEPHONE	3,438.13	
2032 COUNTY TELECOM.	183.60	
2054 JANITORIAL SUPPLIES	1,619.18	
2055 JANITORIAL SERVICES	11,323.49	
2071 GENERAL INSURANCE	1,534.00	
2101 OFFICE EQUIP. MAINT.	4,419.77	
2131 MEMBERSHIPS	720.00	
2159 MISC. EXPENSE	0.00	
2161 OFFICE SUPPLIES	3,709.78	

SERVICES & SUPPLIES (continued)

2164	POSTAGE	6,650.28
2166	PRINTING	107.25
2167	COPYING SUPPLIES	0.00
2168	CENTRAL STORES	2.49
2179	MISC. OFFICE EXPENSES	3,067.09
2199	PROF. SERVICES (NON ISF)	1,032.50
2202	COMP. SERVICES ISD	0.00
2206	COUNTY SPECIAL SERVICES	503.11
2261	COMPUTER EQUIPMENT	16,671.84
2262	FURNITURE	0.00
2264	MINOR EQUIPMENT	0.00
2271A	BOOKS & PUBLICATIONS	218,518.31
2271B	AUDIO/VIDEO PROGRAMS	0.00
2271C	ELECTRONIC SUBS.	94,411.57
2273	CONFERENCE/SEMINARS	50.00
2291	MILEAGE	0.00
2292	AIR TRAVEL	<u>0.00</u>
		367,962.39

FIXED ASSETS

4111	BUILDING IMP/ALTER	0.00
4601	EQUIP REPLACEMENT	<u>0.00</u>
	TOTAL	0.00

TOTAL EXPENDITURES (620,022.56)

1,053,797.94

0660 - DEPOSIT BORROWERS

Balance, July 1, 2017	3,800.00
Deposited	0.00
Withdrawn	<u>0.00</u>
Balance, June 30, 2018	3,800.00

DEPOSIT BORROWERS, CURRENT FISCAL YEAR
NET

(3800.00)

CASH ON DEPOSIT WITH COUNTY TREASURER END FISCAL YEAR 1,053,752.10

(Cash on deposit does not include A.P. 13 accrued transactions)

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 48,094.10

CASH RESERVE BALANCE END FISCAL YEAR 950,254.21

FUND O201 - UNEMPLOMENT INSURANCE RESERVE FUND

Balance, July 1, 2018	60,860.33
7990A DEPOSITS	0.00
7990B INTEREST	0.00
7990C CLAIMS	<u>0.00</u>
Balance, June 30, 2019	60,860.33

CASH ON DEPOSIT WITH THE COUNTY TREASURER END FISCAL YEAR

Fund O200	950,254.21
Fund O201	<u>60,860.33</u>
TOTAL CASH ON DEPOSIT WITH THE COUNTY	1,011,114.54

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, 2019	220.85

ACCOUNTS RECEIVABLE, JUNE 30, 2019

Overdue Fines and Other Charges	622.00
TOTAL ACCOUNTS RECEIVABLE, June 30, 2019	622.00

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 2018-19 ending June 30, 2018 were 7.634% for classic employees and 6.842% for PEPRA employees. A total of \$9,994.15 calculated on an annual payroll of \$116,959.44 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 2018-19 the Library paid \$1,911.48 for PEPRA employees and \$20,012 for classic employees.

Based on the June 30, 2016 actuarial study by CalPERS the Library's unfunded liability is as follows:
Pension unfunded liability \$416,378.00

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 \$27,269.26. 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, 2019	\$125,426.34
---	--------------

Net OPEB Liability	\$251,458.66
--------------------	--------------

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 2018-19 fiscal year.

Dated this 10th day of September, 2019

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

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

July 1, 2018 to June 30, 2019

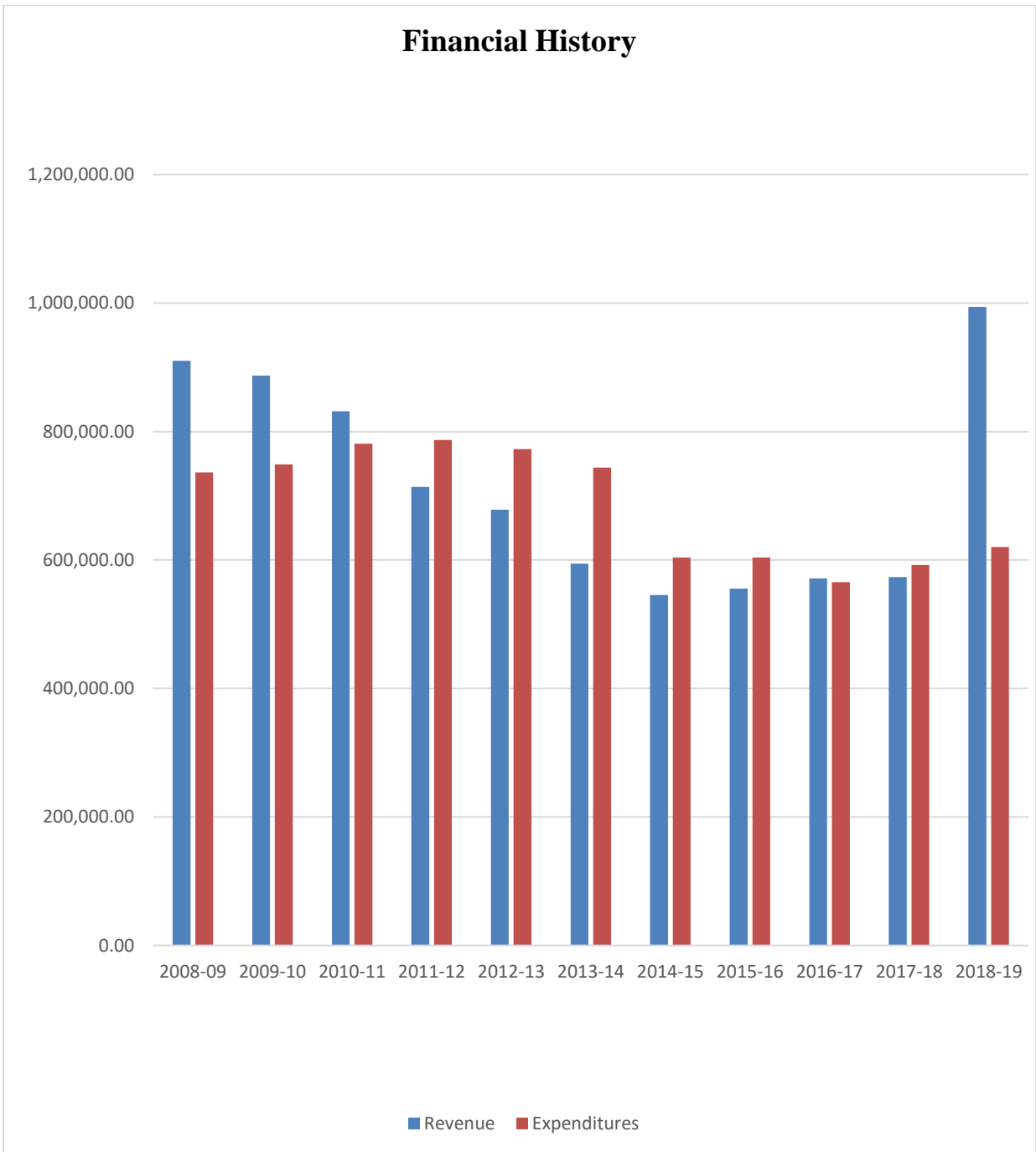
<u>REVENUE</u>	<u>BUDGET EST.</u>	<u>RECEIVED</u>
8911A Interest, 7335	11,000.00	12,958.05
8911B Interest, 7340	0.00	0.00
9252 State Other	350,914.00	350,914.00
9681A Overdues	2,000.00	2,239.00
9681C Interlibrary Loans	0.00	0.00
9521 Court Fees	549,000.00	612,653.96
9721 Copy Charges	8,500.00	9,113.07
9790A Miscellaneous Income	0.00	5,310.24
9790B Sale/Books & Publications	0.00	681.39
9790C Sale of Supplies	0.00	60.00
9790D Sales Tax	0.00	57.03
TOTAL REVENUE RECEIVED AND ACCRUED	921,414.00	993,987.14

<u>DISBURSEMENTS AND ACCRUED EXPENSES</u>	<u>BUDGET EST.</u>	<u>EXPENDED</u>
SALARIES AND EMPLOYEE BENEFITS		
1101 Full-time	174,400.00	152,605.69
1102 Part-time	32,900.00	21,378.11
1121 Retirement	35,100.00	33,220.82
1122 Social Security	2,100.00	2,458.44
1123 Medicare	3,000.00	2,538.16
1141A Group Insurance - Employees	15,000.00	10,688.69
1141B Group Insurance - Retirees	30,000.00	27,269.26
1143 Unemployment Insurance	0.00	0.00
1165 Workers Compensation Insurance	2,100.00	1,901.00
TOTAL SALARIES AND EMPLOYEE BENEFITS	290,600.00	252,060.17

SERVICES AND SUPPLIES		
2031 TELEPHONE	5,300.00	3,438.13
2032 COUNTY TELECOM.	400.00	183.60
2054 JANITORIAL SUPPLIES	2,000.00	1,619.18
2055 JANITORIAL SERVICES	12,500.00	11,323.49
2071 GENERAL INSURANCE	1,800.00	1,534.00
2101 OFFICE EQUIP. MAINT.	5,000.00	4,419.77
2131 MEMBERSHIPS	1,500.00	720.00
2159 MISC. EXPENSE	50,000.00	0.00
2161 OFFICE SUPPLIES	8,000.00	3,709.78
2164 POSTAGE	7,100.00	6,650.28
2166 PRINTING	1,000.00	107.25
2167 COPYING SUPPLIES	1,000.00	0.00

2168	CENTRAL STORES	300.00	2.49
2179	MISC. OFFICE EXPENSES	5,000.00	3,067.09
2199	PROF. SERVICES (NON ISF)	3,000.00	1,032.50
2202	COMP. SERVICES ISD	500.00	0.00
2206	COUNTY SPECIAL SERVICES	600.00	503.11
2261	COMPUTER EQUIPMENT	25,000.00	16,671.84
2262	FURNITURE	2,000.00	0.00
2264	MINOR EQUIPMENT	500.00	0.00
2271A	BOOKS & PUBLICATIONS	243,000.00	218,518.31
2271B	AUDIO/VIDEO PROGRAMS	500.00	0.00
2271C	ELECTRONIC SUBS.	93,000.00	94,411.57
2273	CONFERENCE/SEMINARS	1,500.00	50.00
2291	MILEAGE	500.00	0.00
2292	AIR TRAVEL	1,000.00	0.00
TOTAL SERVICES AND SUPPLIES		472,000.00	367,962.39
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		22,500.00	0.00
6101	CONTINGENCY FUND (2196)	100,000.00	0.00
TOTAL DISBURSEMENTS AND ACCRUED EXPENSES		785,100.00	620,022.56

Financial History



2018-2019 Data

Revenue	\$993,987.14
Expenditures	\$620,022.56

STATEMENT OF PETTY CASH

JUNE 30, 2019

BALANCE ON HAND, JULY 1, 2018		\$150.00
DISBURSEMENTS	\$ 0.00	
REIMBURSEMENTS (CASH RECEIVED)	\$ 0.00	
BALANCE ON HAND, JUNE 30, 2019		\$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	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

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%
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%

* 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
JUNE 30	NO.	COST	REVENUE	TENANCE	SUPPLIES	REVENUE
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

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

2018-2019

LAW LIBRARY BOARD OF TRUSTEES

(SIX MEMBER BOARD)

I

I

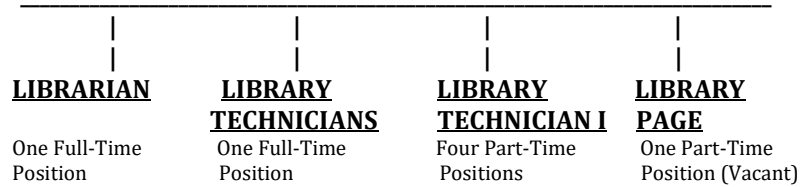
DIRECTOR

I

I

I

I



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