

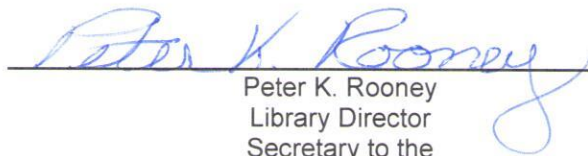
FRESNO COUNTY PUBLIC LAW LIBRARY FRESNO, CALIFORNIA



ANNUAL REPORT 2016

The following annual report for the fiscal year ended June 30, 2016 is prepared Pursuant to Sections 6349 and 6350 of the California Business & Professions Code and was accepted by the Fresno County Law Library Board of Trustees on September 7, 2016.

It is hereby submitted to the Fresno County Board of Supervisors. Financial declarations herein have not been reviewed by an independent auditor but are scheduled for a full audit upon the completion of Fiscal Year 2016-2017.



Peter K. Rooney
Library Director
Secretary to the
Board of Trustees

Fresno County Public Law Library
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Fresno, California 93721
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FRESNO COUNTY PUBLIC LAW LIBRARY

SUMMARY OF FISCAL YEAR 2015--2016

Public law libraries in California serve as legal information warehouses. The librarians organize and educate to ensure the public can access and use that information and to support all those seeking access to justice. This report provides a brief overview of the year and serves to meet the requirements of California Business and Professions Code Section 6349.

SERVICE

This year the law library started a partnership with the court and Central California Legal Services to offer a new and improved guardianship clinic for Fresno County. This clinic provides prospective guardians with education, training, and document filing assistance for their guardianships. The partners have worked well together and have increased outreach and coordination. This has led to more frequent clinic offerings and has increased patron assistance from 53 people last fiscal year to 174 people in the first six months of this year alone.



Mark Masters presenting at
Guardianship Clinic

For the fourth year, the law library participated in *Law Day in Courthouse Park* as part of the Law Day 2015 celebration. This has increased library exposure to the public at large and provided a modest increase in patron traffic since the event. The law library continues experience an increase in public pro se patrons. This has posed an increased challenge to staff to provide reference assistance and support to a more demanding patron base. To address this challenge, the law library has increased it self-help resources and is investigating partnerships and cooperative resources to increase these patron's access to justice.

LIBRARY RESOURCES

The law library continues to offer patrons a comprehensive collection of research tools to address any legal topic or transaction type. For many publications researchers had the option of print or online formats. Although the number of print volumes in the law library continues to decline, the amount of resources available through the library's online subscriptions remains thorough and adequate for almost all patron needs. For pro se litigants, the online Nolo Press self-help library continues to be one of the most popular resources offerings and can be accessed by patrons remotely. The library staff also continues to update and increase the self-help collection and resources. Brochures, developed by staff, were updated and revised to assist patrons with procedures for filing grandparent's visitation and expungements. The staff has also added more sample procedural forms and templates on the website.

FINANCE

The Fresno County Law Library, along with county law libraries throughout California, experienced a dramatic drop in revenue received from civil filing fees over the past few years. This year, the decline finally leveled off and the Law Library experienced a very small increase (.4%) in filing fee revenue. However, this did not alleviate the budgetary pressure from the annual publisher price increases (6-10%). To meet this continuing financial challenge, title cancellations were made and more adjustments were made to the library holdings. These steps accomplished the objective and the fiscal year ended with a small increase in the trust fund balance. Details of revenue and expenditures follow on pages 7 through 9.

**FRESNO COUNTY LAW LIBRARY
BOARD OF LAW LIBRARY TRUSTEES**

NAME AND TERM

Honorable Brian Alvarez, 2011 – Current
Supervisor Andreas Borgeas, 2013 -- Current
Honorable Gregory Fain, 2005 – Current
Honorable Kimberly Gaab – 2009 – Current
Honorable Rosemary McGuire, 2011 - Current
Honorable James Petrucelli, 2008 – Current
Robert Towne – February 2013 - Current

LAW LIBRARY STAFF

Peter K. Rooney
Director

Mark J. Masters
Reference

Karina Martinez
Library Assistant II

Camylle Carrizales
Library Assistant I

FRESNO COUNTY LAW LIBRARY

Collection and Services

COLLECTION

Titles Reported July 1, 2015	3,214
Titles Added Fiscal Year 2015-16	16
Titles Withdrawn	< 83 >
TITLES JUNE 30, 2016	3,147
Volumes Reported July 1, 2015	47,879
Volumes Added Fiscal Year 2015-16	311
Volumes Withdrawn	< 1,024 >
Inventory Adjustment	-500
VOLUMES JUNE 30, 2016	46,255
Microfiche Volumes	50,647
Text CDs & Disk	183
Audio Recordings	130
Revisions/Update Transactions	1,882
Revised/Replaced Volumes	731

CIRCULATION

All Items	1,230
In-house Usage*	1,783
Number of Registered Borrowers	983

SERVICES

Reference	1,850
Directional	1,646
Interlibrary Loan	5
Room Reserves	29

Missing Material

During the course of shelving or inventory it comes to the attention of library personnel that material is missing from the library collection. The following is a list of those items discovered missing from the collection.

1. Understanding Tree Law (No replacement. Waiting for replacement ed.)	\$ 80.00
2. California Family Law Rules (No replacement. Waiting for 2016 ed.)	\$ 66.00
3. California Forms of Pleading and Practice vol. 8 (replaced at cost, November 2015)	\$ 31.59
4. California Probate Workflow Manual (replaced at cost, April 2016)	\$370.50
5. United States Sentencing Guideline Manual Legal Malpractice Insurance (No replacement. Waiting for 2016 ed.)	\$ 95.00
6. Consumer Warranty Law 5 th ed. (No replacement. Waiting on next ed..)	\$110.00
7. Confidentiality in Mediation: a practitioners guide (ABA) (No replacement ordered)	\$ 50.00
8. Deposition Checklists and Strategies (Discovered missing with receipt of 2016 ed.)	\$192.99

**FRESNO COUNTY LAW LIBRARY
FINANCIAL STATEMENT FOR FISCAL YEAR 2015-16**

SUMMARY:

BALANCE JULY 1, 2015	\$ 1,083,019.94
Receipts	738,963.73
Filing Fee Reserve Transfer	57,000.00

SUBTOTAL	\$ 1,878,983.67
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Total Disbursements/Deductions	\$ 790,307.95
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BALANCE 6/30/16	\$ 1,088,675.72
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RESERVE:

Insurance Retention	5,000.00
Unemployment Insurance Reserve	5,000.00
Equipment Reserve	20,000.00
Annual Leave Payoff Reserve	15,000.00
(Annual Leave Liability 6/30/16= \$11,088.17)	
Filing Fee Set Aside & Other Reserve	690,998.00
Reserve Transfer to Available Trust Fund	(57,000.00)

RESERVE BALANCE	\$ 678,998.00
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Other Funds Held by Law Library (funded, deposited with county)

Frank Wells Fund	\$ 108.12
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Other Funds Held by Law Library (funded, deposited outside of county)

Revolving Fund	\$ 3,000.00
Account 00102-18570 Bank of America	

Payroll – EFT Tax Payments	\$ 17,533.54
Account 097-091144 Bank of the West	

CALPERS Deferred Compensation Program	\$ 39,682.44
Plan 4-50070	

FINANCIAL STATEMENT DETAIL - RECEIPTS

Court Filing Fees		\$ 692,085.27
Other		\$ 103,878.46
Copywork	4,531.04	
Overdues	1,493.50	
Audio Rentals	0.00	
Interest	25,554.58	
Book Sales	457.00	
Misc.	2,438.93	
CERBT Reimbursement	11,625.12	
Canceled Checks/Credits	357.61	
Payment for Lost Book	412.09	
Shortages/Overages	8.59	
Transfer from Reserve	57,000.00	
TOTAL RECEIPTS		\$ 795,963.73

INTEREST RATES FOR FISCAL YEAR 2015-16

Quarter Ending	Interest Rate
09/30/15	1.415%
12/31/15	1.359%
03/31/16	1.388%
06/30/16	1.355%

FINANCIAL STATEMENT DETAIL - DISBURSEMENTS

<u>Library Resources</u>		\$ 495,302.98
Continuations	\$ 443,737.71	
New Titles	0.00	
Subscriptions	15,487.49	
e-Subscriptions/Databases	33,652.54	
Audio/Visual	.00	
Replacement	504.49	
Bindery	0.00	
Memberships	1,284.00	
Education & Training	636.74	
<u>Personnel</u>		\$ 249,735.35
Salaries	\$ 180,502.56	
Extra Help / Hourly	9,602.50	
PERS - Retirement	12,991.25	
Health Insurance – Actives	11,445.04	
Health Insurance – Retirees	14,656.87	
Social Security/Medicare	15,124.95	
Workers Comp Insurance	1,306.00	
Payroll Process Fees	778.83	
Other Payroll Expense	527.35	
GASB Actuarial	2,800.00	
<u>Other</u>		\$ 45,269.62
Insurance	10,950.00	
Communications	379.59	
Postage	191.88	
Board Meetings	142.75	
Library Development	.00	
Library Programs/Marketing	158.24	
Office Supplies	620.45	
Library Supplies	479.21	
Copier Supplies & Maintenance	992.40	
Equipment Maintenance	.00	
Fund Set Aside/Exp	10,474.58	
Audit	6,830.00	
Software Maintenance	6,070.07	
Network / IT	7,980.45	
Total Disbursement and Deductions		\$ 790,307.95

FRESNO COUNTY LAW LIBRARY / FINANCIAL STATEMENT
REPORT OF SPECIAL FUNDS

LEVY DOMESTIC VIOLENCE FUND

Funded by private donations for the purchase of books on the topic of domestic violence. The collection is maintained in honor of Justice Herbert I. Levy.

Fund Balance June 30, 2016	\$.00
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WITKIN FUND

Funded by private donations for the development of the B.E. Witkin Room. Although no activity occurred in this fiscal year the fund remains active to allow future improvements to the facility.

Fund Balance June 30, 2016	\$.00
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FRANK WELLS FUND

Funded by private donations this fund is used to purchase books of local historical interest. The collection is maintained in honor of attorney Frank Wells.

Fund Balance June 30, 2016	\$ 108.12
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REVOLVING FUND CHECKING ACCOUNT

Funded by law library trust fund. Established as petty cash and used for small purchases requiring immediate payment. Increased balance amount to avoid bankfees.

Fund Balance June 30, 2016	\$ 3,000.00
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PAYROLL BANK ACCOUNT

Funded by law library trust fund. Account held at Bank of the West for the sole purpose of payroll and the electronic transmission of mandated payroll taxes. Balance established to cover funds withdrawn my payroll processor (ADP) as needed and to avoid all service fees.

Fund Balance June 30, 2016	\$ 17,533.54
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CALPERS SUPPLEMENTAL INCOME 457 PLAN

Funded by employees. A tax deferred employee saving program established pursuant to Internal Revenue Code Section 457 and held In trust by California Public Employees' Retirement System.

Fund Balance June 30, 2016	\$ 39,682.44
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Notes to Financial Statements

Post Employment Benefits

The Fresno County Public Law Library is a miscellaneous public agency member of the California Public Employees' Retirement System (CalPERS). The library participates in an employer/employee shared cost defined benefit pension program. Effective June 30, 2003 the library was moved to a mandated risk pool for all public agencies. The employer contribution rate for fiscal year ended June 30, 2016 was 6.709% of payroll for those employees on the payroll prior to January 1, 2013 and 6.25% of payroll for those employees on the payroll beginning January 1, 2014.

The most recent actuary provides the following financial data:

Net employer Normal Cost	\$ 9,035
Risk Pools Payment (Amortization Bases)	1,554
Amortization of Side Fund	(0)
Total Employer Contribution	10,589
Normal Accrued Liability	1,165,729
Actuarial Value of Assets	1,057,163
Funded Ratio	90.7%

The Fresno County Public Law Library is a miscellaneous public agency member of the California Public Employees' Retirement System (CalPERS). The library contracts with CalPERS to provide health benefits for active employees and retirees. The law library contributes toward the monthly premium at an amount not to exceed \$450 for covered members with or without dependent coverage. Members are responsible for any premium amount that exceeds the law library contribution.

Beginning April 16, 2008 the Fresno County Law Library contracted with California Employers' Retiree Benefit Trust to manage post employment benefit funds. The Law Library elected to fully prefund the liability.

The most recent actuarial provides the following financial data for June 30, 2016:

Number of covered employees:	Actives 2	Retirees 3
Actuarial Present Value of Projected Benefits	Actives:	\$ 89,270
	Retirees:	<u>\$ 75,028</u>
Total APVPB		\$164,298
Normal Cost		\$ 2,505
Actuarial Accrued Liability (AAL) (Combined)		\$144,141
California Employers' Retiree Benefit Trust Balance (6/30/16)		\$353,756