



# FRESNO COUNTY PUBLIC LAW LIBRARY ANNUAL REPORT 2020

The following annual report for the fiscal year ended June 30, 2020 is prepared pursuant to Sections 6349 and 6350 of the Business & Professions Code and was submitted to the Fresno County Law Library Board of Trustees on May 4<sup>th</sup>, 2021.

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Joseph Kalet  
Law Library Director  
Secretary to the Law Library Board of Trustees

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# SUMMARY OF 2019-2020

## General

Public law libraries in California serve as legal information service centers. We educate the public to ensure that they can access and utilize information to support all those seeking access to justice. Although this was an incredibly challenging year for law library operations, many positive things were accomplished. This report provides a brief overview of the year and serves to meet the requirements of Business and Professions Code 6349.

## Service Highlights

The law library saw 3803 patrons during the fiscal year and provided reference assistance for 2488 of them. This represents a decrease in “walk-in” patrons due to the Covid-19 pandemic, but we have seen an increase from the prior fiscal year in reference service requests. These services and e-services include but are not limited to assistance by telephone, teleconferences, e-chat services and legal document delivery provided by the law library staff. The law library continued its partnership with the County Courts and Central California Legal Services to offer a guardianship clinic for Fresno County, although this clinic stopped in-house meetings at the end of Feb. 2020. An online webinar has been completed and will soon be available online for free. This clinic provides prospective guardians with education, training, and document filing assistance for their guardianships. These partner collaborations are working together to increase outreach and coordination. Previous to the Covid-19 pandemic, this led to more frequent clinic offerings and increased patron assistance. In-person or online clinic participants still represent the majority of the guardianship filings in the county.

Law library reference staff continue to participate in the state-wide online legal reference e-chat service; “Ask-Now”: <https://calcountylib.libanswers.com/>. This free online platform connects patrons from all over the state with resources and services to assist them with their legal questions. During the 2019-2020 calendar year, the Ask-Now service answered 5,386 reference requests. This was a large increase over the prior year, with most increases attributed to a large number of individuals sheltering at home and inquiring about an array of legal issues, including Landlord-Tenant, Marital Separations-Dissolutions-Divorce, Child Support Modifications, and Criminal matters, etc.

## Operating Highlights

- **QuickBooks Accounting Program** - The library financial reporting system was overhauled in 2019. It was moved from numerous Excel spreadsheets to QuickBooks online. This allowed for the centralization of record keeping and financial workflow. This program improves record keeping, trend analysis, and increase opportunities for potential revenue options.
- **Supplemental Funding** - After years of advocacy by the Council of California County Law Libraries (CCCLL), of which Fresno is a member, the State of California provided the second support funding to county law libraries. This was the second time the state acknowledged and supported the efforts of law libraries since the dire filing fee reductions of the past decade. As a result, Fresno received \$172,095 for the year. This allowed the library to address long term financial concerns, improve resources, and build in some fiscal flexibility.

- **Collection Highlights** -

Titles Reported July 1, 2019	<b>3544</b>
Titles added Fiscal Year 2019-2020	<b>2</b>
Titles withdrawn	<b>17</b>
Titles June 30, 2020	<b>3,529</b>
Total Volumes	<b>38,579</b>
Microfiche Volumes	<b>50,647</b>
Circulation	<b>523</b>
In-house Circulation	<b>1,308</b>

## 2019-2020 New Offerings to Our Patrons

The law library continues to improve and modernize its operation. In 2019 we installed a wireless (WIFI) system for patrons to access the internet through their own smartphones, laptops, and digital devices. We also offer our patrons the online Lexis-Nexis/Matthew Bender Digital Library collection as well as free access to other computer assisted legal research tools such as Westlaw, CEB, HeinOnline, Cheetah (Wolters-Kluwer) and others.

Joseph Kalet  
 Law Library Director  
 Fresno County Public Law Library

## FINANCIAL SUMMARY

- The 2019-2020 Fiscal Year was positive. This was due to the following:
- Proposed total budget income was \$773,910.00
- Actual total income was \$934,330.29 Therefore, our income surplus was \$262,595.06 for the fiscal year.
- This was due in part to supplemental funding. Library Director working with the CCCLL (Council of California County Law Librarian) successfully pursued the supplemental support payment of \$172,095. for the Fresno County Public Law Library from Fiscal Year 2020-2021 California State Budget.
- Library Director applied for and received grant monies totaling \$5,000.
- Civil filing fee revenue decreased 17% from last fiscal year.
- Continued cost controls.

### Financial Statement

A. Beginning Balance July 01, 2019	\$ 2,116,886.31
B. <u>Receipts/Credits/Income</u>	\$ 934,330.29
	\$ 3,051,216.60
C. <u>Total Disbursements/Deductions</u>	\$ - 671,735.23
D. Ending balance on June 30, 2020	\$ 2,379,481.37
E. <u>Reserve balance</u>	\$ 673,008.00
F. Ending balance + reserve balance	\$ 3,052,489.37
G. <u>Other Funds Held by Law Library</u> (deposited outside of county)	
H. Revolving Fund	\$ 3,500.00
(Account 040-970402 Bank of the West)	
I. Payroll - EFT Benefit and Tax Payments	
(Account 097-091144 Bank of the West)	\$ 9,688.44
J. Total Funds in Bank of the West Accounts (2):	\$ 13,188.44
<b>BALANCE June 30, 2020</b>	<b>\$ 2,392,669.81</b>

# FINANCIAL STATEMENTS

## Financial Statement Detail - Income & Receipts

1. Court Filing Fees	\$ 701,251.94
2. Copying/printing	\$ 2,134.71
3. Overdues	\$ 269.00
4. Interest	\$ 47,458.25
5. Book sales	\$ 152.00
6. CALPERS-CERBT Reimbursement	\$ 5,876.09
7. Miscellaneous/Supplemental Funding	\$ 172,095.00
8. Grants	\$ 5,000.00
9. Donations	\$ 89.17
10. Overage	\$ <u>4.11</u>
<b>11. TOTAL RECIEPTS</b>	<b>\$ 934,330.27</b>

## Financial Statement Detail - Disbursements

### Library Resources

12. Continuations	\$ 185,411.67
13. E-Subscriptions	\$ 49,623.42
14. Subscriptions (Print)	\$ 113,593.61
15. Binder	\$ 64.79
16. WIFI	\$ <u>6,000.00</u>
	<b>\$ 354,693.49</b>

### Personnel:

17. Salaries	\$ 212,546.40
18. Extra help/Hourly	\$ 2,817.50
19. PERS-Retirement	\$ 9,853.06
20. Health Insurance Active	\$ 16,200.00
21. Health Insurance Retirees	\$ 4,073.04
22. Social Security/Medicare	\$ 2,329.06
23. Workers Comp Insurance	\$ 2,019.00
24. Accounting Fees/Audit	\$ 5,351.65
25. Payroll Processing Fees	\$ 459.00
26. GASB 45 Actuarial	\$ 700.00

27. Memberships	\$ 720.00
28. Parking	\$ 741.00
29. Payroll Taxes	<u>\$ 18,137.23</u>
	<b>\$ 275,946.94</b>
<u>Other:</u>	
30. Insurance	\$ 16,002.34
31. ITSD	\$ 13,938.95
32. Postage	\$ 361.57
33. Facilities	\$ 1,998.28
34. Copier Supplies & Maintenance	\$ 138.32
35. ILS software maintenance	\$ 3,521.12
36. Library Supplies & Office Expenses	<u>\$ 5,134.22</u>
	<b>\$ 41,094.80</b>
<b>37. TOTAL DISBURSEMENTS</b>	<b>\$ 671,735.23</b>
<u>Reserves:</u>	
38. Insurance Retention	\$ 5,000.00
39. Unemployment Insurance Reserve	\$ 5,000.00
40. Equipment Reserve	\$ 20,000.00
41. Annual Leave Payoff Reserve	\$ 12,783.00
42. Filing Fee Set Aside & Other Reserve	<u>\$ 630,225.00</u>
<b>43. RESERVE BALANCE:</b>	<b>\$ 673,008.00</b>

## 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, 2020 was 7.159% of payroll for those employees on the payroll prior to January 1, 2013 and 7.00% of payroll for those employees on the payroll beginning January 1, 2014.

### Post-Employment Benefits -OPEB

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 most recent actuary provides the following financial data:

### Allocation of Plan's Share of Pool's Experience/Assumption Change

It is the policy of CalPERS to ensure equity within the risk pools by allocating the pool's experience gains/losses and assumption changes in a manner that treats each employer equitably and maintains benefit security for the members of the System while minimizing substantial variations in employer contributions. The Pool's experience gains/losses and impact of assumption/method changes is allocated to the plan as follows:

1. Plan's Accrued Liability	\$1,164,537
2. Projected UAL balance at 6/30/2019	37,525
3. Pool's Accrued Liability <sup>1</sup>	18,394,114,919
4. Sum of Pool's Individual Plan UAL Balances at 6/30/2019 <sup>1</sup>	4,268,374,183
5. Pool's 2018/19 Investment (Gain)/Loss <sup>1</sup>	68,711,010
6. Pool's 2018/19 Non-Investment (Gain)/Loss <sup>1</sup>	70,985,020
7. Plan's Share of Pool's Investment (Gain)/Loss: $[(1) - (2)] \div [(3) - (4)] \times (5)$	5,482
8. Plan's Share of Pool's Non-Investment (Gain)/Loss: $(1) \div (3) \times (6)$	4,494
9. Plan's New (Gain)/Loss as of 6/30/2019: (7) + (8)	9,976
10. Other Changes in the UAL <sup>2</sup>	0

<sup>1</sup> Does not include plans that transferred to Pool on the valuation date.

<sup>2</sup> May include Golden Handshakes, Service Purchases, etc. See Schedule of Plan's Amortization Bases for details.

### Development of the Plan's Share of Pool's Market Value of Assets

11. Plan's UAL: (2) + (9) + (10)	\$47,501
12. Plan's Share of Pool's MVA: (1) - (11)	\$1,117,036

### Allocation of Plan's Share of Pool's Experience/Assumption Change

It is the policy of CalPERS to ensure equity within the risk pools by allocating the pool's experience gains/losses and assumption changes in a manner that treats each employer equitably and maintains benefit security for the members of the System while minimizing substantial variations in employer contributions. The Pool's experience gains/losses and impact of assumption/method changes is allocated to the plan as follows:

1. Plan's Accrued Liability	\$114,891
2. Projected UAL balance at 6/30/2019	4,703
3. Pool's Accrued Liability <sup>1</sup>	18,394,114,919
4. Sum of Pool's Individual Plan UAL Balances at 6/30/2019 <sup>1</sup>	4,268,374,183
5. Pool's 2018/19 Investment (Gain)/Loss <sup>1</sup>	68,711,010
6. Pool's 2018/19 Non-Investment (Gain)/Loss <sup>1</sup>	70,985,020
7. Plan's Share of Pool's Investment (Gain)/Loss: $[(1) - (2)] \div [(3) - (4)] \times (5)$	536
8. Plan's Share of Pool's Non-Investment (Gain)/Loss: $(1) \div (3) \times (6)$	443
9. Plan's New (Gain)/Loss as of 6/30/2019: (7) + (8)	979
10. Other Changes in the UAL <sup>2</sup>	0

<sup>1</sup> Does not include plans that transferred to Pool on the valuation date.

<sup>2</sup> May include Golden Handshakes, Service Purchases, etc. See Schedule of Plan's Amortization Bases for details.

### Development of the Plan's Share of Pool's Market Value of Assets

11. Plan's UAL: (2) + (9) + (10)	\$5,682
12. Plan's Share of Pool's MVA: (1) - (11)	\$109,209



The most recent actuarial provides the following financial data for June 30, 2019:

**Schedule of Changes in Net OPEB Liability and Related Ratios**

**Total OPEB liability**

Service cost	10,020
Interest	9,332
Changes of benefit terms	0
Differences between expected and actual experience	(29,221)
Changes of assumptions	1,174
Benefit payments	(4,559)
Net change in Total OPEB Liability	<u>(13,254)</u>
Total OPEB Liability - beginning	145,844
Total OPEB Liability - ending	<u><u>132,590</u></u>

**Plan fiduciary net position**

Contributions - employer	(4,273)
Net investment income	22,124
Benefit payments	(4,559)
Administrative expense	(78)
Net change in plan fiduciary net position	<u>13,214</u>
Plan fiduciary net position - beginning	363,985
Plan fiduciary net position - ending	<u><u>377,199</u></u>

Net OPEB liability	(244,609)
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Plan fiduciary net position as a percentage of the total OPEB liability	284.49%
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Covered employee payroll	177,953
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Net OPEB Liability as a percentage of covered payroll	-137.46%
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# PEOPLE

## Law Library Board of Trustees

- ❖ Honorable Rosemary McGuire, President 2011 - Current
- ❖ Honorable Arlan Harrell, Vice President 2019 - Current
- ❖ Scott D. Baly, Esq., 2018 - Current
- ❖ County Supervisor Steve Brandau, 2019 - Current
- ❖ Honorable Gregory Fain, 2005 - Current
- ❖ Honorable Kimberly Gaab, 2009 – Current
- ❖ Honorable Heather Mardel Jones, 2019 – Current
- ❖ Joseph Kalet, Secretary 2019 – Current

## Law Library Staff

Joseph Kalet  
Director

Roland G. Cabiles  
Reference Librarian

Janette Gallardo  
Library Assistant II

Leslie Rodriguez  
Library Assistant I

Idaly Rodriguez  
Law Library Intern