

# STANISLAUS COUNTY LAW LIBRARY

1101 13<sup>th</sup> Street Modesto, CA 95354-0907  
209.558.7759 FAX 209.558.8284  
www.stanislauslawlibrary.org

Jeffrey R. Olson, President

Honorable Marie Sovey Silveira, Secretary

Janice K. Milliken, Law Librarian

BOARD OF SUPERVISORS  
2012 OCT 11 12:14

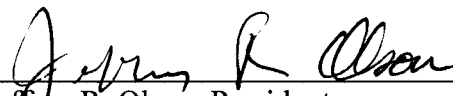
## TO THE HONORABLE BOARD OF SUPERVISORS COUNTY OF STANISLAUS, STATE OF CALIFORNIA

The Board of Trustees of the Stanislaus County Law Library respectfully submits to your Honorable Board its Annual Report for the Fiscal Year ending June 30, 2012.

This report is presented pursuant to the California Business and Professions Code §§ 6349, 6350.

Respectfully Submitted October 15, 2012.

BOARD OF LAW LIBRARY TRUSTEES  
COUNTY OF STANISLAUS, STATE OF CALIFORNIA



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Jeffrey R. Olson, President

cc: Lauren Klein, C.P.A. Stanislaus County Auditor

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## **STANISLAUS COUNTY LAW LIBRARY BOARD OF TRUSTEES**

- JEFFREY R. OLSON, PRESIDENT
- HONORABLE JUDGE RICK DISTASO
- HONORABLE JUDGE HURL W. JOHNSON
- HONORABLE JUDGE SUSAN D. SIEFKIN
- HONORABLE JUDGE MARIE S. SILVEIRA, SECRETARY
- JOHN P. DOERING, COUNTY COUNSEL; Appointee of and for the Chairperson of the Stanislaus County Board of Supervisors
- BRUCE E. RAMSEY, STANISLAUS COUNTY BAR ASSOCIATION

The Law Librarian, Janice K. Milliken, served as Recording Secretary to the Board of Law Library Trustees.

The Stanislaus County Law Library is governed by a seven-member Board of Trustees. Appointees serve without compensation for the term of one year. California Business and Professions Code §6300 et seq. promulgates the Trustees' responsibilities. The dedication of each Trustee lends to the success of the library.

Board meetings are conducted on the first Wednesday of each month at 12 Noon in the Law Library's Conference Room "A". Meetings are subject to the Brown Act and as such are open to the public.

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## **STAFF**

The operation of the law library requires the combined efforts of staff. Staff services were provided by:

- |   |                       |
|---|-----------------------|
| • Janice K. Milliken                              | Law Librarian         |
| • Alexander M. Kern<br>(left employment May 2012) | Law Library Assistant |
| • Nora N. Arwood                                  | Law Library Assistant |
| • Jim Griffin                                     | Law Library Assistant |
| • Allyssa Tidwell                                 | Law Library Assistant |

The staff is comprised of two full time employees and three part time extra help library assistants. They represent the kind of commitment the library has towards providing excellence in service to the citizenry of Stanislaus County.

The Trustees support the staff's professional development and continuing education. With the continual changes in legal and information delivery services, training and membership in professional organizations are essential. Staff is currently involved in the following organizations:

- American Association of Law Libraries
- Council of California County Law Librarians
- Conference of California County Law Library Trustees and Librarians
- Northern California Association of Law Libraries

## **MISSION STATEMENT**

The Stanislaus County Law Library is established under the authority of Chapter 5 Division 3 of the California Business and Professions Code (§6300 – 6365).

The County Law Library provides access to legal information for the judiciary, members of the State Bar, public officials, and to all residents of the county for the purpose of education and research.

**Member of American Association of Law Libraries, Northern California Association of Law Libraries,  
and Council of California County Law Librarians**

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## ANNUAL BOOK INVENTORY AND STATISTICAL OVERVIEW FISCAL YEAR 2011-12

<b>MATERIALS / ACTIVITY</b>	<b>DATE</b>	<b>TOTAL</b>
Total Volumes Held	June 30, 2012	12,747
CDs, DVDs, & Tapes	June 30, 2012	141
Mandatory Continuing Education Titles	June 30, 2012	12
Interlibrary Loans Processed	FY 2011-12	6
Conference Room Bookings	FY 2011-12	51
After Hours Key Holders	June 30, 2011-12	54

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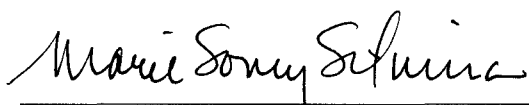
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## TO THE HONORABLE BOARD OF SUPERVISORS COUNTY OF STANISLAUS, STATE OF CALIFORNIA

This Annual Financial Report is presented pursuant to the California Business and Professions Code §6350.

I, Marie S. Silveira, Secretary, Stanislaus County Law Library Board of Trustees, declare under penalty of perjury under the laws of the State of California that the foregoing balances are true and correct to the best of my knowledge and belief as shown by the records held by the Law Library.

Respectfully Submitted October 15, 2012.



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Honorable Judge Marie Sovey Silveira, Secretary, Board of Trustees  
Stanislaus County Law Library

cc: Lauren Klein, C.P.A., Stanislaus County Auditor-Controller

<b>Stanislaus County Law Library Fiscal Year 2011-2012 Year End Actuals</b>	
<b>FY 2011-2012 Revenue</b>	<b>361,430</b>
Taxes	6,669
Revenue From Use of Assets	11,605
Charges for Service	315,683
Misc. Revenue	79,956
Other Financing Sources	(52,482)
<b>FY 2011-2012 Expenditures</b>	<b>372,243</b>
Salaries and Benefits	160,019
Services and Supplies	158,133
Other Charges	39,081
Fixed Assets	1,622
Encumbrances	13,387
<b>Fund Balance</b>	<b>(10,913)</b>

## Total Revenue Detail by Month

Current Period: JUN 2012 - Final Adjusted

Department: LAW LIBRARY

LBU: N/A

Fund Org: 6000 0063100

Account	Prior Year Appropriations	Final Adopted Budget	YTD Budget Adjustments	YTD Legal Budget	YTD Actual Revenue	Outstanding Encumbrances	Reporting Periods	Budget-Yr-End Difference
<b>Taxes</b>								
10610 Property taxes-credit offset	\$0	\$0	\$6,500	\$6,500	\$6,669	\$0	366 D	\$169
<b>Total Taxes</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,500</b>	<b>\$6,500</b>	<b>\$6,669</b>	<b>\$0</b>		<b>\$169</b>
<b>Revenue from use of Assets</b>								
17000 Do not Use - Interest-pool	\$0	\$0	\$2,507	\$2,507	\$6,043	\$0	4 Q	\$3,536
17610 Increase(decrease)-fair value	\$0	\$0	\$0	\$0	(\$299)	\$0		\$299
18000 Rents and concessions	\$0	\$0	\$5,880	\$5,880	\$1,811	\$0	4 Q	(\$4,069)
18005 Conference room/auditorium ren	\$0	\$0	\$2,028	\$2,028	\$4,050	\$0	4 Q	\$2,022
<b>Total Revenue from use of Assets</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,415</b>	<b>\$10,415</b>	<b>\$11,605</b>	<b>\$0</b>		<b>\$1,190</b>
<b>Charges for Service</b>								
32200 Court fees and costs	\$0	\$0	\$361,290	\$361,290	\$310,986	\$0	0 M	(\$50,304)
35200 Library services	\$0	\$0	\$3,700	\$3,700	\$3,730	\$0	0 M	\$30
35240 Library services-Overdue fines	\$0	\$0	\$15	\$15	\$27	\$0	0 M	\$12
36660 Criminal Expungement Packet Fee	\$0	\$0	\$600	\$600	\$940	\$0	0 M	\$340
<b>Total Charges for Service</b>	<b>\$0</b>	<b>\$0</b>	<b>\$365,605</b>	<b>\$365,605</b>	<b>\$315,683</b>	<b>\$0</b>		<b>(\$49,922)</b>
<b>Miscellaneous Revenue</b>								
40201 Book sales	\$0	\$0	\$100	\$100	\$178	\$0	366 D	\$78
40445 Rebates & Refunds	\$0	\$0	\$0	\$0	\$1	\$0	366 D	\$1
40590 Donations & contributions	\$0	\$0	\$77,120	\$77,120	\$77,225	\$0	366 D	\$105
40700 Copies prepared	\$0	\$0	\$3,931	\$3,931	\$2,544	\$0	366 D	(\$1,387)
40860 Misc reimbursements	\$0	\$0	\$0	\$0	\$8	\$0	366 D	\$8
<b>Total Miscellaneous Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$81,151</b>	<b>\$81,151</b>	<b>\$79,956</b>	<b>\$0</b>		<b>(\$1,195)</b>
<b>Other Financing Sources</b>								
46000 Sale of fixed assets	\$0	\$0	\$0	\$0	(\$52,482)	\$0	366 D	(\$52,482)
<b>Total Other Financing Sources</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$52,482)</b>	<b>\$0</b>		<b>(\$52,482)</b>
<b>Total Including Unrealized Depreciation of Capital</b>	<b>\$0</b>	<b>\$0</b>	<b>\$463,671</b>	<b>\$463,671</b>	<b>\$361,430</b>	<b>\$0</b>		<b>(\$102,241)</b>

## Total Expenditures Detail by Month

Current Period: JUN 2012 - Final Adjusted

Department: LAW LIBRARY

Fund Org: 6000 0063100

Account	Prior Year Appropriations	Final Adopted Budget	YTD Budget Adjustments	YTD Legal Budget	YTD Actual Expenditures	Outstanding Encumb.	Reporting Periods	Budget:Yr-End Difference
<b>Salaries and Benefits</b>								
50000 Salaries and wages	\$0	\$0	\$92,416	\$92,416	\$83,533	\$0	366 D	\$8,883
50001 Non-productive salaries - vacation	\$0	\$0	\$0	\$0	\$5,263	\$0	366 D	(\$5,263)
50002 Non-productive salaries - sick leave	\$0	\$0	\$0	\$0	\$2,098	\$0	366 D	(\$2,098)
50003 Non-productive salaries - other	\$0	\$0	\$0	\$0	\$5,864	\$0	366 D	(\$5,864)
50020 Extra help	\$0	\$0	\$8,000	\$8,000	\$9,153	\$0	366 D	(\$1,153)
50100 Comp time taken	\$0	\$0	\$0	\$0	\$1,219	\$0	366 D	(\$1,219)
50220 Termination cash-out	\$0	\$0	\$0	\$0	\$5,922	\$0	366 D	(\$5,922)
52000 Retirement	\$0	\$0	\$20,178	\$20,178	\$14,911	\$0	366 D	\$5,267
52010 FICA	\$0	\$0	\$7,113	\$7,113	\$7,860	\$0	366 D	(\$747)
52020 Deferred comp - part-time	\$0	\$0	\$125	\$125	\$109	\$0	366 D	\$16
53000 Group health insurance	\$0	\$0	\$22,232	\$22,232	\$20,103	\$0	366 D	\$2,129
53009 OPEB Health Insurance Liability	\$0	\$0	\$340	\$340	\$340	\$0	366 D	\$0
53020 Unemployment insurance	\$0	\$0	\$1,400	\$1,400	\$1,400	\$0	366 D	\$0
53051 Benefits Admin Fee	\$0	\$0	\$105	\$105	\$94	\$0	366 D	\$11
54000 Workers compensation insurance	\$0	\$0	\$1,520	\$1,520	\$1,520	\$0	366 D	\$0
55130 Deferred Comp Mgmt/Confidential	\$0	\$0	\$567	\$567	\$630	\$0	366 D	(\$63)
<b>Total Salaries and Benefits</b>	<b>\$0</b>	<b>\$0</b>	<b>\$153,996</b>	<b>\$153,996</b>	<b>\$160,019</b>	<b>\$0</b>		<b>(\$6,023)</b>



Account	Prior Year Appropriations	Final Adopted Budget	YTD Budget Adjustments	YTD Legal Budget	YTD Actual Expenditures	Outstanding Encumb.	Reporting Periods	Budget:Yr-End Difference
<b>Services and Supplies</b>								
60400 Communications	\$0	\$0	\$1,500	\$1,500	\$1,217	\$0	366 D	\$283
60440 Internet Connect	\$0	\$0	\$1,945	\$1,945	\$2,115	\$0	366 D	(\$170)
61600 Maintenance-equipment	\$617	\$0	\$723	\$1,340	\$1,689	\$439	366 D	(\$788)
61800 Maintenance-structures & grnd	\$0	\$0	\$100	\$100	\$0	\$0	366 D	\$100
62200 Memberships	\$0	\$0	\$1,010	\$1,010	\$600	\$0	0	\$410
62210 Annual License for software - Non Asset	\$0	\$0	\$395	\$395	\$3,681	\$0	366 D	(\$3,286)
62400 Miscellaneous expense	\$0	\$0	\$100	\$100	\$2,990	\$0	366 D	(\$2,890)
62401 Safety Incentive Program	\$0	\$0	\$200	\$200	\$163	\$0	366 D	\$37
62430 Over & short fund	\$0	\$0	\$0	\$0	\$445	\$0	366 D	(\$445)
62600 Office supplies	\$66	\$0	\$1,879	\$1,945	\$1,407	\$1,410	366 D	(\$873)
62601 Office safety equipment	\$0	\$0	\$100	\$100	\$0	\$0	366 D	\$100
62630 Outside printing service	\$0	\$0	\$485	\$485	\$134	\$0	366 D	\$351
62730 Postage	\$0	\$0	\$25	\$25	\$8	\$0	366 D	\$17
62810 Book rebinding & supplies	\$0	\$0	\$100	\$100	\$130	\$0	366 D	(\$30)
62840 Computer Software - Non Asset	\$0	\$0	\$250	\$250	\$435	\$0	366 D	(\$185)
62860 Office Equipment - Non Asset	\$0	\$0	\$100	\$100	\$934	\$0	366 D	(\$834)
62861 Computer Equipment - Non Asset	\$0	\$0	\$100	\$100	\$151	\$0	366 D	(\$51)
62980 Exp. Computer Equip. To \$5,000 - assets	\$0	\$0	\$500	\$500	\$0	\$0	366 D	\$500
63220 Fingerprint processing	\$0	\$0	\$0	\$0	\$15	\$0	366 D	(\$15)
63500 Security services	\$0	\$0	\$2,695	\$2,695	\$2,727	\$0	366 D	(\$32)
63900 Westlaw	\$0	\$0	\$37,770	\$37,770	\$34,866	\$0	366 D	\$2,904
63901 Lexis Nexis	\$0	\$0	\$12,485	\$12,485	\$11,742	\$0	366 D	\$743
63902 Cont. Educ. of the Bar on law	\$0	\$0	\$3,135	\$3,135	\$2,796	\$0	366 D	\$339
64750 Marketing	\$0	\$0	\$830	\$830	\$864	\$0	366 D	(\$34)
65300 Rents & leases-struct & grnds	\$4,475	\$0	\$85,021	\$89,496	\$86,490	\$11,537	366 D	(\$8,532)
65600 Special departmental expense-medical	\$0	\$0	\$0	\$0	\$253	\$0	366 D	(\$253)
65660 Special departmental expense	\$0	\$0	\$516	\$516	\$478	\$0	366 D	\$38
65780 Education & training	\$0	\$0	\$200	\$200	\$166	\$0	366 D	\$34
66420 Treatises-bound vol (c)	\$0	\$0	\$2,125	\$2,125	\$2,399	\$0	366 D	(\$274)
66430 Treatises-updates/supplements	\$0	\$0	\$85,472	\$85,472	\$81,444	\$0	366 D	\$4,028
66440 Nat'l reporter/statutes (c)	\$0	\$0	\$16,308	\$16,308	\$14,061	\$0	366 D	\$2,247
66450 Ceb-bound vol (c)	\$0	\$0	\$486	\$486	\$465	\$0	366 D	\$21
66460 Ceb-updates/supplements	\$0	\$0	\$15,620	\$15,620	\$20,910	\$0	366 D	(\$5,290)
66470 Ceb-periodicals/subscriptions	\$0	\$0	\$1,647	\$1,647	\$1,754	\$0	366 D	(\$107)
66480 Periodicals (c)	\$0	\$0	\$2,100	\$2,100	\$868	\$0	366 D	\$1,232

Account	Prior Year Appropriations	Final Adopted Budget	YTD Budget Adjustments	YTD Legal Budget	YTD Actual Expenditures	Outstanding Encumb.	Reporting Periods	Budget:Yr-End Difference
66489 Year-End F/A Expense Capitalization	\$0	\$0	(\$123,658)	(\$123,658)	(\$121,875)	\$0	366 D	(\$1,783)
67040 Other travel expenses	\$0	\$0	\$2,995	\$2,995	\$1,610	\$0	366 D	\$1,385
<b>Total Services and Supplies</b>	<b>\$5,158</b>	<b>\$0</b>	<b>\$155,259</b>	<b>\$160,417</b>	<b>\$158,133</b>	<b>\$13,387</b>		<b>(\$11,103)</b>

Account	Prior Year Appropriations	Final Adopted Budget	YTD Budget Adjustments	YTD Legal Budget	YTD Actual Expenditures	Outstanding Encumb.	Reporting Periods	Budget:Yr-End Difference
<b>Other Charges</b>								
72800 Depreciation & amortization	\$0	\$0	\$28,993	\$28,993	\$32,085	\$0	0 M	(\$3,092)
74011 Telecommunications charges	\$0	\$0	\$195	\$195	\$175	\$0	0 M	\$20
74100 Mail room postage meter	\$0	\$0	\$150	\$150	\$126	\$0	0 M	\$24
74130 Data processing services	\$0	\$0	\$6,530	\$6,530	\$6,530	\$0	0 M	\$0
74175 Fleet Svc-Rental Vehicles	\$0	\$0	\$60	\$60	\$0	\$0	0 M	\$60
74370 Stores-office supplies	\$0	\$0	\$525	\$525	\$166	\$0	0 M	\$359
<b>Total Other Charges</b>	<b>\$0</b>	<b>\$0</b>	<b>\$36,453</b>	<b>\$36,453</b>	<b>\$39,081</b>	<b>\$0</b>		<b>(\$2,628)</b>
<b>Fixed Assets</b>								
84420 Personal computers & equipment	\$0	\$0	\$1,720	\$1,720	\$1,622	\$0	366 D	\$98
<b>Total Fixed Assets</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,720</b>	<b>\$1,720</b>	<b>\$1,622</b>	<b>\$0</b>		<b>\$98</b>
Grand Total	\$5,158	\$0	\$347,428	\$352,586	\$358,856	\$13,387		(\$19,656)

Fund Org: 6000 0063100

&lt;NA&gt;

&lt;NA&gt;

## Formula Legend:

"A" = (Actuals / Days) \* Total Days

"B" = (Actuals / Reported Quarters) \* 4

"C" = ((Actuals / Days) \* Total Days) + Outstanding Encumbrances

"D" = (Actuals / Reported Months) \* 12

"E" = Actuals + Outstanding Encumbrances

"F" = Actuals / Days

&lt;NA&gt;

Note: Figures for Actuals and Outstanding Encumbrances are retrieved from current FMS data.