



Challenges & Opportunities

Sacramento County Public Law Library - 2005 Annual Report

Sacramento County Public Law Library 2005 Annual Report

W. Austin Cooper, President, Board of Trustees
Coral Henning, Director



Challenges & Opportunities

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Welcome

Welcome - Foreword

It is our pleasure to present the 2005 Annual Report of the Sacramento County Public Law Library.

The Law Library Board of Trustees, pursuant to the provisions of Sections 6349 and 6350 of the California Business and Professions Code, submits the following report for the fiscal year ending June 30, 2005. This report also includes library activities for the time period July 1, 2004, to June 30, 2005.

Welcome - Theme

Challenges & Opportunities is the theme of the Library's 2005 annual report.

The Law Library has a completely new management team, and with that, new challenges and opportunities. The Sacramento County Public Law Library, the Board of Trustees and staff have always been change leaders, and look forward to what the future holds for the Sacramento County Public Law Library.

W. Austin Cooper, Esq.
President, Board of Law Library Trustees

Coral Henning
Director, Sacramento County Public Law Library



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Board Activities

Board Activities - Sets the Direction

The Law Library Board of Trustees representing, the bench, bar, and citizens of Sacramento County, establishes the library's policies and budget. Board meetings are open to the public.

The Board's mix of expertise, experience and leadership keeps the library in sync with community needs, while at the same time providing advice and counsel to the law library director. In addition to County Council Robert Ryan, Board President Attorney Austin Cooper, Judicial members Renard Shepard, Loren McMaster, David DeAlba and Shellyanne Chang, the Sacramento County Bar Association and Sacramento Consumer Attorneys each appoint one non-voting advisor.

Members of the Board of Trustees continue to lead the way as participants of the American Association of Law Libraries (AALL) and the Conference of California County Law Library Trustees and Librarians (CCLLTL). Both organizations are looked upon as opportunities for trustees to learn and share their expertise with the wider law library community. Two board members attended the annual Conference of California County Law Library Trustees and Librarians held in Monterey in conjunction with the California Judges Association annual meeting. The conference examined and discussed the impact of the proposed Uniform Civil Filing Fee legislation.

As associate members of AALL, the Board keeps up on activities of the association. Two members attended the annual meeting held in San Antonio in July 2005. Outstanding substantive law programs and sessions on library management issues are offered at this annual meeting.

Highlights of Accomplishments

■ **Board**

- Welcomed new member Sacramento County Superior Court Judge Shellyanne Chang to a one-year term on the board.
- Welcomed continuing members W. Austin Cooper, Esq. and Robert A. Ryan, Jr., Esq. to one-year terms on the board.
- Welcomed W. Stuart Home III, Sacramento County Bar President, to the board as a non-voting member/advisor.



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■ Finance

- Set the salary for the library director and cost of living salary and benefit increases for all library staff.
- Adopted the final budget for 2004-05 year.
- Requested the Board of Supervisors approve a \$3 increase in the civil filing fee for the benefit of the law library effective January 1, 2005.
- Increased retirees' health benefits.
- Revitalized the Library's foundation by holding a harness racing fund-raiser.

■ Legislation/Cases

- Participated in developing the Uniform Civil Filing Fee proposal with the AOC.

■ Staff

- Created a security guard position and hired Cedric Benfort to fill it.
- Recognized Dianne O'Neal for 20 years of service.
- Hired two new managers: Kelly Browne, Assistant Director of Public Services and Jean Willis, Assistant Director of Support Services.
- Promoted Robyn Moltzen to Public Services Librarian.
- Promoted Michael Daubenmire to Cataloger.
- Hired a new library assistant Natalie Head.
- Hired a new delivery clerk David Eudy.
- Recognized Walter Pierson for 5 years of service.
- Recognized Anita Bartalini for 10 years of service.

■ Customer Service

- Added wireless computer access throughout the library.
- Renegotiated MOU with the court for department and shared library collection maintenance.
- Developed and facilitated numerous new class offerings.
- Increased awareness of the law library's programs and services by hosting *A Creative Merger: Lawyers and Artists* art show.



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SACRAMENTO COUNTY PUBLIC LAW LIBRARY BOARD OF TRUSTEES

	*(Joined Board)	
MEMBER	TERM EXPIRES	OFFICE/AFFILIATION
<i>W. Austin Cooper</i>	<i>(January 1984) December 31, 2004</i>	<i>Board President, Attorney, Board of Supervisors Appointee</i>
<i>Shellyanne Chang</i>	<i>(February 2005) December 31, 2005</i>	<i>Vice President, Superior Court Judge</i>
<i>Renard Shepard</i>	<i>(January 1995) December 31, 2006</i>	<i>Superior Court Judge</i>
<i>Loren McMaster</i>	<i>(January 2000) December 31, 2008</i>	<i>Secretary/Treasurer, Superior Court Judge</i>
<i>David DeAlba</i>	<i>(January 2002) December 31, 2007</i>	<i>Superior Court Judge</i>
<i>Robert Ryan, Jr.</i>	<i>(December 1994) December 31, 2004</i>	<i>County Counsel, Board of Supervisors Delegate</i>

Advisors

Carly Hegle, Chair, Law Library Committee, Sacramento County Bar Association
W. Stuart Home III, President, Sacramento County Bar Association
Glenn Ehlers, Law Library Liaison, Sacramento Consumer Attorneys



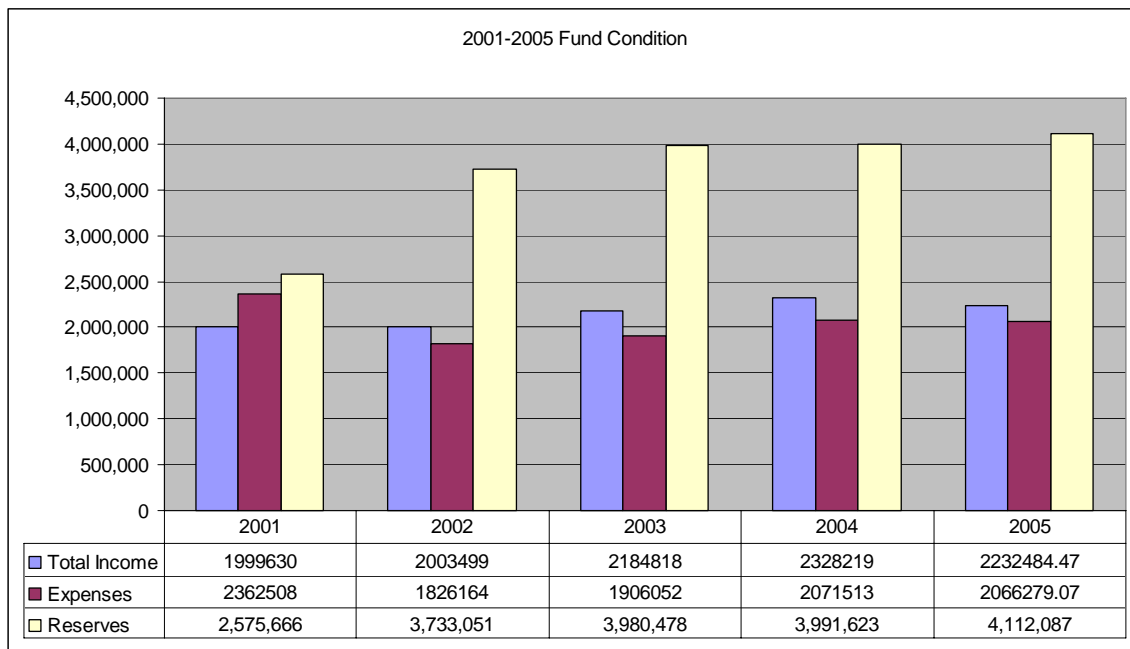
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Finance

A share of the civil filing fee is the primary source of funding for all California county law libraries. Each county is responsible for providing sufficient facilities, and can contribute funds toward law library operations. In addition, libraries can receive donations and charge for value-added services. At the request of the library Board of Trustees, the county may increase the library share of the filing fee by \$3 every year. In October 2004, the Board of Supervisors did raise the fees for the law library by \$3, effective January 1, 2005. The filing fee for the benefit of the law library at fiscal year-end 2005 is \$44.

When the law library board requests a filing fee increase from the Board of Supervisors, it has reviewed the law library director's projections of income and expenses and impact on the library's reserves over a 10-year period. The library has a memorandum of understanding with Sacramento County that the library will pay a portion of the lease for library facility as long as it has at least a three-month operating reserve. In order to build the reserves to access in future budgets when income will lag behind inflationary and other variables in expenses, an annual filing fee increase is anticipated.



The number of filings dropped again in FY 2004-05. It is hard to pinpoint one cause for the continuing decline in fees. Alternative dispute resolution and filing fee waivers may attribute for some of this loss of revenue.



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Expenses were under budget estimates. Salary savings from staff turnover kept the total personnel budget increase low. Also, the collection development team has reallocated resources which resulted in cost savings. Despite adding some new titles the team was able to deselect other subscriptions that were not being used or could easily be accessed from one of our numerous online databases.

The inflationary rate for legal materials continues to increase at approximately 13 percent per year while the overall cost-of-living has increased by 3 percent. This is well ahead of the general inflationary rate.

The dip in the operating expenses is due in part to a one-time advance of \$100,000 for our contribution to the lease payment to the County for the main library's facility in FY 2003/2004. Therefore, in FY 2004/2005 we only had to contribute \$40,000, thereby significantly decreasing our operating expenses that year.

Financial Category Comparison			
Fiscal years 2003/2004- 2004/2005			
Income	2003/2004	+/-	2004/2005
Interest	60,649	35%	92,737
Civil Filing Fees	1,948,071	2%	1,990,729
Other Income	299,107	-104%	149,018
Total	2,307,827	-3%	2,232,487
Expenditures			
Personnel	1,158,079	2%	1,185,662
Information Resources	597,742	.1%	594,298
Operating	497,902	-74%	286,319
TOTAL	2,253,723	-9%	2,066,279



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Customer Service

Customer Service – The External Customer

Our statistical data shows that 78% of our patrons are non-attorneys, which is an increase of 28 percent over last year’s data. The increase can be attributed in part to continuing community outreach by the library staff and to a rise in the number of self-represented litigants in the courts.

What also has changed is the percentage of those who return to the library. In 2004, 74 percent of those who answered the survey knew about the library because they used its services previously. More than 50 percent said they used the library at least once a week.

When asked how important the library is as a place to do research, it still ranks as very or extremely important for 60 percent of those surveyed.

<i>How important to you is the law library as a place to do research?</i>	
Extremely	60%
Very	26%
Somewhat	10%
Not at all	4%
Total	100%

Customer Service - The Staff

The difference between a collection of law books and a law library is the people who make the information accessible. Almost 100 percent of those surveyed in the 2004 Council of California County Law Librarians survey agreed or strongly agreed that the library staff members who helped them were both courteous and knowledgeable. The ability to hire qualified and experienced law librarians ensures a greater depth and breadth of customer service capability.

We are pleased to welcome Kelly Browne, Assistant Director for Public Services and Jean Willis, Assistant Director for Support Services. Many in the law library field have called this new management team the “Dream Team” because Kelly and Jean are so highly qualified. Together Kelly and Jean have over 40 years of law library experience, including assisting and coaching patrons who have no legal training. Kelly has a law degree, and Jean worked for seven years at the San Diego County Public Law Library.



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We also welcomed public services library assistant Natalie Head, support team delivery clerk David Eudy, and administrative security guard Cedric Benfort to the staff. Natalie works at our downtown library circulation desk and assists with public services projects. David is primarily responsible for providing support and maintenance services for our court contract program. Cedric not only performs security guard services, but because he is a member of the library staff, he also handles a range of clerical tasks and duties, such as shelf maintenance, loose-leaf filing and end processing of new books.



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SACRAMENTO COUNTY PUBLIC LAW LIBRARY STAFF		
July 2004 - June 2005		
Position	Name	Employment Date
Director	Coral Henning	July 1996-
Public Services		
Assistant Director	Kelly Browne	November 2004-
Librarians	Mareth Wilson	December 2000-
	Mary Pinard	September 2002-
	Jana Maginness	March 2004-
	Robyn Moltzen	April 2001-
Library Assistants	Wayne Owen	November 1987-
	Natalie Head	June 2005-
Student Clerk	Renata Schneider	February 2004-August 2005
	Helen Ith	February 2004-
	Patricia Latteri	August 2005-
Support Services		
Assistant Director	Jean Willis	January 2005-
Office Manager	Dianne O'Neal	August 1979-June 1980
		August 1981-September 1987, May 1992-
Library Assistants	Anita Bartalini	December 1994-
	Michael Daubenmire	March 2002-
	Becca Pascoe	June 2001-
	David Eudy	June 2005
	Judith Reil	February 2004-Jan. 2005
Systems	Walter Pierson	September 1999-
	Nick Racic	August 2001-



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Customer Service - Information Resources

Although online databases and the Internet is available, print law books, case reporters and codes still comprise 52 percent of what people use at the library. It is, therefore, very important to ensure that our library's collection provides access to a balanced range of print, online and other resources. Managing a collection that serves a diverse patron base requires sensitivity to user needs and capabilities combined with expertise and knowledge about legal resources.

The collection development team was charged this year with completely revising the collection development policy. The effort has been led by Kelly Browne and Jean Willis. The collection development team drafts and controls the information resources budget, works with the information vendors, keeps the collection current and balances the collection between the various formats to meet the legal research and continuing legal education needs of the community.

Customer Service - Lending Collection

Library resources include books, audiotapes, videotapes, CD-ROM and diskettes that can be borrowed. All those who live or work in the county may borrow by securing a library card. Refundable security deposits are required for some categories of borrowers.

The number of items borrowed has remained static the last two years. In 2002, we launched a Web-based version of the catalog, which features the ability to renew books online. The self-renewal method has become very popular in the last year, with a 230 percent increase over FY 2002-03.

ITEM CHECKOUT ACTIVITY	2003-2004	2004-2005	1 Year Change
First time checkouts	9,514	9,683	1%
Phone renewals	5,047	5,994	18%
In person renewals	760	386	64%
Self-renewals	268	887	230%
TOTAL CHECKOUTS	15,589	16,950	8%



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CIRCULATION BY PATRON TYPE	2003-2004	2004-2005	1 year change
Interlibrary loan	302	971	211%
Sacramento Legal & Gov't Community	14,209	13,567	-5%
Court	83	42	-49%
Jail	14	22	57%
SCPLL Staff	780	500	-36%
Deposit required (long term)	1,317	1,490	13%
Cash deposit (Short term)	138	151	9%
TOTAL CIRCULATION BY PATRON TYPE	16,843	16,607	-1%

Solo practitioners and attorneys from law firms under 10 persons are the primary borrowers of library materials.



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CIRCULATION STATISTICS	2003-04	2004-05	1 YEAR CHANGE
BORROWER BY TYPE FISCAL YR END			
Attorney-more than 10 in firm	252	287	8%
Attorney-less than 10 in firm	565	630	8%
Government-city-attorney	32	51	59%
Government-city-non-attorney	2	1	-50%
Government-county-attorney	102	109	-6%
Government-county-non-attorney	25	26	-72%
Government-federal-attorney	12	15	-54%
Government-federal-non-attorney	0	0	-100%
Government-state-attorney	137	151	-26%
Government-state-non-attorney	7	12	-61%
Attorney Inactive	25	7	213%
Interlibrary loan	3	4	-25%
Judges/commissioners/referees	74	74	0%
Jail	2	2	0%
Legal firm-non attorney	132	156	18%
Librarian	18	23	27%
Messenger service	2	2	0%
Deposit accounts	3	11	266%
non-resident attorney	31	39	2%
Other	49	57	2%
Other judge, commissioner, referee	5	7	4%
Attorney sole practitioner	803	863	7%
TOTAL BORROWERS BY PATRON STAT CLASSES	2,429	2,560	

Customer Service - The Library Website

The library Web site has become the primary access point for information about library activities and upcoming classes, the link into the library's Web-based catalog, a pointer to helpful resources on the Internet and a portal to the AskNow live-chat reference assistance. The library Web site construction and enhancements are in the capable hands of the Web Team led by Mary Pinard, Reference librarian.



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The California County Law Librarians collaborative AskNow reference live-chat connection is available from the library Web site 55 hours per week. Customers also may e-mail questions to our reference librarians via the library Web site.

The most popular pages are the pathfinders to books and Web-site links on selected legal topics and the links to Sacramento legal Web sites. The public services librarians keep these pathfinders up to date. The California Judicial Council Web site also has chosen to link to our pathfinders from their "self-help" Web site.

The library Web site URL is <http://www.saclaw.org>.

Customer Service – Library Online Catalog

The library's online catalog has been enhanced so that one can link to URLs for information that is available on the Internet as well as the books available in the library. Patrons can access our online catalog either while visiting the library or via our website from home and office computers. Many patrons have expressed appreciation for the capability to examine what is in our collection prior to visiting the library in person.

Customer Service - Continuing Legal Education

With the opening of the Sacramento County Public Law Library Computer Training Center sponsored by Lexis/Nexis® in the downtown library, we began a continuing legal education program for our attorney customers. Lexis/Nexis is continuing to sponsor the training center through June 2006.

The library is an approved provider for MCLE credits by the State Bar of California. In 2002, the library partnered with the West LegalEdcenter™ as a content provider for their online continuing legal education program. The library receives royalties for its programs that are taken via the LegalEdcenter. They are accessed through the library Web site at:

<http://www.saclaw.org/TrainingCenter/WLECTraining.HTM>

Customer Service - Library Orientation and Classes

The Public Services team continues to create and provide classes for self-represented litigants including: Legal Research on the Internet, Introduction to Legal Research Basics and Legal Research I and Law Library Basics II – Advanced Exercises. All three classes are taught on a regular basis. The Public Services Team also develops and offers a range of classes to attorneys (which may also be taken by non-attorneys), including *5 Ws and a 1 H: an Introduction to Sacramento County Public Law Library's Online Databases*. Several of these classes are low-cost but also provide MCLE credit.

National Library Week activities were held on April 11–16, 2005. Activities included: tours, Westlaw and LexisNexis classes, and *A Creative Merger Lawyers and Artists* – art show gala reception. The reception was attended by more than 300 people from all walks of life, and epitomized the concept of library as a community destination and not just a place to do research.



Coral Henning, Director, with members of the Sacramento Lawyers for the Arts, who partnered with the law library in organizing and presenting the very successful art show during April and May, 2005. We estimate that 400 citizens visited the library specifically to see the art show, which increased our visibility in the community.



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An on-demand law library orientation class and tour has been developed by the public services staff. Instructors from numerous paralegal programs, library science programs and law schools take advantage of these free sessions.

Customer Service – Court Collections Program

The library continues to contract with the Sacramento Superior Court to maintain their entire department and shared library collections. Library staff not only acquires new items and maintains current sets, but we also meet with new judicial officers, which provides a unique outreach opportunity to educate about and encourage them to utilize the services of the law library. This year, we began a project initiated by the current Presiding Judge Virga to increase and improve the core collections of the downtown department and shared libraries. Library staff was also involved in planning for the move of the Juvenile Library materials from the older facility to the new Juvenile Courthouse, which opens in August, 2005.

Customer Service – Courts Outreach and Continuing Education

The Law Library continues to develop and enhance outreach efforts with the courts. We have partnered with their staff training coordinators to offer law library training classes to court staff; we continue to encourage the court to expand this program beyond its once a year offering. Ideally we would like to offer ongoing law library training to court clerks throughout the county.

We have also worked closely with various court personnel to improve access to the Traffic Motion form, which is requested extensively by Sacramento citizens wishing to re-open traffic matters. In addition, the law library, in partnership with family court staff, provides intake services to citizens needing free child and spousal support calculations, which family court judges provide at the William R. Ridgeway Courthouse. One of our Public Services Librarians, Mareth Wilson, shadowed Family Court paralegals and clerks at their information windows. This effort enhanced Mareth's knowledge about how Family Court services operate (which she shared with other library staff) but also improved Family court staff's knowledge of and appreciation for the law library and the services we provide.

Customer Service – Community Outreach Efforts

The Library is expanding our community outreach efforts. This past spring we had a booth at the annual Government Technology Conference held in the Sacramento Convention Center. Our goal was to educate government workers about the existence of the California County Law Library program (because many attendees work in other counties), as well as to encourage them to refer their co-workers, friends, family as well as their customers to our library. Many attendees expressed surprise that the law library is “free and open to the public,” which is a message we definitely want to convey.



Other outreach efforts this year included continuing interaction with the Sacramento Public Library, participating in the Sacramento Area Disaster Response Planning Group, providing tours to various law school, library and paralegal student programs, participating in the Sacramento County Employee Giving Campaign, and ongoing membership in and participation with the Mountain Valley Library Cooperative.



In June, the Library’s Foundation sponsored *Race Ipsa Loquitur*, which was a fund raiser at the harness racetrack. Everyone in attendance enjoyed themselves immensely, and we look forward to hosting a larger crowd next year.

This photo features “Perfect Waverly” the winner of the race named in honor of the Sacramento County Public Law Library.



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Looking Ahead

Looking Ahead - Balance Organizational Service Plan

Each fiscal year, the library adopts a balanced organization plan that serves as the basis of new staff activities and the library budget. Major goals for 2005-06 include the following:

- + Increase visibility and awareness of the law library's materials and services in the community.
- + Redesign the Web site and add e-commerce and class registration.
- + Expand services to self-represented litigants.
- + Install and implement a knowledge-management database (AskSam).

Looking Ahead - Finances

- In order to meet the 2005-06 budget and continue to save for budget shortfalls in the long-term, the library board has requested the Board of Supervisors raise the civil filing fee for the benefit of the law library, as allowed by Business and Professions Code Sections 6322.1, effective January 1, 2006.

Respectfully submitted,

Coral Henning

Library Director



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Balance Sheet June 30, 2005 - Appendix A

ASSETS

Cash in Treasury	4,371,614.59
Impress Cash	7,550.00
Interest Receivable	0.00
Cash Clearing	0.00
Due from Others	61,184.03
Accounts Receivable	15,972.00
Fixed Assets	
Equipment	49,837.36
Books	1,860,400.00

Total Assets 6,366,557.98

LIABILITIES & EQUITY

Sales Tax Due	666.42
Warrants Payable	32,947.84
Claims Payable	14,826.22
Accounts Payable	0.00
Due to Other Funds	974.80
Payroll Tax & Benefits	(1,160.25)
Deposits from others	23,263.70
Payroll Clearing	0.01
Total Liabilities	71,518.74

Fund Balance Reserved	
0701 00 Reserves	4,112,087.00
Fund Balance Unreserved	272,714.88
Investment in General Assets	
Equipment	49,837.36
Books	1,860,400.00

Total Equity 6,295,039.24

TOTAL LIABILITIES & EQUITY 6,366,557.98



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Year End Fund Condition June 30, 2005 - Appendix B

SACRAMENTO COUNTY PUBLIC LAW LIBRARY
 FUND CONDITION
 FUND CENTER 3933939 Main Library
 Final, 2005
 Year Expended 100%

INCOME	TOTAL YTD	PERCENT REALIZED	UNREALIZED	ESTIMATED INCOME
949410 INTEREST INCOME	92,737.00	143%	27,737.00	65,000.00
959599 MISC PROGRAMS	2,713.49	0%	(1,786.51)	4,500.00
969614 COURT FILING FEES	1,990,729.92	98%	(49,270.08)	2,040,000.00
96963313 MISCELLANEOUS OTHER FEES	0.00	0%	0.00	0.00
969638 LIBRARY SERVICES				
PHOTOCOPIES	11,210.24	86%	(1,789.76)	13,000.00
BOOK FINES	9,755.93	98%	(244.07)	10,000.00
DOCUMENT DELIVERY	167.10	48%	(182.90)	350.00
OTHER FEE SERVICES/DISK., PRINTING	5,298.71	129%	1,198.71	4,100.00
ON-LINE SEARCHES	20.00	0%	20.00	0.00
DEPOSITS/REFUNDS	2,573.00	129%	573.00	2,000.00
VENDOR REFUNDS	4,667.97	93%	(332.03)	5,000.00
USED PROPERTY SALE	1,539.49	128%	339.49	1,200.00
LEXISNEXIS MEMBERSHIP GROUP	8,000.00	100%	0.00	8,000.00
MVLS-REFERENCE	0.00	0%	(100.00)	100.00
TOTAL LIBRARY SERVICES	43,232.44	99%	(517.56)	43,750.00
969639 PERSONNEL SERVICES	69,185.88	101%	704.88	68,481.00
979730 DONATIONS	7,250.00	363%	5,250.00	2,000.00
TOTAL INCOME	2,205,848.73	0.99	(17,882.27)	2,223,731.00



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EXPENDITURES	TOTAL YTD	PERCENT EXPENDED	AVAILABLE BALANCE	BUDGET AMOUNT
101110 SALARIES	937,060.12	93%	69,648.44	1,006,708.56
101210 RETIREMENT	55,939.99	90%	6,211.13	62,151.12
101220 OASHI	64,791.90	102%	(1,524.29)	63,267.61
101230 GROUP INSURANCE	10,829.29	89%	1,330.71	12,160.00
101240 COMP INSURANCE	16,219.93	110%	(1,480.35)	14,739.58
101250 SUI	6,546.24	118%	(1,002.24)	5,544.00
TOTAL PERSONNEL	1,091,387.47	0.94	73,183.40	1,164,570.87
202021 BINDING	2,251.00	87%	349.00	2,600.00
202022 STANDING ORDERS	270,530.13	80%	66,146.87	336,677.00
202023 AUDIO-VIDEO	4,537.07	73%	1,712.93	6,250.00
202024 CALR	96,865.58	120%	(15,865.58)	81,000.00
202025 ACQ/CATALOGING TOOLS	1,497.13	50%	1,502.87	3,000.00
202026 ANNUAL SUBSCRIPTIONS	156,921.34	106%	(9,304.34)	147,617.00
202027 REPLACEMENTS	3,641.80	121%	(641.80)	3,000.00
202028 NEW MONOGRAPHS	13,447.92	48%	14,552.08	28,000.00
TOTAL INFORMATION RESOURCES	549,691.97	0.90	58,452.03	608,144.00
202005 ADVERTISING	4,214.80	140%	(1,214.80)	3,000.00
202029 BUS/CONFERENCE	27,573.29	61%	17,983.87	45,557.16
202035 EDUCATION/TRAINING	15,607.89	58%	11,492.11	27,100.00
202045 FREIGHT STORAGE	0.00	0%	0.00	0.00
202051 INSURANCE-LIABILITY	8,249.82	81%	1,912.68	10,162.50
202053 INSUR.-BOND/GENERAL	4,118.00	95%	228.10	4,346.10
202061 MEMBERSHIPS	6,409.25	66%	3,330.75	9,740.00
202076 OFFICE SUPPLIES	9,728.50	75%	3,282.50	13,011.00
202085 PRINTING	690.97	138%	(190.97)	500.00
202111 BUILDING MAINT. SERVICE	0.00	0%	0.00	0.00
202112 BUILDING MAINT. SUPPLIES	0.00	0%	0.00	0.00
202171 RENTS	220.00	73%	80.00	300.00
202197 TELEPHONE	0.00	0%	0.00	0.00
202199 TELEPHONE INSTALLATION	0.00	0%	0.00	0.00
202261 EQUIP MAINTENANCE	9,456.20	58%	6,757.55	16,213.75
202262 OFFICE EQUIPMENT	16,259.54	75%	5,439.46	21,699.00
202264 OFFICE EQUIP. MODULAR	0.00	0%	350.00	350.00
202275 RENTS/LEASES EQUIP.	1,498.16	29%	3,718.04	5,216.20
202292 OTHER EQUIP. MAINTENANCE SUPPLIES	31.22	0%	0.00	0.00
202313 UNIFORMS	162.06	0%	(162.06)	0.00



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202505 ACCOUNTING SERVICES	583.23	65%	316.77	900.00
202551 OTHER PROF. SERVICES	6,035.54	34%	11,464.46	17,500.00
202522 TEMPORARY SERVICES	3,071.38	154%	(1,071.38)	2,000.00
202571 SECURITY SERVICES	32,939.30	85%	5,660.70	38,600.00
202811 DATA PROCESSING SVCS	25,128.82	105%	(1,147.82)	23,981.00
202812 DATA PROCESSING SUP.	20,237.39	96%	949.61	21,187.00
202911 CO. DATA PROCESSING SVC.	0.00	0%	1,000.00	1,000.00
202912 CO. DATA PROCESSING SUP	0.00	0%	200.00	200.00
202915 COMPASS COSTS	0.00	0%	120.00	120.00
202921 PRINTING SERVICES	276.10	35%	523.90	800.00
202922 MAIL-POSTAGE	1,763.37	80%	436.63	2,200.00
202923 COUNTY MESSENGER	2,274.69	103%	(59.69)	2,215.00
202925 GS-PURCHASING SERVICES	0.00	0%	0.00	0.00
202926 COUNTY STORES	690.85	115%	(90.85)	600.00
202928 CO EQUIPMENT RENTAL	35.38	24%	114.62	150.00
202929 GS-WORK REQUEST	0.00	0%	0.00	0.00
202934 PUBLIC WORKS	0.00	0%	0.00	0.00
202942 COUNTY FACILITY CHRGES	40,000.00	100%	0.00	40,000.00
202962 PARKING	855.00	77%	260.00	1,115.00
202987 TELEPHONE	21,669.55	98%	330.45	22,000.00
202989 TELEPHONE INSTALL.	196.12	56%	153.88	350.00
303410 BAD DEBT EXPENSE	0.00	0%	300.00	300.00
434303 FIXED ASSETS	10,189.92	97%	310.08	10,500.00
797901 CONTINGENCY	0.00	0%	0.00	5,000.00
808040 PURCHASES FOR RESALE	1,423.43	95%	76.57	1,500.00
TOTAL OPERATING EXPENDITURES	271,589.77	0.78	72,855.16	349,413.71
TOTAL EXPENDITURES	1,912,669.21	90%	204,490.59	2,122,128.58

3933939 INCOME	2,205,848.73
3933939 EXPENSES	1,912,669.21
3933939 Net Income	293,179.52



Challenges & Opportunities

Sacramento County Public Law Library - 2005 Annual Report

SACRAMENTO COUNTY PUBLIC LAW LIBRARY
FUND CONDITION
COSTCENTER 3933939001-Training Center/Meeting Rooms
Final, 2005
Year Expended 100%

INCOME	TOTAL YTD	PERCENT REALIZED	UNREALIZED	ESTIMATED INCOME
969638 LIBRARY SERVICES				
COMPUTER TRAINING CENTER RENTAL	0.00	0%	(4,000.00)	4,000.00
MEETING ROOMS RENTAL	1,310.00	66%	(690.00)	2,000.00
MCLE-REGISTRATION FEES	15,595.00	92%	(1,405.00)	17,000.00
NON-MCLE REGISTRATION FEES	615.00	103%	15.00	600.00
WEST LEGAL Ed CENTER ROYALTIES	59.39	30%	(140.61)	200.00
EQUIPMENT/SUPPLIES CHARGES	120.00	240%	70.00	50.00
BEVERAGE SERVICE	0.00	0%	(50.00)	50.00
LIBRARY STAFF SERVICES	0.00	0%	(50.00)	50.00
DEPOSITS	0.00	0%	(100.00)	100.00
EQUIP.DAMAGE REIMBURSEMENT	0.00	0%	(1,600.00)	1,600.00
TOTAL LIBRARY SERVICES	17,699.39	69%	(7,950.61)	25,650.00

979730 DONATIONS	3,000.00	0%	3,000.00	0.00
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TOTAL INCOME	20,699.39	81%	(4,950.61)	25,650.00
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EXPENDITURES	TOTAL YTD	PERCENT EXPENDED	AVAILABLE BALANCE	BUDGET AMOUNT
101110 SALARIES	28,237.67	43%	37,343.13	65,580.80
101210 RETIREMENT	2,054.73	42%	2,873.67	4,928.40
101220 OASHI	2,132.09	42%	2,884.84	5,016.93
101230 GROUP INSURANCE	232.10	29%	567.90	800.00
101240 COMP INSURANCE	555.65	50%	548.68	1,104.33
101250 SUI	385.00	125%	(77.00)	308.00

TOTAL PERSONNEL	33,597.24	43%	44,141.22	77,738.46
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202005 ADVERTISING	552.75	14%	3,447.25	4,000.00
202029 BUS/CONFERENCE	86.00	4%	1,914.00	2,000.00
202035 EDUCATION/TRAINING	0.00	0%	1,700.00	1,700.00
202061 MEMBERSHIPS	243.00	44%	307.00	550.00
202076 OFFICE SUPPLIES	107.30	107%	(7.30)	100.00
202085 PRINTING	0.00	0%	200.00	200.00



Challenges & Opportunities

Sacramento County Public Law Library - 2005 Annual Report

202261 EQUIP MAINTENANCE	0.00	0%	1,300.00	1,300.00
202262 OFFICE EQUIPMENT	0.00	0%	500.00	500.00
202505 ACCOUNTING SERVICES	60.97	17%	289.03	350.00
202551 PROFESSIONAL SERVICES	1,932.98	114%	(232.98)	1,700.00
202571 SECURITY SERVICES	0.00	0%	100.00	100.00
202811 DATA PROCESSING SVCS	0.00	0%	0.00	0.00
202812 DATA PROCESSING SUP.	0.00	0%	4,688.00	4,688.00
202898 CLASS REGISTRATION REFUND	170.00	34%	330.00	500.00
202921 PRINTING SERVICES	350.43	156%	(125.43)	225.00
202922 MAIL-POSTAGE	203.94	41%	296.06	500.00
202987 TELEPHONE	927.31	49%	972.69	1,900.00
303410 BAD DEBT EXPENSE	0.00	0%	50.00	50.00
808040 PURCHASES FOR RESALE	0.00	0%	100.00	100.00
TOTAL OPERATING EXPENDITURES	4,634.68	23%	15,828.32	20,463.00

TOTAL EXPENDITURES	38,231.92	39%	59,969.54	98,201.46
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3933939001 INCOME	20,699.39
3933939001 EXPENSES	38,231.92
3933939001 Net Income	(17,532.53)

**SACRAMENTO COUNTY PUBLIC LAW LIBRARY
FUND CONDITION
FUND CENTER 3933940-BRANCH
Final, 2005
Year Expended 100%**

INCOME	TOTAL YTD	PERCENT REALIZED	UNREALIZED	ESTIMATED INCOME
969638 LIBRARY SERVICES				
PHOTOCOPIES	3,592.50	100%	(7.50)	3,600.00
BOOK FINES	1,683.00	140%	483.00	1,200.00
DOCUMENT DELIVERY	74.50	37%	(125.50)	200.00
DEPOSITS/REFUNDS	(400.00)	-80%	(900.00)	500.00
VENDOR REFUND	0.00	0%	(100.00)	100.00
ON-LINE SEARCHES	0.00	0%	0.00	0.00
OTHER FOR FEE/DISKETTE/PRINTING	986.35	123%	186.35	800.00
TOTAL LIBRARY SERVICES	5,936.35	93%	(463.65)	6,400.00

TOTAL INCOME	5,936.35	93%	463.65	6,400.00
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Challenges & Opportunities

Sacramento County Public Law Library - 2005 Annual Report

EXPENDITURES	TOTAL YTD	PERCENT EXPENDED	AVAILABLE BALANCE	BUDGET AMOUNT
101110 SALARIES	52,100.08	92%	4,450.39	56,550.47
101210 RETIREMENT	3,421.06	80%	828.71	4,249.77
101220 OASHI	3,395.41	78%	930.70	4,326.11
101230 GROUP INSURANCE	408.57	68%	191.43	600.00
101240 COMP INSURANCE	967.09	100%	(0.08)	967.01
101250 SUI	385.00	125%	(77.00)	308.00
TOTAL PERSONNEL EXPENDITURES	60,677.21	91%	6,324.15	67,001.36
202021 BINDING	0.00	0%	100.00	100.00
202022 STANDING ORDERS	25,320.30	67%	12,457.70	37,778.00
202023 AUDIO-VIDEO	422.18	10%	3,677.82	4,100.00
202024 CALR	483.30	48%	516.70	1,000.00
202026 ANNUAL SUBSCRIPTIONS	14,879.59	76%	4,620.41	19,500.00
202027 REPLACEMENTS	76.23	8%	923.77	1,000.00
202028 NEW MONOGRAPHS	3,424.19	53%	3,075.81	6,500.00
TOTAL INFORMATION RESOURCES	44,605.79	64%	25,372.21	69,978.00
202005 ADVERTISING	0.00	0%	0.00	0.00
202051 INSURANCE-LIABILITY	669.00	154%	(235.80)	433.20
202061 MEMBERSHIPS	228.00	912%	25.00	25.00
202076 OFFICE SUPPLIES	17.24	0%	182.76	200.00
202085 PRINTING	49.64	0%	0.36	50.00
202261 EQUIP MAINTENANCE	2,336.70	117%	(336.70)	2,000.00
202262 OFFICE EQUIPMENT	2,708.38	99%	13.62	2,722.00
202264 OFFICE EQUIPMENT MODULAR	0.00	0%	0.00	0.00
202275 RENTS/LEASES EQUIP.	0.00	0%	500.00	500.00
202505 ACCOUNTING SERVICES	0.00	0%	0.00	0.00
202811 DATA PROCESSING SERVICE	273.37	0%	26.63	300.00
202812 DATA PROCESSING SUPPLIES	0.00	0%	200.00	200.00
202921 PRINTING SERVICES	125.52	126%	(25.52)	100.00
202922 MAIL-POSTAGE	10.85	7%	139.15	150.00
202923 COUNTY MESSENGER	2,247.27	102%	(37.27)	2,210.00
202926 COUNTY STORES	214.73	215%	(114.73)	100.00
202928 CO EQUIPMENT RENTAL	0.00	0%	0.00	0.00
202987 TELEPHONE	1,212.24	87%	187.76	1,400.00
202989 TELEPHONE INSTALL.	0.00	0%	0.00	0.00
303410 BAD DEBT EXPENSE	0.00	0%	50.00	50.00
434301 FIXED ASSETS	0.00	0%	0.00	0.00
797901 CONTINGENCY	0.00	0%	3,000.00	3,000.00



Challenges & Opportunities

Sacramento County Public Law Library - 2005 Annual Report

808040 PURCHASES FOR RESALE	2.00	4%	48.00	50.00
TOTAL OPERATING EXPENDITURES	10,094.94	75%	3,623.26	13,490.20
TOTAL EXPENDITURES	115,377.94	77%	35,319.62	150,469.56

3933940 INCOME	5,936.35
3933940 EXPENSES	115,377.94
3933940 Net Income	(109,441.59)

TOTAL FUND INCOME	2,232,484.47
TOTAL FUND EXPENSES	2,066,279.07
FUND 061A NET INCOME	166,205.40

	BUDGET
TOTAL FUND INCOME	2,255,781.00
TOTAL FUND EXPENSES	2,370,799.60
FUND 061A NET INCOME	(115,018.60)



Challenges & Opportunities

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Travel & Gifts Disclosure Report – Appendix C

DATE	BOARD MEMBER OR STAFF MEMBER NAME	REASON FOR TRAVEL	LOGGING	TRANSPORT.	REGISTRATION FEE	OTHER
	7/11/2004	Shirley H. David	AALL Convention	202.41		
7/12/2004	Shirley H. David	AALL Convention	202.41			
7/13/2004	Shirley H. David	AALL Convention	202.41			
7/14/2004	Shirley H. David	AALL Convention	202.41			
7/9/2004	Jeffrey Gunther	AALL Convention	191.17	455.90	572.00	
7/10/2004	Jeffrey Gunther	AALL Convention	191.17			
7/11/2004	Jeffrey Gunther	AALL Convention	191.17			
7/12/2004	Jeffrey Gunther	AALL Convention	191.17			
7/13/2004	Jeffrey Gunther	AALL Convention	191.17			
7/14/2004	Jeffrey Gunther	AALL Convention	191.17			
7/11/2004	W. Austin Cooper	AALL Convention	190.04	524.70	572.00	
7/12/2004	W. Austin Cooper	AALL Convention	190.04			
7/13/2004	W. Austin Cooper	AALL Convention	190.04			
7/14/2004	W. Austin Cooper	AALL Convention	174.90			
7/11/2004	Mary Pinard	AALL Convention	191.17	447.00	545.50	
7/12/2004	Mary Pinard	AALL Convention	191.17			
7/13/2004	Mary Pinard	AALL Convention	191.17			
7/14/2004	Mary Pinard	AALL Convention	191.17			
7/10/2004	Renard Shepard	AALL Convention	215.90	241.60	572.00	
7/11/2004	Renard Shepard	AALL Convention	215.90			
7/12/2004	Renard Shepard	AALL Convention	215.90			
7/13/2004	Renard Shepard	AALL Convention	215.90			
7/14/2004	Renard Shepard	AALL Convention	215.90			
7/9/2004	David DeAlba	AALL Convention	191.17	414.90		
7/10/2004	David DeAlba	AALL Convention	191.17			
7/11/2004	David DeAlba	AALL Convention	191.17			
7/12/2004	David DeAlba	AALL Convention	191.17			
7/13/2004	David DeAlba	AALL Convention	191.17			
7/14/2004	David DeAlba	AALL Convention	191.17			
7/10/2004	Coral Henning	AALL Convention	202.42	428.40	572.00	
7/11/2004	Coral Henning	AALL Convention	202.42			
7/12/2004	Coral Henning	AALL Convention	202.42			
7/13/2004	Coral Henning	AALL Convention	202.42			
7/14/2004	Coral Henning	AALL Convention	202.42			
7/9/2004	Tiffany Keagy	AALL Convention	202.00	440.00	557.00	

