



Stanislaus County Law Library

Bruce E. Ramsey, President ~ Honorable Marie Sovey Silveira, Secretary ~ Janice A. Schmidt, Director


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, 2016.

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

Respectfully Submitted October 5, 2016.

ON BEHALF OF THE STANISLAUS COUNTY
LAW LIBRARY BOARD OF TRUSTEES
COUNTY OF STANISLAUS, STATE OF CALIFORNIA



Janice A. Schmidt, Director

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STANISLAUS COUNTY LAW LIBRARY

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

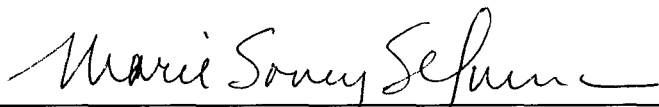
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October 5, 2016
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**TO THE HONORABLE BOARD OF SUPERVISORS
COUNTY OF STANISLAUS, STATE OF CALIFORNIA**

The Annual Financial Report contained within the annual 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 5, 2016.



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

Stanislaus County Law Library Annual Report 2015-2016



1101 13th Street
Modesto, CA 95354
October 7, 2016
www.stanlaw.org

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Overview and Background

“About Us”

The Stanislaus County Law Library is a public library established by the Stanislaus County Board of Supervisors in 1893. The library is governed by a seven-member Board of Trustees pursuant to the California Business and Professions Code section 6300 et seq. The trustees are made up of Stanislaus County judges, members of the State Bar, and an appointee of and for the Chairperson of the Board of Supervisors. The Law Library is operated by a director and one full-time library assistant. Two extra-help assistants provide coverage for vacation, sick-leave and events.



The Stanislaus County Law Library is a public library, providing free access to legal information for the judiciary, members of the State Bar, public officials, and all residents of the county. The library is available to everyone who needs to use materials unique to the task of legal research. The Law Library provides additional services and resources, including continuing legal education materials, general legal education classes, conference room rental, reading and study rooms, public computers, printers, copiers, fax services, and document delivery.

As is the purpose of any public library, resources are made available to the patrons who would not otherwise have access to these materials. Legal research books and databases are costly and not readily available at general public libraries. Professionals in the field may not have private libraries vast enough to satisfy their research needs. Students of the law require access to multiple sources of information to assist in their studies and preparation for the State Bar exam. Members of the public need access to legal information as a means to represent themselves in court, especially meaningful to those who cannot afford legal representation. Members from each of these population subsets obtain access to important legal documentation through the Law Library.

Library staff is available to provide customers with reference assistance, assisting patrons in identifying and locating relevant text and online resources to answer and research legal questions. However, staff cannot give legal advice or assist with form preparation.

Our Mission

The Stanislaus County Law Library helps the public access the judicial system by providing legal and educational resources and guidance on their use.

Our Role in the Community

The Stanislaus County Law Library is an essential component of access to justice in Stanislaus County, offering diverse and essential services to the public, the judiciary and the bar. We serve as some of our County residents' only meaningful access to the information needed to participate in the legal system, resolve legal disputes, engage in commerce, or tend to personal affairs



It is often assumed that a Law Library exists to provide information and services to attorneys; this is not the case. On a daily basis we provide service to government employees, pro-se litigants, members of the public interested in a particular issue, businesspersons, judges and attorneys. Approximately one-half of our users are non-attorneys.

During the 2015-2016 fiscal year, the we provided service to 7,367 patrons, 50% of whom were non-attorneys.

7,367 USERS



3,708 ATTORNEYS ~ 3,659 NON-ATTORNEYS

Our Collection

Our collection is comprised of print and electronic resources, offering our patrons a broad selection of primary and secondary materials for both state and federal legal issues. We place a high priority on California based information.

Providing materials for a user base as diverse as ours, requires us to consider our patrons' differing levels of education, familiarity with the law, and knowledge of legal procedures. We also must consider that adequate legal research cannot be done without access to timely and accurate legal information. For that reason, our staff works to provide our users with a well-rounded collection that is in good physical order and is up to date.

It is also recognized that our collection would be inaccessible to many of our non-attorney users without assistance from our staff. We strive to provide an environment where users feel comfortable asking for assistance in finding materials that address their specific legal issues. That said, staff cannot give legal advice or interpret information found in our materials.

For the last two years our collection has been stable with no significant additions or deletions.

ANNUAL BOOK INVENTORY AND STATISTICAL OVERVIEW PAST TWO FISCAL YEARS

MATERIALS / ACTIVITY	As of June 30, 2015	As of June 30, 2016
Total Volumes Held	14,032	14,120
CDs, DVDs & Tapes	146	147
Mandatory CLE Titles	20	20
Conference Room Bookings	154	161
After Hours Key Holders	47	42

OUR ELECTRONIC COLLECTION

Through our Westlaw subscription, we offer our patrons primary resources and a large selection of secondary practice materials for all state and federal jurisdictions; our CEB OnLaw subscription offers virtually every practice guide published by CEB, along with email access to forms and templates; and our EBSCO Host's Legal Information Reference Center offers access to self-help guides published by Nolo Press. Westlaw and CEB OnLaw can be accessed wirelessly in the library or on our public computers. EBSCO Host can be accessed from any computer or handheld device through our website www.stanlaw.org. We also provide our patrons with legal forms, support calculation and word processing software.

Our Services

Reference

We have an experienced reference staff who are happy to help patrons find information pertaining to their legal matters. Staff cannot advise patrons about the law, interpret information, give legal advice or help to complete forms. Staff can, however, help direct patrons to appropriate legal materials. We can answer simple questions about our services or online legal resources over the telephone. We are unable, however, to perform legal research services for emailing or answer legal questions.

Document Delivery Service

If you are unable to come to the library, staff can fax or email materials to you at a cost. You will be required to pre-pay for materials prior to transmission. Patrons are encouraged to call us for more information about this service.

Facsimile

Fax service (transmitting and receiving) can be done at the Law Library. There is a fee for this service.

Mandatory CLE Materials

Audio self-study materials are available for use at the library on a variety of Continuing Legal Education topics, including ethics, bias and substance abuse. Qualified borrowers may check these materials out for seven days.

Computer Access

We have six public computer terminals available for use for legal research purposes only. There is a forty-five minute time limit per single use. The computers have Judicial Council Forms software, Word Processing Software, Dissomaster, and access to our Legal Research Databases.

Legal Databases

We provide online access to Westlaw, CEB OnLaw, EBSCO's Legal Information Reference Center, and have limited partnership access to Hein Online and other scholarly databases. Although we cannot perform legal research for you, we can provide minimal guidance in navigating and searching legal databases. We do provide "at home" access to EBSCO services.

Copying and Printing

Photocopiers and a printer are available for use at a cost of 20¢ per page with a print card.

Afterhours Access

Qualified members of the State Bar may purchase after-hours keys for 24-7 access to legal information.

Conference Room Rental

The Law Library has two newly remodeled conference rooms available for full or half-day rental for client meetings or depositions. Our large conference room seats 15-18 and is fully technologically equipped. Conference room bookings are on a first-come, first-served basis.

Governance/Board of Trustees

The Stanislaus County Law Library is governed by a seven-member Board of Trustees. Membership of the Board is set forth in the California Business and Professions Code. Pursuant to Section 6301, members of the Law Library Board of Trustees are to be appointed by the Superior Court and the Board of Supervisors. Appointees serve without compensation and are appointed for a one year term.

Members of the Board – Fiscal Year 2015-2016

During Fiscal Year 2015-2016, we bid farewell to Trustee Jeffrey Olson, with appreciation for his dedication and hard work during his tenure. Replacing Trustee Olson was Jonathan Carlson, a local attorney and long-time Law Library patron. Elections were held and Trustee Bruce E. Ramsey was elected as President; the Honorable Judge Marie S. Silveira remained Secretary. Members of the Board of Trustees are:

- Bruce E. Ramsey, President, Stanislaus County Bar Association Representative
- Jonathan Carlson, Member at Large
- Honorable Judge Rick Distaso
- John P. Doering, County Counsel; Appointee of and for the Chairperson of the Stanislaus County Board of Supervisors
- Honorable Judge Dawna Reeves
- Honorable Judge Marie S. Silveira, Secretary
- Honorable Judge Robert Westbrook

The Law Library Director, Janice A. Schmidt, serves as Recording Secretary to the Board of Law Library Trustees.

Board Meeting Schedule

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

July 8, 2015	August 5, 2015	September 2, 2015
October 7, 2015	November 4, 2015	December 2, 2015
January 6, 2016	February 3, 2016	March 3, 2016
April 6, 2016	May 4, 2016	June 1, 2016

Meeting agendas are posted in front of the Law Library and on the Law Library’s website www.stanlaw.org. Copies of meeting materials and the agenda are available upon request.

Library Staff

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

- Janice A. Schmidt Law Library Director
- Nora N. Arwood Full-time Law Library Assistant
- Cindy Zumwalt Extra-help Law Library Assistant
- Dianna Dulaney Extra-help Law Library Assistant

During Fiscal Year 2015-2016, the staff has been comprised of two full-time employees and two part-time extra-help library assistants. These Staff represent the kind of commitment the library has towards providing excellence in service to the citizenry of Stanislaus County.

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

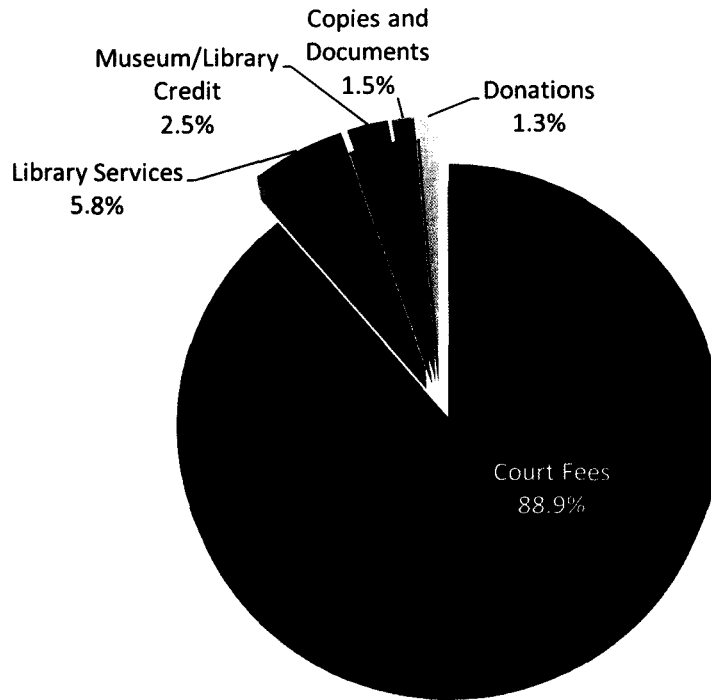
- Council of California County Law Librarians
- Northern California Association of Law Libraries
- Pacific and Valley Law Librarians
- Stanislaus County Legal Professionals
- Stanislaus County Bar Association

In addition, staff attends trainings and workshops through the County of Stanislaus and participates in the County's Safety Program,.

Our Funding

The main source of funding for California’s County Law Libraries comes from a portion of selected Superior Court filing fees. By law, county law libraries receive a portion of the first paper filing fee paid when a civil action or response is filed. The amount collected per-filing is different in every county. In Stanislaus County, we receive up to \$29.00 for each civil action filed. In limited civil cases and small claims appeals we receive significantly less. Filing fees make up the vast majority of the Law Library’s revenue.

The Stanislaus County Law Library does not benefit from library taxes or general fund revenue. Stanislaus County does provide quarters and other essential services for the Law Library pursuant to California Business & Professions Code Section 6300 et. seq. The Law Library enjoys and appreciates its good working relationship with County officials and staff.



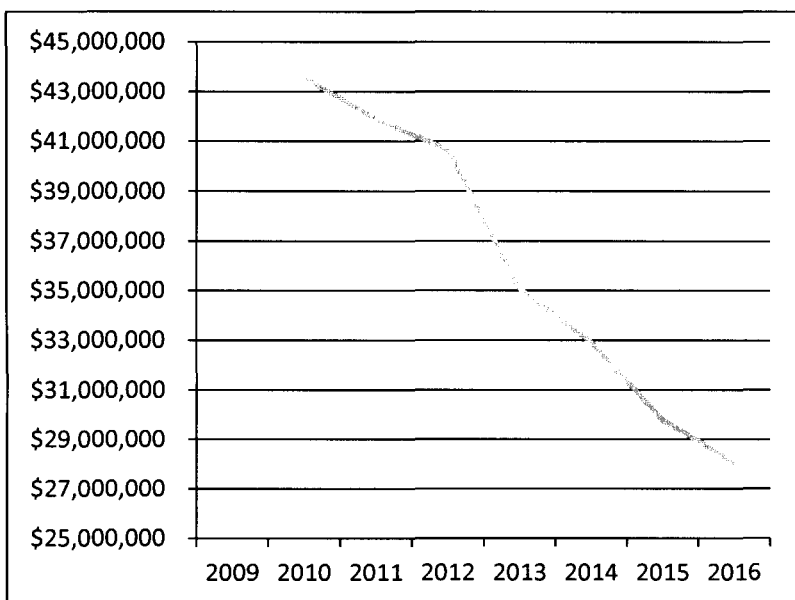
**Law Library Funding
Fiscal Year 2015-2016**

Statewide Funding Crisis

Over the last several years, funding for California’s county law libraries has dropped precipitously. From 2009 to 2016, filing fee income to county law libraries dropped by nearly 40% while the cost of legal information resources increased by almost 70%. These shrinking revenues threaten the ability of California county law libraries, to provide these essential services.

Compounding these problems is the tremendous increase in the demand for free access to legal reference materials by self-represented litigants. This is not merely an issue that affects very low income families; the vast majority of Californians lack the resources necessary to locate and retain legal counsel. According to the National Center for Access to Justice, more than 80% of litigants in matters as important as evictions, mortgage foreclosures, child custody and child support proceedings, and debt collection cases fend for themselves without counsel.

The Stanislaus County Law Library supports the efforts of the Council of California County Law Librarians to seek legislative changes and funding alternatives for California’s County Law Libraries.



Statewide Filing Fee Decline 2009-2016

Many San Joaquin Valley Counties were more severely impacted than even the statewide average decline, (depicted left) reflects.

Stanislaus, Merced, Madera, and San Joaquin County all suffered a reduction of greater than 40% of their filing fee revenue over the period of time shown. In Stanislaus County this equates to a reduction of \$180,000 per year.

The Stanislaus County Law Library is an essential component of access to justice in Stanislaus County, offering diverse and essential services to the public, the judiciary and the bar. ***The Law Library serves as some of our County residents’ only meaningful access to the information needed to participate in the legal system, resolve legal disputes, engage in commerce, or tend to personal affairs.***

Our Year End Fiscal Report

Revenue for Fiscal Year 2015-2016 was significantly impacted by another downturn in Court fees and costs. We were able to mitigate a small part of this downturn by increasing revenue through additional conference room and parking space rentals and a fundraising campaign. Expenditures were kept to a minimum with end of year expenditures coming in \$27,000 less than budgeted. Fund balance was used to achieve a balanced budget.

Stanislaus County Law Library Past Two Fiscal Years Year End Actuals					
		FY 2014-2015		2015-2016	
Total Revenue			354,600		352,327
	Museum/Library Credit	6,704		6,675	
	Revenue From Use of Assets	11,686		16,514	
	Charges for Service	255,017		237,933	
	Misc. Revenue	81,192		91,204	
Total Expenditures			389,523		389,421
	Salaries and Benefits	142,476		160,376	
	Services and Supplies	253,181		241,081	
	Fixed Assets	1,400		0	
Adjustments to Fund Balance			4,047		4,047
	Depreciation & Amortization	4,047		4,047	
End of Year Valuation (Fund Balance)			414,654		372,627

Strategic Plan

Recognizing the challenges facing the Law Library, the Stanislaus County Law Library Board of Trustees determined that a Strategic Plan would be helpful and would provide thoughtful direction for the Law Library's future resource decisions and avenues of growth. The Board of Trustees, with the help of a facilitator from Stanislaus County, engaged in the strategic planning process over the course of the year, developing short and long term goals and objectives.

STRATEGIC OBJECTIVES & GOALS

Provide Effective Services

- Goal 1: Develop an annual collection evaluation process and reporting schedule
- Goal 2: Develop a patron survey and meaningful productivity measures
- Goal 3: Evaluate any staffing considerations or changes in totality with long-term impacts fully analyzed prior to implementation
- Goal 4: Identify better ways to utilize volunteers and interns

Increase Outreach and Access

- Goal 1: Develop an internal communication and marketing/outreach strategy
- Goal 2: Develop partnerships with public and private organizations
- Goal 3: Develop curriculum to expand public education
- Goal 4: Evaluate/determine feasibility of relocation options

Secure a Stable/Reliable Funding Source

- Goal 1: Actively pursue legislative funding opportunities
- Goal 2: Develop and implement fundraising strategies
- Goal 3: Research and identify potential grant funding opportunities
- Goal 4: Develop an advertising/promotional plan for non-research services to offset staff operating costs

Maximize Technology

- Goal 1: Determine optimal utilization of current technology
- Goal 2: Research available technology in comparative and alternative agencies
- Goal 3: Investigate grant funding specific to technology and/or technology assessments
- Goal 4: Monitor CENIC (high speed internet for public libraries) legislation and develop a plan to promote Law Library's inclusion into the program