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FROM THE OFFICE OF THE COUNTY AUDITOR

JUNE 24, 2002

AUDITOR RELEASES LAW LIBRARY REPORT

The use of prepaid card-operated copy machines, a more thorough review of filing fee deposit information, streamlined cash handling methods, and compliance with County purchasing policies, were among the recommendations that DuPage County Auditor Jim Rasins made in an audit of the operations of the County's Law Library. State law requires the County Auditor to perform the audit of the Law Library Fund, which is used to operate the Library.

The Library is located in the County Courthouse, and is available to the public during regular Courthouse operating hours. The primary financing source for the Library is a \$10 fee paid by each party filing civil cases and related documents with the Clerk of the Circuit Court. During the 27-month audit period, these fees exceeded \$600,000.

The audit discovered \$23,580 of Law Library filing fees that were erroneously identified and recorded as court automation fees collected by the Clerk of the Circuit Court. After the disclosure, the County Treasurer transferred the amount into the Law Library Fund. The correction resulted in an 18% increase in the amount of cash available for Library operations at May 31, 2002.

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Rasins noted that a disproportionate amount of Library staff time was used for the recording and processing of amounts collected from the coin-operated copy machines used by Library patrons, when compared to the copy machine receipt amounts. The Auditor recommended the use of a pre-paid electronic card system, and updated procedures to reduce the time needed to process copy machine revenue.

The Auditor cited State law requiring that court orders authorize all expenditures from the Law Library Fund. The audit disclosed that such orders existed for non-personnel-related amounts. However, orders were not processed for personnel-related spending. Rasins encouraged Law Library personnel to obtain the required orders for all expenditures in the future.

The audit report noted that Law Library personnel failed to follow prescribed County purchasing policies in the leasing of three copy machines located in the facility. The lease agreements were entered into without the use of competitive bids, and did not receive the required authorization by the County Board and the appropriate County Board committee.

In a written response to the audit results, recently-hired Law Librarian Elizabeth Cooper agreed with the conclusions cited, and stated that changes reflecting the recommendations are in process.

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For further information, call (630)682-7190.