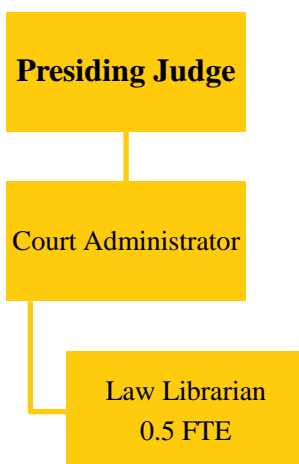


## **LAW LIBRARY**

### **Fund 092-074**



Law Library position: 0.5 FTE

The Champaign County Law Library was established by the Champaign County Board pursuant to statute. The Law Library is funded through a \$17.00 fee assessed on the first pleading filed by each party in all civil cases pursuant to 55 ILCS 5/5-39001.

#### ***MISSION STATEMENT***

*The mission of the Champaign County Law Library is to provide access to legal research materials to members of the public, lawyers, judges, and other county officials in order to facilitate the just and equitable disposition of cases heard in Champaign County.*

#### ***BUDGET HIGHLIGHTS***

The Law Library fee revenue stream is stabilizing. Through June 2016, the Law Library has accrued just over 45% of budgeted revenue for the fiscal year. Although the Law Librarian position is currently vacant, it is expected to be filled by the end of FY 2016.

The cost of Circuit Court and Public Defender Westlaw legal database subscriptions increased 3% last June, pursuant to the agreement in place between the Circuit Court and Thomson Reuters. The monthly charges increased an additional 3% in June 2016. The current contract expires at the end of this year. It is expected that similar terms will be negotiated for a subsequent 3-year contract.

The price of legal print materials will increase by 5-15% for current subscriptions. Although electronic legal research resources are generally available, the cost of a library patron Westlaw password continues to be prohibitive to providing public access to electronic legal research in the Law Library. Therefore, the Law Library will maintain a small catalog of print materials in order to provide the minimum legal reference materials to the public, judges, and attorneys of Champaign County.

The Self-Representation Help Desk in the Champaign County Courthouse advances the important goals of equal access to justice and judicial economy by providing *pro se* litigants an on-site resource to help move

their cases through the system fairly and efficiently. The number of inquiries fielded by the Help Desk navigator continues to increase each year. Consequently, expenditures for reimbursement to Land of Lincoln Legal Assistance Foundation will increase in 2017 to cover a pay raise for the navigator and the possibility of additional hours of operation.

### ***FINANCIAL***

<b>Fund 092Dept 074</b>			<b>2015 Actual</b>	<b>2016 Original</b>	<b>2016 Projected</b>	<b>2017 Budget</b>
341	38	LIBRARY FEES	\$88,883	\$87,000	\$89,000	\$91,000
		FEES AND FINES	\$88,883	\$87,000	\$89,000	\$91,000
361	10	INVESTMENT INTEREST	\$43	\$20	\$30	\$30
		MISCELLANEOUS	\$43	\$20	\$30	\$30
<b>REVENUE TOTALS</b>			<b>\$88,926</b>	<b>\$87,020</b>	<b>\$89,030</b>	<b>\$91,030</b>
511	4	REG. PART-TIME EMPLOYEES	\$19,559	\$19,555	\$9,065	\$17,846
513	1	SOCIAL SECURITY-EMPLOYER	\$1,496	\$1,496	\$700	\$1,331
513	2	IMRF - EMPLOYER COST	\$1,752	\$1,686	\$800	\$1,470
513	4	WORKERS' COMPENSATION INS	\$108	\$108	\$50	\$96
513	5	UNEMPLOYMENT INSURANCE	\$512	\$512	\$142	\$408
		PERSONNEL	\$23,427	\$23,357	\$10,757	\$21,151
522	2	OFFICE SUPPLIES	\$260	\$0	\$0	\$0
522	3	BOOKS,PERIODICALS & MAN.	\$47,009	\$45,551	\$45,000	\$48,000
		COMMODITIES	\$47,269	\$45,551	\$45,000	\$48,000
533	7	PROFESSIONAL SERVICES	\$14,528	\$13,500	\$16,000	\$17,000
533	29	COMPUTER/INF TCH SERVICES	\$401	\$500	\$500	\$500
533	33	TELEPHONE SERVICE	\$102	\$135	\$135	\$135
533	85	PHOTOCOPY SERVICES	\$3,195	\$3,800	\$3,500	\$3,800
533	93	DUES AND LICENSES	\$196	\$0	\$75	\$0
		SERVICES	\$18,422	\$17,935	\$20,210	\$21,435
<b>EXPENDITURE TOTALS</b>			<b>\$89,118</b>	<b>\$86,843</b>	<b>\$75,967</b>	<b>\$90,586</b>

### ***FUND BALANCE***

<b>FY2015 Actual</b>	<b>FY2016 Projected</b>	<b>FY2017 Budgeted</b>
\$59,534	\$72,597	\$73,041

The minimum fund balance goal is 25% of operating expense or approximately \$22,500.

## ***FULL TIME EMPLOYEE HISTORY***

<b>FY2013</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>FY2017</b>
0.5	0.5	0.5	0.5	0.5

## ***ALIGNMENT to STRATEGIC PLAN***

*County Board Goal 1 – Champaign County is committed to being a high performing, open and transparent local government organization*

- This special revenue will continue to be allocated within the limits prescribed by statute.
- A public access workstation is available for researching legal and court information.
- Development of technology solutions continues to minimize requirements for printed materials, while the maintenance of a print collection allows for broader access to information.

## ***DESCRIPTION***

The Champaign County Law Library, a small suite of rooms on the second floor of the Champaign County Courthouse, is open to the public during regular courthouse operating hours and provides legal reference material access to judges, lawyers, and members of the community. One part-time Law Librarian manages Law Library operations and performs adjunct functions in support of the judiciary.

## ***OBJECTIVES***

Consistent with its mission and as a complement to the Circuit Court, the Law Library's objectives include the following:

- Maintaining an up-to-date catalog of legal research materials in both print and electronic formats, available to the public, attorneys, and judges whenever the courthouse is open
- Providing quality service to Law Library patrons while maintaining the highest standards of professional responsibility
- Supporting the judiciary by offering legal research assistance and information updates
- Assisting the Court Administrator in additional duties that support the efficient operation of the Circuit Court

## ***PERFORMANCE INDICATORS***

<b>Indicator</b>	<b>FY2015 Actual</b>	<b>FY2016 Projected</b>	<b>FY2017 Budgeted</b>
Books & CLEAR subscription: Public Defender's Office	\$3,531	\$4,251	\$5,000
Books: Circuit Court/Judges	\$13,320	\$13,986	\$14,685
Westlaw for PDO & Circuit Court	\$17,078	\$17,590	\$18,118
Pro se assistance via Help Desk	\$12,188	\$16,781	\$17,000
Public Access computer terminal	1	1	1
Law Library print subscriptions	20	20	20
Self-Representation Help Desk inquiries	1,938	2,100	2,100