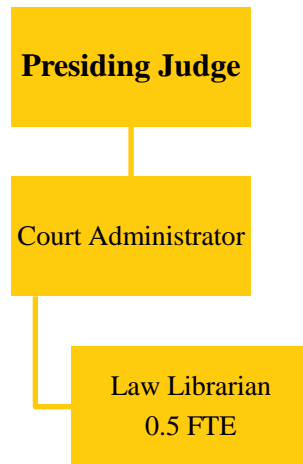


LAW LIBRARY

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 2017, the Law Library has accrued just over 45% of budgeted revenue for the fiscal year. As a cost-saving measure, the Law Librarian position has remained unfilled. Library operations have been overseen by the Court Administrator with the assistance of the Executive Secretary and will continue to be managed in this way through FY 2018. Therefore, to reimburse the General Corporate Fund for the time court staff contribute to library operations, a transfer of \$15,000 will be added to the FY 2018 budget.

The cost of Circuit Court and Public Defender Westlaw legal database subscriptions increased 3% in June 2016, pursuant to the agreement in place between the Circuit Court and Thomson Reuters. A new contract was entered in July 2017. Under the terms of the new subscription, database content has been limited to Illinois binding state and federal primary law; the yearly cap on subscription price increases is now 2% instead of 3%.

As part of the contract renewal with Thomson Reuters, several print title subscriptions have been discontinued. The Law Library will maintain a small catalog of print materials to provide the minimum legal reference materials to the public, judges, and attorneys of Champaign County. Online legal research options are available, but the cost of providing a Westlaw patron access password remains prohibitive.

The Self-Representation Help Desk in the Champaign County Courthouse advances the important goals of facilitating 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 visitors to the Help Desk continues to increase each year. In 2017, an Illinois Bar Foundation JusticeCorps Program Fellow was trained to assist self-represented litigants, so Help Desk hours of operation have been expanded at no cost to the county.

The inception of mandatory electronic filing for all civil cases on January 1, 2018, is expected to have an adverse impact on the accessibility of the courts to indigent and self-represented litigants. Law Library and Help Desk resources must be marshalled in advance to ensure that all litigants are afforded equal access to justice. If an exemption for *pro se* litigants is not established by the Illinois Supreme Court, it may be necessary to purchase additional computer stations for the Law Library and Help Desk.

FINANCIAL

Fund 092 Dept 074			2016	2017	2017	2018
			Actual	Original	Projected	Budget
341	38	LIBRARY FEES	\$94,292	\$91,000	\$91,000	\$91,000
		FEES AND FINES	\$94,292	\$91,000	\$91,000	\$91,000
361	10	INVESTMENT INTEREST	\$101	\$30	\$200	\$100
		MISCELLANEOUS	\$101	\$30	\$200	\$100
REVENUE TOTALS			\$94,393	\$91,030	\$91,200	\$91,100
511	4	REG. PART-TIME EMPLOYEES	\$9,065	\$17,846	\$0	\$0
513	1	SOCIAL SECURITY-EMPLOYER	\$693	\$1,331	\$0	\$0
513	2	IMRF - EMPLOYER COST	\$781	\$1,470	\$0	\$0
513	4	WORKERS' COMPENSATION INS	\$50	\$96	\$0	\$0
513	5	UNEMPLOYMENT INSURANCE	\$307	\$408	\$0	\$0
		PERSONNEL	\$10,896	\$21,151	\$0	\$0
522	3	BOOKS,PERIODICALS & MAN.	\$48,928	\$48,000	\$48,000	\$45,000
		COMMODITIES	\$48,928	\$48,000	\$48,000	\$45,000
533	7	PROFESSIONAL SERVICES	\$14,702	\$17,000	\$0	\$20,000
533	29	COMPUTER/INF TCH SERVICES	\$404	\$500	\$0	\$0
533	33	TELEPHONE SERVICE	\$106	\$135	\$0	\$0
533	85	PHOTOCOPY SERVICES	\$2,814	\$3,800	\$0	\$0
533	93	DUES AND LICENSES	\$75	\$0	\$0	\$0
		SERVICES	\$18,101	\$21,435	\$0	\$20,000
571	80	TO GENERAL CORP FUND 080	\$0	\$0	\$0	\$15,000
		INTERFUND EXPENDITURE	\$0	\$0	\$0	\$15,000
EXPENDITURE TOTALS			\$77,925	\$90,586	\$48,000	\$80,000

FUND BALANCE

FY2016 Actual	FY2017 Projected	FY2018 Budgeted
\$76,002	\$119,202	\$130,302

The minimum fund balance goal is 25% of operating expense or approximately \$20,000.

FULL TIME EMPLOYEE HISTORY

FY2014	FY2015	FY2016	FY2017	FY2018
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.

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

Indicator	FY2016 Actual	FY2017 Projected	FY2018 Budgeted
Judges’ print materials – savings to general fund	\$13,220	\$10,000	\$10,000
Westlaw for PDO & Circuit Court – savings to general fund	\$17,591	\$15,217	\$11,509
Self-Representation Help Desk navigator salary	\$14,702	\$17,476	\$20,000
Self-Representation Help Desk inquiries	2256	2846	2900
Self-Representation Help Desk days open	142	209	220