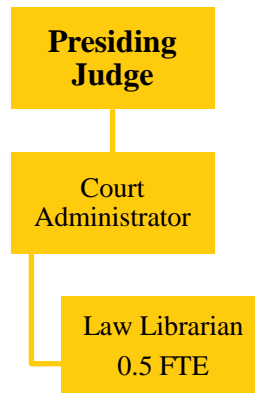


# LAW LIBRARY

## 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**

In July 2021, the Illinois Supreme Court Commission on Access to Justice awarded funding for two grant projects to the Circuit Court: \$5,000 to investigate options for self-help kiosks in the courthouse and community; and \$10,000 for the planning and design of an Online Dispute Resolution program in Champaign County. The funding period runs from August 1, 2021, to July 31, 2022, and may be extended by application for subsequent project phases. The funds will be used to compensate independent consultants. No additional personnel will be funded. Any new programs established with these funds will include sustainability plans for continued operation.

Revenue generated by the operation of the law library continues to benefit the court, court-related departments, and court users. By subsidizing both the judiciary’s and public defender’s print materials and legal database subscriptions, law library fees have saved the general corporate fund an average of \$50,000 per year since 2015. Funding the Legal Self-Help Center (formerly the “Self-Representation Help Desk”) navigator’s salary and related expenses, in addition to continuing the operation of a functioning library offering printed legal research materials available to all, the law library fund is a valuable justice system resource.

The Legal Self-Help Center in the Champaign County courthouse advances the important goals of facilitating equal access to justice and judicial economy by providing self-represented litigants an on-site resource to help move their cases through the system fairly and efficiently. Illinois Bar Foundation JusticeCorps Program members continue to provide additional assistance to self-represented litigants at no cost to the county.

Through May 2021, the Law Library fund has accrued only 30% of budgeted revenue for the fiscal year. Fees are assessed when civil cases are filed. A revenue shortfall is expected again in FY 2021.

The law library and self-help center are currently open for regular business. The law librarian position has remained vacant since mid-June 2016. Creation of an Access to Justice Program Coordinator position to fulfill library management, self-help center oversight, foreclosure mediation coordination, and language access responsibilities is still under consideration, but is unlikely to be proposed for FY 2022, primarily due to revenue shortfalls.

The Law Library continues to 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 for the public are available, but the cost of providing a Westlaw or LexisNexis patron access password remains prohibitive. Beginning in April 2021, the Court entered an agreement with Thomson Reuters West for a monthly pricing and eBook promotion that will reduce the annual subscription price increase of print materials from an average of 15% to 5% for three years. In addition to the cost savings, budgeting will be more accurate and simplified under this plan. Print materials are still used by attorneys, judges, and law library patrons.

**FINANCIAL**

<b>Fund 092 Dept 074</b>			<b>2020</b>	<b>2021</b>	<b>2021</b>	<b>2022</b>
			<b>Actual</b>	<b>Original</b>	<b>Projected</b>	<b>Budget</b>
334	89	ACCESS TO JUSTICE GRANT	\$0	\$0	\$15,000	\$0
335	60	STATE REIMBURSEMENT	\$0	\$0	\$999	\$0
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$0	\$0	\$15,999	\$0
341	38	LIBRARY FEES	\$67,605	\$90,000	\$65,000	\$80,000
		FEES AND FINES	\$67,605	\$90,000	\$65,000	\$80,000
361	10	INVESTMENT INTEREST	\$356	\$600	\$50	\$100
		MISCELLANEOUS	\$356	\$600	\$50	\$100
		<b>REVENUE TOTALS</b>	<b>\$67,961</b>	<b>\$90,600</b>	<b>\$81,049</b>	<b>\$80,100</b>
522	2	OFFICE SUPPLIES	\$148	\$0	\$200	\$500
522	3	BOOKS,PERIODICALS & MAN.	\$44,566	\$50,000	\$37,000	\$40,000
522	44	EQUIPMENT LESS THAN \$5000	\$840	\$0	\$999	\$0
		COMMODITIES	\$45,554	\$50,000	\$38,199	\$40,500
533	7	PROFESSIONAL SERVICES	\$20,457	\$21,000	\$20,000	\$36,000
533	29	COMPUTER/INF TCH SERVICES	\$168	\$0	\$500	\$600
533	33	TELEPHONE SERVICE	\$183	\$150	\$100	\$150
533	42	EQUIPMENT MAINTENANCE	\$0	\$1,200	\$0	\$0
533	85	PHOTOCOPY SERVICES	\$2,878	\$2,500	\$2,450	\$2,500
533	93	DUES AND LICENSES	\$0	\$585	\$0	\$0
533	95	CONFERENCES & TRAINING	\$2,235	\$0	\$2,235	\$2,235
		SERVICES	\$25,921	\$25,435	\$25,285	\$41,485

Fund 092 Dept 074		2020	2021	2021	2022	
		Actual	Original	Projected	Budget	
571	80	TO GENERAL CORP FUND 080	\$0	\$15,000	\$0	\$0
		INTERFUND EXPENDITURE	\$0	\$15,000	\$0	\$0
<b>EXPENDITURE TOTALS</b>		<b>\$71,475</b>	<b>\$90,435</b>	<b>\$63,484</b>	<b>\$81,985</b>	

**FUND BALANCE**

FY2020 Actual	FY2021 Projected	FY2022 Budgeted
\$108,811	\$126,376	\$124,491

The minimum fund balance goal is 25% of operating expense or approximately \$20,000. The increase in FY2021 fund balance is due to the receipt of grants to be expended in FY2022.

**FULL TIME EMPLOYEE HISTORY**

FY2018	FY2019	FY2020	FY2021	FY2022
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 all Law Library patrons while maintaining the highest standards of professional responsibility;
- Supporting programs and initiatives designed to help self-represented litigants navigate the legal system;
- 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>FY2020Actual</b>	<b>FY2021Projected</b>	<b>FY2022 Budgeted</b>
Legal Database subscription for PDO & Circuit Court	\$6,318	\$3,900	\$12,030
Legal Self-Help Center navigator contract	\$20,457	\$21,000	\$21,000
Legal Self-Help Center inquiries	2,179	2,035	2,100
Legal Self-Help Center days open	174	200	218