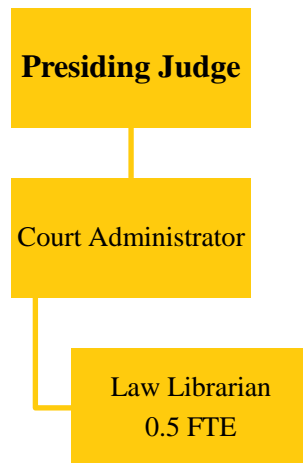


LAW LIBRARY
Fund 092-074



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

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 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 2020, the Law Library fund has accrued less than 30% of budgeted revenue for the fiscal year. Fees are assessed when civil cases are filed. There is no doubt that the number of civil filings has plummeted because of the global coronavirus pandemic. A revenue shortfall is expected for FY2020.

The law library and self-help center were closed from mid-March until the beginning of June due to the pandemic-related closure of the courthouse for regular business. The law librarian position has remained

vacant since mid-June 2016. A part-time librarian was budgeted for FY2020, but the courthouse closure and budgetary concerns have put that plan on hold. A new Access to Justice Program Coordinator position is being considered to fulfill library management, self-help center oversight, foreclosure mediation coordination, and language access responsibilities. Planning for this position is expected to begin in FY21.

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. As of July 1, the Court has begun using LexisNexis for legal research and investigations. The switch from Westlaw will result in considerable savings over the course of the new subscription contract. Some print material subscriptions are being suspended, as well.

FINANCIAL

Fund 092 Dept 074			2019	2020	2020	2021
			Actual	Original	Projected	Budget
341	38	LIBRARY FEES	\$102,051	\$95,000	\$76,000	\$90,000
		FEES AND FINES	\$102,051	\$95,000	\$76,000	\$90,000
361	10	INVESTMENT INTEREST	\$2,015	\$1,000	\$600	\$600
		MISCELLANEOUS	\$2,015	\$1,000	\$600	\$600
REVENUE TOTALS			\$104,066	\$96,000	\$76,600	\$90,600
511	4	REG. PART-TIME EMPLOYEES	\$0	\$18,990	\$0	\$0
513	1	SOCIAL SECURITY-EMPLOYER	\$0	\$1,453	\$0	\$0
513	2	IMRF - EMPLOYER COST	\$0	\$1,389	\$0	\$0
513	4	WORKERS' COMPENSATION INS	\$0	\$121	\$0	\$0
513	5	UNEMPLOYMENT INSURANCE	\$0	\$233	\$0	\$0
513	6	EMPLOYEE HEALTH/LIFE INS	\$0	\$20	\$0	\$0
		PERSONNEL	\$0	\$22,206	\$0	\$0
522	2	OFFICE SUPPLIES	\$650	\$1,000	\$0	\$0
522	3	BOOKS,PERIODICALS & MAN.	\$58,873	\$46,000	\$48,000	\$50,000
522	44	EQUIPMENT LESS THAN \$5000	\$145	\$0	\$0	\$0
		COMMODITIES	\$59,668	\$47,000	\$48,000	\$50,000
533	7	PROFESSIONAL SERVICES	\$19,424	\$21,000	\$21,000	\$21,000
533	29	COMPUTER/INF TCH SERVICES	\$0	\$500	\$669	\$0
533	33	TELEPHONE SERVICE	\$0	\$113	\$113	\$150
533	42	EQUIPMENT MAINTENANCE	\$0	\$1,200	\$1,200	\$1,200
533	85	PHOTOCOPY SERVICES	\$3,958	\$2,500	\$2,500	\$2,500
533	93	DUES AND LICENSES	\$0	\$0	\$0	\$585
		SERVICES	\$23,382	\$25,313	\$25,482	\$25,435
571	80	TO GENERAL CORP FUND 080	\$15,000	\$0	\$0	\$15,000
		INTERFUND EXPENDITURE	\$15,000	\$0	\$0	\$15,000
EXPENDITURE TOTALS			\$98,050	\$94,519	\$73,482	\$90,435

FUND BALANCE

FY2019 Actual	FY2020 Projected	FY2021 Budgeted
\$112,524	\$115,642	\$115,807

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

FULL TIME EMPLOYEE HISTORY

FY2017	FY2018	FY2019	FY2020	FY2021
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

Indicator	FY2019 Actual	FY2020 Projected	FY2021 Budgeted
Legal Database subscription for PDO & Circuit Court	\$11,683	\$8,732	\$6,600
Legal Self-Help Center navigator contract	\$19,424	\$20,000	\$21,000
Legal Self-Help Center inquiries	4,070	3,000	4,000
Legal Self-Help Center days open	218	168	218