

Annual Report 2015

The Clark County Law Library strives to provide access to legal information to all patrons who come through the door. The Library offers personal, professional assistance with no strings attached. Our mission is to ensure that the Clark County Law Library provides a community resource for access to justice for people of any age, income, or educational level.

The Clark County Law Library Board of Trustees presents this 2015 Annual Report, as required by RCW 27.24. This Report is based on information supplied by Maria Sosnowski, Law Librarian. This Annual Report covers the period from January 1, 2015 through December 31, 2015.

Comments are welcome. Please feel free to contact Law Librarian Maria Sosnowski, or board members Rachel Brooks (Co-Chair), Meridee Pabst (Co-Chair), Judges John Fairgrieve and David Gregerson, and Councilor Marc Boldt.

The Library

The Clark County Law Library is created by RCW 27.24. The Library is a unique entity, created by state statute but located in the county. We are governed by a five-member board of trustees, and the bulk of our revenue comes from our statutory share of filing fees. Use of the law library is available at no cost to the public during our open hours.

Our Patrons

The general public is the largest user group in the Law Library, and they asked 86% of the reference questions during the year.

The Library also serves 10 Superior Court judges, six District Court judges, four court commissioners, 500 or more Clark County attorneys as well as attorneys from other counties and Oregon. We provide reference services to inmates in the Clark County Jail and interlibrary loan services to other libraries on an as-needed basis. In addition, the Law Library provides collection maintenance services to the Jail Law Library pursuant to an interlocal agreement with the Sheriff's Department.

Clark County Law Library

Annual Report 2015

Library Statistics

Currently, 13 items are on the missing materials list. This does not include missing books that have been replaced, or outdated items that would have been discarded due to age.

Materials Count

Approximate volumes at beginning of year	16909
Number of volumes added	721
Number of volumes discarded	449
Total approximate volumes	17181
Number on missing list	13

Circulation

Items checked out	466
Inter-Library Loans received	8
Inter-Library Loans sent	6
Total items circulating	480

Books and Print Materials

The law library maintains an extensive collection of Washington materials, including Continuing Legal Education materials from a variety of publishers, Washington State Bar Association Deskbooks, Jury Verdicts Northwest, Washington Practice, and Supreme Court briefs.

We also purchase a number of reporters, treatises, and practice manuals. Given the rising prices of materials, not all of our sets are kept current. Some are maintained on a rotating basis, and some are not maintained. However, we do keep all Washington materials current.

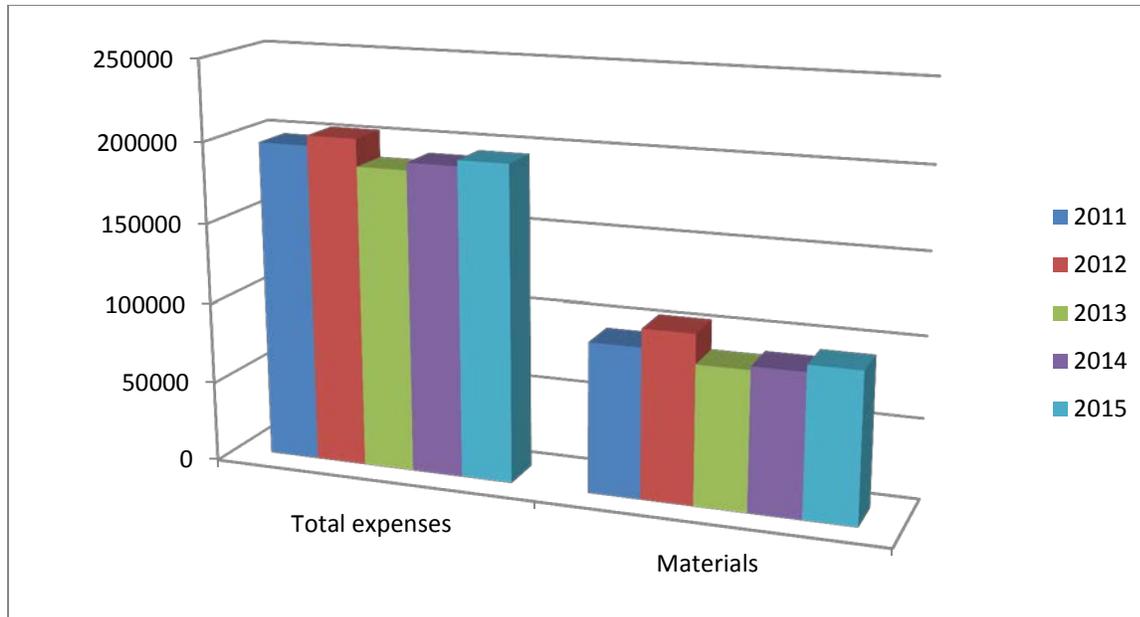
Electronic materials include WestlawNext with cases and statutes for all states and federal circuits, an extensive Washington database, and some secondary materials. We had 8,093 transactions conducted in Westlaw during the year, an increase of 35% over last year.

Shepards as a standalone subscription is no longer offered, so we switched to Lexis Advance for Washington which allows us to maintain Shepards while also offering a basic Washington subscription.

This year 48% of our expenditures were on materials, which includes both computer databases and print materials. Figure 1 shows the relationship between the amount spent on materials and our total expenditures.

Clark County Law Library Annual Report 2015

Figure 1: Total Revenue and Amount Spent on Materials 2011 - 2015



Use of the Library

A. Number of people through the door

This year we had 16,662 people walk in, including 14,814 during open hours and 1,848 during closed hours. (Attorneys with keycards can enter during closed hours) This was a 3% increase from the 16,253 we had last year.

B. Circulation

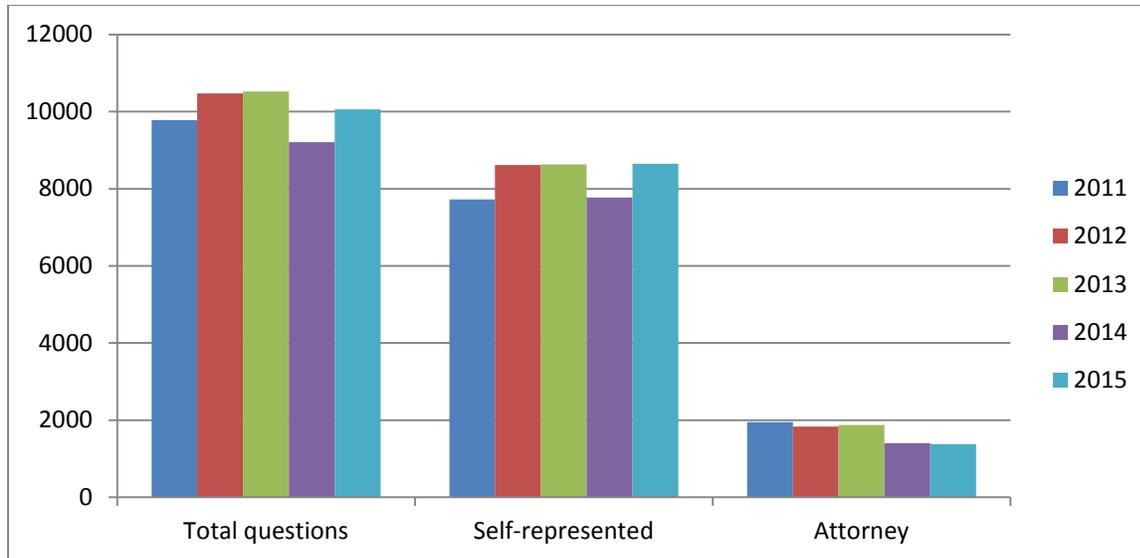
Non-reserve books may be checked out on the honor system by judges, lawyers, and county officials. During 2015, 466 items were checked out. Six items were sent and 8 items were received through interlibrary loan during this period.

C. Reference questions

The Library answered 10,055 reference questions during 2015, an increase of 9%. Of the total questions, 86% came from self-represented patrons (non-attorneys) with the remaining 14% coming from attorneys. (See Figure 2 on the next page) We also answered 14 questions from the public library via QuestionPoint.

Clark County Law Library Annual Report 2015

Figure 2: Reference Questions 20011 – 2015 by Attorneys and Self-represented Patrons



D. Inmate Requests

During the period covered by this report, the Library received 30 inmate requests.

Financial Report

The money in our budget comes from our statutory share of filing fees, interest on our reserve account, and any additional funds we are able to generate ourselves. Our revenues came from the following sources:

A. Passive revenues

1. Filing fees. In 2015, we received \$73,325 from District Court filing fees, and \$105,009 from Superior Court. This was an increase in filing fees of 4% from District Court and 1% from Superior Court in the last year, and the first time in 6 years that our Superior Court filing fee revenues have increased.

2. Investment interest. We earned \$897 in interest on our account during the year.

B. Self-generated revenues

1. Form kits. We sold two types of form kits during the year, which raised \$14,223 in gross revenues.

Clark County Law Library Annual Report 2015

2. After-hours access keycards. We continue to charge attorneys for after-hours keycards, which raised \$1,347.

3. Copier. We raised \$2,302 from our share of copier revenues and printing.

4. Sale of outdated materials. Certain materials, which in the opinion of the Librarian are likely to sell, are listed for bid. This allows the Library to raise a nominal amount of money from items that would otherwise be discarded. We raised an additional \$446 this way.

5. Jail contract. The Board of Trustees has an interlocal agreement with the Clark County Sheriff to provide services to the county jail facility to maintain their law library. In return, the Jail compensates the Library for the time of the law librarian. We received \$998 from the Jail during the year.

Total self-generated revenues: Our total self-generated revenues were \$19,316 for the year and 9.7% of our total revenue.

Figure 3: Law Library Income by Category 2011 - 2015

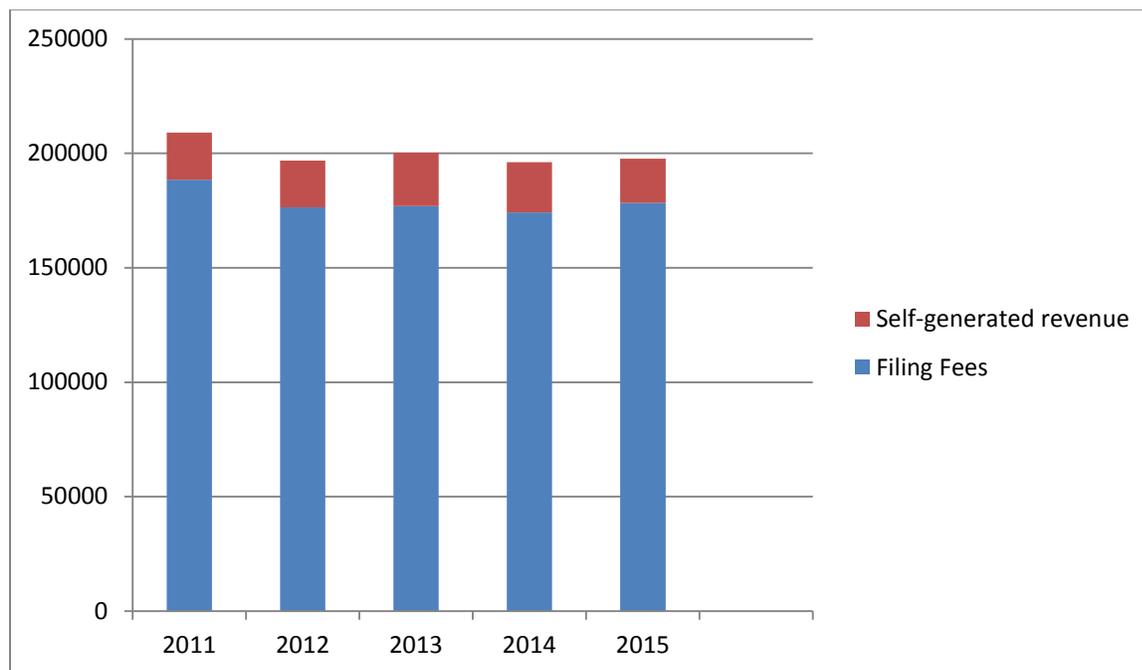


Figure 4 on the next page lists expenditures and revenues by category. The law library ended the year under budget on both expenses and revenues.

Clark County Law Library Annual Report 2015

Figure 4: January – December 2015 Expense and Revenue Numbers

<u>Income</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent of budget</u>
District Court filing fees	69,000.00	73,325.00	106%
Superior Court filing fees	107,448.00	105,009.00	98%
Interest	1,000.00	897.00	90%
Copier	2,000.00	2,302.00	115%
After-hours access keycards	1,620.00	1,347.00	83%
Form packets (gross)	17,500.00	14,223.00	81%
Jail Law Library services	500.00	998.00	200%
Reserve account	277.00	277.00	100%
Income Subtotal	199,845.00	194,986.00	98%
<u>Expenses</u>			
Salaries	74,675.00	67,402.00	90%
Employee benefits	29,500.00	31,261.00	106%
Books, materials, and databases	90,000.00	93,085.00	103%
Office supplies and printing	2,500.00	1,293.00	52%
Temporary employment	120.00	104.00	87%
Telephone	250.00	198.00	79%
Long distance travel	500.00	0.00	0%
Equipment maintenance/repair	500.00	921.00	184%
Computer maintenance	300.00	308.00	103%
Dues and memberships	500.00	413.00	83%
Tuition and registration	500.00	0.00	0%
Furniture	500.00	0.00	0%
Expenses Subtotal	199,845.00	198,824.00	99%

Clark County Law Library Annual Report 2015

Figure 5: Income and Expenses for 2011 - 2015

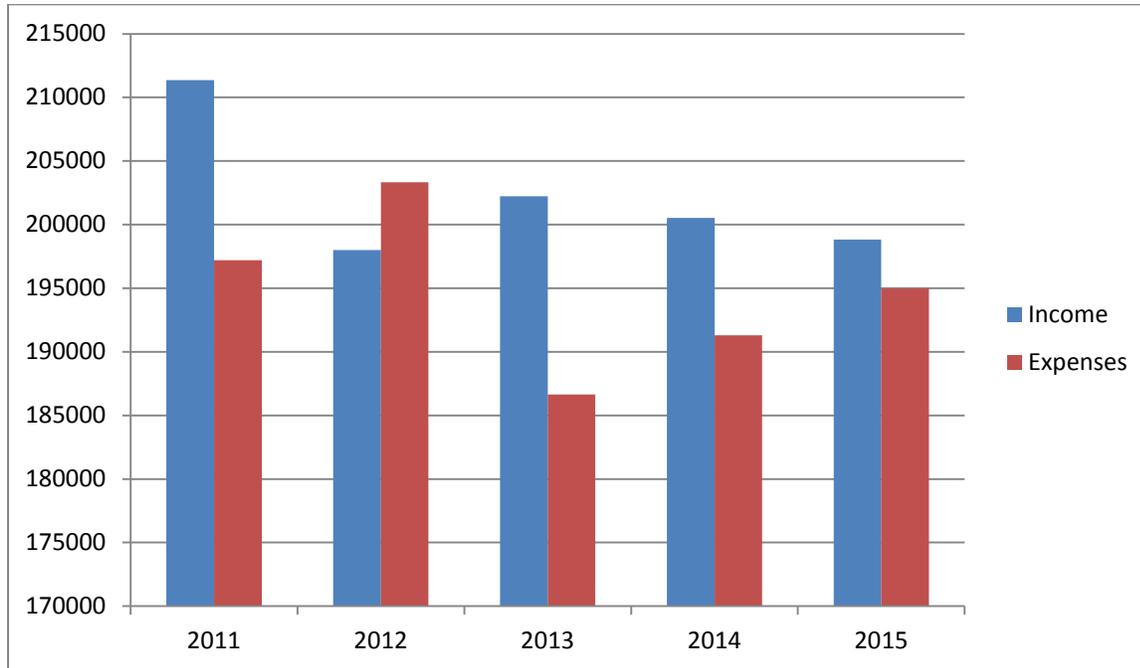


Figure 5 shows our actual total income compared with total expenses for the last 5 years. The library makes decisions about materials along the way each year to ensure that we do not exceed income.

Summary

The Law Library continued its service to the public by helping with over 10,000 questions asked by citizens. We will continue our conservative financial management to enable the library to continue its mission.

Submitted on behalf of the Board of Trustees by:

_____/s/_____
Meridee Pabst, Co-Chair

_____/6/27/16_____
Date

_____/s/_____
Rachel Brooks, Co-Chair

_____/6/27/16_____
Date