



## **Law Library**

**Jennifer Dalglish, Law Librarian**

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Room 101  
Oregon City, Oregon 97045  
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Website Address: <https://www.clackamas.us/lawlibrary>



### Description of Fund

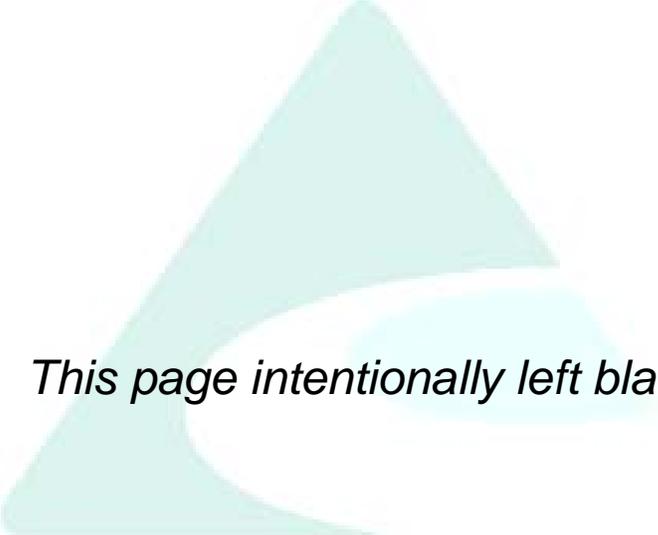
In accordance with state statute (ORS 9.815), Clackamas County maintains and operates a Law Library available at reasonable hours to the public at a convenient location. Law Library resources, materials, services and professional staff are available to everyone, including but not limited to Clackamas County Circuit Court Judges, County Counsel, the District Attorney's office, County Departments, attorneys, litigants, self-represented litigants, legal professional staff, authors, reporters, students, and others. The Law Library has a highly selective and well-balanced collection of legal research resources and materials available in both print and electronic formats. It is necessary to make legal research materials available in multiple formats to help people perform thorough, reliable and accurate legal research. The physical Law Library collection includes approximately 15,000 legal titles, the majority of which are not available online or not available for free or at a low cost online. Many titles in our collection are no longer being updated regularly due to largely static revenue and rising costs. The Law Library electronic collection includes subscriptions to Westlaw Next, LexisNexis Online, Oregon State Bar BarBooks and access to other free and low-cost computer assisted legal research databases. Purchasing access to commercial online legal research subscription databases is only available for public access in bundled formats and costs continue to rise. The Law Library also provides other services, including but not limited to: conference/study rooms, legal research materials on microfilm/fiche, photocopy/fax/print machines, and remote legal documents request. The Law Library employs professionals with public law library experience, education and training to manage, operate and maintain the Law Library and provide patrons with legal research assistance, legal information dissemination and other legal reference assistance. The Law Library is a high-tech, high-touch atmosphere that includes quiet, contemplative space for reading, filling out forms, small meetings and research.

### Revenue Summary

The Law Library revenue source was altered by the 2011 Oregon State Legislature (2011 House Bills 2710, 2712, and 5056). Prior to this shift, since 1927, all Law Library revenue was generated from a portion of the filing fees collected in each civil suit, action or proceeding. For the 2011-2013 biennium, Law Library revenue was derived from a set appropriation (2011 HB 5056). The Chief Justice distributed these funds to counties based on revenue received from filing fees collected in the 2009-2011 biennium from civil actions commenced in each county's circuit court. The amount was less (proportionately reduced) than its 2009-2011 amount since the legislative appropriation for 2011-2013 was approximately 26 percent below the 2009-2011 amounts. Clackamas County Law Library was allocated \$713,128.71 for the 2011-2013 biennium. The State Court Administrator's office is now statutorily mandated to conduct biennial surveys of county law library services, staffing and usage. The Legislative Interim Committee on State Courts Revenue Structure (created by 2011 HB 2710 Sec. 171) was directed to study funding of county law libraries and make recommendations on the manner in which they are funded no later than January 1, 2013 (2011 HB 2367). The authority of counties to set "add-on" fees for law libraries was repealed and any funds generated from add-ons go to the state and not the county (2011 HB 2710). The Law Library beginning fund balance, which comprises the majority of the Law Library's total resources, is funding accumulated by the Law Library for anticipated necessary expenditures for the future of the Law Library. Minor contributions to revenue come from earned interest and copier/printer fees. The 2013 Oregon State Legislature appropriated \$100,000 less funding for county law libraries for the 2013-2015 biennium. Clackamas received 9.64% of this total appropriation. The 2017 Oregon State Legislature further cut the law library allocation resulting in approximately \$50,000 less revenue for Clackamas. The Law Library is making significant adjustments to minimize the impact on existing resources and services and looking for alternate revenue sources.

### Expenditure Summary

The majority of available funds have been held in reserve and contingency for anticipated future expenditures of continuing to provide, support and maintain a robust Law Library program with modern services at existing levels. Even with significant expenditure adjustments, due to the recent changes in Law Library funding, the "future" is here. Cost allocations, professional staff, subscriptions to online legal research databases, and updating books, treatises and other print materials necessary to provide equal access to legal research information, referrals, and other assistance continue to rise and comprise the majority of Law Library expenditures while revenue has decreased.



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**CLACKAMAS**  
C O U N T Y

**Clackamas County, OR.  
Revenue and Expense Report**

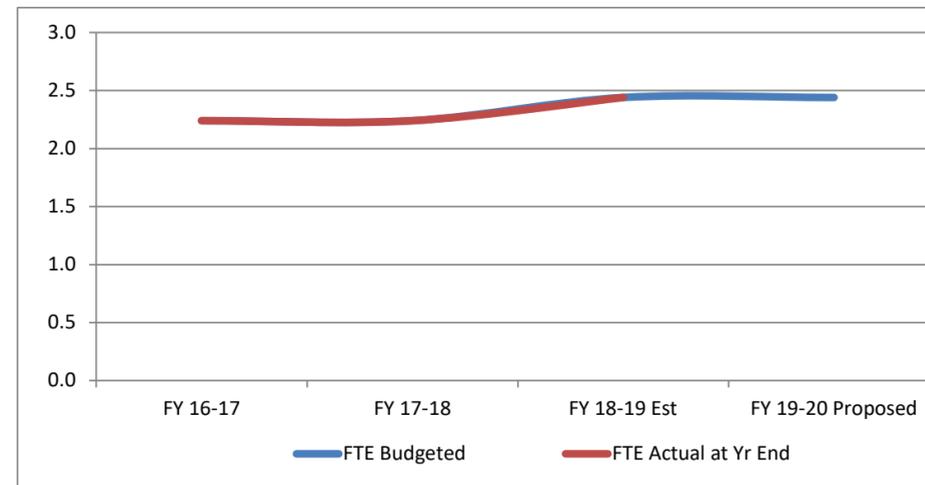
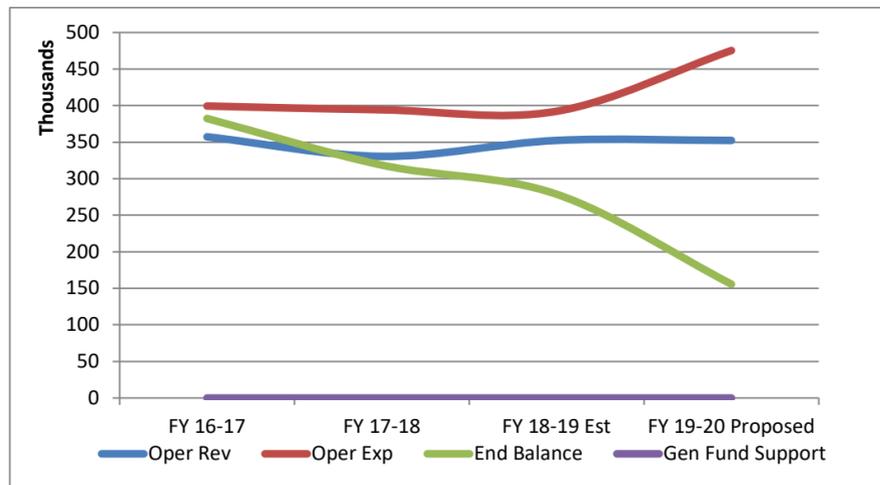
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	Change	Pct. Change
Law Library	Actual	Actual	Amended Budget	Projected Year End	Department Requested	Proposed Budget	from Prior Year Budget	from Prior Year Budget
<b>1150 Law Library</b>								
<b>211 Law Library Fund</b>								
302001 Fund Bal at End of Prior Year	424,472	382,379	318,645	318,645	278,746	278,746	(39,899)	(12.52)
341510 Copies of Documents	3,205	1,266	2,500	2,000	2,000	2,000	(500)	(20.00)
361000 Interest Earned	4,254	4,469	2,500	500	500	500	(2,000)	(80.00)
367000 Contributions & Donations	0	0	10,000	0	0	0	(10,000)	(100.00)
369200 Courts Reimbursements	349,854	324,816	324,816	349,854	349,854	349,854	25,038	7.71
387020 Merchant Discount Fees	0	0	0	0	0	0	0	0.00
<b>Total Revenue</b>	<b>781,786</b>	<b>712,930</b>	<b>658,461</b>	<b>670,999</b>	<b>631,100</b>	<b>631,100</b>	<b>(27,361)</b>	<b>(4.16)</b>
411100 Regular Full Time Employees	76,358	77,928	81,420	81,420	0	83,448	2,028	2.49
412100 Regular Part Time	48,989	49,982	63,696	35,014	0	59,197	(4,499)	(7.06)
413000 Temporary Workers	9,065	10,607	7,000	24,607	8,000	8,000	1,000	14.29
414030 Overtime	94	196	100	405	500	500	400	400.00
414040 Holiday Pay	0	0	0	129	200	200	200	0.00
415000 Fringe Benefits	76,441	86,673	88,533	76,174	0	125,353	36,820	41.59
415020 Worker Compensation	668	102	114	114	0	118	4	3.51
415030 Unemployment	212	311	147	147	0	108	(39)	(26.53)
421100 General Office Supplies	3,548	231	5,000	3,000	5,000	5,000	0	0.00
421110 Postage	24	32	100	100	100	100	0	0.00
431420 Legal Fees	0	508	100	100	100	100	0	0.00
432100 Telephone	1,423	1,491	1,500	1,000	1,500	1,500	0	0.00
433100 Travel and Per Diem (no mileage)	153	728	1,000	500	1,000	1,000	0	0.00
433110 Mileage Reimbursement	0	50	0	0	0	0	0	0.00
434180 Bindery Services	799	329	2,000	1,000	1,500	1,500	(500)	(25.00)
435180 Casualty Insurance	1,610	2,000	1,477	1,477	0	1,660	183	12.39
437200 Equipment Repair & Maint	965	3,201	2,000	2,000	1,500	1,500	(500)	(25.00)
439100 Dues & Memberships	2,255	2,352	2,000	2,000	1,500	1,500	(500)	(25.00)
439410 Recurring Book Purchases	106,383	92,893	112,203	102,203	110,000	110,000	(2,203)	(1.96)
439953 Merchant Charge	0	45	0	0	0	0	0	0.00
478101 Finance Alloc Cost	3,032	3,264	3,254	3,254	0	3,677	423	13.00
478102 Tech Svc Alloc Cost	28,480	20,862	16,001	16,001	0	13,335	(2,666)	(16.66)
478103 Building Maint Alloc Cost	25,673	26,824	28,769	28,769	0	41,639	12,870	44.74
478104 PGA Alloc Cost	1,578	1,477	604	604	0	1,553	949	157.12
478105 Records Mgt Alloc Cost	0	0	0	0	0	1,117	1,117	0.00
478106 Purchasing Alloc Cost	294	271	225	225	0	222	(3)	(1.33)
478107 Courier Alloc Cost	1,074	1,645	1,346	1,346	0	1,405	59	4.38

**Clackamas County, OR.  
Revenue and Expense Report**

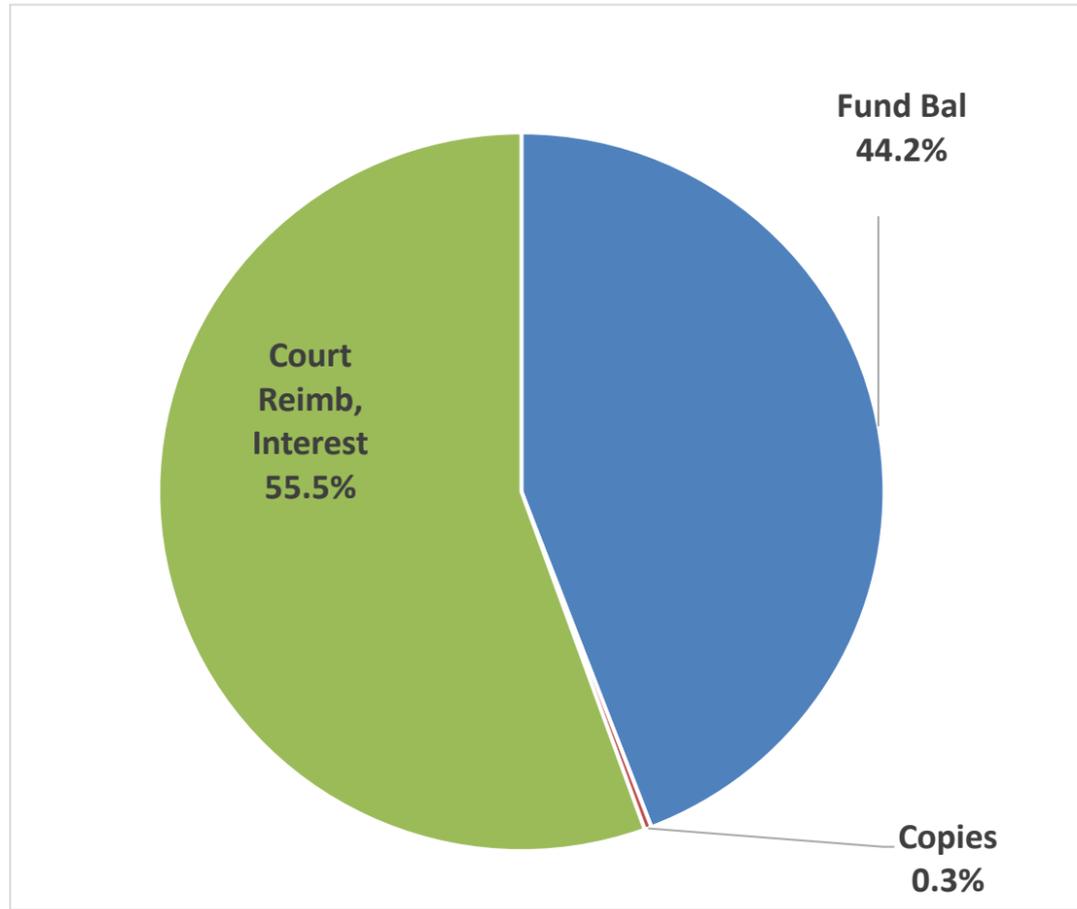
	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	Change	Pct. Change
Law Library	Actual	Actual	Amended Budget	Projected Year End	Department Requested	Proposed Budget	from Prior Year Budget	from Prior Year Budget
<b>1150 Law Library</b>								
<b>211 Law Library Fund</b>								
478111 Personnel Admin Alloc Cost	3,057	3,170	3,365	3,365	0	4,309	944	28.05
478112 County Admin Alloc Cost	1,212	1,176	1,134	1,134	0	1,240	106	9.35
478117 Mailroom Overhead Allocation	12	79	6	6	0	24	18	300.00
478201 Electric Utility Alloc	4,297	4,286	4,400	4,400	0	4,430	30	0.68
478202 Natural Gas Utility Alloc	197	192	483	483	0	474	(9)	(1.86)
478203 Water Utility Alloc	288	292	278	278	0	221	(57)	(20.50)
478204 Trash Removal Alloc	1,227	1,087	998	998	0	937	(61)	(6.11)
490001 Reserve for Future Expenditure	0	0	50,000	0	136,360	136,360	86,360	172.72
499001 Contingency	0	0	179,208	0	19,373	19,373	(159,835)	(89.19)
<b>Total Expense</b>	<b>399,407</b>	<b>394,284</b>	<b>658,461</b>	<b>392,253</b>	<b>286,633</b>	<b>631,100</b>	<b>(27,361)</b>	<b>(4.16)</b>
<b>Total Law Library Fund</b>	382,379	318,645	0	278,746	344,467	0	0	0.00
<b>Total Law Library</b>	382,379	318,645	0	278,746	344,467	0	0	0.00
<b>Grand Total</b>	382,379	318,645	0	278,746	344,467	0	0	0.00

**Law Library  
Summary of Revenue and Expense**

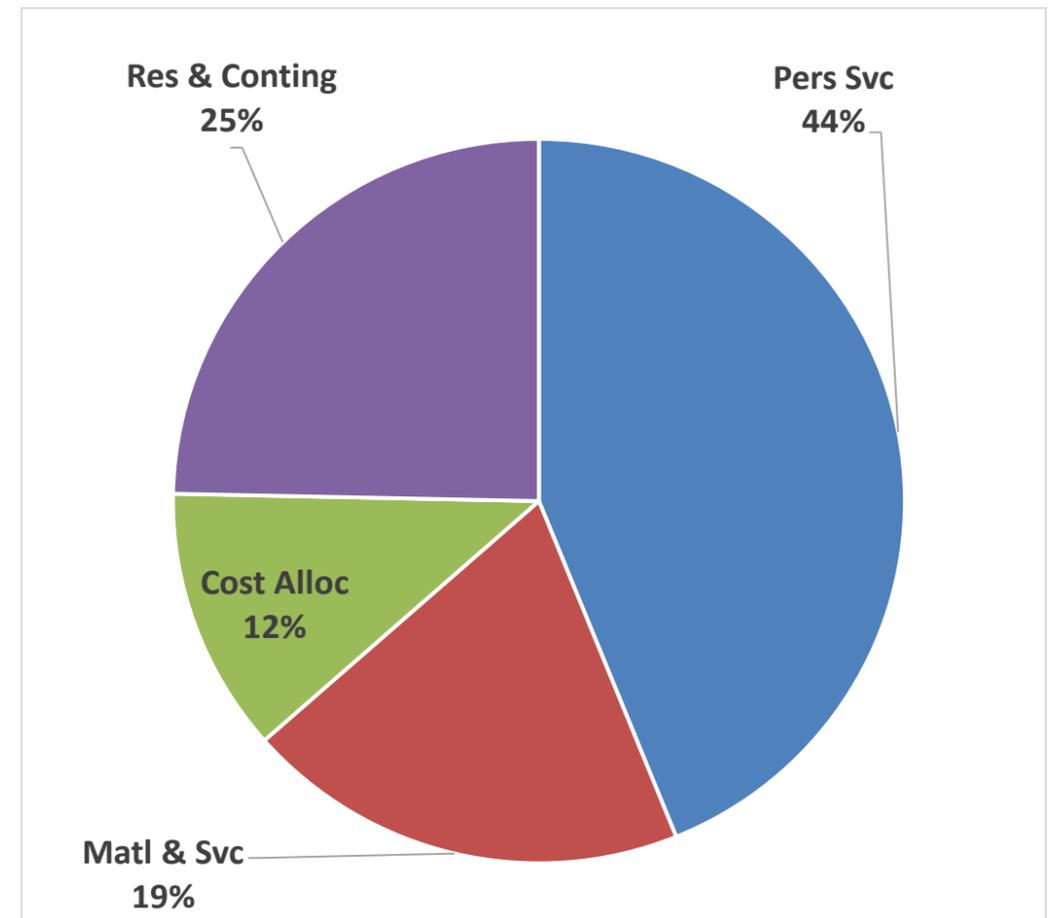
	FY 16-17	FY 17-18	FY 18-19 Amended Budgeted	FY 18-19 Projected Year End	FY 19-20 Proposed Budget	Chg from Prior Yr Budget	% Chg from Prior Yr Budget
<b>Beginning Balance</b>	<b>424,472</b>	<b>382,379</b>	<b>318,645</b>	<b>318,645</b>	<b>278,746</b>	<b>-39,899</b>	<b>-12.5%</b>
Prior Year Revenue	0	0	0	0	0	0	0%
Taxes	0	0	0	0	0	0	0%
Licenses & Permits	0	0	0	0	0	0	0%
Federal Grants & Revenues	0	0	0	0	0	0	0%
State Grants & Revenues	0	0	0	0	0	0	0%
Local Grants & Revenues	0	0	0	0	0	0	0%
Charges for Service	3,205	1,266	2,500	2,000	2,000	-500	-20.0%
Fines & Penalties	0	0	0	0	0	0	0%
Other Revenues	354,108	329,285	337,316	350,354	350,354	13,038	3.9%
Interfund Transfers	0	0	0	0	0	0	0%
<b>Operating Revenue</b>	<b>357,313</b>	<b>330,551</b>	<b>339,816</b>	<b>352,354</b>	<b>352,354</b>	<b>12,538</b>	<b>3.7%</b>
% Change	NA	-7.5%	2.8%	6.6%	0.0%		
Personnel Services	211,827	225,799	241,010	218,010	276,924	35,914	14.9%
Materials & Services	117,159	103,860	127,380	113,380	123,860	-3,520	-2.8%
Cost Allocation Charges	70,421	64,625	60,863	60,863	74,583	13,720	22.5%
Debt Service	0	0	0	0	0	0	0%
Interfund Transfers	0	0	0	0	0	0	0%
Capital Outlay	0	0	0	0	0	0	0%
<b>Operating Expenditure</b>	<b>399,407</b>	<b>394,284</b>	<b>429,253</b>	<b>392,253</b>	<b>475,367</b>	<b>46,114</b>	<b>10.7%</b>
% Change	NA	-1.3%	8.9%	-0.5%	21.2%		
Reserve for Future Expenditures	0	0	50,000	0	136,360	86,360	172.7%
Contingency	0	0	179,208	0	19,373	-159,835	-89.2%
<b>Total Expenditure</b>	<b>399,407</b>	<b>394,284</b>	<b>658,461</b>	<b>392,253</b>	<b>631,100</b>	<b>-27,361</b>	<b>-4.2%</b>
<b>Ending Balance (if applicable)</b> (includes Reserve & Contingency)	<b>382,378</b>	<b>318,646</b>	<b>229,208</b>	<b>278,746</b>	<b>155,733</b>	<b>-73,475</b>	<b>-32.1%</b>
<b>General Fund Support (if applicable)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Full Time Equiv Positions (FTE) Budgeted	2.24	2.24	2.44		2.44	-	0%
Full Time Equiv Positions (FTE) Filled at Yr End	2.24	2.24		2.44			
Full Time Equiv Positions (FTE) Vacant at Yr End	-	-		-			



**Law Library  
FY 19-20 Proposed Budget**



**Resources**



**Requirements**