



Legal Resource Center Fund (Law Library)

The Legal Resource Center Fund's (Law Library's) mission is to provide resources and reference services that address the legal information needs of the general public, Loudoun County government, court personnel, attorneys, and the local prison population. The Law Library, which is located in the Loudoun County Courts Complex, provides a collection of legal materials and electronic resources that are not generally available elsewhere in the County. A full-time legal resources specialist orders, shelves, and updates materials. The Law Library is open from 8:00 a.m. to 4:00 p.m. weekdays. During these hours, the legal resources specialist provides reference service, bibliographic instruction, copier service, online access, library cards, notary public service, etc. Attorneys and court personnel can also access the collection at other times if needed. The legal resources specialist responds to patrons' requests in person, by telephone, and via email as well as to prisoner requests submitted by the Loudoun County Sheriff's Office.

The Department of Library Services manages the Legal Resource Center Fund and the legal resources specialist.¹ Other Library Services staff provide assistance at the Law Library when the legal resources specialist is unavailable. In FY 2018, Library Services expanded the availability of legal resources throughout the County by providing access to Westlaw, a specialized online legal resource, at all library locations.

¹ In FY 2017, the Law Library was transferred from the Clerk of the Circuit Court's Office to Library Services, so its resources could have a greater impact on the community.

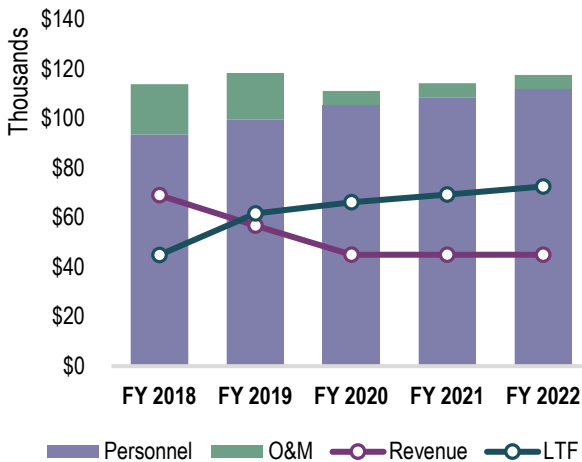


Legal Resource Center Fund (Law Library)

Revenues, Expenditures, and Changes in Fund Balance¹

	FY 2018 Actual ²	FY 2019 Actual ³	FY 2020 Adopted	FY 2021 Proposed	FY 2022 Projected
Beginning Fund Balance	\$9,370	\$20,078	\$20,997	\$20,997	\$20,997
Revenues					
Charges for Services	\$54,025	\$55,732	\$44,980	\$44,980	\$44,980
Gifts and Donations	14,950	0	0	0	0
Transfers from the General Fund	55,612	62,537	66,170	69,229	72,542
Use of Money and Property	0	977	0	0	0
Total – Revenues	\$124,587	\$119,246	\$111,150	\$114,209	\$117,522
Expenditures					
Personnel	\$93,599	\$99,663	\$105,478	\$108,569	\$111,826
Operating and Maintenance	20,279	18,664	5,672	5,640	5,696
Total – Expenditures	\$113,879	\$118,327	\$111,150	\$114,209	\$117,522
Estimated Ending Fund Balance	\$20,078	\$20,997	\$20,997	\$20,997	\$20,997
Percent Change	114%	5%	0%	0%	0%
FTE	1.00	1.00	1.00	1.00	1.00

Revenue and Expenditure History



Revenue/Local Tax Funding

The Law Library’s funding sources are charges for services, which relate to revenue collections by the Clerk of the Circuit Court and the Clerk of the General District Court, donations, and a transfer from the General Fund (local tax funding).

Expenditure

The majority of the Law Library’s expenditure budget is dedicated to personnel costs.

As reflected in the table above, a transfer from the General Fund to the Legal Resource Center Fund is included in the budget to address projected shortfalls in the Law Library’s revenue. It is anticipated that expenditures in this fund will continue to be

¹ Sums may not equal due to rounding.

² Source: Loudoun County FY 2018 Comprehensive Annual Financial Report (CAFR).

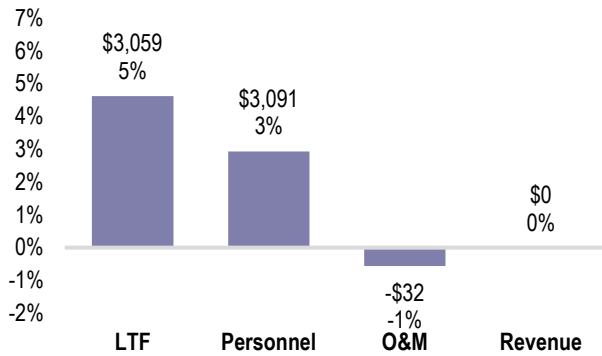
³ Source: Loudoun County FY 2019 CAFR.



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higher than projected revenues and will necessitate additional transfers from the General Fund. During FY 2019, the Department of Library Services transferred funds from its General Fund operating budget to the Legal Resource Center Fund to help cover actual expenditures since the Fund’s revenues were not sufficient.

Percent Change from Adopted FY 2020 to Proposed FY 2021

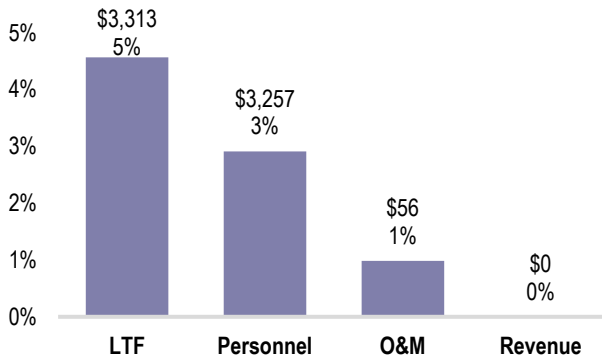


Reasons for Change:

Personnel: ↑ general pay changes || **O&M:** ↓ decreased central service expenditures ||

Revenue: ↔

Percent Change from Proposed FY 2021 to Projected FY 2022



Reasons for Change:

Personnel: ↑ 3 percent || **O&M:** ↑ 1 percent

Revenue: ↔