



Legal Resource Center Fund (Law Library)

The Legal Resource Center Fund's (Law Library) 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 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 incarcerated 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. Other Library Services staff members provide assistance at the Law Library when the legal resources specialist is unavailable. Library Services provides access to Westlaw, a specialized online legal resource, at all library locations.

**Legal Resource Center Fund (Law Library)****Revenues, Expenditures, and Changes in Fund Balance¹**

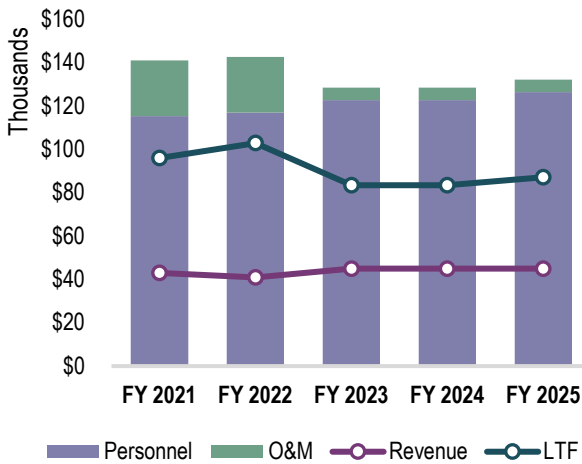
	FY 2021 Actual ²	FY 2022 Actual ³	FY 2023 Adopted	FY 2024 Proposed	FY 2025 Projected
Beginning Fund Balance	\$23,550	\$21,430	\$22,612	\$22,612	\$22,612
Revenues					
Charges for Services	\$42,838	\$40,871	\$44,980	\$44,980	\$44,980
Use of Money and Property	92	41	0	0	0
Transfers from the General Fund	96,009	102,867	83,448	83,448	87,188
Total – Revenues	\$138,939	\$143,779	\$128,428	\$128,428	\$132,168
Expenditures					
Personnel	\$115,327	\$116,978	\$122,767	\$122,767	\$126,450
Operating and Maintenance	25,732	25,618	5,661	5,661	5,718
Total – Expenditures	\$141,059	\$142,596	\$128,428	\$128,428	\$132,168
Estimated Ending Fund Balance	\$21,430	\$22,612	\$22,612	\$22,612	\$22,612
Percent Change	-9%	6%	0%	0%	0%
FTE	1.00	1.00	1.00	1.00	1.00

¹ Sums may not equal due to rounding.² Source: Loudoun County FY 2021 Annual Comprehensive Financial Report (ACFR).³ Source: Loudoun County FY 2022 ACFR.



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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).

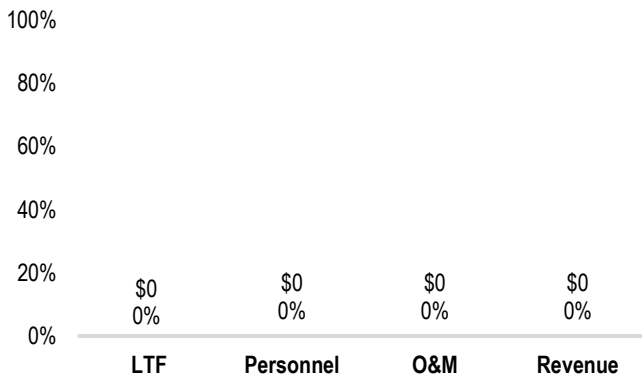
Expenditure

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

Major drivers of personnel increases are compensation increases, including merit increases for the general workforce in each fiscal year.¹

As reflected in the table above, a transfer from the General Fund to the Legal Resource Center Fund, which is presented as Local Tax Funding, is included in the budget to address the gap between the Law Library’s revenue and expenditures. It is anticipated that expenditures in this fund will continue to be higher than projected revenues and will necessitate an increase in the transfer from the General Fund.

Percent Change from Adopted FY 2023 to Proposed FY 2024



Reasons for Change:

Personnel: ↔ General pay increase is budgeted in the non-departmental budget || **O&M:** ↔ ||

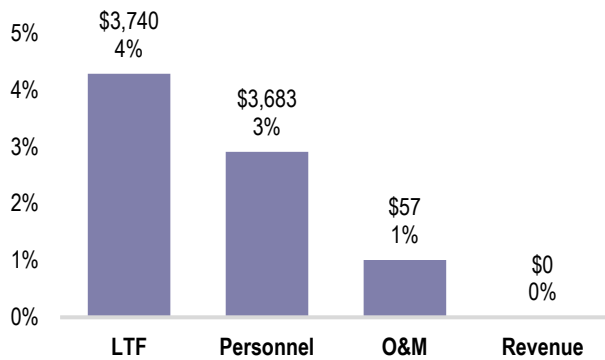
Revenue: ↔

¹ See summary of merit increases in Non-Departmental Expenditures section 6-2.



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Percent Change from Proposed FY 2024 to Projected FY 2025



Reasons for Change:

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

|| Revenue: ↔