



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 Law Library is open from 8:30 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 members 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.

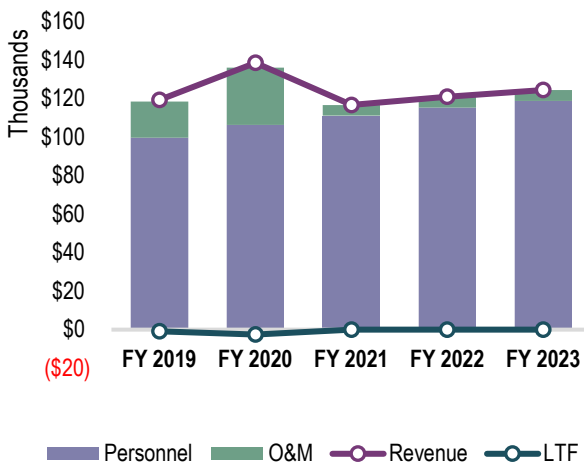


Legal Resource Center Fund (Law Library)

Revenues, Expenditures, and Changes in Fund Balance¹

	FY 2019 Actual ²	FY 2020 Actual ³	FY 2021 Adopted	FY 2022 Proposed	FY 2023 Projected
Beginning Fund Balance	\$20,078	\$20,997	\$23,550	\$23,550	\$23,550
Revenues					
Charges for Services	\$55,732	\$56,374	\$44,980	\$44,980	\$44,980
Gifts and Donations	0	5,000	0	0	0
Transfers from the General Fund	62,537	86,170	71,645	75,867	79,380
Use of Money and Property	977	918	0	0	0
Total – Revenues	\$119,246	\$138,462	\$116,625	\$120,847	\$124,360
Expenditures					
Personnel	\$99,663	\$106,308	\$110,985	\$115,186	\$118,642
Operating and Maintenance	18,664	29,601	5,640	5,661	5,718
Total – Expenditures	\$118,327	\$135,909	\$116,625	\$120,847	\$124,360
Estimated Ending Fund Balance	\$20,997	\$23,550	\$23,550	\$23,550	\$23,550
Percent Change	5%	12%	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 2019 Comprehensive Annual Financial Report (CAFR).

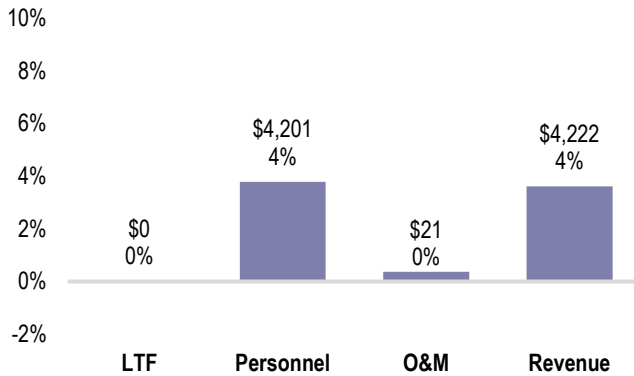
³ Source: Loudoun County FY 2020 CAFR.



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higher than projected revenues and will necessitate additional transfers from the General Fund. During FY 2020, 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.

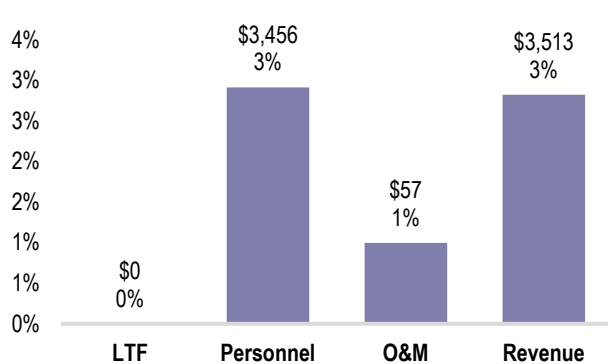
Percent Change from Adopted FY 2021 to Proposed FY 2022



Reasons for Change:

Personnel: ↑ General pay increase || **O&M:** ↑ Central services expenditures increase || **Revenue:** ↑ Transfer from the General Fund increase

Percent Change from Proposed FY 2022 to Projected FY 2023



Reasons for Change:

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