

WASHINGTON STATE LAW LIBRARY

INTRODUCTION

The Washington State Law Library acts as a key component in the administration of justice by ensuring access to legal information. The State Law Library serves a vital function by providing access to legal information resources for the judicial branch, the legislative and executive branches of state and local government, and the citizens of the State.

The State Law Library serves as a legal research library for the Supreme Court, the Court of Appeals, the Legislature, the Governor's Office, the Office of the Attorney General and all state employees. Publications are loaned throughout the state, and the library's internet reference and instant messaging provide a wealth of information to individuals unable to personally visit the library.

The State Law Library stands as a state treasure, valuable not only for the collection itself but also for the added value that the staff bring to the Library's core mission of providing legal research services. State Law Library staff perform at a consistent level of excellence, providing users with legal information in formats suitable to their requests and needs.

STRATEGIC PLAN

AGENCY MISSION

The Washington State Law Library provides access to a wide range of legal information resources for the judicial, legislative and executive branches of state and local government, and for citizens of the State of Washington.

The activities of the State Law Library improve the administration of justice by ensuring access to legal information by all citizens. Services of the State Law Library also improve efficiency for the judiciary and for other public employees by making legal resources available in a timely manner.

STATUTORY AUTHORITY

The State Law Library is established under RCW 27.20, which provides that the State Law Library is part of the judicial branch and is under the exclusive jurisdiction and control of the Supreme Court. The State Law Library is also governed by SAR 18 and by CAR 18.

Under SAR 18, the State Law Library "is to maintain a legal research library for the use of all state officials and employees, equipped to serve them effectively with legal research materials required by them in connection with their official duties." SAR 18 also states that the State Law Library serves employees of the

Supreme Court, the Office of the Administrator for the Courts, the Attorney General, the Legislature, the Governor's Office, and commissions, agencies and boards of all branches of state government.

Further, SAR 18 requires the State Law Librarian to establish, develop, and maintain libraries for each division of the Court of Appeals. CAR 18 also provides that the State Law Librarian shall counsel and advise in the selection of legal research materials for use by the Court of Appeals.

GOALS

- To improve public access to justice by providing excellent legal information resources in the most effective and cost-efficient method possible;
- To promote State Law Library services which will improve access to the courts and provide citizens with legal research information.

MAJOR STRATEGIES

To achieve its mission and goals the Law Library uses the following strategies:

- To maintain a high-quality collection of legal resources, providing a base of primary information for citizens throughout the state.
- To provide legal reference assistance in person, by telephone, and electronically, using the most effective methods available.
- To work with other libraries to promote the State Law Library services, utilizing interlibrary loan between libraries and sharing information to assist in collection development and cancellation choices.
- To partner with other libraries and state agencies to develop programs for delivering legal information resources to citizens throughout the state.
- To continue to provide alternative formats to print acquisitions, providing access to electronic information and legal resources when available.

MEASURES

During the biennium, the State Law Library will evaluate its services to users of the library, continually evaluating changes in use patterns, interlibrary loan requests, and internet reference questions. Measurements will help the Library assess who is using our services, so that we can best target user preferences and needs. Evaluation of electronic and personal legal reference assistance will enable the Library to continue providing high-quality legal assistance to its users.

We will measure changes in the collection, tracking the number of publications added or withdrawn, and we will evaluate the type of format best used. This will help us plan for space needs and evaluate the best ways to serve users. We will use selective ordering practices, supplementing publications in alternate years to reduce costs. Electronic legal databases will be upgraded, discontinued, or added depending on patron use.

We will also measure net additions of publications to the main library collection and to each library for the Court of Appeals. The total number of titles is now over 55,000 net per year.

EXTERNAL ENVIRONMENT

The State Law Library continues to see an increase in the demand for services. Patrons are comfortable accessing the internet and electronic services, so the Library's internet reference service will grow in its effectiveness, tapping into users' facility with online searching.

The collection itself will grow slowly, its growth fueled by the continuation of existing legal materials. The number of new acquisitions will actually decrease, balanced by increased utilization of electronic resources. The library will continue to offer training in new electronic legal databases as they are upgraded or added.

TRENDS

The tightening of the economy requires all organizations and businesses to work harder with fewer resources. Departments are expected to produce the same results with fewer employees and resources. To that end, it is critical that the State Law Library is a highly efficient organization, which can fill user requests quickly and efficiently.

It continues to be important to evaluate each patron and his/her needs, and meet these needs in the most effective way. The staff will continue to improve service to users, matching the information provided with the individual need.

STRATEGIES

The cost to maintain print publications has increased annually over ten percent. Publishers continually revise editions, further driving up legal publication costs over thirty percent. The Law Library continues its review of continuation costs, cancelling subscriptions as necessary and transitioning to electronic formats when possible. Before purchasing any new editions of titles currently held in the collection, the Law Library reviews use and relevance of past editions, weighing costs, citation frequency, and alternate formats.

The State Law Library continues to collect standard work load statistics which measure service provided to state employees, local government, and the general public. We continue to monitor use of the collection which helps us in implementing collection development strategies and maintaining excellent legal information resources.

The State Law Library continues to track net additions of volumes and titles to the main library and to each library for the Court of Appeals. In addition, we continue to measure the types of materials being added, such as bound volumes, microfiche or disk. This provides information on the growth and changes in the collection for program planning. The State Law Library monitors the electronic legal reference service, providing staffing and resources as required.

The Law Library utilizes an online library system that integrates functions for acquisitions, cataloging, circulation and serial records control. Migration to an offsite hosted system will enhance disaster preparedness and continue to maintain the library's electronic holdings.

The Law Library catalog is available to the public through the court's website, so that anyone with access to a computer can view the State Law Library's holdings and also send legal research questions. The Law Library continues to add computer links in its online catalog, so that library users can access electronic resources through this resource and send legal email questions and requests.

The Law Library will continue to upgrade public legal research terminals within the library so that library users can search legal research sites for information. These computer terminals will provide legal search capability to the public without the necessity of the library users needing to request staff assistance. This will enable the Law Library to provide a wide variety of legal information to the public while continuing to monitor costs.

The State Law Library continues to strengthen its participation in the electronic reference community, providing increased services electronically and partnering with organizations to provide a variety of information.

FINANCIAL PLAN

The State General Fund is the primary source of funding for the State Law Library. With publication maintenance costs continuing to increase in excess of inflation, the State Law Library anticipates it may require additional funds over the next several years to successfully meet its goals and objectives.

2013-15 Current Biennium Total

CL AF Carry Forward Level	13.8	2,979	2,979
Total Carry Forward Level	13.8	2,979	2,979
Percent Change from Current Biennium			
Carry Forward plus Workload Changes	13.8	2,979	2,979
Percent Change from Current Biennium			
M2 AA Step Increase (M)		13	13
M2 AB Migration to Innovative Interfaces		48	48
M2 AC Electronic Legal Services		10	10
Total Maintenance Level	13.8	3,050	3,050
Percent Change from Current Biennium			
PL A1 Employee Salary Adjustment			
Subtotal - Performance Level Changes	0.0		
2015-17 Total Proposed Budget	13.8	3,050	3,050
Percent Change from Current Biennium			

M2 AA Step Increase (M)

Funding is requested to implement the additional step increase approved by the legislature. Because of the magnitude of the budget cuts sustained by the Law Library in recent years, there is no additional money for the increase to Step M.

M2 AB Migration to Innovative Interfaces

Funding is requested for the upgrade of the Innovative Interfaces Inc. (III) automated electronic library system.

M2 AC Electronic Legal Services

The State Law Library requests funding to upgrade its electronic legal databases. Upgrades necessitated by increased library patron activity and improved services available, will maintain the Law Library's ability to provide up-to-date information while continuing to reduce costs.

PL A1 Employee Salary Adjustment

Funding is requested to bring selected Law Library staff salaries to an appropriate level.

Washington State Judicial Branch 2015-2017 BIENNIAL BUDGET REQUEST

Decision Package

Agency Law Library

Decision Package Title Step Increase as Authorized by the Legislature

Budget Period 2015-2017 Biennial Budget

Budget Level Maintenance Level

Agency Recommendation Summary Text

Funding is requested to implement the additional step increase approved by the legislature. Because of the magnitude of the budget cuts sustained by the Law Library in recent years, there is no additional money for the increase to Step M.

Fiscal Detail

Operating Expenditures	FY 2016	FY 2017	Total
001-1 General Fund State	\$ 5,000	\$ 8,000	\$ 13,000
Staffing	FY 2016	FY 2017	Total
FTEs (number of staff requested)	0	0	0

Package Description

The Law Library seeks funding for those employees eligible for the additional step (step M) authorized by the legislature. The parameters established by the legislature will be used as the criteria to determine which Law Library staff are eligible for the additional increment.

Since 2009, the Law Library has sustained a 36% reduction to its operating budget. In order to achieve those reductions the Law Library made significant reductions to programs and operating expenditures. Without additional funding as requested, it will not be possible to provide the increase for eligible employees.

Narrative Justification and Impact Statement

This package contributes to the Judicial Branch Principle Policy Objectives as identified below.

Fair and Effective Administration of Justice in All Civil and Criminal

Cases. *Washington courts will openly, fairly, efficiently and effectively administer justice in all criminal and civil cases, consistent with constitutional mandates and the judiciary's duty to maintain the highest level of public trust and confidence in the courts.*

State Law Library staff have continued to provide exceptional legal services throughout economic downturn, with no salary adjustment to compensate for increased costs of living.

Commitment to Effective Court Management. *Washington courts will employ and maintain systems and practices that enhance effective court management.*

To provide salaries commensurate with work quality currently exhibited, present salaries of State Law Library staff should be adjusted.

Appropriate Staffing and Support. *Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.*

In order for the State Law Library to continue providing optimal services for the courts and public, staff salary levels should be increased.

Measure Detail

Impact on clients and service

None

Impact on other state services

None

Relationship to Capital Budget

None

Required changes to existing Court Rule, Court Order, RCW, WAC, contract, or plan

None

Alternatives explored

Implementation of this increase has been delayed due to lack of funding.

Distinction between one-time and ongoing costs and budget impacts in future biennia

This request is ongoing in nature.

Effects of non-funding

Recruitment and retention will continue to be challenging as other agencies continue to provide both ordinary salary increments as well as the additional increment (step M).

Expenditure calculations and assumptions and FTE assumptions

Object Detail	FY 2016	FY 2017	Total
Staff Costs	\$ 5,000	\$ 8,000	\$ 13,000
Non-Staff Costs	\$ 0	\$ 0	\$ 0
Total Objects	\$ 5,000	\$ 8,000	\$ 13,000

Washington State Judicial Branch
2015-2017 BIENNIAL BUDGET REQUEST

Decision Package

Agency State Law Library

Decision Package Title Migration to Innovative Interfaces

Budget Period 2015-2017 Biennial Budget

Budget Level Maintenance Level

Agency Recommendation Summary Text

Funding is requested for the upgrade of the Innovative Interfaces Inc. (III) automated electronic library system.

Fiscal Detail

Operating Expenditures	FY 2016	FY 2017	Total
001-1 General Fund State	\$ 24,000	\$ 24,000	\$ 48,000
Staffing	FY 2016	FY 2017	Total
FTEs (number of staff requested)	0	0	0

Package Description

Innovative Interfaces, Inc.'s Millennium is the State Law Library's current electronic library system. The State Law Library has maintained the system and server on site for fifteen years, since 1999. Innovative Interfaces, Inc. will no longer support its Millenium system off-site. The State Law Library must purchase Innovative Interfaces, Inc.'s Sierra, an upgrade to the present system. Therefore, Sierra will be hosted and maintained off site by Innovative Interfaces, Inc.

Innovative Interfaces Inc. (III) electronic library system enables the State Law Library to maintain its inventory; locate and circulate materials to the judicial branch, state agencies, other libraries and the public; and provide timely access to all users. III's hosted system, Sierra, will provide repair/replacement of hardware, system installation, upgrades and system backup. III will continually monitor its file systems, maintain the State Law Library's informational database, monitor and upgrade the software, and respond to computer security events.

The annual hosting fee covers repair/replacement of hardware, monitoring of hardware, system installation, system upgrades, and system backup. The Innovative Interfaces, Inc. secure server will be located off site, assisting disaster preparedness for the Supreme Court. The hosting fee also covers Innovative Interfaces, Inc.'s monitoring and tuning of file systems; configuration and maintenance of network identity, enabling/disabling, installation, and configuration of Innovative Interfaces, Inc. network services, proactive monitoring of software; and notification, investigation, and assistance with incident response for computer security events.

Narrative Justification and Impact Statement

This package contribute to the Judicial Branch Principle Policy Objectives identified below.

Fair and Effective Administration of Justice in All Civil and Criminal Cases.

Washington courts will openly, fairly, efficiently and effectively administer justice in all criminal and civil cases, consistent with constitutional mandates and the judiciary's duty to maintain the highest level of public trust and confidence in the courts.

An organized technology system enables State Law Library staff to continue to provide current information to courts and the public, monitor expenditures, efficiently order materials, and carefully monitor print and electronic expenditures.

Access to Necessary Representation. *Constitutional and statutory guarantees of the right to counsel shall be effectively implemented. Litigants with important interest at stake in civil judicial proceedings should have meaningful access to counsel.*

Automated ordering and records maintenance enable staff to provide correct and timely information to the court and public.

Commitment to Effective Court Management. *Washington courts will employ and maintain systems and practices that enhance effective court management.*

Utilizing an off-site system provides data security for the State Law Library's fiscal and information records.

Measure Detail

Impact on clients and service

Improved updates and interface will enable staff to more efficiently request and borrow materials for court and public users.

Impact on other state services

Staff will be able to quickly borrow materials for state agencies. As state agencies and libraries reduce budgets and cut resources, they rely heavily on services of the State Law Library.

Relationship to Capital Budget

None.

Required changes to existing Court Rule, Court Order, RCW, WAC, contract, or

plan

None.

Alternatives explored

The current on site server will not be supported by Innovative Interfaces, Inc. The State Law Library would have to purchase another system, requiring high cost and staff time to transition to an inferior and ineffective product. Other systems do not have the capabilities of Innovative Interfaces, Inc. Sierra to track both print and electronic materials, request items from other libraries, track fiscal reports, or monitor and check in materials.

Distinction between one-time and ongoing costs and budget impacts in future biennia

The hosting fee is an annual ongoing cost.

Effects of non-funding

Without funding, the electronic library system could not be updated.

Expenditure calculations and assumptions and FTE assumptions

The hosting fee is \$24,000 per year.

Object Detail	FY 2016	FY 2017	Total
Staff Costs	\$ 0	\$ 0	\$ 0
Non-Staff Costs	\$ 24,000	\$ 24,000	\$ 48,000
Total Objects	\$ 24,000	\$ 24,000	\$ 48,000

Washington State Judicial Branch
2015-2017 BIENNIAL BUDGET REQUEST

Decision Package

Agency State Law Library

Decision Package Title Electronic Legal Services

Budget Period 2015-2017 Biennial Budget

Budget Level Maintenance Level

Agency Recommendation Summary Text

The State Law Library requests funding to upgrade its electronic legal databases. Upgrades necessitated by increased library patron activity and improved services available, will maintain the Law Library's ability to provide up-to-date information while continuing to reduce costs.

Fiscal Detail

Operating Expenditures	FY 2016	FY 2017	Total
001-1 General Fund State	\$ 5,000	\$ 5,000	\$10,000
Staffing	FY 2016	FY 2017	Total
FTEs (number of staff requested)	0	0	0

Package Description

The Legislature has encouraged the State Law Library to begin migrating its legal resources from print to electronic. The State Law Library must upgrade its current electronic legal databases and add additional electronic legal information to continue to provide services and reduce print costs.

Narrative Justification and Impact Statement

This package contributes to the Judicial Branch Principle Policy Objectives as identified below.

Fair and Effective Administration of Justice in All Civil and Criminal Cases.
Washington courts will openly, fairly, efficiently and effectively administer justice in all criminal and civil cases, consistent with constitutional mandates and the judiciary's duty to maintain the highest level of public trust and confidence in the courts.

The State Law Library will be able to disseminate legal information quickly and effectively to an increased number of users, assisting court personnel and the public in the most cost-effective method.

Accessibility. *Washington courts, court facilities and court systems will be open and accessible to all participants regardless of cultural, linguistic, ability-based or other characteristics that serve as access barriers.*

Providing electronic legal information allows patrons unable to utilize the library in person due to physical, cultural, or geographic constraints to get necessary information. A wide range of electronic legal databases enables staff to provide information in the most effective way for individual patrons.

Access to Necessary Representation. *Constitutional and statutory guarantees of the right to counsel shall be effectively implemented. Litigants with important interests at stake in civil judicial proceedings should have meaningful access to counsel.*

Providing convenient, current, cost-effective legal information electronically saves time and money for legal service providers. The law library provides information to clients of legal service providers, saving time and money as clients' cases progress.

Appropriate Staffing and Support. *Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.*

Providing the most up-to-date electronic legal information will support court personnel, managers, and court systems in accessing necessary information in a timely manner.

Measure Detail

Impact on clients and service

Clients will have increased accessibility to a wide range of electronic databases and reference finding tools. This will reduce the burden on the legal community and courts. Informed clients should not need lengthy counsel interaction and should be able to proceed in the legal system.

Impact on other state services

Providing improved electronic legal services will reduce time needed by state legal services.

Relationship to Capital Budget

N/A

Required changes to existing Court Rule, Court Order, RCW, WAC, contract, or plan

None

Alternatives explored

Free electronic legal databases currently available do not provide up-to-date information. Free search engines are slow, produce incorrect results, and the search methodology is ineffective. Patrons using free electronic legal databases often get a large amount of incorrect legal information, requiring multiple visits to other state agencies to get the correct information.

Distinction between one-time and ongoing costs and budget impacts in future biennia

The cost of these electronic legal databases will be ongoing.

Effects of non-funding

Patrons would rely on out-of-date, free databases which would provide incorrect legal information.

Expenditure calculations and assumptions and FTE assumptions

WestlawNext upgrade: \$2,500 per year
LexisNexis upgrade: \$1,300 per year
Legal Library Guides Reference Software: \$1,200 per year

Object Detail	FY 2016	FY 2017	Total
Staff Costs	\$ 0	\$ 0	\$ 0
Non-Staff Costs	\$ 5,000	\$ 5,000	\$ 10,000
Total Objects	\$ 5,000	\$ 5,000	\$ 10,000

Washington State Judicial Branch 2015-2017 BIENNIAL BUDGET REQUEST

Decision Package

Agency State Law Library

Decision Package Title Employee Salary Adjustment

Budget Period 2015-2017 Biennial Budget

Budget Level Policy Level

Agency Recommendation Summary Text

Funding is requested to bring selected Law Library staff salaries to an appropriate level.

Fiscal Detail

Operating Expenditures	FY 2016	FY 2017	Total
001-1 General Fund State	\$ TBD	\$ TBD	\$ TBD
Staffing	FY 2016	FY 2017	Total
FTEs (number of staff requested)	0	0	0

Package Description

Budget reductions sustained by the Law Library have made staff salary increases impossible over the past several years. Staff salaries have not been compared to those of public and private employees in parallel positions for more than six years and staff have not received a cost of living increase since September 2008.

A compensation survey will be carried out to compare Law Library staff salaries with salaries of comparable public and private sector positions. Funding is requested to bring selected salaries to an appropriate level as determined by the survey.

Narrative Justification and Impact Statement

This package contributes to the Judicial Branch Principle Policy Objectives as identified below.

Appropriate Staffing and Support. *Washington courts will be appropriately staffed and effectively managed, and court personnel, court managers and court systems will be effectively supported.*

The Washington State Law Library is staffed by a skilled workforce. Many of the employees are now paid at a rate below salaries paid in equivalent positions elsewhere. The Law Library requests funding to bring selected salaries to an appropriate level, supporting valued staff and improving the ability of the Court to recruit and retain skilled employees.

Measure Detail

Impact on clients and service

None

Impact on other state services

None

Relationship to Capital Budget

None

Required changes to existing Court Rule, Court Order, RCW, WAC, contract, or plan

None

Alternatives explored

Staff salaries have been frozen for several years.

Distinction between one-time and ongoing costs and budget impacts in future biennia

These costs are ongoing in nature.

Effects of non-funding

Further delaying salary increases will make recruitment and retention of qualified staff more difficult.

Expenditure calculations and assumptions and FTE assumptions

Object Detail	FY 2016	FY 2017	Total
Staff Costs	\$ TBD	\$ TBD	\$ TBD
Non-Staff Costs	\$ 0	\$ 0	\$ 0
Total Objects	\$ 0	\$ 0	\$ 0