



AGENDA

CLALLAM COUNTY LAW LIBRARY BOARD

223 East 4th Street, Room 160

Port Angeles, Washington

September 27, 2023 – 11 a.m.

The Clallam County Law Library Board meeting will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

Public comment and questions can be directed to 360-417-2256 or loni.gores@clallamcountywa.gov

CALL TO ORDER, ROLL CALL

REVIEW AND APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES: September 21, 2022

BUSINESS ITEMS

- Approve the Annual Report
- Proposed Renewal LexisNexis Contract
- Appoint new Board of Trustees chair and vice chair

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – September 25, 2024 at 11 a.m.

ADJOURNMENT

Clallam County Law Library

Draft Minutes

September 21, 2022



CLALLAM COUNTY LAW LIBRARY BOARD MINUTES of September 21, 2022

MEETING OF THE CLALLAM COUNTY LAW LIBRARY BOARD

Chair Lindsey Schromen-Wawrin called the meeting to order at 12:03 p.m., September 21, 2022. Also present were Elizabeth Schwantor and Brent Basden. Guests were Penny Ruby, Law Library Assistant and Tom Reyes. Commissioner Ozias and Donna Knifsend were absent.

CALL TO ORDER, ROLL CALL

REVIEW AND APPROVAL OF AGENDA

ACTION TAKEN: no modifications requested

APPROVAL OF MINUTES

- April 27, 2022

ACTION TAKEN: Basden moved to approve the agenda as presented, Schwantor seconded, motion carried unanimously

BUSINESS ITEMS

- Approve the Annual Report

Penny Ruby, Law Library Assistant briefed the Law Library Board on the Annual Report. She noted the report was sent to the Board of Trustees, Clallam County Commissioners/Clerk of the Board and Clallam County Administrator. Law Library Board Members held discussion regarding the report, Law Library location, and resources needed.

ACTION TAKEN: Basden moved to approve the annual report and extend the LexisNexis license for 1 additional year, Schwantor seconded, motion carried unanimously

ACTION TAKEN: Basden moved that he develop a survey for Law Library resources, email to the board members for review and approval. Once approved he would send to the Bar Association, Schwantor seconded, no action taken

Schromen-Wawrin raised concern regarding violating the Open Public Meetings Act by having an email meeting to review and approve the survey. He recommended developing a committee.

ACTION TAKEN: Basden moved to form a committee to develop a survey and send to the Bar Association, Schwantor seconded, motion carried unanimously

Basden and Schwantor volunteered to be on the committee to develop the survey.

- Discuss who approves payroll/expenses related to Law Library

Law Library Board Members held discussion regarding who should be able to approve payroll/expense for the Law Library.

ACTION TAKEN: Basden moved to also allow the County Commissioner who is the authorized member of the Law Library Board to sign payroll/expenses related to the Law Library, Schwantor seconded, motion carried unanimously

NEXT MEETING DATE

- Schromen-Wawrin noted meeting will be held in 1 year. The date will be determined in 2023.

CONCLUDED - Meeting concluded at 12:57 p.m.

CLALLAM COUNTY LAW LIBRARY
223 East 4th Street, Suite 17
Port Angeles, WA 98362-0149
(360)417-2287

TO: Board of Trustees, Clallam County Law Library

Lindsey Schromen-Wawrin (Attorney) (Chair)
Elizabeth L. Schwantor (Attorney)
Donna L. Knifsend (Attorney)
Brent Basden (Superior Court Judge)
Mark Ozias (County Commissioner ex officio trustee)

FROM: Clallam County Law Librarian / (360) 417-2287 / pruby@co.clallam.wa.us
Penny Ruby

DATE: December 7, 2022

SUBJECT: DRAFT Minutes / Clallam County Law Library Board Of Trustees Meeting
September 21, 2022, at Noon

Attended by Clallam County Law Library Trustees:
Lindsey Schromen-Wawrin (Attorney / Chair) Via Screen with Audio (LSW)
Elizabeth Schwantor (Attorney) In Person (LS)
Brent Basden (Superior Court Judge) In Person (JB)

Tom Reyes, Clallam County Deputy Administrator / In Person (TR)
Loni Gores, Clerk of the Board, Clallam County Commissioners Office / In Person
Penny Ruby, Clallam County Law Librarian / In Person (PR)

The meeting noted above was held as scheduled and attended as noted. This meeting was also made available "remotely" (meeting information shared with Clallam County Law Library Board of Trustees -- as noted in Ms. Gores email of September 16, 2022, 7:42 AM, Meeting ID: 875 561 7844, passcode: 12345 – copied below as provided).

Video/Audio available at the Clallam County Website with Clicks to:

- Departments
- Commissioners
- Boards, Committees, and Commissions
- Granicus Live & Archive Meetings, Agendas and Minutes (scroll down to)
- +Boards and Committees Meetings (scroll down to)
- Law Library Board Meeting Sep 21, 2022 – 12:00 PM (click on Video)

Time signature from 00:00 / 58:00 - to hear the word for word of summary below.

Roll was called.

Agenda - discussion of Clallam County Law Library Annual Report.

Agenda - discussion of person(s) designated for approving payroll and expenditures related to the Clallam County Law Library.

Video/Audio context for meeting motions can be viewed as noted above, or referenced in meeting summary, attached for reference.

Judge Basden – Motion to approve minutes from April 27, 2022.
Lindsey Schromen-Wawrin – Second – No Objection approve.
(Page 2 of Summary)

Judge Basden – I'll move to approve the Annual Report and as a part of that to continue the Lexis subscription in its current form for at least another year.
Lindsey Schromen-Wawrin – I'll second. Any more discussion? No objections.
(Page 8 & 9 of Summary)

Judge Basden (Paraphrase motion with modification) – Move to create a committee (Judge Basden and Elizabeth Schwantor) – to develop a survey questionnaire (and after sharing with the Clallam County Law Library Board Of Trustees) distribute to the Bar regarding preferred legal resource materials.
Lindsey Schromen-Wawrin – Motion passes unanimous consent.
(Page 9 of Summary)

Lindsey Schromen-Wawrin clarifies – So is there a motion to authorize the County Commissioner who sits on the Board Of Trustees to sign vouchers and other documents – expense documents – related to the Law Library?
Judge Basden – Yes, that's my motion.
Elizabeth Schwantor – I'll second that motion.
Lindsey Schromen-Wawrin - Alright – motioned and seconded – Any further discussion – To have County Commissioner be the one who signs payroll vouchers – other expenses – No further discussion / objections. (Page 11 of Summary)

Lindsey Schromen-Wawrin – Comments (paraphrased) would like to move towards having a single meeting a year – if possible – unless anyone has any objection to that – we'll just work on scheduling a meeting around this time next year.

Below is the cc of the
Clerk of the Board of Clallam County Commissioners Office, Friday, September 16, 2022, 7:42

Law Library Board Members,

Attached is the Law Library Meeting agenda and packet for September 21, 2022 at 12 p.m.
This meeting will be held in person (BOCC Board Room) and virtually (Zoom).

Zoom call information:

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Loni

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

Loni Gores

Clerk of the Board

Commissioners Office

223 East 4th Street, Suite 4

Port Angeles, WA 98362

Phone: 360-417-2256

CLALLAM COUNTY LAW LIBRARY
223 East 4th Street, Suite 17
Port Angeles, WA 98362-0149
(360)417-2287

TO: Board of Trustees, Clallam County Law Library

Lindsey Schromen-Wawrin (Attorney)
Elizabeth L. Schwantor (Attorney)
Donna L. Knifsend (Attorney)
Brent Basden (Superior Court Judge)
Mark Ozias (County Commissioner ex officio trustee)

FROM: Clallam County Law Librarian / (360) 417-2287 / prul
Penny Ruby

DATE: December 7, 2022

SUBJECT: Meeting Summary / Clallam County Law Library Board
September 21, 2022, at Noon

Attended by Clallam County Law Library Trustees:
Lindsey Schromen-Wawrin (Attorney / Chair) Via Screen with Audio (LSW)
Elizabeth Schwantor (Attorney) In Person (LS)
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Tom Reyes, Clallam County Deputy Administrator / In Person (TR)
Loni Gores, Clerk of the Board, Clallam County Commissioners Office / In Person
Penny Ruby, Clallam County Law Librarian / In Person (PR)

22 CCLLBOT
Meet Summary
9 21 Noon

The meeting noted above was held as scheduled and attended as noted. This meeting was also made available "remotely" (meeting information shared with Clallam County Law Library Board of Trustees -- as noted in Ms. Gores email of September 16, 2022, 7:42 AM, Meeting ID: 875 561 7844, passcode: 12345 -- copied below as provided).

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Boards and Committees Meetings (scroll down to)
Law Library Board Meeting Sep 21, 2022 -- 12:00 PM (click on Video)
Time signature from 00:00 / 58:00 - to hear the word for word of summary below.

Roll was called.

Agenda - discussion of Clallam County Law Library Annual Report.

Agenda - discussion of person(s) designated for approving payroll and expenditures related to the Clallam County Law Library.

TR – I was asked to have some discussion re: placing the position of Law Library under the Administrator for payroll and evaluation purposes.

LSW – Any questions about agenda – refers to April 27, 2022 (said 21st). Public comment? None.

JB – Motion approve minutes.

LS – 2nd.

No objection / Approve.

LSW – Invites Law Librarian Summary / Status Update.

PR – Lots of changes since last meeting. Every year I prepare an Annual Report / per distribution list – to the County Legislative authority per statute.

Includes summary of events from the year past, along with financial planning tools work from beginning of Clallam County Board Of Commissioners budget planning process, and reference the budget meeting earlier this date at 9:30 a.m.

Comment on last significant contribution to the Clallam County Law Library of complete sets of West's RCWA and West's WA Digest 2nd, which brought current these two sets, which were falling behind due to lack of funding, as we keep losing the revenue specific funds for the legal reference materials budget line. The two sets given to us outright for an estimated purchase cost of in excess of \$37K.

Comment on Shedule D to increase legal reference materials budget line by 10K.

And Schedule D for returning some of the "Indirects" previously charged to the Clallam County Law Library for the space that it occupied, roughly 65K.

Combination of 2 things – looking at moving forward with maintaining, enhancing – or changing – depending on what the Board of Trustees want to do – the LexisNexis currently contracted through 12/31 – depending on whatever the consensus of what the Board Of Trustees might be – or any other resource replace with or add to.

Going forward -- with combination of funds from Schedule Ds, the gift update of the two sets (RCWA and West's WA Digest), LexisNexis online (or alternative), and generally carrying forward with State mandated revenue stream.

That's the dollars and cents submitted, as a planning tool, every year as a part of the Clallam County Budget Planning Process.

Of course, the Clallam County Law Library Board Of Trustees is a separate entity from that, so whatever – I just have the hat on as a sort of planning and presenting – presenting what has been and what potentially could be and putting it out there so that it provides some historical context for whatever plans we have for going forward.

In about a fifth of the space we were in just earlier this year – operating with about a fifth of a staff person and a diminishing revenue stream for legal reference materials – I see a very definite pattern of erosion of the resources for the Law Library – but we do what we can with what we end up with at any given moment and in the Summary Of Activities – I try to address those things going forward and it is kind of in a nutshell – in the context of the meeting packet. (6:50 – 15:00).

LSW – Comments transition of more legal resources online – although (his) training with print materials.

JB – Comments impression that groups identified in statute may not benefit as much as public might from print materials (for me) exists as part of an access to justice effort to allow individuals to navigate the legal system, some without representation.

For example, other elements of access to justice – Courthouse Facilitator – wouldn't think that the allocation of resources to more of an online approach necessarily diminishes what the members of the community have available to them.

Don't see in courtroom – comments like can't even access RCW or case law.

Agree lessening of resources allocated – not sure lessening resources allocated necessarily impacts what people can do.

PR – Have hat on here of looking at resources we have and have had historically – and what potentially we could maintain given the resources that we have and then distributing that to the Clallam County Law Library Board Of Trustees, and the Clallam County Commissioners, via the Annual Report – and I have just been the person to facilitate whatever those decisions have been.

JB - I guess what I am trying to say – to the degree that a Judge is statutorily part of the Board – is to share our perspective and I would never want to be anti-library – but I would want to be very pro Access To Justice and so, for example, this a.m. – at our budget meeting we asked to increase the facilitator budget and there was a question as to where those \$ come from and so somebody asked me today – how do we increase access to legal systems for someone who doesn't have an attorney in Clallam County – I would say a dollar spent for a

courthouse facilitator produces more bang for the buck than restoring 65K of resources to the Law Library – just my perspective – so ah – but

LSW – Just a note of who the law library is for – referring back to the statutes that require us to have one, 27.24.067 free use of law library “

So I don't recall in any time on the CCLLBOT if we have spelled out who the law library is for.

JB – The first 3 groups ID'ed there don't need it.

LSW – The first 3 groups now access legal research in a different way since this statute was last updated in 1992 – so are we creating a law library for such others as the BOT may by rule provide, and I think JB raised the right question of how do we use money to create access to justice. During the time that I was interning on the Superior Court, I was working out of the Law Library because it was a nice quiet place to work. On occasion there would be a member of the public to access legal research and it was not always the most practical or forward meritorious cases people were researching, but I thought it was valuable for people to actually be able to do research and access the law.

But I think about what cases are coming through the Superior Court or District Court – I think things like Washington Law Help now are probably a more practical resource than somebody knowing how to look up the annotations in RCWA or the Digest.

LS – I guess I'm just following up – so I know as a new attorney I did use the Law Library for resources – I didn't have a Lexis subscription, etc. – so it was a resource that I utilized as a new attorney. I think from review of the report we still have some books checked out, that people are still coming to the Law Library, so I do think that it is a resource we'll use and continue to use – I know it wasn't too long ago that we had a Judge on the Superior Court bench who said he only did research using books and so while that is changing, I think that the resource does need to be available for lawyers in our community.

The second part – we are already open to the public, so I think that decision was probably made a long time ago. Penny staffs the Law Library and they have hours every week – and so with that in mind I do think we could look at the resources we are providing and whether we are meeting that need.

That being said, I think everything is going electronic and I think we need to make sure we have the best electronic platforms because people are looking for answers and they are looking to solve problems – whoever is in the Law Library. They aren't going to find it with books, and everything is updated electronically and so even if we are updating – it might not be fast enough.

LS continues by asking what is there now (in new space).

PR - Admin desk with wall of records / working on extracting from storage - that is in the basement of the old courthouse - that which was from the last push to empty the room to clear the space where it formerly was and can be sorted and eventually scanned into computer or whatever - it's a process. Then the Washington Practice volumes - the most current ones and volumes contributed from the other counties, primarily Snohomish County - set of Washington Digests given to us by a private law firm last July - and then into the next 10-foot cubit there is the RCWA, back to back tables on rollers - with 2 distinct set ups of keyboard / tower / monitor / for public access to LexisNexis and online via whatever Wi-Fi is available in the context of the county. Initial / oldest leather-bound US Reports, American Juris Prudence, AmJur Legal Forms, Williston On Contracts, Causes Of Action, one shelf left for things remaining in storage, miscellaneous reference materials boxed to storage over at Juvenile Facility and probably 12 X12 foot stack of materials still in the basement of the old courthouse for me to sort through.

It was a big, big push for the Maintenance people to empty out that room and transport. I believe there are 8 panels of bookshelves 36" X 6' - floor to ceiling.

LS - Prisoners and legal materials to the jail?

LSW - Said I thought the Court looked into that and the answer was no.

PR - There used to be a kite system where one of the people from the court (jail) staff - if they had a specific request - would come and check out books. I haven't had a specific request from the jail for a while. I don't know if that is because it hasn't been offered - we used to do that quite a bit - one of the deputies would come down and check the books out.

JB - Said my recollection a little sketchy on this - I thought they had computer access somehow - seemed like from conversations -

PR - I wasn't aware they have computer access - they did used to check out books and should someone make a request that's certainly - I'm just down the - (I'm only 1/5th of a person, so, and I'm not there often) - but there are keys to the Law Library and I believe the jail has one and - so - there is also a key to the Law Library that the Clerks have that can be checked out - the jail has historically had a key to the Law Library and can access the Law Library at any time so if they have a specific request - and I am happy to see if I can figure out what they want - and if we have it available - but given that we now have 1/5th of the space that we formerly had and reduced materials available in the room - but it's just not something that comes up a lot .

TR – I can ask that question at the jail and send an email to the members of the Board – and you may find this helpful – or not – but prior to the Law Library being moved to where it is now – I reached out to several counties to find out what they were doing and there was a trend moving to online only – there was one that had the traditional Law Library made up of books only, there were a couple that had a combo of online resources and some books - and some were just kiosks – that all they provided was access to different resources – in one case – was actually a kiosk set up in the courtroom.

JB – It would be relatively strait forward, probably to uh – if somebody thought it was important – and I'm not sure that it would be the Law Library – but in the jail there is probably 2 or 3 titles of RCW that would be used 98% of the time – or a copy, or photocopy of Adult Sentencing Manual – at relatively small cost – probably not doing a lot of landlord tenant stuff, etc.

LS – We got a complaint file re personal property.

JB – Seems like we talked with Sheriff Benedict about this and there was something that made me think that there was something - that there was some kind of access.

Another thing that might be worth doing is sending out some sort of informal survey – maybe by survey monkey – to the Bar and ask about perceived needs.

LS – I think that's a great idea – I also think that maybe send out something that we have moved and here are hours or just some general information. I think it would be very helpful to have some feedback. Asks – didn't you do that before LSW?

LSW – (Beginning of response not clear) sounded like had another attorney sit in on meeting and didn't – have not sent out follow-up as – because – not sure the new space official – I guess announce it? I don't know if we have a room #, I'm still debating on 159 & ¾ or something like that – but I can show directions to the room.

PR – So for the suite # - has maintained Suite 17 for postal services and the room is between 158 and 159 – I believe – and I believe that the Maintenance people were working on signage because as things move around in the courthouse – over the different designations – where you come into the lobby – not identified there yet – at bottom of basement steps there is a directory and I don't think it's identified there yet and we don't have door signage yet – but it was a huge move and they did an incredible job to get it into the space provided and I'm sure they will catch up on that as the year moves forward.

TR – I'll check on that and I'll update the Board in that same email. Asks – is there signage on the Old Courthouse Law Library door.

PR – There is still contact phone # - last time I looked – so can call and leave message – like I said – it was a big ask on the Maintenance – a big chunk out of what they already have to do on a daily basis. I think that Mr. McFarland mentioned something like 200 hours, and I personally moved the Law Library out – and in – myself when we did the renovations – so I know what a big job it was – that added to their workload – so like I said – I'm sure the signage will catch up soon.

JB – I would be willing to think about and try and craft some questions that we might send out to the Bar – circulate and see if allow a better measure of what we would need or not.

PR – Did the Board Of Trustees want to continue on with the Lexis Enhanced Online Service. That was something Mr. Sill worked on with the publisher and because he is the one who has to sign off on the actual physical paperwork contract – or at least has in the past – and so if we want to go forward with that – I'm just mentioning that because that expires on the 31st of this year and so that could continue renewed – or if wanted – some alternative to it – then that would be something that could be developed I suppose – but because of how quickly we go from the end of September to December - and with me as a 1/5th of a person, that's about 12 days from now – as the library days go – it goes real fast as it moves into the holidays – as we all know – so if you wanted to see if we can extend that for another year – and so that would be available while the survey questions were developed – and things move along that way?

LS – Asks is that (software?) or the subscription access currently available on computers?

PR – Yes – its currently the Public Access computer LN WA Enhanced.

JB – I think it makes sense to continue that at least for now. I don't have a good sense of usage – seems like – it would be possible – I mean we had previously talked about the possibility of accessing that remotely – and I understand there are some IT issues with that –

PR – I think the publisher has issues with that – remotely – too.

JB – Right. I think we might have to change the license but it seems like not only are we going electronic – we are going remotely electronic and I know the county struggles with space – we can solve space if somebody doesn't have to be here to access that and so it seems that that's the natural – in light – the reducing the space – a better sense of how many people are using it – is there a way to – getting a couple of remote licenses that people can check it out – almost like you can check out a library card and have access to it under certain conditions.

PR – Publishers are real nervous about losing control of content. I seriously doubt that without a large increase in the dollar amount that we would be able to have remote access that wasn't in the Library specifically and I could be wrong about that – because things are changing, but for every conversation I've ever had about the online access – its very amazingly well restricted – given that you think once its online its readily available – but I think the point of access is one of their ways of limiting the number of people – so for example – in a private law firm – as I understand – they kind of count heads and charge for the subscription accordingly – they don't want a whole bunch of users that they don't have an awareness of – and its one of the ways they keep that under wraps – is to contain it in a specific space. However – things keep changing and the online is advancing and progressing – but because its an intellectual property that the publishers are making billions of dollars out of – it's a dollars and cents issue for the publishers that they take very seriously.

JB – Well sure, except that maybe there's some non-profit access that falls within some – “we're going to make the world the better place department of corporate structure”.

PR – Well – it may happen.

LS – I think maybe we will just talk to IT – because I think we can figure out a work around. I work remotely – I have access to LexisNexis.

PR – Yes, but the price starts to go up – I'm not saying that it wouldn't be possible.

LS – I think we agree on the current license that we have.

PR – Yes, I'm just putting it out there because of how quickly the year slides to an end.

JB – Well I don't think we'll settle this today.

LS – To move forward I think we should move to approve the Annual Report – and Penny – I apologize – but I assume that continuing with the Lexis subscription is part of that recommendation or what's in the report.

PR – I just pointed out in the report that it expires on the 31st. [Note: PR pointed out in the context of meeting - expires at years end – in the Annual Report the recommendation was to: “. . . continue[ing] on with the LexisNexis WA “Enhanced” online resource currently in place . . .”.]

JB – I'll move to approve the Annual Report and as a part of that to continue the Lexis subscription in its current form for at least another year.

LS – I'll 2nd – asks anymore discussion – no objections.

LS – of JB – said – You were drafting up a survey and –

JB – I think I'll also wade into a little bit to this whole remote access electronic access licensing issue – and I'll circulate something before I send it out.

JB - I would move that we develop – and after discussion – whoever needs to sign off - electronically – to send out a survey without having to do anything else – in other words – I'll prepare a survey and once everyone's signed off on it that we go ahead and agree now to send that out.

LS - Second

LSW – So there's a motion to create a survey, run it by the rest of the Board –

JB – Once everybody agrees to it –

LSW – Yes – I just want to make sure we don't have a meeting outside of the Board meeting – thinking about the Public Meetings Act requirements – See if can add a committee to that so don't have entire Board taking action outside of a meeting if the two of you would agree to that.

JB – Move to modify my motion – make it a committee –

LSW – to form a committee -

No discussion

No objection

Motion passes unanimous consent - Do survey (JB and LS committee) for Bar.

JB – discuss 2nd item of payroll / expenses? Approves – Who signs off –

TR - ?

JB – There is a push to get Judges out of the business of – you know – we're going to see it with Public Defense contracts – there's a new GR that does that – anyway – we don't really supervise PR – but we sign off on payroll – we sign off on expenditures – it seems to us – or ____? ____ - just lazy – but that would be best done by the "Executive" – there's a standing member of one of the Commissioners – is always on the Board – as well – and I believe that the

Commissioners are willing to do that and maybe even make the arrangements too.

TR – Sure, if I could just add to that – there was some discussion that the County Administrators will actually put this – as PR describes this as a 1/5th of a staff person – actually under his umbrella - for the reasons you just talked about – for payroll, and evaluations and those types of things (I think we have lost Linsey again – or he doesn't blink).

JB – Well I – Penny does a great job of – gives them to Lacy and I review them and approve them (he's back") – the idea would be just that those vouchers and such would be reviewed by someone within the – you know . . .

TR – So that I have a clear understanding and I can relay this to –

JB – I think it would be Commissioner Ozias – because he's the – it has to be approved by somebody on the Board – and so that there's two positions on the Board that are standing members – a Superior Court Judge and a member of the County Commissioners – since the employee is under the County Commissioners, the facility is under the County Commissioners, all the things that are paid by – it seems like having them do that –

TR – Having Commissioner Ozias do that?

JB - _____ It makes a lot more sense.

TR – I can present that to Rich Sill – I just thought my direction was to come and have the discussion with the Board reference placing it under payroll and evaluations and those types of things under his umbrella – he has the authority to sign many different things and I don't know _____ - it sounds like it has to be done by a Board member – is what I am hearing –

JB – I think ultimately Commissioner Ozias would have to sign the vouchers – it would take just a couple of minutes, not very often –

TR – So would it make sense to have the position under the County Administrator – and then – he just directs those vouchers for final signature – or does the position remain under the Board and only the voucher be submitted –

JB – I think it remains under the Board – right? But its kind of a curious little – I don't know – who interviewed you or - ?

PR – oh boy – it was 20 years ago, and I talked to the Board Of Trustees and I also spoke with Human Resources. I think the Board Of Trustees made the selection.

JB – Probably – I – That's how the statute reads.

PR – and I think the - powers of the Board - talks about the approvals of payments – that these are a power of the Board – so yeh – I think comment on Commissioner as part of that path . . .

JB – I thought _____ – change anything other than who it is that signs the vouchers and those kind of things and I think that's more appropriately the County Commissioner who is on the Board as opposed to the Judge who is on the Board.

TR – and the evaluations?

LSW – I make a motion – I don't have a ---- between the Commissioner or - the County Administrator – but I agree we should move away from the Judge doing it – that makes sense.

LSW – I'm sorry – I didn't make a clear motion – I said either the County Commissioner or the County Administrator – so I make a motion for -

JB – I think it has to be the County Commissioner that would be the authorized member of the Board to sign vouchers – anything that is currently signed by Judge would just be the County Commissioner not the County Administrator.

LSW – So is there a motion to authorize the County Commissioner who sits on the Board Of Trustees to sign vouchers and other – documents – expense documents related to the Law Library?

JB – Yes, that's my motion.

LS – I'll second that motion.

LSW - Alright – motioned and seconded – Any further discussion – To have County Commissioner be the one who signs payroll vouchers – other expenses – no further discussion / objections. (55:15)

JB – Hold a second – is there a concern on that (to TR)?

TR – Yes – that is – that Commissioner Ozias is not here.

LS – I agree – but I think what we want to say is that we will allow that to happen – I don't think that we're intending to mandate (TR – thank you) – would that be the case – or as I understood Lindsey to say – that would be permitted to happen – because I think he's right, we do have to have someone who accepts that task – of course it makes sense – but I think that its wise to have that person say yes – I accept that.

JB – Sure – we need to get their approval (LSW – Re court) I'm just trying to get to court – because I really do have to go but – if we really need his approval then we ought to seek out his approval to accept that responsibility.

LSW – I agree . . .

I think the motion did not take away your authority – so if he doesn't want to do – it's back to you?

JB – Yes, I think it makes sense to have a backup in case he's out or something – but you know – or – should have a back up anyway.

LSW – And then – I would like to move towards us having a single meeting a year, if possible. I don't think we have that much business – framefreez – so I think – recognizing the time – we'll just work on scheduling a meeting around this time next year – unless anyone has any objection to that.

LS – No objection. Thank you Lindsey.

TR – one last comment if I may please – payroll was on part of that list – so – will you continue to sign the – or approve the time sheet?

PR – I'm sorry? I send it . . .

JB – All of that should be . . .

PR – I actually hand delivered to the Court Administrator – well it's entered into the computer system – its printed out – its hand delivered to the Court Administrator's office and then you guys – one of the Judges signs off on it – gives it back to me – and I take it to the County Administrator [Mis-spoke – County Auditors]. That's how it's been for 20 years.

JB – That may be changing anyway.

TR – Yeh – well we're going to not have you to do the . . . piece of it so much but for clarification – you would expect you would pass to Commissioner Ozias that function as well?

JB – Yes

TR – I'll brief him.

JB – Yeh

LSW – Alright – We're adjourned. (Time signature 58:00).

Thank you for your time in review of these materials.

Below is the cc of the
Clerk of the Board of Clallam County Commissioners Office, Friday, September 16, 2022, 7:42

Law Library Board Members,

Attached is the Law Library Meeting agenda and packet for September 21, 2022 at 12 p.m.

This meeting will be held in person (BOCC Board Room) and virtually (Zoom).

Zoom call information:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

Loni

"My email address has changed! The new format is **Loni.Gores@clallamcountywa.gov** Please update my contact card as your earliest convenience, Thank you!"

Loni Gores

Clerk of the Board

Commissioners Office

223 East 4th Street, Suite 4

Port Angeles, WA 98362

Phone: 360-417-2256

CLALLAM COUNTY LAW LIBRARY
223 East 4th Street, Suite 17
Port Angeles, WA 98362-0149
(360)417-2287

TO: Board of Trustees, Clallam County Law Library

Lindsey Schromen-Wawrin (Attorney)
Elizabeth L. Schwantor (Attorney)
Donna L. Knifsend (Attorney)
Brent Basden (Superior Court Judge)
Mark Ozias (County Commissioner ex officio trustee)

FROM: Clallam County Law Librarian / (360) 417-2287 / pruby@co.clallam.wa.us
Penny Ruby

DATE: December 7, 2022

SUBJECT: Meeting Summary / Budget Meeting held September 21, 2021, at 9:30 a.m.
Attended by: Ms. Cook, Financial Systems Administrator/ Budget Director; Mr. Lane, Chief Financial Officer; Ms. Rebecca Turner, Deputy Chief Financial Officer; Rich Sill, Clallam County Administrator, and Ms. Ruby, Clallam County Law Library.

The meeting noted above was held as scheduled and attended as noted. This meeting was also made available "remotely" (meeting information shared with Clallam County Law Library Board of Trustees -- as noted in Ms. Cook's email of September 12, 2022, 2:46 PM, Meeting ID: 992 1770 7861, passcode: 269949 -- copied below as provided).

Mr. Lane suggested at the outset of this meeting that he did not want to discuss the topic of "indirects" -- which I believe made reference to the Schedule D request of RETURN INTERFUND PAYMENTS FOR SERVICES "Indirect Cost Charges" PORTIONS TAKEN FOR "Space" occupied by Clallam County Law Library, previously submitted as a part of the annual budget planning process.

Mr. Lane also commented on the several months now elapsed since the movement of the Law Library and I was quick to point of that in terms of Law Library staffing time, it had only been about 13 days, with much of that time applied to extracting materials related to preparation of the Clallam County Law Library annual report and the preliminary budget planning documents -- from amongst the boxes and furnishings stacked into the storage area of the old courthouse basement -- deposited there to facilitate the short time line set for building maintenance staff to clear the room in the Historic Courthouse formerly taken up with the Law Library.

Of course, as a budget planning meeting, topics of particular relevance to this group were the two Budget Change Request(s) -- Schedule D(s) -- (previously prepared -- and circulated in the context of September 2022 Annual Report).

- 1) BOOKS (Legal Reference Materials), requested increase of \$10,000.00 drawn on fund specific revenues for County Law Libraries. As noted on the Schedule D: "Amounts dedicated to legal reference materials have decreased while costs for same have not."

I pointed out that budget amounts dedicated to the Legal Reference Materials budget line have experienced many years of decline.

I referred to the Summary Of Activities (page4) included in the context of the Annual Report and paraphrased the suggestion that:

The requested increase would bring the budget line dedicated to reference materials up to approximately \$20,000.00 for the 2023 budget year. As noted in the Clallam County Law Library (CCLL), September 2022 Annual Report, I believe this type of adjustment "could allow for update and return to subscription service for the *Revised Code Of Washington Annotated*, potentially the *West's Washington Digest, 2d*, continuing on with the *LexisNexis WA 'Enhanced'* online resource currently in place, and generally carrying on with provision of legal reference materials as state statute provides for by setting out a mandated revenue stream for same.

Mr. Lane and Ms. Cook placed emphasis in wanting what would essentially mirror a sort of contractors' materials list, with specific pricing information for each item contemplated for purchase.

I indicated that I did not have such a list and that my understanding from the statute, and referenced in the "Performance Measures", was that selection and purchase of the materials for the Law Library - from the revenue stream provided for by statute - was given as one of the powers of the Clallam County Law Library Board Of Trustees.

I also pointed out that the materials I had outlined above were included in the Law Library Annual Report, as a reflection of the reminder of reference materials currently in place, previously maintained, and potentially possible to maintain in the context of the budget planning process going forward.

I believe Mr. Lane referenced his calculator at some point in the exchange of ideas -- to point out that the projected revenue stream for 2023 would leave a very small total available to apply to legal reference materials. I pointed out that this observation did not include the other Schedule D – Budget Change Request that he commented on at the top of the meeting -- regarding the "Indirects" as noted below:

- 2) RETURN INTERFUND PAYMENTS FOR SERVICES "Indirect Cost Charges" PORTIONS TAKEN FOR "Space" occupied by Clallam County Law Library.

In 2018 & 2019 -- \$43,550.00, from 2020 – 22,332.00 for a total of \$65,842.00.

I believe at some point during the meeting I also reminded Mr. Lane that he had helped with a rough calculation that put these budget change requests in relational context to the projected Law And Justice budget – coming up with the figure for the Law Library portion as .1%.

.1 Percent is such an amazingly fractional % of any given total.

I continue to believe it is very important to apply the funds designated by state law for the County Law Library to the Clallam County Law Library.

Thank you for your time in review of these materials

Below is the cc of the

Clallam County Financial Systems Administrator / Budget Director, Debi Cook, from just this Monday, (9/12), email information for attending the September budget meeting

"Good afternoon,

The September budget meetings will be held in the BOCC Board Room. When meeting in person, please go directly to the Board Room, no need to check in with BOCC staff.

The meetings are also available remotely:

Join Zoom Meeting

<https://us06web.zoom.us/j/99217707861?pwd=OHlOUkl1SStPbHlRdW81bE9pS2NKQT09>

Meeting ID: 992 1770 7861

Passcode: 269949

Dial by your location

+1 253 215 8782 US (Tacoma)

Meeting ID: 992 1770 7861

Passcode: 269949

When calling in, remember to mute your phone when not talking to avoid feedback.

Also attached here is a copy of the department meeting schedule.

Thank you,

Debi Cook

Financial Systems Administrator/Budget Director

debi.cook@clallamcountywa.gov

Commissioners' Office

223 E 4th St., Suite 4

Port Angeles, WA 98362

360-417-2382"

Clallam County Law Library

Annual Report

CLALLAM COUNTY LAW LIBRARY
223 East 4th Street, Suite 17
Port Angeles, WA 98362
(360) 417-2287

DISTRIBUTION List:

Board of Trustees:

Lindsey Schromen-Wawrin (Attorney)
Elizabeth L. Schwantor (Attorney)
Donna L. Knifsend (Attorney)
Brent Basden (Superior Court Judge)
Mark Ozias (County Commissioner ex officio trustee)

Clallam County Commissioner, Mike French,
Clallam County Commissioner, Randy Johnson

Clallam County Administrator, Todd Mielke & Clerk of the Board / Clallam County Commissioners, Loni Gores

To: Clallam County Law Library Board of Trustees,
County Commissioners, County Administrator, and Clerk of the Board

From: Penny Ruby, Law Librarian (pruby@co.clallam.wa.us) (360) 417-2287

Date: Distributed / September ___, 2023

Subject: Clallam County Law Library / Annual Report & Supplemental Materials

As required by Washington State law, I have prepared the Clallam County Law Library Annual Report, covering the period July 1, 2022 – June 30, 2023. Responsibility for preparing this report has been delegated to me by the Clallam County Law Library Board of Trustees.

Attached to this memo is your copy of the Clallam County Law Library Annual Report, with supplemental materials, which are as follows:

1. Clallam County Law Library Annual Report (RCW 27.24.040);
2. Summary of Activities;
3. 2024 Proposed Budget Materials & Information (Total of ___ pages);
 - a. Budget Change Request-Schedule "D" Re: Budget Line Increase (BOOKS-Legal Reference Materials);
 - b. Budget Change Request-Schedule "D" Re: Restoration of Interfund Portions taken for "Space";
 - c. Other Funds Summary Of Revenues And Expenditures – Schedule "E"
 - d. 1 Law Library 2024 Salary(8 3).xlsx;
 - e. 1 Law Library 2024 Detail (8 3).xlsx (Budgeted Revenue / Expenditures);
 - f. 1 PM Law Library 2023 (8 3).xlsx (Performance Measures);
4. 2023 Inventory Currently Shelved (As Ever A Work In Progress)
5. Annual 22-23 Collection-Use-Staff Report
6. Annual 22-23 Report Notes
7. Annual Report 2024 Budget "Estimated"

Please let me know if you have any questions or comments. Thank You



CLALLAM COUNTY LAW LIBRARY
Annual Report
July 1, 2022 - June 30, 2023

RCW 27.24.040 County Law Libraries: Annual Report

The board of law library trustees shall, on or before the first Monday in September of each year, make a report to the county legislative authority of their county giving the condition of their trust, with a full statement of all property received and how used, the number of books and other publications on hand, the number added by purchase, gift or otherwise during the preceding year, the number lost or missing, and such other information as may be of public interest, together with a financial report showing all receipts and disbursements of money.

SUMMARY OF ACTIVITIES

The 2022/2023 time frame to be addressed in the context of this Clallam County Law Library (CCLL) Annual Report has not proved to be any more "normal" than that of 2021/2022.

We are still missing the support of Volunteers who have long served to extend the hours of public access in the Law Library, some 4,600, over 15 years, bringing us to the advent of the pandemic.

Review of Covid numbers over the past year have show 9 months (100 >) with high risk levels, 2 months (50-99) with substantial risk levels, and only this most recent June of 2023 with numbers dipping, only briefly, into the "moderate risk" zone.

As the Law Library is currently situated, in 2 roughly 10 foot cubes, and masking mandates dispensed with, even social distance is not a protection available to a Volunteer within the present confines. I personally managed to avoid the disease for 3 years, only to find myself home sick with fever as recently as early Spring 2023.

As of this writing, Clallam, Jefferson, and Grays Harbor counties have all returned to a 14-Day Case Rate with "High Risk" (100 >) numbers, and the national news is describing a new variant, with doubts regarding vaccine effectiveness for this latest contagion. I know we all continue to look forward to a time when the Clallam County Covid numbers can be sustained consistently closer to a low, or better yet, no risk zone.

July of 2022 found the Law Library delivered into roughly 1/5th of the former space in the Historic Courthouse, and a count of volumes currently shelved indicates that only roughly 1/9th of the library collection is currently available. The relatively rapid relocation of the Law Library, from the roughly 1,000 square feet in the Historic Courthouse, to the current ten foot cubes in the basement of the "newer" building, has meant that a roughly 12 foot cube of materials ended up in the old courthouse basement. I have endeavored to extract materials from these stacks and hope to locate and place as

many as 1-2 hundred more items from the jumble -- as can be managed in the context. (Attached list of materials currently on the shelves.)

May of 2023 found the new locale with a "Law Library" sign, falling in between Rm(s) 058 & 059, however as of this writing -- the elevator/stairwell lobby placard points toward the hall to the west, indicating the numbers 17 and 175. The mailing address for the CCLL remains as "Suite 17".

Clallam County IT personnel continue to endeavor to keep the computing configurations in the Law Library current with the various transitions impacting their vast range of responsibilities. I had the pleasure of meeting with Ms Teel and Ms. Anderson in June 2023, and we were able to identify a couple of useful items for consideration.

One possibility -- of locating a smaller copier/desk top printer, to replace the free standing copy machine taking up roughly a 2x5 foot space in the context of a roughly 10x10 foot room -- has at this writing -- been carefully considered and has already taken place. The all in one desktop unit, serving both the 2 public access computers, and the 1 Law Library computer with County administrative interface, is up and running on the desk top in its 15" cube of a space.

The other possibility -- nearly 10 years in the exploration, relates to complimentary access to some extremely useful Washington State Bar Association (WSBA) computer / reference materials. When first considered, this would have referred to access to the WSBA *Deskbooks* via "Casemaker", and the stumbling block to access had been access to a "dedicated" IP address from IT for the 2 Public Access Computers.

However, in March of 2023, the access avenue to the WSBA *Desktop* materials changed, from "Casemaker" to "Fastcase", and could now, potentially, be made available without the perceived difficulty of providing a "dedicated" IP address. Of course the WSBA members already have access to the resource contemplated thru their Bar membership, however, this recent development could mean public access as well, to the WSBA *Deskbook* materials, via the 2 Public

Access Computers. The *Deskbooks* are considered to be particularly useful to those new to a particular practice area of law, and as such, more readable and accessible to the lay person with an active mind, but without a law degree. This possibility is being explored with new optimism and, hopefully, an affirmative outcome.

Last year's Summary of 21/22, reminded readers of the 2 entirely up-to-date sets of reference materials (both current thru June 2021), given to the Law Library by a Seattle firm of attorneys bent on relocating their offices mid-pandemic. The *Revised Code Of Washington Annotated* and the *West's Washington Digest 2nd* sets replaced those that had fallen far behind on updates due to increasingly tighter budget constraints.

However, this unusually fortunate catch-up contribution from July 2021 – sadly – cannot stand in place of the budget repair and restoration needed to address the underfunded mandate and the recent revenue diversions, that have combined to erode the funds available for the ongoing provision, care, and maintenance of the Clallam County Law Library collection of reference materials.

This need for budget repair and restoration is, as in years past, referenced in the two "Budget Change Request Schedule 'D'(s)" provided with this summary and recently submitted as part of the current Clallam County annual budget process.

The first Schedule 'D' references "Fund Number 11401.821, BOOKS (Legal Reference Materials)". You will see that this request is made for increase of \$10,000.00, ongoing, drawing on fund specific revenues provided by state law RCW 27.24 COUNTY LAW LIBRARIES.

I believe this type of adjustment may allow for return of subscription service for the *Revised Code Of Washington Annotated*, and, potentially, the *West's Washington Digest, 2d*, as well as continuing on with the *LexisNexis WA "Enhanced"* online resource currently in place, and generally carrying on with provision of legal reference materials as provided for in state statute.

It should be noted that subscription services typically provide for a substantial reduction in cost – in contrast to the piecemeal updates that have been required by the diminished access to County Law Library fund specific revenues.

This particular request ended up in the Clallam County Board Of County Commissioners "Deferred" list – which I understand to mean not approved as requested, and not applied in the affirmative for the budget of the Clallam County Law Library.

By way of contrasting funding of the budget line for "BOOKS", the 2005 budget line dedicated specifically to these reference materials was \$28,777.01.

This amount included and covered the costs of subscription service to the titles:

- American Jurisprudence 2nd
- American Law Reports
- Federal Reporter
- Federal Supplement
- Shepards service
- United States Code Annotated
- United States Supreme Court Digest
- United States Supreme Court Reporters

- Washington Revised Code Annotated
- Washington Digest 2nd
- Washington Reports
- Washington Appellate Reports
- Washington Cumulative Subject Index
- Washington Administrative Code
- Washington Practice
- Washington Court Rules (and more).

Of course, these physical titles included many hundreds of volumes (or books), which provided many hundreds of points of access to the library collection, not simply to the two tethered computer access terminals now located in a 10' x 10' cubit.

For 2023 - \$7,452.00 is budgeted for "Subscriptions", which consists of one online subscription service, available for use only in the Law Library, at one of two computer workstations -- leaving only \$3,004.00 in this particular budget for any and all of the rest of the "BOOKS" and or / Legal Reference Materials for 2023.

In short, a total for 2023 of \$10,456.00 - specifically available for legal reference materials - for the entirety of Clallam County - in the context of the Clallam County Law Library - as currently budgeted.

(Or, in short -- .03% of the 34 Million + Law & Justice Budget as written for 2023.)

The second "Budget Change Request Schedule 'D'" references the funds already taken from the Clallam County Law Library fund specific revenues.

The second Schedule 'D' references: RETURN INTERFUND PAYMENTS FOR SERVICES "Indirect Cost Charges" PORTIONS TAKEN FOR "Space" occupied by Clallam County Law Library.

The request for return of funds taken for "Indirect Cost Charges" on the Schedule "D" submitted are for the amounts listed as:

2018 & 2019	43,550	already taken
2020	22,332	already taken
	65,842	REQUEST FOR RETURN "Indirect"(s)
		CLALLAM COUNTY LAW LIBRARY
		Fund specific revenues provided by statute.
		RCW 27.24.070
		(referred to by some as a funded mandate)

I remain astonished by the staggering diversion(s) of Clallam County Law Library fund specific revenues and continue to suggest that the "Clallam County 2018 Cost Allocation Plan(s)" have been misapplied to the Clallam County Law Library.

I feel it is important to stress, yet again, that all of the monies contemplated in this context are mandated fee portions provided

by statute specifically for the funding of the Clallam County Law Library. I believe it is important that the funds be applied to the maintenance and support of Clallam County Law Library collection of legal reference materials. (Not taken as a charge of "Indirects" for the "space" occupied.)

So why not return the funds diverted from the statutory revenue stream – a very small stream - diverted, primarily - to charge rent - for the space occupied by the Clallam County Law Library.

In years past, this type of Schedule "D" request would have been listed on what is referred to as the "Departmental Requests" grid. However, it appears that this request was omitted from this grid of Departmental Requests for 2023 - not even placed on the list to be marked as "Deferred".

(I notice the "Indirect(s)" listed for the year 2023 are show as \$15,037.00, as opposed to the previous 20Ks+ (on the "2023 Indirect Cost Charges" grid). This seems especially odd, as the Clallam County Law Library is now closeted in approximately 1/5th of the space previously occupied.))

The CLALLAM COUNTY 2018 COST ALLOCATION PLAN(S) have been addressed at some length -- most recently in Clallam County Law Librarian memos to the CCLLBOT, January 30, 2020, and February 5, 2020, and can be viewed in entirety as an attachment to Agenda Item Summary for Continued Work Session, of the Clallam County Commissioners, meeting date 11/4/2019, @ 1:00 p.m., at the Clallam County Commissioners portion of the Clallam County web site. (I have yet to see what the specific formulation(s) for the application(s) of the Cost Allocation Plans consisted of. As I can best recall, they were not specifically outline in the context of the hard copy of the plan I was able to review.)

Of course, it goes without saying, whenever contemplating a small annual budget, that the costs for most things continue to rise, and legal reference materials are no exception.

Consideration could still be given to request of a three dollar per filing fee increase for the Clallam County Law Library, (drawn from specified Superior Court filing fees), as contemplated in the State Statute, RCW 27.24. Granted, this would represent a small amount, but could be yet another incremental repair to a seriously damaged revenue stream.

As the funding mandate provided for county law libraries is only represented by small portions of designated filing fees paid to the Courts of Clallam County (and given that the population base is less than Eighty Thousand persons) the fee portions that become available are both small in portion and are – naturally - very limited.

It is interesting to note that the actual portion of filing fee made available to the county law libraries has decreased significantly from the initial 1919 mandate. 1919 offers the law library roughly \$1.00 for each \$4.00 filing fee in Superior Court, or one quarter of the total.

A three dollar per filing fee increase today, for designated filings in Superior Court, would bring the fee from \$17.00 per filing fee to \$20.00. This amount falling far short of the one quarter portion.

I feel I must again highlight the continuing erosion of a resource that the people / law makers / of the State of Washington believed was important enough to commit into writing (and to provide a fund specific revenue stream for) in the context of the code of laws we are given to be guided by.

Please note that the Proposed Budget Materials, showing on the DISTRIBUTION List, may potentially be amended and are simply to provide a framework for use during the coming budget meetings.

In looking forward, I remain hopeful that:

The mandated fee portions, provided by statute specifically for the funding of the Clallam County Law Library, will be returned to the Clallam County Law Library (currently in excess of \$65,000.00) for the maintenance and support of the Law Library collection of legal reference materials;

The “Schedule D” request for increase of the 2024 budget line for legal reference materials will be given favorable consideration;

The Clallam County Law Library will continue to be the recipient of the kinds of contributions and the types of generous support, as have already been mentioned in summaries past and present;

That future consideration will be given to provision of a room more reasonably suited to accommodating the collection of County Law Library materials that this very community has invested in over many years by their fee portions paid to the Clallam County systems of Courts;

That the Clallam County Law Library Board of Trustees will, at some future point, make formal request for fee increase, as provided for by State statute;

And, of course, that some happy lottery winner will find themselves with some extra funds that they would like to contribute to our special budget line -- "Contributions and Donations"; and,

That the combination of some, or all of these things, will serve to gradually re-build and improve upon the existing Clallam County Law Library collection of legal reference materials.

I continue to believe that these are all reasonable hopes. I also -- still believe -- that much room for improvement remains.

As ever, I thank you all for your willingness to participate in this process, for your time, and for your efforts in reviewing these materials.

Budget Change Request -Schedule "D"

Budget Fund Number: 11401.821

Budget Fund Name: Clallam County Law Library

Preparation Instructions: Indicate the amount above and beyond the prescribed budget guidelines that you believe to be required to meet the change objectives. The amount is not to be included in the line item budget. If your request is approved it will be added by the Budget Analyst.

Title of requested item: Books (Legal reference materials)

BARS number of requested item: (example Office Supplies would be XXXXX.31.0010) 57220.31.0015

Benefit of request: Implication of not making change: Amounts dedicated to legal reference materials have decreased while costs for same have not.

Cost: \$10,000.00

Is this a one time cost or will it be ongoing? Ongoing

Where will the money come from to pay the cost? Monies to address request draw on fund specific revenues provided for by state law (RCW 27.24 County Law Libraries).

Other comments: Thank You

Budget Analyst use only:

Change request approved ____ Yes ____ No

Approved by: ____

Date approved: ____

Budget Change Request -Schedule "D"

Budget Fund Number: 11401

Budget Fund Name: Clallam County Law Library

Preparation Instructions: Indicate the amount above and beyond the prescribed budget guidelines that you believe to be required to meet the change objectives. The amount is not to be included in the line item budget. If your request is approved it will be added by the Budget Analyst.

Title of requested item: RETURN INTERFUND PAYMENTS FOR SERVICES "Indirect Cost Charges" PORTIONS TAKEN FOR "Space" occupied by Clallam County Law Library.

BARS number of requested item: (example Office Supplies would be XXXXX.31.0010) 57220.99.0010

Benefit of request: Implication of not making change: Restoration of funds designated by state law for the Clallam County Law Library (RCW 27.24 COUNTY LAW LIBRARIES.

Cost: From 2018 & 2019 - \$43,550.00, from 2020 - \$22,332.00, for a total of \$65,842.00.

Is this a one time cost or will it be ongoing? One time restoration of misapplied funds.

Where will the money come from to pay the cost? Restoration of misapplied funds.

Other comments: Thank You

Budget Analyst use only:

Change request approved ____ Yes ____ No

Approved by: ____

Date approved: ____

OTHER FUNDS SUMMARY OF REVENUES AND EXPENDITURES - SCHEDULE "E"

Budget Fund Name:
Clallam County Law Library

Budget Fund Number:
11401

CATEGORY	2023 PROJECTED ACTUAL	2024 PROPOSED BUDGET
Beginning Fund Balance (a)	21,401	24,851
Revenues (b)	25,000	26,000
Totals (c)	46,401	50,851
Ending Fund Balance (f)	24,851	24,851
Expenditures (d)	21,550	26,000
Totals (e)	46,401	50,851

Note: To minimize any confusion or problems, please complete all 2023 information before working on that for 2024.

- (a) 2023 Beginning Fund Balance is provided by the Budget Director on the Designated Recipients and 2023 Beginning Fund Balances Report.
2024 Beginning Fund Balance is the same as (f).
- (b) 2023 Revenues are a combination of the year-to-date actual amounts and those you expect to receive by the end of the year.
2024 Revenues are those you expect to receive from all sources during the entire year.
- (c) Total of (a) plus (b).
- (d) 2023 Expenditures are a combination of the year-to-date actual amounts and those you expect to disburse by the end of the year.
- (d) 2024 Expenditures are those you expect to disburse during the entire year.
- (e) Same as (c).
- (f) Total of (e) minus (d).

Department Name:
 Department Number:
 BARS Number:

Law Library
 11401.821.
 51270.10.

2024 Salary Budget Worksheet - Schedule A Version 1

Employee Number	Position	Employee Name	Union Status	Hours Per Week	As of January 1		Step Increase		Salary Adjustment "A"	Current Adopted Salary	Future Budgeted Salary	FICA/ Medicare 0.0765	Plan	Retirement @ 0.1036	401A Match/ Contribution		Employee Medical Insurance	Unemployment @ 0.2%	Industrial Insurance		Future Estimated Comp	Yearly COLA 0.0%	Paid Days in a Year
					Range Step	Monthly Salary	Month	Salary							%	Expense			Rate	Expense			
000430	Law Librarian	Penny Ruby	NR	7.50	35	9	660	13	0	0	7,724	7,920	606					16	0.1299	51	8,593	-	260
	Total			7.50	FTE	0.19			0	0	7,724	7,920	606					16		51	8,593	0	

2024 V1**Budgeted Revenue**

11401.821.

Law Library

30800. 00. 0000	Beginning Fund Balance	16,410
34000. 00. 0000	Charges for Goods and Services	
34122. 01. 0000	Antiharassment Filing	10
34122. 03. 0000	Civil Filing	330
34122. 06. 0000	Civil Costs and Adjustments	3,320
34122. 08. 0000	Antiharassment Filing after 7/09	10
34122. 09. 0000	Civil Filing after 7/09	10
34122. 10. 0000	Counter Cross 3rd Filing after 7/09	10
34122. 11. 0000	AHF 7/1/11	250
34122. 12. 0000	Civil Filing Fee CVF 7/1/11	5,000
34123. 08. 0000	Facilitator Fee	10
34123. 09. 0000	Juvenile Emancipation	10
34123. 11. 0000	Anti-Harrassment Filing	440
34123. 26. 0000	Civil/Probate/Domestic Filing after 7/09	10
34123. 32. 0000	Civil/Probate/Domestic Filing after 7/1/11	7,000
34123. 36. 0000	Domestic Filings after 7/1/11	10
34123. 38. 0000	Appellate Filing Fee APF 7/1/11	50
34123. 40. 0000	Counter, Cross, 3rd Party Claims after 7/1/11	120
34123. 42. 0000	Unlawful Detainer Filings after 7/1/11	550
34123. 44. 0000	Unlawful Detention Combo after 7/11	1,150
34123. 48. 0000	Case Type 3,5 Facilitator after 7/1/11	1,350
34123. 52. 0000	Domestic Facility Filing Fee	3,200
34181. 00. 0000	Copy Fees	50
34198. 01. 0000	County Crime Victim Program	100
34650. 01. 0000	Domestic Facilitator Filings after 7/1/11	10
	Total Charges for Goods and Services	23,000
36000. 00. 0000	Miscellaneous Revenues	
36700. 00. 0000	Contributions and Donations	1,000
	Total Miscellaneous Revenues	1,000
39700. 00. 0000	Transfers In	
39718. 00. 0100	Transfer from General Fund Reserves	15,037
	Total Transfers In	15,037
	Subtotal Law Library	39,037
	Total Law Library	55,447

2024**Budgeted Expenditures**

11401.821.

Law Library**May 2023 required change: from 51270 to 57220**

50800. 00. 0000	Ending Fund Balance	18,646
57220.	Law Library	
57220. 10. 0000	Salaries and Wages	
57220. 10. 0600	Extra Help	7,920

		Total Salaries and Wages	7,920
57220.	20. 0000	Personnel Benefits	
57220.	20. 0020	Benefits	673
		Total Personnel Benefits	673
57220.	30. 0000	Supplies	
57220.	31. 0015	Books	3,004
57220.	31. 0020	Operating Supplies	455
		Total Supplies	3,459
57220.	40. 0000	Other Services and Charges	
57220.	42. 0010	Telephone	560
57220.	48. 0040	Equipment - Repair and Maintenance	700
57220.	49. 0030	Printing and Binding	1,000
57220.	49. 0041	Subscriptions	7,452
		Total Other Services and Charges	9,712
57220.	90. 0000	Interfund Payments for Services	
57220.	99. 0010	Indirect Cost Charges	15,037
		Total Interfund Payments for Services	15,037
		Subtotal Law Library	36,801
		Total Law Library	55,447



Law Library 11401.821.

Mission Statement

The Clallam County Law Library exists to serve the varied legal information needs of the residents of Clallam County; including the bench, the bar, local governments and the public. "Access to legal information is essential to the administration of justice and to the preservation of legal rights."
(WSBA Standards for County Law Libraries)

Function

As established by Washington State Law: "Each County with a population of eight thousand or more shall have a county law library..." (RCW 27.24.010).

RCW 27.24.067 states that: "the use of the county law library shall be free to the judges of the state, to state and county officials, and to members of the bar, and to such others as the board of trustees may by rule provide."

Trends/Events

2024 will benefit from the collective ideas that the Clallam County Law Library Board of Trustees bring to the many challenges of both - building on the range and quality of reference materials available - and preserving those invested in over time. The Session Laws of Washington (1919) provided the funding mechanism to facilitate the task of developing county law libraries and the statutory outline for the provision of these funds remains much as originally outlined.

Goals

1. To paraphrase RCW 27.24.030, Powers of board, the ongoing goals to: make and enforce rules for their own procedure and for the government care and guidance of employees;
2. Employ a librarian and assistants and to prescribe their duties;
3. Purchase books, periodicals, and other property for the library;
4. Examine and approve for payment claims and demands payable out of the county law library fund.

Workload Indicators

	2021 Actual	2022 Actual	6/30/23 Actual
Volunteer hours to assist with public access	0	0	0
Public hours contacts	44	44	12
Law Library key holders *			

*Judges, county officials, and members of the Clallam County Bar Association are issued keys to the Law Library to facilitate access. In addition to this access, the Law Library is currently opened to the public one afternoon per week.

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2021 Actual	2022 Actual	6/30/23 Actual	2024 Budget
Beginning Fund Balance	6,942	13,519	21,401	18,646
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	27,330	24,619	13,227	21,764
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Other Financing Sources	0	0	0	0
Transfers In	20,000	23,723	15,037	15,037
Total	54,272	61,861	49,665	55,447

Expenditures

	2021 Actual	2022 Actual	6/30/23 Actual	2024 Budget
Ending Fund Balance	13,519			
Salaries and Wages	6,214	6,528	3,005	7,920
Personnel Benefits	543	570	259	673
Supplies	8,147	3,343	0	3,459
Other Services and Charges	492	4,034	4,428	9,712
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	25,357	25,985	7,517	15,037
Transfers Out	0	0	0	0
Total	54,272	40,459	15,210	36,801

Staffing

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Full Time Equivalents	0.19	0.19	0.19	0.19

Clallam County Law Library

2023 Inventory Currently Shelved (As Ever A Work In Progress)

American Jurisprudence, Second Edition, vols 1-83 + 2006 pocket parts, New Topic Service binder, Desk Book (then budget cuts), Tables Of Laws And Rules 2008-2009 (Gift), General Index 2008 (7 vols) (Gift), and General Index Update A-Z 2009 (1 vol) (Gift).

American Jurisprudence Legal Forms, Second Edition, vols 1-20B (in 62 books) + 2013 pocket parts, and General Index (2 vols) 2013-2014.

Black's Law Dictionary, 10th Edition 2014 & 6th Edition 1990.

The Random House College Dictionary, Revised Edition, 1975 (gift).

Webster's Students Dictionary, Teacher's Annotated Edition, American Book Co., 1974 (gift).

The New Comumbia Encyclopedia, Harris and Levey, Columbia University Press, 1975 (gift).

Bender's Anatomy Charts For Courtroom Use.

The Bluebook, A Uniform System Of Citation, 17th Edition 2000.

Current American Legal Citations 1983.

Martindale Hubbell Law Dictionary 2009 Edition, vol 6 & 8, International Law Directory (2 vols) (2009) (gift).

Revised Code Of Washington Annotated, Titles 1-91, and Constitution (5 vols) + 2021 pocket parts, Parallel Reference Tables (2 vols) + 2021 Supplementary Pamphlet, General Index A-Z (2 vols) (Current thru June 2021 courtesy of Simburg, Ketter, Sheppard & Purdy, LLP).

Washington Court Rules (Federal, State and Local) 2021 (3 softbound volumes).

Washington Court Rules (Federal, State and Local) 2022 (3 softbound volumes).

Washington Court Rules (Federal, State and Local) 2023 (3 softbound volumes).

Clallam County Code, thru Supplement No. 16 – December 2022, thru Ordinance 998 2022. (& Look Online)

Port Angeles Municipal Code (Look Online)

Sequim Municipal Code (Look Online)

Washington Digest 2d, vols 1-45 (in 116 books including 2021 Descriptive Word Index) + 2021 pocket parts (Current thru June of 2021 courtesy of Simburg, Ketter, Sheppard & Purdy, LLP).

Washington Cumulative Subject Index 2021, 2022 and 2023.

Washington Appellate Practice Deskbook, Fourth Edition, WSBA, vol I & II, 2016.

Washington Civil Procedure Deskbook, Third Edition, WSBA, vol I, II, & III, 2014 (gift).

Washington Family Law Deskbook, Second Edition, WSBA, vol I, II, & III, 2012.

Washington Public Records Act Deskbook, WSBA, 2006,

Washington Real Property Deskbook, Fourth Edition, WSBA,

vol I, II, 2009 Fourth Edition, with 2014 Supplement,

vol III, 2009 Fourth Edition with 2015 Supplement,

vol IV, 2010 Fourth Edition with 2016 Supplement.

Washington Territory Reports vol 1-3 (1854-1888).

Washington Reports 2d, vol 198, 199 + current Advance Sheets.

Washington Appellate Reports 2d, vol 17, 18, 19, 20, 21, 22, 23 + Advance Sheets.

Laws Of Washington, Session Laws Of Washington 1854-1925.

General Statutes And Codes Of The State Of Washington (1891).

Washington State Register -- CDs starting 2022 (see also online).

Washington Administrative Code (see online) vol 20 retained for Index.

Washington Practice, vols 1-34 -- Set purchased December 2009.

Washington Practice (Gifts of superseded volumes -- see numerical shelved).

Washington Administrative Law Practice Manual, WSBA, Matthew Bender, 2002 (gift).

Annotated Manual For Complex Litigation, Fourth, Herr, 2016 (gift).

Causes Of Action, Second, with Thomson West 2002 pocket parts (20 vols plus Index)
(gift).

Intellectual Property, Patents, Trademarks, And Copyright In A Nutshell, 4th Edition,
Miller and Davis, Thomson West, 2007 (gift).

Williston On Contracts, A Treatise On The Law Of Contracts, Williston 4th Edition,
Thomson West, 2007, vols 1-31 (3 vols #23).

Williston On Contracts, A Treatise On The Law Of Contracts, Williston 4th Edition,
Thomson West, 2016, Table of Contents – Correlation Tables – General
Index (1 vol. softbound).

Williston On Contracts, A Treatise On The Law Of Contracts, Williston 4th Edition,
Thomson West, 2016, Index To Forms (1 vol. softbound).

Williston On Contracts, A Treatise On The Law Of Contracts, Williston 4th Edition,
Thomson West, 2016, Table Of Cases, A-C, D-H, I-N, O-S, T-Z.

////////// Miscellaneous titles not necessarily in alpha or shelf order \\\\\\\\\\\\\\\

Washington Legal Researcher's Deskbook, 2d, Number 10, Marian Gould Gallagher
Library Research Study Series, 1996 (Gift).

The Legal Researcher's Desk Reference, Infosources Publishing, 2012/13 (gift).

Legal Research In A Nutshell, Cohen and Olson, Thomson West, 2007 (gift).

Legal Drafting In A Nutshell, 2nd Edition, Haggard, Thomson West, 2003 (gift).

Legal Writing In A Nutshell, 3rd Edition, Bahrych and Rombauer, Thomson West, 2003,
(gift).

Guerrilla Discovery, Revision 15, Lipson, James Publishing, 2018 (gift).

Is It Admissible?, Revision 20, Lipson, James Publishing, 2018 (gift).

Model Interrogatories, Revision 15, Culhane, James Publishing, 2014, vol 1&2 (gift).

Deposition Checklists And Strategies, Revision 8, Schaeffer, James Publishing, 2015
(gift).

The Deposition Handbook, 4th Edition, Suplee and Donaldson, Apsen Law, 2002 (gift).

Deposition Objections, 1st Edition, Ranney, James Publishing, 2010 (gift).

Deposition Objections, Revision 1, Ranney, James Publishing, 2012 (gift).

Qualifying And Attacking Expert Witnesses, Revision 30, Galluzzo, James Publishing, 1988-2018 (2 vols or Revision 30) (gifts).

Pattern Cross-Examinations, Simpson, James Publishing, 2011 (gift).

Trial Practice Series, Closing Arguments, The Art And The Law, Stein, Thomson Reuters, 2015-16 Edition (gift).

Section 1983 Litigation In A Nutshell, Third Edition, Collins, Thomson West, 2006 (gift).

Suppressing Criminal Evidence, First Ed., Vishny, James Publishing 2016 (gift).

West's Washington Criminal Laws, 2016 (Gift).

Washington Criminal Law, Portnoy – Leone, LexisNexis, 2017 (2 copies) (Gifts).

Search And Seizure, Fourth Edition, Wests Criminal Practice Series, LaFave, vols 1-6, 2004 with 2011/12 pocket parts (Gift).

Substantive Criminal Law, West's Criminal Practice Series, LaFave, vols 1-3, 2003, 2016/17 pocket parts (Gift).

Suppressing Criminal Evidence, First Edition, Vishny, James Publishing, 2016 (Gift).

Conflicts Of Interest In Business Transactions: Guidelines For The Business Lawyer, WSBA, 1990.

How Arbitration Works, Elkouri & Elkouri, 7th Ed. 2012, and 2014 Supplement (gift).

Determining Economic Damages, Revision 25, Stephenson & Macpherson, James Publishing, 2016 (gift).

Determining Economic Damanges, Revision 26, Stephenson & Macpherson, James Publishing, 2018 (gift).

How Insurance Companies Settle Cases, Revision 27, Frangiamore, James Publishing, 1989-2017 (gift).

How Insurance Companies Settle Cases, Revision 24, Frangiamore, James Publishing, 1989-2013 (loose leaf notebook) (gift).

Handling Child Custody, Abuse And Adoption Cases, Haralambie, 1993 (gift)
Legal Rights of Children, 3rd Edition, Thomson Reuters,
2015-16, 2016-17, and 2017-18 (in 2 vols for each increment) (gifts).
Lesbian, Gay, Bisexual And Transgender Family Law, 2018, Thomson Reuters,
2014, 2015-16, 2016-17, 2017-18, 2018 (gifts).
Sexual Orientation And The Law, Thomson Reuters,
2014-15, 2016-17, and 2017-18 (in 2 vols for each increment) (gifts).
Vulnerable Adult Order For Protection / Washington Pattern Forms / 2007.

Defending DUIs In Washington, 2d, LexisNexis, 2011 (gift).
Defending Drinking Drivers, Revision 34, Barone, James Publishing Inc., 2018, vol 1 & 2.
Vehicle Search Law Deskbook, Fisanick, Thomson Reuters, 2016-2017 (gift).
Washington Criminal And Traffic Law Manual, Blue 360 Media, 2019 (gift).
Washington Criminal And Traffic Law Manual, LexisNexis, 2018 (gift).
Employment Discrimination Law, 4th Edition, Volumes I & II, Lindemann & Grossman,
ABA, 2007 (gift).
Employment Discrimination, Larson, Matthew Bender, 1982,
vol 1 Sex,
Vol 2 Procedure Remedies,
vol 3 Employment Discrimination,
Race, Age, Religion, Handicap, & Other
vol 4 Appendixes, Forms, Case Table, Index.

Social Security, Medicare & Government Pensions, 12th Edition, Matthews and Berman,
2007 (gift).
Nolo's Guide To Social Security Disability, Getting & Keeping Your Benefits, 6th Edition,
Morton, 2012 (gift).

Guide To Surviving Debt, The National Consumer Law Center, 2005 (gift).

Stop Predatory Lending, A Guide For Legal Advocates, The National Consumer Law Center, 2002 (gift).

Bankruptcy Courts & Procedures, 3rd, Revision 23, Nollkamper, James Publishing, 2018 (gift).

Brady On Bank Checks And Funds Transfers, Hagedorn, vols 1&2 (with 2012 updates) (gift).

Computer Law: Drafting and Negotiating Forms and Agreements, Vols 1&2, Raysman & Brown (2005)

Emerging Technologies and the Law, Forms and Analysis, Vols 1&2, Raysman, Brown, Neuberger & Bandon (2009)

Drafting Limited Liability Company Operating Agreements, 2d, Cunningham, 2012 (Gift)

Neighbor Law, Fences, Trees, Boundaries & Noise, 4th Edition, Jordan, Nolo, 2002 (gift).

Neighbor Law, Fences, Trees, Boundaries & Noise, 5th Edition, Jordan, Nolo, 2006 (gift).

REPORT ON COLLECTION, LIBRARY USE AND STAFFING
(July 1, 2022 – June 30, 2023)

Total number of volumes	9,355	(*1)
Total volumes currently shelved in roughly 1/5 th space	932	
Collection consists of:		
Titles with upkeep service (potentially)	5	
Other titles (90 % of collection primarily in storage)	71	
Online subscription	1	
Total new books received		(*2)
By purchase:		
Additions to the collection	0	
Replacements for superseded volumes	3	
No cost:		(*3)
Additions to the collection at no cost	18	
Additions to the collection (gifts)	0	
Books discarded and not replaced (hard bound volumes) (does not include misc discarded softbound advance sheets, notebooks & superseded volumes)	0	
Number of books lost or missing	75	
Circulation (attorneys and government officials have keys and CCCF inmates request books as available)		
Total number of books checked out	0	
Library use during public hours (Pandemic) (averaged over the course of the year, approx 4.5 hours per week)	28	(*4)
Photocopies & Computer Printouts	410	
Staff (paid and volunteer)		
Part-time librarian / (.19 FTE Total Potentially)	384	
Volunteers / donated hours / Pandemic	none	

NOTES

1. Number of bound volumes. Does not include pocket parts, advance sheets, supplement pamphlets.
2. Same as note 1.
3. No cost subscriptions provided by Washington State government include the Washington State Register (CD), bound volumes of Laws of Washington, Washington Reports Cumulative Subject Index, Washington Reports, and Washington Appellate Reports. (The Law Library pays for the advance sheet subscriptions for the latter two titles).
4. Attorneys and government officials have access to the library when staff are not on duty. The numbers given for use by members of the general public do not include use by attorneys or government officials during the hours the library is not open to the public.

CLALLAM COUNTY LAW LIBRARY
As Currently Estimated
2024 Budget

Code 57220.10.0600 (Salary/Wages .19 FTE)	7,920.00
Code 57220.20.0020 (Personnel "benefits")	673.00
Code 57220.31.0015 (Books /Reference)	3,004.00
Code 57220.31.0020 (Operating Supplies)	455.00
Code 57220.42.0010 (Telephone "interfund")	560.00
Code 57220.48.0040 (Equip Repair & Mainten)	700.00
Code 57220.49.0030 (Printing & Binding) (new)	1,000.00
Code 57220.49.0030 (Subscriptions Lexis Enhanced w/Full Federal) **	7,452.00

LAW LIBRARY SUB-TOTAL **21,764.00**

Code 51270.99.0000 (**INDIRECT COST CHARGES "Space"**) **15,037.00**

TOTAL **36,801.00**

**** The amount in this newly created budget line appears to be \$3,024.00 more than the most recent contract signed for this service****

Clallam County Law Library
LexisNexis Contract



LEXIS® AMENDMENT FOR
STATE/LOCAL GOVERNMENT WITH
LIBRARY PATRON ACCESS

"Subscriber" Name: Clallam County Law Library
Account Number: 100005NAC
"LN": LexisNexis, a division of RELX Inc.

1. Amendment

This Amendment ("Amendment") amends and supplements the terms of the Lexis® Subscription Agreement previously entered into between LexisNexis, a division of RELX Inc. ("LN") and Subscriber (the "Subscription Agreement"). This Amendment shall serve as Subscriber's acceptance of the General Terms & Conditions for Use of the Online Services in effect as of the date of this Amendment and displayed at: <https://www.lexisnexis.com/en-us/terms/GovtAcademic/terms.page>.

2. Certification of Use of Lexis by Librarians/Library Staff

2.1 Subscriber certifies that the number of government professionals in Subscriber's organization who will have access to Lexis is as set forth below. A "Government Professional User" is defined as a librarian or researcher who is employed by the Subscriber.

Number of Government Professional Users:	2
--	---

2.2 Each LN ID is issued for the individual use of the Government Professional User to whom it is assigned. A Government Professional User may not (i) share their LN ID(s) or (ii) perform research for a library patron or any other individual using their LN ID(s).

2.3 If Subscriber, at the time of signing this Amendment has 11 or more Government Professional Users, then Subscriber is required to notify LN if the number of Government Professional Users falls below 11. Subscriber shall, within 30 days of the staffing change, notify LN in writing.

3. Use of Lexis by Library Patrons

3.1 In addition to use of Lexis by Subscriber's Government Professional Users, Subscriber's "Authorized Users" may also include Subscriber's library patrons who are accessing Lexis through the use of on-site library terminals (up to the specified number on Schedule I) at Subscriber's location(s) listed below (each a "Patron"). Non-Patrons of the library or any other persons who are not Government Professional Users are prohibited from receiving access to or use of Lexis under this Amendment. Remote access to Lexis (e.g., via dial-up or other remote connection) is strictly prohibited.

Location (address, city and state)	# of Terminals
223 E 4th St Ste 17, Port Angeles, WA 98362	2

3.2 Subscriber acknowledges and agrees that each Patron may access Lexis only from a library terminal that includes an acceptance screen (as the same is provided by LN) which requires the Patron to accept the LexisNexis General Terms and Conditions of Use. Each Patron must activate an "I Accept" button following the terms and conditions before the Patron will be permitted to access Lexis. If the Patron clicks on "Do Not Accept", "Cancel" or otherwise fails to click "I Accept", then the Patron will not have access to Lexis.

3.3 Subscriber's contact and technical information for its library terminals is set forth in the attached Schedule I.

4. Lexis Product and Charges

4.1 This Section 4 amends the Subscription Agreement with respect to the Lexis product offering described below. The term of Subscriber's commitment for the Lexis product offering will begin upon the date Subscriber's billing account ("Account Number") is activated ("Activation") and will continue for the last period set forth in Section 4.2 below (the "Committed Term"). Subscriber may not terminate this Amendment under Section 5.2 of the General Terms during the Committed Term. In addition, Subscriber may terminate this Amendment during the Committed Term for a material breach by LN that remains uncured for more than 30 days after LN receives written notice from Subscriber identifying a specific breach. If Subscriber terminates this Amendment pursuant to this Section, then Subscriber will pay all charges incurred up to the date of termination.

LNUS Amendment (SLG) | 4829-6916-5514 202202 v5



LEXIS® AMENDMENT FOR
STATE/LOCAL GOVERNMENT WITH
LIBRARY PATRON ACCESS

Lexis Content & Features for Use by Government Professional Users		
Product	SKU Number	Number of Users
WA Enhanced with Full Federal	1011650	2

Lexis Content & Features for Use by Library Patrons		
Product	SKU Number	Number of Users
WA Enhanced with Full Federal	1011650	2

4.2 In exchange for access to the Lexis Content, Feature and/or Service set forth in Section 4.1 above, Subscriber will pay to LN the following amount (the "Monthly Commitment") during the periods set forth below.

Committed Term	Monthly Commitment
1/1/2024 to 12/31/2024	\$

4.3 During the Term, LN may make content and features available to Subscriber that are not included in the Lexis Content described above which will be offered to Subscriber at an additional charge ("Alternate Materials"). Subscriber will be under no obligation to access and use the Alternate Materials, or to incur additional fees beyond the Monthly Installment. If Subscriber elects to access the Alternate Materials by initiating below, Subscriber will be notified that additional charges will apply before the Alternate Materials is displayed. If Subscriber proceeds to access the Alternate Materials, Subscriber will pay the then current, transactional charge(s) for the Alternate Materials that is displayed at the time of access.

(Initial) Subscriber elects access to the Alternate Materials

4.4 LN may temporarily suspend access to Lexis until all unpaid amounts are paid in full. No claims directly or indirectly related to this Amendment with respect to amounts billed or payments made under this Amendment may be initiated by Subscriber more than 6 months after such amounts were first billed to Subscriber.

5. Closed Offer

The prices and other terms are subject to change if Subscriber has not submitted a signed original or copy on or before 12/31/2023.

6. Confidential Information

Subject to any state open records or freedom of information statutes, this Amendment contains confidential pricing information of LN. Subscriber understands that disclosure of the pricing information contained herein could cause competitive harm to LN, and will receive and maintain this Amendment in trust and confidence and take reasonable precautions against such disclosure to any third person. This Section 5 will survive the termination or expiration of this Amendment.

LNUS Amendment (SLG) | 4829-6916-5514 202202 v5



LEXIS® AMENDMENT FOR
STATE/LOCAL GOVERNMENT WITH
LIBRARY PATRON ACCESS

7. Support and Training

During the Term, Subscriber, with the support of LN, agrees to encourage the effective use of Lexis through:

- (a) Meaningful participation in additional ongoing programs presented by LN to update and train Authorized Users;
- (b) Authorize the periodic distribution of memos or other communications by LN and/or Subscriber to Authorized Users; and
- (c) The periodic review with LN of Subscriber's Authorized User's use of materials and training under this Agreement.

8. Miscellaneous

- 8.1 This Amendment does not bind either party until it has been accepted by both parties. Subscriber may accept this Amendment by signing below. LN will accept this Amendment by providing Subscriber with access to Lexis or by signing below.
- 8.2 If Subscriber issues a purchase order in connection with the Agreement, Subscriber acknowledges and agrees that the purchase order shall be for Subscriber's internal purposes only and shall not modify or affect any of the other terms or conditions for access to the Online Services.

LEXISNEXIS WILL NOT ACCEPT ANY CHANGES, CORRECTIONS OR ADDITIONS TO THIS AMENDMENT UNLESS SUCH CHANGES ARE EXPRESSLY ACCEPTED BY LN IN WRITING. SUCH CHANGES WILL HAVE NO LEGAL EFFECT.

AGREED TO AND ACCEPTED BY:

Subscriber: Clallam County Law Library
[MUST BE COMPLETED BY SUBSCRIBER]
Authorized Subscriber Signature: _____
Printed Name: _____
Job Title: _____
Date: _____

LexisNexis, a division of RELX Inc.

[COMPLETED BY LEXISNEXIS]

Authorized Signature: _____
Name: _____
Job Title: _____
Date: _____



LEXIS® AMENDMENT FOR
STATE/LOCAL GOVERNMENT WITH
LIBRARY PATRON ACCESS

CUSTOMER INFORMATION (Please type or print):	
Organization Name: (Full Legal Name)	Clallam County Law Library
Billing Frequency:	☒ Monthly ☐ Annually
Physical Address	
Street Address:	223 E 4th St Ste 17
City:	Port Angeles
State:	WA
Zip:	98362
County:	Clallam
Telephone:	360-417-2287
Fax:	
Parent Company: (If applicable)	

TYPE OF ORGANIZATION	
Library:	Clallam County Law Library
Employer Identification Number:	_____
Organization Web Address:	_____
Tax Exempt:	☒ Yes (attach Sales Tax Exemption Certificate) ☐ No
MSA:	☐ Yes ☐ No
Tax ID No:	91-8001298
State Contract No: (If applicable)	
PO No: (If applicable)	

CONTACTS			
	Name	Telephone	Email
Installation:	on file		
Billing:	on file		
Policy/Legal Notification:	on file		
Scheduling/Training:	on file		

	Name	Telephone
Super Admin:	Debi Cook	360-417-2382
	Email	IP Address
	debi.cook@clallamcountywa.gov	



LEXIS® AMENDMENT FOR
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CUSTOMER ID INFORMATION (Please type or print)			
ID Holders' Names (additional sheet attached ☐)	ID Holders' Titles/Positions	ID Holders' Email Addresses	Location/Address
same			



LEXIS® AMENDMENT FOR
STATE/LOCAL GOVERNMENT WITH
LIBRARY PATRON ACCESS

SCHEDULE I

LN requires accurate IP information from the library. The technical contact at the library will need to set up static IP addresses on the patron access machines.

Information needed to set up Patron Access:

1. Law Library Name: Clallam County Law Library
2. Name of Technical Contact at Law Library: on file
3. Phone Number, email and availability of Technical Contact at Library: on file
4. Number of terminals in contract: 2

Terminal 1 Static IP Address: <u>173.244.100.19</u>	Terminal 4 Static IP Address: _____
Terminal 2 Static IP Address: <u>173.244.100.19</u>	Terminal 5 Static IP Address: _____
Terminal 3 Static IP Address: _____	Terminal 6 Static IP Address: _____
For additional terminal locations check here ☐	



LEXIS® AMENDMENT FOR
STATE/LOCAL GOVERNMENT WITH
LIBRARY PATRON ACCESS

Customer information (please print or type)			
Organization Name (full legal name)		Clallam County Law Library	
Billing Frequency		☒ Monthly	☐ Annually
Tax Exempt (if yes please provide exemption certificate)		☒ Yes	☐ No
New Invoice Contact Person	☐ Yes ☐ No	First & Last Name	Email Address
PO Required?	☐ Yes ☐ No	PO #	
MSA # if applicable			