



SPECIAL MEETING AGENDA CLALLAM COUNTY LAW LIBRARY BOARD

**Board of Commissioners Small Conference Room
223 East 4th Street, Room 150
Port Angeles, Washington
August 31, 2026 – 8 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: 836 9266 4344 and passcode: 12345 and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/83692664344> and use meeting ID: 836 9266 4344 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

Public comment and questions can be directed to the Clerk of the Board at 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: August 19, 2026

BUSINESS ITEMS

- Law Library Annual Report
- Law Library flyer

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – February 3, 2027 and August 4, 2027 from 12-1 p.m.

ADJOURNMENT



CLALLAM COUNTY LAW LIBRARY BOARD MINUTES OF AUGUST 19, 2026

MEETING OF THE CLALLAM COUNTY LAW LIBRARY BOARD

Commissioner French called the special meeting to order at 12 p.m., August 19, 2026. Present was Judge Stanley, Katie Krueger, and Jesse Medlong. Shauna Rogers was excused. Guest Erin Shield, North Olympic Library System (NOLS) was also in attendance.

APPROVAL OF AGENDA

Agenda is approved as presented

APPROVAL OF MINUTES

- January 14 and April 29, 2026

ACTION TAKEN: Medlong moved to approve, Krueger seconded, motion carried

BUSINESS ITEMS

- **Appointment of Board of Trustees President and Vice President**

ACTION TAKEN: Medlong nominated Judge Stanley as President, Krueger seconded, motion carried

ACTION TAKEN: Medlong nominated French as Vice President, Krueger seconded, motion carried

- **Law Library launch update**

Shield provided an update on usage statistics for Port Angeles and Forks locations. She noted that the Forks location terminal was pulled for some updates. Judge Stanley will work on making a Law Library flyer for distribution.

- **Pro Bono Lawyers and Paralegal staffing at NOLS**

Shield updated that there was discussion held regarding having Pro Bono Lawyers or Paralegal volunteering at the library each month. Discussion will continue when Administrator Mielke and Shauna Rogers are present.

- **Additional website resources**

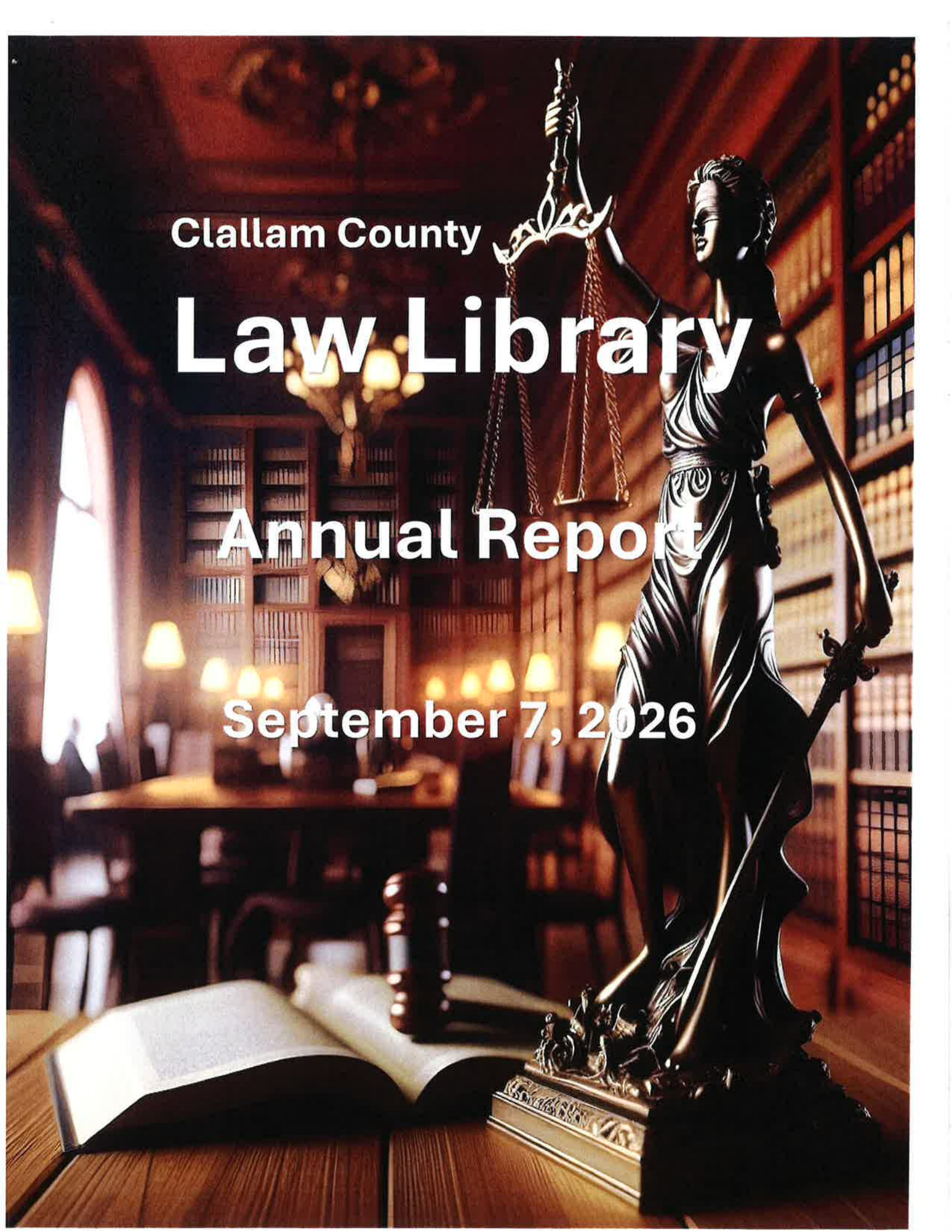
The NOLS site currently lists 6 additional resources. Shields will send Gores a list of resources that she has to forward to the Board.

- **Law Library Annual Report**

Law Library Board Members held discussion. Gores noted the report needed to be to the Board of Commissioners by the first Monday of September. Gores will schedule a special meeting for August 31, 2026 at 8 a.m. to review the annual report.

NEXT MEETING DATES – August 31, 2026 at 8 a.m.

ADJOURNMENT - Meeting concluded at 12:35 p.m.



Clallam County

Law Library

Annual Report

September 7, 2026

This annual report is for the period of September 2025 through August 2026.

Pertaining to the annual report of the Clallam County Law Library Board, RCW 27.24.040 states:

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.

The Clallam County Law Library Board of Directors (Board) is made up of five members consisting of:

Elizabeth Stanley, Superior Court Judge
Mike French (Vice Chair), County Commissioner
Katie Krueger, Attorney
Jesse Medlong, Attorney
Shauna Rogers, Clallam-Jefferson County Pro Bono Lawyers

Staff support to the Board is provided by Loni Gores, Clerk of the Board for the Clallam Board of County Commissioners. County Administrator Todd Mielke provides additional support when needed.

Activity Report

The Clallam County Law Library Board entered into a strategic partnership with the North Olympic Library System (NOLS) to convert its library into an online digital legal resource. The Board believes NOLS is the primary organization where people seek resources, and by making legal resources available during the normal business hours that NOLS is open to the public, it would greatly expand the presence of the Law Library.

A Memorandum of Agreement (MOA) was executed between the Board and NOLS defining the roles of the Parties. Under the Agreement, the County would provide computer hardware for a terminal at both the primary branch located in Port Angeles and the Forks branch located in the west end of the County, pay for all subscriptions for digital legal resources through Lexis, and pay NOLS an “administrative” fee of \$5,000 annually as the frontline host of digital legal resources. NOLS would provide physical space for the two terminals at the two branches, provide some staff support for users of the system, and provide access to attorneys and the public during their normal business hours. The new Sequim Branch did not incorporate space to accommodate an additional terminal location at that site at this time.

The legal resource centers provide dedicated computer terminals to access Lexis digital subscriptions to legal resources and links to free legal resources. They increase access to authoritative legal resources to attorneys and residents of Clallam County by having these legal resources available during the normal business hours of the branches plus have some resources available at any time with access through the NOLS website.

The Lexis+ subscription provides access to a wide array of legal resources and users must utilize one of the dedicated terminals to access this information. In addition to Lexis+, the subscription includes “Washington Enhanced plus full Federal” packages and includes the Annotated Revised Code of Washington. The Lexis+ subscription with the enhancements is largely equal to the subscription used by many law firms. The subscription cost for both terminals was initially \$5,124 annually and increases by five percent each year.

In addition to the Lexis+ subscription for the two dedicated terminals, the Board decided to subscribe to the LexisNexis Digital Library. Access to this subscription service is open to NOLS users from both within one of the branches (on any computer terminal, not just the two dedicated terminals) and for online users accessing the materials through the NOLS website. Additional materials were added to the Digital Library collection to include materials contemplated to be useful legal resources for citizens of the region – materials covering such topics as divorce, landlord/tenant issues, probate, wills, etc.

During this reporting period, the Board has focused on the continued implementation of establishing the two digital legal resource centers in partnership with the North Olympic Library System (NOLS).

Initially in the Fall of 2025, County and NOLS staff worked with Lexis staff to develop the landing page used by NOLS to assist users in navigating the Digital Library collection and to demonstrate the administrative features of the subscription. Technical challenges were encountered in developing functionality of the landing page for the digital law library, and staff worked with Lexis technical staff to address those issues into the Spring of 2026.

For the period of January 1st through June 30, 2026 (considered a ramp up period of implementation, the dedicated computer terminals saw the following utilization:

Branch	Total Sessions	Total Session Length (min)	Ave Session Length (min)
Port Angeles	43	1245	28.95
Forks	38	841	22.13

For the Digital Library, the list of resource materials checked out is as follows:

Title	Checkouts
Washington Rules of Court Annotated: Volume 3A (Local Rules)	6
LexisNexis Practice Guide: Washington Family Law	4
Washington Business Entities: Law and Forms: Volume 3	3
Washington Rules of Court Annotated: Volume 1 (State Rules)	3
Washington Business Entities: Law and Forms: Volume 2	2
Washington Business Entities: Law and Forms: Volume 1	2
Washington Insurance Law	2
Washington Rules of Court Annotated: Volume 2 (State Rules)	2
Washington Rules of Court Annotated: Volume 3 (Local Rules)	2
Washington Rules of Court Annotated: Volume 3B (Local Rules)	2
Washington Rules of Court Annotated: Volume 4 (Federal Rules)	2
Federal Rules of Civil Procedure: LexisNexis Federal Documents	1
LexisNexis Practice Guide: Washington Torts and Personal Injury	1
The Law of Evidence in Washington	1
Washington Corporation Laws Annotated	1
Washington Guardianship Law: Administration and Litigation	1

Staff from both the County and NOLS are continuing to make refinements to the implementation of this joint venture. For the Digital Library landing page, there is a list of links to free legal resources generated through suggestions from the Board and NOLS staff. As input is received from users, we will continue to make adjustments to make use of the system more user friendly.

Staff from the County and NOLS continue to become more familiar with the administrative tools associated with the subscriptions to track overall utilization, and popularity of certain legal resources within the offerings. This information will be provided to the Board and from that information, adjustments to the overall offerings within Lexis+ and LexisNexis Digital Library can continue to be made.

The Board appreciates the extensive work of County Staff led by Loni Gores, and the cooperation and dedicated work of the staff at NOLS led by Erin Shield. The efforts of both have made this transition possible and strive to make it an ongoing success.

Condition of Trust

The Clallam County Law Library Board decided previously to convert its library entirely to an online, digital collection through subscriptions provided by Lexis. The Law Library entered into a Memorandum of Agreement (MOA) with the North Olympic Library System (NOLS) to provide physical space for computer terminals to access the digital collection at both the Port Angeles and Forks library branches. The Law Library pays NOLS \$5,000 per year to provide physical space and administrative support for these legal resource centers. Attorneys and the public can access these computer terminals during normal business hours of NOLS. Additionally, they can access certain legal resource publications in a digital format at all times by logging into the NOLS website and accessing the legal resources page.

The Law Library continues to experience a modest level of revenues relative to a county of its size, and the amount has been sufficient to provide access to legal resources for attorneys and citizens within Clallam County.

Expenditures for Law Library activities consist primarily of subscription costs for Lexis+ for the computer terminals located at the two library branches, the subscription cost for the LexisNexis Digital Library and the digital publications associated with it, the administrative fee paid to NOLS, computer hardware maintenance and repair, and indirect costs paid to Clallam County for administrative support costs.

The partnership between the Law Library and NOLS has greatly enhanced the availability of legal resources to attorneys and citizens in the region.

Report on Property Received and its use

Clallam County owns and maintains two computer terminals (computer, keyboard, mouse, monitor) placed at both the Port Angeles and Forks library branches. They will remain the property of Clallam County, and the County is responsible to replace any equipment that fails.

In addition to the computer terminals, the Law Library maintains a subscription for Lexis+. It is a cloud-based software system that is accessed through the two computer terminals placed at the library branches. Finally, the Law Library subscribes to a cloud-based software system called Lexis Digital Law Library that provides access to legal resources to any patron of NOLS.

Collection/Book Status

(# on hand, added, lost, or reduced)

During 2024, the Board decided to re-assess whether they were optimizing the availability of the library on behalf of the citizens of Clallam County and consistent with the laws of the State of Washington. In a previous assessment, they determined the library collection historically had consisted primarily of a collection of hard-backed books. The collection had grown substantially, requiring significant physical space and causing structural problems to the building due to weight. It was also noted that many of the materials in the collection were out of date soon after being published and that replacing older versions of these publications with newer editions would be cost prohibitive.

In 2025, the Law Library converted its entire library into a digital collection and no longer possesses any hard-backed books.

Financial Report (attached)

Clallam County's fiscal system is based on a calendar year rather than for the specific period of September 1, 2025, through August 31, 2026. Therefore, the reports contain revenues and expenditures for the full 2025 calendar year and for the period of January 1 through May 31, 2026.

The detailed financial reports are attached and provide a breakdown of revenues and expenditure by category. Summary information is as follows:

Revenues – for 2025 (Full Year), revenues were budgeted at \$25,640. The actual revenues came in higher at \$33,385.60. For 2026 (Full Year), revenues are budgeted at \$30,140. On a straight-line basis, this amounts to \$2,511.67 per month. Actual revenues collected for the period of January 1 through May 31, 2026, totaled \$14,318.99, which appears to be tracking nearly \$2,000 higher than anticipated.

Expenditures – for 2025 (Full Year), expenditures were budgeted at \$31,231. The actual expenditures came in at \$30,134.68. For 2026 (Full Year), expenditures are budgeted at \$26,022. For the period of January 1 through May 31, 2026, only \$2,576 has been expended. Anticipated expenditures include the annual administrative fee to NOLS, and additional subscription fees to Lexis.