

**LAW LIBRARY  
DEPARTMENT SUMMARY**

**MISSION STATEMENT:**

The mission of the A. Max Brewer Memorial Law Library is to collect, preserve, and provide access to legal resources and information to the Brevard County public, judges, county officials, and attorneys.

**PROGRAMS AND SERVICES:**

**ACCOMPLISHMENTS, INITIATIVES, TRENDS AND ISSUES AND SERVICE LEVEL IMPACTS:**

***Legal Information Service:***

- The Law Library provides access to current, authoritative print and electronic legal resources and information for use by Brevard County citizens and their government. Trained staff delivers confidential, cost-effective service to all customers seeking access to the justice system. Staff instructs customers in the use of legal and procedural materials and technologies.

**Accomplishments:**

- Replaced damaged flooring and renovated area of the Law Library previously used as storage to provide more space for Law Library visitors. This area is also the new home to much of the Law Library's historical legal materials in accordance with the Law Library's mission of collection, preservation, and access.
- Added two public computers with internet access for all customers to use.

**Initiatives:**

- Continue to find and expand efficient ways to assist our customers electronically.
- Continue to use and to expand use of social media platforms to connect with and communicate with Brevard County citizens.
- Increase time spent on staff training and professional development, both in-person and online.

**Trends and Issues:**

- The economic downturn and instability created by the COVID-19 pandemic is being predicted to cause an increase in both housing related lawsuits like evictions and foreclosures and consumer related lawsuits like credit card debt collections. The Self-Represented Litigation Network estimates that three out of five people in civil cases go to court without a lawyer and that statistic is not likely to decrease in Fiscal Year 20-21. Considering these factors, it is especially vital that the Law Library is adequately funded to continue its mission to serve all customers seeking access to the courts by maintaining a professional and efficient staff and by providing up-to-date legal resources, both print and electronic.
- Community outreach and attendance for Fiscal Year 19-20 decreased due to both the cancellation of the Space Coast Community Law School seminars which the Law Library hosted

in previous years and due to the shutdowns and closures caused by the COVID-19 pandemic. Moving forward, social distancing and prohibitions or preferences against large gatherings will continue to pose a challenge. To meet this challenge, the Law Library has increased use of Facebook as a social media platform to connect with the community and will look towards expanding its social media presence in Fiscal Year 20-21.

- Decline in anticipated revenues for Fiscal Year 19-20 because of the COVID-19 pandemic as the Law Library closed to in-person customers for two months while there was a decrease in court filing fees because of the halting or postponement of new court filings and of many existing court proceedings.
- Because of uncertainty of the future effects of the COVID-19 pandemic and of the projection of court filing fee revenues for Fiscal Year 20-21, the Law Library is projecting conservative expenditures.

#### Service Level Impacts:

Due to the COVID-19 global pandemic, Fiscal Year 19-20 will reflect a significant decrease in customer transactions and attendance. In an abundance of caution for the health of the community during the pandemic, the Law Library had to close its doors to in-person visitors for two months. While Law librarians maintained a high level of responsive service to the customers that reached out for help during this time (and provided service via email, Facebook, phone, and even mail), the number of customers seeking assistance dropped during this time. This was due to a variety of factors related to the COVID-19 pandemic, including but not limited to the Florida Supreme Court ordered “stay” or postponement of many types of court proceedings.

**LAW LIBRARY: SUMMARY**

<b>Law Library Revenue &amp; Expense Category</b>	<b>Actual F Y 2018- 2019</b>	<b>Final Budget F Y 2019- 2020</b>	<b>Adopted Budget F Y 2020- 2021</b>	<b>Difference</b>	<b>% Change</b>
Taxes Revenue	\$0	\$0	\$0	\$0	0.00%
Permits, Fees & Special Assessments Revenue	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenue	\$0	\$0	\$0	\$0	0.00%
Charges for Services Revenue	\$166,107	\$161,863	\$156,390	-\$5,473	-3.38%
Fines and Forfeits Revenue	\$2,144	\$2,100	\$2,000	-\$100	-4.76%
Miscellaneous Revenue	\$5,226	\$3,000	\$3,768	\$768	25.60%
Statutory Reduction	\$0	-\$8,348	-\$8,108	\$240	-2.87%
<b>Total Operating Revenues</b>	<b>\$173,477</b>	<b>\$158,615</b>	<b>\$154,050</b>	<b>-\$4,565</b>	<b>-2.88%</b>
Balance Forward Revenue	\$0	\$10,637	\$0	-\$10,637	-100.00%
Transfers - General Revenue	\$10,637	\$0	\$0	\$0	0.00%
Transfers - Other Revenue	\$186,084	\$229,693	\$229,693	\$0	0.00%
Other Finance Source Revenue	\$0	\$0	\$0	\$0	0.00%
<b>Non-Operating Revenues</b>	<b>\$196,721</b>	<b>\$240,330</b>	<b>\$229,693</b>	<b>-\$10,637</b>	<b>-4.43%</b>
<b>TOTAL REVENUES</b>	<b>\$370,198</b>	<b>\$398,945</b>	<b>\$383,743</b>	<b>-\$15,202</b>	<b>-3.81%</b>
Compensation and Benefits Expense	\$193,468	\$189,830	\$194,632	\$4,802	2.53%
Operating Expense	\$22,980	\$67,478	\$33,111	-\$34,367	-50.93%
Capital Outlay Expense	\$127,849	\$131,000	\$156,000	\$25,000	19.08%
<b>Operating Expenses</b>	<b>\$344,296</b>	<b>\$388,308</b>	<b>\$383,743</b>	<b>-\$4,565</b>	<b>-1.18%</b>
C I P Expense	\$0	\$0	\$0	\$0	0.00%
Debt Service Expense	\$0	\$0	\$0	\$0	0.00%
Reserves-Operating Expense	\$0	\$10,637	\$0	-\$10,637	-100.00%
Reserves - Capital Expense	\$0	\$0	\$0	\$0	0.00%
Reserves - Restricted Expense	\$0	\$0	\$0	\$0	0.00%
Grants and Aid Expense	\$0	\$0	\$0	\$0	0.00%
Transfers Expense	\$0	\$0	\$0	\$0	0.00%

<b>Law Library Revenue &amp; Expense Category</b>	<b>Actual F Y 2018- 2019</b>	<b>Final Budget F Y 2019- 2020</b>	<b>Adopted Budget F Y 2020- 2021</b>	<b>Difference</b>	<b>% Change</b>
<i><b>Non-Operating Expenses</b></i>	<b>\$0</b>	<b>\$10,637</b>	<b>\$0</b>	<b>-\$10,637</b>	<b>-100.00%</b>
<i><b>TOTAL EXPENSES</b></i>	<b>\$344,296</b>	<b>\$398,945</b>	<b>\$383,743</b>	<b>-\$15,202</b>	<b>-3.81%</b>

**LAW LIBRARY: BUDGET VARIANCES**

<b>Law Library Revenue and Expense Category</b>	<b>Variance</b>	<b>% Variance</b>	<b>Explanation</b>
Taxes Revenue	\$0	0.00%	
Permits, Fees & Special Assessments Revenue	\$0	0.00%	
Intergovernmental Revenue	\$0	0.00%	
Charges for Services Revenue	-\$5,473	-3.38%	\$65 Nolo Contendre Fee revenue continues to face a downward trend
Fines and Forfeits Revenue	-\$100	-4.76%	Decreased based on collection trends
Miscellaneous Revenue	\$768	25.60%	Sale of surplus material is projected to increased based on F Y 2020 collections
Statutory Reduction	\$240	-2.87%	Variance corresponds to a change in Operating Revenue
Balance Forward Revenue	-\$10,637	-100.00%	Decrease due to unused funds being returned to Library Services
Transfers - General Revenue	\$0	0.00%	
Transfers - Other Revenue	\$0	0.00%	
Other Finance Source Revenue	\$0	0.00%	
Compensation and Benefits Expense	\$4,802	2.53%	Attributable to Cost of Living Adjustment and F R S rate increases
Operating Expense	-\$34,367	-50.93%	Decrease due to completed facility repair project in the prior year
Capital Outlay Expense	\$25,000	19.08%	Increase in expected book purchases
Grants and Aid Expense	\$0	0.00%	
C I P Expense	\$0	0.00%	
Debt Service Expense	\$0	0.00%	
Reserves-Operating Expense	-\$10,637	-100.00%	Decrease due to fund balance returning to the positive, these Reserves were used to correct the

Law Library Revenue and Expense Category	Variance	% Variance	Explanation
			negative fund balance over several years
Reserves - Capital Expense	\$0	0.00%	
Reserves - Restricted Expense	\$0	0.00%	
Transfers Expense	\$0	0.00%	

**LAW LIBRARY  
PERFORMANCE MEASURES**

<b>PROGRAM</b>	<b>OBJECTIVE</b>	<b>MEASURE</b>	<b>ACTUAL FY 2018- 2019</b>	<b>ESTIMATED FY 2019-2020</b>	<b>PROJECTED FY 2020-2021</b>
Law Library	Track number of public customers served	Reference transactions with public customers	33,020	32,103	34,589
Law Library	Track number of court officers served	Reference transactions with court officers	17,580	14,085	16,905
Law Library	Expand community outreach	Attendance numbers of school and community tours and programs	922	339	650
Law Library	Increase community access of electronic resources in Law Library	Number of users of Law Library computers	2,594	2,098	2,315
Law Library	Further the educational development of staff through live and online training	Training hours attended	93	113	123

**LAW LIBRARY**  
**FISCAL YEAR 2020-2021 CAPITAL OUTLAY SUMMARY**

<b>Program Name</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Funding Source</b>	<b>Total Cost</b>
Law Library	Books, Media	Varies	Varies	Court Fees	\$156,000
<b>Total Funded For Department</b>					<b>\$156,000</b>

***Special Note:***

In accordance with Brevard County Board of County Commissioners' Policy BCC-24, Procurement, this form satisfies Directive III. E. 4., requiring a detailed list of approved capital outlay items and equipment to be reviewed and approved by the Board during the Budget process.