

Coming Home



King County Law Library 2004 Annual Report

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Welcome from the Board



Judge Catherine Shaffer
Board Chair

“The Trustees and staff strive to ensure that people of all ages, incomes and backgrounds can turn to the King County Law Library as a community resource for access to justice.”

It is my pleasure to present the 2004 Annual Report of the King County Law Library.

The King County Law Library provides access to legal research resources for the residents of King County at its locations in the King County Courthouse and Administration Building in Seattle and in the Kent Regional Justice Center. A five-member Board of Trustees oversees the Library. As trustees, we determine the goals for the Library, formulate and adopt policies to govern its operation and programs, monitor the progress of programs, ensure that resources necessary for the achievement of the Library's mission are available and used efficiently and supervise the work of the Library's Director, Jean Holcomb.

2004 Annual Report Theme

Coming Home... is the theme of the Library's 2004 Annual Report. In March of 2003, the Library moved across the street from the 6th floor of the Courthouse to the 8th floor of the County Administration Building for a 19-month stay as a part of the Courthouse seismic renovation project. This year's report describes efforts taken by the Trustees and Library staff to plan and implement the renovation of the 6th floor Courthouse space and to stage the return of the Seattle Library to the Courthouse at the end of the seismic renovation project in September 2004. The smooth transition back to our home in the Courthouse represented the culmination of months of careful planning and collaboration with Courthouse Seismic Project team members.

Highlights

Highlights of the year profiled in this report include the story of the Library's effort to enlist the assistance of its users through the creation of our first ever fundraising effort, the 85th Anniversary Campaign, to raise the funds needed to complete the 6th floor renovation project. We celebrated the success of this effort with an Open House for the donors and community in October 2004. The Library also continued its community partnership with the Seattle Public Library, the University of Washington's Health Sciences Library, the Miller Horticultural Library and the Washington State Law Library. The libraries provide email and chat reference services to the community via the web sites of our five libraries in consortium funded by a grant from the Washington State Library. In December we realized our dream of providing access to the Library's catalog to our users via our www.kcll.org web site.

The Year Ahead

In the year ahead, the Trustees and staff will investigate ways to ensure that the Library continues to be useful to all county residents who search for legal information resources in this digital age. As liaisons between the Law Library and the community it serves, the Board of Trustees will work with our users to develop strategies to address challenges to continued growth and development raised by stagnant funding and escalating costs. We invite your comments and cooperation. Please feel free to contact us individually, or to call or write Law Librarian Jean Holcomb to share your thoughts about the Library.

2004 Board of Trustees

The Honorable Catherine Shaffer, Chair

Nancy Talner, Esq., Vice-chair

The Honorable Terence P. Lukens 1.1.04 to 6.30.04

The Honorable Dean S. Lum 7.01.04 to 12.31.04

James L. Brewer, Esq., designee of Metropolitan County Council Chair Larry Phillips

Mark Rising, Esq.

The responsibility for overseeing the operation of the King County Law Library rests in the hands of the five Law Library Board Trustees. While most county law library boards across the country meet annually or quarterly, the members of our Board demonstrate their commitment to fostering change by meeting twice a month. In collaboration with the staff, the Board engages in policy development and strategic planning. The Trustees also provide outside expertise with their access to information, people, services and resources that would otherwise be unavailable to the Library.

The story told in this year's report focuses on the theme *Coming Home*. The Trustees, as representatives of the Library's core constituencies, positioned the Library to meet the changing needs of those who rely on the resources provided by the Library. The leadership role taken by the Board readied the Library to return to the Seattle Courthouse from the County Administration Building after a 19-month stay during the seismic renovation of the Courthouse. The Trustees initiated the planning process for a capital campaign and directed the activities associated with raising the funds needed for the Seattle Library's renovation.

Renovation Planning and Oversight

Libraries like our Seattle and Regional Justice Center branches are destinations in themselves and doorways to a virtual world of information. Many of the decisions the Board has made in recent years have involved managing the planning for facility construction and renovation.

Seizing the one-time opportunity to renovate the Seattle Courthouse space provided when the Library returned to the Courthouse at the end of the seismic renovation project in September 2004, the Board worked with Library staff to create a new space plan for the Courthouse facility to better serve the legal research needs of our varied constituency. The Board spoke for the interests of the Library's users in discussions with County Facility Management when questions were raised about returning the Library to the Courthouse. To fund the proposed renovation plan, the Board developed the 85th Anniversary Campaign with the assistance of Honorary Campaign Co-Chairs King County Prosecutor Norm Maleng and Helsell Fetterman partner Llewelyn G. Pritchard, and secured the support of the legal community for this effort.

When the Courthouse Library reopened in early October, the Trustees hosted the 85th Anniversary Celebration and Grand Reopening and invited the Library's users to visit the renovated space and to enjoy the end result of the Board's careful stewardship of this community resource.

Policy Development

The Board engaged in a series of policy considerations. They managed a process focused on ensuring that the Library implemented plans that would allow the institution to persevere during this period of financial strain. Recognizing the need to preserve the core mission critical functions of the Library, the Board worked with the staff to trim costs in a manner that would preserve options for when times improve. They reviewed and revised the Library's pay rank schedule and the Library's gift policy. After discussions with the County's Risk Management department, the Board secured the settlement of the Library's claim for flood damage to the collection stored off-site in the Yesler Building.

(Board Activities continued on page 5)

(Board Activities continued from page 5)

Financial and Legislative Strategies

Particular attention in 2004 centered on efforts to develop a variety of strategies to provide adequate funding to support a modern, multi-site Law Library operation.

It is clear that, until the Washington legislature authorizes additional funding sources for county law libraries, the Library's revenues will continue to be insufficient to fully fund the operational costs of our two locations. The Board has worked closely with the County's governmental relations staff since 1997 on legislation to increase law library funding options.

During the 2004 Legislative session, the Senate and House Judiciary committees again considered county law library funding proposals. The House Judiciary committee held hearings on a local option filing fee surcharge bill supported by a broad coalition of county law library supporters. While the local option bill passed out of the House Judiciary committee with a "do pass" recommendation, the measure failed to reach the House floor for a vote. The Senate, which for the four prior sessions had passed the local option bill with bipartisan support, did not schedule a Judiciary committee hearing on the bill.

For the 2004 fiscal year, the King County Budget again included funds to support the operations of the Kent Library. The Board requested and received an appropriation of \$122,603.00. The Board also approved mid-year cuts to Seattle Library collection upkeep costs to prevent these costs from exceeding 2004 budget projections.

Over the past year, the Library has successfully cut costs, raised revenues from private sector users, partnered with the King County Library District, secured grants and continued to explore options for developing additional revenues.

Mission Statement of the King County Law Library

The King County Law Library serves the legal and law related information needs of the county, including the judges, county officials, members of the Bar and other county residents. The Library cooperates with the community to enhance knowledge of the law and to facilitate access to the justice system.

The Library will be conducted as statutorily directed in a fair, honest and courteous manner while avoiding debt and extravagance. The Library's goal shall be to exceed user expectations by reason of superior performance and dedication by the Library's employees.



85th Anniversary Campaign

Our temporary move to the Administration Building in the spring of 2003 presented us with a once-in-a-lifetime chance to make the Library vastly more comfortable, accessible, and functional. We soon realized that in order to fulfill the vision of what we hoped our Library would look like, we needed money.

The first order of business was to decide how much money we needed to raise. As a happy coincidence, 2004 was the 85th anniversary of the enabling statute that provided a funding mechanism for county law libraries in Washington. We coined our fundraising drive the “85th Anniversary Campaign” and set a goal of raising \$85,000. We set the following giving levels: Millennium (\$20,000 and above), 85th Anniversary Circle (\$8,500 to \$19,999), Century (\$1,000 to \$8,499), Decade (\$250 to \$999) and Supporter (up to \$250.) We asked two well-known community members to serve as our honorary co-chairs of the Campaign: Norm Maleng, King County Prosecutor, and Llewelyn G. Pritchard, a partner at Hellsell Fetterman LLP.

The Campaign began in earnest during National Library Week in April of 2004. Part of the preliminary work included designing a Campaign logo and letterhead, creating a Pledge Card and FAQ Sheet and implementing a gift database to track donations. We identified different spheres of influences and developed a plan for targeted marketing activities for each of these audiences.

The Video

By far the most ambitious Campaign marketing activity we embarked upon was the Library’s documentary video, entitled “Without access to information, there is no justice.” A KCLL librarian and a volunteer worked together to videotape interviews with eight different members of our stakeholder populations, including a judge, a solo practitioner, a law firm librarian, and two non-lawyers users. The video was screened for the public for the first time at the Fundraising Luncheon. Other public viewings included the King County Council’s Committee of the Whole. It was broadcast live on the Internet and on King County’s cable access channel. We also posted high and low-resolution copies of the video on the Library’s website.

Large Firms

We hoped to raise the majority of the funds from donations by the large firms. We sent out invitations - to the twenty largest firms in Seattle - to a Fundraising Luncheon on April 21st, 2004 hosted by Lane Powell Spears Lubersky LLP. In addition to the Campaign Co-chairs, Councilmember Kathy Lambert and King County Executive Ron Sims accepted our invitation to be a speaker at the Luncheon.

Subscribers

In May of 2004, we sent out a large mailing to all law firm members of the Library’s subscriber program. The mailing included a two-page letter signed by the Campaign co-chairs, a Pledge Card and the FAQ Sheet. We also targeted our subscribers, and members of the Bar in general, by placing an ad and writing a front page story about the Campaign for the *King County Bar Bulletin*.

Final Thoughts

The Campaign officially ended on December 31st, 2004. As of that date, contributions from more than 130 firms and individuals have totaled \$55,717. With that money, we were able to make significant improvements to the Library. We had custom accent walls painted, purchased a new circulation and reference desk, bought twenty study carrels and chairs and six casual seating chairs. We also purchased the hardware necessary to make the Library a wi-fi “hot spot” and five new flat-screen monitors. The 85th Anniversary Campaign was a success for our Library through the hard work and dedication of every member of our staff and Board of Trustees.



KCLL Board Chair
Judge Catherine Shaffer
addresses the audience.

85th Anniversary Celebration & Grand Reopening

We celebrated the move back to the Courthouse from the Administration Building with the 85th Anniversary Celebration and Grand Reopening on Thursday, October 28th.

The Grand Reopening provided an opportunity to formally recognize all who played a role in the Library's 85th Anniversary Campaign, including the Honorary Co-chairs King County Prosecutor Norm Maleng, Helsell Fetterman Partner Llewelyn G. Pritchard and Campaign luncheon sponsor Lane Powell PC.

In preparation for the Grand Reopening, we investigated several different options for a donor recognition wall or plaque. We chose a local company to build a permanent 3' by 4' donor wall of limestone tile with maple trim. We had a full-size copy of the text for the donor wall printed out and displayed. The program listed all of the donors to the Campaign, including the 75 donors at the Supporter level whose names do not appear on the donor wall. We also recognized the 100% participation in the Campaign by the Judges of the King County Superior Court.

The Grand Reopening also featured tours of the newly renovated space and screenings of the Library's video "Without Access to Information, There is No Justice" in the Legal Research and Training Center.



Honorary Co-Chairs
Norm Maleng and Llewelyn Pritchard
unveil the temporary donor wall.

Click the icon below to view the donor wall text.



KCLL Director Jean Holcomb
thanks all those who helped with the
85th Anniversary Campaign.



Click the icons below to view the Program and Insert.



Celebrating Patriot Day



Screenshot of 9/11 Research Guide.

As the Law Library was getting ready to move back to the court house at the end of September, we elected to participate in the National September Project, which involved showcasing libraries' roles in our society as a place for people to gather and find free access to information. As part of our involvement, the Law Library offered a training session called "9/11 – From the Commission Report to the Patriot Act: Finding Government Sources." We also created a bulletin board highlighting the Law Library's collection on Homeland Security. In addition, we provided a link via our web site to other libraries participating in the September Project and created a 9/11 Research Guide for our website.

National Library Week

The King County Law Library celebrated National Library Week in April 2004 with a number of activities for our patrons. These included a candy guessing contest, presentations on available Law Library services and the debut of the Library's promotional DVD movie "Without Access to Information, There is No Justice."



Banner celebrating National Library Week.

I-CAN Earned Income Tax Credit

The Law Library acted as an access point for the I-CAN Earned Income Tax Credit program (I-CAN EIT) for a second year. In the Library's Legal Research and Training Center, patrons were able to use the Internet to access this simple, self-guided program that helped them complete and file the paperwork necessary to apply for an earned income tax credit.

Training Patrons in 2004

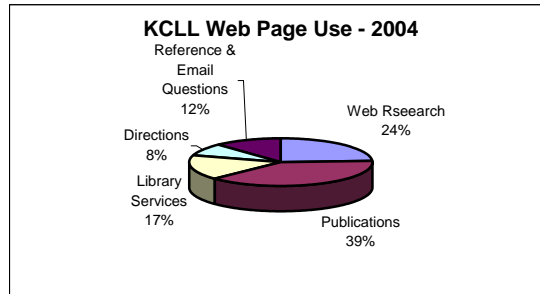


A KCLL Reference Librarian teaches "Westlaw for the Public" in the Legal Research and Training Center.

The Law Library staff and community partners offered 32 custom research classes that were attended by 111 patrons during 2004. These classes included Lunch break discussions on Using WI-FI in the Library, Judicial Candidate Research, Legislative History in Washington, Washington Company Research and more. In addition, the staff trained patrons on the use of online services such as Loislaw, Lexis, Westlaw, SCOMIS ACORDS, and Public Records databases. The reference staff also offered our web-based Ethics CLE, participated in King County Bar Association CLEs, and trained paralegals in the Highline Community College program.

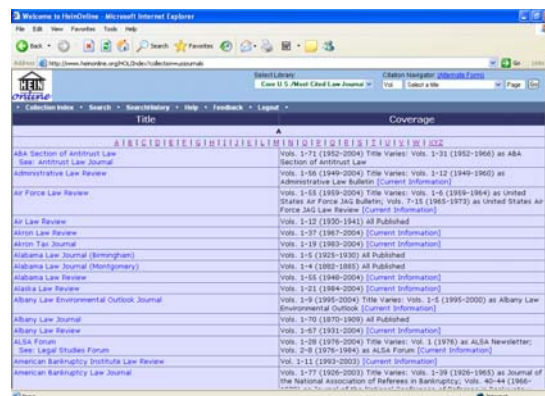
Web Statistics for 2004

Successful requests for pages: 180,455
Successful requests: 1,118,579
Average successful requests for pages per day: 494
Distinct hosts served: 39,294 – Average per month: 3,275
Searches on the web site: 9,651



HeinOnline Now Available

The King County Law Library provides free public searching of legal databases. During 2004 we added a new database called HeinOnline. HeinOnline gives our patrons access to hundreds of law reviews in full text, plus the Federal Register from its inception, Treaties and Agreements, Supreme Court opinions and U.S. Attorney General opinions. The addition of this database adds to our patrons' ability to retrieve legal information. The Library had previously added Westlaw access to federal and all fifty-state case law and statutes in 2003. The Library also includes Lexis ninth circuit and Washington material, plus Loislaw federal and state case law, statutes and administrative law material. All of these legal databases are free for searching by the public.



Screenshot of HeinOnline, a new database offered from all public terminals at King County Law Library.

Can You Hear Me Now? – Network Challenges

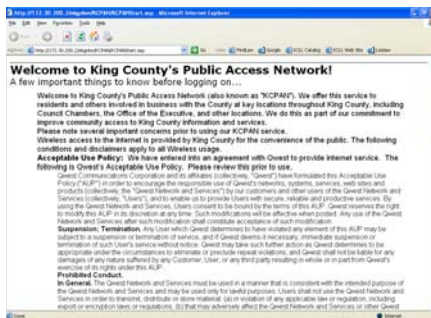
When the Library was relocated to the County Administration building for the CSP retrofit project, all of our servers, network switches and PCs were also moved. Unfortunately, there wasn't enough room on the 8th floor to accommodate our servers, so they were installed on the 3rd floor instead. Connecting the 3rd floor to the 8th floor with minimal budget impact to the project required ITS to install a “creative” network wiring scheme. During subsequent work in the elevator bays of the Administration building, some of the wires in this scheme were damaged, causing intermittent drops in connectivity between our servers and our staff PCs. Although ITS technicians and the Library's LAN Administrator spent several hours trying to track down exactly where the damage occurred, we were never able to completely repair it. Ultimately, the Library's most “connection-sensitive” server had to be relocated to a hallway in the staff offices for the remainder of the Library's stay in the Administration building.



Screenshot of the Library's Catalog.

Web OPAC Goes Live

In December, the Library's catalog became searchable on the Internet for the first time. For security reasons, the County was unable to host the technology that supports the Web OPAC internally so the Library contracted with EOS, the author of our library automation software, to host the data from their servers in Carlsbad, California. The Library sends updated collection information to EOS on a bi-monthly basis. To date, the Web OPAC is averaging 603 visitors per month.



Screenshot of the pass-through page for the wireless network.

Going Wireless in Seattle and Kent

In response to the growing trend for public spaces to provide free access to the Internet, we joined forces with King County's wireless team to install WI-FI hot spots in both of our branches. The Library purchased the necessary wireless hardware and the County's wireless team connected it to the County's existing wireless infrastructure. The service is called the King County Public Access Network or KCPAN. It is available to anyone who owns a wireless communication device—such as a laptop computer or a hand-held PDA—and provides free access to the Internet.

The Move Back to the Courthouse



A tired KCLL staff member. The staff and members of the Library Board of Trustees spent many hours learning about interior design theory. Andrea Vanecko of Callison Architecture, Inc., guided us through the process. We talked with our patrons, analyzed how they used library materials - both paper and electronic - and made value judgments of how that use would translate to the space in the Courthouse.

The guiding principles of the project included simplifying the layout of the materials and consolidating staff office space to build community within the staff. We also considered moving the public computers to facilitate privacy for the user, but also make them accessible to the staff when assistance was required. We wanted to make the collection accessible to all users by widening aisles to bring them into compliance with the Americans with Disabilities Act; and attempt to create a feeling of light and open spaces, while providing access to as many titles as possible.

The seismic project installed a sprinkler system. The library is unable to use the top shelf of the shelving as previously configured because of clearance requirements between the sprinklers and the top of the shelving. For those reasons and others, the library was unable to return all materials to the library that had been contained before the move to the Administration Building. The staff made tough decisions to determine what to bring back. We gave priority to all treatises, law reviews, federal primary material and state statutes. We brought back reporters, digests and Washington State Supreme Court briefs as space was available. Access to information in the reports and digests is duplicated in the online resources that the library provides through Westlaw, Lexis, Loislaw and other services.

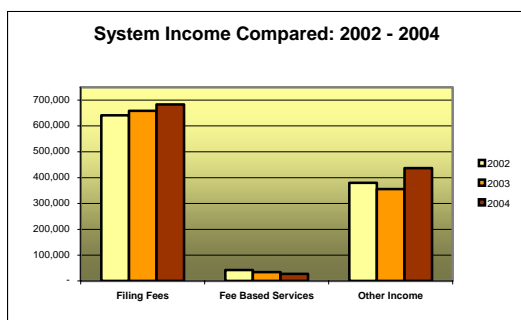
Armed with maps, plans and charts, the move went smoothly. Movers and library staff worked weekends and evenings putting books on rolling book carts, disassembling shelving, moving materials from one building to another and reassembling the shelving to shelve all the books. Staff worked diligently on setting up the office space, reconnecting computers, placing new furniture and getting used to the new layout.

It feels good to be Coming Home.

Collection Management

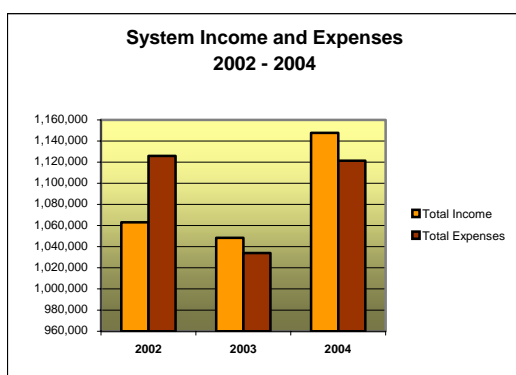
Maintaining the collection of a public law library in a climate of escalating costs and stagnant revenues provides both challenges and opportunities. When the Seattle Library moved to the Administration Building, the space allocated for the Library was not large enough to house the entire collection. The Board and staff developed strategies to ensure access to all of the Library's resources including the addition of more electronic subscriptions to help fill gaps made when resources already owned by the Library could not be shelved in publicly accessible space.

In response to budgetary pressures, the Board approved for a third year in a row the mid-year review and cancellation of titles to trim ongoing collection upkeep costs. The detailed information we now track about the use of the collection helps shape future collection selection plans. During the year, we received 1,604 new books, recycled 1,475 items, added 570 new titles to our catalog and deleted 420 catalog records for resources no longer in our collection.



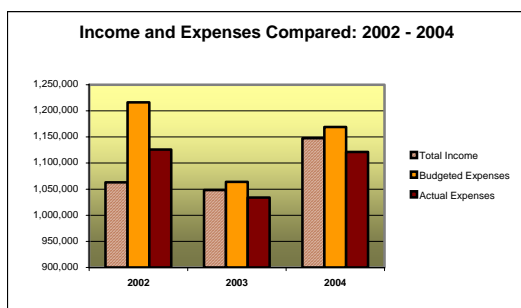
The following charts and graphs provide a glimpse of the financial underpinnings of a public law library whose revenue stream has been unable to keep pace with rising operational costs.

The primary source of funding for our Library comes from a share of the civil filing fee. The Washington Legislature last increased each county law library's share of the civil filing fee in 1992. During the years immediately following the fee increase, our Library prudently began to monitor costs to preserve a fund that would act as a hedge against inflation and provide a buffer to sustain the Library until that time in the future when filing fees would next be increased. In spite of broad based support, efforts begun in 1997 to secure the adoption of statewide legislative to provide a local option filing fee to support increased county law library operating costs have not succeeded.



The Library took significant steps during 2004 to bring expenditures more closely in line with revenue.

By year's end, the projected operating deficit of \$71,344.84 had been erased and replaced by a surplus of income over expenditures of \$26,358.41. The Library accomplished this feat through the utilization of a series of cost curtailment strategies including mid-year cuts to the collection, leaving vacant positions unfilled and under-spending in non-book operating categories.



In addition to the failure to secure a filing fee increase from the Legislature, the Library's grim financial picture results from a series of other factors. The dramatic increase in the costs of legal materials driven in the mid-1990s by extensive mergers and acquisitions in the legal publishing industry continues today. These price increases substantially outstrip the general rate of inflation, and more significantly, surpass any ability the Library has to generate funds through fees for services.

Finally, in 1997 King County made a policy decision to regionalize justice services through the establishment of the Kent Regional Justice Center with courts, judicial administration, prosecutors, police, detention, licensing and a Law Library. Since its inception, the absence of a specified source of operating funds for the Kent Library has proved to be a challenge. The current state statutory stream for funding Washington county law libraries does not provide any additional revenues for a county law library system such as ours when an additional branch opens. An allocation from the County's current expense budget supports the operation of the Regional Justice Center Library. For the 2004 budget cycle, the amount allocated for the RJC reflects a \$7,000.00 increase from the 2003 level of support.

Budget Category Comparison 2003 - 2004			
<i>Income</i>	<u>2003</u>	<u>+/-</u>	<u>2004</u>
Civil Filing Fees	658,378	+4%	683,115
Fee Based Services	33,921	-19%	27,491
Other Income	240,468	+31%	314,513
CX Funds	115,603	" +6%	122,603
TOTAL	1,048,369	+9%	1,147,722
Expenditures			
Books\Periodicals	435,845	+2%	445,965
Operating	65,865	-1%	65,043
Personnel	508,555	+4%	528,499
Capital	23,746	+245%	81,857
TOTAL	1,034,012	+8%	1,121,364

Figures have been rounded to the nearest dollar.

The Budget Category Comparison Chart above highlights changes over a two-year period.

Civil filing fees in Superior and District Court provide the largest part of the Library's revenue stream and showed only very modest increase. The sharp decrease in revenue from fee based services reflects the impact of the relocation of the Seattle Library from the Courthouse to the County Administration Building. With fewer patrons making the trip across the street to visit the Library, the demand for photocopies, document delivery, conference room reservations and training sessions all dropped, impacting the fee based revenue category. The dramatic increase in the "other income" category comes from two one-time events, the Library's 85 Anniversary fundraising Campaign and the settlement of our insurance claim with County Risk Management for water damage to books stored in the Yesler Building.

This chart reflects the success of our efforts to monitor expenditures. With annual collection costs increases running between 12-16% industry wide, holding the line with this category actually required canceling titles and staggering subscription renewal dates.

SYSTEM INCOME	2004 Budget	2004 Actual	2005 Budget
Civil Filing Fees	651,000.00	683,114.74	665,000.00
Fee-Based Services	37,750.00	27,491.17	30,500.00
Other Income	409,103.00	437,116.40	334,507.00
SYSTEM SUBTOTAL	1,097,853.00	1,147,722.31	1,030,007.00
SYSTEM EXPENDITURES	2004 Budget	2004 Actual	2005 Budget
Books and Periodicals			
Seattle	410,818.80	409,833.44	428,675.00
Kent	33,852.25	36,131.80	34,839.39
Operating			
Seattle	66,200.00	54,333.69	64,050.00
Kent	12,300.00	10,708.92	12,872.00
Personnel			
Seattle	475,076.04	455,265.42	478,422.89
Kent	74,450.75	73,233.32	77,638.61
Capital			
Seattle	94,500.00	79,328.35	11,500.00
Kent	2,000.00	2,528.96	2,000.00
SYSTEM SUBTOTAL	1,169,197.84	1,121,363.90	1,109,997.89
Total System Income			
	1,097,853.00	1,147,722.31	1,030,007.00
Total System Expenditures			
	1,169,197.84	1,121,363.90	1,109,997.89
System Balance	(71,344.84)	26,358.41	(79,990.89)
Ending Cash Plus Investments			
	12/31/2003 \$ 408,203.58		
	12/31/2004 \$ 434,571.77		

The modest personnel cost increase came from rising employee benefit costs.

The significant increase in the capital line came from one time expenditures associated with the return of the Library to the courthouse and the renovation of the courthouse space. The 85th Anniversary Campaign underwrote the majority of the renovation costs.

Memberships:

American Association of Law Libraries (AALL)
AALL Special Interest Sections: RIPS, SCCLL, TSLL, PLL
WestPac
Law Librarians of Puget Sound
Membership Subscription Law Libraries Roundtable
Puget Sound Alliance for Community Technology
Special Libraries Association
Washington Library Association
Washington Association of County Law Libraries
Statewide Website Advisory Group

*In addition to our
many professional
responsibilities, we also
like to have fun....*



More than 70 KCLL staff, friends and family attended a Mariner's game in June, 2004.

AALL Committee Work:

AALL Economic State of Law Librarianship Committee
AALL Nominations Committee, Chair
AALL Annual Meeting Planning Committee
Council of Newsletter Editors (CONE)
State Court County Special Interest Section (SCCLL):
Bylaws Committee, Chair
Strategic Planning Committee
Newsletter Committee
Resource Guide Committee

Additional Committee Work:

Highline Paralegal Advisory Committee
Law Librarians of Puget Sound (LLOPS)
Secretary
Nominations and Elections Committee
Program Committee
Internet Special Interest Section
Newsletter Editor and Layout Editor
King County
RJC Interdepartmental Workgroup
Seismic Remodel Workgroup
Pro Se Family Law Workgroup
King County Bar Association (KCBA) Legislative Committee
Washington State Bar Association
Public Legal Education Council
Technology Bill of Rights Project
Board of Judicial Administration
Public Trust and Confidence Committee
Access to Justice Board
Communications Committee
Conference Planning Committee
Washington State Library
Statewide Virtual Reference Services
Steering Committee
Renton Technical College Legal Secretary/Legal Assistant
Advisory Committee, Vice Chair
West Group Government Libraries Advisory Committee
EOS Web Advisory Council
WestPac Local Arrangements Committee

Program Presentations:

- King County Bar Association
 - “Wage Claim CLE”
 - Lunch break discussions
 - “Using the Washington State Legislative Web Page”
- King County Law Library CLE Program
 - “Legal Ethics on the Internet”
- University of Washington (UW) Law Librarianship Program
 - “Technical Services in a County Law Library”
 - “Virtual Reference”
- Administrative Office of the US Courts 2003 Workshop
 - “Put Your Library’s Name in Lights: Creating an Annual Report to Get Top Billing”
- AALL Annual Meeting
 - “Lost That Whistle While You Work Feeling? Staff Meeting Management Strategies for Library Directors and Managers”
- LLOPS Internet SIG presentation
 - “Real time Rendezvous: Online Meetings”
- Virtual Reference Desk Conference – Cincinnati
 - “Show Me Yours and I’ll Show You Mine: Implementing Peer Review”
- Highline Community College Paralegal Program
 - “Skip Tracing”
- UW School of Law Symposium,
 - “Technology, Values and the Justice System”
- Law Librarians of Puget Sound
 - “Law Libraries on the Move”



KCLL staff members at the 85th Anniversary Celebration and Grand Reopening Ceremony on Thursday, October 28th, 2004.

Attendance at:

- AALL Annual Meeting
- CTCNET Regional Conference
- LLOPS Spring Workshop
- Managing a Microsoft Windows 2003 Server Environment
- Custom Updating Support Skills from Windows NT to Windows Server 2003
- N-Power Technology Summit
- UCITA Implementation Workshop
- PSACT Custom Training: EITC Workshop
- Crystal Reports training
- Membership Subscription Law Libraries Roundtable
- Bill and Melinda Gates Foundation CAT grantee workshop
- PRSA Nonprofit Seminar: Connecting for a Cause
- Implementing Windows XP
- Experiential Workshop in the King County Superior Court Clerk’s Office
- WGEP Boss’s Survival Guide

Publications In:

- King County Bar Bulletin*
- SCCLL Newsletter*: “Managing by the Book”
- LLOPSCited*
- Full Court Press*

In the final quarter of each calendar year, the Trustees and Library staff review Law Library operations. We identify and prioritize the projects to be addressed in the year ahead. Attention focuses on strategies for implementation and timelines for completion. We particularly focus on identifying activities that will strengthen the ties between the Library and its users.

In the fall of 2004, we highlighted the following initiatives for attention in 2005:

- strengthen lines of communication with core library user populations
- participate in the development of a state wide legislative agenda to secure more diverse and stable funding sources for county law libraries
- market resources available in the Legal Research & Training Center geared to the community at large
- continue involvement in local and statewide efforts to provide collaborative virtual reference services
- wrap up the 85th Anniversary fundraising campaign to support the Seattle Library renovation
- strengthen ties with community technology centers
- adopt a Library technology strategic plan
- adopt a public relations and public outreach plan for the Library
- draft a library disaster preparedness plan
- develop new services and programs to enhance the Library's ability to serve the needs of its patrons including the addition of Wi-Fi capability for both Libraries
- identify opportunities to collaborate with agencies and entities on projects to further the Library's mission
- continue to add Library generated publications and research tools to the Library's web site
- explore opportunities to provide value added fee based services for Subscribers
- expand the Library's monthly calendar of course offerings and target core user groups for program development