

# Minnesota State Law Library 2014 Annual Report



# Table of Contents

<b>Public Services</b> .....	<b>3</b>
Public Services Statistics	
Chat Service	
Interlibrary Loan Service	
Email Access to Appellate Documents	
Subject of Requests	
Sampling of Interesting Research Requests	
Library Patrons	
<b>Current Awareness Services</b> .....	<b>7</b>
Monthly New Articles List	
Topic and Journal Alerts	
<b>Electronic Services</b> .....	<b>8</b>
Law Library Website	
Opinions and Briefs	
Online Research Resources	
Social Media	
Other Activities	
<b>Technical Services</b> .....	<b>9</b>
Technical Services Statistics	
The State Law Library Collection	
Minnesota Legal Periodicals Index	
Appellate Briefs	
Contributions to the Minnesota Digital Library	
Minnesota Supreme Court Historical Society Preservation Committee	
<b>Services to County Law Libraries</b> .....	<b>12</b>
County Law Library Program	
Educational Programs	
Cataloging Services	
<b>Law Library Services to Prisoners Program (LLSP)</b> .....	<b>13</b>
Overview of 2014	
Statistical Highlights	
By the Numbers – LLSP in 2014	
<b>Additional Programs &amp; Services</b> .....	<b>16</b>
Continuing Legal Education Programs	
Unemployment Appeal Legal Advice Clinic	
<b>Additional Activities</b> .....	<b>16</b>
Outreach to Libraries & Professional Activities	
Outreach to the Legal Community	
Outreach to the Public	
<b>Feedback on Our Services</b> .....	<b>18</b>
<b>Budget Summary</b> .....	<b>19</b>
<b>Library Staff and Volunteers</b> .....	<b>20</b>

# Public Services

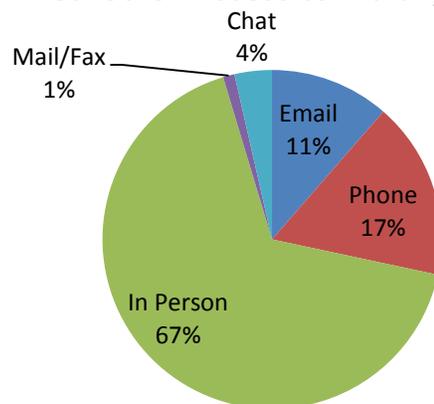
The Public Services Department is the “public face” of the Law Library. Circulation and reference statistics reflect interactions with library users. The public services reference desk is staffed weekdays from 8:30 a.m. to 5:00 p.m. by professional librarians drawn from each of the three library departments: Public Services, Technical Services, and Outreach Services.

Library staff responded to an estimated 10,186 individual information requests. In addition, the library had 3,517 visitors who used the library’s resources without a librarian’s assistance. We received a variety of questions, which can be grouped into one of five categories (see graph below). Some inquiries are directional, such as where to find a book, transcript or brief; others are far more complex, such as how to conduct electronic legal research. Common questions also include where to find applicable forms, court rules, statutes, and case law.

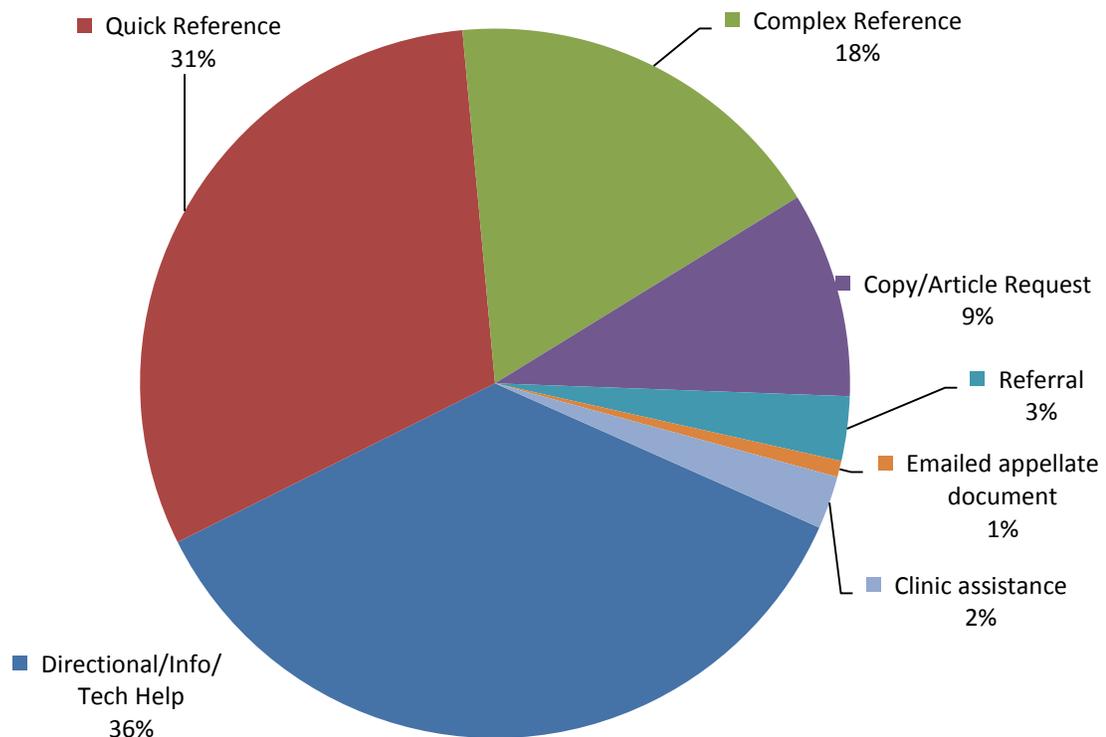
## 2014 Public Services Statistics

- 6,814 reference questions
- 134 of these were reference requests from jail inmates and state hospital patients
- 3,400 unassisted visitors (includes visitors who utilized the resources of the library, but did not require assistance from the librarians)
- 363 people visited the library for tours or classes
- 1,341 items circulated from the collection
- 91 items loaned to other libraries through interlibrary loan services

**Method of Access to Library Staff**



## Type of Question



### Chat Service

In May of 2013 the Law Library entered into a partnership with Legal Services State Support to provide chat assistance to users of the [LawHelpMN.org](http://LawHelpMN.org) website. Librarians cover 9 hours of chat per week and assist members of the general public in locating legal information and referred patrons to a variety of web resources including LawHelpMN.org, the library's website, the Court's Self-Help webpage, and other vetted internet legal resources.

### Interlibrary Loan Service

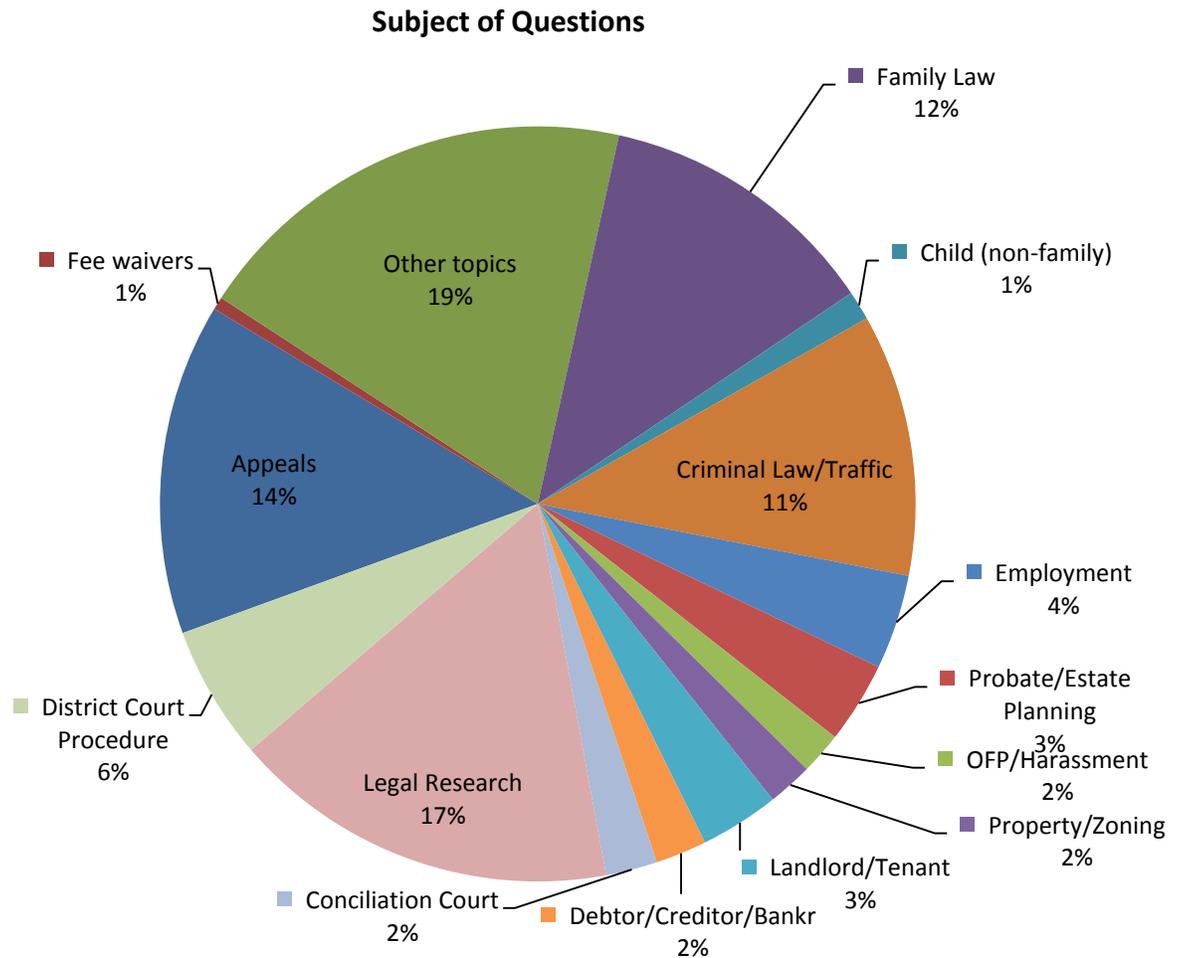
The State Law Library obtains materials from other libraries when they are needed to assist the work of the Judicial Branch. The library borrows books from other libraries on the behalf of justices, judges and court staff who work at the Minnesota Judicial Center. In addition, the library can request copies of articles for any member of the court system.

### Email Access to Appellate Documents

In 2014 the library started offering a new email service for appellate documents. The ability to email these documents was made possible by the appellate e-filing initiative.

## Subject of Requests

In 2013, the library began to categorize and track legal-research questions by topic. We will use this information to create and update web content, as well as to guide future collection-development decisions. A significant number of the “other” category included matters related to: civil commitment, name changes, conceal/carry and legislative history.



## A Sampling of Interesting Research Requests

- My client is anticipating inheriting a family cabin with 2 out of 3 brothers. Can he force a sale?
- Is it legal to divorce a spouse with a diagnosis of dementia/Alzheimer's? If we cannot divorce, at what point are the assets split? And it is 50/50 correct? Can you get a legal separation to protect yourself? If the one with the dementia filed for divorce, is it legal?
- Can you help me find two Department of Labor ECAB opinions, one issued in 1997, and the other issued in 1994?
- My wife and I are living with my grandmother due to financial issues. Currently and in the past she has refused to use the air conditioner in 80+ degree weather. My wife needs to

sleep during the day in our bedroom on the top level of the house. The temperatures reach 10 to 15 degrees warmer in there. I'd like to know if the denial of the air conditioning could be considered inhumane.

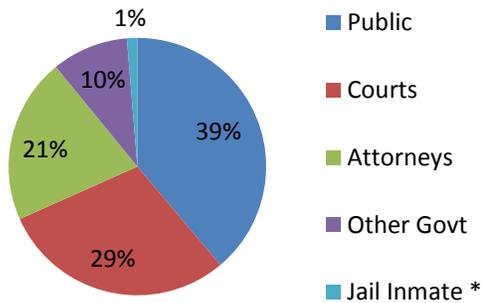
- I have a client who was terminated because his employer received a notice to withhold child support. Can you find me the statute that prohibits this action?
- I have been researching service in Minn Rule of Civil Procedure 4.03(a). I have not found a good definition of "Usual Place of Abode". Can you help?
- I read that Governor Pawlenty vetoed a statewide domestic partnerships bill in 2008. Is there still such a ban statewide? I know there are cities which have such an ordinance. Do the individuals need to reside in those cities to register as domestic partners? Further, does the registry extend statewide, eg, for insurance coverage. Are health insurance companies required to honor the domestic partnership?
- For a scientific enquiry I need the point in time of the implementation of the key-man system and the point in time of the abolition of the key-man system and its substitution by the random selection procedure in your state. Would you be so kind to give me the corresponding information for your state?
- I am an undergraduate research assistant for a University Professor of Economics. We are currently studying the effects of solicitation canons on judicial incentives to campaign rather than to perform typical judicial duties, such as hearing cases and writing opinions. Though it differs by each state, the most common version of solicitation canon states "a candidate shall not personally solicit or accept campaign contributions or personally solicit publicly stated support." I am contacting you to ask for information on (1) when the Minnesota solicitation canon (MINN. CODE OF JUD. CONDUCT Canon 5(B)(2) (2005)) was passed and (2) when the law became effective.
- I am looking to find any laws or regulations regarding what is acceptable for a 'Park and Sell' business on our property. Because there are laws regarding the highway beautification act, and I'm sure auto sales, I would like to find any laws or statutes regarding this. The goal would be allowing private parties to sell their item or automobile on our property for a commission or monthly fee.

The State Law Library collaborates with other libraries and service providers. When a patron's needs are beyond the scope of services that staff can provide, the library provides referrals to area legal clinics, lawyer-referral services, county law libraries, and the [Court Self-Help Center](#). For questions related to legislative history, we refer patrons to the [Legislative Reference Library](#) or the [Minnesota Historical Society](#) for source information beyond that available in the State Law Library.

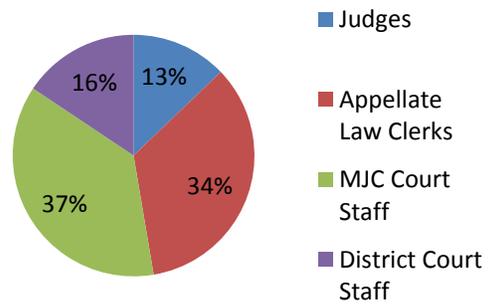
### **Library Patrons**

The library's patron base ranges from self-represented litigants to attorneys and members of the judicial branch. Patrons from the court system include administrative court judges, trial court judges (throughout the state), appellate court judges and justices, and other court staff. Because our patrons have varied experience and education, staff must be able to communicate with different audiences and be familiar with a range of materials written for those audiences.

### Library Patron Type



### Users - Judicial Branch



\* Prison inmates are assisted by the LLSP program, addressed on pages 7-16.

The library is also a valuable resource for law, library science, and paralegal students from programs at Inver Hills Community College, Rasmussen College, Minnesota School of Business/Globe University, the University of St. Catherine, and area law schools.

## Current Awareness Services

### Monthly New Articles List

The State Law Library strives to aid the judicial branch by providing current and relevant legal materials. One way we provide current awareness service is the Recently Received Law Review Articles list, a monthly e-mailed bibliography of journal articles sent to all judicial branch employees. Judicial patrons may request any of the 35 articles on each list and receive a scanned copy of the article by e-mail. The response to this service, which began in January 2010, has been extremely positive. The service provided 524 articles in 2010, 936 articles in 2011, 1128 articles in 2012, 1668 in 2013, and 1594 articles in 2014.



## Topic and Journal Alerts

Upon request, library staff send notification alerts to judicial employees concerning recently received law review and periodical articles on any specific topic or from any journal of the patron's choosing. The articles are selected from the approximately 400 titles that the library receives in print format. In 2014, 1961 subject alerts were sent, up from 1305 in 2013, 989 alerts in 2012, 740 alerts in 2011, and 463 alerts from 2010. The increase from 2013 to 2014 was 50.3%; the increase from 2010 to 2014 was 323.5%

In 2014, 74 individuals used this service to receive customized alerts on 68 different topics. Alerts were sent to Minnesota Supreme Court justices, Court of Appeals judges, district court judges, referees, court administrators, law clerks, court psychologists, human resources staff, and other judicial-branch employees. Non-judicial branch users include Minnesota Workers' Compensation Court of Appeals judges and administrative law judges. We have also extended the service to a few other individuals, including Minnesota Department of Corrections attorneys and correctional facility librarians, as well as former judicial branch employees.

The Outreach Services department provided other current-awareness services as well. In 2014, an annual bibliography of articles related to diversity and the law was sent to the Minnesota Judicial Branch Diversity Collaboration Group, as well as to other judicial staff interested in the topic. On a quarterly basis, we provided a packet of current tables of contents from incoming Minnesota legal periodicals to the judges of the Court of Appeals and other interested patrons.

## Electronic Services

### Law Library Website

- 682,868 visits to the website
- 5,790 average visits per day
- 6,731,338 pages viewed on the Library website

The Library website continues to be a valuable asset to the Minnesota legal community and the public, making many resources accessible to users without requiring them to physically visit the library. While most interactions with patrons over the internet relate to governmental and legal concerns of Minnesota residents or those conducting business in Minnesota, users also seek information about federal courts and government in general.

### Opinions and Briefs

Many users use the website to conduct full-text searches of the [Appellate Court Archive](#). Decisions of the Minnesota Court of Appeals (published and unpublished) and the Minnesota Supreme Court from May 1996 to today are available free of charge on the website.

The Public Services and Technical Services staffs continue the ongoing project of posting online selected appellate court briefs in accordance with the [Rules of Public Access to Records of the Judicial Branch](#) (which specifies no posting of appendices, along with data privacy protections). Additionally, the library maintains the searchable "Issues in Briefs" database. This database

includes statements of the issues presented to the higher court for review, a summary of arguments as to why the trial court acted incorrectly (according to the appellant's brief) or correctly (according to the respondent's brief), and the relief sought. These materials are a valuable resource to researchers working on similar legal issues.

### **Online Research Resources**

In 2013 the library began using LibGuides, a web based tool, to update the library's [Legal Topics pages](#). LibGuides is a dynamic content management product that allows the library to group together resources from many sources into one topical site. [Several guides](#) have already been developed and these guides and others in current development will merge seamlessly when converted to the new website later in 2015. Our top 5 most popular guides in 2014 were [Minors](#), [Appeals](#), [Wills, Trusts & Estate Planning](#), [Child Custody & Parenting Time](#), and [Probate & Estate Administration](#).

The library now has computer terminals that can be used to access court records and documents. There is one MPA ([MN Public Access](#)) terminal providing a courthouse view of trial court records and two PMACS (case management system of the Minnesota Appellate Courts) terminals. These computers provide online access to court materials that are not otherwise available on the internet.

The website also includes a compilation of Minnesota county and municipal [ordinances](#) that are available online. This is a valuable resource for anyone researching local law and is one of the most heavily used resources on the website.

### **Social Media**

The State Law Library has had a Twitter account since 2008 (@StateLawLibrary). At the end of 2014 the library had 985 followers (an increase of 102 since 2013). They include attorneys, law firms, law schools, legal organizations, and libraries. In addition, the library began using Facebook at the end of 2014.

### **Other Activities**

The State Law Librarian and the Electronic Services Librarian have been actively participating in the planning, development and testing of the appellate court's e-filing system with a view toward enabling self-represented litigants to use it in the future.

## **Technical Services**

Our Technical Services Department is responsible for ordering, receiving, processing, and cataloging books and other media, including websites and online documents, for the library's collection. In addition, the department catalogs materials for seven county law libraries. The department also serves as a publisher of the Minnesota appellate courts' briefs on microfiche for county and academic law libraries.

When new items come in, library staff analyzes, catalogs, processes, and then shelves them in the State Law Library, the Court of Appeals Research Library, or the Supreme Court Research Library. The staff also culls outdated materials from all three libraries and relocates materials to make space for new volumes in popular growth areas of the collection.

### **Technical Services Statistics**

- 2,207 continuation items added (new replacement volumes, hardbound supplements)
- 526 new titles added
- 2,023 items withdrawn
- 1,570 briefs processed
- 3,421 Federal Depository Library items added
- 13,482 catalog records created
- 18,305 catalog records edited or deleted

### **The State Law Library Collection**

The State Law Library has the second-largest collection of legal materials in Minnesota. It includes over 350,000 volumes. In compliance with our collection-development plan, the library collects primary legal materials of the federal government, its territories, and the states; secondary materials on a wide variety of legal subjects; Minnesota law of all types; and federal and state government documents, including selected depository items. The State Law Library is the archival library for the Minnesota Judicial Branch and the collection houses many unique items of historical significance to the legal community. Examples include appellate briefs going back to the start of the State, historical practice materials, opinions of the Minnesota Supreme Court from its inception, and early statutory and regulatory materials. In addition to print resources, the library subscribes to multiple electronic resources, including Westlaw, HeinOnline, several business and academic periodicals, and online newspapers. Patrons may use these resources at the library for free.

In the summer of 2013, the library began the first inventory of its collection in over 20 years. Due to the size of the library, we anticipate that this project will continue through much of 2015.

Use of the library's print collection has remained steady since last year. In 2014, 1,341 items circulated from the collection. As a result of interlibrary loan requests, 91 items were circulated to other libraries. The library added 526 new titles to the collection in 2014.

### **Minnesota Legal Periodicals Index**

The [Minnesota Legal Periodical Index](#) (MLPI) is a bibliographic database that we have developed and maintained since 1984. It includes periodicals published by Minnesota law schools, bar associations, and commercial publishers. The web version of MLPI is powered by [LawMoose](#) and is a collaboration between the Minnesota State Law Library and Pritchard Law Webs. In 2014, the Head of Technical Services indexed 1,445 articles for the MLPI. The indexing process involves designating the journal, volume and issue, pagination, author, and title. In addition, up to three subject headings are assigned to each record to aid researchers in searching for articles by topic. Six new subject headings were added to the index in 2014:

Labor, Lobbyists, Public Finance, Right to Counsel, Space Law, and Unauthorized Practice of Law.

## **Appellate Briefs**

We provide access to appellate briefs in various formats. For Minnesota appellate decisions that are published in the *NorthWestern Reporter*, the library binds the briefs and their appendices to ensure long-term access. These materials are heavily used by and circulated to attorneys. In 2014, 70 volumes of bound briefs were added to the collection. In addition, library staff prepares the briefs for microfiche processing. Area law libraries that do not have print copies of briefs can purchase the microfiche. In 2014, 935 microfiche sheets were produced. We also scan most civil appellate briefs and make them available on the internet. A total of 1,570 briefs were processed by library staff in 2014.

## **Contributions to the Minnesota Digital Library**

In 2014 the State Law Library worked with the Minnesota Digital Library to digitize volumes 6-10 of the *Minnesota Reports*, which was the official publication for opinions of the Minnesota Supreme Court. These volumes cover the years of 1863-1866.

Digitizing the first 20 volumes of the *Minnesota Reports* is important contribution to the history of Minnesota, as they are the original volumes published by the State in the earliest years of the Minnesota Supreme Court. These volumes are rare, as very few were printed. In 1877, Chief Justice James Gilfillan edited and republished the first twenty volumes, now known as Gilfillan's Reports (Gil.). While editing the reports, he added and deleted some material and information. These reports are also some of the earliest published examples of the legal publisher J.B. West, later becoming West Publishing and now part of Thomson Reuters. In 2015 the State Law Library will have volumes 11-20 digitized and volumes 1-5 were digitized in an earlier project.

## **Minnesota Supreme Court Historical Society Preservation Committee**

The Head of Technical Services serves on the Preservation Committee of the Minnesota Supreme Court Historical Society. The Committee works to preserve the memories, writings, and oral histories of the men and women who shaped the history of the Minnesota Supreme Court. This year was very important both to the committee and the library. The library has taped several interviews with justices from the Supreme Court. The library and MSCHS wanted to transcribe the interviews so as to provide additional access to their content. The library and MSCHS applied for and received a grant from Minnesota Historical Society Legacy Grants in the amount of \$4,980.00.

The funds were used to hire a transcriber. In 2015, the library anticipates putting the MP3s and the transcriptions on the library's website.

# Services to County Law Libraries

## County Law Library Program

The Minnesota State Law Library is required by law (Minn. Stat. Ch. 134A) to advise and assist county law libraries throughout the state. We provide this assistance primarily through the County Law Library Program (CLLP). Since most of the counties in Minnesota do not have full-time professional law librarians on staff, this program provides centralized services and information to county law libraries to assist those who supervise the libraries. Often, local law library managers are full-time law clerks, court administrators, or other county staff who take on law-library responsibilities as additional duties.

The Program Coordinator and State Law Librarian periodically visit county law libraries and provide recommendations for solving problems or addressing issues. The State Law Library also provides training in law library management.

In 2013, CLLP developed a two-tier membership system. County law libraries who belong to tier one receive primary legal materials and phone consultation for routine questions related to staffing issues, library space, collection content, filing fees and other budgetary matters, legal vendors, and the appropriate use of library funds. Libraries who belong to tier two receive the benefits of tier one, plus one on-site library visit, development of a county-specific resource sheet, assistance in developing a clinic for legal advice or forms review, assistance with vendor contracts, and patron access to the State Law Library's reference desk via a toll-free telephone number. Of the 84 eligible county law libraries in Minnesota, 43 became tier one members of CLLP and two libraries chose tier two. In 2014 the State Law Librarian visited the St. Louis County Law Libraries in Duluth and Hibbing and the Martin County Law Library in Fairmont.

## Educational Programs

In October, the State Law Library hosted and helped plan the Minnesota Coalition of County Law Libraries' fall educational program, which was held at the Southdale Public Library. In addition to providing training for new law-library managers, sessions included a sessions on marketing and networking, informal probate process, social media best practices, and real estate transaction forms. State Law Librarian Liz Reppe and Electronic Services Librarian Danielle Becker were presenters.

## Cataloging Services

The State Law Library offers cataloging services for county law libraries that want their collections to be available online. In 2014, the Catalog Librarian Robin Horowitz added 817 catalog records for 7 counties.

# Law Library Service to Prisoners Program (LLSP)

The mission of LLSP is to provide law library service to prisoners in Minnesota. We do this by providing access to legal materials at correctional facilities and our library. Law librarians, based at the judicial center, conduct monthly visits at eight adult correctional facilities to meet with inmates. Questions that cannot be answered on-site using legal materials at the prison are researched at our library. Inmates also write or call LLSP for assistance with their legal research. We also provide law library services to Minnesota Department of Corrections (DOC) inmates housed in other facilities, such as county jails, state hospitals, and facilities in other states, as well as to DOC staff.

LLSP is funded by an inter-agency agreement between the State Law Library and the Department of Corrections; the program began as a pilot project in 1984, with one librarian visiting five correctional facilities and a part-time clerk providing photocopying support. Today, the staff includes two full-time and one half-time librarians, as well as one part-time clerk.

## Overview of 2014

The Department of Corrections strives to make the legal research services and materials available to inmates as uniform as possible in all Minnesota correctional facilities. Throughout 2014, LLSP continued working closely with DOC staff to implement this goal. LLSP librarians met with DOC librarians and program administrators during their spring meeting at the DOC's main office in St. Paul.

In 2013, we provided 41,366 requested items to 2,465 inmates. In 2014, LLSP provided 42,683 requested items to 2,627 inmates, an increase of over 3.2% for requested items and 6.6% for individuals assisted. The number of on-site meetings with inmates also increased by 3.9%, going from 1056 in 2013 to 1097 in 2014.

**9,768** Total DOC inmates (as of 1/1/2014)

**87** Prison visits by LLSP staff

**8,433** Estimated miles travelled

**1,097** Inmate interviews

**2,627** Individual inmates assisted

**42,683** Inmate requests processed

**750** Hours worked by LLSP volunteer

The staff of LLSP revised and updated its annual publication, *Reference Guide: Occupations Impacted by Felony Convictions*, an important resource for inmates. The LLSP librarians also created two other documents for inmates: *How to Request Custody/Parenting Time Forms through LLSP*, a checklist which simplifies the process for the prisoner and helps LLSP

librarians fill inmate requests, and *Two Thirds Law*, a handout of information concerning conditional release and inmate sentences.

LLSP also arranged for five court videos to be included on the statewide DOC intranet for inmates, on the following topics:

- Child Support Modification
- Conciliation Court
- Expungement
- How to File a Motion in Family Court
- How to Initiate a Divorce in Minnesota

In order to keep abreast of important information and resources, the LLSP librarians attended several relevant Continuing Legal Education courses and other informational sessions throughout the year.

### Statistical Highlights

LLSP compiles many statistics, some of which are shown in the tables, graph, and pie chart that follow. A few observations concerning 2014 correctional facility statistics follow.

- Stillwater and Faribault received the largest numbers of items delivered to inmates from our library (9,391 and 5,868 respectively).
- Requests by inmates in Lino Lakes and St. Cloud increased by the largest percentage (30.2% and 29.6%, respectively).
- Stillwater and Faribault had the largest number of inmates assisted (602 and 408, respectively).
- Numbers of inmates assisted in Lino Lakes and St. Cloud facilities increased by the largest percentage (18.4.% and 16.0%, respectively).
- Stillwater and Lino Lakes had the largest number of on-site meetings with inmates (205 and 178, respectively).
- Oak Park Heights and Moose Lake/Willow River saw significant percentage increases in on-site meetings with inmates (47.8% and 39.7%, respectively).

### By the Numbers – LLSP in 2014

<b>Ten Year Statistical Comparison 2004-2014</b>				
LLSP Activities	2004	2009	2014	% Change, 2004 to 2014
Inmate Requests Processed	29,037	30,191	42,683	47.0%
On-Site Meetings with Inmates	1,598*	1,085	1,097	-31.4%
Individuals Assisted	1.766	1.764	2.627	48.8%

\* In 2004, LLSP visited Oak Park Heights and Stillwater Correctional Facilities twice each month, rather than once.

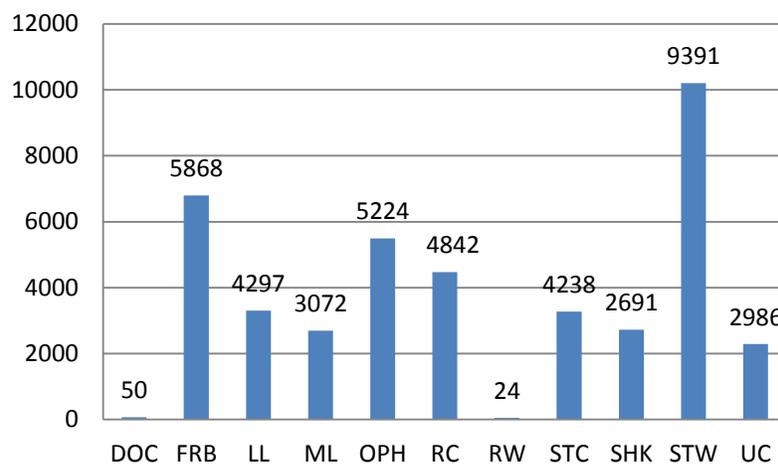
Two Year Statistical Comparison			
LLSP Activities	2013	2014	% Change
Inmate Requests Processed	41,366	42,683	3.2%
On-Site Meetings with Inmates	1,056	1,097	3.9%
Individuals Assisted	2,465	2,627	6.6%

**Inmate Requests Processed** is the total number of items provided to prisoners.

**On-Site Meetings with Inmates** is the total number of in-person interviews with prisoners.

**Individuals Assisted** is the total number of inmates who were provided information in person, by telephone, or by mail.

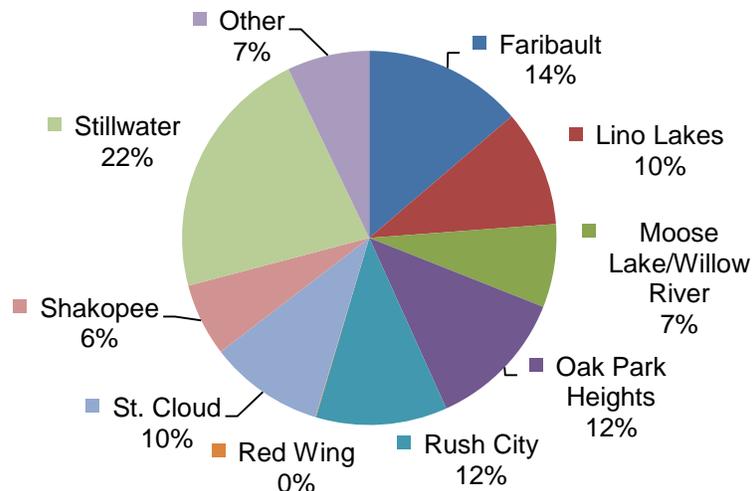
### Requests Processed by Facility 2014



#### Abbreviations for correctional facilities used above:

FRB - Faribault, LL – Lino Lakes, ML – Moose Lake/Willow River, OPH – Oak Park Heights, RC – Rush City, RW – Red Wing, STC - St. Cloud, SHK – Shakopee, STW – Stillwater, UC/DOC – Minnesota Under Contract and Department of Corrections Staff

### Distribution of Requests by Facility 2014



## **Additional Programs and Services**

### **Continuing Legal Education Programs**

In 2014 the State Law Library hosted 7 free CLE programs at the Minnesota Judicial Center. For the first time, we offered CLEs via WebEx. We were trying to make free CLEs accessible to district court law clerks who cannot come to St. Paul to attend in person. In October we had 67 law clerks, throughout the state, participate. Our December WebEx CLE had 87 law clerks who attended. The programs offered attendees five standard credits and two elimination of bias credits, free of charge. Topics included the Wine and Beer Law, Sexual Violence, the History of the Suffrage Movement in Minnesota, the Combat Veteran in Criminal Court, and Administrative Appeals.

In addition, during the year the State Law Librarian presented 3 continuing legal education programs on the topic of legal research.

### **Unemployment Appeal Brief Advice Clinic**

In April 2013, the Minnesota State Law Library and the Labor and Employment Section of the Minnesota State Bar Association started a free clinic for people contemplating an appeal to the Minnesota Court of Appeals from a denial of unemployment benefits. The clinic is staffed by volunteer attorneys, law library staff, and law students. The clinic meets twice per month; once via phone and once at the State Law Library.

In 2014, the clinic assisted 47 people. 14 were assisted at the in-person clinic and 33 were helped via a telephone consultation. 30 of those who attended the clinic (64%) ended up not filing an appeal after speaking to the attorney. While the majority of the clinic customers lived in the seven county metropolitan area, the clinic also assisted residents of Kandiyohi, Nobles, Polk and Stearns Counties. While most of the clinic's clients lived in the seven-county metropolitan area, the clinic also assisted residents of Cass, Fillmore, McLeod, Olmsted, Pine, Sherburne, and Stearns Counties.

The attorneys who volunteered their time to the unemployment appeals clinic were Craig Brandt, Paul Banker, Howard Bolter, Amy Boyle, Sarah Crippen, Marlene Garvis, Nathan Griffin, Kelly Jeanetta, Jonathan Reppe and Brian Rochel. Additional valuable service to the clinic was provided by Owais Ahmed, Alex Vian and Clara Lowther.

## **Additional Activities**

### **Outreach to Libraries and Professional Activities**

In May the State Law Library and the Minnesota Coalition of County Law Libraries put on an educational program for public librarians. The event was held at the Roseville Library and 81 librarians attended. Topics included LawHelpMN, Minnesota Legal Advice Online, Legal Advice vs. Legal Information, Legal Referrals, Finding People Using Free Web Resources, Pro Se E-

Filing Update, and the Court Self Help Center Website. Susan Larson, Head of Public Services, and Liz Reppe, State Law Librarian, were both presenters.

In July, Liz Reppe coordinated and moderated a program at the American Association of Law Libraries entitled “The Bookless Law Library? Potential Reality or Flight of Fancy?”. The program was well received and well attended – despite being scheduled in the last time slot on the last day of the conference.

The State Law Library is an active participant in the [Capitol Area Library Consortium](#) (CALCO). Either the State Law Librarian or Head of Outreach, Daniel Lunde, regularly attends the group’s meetings.

The library is also active in [MnPALS](#), a consortium of Minnesota private college and university libraries, state government libraries, public libraries, school libraries, and special libraries. Two members of our Technical Services department are active participants in the group. Robin Horowitz is on the Executive Committee and is a member of the Cataloging Steering Committee and the RDA Task Force. Elizabeth Tuckwood is a member of the Systems Steering Committee and the Future ILS Task Force.

The State Law Librarian serves on the Minitex Policy Advisory Council as the State Government Libraries representative. This group advises the Minnesota Office of Higher Education and the Minitex Director in the planning, development, and evaluation of Minitex programs and services. Public Services Librarian Sheri Huppert is a member of the Minitex Interlibrary Loan Committee and the UMN Regional Advisory Group for federal depository libraries.

State Law Librarian Liz Reppe is the Chair of the [AALL Committee on Relations with Information Vendors](#) (CRIV). Electronic Services Librarian Danielle Becker is a member of the AALL [Digital Access to Legal Information Committee](#).

Danielle Becker authored two articles and presented at a professional conference in 2014.

- Danielle Becker, *LibGuides Remakes: How to Get the Look You Want Without Rebuilding Your Website*, 34 Computers in Libraries 18 (2014).
- Danielle A. Becker & Shamika D. Dalton, *Out With the Old, In With the New: Two Perspectives on Implementing LibGuides at an Academic and a Public Law Library*, 19 AALL Spectrum 30 (2014).
- Library Technology Conference 2014, March 19, 2014 - March 20, 2014, Macalester College, St. Paul, MN, “Creating User-Centered Web Sites Through User Feedback.”

Outreach Librarian Susan Trombley is the chair of the Exchange Committee for the Minnesota Association of Law Libraries. The Exchange Committee advertises legal materials that organizations or individuals wish to donate, sell or acquire.

## **Outreach to the Legal Community**

In June Liz Reppe spoke to the 5th District Bar Association in Faribault. She highlighted the services the library could provide to attorneys in outstate Minnesota and presented a CLE on skip tracing research.

In October Liz Reppe spoke to a paralegal class at Inver Hills Community College about library services and research.

In November Liz Reppe traveled to the 6th District bar meeting in Mankato and the Range Bar meeting in Chislm. At both events she spoke about services to outstate attorneys and at the 6th District meeting presented a CLE.

Also in November, Liz Reppe traveled to Rochester to speak to the attorneys from Southern Minnesota Regional Legal Services about how the State Law Library could assist them. In addition, she presented a CLE.

## **Outreach to the Public**

The State Law Library partnered with Ramsey County Law Library to host and staff a table at the Senior Legal Fair in September. The table included information about metro area law libraries and legal materials specific to seniors. This annual event is hosted by Southern Minnesota Regional Legal Services and hundreds of low income seniors from around the metro attend to get legal information.

In November Liz Reppe was a panelist at the “I Didn’t Know That!”: Relatively Unknown Twin Cities Civil Legal Resources event, put on by [Call for Justice](#). The program was geared toward highlighting access points for legal advice, assistance and resources. Attendees included representatives from 60 legal and social service organizations.

Daniel Lunde, the Head of Outreach Services, coordinated Everybody Wins, an ongoing read-aloud program in which adult volunteers are paired with students at Benjamin E. Mays Elementary School during a weekly reading session. The reading program runs from October through early April. Most of the readers are judicial employees, although some are from other agencies. During the 2013–2014 school year, 77 adults read to 57 second-grade students.

## **Feedback on Our Services**

The State Law Library strives to provide excellent service to its users. Below is a sampling of some of the messages we received in 2014.

“This was a big help – I used the process/resources in the memorandum and order that the judge signed on Friday.” – law clerk patron

“Awesome! Thank you so much! You gave me just what I needed!” – public patron

“THANK YOU VERY MUCH! This is what I was looking for. You do our state a good service and I a 60 year old man thank you for your help. Have a good day.” – public patron

“Thank you so much. I think I need to move to Minnesota. Your response and the response of others there have been quick and awesome. This was exactly what I needed.” – public patron

“Thanks for all of your wonderful interlibrary loan work. It’s really appreciated.” – Supreme Court patron

“Oh my goodness! Do you know how many hours of research you have saved me? This information is wonderful. Reference librarians rock, and should rule the world. My heartfelt thanks” -public patron

“I really appreciate this service. I don’t know how I’d keep up on current cases and trends in the law without your help!” – court referee

“Thanks much! You are providing a valuable [current awareness] service to the bench.” – district court judge

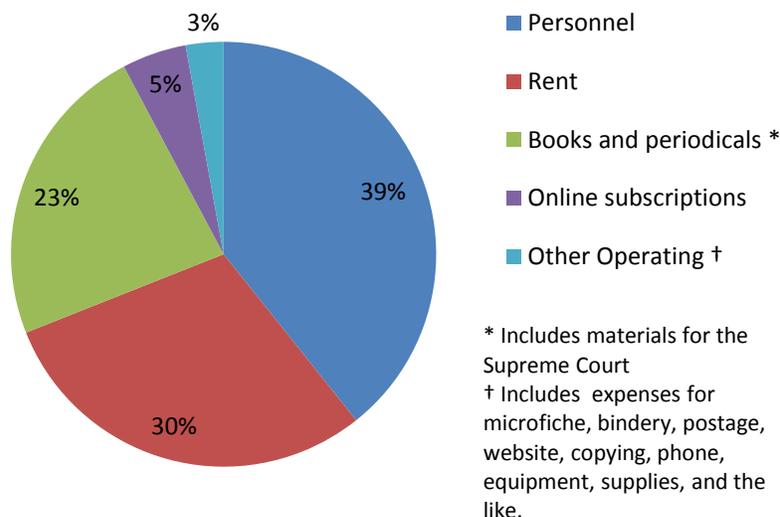
“Thank you for having the [current awareness] service to use. I love to learn and these articles are very insightful.” – court reporter

“I’m so glad you have these CLEs. They have really helped me with my credits!” – court staff

“Just wanted to say thank you for offering the WebEx yesterday! I thought that it went very well and was an interesting topic.” – law clerk

## Budget Summary

### Budget Allocations \$1,880,638 in expenditures



## 2014 Library Staff & Volunteers

Jean Anderson, Outreach Services Librarian  
Danielle Becker, Electronic Services Librarian  
Bill Erlandsen, Library Clerk  
Debby Hackerson, Public Services Librarian (started in September)  
Robin Horowitz, Technical Services Librarian  
Sheri Huppert, Government Documents Librarian  
Deborah Kitzmann, Technical & Outreach Services Clerk  
Susan Larson, Head of Public Services  
Clara Lowther, Public Services Librarian (left in August)  
Daniel Lunde, Head of Outreach Services  
Liz Reppe, State Law Librarian  
Melissa Terrien, Technical Services Clerk  
Stephanie Thorson, Outreach Services Librarian  
Susan Trombley, Outreach Services Librarian  
Elizabeth Tuckwood, Technical Services Technician  
In 2014, the library was also assisted by long term volunteer Joan O.

Several library staff celebrated anniversaries in 2014:

Jean Anderson	5 Years
Sheri Huppert	10 Years
Elizabeth Tuckwood	25 Years