

# Washington County Law Library

## 2010 Annual Report

### **Washington County Law Library Board of Trustees:**

Thomas G. Armstrong, 10<sup>th</sup> Judicial District  
Patricia Conley, Washington County Library Director  
Gregory Galler, 10<sup>th</sup> Judicial District  
Doug Johnson, Washington County Attorney  
Lisa Weik, Washington County Commissioner  
Kevin Shoeberg, Esq., Washington County Bar Association (Jan.-Nov.)  
Jennifer Nodes, Esq., Washington County Bar Association (Nov.-Dec.)  
David Magnuson, Esq.

### **Law Library Staff:**

Brian R. Huffman, County Law Librarian  
Patricia Dolan, Librarian  
Julele Lind, Senior Office Support – Self-Service Center



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# 2010 SUMMARY OF ACTIVITIES

## BOARD CHANGES

In November 2010 Jennifer Nodes was elected President of the Washington County Bar Association and became a new member of the Board, replacing Kevin Shoeberg.

## STAFF CHANGES

In June two interns started working for the law library – Brad Taplin and Megan Manley. Both were law students (William Mitchell and Hamline respectively). Brad ended his internship after passing the bar exam in August.

## STAFF PROFESSIONAL DEVELOPMENT

The staff at the law library participated in numerous staff meetings, Minnesota Association of Law Libraries (MALL) membership meetings and the following events:

### Conducted and attended monthly CLEs:

#### ***Jan. 20, 2010***

Louise Livesay, Collaborative Lawyer and Mediator  
Audra Holbeck, Collaborative Lawyer and Mediator  
Stephanie Tschida, Licensed Marriage and Family Therapist, Divorce Coach and Child Specialist  
Patricia Rogers, Licensed Clinical Social Worker, Divorce Coach and Child Specialist  
Collaborative Law Institute of Minnesota  
Stillwater, MN  
**"Collaborative Divorce and Team Practice"**

#### ***Feb. 24, 2010***

Dan O'Connell, Esq.  
Collins, Buckley, Sauntry & Haugh, PLLP  
Saint Paul, MN  
**"Child Custody, Parenting Plans and Parenting Time Basics"**

#### ***March 24, 2010***

Robin Crabb, Esq.  
Office of Lawyers Professional Responsibility  
Note: This CLE will be held in conference room 20 (lower level)  
**"Avoiding the Professional Responsibility Board"**

#### ***April 28, 2010***

Julie Roorda, Esq., Ballou Law Partners, Minneapolis, MN  
Royee Vlodayer, Esq., Vlodayer Law Offices, LLC, St. Paul MN  
Note: This CLE will be held in conference room 20 (lower level)  
**"Overview of Immigration Issues Related to: Family, Criminal, Business and Employment Law"**

#### ***May 26, 2010***

Imani Jaafar-Mohammad, Esq. and Murad Mohammad, Esq.  
Mohammad & Jaafar-Mohammad, LLC  
Woodbury, Minnesota  
**"Representing Muslim Clients"**

#### ***June 23, 2010***

Judith Rush, Chair of the Lawyers Professional Responsibility Board.  
**"How to Ethically Terminate an Attorney-Client Relationship and Collect Your Attorney Fees"**

**July 1, 2010**

**ALL DAY CLE - Hosted by Washington County Law Clerks and Law Library**

SCHEDULE

9 – 10 Peter Orput, Assistant Hennepin County Attorney – Recent Federal and State Appellate Cases

10 – 11 Special Agent Gary Swanson, BCA – Investigation and Preservation of Evidence for Trial

11 – 11:15 BREAK

11:15 – 12:15 Tom Tuft – ENE/Mediation: The Washington County Approach

12:15 – 2:30 Murad and Imani Jafar-Mohammad – Getting to Know Your Muslim Client (with 15 min break)

**July 28, 2010**

Clayton Robinson, Assistant Director – Prosecution Division

Ramsey County Attorney's Office.

**"The Visual Trial: Legal and Practical Considerations for the use of Visual Demonstrative Evidence at Trial"**

**Aug. 25, 2010**

Rick Hodsdon, Assistant Washington County Attorney.

**"Minnesota Citizen's Personal Protection Act: Basics of the Statute"**

**Sept. 22, 2010**

Clifford B. Wardlaw, Assistant U.S. Attorney, Former Resident Legal Advisor to the American Embassy-Islamabad (2006-2008) and the American Embassy-Baghdad (2004-2005).

**"The Federally Administered Tribal Areas (FATA) in Pakistan"**

**Oct. 27, 2010**

Kari Lindstrom and Wendy Murphy, Assistant Washington County Attorneys

**"Elder Abuse in Washington County"**

**Dec. 15, 2010**

Lucinda E. Jesson, Esq.

Director of the Health Law Institute & Associate Professor at the University of Hamline Law School

**"An Overview of the New Health Care Reform Law"**

Conferences/Committee Work and Presentations:

- Huffman attended and presented at American Association of Law Libraries (AALL) Annual Conference in Denver, Colorado, July 10-13
- Huffman attended Minnesota Coalition of County Law Libraries (MCCLL) meetings and performed duties as Vice-Chair
- Huffman attended and co-presented at Minnesota Library Association Annual Conference, Rochester, Minnesota, October 6
- Participated in MALL Committees  
Dolan: Education  
Huffman: Legal Research Institute, Web Committee
- AALL Committees  
Huffman: Minnesota State Working Group project leader for AALL Advocacy
- Bar Association Membership, Officer positions and Committees:  
Dolan: MSBA Civic Education committee, MSBA Pro Se committee; Ramsey County Bar Assoc. CLE Oversight committee; Vice President of Washington County Bar Assoc. (through November)
- Initiated Criminal Legal Advice Clinic pilot (September)

- Huffman's Presentations:
  - Guest speaker for St. Catherine University Law Librarianship course
  - Spoke at Joint Roundtable by SR-SIS/LISP-SIS/SCCLL-SIS at AALL Annual Conference
  - Moderated, coordinated and presented at AALL on Statues, Cases and Codes, Oh My!: Easing Public Librarians Down the Road to Legal Reference
  - Co-presented at Minnesota Library Association Annual Conference, Rochester, Minnesota, on Playing with the Law: Clear and Convincing Legal Resources for Public Librarians

### **GRANTS/AWARDS/STAFF ACCOMPLISHMENTS**

Brian Huffman received a Gates grant to attend the Public Libraries and Access to Justice Conference, Austin, Texas, January 11-12.

The law library applied and obtained a \$25,000 LSTA (Library Services and Technology Act) grant. The grant monies were used to purchase laptops, projector, printer, carrying case and software. In 2011 the technology will be utilized to present monthly public legal seminars throughout branch libraries on various legal topics (i.e. divorce basics, child support, tenant/landlord, etc).

Brian Huffman obtained a MALL academic scholarship (May) to assist with his MLIS degree at St. Catherine University.

### **LIBRARY MOVE**

The law library moved to its permanent location in the Courthouse in November.



### **BOARD MEETINGS/RESOLUTIONS PASSED**

The Board met on the followings dates: May 6, 2010 and August 6, 2010. No resolutions were proposed or passed in 2010.

## **LAW LIBRARY USAGE AND MATERIALS PROCESSING**

2010 was the year the law library moved to its permanent location in November and completed barcoding and RFDI tagging of the entire collection. Despite all this disruption, usage increased - the library experienced a 38% increase in patron assistance.

The majority (59%) of law library users continue to be the public. Attorneys (including court and county attorney) are second (23%) with phone and e-mail patrons at third (17%) (See Appendix B).

The most common type of service provided by library staff was referrals, directional and technology assistance (27%). Next was reference using print resources (25%). The third most common service provided was reference assistance using online sources (21%) (See Appendix C).

We do have a fair number of unassisted patrons (17%) though this number continues to decrease over the years. The patrons included in this category came into the law library to use the resources or the equipment (computers or copier), but did not require assistance; or they came into the law library in search of a quiet place to work (See Appendix C).

### **Usage and Materials Processing Summary**

	<b>2009</b>	<b>2010</b>	<b>% change</b>
Total Interactions with Patrons*	2369	3278	+38%
Patrons using library w/o assistance	892	672	-25%
Total Materials Processed	6366	5632	-12%
Total Items Circulated	410	648	+58%
Total New Items Added	181	149	-18%
Total Items Withdrawn	113	130	+15%
Items Mailed/Emailed/Faxed	49	127	+259%

\* Does not include patrons who used the library, but did not need assistance from the library staff.

## **SELF-SERVICE CENTER USAGE**

General use of the Self-Service Center has declined this year, as in the past. In contrast, inquiry into the clinic has increased by 30% and use of the Legal Advice Clinic has increased by 10% (see Appendix H). The Self-Service Center was consolidated into a common space with the law library at the permanent location in November. Starting in 2011 the law library will only keep statistics on legal advice clinic appointments scheduled.

Attorney Mimi Hasselbach presented a report on the six-month pilot project for the Criminal Legal Advice Clinics to the Board in May. Hasselbach reported that use was not as high as anticipated. It was suggested that the clinic be continued from June 1, 2010 through December 2010. The Board approved the continuation.

## 2010 BUDGET SUMMARY

<b>Revenue †</b>	<b>Budgeted</b>	<b>Actual</b>
Levy	43,500	44,500
Fees	78,100	84,364
Fines	245,100	205,223
Grants	0	19,284
Misc. Sales	2,000	3,169
<b>TOTAL</b>	<b>368,700</b>	<b>356,540</b>

<b>Expenditures</b>	<b>Budgeted</b>	<b>Actual</b>
Direct Materials/Payments	700	617
Wages	110,300	112,122
Benefits	37,100	42,464
Other Employee Exp	2,200	1,371
Other Services	1,900	1,195
Facilities	45,900	44,000
Supplies & Materials	170,600	149,589
Capital	100,000	56,558
<b>TOTAL</b>	<b>468,700</b>	<b>407,916</b>

**Excess Revenue**                      **(100,000)**              **(51,376)**

† Revenue was up (↑4%) from 2009. Individual sources: civil filing ↓1%; criminal fines ↑6%; copies/printouts/faxes ↑9%. See Appendix F for revenue history.

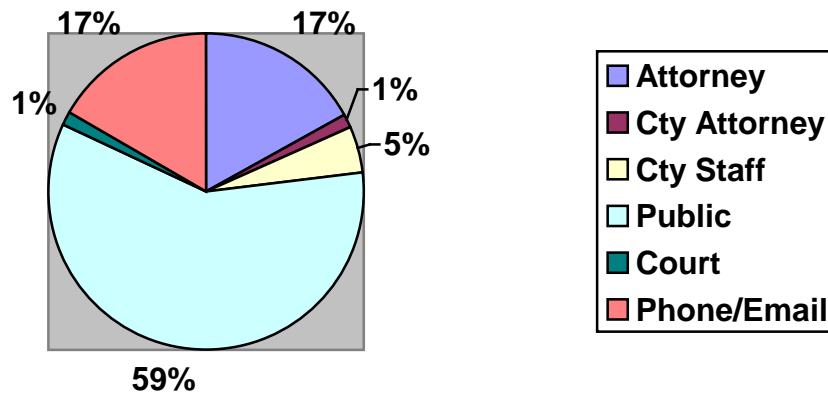
Also note: \$100,000 was budgeted for capital improvements including purchase of movable shelving, 3M security gate and RFID self-checkout station. \$56,558 was actually spent from this allotment.

## Appendix

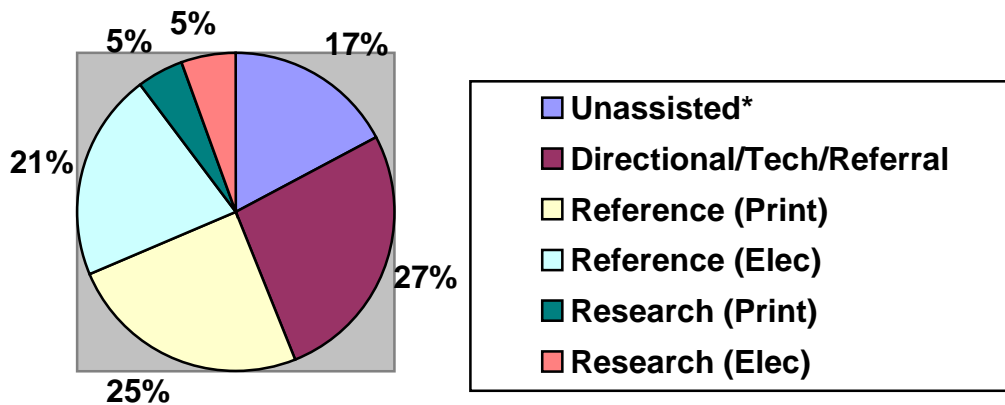
### A. Materials Processing Detail

2010	Pocket parts, supplements	Serials	Replacement Volumes	Hard Bound Continuations	New Binders	CDs	Fiche
Jan. – Mar.	231	463	39	24	2	5	47
April - June	1173	333	41	24	1	6	34
July – Sept.	1212	463	97	42	5	1	0
Oct. – Dec.	600	436	33	40	0	1	0
<b>Total</b>	<b>3216</b>	<b>1695</b>	<b>210</b>	<b>130</b>	<b>8</b>	<b>13</b>	<b>81</b>

### B. Type of Patron



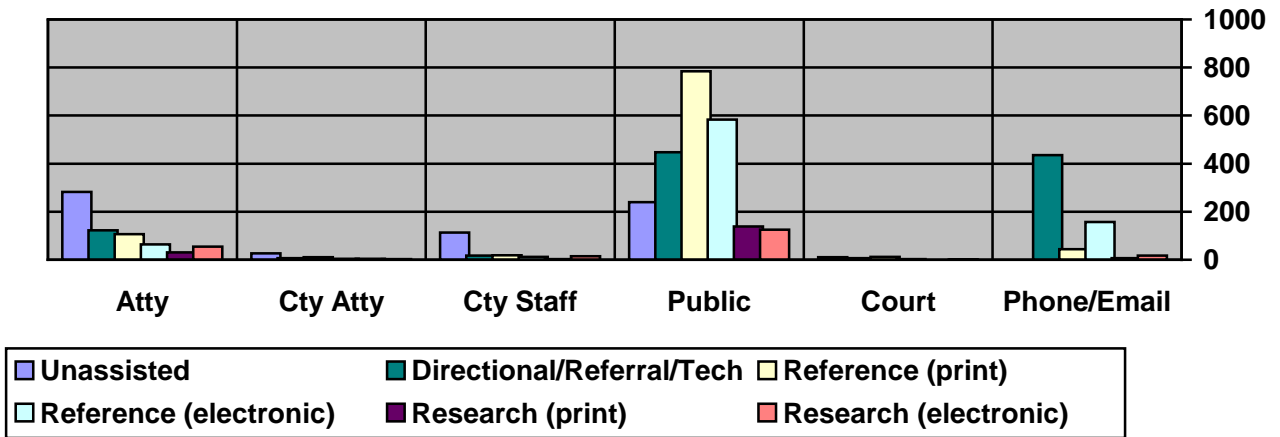
### C. Type of Service



\* Unassisted patrons include:

- Users who came in to use the materials, but didn't need help from library staff
- Users who came in to use the copier or computers
- Users who came in to use the library as a quiet place to work

D. Patron and Service TOTALS



	Attorney	County Attorney	County Staff	Public	Court	Phone/Email
Unassisted	282	26	113	240	11	0
Directional/Tech/Referral	123	7	17	447	6	435
Reference (print)	106	10	18	784	12	44
Reference (electronic)	64	4	12	583	3	157
Research (print)	30	4	3	139	0	7
Research (electronic)	55	2	14	125	1	17
Tours	10	1	8	8	22	0
<b>TOTAL</b>	<b>670</b>	<b>54</b>	<b>185</b>	<b>2326</b>	<b>55</b>	<b>660</b>

E. Westlaw Usage

Transaction Time

Month	2008	2009	2010
January	26:26:07	21:59:43	32:17:12
February	23:17:28	29:02:36	20:23:45
March	20:42:28	23:23:10	28:05:57
April	26:19:45	34:38:43	22:08:10
May	21:52:22	17:58:55	20:58:33
June	35:03:37	23:31:46	21:50:16
July	54:33:55	28:54:07	25:36:01
August	22:23:01	22:41:04	21:37:33
September	23:34:02	10:04:54	31:40:26
October	20:58:05	14:12:23	33:56:20
November	23:26:44	15:01:52	39:33:06
December	22:36:30	19:10:55	29:57:46
GRAND TOTAL	321:14:04	260:40:08	328:05:05

## Number of Transactions

Month	Transactions - Total		
	2008	2009	2010
January	208	318	264
February	113	412	259
March	224	235	363
April	215	584	368
May	186	263	215
June	275	190	266
July	636	512	374
August	268	384	202
September	217	90	364
October	307	217	446
November	242	169	559
December	306	196	486
GRAND TOTAL	3,197	3,570	4,166

## 2010 Database Usage (ranked)

Database Name	Transactions	Rank
MINNESOTA CASES	1,607	1
KEYCITE	403	2
MINNESOTA STATUTES-ANNOTATED	309	3
MINNESOTA HEADNOTES	213	4
MINNESOTA PRACTICE SERIES	211	5
MINNESOTA STATE AND FEDERAL CASES	147	6
ALL FEDERAL & STATE CASES	95	7
AMERICAN JURISPRUDENCE 2D	95	7
MINNESOTA COURT RULES	66	9
MINNESOTA STATUTES-UNANNOTATED	63	10
SOUTH DAKOTA CASES	62	11
FIND FOR FEDERAL CITATIONS	50	12
ALL FEDERAL CASES	45	13
FIND - REV&USAGE FOR ALR	43	14
FIND FOR F.SUPP. CITATIONS	41	15
EIGHTH CIRCUIT FEDERAL AND STATE CASES	41	15
MINNESOTA JOURNALS & LAW REVIEWS	40	17
CORPUS JURIS SECUNDUM	37	18
ANNOTATED STATUTES, CONSTITUTION & RULES	36	19
ALL STATE CASES	35	20
AMERICAN LAW REPORTS	25	21
MINNESOTA ATTORNEY GENERAL OPINIONS	24	22
U. S . DISTRICT COURT CASES	24	22
RESTATEMENTS OF THE LAW-TRUSTS ARCHIVE	22	24

F. Revenue History

Year	541000 Fees (civil, concil.)	551000 Fines (criminal)	584000 (copies, printouts)	Levy	Other	Total
2000	49,019	109,146	1,241			159,406
2001	55,613	173,702	4,552			233,867
2002	52,810	244,013	950	27,300		325,073
2003	63,688	232,438	1,453	28,100		325,679
2004	64,140	221,064	1,309	38,400		324,913
2005	61,414	201,277	1,219	39,600		303,510
2006	73,800	257,160	1,650	28,700		361,310
2007	75,575	221,143	1,232	29,700		327,650
2008	86,830	200,334	1,924	29,900		318,988
2009	84,868	193,523	2,903	43,500		324,794
2010	84,364	205,223	3,169	44,500	19,284	356,540

G. Expense History

2005	286,692
2006	328,458
2007	302,902
2008	309,948
2009	346,942
2010	407,916

H. Self-Service Center Usage

Year	Self-Service Center Number of Customers*	Legal Advice Clinic Inquiry	Legal Advice Clinic Appointments Scheduled
2007	3683	478	198
2008	3026	622	314
2009	2090	1129	363
2010	1386	1470	400

\*Reflects statistics documented when staff is present in the Self-Service Center.