

# Washington County Law Library

## 2008 Interim Report

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

Hon. Thomas G. Armstrong, 10<sup>th</sup> Judicial District  
Patricia Conley, Washington County Library Director  
Hon. Gregory Galler, 10<sup>th</sup> Judicial District  
Hon. Doug Johnson, Washington County Attorney  
Hon. Lisa Weik, Washington County Commissioner  
John Rheinberger, Esq., Washington County Bar Association  
David Magnuson, Esq.

### **Library Staff:**

Brian R. Huffman, County Law Librarian  
Patricia Dolan, Librarian  
Julele Lind, Senior Office Support Staff - CSSC



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## **2008 SUMMARY OF ACTIVITIES**

### **BOARD CHANGES**

In August 2008 Paul Lacy resigned from the Law Library Board. He was replaced by John Rheinberger, the new President of the Washington County Bar Association.

In January 2009 Commissioner Gary Kriesel resigned from Law Library Board. He was replaced by Commissioner Lisa Weik.

### **STAFF CHANGES**

In June 2008 Julele Lind transferred from State-employed Court Administration employee to County-employed Law Library employee in the Court Self-Service Center.

In August 2008 Brian Huffman was employed as the County Law Librarian.

### **MONTHLY REPORTING**

Commencing September 2008, the Law Library sent detailed monthly reports to all Board Members. That information will not be reprinted here.

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

Some statistics for 2008 will not be accurate. Due to decreased staffing usage statistics were not tallied in the months of January-August. Statistic collection resumed in September 2008. The data has been collected for a period of four months. Totals are extrapolations from the data on hand.

Use of the Law Library was up slightly in 2008. The majority (45%) of Law Library users are lay public. Attorneys (including court and county attorney) come in second (35%), and phone and email patrons are third (13%). (See Appendix B)

The most common type of service provided by library staff was reference using online resources (24%). Next was referrals, directional and technology assistance (19%). The third most common service provided was reference assistance using print materials (17%). (See Appendix C)

We do have a fair number of unassisted patrons (34%). The patrons we 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>2007</b>	<b>2008</b>
Total Interactions with Patrons	2251*	2106*
Patrons using library w/o assistance	934	1095
Total Materials Processed	5755	5467
Total Items Circulated	656	488
Total New Items Added	237	216
Total Items Withdrawn	121	94
Items Mailed/Emailed/Faxed	235	117

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

**COURT SELF-SERVICE CENTER USAGE**

Use of the Court Self-Service declined this year. Staff believes part of this may be due to the fact we no longer give forms to the public and because they can obtain them online. In contrast, use of the Legal Advice Clinic increased. (See Appendix H) Access to free legal advice is highly regarded in difficult economic times.

**2008 BUDGET SUMMARY\***

<b>Revenue †</b>	<b>Actual</b>	<b>Budgeted</b>
Levy	29,900	29,900
Fees	86,830	65,000
Fines	200,334	228,000
Misc. Sales	1,924	800
<b>TOTAL</b>	<b>318,988</b>	<b>323,700</b>
<b>Expenditures</b>	<b>YTD</b>	<b>Budgeted</b>
Misc. Services	1,040	1,100
Wages	75,957	92,000
Benefits	22,807	28,300
Other Employee Exp	1,958	2,000
Other Services	7,850	14,600
Facilities	31,578	32,400
Supplies & Materials	156,812	164,100
Capital	0	0
<b>TOTAL</b>	<b>298,002</b>	<b>334,500</b>
<b>Excess Revenue</b>	<b>20,986</b>	<b>(10,800)</b>

† Revenue was down (↓2.9%) from 2006. Individual sources: civil filing ↑14.8%; criminal fines ↓9%; copies/printouts/faxes ↑56%. See Appendix G for revenue history.

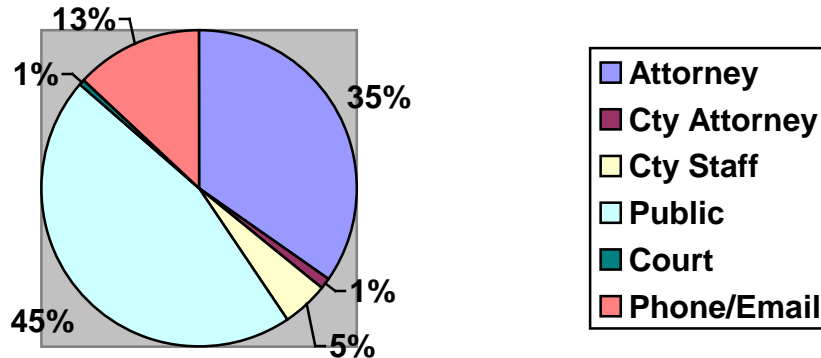
\*This is a YTD budget as of December 31, 2008. Not all bills and wages have been reflected in the expenditures. The actual budget will be provided at the next Board Meeting.

## Appendix

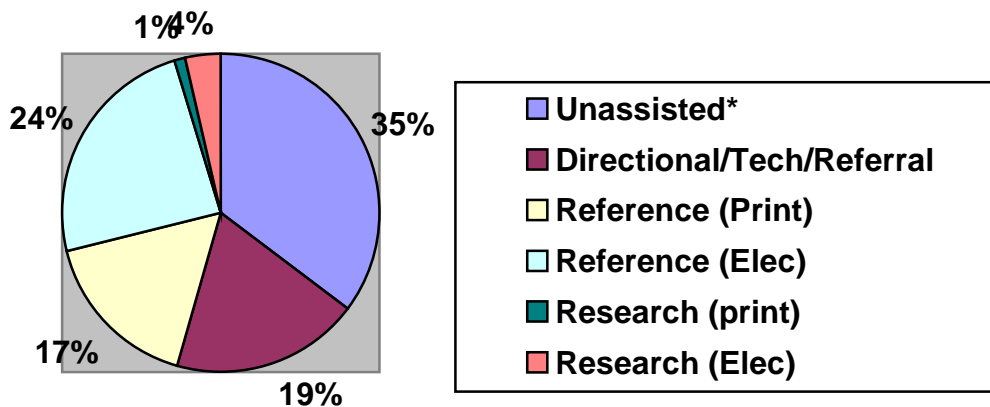
### A. Materials Processing Detail

2008	Pocket parts, supplements	Serials	Replacement Volumes	Hard Bound Continuations	New Binders	CDs	Fiche
Jan, Feb, Mar	179	317	76	53	0	0	32
April, May, June	1859	420	52	31	2	11	0
July, Aug, Sept	724	414	96	41	1	9	0
Oct, Nov, Dec	569	448	60	52	3	7	11
<b>Total</b>	<b>3331</b>	<b>1599</b>	<b>284</b>	<b>177</b>	<b>6</b>	<b>27</b>	<b>43</b>

### B. Type of Patron



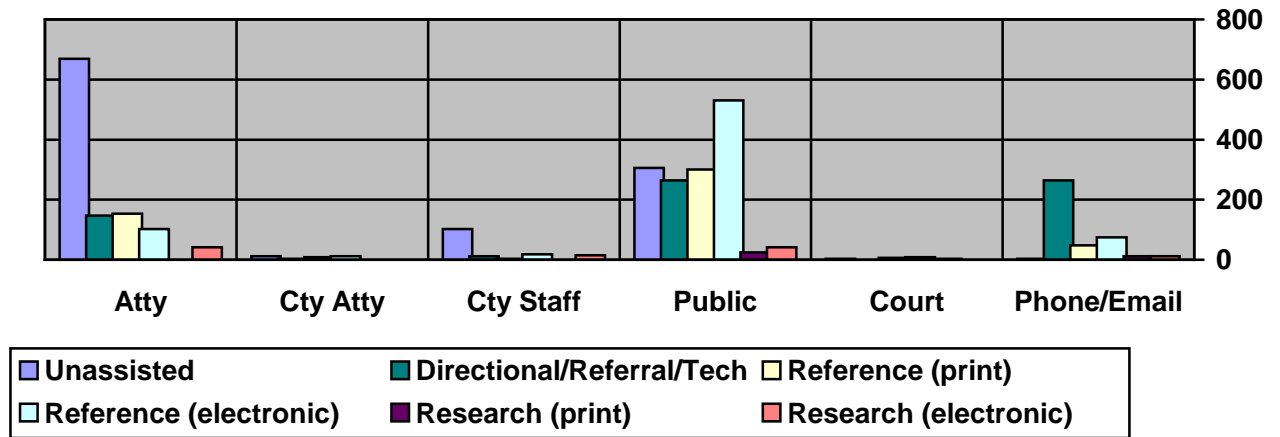
### C. Type of Service



\* 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	669	12	102	306	3	3
Directional/Tech/Referral	147	3	12	264	0	264
Reference (print)	153	9	3	300	6	48
Reference (electronic)	102	12	18	531	9	75
Research (print)	0	0	0	24	3	12
Research (electronic)	42	0	15	42	0	12

E. Westlaw Usage\*

Total Connect Time 335:47  
 Total Transactions 4070

Top Databases	Transactions
Minnesota Cases (State)	1292
MN Practice Series	141
MN Statutes Annotated	193
Federal Cases	77
Wisconsin Cases	184
MN Statutes Unannotated	79
MN State & Federal Cases	169
All State Cases	54
All Federal & State Cases	187
American Law Reports (ALR)	15
American Jurisprudence	41
USCA	55
KeyCite (citor)	262

\*Usage is for the period of December 2007 through November 2008, the latest available.

F. Lexis Usage

	Law Library (BG 124F78)		Public Library (BG 124F76)	
	<b>Time</b>	<b>Transactions</b>	<b>Time</b>	<b>Transactions</b>
Lexis Legal	13 hrs, 3 min	453	9 hrs, 46 min	269
Shepards	20.9 min	15	5 min	7
Law Reviews	1 hr, 40 min	37	33 min	38
Matthew Bender	2 min	25	n/a	n/a
News	6 hr	125	2 min	3
Briefs	17 min	8	n/a	n/a

G. Revenue History

Year	541000 Fees (civil, concl.)	551000 Fines (criminal)	584000 (copies, printouts)
2000	49,019	109,146	1,241
2001	55,613	173,702	4,552
2002	52,810	244,013	950
2003	63,688	232,438	1,453
2004	64,140	221,064	1,309
2005	61,414	201,277	1,219
2006	73,800	257,160	1,650
2007	75,575	221,143	1,232
2008	86,830	200,334	1,924

H. Court 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

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