

# Washington County Law Library

## 2009 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  
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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# 2009 SUMMARY OF ACTIVITIES

## BOARD CHANGES

In July 2009 Kevin Shoeberg was elected President of the Washington County Bar Association and became a new member of the Board, replacing John Rheinberger.

## STAFF CHANGES

The law librarian passed probation in February 2009. In June two interns started working for the law library – Julia Weisgram and Mary Ellen Gallagher. Both were students enrolled in the MLIS program at Saint Catherine University. Julia ended her internship after obtaining employment 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:

### **January 28, 2009**

Ronald J. Lundquist, Esq.  
Law Offices of Ronald J. Lundquist, Eagan, MN  
**"An Overview of Chapter 7 and Chapter 13 Bankruptcy"**

### **February 25, 2009**

Tony Zdroik  
Assistant Washington County Attorney  
**"What you Should Know about Juvenile Law in Washington County"**

### **March 25, 2009**

Barbara J. Gislason, Esq.  
Founder & Past Chair of the ABA Animal Law Committee  
Founding Chair of the MSBA Animal Law Committee &  
Founding Chair of the MSBA Animal Law Section  
Adjunct Professor of Animal Law at Hamline University School of Law  
**"National Trends in Animal Law"**

### **April 22, 2009**

Jennifer Nodes, Esq.  
Eckberg, Lammers, Briggs, Wolff, and Vierling P.L.L.P., Stillwater, MN  
**"Separation Agreements: Parting Doesn't Have to be Sweet Sorrow"**

### **May 27, 2009**

Alice Sherren, Esq.  
Claims Attorney for Minnesota Lawyers Mutual.  
Craig Klausung, Esq.  
Office of Lawyers Professional Responsibility.  
**"Tips for the Defense & Prosecutors: Avoiding Unethical and Malpractice Claims in Criminal Law Practice"**

### **June 24, 2009**

Warren Maas, Esq. and Psychologist  
Clinical Director of Project Pathfinders  
**"What Every Attorney should Know about Working with the Mentally III"**

**July 9, 2009**

"All Day" CLE

Hosted by Washington County Law Clerks and Law Library

Schedule:

9 a.m. – 10 a.m. Tony Zdroik (Chips and TPR)

10 a.m. – 11 a.m. Tim Gephart (Ethics)

11 a.m. – 12 noon Gene Adkins (General Probate)

12 noon – 12:30 p.m. Lunch

12:30 p.m. – 1:30 p.m. Jeff Bilcik (Implied Consent update, what do we do now?)

1:30 p.m. – 2:30 p.m. Jennifer Nodes (Employment Law)

**July 22, 2009**

Tony Zdroik and Erin Johnson,  
Assistant Washington County Attorneys

**"More Juvenile Law - Child Protection, ICWA, and Permanency"**

**August 26, 2009**

Kim Dayton, Professor of Law  
and Director of the Center for Elder Justice & Policy  
William Mitchell College of Law

**"Elder Justice Issues for the 21st Century"**

**September 23, 2009**

Mark Ireland, Esq.  
Adjunct Professor at Hamline Law School;  
Staff Attorney, Housing Preservation Project  
and Foreclosure Relief Law Project, St Paul, MN

**"Foreclosures in Washington County and Minnesota"**

**October 28, 2009**

Sam Glover, Esq.  
Samuel J. Glover and Associates, LLC, Minneapolis, MN

**"Consumer Debt & Consumer Rights"**

**November 25, 2009**

Honorable Thomas G. Armstrong  
Judge of Tenth Judicial District, Washington County  
and Colonel, Judge Advocate General Corps, US Army Reserve

**Military Law: Servicemembers Civil Relief Act of 2004 (SCRA) and Tricare Extended Care Health Option (ECHO)**

**December 16, 2009**

Suzanne Born, Esq.  
Assisted Reproduction and Adoption Law PLLC, Golden Valley, MN

**"Adoption Law and Procedure Overview"**

- Attended American Association of Law Libraries (AALL) Annual Conference in Washington, DC (Brian Huffman)
- Attended Minnesota Coalition of County Law Libraries (MCCLL) Meetings and performed duties as Vice-Chair (Brian Huffman)
- Participated in MALL Committees

Pat Dolan: Education

Brian Huffman: Legal Research Institute, Internet Applications, Nominations

- AALL Committees

Brian Huffman special interest sections: Nominations committee for Legal Information Services to the Public (LISP); Membership/Mentoring committee for State, Court and County Law Libraries (SCCLL); Joint SCCLL/LISP committee on Pro Bono Partnership

- Bar Association Membership, Officer positions and Committees:

Pat Dolan: MSBA Civic Education committee, MSBA Pro Se committee; Ramsey County Bar Assoc. CLE Oversight committee; Vice President of Washington County Bar Assoc.

- Conducted a successful US Constitution Day Open House (September 17) which was well advertised and attended by over 300 people.
- Initiated Civil Legal Advice Clinic pilot (November)

### **MONTHLY REPORTING**

The Law Library maintained monthly reporting from January-September. The Law Library has ceased monthly reports and has resumed annual reporting in 2010.

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

The Board met on the followings dates: January 14, May 4, August 3, and November 16, 2009.

The following resolutions were passed (copies provided under Appendix J):

2009-01 Authority to Approve Expenditures

2009-02 Authority to Close Law Library During Move

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

2009 was a watershed year for the Law Library due to a physical move in June and the continuation of the economic recession in addition to a flu pandemic. Despite all this disruption, usage climbed slightly and the nature of use remained categorically similar to the year before. The library experienced a 12% increase in patron assistance.

The majority (53%) of Law Library users are members of the public. Attorneys (including court and county attorney) come in second (27%), and phone and e-mail patrons are third (13%) (See Appendix B).

The most common type of service provided by library staff was referrals, directional and technology assistance (26%). Next was reference using online resources (19%). The third most common service provided was reference assistance using print materials (16%) (See Appendix C).

We do have a fair number of unassisted patrons (28%) though this number has decreased from the previous year. 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>2008</b>	<b>2009</b>	<b>% change</b>
Total Interactions with Patrons	2106*	2369*	+12%
Patrons using library w/o assistance	1095	892	-19%
Total Materials Processed	5467	6366	+16%
Total Items Circulated	488	410	-16%
Total New Items Added	216	181	-16%
Total Items Withdrawn	94	113	+20%

Items Mailed/Emailed/Faxed	117	49	-58%
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### **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 nearly doubled and use of the Legal Advice Clinic has increased by 15% (see Appendix I). Introduction of the new Civil Legal Advice Clinic in November contributed to some of the increase.

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

<b>Revenue †</b>	<b>Actual</b>	<b>Budgeted</b>
Levy	43,500	43,500
Fees	84,868	78,100
Fines	193,523	245,100
Misc. Sales	2,903	1,500
<b>TOTAL</b>	<b>324,794</b>	<b>368,200</b>

<b>Expenditures</b>	<b>Actual</b>	<b>Budgeted</b>
Direct Materials/Payments	2,268	700
Wages	108,221	104,700
Benefits	39,843	42,500
Other Employee Exp	1,949	2,100
Other Services	1,517	4,100
Facilities	44,117	45,900
Supplies & Materials	149,027	167,200
Capital	0	5,000
<b>TOTAL</b>	<b>346,942</b>	<b>372,200</b>

<b>Excess Revenue</b>	<b>(22,148)</b>	<b>(4,000)</b>
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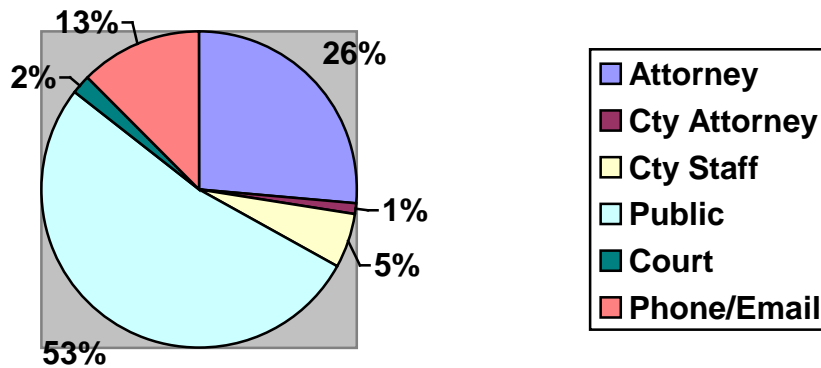
† Revenue was down (↓2.7%) from 2008. Individual sources: civil filing ↓2.3%; criminal fines ↓3.4%; copies/printouts/faxes ↑51%. See Appendix G for revenue history.

## Appendix

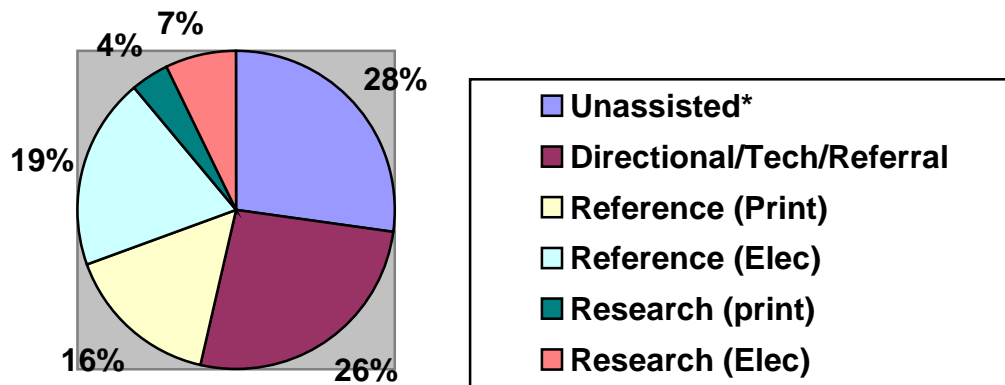
### A. Materials Processing Detail

2009	Pocket parts, supplements	Serials	Replacement Volumes	Hard Bound Continuations	New Binders	CDs	Fiche
Jan. – Mar.	375	470	70	26	1	6	31
April - June	1982	462	90	39	2	11	42
July – Sept.	1373	432	106	41	0	5	0
Oct. – Dec.	238	428	91	40	0	5	0
<b>Total</b>	<b>3968</b>	<b>1792</b>	<b>357</b>	<b>146</b>	<b>3</b>	<b>27</b>	<b>73</b>

### B. Type of Patron



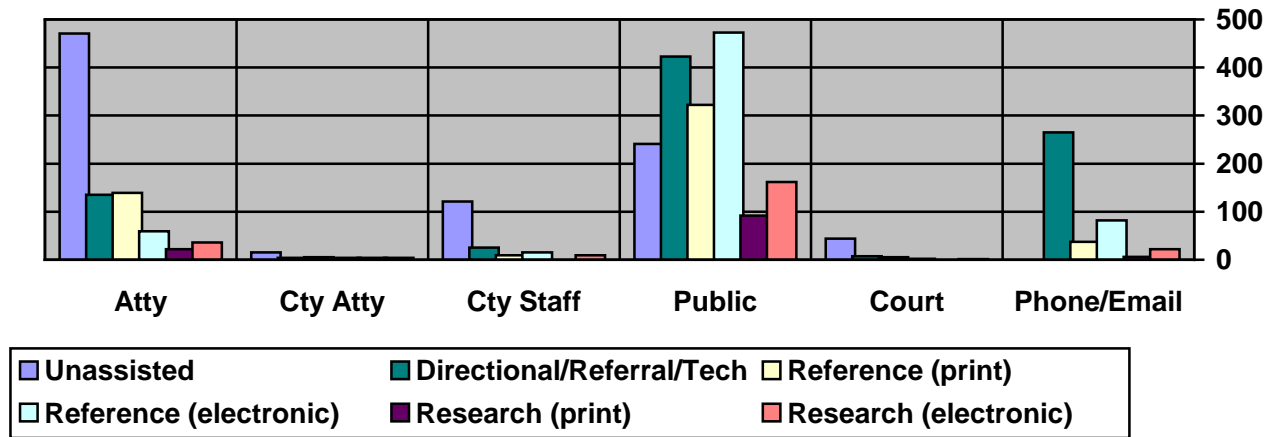
### C. Type of Service



\* 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	471	15	121	241	44	0
Directional/Tech/Referral	135	4	25	423	7	265
Reference (print)	139	5	9	322	5	37
Reference (electronic)	59	4	15	473	2	82
Research (print)	22	4	0	92	0	6
Research (electronic)	36	4	9	162	1	22
<b>TOTAL</b>	<b>862</b>	<b>36</b>	<b>179</b>	<b>1713</b>	<b>59</b>	<b>412</b>

E. Westlaw Usage

	<u>2008</u>	<u>2009</u>
Total Connect Time	321:14	260:40
Total Transactions	4070	3570

**Top Databases Transactions**

Minnesota Cases (State)	1292	1295
MN Practice Series	141	157
MN Statutes Annotated	193	207
Federal Cases	77	82
Wisconsin Cases	184	41
MN Statutes Unannotated	79	66
MN State & Federal Cases	169	112
All State Cases	54	30
All Federal & State Cases	187	139
American Law Reports (ALR)	15	15
American Jurisprudence	41	47
USCA	55	31
KeyCite (citor)	262	313

F. Lexis Usage

	2008		2009	
	<u>Time</u>	<u>Transactions</u>	<u>Time</u>	<u>Transactions</u>
Lexis Legal	22 hrs, 49 min	722	6 hours, 48 min	292
Shepard's	25.9 min	22	1 min	1
Law Reviews	2 hrs, 13 min	75	36 min	24
Matthew Bender	2 min	25	1 min	2
News	6 hrs, 2 min	128	5 hrs	138
Briefs	17 min	8	1 min	1

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
2009	84,868	193,523	2,903

H. Expense History

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

I. 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

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

**RESOLUTION 2009-01  
AUTHORITY TO APPROVE EXPENDITURES**

Whereas the Washington County Law Library Board of Trustees (hereinafter “the Law Library Board”) is established under Minn. Stat. 134A

Whereas the Law Library Board is responsible for the Washington County Law Library and its budget;

Whereas the Washington County Library Director serves as a member of the Law Library Board and has been delegated the responsibility to manage and supervise the Law Library and its staff; and

Whereas the Washington County Law Library Board of Trustees wishes to continue to provide for effective and efficient management of the Law Library;

Therefore, be it resolved, the Law Library Board of Trustees designates to the Washington County Library Director the authority to approve budgeted expenditures for the Law Library under \$5,000; and

Be it further resolved that the Law Library Board will approve all expenditures in excess of \$5,000.

**APPROVAL OF ABOVE RESOLUTION**

	YES	NO
Thomas G. Armstrong	x	
Patricia Conley	x	
Gregory Galler	x	
Doug Johnson	x	
Lisa Weik (ABSENT)		
John Rheinberger	x	
David Magnuson	x	

**RESOLUTION 2009-02  
AUTHORITY TO CLOSE LAW LIBRARY DURING MOVE**

Whereas the Washington County Law Library Board of Trustees (hereinafter “the Law Library Board”) is established under Minn. Stat. 134A;

Whereas the Law Library Board is responsible for the Washington County Law Library;

Whereas the Law Library is relocating its physical location from North Wing first floor to South Wing fourth floor as a result of the Campus 2025 project;

Whereas the move is scheduled June 22-26, 2009;

Whereas it is not practical to keep the library open and available for patron use during the move; and

Therefore, be it resolved, the Law Library Board of Trustees authorizes the Law Library to close during its impending move and post notice on the internet, the county intranet and on printed noticed in the Government Center.

**APPROVAL OF ABOVE RESOLUTION**

	<b>YES</b>	<b>NO</b>
Thomas G. Armstrong	x	
Patricia Conley	x	
Gregory Galler (ABSENT)		
Doug Johnson	x	
Lisa Weik	x	
John Rheinberger	x	
David Magnuson (ABSENT)		