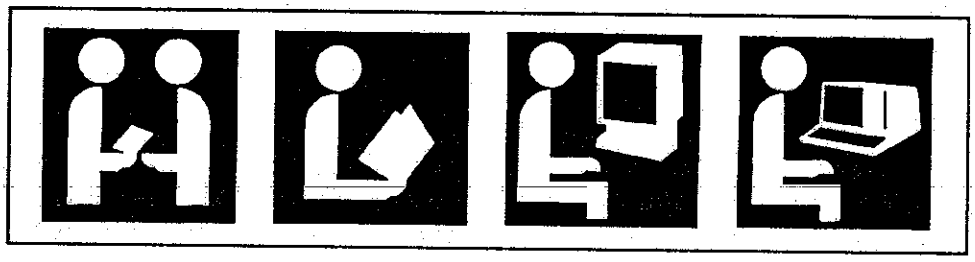

MINNESOTA STATE LAW LIBRARY

1993

ANNUAL REPORT

Part I: Year in Review

MINNESOTA STATE LAW LIBRARY

1993 ANNUAL REPORT

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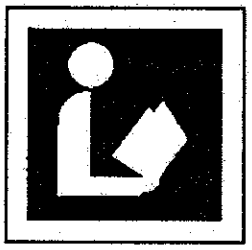


1993 REPORT OF THE ADMINISTRATION DEPARTMENT

Administration oversees the operation of all Law Library divisions and provides the leadership for accomplishing the goals and objectives adopted by the Library as a whole and approved by the Supreme Court of Minnesota.

ACCOMPLISHMENTS DURING 1993

Significant progress was made to broaden the scope of library services to disabled communities.

TDD. Court funds purchased a telecommunication device for the deaf (TDD) allowing direct contact between our staff and hearing-impaired users. Although placed in the Law Library, the TDD is available for use by the entire Minnesota Judicial Center (MJC). While expectations for use by the hearing-impaired haven't yet been met, we are confident, as the word spreads throughout the hearing-impaired communities, frequency of use will rise.

Vision-Impaired Work Station. Court funds were not available to purchase a computer workstation to serve visually-impaired users. However, the State of Minnesota has set aside monies (***The Star Program***) that can be used for the purchase of the equipment, provided certain criteria are met. Administration held preliminary talks with representatives of the STAR program and, as a result, there is a strong likelihood an application will be submitted next year to obtain the necessary funds.

Legislation. Two efforts to enact legislation of benefit to the State Law Library and county law libraries were successful. More information on these activities is found in the Outreach Services Department section of this report.

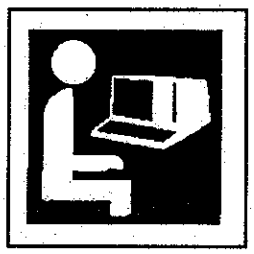
Special Events. Administration was involved in planning many special events. Among the most noteworthy were: (1) Freedom of Information Day Seminar and Workshop, (2) Minnesota Library Association Legislative Day, (3) Martin Luther King Day Library Workshop sponsored by Metronet, (4) observance of National Library Week, (5) Fall and Spring Showcase Series, and (6) Court of Appeals 10th Anniversary Celebration. Except for the Metronet workshop, all programs were held in the Law Library or MJC.

Minnesota Justices Series. Once again, Administration acted as general editor for *The Judicial Career of Glenn E. Kelley*. This will be the eighth volume of the series.

New Library Guide. We published a revision of the Law Library brochure that provides descriptions of and locations to the collection.

Governor Carlson. Two library programs were recognized by Governor Carlson. In Technical Services, a Certificate of Commendation was received for production and distribution of appellate courts briefs. In Outreach Services, a Certificate of Commendation was received for its partnership with the Department of Corrections to improve access to courts by inmates.

Personnel. Only one staff change occurred. Tom DaBruzzi replaced Nancie Litin as the Library Clerk for the Law Library Service to Prisoners Program. The stability of staff and their willingness to find solutions to library problems contributes greatly to the continuing success we enjoy.



1993 REPORT OF THE OUTREACH SERVICES DEPARTMENT

Outreach Services oversees the County Law Library Program (CLLP) and Law Library Service to Prisoners (LLSP). CLLP seeks to provide equal access to legal resources for all Minnesota citizens through the development of county law libraries established under Minnesota Statutes chapter 134A Assistance in every aspect of law library management is available, ranging from collection development to space planning. Participating county law libraries contribute to the funding of this program. LLSP provides inmates in Minnesota prisons with better "access to the courts," according to judicial decisions of the U.S. Supreme Court. The program has established core legal collections in six adult prisons and currently provides regular reference service by two circuit-riding law librarians based at the State Law Library who draw upon its resources. The Department of Corrections provides the funding for LLSP.

ACCOMPLISHMENTS DURING 1993

County Law Library Program (CLLP). Acting at the request of the 1992 participants of the County Law Library Managers Conference, the Department coordinated a successful lobbying effort resulting in the passage of two laws benefitting county law libraries. One law made clear that law library fees could be assessed on petty misdemeanors. The second law provided for a sales tax exemption on certain purchases made by public law libraries. In cooperation with the Minnesota Department of Revenue, a mailing explaining the sales tax exemption was sent to all county law library managers.

Dakota, Itasca, Mahnomen, Norman, Olmsted, and Wright county law libraries received site visits. Technical assistance concerning law library management was provided to all 87 Minnesota counties and the number of requests processed jumped by 9%. Besides reference assistance and other patron services provided by the State Law Library staff, a few illustrations of the type and variety of management activities addressed in 1993 are listed below:

- Distribution of *Minnesota Statutes, Minnesota Rules, Laws of Minnesota*, and *Minnesota Legislative Manual*. In addition, on behalf of the Legislative Commission on the Economic Status of Women, *A Guide to Child Support Cost-of-Living Adjustments* was mailed to all county law libraries. This publication was intended to help an individual make these adjustments without the assistance of an attorney.
- Funding issues for Cook, Freeborn, Goodhue, Nobles, and Washington county law libraries.
- Collection development issues including acquisitions, weeding, buying/selling used books, and alternative formats such as CD-ROM for Clay, Crow Wing, Dakota, Dodge, Freeborn, Hennepin, Houston, Hubbard, Itasca, Jackson, Kandiyohi, Mower, Murray, Nobles, Olmsted, Stearns, Steele, Washington, and Winona county law libraries.
- Personnel issues including hiring, salaries, stress management, and board appointments for Anoka, Faribault, Meeker, Mille Lacs, Olmsted, Washington, and Wright county law libraries.
- Publication of filing fee notices required by statute.
- Space planning and other long-range goals for Chisago, Clay, Dakota, Dodge, Itasca, Jackson, Norman, Olmsted, and Washington county law libraries.
- Technical services including inventories, cataloging, and book processing for Dakota, Goodhue, Kandiyohi, McLeod, Otter Tail, Ramsey, Rice, St. Louis, Stearns, Washington, and Wright county law libraries.

Twelve County Law Library Managers from Clay, Dakota, Hennepin, Houston/Fillmore, Kandiyohi, Ramsey, St. Louis, and Stearns/Benton counties attended the 1993 Annual Conference on County Law Library Management at the State Law Library on Friday, November 5th. The morning session covered general management issues and library procedures. The afternoon was devoted to long-range planning which was facilitated by Sue Mahmoodi from the Minnesota Office of Library Development and Services.

Law Library Service to Prisoners (LLSP). This program publishes a separate report that is presented to Department of Corrections personnel at an annual meeting. Demand for LLSP services continues to increase. The statistics show an 11% increase in requests processed. There were 15% more reference interviews with inmates and a corresponding 13% increase in the number of individual inmates assisted. Use of volunteers enabled us to maintain quality service without increasing staff. In 1993 nine volunteers contributed more than 800 hours of assistance.

Beyond the numbers, other projects increased the effectiveness of LLSP services by emphasizing more use of the institution collections. Four "pathfinders" were prepared in 1993 covering plea withdrawals, habeas corpus, post conviction in Minnesota, and pardons/ commutations. (Pathfinders are research guides that help patrons be more effective users of a library collection.) These pathfinders have proved so popular with our clientele that they have suggested additional topics to address and we currently have four more in the early stages of development. To further encourage use of the prison law library collections, LLSP began publishing articles in the prison newspapers on a regular basis.

Recognition of the program came from two different directions in 1993. As experienced providers of legal reference service to the incarcerated, LLSP was asked to review the program at the Prairie Correctional Facility, a private prison in Appleton, Minnesota. We provided legal reference training material to the library staff and made recommendations concerning collection development and law library services. In May LLSP was pleased to receive a certificate of commendation from Governor Arne Carlson "in recognition of your partnership efforts to improve the process for providing ... access to the courts."

STATISTICAL SUMMARY OF OUTREACH SERVICES ACTIVITIES

County Law Library Program (0.4 FTE)	1989	1990	1991	1992	1993
Requests Processed	836	822	906	873	953
Site Visits	21	3	7	17	6
Law Library Service to Prisoners (2.5 FTE)					
Requests Processed	12077	12050	12656	15294	16995
Reference Interviews	1527	1013	1253	1526	1755
Individuals Assisted*	743	726	847	1046	1186

* These figures have been revised from previous reports to more accurately reflect the number of individual inmates assisted. Previously, some inmates were counted more than once due to movement between units and institutions.

1993 REPORT OF THE PUBLIC SERVICES DEPARTMENT

The Public Services Department of the Minnesota State Law Library is the most visible part of the Library. It provides reference assistance; circulates library materials; arranges for interlibrary loans; operates a computer-assisted legal research service; provides for Library tours and lectures; operates a photocopy and telefacsimile service for patrons outside the metropolitan area; and publishes Loquitur, the Library's quarterly newsletter

ACCOMPLISHMENTS DURING 1993

Standard Public Services Functions. Each year we provide improved reference, circulation, interlibrary loan, and other services traditionally thought of as public services. We help many individuals, agencies, and groups, among which are the Supreme Court and Court of Appeals, Office of the Attorney General, House Research and Senate Counsel, Legislature, individual attorneys, law firms, and public, both in Minnesota and other states. We also gain many new Library users, often by referrals from other agencies or libraries.

Reference and circulation assistance continued unabated this year; in reference we provided answers to almost 23,000 questions, an increase of approximately 2%, and we circulated over 9500 library materials, also an increase of 2%. Requests for interlibrary loans from other libraries numbered close to 200.

Computer-Assisted Legal Research. Our CALR service continued to be a much-needed option for those requiring on-line legal research. We performed 171 Westlaw searches, as well as almost 21,000 off-line prints, for patrons and staff. We also, by using a modem at the Reference Desk and PALS access at other locations, provided access to many other on-line catalogs and services.

Photocopy and Telefacsimile Service. The Public Services staff copies and mails photocopies to patrons outside the metropolitan area. Even though we charge both for pages copied and postage, in the last year we mailed out nearly 10,000 pages to our users. The total number of requests for copies was 729. The Library also sends photocopies by Federal Express or telefacsimile machine. Usage of the telefax machine increased substantially. We sent out nearly 2500 pages, an increase of 9% over last year. Almost 1200 transmissions, an increase of 26%, were sent or received through the Library fax machine.

Presentations. Interest in the new Minnesota Judicial Center and the Minnesota State Law Library remained extensive. Therefore, many tours, orientations, and presentations were given to Library users during the year, too many to mention here. Our weekly tour time continued at 1:00 p.m. on Wednesday, and we actively promoted our willingness to provide presentations, orientations, and tours of our Library and collections, by appointment, to any interested party.

Graphic and Written Publications. Work continued on public relation items during 1993. *Loquitur*, the Library newsletter, continued to be published, as were several "Library Bulletins," which are sent to other occupants of the Minnesota Judicial Center whenever we want to convey information about the Library. The "Docket" series of bibliographies and pathfinders continued as well, with several new items.

STATISTICAL SUMMARY OF 1993 PUBLIC SERVICES ACTIVITIES

Photocopies

Requests made	729
Pages copied	9,785
Total cost of postage	$578.42
Total cost to patron	$4702.67

Telefacsimile

Total transmissions	719
Total number of pages sent	2489
Total received	439

Westlaw

Number of billable searches	171
Amount of Westlaw usage	21 hours, 1 minute
Number of off-line prints	20,710 lines

Selected Circulation Statistics*

Government charge-outs	32%
Non-government charge-outs	68%
Number of items charged out	9,562

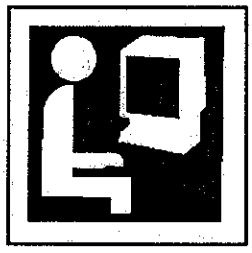
Selected Reference Statistics*

Patron Category	*% of Questions*
Appellate courts	18
Attorney General	6
Legislature	4
Other government	3
Library	19
Attorney	23
Public	27
Total Number of Questions	22,763

Interlibrary loan

Requests from other libraries	184
Requests made to other libraries	54

* These statistics are projections based on twelve random weeks (one week from each month) from the 1993 calendar year.



1993 REPORT OF THE TECHNICAL SERVICES DEPARTMENT

The Technical Services Department of the Minnesota State Law Library manages the acquisition, processing, and cataloging of new and ongoing materials received by the Library. In addition, the Technical Services Department catalogs materials for several county law libraries and serves as a micro-publisher of Minnesota appellate courts briefs for county and academic law libraries.

ACCOMPLISHMENTS DURING 1993

Beyond the projects listed below, Technical Services staff were involved in a variety of other activities during 1993. These included participation in the MJC Safety Committee, LAN training, and assisting at the Reference Desk. A notable accomplishment was the award of a certificate of commendation from Governor Arne Carlson for the Library's appellate courts briefs program.

Procedures Manual. All staff were responsible for writing or rewriting the procedures for performing their jobs. On a rotating basis, staff presented a portion of their procedures during department staff meetings. The combined procedures are available in a manual in the Technical Services Department.

Disaster Plan. Under the authorship of the Catalog Librarian, a disaster plan was produced for the Library. The plan details appropriate responses to a variety of disasters to ensure that the recovery process is minimized and the preservation of materials is maximized.

Acquisitions. The cost control system of the library tracks costs for newly received materials in the collection that are serial in nature. The original system was set up in 1983 on a TI Pro personal computer using DBase II software. In 1993, the system was upgraded to DBase IV and moved to a ZEOS 486 PC. The upgrade ensures faster retrieval of the information stored by the system and offers longevity of the hardware resource. Concerning collections, several new CD-ROM titles were acquired in 1993 including a variety of titles from Matthew Bender and the Government Printing Office.

Cataloging. Completion of the cataloging of the Retired States collection provides access to superseded primary materials of the fifty states. Staff began cataloging the last major uncataloged collection of the Library--Government Documents--with the use of FILE GPO, an external database file on the PALS system. In 1993, the Technical Services Department completed the last of the major processing projects that were identified as a result of our move from the Ford Building. The project involved the labelling and reshelving of all the materials in the Library's Minnesota Collection.

STATISTICAL SUMMARY OF 1993 TECHNICAL SERVICES ACTIVITIES

Volumes Added		Serials Received	
Continuations	2133	Continuations	506
Bindery	475	Subscriptions	368
Briefs	147	Standing Orders	43
New Titles	1088	Loose-leafs	47
Volumes Withdrawn	(1366)	Reporters	91
TOTAL VOLUMES ADDED	2,477	Session Laws	28
Microfiche Added		TOTAL SERIALS	1,083
GPO	13876		
Briefs	1337		
General	4711	Exchanges	
MnDOCS	1412	Requests Received	571
TOTAL MICROFICHE	21,336	Items Sent	280
		Items Requested by MSLL	182
GPO Shipments		Items Received by MSLL	80
Electronic Format	20		
Fiche	13876	Briefs	
Documents	3919	Bound Volumes Added	147
CALCO	4406	Fiche Produced	1337
TOTAL GPO	22,225	Briefs Processed *	1878

* Includes briefs sets for unpublished opinions.

New Titles Cataloged	1992	1993	% Change	Catalog Edits	
Counties	1716	953	- 45 %	On-line Catalog Records	2236
MSLL	1986	1048	- 48 %	MULS Records	78

PHYSICAL GROWTH	Depository Collection		General Collection	
	1992	1993	1992	1993
Paper	3631	- 309**	3814	2477
Fiche	17746	13876	6346	7460
Compact Disk	1	20	2	6

**Net loss results from discard of 4,228 items

APPENDIX

I. Selected Requests for Reference Assistance and Library Materials

Not only is the Minnesota State Law Library a valuable resource for Minnesota, but for the United States and the world beyond. We continue to receive thousands of requests from around the state, country and world. Not only do requests come from libraries and individuals but also from businesses, state and federal government agencies, associations, and from other sources as well. Just a few examples follow:

- a request from an Illinois patron for the Lead-Based Paint Hazard Reduction Act.
- a request from a seafood processing plant in Anacortes, Washington, for information on the Minnesota sales tax.
- a request from the U.S. Department of Agriculture in Washington, D.C., for the Minnesota Uniform Commercial Code section dealing with secured transactions.
- a request from a patron in Galesburg, Illinois, for the Minnesota statutes that deal with sexual harassment policies for Minnesota schools.
- a request from the U.S. Attorneys Office of a nearby state for information about the registration of deeds in Minnesota.
- a request from a Washington University Law School student for the St. Paul ordinance dealing with motor vehicles left unattended with keys in a public parking lot.
- an extermination business in southern California asked for a list of attorneys in Minnesota who handle medical malpractice cases.
- a request from an angry assault victim for help. She was attacked and hospitalized, and the judge in the case only fined the perpetrator $50. The victim was outraged.
- several requests from insurance companies in Milwaukee and Omaha for Minnesota laws concerning insurance.
- a request from an insurance company in Milwaukee for Minnesota laws dealing with home installers and licensed roofers.
- a request from a patron who wanted a *Tax Management Portfolio* that addressed the issue of an employer paying social security taxes for a nanny.
- a request from a Spokane, Washington, patron who wanted Minnesota laws on composting.
- many requests for the Minnesota Health Right Act.
- a national organization of nurses requested the Minnesota statutes and regulations for nurses' aides and the Minnesota Pharmacy Act.

I. Selected Requests for Reference Assistance and Library Materials **continued**

- a federal administrative law judge from the Department of the Interior requested the statutes concerning prohibited marriages in Minnesota.
- a New Jersey patron requested the 1993 Minnesota case that dealt with dual agencies for realtors.
- a patron called to ask what the official language of Florida is.
- a bank in Miami requested copies of Minnesota banking statutes.
- a county public health department in Minnesota requested a copy of the Minnesota Vulnerable Adult Protection Act and the Maltreatment of Minors Act.
- a law firm in Glastenbury, Connecticut, requested the Minnesota Child Support Guidelines.
- a request from the U. S. Tax Court in Washington, D.C., for the Minnesota statutes on mortgage foreclosures in 1978 and 1979.
- a Minnesota patron requested a list of process servers around the country.
- a request from the British Columbia Parliament in Victoria for copies of several Minnesota statutes.
- a request from a patron in Anoka for Minnesota's laws on grazing rights.
- a request from a Glenwood patron concerning the proper method of disposing of an American flag.

II. Special Events in the Library

Department of Education mock trial competition
Exhibits of prison art from MCF-Faribault, MCF-Oak Park Heights, MCF-St. Cloud, and MCF-Shakopee
Exhibits of prison hobbycraft from MCF-St. Cloud and MCF-Shakopee
MALF Board meeting
Minnesota Court of Appeals Tenth Anniversary Celebration
MLA Legislative Day Luncheon
MSLL Spring Showcases:
"Learning to Cope with Stress"
"The Joy of Homebrewing"
"Tuba a Cappella"
"National Library Week Teach-In"
MSLL Fall Showcase
"African-American Pioneer Women in Minnesota"
"Trombone Recital"
"A Visit with Dorothy Day"
"Recorder and Vocal Recital"

III. Publications

Galligan, Sara. "Sustainable Environmental Law" (book review), 12 *Legal Information Alert* 11 (No. 8, September 1993).
Federal Court Judges [notebook of photocopied material gleaned from various sources].
Golden, Barbara, editor. *CLLP Bulletin.*
_____. "Minnesota Legal Periodical Index" [computer database].
_____. *Manual for Minnesota County Law Library Managers.* Revised October 1993.
Josifek, Jan. *Docket Series.*
_____. *Sentencing Guidelines Bibliography.*
Library Bulletin.
Lunde, Daniel, editor. *Loquitur.*
Minnesota State Law Library Catalog of Public Relations Materials (1980 - 1994) [compilation in two notebooks].
Minnesota State Law Library Guide.
Stepping Stones and the Judicial Career of Douglas K. Amdahl [Minnesota Justices Series, No. 7].
State of Minnesota Judges [notebook of photocopied material gleaned from various sources].
Westwood, Karen. "Law Library Service to Prisoners."
_____. "Racial Bias Report Now in Law Library."
_____. "Using the *Minnesota Statutes*, or 'Where's the Grid?'"
(The above three articles were published in various prisons newspapers.)

IV. Presentations Made by Staff

Adult Basic Education Class, MCF-Lino Lakes
AALL Public Relations Poster Session
Branch Out presentation on preservation
CALCO Legal Research Workshop
"Capitol Ideas: Leading You to State Government Information," MLA Annual Conference
County Law Library Program Annual Conference
Inmate Library Clerk training
"Finding and Using Uniform Laws and Model Codes," MALL Legal Bibliographic Institute
Law Clerk Orientation Program, Supreme Court Continuing Education Office
"Law Library Service to Prisoners" Report to Department of Corrections
"Legal Reference: Techniques for Non-Law Librarians," A Joint SELCO/SELS Continuing Education Event
Martin Luther King Library Workshop, Sponsored by Metronet
MCF-Shakopee Law Library Orientation for incoming inmates
MOTSE Cataloging Workshop
National Library Week Teach-In:
- "Minnesota Sentencing Guidelines"
- "Canadian Legal Research"
- "Federal Administrative Law"
- "Uniform Laws and Model Acts"
- "Federal Legislative Research"

Orientations and tours (in addition to the scheduled tour each Wednesday at 1:00)
- ABA evaluation group
- CLLP Annual Conference participants
- Court of Appeals law clerks

IV. Presentations Made by Staff **continued**

Orientations and tours **continued**

Hennepin County Law Library intern
League of Women Voters group
Minnesota Legal Assistants Institute students
Nativity School 5th graders
Northeast Metro Community College paralegal students
Office of the Attorney General staff
Ramsey County Bar Association, Young Lawyers Section group
St. Thomas Dept. of Education, School Adm. Division, graduate students
Supreme Court law clerks
William Mitchell Legal Writing class

V. Conferences, Courses, Institutes, and Workshops Attended

American Association of Law Libraries Annual Conference
Branch Out Paraprofessional Seminar
CALCO 20th Anniversary Celebration
Copyright and Intellectual Properties
Dialog on Westlaw
Employee Fitness Day
Ergonomics Workshop
Executrain Computer Training
Foreign Law Seminar, Law Library of Congress
Freedom of Information Day
GOVDOCS conference on the Internet
Health Fair
Hennepin County Law Library tour
LAWLIB conference on the Internet
Matthew Bender's CD-ROM publications training
METRODOCS
Metronet Annual Meeting
Metronet Eye Openers and Winedowns
Minnesota Association of Law Libraries Annual Conference
MALL Annual Conference
MALL Legal Bibliographic Institute
MALL tour of West Publishing Company headquarters
MJC building monitor orientation
MJC LAN, e-mail, WordPerfect and Windows training
MLA Annual Meeting
MLA Legislative Day
MOTSE Train the Trainer Workshops (Technical Services)
OCLC Update
OCLC Users Group Meeting
PALS Deans/Directors quarterly meetings
PALS User Groups - ILL; Cataloging; Government Documents
Preservation Meeting
Sixth Annual Government Publications Information Forum
Summit Meeting, Saint Paul Libraries and Saint Paul Schools
TDD training

V. Conferences, Courses, Institutes, and Workshops Attended **continued**

TSSIG MALL Meeting
TCIS training
28th Annual Criminal Justice Institute
Westlaw is Natural
What's New on Westlaw
William Mitchell College of Law Library tour
Women in Gangs Seminar, Minnesota Association of Women in Criminal Justice
Working with Manipulative Inmates, ACA Correspondence Course

VI. Other Staff Accomplishments

In addition to membership in national and local law library associations, MSLL staff made the following contributions:

Anderson	Chair, Special Events, University of Minnesota, Archie Givens, Sr. Collection Chair-Elect, State, Court, County Law Libraries Special Interest Section of the American Association of Law Libraries Member, Board of Directors, Midway YMCA Member, Minnesota Coalition on Government Information Member, Racial Bias Task Force, St. Paul Public Schools Host, Martin Luther King Workshop sponsored by Metronet Master of Ceremonies - Minneapolis Technical College Spring Commencement
Downing	Member, Correctional Educational Association
Galligan	Secretary/Treasurer, MALL Member, MALL Government Relations Committee Representative, PALS Advisory Group on Government Documents Member-at-Large, MINITEX OCLC User Group Executive Committee Member, CALCO Automation Committee
Golden	Chair, MALL Exchange Committee Coordinator, AALL Legal Information Service to the Public Clearinghouse Member, CALCO Automation Committee Member, MALL Membership Committee Member, SCCLL Standards Committee Representative, PALS Deans/Directors' Group
Larson	Member, MALL Awards and Nominations Committee Member, MALL Government Relations Committee Member, MALL Placement/Recruitment Committee
Lunde	MALL Executive Board, Member at Large Chair, MALL Public Relations Committee Member, Cooperative Collection Development Committee Member, MALL Archives Committee

VI. Other Staff Accomplishments **continued**

Skrade	Chair, MALL Technical Services Special Interest Group Member, CALCO Cataloging Group Member, Ad Hoc Local Preservation Group Representative, PALS Cataloging Advisory Group
Stiebler	President, CALCO Chair-Elect, METRODOCS Plus Co-Chair, MALL Newsletter Committee Member, CALCO Marketing and Publicity Committee Member, CALCO 2000 Committee
Westwood	Member, American Correctional Association

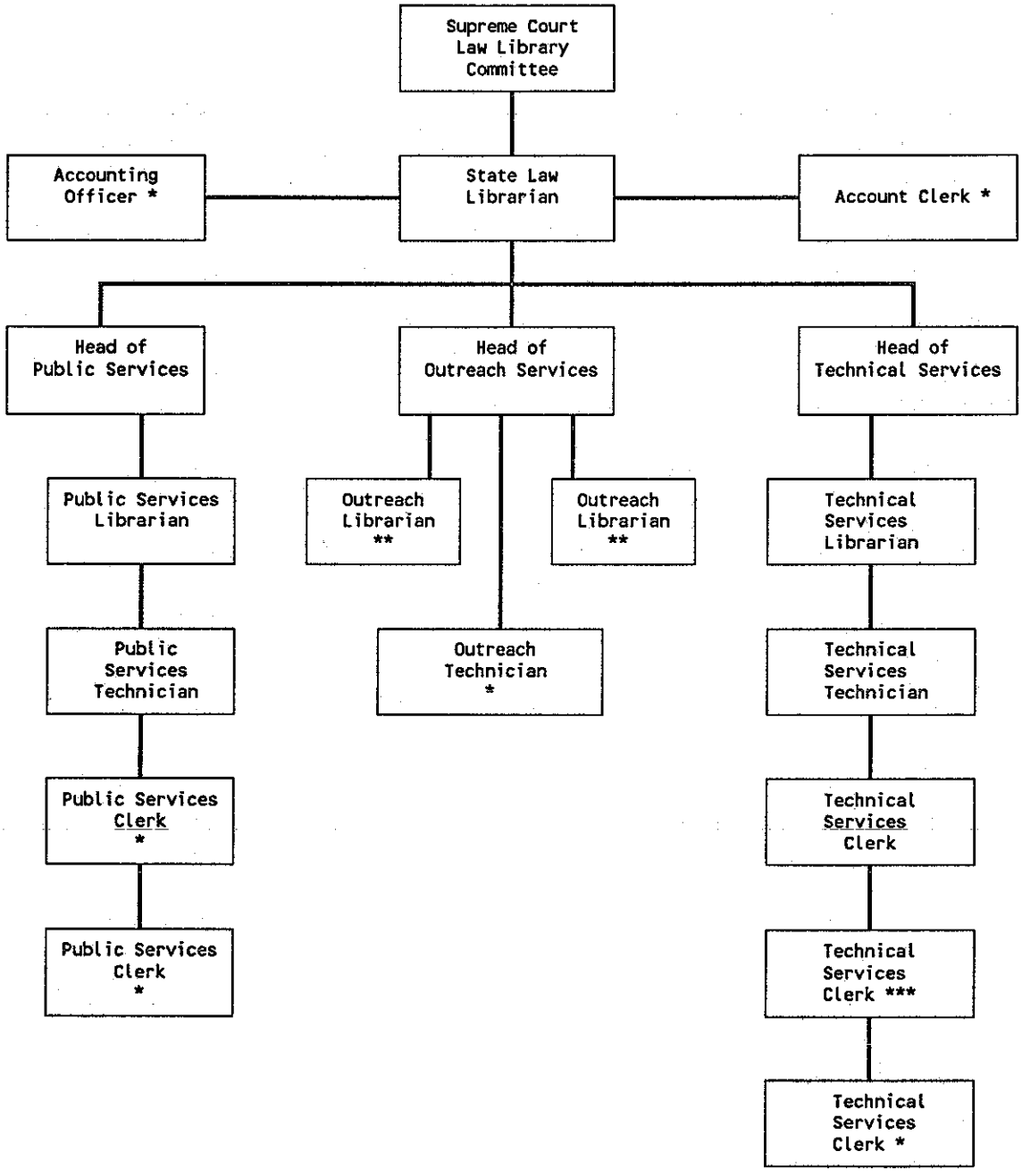
MINNESOTA STATE LAW LIBRARY
Current Staff and Responsibilities
December 1993

1) Marvin Anderson		State Law Librarian	Management and Supervision of Agency
2) Charles Balenger	*	Public Services, Clerk	Shelving, Looseleaf Filing, Overdues, Photocopying, Circulation
3) Nancee Downing	**	Outreach, Librarian	Law Library Service to Prisoners
4) Tom DaBruzzi	*	Outreach, Technician	Law Library Service to Prisoners, Administrative Assistant
5) Bill Erlandsen	*	Public Services, Clerk	Shelving, Photocopying
6) Sara Galligan		Head, Technical Services	Supervision, Account Manager, Acquisitions, Collection Development, Reference, OCLC, County Cataloging
7) Barbara Golden		Head, Outreach Services	Supervision, County Law Library Program Coordinator, Account Manager, Subject Specialist, Reference
8) Ethel Gordon		Technical Services, Clerk	Mail, Looseleaf Filing, Shelving
9) Jan Josifek		Public Services, Technician	Reference, Circulation, Photocopying
10) Cathy Knoke	***	Technical Services, Clerk	Briefs, Bindery, Repair & Processing, Shelving
11) Susan Larson		Public Services, Librarian	Reference, Circulation, CALR, Interlibrary Loan
12) Daniel Lunde		Head, Public Services	Supervision, Account Manager, Reference, Circulation, Subject Specialist, *Loquitur*
13) Eleanor Quandt	*	Accounting Officer	Administrative, Fiscal, Personnel
14) Dennis Skrade		Technical Services, Librarian	Cataloging, Gifts & Exchanges, Preservation
15) Laurel Stiebler		Technical Services, Technician	Cataloging, Government Documents
16) Elizabeth Tuckwood	*	Technical Services, Clerk	Serials Check-in, Mail, Processing
17) Janet Watson	*	Account Clerk	Bookkeeping, Administrative Assistant
18) Karen Westwood	**	Outreach, Librarian	Law Library Service to Prisoners

(* = Part-time; ** = Contract employee; *** = Partial contract employee;

MINNESOTA STATE LAW LIBRARY

ORGANIZATIONAL CHART



(* = Part-time; ** = Contract employee; *** = Partial contract employee)

12/93