



2005 Annual Report 24 hours @ the MINNESOTA STATE LAW LIBRARY

The Minnesota State Law Library (MSLL) is the oldest continuing library in the State of Minnesota and one of the State's oldest institutions. The Library and the Territory of Minnesota were created by the same act of Congress on March 3, 1849. Section 17 of the act provided a \$5000 appropriation to establish a library that would be located at the seat of government. Minnesota's founding fathers believed the library was necessary to demonstrate a level of civilization and sophistication that would help establish the Territory as a bona fide candidate for statehood. They even debated whether the librarian should be elected or appointed. Today, 156 years later, MSLL is a public law library, still serving the citizens of the State of Minnesota. Our collections and services are focused on legal research, to serve the needs of the Judicial Branch. We also serve the Legislative and Executive Branches, county law libraries, the legal profession, inmates of various correctional institutions, and the public.

To outline the breadth of the service provided to the Judiciary and the people of the State of Minnesota, we offer this "day in the life" snapshot.



- **4:00 AM - Prison Visit** – Stephanie Thorson, librarian for the Law Library Service to Prisoners program, starts her work day by answering kites (requests for legal information or photocopies) from inmates and preparing for her visit to MCF-Oak Park Heights, one of the eight correctional facilities visited by the program librarians.
- **6:30 AM - Processing** – Cathy Knoke, library assistant II, arrives at the Library and starts processing books in Technical Services.

- **8:00 AM - Circulation** – Sheri Huppert, circulation assistant, arrives and brings up the online circulation system.
- **8:30 AM** - The State Law Library officially opens for the business day.
- **8:45 AM - Cooperating and Collaborating** – Daniel Lunde, head of Outreach Services, prepares to host a meeting of the [Capitol Area Library Consortium](#).
- **9:00 AM - Teaching** – Anna Cherry, reference librarian, conducts a training session for Judicial Branch employees on efficient professional research using the Internet.
- **9:30 AM - Opinions Archive** – Elizabeth Tuckwood, library assistant III, edits HTML to prepare Minnesota appellate opinions for the online archive.
- **10:00 AM - Outreach to Inmates** – Susan Trombley, librarian for the Law Library Service to Prisoners program, answers a letter from a Minnesota prisoner serving time in a California prison, while providing instructions to Joan, a LLSP volunteer for over ten years.
- **10:15 AM** - Bill Erlandsen, library assistant, shelves books for the Library throughout the day.
- **10:30 AM - Tours** – Susan Larson, reference librarian and County Law Library Program coordinator, conducts a tour for 30 paralegal students. We are the library of certification for the paralegal program at Inver Hills Community College.
- **11:00 AM - Briefs** – Debbie Kitzmann, library assistant II, processes the briefs and transcripts received by the Library.
- **11:15 AM - Online Resources** – Randi Madisen, head of Public and Electronic Services, assists one of the Human Resources staff in the use of several online databases: Westlaw, LexisNexis, and CCH Internet Research Network.
- **11:30 AM - Cataloging** – Robin Horowitz, cataloger, creates a bibliographic record and exports it to Aleph, the Library's online catalog.
- **11:45 AM - Juvenile Court at 100** – Barbara Golden, State Law Librarian, heads for a meeting with the Minnesota Supreme Court's Juvenile Justice Centenary Planning Committee.
- **12:00 PM - Continuing Education** – Daniel Lunde, head of Outreach Services, starts a new Showcase Series by introducing a recently appointed Justice of the Supreme Court.
- **12:30 PM - County Law Library Program** – Susan Larson, reference librarian, meets with a new county law librarian for orientation and training.
- **1:00 PM - Government Documents** – Laurel Stiebler, library assistant III and the Federal Documents Coordinator, selects online government documents and adds them to the Library catalog.
- **1:30 PM - Jail Inmate Reference** – Anna Cherry, reference librarian, answers a letter from a jail inmate.
- **2:00 PM - Periodicals** – Elizabeth Tuckwood, library assistant III, sorts the mail and checks the new periodicals into the Library's online serials system.
- **2:15 PM - Table of Contents Service** – Debbie Kitzmann, library assistant II, scans the table of contents for each periodical received for emailing to library users.
- **2:30 PM - New Books** – Dennis Skrade, head of Technical Services, creates a list of materials received by the Library in the last month for email distribution to Judicial Branch employees.
- **3:00 PM - Inter-Library Loan** – Sheri Huppert, circulation assistant, prepares materials requested from other libraries by Judicial Branch personnel and sends out materials from the Library to patrons of other libraries.
- **4:00 PM - Web site** – Randi Madisen, head of Public Services and Electronic Services, updates links on our Web page.
- **4:30 PM - Issues in Briefs** – Dia Lor, student worker, inputs the issues in briefs for the Library's Web site.
- **5:00 PM - Ask A Librarian Email** – The Library closes for the business day, but the questions come into our Ask A Librarian email 24/7 and are answered by our reference staff at the start of the next business day. From their desktops, patrons continue to use the online catalog and the Library Web site, www.lawlibrary.state.mn.us.

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Services: The Library was a construction zone for much of the year, but the results were well worth the inconvenience. We appreciate our good neighbors, Human Resources, for putting up with the mess and noise. The merger of the circulation and reference desks into one public services area greatly improved our patrons' ability to navigate the Library and eased staff scheduling. The Library entrance is more clearly defined; patrons are no longer confused about where to ask for help. The Library reading lounge received a facelift with new, comfortable furniture. We also replaced the noisy chairs in the conference room. The Library's book exchange of popular fiction and non-fiction moved to the front of the Library and is now more accessible to all our patrons. Not only have we made the Library more inviting, but we continued to meet with Judicial Departments to assess how best to serve the entire Minnesota Judiciary, and we also added more desktop services.

Collections: A flat-rate contract was negotiated with our largest vendor to stabilize prices, preserve the Library's basic print collection of reporters, statutes, and standard treatises, and reduce costs. This allowed us to increase our electronic resources. We are now able to offer Lexis and Westlaw, as well as a variety of specialized databases. Also, new in 2005 was the CCH Research Network for human resources and labor materials.

Special Events: The Library continued to offer programs, primarily in the spring and fall. The eclectic group of "Showcases" in 2005 included *Trekking in Tanzania*, *LawHelpMn.Org*, and *Ballroom Dancing*. All events were open to the public, but we were also pleased that many of the programs qualified for continuing education credit for Judicial employees. This new initiative developed through our discussions with the Office of Education & Organizational Development (EOD). Also in

cooperation with EOD, the Library held several training sessions on efficient research using the vast and varied realm of the Internet.

Juvenile Court at 100: 2005

marked the 100th anniversary of the creation of the first juvenile court in Minnesota. The Minnesota State Law Library was heavily involved in activities commemorating this event. Barbara Golden and Daniel Lunde participated in the Minnesota Supreme Court's Juvenile Court Centenary Planning Committee. On May 13th, a reenactment was done of the U.S. Supreme Court oral arguments in the landmark case *In Re Gault*. This judicial opinion expanded the rights of juveniles in court proceedings. The Minnesota Supreme Court Justices participated in the reenactment, which was followed by a keynote address concerning the impact and legacy of *In re Gault* in Minnesota. A second program occurred on November 4th. This day-long symposium, entitled *Emerging and Innovative Ideas in Juvenile Law*, was held to re-examine what it means to pursue justice for children and juveniles, as well as to celebrate the history of the juvenile courts in Minnesota. The capacity crowd of presenters and participants included judges, attorneys, social workers, guardians ad litem, and others involved with helping children in juvenile courts. Work also began on a traveling storyboard exhibit about the juvenile courts in Minnesota which is the final project of the Committee.



Justice Career Book: On October 7th, the Library joined the Supreme Court, along with former Justice Tomljanovich, family, colleagues and friends, for a special Court session commemorating the publication and presentation of *The Judicial Career of Esther M. Tomljanovich*. This book is the fourteenth volume in the [Minnesota Justices Series](#). All of these titles are edited and published by the State Law Library; they

include articles, photographs, newspaper clippings, letters, commendations, judicial opinions, and essays by or about the Justice.

Interns make a difference: Kathy D. completed a study of the "Tables of Authorities" in briefs submitted to the Minnesota appellate courts. The Library collection includes 99.085% of the authorities cited, up from 93% two years ago. STEP-UP intern Kaleb E. compiled biographical information on appellate court judges for the Library website. See <http://www.lawlibrary.state.mn.us/judgebio.html>.

Study of "Table of Authorities" in briefs filed for Minnesota appellate cases published in volumes 681 to 690 of *North Western Reporter*, 2d series.

Totals and Percentages	
Total Number of Authorities Cited	13,449
Total Number of Authorities Available	13,326
Total Number of Authorities NOT Available	123
Total Number of Electronic Resources Available	59
Total Number of Print Resources Available	13,267
Percentage of Authorities Unavailable	0.914%
Percentage of Authorities Available	99.085%

Library Leadership: At the American Association of Law Libraries Annual Meeting in San Antonio, Barbara Golden was inducted as Chair of the State Court and County Law Libraries Special Interest Section. She also coordinated a session entitled "The Great Disappearing Act: Preserving URLs Cited in Judicial Opinions" with Randi Madisen, head of Public and Electronic Services, as a featured speaker. Randi Madisen coordinated fourteen staff training session during the year. Daniel Lunde was elected as chair of [CALCO](#) (Capitol Area Library Consortium). Daniel also served on the Minnesota State Library Advisory Council. The July/August 2005 issue of the *MALL Newsletter* honored the Library by selecting us as the first in a series of [law library profiles](#). The Library is a founding member of the [Minnesota Coalition on Government Information](#), which won the inaugural Eileen Cooke State and Local Madison Award presented by the American Library Association. This award honors those at state and local levels who have championed, protected, and promoted public access to government information and the public's right to know.

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Public and Electronic Services - 2005 Annual Report

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- 733 email questions
- 144 letters from jail inmates
- Over 2,200 items circulated
- 18,595 Web pages on our site
- 13,380 Web site search queries per month
- 26,527 visits to Web site per month
- 13,674 unique visitors to Web site per month
- 34,415 catalog searches per month
- 953 PowerPoint introductions emailed to new Judicial staff

New Information Desk: The emphasis for Public and Electronic Services is on service. In 2005, we improved service greatly by combining the original circulation and reference desks into one much more functional information desk. We lowered many of the fortress-like counters, encouraging patrons to ask questions and interact with staff. We also added a copier that can scan, print, and fax, allowing us to deliver items via email. One of our long-time patrons, upon entering the Library after the renovation project, simply said, "Wow!"

Celebrations: We launched the new information desk with a celebration of Banned Books Week on September 30. We served cookies and had a drawing for copies of banned books, including *To Kill a Mockingbird*. Within the Judicial Center, 42 people entered the drawing, while email entries from court employees outside the building totaled 333. One District Court Judge noted, "Though I missed the

contest, I sure am glad for the existence of Banned Books Week."

Teaching: We expanded our education efforts by regularly participating in Judicial Branch orientations. Reference librarians developed a PowerPoint presentation for the orientations, which provides basic information on what the Library can provide and various ways that we can be contacted.

Several reference librarians collaborated with Education and Organizational Development to provide classes for Judicial Center employees on using the Internet for legal and professional research.

Newsletter: We inaugurated a new monthly newsletter for Court staff distributed by email called *Briefly...News from Your State Law Library*. The monthly distribution alerts Court staff to new online and print resources and events in a timely fashion.

Tours: Public Services staff gave tours to 22 groups in 2005, including library orientations for new appellate court law clerks. These tours were given to 387 individuals.

County Law Library Program: Through the County Law Library Program (CLLP), the State Law Library helps the Judicial branch reach out to Minnesotans throughout the State. The CLLP coordinator organized a CLLP Spring Conference and sent out two newsletters. The coordinator also made a site visit to Stearns County Law Library and participated in interviews for the new Law Librarian for Washington County.

Circulation, Document Delivery, and Interlibrary Loan: As a public



law library, Minnesota citizens continue to be our largest patron category. More and more of our services are delivered via the Internet, email and phone. In 2005, we also focused our services on Judicial Branch employees in district courts. We scanned more than 143 items to be sent out free via email, mostly to district courts. (We also scan and email items to the public for a fee.) We also circulate books from our collections to district court employees. One commented, "I appreciate having easy access to this and other books through the State Law Library and your efficiency in sending it to me."

Court employees located in the Minnesota Judicial Center also borrow items through interlibrary loan. We borrowed nearly 100 items for our patrons through interlibrary loan and loaned nearly 200 items to other libraries.

Our **Table of Contents service** has been well received, with a patron noting, "This is an amazing service." We scan the table of contents for every law review in our collection as it arrives and email the image to those who indicate they want to receive that title. We can then scan and email any articles that look interesting.

Web Site: The Minnesota State Law Library Web site serves the Judiciary and the public by providing 24/7 access to court information such as the archive of Minnesota appellate court opinions. In 2005, we revamped several pieces of our "Docket Series," which provides topical assistance to using the Library. New in 2005 were *Law for Laypeople*, *Forms*, and *Resources for Court Interpreters*. We added to our Frequently Asked Questions (FAQ) section the answers to many common "Ask a Law Librarian" email questions. Our STEP-UP intern to digitized the biographies of past appellate judges and linked them from the chronological list of names on our Web site.

Online Subscriptions: The Library subscribes to several online services that serve patrons in the Library as well as court staff. The Library already provided access for public patrons to Lexis online legal resources, which were used for more than 640 hours in 2005. The Library also added public access to Westlaw in 2005. Westlaw usage is measured in transactions or searches, and there were 4527 in 2005. We also added online access to CCH's employment, labor, and human resources information. Many court employees are using these sources for work purposes, and the public has access as well.

Through the Electronic Library for Minnesota (ELM), anyone in the Minnesota Judicial Center can access databases that provide indexing and full text of academic journals and popular magazines. Use of these resources increased significantly in 2005, more than doubling in some cases. The Library also offered online access to several legal resources. H.W. Wilson's *Index to Legal Periodicals* was searched 866 times, almost twice as much as the previous year. We added *Index to Legal Periodicals Retro*, with coverage from 1918 to 1981. This

database was searched 473 times. Last, but not least, HeinOnline allows patrons in the Minnesota Judicial Center access to full text articles from law reviews and averaged 19 visits per month.

Computer Equipment: We replaced all our public and staff computer monitors with flat screen monitors, which facilitated the ergonomics for the Information Desk and in staff offices. We also purchased a networked color printer.

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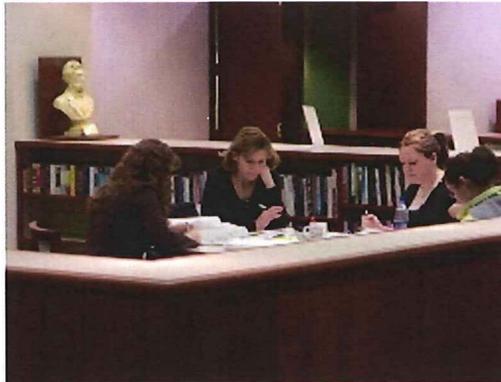
- 31,275 items added
- 250,685 print items in collection
- 437,914 items on microfiche in collection
- 5355 NetLibrary electronic books added
- 3141 briefs processed

The Technical Services Department of the Minnesota State Law Library is responsible for the ordering, receiving, and cataloging of books and other media including Web sites and online documents for the Library's collection. We **processed** and added 31,275 items last year. Of that number, 869 were **new titles**, which were highlighted each month in the New Books List. The State Law Library paper collection grew from 243,233 to 250,685 and the microfiche collection from 415,289 to 437,914. In addition, the Department **cataloged** 1231 items for 10 county law libraries throughout Minnesota. The Department also serves as a micropublisher, creating 1021 pieces of microfiche of the Minnesota Appellate Courts Briefs for county and academic law libraries. Each item we get in, we analyze, catalog, check in, process (adding a spine label, security sticker, and appropriate stamps), and then shelve in the appropriate location in either the State Law Library, Court of Appeals Research Library, or the Supreme Court Research Library. As we become more facile in the use of our new online catalog database, our online edits have increased dramatically. These **online edits** are, in fact, added items or deleted items, and they represent our serial collection, i.e. reporters, serials, periodicals, and new editions. The total of these materials was 6660. This translated last year to 30,136 online edits, as opposed to 22,236 edits for 2004. This is an increase of 36%.

Additions to the Collection: Last year the Library added a few significant materials to the collection. These were items that filled gaps and helped research. We filled a major gap in our microfiche collection of state session laws from approximately 1964 to 1983. The missing materials, which totaled 14,771, varied from state to state, but the new additions complete our state microfiche collection. Our regular subscription to the state session laws accounted for 3445 pieces of microfiche, which are purchased from the William S. Hein & Company.

We receive the *Federal Register*, *Code of Federal Regulations*, state session laws, state bar journals, GPO fiche, and our own appellate court briefs on microfiche on a regular basis. That total for 2005 was 22,625 pieces of microfiche for the collection.

Another exciting development (we do get excited about books), is the addition to the main library collection of the *United States Supreme Court Reports*. These are the official reports from the Supreme Court of the United States. In the past, the official reports were only housed in the Minnesota Supreme Court Research Collection and had to be retrieved on request. However, through a series of generous **donations** (312 items) and a small amount of money to fill some gaps, we were able to add this important research tool to our Federal Collection. We now have the *Supreme Court Reporter* (West), the *Supreme Court Reports Lawyer's Edition* (Lexis/Nexis), and the official *United States Supreme Court Reports* together in our main collection.



Electronic books: We added 5355 NetLibrary records to our online catalog. These are electronic books which are available to patrons via our online catalog. Type in 'netlibrary' on the search prompt in our catalog and it will reveal this amazing collection of books available from your desktop. They cover a wide range of interest. For an example, type in the phrase 'dummies guide' and you will get all the 'Dummies Guide' books right at your fingertips.

Briefs: Briefs are filed with the Supreme Court and the Court of Appeals so their cases may be heard on appeals. The parties in each case file briefs which are argued and decided. The appellate courts issue opinions which are eventually published in the *North Western Reporter*. We continued to see an increase in the filing of briefs last year, and we processed 3141 briefs. We bound them into 97 volumes, which generated 1021 pieces of microfiche. We also processed 1431 transcripts of lower court cases heard at the appellate courts, which we

archive for 10 years.

Microfilm Conversion: Minnesota Supreme Court unpublished decisions were converted from microfilm (unusable due to lack of a reader) to microfiche. The time covered was 31 December 1987 to 31 December 1993. We are very happy about this as it covers an important gap in our Judicial decisions archive.

Government Depository Library: 2005 was a special year for us in the Federal Government Documents Program, because we were nominated for "Federal Depository of the Year." The state chapter of depository libraries was pleased to submit our name to the Government Printing Office. Alas, we did not achieve the award, but there is satisfaction knowing we are highly thought of in the federal depository community. As the Government Printing Office continues its move to electronic format, we have experienced a steady decline in materials coming to us directly. Paper documents went down 14% from 2131 to 1825. We have seen a similar pattern in the decline of microfiche from 6490 to 3388, a drop of 48%. And the materials that we send to other state agency libraries through our shared depository agreement have declined from 185 pieces to just 90, a drop of 51%.

Collection Development: We subscribed to the WorldCat Collection Analysis service through OCLC to compare our collection in relation to other state law libraries and libraries with similar profiles. Do we collect strongly in our state legal materials? Do titles have a recent copyright? What percentage of a subject area is newer materials and what is older? How does this compare with our sister libraries? This analysis will help us in our future purchases.

Periodicals: A chapter in our Library history was closed during 2005 and another was embarked upon. We finally stopped checking things in our old manual Kardex system. An era has gone and now we are in the world of electronic check-in, prediction patterns for serials, barcoding, and integrating it all with our online catalog. What does this all mean? Well, it means you can find out if we actually have received a magazine or when is it due in the Library. Big step and one that is welcomed by staff and patrons alike.

The Technical Services Department supports the strategic initiatives of the Judicial Branch by providing much needed and important information to the employees of the Judicial Branch. Not only do we serve the Judicial Branch, we serve the Legislative and Executive Branches. We also serve the public of the State of Minnesota acting in our capacity as a State Law Library, providing information to members of the bar, students, and pro se litigants. In the process, we enable the Judicial Branch to provide access to justice for everyone.

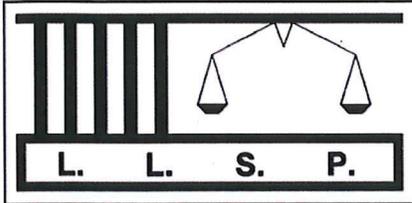
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LAW LIBRARY SERVICE TO PRISONERS

2005 ANNUAL REPORT

651-297-4969

FAX 296-6740



State Law Library, Minnesota Judicial Center, Room G25
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155-6102

2005 Index

8708 DOC prisoners (as of July 1, 2005)
85 prison visits
7570 miles traveled
1492 inmate interviews
1865 individual inmates assisted
30,747 items delivered

Introduction: Law Library Service to Prisoners (LLSP). The mission of LLSP is to provide law library service to inmates incarcerated in Minnesota. We do this by providing access to legal materials, both at the correctional facilities and the Minnesota State Law Library (MSLL). Circuit-riding prison law librarians, based at MSLL, conduct monthly visits to eight adult correctional facilities to meet with inmates. Questions that cannot be answered on-site using the prison collections of core legal materials are researched at MSLL. 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 other states. In addition, we provide law library service to DOC staff.

History of LLSP. LLSP, funded by an inter-agency agreement between the State Law Library and the Department of Corrections, began as a pilot project in 1984, with one librarian visiting five correctional facilities and a part-time clerk doing

photocopying. Today, the staff includes two full-time and one half-time librarians, as well as one part-time clerk. Due to consistent growth in the number of prisoners, each year we provide more materials to more inmates. In 2005, we provided a landmark 30,747 requested items to 1,865 different inmates.

Providing Information and Service to Inmates. LLSP provides access to legal research materials for prisoners in several ways: by interview, kite (an internal DOC request form), letter and/or phone.

During the monthly prison visit, any inmate can request an interview with the librarian at the prison library or, in certain circumstances, at their cell. In the course of the interview, the inmate explains what he or she needs, and the librarian responds by providing pertinent legal research material to the prisoner, either at that time or after research is done at the State Law Library. A small core collection of legal materials, however, is available at each of the prison libraries. Each title in the core collection is reviewed annually, as is the collection as a whole, to assure that inmates have access to essential primary legal information at each prison library. By reviewing the core collection, we also determine if it is still the best and most cost-effective way to provide basic legal materials and information to inmates.

The LLSP librarians also provide access to the materials found at the State Law Library, where most of the research is done for prisoners. The State Law Library is the second largest collection of legal materials in Minnesota; it not only has a large print collection, but also many online resources, such as Westlaw and Lexis. By using these resources, we are able to provide inmates with information on any legal topic. Having our office space and collection provided by the State Law Library is of great savings to the program.

Overview of 2005. The Department of Corrections is striving to make inmate legal research services and materials as consistent and uniform as possible in all the correctional facilities. Throughout 2005, the staff of LLSP worked closely with DOC staff to implement this new goal. Prior to 2005, LLSP staff visited Oak Park Heights and Stillwater Correctional Facilities every two weeks. In 2005, we reduced the frequency of visits to those two prisons to once per month - to be consistent with the visits to the other prisons. We drafted a new condensed core print collection list to be used in conjunction with a new collection of CD-ROM materials that will be available in 2006 in all the major correctional facilities (only four of the eight major prisons had CD-ROM materials in the past). This combination of print and electronic resources will give the inmate access to primary legal materials at the institution. The Head of Outreach Services, Daniel Lunde, visited each prison during 2005 and discussed issues and problems with the institution librarians. On October 14th, LLSP staff also met with the prison librarians at their biannual meeting in Lino Lakes to discuss the proposed changes in services to inmates. LLSP staff worked closely with DOC librarians and education staff to make the transition as seamless as possible.

Staff, Interns, and Volunteers during 2005: Joan O., a LLSP volunteer for more than ten years, provided many hours of quality service, retrieving and copying legal materials for inmates. Five College of St. Catherine's Library School Masters Degree students (Kelly D., Angelina F., Megan J., Theresa S., and Maureen S.), interned with LLSP this year. Each intern processed and researched inmate requests. The library science interns used the skills and concepts learned in the classroom and applied them to actual questions. LLSP was also assisted by Step-Up intern, Kaleb E., during the summer of 2005. Our interns and volunteers worked 807.5 hours in 2005 (not including the Step-Up intern), - and their assistance was invaluable. One of the reasons we were able to accomplish so much was due to our high-level interns and volunteers. The primary reason for our success, however, is due to the dedication and hard work of the program staff: Stephanie Thorson, Susan Trombley, Deb Kitzmann, and Tim Baland. It was a difficult year, with several extended leaves of absence, but the LLSP staff accomplished all of its goals and mission.

Statistical Highlights for 2005. LLSP compiles many statistics, as shown in the table, graph and pie charts at the end of this annual report. A few observations concerning our 2005 statistics:

- The *number of items delivered* increased by 5.9% (30,747) for all prisons/categories served by LLSP. This is the first time we have provided over 30,000 requests in a single year.
- Oak Park Heights (7919) and Stillwater (7289) received the largest numbers of items delivered.
- Shakopee witnessed the greatest increase—100.8 % (1695).

- DOC requests by administrative staff increased 52.3% (99).
- *Onsite meetings with inmates* decreased 6.6% (1492). The decrease can be attributed to the reduction in visits to Oak Park Heights and Stillwater to once per month, rather than bi-weekly. Stillwater had the most inmate visits (262).
- *Individual inmates assisted* rose 5.6% (1,865). This can be attributed to the increase in DOC prisoners. Stillwater had the largest number of individuals assisted (449).

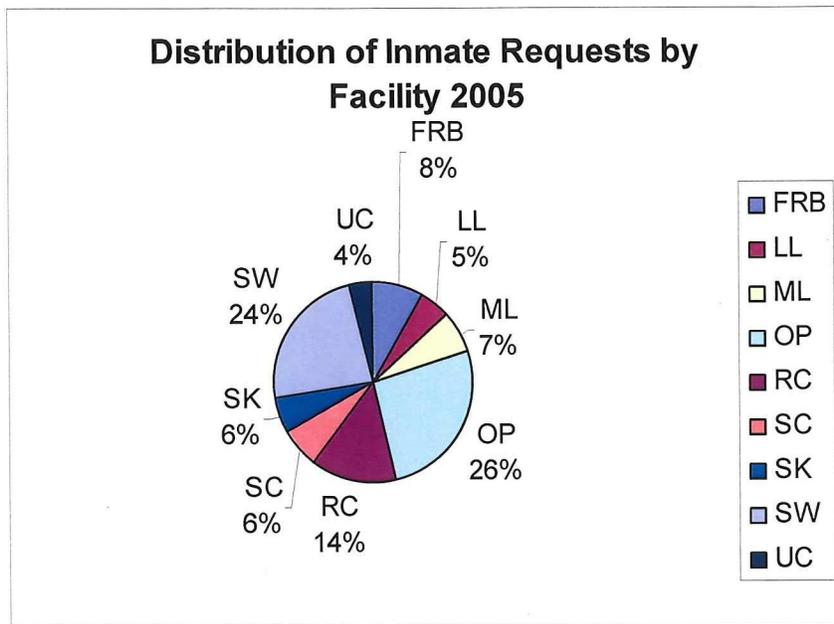
Conclusion. Over the course of the past twenty-two years, one of LLSP's primary goals has been to provide the best possible service at the least possible cost. We constantly work to keep the program's expenses to a minimum and maximize the resources that are available for the program. We believe that by educating inmates about the resources available to them and providing access to the legal information they request, the work of LLSP diminishes the number of lawsuits filed by Minnesota prisoners.

STATISTICAL SUMMARY

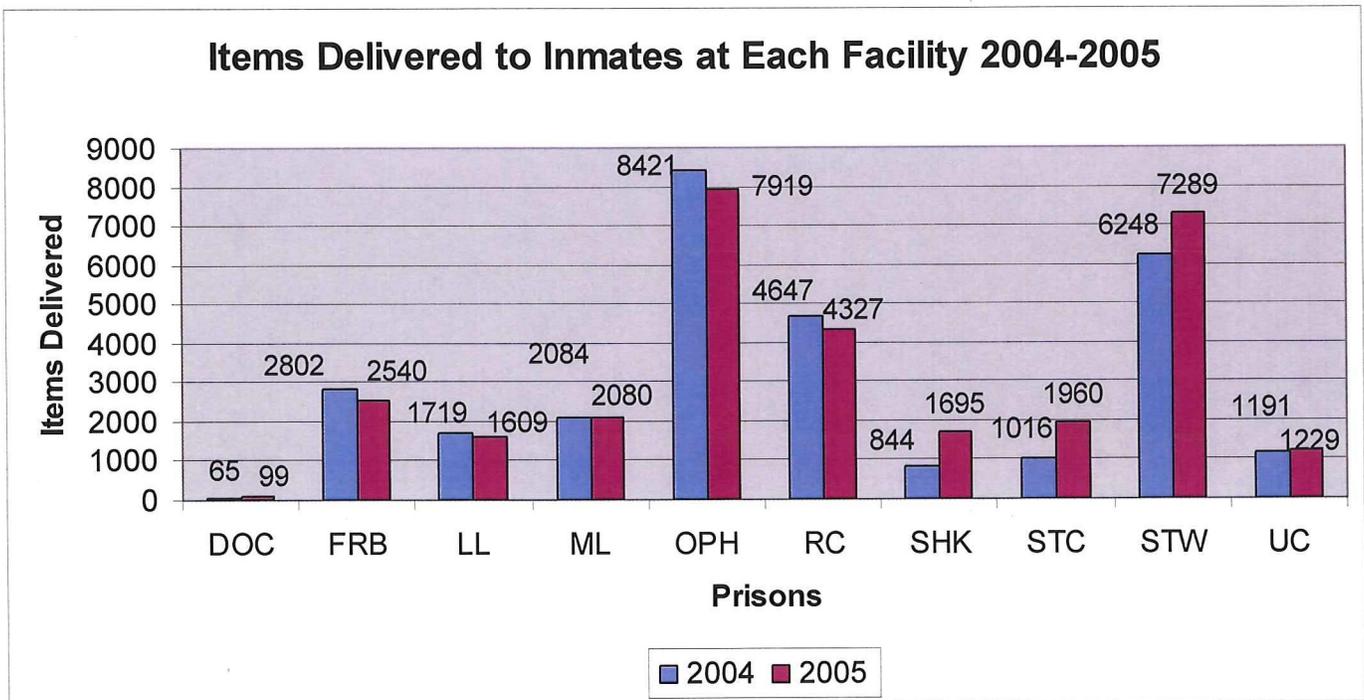
LLSP ACTIVITIES	2003	2004	2005	2004-2005 % Change
Requests Processed	24914	29037	30747	+5.9 %
On-Site Meetings with Inmates	1680	1598	1492	-6.6%
Individuals Assisted	1504	1766	1865	+5.6%

"Requests Processed" quantifies the activities involved in providing law library service to prisoners. "On-Site Meetings with Inmates" is the number of inmate reference interviews conducted in-person. "Individuals Assisted" is the total number of people we provide information to whether in-person, by telephone, or through the mail.

Distribution of Inmate Requests by Facility 2005



Items Delivered to Inmates at Each Facility 2004-2005



Abbreviations for correctional facilities used above: STW – Stillwater, STC - St. Cloud, FRB - Faribault, LL – Lino Lakes, OPH – Oak Park Heights, WR/ML – Willow River/ Moose Lake, SHK – Shakopee, RC – Rush City, UC – Minnesota Under Contract, and DOC – Department of Corrections.