



2025 County Law Library Survey

About the Numbers

77 Total Responses

Dakota and St. Louis Counties have more than one location

Lyon/Lincoln and Chippewa/Lac Qui Parle/Yellow Medicine Counties have joint law libraries

Houston, Wabasha, and Waseca Counties do not have county law libraries

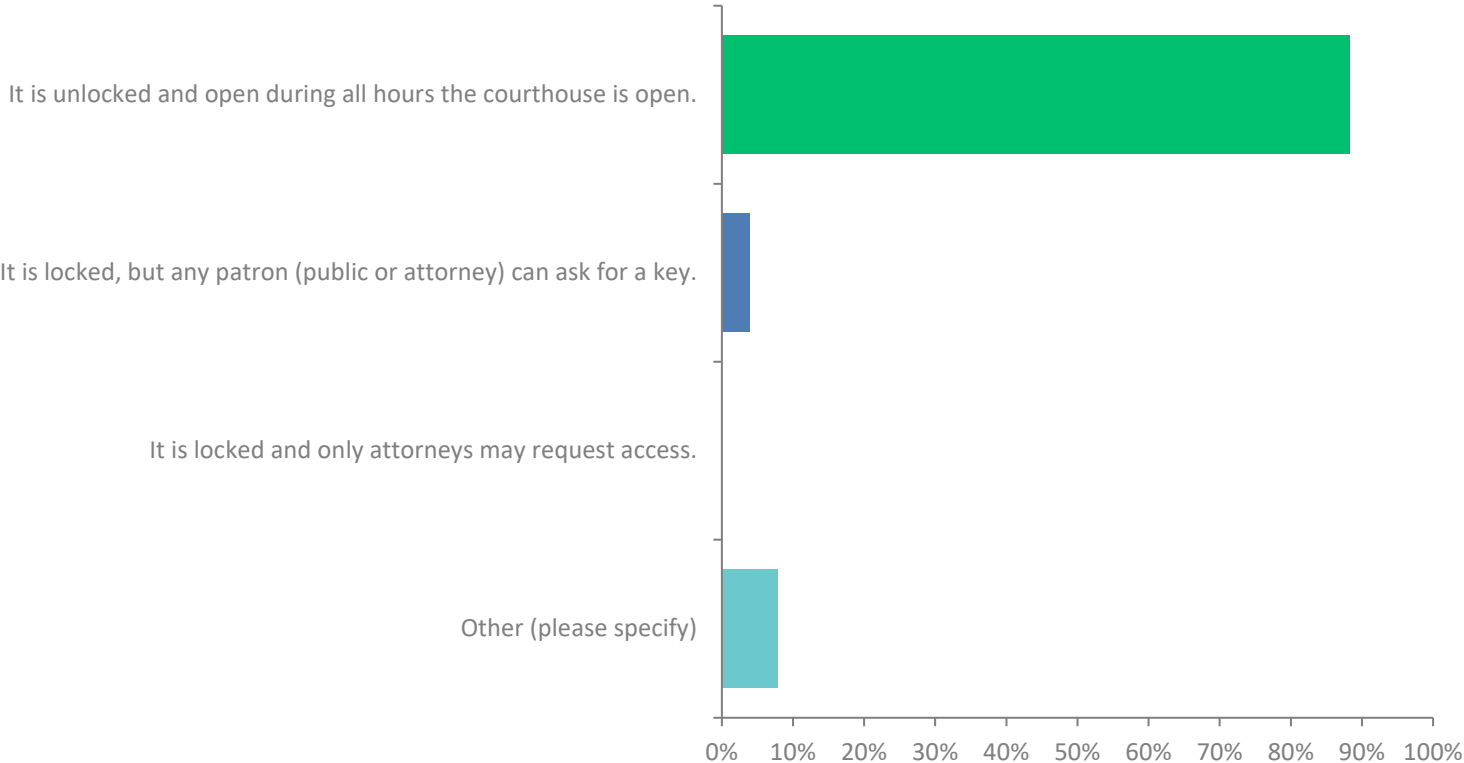
4 counties did not respond

Missing: Faribault, Mahnomen, Pipestone, Winona

NOTE: Comments have been edited for clarity. Unresponsive and duplicative answers have been removed.

Q2: When is your library open to the public?

Answered: 77 Skipped: 0



Q2: When is your library open to the public?

Answered: 77 Skipped: 0

ANSWER CHOICES	RESPONSES	
It is unlocked and open during all hours the courthouse is open.	88.31%	68
It is locked, but any patron (public or attorney) can ask for a key.	3.90%	3
It is locked and only attorneys may request access.	0.00%	0
Other (please specify)	7.79%	6
TOTAL		77

Q2: When is your library open to the public?

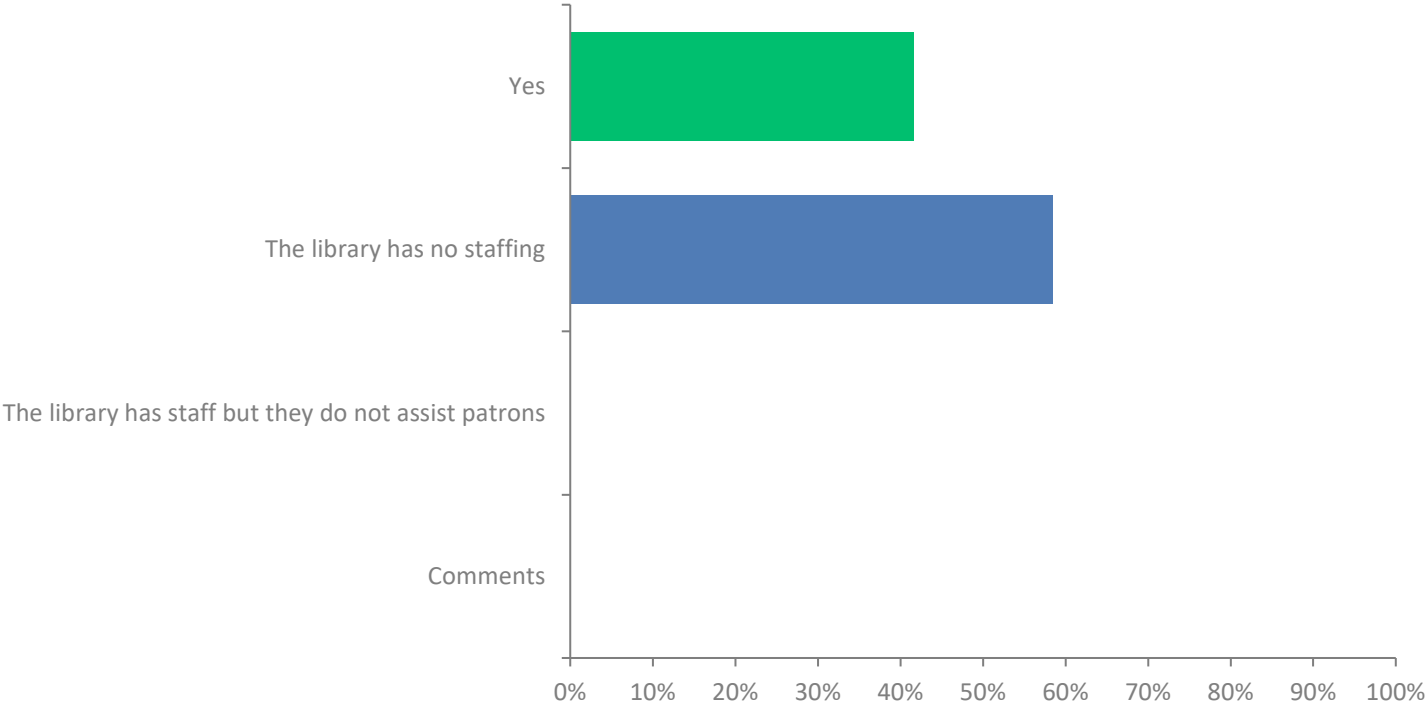
Answered: 77 Skipped: 0

Other:

- It is in the basement of the Courthouse which requires a fob for access normally. Any patrol who asks will be allowed to access the law library.
- It is unlocked and open from 8:30 a.m. - 4:30 p.m. Court administration begins a little earlier, at 8:00 a.m.
- it remains locked due to a county IT server in the same room, however, public and attorneys are welcome to use it during business hours. We simply unlock it for their use.
- Locked but fully staffed so we buzz people in as they come to the door.
- Mon. - Fri. 8 a.m. to 5 p.m. (longer than court hours, but the building is open at least 12 hours per day)
- 8:00am-4:30pm Monday through Friday open to public

Q3: Does your library location have anyone hired or assigned to assist with the library?

Answered: 77 Skipped: 0



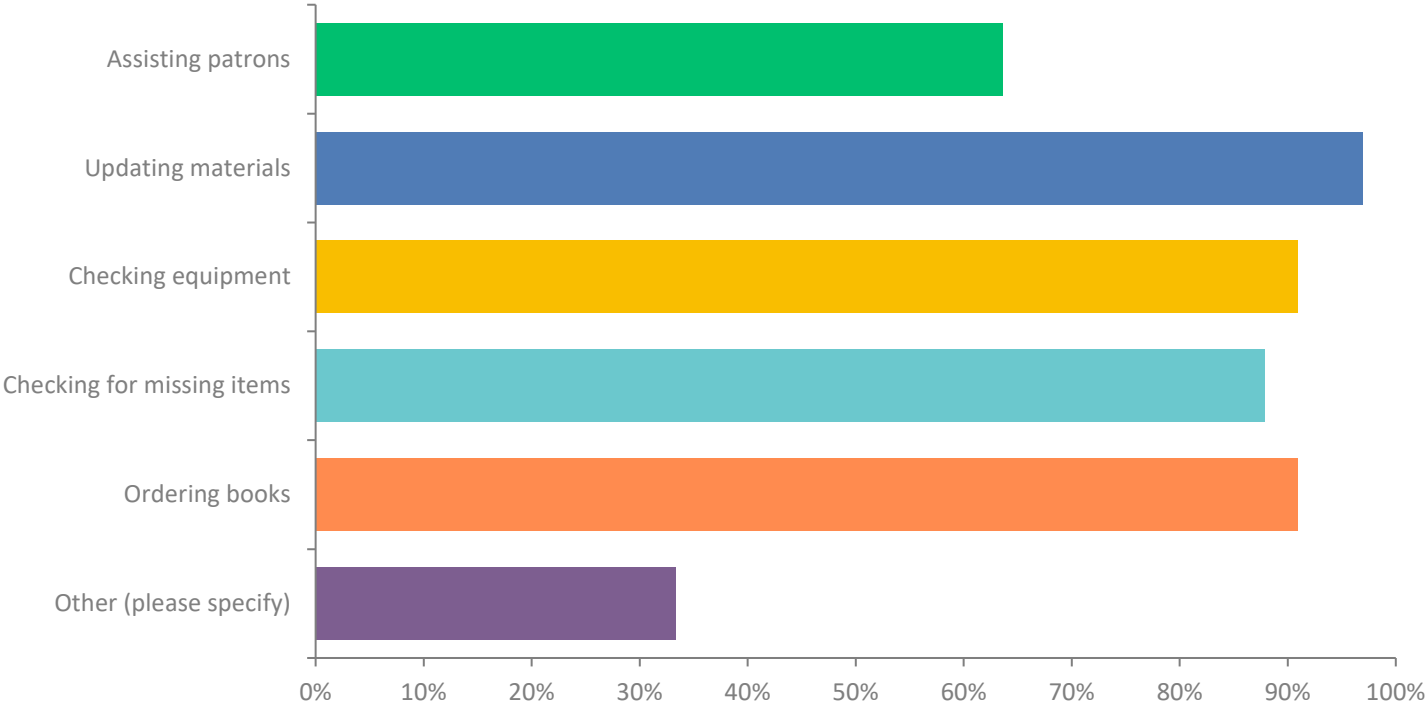
Q3: Does your library location have anyone hired or assigned to assist with the library?

Answered: 77 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	41.56%	32
The library has no staffing	58.44%	45
The library has staff but they do not assist patrons	0.00%	0
Comments	0.00%	0
TOTAL		77

Q4: If yes, what tasks does the person perform?

Answered: 33 Skipped: 44



Q4: If yes, what tasks does the person perform?

Answered: 33 Skipped: 44

ANSWER CHOICES	RESPONSES	
Assisting patrons	63.64%	21
Updating materials	96.97%	32
Checking equipment	90.91%	30
Checking for missing items	87.88%	29
Ordering books	90.91%	30
Other (please specify)	33.33%	11
TOTAL		153

Q4: If yes, what tasks does the person perform?

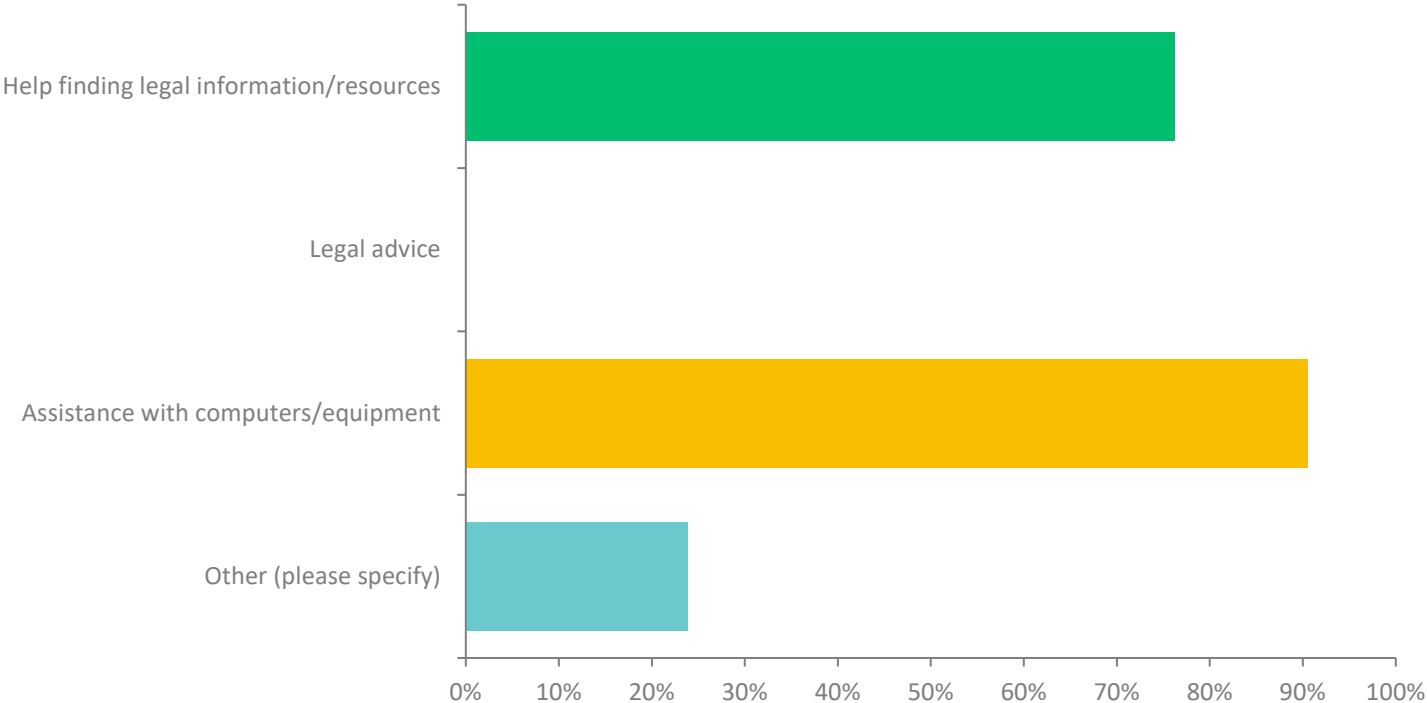
Answered: 77 Skipped: 0

Other:

- Billing
- Receiving and paying invoices related to the Law Library
- Numerous other tasks
- Preparing the annual report, budget, paying vendors, i.e., running the business.
- prepares/completes annual Budget and reporting, A/P processing for Board approval.
- INVOICE REMITTANCE
- filing the updates into the books
- all functions associated with running law library
- Staffing board meetings
- Programs, Outreach, etc.

Q5: What type of assistance does staff provide?

Answered: 21 Skipped: 56



Q5: What type of assistance does staff provide?

Answered: 21 Skipped: 56

ANSWER CHOICES	RESPONSES	
Help finding legal information/resources	76.19%	16
Legal advice	0.00%	0
Assistance with computers/equipment	90.48%	19
Other (please specify)	23.81%	5
TOTAL		40

Q5: What type of assistance does staff provide?

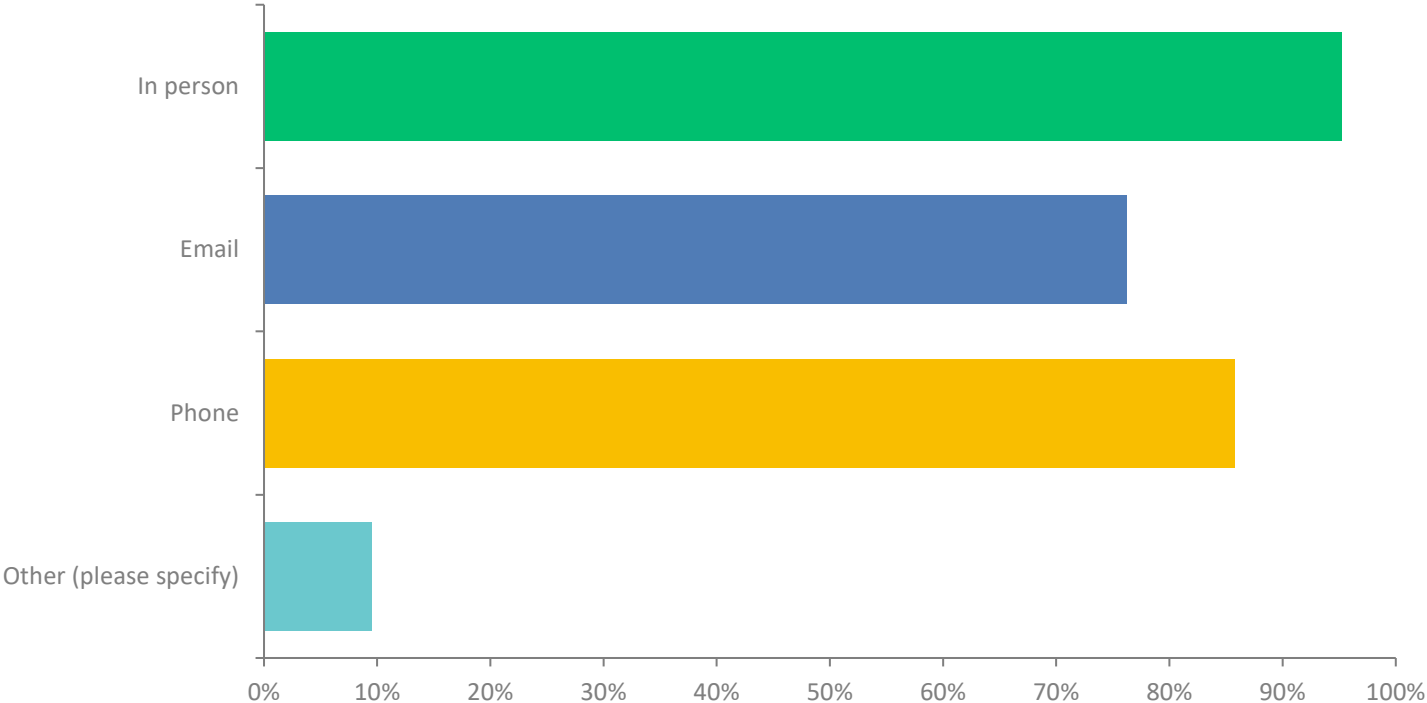
Answered: 77 Skipped: 0

Other:

- We do provide legal advice through our clinic offerings (Civil Clinic, Criminal Clinic, Family Clinic).
- We provide legal information to the ADC detainees via a kiosk system.
- Numerous other tasks We are also a law help center Our staff cannot provide legal advice but does assist patrons who have active cases.
- Law Clinics

Q6: How is the staff person available?

Answered: 21 Skipped: 56



Q6: How is the staff person available?

Answered: 21 Skipped: 56

ANSWER CHOICES	RESPONSES	
In person	95.24%	20
Email	76.19%	16
Phone	85.71%	18
Other (please specify)	9.52%	2
TOTAL		56

Q6: How is the staff person available?

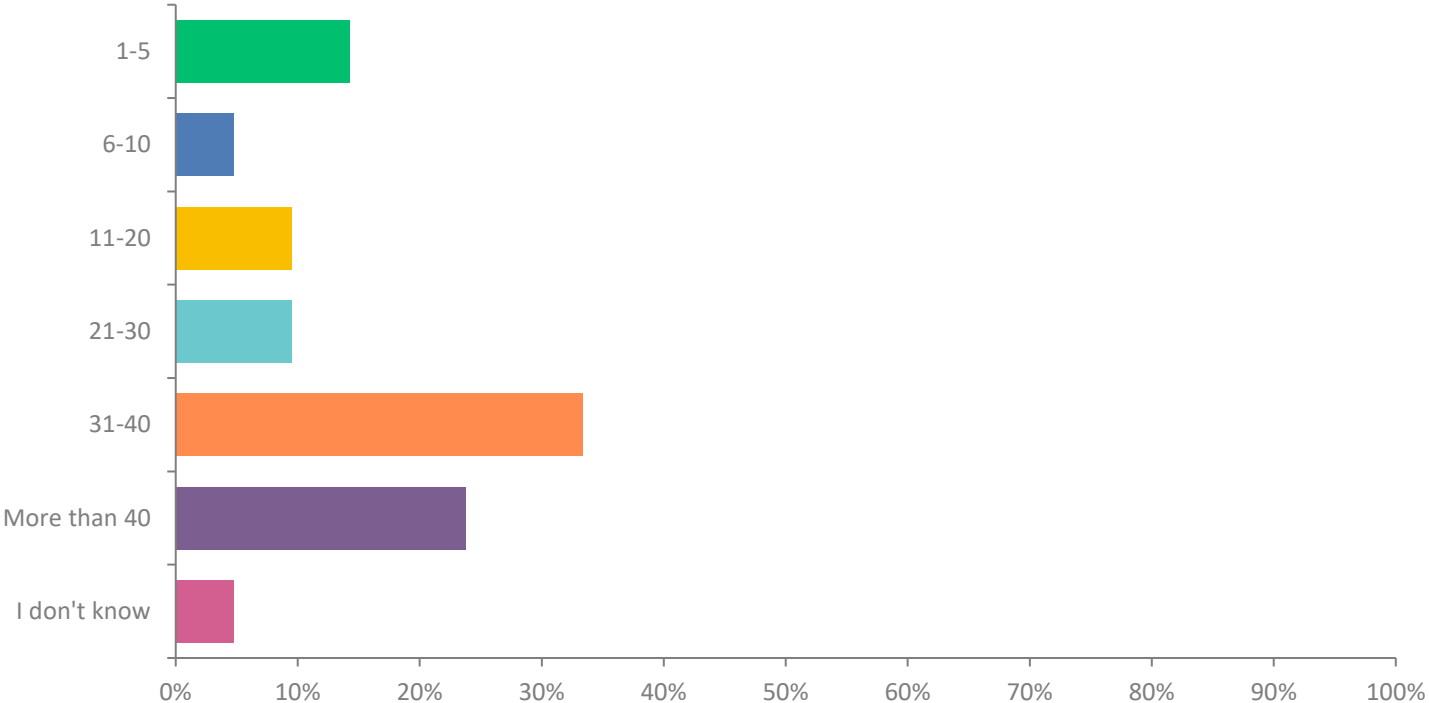
Answered: 77 Skipped: 0

Other:

- Not in the library but in the county attorney office in the courthouse.
- Ask Law Librarian

Q7: How many hours per week is this person (or people if more than 1) available to assist patrons?

Answered: 21 Skipped: 56



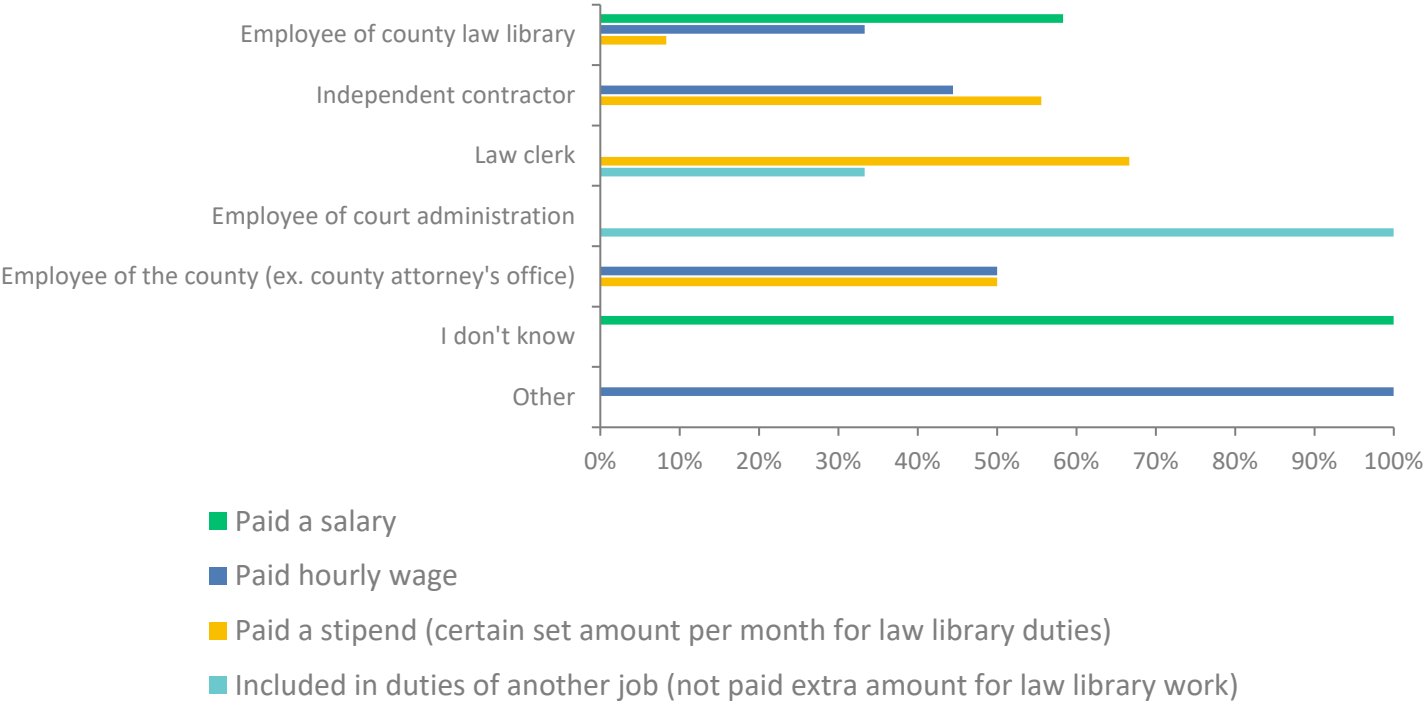
Q7: How many hours per week is this person (or people if more than 1) available to assist patrons?

Answered: 21 Skipped: 56

ANSWER CHOICES	RESPONSES	
1-5	14.29%	3
6-10	4.76%	1
11-20	9.52%	2
21-30	9.52%	2
31-40	33.33%	7
More than 40	23.81%	5
I don't know	4.76%	1
TOTAL		21

Q8: The staff person(s) is(are)

Answered: 33 Skipped: 44



Q8: The staff person(s) is(are)

Answered: 33 Skipped: 44

	PAID A SALARY	PAID HOURLY WAGE	PAID A STIPEND (CERTAIN SET AMOUNT PER MONTH FOR LAW LIBRARY DUTIES)	INCLUDED IN DUTIES OF ANOTHER JOB (NOT PAID EXTRA AMOUNT FOR LAW LIBRARY WORK)	TOTAL
Employee of county law library	58.33% 7	33.33% 4	8.33% 1	0.00% 0	12
Independent contractor	0.00% 0	44.44% 4	55.56% 5	0.00% 0	9
Law clerk	0.00% 0	0.00% 0	66.67% 4	33.33% 2	6
Employee of court administration	0.00% 0	0.00% 0	0.00% 0	100.00% 3	3
Employee of the county (ex. county attorney's office)	0.00% 0	50.00% 1	50.00% 1	0.00% 0	2
I don't know	100.00% 1	0.00% 0	0.00% 0	0.00% 0	1
Other	0.00% 0	100.00% 4	0.00% 0	0.00% 0	4

Q8: The staff person(s) is(are)

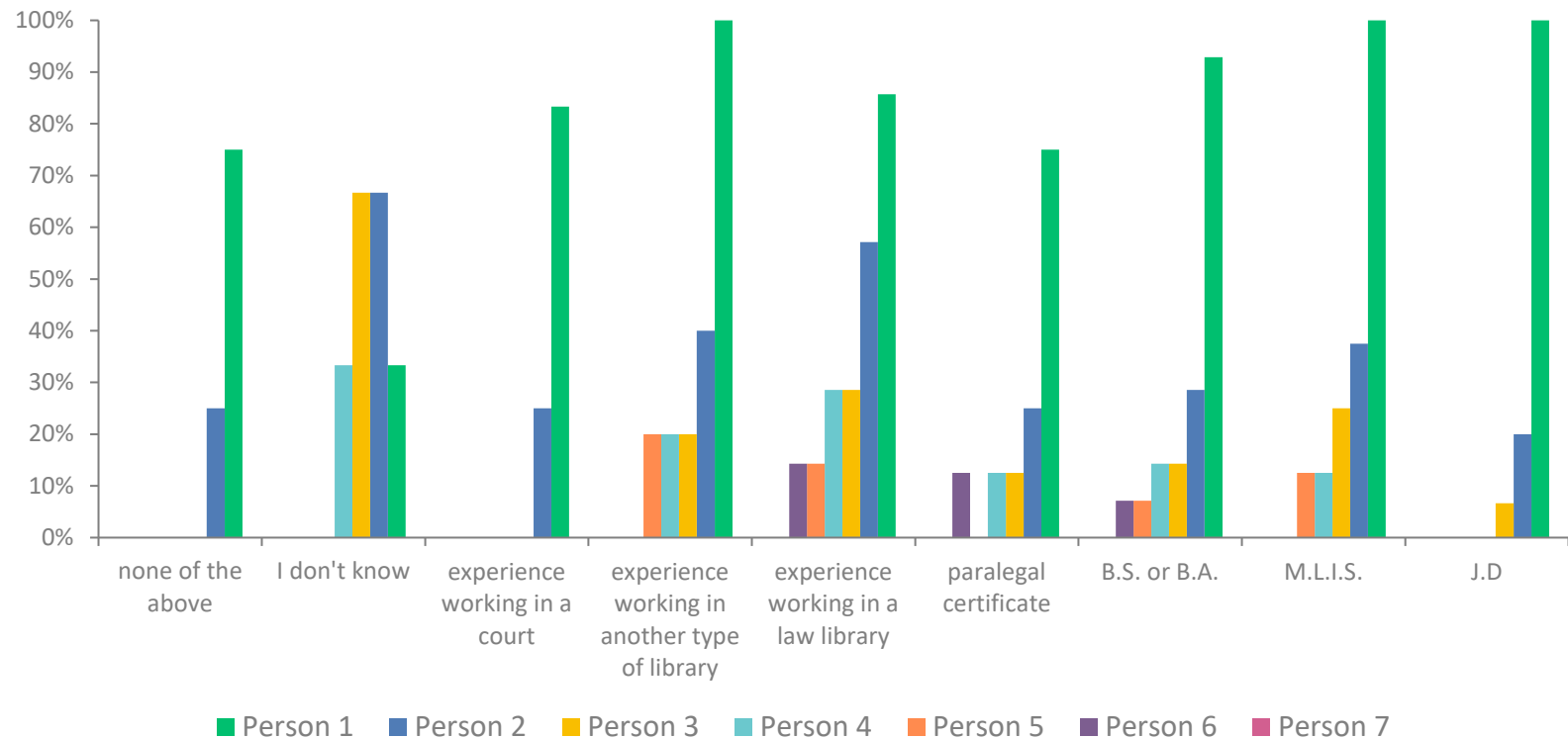
Answered: 77 Skipped: 0

Other:

- I am hired as a law clerk by the State of Minnesota, but I am separately hired as an independent contractor by the County and paid a stipend for my law library duties
- Paid an hourly wage, staff of the Board of Trustees who are volunteers of the community.
- Employed by our Board
- I work for the judicial district, but am an employee of the county and paid by the county for the law library position.
- employee of county library

Q10: What education or experience does the staff have?

Answered: 33 Skipped: 44

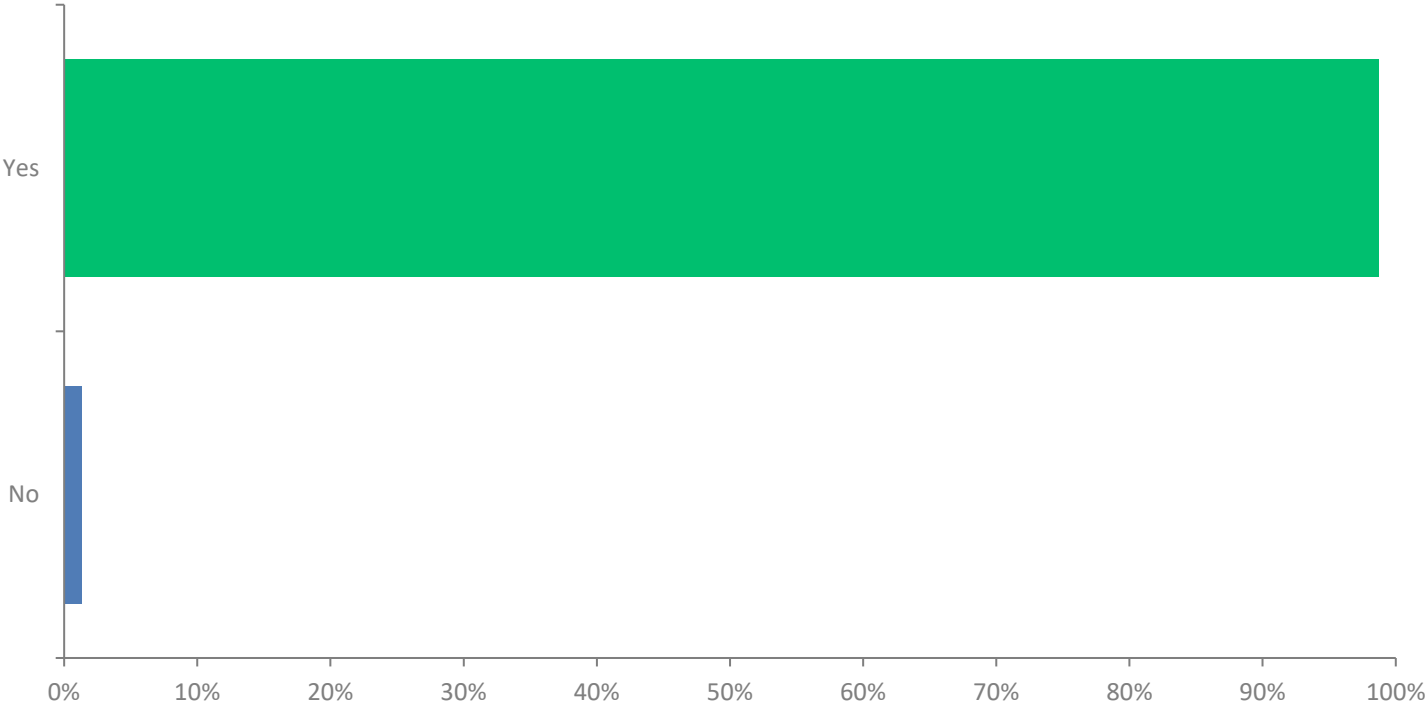


Q10: What education or experience does the staff have?

	PERSON 1	PERSON 2	PERSON 3	PERSON 4	PERSON 5	PERSON 6	PERSON 7	TOTAL
J.D	100.00% 15	20.00% 3	6.67% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	15
M.L.I.S.	100.00% 8	37.50% 3	25.00% 2	12.50% 1	12.50% 1	0.00% 0	0.00% 0	8
B.S. or B.A.	92.86% 13	28.57% 4	14.29% 2	14.29% 2	7.14% 1	7.14% 1	0.00% 0	14
paralegal certificate	75.00% 6	25.00% 2	12.50% 1	12.50% 1	0.00% 0	12.50% 1	0.00% 0	8
experience working in a law library	85.71% 6	57.14% 4	28.57% 2	28.57% 2	14.29% 1	14.29% 1	0.00% 0	7
experience working in another type of library	100.00% 5	40.00% 2	20.00% 1	20.00% 1	20.00% 1	0.00% 0	0.00% 0	5
experience working in a court	83.33% 10	25.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	12
I don't know	33.33% 1	66.67% 2	66.67% 2	33.33% 1	0.00% 0	0.00% 0	0.00% 0	3
none of the above	75.00% 3	25.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	4

Q11: Does your library have a chair and table at which a patron can sit to work?

Answered: 77 Skipped: 0



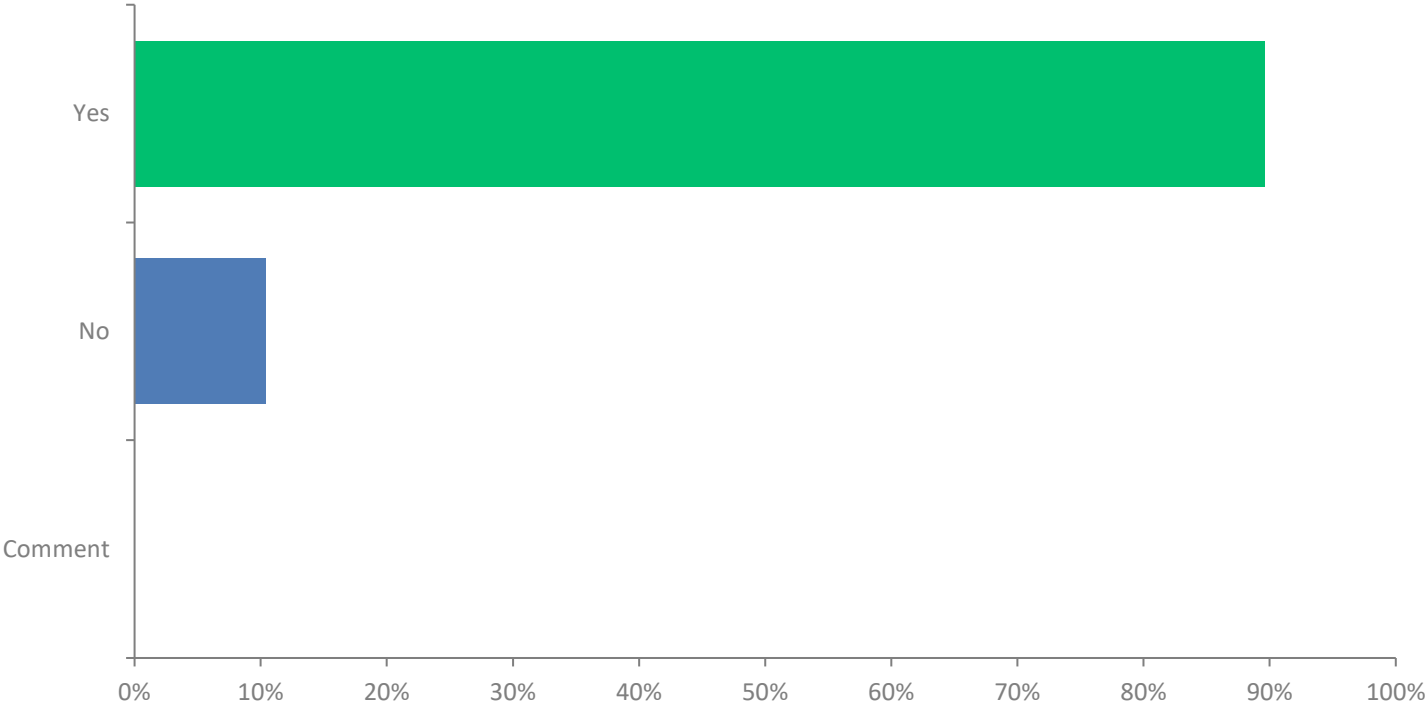
Q11: Does your library have a chair and table at which a patron can sit to work?

Answered: 77 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	98.70%	76
No	1.30%	1
TOTAL		77

Q12: Does your library have a computer? (This computer would be different from the court-provided Self-Help terminal or the Legal Kiosk.)

Answered: 77 Skipped: 0



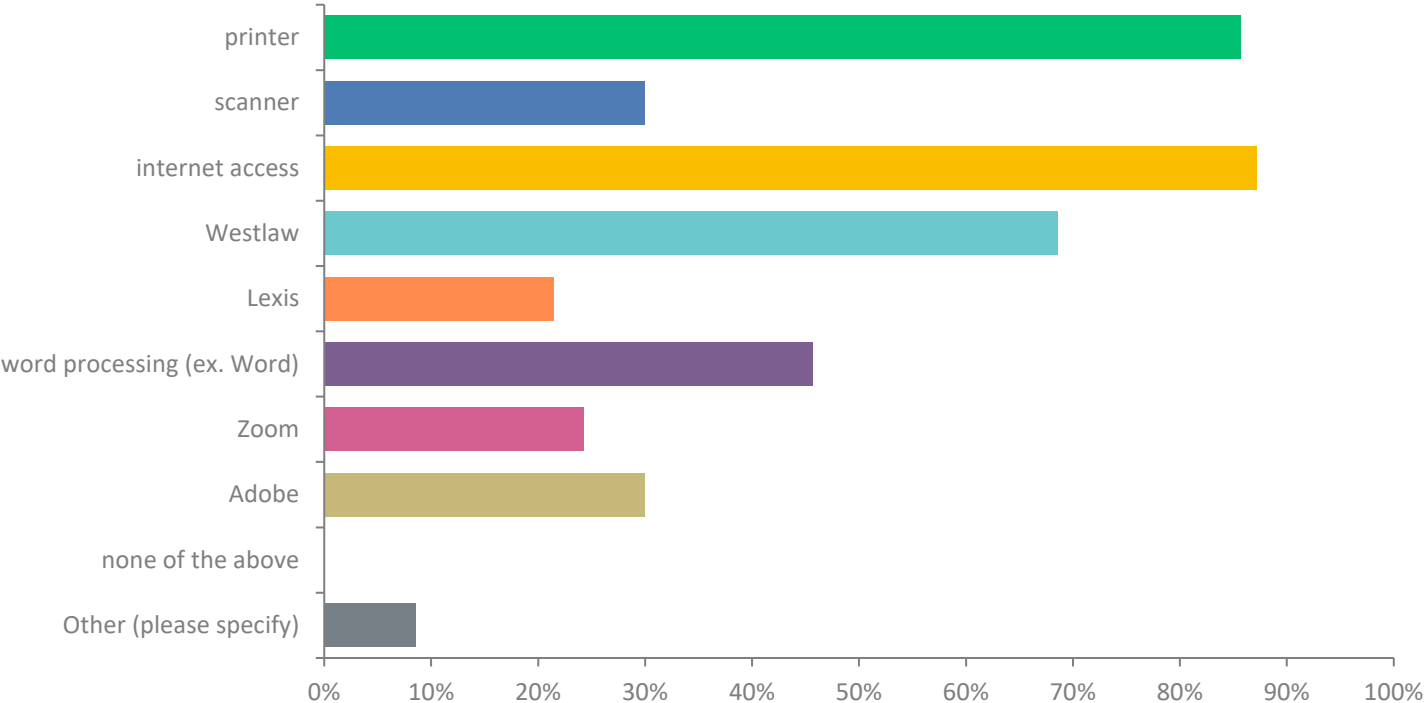
Q12: Does your library have a computer? (This computer would be different from the court-provided Self-Help terminal or the Legal Kiosk.)

Answered: 77 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	89.61%	69
No	10.39%	8
Comment	0.00%	0
TOTAL		77

Q13: If there is a computer, does it have any of the following?

Answered: 70 Skipped: 7



Q13: If there is a computer, does it have any of the following?

Answered: 70 Skipped: 7

ANSWER CHOICES	RESPONSES	
printer	85.71%	60
scanner	30.00%	21
internet access	87.14%	61
Westlaw	68.57%	48
Lexis	21.43%	15
word processing (ex. Word)	45.71%	32
Zoom	24.29%	17
Adobe	30.00%	21
none of the above	0.00%	0
Other (please specify)	8.57%	6
TOTAL		281

Q13: If there is a computer, does it have any of the following?

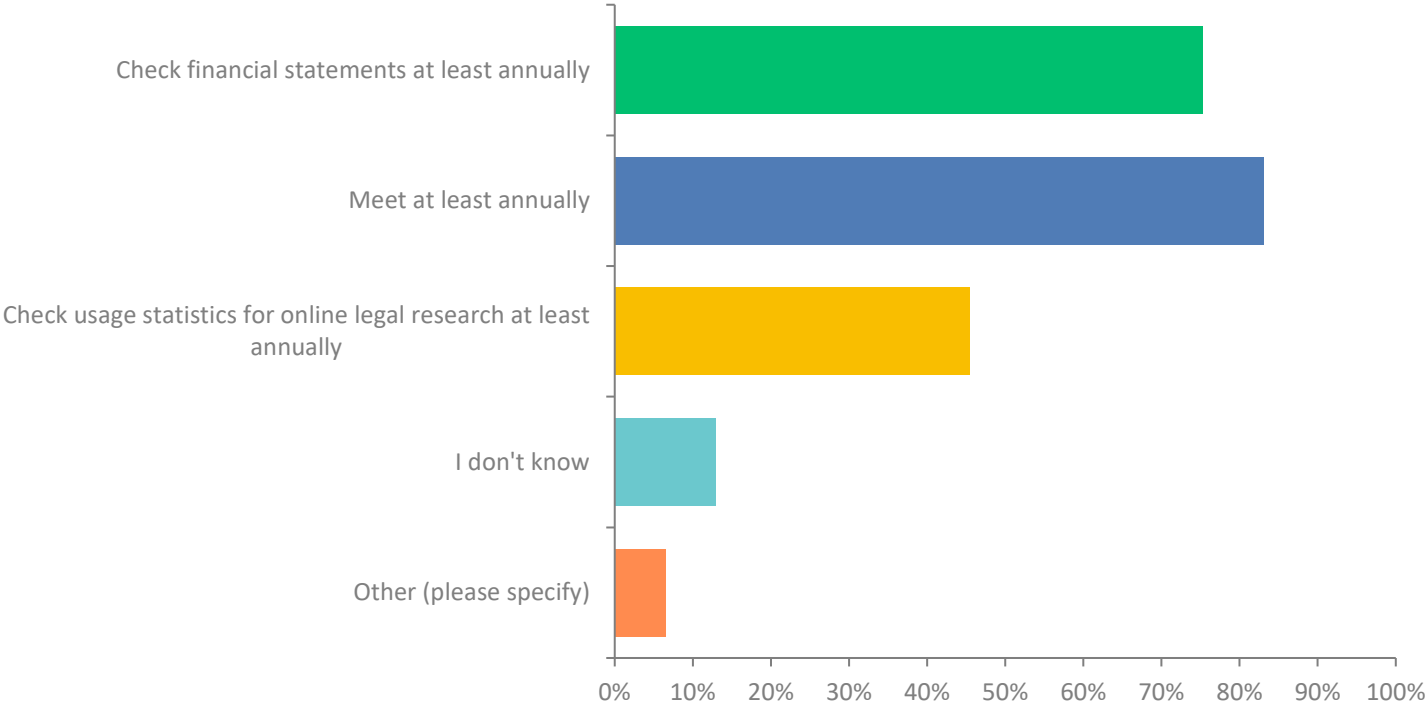
Answered: 77 Skipped: 0

Other:

- 2 additional computers that are public access terminals.
- CURRENTLY SEEKING ALTERNATIVE TO WESTLAW/LEXIS
- The self-help terminal and MPA computer are in the law library.
- The Law Library also has the SCAO Self-Help computer with a printer, internet access, Microsoft Word and Excel
- Public Access Terminal

Q14: Does your Law Library Board of Trustees do any of the following?

Answered: 77 Skipped: 0



Q14: Does your Law Library Board of Trustees do any of the following?

Answered: 77 Skipped: 0

ANSWER CHOICES	RESPONSES	
Check financial statements at least annually	75.32%	58
Meet at least annually	83.12%	64
Check usage statistics for online legal research at least annually	45.45%	35
I don't know	12.99%	10
Other (please specify)	6.49%	5
TOTAL		172

Q14: Does your Law Library Board of Trustees do any of the following?

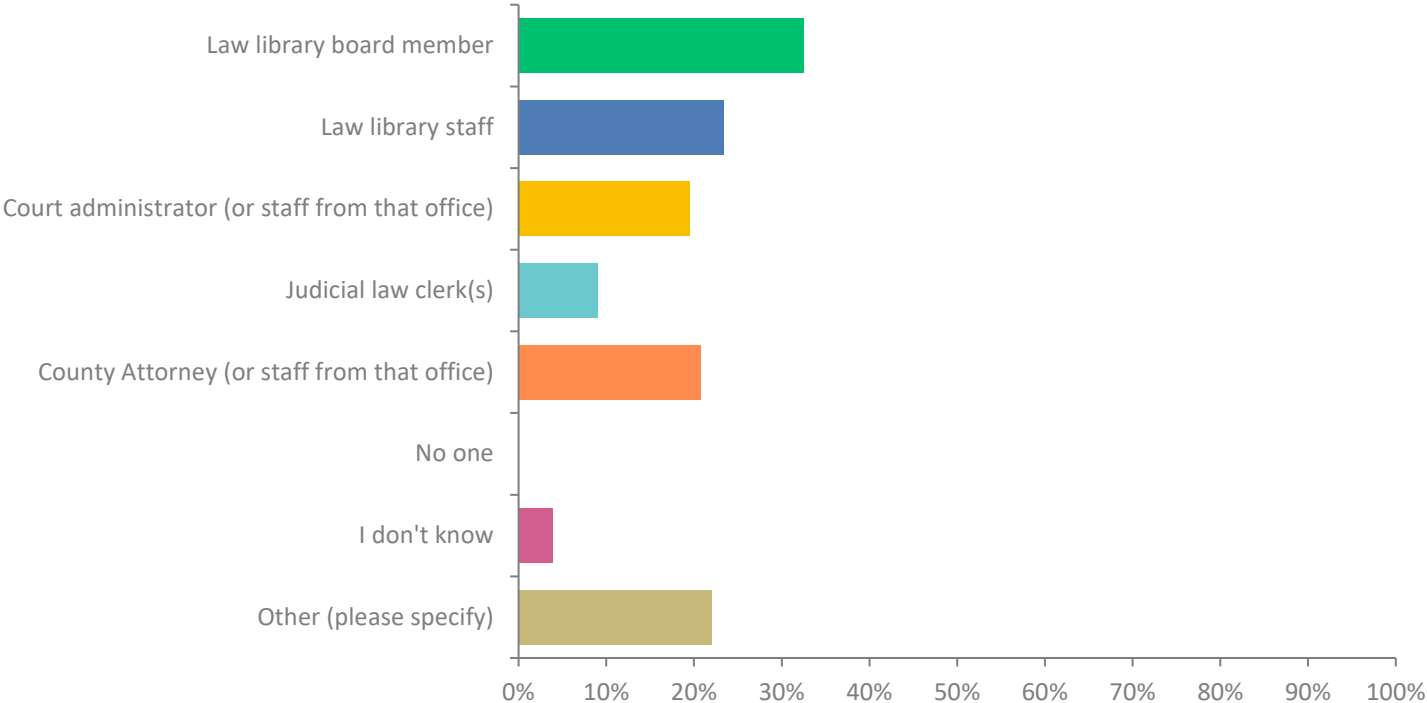
Answered: 77 Skipped: 0

Other:

- Our Board has been inactive since COVID.
- Have not happened this year yet.
- Our Board meets quarterly
- We discuss whether cost-cutting is needed in light of finances and also review needed materials
- Confer by email.

Q16: Who approves payments on behalf of the law library and submits them to the county Auditor/Treasurer?

Answered: 77 Skipped: 0



Q16: Who approves payments on behalf of the law library and submits them to the county Auditor/Treasurer?

Answered: 77 Skipped: 0

ANSWER CHOICES	RESPONSES	
Law library board member	32.47%	25
Law library staff	23.38%	18
Court administrator (or staff from that office)	19.48%	15
Judicial law clerk(s)	9.09%	7
County Attorney (or staff from that office)	20.78%	16
No one	0.00%	0
I don't know	3.90%	3
Other (please specify)	22.08%	17
TOTAL		101

Q16: Who approves payments on behalf of the law library and submits them to the county Auditor/Treasurer?

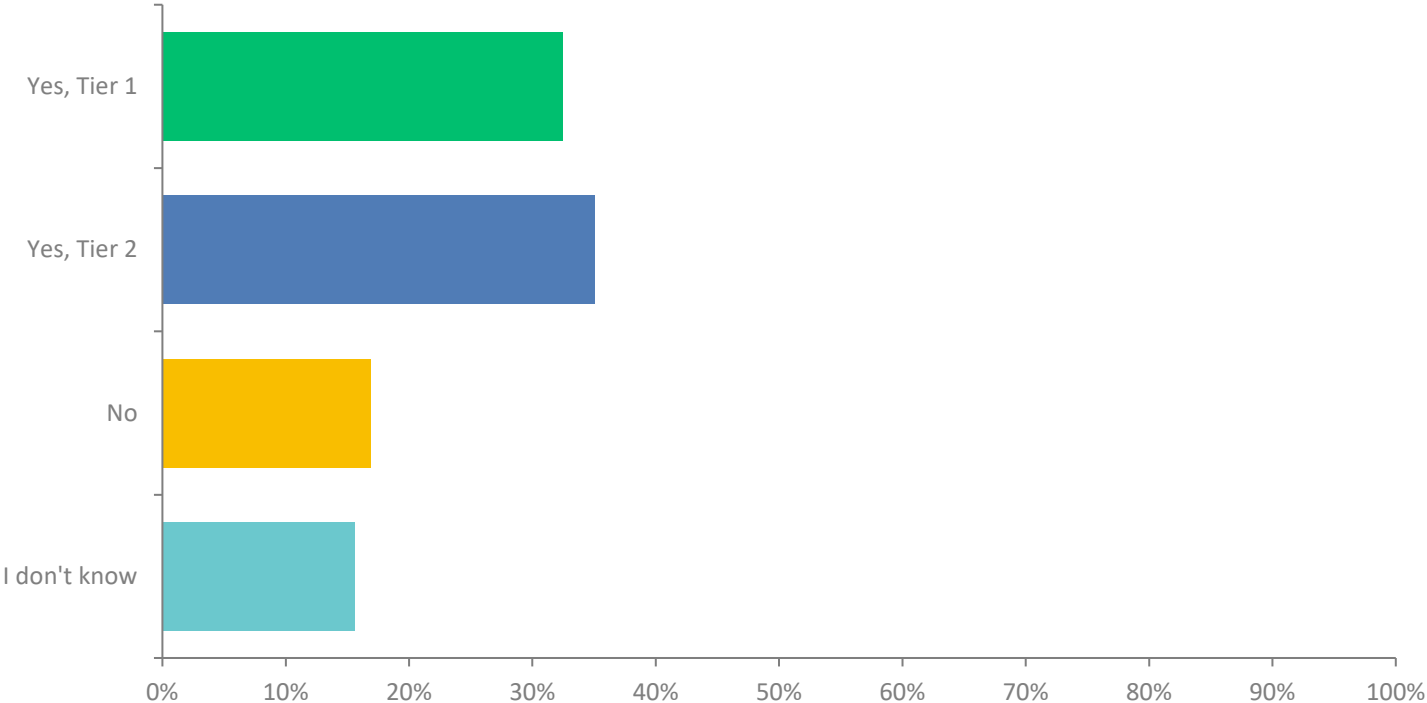
Answered: 77 Skipped: 0

Other:

- The Law Librarian II supervisor. She works for the County Public Library system. Her title is Library Division Manager.
- The librarian prepares the invoices, the Board's Executive Committee approves the invoices, the librarian pays the invoices. We are separate from the County.
- Law Library Coordinator
- County Auditor
- payments are always approved by a board member b4 payment.
- The current law library board president, the resident Judge (who is also on the board) and the board secretary (who is a court administrator office staff member) all sign the statements and then the secretary forwards them to the county for payment.
- County administrator
- I'd be curious what payments are required.
- Judge who is a board member
- Court admin receives billings for approved materials which are then provided to the County Treasurer for payment
- Library Director
- Law librarian processes the payment and president law library trustees approves it before it is submitted to the county for payment.
- I approve and submit for books, the court administrator submits for Lexis/Nexis.
- Public library staff

Q17: Does your library participate in the State Law Library County Law Library Program (CLLP)?

Answered: 77 Skipped: 0



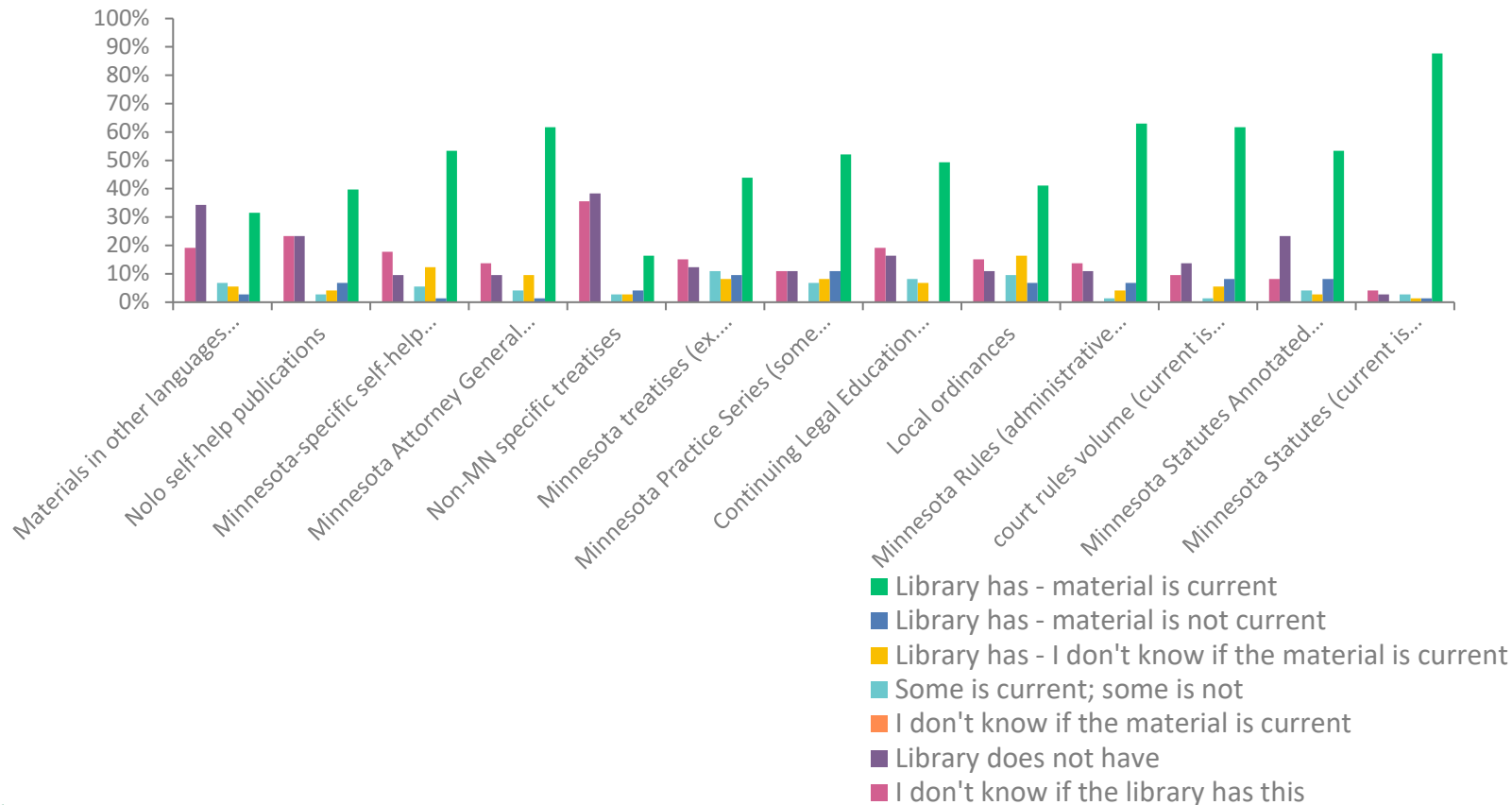
Q17: Does your library participate in the State Law Library County Law Library Program (CLLP)?

Answered: 77 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes, Tier 1	32.47%	25
Yes, Tier 2	35.06%	27
No	16.88%	13
I don't know	15.58%	12
TOTAL		77

Q19: Does your library have any of the following materials? (Check all that apply)

Answered: 73 Skipped: 4



Q19: Does your library have any of the following materials? (Check all that apply)

Answered: 73 Skipped: 4

	LIBRARY HAS - MATERIAL IS CURRENT	LIBRARY HAS - MATERIAL IS NOT CURRENT	LIBRARY HAS - I DON'T KNOW IF MATERIAL IS CURRENT	SOME IS CURRENT ; SOME IS NOT	I DON'T KNOW IF THE MATERIAL IS CURRENT	LIBRARY DOES NOT HAVE	I DON'T KNOW IF THE LIBRARY HAS THIS	TOTAL
Minnesota Statutes	87.67% 64	1.37% 1	1.37% 1	2.74% 2	0.00% 0	2.74% 2	4.11% 3	73
Minnesota Statutes Annotated	53.42% 39	8.22% 6	2.74% 2	4.11% 3	0.00% 0	23.29% 17	8.22% 6	73
court rules (Thomson West)	61.64% 45	8.22% 6	5.48% 4	1.37% 1	0.00% 0	13.70% 10	9.59% 7	73
Minnesota Rules	63.01% 46	6.85% 5	4.11% 3	1.37% 1	0.00% 0	10.96% 8	13.70% 10	73

Q19: Does your library have any of the following materials? (Check all that apply)

Answered: 73 Skipped: 4

	LIBRARY HAS - MATERIAL IS CURRENT	LIBRARY HAS - MATERIAL IS NOT CURRENT	LIBRARY HAS - I DON'T KNOW IF MATERIAL IS CURRENT	SOME IS CURRENT ; SOME IS NOT	I DON'T KNOW IF THE MATERIAL IS CURRENT	LIBRARY DOES NOT HAVE	I DON'T KNOW IF THE LIBRARY HAS THIS	TOTAL
Local ordinances	41.10% 30	6.85% 5	16.44% 12	9.59% 7	0.00% 0	10.96% 8	15.07% 11	73
Continuing Legal Education	49.32% 36	0.00% 0	6.85% 5	8.22% 6	0.00% 0	16.44% 12	19.18% 14	73
Minnesota Practice Series	52.05% 38	10.96% 8	8.22% 6	6.85% 5	0.00% 0	10.96% 8	10.96% 8	73
Minnesota treatises	43.84% 32	9.59% 7	8.22% 6	10.96% 8	0.00% 0	12.33% 9	15.07% 11	73
Non-MN specific treatises	16.44% 12	4.11% 3	2.74% 2	2.74% 2	0.00% 0	38.36% 28	35.62% 26	73

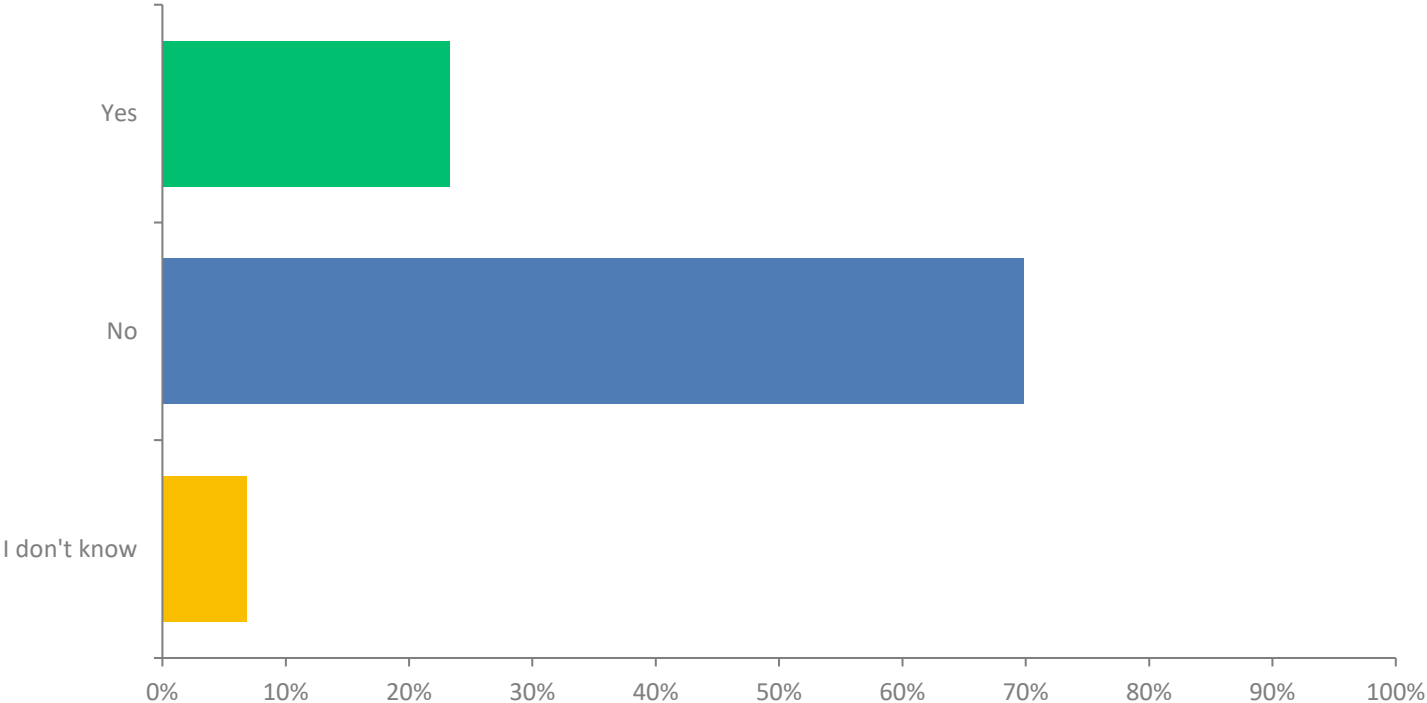
Q19: Does your library have any of the following materials? (Check all that apply)

Answered: 73 Skipped: 4

	LIBRARY HAS - MATERIAL IS CURRENT	LIBRARY HAS - MATERIAL IS NOT CURRENT	LIBRARY HAS - I DON'T KNOW IF MATERIAL IS CURRENT	SOME IS CURRENT ; SOME IS NOT	I DON'T KNOW IF THE MATERIAL IS CURRENT	LIBRARY DOES NOT HAVE	I DON'T KNOW IF THE LIBRARY HAS THIS	TOTAL
Minnesota Attorney General free booklets	61.64% 45	1.37% 1	9.59% 7	4.11% 3	0.00% 0	9.59% 7	13.70% 10	73
Minnesota- specific self- help materials	53.42% 39	1.37% 1	12.33% 9	5.48% 4	0.00% 0	9.59% 7	17.81% 13	73
Nolo self-help publications	39.73% 29	6.85% 5	4.11% 3	2.74% 2	0.00% 0	23.29% 17	23.29% 17	73
Materials in other languages	31.51% 23	2.74% 2	5.48% 4	6.85% 5	0.00% 0	34.25% 25	19.18% 14	73

Q20: Does your library have a website?

Answered: 73 Skipped: 4



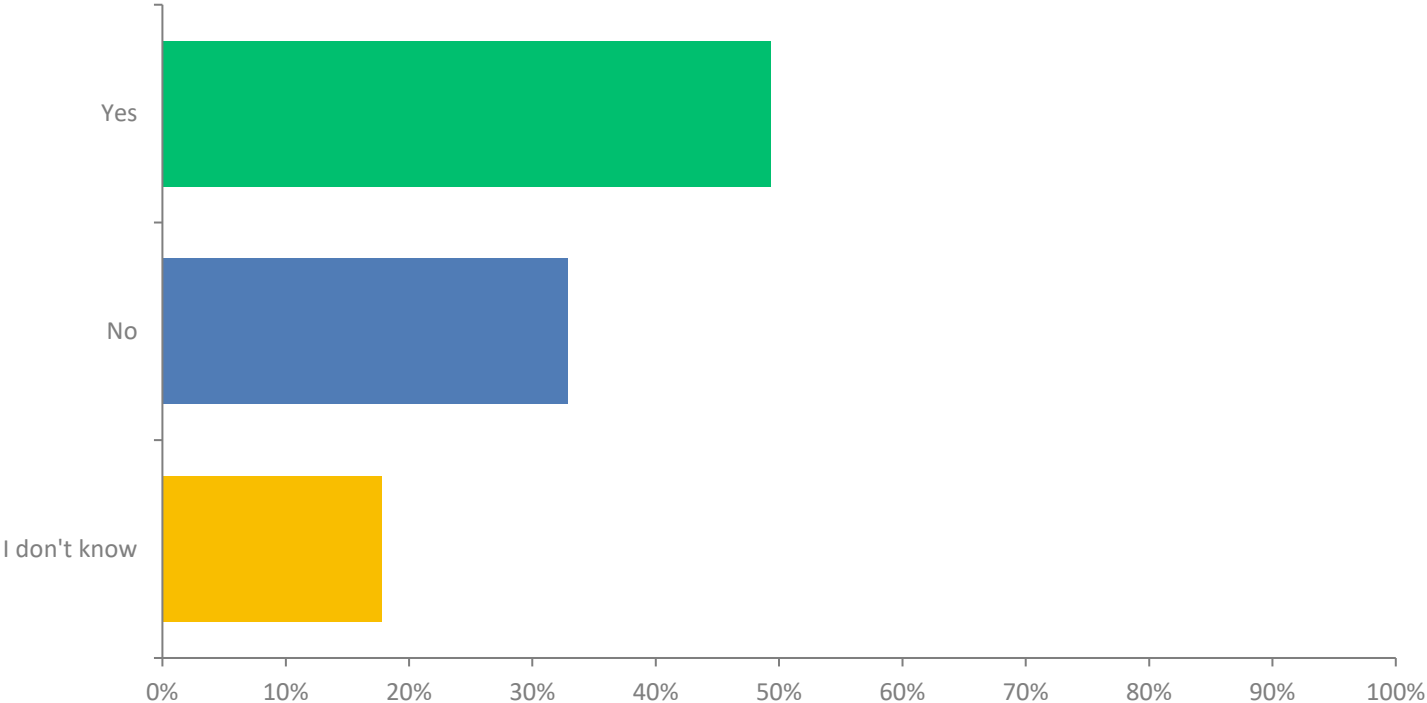
Q20: Does your library have a website?

Answered: 73 Skipped: 4

ANSWER CHOICES	RESPONSES	
Yes	23.29%	17
No	69.86%	51
I don't know	6.85%	5
TOTAL		73

Q21: Is your library listed as a department on your county's website?

Answered: 73 Skipped: 4



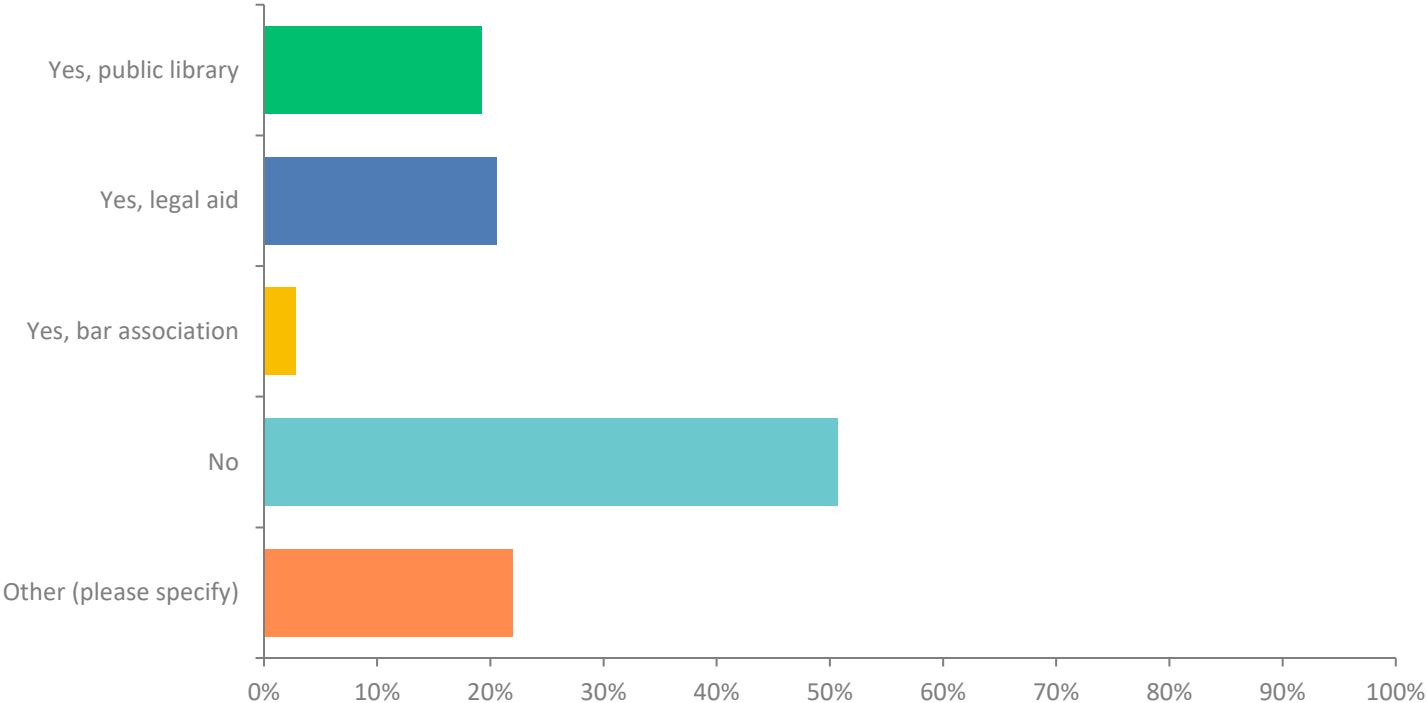
Q21: Is your library listed as a department on your county's website?

Answered: 73 Skipped: 4

ANSWER CHOICES	RESPONSES	
Yes	49.32%	36
No	32.88%	24
I don't know	17.81%	13
TOTAL		73

Q22: Does your library partner with another organization for expanded services?

Answered: 73 Skipped: 4



Q22: Does your library partner with another organization for expanded services?

Answered: 73 Skipped: 4

ANSWER CHOICES	RESPONSES	
Yes, public library	19.18%	14
Yes, legal aid	20.55%	15
Yes, bar association	2.74%	2
No	50.68%	37
Other (please specify)	21.92%	16
TOTAL		84

Q22. Does your library partner with another organization for expanded services?.

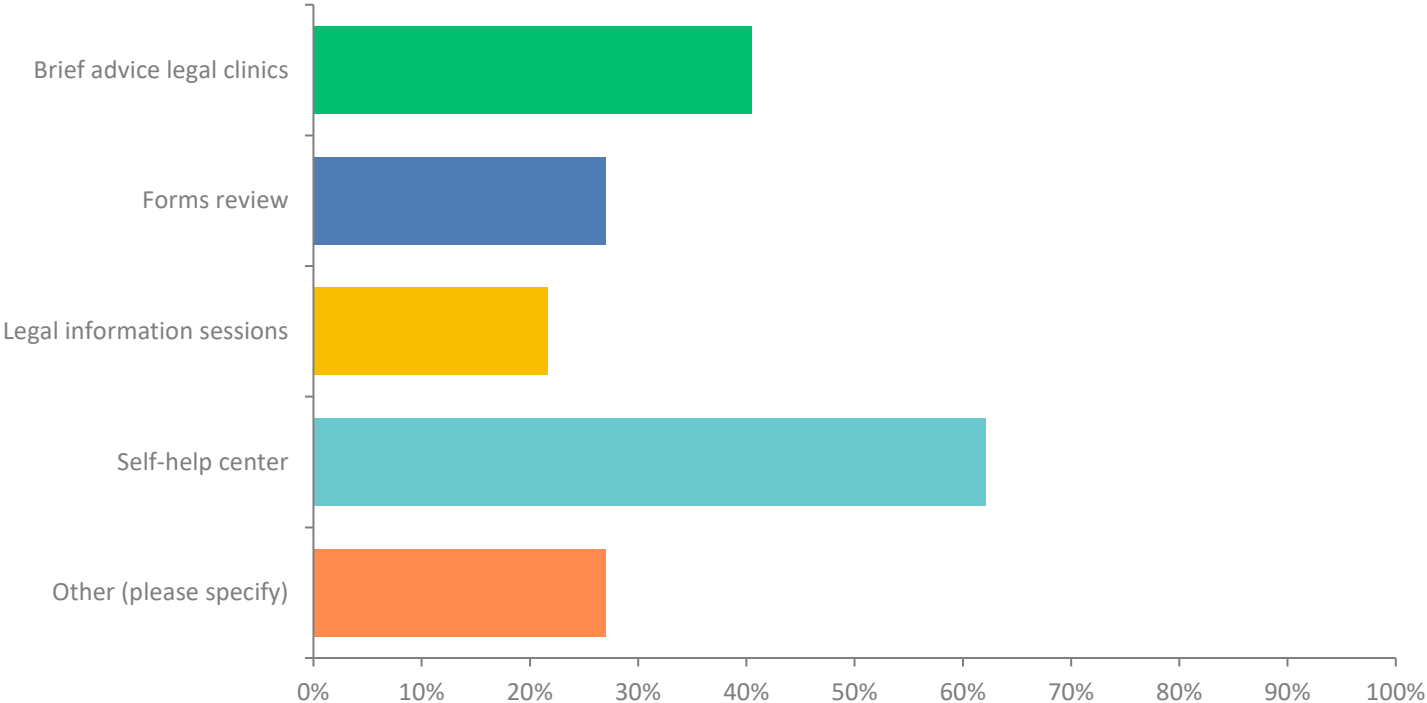
Answered: 77 Skipped: 0

Other:

- We provide access to materials and Westlaw to people in our county jail
- We partner with legal aid for the legal clinics.
- We work with many agencies throughout the county to assist patrons
- Contracted attorney services for pro se individuals.
- We have in person self help once a week through the state.
- The board has approved donating and keeping current Nolos and LSSS booklets to local libraries with only one, taking advantage.
- We have legal help in law library two Tuesday afternoons a month.
- self help
- yes clinics with VLN and NJC and Court
- Last year I did have the local library hang a poster so patrons knew of the existence of the law library.
- There is a poster near the computer that directs individuals to contact the State Law Library if they need help finding legal information.
- Legal aid comes to the courthouse every 3rd Thursday, but this is not in conjunction with the library

Q23: What services are provided? Select all that apply.

Answered: 37 Skipped: 40



Q23: What services are provided? Select all that apply.

Answered: 37 Skipped: 40

ANSWER CHOICES	RESPONSES	
Brief advice legal clinics	40.54%	15
Forms review	27.03%	10
Legal information sessions	21.62%	8
Self-help center	62.16%	23
Other (please specify)	27.03%	10
TOTAL		66

Q23: What services are provided? Select all that apply.

Answered: 77 Skipped: 0

Other:

- Written Materials
- All of the above are provided by volunteer attorneys through the legal clinics. Library staff does not provide legal advice. We utilize the self-help center by phone when applicable.
- Numerous other tasks as they come up
- Thursday free legal advice lawyer to patrons. Paid by County Law Library
- Terminal for exclusive use of WestLaw
- The CCLL Board donates and keeps current Nolos and LSSS booklets to the local library.