



Minnesota State Law Library
Strategic Plan FY26-27

Vision: Access to Justice through Access to Information

Mission Statement: The Minnesota State Law Library promotes access to justice by providing useful, timely, and responsive library services and legal information to the judiciary, legal community, and the public.

Priorities:

- I. [Diverse, Relevant, Accessible Collection](#)
- II. [Customer Focused Library Services](#)
- III. [Law Library Outreach & Awareness](#)
- IV. [Effective, Efficient Law Library Management](#)

Priorities and Objectives	Tactics	Due date	Status
I. Diverse, Relevant, Accessible Collection			
Continue to build and manage a collection that reflects the resources needed for legal research.	Review and update the collection development plan.	FY26	In process
	Continue inventory of the collection started in FY23.	FY27	In process
	Process the Hedin donations (464 items).	FY27	To be started
	Create a process for managing donations (tracking, recording, acknowledging)	FY26	In process

Priorities and Objectives	Tactics	Due date	Status
	Review each potential purchase to maintain a current collection in accordance with the collection development plan and the needs of the Court	ongoing	
Manage the Supreme Court and Court of Appeals library collections.	Review and weed collections.	SC FY27 COA FY27	SC complete COA to be done Fall 26
	Shift to accommodate new statutes, etc.	SC FY27 COA FY27	SC complete COA in process
Facilitate customer access to print and electronic materials in the library.	Catalog old materials from other states so they are findable. (50 items per year)	FY27	In process- up to RI 4.14.26
	Establish archives tracking and organization system	FY27	In process
	Scan briefs on demand to add to the online archive	ongoing	
	Maintain accurate catalog records reviewing all original cataloging by 2nd person	ongoing	
	Add more digitized materials to Islandora	ongoing	
Collect, preserve, and provide access to historical materials related to the Judicial Branch, Minnesota State Law Library, and Minnesota legal history.	Collect campaign materials from appellate judicial candidates.	ongoing	
	Create digital exhibits featuring unique Branch historical Materials	ongoing	
	Process and add LLMC-scanned briefs to briefs archive.	FY27	In process
	Develop plan to integrate <u>maintain</u> MN Legal History Project website into MSL website. <u>Including long-term archiving of content.</u>	FY26	In process
	Showcase rare books and memorabilia with social media and display cases.	ongoing	
	Bind briefs for precedential decisions.	ongoing	
	Maintain the opinions and briefs archives.	ongoing	

Priorities and Objectives	Tactics	Due date	Status
	Produce Justice Series career books and coordinate presentment ceremony	ongoing	
	Work with Court Information Office and other branch employees to collect Minnesota Judicial Branch historical materials.	ongoing	
	Conduct oral history interviews with retired state law librarians	FY26	
Adapt Minnesota Legal Periodicals Index (MLPI) to better serve library users	Fix dead links	ongoing	
	Index pre-MLPI articles	FY27	In process
Digitize unique Minnesota materials to make our collection accessible off-site.	Work with LLMC to digitize historic materials	LTP	4.14.26 paused
	Digitize briefs on microfiche	LTP	In process
	Create a long-term digital preservation plan	FY26	In process
Improve functionality of the Library's integrated library systems: "Alma" and "Primo."	Staff will participate in the RFP process with PALS to evaluate possible replacement systems.	FY26	Near completion – 4.14.26
II. Customer Focused Library Services			
Provide individuals with information about the law and legal processes to aid their access to justice.	Create short videos on research topics or court processes to be posted on website	ongoing	One completed
	Create public-facing FAQs or other resources on topics of high interest.	ongoing	
	Continue to provide public computers for patrons who do not otherwise have access to computers	ongoing	
	Conduct survey of attorney users.	FY26	June 26
	Explore the use of AI to enhance service	FY26	In process
	Develop a Library Research Guide on AI assisted legal Research	FY26	In process

Priorities and Objectives	Tactics	Due date	Status
Collaborate with government and non-profit organizations to help meet the need for accessible legal information and services.	Have law library staff serve on committees with other justice partners to highlight services of law libraries (at least one per year).	ongoing	
	Answer LawHelp questions (collaboration with LSSS)	ongoing	
	Explore additional clinics – consumer, general civil.	FY26	
Provide assistance to pro se appellants	Continue Appeals Clinic	ongoing	
	Continue bi-monthly Unemployment Appeal Clinic	ongoing	
	Continue Probate Clinic	ongoing	
Provide an accessible and welcoming space	Review signs in library for language level and tone.	FY25	Complete
	Review physical space through eyes of patrons.	FY26	
Continue to provide effective law library service to people who are incarcerated (IPs) in Minnesota Department of Corrections (DOC) facilities through the efficient operations of the Law Library Service to Prisoners (LLSP) program	Create new policies and revise existing policies to better reflect the diversity of the IPs.	FY27	In process
III. Law Library Outreach & Awareness			
General promotion	Produce annual report	annually	
	Minnesota Judicial Branch Continuing Legal Education programs	quarterly	
	Investigate exhibits/displays for library	one per year	
	Coordinate distribution of Territorial Court exhibit	FY26	In process
	Continue quarterly newsletter	quarterly	
	Create a social media plan to reflect current trends	FY26	In process
Promote to attorneys	Investigate having a table at Solo/Small conference	FY27	
	Speak at district bar meetings	2/year	In process
	Build out-of-the-box educational programming	FY26	

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	Be proactive about asking to present at conferences – build connections with MSBA MN CLE education planners	FY27	
	Investigate ways to promote SLL remotely at conferences, when in-person attendance does not make sense	FY27	
	Provide table at swearing in ceremonies	2/year	On going
	Participate in bar association committees/sections	at least 1 per year	On going
Promote awareness to public	Provide training to public librarians on legal reference and how we can assist public librarians and their patrons	2/year	One complete -4.14.26
	Provide training to public library patrons	TBD	Not started
	Explore ways to provide reference services to public library patrons	FY26	Not started
Promote to law clerks	Maintain law clerk help email	ongoing	
	Continue regular law clerk newsletter	quarterly	
	Offer Continuing Legal Education (CLE) webinars for law clerks	2/year	
	Offer research training to appellate law clerks	2/year	
Promote to judiciary	New judge packet	as needed	
	Participation in judges conference (table and/or material for packets)	one per year	Dec. 2026
Promote to court staff (promote Law Library uniqueness and complementary services vis-à-vis pro se litigants, regional law libraries, etc.	Investigate inclusion in New Employee Orientation – PS team will develop plan by end of FY 26	FY26	Not
	Consider birthday, March 3 or Library week as possible dates for open house.-Forming team to plan by end of FY 26.	annually	In process
	Maintain current awareness service	monthly	

	Continue sending out new books list	monthly	
	Continue quarterly report to the SCT	quarterly	
Priorities and Objectives	Tactics	Due date	Status
	Law Day and Constitution Day events	1/year	No Law Day 2026
	Continue MJC book club	monthly	On going
Promote to librarians	Present at conferences - law library and public library	1/year	MALL Spring Meeting 2026
	Participate in library associations	1 committee per year	EN-CALCO 2026
	Offer collection development & weeding guidance	ongoing	
Promote to the County Law Libraries	Offer jail letter service through CLLP as an additional Tier of programming	FY26	FY28?
	Statewide CLL services	FY27	
	Continue CLLP	ongoing	
Promote to state agencies	Educate Capitol Area Library Consortium (CALCO) librarians about the resources/services we have that might be of use to their patrons	annually	Jan 2027
IV. Effective, Efficient Law Library Management			
Balance and sustain fiscal resources to maintain high-quality services and resources	Plan for security system end-of-life	FY26	Let it die. Evaluate options at that time.
	Review fiscal reports monthly to ensure budget is on target.	monthly	
	Review cost implications for the budget prior to all purchasing decisions and contract negotiations.	ongoing	
	Explore and utilize grant options and or unfunded needs for digitizing and other special projects.	as needed	
Support employee knowledge and competence to the library's mission	Dedicate professional development funds to support employee competence.	annually	Sent librarians to AALL 2026 and other conferences

	Explore sources for employee development such as: • Provide training opportunities to occur at least once per year in related topics (ex. criminal justice, mental health, social services, effective customer service)	annually	Will do in Winter 2027 All-staff day
Priorities and Objectives	Tactics	Due date	Status
	• Collaborate with other entities for staff training (ex. Public Defenders, Courts, Department of Human Services) • Ask Supreme Court, Court of Appeals, Clerk of Court to present on their respective units.		April 2025 – All-Staff day – Dawn Torgerson presented
	Identify opportunities for professional development and networking through conferences, workshops, online courses, etc. Investigate grant options for attendance	ongoing	
Provide an environment where customers and employees are secure and productive.	Regularly review safety practices (building evacuation) with staff 2 times a year. Safety walkthrough for all staff	2/year	Done at May 2026 All-Staff meeting
	Regularly test the panic buttons	monthly	
	Encourage attendance by all at Minnesota Judicial Center safety training; review training discussion guides at department meetings.	as offered	Nothing offered in 2026
	Work with Capitol Security to maintain sufficient level of security by having representation on the Safety and Security Committee.	ongoing	
Maintain adequate technology for current needs and to ensure space meets future library service needs.	Replace staff and public computers according to Information Technology Division (ITD) schedule	as scheduled	Public PC replacement started 7/16/2026.
	Stay abreast of new technologies (databases, software, online resources, AI technology) to meet critical library needs by attending conferences and reading professional literature.	ongoing	ESL attended multiple AI-related sessions in 2026

Evaluate physical space to ensure the Law Library has appropriate space to meet service, collection and staff needs.	Create plan for future space needs, taking into consideration declining print collection	FY26	FY28
Succession planning	Work with department heads to map processes and capture institutional memory -current and future state	FY26	On going
	Create knowledge transfer plan to include documentation of key responsibilities, timelines,	FY27	FY28

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	resource location, vendors, etc. to be applied upon notice of retirement or departure.		
	Cross train on receiving Government Documents serials	FY26	FY27 -KK and SH will meet to train.
	Cross train on processing paper briefs	FY26	Completed FY26
	Cross train on cataloging	FY26	FY27
	Reassess library needs, job functions, and opportunities for increased efficiency prior to re-posting positions.	ongoing	
	Designate and train back-up for ILL	FY26	KC to train in FY 27
Explore and define standard for delivery of information for future.	Conduct SWOT analysis every three years Integrate findings into Strategic Plan	every 3-5 years	