



## Minnesota State Law Library Strategic Plan FY22-24

*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.*

I. Diverse, Relevant, Accessible Collection	II. Customer Focused and Collaborative Library Services	III. Law Library Outreach & Awareness	IV. Effective, Efficient Law Library Management
<p>1. Continue to build and manage a collection that reflects the resources needed for legal research.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Review and update the collection development plan by FY24</li> <li>- Review weeding plan by FY24</li> <li>- Review each potential purchase to maintain a current collection in accordance with the collection development plan and the needs of the Court (ongoing)</li> <li>- Retain enough print-based resources to help</li> </ul>	<p>1. Provide individuals with information about the law and legal processes to aid their access to justice.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Create short videos on research topics or court processes to be posted on website (FY22 and ongoing)</li> <li>- Create FAQs or other resources on topics of high interest. (First set to be created FY22. Ongoing afterwards.)</li> <li>- Continue to provide public computers for patrons who do not otherwise have access</li> </ul>	<p>1. General promotion</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Produce annual report (annually)</li> <li>- Minnesota Judicial Branch (MJB) Continuing Legal Education (CLE) programs (at least quarterly)</li> <li>- Explore use of blog - Look at Department of Employment and Economic Development (DEED) Library example (FY23).</li> <li>- Seek traveling displays for exhibit at the library. (one/year)</li> </ul>	<p>1. Balance and sustain fiscal resources to maintain high quality services and resources.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Review fiscal reports monthly to ensure budget is on target.</li> <li>- Review cost implications for the budget prior to all purchasing decisions and contract negotiations.</li> <li>- Explore and utilize grant options and or unfunded needs for digitizing and other special projects. (as needed)</li> </ul> <p>2. Support employee knowledge and competence to further the</p>

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<p>meet the needs of those with limited computer skills and computer access as determined by professional judgment (yearly review)</p> <ul style="list-style-type: none"> <li>- Search for and acquire relevant legal materials in other languages to supplement the collection (ongoing)</li> <li>- Review our current collection of local Native American law to inform collection development (FY22)</li> <li>- Explore and develop methods to enhance our current collection of local Native American law (FY23)</li> <li>- Start an inventory of collection by FY23 and complete it by 2025.</li> </ul> <p>2. Manage the Supreme Court and Court of Appeals library collections.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Review and weed collections (evaluation to occur every 5 years)</li> <li>- Inventory collections (FY22)</li> <li>- Shifting to accommodate new statutes, etc. (FY22)</li> </ul>	<p>to computers (evaluate yearly)</p> <ul style="list-style-type: none"> <li>- Provide space and technology to allow patrons to attend hearings or other court proceedings. (FY22)</li> <li>- Offer public legal education, online (Zoom, podcasts), through videos, or in-person taught by attorneys or librarians. (Program launch FY23)</li> <li>- Conduct survey of attorney users. (FY23)</li> </ul> <p>3. Collaborate with government and non-profit organizations to help meet the need for accessible legal information and services.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Have law library staff serve on committees with other justice partners to highlight services of law libraries</li> <li>- Investigate social service resources and create lists for each county. (FY23)</li> </ul> <p>4. Provide assistance to pro se appellants</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Continue Appeals Self-Help Clinic (ongoing)</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate with Court Information Office (CIO) to create an appellate court exhibit for use internally and externally. (FY23)</li> <li>- Collaborate with MJB to celebrate 175<sup>th</sup> anniversary of Supreme Court (FY24) and 40<sup>th</sup> anniversary of Court of Appeals (FY23)</li> </ul> <p>2. Promote awareness to public</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Provide training to public librarians on legal reference and how we can assist public librarians and their patrons (2/year)</li> <li>- Provide training to public library patrons <ul style="list-style-type: none"> <li>- Reference at public libraries (tentative)</li> </ul> </li> </ul> <p>3. Promote to law clerks</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Continue regular law clerk newsletter (quarterly)</li> <li>- Offer Continuing Legal Education (CLE) webinars for law clerks (2/year)</li> <li>- Offer research training to appellate law clerks (2/year)</li> </ul>	<p>mission of the MN State Law Library.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Dedicate professional developments funds to support employee competence. (annually)</li> <li>- Annually explore sources for employee development such as: <ul style="list-style-type: none"> <li>- Provide training opportunities to occur at least once per year in related topics (ex. criminal justice, mental health, social services, effective customer service)</li> <li>- 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.–</li> </ul> </li> <li>- Identify key conferences for professional development and networking through conferences, workshops, online courses, etc. Investigate grant options for attendance (ongoing)</li> </ul>

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<p>3. Facilitate customer access to print and electronic materials in the library.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Catalog old materials from other states so they are findable. (FY23)</li> <li>- Reorganize physical collection (briefs, periodicals, storage) in FY22.</li> <li>- Scan briefs on demand to add to the online archive (ongoing)</li> <li>- Maintain accurate catalog records reviewing all original cataloging by 2<sup>nd</sup> person (ongoing)</li> <li>- Addition of metadata for briefs uploaded prior to 2018. Metadata updated by FY23.</li> <li>- Add capability to search briefs metadata (FY23)</li> </ul> <p>4. Collect, preserve, and provide access to historical materials related to the Judicial Branch, Minnesota State Law Library, and Minnesota legal history</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Showcase rare books and memorabilia with social media and display cases. (Ongoing)</li> <li>- Expand archives physical space</li> </ul>	<ul style="list-style-type: none"> <li>- Continue bi-monthly Unemployment Appeal Clinic (ongoing)</li> <li>- Investigate providing appellate brief support</li> <li>- Provide opportunities for case-specific research support appointments via Zoom. (FY22)</li> <li>- Consult with court staff to learn more about errors in appellate filings to consider when developing checklists and other resources for patrons. (FY23)</li> <li>- Create a resource to assist patrons who are searching for briefs in our archive. (FY23)</li> <li>- Explore ways the brief archive can be improved to make it easier for pro-se appellants to find useful examples. (FY23)</li> <li>- Curate samples of briefs for pro-se appellants to use as examples. (FY23) <ul style="list-style-type: none"> <li>o Consult with appellate practice attorneys (clinic volunteers) to build a library of examples of</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Maintain law clerk help email (ongoing)</li> </ul> <p>4. Promote to judiciary</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- New judge packet</li> <li>- Participation in judges conference (table and/or material for packets)</li> </ul> <p>5. Promote to librarians</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Present at conferences - law library and public library (1/year)</li> <li>- Participate in library associations (1 committee per year)</li> <li>- Expand County Law Library Program (CLLP) visits to include public library training on the same visit. (FY22)</li> <li>- Offer collection development &amp; weeding guidance (ongoing)</li> </ul> <p>6. Promote to attorneys</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Speak at district bar meetings (2/year)</li> <li>- Investigate having a table at Solo/Small conference</li> <li>- Participate in bar association committees/sections</li> </ul>	<p>3. Provide an environment where customers and employees are secure and productive.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Regularly review safety practices (building evacuation) with staff 2 times a year. Safety walk-through for all staff</li> <li>- Regularly test the panic buttons (monthly)</li> <li>- Encourage attendance by all at Minnesota Judicial Center safety training; review training discussion guides at department meetings. (as offered)</li> <li>- Work with Capitol Security to maintain sufficient level of security by having representation on the Safety and Security Committee. (ongoing)</li> </ul> <p>4. Maintain adequate technology for current needs and to ensure space meets future library service needs.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Replace staff and public computers according to Information Technology Division (ITD) schedule</li> <li>- Stay abreast of new technologies (databases, software, online</li> </ul>

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<ul style="list-style-type: none"> <li>- Work with Court Information Office and other branch employees to collect Minnesota Judicial Branch historical materials.</li> <li>- Review sale catalogs for historical materials related to Minnesota law. (ongoing)</li> <li>- Bind briefs for published decisions. (ongoing)</li> <li>- Maintain the opinion and briefs archives. (ongoing)</li> <li>- Make oral history videos and transcripts available on the internet. Court of Appeals will be complete FY22</li> <li>- Produce Justice Series career books (ongoing)</li> <li>- Create digital exhibits featuring unique Branch historical materials</li> <li>- Review Opinions &amp; Briefs search interface (FY22)</li> <li>- Add reporter (Minn., N.W., N.W.2d, N.W. 3d) citation as a searchable field in opinions and briefs (FY22)</li> </ul> <p>5. Adapt Minnesota Legal Periodicals Index (MLPI) to better serve library users</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Fix dead links (ongoing)</li> </ul>	<p>briefs for pro-se appellants. (FY23)</p> <p>5. Provide advice and assistance to County Law Libraries. (CLLs)</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Mail core legal materials to County Law Library Program (CLLP) members (annually)</li> <li>- Update suggested purchases list for CLLs (annually)</li> <li>- Visit CLLP Tier 2 members (annually)</li> <li>- CLLs newsletter (bi-annual)</li> <li>- Maintain and publish fee schedule (annually)</li> <li>- Provide cataloging services (for a fee) to counties that desire it</li> <li>- Explore Tier 3 services for updating CLL collections</li> </ul> <p>6. Continue to provide effective law library service to people who are incarcerated in Minnesota Department of Corrections (DOC) facilities through the efficient operations of the Law Library Service to Prisoners (LLSP) program.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Provide opportunities for inmates to meet</li> </ul>	<ul style="list-style-type: none"> <li>- Provide table at swearing in ceremonies (twice/year)</li> </ul> <p>7. Promote to state agencies</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Educate Capitol Area Library Consortium (CALCO) librarians about the resources/services we have that might be of use to their patrons (annually)</li> </ul> <p>8. Promote to court staff (promote Law Library uniqueness and complementary services vis-a-vis pro se litigants, regional law libraries, etc.)</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Investigate inclusion in New Employee Orientation</li> <li>- Maintain current awareness service (monthly)</li> <li>- Continue sending out new books list (monthly)</li> <li>- Continue quarterly report to the SCT (quarterly)</li> <li>- Law Day and Constitution Day events (1/year)</li> </ul>	<p>resources, AI technology) to meet critical library needs by attending conferences and reading professional literature. (ongoing)</p> <p>5. Evaluate physical space to ensure the Law Library has appropriate space to meet service, collection and staff needs.</p> <p>Tactic:</p> <ul style="list-style-type: none"> <li>- Create plan for future space needs, taking into consideration declining print collection</li> </ul> <p>6. Evaluate and process efficiencies in all library functions</p> <p>Tactic:</p> <ul style="list-style-type: none"> <li>- Work with department heads to map processes and capture institutional memory -current and future state</li> </ul> <p>7. Succession planning</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Create knowledge transfer plan to include documentation of key responsibilities, timelines, resource location, vendors, etc. to be applied upon notice of retirement or departure. (FY23)</li> </ul>

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<ul style="list-style-type: none"> <li>- Index pre-1985 MLPI (FY23)</li> <li>- Index pre-MLPI articles (FY24)</li> <li>- Review usability of new interface (FY23)</li> <li>- Update MLPI procedures to accommodate indexing of online-only publications. (FY22)</li> <li>- Create long-term plan to preserve content from online-only publications (FY22)</li> </ul> <p>6. Implement new digital asset management platform (Islandora)</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Create plan for user interface design</li> <li>- Create plan for metadata fields and entry</li> <li>- Populate the platform with digital content</li> </ul> <p>7. Digitize unique Minnesota materials to make our collection accessible off-site.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Work with LLMC to digitize historic briefs (long term project)</li> <li>- Digitize briefs on microfiche (long term project)</li> </ul>	<ul style="list-style-type: none"> <li>with librarians via Zoom. (FY22 - pilot complete; ongoing)</li> <li>- Digitize resources to increase efficiency of service. (FY22 and ongoing)</li> <li>- Streamline the process for collection of statistics through use of technology. (FY23)</li> <li>- Create new policies and revise existing policies to better reflect the diversity of inmates. (FY23)</li> <li>- Succession planning – create training documents for new LLSP employees. (FY23)</li> <li>- Reduce response time for requests that can be answered at the prisons. Create a list of the types of requests that can be answered in house and not sent to LLSP. Example: request to get a driver’s license can be referred to Transitions area. (FY23)</li> <li>- Transfer clerical work to clerk. Example: preparing packages for mailing. (FY22)</li> </ul>	<ul style="list-style-type: none"> <li>- Consider birthday, March 3, as alternative date. – Reconsider targeted actions, e.g. tour and tea for Judicial Administrative Assistants.</li> <li>- Add book club (law-adjacent topic)</li> </ul> <p>9. Promote services to funders</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Connect with Senate Information Office, House Public Information Services Office, and House Research about how we can help them. Invite for tea and tour (FY23).</li> <li>- In coordination with the Legislative Reference Library (LRL), connect with legislative assistants to inform them of our services</li> </ul>	<ul style="list-style-type: none"> <li>- Reassess library needs and job functions prior to re-posting positions. (ongoing)</li> <li>-Cataloging Manual (FY23)</li> <li>-Cross train on receiving Government Documents serials (FY22)</li> </ul> <p>8. Explore and define standard for delivery of information for future.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Conduct SWOT analysis every three years <ul style="list-style-type: none"> <li>o Integrate findings into Strategic Plan (every 3-5 years)</li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>- Digitize historic Minnesota Agency Regulations (MCAR) (FY23)</li> <li>- Create timeline to digitize additional materials identified in Digitization Plan (FY22)</li> </ul> <p>8. Make digital content as accessible as possible for people with disabilities.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Review website content and LibGuides accessibility (FY22)</li> <li>- Review accessibility guidelines regarding Islandora and Primo (FY23)</li> </ul> <p>9. Improve functionality of the Library's integrated library systems: "Alma" and "Primo."</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Create process to upload invoices to Alma</li> <li>- Work with the Program for Automated Library Systems (PALS) to reformat display of long contents notes (505) in Primo</li> </ul>	<p>7. Provide an accessible and welcoming space.</p> <p>Tactics:</p> <ul style="list-style-type: none"> <li>- Review signs in library for language level and tone. (FY22 and ongoing)</li> <li>- Create and display "Welcome" signs in different languages (FY22)</li> <li>- Review physical space through eyes of patrons. (initial project FY23 and ongoing)</li> </ul> <p>8. Explore additional clinics or other methods of connecting patrons with brief legal advice on topics such as probate, general civil, federal, guardianship/conservatorship, etc. (FY22- 24)</p> <ul style="list-style-type: none"> <li>- Reach out to Probate section of Minnesota State Bar Association (MSBA)</li> <li>- Reach out to Federal Pro Se Project to gauge need and identify possible attorney volunteers</li> </ul>		