



Minnesota State Law Library
Strategic Plan FY18-FY20
 (July 2019 Update)

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 Library Services	III. Law Library Outreach & Awareness	IV. Effective, Efficient Law Library Management
<p>1. Continue to build a collection that is reflective of the resources needed for legal research needs of library users.</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Review and update the collection development plan by FY2019. – COMPLETE. - Review each potential purchase to maintain a current collection in accordance with the collection development plan and the needs of the Court (ongoing) - Retain a sufficient amount of print-based resources which should help meet the needs of 	<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"> - Develop regular plan to update all online content. COMPLETE - Create short videos on research topics to be posted on website (FY20) ONE COMPLETE - Continue to provide public computers for patrons who do not otherwise have access to computers (evaluate yearly) - Offer appellate legal education classes for 	<p>1. General promotion</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Identify specific target groups to be the focus of library outreach (FY20) - Create welcome packet for new patrons (FY18) COMPLETE - Produce annual report (annually) - MJC CLEs (at least quarterly) - Explore use of Instagram (FY18) COMPLETE - Explore use of blog (FY20) - Review other law libraries' use of social 	<p>1. Balance and sustain fiscal resources to maintain high quality services and resources.</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Review fiscal reports on a monthly basis to ensure budget is on target. - Review cost implications for the budget prior to all purchasing decisions and contract negotiations. - Explore and utilize grant options and or unfunded needs for digitizing and other special projects. (as needed) <p>2. Support employee knowledge and competence to further the mission of the MN State Law Library.</p>

<p>those with limited computer skills and computer access as determined by professional judgment (yearly review)</p> <ul style="list-style-type: none"> - Continue collecting and maintaining research materials to support the needs of the MJB (ongoing) - Search for and acquire relevant legal materials in other languages to supplement the collection (ongoing) <p>2. Manage the Supreme Court and Court of Appeals library collections.</p> <p>Tactic:</p> <ul style="list-style-type: none"> - Review and weed collections (evaluation to occur every 5 years) - Review of COA to be done August 2019 by LR. <p>3. Facilitate customer access to relevant electronic subscription and licensed materials.</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Evaluate implementation of a proxy server. (FY20) - Investigate resources that can be accessed remotely via proxy server, and acquire electronic resources that fit within our collection development guidelines. (FY20) 	<p>the public taught by attorneys or librarians (FY20)</p> <ul style="list-style-type: none"> - Investigate the option of offering legal workshops through community education (FY20) - Create online suggestion form for purchases to be posted on website and publicized to MJB employees (FY18) COMPLETE - Conduct survey of attorney users (FY20) <p>2. Support the MJB to sustain and acquire resources that help promote the effectiveness of the MN Judicial branch.</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Offer research help to retired judges, referees, and magistrates without law clerks (FY18) COMPLETE - Add NW cites to opinions metadata (FY18) COMPLETE - OCR old briefs to make them keyword searchable COMPLETE - Create plan for addition of metadata for briefs uploaded prior to 2018. (FY20) current process COMPLETE. - Create plan for link rot in appellate opinions (FY18) COMPLETE 	<p>media (FY18) COMPLETE</p> <ul style="list-style-type: none"> - Seek traveling displays for exhibit at SLL. (one/year) - Coordinate with CIO to create an appellate court exhibit for use internally and externally. (FY20-21) <p>2. Promote awareness to public</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Start legal reference at public libraries (FY18) COMPLETE - Provide training to public librarians on legal reference and how SLL can assist public librarians and their patrons (2/year) GOAL MET FOR 2018- GOAL MET FOR 2019 - Speak at community orgs (2/year) <p>3. Promote to law clerks</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Continue regular law clerk newsletter (quarterly) - Offer CLE webinars for law clerks (2/year) - Offer research training to appellate law clerks (2/year) GOAL MET FOR 2018 & 2019 - Maintain law clerk help email (ongoing) <p>4. Promote to judiciary</p>	<p>Tactics:</p> <ul style="list-style-type: none"> - Dedicate professional developments funds to support employee competence. (annually) - Annually explore sources for employee development such as: <ul style="list-style-type: none"> - Provide training opportunities to occur at least once per year in related topics (ex. criminal justice, mental health, social services, effective customer service) - December 2019 Staff Meeting - Collaborate with other entities for staff training (ex. Public Defenders, Courts, DHS) –Ask Rita, Cindy, AnnMarie to present on their respective units. (FY19) COMPLETE - Explore cross training with LRL staff (FY20). LRL complete May 2019. - Identify key conferences for professional development and networking through conferences, workshops, online courses, etc. Investigate grant options for attendance (ongoing) <p>3. Provide an environment where customers and employees are secure and productive.</p> <p>Tactics:</p>
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<p>4. Manage the organization of physical Law Library resources. Tactics:</p> <ul style="list-style-type: none"> - Create a maintenance plan for weeding plan and shelf reading plan for the physical collection (to verify what is on the shelves) by FY19. COMPLETE - Reorganize physical collection (briefs, periodicals, storage) in FY19-FY20. - Conduct an inventory of materials by FY2018. COMPLETE - Inventory collection every 4-7 years. Next is FY22. - Maintain accurate catalog records by review of reports (monthly/annually), review of all original cataloging by 2nd person (ongoing) <p>5. Implement a new Integrated Library System (online system that holds the records for our billing, what is in the collection, updating frequency, etc.) Tactics:</p> <ul style="list-style-type: none"> - Prepare for migration by cleaning up records (FY18-FY19)-COMPLETE - Follow migration plan provided by PALS consortium. (We share 	<ul style="list-style-type: none"> - Implement plan for preventing link rot in appellate opinions (FY19) COMPLETE <p>3. Collaborate with government and non-profit organizations to help meet the need for accessible legal information and services. Tactic:</p> <ul style="list-style-type: none"> - Have law library staff serve on committees with other justice partners to highlight services of law libraries (at least one committee per year) GOAL MET FOR 2018 & 2019 <p>4. Provide assistance to pro se appellants Tactics:</p> <ul style="list-style-type: none"> - Continue Appeals Self-Help Clinic (ongoing) - Continue bi-monthly Unemployment Appeal Clinic (ongoing) - Investigate providing appellate brief support (FY20) <p>5. Provide advice and assistance to county law libraries Tactics:</p> <ul style="list-style-type: none"> - mailing core legal materials to CLLP members (annually) - Yearly update of suggested purchases list for CLLs – COMPLETE 2018 & 2019 	<p>Tactics:</p> <ul style="list-style-type: none"> - Develop welcoming packet for new judges to be included in new judges' materials (FY19)-COMPLETE <p>5. Promote to librarians Tactics:</p> <ul style="list-style-type: none"> - Present at conferences - law library and public library (1/year) GOAL EXCEEDED FOR 2018 - Participate in library associations (1 committee per year) Exceeded for 2019 - Expand County law library program visits to include public library training on the same visit. (FY20) - Offer collection development & weeding guidance (ongoing) <p>6. Promote to attorneys Tactics:</p> <ul style="list-style-type: none"> - Speak at district bar meetings (2/year) GOAL MET FOR 2018 - Investigate having a table at Solo/small conference (FY20) - Participate in bar association committees (1/year) GOAL MET FOR 2018 & 2019 - Investigate providing pre-graduation info 	<ul style="list-style-type: none"> - Regularly review safety practices (building evacuation) with staff 2 times a year. - Regularly test the panic buttons (monthly) - Encourage attendance by all at MJC safety training; review training discussion guides at department meetings. (as offered) - Work with Capitol Security to maintain sufficient level of security by having representation on the Safety and Security Committee. (ongoing) - Safety walk-through for all staff (annually at December all-staff meeting – to start in FY19) <p>4. Maintain adequate technology for current needs and to ensure space meets future library service needs. Tactics:</p> <ul style="list-style-type: none"> - Replace staff and public PCs according to ITD schedule - Stay abreast of new technologies (databases, software, online resources, AI technology) to meet critical library needs by attending conferences and reading
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<p>this system with other state libraries). (FY19)- COMPLETE</p> <ul style="list-style-type: none"> - Provide staff training for new ILS. (FY19)- COMPLETE <p>6. Identify and preserve critical materials</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Showcase rare books and memorabilia with social media and display cases. (Ongoing) - Work with digitization organization to preserve the older MN Lawyer issues (not available online or in print elsewhere) by FY2019. – On hold - Continue evaluating rare books and special collection room materials to weed and acquire. (ongoing) - Develop a digitization plan to accomplish preserve fragile and rare materials by FY20. - Catalog old materials from other states so they are findable. (FY20) <p>7. Implement new MN Index to Legal Periodicals</p> <ul style="list-style-type: none"> - Make Access database into a web-searchable database (FY20) - Move access point searching from 	<ul style="list-style-type: none"> - Library visits for CLLP Tier 2 members (one per year) - CLL newsletter (quarterly) - Maintain and publish fee schedule (annually) - Provide cataloging services (for a fee) to counties that desire it <p>6. Continue to provide LLSP outreach/service to prisoners</p> <ul style="list-style-type: none"> - LLSP provide training materials to prison librarians (FY19) COMPLETE - LLSP prepare binders for prison libraries on legal research topics (FY18) COMPLETE - Implement pilot process for receiving kites via email from prison librarians. (FY20) 	<p>through law schools (FY18) COMPLETE</p> <ul style="list-style-type: none"> - Provide table at swearing in ceremonies (twice/year) GOAL MET FOR 2018 <p>7. Promote to state agencies</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Educate CALCO (state govt) librarians about the resources/services we have that might be of use to their patrons (annually) <p>8. Promote to court staff (promote Law Library uniqueness and complementary services vis-a-vis SRLS, regional law libraries, etc.)</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Investigate inclusion in New Employee Orientation (FY19) - COMPLETE - Maintain current awareness service (monthly) - Continue sending out monthly new books list (monthly) - Continue quarterly report to the SCT (quarterly) - Law Day and Constitution Day events (1/year) GOAL MET FOR 2018 	<p>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"> - Create plan for future space needs, taking into consideration declining print collection (FY20). <p>6. Evaluate and process efficiencies in all library functions</p> <p>Tactic:</p> <ul style="list-style-type: none"> - Work with department heads to map processes and capture institutional memory -current and future state (FY20). <p>7. Succession planning</p> <p>Tactic:</p> <ul style="list-style-type: none"> - Create knowledge transfer plan to include documentation of key responsibilities, timelines, resource location, vendors, etc. to be applied upon notice of retirement or departure. (FY20) - Reassess library needs and job functions prior to re-posting positions. (ongoing) <p>8. Explore and define standard for delivery of information for future.</p> <p>Tactic:</p>
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<p>LawMoose to MSLL (FY20)</p> <ul style="list-style-type: none"> - Fix dead links (FY20) <p>8. Maintain Judicial Branch/MN legal archives.</p> <ul style="list-style-type: none"> - Convert Oral History DVDs to MP4 format (FY18) COMPLETE - Continue to bind briefs for published decisions. (ongoing) - Act as library of last resort for MN Legal materials (ongoing) - Continue providing the opinion and briefs archive. (ongoing) - Make oral history videos and transcripts available on the internet. (FY19/FY20) SOME COMPLETED – will continue work in FY20. - Maintain archive of MJB reports and other records (ongoing) - Produce Justice Series career books (ongoing) 		<p>Host open house during Library Week (FY20) Consider birthday, March 3, as alternative date.</p> <p>9. Promote services to funders</p> <p>Tactics:</p> <ul style="list-style-type: none"> - Connect with Senate Information Office, House Public Information Services Office, and House Research about how we can help them. (FY20) - Connect with legislative assistants to inform them of our services (FY20) 	<ul style="list-style-type: none"> - Conduct SWOT analysis every three years– to begin January 2020. <ul style="list-style-type: none"> o Integrate findings into Strategic Plan (every 3-5 years)
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