



H E N N E P I N C O U N T Y L A W L I B R A R Y

www.hclawlib.org

Mission, Vision, Strategic Goals and Action Plan

A D O P T E D M A R C H 2 0 1 5

Mission

In support of access to justice, the Hennepin County Law Library ensures access to the body of law and legal materials for all

Vision

We envision a Hennepin County where access to legal information is available to every person through:

- a strong and relevant collection
- staff who are knowledgeable, diverse and innovative
- creative educational opportunities within welcoming spaces

Strategic Goals

Continue to provide quality legal information and legal research

Coordinate and provide legal education

Maintain a strong and relevant collection

Cultivate a knowledgeable, diverse and innovative staff

Ensure access to resources

Ensure adequate and sustainable funding with the Law Library and County boards

Action Plan Items

Research
Education
Collection
Staff
Access
Funding

Turn to the back page for details about each Action Plan item

	ACTION PLAN ITEM Research	ACTION PLAN ITEM Education	ACTION PLAN ITEM Collection
Q1	<ul style="list-style-type: none"> • 2,355 reference and information questions answered 	<ul style="list-style-type: none"> • Preliminary review of potential CLE and public classes completed 	<ul style="list-style-type: none"> • Review of collection stored on B-Level • Weeding plan developed; to be implemented in quarter two
Q2	<ul style="list-style-type: none"> • 2,863 reference and information questions answered • 130 reference and information questions answered for Hennepin County Jail 	<ul style="list-style-type: none"> • Created a presentation and template for Minnesota CLE classes on HCLL website • Conducted tours for summer associates working at local law firms 	<ul style="list-style-type: none"> • Cataloged 131 new titles • Weeded over 14,000 periodicals from the B-level
Q3	<ul style="list-style-type: none"> • 3,103 reference and information questions answered • 214 reference and information questions answered for Hennepin County Jail 	<ul style="list-style-type: none"> • HCLL and HCL staff met to plan collaborative education including landlord/tenant and expungement programs • Met with Minnesota courts self-help center director to plan 	<ul style="list-style-type: none"> • Began moving periodicals and state court rules to B-Level • State materials were converted to electronic format providing more access to state encyclopedias, treatises and form book sets
Q4	<ul style="list-style-type: none"> • 3,057 reference and informational questions answered • 268 reference and information questions answered for Hennepin County Jail 	<ul style="list-style-type: none"> • Coordinating WestlawNext training at Minneapolis Central Library • Further developed future CLEs with a focus on new attorneys • Planned legal information programs with HCL staff at "pop up" library in Cedar-Riverside 	<ul style="list-style-type: none"> • Continued collection redundancy reduction and transition to electronic resources • Ongoing planning to ensure access to collection during construction • Finished periodical and state court rules shift to B-Level, began moving state statutes to B-Level

	ACTION PLAN ITEM Staff	ACTION PLAN ITEM Access	ACTION PLAN ITEM Funding
Q1	<ul style="list-style-type: none"> • Review of staff responsibilities in progress 	<ul style="list-style-type: none"> • Working with Central IT, preliminary decisions made about the organizational structure and incorporation of current pages on the new HCLL website, including the catalog page; tentative launch date set for July • Redesign of the Law Library space is underway in collaboration with the Jury Assembly Project. 	<ul style="list-style-type: none"> • 2016 HCLL budget under development
Q2	<ul style="list-style-type: none"> • Job descriptions are being updated 	<ul style="list-style-type: none"> • New HCLL website launched July 7 • Schematic design is nearing completion and will be submitted for approval July 21 	<ul style="list-style-type: none"> • 2016 HCLL budget submitted June 22
Q3	<ul style="list-style-type: none"> • Review of current job classifications completed • Reassignment of job duties completed 	<ul style="list-style-type: none"> • Schematic design approved by Hennepin County Board of Commissioners Aug. 11 • Gathered information and costs from Metro Transit for HCLL promotion on buses and trains • Website upgrades implemented 	<ul style="list-style-type: none"> • 2016 HCLL budget presented to HCLL Trustees Aug. 13 • 2016 HCLL budget presented to Hennepin County Board of Commissioners Sept. 9
Q4	<ul style="list-style-type: none"> • Staff participated in training on de-escalating aggressive or challenging behaviors • New HCLL administrator started 	<ul style="list-style-type: none"> • Met with self-represented litigants to improve library access and website usability • Improvements made to new website based on patron response • Created HCLL Facebook page to educate users about library and the upcoming move 	<ul style="list-style-type: none"> • 2016 operating budget approved by Hennepin County Board of Commissioners

ACTION PLAN DETAILS

Research

- Continue providing research, information and background for patrons

Education

- Develop or coordinate and present CLE and public classes
- Develop standard legal information resources for self-represented litigants

Collection

- Complete a collection development policy
- Coordinate collection purchases with Hennepin County Library (HCL)
- Evaluate document conversion to electronic formats for current collection
- Address collection storage and access issues

Staff

- Realign staff to support mission, vision, strategic goals and action plan items
- Engage in staff development and staff exchanges

Access

- Leverage County resources to transform HCLL website
- Reimagine the Law Library space
- Streamline process for referrals between Self-Help Centers, HCL and other legal resources including online chat reference
- Combine services with HCL (Interlibrary Loan)
- Coordinate services to HC correctional facilities

Funding

- Evaluate and make recommendations regarding subscription membership
- Consider other sources of revenue
- Develop the annual budget in coordination with the Office of Budget & Finance

HENNEPIN COUNTY LAW LIBRARY
BOARD OF TRUSTEES

Pursuant to Chapter 134A of the Minnesota Statutes, the Hennepin County Law Library is governed by a seven-member Board of Trustees, including three judges, three practicing attorneys, and a member of the Hennepin County Board of Commissioners.

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Lois Langer Thompson, *Acting Law Library Director*