



## **LANE COUNTY LAW LIBRARY ADVISORY COMMITTEE**

Bob Straub Conference Room, Public Service Building, 125 East 8<sup>th</sup> Avenue,  
Eugene, OR 97401

**Tuesday, November 20, 2018 | 3:30 p.m. – 5:00 p.m.**

### **AGENDA**

*Committee Charge: Advise the Law Librarian and Board of County Commissioners regarding the operations, policies, and financial requirements necessary to maintain adequate law library facilities and services. Make recommendations for project priorities and long-range planning goals.*

1. **Call to Order** **3:30pm**
2. **Welcome/Introductions** **3:35-3:45pm**
3. **Public Comment** (3 minutes per person)
4. **Review and Approval of Minutes**
5. **Updates to Agenda**
6. **Announcements/Reports** **3:45-3:55pm**
7. **Old Business** **3:55-4:40pm**
  - a. LLAC bylaws (*I,D 10 minutes*)
  - b. FY18-19 budget (*I/G, 20 minutes*)
  - c. 3-year Strategic Plan (*G, 15 minutes*)
8. **New Business** **4:40-4:50pm**
  - a. Law Library “status reports” (*I/D, 10 minutes*)
9. **Next Meeting:**
  - a. Meet in December? (12/11 or 12/18)
  - b. Schedule January meeting (1/15 or 1/22)
10. **Adjourn** **5:00pm**

Legend: *I = Inform, G = Generate ideas, D = Decide*

**BY-LAWS  
LANE COUNTY  
LAW LIBRARY ADVISORY COMMITTEE**

ARTICLE I. NAME

This Committee shall be known as the Lane County Law Library Advisory Committee, hereinafter referred to as the Committee.

ARTICLE II. RESPONSIBILITIES AND OBJECTIVES

Section 1. In accordance with Lane Manual 3.610, the Committee has the following authority and responsibility: "Advise the Law Librarian and Board of County Commissioners regarding the operations, policies, and financial requirements necessary to maintain adequate law library facilities and services. Make recommendations for project priorities and long-range planning goals."

Section 2. In addition to and in furtherance of the above-cited objectives, the Committee shall:

- A. Perform its duties in accordance with ORS 9.840, 9.850, and 21.350.
- B. Act as liaison between the Board of County Commissioners and the Executive Committee of the Lane County Bar Association regarding Law Library matters.
- C. Provide advisory recommendations to the Law Librarian concerning Law Library policies, programs, and services, in addition to long-range goals
- D. Make advisory recommendations to the Board of County Commissioners on the appointment of at-large members.

ARTICLE III. MEMBERSHIP

Section 1. The Committee shall consist of up to nine (9) and not fewer than seven (7) members.

Section 2. Three (3) members of the Committee shall be members of the Lane County Bar Association, appointed by the president of the Bar, to serve a two (2) year term, subject to reappointment by the Bar Association for additional terms.

Section 3. Up to four (4) at-large members of the Committee shall be members of the legal profession, including but not limited to the courts, legal aid, and related non-profits.

Section 4. Two (2) at-large members of the Committee shall be lay (non-attorney) citizens.

Section 5. At-large members shall be appointed by the Board of County Commissioners, and serve a three (3) year term, ending on September 30<sup>th</sup> of the third year.

Section 6. A member of the University of Oregon Law Library staff shall serve as an ex-officio member. Additional ex-officio members may be appointed by the Committee. Ex-officio members serve in a non-voting capacity.

#### ARTICLE IV. VACANCIES

Section 1. Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs, the Chair shall notify the appointing authority and request the appointment of a replacement to complete the term of the vacant position. All vacant positions shall follow the recruitment and selection procedures established in the County's Advisory Committee Administrative Procedures or Lane Manual provisions and/or the appointment process for individual Commissioner-appointed positions.

Section 2. A member who is absent without excuse from three (3) consecutive meetings shall receive a certified letter from the Chair stating that if the member fails to attend the next meeting without excuse, the Chair will request the Committee vote to declare the position vacant. Upon such a vote, the Chair will notify the appointing authority of the vacancy and request appointment of a replacement.

Section 3. A member who wishes to resign shall do so by submitting a letter to the appointing authority and a copy to the Chair, specifying the effective date.

#### ARTICLE V. OFFICERS

Section 1. Except as specified below, the officers of the Committee shall serve for one (1) year or until their successor is designated. The officers of this Committee shall consist of:

- A. *Chair*, who shall preside at all meetings of the Committee. The Chair is selected by the Committee in October of each year.
- B. *Vice-Chair*, who shall act in the absence of the Chair. The Vice-Chair is selected by the Committee in October of each year.

C. *Secretary*, who shall provide the staff support to the Committee. The Secretary shall be the Law Librarian.

Section 2. The Committee may remove an officer from office for misconduct or neglect of duty in office.

ARTICLE VI. MEETINGS AND VOTING

Section 1. The Committee shall meet monthly, or as needed; at a minimum, the Committee must meet quarterly.

Section 2. All meetings of the Committee (and any appointed sub-committee) shall be conducted in accordance with the Oregon Open Meetings Law, ORS 192.610 – 690. The Secretary shall be responsible for complying with the requirements of the law, including advance public notice of the agenda and written minutes.

Section 3. Meetings of the Committee shall be conducted generally according to Roberts' Rules of Order, latest revision.

Section 4. Each member of the Committee shall be entitled to one vote on all issues at a meeting at which the member is present, except as provided in Article VII (Conflict of Interest). No proxy votes shall be allowed.

Section 5. A majority of the total membership shall constitute a quorum for the transaction of business at any meeting of the Committee. The act of a majority of the total membership shall be the act of the Committee.

Section 6. Virtual participation by phone or video conferencing constitutes attendance for meeting and quorum purposes.

ARTICLE VII. CONFLICT OF INTEREST

In accordance with ORS Chapter 244, no Committee member shall participate in a decision in which he or she has a private pecuniary interest. Affected members shall disqualify themselves from participation, and state on the record the nature of their conflict.

ARTICLE VIII. ROLE OF STAFF

Section 1. The Law Librarian shall provide administrative support for the Committee meetings, including: preparation of notices, agendas (in conjunction with the Chair), minutes, background information on agenda items, in addition to professional advice and expertise

Section 2. The Law Librarian shall accurately present the Committee's recommendations on matters to the Board of County Commissioners; however, the Law Librarian shall also be responsible for providing professional assistance and advice to the County, whether or not such advice may conflict with the Committee recommendation.

ARTICLE IX. SUBCOMMITTEES

The Committee, at regular or special meetings, may establish standing or special subcommittees at its discretion. A majority of voting members present is required to establish a standing or special subcommittee.

ARTICLE X. AMENDMENTS TO BYLAWS

The Bylaws will be reviewed annually by the Committee. By majority vote of the Committee, these Bylaws may be amended or repealed, and new Bylaws adopted, if a quorum is present. Amendments shall become effective only upon approval of the Board of County Commissioners.

Adopted and approved:

Originally adopted by the Lane County Law Library Advisory Committee (March 15, 2005) and approved by the Board of County Commissioners, May 11, 2005.

Amended and adopted November \_\_\_\_, 2018. Approved by the Board of County Commissioners December \_\_\_\_, 2018.

**Lane County, Oregon**  
**Statement of Revenues and Expenditures**

Report: CY-0151 - DeptID by Account  
 Department: County Administration  
 DeptID: 5153130 - Law Library  
 As of November 16, 2018

**Percent  
of Year**  
38.08%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
446190	Miscellaneous Sales	-	62.15	262.15	262.15	100.00%
454245	Court Fees	301,898.00	-	301,897.95	(0.05)	100.00%
486100	Investment Earnings	2,000.00	624.68	2,370.90	370.90	118.55%
496110	Fund Balance Carryover	310,139.00	-	362,517.89	52,378.89	116.89%
	<b>Total Revenues</b>	<b>614,037.00</b>	<b>686.83</b>	<b>667,048.89</b>	<b>53,011.89</b>	<b>108.63%</b>
511100	Regular Operating Salaries	63,060.00	2,401.60	21,614.40	(41,445.60)	34.28%
511300	Extra Help	9,360.00	160.00	3,740.00	(5,620.00)	39.96%
511610	Risk Management Benefits	80.00	-	26.68	(53.32)	33.35%
511621	Social Security Expense	4,488.00	157.59	1,560.65	(2,927.35)	34.77%
511622	Medicare Insurance Expense	1,044.00	36.85	364.99	(679.01)	34.96%
511623	Unemployment Insurance (State)	122.00	7.56	68.04	(53.96)	55.77%
511626	Workers Comp	216.00	13.23	120.23	(95.77)	55.66%
511627	Disability Insurance-Long Term	450.00	14.50	116.00	(334.00)	25.78%
511628	PERS - OPSRP Employer Rate	6,522.00	459.06	4,131.54	(2,390.46)	63.35%
511629	PERS Bond	4,572.00	-	1,524.00	(3,048.00)	33.33%
511630	PERS - 6% Pickup	3,780.00	146.98	1,322.82	(2,457.18)	35.00%
511640	Health Insurance	20,004.00	788.00	6,304.00	(13,700.00)	31.51%
511641	Dental Insurance	1,464.00	53.00	424.00	(1,040.00)	28.96%
511643	EE Assistance Program	24.00	0.69	5.52	(18.48)	23.00%
511644	Life Insurance	372.00	6.32	50.56	(321.44)	13.59%
511645	Flexible Spending Admin	12.00	0.63	5.04	(6.96)	42.00%
511646	Disability Ins - Short Term	36.00	1.45	11.60	(24.40)	32.22%
511647	Deferred Comp Employer Contrib	1,260.00	48.03	432.27	(827.73)	34.31%
511648	Retiree Medical	1,890.00	73.49	661.41	(1,228.59)	35.00%
511649	FMLA Administration	36.00	1.13	9.04	(26.96)	25.11%
	<b>Personnel and Fringe</b>	<b>118,792.00</b>	<b>4,370.11</b>	<b>42,492.79</b>	<b>(76,299.21)</b>	<b>35.77%</b>
512344	Telephone Services	1,440.00	-	335.64	(1,104.36)	23.31%
512345	General Liability	362.00	-	120.68	(241.32)	33.34%
512354	Maintenance Of Equipment	900.00	-	-	(900.00)	0.00%
512357	Maintenance Agreements	440.00	-	7.52	(432.48)	1.71%

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**Percent  
of Year**  
38.08%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
512358	Operating Licenses & Permits	19,919.00	162.00	4,971.13	(14,947.87)	24.96%
512536	Copier Charges	800.00	-	-	(800.00)	0.00%
512537	Mail Room Charges	300.00	-	93.30	(206.70)	31.10%
512552	TS Indirect	18,259.00	1,521.58	7,607.90	(10,651.10)	41.67%
512554	County Indirect Charges	42,214.00	-	14,071.32	(28,142.68)	33.33%
512558	PC Replacement Services	900.00	87.50	437.50	(462.50)	48.61%
512611	Office Supplies & Expense	1,750.00	-	844.06	(905.94)	48.23%
512613	Membrshp/Professional Licenses	-	-	175.00	175.00	100.00%
512614	Printing & Binding	100.00	-	17.09	(82.91)	17.09%
512615	Advertising & Publicity	750.00	-	-	(750.00)	0.00%
512637	Library - Serials & Conts	42,474.00	-	8,235.49	(34,238.51)	19.39%
512811	Business Expense & Travel	-	-	5.00	5.00	100.00%
512821	Outside Education & Travel	-	-	32.00	32.00	100.00%
512822	County Training Classes	250.00	-	35.00	(215.00)	14.00%
	<b>Materials and Services</b>	<b>130,858.00</b>	<b>1,771.08</b>	<b>36,988.63</b>	<b>(93,869.37)</b>	<b>28.27%</b>
	<b>Capital Projects/Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
	<b>Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
	<b>Other Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
991910	Operational Contingency	32,000.00	-	-	(32,000.00)	0.00%
992920	Operational Reserves	332,387.00	-	-	(332,387.00)	0.00%
	<b>Reserves</b>	<b>364,387.00</b>	<b>-</b>	<b>-</b>	<b>(364,387.00)</b>	<b>0.00%</b>
	<b>Total Expenditures</b>	<b>614,037.00</b>	<b>6,141.19</b>	<b>79,481.42</b>	<b>(534,555.58)</b>	<b>12.94%</b>
	<b>Revenues Over (Under) Expenditures</b>	<b>-</b>	<b>(5,454.36)</b>	<b>587,567.47</b>	<b>587,567.47</b>	

## **Preamble to Strategic Plan for Law Library**

Any planning regarding the Law Library's operations and management needs to consider the following basic statements, which define the library's purpose (its "Mission") and its future (the goal towards which it moves, its "Vision"). In between are the Guiding Principles under which it operates, that are a measurement of its success in its mission.

**Mission Statement:** The Law Library is dedicated to providing a high-level of service to members of the bar and the public. As part of this mission, the Law Library strives to provide access to legal materials and related resources needed for legal research by the community it serves.

### **Guiding Principles:**

- Provides collection and services that are responsive to the diverse interests (and learning abilities) of individuals and communities served within Lane County.
- Provides staff who are skilled, well-trained, courteous, professional, and responsive to all users.
- Respects the integrity of and protects confidentiality for all patrons.
- Upholds First Amendment rights through freedom of expression, open exchange of ideas and access to information.
- Acts as a responsible steward for the Library's resources.
- Promotes efforts to educate members of its community about legal information and research resources.
- At a minimum, meets statutory requirements of ORS 21.350 (open to attorneys and litigants), ORS 9.840 (court filing fee funding) and Lane Manual 60.010 (public facility, with required hours of service) regarding its services and operation.

### **Vision Statement:**

The Law Library will be recognized within Lane County as a leading contributor to programs allowing access to and use of legal resources.



**STRATEGIC PLAN FOR LANE COUNTY  
LAW LIBRARY  
2014 - 2017**

**GOALS:**

- 1) **Work towards finding an optimum balance in use, cost, and space in the resources we provide to patrons.**

**Strategy 1)** Utilize the LCLL Vital Resources List, AALL and OCCLL standards to create a plan over the next five years to provide resources our current and potential patrons need including editing the collection development policy.

**Strategy 2)** Maintain a print collection which allows for continued use of the library by a large portion of its current patron base.

**Strategy 3)** Continuing acquiring and training of patrons on electronic resources, particularly encouraging use of those resources where print cost greatly outweighs electronic cost and periodic re-ordering is ineffective, such as case retrieval, regulations, and code.

- 2) **Find a balance in budgeting for the foreseeable future.**

**Strategy 1)** Explore and experiment with reduction of the budget on non-patron resources, including space, staff, and equipment.

**Strategy 2)** Seek County support in budgeting including outreach to county officials to help them understand the law library's operations, patrons, and purpose.

- 3) **Increase patronage by better meeting the needs of our Pro Se/Per patrons, while continuing to find ways to draw and meet the needs of attorneys whose research methods are changing.**

**Strategy 1)** Ensure that those who need the library, know that it is available to them.

**Strategy 2)** Experiment with method of delivery of services and types of resources to increase patronage

**QUESTIONS AND PLAN SHOULD FUNDING FALL BELOW OPERATIONAL AMOUNT**

**Should our funding be permanently cut or severe loss due to accident occurs, the library will not have staff and most resources will need to be cut.**

**Strategy 1)** Investigate patrons' failure to self-serve in the past and if that can be rectified.

**Considerations**

- If staff is necessary, what is the bottom line cost?
- What is the bottom line expenditures for staffing?
- Would staff paid a lesser amount and having less qualifications respect the boundaries of the unauthorized practice of law?
- Would they be able to assist difficult patrons?
- Would they be able to provide service to legal professionals?
- Would a lesser qualified staff work independently or need additional oversight?
- Would the copiers stay in this area? Would there need to be different software to be more user friendly?

**Strategy 2)** Consider discarding federal reporters, supplements, digests, and/or ALRs to further shrink space.

**Considerations**

- Will there be an option for intermediate space changes, or is it an all or nothing proposition?
- If reporters are discarded will all patrons be able to retrieve documents via the internet or will they need additional help?

**Strategy 3)** Determine what tradeoffs are there in having electronically available materials, lesser staff, and patron service.

- To what extent would we replace print treatises with electronic treatises?
- Could a program like LoisLaw replace all non-Oregon treatises?

**Strategy 4)** If funding were to return, and the law library were given the option to "ramp" back up what long term effects would it have on patronage?

**Status Report for Law Library  
December 2009  
Status Report**

**12/14/09**

**(This report covers October through December 2009)**

**Statistics on Use/Performance**

For November 2009: 628 visits (i.e., patrons counted in library); 28 web visits \*

**Total Visits for November: 556 \***

**Total visits in FY 08-09 (YTD): 10598** (Target for 08-09: 12,400) (avg/ month = 883)

**Total visits in FY 09-10 (YTD): 4109** (Target for 09-10: 10,000) (avg/ month = 843)

Reference Assists for Nov. 2009: 121 (for Oct. 2009: 145)

# Database Users for Nov. 2009: 25 (for Oct. 2009: 29)

**Total “Assists” (including reference, databases, internet, and training) for Nov 2009: 157**

**Total “Assists” in FY 08-09: 2277** (Target for 08-09: 1850) (avg. /month = 190)

**Total “Assists” in FY 09-10: 981** (Target for 09-10: 2040) (avg. /month = 173)

**\*Total Items Circulated in FY 08-09 (YTD): 440** (No target set; avg/month = 37)

**\*Total Items Circulated in FY 09-10 (YTD): 211**

**\*Total Items Processed\* in FY 08-09 (YTD): 2271** (No target set, avg/month = 189)

**\*Total Items Processed in FY 09-10 (YTD): 1219**

Notes: “Items circulated” is self-explanatory; this number represents mostly CLE items, which are circulated only to attorneys, throughout each year, but with more intense activity from November to January of the following year. The “total items processed” include not only circulation statistics, but also the number of updates received and filed, the number of invoices processed, number of titles either added to the collection or withdrawn.

**\*The web visits number for November was unaccountably lower; since the County recently changed its method for collecting web page data, I have brought this fact to the attention of our IS department. No one in IS could explain the very low numbers, but they will continue to investigate this, and I will continue to monitor it.**

**Budget Update:**

Revenues for November 2009 dropped from the levels maintained in September and October, which is not surprising given the holidays and other issues that are impacting the volume of filings. What is notable, however, is that the \$27,586.00 in fee revenue for November arrived exceptionally late this month. Normally payments from the State are received in the first 5-7 days after the first of the month; this one took 11 days. Of course, this could be a one-time anomaly or else due to the current workload of the courts over the holidays. Fortunately, the law library has some reserves to rely on so that expenses in a particular month can be paid, even if the revenues have not yet been received or credited. (This is one of the reasons we maintain a reserve funds policy, so that payments to vendors do not have to be delayed if a revenue check is late or diverted.)

November's revenues will account for \$149,431.00 in court fee revenue (which is about \$16,000.00 more revenue than was anticipated by this period in the FY). However, I will be making no predictions about where we might end up until further into the current year.

An updated budget report will be distributed to all Committee members in January; by then the fund balance carryover amount will be shifted to the Law Library's reserve funds. (This was done in the most recent budget supplemental request, which was just approved by the Board of Commissioners.)

**Use of Online Resources in Library:**

The Law Library's public access Loislaw service was dropped at the end of October 2009, due to dwindling usage. But, after reviewing different services that might complement the Westlaw public access service, the Law Library has recently contracted with Lexis to provide a public access Shepards Online account. This is expected to be available to public users by mid to late December. In addition to providing access to the Shepards citation service, the Lexis contract will also allow users to "pull and copy" actual documents from the Lexis service, as long as these are linked through a Shepards citation entry online.

Westlaw usage remains lower than in prior years, and we have been experiencing some downloading issues with that service in the past few months (which parallel those we had with the public access Lexis service in 2007-08.) We will be replacing all of the public access computers in the library in the next few months, so I am hoping that having newer and faster equipment will make a difference with the Westlaw service. Also, the Library will be providing free CLE training on Westlaw, in January, using the services of a Westlaw trainer, so this may promote the use of the library's service after the holidays.

**Online Resources (cont.)**

In addition, we will be upgrading our subscription to Hein Online services to include online journals and law reviews again by the beginning of next year. This is in anticipation of the loss of the Lexis staff account, which currently provides this information when needed (the contract for this expires next year).

**On-going Projects:**

**Legislative News:**

The Task Force/Interim Committee on State Judicial Revenues met again on November 17<sup>th</sup> in the early evening. There was no discussion of any of the other recipients of court fee revenues; this session was mostly background on the effects of the 2009 legislation in terms of court revenues. Most of the testimony concentrated on the rather dismal fiscal state of the court system, in fact. I did receive via e-mail on November 18<sup>th</sup> a copy of all of the exhibits which were discussed at the prior meeting from the Committee staff person, Erin Seiler.

I anticipate that members of the Task Force will next meet in early January, but no meeting or agenda has been announced yet. However, other committees, such as the Ways and Means, and both the Senate and House Judiciary committees have scheduled meetings during those legislative days. It is assumed that one or all may be considering proposed legislation for the brief Interim Legislative session scheduled in February.

I will continue to monitor this situation, particularly since the Joint Judiciary Committees' staff has been recently following up about matters that affected the county law libraries in 2007. (See section below on OCCLL for more information on that.) The Interim Legislative session in February is intended to be brief; however, the special election on January 25, 2010 regarding two tax measures on the ballot may have a huge impact many state agencies which rely on general fund monies. Therefore, it is likely that the pace for introducing, considering, and passage of specific legislation will be very fast and furious. It is not possible to predict what might (or might not) arise. (If there is legislation introduced which affects county law libraries, the most likely scenario will be at the last minute and under circumstances that will provide us with very little time to respond.

If you are interested in following legislative activities, please let me know. Agendas are issued (generally) a few days before a public meeting for a committee (or task force) occurs, and it is possible to subscribe via e-mail to receive these notices. Public hearings are also available via live feed video to your computer. Information on how to obtain access to all of these sources can be found on the State Legislature's web site, under the Tab "committees" at:

<http://www.leg.state.or.us/comm/>

**Legislative News: (cont.)**

**Oregon Council of County Law Libraries Activities**

**Joint Purchasing Contract:** Due to a change from the Joint Interim Judiciary Committees in 2008, the Oregon Council of County Law Libraries began working the Association of Oregon Counties (AOC) to explore some type of joint purchasing plan for online services. This was a request from these Committees, proposed in a work session in November of 2008 in Salem. The AOC first looked into whether their organization could act as a purchasing agent for the Council, in order to obtain discounted rates for selected online services for all county law libraries. However, the AOC decided that it would not be able to handle this role, and instead recommended in April of 2009 that the OCCLL consider a cooperative purchasing agreement under Oregon contracting law. This type of proposal would be hosted by one county, but would allow other counties to “piggy-back” on the same contract with the same terms and prices. As of October 2009, Marion County’s law librarian has been working with a draft RFP submitted by OCCLL’s Joint Purchasing group. But it is unlikely that this particular contract will be in place by the end of 2009 (2010 is more likely). Therefore, it is likely that some discussion of this project and of whether county law libraries are still acting to comply with the 2008 request from the legislature will occur in the next legislative session, whether that might be in 2010 or 2011.

Even if Marion County initiates one or more working contracts for services by early 2010 from one or more online vendors, Lane County will not be able to participate under the joint cooperative purchasing agreement terms until the fall of 2010 for our staff accounts and January of 2011 for public access services. It remains to be seen whether this type of arrangement will actually provide OCCLL libraries with significant discounts for the major online vendors, but it is a first step.

**Needs Assessment Study/Grant:** As for other news of OCCLL, the organization applied for and received a grant of federal LTSA (Library Technology and Services Act) funds to precede with a needs assessment study of county law libraries in Oregon. The grant will begin in early 2010, when the group will hire a library services consultant to assist them in constructing and distributing surveys to county law libraries throughout the state, as well as in moderating focus groups of users about services and needs. The study that will result from this work will probably be the first one of this nature, which will provide recommendations about how all county law libraries can further help in addressing unmet legal needs for Oregonians.

This grant and the Joint Cooperative Purchasing project will be mentioned in the **Annual Report from OCCLL**, which will be issued in January 2010. I will be sharing this report with the Committee when it is available.

**OCCLL Activities: (cont.)**

**Law Library Web Site Enhancements**

The Law Library was among the first of the county departments to move its web page into the new system (and new design) being adopted by Lane County in October. Our pages, with a little tweaking by yours truly, moved over and are now found at a different URL than the old pages. While this was not entirely unexpected, it quickly became evident that there was no county-provided link from the old address to the new one. But this was quickly corrected by the county's IS staff, and now anyone linking under a bookmarked or saved older address will be automatically shunted to the new one.

I would say that the transition has gone smoothly, except for the anomaly of the site visit statistics for November (the pages migrated to the new URL at the end of October, so all of November's numbers are supposedly post-change). At this point, I am working with the IS staff person who is acting as webmaster for the new pages, to see if there is a simple or more complex solution to this problem. I am convinced that the new pages are probably receiving as much if not more traffic as they have in the past (averaging about 200+ hits each month.) What remains to be resolved whether the use of our new pages is being counted properly and if not, how to correct that. (And if they are, we have several years of data to look at in order to figure out why the sudden drop in visits.)

In any event, since we will be posting additional documents on the main web page for patrons to use during our closure in January (see next article), I think my anticipation of seeing this number increase in 2010 will be justified, at least temporarily.

**Renovations in January**

We were not able to schedule the re-carpeting of the law library for Thanksgiving week, and have now moved the work of the contractors (both painting and carpet) to the second week in January. We will be closed from January 11<sup>th</sup> through January 15<sup>th</sup>, and the following Monday is also a holiday, January 18<sup>th</sup>. So the library will close as of January 9<sup>th</sup> (a Saturday) and will not reopen until January 19<sup>th</sup> (which is the date of the next Advisory Committee meeting, so please don't be surprised if Karen and I look a bit stressed – it is unlikely that we will have all of our own work areas put back together by then, although we will try.).

I am hiring commercial movers to work two consecutive Saturdays, so that all of the movable furniture and shelving can be taken out of the library, and out of the way of the contractors) and then brought back in the following weekend. Karen and I will have to move temporarily during that week to alternate working space in the County Counsel's area on the 2<sup>nd</sup> floor. I am **Status**

currently working with IS to see if we can move the Westlaw computer out of the library into a public area so that attorneys and other will have access to this during this week as well.

Either Karen or I will remain available during normal working hours via e-mail, phone and, by prior arrangement, in person, to respond to patron requests for materials or information. But it will not be possible to move the entire library's Reserve Collection elsewhere during this time. And there will be limited photocopying equipment available to us as well. We will arrange to provide document request forms on our web page as well as outside of the library and if it is possible to provide that document or case in electronic form via the patron's e-mail, we will do this at no cost to the patron during that week.

But most importantly, **MOST OF THE BOOK AND CLE MATERIALS COLLECTION WILL BE UNAVAILABLE AND INACCESSIBLE DURING THIS TIME.** Nor will there be any after hours access permitted. I will be sending out a reminder around Christmas, as well as placing a notice in the Lane County Bar Association newsletter about this. I will also be notifying staff at the courts and in other county departments, so that no one inadvertently sends a pro se patron to our door, when it will be impossible to assist them with their request in a timely fashion.

I also wish to express my thanks to Andrea Coffman at the UO Law Library, who worked with me to select a period when her library might have sufficient staff available to deal with the county law library's displaced patrons. Hopefully, this will not place too much of a burden on their resources as well.

### **Lane County Bar Association CLE**

The library is also working again this year with the Young Lawyers' Committee to provide a CLE opportunity for Lane County Bar members. On January 13<sup>th</sup>, the library (and the LCBA) will both be sponsoring an entire day of Westlaw training sessions that will provide attendees with 1 ½ hours of CLE credit.

I have secured the use of Lane County's computer training room for the entire day, and West will providing a regional trainer who will conduct three sessions for local attorneys (or others who might benefit from this type of continuing education credit). Two of the morning/lunch time sessions will cover introductory techniques for using Westlaw's services. The afternoon session will cover more advanced searching techniques, for those who are familiar with basic Westlaw functions but would like to expand or update their skills.



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As with all LCBA brownbag sessions, there will be no charge to those attending any of these programs. The library will cover the cost of the room, and Westlaw will providing the trainer at no cost either. I am hopeful that this particular program will attract enough local attorneys, including some who may have access to Westlaw in their offices, so that everyone who attends can benefit from learning more cost effective or efficient searching skills.

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