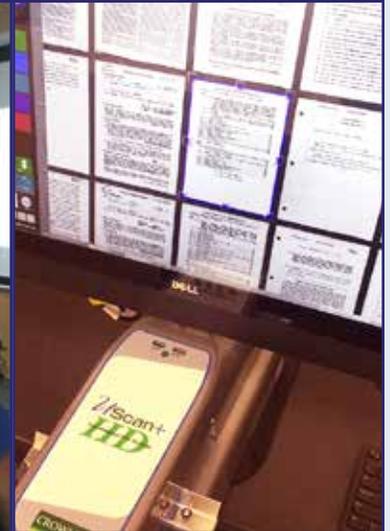


2019 Annual Report



The Wisconsin State Law Library exists to serve the legal information needs of the officers and employees of this state, attorneys and the public by providing the highest quality of professional expertise in the selection, maintenance and use of materials, information and technology in order to facilitate equal access to the law.



Wisconsin State Law Library
wilawlibrary.gov



Welcome to the Library



2019 presented challenges to the library. Westlaw access at our branch libraries was interrupted due to budget constraints, but we were able to restore it in May. Staff vacancies required creative thinking to cover all of our services in order to meet our mission. Being resourceful, we were able to organize in-house staff training sessions to ensure uniformity in the delivery information to our users. We did all that while responding to your questions, providing information via our website, newsletter and blog, providing access to our collection through our online catalog, and maintaining a viable and relevant collection of print and online resources.

Our reference librarians responded to questions on “hot topics” including cannabidiol (CBD hemp), pardons, accessing public records, and immigration.

In 2019, we reached out to many groups. You may have seen us at a conference, library, or state agency.



David T. Prosser Jr. State Law Library
120 Martin Luther King Jr Blvd
Madison WI 53703

8-5 Monday-Friday

Milwaukee County Law Library
Courthouse
Room G8
901 North 9th St
Milwaukee WI 53233-1425

8-4:30 Monday-Friday

Dane County Law Library
Courthouse
Room L1007
215 South Hamilton St
Madison WI 53703

8:30-4:30 Monday-Friday

2019 Staff

David T. Prosser Jr. State Law Library

Julie T. Robinson, State Law Librarian
Amy Crowder, Deputy Law Librarian
Elspeth Gordon, Library Associate
Carol Hassler, Web Services Librarian
Jaime Healy-Plotkin, Cataloger
Angela Humiston, Wisconsin Collections Librarian
Michael Keane, Reference and Instruction Librarian
Tammy Keller, Program Assistant
Heidi Yelk, Director of Reference
Kari Zelinka, Acquisitions Librarian

LTE Staff

Patti Bishop, Library Assistant
Abby Hartenbower, Library Assistant
Katie Mamrosh, Library Assistant

Milwaukee County Law Library

Jennifer Waite, Reference Librarian

LTE Staff

Jamie Neuendorf, Library Associate
Jenna Marquardt, Library Associate
Beth Bland, Library Associate
Alexis Pederson, Library Associate
Melissa Sylla, Library Associate

Dane County Law Library

Bob Lopez, Reference Librarian

LTE Staff

Bob Lee, Library Associate
Kira Zimmerman, Library Associate

Our librarians connected with:

- Sauk County Bar Association
- State agencies, including the Department of Revenue and Employee Trust Funds
- Judges at the Judicial Conference
- Wisconsin Association of Academic Librarians
- Librarians at the Wisconsin Library Association's Annual Conference and South Central Library System
- Attorneys at the Criminal Defense Conference

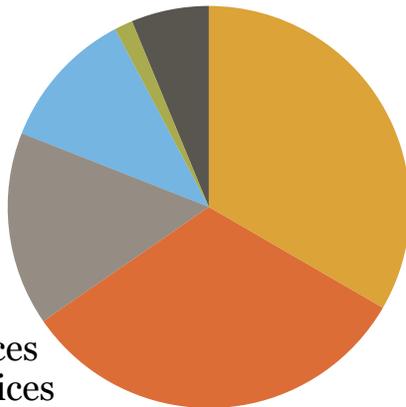
We also devoted a lot of staff time towards improving access to our print and online collections to help users wherever they are located. Those projects include:

- Reviewed and assessed our Government Documents print collection, adding online access where available and retaining titles which are print only.
- Collaborated with the UW Law School Library to migrate the Wisconsin Briefs collection to their Digital Repository.
- Completed a detailed shelf reading project to ensure that the most heavily used parts of the collection were in good order. Over 11,000 items were examined in the stacks!



Library Budget

- staff
- rent
- books
- contracts
- supplies/services
- electronic services



The David T. Prosser Jr. State Law Library maintains a comprehensive collection of primary and secondary materials to serve the legal research and practice needs of the Wisconsin Court System and people throughout the state. Emphasis is primarily on Wisconsin and U.S. law. The collection consists of over 135,000 items in print, microfiche, and includes large electronic holdings as part of the Library's online database subscriptions.

The collections of the Dane County Law Library and the Milwaukee County Law Library focus on Wisconsin legal practice materials to best serve the needs of those involved in a court action.

Staff Highlights

Amy Crowder, Deputy Law Librarian, was chosen as one of the Wisconsin Law Journal's 2019 Unsung Heroes. Amy was nominated for her years of work at the Wisconsin State Law Library. As head of Collection Management, she manages the staff who select, order, check-in, process, catalog, shelve, and update materials in our library collections. She is a regular contributor to the library newsletter, and helps users as a member of our reference staff. Amy was featured in a special issue of the Wisconsin Law Journal.

Library staff support each other in a variety of ways. This year staff received training in using the SCCA database, library billing software, and the library wiki. Michael Spellman, from the Madison Public Library's Central Library, also spoke to staff about strategies to help challenging or distressed users.





Public Services

User Requests

3,150 phone 2,780 email 869 library



David T. Prosser Jr. Library

30,691
copies & scans

2,537 phone 23,090 library



Milwaukee County Law Library

215,524
copies

945 phone 100 email 27,489 library



Dane County Law Library

151,515
copies

Presentations

- It's a trap! How to avoid giving legal advice in reference services
Wisconsin Library Association annual conference, Wisconsin Association of Academic Librarians annual conference, South Central Library System in-person instruction, South Central Library System webinar
- Public Records
Wisconsin Library Association annual conference, Madison Area Paralegals Association
- Creating Handouts
State Agency Librarians
- Using the Wisconsin State Law Library
Criminal Defense Conference

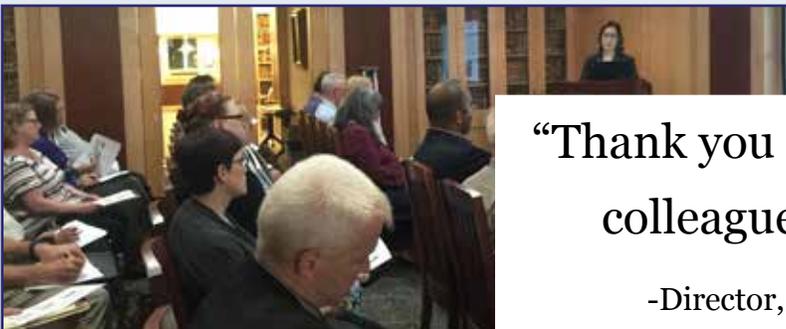
CLE Classes

Madison

- Dig Into Dockets and Court Documents
- Introduction to Legislative History
- Legislative History – Advanced
- The Legislature's Website
- Open Meetings Law
- Public Records
- Introduction to Westlaw
- Advanced Westlaw
- New Features on Westlaw

Milwaukee

- Municipal Ordinances
- Books Unbound/Fastcase
- Introduction to Legislative History
- Wisconsin Administrative Code Research
- Apps and Add-ons to improve research productivity and efficiency



“Thank you for the quick help. You and your colleagues are a big help to my team.”

-Director, Office of Research and Justice Statistics

Special Events

The Library marked National Library Week and Law Day by providing CLE classes on public records, court document research, and legislative history.

The David T. Prosser Jr. Library featured a display commemorating Wisconsin becoming the first state to ratify the Nineteenth Amendment. This display later traveled to the Baraboo Public Library.



12,000

Library Visitors

David T. Prosser Jr. Library

18,435

Dane County Law Library

37,125

Milwaukee County Law Library

“Reference librarians are awesome!”



The Library presented a poster outlining library services and provided handouts at the WLA Annual Conference.

Publications

This year the Library created its first comprehensive annual report. The 2018 report features a detailed look at the library's collections and services. Library staff published an article in the State Bar of Wisconsin's Inside-Track: *Archive Quest: Finding Archived Legal Material*. Several guides and handouts were created or revised.

The Library has a team of experienced librarians who provide reference and research services to users. Our three locations are open to the public and we also take questions by email or phone. We strive to respond to users within one business day and often are able to provide information and answers within the same day. Small claims, landlord-tenant, and family law continue to be frequently requested areas of information, along with circuit and appellate court procedure.

Branch libraries in the Milwaukee and Dane County Courthouses are bustling places with users who visit the library for help accessing forms and researching court-related questions. The Dane County Law Library provides access to many standard and local court forms, as well as free packets of forms and information about restraining orders. The Milwaukee County Law Library provides access to standard and local court forms, and assists library users with fee waivers. Questions come quickly at these libraries.

The David T. Prosser Jr. Library maintains a robust email and phone reference service. Many questions are complex, requiring more detailed research help. The average time spent helping users with research questions at the David T. Prosser Jr. Library ranges from five minutes to several hours of in-depth research.

The Library connected with many people this year. Librarians spoke to the Madison Area Paralegals Association, Department of Revenue staff, and the Sauk County Bar Association. We also offered a webinar through the South Central Library System on providing legal research help in public libraries. Librarians spoke at the State Public Defender Criminal Defense Conference, Wisconsin Association of Academic Librarians annual conference, and the Wisconsin Library Association annual conference.

The Library offers tours and library orientations throughout the year. We hosted new law clerks, summer law firm associates, State agency librarians, and members of the South Central Library System. The Library offered training to new judges and hosted an information table at the annual Judicial Conference.

Training public librarians on techniques for researching and responding to questions about the law furthers access to legal information across Wisconsin. At conferences, in-library seminars, and webinars, we focused on providing a framework for evaluating research sources online and in print, and practical techniques for working with users who are researching a legal issue.

The David T. Prosser Jr. Library offers four types of reservable rooms, which are available for government agencies, attorneys, legal professional groups, and other users. Rooms were reserved 57 times in 2019.

Wisconsin-licensed attorneys can subscribe for a fee to the David T. Prosser Jr. Library's After Hours service, which allows them to use the library before it opens and after the library is closed. The average subscriber used the service 10 times.



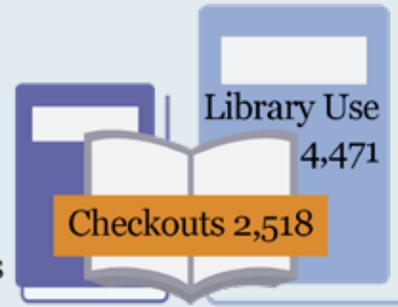
Collection



% purchases of new items and more
% purchases of online databases
% purchases of book updates



Catalog work includes
3,011 new records
16,605 updated records



We doubled the number of library cards added from 2018!



The Library's collection expands beyond the physical titles on the shelves, thanks to our digital collection. This collection includes:

- Electronic resources available through our website
- Links in our catalog to online texts, both free and library subscription databases
- In-house databases such as Westlaw, Lexis, Fastcase and Books Unbound
- With a library card, 24/7 access to databases such as HeinOnline and Index to Legal Periodicals

Databases continually add to and update their content. Library users gained access to a new collection, *State Constitutions Illustrated*, in HeinOnline. This new collection features constitutions of the 50 states of the United States, along with other related documents and resources. Wisconsin's collection features the 1848 Constitution, along with the rejected Constitution of 1846, federal and territorial documents, and treaties. Westlaw access at our branch libraries was interrupted for part of 2019 due to budget constraints, but was restored in May.

Government Documents Review

For many years the State Law Library has been a selective depository of government documents in both print and microfiche formats received as part of the Federal Depository Library Program (FDLP). Collection Management staff began a systematic review of retention of Federal government documents in print format.

As a selective depository for federal government documents, the Library collects government documents that complement and supplement the library's other collections. In addition to primary and secondary legal materials previously mentioned, the library collects annual reports, laws, decisions, regulations, selected handbooks, manuals and general publications of various legislative, judicial, and executive branch agencies. The Library provides access to many federal government depository publications that are now only available electronically.

Guidelines for discarding physical materials included one or more of the following criteria:

1. Available in electronic format
2. Held by one of the regional depository libraries (UW-Madison or Milwaukee Public Library)
3. Held by at least one other selective depository in the Wisconsin region

Databases Available to Users

Bloomberg Law
Books Unbound
Fastcase
HeinOnline
League of Wisconsin Municipalities
Lexis Advance
LLMC Digital
National Consumer Law Center
Oxford English Dictionary
Westlaw

Librarian-Access Databases

Access Newspaper Archive
PACER
SCCA



Electronic access was added to existing catalog records when available so that researchers can still access these titles directly through our catalog when materials were discarded. The project was completed in December 2019. Online access increased for the majority of the titles and the remaining collection has a tighter focus to meet the library's needs.

The Library continually develops, maintains, and evaluates library collections to keep pace with changes in the law and meet the evolving needs of our users. From selection and purchasing to processing new items and updating current titles, collection management staff ensure our users have the most up-to-date information. The Library also manages collections and subscriptions for the Wisconsin Supreme Court and Court of Appeals, and Milwaukee and Dane County judicial offices.

The flow of materials through our collections is constant. 5,000 records for books or other materials in our catalog were added or edited during the year. Many more items were updated, as library staff managed supplementation, new items and editions, and other changes to titles. Staff kept data for three months of items received and routed through the collection processing office. 375 books and hundreds of loose leaf or pocket part filing were managed by staff during that short period.

In the fall, the Library undertook a shelf reading project to organize and clean up heavily used areas of the collection, such as Wisconsin materials, Reference, and Federal practice books. Staff gave individual attention to over 11,000 books and catalog records.

Reviews of library subscriptions returned a savings of just over \$20,000. New titles in several areas were added during these reviews as well.

The Library developed a more robust historic and legal dictionary collection, spanning the years 1750-1940. Print dictionaries were purchased, and online dictionaries available through archives like HathiTrust and Google Books were added to the library catalog.

Additional titles were added in the area of alternative treatment courts to update this collection.

The Wisconsin Briefs collection provides access to Court of Appeals and Supreme Court Briefs and Appendices, dating back to the two courts' inception. This year 4,867 Court of Appeals and 283 Supreme Court Briefs and Appendices were received and processed by the library. The Library binds all published opinions and makes them available to read in the library. A long term project continues to expand online access to older Briefs and newer Briefs that have not been eFiled. 1,370 Briefs that were not efiled were scanned and uploaded to WSCCA, and 1,156 older documents were uploaded to WSCCA.

The Library's website is a living publication, updated constantly throughout the year to add and maintain links. This year library staff reviewed every link on our legal topic pages to make sure they met our guidelines. Thousands of records in our Ordinances page, County Resources, and Legal Topics databases were reviewed for currency. Overall visits to the website have increased over the past year, with 950,577 total page views. Mobile use continues to increase. Currently phones and tablets account for 57% of our website traffic, with gains for mobile-only readers.

Eleven new research guides were added on topics like immigration, alternative treatment courts, the legislative budget process, and neuroscience and the law.



Partnerships

Dane County Jail

The Dane County Sheriff's Department contracts with the Library, who responds to requests for legal materials from jail inmates. Requests are filled on a weekly basis and can include photocopies or book checkouts. There were 1,641 book checkouts and 1,603 requests for information with 43,988 pages provided.

County Legal Clinics

The branch libraries collaborate with clinics in both courthouses to provide excellent assistance to litigants. The Dane County Law Library helps to coordinate clinics and provides space for clinics to meet in the library. The Milwaukee County Law Library partners with the Milwaukee Justice Center to provide information to self-represented litigants and assist library users with retrieving proof of public benefits. The Library maintains a directory of legal assistance clinics and resources for all 72 counties on the website.

Office of Judicial Education

The Office of Judicial Education provides education for judges and Clerks of Court throughout Wisconsin. The Library provided topical research guides to coordinate with Judicial Education training topics.

Madison Paralegal Program

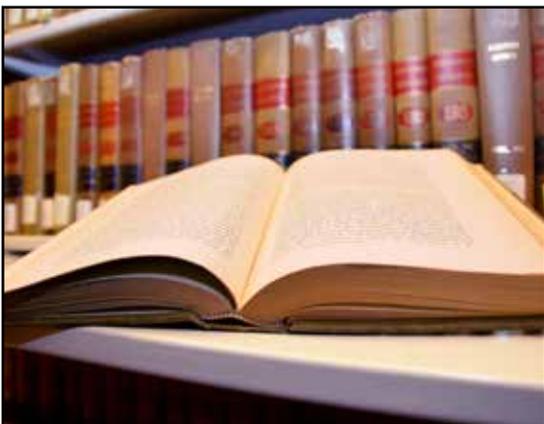
The Library has a long-standing partnership with the Madison College Paralegal Program. Librarians are part of the Program's Advisory Board and the Library's collection serves as a resource for faculty and staff. The Dane County Law Library often hosts paralegal student interns fulfilling their practicum assignments.

Wisconsin Digital Archive

The Library participates in the Wisconsin Digital Archives collection, a cooperative project with state agency librarians to archive and catalog state government publications. Staff catalog publications relevant to the Wisconsin Court System, Wisconsin Department of Justice, and other materials beneficial to our researchers.

UW Law Library Briefs Database

Library staff partnered with the University of Wisconsin Law Library during their project to move their online briefs database to a new Digital Repository. Briefs and appendices were scanned at the Wisconsin State Law Library beginning in the early 1990's when the State's microfiche lab closed. As the CD-based collection expanded, it was acquired by both academic law libraries in the state. UW Law Library staff started hosting the database online in 2003. To prepare for the new Digital Repository, librarians from UW and the State Law Library worked cooperatively to clean up data that was hand-keyed by many staff throughout the decades. The briefs database contains 106,665 individual files! This online collection was unavailable for several months during this project and the Library fielded increased requests for historical briefs during this time.



As we look forward to 2020, some of our goals are to:

- Add materials donated by retired Justice Shirley S. Abrahamson to our collection
- Enhance our constitutional law collection with funds donated by retired Justice David T. Prosser
- Expand our books and resources on drug and alternative treatment courts
- Lengthen our book circulation loan periods
- Recruit for a Branch Librarian at our Milwaukee County Law Library
- Invite new users and groups to visit the Library
- Inform and educate through offering new CLE credit classes