

Annual Compounds

# Annual Training Report by Type of Training for 2004

Printed 1/28/2005

Type of Training	Date	Class Title	Number
<b>Group</b>			
ELECTRONIC RESOURCES TRAINING/FORMAL	1/21/2004	Library and Web Class	9
	1/23/2004	Legislative Web Site Presentation	50
	2/12/2004	Legislative Web Site Presentation	48
	3/11/2004	Legislative Web Site Presentation	48
	5/6/2004	Legislative Web Site Training	40
	5/13/2004	Intranet Research Options	14
	10/7/2004	Legislative Web Site	30
<b>Group Total :</b>			239
<b>Group</b>			
LIBRARY INTRODUCTION OR DESCRIPTION OF SERVICES	1/16/2004	Senate Intern Introduction	25
	2/4/2004	College Class Presentation	9
	2/6/2004	Intern introduction	10
	2/9/2004	New Page Introduction	10
	2/24/2004	College Class Introduction	18
	3/19/2004	MN Elder Statesmen Tour	30
	3/22/2004	New Page Introduction	15
	4/19/2004	House Page Introduction	10
	4/20/2004	College Class Introduction	20
4/26/2004	House Page Tour	1	
<b>Group Total :</b>			148

Group  
LIBRARY TOUR

1/12/2004	New Staff Person Tour	1
1/20/2004	Student Tour	1
1/20/2004	New Intern Tour	1
1/23/2004	College Student Tour	1
1/29/2004	New Staff Tour	16
2/2/2004	New Intern Tour	1
2/4/2004	New Intern Tour	2
2/5/2004	New Intern Tour	1
2/5/2004	Library Tour	1
2/5/2004	Library Tour	1
2/9/2004	New Intern Tour	1
2/9/2004	New Intern Tour	1
2/10/2004	New Intern Tour	1
2/23/2004	New Page Tour	15
3/2/2004	Tour	1
3/2/2004	New Member Tour	1
3/5/2004	New Intern Tour	1
3/8/2004	Intern Tour	2
3/15/2004	Intern Tour	1
5/25/2004	New Intern Tour	1
9/29/2004	New Staff Person Tour	1
10/12/2004	Library tour	1
10/12/2004		1
12/29/2004	Library Tour	6

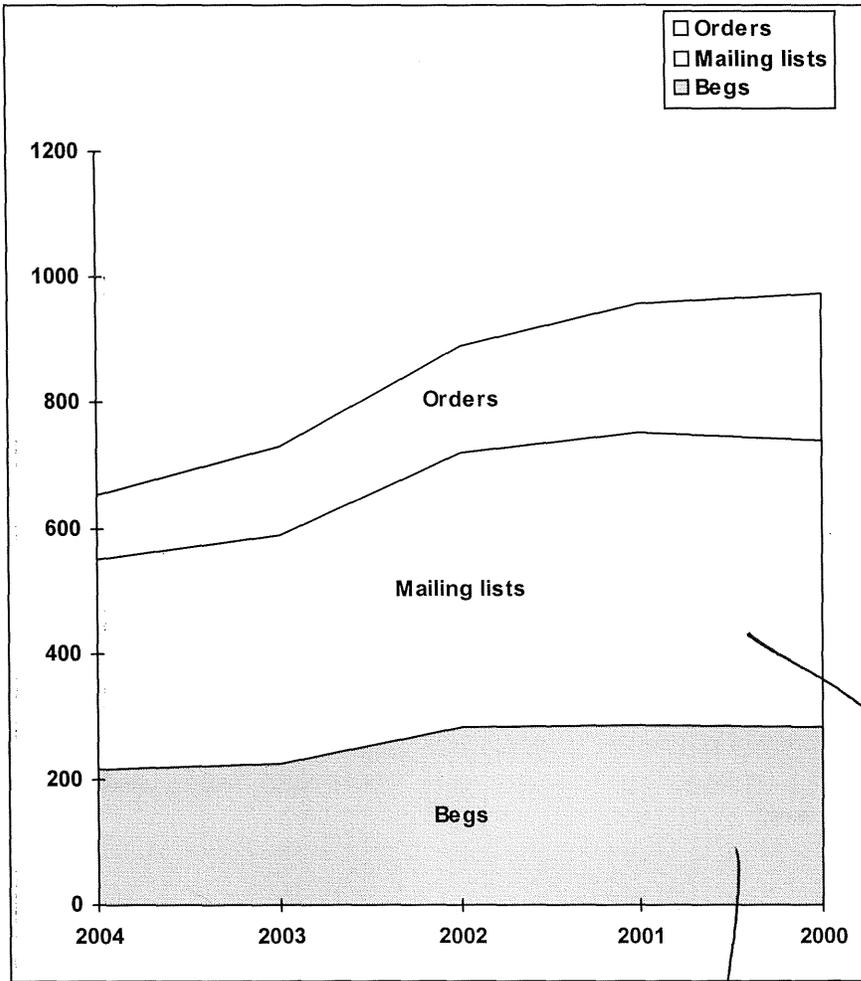
Group Total : 60

**Grand Total:** 447

# Acquisitions

Printed: 01/04/05

## Annual Comparison: Method of Acquisition



	Orders	Begg	Mail Lists
2004	104	214	335
2003	142	226	362
2002	170	284	436
2001	205	285	468
2000	233	283	458

*This category includes items we print out from the web.*

*This category has remained about the same..... Jess says we still get a fair amount of unsolicited materials, but we don't necessarily KEEP them all.*

### Annual Acquisitions Comparisons

	Orders	Begs	Mailing List	Subtotal	MN Docs	Subtotal	Gifts	Total
2004	104	214	335	653	952	1605	57	1662
2003	142	226	362	730	980	1710	131	1841
2002	170	284	436	890	930	1820	285	2105
2001	205	285	468	958	1000	1958	115	2073
2000	233	283	458	974	1200	2174	172	2346

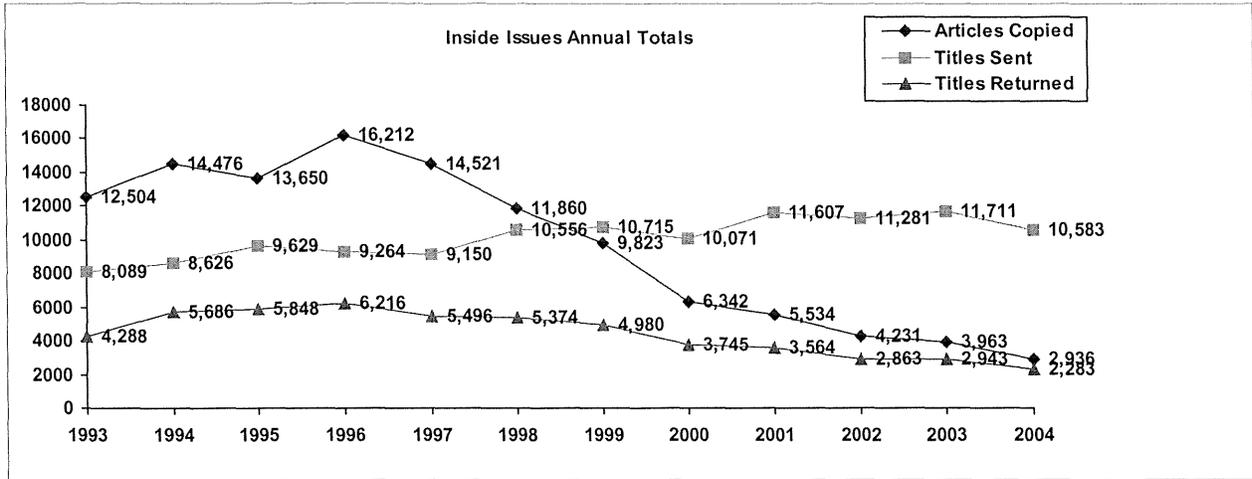
### Disposition of acquisitions

	Acq.	Cat. & Add.
2004	1662	1425
2003	1841	1564
2002	2105	1830
2001	2073	2134
2000	2346	2363

### Minnesota documents detail

	Mandated	Other	Total
2004	439	513	952
2003	364	616	980
2002	406	524	930
2001	417	583	1000
2000	468	732	1200

# Inside Issues Annual Comparison Report 2005



Even though the  
no. of titles sent has  
remained fairly level  
we are copying many  
fewer articles.

## Inside Issues Requests

2004

### June

50 Electronic	20.33%
196 Paper	79.67%
<hr/>	
Total: 246	

### July

53 Electronic	22.27%
185 Paper	77.73%
<hr/>	
Total: 238	

### August

20 Electronic	12.99%
134 Paper	87.01%
<hr/>	
Total: 154	

### September

22 Electronic	12.15%
159 Paper	87.85%
<hr/>	
Total: 181	

### October

4 Electronic	2.27%
172 Paper	97.73%
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Total: 176	

### November

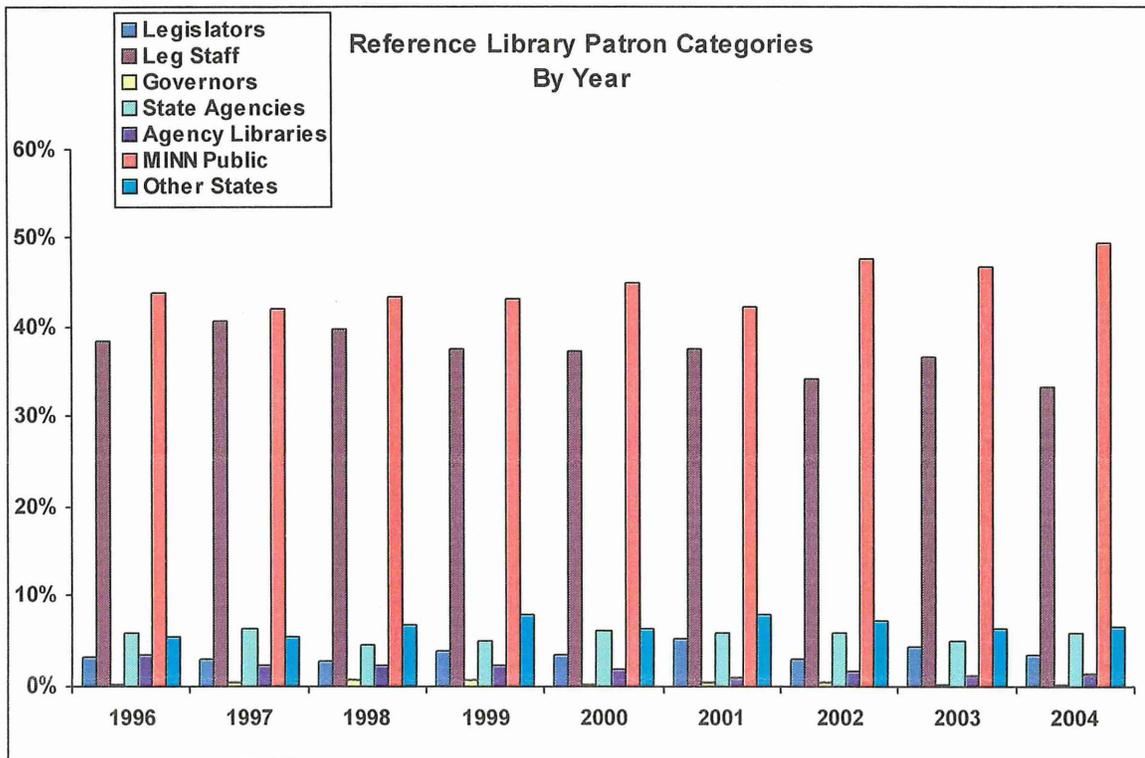
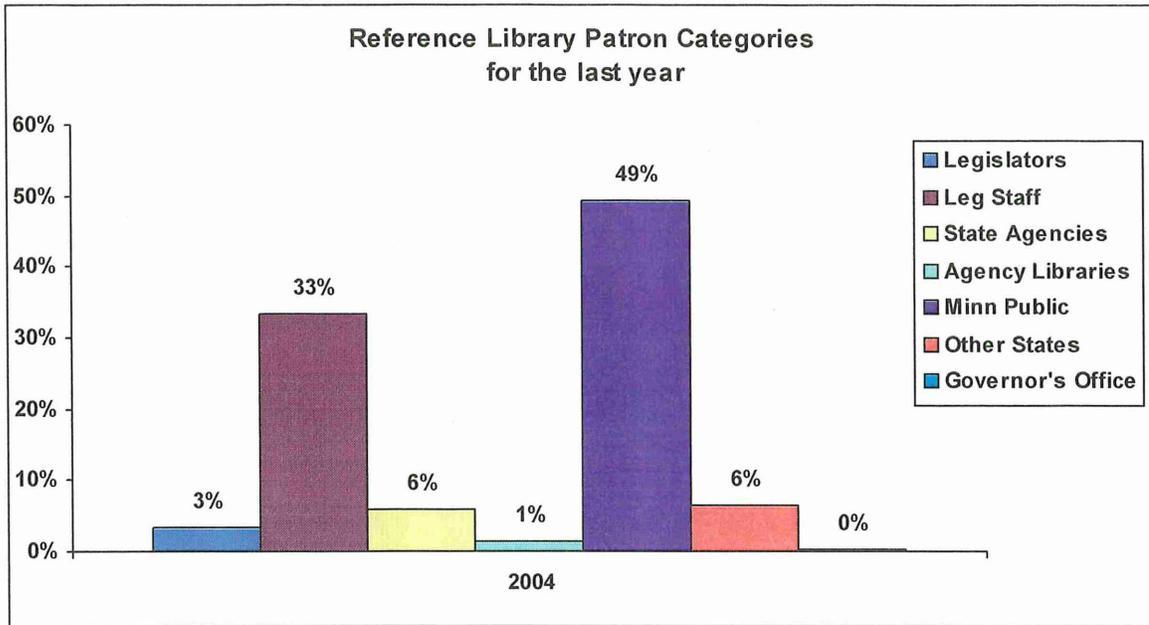
13 Electronic	6.13%
199 Paper	93.87%
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Total: 212	

### December

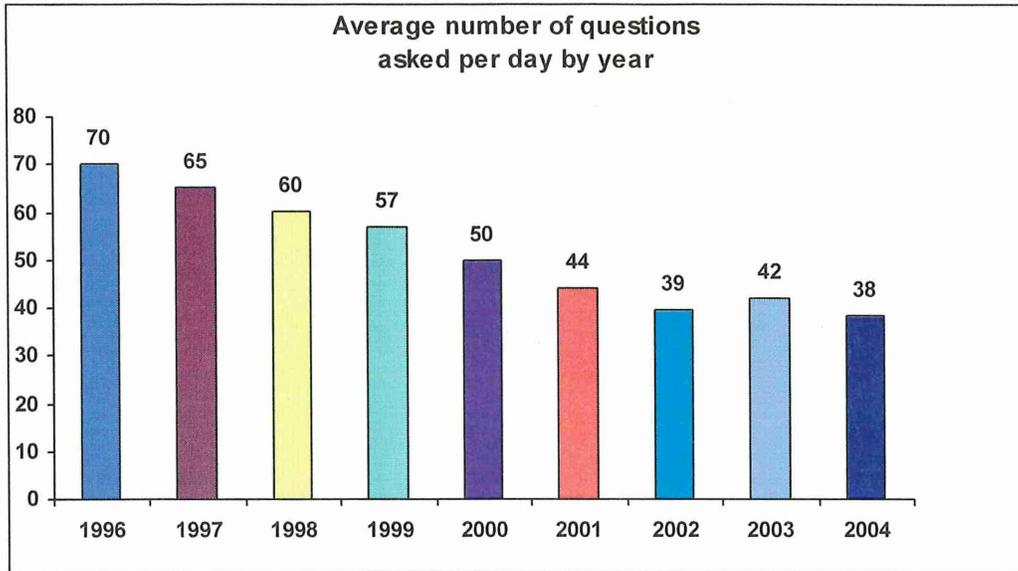
26 Electronic	10.79%
215 Paper	89.21%
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Total: 241	

# ANNUAL REFERENCE REPORT: Patrons

## For 2004

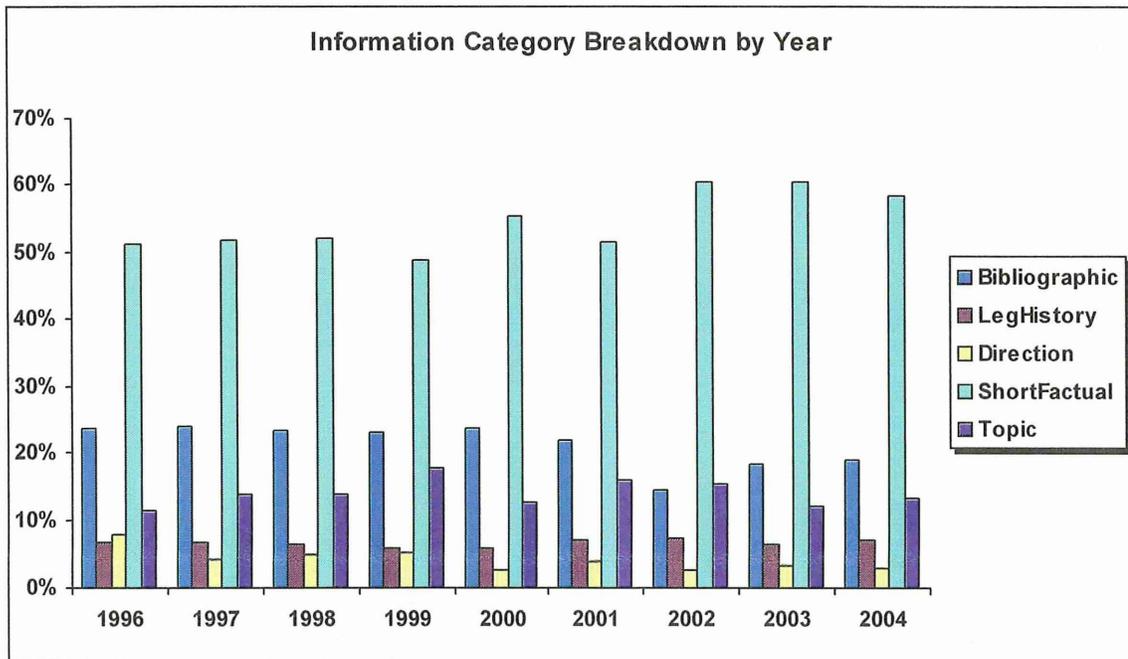
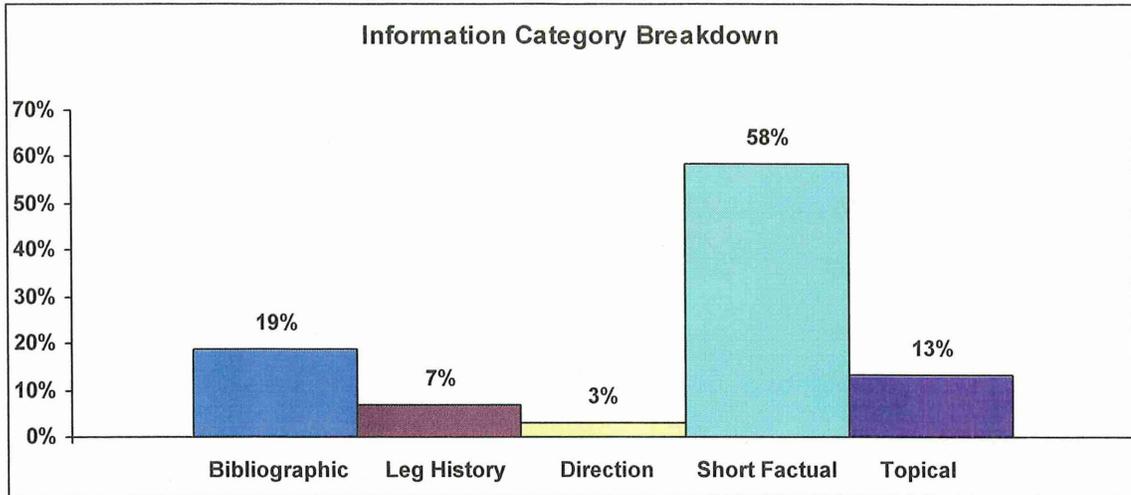


# ANNUAL REFERENCE REPORT: Questions Asked For 2004



# ANNUAL REFERENCE REPORT: Information Format by Category

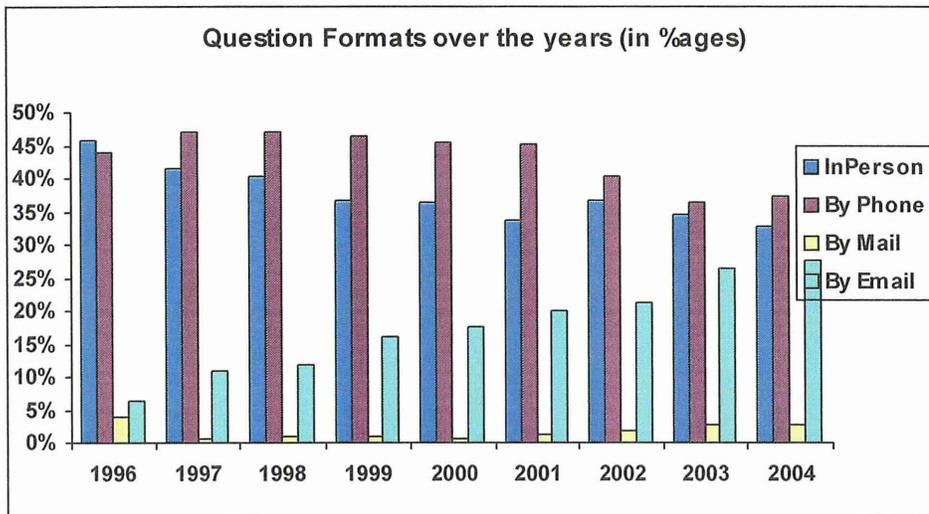
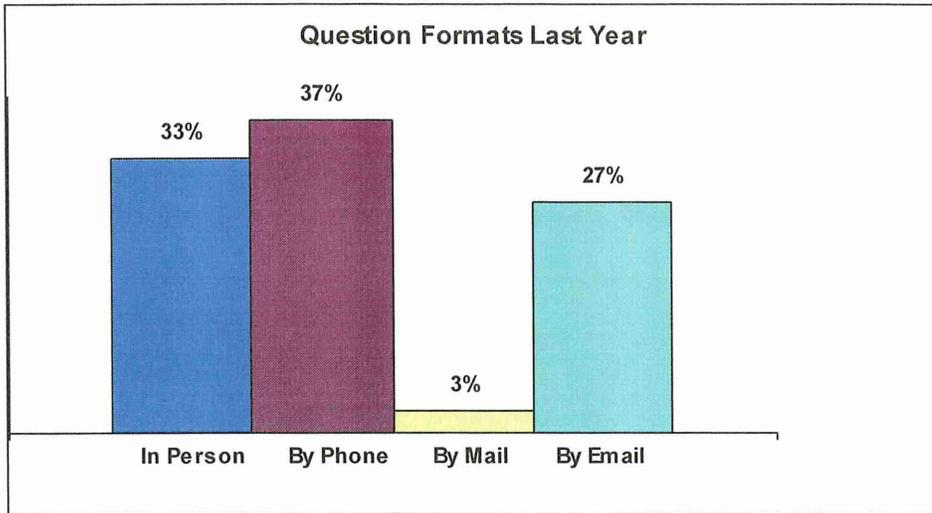
## For 2004



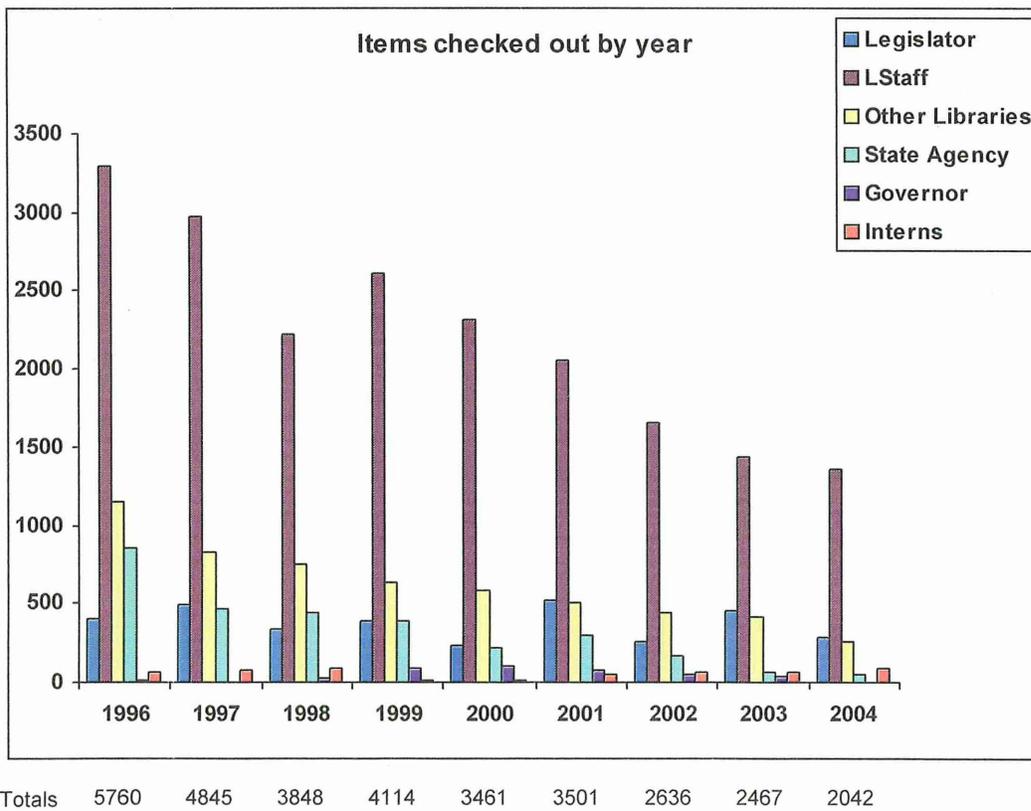
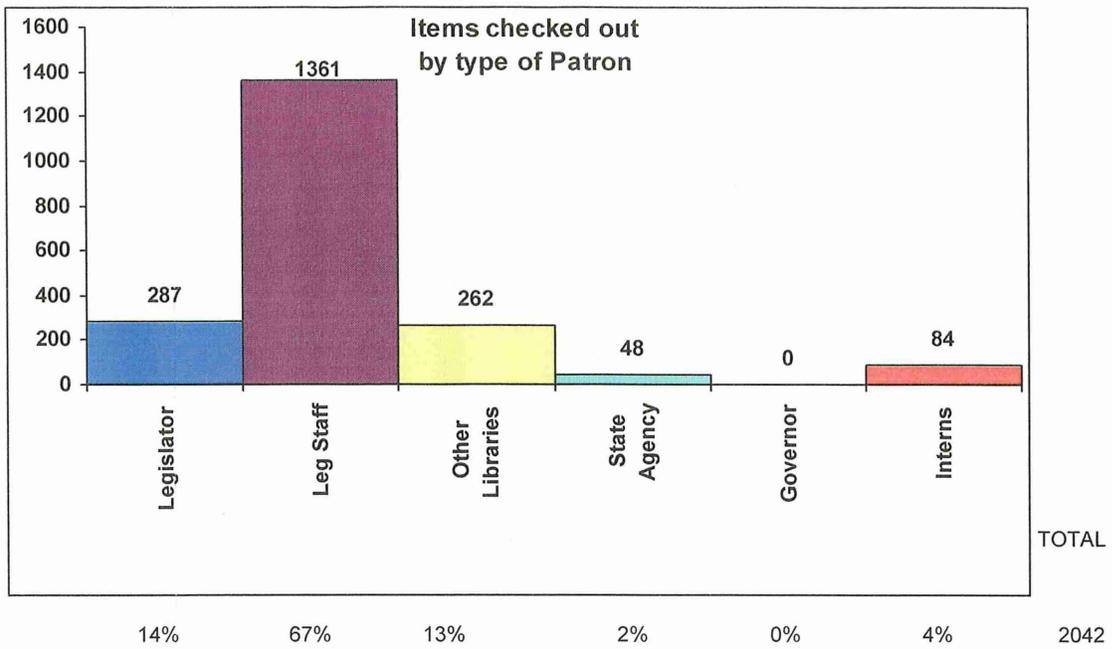
### Information Category 5 Year Breakdown

<u>Year</u>	<u>Bibliographic</u>	<u>Leg History</u>	<u>Direction</u>	<u>Short Factual</u>	<u>Topical</u>	<u>Total</u>
2004	259	96	40	808	182	1385
2003	273	94	48	913	180	1508
2002	204	102	38	858	217	1419
2001	348	109	63	819	250	1589

# ANNUAL REFERENCE REPORT: Question Format For 2004

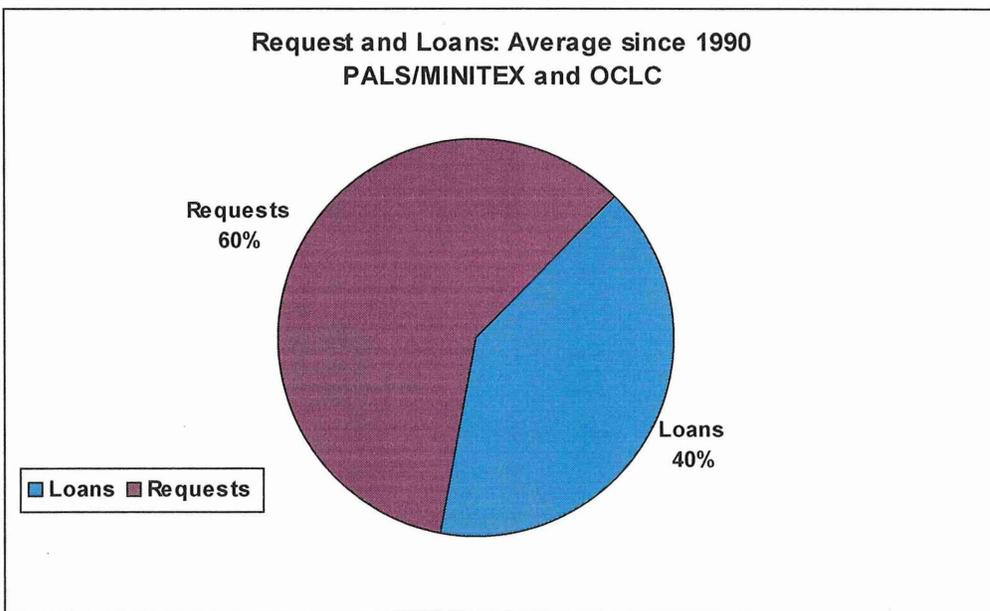
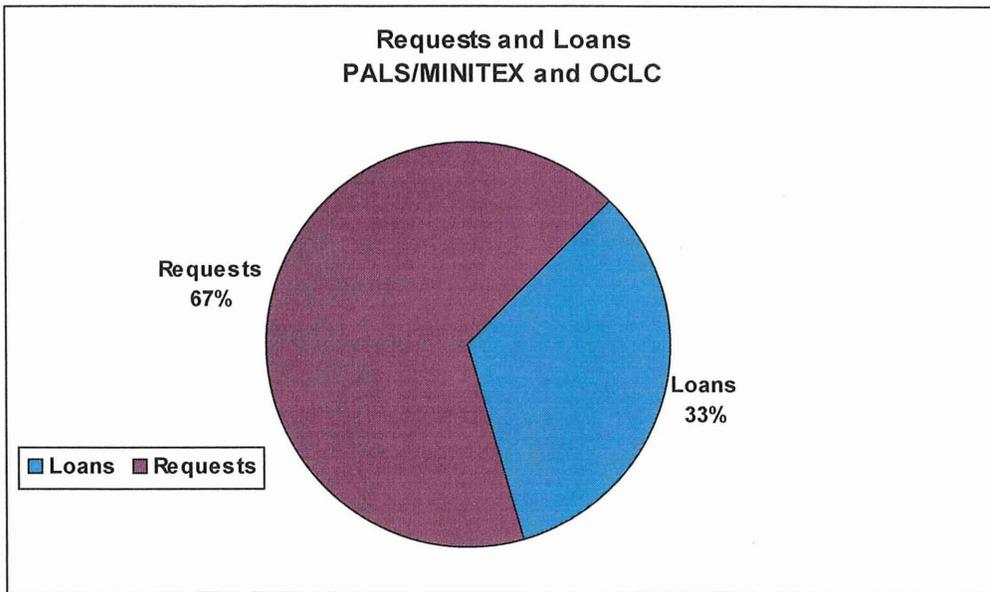


# Circulation Statistics Annual Report 2004



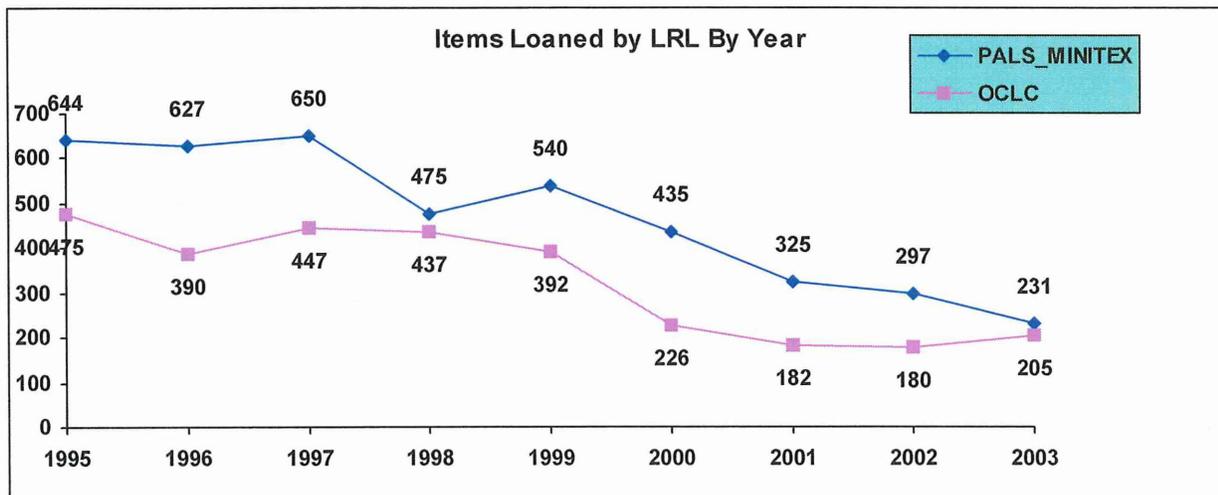
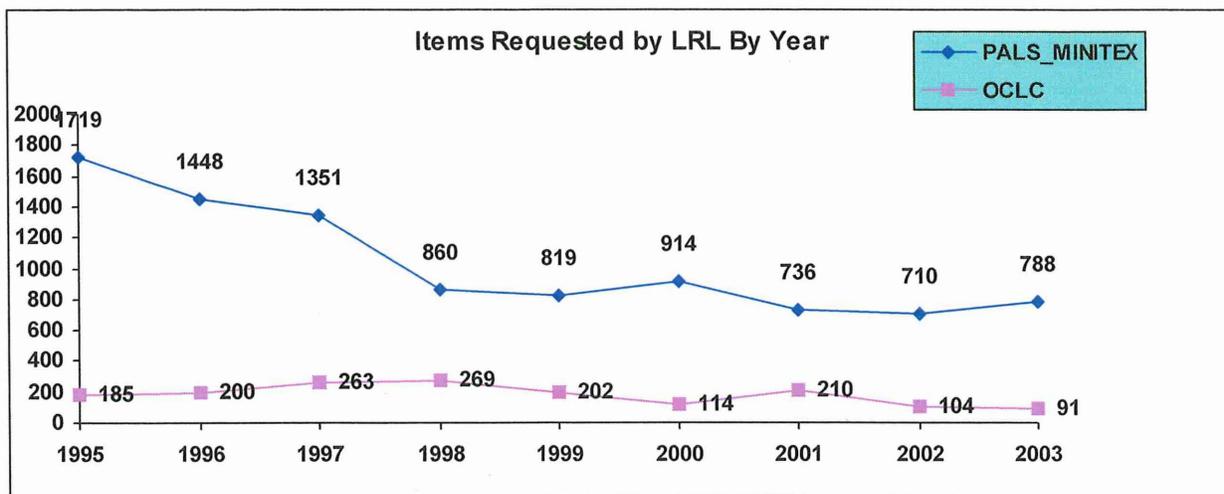
# ANNUAL INTERLIBRARY LOAN RATIOS: Requests to Loans

For 2003



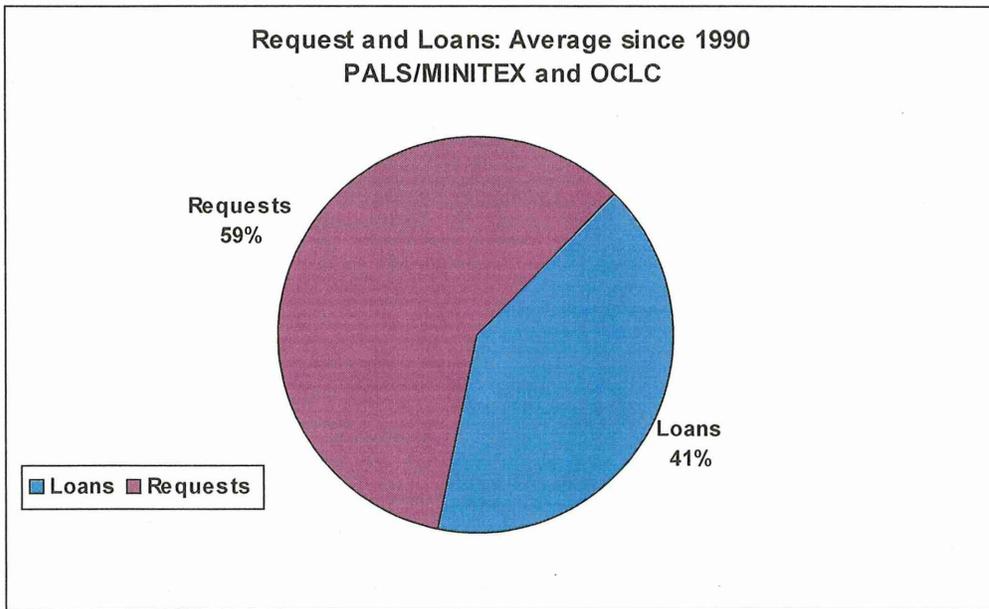
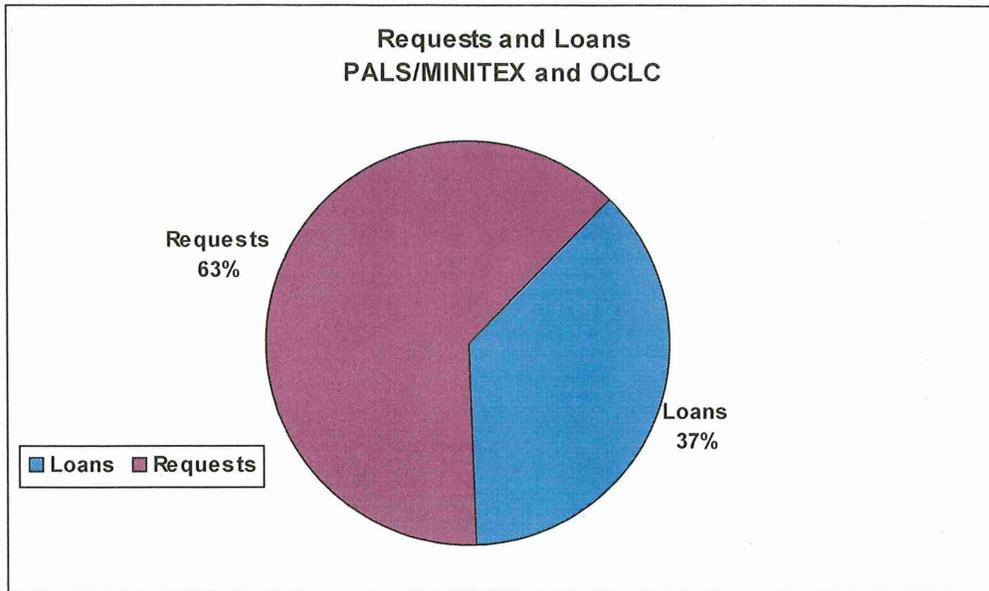
# INTERLIBRARY LOAN ANNUAL STATISTICS: Requests and Loans

For 2003



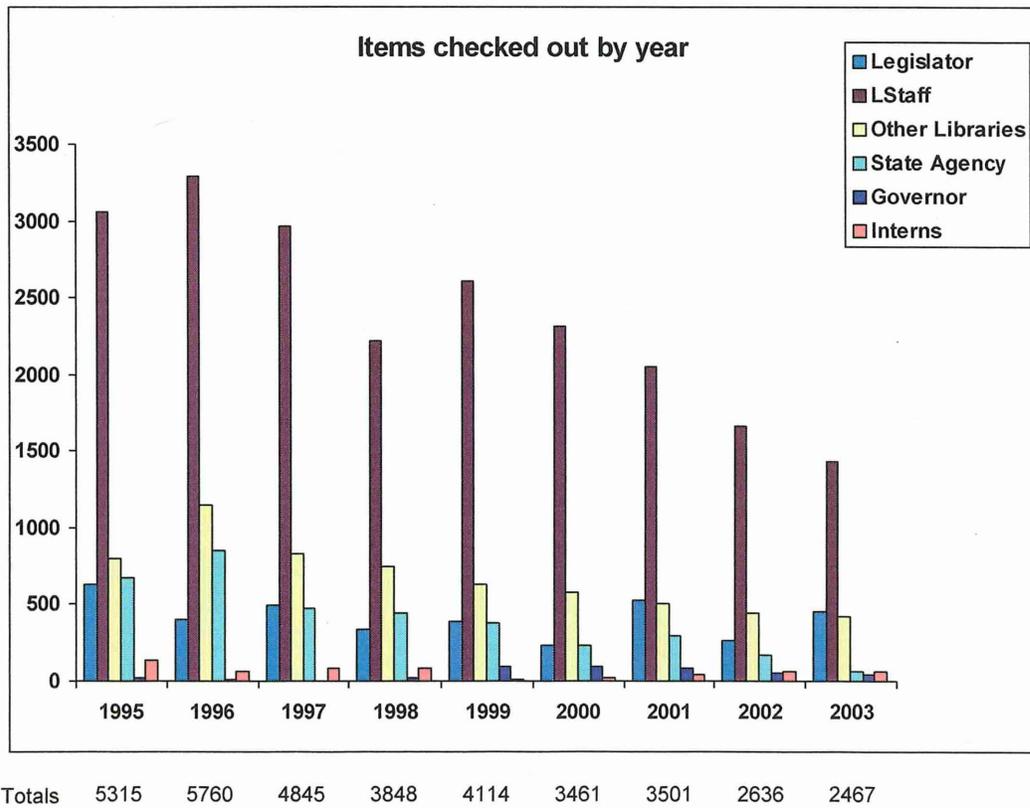
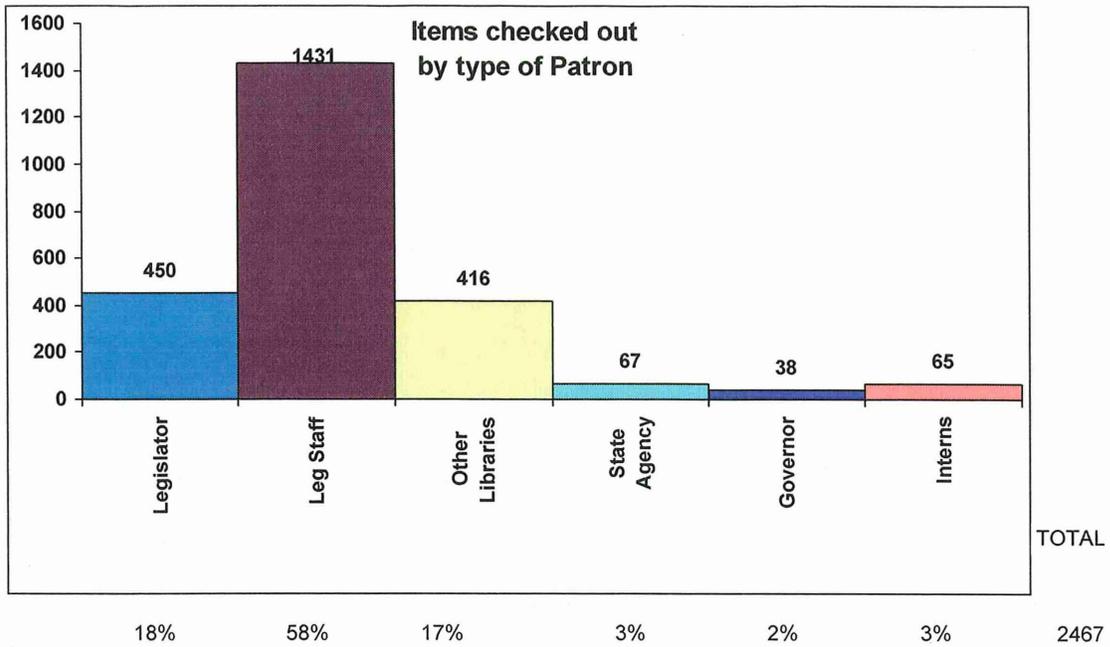
# ANNUAL INTERLIBRARY LOAN RATIOS: Requests to Loans

For 2002

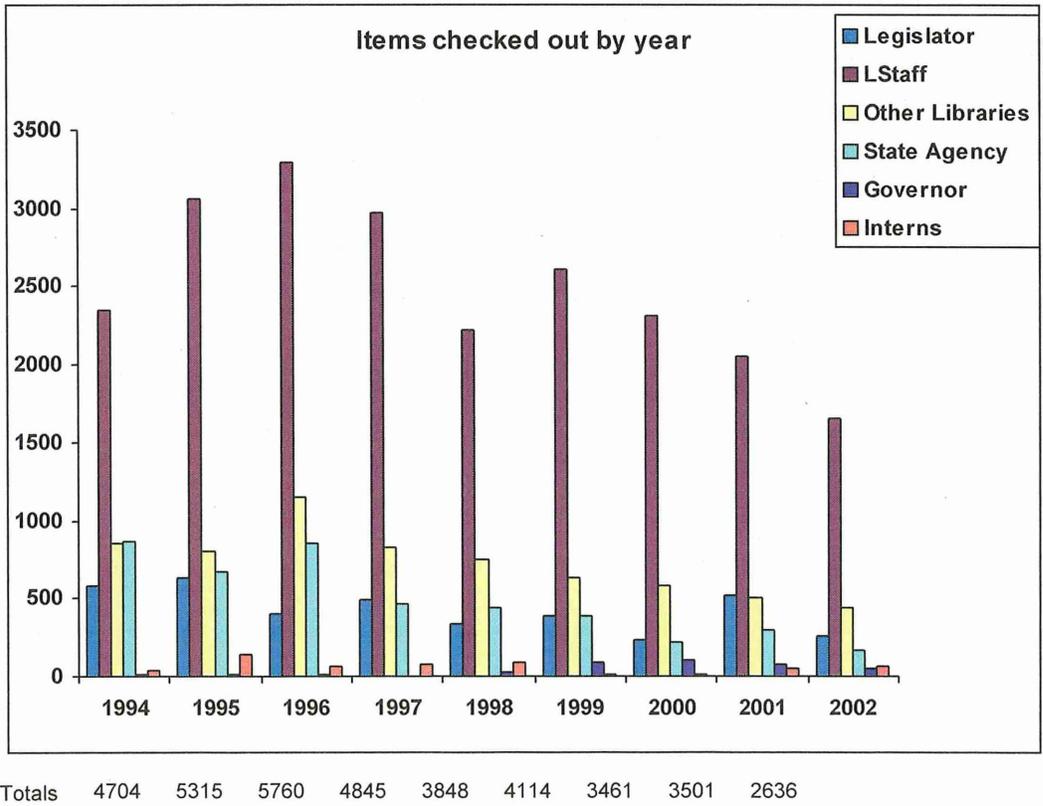
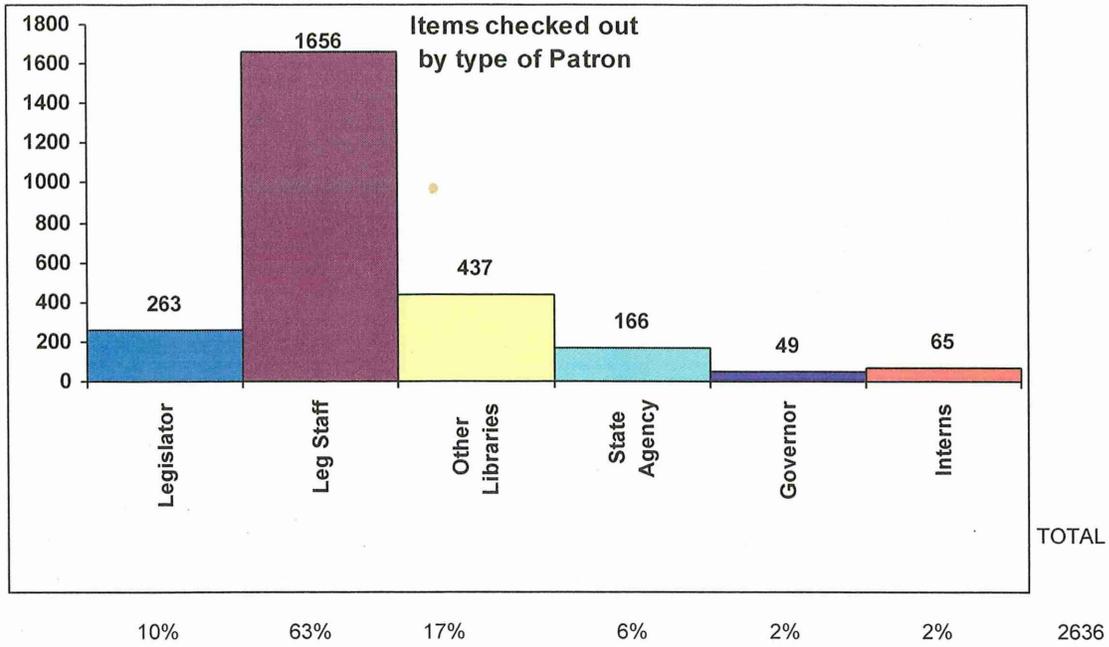


*Even though we request more items than we lend, that does not reflect the value of our participation in the network - our 68% original cataloging makes valuable records available to other libraries.*

# Circulation Statistics Annual Report 2003

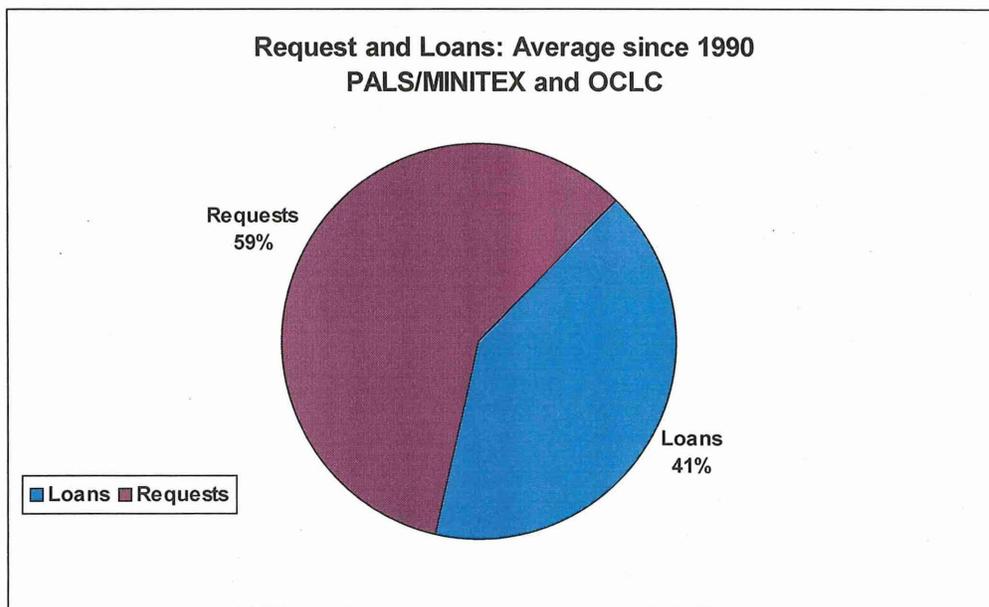
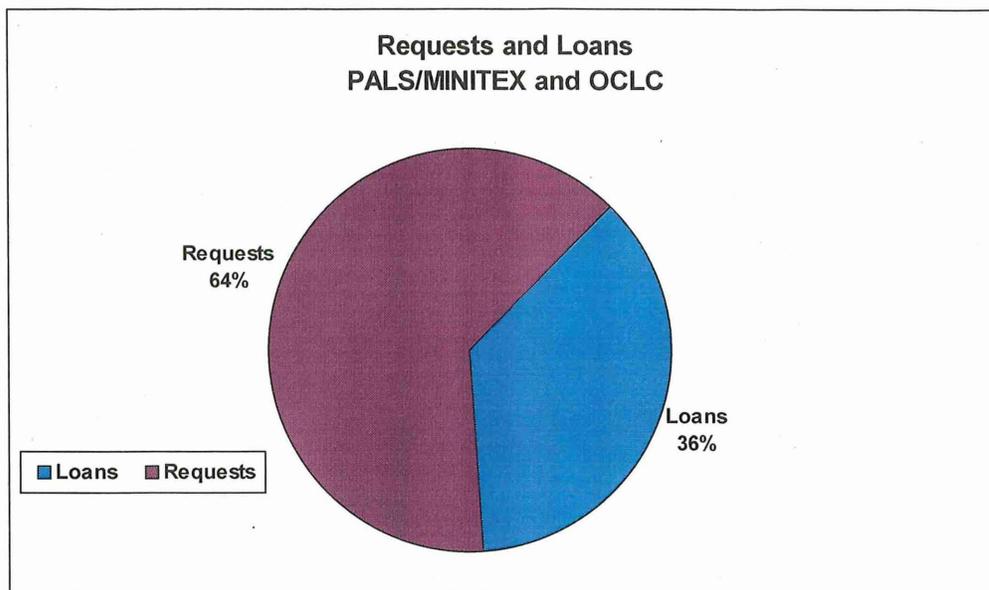


# Circulation Statistics Annual Report 2002



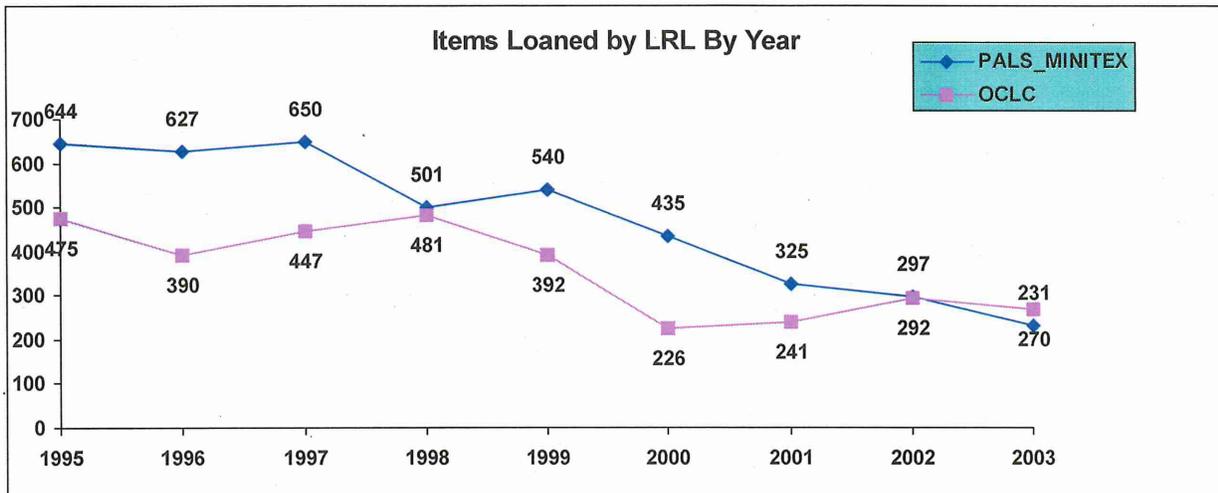
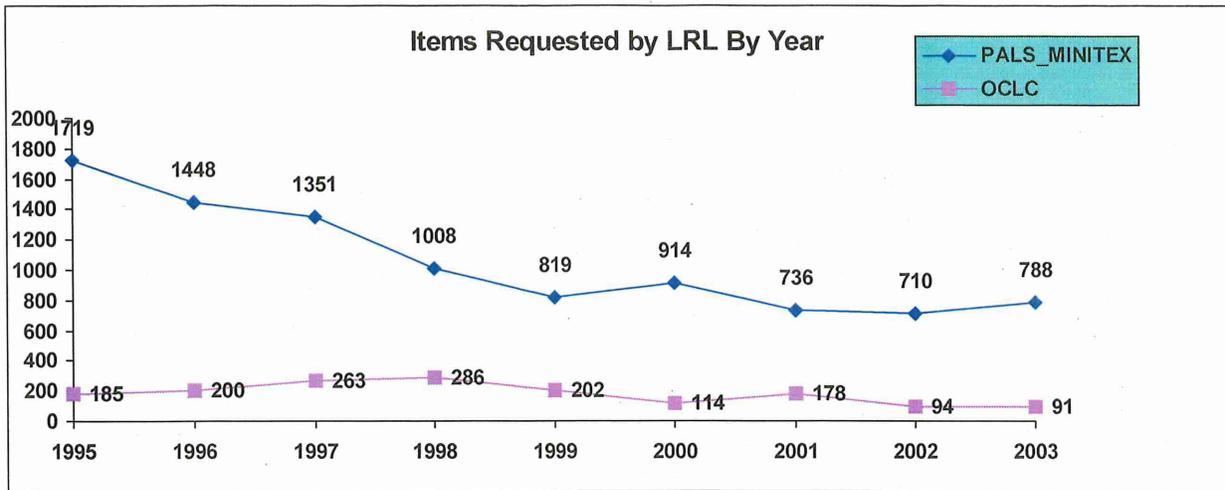
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For 2003



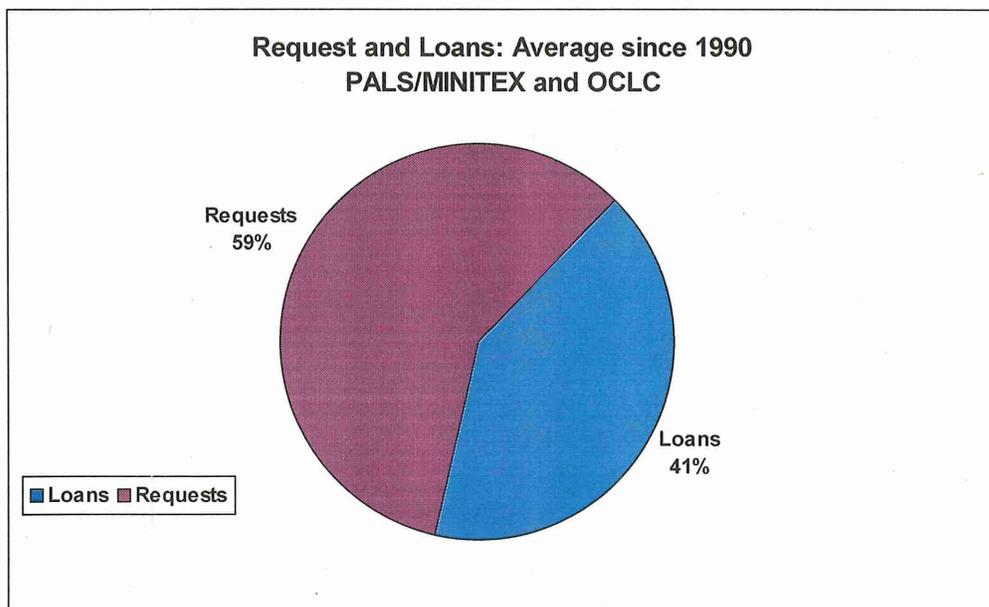
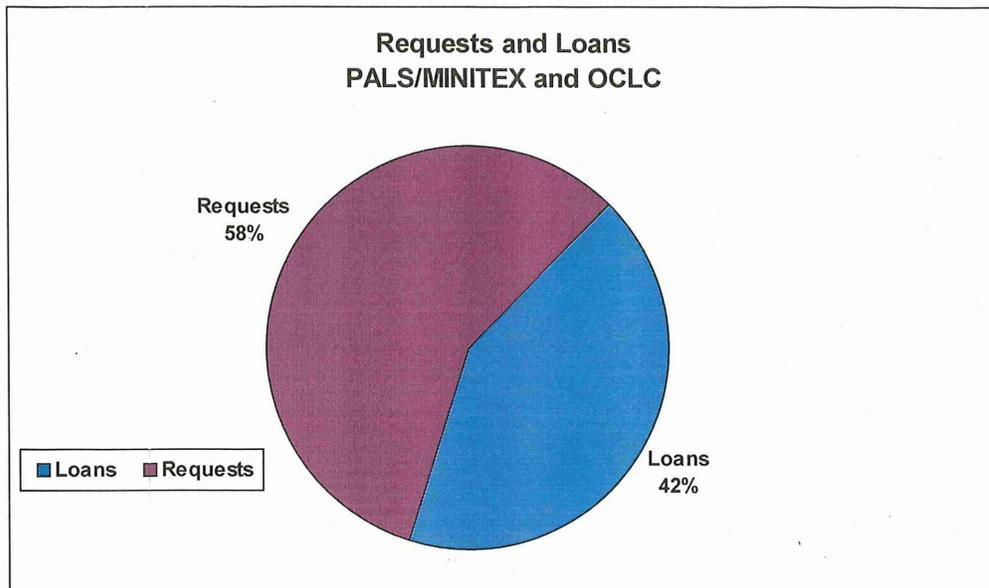
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For 2003



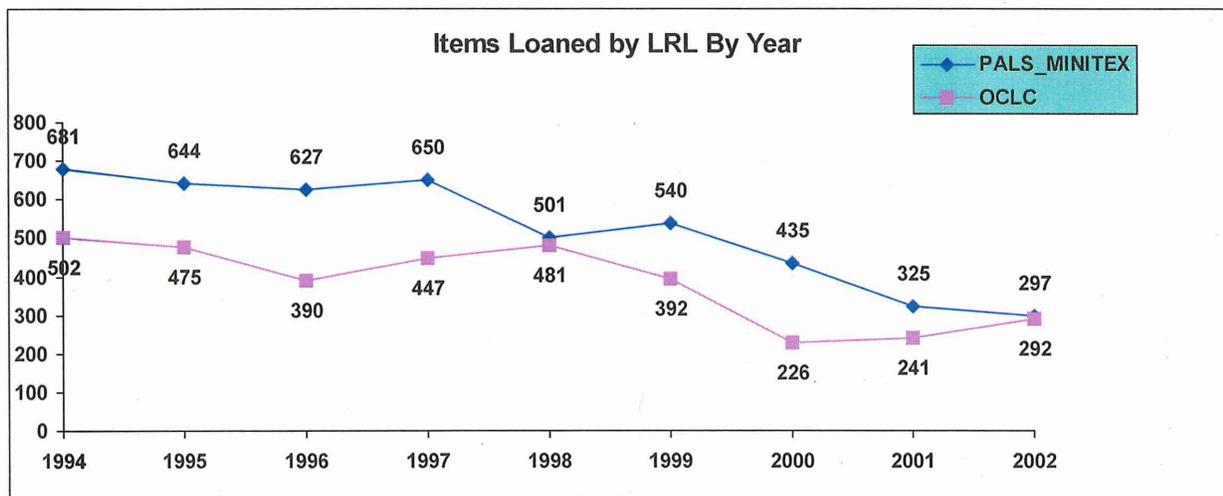
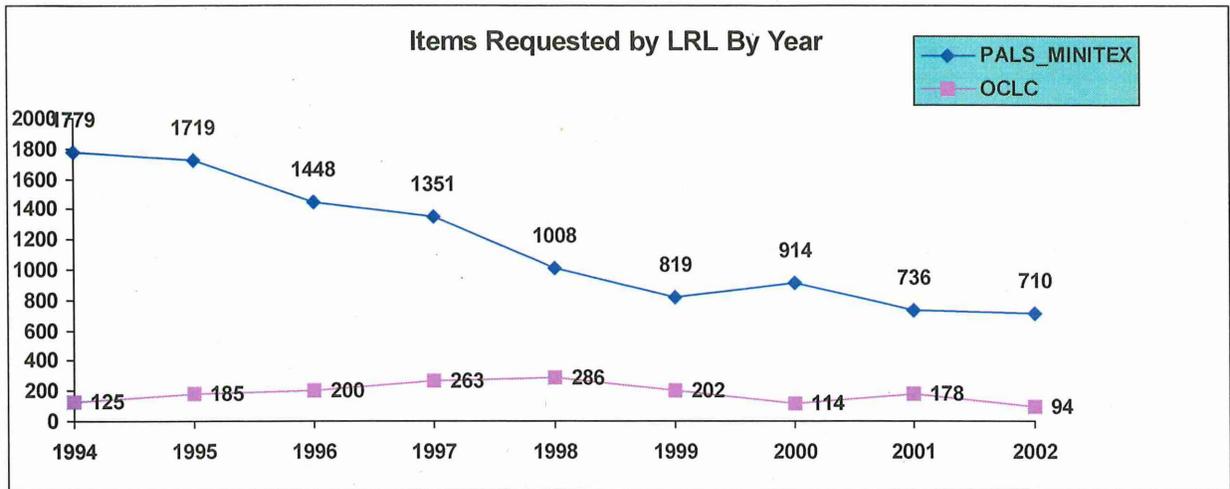
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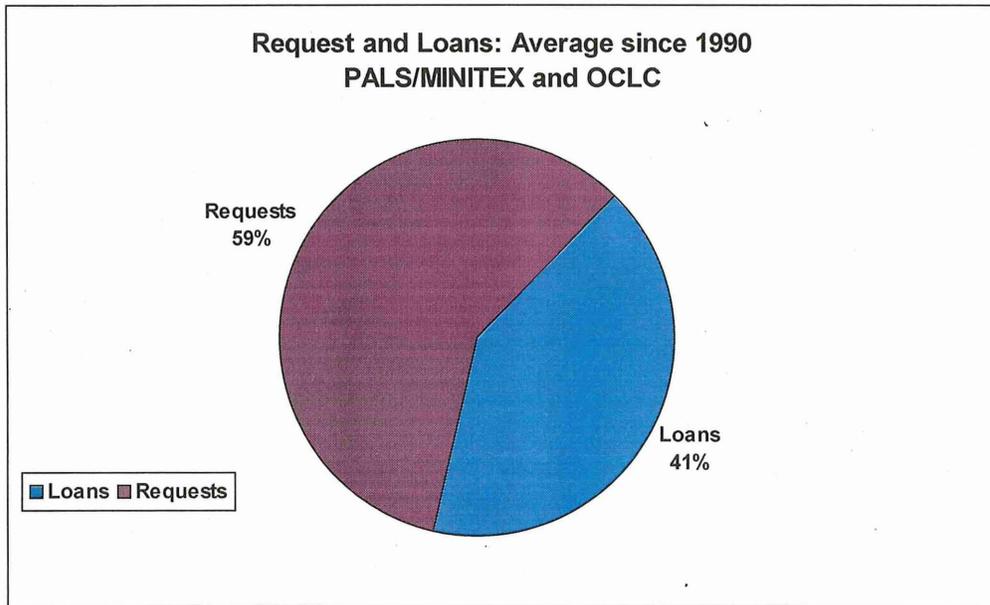
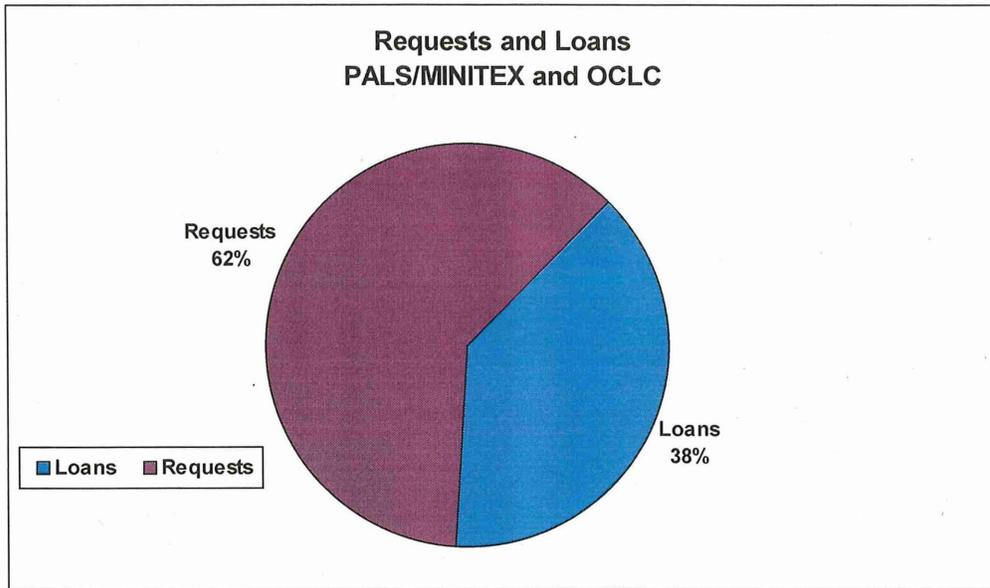
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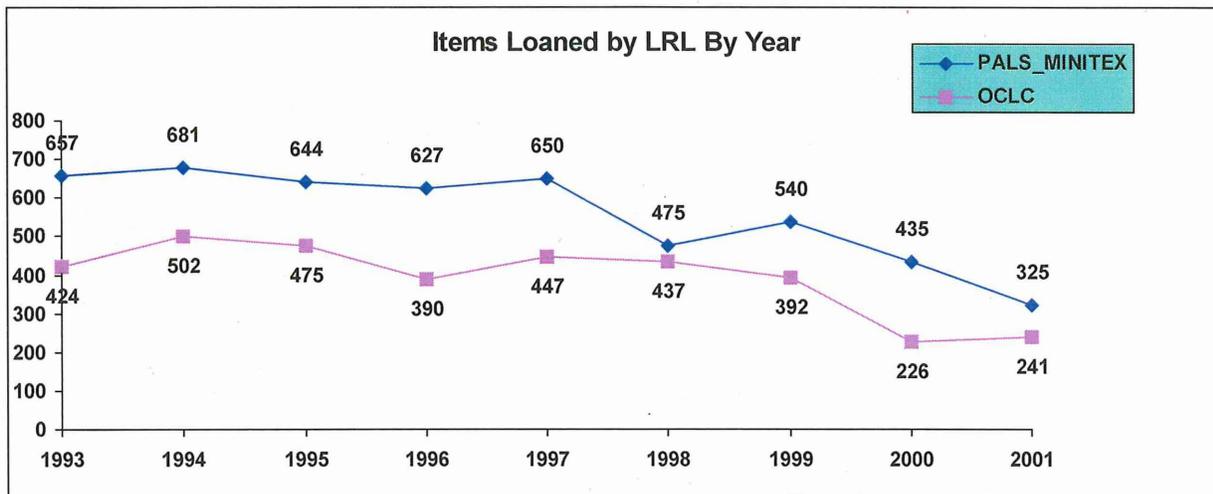
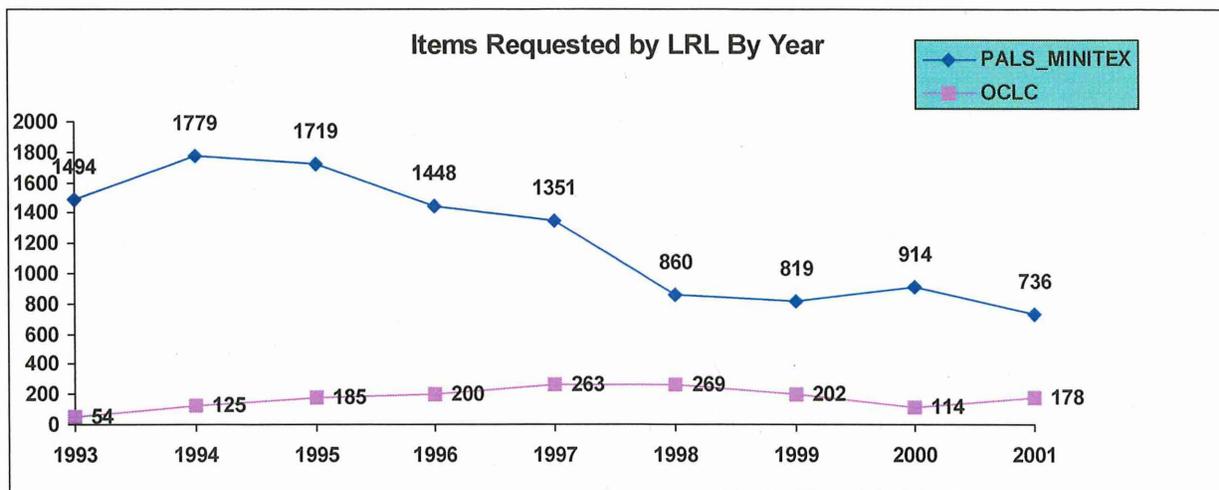
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For 2001



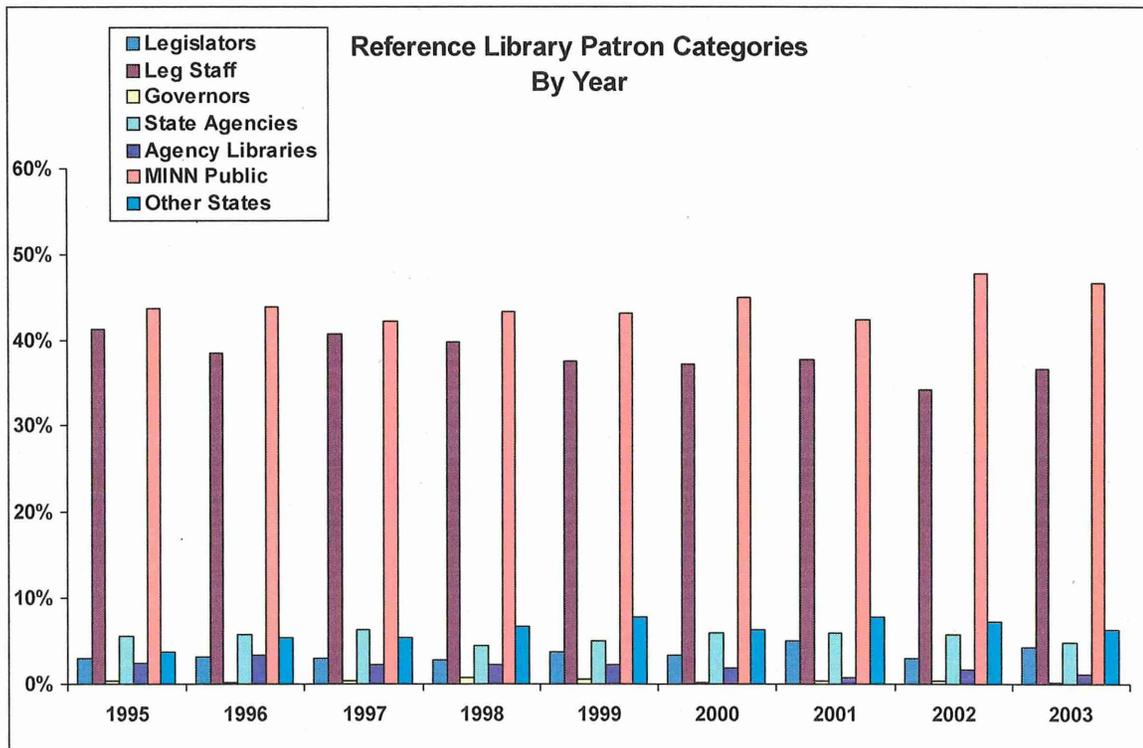
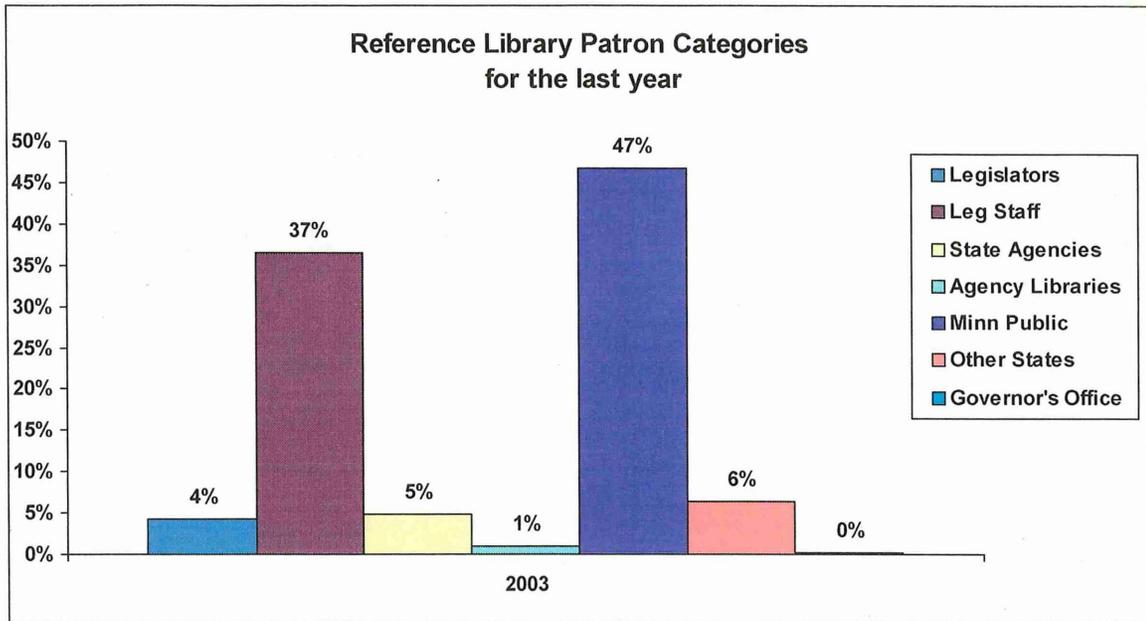
# INTERLIBRARY LOAN ANNUAL STATISTICS: Requests and Loans

For 2001

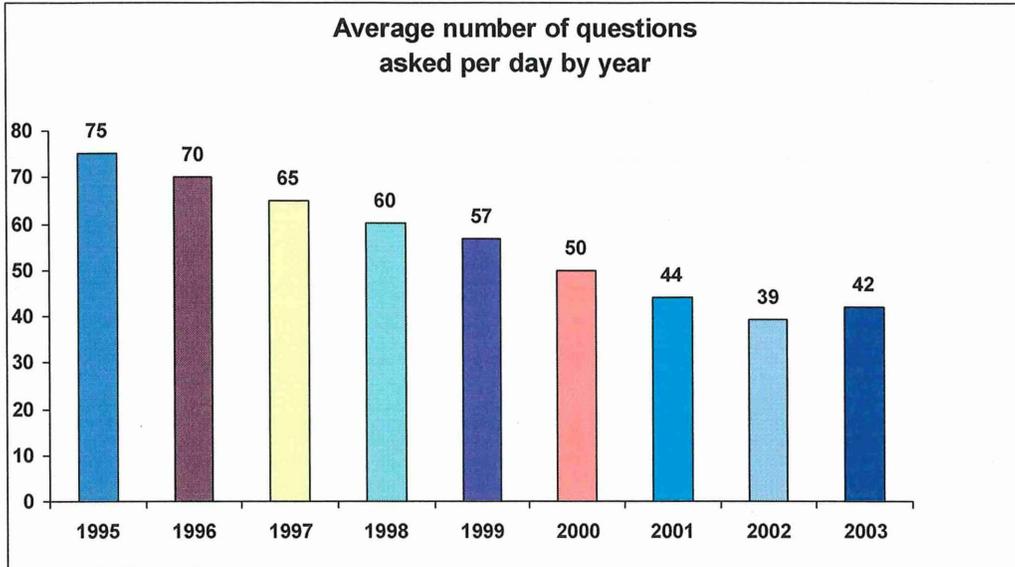


# ANNUAL REFERENCE REPORT: Patrons

## For 2003

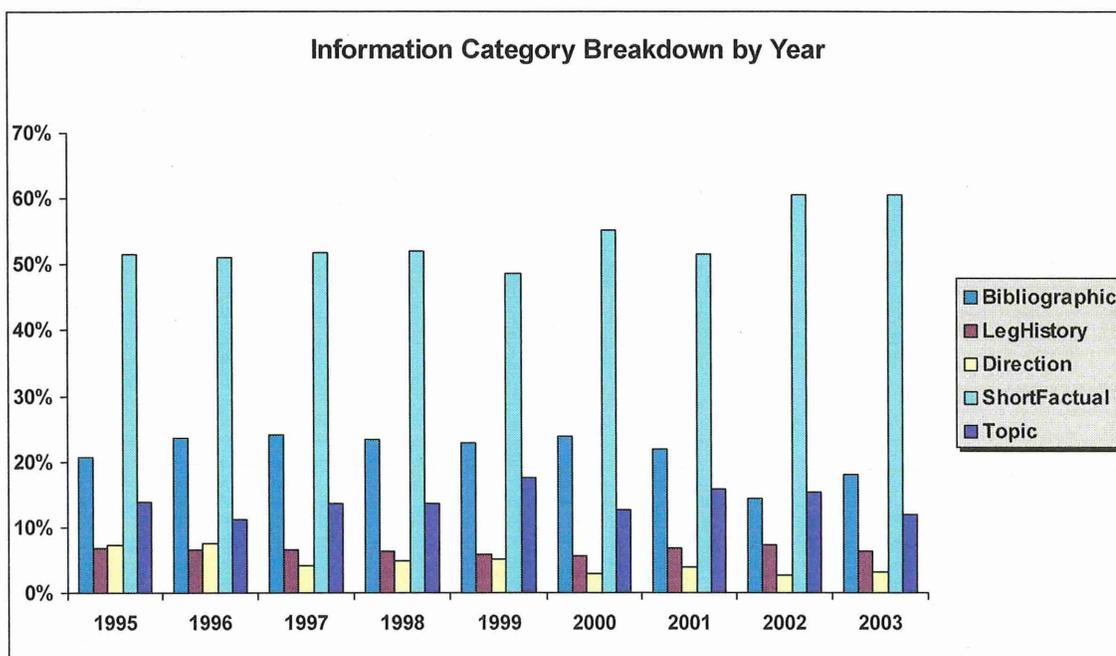
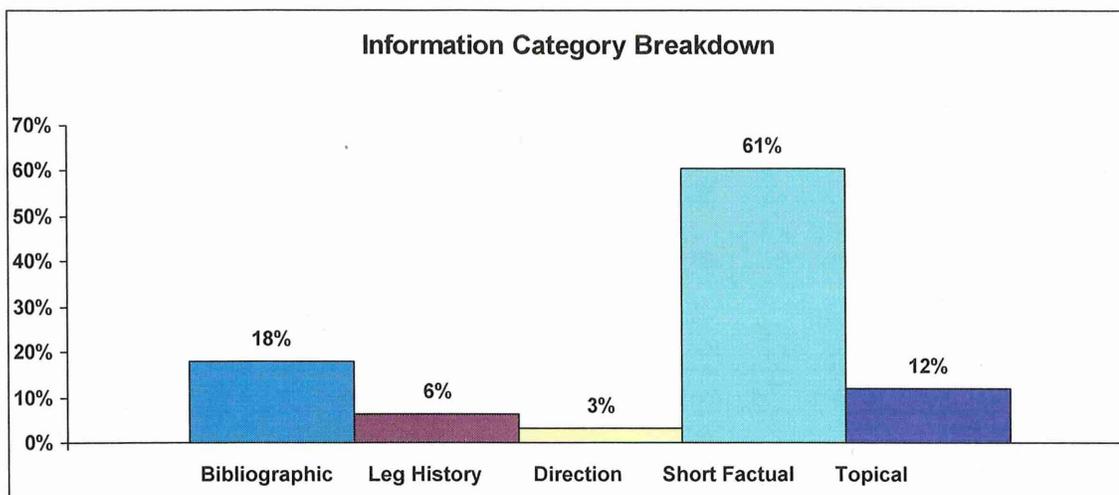


# ANNUAL REFERENCE REPORT: Questions Asked For 2003



# ANNUAL REFERENCE REPORT: Information Format by Category

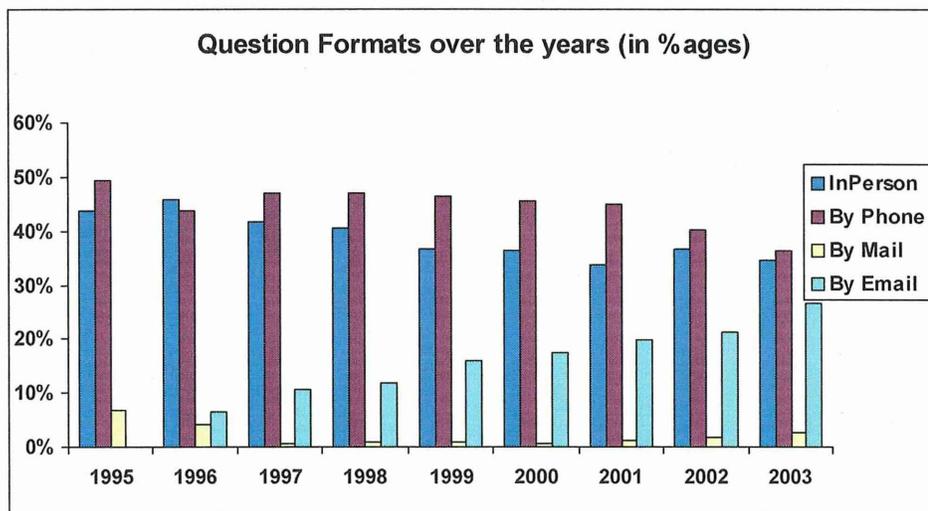
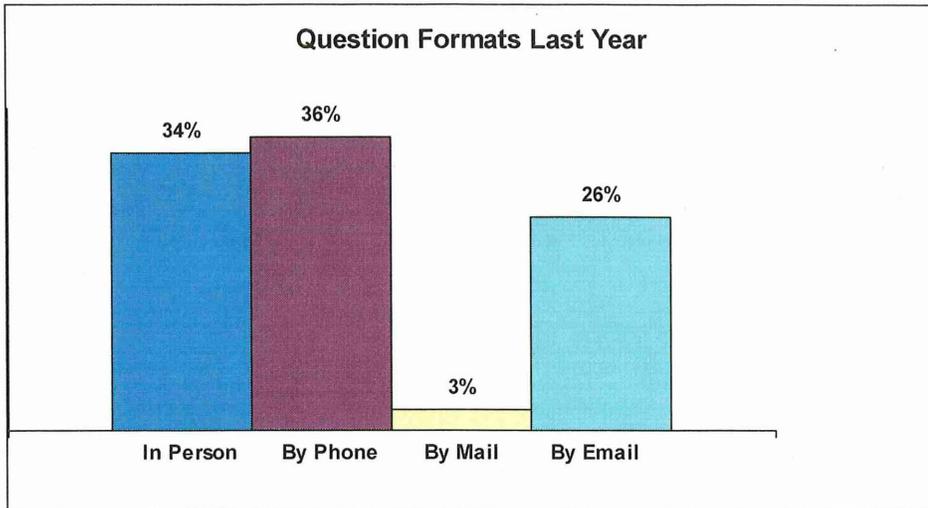
For 2003



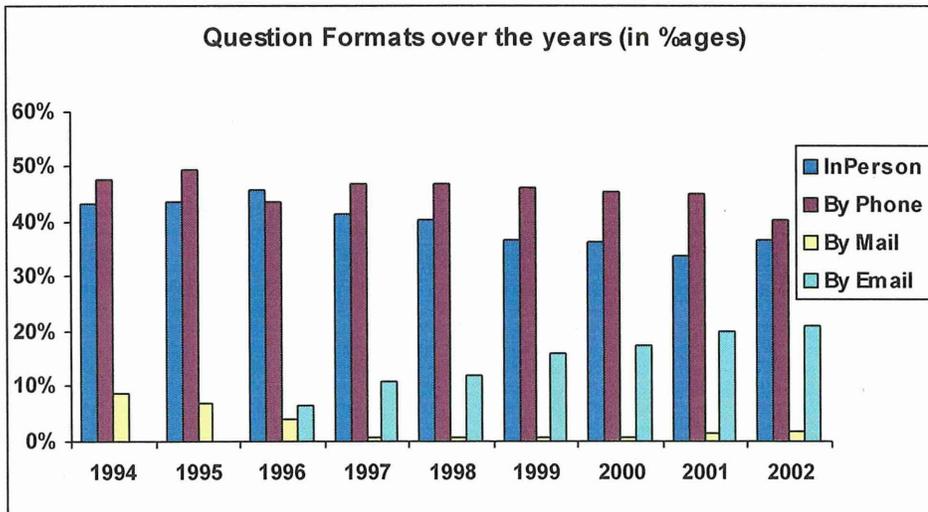
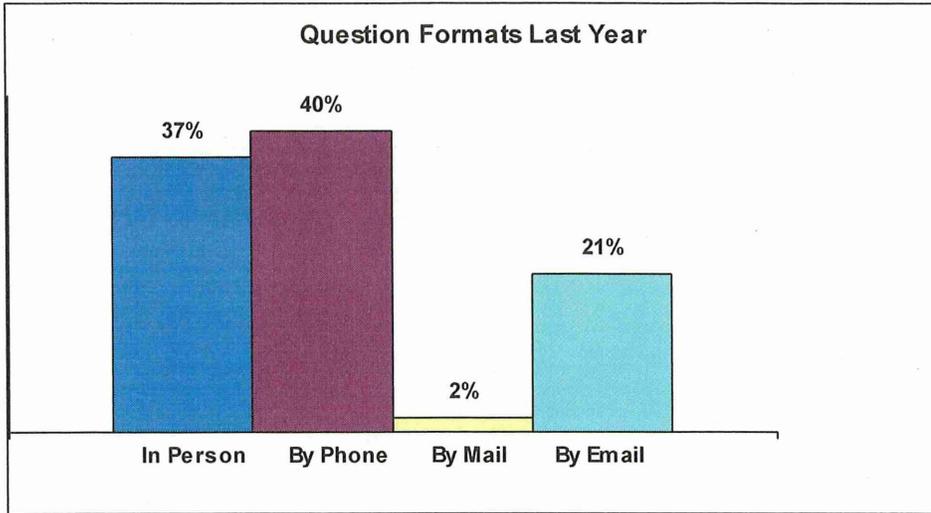
## Information Category 5 Year Breakdown

<u>Year</u>	<u>Bibliographic</u>	<u>Leg History</u>	<u>Direction</u>	<u>Short Factual</u>	<u>Topical</u>	<u>Total</u>
2003	273	94	48	913	180	1508
2002	204	102	38	858	217	1419
2001	348	109	63	819	250	1589
2000	428	102	51	996	226	1803

# ANNUAL REFERENCE REPORT: Question Format For 2003



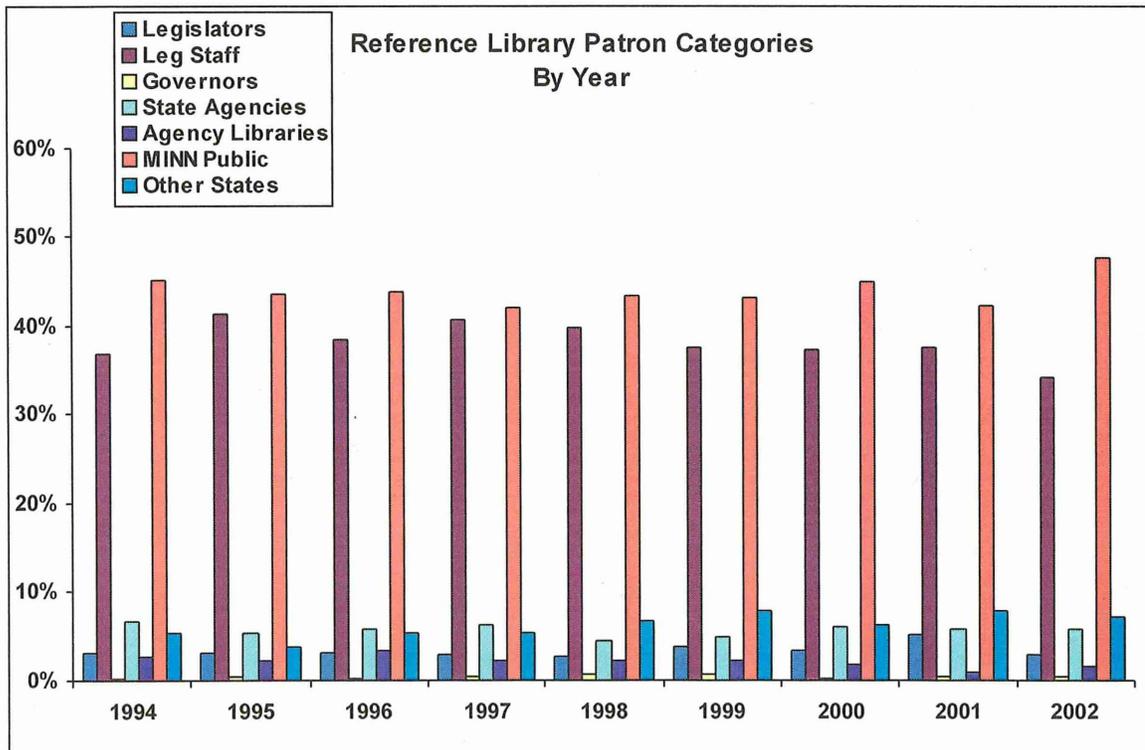
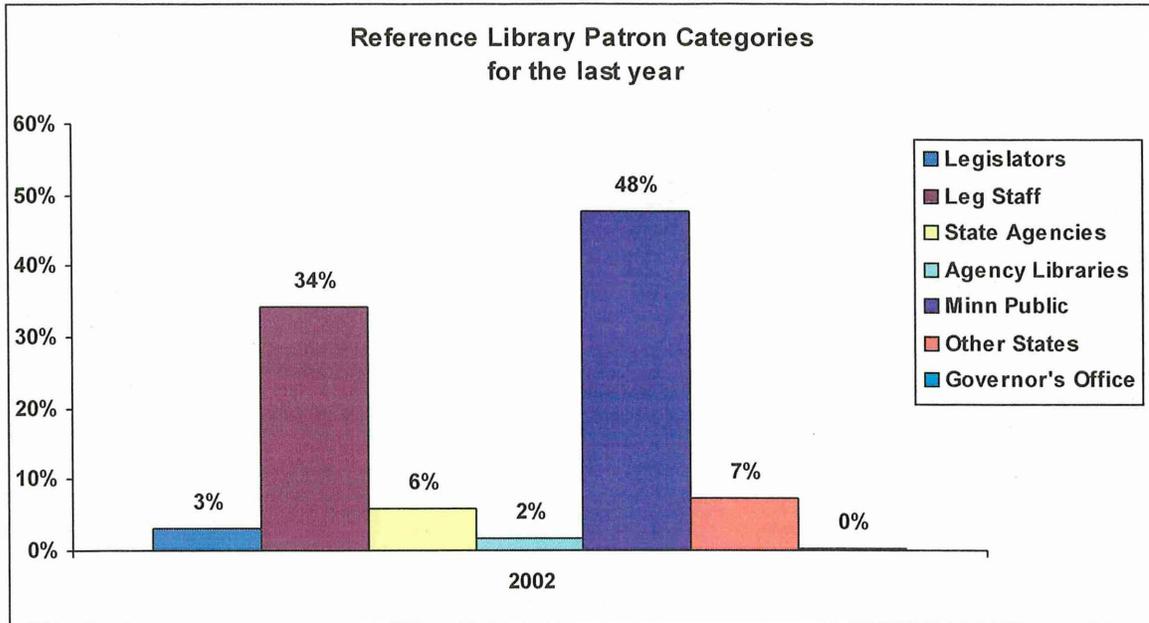
# ANNUAL REFERENCE REPORT: Question Format For 2002



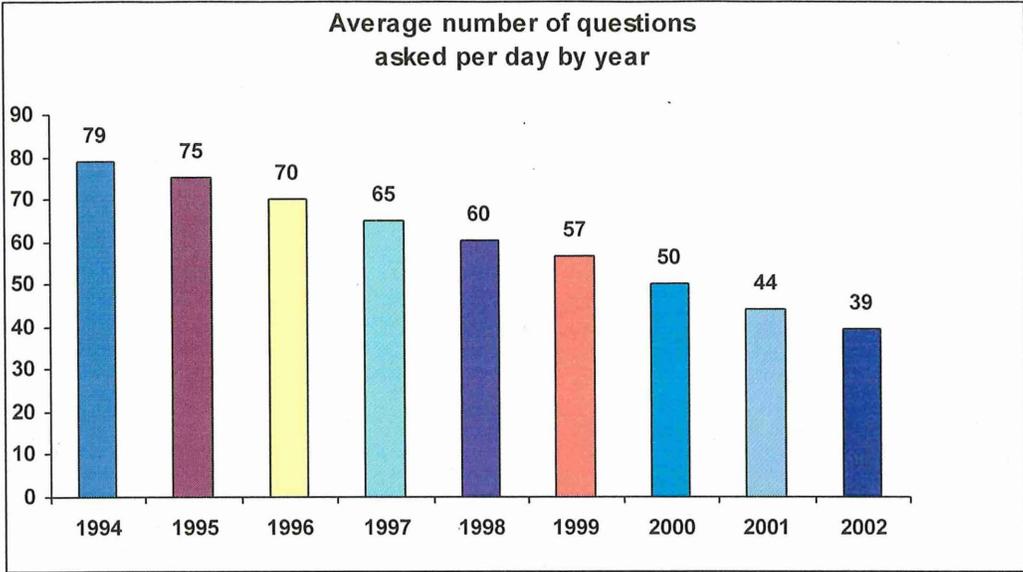
*steady increase in email reference*

# ANNUAL REFERENCE REPORT: Patrons

## For 2002



# ANNUAL REFERENCE REPORT: Questions Asked For 2002



# Annual Training Report by Source of Trainee for 2002

Printed 2/4/2003

Source of Trainees	Date	Class Title	Number
<b>Group</b>			
COLLEGE CLASS	3/7/2002	College Class Overview	6
	3/12/2002	College Class Overview	9
	3/20/2002	College Class Introduction	20
		<b>Group Total :</b>	<b>35</b>
<b>Group</b>			
HOUSE STAFF	1/21/2002	New Employee Tour	5
	1/24/2002	New Staff Person Tour	1
	1/25/2002	House page training	30
	1/29/2002	New Staff Tour	1
	1/31/2002	Regularly Scheduled Tour	1
	2/1/2002	New employee tour	1
	2/4/2002	Library Intern Tour	1
	2/4/2002	House Page Introduction	12
	2/6/2002	Library Tour	1
	2/7/2002	New Intern Tour	1
	2/18/2002	House Page Introduction	14
	2/25/2002	High School Pages Introduction	13
	3/4/2002	Library page Introduction	12
	10/18/2002	New staff person tour	1
HOUSE LEGISLATOR	11/15/2002		1
	11/18/2002	Brief New Member Visit	8
	11/22/2002	New Member Tour	1
		<b>Group Total :</b>	<b>104</b>
<b>Group</b>			
MIXED	1/10/2002	Legislative Assistant Training	10
	1/24/2002	Legislative Assistant Training	12
		<b>Group Total :</b>	<b>22</b>
<b>Group</b>			
MN CITIZEN	1/9/2002	Library Tour	1
	1/10/2002	Ad hoc tour	7
	1/11/2002	Legislative Web Site Talk	110
	3/21/2002	Legislative Web Site Introduction	35
		<b>Group Total :</b>	<b>153</b>
<b>Group</b>			
NCSL CLASS	8/7/2002	Tour for Legislative Leadership Institute	10
		<b>Group Total :</b>	<b>10</b>

<u>Group</u>			
OLA	1/2/2002	Senator Web Training	2
	12/27/2002	Senator Web Training	2
	12/27/2002	Senator Web Training	2
		<b><u>Group Total :</u></b>	<b>6</b>
<u>Group</u>			
SENATE STAFF	1/22/2002	New Employee Tour	1
	1/25/2002	Committee Secretary training	25
	2/13/2002	Library Tour	1
	11/7/2002	New Intern Training	1
SENATE LEGISLATOR	11/22/2002	Brief Library Introduction	10
	12/18/2002	Senator Web Training	2
	12/19/2002	Senator Web Training	2
		<b><u>Group Total :</u></b>	<b>42</b>
		<b>Grand Total:</b>	<b>372</b>

# Annual Training Report by Type of Training for 2002

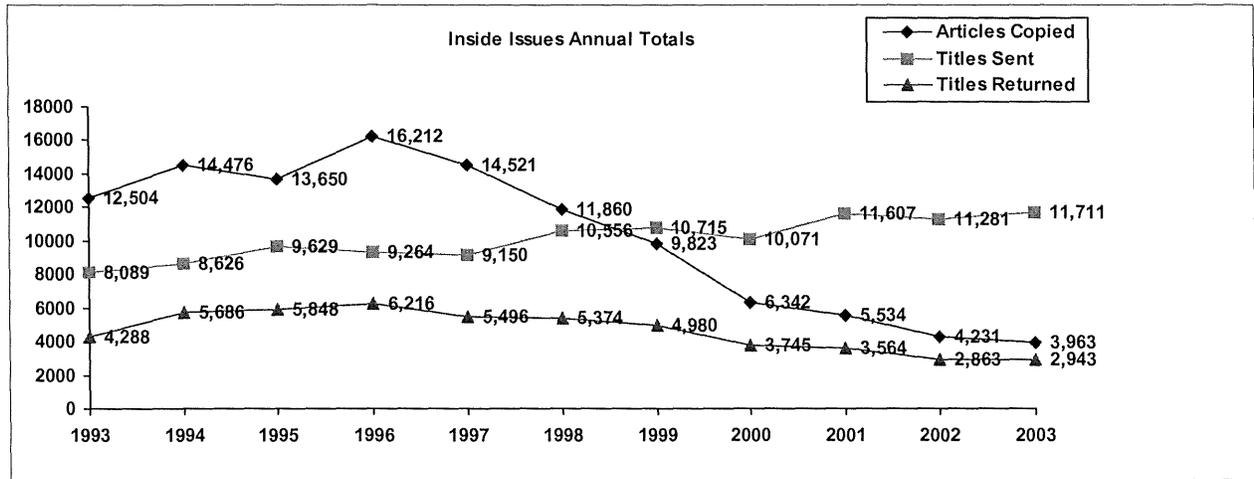
Printed 2/4/2003

Type of Training	Date	Class Title	Number
<b>Group</b>			
ELECTRONIC RESOURCES TRAINING/FORMAL	1/2/2002	Senator Web Training	2
	1/11/2002	Legislative Web Site Talk	110
	3/21/2002	Legislative Web Site Introduction	35
	12/18/2002	Senator Web Training	2
	12/19/2002	Senator Web Training	2
	12/27/2002	Senator Web Training	2
	12/27/2002	Senator Web Training	2
<b>Group Total :</b>			155
<b>Group</b>			
LIBRARY INTRODUCTION OR DESCRIPTION OF SERVICES	1/10/2002	Ad hoc tour	7
	1/24/2002	Legislative Assistant Training	12
	2/4/2002	House Page Introduction	12
	2/18/2002	House Page Introduction	14
	2/25/2002	High School Pages Introduction	13
	3/4/2002	Library page Introduction	12
	3/7/2002	College Class Overview	6
	3/12/2002	College Class Overview	9
	3/20/2002	College Class Introduction	20
	10/18/2002	New staff person tour	1
	11/18/2002	Brief New Member Visit	8
	11/22/2002	Brief Library Introduction	10
<b>Group Total :</b>			124

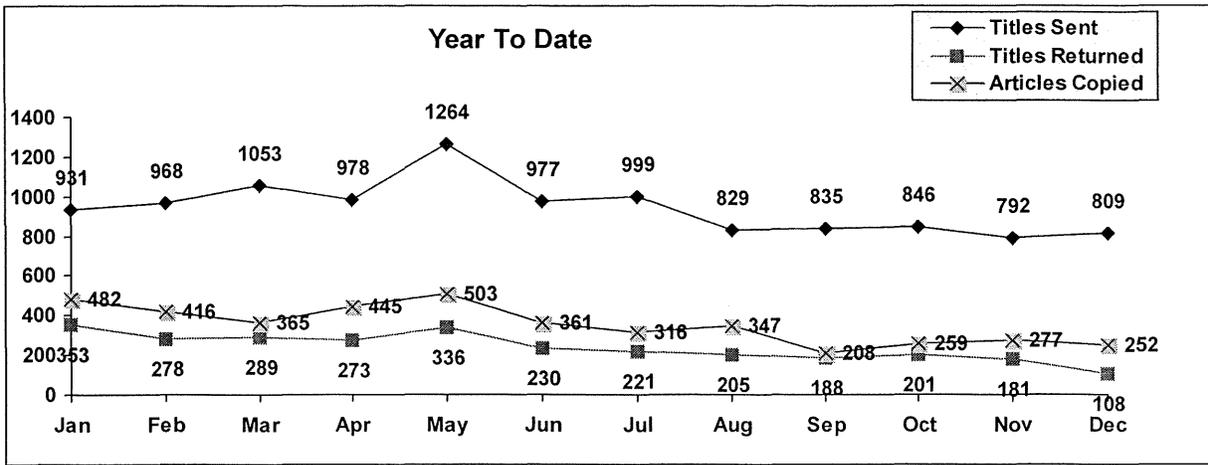
<u>Group</u>			
LIBRARY TOUR	1/9/2002	Library Tour	1
	1/21/2002	New Employee Tour	5
	1/22/2002	New Employee Tour	1
	1/24/2002	New Staff Person Tour	1
	1/29/2002	New Staff Tour	1
	1/31/2002	Regularly Scheduled Tour	1
	2/1/2002	New employee tour	1
	2/4/2002	Library Intern Tour	1
	2/6/2002	Library Tour	1
	2/7/2002	New Intern Tour	1
	2/13/2002	Library Tour	1
	8/7/2002	Tour for Legislative Leadership Institute	10
	11/7/2002	New Intern Training	1
	11/22/2002	New Member Tour	1
		<u>Group Total :</u>	27
<u>Group</u>			
NEW MEMBER TOUR	11/15/2002		1
		<u>Group Total :</u>	1
<u>Group</u>			
OTHER	1/10/2002	Legislative Assistant Training	10
	1/25/2002	Committee Secretary training	25
	1/25/2002	House page training	30
		<u>Group Total :</u>	65
		<u>Grand Total:</u>	372

# Inside Issues Annual Comparison Report

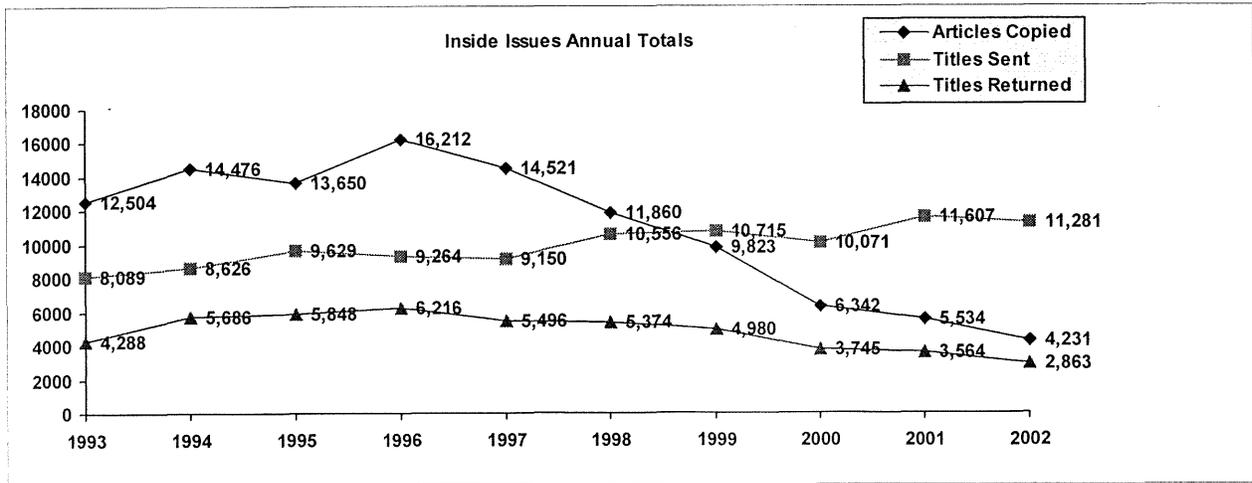
2004 2003



## Inside Issues Monthly Report - December 2002



## Inside Issues Annual Comparison Report 2003

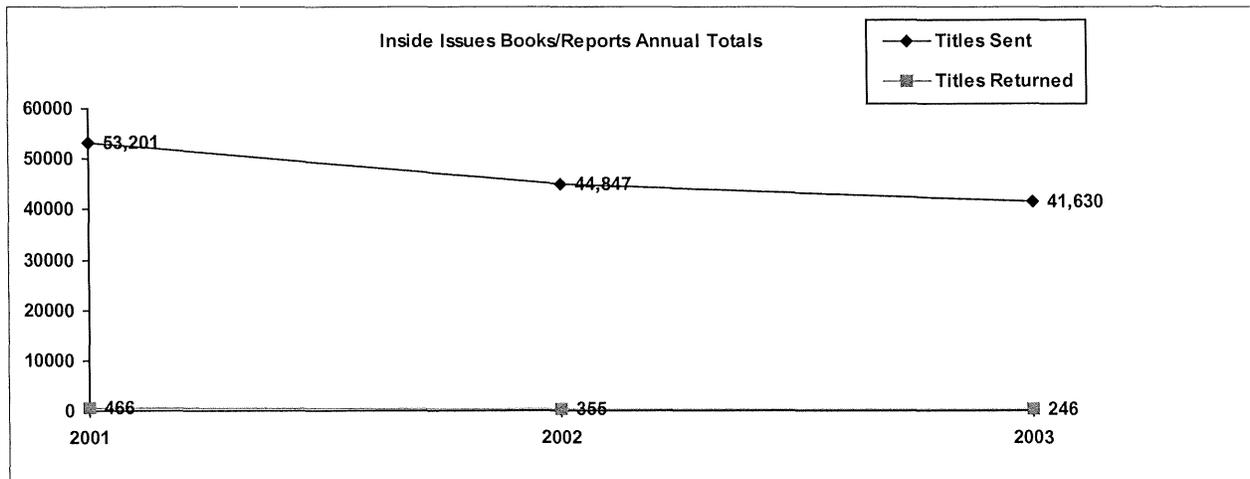


*Inside issues use has really decreased. We copied only about 25% of the articles we copied in 1996.*

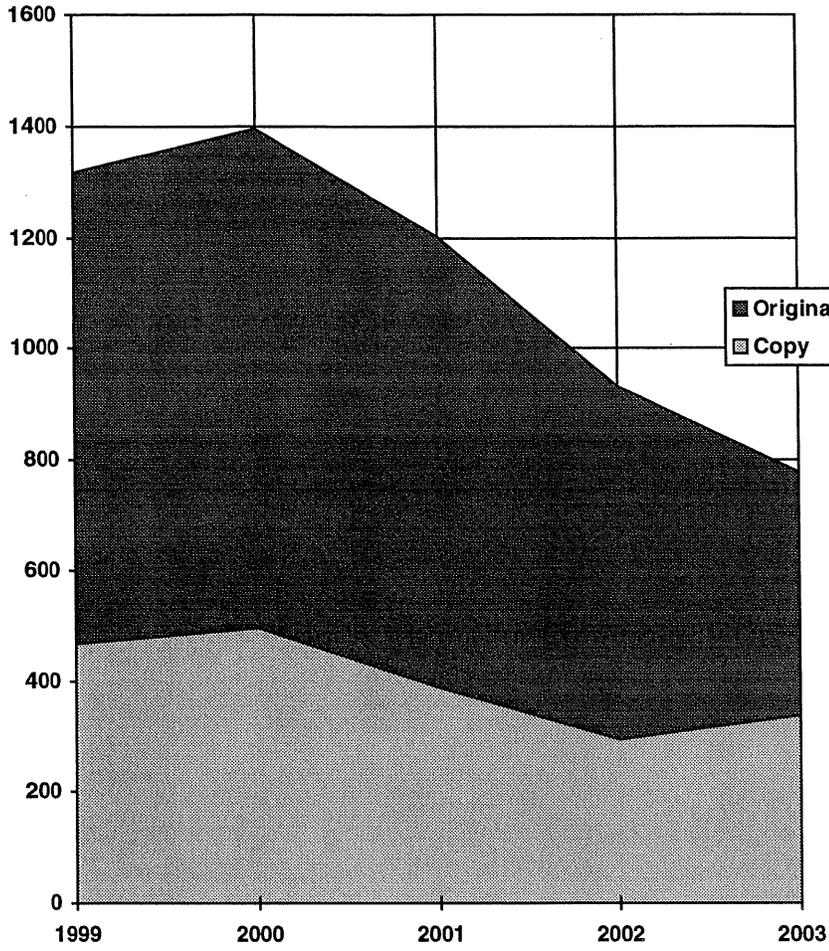
*Why?*

# Inside Issues Books/Reports Annual Comparison Report

2004 2003



### Annual Totals for Cataloging: Original and Copy



	Original	Copy
1999	851	466
2000	901	494
2001	815	387
2002	638	294
2003	438	339

## Annual group comparisons

Printed: 2004

### **Titles cataloged**

	Original	Orig. %	Copy	Copy %	Total
2003	438	56%	339	44%	777
2002	638	68%	294	32%	932
2001	815	68%	387	32%	1202
2000	901	65%	494	35%	1395
1999	851	65%	466	35%	1317

### **Alissa**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo)
2003	0	0%	16	100%	16	3
2002	0	0%	92	100%	92	8
2001	0	0%	4	100%	4	4

### **Diane**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo)
2001	157	74%	54	26%	211	42
2000	453	71%	181	29%	634	53
1999	410	69%	188	31%	598	50

### **Helen**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo)
2003	153	65%	82	35%	235	47
2002	382	77%	114	23%	496	41
2001	339	70%	142	30%	481	40
2000	448	77%	135	23%	583	47
1999	441	67%	220	33%	661	55

### **Misha**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo)
2001	0	0%	82	100%	82	14
2000	0	0%	178	100%	178	27

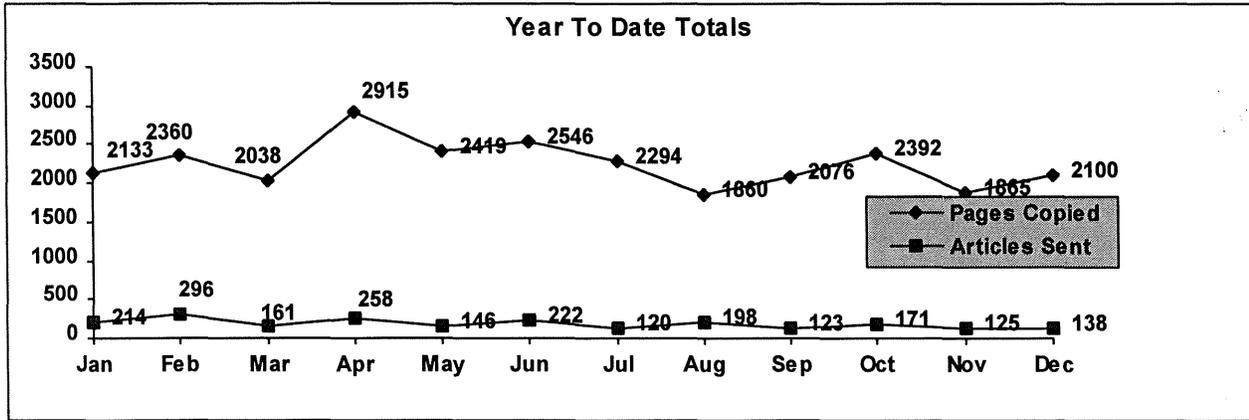
### **Sarah**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo)
2003	283	54%	238	46%	521	43
2002	256	74%	88	26%	344	29
2001	221	68%	102	32%	323	32

### **Theresa**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo)
2001	98	97%	3	3%	101	25

# Contents Pages Monthly Report - December 2002



# Cataloging: Monthly Report for December 2002

Printed 01/03/2003

## Individual Cataloging

### Alissa

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Copy	2	14	12	8	6	11	3	10	9	7	3	7	92	100%
Original	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
<b>Total titles</b>	<b>2</b>	<b>14</b>	<b>12</b>	<b>8</b>	<b>6</b>	<b>11</b>	<b>3</b>	<b>10</b>	<b>9</b>	<b>7</b>	<b>3</b>	<b>7</b>	<b>92</b>	
<i>cum. avg.</i>	2	8	0	9	8	9	8	8	8	8	8	8		

### Helen

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Copy	12	4	9	5	15	15	7	22	3	7	7	8	114	23%
Original	46	43	39	39	45	33	16	36	27	14	26	18	382	77%
<b>Total titles</b>	<b>58</b>	<b>47</b>	<b>48</b>	<b>44</b>	<b>60</b>	<b>48</b>	<b>23</b>	<b>58</b>	<b>30</b>	<b>21</b>	<b>33</b>	<b>26</b>	<b>496</b>	
<i>cum. avg.</i>	58	53	51	49	51	51	47	48	46	44	43	41		

### Sarah

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Copy	8	4	7	2	4	9	4	17	5	10	3	15	88	26%
Original	31	38	41	10	37	20	2	10	6	28	12	21	256	74%
<b>Total titles</b>	<b>39</b>	<b>42</b>	<b>48</b>	<b>12</b>	<b>41</b>	<b>29</b>	<b>6</b>	<b>27</b>	<b>11</b>	<b>38</b>	<b>15</b>	<b>36</b>	<b>344</b>	
<i>cum. avg.</i>	39	41	0	35	36	35	31	31	28	29	28	29		

# Cataloging: Monthly Report for December 2002

Printed 01/03/2003

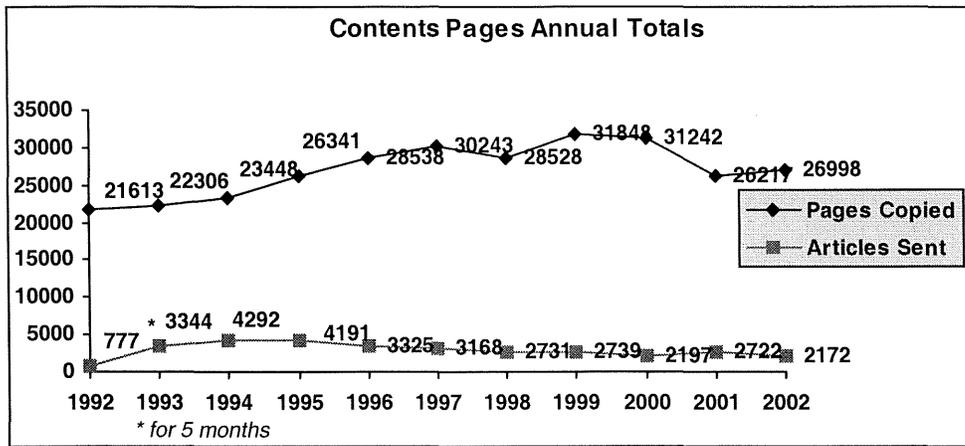
## Cataloging Totals

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Copy	22	22	28	15	25	35	14	49	17	24	13	30	<b>294</b>	32%
Original	77	81	80	49	82	53	18	46	33	42	38	39	<b>638</b>	68%
<b>Total titles</b>	<b>99</b>	<b>103</b>	<b>108</b>	<b>64</b>	<b>107</b>	<b>88</b>	<b>32</b>	<b>95</b>	<b>50</b>	<b>66</b>	<b>51</b>	<b>69</b>	<b>932</b>	
<i>cum. avg.</i>	99	101	103	93.5	96.2	94.8	85.9	87	82.9	81.2	78.5	77.7		

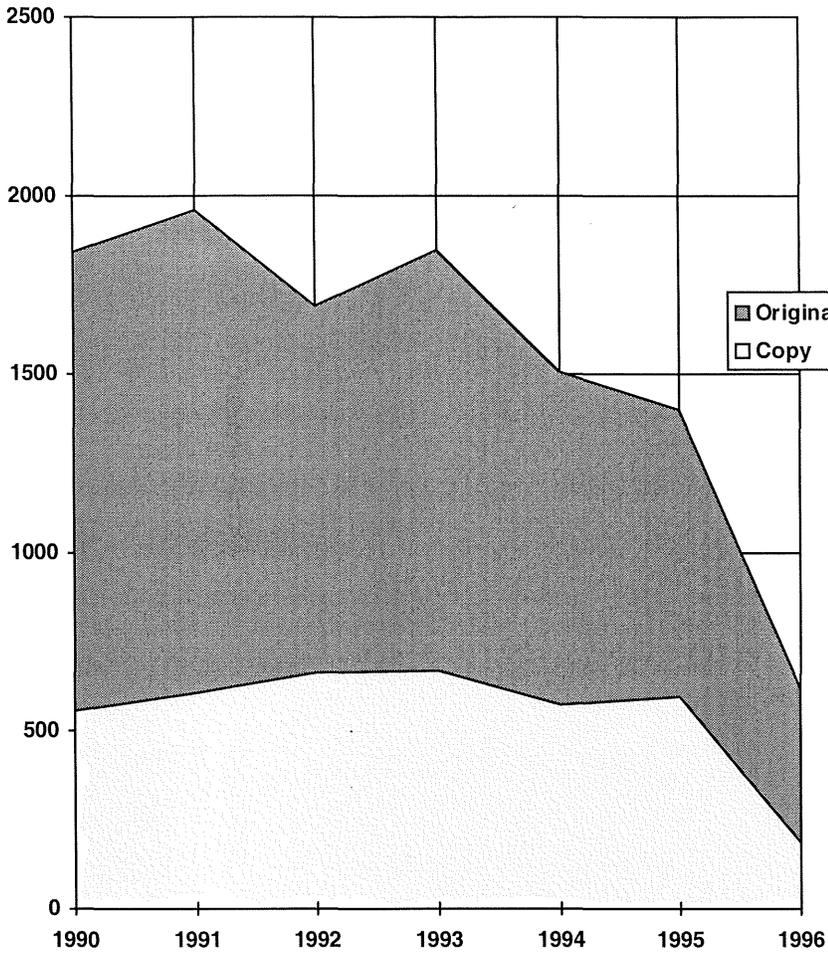
## Shelflist and catalog maintenance

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Titles withdrawn	39	3	2	5	1	34	393	333	255	119	7	3	<b>1194</b>
Volumes added	83	73	57	144	69	92	64	31	79	128	39	39	<b>898</b>

# Contents Pages Annual Comparison Report - 2003



### Annual Totals for Cataloging: Original and Copy



	Original	Copy
1998	939	504
1999	851	466
2000	901	494
2001	815	387
2002	638	294

## Annual group comparisons

Printed: 2003

### **Titles cataloged**

	Original	Orig. %	Copy	Copy %	Total
2002	638	68%	294	32%	932
2001	815	68%	387	32%	1202
2000	901	65%	494	35%	1395
1999	851	65%	466	35%	1317
1998	939	65%	504	35%	1443

### **Alissa**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo).
2002	0	0%	92	100%	92	8
2001	0	0%	4	100%	4	4

### **Diane**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo).
2001	157	74%	54	26%	211	42
2000	453	71%	181	29%	634	53
1999	410	69%	188	31%	598	50
1998	415	67%	206	33%	621	52

### **Helen**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo).
2002	382	77%	114	23%	496	41
2001	339	70%	142	30%	481	40
2000	448	77%	135	23%	583	47
1999	441	67%	220	33%	661	55
1998	464	62%	281	38%	745	62

### **Misha**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo).
2001	0	0%	82	100%	82	14
2000	0	0%	178	100%	178	27

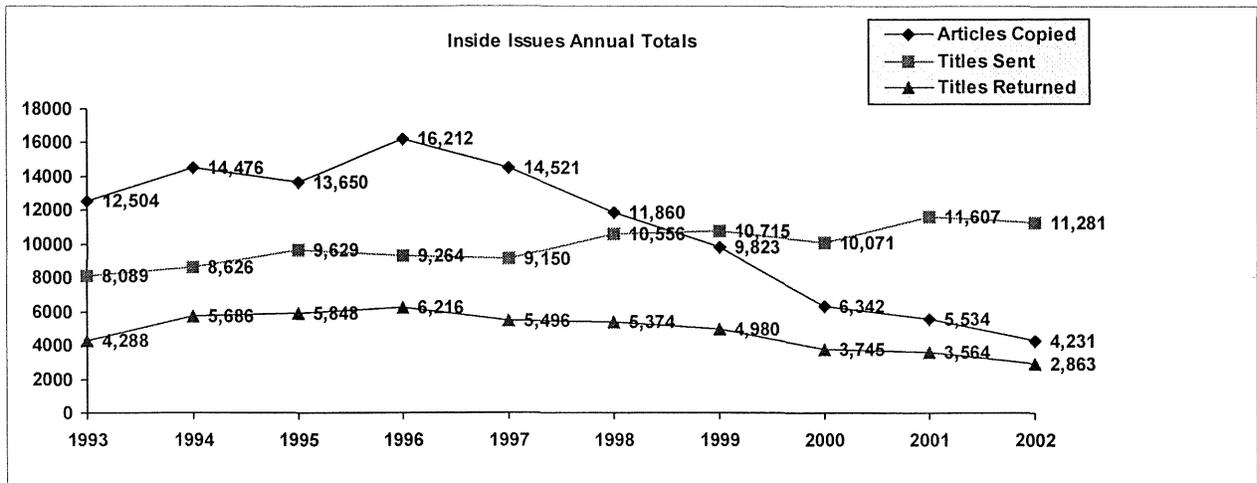
### **Sarah**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo).
2002	256	74%	88	26%	344	29
2001	221	68%	102	32%	323	32

### **Theresa**

	Original	Orig. %	Copy	Copy %	Total	Cum. ave. (mo).
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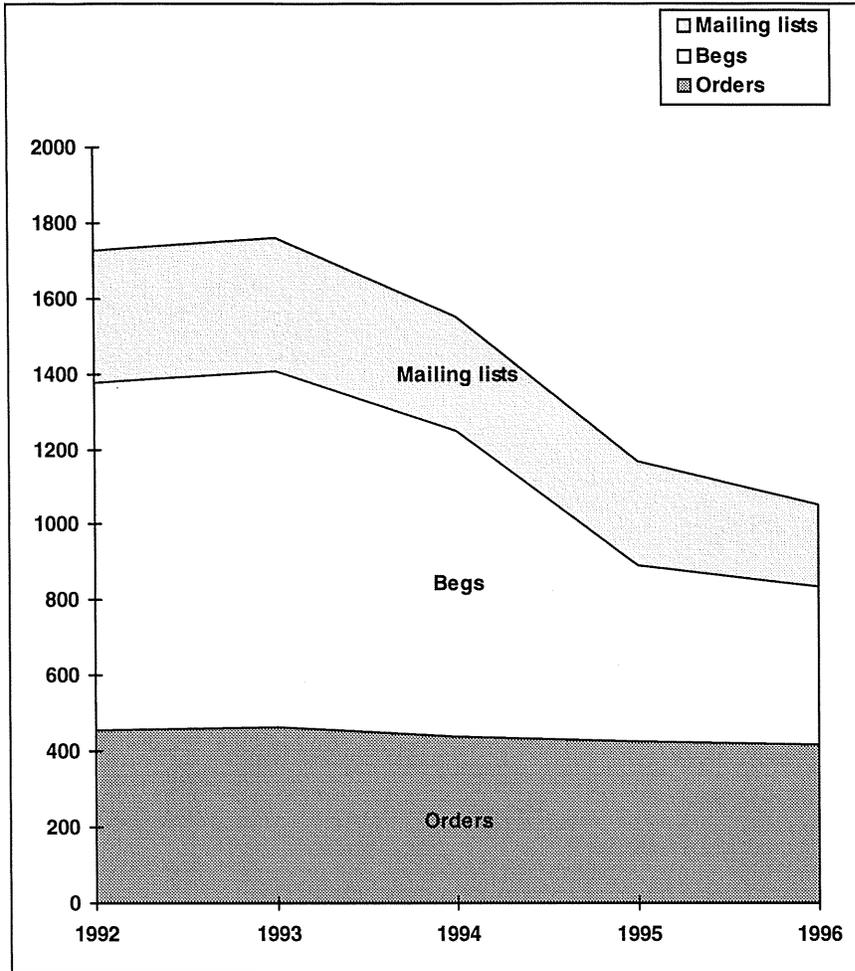
# Inside Issues Annual Comparison Report 2003



# Acquisitions

Printed: 01/06/03

## Annual Comparison: Method of Acquisition

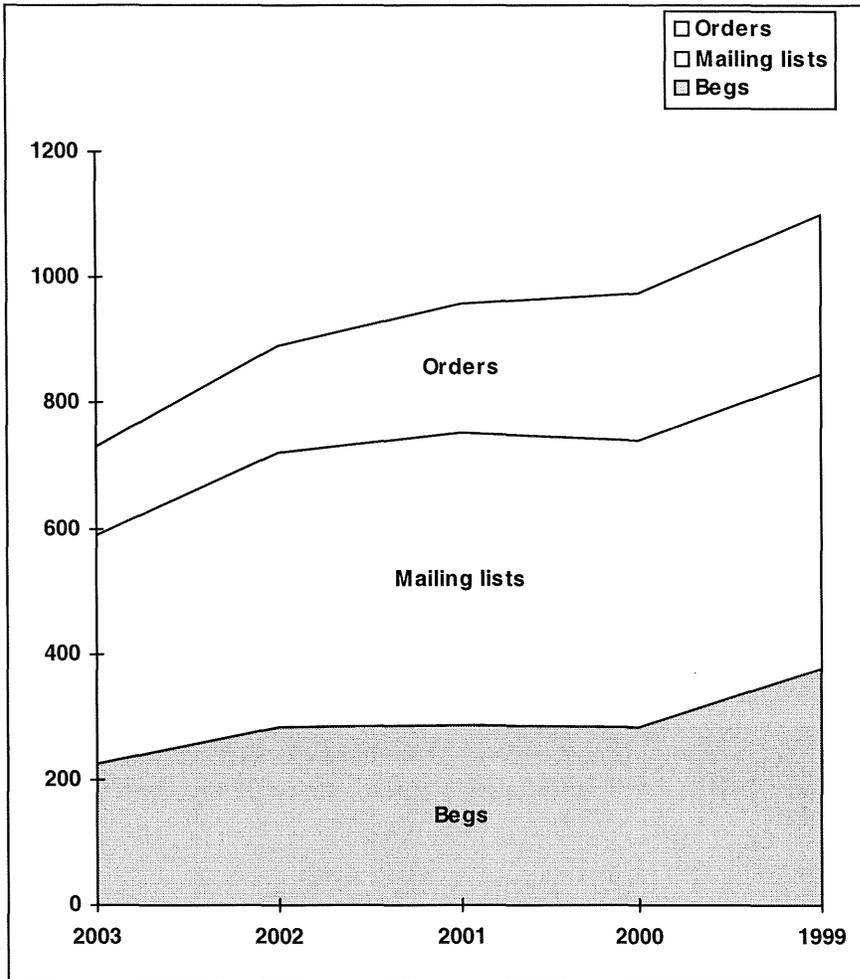


	Orders	Begs	Mail Lists
2002	170	284	436
2001	205	285	468
2000	233	283	458
1999	253	376	471
1998	254	396	591

# Acquisitions

Printed: 01/06/04

## Annual Comparison: Method of Acquisition



	Orders	Begs	Mail Lists
2003	142	226	362
2002	170	284	436
2001	205	285	468
2000	233	283	458
1999	253	376	471

# Acquisitions: Monthly Report for December 2002

Printed 1/6/2003

## General acquisitions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Orders	15	12	23	19	15	12	14	11	8	15	17	9	170	19%
Mailing lists	38	45	34	53	38	35	40	20	47	37	21	28	436	49%
Begs	15	24	27	28	28	29	39	25	9	32	16	12	284	32%
<b>Total gen.</b>	<b>68</b>	<b>81</b>	<b>84</b>	<b>100</b>	<b>81</b>	<b>76</b>	<b>93</b>	<b>56</b>	<b>64</b>	<b>84</b>	<b>54</b>	<b>49</b>	<b>890</b>	
<i>Gifts</i>	33	6	26	32	13	19	10	16	51	1	14	64	285	

## Minnesota documents

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Mandated	58	75	65	40	19	5	16	16	19	20	30	43	406	44%
Other	68	46	61	45	38	24	48	30	42	48	39	35	524	56%
<b>Total Docs.</b>	<b>126</b>	<b>121</b>	<b>126</b>	<b>85</b>	<b>57</b>	<b>29</b>	<b>64</b>	<b>46</b>	<b>61</b>	<b>68</b>	<b>69</b>	<b>78</b>	<b>930</b>	

## Total Acquisitions (excluding gifts)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
	194	202	210	185	138	105	157	102	125	152	123	127	1820

### Annual Acquisitions Comparisons

	Orders	Begs	Mailing List	Subtotal	MN Docs	Subtotal	Gifts	Total
2002	170	284	436	890	930	1820	285	2105
2001	205	285	468	958	1000	1958	115	2073
2000	233	283	458	974	1200	2174	172	2346
1999	253	376	471	1100	1116	2216	134	2350
1998	254	396	591	1241	1022	2263	205	2468

#### Disposition of acquisitions

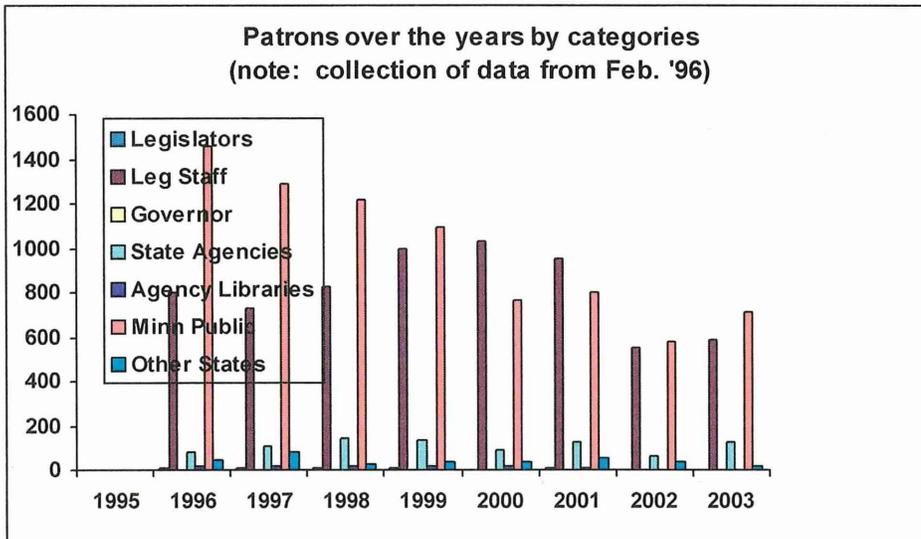
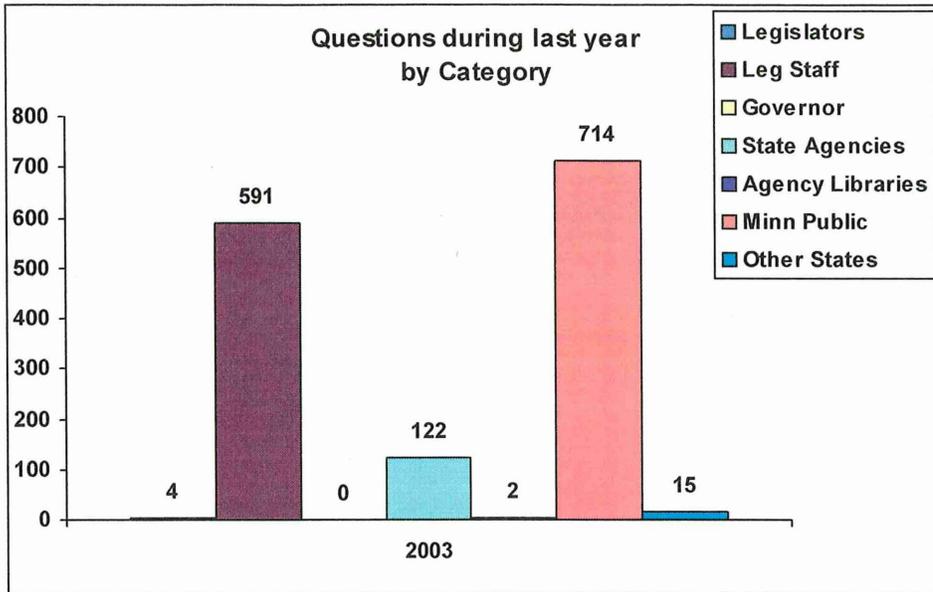
	Acq.	Cat. & Add.
2002	2105	1830
2001	2073	2134
2000	2346	2363
1999	2350	2338
1998	2468	2421

#### Minnesota documents detail

	Mandated	Other	Total
2002	406	524	930
2001	417	583	1000
2000	468	732	1200
1999	436	680	1116
1998	397	625	1022

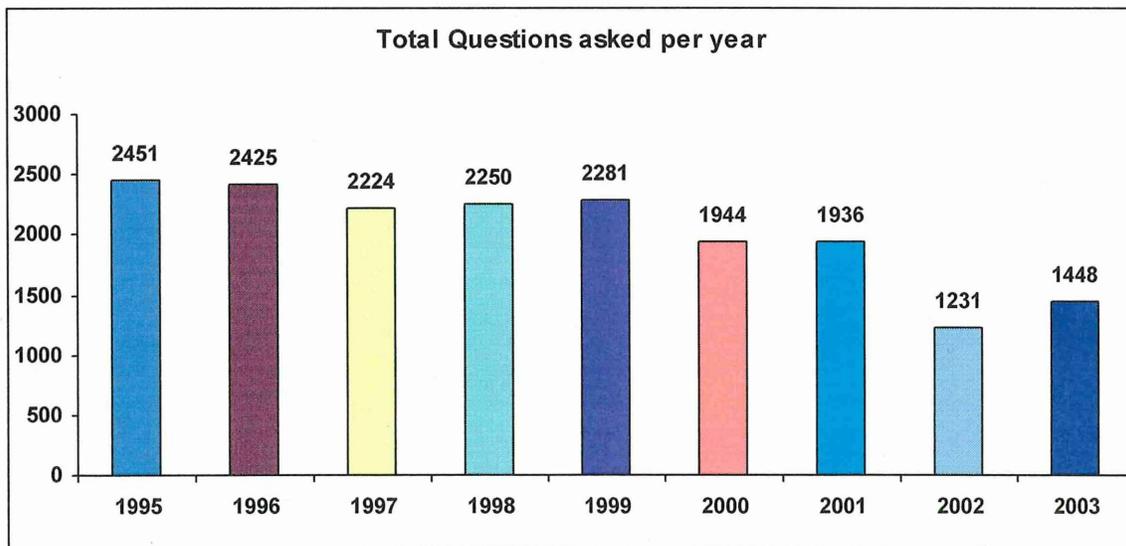
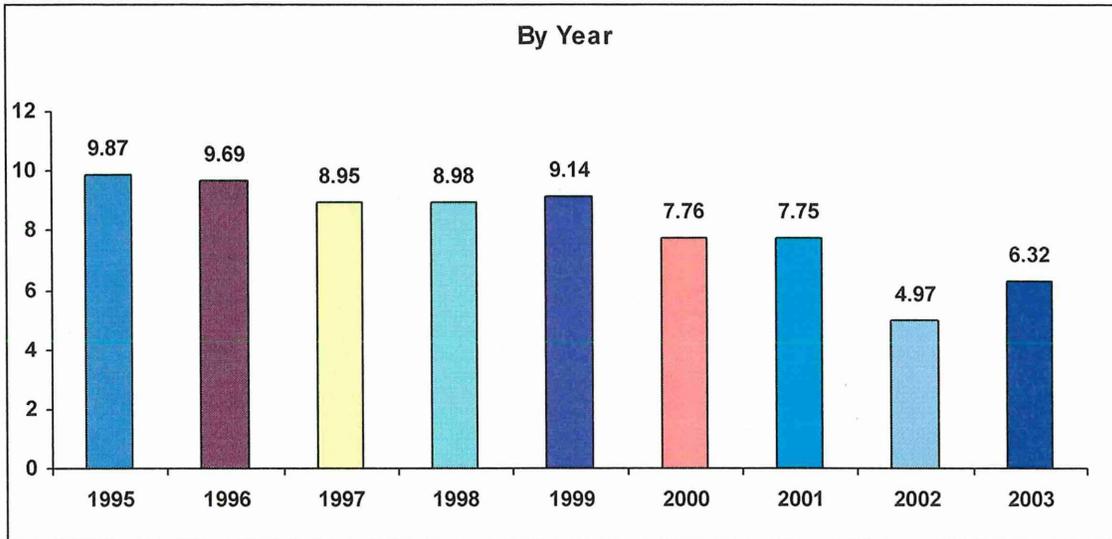
# ANNUAL TAPE ROOM REPORT: Patrons

For 2003



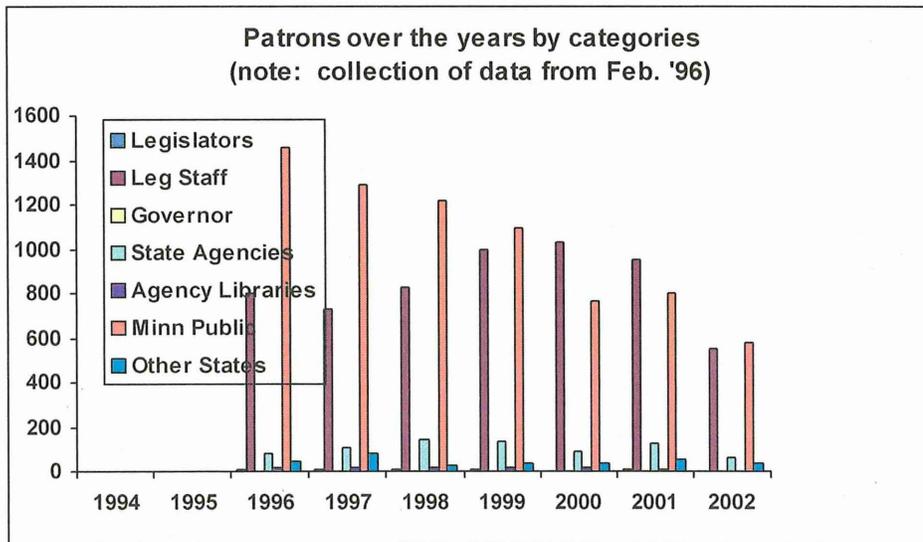
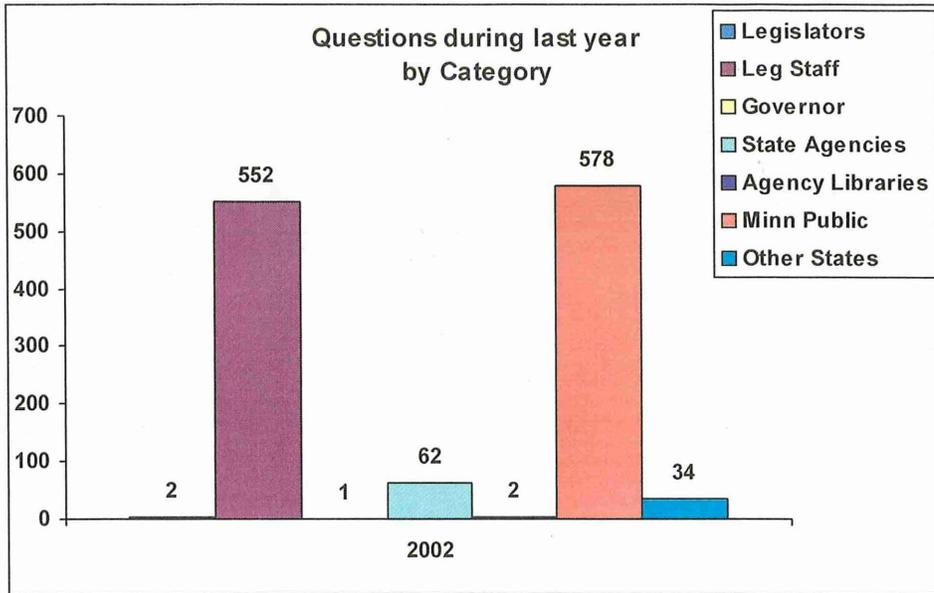
# ANNUAL TAPE ROOM REPORT: Questions

## For 2003



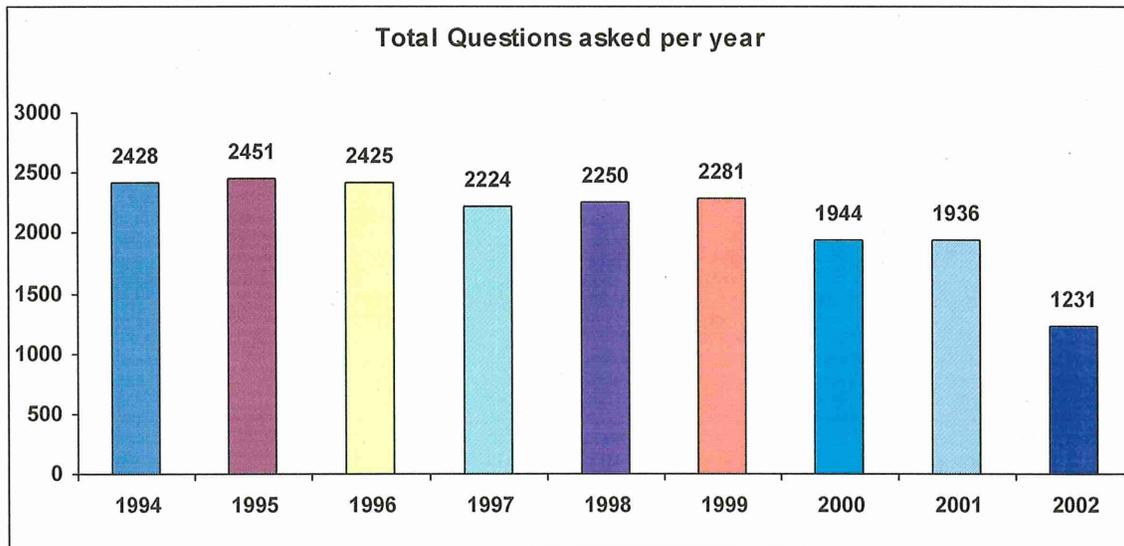
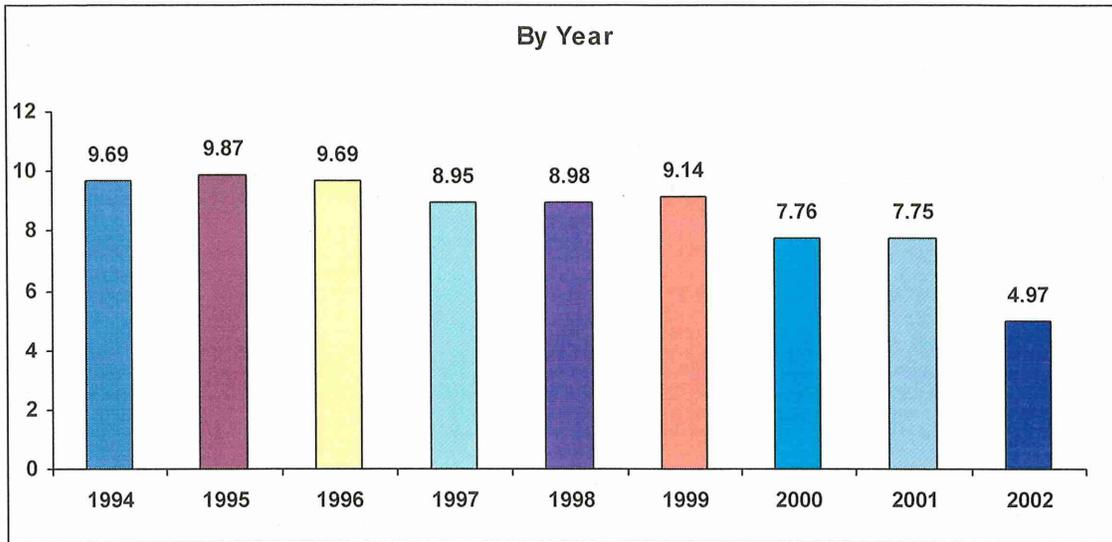
# ANNUAL TAPE ROOM REPORT: Patrons

For 2002



# ANNUAL TAPE ROOM REPORT: Questions

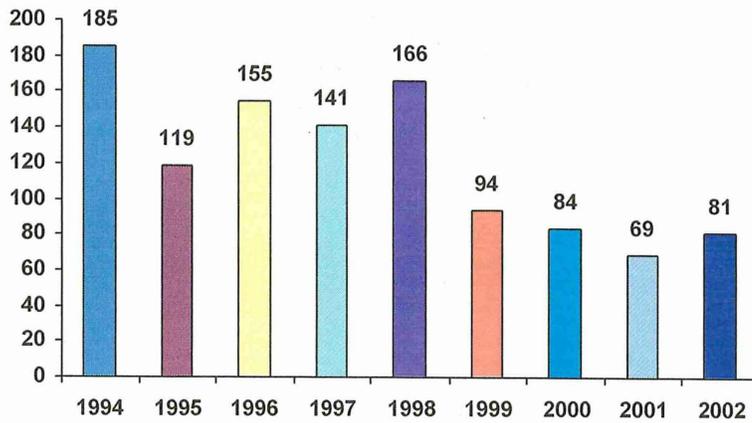
## For 2002



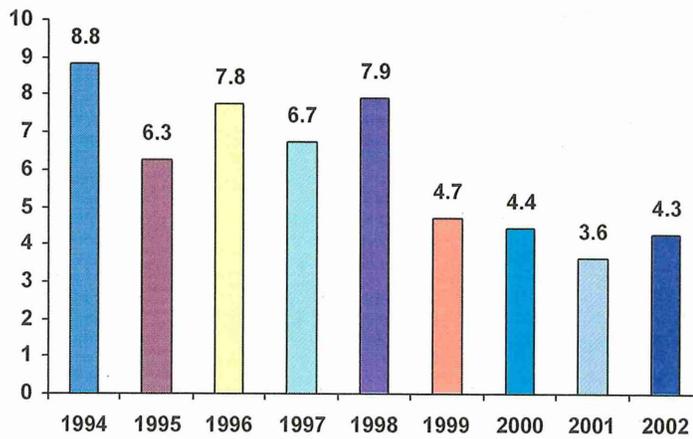
# TAPE ROOM REPORT: Questions Asked for this Month

December 2002

### Questions for this Month by Year

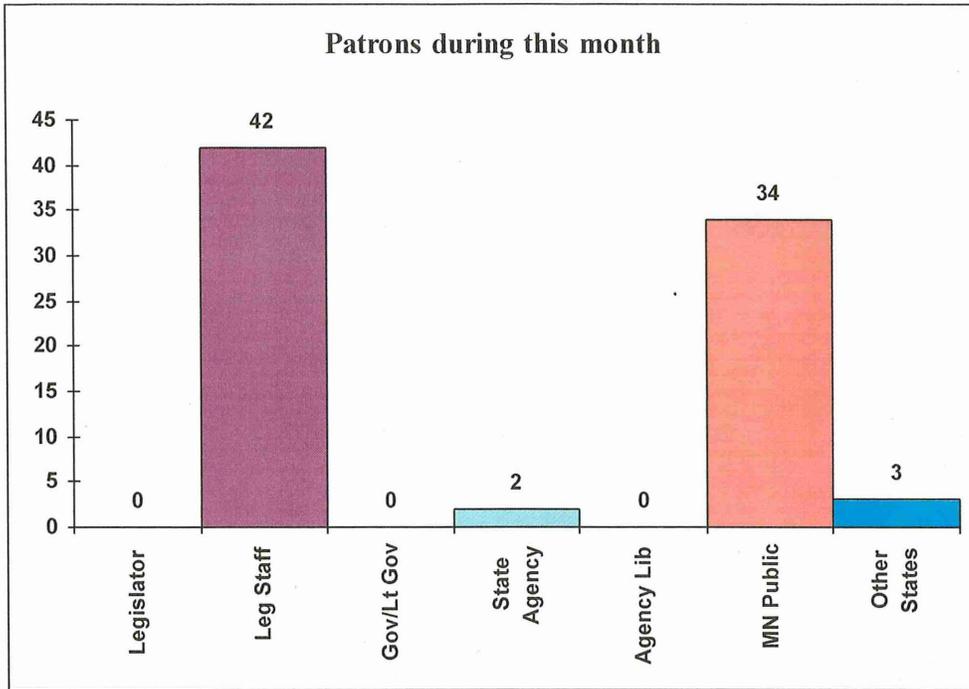


### Average Number of Daily Questions for this month

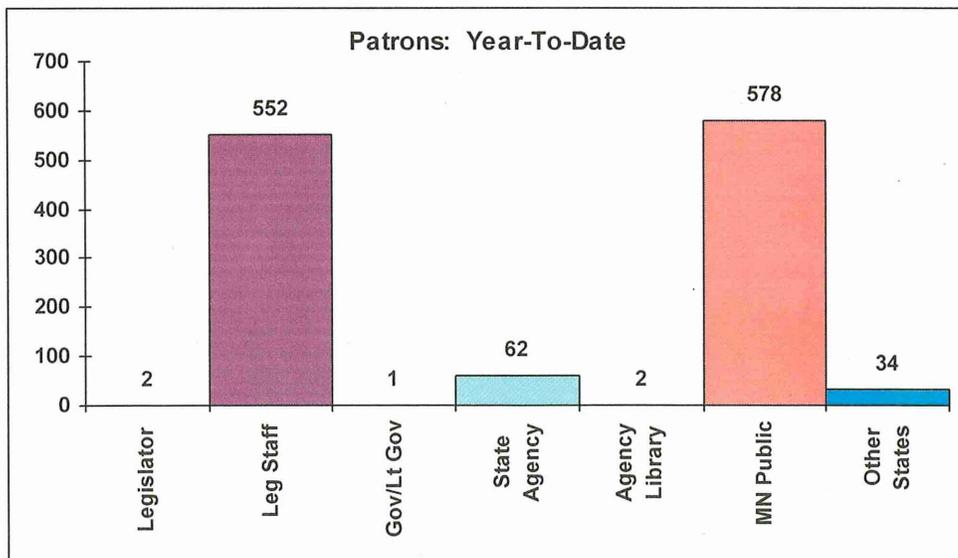


# TAPE ROOM REPORT: Patrons

December 2002

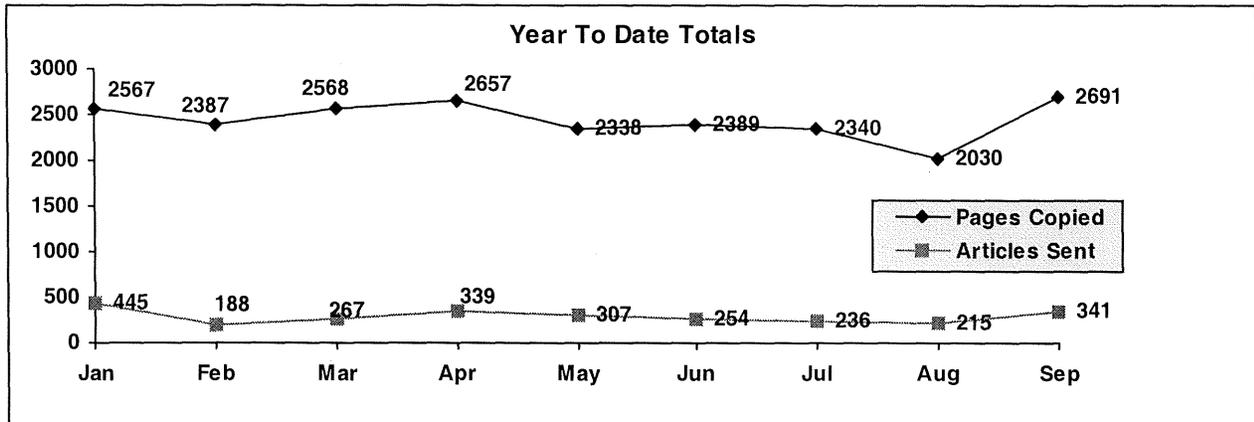


Total  
81



Total  
1231

# Contents Pages Monthly Report - January 2003



monthly reports

# Legislative Reference Library

## Monthly Report - December 2003

### Administration

- Lisa met with Chad to go over the budget reports to try to figure out a more useful report for us. They also discussed object codes and how earn codes relate to them.
- Lisa called to get locks fixed on both tape room doors. It took about 3 weeks, but they were finally repaired.
- Robbie attended the final meetings of the Legislative Benefit Book committee.
- Lisa posted the library aide position internally and on the internet.
- Lisa planned and made arrangements for the staff Holiday Party at Fabulous Ferns. This year the gift exchange was particularly spirited – much stealing back and forth. It was a great time, and thanks are due to all the managers who chipped in to buy the food.

### Information Systems Activities

- Ruth finished up the initial work on the new Assignments database, designed to give us all easy access to who takes care of a myriad of duties in the Library. She put shortcut icons on public services staff computers and printed out the data for staff to check.
- *LegDB progress.* Ruth added missing committee names in the lookup table in LegDB for Paul. She met with Randi to look at the ASP file that needs to be changed for the LegDB web page. They are having problems displaying subcommittee names.
- Lisa attended to many workstation upgrades. She updated all staff computers with latest security patches from Microsoft, installed the Aleph Client for all staff who need it, and updated the public PC's and ghosted them
- Lisa did system state backups of the media, web and archive servers.
- Lisa did the quarterly review of the Harbor request lists to make sure that we are not including or excluding things that need to be in our network back-ups. This helps ensure we are paying as little as possible to Intertech each month.
- Kelly gave a short tutorial to Toshi on checking in newspapers and periodicals, as he will serve as her back-up.
- Kelly processed 54 Added Volumes, withdrew 8 items from the collection, and claimed 42 missing periodical issues.

### Collections Activities

### Reference activities

*A good story from Sarah: "Someone from House Research needed a copy of the 1995 W-4 form as soon as possible. I called the IRS, where they told me that it was out of stock, and that I should go to the "big library in the area which has microchips in the dungeon." Of course, I immediately thought of the UMN government publications library; they were able to fax me a copy within the hour."*

- Paul took care of numerous end of year duties including the creation of the 2004 overdues dates, & statistics day lists for 2004.
- Many staff members were involved in pre-session projects. Ruth updated the Public Services picture sheet and recreated the PDF.
- We added access to PACER. The Public Access to Court Electronic Records system is a fee-based, but inexpensive, service provided by the federal judiciary for electronic access to federal court case information.
- Found info. on the opt out vs. opt in provisions related to data privacy and personal information. (pv)
- Found all the ST editorials related to stadiums since Jan. 1997. (pv)
- We need to know if the Senator's old high school teacher, Frances Schwartz, has died or not. (She's dead) (pv)

### Reference questions - a sample

Legislative  
History  
Activities

Training and  
meetings  
attended by  
staff

Training and  
tours given by  
staff

Staff news

Fan Mail

has died or not. (She's dead.) (pv)

- Is it true that MN has tuition waivers for the blind? (Minn. Stat. 248.03)(pv)
- Do other states have life sentences for sex offenders? (rm)
- Articles on how the Taxpayers Bill of Rights is viewed in Colorado. (rm)
- Statistics on fetal alcohol syndrome.(rm)
- Tape Room research included adoption changes from 1996 & 1997, & domestic abuse changes from 2001.
- Paul, Randi, and Robbie participated in a meeting regarding committee minutes with Paul Schweizer, Lois Klostereich, Charlie Fastner, and Catherine Morrison. There was discussion of the differing procedures in the House and Senate, and the need for eventual electronic records. As a result of the meeting, Paul and Robbie drafted a "best practices" document for compiling useful committee records.
- Paul participated in a MnLINK interlibrary loan committee meeting.
- Randi attended an SLA board meeting.

- Elizabeth gave a library introduction to a group of about 30 Senate interns.
- David gave a tour to a new staff person from the Senate Fiscal Policy Office and to a new Senate Legislative Assistant.

Staff anniversaries included:

- 12/4/2000 Toshi 3 years at LRL
- 12/17/1984 Ruth 19 years at LRL
- 12/11/2000 Sarah 3 years at LRL
- Many of the e-mail thank you notes received this month noted the holiday, like, "Elizabeth, Thank you so much for the help and the documents. It has been quite helpful and much appreciated. Happy New Year!." David heard from a member, "Thank you! I appreciate your thoughtfulness." Carol heard, "You're swift. Thanks." One note to Carol included a compliment to all staff, "Thank you so much for finding this for me. I now have all I need to respond to the request from Mr. Wood. Thanks again, you all do good work and I appreciate it very much." There were many more not included here!

# Legislative Reference Library

## Monthly Report - November 2003

### Administration

- Robbie continued to attend meetings of the Legislative Benefit Book committee.
- Lisa continued to struggle with the reports coming out of the Statewide Accounting System. She actually managed to get our figures to exactly reconcile with those of the LCC for the first time since the beginning of the fiscal year.
- Lisa had some good budget news this month. "I just got a quote from McAfee about our site license for the next two years. I found out we were getting way more products in our license agreement than we used. I told him what we were specifically using and it turns out that it will cost us half of what we had budgeted for this renewal. The total is \$688.80. We had budgeted \$1,271 for this. A \$582 savings. This was a nice surprise."
- The Legislative Reference Library raised \$1,326 in pledges during the Combined Charities Campaign.
- The supervisors began doing the annual performance evaluations. Since salary adjustments were unlikely, this year's form was streamlined.

### Web

### Development

Elizabeth and Randi discussed the problems encountered in entering committee data in the All Time Legislator database. Paul began testing the LegDB database for committee/subcommittee entry. Ruth incorporated his suggestions into the committee data entry screen. Slowly, data is being added to the database. This month, Ruth added the picture filenames for the senators' pictures from the current session.

Randi met with Linda Schmitt to discuss Senate web site changes and exchange HTML knowledge. "Very useful!"

### Information

### Systems

### Activities

- Ruth checked out the PDF Eburst software demo from R&R Report Writer. It would be a way to send Inside Issues out in electronic form. Looks promising, but will require loading Outlook email.
- Ruth continued working on the Assignments (who does what) database. It will help all staff know who does the myriad of tasks that keep the Library running smoothly.

### Collections

### Activities

- **Data review!** Coordinated by Sarah and David, many staff reviewed records in both PALS and the new Aleph database, to discover the major problems encountered in converting the data. A most troublesome glitch is that Aleph does not recognize spaces within a call number. Every time it encountered a space in our call number in the item record, it merely wiped out the rest of the string.
- We decided to begin an 'up-to-\$5,000' pilot project with the MINITEX Contract Cataloging Service. David and Sarah worked with MINITEX staff to set up the necessary profiles.
- Kelly stopped processing added volumes using the shelflist, now that we have all of our items bar coded and can discontinue the paper system.
- Kelly processed 38 added volumes; withdrew 3 items from the collection, claimed 73 missing periodical issues: 15 were EBSCO, 33 were free, 21 were Minnesota Periodicals and 4 were order direct, and shelfread from HC107 .M62 E37 - HE309 .M6 M57 2001.

### Reference

- The librarians met for session planning, to determine how to offer training and contact legislative users about updating their Inside Issues and Tables of

## activities

Contents profiles.

- The Public Services staff discussed the difficulty of determining with complete certainty when a law was first passed. As a result, we drafted (with the help of Mark Shepard) the following disclaimer to accompany answers to this sort of question: "Our research indicates that the language you asked about first appeared in Minnesota Statutes, section XX.xx in 19xx. General disclaimer: The legislature sometimes moves language from one section of statutes to another section. It is possible that the language you asked about, or similar language, may have existed previously in a different section of Minnesota Statutes."

- The public services staff met to discuss staffing issues, especially since Betsy left. We decided to keep our evening closing time to 4:30 through the end of the year, and that if an illness or training or vacation made the circ staff fewer, there would be fewer hours staffed at the circ desk.

- The LRL and Law Library librarians met for lunch. They discussed statistics, but decided that statistics were irrelevant, and what we really needed was marketing - and that our key marketing element should be the time we save.

- Paul found information on other states that have created legislative governing coalitions across party lines. I found a few states where it occurred. It wasn't usually long lasting.

- House member needed basic background data on issues currently of interest to Minnesota realtors. (pv)

- Senator wanted a list of all new videos the library has received in the past couple of years. (Ever since he checked out a copy of *Seasons* from the Science Museum he periodically checks to see if we have received any others like it.)(pv)

- Information on the trade deficit, especially with China. (rm)

- Information on RFIDs (radio frequency identification devices)(rm)

- Which other states have tax exemptions on corn burning stoves?(rm)

- Several questions on the "shield" law for newspaper reporters.(rm)

- Does MN have an official policy regarding who can lie in state in the Capitol Rotunda? (no, the governor decides. rl)

- Legislative history research included fair campaign practices, 2003 pharmaceutical pricing bill, 2002 real estate disclosure requirements, 2003 sexual predator bill, and the 1991 wetlands conservation act.

## Reference questions - a sample

## Legislative History Activities

## Training and meetings attended by staff

- Sarah and Robbie hosted the November CALCO meeting in the SOB.
- Randi attended a North Star theme editorial board meeting.

## Staff news

- We celebrated Nicole's marriage with a staff party.

## Fan Mail

- As part of an e-mail conversation with a House staff person, she wrote, "The LRL is an awesome resource and one that more staff need to know exists."

- Randi heard from a representative, "Thanks, Randi...it was exactly what I needed."

- A researcher from a Minneapolis company wrote, "Sarah, As ever, thank you so much for your speedy reply to my inquiry. Happy Thanksgiving to you."

- A researcher from a Minneapolis school wrote, "Elizabeth, Your work was extremely helpful. Thanks very much for your time and efforts."

- Jess helped a researcher from George Washington University obtain

documents regarding the Profiles of Learning (ones the Department of Education *no longer had!*) and received this message: "Wow!! I want to thank you for all the time and energy you have dedicated to helping me with my paper. I really appreciate it. Thank you so much."

- Randi heard from a House researcher, "Randi, this info was really on target and very helpful. Thank you very much."

- From a House Legislative Assistant, "David, many thanks for your speedy response to our request! I will forward the information you sent to Rep. xxx. Have a GREAT day."

- An e-mail to Robbie from a Web request, "Thank you!! I really appreciate your quick and detailed response."

- David helped a Web requestor with a question about corporate farming laws. "Thank you for your quick response. It was very helpful."

- Elizabeth directed a requestor to information on general obligation bonds. He wrote, "Thank you. This was great!"

- After helping a former reporter with information on fiscal disparities, Sarah received, "This library hasn't failed me yet! Either on active duty or in retirement. This was just what I wanted. Thanks so much."

- Elizabeth helped a DNR employee find an old reorganization order. He wrote, "Elizabeth -- I wanted to thank you for the copy of Order 170. It allowed me to look incredibly detail-oriented to Gene Merriam, the Commissioner of DNR in a meeting this afternoon. Thanks for your prompt help!"

# Legislative Reference Library

## Monthly Report - October 2003

### Administration

- We began a series of discussions with LCC staff regarding moving the legislative history materials to the 6<sup>th</sup> floor, making them more accessible for more hours, and relieving some of the strain on staffing. Robbie spoke with Linda Kane, the estimator from the Department of Administration, to get a preliminary idea of the costs involved in the change.

### Web

### Development

- Lisa and Robbie met with Chad Thuet to discuss ways to make the transition to using the statewide accounting system less onerous.

- Robbie continued to meet with the LCC Benefits Book working group.

- The Minnesota Legislative Web Site won another national award, the *Digital Legislatures Survey 2003* (Second Annual), from the Center for Digital Government. The Minnesota Legislative Web Site tied for second, with South Dakota. Nevada was first. The application consisted of a series of questions about the features included on our Web site – can citizens locate their legislators online, is there a privacy policy, can citizens follow with the state's most current statutes and administrative code, how is computing used in legislative chambers, etc.

- Even more notable, the Minnesota Legislative Web Site won the *2003 Best of the Web* award in the state legislatures category, from the Center for Digital Government. The Minnesota Legislative Web site was first! This award had several categories; it was not limited to legislatures. Awards were given to several levels of government agencies. "State Legislature" was only one of eleven categories. This contest application was largely essay questions, aimed at innovation and use of Web-based technology, functionality and improved access, efficiency or time saved, and economy or money saved. We can be confident that part of the reason we won both these awards was the great job that Randi did in putting together the applications!

- Randi was interviewed, along with Mike Speiker, about the reasons we won the "Best of the Web" award.

- Randi revamped the LRL page pointing to House and Senate audio and video.

- Robbie updated the Legislative Web site handout.

- Ruth made a change in the acquisitions database to make the URL field larger.

### Information

### Systems

### Activities

- Ruth continued work on LegDB. Worked on LegDB. She added a subcommittee lookup table and added a subcommittee field to database. She created process to get committee names from the Tape Room database, and edited data entry form and created a main menu. She created a new data entry form to enter committees to Legislator records by committee, and edited the data entry form for photos (You only need to enter photo filename now instead of the whole file path). She updated the database chart and data entry procedures manual reflecting these changes.

- Leif wrangled with many thorny print quality issues on the color printer.

- We began to investigate the feasibility of using the MINITEX Contract Cataloging Service. With Betsy gone, and Sarah less able to take time off reference, it seemed a good idea to try to relieve the cataloging backlog. We drew up a proposal, and Robbie had a meeting with Edward Swanson from MINITEX.

### Collections

### Activities

- Training began in earnest for the Aleph conversion. David and Paul attended circulation tables training. Sarah attended training on MARC format

for holdings records and PALS training for the cataloging module in ALEPH, both in Mankato.

- As a result of our bar coding project, our catalog records now have item records attached to them – the virtual equivalent of a physical shelf list. For years we hadn't needed shelf list cards for our monographs, and at one point we stopped getting second (redundant) copies of the cards. Finally, we will stop purchasing cards at all, in effect freezing the physical shelf list. (Also note the side benefit: saving money: \$20/month)
- In anticipation of the new year, Ruth printed out 2004 labels for newspaper and district clippings for Carol.
- Kelly processed 79 added volumes, withdrew 5 items from the collection, and claimed 47 missing periodical issues. She also finished weeding the Minnesota periodicals and the periodicals we keep for four years.
- Several public services staff members went on a field trip to the Law Library, to learn of their experiences with the Aleph catalog. We were pleased to learn their experiences were generally positive.
- Leif added Message Vault to the reference computer for all of our copies to self emails and other messages we currently save in email folders. Message Vault added an easy way to retrieve messages sent in the past, saving time and effort when another librarian may have answered a similar request in the past.
- The librarians evaluated the current Aleph standard OPAC interface, to evaluate whether the search options should be collapsed from two to one, similar to MIT or the University of Iowa. (That was the consensus.) Robbie represented our librarians' views at the PALS User Group meeting.

Reference  
activities

*An example of patient listening on Paul's part, and of the "there's not much we can do about it" type of question: "Crazy question of the week: An elderly woman called quite upset over an article she had read in the Roseville paper. Something about a local company working with the U.N. & the Nepal government on issues related to INTELLECTUAL property rights. She didn't think it was right that the U.N. & Nepal government should be able to come to the U.S. and take our property. She felt that soon the whole country would be owned by foreigners & then it would be too late."*

- Paul also heard, "I'm writing a paper on the public funding of stadiums and need to know what statute lists the funds. I explained that there were several bills passed related to the different stadiums and that they each handled the funding in very different manners. I also pointed out that generally issues related to finances are not codified but could be found in the laws. She said, oh we all really hate this teacher, he always gives us assignments like this. He never researches them ahead of time. He thinks there's a quick answer and it turns out its always more complicated than he thought."
- Coverage by out-state papers of the new DNR ATV rules related to wetlands.(pv)
- Coverage by Congressional District 2 papers about John Kline and the No Child Left Behind Act/truth about education funding.(pv)
- When is the state primary in 2004? (9/14/04)(pv)
- What are other states doing related to the increased cost of health insurance, about removing medical coverage from auto insurance, and about allowing medical savings accounts? (pv)
- Statistics on in-migration and out-migration for Minnesota and surrounding states (rm)
- Information on Oregon Ballot Measure 58, which allows adoptees to access their original birth records.(rm)
- Materials showing that the 10 Commandments are the basis for U.S. government laws.(rm)
- World cost of food, how much U.S. consumers pay as a percentage of income compared to other countries.(rm)

Reference  
questions – a  
sample

Legislative  
History  
Activities

- Tape Room research included 2003 prescription drug plans, 1997 hazing law, 1995 disabled access to state park trails, 2003 meeting to review the Dept. of Commerce settlement with American Bankers Insurance Group, 1993 hearing aid dispensers, and 1993 sexual orientation human rights protections.
- Paul boxed up the 1993-94 House & Senate tapes. Designed a creative tray system in order to efficiently utilize the full size Bankers Boxes for storage of the cassette tapes. Saved thousands of dollars in small box costs for the library & created a usable storage system for the cassettes.
- Paul attended the MnLink ILL meeting.
- Robbie attended the PALS User Group meeting in St. Cloud.
- David and Robbie attended a seminar sponsored by the Revisor's Office, "Ethics and the Legislative Staff."
- Elizabeth participated in a conference call of the HTML Customization Task Force. This group was charged with looking at the basic search interface for Aleph and suggesting improvements.

Training and  
meetings  
attended by  
staff

- Carol gave a tour to two librarians from Guidant Corporation; they were looking at models for building a library.
- Carol gave a tour to a new House Research intern.

Training and  
tours given by  
staff

Staff news

- Anniversaries this month include:  
10/4/1982 Carol Blackburn 21 years at LRL!!!!

Fan Mail

- From a state employee: "David, thank you so much for the information regarding the adoption of the rules as well as the proposed rules. This is exactly what I needed. Excellent service once again from your library."
- Betsy heard from a legislator, "Dear Betsy, Thanks for your timely response. Much appreciated. Take care."
- Randi heard from a Senate staffer, "Thanks for your help. You guys are so helpful and efficient."
- Paul heard from a Senate staffer, "Thanks Paul, I think I have enough information now. Great Job!"
- As an example of how our Web site innovations are used and appreciated, an LA asked, ".....is wondering if you have an audio tape of a Humphrey Forum from last year with Ken Keller and John Brandl - I believe it was held in the State Office Building -- re: Higher Education." Carol B wrote back, "We don't have a tape of the discussion BUT it is available on the House Television Archive. You can watch and/or listen to the forum by going to: <http://ww3.house.leg.state.mn.us/htv/archivesHTV.asp>. In the search box titled, "Search the 2003 House Television Archive Database", enter the word brandl. The link for the Friday, March 14, 2003 talk will appear." Carol heard back, "Thank you! Again, you are amazing!"
- Carol heard from a House staffer, "Thank you so much for finding this for me. I now have all I need to respond to the request from Mr. Wood. Thanks again, you all do good work and I appreciate it very much."

# Legislative Reference Library

## Monthly Report - September 2003

- Administration*
- Robbie continued to meet with the LCC Benefits Book working group; part of a biennial process to update and make changes.
- Web Development*
- Randi lent her expertise at a House Research meeting to discuss the usability of their web site and proposed changes.
  - Randi worked with Leif to run special WebTrends reports for House Research. Brenda VanDyck wrote to Randi, "Thanks, a lot. This will be a good start. I really appreciate you spending so much time on this."
  - Senate Media filmed John Brune interviewing Randi about the Youth pages on the legislative web site.
- Information Systems Activities*
- We switched to a private internet addressing system on September 3. This was done for two reasons. It 'hides' our computers from the public internet; only those devices that we intend to be connected to the public Web will have static IP addresses. Second, we are able to make our redundant router connections operational. This moves the single point of failure to equipment we own, making troubleshooting for internet outages much easier. NAT implementation was the third highest priority on our security audit checklist, so it was a significant accomplishment to get it in place.
  - Randi convened a LegDB group meeting to discuss committee data. Ruth is thinking about how to do the LegDB committees more like the tape room database. To point out the trickiness of programming the LegDB, Ruth wrote, "I had to figure out a way to have a legislator with 2 term records for the same session. Now I need to figure out why Hennepin shows up twice for county in that legislator's record on the web page."
  - Ruth continued work on database documentation. She wrote procedures for Personnel and Hourly Systems and documented database. She documented the Filing database.
  - Ruth continued working on the Librarian responsibilities/projects database.
  - Kelly processed 91 Added Volumes, withdrew 11 items from the collection, and claimed 43 missing periodical issues. She continued to weed the periodicals we keep for four years.
  - Sarah began training Alissa and Carol in the spirit and purpose of bibliographic description.
  - Sarah helped a librarian at the DNR library with a call number question.
  - Randi, Elizabeth, and ..... met with librarians from the State Law Library to discuss RSS and other issues
- Collections Activities*
- Reference activities*
- Reference questions - a sample*
- The numbers of uninsured Americans and Minnesotans over time. (rm)
  - Statutes relating to governors-elect in other states.(rm)
  - Education in Japan: math and science curriculum, education of girls (rm)
  - Statutes in other states relating to whether tax appraisers are allowed to enter residences.(rm)
  - Several questions on Minnesota shield laws.(rm)
  - Reporter wanted to know if MN has legislation regulating the use of Segway scooters on sidewalks. (yes, 169.01, 169.212) (pv)
  - Did MN try to pass legislation related to seatbelts and roll over protection for lawn mowers? (There were some efforts in 1995-96 in relation to farm

machinery.)(pv)

- Do trucks have to cover their loads? (169.81)(pv)
- How long did the Greek & Roman empires last?(pv)
- History of LGA and the Minnesota Miracle (bh)
- States with a Mental Health Professional Board (Board of Professional Counselors)(bh)
- A few articles/reports on MN's Free Flow of Information Act, 1973(bh)
- 30 yrs. of statistics on how MN ranks based on personal income per capita; taxes as a percent of personal income; education funding as a percent of personal income; education funding as a percent of total state expenditure; safety and security of citizens(bh)
- Tape Room research included health care delivery corporation, PERA correctional employees plan, child support, streamlined development, clean indoor air act, mortgages, metro mobility contracts with providers, dentures, 911, Iron Range jobs bill, water quality protection & docks on lakes, & prior conduct related to sentencing.

### Legislative History Activities

### Training and meetings attended by staff

- Randi attended several North Star Theme Editorial Review Board meetings. They focused on revising the current main options on the North Star main page.
- Randi met with the LNET MyLeg subgroup to work on usability issues.
- Randi and Carol attended an inspiring workshop on managing change.
- Sarah attended the Minnesota Library Association conference.
- Robbie attended a virtual class, a MINITEX-sponsored Webinar on searching the Proquest newspaper files.
- Randi spoke a group of about 30 Minnesota Restorative Services people about using the legislature's web site for researching bills and issues.

### Training and tours given by staff

### Staff news

- Betsy decided that she needs to spend more time at home with her young son – our loss! Her last day will be October 10.
- Anniversaries this month:
  - 9/22/97 David Schidtke 6 years at LRL!
  - 9/5/1983 Paul Van Cura 20 years at LRL!!!

### Fan Mail

- Elizabeth heard from a happy user, "That answers my question perfectly. Thank you very much for your help."
- David heard from a local official in the Twin Cities, "THANKS a LOT David. Your assistance is appreciated. Thanks for being there."

# Legislative Reference Library

## Monthly Report - August 2003

### Administration

- Instead of more bad budget news, we had some good budget news this month. McLeod USA has reduced the LCC T1 contract service cost by approximately 22%.

### Web

### Development

- Randi joined the North Star Theme Editorial Review Board. This group meets biweekly and makes recommendations on North Star changes to the policy steering committee. North Star is lucky to have Randi's expertise, and we have the opportunity to ensure that the Legislature's web information is represented well on the statewide site.

- Randi and Leif worked on producing special WebTrends reports for House Research; they are investigating the use of the pages of their site.

- Randi met with an LNET subgroup to improve usability of the proposed MyLeg personalized bill tracking system that Mike Speiker is working on. Betsy and Randi are working on matching House and Senate topics for the system.

- Randi met with Mike Speiker and Linda Schmitt about standardization of legislative street addresses and other items on the legislative web site.

- Defense against the blaster worm and the soBig virus took much time and effort this month. Appended to the end of this report is a description of those activities

### Information

### Systems

### Activities

- As recommended in the Security Impact Analysis the Library underwent some time ago, the computer security staff meet once per year to monitor progress towards our goals. This year Lisa, Leif, and Robbie met in early July and updated our responses to the Security Impact Analysis. We've (well, really Lisa and Leif and Syble, mostly) have done really well at meeting the goals we identified. Mostly, though, we should just be thankful that Lisa and Leif are ever vigilant to protect us from bad computer viruses and computer/network failures.

- Ruth worked on archiving records of the Library's listserv activities. She edited the control file report, replacing ~W to ~Y in archive section of a few lists, to make a yearly archive file instead of a weekly.

- Ruth worked on database documentation. She continued on data entry procedures for the Inventory database system, and finished documentation for the patron mailing list database.

- Ruth downloaded and evaluated a message database software called 'Message Vault' with Pegasus. Librarians could use this software to search email archives to research previously-answered questions. The software is pretty easy to use.

- Ruth helped Leif check computers for the MS Blast virus and to install patches on staff computers.

- Ruth began work on a database to track librarian responsibilities such as link pages, MN issues, Inside Issues topics, etc.

- Staff members who have periodicals routed to them are going to be part of an experiment. Each person is signed up to receive the Contents Pages electronically for the periodicals that were previously routed. We will try this method for two months and then reevaluate whether it is working. There may be some periodicals that are really much better routed. This electronic method should save some of Kelly's time and some of the aides time and make it easier for the everyone to find the professional periodicals.

### Collections

### Activities

- Kelly finished barcoding the Minn. Doc Serials - a great milestone in our

project!

▪ Kelly weeded the periodicals we keep for 6 months, 1 year, 2 years, 5 years and 10 years. She began weeding the bulk of the periodicals we own, the ones we keep for 4 years.

Reference activities

- Robbie wrote the first draft of a revised Collection Development Policy manual.
- The librarians met each week during "discuss books" to go through the list of standing orders and decide which should be continued. We decided to discontinue some altogether, and decided that others could be purchased less frequently – both moneysavers!
- Reference staff finished editing *Links to the World* pages and several *Minnesota Issues* guides.
- Tape Room research included airport noise, mechanics liens, lead abatement, transportation finance, and battered women.

Legislative History Activities

Training and meetings attended by staff

- Robbie participated in a Legislative Coordinating Commission Benefit Book revision committee meeting.
  - Robbie participated in a board meeting conference call of the NCSL Legislative Librarians staff section, and another conference call to discuss the upcoming professional development seminar.
  - Randi gave a library tour to attendees of the NCSL Legislative Staff Management Institute.
  - Paul attended a MNLINK ILL subcommittee meeting.
  - To Sarah, from an employee of a fire department in Greater Minnesota: "Hi, Thanks very much both for your prompt reply; and for all the valuable info. It is all greatly appreciated."
  - This message to the Web Site should please everyone who works on the Legislative Web site: "Your web site is wonderful! It's easy to navigate; it gets me where I want to go; and the "search" feature really works. Thank you. Adrienne Furst"
  - A Wisconsin requestor also appreciated Sarah's help. She wrote: "Dear Ms. Quimby, You were a great help and I really appreciate your assistance!!! Thank you so very much!!! Alva Rankin"
- David heard from a researcher, "Thanks a million, David. I have been able to use the CDC data to generate very useful reports! You LRL folks are certainly effective in digging out info and making the rest of us look good. (Ok, Ok, look "better," at least.)"

Fan Mail

Staff News

Anniversaries this month:

8/1/1990	Leif Eischen	13 years at LRL
8/14/2000	Alissa LaChapelle	3 years at LRL

Virus and Worm Battles

Friday, August 22, 2003

On the virus battle front...  
Leif showed me that he has now blocked incoming mail from one entire network, and from 19 additional specific addresses, many of them State of MN or U of M addresses. If anyone – and this is a remote possibility – calls and complains because they are not able to send a message to us, we were being inundated with virus-laden messages from these addresses as the Sobig.F virus spun out of control. At one point we were receiving spoofed messages – supposedly from legislators, saying re: thank you. We were also receiving many

automated messages from mail servers, saying the messages we had apparently sent didn't go through.

It took up most of Leif's time this week to do damage control. As an example of the size of the attack, we usually receive a several hundred valid messages through our mail gateway in a day; we were receiving thousands. Leif had to shut down Pegasus a few times within the course of the day, as his 'deleted' message folder filled with thousands messages that contained viruses.

Our current mail server can't do real time virus scanning. Our new server box and the upgraded version of the Mercury Mail Transport software should be up and running already – if Leif hadn't spent the last two weeks troubleshooting the router switching problems and now this. As he said, "We can't seem to retreat from the front lines."

Once the new server is in place we will be able to do real-time virus scanning at the point the message comes in, and then choose what to do with the infected messages – delete, 'quarantine,' put in a folder, send on without the infected attachment, etc.

Most of this virus related activity took place on Tuesday, Wednesday, and Thursday. We think it is under control.

On the other battle front...

The Blaster worm had been out for about a week. We were safe from this worm due to the fact that the firewall was blocking the specific ports that this worm needed to do its dirty work.

However, late Wednesday, somehow the Blaster worm infected the Senate network very rapidly. The firewall blocked the worm just great from the internet, but we speculate that it crawled on to the Senate network when an infected laptop was hooked up to the network (behind the firewall) or, less likely, that it was sent in via a modem when a user dialed in to the network from home.

Leif was very worried on Thursday morning that the worm may have come to our part of the network. The LCC and Revisor's office also had a high probability of infected machines since we are all behind the same firewall. So Leif and Ruth went to each of our computers and checked for the signs that would indicate an infected machine. None found! Whew. They then made sure that the newest patch, MS03-026, was applied. An interesting note was that he had to call Lisa to figure out how to get in and check the public services computers. She has those babies locked down tight as a drum, to avoid any patron hacking.

I asked Leif what would happen if an evil library patron came up to one of the public computers and downloaded the Sobig.F virus from a message on his/her Hotmail account. He reassured me that the security restrictions on those machines would prevent the virus from being written to the Windows system folder.

So all was fine in the end, due to our diligent and constant patching and checking and setting firewall rules. It brings up some concerns, however. Right now we have some really big 'holes' through the firewall for the House network. Leif feels that before session we need to find out exactly what access is needed from/to the House, account for those uses, and close all the other open ports to

the House network.

We also need to be more diligent about keeping the Intrusion Detection System up to date because it can only detect intrusions that it knows to look for. Since we were several signature files versions behind on the IDS, it did not even know what the Blaster worm should look like so there was no way for it to give us advanced warning when the Blaster worm started floating around our network.

# Legislative Reference Library

## Monthly Report - July 2003

- Administration*
- Robbie attended the first of many meetings to discuss revisions to the legislative employees benefit book. Work will continue throughout the fall.
  - Elizabeth attended an LCC meeting in Robbie's absence, and did a short presentation on the Library's budget. Afterwards Greg wrote to her, "Elizabeth, I thought you did a great job representing the Library at the LCC meeting yesterday. Your presentation was clear, to the point and concise. Nice work, greg"
  - A couple of spaces were reconfigured due to fewer staff. Paul moved to the area where the cataloging librarians formerly were, and a shared scanning workstation/area was set up in the space he vacated.
  - Ruth updated the inventory database, adding items in the new 'Shared Scanning Area' and removing Helen's area.

- Web Development*
- David noticed that the Materials Management Division of the Department of Administration lists our "Links to the World" as their first government link on their Web site. <http://www.mmd.admin.state.mn.us/mn01004.htm>
  - Randi agreed to be part of the executive branch North Star Website's Editorial Theme Board.
  - Randi entered the legislature's web site in the 2003 Center for Digital Government contest.
  - Randi learned more about running CyberSpyder reports and editing ASP code.
  - Randi and Michele Timmons met with Reggie David, James Kauth and Eileen Quamm from the Office of Technology on July 10. Originally, the main purpose of the meeting was to discuss how the number of Revisor's office documents indexed could be reduced, which would in turn reduce the cost of the search engine. Instead, the admin staff first gave us some good news. Admin will not charge legislative offices for FY 04. In addition, admin has changed the way the search engine license is priced - instead of being priced by the document count, it is now what is called "enterprise-based pricing", which is essentially a flat fee for the state's site. This new method of pricing takes the pressure off of all of us to reduce the number of documents indexed. Admin staff proposed that legislative Web staff help them advocate for an independent appropriation for the state-wide cost of the search engine. The group will meet again in early December to look at drafting proposed legislation.
  - Leif worked quite a bit with Randi figuring out web site changes and problems. They caught up on web server log files through June. Leif and Randi figured out how to run a WebTrends report.

- Information Systems Activities*
- Ruth finished converting the Mailing List database to Access 2000, and began work on the documentation.
  - Ruth and Elizabeth began discussing the possibility of creating a "Who does What" database to track who takes care of the myriad of details in the Library's daily operation.
  - Leif helped Jana unbox and set up 2 new routers and racks, plus supporting Equipment.
  - Leif met with Derek (a consultant) regarding NAT (network address translation), DMZ, and multicasting issues.

Collections  
Activities

- Leif met with Intertech staff re: transitioning DNS.
- Leif subscribed to many security related listservs and attempted to keep up on all the new security problems that have come up since Syble left. This was a task Syble had done up until June.
- Sarah reported cataloging news: "On July 1 I officially became LRL's only cataloger. To deal with the backlog, I decided to quickly catalog the items which could be cataloged quickly, such as records for which there was copy, items for which I could derive records, and Level K consultant's reports. I've found myself doing a lot more database maintenance: correcting serial records, correcting mis-keyed call numbers (zero for o, for example), cancelling holdings on PALS for things we no longer own, etc. I've also taken over periodical cataloging and have learned some new things about serial records. It's been an enjoyable challenge."
- Sarah also reported on a particularly thorny cataloging problem. "On July 14 I finally produced on the new budget documents record, over which I had puzzled for months. Adding the URLs to the record required a call to the PALS helpdesk and necessitated creating a new architecture for the mandated documents electronic archive, not to mention waiting for all of the documents to arrive and straightening out which mandate mandated what."
- Kelly processed 36 added volumes, withdrew 6 items from the collection, and claimed 45 missing periodical issues: 18 were EBSCO, 18 were Free, 8 were Minnesota Periodicals and 1 was an Order Direct. She continued barcoding the Minn. Doc Serials.

Reference  
activities

- Sarah coordinated the annual Links to the World editing project again this July. "I am pleased to report that the Links editors, after being subjected to a variety of threats, entreaties, statistics, and rewards, completed the project in only one month and by the first deadline.\* This milestone was celebrated with a flourless chocolate torte in the lounge. (Last year, it took two months and two extensions.) \*Actual completion rate at July 31: 82.98%. Percentage of Links editors meeting the July 31 deadline: 75%. Figures were adjusted to 100% due to unforeseen illnesses. Completion rate as of August 6: 97.9%."
- Robbie, Randi, David, and Elizabeth met with Bob Horton (State Archivist), Shawn Rounds (State Archives), and Margaret Basket (Library School intern). Margaret has prepared a paper detailing the pilot project underway by the Library to digitize all mandated reports received in 2003.
- Randi wrote the monthly "Just In" essay on source of information on legislator rankings.
- Sarah programmed several macros on the reference desk computer, so we can type in many of our canned e-mail messages with just two keystrokes, rather than by cutting, pasting, and reformatting.
- Our contents page service is much appreciated by our patrons, but one person was very picky about the quality of the type in the scanned image of the sidebar from a particular periodical. Dave figured out how to lighten the background and make it more legible, and the person wrote back, "Thanks, Elizabeth. It is quite easy to read now." We go the extra mile, even when the request seems a bit overly demanding!
- 209 articles were sent out in June in response to the Contents pages service.
- The librarians met about updating our collection development policy. Portions of the OLD OLD policy were divided out for revision.

Reference  
questions - a  
sample.

- What was the total number of state employees on July 1, 2003 vs. July 1, 2002? (Numbers are interesting given the hiring freeze and layoffs). (bh)
- When was the last time someone introduced a bill on senior citizen driving safety? (rm)

sample

- Analysis of "No Child Left Behind" costs in other states. (rm)
- Law reviews on state legislation dealing with NCAA scholarship issues. (rm)
- Is there a state law that gives an individual the right to see their mortgage appraisal? (No, but the federal Equal Credit Opportunity Act does.)(pv)

Legislative  
History  
Activities

- Tape Room Research topics included county audits, Internet drivers license application fees, sexual predators, adult day care, and mechanics liens.

Training and  
meetings  
attended by  
staff

- Leif held an LSIIG meeting.
- Leif attended an Xtend Project User Group meeting (the Revisor's new bill drafting/tracking system).
- Betsy, Randi, and Leif attended an LNET meeting.
- Sarah attended the annual CALCO lunch.
- Robbie attended the National Conference of State Legislatures Annual Meeting. She attended her final meeting of the Legislative Staff Coordinating Committee Technology Task Force, where the proposed changes to the NCSL Website were discussed. She was a panelist in two sessions, one on "The Virtual Legislative Office," and the other, "Managing State Legislative Web Sites." As chair of the Legislative Research Librarians Staff Section, so also presided over the Business lunch of the group.
- Carol and Randi gave a presentation to 18 members of a Hamline graduate school class.

Training and  
tours given by  
staff

- Randi and Carol gave a tour to 18 grad students from Hamline. Afterwards, the professor wrote, "Thank you again for assistance with my class. If you wonder if it makes a difference, it does. Hope the rest of your summer is great."
- Sarah gave a tour to a new legislative liaison from the Human Service Department.

Fan mail!

- A citizen wrote to Elizabeth, "WOW! You're GOOD. Next time I hear something about State Employees not helping much, I'll relate this to them. THANK YOU!"
- Randi, Robbie, David, and Elizabeth met with Arden Rice, a librarian with the Wisconsin Legislative Bureau. Afterwards she wrote, "Thank you so much for giving me a tour of the Minnesota LRL and taking the time to talk with me about your library and its services, especially your state documents program. It is always interesting to me to see how other librarians organize and manage their collections. I always learn something and am reminded how much of my daily workflow I take for granted. - Best regards"
- Elizabeth heard from a House L.A., "Yes and You are wonderful wonderful wonderful! I'll come take a look later this week."
- From a researcher in Kentucky, "Nicole, Thank you so much for your help! This information regarding the vote on HF 1910 was exactly what I needed."
- Elizabeth helped an e-mail requestor from Iran and now has a standing offer for any help she might need from that country. His thank-you note was very heart-felt. "Dear Mrs. Lincoln, Thanks you a lot for your attention to the e-mail. Fortunately, I contacted the laboratory and found some good friends there. Being very lucky to know them, I'm very happy also to have an e-mail from a person paying attention far more than usual to the requests of her job. The pals of the laboratory didnt have the manual so they asked me to send them that. They suggested me to model the case with another software and we are talking about that. Finally, thanks again Mrs. Lincoln for your answer. If you need anything from here, Iran; I will be very glad to read from you. Best regards; Abbas Mohamamdi "

# Legislative Reference Library

## Monthly Report - June 2003

### Administration

- As a result of budget cuts we lost two of our staff members, Helen and Syble. Their official last days coincided with the end of the fiscal year. We held an open house in honor of their service.
- The reading room hours were reduced by half an hour for the summer as a result of reduced staffing levels.
- Lisa spent a great deal of time working on end-of-the-fiscal-year budget updating, and as she reported, "figuring out ways to save money for FY04 & 05."
- Lisa printed out copies of all the staff job descriptions. They were distributed at a staff meeting, and all staff member were instructed to review them over the summer. In September we will work on the necessary revisions, based on shifting duties due to reduced staff.
- Lisa began updating the Business Manager's procedures.
- Leif, Lisa, and Robbie met for an annual discussion of library computer security procedures and planning.

### Web

### Development

- Syble was very gracious and diligent in working with Randi during the month of June. Randi will be taking over many of Syble's Web responsibilities. Syble also met with Ruth to go over the coding of some of the asp web pages, and with Lisa to turn over some additional duties.

### Information

### Systems

### Activities

- Leif was involved in the planning and implementation of creating a redundant connection to the Internet through Intertech. Adding an redundant connection reduces the risk of loss of connectivity for Internet services. The Revisor's office replaced its existing router with two routers. There are now two separate paths from the Internet through Intertech; there is no legislative-wide single point of failure, as in the past.
- We are always looking for methods to streamline our processes. Ruth tested out a demo copy of FMS' Total Access Emailer program, and said, "After playing with it, found mailing out something like Just In would be easy. Something like mailing out Inside Issues looks like it would be more difficult. I would only be able to send out single citations."
- Ruth continued conversion of the patron database to Access 2000.
- Lisa ghosted Helen's machine, cleaned off the hard drive, and prepared it for the library aides to use it for Contents Pages.
- Leif and Lisa switched the memory on the laptops around trying to get another laptop to work. We only had one working laptop. Switching the memory allowed Lisa to install Windows and set up another laptop for staff use.
- Leif worked with Syble on testing the AutoTOC code for automating our Tables of Contents Service. Extensive testing was done on all aspects of the Automated Electronic TOC system; it went into production with no problems or errors!

### Collections

### Activities

- David and Sarah and Elizabeth met to discuss ideas for getting the cataloging done with a reduced cataloging staff. Sarah will reduce her hours on the reference desk, we'll consider reducing her scanning responsibilities if it makes sense in the fall, Sarah will begin training others to do at least some of the cataloging, and we'll look at ways to simplify cataloging (more level K cataloging, more things such as the OLA financial audits with a single call number followed by the report number.)

## Reference activities

- Bar coding of the Minnesota documents monographs was completed (!! after a group effort by many staff. We had barcoding day--pairs of staff were scheduled to barcode for an hour at a time all day. This big barcoding push has helped us move along in the barcoding process so we will be ready to convert to Aleph on time.
- Kelly processed 20 added volumes, withdrew 24 items from the collection, claimed 50 missing periodical issues: 14 were EBSCO, 21 were Free, 12 were Minnesota Periodicals and 3 were Order Direct.
- David and Randi finished a useful Minnesota Issues Guide, "Legislator Voting Records and Ratings," guiding users to voting records on various interest group Websites.
- Elizabeth worked with staff to divide up Helen's Inside Issues topics among the other coders.
- The reference librarians attended (virtually!) a Webinar on QuestionPoint software.
- Carol developed new newspaper coding procedures that will be implemented in July 2003. These changes will streamline the numbers of codes being used, saving time in coding each day, and still meeting the needs of our clipping users. The new codes focus more closely on the Legislature and state public policy issues. She met with all staff who code papers to explain the system.
- Links to the World updating began in earnest. This year we will also edit the underlying coding which has gotten messy over the years. The deadline is July 31, 2003. Sarah is the editor; Randi will serve as the html coding editor once the other editing is complete. Cleaner html coding will be useful as we move toward xhtml in the next year or two.
- The Contents Pages service became automated saving Dave at least half an hour each day. He no longer has to attach each scanned image to an email. This should reduce human error. It has gone smoothly-- only one small problem since it was converted.

## Reference questions - a sample

*The new program evaluation topics for the Legislative Auditor's Office were announced. Several reference librarians began to gather information on these topics for various researchers.*

- Controversial judicial appointments by MN governors prior to 1970 (bh)
- Information on instant runoff voting. (rm)
- Information on the Integrated Noise Model for airports.(rm)
- How many states have Official English laws? (rm)
- Several town history requests for various Revisor's office staff members. (The Revisor's Office staff are often called upon to write commemorative proclamations celebrating town anniversaries.) (rm)
- Was Joan Growe the longest serving constitutional officer? (No) (pv)
- How much do special sessions cost? (pv)
- Where's the law that allows sixth graders to ride the Duluth public buses to school? (Laws of MN 1992 Ch. 516) (pv)
- Assisted a gentleman with a pronounced personal interest in the criminal records expungement laws. (pv)

## Legislative History Activities

- Due to the budget cuts the hours for the Tape Room were adjusted. Beginning Monday June 9 the Tape Room has been open from 10-3 Monday-Thursday, and closed on Fridays.
- Tape Room research involved cigarette taxes, Metro. Airports Comm. changes, 2 A.M. bar closing time, administrative rules changes, 1993 gun law changes that allowed rifles & shotguns in public places, & accountancy act of 2001.

Training and  
tours provided  
by staff

- Ten librarians from Moldova visited the Library on July 6, a tour arranged by the CONNECT/US-RUSSIA program.

Training and  
meetings  
attended by  
staff

- Betsy, Randi, Leif, Syble, and Robbie attended the LNET meeting on June 4.
- Randi and Robbie attended a Digital Library Planning conference at the History Center.
- Randi attended the Special Libraries Association Annual Conference (on her own dime!). She is currently the Chair of the Minnesota Chapter of the Special Libraries Association.
- Several staff members attended a meeting with an MSRS representative about the retirement system and how salary savings leave affects our retirement benefits.

Fan mail!

- Betsy reported that she had spoken with Linda Scheiman from the Star Tribune. Linda said they have been looking at Library Web sites because they are working on their own, and she thinks our's is really great.
- A thank you from Congresswoman Betty McCollum's Aide, "Thank you so much for the articles - they were very helpful! Regards, Kelly Scanlan"
- Elizabeth took care of a Web page update, and a legislative staffer wrote, "Thanks, Elizabeth, you are all so helpful; I don't know what we'd do without you!! Thank you!!"
- A House legislative assistant wrote to David, "Thank you once again for your excellent detective work. Rep. xxx will be very happy with this."
- From a requestor at a local company, "Randi - THANK YOU! Your information was very helpful and I appreciate your efforts. Your quick response is also greatly appreciated. Thank you again and have a great day."
- A particularly nice note of appreciation from a House committee administrator:

"Please extend my thanks to Paul VanCura, and accept my thanks to you and your excellent staff for all you have done over the past five years.

This afternoon, I had an urgent need to find some legislative history, and the tape room was closed on Fridays, per the new hours."

Seeing my stress, you got off the phone and found that Paul was in the tape room downstairs."

Paul was more than helpful, opening the room, getting the right book immediately, helping me find the right amendment, and copying the materials. All of this was accomplished in less than four minutes."

I know you appreciate your excellent team, and today I have one more "library" story to tell about how professional and wonderful you all are."

# Legislative Reference Library

## Monthly Report - July 2003

### Administration

- Robbie attended the first of many meetings to discuss revisions to the legislative employees benefit book. Work will continue throughout the fall.
- Elizabeth attended an LCC meeting in Robbie's absence, and did a short presentation on the Library's budget. Afterwards Greg wrote to her, "Elizabeth, I thought you did a great job representing the Library at the LCC meeting yesterday. Your presentation was clear, to the point and concise. Nice work, greg"
- A couple of spaces were reconfigured due to fewer staff. Paul moved to the area where the cataloging librarians formerly were, and a shared scanning workstation/area was set up in the space he vacated.
- Ruth updated the inventory database, adding items in the new 'Shared Scanning Area' and removing Helen's area.

### Web

### Development

- David noticed that the Materials Management Division of the Department of Administration lists our "Links to the World" as their first government link on their Web site. <http://www.mmd.admin.state.mn.us/mn01004.htm>
- Randi agreed to be part of the executive branch North Star Website's Editorial Theme Board.
- Randi entered the legislature's web site in the 2003 Center for Digital Government contest.
- Randi learned more about running CyberSpyder reports and editing ASP code.
- Randi and Michele Timmons met with Reggie David, James Kauth and Eileen Quamm from the Office of Technology on July 10. Originally, the main purpose of the meeting was to discuss how the number of Revisor's office documents indexed could be reduced, which would in turn reduce the cost of the search engine. Instead, the admin staff first gave us some good news. Admin will not charge legislative offices for FY 04. In addition, admin has changed the way the search engine license is priced - instead of being priced by the document count, it is now what is called "enterprise-based pricing", which is essentially a flat fee for the state's site. This new method of pricing takes the pressure off of all of us to reduce the number of documents indexed. Admin staff proposed that legislative Web staff help them advocate for an independent appropriation for the state-wide cost of the search engine. The group will meet again in early December to look at drafting proposed legislation.
- Leif worked quite a bit with Randi figuring out web site changes and problems. They caught up on web server log files through June. Leif and Randi figured out how to run a WebTrends report.

### Information

### Systems

### Activities

- Ruth finished converting the Mailing List database to Access 2000, and began work on the documentation.
- Ruth and Elizabeth began discussing the possibility of creating a "Who does What" database to track who takes care of the myriad of details in the Library's daily operation.
- Leif helped Jana unbox and set up 2 new routers and racks, plus supporting Equipment.
- Leif met with Derek (a consultant) regarding NAT (network address translation), DMZ, and multicasting issues.

## Collections Activities

- Leif met with Intertech staff re: transitioning DNS.
- Leif subscribed to many security related listservs and attempted to keep up on all the new security problems that have come up since Syble left. This was a task Syble had done up until June.
- Sarah reported cataloging news: "On July 1 I officially became LRL's only cataloger. To deal with the backlog, I decided to quickly catalog the items which could be cataloged quickly, such as records for which there was copy, items for which I could derive records, and Level K consultant's reports. I've found myself doing a lot more database maintenance: correcting serial records, correcting mis-keyed call numbers (zero for o, for example), cancelling holdings on PALS for things we no longer own, etc. I've also taken over periodical cataloging and have learned some new things about serial records. It's been an enjoyable challenge."
- Sarah also reported on a particularly thorny cataloging problem. "On July 14 I finally produced on the new budget documents record, over which I had puzzled for months. Adding the URLs to the record required a call to the PALS helpdesk and necessitated creating a new architecture for the mandated documents electronic archive, not to mention waiting for all of the documents to arrive and straightening out which mandate mandated what."
- Kelly processed 36 added volumes, withdrew 6 items from the collection, and claimed 45 missing periodical issues: 18 were EBSCO, 18 were Free, 8 were Minnesota Periodicals and 1 was an Order Direct. She continued barcoding the Minn. Doc Serials.

## Reference activities

- Sarah coordinated the annual Links to the World editing project again this July. "I am pleased to report that the Links editors, after being subjected to a variety of threats, entreaties, statistics, and rewards, completed the project in only one month and by the first deadline.\* This milestone was celebrated with a flourless chocolate torte in the lounge. (Last year, it took two months and two extensions.) \*Actual completion rate at July 31: 82.98%. Percentage of Links editors meeting the July 31 deadline: 75%. Figures were adjusted to 100% due to unforeseen illnesses. Completion rate as of August 6: 97.9%."
- Robbie, Randi, David, and Elizabeth met with Bob Horton (State Archivist), Shawn Rounds (State Archives), and Margaret Basket (Library School intern). Margaret has prepared a paper detailing the pilot project underway by the Library to digitize all mandated reports received in 2003.
- Randi wrote the monthly "Just In" essay on source of information on legislator rankings.
- Sarah programmed several macros on the reference desk computer, so we can type in many of our canned e-mail messages with just two keystrokes, rather than by cutting, pasting, and reformatting.
- Our contents page service is much appreciated by our patrons, but one person was very picky about the quality of the type in the scanned image of the sidebar from a particular periodical. Dave figured out how to lighten the background and make it more legible, and the person wrote back, "Thanks, Elizabeth. It is quite easy to read now." We go the extra mile, even when the request seems a bit overly demanding!
- 209 articles were sent out in June in response to the Contents pages service.
- The librarians met about updating our collection development policy. Portions of the OLD OLD policy were divided out for revision.

## Reference questions - a sample

- What was the total number of state employees on July 1, 2003 vs. July 1, 2002? (Numbers are interesting given the hiring freeze and layoffs). (bh)
- When was the last time someone introduced a bill on senior citizen driving safety? (rm)

sample

- Analysis of "No Child Left Behind" costs in other states. (rm)
- Law reviews on state legislation dealing with NCAA scholarship issues. (rm)
- Is there a state law that gives an individual the right to see their mortgage appraisal? (No, but the federal Equal Credit Opportunity Act does.)(pv)

Legislative  
History  
Activities

- Tape Room Research topics included county audits, Internet drivers license application fees, sexual predators, adult day care, and mechanics liens.

Training and  
meetings  
attended by  
staff

- Leif held an LSIG meeting.
- Leif attended an Xtend Project User Group meeting (the Revisor's new bill drafting/tracking system).
- Betsy, Randi, and Leif attended an LNET meeting.
- Sarah attended the annual CALCO lunch.
- Robbie attended the National Conference of State Legislatures Annual Meeting. She attended her final meeting of the Legislative Staff Coordinating Committee Technology Task Force, where the proposed changes to the NCSL Website were discussed. She was a panelist in two sessions, one on "The Virtual Legislative Office," and the other, "Managing State Legislative Web Sites." As chair of the Legislative Research Librarians Staff Section, so also presided over the Business lunch of the group.

Training and  
tours given by  
staff

- Randi and Carol gave a tour to 18 grad students from Hamline. Afterwards, the professor wrote, "Thank you again for assistance with my class. If you wonder if it makes a difference, it does. Hope the rest of your summer is great."

Fan mail!

- A citizen wrote to Elizabeth, "WOW! You're GOOD. Next time I hear something about State Employees not helping much, I'll relate this to them. THANK YOU!"
- Randi, Robbie, David, and Elizabeth met with Arden Rice, a librarian with the Wisconsin Legislative Bureau. Afterwards she wrote, "Thank you so much for giving me a tour of the Minnesota LRL and taking the time to talk with me about your library and its services, especially your state documents program. It is always interesting to me to see how other librarians organize and manage their collections. I always learn something and am reminded how much of my daily workflow I take for granted. - Best regards"
- Elizabeth heard from a House L.A., "Yes and You are wonderful wonderful wonderful! I'll come take a look later this week."
- From a researcher in Kentucky, "Nicole, Thank you so much for your help! This information regarding the vote on HF 1910 was exactly what I needed."
- Elizabeth helped an e-mail requestor from Iran and now has a standing offer for any help she might need from that country. His thank-you note was very heart-felt. "Dear Mrs. Lincoln, Thanks you a lot for your attention to the e-mail. Fortunately, I contacted the laboratory and found some good friends there. Being very lucky to know them, I'm very happy also to have an e-mail from a person paying attention far more than usual to the requests of her job. The pals of the laboratory didnt have the manual so they asked me to send them that. They suggested me to model the case with another software and we are talking about that. Finally, thanks again Mrs. Lincoln for your answer. If you need anything from here, Iran; I will be very glad to read from you. Best regards; Abbas Mohamamdi "

# Legislative Reference Library

## Monthly Report - May 2003

*A lot of people are glad that the legislative session wrapped up after a relatively short special session. Elizabeth's daughter Hannah will no longer have to say, "Mom, there's something on Channel 17 instead of Zoom and it's really bad."*

### Administration

- The results of the budget process (or budget non-process) were devastating to the Library's allocation. The 15% cut, on top of 18% cuts in the previous two years, puts the Library in the position of leaving positions open, and terminating other staff as well. Core services will be emphasized as the Library staff pull together and look to rebuild in the coming years.
- Lisa coordinated the annual physical clean-up day. Ruth took care of surplus equipment.
- Lisa and Robbie worked with Michele Timmons and the LCC staff to begin using the Revisor's postal meter, instead of maintaining our own. This will be beneficial in that it is a bit cheaper, the Revisor's meter is newer and has more functions, and it will clear space in our crowded photocopier room. Lisa worked with the Revisor's office to set up their accounting of our postage and the LCC's postage after we start sharing their machine on July 1.
- We have worked hard to evaluate all our newspapers and periodicals to be sure we are getting the best values and the materials we need. Last year the EBSCO newspaper invoice was \$4,960.88 and this year it is \$4,803.71. So even though prices have increased a lot, we were able to lower our annual invoice for newspapers.
- Lisa met with Scott from IKON to set up the scanning on the new copier. He made sure it worked and then Leif set up the rest of the one touch buttons.

### Web

### Development

- Syble and Randi worked to add an automatic revision date to the "Minnesota Issues" guides, listing the last time they were updated.

### Information

### Systems

### Activities

- Ruth updated Inside Issues and Scan program documentation.
- Ruth starting converting the Patron database to Access 2000.
- Save money when we can! Ruth created a MN Doc. Number index card for Kelly instead of Lisa ordering some from the Printers.
- Ruth deleted many patrons from the patron database. This reflects many session only staff finishing their tenure, but also some staff that were terminated in legislative offices.
- Nicole reported on the Table of Contents statistics for May. "There were 132 articles copied for Table of Contents users this month. A few more people have decided to start sending their requests in by printing them off and sending them in (18 this month). But we still have a majority of regular email responders."

### Collections

### Activities

- The bill abolishing the Profiles of Learning and establishing new standards referenced three documents with the new standards. Since they were likely to be needed by many interested parties right away, David scanned them and put them on our network. The committee administrators were able to link to them as soon as the bill passed.
- Ruth scanned a page of a MN Doc for David so he could put a page in color in our archived PDF version.

Reference  
activities

- A while back Robbie contacted Charlie Rogers at the State Archives about our print agency minutes, asking him if they still want them. We don't have a very complete set in print these days and it takes quite a bit of time for Kelly to box them and make a list. He replied that they would like the minutes, but we needn't make a list. That's a time-saver! Every little bit helps.
- Kelly finished barcoding the Non-Minnesota serials and the Library Archives collection, and started barcoding the Minnesota serials.
- Randi wrote the essay for *Just In* on tax burden and tax incidence studies in our collection.
- Robbie, Elizabeth, David, and Randi met with Shawn Rounds (Minnesota Archives) and MHS intern, Margaret Basket. Margaret will be writing a useful description of our project to keep digital archived copies of mandated documents. She is working with the State Archives this summer, analyzing how best to archive Web sites.
- We comply with copyright laws, and some of our patrons realize this. One representative, when asking for copies from a magazine, wrote, "I would be interested in copies of as much of this periodical as the Fair Use laws, and your good conscience, would permit. Warmly, xxx"
- Reference staff participated in a trial of Newsbank that will replace our Newslibrary access to the full text of the *Star Tribune*, *Pioneer Press*, *Duluth News Tribune*, and *Grand Forks Herald*. Newsbank access expands our options to include the *St. Cloud Times* and the *St. Paul Legal Ledger*. We will need to do some training so legislative staff and members know about the switch.

Reference  
questions - a  
sample

*And the winner of the most frequently requested topic area in May? Concealed carry gun legislation. David had written a guide to information on the topic, and it came in handy MANY times.*

What's the half life of plutonium-239? (RM & I had to find this quickly before the floor debate ended.) (pv)

Do any states have restrictions on farmland ownership by noncitizens? (Numerous states do.) (pv)

Do they raise & lower several state flags at the Capitol so people can have a flag that has flown there? (It's done rarely & people need to provide their own flag.) (pv)

Received a request from the Senate for a copy of a publication they put out on CD. Found the CD only to discover that she really wanted to see the artwork on the packaging they put it in. (Unfortunately they didn't give it to us in the fancy packaging.) (pv)

Are there any Republican Governors who have changed their minds & decided to support tax increases? (I found a couple.) (pv)

Did Randy Kelly vote for the legislative gift ban? (pv)

Legislative  
History  
Activities

- Tape Room research included medical malpractice reform, do not call list, corporate registration, .08 BAC, structured insurance settlement payments, & environmental response & liability contribution protection.

Training and  
meetings  
attended by  
staff

- Randi attended the Collection Development Seminar, "Libraries as Digital Crossroads," sponsored by the University of Minnesota.
- Robbie attended the PALS Deans/Directors/Coordinators meeting at Hennepin County Technical College.
- The reference librarians attended a MINITEX Webinar on the QuestionPoint software offered through OCLC.

- Several staff members attended a meeting about retirement options and how salary savings leave would affect retirement.
  - Elizabeth and Robbie attended Excel training.
  - David attended a MINITEX Interlibrary Loan meeting on May 2.
  - Randi attended one day of the State Data Center conference.
- Staff news
- No anniversaries in May!

Fan mail!

- Short and sweet, to Sarah from a legislator, "Thanks Sarah, just what I wanted!"
- As an example of how many things are *not* on the Web, David sent a scanned image of a 1973 Governor's Commission report to a professor in Pennsylvania (turnaround time: one hour). He responded, "Dear David, It worked and I wanted to say thank you so much! Best, Phil"
- Web patrons are thankful. Randi heard, "Thanks so much - this is a WONDERFUL service!" Elizabeth received, "You are totally unbelievably nice and helpful. THANK YOU!!"
- Robbie received a thank you for speaking on the Legislative Web Site and the Library to a Hamline graduate school class. "Robbie, This is a belated and overdue thank you for speaking to my class this spring. You did an excellent job and my students love you. David Schultz"
- Following is a glowing thank you for Carol's services, which deserves reproduction in its entirety!

*Hello Robbie,*

*It's been more than a year since we met -- Betsy Haugen introduced us while I was still an MLIS student at St. Kate's when I visited your library for an informational interview. You were kind enough to take a few minutes from your busy schedule to talk with me as well.*

*I am now at Target Corporation, working to set up a library for their Property Development Dept. It is a big challenge, especially for someone fresh out of library school, but also a great opportunity to learn everything from scratch. As such, I am always grateful to learn something new that makes my job easier and I'm writing to let you know how appreciative I am to Reference Librarian Carol Blackburn for making my job easier.*

*Earlier this spring, one of the Vice Presidents in Property Development asked me to find information on reverse auction legislation in the MN legislature. Of course this came late on a Friday afternoon when I was winding down and he needed it by the end of the day.*

*As if the lack of time weren't pressure enough, he needed it b/c the Governor was coming for dinner that weekend! He said "you're a wizard if you can find this." I'm afraid the extent of my wizardry was knowing about the legislative website. Since time was short, I decided to call for assistance and reached Carol. Even though I am a librarian and the website is easy to use, she was very helpful and even suggested some keywords. We found the information immediately and she helped to interpret some of the legislative lingo so I could explain it to my VP.*

*Total time taken: 15 minutes. Thanks to her assistance I was able to devote more time to researching additional information online to augment the legislation information. Result: A happy VP who is grateful for his librarian. In my mind the wizard award goes to Carol Blackburn and the*

*MN Legislative Library!*

*Regards,  
Jill Strand, MLIS  
Property Development Resource Library  
Target Corporation*

### *Improved Services Came With Our Scanner*

An article for the NCSL Legislative Research Librarians Staff Section Spring, 2003, NEWSLINE.

Elizabeth Lincoln, Minnesota Legislative Reference Library

The staff of the Minnesota Legislative Reference Library recently made a big change in how we provide the contents pages of new periodicals to our patrons. The Library has had a paper-based contents page service for as long as anyone can remember. We were inspired to move to the electronic delivery of contents pages when we got our first scanner. But the purchase of a copier that had scanning capabilities and could be linked to our network made this project more feasible. The Library switched to electronic delivery of our contents page service in February.

The contents pages of the new periodicals are scanned as soon as they arrive in the Library. Each scanned contents page is attached to an email that is sent to a listserv set up for that periodical's subscribers. The subscribers receive the contents pages for the periodicals they care about shortly after they arrive in the Library. The contents page subscribers can request articles of interest to them in a variety of ways but most just reply to the email.

The advantages are many. Electronic delivery speeds up this service dramatically, it saves at least an hour a day in staff time, it saves a lot of paper, and many of our patrons prefer receiving things electronically.

There are a few disadvantages. Patrons who receive notification of a lot of periodicals are sometimes annoyed at the number of emails they get during the busy legislative session. In addition, you can't cut and paste the citations into an email message since the scanned attachment is an image. We had some problems with file size, and some of our patrons don't really like receiving things electronically.

The scanner/copier has been great for a couple of other reasons. We have frequently used it to scan an article or short report and email it when we have a tight timeframe or when we need to get it to a legislator on the House or Senate floor. Also, we are working on a pilot project to electronically archive all mandated state documents. We scan mandated documents that aren't available on the web or in electronic format, archive them on our server, and link to them from our catalog. The high-speed feeder on the copier/scanner makes this process fast.

# Reflections

It's time to say goodbye.

I am leaving the Legislature on May 2, after an unparalleled journey of 16 years, four months, and five days. It has been my fortune to meet some extraordinary people, and a few not so great. But that defines what society is — an amalgam of individuals from all walks of life who are very distinct in their beliefs and actions.

My time here has been educational, fulfilling, and gratifying in knowing that I always tried to give more than 100 percent of my commitment and dedication to public service by educating walk-ins, school groups, university students, and the general public about the legislative process and public policy.

While I was fortunate to teach a few lessons, I learned much more from outstanding instructors such as Chief Clerk Edward Burdick, House Journal Editor Pat Murphy, Rep. Mary Murphy with her demand for excellence, and the quiet and peace-loving Rep. Bernie Lieder. There are so many others to mention, but space will not permit.

And how could one forget former Rep. Dave Bishop, who was a stickler for "dotting the i's and crossing the t's?"

My recollections are many. They include meeting then-Czech President Vaclav Havel, playwright August Wilson, and sculptor Amerigo Brioschi, who with his father Carlo in 1938 created the arched wall behind the speaker's chair, "The Spirit of Government."

My journey has taken me in many directions, like having an office in the beautiful Capitol building, where my staff and I shared a private rest room with the lieutenant governor and her staff. I experienced seeing the "ghost" of former Associate Justice P.E. Brown, who died in office, and I observed lawmakers at work on the House floor from vantage points behind the ceiling of the elaborately decorated dome of the chamber.

I also traveled through state history to report on events in past "Reflections." One trek took place in a small southern Minnesota town where a lawmaker was on a handshaking tour during festival season. Each year, the participants — bands, floats, and tractors — had what they called a "stand still parade" where the spectators were the ones who walked by.



My columns took readers to all corners of the state, including the Northwest Angle — the northernmost point in the continental United States — where schoolchildren take boats or snowmobiles across Lake of the Woods to get to school. Another journey was to the most southwestern farm in the state where Dutch students and others came to learn more about American dairy farming and agriculture.

Thanks to the outstanding assistance from many staff in the Legislative Reference Library, I discovered that the Red River Valley was part of ancient Lake Agassiz some 10,000 years ago, and that of the 201 members of the Minnesota black population at the start of the Civil War, 100 volunteered to fight with the 1st Minnesota Regiment.

The library staff also pointed me in the right direction to find information about how the roots of Greyhound Lines, Inc. are in Hibbing. I also learned more about Joe Rolette, who stole the bill to make St. Peter the Capitol. He traveled from the far northwestern part of the state to pass laws in the Territorial Legislature. When Rolette arrived in St. Paul on a dog sled decorated with bells and bright ribbons, throngs of people would be on hand to greet the odd-looking lawmaker dressed in furs from head to toe.

The library staff often go unrecognized for their contribution to the legislative process, but I know all too well how our work could not be done without them.

During my tenure, the Minnesota Historical Society's State Capitol staff taught me quite a bit about Cass Gilbert's passion for the Capitol, as well as some little known facts about his building's interior.

I also connected the Legislature to the

hundreds of yellow school buses that visit in the spring, the Hale-Bopp Comet, and even detailed the original reason why Minneapolis and St. Paul are rival cities.

I will cherish all the memories and enlightenment I gained while here — particularly from so many staff, and especially those in House Public Information Services who put in long hours of dedication and excellence each week.

The journey has been extraordinary, but it's time to say goodbye. While it took some tough decision-making on my part, the outcome is a wise move. So as I leave, I challenge members, staff, lobbyists, and others at the Capitol to be honest, to always work to make a positive difference in the lives of others, and to be willing to stand up for convictions you know are for the greater good of all Minnesotans.

Goodbye, and Godspeed.

— LECLAIR GRIER LAMBERT

Editor's Note: This will be the final Reflections column in Session Weekly. As you read, LeClair Lambert, known to most of us as Lee, is retiring from the House after more than 16 years of service.

We will miss his contributions each week. But even more, we will miss his warmth, charm, support, loyalty, and character. Over the years he has shown us how to approach life's challenges with class and dignity. And he taught us to think before we speak and to always judge the actions of others fairly. Lee never felt as though any tasks were beneath him. He was always approachable and quick to bestow kindness on House staff members, representatives, lobbyists, and strangers alike.

The people of Minnesota will miss his unparalleled commitment to public service and to providing information to the public about the legislative process. That commitment has taken him around the world to impart his knowledge and insights to officials in developing democracies and other states in this nation.

Above all, he has been an unparalleled ambassador for the Minnesota House of Representatives as an institution. He is irreplaceable. And I will personally miss his intuition and humor.

— M. KIBGER

May 9, 2003

on tribal reservations nationwide.

Riverboat casinos began in 1991 in Iowa, the report notes, and "by 1998 there were over 40 riverboat casinos in operation in Illinois, Indiana, Missouri, Iowa, and nearly 50 riverboat and dockside casinos in Louisiana and Mississippi."

New casinos are popping up in such states as New York, which recently signed compacts with the Seneca tribe for development of casinos near Niagara Falls, according to *International Gaming and Wagering Business*.

Tribal gambling brought in \$212 million, rising to \$6.7 billion in 1997, according to the commission.

Minnesota's tribal casinos total 18 in number and are exempt from state and federal

taxes. And like other states, they are governed by compacts between the state and the tribal governments. Minnesota's compacts do not provide tribal governments the exclusive right to conduct casino gaming in the state. The compacts do not require tribal casinos to contribute revenue to the state either, with the exception of recovering some inspection-related costs.

According to an NCSL brief about tribal gaming, a state can't tax tribal government gaming revenues, although tribes can agree to share a limited portion of their gaming money with state and local governments, subject to approval by the U.S. secretary of the interior. Some have done so, usually in exchange for the exclusive right to conduct casino-style

gaming within a state's borders.

The most prominent example is the Foxwoods Casino, operated by the Mashantucket Pequot Tribe near Ledyard, Conn. The original Pequot agreement with Connecticut stated the tribe's willingness to give the state either \$100 million or 25 percent of its net revenues annually, whichever was greater, so long as no non-tribal casinos were permitted in the state.

In Wisconsin, existing state-tribal gaming compacts were amended between February 1998 and March 1999 to begin providing tribal payments, which amount to approximately 7.6 percent of net revenues, though the number is not specified in the agreement. ♣

## RESOURCES

# Call or click

## Legislative Reference Library offers range of research and information services

The Legislative Reference Library was established in 1969 as a nonpartisan service to the Legislature and its staff. Today, it has evolved into a highly specialized information resource.

The library serves as the official repository of legislative documents, such as reports, tape recordings of hearings, and minutes from hearings. In addition, the library keeps a number of other resources about the Legislature, including newspaper clippings, budget documents, and other publications produced by state agencies.

The library handles a number of inquiries from legislators, legislative staff, and the public. If you have a question about the Legislature, and you're not sure where to begin, the librarians are a helpful guide to the process.

Call (651) 296-3398, write to the library at 645 State Office Building, or e-mail a request to [refdesk@library.leg.state.mn.us](mailto:refdesk@library.leg.state.mn.us). Visit the library Web site at <http://www.leg.state.mn.us/lrl/lrl.asp>



PHOTO BY ANDREW VON BANK

### Did you know?

Many of the Internet resources available on the Legislature's Web site are there because of the work of the library. Because it is the official repository of legislative documents and many state reports, it catalogs all of those resources and provides direct links to online versions where available.

In addition, library staff convert paper copies so that they may be accessed by the Internet. Many of the pieces of historical data about the

Legislature and state government are found in reference materials available in the library, but would not otherwise be available to the public and to legislators and legislative staff, if that conversion service were not provided.

The library also has access to thousands of other pieces of information via its network with other libraries in the state.

Loan privileges are only extended to legislators and legislative staff. However, the library is open to the public from 8 a.m. to 6 p.m., Monday through Friday.

The library serves as the agency for central planning and direction of the Legislature's Web site. Library staff help establish a consistent look for all legislative Web sites. They maintain general information pages, including the frequently asked questions and youth pages, and help coordinate updates and changes to the design of the site.

In addition, patrons can access the library's catalog from its Web page and the vast Internet-based resources contained there. The popular "Links to the World" page contains useful links to various sources of information, including other state government sites, interest groups, and statistical services.

# Legislative Reference Library

## Monthly Report - April 2003

*We answer questions from the public that come in to the Legislative Web site. Carol had a particularly great question this month. "I have a question regarding the general provisions for MN. My question is in regards to MN Stat 60A.08 Sub 9 Dept. procedure and my other question is in regards to MN Stat 65A.01 Subd 3. I look forward to your response."*

### Administration

- Lisa organized the annual "Electronic Clean-up Day," and brought in pizza for lunch. Many dead, useless files were cleaned up. Leif reported success, because no one even inadvertently deleted anything they had to use Harbor backup to restore.
- Budget issues were paramount this month. Robbie continued to monitor the unprecedented budget non-process.. Lisa figured out the 04-05 budgets based on a number of budget cut estimates, and examined the remaining expenditures for FY03 as well.
- Robbie and Lisa met with Chad Thuet and others regarding the possible migration of LCC accounting functions to the statewide accounting system.
- Lisa and Robbie met with Chad Thuet and Mary Temple to discuss moving to a three-way shared postage meter.
- When the Children, Families, and Learning Library was dismantled, Lisa went over and claimed some surplus Princeton files and kik-step stools.

### Web

### Development

- Leif held a meeting regarding Northstar Search engine and did much work on investigating index problems and parsing out search engine records. Randi, Syble, and Robbie attended.
- Syble completed backups of the Windows 2000 servers.
- Syble and Leif examined the North Star indexing, determined problem areas that could be corrected, and fixed them. Syble examined search engine reports and Legislative web-site pages for problem links that caused NorthStar to erroneously report multiple servers for various Legislative web-sites. She corrected the links or worked with the webmaster of the problem site to correct the problem links.
- Syble created a database to include search engine queries concerning the Legislative web- sites so that query patterns could be examined comprehensively, over a period of time, or by individual months. Previously legislative queries were extracted on a monthly basis, imported into a database and sent to Randi. The new database comprises queries for all months since January 2003 and is maintained and available online (ZONA).
- Syble continued work on the advanced searches for the Legislators Past & Present database. Particularly time consuming was incorporating data from additional city and county databases to provide correct results even though redistricting has changed some areas.
- Syble worked with Dell Tech Support to determine status of patches and lockdown needs for the Network Attached Storage server.
- Syble set up a new test server and retired the old one. She set up the web server software so that the test server continues to be not only a testing platform for proposed web site changes but it also stands as a back up web server. This server is also used to run the WebTrends reports.

Information  
Systems  
Activities

- This is a short sentence that encompasses a LOT of work: Ruth finished converting Inside Issues and Scan programs into Access 2000!
- Leif worked several times with the LSIG-IRT (Incidence Response Team) on IDS updates and Sniffer baselining.
- Leif checked the time zone offsets on all network hardware and software after daylight savings time change.
- Lisa and Leif swapped out several printers.
- Leif downloaded, installed, and tested several RSS reader software packages; evaluation continues.
- Leif spent a lot of time dealing with the lack of a House system-wide address book.
- Ruth edited a couple of Everett's reports in Acq. relating to the budget. One showed how much is saved with patrons using Contents Pages instead of having their own subscriptions. The other report showed cost of standing orders for next fiscal year.

Collections  
Activities

- Lisa set up new computers for Helen, Nicole, Alissa and Kelly.
- More positive news about the move to OCLC's Connexion cataloging software. Helen wrote, "I just compared my April 2003 cataloging statistics with my April 2002 cataloging statistics and I actually cataloged a few more items this year while using Connexion - so I beginning to think productivity using Connexion will be about the same as Passport. The macro scheduler has made data entry much more efficient and working in the MARC Text Area makes data entry much quicker than working in the MARC Template. Also, I noticed that OCLC has already corrected the software bug I discovered and reported to them. I felt very empowered when I noticed that; I didn't expect as a quick response."
- Kelly processed 51 added volumes, withdrew 7 items from the collection, added 2 and revised 8 Local Data Records using OCLC, and claimed 54 missing periodical issues. She continued to barcode the MLRA's.
- The librarians met to go over the list of EBSCO periodicals and evaluate whether any could be dropped. We review the list annually to be sure we are using our periodicals dollars in the best way possible. A very few were dropped, and others were earmarked to drop in future budget years. The discussion prompted the librarians to look into providing electronic tables of contents to electronic periodicals, a project for later this summer.
- Sarah reported, "April was the first month that my cataloging stats reached pre-Connexion switchover, pre-session, pre-Betsy's maternity leave levels-- just in time for summer vacations to begin. One thing that occupied a lot of time this month was puzzling over how to catalog the budget documents, since they are in a new format."

Reference  
activities

*It seems impossible to believe now that we once operated without a fax machine, or computers on our desks, for that matter. We are beginning to feel the same way about our photocopy machine with scanning capabilities. Sarah said, "I will never fax again." Elizabeth relates out recent activities that take advantage of that technology to improve our services.*

LRL has had a paper-based table of contents service for as long as anyone on staff can remember. We had considered moving to electronic delivery of the contents page service since we had a stand alone scanner. Last year, when we were in the market for a new copier, we found a copier that had scanning capabilities that could be linked to our network. That scanner/copier made this project more feasible for us. We switched to electronic delivery of our contents page service in February.

The contents pages of the newly arrived periodicals are scanned each morning. One of the library aides then attaches the scanned table of contents to an email that is sent to a listserv set up for that periodical. Most of our subscribers get the table of contents within an hour or so of the arrival of the periodical in the Library.

The advantages include--electronic delivery speeds up this service dramatically, it saves at least an hour a day in staff time, and many of our patrons really like receiving things electronically.

The disadvantages include--those patrons who want to receive notification of a lot of periodicals are sometimes annoyed at the number of emails they get during the busy legislative session, you can't cut and paste the citations into an email message since the scanned attachment is an image, we had some problems with file size, and some of our patrons don't really like receiving things electronically.

We are trying to figure out a way to automate the email part of it to save even more staff time. We have 131 subscribers and the part of the process that involves attaching the scanned document to the email can still take half an hour to an hour a day.

The scanner/copier has been great for a couple of other reasons--we have used it constantly to get an article or short report into a patron's hands quickly. Also, we are working on a pilot project archiving all the mandated state documents electronically. We scan those mandated documents that aren't available on the web or in electronic format from the agency. The high speed feeder on the copier/scanner has been very useful for this project.

- Nicole reported, "There were 189 TOC article requests for April. Two were called in (by the same person) and 23 TOC were sent in (rather than responding to the email.) There were a few problems with people opening attachments but in each case they were able to work it out. It seems to be going very well although a little slower now that the end of session is approaching.

- The experiment works.... In January, Paul and Nicole began shelving the newest books featured in "Just In" in the regular collection, just noting on the card that they should have a one-week checkout period for that month. It's worked beautifully, eliminating pulling and reshelving all of the featured books.
- Paul was reelected to the PALS ILL user group steering committee.
- Sarah will work with other CALCO members to plan a presentation on library disaster planning at the Minnesota Library Association conference this fall. She met with Sheila Hatchell from the Historical Society and the speaker, Bob Herskovitz, for an initial planning meeting. It should be an interesting session: Bob has disaster photos from libraries beset by floods and tornadoes, along with some interesting stories and props.
- Sarah wrote annotations for notable Minnesota Documents for the *Journal of Government Information*.

Reference  
questions - a  
sample

*We are in the midst of a pilot project to keep copies of all mandated reports digitally on our network. We scan those reports that are not available digitally. We had a request about whether a certain DNR report was on the Web. It was - but only because we had scanned it and put it there!*

- Ethanol initiatives in other states, including incentives, subsidies, etc. (rm)
- Background on tax amnesty programs (rm)
- Information on dairy supply management systems in other countries (rm)
- Which transit stations in the Twin Cities provide restrooms, and who funds them? (rm)
- Lists of Minnesota layoffs (rm)
- Has Minnesota attempted to charge anti-war protesters their arrest costs? (pv)
- Rep. needed to find articles on the ads with doctored photos showing members of Congress next to the French flag. (pv)
- Where's the law that states that pharmaceutical companies are limited in gifts they can give to doctors? (62J.381) (pv)
- Isn't it improper etiquette to place your hand over your heart during the Star Spangled Banner? (Actually it's recommended US Code Title 36 sec.301) (pv)
- Background on the factory acts of 1887, I think it deals with worker's comp. (Preceded OSHA) (pv)
- History of Storden, Minnesota. (sq)
- Nancy Reagan quoting Ronald Reagan at the 1996 Republican Convention (for a Senator on the floor) (sq)
- Terms of service for James Rostberg--background check from the Dept. of Defense. (sq)
- Many, many questions on the concealed carry legislation--two from people needing to know if they can legally prohibit concealed weapons from being carried into their public library or their public university. (sq)
- Concealed Carry - question related to safety classes, how curriculum will change (or not)
- Request for an editorial from the Winona Daily News from 10 yrs. ago on gun ownership (concealed carry) - our clippings files saved the day. Winona Daily Managing Editor could not come up with the editorial.
- Severance pay provisions in public employee contracts
- Stats of crimes committed by Texas conceal carry permit holders
- Info on recent MN court decision on peace officer training re: race and public accommodations

Legislative

- Tape Room research this month was dominated by campaign finance reform. Other topics included limits on state & local government's response action

History  
Activities

time related to land use, & alien gun laws of 1917.

Staff News

- Anniversaries for April:  
Jess Hopeman 4/6/1998 5 years at LRL

Training and  
tours conducted  
by staff

- Randi gave tours to Hamline University graduate school classes.

Training and  
meetings  
attended by  
staff

- Randi attended the annual State Data Center meeting, and learned a great deal about the upcoming changes in the decennial census program. One comment she made was great: "Here are several things you shouldn't talk about at conferences after 3 pm, for fear of having your audience fall asleep: synthetic estimation error and choice of post-strata, and incompleteness of loss function analysis (total error model).
- Paul attended the MnLINK ILL subcommittee meeting, and noted something that is happening in other meeting venues. Due to budget cuts, they will no longer be providing lunch.
- Leif and David attended the semi-annual MNLINK User Group meeting.
- Leif attended an XTEND meeting held by Revisor's Office staff.
- Betsy attended an SLA Continuing Education 1/2 day event, "Developing and Demonstrating your Professional Value."

Fan Mail

- A Cargill employee wrote to complain about slow response time on the Legislative Web Site, which Randi researched and told him was a problem right then with all state Web sites, and not something we could control. He wrote back, "At least there is no problem with YOUR response time to issues! Thank you for the explanation."
- The reference librarians worked a great deal with the House pages this session, and were thanked in a handwritten note from Steve Alger and Tara Johnson, "Thank you so much for all your office did to help the high school pages during session. The tours and help with the research projects were greatly appreciated."
- Various short thank you messages from various legislative users included, "Sen.xxx says "great job"!! Thanks for your help with this." "Paul, Thanks so much for finding the articles for me. I really appreciate the fast service. "Thanks. It's just what I wanted. (from a rep.)"
- A response from a UMD professor: "Hi Sarah ... thanks for getting back to me so quickly. I appreciate receiving the links you provided. I'll bookmark them for future reference! Thanks again, Chris"
- Alissa was helpful to a state agency employee, providing usual fine service that was interpreted as great service. The employee wrote, "I really appreciate this. Thanks for going the extra mile for us."



*This researcher would not have been able to get this information without a trip to Minnesota - but for our library. This information is not on the Internet.*

April 22, 2003

David Schmidtke  
Legislative Reference Library  
645 State Office Building  
St. Paul, MN 55155

*It was straightforward for David to find, and a snap to send - he scanned the relevant sections of the old bills and sent them as an e-mail attachment.*

Dear Ms. Schmidtke,

I wanted to thank you more formally for all your help with my research question last week. I very much appreciate all your assistance in digging up the House and Senate bills from 1985 and 1987. Without your help, it would have been impossible to find the definitions of sexual orientation of those bills. And those definitions might be very important in arguing that Minnesota's Hate Crimes Law includes people whose gender identity is not traditionally associated with their birth sex.

Thanks again for your work on this question.

Yours truly,

*Paisley Currah*  
Paisley Currah  
Associate Professor

*Even though this researcher was from New York, our own legislative staff do similar research every day.*

**Department of Political Science**

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# Legislative Reference Library

## Monthly Report - March 2003

*Randi had a few requests for Senator Spear's mourning dove recipe, noted on the floor during previous mourning dove hunting debates. She called him and he said he had no specific recipe - his point was that you would need about 33 birds to serve 4 people.*

### Administration

- Robbie and Lisa continued to examine all of our budget categories, looking for budget savings now and especially in the upcoming biennium. The budget process continued, but it was unlike any previous biennium. The subcommittee was not named until right before the first deadline week, and there is no LCC meeting scheduled to confirm those appointments.
- Lisa researched our copier and copier/scanner leases and the cost of purchasing them. We will purchase some of them with salary money saved in the hiring freeze time, and have *significantly* lower costs in the next biennium because we will pay only maintenance costs on them.
- Lisa had Andrew's and Theresa's phone lines disconnected, since there is little chance of filling those positions again.

### Web

### Development

- Ruth edited the LRL staff directory web page to make the mailto: refdesk point to our form, comments.asp, instead.
- Betsy added two links to our ZONA intranet page: a button to the Web interface of the Leg DB database, and a link to the Electronic Documents file structure. This link is under the Cataloging area of Zona and provides a list of all electronic documents as we get (or create) them.
- *Legislators Past & Present database development.* Syble continued programming, working on the city and county searching.
- The House and Senate have adopted the format of our e-mail forms on the bottom of Legislative Web Site pages. Syble worked with Mike Speiker in the House on their implementation of the coding.

### Information

### Systems

### Activities

- Leif dealt with several problems regarding the House email. Their filtering software is very sensitive, rejecting e-mails with ampersands in them and other innocuous words. Yet, the tables of contents for JAMA get through, even with this subject line "JAMA: Journal of the American Medical Ass." (It breaks there because of the 50 character maximum.)
- Syble implemented server changes. She set up the old web server to act as a dedicated media server, reinstalled Windows 2000 Server to the old "NT" server, and applied patches and security lock downs. She installed and set up Real Server and Windows Media Server, and transferred the archive media files to the server.
- Lisa and Leif cleaned out our off-site software drawer in the Capitol, to make space for the video backup CDs/DVDs. They threw out an amazing number of old floppy disks.
- Lisa applied software patches and upgrades to staff computers and the public computers.
- Lisa installed new computers for Ruth, Leif, Elizabeth, and herself. (These might be the last new computers in quite a while!)
- Ruth continued conversion of the Inside Issues database to Access 2000. She has completed about half of the Inside Issues and Scan databases conversion.
- Staff in legislative offices often share knowledge and provide troubleshooting for one another; this month, Ruth helped Linda Schmitt in the

Senate with Access issues.

- Leif met with Intertech regarding router replacement details and questions, worked with the House and Senate on video multicasting problems, worked on Intrusion Detection System problems, and met with Tim Orr regarding the Revisor's Xtend project development documents.
- Syble and Leif attended the Sniffer Distributed training provided by the contractor and completed the implementation.
- Leif developed a software update plan for all library workstations that Lisa will be applying.

## Collections Activities

- The librarians met to discuss the EBSCO list of periodicals and pared down a few as a result of the evaluation. Plans to consider expanding our contents page service with electronic journals will be considered in the summer or fall.
- As of April 1, 2003, we have saved 49 mandated 2003 reports into our electronic archive directory. Many of these, mainly added volumes, already include the archived URL on the PALS record. Of the 49 reports, 44 were already available in PDF, 4 were non-MNDOCs and 1 is a scanned item. David is continuing to work on some problems with the mandated documents that are more difficult to save electronically.
- Barcoding - We are about half way through the smart barcoding of the MLRM holding library. Kelly is making great progress with the MLRA serial record barcoding.
- Helen reported on her experience with using the new cataloging software in the last month. "We have used OCLC Connexion for the last month. I have concluded that Connexion is still a work in progress. It is still quirky, and very mouse intensive. Completing an original catalog record on Connexion takes more time than completing a similar record on Passport. Kelly is now able to print labels, but she has told me she needs to check each label for proper alignment. On a positive note, Connexion's linked authority feature is really cool. I also think the feature that harvests metadata from a web site has some potential, but its usefulness depends on the quality of the web site's metadata."
- Sarah reported her experience with Connexion: "This was the first full month that I spent cataloging on Connexion. It seems like I cataloged more nonprint formats this month than books--Internet only resources, CD-ROMs, the library's first movie on DVD, and maps galore."
- Kelly processed 65 added volumes, withdrew 14 items from our collection, copied 10 contents pages, and claimed 54 missing Periodical issues.
- We were happy to fill in a gap in our old statutes with a copy of the 1923 General Statutes, compliments of the Attorney General's Library.

## Reference activities

- Just a reminder: we have many users of our primary notification services. As of March 11, Ruth reported that we have 279 Inside Issues subscribers and 161 Contents Page subscribers.
- It is interesting to monitor the responses to the new electronic delivery of the Contents Pages service. 242 TOC articles were copied from Feb 28th- March 31<sup>st</sup>, just a bit more than the usual number for this month. Two requests were called in this month, rather than submitted via e-mail response. 14 contents pages were printed out and sent through interoffice mail rather than responding to the email. Two legislators switched their emails to be received by their LA so they could be printed and delivered to the legislator in that form.
- The reference staff utilized a free trial of the Public Affairs electronic research collection from Congressional Quarterly and realized how much better the electronic and print resources we have collected suit our needs.
- Librarians met to shift collections around in the Reading Room. Legislative notebooks were moved to the back, Blue Books from the states were weeded,

making room for our ever-expanding collection of Laws, Statutes, Rules and Journals.

Reference  
questions - a  
sample

*Sarah provided a nice overview of types of questions this month. "The "contact your legislator" e-mail got a workout this month, as people wrote in expressing their opinions on pending legislation, especially the Women's Right to Know bill, the state employee salary freeze, and the bill proposing to make mourning doves a game bird. It also appears that high school and graduate students alike are beginning their final projects: I received several inquiries from students that would require huge amounts of research, such as a legislative history of welfare (state and federal), or the total number of immigrants entered into Minnesota, 1970-2000."*

- Any states thinking about selling state lands to use the proceeds for budget deficit reduction? (with BH) (rm)
- Lots of questions on JOBZ or tax free zones (rm)
- Lawmakers from other states who have been disciplined for using inappropriate language. (rm)
- Safety issues with poor quality road striping. (rm)
- Historical statistics on diversity of the Twin Cities (rm)
- Information on the Minnesota Miracle (rm)
- Can you find me that one chart that shows that taxes are shifting away from the wealthy in MN? (pv)
- Data on the use of art as a defensive element in buildings. (pv)
- What was the final outcome of the lawsuit related to the gas explosion at Third & Maria in St. Paul in the mid-90s? (pv)
- Information on job zones or tax free zones in other states. (pv)
- When did they sneak through the raise in fishing license costs for seniors? (Special Session 2001) (pv)
- How many miles of interstate are in MN? (pv)
- History and current state of the Hibbing Chopstick Factory. (ds)
- Three "history of education" questions. One question required a trip to the History Society to dig through boxes from 1919. (ds)
- What are the factors that contribute to changes in municipal spending on public safety? (ds)
- I did a lot of work on Medicare and Medicaid Fraud. (ds)
- State comparisons on court system finance and caseloads. (ds)
- Laws on pilots carrying handguns.
- A rush question for "Civil Jury Instruction Guides". The State Law Library graciously lent me their reference copy in time for me to get it to a committee hearing. (ds)
- Studies on the danger of using cell phones while driving. (ds)
- History of the Profiles of Learning (bh)
- History of CFL (bh)
- Tobacco taxes in other states (bh)
- Question on how many executive appointees must be confirmed by the Senate. Several librarians (EL headed this) compiled a list based on the Senate Confirmation Web pages. Note: this list is much more extensive than the list in the Statutes index under "Senate - Advice and Consent." (bh)
- Research on the interstate agreement on tuition reciprocity (bh)
- Research related to the .08 debate (bh)
- Research related to the 1878 impeachment of Judge Sherman Page by the House and Senate. (bh)
- Studies examining health effects of living near nuclear plants (cb)
- Indian gaming compacts (cb)
- Beneficial economic effects of building interstate highways--historical information (for a rep.) (sq)

- Cities and towns that have passed pro-war resolutions (revisors office)(sq)
- Photos of women who have been in government service (for a capitol tour guide) (sq)

Legislative  
History  
Activities

- Tape Room research included screening fees for new tenants, bill that outlaws email spam, metropolitan council elections, homestead property tax exemption, law that allowed courts to not be located in the county seat, woman's right to know, and lottery/environmental trust fund.

Training and  
tours conducted  
by staff

- As of April 28, so far in 2003 we reached 480 people with some form of training or tours. This includes individual meetings with legislators, groups of pages, lectures on the Legislative Web site outside the Legislature, and others.
- Robbie spoke to a local professional group, the Society for Marketing Professional Services, on using the Legislative Web Site for following bonding legislation.
- The high school House pages continued to come for a tour each week.
- Former Representative Don Ostrem's Gustavus college class came for a tour and overview (an annual event).

Training and  
meetings  
attended by  
staff

- David and Leif attended the PALS user group meeting in St. Cloud. Status of the MNPALS project was discussed but there are still many unknowns.
- Randi attended the monthly CALCO meeting.
- Randi, Leif, Syble, and Robbie attended an LNET meeting.
- Leif held an LSIG meeting.

Staff news

Anniversaries:

- |          |                |                 |
|----------|----------------|-----------------|
| ▪ Robbie | March 3, 1986  | 17 years at LRL |
| ▪ Kelly  | March 16, 1984 | 19 years at LRL |

Fan mail!

- Nice praise for the Legislative Web Site: "Comment: I just wanted to compliment the person who designed the Minnesota Legislature Web Page. I found it amazingly easy to find the information I needed -- who my local legislators are and how to contact them. Thanks! Janice Gepner"
- From a Law Library consulting firm to Paul: Paul, "Thanks so much for this hotlink--it's exactly what was needed. I will also forward it to the WC attorney for his info. Thanks again."
- Sarah helped a public patron identify a statute. "Thank you so much for your recent assistance--it was just what we needed! -- Gerald T..."
- Carol heard from a Web patron, "Carol, Thank you for the information. You folks can't imagine how valuable of a service you provide. We also appreciate you respondedg in such a timely and pleasant manner. Thanks again, Larry and Cathy Lukens"
- After speaking to the Society for Marketing Professional Services on using the Legislative Web Site for following bonding legislation, Robbie heard, "Hi Robbie. Thanks so much for speaking to SMPS today. I will visit and bookmark www.leg.mn. Your story about the purchase of "dot mn" from the State of Mongolia was most amusing. After you left I floated around the room and heard a number of members commenting positively on the program. So, thanks again. I hope our paths cross some time in the future. Regards, Nick Koch"

# Legislative Reference Library

## Monthly Report - February 2003

### Administration

- Robbie worked primarily on budget issues and budget preparation. Many staff helped with ideas and information. Lisa and Leif were key in figuring out how to pare our non-salary lines.

### Web

### Development

- Using forms for submitting questions to the Web Site has made a significant dent in the junk mail received, but not eliminated it completely. One of the benefits of using a form to submit a question is that the librarian can see which page the requestor was viewing when the question was made. In some cases, the requestor can be easily directed to the correct page. In other cases, the requestor's question or comment might cause us to reevaluate the site navigation scheme.
- The reference librarians have put up with a few notable virus messages, that come by the hundreds. One had the tag line "Great Apple Pie Recipe" and another was "Dear Class of 1983." David relates their usual response to virus messages, "Whenever I saw anything over 100K, I deleted it without paying much attention. We still get junk mail for free porn, viagra alternatives, and Nigerian money schemes. Today we received a Nigerian money scheme email but it was in German."
- A number of people met to talk about the next phase of the legislator database project. Syble is working on the search screen decisions hatched at that meeting. Due to staff shortages, however, data entry isn't possible now.
- Syble and Lisa finished backing up the House and Senate audio files. Syble made the initial copies on to CDs and DVDs, and Lisa made one more copy.

### Information

### Systems

### Activities

- Leif met with other IS department heads and Intertech staff to discuss the implementation of a redundant router connection to Intertech. This will prevent interrupted Web service in the case of a problem with the connection to the Helga router at Intertech. The problem will be solved with the implementation of the catchy sounding "Hot Standby Router Protocol."
- Lisa finished upgrading the computers in the Reading Room to WINDOWS 2000. There were a few computers waiting to go to surplus, and Lisa prepared them by formatting and cleaning up the hard drives (as the Department of Administration now requires in no uncertain terms!) She reinstalled the virus scan software on all the staff computers to fix some lingering problems. Everyday computer problems and upgrades also kept Lisa busy - mouse problems and printer drivers and software questions.
- Lisa continued work on getting the Harbor backup to only back up what we truly want and getting the costs reduced. She was able to cut the costs about 70% last month.
- Ruth began converting the Inside Issues database to Access 2000.
- Ruth converted Senators' email addresses to internal addresses in our patron database.
- Fixing, fixing....Ruth fixed some of Lisa's payroll reports in the personnel database since we are now on a different pay schedule. She fixed some quirky problems with printing statistics reports that appeared when we switched to Windows 2000.
- Leif dealt with several problems regarding the House email filtering software. Staff are mystified when their messages don't go through, and it

Collections  
Activities

often turns out to be a word or symbol that you would never suspect (like ! or 1-2 in a date).

- Leif spent much time working on House and Senate multicasting video problems.
- Leif and Robbie met several times to develop a network server migration plan. Leif researched, specified, and ordered two new servers.
- Leif worked on IP authentication problems that were the result of web pages being cached on the statewide proxy/caching server.
- Leif worked on IDS signature updates and configuration tweaking with the LSIG Incident Response Team.
  
- The final portion of the governor's budget was released on the 18<sup>th</sup>, and we received six of the VERY FEW print copies that were made. Our copies received heavy use in the Library. We also reserve one copy that can be checked out by members of the public.
- The budget cuts mean we look everywhere to pare, including our materials budgets. We asked one researcher about an expensive item we purchase, and he uses. He wrote that he could do without it. "The department of commerce gets it, so I can get them to make me a copy of whatever part I need. That's not ideal, but I can live with it."
- Jess managed to open an account with the Library of Congress, from which we primarily purchase cataloging guides. Ever since the anthrax attacks, LC has not used the U.S. mail and required us to send prepayments for all materials by Federal Express! Now they will be able to just ship our items and use money in the deposit account – *much* more efficient, and cheaper.

The Centennial Library, housed at Minnesota Planning, closed as of February 26, 2003. When the end of the library was announced, Larry Lockway, Librarian for the collection, wrote and offered as many items to our library as we want. David, Sarah, Carol, and Robbie evaluated the collection and chose the following types of items:

- Minnesota Planning documents from the agency's earliest years that were not in our collection. David did two PALS searches of Planning documents in our collection and in theirs, and identified the items we did not have.
  - Current monographs and reference books that are appropriate for the Legislative Reference Library's collection.
  - Items in the Centennial Library collection that are not readily at other libraries, and we feel are important to preserve and to make available. An example of this are sets of multi-year, multi-volume annual reports of the Environmental Monitoring and Ecological Studies Program from the 1970s, for the Prairie Island Nuclear Generating Plant and the Monticello plant.
- Alissa and Sarah worked together on adding LRL archive URLs to bibliographic records on PALS.
  - Helen and Sarah attended Connexion training at the U of MN. This new Web-based cataloging interface from OCLC is very different from the traditional OCLC interface. Nearly immediately thereafter we switched to this new OCLC interface.
  - Switching to the Aleph system will mean many changes, and – inevitably – some increases in cost. When we move to Aleph software as part of the MNLINK migration, we will have to pay export fees to put our records on the system – 43 cents per record. This would amount to about \$450/year.
  - In February Kelly processed 60 Added Volumes, withdrew 2 items, copied 208 Contents Page Articles, claimed 56 missing Periodicals, and continued to barcode periodicals.

## Reference activities

- Carol, Betsy, and Sarah completed a useful "Minnesota Issues" guide to resources on Prairie Island nuclear waste storage.
- The Contents Pages Electronic Notification project began. We are saving a ton of paper and a fair amount of time by converting this to electronic delivery. It is a much more timely service since the emails are sent out within an hour of the receipt of the periodical. We received mostly positive comments with just a couple of people confused by the new system. One committee administrator wrote merely, "Sweet!" Because the aides are doing the email part of it and Nicole is doing the copying of the articles it frees up Kelly to do a lot more barcoding. And that's a good thing. Dave and Nicole and Elizabeth hosted a demonstration of the new system. Elizabeth and Leif wrote procedures for the system.
- We didn't realize that 35 libraries still receive *Just In* in print. Ruth sent those libraries messages with the February issue of *Just In* telling them we no longer planned on sending them in paper and alerting them to the electronic delivery of our acquisition list. That should save paper, postage, and some time for our staff.
- Legislators and staff were offered the chance to switch to electronic delivery and many switched. We received several favorable comments about the electronic version. One legislative office director wrote, "You've done a terrific job with the e-version. It is so much handier to use than the paper version (which was good too, just not as good!)."
- David, Randi and Elizabeth met to discuss the project to digitize mandated reports. The details of this pilot project are still being worked out. Leif set up the copier, network rights, and the directory structure for the files.
- Ruth printed out the packets for Contents Pages and Inside Issues to send to nonusers asking them if they would like to participate. We have completed asking our current service users if they would like to make changes to their profiles.

## Reference questions - a sample

- *Sarah noted, "It was a busy reference month, complicated by a debilitating respiratory plague which decimated the reference ranks. A lot of the questions I got this month were related to current events."*
- Layoffs by Minnesota companies (rm)
- Tuition reciprocity in higher education (rm)
- Tax credits for hybrid vehicles (rm)
- A request for a Supreme Court case relating to the constitutionality of a deportation order of a person remaining in the U.S. after a student visa had expired. (sq)
- National Fire Code regarding pyrotechnic displays in front of proximate audiences. (sq)
- Definition and discussions of regressive taxation. (sq)
- Obtained a 1997 State Auditor's report from the State Auditor on the Minneapolis Police Relief Fund, which evidently had made some unorthodox and unfortunate investments around that time. (sq)
- Paul and I both tried to find a 1995 report described to us as being about the privatization of collections of the Enforcement Division of the Dept. of Commerce. We looked in the catalog, the session laws, newspaper articles, the CORE reports, Commerce's website...finally, acting on a tip from someone at the Dept. of Commerce, I found the report. I'm surprised it took us so long: the only thing the patron had gotten wrong in the description was the year, the agency, and the topic...(for a senator) (sq)
- How long the 72-hour hold period has been in place in Minnesota and how one would go about abolishing it forever (since 1982 and contact your legislator, respectively). (sq)

- Several dealing with Indian Gaming Compacts (cb)
- State and federal procedures for inspecting nursing homes (cb)
- States' laws on reporting medical errors (cb)
- State laws amending/clarifying primary election ballots (cb)
- History and benefits of school district consolidation in MN (cb)
- Information on Connecticut's property tax exemption/relief for seniors.
- Top five MN employers today, 5 years ago, 10 years ago, 15 years ago, & 20 years ago. (Could only realistically go back to 1987 & remain certain the criteria were the same.) (pv)
- Yet again questions on the Twins stadium. (pv)
- Rep. needed administrative expenses for Minnesota schools by district. (pv)
- Information on the Profiles of Learning. (pv)
- 27% of the lottery money goes to the general fund. How much of that is allocated to Health, Human Services, & Corrections? (Randi & I determined that there is no real way to calculate this. The best we were able to find was the total \$ given to these agencies from the general fund.) (pv)
- Numbers of nursing homes by county that are county owned. (pv)
- Several questions on Local Government Aid (LGA). (pv)

Legislative  
History  
Activities

- Tape Room research included U of MN regent selection, 2002 transportation bonding, St. Paul sales tax, groundwater issues, Anderson windows lawsuit, voluntary leaves of absence for state workers, no credit for time served in juvenile facilities, & low income housing.
- Ten minutes after the Legislative Advisory Comm. meeting on unallotment ended, two people (state agency & the press) were in the Tape Room looking for the tapes. (We were actually able to track them down & make them available. In addition I asked Barry if he could get the video on the Web quickly. He did it in 15 minutes. Our patrons were very impressed.)
- Paul assisted the Senate with compiling examples of committee minutes for their Committee LA training.

Training and  
tours conducted  
by staff

- We gave a lot of tours to new legislative staff, college classes, and the occasional member of the public. Sarah described one tour. "I gave a tour to some fellows from the Education Policy Fellowship Program of the U of M--six in all, seven including Dan Loritz, the co-coordinator. He had a lot of fun pulling out his personality file--he was Perpich's legislative liaison. They loved the library, and were thrilled when I showed them the bill tracking features on the website. They actually gasped when I showed them they could view and listen to tapes of committee hearings for the past few years. It was most refreshing."
- Robbie was a panelist at a Minnesota E-Democracy sponsored forum, "The New & Elections and Online Advocacy in Minnesota." The attendees were very appreciative of the Legislature's Web site. One person said that if cuts were anticipated that would affect the site, people should "storm the Capitol."
- Robbie spoke on the Library's resources and the Legislative Web Site at a Hamline graduate school class on the legislative process, taught by Professor David Schultz.

Training and  
meetings  
attended by  
staff

- Syble and Randi attended a state webmaster group presentation on XML.
- All staff who had not attended sexual harassment training in the last five years attended a session.
- Leif attended a Revisor's XML project meeting. This project is now called Xtend.

Fan mail!

- Our interlibrary loan service is appreciated. Alissa alerts the borrowers when materials come in, and frequently receives thank you notes like this recent one, "Thank you very much. You LRL folks are the best! I'll walk over now to pick it up."
- A happy Senate LA wrote to Alissa, "Thanks so much, could you just stick it in interoffice mail? Thank you, thank you, thank you!" Another Senate LA wrote to Elizabeth, "Thank you very much for your quick response to my request. Have a great day!"
- Sometimes the thanks we get is so nice, but seems effusive for just providing some statistics or an article the person needed. Carol heard, "Thank you! Everyone in the library is awesome!" Some such responses that Robbie received in February were, "Wow! Excellent and prompt Robbie! Many thanks!" "Perfect! Thanks!" and "Thank you Robbie you are sooooo efficient."
- As in almost any library, we get calls from anxious parents helping their children with school reports. Here's a very grateful response from one mom. "Dear Nicole: Hannah and I would like to thank you so much for all your help. I had to go out for the evening, but now that I've returned, I've just gone to the websites you suggested and printed out the info for Hannah to read. She is in bed or I'd have her writing this personally she was so relieved to finally get an answer. We really appreciate the time and effort you put in toward Hannah's project. And thanks for providing the info so quickly. We have some agates that Hannah's great grandfather polished himself and pictures that we took while camping along the North Shore, so I think her project will be a success. We will be sure to give you a lot of credit! It is so nice to find someone so willing to go the extra mile and help another person out. Take care and thanks again. Sincerely, Mary"
- David heard from a researcher, "Thanks again, David, for the valuable info you have provided me on this topic. You sure can cut to the chase in locating any and all relevant info on every topic we can think of! That's really helpful. Thanks again."
- Carol helped genealogists: "Dear Carol Blackburn, I'm a little slow responding but no less appreciative of your response to my request for the Tax List legislation. It was just what I needed. You will find your reference in the next issue of the "Minnesota Genealogist." Thank you again for your help. Erv Chorn"
- Paul wrote to all our staff, "Our hard work is appreciated. I was just assisting Rep. -- with a question and before he left he said "You guys are so great up here."

# Legislative Reference Library

## Monthly Report - January 2003

*It's a new year, a new session, and a time of change due to lower staffing – in the Library and in the Legislature. Lots of Library staff have been making trips to the Capitol because of the lack of House and Senate pages to deliver materials. Scott Magnuson (of Senate Information) said it is too bad that the high school and college kids who normally do it don't have this great opportunity to learn about the Legislature by working here, but that everyone in the Senate is getting more exercise by delivering materials themselves.*

### Administration

- The Department of Administration finished the new Lot D parking lot, so the last of our staff parking across the street and in outlying lots were able to move close to the SOB. Also, Leif and Elizabeth were *so nice* and gave up spots on the ramp roof so that staff from the LCC commissions could have more ramp parking. (Commission staff members have *never* had a fair share of ramp spaces.)
- Robbie and Lisa helped with the final preparations for the legislative Horizons conference. Lisa coordinated the signup, maintained lists of attendees, and made the name tags. Robbie helped with planning and registration. Sarah and Jess attended. The conference had fewer attendees than anticipated, but everyone who had the chance to hear the keynote speaker, David Gergen, were well-rewarded.

### Saving money...

- This category will include instances of new ways we have found to save money, to stretch our budget dollars. Looking for ways to save money is not a new Library activity – really, no one can touch Lisa in the “stretch the supplies and equipment dollars” category! But in this budget-paring time, it is good to let staff know what is being done. As background, a document detailing overall Library budget-cutting strategies, “Budget Cuts 2003,” is included with this report.
- David worked with staff at DocuComm to save money for state agencies paying for microfiche of their documents through the State Documents Program. We discovered that up to 1993, the resolution was at 40 frames per fiche, a much more economical resolution than the current 26 frames per fiche. We asked DocuComm to change the resolution back to 40 per fiche; agencies will need fewer fiche per document and save money.
- We need to transfer a years' worth of committee hearing audiotapes to the State Archives each year, and have to buy special audiotape boxes, to the tune of several hundred dollars. Robbie and Randi met with Bob Horton, the State Archivist, and agreed that we could use cut down bankers boxes instead (provided by the Archives). This will mean more work for Paul in transferring them, and won't be as convenient for Archives staff and patrons to use, but seems a reasonable solution for now. Hopefully in the future we can get the hearings digitized and we won't need the boxes at all! (Another budget challenge....)

### Web Development

- Leif switched the Library's Website over to the new shorter domain name, [www.lrl.leg.mn](http://www.lrl.leg.mn).
- Syble finished making CD backups of all the Senate audio archives from 2002, with the exception of two sessions that will have to wait to be put on DVDs – they are too large for one CD! Lisa is following up, making a

second copy. (We are very serious about keeping backups of this irreplaceable data.)

- Syble created a form for the web site that will be substituted for the mailto links on the footer of the each page. Rather than "mailto:www@library.leg.state.mn.us" we will have a link to "Comment Form" where the user will be taken to a comments form. This will be sent to webmaster@lrl.leg.mn. The " www" alias will be deleted when this goes live to help eliminate some of the spam the refdesk is receiving. Because the current www e-mail address has been harvested so many times, the reference desk staff have to wade through more than a hundred junk mail messages each day.(!) The change should happen in February.
- Syble updated, improved, and tested the programming that drives the asp pages. She also deleted test and other extraneous files on the web server.
- We are now running asp pages for everything but the LNET and Zona web sites. All of these asp pages depend on files called "includes". These includes are the files that are edited and other portions of the web page that are consistent on every page, such as the footers. When we change these include files the pages change automatically. This makes our web site more consistent and easier to manage. It also allows the web server to operate more efficiently.
- (*Project update on the Legislators Past & Present database.*) Syble updated programming for the LegDb interface to include most term data information. She updated the database on the web server to include the latest data entries so that staff can search the full database that includes Andrew's data entry.
- Leif, Syble, Randi, and Robbie attended the January 29 LNET meeting. Syble handed out updated Web Site statistics.

## Security Activities

- Leif ran and Syble attended an LSIG meeting.
- Leif spent many hours working on with Jana and Troy on implementing and configuring the new IDS (intrusion detection system).
- Syble updated the network diagram and met with other LSIG- Incident Response Team members to go over the newly installed Intrusion Detection System device.
- Leif worked on several firewall problems, one of which was why the primary firewall went out to lunch and failed over to the secondary firewall... Leif noted, "It's a good thing we have two firewalls setup in hot standby mode."

## Information Systems Activities

- Lisa's biggest accomplishment in January, and the activity that took up most of her time, was upgrading all staff computers to Windows 2000. Each person's configuration is standardized and up to date. This meant ghosting the new configuration onto a new box for each user and then configuring their personal options. There is more IS administration with Windows 2000 than there was with Windows 98, but it was a critical upgrade for library staff in order to be able to run all software needed to their jobs.
- Ruth made many changes to the patron address database because of all the new staff in the House and Senate offices. She also made a global change, shortening all the House e-mail addresses to '@house.mn.'
- Lisa installed a replacement printer in the Reference staff area, and set up printer drivers for all reference staff to access the new printer.
- Lisa researched a problem that circulation staff were having keeping default printer settings after they logged into the taperoom and circ desk computers as themselves. She found a way to address this by editing their registries.
- Leif set up and configured 2 new network attached storage servers. One is currently in use for video archives and electronic documents.
- Leif worked with Intertech on several IP authentication problems.

Collections  
Activities

- Leif attended a Revisor's XML IT meeting (project is now called XTEND).
- Most reports mandated by the Legislature are due in January or February, and Jess reported that they began to stream in. Remarkably, they seem to be labeled more clearly this year than in past years.
- We receive lots of 'gifts' when there is an election and those leaving office donate many materials as they clean out their offices. Jess reported, "A fierce stream of gifts was flowing in constantly too, especially from Moe and Ventura's offices, and some cool stuff came in."
- This January, we began a project to save or scan all mandated documents in a given year, so that the full text will be available through our online catalog. We will also scan other documents – older Minnesota documents, for example – if requested. This project will give us experience for the possible future option of keeping all state documents in electronic format. *January activities:* Leif, Syble, Elizabeth, Helen, Sarah and David met several times to discuss a file structure and naming convention for the saved documents. Randi, Elizabeth and David met several times to discuss the logistics, philosophy and workflow of the project. It was decided that we would save. The naming convention of the files includes using the MNDOC number or an assigned accession number for non-MNDOC mandated documents. Leif is putting the finishing touches on the scanner and Randi, Elizabeth and David are meeting soon to wrap up some workflow issues.
- Sarah met several times with Alissa to work on copy cataloging as well as train her to edit MARC records on PALSTAC. Alissa will add and modify URLs in the catalog as needed, making it easy for our users to get to the electronic version of a document when it exists.
- Several legislative offices produce fine reports and we acquire them and keep them for future generations of researchers. House Research has a notable number of fine reports, including a new series of "Short Subjects" this year. Jess commented, "The main thing that was out of the ordinary in January was finishing up creating INDIVIDUAL RECORDS for the House Research Short Subjects...I think there are about 121 or so at last count? They are sharing a PALS record, but needed individual item records. A real pain."
- Barcoding is continuing, albeit at a slower pace due to session. Alissa is continuing in the circulating collection. The reference librarians are sometimes squeezing in a few minutes early in the mornings. David worked on various barcoding problems. He predicted, "When this project is done, our database will be the cleanest it has ever been."

Reference  
activities

- Randi, Betsy, and Elizabeth assisted Lee Meyerson with training of the new senators. It was fun to meet the new Senators and tell them about the Legislature's web site (not just the Senate's web page!) and services the Library offers.
- To make the ongoing task of publishing "Just In" annotations on the Web, Carol created a document in G:Share\Ref titled "JustInWriteups." It is a handy place to go for instructions if you forget the procedure, and a place to store annotations for future use.
- Alissa noted that, "Interlibrary loan requests from our patrons (and from other libraries) have been increasing, presumably with the start of Session and a new semester."
- David, Randi, and Elizabeth met several times to figure out how to handle the distribution of Andrew's responsibilities. They tried to spread out his responsibilities so no one person took too big a hit. Randi was able to reduce the number of materials that we file because they are now available electronically (PUC orders are one of those things.)

- In order to catch articles in our new magazines for our personality files, anytime an article appears in any periodical on a legislator or commissioner or constitutional officer, the scanners will note the topic, "Minnesota personalities." Nicole will receive the list of citations as an Inside Issues subscriber and have them copied for the files. This will enable us to be more consistent in getting articles on legislators and others in periodicals such as *Hmong Times*, etc. into the files. Ruth made this change to the database, and also added a couple of other topics that are being scanned specifically for individual legislators.
- During the past interesting gubernatorial administration, Sarah faithfully documented the events (antics?). We will keep a copy of the now-complete timeline on the Web and in the reference collection. So if you ever need to know when something happened, in order to go to the clippings, you could just search the timeline. When was the reference to the Bunny Ranch? When did he have the tiff with Carol Molnau, or Senator Dean Johnson? You can find out quickly.
- During session the House pages work on group projects, doing their research in the Library. A few years ago we discovered it worked much better to have a guide ready for the students, rather than answer the same questions 20 times over. This month they researched the .08 BAC issue. Carol and Betsy put together a handy guides to help the students get the materials they needed.
- Sarah edited Minnesota Issues pages, as they came in. With the beginning of session, Issues pages editing has been necessarily sidelined in favor of more pressing demands (only Paul and Sarah were able to meet the original December 31 deadline). At a recent reference meeting, we set a loose deadline for end of session, with an agreement to update the pages as new information is released, and Randi added the Issues to the Link Check to take care of any broken links.
- The reference librarians have created and verified many historical lists and posted them on the Web. Governor Pawlenty's new Web site uses (and credits the Library for) our historical list of governors on its "Governor's Office and History" page.  
[http://www.dps.state.mn.us/pawlenty/tpaw\\_history.asp](http://www.dps.state.mn.us/pawlenty/tpaw_history.asp)
- Elizabeth reported, "I got a call from someone in state government who called about the bill she received for the microfilming of reports she had sent to the Library. I told her about what the six copies are for and how the depository libraries get the microfilm and how it is available around the state, etc., expecting to be reamed about how much it cost her agency. But her response was, "what a great system!""
- Elizabeth talked to the aides about their additional duties and they told her that the folding of the many publications we send out was very time consuming and tedious. Robbie talked to House Duplicating again and the end result was that the aides are going to be using House Duplicating's folding machine a couple of times a week. The aides are happy to be rid of that tedious job (and we don't have to look into buying a folding machine!).

Reference questions - a sample

*Paul assisted a very frustrated woman with research related to potluck dinners in MN. She had spoken to several people before ending up with him. After I provided her with the desired data she said "I have never had a problem solved so quickly in my entire life!"*

- Carol reported "Lots of questions....several wanting various crime/corrections Stats"
- Background of the "Army-McCarthy" hearing of 1954 and the famous (I'd never heard of it!) quote from those hearings, "Have you no shame?" (cb)
- Research on 1st cousin marriage (rm)

- Alternatives to lead sinkers (rm)
- Ombudsman groups in Minnesota (sq)
- MnSCU enrollment and graduation in specific health programs (sq)
- State-by-state health data collection requirements (sq)
- When did Minnesota start requiring marriage licenses? (sq)
- Assisted a Senate fiscal analyst in compiling a chronology & background data on the 1981 budget deficit. (Which I understand was never used, due to the meeting being cancelled.) (pv)
- A member needed data on Theodore Wirth in 10 minutes. (pv)
- Former member wanted an up-to-date list of several heads of state and U.S. cabinet members for his class. (pv)
- Several questions related to Grunseth's run for Governor. (pv)
- Question related to terrorists and changes to drivers' licenses (immigrants and Visa data) (bh)
- States with salary freezes (bh)
- Domestic partner benefits in other states (bh)
- History of declaration of Martin Luther King Holiday in Minnesota (bh)
- International data on the death penalty. (ds)
- Information on what other states are doing with "short term incarceration" as it relates to parole violators. (ds)
- Background information on zero based budgeting. (ds)
- Fiscal pros and cons of private prisons. (ds)
- Information on handicap parking spaces. (ds)
- Historical information on ethanol subsidies. (ds)
- Request for studies on medical errors and quality of medicine. (ds)

*Legislative  
History  
Activities*

- Legislative history research this month included the Atty. Gen. Off. review of Allina, Target Center, vulnerable adults, athletic trainers, photographic evidence for traffic signal violations, employment age discrimination, & numerous requests related to the Amateur Youth Golf Course dollars allocated in 1998.

*Training and  
tours conducted  
by staff*

- The librarians gave an incredible number of tours to new staff and members and interns, and even some members of the public; 96 people in all. About the biggest group, Sarah noted, "I gave a tour to some 30-odd senate interns this morning, who laughed at my jokes and listened attentively to my spiel. It was very refreshing."
- Robbie spoke (for the fourth year in a row) on the Legislative Web Site to a Continuing Legal Education Seminar on "The Legislative Process." "The highest praise I received was when Doug Kelly, who was also a speaker, said he was impressed how I handled the situation when the local firewall prevented my getting into the Revisor's system. "I've never seen anyone so calm with technical difficulties," he said." About 115 new people learned about the Legislature's information on the Web.

*Training and  
meetings  
attended by  
staff*

- Robbie attended the PALS Deans/Directors meeting, where the discussion of possible HESO budget cuts to MNLINK, the new statewide online catalog system, was unremittingly grim.
- Paul attended a MnLINK ILL Policy Subcommittee meeting.
- Randi attended the Attended Special Libraries Association Leadership Summit in New Orleans (Note: Paid for by SLA; Randi is currently president of the Minnesota chapter of SLA.)
- Randi attended an SLA chapter board meeting and tour of the St. Paul Public Library.

## Staff news

- Carol celebrated her twentieth anniversary with the Library!
- Other anniversaries:

Lisa Knoop	1/2/1985	18 years at LRL
Nicole Lein	1/2/2002	1 year at LRL
Elizabeth Lincoln	1/3/1989	14 years at LRL

## Fan mail!

- A happy out-of-state user wrote to the Webmaster, "I'm a legal/legislative assistant, and my job involves getting lots of information off of various state legislature's websites. Minnesota's is the best I've come across. It's well organized, up-to-date, and complete with all the information I've ever needed. Thanks for the good work."
- A librarian from the Virginia Public Library wrote to Randi, "Thank you for your quick response and for deciphering my horrible grammar. I wrote that email in a terrible rush yesterday. The legislative apportionment in section 10 is precisely what the patron requested (District 13 was comprised of Mower and Dodge Counties). Thank you again for your help. I know the scanned copy of the Constitution will come in handy for future reference as well. Regards, Mark"
- Helen Burke, Government Publications Librarian at Minneapolis Public Library, is happy to receive our electronic monthly list of new Minnesota documents, "Just In." She wrote, "Thanks, Randi. I'll just be glad to use Just In as a current awareness tool, with Jeff Radford and Betsy Williams following up on the orders. It's a great resource. From a grateful fan, Helen"
- Robbie received the following note about *David's* great service: "Robbie, I wanted to take a minute to communicate to you how pleased I was with the service I received from David Schmidke. I called around 1:30 p.m. on Thursday January 9 and spoke with David--who promptly found a copy of the 1969 Minnesota session laws and chapter I needed regarding the creation of the Duluth Airport Authority. David said he could get this material to me shortly and I asked that he fax it. Sixteen or so pages of material came to our fax machine within a few minutes (five or ten at the most). I was not only pleased but something like astonished at the speed with which I received the material I was looking for. And David was pleasant, business like, and competent. I wanted to pass this comment along to you. Martin Kvidera, Public Employees Retirement Association of Minnesota"
- The Legislative Web Site won an award from the Minnesota Association of Continuing and Adult Educators in November, and Robbie coordinated the acceptance of the plaque. While doing so, she gave some librarian advice to one of the givers of the award, who wrote, "Dear Robbie, On a personal note: I must also thank you for your kind assistance in helping my sister to find a Minnesota auctioneer. She was able to complete a successful auction in December--a great relief to her as she continues to manage a difficult situation with her husband with debilitating MS. Thank you so much."
- A pleased legislator wrote to David, "David: Thank you very much for all your help!! I'll look for the hard copy!!"
- David was able to help a German researcher get several turn-of-the-century laws in a matter of minutes, scanning them and attaching them to an e-mail. He wrote, "Dear Mr. Schmidtke, I am most thankful for your very kind, quick and complete help in this matter. The material that you sent me a few minutes ago is exactly what I need. I cannot say how thankful I am for your help and kindness in this matter. The People of the Great State of Minnesota can be very happy to have someone like you working for them. Again, I would like to thank you for your excellent work and for your endeavors in this matter. Sincerely, Marcus Schaeff"

# Drivers' License Information Regulation

House File: HF 1

Authors: Stanek, Lipman, Strachan, Meslow, Kohls

Introduced: Jan. 9, 2003. Committee: House Transportation Policy

Senate File: SF 87

Authors: Kleis, Day, Rosen, McGinn, Wiger

Introduced: Jan. 21, 2003. Committee: Senate Crime Prevention & Public Safety

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## Good Web Sites:

- **Minnesota Department of Public Safety - Driver and Vehicle Services**  
<http://www.dps.state.mn.us/dvs/index.html>  
Changes to Identification and Residency Requirements for Minnesota driver's license, permit or identification card:  
<http://www.dps.state.mn.us/dvs/ID%20Requirments/Adopted%20Exempt%20Rules.PDF>  
More Information:  
<http://www.dps.state.mn.us/dvs/ID%20Requirments/IDframeset.htm>

## Resources in the Library's Collection:

*Digest of Motor Laws 2001.* Washington: American Automobile Association, 2001.  
(Ref KF2210.Z95 A39 2001)

Newspaper Clipping Files: M124.6

*These short flyers created for the legislative pages are great! They get the students started quickly on their research.*



About Minnesota | Government Directory |

Advanced Search | Search Topics

Biographies

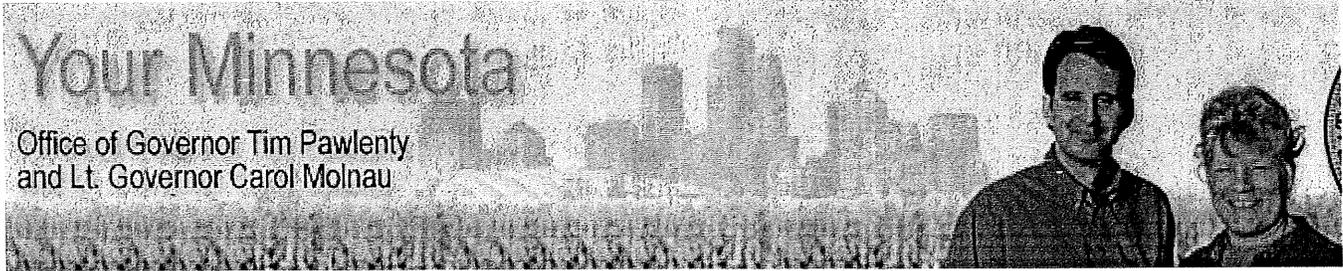
In the News

Contacts

The Issues

Governor's Cabinet

Governor's Office and History



**Pawlenty's Hot Picks**

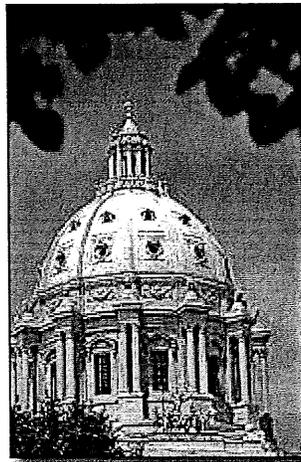
- [Vehicle Registration Renewal](#)
- [Adult Novice Hockey](#)
- [Minnesota Wild](#)
- [Explore Minnesota Trip Planner](#)
- [The White House](#)
- [South St. Paul High Boys School Hockey](#)
- [South St. Paul High Girls School Hockey](#)

**The Governor's Office and History**

[The Governor's Mansion](#)

[The Minnesota Historical Society](#)

Please note: Governor Pawlenty was sworn in on Jan. 1, 2003, and is working hard to complete the Governor's website, but under construction. In the meantime, if you have any suggestions, please email Governor Pawlenty at [tim.pawlenty@state.mn.us](mailto:tim.pawlenty@state.mn.us).



**Minnesota Governors, 1849-**

Compiled by: [Minnesota Legislative Reference Library](#)

*Gov. Pawlenty  
use our list on his  
site.*

Compiled from: Minnesota legislative manuals and other sources, including previous library compilations and several histories of Minnesota. While efforts have been made to verify this in more than one source, the library cannot guarantee the accuracy of sources; errors are possible. Please report any errors to the library staff.

Under PARTY: DFL=Democratic-Farmer-Labor, R=Republican, IR=Independent-Republican, A=Alliance, D=Democrat, C=Conservative, FL=Farmer-Labor, L=Liberal, P=Populist, W=Whig, DSR=Democratic Silver Republican

Where a name or party designation is not given in the list, it was not given authoritatively in the sources consulted. It may be available from other sources.

ASSUMED OFFICE	GOVERNOR	PARTY	RESIDENCE	OCCUPATION
2003 6 Jan.	Tim Pawlenty	R	Eagan	Lawyer
1999 4 Jan.	Janos, James George (Jesse Ventura)	Reform**	Maple Grove	Radio Pe
1991 7 Jan.	Carlson, Arne H.	IR*	Shoreview	
1983 3 Jan.	Perpich, Rudy (Rudolph G.)	DFL	Hibbing	Dentist
1979 4 Jan.	Quie, Al (Albert H.)	IR	Dennison	Farmer
1976 29 Dec.	Perpich, Rudy (Rudolph G.)	DFL	Hibbing	Dentist
1971 4 Jan.	Anderson, Wendell R. (Wendell)	DFL	St. Paul	Lawyer

# Legislative Reference Library

## *Monthly Report – December 2002*

### **Administration**

- The building engineers were not able to coordinate our new keypad access to the Library with the handicapped access switch. As a result, we now have a switch to the handicapped access mechanism that has to be turned off at night when closing down the Library.
- Robbie, Ruth, and Lisa continued planning and helping with the January Horizons conference for legislators and staff. Ruth created name badges.
- In preparation for the switch to a biweekly payroll in January, staff members attended meetings and planned their choices as to how to manage the 'payback' of ten days of work.
- Ruth took care of a biennial task. She updated the patron database, taking off the non-returning legislators and adding the new.
- Several staff members at the Historical Society are coordinating an oral history project to try to capture the experiences and expertise of key government officials. Robbie was invited to a focus group meeting, along with several former legislators, a couple of lobbyists, and several Historical Society staff.

### **Web Development Activities**

- Randi worked with Syble and reference staff to merge the LRL Internet and Intranet sites. With Syble's coding, Randi's organization and coordination, and librarians' editing of the various pages, we now have a combined site to serve our internal clientele and the public at large. Some links to fee-based services are visible only to our primary clientele.

### **Collections activities**

- The Librarians discussed our 'holding library' scheme – a topic that is so confusing and fraught with complications due to decisions made in years past. This time we decided that Helen will apply her logic and expertise to the quandary, and recommend the best course to follow.
- Several staff met to discuss retaining documents in electronic format. As a result, a task force is determining an appropriate file naming scheme for storing documents on our archived storage server in an organized manner. We will attempt to retain as many mandated reports as possible

in digital format, on our server, beginning with those received in January, 2003.

- Ruth edited and updated the Magazine Guide and the Subject Guide to the Magazine Guide.
- David spent a lot of time with fixing barcoding problems. He noted, "Barcoding really forces you to confront all the historical nuances of a collection."
- Ruth edited her reports that create the 3 state agency periodical lists to have links to the other 2 pages.
- Ruth created labels of MN Doc numbers so they can be used in place of the number stamper. The numbers will be clearer, and can be applied/assigned by more than one person. An efficiency improvement – small, but useful.
- Kelly processed 39 Added Volumes, withdrew 3 items from the collection, copied 138 Contents Page Articles, claimed 41 missing Periodical issues, and continued to barcode the added volumes of Minnesota documents.
- David worked on the new *Magazine Guide* and contents page service letter.
- David finalized the first shipment of consultant's reports to the Minnesota Library Access Center (MLAC). The little-used older consultant's reports will be available within a short time period.

## Reference activities

- We switched from paper delivery to electronic only access for Minnesota Tax Court decisions, Workers Compensation Court of Appeals decisions, and the Department of Administration Advisory Opinions. In all three cases the Web sites will be cataloged. Staff time will be saved in filing these infrequently used materials, as well as the time spent regularly weeding them. Thanks to Randi and David for coordinating this.
- Ruth, Robbie and Elizabeth discussed creating weekly reports of new agency reports to send to committee administrators. Ruth created data entry screens and a report, so that Robbie and Elizabeth and Robbie could identify which agencies fell into the jurisdiction of each committee. (Note: This project was halted when it was deemed not valuable enough in light of how much time it would take.)
- With Andrew's departure, Elizabeth arranged for his filing duties to be covered by other staff. Toshi will take over the filing of EAWs, Office of Health Facility Complaints Investigative Reports, Administrative hearings, and Board of Medical Practice certification of disciplinary actions.
- Ruth created reports to use with the new Contents Page

listserv service. She first created the reports in Access but had problems and had to recreate in R&R. :( She edited the Contents Page system menu screen and added a button to update the listserv files.

- Ruth sent 140 letter to current Contents Page users letters, asking for updates and if they would like to receive the pages through email.
- Ruth edited the Just In web page to include the essay at the beginning. We did this so that our legislative users could choose to view the Web page instead of receiving the printed version. They will still receive the valuable essay.
- Ruth created a form to be attached to the next edition of *Just In*, asking patrons if they would prefer email notification instead of the printed version.

## Reference questions – A sample

- Several questions about nuclear waste storage at Prairie Island (rm)
- Various budget oriented questions (rm)
- State statutes on social promotion (rm)
- Background/primer/overview on gun laws in the United States.
- How do the tax free zones that Tim Pawlenty mentioned work? Michigan & Pennsylvania are at the forefront. Michigan calls them Renaissance Zones-1996; Penn. calls them Keystone Opportunity Zones (KOZ)-1999. (pv)
- School choice tax credits by state. (pv)
- Qualifications for legislative office by state. (pv)
- Is it illegal for men & women's underwear to hang on the same clothesline in Minnesota? Paul reported, "A TV station in Japan is going to run this story to show how backwards we are. The call came from the City of Mpls. They also contacted the AGO & the Revisor's Office. I found the law cited in several places in rather recent articles, but no one gave their source. Bad data sure travels fast. Finally I tracked it to a book written in the 1970s. The source of the law wasn't listed there either. It isn't currently state law & as far as we can tell it wasn't a state law in the past."
- Request for quotes that illustrate the importance of reading/education to a civilized society. (ds)
- Request for information on the effects of the 1980-81 reduction in General Assistance. We had the perfect annual reports! (ds)
- Request for a list of all bills a retiring legislator authored. Almost 20 years worth. (ds)
- Info. on college savings plans for MN and all 50 states. (ds)

## **Legislative History Activities**

- Tape Room research included septic systems, Indian treaty-hunting & fishing rights, reckless discharge of a firearm, sexual orientation- human rights protection, & MN open meeting laws-third violations.

## **Training and tours conducted by staff**

- Randi, Elizabeth, and Betsy participated in PC training for new senators, focusing on Web research, the Legislative Web site, and the Library's Web site.

## **Training and meetings attended by staff**

- Paul participated in the MnLINK ILL policy meeting. He placed follow up calls to libraries that did not complete the ILL survey, and edited and suggested changes to the partners list document.
- Robbie participated in an NCSL conference call of the Technology Committee members.

## **Staff news**

- Andrew resigned to move to Albuquerque.
- The staff enjoyed traditional holiday celebrations. An afternoon gathering at Fern's, where some notable White Elephant gifts made a reappearance. The annual taco potluck was held the week before Christmas. On December 11 staff brought in cookies for all our clients to enjoy.

## **Fan mail**

- In December, we received cookies as fan mail from some of our appreciative legislative colleagues – in the Senate Information Office and House Research.
- For answering the ridiculous question about the clothesline law (see the selected reference questions above), Paul received the well-deserved message, "Aren't you the best. Thanks, Pati Canfield, Visitor Information Specialist"

# Legislative Reference Library

## *Monthly Report – November 2002*

*Paul compiled a list of Minnesota Governors and their ages when they assumed office ages when they took office, for a Star Tribune reporter. The information was used in an article and the reporter wrote, "This is a great document. Thanks again Paul and cc this to your boss. The public is served!"*

### **Administration**

- Robbie, Randi, and Syble attended a breakfast sponsored by MACAE, the Minnesota Association of Continuing and Adult Educators. They accepted an award on behalf of LNET. The Minnesota Legislative Web Site won the "Outside Contributor's Award," as a excellent resource for adult education.
- Randi prepared for Betsy's return from maternity leave.

### **Web Development Activities**

- Right after the election Randi and Elizabeth created a great page on the turnover statistics.  
<http://www.leg.state.mn.us/lrl/histleg/turnover.asp>
- Randi convened a meeting to discuss the combination of our LRL Internet site and the Intranet we provide for legislative use. We decided to merge the sites, and use IP restriction to allow legislative users to have access to the cost-based services.
- Ruth added photos of the Representatives to the LegDB.
- We discovered that several organizations are using our LINKS TO THE WORLD on their sites, usually with attribution, but sometimes without attribution, and sometimes without having the most updated list. In general, we don't mind other sites using our LINKS, but we appreciate attribution.
- The new North Star portal went live this month. Randi is one of the content managers for the government page. She spent time testing the new interface.

### **Collections activities**

- We are being required to switch to OCLC's new Connexion cataloging software, and Helen has been working with the preparations. She reported, "I worked with Lisa on getting labels to print using OCLC Connexion and the OCLC labeling program. Lisa did a great job of figuring how to use the new program. I also created constant data records on Connexion and now I need to meet with Sarah and Alissa to decide when to switch the cataloging production to

## Information Systems activities

Connexion.”

- Kelly finished barcoding the Reference Collection and started barcoding the Circulating Collection.
- The House changed its network address translation , which means Leif had to make sure that all the services we deliver to House computers via IP range were changed. Later, House staff had problems accessing Newslibrary, and it turned out that they are using an IP range that they did not report to us initially. We contacted Newslibrary, and got the service up and running again. A benefit of this was that several House staff learned that it was the Library that is paying for the service.
- The librarians are discovering that scanning to a pdf file is a quick and easy way to send information to requestors.
- Ruth edited the Inside Issues - Books & Reports and Just In reports. She added a new statements if the document is cataloged as internet only.
- Lisa upgraded the Public PC's 3 and 4 to Windows 2000 with IE 6, Adobe reader 5.0. Because the public PC's no longer have to log into the file server, we will have a more secure environment. Lisa has a ghosted image of each machine and can put that back in place should someone figure out a way to hack our public computers.

## Reference activities

- We received several requests for the CORE Reports, as it was rumored that Governor-elect Pawlenty may use them in his plans for restructuring government. We scanned the short ones and portions of others. Carol and Randi wrote a Minnesota Issues Guide on CORE, available on the Library's Web site.
- The librarians will visit all the new legislators, minus those new senators who were former House members. Each librarian has a list of ten, and they sent out an initial welcome letter shortly after the election. David had the first legislator tour, on November 15. Robbie received responses from two new legislators and provided them with information they requested.
- Elizabeth convened a session planning meeting, to deal with all the annual publications and projects that are conducted each year.
- Elizabeth, Sarah, Carol, David, Paul, Helen, Randi, and Robbie reviewed the Web sites of several state agencies, to see whether there are documents available online that we have not received in the Library. Our discoveries were as expected. Some agencies are very thorough in sending their

documents; others are very derelict!

- Paul completed the LRL portion of the MNLINK ILL policy survey.
- Ruth changed Inside Issues topic Environment to Environment/Natural Resources. Also added the Forestry subtopic.
- Sarah and Robbie edited the 2003-2004 library brochure. Lisa did the layout of the brochure and business cards in Pagemaker and arranged for the printing.

### **Reference questions – A sample**

- Was there a bill to require voter ID cards? (HF2263 in 2001) (pv)
- Where does it state when the new Governor takes office? (MN Const. Art. VII, Sec. 7) (pv)
- Is Rick Kahn the son of Phyllis? (No) (pv)

### **Legislative History Activities**

- Tape Room research included DWI, medical malpractice, auto glass/gifts/incentives, landlords & utility payments,
- Several staff participated in a discussion of the conversion of legislative audiotapes to digital format.

### **Training and tours conducted by staff**

- Several staff (including Robbie, Jess, Randi, David) attended a seminar held by the Department of Finance on the new format of the biennial budget documents.

### **Training and meetings attended by staff**

- Paul and Robbie attended the MNLINK User Group Meeting.
- Elizabeth and David attended a MINITEX workshop on open URL linking. This capability would greatly expand our users access to the electronic full text of magazine articles.
- Paul, Jess, Randi, Sarah, David, and Robbie attended a useful seminar for legislative staff on the revised format of the biennial budget documents from the Department of Finance.
- Carol and Sarah attended the annual State Data Center conference, with updates on all the latest census information.
- Randi attended ASP training.

### **Fan mail**

- Paul helped a Senate staff person research hearings on a particular topic and received a “Thanks for your help!” e-mail in response.
- We often help users far and wide find information on former

legislator relatives. "Just got the fax on Vernon Jensen from Sarah Quimby. The photo doesn't look so good, but it's all readable. Thanks so much!!! My mother-in-law, his niece, is thrilled to get it for her genealogy file. Todd Gillman, Dallas, TX"

- Randi guided a user to just the information he needed on the Legislative Web site. "Thank you for the prompt reply, it was exactly what I needed. This site is of great service. Thank again, Paul Berg ([pberg@mn-mca.org](mailto:pberg@mn-mca.org)) Director of Marketing and Public Relations Minnesota Mechanical Contractors Association 830 Transfer Rd. St. Paul, MN 55114-1406"
- Elizabeth helped a lawyer locate an old session law. He wrote, "You're a great American. Thanks so much for your help."
- And another unsolicited e-mail about the Legislative Web site, "Thank You for the well done site. I appreciate good work. John Brogger, Northfield, 55057-5440"
- Another e-mail from a satisfied member of the public: "Dear Carol, Thanks for the quick assistance. I appreciate the help. I will start with the link you provided to see what the state statutes are, then move to local ordinances with help from the county if I can't get my question answered from the state statutes. I am very impressed by your quick help. Feel free to show this to a supervisor if you want a public attaboy. I feel that I have gotten good service from you. Bill Smith"
- After Robbie helped a newly-elected legislator, she wrote, "Thank you for your assistance. I appreciate your promptness."

STAR TRIBUNE NOV 28 1971

## **Pawlenty at 42: He'll be state's youngest guy since the '70s**

Gov.-elect Tim Pawlenty, who will be the youngest Minnesota governor since Wendell Anderson took office in January 1971, turned 42 Wednesday.

Pawlenty subtly emphasized his relative youth during his campaign, but he is not among the youngest to serve as the state's governor. Fifteen of Minnesota's 38 governors since statehood in 1858 were younger than 42 when they were sworn in, according to the Legislative Reference Library.

The youngest by far was Republican Harold Stassen, known as the Boy Governor, who began a distinguished career in state and national politics in January 1939, at age 31.

In the past half century, other governors younger than Pawlenty, and their age on the first day in office, include: DFLer Anderson, 37, 1971; DFLer Orville Freeman, 36, 1955, and Republican C. Elmer Anderson, 39, 1951.

A spokesman for Pawlenty's transition team, Tim Morin, said Pawlenty spent the day in meetings with his staff. He planned to celebrate his birthday quietly at his Eagan home in the evening with his wife, Mary, and their two daughters.

Today, Pawlenty and his family will be delivering Thanksgiving dinners with the Meals on Wheels program, Morin said.

— *Dane Smith*

# Legislative Reference Library

## Monthly Report – October 2002

*When sad or momentous events occur, we move a television out to the Reading Room so that staff and visitors can follow the latest news. What a sad occasion it was this month to bring it out on the day of Senator Wellstone's death.*

### Administration

- Robbie attended the NCSL Legislative Research Librarians Professional Development Seminar in Bismarck. "I was chair of the group, and this PDS was my responsibility. Luckily, it was in North Dakota and Marilyn Johnson did a fabulous job with local arrangements. We had a great turnout – attendees from 22 states. The conference sessions were interesting, informative, and interactive. The same could be said for the social functions!"
- Robbie also attended the NCSL Legislative Staff Coordinating Committee meeting in Maine. She was appointed to the technology committee and will be spending time this year working on the development of NCSL's 50-state bill tracking system, and improvement of the NCSL Web site in general.
- Lisa set up caller ID for the few staff members who were interested. She worked with Chad on getting caller ID on the second line. If implemented, all staff will automatically have this feature.

### Web Development Activities

- The new, improved FAQ was made available on the legislative web site at <http://ww3.house.leg.state.mn.us/leg/faqtoc.asp>. Mike Speiker, House Webmaster, provided the coding; writing and editing was done by Randi, Betsy, and Carol (and Michele Kibinger from the House Public Information Office). Randi completed a follow-up project that involved deleting all the files that were no longer needed because of the FAQ. She also did a lot of link clean-up.
- Due especially to the hard work of Randi, Syble, and Andrew, all of the LRL Web pages moved to .ASP format. This allows a standardized format and the ability to make one change to a sidebar, header, or footer, and have it appear – uniformly – on ALL the pages.
- The sidebar changes were rolled into a larger project of implementing a new server and moving the files. It went amazingly smoothly, but that was due to much planning and

preparation. Beforehand, Leif worked with Syble, Randi, and Lisa on the server and workstation tasks that needed to be accomplished before/during the web site transition. During the transition, Leif held a meeting with interested staff to explain the changes and the reasons they were needed.

- Randi joined the North Star Theme Managers group for the government theme. Joel Ludwigson of Finance and Elizabeth Kemling of the Office of Technology are also working on this theme. This time, the revamp of the North Star site may actually come to fruition sometime in November. Randi's expertise will be of great help to this executive branch Web portal, and she can ensure that the Legislature is highlighted and linked to appropriately.
  - Randi convened a meeting to discuss whether we need to continue offering a separate intranet for legislators and staff, or whether the specialized content of the intranet could be incorporated into the public LRL site. For now, we will make links between the library Intranet for the legislature and our Internet site, and make necessary updates to both sites. We will reconsider the combining issue after the 2003 session.
  - Robbie spoke with Deb Ricci about the Legislative Web site. The LNET group will be receiving an award from MACAE, the Minnesota Association of Continuing and Adult Educators, for the Legislative Web site and its value to adult learners.
  - Leif worked with Syble to figure out backup issues for the web site.
- 
- David announced in mid-October, "Carol finished the MLRA smart monograph barcodes!!!!" Now that the circulating collection is finished, staff will begin barcoding Minnesota documents.
  - David, Jess, and Robbie spoke with John Heinz from the Department of Finance about obtaining state documents from the agency. He volunteered to be a contact, to get us on all the e-mail notification lists for new items, and to conduct a seminar for librarians on budget documents throughout the whole budget cycle.
  - The barcoding process has uncovered several problems with old Minnesota documents, and serials in which some items are in print, and some in microfiche. It arises from 30 years of history, and occasional changes in cataloging practices. It makes for difficult troubleshooting, and meetings in which Elizabeth is forced to say, "This discussion makes me

## **Collections activities**

agitated.”

- During the barcoding we weeded many items, which had a happy side effect. Elizabeth reported, “The weeding that has occurred as part of the barcoding project has made Nicole very happy. The shelves are no longer packed full and bursting out onto the floor. It has made it easier for her to shelve books and it is easier for everyone to find books. Nicole has been working hard on keeping the shelves straightened: They look great!”
- OCLC cataloging software is changing; Helen gives the following synopsis: “Connexion is OCLC's new cataloging system. At this time it is accessible via a web browser. A Windows version of Connexion is scheduled for release next Spring. Passport, our current OCLC software, will retire on December 31, 2003. We are just starting to migrate to Connexion. Lisa and I have started working on label production. After Lisa and I get labels to print, then Sarah and I will set up our constant data records. We hope to migrate to Connexion in the next several months, so that we are comfortable with Connexion before we migrate to Aleph. Unfortunately, from what I've seen of Connexion so far, I am not impressed with the system. I think (it is possible I've missed something) that we will lose our ability to spell check and our ability to program function keys. OCLC Connexion is not an enhancement of Passport, it is a totally different type of system.”
- David, Sarah, and Helen figured out a way to add internet-only records to our new publications notification. A standard line will be added to these records, asking users to call a librarian if they need help with a site.
- Barcoding affected Kelly's job. She continued to barcode the Reference Collection added volumes. She also withdrew 119 items from the collection. That number is high because the circulating collection was being weeded while being barcoded. No use barcoding items we don't even need!
- Ruth created labels saying 'Fiche Only, Do Not Give This Paper Copy Away' for Kelly to put on the extra copies of MN docs. that will only be kept in fiche. We realized that when we choose to keep some documents 'fiche only' we don't have ANY access to them until the fiche come back from DoccuCom – we need to ensure that the spare paper copies are around until the fiche come back.
- Planning began in earnest for the conversion of analog audiotapes of House and Senate floor debates and

## activities

committee hearings into digital format. The eventual goal is to give our users access to all of our legislative history materials on the Web. We will begin by conducting tests to see just how long it will take to convert the tapes. We purchased two high-speed tape decks, and will hook them to computers with conversion software. Will it go quickly? Will it be relatively easy to monitor? How long will it take to convert a year or biennium of old tapes? We'll find out! - or at least be able to make more educated guesses. Lisa began work on some of the details of the conversion process. How can we strip off dead space? Will we be required to do some manual post-processing for the tapes? Once Lisa has figured out a good process, she will turn over the next steps to Paul.

- Ruth created a draft report of newly acquired docs sorted by agency for a new project we may start to notify committee staff of reports by agencies under their jurisdiction.
- Leif prepared our server rack for Computer room getting cleaned and painted.
- Leif et up Terminal Services on the new WIN2000 server, LEG-LRL-SQL. This will allow remote access for server and database administration.
- Leif worked on the MAPI protocol in an attempt to get R&R report Writer to work with our email gateway. He has not found an optimal solution yet.
- Lisa ordered four new workstations for staff.

## Reference activities

- The librarians concluded several months of handling requests sent in to the North Star site (for a staff person who was on medical leave). Elizabeth Kemling wrote, "Thanks, Randi, for all the help you and your staff provided while I was out."
- Randi and Elizabeth figured out how to put the legislator turnover data on the Web. We wanted it up before the election. Syble and Andrew did the technical work.
- Elizabeth and Leif continued planning for the conversion of the Table of Contents service to electronic delivery.
- This is a heavy month for newspaper coding, with all the election coverage. As we have learned, electronic access may not always be dependable, and our paper files are a valuable historical resource.
- The librarians received several questions regarding polling places, so Elizabeth drafted a "canned e-mail" that could be customized for questions on the topic. We often compose standard answers to frequently asked questions.
- The reference librarians met to discuss writing new

- “Minnesota Issues” guides, and editing the existing guides.
- The public services staff met to discuss pre-session preparations.
  - Elizabeth, David, Paul, Alissa, and Robbie spoke with Dave Paulson and Candace Lund from MINITEX. It was a very interesting and far-ranging discussion of interlibrary loan electronic and print delivery, the University archive facility (MNLAC), and Ariel document delivery software. We were told that we are very good at sharing our resources. We lend about 200 items a year, and always respond within three days.
  - Randi listened to online presentation on the OCLC Digital Library initiative. OCLC has been developing the capacity to store digital documents at a permanent URL. “It sounded rather promising,” she reported.
  - Several staff met to discuss the next steps in the development of the Legislators Past & Present database. It was decided that Andrew would continue with data entry for legislators in the biennia back to 1990. This should take until about March, at which time we can evaluate whether there is enough data to offer it over the public Web. We will work on refining the display screens in 2003.

## Reference questions – A sample

*On the very tragic day of Senator Wellstone’s death we received inquiries from several libraries about absentee ballots. We directed requestors to general sections of the statutes and waited, like everyone else, for someone in authority to come up with the definitive answer.*

- Information on phosphorus in fireworks. (cb)
- Background information on light rail transit, worker's compensation and MNCare. (pv)
- Which legislators were on the Indian gaming compact negotiating committee? (Dicklich & Kelso) (pv)
- Can you find the article dealing with the stadium bill where Sid Hartman calls Rep. Abrams a gutless coward? (pv)
- New legislation regarding sales tax and installation labor.(sq)
- A number of questions about case law or case books. (sq)
- When was the section adding the physically disabled to qualified absentee voters added to Minnesota Statutes? (rm)
- Did the Highway Beautification Act of 1965 include specific highways? (No.) (rm)
- Find materials relating traffic congestion to pollution in the metro area. (rm)
- Provide lists of legislators by party from 1945-1971, for a Harvard researcher. (rl)

## **Legislative History Activities**

- Is Rick Kahn related to Representative Kahn? Paul wrote: "Elizabeth & I were able to determine that he wasn't her son but couldn't tell if he was related in any other way. I called her to find out, here's her response: Rep. Phyllis Kahn just called the circ desk and informed me that she is NOT related to Rick Kahn. She was laughing and suggested that perhaps we take a survey, to see if the people who are asking sound hostile or not."
- Tape Room research included auto glass company incentives, the 1995 House salary study, tax increment financing, campaign finance (Pawlenty case), card clubs at the race track, and tax exemptions for low income housing.
- Ruth continued work on the Tape Room database. She created new 'audio digital file' and 'video digital file' fields since we often have both formats.
- Paul and Leif met to discuss the procedural details of the audiotape digital conversion project. Leif worked with Lisa, figuring out the technical details of the conversion.

## **Training and tours conducted by staff**

- David gave a library tour to a temporary House Research assistant.

## **Training and meetings attended by staff**

- Paul participated in the MnLINK ILL subcommittee meeting. They finalized plans for the ILL policy survey.
- Paul and Alissa attended the PALS/ILL user group meeting. Leif attended the Systems meeting, David the Reference User Group meeting, and Sarah the Catalogers User Group meeting.
- Leif and Robbie attended two user needs meetings convened by the Revisor's Office for the XML bill drafting system project.
- Leif and Robbie attended a content management seminar. It was useful for general concepts.
- Leif met with Greg Hubinger, Director of the Legislative Coordinating Commission, on the Security policy and other technology issues.
- Lisa attended Windows 2000 Server training at Benchmark.
- Paul and Elizabeth attended a seminar held by Mid-American Business Systems on new scanning technology for libraries. They concluded that the technology is moving in the right direction, but is still so expensive and geared towards very large operations. The scanners may be more affordable in the coming years, and we should consider a purchase then.

## Staff news

### Anniversaries:

October 4, 1982            Carol 20 years at LRL

October 11, 1999        Syble 3 years at LRL

- At the staff meeting on the third we celebrated significant anniversaries of three staff members: David reached 5 years on 9/22; Randi reached 10 years on 9/9; and Andrew reached 5 years on 10/9.
- From Sarah, a plant announcement: “Jess has worked wonders with the ficus tree over the summer. However, some of you may have noticed that trees shed their leaves in the fall, and the Ficus benjamina is no different: when the days get shorter the ficus will harken unto its brothers in the forest, shed a few leaves, and generally go dormant. It is not dying! It's only resting. With the proper love and attention it may well outlive us all...” (Editors note: Sarah is the daughter of a forester.....)

## Fan mail

- Suzie Johnston from the Louisiana Legislative Library was impressed with our brochure, and designed a similar one for their library. She wrote, “Robbie: I have been working on a brochure for our library since you (and others) sent me a copy of your own library's hand-out. I have made many original contributions to the end product, but it is amazing how much our libraries will have similar brochures! They look alike in that I have experimented with putting a graphic of our capitol on the front (which resembles yours), with the grainy paper.”
- David answered a question for a Senate staff person, and heard back, “Thanks, great work!! I showed Pat Flahaven and he was very impressed.”
- An Illinois legislative librarian needed help finding information on library catalog issues. She wrote to Robbie, “Robbie, Thank you so much! I found the thread that discussed the automation issue. I really appreciate your help and assistance.”
- Elizabeth received this thank you: “Thank you again for your diligent efforts to get the information needed about this issue....you were the best source and we appreciate all your hard work!!!!
- A Harvard researcher was very pleased with the research we provided on party affiliations of legislators from 1945-1971. He wrote, “Thanks Robbie! This is great! We really appreciate all your help!”

# Legislative Reference Library

## *Monthly Report - September 2002*

### **Administration**

- Robbie sent off copies of our job descriptions to the Texas Legislative Library, where they are redrafting theirs. We're happy to comply with the request, because we worked on ours so long and hard, and think they are well-crafted.
- Robbie and Lisa met with Jenny Nash about LRL logo and letterhead design. Later, a larger group met to discuss the letterhead and logo ideas.
- Lisa met with staff from LCC, House and Senate to plan our Combined Charities event. Distributed materials for the Combined Charities Campaign and collected pledge forms from staff.
- Lisa attended an open enrollment meeting and reported changes to staff.

### **Web Development Activities**

- Randi was a key member in a group that met and developed a common House-Senate list of subject terms. The index offices of the House and Senate now have a unified thesaurus for indexing bills. This will be used to provide people with topical updates on legislative activities through the web site. This common list will form the basis of a new Legislative Web service to be notified of bill actions by topic. Users will be able to sign up for topics and be notified whenever a new bill is introduced or a action is taken on an existing bill.
- Ruth started work on converting her automatically generated web pages to ASP format, with 'include' files. She decided this was a good time to convert remaining reports in R&R format to Microsoft reports.

### **Collections activities**

- Robbie worked with House and Senate staff to change the requirement that we retain older bills in paper. Now that they are reliably available on the Web, and kept in paper elsewhere, the bills were not needed here and created work for the House and Senate staff to prepare and shift. Another great benefit? Ruth was able to send four filing cabinets to state surplus, freeing up valuable space in our meager storage room. Paul has been advocating this change for years, and setting the groundwork. It was a great change. Also, Toshi recycled all the bills by himself!
- Alissa began work on some trickier serials barcoding – enthusiastically. She must have enjoyed the challenge because

she said of the experience, "This is awesome!" She made good progress throughout the month.

- Each month Kelly reports the number of added volumes she processes (in September, 79). Added volumes are new editions of reports that we receive periodically. When the new edition of *Minnesota Crash Facts* comes in for example, it needs to be added to the collection and noted on the cataloging record.

## Information Systems activities

- Ruth continued work on the Legislators Past and Present database – "Renamed ATLD to LegDB. Attended a LegDB meeting. Finished entering Senate photos into LegDB."

- Carol and Ruth worked on problems with missing codes in the codebook and getting it ready for printing.

- Ruth helped Linda Schmitt in the Senate Information Systems Office create an Access database for the Senate's policies and procedures document. Ruth created a sample database as a start for her.

- David and Robbie began planning a project to strengthen our contacts with state agencies and improve our acquisition of state documents.

- Leif dealt with 2 minor virus issues. Worked with Lisa to reconfigure the network virus scanning.

- Lisa started working on an update to the WINDOWS2000 ghost that will be used in the upcoming weeks to upgrade staff computers.

## Reference activities

- We continued to help out the executive branch. The person assigned to answer general questions addressed to the North Star Website remained on leave, and our reference librarians continued to answer those questions.

- Carol worked with Toshi and Dave to update the newspaper coding guidelines, and the three of them held a seminar for other staff. Carol also prepared them to put on Zonanet. This was precipitated by her vacation preparation – the time when the Aides wish Carol was back and they didn't have to deal with all the inconsistent coding done by other staff.

- Sarah finished up the LINKS TO THE WORLD editing project.

- Robbie coordinated the choices for the annual Best Minnesota Documents list for the Minnesota Library Association conference. Sarah coordinated the final editing, working out many problems with inconsistent annotations, missing documents, bad urls. She ended up delivering an excellent document to the conference site at the Excel Center. Helen attended the entire conference; Robbie, David, Sarah,

## Reference questions – A sample

Randi, and Elizabeth all attended one day.

*Carol had to search through the newspaper clipping files covering hunting for the past several years, and noticed a pattern of press coverage for each year. The beginning of the year featured policy and legislative articles, followed by articles about licenses, then articles about the upcoming hunting season, and then articles about dead and injured hunters!*

- Does the library have a copy of Skip Humphrey's budget plan when he ran for governor in 1998? (pv)
- Information on former Rep. Walt Perlt for his obituary.
- Can you find me information on that one religious group that supports choice? (It was the Religious Coalition for Reproductive Choice) (pv)
- What party were the state auditors from prior to 1922? (Was only able to determine it back to 1891) (pv)
- Didn't there used to be a council or something that was made up of the U of MN president, the chancellor of the state universities, the chancellor of the community colleges, the chancellor of the technical colleges, the Education commissioner, the private college council head, etc.? They would get together to discuss policy. (Higher Education Advisory Council) (pv)
- Background information on phosphorus in dishwasher detergent. (ds)
- Information on higher education finance regarding high tuition/high aid issue. (ds)
- Found information on Andrew Jaspers, who was cybersquatting on domain names taken from Minnesota legislators and legislative candidates and posting anti-abortion information instead. This was not the more publicized case of the person who was using "MYCoca-Cola.com" and "MinneapolisPublicSchools.com," but someone else, and I was only able to find the information by begging KSTP for the paragraph from their web archive. (Jaspers committed suicide shortly after the websites were published.) (sq)
- Information on state-run or -funded boot camps and "wilderness experiences" for wayward, unruly, or criminal juveniles. (sq)
- Salaries of a professor in the U of M Law School and the director of the Institute of Race and Poverty. (sq)
- Numerous questions about vehicle lights, glazing, etc., from an emergency first-responder. (sq)
- How many, and which cases argued before the Supreme Court (U.S. or Minnesota) were about freedom of speech,

obscenity and/or pornography, and originated in Minnesota? I'm certain this is why our Lexis bill was a little large this month, even though Lexis themselves devised the search strategy. I did find one interesting case that went before the MN Supreme Court in 1967, where Arnold Rose, a Representative from 1963-1964, sued for libel after being accused of being a Communist collaborator and sympathizer. (sq)

## **Legislative History Activities**

- Tape Room research included changes to the court administrators dockets related to child support hearings, closing of care facilities for persons with mental retardation, sexual solicitation of minors, the gang strike task force legislation, chemical dependency treatment, and police pursuits.

## **Training and tours conducted by staff**

- Robbie met with Esther Williams, University Librarian from Fiji, about making legislative information available to the public.

## **Training and meetings attended by staff**

- Paul participated in the MnLINK ILL policy subcommittee meeting, and volunteered to write the draft of the memo to library directors related to the ILL survey.
- Robbie attended a meeting of the PALS Deans/Directors/User Council. As usual, the main topic was the progress of the implementation of the new ALEPH online catalog and when the beta libraries could expect to go live.
- Leif attended SQL Server Administration training.
- Leif attended advanced scanner training with Ikon on Canon IR5000i copier. But he reported, "We already had it all figured out."
- Leif held an LSIG meeting.

## **Staff news**

### **Anniversaries**

September 22, 1997 David 5 years at LRL

September 5, 1983 Paul 19 years at LRL

## **Fan mail**

- Sarah tracked down a Web Site for a Senate staffer. "The story I was remembering was the product brand connections. As always, great detective work by legislative reference library staff with just a few "clues" from a grateful requester!"

# Legislative Reference Library

## Monthly Report – August 2002

*August is State Fair time. Sarah, Jess, and Lisa all worked at the House Information booth; Robbie worked for the Senate Information booth. Sarah reported, "We got a lot of positive comments about the "Do Not Call" legislation, and, as always, angry comments about taxes."*

### **Administration**

- Robbie and Carol met with a group of librarians from government, academic, and public libraries to choose notable state documents from the past year. Each year we coordinate this activity, produce a bibliography to distribute in print at the Minnesota Library Association Conference, and post the list on our Web site.
- Robbie and Lisa met with Jenny Nash, a graphic designer from the Senate, about a new logo for the Library. The last time our stationery as updated was more than 15 years ago. Jenny will produce some ideas for the staff to evaluate.
- The managers finished up the last of the staff performance reviews and Robbie completed the final paperwork for the annual raises.
- Leif, Lisa, and Ruth assembled old and dead equipment for disposal on the Department of Administration's clean-up day.
- Robbie participated in a conference call to plan the final details of the upcoming NCSL Professional Development Seminar in Bismarck.

### **Web Development Activities**

- Randi attended several House/Senate Index topic alignment meetings. This project is underway to create a uniform list of topics for a new Web service. From the Legislature's Web site, users will be about to sign up for a bill tracking service by topic.
- Work continues on the Legislators Past and Present database. Each month Ruth makes many small changes to the tables and programming. Examples from August include adding the new 2003 districts to the tables, and adding a committee lookup table so Andrew can pick from a list of committees on the data entry screen when adding a new committee. Even though the project is far from complete or ready for public roll-out, the work done so far has proved valuable. Ruth helped Randi answer a reference question with the data already entered; she created a report of all House members who became Senate members.
- Randi diligently followed up some problems with the

Legislative Web Site search engine. Many session laws were not being indexed. A complete re-indexing of the site solved most of the problems, but the issue will require ongoing monitoring.

## **Collections activities**

- In addition to the usual statistics on added volumes, withdrawals from the collection, articles copied from the contents page service, and missing magazines she claimed, Kelly tracked another statistic. In order to help Elizabeth figure out just how many contents pages were sent each day to some of our biggest users of the service, Kelly tracked how many she copied each day for three weeks. This was part of Elizabeth's research into changing the table of contents service to electronic delivery.

## **Information Systems activities**

- It is not easy to maintain our legislative-wide staff directory because it is so difficult to get the information from the House and Senate, but great progress was made this month. Ruth updated the patron database using a direct link to House's SQL database. She also updated the Senate information from a list Elizabeth got.
- Our new printer has scanning capabilities. Leif set up a macro and wrote up instructions for scanning documents on the CanonIR5000i copier and saving them for sending with an e-mail message. It is a slick new feature!
- Leif dealt with Security Policy and IDS/Sniffer proposal issues for LSIG.
- Maybe no more staff members should get married or change their names. Leif and Lisa had a tricky time changing Ruth's network identity. It was way more difficult than creating a new user!

## **Reference activities**

- Sarah edited the bibliography of readings on the Legislature used for interns by the Senate Information office.
- Every time there is a redistricting, it becomes difficult to file news clippings on the members. Since they are arranged by district, you have to decide whether to place election articles about an incumbent in the present district, or in the file of the new district. Elizabeth wrote about the decisions we made: "Because of redistricting and elections this year the placement of district clippings becomes a little more complex. Some legislators are running in a different district that they are currently representing or moving from house to senate within districts. It was decided at a reference meeting that we would not just double all the articles that are impacted by these

situations. Instead there will be a chart posted near the district clippings files that shows these alterations in district (retirements and redistricting) and there will also be a sheet of paper in the 2002 files directing patrons to other possible district files of interest. To cover all bases there will also be a sticker placed on the outside of the 2002 folders with the same information.”

## Reference questions – A sample

- "I need to find that grant the state gives to non-profits". "Any particular type of grant? From any particular agency?" "The whole state, you know, the only grant they give each year." (From a member of the public. rm)
- How many high schools in Minnesota? (rm)
- The age of majority and the age of consent in 1909 and 1912 (sq)
- Salaries of constitutional officers for the past twenty years (sq)
- History of embalmer and funeral home licensing in the late 1800s (sq)
- Rules for petitions to change town roads in 1978 (sq)
- Sarah ordered a document from the British Library Document Supply Centre (part of the British Library) for a legislative auditor.
- Sarah looked up feedlot operations regulations in Germany, England, France, Holland, and Sweden (for a senator). "For this one I contacted former INFOTERRA colleagues in those countries and got silence from everyone except Germany, which provided some good web sites in English and an apology for the slowness of the 'bureaucratic jungle'."
- Assisted members on the flood task force with finding materials related to historical flood relief efforts, solutions, & suggestions. (pv)
- tracked down many deformed frog articles for House Research staff. (pv)

## Legislative History Activities

- Tape Room research included expert review certification for professional malpractice actions, comprehensive municipal planning in the Twin Cities, use of consultant contracts when state employees are available, jet skis/hours of operation, mercury in dental fillings, & domestic abuse.

## Training and tours conducted by staff

- Randi gave a tour to the students attending NCSL's Legislative Staff Management Institute, held annually at the Humphrey Institute.
- Robbie met with SeongYi Yun, a political science professor from Gyeongsang National University in South Korea, to

demonstrate the capabilities of the Legislative Web site and discuss e-democracy efforts by the Legislature. He was *incredibly amazed* that there is not one person responsible for the legislature's site, and that we successfully and innovatively manage it with a group of staff from various offices.

### **Training and meetings attended by staff**

- Leif held an LSIG meeting.
- Robbie attended a meeting called by U.S. Representative Betty McCollum on library issues. The concern over federal funding for libraries was precipitated by the decimation of the Library Development Services office by the Department of Children, Families, and Learning.
- Robbie attended a meeting of the ad hoc Library Leadership Coalition; the group had been meeting over the summer to discuss issues raised by the cutbacks in the Library Development Services office.
- Randi, Syble, Leif, and Robbie attended an XML seminar held by the Revisor's Office in conjunction with their pilot project for a new bill drafting and tracking system.

### **Staff news**

The staff held a shower for Ruth, recently returned from her honeymoon in Reno.

### **Fan mail**

- From Sarah: "An epic back-and-forth with a Malaysian prison warden, who wrote me this thank-you after I sent him some publications:"

"I feel happy receive your mail.Thank for all your help. I know your great cities Minneapolis and St Paul,they have a greatest mall in America and home Northwest Airlines. I am pleased to welcome you to Malaysia, State of Kelantan[culture state] and my city Kota Bharu for your vacation.Malaysia is safe,clean ,affordable place to visit and all year round summer season.I look forward to see again.bye"
- Elizabeth helped a patron find a new law affecting a statute, just prior to the 2002 Statutes being put on the Web. "Thank you VERY much for your help! Now I know where to look."
- Randi helped the librarian at the Department of Trade and Economic Development; the GIS Office produced just the map that was needed. The librarian wrote, "Thank you so much. The patron says that this is exactly what she wanted."

# Legislative Reference Library

## *Monthly Report - July 2002*

With several people on vacation and many staff members enjoying flexible scheduling, the Library seemed quiet during much of July. That's deceptive, however, since much was accomplished on major projects, like bar coding and work on the "Legislators Past & Present" database.

### **Administration**

- Robbie edited the Library's section on "agency purpose" for the Department of Finance budget documents. The budget process is beginning earlier than usual this year.
- Lisa stopped service on the old reference desk online searching telephone line so that we can save that cost on our phone bill each month.
- Lisa made a zip zone chart for the postage meter and wrote up instructions on how to use the new zip zones.
- Lisa set up copier training for the new IR5000i. She installed the printer driver for it on her own computer and on Ruth's. Lisa and Leif met with the technician from Ikon who showed them how to install the scanning portion of the copier functions.
- Lisa arranged for the installation of a new reference desk and a new reference desk computer. She and Leif managed to coordinate this smoothly and with minimum disruption to our main point of patron contact.
- Robbie attended the National Conference of State Legislatures Annual Meeting in Denver and began her tenure as the chair of the Legislative Research Librarians staff section.

### **Web Development Activities**

- Ruth's continuing work on the Legislators Past & Present database included fixing the date fields to save the slashes in the data. She finished working through the blue cards - checking names and service span fields. Randi, Elizabeth, Carol, and Syble met to clear up wording questions for ATLD search and results pages. Syble worked a lot on programming - meeting with Randi & the team, programming searching and layout methods. Syble explained, "the site is entirely built around ASP which means it is programming from the bottom up. Different pieces include database connections, formulating specific queries, handling the returned data in ways that preserve the integrity of the data and format layout so the resulting web page is professional, easy to use, and attractive. This

required quite a bit of programming/reprogramming/programming some more!"

- Syble worked with the LSIG website, including a restricted area for the Legislative Incident Response Team.

## **Collections activities**

- Bar coding continued as several staff diligently took time out from their other tasks to take their turns. David continues to have an optimistic attitude to the project, telling Paul, "There are no bar coding problems – only challenges!"

## **Information Systems activities**

- Lisa and Leif met with Patty Anderson and Tom Holder from Intertech to try to figure out the increase in our Harbor network backup services invoice. After looking at the logs more closely they discovered that it had to do with our new network virus scanning software. We are still trying to come up with a good solution to take care of this problem.
- Lisa spent most of the month setting up new computers for staff. She set up new computers for the reference desk, circulation desk, Sarah, Carol, and the Tape Room.
- Lisa and Leif attended a demonstration of LaserFiche document management software at Office Automations.
- Leif attended a demo of Sniffer network diagnostic and monitoring software.
- Leif held an LSIG meeting and coordinated a Cisco IDS demonstration to happen at the meeting.
- Leif and Syble worked on multimedia server issues. They set up new host names for media.leg.mn and media.leg.state.mn.us.
- Leif prepared for and worked with Lisa and Alan (from Ikon) on getting the scanning features of the new copier working. Our mail gateway denied the copier from sending email outside the library, due to relay restrictions we have in place to prevent our mail gateway from being used for sending junk email. That issue was resolved and we were also able to save scanned images to both our Netware and Microsoft server hard drives.
- Leif talked to Mike Speiker about House staff directory data. He came over and set up a live link for us to the House employee data! We had been asking the wrong folks in the past...
- Syble worked a lot on the Security Policy - researching, editing, meeting, re-editing until we finally had a draft policy we could hand out to management for review.

## **Reference activities**

- Randi wrote an essay on welfare reform resources for our *Just In* publication.

- Randi arranged for Reference desk staff to process e-mail questions that come in to the main Minnesota North Star site temporarily for about 6 weeks. (A North Star staff person is on medical leave.)
- Sarah spent the bulk of July working on *Links to the World* editing, which took a surprising amount of time. She reported, "I tried a motivational tool I remembered from elementary school--giving out gold stars for each page completed. This technique seems to have worked: everyone was done before the end of July!"
- Elizabeth and Leif continued to meet about providing electronic delivery of our "Table of Contents" service.
- Randi added a link to a Telephone and Address FAQ to the Zona page under Reference. This page has the phone numbers we still wanted from the old rolodex and addresses ready for cutting and pasting into emails.  
<file:///L:/WEB/Zona/ref/telephone.htm>

## Reference questions – A sample

*But will she be credited in the preface? Sarah provided several chapters of the 1965 statutes for a writer in West Virginia who is writing a mystery set in northern Minnesota set in 1965.*

- Background, history, rules, & revenue related to MN special license plates. (pv)
- The press wanted information on the bills related to candidates paying parade fees. (pv)
- Info. on the MN trinket law (151.461) related to drug representatives & physicians. (pv)
- Articles on the increasing costs of Medicaid in the states.
- Several questions on government corporations, public-private partnerships from several different sources. (rm)
- Community solutions to graffiti. (rm)
- R.T. Rybak's campaign promises (for a senator) (sq)
- Information on Minnesota corrections for a prison warden in Malaysia. (sq)
- Information on David and Livingston Lydiard of the 19th cent. Minnesota Legislature, as well as Ulysess S. Grant's residence (Ulysses *Sherman* Grant, not, as it turned out, Hiram "Ulysses Simpson" Grant, the former Union general) in Minnesota. (He was the assistant State Geologist and loved flowers.) This was for a candidate for district 33B's seat. (sq)
- The new regulations for family day care and swimming pools
- The legality of mandatory leaves of absence for people working for the sheriff and running for sheriff against the incumbent. (sq)

## **Legislative History Activities**

*Every once in a while we are struck by how difficult it is to help people sort through the legislative process to find the information they need. It's a constant challenge, and one we were discussing at a meeting about designing a perfect, global online legislative history portal. At one point Leif remarked about a difficult concept, "I think people are intelligent...." Jess, who deals with the daily frustration of helping people with legislative history, shot back, "What people have YOU been helping?"*

- Tape Room research included livestock price discrimination, no fault insurance, attorney's fees, reckless driving/disorderly conduct, & marriage promotion in schools.

## **Training and meetings attended by staff**

- Paul worked with the MNLINK ILL subcommittee on ILL guidelines for the state.
- Lisa attended a meeting of the Horizons planning committee and took minutes for that meeting.
- Randi attended two meetings of the index crews from House and Senate to try to coordinate their thesauruses so we can use index terms to push actions on bills by topic to subscriber lists for the web site.
- Sarah, David, and Robbie attended the annual CALCO lunch.
- Robbie and Leif attended user input meetings for the Revisor's XML pilot project.
- Leif and Syble attended a LSIG Security Policy meeting.
- Robbie attended meetings of the Minnesota Library Leadership coalition on the severe cutbacks at the LDS Library.
- Syble attended a security policy meeting.
- Robbie attended a two-day "Next Steps" conference to discuss and plan for the future structure of library structures and administration at the state level.

## **Staff news**

- Ruth got married – that tops the staff news! Her new surname is Matykiewicz, and her initials – so they won't be confused with Randi's – will be RAM.

# Legislative Reference Library

## *Monthly Report - May/June 2002*

Work continues on the Library's database of biographical information on legislators of the present and past. We began a contest to name the database –immediately recognizable and short enough to fit on a Web page sidebar. So far, some suggestions are serviceable: 'Legislator Database' and 'Legislators Past and Present.' Others are more fanciful, like: 'Dead Members,' 'Legislators: Fast & Furious,' 'BioLeg,' and "Legis-Later!"

### **Administration**

- Lisa created the annual performance review packets for staff, distributed them, and collected the completed forms. The managers began staff reviews.
- Our annual "Physical Clean-up Day" was held in May. Lisa distributed the memo with the ground rules in it and fielded questions as they arose. Thanks to Leif, Kelly and Nicole, the crawl space is the cleanest it has ever been. IS staff discarded many 5.25" floppies and old versions of software. Clearly, it was time!
- Lisa sent data to OCTanner for upcoming anniversaries of LRL staff. This will be the first time we used OCTanner for our anniversary awards. Several staff anniversary notices by e-mail. However since Leif has so impressed on them not to open URLs in e-mail from unknown sources, those who received the message were afraid to click on the URL!
- We decided to make some changes to streamline our very detailed inventory control procedures. Rather than tracking every piece of paneling and wastebasket to individual staff members, we decided to maintain an overall inventory. All of the 'product' will be tracked as "Product in Use" or "Product in Storage". Not having to track the location of product, such as desks and panels, will save Ruth much time and headache, and still allow us to know quickly whether we have a piece in storage that could solve a future need in the Library.

## **Web Development Activities**

- Lisa ordered a new reference desk, keyboard tray and chair for the reference desk area. We have been putting off this important ergonomic change for quite some time. Happily, we were able to make the change inexpensively once we realized it cost less to have a plain desk made out of 'product' than to purchase a furniture-type desk from a catalog. Lisa then added a new computer with a flat screen. The area looks professional and is a much better ergonomic arrangement.
- Leif, Lisa, Robbie, Ruth, Dave and Toshi attended a demonstration of a new copier with scanning capabilities. We were more impressed than we anticipated, and very happy that we will be able to add this capability with our new contract.
- Lisa and Leif met with a Panasonic sales person to learn about their document management systems.
- Lisa helped Chad set up modem and telephone database software on his new computer so that he could access the telephone system. They found a problem with the telephone system in the process and worked together to solve it.
- Leif and Robbie signed up for the mn.leg domain name for five years. Note: This is the only VISA transaction Robbie does on a regular basis with Mongolia!
- ATLD (the All-Time Legislator's Database). In May, a meeting was held to discuss the long record display; later, Ruth, Leif, and Syble met to discuss details. Ruth continued work on queries, and Syble continued work on the search screens. At the very end of June, several staff met to look at prototypes of search pages, and to discuss the progress of the data entry and quality control checking for the "blue cards," covering legislators serving in the past 30 years. After Andrew finished the initial data entry Ruth started working on checking the lastname, firstname and service span fields against the blue cards. We've been able to make amazing progress on this project since Andrew returned from a leave and has had time to do the crucial data entry.
- Several CALCO librarians participated in the development of the main page of the new North Star state portal. When the project was complete, Andrew Koebrick, president of CALCO, singled out LRL and our librarians who helped, in an e-mail message: "Many thanks to the CALCO librarians (Randi, Darlene, Sunny, Barb, Eileen (did I miss anyone?)) who took topic areas under their stewardship. Special thanks to the LRL, who's link collection was plundered for content." He did miss someone – Carol also helped!

- The Library owns software to track and analyze Web site traffic, and Syble has used it to help many legislative offices track the usage of their pages. Recently, she created specialized individual Web Trends reports for the Commissions: LCC, LCSEW, LPR, GIS, & LCMR. She created reports for the 4th Quarter of 2001, 1st Quarter of 2002, and set up ongoing weekly reports that are emailed to the different commissions. She also created quarterly Web Trends reports for House Research.
- Leif and Robbie met with Michele Timmons for an overview of the XML bill drafting system pilot project. Leif and Robbie attended a user input meeting for the XML system.
- Syble worked with Anelia Milbrandt (GIS) on programming for the maps Web pages.

## **Collections activities**

- Barcoding is underway. David discovered a bug in PALS that was preventing changes to the item record from sticking, so he changed our procedures so we avoid the bug. The reference librarians collaborated to weed and bar code the reference collection. Alissa and Nicole have been barcoding items that didn't get on the smart barcode run. Kelly has been busy barcoding serial items that new editions coming in as added volumes. David wrote up directions for applying smart barcodes and is coordinating all of the staff volunteers. Andrew will barcode the reference serials. The barcoding has revealed some errors – some old cataloging errors, some holding library errors.
- In May, Kelly processed 67 added volumes, withdrew 1 item from our collection, copied 146 Contents Page articles, updated 4 and made 7 New Local Data Records, claimed 87 Missing Periodical Issues: 25 were EBSCO, 31 were Free, 29 were Minnesota Periodicals and 2 were Order Direct. In June, she processed 92 added volumes, withdrew 34 items from the Circulating Collection, copied 2,546 Contents Pages, copied 222 Contents Page Articles. She continued the annual periodical weeding.

## **Information Systems activities**

- Security monitoring is never-ending, and increasingly time-consuming. Many new viruses are appearing weekly. Leif noted a recent situation: “Dealt with several network security issues. Found that I had SQL server running in the background on my workstation (as a result of doing the default installation of Visio). This came to light when my workstation was being probed by the new SQL port 1433 worm. After resolving this I wondered how this attack had

gotten past the firewall. It turns out that a rule allowing unrestricted access to my workstation had inadvertently been left in the firewall rule set after troubleshooting problems with the PALS DepCon software. Crazy stuff!”

- Leif did the research for a Tape Room digitization proposal. We purchased hardware to convert the legislative history audiotapes to digital format, and will be planning the project this summer.
- Lisa and Leif worked on resolving some problems with our Harbor/LAN Backup service.
- Leif upgraded the network hubs to brand new shiny network switches. This is an improvement that is not visible but it really enhances network uptime and reliability.
- Elizabeth, Leif, and Nicole met to create a project plan for the Table of Contents electronic delivery pilot project. As background, Kelly copied 2,419 Tables of Contents pages to send out during May. We are evaluating switching this service to scanned images delivered to users via e-mail. Much paper would be saved, and delivery would be much faster. We are contemplating a switch before the next legislative session.
- Lisa and Leif installed, configured, and tweaked Netshield virus scanner on the file server.
- Leif modified the Just In listserv configuration and created the new MN State Docs discussion listserv.
- Lisa and Leif came up with a new plan to rotate computers and place new computers on staff desks. All staff computers have now been upgraded to 19" monitors (at 1024x768 resolution) and sound systems were upgraded as needed.
- Ruth converted the Contents Pages database to Access 2000.
- Lisa & Syble met to plan users & groups on the NT in preparation for the web site migration to NT.
- Syble's work on the NT server included working with Lisa on the Harbor upgrade, and refining configurations and installing patches and upgrades. She also configured emergency alerts to email and Leif's pager.
- Syble and Leif continued work with LSIG on the Security Policy; the draft policy is complete.
- Syble worked with GIS on programming issues on the Legislative District finder pages.

## Reference activities

- We provide great service to members of the public – in person, on the phone, and via e-mail. Sometimes they feel they need to then contact us regularly with additional questions. The most frequent submitter of e-mail questions these days is a person who signs with the nom de plume “Butterfly for life.” (!)
- All the librarians helped a particular House Research staff member divest of ten boxes of documents she had stored. Most reports were already in the collection, but we added a few others that we felt would be important historically.
- David signed us up for a CCH online State Tax Guide trial. (We learned about usefulness of the online version from the NCSL Librarians electronic list, just as our print edition was up for renewal.) He gave Nina Manzi a tutorial on it so that House Research staff could evaluate the online product. As a result of the trials, we will be purchasing the electronic version and discontinuing the print.
- The reference librarians (plus Jess and Paul) weeded the reference collection and barcoded the collection at the same time, all in one afternoon. Our collection is in much better shape because of this effort.
- Elizabeth and Randi spent several frustrating afternoons trying to get ProCite and EndNotes to work for the lengthy bibliographies they were preparing for different legislative auditor studies. Sarah also took a look at these products. They agreed that something like them would be useful but those products weren’t quite right. Randi and Elizabeth will look for other products or improvements in these products before the next round of legislative auditor studies.
- The reference librarians began using their new reference desk in June. The new flat monitor is cool – cool in looks, which is fine, but more importantly cool in temperature. The old monitor used to send up enough heat to trip the nearby thermostat. The Library would be freezing because the thermostat though it was warm enough already!
- Robbie and Elizabeth edited portions of the Revisor’s bill drafting manual, the sections dealing with finding other states’ laws and finding general research information. Paul Marinac wrote, “Your rewrite is great! It was exactly what we were looking for..... Thanks again to you and your staff for helping us revise the manual.”
- Elizabeth gave a one-on-one tutorial on the Legislative Web Site to an agency commissioner. Afterwards, he wrote, “Thank you so much for the instruction on the legislative website. I learned many features that will be immensely useful in my work. Thanks again. ...”

## Reference questions – A sample

*The effects of the Tasini decision continue to be felt, as many users discover they can no longer rely on the online version of newspapers for full coverage. Without our print clipping files we'd be lost.*

- Articles on predatory lending (rm)
- Did Chief Wabasha ever give a speech to the legislature? (rm)
- Leif sent web site statistics to MadoTV for a documentary they are producing for the Japanese government.
- Info. on the over-filling protection devices (OPD) now required on propane tanks. (There were a few questions on this, and Carol did a great job of describing how it wasn't really a new Minnesota law, but a regulation that recently took effect.) (pv)
- Recidivism of sex offenders. (pv)
- Recycling of computers & their hazardous substances. (pv)
- Qualifications for adult boot camp prisons in Minnesota/Ramsey County. (pv)
- Can you find a copy of "All I Know I Learned in Kindergarten"? We want to use it at the conference committee hearing to shame the members into behaving. (pv)
- Several veto override questions. (pv)
- Robbie answered a request from the South African Parliamentary Library on our book acquisition procedures.
- Mandated insurance coverage of autologous bone marrow Transplants (cb)
- Internet sales taxation issues/initiatives- state & fed (cb)
- From Sarah: "Did the famed Dan Patch (who ran a mile in 1:55 minutes) ever visit the Capitol? (for Lee Lambert). I approached this question with some dubiety: what human could run a mile in 1:55? My doubt turned to alarm when I read that poor Dan was kept tied up in a stable--like some kind of animal! (Through the diligent application of the principles of library science, I learned that Dan Patch was a horse, of course, but there was no record of a Capitol visit.)
- Wendell Anderson's hockey career (for a Canadian hockey history researcher)"
- The life of state senator John Peterson (1841-1915) (for a Swedish researcher--John Peterson was his great-uncle) (sq)
- Info. on atrazine in Minnesota's drinking water. (pv)
- Questions on new legislation including do not call lists for telemarketers, student loan forgiveness programs, & the emergency health powers act to fight terrorism. (pv)
- Current percent of homeowners in MN & nationally. (pv)

## **Legislative History Activities**

- Literature review of recreational trail planning processes throughout the United States (rm)
- Literature review of public agencies having equity interests in profitable entrepreneurial activity (rm)
- The correct spelling of a name pronounced Christine "Aushine," who worked in the governor's mansion under Perpich. (Kristine Aasheim) (sq)
- Who gets the engagement ring if a couple breaks up before marrying? (the giver). (sq)
- Legislative districts by county, 1973 and 2002 (sq)
  
- Tape room topics in May included graduated driver's licenses, dry cask storage at Prairie Island, superfund, & alternative energy sources. In June research included bills on a state run casino (*Time* magazine), age discrimination, dry cask storage, gas tax, southwest regional development commission's prairie expo. debt, & volunteer firefighter pensions.
- Paul, Carol, Leif, Randi, Ruth, Syble, and Robbie met to brainstorm future access to legislative history materials. Short term goal: Look at the current structure of the Tape Room database, and design an SQL system on that base. The ultimate system has to feed the Web, and be practical for the Tape Room procedures – labeling, creating the shipping list, inventory.

## **Training and meetings attended by staff**

- Randi and Robbie attended the Annual Collection Development Seminar at the University, "Digital Rights: Authorship, Ownership, and Partnership."
- Robbie participated in NCSL Legislative Research Librarian conference call executive committee meetings in May and June. The discussion was primarily about program planning for the Annual Meeting in Denver and the fall Professional Development Seminar in Bismarck.
- Elizabeth went to a reference services managers brainstorming session sponsored by LDS and MINITEX on June 4<sup>th</sup>. Because the commissioner of CFL announced the severe cutbacks at LDS that very morning, the talks were dominated by the changes in the Minnesota library environment being forced by that news. Later in June, Robbie attended a House hearing on this topic.
- Randi attended a meeting at the Minnesota Humanities Commission on the "Minnesota Online Encyclopedia." We might want to be a "resource partner".
- Syble attended a Sniffer Technologies webcast (it is

software for network intrusion monitoring). She also attended an FBI/Security seminar on June 4.

- Syble attended state Webmasters group meeting.
- Paul attended MNLINK/ILL meetings. The group is working on an ILL policy questionnaire for an online directory.
- Leif attended the June SNAP meeting. (This is a statewide group of network administrators.) He stayed after the meeting to discuss intrusion detection systems with a Cisco sales rep.
- David attended a Electronic Serials Management System conference sponsored by Minitex. It was mainly a sales demo. He presented a summary at a reference meeting and it was decided that it was right for us now but we should keep an eye on any developments.
- David attended a Minitex workshop on E-Books. We currently have access to Minitex's collection but it is not used much here. The check out period is only three days.
- Robbie met with the Horizons planning team in May, and in June both Lisa and Robbie attended. Next year's conference planning is underway.

## **Staff news**

- Betsy had a baby! Betsy will be gone on maternity leave for six months; Randi and Elizabeth did a great job of redistributing Betsy's ongoing tasks for that period.
- Jen Gouka, one of our stellar Aides, graduated from college, moved to Milwaukee, and got married all in one week. Her departure from LRL was also part of that momentous week.

### ***Anniversary:***

- Helen Whipple 6/25/1975 27 years at LRL!!

## **Fan mail**

- Legislative Web Site users really like the "What's New" feature that library staff – primarily Randi – provide. "Just want to THANK YOU for keeping us informed on the Budget Bill. I really appreciate all the work you do to help the public keep informed. Good Job! Respectfully, Mary Ayde Minnesota Waste Association"
- Of course, WE know that David is a fine example of what all state workers should be! "Dear David Schmidtke, I thank you very much for helping me in my research. I found your info to be EXACTLY what I was looking for. Bless you. You were also right on the problem I had with your site. A construction company was working some 50 miles from here and had damaged the line. After a few minutes, they finally cut the whole line in half. Once again, David, thank

you very much. You are a fine example of what all State workers should be. Thank you. Phil.”

- A public library documents librarian was pleased with our new electronic lists with fast notification of state documents. “Thanks for your help in coordinating these new acquisition aids and also for keeping us in touch with the "State" happenings! We surely do appreciate your efforts.”
- A librarian from Duluth was also impressed with the increased access to document information. “Dear Robbie, I was one of the librarians attending the focus group last year and want you to know I appreciate some of the changes you have implemented. I've made a request of our Technical Services department to include selected online Minnesota Documents for our Library Catalog.”
- A Representative wrote to David, “Mr. Schmidtke, Thank you very much. It is absolutely remarkable what you folks can find upstairs! I would appreciate your making a request for a copy of the article and if there are any costs that I need to take care of please let me know. Thanks again and have a great day!”

# Legislative Reference Library

## *Monthly Report - April 2002*

A very successful reception was held in the Library on April 17 to celebrate the Council of State Governments Eagle Award for the best Legislative Web Site. Many guests came to admire the Waterford crystal eagle, see a slide show with legislative Internet pages over time, and eat cake and appetizers. Thanks are due to all the staff who helped plan, brought food, and of course, to everyone who provides the content and technical expertise for our great Web Site.

### **Administration**

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### **Web Development Activities**

- Randi, Syble, Carol, David, Ruth, and Robbie met at different times to discuss and develop enhancements to the State Documents Web page on the Library's site. Syble converted the documents from last summer's state documents focus group to pdf to add to the page. Ruth developed procedures for producing a biweekly list of new state government document acquisitions.
- Randi and Syble met with House Webmaster Mike Speiker to work on the revamping of the general information pages on the Legislative Web Site.
- Randi & Syble set up a project plan for moving the web files, currently on the Netscape Enterprise Server (Netware), to the Windows NT server. They are targeting early this fall for the full implementation.

### **Collections activities**

#### ***Barcoding Activities:***

- David, Alissa, Kelly, Sarah, Nicole and Helen attended barcode training all day on May 4th. Doris Selover from PALS was the trainer.
- David reported that The barcoding team met several time to discuss barcoding plans and other barcoding issues. We have a rough draft of smart barcoding plan which we think will work.
- Helen, Sarah and Alissa are now barcoding all newly cataloged items. Sarah noted, "I had the honor of entering the very first item record in conversion mode. I changed our OCLC constant data records, adding a local 949 field ("the barcode field") and even found the time to load a few item records Kelly is barcoding added volumes and placing barcodes on new items as part of the processing procedures.

When barcoding an added volume, Kelly is taking all the volumes in the serial and conversion barcoding the older editions as well. Nicole and Alissa are barcoding the items cataloged after the smart barcode tape run and the start of the new item barcoding.

- David spent a lot of time on a PALS barcoding bug. On I discovered what was happening, I reported it to PALS and we are now taking steps to avoid the problem.
- Leif installed 5 bar code readers for staff involved in barcode project planning.
- David contacted Charlie Rogers at the State Archives about their need for the agency Minutes we ship to them. It turns out they consider our copies "a luxury" they use to fill in gaps. Since the Archives does not rely on our copies, we have decided to move to electronic only access to the minutes that are available in that format, cutting down on work in the Library.
- Lisa printed a huge 996 page document for the collection. It was a document that was put out by the Department of Administration detailing all of the Executive Branch salaries. The report was mandated, but the Department would not supply a print copy. We are concerned that it will not be retained permanently on the agency's Web site.
- Kelly processed 144 added volumes, withdrew 5 items from the collection, copied 258 Contents Page articles, copied 2,915 Contents Pages, claimed 31 Missing Periodical issues: 12 were EBSCO, 14 were Free and 5 were Minnesota Periodicals.

## **Information Systems activities**

- Our annual electronic cleanup day was a success – again! Everyone cooperated to clean out their own directories, and the shared directories on the network. Syble created an "orphans" report for the web site in anticipation of cleanup day. Thanks to Lisa for bringing Papa Murphy's pizzas for everyone to enjoy and making all the arrangements for the day.
- We are very conscious in the Library of backing up important information.
- Syble updated the legislative network diagrams. She met with the LSIG Security Policy group and continued updating the policy.
- Leif worked with Gary Lundin from PALS on installing and setting up DepCon software that will let us print reports directly from the PALS mainframe. He spent many hours working with Jana in the Revisor's office and Intertech to resolve connectivity problems with the firewalls and routers

between us and the PALS mainframe.

- Syble and Leif met to plan web server architecture and directory structure.
- Lisa and Leif worked on streamlining the VirusScan and SpeedDisk utility functions for Win2000.
- Worked with Charlie Fastner on resolving problems with the Senate Video Multicast.
- Leif dealt with an extended power outage. That was the first time that the network and some of the servers have been turned off for almost a year!
- Leif diagnosed and resolved a very mysterious problem with MS-Access database control files. This problem was preventing multiple users from accessing both ACQ and SCAN.
- Lisa started scanning the network drives for viruses more frequently, especially user pmail directories. Keep the dat files as up to date as possible. She installed the new windows virus scanning software and cleaned a virus off of Randi's hard drive.
- Ruth finished documentation of the Inside Issues - Books and Reports system. Ruth also wrote procedures for Just In and Docs on Fiche. Made a few fixes on the system in the process. Documented the new database system. We take documentation of our systems and processes seriously – so this is great!
- Ruth had to recreate the codebook report from scratch to fix the nonprinting subject problem. Carol has a few changes to make and then we will reprint the codebook again.
- Ruth continued working on programming queries for the All-Time Legislators Database.

## **Reference activities**

- We had some problems with access to the electronic newspapers via Newslibrary this month, on an afternoon when Elizabeth was gone, and the rest of us were unsure whom to contact. Now that's fixed! – both the access and taking care of future problems. Elizabeth wrote a great guide to past problems and who to contact in case of new problems, available to all staff on the intranet.
- Leif downloaded and installed a trial version of EndNote software for Randi, Elizabeth, and Sarah. Randi is also evaluating a trial copy of the latest version of ProCite. The reference librarians are testing these two software packages that help create polished bibliographies.
- Randi Presented LexisNexis dot commands at a reference meeting.

## Reference questions – A sample

*The reference librarians were amused one day by a spate of confused questions. Someone asked for a court case dealing with the Scientologists. How about the Christian Scientists? The case had to do with vaccinations? How about diabetes? A question about Niagra Falls? How about Victoria Falls? A quote by Daniel Patrick Moynihan? How about Ed Koch?*

- With expert help from Peter Wattson, Robbie answered a questionnaire from the Congressional Research Service regarding legislative continuity in the case of a terrorist attack. A CRS researcher is surveying all state legislature for information on their disaster recovery planning, including provisions for special elections, appointment of members and the use of information technology.
- David did some historical research on the party designation on ballots issue of 1973 and the advent of the MN sales tax in 1967. The sales tax veto override/special session was very interesting.
- Looked for information on the color coding of other country driver's licenses for immigrants. Had a hard time finding anything. NCSL is still looking into the question. (ds)
- Quotes on the subject of mediation. (ds)
- A request for a copy of everything from our rating notebooks from 1993 to present. Thanks Toshi! (ds)
- Information of incidences of prison riots in private and public prisons. (ds)
- 911 surcharges across the states. Hard to compare because some states allow local government units to set their own rates. (ds)
- How are light rail ridership statistics affected by baseball games. Surprisingly, this information is out there. (ds)
- Is there a MN law that states a place of public accomodation cannot discriminate based on a person riding a motorcycle or wearing certain types of clothing? (Yes, MS 604.12) (pv)
- Several inquiries related to stadiums. (pv)
- Background on the MN law on tinted windshields. (pv)
- Supreme Court quote that "three generations of imbeciles are enough" related to forced sterilization of mentally deficient persons. (Oliver Wendell Holmes in 1927) (pv)
- Articles related to the control of box elder bugs. (pv)
- Was the Minnesota Constitution ever printed in other languages (specifically, Welsh)? I kept coming up with dead ends for this one, so I did a Google search and turned up some surprising sites, one purporting to involve Britney Spears. Poor Britney may be guilty of a misdemeanor under Minn. Stat. 609.293. I never knew constitutional history could be so exciting! (During the constitutional debates, it

was decided to print the Constitution in German, Norwegian, Sioux, and Irish, among others, but not Welsh.) (sq)

- The British Enclosure Acts and the fencing of the open range on the 19th century Great Plains (for a House researcher) (sq)
- Does public insurance crowd out private insurance? (Lit review for Legislative Auditor) (sq)
- Anything and everything about the noise abatement, governance, efficiency, and funding of U.S. airports as compared to MSP (lit review for leg.aud.) (sq)
- What's written on the Roy Wilkins memorial plaque? (For Fannie Mae's Chairman's speech) Jen and Dave spent a lovely afternoon getting writer's cramp, copying this off the memorial itself. (sq)
- Juicy facts about wild rice (for House Information) (sq)
- History of the Office of the House Chaplain (Session Weekly staff). (sq)
- Origin of school district numbering, and why. (ibid.) (sq)
- Historical debates and rationales for two-year and four-year legislative terms (for a Rep.). (sq)
- Bicycle registration (for a representative) (sq)
- Information on turnover in redistricting years. (rm)
- Did Basil Gervais donate the land for the current Capitol? (No, the land was purchased from 12 different owners for \$285,225.) (rm)
- Source of an elusive quote by a U of M professor about students being engaged in learning for only 45 minutes out of a 6 hour day. (rm)
- Several questions on MN teen pregnancy statistics (bh)
- Partial-birth abortion nationwide statistics (bh)
- Cigarette tax rates and changes over the years in certain states (bh)
- Articles & text of an Iowa bill regarding livestock confinements (bh)

### **Legislative History Activities**

- Tape Room research included sex offenders, Secretary of State filing fees and records of good standing, teaching the benefits of marriage in elementary schools during the STD lessons, and conciliation court fees.

### **Training and tours conducted by staff**

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### **Training and**

- Syble attended an online SANS (System Administration,

## meetings attended by staff

Networking and Security) Institute webcast on security models.

- Syble, Leif, Randi, and Robbie attended the LNET meeting on 4/1. Syble prepared the minutes for the web site.
- Leif set up and held an LSIG meeting; they will be monthly in the future. Syble attended also. Leif and Syble also attended an LSIG Security Policy meeting.
- Syble attended Advanced Cisco Pix Firewall Training April 15-19.
- Alissa and Robbie attended the annual Interlibrary Loan conference sponsored by MINITEX.
- Paul has been chosen for the MNLINK ILL group. He attended the first meeting of the group. They are in the process of creating a survey for ILL policies.
- Leif attended a SNAP meeting.
- Randi and Betsy attended an SLA board meeting on May 4.

## Staff news

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## Fan mail

- Alissa received the following e-mail thank you: "Thank you very much for this reference. I'm always amazed at just how resourceful you LRL experts are - - you are definitely good role models for the rest of us !"
- Robbie helped a researcher find a good synopsis of the Federal Farm Bill, and received the message, "thanks, you come through once again!"
- David received the following thank you from a member:  
Dear Mr. Schmidtke: You recently sent to me newspaper articles and other information on the 1967 sales tax introduction and the 1973 switch to a partisan legislature. The information you provided was very thorough, detailed and helpful. I just wanted you to know that I greatly appreciate your hard work in gathering all this information for me. Thank you very much."
- David received this vote of confidence from a political newsletter publisher. "Love to have the fax with your compilations. I trust the legislative reference library in Minnesota a lot more than I trust the Council of State Governments. Thanks."
- Betsy heard, "thank you for the policy analysis article on racial profiling that you sent over some time ago. You guessed right about it being valuable and of interest to me. That initiative illustrates once again that you LRL folks are great colleagues! Thanks."

- A member of the public wrote to Betsy: “Betsey, Thank you so much for your time! All of the sources you gave me were very helpful! -Jill Paquin”
- Elizabeth heard from a rep., “Thank you very much for all of your hard work. I really appreciate it!”
- A Senate researcher thanked Paul for research on tinted windshields. “Thank you for all your effort on this! I really do appreciate it.”
- Sometimes people who write angry letters of frustration end up being the most grateful patrons, once they receive help. One such person wrote to Robbie. “Thank You for your timely response and thanks for the URL reference. That was exactly the type of information I was looking for. Congratulations on your Award. I enjoyed the cookies and juice today when I was there. It was a pleasant surprise. I have used your website for looking up information on many bills passing through the legislature. I am presently taking a class through Metropolitan State University being taught by Senator Pappas with Senator Anderson providing excellent backup instruction. They have been keeping us busy accessing your system. Best Regards,”
- David found information quickly one day for a staff person, and heard back, “Wow, that was fast - you guys do good work!!!”
- Randi received a lovely thank you. “Randi, Again, thank you so much for your help. If I knew who your supervisor was, I would send a thank you to them too. You cannot imagine how helpful you have been. I know these are just codes but I have had a horrible time finding them. If it weren't for you, I would still be searching. Noreen Kelly, Supervisor - Data Management, Harleysville Insurance Company”

# Legislative Reference Library

## *Monthly Report - March 2002*

With so much focus on electronic resources and projects, it is interesting to note that paper is good – still! A legislative employee stopped by to sing the praises of our old clippings files. Her daughter had a high school assignment and needed news clippings with pictures of the teachers strike in the 70s. Microfilm quality at the Historical Society was poor. They had tried several libraries but none had paper copies of the articles.

Also, the recent Supreme Court Tasini decision means that free-lance articles in newspapers and magazines are largely gone from online databases. Our paper clipping files will take on added importance since the electronic files are no longer comprehensive.

### **Administration**

- The Department of Administration announced that mail would only be delivered once per day, due to budget cuts. Because we get so much mail, and our users are accustomed to early morning delivery of so many magazines and newspapers, we now send an Aide to get our mail each morning after the Library opens.
- Lisa wrote up guidelines for this year's upcoming electronic clean up day and physical cleanup day.

### **Web Development Activities**

- Several members of the ARLD team met to discuss which reports should be generated from the database of information on legislators. They also discussed how to come up with a good methodology for advanced searching of the data. Ruth followed up by creating a couple of queries for Syble to try out on her web forms. Ruth worked on creating a date range query using the start and end term dates.
- Randi, Betsy, and Mike Speiker met to consolidate the general information about the legislature on the legislative web site. They also decided to review the current Legislative FAQ. Betsy is responsible for reviewing the 19 page FAQ for needed updates and incorporating several individual Web pages into it. The intent is to have a searchable FAQ database.
- Syble added links on the Intranet to the live video streaming from the House & Senate. These sidebar links are useful for in-house library users to access the webcast floor sessions,

too.

- Randi posted the newly revised privacy policy to the Legislature's web site. You can view it at <http://www.leg.state.mn.us/leg/help.htm#privacy>
- Ruth took the email links off the Library and Senate staff directory web pages. (This was pursuant to a concern voiced at the previous LNET meeting, that 'spammers' might harvest the names and inundate staff with junk mail.)
- Ruth met with Robbie and David about creating a list of mandated reports from the Inside Issues Books and Reports system to put on the new mandated reports web page.
- Syble worked a lot with the NT and web server to resolve connection problems between the Intranet web pages and the content "include" files. To resolve the connection problem I had to create a new web directory, "intranet", and delete the "intranet". This resulted in some confusion with web editors but all was resolved and it's working well.

## **Collections activities**

- Barcode preparation! Leif worked with David to plan for and set up the necessary hardware and software for barcode training. Leif configured, tested, and installed new barcode reader hardware.
- Helen, David and Sarah began discussing the issues associated with cleaning up the database for the planned migration.
- David was busy planning for our barcode training. The dumb barcodes have arrived and Leif has configured the barcode scanner.
- Our latest "Just In" looked great. Ruth, Jess and David have been making small changes after each publication and each edition gets better.
- Kelly processed 57 added volumes, copied 2,038 Contents Pages, copied 161 Contents Page Articles, shelfread from HD 4975 – HE 336. She claimed 50 Missing Periodical Issues: 21 were EBSCO, 12 were Free and 17 were Minnesota Periodicals.
- Leif conducted an LNET meeting; Robbie, Randi, and Syble attended. Randi took the minutes; Syble posted them on the LNET Web site.

## **Information Systems activities**

- Lisa and Leif worked through several WIN2000 workstation configuration issues.
- Lisa re-ghosted Leif's machine and is waiting for him to move all of his apps to it so she can swap that machine for the older computer at the reference desk.
- Lisa set up new computers for Andrew, Public 0, Public 2

and Public 3.

- Leif talked with LCC IS staff about how we would get more network connections in the taperoom. It was determined we would just run long patch cords to the wiring closet behind the taperoom as needed.
- Leif and Lisa resolved problems with MediaPlayer software and the printer at the circulation desk. They also attempted, with Syble, to resolve a problem that Syble has running version 4 of Pegasus. The problem is still not resolved.
- Lisa set up Shockwave Player on the reference librarians' PCs and Robbie's for Lexis/Nexis interface.
- Lisa changed all the rights to our users pmail folders so that the public could not see our user directories when they logged in.
- Because of printer driver problems, Ruth edited the Acquisitions system's mandate letter reports to set them to the default printer. She created reminders in the system to check the paper tray before printing letters.
- Ruth finished converting the old MN Docs database to Access 2000 and now pulls data from the Acq. system. She started creating a user manual for the system.
- Ruth finished documenting the Codebook system.
- Syble moved the "old" NT server to her desk to use as a backup server for the NT server in the basement server room and installed a KVM (keyboard, video, mouse) switch so I could use my monitor and keyboard with both computers.
- Syble continued meeting with the LSIG (legislative-wide) Security Policy group and integrated agreed-upon changes.

## Reference activities

- To bring things "up to snuff" Nicole weeded the lost slips in the circulation file. She reported, "I compared the yellow slips to what Elizabeth had as "lost books". There were 64 that didn't match up! 9 of them we had replaced or gotten back, 7 of them were withdrawn from PALS but we still had the slip and the rest still had PALS records but were not on the shelf (I checked all of them) or were a copy 2. Things seem to be in good order now. I also weeded the periodical slips to bring things up to date."
- Nicole reported that there have been a ton of greater Minnesota clippings from newspaper clipping service the in the last few weeks. "Too bad I get all the news about a week and a half later than it happens."
- Leif held a brief question and answer session with the Public services staff regarding the capabilities of the new public workstation behind the reference desk.

## Reference questions – A sample

- Paul was appointed as the CALCO representative on the MnLINK Interlibrary Loan Subcommittee. It will be good to have LRL representation on a MNLINK committee.
- Information on bars and restaurants using coin operated breath alcohol testing machines. (rm)
- Can you drive barefoot in Minnesota? Yes! (rm)
- Articles on "green" sports facilities. (rm)
- Randi had a rush request for the resume of a commissioner, and Paul found it in the minutes from the Senate confirmation hearing. They were able to get it to the patron within 10 minutes or so.
- Which presidents have visited Minnesota? (The Minnesota Historical Society Library was most helpful.) (rm)
- Reporter wanted to know which legislators were behind the license tab fee reductions in 2000. (pv)
- A few questions on mixed girl/boy wrestling teams. (pv)
- Several stadium/baseball/football questions including community stadium ownership & NFL team profits. (pv)
- Number of museums, symphony orchestras, & opera houses in Berlin. (pv)
- When was the last Governor elected with no previous elected experience? (LeVander) (pv)
- Background on the death penalty in MN. (pv)
- Examples of Minnesota school districts that had multiple bonding requests as part of their 2001 levy request (bh)
- The recent history (last 10 yrs.) of Senate action on stadium bills. (bh)
- Redistricting media coverage around the state in 2001- how much or how little? (bh)
- How many Division 1 schools have women athletic directors? Also, the number of Final Four teams coming from schools with a woman athletic director. This was a fun question. (bh)
- Is gender identity discrimination covered by the Minnesota statutes? This was from a Canadian transgender group. (sq)
- A list of Minnesota deputy and assistant attorneys general from the 1950s and 60s. (sq)
- Several questions from legislators, in quick succession, about deaths and accidents from fireworks in Minn. and the nation. (sq)
- A request from a senator, which eventually was solved by Elizabeth and David, for specific quotations on "what Republicans are." (This question was originally presented by the senator's L.A. as "the senator wants to know what the Republican party's all about.") (sq)

- How does extending bar hours negatively affect a community? There is currently a study underway in Quebec that would answer this question. Unfortunately, it won't be out until later this year. (ds)
- A request for articles on domestic abuse in college age people and articles on truancy in k-12. (ds)
- Studies of health care costs in countries with "socialized medicine".(ds)
- Statistics on minorities holding any and all elected offices in MN. (ds)

### **Legislative History Activities**

- Research topics in the Tape Room included parenting plans, wind energy, workforce development task force, health insurance forms, ritalin in schools, DWI, & state & local contracts.

### **Training and tours conducted by staff**

- Robbie gave a "Brown Bag" talk on the Legislative Web Site to 35 attendees at the Minnesota Social Services Association (3/21).
- Randi, Carol, and Elizabeth each gave library introduction talks to visiting college classes. Randi also spoke with 12 new pages. The total number of people reached by informal tours or formal talks or classes in 2002 is 220.
- Randi gave a short tutorial to Nicole on legislative web sites and web search engines.
- Leif held a LSIG meeting. They will now be held on a monthly basis.
- Leif and Syble attended LSIG Security policy meetings.

### **Training and meetings attended by staff**

- Randi attended a meeting at the Minnesota Humanities Commission with other librarians to give input on the creation of a National Endowment of the Humanities sponsored "Minnesota Online Encyclopedia."
- Leif, David, and Alissa attended the Spring 2002 PALS User Group meetings. Migration to the new Aleph system was the major issue covered. It appears that our migration will not begin until 2003.
- Nicole went to an ILL/Minitex conference in St. Cloud, with discussion of the new online catalog system (Aleph), barcodes, patron-generated ILL's, and other topics. "We currently do not let our patrons generate their own ILL requests, but it was very interesting to hear what kinds of situations other libraries face when this is allowed. One ILL librarian remarked that even though she sends out emails to students with the subject heading, "ILL request denied" they still come to the library, looking for their book. They only

seem to see the word "ILL" and then rush over to get their items!"

## Staff news

### Anniversaries in March:

3/16/1984 Kelly Heffron 18 years at LRL

3/3/1986 Robbie LaFleur 16 years at LRL

- Leif managed to go snowmobiling 3 out of 5 weekends in March! 2 of those 3 trips were to northern Wisconsin where they actually had "winter" this year.
- Staff comings and goings: Andrew returned from his extended trip to Japan and Thailand. Dave went to Texas with his band. Toshi returned to Japan for the one-year commemoration of his father's death.

## Fan mail

- A member of the public thanked Betsy by e-mail: "Thank you very much for the information that you have provided, I appreciate it. Have a wonderful day. Michelle"
- Another one of Betsy's appreciative patrons: "Dear Betsy Haugen: I apologize for taking such a long time to thank you for all of your help researching Civil Service Rules. The links you provided me with were especially helpful and I was able to find almost everything I needed to know. I never would have thought of consulting the Minnesota League of Cities handbook, and that reference in itself was the most helpful and easy to comprehend. Once again, thank you for all of your help, especially such valuable help in such a timely manner. If I can forward a letter of appreciation to someone for you, please let me know and I would be happy to do so. Have a great day. Sincerely, Sarah F."
- A legislative staff person appreciated Betsy's quick work. "Betsy, Thank you so much for the packet of clips. Very, very helpful. I very much appreciate the quick turn-around!"
- Both Paul and Betsy received written notes of appreciation for their work on different requests for the same senator. Betsy's read, "I am so very impressed by your work and by the enthusiasm of the MN Legislative Reference Library staff. You are the best – you make my job easier by locating for the important documents I need. With much appreciation, ...."

# Legislative Reference Library

## *Monthly Report - February 2002*

### **Web Development Activities**

- Robbie, David, Betsy, Randi, and Helen met to discuss adding a page to the Legislative Intranet, describing the Library's role in tracking mandated reports.
- Randi and Syble did a great job of pulling together the electronic materials from the legislative Horizons Conference, held in late January. The Web page they set up includes links to biographies and pictures of all the speakers, and a link to video of the conference.
- Randi and Betsy analyzed and revised the "General Information" and "Citizens E-Guide" pages on the Legislative Web site.
- Randi, Leif, Robbie, Syble and Ruth met to discuss the output screens for the All-time Legislators Database. Ruth began work on an all-fields report. The group met a second time to further discuss the reports and searching needed.
- Randi worked with Revisor's Office staff to clean up several small navigation problems with the Revisor's pages.
- In January & February Syble spent a lot of time on programming the new Intranet. These pages are a real departure from our normal web page process and use Active Server Pages programming. They are all hosted on our Windows NT server and are dynamic in that they are generated "on-the-fly" by scripts on the server. Our web editors are having to learn a new, but more streamlined way to edit these pages. The pages use "include" files, which are text files on the regular web server. The content on pages like <http://venus.library.leg.state.mn.us/intranet/> is brought in from three main include files - 2 on the NT server that brings in the heading and left navigation bar and the one that has the real content from our web server: WWW. This is a real first step in making our web site truly dynamic.
- Syble updated the drop down box code on the legislative pages.

### **Collections activities**

- David planned for the upcoming bar coding project. Helen helped him with a number of issues, including estimating the number of added volumes in the collection.
- Kelly processed 73 added volumes, withdrew 2 items from our collection, copied 296 Contents Page articles, copied 2,360 Contents Pages, and claimed 73 missing Periodical

issues. She finished shelfreading the Reference Collection and shelfread the Circulating Collection from HA 201 - HD 4973.

- It's that time of year! Sarah reported, "The library has received an influx of mandated documents, so I've been kept busy cataloging these."

## **Administration**

- Lisa set up a method to collect money for the pay copy machines. She wrote up procedures and collected the first month's dollars and deposited them back into our budget.

## **Information Systems activities**

- Ruth converted Lisa's software dbase database to Access 2000.
- Leif and Syble were finally able to move the NT1 server back down to the computer room. Lisa, Syble, and Leif reinstalled the Harbor LAN backup software on the server.
- Leif and Lisa performed the quarterly review of our Harbor backup files. They trimmed a fair amount of files from the backup list. Some groups of files will get copied off to CD-Roms (now that we can burn CD-Roms).
- Syble convened the LSIG policy group twice and edited the policy.doc to include our changes. The firewall part is finished now and will be distributed to LSIG members for approval.
- Syble, Leif, and Lisa worked on many WIN2000 conversion issues. Leif figured out the obscure Micro\$oft utility called SYSPREP which allows us to prepare WIN2000 in such a way that we can keep just one standardized image of WIN2000 and apply that to all the different types of PC hardware that we have.
- Lisa and Leif tweaked the configurations out at the Public PC's.
- Leif resolved a very strange routing issue that was preventing some folks at the North Dakota Legislature from emailing us and accessing our web site. It turns out there were multiple firewall and router configuration issues at their end.
- Leif followed up on problems with the .MN domain names.
- Lisa and Leif resolved a very strange problem with our system wide distribution lists in Pegasus.
- Leif created a private and secure listserv for the members of the LSIG Incident Response Team.
- Lisa set up a backup system for email.
- Problems! Lisa worked on a problem with Syble's email. It required re-ghosting her machine and much time

troubleshooting. She worked on some phone problems, including changing Leif's phone alias so he would quit getting phone calls for the department of transportation. (His number was the same as the one where VERY ANGRY citizens call to get the drivers' licenses reinstated.) She also worked with a man from McCleod to fix a problem with her phone's fax line. It was a bad connector in the phone closet.

## Reference activities

- Elizabeth, Carol and Sarah began work on a "Minnesota Resources" guide to budget materials.
- Ruth added 23 new Inside Issues users. We now have 316 users, really a terrific proportion of our possible audience.
- Toshi was a great help to Nicole in getting the *Duluth News Tribune* issues coded. It had piled up for quite a while and he quickly whittled the pile down to nothing!

## Reference questions – A sample

- Laws in MN related to marriage for Hindus/Muslims. (pv)
- Background on Joe Rolette stealing the bill to make St. Peter the capital of MN. (pv)
- Definition of prions, and whether are they automatically listed as specific biological agents of concern. (pv)
- What east coast governor lost the elections several years back due to not funding transportation? (pv)
- When was the last time a sitting legislator was elected governor in MN? (Wendell Anderson in 1969) (pv)
- Can you find the final report of the 1997 stadium task force? (I couldn't find a mention of it anywhere so I called one of the committee LAs that I've befriended over the years. She told me that leadership had killed it, so it wasn't released. Thus there is no report from the task force. Which explains why we don't mention it on the MN Issues guide & there is no copy in PALS. Some of the recommendations were in SF 1727 & SF 1362.) (pv)
- List of states with primary or secondary seat belt enforcement laws and accident rates by state. (pv)
- How did MN vote (in 1865) on adding the 13th amendment to the U.S. Constitution? Was the amendment *really* ratified? Is slavery really illegal in Minnesota? (It turns out, slavery has been prohibited in MN since the Louisiana purchase and the Northwest Compact days, and there was prohibition of slavery as part of the original MN constitution. But an extra amendment never hurts.) (sq)
- Is it legal for police to question 10-year-olds when no crime had been committed and without the presence of a guardian? (sq)
- The text of JFK's speech about civil rights. (For former

- legislator now working for the federal government.) (sq)
- I had a question regarding the amount two lobbying groups spent on lobbying. The Minnesota Campaign Finance and Public Disclosure Board was not willing to give me information over the phone so I went over to their office. I discovered that the information available isn't necessarily the information that people want. (ds)
- I had a question on the percentage MN spends on education from 1950 to the present. Both Elizabeth and I have had similar questions and the answer is never straightforward. It always requires a call to the Dept. of Finance who give the numbers with many caveats. (ds)
- Statistics on firework accidents in legal vs. illegal states. (ds)
- Why are railroads in the Minnesota Constitution? Were transit systems originally privately owned? (rm)
- How did witnessing three presidential assassinations affect Robert Todd Lincoln? (rm)
- Background information on the Governor's residence
- Newspaper articles from out-state papers on school boards considering cuts to remedy budget woes (bh)
- How tuition at MN 2 year colleges compares to other states (bh)
- State by state information on 'preventive detention' laws (bh)

## **Legislative History Activities**

- Tape Room topics this month included health & human services finance, metropolitan sewers, tobacco sales to minors, weight restrictions for vehicles on MN roads during the spring thaw, child support, alternative minimum tax, & feedlots.
- In her second month on the job, Nicole became comfortable with her Tape Room duties. She reported, "I have experienced some interesting people in the tape room- always an interesting place to be. I even had the pleasure of being stuck in the tiny room with a woman wearing enough perfume for multiple women. P.U.!"

## **Training and tours conducted by staff**

- 15 new legislative employees came for tours of the Library, including interns, full-time staff, and high school pages.

## **Training and**

- Helen, Leif, and David attended the MNLINK User Group

## meetings attended by staff

meeting. Helen's comments: "I really noticed the numbers of U of M people. I heard many discussions about national and international meetings. It made me feel that the former PALS users will be very insignificant, and have little impact on the development of the ExLibris product. It certainly is a different dynamic than the PALS user group meetings."

- Leif, Randi, Syble, Robbie, and Betsy attended the 2/28 LNET meeting. Randi will convene a group to discuss the general information about the legislature on the web.
- Robbie was appointed to a PALS Budget task force and traveled to St. Cloud for an all-day meeting on February 22. The group struggled to devise a fair funding formula for all types of libraries for the next few years.
- Randi attended a North Star meeting with webmasters and communications people. The North Star people were soliciting entries from each agency to populate the initial release of North Star, which is anticipated for mid March. They are looking for input from each agency of 5 FAQs with answers, items for What's New, Licensing and Registration, links for Features, and input for their shared calendar feature.
- Ruth took a couple of tutorials from Executrain, an online training service: "Windows 2000 - Changes from Windows 98" and "Access 2000 Intro. to Application Development."

## Staff news

- Sarah reported on an important rescue attempt: "Jess and I have taken on the task of rescuing the fig tree from death. Paul moved the tree under the skylight, and we have stepped up the watering schedule in order to fake it out that it's in a warm tropical jungle during the rainy season. Jess and I also bought a new, larger pot. Skeptics may be amazed to learn that there are already a few new leaves and buds! (I've been less successful in convincing myself that I live in a warm tropical jungle...)"
- Anniversaries in February:  
2/03/92 Randi's first day at LRL 10 years at LRL!!!

## Fan mail

- Elise Diedrich wrote a thank you note for our work on the Horizons Web site (the thanks are really due to Randi and Syble): "Robbie: I went to site and it looks great! Nice job! I am finally getting thank yous out (oops, a little late - needless to say session has been too overwhelming to get to them sooner). I am adding the website to all the thank you letters and I will send an e-mail tomorrow to the House, Senate, St. Paul Tech, Humphrey Institute, and MTI with the
-

site. Again, thank you to you, Randi and Syble for the work on the site. It really looks great! Elise”

- Every time a governor vetoes a bill, we get questions. This e-mail was routed to the librarians: “Pat Sweeney of the Pioneer Press says thanks to the person who helped him with vetoes yesterday. "I really appreciate it," he says.”
  - A legislative staff person was appreciative. “Please forgive my delay in thanking you for all your assistance with Rep. XXX’s constituent question about portions of the NAFTA agreement. I have been so involved in my day-to-day crunch of activity that I completely forgot to say "thank you" and to let you know how much I appreciated all the work you did. Again, thanks for all you do to make us and our representatives look good to their constituent!!!!”
  - After Paul helped an LA with a question she said, "You guys are my favorite Columboes!"
  - Leif made a slight change to a Web page, suggested by a legislative staff person. He wrote, “Thanks for your attention to this rather minor issue. You are indeed a credit to your profession!”
  - Randi received this note from a happy state employee. “Perfect. Thank you. Well done. Please print this and hand it to your boss. Timely response and what I needed. SP”
  - A researcher was very pleased to see the new LINKS TO THE WORLD page regarding veterans information. He wrote, “Dave, this is fantastic! I can only imagine how this web reference page would have sped up my own learning of this area had it been available when I was new to the area. And it will continue to help me a great deal now. Thanks a million. Just leave it up to you LRL folks to be so creatively helpful to us researchers - - I shouldn't be surprised anymore, but I sure am grateful.”
  - We are happy to be appreciated by other legislative offices. A librarian wrote from the reference desk, “Someone from Senate Information stopped by at 4:30 on Friday and said, somewhat shyly, "Will you tell everyone on staff at the library that 'You're the best?'"[Meaning the entire staff, of course.] He said he often gets information from us and is always impressed. Now you know!”
  - Sarah helped a member of the public. “Dear Ms. Quimby, Thank you for your prompt reply, especially the address where I can purchase a copy. I was able to link to the Statutes after I had e-mailed you. You have a very professional, easy-to-use library (once one takes the time to learn how to get around in it). Thanks again. David Vielmetti”
-

- Elizabeth received this e-mail: "Thank you so much, oh great librarian!"

Finally, The Legislative Intranet was updated and improved this month. This is the memo that was sent to legislative users.

The Legislative Reference Library is improving your access to research tools from your desk. We've revised the Library's Intranet for the Legislature: <http://venus.library.leg.state.mn.us/intranet/> You can access our Intranet directly, or follow the links from the House or Senate Intranets.

Use the Library's Intranet to:

- Find out about new reports as soon as we receive them.
- Ask a reference question, renew a book, or request a tour.
- Check the Library's catalog for books and reports
- Access full text articles from the Star Tribune, Pioneer Press, Duluth News Tribune, and Grand Forks Herald for the last 10 years and more.
- Find magazine articles on a particular topic.
- Access the Library's Links to the World to find relevant Internet sources by topic.
- Find out about Library services.
- Find historical data on the Legislature and State Government.
- Much more.

If you have any questions about the Library or would like to request information on a topic, just email us at [refdesk@library.leg.state.mn.us](mailto:refdesk@library.leg.state.mn.us) or call us at 296-8338.

# Legislative Reference Library

## *Monthly Report - January 2002*

**A good story.....** Jess gave Nicole, our newest Library Assistant, a tour of the capitol. Jess reported, "Pat Murphy saved the day again and gave us a stellar and informative tour of the House chambers, and told us the story about when Ed Burdick began as a page SIXTY years ago. He was instructed to go up in the gallery for a half hour to observe, then come downstairs and start working. When he got his first page call, he went up to the legislator that signaled for him and the legislator said 'I just dropped my keys in that spittoon. I'd like you to fish them out for me.'"

### **Administration**

- Robbie spent a great deal of time combing through the Fiscal Year 03, 04, and 05 budgets to find places to cut and determine the effects of severe cuts in the coming years. Lisa and Elizabeth were invaluable in brainstorming and considering alternatives.
- Lisa placed ads for our 15 hour per week Library Aide position, took calls, answered questions about the job, and sent out requested applications. Elizabeth began interviewing candidates.
- The company that ran our pay copy machine, the only company in the Twin Cities that provided the service, announced that it would no longer provide that service. We were forced to purchase the machines, after spending much time figuring out how to pay for them, and finding out whether we could – legally – collect money for the copies. Luckily, the Department of Finance said it was allowed. Lisa set up a new system to collect money for the copy machines. We will now be collecting the money and depositing it back into our account.
- Robbie helped with last minute planning and arrangements for the Horizons Conference (and then wasn't able to attend because she was en route to an NCSL meeting.)
- Robbie continued work on the LCC Compensation Study, working with a subcommittee of LCC directors to determine the allocation of available funds to LCC employees.
- Robbie participated in the interview team to hire a new Research Director for the Legislative Commission on Minnesota Resources.

### **Web Development Activities**

- Randi convened an Intranet planning meeting for the web group.
- The updated Intranet for the Legislature was implemented. It has a clean, updated look, but the coolest changes were made 'under the covers,' with SSI (server side includes) being used for displaying the sidebars.
- Many documents on the Legislative Web Site are in pdf format, and users should be directed to obtaining Adobe software to

download these documents. Also, there should be links to readers and tools for the disabled. Randi researched and wrote standard language for this access for all relevant Legislative Web Site pages.

- Betsy created a new Intranet form for tours requests.
- The “What’s New” electronic mailing list on the Legislative Web site, maintained by the Library, has increased to over 300 subscribers.
- Randi attended a meeting between CALCO and North Star. She also attended a meeting between webmasters and North Star. They are soliciting help for adding content to their system. Carol and Randi participated in a group of state agency librarians who prepared spreadsheets with categorized Web sites for them. This information will form the core of the links off the main page of the new North Star portal. (As a result of this, one of the North Star consultants wrote, “Carol, I've started taking a look at this and it looks great! Thank you so much for your help - this is the crucial part of the portal and we appreciate your time and effort on this. Thanks again!!! Kristina”)
- Randi worked on an updated privacy policy for the Legislative Web site with an LNET subgroup.
- Randi set up a page on the Legislative Web Site for the Horizons conference, linking to the agenda and the video archive of the proceedings.
  
- January is the heaviest time for arrivals of mandated reports. Jess said, “I’ve gotten completely buried with the usual January influx of reports, and have yet to extricate myself.” Sarah reported that her cataloging statistics are up, trying to keep pace with the reports streaming in.
- The first issue of “Just In,” our new publication to replace “Introductions” and “Minnesota Resources,” was published. David and Ruth deserve kudos for straightening out all the inevitable glitches in the production process. The new publication will serve our users better, and alert them to materials, like reference books and added volumes, that were not previously publicized.
- Helen corrected URL's from the PALS list of broken links.
- Helen continued to teach Alissa the finer points of copy cataloging.
- The first month of the year kept Kelly busy. She processed 83 added volumes, withdrew 39 items, copied 214 Contents Page Articles, copied 2,133 Contents Pages. 52 scheduled periodicals did not arrive, and Kelly called to check on their status. She shelfread the Circulating Collection from GV 546.3 to HA 201, the Speech Collection, and the Reference Collection from AE

## **Collections activities**

.A23 to KFM 5890. She also weeded the periodicals scheduled for weeding every six months, and recycled the oldest issues of the Federal Register.

- David, Helen, and Sarah met to work out some cataloging consistency issues and some item-specific issues.

## Information Systems activities

- The Legislative firewall is now in place, and it was accomplished in a timely manner. There were several installation glitches and Leif met with Intertech, AvNet, and CISCO several times about the streaming video problems. Leif said, "Even though the firewall isn't visible to staff, it's the most important thing we've done as staff."
- Hardware problems are inevitable each month. This month Leif replaced the CPU cooling fan in Public PC#3 and replaced a case cooling fan in the problematic NT server.
- At a monthly meeting Leif admonished staff to be extra careful about opening e-mail attachments. There is a recent rash of six new viruses.
- Lisa set up a fourth public pc the day before session, and it's already being heavily used.
- Ruth made some fixes to the personnel database system.
- Ruth finished creating the database and reports for the new publication *Just In*. She started creating the first edition, working with David and other librarians on the design aspects.
- Ruth converted Lisa's filing database to Access 2000.
- Ruth added the Minn Doc number and URL to *Inside Issues Books and Reports* database and report. This will really help out the circulation staff responding to requests.
- Lisa finalized the Windows2000 configuration to ghost and moved her computer to the new Windows 2000 configuration.
- Lisa had to work on the reference desk computer so often it looked like she had a new reference librarian position. She ended up setting it up from scratch again, and we are working on getting a newer machine out there soon.

## Reference activities

- Ruth added "Children/Youth--Early Childhood/Brain Development" to the Inside Issues topics.
- 590 Inside Issues letters and forms were sent to non users. Ruth sent out the materials, and 14 new users responded so far (a quick response).
- Eagle-eyed Jess found an error in a new Minnesota Historical Society Press book about Cass Gilbert---they had labeled a photo of the Supreme Court chamber "Senate Chamber". Sarah is adding a note about the error somewhere in the book.
- Robbie, Randi, David, Elizabeth, and Sarah participated in a brainstorming session about electronic access to mandated

documents. We hope to guarantee access on the Web to all the reports mandated by the Legislature, and increase notification options for our users. A pilot program is in the works.

- Carol, Sarah, and Elizabeth began work on a “Resources on Minnesota Issues Guide” to budget materials.
- Elizabeth and Randi divided the responsibility for updating the ZONA notebooks of legislative statistics and information. This will mean more frequent updating and less duplication.
- Elizabeth led a tour of the clippings storage room for public services staff.

## Reference questions – A sample

- Request for some Mich. Legislative reports on concealed carry. (ds)
- Statistics on MN student on student violence. (ds)
- Economic and demographic data on Victoria, Australia. (ds)
- Articles on the "fly-paper effect" (Once a program if funded, it tends to stick around). Specifically, with this question, how state aids impact on local government spending. (ds)
- Salary ranges for all college graduates and all recent graduates. (ds)
- Amount of revenue collected on diesel fuel in MN. (ds)
- What are surrounding states doing about excluding military pensions from state income tax? (rm)
- Capital bonding support for the arts in other states. (rm)
- Several questions on concealed carry (rm)
- Is it legal to keep a squirrel as a house pet? (sq)
- POST Board funding mechanisms over time (cb)
- History of weed inspector statutes (who knew?) (cb)
- Assisted a Rep. by obtaining data on organ donor shortages in MN. (pv)
- List of national days, weeks, months, etc. (pv)
- A youthful sounding caller asked, “What are the penalties for having marijuana in Las Vegas?” Her friend needs to know. (pv)
- A legislator was going to be the subject of a roast so they needed a list of bills he introduced while in the legislature. (pv)
- Assisted a desperate Sen. staffer with finding lists of police and sheriff depts. and associations. He also needed concealed carry info. He was overwhelmed by the data we were able to provide.(pv)
- Info. on the Gooseberry Falls Travel/Visitor Center. (pv)

## Legislative History Activities

- Jess reported some Tape Room excitement. “I had a patron in the taperoom start to pass out, though she seemed initially okay and the guy with her helped her into the hallway for some fresh air eventually...I realized as soon as she walked out that were someone to throw up in there it would be the WORST possible

venue...we'd never be able to go down there again! When she returned to the taperoom, she acted as if NOTHING had happened...and seemed slightly annoyed when I asked her if she was okay.”

### **Training and tours conducted by staff**

- Paul presented a legislative history overview to the MN State Bar Association's continuing legal education seminar, “The Legislative Process in Minnesota.” Robbie presented a session on the Legislative Web Site. See the attached evaluation from the seminar. The legislative information was very well received!
- Many Library tours were given in January – to House Information writers, to new research staff, to legislative assistants and interns. Once again the House pages are touring the Library each week. The reference librarians prepared guides for the research they do each week to make their brief time at the Legislature more productive.
- Syble convened meetings of an LSIG subgroup to draft and review security policies.
- Carol and Betsy held a training session on library resources for 13 Legislative Assistants. Their first two sessions were so popular that they held a third by request, the week before session started.
- Leif held an LSIG meeting.
- Paul participated in the training session for about 25 Senate Committee L.A.s, focusing on the compilation of minutes and describing users needs. (He planted the seed that they may want to start considering putting their minutes on the Web.)
- Paul provided an overview of the tape recording and log procedures to approximately 30 House Pages.
- Robbie spoke on the Legislative Web Site at a class on legislative information put on by the Department of Employee Relations.

### **Training and meetings attended by staff**

- Betsy, Randi, Leif, and Syble attended an LNET meeting on Jan. 10.
- Randi and Betsy attended a Special Libraries Association Board meeting and monthly meeting (with a tour of the Andersen Library).
- Betsy and Elizabeth attended the Revisor of Statutes sponsored seminar on redistricting.
- Leif attended a SNAP meeting of state agency webmasters.
- Paul, Carol, and Jess attended the Horizons conference.
- As Chair-elect of the NCSL Legislative Research Librarians Staff Section, Robbie attended the Legislative Staff Coordinating Committee meeting in Santa Fe.
- As Chair of the Minnesota Chapter of the Special Libraries Association, Randi attended the SLA winter leadership development program in Chicago.

- Sarah attended the January CALCO meeting, and graciously consented to be our regular representative to that group.

## Staff news

- Nicole began her position as a Library Assistant at the beginning of January. She reported, "I think that I am well into the swing of things. I am glad I had a chance to start working before session started so I could get acclimated. I am really enjoying the job and all of my coworkers! The tape room is a little intimidating but Paul has done a great job training me and helping me feel confident." Thanks to all staff who played a part in Nickole's training. Everyone played at least a small part.
- Dave took a short leave from his Aide's duties to tour Japan with his band, The Selby Tigers.
- It's a weird weather winter. Leif reported that he is riding his motorcycle to work on the days it is predicted to be over 40 degrees. He would much rather be on his snowmobile.
- January Anniversary Dates:
 

Lisa Knoop	1/02/1985	17 years at LRL!!
Elizabeth Lincoln	1/03/1989	13 years at LRL!!

## Fan mail

- Betsy received a nice e-mail thank you from a member of the public, "Thank you so much, you were more than helpful and I appreciate your time tremendously. Michelle Helmer"
- Carol helped the Department of Finance with a list of all of their commissioners over time. She heard back, "Carol, thanks so much for compiling this information for the Department of Finance Commissioner's Office. We really appreciate your assistance. Michele Clarizio, Commissioner's Office"
- One Senate staffer was so appreciative that Paul even got an offer for lunch. Paul, "Thank you so much--you are so great! I will take you out for lunch some day-- maybe in the summer??"
- A grateful member of the public only needed direction to some information on the Labor and Industry site. "Thanks so much! Worked great! Have a good day, Beth"
- Paul helped a former member, who wrote, "Thank you so very much for your help - it was always a great experience to use your library when I was there and it's good to see that it has not changed. Have a great day."
- We were asked for Web Site statistics from a private company. Leif heard back, "Leif: Thank you so much for your help. I greatly appreciate it."

*Jobbie + Paul spoke at a Continuing Legal Ed. seminar on Jan. 11. See following page for the positive evaluations they received!*

8:00 – 8:30 a.m. REGISTRATION & CONTINENTAL BREAKFAST

8:30 – 8:45 a.m. INTRODUCTION

8:45 – 10:00 a.m. **Overview of the Legislative Process**  
 A synopsis of the whole legislative process, including understanding the House and Senate committee and floor processes; a discussion of how to impact the legislative process. Materials include a flowchart of how a bill becomes a law.  
 – Thomas M. Todd, Peter S. Wattson & John A. Knapp

10:00 – 10:15 a.m. QUESTIONS & ANSWERS  
 10:15 – 10:30 a.m. BREAK

10:30 – 11:00 a.m. **Legal Requirements for Lobbying**  
 How to comply with public disclosure laws, including who must register as a lobbyist, what records you must keep, and what reports you must file; compliance with Minnesota's law prohibiting gifts to public officials.  
 – Jeanne L. Olson

11:00 – 11:45 a.m. **Bill Drafting Advice**  
 The fundamentals of bill drafting, including terminology, titling your bill, basic and special provisions, and types of bills. Materials include more than 25 pages of examples.  
 – Paul M. Marinac & Harry Walsh

11:45 – 12:00 noon QUESTIONS & ANSWERS  
 12:00 – 1:00 p.m. LUNCH (on your own)

1:00 – 1:45 p.m. **The Legislative Website as a Source of Information**  
 Learn all about the information that's available – bills, journals, statutes, rules, research reports, audio and visual archives, and more!  
 – Robbie LaFleur

1:45 – 2:30 p.m. **How to Do a Legislative History**  
 How did the current law come to read as it does? When was it enacted and amended? What was said about it in committee and on the floor? How to present history effectively in court; how courts use legislative history.  
 – Lloyd W. Grooms & Paul VanCura

2:30 – 2:45 p.m. QUESTIONS & ANSWERS  
 2:45 – 3:00 p.m. BREAK

3:00 – 3:45 p.m. **The Budget**  
 How will the economic downturn affect state budget priorities? What major projects will be considered for the capital budget? College buildings, sports facilities, arts facilities and more. What should the role of the state v. federal government be in response to terrorism?  
 – Representative Dave Bishop, Senator Richard J. Cohen & Commissioner Pam Wheelock

3:45 – 4:30 p.m. **Legislative Preview – Perspectives on the 2002 Session**  
 Besides the budget, what are the other major issues likely to face the 2002 Legislature? Where are the Republicans, DFLers and Independents likely to agree and disagree?  
 – Representative Ron Abrams, Director Dean Barkley & Senator John C. Hottinger

4:30 – 4:45 p.m. WRAP-UP / QUESTIONS & ANSWERS

*John A. Knapp, Course Co-Chair  
 Winthrop & Weinstine, P.A.  
 Saint Paul*

*Peter S. Wattson, Course Co-Chair  
 Office of Senate Counsel and Research  
 Saint Paul*

*Representative Ron Abrams  
 Minnesota House of Representatives  
 Saint Paul*

*Dean Barkley  
 Director  
 Office of Strategic and  
 Long-Range Planning  
 Saint Paul*

*Representative Dave Bishop  
 Minnesota House of Representatives  
 Saint Paul*

*Senator Richard J. Cohen  
 Minnesota Senate  
 Saint Paul*

*Lloyd W. Grooms  
 Winthrop & Weinstine, P.A.  
 Saint Paul*

*Senator John C. Hottinger  
 Minnesota Senate  
 Saint Paul*

*Robbie LaFleur  
 Director  
 Legislative Reference Library  
 Saint Paul*

*Paul M. Marinac  
 Deputy Revisor of Statutes  
 Saint Paul*

*Jeanne L. Olson  
 Executive Director  
 Campaign Finance and Public  
 Disclosure Board  
 Saint Paul*

*Thomas M. Todd  
 Director  
 House Research Department  
 Saint Paul*

*Paul VanCura  
 Legislative History Coordinator  
 Legislative Reference Library  
 Saint Paul*

*Harry Walsh  
 Former Revisor of Statutes  
 Saint Paul*

*Pam Wheelock  
 Commissioner  
 State of Minnesota  
 Saint Paul*

**LIVE PRESENTATION**  
**Minneapolis – 1/11/02**  
 Minnesota CLE Conference Center  
 Seventh Street & Nicollet Mall  
 Third Floor City Center

**VIDEO REPLAYS**  
 Schedule times for video replays are subject to change due to abbreviated lunch and break periods. Start times are as indicated below. Please register at least one week in advance to secure your copy of the course materials on the day of the seminar.

**Minneapolis – 1/31/02**  
**Registration 8:30; Replay 9:00**  
 Minnesota CLE Conference Center  
 Seventh Street & Nicollet Mall  
 Third Floor City Center

**Duluth – 2/22/02**  
**Registration 8:30; Replay 9:00**  
 Radisson Hotel Duluth – Harborview  
 505 West Superior Street

**Rochester – 3/29/02**  
**Registration 8:30; Replay 9:00**  
 Kahler Hotel  
 20 Second Avenue Southwest

**CREDITS**  
 Minnesota CLE is applying to the Minnesota State Board of CLE for **6.50 CLE credits**.

**ACCOMMODATION**  
 If you have a disability and need an accommodation in order to attend this seminar, please contact us as soon as possible at Minnesota CLE, 40 Milton Street North, Suite 174, Saint Paul, MN 55104 or call us at 651-227-8266 or 800-759-8840.

**CANCELLATION POLICY / NO-SHOW POLICY**  
 Paid registrants who cancel their registration at least 72 hours before the program will receive a full credit on their account; if fewer than 72 hours, a \$25 administrative fee will be deducted. Paid registrants who fail to attend will receive the written materials. Passholders may purchase the course materials at 50% of the full retail price.

**QUESTIONS?**  
 If you have any questions or need further information, please call Minnesota CLE at **651-227-8266** or **800-759-8840**.

*registration form order form*

**HOW TO REGISTER**

 **Mail form to:**  
 Minnesota CLE  
 40 Milton Street North #174  
 St. Paul, MN 55104-7094

 **Or fax form to:**  
 Minnesota CLE at 651-227-6262

 **Or register by calling:**  
 Minnesota CLE at 651-227-8266 or 800-759-8840

THE MINNESOTA LEGISLATIVE PROCESS

Friday, January 11, 2002  
 Minnesota CLE Conference Center  
 Seventh Street & Nicollet Mall  
 Third Floor City Center,

PLEASE "✓" APPROPRIATE

LIVE – 1/11/02  
 \$195 MSBA member

VIDEO  
 \$150 MSBA member  
 Location \_\_\_\_\_

I have a Minnesota CLE Pass # \_\_\_\_\_

Check here if address

Name (first) \_\_\_\_\_  
 (last) \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Attorney License No. (if any) \_\_\_\_\_

Profession, if non-attorney \_\_\_\_\_

**PROGRAM MATERIAL:**  
 I cannot attend. Please send \_\_\_\_\_ copy(ies) of the course

TAX	SHIPPING
MN residents .....	6.50
Mpls./St. Paul residents ..	7.00
Outside MN .....	exempt
<b>SUBTOTAL</b>	
\$25.01 – 50 .....	\$
\$50.01 – 75 .....	\$
\$75.01 – 100 .....	\$
\$100.01 – 150 .....	\$
\$150.01 – 250 .....	\$
\$250.01+ .....	\$

**ENCLOSED IS \$** \_\_\_\_\_

Check (payable to Mir)  
 VISA  MasterCard

Card No. \_\_\_\_\_

Signature \_\_\_\_\_

**Evaluation Summary**  
**The Legislative Process – Jan. 11, 2002**

117 in attendance, 20 evaluations received. Scale: 7-1 (7=excellent)

**Did the seminar meet your expectations? 5.7**

**What did you find the most helpful?**

- John Knapp's insight/presentation was extremely well done.
- Overview
- Legal requirements for lobbying and the legislative website and history info.
- Bill drafting advice, website
- Bill introduction
- \* - Robbie LaFleur's website, library presentation – but it was *all* very helpful.
- \* Website, overview of legislative process, the budget presentations
- I enjoyed hearing the legislators give their insights

**What would you change or add?**

- Add PowerPoint slides to course materials.
- More time for the panels with the legislators responding to questions
- Interaction with website
- More detail on bill introductions and how, where, why they go where they go.
- \* - Longer library information – excellent presentation
- A little more detail on the legislative process

<b>Presentations:</b>	<b>Content</b>	<b>Delivery</b>	<b>Materials</b>
<b>Overview:</b>			
Tom Todd	6.4	5.8	5.8
Peter Wattson	6.3	5.6	5.9
John Knapp	6.0	6.1	6.2
<b>Legal Requirements for Lobbying:</b>			
Jeanne Olson	5.3	5.1	6.1
<b>Bill Drafting Advice:</b>			
Paul Marinac	5.6	5.4	5.5
Harry Walsh	5.5	5.5	
<b>Legislative Website:</b>			
* Robbie LaFleur	6.1	6.1	6.1
<b>How to Do a Legislative History:</b>			
Lloyd Grooms	4.7	4.1	
* Paul VanCura	6.0	6.4	6.0
<b>The Budget</b>			
Rep. Dave Bishop, Sen. Richard Cohen, Commissioner Pam Wheelock	5.8	5.8	

<b>Perspectives on 2002 Session:</b>	<b>Content</b>	<b>Delivery</b>
Rep. Ron Abrams, Sen. John Hottinger, Jack Uldrich	6.4	6.4

**Comments, in general:**

- \* The two afternoon panels offered valuable insights and opinions and were uniformly excellent.
- Please provide overhead documents in material.
- The materials provided were very complete and I will refer to them in the future, being a new lobbyist.
- Jeanne Olson had good information, but it was poorly organized and hard to follow.
- \* - The legislative website info was very helpful – clearly presented, good speaker
- I think Rep. Bishop used the time for personal gain more than for teaching.
- Dave Bishop failed to address the upcoming budget problems and instead consumed our time with a stream-of-consciousness blab-fest.
- A little drier than I anticipated.
- Bishop wasted my time with his “cute” little anecdotes and said *nothing!* He seemed to prefer to avoid meaningful remarks.

# Legislative Reference Library

## *Monthly Report - December 2001*

### **Administration**

- Robbie attended the final meetings of the Benefits Book Committee, to wrap up the proposed changes to the 2002-2003 plan.
- Robbie attended several meeting of LCC directors, working on the formulas for distributing equity adjustments from the compensation study in the fairest way possible.
- Lisa attended the training for the new Legislative service award program. It is web-based, and will allow employees who are reaching one of the milestone anniversaries to choose a recognition award online. Lisa also attended a meeting to set up the web page for the program. She developed a template in Microsoft Excel for the library, House and LCC to use when sending our length of service data to the vendor, OC Tanner.
- Lisa attended a meeting at Intertech dealing with phone service. The topic - where do we want to go with phone technology in the future?
- It was a full month of treats. The annual Christmas party at Fabulous Fern's was a success; the most coveted and stolen white elephant gift was an elegant back-scratcher. The eighth (?) annual taco lunch was a good counterpart to the annual cookie day, when we bring cookies for our library patrons. Finally, the month was rounded out with a combination pizza party/farewell party for Theresa, who left us for a position at the DNR Library.
- We finally received the final go-ahead to calculate the annual raises for staff. Robbie determined the total awards, and Lisa did a great job getting the numbers crunched. Lisa brought them to the fiscal services office as quickly as possible so that staff members could see the bigger paychecks as soon as possible!

### **Big Projects!**

- **The All Time Legislators Database.** Many, many staff members have been involved since last June in planning the All Time Legislators Database. Leif and Randi and Elizabeth were part of the original planning team (using the post-it method of project management that Leif and Randi learned a few years ago) and the project has involved nearly all the staff in the library over the last seven months. Many people were involved in brainstorming what information

will be needed, what reports we will need to draw from this database, and how can we systematize data entry using several different sources for the information. Brainstormers included Robbie, Betsy, Carol, Sarah, Paul, Andrew, Alissa, Jess, Elizabeth, Randi, Jess, Leif, Ruth, and Syble. Ruth, as always, did a remarkable job taking everyone's ideas into consideration and turning them into a great structure with easy-to-use data entry screens. Many people were also involved in testing the system: Andrew was the main tester but Robbie, Elizabeth, Randi, David, Carol, Betsy, Sarah, and Syble also tested the system. Ruth also accepted, with grace, everyone's last-minute changes both in structure and design. The resulting interface has been proclaimed "slick." This has been a great collaborative product and it is now ready to go. The data entry team will be led by Andrew when he returns from Thailand.

- "Just In," A Revamped Library Publication. A "Just In" task force (Randi, David, Elizabeth, Theresa, Sarah, Helen, Carol, Jess, Ruth) met, to hash out the details of combining our two publications, *Introductions* and *Minnesota Resources*. From October through December, many staff from every part of the Library brainstormed to try to figure out how to handle a bunch of inter-related issues originally stemming from putting *Minnesota Resources* publications on reserve at the circulation desk, but ended up with the revamping of *Introductions* and *Minnesota Resources* into a single publication, the elimination of a lot of data entry on Andrew's part, and a streamlining of our processes. This involved looking at the surprisingly complex *Minnesota Resources* procedures, evaluating the need for multiple publications and the need for a separate database. Thanks to everyone who helped brainstorm about this complex issue. There were thoughtful questions from Theresa, insights from Helen on the process, logistical work on David's part, and incredible work from "never-say-can't" Ruth.

## **Web Development Activities**

- Leif and Syble met with Barry LaGrave and Mike Speiker to establish a procedure for the transfer of House archived videos. Syble drafted the formal agreement which was then sent to Barry, Mike, Leif, Robbie & Syble.
- Randi sorted through a variety of Intranet statistics trying to figure out if they were complete and accurate. It seems difficult to get useful statistics on web page accessions.
- Randi, David, and Elizabeth examined all of Andrew's tasks and arranged for them to be completed while he is on leave.

- Syble worked on the improved Intranet design.
- Syble mounted the Intranet web site on the NT server, created a process for 'server side includes.' Web editors can edit content portions of the page via a local hard drive while the web browser would pull that content into the page served from the NT.
- Syble investigated an Adobe PDF convert-to-text utility where web users can request any pdf document be converted to a text document online.
- Syble programmed new Active Server Pages. She acquired a username and password for the Revisor's Office system so that she can check new web pages on their terminals.

## **Collections activities**

- Our new combined publication listing new materials will be called "Just In". Also, by eliminating the need for an extra database it will achieve the long time goal of using our acquisitions database for the data for our publications. The new workflow procedures will be implemented Jan. 2, 2002 with the goal of producing the new publication by the end of January. Ruth is currently working on the database end of this goal.
- David worked with Kelly to identify electronic periodicals in our collection. Email periodicals will be sent to an alias.
- Kelly processed 66 added volumes, withdrew just one title from the collection this month, copied 2,214 contents pages, and copied 193 Contents Page articles. She also examined the shelves between the call numbers E78 - GV482.6, to be sure the items were in order.
- Helen continued training Alissa on copy cataloging.
- Helen helped Pat Fenton at the DTED Library with several questions about the PALS unmatched headings list.
- Helen talked with Theresa and Sarah about the 651 (geographic headings) list in OCLC. Helen reported, "We divided the list and I have started working on reviewing and if necessary correcting my portion (we are not working on the large Twin Cities Metropolitan Area chunk, which we considered ok)." Helen and Sarah will make the corrections, which will help with migration to Aleph.
- David arranged to have an e-mail alias set up to get online versions of minutes. That way, the delivery of library materials will not be to an individual, who may or may not be present on a given day.

## **Information Systems activities**

- Leif and Syble were involved in the firewall installation and implementation, and the VPN installation. They participated in MANY LSIG meetings throughout the month. Leif worked on the job position and the hiring of a

month. Leif worked on the job position and the hiring of a firewall administrator, coordinated all the details with the vendor, set up the rack and all the hardware involved, planned the implementation. He participated in the installation, testing, and debugging of the inevitable problems. Syble created network diagrams for the firewall & VPN. She also investigated implementation of RADIUS or TACACS servers to provide VPN user authentication possibilities.

- Ruth created the 2002 editions of the Magazine Guide and the Subject Guide.
- Lisa continued to work on the Windows 2000 configuration for our workstations. She ghosted a machine from the base system. She will apply all of the software to set up a workstation for herself and then do the same to a machine for Ruth.
- Ruth added Environment--Noise Pollution to the choice of Inside Issues topics
- Ruth updated the patron database to print out lists of potential Inside Issues and Contents Pages users. We send letters to nonusers each year.
- Leif coordinated an LSIG meeting on December 5 to discuss Security Policy. Leif and Syble continued work on Security Policy.
- Syble continues to try to get the NT server going. She reported, "Worked with Adaptec tech support on the NT1 server. Got the server running, re- formatted hard drives, recreated array and prepared server for re-installation of NT Server program. ongoing....."
- Leif tracked down and dealt with two people (one at the Science Museum and the other at the Pinewood School District) who had virus infections on their computers that were flooding our email gateway with bounced mail.
- Leif set up up new email aliases for receiving "minutes", "reports", and "periodicals".
  
- Several staff went to an Ariel/Prospero software demonstration at MINITEX. Theresa, David, Elizabeth, and Randi brainstormed later in the month about possible library uses for Prospero (the free software). They came up with a possible pilot project for our Contents pages service but ran into technical difficulties downloading the software. We will explore this software further when Leif gets back from vacation.
- Alissa reported some interlibrary loan news. "Things were steady in December for ILL. We now have the option of

## **Reference activities**

receiving access to articles electronically (via email). Randi was very happy to receive her articles this way, as it can prove to be much faster than waiting for them to arrive via courier." We occasionally receive questions and requests for materials from overseas. This month Alissa sent an article to a library in Australia.

- Elizabeth and Randi devised an equitable assignment of Zona notebook management to various reference staff.
- Elizabeth composed, and Ruth sent out, a letter to the current users of the Inside Issues service, asking them if they want to change any of their topics.
- Sarah and David prepared to teach a class on December 12 on "Amazing Resources on the Legislative Web Site," which, alas, was cancelled due to lack of interest. (I have a feeling that attendance would be boosted if treats were offered.)

## Reference questions – A sample

- Kansas City baseball team sale terms, ownership info, media market info. (rm) Betsy also noted she received two lengthy stadium-related requests.
- Several questions on "shall issue" permits (rm)
- How many states own casinos? This is a tricky question, depending on how you define "own". One answer is none. Some Canadian provinces have state owned casinos. (Or would that be province owned?) (rm)
- How do defined contribution health care plans work? (rm)
- What are other states doing on beverage container deposits? (rm)
- The history of phonics teaching in California. (rm)
- Articles on recycling and solid waste. (ds)
- Cost of pre-employment psychological exams. \$350 - \$1000+(ds)
- Information on other states efforts to build low-cost DUI or drug offender correctional facilities. (ds)
- Post Sept. 11 articles on Minnesota's border with Canada. (ds)
- Information on the spending on athletics at the U of MN. (pv)
- Data regarding charitable contributions since the World Trade Center attacks. (pv)
- Several requests for prefiled bills. It turns out the House is allowing the practice, while the Senate isn't. (pv)
- Member needed total state dollars appropriated to fund four St. Paul projects (Wabasha St. Bridge: \$165,548 planning grant; \$2,990,959 bonds; Harriet Island Renovation: \$7,666,200; Upper Landing Housing Project (so far): \$3,000,000 DTED grant; \$700,000 Met. Council grant; Science Museum: \$1,000,000 design grant; \$30,500,000 state construction

- grant). (pv)
- Overview of insurance redlining practices related to auto insurance. (pv)
- Is there a state law that prohibits picking wildflowers/grasses in MN? (MN Rules 6100.0900) (pv)
- Interesting question: When was smoking banned in the MN Capitol Bldg? Answer: Over a period of time. Each branch of government controls parts of the capital and each branch banned smoking in their sections at different times. Executive branch: statutory mandate. Legislative branch: Legislative Rules. Judicial branch: ? (cb)
- Several legislative history questions (one requiring a bit of Paul's time in retrieving tapes from MHS) (bh)
- 2 questions regarding court cases (bh)
- Responded to a survey on states' legislation regarding municipal rent control ordinances (bh)
- Who pays the salaries of airport security personnel? (sq)
- What type of counseling is mandated under 343.21 Subd. 10(4) (prevention of cruelty to animals)? (for a Connecticut legislator) (sq)

### **Legislative History Activities**

- Tape Room research in Dec. included landlord & tenant issues, tort reform/future damage awards, & advanced practice registered nurses. Paul added a comment, which is intended to be facetious, "In addition, Betsy & I had the pleasure of getting tapes from MHS so copies could be made for a member." (It's not always easy to work with the Historical Society.)

### **Training and tours conducted by staff**

- Carol and Betsy put on a tutorial on library resources for House and Senate Legislative Assistants. 21 LAs attended the session in the Library's Reading Room.
- Randi arranged and attended a meeting with the CALCO web group and North Star. It appears that there will be some collaboration between the consultants and CALCO librarians on the classification of links for subject pages on North Star.

### **Training and meetings attended by staff**

- Paul, Leif, Sarah, and David attended the PALS User Group meeting in St. Cloud. Among the things discussed there was the upcoming migration to ALEPH.
- Leif attended a SNAP meeting. (That is a statewide network administrators group.)
- Robbie participated in a conference call meeting with NCSL staff and Marilyn Johnson from ND. Plans are beginning to be developed for the NCSL Professional Development

Seminar in Bismark next fall.

- Syble attended an online ColdFusion CyberSeminar on Dec. 5.

## Staff news

- The staff said goodbye to Theresa Wolner. Her contributions will be missed; they were useful even during the short time she was here.
- Elizabeth, Carol, and Paul interviewed 8 candidates to find a Library Assistant replacement for Jim. Nikole Lien was hired, to begin on January 2.
- Anniversaries:

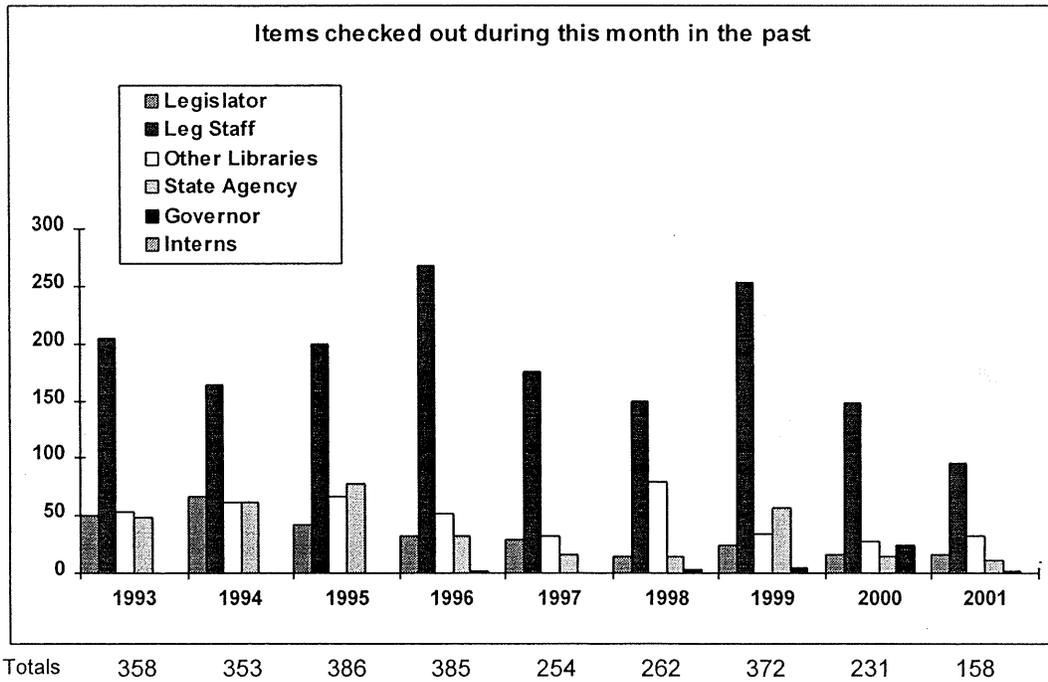
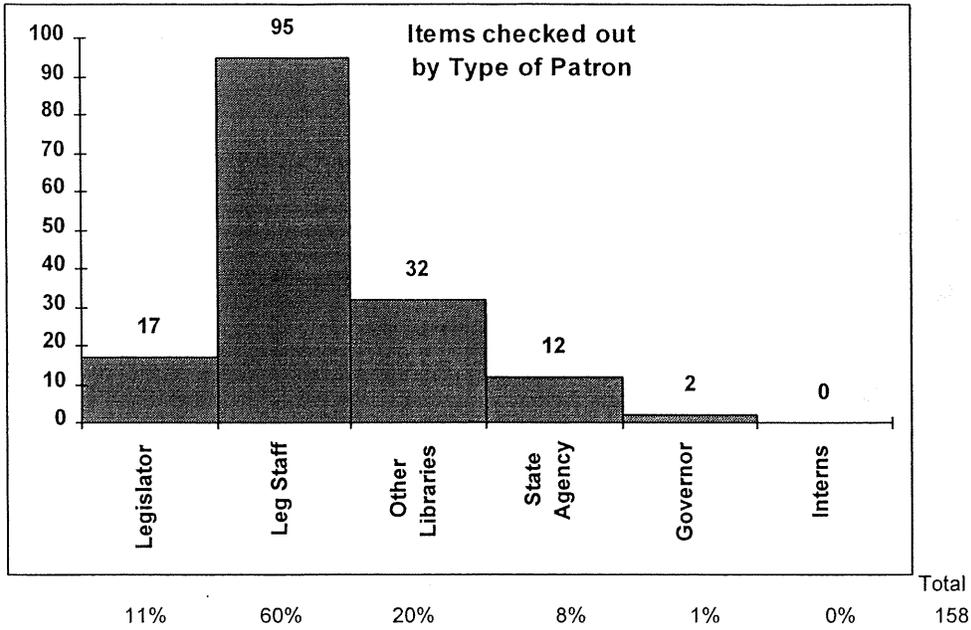
Toshi	12/04/2000	1 year in 2002
Ruth	12/17/1994	17 years in 2002
Sarah	12/11/2000	1 year in 2002

## Fan mail

- David's happy patron wrote, "You are wonderful. You found much more than I expected. As always, you are there when we need you. Thanks so much."
- A Senate researcher wrote to Paul, "Thanks Paul - got some great facts and figures....exactly what I need!"
- Alissa related a story about a woman doing legislative history research. "After I pulled her tape and minutes for her, she said, "It's a lot more organized down here than they lead you to believe in law school!"
- Leif put in a great deal of work coordinating the LSIG Group that oversaw the implementation of the Legislature's firewall. From one LSIG member he heard, "Leif: None of this would have happened without you. For this, you have my heartfelt gratitude." Another wrote, "Congratulations on completing this massive project. You are largely responsible for this being successful. Thanks for all your work."
- Randi answered a request about Deed of Trust status in MN; the patron wrote, "Thank you, you were a great help."

# Circulation Statistics

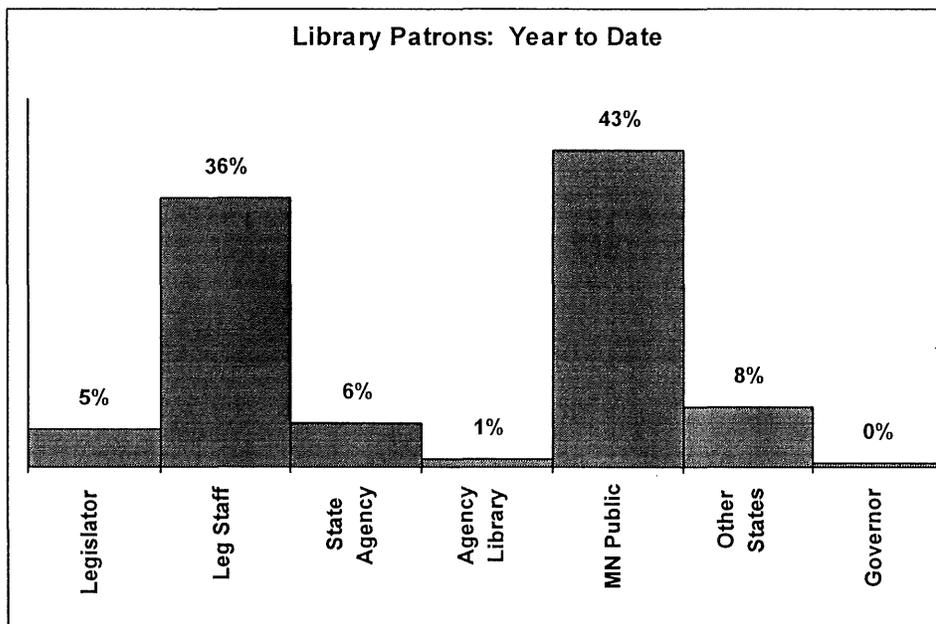
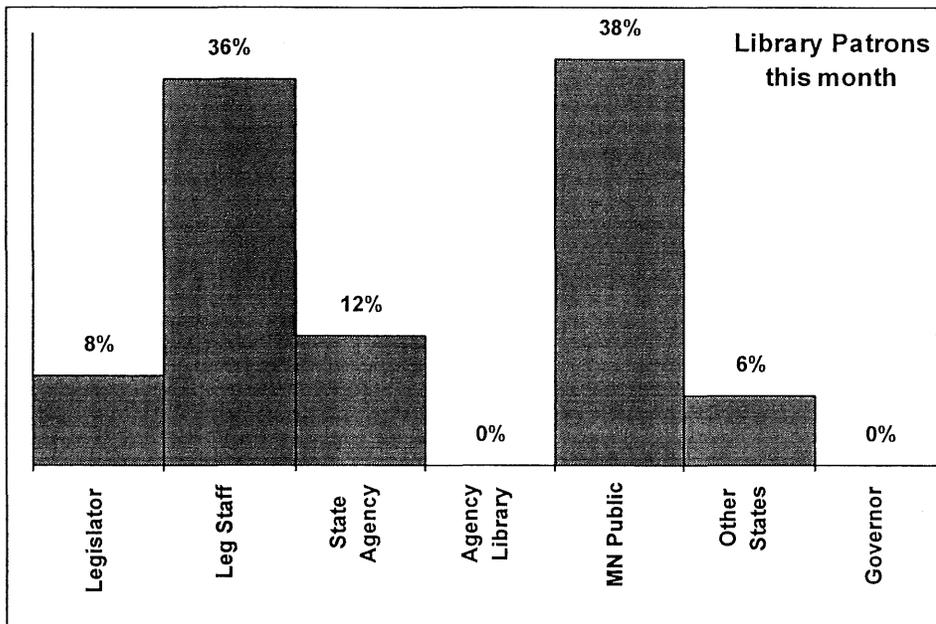
December 2001



*low....*

# REFERENCE REPORT: Patrons

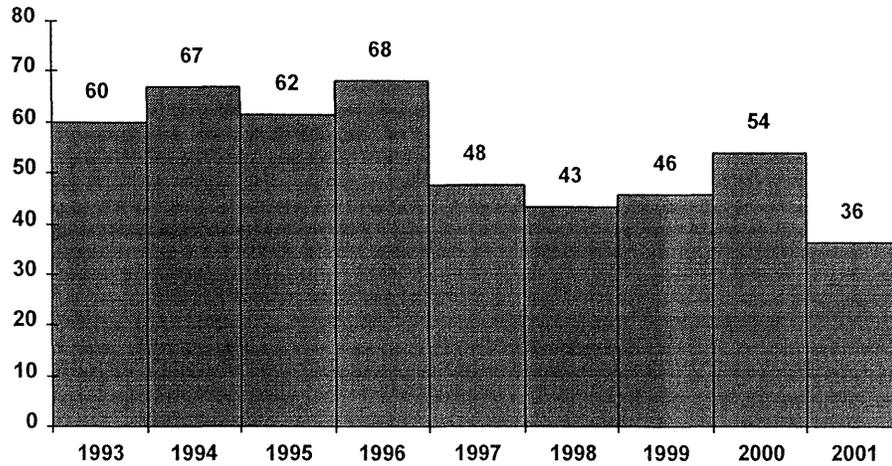
December 2001



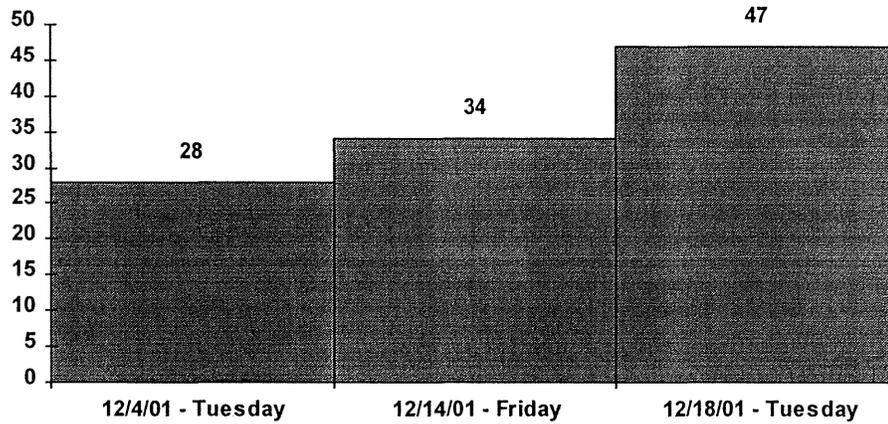
# REFERENCE REPORT: Questions Asked

December 2001

Average Number of Questions asked per day during this month in previous years

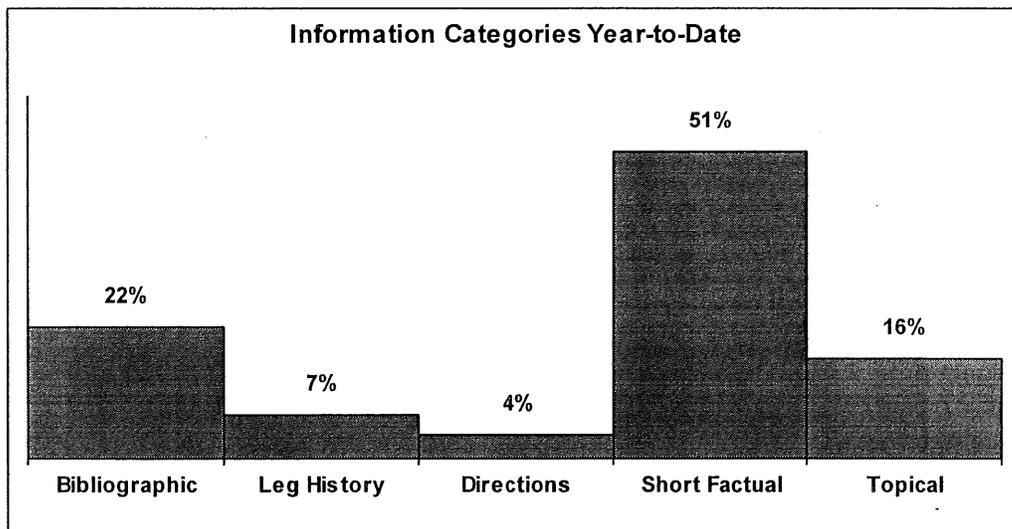
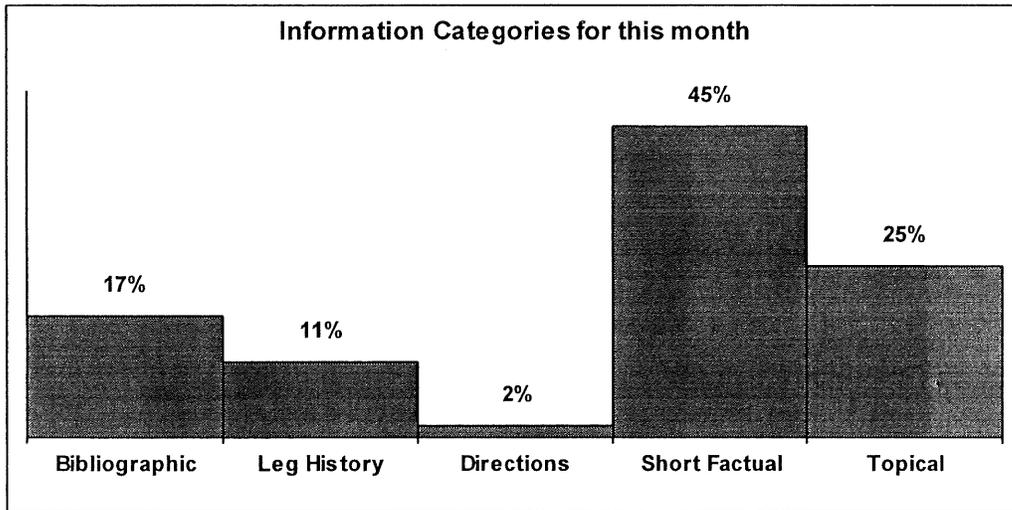


Number of Questions asked on each survey day



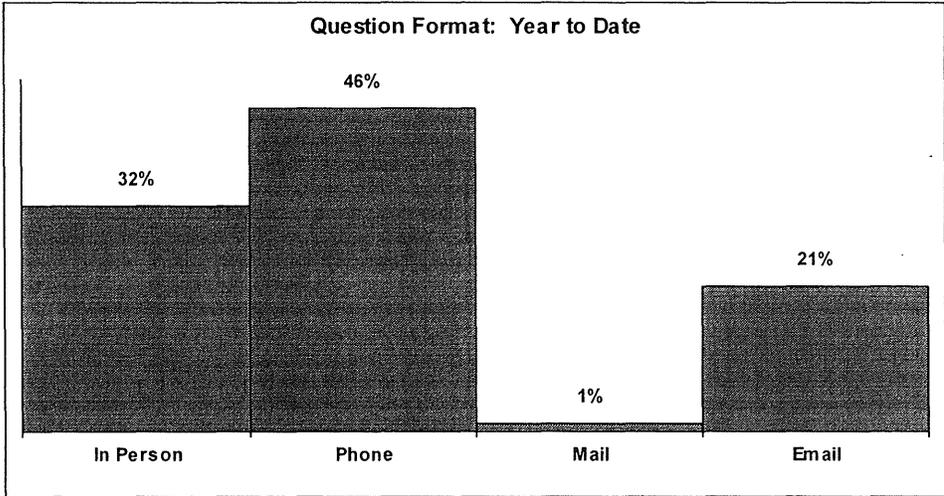
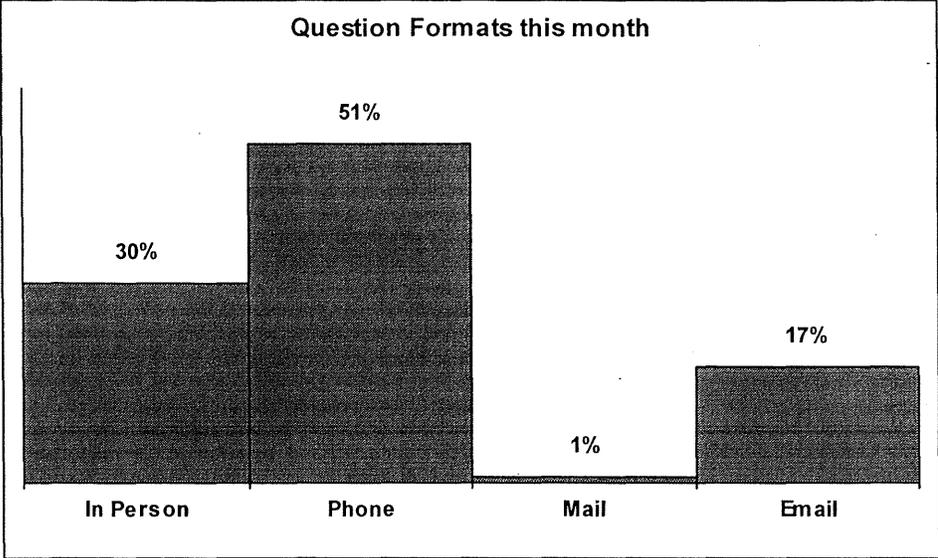
# REFERENCE REPORT: Information Format by Category

December 2001



# REFERENCE REPORT: Question Format

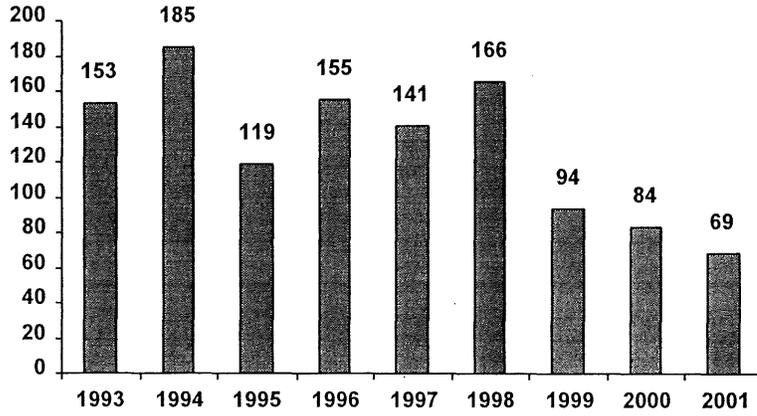
December 2001



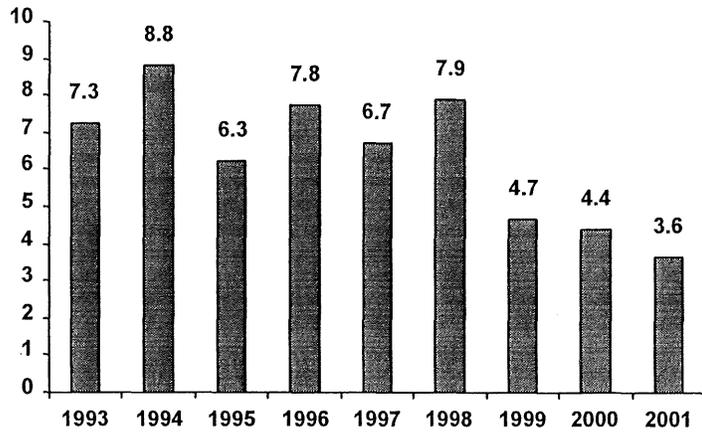
# TAPE ROOM REPORT: Questions Asked for this Month

December 2001

### Questions for this Month by Year

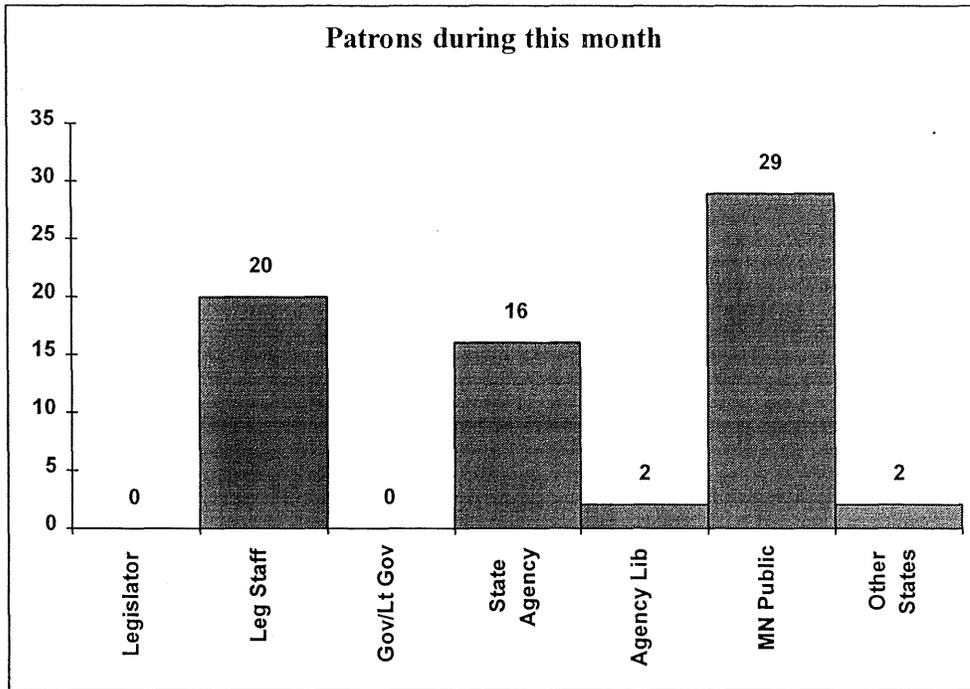


### Average Number of Daily Questions for this month

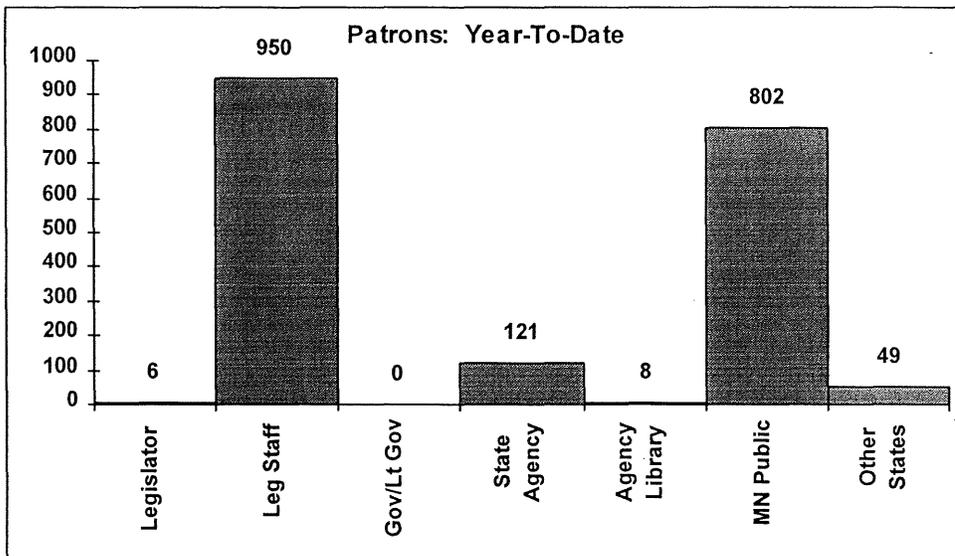


# TAPE ROOM REPORT: Patrons

December 2001

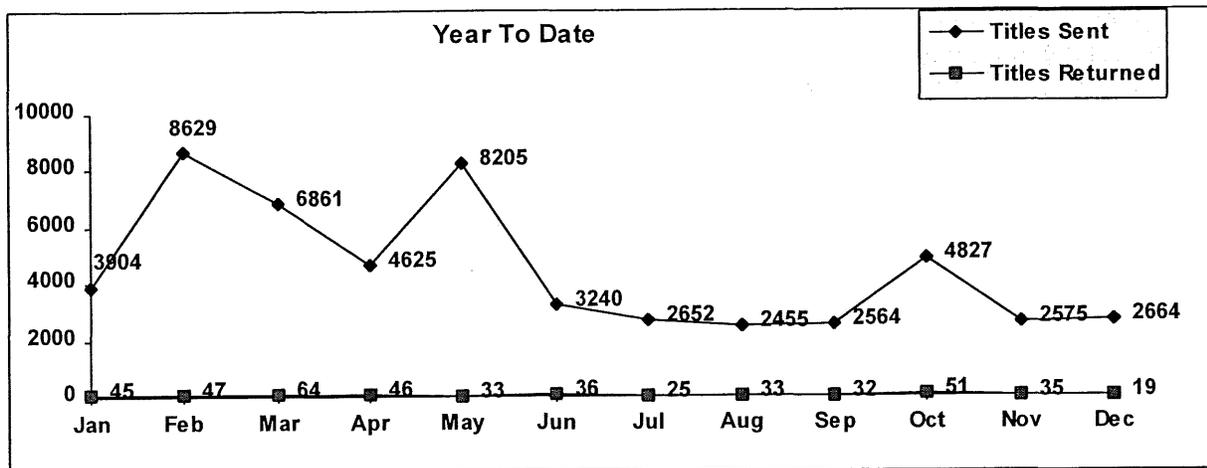


Total  
69



Total  
1936

# Inside Issues - Books/Reports Monthly Report - December 2001



## Cataloging: Monthly Report for December 2001

Printed 01/02/2002

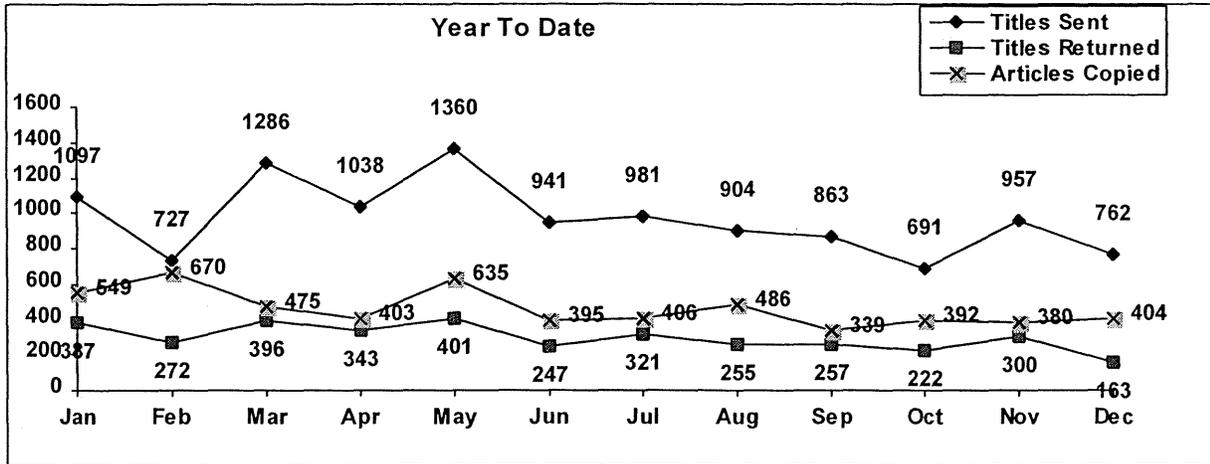
### Cataloging Totals

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Copy	53	27	31	48	36	41	34	39	15	51	2	10	387	32%
Original	82	77	97	73	101	61	40	28	66	82	50	58	815	68%
<b>Total titles</b>	<b>135</b>	<b>104</b>	<b>128</b>	<b>121</b>	<b>137</b>	<b>102</b>	<b>74</b>	<b>67</b>	<b>81</b>	<b>133</b>	<b>52</b>	<b>68</b>	<b>1202</b>	
<i>cum. avg.</i>	135	120	122	122	125	121	114	109	105	108	103	100		

### Shelflist and catalog maintenance

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Titles withdrawn	8	1	10	305	113	145	0	1	6	4	3	1	597
Volumes added	87	72	128	174	86	53	94	20	37	76	39	66	932

# Inside Issues Monthly Report - December 2001



# Acquisitions: Monthly Report for December 2001

Printed 01/02/2002

## General acquisitions

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Orders	15	20	24	18	26	25	19	11	9	13	13	12	<b>205</b>	21%
Mailing lists	38	43	46	46	35	43	43	35	31	31	38	39	<b>468</b>	49%
Begs	14	24	31	26	33	16	25	20	27	33	19	17	<b>285</b>	30%
<b>Total gen.</b>	<b>67</b>	<b>87</b>	<b>101</b>	<b>90</b>	<b>94</b>	<b>84</b>	<b>87</b>	<b>66</b>	<b>67</b>	<b>77</b>	<b>70</b>	<b>68</b>	<b>958</b>	
<i>Gifts</i>	14	36	7	12	6	0	5	6	10	9	7	3	<b>115</b>	

## Minnesota documents

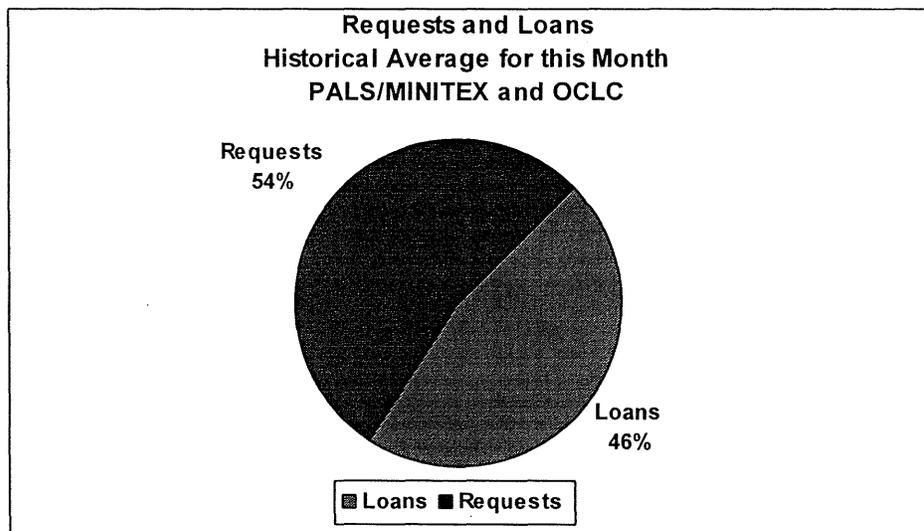
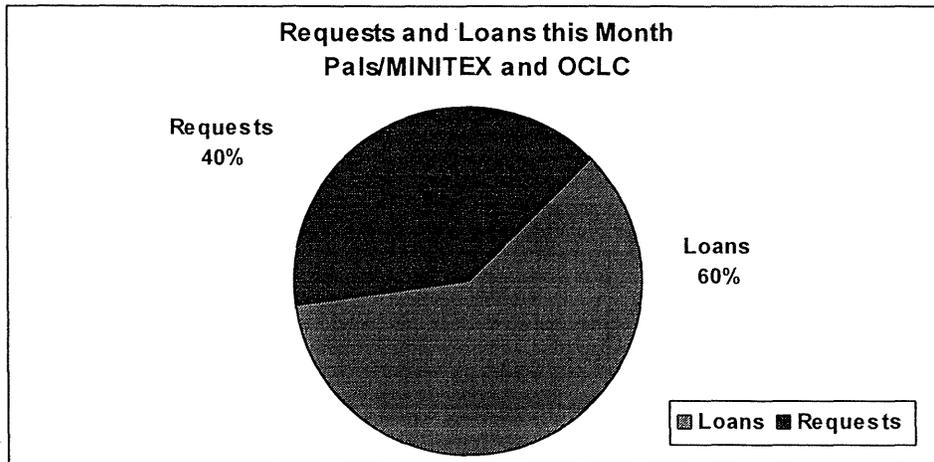
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Mandated	108	80	56	27	18	13	13	24	6	14	23	35	<b>417</b>	42%
Other	48	58	74	53	51	29	47	51	31	51	45	45	<b>583</b>	58%
<b>Total Docs.</b>	<b>156</b>	<b>138</b>	<b>130</b>	<b>80</b>	<b>69</b>	<b>42</b>	<b>60</b>	<b>75</b>	<b>37</b>	<b>65</b>	<b>68</b>	<b>80</b>	<b>1000</b>	

## Total Acquisitions (excluding gifts)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	
	<b>223</b>	<b>225</b>	<b>231</b>	<b>170</b>	<b>163</b>	<b>126</b>	<b>147</b>	<b>141</b>	<b>104</b>	<b>142</b>	<b>138</b>	<b>148</b>	<b>1958</b>	

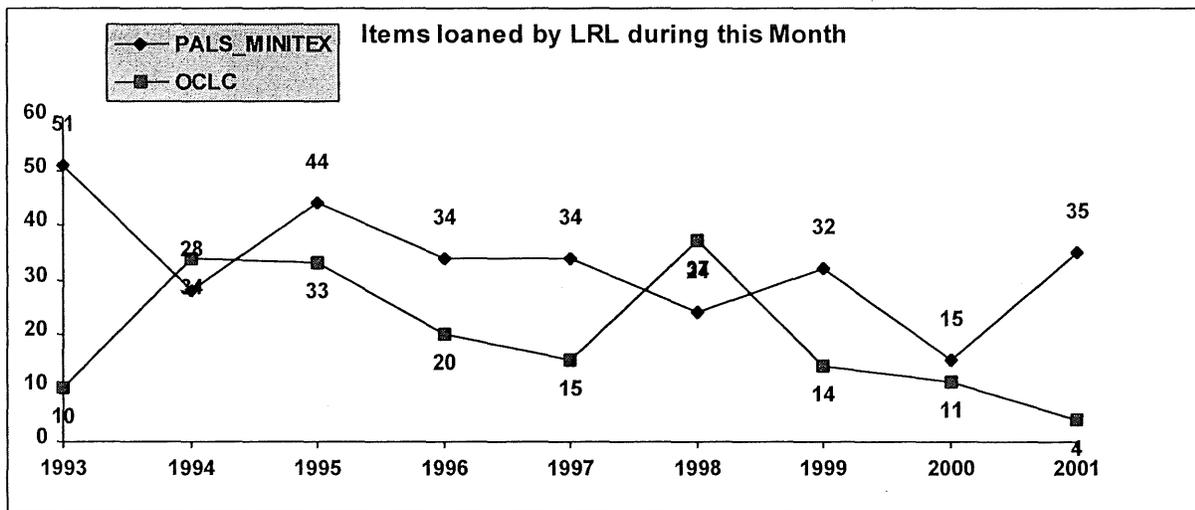
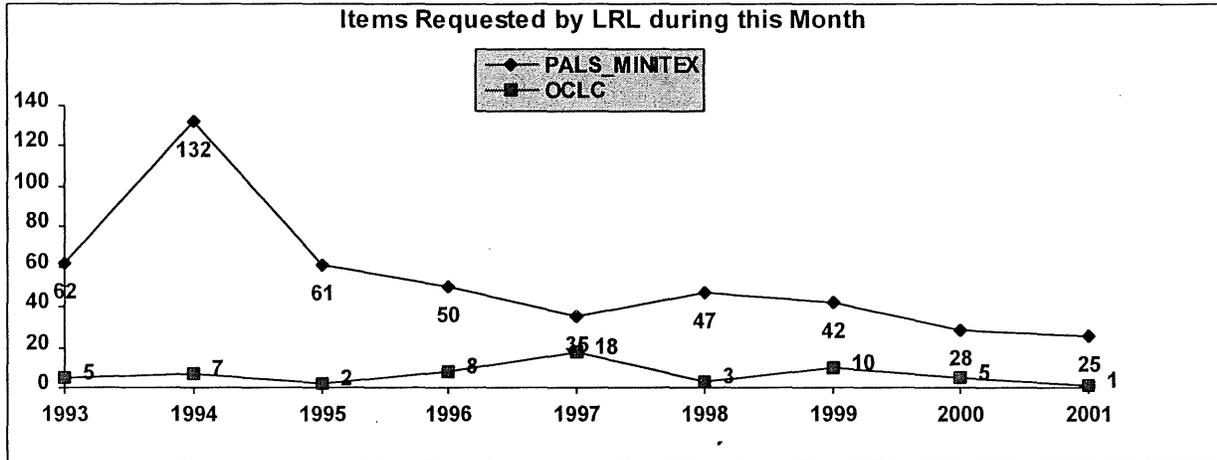
# INTERLIBRARY LOAN RATIOS: Requests to Loans

December 2001



# INTERLIBRARY LOAN STATISTICS: Requests and Loans

December 2001



# Legislative Reference Library

*Monthly Report - November 2001*

## Administration

- Robbie attended several meetings regarding the Compensation Study.
- Lisa placed the ad for the vacant library assistant position, received the applications, set up the interviews, and created interview packets for the hiring team (Elizabeth, Paul, and Carol).
- Lisa made the reservation for our holiday party at Fabulous Ferns.
- Lisa helped organize the Combined Charities kick off event for joint agency staff. As usual, she was kind enough to pick up the dozens of donuts and she worked at the event.

## Web Development Activities

- Randi held a meeting of the Web group met to discuss the Intranet and other upcoming projects.
- Randi attended a CALCO Web group meeting, to discuss CALCO involvement with the North Star portal.
- Syble created a web site for LSIG, and worked with Rand Hove (Senate) on LSIG Security Policy Documents.
- Syble created a new Session Laws search button. She also developed some new buttons for legislative use: New, Go, and Now Available (2 of each: green, gold and red versions) She created a web page for the buttons so that each office can access them easily.

## Collections activities

- Jess was finally able to generate mandate letters after catching up with recent mandates, which led to an influx of reports and also explanation letters for missing reports. Several agencies reported that reports are much delayed or not being done at all as a result of the potential government shutdown and the strike. A couple of agencies have skipped mandated progress reports and will be completing just a final version of them for the legislature. Jess made notes in the Acquisitions database whenever she received more info from the agencies.
- Alissa searched the 2001 Table 2 for repealers that involved reports. David reviewed the repealers, made notes in the acquisitions database, and gave the appropriate ones to the catalogers for to make changes in the online catalog. Helen added the 2000 and 2001 repealers to the PALS records.
- Kelly and David have noted numerous problems with EBSCO, our provider of newspapers and periodicals. Even

*interesting news  
about reports  
mandated by the  
Legislature.*

though EBSCO insists that they are paying the publishers, we keep getting cancellation notices for various titles.

- Helen started training Alissa on OCLC searching and producing on Library of Congress records.
  - David held a Minnesota Resources/Introductions workflow meeting. Helen commented on the workflow draft document.
  - In looking at the November acquisitions statistics David noticed that the number of "begs" did not look right. He went back and fixed some records in the acquisitions database (Sept. through November) to accurately reflect reality. He then re-ran the monthly acq. reports for those months. Since monthly acquisitions reports are snapshot reports, the year to date statistical report may show minor differences from previous reports.
  - Kelly processed 39 added volumes, withdrew 3 items from the circulating collection, copied 217 Contents Page articles, and copied 2,098 Contents Pages. She claimed 65 missing periodical issues: 26 were EBSCO, 15 were Free and 24 were Minnesota Periodicals.
  - Kelly 'shelfread' from AS6 to E78, which means she went through the collection, and looked at the call numbers for each item to ensure they were on the shelf in the correct order. This *really* makes a difference, and all the public services staff appreciate being able to retrieve materials as needed, without massive hunts.
- Information Systems activities**
- Lisa continued work on preparing for the migration to WINDOWS 2000. She is "trying to get a base machine to ghost," meaning she is trying to get the setup just right on one machine so that it can be duplicated on all the other workstations with a minimum of custom work.
  - Ruth continued working on the data entry screen for the All-Time Legislators Database. She created a 'termdate' table for Alissa to enter 30 years of election and term dates and session years, and created a button to automatically put these dates in the record depending on session number and body.
  - Ruth created a report from the acquisitions database showing mandated reports received during Jan. 2001 for Randi and David. Our intent was to see how many of the reports were in electronic format as well as print. There were MANY FEWER reports in electronic format than we had anticipated.
  - Ruth created 447 November MN Resources, and created the corresponding Web page. She also sent the file to NCSL.

Our new acquisitions lists are available via the NCSL Web site, as well as our own.

- Ruth added some new topics to our Inside Issues service: Corrections--Cybercrime, Terrorism, and Terrorism—Bioterrorism.
- Leif and Syble attended several LSIG meetings, including an AVNET whiteboard session in preparation for the firewall installation.
- Syble upgraded WebTrends Enterprise Suite to WebTrends Advanced Analysis Suite, and customized the legislative offices' reports to take advantage of new features.
- Syble copied Senate Archive media files to CD for backup and permanent storage.

## **Aides News**

- Dave Gatchell began working as a Library Aide.
- The remarkably efficient Aides got caught up on their work. A long list of projects was developed for them so they wouldn't run out of work but they quickly accomplished all those tasks as well. We are lucky to have them to do a lot of short-term and cleanup projects now, before the crush of session begins.

## **Reference activities**

- We now send out notices to Inside Issues subscribers about books and reports in their topic areas, as well as magazine articles. Last month Mark Shepard noted that he has his interests so narrowly focused that when he received his list, all the reports were BY him.
- The reference librarians had a breakfast meeting to discuss the content of the "Services for Legislators" intranet Web page. They also discussed the requirements for a better reference desk.
- A former state architect sent some Legislative Building Commission reports and documents to Robbie last summer. After evaluating them, and deciding that only one document would have broad public policy interest for our collection, we sent the remainder to the State Archives. Charlie Rogers was happy to receive them, and will add them if they are not duplicated.
- Elizabeth, Betsy, and Randi met to plan upcoming training about the library.
- Elizabeth held a session planning meeting, to organize all the end-of-the-year projects.

## Reference questions – A sample

- **Paul made an understatement in his monthly report, “The stadium questions are back.”**
- Sometimes the answer to a reference questions is no further away than one of the staff. David was asked for the name of the famous attorney from Hibbing. Lisa had the answer, of course, and David write back, “You must be referring to Vincent Bugliosi - Author/Attorney (Helter Skelter, The Sea Will Tell). The Hibbing Chamber of Commerce website has a list of other famous people from Hibbing as well: [http://www.hibbing.org/historical\\_info.html](http://www.hibbing.org/historical_info.html)”
- Someone from the public sent an email wanting to know if it was true "oral sex" was illegal in MN. David emailed back the relevant Statute and a link to the recent court case ruling the Statute unconstitutional. He emailed me back, thanking me for the information, but still wanting to know if it was illegal. I responded that I was not able to advise on the legality of this or any other activity.
- Request for articles on health insurance costs and articles on mental health coverage parity. (ds)
- Information on drug offender criminal histories. (ds)
- Information on libraries in Minnesota (rm)
- A list of all U.S. cities that have each of the 4 professional sports franchises: football, baseball, basketball and hockey, and their media market rankings - I found 11 cities. (bh)
- Betsy had several requests from out of state for unique Minnesota - specific reports.
- Sarah fielded (so to speak) numerous questions about the Twins: the "Contact your Legislator" canned e-mail got a workout. She also researched the yearly salary of Hall-of-Fame baseball slugger and 1969 American League MVP Harmon "Killer" Killebrew (1954-1975) (for a senator) (answer: it never topped \$120,000).
- Sarah hunted down the identity of a judge from "somewhere around Sibley County," jurisdiction unknown, named Something Alexander or Alexander Something, and who served between 1901 and 1960. (For a courts administrator.) (Poss. answer: Fred A. Alexander, Owatonna, serving 1938 to 1959).
- Which countries supply the U.S. with oil & what % of our total does each country supply? (pv)
- Does MN have a mandatory child vaccination law? (Sort of, especially if you want to attend school, there are exemptions. Ch. 299 from 1903/MS 144.12 & 121A.15)(pv)

## **Legislative History Activities**

- Jess reported that she “worked on an interesting (and highly involved) legislative history for an out-of-state attorney. He was working on behalf of a firefighter who was dying of cancer, and needed information from us because in MN it is considered to be an occupational hazard if a firefighter develops cancer and it can be proven to be a result of their employment. That is not the case in Oregon, and this firefighter's dying wish was to alter the statute in OR to change workers' compensation benefits for subsequent cases. Primarily he was searching for expert testimony from MN's addition in 1988, so I found some possible meetings for him to look at and ultimately suggested that me might try contacting a couple of representatives who were active in the bill's passage. He had been contemplating an expensive trip here to do research, and was thrilled with the help.”
- The 1991-92 Senate materials & House minutes were transferred to MHS.
- Tape Room research included: child pornography, sexual orientation's addition to the human rights statute, Prairie Island nuclear waste storage, gender reassignment surgery, sex offender registration, & stadiums.

## **Training and tours conducted by staff**

- Robbie gave a talk on the Legislative Web site to a meeting of the Minnesota Governmental Relations Council (the lobbyist group). Boy, were they appreciative of all the information provided on the site!
- Our training statistics reveal that we have conducted training or tours for 581 people so far in 2001.
- Elizabeth gave a tour to two new Senate Legislative Assistants.
- David and Sarah taught the class, "Amazing Resources on the Legislative Website", to Senate staffers on 11/29. The class was attended by three staff from the Republican caucus, two from the DFL caucus and one staff from Senate Counsel & Research.

## **Training and meetings attended by staff**

- The Legislative Reference Library hosted the November meeting of CALCO, the Capitol Area librarians group. Betsy attended the meeting.
- David attended the PALS Deans/directors meeting on 11/16. (Robbie was in one of the MANY compensation study meetings.)
- Randi and Syble attended the state webmasters meeting, where they discussed the proposed North Star portal software.

- Randi attended a North Star end user experience meeting, where the consultants were taking input on what the users would want.
- Leif, Syble and Randi attended an LNET meeting.
- Sarah attended a two-day OCLC/CONSER serials cataloging workshop, sponsored by MINITEX (and reported, "I even got a fancy certificate!").

### **Staff news**

- Anniversary: 11/01/99 Betsy Haugen 2 years at LRL
- Jim Lee finished his short tenure at LRL, and went off to become a Dairy Queen owner. He was great, and we'll miss him.

### **Fan mail**

- David helped a staff person at the LSU Medical Center in New Orleans, who wrote back, "YOU ARE WONDERFUL! What you sent is EXACTLY WHAT I NEED. Thanks a million for your prompt and helpful response. Valarie Hart"
- Paul received a nice response to some information he found. "Thanks Paul!! The import/export info was exactly what I was looking to find."

# CSG recognizes state Web sites

*The Eagle E-Government Awards highlight states that best provide services over the Internet.*

BY ED JANAIRO

**G**orgia, Minnesota, North Carolina and North Dakota are among the award-winning states in The Council of State Governments' Second Annual Eagle E-Government Awards program.

The Internet is drastically changing the way state governments do business. Because of these changes, states can reach out to more people and deliver better service to constituents and businesses. CSG's Eagle E-Government Awards program identifies outstanding e-government initiatives each year and highlights how the states are successfully meeting the growing demand for online government services.

A recent report by the Council for Excellence in Government, a nonprofit organization that promotes good government, shows that 73 percent of Americans think our leaders should make e-government a domestic priority. The Eagle E-Government Awards program reveals that many states already are making great strides in using the Internet to create a more responsive and accessible government.

Here are the winners in the categories of Best Executive, Legislative and Judicial Branch Sites, and Best State Portal.

Georgia's Secretary of State Web site (www.sos.state.ga.us) won the Best Executive Branch Web site award with its

The screenshot shows the homepage of the North Carolina government website. At the top, there's a navigation bar with links like 'Home', 'About NC', and 'Your Service'. Below that, a search bar is prominently displayed. The main content area is divided into several sections: 'Featured Items' with links to 'Pumpkin Growers', '2001 North Carolina State Fair', and 'NC Green 2001 Expo'; 'Ongoing Events' listing 'Pumpkin Growers' and '2001 State Budget'; 'Weather' for various locations like 'Appalachian, NC' and 'Winston Salem, NC'; 'NC Media' with links to newspapers, magazines, and TV stations; and a 'Did You Know...' section about vehicle registration. The footer includes a copyright notice for 2001 and links to 'Help', 'Site Map', and 'Contact Us'.

North Carolina's NC @ Your Service (www.ncgov.com) took the Best State Portal award.

well-designed home page and wide range of online services offered to people and businesses. Visitors to this site can search for and register corporate names, obtain voter information and voter registration forms, search for registered charities and renew professional licenses online. Other sites that won an Eagle Award of Excellence in the Executive Branch category are Illinois' Criminal Justice Information Authority, Virginia's VATAXOnline, and eMaryland Marketplace. eMaryland Marketplace also won a CSG Innovations award this year (please see accompanying article).

The Best Legislative Branch Web site award went to the Minnesota State Legislature (www.leg.state.mn.us). This site offers many valuable features including a bill-status tracking function and live Web casts of legislative sessions. It has an archive of past Internet broadcasts as well as legislative calendars and a wide range of legislative information, including complete biographical and contact information for each legislator. The Alaska State Legislature and the Louisiana Legislature Web sites also won Awards of Excellence in this category.

The Best Judicial Branch Web site

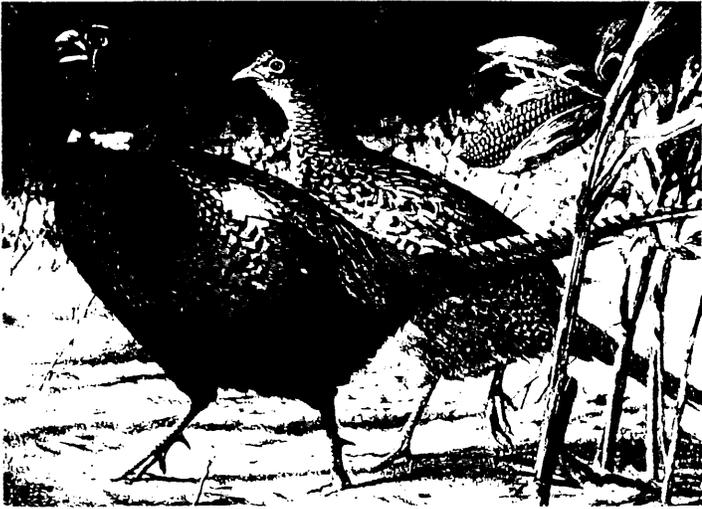
# Enhance outreach with library links

Each year the Legislative Reference Library posts a list of notable state documents for the year. The 2001 list can be found at <http://www.leg.state.mn.us/lrl/mndocs/best.htm>. It contains two DNR reports:

- *Natural Resources Stewardship 2001: Key Indicators of Progress.* Minnesota Department of Natural Resources, 2001.
- *Minnesota Non-Native Terrestrial Plants: An Identification Guide for Resource Managers.* Minnesota Department of Natural Resources, Trails and Waterways Division, 2001.

If you'd like your report to be considered for next year's list, you need to make sure that libraries like LRL and the DNR Library know it exists! Please feel free to send a copy or two to the DNR Library and we'll help you figure out how to distribute it further if that's advisable. Call 651-297-4929 for more information.

## Pheasant Stamp 2002



Alert and vocal, a pheasant cock and hen emerge from a cornfield in the painting selected for the 2002 Minnesota Pheasant Habitat Stamp. The winning design was created by Nick Reitzel of Karlstad. Reitzel has been a frequent finalist in DNR stamp contests. His design is featured on the 2001 Minnesota Turkey Stamp and the 2001 Trout and Salmon Stamp. He finished second in last year's Pheasant Habitat Stamp contest.

## IN THE WORKPLACE

*Ethics* is a regular feature prepared by DNR Human Resources Bureau staff designed to discuss ethical issues and determinations of special interest to DNR employees.

**Q** Particularly at this time of year vendors and other businesses give gifts to customers. Which, if any of those, can I accept without being in violation of ethics law and rules?

The state's code of ethics for executive branch employees prohibits acceptance of a "gift, reward, gratuity" from any source for activities related to the employee's duties except gifts of nominal\* value, textbooks, plaques or similar mementos. This prohibition includes seasonal gifts from vendors, especially in cases where the employee getting the gift is directly or indirectly a decision-maker about the choice of provider, contract requirements or criteria, evaluation of products or services or similar processes.

This means that where it could be construed that acceptance of a gift from a profit or nonprofit organization influenced or will influence decisions about purchasing products or contracting for services, that gift should be refused. The best time to make such a refusal is when the

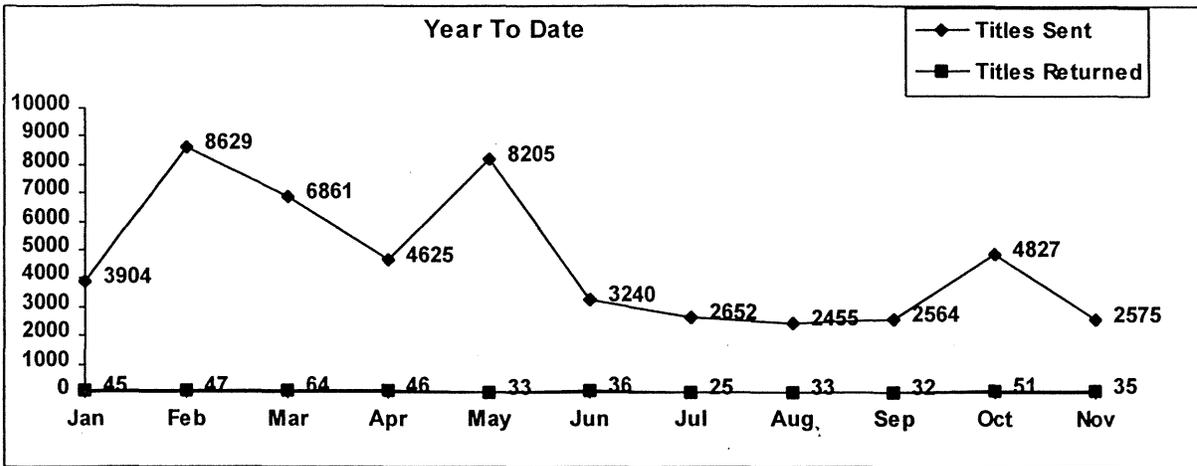
gift is offered, by saying something such as, "Thank you for the thought but state law prohibits me from accepting gifts."

If, on the other hand, the gift is truly a gift—that is, is not related to seeking or repaying business—particularly when it is given to an entire office or job site—not an individual—it may be accepted.

\*Nominal value is not defined by the law but is generally construed to mean without market or retail value. For example, a book autographed by the author to you would have little resale value for someone else.

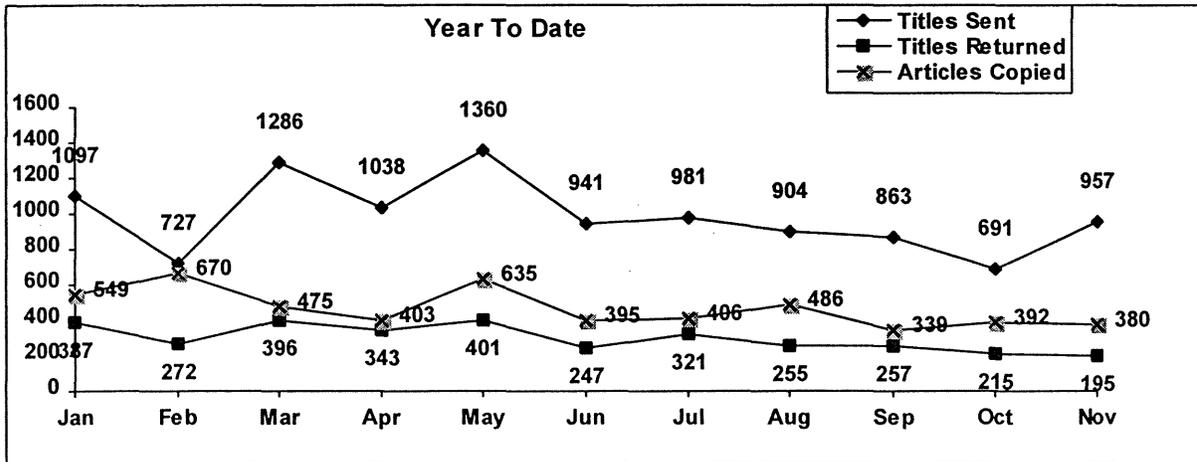
If you have ethics questions you would like to see addressed in this space, please forward them to [ed.jones@dnr.state.mn.us](mailto:ed.jones@dnr.state.mn.us)

## Inside Issues - Books/Reports Monthly Report - November 2001



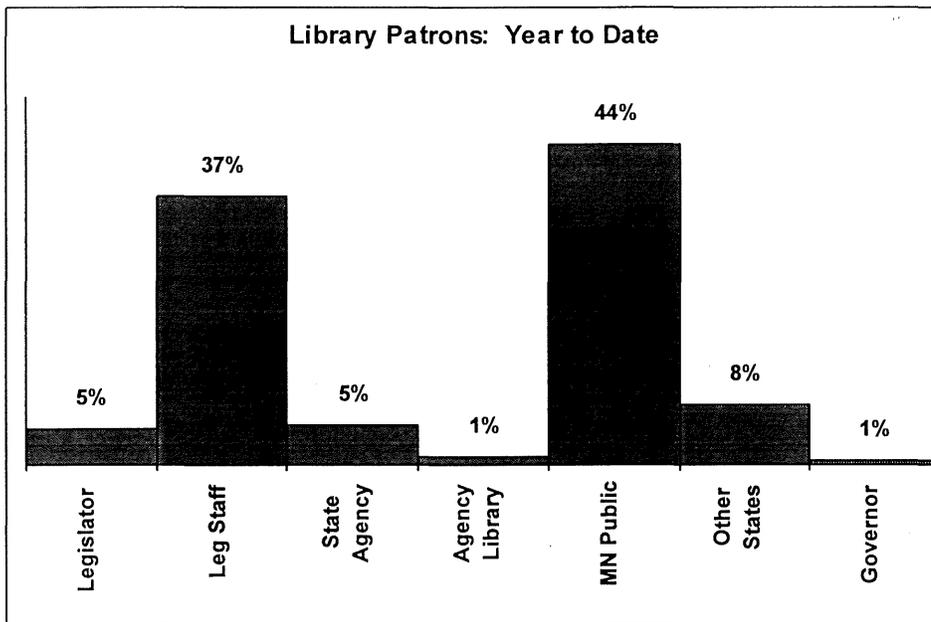
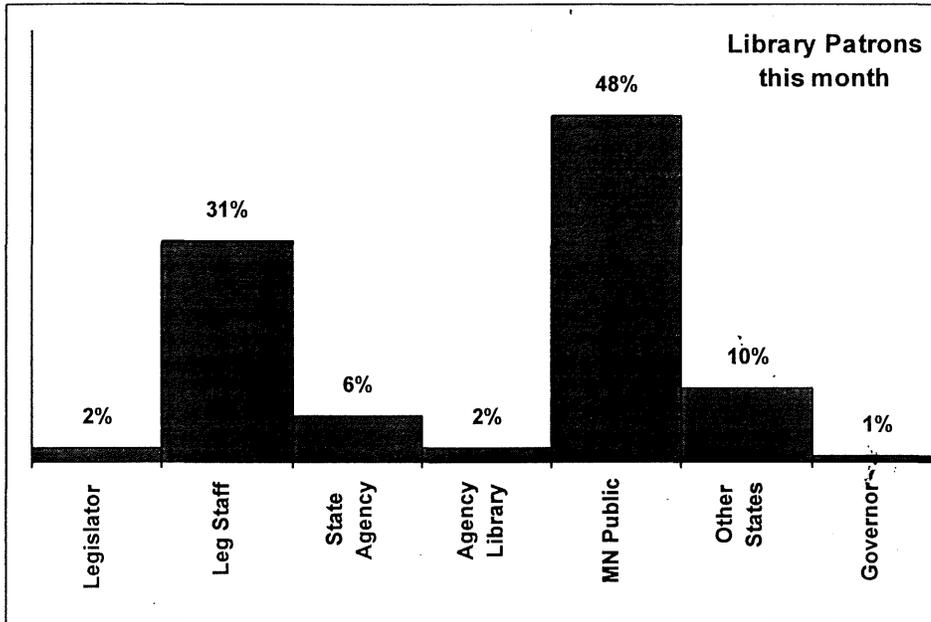
*447 books/reports were borrowed in 2001 as a result of the new II Books and Reports service.*

## Inside Issues Monthly Report - November 2001



# REFERENCE REPORT: Patrons

November 2001



# Legislative Reference Library

## *Monthly Report - October 2001*

The state employee's strike caused some interesting situations, but little disruption of the Library's work. Several staff members were uncomfortable crossing the picket line. Our recycling was not picked up, and Elizabeth and Leif hauled off our overflowing paper to bins on the loading dock. Betsy was involved in the Capitol Area Library Consortium presentation at the Minnesota Library Association Conference. She attended the conference, but that session was cancelled because the speaker was an agency employee on strike.

Also in October, anthrax-laden mail became a real fear, and Library employees who open the mail donned gloves for the mail distribution task.

### **Administration**

- Lisa met with an LCC Service Award group many times to go over proposals and to pick a new company to do our service awards.
- Elizabeth completed work on the House/Senate/LCC parking ramp study task force. The group finished their report, written by Elizabeth and Chad Thuet – very close to the October 15 deadline.
- Lisa advertised for a library aide position; Elizabeth interviewed several candidates.
- Robbie participated in several program planning meetings for the upcoming Horizons Conference for legislators and staff. It will be held on January 31.

### **Web Development Activities**

- AWARD! The Minnesota Legislative Web site was selected by the Council of State Governments as the 2001 winner for the best Legislative Branch Web site. As part of this award, Leif was going to get his way paid to the CSG conference in Anchorage to pick up the Crystal Eagle award. Unfortunately, the terrorist attacks caused the conference to be cancelled. The awards will now be presented at the spring CSG meeting.
- Randi and Andrew worked to streamline and update the governor's veto pages on the Legislative Web Site. The information is complex and difficult to summarize in a clear table; they did a great job!  
<http://www.leg.state.mn.us/leg/Veto/Veto.htm>
- The Legislative Youth Pages revision was completed. Randi coordinated the project; Betsy and Syble in the Library, and staff from the House and Senate all contributed to the new look and content.

## **Collections activities**

- Randi held a web group meeting to plan enhancements to the Intranet site and define the scope of the project.
- David had to call the Congressional Joint Economic Committee regarding the publication *Economic Indicators*. The staff person told him they would be happy to send them to us but it may be awhile since all their mail is "frozen" due to the anthrax situation.
- Alissa completed downloading MARC records for the first batch of old consultant reports to send to the MNLAC Archives at the University.
- Alissa has marked all 2001 repealers that deal with reports. That information will now be added to Acq. and Pals.
- Jess finished entering the 2001 mandates.
- Problems with EBSCO, our periodicals vendor, seem to run in cycles. This month David had to deal with several problems, including a cancelled subscription due to their failure to pay the publisher.
- The cataloging backlog is gone! It is great to have our cataloging staff at full complement. Of course, this is the quietest time of year for adding new items to the collection, but we will be able to catalog the hundreds of state documents and mandated reports that arrive in 2002 in a very timely fashion.

## **Information Systems activities**

- By the end of October, Leif and Syble had arrived at a stable and secure setup for the NT server. Unfortunately, *hardware* problems continue. Part of the testing phase turned into a stress test for the whole LRL network. The new server was handling everything we could throw at it – several staff were instructed to stream several video feeds simultaneously.
- Leif reported that there has been a lot of virus activity and many network security issues in the past few months.
- Lisa spent most of the past two months trying to learn Windows 2000 desktop management, and trying to discover any issues we might encounter when migrating to 2000.
- Leif set up remote e-mail access for Theresa and Robbie.
- Leif tested Netscape 6.1 and it failed, in his book. We will wait for 6.2 before considering a change.
- Leif dealt with several problems with the color printer.
- Lisa reworked the exclude lists on our harbor backups to make sure we are getting the most efficient use of our CPU time with Harbor and therefore the lowest costs possible. She also attended the annual Harbor Backup Seminar.
- Ruth helped Lisa convert a small dBase database to Access

2000 and set up a label report.

- Ruth set up an Inside Issues - Books and Reports shortcut on Helen's computer.

## Reference activities

- The MN Issues group finished creating 3 new guides: Firearm Carry Laws, Legal Age, and Legislative Ethics. All are available on the Library's Web site. Carol has been analyzing our lack of style guidelines for Minnesota Issues and has come up with some additional proposed guidelines.
- David, Betsy, and Sarah, the *Introductions* team, have decided to use the Inside Issues topics for Introductions, instead of the old *Minnesota Resources* topics.
- Sarah finished a procedures manual for Inside Issues Books & Reports. She also trained in Helen as her substitute during her vacation.
- Several staff – David, Helen, Carol, Paul, Randi, Theresa, Sarah, Elizabeth, and Ruth - held two meetings to work out the thorny question of whether ACQ database entries could be used to generate Minnesota Resources and Introductions. It was decided that it was possible, and further, that the publications should be combined. A subgroup will be meeting in November to determine how the Minnesota Resources workflow can be streamlined. Once their work is complete, Ruth can work on a form/system (like we use for sending out Inside Issues for Books and Reports). The group will also be looking at increasing the likelihood that URLs will be added both to the ACQ database and the catalog record.
- Several staff – Helen, Sarah, David, Leif, Syble, Carol, Randi, Betsy, and Robbie – met on the last day of the month to discuss electronic services.
- Paul provided a basic Circ. Desk tutorial for the Library Aides.

## Reference questions – A sample

*Interestingly, several people on the phone told Randi they would not come to the library if they had to cross a picket line. Betsy sensed a general increase in the number of questions - from legislators and staff in particular.*

- Question on the 1993 repeal of statutes related to patriotic exercises and reciting of declaration of independence in schools (bh)
- Info. on MN first ladies (cb)
- Conceal-carry legislation in MN 1995-2000 (cb)
- Info. on multi-representative legislative districts (cb)
- Info. on legislators who had served in wars while members

of the MN Legislature (cb)

- Information on cluster grouping/ability grouping/tracking of students (cb, rl)
- A list of all "Baby Friendly" programs in U.S. hospitals. This is abreast feeding program sponsored by WHO and UNICEF. (ds)
- Spent a lot of time working on various aspects of past legislators and active military service while in office. (ds)
- Information on other states' efforts to implement K-12 education tax credits. (ds)
- Found several quotes related to public safety being the highest aim of government. (pv)
- Found a quote from Horace Mann stating that public education is the backbone of democracy. The patron wasn't sure there was such a quote but wanted me to find one and to be sure it was by someone important. (pv)
- What is the average MINITEX response time? (On campus 1.5 days for copies, 2 days for loans; for PALS it's 4.3 days not necessarily including courier time.) (pv)
- Grimmiest question of the month. Find biographical info. appropriate for an obituary for Betty Adkins. She wasn't expected to last the weekend. (pv)
- How does Gov. Ventura's pay rank with the other governors? (pv)

## **Legislative History Activities**

- Paul prepared & boxed the 1991-1992 Senate minutes, and then called to transfer the tapes & minutes to MHS.
- Tape Room research this month included tobacco sales to minors, profiles of learning, light rail transit, blue lights as a part of the rear brakes on vehicles, children in need of protective services for mental illness, response time limits for state agencies & local governments, and vulnerable adults.

## **Training and tours conducted by staff**

- Robbie and Randi spoke at length about the Minnesota Legislature's Web efforts with a Dutch researcher, Dr. Martin van As. He is part of a team that is investigating the best way the Dutch government can utilize ICT (information and communications technology) "to ensure the future of democracy in a modern and high-tech society."

## **Training and meetings attended by staff**

- Randi and Lisa attended the Mid-American Business Machines Expo to examine new scanning software for libraries that works with Ariel, an electronic document distribution system.
- Betsy attended a half-day advanced DIALOG searching seminar.
- Randi attended an SLA meeting.
- Several staff attended the Gift Ban Seminar sponsored by House Research.
- Several staff attended an advanced phone training session. Paul commented, "Discovered that it's not us, the new phone system really is cumbersome to use."

## **Staff news**

Paul was honored at the Minnesota Library Association with a Certificate of Merit, recognizing his contributions to the library community. See the attached award language.

Anniversaries:

- October 4, 1982 Carol Blackburn
- October 11, 1999 Syble Thon

## **Fan mail**

- Pat Dalton from House Research forwarded a complimentary e-mail she received from a researcher who recently left their office. The researcher wrote, "Pat, An addition to the exit interview - I want to note that the assistance and availability of the Legislative Research Library and staff was incredible. Their assistance in many assignments determined whether I completed the task in one day or ten. Overall their help made my work more credible and informative."
- Another nice comment came from a House Research staff person who appreciates our LINKS TO THE WORLD Web pages, "thanks again for all the work you do on these pages - it really does make our jobs easier!"
- Elizabeth helped a German filmmaker, who responded, "Hello Elisabeth, thank you very much for your quick and sufficient answer. I used the link you recommended and found what we need. Have a nice day. Best Regard, Heinz Barsties
- Our staff always try to reply in a timely manner. This was confirmed by an e-mail from a staff person from the Governor's office who Randi was helping, "thank you ! Boy are you fast!!"
- Robbie directed a House LA to information she needed on the Web. "Thank you so much for the info. I had no trouble finding what I needed. You are always so helpful."
- Sometimes we receive profuse thanks for a simple task. In

this case Randi was called a superhero for copying a faxing an old version of a Minnesota law. “Randi!!! I was so thrilled to get your message! :) I have not yet received your fax but will continue to look for it. I appreciate all of your help. I called a couple of estate planning attorneys in Seattle at major firms for assistance. They did not have affiliate firms in Minnesota and personally were not familiar with Minn. statutes. The attorney who drafted the will in 1974 has not provided guidance. Further more the drafting attorney seems to feel his client is the beneficiaries and the Corp. Trustee that he wrote into the document. You have no idea what an incredible Super Hero you are! You have saved me time, significant frustration as well as saving our client attorney's fees. Thank you so very much! Kathryn”

- David heard from a researcher in the House, “Thanks, Dave. All you LRL people are great!”
- It’s great to be able to tell someone about finding just the answer they need, available to them already on the Legislative Web site. When this happened this month, Robbie received the following message. “That is exactly what I was looking for. Thanks for your help!”
- A Senate staff person wrote to Betsy, “Thank you!! I am repeatedly impressed by the great service you provide at the Library :)”
- It’s sometimes amusing that we help people at law firms and companies all over the country and receive grateful notes from them offering their help, should we even need it – which is unlikely! Betsy received this message from a staff person at Arnold & Porter in Washington, D.C., “Thank you very much, Betsy. If there’s anything we at Arnold & Porter can do for you, just let me know.”



Please consider the following release for inclusion in your next publication. Thank you!

FOR IMMEDIATE RELEASE  
November 2, 2001

For More Information, contact:  
Randi Madisen  
Web Services  
Group Manager  
randim@library.leg.state.mn.us  
(651) 296-7857

*Press release  
about the new,  
improved Youth Pages.*

**Attention teachers and students!**  
**New and improved Youth Pages focus on  
homework helpers, research tools, and freebies**

ST. PAUL — New teaching and learning resources are now available, thanks to additional features on the Minnesota Legislature's Web site.

The recently updated Youth Pages have several new items for teachers, including freebies that are easy to download and print. In addition, the pages offer research and homework tools for students, just a click away.

The Youth Pages are organized in three sections: resources for kids, young adults, and teachers.

Point your Web browser to <http://www.leg.state.mn.us/leg/youth/> to access the pages.

Among the new items are lesson plans focusing on student citizenship. There are also specific links detailing the way students can get involved in the legislative process.

The Youth Pages, maintained by the Legislative Reference Library, include the following features that teachers can also incorporate into lesson plans:

- State Symbols
- Famous Minnesotans
- Streaming video about Capitol history, functions, features, and construction, and another about how laws, which affect our everyday lives, are made at the Capitol.

The library will continue adding new to the pages periodically, so it's worth visiting them from time to time to see what additional features may be available.

For more information, contact the Legislative Reference Library at 651-296-3398.



*President*  
Governor Dirk Kempthorne, ID

*Chair*  
State Senator Manny Aragon, NM

*Executive Director*  
Daniel M. Sprague

Robbie LaFleur, Director  
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October 4, 2001

Dear Robbie LaFleur:

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*Washington Office*  
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Suite 401  
Washington, DC 20001

On behalf of The Council of State Governments' Eagle E-Government Awards Advisory Board, I am pleased to inform you that the Minnesota Legislative Web site has been selected as the 2001 winner for the Best Legislative Branch Web site. With this designation, your site has been recognized as a model for other e-government initiatives.

The Council of State Governments' Eagle E-Government Awards Program recognizes outstanding Web sites in all three branches of state government. The panel of judges consists of elected state officials, state government staff and CSG's private sector associates and they bring to the competition the unique perspective of state government practitioners.

The selection of your site as Best Legislative Branch Web site was based on several criteria including how well the site makes state government more accessible to constituent and businesses, ease of use, design, technological innovation, and how effectively the site may help streamline government and deliver better customer service.

There were a record number of nominees and this year's winners certainly reflect the excellence of e-government in the states. A list of all the winners can be found at the CSG Web site <http://www.csg.org/eagle>.

Again, congratulations to you and all who were involved in your award winning e-government initiative.

Sincerely,

A handwritten signature in black ink that reads "Dan Sprague". The signature is written in a cursive, flowing style.

Dan Sprague  
Executive Director

cc: Governor's Office



Paul VanCura, our Circulation and  
Legislative History Coordinator, was  
recognized for his fine work by the  
Minnesota Library Association. And  
he got a great plaque!

An MLA Certificate of Merit is something that recognizes individual or group contributions to the library community. Today the Support Staff and Paraprofessional interest Section officers felt that in addition to the Paraprofessional of the Year Award, there was another SSPIN member who needed to be acknowledged: Paul Van Cura, Circulation and Legislative History Coordinator for the Minnesota Legislative Reference Library.

Paul was nominated by five of his co-workers for the Paraprofessional Award. One librarian noted: "Paul almost always has the answer to those strange twists that legislative histories can take. On the rare occasions he doesn't have the answer, he knows who in the legislature might. Our library could not hire or train for the knowledge that Paul possesses." Not only that, but he has a winning way with patrons. A manager put it: "Paul has his finger on the pulse of the patron."

He serves as a persuasive advocate for electronic access to more and more of the legislative records.

A colleague notes: "he library's work is very project and team-oriented, and Paul is always a positive and enthusiastic team member."

Paul has written and keeps updated a valuable guide to doing legislative history entitled *Minnesota Legislative History Step-by-Step*.

Because of Paul's work, the reputation of the legislative offices is strengthened. And more broadly, the image of the library profession is strengthened. Let's congratulate one of the newer members of SSPIN, Paul Van Cura, for his contributions to libraries everywhere!

# Legislative Reference Library

## *Monthly Report - September 2001*

As the events of September 11 unfolded, quiet and somber staff members gathered around the Library's televisions and watched in horror. The State Office Building was locked down, but only one person from outside the Legislature tried to come to the Library. That person called first, and we suggested the following day might be a better choice.

### **Administration**

- Robbie met with Greg Hubinger, Michele Timmons, and Sharon Harper to discuss the ongoing compensation study and possible modifications to the salary ranges for LCC employees.
- Elizabeth met with House, Senate, and other LCC staff on the legislatively-mandated parking ramp study. Several meetings occurred in September.
- Robbie participated in the planning process for a proposed Horizons Conference for legislators in January. Kathy Novak, Pat McCormack, Amy Vennewitz, Tim Edman, and Robbie planned a panel presentation; "In their own Words: Voices from Changing Minnesota." The plan is to have 'real people' talk about how changing demographics affect their communities.
- Robbie met with LCC directors and House and Senate fiscal analysts to discuss the LCC budget process recently completed, and how it could be improved in future biennia.
- Robbie met with Greg Hubinger, Chad Thuet, Michele Timmons, and Sharon Harper to discuss LCC payroll and timesheet policies, to make sure they are uniform across LCC offices.
- Lisa planned the Combined Charities Campaign kickoff event with staff from the Senate, House, Revisor and LCC.

### **Web Development Activities**

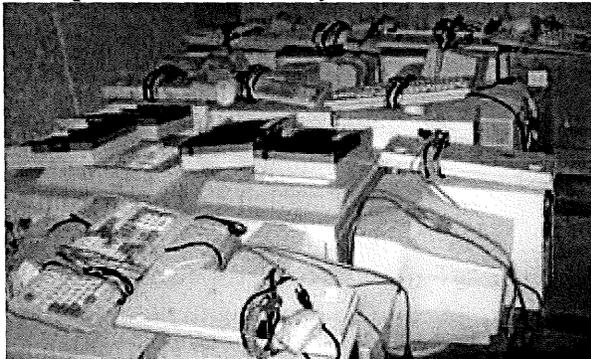
- Leif and Syble met with Senate Media about the transferring the Senate video archives to the Library's server.
- Leif and Syble several LSIG meetings; they included discussions and demonstration of firewall options and network design. Robbie attended LSIG policy-related meetings.
- Syble created a template for the Youth Pages and worked with Randi and Betsy on content.
- Randi evaluated a new page on the NCSL Web site with links to state legislative offices and e-mailed suggestions for additions to Doug Sacarto.

## Collections activities

- Jess continued to enter records from reports mandated during the 2001 regular and special sessions. Her report merely stated, “mandates, mandates, mandates.”
- Jess ran an ACQ purge that went considerably more smoothly than last summer. With this process, she deleted records of the items we have ordered and received more than a year ago. (All these items should be in the online catalog at this point.) She created a folder/notebook to keep examples of some of the reports and numbers of items purged. She deleted 5 non-recurring mandates, 239 ordered items and their associated order records, 17 cancelled orders, 637 received items with no associated order records, 96 consultant's report records, 488 nonrecurring MN document records, and 60 consultant's contracts with no associated item record, for a grand total of...1542!
- David discovered a glitch in our acquisitions database that created incorrect annual totals for our acquisitions statistics. To correct it, Ruth added Order and Beg radio buttons to Acq. item screens and updated the queries for statistics reports.
- Alissa has started the consultant's report project. (We are transferring some of the oldest, lowest-interest reports to the MNLAC storage center at the U.) She is pulling the shelf-list cards and then David will train her to use the MARC editor in PALSTAC.
- David met with Helen to discuss her goals for the next year and training issues regarding Alissa and Theresa.
- Teresa Wolner joined the staff as a cataloger, and the catalogers had a meeting to discuss items that are of interest to catalogers.
- Helen received authority corrections from PALS, and assigned portions of the list to Theresa and Sarah. She started working on correcting authority errors.
- Kelly processed 36 added volumes, withdrew 6 Items from the collection, copied 179 Contents Page articles, copied 1,872 Contents Pages, claimed 37 Missing Periodical Issues: 21 were EBSCO, 8 were free and 8 were Minnesota periodicals.

## Information Systems activities

- Many staff met for further planning of the All-Time Legislators Database. This project includes staff from all areas of the Library. Many staff are involved – testing Ruth’s screen designs and thinking of problems during the testing stage, such as coming up with defunct counties. This shows that it is tricky to provide a set list of counties when we get to entering data for the older biennia. Based on decisions of the planning group, Ruth continued on the code for creating data entry screens.
- Leif worked with reference staff to set up some e-mail filters to automatically delete virus-laden e-mails from repeat ‘offenders.’
- Leif spent a large amount of time doing research and working out technical and political issues regarding the proposed firewall system. This included meeting with Intertech staff, attending hardware and software demonstrations, and meeting with the LSIG group.
- Leif planned for and dealt with a planned campus-wide power outage. He also dealt with an *unplanned* outage several days later.
- Ruth (with Leif's help) surplused badly outdated computer equipment that the library has accumulated over the years, and updated the inventory database.



- Ruth installed a touchpad on Kelly's computer and showed her how to use it.
- Ruth created 448 August/September Minnesota Resources and updated the State Documents Web page.
- Leif and Syble installed memory into the new NT server. Syble installed additional software on the NT such as a manager for the RAID controller, the KVM switch and the UPS. Extensive troubleshooting was needed.
- Syble created some new banners for the House.
- Syble upgraded WebTrends, our statistical software for analyzing Web use.

## Reference activities

- Senate Media Services asked if we could hold several legislative-related videos and circulate them to the public. They thought they would be more accessible from our library open to the public than from their office. Although most of our materials circulate directly only to state employees, we were happy to make this exception to get the great Senate videos in the hands of organizations and teachers who want to use them.
- Elizabeth, Randi, and Betsy met to plan for upcoming training classes for legislative offices, ranging from introductory overviews of library services to advanced Web searching classes.
- Betsy was interviewed by Kristen Allen who is working with the Dept. of Applied Economics at the University of MN on an evaluation of their department Web site. Betsy was able to advise her on what makes a Web site a good resource, as well as the types of reports the Library collects from the Dept.
- We added a new topic to the Inside Issues scanning service, “security issues.” Ruth updated the data entry form and Web page.
- Sarah wrote an essay on the economic and safety aspects of the Air Transportation industry for the September issue of *Introductions*.
- David completed a Web information guide on firearm carry Minnesota issues. He met with Jim Cleary to make sure the guide is complete and correct; Jim had a lot of helpful suggestions.
- Carol participated in jury duty, giving many staff an opportunity to code each day’s papers. The aides, as usual, preferred Carol’s coding!
- It is interesting to note when our Web Minnesota Issues guides are used. This month a posting on the “Minnesota Politics” listserv mentioned the chronology in our Northwest Airlines guides, and even included the text.
- Sarah updated the 2000 redistricting notebooks with copies of clippings.

## Reference questions – A sample

- Info. on Indo-China farm projects. (pv)
- Help with laws on musical copyright. (pv)
- State employee compensation compared to the private sector. (pv)
- An irate pastor called to see if he couldn't stop the bride in an upcoming wedding at his church from using her maiden name followed by a slash then her husband's name as her new last name. (pv)

- Stem cell research - states laws regarding (bh)
- MAC financing (bh)
- States proposals to enact "shall issue" concealed handgun legislation (4 parts to this question) (bh)
- Breakdown on the percentages of where federal education money goes. Specific interest in Title I money. (ds)
- Requests for several court cases. (ds)
- Information on health insurance coverable after disability. (ds)
- Information on tow truck operator certification. (ds)
- Breakdown of CFL's budget that goes towards K-12 and whether it is federal, state or private money. (ds)
- What can you do when your dog is wrongly accused of barking, and you live in a trailer park? (sq)
- When do the flags officially stop flying at half-mast (according to the amended Presidential Proclamation 7641, September 22nd). (sq)
- Minnesota corporate responsibility laws (for the Connecticut Office of Legislative Research). (sq)

## **Legislative History Activities**

- Tape Room topics included: drive-by shootings, gas wholesalers, profile of learning, & sports stadiums.
- Jess helped researchers working for the Indian Poverty Law Center with an interesting legislative history from last year. The bill they were researching passed during the regular session. Then it was picked up again in special session, where the only change they made was to add the term "involuntarily" to the prior amendment. It was great because it so clearly delineated the process by changing it in two specific increments. They were really happy because they had been using the statutes online, but didn't know about Table 2, so they didn't have the most recent version, and the change made in special session benefited them and their work a lot.

## **Training and tours conducted by staff**

- Paul provided an informational session on legislative history to Aviva Breen's law school class of approximately 50 students at Wm. Mitchell Law School.
- Jim Lee and Theresa Wolner, our newest staff members, received training in all areas of library activities. We like to have our new staff feel at home as soon as possible and that was helped along with a Capitol tour. Jess reported she "gave Jim and Theresa a tour of the capitol complex, and really lucked out by stopping by the Governor's office

where Linda Feist popped out and took us on an extensive tour through all the offices up and downstairs in the capitol...including the wall of glossy photos downstairs, one of which shows Eartha Kitt doing a handstand on the Governor's desk. Then we went to the House chambers, where Pat Murphy (of the Capitol Offenders softball team fame) was working on editing the journals. He brought us in and gave us a tour of the chamber and the receiving room, including a lesson in its natural acoustics. Jim even got to hit the gavel!"

- Nearly every staff member participated in Theresa and Jim's training. Thanks to everyone for helping to train two staff person in at once.
- Randi escorted SLA Global President Hope Tillman to many events, including an SLA meeting. Gave her a tour of LRL.
- Sarah reported on a tour. "I gave a tour yesterday to a new employee from Senate Republican Research. He had nothing but good to say of the library, and mentioned several times that we have an excellent reputation among his colleagues."

### **Staff training, meetings, and professional activities**

- David attended the PALS DDC/User Council meeting as a substitute for Robbie.
- Syble attended the annual NCSL NALIT (National Association of Legislative Information Technology) conference in Springfield, Illinois – a great learning experience, she reported.
- Robbie wrote the final report of the Minnesota Library Association Library Management Round Table activities for the annual conference.
- LRL hosted the September meeting of Minntrodocs, the group of Minnesota government documents librarians. The meeting included a very interesting overview of the Minnesota State Law Library's Service to Prisoners program.
- Lisa attended training at Benchmark on Windows 2000 workstation. She reported picking up many good tips.

### **Staff news**

#### Anniversaries:

- September 5, 1983      Paul VanCura
- September 22, 1997      David Schmidke

## Fan mail

- A Senate staffer wrote to David, after receiving information on baby friendly hospitals, "Thank you!!!! You folks at the LRC are amazing!"
- David received a thank you for information on a former legislator that included an interesting research angle. Mr. Schmidtke: Many, many thanks for the reply. I wasn't expecting you to look it up for me, but I do very much appreciate your effort and quick reply. The information you sent does in fact go with my 2nd great grandfather, Charles P. Russell. Information such as you supplied adds the human element to a family history and makes it so much more than names and dates. I was anxious to confirm this fact because my sisters and I are in possession of train passes which we were told were provided to members of the House or Senate for travel between St. Paul and their home districts. All of this information greatly enhances the information I have been gathering on this branch of our family. Again, please accept my sincere thanks for your efforts."
- From a House researcher to Elizabeth, "Many thanks for all of your considerate help. E." From another researcher, "thanks Elizabeth. Your LRL people are all "the best," always!"
- From a House Committee Administrator: "Thanks Sarah. You guys are great!" Another to-the-point message from another House Committee Administrator to Elizabeth: "You're great!"
- To Robbie from a House LA: "Thank you for the information you gathered for Rep. XX's student - it was very helpful."
- To Elizabeth: "Dear Ms. Lincoln: Thank you very much for the information you sent regarding the start of school laws in MN. I have forwarded it to the senator who had the inquiry. Thank you again. I know it was a lot of work, and I really appreciate it. Sincerely, Veronica Thomas, Council Of State Governments."

# Legislative Reference Library

## *Monthly Report - August 2001*

What is August without the State Fair? Sarah reported, "I helped edit Senate state fair questions, and then worked at House Info booth at state fair. I had a good time chatting up other legislative staffers, one of whom has been calling me for reference services. Most of the people at the fair were pretty excited to fill out the survey, although there were a few angry people and one jerk." Jess and Betsy also worked at the House booth, and I worked at the Senate booth, where I can report there was more than one jerk! --  
*Robbie*

### **Administration**

- The Minnesota Library Association requested nominations for the "Paraprofessional of the year" award in its newsletter. Paul came to mind right away. The managers put together a nomination and submitted it; hopefully the judges will see the wisdom of our choice.
- Robbie met with LCC and Revisor's Office staff to discuss LCC Payroll and time sheet policies.
- Lisa was busy with many personnel activities. She posted the Library Aide position, Library Assistant position, and the cataloger position (for the second time). She set up interviews for vacant Library Assistant position, and sent the resulting rejection letters. After hiring, she prepared orientation packets for Jim Lee and Theresa Wolner.

### **Web Development Activities**

- Ruth began creating the tables and data entry forms for the ATLD (All-Time Legislators Database).
- Randi arranged a meeting of legislative staff interested in working on a revision of the Legislature's Youth Pages. Betsy and Syble participated. The youth pages were delayed by the state fair and vacations, but should be ready by mid-September.
- Syble met with Jenny Nash to discuss Senate media archives. The Senate is shifting their entire archives of video coverage to the Library.

### **Collections activities**

- Jess is working hard to enter records for all of the reports mandated by the 2001 session. As she put it, "special session did me no favors."
- Kelly processed 20 added volumes, copied 269 Contents Page articles, claimed 51 missing Periodical issues: 5 were EBSCO, 26 were free and 20 were Minnesota Periodicals. She also copied 1,896 contents pages for the month of August.
- Ruth created a Word label document for Kelly for periodical weeding. She set up a shortcut to enter the text "Current issue

on display" to cut down on typing. Kelly had been typing these on a typewriter. Ruth also looked for other shortcuts keys for her in Word.

## Information Systems activities

- Ruth finished converting the personnel database to Access 2000, and then began the inevitable corrections and changes.
- Much of Lisa's month was taken up with setting up new computers for staff. She set up new computers for Robbie, Elizabeth, Randi, Alissa, Betsy, David, Theresa, Jim and the Tape Room.
- Lisa created an explanation of the directory structure for G:\docs and how network rights work in this directory.
- Syble installed Dreamweaver for Carol, Elizabeth, and Sarah. She met with Carol for a tutorial session.
- Leif and Syble participated in an LSIG Group visit to Midwest Systems visit to learn about firewall hardware and software.
- LSIG - participated in Network Architecture Study, and has been meeting with LSIG members to plan the purchase of a legislative firewall.

## Reference activities

- Elizabeth reported, "With Theresa and Jim starting their new jobs *after* Labor Day, but with Misha and Diane already gone, and half the staff on vacation or working at the State Fair at various points at the end of August, nearly everyone had to take responsibility for covering the tasks of someone else. There was a complex schedule of who was backing up whom for Inside Issues scanning. The Legislative Auditor's Office kept sending huge lists of books and reports they needed from libraries across the country. Alissa managed to do nearly three jobs! Paul, too, was doing the work of many. Thanks to everyone who pitched in."
- Paul began the process of training Alissa in on ILL. The process was some what complicated by the fact that she was trying to keep up with her previous duties, and was backing up Kelly's position while Kelly was on vacation.
- Paul reported on managing ILL during a short-staffed summer, during staff turnover. "I continued keeping up with the ILL requests while Alissa was on vacation & during the training process. Was unfortunate enough to get huge lists with many obscure/rare titles from the OLA staff. Used much creativity to get copies of many of the items requested. I did a ton of pathetic email begging from authors of papers presented at conferences. Found that it's generally a very effective way to get these items."

- We discovered an old videotape of a 1976 “Today Show” segment on Minnesota in our collection – in a format no one uses today. House TV staff were kind enough to convert the tape for us, in which Barbara Walters does a bizarre on-air commercial.

## **Reference questions – A sample**

- Info. on the man who was beaten by the St. Paul Police (Devonsha Thompson). (pv)
- Several questions related to census data (from Legislators and House Research staff) (bh)
- What other states are doing to alert consumers about new laws/significant legislation - survey preferred (bh)
- Follow-up on "shall-issue" legislation newly implemented in other states (bh)
- The number of states that mandated assessment/accountability for higher education (bh)
- Information on financial aid for higher education for undocumented aliens. (rm)
- Are there any rules regarding transporting a dead body across state lines? (Yes.) (sq)
- Background on agricultural cooperatives and the history of Land O' Lakes (for a rep.) (sq)
- Metropolitan Sports Facilities contracts (for a senator) (sq)
- Mouthguard legislation (Maryland rep.) (sq)

## **Legislative History Activities**

- Legislative history research topics included age discrimination, the Waste Management Act, income tax, gun control, Marvin Windows bill, holocaust victims insurance relief, & child pornography.

## **Training and tours conducted by staff**

- The Legislative Reference Library hosted a focus group meeting on state documents, held at the History Center, on August 1. Librarians from around the state, from academic, public, and special libraries, gathered to discuss the current program for distributing state documents and brainstormed ideas for improving access in the future.

## **Training and meetings attended by staff**

- Robbie participated in an LCC Parking Ramp Study meeting – a precursor to meetings of representatives of all the offices housed in the State Office Building. The study was mandated by the 2001 legislature; by October 15 a plan to equitably divide parking spaces in the ramp will be produced.
- Robbie attended the NCSL Annual Meeting in San Antonio, Texas. The content was even better than expected, the weather even hotter than our summer has been, and the networking with

other legislative librarians, and Minnesota legislators and staff, was great.

- Robbie met with Char Feist from the DNR Library and Jeff Radford, Documents Librarian at Minneapolis Public Library, to discuss selections for this years notable state documents.
- Betsy and Randi attended a board meeting of the Minnesota Special Libraries Association.
- Syble and Randi attended a Legislative Webmasters meeting where consistency in design and code, synchronizing dropdown boxes, and other matters were discussed.

## Staff news

*The summer ended with three new staff hired for vacant positions. We were **extremely lucky** to find great candidates to join the Library.*

- The interviews for the Interlibrary Loan position were completed, and Alissa Lachapelle was hired. Alissa has worked for the Library as a Library Assistant and everyone was very happy to know that the new position would be in capable hands.
- Jim Lee was hired as a Library Assistant, to begin September 4. Jim worked in the Senate Information Office in a temporary position last session, so he has some great legislative background. He worked in a library circulation department when he was in college at the University of Tennessee. Also, he certainly came highly recommended by several Senate staff!
- Theresa Wolner was hired for the half-time cataloging position. She comes with terrific cataloging experience, broad Web background, and even legislative background, as she has done freelance indexing for the Revisor's Office.
- Anniversaries in August:  
Leif August 1, 1990 11 years  
Alissa August 14, 2000 1 year

## Fan mail

- After answering a request for information on former governors, Sarah received this response. “Great thanks for your prompt and thorough reply to my inquiry. You have been most helpful. Thanks, too, for the resources. I was stumbling through old versions of the Almanac of American Politics, none of which contained much information beyond the two year purview of that particular edition of the book.”
- A House research person sent this note. “Hi Betsy, Thank you for the ----- article that you recently sent me. No, I had not seen it, and it is valuable. So thanks for taking the initiative to send it. Please keep sending me other promising info on the topic too that you happen to see. You LRL folks are really great colleagues, and you help us tremendously in our work ! PS: You LRL folks are the best. (But don't mention this to the Revisors - - because just yesterday I told them they are the best!)”
- From an appreciative patron: “To Sarah Quimby: Thanks. I sent you a request for help on Minnesota city dates, and you answered my question quickly, completely, and gave me some additional information on researching the question. I really appreciate all your help immensely.”
- Joyce Swonger, Director of Library Development Services, appreciated the forum on state documents hosted by LRL. She wrote, “I really enjoyed the meeting and learned a great deal. Thank-you for bringing us together. Joyce”
- We pride ourselves on helping desperate people who have been transferred numerous times. Sarah’s patron from a foundation appreciated this, and wrote, “Thank you very much for your reply. You are the ONLY one who has given me the time to answer this question and I really appreciate it. I will look into these sites.”

# Legislative Reference Library

## *Monthly Report - July 2001*

### **Administration**

- Leif moved several workstations for staff desk height adjustments, ADK staff adjusted the work surface heights, and then Leif put the workstations in order again. This turned out to be an inexpensive ergonomic adjustment that several staff have felt was very beneficial.
- Ruth started making list of surplus items, largely old chairs. We purchased several new chairs in June. Some were so old and bad that surplus did not want them and we had to pay for disposal!
- The managers and director completed most staff reviews.
- Lisa put out the advertisement for the ILL position, set up the interviews, prepared the interview packets, and sent out the rejection letters.
- On July 31, the Library was the scene of a going-away party for the long-time Director of the Legislative Commission on the Economic Status of Women, Aviva Breen.

### **Web Development Activities**

- Randi convened a multi-legislative-office task force to work on the Youth pages for the legislative web site. Randi, Syble, and Betsy joined staff from other legislative offices to evaluate the present offerings on the site and plan additional content and improved design and access.
- Randi attended a meeting of state agency librarians (CALCO) about Web issues. She volunteered to help revamp the library information on North Star.

### **Collections activities**

- Helen finished updating a draft of the cataloging procedures. David has also been working on cataloging and acquisitions procedures.
- Kelly claimed 25 missing periodical issues: 10 were EBSCO, 4 were free, 10 were Minnesota periodicals and 1 was an order direct. Kelly processed 94 added volumes, copied 180 Contents Page Articles, and copied 2,266 Contents Pages.
- Ruth spent some time looking into an Acquisitions statistics problem with Minnesota Documents. She may have to add new fields to the database.

## Information Systems activities

- Leif and Syble met with Intertech for information discovery related to the Network Architecture study, a ‘whiteboard session.’ Leif worked with LSIG on many issues regarding the network architecture study and the implementation of a firewall.
- Many staff took part in several All-time Legislators Database discussions about the data dictionary and definitions. Several staff tried to find members with the most complex histories (i.e. served in more than one body, discontinuous service, served in the territorial Legislature, etc.). Work on describing the fields is complete; Ruth has begun work on coding data entry screens. She also converted Marion Matter’s common databases to Access 2000 to use with ATLD. Marion had begun work on the ATLD some years ago.
- Leif and Lisa developed a workstation migration plan (which is proceeding ahead of schedule!).
- Leif dealt with several network security and virus issues. July was a busy month for email virii!
- Leif dealt with a weekend network outage that was caused by some construction in the DOT building (and poor coordination by Intertech so that the outage could have been prevented).
- Leif successfully diagnosed a problem with the color printer, but it took two weeks to persuade the manufacturer to respond.
- Leif continued campaigning for space in the basement computer room. He continued planning and preparing the new server rack.
- Ruth continued work on the Library’s personnel database.
- Syble installed Dreamweaver 4 on several PCs.
- Syble installed NT server on new server box and set it up – as she said, “such a short statement for a lot of work(:) )!” She examined security measures needed for Netware, began a Netware Security Log, examined security measures needed for NT, performed security prevention for ongoing Code Red Worm attack, etc. Leif worked with Syble on hardware problems with the new server and worked with her on installing Windows NT to duplicate the functionality of our current NT server.
- Lisa set up a new computer for Jess, Paul and Carol. She also set up new monitors for Jess, Randi, Helen and Carol.
- Lisa was busy with installations and troubleshooting. She fixed a problem with the drivers for the digital camera for Robbie's computer, installed a new printer at the circulation desk, and installed a new printer in Robbie's office.

▪

## Reference activities

- Each year the Senate Information staff ask for help updating a list of resources on the Legislature for use with interns. This year Sarah edited and improved it.
- Sarah and Robbie helped edit the State Fair poll questions for the Senate.
- Once again the value of our keeping state documents was made clear, when the IRRB had to borrow some of their own older annual reports because *they didn't have them!*
- Alissa reported a busy month, with lots of backup scanning for staff on vacation and greater Minnesota news clips coming in.
- Several staff worked on editing existing and new "Minnesota Issues" guides. Several staff, led by Carol, worked on a Legal Age guide. Sarah worked on an ethics guide.
- Paul took over ILL duties after Misha left, cleaning up the workspace and weeding files.

## Reference questions – A sample

*Summer days can be quiet at the reference desk, but this July was fairly constant. David reported lots of post special session follow-up questions, Sarah reported lots and lots of budget questions, and the Legislative Auditor researchers were busy doing background for their reports.*

- Information on electronic privacy (bh)
- Articles and studies on medicinal marijuana. (ds)
- The role of the nonpartisan offices of the Minnesota Legislature (sq)
- Employment-at-will statutes (sq)
- Cost of living, housing costs, unemployment rates, crime rates and stats on education for Cambridge, Pine City, Rush City or NorthBranch, MN (sq)
- Randi found a record for a map that Char Feist (DNR library) was looking for in WorldCat. It was a coup because she had been looking for it for several days.
- What's the value of World War II collectibles, especially Japanese flags? (pv)
- What's the salary for a House Page? (\$11.10-11.41 an hour) (pv)

## Legislative History Activities

- Paul reported that Tape Room research included worker's compensation, bail jumping, restraining orders, wetlands, gender reassignment surgery (watch for the lawsuit), redistricting, & stalking.

## **Training and tours conducted by staff**

- Randi gave a presentation on the Minnesota Legislative Web Site at the national American Association of Law Librarians conference, which was held in downtown Minneapolis.
- Randi gave a tour to 15 NCSL Legislative Staff Management Institute attendees from the Humphrey Institute.
- Legislative librarians were on the move this month, and two came to visit us. Kristin Ford from the Idaho Legislative Library came for a tour and visit, and Carol gave a tour to a legislative librarian from Maine. She reported that he had a great 'down east' accent.
- Robbie, Jim Greenwalt, and Mike Speiker spoke with some Japanese researchers regarding the Legislature's e-democracy efforts. It was a lively conversation, and very interesting. See the thank you letter in the "Fan Mail" section at the end of this report.

## **Training and meetings attended by staff**

- Syble and Betsy attended all-day classes in Dreamweaver (Web site creation software).
- Leif, Betsy attended the LNET meeting on July 17.
- Betsy arranged the annual CALCO lunch; Robbie and Betsy attended.
- Robbie and Elizabeth attended a meeting with MINITEX and OCLC staff. Frank Hermes, OCLC Vice-President for Marketing and Planning, and Pat Stevens, OCLC Director of Product Planning and Strategy, spent July 23-25 visiting MINITEX participating libraries to discuss OCLC's strategy for extending the WorldCat cooperative and to listen to issues of importance and concern to library staff members.
- Robbie and Chad Thuet attended a cake and ice cream party sponsored by Intertech, their "Voice 2003 Celebration." Even though we just switched to a new phone system, we figured it is best to keep up to date on future plans for phone service by Intertech.

## **Staff news**

- David, Paul, and Randi reviewed resumes and interviewed candidates for the Interlibrary Loan and Cataloging Specialist position. Alissa LaChapelle, who has already been working for the Library as a Library Assistant, was hired.

## Fan mail

- A House staff person responded to Paul one day, "Thanks, Paul! exactly what I was looking for!"
- Jess told a House staff person about a new report on a topic that person follows. He was appreciative, writing, "Thanks Jess. You LRL folks are great colleagues."

Below is a thank you letter from two of the Japanese researchers who met with Web site folks. The language is so interesting, so obviously written by a non-native English speaker.

Dear Robbie LaFleur

We thank you very much for your kind cooperation in our e-democracy survey on. Japan and the U.S. naturally have differences in the basis for democracy, political climates, etc. Yet, democracy itself no doubt has universal values to be shared across country borders. So does IT-technology advance and dissemination, we believe. Above all, good evidence is that we could discuss with all of you we met under the virtually shared concerns. Together with our deepest appreciation anew, we would like to inform you that we at least found the meeting very significant.

From now on, based on the outcome of our discussion with you, and by seeking views and advice of domestic experts, among others, NTT Data Corp. intends to deepen our e-democracy arguments in an effort to construct a better-ever e-government.

Democracy is a political process that should be kept checked and improved, while its value accrues when it is in practice. For this reason, we believe your activity, outstandingly pragmatic, should highly be evaluated. We hope this acquaintance of ours might help us enjoy collaboration with you in our commitments to e-democracy. Also, we would be happy if we could have a chance to be of any help to you.

Sincerely yours,

Ichiro Shinkai

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biometric and face-recognition entry devices now on the market. It found that none of the seven finger scans that it tested allowed an unauthorized user to have access (false positives), although some denied access to authorized users (false negatives). The magazine staff tried to fool face-recognition software with a mask, but both devices rejected the attempt when they were set on higher security settings. "Iris recognition technology is generally considered the most accurate of biometrics," but its expense and awkward set-up may inhibit widespread use, according to "Bio-Keys," June 12, 2001.

□ The Minnesota Legislative Reference Library has compiled a useful reference list of privacy-related resources, at [www.leg.state.mn.us/lrl/issues/privacy.htm](http://www.leg.state.mn.us/lrl/issues/privacy.htm).

□ Privacy aficionados in Arizona have a new resource. The Society for the Study and Advancement of Consumer Privacy is a think-tank that focuses on consumer protection and policy advisement for corporations. It was founded by Willy Bils, a legally-trained activist focusing on collection and abuses of Social Security numbers (P.O. Box 44326, Tucson, Ariz. 85733, 520/322-9117).

□ For the first time in its eight years, the Clinton Administration reported a decrease in its record-breaking use of electronic surveillance. There were 479 federal installations in 2000, as compared to 601 in 1999 and 340 in the year before Clinton took office. The Administrative Office of the U.S. Courts, which is required to compile the data, added a category of "portable devices" among the targets of wiretap orders, and it discovered that this new category accounted for 75 percent of all the surveillance reported. The 2000 Wiretap Report is available at [www.uscourts.gov/wiretap00/2000wttxt.pdf](http://www.uscourts.gov/wiretap00/2000wttxt.pdf). A table displaying results of past wiretap reports since 1968 is at [www.epic.org/privacy/wiretap/stats/wiretap\\_stats.html](http://www.epic.org/privacy/wiretap/stats/wiretap_stats.html).

□ The regular survey by the American Management Association (AMA) reveals that workplace surveillance continues to rise. Its 2001 Annual Survey on Workplace Monitoring and Surveillance finds that nearly 80 per cent of all major U.S. companies carry out some form of employee monitoring, a dramatic increase from 35 in 1997. Approximately 63 per cent review employees' Internet use and 43 percent monitor e-mail. Furthermore, 25 per cent of companies say they have fired employees and 65 per cent have disciplined employees for misuse of these

services. Other common forms of surveillance include telephone monitoring and video surveillance. A summary is available at [www.amanet.org/research/pdfs/ems\\_short2001.pdf](http://www.amanet.org/research/pdfs/ems_short2001.pdf).

□ "The amount of personal information collected via the Internet may ultimately be dwarfed by what will be collected through [handheld] wireless technology," writes Ontario Privacy Commission Ann Cavoukian in her 2000 Annual Report, "Privacy, Access, You Need Both." (45 pages, from IPC, 416/326-3333, [www.ipc.on.ca](http://www.ipc.on.ca)). In a section on "privacy goals for a wireless world," she wrote, "Organizations need to introduce strict controls for what is collected and introduce automated purging procedures deleting anything beyond the basic information needed to conduct a particular transaction. . . . Users should be able to select and activate privacy and security technology that is independent of the particular cell-phone manufacturer or carrier."

□ In "Protecting Privacy With Deceptive Trade Practices Legislation," St. John's University Professor of Law Jeff Sovern traces the developing use of federal and state laws against deceptive practices as a weapon against on-line abuses of personal information by businesses, 69 *Fordham Law Rev.* 1305 (2001).

□ *Hack Attacks Revealed: A Complete Reference With Custom Security Hacking Toolkit* (944 pages with CD, \$59.99) and *Hack Attacks Denied: A Complete Guide to Network Lock-down* (491 pages with CD, \$54.99) by networking engineer John Chirillo have been published by Wiley Computer Publishing, [www.wiley.com/compbooks](http://www.wiley.com/compbooks)).

□ "Mobilizing Information and Technology to Improve Health Care Quality: Resources for Administrative Simplification" is a reference guide for health-care providers to comply with the Health Insurance Portability and Administration Act (83 pages from Massachusetts Health Data Consortium, 781/890-6040, [www.mahealthdata.org](http://www.mahealthdata.org)).

□ "Current technology allows a single cyber-marketing company to send half a billion personalized ad mails via the World Wide Web everyday," says a report by the European Commission, which estimates that Internet subscribers are paying the equivalent of \$11.8 billion in hidden costs as a result. A group called CAUCE, Coalition Against Unsolicited Commercial E-Mail, has been formed to represent the interests of small businesses in curbing un-

An interesting "blast from the past" memo. We've come a long way.

6-4-93

Jane, Pam, Gandi, Elizabeth ~

Next week let's do our first round of

scheduled INTERNET practice times.

Each day one of us has exclusive use of the reference computer from 8:30-10:00 AM, with the assignment of becoming more familiar w/ the Internet.

Gandi will help you at 8:30 to:

1. learn how to check our e-mail, edit and download messages.
2. Review the FTP instructions, as outlined in Gandi's ~~last~~ memo of last week.
3. (if need be) help you begin burrowing in the GOPHER.

Note any really interesting files you encounter. Soon we will move on ~~to~~ to the wonders of WAIS and Archie.....

Monday Gandi, Tues. Robbie, Wed. Jane, Thurs. <sup>El</sup> Pam, Fri. <sup>Pam</sup> El

Robbie

**To** Senator Higgins

**From** Robbie LaFleur  
Director, Legislative Reference Library

**Re** *June* monthly report

**Date** July 120, 2001

I am very happy that the Special Session has ended, and that our budget has been set. I can only imagine how thrilled *you* are to be finished.

Beside sending the monthly report, I want to highlight a couple of cool things underway.

***The All-Time Legislators Database***

We have resumed work on a project we first began discussing in 1989 – the creation of an All-Time Legislators Database. When the database is completed, anyone will be able to search the Web for information on legislators from statehood to the present. You will be able to search for information on individuals, or find all the members ever from a particular city, or all women Democrats, or the names of all members born in Norway. I have included a description of the project. The description sounds deceptively simple; tracking legislative information is very complex. This is a huge project, but the time is right.

***Tracking for cost of Reports***

We added a new field in the database we use to track reports required by the Legislature, for the cost of the report. Agencies are required to include the cost of preparing a report (MS 3.197). By adding this information to our database, we will be able to compile a list of the total cost of all reports submitted by Human Services in a year, for example. (Right now we would have to look up and pull all the reports from our shelves in order to pull together the information.)

If you would like information about either of these items, or would like to discuss anything else, please don't hesitate to call.

# Legislative Reference Library

## *Monthly Report - June 2001*

### **Administration**

- Usually June is a month for projects and planning for the new biennium. This year's special session changed all that. Some Library staff attended a hearing about a possible state government shutdown. Until the Legislative Coordinating Commission was able to reassure us that legislative staff would continue to work through a shutdown, concern ran high. Our own budget was in flux until the last day of the special session. Because the LCC received the appropriation we requested, the Library will be funded at our requested level. This is great news!
- June was a busy month, especially for Lisa. She did a great job making sure that our end-of-the-biennium books were balanced. We had delayed some purchases, and when it appeared we had a bit left over, we took up some special projects - like ordering equipment for the ergonomic comfort of many employees, getting some new blinds, and lowering some counters. All this took Lisa's able coordination.
- Randi, Helen and David finalized interview questions for the open half-time web group/cataloging position and reviewed resumes.
- David, Paul, Helen, and Robbie met to revise the job ad for Misha's position and plan the hiring timeline. In addition to the many other print and online publication in which we normally post jobs, we also posted the ad in DOER's job listing, the first time we have tried that venue.
- The managers met for the quarterly review and prioritization of library projects. The tracking document was updated and distributed to staff.
- The managers discussed updating procedures manuals. David did a thorough examination of the cataloging procedures manuals.
- Robbie was a judge for the annual NCSL "Notable State Documents" contest, and participated in a conference call with other judges. The awards are presented at the NCSL Annual Meeting in August.
- Robbie was appointed the Chair-elect/Chair of the NCSL Legislative Research Librarians Staff Section, to go into effect at this summer's NCSL Annual Meeting in San Antonio.
- Lisa figured out a new time schedule for bill payments and

## **Training and tours conducted by staff**

- Randi worked at the Revisor's table at the State Bar Association Conference, garnering comments from the conference attendees on the Legislative Web site. ("I got to hear Julian Bond speak at lunch!") Elizabeth worked there on the second days, and heard Mark Yudof speak.
- Randi gave a tour to a House Information intern.
- Robbie and Elizabeth talked with visitors from Azerbaijan about information services at the MN Legislature and the Legislative Web Site. Misha chatted with our guests in Russian. They were very interested in where Misha was born and when his family came to the U.S.

## **Training and meetings attended by staff**

- Sarah and Randi attended an MLA sponsored discussion among area librarians on cataloging electronic resources.
- Randi met with the CALCO web group at North Star to discuss collaboration.
- Betsy attended a meeting of the CALCO group that is putting on a program at the Minnesota Library Association Convention this October.

## **Staff news**

- Misha Dashevsky gave his notice, to move on to other opportunities.

### **Staff Anniversaries:**

- Helen Whipple June 25, 1975 26 years!
- Michael quit as a library aide for the third time. He knows he could never beat Andrew's longevity record so he seems to be shooting for the highest number of farewell parties.
- Nicole was feeling overwhelmed by her summer school classes so she's taking a few weeks off to catch up on her school work. Alison has picked up some extra hours for the summer so we aren't shorthanded on aides.

## **Fan mail**

- News reporters, both from the Twin Cities and Greater Minnesota, are regular library users. Carol received this thank you: "Wonderful. How did we do this before the Internet? Thanks for your efforts, Carol. ----- Jeff Pieters Reporter Post-Bulletin."
- David received ane-mail from a legislative staffer. "Thanks again, David. You LRL folks are real professionals and great colleagues."
- Former legislators still call with occasional questions. Robbie received the response, "I've been absolutely absorbed with the information you sent me on Carver's Cave - it is fabulous. Thank you very much. Cheers."
- At the end of session so many of our requests are very time-sensitive; actually, many people seem frantic. Sarah

received this e-mail, "Thanks Sarah - excellent work and very timely too."

- With e-mail thank you notes so common these days, Betsy was surprised to receive two handwritten notes. A legislator and one of the Speaker's staff took time out to write and thank Betsy for locating just the materials they needed.

# Legislative Reference Library

*Monthly Report - May 2001*

## Administration

- Lisa received the list of employee contributions for the Combined Charities campaign by Agency - and was happy to report that we beat all other legislative bodies in the percentage of employees who contributed.

Legislative Library	41.2%
House of Reps	25.8%
Senate	12.1%
Revisor of Statutes	15%
LCC	16.7%
Legislative Auditor	18.8%
- Heavy rain one weekend flooded the basements of staff members, and our basement storage room, off the cafeteria. It soaked the carpet at the south end of the newspaper storage room. Leif, Carol, Toshi, Alison, Sarah, Clayton, Randi, and Elizabeth moved many boxes of newspaper clippings from the bottom shelves to the Revisor's storage room until the carpet dried out. It was a mess!
- We held two "clean-up" days. May 5 was electronic clean-up day, when staff were encouraged to clean out their documents and e-mail folders. Shared folders were scrutinized and un-needed files deleted. On May 25, staff cleaned their offices and common areas and were rewarded with pizza!
- Plans were made for a nice send-off for Diane, and plans were made for posting her position and interviewing the candidates. Diane worked for the Library for 15 years, and leaves a legacy of high-quality records in our catalog, which will help researchers for many years to come.
- The managers met to plan the performance evaluation process. The forms will remain the same, with the exception of a more detailed employee self-evaluation form. Performance reviews will take place in June.
- The Library was open on the Saturday before the last day of session. Thanks to Jess, Paul, Elizabeth, Robbie, Sarah, and Carol for staffing the Library that day.

## Web Development Activities

Syble sent a list of the Legislative Web site's public listserv pages to Elizabeth Kemling at North Star. They will be included in a list of electronic government options.

handle the circulation of reference materials through the Inside Issues for Books and Reports service. They came up with a workable solution.

- The reference librarians held a Friday afternoon informal weeding session on May 19, and came up with many items to cull (and NOT have to transfer to the new MNLINK system next year). There shouldn't be any problem with getting rid of things like the Frommer guide to Minneapolis/St. Paul - 1988 - or *Strengthening the Arkansas Legislature* from 1972.
- Charlie Rogers from the State Archives gave a lunchtime talk on our materials over at the Archives that most public services staff were able to attend. We have an amazing amount of material at the Archives. There are 178 boxes of House Minutes, 258 boxes of House tapes, 197 boxes of Senate Committee books, and 91 boxes of Senate tapes, just to mention one type of material.
- Alissa worked hard to keep up with the clippings on greater Minnesota legislators from the clipping service; she made an alphabetical list of the legislators to make it easier to code. She no longer has to flip through the green book when she is unsure of a legislator's district number.
- Reference librarians applauded the passage of Chapter 179, which repeals the requirement that agencies proposing rules must research the legislators who were responsible for the passage of any statutory authority for the agency's rulemaking authority. Over the years *many* agency staff have spent *much* time trying to research laws passed long ago, and identifying legislators who have long since left legislative service.

## Reference questions – A sample

Sarah reported a story that nicely illustrates how interesting legislative research can be. "Misha and I have been performing some heroic ILLs for a patron at the legislative auditor's office. This patron is doing research on grant management accountability, a topic which has gotten significant attention from tiny UK agencies but almost none in the U.S., and so the items that she has been requesting are only owned by three British libraries, or, in the case of one 1981 report, no longer extant on this or any other planet. I've been begging and borrowing transatlantically, which has resulted in jpegs of tables of contents, and other aid from fine British librarians. Plus this: "Forget the photocopying charges as myself and my colleagues are being made redundant and leave ... this Friday! I'll do it for you in the next couple of days and send it to you." (From a librarian at a UK nonprofit.)

- Request for traffic camera ('photo cops') articles - national focus (bh)
- Information on the Metropolitan Council's Modest-cost Housing Study in 1976 (bh)
- Statutory origins of the Bell Museum of Natural History at the UMN (bh)
- Gun show legislation and its affects on the 2000 state election in Colorado (bh)
- Where's the Court of Honor? (On the capitol mall by the Vets. Bldg.) (pv)
- What are the state laws regarding library stations/staffing? (actually LDS recommended standards) (pv)
- How much of the marriage license fee goes to domestic abuse shelters? (pv)
- Finally tracked down & received a copy of the WI report on Privacy. (pv)
- What are the rates for a full page, health related ad in the National New York Times? (Info. was used on the House floor.) (pv)
- David noted he had several requests about previous special sessions!
- Alissa reported, "An exciting moment for me was when I heard Rep. Kahn use the data on Viagra that I had sent over to her on the floor; it is a neat experience to hear the information that you provided being used."
- Huge bibliography on pollution control finance for a PED project. (rm)
- Information on Official English constitutional amendments in other states. (rm)
- Definitions of genetic test from other states. (rm)
- Sentencing of juveniles prosecuted as adults. (rm)

## **Legislative History Activities**

- Paul reported some of the topics researched this month in the Tape Room: Wetlands, DNA testing of sex offenders, death resulting from fleeing a peace officer, cemeteries, can you help me find the meeting where a guest of Sen. Bachmann testified that the Governor's workforce plan is facist?

## **Training and tours conducted by staff**

- Randi and Elizabeth gave a class for the about 20 members of the Legislative Auditor's Performance Evaluation Division staff. They spent a lot of time getting really good searches tied to the researchers' upcoming projects. The researchers clearly didn't know about some of the databases the Library has made available to them--it was perfect timing since they are about to begin the research for the

## Training and meetings attended by staff

projects. Elizabeth said, "We were showing them Newslibrary as one of two full text newspaper databases we provide for them and one of the auditors said--oh, we can already get those papers free even if we go straight into the Newslibrary web site--it was great to be able to say--that's because the **Library funds** access by IP address for all legislative offices." Carol, Elizabeth, and Randi also put together a list of sources, both fee-based and free available from LRL, specific to each of the OLA researcher's evaluation topics.

- Randi gave a tour to two new people in the Program Evaluation Division of OLA.
- Betsy, Randi, Leif, Syble, and Randi attended the LNET meeting on May 1.
- Leif and Syble attended a three day SANS computer security training class, and as Leif noted, "Got the living bejeezus scared out of us. It was also frightening to find out the vast number of tools that hackers have at their disposal." This training was part of the recommendations by Intertech in the Security Impact Analysis report. Staff from other legislative offices also attended.
- Robbie attended the monthly Information Policy Council meeting.
- Leif attended a meeting of the State Email administrators group.
- Paul attended a conference on "Enhancing Quality Staff."
- Betsy attended the monthly CALCO meeting at J.J. Hill House.
- David attended two half-day sessions of the CALCO strategic planning process. He reported, "The goal was to come up with a plan of a vision of CALCO in 2005. There seems to be a movement to formalize the CALCO structure which would focus on funding, lobbying and common policies among the member libraries. My main purpose of attending is to represent LRL's interests and determine if this future CALCO will be compatible with LRL's mission. The two 4 hour meetings ended without finishing an actual plan so we are going to meet again in June."
- Syble attended Flash 5 training in May. Flash features may be just the ticket for enhancing the Youth pages this summer.

## Staff news

Anniversaries this month:

05/22/00 Reanne Viken

- The Special Libraries Association (SLA) spring bulletin noted the great work that Randi and Betsy put in on program planning for the group in the last year. Randi will be the president of SLA this coming year. Betsy will continue as Networking Chair for another year; her duties include managing the discussion list for the MN Chapter and are ongoing throughout the year.
- Diane's last day was May 30, and a staff party was held for her that day.
- Aides News: Brian left to study in Indonesia and Michael came back to work part time as an aide.

## Fan mail

- A state agency librarian was doing research here one day. She came to my office, grabbed my arm, and with an intense look, said, "Don't ever throw anything away. You really saved my a\_\_ today!" Once again we discover that agency staff come to *us* for the documents from their own agencies that they no longer have.
- Roger Brooks was impressed with the custom lists of databases compiled for OLA staff. He wrote, "Thanks very much for the lists of databases on our new projects. I will pass them on to the appropriate staff." He also told me in person at a hearing that the class that Randi and Elizabeth did was very useful, "and they had great examples," he added.
- A Hamline professor asked at the last minute to schedule a tour for a class. He wrote afterwards, "Elizabeth: Thanks for arranging for my class to have a tour of the Library. Betsy did a great job!"
- Sometimes one thank you is not enough. Elizabeth received this e-mail from a Senate staff person: "Many thanks! 300 thanks!"

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17.6.21.122 -- [06/May/2001:22:56:59 -0600] "GET /winnt/system32/cmd.exe?/c+dir HTTP/1.0" 404 604
17.6.21.122 -- [06/May/2001:22:57:26 -0600] "GET /winnt/system32/cmd.exe?/c+dir HTTP/1.0" 404 604
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56.98.99.4 -- [08/May/2001:08:18:54 -0600] "GET /Graphics/LRL2.jpg HTTP/1.1" 304 141
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56.98.99.4 -- [08/May/2001:13:17:53 -0600] "GET /index.htm HTTP/1.1" 200 22389
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56.98.99.103 -- [11/May/2001:13:37:24 -0600] "GET /Graphics/welcome1.gif HTTP/1.0" 304 165
56.98.99.103 -- [11/May/2001:13:37:24 -0600] "GET /graphics/robbie.jpg HTTP/1.0" 304 165
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```

*HACKING  
AVERTED  
IN  
MAY!*

*May 6-11, 2001*

*There should be no  
"404's" because  
we only have  
3 public pages on  
this server.*

*Qui did a reverse  
dns lookup on many  
of the addresses, and  
they were all from  
Taiwan or China or  
were fake addresses.*

*This shows we battled  
against many hackers - and  
won!*

*1  
For now.....  
(Note: There were two more sheets w/ this one)*

# Legislative Reference Library

## *Monthly Report - April 2001*

### **Administration**

- April began with our budget hearing with the Library Subcommittee. Sen. Higgins was not able to attend, but Representatives Mary Murphy and Bruce Anderson, and Senator Dennis Frederickson seemed interested and supportive; they approved the budget as presented. Robbie and Leif continued to attend hearings as the appropriations bills continued through the committee process, ready to answer any questions about the Library's needs.
- Lisa met with a salesperson from CSI ergonomics about chairs and keyboard trays. We will be getting new chairs and keyboard trays for those who were determined to be the most needy on the ergonomics survey done by the Department of Employee Relations. Tester chairs are going around for those people right now.
- Lisa prepared an orientation packet and met with Alison Doane to do new employee orientation. Alison is our newest Library Aide.

### **Web Development Activities**

- Randi created a legislative web page consolidating subscription lists offered by various legislative offices.
- Betsy created a page for the Legislative Web Site with all the district finder options.
- Randi, Leif & Syble worked on the suggestion made by Mike Speiker to create a mailing list for the "What's New" information on the Legislative Web Site. Syble created the html, and set up and coded the Active Server Page so that we could offer an online form for users to subscribe to the list. Syble and Leif set up the list welcome, farewell, and signature messages that subscribers would receive.
- Randi worked with the Revisor's office to solve miscellaneous problems with older legislation on the web.
- At a recent meeting of LNET, the legislative webmasters agreed to collect referrer field statistics on the log files for a few weeks. This helps Webmasters analyze what other sites are linking to the Legislature, or how users move through the Legislative Web Site. The data has not been completely analyzed yet. One interesting thing that showed up was a large number of referrals from the Minnesota Twins Web Site. Twins fans were referred to the Legislature's Web Site for information on the Twins Stadium bill. Syble worked

with Webmasters on setting up the collection of statistics and tailoring the reports to reflect the new information.

## Collections activities

- Diane and Helen continued to attack the glut of state documents that are submitted at the beginning of each year. Diane experienced some computer problems, both at OCLC and with feeder access to Minnesota.
- David changed our OCLC profile so we get only one set of catalog cards. (Every time we can save a few dollars, it's a good thing!) Once we migrate to Aleph and bar code the collection, we won't need any.
- In anticipation of bar coding next year, we are working to clean up our collection as much as possible. We don't want to spend staff time processing items we don't want, nor spend the cash on the bar codes. David arranged for a 'quick and dirty' weeding on a Friday afternoon. The reference librarians pulled two carts of materials in short order, and Kelly withdrew the 305 items.
- David and Robbie evaluated consultants reports from the 1970s for possible storage at the MNLAC storage center at the University. There were many interesting reports – worthy of long-term retention, but likely to be used so seldom that waiting a day for them won't present a problem. *Effects of Ozone and Sulfur Dioxide and In Mixture on Soybean Cultivar Hodgson and other major Soybean Cultivars of Minnesota* isn't needed every day! Nor is the interesting 1970s series of reports done for the Department of Corrections, recommending various industries as possibilities for prisoners to undertake - sewing, making prescription eyeglasses, laundry and housekeeping supplies, and book binding.
- Kelly processed 174 added volumes, copied 2,330 Contents Pages, copied 293 Contents Page Articles, and claimed 21 missing periodicals.
- Ruth created an Access report for David showing all our orders for Amazon.com and total cost. This was part of our long, horrible negotiations with Amazon. We are NOT continuing a relationship with them.
- Andrew learned the procedures and began preparing Minnesota documents for microfilming.
- It will be challenging to keep up with the cataloging load once Diane has gone, and her replacement is being hired. However, Sarah reports, "I'm continuing to increase the speed and output of items that I catalog. While I'm not yet at the level of a Diane or a Helen, I'm feeling a lot more confident, and hope, over the month of May, to start

cataloging "solo" so there won't be a huge disruption when Diane leaves."

## Information Systems activities

- Leif and Lisa finalized the latest software upgrade plan, and Lisa upgraded software on most of the staff computers. This was a 90 minute to 3 hour project at each workstation, depending on the computer. (Upgrading is complex, even with standard workstation configurations, and Leif and Lisa found themselves troubleshooting at many turns.)
- Lisa searched the internet and found the best prices for our planned purchase of the following software: Flash, additional copies of Dreamweaver, MS Project, and Macromedia Fireworks Studio.
- Ruth worked on the Publications database and made a few minor changes. She updated the Docs on Fiche form to abbreviate titles and publisher names to fit on fiche headers. She created Andrew's Minnesota Resource worksheet for URL's sorted by agency. She is researching linking the publications database to the Acquisitions system to cut down on data entry for Andrew. She created a test data entry screen.
- Ruth created a Codebook User Manual and gave to Carol to review.
- Ruth created 404 March/April 2000 *Introductions*, and 453 April *MN Resources*.
- Leif resolved IP authentication problems accessing ProQuest in the Taperoom.
- Leif worked out the specifications for new server hardware to upgrade our NT4 server.
- Leif worked on the SIA (Security Impact Analysis) commonalities and confirmed with each leg. office that it was OK to make it public within the legislature.

## Reference activities

- We subscribe to a clipping service for news articles on legislators from Greater Minnesota papers. During session, there are lots of clips! Alissa reported, "April was a busy month, being inundated with clippings. I was caught up with the ones from the clipping agency, only needing copies to be made so that I could continue to code. When Toshi came back, I received so many of the clippings back that they didn't even fit in my mailbox! It has been my mission to get these back to the aides as soon as possible so that I can see my desk."
- Andrew, Randi, and Elizabeth met to discuss the turnover and retirement notebooks. They decided it would be best to

merge the two notebooks into one. Randi, Elizabeth, and David were all under the mistaken impression that all the Zona notebooks were cataloged but it turns out that only the subject notebooks (the blue ones) are. This team is slowly working on getting these notebooks in shape. Andrew finished the work on merging these notebooks and filling in the gaps. Randi, David, and Elizabeth are trying to figure out whether to renumber the whole set.

- Betsy and others continued to give tours to new high school pages. Betsy has really been the key page-tour-giver this year.
- Paul and Elizabeth considered not putting the Minnesota Resources documents on reserve and in doing so opened a can of worms. No one has looked at the whole Minnesota Resources process for awhile and there are some confusing and duplicative pieces of the process. This process has been streamlined a little bit but because so many of the processes will change next year with MNLink it may not be worth implementing major changes.
- **Library Aides News**
  - Toshi returned from Japan. We really missed him and his speedy work (although his speedy work overwhelmed Alissa!).
  - Michael helped out when Toshi was gone and then decided to stay on a more limited basis. It fits in with his new job working at a law firm. Welcome back Michael.
  - Alison Doane started as an aide. She plans on beginning a library degree at St. Catherine's next fall and will be working as an aide while pursuing that degree. She is the sister of former aide Josh Doane.

## Reference questions – A sample

*Sarah reported, "Although April seemed to be a very busy month for reference questions, it was a quiet month for unusual reference questions; in fact, I'm fighting the urge to make up something interesting. There were a lot of literature searches, bibliographic wild goose chases, state-by-state comparisons, looking up statutes and statistics, etc. Two people asked for a copy of the Workforce Investment Act of 1998, which may or may not be statistically significant."*

- Group residential housing legislative initiatives in the past few years. (cb)
- Paul collected info. on the history of the National Day of Prayer. He found a copy of the Governor's Certificate of Recognition of the National Day of Prayer that many people were certain didn't exist (saving several people great

embarrassment with that find).

- Who was involved with CA safe drinking water & toxic enforcement act of 1986? (pv)
- Info. on concealed carry. (pv)
- Background on Sri Chinmoy, the peace activist. (pv)
- Positive articles related to medical marijuana. (pv)
- CSG called desperate for info. on 1997 legislation to permit the sale of syringes without a prescription. Chicago's major Internet provider, DSL, went bankrupt & they had no Web access. I ended up cutting & pasting the data to an email. What a horrible situation for them. Paul
- How much money was proposed in the past few state budgets for family planning? (rm)
- Articles about the Supreme Court decision about redistricting in North Carolina. (rm)
- Arguments in favor of legalizing prostitution. (rm)
- How do other states convert existing schools into charter schools? (rm)
- Which states offer domestic partner benefits to state employees - and how did it come about (e.g. through legislation, courts, constitution, etc.) – for a legislator (bh)
- Background on the New Brunswick, Canada, school boards consolidation, elimination, and recent reinstatement. Also the MN speech of the Executive Director, Canadian Assoc. School Boards. – for a legislator (bh)
- Change in total tax burden on average family from 1950's to present. (Found an excellent article from the Tax Foundation). - for a senator (bh)
- Lots of education-related questions. (bh)
- Is there such a word as "incent," used as a verb form of incentive? (American Heritage says yes.) – from a senator (sq)
- How far can a bald eagle see its prey? – from a House staff person (sq)
- The average age of all workers in all industries, combined, in Minnesota and the U.S.? (From the University of MN) (sq)
- Which states require lawyers to carry malpractice insurance? Answer: Only Oregon. (ds)
- I had a question on a Gov. Carlson resolution. I called the Secretary of State's office and they said they would help. However, even after numerous reminders, they never came through. I was able to provide alternative information to the LA, which satisfied them. (ds)
- Pros and cons of vouchers. (ds)
- Graduation and accomplishment poems. (ds)

## **Legislative History Activities**

- Pros and cons of V-chips. (ds)
- Articles of the Governor's security and the State Patrol budget. (ds)
- Several Supreme Court opinions on a sexual predator law. (ds)
- Hot Tape Room topics included: biodiesel fuel (numerous individuals), SLAPP lawsuits, mobile health care, LRT/public utilities issue, fraud/bad checks, & job reference liability.
- Andrew completed his initial legislative history training and went solo in the Tape Room!

## **Training and tours conducted by staff**

- Robbie spoke on the Legislative Web Site at a faculty colloquium tea at William Mitchell College of Law. It was a great crowd, and they asked many questions.
- Robbie spoke on Library resources and Legislative Web Site highlights at the House Information-sponsored Media Day.

## **Training, meetings and professional activities attended by staff**

- Randi attended PowerPoint training at New Horizons.
- Andrew attended HTML training at New Horizons.
- Randi and Syble attended the State Webmaster meeting. They were devising ADA standards for state web sites.
- Sarah attended a MOTSE class on the cataloging of electronic resources, which she noted was very useful.
- Sarah and Carol attended the Annual Data Users Conference, a day-and-a-half seminar on census data. This was an opportune time to get current information, with the 2000 census data being released.
- Lisa attended an Information Policy Office seminar on Data Practices policy.
- As Chair of the Minnesota Library Association Library Management Roundtable, Robbie was involved in preliminary planning for the section's programs at the annual conference next fall.
- Elizabeth and Robbie attended the MINITEX Directors Conference, "A Visionary Future for Libraries."
- Robbie attended the PALS Annual Meeting. The main topic of the morning was the proposed funding structure for MNLINK after libraries migrate to the new system. Since I was on the Ad Hoc Budget Task Force that came up with the recommendations, I didn't learn much that was new (except that driving on Highway 62 is really as awful as they say on the news).
- David and Helen attended the presentation of a report on

statewide library structures. The report was written by consultants hired by CFL.

- Leif attended a SNAP meeting. (This is a statewide network administrators group.)

## Staff news

- April ended with some momentous news: Diane Power announced that she would be leaving at the end of May. It's exciting for Diane, but a real loss for LRL!
- April Anniversaries:

Andrew Beccone	04/18/94	7 years at LRL!!
Jessica Hopeman	04/06/98	3 years at LRL!!

## Fan mail

- A House Staff person wrote to David, "And thanks for all your other good work earlier for us on this topic - much of that was quite pressing, and you delivered in a really timely manner on it. And that was really helpful to the interested house members. You LRL people do such superb work!"
- This happy user of the Legislative Web Site (and our page on state symbols) wrote, "Your website is absolutely fantastic! Thank you so very, very much! I am using it in my graduate law class. And I especially appreciate the page on the state symbols at <http://www.leg.state.mn.us/leg/symbols.htm>. I know that this is a tremendous amount of work and I just wanted to let you know that many out here truly appreciate it. Thank you, again. John T. Wendt, J.D., MBA Law Coordinator"
- Another fan of the Legislative Web Site wrote, "I have performed extensive research on every state's web page and your web page is by far the most comprehensive and the easiest to use. What a pleasure!!! Thank you for doing such a great job! Respectfully, Michele F. Martin, esq. Foley & Lardner, 200 Laura Street Jacksonville, Florida 32202."
- We concentrate our efforts on helping our primary legislative clientele, but also help out all sorts of folks who stop in, call, or send us e-mail requests. Elizabeth heard from a grateful public user. "To Elizabeth Lincoln: I want to thank you for your help. It is now 11:30pm in New York and I have been working on this project paper for 4 days and I was unable to get all the information I needed. You were the only one to answer my cry. Thanks again you are a good person.. Mary Kane"
- Sarah received a handwritten note from a legislator who appreciated her work, "Sarah - Many thanks for your generous help. Warmly, (Rep....)"

# LEGISLATIVE REPORT

ED	BILLS PASSED		BILLS SENT TO GOVERNOR		
Senate:	House:	Pending:	Signed:	Vetoed:	
19	82	56	-	17	-

## REVIEW

### Hard-stop at Capitol



Associated Press

l to her hat, a woman joined in as senior citizens rallied at the support a bill aimed at reducing prescription drug prices.

push ahead with his measure this session.

A couple of other bills were dealt setbacks in committees, although supporters weren't raising the white flag. A bill to tighten the state's threshold for drunken driving was voted down Thursday in a Senate finance committee; Foley, the bill's sponsor, said he'd try to revive it.

And another measure, which would make permits to carry handguns available to more Minnesotans, fell on a divided voice vote Friday in the Senate Crime Prevention Committee. Sen. Pat Pariseau, R-Farmington, said she'd still try to get the measure to the Senate floor.

— Jim Kern

## INSIDE TALK

News, information and observations from the legislative and political arenas.

### The .leg hits just keep on coming

Look at the number of hits for the first quarter of 2001 and you can conclude one of two things about the Minnesota legislative Web site: Either huge numbers of people are getting information about the legislative session through the site or one guy in his basement is typing <http://www.leg.state.mn.us> on his computer and hitting the reload button millions of times.

In the first three months of 1996, the Web site recorded 141,000 hits. For the same period in 2001, there were 11.6 million. About 25 percent of those hits come from legislative staff, another 25 percent from state agencies, and the rest from "Joe Public," said Leif Eischen, information systems manager for the Legislative Reference Library.

Using the computer to get information *should* reduce the costs for paper, but Eischen said some people still prefer the old methods, particularly with copies of legislative bills.

"They kind of like to see that official engrossment in their hands," he said.

— Mark Brunswick

### Jobs with a conservative bent

Minnesota's conservative establishment is snapping up defeated 2000 Republican congressional candidates. John Kline, twice a narrow loser to Rep. Bill Luther in Minnesota's Sixth District, is the new executive vice president of the Center for the American Experiment. He will take over day-to-day operations from center founder Mitchell Pearlstein, who will stay on as president. The center, based in Minneapolis, describes itself as a conservative think tank.



John Kline

And Linda Runbeck, runner-up in the Fourth District last year, is now executive vice president and senior lobbyist for the Taxpayers League of Minnesota. The nonpartisan league, based in Plymouth, advocates lower taxes and limited government.

— Conrad deFiebre

### New governor/color commentator

Perhaps taking a cue from a northern colleague, Arkansas Gov. Mike Huckabee announced this week that he'll be in the radio broadcast booth this spring to provide color commentary for the Arkansas Twisters of the Arena Football League.

Huckabee has experience in broadcasting. After breaking his hand during a baseball game as a teenager, he did radio commentary for his hometown team. He continued his part-time radio



Arkansas Gov. Mike Huckabee



WILLIAM MITCHELL COLLEGE OF LAW

871 Summit Avenue • St. Paul, Minnesota 55105 • (612) 227-9171

Warren E. Burger Library

April 22, 2001

Ms. Robbie LaFleur, Director  
MINNESOTA LEGISLATIVE REFERENCE LIBRARY  
645 State Office Building  
100 Constitution Avenue  
St Paul, MN 55155-1206

*Really - when I do these sessions on the Leg. web site, I emphasize how it is a collaboration of many staff & officers. I feel like they give me way too much personal credit!*

Dear Robbie:

Thank you so much for agreeing to participate in our Faculty Colloquium last Thursday. Knowing how busy you are at this time of year, it truly was "above and beyond". Your presentation was excellent and very much impressed those who attended.

I agree completely with Professor Oliphant who stated that what you and Barbara Golden have done in creating and maintaining these web sites is a profound and positive contribution to democracy in our state. The full effect of making the laws of Minnesota (and the entire legislative process) so accessible to all Minnesota citizens may not be fully realized for many years. But we know that in a democracy, informed citizens will work to achieve just and rational social policy and to preserve the right to determine that policy. So, I agree with Bob Oliphant...you and your staff should have a "Citizenship Medal"!

Thanks also for giving me the opportunity to meet you after all these years. I hope that we can often work collaboratively and that you will not hesitate to call on me if I can be of any help.

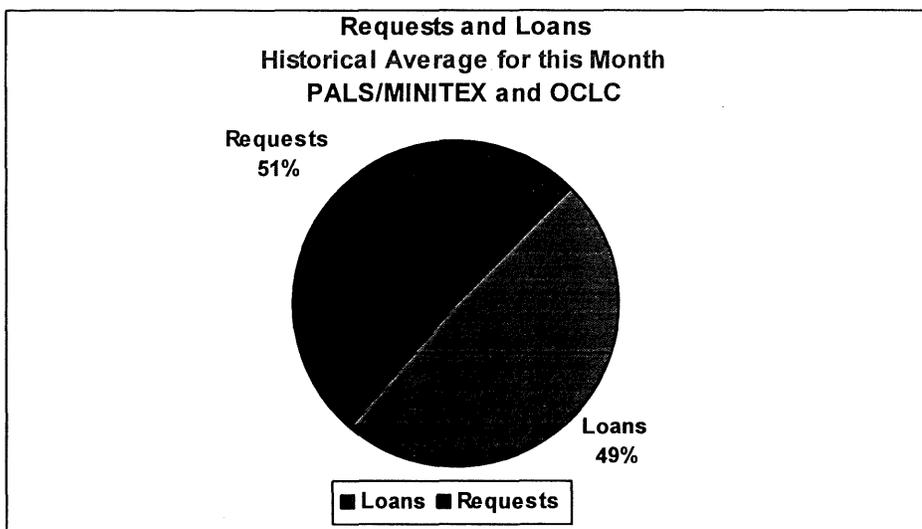
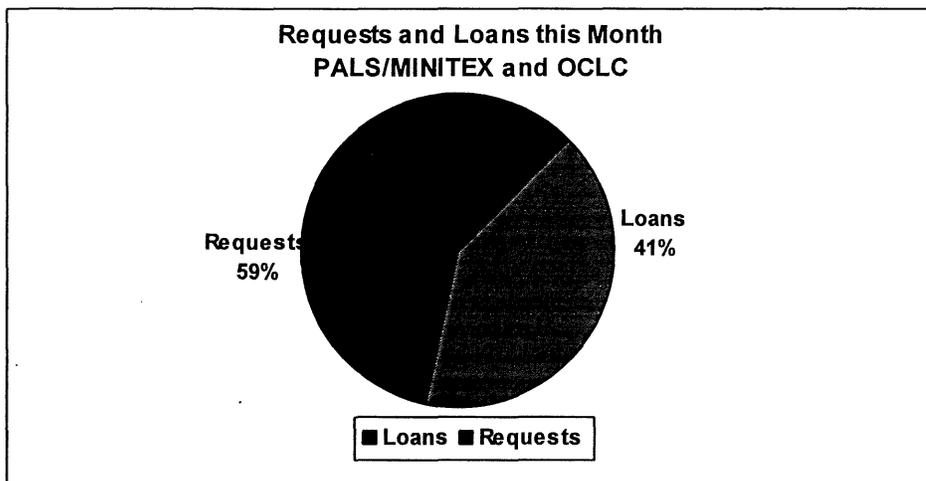
Meanwhile, if you need witnesses for the Finance Committee hearings, look no further than William Mitchell folks!

Sincerely,

Mary Ann E. Archer  
Cc: Ann Bateson

# INTERLIBRARY LOAN RATIOS: Requests to Loans

April 2001



# Legislative Reference Library

*Monthly Report - March 2001*

## **Administration**

- The Manager's Team met to go over the quarterly project planning process and note progress made.
- The Library's Subcommittee was appointed. The members are Representatives Bruce Anderson and Mary Murphy, and Senators Dennis Frederickson and Linda Higgins. All except Senator Higgins have served on the subcommittee before.
- Planning for the Library's budget request continued. Leif met with Greg Hubinger several times to discuss LCC technology initiatives. Greg was also helpful in examining all the lines of the Library's budget. Lisa set up the Library Subcommittee meeting for budget review, for April 4. This was no easy task! During this busy time, it was almost impossible to find a time to suit all the members.
- Robbie met with an LCC task force to create a technology acceptable use policy. The group chose to use existing House policy as a model, enhancing and augmenting it for our situation. The policy was ratified by the LCC at its March 16 meeting.
- Lisa met with House, Senate and LCC staff to discuss change of vendor for service awards. We put out a request for proposal for a new vendor since Creative Promotions has not been performing very well.

## **Web Development Activities**

- The group OMB Watch released a report comparing state legislative Web Sites; an embargoed copy was made available to state web producers via NCSL. It was a cursory job, done last summer, and filled with inaccuracies. On behalf of the Minnesota Legislature, Randi, Syble, and the Web Team put together an excellent response, pointing out the errors and omissions regarding Minnesota's site.
- Randi talked to Pioneer Press Reporter Debra O'Connor for two hours. O'Connor wrote a feature article on citizen use of the Legislative Web Site.

## **Collections activities**

- In the first three months of 2001 we received 244 reports that were mandated by the Legislature. We received 468 mandated reports in all of 2000, so you can see that over half come at the beginning of the year. For those of you who aren't familiar with this process, I have appended a copy of our form letter requesting a mandated document. On the back of the letter is the title page of the document that was submitted, just one of *many* that came last week.

## Information Systems activities

- Sarah has been working about two to three hours a week with Diane on cataloguing, with Helen providing ready reference in Diane's absence. Sarah reported, "I am picking up the volume of original items catalogued. In March I catalogued fifteen items (twelve original and three copy), a fifteenfold increase over February's total of zero."
- Jess and David worked with Ruth to put URL fields in most of the Acquisition Database records.
- David wrote procedures for a systematic method of adding URLs to MNDOC records. We have been trying to make sure if a print publication has an electronic equivalent, that the URL is on the online catalog record, so users could just click on a link and go the document right from the catalog.
- Amazon.com has become the new bane of Jess's existence. "Their billing system is such that it is nearly impossible to track a problem after the fact. I have spent hours upon hours trying to track a problem from our end, including going back over every single book we have ordered from them since I started in this position, but to no avail. I am currently waiting to hear their response to my latest message which outlines for them the dates and amounts of the checks that they claim not to have received that they have ALREADY CASHED. We will not be ordering from them ever again if it is in ANY way avoidable."
- Diane fielded questions from library staff at the Intertechnologies Group on shelving and filing of call numbers. (Our catalogers are often called on as experts.)
  
- Leif, Robbie, Syble, and Lisa met with Intertech and Esperia, security consultants, for the library's Security Impact Analysis debriefing.
- Leif's comment about his March activities: "Security, budget, security, budget, security, budget." Leif was especially caught up in the Security Impact Analysis report. We are planning our internal improvements, and he is working with a group of legislative technical staff to plan a legislative-wide perimeter firewall project. The new group has been dubbed LSIG, for Legislative Security and Infrastructure Group.
- Lisa updated the Public PCs with a new version of CLIENT 32. Computers 2 and 3 would not accept the new version of CLIENT 32, so she just made some modifications to them to make them run a little better. She ran Virus scan and Speed Disk on the PC's and cleaned off the temp files.
- Leif and Robbie met with Paul Schweizer and Dennis Kern to discuss the House's long term IS plans.
- Leif worked with Intertech and the other legislative offices to devise a tight set of access control rules for the router. These have been applied as a first line of defense while we work on implementing a firewall.

- Leif worked with Intertech on getting some additional computers scanned for security vulnerabilities. Basically, he requests that Intertech staff do their best to hack our computers, to be sure we have not missed any important precautions.
- Leif replaced a CPU cooling fan in the Taperoom workstation.
- Leif shut down the servers to do swap around the UPS's (Universal Power Supplies) because the battery was failing on the one attached to our main server.
- Leif worked on legislative wide address book issues with the Revisor's office, the OLA, the LCC, and the House.
- Leif and Elizabeth have been driven to distraction trying to solve the IP authentication problems for FirstSearch databases – so we can make them available to all legislative staff. What should have taken a half hour took many hours on Leif's part, and many contacts with FirstSearch staff, to straighten out.
- Lisa and Leif reviewed our Harbor/LAN backup profiles for each server. The backup profiles are reviewed often, to be sure we are not paying to back more than is needed.
- Leif planned computer training for several staff.

## Reference activities

- Michael O'Gara, who had worked for the Library as an Aide for a year and a half, resigned. Elizabeth posted the job ad for new Library Aides. Rep. Erhardt came in and asked if he could apply for the library aide job we had posted. He said it would probably pay more than his job. Even though Michael resigned, Elizabeth pressed him back into service when Toshi was called back to Japan due to his father's death.
- Sarah wrote a great 'canned response' to send to folks who send us e-mail messages requesting us to pass laws on this or that topic, not realizing that librarians don't have much power to change laws! The message directs the writer to his or her members, and helps them identify who those people might be.
- Paul had a good idea—to make slips to count circulation statistics that often go unreported – such as giving extra copies of state documents instead of checking them out, copying short reports instead of checking them out, printing a report off the Internet rather than checking it out if it is in our collection, letting someone check out something "for a minute" without filling out a checkout slip, etc. The slips are both at the circulation desk and the reference desk..
- Alissa pitched in for several staff this month. She helped with Minnesota document processing after Laura left, and entered Inside Issues requests when Kelly was gone. News clippings about legislators from Greater Minnesota papers have been coming in droves, and when copies needed to be made, they were back on her desk in short order. "Toshi is a very fast and efficient copier," she noted. Finally, she helped by scanning magazines near the end of the

## Reference questions – A sample

month for Robbie, who was immersed in budget preparation.

- Ruth implemented some proposed additions and changes to the Inside Issues subject headings. A couple of the changes were suggestions from Inside Issues subscribers and several other changes were staff suggestions.

- Average baseball player salaries for the last ten years. (ds)
- A request for an article from "Ladies Home Journal". The Nexis flat rate came through on this one. (ds)
- Statistics on sports bookmaking. (ds)
- Literature search on arsenic and copper chromium arsenate. (ds)
- State by state information on concealed carry. (ds)
- Listing of all consultant contracts and associated money for 1999-2000. (ds)
- Which states have failure to wear seat belts as a primary offense, which have it as a secondary offense? What is the difference in traffic fatalities in each state? (pv)
- Info. on pollution/air quality inside school buses. (pv)
- Data on MN related to whether or not it is still competitive in the high technology field. (pv)
- Many requests for names of students on teams competing in the state high school tournaments. (pv)
- Do you have a list of all the German sayings in the State Capitol cafeteria? (pv)
- Lots of questions from the public - drinking age changes, dog parks, assisted living facilities (bh)
- Both legislative and public questions on Elmer L. Andersen (bh)
- Campaign finance questions (bh)
- Professional & technical contracts - actual spending (bh)
- Request for NYT "Rampage Killers" series (bh)
- *And here's the type of question we aren't exactly equipped to handle!* My girlfriend is in love with a guy she just met. Over the course of the search of his place related to drug charges, he was arrested a while back for having bad things on his computer. I'm wondering what the laws are that would tell me what kinds of bad things he could have had on his computer that would result in his getting arrested. (pv)
- The definitive explanation of why children can't read (sq)
- Carol, David, and Sarah all worked on the murky 1970's history of a commission for a painting from Carl Gawboy that depicts Native Americans in a more positive light, to have been placed in the governor's reception room.
- Electronic recording of confessions to the police in Minnesota (for Connecticut state representative Dillon) (sq)
- Several questions regarding the recommendations of the Early Care and Education Finance Commission (sq)

▪ Several questions regarding lawyer-client disputes (one woman expressed deep frustration at all the "goddamn lawyers" in the Minnesota Bar Association) (sq)

▪ Elizabeth was asked for some statistical information about all the townships and cities within the Taconite Tax Relief Area. "I made a few calls and was surprised that no one in the Revenue Department or at the IRRRB had this information at their fingertips--don't they need to know? (Actually the IRRRB had a staff member who was on vacation who was rumored to have a list but she was going to be gone for several weeks.) The Legislative GIS office did not have a list but they did have a great map. The map made it immediately clear why this list was not easy to come by--the Taconite Tax Relief Area is comprised of the school districts in which mining activity occurs and school districts definitely do not follow township lines.

▪ Elizabeth spent a long time tracking down the proportion of the state budget appropriated to K-12 education over the last 40 years. There are a lot of reasons why this information is not readily available-- Minnesota miracle changes in funding in the early 1970s, weird budget things going on in the early 1980s, changes in the amount the state funds, etc--but a researcher in the Finance Department helped Elizabeth get apples-to-apples numbers for the legislator.

▪ Carol and Jess had an interesting reference question late one Friday at about 5:15. Jess reported: "I got a call from an L.A. looking for the names of mayors from 3 obscure Minnesota cities. The League of MN Cities info. that they (and we) had was pre-election, and they wanted rush information by 5:30. Carol found two of them quite brilliantly on the web, and then we were left to simply start calling numbers in the city until we reached a person. I ended up calling a community center, figuring that people might be 'communing' on a Friday evening, got an auctioneer from out of town who claimed to be one of two guys in the entire city who didn't know the answer to that question, though he knew the name of the old mayor. He said that the guy who would know had just gone to the bathroom, so I stalled him in an attempt to wait out the missing man. When I asked if he knew of a place where I would find someone who DID know, he suggested the liquor store and looked up the number for me, and then gave me the name and number of the old mayor, at which point the smart friend came out of the bathroom. He triumphantly announced the mayor's name to me, and it was typically Scandinavian, so I had to ask "I don't suppose you know if that ends in -sen or -son?" and he said "NO, but I'll look it up for ya!". We finally called the L.A. back and stunned her with our expertise, and still managed to escape by 6pm."

▪ How do other states convert existing schools into charter schools?

(rm)

- What does Parliament use instead of Mason's or Robert's Rules of Order? (My favorite question of the year!) Seems to be "Standing Orders", which is like a combined Mason's and Rules of the House or Senate. (rm)
- How do teacher salaries compare to the private sector? (rm)
- Articles on diseases in bear and moose populations in Minnesota.
- Information on the Renaissance Zones in Michigan and the Keystone Opportunity Zones in Pennsylvania. (rm)

## **Legislative History Activities**

- Hot topics in the Tape Room included: the bill to raise the penalties for harming pets, the 1991 wetlands/waters legislation, privacy issues related to motor vehicle data, multi-party candidacy, & peeping toms who use recording devices.
- Paul began boxing up the 1992 House tapes (to transfer to the State Archives.)
- Jess reported, "The taperoom has been incredibly hectic, and very steadily so. Lots of traffic in and out, particularly for recent years' information."
- Paul updated the online Step-By-Step guide to better reflect additional information available on the Web site, including links to the committees that are putting their minutes online.

## **Training and tours conducted by staff**

- Randi and Elizabeth taught Good Stuff on the Web for the Senate. Carol, Randi, and Elizabeth taught two classes on the Library's magazine and newspaper indexes. Jim Greenwalt attended one of them and said he doesn't think the legislators have any idea how much information the Library provides access to. (A lot of the staff do know.) The class on the legislative web site that David and Betsy were going to teach was cancelled due to [the Senate training coordinator] Lee Meyerson's father's death. Additional training sessions will be held for the Senate after the committee deadline rush is over.
- Robbie gave a presentation on the Legislative Web Site and library resources to a group of Greater Minnesota reporters as part of House Information's Media Day. As a result, we were asked to present a workshop on the Legislative Web Site at a technology continuing education workshop in Willmar in August.
- On her off-time, Diane teaches cataloging MOTSE cataloging classes. This month she attended a Minnesota Library Association board meeting to discuss the future of MOTSE and other continuing education programs in Minnesota.
- Be sure to look over the attached list of tours and training delivered since the beginning of the year.

## **Training and meetings attended by staff**

- David attended a PALS User Council meeting and a PALS User Group Meeting. He completed his term as the Reference User Group representative to the PALS User Council.
- Paul, David, Leif, and Helen attended various PALS User Group meetings in St. Cloud. Leif declined re-election to the user Council from the Systems Group, the first time in MANY years. Paul was elected as the state agency representative to the ILL steering committee.
- Part of the User Group meetings was a demonstration of the new statewide library system. Since we will be migrating to the new ExLibris software system in May of 2002, Betsy, Carol, Randi, and Sarah took a field trip to see the demonstration of the new system as well. Happily, everyone who saw the demonstration was impressed with the system. Helen commented, "I thought the ExLibris product looked great - and walked away with a positive reaction."
- Robbie attended a Citizen's League lunch where Steve Clift discussed online democracy. During his talk he noted that the Minnesota Legislature "rocks online."
- As SLA Continuing Education Chair, Betsy planned, advertised, and attended an SLA Video Conference.
- Robbie attended TWO meetings of the MNLINK Ad Hoc Budget Task Force in St. Cloud in March. It is difficult and thorny to come up with a funding formula that treats various types of libraries fairly: that will enable current PALS libraries to afford the new system, and make the pricing attractive to new libraries so they will join. Our annual costs will likely rise from almost \$10,000 to nearly \$15,000. However, our PALS costs have been artificially low for several years, since PALS has had no recapitalization costs built in and had income from other sources. There is no way we could touch a new system on our own for \$15,000, so even though it is a steep increase for us, it is a reasonable cost.
- Sarah attended MOTSE training, cataloging training sponsored by the Minnesota Library Association.
- Sarah and Robbie attended the briefing on library-related legislation, part of the Minnesota Library Association's Legislative Day.
- Leif attended a SNAP meeting. This is a statewide network administrators' group.
- Leif, Robbie, Syble, Randi, and Betsy attended an LNET meeting.

## Staff news

Andrew Beccone began his full-time Library Assistant position with the Library. Randi coordinated his training; everyone on staff has played at least a small part in his training schedule.

### Anniversaries:

3/16/84 Kelly 17 years at LRL

3/3/86 Robbie 15 years at LRL

## Fan mail

- John Helland (one of the Library's biggest users and a clear fan) walked by Elizabeth and Randi as they were waiting for the elevator and said, "there stand two of the finest reference librarians this country has to offer."
- Sarah heard from a thankful patron, who wrote, "Thank you, Sara, for sticking with me. You have been great. I'll start again with this new info. I've found more accurate info with you than with attorneys or the Housing Department. Warm Regards, Pamela"
- When Randi helped a staff person, she received the following: "Thank you! After spending more time than I would like to admit trying to find it this weekend, it dawned on me that you are the super sleuth of finding sections of statute. Thank you so much for your help. P.S. The other citation you found for me was during a committee meeting and you made me look very good for tracking it down (although, I did give credit where credit was due and said that you found it)."
- A member wrote to Randi, "You found the article that I was looking for in the October 3, 2000 article. My apologies for steering you wrong on the dates. Thank you for your persistence in this." He didn't realize that nearly *everyone* gets the dates wrong!
- Betsy received special thanks from two members last month. in one case, Paul was talking with a member and reported, "When he heard I was from the Library, he asked if I worked with Betsy. When I said yes, he said she's great. She really came through for me on the ---- information." Another member's LA wrote in a note, in part, "Thank you so much for your increasing help and sending down additional information on .... It's great that you thought of it, even beyond my initial request. Your help is very appreciated! Thanks again!"

# Year To Date Training Report by Source of Trainees

Printed 04/05/2001

Source of Trainees	Date	Class Title	Number
<u>Group</u>			
COLLEGE CLASS	01/22/2001	College Student Tour	15
	01/22/2001	Graduate School Class Introduction	10
	01/26/2001	Intern Introduction	10
	02/06/2001	College Class Introduction and Tour	15
	02/20/2001	College Class Introduction and Tour	20
	03/08/2001	College Student Orientation	7
		<u>Group Total :</u>	77
<u>Group</u>			
FOREIGN GUEST	02/12/2001	Legislative Staff Services (an Austrian visitor)	1
		<u>Group Total :</u>	1
<u>Group</u>			
HIGH SCHOOL PAGES	01/29/2001	High School Page Tour	10
	02/05/2001	High School Page Tour	6
	02/12/2001	High School Page Tour	10
	02/22/2001	High School Page Tour	10
	03/12/2001	High School Page Tour	10
	03/19/2001	High School Page Tour	12
	03/26/2001	High School Page Tour	12
		<u>Group Total :</u>	70
<u>Group</u>			
HOUSE STAFF	01/02/2001	Legislative History Recordkeeping	25
	01/02/2001	New Staff Member Tour	1
HOUSE LEGISLATOR	01/04/2001	New member Tour	1
	01/08/2001	New Member Tour	1
	01/08/2001	New Member tour	1
HOUSE STAFF	01/10/2001	New Staff Tour	2
HOUSE LEGISLATOR	01/11/2001	New member Tour	1
	01/12/2001	New Member Tour	1
HOUSE STAFF	01/23/2001	New Intern Tour	1
	01/31/2001	New Staff Tour	1
	04/02/2001	House Page Tour and Introduction	20
		<u>Group Total :</u>	55
<u>Group</u>			
LCC	01/03/2001	New Staff Tour	3
		<u>Group Total :</u>	3

*The Library is a regular part of new House page orientation.*

*These figures are fabulous - 528 people took tours or received training so far in 2001. Good work!*

<u>Group</u>			
MIXED	01/04/2001	Regularly Scheduled Wednesday Tour	4
	01/10/2001	Regularly Scheduled Wednesday Tour	5
	01/15/2001	New Staff Tour	9
	01/16/2001	Library Tour	2
	01/17/2001	Regularly Scheduled Wednesday Tour	2
	01/24/2001	Regularly Scheduled Wednesday Tour	4
		<b><u>Group Total :</u></b>	26
<u>Group</u>			
MN CITIZEN	01/12/2001	Library Overview	4
	01/12/2001	Legislative Web Site presentation	180
	03/13/2001	Library Tour	2
	04/02/2001	Legislative Web Site and Library Overview	25
		<b><u>Group Total :</u></b>	211
<u>Group</u>			
SENATE STAFF	01/05/2001	Overview for Senate Interns	40
SENATORS AND STAFF	01/10/2001	New Member and New Staff Tour	2
SENATE STAFF	01/11/2001	New Staff Tour	2
SENATE LEGISLATOR	01/19/2001	New Member Tour	1
SENATE STAFF	01/23/2001	Good Stuff on the Web	5
	01/25/2001	New Staff Tour	2
	03/07/2001	How to Find the Good Stuff on the Web	4
	03/09/2001	Magazine Indexes	4
		<b><u>Group Total :</u></b>	60
<u>Group</u>			
STATE AGENCY	03/22/2001	Legislative Web Site Description and Discussion <i>Budget Analyst from the Dept. of Finance.</i>	25
		<b><u>Group Total :</u></b>	25
		<b>Grand Total:</b>	528



February 08, 2001

TO: (C,M) Superintendent of Schools  
Heron Lake - Okabena Independent School District (No. 330)  
Box 378  
Heron Lake, MN 56137-0378

FROM: Robbie LaFleur, Acting Director

According to our records the following legislation mandated your agency to produce a report:

Cite: 1997 Minn. Laws First Spl. Session Chap. 4 Art. 3 Sec. 22 Subd. 3  
Topic: Annual report on the Southwest Star Concept School  
Due date: February 15, 2001

When the report is completed, you are required by statute to send six copies to the Legislative Reference Library (MS 3.195; MS 3.302). In addition to the six copies, please inform us if there is an Internet version of this report.

URL: \_\_\_\_\_

Please help us track the status of this report.

- Report enclosed (6 copies)
- Report expected to be done by this date \_\_\_\_\_
- Report has been sent. The title is \_\_\_\_\_
- No information at this office. Contact \_\_\_\_\_
- Other \_\_\_\_\_

*Example of a letter requesting a mandated report.*

Return this form, with six copies of the report if completed, to:

Legislative Reference Library  
Attn: Acquisitions Dept.  
645 State Office Building  
St. Paul, MN 55155-1050  
FAX: 651-296-9731

Thank you for your help. If you have questions, please contact Jess Hopeman (651-296-0586).

# Southwest Star Concept Schools Small School Viability Project

## FY 00 PROGRESS REPORT

*Presented to:*

The Minnesota State Legislature

*and*

The Minnesota Department  
of Learning, Children, and Families  
Office of Lifework Development

*by*

The Southwest Star Concept Schools

I.S.D. #330

Heron Lake and Okabena,  
Minnesota

*Becky Cselovszki, Superintendent*

March 15, 2001

# CONNECTING THE DOTS

Following the intricate ins and outs of a particular bill is only a click away, on the Minnesota state legislative Web site.

DEBRA O'CONNOR STAFF WRITER

You are a parent concerned about education spending, a motorist worried about racial profiling, a daughter wondering about nursing-home care, a business owner fretting about property taxes, a Twins fan ready to cheer in a new stadium — all hot issues at the Legislature this year.

You read the paper, listen to the radio and watch the news, but you'd like to find out more about your issue, or even follow it blow-by-blow as it moves in and out of committees, floor sessions, conference committees and ultimately onto the governor's desk.

You can do that using the Minnesota legislative Web site. If you only need the basic information, such as summaries of bills on your topic of interest, it can be found quickly. If you want more, you can get amendments on bills as they are being debated live on the House floor while you watch on your computer or your television set. You can read weekly House and Senate summaries of high-interest bills. For the first time this year, over the Internet you can watch floor sessions and committee hearings that already have happened, even if — as in the case of racial profiling — the hearing ran more than five hours. You can trace the history of legislation and read expert analysis of the fiscal impact of individual bills.

You also can let your legislators know what you think via e-mail and, if you really get worked up, find out how to testify in person before a committee.

When you log on, you'll be part of a growing group: So far this year, the legislative Web site has had 7.8 million hits (the number of times someone has accessed the site); that compares with 3.8 million hits in the first 11 weeks of the 1999 legislative session. Last year, a total of 30.9 million visits were made, compared with 2 million in 1996, the year it started.

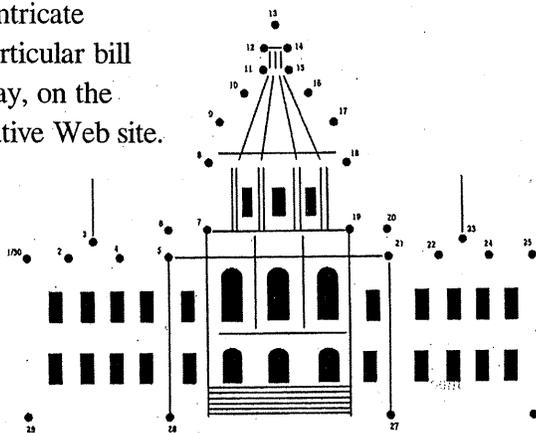
Although many of those hits are from people who do this for a living — and whose lives have been made immeasurably easier having the Web site replace stacks of paper bills and hours of phone calls — the site shines a lot of light on the legislative process.

"What are we doing all this for, if not to let people know about it?" said Randi Madisen, who manages Web site content for the Legislative Reference Library.

Here's an example of how a Minnesota resident might use the Web site:

Meredith, whose parents are aging, is concerned about long-term care. Her parents are in relatively good health, but she can foresee that they may soon need more help than her family can provide. She has heard that there is legislation pending about nursing homes and alternatives to nursing homes, and wants to keep track and perhaps express her opinion.

First, she wants to find out which bills relate to her area of interest. She goes to the Minnesota State Legislature page — [www.leg.state.mn.us](http://www.leg.state.mn.us) — and clicks on Legislation and Bill Status. From there, she can click on House Bills or Senate Bills, then



## Key Web addresses, phone numbers

- How to use the legislative Web site to research legislative issues: [www.leg.state.mn.us/leg/leglist/webguide.htm](http://www.leg.state.mn.us/leg/leglist/webguide.htm)
- Citizen's e-guide (how to participate, how to testify, how to follow a bill, publications, TV coverage): [www.leg.state.mn.us/leg/eguide.htm](http://www.leg.state.mn.us/leg/eguide.htm)
- How to follow a bill: [www.leg.state.mn.us/leg/trackbill.htm](http://www.leg.state.mn.us/leg/trackbill.htm)
- If you get stuck or have questions, e-mail or call:
  - House Index: (651) 296-6646; [webmaster@house.leg.state.mn.us](mailto:webmaster@house.leg.state.mn.us)
  - Senate Information: (651) 296-2887 or 1 (888) 234-1112; [webmaster@senate.leg.state.mn.us](mailto:webmaster@senate.leg.state.mn.us)
  - Legislative Reference Library: (651) 296-8338; [www.library.leg.state.mn.us](http://www.library.leg.state.mn.us)

## What you can find on these sites

- "Hit List": the latest action on the most popular bills.
- Bill text, authors, companion bills, long and short descriptions, action thus far.
- House committee meeting minutes.
- House and Senate video, live and archived.
- House and Senate journals — searchable summary of floor sessions including votes.
- Fiscal analysis tracking spreadsheets for certain committees, which show the governor's budget, House and Senate proposed spending in committee and on the floor, conference committee results and what actually becomes law.
- Fiscal notes, which give the administration's estimate of the potential costs and/or savings from the bill.
- Youth Pages, which includes a video of how a bill becomes a law.
- House and Senate weekly newsletters, which are searchable and often thorough explanations of major bills and legislative action.
- General information on the legislative process, including a glossary and a program to identify and contact your legislators.
- User-friendly explanations of the information contained on a page.

Topic Search Pages in the House and Senate, select the nursing-home topic, and look through brief descriptions of all the nursing-home bills.

She settles on two bills of interest, House File 1220 and its companion, Senate File 1070, which lay out recommendations of an extensive long-term care task force report, and H.F. 376 and S.F. 411, which concern community-based

options for long-term care.

Back on the main legislature page, Meredith clicks on House (and later on Senate), from which she gets options to watch Web coverage of committee hearings. From there, she also clicks on committees, chooses the House Health and Human Services Committee (and the Senate Health and Family Security Committee on the Senate side), and subscribes to

their listservs, so she automatically gets e-mails when these committees meet.

From the House and Senate page, Meredith also searches Senate Briefly and the House's Session Weekly to read in-depth coverage of floor and committee action on her bills. She feels so well-informed she decides to e-mail her legislators, and finds out who and where through General Information on the main legislative page. She looks at the Journals to see how her senator and representative voted.

After checking the broadcast schedule, she finds she can watch certain committee hearings; she catches up with video archives available 48 hours after television coverage. After watching one hearing, she is emboldened to try to testify, and signs up through the Citizen's e-guide under General Information.

For money matters, she goes to the committee page and clicks on fiscal analysis, where she can track spending proposals that include her bills. For some bills, she can also get fiscal notes; the administration's estimate of the cost and/or savings of a bill.

She finds out the day her bills are taken up in floor sessions by checking the daily calendar, available on the House and Senate pages, and watches live on television or her computer. During the House floor sessions, she can even get amendments on the Web site as they're being heard on the floor.

Finally, she goes back to Bill Status to see if the governor has signed the bill.

Debra O'Connor can be reached at [doconnor@ploneerpress.com](mailto:doconnor@ploneerpress.com) and (651) 228-5453.

*Gandi spoke with Debra O'Connor for two hours on this.*

# Legislative Reference Library

## Monthly Report - February 2001

### Administration

Alissa began working for the Library last summer so she is going through her first legislative session. She reported this month, "February was very, very busy and hectic." Yep, that's what happens!

*A note from Robbie:* I really appreciated the great Open House that staff provided on February 21. An amazing number of staff and members and librarian friends attended. My kids came too, and my son was duly impressed by the turnout to congratulate his mother. Elizabeth reported, "The party for Robbie was a huge success. We had a huge sheet cake about the size of one of the reading room tables, punch, coffee, there were about five pounds of cheese, including Gjetost, the Norwegian goat cheese Robbie likes so much, about ten boxes of crackers, about 15 dozen cookies and brownies, a huge platter of fruit, a big platter of taco dip, about five huge bags of chips, vegetables and lots of other food. The place was packed and all the food was gone! The next morning there were three crackers and a bit of the Gjetost left."

Much of the month was devoted to extensive budget planning; starting from scratch and determining the Library's needs for the next two years. The most challenging aspects are predicting the technology needed to continue our great services and to leverage our internal databases and make more information available via the Web. Leif and Syble researched hardware, software, and training prices.

Ergonomics! Lisa met with vendors and obtained loaner chairs for Jess, Diane and Helen. They were identified as having the worst chairs in the ergonomic study conducted by the consultant from the Department of Employee Relations. She ordered a chair for Jess. She also worked with Kelly to get her office set up more ergonomically, and purchased a more adjustable keyboard drawer for Kelly's desk.

All the staff attended wrap-up meetings with the consultant from Hay, regarding the LCC's Compensation Study.

### Web Development Activities

Syble met with Linda Schmitt in Senate SIS about Web Trends capabilities and the specialized report services we could provide the Senate.

The Web Group staff met and discussed possible future web site design goals. Syble answered questions about the technical feasibility of possible Web site enhancements to make the site more interactive, XML ready, and database driven.

Syble fine tuned and updated the weekly Webtrends reports she

## activities

modify and program our Library information to be available to users outside the Library via Web-based services. Ruth set up a shortcut on Alissa's computer to start the Publications database and printed out instructions for her. She is helping out with the data entry for MN Docs.

Ruth created a new LCC address book export file and sent it to Mike Paton.

The new color printer has been helpful on a number of occasions, to print out reports that include shaded tables or graphs. Ruth was able to scan a map of Metropolitan Council districts and print it in color for a member. In past years we have actually driven to Kinko's when a color copy is needed.

Even fully functioning systems need occasional fixes. This month Ruth fixed some reports in the Training Statistics database, and fixed the reference book notation in the Inside Issues – Books and Reports database.

## Reference activities

Betsy and Robbie wrote the "Page One" essay and an accompanying Minnesota Issues guide on privacy resources. Additional editing credit should be given to Carol!

Leif and Elizabeth spent a fair amount of time trying to figure out why Firstsearch would not work outside the Library walls. We worked around the problem and now all members and staff have access to several more magazine indexes through the Library's intranet.

Aides news includes:

- Toshi has been doing a great job on the copy basket. Several staff have mentioned his fine work.
- Reanne has been speedily sorting and filing clippings.
- The aides have been copying and sending out the articles requested through our Inside Issues service on a daily basis. It doesn't seem to be taking any additional time on their part.
- Brian will be leaving us but not until the end of May. He will be going to Malaysia to study languages. He'll be working here until his big trip.

## Reference questions – A sample

- Is it true that MN is an importer of low wage earners & an exporter of high wage earners? (pv)
- Do you have a videotape of Sarah Jane Olson dressed as a suffragette at the Capitol in 1990? (from ABC TV) (pv)
- What are the laws that allow the liquor store to be sued for selling alcohol to the U of MN student that died? (WCCO) (pv)
- St. Paul city worker wanted to know if there is a state law that prohibits letting your empty vehicle idle with the keys in it? (Couldn't find a state law, but St. Paul has a city ordinance

September 2001 and August 2002.

Anniversary:

Randi February 3, 1992 9 years at LRL

## Fan mail

**Betsy  
received an  
especially  
great thank-  
you, from  
Sergeant  
Kendall  
Chambers,  
Minneapolis  
Police  
Department.  
"THANK-YOU  
O GREAT  
FINDER OF  
STUFF."**

Web Site praise from an outside user: Jesse Roehl wrote, "This web site is unbelievable! I work in social services and this site has been more helpful than you could know. THANKS"

We end up helping many legislative staff respond to students in their districts. A senator's LA appreciated Elizabeth's help one day. "E: Thanks so much for the information...it is absolutely just right...and thanks again...I am sure I will be calling again and again and again on different subjects...but...I guess I feel it just enhances their trust in others helping them...especially if we have students that are interested in doing papers...I appreciate your kindness in being so willing to help.. Thanks again.."

Rep. Wagenius stopped and was so complimentary about all the help she has received on her questions in the past year. She said the Children's Environmental Working Group would not even *exist* if it weren't for the research done by our reference librarians.

Often people hear a reference to a report at a committee hearing and then stop up to ask about it. One legislative staff person wrote, "Thanks Paul for tracking this down for me. I believe this was what was referenced at the meeting."

A caucus staff person was happy with the materials Betsy was able to provide for a member, and wrote, "Thank you. I appreciate that you brought it to my office chair too.

Representative \_\_\_ got the information just in time before he left for a weekend back home in \_\_\_\_\_. He seemed very pleased with your assistance and the amount of information. He now has weekend reading - as do I for the bill's analysis. I also gave him your note in case he needed anything further, but I am guessing not. Again, thank you for your quality assistance."

# REFERENCE NOTES

A program of the Minnesota Higher Education Services Office (HESO) at the University of Minnesota-Twin Cities

February 2001

**INSIDE THIS EDITION:**

National History Day

Scientific Fair

TAX information

Request for Assistance

**INFORMATIC**

MINITEX Reference services are available at the following databases:

**Bell & Howell** / Wednesday, March 7

**Wednesday, April 4**

**InfoTrac** / Wednesday, March 7

**Monday, March 12**

**GaleNet** / Wednesday, March 7

**Monday, March 12**

**Wednesdays**

**Thursdays**

**OCLE** / Monday, March 12

**Monday, March 12**

**Wednesday, March 7**

**Friday, March 9**

Email Christine Powell at [powel020@tc.umn.edu](mailto:powel020@tc.umn.edu) to request information and registration material for U of M or St. Cloud sessions.

## National History Day

6-12 grade students at your library's reference desk... Jefferson and the Louisiana Purchase" or... you have, you can probably bet that

local contest. Faculty... realize the... term

### Tax Resources on the Internet

In "Internet time," finding tax forms and instructions online is a long-standing tradition. But have you explored the tax information sites recently? Here's a quick tour before tax season hits its frenzied peak!

**Minnesota Department of Revenue**  
<http://www.taxes.state.mn.us/>

Visitors can navigate the site based on their status (individuals, business, tax professionals) or choose a "what's hot" link such as tax forms or electronic filing. For individuals, content includes forms and instructions, tax information sheets, newsletters, revenue notices, help and contacts, electronic filing and payment, FAQs, and the basics of registering a new business. Business information includes forms and instructions, publications, contact information, and collection, education and volunteer opportunities. Professional-level announcement ranges from fact sheets on various taxes to an tax preparers, legal professionals, software developers, policy professionals, and property tax assessors. The "what's hot" links highlight popular items such as the 2001 withholding tables and formula. The DOR site has a sparse, fast-loading design. All forms and most publications on this site are in PDF format and require Adobe Acrobat software.

**Internal Revenue Service**  
<http://www.irs.gov/>

The front-page motif of "The Digital Daily" presents IRS information with an upbeat attitude. Suffice it to say, there is much more available than we can cover in this brief review. Forms and publications are accessible via a link at the bottom of the page. You can browse or search several ways: by number, keyword, date, or topic. Download options include PDF, PCL, PostScript, and SGML text. Publications include IRS provides links to state forms and electronic filing. The FAQ section has been revised and expanded for the 2000 tax season, with navigation by category and an alphabetical keyword list. The "Tax Info for You" section focuses on individual forms, and features range from a tax calendar and W-4 calculator to the taxpayer rights corner and the Braintaxer online game show. "Tax Info for Business" offers resources for small and large companies, including Internal Revenue Bulletins, the tax professionals corner, and the employee plans corner. Educational material on this site includes TAXInteractive, with a goal of educating "teenagers about the U.S. tax system, the effect of taxes on their day-to-day lives, and new electronic ways to file tax returns."

February 2001, Reference Notes

If you haven't gotten your fill of tax information, browse tax statistics and regulations, meet the commissioner, or select your PIN and file your taxes electronically. The IRS is redesigning its site — take a few minutes to preview the new look using the link at the bottom of the current homepage.

**Minnesota Legislative Reference Library Taxation Links**  
<http://www.leg.state.mn.us/lrl/links/taxation.htm>

For researchers of taxation issues, the Legislative Reference Library's "Links to the World" is an excellent starting point. Beyond the standard links to tax forms and instructions, you can explore information specific to Minnesota such as legislative tax committees, House Research publications, and taxpayer organizations. Federal information includes a link to the full-text Internal Revenue Code. Internet taxation and state taxation round out the featured topics. These resources should be particularly useful to those seeking policy discussions and data.

**Yahoo! Tax Center** <http://taxes.yahoo.com/>  
**Money.com Tax Guide 2001** <http://www.money.com/money/links/taxes/taxguide/>

Money magazine and Yahoo! Finance offer consumer- and investment-oriented information that complements the other sites reviewed this month. Money.com focuses on tax strategies for investments, filing options such as deductions, and planning ahead for the coming tax year. Yahoo! offers a broader range of tax tips as well as tools (e.g., tax prep checklist, glossary, tax and refund calculators) and a list of top-selling tax books.

9-12 participate History Day... sources, individual... or group perfor- documentary using... nts. Projects are judged... adherence to the theme. three national winners in... send in a scholarship

sum, historical association, or... ator is Tim Hoogland of the... al History Day contest will take... esota, Minneapolis. For more... ta, contact Tim at 612-625-6416, via

national information about NHD, contact... National.History.Day@umail.umd.edu, or... y.org.

Reference Notes	
MINITEX Library Information Network	
University of Minnesota, 15 Andersen Library	
222 1st Avenue South, Minneapolis, MN 55455-0439	
Reference Phone.....	612-624-4150, WATS 800-462-5348
Reference Fax.....	612-624-1186
Friedmann, Beth.....	612-624-7873, bried004@tc.umn.edu
Hoffman, Susan.....	612-626-7298, s-hoff@tc.umn.edu
Parker, Mary.....	612-624-1024, m-park1@tc.umn.edu
Temple, Heidi Armstrong.....	612-626-9843, htemple@tc.umn.edu
Main Website.....	www.minitex.umn.edu
Reference Email.....	re@othello.lib.umn.edu
Office Hours.....	Mon-Fri., 8:00am-4:30pm
Reference Intake Form.....	http://kinglear.lib.umn.edu/reference/refdb

# METROBRIEFS

February/March 2001

A Metronet Publication

Volume 11 No.2

## Legislative Resources

### Legislative Web Site

Robie LaFleur, Director of the Legislative Reference Library, has announced that the Legislative Web Site has undergone a serious face lift in time for the 2001 legislative session. Navigation is much improved and new features have been added. Check it out: <http://www.leg.state.mn.us>

Among the many features on the Legislative Web Site are:

- House and Senate bills – full text
- Minnesota Statutes – searchable full text
- Daily agendas and committee schedules
- Legislative staff directories
- Reports and publication from legislative office
- Bill status – fully searchable
- Minnesota Session Laws – searchable full text
- Session Weekly* and *Briefly*
- Legislative district finder and district maps

Some new features and improvements for 2001

- The Legislation and Bill tracking page features a box to enter a bill number and retrieve several related documents in a single step.
- Redistricting information. The Geographic Information Systems Office page has links to a guide, maps, and many relevant web sites. As redistricting bills are introduced, maps will be available showing the proposed districts for each plan.
- Improved *Minnesota Statutes* index. The in-depth, three-volume print index to the *Statutes* is now available to search online.

If you have questions about how to use the site, comments, complaints, or suggestions, please use the convenient e-mail links provided on each page. Comments are always welcome at the Legislative Reference Library at 651-296-8338.

**How to Make a Difference** handbook is full of practical advice or in person. Includes lists of \$11.50, includes postage and handling, 50 Rice St St. Paul MN 55103.

The **Capitol Letter** is the voice of our lobbyists. It keeps you up to date on childhood, redistricting, campaign environment, welfare reform, and more. Published twice monthly during the session to LWVMN (with **Capitol Letter** 55103. If you would like to receive information.

*We try to promote the Legislative Web Site and it's sweet features whenever possible. Someone from the Metrobriefs library publication must have attended a session where I handed out a flyer with this information.*

andbook. The spiral bound version is available either by phone, letter, e-mail or in person. Send a check for \$11.50 (plus the memo line) to LWVMN,

the legislature as reported by the legislature. Topics include: education (K-12, early childhood), environment, choice, mental health, and more. Published by Metropolitan Council. Published twice monthly during the session. \$3.00 (\$8 for e-mail) made out to LWVMN, 550 Rice St. St. Paul MN 55103. Call 651-224-5445 for further information.

**ADA Standards for Electronic and Information Technology** have been developed by the federal government's Access Board. The standards include both technical specifications as well as performance-based requirements. The standards are posted on the Board's web site at: [www.access-board.gov](http://www.access-board.gov). Or print copies can be ordered by calling the Board at 800-872-2253 (voice) or 800-993-2822 (TTY); press "2" for publications; request publication S-40. Alternate formats are also available.

March 2, 2001

Mr. Paul VanCura  
Sr. Reference Assistant  
MN Legislative Reference Library  
645 State Office Bldg.  
St. Paul, MN 55155-1050

Dear Mr. VanCura:

I am requesting copies of the tapes listed below. I enclose two checks, payable to the Senate and House respectively. I thank you for your assistance in identifying these tapes, and generally providing such excellent service.

SF 2720

Sen. Ethics & Campaign Reform 2/6/96 Noon, Tape #1 (\$13.30)  
Sen. Floor 3/11/96; Tape #2, Side B; Tape #3, Side A (\$26.60)  
Sen. Floor 3/27/96; Tape #1, Side A (\$13.30)

Total Senate cost: \$53.20

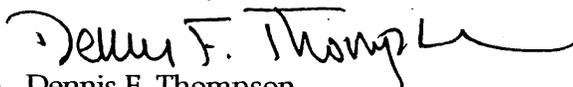
HF 3123

Hse. General Legislation, Vets. Affairs & Elections 2/8/96 (\$12.50)  
Hse. Ways & Means 3/8/96 (\$12.50)  
Hse. Ways & Means 3/12/96 (\$12.50)  
Hse. Floor on SF 2720; 3/19/96, Tape #1 & #2 (\$12.50)  
Hse. Floor on SF 2720; 3/28/96; Tape #2, Side A (\$12.50)

Total House Cost: \$62.50

Anything you can do to expedite the copying and sending of the tapes would be most appreciated. Again thank you for your help.

Yours sincerely,

  
Dennis F. Thompson  
Professor of Government  
Harvard University  
(on leave at above address)

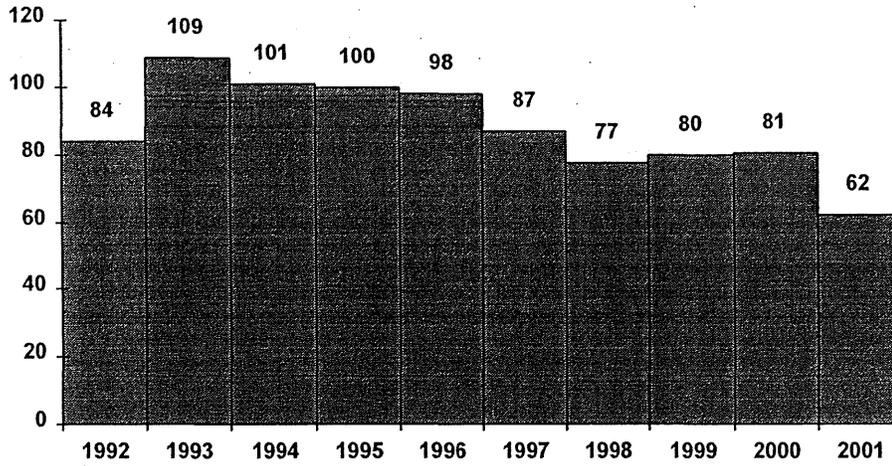
*It will be nice  
when all the  
proceedings are available  
on the web, and  
Harvard researchers  
won't have  
to order  
tapes!*

3-5-01

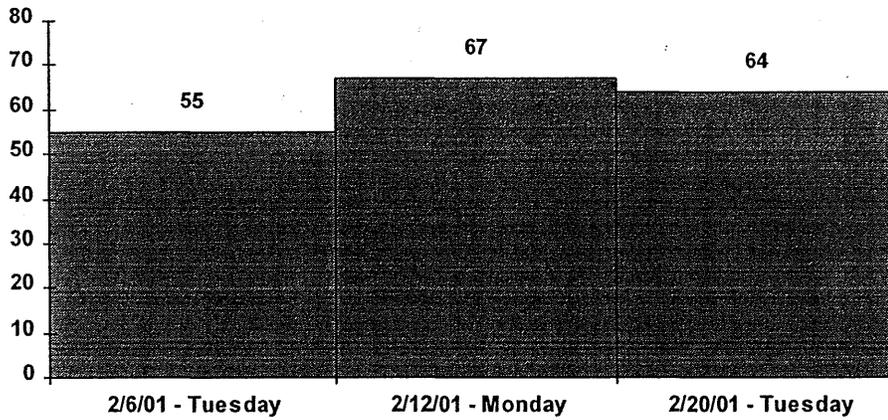
# REFERENCE REPORT: Questions Asked

February 2001

Average Number of Questions asked per day during this month in previous years

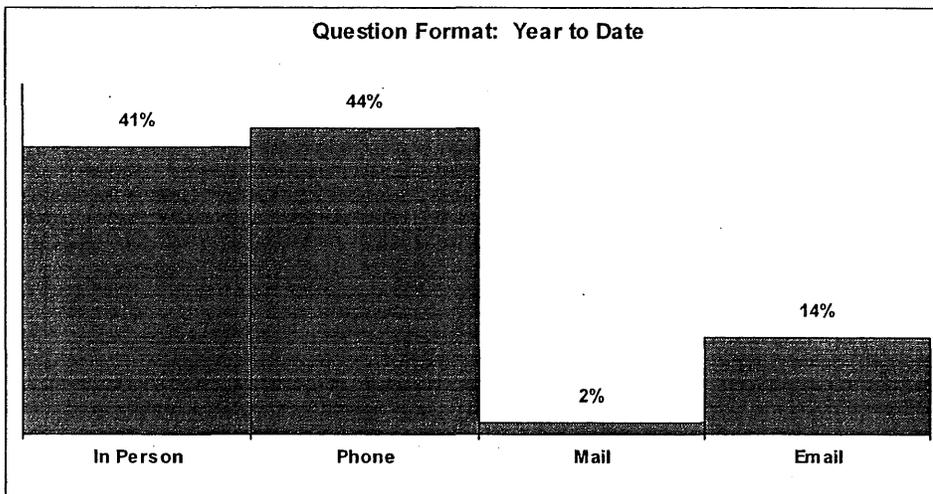
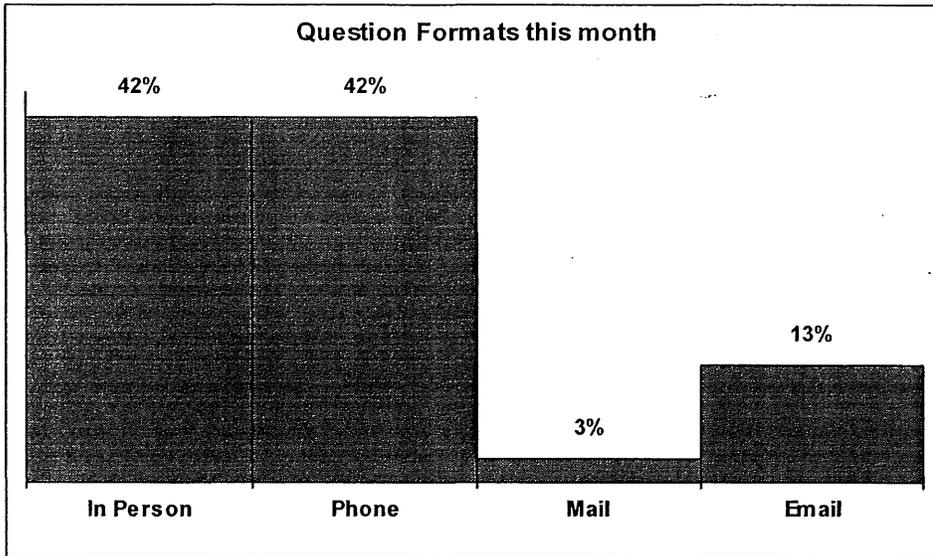


Number of Questions asked on each survey day



# REFERENCE REPORT: Question Format

February 2001





**To** Senator Higgins

**From** Robbie LaFleur  
Director, Legislative Reference Library

**Re** Monthly Report

**Date** February 19, 2001

My recent note said I would send along our monthly report. This is just for you to read as much or as little as you like.

I started this staff report format – readable, newsy, fairly detailed – for a number of reasons.

- It gives staff an idea of what their colleagues have been doing, when they might not work with them closely.
- It's an opportunity to highlight the work of staff who are 'behind the scenes.' Their contributions make the Library work well, and I want to be sure their work is recognized.
- It's a good way for me to know the scope of what is happening.
- Each staff person reports to his/her supervisor and to me. The supervisors then have a good record of accomplishments when it comes time to annual reviews.
- The reports become a good long-term record of library activities.

Many of the items may be a bit cryptic to you (or boring), but I hope you enjoy reading some of it to get a flavor of our activities. The 'fan mail' section at the end is always fun to read!

I look forward to seeing you at our budget subcommittee meeting. As far as I have heard, we don't even have House members appointed yet, so I don't know when it will be.

# Legislative Reference Library

*Monthly Report - January 2001*

**Administration** The LCC Compensation Study continued. Robbie, Leif, and Elizabeth helped with job level reconsideration requests for Syble, Paul, Lisa, and Ruth. The requests were very valid and reasonable, and were all granted.

Leif and Robbie began meeting regarding network documentation and future server needs – a part of thorough budget planning for the upcoming biennium. Our technology needs and server needs have grown as the complexity of the Legislative Web Site and accompanying technology have grown. Leif also created a short term hardware plan and modified the software update plan and prepared for implementing it.

Lisa and Robbie examined all budget categories thoroughly to determine how closely our bills will meet our expectations, and to estimate needs for the rest of the fiscal year.

Lisa met with Barb Vail (Revisor's Office) and Chad Thuet (LCC) to help Barb figure out how to use the new Time and Leave System. The Revisor's office just started using it in January and Barb wanted to know how Lisa used it to track hours and what process we followed for approvals from there.

Lisa arranged for demo chairs for Jess, Diane and Helen. The ergonomics specialist had noted theirs as tops on the list to be replaced.

## **Web Development Activities**

Randi and Syble worked with Senate Media staff to add Senate Media's streaming video to the Legislative Web site. Syble and Randi met again with Senate Media staff to discuss future collaboration on Web Site additions.

Syble created the new pages on the Legislative Web Site's Youth pages for the Senate's streaming video features, "Discover the Capitol" and "Rules, Laws, and Process."

Randi, Syble, and Leif made many small tweaks and additions to the legislative web site main pages. Randi worked with Revisor's Office programmers to make some fixes – the inevitable consequence of both changing the interface and starting a new session. Syble and Leif debugged the enhanced Legislative Web Site search pages.

## **Collections Activities**

Release of the Governor's Budget books meant a lot of scrambling for Jess. We distribute copies to the University of Minnesota, St. Paul Public Library, and St. Paul Public Library, but our procedures

from previous staff had very little information about how exactly to do it. Jess set about rectifying that situation when it became apparent that four of the boxes of budget books were missing, somewhere between the Library and the Department of Finance. She spent many hours searching the building and making phone calls trying to figure out where 4 boxes of the volumes could have gone. She eventually gave up and went to Finance with a cart (with Andrew's able assistance) and retrieved replacements. Note from Jess: the tunnels provide a wonderful workout, both cardiovascular and auditory, when you are hauling 3 large boxes of books on a cart!

The Level K Consultants' collection was set up where we used to keep the State Auditor's Reports. Jess implemented the new procedures for adding the consultant's reports with minimal cataloging. This change in 2001 will streamline consultant report cataloging.

Jess edited and updated information we had posted near the Auditor's reports. They are now shelved by the Legislative Manuals in the Reference Collection.

Helen, Diane, David and Jess met to discuss url's in association with documents we are receiving, how hard we should work to get the information, at what stage of the process it should be pursued, how best to pursue it, etc.

Diane reported that the Library of Congress has a new official subject heading that is timely for our collection - Racial profiling in law enforcement. Diane added it to two older records that needed it and cataloged the new Public Safety report with the heading.

Kelly processed 87 added volumes, withdrew 8 items from the collection, copied 212 Contents Page articles, and copied 2,004 Contents Pages. She shelfread the Reference Collection from AE5 - HV98, and shelfread the Circulating Collection from HV6787 - HV9305. She sent the *2001 Subject Guide to Newspapers and Periodicals* to existing Contents Page Patrons.

## **Information Systems Activities**

Leif spent several late nights resolving hardware problems on the web server. It first appeared that a hard drive had failed but turned out to be a failed channel on the controller card. He also replaced several internal cooling fans that had failed and were causing alarm situations. As Leif noted, "I haven't spent that much time on the phone tech support for many years..."

Session began, and everyone wanted access to the House and Senate video coverage. Leif had to resolve several WIN98 registry problems related to upgrading Media Player software.

Syble and Leif continued work on the NT server. Syble set up the NT server to host streaming video files. This was an important accomplishment because we are testing how to serve up video of the House and Senate floor debates *after* session, part of our

the House and Senate floor debates *after* session, part of our investigation into long term digital storage instead of audio tapes.

Syble set up WebTrends and automated weekly Web statistics reporting for the Legislature, Library, House, Senate, LCC, as well as specialized reports for House Research, Session Daily, and the Youth site.

Ruth fixed the programming on some statistics reports, finished the formatting and printed the new Codebook; and formatted, updated and printed the 2001 Magazine Guide.

## Reference Activities

We decided to establish a similar process to the Inside Issues for articles service to alert people systematically to new books in their interest areas.

The first month of session was an incredibly busy month for tours. Elizabeth planned tours on a new improved schedule this year, offering them each day of the first week in January, and on Wednesdays thereafter. The reference librarians gave many other tours, both ad hoc and scheduled. David reported he gave a tour to the most enthusiastic intern he ever met. At the end the intern sincerely thanked David for the "exciting" tour.

The aides and Ruth began real-time (almost) Inside Issues article delivery on January 1. That means that when a patron requests an article through the Inside Issues Service, Ruth enters the request in the database and prints out the requests at the end of each day. The aides fill the requests and put them in interoffice mail the next day. This speeds up the whole process dramatically.

*We launched a new service to systematically alert Inside Issues subscribers to new books and reports.* Ruth worked very, very hard to set up the new Inside Issues for Books and Reports. The new service began on January 1 and is printed every other week. It is being printed on peach paper--a nod to the similar but less extensive service we once offered on orange cards. Elizabeth, Carol, Ruth and others have been planning this new "orange card" service for the past year or two. For years we have been alerting staff and legislators to new books in areas that we know will interest them (originally on orange cards but more recently by email) but we missed those staff and members we didn't know well. We decided to establish a similar process to the Inside Issues for articles service to alert people systematically to new books in their interest areas. Sarah has been matching the new books and reports that are cataloged and processed each day to the subject headings established as part of the Inside Issues service for articles. The circulation staff have done a great job filling the large number of requests for books that have come in as a result of this new service. It'll be interesting to see if the circulation statistics increase because of this new alerting service.

Carol and Ruth have been working on transferring the codebook to Access so Carol can edit it without Ruth's intervention. We all got new codebooks that are easier to use! Misha and Kelly (and maybe others) worked on data entry.

maybe others) worked on data entry.

Betsy created a Zononet page off of the Reference section that contains all of the canned email responses. (These are templates for responses to questions we often receive from the public, and include our 'we are not lawyers' disclaimers.) This is better than having the responses on each computer because any edits to the message would be available for everyone.

Alissa codes the news clippings we receive from the greater Minnesota smaller papers from the Minnesota Clipping Service. She is getting about twice as many as usual now that session has begun. Even though she has only been here a little over six months she is learning about all the legislators in short order. She reported, "Laura and I were in the DOT cafeteria when I spotted Sen. Dick Day. I was able to say who he was, what district he represents, his party affiliation, and what city he is from without having to look in the red book. It is exciting getting into the elevators now, knowing who the people are standing by me just from coding the clippings!"

David was interviewed by Channel 11 news regarding websites like dumblaws.com. They also asked questions about LRL's role in the legislative process. Pieces of the interview will air as part of a special on the Legislature sometime in February.

Robbie spoke about library resources with Harlan LaFontaine, who once worked for the House as a Page. He is now on the Indian Affairs Council and teaching a class at the University on Indians and the legislative process. This is just another case of 'you never know where library pages turn up next!'

Sarah is keeping a Jesse Ventura timeline, brief sentences about his newsworthy activities. This will help researchers of the future sort through his files. Misha is starting to put together the Governor's notebooks for his first two years.

## Reference Questions – a Sample

- A popular question: Information on sales tax on services, and what other states tax.
- Background on the Army Corps of Engineers whistleblower case regarding the locks and dams on the Mississippi (rm)
- Information on deformed frog research. (Many people have worked on this one.) (rm)
- Insurance information and privacy laws. (rm)
- Legal minimum age for gambling in all 50 states. (rm)
- Teacher technology training programs in California and North Carolina. (rm)
- Do other states have election ballots that are printed in languages other than English? (It's a federal law that if you have a certain % of minorities that you must provide such ballots.) (pv)
- Quotes from the Governor showing his support of special education. (pv)

- education. (pv)
- Copies of the bills from other states (Alaska & Montana) that require the recitation of the Pledge of Allegiance. (pv)
- A list of the payments tribal members receive from each of MN tribal casinos. (pv and ds)
- Gains & loss by each party in the 1962 Congressional elections. (pv)
- Laws on access to student's records by the noncustodial parent. (pv)
- MN compulsory education ages (7-16).
- School bus driver information from BAC,DWI, to stopping at R.R. crossings. (pv)
- Safe needles in health care professions. (pv)
- Have there ever been whips in the House? (As far as could be determined there have been people who do that type of work, but 2001 is the first time they appeared to be officially called by that term.) (pv)
- Info. on members of the MN legislature that were Native Americans. (pv)
- What are other states doing with E-911 surcharges? (ds)
- A rush question on the electoral college. (ds)

## **Legislative History – Tape Room Activities**

Paul provided orientation & training related to the legislative history materials to the House Committee Legislative Assistants. A new biennium means it is time to change many records and guides. Paul updated the Tape Room table, inventory sheet, & Step-By-Step Guide.

Legislative history research projects this month included covenant marriage and agricultural hemp.

There were some very busy days in the Tape Room near the beginning of session. Jess reported that at one time, “There were four people at the counter looking at bills (two omnibus), one looking at bills on the microfilm reader, one looking at hard copies of minutes, and then the phone started ringing.”

## **Training and tours conducted by staff**

*Library staff gave tours or introductions to the Library to 143 people in January!* This included regularly scheduled tours, introductions to groups in Senate interns, and instruction on legislative history materials to committee secretaries.

Robbie delivered a presentation on the Legislative Web Site as part of a Continuing Legal Education seminar on the legislative process. About 180 lawyers were in attendance, including a former Senator who remembered when the Legislative Reference Library was first created.

Diane taught a cataloging class in the new series presented by MELSA. There were 20 attendees (including 3-4 state employees)

MELSA. There were 20 attendees (including 3-4 state employees) for "Description."

## **Training and meetings attended by staff**

Randi attended several NorthStar process meetings, including a cool demo of a portal system that Pennsylvania uses.

Sarah, Randi, and Paul went to free Bell and Howell training. David, Elizabeth, and Betsy went to Gale database training. Both these training sessions were held at Metro State University to provide training for the Minitex-funded magazine/newspaper databases.

Several public services staff attended the Revisor's Office seminar on redistricting on January 14.

David attended a CALCO meeting on 1/17/01. One of the consultants conducting the LDS MN Library Structures study was there to ask if CALCO wanted to be part of the study. CALCO members gave a resounding "NO!" David wasn't sure if this is what the consultant expected, but it was the sensible response, since CALCO is a user group of state agency libraries gathered to address similar training challenges and share information, not a statewide library structure.

David and Robbie attended a PALS Deans/Directors/User Council meeting on 1/18/01.

Robbie attended a meeting of the Ad Hoc Budget Committee, a committee that is examining the costs of implementing the MNLINK system and how the costs should be apportioned.

Randi attended the midwinter SLA Leadership Development Institute in Savannah. She is the president-elect of the state chapter this year so the Special Libraries Association paid for her to attend leadership training. She reported that the training was very good, and the weather nice and warm!

Betsy and Syble attended an Special Libraries Association program on library marketing; it focused on the Cargill Library's professional packaging of their research for customers.

Elizabeth reported, "The reference librarians had a reference librarians breakfast at the Highland Grill. We haven't done this since before David was hired so it has been three years since the last one. We discussed possible new reference desk setups. (We also discussed who played which instruments as children. It would make a good game for the next staff party.)"

## **Staff News**

Laura Morales announced that she is leaving for the Plant Pathology Library at the University. As Randi noted on her monthly report, "Bummer!"

On January 31 we held a party for Andrew, on his last day as the longest-serving Aide ever.

**Staff Anniversaries:**

Lisa Knoop 1/02/85 16 years at LRL!  
Elizabeth Lincoln 1/3/89 12 years at LRL!

**Fan mail!**

You have a terrific Website--well-designed, tremendously useful, and user-friendly.

A message from Eileen Quam at the Department of Natural Resources was great to receive after making the changes to the Legislative site, since she is very focused on web site usability. "I have been using the improved web site in the last few days and like it very much. I also have used your document to improve access to your site via Ultraseek's topic categories (Content Classification Engine) located at North Star Search."

We put together a guide to information on redistricting, and Peter Wattson was appreciative. He wrote, "Robbie, Wow, what an excellent introduction to redistricting! My hat is off to you and your staff for putting together such a readable and complete web page. I think we should link to it from the GIS Office and the home pages for the Legislature, the Senate, and the House."

A new Senate staff person send high praise for the Legislative Web Site. "Congratulations! I'm a new employee exploring the resources available here at the Capitol. You have a terrific Website--well-designed, tremendously useful, and user-friendly. Keep up the good work! Carol Kusnierek, Senate Journals"

Al Dia, a statewide bilingual newsletter published by the Chicano Latino Affairs Council, featured stories on the Legislature, the Legislative Web Site, and the Legislative Reference Library! (See attached copies.)

Joan Spzicka from Foley, MN, wrote in praise of the Legislative Web Site, "Just wanted to let you know how much I appreciate all of the information that is available on the web site for how the legislature and all aspects of the government work. I make a lot of use of the site these days when I want more information on bills that are being discussed. I like the fact that I can find out the truth of what these bills say instead of relying on media interpretation of them alone. Thank you! Keep up the great work!"



Legislature Home | Search | Help | Links to the World

## Minnesota Legislative Reference Library

House | Senate | Legislation & Bill Status | Laws, Statutes & Rules | Joint Depts. & Commissions

The Minnesota Legislative Reference Library was established in 1969. Its primary mission was to provide access to the information resources needed by members and staff of the Minnesota Legislature. That is still its mission, but access to the cyberspace world and the advances in technology have made it possible for its resources to be available to all citizens through the world wide web. The website address of the library is [www.leg.state.mn.us/lrl/](http://www.leg.state.mn.us/lrl/). Of course, if you have the time you can visit the library at its location in St. Paul. We provide the address in our side column.

The legislative reference library has a wealth of information that can be used to research issues and find out about other states. The website includes a highlight of the topics that can be accessed. Among many other topics, the library's collection includes:

1. A public policy collection of over 40,000 books and reports, including a comprehensive collection of Minnesota state documents (many of which are mandated by the Legislature) and consultants' reports.
2. An extensive reference collection, with a focus on state-level statistics and state-by-state comparisons
3. Approximately 700 magazine and newsletter subscriptions
4. Copies of 31 newspapers from Minnesota, surrounding states and the nation (with access to hundreds more electronically) as well as news clipping files by subject, since the 1970's to the present and news clipping files on current legislators, former legislators, and prominent Minnesotans
5. Library staff maintain subject- based links to relevant public policy Internet sites that link you to the world
6. Electronic guides to information in the Library and the Internet on pertinent legislative issues in Minnesota as well as legislative statistics (Many historical data tables are available online.)
7. Minnesota Session Laws since 1871, statutes since 1927 and House and Senate Journals since 1909.

If you decide to visit the library personally, the hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday. During the legislative session, the Library maintains extended hours: 8:00 a.m. to 6:00 p.m. Monday through Friday.

Note: The Minnesota legislative session generally runs from January through the third week of May in odd-numbered years and mid-February through mid-April in even-numbered years. ■

## SAVE Legislation

The Minnesota Legislature passed a law last session that mandates the application of the SAVE software program to applicants for benefits administered by the state Department of Human Services. This law will be effective July 1, 2001. Here is some information you should know about this legislation and the impact it may have in our community.

### What does SAVE stand for?

SAVE is an acronym for Systematic Alien Verification for Entitlements. It is a program that the Immigration and Naturalization Service (INS) has created which contains a database of information of immigration status. This program is administered by the INS and consists of approximately 60 million records

*Minnesota Legislative Reference Library is located at 645 State Office Building in St. Paul, MN 55155-1050. Telephone number: (651)296-8338; Fax: (651) 296-9731; email: [refdesk@library.leg.state.mn.us](mailto:refdesk@library.leg.state.mn.us)*

## Director's Corner

Dear reader:

In this Legislative session, there are many important issues. For example, the SAVE legislation, racial profiling and the limit on welfare benefits (MFIP), as well as other issues that will surface as the Legislature begins its work, which may affect the Latino community.

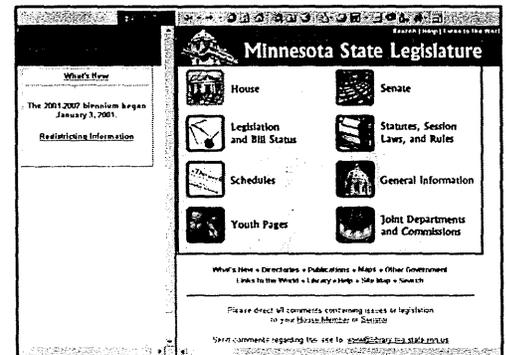


Our Council will continue to monitor pending legislation and will keep you informed.

Hasta Luego!

## From the Road..

The 2001 legislative session is now about one month old. Not everyone, including myself, is able to follow all the legislative activity in person. However, for those of you who are political junkies, you can follow the session from a distance by visiting the Minnesota State Legislature's web site.



The Minnesota State Legislatures Home page - [www.leg.state.mn.us](http://www.leg.state.mn.us).

The Legislature's website was recently redesigned and is very user-friendly and informative. At the site, you can learn more about the Minnesota House of Representatives, the Senate and joint legislative departments and commissions. Committee schedules are available and constituents can subscribe to receive email updates on committee schedules. You can even see live or taped web casts of committee meetings by visiting the House's TV coverage site at [ww3.house.leg.state.mn.us/htv/schedule.asp](http://ww3.house.leg.state.mn.us/htv/schedule.asp).

To follow legislative bills that are introduced for consideration during the session, click on the "Legislation and Bill Tracking" section. In this section, you can look up current House and Senate bills, see legislative bills from previous years, see other information related to legislative bills and learn how a bill becomes a law.

Bills can be search by either file number (for example, HF1 or SF1) or key words. Once you locate the bill, you can review the bill's text, see the authors of the bill, and learn of the bill's current status in the Legislature.

Technology certainly does make the state law making process more accessible to the public. But there are some drawbacks. With the large number of bills that are introduced for consideration during session, not all of the bills' statuses are updated on a timely basis. Also, during the final weeks of the session, when there is a flurry of legislative activity, the best way to receive updated bills is by being present at the Capitol. Finally, if you want to hear a human voice, you can call the House Public Information Office, (651) 296-2146 or (800) 657-3550, to learn about a legislative bill's status. Until next month, this is Mario A. Hernandez coming to you from the road.

*CLAC's primary mission is to advise the Governor and the state Legislature on issues of importance to Minnesota's Chicano/Latino community.*

*In addition, CLAC serves as a liaison between state government and our community, educates the legislators, state agency commissioners, the media and the general public about the accomplishments and achievements of members of our community, raises general awareness about the problems facing our community, and, serves as a referral agency ensuring that our community members are connected to the appropriate state and community organizations to address their concerns.*



# Monthly Report

## December 2000

December was a month of preparations for the upcoming legislative session. As Alissa reported, "December was a busy, busy month! Some things that I have been working on are getting the folders ready for session and updating the legislator cards (and sheets in the legislator three-ring binders)." There are a myriad of Library files, databases and electronic lists that needed to be updated with the names of newly elected and former legislators.

Another huge disruption and blessing was the culmination of the phone project and the installation of the phone system. There were many inevitable glitches: phones ringing at the wrong desks, phone numbers being routed to other state agencies, etc., but the McLeod staff were diligent in fixing the problems and helping staff learn the features of the new phones. Lisa did a tremendous job of tracking all of the problems and ensuring that they were rectified.

Our newest librarian, Sarah Quimby, began work on December 11. Her previous position was with the Environmental Protection Agency in Washington, D.C. Everyone in the Library contributed to Sarah's training.

### Library Administration

- Work continued on the LCC Compensation Study. Al Bunnett of Hay Associates came to speak with staff about the LCC compensation study on December 6 and the placement of staff positions on the grid of job responsibility levels. Leif, Robbie, and Elizabeth helped four staff (Syble, Lisa, Paul, and Ruth) prepare reconsideration requests, as their positions were incorrectly placed in responsibility levels. These reconsideration requests documented how their positions should be more fairly placed in levels closer to other, comparable, LCC positions.

### Web Activities

- Randi convened a meeting of several public services staff to discuss revised patron pages. We switched to using the same pages for both the Intranet interface and the Public PC interface rather than maintaining two sets of pages – a great timesaver! As a part of this project, Syble created a new footer for the Patron PCs and added code to the Intranet page so it would send an abbreviated footer to the Patron PC without changing the normal footer on all other PCs. This was done so that the computers in the Reading Room would NOT include the footer with links to the internal House and Senate intranets.
- Randi prepared the new legislation and bill status information page, ready for the switch to the new biennium. She worked with the Revisor's Office computer staff to ensure citizens would find the right information as soon as the 2001 bills began to be introduced.

- Syble created banners and templates for the Auditor's Office to use in their adoption of the new Legislative design. Leif also worked on technical issues regarding the Auditor's office switching their website to the new look and feel. (Note: We were thrilled when the Legislative Auditor's Office decided to adopt the same look and feel as the other Legislative Web Site pages, and so happy to help them accomplish the switch.)
- Betsy added useful pages to the Library's internal intranet (ZONAnet), including one with standard responses for popular public e-mail requests and a list of key mandated documents.
- Leif helped Charlie Fastner from Senate IS troubleshoot and ultimately resolve a instability problem with the Senate web server.

## Information Systems

- Intertech began the Security Impact Analysis for the House, Revisor's Office, Library, and Commission offices. Leif, Robbie, Lisa, and Syble were interviewed by the Intertech team. Later in the month, the Intertech team began the analysis, trying to invade the legislative computer systems. Leif ended up dealing with mail server problems, here and in the Revisor's office, which resulted from the SIA network scanning.
- Syble applied patches and updates to the Windows NT Server.
- Syble created a chart for the Revisor's Office showing changes in server utilization over time.
- Leif setup, configured, and documented the new QMS color printer. The network configuration is quite a bit different than the usual HP network printer setup. We waited a long time before purchasing a color printer for the Library, but it became necessary when so many of the reports we print include colored tables and graphics. Since the printer was installed, there have been many instances it was necessary. He also set up a new printer for the reference desk area (finally, double-sided copies out there!).
- Leif documented the setup for remote email retrieval.
- Leif dealt with 2 minor computer viruses. Diane received one from an OCLC listserv (of all places!) and Leif received one attached to some bounced email.
- Ruth worked on the coding for the new Inside Issues - Books system. Robbie, Elizabeth, and Paul and Ruth met about the new system and how the statistics should be tracked.
- Ruth made many changes to the legislative staff directory as new staff came on board in the House and Senate.

## Collections Activities

- Jess caught up on orders, after spending much of the fall entering records for mandated reports. This year we cross-referenced our list of mandates (from Robbie reading the session laws) with Mark Shepard's more limited report. Mark had identified some reports we did not find, and we found several that Mark had not noted. It's not always easy to identify what is a mandate for a report when the language is sometimes ambiguous.

- Kelly was busy with many tasks that keep the Library running smoothly. She processed 41 added volumes, withdrew 3 items from the collection, copied 106 Contents Page Articles (after sending out 1,820 tables of contents), claimed 67 Missing Periodicals: 19 were EBSCO, 28 were free, 18 were Minnesota Periodicals and 2 were Order Direct. She also shelfread the collection from HJ4227 - HV6787.

## Training, Tours, and Visitors

- Randi gave a tour to the new, session-only House Information writers. The Library's resources are valuable to the Session Weekly writers, so a Library tour is always an important part of their training.
- New legislative staff were hired and we were called upon to give tours small and large. The day we came back to work after the Christmas holidays there were two large tours at the very same time. A series of scheduled tours were planned for January--every day during the first week of session and then weekly through January.

## Professional Activities/Meetings

- Randi a North Star process group meeting. Over the past few months Randi and Syble have been attending meetings convened by the Department of Administration in their attempt to update and improve the North Star main state Web pages. Randi has supplied expert advice on format and structure; Syble has been a great addition to the team looking at the new design. It has been important to have this connection with the North Star teams to be sure that the Legislature's information is prominent on the main state pages and easily accessible to citizens.
- Robbie, David, and Leif attended a PALS User Council meeting.
- The Revisor's office held an interesting seminar on state bonding; nearly all the public services staff were able to attend.

## Tape Room Activities

- Paul crammed the 1999-2000 paper copies of the Senate Files into the overcrowded storage room.. (Luckily the electronic access to current bills is becoming so reliable that we don't have to store all the paper that was necessary in past years.)

## Reference Activities and Questions

- December was filled with new year/new session activities. .... Paul took care of many circulation annual tasks: he established the 2001 due dates, created the 2001 schedule of overdue notices, and did the random selection of the 2001 statistics days. He also sent out the annual reminders of our check-out policies during the session, and the need to have interns sign in. Ruth printed out the annual Inside Issues current users letters and forms so that members and staff could revise their lists of topics if needed.
- The reference librarians sent out materials to new legislators and planned to give them tours. Betsy put together a 1/2 page sheet on the Library Intranet to include in the letter. Robbie spoke to new senators about library services at a training session in the Senate Chambers.

- Two new aides--Toshi and Nicole--began on December 4th. Toshioki Hara was a reporter in Tokyo before traveling to the United States to study. Nickole Gary attended Spelman College before transferring to the U of M. She most recently worked in a day care center, and is happy to now be at the Legislative Library – where she can speak with adults!
- The new Aides helped us handle all the backlog of aides stuff. Before the month was over Nicole had been called to jury duty. Randi has been called to jury duty in late February. (This caused Elizabeth to reflect, “Doesn't it seem that a disproportionate number of staff get called to jury duty?”)
- Elizabeth contacted the Minnesota Clipping Service with the names of the new legislators to track. Alissa codes the articles as they arrive from the service, and she said, “I'm getting ready now to memorize new faces with their districts while coding the clippings :)”.

## Reference Questions

- Information on prison inmates working as telemarketers. (rm)
- HMO enrollment and profitability in Minnesota before 1990. (rm)
- Studies that show asthma is a large cause of school absenteeism. (rm)
- Find a comparison of state ethics laws. (Paul guessed that this question was related to the XFL situation.)
- Background on the portrait of Lincoln in the House Chambers. (pv)
- Info. on reforming the MN judicial election process. (Many states are following the Missouri nonpartisan court plan.) (pv)
- Wine in grocery stores. This was a popular topic; Randi, Elizabeth, and Betsy all worked on questions relating to this topic. Paul checked whether there has there been legislation introduced in the past to allow wine sales in grocery stores. (1987-HF 1342/SF 1302)
- Question: Has MN ever had a "faithless elector"? No. There have only been nine over the course of history (plus 1 for the recent DC abstaining elector?) (bh)

## Staff Anniversaries and Events

- We tried a new format for the annual Christmas party: we went to Fabulous Fern's for a late afternoon gathering. The traditional white elephant gift exchange provided the anticipated number of crazy things and the trading was cutthroat. Ruth whomped other staff at darts and an ad hoc Library Aides vs Library Assistants pool tournament developed.
- The 9th (at least) Annual Holiday Taco Party was held on December 20th. Cookies in the reading room spanned two days (December 19th and 20th) this year due to the volume of cookies staff brought.

**Anniversaries:** Ruth Kowalski                      12/17/84              16 years

**New Staff Hired in December:**

- Sarah Quimby started at LRL on 12/11/00.
- Nicole Gary and Toshioki started as Library Aides on 12/04/00.



## Fan Mail

- Leif heard from Tom Walstrom, who used to work for the Legislative Auditor's Office and still keeps up with the Legislative Web Site. "Hi Leif, I like the look of your new web pages for the Legislature. Kudos to those involved, of which I presume you were one. Regards, Tom"
- The Legislative Reference Library was mentioned in a Star Tribune column by Bill Holm. He wrote, "Yet another letter arrives, this one from the Legislative Reference Library, which had inquired for information from the Land Management Information Center in the Minnesota Planning Agency. This gift of information renewed my faith in the state." (See attached.)

# 'Heart': Census numbers are really history

*This is the fifth of seven excerpts from Bill Holm's "The Heart Can Be Filled Anywhere on Earth" (Milkweed Editions, \$13.95), the new selection of the Talking Volumes regional book club. Excerpts will run daily through Sunday in Variety.*

By Bill Holm

Here's the census:

## Minnesota

- 1880 — 113
- 1880 — 325
- 1890 — 777
- 1900 — 954
- 1910 — 819
- 1920 — 894
- 1930 — 918
- 1940 — 1,065
- 1950 — We don't have.
- 1960 — 1,297
- 1970 — 1,320
- 1980 — 1,469
- 1990 — 1,417

The census numbers give you the whole history of the town and of a thousand towns like it, if you know how to read them. Numbers are like metaphors that way. You must bring everything you know and feel as a human being to reading them, otherwise they lie inert, only decorations on a page.

Here is a list of dates to illuminate the numbers:

- 1870 — Emptiness, only tall grass, wind, and passers-by: Dakota Indians, buffalo, wolf, coyote, crow.
- 1871 — The first Norwegians settle along the south branch of the Yellow Medicine River.
- 1872 — The tracks of the Saint Peter and Winona Railroad arrive. The first post office, called Nord-

land, is established — the virgin try at naming Minneota.

1875 — The first Icelander arrives to take land on the river north of Minneota. The Saint Peter and Winona Railroad files the official real estate plat for Nordland Village. Now lots can be sold, commissions earned.

1878 — The still unincorporated village holds an election to name itself. The post office decrees too many Nordlands. The railroad refers to their little settlement as Yellow Medicine Crossing in honor of the stone railroad bridge over the river.

By this time, Minneota has two prominent businessmen, proprietors of general stores: Nils Jaeger, a Norwegian immigrant and Lutheran minister's son, and T.D. (Doc) Seals, a Yankee and self-proclaimed Civil War surgeon with a shadowy career selling "patent medicines" to the local Indians.

Seals fancies the Dakota name Minneota, probably for onomatopoeia, and certainly for humor and eccentricity. The rest of the town, already sunk in pious conventionality even before incorporation, prefers Jaegersville (after Seals' competitor), or Horton (after another prominent settler), or Oslo. Minneota drops off the ballot.

On election day in February, just after the voting, with Jaegersville almost certainly the winner, a cable arrives from Washington announcing that the post office has already been legally changed from Nordland to Minneota, an accomplished fact.

Now the story enters the world of myth. In one version, a pal of Doc Seals' steals the cigar box of uncounted ballots, trampling them into a mud puddle on Main Street. In another, Doc Seals knows somebody who knows somebody in Washington and quietly effects the name change single-handed. No one will now ever know the truth.

Local scuttlebutt recounts that Doc Seals hid from the angry Norwegians for a long time afterwards, keeping a loaded revolver close at hand. I like the tissue of lies, skulduggery and thwarted piety that led to the naming. We should all be so lucky in our handles.

1879 — The bulk of the Icelanders, including two of my great-grandfathers, arrive, mostly from the district of northeast Iceland around Vopnafjörður. By implication, I suppose, I arrived, though I didn't get around to being born until 64 years later. The English and the Irish arrived, too. Next year, the Belgians and the Dutch. What multicultural delights in the tallgrass!

1881 — The winter of 1880-81 was the worst in the history of Minneota — so far. It came early, hit hard, and stayed long. It is probably best to get a certain number of disasters out of the way early. They can fuel myth-making and give your history a little ballast and weight.

On Oct. 16, 1880, Sam Kile started off to the barn to do chores. On the way the blizzard blew off his hat. Though warned by the other men, he raged off into the whirling snow in pursuit of the hat. No one ever saw him alive again.

Minneota, now officially named, grew to the lordly population of 113 in the 1880 census — give or take Sam Kile. The citizens petitioned the state to become a legally incorporated village, and in January 1881, presumably in the middle of another howling blizzard, it was so decreed.

Any events in the next 100 years? The usual: wars, depressions, bank panics, droughts, floods, plagues, births, marriages, deaths — all the while the population advances (with a little glitch from 1900 to 1910), until the present. The 1990 population clock begins winding down a bit to 1,417.

The citizens now average well over 60 years in age. One by one the 19th-century buildings sink back under the tangled roots of the tall grass to join the 113 corpses from the 1880 census; those from 1890 are gone, too. A few stragglers from 1900 are still above ground, not many more from 1910. No matter how much the population grows — or declines — it can't keep up with the real demography, the highway downward into the eternally

beating black heart of the prairie.

So there you have them, some numbers, some dates, a tiny history, an odd christening. This freight traveled a circuitous information highway to arrive at your consciousness. What do you make of it? What use can it possibly be to a New Yorker or an Englishman or a Chinese or a Nigerian?

Think twice. How different, give or take the eccentric details, is it from your own history? Aren't all histories a multitude of tributaries feeding an enormous river surging toward some still undiscovered ocean either inside the consciousness or in the universe?

But where is Minneota? We still don't know.

Yet another letter arrives, this one from the Legislative Reference Library, which had inquired for information from the Land Management Information Center in the Minnesota Planning Agency. This gift of information renewed my faith in the state; they knew where we were all the time. Minneota was never lost.

The latitude of Minneota is 44 degrees, 33 minutes, 46 seconds north, only a few minutes south of the great invisible belt that twice encircles the globe, 45 degrees, halfway between equator and pole. The longitude of Minneota is 95 degrees, 58 minutes, 56 seconds west, only about 6 minutes past 90 degrees, the midpoint between Greenwich and the international date line, 12 hours from yesterday, 12 hours from tomorrow.

What my father and mother told me turns out to be not only metaphorically but mathematically true. Minneota and their farm 8 miles north are, in fact, the center of the universe from which all points diverge, an omphalos of much water inhabited by Icelanders, inhabited by me!

I had arrived at the center, when for years I thought my life had been lived at the margin. From one angle, the solipsist view of reality turned out to be literally true. In my case and in yours, too. And yours. And yours.

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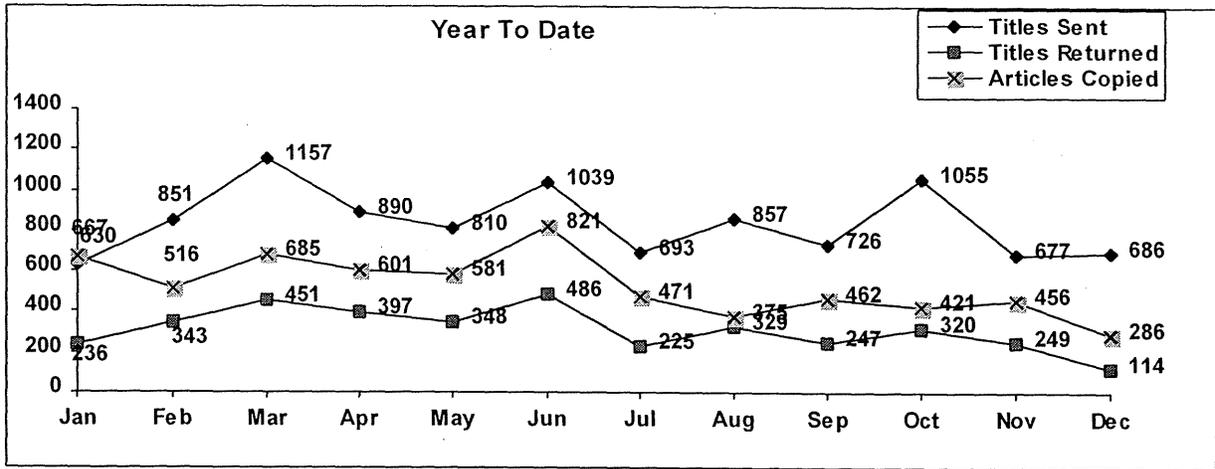
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## Inside Issues Monthly Report - December 2000



## Cataloging: Monthly Report for December 2000

Printed 01/03/2001

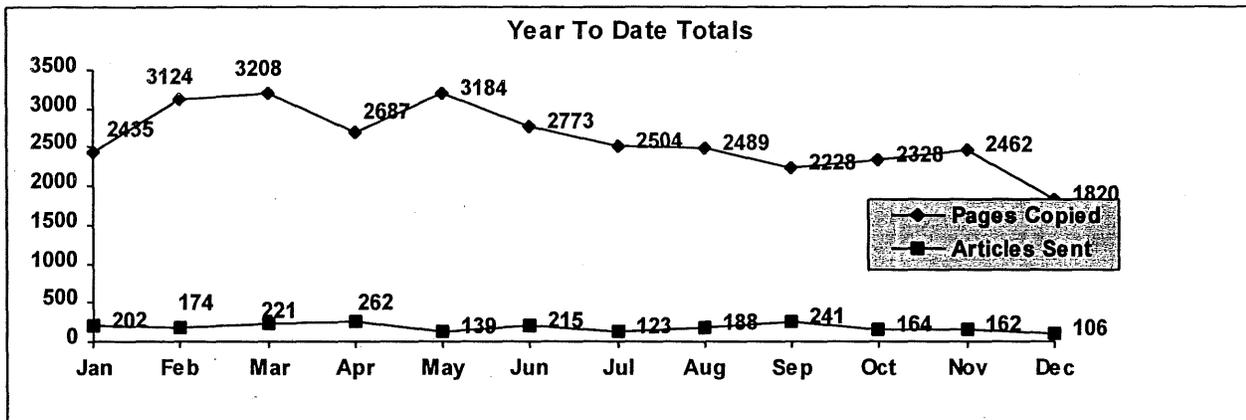
### Cataloging Totals

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Copy	42	13	63	33	54	27	51	36	55	46	42	32	<b>494</b>	35%
Original	77	97	96	73	75	77	52	76	55	82	73	68	<b>901</b>	65%
<b>Total titles</b>	<b>119</b>	<b>110</b>	<b>159</b>	<b>106</b>	<b>129</b>	<b>104</b>	<b>103</b>	<b>112</b>	<b>110</b>	<b>128</b>	<b>115</b>	<b>100</b>	<b>1395</b>	
<i>cum. avg.</i>	119	115	129	124	125	121	119	118	117	118	118	116		

### Shelflist and catalog maintenance

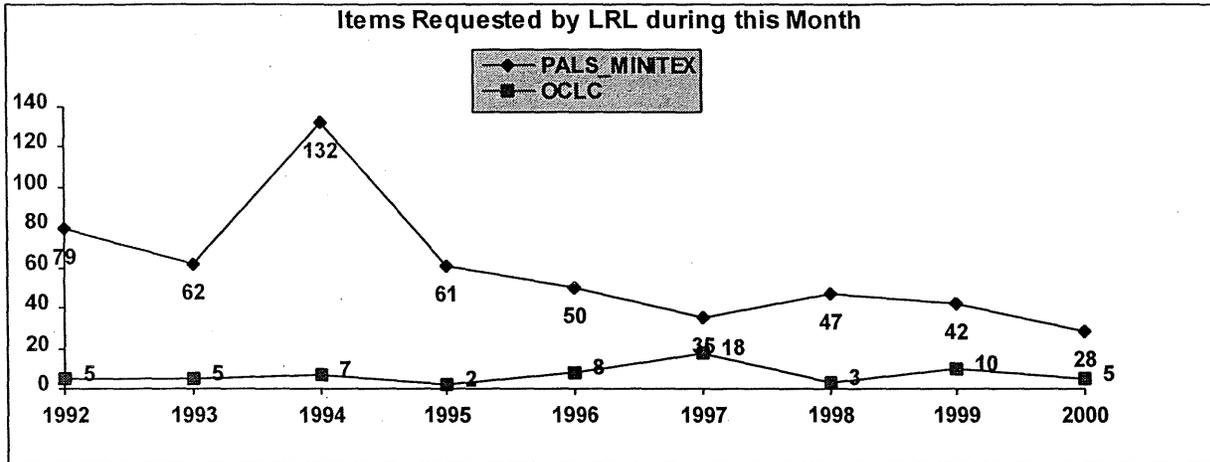
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Titles withdrawn	1	8	6	6	4	31	1	0	10	2	5	3	<b>77</b>
Volumes added	135	88	127	44	53	46	80	102	82	83	87	41	<b>968</b>

# Contents Pages Monthly Report - December 2000

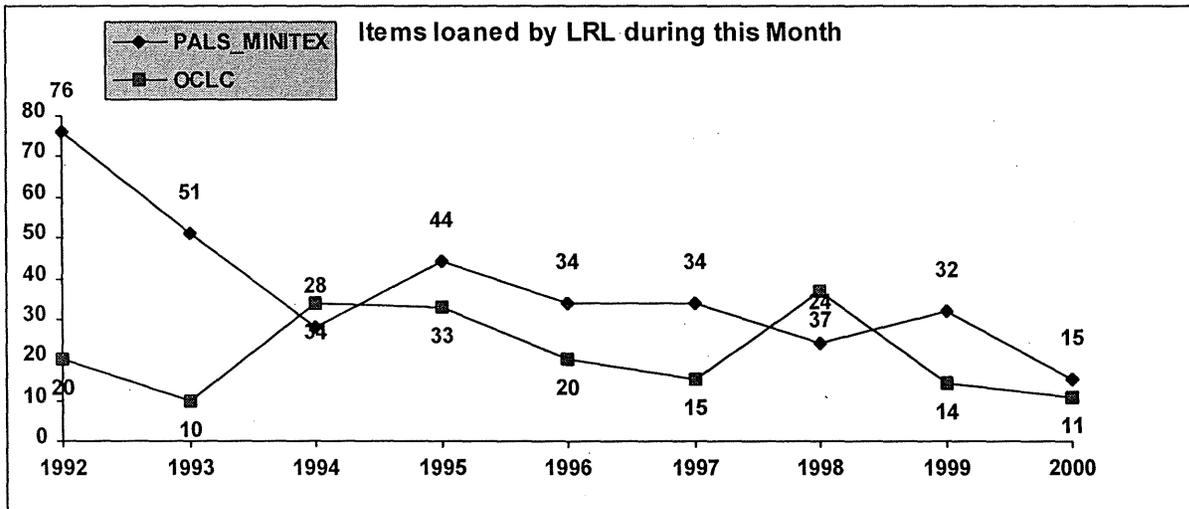


# INTERLIBRARY LOAN STATISTICS: Requests and Loans

December 2000

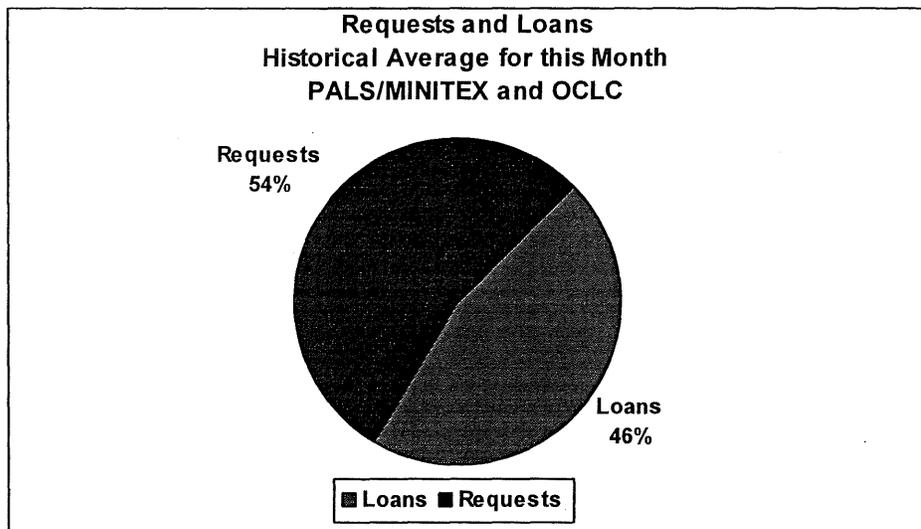
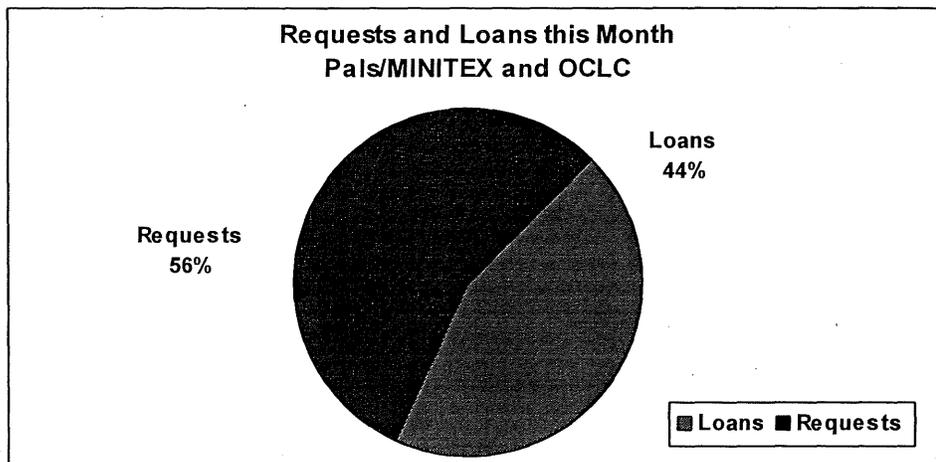


~~TRANSDATA~~  
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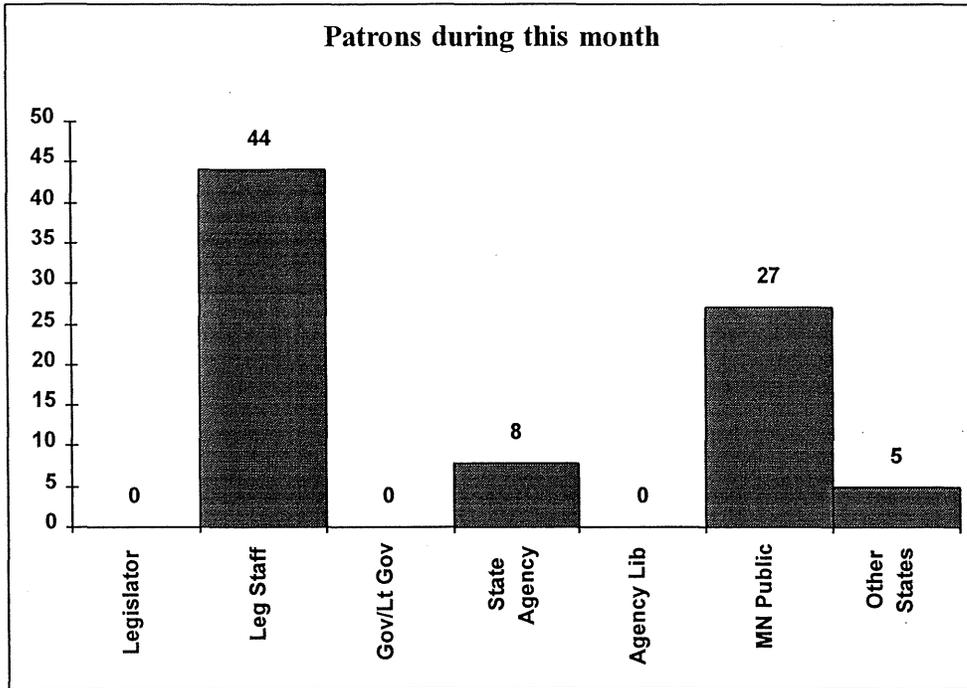
# INTERLIBRARY LOAN RATIOS: Requests to Loans

December 2000

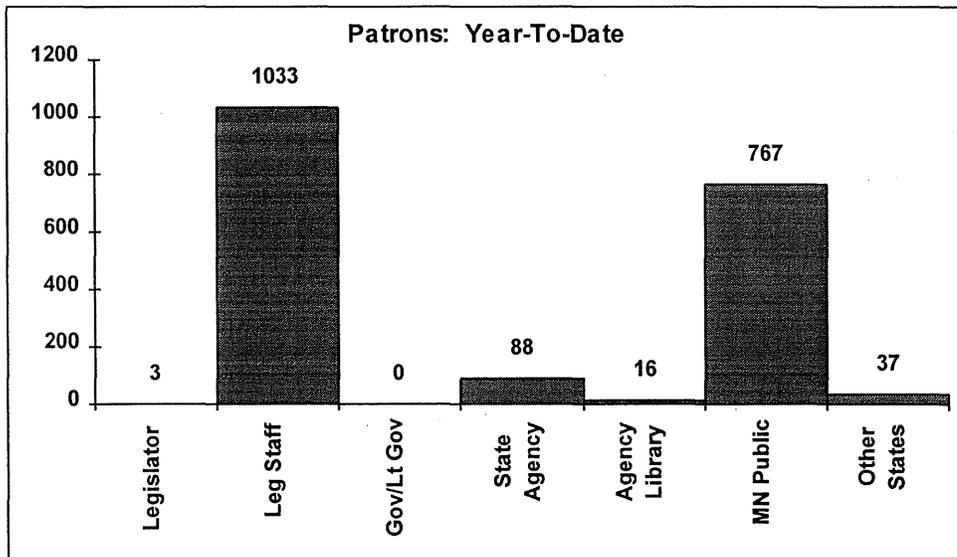


# TAPE ROOM REPORT: Patrons

December 2000



Total  
84

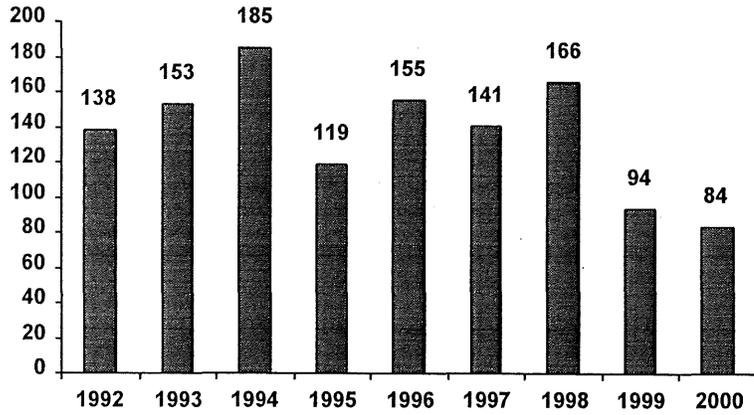


Total  
1944

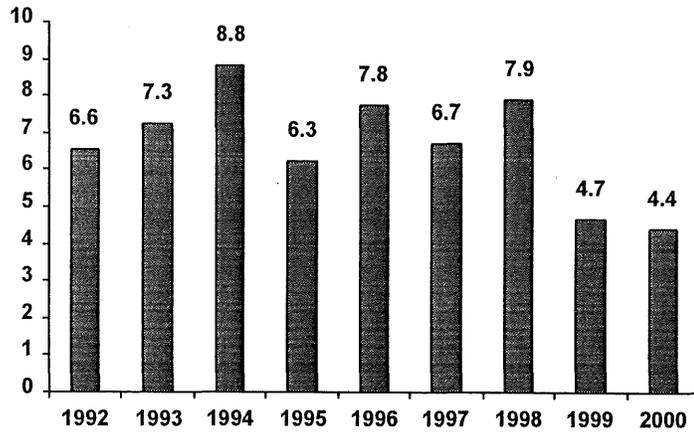
# TAPE ROOM REPORT: Questions Asked for this Month

December 2000

### Questions for this Month by Year

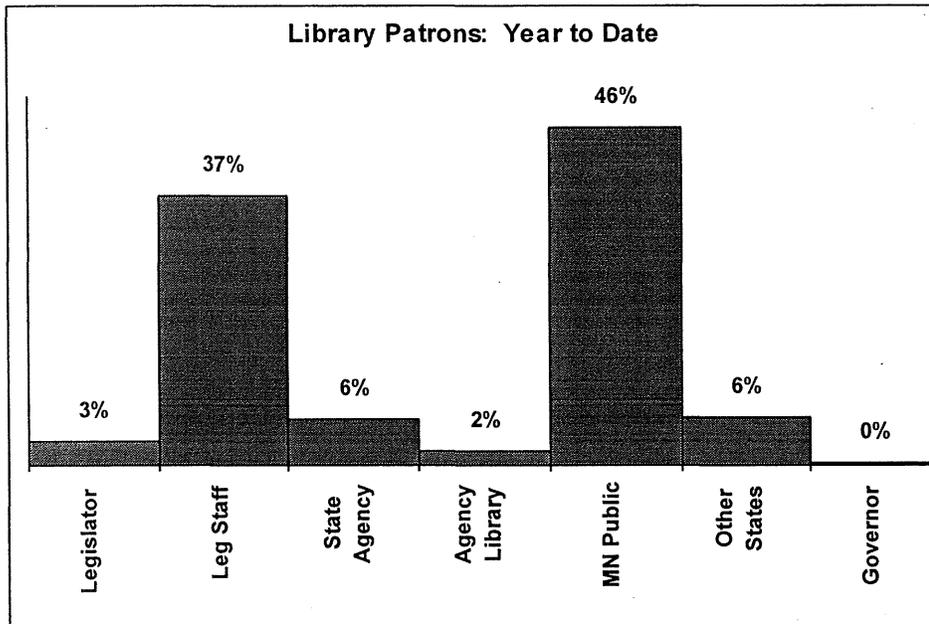
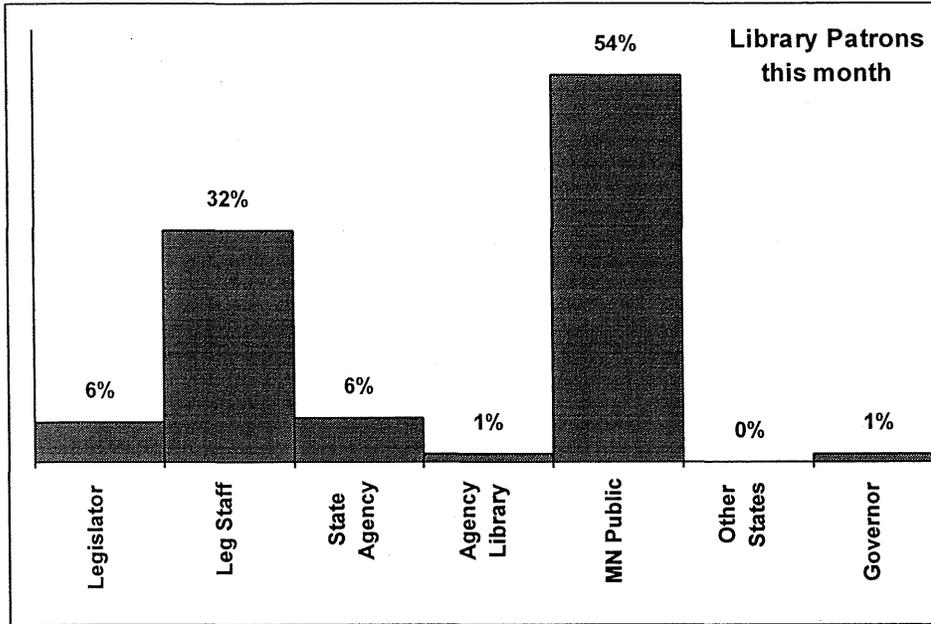


### Average Number of Daily Questions for this month



# REFERENCE REPORT: Patrons

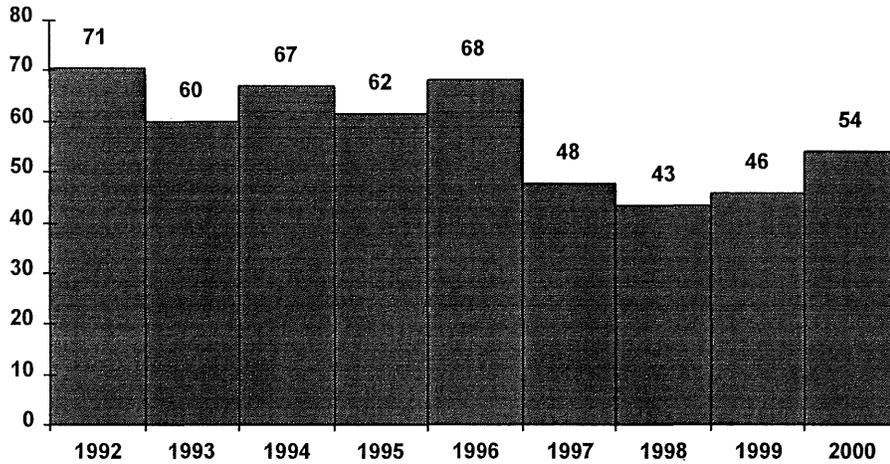
December 2000



# REFERENCE REPORT: Questions Asked

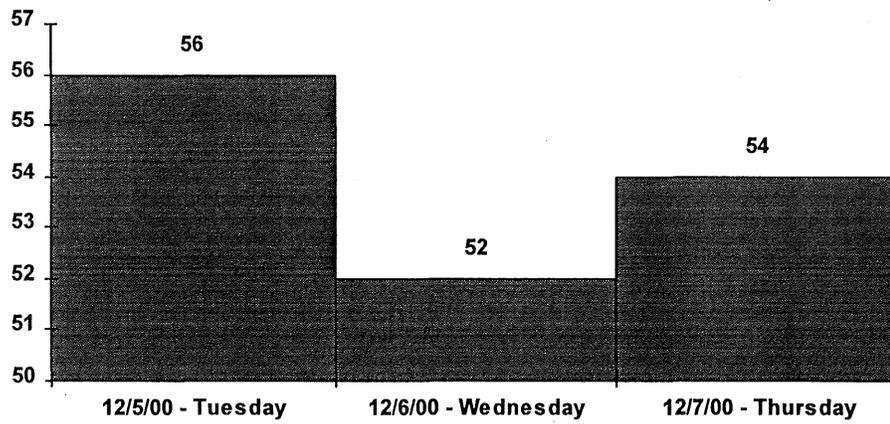
December 2000

Average Number of Questions asked per day during this month in previous years



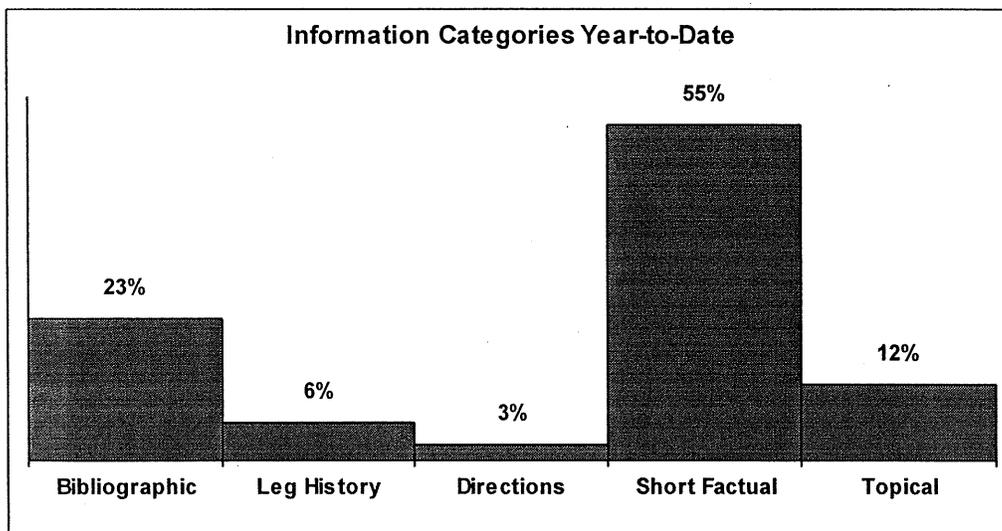
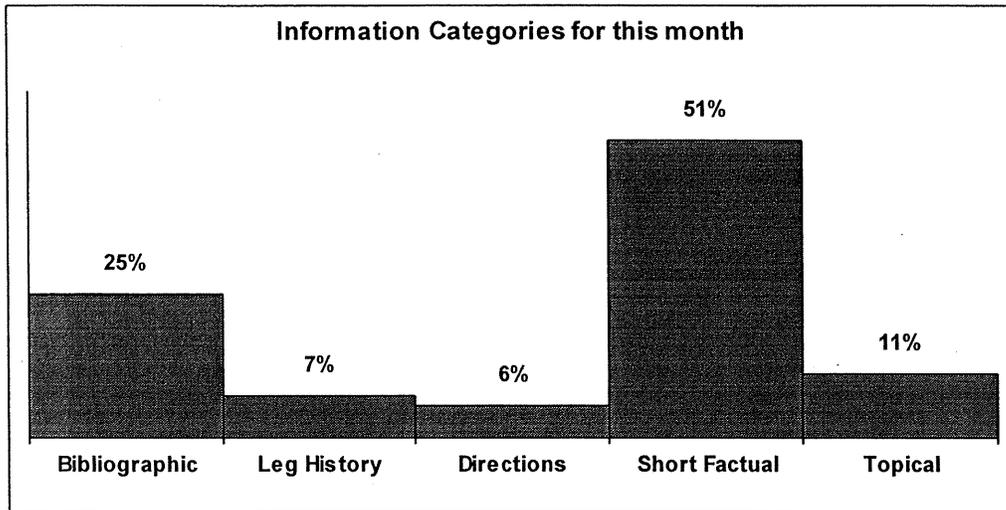
*up from the last three years!*

Number of Questions asked on each survey day

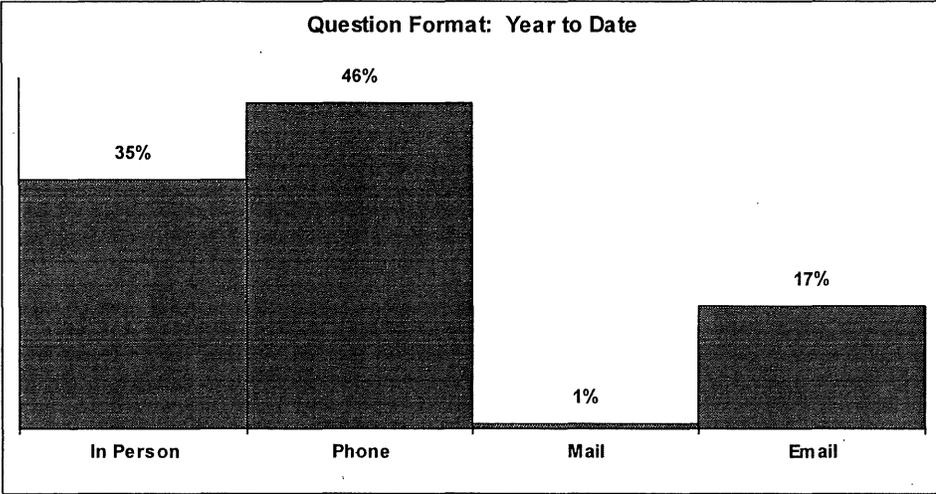
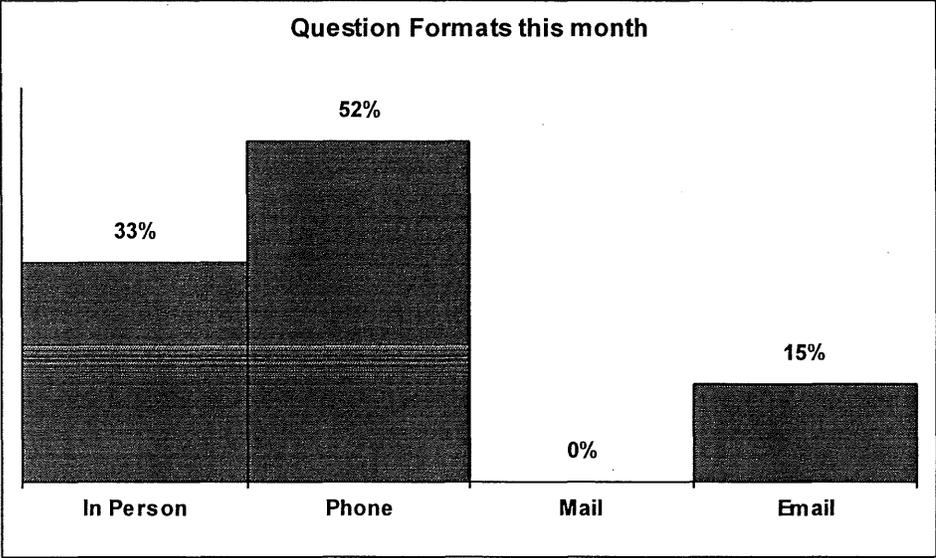


# REFERENCE REPORT: Information Format by Category

December 2000

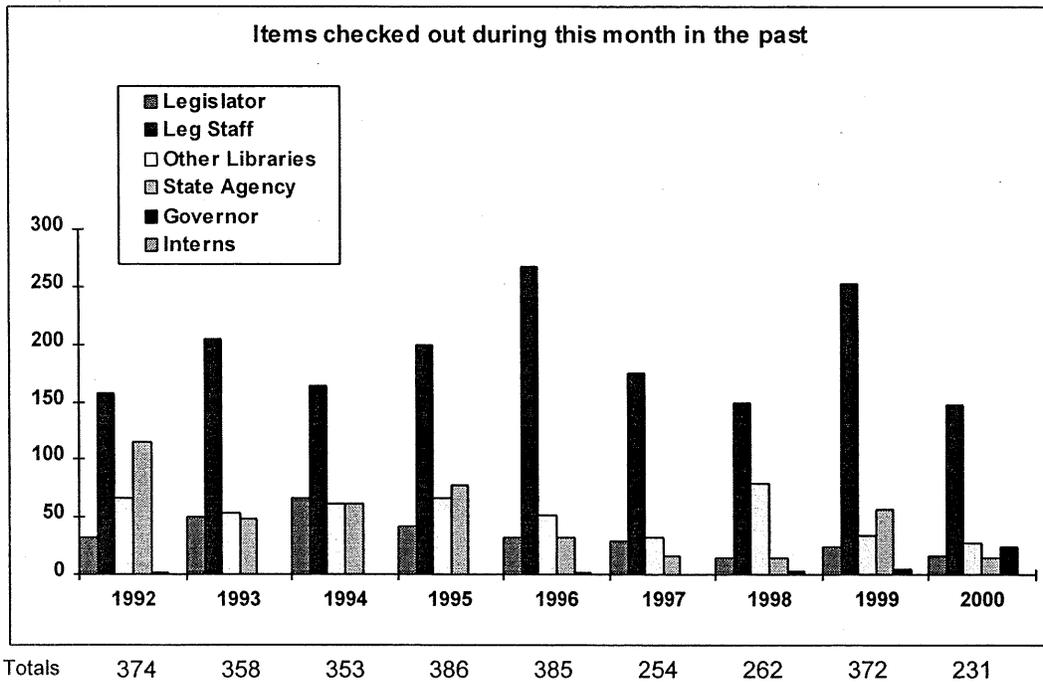
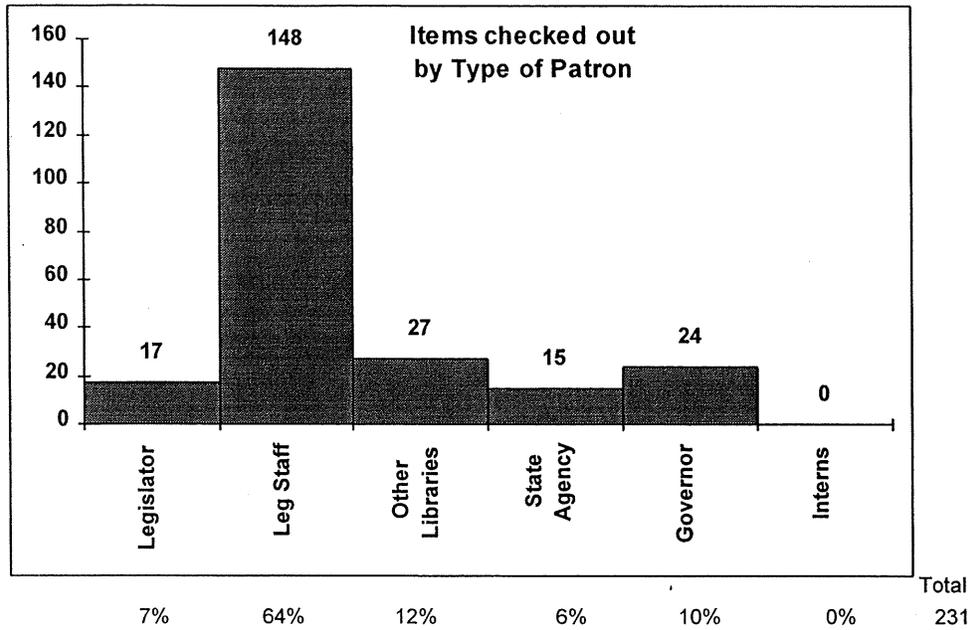


**REFERENCE REPORT: Question Format**  
December 2000



# Circulation Statistics

December 2000



DATE: December 27, 2000  
TO: Rep. Anderson  
FROM: Robbie LaFleur  
RE: The Library's monthly report

December has been such a busy month with projects that the November monthly report is just getting done now. There has been much pre-session activity – preparing materials for and meeting with new legislators, giving many tours to new staff, and making sure that the Legislature's main Web pages will be in order when session begins. For example, all of the references to the current session will no longer be to 1999-2000, but to 2001-2002. And of course the staff are responding to more requests as legislators and staff prepare for writing and presenting bills.

Personally, I am beginning to prepare in earnest for the budget session. The increasing costs of technology present a particular challenge. I think it is not so difficult to justify the necessity of software and equipment to provide increasingly sophisticated information to the Legislature and the public, but it is sure difficult to predict just what the costs will be! Of course you'll be hearing more from me about this in the coming months.

Happy New Year, and good luck with your initiatives in the coming session,

# Monthly Report

## November 2000

### Library Administration

- Lisa met with Chad Thuet from the LCC to discuss Maintenance Contracts. The LCC is looking into combining their contracts with ours to gain some cost savings. Lisa created a list of all of our maintenance contracts to give to Chad.
- Kathy Shearer, the ergonomics expert from DOER, visited the Library for a second time to talk with the staff who were not present the first time she came. Lisa updated the ergonomic report for Robbie with all of Kathy's recommendations. (We will take action on the recommendations as the money is available and we decide which actions are most important to take.)
- Robbie continued work with the LCC Directors on the Compensation Study.

### Web Activities

- Now that the Legislature's pages are up with the new look and feel, it was time to revamp the content of the Library's pages on the public Internet. Randi divided the pages among several librarians. An initial meeting early in the month kicked off the discussion.
- Syble used our new Web statistical analysis package, Web Trends, to help Michele Kibinger in the House Public Information Office analyze the use of their "Session Daily" page during last session. The results are published at: <http://www.leg.state.mn.us/lnet/reports/sessiondaily/> (It turns out that it had *many* hits and they will be continuing it again this year.)
- Randi convened a group of several staff to discuss revamping the public pc pages, the interface our users in the Library see. Rather than maintain a separate set of pages, we decided to use the pages maintained for the Intranet for the Legislature, with the addition of a page of general library information. It might not sound like a big change, but it was a great leap in efficiency.
- Randi, Leif, Betsy, and Syble attended an LNET meeting.
- Syble created new search pages for the Legislative Web Site with the updated design. She worked with Steve Lime on the format and was able to send him the code in a format that he could just drop it in to the directory. This kept Steve from having to work the code around and gave us the new pages more quickly.
- Syble worked on code for Leg, LRL, Search pages, and the banner graphics to eliminate problems with the display of pages on 1024x768 monitors.
- Randi and Syble worked on the bill status results page template.
- Syble worked on the code for the pages on the Library's Web site that are automatically generated from a database (for example, directory pages, or lists of legislative information kept in database format).

## Information Systems

- Lisa created an electronic log for our troubleshooting problems. Leif, Ruth, Syble and Lisa will be recording problems they encounter when they help people with on their computers, so if there are recurring problems they will quickly know how to solve them.
- Lisa created an electronic log for maintenance calls made that is pointed to from the IS page on the intranet. This allows Leif, Syble and Ruth access to it in Lisa's absence.
- Ruth maintains the legislative-wide address staff directory on the Web and reported that many pre-session changes are starting to come.
- Lisa created a map of the library with phone numbers for each office on it for the telephone installers.
- Ruth continued work on the codebook conversion project. She met with Carol to show her the new system so far, finished programming the body of the Codebook and imported the records from dBase. She created a temporary database for entering cross references in records that didn't transfer; Kelly, Misha, Laura, and Alissa entered the missing cross references.
- Ruth worked on the Orange Card system (the name is a holdover from cards we sent out in the early eighties); it is an improved way to alert users to new books and reports by subject in the same way we tell them about new articles. She met with Elizabeth and Carol to demonstrate the system and show them the reports. She decided to put into Access 2000 since it will be a stand-alone application. She installed Arpeggio, the version of R&R Report Writer to work with Access 2000, so she could easily create the Orange Cards report.
- Lisa ghosted Laura's machine. She put a new hard drive in Laura's computer; her old hard drive was defective.
- Lisa worked a lot on fine-tuning our harbor backup so that we back up only what we need to preserve. We want the most cost efficient backup that we can possibly have while still backing up the critical files. (Note: After one of Lisa's many communications with Patty Anderson at Intertech about this issue, Patty wrote, "Personally, I think you are doing an outstanding job in trying to become an expert on how this works and how to save costs.")

## Collections Activities

- Diane and Helen completed their investigation of CORC records and minimal cataloging of consultant's report for discussion with librarians.
- Ruth created 2 "Docs on Fiche" lists covering state documents. She showed Laura how to proofread and process the Docs on Fiche so she can help in the future.
- The librarians decided to begin sending older, little-used, consultants reports to the MNLAC storage center at the University after three years. New consultants reports will be evaluated for full or minimal cataloging. During the first months of 2001 the librarians will evaluate consultants from 1979 to the present for possible shifting. Older consultants reports stored at the University facility will be easily accessible and can be retrieved in a day. Moving these little used

documents will help in the bar coding process this summer and in general will ensure that the materials we have easily at hand are the ones our patrons need most.

Kelly processed 87 added volumes, withdrew 5 items from our collection, copied 162 Contents Page articles, copied 2,462 Contents Pages, and shelfread the collection from HE5620 - HJ4191. She claimed 57 Missing Periodical issues: 24 were EBSCO, 17 free, 15 were Minnesota Periodicals and 1 was an Order Direct.

Jess finished up entering the mandates from the 2000 Session Laws into the Acquisitions database. She ran mandate letters for the first time in almost 2 months (we were waiting until the 2000s were in) and she, as Jess reported, "fielded questions from frantic agency folks who thought we were going to send the report police to get them if they didn't get everything done on time."

## Training, Tours, and Visitors

Elizabeth and Carol presented a class on Library resources for the Senate Republican staff.

Dennis Kern in the House gave us the opportunity to take computer classes for House staff free of charge if there were spaces. Lisa attended an introduction to EXCEL class that was given to House staff. She reported, "It was a nice review of the materials and you can't beat it when it is free!!! If they ever have an intermediate class I would like to attend!"

Many of the public services staff attended the informative seminar on the state budget process given by the Revisor's Office.

Syble attended a week-long training session for Interdev, Web Application design and development.

Robbie gave a presentation on the Legislative Library and its special collections to a College of St. Catherine Information Studies class.

## Professional Activities/Meetings

Diane was elected Chair-Elect of Technical Services Section of the Minnesota Library Association. Congratulations Diane!

Betsy attended the Internet Librarian Conference in Monterey, CA. She found it well run and informative.

Randi and Robbie attended a meeting of state agency records managers to hear about the results of a study commissioned by the Historical Society on the use of metadata by state agencies.

Robbie, David, and Leif attended the PALS Deans/Directors and User Council Meeting on November 16.

Robbie was appointed to a (short term) MNLINK Ad Hoc Budget Task Force; the first meeting was on November 29.

## Legislative History/Tape Room Activities

Legislative history research topics this month included: Several people working on sex crimes/sex offender community notification, tax increment financing, gift

certificates as unclaimed property, 1991 redistricting, & bathroom usage dialogue when sexual orientation was added to the human rights law.

- Paul began boxing up the 1991 House tapes.
- Minutes continue to pour into the Tape Room. Staff has been busy processing them. It's quite an undertaking getting them into our standardized order.
- Paul, Leif, and Robbie met with House and Senate Media staff about their plans for providing video coverage of House and Senate proceedings. Eventually the Library would like to have digital records of the House and Senate floor debates and committee hearings in place of audiotapes. It is important to track what the media offices provide so that we can evaluate how it might work for archival storage.

## Reference Activities and Questions

- Elizabeth and Carol delivered a presentation on library services and resources for the Senate Republican staff.
- Alissa continued work on the 1999-2000 overview notebook on the Legislature for which Carol has been collecting information.
- Paul updated the circulation procedures related to former legislators.

## Questions:

*Inevitable questions received by reference staff several times in this crazy election month included variations of: How does the electoral college work? Has there been any presidents who lost the popular vote but won the electoral college?*

- What is the status of the development of residential schools in MN? (cb)
- Questions about liquor sale laws in other states. (rm)
- Covenant marriage legislation in other states. (rm)
- Materials on designing funding formulas using social measures. (rm)
- Information on independent political expenditures and Supreme Court actions. (rm)
- Anecdotes showing the impact of technology on business and people's lives. (rm)
- Information on German citizens executed in Arizona. (rm)
- Information on the safety of long trains. (rm)
- Information on dowsing for electrical current. (rm)
- Documentation of the dramatic increase in rental housing costs in Minnesota. (rm)
- Found several bills related to the repeal of the University of Minnesota's constitutional autonomy status for Sen. Counsel. (pv)
- Do bars have to be closed in MN on election day?

## Staff Anniversaries and Events

- Sarah Quimby was hired as the newest librarian. Robbie, Elizabeth and David were on the interview team, and Randi gave tours to the six candidates we interviewed.

### Anniversaries:

Betsy Haugen

11/1/99

1 year at LRL!!



## Fan Mail

- ☛ Karen Lowery Wagner, Governmental Relations Representative for the City of Minneapolis, wrote, "I just wanted to send compliments on the updated web page. Nice job!"
- ☛ Kathy from the Dept. of Health called to speak with a cataloger. She said she has always received such excellent assistance from our catalogers. Whenever she has a tough cataloging issue they are top on her list of people to call for advice.
- ☛ A person who asked about tribal authority rules was very pleased with the results and wrote, "Thank you all, so very much. I was up against a wall with this and you really came through. As usual!!!!!! Thanks Again."
- ☛ A Senate LA was very pleased with the work Elizabeth did for her Senator one day, "Elizabeth: Many thanks for your help on the xxxxx issue...interesting articles. YOU are appreciated!!!"



DATE: October 16, 2000  
TO: Members of the LCC Library Subcommittee  
FROM: Robbie LaFleur  
RE: Library activities

As I'm sure you have heard, I was recently chosen as the Director of the Legislative Library. The last interview, with leadership, took place on September 20 and the announcement was made shortly after that.

I feel very energized by the challenge and look forward to guiding the Library and serving the Legislature. I would enjoy speaking with you at any time about the work of the Library and future issues. Please don't hesitate to give me a call or stop in my office at any time.

One of the things I have done in the past year is combine the various monthly reports done by staff in the Library into one readable and informative report. It is intended to serve a number of functions:

- Inform staff members about the work being done by other staff, so that everyone will feel involved and informed
- Use it as a vehicle to recognize staff accomplishments
- Document the work of the Library over time

This is strictly an *internal* document, but I thought I would send it to you as well. You are welcome to read as much or as little as you like. Reading about software being installed can be quite dull, but the 'fan mail' section is fun, and it can be interesting to read about some of the topics on which people have requested information.

# Monthly Report

## October 2000

### Web Activities

- The unveiling of the Legislative Web pages with their new structure and graphics took place on October 20 – the target date set in late spring. It is an incredible feat to meet a technology deadline like that, given all the bumps in the road to redesign. Syble commented, “What a momentous feeling!” Several unsolicited favorable comments were sent to the Webmaster e-mail address, and only one cryptic one saying Minnesota should be more like Florida.
- Before the new Legislative pages were unveiled, Randi did a lot of behind-the-scenes work making sure that the content of the Legislative main pages was updated, and plans are in place for the changes that need to be done before the new session begins in January.
- Randi formed a “FAQ Task Force “ of people from various legislative offices to work on the “General Information” pages on the Legislative Web site. The goal was to make sure that useful information about the Legislature is available to citizens and that House, Senate, and Library staff don’t create redundant pages.
- Syble’s time was primarily taken up with redesign activities. She worked on templates, graphics and fixes up to the final moment. Since then she redesigned the redesign to fix bugs and worked on enhanced graphics.
- Laura spent a lot of time in Oct. helping out transferring files over to the new website and updating html code.
- The ZONAnet (our internal intranet) was unveiled and placed as the home page on everyone’s workstations. With handy links to internal documents and the most frequented Internet sites and search tools, it was immediately indispensable. Many staff are continuing to work on additional documents and pages to add.
- Randi, Leif and Syble met with staff from the Revisor’s Office regarding changes needed for the Revisor’s Web pages.
- Leif, Randi, Robbie, and Betsy attended an LNET meeting.
- Helen finished checking the metadata on our *Links to the World* pages, and gave Randi a list of corrections for Laura to make.
- Randi worked with Nina Manzi (House Research) and Rick Almer (Senate Index) on re-formatting the bill status results page, in consultation with Joe Hardy (Revisor’s Office) to make sure their proposal could be implemented. The goal of the re-formatting was to make the bill status results page more user-friendly. They also developed a page that explains what’s on the bill status results page for addition to the HELP section of the web site. Syble and Brenda VanDyck (House Research) provided technical help.

### Information Systems

- Syble and Leif worked on NT server configuration and security issues. Syble continued work on Web forms.

- Leif set up another network ethernet switch and reconfigured all of the cabling mess.
- Leif installed a new text editor called TextPad. (PFEEditor, our current text file editor software) does not deal with long filenames so we are switching.)
- Leif found a Netware4.x compatible version of WhoHasIt. (WhoHasIt is a piece of software that lets you check to see who has files open and the status of those file locks.)
- Leif researched Windows2000 compatibility issues.
- Leif finally got the ball rolling on the Network Security Audit with Intertech – it wasn't us who had been procrastinating, but Intertech staff who were not responding. We were quite concerned about getting the audit done before session, both because there would not be time during session and the results might have budget implications. Since we feel quite sure the audit will question the physical security of the servers, Leif began to research options available for secure ventilated cabinets to house them. (In the best of all worlds, we would rather have our equipment in the Revisor's equipment room, which is climate-controlled, secure, and fireproof.)
- Leif worked with Lisa on some problems with the new version of AllClear (flowcharting software). They decided to stick with old version for now; Syble will test the new version further as the opportunity arises.
- Lisa ordered 4 new computers and 4 new monitors and 2 new printers, one a new color laser printer.
- Lisa installed PDF software on her computer. She created PDF Files for Org Chart and Responsibility Levels Chart so that they could be linked to from the intranet.
- Lisa attended a Harbor Backup Seminar. (This is the software we use via the Department of Administration to back up all of our computer data.) As a result she restructured our back-up profile to make it as cost efficient as possible.
- Lisa ran a virus scan on the network drives. There were several new viruses to check for this month. (Each month she checks our virus software to make sure we have the most up-to-date information.)

## Collections Activities

- The librarians met to discuss CORC cataloging of Internet resources into the online catalog, a discussion which led to larger considerations of minimal and full cataloging of materials in the collection and how we could change our procedures to catalog all materials in a timely manner and at a level that would meet our patrons' needs. Helen and Diane began an investigation of minimal, full, and CORC cataloging standards in order to make recommendations.
- Diane reported that it was a usual month for cataloging activities, except for the computer problems on Friday the 13<sup>th</sup>!
- David, Randi, and Elizabeth met to figure out how to make the full-text periodicals available from EBSCO more accessible.
- Misha has finished the other state Legislative Manual project. We received about 14 manuals out of the 50 requests.

- Kelly processed 83 added volumes, withdrew 2 items from the collection, copied 164 Contents Page articles, copied 2,328 Contents Pages, updated 3 New LDR's and added 4 new LDR's, and shelfread from HD9688 to HE5620. She claimed 60 missing periodical issues: 20 were EBSCO, 16 were free, 24 were Minnesota Periodicals and 3 were order direct.

## Training, Tours, and Visitors

- We are very pleased that the House has offered us any extra spaces in any of the computer training courses they run for house staff. We get the calendar, wait until the last day, and if there is space we can sit in. This doesn't cost the House any more money and it saves us from buying some of the classes we need. David took advantage of a beginning Access class this month.
- Ruth attended Intermediate and Advanced Access 2000 training at AppDev for 3 days. She also attended the House's advanced Access 97 training.
- Randi spoke to two classes of grade schoolers from Seward School in Minneapolis.

## Professional Activities/Meetings

- Syble completed her activities with the North Star (the state's Web interface) Redesign group. She attended the meeting where the new interface was presented with recommendations to Reggie David.
- Robbie and David attended a meeting with Hennepin County library department heads regarding possible joint projects using CORC, a new OCLC program/software for cataloging Websites. The discussion was wide-ranging and may lead to cooperative projects in the future.
- Elizabeth, Helen, Leif, and David attended the inaugural MNLINK User Groups. David, Leif, and Elizabeth stood for election to the next governing level in their groups, but couldn't squeak it out.
- Leif attended the NALIT conference, the computer professionals' staff section of the National Conference of State Legislatures.
- The main topic discussed at this month's all staff meeting was the unveiling of ZONAnet.
- David attended the PALS Reference Users Group meeting in St. Cloud. He volunteered to be on a database selection task force, to make recommendations to PALS on which databases to purchase with an extra \$350,000.
- Helen attended the PALS Cataloging User Group meeting in St. Cloud; Leif attended the Systems User Group meeting.
- David attended a Minitex Reference Symposium on surveying reference user satisfaction.
- Elizabeth and Robbie attended the NCSL Legislative Research Librarians Professional Development Seminar in Baton Rouge. The content was very good and the Southern hospitality was simply amazing.
- Besy attended a Minitex FirstSearch seminar on database features and Administration module.



## Tape Room/Legislative History Activities

- Alissa finished her initial legislative history training and reported the following experience. "Monday, October 30, was the first day that I was in the tape room alone, and when problems arose, Paul was right there on the phone, guiding me through the process. I have actually only run into one problem so far that completely baffled me, and that was when a woman, who had been working in the tape room for three hours, looked at one of the last committee books and remarked, "You know, that's my bill number, and that's the bill's author, but I don't think that's my bill anymore.""
- We get legislative researchers not only from Minnesota but from around the country as well. A Texas user was appreciative when Paul sent out needed tapes promptly, writing "Thank you for acting so quickly on the legislative history matter. The material came this morning."
- Paul proofread and updated the legislative history guide on the Web.
- A *Star Tribune* reporter was helped by library staff with legislative history research on funeral monument regulations. A senator was accused of a conflict of interest related to the bill. He listened to the tapes before speaking with her. (Article ran on 10/24/00.)
- Staff assisted a reporter with legislative history research on the 1998 change that assisted MN Brewing in St. Paul with their expansion to ethanol production. Of course it was buried in an omnibus bill!

## Reference Activities

- Robbie sent letters to all legislators and staff soliciting family connections in the Legislature. We received tons of responses. We had forgotten many obvious family connections in our initial list but the institutional memory of the staff and legislators brought many more family connections to our attention. The reference librarians checked the accuracy of the suggested family connections and Laura turned the results into a web page. The November election produced an addition to the list--Julie Sabo will become a Senator in January--her father was in the Minnesota Legislature before running for his U.S. House seat.
- LRL began participating in the MEDD pilot project through Minitex. The project provides electronic access to articles instead of the traditional delivery of a paper copy. The project hasn't been a huge success for us--many of the requested articles end up coming in paper anyway--but this may be the way Minitex fulfills orders in the future.
- October was a month of session planning. That meant a lot of web editing and updating for most of the reference staff. November will bring other session related tasks such as letter writing, compilation of election statistics, etc. Carol, David, Elizabeth, and Ruth met to discuss the orange card system we plan on implementing in January.
- Carol updated the Library's entry for the new *Guidebook to State Agency Services*. As a piece of that project Alissa updated the list of the Minnesota State Document Depository libraries. Many of the colleges have changed their official names, and she added phone numbers as well.

- Elizabeth and Randi wrote two new 'canned' responses to questions that the Library often receives, one on voting records and one on notaries public.
- Randi compiled a bibliography and wrote a "Page One" essay on workforce issues.
- Alissa worked with Carol to put together the session overview notebook from 1999-2000.
- Laura continued work on compiling legislative ratings guides done by various organizations. (Many more are available electronically than in previous years.)

## Selected Reference Questions

- Randi reported a reference coup: A patron was looking for a Minnesota Statute 66.082, about regulation of cable television by municipalities. She discovered that it really was a *Wisconsin* statute.
- Randi Emailed a scanned photo of Fred C. Norton to an outside patron.
- Rural technology needs in Minnesota. (rm)
- Information on youth enrichment/tutoring/recreational programs in Minnesota. (rm)
- What other states have qualified state tuition savings plans? (rm)
- Various statistics on MN incarceration rates. (ds)
- A lot of voting record requests. (ds)
- Articles on Youth Employment Programs in MN. (ds)
- Construction costs of Hwy 394. (ds)
- Betsy and Carol answered a question from the Library at the *Star Tribune* - when was the last time a MN member of U.S. House died in office? The answer is August H. Andresen, who died Jan. 4, 1958.
- A *Star Tribune* reporter was helped by library staff with leg. history research on funeral monument regulations. Sen. Runbeck was accused of a conflict of interest related to the bill. He listened to the tapes before speaking with her. (Article ran on 10/24/00.)
- Biography of Don Fraser. (pv)
- Find the legislation that transferred the LeDuc mansion in Hastings to MHS. (Paul reported, "No bill, the owners gave it to them in their will. I did however find a bill to finance the acquisition of furnishings for the mansion which the patron was quite pleased with.")
- Find bills that have been introduced in the past 10 or so years dealing with advance college savings plans. (pv,rm)
- What's Zaire's new name? (Democratic Republic of the Congo) (pv)
- Info. on National Hispanic Heritage Month. (pv)

## Library Administration

- Ruth continued work on Library inventory.
- Lisa and Ruth evaluated photocopiers to replace the one for public use (well, legislative folks and state employees). Amazingly, photocopier technology keeps improving so that we can get more features for nearly the same monthly lease charge.

- Lisa finished converting remaining documents Lisa reformatted the LRL Handbook in Word, made all of the table of contents entries clickable to bring you right to that portion of the document, and put it in the g:\docs so that all staff can easily reach it on the intranet.
- One of the goals of the ZONAnet is to have as much (non-sensitive) administrative information on the intranet as possible. This month Lisa created a Word document of maintenance vendors contact information - serial Numbers, etc. - so the information will be easily obtainable and convenient to update.
- Lisa placed an ad for the Reference Librarian position in the newspapers and at all the appropriate EEO places. She collected resumes, created the resume checklist and gave the resumes to the interview committee to review.
- Robbie continued work with the LCC Compensation Study group, made up of Directors from the various LCC offices, and met with Al Bunnett, the Consultant from Hay, regarding the library's positions.

## Staff Anniversaries and Events

- 10/04/82 Carol Blackburn 18 years at LRL
- 10/11/99 Syble Thon 1 year at LRL
- 10/04/99 Misha Dashevsky 1 year at LRL
- We held the first-ever LRL raffle of an outdated reference book.. When we bought a much-needed new atlas we decided to raffle off the old edition to get some money for a new staff lounge toaster. What a success! Between raffle ticket sales and donations we now have a new, reliable toaster.

## Fan Mail

- David helped a researcher in another state. "Thanks for the quick response. That's just what I was looking for. Put me in your Rolodex and let me know if I can ever return the favor out here in Washington State. --Steve Jones, Washington State Senate"
- Many of the staff who received help from Library staff in the course of revamping their Web pages were very appreciative. A LCC employee wrote to Syble, who had helped with graphics and bullets, "Fabulous! I had looked through some of the stock clip art in FrontPage for a nice bullet the other day, but found nothing that looked good enough. This is very helpful, as usual!"
- One of the nice responses to the new Legislative Website pages: You have done a great job on the new format. I do like it. Will make thing easier, come January. Thanks Again, Mike Skweres."
- Legislative staff are often appreciative, and sometimes very enthusiastic. Elizabeth received this e-mail. (And interestingly enough, this was a question on which Elizabeth had found much -- but not all- of the information requested. She was a bit worried that the rep. might be unhappy.) "I've told Rep. XXX about the tons of information you collected for him relating to airports. He asked that I THANK YOU THANK YOU THANK YOU. He's busy now campaigning, but will look at it soon and be in touch if he needs anything else. You're wonderful!!!!"

- We were very happy about the following praise, so I'll put in the whole text.

Dear MN Legislature Webmasters and Webmistresses -

Over the last several years I have relied on your fantastic, up to date web site to keep my own Legislative Watch pages timely and informative (for example see <http://www.me3.org/leg/legwatch00.html> ) I track energy issues and your new design and features will make my job easy. You are keeping the Minnesota Legislature's web site at the forefront and I would argue that it is still one of the best state legislature sites on the net!

Being a webrarian I know how important feedback from users can be. So I am writing to say thanks and to encourage Governor Ventura to take a serious look at your salaries. I think a bonus is in order!

Thanks again and take care.

-

John Bailey

Institute for Local Self-Reliance

1313 Fifth St. SE

Minneapolis, MN 55414

E-mail: [bailey@ilsr.org](mailto:bailey@ilsr.org)

ILSR Home Page: <http://www.ilsr.org/>

Sustainable MN: <http://www.me3.org/>

# Monthly Report

## September 2000

### Library Administration

- Robbie was appointed as Director of the Library.
- All Library staff attended job validation interviews as a part of the LCC Compensation study.
- Ruth pulled together some repetitive strain injury and ergonomic web sites for the ZONANET.
- Syble, Ruth and Lisa finished up giving WORD training. The next step is customized training to be delivered as staff request it. Lisa created a list of functions from which staff can choose.
- The LCC telephone working group, in which Lisa and Robbie participated, came to a decision, to install a PBX system as an overlay to the existing state Centrex system. We will retain 5-digit dialing, and be able to make changes to phone assignments within the offices without contacting Intertech. Other benefits include nine distinctive rings to choose from, vastly improved customer service, a voicemail indicator light on the phones, and two-line receiving. It was the more costly proposal, but our open position will allow us to absorb the capital costs. We do not anticipate higher ongoing monthly costs. The phones should be in place *well* before session, probably late November.
- Lisa worked on converting documents in the Tech Services directory on L:\zona and was able to convert most of it to WORD. Other staff will be weeding through the remaining files alerting Lisa if additional conversion is needed.
- Lisa began investigating how to create reports from the new LCC time and leave automated system.
- Lisa worked on planning a kick off event with the House, Senate and LCC for the Combined Charities Campaign. She pulled together the packets for the campaign, distributed them to staff, and collected staff contribution forms.
- Lisa coordinated a visit from the ergonomics specialist from DOER. Kathy met with each staff member and made recommendations for changes that would make work areas more ergonomically correct. She will be returning to visit with the five staff who were not in the Library on her first visit. Lisa wrote a report for Robbie on the recommendations that Kathy made for each of the areas. The number one problem that people had were bad chairs. She is looking into the chairs recommended by the state and will be getting in some chairs for a test run as soon as possible.

### Web Activities

- Leif spent much of his time on LNET issues such as the new web page templates and the guidelines.

- Syble spent most of her time working on the new Legislative Design Templates for the House, Senate, and LCC. This wasn't easy, since many last minute problems cropped up. When the Unix browsers in the Revisor's Office did not properly display the drop-down boxes, Syble worked with Linda Schmitt on a solution. And it wasn't easy for the staff in many offices to come to agreement on how the banners should look; Syble made many revisions. An LCC staff member recognized Syble's hard work in an e-mail, "Just wanted to say thanks for making the three extra banners for the trustees, regents, and employee relations. I appreciate your efforts and time." Mike Speiker wrote, "Have I told you great those plain banners look? This is going to look so good when it is all done."
- Randi, Leif and Syble substantially edited the Web Design Guidelines; Syble posted them on the LNET Web site. Randi worked with LNET people to plan the Help page for the legislative web site.
- Paul helped Revisor's Office staff by reviewing possible changes to the bill status screen. Randi worked with Nina Manzi and others to rearrange the bill status results on the web in a more useful way.
- Betsy continued work on the ZONANET, the intranet for internal staff use. Randi, Leif, Syble, Lisa and Betsy met to plan for the release of the new interface to staff. Lisa continued conversion of documents to a format that could be used on the intranet. Leif solved the problems with loading our Library Access databases directly from the Web page.
- Syble attended North Star Redesign meetings, one of which hosted Phil Kragnes as he talked about designing accessible websites. Much discussion has surrounded aspects of design that need to be considered and whether to recommend and inside or outside source developer to design the new web pages. The group looked at the submissions of one outside designer but decided that we have at least as much as, and perhaps more, talent within the state. The Design group should be winding down in October with recommendations written. The "Process" group will start after that looking into recommendations for implementation of the design recommendations.

## Information Systems

- Leif spent much time trying to resolve the web server instability that results when we turn on file parsing. We purchased a memory upgrade to try to solve the problem. The memory upgrade had a very positive effect on server response time, but did not solve the parsing problem.
- Leif replaced the old Logitech mice at the front desks with new MS wheel mice, loaded the drivers, and configured them for our standard functions.
- Leif researched software and hardware options and prices. We ordered new workstations, printers, monitors, and a battery power supply, items which had been scheduled for purchase on our Technology Plan.

- \* Ruth created 468 September *Minnesota Resources* and the accompanying web page. (Note: We have many subscribers outside the Legislature – primarily libraries - to our lists of Minnesota documents. For faster service and to save postage and paper, most of them have opted to look at it online; we send them an e-mail notice that it is available.)
- \* Ruth installed Total Visual Agent 2000 and used for first time to automatically compact and repair Access databases. It caused a rights problem with a file with the in our Acquisitions system. Leif fixed the file and got system to work.
- \* Ruth continued working on the conversion of the Codebook from the old dBase to Access 2000.
- \* Leif and Syble installed Adobe Acrobat and installed PDF Writer on selected PCs so users could quickly create PDF documents. For example, they installed it on Ruth's computer and she created a PDF for Minnesota Issues from Pagemaker. This would have taken a great deal of time to convert into a Word document. Creating the PDF took less than 5 minutes.
- \* Lisa worked on the upgrade to Speed Disk, a software which scans our hard drives and performs clean-up functions each day when we boot up our computers.
- \* Syble helped Carla Riehle in the Revisor's Office, who needed a chart showing the biennium totals for the Web Statistics for the Revisor's Office, including the gopher server. Syble took totals from the Web Statistics spreadsheet, created biennium totals, created 2 charts in Power Point and output them to a pdf file. Carla was very pleased with the result.
- \* The MNDOCs (Minnesota Documents) Process group decided on a course of action that will streamline the process and hopefully reduces errors in database entry. The new process flowchart is available on Zononet.

## Collections Activities

- \* Kelly processed 82 added volumes, withdrew 10 items from the collection, copied 241 Contents Page articles, copied 2,228 Contents Pages, updated 34 LDR Records, and added an LDR to 8 Periodical Records.
- \* Kelly shelfread the Circulating Collection from HD7116 - HD9685, one of the densest parts of our collection.
- \* Kelly shifted a major section of the periodical collection; we were running out of room for some periodicals. Alissa went through the stacks to help figure out which areas still need to be shifted
- \* The librarians decided to no longer keep the News Releases from various agencies in print, with the exception of the Governor's press releases, which serve as a useful record of the governor's daily activities. Robbie went through the existing press releases. She pulled some that mentioned new reports, new offices, or new commissioners, and wrote up scanning guidelines. Laura started scanning the press releases as they arrive to augment our files or to have Jess check for new reports. We had been sending copies of some of the news releases to some of our Tables of Contents users, so Laura informed them of the change and told them how to get them electronically. One user wrote back, "I no longer have any need for them. Thanks anyway, Laura. But let me take this opportunity to thank you and all your LRL colleagues for all the great assistance that you all routinely

provide us fellow staff. You're all so bright and talented and resourceful. (But then, someone has to raise our average on those qualities - - it might as well be the LRL folks!)”

- Kelly claimed 58 missing Periodical issues: 21 were EBSCO, 18 were free, 18 were Minnesota periodicals and 1 was an order direct.
- David and Jess completed the last step of the dreaded purge of old order records from the Acquisitions database. Jess said, “Hopefully we have rooted out the problems in the system and it will go much more smoothly next time.”
- Jess entered the 2000 mandates into the ACQ system that Robbie had noted in the MN Laws. Se reported, “This process is a lot more complicated than it would appear to be! Some of the changes in law are confusing, and seemingly obsolete, and tracking down new groups to contact about their responsibilities can be sticky!”
- We encountered three instances where EBSCO, our periodicals provider company, had incorrectly handled our orders, causing our subscriptions to end in October rather than December. David was not happy with our contact’s lack of a solution, and dealt with EBSCO managers until they promised the problem would be remedied.

## Training, Tours, and Visitors

- These weren’t visitors to the Library, but several staff members went down to the first floor for a glimpse of Phil Donahue and Ralph Nader during Mr. Nader’s press conference.
- Randi attended a Supervisor Training class, which she described as useful and characterized as “rah rah supervisor training.”
- Randi gave a tour to a new staff person in the House Republican Caucus, Brent Walsh.
- David gave a tour of the Library to 12 librarians. They visited the library as part of a Capitol area library tour at the Minnesota Library Association annual conference.
- A Romanian researcher came to the Library and spoke with Robbie and Elizabeth on separate days.

## Professional Activities/Meetings

- Helen, David, Carol, Diane and Robbie attended portions of the Minnesota Library Association Annual Conference at River Centre. Diane received a 25 year membership award at the Awards reception.
- Paul met with Clayton Larson (Revisor’s Office) and Charlie Fastner (Senate) several times to discuss the Senate committee minute index needs.
- Syble attended the state Webmasters meeting – there was much discussion about graphically pleasing vs. disability accessible websites.
- Leif, Robbie, and Paul attended a meeting with House and Senate television and IS staff to discuss the video streaming project they will undertake during session. We hope to begin a pilot project to store audio of the floor debates and committee hearings in digital format. (At our Manager's meeting we all agreed that the

archival storage of video is really not so valuable when the picture is so tiny. David suggested we wait until we can get holographic images of all the members right in the room with us.)

- Robbie met with a group of government agency librarians to choose the "Best State Documents of the Year." The librarians wrote annotations, Robbie produced a print bibliography, and Randi created a web version. The bibliography was handed out at a government documents booth at the Minnesota Library Association Conference, and it is available on our internet site as well. <http://www.leg.state.mn.us/lrl/mndocs/best.htm>
- Betsy attended the monthly CALCO meeting at the Department of Transportation Library.
- Randi and Betsy attended the Special Library Association board meeting and meeting.
- Betsy attended a Minnesota Association of Law Libraries meeting on Intranets/Portals.
- Leif attended a PALS User Council meeting.
- Randi and Robbie attended a presentation at the History Center by Datachannel, a company which is currently designing an XML-based legislative information system for the Texas Legislature.
- David and Robbie attended a Library Planning Task Force meeting, at which it was announced that Ex Libris was selected as the new library catalog for the state universities and the university and state government libraries.

## Reference Activities and Questions

- Laura helped update the legislator "Family Connections" list in anticipation of asking legislators and staff about additions to the list.
- Carol deals with Codebook updating on a regular basis. Mergers in the corporate world mean that companies need new headings (and as Elizabeth points out, when they change their sensible names to meaningless syllables), like: Minnesota Power to Allete, NSP to Excel, and US West to Qwest.
- Robbie updated the bibliography "Readings on the Legislature" which the Senate Information staff distributes to new interns each year.
- Elizabeth and Randi began examining and updating some of the Legislative notebooks. Laura updated historical information pages on the Web site and in the notebooks.
- Paul began Alissa's legislative history training. As Alissa reported, "I am learning how to track bills with Paul in the Tape Room, and am also becoming familiar with the journals, tapes, reels, and minute books." It's not an easy process!
- The reference librarians and Paul worked on updating various "Minnesota Issues" publications.

## Selected Questions:

- A Senator needed quotes about stars/planets/astronomy. He was scheduled to speak at the Mpls. planetarium. (pv)
- Several statute/legislation questions including sentencing guidelines, beauty salons, light rail transit, unemployment insurance, & dependent care credits. (pv)

- Information on the effects of divorce on kids. (pv)
- When did Mark Dayton serve as acting director for the Economic Development Dept. (pv)
- Randi, Alissa, and Paul tracked down bills from 1989-1997 which dealt with college savings plans.
- Legislator request for background on handling/composition of PCB ballasts (relating to airport tunnel digging) (BH)
- Rush request for fiscal notes from 6 states relating to new racial profiling initiatives (question divided between BH, EL, DS)
- Request for explanation of recent DNR decision that land owners must post CRP land with trespassing warning (BH)
- Legislator request for recent research on the benefits of smaller schools/districts vs. larger systems (BH)
- Legislator request for very recent St. Paul City Council resolution and for Mpls ordinance(s) dealing w/odors (BH)
- Articles on prayer in schools (rm)
- Information on extended day school programs in New York City (rm)
- Is it better for governments to lease or purchase computer hardware? (rm)
- Is Rex Morgan being drawn by a new artist? (Yes) (rm)
- How many Minnesota children are hungry? (rm)
- Projected populations of MN, US and the world in 2025 (rm)
- A variety of information pertaining to AIPAC, an American Israeli lobbying group. (ds)
- I had to send for a Minneapolis Park Board ordinance. In order to get a copy, I was required to send my request on official letterhead. (ds)
- When did MN ratify a woman's right to vote. (ds)

## Staff Anniversaries and Events

• Paul VanCura	09/05/83	17 years at LRL!!
• David Schmidtke	09/22/97	3 years at LRL!
• Michael O'Gara	09/27/99	1 year at LRL!

## Fan Mail

- When Robbie attended a half-day conference on e-books Darlene Arnold, a librarian with the Children, Families and Learning Library greeted her with a very heartfelt, "You have such great catalogers! You catalog so many things that we should be cataloging. You really saved me the other day." This is evidence once again that our cataloging of state documents is so often appreciated by the librarians in other agencies.
- Our LINKS pages are definitely appreciated. Paul reported, "A representative's L.A. called this morning. He asked her to call us to see if we could find CPI data on the Internet. I showed her our link under Economics & Gov't. Finance (kudos to EL). During the conversation she mentioned how the Rep. has nothing but high praise for the LRL & how she couldn't agree more. She called back later.



The rep. told her to tell me, 'You are a prince & a fine outstanding American'. Our link provided him exactly what he was looking for."

- Along the same lines, a librarian at St. Cloud State U. told Diane that she loves our Web site and uses it all the time. Another time Diane's neighbor (and former Met Council employee) introduced her at a function as a "librarian working at a library where they have everything you need."
- Betsy received a note, "Thank you millions for the great work you all did in digging out so much info on other state's racial profiling legislation, etc. today. You LRL people are the Best !!!"
- Elizabeth received a note, "Thank you for all of your help with the adoption information. I didn't hear back from you, so I assumed the beginning information was the best of what you found, which was just fine. It was wonderful material – thanks for putting such a rush on it - you guys always do such a good job up there! Thanks!!!"

# AG

## sites on the Internet



PHOTO ILLUSTRATION  
"LUCK CHEWY"

By Jennifer Pena

Day by day, the Web of ag information expands. There's so much out there that most of us are just scratching the surface. If you've got the itch to twitch your fingers, type in the sites below; they'll help you find even more information. AURI's site is ever changing too, so check out what's new at [www.auri.org](http://www.auri.org).

### AgNIC

[www.agnic.nal.usda.gov](http://www.agnic.nal.usda.gov)

AgNIC — the Agriculture Network Information Center — lives up to its name with a Web site so fact-full you might need to return a few times to get through it all. AgNIC is a voluntary alliance of the National Agricultural Library, land grant universities and other ag organizations. This site is a staggering resource, with an ag database, a calendar of scientific conferences and seminars, a directory of experts, directories of ag-related Internet resources, an online reference service and disease announcements.

### Kazam.com

[www.kazam.com/Agriculture](http://www.kazam.com/Agriculture)

Good search engines are hard to find. Kazam.com focuses on the upper Midwest and breaks it down into search sections, one of which is agriculture. Browsers can type in their own search words or click on a more specific category. A simple, straight forward and fast way to find what you need.

### U.S. fact sheets

[www.ers.usda.gov/epubs/other/usfact](http://www.ers.usda.gov/epubs/other/usfact)

The Economic Research Service stores lots of facts on its Web site; so many that they are categorized

by state. Click on any state to find a variety of ag-related data, including cropland, farms by size, farm financial indicators and the top five agriculture commodities, to name a few. If you're searching for ag statistics, this site has them wrapped up in a neat, easy-to-read package.

### Links to the world

[www.leg.state.mn.us/lrl/links/agricult.htm](http://www.leg.state.mn.us/lrl/links/agricult.htm)

It's nice to find everything in one place. Take the "Links to the World" page of the Minnesota Legislative Reference Library site to find links to agriculture and rural issues. A long list of resources includes Minnesota organizations, agricultural magazines and organizations, federal agriculture sites and organizations concerned with land use issues.

### USA Online - Minnesota

[www.usaol.com/MN/YP/agriculture/agriculture.html](http://www.usaol.com/MN/YP/agriculture/agriculture.html)

Starting a new business can be a rough process. USA Online's site is a tool providing information and services for folks growing their own small business. Set up by state, then by business category, the site is easy and speedy to use. The agriculture, farms and ranches category has 71 resources to explore.

### Trends in Minnesota agriculture

[www.rcnet.org/~swes/TIMNA/HOMEPAGE/contents.htm](http://www.rcnet.org/~swes/TIMNA/HOMEPAGE/contents.htm)

A lot has changed in Minnesota agriculture over the last hundred years. The University of Minnesota Southwest Research and Outreach Center has graphed the trends in Minnesota agriculture on their site. You're given nine Minnesota counties and five farm size and crop production trends to choose from, so click on a trend and county and see the changes since the last turn of the century.

### Northern gardening

[www.win.bright.net/~tlyockey](http://www.win.bright.net/~tlyockey)

Master Gardener Terry L. Yockey offers gardening tips for Minnesota's climate. Yockey has been gardening for 20 years and writes a column for a local newspaper. Get primed for your next gardening venture with tips, frequently asked questions and links. And make sure you check the photo album to see the amazing creations Yockey has at home. ■

*our site was featured*

# Monthly Report

## August 2000

### Library Administration

- Interviews of the three final candidates for the Director's position were held. Elizabeth was part of the search team; Paul and Carol gave the candidates tours of the Library and Tape Room.
- Many staff attended one of two employee information sessions regarding the LCC Compensation Study.
- We take the health and safety of our employees very seriously and have worked to ensure that everyone's workstations are ergonomically correct. To follow up on this, Lisa set up an appointment with a state ergonomics specialist from DOER who will come out and assess our work area in September. Also, all staff filled out an ergonomic checklist. Lisa will review them and meet with individuals who need changes.
- Lisa arranged for the new digital copier to be delivered and attached to our network and set up training for staff. She arranged for a new copier to be delivered to tape room as well.
- Lisa attended training for Combined Charities Campaign, which she coordinates for the Library each fall.

### Web Activities

- Betsy, Syble, Randi, Leif, and Robbie attended the LNET meeting.
- Syble and Betsy met to continue work on the ZONAnet.
- Randi worked with the web group to implement metadata in Legislative Web site templates. Helen worked with Syble on developing a metadata template for the legislative web site. She supplied name authorities for the various legislative offices and identified which Dublin Core fields the offices should complete and which fields would be completed on the template.
- Syble continued work on the template web pages for the redesigned Leg. web site. Leif met with Yvonne Fritchie from the LCMR about LCC concerns about the templates.
- Several staff worked on updating various "Minnesota Issues" pages on the Library's web site.
- Leif and Robbie attended vendor meetings with House and Senate television staff and House and Senate IS staff regarding video streaming of House and Senate proceedings in 2001.

### Information Systems

- Ruth attended training for the new copier including learning to print from her computer. She has printed *MN Resources* and *Introductions* from the copier so far, but hasn't been able to get it to work for Inside Issues.

- Lisa continued work on moving documents to g:\docs and deleting all prehistoric documents from the network, updating the g:\docs directory as she works. (Many people have good-naturedly complained that they are tired of answering Lisa's questions about whether this or that ancient document is still needed.) This is a very time consuming project, but will be worth the effort. She also handed out worksheets to staff to fill out about where they will be needing rights in the g:\docs directory. (This was tedious to do, but important.) She then assigned rights to staff who turned their worksheets.
- Every month Lisa takes care of some important housekeeping jobs for our computer network, scanning the network drives for viruses, and updating the Harbor backup log files.
- Leif and Syble reinstalled the NT server software, configured the Internet Information Server, and began other configurations. They mapped the shared drive and established a gateway from the Novell server to the NT. Leif figured out how to get NT to see Netware drive mappings, this will allow dynamic database driven web applications to be hosted on the NT server with data coming off the Netware server. They tried different methods for Server Side Includes and server side javascript.
- Syble re-configured the web server for users/groups, access control & logging.
- Several staff attended copier training + printer training in order to fully use the capabilities of the new digital copier/printer.
- Leif gave new user training to Alissa and Laura, getting them up to date on their workstations and the network.
- Leif continued work on figuring out how staff can access our network remotely.

## Collections Activities

- Diane trained Laura on URL correction in PALS records.
- Laura took care of many updating details in electronic and paper files. She updated the state symbols webpage and notebook and updated the ratings notebook. She weeded many of the documents that we keep for a limited time period - EAWs, Vulnerable Adult Reports, Administrative Hearings, and PUC Orders.
- Jess put a dent in catching up on orders, which she found had piled up a great deal during her July vacation.
- David, Ruth, Diane, Helen, and Jess met to discuss the workflow of processing Minnesota documents.
- Jess worked on purging old records from ACQ with David; a yearly event, but apparently one that was not functioning properly before. They spent a great deal of very frustrating time trying to figure out how the system was presently working, how it was intended to work, and how it might ideally work. They are close to having it straightened out, but managed to create a lot of extra work for Ruth who has diligently repaired portions of the database.
- Kelly processed 102 added volumes, copied 188 Contents Page articles, updated 5 LDR records, added an LDR to 4 Periodical records, shelfread the Circulating Collection from HC110 - HD7116, and claimed 59 missing Periodical issues: 18

were EBSCO, 12 were free, 28 were Minnesota Periodicals and 1 was an order direct. She copied 2,489 contents pages.

Alissa received training on scanning for Inside Issues. While Elizabeth was on vacation she scanned periodicals for articles relevant to things such as taxation, government finance, and Elizabeth's offbeat topic, the Netherlands. ("I have yet to find any articles on the Netherlands, but I have made it my goal to do so!" Alissa reported.) She has also begun coding the articles from the clipping service about legislators. Many of them are about elections right now, and she said that every time she sees a sign for Jerry Janezich on the road, she now automatically thinks of the number 5.

## Training, Tours, and Visitors

- Ruth, Lisa, and Syble geared up to provide WORD 2000 training to the rest of the staff. Ruth gave Word 2000 training to Leif. Syble trained Robbie and Diane. Lisa trained Paul, Jess, and Carol.
- Ruth trained Alissa to enter Inside Issues requests, and Laura how to do the data entry for *Introductions*.
- Randi, Paul, and Elizabeth planned training for Alissa and Laura. They performed much of the training personally and coordinated sessions with other staff as well.
- Elizabeth gave a tour to eight people attending the Humphrey Institute NCSL-sponsored Legislative Staff Management Institute.

## Professional Activities/Meetings

- Paul, Jess, Lisa, and Betsy worked at the Minnesota State Fair in the House of Representatives booth. Robbie worked in the Senate booth. Fairgoers told Jess some interesting things: people who have gotten a DWI should be shot, people in MN with seizure disorders are treated worse than criminals with a DWI on their record, a few people mentioned being quite disenchanted with Ventura, and one woman shouted about how she had named her dog after him. (Jesse) She pointed out that the name also worked for a boy or a girl, which was an added perk.
- Randi and Betsy attended the SLA Board Meeting. This coming year Randi is the President-elect and Betsy is the Networking Chair and Continuing Education Chair for this Minnesota organization of librarians in special libraries.
- Syble met with the North Star Redesign group, and called 3 meetings for her graphics subcommittee.
- Leif attended a SNAP meeting. SNAP is a group of IS folks from all the state agencies.

## Publications

- Ruth created 479 June/July/August 2000 *Minnesota Resources* and web page, and printed 424 July/August *Introductions* and web page.

## Tape Room Activities

- Paul coordinated the transfer of the 1989-1990 House & Senate legislative tapes & minutes to the MHS.
- Research topics in the Tape Room this month included homestead tax exemptions, capital equipment sales tax, sales representatives, & teacher's retirement.

## Reference Activities and Questions

Many public services staff were gone on vacation during the month, and the remaining staff did a great job of covering the short-staffed days. One day Randi noticed a Murphy's Law at work when she wondered, "Why is it that people who are obstinate and difficult over the phone are also hard of hearing, so that everyone in the reading room has to hear what a tough time you are having?"

- Are there regulations on selling used mattresses? (pv)
- KMSP 9 news reported that there is a correlation between Parkinson's disease & pesticide use. What research backs this up? (pv)
- Several requests for software reviews (bh)
- 3 requests relating to guns
  - trigger locks packaged with guns, is this the future?
  - pre-emptive gun laws, state policy trends
  - gun death statistics by various means (homicide, suicide, accident, etc) (bh)
- Articles showing environmental protection vs. economic opportunity and also how environmental protection enhances economic opportunity. (rm)
- What states have a statewide immigration office to coordinate programs for immigrants? (rm)
- How much are NFL franchises worth? (rm)
- What was Cyndy Brucato's last job title under Gov. Carlson? (rm)
- How did Lake of the Woods county split from Beltrami in 1922? (rm)
- How much do Chief Information Security Officers make? (rm)

## Staff Anniversaries and Events

- Leif Eischen 8/1/90 10 years at LRL!
- Diane Power 8/19/85 15 years at LRL!

## Fan Mail

- A House staff person commented on our Intranet for the Legislature, "just wanted to tell you your web site is great."
- An e-mail requestor wrote, "Dear Carol, Thank you so much for your help! I really appreciate your suggestions and the short time in which you replied to my message!! Thanks again. Jill Martin"
- In response to a question about the Minnesota Nonprofit Corporation Act Elizabeth heard, "Just a "Thank you!" for your early response to my request for the subject information. It was a great help for my project."



A public user wrote, "Hello! I like your website. It helps me keep informed about the legislature and the bills that are being passed. I like what you have...keep up the good work! M. Alexander"

# Cataloging: Monthly Report for August 2000

Printed 09/05/2000

## Cataloging Totals

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	YTD%
Copy	42	13	63	33	54	27	51	36					319	34%
Original	77	97	96	73	75	77	52	76					623	66%
<b>Total titles</b>	<b>119</b>	<b>110</b>	<b>159</b>	<b>106</b>	<b>129</b>	<b>104</b>	<b>103</b>	<b>112</b>					<b>942</b>	
<i>cum. avg.</i>	119	115	129	124	125	121	119	118						

## Shelflist and catalog maintenance

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Titles withdrawn	1	8	6	6	4	31	1	0					57
Volumes added	135	88	127	44	53	46	80	102					675

*ILL: August*

*PALS loans = 13*

*PALS requests = 15*

*OCRC loans: 56*

*OCRC requests: 13*

# Monthly Report

## July 2000

### Library Administration

- We received great news regarding our copiers. When we leased a new digital copier with many more functions and network capabilities, it turned out to cost only slightly more than our previous copier. And this one will allow Ruth to print large jobs directly to the copier, saving money on printer consumables and wear and tear. Then the IKON folks discovered they had been overbilling us for many months – something we had questioned before but were unable to resolve – and it turns out we will receive nearly a \$7,000 credit. The credit was larger than we anticipated because they decided not to bill us for maintenance in all those months because they had screwed up the billing.
- Robbie continued participating in the LCC Director's group to select a consultant for the Compensation Study, and continued work on revising the job descriptions in anticipation of the project.
- Lisa, with Ruth's help, coordinated the hiring process for our two newest employees – scheduled interviews, sent out letters, prepared the paperwork for the interviewees.

### Web Activities

- Work continued on the Legislative website. Syble added an html page for the Excel Web Statistics spreadsheet so they would be available to the entire group. She also posted the Usability Study Report to the LNET page.
- Syble, Leif and Randi attended the LNET meeting.
- Syble assembled various color choices for the legislature's banners and posted them on the LNET site. Legislative folks were encouraged to vote, as we tried to find a democratic compromise.
- Randi, Syble, and Betsy completed the "Guidelines for Creating an Accessible Website" and posted it on the LNET website.
- Randi convened an LNET subgroup to discuss the general information pages for the legislature. Syble and Betsy met with the subgroup.
- Syble continued evaluating and testing the WebTrends Enterprise Suite and made a recommendation to purchase. (It is on order.)
- Betsy, Randi, and Elizabeth updated portions of the library's intranet for the legislature.
- Randi, Betsy, Lisa and Syble met to discuss the format and content of the new Zononet, our upcoming, improved internal web page for staff access to Library information.
- Randi served on the North Star Portal Redesign Group, and received an appreciation letter for her hard work from Mel Boynton, Assistant Commissioner of the Office of Technology. (A copy follows this report.) Syble is continuing to serve on the group working on the graphics for the new statewide site.

## Collections

- Public vendor demonstrations were held in July by the two companies bidding on the statewide online catalog system (the process known as VET2). Elizabeth was on the OPAC evaluation committee, so she attended both meetings and participated in the report of that subgroup. David and Robbie attended the first meeting (Ex Libris), and David also attend the Endeavor demonstration. Happily, both systems appeared to be strong contenders.

## Information Systems

- Leif and Syble continued work on the web server. They tested "server side includes" (ssi) and made some modifications including limiting access to the LNET web site to Leg IP addresses. We did have the ssi working but it slowed the current version of the web server down too much so it was disabled. We are installing the upgrade version of Netscape Enterprise Server for Netware 4.11 to try. They tested server-side Javascript and determined we do not want to do that.
- Ruth updated the House staff directory.
- Ruth created a new email export file for the Revisor's office.

## Collections Activities

- Jess found herself digging out of heaps of documents upon her return from a long vacation.
- Kelly was kept busy as usual. She processed 80 added volumes, withdrew 1 item from our collection, copied 123 Contents Page articles, copied 2,504 Contents Pages, updated 5 LDR Records, added an LDR to 1 Periodical Record. She shelfread the Circulating Collection from HA201 - HC110. She claimed 72 missing periodical issues: 16 were EBSCO, 26 were Free and 30 were Minnesota Periodicals.
- Diane spoke with Julia Wallace, Gov Docs UofM, about their continuing battle to get cataloging records for MN DOC fiche. Suggested a new possibility which she will investigate.
- Diane worked with DNR's Char Feist to edit a problem record which we wanted to use. It was a MN DOC serial record which had been poorly done by a temporary cataloger. Char knew it was bad, but didn't have the expertise to fix it.
- Helen wrote a memo listing the various ways the library has dealt with backlogs of uncataloged material and gave it to Robbie, David and Randi. This is a problem we need to address again.

## Reference Activities

- The reference librarians evaluated the collection of e-books for which MINITEX has contracted. Even though the collection did not seem to be especially relevant for our audience, Randi set up a login and password for us to access the books when needed.

- Robbie spoke with William Madigan with LEXIS about; he was looking for ideas for possible new law surveys they might publish. She suggested Indian law in Minnesota, and he seemed quite interested.
- Ruth worked on the new Codebook database and met with Carol to discuss her progress. She will be able to test the data entry part soon.

## Training, Tours, and Visitors

- Carol gave an impromptu talk about the Library to about 25 people who visited the Library on July 13.

## Professional Activities/Meetings

- Betsy planned the annual summer lunch for the CALCO librarians.
- David attended a LPTF (Library Planning task Force) meeting on July 12th. The announcement was made that OCLC would not be fulfilling the ILL part of the Gateway. It is not clear what will happen with that function in the future.
- Syble attended "Supporting, Troubleshooting, and Optimizing Windows NT", a two-day course on July 26 & 27.
- Randi attended a State Data Center session on our census product needs. (Data Center staff are working on what types of Minnesota statistical products would be most useful to produce once the decennial census data is available.
- Robbie spoke at a MinntroDocs meeting at the University about planning for changes to the state document system.

## Aides News

- The Aides did their clipping in the staff lounge from 11-12 on July 10 – so they could watch Jesse Ventura's appearance on "The Young and the Restless" (and they gave him mediocre reviews).
- Andrew and Michael finished shifting many of the files in the Library. The vertical files and the personality files are now consolidated into fewer drawers, the minutes and association files have been moved, and the district files have been expanded. The district files now have more years in the reading room rather than in storage.

## Tape Room Activities

- Ric from Senate Index asked to meet with Paul to discuss a "bill filming crisis". They probably won't be able to add the unofficial status information to this biennium's bills as they were able to do last time. Paul told him it was no big deal since that information is now archived on the computer.
- Don Crosby called to ask about the attachments to the House Minutes. He was concerned since the Chief Clerk's Office is supposed to get them to us according to House Rules. I told him that the Committee L.A.s should be submitting them with their minutes. I will let him know if that doesn't occur.
- Paul finished boxing up the 1989-1990 minutes & tapes.

- Paul met with House Research & several House staff members to discuss information on the bill status screens. The House will attempt to add see & see also references to the bill tracking screens. They will only do so after session & mainly for the omnibus bills. It will not be comprehensive.

## Reference Activities and Questions

- School discipline measures in WI, TX and WV. (ds)
- How many states have no-fault automobile insurance? Pro and Con articles. (ds)
- Information on the City of Ormsby, Minnesota for a centennial celebration resolution. (rm)
- Information on the stadium groups promoting a smaller stadium in Minneapolis. (rm)
- Who was the youngest Senator? (Wayne Olhoff, elected in 1972) (rm)
- Multitudes of statute questions from the public. (rm)
- Lots of misc. questions from the public: items exempt from Bankruptcy proceedings; whether you need a license to ride a motor scooter; where you can horseback ride; definition of 1st - 4th class cities in MN in 1941 and which cities fell into each category. (bh)
- Articles on incidents, escapes, attacks on guards, within MN correctional facilities in 2000. (bh)
- Articles on senior citizens and automobile accident statistics, renewal of licenses, testing, other state's initiatives, etc. (bh)
- Articles on the growth of, or activities of, corporate chaplains. (bh)
- Betsy spent an afternoon helping a "research fellow" from the Institute for Health Policy Studies, University of California, find lobbyist reports filed with the State Ethical Practices Board in the 1970-80s. David, Diane and Robbie also provided help.
- A couple issues being researched in the Tape Room this month were Prairie Island dry cask storage from 1994, the 1992 law which prohibits public employees from keeping frequent flyer miles gained from tickets purchased with public funds, & the landfill cleanup costs legislation from 1996. (pv)
- Studies that say Parkinson's disease may be linked to pesticide use. (pv)
- Info. on federal & state parental leave laws. (pv)

## Staff Anniversaries and Events

- Randi and David hosted a staff birthday party for Leif, Kelly, and Betsy.
- Laura Morales was hired to replace Rob Mills, and Alissa LaChapelle was hired to replace Christy. Welcome to them both! – and thank you to the search team of Paul, Elizabeth, and Carol for a job well done!

## Fan Mail

- Appended to a thank-you e-mail from a House researcher, "You guys do a great job up there, and you are much appreciated!"
- Lisa volunteered to help with a booth at the Council of State Governments conference hosted in Minneapolis. She reported, "I enjoyed working at the



registration booth at the Council of State Governments convention in Minneapolis. I met some staff people that I had never met before. Pat Rooney was going on and on and on about the wonderful service she gets from LRL. She said that she never is told by LRL staff "I don't think I can find that" or they never turn her away for any reason - she said that is so unlike most departments she works with in the legislature. Instead, she commented that staff at LRL are always upbeat and very sure that they can help her out. She said - "doesn't anyone ever get crabby up there?" She tells all the legislators and staff that she can about how wonderful the library is. I was very proud to be a staff member of LRL."

A government employee in Arizona requested information on Minnesota's new "safe haven" law. Afterwards, she wrote to Betsy, "Thank you for your help. It definitely made my job a lot easier."

Randi said she only sent two articles to an enthusiastic constituent services staff person, who wrote back, "Perfect! Randi, YOU RULE!! Thank you for the prompt and efficient response!!!"

Julie Wallace, Government Documents Librarian at the University, was struggling with trying to get cataloging records for the Minnesota documents on microfiche. Julie got great information from Diane, and wrote in an e-mail to Robbie, "One day I phoned there and was referred to Diane Powers. She was VERY helpful, understood the issues right away, and said that she thought Mankato had revised all your records to fit the fiche. Lo and behold, she was right! And, they have them in a single holding library (as you do). That was a great tip, and we thank Diane."



**Office of Technology**

332 Minnesota Street

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Voice: 651.215.3878

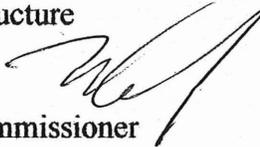
Fax: 651.215.3877

TTY: 651.282.2228

**MEMORANDUM**

**DATE:** July 28, 2000

**TO:** North Star Portal Redesign Group - *Randi Madisen*  
Directory Structure

**FROM:** Mel Boynton   
Assistant Commissioner

**SUBJECT:** Appreciation Letter

Several months ago, I asked for your help and expertise in the redesign of North Star. I asked volunteers to analyze North Star and other state web sites and make recommendations for topic categories and search options as well as participate in a design and process phase.

Your three-month effort from March 14, 2000 to completion of the first phase of the recommendations on June 20, 2000 is greatly appreciated. As webmasters are on the front line, your contributions to our redesign effort were practical and helpful. You know what users want to find when they visit government web sites.

I would also like to thank your managers for allowing you to participate in this effort. As we all know the resources of time and people are limited, so we appreciate the willingness to collaborate with the Office of Technology. We look forward to the recommendations of the design and process phase as they are completed.

Again, thank you for your time and effort toward a new and revitalized North Star.

*cc: Robbie LaFleur*

# Monthly Report

## June 2000

### Library Administration

- Two of the Minnesota documents that Robbie nominated for the NCSL Notable Documents Award won! Congratulations to House Information for *Session Weekly* and to the Senate fiscal analysts for *The Minnesota Budget: A Fiscal Policy Analysis*.
- The managers completed the annual performance reviews; Lisa prepared the packets of information.
- Lisa and Robbie participated in the trials of the time and leave electronic system. Near the end of the month several staff attended a class on how to implement the system. Leif worked with Lisa and the LCC on technical details regarding the implementation of the new Time and Leave system.
- Lisa and Ruth went to see a demonstration of a cool, new digital copier we might lease to replace one of the production copiers. The digital copier has the capability to be attached to the network as a printer, so Ruth may be able to use it for production of *Minnesota Resources* and *Introductions*. The general copying quality is much higher also. Lisa is checking the prices, but it looks like we might be able to swing many new features for a very small increase.
- Robbie met with the LCC Directors Group for a bidder's conference for consultants who were interested in bidding on the LCC Compensation Study.
- Robbie and Lisa met with an LCC working group examining a new telephone system. Later in the month Lisa attended a McLeod telephone system demonstration with the LCC group looking at new phone systems, and was quite interested in all the features. Chad is following up on compatibility issues with the state system. We should ALL keep our fingers crossed that our old phones don't die while we are examining new phones.
- Lisa does a consistently great job of squeezing pennies and looking for deals for the library. She recently switched our postage meter account to one that earns us free postage on the balance we keep in the account. She reported, "We will earn 2% of our account balance per year, so if we continue to keep the \$5000 in our account, we will earn \$100 in free postage per year, what a deal!!"
- Leif and Lisa worked with workmen to rework Carol's, Jess', Syble's and Betsy's spaces.
- Lisa worked a lot on procedures, converting them to Word and then to HTML. She still has the Technical Services procedures left to conquer. She also worked on the directory structure for documents that will be on the intranet and other miscellaneous shared LRL documents.
- Lisa investigated the costs and features of pagers and ordered one for Leif.
- Robbie worked with Liz Wade to arrange a tour of the Legislative Reference Library as a part of a tour of State Capitol area libraries at the Minnesota Library Association Conference. (MLA is in St. Paul this year.)
- The process for hiring a new Library Director began.

## Web Activities

- Syble created a web site for the LNET group to share information, ideas, and prototype pages. Leif added a standard footer which will be added to all LNET listserv messages, with the location of the web site and information on subscribing.
- Syble, jointly with Shao Lee from the Senate, conducted a website Usability Test with 10 testers, including 4 from within the Legislature and 6 "external" users of various ages and backgrounds. The overall results were positive. Problems found were somewhat minor and indicate that some reorganization of pages and additional helps would be very useful. A full report is being prepared and will be posted on the Internet. One tester, who is blind, specifically expressed appreciation for our consistent use of alt tags. Leif and Randi helped with LNET-sponsored Usability Study.
- Syble tested WebTrends Enterprise Suite that generated analysis reports for the LRL and Legislative-wide websites. We have submitted a proposal to the LCC, asking money for this software from the LCC Technology Fund, as it will benefit all the Legislative offices.
- Syble and Randi worked with the navigation and graphics subgroups of the legislative web site redesign committee. Betsy participated in the navigation subgroup. Robbie participated in the Graphics subgroup. We're close to having a design, which will then have to be developed into a template. Leif participated in many of the meetings as well.
- Randi, Leif, Elizabeth, Betsy, and Robbie attended the LNET meeting; Leif coordinated and ran the meeting.
- Betsy continued work on the Zononet; Randi helped plan and they implemented some of the techniques Randi learned at the project management seminar. Betsy met with many Library staff for content and design ideas.
- Updating the Veto page was more complex than ever. Robbie did the original research; Paul double-checked the information. Ruth generated a new page with links to veto details. Syble reformatted the veto details table for the web and a new directory under Leg; she updated the graphics links and placed the new veto pages there; and deleted the old pages and changed all links to correctly reference the new location.
- Helen finished metadata for main youth page, main Minnesota issues page and Minnesota issues: baseball stadium page. The metadata on the baseball stadium page will serve as a model for other Minnesota issues pages.
- Robbie worked (with Michele Timmons, the Revisor) at a Revisor's Office booth at the Minnesota Bar Association Conference in Duluth to promote the Legislative Web Site and try to elicit comments and suggestions for enhancements. In general, attorneys and judges are *very happy* about access to information on the site, although I was able to get a few good criticisms and teach a few nonusers about its availability.
- Leif worked with Syble on issues with adding metadata to PDF files.
- Leif spoke with LCC staff about putting the Benefits book online. They have produced a PDF and will be putting it on the LCC intranet.

## Information Systems

- Lisa created a Word 2000 tutorial document and Ruth edited it.
- The managers discussed and revised the Technology Plan.
- Leif prepared for and dealt with a planned power outage.
- Finally after many months of effort on Leif's part, the Security Impact Analysis appears to be moving forward on a legislative wide basis.
- Leif worked with the LCC on setting up Mercury mail gateway software to facilitate the use of listservs amongst the Commissions.

## Collections Activities

- David and Jess spent a good deal of time straightening out problems with the EBSCO bill. The record keeping in the past seemed somewhat arbitrary, so they had been trying to decode some problems in our system and also with EBSCO. Suffice it to say that the EBSCO billing department won't be trying to pull any fast ones over on LRL!
- David and Jess finally unraveled a problem that we have been having with Baker and Taylor, and hopefully *we won't* have to cancel all of our "real" standing orders with them.
- Jess discovered that we have been receiving two copies of the *Washington Information Directory*, one for reference, the other for the Acquisition Tech's workspace. Jess wrote, "Once I figured out that that was *me*, and that I NEVER use it, we decided to eliminate one of these \$120 books from our order list." She also managed to sweet-talk the publisher into taking back the extra copy.
- The group appointed to examine the MN-Docs process had its first meeting--- some good ideas came out of a discussion of what is truly a complex process, which makes imagining it being done differently initially difficult. (David, Diane, Rob, Ruth, Helen)
- Kelly processed 46 added volumes, withdrew 31 items from the collection, copied 215 Contents Page Articles, copied 2,773 Contents Pages, updated 162 LDR's, added LDR's to 51 periodical records, cancelled holdings on 29 Periodicals that we no longer have in our collection, claimed 39 Missing issues of Periodicals: 17 were EBSCO, 12 were free, 9 were Minnesota Periodicals and 1 was an Order Direct.
- Kelly shelfread the Circulating Collection from AS6 - HA201. (Kelly always does a great job with this, and *everyone* who looks for books on our shelves benefits from this task!)

## Training, Tours, and Visitors

- Randi gave a tour to two new OLA staff- Alan Frasier & Leah Goldstein
- Richard Yarnall from the Library of Congress visited LRL, and met with Elizabeth, David, Randi, and Robbie. He wanted to tell us what kinds of things LC collected and what they did with them. Many of our documents are both bound for the LC collection and a copy is also sent to the Congressional Research Service. He also had a list of thing to beg.

- Leif attended Novell 5.1 training sponsored by the Senate.
- Leif and Randi attended a very useful two-day project management seminar, paid for by the Senate.
- Robbie gave an informal tutorial on creating tables at a regular Wednesday meeting of the librarians, and later for a couple of other staff.

## Professional Activities/Meetings

- Randi attended several North Star meetings. The final organization group recommendations are available at: <http://www.state.mn.us/nswebgroup/index.html> The next group will deal with graphics and design; Randi may or may not participate.
- Randi discussed metadata in Minnesota government with META Group consultants at MHS.
- Leif attended a SNAP meeting to keep tabs on state networking issues.
- Leif attended a State of MN Webmasters meeting.
- Elizabeth attended a VET2 meeting and spent time doing various searches on Ex Libris and Endeavor systems after doing them on PALS - to be prepared as a member of the OPAC committee (part of the selection process for a MNLINK vendor).

## Publications/Projects

- Ruth created and sent out 434 May/June *Introductions*.
- Ruth finished converting AmiPro documents to Word 2000.
- Robbie wrote this month's "Page One" essay on Genetically Modified Food issues. Robbie finished and Betsy edited the Minnesota Issues pathfinder on the same topic.
- Elizabeth and Robbie went to former Rep. Fred Norton's office to see if there were materials we would like for the Library among his personal archives. (We found a few things.)

## Aides News

- Paul Pender, who worked for the Library last summer, returned for this summer.
- Andrew returned from his band's tour.

## Tape Room Activities

- Paul began boxing up the 1989-90 Senate minutes to go to the State Archives.

## Reference Activities and Questions

- What is the elevation of the Crow River at Watertown? (920 feet) (rm)
- Can a county split in two? (There's an entire chapter of Statutes devoted to this process. MN Stat. 370) (rm)
- Was there a law in 1999 providing access to DNA testing to prisoners? (Yes, Laws 1999, Ch. 216, article 3, Sec. 2,3) (rm)
- Journal articles from the last 3 years on redistricting and reapportionment. (rm)

- Reviews on biometric products as security devices (bh)
- After several years of no inquiries on the topic, this month I received two questions related to phone records. (pv)
- Comparisons of gas taxes among the 50 states and info. on the oil price fixing investigations in the Midwest. (pv)
- Do you have to place a cover/tarp over your trailer when carrying gravel? (MS 169.81) (pv)
- David reported he had a lot of requests from OLA.
- What other states have term limits? Pro & con articles. (ds)
- What effect does domestic abuse and/or physical abuse have on the emotional well-being of children? (ds)
- National articles on the MN tax cuts. (ds)
- Which MN Representatives are retiring this year? (ds)
- Need a copy of a study mention on NPR. The program was on the differences of France and U.S. regarding children's health. (ds)
- Information on a senior citizen health insurance program in California. (ds)
- What is the median and mean income for Minnesota? Luckily they didn't ask for mode also. (ds)
- How many people in each county are enrolled in Minnesota Care? How many people in each county are uninsured? How many hospital cases in each county are uncompensated? (ds)
- Articles on "impact fees for education".(ds)

## Staff Anniversaries and Events

- Kelly and Diane hosted the June birthday party – Charlottee was the honoree.
- **Anniversaries:**

Helen Whipple	June 25, 1975	25 years at LRL!
Charlottee Cornell	June 9, 1998	2 years at LRL!
Christy Dent	June 29, 1998	2 years at LRL!

## Fan Mail

- This was a very nice fan mail sent to the webmaster (we like happy taxpayers):  
“Thank you for the notice of your site's unavailability this weekend. Without that kind of foresight, I for one, would have been very frustrated trying to reload pages. So many things like this on the internet are handled poorly. I appreciate your attention to your customers - and Minnesota taxpayers like me.
- Randi helped a patron with a statutes question, guiding her to the statutes she needed on the Web. She wrote, “Thanks a lot, that's very helpful! We are using these for our internal Intranet with various links to legal references we consult regularly, so this will be useful in the future as well. Thanks again.”
- Every once in a while a legislative staff person *rediscovers* us. One wrote to David, “Thanks, again, David, you have been most helpful and instructive. Its time I spent a little effort at the library. Hope they're treating you well at the State because you certainly do a GREAT job for us on-line'rs. :o) Have a GREAT SUMMER !!!”



23

**Ann Lenczewski**

(len chess' key)  
State Representative

District 40B  
Bloomington



# Minnesota House of Representatives

COMMITTEES: TAXES; PROPERTY TAXES; LOCAL GOVERNMENT; GOVERNMENTAL OPERATIONS AND VETERANS AFFAIRS

June 5, 2000

To: Robbie LeFleur, Legislative Reference Library

From: Representative Ann Lenczewski

Now that the legislative session is over, I just wanted to drop you a note to let you know how much you and your staff are appreciated.

I am continually impressed with the level of professionalism and courtesy displayed by the Reference Library staff.

Even when time demands are tight, your staff always comes through. I just wanted you to know that you help us (legislators) look good, and even though we don't get the opportunity to thank you too often in person, you do a great job!

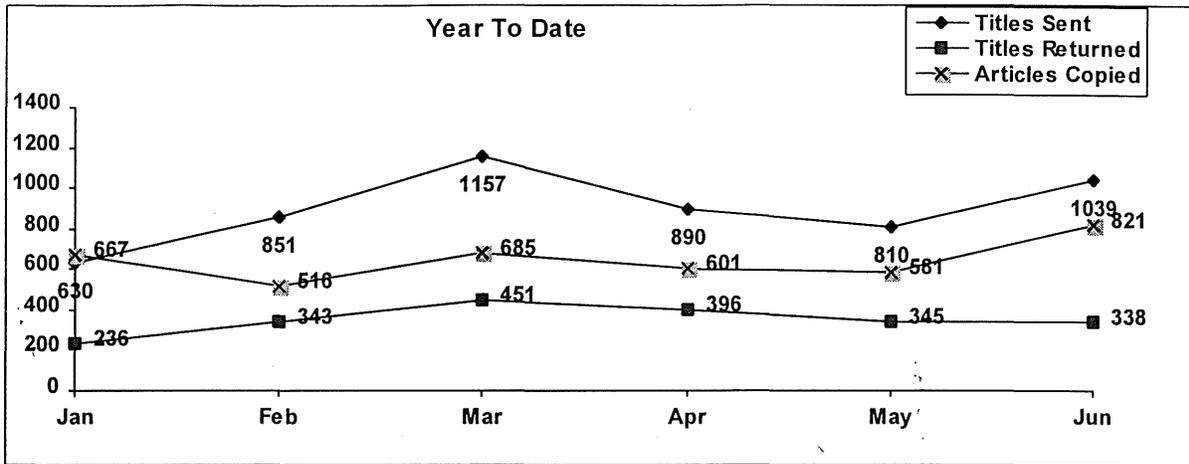
*I have relied on you heavily and you  
and your staff have never let me down.*

*Thank you, thank you, thank you!*

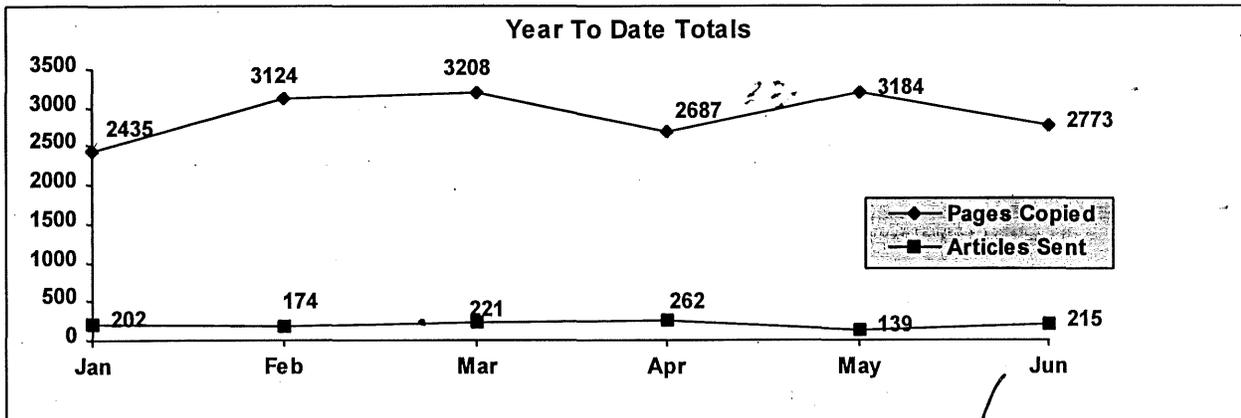
*Ann*



## Inside Issues Monthly Report - June 2000



## Contents Pages Monthly Report - June 2000



People are still requesting articles; that's fairly high for a vacation-rich, non-session month.

# Monthly Report

May 2000

## Library Administration

- The staff worked hard to plan their summer schedules to take advantage of the flexible hours option yet still cover the Library's vital activities. This meant Elizabeth and Paul worked especially hard to make sure the reference and circulation desks were fully covered. Lisa did a great job of posting everyone's schedules on the ZONA intranet.
- The managers discussed the performance evaluation forms and made some minor changes. Lisa put together packets of materials for staff, in anticipation of the reviews being done in June.
- Lisa and Robbie attended an LCC meeting to discuss the purchase of new telephones. Our phones at the front service desks are hanging on by a thread. Leif worked with Chad Thuet to try to fix them temporarily.
- Robbie attended an LCC Director's meeting to discuss the upcoming LCC Compensation Study. The directors heard about the experiences of the House and Senate when they undertook compensation studies.
- Leif, Elizabeth, and several aides moved lots of stuff in the basement to clear the way to the electrical panels. Interestingly, no one had mentioned the panel to us in the past ten years, so we had no idea we were blocking important access.
- Lisa created an outline of a new directory structure for documents that the intranet will be pointing at, and made a detailed outline to give to the managers to review.

## Web Activities

- Ruth struggled with updating the Vetoes pages on the Internet site. Jesse Ventura's numerous vetoes and line-item vetoes did not neatly fit the mold of the database entries she had used in previous years.
- Randi, Leif, Elizabeth, and Robbie attended the LNET Legislative Web Site redesign kick-off meeting. Randi chaired the effort, and created two subgroups to start work. Randi, Leif, and Elizabeth will participate in a subgroup to examine navigation issues; Syble and Robbie will participate in a group looking at graphics.
- Randi worked with staff in the Revisor's Office on their new online index to the Statutes.
- Randi and Syble attended several North Star meetings. They have chosen the words for the buttons on the main page, going with the action verb theme. Thus "Visiting", "Working", "Governing", etc.
- Randi, Syble, and Shao (from the Senate SIS office) began work on a usability study of the Legislative Web site.
- Betsy and a small group started work on the organization of the Zonanet.
- Many staff members worked hard on Links updating including the new project of adding metadata.

- At one of the regular reference staff meetings the public services staff met with Syble to talk about enhanced web statistics.
- Leif provided information on Web statistics to David Maeda, a House Information writer who wrote a piece for the *Session Weekly*, "One Million Hits."

## Information Systems

- Ruth created a "fill-in-the-blank" FAX form for staff to use, modeled on a fax form Elizabeth received from another state. It's a wonderful option, and easily found on the ZONA intranet. Ruth also converted the annual performance review documents to WORD.
- All the staff embraced "Electronic Spring Cleaning Day" with enthusiasm and guided by Lisa's able instructions got rid of scads of documents – and even whole directories – that were no longer needed. It was an important first step in organizing the information on the Library's shared directories.
- Another supplier record was deleted in the Acquisitions system so Ruth had to fix the affected records. This is a very thorny and tedious problem to solve, so to prevent it happening again she removed the selection bar on supplier record data entry screen to prevent deletion of future records.
- Ruth installed Total Access Analyzer 2000 for Access 2000.
- Ruth converted business cards from AmiPro to Pagemaker 6.5 (tried Word 2000, too hard to do)
- Sort of going backwards.....One of the public service computers had a breakdown and was no longer able to run Windows98 without crashing all of the time. Lisa tried several configurations, but had to finally settle on reinstalling Windows95 Now it works and is up and running again!
- (Why we all wish we had someone like Lisa at home...) Lisa fixed Helen's computer. Windows was corrupted and she copied over her system files from backup and got her back in business again. The reference desk computer would not load many programs in Windows, so Lisa restored Windows and it worked fine after that. Lisa reinstalled Word on the tape room computer - it was corrupted.
- Leif dealt with two power outages – one planned, one unexpected.
- Leif worked on reconfiguring the NT server. This was not successful, and he will need to do a complete reinstall.
- Leif worked with Lisa on linking problems between Netscape and Word. This issue was not resolved and the decision was made to do procedures in HTML instead Word documents.
- Leif kept abreast of the many electronic virus and security threats that turned up in May.
- Leif worked with the Revisor's office on email addressbook issues.

## Collections Activities

- Jess was very busy with acquisitions work. She worked extensively on some sticky billing for materials we ordered from Unicef and the United Nations. They had no record of our orders, though we had cut checks that were never cashed.

She eliminated most of the backlog of orders dating back to when Marilyn was still here, and started re-contacting suppliers from whom we had ordered materials that we had never received. And she also discovered that if you ask the Minnesota Bookstore to mail something interoffice, they will charge us \$3 for shipping and handling!!!

- Jess finished the backlog of MULS updating MULS. Kelly will be doing the ongoing MULS reporting from now on.
- Our EBSCO Online service began this month. In May we had access to a 30 day trial of the entire database. Starting in June we will have access only to our free subscriptions.
- Helen finished adding metadata to her Links pages and wrote a memo explaining metadata editing for the Links pages so that others could do the same. She distributed the memo to staff and fielded a few questions.
- Kelly processed 53 added volumes, withdrew 4 items from our collection, copied 139 Contents Page articles, and copied 3,184 Contents Pages. She claimed 35 Missing issues of Periodicals: 12 were EBSCO, 10 were free and 13 were Minnesota Periodicals.
- It's always great to get the shelves in order. Kelly's shelfreading this month included the Speech Collection and the Reference Collection from AE5 -HG1628.
- Kelly changed 24 Minnesota Periodical records from a 4 to a 5 using MULS (which means we no longer have these periodicals in our collection and added a note to the LDR that says Holdings have been transferred to MHS Archives)
- Kelly added a note to 55 Minnesota Periodical Records using MULS that says "Holdings have been transferred to MHS Archives."
- Kelly finished weeding the Minnesota Periodicals. (The older Minnesota Periodicals are sent to the State Archives for permanent retention.)

## Training, Tours, and Visitors

- A representative from EBSCO demonstrated the EBSCO Online system for Betsy, Robbie, and David. This system will give us access to the electronic text of many of the journals we purchase, in addition to the print.
- Betsy attended Dreamweaver training.
- Ruth and Lisa attended advanced WORD training. It was an especially fruitful day for Ruth, since she had been frustrated with WORD. All the problems she had encountered meant she was ready with lots of questions!
- Robbie gave a short tutorial on creating tables in WORD for interested staff.

## Professional Activities/Meetings

- The librarians participated in an informational/brainstorming session with staff from the State Archives, examining metadata by discussing it conceptually and then looking at a couple of implementations of metadata use. The meeting was held to give our staff information and begin the process of examining possible technical projects and the revamping of the State Depository System. A follow-up meeting with Bob Horton, Randi, Elizabeth, Diane, and Robbie was held a

week later. The next step will be to plan a brainstorming and informational meeting with House Research staff.

- Betsy attended the May CALCO meeting.
- Robbie attended the MINITEX Open House and toured the new MNLAC – the archival storage center.
- Robbie participated in a committee to choose the winners of the NCSL Notable Librarian and Notable Library awards.
- Robbie attended the monthly Information Policy Council meeting, where a security specialist talked about (scared us to death about) computer security. A result was that we delayed no longer in getting a pager for Leif.
- David attended a Minitex workshop on ILL communication protocol and copyright in the digital age.
- Leif attended a PALS user council meeting. (He is the delegate from the Systems Group to the User Council.)
- Randi attended an SLA annual business meeting. She was elected president-elect/president of the organization. This coming year as president-elect she will be the program co-chair.

## Publications/Projects

- The list of summer projects was distributed.
- One summer project, the editing of LINKS TO THE WORLD pages, is nearly complete.
- Ruth created 476 May *Minnesota Resources*.
- David and Elizabeth met to talk about the state agency appointment notebooks and how they should be updated and maintained.

## Reference Activities and Questions

- Jess worked on some complex legislative history problems while Paul was gone. (Jess commented, “The AG's office was working on a particularly complicated and potentially important issue, so lots of copious backtracking and disclaiming were necessary to protect our liability. Usually Paul just gets handed this stuff and manages to make it work seamlessly, but this was less smooth in his absence!”)
- Can you find the governmental certified quality engineer regulations for California? (California professional engineer law) (pv)
- Info. on the final deal Cabela's made with East Grand Forks in 1998. (pv)
- Info. on identity theft. (pv)
- Senator needed to know the general responsibilities of mayors. (pv)
- Was Sen. Linda Berglin the first woman to Chair the Bonding conference committee? Paul and I spent a few hours looking through past journals. We did a fairly inclusive search, stopping at 1977. The answer was yes, with a few years not covered (very few women in the H or S back then). (bh)
- Why do incorporated villages no longer exist in Minnesota? - public question. (bh)

- (Futile) search for 1950's article from an unknown paper for a Representative. Elizabeth's husband, John, and someone at Star Trib. assisted. (bh)
- Several court decisions requested. (bh)
- What is a Citizens' Jury? (rm)
- How many homicides, suicides and accidental deaths from drownings and firearms each year? (rm)
- Articles on long-term care insurance. (rm)
- Information on Denver's pay-for-performance teachers' contract. (rm)
- Information on crops and agricultural imports and exports in China. (rm)
- Pictures of beautiful LRT stations and arbors. (rm)
- Randi has been systematically forwarding the many www questions to all the reference librarians but she has been giving all the bad ones to David.
- All the reference librarians assisted Legislative Auditor researchers with their research and their lengthy interlibrary loan lists. This is the time of year when they are getting started on their new reports.
- Elizabeth had several questions that could only be answered by using very old clipping files. One question related to Rudy Perpich trying to direct highway projects to the districts of legislators who voted to support his highway funding bills in 1983.
- Which states have term limits? (ds)
- Gun death statistics for other countries. (ds)
- What is the source of the Daniel Webster quote in the Senate chamber? (ds)
- Articles on the Michael Wigley issue. (ds)
- How much does a 1992 Ford F250 weigh? (ds)

## Aides News

- Elizabeth interviewed many potential aides and hired two. Reanne Viken and Brian Abbott started work on May 22.
- Andrew reworked the newspaper display based on all the public services staff's input.
- The aides covered for Kelly while she was on vacation.
- Amelia left to start a new life in Colorado.

## Staff Anniversaries and Events

### **Anniversaries:**

- Betsy Haugen – Six months
- Ruth celebrated her fifteen-year anniversary with the Library at the May staff meeting. In part, Robbie said, "I credit Ruth with a terrific ability to accept change with grace and enthusiasm. If we think that changes in computers have changed our jobs, Ruth probably has us beat in how completely her job has changed since she began. Ruth anticipates ways to do her job better and help us all do our jobs better. Her consistent high-quality work with Inside Issues and our publications makes the Library look great to our users."

## Fan Mail

- Fast work for a legislative staff person on Carol's part prompted this message, "Carol, Thanks for the quick response on my question. I worship at your feet. ;-)"
- We answer many e-mail questions from people looking for statutes, and are careful to send a disclaimer saying we are not attorneys, etc. Then we wonder whether the requestors are just ticked off at our mushy responses. However, it usually turns out that people are just thrilled to get any help, and send messages like one Randi received this month. "Thank you for the information. It was exactly what I was looking for."
- We help people from all over the country. Elizabeth received a thank-you note from a researcher in the School of Medicine at the University of California at San Francisco. "Many thanks for your kind assistance and the fax!"

5/28/00

SAINT PAUL PIONEER PRESS

### PROFILE OF LEARNING

## Ambitious standards had trouble from start

#### ■ Early miscues led to confusion, anger among educators

~~PIONEER PRESS MAY 28 '00~~  
PAUL YOSTO STAFF WRITER

In 1993, state lawmakers ordered education officials to build a state-wide testing system to propel Minnesota into the future. Minnesota had required students to earn 20 credits to graduate from a public high school, but there was no uniform way to judge what Minnesota students were learning.

Teaching methods and expectations for students varied dramatically. Any sophomore could point out the hard teachers and the pushovers. Lawmakers wanted some way to smooth it out and to raise the bar.

Basic skills tests in reading, math and writing would ensure students graduated with at survival-grade skills. Picking higher standards was harder. The answer? Performance standards.

For instance, instead of granting a credit for U.S. history, Minnesota wanted to show they understood the principles of the Constitution. Local districts would decide how kids met the standard, but the state wanted schools to grade uniformly, on a scale of 1 to 4, using detailed plans known as "performance packages."

The packages contained tasks for students. If it was impossible to compare an A in American History from one district to another, Profile supporters believed they

**Teaching methods  
and expectations  
for students varied**

#### Profile of Learning links

Pioneer Press:  
[www.pioneerplanet.com/archive/edutab/](http://www.pioneerplanet.com/archive/edutab/) is a series of stories describing the Profile, published in September 1998

State and local:  
[cfl.state.mn.us/GRAD/highstandards.htm](http://cfl.state.mn.us/GRAD/highstandards.htm) holds all the current graduation standards with descriptions and answers to frequently asked questions about the high school and pre-high school standards. At [mecn.state.mn.us/](http://mecn.state.mn.us/) you can find the sample "performance packages" offered by the state to meet the standards.

The Minnesota Legislative Reference Library has a good, short history on the Profile at  
[www.leg.state.mn.us/lrl/Issues/grad2.htm](http://www.leg.state.mn.us/lrl/Issues/grad2.htm)

The St. Paul schools maintain a graduation standards Web site at  
[www.spps.org/html/Grad\\_standards.html](http://www.spps.org/html/Grad_standards.html)

Other views:  
Click on [www.mredco.com/](http://www.mredco.com/) for the Web site of the Maple River Education Coalition, one of the most active anti-Profile groups. Click on [www.mnlearns.com/](http://www.mnlearns.com/) for the Web site of Minnesota Initiative Supporting Standards Based Learning and Education, a pro-Profile group.

Good press

# Monthly Report

April 2000

## Library Administration

- Leif saved the Library money by donating his time working with cubicle walls one day. The electrician came to install a more convenient switch, and Leif helped take down and reassemble part of Jess' workstation to accomplish the task. He then helped move a wall in Kelly's area, to give her a less distracting space.
- Robbie met with the directors of the LCC offices to discuss the RFP for the LCC job audit which will take place later this year.
- Managers have been ironing out summer projects during their biweekly regular meetings.

## Web Activities

- Praise for *Links to the World*: One of our vigilant users in house Research pointed out a link which needed updating. When Randi thanked her for the alert, she responded, "Thank YOU. It's good to have all those links in the first place! It was pretty easy to work my way backwards and figure out what the feds had done, but I'd never have found the place without your link."
- Betsy, Syble, and Randi put in much time on the final stages of the kids web site.
- Randi, Syble, and Leif began work on formulating Library web development policies.
- Staff began the Links to the World updating. Session did not end so we are not as far along as we had hoped. Adding metadata is the next step.

## Information Systems

- The collegial nature of information systems staff throughout the Legislature benefits all the offices involved. This month Leif answered many questions from Shao Lee, the new Senate webmaster, and helped Mike Speiker with a couple problems by supplying him with two software utilities, NOPE and PFEeditor.
- Ruth created Docs on Fiche lists covering document numbers 99-0379 to 99-0620 and 00-0001 to 00-0070.
- A supplier record was deleted in the Acquisitions system that caused many problems. Ruth added the record back including editing all the records affected.
- Ruth fixed a periodical weeding list report for Kelly.
- Ruth worked on the new codebook system and made some progress. She has tables/queries set up, a start on a report and a start on a data entry screen.
- Ruth worked on the Periodical Web Pages buttons in the Acq. system. She wrote batch files to make the web pages read only, and set up data sources for R&R on Jess, Kelly, and David's computers so they can run those buttons.
- Ruth downloaded and installed new version of Find & Replace, an Access 2000 add-in.

- Lisa installed OCLC Passport for Windows on Jess' computer and set her up with MULS access and added MULS access to Kelly's OCLC.
- Leif installed RR Report Writer software for Jess, Kelly, and David. This will allow them to run the reports that creates the on-line Magazine Guide files.
- Leif worked on several NT networking issues. Resolved several problems relating to NT connectivity outside of our network.
- Leif got Harbor/LAN backup software installed and working on the new NT server. (Note: This was a great achievement since we have been planning to get our network backups via Intertech started for many months.)
- Lisa continued her struggles with the public pcs. Public 2 had a hard drive failure. Lisa thought she had fixed the problem but it continued to happen. She tried a new hard drive and the problem continued which narrowed it down to the motherboard. After staff consultation, it was decided to go with three Publics instead of 4 for now until we have money to buy more computers and we can shift an older one out front. (Note: Frustratingly enough, Public 3 began acting up too. Lisa is still in the process of diagnosing and correcting this problem.)
- Lisa created a log that she updates daily on how much data we are backing up to Intertech with Harbor Backup.
- Leif spent many hours setting up the necessary network protocols and software needed for testing the new LCC HRVantage and TimeCard systems. He finally managed to get Office97 to run under WIN98 while Office2000 is installed. The HRVantage program needed to run the time and leave software from the LCC requires an earlier version of Access than the one we run.

## Collections Group

- Kelly processed 44 added volumes, withdrew 6 items from our collection, copied 262 Contents Page articles, and copied 2,687 Contents Pages. She claimed 54 missing issues of periodicals: 14 were EBSCO, 17 were free, 21 were Minnesota periodicals and 2 were order direct.
- Jess and David began to update our MULS records. As soon as they have the procedures figured out Kelly will learn the procedures and begin entering MULS records also.
- Reference librarians discussed the EBSCO list—it hardly took any time and there were few disagreements, causing us to ponder the times when it did. David sent in the EBSCO annual renewal list after the review. We saved \$430 in subscriptions that were not renewed.
- Jess and Kelly attended a MULS training class. The class itself was far too advanced for their purposes and it proved a very frustrating afternoon. David and Jess then slogged through trying to learn how to update MULS with the least amount of hassle and with minimal information. Jess has been working on getting us caught up on the backlog so that they can eventually hand the task over to Kelly.
- Jess reported that the main thing of note is that after sending out mandate letters this month she received back a flurry of somewhat hostile responses from agencies, and had to do a good deal of explaining of our policies to people wondering why they kept getting these letters.

- Jess met with John Rajkowski from the Department of Trade and Economic Development to discuss mandated reports and to attempt to calibrate our two lists of materials.
- And along the vein of friendly vendor relations, Jess reported that "I think I have finally broken Cynthia Colucci's bad mood, and convinced her that she likes me (our Baker and Taylor agent---kind of a sourpuss)."
- Diane conducted an OCLC tutorial for Jess and Kelly.
- Diane followed up with Rob on broken fixing broken URLs in PALS. Rob has the process down and it is being done.

## Reference Activities

- Paul finished boxing up the House 1989-1990 minutes. Kelly finished weeding the Periodicals that go to MINITEX.
- Chasing down overdue books is an onerous, ongoing task, and Christy does a great job tracking them down. Christy and Robbie had a small victory last month, with a book we had written off as hopeless. The person would never return Christy's calls, but when Robbie called - with a new name he did not recognize - he actually took the call (and returned the book).
- Reference meetings continue each Thursday with debates about whether ex-legislators have borrowing privileges, whether we should hold once a month paper coding events, reminders to count casual users (like John Helland) in the statistics, and other topics.

## Training, Tours, and Visitors

- Randi and Elizabeth taught a "How to Find the Good Stuff on the Web" class to Senate Staff; Robbie taught a class on "Mastering the Legislative Web Site," and Carol, Randi and Elizabeth taught a class on "Indexes on the Web."
- Robbie began planning with other CALCO libraries to include LRL in a tour of local libraries during the MLA Annual Conference in St. Paul next September.
- Syble attended the Web Design Conference in Minneapolis on Apr 27-28.

## Professional Activities/Meetings

- David and Robbie attended the PALS Annual meeting on the 7<sup>th</sup>.
- Diane taught a MOTSE course on LC classification with Dennis Skrade on the 25<sup>th</sup>.
- Betsy attended the annual State Data Center Conference and gained lots of knowledge about the Census.
- Syble and Randi attended several Northstar planning meetings at the Technology Planning Bureau.
- Randi, Syble, and Leif attended an LNET meeting (at which the Kids site developed by Library staff received quite favorable initial response).
- David and Robbie attended two presentations by finalists for the new MNLINK director. Ken Behringer was chosen.
- Robbie attended the monthly meeting of the Information Policy Council.

## Publications/Projects

\* For the March/April *Introductions* the reference librarians wrote a group essay on interesting books our users might want to read on summer vacation. Ruth produced and sent out 430 copies.

\* Betsy fixed up the online version of our “Famous Folks” file on the Kids’ pages as an attractive WORD document for printing. Usually we like to keep only one web version of a document, but in this case we get regular requests from Senate Information for this document as a print handout, and the printed web version ends up being four pages instead of two.

\* Robbie selected and wrote annotations for two notable state documents for the *Journal of Government Information*.

\* Jess converted the four AmiPro files listing state agencies (the Red Book list) into one WORD document for easier searching.

## Reference Activities and Questions

- Rep. needed the derivation of the word Mississippi. (pv)
- Background on Sen. Spear for MPR. (pv)
- Sen. needed info. on mental health parity laws. (pv)
- Info. on the current status of Native American education in MN. (pv)
- When did MN first implement a property tax? (Goes back to territorial days.) (pv)
- Find me a holiday in India that could coincide with a Senate Resolution to honor Gandhi. (pv)
- Historical and current Statistics on U.S. military budget and troop strength. (ds)
- Articles on prevailing wage laws and the impact on construction costs. (ds)
- Definition of “Boulwarism”, a labor negotiation strategy. (ds)
- Articles on “Do not call” lists in other states. (ds)
- A call from World Book Encyclopedia to clarify the date of the MN Constitution ratification. (ds)
- Model historical preservation ordinances. Any guesses whose spouse came through on this question? (ds)
- Background information on the re-imagining conference (bh)
- Who did the governor call “thick as a brick” (bh) He was referring to the members of the coalition of Greater MN Cities. They had criticized his transportation and capital investment plan for shortchanging their regions. There was a lot of name calling around that time.
- Background on Indian artist, George Morrison (bh)
- Legislation on fetal tissue research in MN and other states (bh)
- Can we bring our own paper if we want to print more than 10 pages? (cd)
- Photos of beautiful light rail stations because the proposed Minnehaha station is ugly. (rm)
- Articles about the construction of Highway 212. (rm)
- Many statistics on child abuse. (rm)
- What does Minnesota do for parochial school students who need speech therapy? (rm)

- How do other states and counties pay for in-state placements at state-run juvenile facilities? (rm)
- What was the date of sunset on Nov 10, 1998? (cb)
- Info on racial profiling (cb)
- Carol (mostly) and Elizabeth (a few) had quite a few very detailed transit related questions from one particular legislator. For example, “how many daily highway vehicle trips were there in 1995, and projections for 2000, 2010, and 2020 in the metropolitan area?” The staff at the Met Council figured out who was asking the questions because he put the statistics in newspaper columns. (el)
  - Have the states that have passed stringent repeat DWI sentences felt the effects yet in increased prison numbers or decreased DWI arrests, etc. (el)
    - Questions on the 1980s and 1990s redistricting—did it affect turnover or caucus strength and were two legislators in the same district when they were redrawn? (el)

## Aides News

- Scott Gerdes left.
- We celebrated Andrew’s six years at the Library. He received two “engraved” name tags for his service.
- Elizabeth began interviewing for new aide.

## Staff Anniversaries and Events

- Several staff had six month anniversaries and reviews—Misha, Syble, Christy.

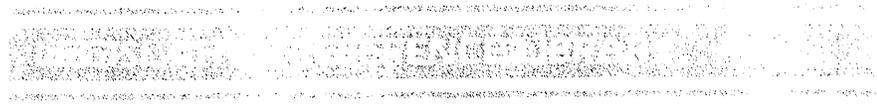
### **Anniversaries:**

Andrew Beccone	4/18/94	6 years as an aide -longest serving.
Jessica Hopeman	4/6/98	2 years at LRL.

## Fan Mail

- A House Research staff person wrote, “Thanks much, Elizabeth, for the wonderful neighborhood info. I just had time to look at it, but it will be very helpful!”
- In response to an e-mail alerting a committee administrator to a new agriculture web search engine, he wrote, “Thank you so very much, Robbie. You do not hear that half as much or as often as you deserve.”
- A message to Randi illustrates the time crunch our patron often experience. “Thanks. Just what I wanted. I just didn’t know how to get an updated list, and I’m under pressure to get a mailing out. Thanks again.”
- From a legislator, “Elizabeth, Thank you very much for your always fine work.” (Note: This legislator sends many e-mail requests to the wrong address - to ‘refesk@library.....’. So Leif just made an alias to that incorrect address, so we wouldn’t miss his requests.)

a. "Blast from the Past" memo from 1988. Even though this memo makes it sound like things might be exploding, I think the precautions were being taken because of dust.



To: Technical Services Staff  
From: Helen  
Re: Memory upgrade for M300

Friday, April 22nd, at 9:00 a.m. Joan will be installing a memory expansion board in the M300. Micque will have the honor of assisting Joan in this operation.

Because this is a high risk procedure all other Technical Services staff should remain out of the computer area. This area includes the entire computer square (the M300, M310, PALS and Diane's workspace). Please make arrangements to work in other areas of the library during this time.

Joan estimates that it could take several hours to complete this operation.

↓  
*Lisa says this would now take 5 minutes.*

ef ~~AM~~ → RL

# Monthly Report

## March 2000

### Library Administration

- Lisa worked with Sandy to encourage the LCC to develop a car pooling policy for the LCC.
- Lisa prepared a budget forecast for Robbie to try to predict the status of various budget categories at the end of this fiscal year.
- Lisa and several affected staff met with the space designer to consult on the minor changes needed since the large rework of space.
- Lisa prepared questions to ask when deciding whether a document should be created, converted or maintained in HTML or Word format.
- Lisa met with Chad Thuet and others regarding the new time and leave module. She is going to be on the group that will be testing the new system.

### Web Activities

- Syble created some informative pages for the Legislative web site for users who encounter an error – they actually explain the problem and suggest what to do next!
- Web Group members met three times, and considerable progress was made on the kids site pages.
  - Helen continued entering Dublin Core metadata. She learned more about TagGen, and discovered how to edit records and load defaults. She checked the relevancy ratings on completed pages. The ratings went up for four pages and down for one page. She rewrote the annotation for the page that went down. Checking the rating for that page again, the rating is now the same as it was before the metadata was done. So, the relevancy ratings went up on four pages and stayed the same for one page. She is now starting to enter Dublin Core metadata for her links pages.
  - As the newest member of the Web Group, Rob received much training from all staff, and especially Randi and Paul. Randi reports, "He's doing great!"
  - Syble worked on the Youth Page graphics.
  - Betsy and Randi worked on organizing Zonanet content, files, and formats.
  - Syble and Elizabeth worked to provide new photos with names on the intranet for all public services staff.
  - Randi spoke with key people in the legislature about sending department representatives to metadata training with Eileen Quam.

### Information Systems

- Ruth created 479 February and 478 March Minnesota Resources and 440 Jan/Feb Introductions.

Ruth created a new House email export file. She also reformatted the phone numbers in the Pegasus directory. She took off the area code so the whole phone number shows in list. Charlie from the Senate requested this. (Once again, we are responsive!)

- Ruth worked on improvements to the stats system. This time she limited the range of time to 10 years. (Some of the charts were getting too crowded.)

- Ruth updated the Public Services picture sheet and printed it out, and updated the Poverty Guidelines 'cheat sheet' and printed it out.

- Ruth converted Lisa's dBase Hourly Staff database to Access 2000. Lisa was having problems with the year 2000 showing as 1900. Lisa tested the new database and it worked great. The new database is an improvement over the outdated dBase system. Lisa easily entered the data for March in the new system.

- Ruth installed Total Access Detective 2000 on her computer.

- Leif and Syble installed NT Server software on the new PC.

- The managers discussed and updated the Library's Technology Plan, a document which is reviewed each quarter. Robbie updated the format with tables and additional narrative.

- Leif, Lisa, and Neil Esposito from Harbor, installed the Harbor Backup Client on all of our servers. This was an entire day process. Leif reported having peace of mind now that we have backup again! Lisa will be the backup administrator from now on. She has been monitoring backups and has been making sure all important information is being backed up. She will also be monitoring the costs for the back ups.

- Lisa installed a new sound card and speaker in the tape room computer. They have sound again. Other 'fix-ups' this month included having the Accent lettering machine repaired and bringing in the postage meter for its annual meter check.

- Leif changed the network hub configuration (using donated hub from Revisor's office) to allow all workstations to connect to our 100Mb ethernet backbone.

- Leif attended a House Technology subcommittee to help Mike Speiker get some formal technology policy approved for the House.

- Leif worked with Mike Paton to show him how to set up search pages for the web sites on the Commission's web server.

- Leif worked with Syble on setting up security on the new web server.

- Leif set up Cataloger's Desktop and Classification Plus software and data on the network for Helen and Diane to use and evaluate.

## Collections Group

- Diane and Helen started working with Cataloger's Desktop and Classification Plus.

- Diane began training Robert on URL corrections in PALs.

- Jess and David made some changes to the Acquisitions Procedures in order to make them more closely resemble reality.

- Kelly showed Rob how to check-in the periodicals and newspapers, in anticipation of him serving as a back-up when she is gone.

- Kelly processed 127 added volumes, withdrew 6 items from our collection, copied 221 Contents Page articles, and copied 3,208 Contents Pages. She claimed 58 missing issues of periodicals: 14 were EBSCO, 25 were Free, 17 were Minnesota periodicals and 2 were order direct.

- Jess caught up on the backlog of gifts and is now catching up on orders.
- Jess trained in Rob on many aspects of his job; she passed off the tasks that were part of her former position so she could concentrate on her new tasks.

## Training, Tours, and Visitors

- Betsy, Carol, Randi, and Robbie attended an in-house Lexis training demonstration. Elizabeth would have liked to attend as well, but a crush of reference questions prevented it!
- Betsy attended a guidelines for accessible web site design class (1/2 day).
- Syble attended TagGen training.
- Randi and Syble attended a Northstar Design Group meeting.
- Randi and Robbie spoke with five Bosnian legislators (and two translators) on how the Legislature reaches out to the public.

## Professional Activities/Meetings

- Betsy attended the monthly CALCO meeting.
- Diane gave the MOTSE Description workshop on March 9th for about 20 staff from public, academic and special libraries from the Twin Cities. It was sponsored by MELSA.
  - David attended the PALS Reference Users Group meeting; Diane, the cataloging meeting; Misha, the ILL meeting; and Leif, the Systems meeting.
  - Diane helped librarians from Inver Hills College, Century College and the Dept. of Health with cataloging problems.
  - Randi and Syble participated in two North Star advisory group meetings at the Technology Policy Bureau.
    - Randi attended an SLA meeting.
    - Robbie participated in the Coalition on Government Information Policy sponsorship of the Freedom of Information Day. Marilyn Cathcart and the Bridges Project were honorees.
    - Robbie participated in a focus group meeting sponsored by the Department of Administration on the future of the *Guidebook to State Agency Services*.

## Publications/Projects

- Rob printed out the sections of the Single House Legislature Group's website and assembled them into a binder for our Vertical File. Librarians felt it is important historical information that might not be available electronically in the future.
  - Paul and Robbie edited a chapter of a book on Minnesota's legal and administrative materials for a professor in New York. Robbie found a few mistakes, but Paul did a great job ripping apart their section on legislative history, and setting them straight!
  - Public services staff had paper-coding parties three Fridays in March in order to complete the 1999 papers by the end of the month. This project is usually done by the end of February but all the hiring we did in November set us back during a prime paper-coding month.

## Reference Activities and Selected Questions

▪ Christy and Elizabeth hatched a plan to proactively pursue intern's library materials before the end of session so they don't skip town with our valuable collection. (Tracking down materials from interns is a perennial problem.)

▪ Articles backing up the negotiating concept of "the more you ask for, the more you get." (bh)

▪ Former Gov. Carlson quotes on need for Pohlad/Twins to make a deal by Oct. 3 (stadium issue resurfaces). (bh)

▪ Basis for state funding for education in MN; what is unique to MN in terms of education funding/programs (bh)

▪ List of school districts across the state forced to make budget cuts in 1999-2000, or detailing serious budget concerns. (bh)

▪ Cost of a divorce decree in random sample of 15 states (bh) (Elizabeth did the 2nd half of this question: Cost of marriage license in various states, including FL.)

▪ What are the differences between the republican & democratic parties? What do they stand for? (pv)

▪ Info. on the controversy surrounding the Mpls. ST endorsement for governor in the 1990 election. (pv)

▪ Info. on internet pornography at the Mpls. Public Library. (pv)

▪ Where does it say the county can store records related to mortgages/deeds on computers? (MS 386.459) (pv)

▪ Estimates on the costs to move utilities if light rail transit is built. (pv)

▪ Estimates on the costs of an integrated criminal justice information system. (pv)

▪ Is there a federal law that guarantees that once a state park is established it can't be closed? (It's in the Land & Water Conservation Act 16 USC 460 1-8. If they accept this money they have to agree to always keep the land for public recreation use.

According to the DNR all state parks have used this money.) (pv)

▪ A request for primary source material on transportation policy in Europe. I found it on the European Union's website. (ds)

▪ Property tax rates for a select group of cities across the U.S. (ds)

▪ Articles of jail overcrowding and law enforcement racial profiling. (ds)

▪ I had to email the International Red Cross in Geneva, Switzerland regarding the availability of a report. They responded with pertinent information in less than 24 hours. (ds)

▪ Statistics on the Metro Transit bus system and the Hiawatha line (cb)

▪ How many licensed attorneys are there in MN? (22,774) (cb)

▪ A couple of questions about the Legal Services Corporation--federal appropriations to, amount distributed to Minnesota, and the percentage of the MN Legal Services Coalition budget from the Legal Services Corporation. It comprises about 30% of the Minnesota Legal Services Coalition's budget. The MLSC seems to be the umbrella organization for legal aid in the state. (el)

▪ What time was Katie Poirer abducted and what was her work shift supposed to be that night. (el)

▪ A question on what four cities PAY in sales taxes on their purchases. Local governments were exempt from this sales tax until 1992. The Revenue department does

not track this figure because they only really care that the vendors track this accurately. They estimate that it amounts to about 60 to 110 million dollars per year. The League of Minnesota Cities estimates that it is about 90 million dollars. Apparently the LMC tried to do a survey on this a number of years ago but found that most cities do not track this as a separate category. I ended up calling the four cities to see if they tracked the sales tax they paid--three did not track it but Fergus Falls had prepared "a rough estimate." The rough estimate was pretty specific--\$244,242.47. (el)

## Aides News

- Amelia took a trip to see her mother in Florida.
- Elizabeth hired Scott Gerdes but he quit before he had been here a month.

## Staff Anniversaries and Events

- Syble accepted a full-time position with the Library, to begin in July.
- Helen and Ruth hosted the March birthday party celebration.

### Anniversaries:

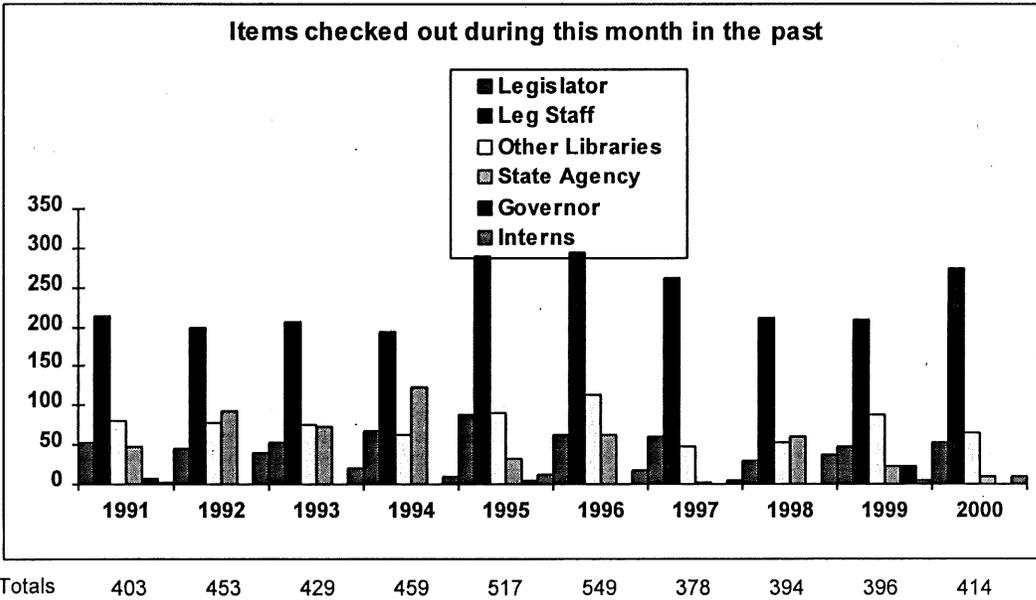
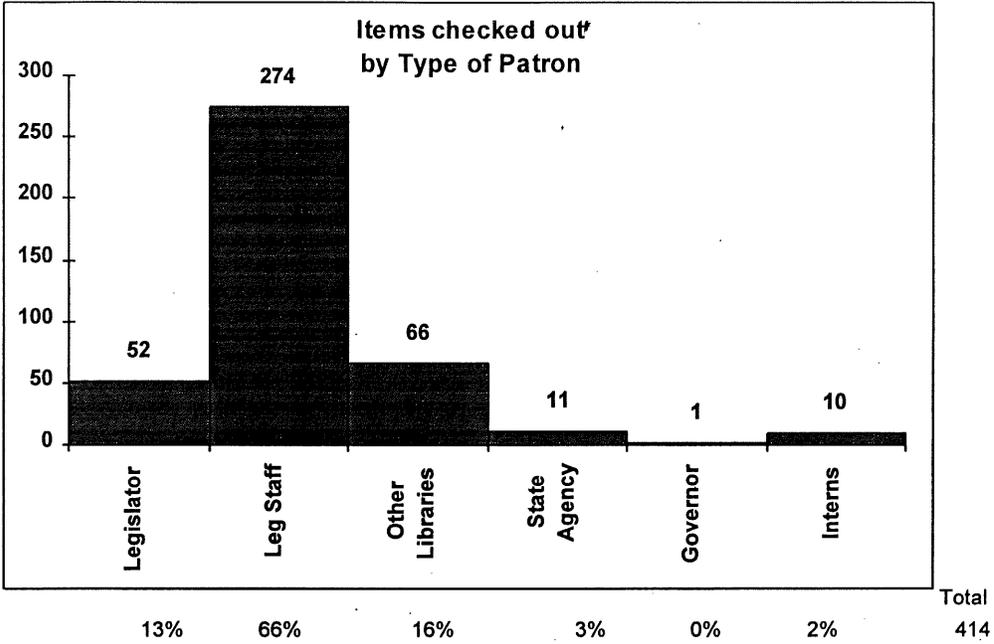
Robbie LaFleur	March 3, 1986	- 14 years at LRL
Kelly Heffron	March 16, 1984	- 16 years at LRL

## Fan Mail

- From a legislative staff person, "Thanks a lot, David. You - and all your colleagues - really contribute a great deal to our attempts to get to the issues!"
- From a happy citizen, "Betsy, thank you for your help. This is what I was looking for. This is the first time that I've used your reference desk and what a delight you've been. Thank you."
- A committee secretary appreciated Paul's work; he's done a great job of helping the House Republican committee secretaries with committee minutes. One wrote, "Thank you. You have been so much help to me all through these past two sessions!"
- Randi received a funny thank you for helping a member of the public. "Thank you! Your response time is truly remarkable. I've never gotten responses so quickly without a joke file attached!"
- To Carol from a legislative staff person, "Thank you for your help. I really appreciate your quick turn-around. Have a great weekend!"

# Circulation Statistics

March 2000



# Monthly Report

## February 2000

### Library Administration

- Lisa updated the LRL Handbook and printed copies for staff. Robbie edited the text to reflect the new organizational structure and will do a more thorough editing after session.
- Lisa caught up on the database expenditures spreadsheets data entry and created new spreadsheets for 2000.
- Lisa updated the virus scanning software license.
- Lisa set up Rob as a new user on the network, created his orientation packet, sent his initial letter and orientation brochure, and met with him to discuss administrative matters on his first day.

### Web Activities

- The Public PC pages were updated. Thanks to David (who found the web equivalent links), all of the links on the "other library catalogs" page are now web based URL's. Telnet links have all been replaced.
- Betsy revised the Constitution page on the Legislative Web Site (at John Marty's request).
- Betsy worked on a second draft of assigned Kid's pages – "Youth Links" and "Get Involved."
- Elizabeth and Robbie made some long delayed changes to the public pc pages relating to OCLC's FirstSearch.
- Randi made many small edits on the legislative web pages to keep up with Mike Speiker's changes to House pages.
- Randi reassigned Marilyn's and Astrid's Links to the World pages.
- Helen entered Dublin Core metadata on first record. To see, check out the Joint Legislative Departments and Commissions page (Click on View and then Page source).
- Syble installed Dreamweaver & Photoshop. She created a special "webutils" folder for easy access to the applications and set it up on the Web Group staff computers.

### Information Systems

- Lisa swapped Paul's computer with Marilyn's old one so that he could have sound that works. She set up Paul's old one for Rob.
- Lisa continued working on the Public PC's. It took nearly all of one day to set up Public 1 PC because of an incompatibility with something in the ghost. After getting it to work and testing it, she ghosted the same set up to the other three machines. This is mostly just an upgrade to WIN98, but she also updated some of

the security options and added the location bar and other things that the reference/circ staff asked for. One of the machines, (Public 3) acted up once it was in place out in front, so she pulled together parts from several different machines to create a new machine and put that out in front at Public 3. It seems that all are working fine so far.

- The circulation, tape room, and reference stats reports were not working again, so Ruth changed the formula on all the many queries supporting these reports. It seems to work fine now and Paul is now able to print the reports himself except for previous month's stats.
- Ruth fixed the *Inside Issues* Scan's Print to Word function. It was truncating the cites.

## Collections Group

- February was the first month Jess worked as the Acquisitions Technician. Jess processed more items in February 2000 than any other month in 1999. An impressive start!
- Elizabeth, David, and Paul evaluated interview questions, wrote the job announcement, went through resumes, & interviewed six candidates for the position formerly held by Jess. Rob Mills was hired and began on February 28.
- Jess' time in February was spent learning the ACQ position...focusing mainly on mandates at first, then extending to other items, orders, gifts etc. She also continued to do most parts of her old job so that things wouldn't grind to a halt. Filing was left to sit, but Minnesota Resources and Introductions data entry, documents processing and url corrections in pals needed to keep moving.
- Kelly processed 88 added volumes, withdrew 8 items from our collection, copied 174 Contents Page articles, copied 3,124 Contents Pages, claimed 46 missing issues of periodicals: 16 were EBSCO, 19 were free, 9 were Minnesota Periodicals and 2 were order direct.

## Training and Tours

- Christy began the Copyright Tutorial offered by ALA along with other staff.
- Syble gave in-house tutorial on Paint Shop Pro (to Randi, Betsy, Robbie, and Leif) and Dreamweaver (to Betsy and Robbie).
- The regularly scheduled Library tours continued through February, but were not so well attended as the first ones in January.
- Randi and Robbie gave a short tour and discussion of the Legislative Web Site with a group of 25 Humphrey Fellows, journalists from around the globe.

## Professional Activities/Meetings

- Helen, Diane, David, and Robbie met to fill out a questionnaire regarding the importance of local notes in the MNLINK catalog.
- Randi met with a group from the Revisor's Office to hear Bob Horton, the State Archivist, discuss options for putting old session laws online.

Leif, Randi, Syble, and Robbie attended an LNET meeting.

## Publications/Projects

- Ruth printed out Inside Issues sign up letters to patrons who are not currently using the service. There are 4 new users so far.
- David and Robbie wrote a "Page One" essay on our mandated reports for *Introductions*.

## Reference Activities and Questions

- Paul created a MN Consolidated Conservation (con-con) Lands "Hot Topics" pathfinder.
- Which other state legislatures have codes of ethics/conduct? Needed phone numbers for contacts also. (ds)
- Wastewater treatment cost rates for a legislative district for the last four years. Luckily, the entire district was served by the Met. Council so the rate was uniform and all it took was one phone call. (ds)
- Numerous questions on school buses and seat belts. (ds)
- How do other state's governors determine the amounts for bonding requests for higher education. <http://www.nasbo.org/pubs/infobrf/highedbd.htm> (Budget Decision-Making in Higher Education) by the National Association of State Budget Officers gave useful information. (ds)
- Are there any studies showing that marijuana helps with Crohn's disease? All I could find was anecdotal evidence. (ds)
- MN vs. WI quality of life statistics. (ds)
- North east Dairy Compact articles. (ds)
- What are other states' punitive (non-criminal) aspects to writing bad checks? (ds)
- To whom can I complain about a law? (cd)
- When was the last time a MN Governor did not give a State of the State address? A news article mentioned LRL's assistance. (rm,pv)
- Info. on Minnesota's sanctions against South Africa. (pv)
- Info. on MN program for computers in schools where inmates refurbish old donated computers for use in schools. (pv)
- Governor's office needed to know how large the 1998 omnibus capital investment (bonding) bill was. (pv)
- Requests for info. on genetically modified foods. (pv)
- Info. on MN tax breaks for stay at home parents. (M.S. 119B.061) (pv)
- What's the federal definition of class C fireworks? (pv)
- Randi, Paul, and Elizabeth all had a hand in researching the last time the Senate did not confirm a governor's appointment for commissioner. (The newspaper reporter who asked called back and was very appreciative.)
- List of all MN cities with a Human Rights Commissions (list put in VF) (bh)
- Recent articles on lack of success in using bone marrow transplants in metastasized breast cancer - stage IV (bh)
- Composting toilet system alternatives for rural constituents (bh)
- DNA testing / Civil cases / statute of limitations (bh)

- Much research on New Economy projects in various cities.
- History of appropriations to replace shade trees in cities in the 1970s. (rm)
- What is the latest fashion in mentoring for teachers? (rm)
- When was the last time there was no State of the State address? (Paul and I made the paper!) (rm)
- Fiscal impact in other states for felony DWI (Gary Karger said that even the Dept. of Corrections didn't know about some of the things I found.) (rm)
- Photo cops for catching traffic regulation offenders. (rm)
- Info on an arsonist who changed his name while in prison to GQ Fires. (rm)
- Penalties for falsifying a death certificate. (Made the Star Tribune!) (rm)
- Is there evidence that "social promotion" was used by schools in MN in the late 60's-early 70's? (even though rules existed which banned the practice) (cb)
- Information on other states' forensic/crime labs (cb)

## Aides News

- Elizabeth interviewed several aides and hired Scott Gerdes. (He didn't start until March.)
- Andrew returned from his band's nation-wide tour.
- Michael, Amelia, and Charlotte did a great job keeping up in Andrew's absence.

## Staff Anniversaries and Events

- On Feb. 2 we celebrated Marilyn's retirement with a staff lunch and funny in-house humor.
- Astrid's last day was February 16. We bid her farewell with a party that included lots of salads, breads and cheeses, and cake.

### Anniversaries:

- 2/3/92 Randi Madisen            8 years at LRL!!

## Fan Mail

- Randi really impressed a House staff person when he sent a message to refdesk requesting a document. A House page happened to be in the library and Randi sent back the document down. He wrote, "Randi, Wow. This is insane. I'm guessing it didn't even take five minutes. You folks are INCREDIBLE! Thank you very much!"
- A senator stopped by to thank Elizabeth personally for background materials she had gathered for him. "It was just what I needed," he reported.
- David heard via e-mail from a Senate staff person, who wrote: "David, Thank you very much for your prompt response. I think these materials will be extremely useful. We appreciate the fast, great work you all do."
- Our reference staff take the extra time to be sure our users get the full answer to a question, or a detailed explanation of what does not exist. One of Carol's patrons really appreciated receiving a detailed answer, and wrote, "Thank you very much for the articulate response Carol. That's most helpful."

- The web site reclaim from a person who wrote, "Dear David Schmidtke: Thank you very much for the speedy response! The information that you provided was exactly what I needed. I must say, your state's web page is filled with great data that goes back a long way. Too bad every state doesn't have that! Sincerely, Carl Klarner"
- Timely responses are appreciated by members. A Representative wrote, "Elizabeth, Thank you. You pulled it together very quickly. I appreciate that!"
- Another website thank you came from a staff person in the Department of Agriculture. "For what it's worth, I just wanted pass on kudos to whomever is responsible for recent changes to the legislature's Web site. I really think you've done a great job at making the legislature as accessible as possible to the public. I really like being able to easily see bill introductions, and to get to the bills with one click! Keep up the great work! Robert Patton, AICP, Local Government Outreach Coordinator, Minnesota Department of Agriculture."
- A handwritten note came to Elizabeth, "Dear Elizabeth, Thank you so much for sending the articles on the Latino legislators. They are exactly what I was looking for. Sincerely, Ken Burt." However, Elizabeth noted that it was Christy's hard work on the question.

## LRL in the Press

- The Pioneer Press reported on the Profile of Learning on Feb. 25, and noted our "Hot Topics" timeline in a sidebar.
- When Steve Minn's confirmation was being considered by the Senate we had many requests for information on previous refusals to confirm gubernatorial appointments. Jess, Carol, Betsy, and Elizabeth stayed until 6:45 one night working on this question. The result of our work was this quote: "This appears to be the first time in at least 50 years the Senate has voted to reject a major gubernatorial appointee, the Legislative Reference Library staff said Thursday." (PP, 2/25/00) Also in the *Pioneer Press* on February 25, "Legislative Reference Library staff found several instances in which a controversial appointee had bowed out, but none in which the Senate had voted down a nomination."
- In the first e-mail messages sent out to people who subscribed to the "Virtual Hearing Room" discussion on the unicameral legislature, the moderator suggested our Hot Topics guide to the issue. "Below is an excellent overview of policy resources on the Unicameral debate compiled by the Legislative Reference Library."
- Pioneer Press, 2/23/00, in "Ventura won't give State of State address." "Since at least 1980, it has been common for governors to deliver an address each year, according to librarians in the state Legislative Reference Library. There was on apparent exception – the library had no record that former Gov. Rudy Perpich gave an address in 1986."
- In the Feb. 11 issue of SESSION WEEKLY, their "What's on the Web" featured Links to the World. It began, "The Legislative Reference Library maintains an exceptionally thorough and useful links page that provides easy access to a massive amount of information on issues related to politics and government."

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# January Reference Report

## Our good work doesn't go unnoticed.

The staff worked incredibly hard on the tons of questions which came in. Happily, many of our equally busy and stressed patrons thank us and appreciate our work. Sen. Pat Pariseau and Ed Cook expressed thanks to the entire staff through Jon. Several people jotted a note of thanks on the bottoms of their Inside Issues topic change sheets. Eunice Johnson from the University's Government Publications Library told me she tells many people about our Links to the World pages. Likewise, Mike Bull from House Research said that more and more House Research people are using the Links page as their home page.

- ☆ The reference librarians went through scads of gifts - the inevitable result of office cleaning after an election. The reference staff found homes for several sets of 1994 Statutes.
- ☆ Work started on a series of pathfinders.
- ☆ The public PC's were unveiled - with remarkably few glitches and immediate popularity (especially with a few patrons who spent *hours* at the terminals).
- ☆ The traditional beginning-of-session library tours were held on four Wednesday mornings.
- ☆ Carol, Astrid and Robbie began planning for a series of Legislative Assistant workshops to be presented in February.

- ☆ Reference staff helped with the legislative web site. Paul and Elizabeth finished editing the legislative history tutorial. Robbie finished editing a page on how to use the web site for legislative issue research. Every time Clayton created an enhancement to the web site, Randi was the first one he consulted.
- ☆ Jon spent way more time than he should have to tracking down items for *Introductions*. No one seems to be able to figure out why so many were missing from the shelves when needed!

## Meetings/Training

- ☆ Robbie attended a the monthly CALCO meeting at the Law Library. She also attended a CALCO education committee meeting; a couple of teleconferences are being planned.
- ☆ The reference librarians began their meetings with the new legislators.
- ☆ Randi attended several more acquisitions meetings; the group has almost finished the initial system planning!
- ☆ Randi and Robbie attended an L-NET Web meeting.
- ☆ Robbie attended a PALS User Council meeting.
- ☆ Elizabeth and Randi conducted three "How to Find the Good Stuff on the Web" classes, two for the Senate and one for House Research. Andrea sat in on two in preparation for sharing the teaching load.
- ☆ Paul trained the Circ. staff in the use of the Tape Room Database.

## Interesting and Notable Questions

*You know it's session when you get questions in the elevator. You know it's session when the crush of questions hits. This year it seemed to happen on the Friday before session started. All the reference staff get questions about which the other staff think, "Boy I'm glad I don't have that one."*

- ☆ Find articles about women with extravagant clothing allowances. (Really, it was for a legitimate public policy sales tax question - RL)
- ☆ Information on: development impact fees (RL), Gulf War Syndrome (RM), Price of Government law (16A.102, PV), the Governor's driver who was charged with DUI (Pete Teegen, PV), when the Armory was established at the U of M (PV)
- ☆ An Indiana legislator needed information on MN's feedlot laws. (AS)
- ☆ Articles about the cost of luxury suites in professional sports stadiums around the country. (AS)
- ☆ Summary of the bonding bills passed each session going back to 1986, for the Nature Conservancy in Virginia. (The *Fiscal Review* from the Senate was perfect for this question, AS)
- ☆ Find a list of organizations in Mpls. and St. Paul that advocate stricter gun control laws, for a constituent. (Found some good stuff in the VF, AS)
- ☆ Andrea had a question on milk price-fixing and Randi had several on the National Cheese Exchange.
- ☆ How do the connotations of gaming and gambling differ? (RM)
- ☆ What are other states doing about capitation in health care? (RM)
- ☆ Some "Come again?" sorts of questions Randi

received: What is a primary election? What's a law review? (from a law school student) I need a book; the citation says Business Week from pp. 36-38.

- ☆ Which law says state agencies must demonstrate they cannot use available staff before they can hire outside consultants/services? (Laws of MN 1995, Ch. 254, Art. 1, sec. 15 - PV)
- ☆ What's the murder rate for MN and the US? (PV)
- ☆ Who represented Cannon Falls in 1921? (PV)
- ☆ What would be the net increase in revenue for the Twins if a new stadium is built? (ST 12.24.96: revenue is expected to jump from \$41 million to \$80 million annually.)
- ☆ When did MN pass the law related to schools starting after Labor Day? (1985)
- ☆ How many of the top 20 football powers have varsity crew? How many of the top 20 academic powers? (Randi's favorite question.)

### Almost ten years ago, January, 1988

The legislative history pathfinder group, which included Carol and Paul, began planning its products. Now it's on the web - could they ever have imagined?

Notable questions included information on Indian high schools, a property state fossil,

# Monthly Report

## November 1999

### Library Administration

- Most of Lisa's month was taken up with the planning of the move - getting carts, planning when work would take place, how things would be accomplished, working with ADK to make sure everything was installed correctly. She worked on tracking down problems, getting list of things that still need to be completed, ordered missing product, etc.

- Marilyn and Lisa and Leif spent Veteran's Day and the evening prior to the holiday moving furniture, unplugging computers, packing and moving boxes, answering questions and resolving problems. Lisa and Marilyn coordinated various lists of missing items, tasks remaining to be accomplished, etc. Leif disassembled all the workstations and stored them, removed all the network and phone cables, installed all the network and phone cables again, and reassembled all the workstations, some of them 2 or 3 times. Leif made some software changes to the computer behind the Reference desk so that staff could use it for everything except email during the move. *Note: These few reported items are just a fraction of the tasks accomplished by staff during the move!*

- Marilyn attended a hearing of the House Priorities 2000 Task Force dealing with proposed changes in joint legislative offices. None of the changes related to the Library.

- Marilyn met with Rep. Anderson to be reviewed.

### Web Activities

- Robbie added a list of various staff members' filing duties to the internal library intranet.

- Much work was done on the intranet for the Legislature. The Web Group did the bulk of the work but most of the public services staff met to discuss how to handle the Just In! section of the intranet. It was decided that the responsibility should rotate and Robbie will take the first month.

### Information Systems

- Ruth created 481 October/November *Minnesota Resources*.

- Lisa set up new machines with Windows 98 for Kelly, Misha, and herself. She figured out how to get Ruth's scanner to work with Windows98. It took many attempts with many different drivers and some tricks to make it work.

- Ruth created new R&R text files for the paper version of the *Magazine Guide* and the subject list for Contents Pages.

- In preparation for the new millennium, Ruth printed out labels for the new 2000 newspaper clipping files and district files.

- Ruth's troubleshooting helps keeps library operation keep running smoothly. She fixed the print preview window size in the Acquisitions reports so that you can see and use the scroll bars, fixed some statistics reports, and straightened out some data entry forms.

- Syble spent a great deal of time developing and refining the new Intranet page. We tried out several rollover effects, color schemes, and designs. She talked with NewsLibrary several times about the customized user interface for our patrons. They

consented to hosting a customized "Minnesota only page" and have been working on the search programming for it.

- Leif worked with Syble on how to process, record statistics, and archive all the web server log files.

- Syble took over performing link checks and set up a regular schedule to do that. Several reports have been sent for Links to the World, the rest of the www.leg.state.mn.us, and the patron interface.

- Syble began evaluating several WYSIG web authoring software packages, including Dreamweaver, HotMetal Pro, and Homesite. She installed HotMetal Pro on Betsy's computer for her to try as well.

- Leif worked with Mike Speiker on testing and debugging their new listserv software. He gave Mike feedback on how to convert and configure the old House schedules listserv to the new software.

- Leif helped the House with several Mercury mail gateway questions.

## Collections Group

- Misha attended OCLC training and has began copy catalog training with Diane.

- Diane gave a cataloging overview to Betsy.

- Marilyn worked on Acquisitions. In particular she went through the pending standing orders and determined which items had new editions, which had new editions and could either be downloaded or ordered via the Internet (a suprisingly large number) and which ACQ records needed to be edited because there were no new editions. She turned over a few orders to David for follow up.

- Helen prepared and distributed an Internet cataloging memo.

- Kelly processed 44 added volumes, withdrew 2 items from our collection, copied 277 articles for the Contents Page Service, copied 2,545 contents pages, claimed 65 missing issues of periodicals (17 were EBSCO, 27 were free, 18 were Minnesota Periodicals and 3 were order direct).

- Jess worked on new list of failed URL's on catalog records from PALS.

## Reference

- Elizabeth reported "the big move resulted in a lot of cleaning of offices. Many of us will start the millennium with lean, pared down files and no clutter in our offices." Also, "All the public services staff contributed to Betsy's training. RM, AS, and EL coordinated her training--drawing on the invaluable training book Robbie has put together over the years--but everyone helped."

- Paul spent nearly the whole month of November training Christy and Misha. December looks good--Misha has been soloing in the tape room for awhile but mid-December will be the first time since September that the tape room will resume a "normal" schedule.

- Carol, Ruth, and EL met to brainstorm about the Inside Issues for books process. They will meet again in December.

- Christy spent most of the month learning the finer points of legislative history with Paul. She also spent a fair amount of time filing lists of board members from the Secretary of State's annual report of board membership in the appointment books.

- Paul gave Betsy an overview of circ. desk operations and a legislative history tutorial.

## Aides News

- The aides began the file shifting process for the subject and legislative district clippings. We are pleased that they will be able to squeeze a sixth year in the files upstairs.

- The aides and Carol recovered beautifully from the difficult Thanksgiving newspaper pile-up.

- The aides have been called upon often to haul stuff from here to there in the month of November. It appears that most of the stuff-moving is over.

- Paul Pender will be working some at the Library while home from Grinnell. It will allow all the aides to take the vacation they wanted without feeling guilty.

## Training and Tours

- Betsy attended Lexis-Nexis training, Respect in Workplace, a Law Library Tour, and State Capitol tour.

- Marilyn and Robbie met with a visitor from Korea to discuss information policy issues.

- Syble attended classes on Sexual Harassment, Respect in the Workplace, and an Adobe Photoshop/ GoLive seminar.

- Leif, David, and Lisa attended the Respect in the Workplace seminar.

- Helen attended a web design class.

- Elizabeth gave a tour to a new House Committee Administrator. Robbie conducted a Library tour for four new House Republican staff.

- Jess attended html training at the New Horizons Training Center.

## Professional Activities

- David attended the PALS User Council and an LPTF meeting where it was announced that MLINK was breaking off negotiations with DRA and would be issuing a new RFP.

- Betsy and Robbie attended the CALCO meeting.

- Marilyn met with Bob Horton several times to discuss state information policy.

## Publications

- Robbie wrote a short article for DocSoup, highlighting the new "Hot Topics" pathfinder on the unicameral Legislature.

## Reference Questions

- Snowmobilings impact on MN economy. (ds)

- Information on Fair Vote Minnesota. (ds)

- State by state on criminal background checks and teacher licensing. (ds)

- Summary of action and press on At-Home Child Care Bill (bh)

- Summary of upcoming action on fish stocking as a result of the 1998 fish stocking hearings (bh)

- Is there recent legislation that provides grants for tax credits to those attending community or technical schools (Doesn't appear to be) (bh)

- Information on the Fiscal disparities program (bh)

- General articles on urban sprawl (bh)

- Articles on Iowa Internet voting (bh)

- Laws pertaining to pawn shops (bh)

- Verification of MN 's "Dumb Laws" – from a Web site that lists all

states dumb laws. All of ours seemed to be inaccurate (bh)

- I received at least three phone calls within a two-week period with the same question - "Are there any special sessions called?" Weird! (rl)

- Information on placing commercial food businesses next to feedlots. (as)

- Election results for several Eastern European countries. (as)

- Articles on "Compete St. Paul" initiative. (as)

- Ballot definitions of levies. (as)

- Selling of motor vehicles on Sundays. (as)

- Info. on increase in prices for senior prescription drugs. (as)

- More water quality/carcinogen level questions. (el)

- A question on whether Agent Orange and Methamidophos are in the same chemical family--no, according to a chemistry professor at Augsburg. (el)

- Statistics on the success/failure rates of business mergers (el)

- Statistics on accidental death of children--in bike accidents with and without helmets, in shooting accidents, in farm accidents. (el)

- Found a couple of Mondale quotes related to LRT. (pv)

- Answered several questions on the Treaty of 1837 and the Mille Lacs controversy. (pv)

- Was there a commission on arts & athletics? (Yes, Gov. Carlson set it up.) (pv)

How come municipalities are able to set their own salaries? (MN Stat. 415.11) (pv)

- Find 2-3 bills that would interest high school students for a video on the legislative process (rm)

- Where are the descendents of Gov. Luther Youngdahl? (rm)

- Does any state require CPR training for high school graduation? (rm)

- Information on specific states that have integrated criminal justice information systems(rm)

- Statistics on the percentage of out-of-wedlock births in Minnesota and the U.S. from 1960 to present. (rm)

- Quote from a St. Paul City Council member saying that expanding 35E would make it easier for people to flee St. Paul. (rm)

- Also, a quote from a Metropolitan Council person saying that expanding highways would make it too easy for people to use cars. (rm)

- Information on the World Trade Organization and agriculture (rm)

- Information on the Interstate Parolee and Probationer Compact (rm)

- Tons of background on tax policy in Minnesota for a researcher who is taking over this area. (rm)

- Summary of the effect of the 1997 Balanced Budget Amendment on Medicare (rm)

- In the Tape Room Jess reported that many people asked omnibus bill questions as soon as Paul went on vacation – or at least it seemed that way!

## Staff Anniversaries and Events

11/12/98, Amelia Hedstrom -1 year at LRL!!

- Long time Library user Keith Carlson left the Senate. We will still receive questions from him in his new capacity as lobbyist, he assures us.

## Fan Mail

- Ron Ray must be one of our biggest fans – and users. He wrote to Elizabeth at one point, “Yes, thank you Elizabeth for all your efforts - I know I can always count on you folks in the library.” He wrote to Robbie, “Thanks so much for researching the siren standards. The information you provided is great - I can take it from here. Once again you have confirmed my long-held conviction that I can always count on the professionals in the reference library.”

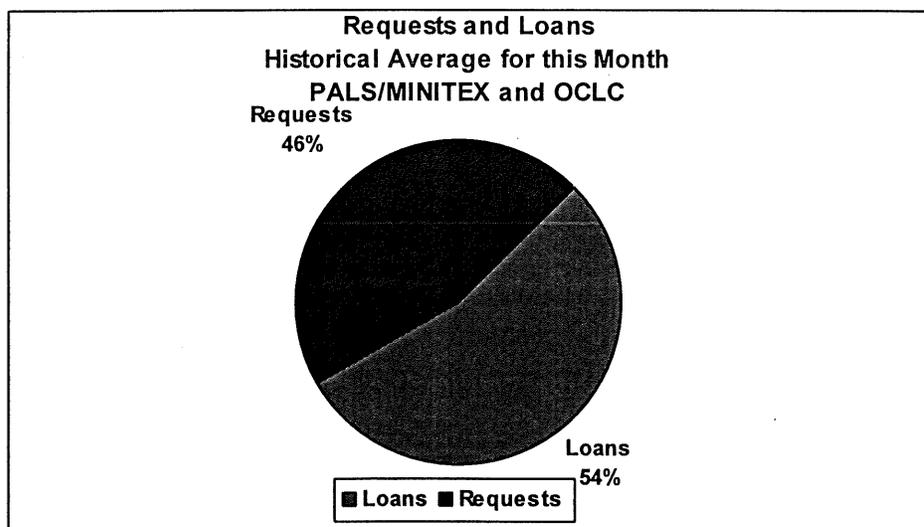
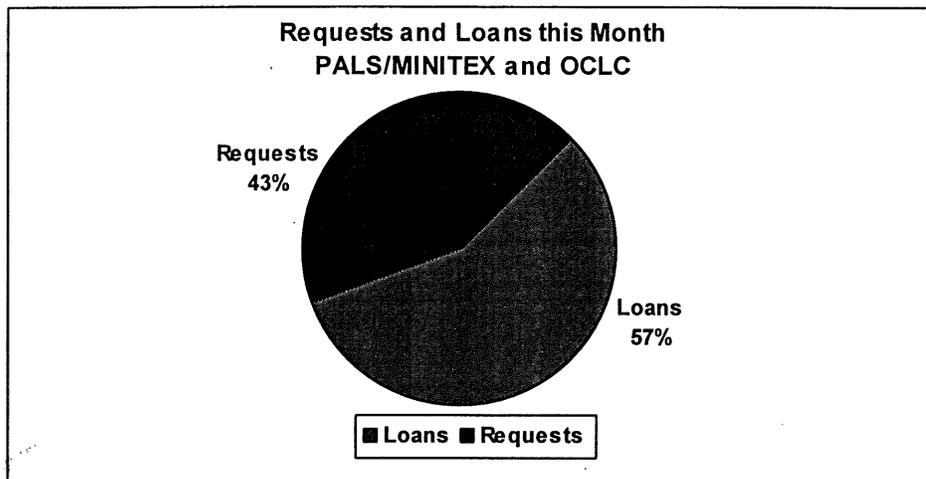
- More and more of our correspondence with our primary clientele is via e-mail, and that so often means we receive an e-mail thank you. One note David received is typical of so many we receive. From a committee administrator he heard, “Thank for your persistence. You guys are great!”

- Many times the work we do is for members to pass on to their constituents. Carol received a thank you from a Senator, “Thank you for the quick reponse to my constituent. I appreciate the time it took to research the student's questions.”

- We answer many questions sent in via the Internet, and many of the people are thoughtful enough to send back a note of appreciation. Examples include, “This is exactly what I was looking for. Thank you so very much,” from a person having a problem identifying when a statute changed. Another person wrote “Thank you for the very quick response -- much appreciated,” and that was in response to a question where we were not able to provide a concrete answer to her question.

# INTERLIBRARY LOAN RATIOS: Requests to Loans

November 1999



# Monthly Report October , 1999

## Library Administration

- Marilyn reported that October and September were filled with work on the rework -- finalizing the plans, working with Lisa to schedule the actual work and ensuring the details were covered. Lisa covered countless details, with phones to be changed, product to be ordered, carts to be ordered, and discussions to be had with elusive electricians.

- The LCC announced the salary increases available for this fiscal year. Marilyn calculated the increases after clarifying several questions through discussion with the LCC Director.

- Lisa did the final tally and the final paperwork for the Combined Charities Campaign.

- Marilyn and Lisa worked on a process with the LCC to ensure the accounting on the Library's bills is done promptly so there are no payment delays.

- Robbie attended an LCC Benefits Book meeting, and Elizabeth attended the next in Robbie's absence.

## Web Activities

- Robbie created a page with links to various governmental units to replace the Northstar link. (We didn't think a lot of people knew what Northstar means.) The new "Other Government" page is designed to link users to other Minnesota government offices more quickly than layering through the Northstar site.

- Jess's report was an interesting list of all the back-up she did for other staff this past month -- back-up scanning

for Elizabeth and Carol, checking in periodicals for Kelly, coded papers for Carol, and put in many Tape Room and circ desk hours while the new staff were being trained in. She's *particularly* happy we are back to full staffing.

- Syble had much training by many staff. By the end of the month she was digging right in to the tasks at hand -- link checking for one, and developing the Intranet for our legislative users.

- Randi, Leif, Syble, and Robbie attended an LNET meeting.

- Randi discussed repealed statutes and the timing of publication on the web with various people in the revisor's office.

## Information Systems

- Ruth printed out Inside Issues cites covering July-September 1999 for the index in the reference collection.

- Ruth created 433 Sept./Oct. 1999 Introductions.

- Ruth added another check box to the Inside Issues lists for patrons to check if they want to receive a topic list form. It was a useful change; several subscribers requested changes in the following weeks.

- Ruth cleaned up some periodicals data, and added code to the buttons on the periodicals report screen to run the reports creating the web and patron PC pages.

- Many staff had the opportunity to meet with Syble and explain their jobs.

- Ruth spent time trying to figure out how some Inside Issues cites were deleted. Staff were frantic! She created a batch file to backup the data midday, and eventually discovered the records were accidentally moved to another table.

- Lisa set up Ruth's, Betsy's, and Robbie's new computers. Leif set up Syble's PC.

- Software and hardware changes continued. Leif installed, learned, configured, added Office 2000 and latest version of Netscape, and then created a standardized LRL copy of WIN98. He worked on the new servers to achieve standard configurations and stability, stress-tested the new servers, found some problems, added software patches to correct the problems. He added Netscape web server software to new secondary server, stress-tested again, more problems, fixed the problems.

- Lisa did computer training with Christy, Syble and Misha.

- Lisa tested ghosting to and backing up to the new server. She ran several tests and it worked. She set Betsy up to back up to the new server.

## Collections Group

- Kelly processed 90 added volumes, copied 237 Articles for the Contents Page Service, copied 2,951 Contents Pages, claimed 30 missing periodicals (10 were EBSCO, 12 were free and 8 were Minnesota periodicals). She also produced a list of suspended periodicals.

- Astrid assisted David with routing catalogs for new acquisitions.

- Diane gave a "cataloging overview" to Misha, Syble, and Christy.

- Illustrating our extreme reliance on technology, Diane lost part of two days of cataloging time to Internet connectivity problems.

## Reference

- Many staff were involved in a historic recycling of old notebooks from Zona's office. It took several years

before library staff felt comfortable discarding that evidence of Zona's hard work over the years, and several people had to do it, so just one person would not have to bear the guilt!

- Many staff coded papers when Carol was on vacation, and it was a little more stressful than normal because we were short-staffed many of the days she was gone.

- Elizabeth reported that October was a month of interviews and training and conferences. It was also a month to ponder all the hard work Carol does--it takes many of us to pick up for her when she's gone.

- Paul and Elizabeth met and planned Christy's training. Christy began work as a full-time circulation staff person on October 21.

- Astrid, Randi, and Elizabeth met to plan the training schedule for Betsy.

- Jeanne Anne Hastings from ReferenceUSA came to give a tutorial on their web business directory to public services staff.

- Paul updated the Overdues Procedures manual.

- Paul's month was filled with major training; first for Misha, and then for Christy.

## Aides News

- The aides suffered a severe blow when Christy retired this month. Fortunately, we'll still see her in her new position.

- The aides were happy to receive a raise this month.

- Michael began working on the microfilming of district clippings.

## Training and Tours

- Robbie gave a tour to a librarian who was going to take over Andrew Koebrick's position while he was on leave. (As it turns out, she did not continue in the position.) Robbie gave a tour to three staff people from the Department of Economic Security Research Department. Robbie gave a tour to a new Senate Committee Administrator. Carol gave a tour to a new Senate employee.

- Randi gave a tour to David Maeda, a new House Information writer.

## Professional Activities

- Elizabeth attended the Online World conference in Chicago on October 25-27.

- Robbie attended the annual NCSL Legislative Librarians Professional Development Seminar in Sacramento.

- Helen attended metadata training and html training.

- David attended the Minnesota Library Association Conference in Duluth.

## Reference Questions

- Always on top of things, Library staff were ready with a copy in hand when we received many requests for the Jesse Ventura interview in *Playboy*.

- Carol rendered a patron utterly speechless in her quick discovery of the funding for DARE programs.

- Carol worked on a big project on internal service funds.

- Information on the correlation between poverty and property crime. (cb)

- Elizabeth called a million different people at the US DEA looking

for state by state ritalin statistics.

"Everyone denied that the Drug Enforcement Agency maintains the statistics. Yet I had a few charts citing them as the source. I eventually contacted the right person and had the statistics in my hands two minutes after hanging up."

- A person from the Senate had to give a presentation that addressed the history of the Minnesota Legislature's gopher/web site and Robbie pulled out a file (really, it was Lisa who *found* the files) with several presentation scripts on just that topic. The patron was thrilled.

- Several questions on organ transplantation legislation. (el)

- Information on housing subsidies for mentally ill.

- Details of Calvin Loftus murder and sentencing. (as)

- Ordered many legislative drafting manuals for examples of use of word, "must". (as)

- Statistics on ritalin use. (as)

- Information on reimbursement of nursing homes. (as)

- Number of Minnesota veterans who served or were killed during Vietnam war. (as)

- Caucus, primary dates for various states. (as)

- Information on the activist, Leslie Davis, who initiated recall petition of Governor Ventura. (as)

- Does the MN Leg. begin each day with prayer? (yes) Do the MN legislators have prayer meetings for the members & staff? (yes) (pv)

- Background info. on the Gettysburg Address. (pv)

- Does MN have college savings incentives for parents? (MS 16A.645) (pv)

- What do other states do about taxing aggregates? (rm)

- Stalking laws in the 50 states (rm)
- Any states mandating campaign finance disclosure on the web? (rm)
- History of teacher salaries in the Midwest (rm)
- Was OJ Simpson convicted of domestic abuse? (Yes, in 1989) (rm)
- History of accountability and state mandates in education in Minnesota over the last 20 years. (rm)
- How much do states spend on corporate welfare vs. public welfare? (rm)
- Find glossaries of tax terms. (rm)
- Which Dakota has girls basketball in the fall? (South Dakota) (rm)

## Staff Anniversaries and Events

Carol Blackburn - 10/04/82 - 17 years at LRL!!

Marilyn Cathcart - 10/01/84 - 15 years at LRL!!

## Fan Mail

▪ Gratitude from our colleagues is always welcome. Chad Thuet from the LCC wrote, "I meant to share this with you sooner, but I wanted you to know how much I've appreciated the professional work of your staff. They are always kind, courteous and willing to help, and they have served as an invaluable resource for many issues."

▪ Paul helped a person from the Pew Charitable Trusts with some legislative history and she wrote, "Thank you so much for your very quick and very helpful response. If I can ever be of assistance to you in the future, please don't hesitate to ask."

▪ A Senate staffer wrote, "Thanks, Elizabeth, I never think you've forgotten me. You and the other library staffers are the best!! The best department in the entire state government – always go above and beyond. Never say no, can't be done. Never "not my job." Never the silent groan."

▪ Randi received a thank-you from a staff person in the Legislative Auditor's Office, "This is a belated thank you for all the work you put into finding the materials I requested for our employee compensation study. Your effort was much appreciated!....."

▪ Ruth helped an U of M official with mailing list information. He wrote, "Ruth, The database you sent me is perfect. Thanks a lot for all of your assistance."

▪ Jessica Sherman and Cathy Powell, Law Librarians at Fredriksen and Byron, P.A., sent a thank you note to the Library recently. "Just wanted to thank you for your patience and assistance. We both appreciated it."

▪ Our most glowing praise this month came from Charlie Fastner, after he attended a "Respect in the Workplace" seminar. He wrote, "LRLers: I just returned from the "Respect in the Workplace" seminar for the Legislature. I had to email you folks because the Reference Library came up in our small group (and again in the large group with lots of staff agreeing!!). Everyone there felt that the Reference Library was the model of respect in the Legislature (and I thought that only I was the only one who thought so!!!). Thanks again for all of the good work, Charlie."

▪ Randi received a very enthusiastic thank you from a www user. He wrote, "thank you so much for having this website. I had a project do

the next day on state laws and you saved my life!!!!!! It was so easy to find everything. A very thankful person who loves your website and bookmarked it, ME!!!!!! E-MAIL ME FOR MORE INFOR, PLEASE!!

[rmcintosh@hotmail.com](mailto:rmcintosh@hotmail.com) (I hope he used better punctuation in his paper.)

▪ Our work is often appreciated by Executive Branch employees. Carol received a thank you from the DARE Coordinator at the BCA. "Carol, A huge thank you. You have provided exactly what I was looking for. I will be sharing the information you provided with 30 law enforcement officers at a seminar for managers of DARE programs throughout Minnesota. I am most appreciative of your help and graciousness."

*David  
helps  
out "Mr. Jinx"*

**Q** Has any Minnesota governor resigned from office? Nancy Zaltz, Eden Prairie

**A** Yes, several have resigned, according to the Minnesota legislative reference library. Alexander Ramsey resigned in 1863 to become a U.S. senator, as did Knute Nelson in 1895. Harold Stassen resigned in 1943 to join the Navy, and Luther Youngdahl quit in 1951 for a federal judgeship. Wendell Anderson resigned in 1976 and was appointed to a vacant U.S. Senate seat by his successor, Rudy Perpich.

*Strib*

*10/6/99*

*Last separate reference report...*

## **Monthly Report – June 1999**

- Several of the reference librarians were interviewed by a reporter from the Minnesota Women's Press regarding special libraries; the article has not yet appeared.
- Items for withdrawal or updating from the reference weeding were discussed at the weekly Wednesday meetings. The project is almost complete.
- David attended a CALCO Circulation Policy meeting. (This has implications for us when we use automated circulation in the future.)
- Randi attended the SLA conference held in Minneapolis. David and Robbie attended the exhibits.
- Randi attended a meeting on metadata held at the Minnesota History Center.
- Links page authors met to discuss the annual updating of the pages. To date, 17 of the 46 pages have competed revisions.
- Robbie was the sole representative of the female gender at the LNET meeting, a casual affair held at Fern's Restaurant. It struck me that day how much of an integrative role we play in that group when a Senate person I was with did not know a House person. "Hey," I thought, "our Library LNET members probably know more people in the group as a whole than anyone else."
- Paul and Robbie attended a pilot session of the "Respect in the Workplace" program being developed for the Legislature.
- Marilyn, Elizabeth, and Robbie met with a librarian from Vietnam, Mr.

Do Khae Tai. We were amazed at the cultural differences, and at how principles of proactiveness in our work were *not* second nature to him.

- Paul, Jon, and Robbie met to brainstorm how we might begin to examine the collection of Zona legislative notebooks to improve them and increase access.
- Robbie (and Lisa) attended a records management meeting arranged by the LCC.
- Carol completed the planning for the Vertical File weeding project.

### **Questions:**

- Elizabeth reported she received several questions from the Legislative Auditors Office staff and several questions on what passed at the end of session.
- Articles on sprawl in the NW states. (ds)
- Biographical article on Bill George of Medtronic. (ds)
- Request for an updated list of states with partial birth abortion laws. (ds)
- An article on Roseville mayor, Dan Wall. (ds)
- A lot of stadium information was requested this month by a variety of legislators and their staff. (ds)
- "Which MN companies made the Fortune 500 list? (ds)
- Articles about impact of Honeywell buyout. (as)
- History of MAC landswap deal in Bloomington. (as)
- Profile/background of other sex-offenders who have been charged with kidnapping/murder in Minnesota. (as)
- Lots of questions about convenience store security. (as)

- When did Minnesota allow liquor to be served "on-premises"?(as)
- Information on the funding formula for Pacific Bell Stadium. (rl)
- "Bragging rights" statistics regarding education for Minnesota. (rl)
- Find tobacco documents proving Minnesota lobbyists worked for the tobacco industry without being registered with the Ethical Practices Board as tobacco lobbyists. (rm)
- Information on authentication of electronic legislation. (rm)
- Find a study showing that children exposed to pesticides are 6 times more likely to develop leukemia. (rm)
- What are the regional centers or local gateways to state government in Minnesota? (There aren't any official regional centers, but they were proposed by a U of M academic before the development commissions came about. (rm - VF scores again.)
- Reviews of web database software. (rm)
- Several questions about the U.S.Bancorp privacy lawsuit. (rm)
- List of U. S. states by their year of admission to the Union. (pv)
- Are there any school districts in MN offering abstinence only sexual education classes? (Osseo) (pv)
- Ground rules on getting signatures to petition to get an issue on the ballot. (pv)

*The Inside Issues Service  
has come a long way since  
1986...*

JANUARY 1986

TO MEMBERS AND STAFF OF THE LEGISLATURE:

The Legislative Library surveys its users periodically to become aware of the subjects in which they are interested. It's that time of year again!

Please fill out the attached blue form, indicating the topics in which you will be interested for the next six months. As we scan the journals and newsletters the library receives, we will watch for items for you. You will be notified, through a green card, of these materials.

Return the green card to LRL and we will send you a copy of the article.

	Legislative Reference Library      111 State Capitol
	The following article has come to our attention:
<p>'Democrats, GOP Wary of Long-Term Political Fallout From Tax Reform' NATIONAL JOURNAL June 8, 1985 pp. 1346-1349</p>	
If you would like a copy return this card at your convenience.	

# *Monthly Report – May 1999*

- Elizabeth, Randi, Marilyn, and Robbie met with Tom Riley from Canada who has been consulting with the Scottish parliament. He seemed more interested in holding forth than listening.
- Carol and Robbie spoke to the Senate Republican L.A.s about library services.
- Reference librarians began a “quick and dirty” reference collection weeding project. It was relatively painless, and I was pleasantly surprised at the generally up-to-date materials. (The health area had many 1999 directories.)
- Staff began updating pathfinders, one of our summer projects.
- David attended the May CALCO meeting.
- Randi attended the annual State Data Center meeting on census products.
- Randi and Robbie attended an LNET meeting.
- Astrid and Carol met to discuss the Vertical File weeding project this summer. Robbie weeded a test drawer and contributed observations.
- Amy assembled a notebook of materials on the Minnesota Miracle.
- E-mail use of the public PCs seemed excessive, so we tried to cut down on it with new stickers on each monitor.
- Robbie attended the Library Planning Task Force meeting where the members chose to continue negotiations with DRI for System X.
- Robbie met with the Technology Group for the first quarterly review of activities. Happily, many of the

items were either completed or on track..

## *Aides News*

- Elizabeth hired Paul Pender to work for the summer.
- Amelia left for the summer but she should be back in August to return to the University.
- Two graduations (Andrew's and Amelia's) were celebrated.

## *Questions:*

*(Starting with the most unusual)*

*Steve Wenzel was asked to fill in at the last minute for Gov. Jesse Ventura for a Memorial Day speech. (Ventura's office said in February that he would do it, and on May 24 he backed out.) He needed examples of Memorial Day speeches and quotes from Pres. Nixon on the defense budget. (rm)*

- Official Minnesota returns by county for US President from 1960-1996 for someone who wants to put them on the web. (rm)
- Elizabeth did a number of large literature searches for staff at the Legislative Auditor's office. OLA staff have been keeping Amy busy too.
- Elizabeth found a list of the positive effects of home schooling for a legislator who was giving a graduation speech for three home schooled seniors.
- A question on "Con-Con" lands--consolidated conservation lands in a handful of counties in northern Minnesota. DNR is having hearings this summer on possibly changing the status of the land. (el)
- A question from a researcher in another state who wanted to know

what the Tennessee warning was-- the only way to get at it is through the popular name index in the print index. The words are not used in the text of the statutes. Elizabeth says, "I wonder when the Revisor's office plans to make the test version of the index available."

- Information on "Urban Expansion Growth Boundaries". (ds)
- Articles and research on brain development. (ds)
- A request of an Arizona Supreme Court study on the AZ Drug Medicalization, Prevention and Controls Act. Available on the web. (ds)
- Chronology of the the 1980's budget problems. (ds)
- A request from the floor on guidelines for the organization of conference committees. (ds)
- A lot of questions on length of session and other time limits regarding the legislative process. (ds)
- Articles on the January 1975 blizzard. Needed death toll. (ds)
- Population of all the ethnic groups currently living in MN. (ds)
- Articles on the MNSCU allocation process. (ds)
- Historical information on Truman and Northrop, MN for a commemorative resolution. (ds)
- Articles on the security and privacy aspects of online banking. (rm)
- Information on the use of fraudulent liens in Minnesota. (like the Posse Comitatus or the Freeman) (rm)
- Information on Georgia education funding (specifically their Education Lottery Fund). (ds)
- Names and background of the Trustees of the Social Security System. (ds)
- A list of reports on stray voltage. (ds)

- Who was last elected (not appointed) U.S. senator from Minnesota who lost re-election after serving only one term? (Senator Joseph Ball) (as)
- Dangers of car phone use. Lot's of information on this question, but terminology was tricky. Here are all the variations I found on the term "car phone"-- wireless phone, cell phone, cellular phone, mobile (tele)phone and cellular radio. (as)
- Lot's of questions on process of governor's signing of bills-- how many days to sign, to veto, etc.
- Biographical information on Gerald Kaplan. (as)
- Who was Minnesota's youngest governor? (pv)
- Can you find the article where John Sundvor slanders Rep. Hasskamp? (It ended up being in the 5/8/99 Fargo-Moorhead paper. It dealt with her using a chain saw to mimic the sound of a personal watercraft/jet ski.) (pv)
- We need background info. in the next half hour on Kathy Williams (former U of MN golf coach) for a House Resolution honoring her. (pv)
- Info. on monarch butterflies being poisoned by genetically engineered corn. (pv)

## Monthly Report – April 1999

- Randi demonstrated the Legislative web site at the SLA/ASIS/MALL Intranet/Internet Fair. She received many compliments on its usefulness.
- David attended the Circulation Group PALS meeting in St. Cloud and was elected to the Reference Users Group. Elizabeth attended the Reference User Group meeting and Amy attended the ILL Group meeting. Robbie Attended the PALS Annual meeting the following week. As expected, MNLINK was the main topic at all these PALS meetings.
- On very short notice, Carol gave Library tours to about 30 students in Dan Loritz's Hamline graduate school class in public policy. Astrid gave a tour to Rep. Mares intern.
- Robbie and Marilyn spoke to freshman Republican legislators at one of their regular Wednesday morning meetings. It went *swimmingly*. Rep. Julie Storm was out biggest booster.
- Elizabeth and Robbie updated pages on the Legislative web site to include newly-converted Revisor's Office publications.
- Elizabeth went to the LPTF meeting-  
-representatives of DRA and representatives of various libraries gave testimony about System X.
- David and Robbie edited and proofed the SCAN procedures which Everett had drafted.
- Randi worked real hard (per the Governor's suggestion) identifying sites which still link to old legislative gopher information.

### Questions:

*Only in America..... Who would have guessed two years ago that a president would have uttered this quote? Carol reported this question: "Sometime during the whole Monica Lewinsky episode (gag) President Clinton made some statement which talked about the definition of a word. The word may have been "if", "is" or "the". Can you find that quote? Answer: During his testimony, the President said, "It depends on what the meaning of the word is is. If is means is, and never has been, that's one thing. If it means, there is none, that was a completely true statement." (huh?) Anyway, the person who asked the question was delighted with the quote."*

- Can a Minnesota legislator hold a locally elected position at the same time? (pv)
- Background info. on why there were two Minnesota Constitutions. (pv)
- What preceded the MN Dept. of Corrections? (pv)
- Can the president send troops to a foreign country without congressional approval? (pv)
- Info. on past discussions related to community ownership of the Twins. (pv)
- Number of acres of corn harvested in MN. (ds)
- A request for two articles involving job related deaths. One at the cheese factory in Zumbrota and the other at Buffalo Bituminous. (ds)
- A request for articles that establish an argument against school breakfast programs. Most of the literature argues for the programs. (ds)
- What was cadet life like at West Point prior to the Civil War? (ds)
- A request for information on Grupo Ragasa, a Mexican agricultural cooperative. (ds)
- Statistics on school shootings, youth suicides, and youth deaths by bicycle accident's without helmet use. (ds)

- Information on the FCC mandate for local broadcast stations to begin using high definition technology. (ds)
- Metro transit stats for other US cities (cb)
- Power plant siting regulations in the states (cb)
- Check fraud stats (cb)
- Studies on the effects of tax deductions on charitable giving (cb)
- Definitions of education standards (from state laws/rules & educational policy groups) (cb)
- Which states allow by statute the amortization of non-conforming uses? (rm)
- Articles documenting the deterioration of Kirby Puckett's vision. (rm)
- Contacts for pro light rail groups. (rm)
- How much federal aid goes to MPR? (rm)
- Everything about the Minnesota Partnership for Action Against Tobacco (MPAAT) (rm)
- Who was Edward Driscoll? (State Securities Commissioner in the 1970s) (rm)
- Information on Abraham Lincoln's portrait in the House Chamber. (rm)
- Lisa helped me extensively one day. I needed to download one lengthy chapter from the Minnesota Statutes CD-ROM for each year back to 1992. Unfortunately the software is different each year so she had to help me load it and unload it. It took hours but we gave the patron exactly what he needed. He needed the statutes for each year because he was a manager in a mine and he needed to know exactly which workers compensation laws were in effect at the time of the injury. (el)
- Are other states able to hold individuals/groups liable for terroristic acts they claim responsibility for but do not actually commit--such as the case involving the university animal labs. (Apparently it may be possible using the federal RICO legislation.) (el)
- More stadium questions(el)
- Cost per passenger mile for commuter rail for the six proposed routes in Minnesota. (The costs are listed in the report, Final Summary Report: Twin Cities Metropolitan Commuter Rail Feasibility Study Phase.) (el)
- Studies from other states on improving the quality of the legislature as a place to work and that makes policy. (el)
- Question about the U.S. domestic steel crisis. (el)
- Worked on compiling bibliographies for various Legislative Auditor staff members (el)
- Worked with a legislative researcher on a project on housing and the elderly (el)
- Information on " sacred sites". (as)
- Information on the decline of small farms in Minnesota. (as)
- Lots of tobacco endowment, tax surplus questions. (as)
- Articles dealing with SEC investigation of pension fund investments. (as)

# Monthly Report – March 1999

- Jon took over the task of daily reshelving, to solve the recurring problem of Library Aides having erratic schedules. Having a permanent and dependable staff member do it is really a boon to all staff looking for materials.
- Robbie worked with Stephen Lime at the DNR to improve the search page for the Legislative web site.
- Randi talked to group of Humphrey education grad students about the library.
- Paul, Elizabeth and Robbie attended LCC-sponsored focus group sessions on working for the Legislature.
- Randi and Robbie attended an LNET meeting.
- Randi attended ASIS/SLA CE on User Interfaces and Approaches to Managing Information Overload.
- Elizabeth and Randi taught one Good Stuff on the Web class for the Senate to an overflow crowd.
- David attended a CALCO meeting on March 17th.
- Robbie worked with Marilyn on budget preparation and attended the first budget meeting - approval of the budget by the Library Subcommittee.
- Robbie attended the joint PALS User Council/Deans-Directors Executive Committee meeting regarding the System X Technical Group report.
- David and Robbie worked with Everett to test and approve the improvements to the SCAN database. The searching capability was released and Robbie gave short tutorials to several staff members.

## Aides News:

The aides are keeping up despite being a little short handed. (We are a little short plus Andrew went to California for three weeks, Christy went to Chicago for a few days, and Amelia went to Colorado for a few days.) The 1998 papers are all clipped, sorted, and filed.

## Questions:

- What was the legal drinking age in MN in 1974? A Toronto movie producer needed to know to make his movie accurate. (rl)
- Comparisons of government and private sector compensation. A neverending question. (rm)
- Amortization laws in other states for nonconforming uses of property. (rm)
- Who needs long term care insurance? (rm)
- Anti-spam legislation in other states (rm)
- Major league list of payrolls for 1998 in order from largest to smallest. (rm)
- Legislation in other states banning wrongful death lawsuits against gun manufacturers by anyone but the state. (rm)
- Lots of information on various aspects of the Minnesota Iron and Steel DRI steel minimill in northern Minnesota. (rm)
- Pros and cons of lapbelts on school buses (rm)
- Information on the legality of medicinal marijuana in other states. (ds)
- How prevalent in MN is the amortization of non-conforming properties? (ds)
- Biographical information on Jeanette Picard. A prominent Minnesotan whose one of many claims to fame was ballooning. First woman to reach the stratosphere by balloon. Her husband, Jean, was the namesake of Star Trek's Captain Jean-Luc Picard. (ds)
- A request for all the articles relating to Gov. Ventura's comments on treaty rights. (ds)
- Articles from the Toronto Star on a wolf attack on a child at a campground. (ds,rl)
- Growth of the number of people with Internet connection. (ds)
- Rate of workplace violence against health care providers in MN. (ds)
- History of campaign finance laws in MN. (ds)

*\* record-breaking \* 325 questions in report!*

*Tap from staff answered a \* record-breaking \* 325 questions in report!*

*a statistic to note!*



- Number of minority teachers versus minority students over the last ten plus years. (ds)
- Information on judicial selection (Missouri Plan). (ds)
- What is the recidivism rate for sex offenders in MN? (ds)
- When did MN establish the convention to support prohibition? (Laws of MN 1933, Ch. 214) (pv)
- What was the final vote in the House on SF 1880 in 1997? (An example of a simple question not being so easy to answer. The third reading column in the index left out the vote taken after the conference committee. According to the index it would've been the 4/25/97 vote but it was really the 5/19/97 vote. It pays to stay alert.) (pv)
- What states have three strikes legislation? (pv)
- Can you find us copies of Sen. Lessard's comments related to DNR Commissioner Nye's resignation in the 80s? (It was in 1978.) (pv)
- Are home school kids smarter than other kids? (Data is inconclusive since the home school children are generally not mandated to take any type of state testing. The home school advocates champion some numerical statistics that claim the home school children test higher but there are several criticisms of their calculations.) (pv)
- Are there any other states that have a capital budgeting commission like Wisconsin has--a commission that determines who gets bond money. There are a few states that have commissions but Wisconsin's building commission seems to be the most powerful. I spoke with one of the authors of the fifty state review of states in the February issue of Governing--one of the five areas studied was capital budgeting. The author said that they extensively surveyed the states as part of the Government Performance Project and that the information is being put in a database that will most likely yield all sorts of interesting state comparisons. (el)
- What are the minimum ages for all types of gambling allowed in the five state area? It varies widely but Wisconsin just renegotiated their tribal-state compacts and the big change was changing the legal age for casino gambling to 21 from 18. (The other ages are part of the statutes or rules but the compacts determine the age for Indian casino gambling.) (el)
- How many licensed and unlicensed child care providers are there in Minnesota. You can get a current number of licensed child care providers from DHS. It is around 15,000. Obviously, no one knows exactly how many unlicensed child care providers there are but CFL keeps track of registered legal unlicensed child care providers--a subset of unlicensed child care providers. A child care provider can be unlicensed and legal but need to register so that their clients can be part of government programs like WIC. (el)
- I had a question on whether a particular company had received a state grant. Although I wasn't able to rule out a state grant altogether I discovered that DTED is finishing up a database of all the grants their department has granted over the last few years. (el)
- A question on all day kindergarten. The perfect information is in a book that LRL has ordered but is also available in full text on the web entitled, Key State Education Policies on K-12 Education, by the Council of Chief State School Officers. (el)
- Materials on state strategies to improve workplace safety. (rl)
- Information on competitive auctions for carriers of last resort (rl)
- Information on other states' laws regarding certification of teachers convicted of sexual abuse. (rl)
- Proposal from New York School's Chancellor for designating two Brooklyn schools as charter schools. (AES)
- Information on effectiveness of tobacco programs in other states. (AES)
- Text and information on proposals in various states that limit affirmative action policies. (AES)
- Dates for national caucuses/primaries. (AES)
- Information on Department of Revenue selection of vendor for producing rebate checks. (AES)



## Monthly Report – Feb. 99

- Librarians continued to meet on Wednesday mornings--the books and reports are getting back to cataloging much more quickly--there's rarely more than one Princeton file full of books out front.
- MC and Elizabeth met with a visitor from Korea who was interested in e-democracy, the Internet, and our library.
- Robbie wrote a "Page One" essay on Identity Theft for *Introductions*.
- Randi gave a demonstration of the legislative web site at the local SLA/ASIS chapter meeting. She also discussed how we designed and manage the web site through the LNET group. This was also a chance for Randi to learn to use Powerpoint on the way to creating a backup for the demonstration, in case the phone connection didn't work.
- Robbie continued to work on budget preparations with Marilyn.
- Paul met with approximately 30 House Committee L.A.s to discuss minutes & tapes.
- Elizabeth worked with Lisa to approve the setup for the public access terminal behind the reference desk.
- Marilyn and Robbie spoke about library services with Majority Committee Administrators, and the following week with Majority Legislative Assistants.

- Marilyn and Robbie spoke to about 250 attendees of the annual conference of the Minnesota Association of County Officials, about the Legislative web site and other state agency web sites.
- David, Robbie, Marilyn and Leif met about preliminary planning for bar coding the Library's collection.
- David and Robbie worked with Everett throughout the month on the development of the SCAN program.
- Robbie did a reprise of the CALCO MLA program on state web sites at the Minnesota Transportation Conference.

### Questions:

- "Whether the House and Senate and the Governor will be able to work together to pass legislation that will be beneficial to the majority of the people in Minnesota." (Requires a crystal ball....(rl))
- Print and Internet resources for college scholarships. (ds)
- Court cases involving student fees (Public Interest Research Groups). (ds)
- A copy of the latest WI/MN tuition reciprocity agreement. I put a copy in the VF (C64.37) (ds)
- "The History and Philosophy of Progressive Income Taxation in the United States and Minnesota" This is a question not the title of a Phd. thesis. (ds)
- The court ruling and articles on the Online Child Protection Act. (ds)
- The history of the MN Ombudsman for Corrections. (ds)
- Average rent and vacancy rates for rental property in MN and Twin Cities. (ds)
- Average household income for Crystal, Robbinsdale and New Hope. (ds)
- I had a question from the "Legislative Reference Bureau" in Milwaukee. I asked them how they were associated with the office in Madison. I was told the Madison office was state (which I knew of course) but this caller's office was a City of Milwaukee department. (ds)
- Phone numbers and addresses for a variety of states' law enforcement standards boards. (ds)

- Can we extract SIC codes 70 and 58 by county for Minnesota from County Business Patterns on CDROM?(We can and did. RM)
- Articles on women in the Third World.(rm)
- Comparisons across states on the number or square footage of state owned buildings. (The Natl. Assn. of State Facilities Administrators happened to be compiling these numbers on the morning I called them!)(rm)
- Provisions for runoff elections in other states.(rm)
- Various statistics on Minnesota residents in the military.(rm)
- List of states building stadiums.(rm)
- Many, many requests for the demographics of a particular district. (Despite 5 hours of copying by Ed Fessler.)(rm)
- I had a researcher who was interested in knowing whether a lengthy list of mandated reports had arrived from DHS. This would have been extremely difficult a year ago but was very simple to do using the acquisition system. In addition to being able to tell him that most of them had not been filed yet, I was able to tell him that we had already sent them a letter within a few days of the due date of the report. Some of the agencies had responded to those letters with expected dates of arrival for their already late reports. This really made the library look great. (el)
- In looking for definitions of child abuse and neglect in the fifty states, Elizabeth found a great source from the National Clearinghouse on Child Abuse and Neglect Information. It provided detailed, current, fifty-state information on all sorts of child abuse laws (including the statute numbers.) David has made a link from the Children's Issues Links to the World page.
- Robbie and Elizabeth spent a long time finding the level of trading done at the Minneapolis Grain Exchange. It is surprising how little information there is on this important institution. After a lot of fruitless searching we came up with exactly what the researcher wanted from the annual report of the U.S. Commodities Futures Trading Commission. It seems unlikely that trading at the Grain Exchange will go on forever--it would be fun to take a tour before it disappeared.
- Elizabeth was asked to find an article from the WSJ that was going to quote a legislator--she wanted a copy as soon as it came out. Each morning I paged through the print

copy, entered her name in Dow Jones, and did a search on the WSJ web site search engine. Each day I triple checked and sent a message to the legislator saying that it wasn't there. After five days or so, she wrote back and said she had found it herself. It was in a column called Dodge's E-conomy that is only on the web version and is not indexed by their own internal search engine. I don't know what the lesson to be learned is--but I am going to send a letter to WSJ to tell them we pay to get access to their paper both in print and through Dow Jones and it made me mad that I was still unable to get what I needed.

- Overview of budget surplus relative to personal income for past ten years. (as)
- Articles on gas explosion in St. Cloud.(as)
- Information on funding for U of M Women's Sport Facility.(as)
- Information on educational criterion reference test.(as)
- Examples of excessive paperwork required by federal law for special ed. teachers. (as)
- Articles showing how Ventura's view on Profile of Learning have changed since his election.(as)
- Building code/bleacher safety (cb)
- Analysis of the changing powers/influence that executive & legislative branches have in creating and controlling state budgets (cb)
- Literature on public decision-making and public participation in government (cb)
- History of Mechanic Arts High School (cb)
- Info. on meth (methamphetamines) labs in Minnesota. (pv)
- Info. on bleacher accidents in MN. (pv)
- Information for a Reps. office to provide to the show 20/20 on the snowmobile stud ban. A few additional questions from other legislative staff on this topic as well. (pv)
- Info. on Minnesota's public financial disclosure laws. There was a great state by state study done by the Center for Public Integrity at:[http://www.publicintegrity.org/50States\\_main.html](http://www.publicintegrity.org/50States_main.html). (pv)
- Info. on electrical coops having to pay fees to railroads for lines that cross or run along the tracks. (Minn. Stat. 237.04 & the PUC web site offered a lot of info.) (pv)
- Who is responsible for implementing the stay-at-home mom credit? (Minn. Stat. 119B.061, Commissioner of Children, Families & Learning) (pv)

## ***Monthly Reference Report December, 1998***

*We respect our patrons' unique needs, but we don't always understand them. One patron told David he only wanted items which are 'permanent-bound.' He also told David he could take vitamins to cure baldness.*

### **Reference Staff Activities.....**

- David attended a CALCO meeting on barcoding issues.
- Several reference staff met to plan the details of the Inside Issues searching capability.
- Robbie attended a Microsoft Office training session, along with Ruth and Lisa.
- Several reference staff attended a talk on metadata by Eileen Quam, who works for the BRIDGES project.
- Many reference staff spent a lot of time working on web pages for the Library and the Legislature. Randi, Robbie, and Marilyn coded the revised pages for the main legislative pages and the main pages for the Revisor's Office. Randi worked with Leif on the search pages for the legislative web site.
- Randi, Robbie and Paul attended an LNET meeting.
- Robbie met with the Technology group to prioritize technology needs for the Library which had been identified through Marilyn's meetings with staff and brainstorming among the Technology group.
- David gave a tour of the Library to four new House Research writers, and Robbie greeted new Senate Interns.
- Elizabeth and Randi delivered two "Finding the Good Stuff on the Web" presentations for Senate staff and one for House Research staff. Elizabeth reported, "Our House Research class included a

third-time student--she must really like our class."

- Robbie conducted a class on the Legislative Web Site for Senate staff (+ one senator).

### **Tape Room News**

- Paul continued working with Marilyn & the MN Historical Society on the transfer of minutes & tapes. They were actually successful in getting a few things transferred.
- Paul contacted committee staff who had not turned in their minutes. He concentrated more heavily on the House staff since the party in control has switched there.
- **Note:** Paul has done a great job of ensuring that committee minute books did not get lost during this confusing transition time. He took the bull by the horn and actually went to several offices (once being nearly accosted by Rep. Winter who probably thought he was a Republican). He has done a great job of contacting the new committee secretaries to let them know that he is glad to help with any questions and would be glad to provide training for staff new to the minute-keeping task.
- Tape Room staff continued processing the committee books that have been deposited with the library.

### **Aides News** (Elizabeth reports:)

- We were all sad when Dan Chapman left to become a student teacher in the Eagan school district.
- Andrew graduated from Hamline before Christmas and increased his hours.
- Tammy has been helping Ruth with the code book changes. Ruth miraculously was able to produce the labels and a new code book in a really short time frame!
- Aides completed their year-end file shifting for subject clippings. The district files should be done soon. The aides also have been keeping up with the outstate papers as they are coded--that will really help in

completing the work on the 1998 clipping files.

### **Interesting/Notable Questions:**

- Request for a list of all the Housing and Redevelopment Authorities in MN.
- Articles on Pat Manalo (He's on the Ventura Transition Team). He only has a two brief mentions in the media and one of those mentions is non-government.(ds)
- Articles on the Green Institute in Minneapolis.(ds)
- Articles on federal and other states efforts to regulate debit cards.(ds)
- What are the financial disclosure requirements for Congress and the U.S. Executive Branch.(ds)
- Articles on the wood burning pollutants and attempts to regulate their use.(ds)
- What is the population of NY City from 1985 to present?(ds)
- Request for information on the Midwest Low Level Radioactive Waste Compact? Wanted info. on the other compacts also.(ds)
- Request for a list of boarding schools in WI & MN.(ds)
- A request for the Minnesota Policy Blueprint by the Center of the American Experiment.(ds)
- How many sons & daughters did former Gov. Elmer L. Anderson have? (2 sons, Anthony & Julian & 1 daughter, Emily) (pv)
- How much income did the Shakopee Mdewakanton Sioux tribe members receive from gambling in 1993? (\$400,000 in 1993 which was projected to increase by 25% in 1994)(pv)
- Info. on snowmobile studs.(pv)
- Out-of-state caller wanted to know if MN had legislation allowing veterans license plates for allies in foreign wars. They'd like to pass similar legislation. (MN Stat. 168.123)(pv)
- Has anyone come up with a standard livable wage? A realistic one, not like the Federal Poverty Guidelines. (The Jobs Now Coalition cited several sources/attempts to define it.)(pv)
- What have other states done right and wrong during electric power deregulation? (rm)
- Bibliography of Y2K articles from computer experts, NOT economists. (rm)
- Comparisons of car registration fees in other states.(rm)
- Laws from other states on requirements for gun shop security.(rm)
- Articles about the collaboration between K-12 and higher education facilities. (as)
- Information on limiting internet access to children in public libraries.(as)  
Denomination of chaplains presiding over legislatures from 1925-1955. (We were not able to find this information in the house or senate journals. After 1955, the information is in the legislative manuals).(as)
- Elizabeth found a mandated state document at MHS published in 1968--before LRL existed--for a legislator.
- Do any states regulate the use of calculators in elementary schools. (No.)(el)
- Advantages of students staying with one teacher for several years--there is nearly nothing written on this topic. Even the literature on Montessori yielded very little and it is one of their main principles.(el)
- Which states have constitutional or statutory provisions regarding state surpluses. (I found a newly released CBO report that is being cataloged and some NCSL web pages that were very handy.)(el)
- Several more  
which-states-have-laws-on-this-education-related-topic questions. (el)

## ***Monthly Reference Report*** ***October, 1998***

Pat McCormack was appreciative when we ordered a book for him. He wrote: "Thank you, Robbie! If you need funds, I will contribute brownies for a bake sale!"

### **Reference Staff Activities.....**

- Reference staff worked on several committees. It was hard to find a morning or afternoon when some group or other was NOT meeting to for session planning or web updating activities.
- Session planning included updating the brochure (whole new look and emphasis), the web handout, the Rolodex card, and letters (sent to new legislators, Inside Issues subscribers and nonsubscribers, and Contents pages subscribers and nonsubscribers).
- Paul attended the Circ. PALS User Group Meeting; David and Robbie attended the Reference User Group meeting; and Amy attended the ILL User Group meeting.
- Robbie attended a planning meeting for the "Celebration of PALS" dinner, and then attended the dinner.
- Randi and Elizabeth did a great job of working with an LNET group to hash out the new guidelines and format for legislative web pages. They revised the guidelines and templates and made them available for use.
- Randi and Robbie attended the MLA Annual Conference in Rochester. Robbie participated in the CALCO presentation, "Underneath the Covers: Finding State Government Information on the Internet."
- Randi attended several Acquisitions system meetings, bringing the project to completion!
- Randi, Elizabeth, Paul, and Robbie attended an LNET meeting.
- Randi, David, Paul, Elizabeth, and Robbie worked on updating pages on the library's web site.
- We all met about session preparation and LRL web site redesign.
- Elizabeth and Robbie met with Marilyn about the process of hiring a new Head of Technical Services.
- Carol put in almost countless hours revising thorny sections of the Code Book, streamlining sections, and eliminating outdated codes. The reference librarians proofed her careful work.
- Robbie made a presentation to the Online World conference in Washington D.C. on legislative web sites.

### **Aides News** (Elizabeth reports:)

- I interviewed several aides and hired Tammy Bohmert. She started on October 26.
- Andrew consolidated the files to get 1999 newspaper clipping files up here without moving 1994 files downstairs. He predicts we may be able to get 2000 up here--when the time comes--too.

### **Interesting/Notable Questions:**

- Find sections from 1965 *Journal of the House* where the legislature ousted recently elected Slattinger due to unethical election practices. (AS)
- Comparison of legislators salaries, per-diem compensation, length of terms in office from other states. (AS)
- Status of court injunction to melt down guns from the 1992 gun buy-back program. (AS)
- Latest statistics of downward trend in violent crime in Twin Cities. (as)
- Information on "sick building syndrome". (as)
- Request for a copy of the U.S. Magistrate opinion on the Marvin windows case. (ds)

- Articles and biographies on President Millard Fillmore.(ds)
- Request for to section of North Dakota Statutes. Needed by "yesterday".(ds)
- A copy of the draft of the proposed changes to MN Rules regarding school desegregation. This "draft" was not published in the State Register and could only be obtained by contacting CFL.(ds)
- Historical data on "personal consumption expenditures". The DOT Library had the book I needed.(ds)
- Request for a STRIB article by Tim Penny that comments on the Clinton scandal.(ds)
- What are the crash rates, injury rates and traffic citation rates of teenage drivers? The first two rates were easy to find but I was unable to traffic citation rates by age. A person at Public Safety said that they most likely don't exist.(ds)
- How many children are born in MN each year with hearing impairments? About 1 in a 1000 children are born deaf each year.(ds)
- Information on the MN Poet Laureate. The subject notebooks had the needed information.(ds)
- Is there a law or executive order that bans the consumption of alcohol on state property? Answer: No - but the Dept. of Administration doesn't have the authority to allow it either. This is because many local governments have ordinances prohibiting alcohol use in public buildings or public areas.(cb)
- Does the Revenue Dept. have to donate replaced computers to the School of Fine Arts? Answer: Yes (Laws of MN 1998 C404 sec. 13)(cb))
- If landowners have acquired land through adverse possession, can they get a permanent easement and turn it over to the RIM program? Answer: ??? After I figured out what adverse possession is (don't ask), and did some digging, I determined that this was way too complex for me (layers of government, multiple statutes and regulations). I gave the caller a variety of phone numbers and citations. Hopefully the leads helped.(cb)
- In order for governments to tax Internet purchases, they have to know the geographic location of the purchaser. This is not always obvious in cyberspace. What are the options? Answer: This is being discussed by the experts. The Nat'l. Tax Assoc. issued a report on this topic in 4/98. (cb)
- Where did Hubert H. Humphrey III sit in the Senate Chambers? (pv)
- From a MN state senator's office. I need info. on the Defense of Marriage Act. When I asked if she wanted info. for the federal or the MN state law she said I didn't know MN had it.(pv)
- Info. on England's parliament.(pv)
- Info. on New York's efforts to study latex allergies in the health care field.(pv)
- Info. on Fran Sepler & her efforts to sue the state for anti-semitism. (Happened in 1991)(pv)
- What is the K St. lobby?(pv)
- Info. related to satellite TV rebroadcasting network TV legislation. (HR 4449)(pv)
- Info. on home schooling.(pv)
- Articles on keeping the driving age at 16. (Rare!) (rm)
- List of poet laureates from other states (rm)
- What did Cleopatra receive from Marc Antony in return for sexual favors? (Several countries, according to Plutarch. Monica only got a hatpin.) (rm)
- Elizabeth continued to work on the question she has spent weeks on--on property tax values, crime rates etc., in Minneapolis and St. Paul.
- Information on student mobility (el)
- Pollution involved with diesel-fueled engines and two-stroke boat engines compared to standard engines. (el)

## *Monthly Reference Report September, 1998*

**Library Milestones:** In this very sad month we all said good-bye to Marion. Her work will live on. Her willingness to take on projects and master new skills and constantly embrace challenges in her job - coupled with her intellectual curiosity in and out of her job - are an inspiration to us all.

### **Reference Staff Activities.....**

- Elizabeth and Robbie estimated how the law collection should be shifted, but Andrew supplied the muscles to put the volumes in place. It looks *much* neater.
- Robbie led the all-staff meeting on the last day of the month.
- Randi and Robbie attended the LNET meeting on September 24; Robbie took minutes on a laptop - a first. Randi and Elizabeth volunteered to be on a group which will hash out the template for a new look and feel to the legislative web site pages.
- Robbie spent a LOT of time preparing for the CALCO presentation at MLA, and for a presentation at ONLINE WORLD in October.
- WINDOW 95 is being rolled out to staff. Paul had training for the Tape Room transition.
- Many library staff helped code the daily papers when Carol was on her (much-too-long) vacation; they were happy to see her return.
- The Library hosted a party for the legislative staff who won NCSL Notable Documents awards.
- The librarians met about bad codes and reworking the code book. The librarians are working on cleaning up the messy sections of the code book and eliminating

unused codes. This is being done before Ruth prints up the new labels for the 1999 files. We can say goodbye to such illustrious codes as Hydroponics, Hypnotism, and Personal Grooming.

- Reference staff held a meeting.
- Randi attended several Acquisitions System meetings.
- Robbie was part of a CALCO group making a presentation on state agency web sites at the MLA Annual convention in Rochester. Randi also attended the convention that day.
- Robbie previewed her presentation for the ONLINE WORLD convention at the September CALCO meeting.
- Amy had her three-month review, which of course is a review of how we all did on acquainting her with LRL and her job. I think we did well - she seems to like her job!

### **Aides News** (Elizabeth reports:)

- Myra left and Elizabeth is in the process of finding a new aide or two.
- Most of the aides went back to school in September.

### **Interesting/Notable Questions:**

*Elizabeth answered a request which might crop up again. Pay attention!*

I spent a morning tracking down all the authors of all the bills (including companion bills) and all the committee members that heard the bills (and their companions) that amended the law that allows the Department of Corrections to promulgate rules. This was done to satisfy the requirements of M.S. 14.116:

*Sec. 3. [14.116] [NOTICE TO LEGISLATURE.]*

*When an agency mails notice of intent to adopt rules under section 14.14 or 14.22, the agency must make reasonable efforts to send a copy of the same notice and a copy of the statement of need and reasonableness to the following:*

*(1) all people who are still legislators and who were main authors, or supporting authors, of the law granting the agency the statutory authority the agency relies upon as authority to adopt the proposed rule; and*

(2) the chairs of the legislative policy and budget committees with jurisdiction over the subject matter of the proposed rules.

Although this probably won't come up a lot--it is time consuming when it does. I can certainly see the value in alerting the committee members but it seems really dumb to alert legislators who happened to be the authors of giant omnibus bills that amended the law in the slightest way. (As was the case in this case.)

- Could you find the executive order which established the Minnesota Occupational Information Coordinating Committee? The patron was positive it should be there. (After what seemed like endless searching in the executive order books with no luck, I looked at old MOICC reports. One mentioned that it was established by an *interagency agreement* in 1978.)(rl)
- Public opinion on urban sprawl. (as)
- Information on use of siderails on beds in nursing homes.(as)
- Does California spend more on correctional facilities than on schools?(as)
- Income disparity/poverty rate trends for U.S. and Minnesota.(as)
- Find current standards for American Polygraph Association.(as)
- Found a brief version of the Parliamentary Rules suitable for a 4-H group. (pv)
- Info. on the use of bed rails/restraints in nursing homes.(pv)
- Info. on Maryland's smart growth initiatives.(pv)
- State agency needed to know which Statute governs the carry over of seminar accounts. (MS 16A.721)(pv)
- Info. on the storage & location of birth certificates. When were they moved from St. Paul? (The birth county & the Dept. of Health in Mpls. all have a copy unless you were born out of wedlock. Then only the Dept. of Health has a copy. They were moved to Mpls. in 1969.)(pv)
- Info. on John Spanish for the St. Paul Legal Ledger.(pv)
- Randi handed me a question one day because she was going to be gone the next day. I've been working on it for weeks since. The researcher needs property values by neighborhood in St. Paul and Minneapolis for 1994 and 1997 in electronic format. She also needs crime statistics for those same neighborhoods in both cities for 1994 and 1997. At every level there is difficulty in this request: the crime grids in St. Paul don't match up with the planning districts. The crime information from St. Paul for 1994 cannot be compared with the 1997 figures because they began counting "crime events"

rather than crime victims in 1996. The property values for St. Paul are in weird districts that don't correspond to planning districts or the crime grid. Plus they changed database programs in 1995, etc. .

. . . This questions still isn't over. It's been interesting though and I'm eager to see what she finds out. (el)

- Rate of child support collected versus due. Wanted national average and for Los Angeles County.(ds)
- Articles on the effect of tax laws (non-eco-taxes) on the environment.(ds) Articles on the link of schools and their benefit to the business community.(ds)
- Articles on fuel cells. I wasn't too sure what a fuel cell was and neither was the patron. It is an alternative energy source for cars (and other things) and there is tons of literature on the subject.(ds)
- Articles on the Texas court decision regarding HMO liability.(ds)
- Articles on the relationship between animal abuse and violence towards humans.(ds) Request for a copy of the federal Alternative Mortgage Transaction parity Act.(ds)
- What is the size of the Cambodian community in MN?(ds)
- What was the county music scene in MN like in the '50s and '60s?(ds)
- What is the law in MN and Washington DC concerning adultery?(ds)
- Articles on CCA, which is a private prison management company. They were having some trouble in Ohio with escaped and rioting prisoners.(ds)
- What states ratified the 16th Amendment to the U.S. Constitution?(ds)
- Articles on the mink release by the Animal Liberation Front.(ds)
- -What's happening to prevent music and video downloaded from the web from being copied? (rm)
- - Number of employees in farm production (An impossible question!)(rm)
- - Almost all the articles about Norm Coleman and the many ways he has put St. Paul in debt (the day after the primary)(rm)
- - Articles showing that states had lower electricity rates before deregulation(rm)
- - Information on fire detection systems that work with the cabling for cable TV.(rm)
- - Trends in the number of gunshot wounds over time.(rm)
- - Names of economists who believe that airlines fix prices at hubs.(rm)

## **Monthly Reference Report**

### **August, 1998**

#### **Reference Staff Activities.....**

- Amy took over Heidi's old transportation topics for Inside Issues scanning, and was trained in the process by David. Jess, who had been doing them for the interim, will be available as a back-up scanner.
- David gave a tour to Angie Silvagni, a new LA for Sen. Cohen. Randi gave tours to two committee administrators. Robbie gave a short introduction to the Library to a visiting official from Moldova. According to our statistics, we have given training or tours to 136 people so far this year.
- David and Astrid finished the Light Rail pathfinder. David helped review and update the Charter Schools pathfinder.
- Many reference staff worked on their Link page updating.
- Robbie attended a planning meeting for the "Celebration of PALS" dinner to be held in October.
- Robbie met with CALCO librarians on two occasions to work on the CALCO MLA program (and also created a web site to accompany the talk).
- Carol and Robbie viewed a demonstration of the American Business Directories new web service. It looks like a product we may want to purchase for legislative access in the future, especially when residential directory access is added.
- Robbie gave Jess a brief html tutorial so that she could update historical files on the web site.
- Reference staff did much great money-saving, space-saving weeding in the reference collection. Goodbye *U.S. Law Week*, old Minnesota Tax Court decisions, and outdated microfiche phone directories!

- Randi tested the acquisitions system and attempted to break it. We're done with items and working on orders.
- Randi attended an SLA board meeting.
- Elizabeth worked at the State Fair for the House of Representatives booth; Robbie worked for the Senate.
- Elizabeth attended an LNET meeting.
- Paul prepared the 1987-88 Senate minutes for filming.

#### **Aides News** (Elizabeth reports:)

- Many aides went on short vacations in August. Myra went to Mexico, Charlotte was in Florida and the Bahamas. Dan went to Mackinack Island in Michigan. Andrew was back after working on his research grant. Kristin has been working half days here and half days in a lab in Hamline examining human bones (and a few cow bones when the archaeologists she's working with get mixed up.)
- Andrew pulled all the folders that are empty from the 1998 subject clipping files and also noted all those folders that had only 2 or 3 clippings. The reference librarians will soon be deciding the future of those codes in hopes of paring down the code book.

#### **Interesting/Notable Questions:**

- Carol finished a grand overview of all the states' laws on lifetime hunting and fishing licenses.
- Verified parts of jet-ski laws for someone publishing a children's book in Maine. (as)
- Information on anti-drug campaign in Phillips neighborhood. (as)
- Overall state budget figures from 1951. (as)
- Name of portrait studio responsible for creating Governor Perpich's and Lola's portrait. (as)
- How does crop insurance work? (as)
- Benefits of using Proficiency Based Admission Standards System (PASS)

instead of traditional grading in schools.  
(as)

- Elizabeth spent a long time trying to find the number of people in Minnesota employed in farming as their primary occupation to be compared with the number of state and local government employees. It wasn't an apples to oranges comparison. She never found it but I did find every single kind of agricultural employee statistic ever compiled.
- Elizabeth spent a long time looking for the CPI-M. The researcher had heard about it but couldn't find it in our print CPI publications. She searched online and eventually found CPI-M which was the morgue file for statistics no longer being maintained. She finally figured out that it was merely the medical part of the CPI-U that some researchers had decided to refer to as CPI-M.
- Information on the convergence of telecommunications technologies. (rm)
- How many alternative fuel vehicles are in use? (402,790 in 1998)(rm)
- What is the curb weight for a 1998 Lincoln Town Car?(rm)
- Are Brooklyn Farm and The Earle Brown Heritage Center on the same land? (Yes)(rm)
- Anti-violence initiatives in other states for safe schools. (rm)
- Info. on polygraph tests including standards, requirements, training, reliability, how they work, what they measure, etc. (pv)
- Are there state laws relating to barb wire fences? (Yes, MN Stat. Ch. 344.) (pv)
- Info. for Sen. X's office on Wes Lane. He was the lobbyist who didn't disclose that he was also working for the tobacco companies. (pv)
- 4:56 P.M. call from Chuck Noerenberg related to the California law that makes it a crime to belong to a gang. (Fortunately I had been updating my criminal justice links

page earlier & had come across the perfect site with this info. for California & several other states as well. He was quite pleased.)(pv)

- FAX numbers for 5 sports related periodicals. After an exhaustive search I was only able to find numbers for three of the five. The last two I couldn't even find a reference to verify that they even existed. When I called Sen.X's L.A. to see if she had any additional clues such as what state they might be published in, she said I don't think those are even real publications. He does that sometimes.(pv)
- Articles on the St. Paul Sales Tax Revitalization Program. (ds)
- History of the renovation of the S. O. B. (ds)
- Articles on the telecommunication company merger craze and how it affects competition. (ds)
- Information on used car lemon laws. (ds)
- Request for articles on the snowmobile stud (AKA traction devices) ban. (ds)
- A request from the Rhode Island General Assembly for a HHH quote. (ds)
- Information on NY Mayor Guiliani's goals for a more civil city. (ds)
- What years did the marriage license fee increase from the years 1976 (\$10) to the present \$70). (ds)
- Why did the Legislature pass a law regarding the Attorney General hiring outside counsel in 1911? (rl)
- How many employees does NWA have in MN now compared to the time of the buyout in 1991? (rl)
- Are there any programs to train judges to serve in specialized scientific or technical cases? (rl)

## *Monthly Reference Report* *July, 1998*

### **Reference Staff Activities.....**

- Randi, Elizabeth, and Robbie all gave tours to new Legislative Auditor staff. Robbie gave a talk on "What's New at the Library" for Senate Republican staff.
- Randi attended several acquisitions system meetings.
- After Elizabeth coordinated the information regarding Senate committees and which LINKS pages matched their interests, the reference librarians began calling the committee administrators to solicit their advice for changes.
- WINDOWS 95 was installed on Elizabeth's computer and she began learning its tricks.
- Reference staff continued work on updating their LINKS pages.
- Based on concerns raised by Senate Information staff about finding the Statutes on the web site, Robbie changed the format of the Statutes page to improve its clarity. Robbie and Randi also came up with suggestions for the House Information site, which were sent to them and they cheerfully adopted.
- Robbie attended a meeting of volunteers to help plan the 'final fling' party to celebrate PALS.
- Elizabeth and Robbie acted as reviewers of the format for a magnet being designed by Senate Information to give out at the State Fair, and for the poll questions being considered for the Senate booth.
- Jon keeps getting legislative ratings to add to the notebooks. The Citizens for Fiscal Responsibility have done ratings on the web, and ratings from 1973 showed up in an old notebook.
- Randi revamped the "Library News" portion of our site, and volunteered to add

items of interest. Now we have to tell her about items of interest!

- Robbie attended an extremely dull Z39.50 workshop - truly the most boring MINITEX event ever.

### **Aides News** (Elizabeth reports:)

- The newest aides, Christy and Charlotte, are doing well in their new jobs. Many aides have experienced shiatsu massage through the program in which Christy is enrolled. Kristin has dropped her hours for a few weeks to add to her resume in her chosen field--archaeology. Andrew was the recipient of a grant and has been working on a special research project at Hamline so has just worked a few times since June. But he will be back on August 1.
- The aides are totally caught up on Inside Issues for the first time in a few months. Thanks to Dan, Kristin, and Christy for their hard work!
- Being fully staffed made a big difference plus they've made a few changes in their procedures, too. One of the things they are doing is printing out the *Education Week* articles from the web. It is one of the most heavily requested publications in the Inside Issues service and the most difficult to copy because of awkward article shapes and the continuations. Printing the articles from the web has dramatically increased the speed it takes to get through the *Education Week* citations with only a slight increase in the amount of paper used..
- The Aides began copying the weeded Zona notebooks once again.

### **Interesting/Notable Questions:**

- A question from the North Carolina General Assembly regarding MN statute that requires of mental health professional's a "duty to inform" of danger to others by a client. (DS)
- Request for HHH's 1948 Democratic Convention speech.(DS)
- Requests for non-gun studies by John Lott. (DS)

- Information Technology plans (educational and general) from as many of the 50 states as possible. (DS)
  - What is MN doing to plan for the Y2K problem in the areas of public utilities, state pension, MAC, and generally across the state. (DS)
  - Which states require a license plate on the front and back of a car? I compiled a list of single and double plate states and put a copy in the vertical file (M143.10).(DS)
  - Request for newspaper articles regarding the MN legislation that required the removal of the word "squaw" from geographical names. (DS)
  - Information on states that link educational funding to test scores. (DS)
  - Number of MN Representatives that did not seek re-election in '94 and '96. (DS)
  - Several long, long telephone questions from people using the legislative web site to find legislative information who were VERY unfamiliar with the legislative process. (As we make access to legislative information easier, we'll probably have this happen more often.) One person was looking for the appropriation for the Council on Disability by browsing through Session Laws one by one. The other was looking for the status of SF1258 by perusing the statutes, where the Cornell LII had referred her. I emailed Cornell the correct URL. (rm)
  - Information on Chinese protocol for someone hosting Chinese visitors. (rm)
  - A list of hot issues in workforce development (rm)
  - Cost effectiveness of home-based preventive health care (rm)
  - Updating of federal poverty guidelines. Found definitions for "poverty thresholds" versus "poverty guidelines". (definitions are in poverty information notebook at reference desk.)(AS)
  - Information on slowness of insurance companies to reimburse homeowners for damages from recent storms. (AS)
  - Articles on universal phone service. (AS)
  - Articles on effects on Minnesota from Asian financial crisis. (AS)
  - Where does governor get authority to issue executive orders? (AS)
  - A number of questions on disasters in Minnesota for an upcoming House Research report (EL)
  - An ongoing question about the cost of crime to society (EL)
  - Question on the history of the office of game warden (EL)
  - RM and I have been trying to obtain some conference proceedings--which were apparently not published or recorded. We checked everywhere.
- We got what we needed by contacting the authors directly. Thank goodness for email! (EL)
- Have the bond ratings for the city of St. Paul gone down as a result of the bonding for the hockey arena. (Well, not yet anyway, rl)
  - What were the total state revenues in 1891? (\$4,382,412.63, which wouldn't go far today, rl)
  - Have any Minnesota judges been impeached? (Eugene Saint Julien Cox was. They attempted to impeach Sherman Page but were not successful.)(pv)
  - Info. on the shoeshine scandal at the airport. (pv)
  - Info. on Humphrey's stand on internet gambling. (pv)
  - San Jose Mercury Press wanted info. on the bill introduced in MN to allow voting over the internet. (SF350, 1997)(pv)
  - Info. on the Mpls. pension fund that invested in Technomar. (pv)
  - Is web site one or two words. (The more proper usage is two words but one word is also acceptable. Editor's comment: one word seems to be winning in the common usage.)(pv)
  - Info. on the efforts to stop trains from blowing their whistles in St. Cloud. (pv)

## *Monthly Reference Report* *June, 1998*

### **Reference Staff Activities.....**

- Amy Leudke began work as the ILL Assistant and many staff, but overwhelmingly Paul, began the training process.
- Randi came back from leave, and reported that it's good to be back!
- The summer 4/40 hours, vacations, and the inevitable sick days meant juggling schedules, and especially for Paul, with a new staff member in Circulation.
- Reference staff worked hard on revising/updating current pathfinders, and creating new ones.
- Links to the World staff met. We decided that the Links pages need to be more consistent with the rest of the Legislature's pages. That is still being discussed. We made a few stylistic changes--RL updated the style sheets. Responsibility for a couple of pages changed hands. We discussed the media page (subscription web sites, etc.) The Links to the World staff also discussed meeting with Senate committee administrators to solicit their ideas for adding to our sites. This should begin soon. We will be contacting each c.a. by email with a follow up call.
- Elizabeth and Robbie gave tours to 20 members of the Special Libraries Association, who were visiting the Capitol area on a 'library crawl.'
- Elizabeth completed the Aides' reviews, and Robbie finished the reference staff reviews.
- Several reference staff met with Marilyn to discuss the future of the Library.
- Randi attended several acquisitions meetings.

- David did a great job of updating the information on legislators' salaries for our notebook.
- Robbie switched to WINDOWS 95 and received training from Leif.

### **Aides News**

- Both Josh and Liz retired as aides. Liz's last day was on June 15 and Josh's last day was June 12.
- Elizabeth interviewed and hired several aides. Myra Ganong began work as a library aide on June 2. Charlotte Cornell began work on June 9.
- Christine Dent began on June 29.

### **Interesting/Notable Questions:**

- David, Amy & Paul gathered quotes on how libraries are beneficial to people. Dean Johnson was speaking at the opening of a library. His LA didn't look at her email until late in the day, so she needed them for him in about ten minutes.
- Paul gathered background information on packeting as it relates to the internet.
- Information on data privacy issues with farmers. (AS)
- Public opinion during 1980's on additional taxes on liquor industry. (AS)
- Updates on three strikes legislation in other states. (AS)
- Articles on probation fees (DS), Studies regarding concealed carry laws and crime rates (DS), articles and information on Juvenile Assessment Centers (DS), articles on the Milwaukee voucher decision (DS), breakdown of world religions.(DS), background on Rush City (RL)
- How much money would MN have received had the national tobacco settlement not failed in Congress? There is no answer to this question as a search of the bill and a call to Sen. McCain's office pointed out that the

- funding formula language had not been added to the bill before it died. (DS)
- Articles on the Midtown Community Court (a Manhattan community prosecution program). (DS)
- Quotes regarding the definition of "public policy" (DS)
- A story regarding Davy Crockett and "sockdowledger". I was first told it was Daniel Boone and spent a day looking before I was told it was actually Davy Crockett. Once the correction was made I was able to find the story on the Internet. (DS)
- What MN Foundations were started by women? A person at the Foundation Center at the Minneapolis Public Library said that this would be very difficult to determine and would require hours of research. A person would have to go through all the 990 tax forms. (DS)
- Does the state of MN address the issue of the federal government and whether it has to pay MN sales tax? Answer: No, the USC prohibit states from taxing the fed. gov. so MN doesn't need to address it. (DS)
- Information on the history of Methodist and St. Marys hospital in Rochester. (DS)
- I had an interesting question on fraud and health professional shortage areas (HPSAs) and rural health clinics. (EL)
- What is the most common form of salutation in Portugues for a letter. It is "Estimado Senhor \*\*\*\*\*" which means something like "esteemed sir \*\*\*." (EL)
- I found an article in a periodical even though the patron had every bit of information wrong. (EL)
- More emplanement figures for airports in Minnesota and elsewhere. (EL)
- Legal issues surrounding searches, metal detectors, and electronic surveillance in schools. (EL)
- What is Minnesota doing about the year 2000 issue? (Admin has a great site.)(EL)
- "Crime & alcohol"...statistics, literature, etc. for MN and US. (CB)
- Who are the members of the Uniform State Laws Commission in Minnesota? (RM)
- Information on the child safety seat debate back in 1987. (RM)
- Life expectancy for Minnesotans (RM)
- When did the U begin to waive tuition for blind students? (RM)
- What were the unexpected impacts of Proposition 13? (RM)
- Information on the education tax credit and lawsuit in the early 1970s. (RM)
- Who got the Rhodes Scholarship from the University of North Dakota in 1954? (asked by one of our *regular* customers, in person. RL)
- A history of the lt. governor's salary from 1966 to the present. (RL)

## ***Monthly Reference Report*** ***May, 1998***

***Milestones: Heidi Holtan left and the staff enjoyed her going-away party on May 20.***

### **Reference Staff Activities.....**

- Carol gave a tour to six 'deputies,' or members of the Haitian Parliament. Elizabeth gave a tour to two new House Research assistants.
- Carol and Elizabeth were given cameo roles in the Secretary of State's cable television production, "The Informed Voter."
- Paul and Robbie participated in the interviews for six candidates for the ILL position. All three interviewers had an easy consensus on the person to hire. Lucky for us, Amy Luedke accepted our offer.
- Robbie attended the PALS User Council meeting on May 13.
- David, Paul, and Robbie revised the Pathfinder Style Guidelines, in order to bring bibliographic order to our remarkably un-uniform book citations.
- We had a reference staff meeting on May 6; the biggest topic was the MNLINK process.
- David wrote a Minnesota Highlights piece on higher education finance.
- Robbie worked with Clayton Johnson in the Revisor's Office to get the status screens for Special Session bills linked to the bill text, and later to get the chapter numbers added to status screens for many of the 1998 bills which passed near the end of session.
- Robbie revised the table of contents for the Reference Procedures Manual to also link to the newly updated Circulation policies and procedures.

- Elizabeth and Robbie began conducting staff reviews.
- Reference staff began updating existing pathfinders and writing new ones.

### **Aides News**

- Carrie DeWitt graduated and left for a full-time job.
- Elizabeth interviewed three people for the open Library Aide position and hired Myra Ganong.

### **Interesting/Notable Questions:**

*Fortunate serendipity. Near the end of the month, Clayton announced that the Session Laws were available. No more than an hour after I made the links on the web site, one of our louder and more insistent patrons barked, "Where are the session laws? I have to get the omnibus housing bill." Whew!*

- Paul reported getting veto-related questions; many reference staff answered similar questions as Governor Carlson went 'over the top,' becoming the governor with the most vetoes ever: How many bills were introduced in 1997-98? How many total vetoes has Gov. Carlson made? Which Governor came in second for total vetoes?
- A question on the "tragedy of the commons" theory as it applies to the Internet. I had never heard of this economic theory but I have seen many, many references to it since being asked this question. (It relates to the inevitable degradation of shared property. EL)
- A man named Archie Anderson from Blaine requested a set of statutes as soon as the new ones come out this fall. He said he might even want two sets--one for his daughter who lives away from home. He went on to say, "they are a treasure." He has his children look things up in them and read them out loud at dinner. "You can find out all sorts of things--every family should have a set of encyclopedias and a set of statutes." (EL)
- How has Minnesota's workers compensation costs changed in the last few years. (The costs to businesses have decreased. EL)
- How many conference committees have there been in recent years? (EL - There's a list of conference committees at the back of the *Journal* indexes.)

## Monthly Reference Report

March, 1998

April

### Reference Staff Activities.....

- Heidi announced she was leaving the Library and moving to Brainerd. What a loss! Paul and Robbie met with Marilyn to discuss hiring a new person to replace Heidi and to plan the interview questions.
- Jessie Hopeman began work at the Library, with duties both at the circulation desk and in the Tape Room. Paul began her training.
- Robbie attended an LNET meeting.
- Reference staff and Marilyn met to discuss reviewing existing pathfinders and creating a set of new pathfinders on professional sports.
- Paul updated the MN Minority Child Heritage Protection Act & the Charter Schools pathfinders, and began work on the St. Paul Hockey Arena pathfinder.
- Carol, Marilyn and Robbie attended a demonstration of Clipscan software, which allows you to scan and retrieve news clippings. It has interesting possibilities for our news clippings.....
- Elizabeth gave a presentation at the Minnesota Association of Law Librarians conference on the Internet. She met several times with Vic Garces (from the University of Minnesota Law School Library) with whom she was a co-presenter.
- The reference librarians met about the periodical list. Elizabeth noted, "We finally decided to ditch that agricultural economics journal after years of considering it. Tom Pender has made fun of it several times--legislators don't pay attention to this stuff, etc.--and he was happy when I told him we had dropped our subscription. He said the next one we should drop is the

Quarterly Journal of Economics--which we also dropped this year.

- Robbie worked with Todd Olson in the Senate Information Office to address some difficulties in using the legislative web site, and acted as a go-between to ask Revisor's Office staff to add direct links to special session bill text from the status screens.
- David wrote a "Page One" essay on higher education finance information.
- Robbie and Heidi attended PALS User Group meetings.
- Elizabeth interviewed several candidates for the library aide position. Josh is leaving on June 12. The aides are caught up with all the papers--the aides and Carol are all happy to be done with all the clippings having to do with the end of session.

### Interesting/Notable Questions:

*Session ended before Easter, and the following Monday there were seven e-mail questions on the reference computer, nearly all having to do with recently passed legislation.*

*Several staff answered questions this month on Marvin Windows, and researchers in the Tape Room listened to hearings on the law affecting the company.*

- Information on "mobility zone" project in late 80's allowing children in east St. Paul to attend schools outside district. (AS)
- Information on Shakopee Indian land treaties. (AS)
- Organization of civil service systems for city employees. (AS)
- Telephone number for the Washington Capitols and LA Kings hockey teams. (DS)
- Articles and information on the Koch Refinery brothers feud. (DS)
- Wall Street Journal article regarding nursing mothers MN legislation. Article was a brief paragraph even though the senator gave a lengthy interview and thought the article would be more substantial. (DS) (Editorial comment: *This happens all the time.*)

*Legislators are interviewed at length, and little results. Sometimes NOTHING is ever printed.)*

- Articles on a peat development business in Duluth. (DS)
- Information and articles on the "Take Back the Night" anti-violence program. (DS)
- Copy of the federal "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970" (DS)
- Copies of all the articles that appeared in the PP and STRIB on the American Indian Movement and the "Custer Incident" that occurred in South Dakota in 1973.(DS)
- Articles regarding world wide food distribution policies and procedures. (DS)
- Articles on the St. Paul Trolley. (DS)
- Articles on Attorney General Skip Humphrey and the "Red Lion sting". (DS)
- Request for the Partnership for Drug Free America teen drug use study that was released this month. (DS)
- What is the MN "ogling law"? It is a law passed in 1995 regarding privacy in tanning booths, hotel rooms etc. (DS)
- Information on the MN law requiring mobile home parks to provide storm shelters. This law saw some press after the tornadoes in March.
- Name and address of the independent counsel named in the Babbitt/Hudson casino probe. (DS)
- When did House Info begin? (asked by a House Info staff person. HH,1973)
- Biographical info on Elmer L. Anderson and Eugenie Anderson (HH)
- Helped Lou Gelfand verify the info in an obituary of an ex-legislator, Richard Wigley. (HH)
- Information on the legislative origins of Metropolitan State University. (This is a bit tricky to find - the whole answer, plus clippings on the subject, are in the VF. RL)
- What's the name of the quarry outside of New Ulm? (New Ulm Quartzite Quarries, Inc.) (PV)
- How many MN Governors have been from St. Peter, MN? (Four)(PV)
- Senator needs info. on volunteerism/civic participation for a speech. (PV)(Editorial note: I have also had this request, many times, over the years. If we see good materials on the topic, we should be sure to add it to the VF. RL)
- When is the MN Governor's Inaugural Ball going to be held? (Gov. begins his term on the first Monday in Jan. of the odd-numbered year following the election. The ball is usually held the following weekend. Some Governors have had an inaugural week. It's pretty much up to the Governor/staff/campaign workers/supporters to decide.) (PV)
- What are the sunrise & sunset time differences in June, July & August for northern MN, the Twin Cities, & southern MN? (The Nat'l. Naval Observatory & Gale Research have a publication with tables that provide this info.)(PV)
- Elizabeth did several questions that took several days because each time she sent a pile of materials the patron responded with another related question. In each case it went on for days and days. One was on career trends and employment opportunities in the 1990s for recent college graduates. Another one was on transit generally and light rail and what various groups thought about transit options in the Twin Cities over the years. The third one was on school district funding equity in Minnesota and other states.

## **Monthly Reference Report March, 1998**

*The reference staff occasionally get questions via e-mail, and we wonder, "How did this person get my address?" Carol got a great question from a student in North Branch. "Hi, I am doing research for a class I am taking. I need to know how you feel about welfare reform? Please write back." David suggested replying, "not good."*

### **Reference Staff Activities.....**

- David gave a short library introduction to a Hamline Education Public Policy class. They showed up at 6:15 on a Tuesday evening, with a half-hour notice.
- Jon enhanced the recent Legislative Ratings notebooks, adding tabs and tables of contents to the most current edition.
- Elizabeth met twice with Vic Garces from the U. of M. law school about a presentation they will give together in April.
- Many reference staff attended the short training session about the new copier.
- The aides worked hard and got rid of most of the outstates. They just have a few to clean up.
- Paul met with Marilyn, Heidi, & Jon to discuss the overdue process.
- Paul, with Marilyn & Marion, interviewed six candidates for the position previously held by Terri. Hired Jessica Hopeman.
- Heidi updated legislative notebooks/blue cards.
- Robbie and Marilyn met with two staff from NCSL who are doing a compensation study of the computer-related positions in the Legislature.
- Robbie met with several CALCO librarians to plan a program for the fall MLA conference.

- Robbie attended a PALS User Council meeting (with lots of interesting discussion of the MNLINK process).

### **Interesting/Notable Questions:**

*Heidi was asked about former representative Skip Carlson. Many of us thought the name was so familiar, but when did he serve? Heidi solved the mystery - "As it turns out, it wasn't as easy as it sounds to answer. He was elected by special election in 1995 and not reelected in 1996 so he didn't show up in our usual spots (though he was on the special election list done by Marion). I've added a blue card, personality file, and page in the all time legislators notebooks for him."*

- This month was hot for hockey arena questions, a topic I don't think we enjoy any more than baseball stadium questions. Who gets the parking revenues from the parking lot the state of Mass. built for the Fleet Center in Boston? (The MS Bay Transportation Authority, not the teams, RL) What was the cost of the America West Arena in Phoenix. (\$100 million). (DS), Salaries for every NHL player. The National Association of Professional Hockey Players website contains this information. (DS)
- Another hot topic for requests was light rail transit, Elizabeth reported. And Paul noted that one week it seemed like every request ended with "and I need it right away." Our questions touched on all the hot session topics, including feedlots, partial birth abortion, Roth IRA's, and jet skis.
- Literature search on how tax incentives affect charitable giving (RL)
- Find articles saying that the new Roth IRA's won't increase savings rates. (RL)
- Pro and cons of gun buy-back programs. (AS)
- Cost of producing spring-wheat in Northwestern Minnesota over past ten years. (AS)
- Overview of effects of Illegal Immigration Reform and Immigrant Responsibility Act of 1996. (AS)
- Medical descriptions of partial-birth procedures. (AS)
- Information on current research of autism. (AS)
- Coverage in national papers of Northwest Airlines anti-trust lawsuit. (AS)
- Methods and procedures of limiting benefits of managed care programs. (DS)

- Copy of the bill for the Paycheck Protection Act that is being discussed in Congress. This has to do with union dues being used for political purposes against a union member wishes. (DS)
- Articles on electrical energy production technology using biomass crops. (DS)
- Words to the song "Ya got Trouble" from The Music Man. Needed a summary of the musical also. (DS)
- Articles on multi-age grouping in classrooms. (DS)
- Articles on the Met Council's study of the effects on business IF the Target Center was built. They recommended that state money should never be used to bail out the Target Center. (DS)
- Request for several articles regarding personal watercraft. Environmental and nuisance concerns are an issue with many of the coastal states. (DS)
- Request for data and articles on weighted grading in K-12 education. (DS)
- Article on .08 legislation that the Washington state legislature passed in March. (DS)
- Information on the connection between low income and truancy. The data found focuses on drop out rates and income not truancy. However, truancy does seem to be a precursor to dropping out. (DS)
- I had several requests regarding the laws on "community education programs" in MN. (DS)
- State laws regarding family and maternity leaves in RI, HI, CA, and NY. They all have laws regarding partial payment benefits and pregnancy as a temporary disability. (DS)
- Articles regarding an elected Met Council versus an appointed one. (DS)
- A request for the 1948 Board of Examination exam for 8th graders. We obtained the copy of the test from 1893 that was discussed at length in the Star Tribune last fall--I thought he got the year wrong. The patron was happy to get that but really did want the 1948 test. There are tests in every subject at MHS for 1948 and lots of other years but he wanted only the social studies test. (EL)
- Information on the laws in other states on surrogate motherhood. (EL,PV)
- Timeline on the construction of 35E. (EL)
- Question on physician unionization in the advent of health maintenance organizations. (EL)
- Articles on the use of biotechnology and molecular biology in the area of agriculture. (EL)
- Lots of information on Minnesota foundations. In the process we added files for the Minneapolis Foundation, the St. Paul Foundation and the Wilder Foundation to our associations file. (EL)
- What was the name of former Governor John Pillsbury's wife? (Mahala Fisk)(PV)
- A couple of questions on governor vetoes. (PV)
- Description & reports on the status/effectiveness of the Minneapolis Neighborhood Revitalization Program.(PV)
- Info. on the feedlot waste spill in Olmsted County.(PV)
- Does MN have class size limits? (MN Rules 3525.2340 for special needs students. MN Stat. 124A.225 provides financial incentives.)(PV)
- What are the public welfare benefits for Wisc., Iowa, North Dakota, South Dakota & Minn.?(PV)
- What are the parameters set down for a combined school & public library? (MN Stat. 134.195)(PV)
- Information on privacy/technology, specifically fingerprinting and the banking industry (HH)
- Information on why Congress's proposed Religion Freedom Act isn't a good idea (HH)
- What is binswanger's disease and spina bifida? (HH)
- Who wrote the poem that included "let America be America..." (HH)(Langston Hughes)

## Praise

At a PALS User Group meeting, Anne Ryan from Minneapolis Community College told me how she uses our web site in her Internet training classes. "It is so well-organized," she said, and added that the links are so useful, better than Minneapolis Public Library and U of M subject links.

## An Interesting Inside Issues Comparison

Ten years ago in March we sent out 968 Green Cards, with one citation printed on each.

The equivalent number of 'green cards' - individual citations - sent out in March, 1998 (according to Ruth's meticulous records) was 38,016!

In March, 1988, 54 articles were copied; in March, 1998, 1135 articles were copied.

## *Monthly Reference Report February, 1998*

Milestones: Randi had her baby, Harry Walsh retired. Astrid returned from sick leave.

Sometimes we are so steeped in technology that we forget that many people lead productive lives without touching a keyboard. An older man, obviously amazed at my ability to find the information he needed at the computer, asked very sincerely, "Do they pay you extra to use those computers?"

*Bonding pork for the LRL?* After being frustrated by a malfunctioning pay copier, a lobbyist told Heidi that he was going to suggest that funds be put in the bonding bill for more library copiers.

### **Reference Staff Activities.....**

- Paul met with Marilyn & Marion to discuss the process to take for interviewing new candidates for Terri's position.
- Carol felt accomplished when she cleared up the 1997 St. Cloud papers.
- Robbie attended four days of MNLINK demonstrations and working group discussions.
- Robbie met with a CALCO group to begin planning a conference program for MLA in October.
- Elizabeth agreed to do a presentation for a Minnesota Association of Law Librarians workshop in April, and began preparation.
- Former Rep. Ostrom's St. Olaf Public Policy class made its annual trek to the Legislative Library; Robbie gave them a tour.
- Robbie wrote a *Page One* essay and *Minnesota Highlights* on the feedlot issue.

### **Interesting/Notable Questions:**

- Background information on a free bus service program that ran in Austin, TX in the late 80s and early 90s (I talked to four people at Austin Capital Metro. They all claimed they knew nothing about it. I found several newspaper articles on the service. It was quite a big deal for the city when they started charging for bus service. DS)
- Information on light rail transit in St. Louis, MO and its affect on the total public transit ridership. The General Magazine file answered this question perfectly. (DS)
- Info. on: School expenditures by pupil or district for the U.S. and MN (DS), Cost of MN state jet (DS), Newspaper articles on drive by shootings in the metro area (DS)
- What are some of the recent fixes proposed for the Social Security System? NYT and WSJ were the best sources for the answer. (DS)
- Subject breakdown for medical malpractice lawsuits (in other words, the reason for the lawsuit) Needed the information in 15 minutes. I was able to find one of the top reasons (breast cancer) but not a nice list. (DS)
- Highlights of previous MN State of the State addresses. Randi and Robbie have a list of highlights in vertical file G34. (DS)
- MN Statute that allows a restaurant to re-cork an unfinished bottle of wine so that you can take it home. A restaurant owner in SD wants to suggest similar legislation in his state. (DS)
- Several questions on feedlot legislation. (DS, RL)
- Information on weight lifting in prison and a warden at the San Francisco jail. (DS)
- When was the last time there wasn't an incumbent running for Governor in MN? (1982, Al Quie didn't run for reelection., PV)
- Sen. office wanted me to send the recent articles on the stadium? When I inquired: which stadium, the Twins or the Wild? I received the answer: I don't know. (PV)
- Sen. staff needed the Supreme Court decision on Megan's Law. They refused to hear the case, thus no decision, so I found the lower court's decision which the Supreme Court let stand. They were very grateful. (PV)
- Sen. office needed info. on the Hennepin Paper Company in Little Falls. After I found the data, I was told: "You're a Prince!" (PV)

- A few requests for specific articles from out-state papers on jet skis. All papers were quite gracious about quickly finding the articles & sending them by FAX. (PV)
- Info. for a Sen. on driver's licenses for seniors/vision deterioration.(PV)
- Rep. needed highlights of events in MN from 1948. (PV)
- Info. on Lurline Baker-Kent. Info. was used on the House Floor. (PV)
- Information on pitfalls of Roth IRAs. (AS)
- Information on Minnesota's job training programs. (AS)
- Employer accommodations for hearing impaired. (AS)
- Predictions for amount of traffic congestion during next 20 years. (AS)
- What legal substances can show up in drug tests as illegal substances? (ibuprofen, cough syrups, poppy seeds... HH)
- Info on the US Women's Hockey team (HH)
- Articles on Profile of Learning (2 requests for this, HH)
- Info on teen pregnancies (HH)
- For a hard- to- find ILL conference proceeding I emailed the author at UW Madison and received a copy within a couple of days... (HH)
- A question on font sizes! (EL)
- Two questions on the availability of Department of Administration reports. One on the quarterly reports about contracts that we already receive in monthly format. Another about the Capital Improvements and Repairs Quarterly Status Report that we haven't received since September 30, 1995. The staff person tells Kelly that he can't produce them until "he hears directly from Governor Carlson." Hmmm. And then I read in the Legislative Auditor's report, State Building Maintenance, that "the Department of Administration's Building Construction Division was in the process of temporarily relocating its offices. Many of the files that we would need to examine in a full study were boxed for the move and were not organized in a way that would have allowed us to easily identify individual projects and locate specific project documentation." So even the auditors can't squeeze information out of Admin. (EL)
- A question on the liquor industry in the fifty states. (EL)
- Several requests for articles from the St. Paul Legal Ledger--a new publication (EL)
- A big question on all the aspects (especially funding) of PDR--purchase of development rights--for the preservation of farmland (EL)
- An ongoing question on the cost of child care to parents who pay for it. Most studies discuss the average cost which includes those people who have others care for their children but do not pay them and those who only use child care part time. (EL)
- Carol felt that every time she answered the phone it was a member of the public wanting to know, "Is there a statute on.....?"
- Carol and Elizabeth looked through scads of old clipping files for an ad from the ST which featured a wolf at the door. It was an ad that opponents of the NWA financing plan had taken out. They never would have been able to find it if we only had the ST on CD-ROM.

## Monthly Reference Report January, 1998

January is always a busy month, either year of the session. Working hard is made a bit easier by the appreciation of our patrons, and this month many people sang the praises of the Library. Troy Olson from the Republican Caucus could hardly praise the staff enough when he was introducing me before I talked to new Republican staff. Later in the month after David got him a report from our collection, he e-mailed back, "You guys rock! Thanks!"

A peeved L.A. called one day and sheepishly complained about the staples which hold together Introductions and Minnesota Resources. "They are too small, and I can't use my staple remover to get them out. It's been bothering me for a year." I said I'd check into it. A couple of hours later Gary Karger came up, armed with copies of *Introductions* and *Minnesota Resources* which were shredded from tough staples. And I'd never even heard about this problem before! Ruth made some calls, and the problem is solved. We don't even need to staple them at all, meaning we don't have to PAY to staple them either. (The few we put in the U.S. mail we can staple ourselves.) Happier users for a cheaper price....

### Reference Staff Activities.....

- The reference librarians gave many tours, both scheduled and impromptu. (See separate training statistics for the month.)
- Even though some of the new legislators were not interested in a tour of the Library, several did come up. David gave tours to Rep. Dan Dorman and Rep. Greg Gray (and his wife). Randi met with two new reps.
- David attended the monthly CALCO meeting.
- Paul, Elizabeth, David and Carol and Robbie worked with the PALS public PCs group on updating the screens.
- Randi and Robbie attended the LNET meeting. Randi and Robbie spent much time during the month on Legislative web site troubleshooting and meeting

with Clayton Larson. Paul spoke with several House & Senate staff regarding the committee (unofficial) status information. Randi and David began updating the "Hints and Examples" portion for the bill tracking system. Paul reworked the legislative history Step-By-Step online guide.

- Astrid updated the turnover notebook statistics.
- Paul, Carol and Robbie met with Everett to discuss the Inside Issues SCAN database project.
- Robbie arranged for a free trial of FirstSearch. Even the full text of all databases will be free from 2/15 - 4/30.
- Randi put together an impromptu internet training class for House Research staff. Robbie gave web training to Sen. Kiscaden.
- Robbie attended a follow-up meeting of a statewide reference group.
- Robbie met with Marilyn, Leif, and Diane to make some final changes to the Library's Technology Plan.
- Robbie reviewed lists of Inside Issues nonusers to send out forms to sign up. Robbie worked with Marilyn on the budget.

### Tape Room News

Paul fielded numerous committee minute questions from House Committee Legislative Assistants. (There are all new committee staff in the House this year due to the change in leadership.)

### Interesting/Notable Questions:

- Interesting new report title? We received a consultant's report on the thrilling topic of Fortran Source Code for Pellet Drying.
- Compiled an updated list of state by state medical liability statutes of limitations. (ds)
- The pros and cons of tax increment financing. (ds)
- Articles on Michigan which a few years back switched school funding away from property tax. (ds)
- How much TIF money is being used for the South Nicolet project? Lawson software? (ds)
- Request for a variety of gun/handgun statistics for the MN and a variety of

foreign countries. Also the number of Federal Firearm Licenses in the U.S. and MN. I had to call the BATF. The receptionist ask where I was calling from and I said, "Minnesota". She then asked, "Is that a state?".(ds)

- Request for information on a lobby called "Government Impact". Turned out they are from California.(ds)
- Questions on the ADA and assistive technology, school-based clinics, multimodal freight facilities, and the pork price crisis (rl)
- Information on tax breaks for corporate day care centers (rl)
- Which states have a Corrections Ombudsman? I was able to find quite a few but no way to be sure if it was all of them. (ds)
- Articles on the fairness of progressive income taxation.(ds)
- Information on a 1970's Supreme Court case involving MN and chaplains in the legislature. Carol had a similar question and we decided it was a more recent case that involved Nebraska not MN.(ds)
- A lot of questions on gubernatorial appointments.(ds)
- Three strike articles.(ds)
- Everything we have on the Office of Drug Policy and Violence Prevention.(ds)
- What recent bills have there been to change bar closing time?(ds)
- What is the current law on City Special Service Districts. I could have used Gary Currie on this one.(ds)
- Articles and statistics on class size, U.S. compared to other countries.(ds)
- Articles on the benefits of telecommuting.(ds)
- Are there any charter schools just for recovering alcoholics? I found a treatment center in Florida that ran a charter school.(ds)
- Exit poll information since 1992 on how various income brackets voted.(ds)
- What is the copayment in other states for sliding fee child care? (rm)
- Do any states have a carpal tunnel prevention program? (California has some regulations.) (rm)
- What percentage of Minnesotans own second homes?(rm)

- A legislator stated several things about teenage pregnancy, then asked his LA to find facts to back them up. (rm)
- The history of lollipops.(rm)
- In what other states can 18 year olds serve in elective office. (The Book of the States had inaccurate information for Minnesota!)(rm)
- Information on the drawbacks of ramp meters.(rm)
- Number of initiatives and referendums per year since 1993.(rm)
- Articles from Colorado papers on their sales tax rebate.(rm)
- Info. on the history of & the efforts to allow the northwest angle to secede from the U.S. (pv)
- If the Vikings get a new stadium how much does that increase the team's value? (Sanderson from the Univ. of Chicago was quoted as saying \$400 million.)(pv)
- When were the last four State of the State addresses held?(pv)
- Both David & Paul received several requests for the address of the place where people could mail their old Christmas cards to be recycled. (It was the St. Jude's Ranch for Children.) (pv)
- Info. on Minnesota's stand on the Equal Rights Amendment.(pv)
- Can you find me some study from Texas that says highway improvement & enhancement does not reduce congestion? (It was from the Texas Transportation Institute & on the web at <http://mobility.tamu.edu>.) (pv)
- Info. on clean money campaign reform.(pv)
- Lots of salary information questions. (as)
- Lots of budget surplus questions, especially comparisons to previous years and to other government expenditures or revenues.(as)
- Information on establishment of alternative learning centers.(as)
- Information on education tax credits.(as)
- Impact of Kennedy assassination on the U.S. (A short description would be fine!)(as)
- Information on recreational land use and liability protection.(as)
- Pros/cons of single license plate use in other states.(as)

## Monthly Reference Report December, 1997

*The beginning of session always means changes. Carol reported, "The biggest challenge the first month of any session is adjusting to the increase in the number of legislative-related articles in the papers - and the increase in the number of copies of each of those articles (the library aides can tell you all about that!)." Jon also notes that the outstate clipping packets are getting fatter.*

### Reference Staff Activities.....

- Carol and Robbie gave a legislative web site demo to a lightly-attended class of Senate interns.
- Jon finished updating the County Health Data notebooks.
- Paul met with approximately 25 House pages for training in regards to the recording of the legislative hearings.
- Several reference staff participated in a meeting to review the Public PC interface.
- Randi continued her hard work in several meetings with the Acquisitions group.
- Robbie attended the first of several MNLINK vendor demonstrations as part of the OPAC working group.
- Randi and Robbie attended an LNET meeting.
- Carol attended the monthly CALCO meeting.

### Interesting/Notable Questions:

- When did Ben Jensen serve in Congress, as a representative of Iowa? (HH)
- Info on the death penalty (HH), Articles on electronic benefit transfer (HH), Information on euthanasia in MN (DS), Articles on the Florida tobacco lawsuit

- settlement (DS), Information on Community Education Programs (specifically, after school programs (DS), Info. on violent crime rates in MN. (PV), Info. on Roth IRA & tax status in MN (PV), other states' laws re: various sex crimes (RL), Information on feedlots (RL)
- Articles/any info on Jack Rajala (owner of a lumber company in Central MN, HH)
- Background on the State Board of Investment (HH)
- What MN companies do business with Honduras? (CB)
- What President could write Latin with one hand and Greek with the other? (Garfield, CB)
- Articles on needle exchange programs for IV drug users. (DS)
- Articles on a car chase that resulted in the death of a sheriff's deputy. Youth involved was charged with a law authored by the requesting Representative. (DS)
- *Stadium questions continue.* Request for FAX #s of a variety of sports media sources. FAX # for the Phoenix hotel where the Major League Baseball Commission was meeting. When did Bud Selig address the Joint Tax Committee. (April 30, 1997) (DS)
- Who makes the decisions regarding area codes in other states? (DS)
- Articles on residential academy programs in other states. Boys Town for example. (DS)
- Law review articles on media shield law and grandparents visitation rights. (DS)
- Articles on C. Elmer Anderson. Also, who was his Lt. Gov. and is he still living? (Ancher Nelsen, died in 1992 DS). One reporter called the day C. Elmer died & wanted to know if we could bend our policy & let him check them out just overnight. (PV)
- State by State comparison of TANF income eligibility levels. (DS)

- Info. on the law that allows the Duluth Transit Authority to transport school kids. (PV)
- I need to know what law says salaries cannot exceed 95% of the Governor's salary. (MS 43A.17 subd. 9)(PV)
- Info. on Gov. Carlson's trip to Australia which involved tobacco money. (PV)
- Info. on the Board of Investment's talks to divest of tobacco stocks. (PV)
- What are the exact boundaries for the new area code? (PV)
- Articles which support the ban on cloning. (PV)
- Sen. Stevens wanted to know how many MN legislators named Stevens with a v have served? (10) (PV)
- Ch. 2 needed to know how long the BAC has been at .10. (1965-.15, 1967-changed to .10, PV)
- Information on various median income statistics (RL)
- Other states' laws regarding turning over student information to law enforcement personnel (RL)

## *Monthly Reference Report December, 1997*

### **Reference Staff Activities.....**

- Elizabeth and Randi presented a search engine class for the Senate. A Senator and Keith Carlson were among the attendees.
- Randi and David attended a sexual harassment seminar.
- Randi worked with Leif, Clayton, and Joe to get the statutes search engine into its final format. The 1997 Statutes were made available to the public from the legislative web site.
- Randi attended an LNET meeting.
- Randi attended the Datanet open house. They're moving to the web. Finally.
- Randi attended many acquisitions team meetings.
- Paul participated in a discussion at MN Planning's Criminal Justice Center. They were seeking input as to what info. they should include on their web site.
- Carol improved our stadium vertical files, augmenting it with articles from March '95-June '96.
- Robbie attended several meetings of the Benefits Book evaluation committee.
- Robbie attended an afternoon focus group session sponsored by the MNLINK Resources Committee.
- Elizabeth and Robbie attended a lecture by state government expert Alan Rosenthal.
- Elizabeth wrote the December *Introductions* essay on ATM fees.
- Elizabeth wrote the December *Highlights* on state documents available explaining state legislation.
- Elizabeth webified and updated the NWA pathfinder.

### **Aides News**

- The aides got all the year-end file shifting done in plenty of time. There is some basement shifting still going on to accomodate the files.
- The aides hosted the birthday party in December--they proved themselves to be outstanding hosts and excellent cooks. We look forward to the next time they host.
- Andrew and Carrie shifted the arrangement of the newspaper display to better display the popular papers.

### **Interesting/Notable Questions:**

*The stadium issue went very low-key, but didn't disappear entirely. David was asked for an article from the Wall Street Journal on the San Francisco stadium issue, and an article in Business Week regarding public financing of sports. Randi researched whether any state had sued a sports team.*

- List of the toxic ingredients in burned and unburned tobacco. It was easy to find information on the additives in tobacco but not the tobacco itself. Finally found it in a Surgeon General's report. (DS)
- History of MN filibusters. In 1987, Rep. Redalen collapsed on the house floor after talking for 5 hours straight. The issue was a DFL bill to color code ballots. IR didn't think their proposed color of yellow was very friendly and wanted to stick with white ballots. (DS)(Robbie's note: I remember that night; I was working late, and actually answered a late night reference question on the significance of the colors blue and yellow. Who was with me?)
- A four day series in the *Des Moines Register* on post deregulation air service. One day was devoted to Northwest Airlines. (DS)
- Info. on: MN Statutes relating to cemeteries, (DS), Snowmobile fatalities for the last two seasons and this season YTD (DS), Who is MN's most famous African-American? (Supply picture, DS), methamphetamine (RM), miles of toll roads per state (RM), Number of Minnesota Native Americans in poverty (RM)
- Articles on "captive audiences" in the workplace. This is a legal anti-union technique used by employees. Mandatory anti-union meetings on work time. (DS)

- MN Statutes regarding level of light transmittal required for tinted automobile windows. (DS)
- Party affiliation for the nonpartisan county commissioners in the 7-county metro area. (She'd already checked almost every place I could think of. A search of the newspapers was fruitful for Ramsey and Hennepin counties. RM))
- Examples of private or public employee homebuyer assistance programs designed for specific parts of a city. (RM)
- Who are the largest private owners of forest lands in Minnesota? (RM)
- Who has criminal jurisdiction on Indian Lands? Both MN Statutes and the Federal Code address this issue. (DS)
- Are there any federal laws that prohibit a state from banning metered ramps? No, but states receive federal money to build them. (DS)
- Info. on the use of computers by police departments to identify and map crime problem areas. (CB)
- Get copies of HMO Grievance Procedures laws from a dozen states. (CB)
- What states have passed laws dealing with the indoor air quality of schools? (CB)
- Info on animal feedlots (HH)
- When was Kansas admitted to the Union? (HH)
- How do you stop junk mail? (HH)
- Find the text of the "yes Virginia there is a Santa Claus" letter (HH)
- What are the budget criteria established by the Governor for the bonding bill? (PV)
- What were some of the unintended consequences of the Oregon land use plan? (PV)
- What's the total number of Minnesotans who own a lake cabin? (St. Paul P.P. 3-18-96: state officials estimate 102,000 seasonal-residential-recreational properties; Richard Wray estimates at least 120,000. PV)
- Who are the 50 largest hog producers in U.S.? (Successful Farming Oct. 1997 issue. (PV)
- Elizabeth got a request for year by year projections for enplanements and operations at MSP and DTW. There is a report on the web that indicates that the figures were available and after searching I found the web database. You were required to have a java-enabled computer and Windows 95 in order to have access to the database--fortunately, Leif had one computer set up that would allow us access. But then their server went down. The staff person with whom I spoke said they didn't think it would be up for a day or two--no good because the staff person needed it for a legislator later that day. Leif poked around and found that he was able to download the entire database to search, which the

FAA people hadn't mentioned to me, and we were able to get the info on time. Whew! I wrote up something about this and put it in A20 in case it comes up again.

- All the governor's crime plans I could find. There are no real plans--there is usually a press release and then information scattered throughout the budgets. (EL)
- A question on what all the states provide as incentives to the film industry. In working on this question I found out about a report done by the Minneapolis Film Office, "1995 Economic Impact Study of the Minnesota Film and Video Industry."(EL)
- A question on the Reserve Mining Case. At some point we copied all the clippings and put them in chronological order and put them in the vertical file. They were incredibly useful. (EL)

## **Monthly Reference Report**

### **November, 1997**

*Sometimes we indirectly fill our patron's information needs, or provide training in an unusual fashion. This month after Randi and Elizabeth gave a new class on using Internet search engines, Keith Carlson saw their handouts while visiting a staff person in House Research and asked Astrid for copies. She referred his request to Elizabeth who gave him the address to the web pages for the presentation. Even though she explained that they were merely outlines he was quite enthused and might even come to the class.*

#### **Reference Staff Activities.....**

- ◆ Randi, Elizabeth, and Astrid met several times to plan a new class on using Internet search engines. Elizabeth and Randi gave to class twice to House Research staff.
  - ◆ Elizabeth attended the State Data Center Annual conference. She reported that it was interesting to hear peoples' comments but there wasn't much brand new information. David attended the first day of the conference.
  - ◆ The reference librarian office area was reworked. Robbie and Carol stayed the same; Elizabeth, Randi, David, and Astrid had better opportunities for housecleaning as they moved their offices. The circulation desk rearrangement went well!
  - ◆ Robbie attended several meetings of the LCC/House/Senate group which was updating the legislative benefits book.
  - ◆ David took telephonic LEXIS/NEXIS training and attended DIALOG training.
  - ◆ Robbie passed off the maintenance of the LEETF web page to Mike Bull. (Yay!)
- ◆ Carol and David attended the CALCO meeting which LRL hosted in the State Office Building.
  - ◆ Carol convened a group (with Robbie, Diane, and Ruth) to oversee the conversion of the Code Book database.
  - ◆ Carol, Robbie, and Marilyn met for the first time to plan a legislative web site training session.
  - ◆ The property tax pathfinder (done by Astrid and Robbie) was completed and made live.
  - ◆ Robbie attended a PALS User Group meeting.
  - ◆ Randi and Robbie attended an LNET meeting; Randi took the minutes.
  - ◆ Randi worked with Clayton on the search interface for the 1997 Statutes.
  - ◆ Randi attended many Acquisitions Team meetings.
  - ◆ Paul and Marilyn have been meeting with Bob Horton at the Historical Society about the thorny issue of legislative tape retention.

#### **Aides News**

- ◆ Dan Chapman started working as an aide on November 17.
- ◆ The aides have begun the year-end file shifting process.

#### **Interesting/Notable Questions:**

*Even though the stadium special session was in October, the issue didn't go away altogether. Jon reported that the most out of the ordinary thing this month was the out-state clippings. "There were tons of stadium clips, not to mention that almost every article that mentioned a legislator was also about the stadium. I think we would have recieved, maybe, a dozen total clips if not for the stadium."*

*And people appreciate our good work. Astrid answered an e-mail request about common*

*law marriage in Minnesota, and the person fired back the response, "Thanks for your prompt answer to my query. I feel better about paying my state taxes now."*

- ◆ Information on: the history the Civilian Conservation Corp. (DS), an obituary for U.S. Rep. Capps, CA (DS), bilingualism in the schools (HH), truancy in MN (HH), Info on the privatization of child welfare programs (RM)
- ◆ Sen. Marty's office wanted to know if any states besides Alaska passed a resolution requesting a constitutional amendment to allow campaign spending limits. (As far as I was able to determine no others had passed. In fact not even Alaska's passed. PV.)
- ◆ Can you provide me with information on Martin Luther King/civil rights protests written from the first person perspective? (PV)
- ◆ Randi & Paul assisted Sen. Knutson in obtaining quotes which would assist him in roasting lobbyists. He needed them within an hour of his call. He started reading them as he walked out the door & was chuckling to himself.
- ◆ Does Minnesota require mental health parity? (MS 62A.152)(PV)
- ◆ An irate student from St. Cloud called to find out if the state really required students to attend sexual harassment/violence seminars before they could register for classes. (MS 135A.15) (PV)
- ◆ Why does MN vote in the presidential primaries last? Why don't all states vote in the primaries at the same time? (DS) (In 1995, the MN Legislature voted to suspend primaries until after the year 1999. Gov. Carlson considered a veto but it was attached to a larger bill he signed. There was a primary in 1991 but the delegates ignored the results. Prior to that there have been no MN presidential primaries since the 50s.)
- ◆ Names of dog tracks in Des Moines and Council Bluff, IA and Winnipeg. (DS)
- ◆ What year was the MN statute repealed that limited the actual number of hours females could work in a week? (DS. Answer: 1974, but Federal anti-disc law in 1969 had superceded State law.)
- ◆ MN sentencing guidelines for 1980 and 1995. (DS)
- ◆ Information on the Dome Club and Rotunda Club. Used for a Star Tribune obit. for Francis Munger. Carol located the info in the vertical file under Clubs. (DS)
- ◆ Newspaper articles on other states laws on "revolving door lobbying" (time limits on public officials lobbying after leaving office). (DS)
- ◆ Is there a monument in MN of Joe Rolette? (DS. There is a life size portrait in the Capitol.)
- ◆ Request for the speech in which Pres. Bush referred to the "Thousand Points of Light" and the "New World Order". These turned out to be separate speeches and were found on the Pres. Bush Pres. Library website. I called the archivist there and he was of great help even though the library's dedication was in two days. (DS)
- ◆ Which legislators signed the anti-tax pledge for the MN Family Council? Of those legislators, which voted in favor of the stadium issue? (bonus points if you can guess who asked this) (HH)
- ◆ Several questions on ATM fees which made me happy I had pulled together materials to put in a binder in the VF. (B4, EL) If it works out I'll write the December *Introductions* essay on this topic.
- ◆ I needed to find out whether the Historical Society had received a recent edition of the Thief River Falls paper and they actually retrieved it and had it put aside for me! I was stunned. (EL)
- ◆ I was working on putting together materials on the widening income gap for a legislator and in the process found mention of a conference on the topic he might be interested in--but realized he was on the panel and was preparing for that conference. (EL)
- ◆ Information about the state treasurer in Texas who won by stating she would abolish the position. She won and was successful in getting it on the ballot as a constitutional amendment which passed. There are plans in Minnesota to abolish the position here, too. (EL)
- ◆ I welcomed the reprieve from stadium questions and I got lots of education related questions and a couple of airport questions. (EL)
- ◆ A list of the heavy metals (Try searching this on the Internet: Metallica, AC/DC, etc. Not much chemistry. RM)
- ◆ A list of tax practitioners in District 22B. (Thanks to the Internet. RM)

## ***Monthly Reference Report*** ***October, 1997***

### **Reference Staff Activities.....**

- David, Robbie, Astrid, and Elizabeth all attended a portion of the Minnesota Library Association annual conference.
- Randi, Elizabeth, and Astrid continued preparing the Internet search engine class.
- Robbie, Carol, and Marilyn began work on a class on searching the legislative web site.
- Randi started to help the GIS office organize their web site. Robbie continued to maintain the Legislative Electric Energy Task Force web site, soon to be turned over to Mike Bull.
- Robbie compiled a list of all the listservs to which reference staff and the librarians subscribe.
- David took Dow Jones training by telephone.
- Paul and Marilyn met with representatives from the MN Historical Society to discuss long-range planning for the legislative history tapes.
- Robbie wrote a Page One essay for *Introductions* on Urban Sprawl.
- Randi, Robbie, and Marilyn commented on a FAQ written by MaryAnn Corbett in the Revisors Office for the new web version of the Statutes index.
- Heidi & Paul met with Elizabeth to learn HTML coding. Paul then took over & updated the criminal justice links page.
- Heidi: I attended OCLC training "ILL Tricks" and learned how to set up custom holdings. After analyzing the borrowing libraries over three weeks, I set up a list that automatically pulls up the libraries that do not charge. (very slick!) Also found out about IFM, a service through OCLC that

automatically deletes lending charges from our account, for those rare cases where we absolutely need something.

- Heidi attended PALS ILL user group meeting at St. Ben's. A listserv was established for the PALS ILL user's group in anticipation of the changes for ILL due to MnLink.
- David, Robbie, and Astrid met about writing a land use pathfinder.
- Office reconstruction added to the excitement of the special session. Astrid's, David's, and Randi's areas were reworked; Elizabeth moved to Randi's old space.
- Robbie began meeting with legislative directors, a group convened by the LCC to hash out revised language for the Legislative Benefit Book.

### **Aides News**

- Danielle left; we're looking for a new Aide!

### **Interesting/Notable Questions:**

*The baseball stadium issue continued and heated up. However the questions slowed down somewhat, or so it seemed. Instead of handling mostly stadium related questions, as Carol said one day, "Well, I've answered my baseball question of the day."*

#### ***Some baseball/stadium related questions:***

- What's Carl Pohlad's net worth? (\$1.3 Billion) (PV)
- Info. that shows referendum is a bad idea..(PV)
- Info. on the Packers' issuing new public stock to rehabilitate their stadium. (PV)
- What percentage of Minnesotans have ever visited Indian casinos? (45%, RL)
- Information on owner of Kansas City Royals attempt to donate baseball team to charity in early 1990's.
- Heidi obtained the much requested (at least 8 I got personally) Reader's Digest article "The Stadium Shell Game" and said many

times "No, we don't subscribe to Reader's Digest but would you like the stadium article?"

- A request for the last 4 or 5 STRIB editorials regarding the stadium issue. (DS)
- A request for May 1997 STRIB article by Sen. John Marty responding to an earlier editorial calling him the arch foe of a publicly financed stadium. The articles were in regard to a Sen. Marty proposal to use revenue from the stadium to pay for its construction. (DS)
- What did the Sampsons pay for Canterbury Downs? Estimated a 8 million plus another 1 million in tax fees, DS and AS
- Request for an article stating that MN is 2nd in gambling to only Las Vegas. I found articles stating this I was unable to verify the source of the info. Hard to verify since Native American run casinos do not report their figures. The MN State Lottery office said that it may have been true when MN was one of the few states with Indian gambling but it probably wasn't true today. (DS)
- Did MN ever have a professional womens baseball team? (Yes...the Minneapolis Millerettes played for 1 year, 1944, CB)
- News articles about how opposition to Jacobs Field and Camden Yards turned to joy upon completion of the ballpark. (RM)
- Articles about the Baltimore stadium losing money despite raising ticket prices. (RM)
- List of baseball team total payrolls for the last five years. (Several people have asked for this, RM)
- Construction costs of different stadiums. (RM)

***Believe it or not - other topics:***

- What is the current trend in elementary school libraries? (AS)
- Articles on the Koch Refinery leakage and lack of PCA enforcement. (AS)
- Definition of "intergenerational equity". (AS)

- What happens to the bills on the floor that did not pass when the legislature adjourns in the odd year of the biennium? (They go back to the last committee that dealt with them.) PV
- Population of Brooklyn Park in 1965 & 1997? What is its current rank in MN regarding population size? Met Council had 1966 estimate and the Datanet gave me the 1996 (1997 isn't out yet) estimate and rank (#6).(DS)
- What are other states doing regarding merit pay for teachers? (DS)
- a lengthy project on corporate welfare reform (EL)
- I had a reference question from the UK about Minnesota legislation that limits in some way what businesses from elsewhere may do. (EL)
- I had a follow up question with a long history. A HRD person had asked me sometime this summer whether a particular bill had ever been signed by the governor. The bill had passed the House and Senate on 3/10/97 but the governor had still not signed it in early summer. The NJ governor is allowed a lengthy time in which to sign or veto a bill. She called again in October to see if it had been signed and the governor signed in on August 7--five months after it had passed the legislature! (EL)
- I was asked for an obituary from a month ago that was in the Rochester paper--does everyone know about the great web Minnesota obituary index that is on the Minnesota page? This could have taken hours and hours to find and it took about a minute. (EL)
- Multitudes of statute questions from the public. Have they been saving them up all year? (RM)
- Questions on urban sprawl (RL, AS), feedlots (RL), everything on Indians (RL), abuse of prisoners in private prisons (RL)

## ***Monthly Reference Report September, 1997***

### **Reference Staff Activities.....**

- ♦ Randi attended a seminar on ADA and Government web sites.
- ♦ Randi, Elizabeth, and Astrid planned a new training session about searching the web.
- ♦ Randi worked on reorganizing the House web main menu page with Leif.
- ♦ Randi changed the main Links to the World page to be compatible with Internet Explorer.
- ♦ Tours: Randi gave four tours for NALIT, Robbie gave a tour to a St. Catherine's student.
- ♦ Randi wrote a Minnesota Highlights on lead abatement.
- ♦ Dave Schmidke began work as a reference librarian on September 22. He got *lots* of training with *many* staff during his first week.
- ♦ Randi started working 30 hours per week.
- ♦ Robbie prepared and delivered two sessions of a class on searching WebPals to House Research staff.
- ♦ Heidi, Paul, and Randi continued work on the charter school pathfinder.
- ♦ Paul attended a microfilm records management seminar with Lisa.
- ♦ Paul spoke with Steve Nielsen from MHS about transferring some of the old reel-to-reel tapes to cassettes.
- ♦ Paul finished revising the Circ. Procedures!
- ♦ Robbie finished the web site for the Legislative Electric Energy Task Force.
- ♦ Elizabeth: Robbie and I had an interesting discussion with a Panamanian

legislative staff person along with a translator and Lisa Larson. Because Dr. Luis M. Adames G. was so interested in what Lisa had to say and because she could speak Spanish, the translator ended up translating what Lisa and Luis were saying into English for Robbie and me. He was very animated and we all had a lot of laughs and learned some interesting things.

### **A Vacation Note.....**

- ♦ From Elizabeth: On vacation I toured three different libraries. We went to the Port Townsend Public Library which is in an old Craftsman style Carnegie library that had great views--it was a clear day so we could see Whidbey Island, Mount Baker, Mount Ranier, and the Olympic mountains from the reading room. My friend works in a library in Freeland, Washington on Whidbey Island and she gave us a little tour when we were there. And then in Seattle we peeked into the main University of Washington library.

### **Aides News**

- ♦ Kristin Bjork started as a new Aide.

### **Interesting/Notable Questions:**

- ♦ Information on : getting off junk mail lists, time-on-welfare cutoffs for all states, (RL)
- ♦ A House Research assistant made one Friday afternoon hectic for Randi, Heidi, and Robbie with a 'right-now' request for several *obscure* books. "Can I wait?" he wanted to know after handing us the bibliography with highlighted items he needed. We ultimately had two reports faxed to us from libraries out east and got special dispensation from St. Thomas for him to check out a book..
- ♦ What is the current budget surplus? (A tricky question, since the surplus we had last February has been spent in the intervening legislative session. A call to Keith Carlson produced the answer.) (RM)

- ◆ Information on noxfish or rotenone use in California. (RM)
- ◆ Out of the 200,000 inmates booked into Minnesota jails each year, what percentage are juveniles? (Another trick question: none. Juveniles go into juvenile detention facilities. The Criminal Justice statistics people in Planning are very helpful with questions like this.)(RM)
- ◆ Does Minnesota allow people to ride in the bed of a pickup truck? (Yes, except for kids who have to be restrained in child seats.)(RM)
- ◆ List of Aviation Foundation board members. (After a lot of looking, I finally discovered that this foundation consists of Darryl Jenkins and some graduate students. No board involved.)(RM)
- ◆ 2 Princess Diana related questions: what are Prince William and Prince Harry's addresses? and, Do we have a Good Samaritan law like France does? (HH)
- ◆ What was the average income for workers in 1947? (HH)
- ◆ What do they use shark cartilage for? (HH)
- ◆ What year did St. Paul overturn the gay rights ordinance? (HH)
- ◆ What is the Louisiana covenant of marriage? (HH)
- ◆ Does the Speaker of the House/President of the Senate get paid more? (HH)
- ◆ Gathered together info. on Coya Knutson for Rep. Clark. She stated she was very pleased with how quickly I responded to her request. (PV)
- ◆ A rep. requested info. on George Latimer's efforts to save the Hamm's Brewery. (1983) (PV)
- ◆ Sen. Frederickson needed info. on the U.S.S. Des Moines. (Year built, armaments, when decommissioned, etc.)(PV)
- ◆ Recent info. on Silicosis and Asbestosis. (PV)
- ◆ What was the original appropriation for the MN Film Board? Laws of MN 1983, Ch. 301, Sec. 28 (earmarked a Dept. of Energy & Economic Development appropriation). (PV)
- ◆ Can you get me a copy of the Southern Manifesto? (PV)
- ◆ I spent a long time pulling together materials on unicameralism for a House Research project. I supplemented the book of reports and clippings that RL had put together for the vertical file and also did a search of books on Worldcat and Legisnet. Although we don't have everything there is on unicameralism--we have everything from the last 15 years. Which is not much. (EL)
- ◆ I was asked about the Northstar Corridor. We have an e.i.s. on the Northeast Corridor which is the metropolitan part of the Northstar corridor. This is a proposed rail connection between St. Cloud and Minneapolis. The Anoka County Regional Railroad Authority is working with Rep. Oberstar to study this project. There is a Northstar Corridor Development Authority (a joint powers board made up of 31 governmental entities) established to deal with this. So it may become a bigger deal. There are no printed documents and nothing in recent years in the newspaper so you may want to keep this in the back of your mind. (EL)
- ◆ A senator needed a quote by Daniel Patrick Moynihan for a speech the next morning. I couldn't find it in our library, but did find it in a book at the public library when I picked up Margaret after work. She was most appreciative when I called her at home with the answer. (Not only that, she ended up using a different quote I read to her than the one she first intended using. RL)
- ◆ Again, many questions on particular stadiums and gambling (I needed a chart of which gambling is allowed by each state--there is one in the August 1996 IGWB and a new one will be in the October 1997 issue of IGWB.
- ◆ \*History and development of MN higher ed systems (State U's, CC, and Votech) AND the development and current status of the Higher Ed funding allocation formula. (CB)
- ◆ \*The dreaded, "information on crime in MN" question: overview of new initiatives at the state and local levels, in both urban and rural areas... focusing specifically on gangs, juvenile justice, and promising new reform and crime prevention efforts in general. (CB)
- ◆ Information from other states on lifetime hunting and fishing licenses (RL)
- ◆ Materials for a speech on the glass ceiling for women in politics (RL)
- ◆ Materials on farm safety for a legislator giving a speech. (RL)
- ◆ Information on backlash against HMOs. (AS)
- ◆ Budget information for several state agencies from appropriation bills from 1990-1996. (AS)
- ◆ Demographic information on voters.(AS)
- ◆ What does G.E.D. stand for? Actually, it's both General Educational Development (test) and General Equivalency Diploma (for non-graduates). (AS)

## ***Monthly Reference Report August, 1997***

*We could have answered the phone this month and said, "Legislative Reference Library. Can I answer your stadium-related question?"*

### **Reference Staff Activities.....**

- ◆ Andrea left at the end of the month, and we had a nice farewell get-together.
- ◆ Randi attended several Acquisitions system planning meetings.
- ◆ Elizabeth, Astrid, and Randi met to begin planning an advanced Internet training class.
- ◆ Randi, Robbie, Marilyn, and Elizabeth interviewed five candidates for the Reference Librarian position and hired David Schmidke, who will be coming from Marshfield Public Library in Wisconsin and beginning at LRL on September 22.
- ◆ Many devoted staff put in time coding papers in Carol's absence. The Aides put up with the chaotic situation and were happy to see Carol return - as we all were!
- ◆ Many reference staff were on vacation for portions of the month. The circ. staff were especially accomodating in struggling through thinly-staffed days.

### **Aides News**

- ◆ Elizabeth interviewed several Aides position candidates and hired Kristin Bjork. Kristin said that she is sick of computers at her previous job and so is happy to be clipping and copying and cutting and not typing.

- ◆ Mike left to take a teaching job in Inver Grove Heights.
- ◆ Every aide's schedule changed.

### **Interesting/Notable Questions:**

*It's so important that we keep a keen eye out for the contents of the web site. This month I was asked for the flood bill the day after it passed. It turns out the Revisor's Office computer staff didn't even know there had been an engrossment of the bill, and wouldn't have added it to the web site if we hadn't noticed!*

- ◆ Information about an invasive weed clogging Lake Victoria in Uganda. (RM)
- ◆ Information on the Treaty of the Child, which turned out to be the UN Convention on the Rights of the Child. The U.S. is one of only a few nations that haven't ratified it. (RM)
- ◆ Who is Professor Linsky? He may be a sociologist. (Turned out to be Adam Walinsky, a NY lawyer. RM)
- ◆ Background on Kevin Sorbo, aka Hercules. (RM) (Editorial comment: Can you even believe how much press coverage he received?)
- ◆ Rep. Kahn & Rep. Chaudhary requested that I find the top schools for graduate studies in biology. Then they needed me to call & determine if any of them have public plant displays that contain plastic plants. (PV) (The U. is contemplating a plastic plant display. So far, Paul has not identified any other schools with plastic plant displays. Harvard has some 100-year-old hand-blown glass flowers on display.)
- ◆ A patron called up frantic because MHS could not find any records for the Dept. of Commerce when Michael Pint was the commissioner. She wanted to know if we had any of the records. I discovered the Dept. of Commerce didn't exist in Michael Pint's time. He was actually the

commissioner of what was known as the Banking Dept. With this info. she was then able to get to the needed records at MHS. (PV)

- ◆ Can you provide me with a brief history and the roles of the state hospitals in MN? (PV)
- ◆ Does Minnesota have any mandated school desegregation? (Mpls. did through a court case in 1971, PV)
- ◆ A patron was in the Tape Room working on tax increment financing (TIF) legislative history. The client is working on the Mpls. Target store situation. (PV)
- ◆ Federal law dealing with the wearing of military uniforms in a theatrical production. (AES)
- ◆ Do other states have a variation of Minnesota's "gag rule" (not allowing evidence of seat belt use) in civil litigation cases? (AES)
- ◆ Recent legislation limiting punitive damages in products approved by FDA. (AES)
- ◆ Structure of governing boards of universities in other states. (AES)
- ◆ Articles about mobility being a factor in student achievement (EL)
- ◆ How does Michigan compare in welfare/human services programs (EL)
- ◆ How does Minnesota compare to other states with regard to school facilities. (EL)
- ◆ Details on various Indian treaties (EL)
- ◆ How many state employees are there (this is one of those easy questions that are tricky in disguise.) (EL)
- ◆ Information on Florida's intangible personal property tax (indirectly for a legislator who thought a wealth tax might be a good idea to find a new stadium, RL)
- ◆ Special session information. It's GREAT that we have the list of special sessions available via the web. (RL)



## Monthly Reference Report July, 1997

*Zona died on July 3, truly a milestone occasion. If, by her example, we all have gained just a portion of her dedication, kindness, love of family, and interest in life, her legacy is secure. Not to mention the notebooks!*

### Reference Staff Activities.....

- Reference staff reviews are done. I hope the coming year is as busy and productive and positive as the past year seems to have been for staff.
- Heidi checked our staff list for errors in preparation for House Information publishing the revised red directories.
- Randi and Robbie sent materials and pathfinders to members of the Stadium task force and the Senate Electric Utility Restructuring Subcommittee. Randi had an especially good response; many people requested the materials listed in the pathfinder.
- Robbie began work on a web page for the Legislative Electric Energy Task Force.
- Paul, Randi, and Heidi met to begin work on the Charter Schools pathfinder.
- Paul began work on the Circulation Desk procedures.
- Randi and Carol met with the EBSCO representative to learn about their database.
- Randi, Elizabeth, and Robbie met with Marilyn to choose the pool of candidates to interview for the new reference librarian position.
- Randi attended many Acquisitions System planning meetings.

- Elizabeth completed the Aides' annual reviews.
- Randi, Astrid, and Elizabeth met to begin planning for a new round of Internet training classes. There is still much work to be done to prepare the class!

### Aides News

- Andrew went through all the periodicals to determine whether they listed web addresses. The catalogers will add the web addresses to the catalog record if the site has an archives.
- Several aides took a field trip to the Ramsey County microfilming operation to see if they had any tips. The aides learned a few things on speeding up the process. Ramsey County has a high-tech microfilming machine for doing oversized and unusual documents but they use the same one we use for their basic microfilming.

### Interesting/Notable Questions:

- Who is the acting president of the Mpls. Urban League? (Laura Scott Williams, PV)
- Digital Technology: What is it? What does it mean? (PV)
- What is Ted Mondale's educational plan? (PV)
- Can you find the lyrics and musical score for the MN Rouser, "Because," and "I Love Your Truly?" (PV. Note: We received *originals* of the decades-old songs via ILL; it was almost scary to have the responsibility for those precious materials.)
- Which of the AAA bond rated states have state supported stadiums? (HH)
- Did MN vote for the ERA? (a travel agent who was trying to convince a feminist group to have a convention here, HH)
- Information on funding of DARE and MADD. (AES)
- Highway death statistics (AES).
- Information on state fee amounts for funding of government programs. (AES)

- Municipal bond ratings for city of St. Paul and methods used for determining ratings. (AES)
- Background on home schooling. (RM)
- Costs of deferred maintenance. (RM)
- Law banning wearing of military or fraternal insignia if not a member of the group. (RM)
- Background on telemedicine. (RM)
- A list of sports stadium referendums within the past four years. (Copy of the list in VF S150, RM)
- Information on unicameral legislatures. (EL)
- Find the current sales tax for Denver and Seattle. (AS)
- Is there a market for goat milk in MN? How is it used? (For a 4-H group that contacted their Senator) (AS)
- Who authored the federal legislation that would tax the tuition benefits that employees of higher education institutions receive? (AS)
- Find attendance statistics and stadium size for various major league baseball teams. (AS)
- Find information that supports the premise that children who are adopted experience more mental health problems than non-adopted children. (AS)
- Find recent articles about the pros and cons of long-term care insurance. (AS)
- Find articles from the StarTrib that describe the past three winters in MN (this question came from the NSP Librarian! Hmmm...) (AS)

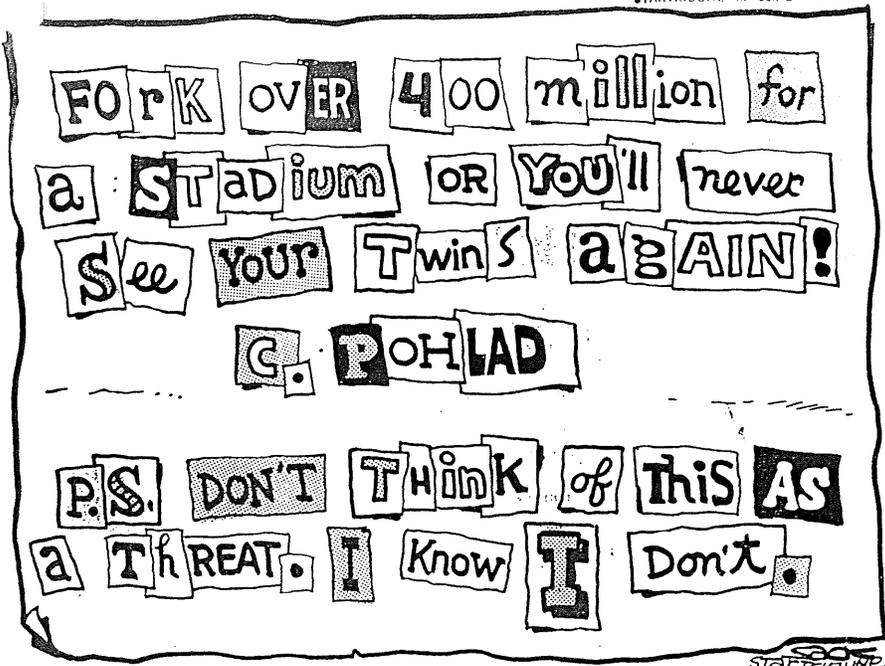


## Portrait of a Lady Shopping the Avon Way

The Avon Representative  
speaks the language of women everywhere.

©1968 Avon Products, Inc.

*What you don't find while  
weeding! This was in an  
old annual publication about  
NCSL activities.*



## *Monthly Reference Report June, 1997*

### **Training and Meetings:**

- The reference librarians had one of their traditional, but very occasional, breakfast meetings - the last time Andrea will be around to join us.
- Carol, Paul, Elizabeth, and Robbie met with the Public PC committee to discuss how the transition went (Swimmingly!) We made some minor style changes and added an encyclopedia page.

### **Other Activities.....**

- Finally - the education finance bill was passed during a one-day special session. Predictably, we received frantic calls that morning. While on the desk from 8-10 that morning, Robbie received two panic-level questions (neither of which was difficult to answer). Can you guess who asked them?

- It was two of our regular users; see answer at end of the report.
- Robbie worked with Lisa to set up the PC behind the reference desk as a WINDOWS machine.
- Pathfinder activity. Astrid, Andrea, and Robbie divided duties and began working on the property tax pathfinder. Robbie, with Jon's help, began updating the dual-track airport pathfinder and converting it to html format. Carol, Heidi, and Elizabeth wrote a Page One essay on private prisons. Shortly after it was released a legislator called and asked for everything on the list.
- Lots of weeding activity! Marilyn and Robbie weeded carts-ful of truly outdated documents. The reference librarians met one day to discuss which of various series should be kept, weeded, or kept in fiche format only.
- Elizabeth and Paul evaluated the new WINDOW-based Minnesota Statutes and decided the older, DOS-based searching software was more effective and user-friendly.
- When a range of sessions laws were offered by a CALCO library, Elizabeth went through our copies and then asked for several years to replace ragged LRL volumes.
- Our Step-by-Step Legislative History Guide on the web was profiled and praised in the May issue of the Minnesota Attorney General library newsletter.
- Several changes were made to the LINKS TO THE WORLD categories. Randi revamped the Legal Information page and renamed it Law and Legislation. Robbie created a new Land Use page, Waste Management was deleted.
- Randi's great work for SLA was praised in the Summer '97 issue of the SLA/ASIS BULLETIN. "Our Networking Chair, Randi Madisen, got our listserv up and

running in June of 1996 and our webpage was up by January 1997. This was a lot of work and Randi did a great job....."

- Overdues success! Robbie cleaned up a number of overdues problems, replacing several items on which we'd given up hope and, withdrawing some lost items, and having PALS records changed on others to reflect 'fiche only.' Jon enjoyed great success in getting back the last of many year+ overdue items from a recalcitrant researcher at the Legislative Auditor's Office.

### Interesting/Notable Questions:

*This was a big month for Legislative Auditor's Office staff beginning their big projects for the year. Randi did tons of searching for literature on building maintenance. Robbie and Carol were immersed in questions dealing with compensatory education. But most of all Heidi was inundated with ILL stacks of ILL requests, many of them quite fugitive in nature.*

- Reviews of WINDOWS NT vs WINDOWS 95. (EL)
- Detailed information about scholarships, endowment, and tuition at the boarding schools in the state and several other schools elsewhere. (EL)
- What was the rationale behind passage of the original minimum wage legislation in the 1930's? (EL)
- What do pipefitters actually do? (For a staff person preparing remarks by a legislator to pipefitters, RL)

- Statistics on world literacy rates, teen smokers, and members of various religious groups. (AES)
- List of flood-disaster counties in Minnesota. (AES)
- Information on motor-registration laws from other states. (AES)
- Comparison of tuition rates in the 1970's for various parochial schools. (The Archdiocese of Mpls/St. Paul was very helpful with this question.) (AES)
- A huge, multi-part question about financing for motor speedways, their economic impact, revenues and attendance figures. Was there government funding for some of them? (AS)
- Any information about John Walton (son of WalMart founder, Sam Walton)(AS)
- Where can I find copies of the state board examinations that were given to Minnesota students during the 1940s? (MHS has many boxes in their collection from the Dept. of Education)(AS)
- Info. on MN Tribal Gaming compacts. (PV)
- Sen. Pappas needed info. on the West Palm Beach revitalization & mayor, Nancy Graham. (PV)
- How long was the debate on the K-12 finance bill in the House on 5/19/97? (About 1 1/2 hours).(PV)
- Info. on Leroy Neiman the St. Paul artist. (PV)
- Copies of polls relating to the stadium issue. (HH - poll books to the rescue!)
- What is Emily Ann Staples doing now? (HH)

*Who needed information ASAP on the morning of the special session? Lisa Larson and Greg Bergstrom. We always appreciate their business!*

*Eding both helped a person from Greece.*



*Reference Librarian*

# December Reference Activities

December, 1992

*December was a busy month, with lots of pre-session research. The Library staff was much appreciated by our patrons throughout the month, with candy from Sen. Roger Moe, Rep. Haukoos, Rep. Rodosovich, the Senate Information Office staff, and the House DFL researchers. Cindy Thomas brought us her annual box of homemade treats, and the House DFL Constituent Services staff brought us a giant fruit basket. (Add in all of the chocolate Zona supplied for us, and we now have several cases of serious chocolate withdrawal in January!)*

Randi and Robbie attended a presentation on The Global Internet sponsored by Intertech.

Robbie completed the reference staff reviews.

Robbie gave presentations on the online sources available through the Library to staff in House DFL Research (with RM), IR House Research (with EL), and Senate Counsel and Research (with EL).

The forms to continue receiving Inside Issues were sent to current subscribers early in the month, and at the end of the month to staff non-users.

Randi put a notice on the NCSL Bulleting Board asking for donations of legislative manuals from other states; Montana was the first to respond.

Jane and Randi each gave tours to new researchers from House Research; Elizabeth gave an additional three tours during the month.

Robbie participated in a PALS Reference Group Advisory Committee conference call to discuss how the IAC databases should be divided by date on PALS.

## Aides Activities:

Ben nearly completed the annual shifting of the newspaper clipping drawers to accomodate the new year's files.

Sean helped Leif string cable for the LAN throughout the Library.

John and Elizabeth discussed improvements to the Inside Issues procedures; John and Terri will share the copying responsibilities.

## October, 1992, Reference Highlights

October was memorable for its focus on new technology. The Reference Staff were faced with new word processing and communications software, *and* a laser printer. The learning curve for one isn't bad, but discovering the tricks of all three can be a little stressful. On top of that, we have all started to investigate the intricacies of the INTERNET.

### Training/Professional Meetings Attended

\*\* All the Reference Librarians participated in the NCSL Professional Development seminar on September 30-October 2. Robbie participated in a panel discussion on scanning; Carol gave a PALS tutorial; all the Reference Staff acted as great hosts to our guests.

\*\* Randi attended an ASIS meeting; the speaker's topic was "Using Customer Feedback as a Quality Tool."

\*\* Randi and Robbie attended the Twin Cities Researchers monthly meeting; the speaker was from the Survey Research Center at the University.

\*\* Pam, Carol, Paul, Elizabeth, and Robbie attended a METRONET-sponsored INTERNET workshop.

\*\* Robbie attended a half-day seminar on Minnesota state budget reform sponsored by the Humphrey Institute.

\*\* Andrea attended the PALS Reference Users Group meeting in St. Cloud on October 1. (Robbie was elected to the Reference Users Group Executive Committee.)

\*\* Carol attended the PALS ILL User Group meeting, where she was elected secretary for the group and a member of the Executive Committee.)

\*\* Robbie and Marilyn attended the METRONET Eye-opener meeting.

\*\* Robbie and Marilyn attended one day of the Minnesota Library Association convention in Brainerd.

Paul worked with Darlene Keran to improve the collection of the House Committee Minutes. They informed the secretaries the pick-up date would be Oct. 27 and were able to collect about 80% in less than an hour - a vast improvement over past years.

Pam gave tours to three new legislative commission staff, Jean Lufburrow, Dale Wittenbog, and Susan Schmidt.

## ***Monthly Reference Report*** ***March, 1997***

### **Training and Meetings:**

- Astrid, Randi, and Andrea attended the Virtual Horizons conference.
- Carol, Elizabeth and Robbie attended a CALCO-sponsored videoconference, The Future of Libraries.
- Elizabeth and Marilyn talked with a group of Senate people about web pages.

### **Aides Activities:**

- Elizabeth hired a new aide, Danielle.
- Andrew shifted the display periodicals.
- Andrew shifted, relabeled, and cleaned up the microfiche drawers. He also threw away all the old administrative hearings and minutes microfiche.

### **We also worked on.....**

- Randi commented on the first try at bill status searching by the Revisor's office using the BASIS web stuff. Definitely not ready for public consumption!
- Jon obtained the materials he will need to finish the Legislative Rankings notebooks. He received some legislative district information charts from MCCL. This is interesting due to the fact that they volunteered the information while we are still unable to subscribe to their newsletter!
- Carol wrote *Minnesota Highlights* on welfare reform documents.
- Heidi will be printing out census documents under 50 pages which are available via the web because she's much quicker and more reliable than the Census Bureau.
- We often get requests for many Minnesota publications from ERIC; Heidi tried to track down a lengthy list this month.
- Robbie finished the Electric Utility Deregulation pathfinder; Andrea and Carol finished the welfare reform pathfinder, and

Astrid and Randi finished the three strikes law pathfinder.

### **Interesting/Notable Questions:**

- When was the citizenship test enacted into law? (AES)
- Hog production statistics. (AES)
- How was the 2% reduction in PERA funds taken out in 1983 to balance the state budget slated to be reimbursed? (AES)
- Information on Iowa's financing of public information technology infrastructure. (AES)
- History of pardons in Minnesota (RM)
- Information on the proposal in the 1970s to change public utility property taxes to a gross earnings tax. (RM)
- A list of all the legislators from Marshall back to 1858. (RM Someday, ATLD will do this effortlessly!)
- What kind of deal did the North Stars ask for when they were leaving? (RM)
- Jon did some research on a former legislator, Mitchel Perrizo. He served in the legislature in 1941 and left to fight in the Pacific theater during WWII. While looking things up about him, he came across some information on the Ryan Hotel which used to be in St. Paul. It seems that the Ryan, a palacial hotel, was home to many legislators until it was torn down.
- Do any states have laws banning discrimination by appearance or mode of transportation? (Enquiring motorcyclists want to know! RM)
- How do I get a copy of my birth certificate? I was born in Iceland. (PV)
- How much money did Gov. Carlson want to give the Homework Helpline? (PV)
- When did Herb Brooks run for the MN House of Reps.? (He didn't, the IRs encouraged him to run in 1990. PV)
- How many MN Senators are full-time? (PV)
- Can you find any info. on the Minnesota Jobs, Taxes Network? (It turns out they are

a subgroup of the Coalition of MN Businesses.PV)

- What are the requirements for membership in the National Honor Society? (<http://www.nassp.org/dsa> PV))
- What does EPSDT stand for? (Early & Periodic Screening Diagnosis & Treatment. PV)
- When was the Office of Mental Health Practice established? (AS)
- Find a state-by-state comparison of the percentage of states' budgets spent on post-secondary education. (AS)
- Find information about international child labor standards. (AS)
- Find the Iowa statute that combines the funding of special education programs with programs for gifted & talented children. (AS)
- How much money do people spend on food; how much do we eat; how many people are hungry? (EL)
- Twins attendance figures--Twins/stadium questions continue (EL)
- How many fatalities involving MCTO buses have occurred from 1985 to 1996? (EL)  
They track fatalities in which MCTO buses are involved in anyway--so of the three fatalities last year, two of the deaths were because a car drove into the back of a parked MCTO bus. The average is less than two per year. The only on-board fatality was in 1975 when a driver swerved to avoid a pedestrian and an elderly passenger in the bus fell and died from her injuries. I spoke with the "risk manager" at the MCTO and he made a point of telling me this because he wanted to make sure that people realized that only one fatality might have prevented by seat belt use. The patron also needed school bus fatalities back ten years to compare. There are an alarming number of school bus fatalities!
- Private prison questions (EL,RL)

- What is the origin of the phrase "A Bridge Too Far" (RL, for use with a bill to mandate mediation on the Stillwater bridge proposal)
- An overview of national drug control policy (RL)
- Information on proposed alternative medicine legislation (RL)

*This message which came on Randi's refdesk watch, just goes to prove that people think we can do anything! And this came AFTER we had the disclaimer on all the Links pages saying we weren't responsible for the sites on the pages!*

From: nxnara@mail.wm.edu  
To: refdesk@library.leg.state.mn.us  
Subject: Information request  
Date: Wed, 26 Mar 1997 22:49:11

To whom it may concern:

I am currently working on a research project/internship with the U.S.-India Business Council. The project consists of extensive research on charitable organizations within India. We are creating a comprehensive directory of reputable charitable organizations (in India) in need of funding. We plan on presenting this directory to corporations, already investing in India, in order to encourage them to donate money to these organization. I need as much information pertaining to and perhaps a complete listing of Women's/Health organizations in India. I tried to utilize your home page, but was unable to narrow my search to a complete list of charities specifically within India. I would appreciate any alternative resources or help you could offer in facilitating and expediting my research. Thank you for your time and am hopeful for a response as soon as possible.

Thank you again.

Sincerely,  
Nisha Narayanan  
U.S.-India Business Council (email:  
[nxnara@mail.wm.edu](mailto:nxnara@mail.wm.edu))

# **MONTHLY REFERENCE REPORT**

## **February, 1997**

### **Training and Meetings:**

- Elizabeth and Robbie attended the sexual harassment training for supervisors.
- Paul met with Marilyn to discuss the retention of legislative tapes and related issues.
- Robbie and Randi attended an LNET-WEB meeting.
- Randi tied up her innumerable meetings with the Acquisitions group - we appreciate her work so much!

### **Tours/Training:**

- The reference librarians met with many new legislators. (See the training sheet.)
- Astrid, Carol, and Robbie conducted three Friday-morning Legislative Assistant workshops. Randi claims she can tell the difference, that more-informed L.A.'s are now calling.
- Robbie gave a library research tutorial to former Rep. Don Ostrom's Gustavus Adolphus public policy class.

### **We also worked on.....**

- Paul assisted in the process of selecting new microfilm/fiche reader/printers.
- Heidi added blue cards for the new legislators to our card file.
- People need stuff quick now - Heidi reported there were 14 fax ILL requests in February versus 4 in January.
- Elizabeth saved us \$48.00 by noticing that the new legal citation book we ordered was for *British law*.
- Carol and Andrea wrote the "Page One" essay for *Introductions* on welfare reform.
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- The Inside Issues topic lists continued to straggle in, occasionally with a compliment. Tory Olson wrote, "Thanks, You guys are the greatest!" According to Ruth, there are 53 new users this year; the total is nearly 300.

### **Interesting/Notable Questions:**

- The hot topics? Private prisons, concealed weapons.
- Lottery proceeds for education in GA (EL)
- Photographs of draft horses with docked tails. There is legislation pending about this, and there are a million pictures of draft horses on the Internet. This would have taken more than ten minutes a few years ago. (EL)
- Information on John Lott (author of one of the concealed weapons reports). He seems to be a professional advocate for the other side. For example, he is in favor of concealed weapons, smoking in airplanes, etc. (EL)
- Information on the make-up of the Tennessee Legislature.
- A very time-consuming question on ascertaining how much information is available in determining how much money local governments and the state and the U. spend on lawsuits - both paying lawyers to defend them and settlements. It would be somewhat possible to determine this for the U. and the state but impossible to determine how much is spent at the local government level. (EL)
- Information about welfare reform efforts in New Mexico. (AS)
- A breakdown of the costs of services for clients (food, laundry, etc.) at the Regional Treatment Centers. (AS)
- Information about the ownership structure of the Green Bay Packers. (AS)
- How many states have laws re: surrogate parenting? Find information about a uniform

surrogacy act. (NCSL has an updated state-by-state chart, and there was a good web site. AS, AES)

- As much information as possible about how other states finance Adult Basic Education programs. (AS, AES)
- Are there any states that require seat belts on buses? Or video camera monitoring? (AS, AES)
- Information on the Minnesota grid system - part of the Sentencing guidelines. The information needed to be faxed to the Australian Parliament Library (RL)
- Compile a bibliography to help answer the question: Does state or local government spending increase in the case of federal government aid? Does aid from a higher level of government reduce taxes or create an impetus for new spending? (If it makes you think of Keith Carlson, you're right!) (AS)
- Statistics on arson (PV)
- Where does it say that the NWA bill had to pass by a 3/5 vote? (MN Constitution Art. XI, sec. 5 PV)
- Does a school bus need to have 400 feet between stops? (MS 169.443 PV)
- Information on the abortion clinic access court ruling (PV)
- Information on Eva and Juan Peron (for a legislator who just saw the new movie, PV), on Harold Stassen (for a Senate Resolution, PV), medicinal marijuana (HH), industrial hemp (HH), BWCA situation (HH), brownfields (HH), double-bunking in prisons (RL), linking driver's licenses for teens to academic performance (RL), deer feeding (RL)
- Samples of what people have done to earn Eagle Scout status. (PV)
- Can you find the key which explains the abbreviations & symbols used in this report by the Association of Metropolitan Municipalities? There was no key. The Assoc. said they were aware of the problem

and were going to fix it in the new edition. They weren't even sure they could tell the patron what everything meant.

- How many bills were introduced and how many passed in 1991, 1993, and 1995? (PV)
- Does Minnesota have any national monuments other than Pipestone and Grand Portage? (no - EL)
- When were women first on juries? (HH)
- Do we have a state color? (What a dumb question, RL)
- Information against dropping the BAC from .10 to .08 (RM)
- What is the Texas legislature doing about the Republic of Texas, a paramilitary group? (RM)
- Statistics on minority children being labeled EBD or ADD at high rates. (RM)
- Laws allowing cities and counties in other states to impose additional taxes on tobacco.
- Many dry cask questions. (RM)
- List of priests and ministers in a legislative district. (With a list of cities and towns in the district and Big Book on the web, I could
- get a list of most of the churches in the district, complete with addresses and phone numbers, RM)
- Info. on information infrastructure in other states. (RM)

**Ten Years Ago:** *Sometimes I'll add some activities from the 1987 reports; it shows how far we've come.....*

- Upgraded phone service at reference desk; also added jack for online searching at that location with the Texas Instruments terminal. (April)