One Day ORALL SIG/COCLLRB Meeting
April 22, 2016
8:30 am – 3:30 pm

Cool Tools for Law Librarians

Sponsored by
Columbus Law Library Association

Located at
Franklin County Law Library
369 S. High Street, 10th Floor
Columbus, OH 43215

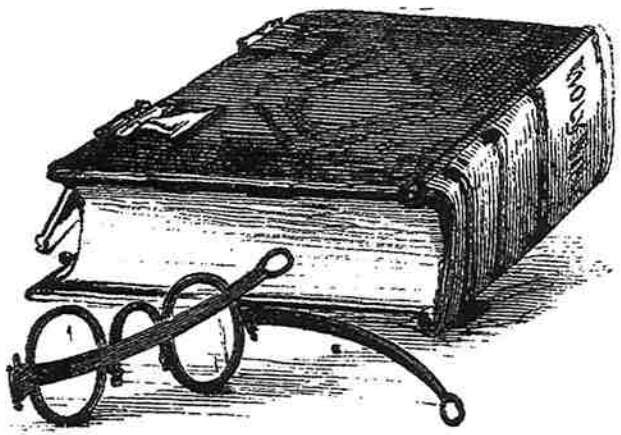
Law Library

I

Here where a million minds have
Built like a coral reef,
A repository of learning, brought forth from
Study and contention in every vicissitude
by needs,–
Historical and economic–
Of the ages,–
I have spent a myriad of hours,
Searching sometimes in the new, and sometimes
in the shelf-worn books,
A way of defense, a remedy for a wrong,
Entrusted to me by busier men to find.

II

And I who have trod the floors till they
Wore my soles to tatters,
Can see the ghosts of men long departed,
Who like me sought a precedent to guide a Judge
Or to make a solution
Fitting new conditions.



III

Often I have heard laughter by practical
men, who called
My appointed task a visionary goal;
And sometimes I could join, when
Some thorough, documented brief
from months of research, was ignored
By a Court, and other men with the
same material won their cause, when
their cause reached the same Court.

IV

I have been puzzled, by conflict in decisions;
I have been puzzled, by the
Legislatures that hastily
swept away anchored law.
And yet with all the times
The library of Law seemed to fail me,
I struggled on, Knowing I will struggle on…
Deeming it better
To console my Soul with the thought,
That I better believe
In the Evidences of Law,
Than the arbitrary dictates of Men.

By David Perris
In Out of a Life in the Law
Gates Legal Publishing Co., 1957

One Day ORALL SIG/COCLLRB Meeting
April 22, 2016
8:30 am – 3:30 pm

Agenda

8:30 – 9:00	Networking & Coffee	
9:00 – 11:00	Consortium Meeting	*Judith Maxwell*
11:00 -11:45	ORALL SIG Meeting	*Kathy Dugan*
11:45 – 12:00	Brown County Libraries	*Lynn Hardin & Thomas Mayes*
12:00 – 1:30	Lunch	
1:30 – 3:30	Cool Tools	

Cool Tools Topics

Snagit	*Hamilton County Law Library*	*Laura Morrison*
Mobile Reference Cart	*Franklin County Law Library*	*Minnie Ozbeytemur*
Pinterest	*Cuyahoga County Law Library*	*Kathy Dugan*
Pixabay	*Ashtabula County Law Library*	*Shara Parkomaki*
Constant Contact	*Franklin County Law Library*	*Angela Baldree*
Doodle	*Lake County Law Library*	*Sandra Murphy*
eBooks	*Jefferson County Law Library*	*Ardis Stein*
Free Webinar Tools	*Hamilton County Law Library*	*Mary Jenkins*
Google Docs/Calendar	*Summit County Law Library*	*Amber Barnhart*
PDF Platforms	*Franklin County Law Library*	*Susanna Marlowe*

Board of COCLL
Agenda
Friday, 4/22/2016
Franklin County Law Library
Columbus, Ohio

1. Call to Order

New Business:

2. Organization of the Board and elections
3. Approval of Minutes from November 19, 2015
4. Fiscal 2015
5. Fiscal 2016
6. Optional Grants 2016
7. Advisory Board

Old Business:

8. Update Lexis book order and OJI
9. Update Librarian Training

Items too late for the agenda:

Adjourn

Minutes of the Meeting of the Consortium of County Law Library Resources Boards

November 19, 2015, 10:00 a.m.

Ohio Supreme Court Law Library, Columbus, Ohio

The Consortium of County Law Library Resources Boards (hereinafter "Consortium") held a meeting on Thursday, November 19, 2015 at the Ohio Supreme Court Law Library in Columbus, Ohio. The following Board Members were in attendance: Chair Judge Charles Schneider; Ken Kozlowski; and Secretary Kathleen M. Dugan. Also in attendance were: Executive Director Judy Maxwell; Senior Assistant Attorney General Jessica Tom; Business Counsel Kari B. Hertel from the Ohio Attorney General's office (arrived at 10:45 a.m.); Angela Baldree; and Sharla Parkomaki. Advisory Council members Susan Boland, Mary Jenkins and Dick Baker participated by telephone, and Galen Avery arrived in person at 10:12 a.m. The following County Law Librarians participated by telephone: Kendel Croston; Melissa Barney; and Ardis Stein.

Judge Schneider convened the meeting at 10:05 a.m. and called for approval of the September 29, 2015 Minutes. Judge Schneider made a motion to approve these Minutes, Ken Kozlowski seconded the motion, and it was unanimously approved.

Judy Maxwell then presented the Fiscal 2015 report, indicating that she estimates finishing year end 2015 with a balance of $8,457.98, which is sufficient to pay Memoranda of Understanding ("MOU") with 3 CLLRBs. She also stated that she and Ken Kozlowski are frustrated with ongoing, legitimate bills from Lexis, she had to cancel the Domestic Relations Handbook, and she will insist on immediate invoices for everything that Lexis ships next year. As a result, Judge Schneider moved to approve the cancellation of the Domestic Relations Handbook, Ken Kozlowski seconded the motion, and it was unanimously approved.

The Board next discussed its prior approval of $50,000.00 toward Lexis books for 2016, and Ms. Maxwell indicated that legal counsel is still working out contract language to dovetail with the State's biennium. Judge Schneider reaffirmed that the Board would like to commit to the longest contract term possible.

Judge Schneider then indicated that there may be some uncertainty about the future of OJI if its publisher, the Ohio Judicial Conference, disbands. There is some talk about the Ohio Supreme Court taking over publication, but the Judge does not favor that proposal.

Ms. Maxwell then presented a proposal from West Publishing for discounts on 2, 3 or 4 titles for every CLLRB. The Board discussed these options, the figure of $80,000.00 which the Board previously authorized, potential statutory dues the Consortium might expect in early 2016, and alternative sources information Westlaw plans and through the Consortium's ILL system. Although Judge Schneider indicated that Franklin County Law Library's revenues have been up in 2015, Ms. Dugan indicated that her Library's revenues are down significantly. As a result, the

Board postponed a decision on West books and indicated that it will revisit the issue in 1st quarter 2016 once revenue can be evaluated.

Jessica Tom then indicated that the renewal MOU's with the Clermont and Delaware County Law Libraries reflect wage increases, and all 3 renewal MOU's have been signed by the Attorney General's office. As a result, Judge Schneider signed all 3 MOU's during the meeting.

The Board next discussed revisions to the optional grant guidelines. Angela Baldree explained the changes she made and indicated that she will reduce the maximum amount to $50,000.00. Pursuant to an inquiry from Judge Shriver, she included the costs of registration, transportation and housing for staff training grants. Pursuant to a question from Mary Jenkins, the Board consensus was to add a requirement that grant recipients provide a report, and upon the failure to do so, grant recipients would have to refund their grant money and remain ineligible for future grants until providing the report. Discussion then ensued about libraries submitting multiple grant requests. Pursuant to a suggestion by Ms. Dugan, Judge Schneider moved to 1) change the existing language from a maximum of $5,000.00 in any category to a maximum of $5,000.00 per library, and 2) require libraries that submit grant requests in multiple categories to prioritize their requests. Ken Kozlowski seconded this motion, and it was unanimously approved. Judge Schneider then moved to approve all of the suggested changes in the grant RFP, including the $50,000.00 total allocated for optional grants. Ken Kozlowski seconded the motion, and it was unanimously approved.

Mary Jenkins then updated the Board on a proposed merger between a public library and a law library in Portland, Oregon. She further indicated that best practices for these arrangements are being drafted to ensure that users, citizens and access to justice are kept in the forefront. When she mentioned county law library closures over the last few years, Judge Schneider asked her to present Ohio's model to AALL if it would be helpful to others.

Kari Hertel arrived at this time (10:45 a.m.).

Ms. Dugan asked the Board to consider seeking its own grants to fund projects, and Jessica Tom indicated that there are no prohibitions on state entities applying for grants. Judge Schneider suggested that the Board could approach the Columbus Bar Foundation and others. Ms. Dugan suggested that a committee could identify projects, funds needed, funders, and a timeline. The Advisory Council was asked to identify possible projects and potential funding sources and then submit the data to the Board. The Board will then send a detailed survey to all Consortium members. Mary Jenkins offered to convene the Advisory Council meetings.

Under items too late for the agenda, Shara Parkomaki indicated that the judges and commissioners in Ashtabula County have decided to move the County Law Library from the Courthouse to an old law office that it recently purchased. The space is smaller, and it will be renovated, but she does not have any details yet. The Judge offered to help if the Law Library would like the Consortium to intervene. Both Ms. Dugan and Ms. Maxwell supported that offer,

and Angela Baldree suggested that John Leutz should be notified. Ms. Maxwell then indicated that another county is having trouble like Wood County experienced, and she has sent that Library Wood County's information and an Attorney General opinion.

Judge Schneider then noted that George Baker is ill and was not able to attend the meeting. He asked everyone to keep George in their thoughts and pass on any information that they hear about his condition.

The Board next discussed training for Consortium members, and Judge Schneider offered to host the first live training session in early 2016 at a new Franklin County Common Pleas Courtroom. He also indicated that the Columbus Law Library Association would pay for lunch and copy expenses. Ms. Maxwell indicated that she is creating a master directory of existing training programs, podcasts, 'cool tools' programs, LibGuides, and other training materials. Angela and Ms. Dugan suggested coordinating 'cool tools' training with the Spring Retreat of the ORALL County SIG on April 22, 2016 at the Franklin Courthouse. To facilitate this, Judge Schneider moved to change the optional grant approval deadline from April 1, 2016 to April 30, 2016. Ken Kozlowski seconded the motion, and it was unanimously approved. Mary Jenkins then suggested holding telephone conferences with a moderator on some of the other topics sooner. Ms. Dugan suggested a subcommittee be created to plan these programs and offered to participate. However, it was decided that anyone who was interested would discuss topics and projects after the Board meeting. Angela Baldree suggested that Kari Hertel could assist with a program on negotiating contracts with vendors. Judge Schneider then asked Ms. Maxwell to send an email to CLLRBs about the April 22, 2016 date.

There being no further business to come before the meeting, Judge Schneider adjourned the meeting at 11:45 a.m.

Respectfully submitted,

Kathleen M. Dugan, Esq., MLS

COCLL2015

Consortium
4/11/2016

Date	Num	Payee	Memo	Category	Amount	C	Balance
12/15/2014		Matthew Bender		Publications & Subscriptions	-9,495.20		93,999.40
12/15/2014		Delaware		Purchased Services	-407.44		93,591.96
12/15/2014		Franklin Co.	Nov	Purchased Services	-720.00		92,871.96
1/8/2015		Matthew Bender		Publications & Subscriptions	-24,138.40		68,733.56
1/14/2015		Clermont Co.		Purchased Services	-331.30		68,402.26
1/15/2015		Wood		Refunds	476.30		68,878.56
1/20/2015		Scioto	2015	Statatory Contribution	933.32		69,811.88
1/20/2015		Shelby	2015	Statatory Contribution	1,457.19		71,269.07
1/22/2015		Fulton Co.	2015	Statatory Contribution	1,831.33		73,100.40
1/22/2015		Ross	2015	Statatory Contribution	1,197.18		74,297.58
1/22/2015		Van Wert	2015	Statatory Contribution	630.82		74,928.40
1/22/2015		Franklin Co.	Dec	Purchased Services	-720.00		74,208.40
1/22/2015		Delaware		Purchased Services	-668.81		73,539.59
1/23/2015		Matthew Bender		Publications & Subscriptions	-8,751.60		64,787.99
1/26/2015		Ashland	2015	Statatory Contribution	2,916.76		67,704.75
1/26/2015		Belmont	2015	Statatory Contribution	2,583.37		70,288.12
1/26/2015		Darke	2015	Statatory Contribution	1,358.96		71,647.08
1/26/2015		Gallia	2015	Statatory Contribution	790.76		72,437.84
1/26/2015		Matthew Bender		Electronic Pubs	-495.00		71,942.84
1/27/2015		Highland	2015	Statatory Contribution	496.69		72,439.53
1/27/2015		Miami	2015	Statatory Contribution	1,170.59		73,610.12
1/27/2015		Pickaway	2015	Statatory Contribution	1,998.62		75,608.74
1/27/2015		Wayne	2015	Statatory Contribution	2,749.06		78,357.80
1/28/2015		Guernesy	2015	Statatory Contribution	1,709.19		80,066.99
1/28/2015		Henry	2015	Statatory Contribution	1,047.49		81,114.48
1/29/2015		Knox Co	2015	Statatory Contribution	543.00		81,657.48
1/29/2015		Marion	2015	Statatory Contribution	1,329.34		82,986.82
1/29/2015		Paulding	2015	Statatory Contribution	742.90		83,729.72
2/2/2015		Clinton	2015	Statatory Contribution	1,015.20		84,744.92
2/2/2015		Mercer Co.	2015	Statatory Contribution	772.30		85,517.22
2/2/2015		Ottowa	2015	Statatory Contribution	1,659.48		87,176.70
2/2/2015		Preble	2015	Statatory Contribution	789.20		87,965.90
2/2/2015		West Group		Publications & Subscriptions	-18,902.40		69,063.50
2/3/2015		Brown	2015	Statatory Contribution	907.02		69,970.52
2/3/2015		Butler	2015	Statatory Contribution	7,926.89		77,897.41
2/3/2015		Champaign	2015	Statatory Contribution	717.97		78,615.38
2/3/2015		Clermont Co.	2015	Statatory Contribution	4,237.96		82,853.34
2/4/2015		Delaware	2015	Statatory Contribution	2,952.48		85,805.82
2/4/2015		Mahoning	2015	Statatory Contribution	7,024.18		92,830.00
2/4/2015		Perry	2015	Statatory Contribution	506.77		93,336.77
2/4/2015		Trumbull	2015	Statatory Contribution	4,038.64		97,375.41
2/5/2015		Montgomery	2015	Statatory Contribution	10,627.81		108,003.22
2/5/2015		Seneca	2015	Statatory Contribution	1,443.92		109,447.14
2/5/2015		Stark	2015	Statatory Contribution	6,061.66		115,508.80
2/6/2015		Defiance	2015	Statatory Contribution	916.76		116,425.56
2/6/2015		Union	2015	Statatory Contribution	1,882.98		118,308.54

Date	Num	Payee	Memo	Category	Amount	C	Balance
2/6/2015		Warren	2015	Statatory Contribution	4,643.36		122,951.90
2/6/2015		West Group		Publications & Subscriptions	-50,780.60		72,171.30
2/9/2015		Auglaize	2015	Statatory Contribution	1,188.20		73,359.50
2/9/2015		Carol	2015	Statatory Contribution	918.61		74,278.11
2/9/2015		Clark	2015	Statatory Contribution	1,979.95		76,258.06
2/10/2015		Fairfield	2015	Statatory Contribution	1,977.49		78,235.55
2/10/2015		Hardin	2015	Statatory Contribution	901.21		79,136.76
2/10/2015		Holmes	2015	Statatory Contribution	645.50		79,782.26
2/10/2015		Lorain	2015	Statatory Contribution	4,515.78		84,298.04
2/11/2015		Portage	2015	Statatory Contribution	5,969.88		90,267.92
2/11/2015		Sandusky Co	2015	Statatory Contribution	2,931.21		93,199.13
2/11/2015		Wood	2015	Statatory Contribution	4,375.91		97,575.04
2/12/2015		Fayette	2015	Statatory Contribution	1,094.06		98,669.10
2/12/2015		Franklin Co.	2015	Statatory Contribution	14,205.80		112,874.90
2/12/2015		Morrow	2014	Statatory Contribution	1,949.79		114,824.69
2/12/2015		Muskingum	2015	Statatory Contribution	1,976.89		116,801.58
2/13/2015		Clermont Co.		Purchased Services	-193.20		116,608.38
2/17/2015		Coshocton	2015	Statatory Contribution	478.20		117,086.58
2/17/2015		Hamilton	2015	Statatory Contribution	9,344.43		126,431.01
2/17/2015		Lucas	2015	Statatory Contribution	3,555.90		129,986.91
2/17/2015		Medina	2015	Statatory Contribution	4,493.10		134,480.01
2/17/2015		Vinton	2015	Statatory Contribution	670.01		135,150.02
2/18/2015		Crawford	2015	Statatory Contribution	1,041.88		136,191.90
2/18/2015		Hocking	2015	Statatory Contribution	780.97		136,972.87
2/18/2015		Huron Co.	2015	Statatory Contribution	1,923.86		138,896.73
2/18/2015		Jefferson Co.	2015	Statatory Contribution	1,272.95		140,169.68
2/18/2015		Lake	2015	Statatory Contribution	4,165.16		144,334.84
2/20/2015		Allen	2015	Statatory Contribution	2,655.58		146,990.42
2/20/2015		Cuyahoga Co	2015	Statatory Contribution	8,693.05		155,683.47
2/20/2015		Meigs	2015	Statatory Contribution	586.08		156,269.55
2/20/2015		Putnam	2015	Statatory Contribution	1,521.10		157,790.65
2/23/2015		Ashtabula		Refunds	106.80		157,897.45
2/23/2015		Erie	2015	Statatory Contribution	3,952.79		161,850.24
2/23/2015		Erie		Refunds	276.15		162,126.39
2/26/2015		Columbiana	2015	Statatory Contribution	2,745.09		164,871.48
3/2/2015		Athens	2015	Statatory Contribution	975.88		165,847.36
3/2/2015		Hancock	2015	Statatory Contribution	3,139.50		168,986.86
3/2/2015		Lawrence	2015	Statatory Contribution	1,259.03		170,245.89
3/3/2015		Williams	2015	Statatory Contribution	1,048.25		171,294.14
3/10/2015		Ashtabula	2015	Statatory Contribution	2,807.43		174,101.57
3/10/2015		Licking	2015	Statatory Contribution	1,368.00		175,469.57
3/10/2015		Pike	2015	Statatory Contribution	350.79		175,820.36
3/10/2015		Richland	2015	Statatory Contribution	2,218.33		178,038.69
3/11/2015		Logan	2015	Statatory Contribution	1,283.72		179,322.41
3/11/2015		Summit	2015	Statatory Contribution	5,081.52		184,403.93
3/11/2015		Tuscarawas Co.	2015	Statatory Contribution	1,835.46		186,239.39

Date	Num	Payee	Memo	Category	Amount	C	Balance
3/11/2015		Wyandot Co	2015	Statatory Contribution	1,080.54		187,319.93
3/12/2015		Franklin Co.	Jan	Purchased Services	-720.00		186,599.93
3/12/2015		Franklin Co.	Feb	Purchased Services	-720.00		185,879.93
3/23/2015		Washington Co	2015	Statatory Contribution	1,872.49		187,752.42
3/24/2015		Matthew Bender		Publications & Subscriptions	-495.00		187,257.42
3/26/2015		Franklin Co.	March?	Purchased Services	-720.00		186,537.42
3/26/2015		Delaware	2015	Purchased Services	-722.62		185,814.80
3/27/2015		Geauga	2015	Statatory Contribution	907.38		186,722.18
4/2/2015		Delaware	2015	Purchased Services	-845.62		185,876.56
4/22/2015		Matthew Bender		Publications & Subscriptions	-2,059.20		183,817.36
5/1/2015		Matthew Bender		Publications & Subscriptions	-10,854.35		172,963.01
5/6/2015		Franklin Co.	April	Purchased Services	-720.00		172,243.01
5/6/2015		Clermont Co.		Purchased Services	-69.00		172,174.01
5/6/2015		Delaware	2015	Purchased Services	-791.81		171,382.20
5/13/2015		Mark Schweikert	Planning Mtg	Mileage - In State	-146.05		171,236.15
6/2/2015		Matthew Bender		Publications & Subscriptions	-6,578.00		164,658.15
6/2/2015		Columbiana	2015	Grants	-1,575.55		163,082.60
6/2/2015		Fairfield	2015	Grants	-5,018.76		158,063.84
6/2/2015		Williams	2015	Grants	-2,726.00		155,337.84
6/2/2015		Washington Co	2015	Grants	-2,803.00		152,534.84
6/2/2015		Tuscarawas Co.	2015	Grants	-4,574.30		147,960.54
6/2/2015		Stark	2015	Grants	-8,123.98		139,836.56
6/2/2015		Sandusky Co	2015	Grants	-6,078.31		133,758.25
6/2/2015		Morrow	2015	Grants	-6,871.05		126,887.20
6/2/2015		Ross	2015	Grants	-4,500.00		122,387.20
6/2/2015		Jefferson Co.	2015	Grants	-5,028.05		117,359.15
6/3/2015		Matthew Bender		Publications & Subscriptions	-3,489.20		113,869.95
6/3/2015		Lorain		Grants	-3,487.50		110,382.45
6/11/2015		Clermont Co.		Purchased Services	-220.80		110,161.65
6/11/2015		Matthew Bender		Publications & Subscriptions	-31.20		110,130.45
6/11/2015		Matthew Bender		Electronic Pubs	-1,747.00		108,383.45
6/12/2015		Hancock	2015	Grants	-2,469.14		105,914.31
6/16/2015		Carlisle Inn	Planning Mtg	Hotel & Mtg Rooms	-2,576.34		103,337.97
6/16/2015		Matthew Bender		Electronic Pubs	-495.00		102,842.97
6/16/2015		Matthew Bender		Electronic Pubs	-495.00		102,347.97
6/16/2015		Ashtabula Co	2015	Grants	-1,636.92		100,711.05
6/16/2015		Huron Co.	2015	Grants	-1,519.33		99,191.72
6/16/2015		Hamilton	2015	Grants	-7,920.02		91,271.70
6/16/2015		Cuyahoga Co	2015	Grants	-3,780.40		87,491.30
6/16/2015		Champaign	2015	Grants	-2,999.94		84,491.36
6/16/2015		Brown	2015	Grants	-6,483.50		78,007.86
6/17/2015		Matthew Bender		Publications & Subscriptions	-6,706.05		71,301.81
6/17/2015		Matthew Bender		Publications & Subscriptions	-7,805.20		63,496.61
6/18/2015	EFT	Dutch Valley Restaurant	Planning Mtg	Meals	-669.39		62,827.22
6/22/2015		Franklin Co.	May	Purchased Services	-720.00		62,107.22
7/31/2015		Adjustment	Reconcile to SCO		399.10		62,506.32

Date	Num	Payee	Memo	Category	Amount	C	Balance
8/19/2015		Monroe Co.2015	2015	Statatory Contribution	692.00		63,198.32
8/19/2015		Matthew Bender		Electronic Pubs	-495.00		62,703.32
8/27/2015		Matthew Bender		Electronic Pubs	-495.00		62,208.32
8/28/2015		Madison Co,	2015	Statatory Contribution	2,161.43		64,369.75
8/28/2015		Stark		Refunds	542.42		64,912.17
9/8/2015		Noble		?	342.16		65,254.33
9/8/2015		Morgan	2015	Statatory Contribution	302.63		65,556.96
9/8/2015		Hancock	2015	Refunds	147.96		65,704.92
10/2/2015		Clermont Co.	Aug	Purchased Services	-414.00		65,290.92
10/7/2015		Franklin Co.	July	Purchased Services	-540.00		64,750.92
10/7/2015		Franklin Co.	Aug	Purchased Services	-540.00		64,210.92
10/7/2015		Matthew Bender		Publications & Subscriptions	-14,157.44		50,053.48
10/9/2015		Franklin Co.	Sept	Purchased Services	-720.00		49,333.48
10/9/2015		Clermont Co.	July	Purchased Services	-358.80		48,974.68
10/9/2015		Clermont Co.	Sept	Purchased Services	-110.40		48,864.28
10/21/2015		Franklin Co.	June adj.	Purchased Services	-180.00		48,684.28
10/21/2015		Franklin Co.	July & Aug adj.	Purchased Services	-360.00		48,324.28
10/28/2015		Matthew Bender	OH Juv Law	Publications & Subscriptions	-4,696.90		43,627.38
11/2/2015		Matthew Bender	RE, Securities, WC	Publications & Subscriptions	-24,252.80		19,374.58
11/5/2015		Matthew Bender	Civil Laws & Rules Anno.	Publications & Subscriptions	-7,607.60	c	11,766.98
11/5/2015		Matthew Bender	CR & Motor Vehicle 44	Publications & Subscriptions	-1,372.80	c	10,394.18
11/12/2015		Clermont Co.	Oct	Purchased Services	-386.40	c	10,007.78
11/12/2015		Franklin Co.	Oct	Purchased Services	-720.00	c	9,287.78
11/30/2015		Clermont Co.	JUNE	Purchased Services	-289.80		8,997.98
11/30/2015		Franklin Co.	JUNE	Purchased Services	-540.00		8,457.98
12/10/2015		Franklin Co.	Nov	Purchased Services	-720.00	c	7,737.98
12/10/2015		Clermont Co.	Nov	Purchased Services	-55.20	c	7,682.78
12/14/2015		Brown Co.	2015 Grant	Refunds	224.43		7,907.21
12/18/2015		Cuyahoga Co	Grant 2015	Refunds	685.90		8,593.11
1/6/2016		Franklin Co.	Dec	Purchased Services	-720.00	c	7,873.11
1/11/2016		Van Wert	2016	Statatory Contribution	879.96		8,753.07
1/13/2016		Hardin	2016	Statatory Contribution	1,223.80		9,976.87

COCLL 2016 YTD

Consortium
4/11/2016

Date	Num	Payee	Memo	Category	Amount	C	Balance
12/18/2015		Cuyahoga Co	Grant 2015	Refunds	685.90		8,593.11
1/6/2016		Franklin Co.	Dec	Purchased Services	-720.00	c	7,873.11
1/11/2016		Van Wert	2016	Statatory Contribution	879.96		8,753.07
1/13/2016		Hardin	2016	Statatory Contribution	1,223.80		9,976.87
1/20/2016		Ashland	2016	Statatory Contribution	3,632.63		13,609.50
1/20/2016		Champaign	2016	Statatory Contribution	839.00		14,448.50
1/20/2016		Clinton	2016	Statatory Contribution	1,820.03		16,268.53
1/21/2016		Hancock	2016	Statatory Contribution	5,315.21		21,583.74
1/21/2016		Medina	2016	Statatory Contribution	5,947.07		27,530.81
1/22/2016		Hamilton	2016	Statatory Contribution	12,646.57		40,177.38
1/22/2016		Paulding	2016	Statatory Contribution	1,236.74		41,414.12
1/25/2016		Delaware	2016	Statatory Contribution	4,976.62		46,390.74
1/25/2016		Ottowa	2016	Statatory Contribution	2,366.55		48,757.29
1/27/2016		Franklin Co.	2016	Statatory Contribution	23,115.98		71,873.27
1/27/2016		Holmes	2016	Statatory Contribution	1,138.76		73,012.03
1/27/2016		Ross	2016	Statatory Contribution	1,927.63		74,939.66
1/27/2016		Shelby	2016	Statatory Contribution	2,186.20		77,125.86
1/28/2016		Muskingum	2016	Statatory Contribution	2,795.95		79,921.81
1/28/2016		Washington Co	2016	Statatory Contribution	2,651.31		82,573.12
2/1/2016		Auglaize	2016	Statatory Contribution	1,702.28		84,275.40
2/1/2016		Highland	2016	Statatory Contribution	784.95		85,060.35
2/1/2016		Jefferson Co.	2016	Statatory Contribution	2,005.60		87,065.95
2/1/2016		Mercer Co.	2016	Statatory Contribution	1,553.53		88,619.48
2/1/2016		Miami	2016	Statatory Contribution	1,965.67		90,585.15
2/1/2016		Stark	2016	Statatory Contribution	8,145.76		98,730.91
2/2/2016		Ashtabula	2016	Statatory Contribution	3,453.48		102,184.39
2/2/2016		Clark	2016	Statatory Contribution	3,798.00		105,982.39
2/2/2016		Lake	2016	Statatory Contribution	5,742.45		111,724.84
2/2/2016		Marion	2016	Statatory Contribution	2,260.22		113,985.06
2/2/2016		Morrow	2016	Statatory Contribution	2,349.93		116,334.99
2/2/2016		Williams	2016	Statatory Contribution	1,762.97		118,097.96
2/3/2016		Crawford	2016	Statatory Contribution	1,755.11		119,853.07
2/3/2016		Cuyahoga Co	2016	Statatory Contribution	11,417.33		131,270.40
2/3/2016		Cuyahoga Co	Grant 2015	Refunds	82.80		131,353.20
2/3/2016		Fairfield	2016	Statatory Contribution	2,364.10		133,717.30
2/3/2016		Guernesy	2016	Statatory Contribution	2,420.00		136,137.30
2/3/2016		Fairfield	Grant 2015	Refunds	940.02		137,077.32
2/4/2016		Belmont	2016	Statatory Contribution	2,962.87		140,040.19
2/4/2016		Erie	2016	Statatory Contribution	5,525.18		145,565.37
2/4/2016		Pike	2016	Statatory Contribution	510.78		146,076.15
2/4/2016		Scioto	2016	Statatory Contribution	1,117.94		147,194.09
2/5/2016		Henry	2016	Statatory Contribution	1,296.04		148,490.13
2/5/2016		Sandusky Co	2016	Statatory Contribution	4,153.77		152,643.90
2/5/2016		Union	2016	Statatory Contribution	3,100.80		155,744.70
2/5/2016		Library World		Publications & Subscriptions	-12,950.00	c	142,794.70
2/8/2016		Butler	2016	Statatory Contribution	10,754.89		153,549.59

Date	Num	Payee	Memo	Category	Amount	C	Balance
2/8/2016		Lorain	2016	Statatory Contribution	6,889.03		160,438.62
2/8/2016		Wayne	2016	Statatory Contribution	4,564.19		165,002.81
2/9/2016		Fulton Co.	2016	Statatory Contribution	2,774.41		167,777.22
2/9/2016		Gallia	2016	Statatory Contribution	1,176.82		168,954.04
2/9/2016		Lawrence	2016	Statatory Contribution	1,425.29		170,379.33
2/9/2016		Clermont Co.	Jan	Purchased Services	-504.00	c	169,875.33
2/10/2016		Brown	2016	Statatory Contribution	1,619.25		171,494.58
2/10/2016		Defiance	2016	Statatory Contribution	1,325.86		172,820.44
2/10/2016		Seneca	2016	Statatory Contribution	2,681.69		175,502.13
2/12/2016		Lucas	2016	Statatory Contribution	7,275.00		182,777.13
2/12/2016		Meigs	2016	Statatory Contribution	985.03		183,762.16
2/12/2016		Tuscarawas Co.	2016	Statatory Contribution	2,388.89		186,151.05
2/12/2016		Franklin Co.	Jan	Purchased Services	-720.00	c	185,431.05
2/16/2016		Allen	2016	Statatory Contribution	4,090.45		189,521.50
2/16/2016		Mahoning	2016	Statatory Contribution	10,942.99		200,464.49
2/16/2016		Montgomery	2016	Statatory Contribution	15,001.41		215,465.90
2/16/2016		Preble	2016	Statatory Contribution	1,542.23		217,008.13
2/17/2016		Portage	2016	Statatory Contribution	9,132.41		226,140.54
2/17/2016		Wyandot Co	2016	Statatory Contribution	1,795.62		227,936.16
2/18/2016		Summit	2016	Statatory Contribution	7,002.43		234,938.59
2/18/2016		Wood	2016	Statatory Contribution	6,495.79		241,434.38
2/19/2016		Fayette	2016	Statatory Contribution	1,358.56		242,792.94
2/19/2016		Geauga	2016	Statatory Contribution	2,721.91		245,514.85
2/22/2016		Madison Co,	2016	Statatory Contribution	3,419.13		248,933.98
2/22/2016		Perry	2016	Statatory Contribution	766.45		249,700.43
2/22/2016		Putnam	2016	Statatory Contribution	1,381.29		251,081.72
2/23/2016		Clermont Co.	2016	Statatory Contribution	6,060.71		257,142.43
2/23/2016		Huron Co.	2016	Statatory Contribution	3,253.09		260,395.52
2/23/2016		Richland	2016	Statatory Contribution	3,229.06		263,624.58
2/25/2016		Carroll	2016	Statatory Contribution	965.47		264,590.05
2/26/2016		Coshocton	2016	Statatory Contribution	953.08		265,543.13
3/1/2016		Athens	2016	Statatory Contribution	1,428.89		266,972.02
3/1/2016		Darke	2016	Statatory Contribution	1,746.50		268,718.52
3/1/2016		Morgan	2016	Statatory Contribution	219.41		268,937.93
3/1/2016		Franklin Co.	Feb pending	Purchased Services	-720.00		268,217.93
3/1/2016		Clermont Co.	Feb pending	Purchased Services	-560.00		267,657.93
3/2/2016		Noble	2016	Statatory Contribution	358.53		268,016.46
3/3/2016		Knox Co	2016	Statatory Contribution	904.25		268,920.71
3/9/2016		Hocking	2016	Statatory Contribution	961.92		269,882.63
3/9/2016		Warren	2016	Statatory Contribution	6,982.65		276,865.28
3/16/2016		Columbiana	2016	Statatory Contribution	4,176.27		281,041.55

2016 Consortium of County Law Libraries
Optional Grants

County	Award Items	Grant Request	Recommended
To be considered first due to the collaboration effort			
Carroll	Multiagency Collaboration		
	Employee Services	$6,900.00	$6,900.00
	Legal Counsel	$2,000.00	$2,000.00
	Travel Expenses	$500.00	$500.00
		$9,400.00	**$9,400.00**
To be considered separately due to librarians being on the board			
Ashtabula	Programming for Patrons		
	Wireless Printer	$613.99	$613.99
	Computer	$976.99	$976.99
	Flash Drives (10)	$39.90	$39.90
		$1,630.88	$1,630.88
	Technology		
	LaserJet Printer	$349.99	$349.99
	Wireless Microphone	$34.89	$34.89
		$384.88	$384.88
	Multiagency		
	Computers (2)	$1,953.98	$1,953.98
		$1,953.98	$1,953.98
	Staff Training		
	AALL Registration	$599.00	$0.00
	CONELL Registration	$125.00	$125.00
	Hotel	$876.00	$876.00
		$1,600.00	$1,001.00
	Totals	**$5,569.74**	**$4,970.74**
Cuyahoga	Technology		
	Wireless Projector	$649.99	$649.99
	AV Cart	$429.99	$429.99
	Memory Card	$34.99	$34.99
	Surge Protectors (4)	$150.76	$150.76
	Tripod	$17.95	$17.95
		$1,283.68	**$1,283.68**

Remainder of requests can be considered by full board

Brown	Programming for Patrons		
	Binders & related supplies	$155.95	$155.95
	Flash Drives (6)	$146.99	$146.99
	Literature Racks (3)	$299.97	$299.97
	Literature Racks (2)	$134.58	$134.58
		$737.49	$737.49
	Staff Training		
	Registration	$300.00	$300.00
	Hotel	$1,420.14	$1,420.14
	Mileage	$91.58	$91.58
		$1,811.72	$1,811.72
	Totals	**$2,549.21**	**$2,549.21**

Fairfield	Technology		
	Copier	$3,892.00	$3,892.00
		$3,892.00	**$3,892.00**

Hamilton	Programming for Patrons		
	Videorecording Services	$750.00	$750.00
	Vimeo Pro	$199.00	$199.00
		$949.00	$949.00
	Technology		
	Notebook PC	$399.00	$399.00
	USB Docking Station	$170.00	$170.00
		$569.00	$569.00
	Totals	**$1,518.00**	**$1,518.00**

Huron	Technology		
	Computers (3)	$2,695.38	$2,695.38
	Monitors (3)	$427.44	$427.44
	Printer	$200.00	$200.00
	Software	$90.00	$90.00
		$3,412.82	**$3,412.82**

Jefferson	Technology		
	Gale's Legal Forms	$1,782.74	$1,782.74
	Lexis Digital Library	$1,462.00	$1,462.00
	Lexis Oh Employment eBook	$307.00	$307.00
	WK Security & Medicare Book	$608.40	$608.40
	WK Elder Law Book	$243.10	$243.10
		$4,403.24	**$4,403.24**

Lorain		Technology		
	Laserjet Printer		$449.99	$449.99
			$449.99	**$449.99**
Ross		Technology		
	Laptop		$2,500.00	$2,500.00
			$2,500.00	**$2,500.00**
Sandusky		Technology		
	Typewriter		$153.49	$153.49
	Calculator (2)		$119.98	$119.98
	Counter Display (2)		$57.38	$57.38
	Brochure Holder (3)		$35.97	$35.97
			$366.82	**$366.82**
Seneca		Technology		
	Digital Camera		$1,349.00	$1,349.00
	Memory Card (2)		$117.68	$117.68
	Copy Stand		$266.95	$266.95
	Lights		$74.95	$74.95
	Bulbs (2)		$11.00	$11.00
			$1,819.58	**$1,819.58**
Stark		Technology		
	AirPrint Software		$522.45	$522.45
			$522.45	**$522.45**
Washington		Technology		
	LexisNexis eBooks		$2,052.00	$2,052.00
	Westlaw eBooks		$2,616.00	$2,616.00
			$4,668.00	**$4,668.00**
Williams		Technology		
	Computers (2)		$1,077.38	$1,077.38
	Monitors (2)		$280.08	$280.08
	Microsoft Office (2)		$574.60	$574.60
	Labor & Supplies		$395.30	$395.30
			$2,327.36	**$2,327.36**
		TOTALS	**$44,682.89**	**$44,083.89**

ORALL SIG
Meeting Agenda
Franklin County Law Library
11:00 a.m.-11:45 a.m.

I. Call to Order

II. Review and approval of the Minutes from October 21, 2015 (attached)

III. Old Business

IV. New Business

A. Survey of County Law Libraries

B. Identification of Local Resources for County Law Librarians

- County cars
- P-Cards (procurement cards)
- County-wide copier service
- County-wide contracts for supplies (paper, pens, etc.)
- County printer/reproduction center
- CLLRB payments for food, beverages
- County archive for storage of superseded materials, items that need archived due to downsizing
- Used books-sales, is this covered by records retention rules?
- County recycling program
- Furniture requests, County furniture warehouse/bank, County sales of property (like cars, bookshelves)
- Mail, stamps, etc
- County wide telephones
- Interoffice mail system
- Travel reimbursement
- County wide teleconference system and/or meeting software
- County-wide contracts for research materials and databases-see Angela's program 2/4/16
- Accepting credit cards
- Keys to the building where the Library is located-for librarians and patrons
- Building safety/security committees
- County-wide agency/department meetings (e.g., Franklin)
- Other County-wide services that Law Libraries can use

V. Adjournment

ORALL SIG
Business Meeting Minutes
Fort Wayne, IN
October 21, 2015

1. The meeting was called to order by Vice President Kathy Dugan at 2:35 pm. In addition to Ms. Dugan, in attendance were Mary Jenkins, Susanna Marlowe, Shara Parkomaki, Beverly Wagener, Kim Duncan, Angela Baldree, Judith Maxwell, Rachel Triplett, and Alan Kelley.

2. The minutes from the May 7, 2015 meeting were reviewed. Mary Jenkins moved, Angela Baldree seconded, and the minutes were unanimously approved.

3. The reconciliation report from May 7, 2015 was reviewed by those in attendance. Kathy Dugan pointed out that since all the money given to the SIG from ORALL has not been spent, part of it will be returned.

4. Kathy Dugan asked each library to discuss any new initiatives being done in their libraries.
    a. Cuyahoga County – Online webinars (some for CLE credit) and book crafts out of discarded books (snowmen, trees, etc)
    b. Hamilton County – Instagram Account, YouTube Videos, Renovation Planning, and Divorce Clinics with DR Court
    c. Ashtabula County – Approved for 1st CLE program
    d. Franklin County – Brown Bag Lunch Programs and themed book displays
    e. Wood County – Signed countywide Lexis and West contracts, Working on West LMA, and joint venture with Clerk on DR Pro Se computer
    f. Clermont County – revamped website and board approved minor renovations (paint and carpet)

5. Angela Baldree moved for Shara Parkomaki to be the next Vice President/President Elect of the SIG. Mary Jenkins seconded and the members unanimously voted for that selection.

6. The meeting was adjourned at 3:12 pm.

BROWN COUNTY : LAW LIBRARY/PUBLIC LIBRARY PARTNERSHIP

ORALL SIG/COCLLRB Meeting - April 22, 2016

THE SETTING

- Brown County, OH - approximately 45 miles east of Cincinnati
- 500 square miles of primarily agricultural land, with significant commercial development along the SR32 corridor
- Median household income and county population are about the same: 44,500

County Bar Association has approximately 40 members. Partnership between LLRB and Public Library has been in development since 2008, and was first formalized in 2009.

THE PLAYERS (2008 - present)

BCLLRB

- Law Librarian (3 unique)
- Board members (12 unique)

COUNTY COMMISSIONERS

- 7 unique

PUBLIC LIBRARY

- Trustees (body of 7 – unchanged)
- Library Director (unchanged)
- Support staff (3 unique)

COUNTY AUDITOR and PROSECUTOR

- Financial guidance/processes
- Contract approval

HOW DID WE GET HERE?

- Legislative changes to structure of County LLRBs
- Facility needs (county and Law Library)
- Law Library staffing needs
- Public library mission, funding, partnerships, and marketing
- RELATIONSHIPS

BROWN COUNTY : LAW LIBRARY/PUBLIC LIBRARY PARTNERSHIP

ORALL SIG/COCLLRB Meeting - April 22, 2016

OPERATIONS (see p. 9 : Division of Responsibilities chart and Contract/Contract Schedules)

LLRB - Vision, oversight, formal approvals

Law Librarian - Implement LLRB vision; content and service development/oversight; liaison with COCLLRB and local legal community; reference services and communications referred by public library staff

Public Library - daily operations and recordkeeping; initial contact for reference and other communications (referring to Law Librarian as appropriate)

MILESTONES

- Shared database
- Relocation of Law Library to main branch of public library (see Lease Agreement)
- Centralized purchasing of legal materials for county agencies
- Creation of part-time law library assistant position (public library employee)
- Retirement of long-standing law librarian
- Grant writing

CONTACT INFORMATION

Rachel V. Triplett, Law Librarian
109 E. Grant Avenue
Georgetown, Ohio 45121
937-618-1122
racheltriplettlaw@gmail.com

Lynn A. Harden, Executive Director
Brown County Public Library
PO Box 527 - 613 S. High Street
Mt. Orab, OH 45154
937-444-0181 937-690-9140 (cell)
bcpl.bookly@gmail.com

LEASE AGREEMENT
R.C. §307.15

This agreement is made at Georgetown, Ohio, this ____ day of _____, 2015, between the Brown County Board of Commissioners, 800 Mt. Orab Pike, Suite 101, Georgetown, OH, 45121, hereinafter called "Lessee," and, the Brown County Public Library, 613 S. High Street, Mt. Orab, OH, 45154, hereinafter called "Lessor."

WHEREAS, the Lessee desires to rent from Lessor sufficient space from the Brown County Public Library, Georgetown Branch, to house and operate the Brown County Law Library in accordance with R.C. §307.15;

WITNESSETH:

In consideration of the mutual promises and covenants hereinafter set forth, the parties mutually agree as follows:

1. Term of Lease. The term of this lease shall as described in Exhibit A, Section 1, attached hereto and fully incorporated herein. At the expiration of the stated term, this lease may be extended on a month to month basis by agreement of the parties, with rent pro-rated accordingly. Under no circumstances shall the combined term of this lease, including extensions, exceed four years, unless and until approved by resolution in open meeting by both Lessee and Lessor.
2. Description of Property and Services. The Lessor agrees to lease to Lessee, the following space under terms further described in Exhibit A, Section 2, attached hereto and fully incorporated herein.
3. Termination. This lease is terminable at any time, for any reason, at the volition of either the Lessor or Lessee, with 90 days notice to the other party served by Certified U.S. Mail.
4. Rent. Lessee shall pay Lessor as described in Exhibit A, Section 3, attached hereto and fully incorporated herein. Payments are considered late if not received by Lessor within 30 days of invoicing. There shall be no penalty for late payments but shall be accompanied by a written explanation from Lessee to Lessor.
5. Security Deposit. The parties agree to waive a security deposit.
6. Covenants. The parties agree the duties and obligations under this agreement shall be consistent with and not supplant their duties and obligations to the residents of Brown County Ohio as contracting units of government pursuant to R.C. 307.15.
7. Use of Property. Lessee may use the property for any lawful purpose which does not inherently damage or devalue the property, or interfere with its use as a public library, and is consistent with the housing and operation of the Brown County Law Library.
8. Condition of Property. Lessee has examined and knows condition of the property, and has received same in good order and repair, and no representations as to condition or repair thereof have been made by Lessor prior to or at execution of this lease.
9. Insurance. Lessee shall continue to insure through CORSA, all chattels/personal property that will be located on the property, and further, shall continue to carry appropriate

liability insurance through CORSA for patrons of the Brown County Law Library. Lessor agrees to continue all current insurance coverage, and further, to name the Brown County Board of Commissioners as an additional insured for loss of Lessee's chattels and personal property on the property, and further to insures the patrons of the Brown County Law Library.

10. Assignment. This lease is not assignable by either party.
11. Miscellaneous. This agreement has been approved by resolution and journalized in the official minutes of the both the Lessee and Lessor. Whenever possible, rather than terminating this Agreement, the parties shall work to modify the Agreement by mutual consent to incorporate the revisions and the statutory provisions applicable in keeping with the intent of the housing and operation of the Brown County Law Library at the Brown County Public Library.

The parties have hereunto set their hands the day and year first above written.

Lessee Brown County Board of Commissioners:

Date:_____

_____
Tony Applegate, President

_____
Daryll R. Gray, Member

_____
Barry L. Woodruff, Member

Lessor: Brown County Public Library

_____
Lynn A. Harden, Director Date

This Agreement was prepared and approved as to form by the Office of the Prosecuting Attorney of Brown County Ohio:

_____
Jessica A. Little #0076423
Brown County Prosecuting Attorney

Date:_____

BROWN COUNTY : LAW LIBRARY/PUBLIC LIBRARY PARTNERSHIP

ORALL SIG/COCLLRB Meeting - April 22, 2016

LEASE SCHEDULE

1. Term of Lease : January 1 – December 31, 2016

2. Description of Property and Services
   a. Brown County Public Library provides:
      1) Up to 180 linear feet of shelf space for print legal resources
      2) Secured space for computer equipment and supplies
      3) Public and limited private research space (tables and seating) for Law Library patrons
      4) Infrastructure and utilities, including but not limited to: electric and lights, heating and cooling, Internet access, public restroom
      5) Space and services available during public library's normal business hours
   b. Brown County Commissioners provide timely payment of Lease fees

3. Rent
   a. 2016 Annual fee: $6,000
   b. Payable quarterly in equal installments, with invoicing by Lessor to occur at the beginning of each quarter.
   c. Lessee to remit payment within 30 days of invoicing.

The parties have hereunto set their hands the day and year written below.

Lessee - Brown County Board of Commissioners:
Date: _____

_____
Tony Applegate, President

_____
Daryll R. Gray, Member

_____
Barry L. Woodruff, Member

Lessor - Brown County Public Library
Date: _____

_____
Lynn A. Harden, Executive Director

This Exhibit was prepared and approved as to form by the Office of the Prosecuting Attorney of Brown County Ohio:

_____
Jessica A. Little #0076423
Brown County Prosecuting Attorney
Date: _____

BROWN COUNTY : LAW LIBRARY/PUBLIC LIBRARY PARTNERSHIP

ORALL SIG/COCLLRB Meeting - April 22, 2016

CONTRACT FOR SERVICES : 2016

This agreement made this ____day of _____, 2015 between the Brown County Public Library ("BCPL") and the Brown County Law Library Resources Board ("BCLLRB").

The parties hereto agree as follows:

1. The BCLLRB retains the BCPL to provide certain services and/or resources for the administration and/or operation of the Brown County Law Library during BCPL's normal business hours, (hereinafter called "Contractor Services") described in Schedule "A" attached hereto and made a part hereof.

2. The BCPL shall provide the contractor services during the period (hereinafter called the "term") commencing on January 1, 2016 and ending on December 31, 2016, renewable annually unless cancelled by either party giving the other 90 day prior notice.

3. The BCLLRB will pay to the BCPL, in full payment and reimbursement for providing the services and expenses incurred in connection with this contract, the fees and expenses in the amounts, the manner and at the times set out in Paragraph 4, below, and in Schedule "B" attached hereto and forming a part hereof and the BCPL will accept such fees and expenses as full payment and reimbursement as aforesaid.

4. In connection with the provision of the services, the BCPL will submit to the BCLLRB, on a monthly basis, such purchase orders and invoices for licenses, books, materials, supplies, and equipment purchased for BCLLRB, and will submit to the BCLLRB, on a quarterly basis an invoice for the sum of $4,970.00 for the contract services. BCLLRB shall pay for such services and expense reimbursements within 30 days after receipt for the same.

5. All books, materials, supplies, internet subscriptions, and equipment purchased by the BCPL for the BCLLRB shall be and remain the exclusive property of the BCLLRB and shall be delivered by the BCPL to the BCLLRB, upon written notice to the BCPL requesting delivery of the same whether such notice is given before, upon, or after the expiration or sooner termination of this contract.

6. The BCPL is an independent contractor and not the servant, employee, agent or dependent contractor of the BCLLRB. Likewise, the employees, servants, agents, or dependent contractors of the BCPL are not the employees, servants, agents, or dependent contractors of the BCLLRB.

7. The BCLLRB's law librarian shall work in cooperation with the BCPL's director in an advisory capacity as to what books, materials, internet subscriptions, etc. are needed to be purchased or updated for the law library, and the BCLLRB reserves the right to purchase any such materials, books, equipment, internet subscriptions, on its own.

8. The BCPL shall not be responsible for maintaining hazard and casualty insurance coverage on any books, materials, supplies and equipment which may be purchased pursuant to this contract, wherever it may be ultimately located or situated.

9. The BCLLRB represents to the BCPL that any books, computer communications console that is a means of access to a system of computerized legal research, microform materials and equipment, videotape materials and equipment, audio or visual materials and equipment, other materials and equipment utilized in conducting legal research that are owned by and used exclusively in, the law library are exempt from taxation.

10. Neither this contract nor any duties or obligations hereunder shall be assignable by either party without the prior written consent of the other, and in the case of the BCLLRB, the additional prior written consent of the Brown County Board of Commissioners.

11. This contract may be amended by the mutual agreement of the parties hereto, subject to the approval of the Brown County Board of Commissioners, in a writing to be attached to and incorporated into this contract.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Contract as of the day and year first above written.

Brown County Public Library

By:_____
Karen Wakefield, President

APPROVED on _____:

_____
Jessica Little, Brown Co. Prosecutor

Brown County Law Library Resources Board

By:_____
Zachary Corbin , Chair

APPROVED on _____:

COUNTY OF BROWN, OHIO

_____
Commissioner

_____
Commissioner

_____
Commissioner

BROWN COUNTY : LAW LIBRARY/PUBLIC LIBRARY PARTNERSHIP

ORALL SIG/COCLLRB Meeting - April 22, 2016

CONTRACT SCHEDULE A - RESPONSIBILITIES

BCPL responsibilities:

- Facilitate completion of all Law Library requirements or mandates set forth by the State Law Library Consortium
- Participate in grant writing or other projects of mutual benefit to the Law Library and the Public Library
- Provide support staff to maintain resources and supplies, process orders, and other functions as may be necessary or beneficial to the operation of the Law Library
- Serve as the initial contact for legal professionals and members of the public seeking legal information; refer queries to the Law Librarian as appropriate
- Provide space in the Georgetown branch to house essential print/electronic resources, and to support legal research activities
- Attend BCLLRB meetings, keep minutes of same, and provide financial and other status reports
- Provide a computer network adequate to support Internet-based services and/or resources for the Law Library, while maintaining separation of public library/law library activities on same.

BCLLRB responsibilities:

- Maintain telephone service for Law Library
- Maintain IP addresses for Law Library
- Through Law Librarian, oversee and support all Law Library activities

CONTRACT SCHEDULE B - FEES

Staffing

▪ BCPL Director (meetings, consultations with Law Librarian, reports, project and staff oversight) - 1 hr/week @ $35.00	$1,820.00
▪ BCPL Georgetown Manager (train and oversee support staff, provide legal reference services, coordinate technology services, other on-site activities as needed) - 1 hr/week @ $25.00	$1,300.00
▪ BCPL Support Staff (meetings, minutes and other records, support for Law Librarian, processing orders and payments, off and on-site activities) - 20hrs/week @ $15.00	$15,600.00
▪ Training for Manager and support staff (workshops, webinars, etc.)	$200.00
Infrastructure	
▪ Technology support (ongoing maintenance of laptops, multifunction printer and Internet connection - 1 hrs/month @ $80	$960.00
Contract for January 1 through Dec. 31, 2016	***$ 19,880.00***

REIMBURSED EXPENDITURES

- Per invoices or purchases, with prior approval by the Law Librarian or the BCLLRB

BROWN COUNTY : LAW LIBRARY/PUBLIC LIBRARY PARTNERSHIP

Division of Responsibilities

ACTIVITIES/DUTIES	LAW LIBRARIAN	PUBLIC LIBRARY	BCLLRB BOARD
BCLLRB Meetings	. Attend	. Attend . Prepare agenda . Keep minutes/ LLRB records . Distribute reminders and related documentation	. Attend . Approve minutes
Annual budget	. Oversee . Present to LLRB and Commissioners	. Prepare in consultation with Law Librarian . Implement within approved guidelines	. Approve
Invoices/Bills	. Oversee as needed	. Receive, reconcile and submit to LLRB for approval . Submit approved invoices to the County . Keep appropriate records	. Approve for payment
Print materials Databases	. Recommend content . Facilitate cooperative purchasing with County offices	. Order, purchase, receive, distribute, catalog and otherwise allocate resources within approved guidelines . Keep appropriate records	. Approve
State Law Library Consortium	. Serve as official contact	. Implement and complete all requirements and activities of the Consortium approved by the LLRB and/or assigned by the Law Librarian	. Comply with all Consortium mandates
Research services	. Consult with public library staff on legal research inquiries exceeding PL staff training/expertise	. Serve as initial contact to all public/professional clients conducting legal research . Refer queries exceeding training/expertise to Law Librarian	. Set vision for legal research services
Communications	. Handle all referred communications	. Serve as initial contact for all communication (postal mail, telephone, email) and refer as appropriate	. Handle all referred communications
Other	. Approve and sign grant documentation submissions	. Implement and complete installation and filing obligations for grant funding	. Approve and sign grant documentation submissions

April 2016

Hamilton County LAW LIBRARY

Snagit Overview

ORALL Cool Tools

04/22/2016

Lauren Morrison, J.D., M.L.I.S. - Outreach Librarian

Hamilton County Law Library
1000 Main Street, Room 601
Cincinnati, OH 45202

Overview

Snagit®

TechSmith

- Image and video capture software.
- Capture images of your computer screen and add effects.
- Record video of your screen with narration.
- Available for Windows or Mac.

Video capture

Trim unwanted content, such as interruptions or long pauses in recording.

MPEG-4 – a standard format that is supported by most players and on most sites.

Upload to YouTube from within the program for easy sharing.

How to capture

How to capture

Snagit video editor

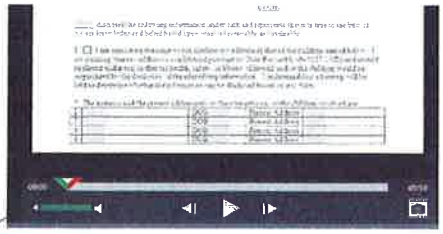
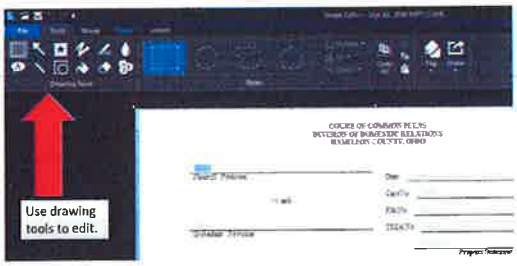


Image capture

- Add graphical features, including:
  - Shapes
  - Numerical lists
  - Callout boxes
  - Highlight
  - Blur
- Multiple formats for image capture, including:
  - PNG
  - JPG and
  - BMP

Snagit image editor



Sample finished product

Sharing options

- Videos
  - Can be uploaded to YouTube from within the editor.
  - Also Google Drive, Dropbox, Camtasia Studio.
- Images
  - Can be shared with Word, PowerPoint, Excel, Google Drive, Dropbox from within the editor.
- Profiles
  - Automatically load the file in Word, PowerPoint, etc...
  - Automatically remember capture settings, effects, and sharing destination.

Try it!

Can do a 15 day free trial by downloading the program at:

https://www.techsmith.com/snagit.html

Questions?

Contact Us:

Mary Jenkins - Director and Law Librarian
Julie Koehne – Assistant Law Librarian, Systems
Laura Dixon-Caldwell – Reference Librarian
Lauren Morrison – Outreach Librarian

Hamilton County Law Library
1000 Main Street, Room 601
Cincinnati, OH 45202
513-946-5300
Email: reference@cms.hamilton-co.org
Web: http://lawlibrary.hamiltoncountyohio.gov/

Hamilton County LAW LIBRARY

Pinterest for Law Libraries

KATHLEEN M. DUGAN, ESQ., MLS
CUYAHOGA COUNTY LAW LIBRARY
APRIL 22, 2016

PowerPoint Available at: http://clevelandlawlibrary.org/Public/Misc/library%20programs.html

Drowning in Scheduling Issues? Try Doodle for Easy Scheduling!

Sandra Murphy
Lake County Law Library
ORALL Spring SIG, 2016

What is Doodle?

Doodle is a free, online scheduling tool for meetings interviews events that eliminates the hassle of

What do I need to Doodle?

You will need an internet connection, an active email address, a free Doodle account, and your own flamingo.*

To get started, you can register

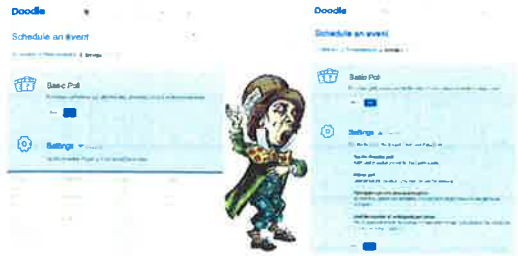
Step One: Schedule an Event

Once you've registered for an account, you will first need to schedule an event by setting up a "poll."

To set up a poll, just fill out the form with the title, location, and descr your event. Th tion will be v prospecti es. You will

Step Two: Propose Event Dates & Times

Step Three: Select Settings



Step Four: Invite Prospective Participants

The last step in the process is to send out event invitations. Doodle has 3 methods for this step: email, Facebook, & Twitter.

Note: You can also import email addresses by linking your Doodle account to your email account.

And Then.....?

Once the prospective attendees receive your invitation, they are presented with a table listing all dates/times being considered for the event. They can click all dates/times they are available, leaving the other selections blank (depending on your setting selection.)

Congratulations, it's a date!

Doodle keeps a running tally of responses. As e[illegible] to t[illegible] m[illegible] w[illegible]...

Doodle also offers more selections with a fee-based version of the tool with its Premium Edition. For more information visit: http://www. Doodle.com

Access to Consortium Digital Law Libraries...

Consortium of Ohio County Law Libraries

Access the Ohio Consortium digital law libraries from the following URL...

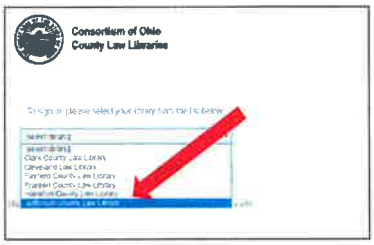
From your computer, tablet or mobile device...

Cocll.libraryreserve.com

Sign In Page...

Consortium of Ohio County Law Libraries

Select your law library from the drop down menu on the sign in page.



Sign In Page...Credentials.

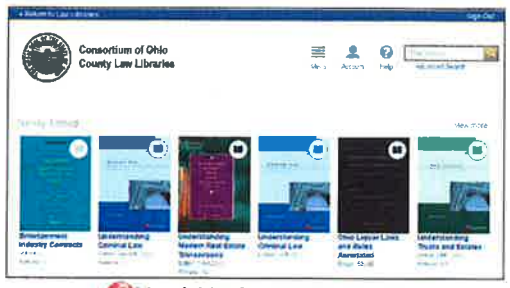
Consortium of Ohio County Law Libraries

Enter the credentials required by your library...In the example shown below it would be a library card number and password.

Credentials differ from Library to Library. They could be the same, one or the other, or any other combination...

Digital Law Library Home Page...

Consortium of Ohio County Law Libraries

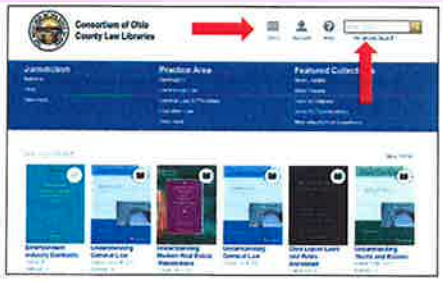


LexisNexis® Digital Library

Home Page...Search Options.

Consortium of Ohio County Law Libraries

Use the drop down menu to search by jurisdiction or topic...use keywords in the search box to locate familiar titles.



Home Page...Hover Over a Volume.

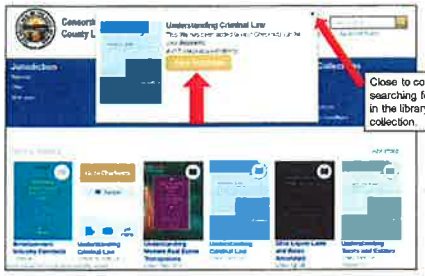
Consortium of Ohio County Law Libraries

Hover over a volume and explore features: simply click borrow to import a volume to the checkouts page. Or select "more" to view more information about a title or volume before borrowing.

Select Borrow...Go to Checkouts.

Consortium of Ohio County Law Libraries

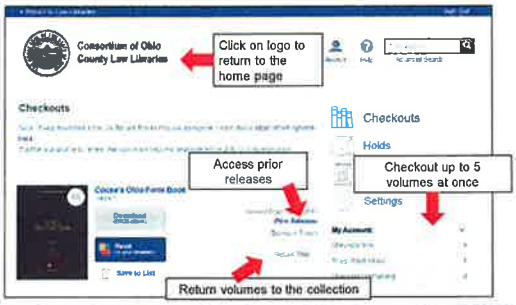
After clicking on borrow select "go to checkouts" to begin using an eBook or remain in the library collection and search for additional content.



Checkouts Page...Features.

Consortium of Ohio County Law Libraries

Select reading options and choose from other available features...



Checkouts Page...Read (in your browser)

Consortium of Ohio County Law Libraries

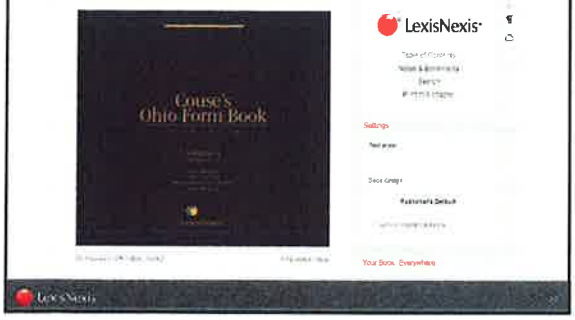
If you select **Download** you must have eBook reader software installed on your computer or device to read an eBook...The title or volume would have to be returned from the software library... it is preferred that you select **Read (in your browser).**

By selecting **"Read (in your browser)"** you launch OverDrive Read to open a volume or title in your web browser....

Click Read (in your browser)...

Consortium of Ohio County Law Libraries

Launch the title in your web browser and begin using the eBook...



Using OverDrive Read...Turning Pages.

Consortium of Ohio County Law Libraries

Simply tap the mouse on the right hand margin to flip pages forward or tap the left margin to flip pages backward...

Tap the left hand margin with the mouse to flip pages backward.

Tap the right hand margin with the mouse to flip pages forward.

Using OverDrive Read...Features.

Consortium of Ohio County Law Libraries

Built in features & functionality to help you navigate the eBooks...

Use the detailed table of contents to link to sections in the eBook.

Link directly to your notes and bookmarks in a volume.

Key word & string search within the volume...

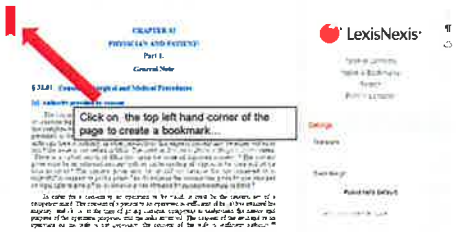
Print an entire section or preview and print individual pages & selected page ranges.

Adjust text size by sliding the text scale bar forwards or backwards...

Using OverDrive Read...Bookmarks.

Consortium of Ohio County Law Libraries

Bookmarks...



Using OverDrive Read...Highlighting.

Consortium of Ohio County Law Libraries

Place the mouse over a word, click and hold, let go to highlight one word and use the "define" feature. Click, hold, and drag to highlight a section of text. Let go when you are done highlighting. Click "highlight" to see color options and to make a note. Choose "copy" to copy and paste into a word document or an e-mail.

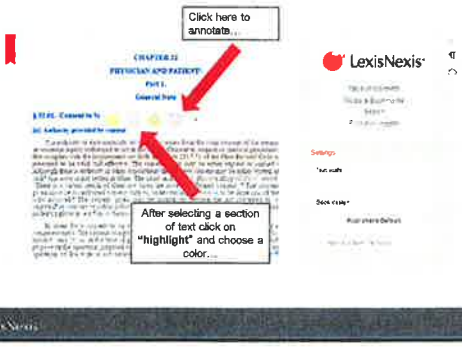
Place the mouse over text, hold, and when highlight appears let go to highlight one word or continue to hold and drag to highlight a section of text.

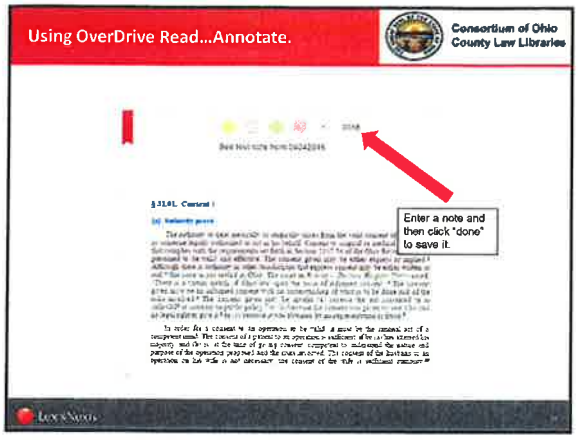
What to avoid...

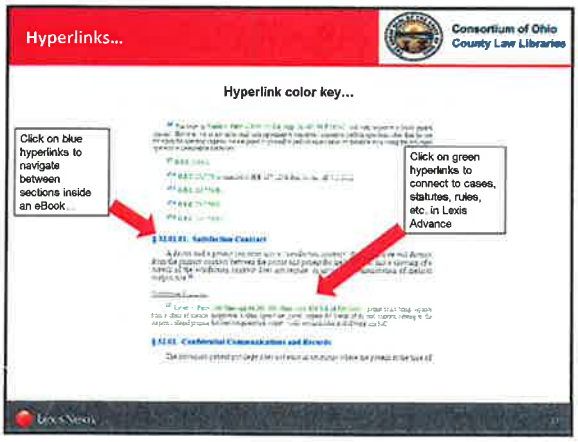
Avoid clicking on the right or left margin to begin highlighting a word or section of text. This will turn the pages. Also avoid clicking on blue or green text to begin highlighting a section of text. Green & blue text are active hyperlinks. Clicking on them first will activate the hyperlink.

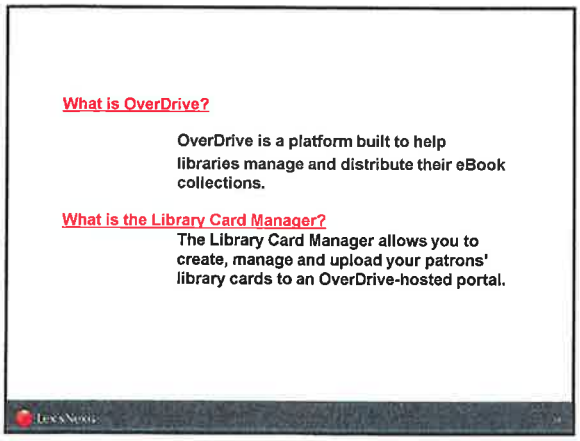
Using OverDrive Read...Highlighting.

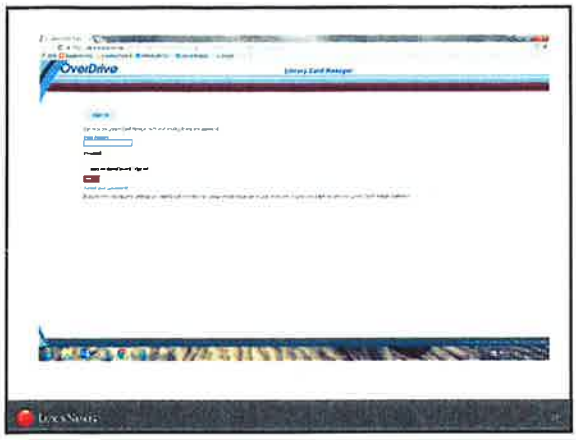
Consortium of Ohio County Law Libraries

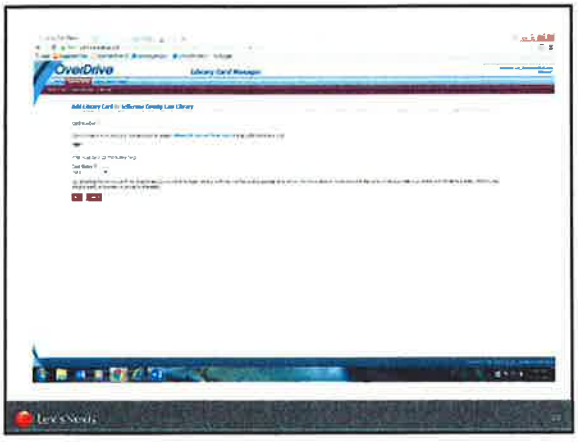


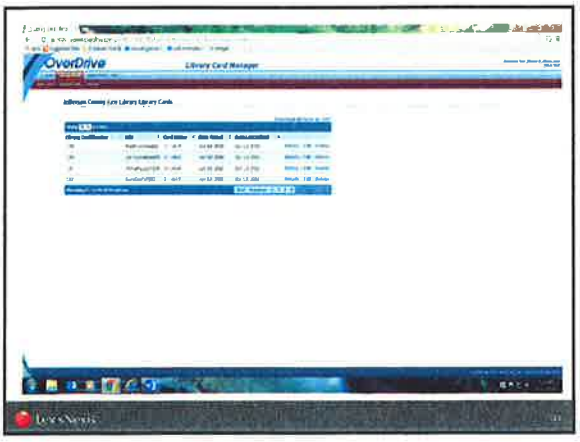

Using OverDrive Read...Annotate.
Consortium of Ohio County Law Libraries
Enter a note and then click "done" to save it.


Hyperlinks...
Consortium of Ohio County Law Libraries
Hyperlink color key...
Click on blue hyperlinks to navigate between sections inside an eBook...
Click on green hyperlinks to connect to cases, statutes, rules, etc. in Lexis Advance


What is OverDrive?
OverDrive is a platform built to help libraries manage and distribute their eBook collections.
What is the Library Card Manager?
The Library Card Manager allows you to create, manage and upload your patrons' library cards to an OverDrive-hosted portal.


OverDrive
Library Card Manager


OverDrive
Library Card Manager


OverDrive
Library Card Manager

2015 PRICING PACKAGES:

Option 1- Have 1 copy of each of these titles on your DL at a 10% discount off the eBook price. You will still receive the 75% discount off the same title in print format.

OH Criminal Law Handbook $50.00
Rules Governing Courts of OH $130.00
OH Evidence Courtroom Manual $139.00
Oh Family Law Handbook $87.00 (The Elder Law combo is not offered in eBook format yet)
OH Criminal Practice $480.00
OH Civil Procedure Litigation Manual $149.00
OH Family Law Set $373.00
Total = $1408.00 with 10% discount $1267.20

Option 2 – Have 1 copy of each of these titles on your DL at a 20% discount off the eBook price. You will still receive the 75% discount off the same titles in print format.

OH Criminal Law Handbook $50.00
Rules Governing Courts of OH $130.00
OH Evidence Courtroom Manual $139.00
Oh Family Law Handbook $87.00
OH Criminal Practice $480.00
OH Civil Procedure Litigation Manual $149.00
OH Family Law Set $373.00
OH Juvenile Law Handbook $80.50
OH Evidence Library $369.00
OH Traffic Law Handbook $59.00
OH Probate Law Handbook $107.00
OH Workers Compensation Law $142.00
Total = $2165.50 with 20% discount $1732.40

*Call your Lexis rep for current pricing.

Titles shared by Consortium DL members:
OH School Finance Manual
OH Bankruptcy Handbook
OH Liquor Laws & Rules
OH Insurance Law
OH Consumer Law Manual
OH School Law Manual/Understanding Criminal Law
Understanding Criminal Procedure
Understanding Family Law
Understanding Modern Real Estate
Understanding the Law of Zoning and Land Use
Understanding Trusts and Estates

LexisNexis

Promotion is Important

- Emails, webinars, signs around library, bookmarks, wallet password cards.
- Have vendors help promote

Jefferson County Law Library www.jeffersoncountyoh.com/CountyCourts/LawLibrary/Home Page.aspx CLICK ON SERVICES FOR LOG IN ICONS GALE LEGAL FORMS – Password: EBSCO LEGAL REFERENCE CENTER – User ID-Password: LEXIS DIGIAL LIBRARY – Library Card #191 Password: MollieMayhem191	Jefferson County Law Library www.jeffersoncountyoh.com/CountyCourts/LawLibrary/Home Page.aspx CLICK ON SERVICES FOR LOG IN ICONS GALE LEGAL FORMS – Password: EBSCO LEGAL REFERENCE CENTER – User ID-Password: LEXIS DIGIAL LIBRARY – Library Card #191 Password: MollieMayhem191
Jefferson County Law Library www.jeffersoncountyoh.com/CountyCourts/LawLibrary/Home Page.aspx CLICK ON SERVICES FOR LOG IN ICONS GALE LEGAL FORMS – Password: EBSCO LEGAL REFERENCE CENTER – User ID-Password: LEXIS DIGIAL LIBRARY – Library Card #191 Password: MollieMayhem191	Jefferson County Law Library www.jeffersoncountyoh.com/CountyCourts/LawLibrary/Home Page.aspx CLICK ON SERVICES FOR LOG IN ICONS GALE LEGAL FORMS – Password: EBSCO LEGAL REFERENCE CENTER – User ID-Password: LEXIS DIGIAL LIBRARY – Library Card #191 Password: MollieMayhem191

LexisNexis

Webinar Applications to Consider

APPLICATION	COST / BASIC	COST / PRO	LENGTH	PARTICIPANTS	FEATURES
Zoom	free	$15/month	40 minutes / unlimited	50 / unlimited	Chat Record Screen share Toll-free (Pro)
Google Hangouts	free	One version	unlimited	10 for video, 150 for chat	Screen share YouTube Photo & chat
Skype	free	$2/user	unlimited	25 (voice) 250 (business)	Screen share
AnyMeeting	free	$18/month	12 hours	4 / 25	Screen share Record PowerPoint
Fuze	free	$15/month	unlimited	25/125	Cloud storage Screen share
MeetingBurner	free	$40/month	unlimited	10/150	Screen share Chat

Google Tools - Slides, Calendar, Forms, Docs, Sheets, & Sites

- Available for free with a Google Account
- Allows collaboration with others with the ability to restrict other to view, comment, or edit
- Documents are accessible on any computer with an internet connection
- Download documents in different formats

Slides
- Create and share presentations

Calendar
- Share calendars with others
- Add reminders or goals from the app
- Add other calendars or create a new calendar to share
- Akron Law Library uses it for conference room reservations

Forms
- Create simple forms to email or share a link with others
- Extract data into Google Sheets
- View responses immediately and receive notifications of responses

Examples:

COCLL ILL Form -
https://docs.google.com/forms/d/1e_iKmYTXyu9w7HJnMMAs1PYIcDKe9-LSjvcWukgf8_k/viewform

Akron Law Library User Survey -
https://docs.google.com/forms/d/1_C58534wOezfMLFhBbbZWgJ2nyuqZ3zaK2nzgtc4f7U/viewform

Sheets
- Create or upload spreadsheets for collaboration or sharing
- Compatible with Excel and CSV files

Docs
- Create or upload text documents to collaborate or share
- Compatible with Word

Sites
- Create a website for public use or an intranet for library staff
- There are storage limitations with free accounts

Franklin County
Law Library

CREATING FILLABLE FORMS – HELPFUL LINKS

Franklin County Law Library- http://lawlibrary.franklincountyohio.gov/. Click on Legal Guides for access to the Creating Fillable Forms LibGuide used in this presentation.

CutePDF Vendor Website - http://cutepdf.com/products/cutepdf/pro.asp

Foxit Software - https://www.foxitsoftware.com/pdf-editor/, vendor for Phantom PDF

Adobe Acrobat - https://acrobat.adobe.com/us/en/pricing/pricing-compare-plans.html

Cool Tools Presentation by Susanna Marlowe, 4/22/2016 Ohio Consortium of Law Libraries Spring Meeting.