

Statewide Consortium of Law Library Resources Board  
Meeting Agenda

June 25, 2013  
10:00 am  
12<sup>th</sup> Floor Supreme Court Law Library

1. Call to order
2. Approval of minutes from May 8, 2013
3. Financial reports (April, 2013)
4. Director's report
5. Discussion of Executive Director position
6. Items too late for the agenda

*Minutes of the Meeting of the  
Consortium of County Law Library Resources Boards  
May 8, 2013, 10:00 a.m.  
Ohio Supreme Court Law Library, Columbus, Ohio*

The Consortium of County Law Library Resources Boards (hereinafter "Consortium") held a meeting at 10:00 a.m. on May 8, 2013 in the Ohio Supreme Court Law Library in Columbus, Ohio. The following Board Members were in attendance: Judge Charles Schneider; Ken Kozlowski; George Baker; and Kathleen M. Dugan. Keith Blough and Galen Avery represented the Advisory Council in person, and Mary Jenkins represented the Advisory Council by phone. Also in attendance were Executive Director Angela Baldree, Assistant Section Chief-Ohio Attorney General Jennifer Croskey, and Associate Assistant Attorney General Angela M. Sullivan. Librarians participating by telephone included Ron Vest, Ardis Stein, Kendel Croston, and Amber Barnhart.

Judge Schneider began the meeting at 10:15 a.m. and called for approval of the March 6, 2013 Minutes. Hearing no objections, Judge Schneider indicated that the Minutes would stand as approved.

Angela Baldree then provided financial reports for February and March, indicating that a) the Consortium is on track in receiving dues, and b) there were several counties that elected not to seek a refund grant against dues. Upon motion of George Baker, seconded by Ken Kozlowski, the financial reports were unanimously approved by the Board.

The Board next discussed a grant proposal from the Ashtabula County Law Library ("ACLL"). Ms. Baldree indicated that the ACLL requested permission to submit an alternative grant proposal when the Consortium Board denied its original request. Ms. Baldree indicated that the Board agreed to consider an alternative at its last meeting, thus extending the grant cycle solely for this one Library. In the absence of a representative from the ACLL, Board members discussed the proposal in the context of other grant proposals and awards (including those for less than requested), as well as total grant monetary limits. It was the Board consensus that the current grant cycle be formally closed to all other applications. Upon motion of George Baker, seconded by Ken Kozlowski, the Board unanimously approved the ACLL proposal as submitted.

Discussion next turned to an RFP for a new Executive Director to replace Ms. Baldree. Although Ms. Baldree suggested removing the requirement of a Masters in Library Science, Ms. Dugan indicated that the proposed RFP allows "equivalent experience" as an alternative. After additional discussion, the following changes were made to the RFP before the vote: 1) grant end date-June 30, 2014; 2) proposal due date-June 9, 2013; 3) opening date-June 10, 2013; and 4) award date-June 26, 2013. Upon motion of Ken Kozlowski, seconded by George Baker, the Board unanimously voted to approve publication of the proposed RFP with the changes noted above.

Ms. Baldree then stated that the Lexis patron access proposal did not receive the minimum number of terminals required to get started so Lexis made individual offers to interested County Law Libraries. Ms. Baldree added that five (5) Matthew Bender books will ship to each County Law

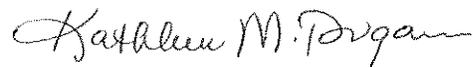
Library within the week.

Ms. Baldree then indicated that a new Memorandum of Understanding is being signed with the Ohio Supreme Court that will allow Consortium payments to resume.

The next meeting of the Consortium will be at 10:00 a.m. at the Ohio Supreme Court on Tuesday, June 25, 2013.

Upon motion by Ken Kozlowski, seconded by George Baker, the Board unanimously voted to adjourn the meeting at 10:40 a.m.

Respectfully submitted,



Kathleen M. Dugan, Esq., MLS, Secretary

# Itemized Categories - Apr 2013

4/1/2013 through 4/30/2013

6/10/2013

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Date	Account	Num	Description	Memo	Tag	Clr	Amount
<b>INCOME</b>							<b>7,626.70</b>
<b>Statutory Contribution</b>							<b>7,626.70</b>
4/1/2013	Consortium		Ashtabula Co.	2013		R	1,856.91
4/1/2013	Consortium		Hardin Co.	2013		R	1,307.12
4/1/2013	Consortium		Mercer Co.	2013		R	603.01
4/1/2013	Consortium		Richland Co.	2013		R	2,525.34
4/29/2013	Consortium		Henry Co.	2013		R	1,334.32
<b>EXPENSES</b>							<b>-10,416.07</b>
<b>Grants</b>							<b>-9,646.07</b>
4/10/2013	Consortium		Clinton Co.	2013		R	-965.20
4/10/2013	Consortium		Darke Co.	2013		R	-1,929.00
4/10/2013	Consortium		Holmes Co.	2013		R	-2,269.00
4/10/2013	Consortium		Medina Co.	2013		R	-685.00
4/10/2013	Consortium		Sandusky Co.	2013		R	-1,489.93
4/10/2013	Consortium		Seneca Co.	2013		R	-1,167.97
4/10/2013	Consortium		Wyandot	2013		R	-1,139.97
<b>Purchased Services</b>							<b>-770.00</b>
4/2/2013	Consortium		Sandusky Co.			R	-400.00
4/2/2013	Consortium		Clermont Co.			R	-370.00
<b>OVERALL TOTAL</b>							<b>-2,789.37</b>

**Statewide Consortium of Ohio County Law Library Resource Boards**  
**June 2013 Executive Director's Report**  
**Angela T. Baldree, MLS**

As I wind up my term as executive director of the consortium, I want to reflect on all the accomplishments made by this board. I am very proud of the work we have done together and appreciate all the support I received from this board. It has truly been an honor working for and with each of you.

- **Library Visits** – Since September, 2011 I have visited all 88 Ohio County Law Libraries. These visits were very successful in getting information regarding the consortium to the counties, especially the smaller ones where the librarian is usually a local attorney or court employee and not active in consortium meetings and business. On these visits librarians shared with me their gratitude for the Matthew Bender and West handbooks being purchased by the Consortium and ideas for projects they would like to see the Consortium tackle. I also returned to several counties a second time at the request of their boards for various reasons.
- **Online Database Negotiations** – I began speaking to Lexis and West in January, 2012 regarding a statewide online database contract. Both vendors explained that their Government Plan is included is DAS's state bid list and neither vendor was willing to put any additional proposal together for county law libraries beyond what was on that list. However, Patron Access is not part of the state bid list and both vendors met with me regarding how a statewide Patron Access contract might work. In March, 2013 both vendors presented the board with a proposal. The Lexis proposal was contingent upon getting 35 terminals activated statewide by April 26. Unfortunately we were unable to commit 35 terminals. Westlaw also offered a proposal and it remains open until December 31. To date 4 libraries have taken advantage of the offer.
- **Grants** – The Consortium awarded optional grants in the early part of the year when libraries could choose to apply for a grant in one of 5 categories – Technology, Education, Programming, or Cooperation. Twenty-nine county law libraries were awarded grants totaling \$89,155.74. Last year 19 libraries received over \$57,000 in grant money.
- **Cataloging Options** – We were able to secure an online catalog for each Ohio county library from Library World at NO COST for 2013. Three librarians, Teresa Faulhaber from Cuyahoga County, Cyndi Zienta from Sandusky County, and Kim Crowthers from Clermont County are working on populating the catalog. This project is taking longer than originally planned. The board will need to reevaluate status at the end of the year, but I hope this project continues since Library World has committed to a discounted price for 2014.
- **Determine Future of Fund** – The board decided to award refund grants to each library due to unspent funds. Each county law library received an award equaling 33% of their 2012 statutory 2% contribution. Statutory contributions for 2013 are still streaming in. Only a handful of libraries forgot to take their refund grant. We were able to catch the mistakes and fix them. There are still three libraries that have never made any statutory contribution despite several attempts to recover that money. The board will need to determine how to move forward with these counties.

- Consortium Web Site – The dispute with the Department of Administrative Services has finally been resolved, and as a result the Consortium is in the process of creating an official web site. This will be a project for the next executive director to complete.

Again, I want to thank the board, advisory committee, and all the librarians who were patient with me, took advantage of proposals, asked great questions, and offered even better suggestions. Starting a State Agency from the ground up is not something most people get the opportunity to do and I will always be proud to be part of this agency.

**Ashland County Law Library  
142 W Second Street  
Ashland, OH 44805  
419.282.4219  
ashlandlawlibrary@gmail.com**

May 31, 2013

Angela T. Baldree, MLS  
Lake County Law Library  
47 N. Park Place  
Painesville, OH 44077

Re: Grant Proposal to Statewide Consortium of County Law Library Resources Boards for Provision of Services to Statewide Consortium

Dear Ms. Baldree:

In response to the Request for Proposals of the Statewide Consortium of County Law Library Resources Boards ("Statewide Consortium") dated May 13, 2013, please allow this letter and accompanying documents to serve as the Proposal of the Ashland County Law Library Resources Board to make available our librarian, Vicki Schramm, to the Statewide Consortium pursuant the terms set forth in the Request for Proposals and the terms set forth in this Proposal.

The terms for our Proposal are as follows:

The Ashland County Law Library Resources Board is willing to allow its law librarian, Vicki Schramm, to perform services for the Statewide Consortium pursuant to the terms and conditions set forth in the Request for Proposals issued by the State Consortium dated May 13, 2013.

Enclosed with this letter is the Work Plan for each of the services listed in the Request for Proposals and the general timeline for provision of such services to the Statewide Consortium. We are able to make Ms. Schramm available for the Project as of July 1, 2013.

Further, a copy of Vicki Schramm's resume and qualifications is enclosed with this letter.

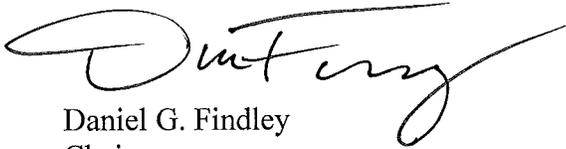
With regard to the funding required to make Vicki Schramm available to the Statewide Consortium for the Project and Deliverables described in the Request for Proposals, the Ashland County Law Library Resources Board request annual funding of \$40,000.00, together with

reimbursable expenses that Vicki Schramm incurs in the performance of the contract in accordance with Ohio law and the existing policies of the Statewide Consortium.

The contact person for the Ashland County Law Library Resources Board with regard to this Proposal is David Stimpert, Esq., 10 East Main Street, Ashland, Ohio 44805, Telephone: 419-903-0390 Email: [dstimpert@stimpertlaw.com](mailto:dstimpert@stimpertlaw.com).

Thank you for your consideration of our Proposal.

Best regards,

A handwritten signature in black ink, appearing to read "D. Findley". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

Daniel G. Findley  
Chairperson  
Ashland County Law Library Resources Board

## Project and Deliverables

Negotiate contracts that each CLLRB may use for purchasing or obtaining access to legal research and reference materials available in any medium.

During the last four years Vicki has negotiated many contracts with Lexis (both print and online), Thomson West (both print and online), and various businesses in the area (in the remodeling project) both for our own CLLRB and also for all the county offices. She has negotiated computer purchases with Dell.

Vicki is well organized and adept at securing purchase discounts. She has consistently managed to secure 20% -30% discounts on our purchases. Occasionally, her negotiations have resulted in greater than 30% savings. We are very pleased with her efforts. As Vicki is a multi-tasker, she anticipates on working on 1-3 negotiations per month for the Statewide Consortium in different areas.

Catalogue existing resources held by CLLRBs and facilitate the sharing of those resources by the county law library resources boards:

Vicki has catalogued our existing library resources and has facilitated the sharing of those resources by designing a website which contains our entire inventory. She accomplished this in 2010 and has linked our website to all appropriate agencies and court systems. Vicki believes that if the current plan by the consortium to catalog all state legal resources is not completed by the end of 2014 it is possible that we should look into hiring a website designer to accomplish this task.

Develop and recommend guidelines for the collection of or access to legal resources that ought to be provided by a CLLRB.

Vicki will constantly work to discover and provide resources that should be provided by a CLLRB. This should be accomplished in three to four months.

Vicki often presents the Ashland Law Library Board of Directors with new books or online resources which might be valuable to our library, and has arranged content providers to attend our meetings to present their materials and/or proposals for new media.

Provide consultation and assistance to CLLRBs.

Vicki's experience with consultation and assistance to other CLLRBs has been in the form of website design assistance when requested and helping one or two new librarians in this area determine appropriate contents of their inventory. She also participates in the ORALL website email list serv and offers assistance when needed. As Director, this would be an ongoing process.

Issue an annual report of its activities to each county law library resources board.

This would be an annual duty accomplished at the time requested by the Consortium Board.

Attend meetings of the Consortium Board and report to all Ohio CLLRBs about those meetings.

This would be done as meetings occur.

Be a member of the Ohio Regional Association of Law Libraries, attend the meetings of the ORALL County Law Library Special Interest Group, and report to all Ohio CLLRBs about those meetings.

Vicki has attended most of these meetings during her tenure with the Ashland County Law Library, as we are members of ORALL.

Act as the Consortium Board's liaison with state and local government.

Vicki has a unique political background through her previous marriage of 35 years to Dr. Peter Schramm, Director of the Ashbrook Center at Ashland University. Mr. Schramm was and is heavily involved with national politics. During that time she has met and entertained many government and elected officials. She feels comfortable working with and for government employees and officials.

Regularly visit CLLRBs to educate them about the services provided by the Consortium Board and to encourage them to use the services provided to maximize savings for all CLLRBs.

Vicki is a very outgoing, friendly person. She will have no difficulty visiting libraries and explaining the consortium's services in order to maximize savings.

Recommend to the Consortium Board projects for grant funding, establish priorities for grants, process grant applications and monitor grants awarded by the Consortium Board.

The current grant system as set up appears to be functioning well. Any expansion of this program may require additional time, which would need to be weighed against the potential benefits and funding of the grants.

Recommend to the Consortium Board the hiring of consultants to assist in providing the services described above.

As the need arises Vicki would advise the Consortium Board of her recommendation that a consultant be considered; and investigate performance records and trust issues with consultants.

Perform other tasks as assigned by the Consortium Board.

To be completed as assigned.

## **Vicki Schramm**

1060 Broad Street  
Ashland, OH 44805  
Telephone: 419.606.6982  
Email: [vschramm4@gmail.com](mailto:vschramm4@gmail.com)

### **WORK EXPERIENCE**

December, 2008 to Present. **Law Librarian/Director Ashland County Law Library, Ashland, Ohio.** This position has been one of great responsibility, growth and learning. Since the beginning I have negotiated contracts with both Lexis-Nexis and Thomson West, as well as other publishers on all book purchases and online legal resource services. In negotiating with these publishers I have always attempted to achieve at least a 30% discount. Sometimes we receive more and sometimes less. During my stay here I have taken this library from an uncatalogued, library lacking proper organization to an orderly, catalogued, prosperous organization. I have catalogued our inventory, and made provision for it to be online for others to share. I have negotiated numerous purchases with publishers for all county offices and their legal resource needs. As the sole employee, I am responsible for all the daily work such as research for attorneys, cataloging, filing, bill paying, and contact with the public, as well as long term planning and organization. I report directly to a Board of Directors. I have attended ORALL and SIG meetings during the last four years and have grown to appreciate the other librarians in the state both for their hard work and willingness to help one another.

1997 – 2007. **Owner and website designer. Ashland Webs, Ashland Ohio.** For approximately ten years I owned and operated a small website design business from my home. I mainly designed e-commerce websites for local businesses. I am proficient in every step of website design from graphic design and writing to completion. I closed this business in 2007 and spent the next year making sure my customers had a new designer and were happy with their choice.

1990 - 1997. **Team leader, Mary Kay Cosmetics, Dallas, Texas.** I spent several great years with Mary Kay learning to be a good salesman, acquiring over 300 customers, and winning a free car.

### **EDUCATION**

1968 - 1971. Attended Arkansas State University. Majored in English Literature and Speech Pathology.

**REFERENCES**

Judge Ronald P. Forsthoefel, Ashland County Common Pleas Court  
242 W. Second Street  
Ashland, OH 44805  
419.282.4291

Judge John Good, Ashland County Municipal Court  
1209 E. Main  
Ashland, OH 44805  
419.289.8137

Dan Findley, Chairman, Ashland County Law Library Resources Board  
60 West Second Street  
Ashland, OH 44805  
419.289.6888