

# *Moving Law Libraries Out of the Box and Beyond the Walls!:*

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## *The Second Annual Review of LibraryCo Inc. for the Year Ending 2002*



### ***Mandate***

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LibraryCo Inc. is mandated to carry on the central management of the Ontario County and District Law Library system on a not-for-profit basis in accordance with the objectives of the *Blended System* framework for the purpose of developing and enhancing skills for the "competent lawyer" in Ontario.

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**In 2002 the Executive Director and the Roving Law Librarian made 84 visits to County and District Law Libraries and met with Library staff and Association Executives.**

## Message from The Chair & Executive Director

Advancing forward in 2002 LibraryCo took significant strides to implement the business plan *Out of the Box ... and Beyond the Walls: Business Strategies for LibraryCo Inc. 2002-2005*. Committed to fulfilling the mandate of the corporation, the Board of Directors is steadfast in the goal to provide lawyers with the best possible system of County and District law libraries throughout Ontario.

During the past year we welcomed several new directors to the Board. Rob Zochodne joined us in January. Mr. Zuchodne practices in Durham Region. He is a past president of the Durham Law Association and currently sits on the CDLPA executive committee. Michael Adams joined the Board in April. Mr. Adams practices in Stroud. He is a former benchler and was a member of the *Working Group on Long-Term Delivery of County and District Library Services*. He replaced Justice Robert Armstrong who was appointed to the Court of Appeal. Jacques Menard joined us in September. Mr. Menard practices in Kingston and is a past president of the Frontenac Law Association. He replaced Holly Harris on her election as benchler. Mr. Menard is the Ontario Bar Association representative on the Board of Directors.

In July a shareholders meeting took place at the offices of LibraryCo in Burlington. Malcolm Heins represented the Law Society and Larry Eustace represented CDLPA. A number of other presidents and Board members also attended. There was a good exchange of views about LibraryCo and its mandate. On the same day we

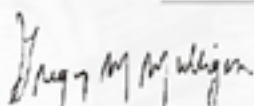
launched the first of our new electronic resources contracts thus moving our delivery of law and law-related information forward.

In September the Board held a regular meeting and "Advance" (or strategic planning session) in Bracebridge. We took that opportunity to meet with representatives of the Muskoka and Parry Sound Law Associations to discuss issues of concern to lawyers practicing in smaller communities where their law library has been designated as Local.

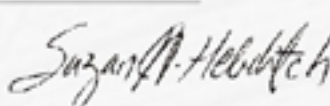
The launching of the LibraryCo web page at [www.libraryco.ca](http://www.libraryco.ca) in December was the crowning achievement of the 2002 year. It promises to be a substantial, current and timely communication tool for LibraryCo Shareholders and stakeholders. In partnership with BAR-eX, this tool in its infancy has already proven to be a user-friendly and a practical portal of valuable information for library staff and lawyers in the province.

We are very proud of the hard work and dedication shown by our staff during this year. Chris Wyskiel, Assistant to the Executive Director lends on-going support on day to day matters to library staff throughout the province. The Roving Law Librarian, Wendy Hearder-Moan, works hand in hand with Association Executives and Library staff to establish valuable Local Libraries in the system.

In this, the completion of the first full year of operations for LibraryCo, the Board of Directors has offered sage counsel and stewardship. Freely volunteering their time for 8 day-long meetings, we owe them thanks and are very grateful for their on-going guidance in setting policy and their continued commitment to this new organization.



**Gregory M. Mulligan, Chair**

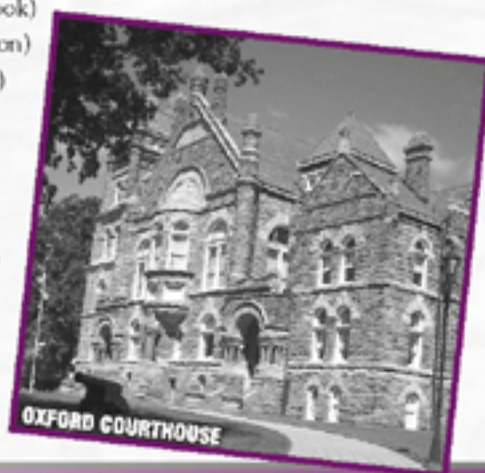


**Suzan A. Hebditch, Executive Director**

## Electronic offerings in all County & District Law Libraries in 2002 . . .

The following electronic resources were available through LibraryCo negotiations in all County and District Law Libraries in Ontario:

- *Canadian Abridgment - Canadian Case Digests* (on cd rom from Carswell Thompson)
- *Canadian Criminal Law Library* (on cd rom from Canada Law Book)
- *Canadian Encyclopedic Digest* (on cd rom from Carswell Thompson)
- *Canadian Insurance Law Guide* (on cd rom from OCH Canadian)
- *Civil Practice Partner* (on cd rom from Carswell Thompson)
- *Employment Law Partner* (on cd rom from Carswell Thompson)
- *Estates Partner* (on cd rom from Carswell Thompson)
- *Family Law Partner* (on cd rom from Carswell Thompson)
- *Ontario Real Estate Law Guide* (on cd rom from OCH Canadian)
- *Canada Statute Service* (on cd rom from Canada Law Book)
- *Ontario Citorator Service* (on cd rom from Canada Law Book)
- *Personal Injury Partner* (on cd rom from Carswell Thompson)
- *Quicklaw* (from LexisNexis Butterworths)
- *Rules of Concordance* (on cd rom from Carswell Thompson)





In 2002 members of the Law Society of Upper Canada contributed \$208 each for County and District Law Libraries. In 2001, members each contributed \$210.

## Overview of 2002 Successes . . .

- **Out of the Box ... and Beyond the Walls! Strategies for LibraryCo Inc.** 2002-2005 is the name of the Business Plan for LibraryCo. On-going consultations with Association Executives, Shareholders, stakeholders and Library staff occurred throughout much of 2002.
- An integral part of that consultation process was a very successful **Focus Group** of 19 library staff representing all types of County and District Law libraries which was held on May 13 and 14. A clearer understanding of the issues facing all libraries was gained and from fruitful conversations, three teams were established to assist in developing standards and to move the County and District Law Libraries to think and operate more like a system as a whole rather than 48 individual entities. Those teams, currently working on standards are *Collections*, *Document Delivery* and *Staffing Standards*.
- LibraryCo views the delivery of legal information in a timely and accurate manner as key to **lawyers' competence**. To that end, new information resources are available via the Internet in all 48 County and District Law Libraries through LibraryCo negotiations. They are case and statutory law and commentaries relating to civil procedure, corporate, criminal, estates, family, insurance and real estate law.
- **Core Titles for an Ontario Courthouse Library** and **The Essential Law Library** are collections of Ontario and Canadian-based legal titles designed as basic tools for a system-wide collection standard. Established for use in County and District Law Libraries at mid year, these tools may be found on the LibraryCo web page at [www.libraryco.ca](http://www.libraryco.ca).
- Wendy Hearder-Moan, assumed the responsibilities of LibraryCo's **Roving Law Librarian** in July. The Roving Law Librarian's primary role is to: assist LibraryCo in completing the assessment and evaluation of collections, staff and technology requirements in Local Libraries; consult with and advise Local Law Association Executives, Library Committees and law library staff on collection development issues; assist law library staff with weeding and other collection management matters relating to *Core Titles for an Ontario Courthouse Library*; conduct and/or facilitate training opportunities for lawyers and law library staff on electronic resources; and act as a general resource person for the Local libraries specifically and the Executive Director and Board of Directors generally.
- A list of **Block Based funding criteria** developed by the Board of Directors was sent out for consultation with Library staff, Presidents and Library Chairs during the summer months. Based on that feedback, the analysis conducted by the Roving Law Librarian and Executive Director and other information, the Board developed the ground work for a formula for funding. On going work to refine this process in preparation for the disbursement of grants for 2003 took place over the summer and autumn months leading up to notification at the beginning of December as to what the 2003 grant allocation for staffing, collections and operations would be. The total LibraryCo budget for County and District Law Libraries is based on fees Law Society members are prepared to pay to support their law libraries.
- A very successful **Board of Directors Advance** was held in Bracebridge in mid-September. The Board took the opportunity to meet with the members of the Muskoka and Parry Sound Law Associations. Fruitful discussions regarding issues of concern in those Associations were held. At that time, the Board took the opportunity to tour the Muskoka Law Association library as well.
- LibraryCo had the benefit of **positive press** during 2002 with a number of articles published in the legal press. Two different articles were published in the *Ontario Reports* (dated July 26 and August 9, 2002); one in the *Ontario Lawyers' Gazette* (volume 6, number 3, Summer 2002); three in the *Law Times* (on February 11, July 8 and July 22, 2002); two in the *Lawyers Weekly* (on February 15 and October 4, 2002) and a mention in *The National* - the journal of the Canadian Bar Association (volume 11, no. 6, October 2002).
- LibraryCo organized, hosted and sponsored, all but the accommodation costs for the annual **Conference for Ontario Law Associations' Libraries (COLAL)** September 26 and 27 in Burlington. An excellent program for 50+ library staff from around the province was presented. The theme was ... *out of the box ... new approaches for sharing our resources*. Among others, the topics on the program were:
  - A half day workshop on **Court Decisions: Efficient Access** by Sue Beugin, a Law Librarian from Calgary who offered this workshop through the auspices of the Canadian Association of Law Libraries;
  - A demonstration/training session by CCH Canadian of their products which LibraryCo makes available in all 48 law libraries and through the Desktop Delivery Initiative to the 27 Counties with Local Library designations;
  - Progress reports of the: *Collections*, *Document Delivery*, *Staffing Standards* and *Statistics* Teams.
  - Update from LibraryCo, Update on CANLII, Update on Copyright matters, Update on the Eleven Principles for a funding formula;
  - A seminar on **Effective Legal Research on the Internet** workshop by Caroline Hyslop, Reference Librarian, CCLA;
  - A demonstration of various electronic products and services by legal publishers and more.

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**Did you know that through LibraryCo all County and District law libraries receive all Bar Admission and Continuing Education materials that are published by the Law Society of Upper Canada?**

- Teams of library staff from all types of libraries volunteered and worked through issues concerning: Collections, Document Delivery, Simply Accounting, Staffing Standards and Statistics in 2002. Benefiting from the fruits of the labours of these teams, final products including the six *Guidelines* (see [www.libraryco.ca](http://www.libraryco.ca)) from the Collections Team; the *Principles and Standards for Document Delivery* from the Document Delivery Team; and the revised statistics forms from the Statistics Team are created in 2002.
- To better facilitate communication between County and District Law Library staff and Executives, LibraryCo established a toll free number at 1.866.340.7578
- In keeping with the request of our Shareholders for a uniform financial reporting mechanism, LibraryCo has been working to develop a standard. On September 25, 39 library staff participated in a half day, LibraryCo sponsored workshop on *Simply Accounting*. Software and reference manuals were purchased for the Associations and a uniform system-wide *Chart of Accounts* developed. Effective January 2003, this will be the LibraryCo standard for financial software which all law libraries will electronically file their financial reporting on.
- Through generous funding from the Law Foundation of Ontario, LibraryCo was able to provide for County and District law libraries the opportunity to upgrade wiring/cabling in all libraries to facilitate high speed access to the Internet and ergonomic furniture in the libraries proper.
- An unparalleled **Delivery to the Desktop Initiative** is launched through the LibraryCo web page at [www.libraryco.ca](http://www.libraryco.ca). All electronic resources available in County and District Law Libraries are now made available to lawyers in the 27 Associations whose libraries are designated as Local. This access is an unprecedented development in Canada.
- In conjunction with this Desk top Delivery Initiative, **training sessions for lawyers** began late in December upon the launch of this initiative. Though late in the year, 37 lawyers got a jump start and undertook training on these offerings.
- In 2002, in addition to the Library grants that are distributed quarterly, there are a number of **centralized expenditures** that LibraryCo undertakes on behalf of the County and District libraries. These total some \$1,804,200 or on average approximately \$38,400, per library.

### Did you know ...

- that approximately 4,800 individuals - lawyers and library staff - were trained using electronic resources provided by LibraryCo in the 48 County and District Law Libraries?
- that over 6,500 individuals utilized Quicklaw through the County and District Law Libraries in 2002?
- that with very diverse law libraries being staffed anywhere from 4 to 40 hours per week, that in 2002 the total hours of opening were 39,615?
- that during those hours when law library staff were present, there were an estimated 125,000 lawyer visits in the libraries?
- that during those hours when law library staff were present, there were an estimated 52,000 uses of electronic services including CD Rom products, the Internet and QL Systems?
- and
- that there were approximately 142,500 items circulated during the 2002 year?



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County and District Law Libraries in 2002 were supported with \$5.4 million from Law Society member fees, \$1.3 million from the Law Foundation of Ontario and \$50,000 from the County and District Law Libraries Reserve Fund.



## LibraryCo Inc. — Staff visits to County & District law Libraries / Associations 2001/2002

Associations	2001 - ED*	2002 - ED*	2002 - RLL*
Algoma Law Association.....	AGM May 3		
Brant Law Association.....		July 17	July 17
Bruce Law Association.....		August 12	August 12
Carleton Law Association.....	July 4	AGM February 28	
Cochrane Law Association.....		April 2	
Dufferin Law Association.....		March 21	August 1, August 8, Nov. 7, Nov. 12, Nov. 19
Durham Region Law Association.....	April 10; October 15		
Elgin Law Association.....	April 6		August 15, Dec. 17
Essex Law Association.....	February 23; AGM April 28		
Frontenac Law Association.....		January 8	July 24
Grey County Law Association.....		August 12	August 12, Nov. 25-26
Haldimand Law Association.....	September 12	September 9	September 9
Halton Law Association.....	December 13	December 11	
Hamilton Law Association.....	March 14; AGM June	Annual Dinner March 7; AGM June 6	
Hastings Law Association.....	April 10		July 24, Oct. 18, Dec. 12
Huron Law Association.....		AGM March 5	August 14, Nov. 27
Kenora Law Association.....		February 19	
Kent Law Association.....	February 22	April 19	Aug. 15, Oct. 29-30, Dec. 4-5
Lambton Law Association.....	April 5	April 19	August 14
Lanark Law Association.....		February 27	July 22, October 15
Leeds & Grenville Law Association.....		July 23, August 22	July 23, Sept. 10-12, Oct. 17, Dec. 11-12
Lennox & Addington Law Association.....		January 8	July 24, Dec. 12
Lincoln Law Association.....	March 20		
Manitowlin District Law Association.....	June 3		
Metro Toronto Lawyers Association.....	February		
Middlesex Law Association.....	April 5	January 23	Dec. 17
Muskoka Law Association.....	November 29	July 18	July 18, September 19
Nipissing Law Association.....	AGM April 23		
Norfolk Law Association.....	AGM March 20		July 30, August 29
Northumberland Law Association.....	March 28; May 14	July 23	August 21
Oxford Law Association.....		August 6	August 6
Parry Sound Law Association.....		July 18	July 18, September 3-4
Peel Law Association.....	March 13; April 1		
Perth Law Association.....	September 6	October 23	August 22, October 23
Peterborough Law Association.....	April 11	February 27	
Prescott & Russell Law Association.....		March 1	October 16
Rainy River Law Association.....		February 20	
Renfrew Law Association.....	July 5; August 27	July 2	
Simcoe Law Association.....	AGM February 13; Nov. 29		September 4
Stormont, Dundas & Glengarry Law Association.....		March 1	July 23, October 16
Sudbury District Law Association.....			
Temiskaming Law Association.....			September 5
Thunder Bay Law Association.....		February 15	
Victoria-Haliburton Law Association.....		AGM February 26	August 21
Waterloo Law Association.....		AGM April 24	
Welland Law Association.....	March 20	Sept 9; December 13	September 9
Wellington Law Association.....		July 17	July 17



In 2002 \$1.8 million in centralized purchases were made on behalf of County and District Law Libraries. On average this is the equivalent of \$38,400 per library. These are funds expended in addition to the quarterly grants delivered directly to each law library.

## Our Thanks . . .

LibraryCo and by extension the County and District Law Libraries, have had many successes in 2002. These achievements would not have occurred had it not been for the efforts of many. For their efforts, the Board of Directors would like to thank . . .

- The Law Foundation of Ontario for their generous funding of the submission: *Building Blocks for Improved Competencies* which made our law libraries more technology ready.
- BAR-eX for their yeoman efforts in making our webpage successful and our *Desktop Delivery Initiative* seamless.
- Wade & Partners, Accountants to LibraryCo for all their financial support, guidance and advice. In particular our thanks are extended for partnering with LibraryCo in a training program they developed and conducted in September for law library staff on *Simply Accounting Software*.
- The library assistants, technicians and law



LEEDS & GRENVILLE COURTHOUSE

librarians from around the system who served on the LibraryCo teams: Collection Development, Document Delivery, Simply Accounting, Staffing Standards, and Statistics. Without their efforts, many initiatives in this year would still be floundering in the conceptual stage.

- To the lawyers of the province who serve on volunteer Boards of Trustees of the 48 County and District Law Associations and devote their time to making better County and District law libraries.

## Board of Directors LibraryCo Inc. 2002

Michael Adams	Simcoe County
Peter Bourque (CDLPA representative)	Dufferin County
Marion Boyd	Middlesex County
Jennifer Carten	Kenora District
Karen L. MacLaurin (OCLA representative)	Carlton County
Anne C. Matthewman (MTLA representative)	Metropolitan Toronto
Jacques J. Menard (OBA representative)	Frontenac County
Janine Miller (holds appointment as Director of Libraries LSUC)	Toronto
Gregory M. Mulligan (LSUC representative)	Simcoe County
Judith Potter	Middlesex County
Urmaz Suits	Parry Sound
Robert S. Whitmore	Hamilton
Richmond Wilson, Q.C.	Carlton County
David Ziriada	Essex County
Robert Zochodne	Durham Region

(Robert Armstrong, resigned in January 2002 when called to the Bench and Holly Harris resigned July 2002 when appointed Benchers.)

Courthouse Photos  
courtesy of  
Wendy Hearder-Moan  
Roving Law Librarian



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