VERMONT LAW SCHOOL Library

August 9, 2016

Ms. Martha Reid
State Librarian
Vermont Department of Libraries
109 State Street
Montpelier, VT 05062

RE: Vermont State Library Grant with Vermont Law School: Year End Report

Dear Ms. Reid,

This correspondence provides a year-end summary of expenditures and activities for the 2015-2016 Grant Agreement #11300-16-VLS-01 from the Vermont Department of Libraries to the Vermont Law School. Our inaugural year has been a success. As the word spread about CLIC (Community Legal Information Corner,) the usage continued to increase. After Natalia May arrived in late December 2015, she implemented formal statistic gathering as of January 1, 2016. As you will see from the attached Gimlet report covering January 1 – June 30th, we logged 328 reference transactions. Together with Natalia, my reference colleagues and I worked with attorneys, self-represented litigants, inmates and other members of the public to provide legal information and research guidance.

During the period January 1, 2016 – June 30, 2016, the Vermont Law School library documented the following work in satisfaction of the grant:

- Answered 328 reference and directional questions from the public
  - 59 via the Ask a Law Librarian Line
  - 52 via direct Email
  - 117 via walk in patron
  - 100 inmate requests for legal materials

- Identified 117 visitors. We do not ask visitors to check in, so the actual number of visitors is likely higher.

- Logged 4,800 transactions, on Westlaw public access legal research terminals (August 1, 2015 – June 30, 2016)

- Community Legal Research Corner (CLIC) Coordinator – Salary and Benefits – December 17, 2015 – June 30, 2016 = $14,799.13.

In addition to the Gimlet report, attached please also find a spreadsheet itemizing expenditures. In the final months of the grant, we purchased a much needed scanner and a printer/fax for use by public legal researchers. In addition to other supplies, we allocated remaining funds to overhead implementation costs including work completed by VLS IT, Human Resources and Buildings and Grounds departments. Our 2015-2016 grant expenditures totaled $67,308.56. I am happy to answer questions about any of the expenses listed.

Please let me know what you need from me to move ahead with the 2016-2017 grant funding. Thank you for your continued support of this program. We look forward to continuing to serve the State of Vermont this year.

Respectfully submitted,

Cynthia Lewis

Cynthia Lewis
Library Director & Assistant Professor of Law
Julien & Virginia Cornell Library
Vermont Law School

Vermont Law School Library

Add question Search **Reports** My account

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January – June 2016

Start 2016-01-01 **End** 2016-06-30 Go!

Question Count

Duration		Question Type		Asked by	
1-5 min	92	Directional	100	Pro Se	34
15 min	173	Research	228	Public	77
30 min	40			Inmate	100
45 min	16			Alum	12
60 min	4			Attorney	83
90 min	2			Clerk	1
120 min	1			Librarian	6
				State Employee	1
				Student (non-VLS)	12
				Faculty (non-VLS)	1
				Staff	1

Format		Location	
Email	52	Workstation	90
Phone	59	Info Desk	63
Walk-in	117	CLIC	150
Mail	100	Library premises	25

Gimlet

Vermont Law School Library
Community Legal Information Corner expenses July-October 2015

TITLE	Amount Paid	Copies	Note	LOCATION
Every dog's legal guide : a must-have book for your owner / Mary Randolph.	15.81	1		clic
Nolo's plain-English law dictionary / by the editors of Nolo and Gerald N. Hill and Kathleen Thompson Hill.	22.74	1		clic
Chapter 13 bankruptcy : keep your property & repay debts over time / attorney Stephen Elias & Kathleen Michon, J.D.	28.51	1		clic
Nolo's essential guide to child custody & support / Attorney Emily Doskow.	22.88	1		clic
The new bankruptcy : will it work for you? / Attorneys Stephen Elias and Leon Bayer.	15.58	1		clic
Becoming a U.S. citizen : a guide to the law, exam & interview / Ilona M. Bray, J.D.	22.22	1		clic
Neighbor law : fences, trees, boundaries & noise / Attorneys Emily Doskow & Lina Gullen.	22.22	1		clic
The legal answer book for families / Attorney Emily Doskow & Marcia Stewart.	19.28	1		clic
Social security, Medicare & government pensions : get the most out of your retirement & medical benefits / Attorney Joseph L. Matthews.	22.22	1		clic
Every tenant's legal guide / Attorney Janet Portman and Marcia Stewart.	20.81	1		clic
Renters' rights : the basics / Attorney Janet Portman and Marcia Stewart.	18.62	1		clic
101 law forms for personal use / by the editors of Nolo.	22.67	1		clic
Everybody's guide to small claims court / Ralph Warner, J.D.	22.22	1		clic
Represent yourself in court : how to prepare & try a winning case / by Paul Bergman, J.D. & Attorney Sara J. Berman cartoons by Mike Twohy.	29.36	1		clic
Nolo's guide to social security disability : getting & keeping your benefits / David A. Morton III, M.D.	28.22	1		clic
Beat your ticket : go to court & win / attorney David Brown.	16.19	1		clic
How to win your personal injury claim / Joseph L. Matthews.	24.17	1		clic
Your rights in the workplace / Barbara Kate Repa, J.D.	22.22	1		clic
FiancÃ© & marriage visas : a couple's guide to U.S. immigration / Ilona M. Bray, J.D.	28.96	1		clic
How to get a green card / Ilona Bray and Loida Nicolas Lewis updated by Kristina Gasson.	28.96	1		clic
Nolo's essential guide to buying your first home / by Ilona Bray, J.D., Alayna Schroeder, J.D., & Marcia Stewart.	18.02	1		clic
U.S. immigration made easy / Ilona Bray, J.D., updated by Attorney Richard Link.	32.1	1		clic
Divorce & money : how to make the best financial decisions during divorce / attorney Violet Woodhouse, CFLS, CFP, with Matthew J. Perry.	25.36	1		clic
Divorce after 50 : your guide to the unique legal & financial challenges / Janice Green.	19.43	1		clic
Nolo's essential guide to divorce / attorney Emily Doskow.	19.07	1		clic
Divorce without court : a guide to mediation & collaborative divorce / Attorney-mediator, Katherine E. Stoner.	27.88	1		clic
Estate planning basics / Attorney Denis Clifford.	17.7	1		clic
Quick & legal will book / Attorney Denis Clifford.	18.62	1		clic
The executor's guide : settling a loved one's estate or trust / Mary Randolph, J.D.	28.96	1		clic
Legal guide for starting & running a small business / attorney, Fred S. Steingold.	28.96	1		clic

Vermont Law School Library
Community Legal Information Corner expenses July-October 2015

TITLE	Amount Paid	Copies	Note	LOCATION
The criminal law handbook : know your rights, survive the system / Paul Bergman, J.D. & Sara J. Berman, J.D.	25.64	1		clic
Legal research : how to find & understand the law / Stephen Elias and the editors of Nolo.	29.39	1		clic
The foreclosure survival guide : keep your house or walk away with money in your pocket / attorney Stephen Elias, updated by attorneys Amy Loftsgordon and Leon Bayer.	19.07	1		clic
How to file for Chapter 7 bankruptcy / Stephen Elias & Albin Renauer updated by Baran Bulkat.	24.52	1		clic
Every landlord's legal guide / Marcia Stewart, Ralph Warner & Janet Portman.	31.97	1		clic
Westlaw Patron Access	15629.69	2 terminals	FY16	clic
Miscellaneous Grant Expenses	1097.01	1	Grant Furniture - 3 tables	clic
Miscellaneous Grant Expenses	109	1	CLIC business cards (500 count)	clic
TOTAL	**17656.25**			

Vermont Law School Library
Community Legal Information Corner expenses November 2015-January 2016

TITLE	Amount Paid	Copies	Note	LOCATION
CLIC Coordinator	1,934.18			
The employer's legal handbook / attorney Fred S. Steingold	29.32	1		clic
How to win your personal injury claim / Attorney Joseph L. Matthews	23.11	1		clic
How to form a nonprofit corporation : [a step-by-step guide to forming a 501(c)(3) nonprofit in any state] / Anthony Mancuso.	32.48	1		clic
Incorporate your business / Anthony Mancuso.	33.88	1		clic
The essential guide to family & medical leave / Lisa Guerin, J.D. & Attorney Deborah C. England.	49.99	1		clic
Divorce without court : a guide to mediation & collaborative divorce / Attorney-mediator, Katherine E. Stoner.	34.99	1	new edition	clic
Solve your money troubles : strategies to get out of debt and stay that way / Robin Leonard, J.D. updated by attorney Amy Loftsgordon.	24.99	1		clic
The criminal law handbook : know your rights, survive the system / Paul Bergman, J.D. & Sara J. Berman, J.D.	31.45	1	new edition	clic
The foreclosure survival guide : keep your house or walk away with money in your pocket / Attorneys Stephen Elias and Amy Loftsgordon with bankruptcy updates by Attorney Leon Bayer.	19.07	1	new edition	clic
Form your own limited liability company / Attorney Anthony Mancuso.	33.36	1		clic
Leases & rental agreements / Marcia Stewart, Ralph Warner, J.D., & Attorney Janet Portman.	23.07	1		clic
Legal research : how to find & understand the law / Attorney Stephen Elias and the editors of Nolo.	35.64	1	new edition	clic
Estate planning basics / Attorney Denis Clifford.	16.11	1	new edition	clic
The essential guide to handling workplace harassment & discrimination / Attorney Deborah C. England.	30.76	1		clic
Every landlord's guide to managing property : best practices, from move-in to move-out / Michael Boyer.	22.6	1		clic

Vermont Law School Library

Community Legal Information Corner expenses November 2015-January 2016

How to file for Chapter 7 bankruptcy / Attorney Stephen Elias & Albin Renauer, J.D. updated by Attorney Cara O'Neill.	27.72	1	new edition	clic
Nolo's essential guide to child custody & support / Attorney Emily Doskow.	22.51	1	new edition	clic
Complete Guide to Buying a Business	29.99	1		clic
Miscellaneous Grant Expenses	891.95		6 stools for CLIC	
Miscellaneous Grant Expenses	37.25		CLIC-Grant Stamp	
Miscellaneous Grant Expenses	57.23		CLIC Spine Labels	
Miscellaneous Grant Expenses	31.65		postage (inmate letters)	
TOTAL	**3473.3**			

Vermont Law School Library

Community Legal Information Corner expenses February-April 2016

TITLE	Amount Paid	Copies	Note	LOCATION
CLIC Coordinator	$6,856.60		Salary and benefits	
Miscellaneous Grant Expenses	$69.17		postage (inmate letters)	
Miscellaneous Grant Expenses	$20.00		Gimlet March 2016	
Miscellaneous Grant Expenses	$169.00		Dues: Law Librarians of New England (LLNE) & American Association of Law Libraries (AALL)	
Miscellaneous Grant Expenses	$120.70		LLNE conference	
The American Bar Association legal guide for dog owners / Yolanda Eisenstein.	$20.00	1		clic
Divorce : protect yourself, your kids, and your future / Randall Kessler.	$15.71	1		clic
Divorce in Vermont / by Nicholas Hadden, Cynthia Broadfoot, with John Pavese.	$39.90	1		clic
Veterans benefits manual / Barton F. Stichman, Ronald B. Abrams, Louis J. George, Amy F. Odom, editors.	$192.10	1		clic
TOTAL	**$7,503.18**			

Vermont Law School Library

Community Legal Information Corner expenses May-June 2016

TITLE	Amount Paid	Copies	Note	LOCATION
CLIC Coordinator	$6,008.35		salary and benefits	
Program Start up	$16,000.00		HR, IT, Buildings and Grounds, Business Office	
Miscellaneous Grant Expenses	$613.19		office supplies	
Miscellaneous Grant Expenses	$63.93		postage (inmate letters)	
Miscellaneous Grant Expenses	$375.00	1	CLIC Coordinator varidesk	
Miscellaneous Grant Expenses	$79.98	1	CLIC Coordinator chair	
Miscellaneous Grant Expenses	$784.51	1	CLIC Coordinator laptop	
Miscellaneous Grant Expenses	$84.24		VLA presentation mileage	
Miscellaneous Grant Expenses	$2,242.74		CLIC branded promotional items	
Miscellaneous Grant Expenses	$60.00		Gimlet software Apr-Jun	
Miscellaneous Grant Expenses	$9,055.00	1	CLIC scanner	clic
Miscellaneous Grant Expenses	$592.18	2	stools for CLIC room	clic
Miscellaneous Grant Expenses	$2,170.00	2	printers (CLIC room & office)	clic
Miscellaneous Grant Expenses	$239.15	1	step stool	clic
Long-term care : how to plan and pay for it / Joseph L. Matthews	$24.68	1		clic
IRAs, 401(k)s & other retirement plans : strategies for taking your money out	$23.48	1		clic
Special needs trusts : protect your child's financial future / Kevin Urbatsch & Michele Fuller	$27.79	1		clic
Vermont Act 250 handbook / by Cindy Corlett Argentine ; Michael Zahner and Milly	$42.90	1		clic
The essential guide to federal employment laws / Lisa Guerin, J.D. & Amy DelPo, J.D.	$32.58	1		
Criminal law : a desk reference / Paul Bergman,	$44.99	1		
Legal forms for starting & running a small business / Attorney Fred S. Steingold.	$22.91	1		
The manager's legal handbook / Lisa Guerin [and] Sachi Barreiro.	$32.58	1		
The executor's guide : settling a loved one's estate or trust / Mary Randolph, J.D.	$32.90	1		

Vermont Law School Library
Community Legal Information Corner expenses May-June 2016

Social Security, Medicare & government pensions : get the most out of your retirement & medical benefits / Attorney Joseph L. Matthews.	$22.75	1			
TOTAL	**$38,675.83**				

Total Expenditures = $67,308.56