

# **Washoe County Law Library Annual Report 2019**

The mission of the Washoe County Law Library is to enhance access to justice by (1) providing legal information, education, resources, tools, and materials, in print and digital formats, to those engaged with the justice system, and (2) partnering with the courts, bar associations, legal clinics, civil organizations, and government entities to help ensure the legal needs of the community are addressed. We serve as a first contact for the public when entering the legal system. We answer questions about services available within the courthouse and about the services of other agencies in the area. We continue to offer additional assistance to the self-represented litigants through the Lawyer in the Library program and court approved packets and forms.

## **I. Funding**

The Law Library receives funding from a portion of the District Court filing fees and from County general funds. In Fiscal Year 2019, the Law Library's receipts for District Court filing fees, copier receipts, and fines totaled \$66,485.30. The Law Library's disbursements during Fiscal Year 2019 totaled \$666,365.74.<sup>1</sup> The funds obtained are used to purchase electronic and print items that are made available to the public through the Law Library.

In Fiscal Year 2019, the Law Library received a \$4,410.00 donation from the Washoe County Bar Association to purchase an additional license for online legal research. The Washoe County Bar Association also provides a Lawyer in the Library luncheon each year to celebrate our volunteers.

In Fiscal Year 2020, the Law Library received a \$5,000 donation from the State Bar of Nevada for the production of educational videos for self-represented litigants.

## **II. Reference and Technical Services**

We provide access to legal information through reference and technical services. Reference services are provided to both attorneys and non-attorneys to assist them in finding legal information. We provide access to legal information through print and electronic resources as well as access to historical legal information through microfiche. Between January 1, 2019, and October 31, 2019, approximately 12,503 patrons visited and received assistance at the Law Library, and another 1,803 were assisted over the telephone. We also assist patrons through an "Ask a Librarian" feature on the website and our Lawyer in the Library programs.

Lawyer in the Library is a long running program serving the community where attorneys volunteer to assist members of the public with individual counseling. Between January 1, 2019 and October 31, 2019, our volunteer attorneys assisted more than 1,213 members of the public. After attending Lawyer in the Library, participants are able to purchase any needed Self Help Center forms and packets at the Law Library for \$3.00 each without having to go to a different location. If the participant is unable to pay \$3.00, the packet is provided free of charge. The District Court website also has available Self Help Center forms and packets that can be obtained free-of-charge for members of the public with internet access.

---

<sup>1</sup> This information is provided pursuant to NRS 380.090(2).

Additionally, we continue to review and modify the Law Library collection to better meet the needs of our patrons. We continue to update and refine our library catalog to better reflect the collection. This enables patrons to find information quickly and reliably.

### **III. Collection**

The Law Library collection contains 55,408 items. The number of missing items is 302. The total number of items and number of missing items includes all items in the catalog (print, microfiche, video, compact disk, cassette tape, and electronic items).

The Law Library is a Selective Depository Library that receives materials from the Government Printing Office. As a Selective Depository Library, we receive some print and electronic items from the Federal Government free of charge. We are responsible for all print items we receive and are required to maintain them in our Library. We have updated and refined the list of materials that we receive to better fit the needs of the library and our patrons. To maintain our status as a Federal Depository Library, we must keep a minimum of 10,000 books that are not part of our Government Printing Office collection.

The Law Library received approximately one donated book.

### **IV. Personnel**

We continue to utilize the same staff in both the Law Library and Self Help Center. By cross training staff, our team has strengthened, and we can provide better customer service for our patrons.

Jacqueline Bryant, Esq.	Court Administrator/Clerk of Court
Alicia Lerud, Esq.	Assistant Court Administrator
Emily Reed, Esq.	Self Help Center and Law Library Program Manager
Sarah Bates, M.I.L.S.	Law Librarian II
Nikki Cohn	Senior Law Library Assistant
Elizabeth Beadle	Law Library Assistant III
Jessica Burgoon	Law Library Assistant III
Chad Johnson	Law Library Assistant III
Kyle Kindall	Law Library Assistant III

### **V. Board of Trustees**

Honorable Connie Steinheimer, Chair  
Honorable Scott Freeman, Chief Judge  
Honorable Chuck Weller  
Clayton Brust, Esq., Secretary  
Michael Kattelman, Esq.  
Kathi Lutch, ACP  
Cortney Young  
Stephan Hollandsworth, Deputy District Attorney assigned to the Board of Trustees