



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: January 12, 2016

DATE: December 23, 2015
TO: Board of County Commissioners
FROM: Emily B. Reed, Self Help Center and Law Library Program Manager
(775) 325-6625, emily.reed@washoecourts.us
THROUGH: Jackie Bryant, District Court Administrator/Clerk of Court
(775) 328-3194, jackie.bryant@washoecourts.us
SUBJECT: Recommendation that the Board of County Commissioners review and acknowledge receipt of the Washoe County Law Library Annual Report 2015. [All Commission Districts]

SUMMARY

Per N.R.S. 380.090 and Article VIII of the Bylaws of the Washoe County Law Library Board of Trustees, the Law Library shall make a report to the Board of County Commissioners each year. The report is attached to this staff memo.

PREVIOUS ACTION

The Law Library has submitted annual reports in the past that have been reviewed and acknowledged by the Board of County Commissioners.

BACKGROUND

Per N.R.S. 380.090 and Article VIII of the Bylaws of the Washoe County Law Library Board of Trustees, the Law Library shall make a report to the Board of County Commissioners each year. The report is attached to this staff memo. The Law Library Board of Trustees is made up of two attorneys and two non-attorneys appointed by the Board of County Commissioners for two-year terms that overlap. The Board also has three district judge members designated by all the District Court Judges. The Board of Trustees meet on a quarterly basis.

FISCAL IMPACT

No fiscal impact.

AGENDA ITEM # DE7

RECOMMENDATION

It is recommended that the Board of County Commissioners review and acknowledge receipt of the Washoe County Law Library Annual Report 2015.

POSSIBLE MOTION

If the Board agrees with the recommendation, a possible motion would be to approve the review and acknowledge receipt of the Washoe County Law Library Annual Report 2015.

cc: Judge David Hardy, Chief Judge
Judge Connie Steinheimer, Chair of the Law Library Board of Trustees
Joey Orduna Hastings, Assistant County Manager
Keith Munro, Deputy District Attorney
Stephan Hollandsworth, Deputy District Attorney

Washoe County Law Library And Self Help Center Annual Report 2015

The Washoe County Law Library and Self Help Center continue to provide access to legal information for the courts, county and public. In 2015, the Law Library celebrated its 100th anniversary. At the Law Library, legal information is provided in multiple formats including microfiche, paper and electronic. 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 Lawyer in the Library 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 2015, the Law Library's receipts for District Court filing fees, copier receipts, and fines totaled \$79,623.46. The Law Library's disbursements during Fiscal Year 2015 totaled \$548,262.01.¹

The funds obtained are used to purchase electronic and print items that are made available to the public through the Law Library. In 2015, the Law Library also received a grant from the Washoe County Bar Association in the amount of \$7,057.50. The funds were provided to purchase computer, software, podcast, and video equipment. The equipment is being used to produce seminars, podcasts, and how-to videos that will be provided by volunteers in the legal community and court staff.

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, 2015 and November 30, 2015, approximately 11,236 patrons visited and received assistance at the Law Library. 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 in the community where attorneys volunteer to assist members of the public with individual counseling. Between January 1, 2015 and November 30, 2015, 53 attorneys assisted more than 1,070 members of the public. As all Self Help Center forms and packets are available for purchase at the Law Library, our patrons are able to purchase packets and forms after attending Lawyer in the Library.

¹ This information is provided pursuant to NRS 380.090(2).

We have continued to update and refine our library catalog to better reflect the collection. This lets patrons find information quickly and reliably. We have also continued to review and modify the collection to better meet the needs of our patrons.

III. Collection

The Law Library collection contains 57,829 items. The number of missing items is 323. 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 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. We continue to receive complimentary subscriptions to the Federal Register.

The Law Library received approximately 350 donated books (for replacement or updating) from the United States District Court, District of Nevada, Law Library during their remodel. The Law Library also received approximately 380 books from Basin Street Properties (from items abandoned during the Lionel Sawyers Collins bankruptcy).

IV. Personnel

During 2015, three positions became available. All three positions have been filled. Due to the hard work of our staff in 2015, the Law Library was awarded the Collaboration Award from Nevada Legal Services.

We continue to utilize staff in the Law Library and Self Help Center. This has strengthened the team and allows us to provide better customer service for our patrons.

Jacqueline Bryant, Esq.	Court Administrator/Clerk of Court
Emily Reed, Esq.	Self Help Center and Law Library Program Manager
Brian Keefe, J.D., M.B.A., M.L.I.S.	Law Librarian II
Nikki Britt	Senior Law Library Assistant
Colin Galloway	Law Library Assistant III
Gloria Solorzano	Law Library Assistant III
Jennifer Gibbs	Law Library Assistant III
Jessica Burgoon	Law Library Assistant II

V. Board of Trustees

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Honorable Chuck Weller
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Clayton Brust, Esq., Secretary
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Pam Gullihur

Teresa Mentzer

Stephan Hollandsworth, Deputy District Attorney assigned to the Board of Trustees