



**CLARK COUNTY
LAW LIBRARY**

ANNUAL REPORT

2018



Table of Contents

Message from the Director	3
Overview	4
Vision & Mission Statements	5
Board of Trustees	6
Organizational Chart	7
Approved Budget – Fiscal Year 2018	8
Revenue/Expenditures	9
Reference Statistics	10
Internet/Webpage Statistics	11
Circulation Statistics	12
Library Collection	13
Donations	13
Detention Center Services	14
Community Outreach	17
Comments from Our Patrons	19
Social Media	20

Message from the Director

While 2017 ushered in quite a bit of change for the Clark County Law Library, 2018 has been a year of steady growth and development. I am very proud to report that we were able to eliminate staff turnover this year. Each member of the Law Library staff has been with us for over a year, with our most senior employee having over 16 years with the library. Our focus continues to be on community outreach, improving the library collection, along with staff training and development. We look forward to 2019 and the opportunities the new year brings!

As always, a heartfelt thank you is in order for everyone whose dedication, support, and hard work allowed the Law Library to continue our mission of providing equality of access to sources of law, related information and community resources. Special thanks to the Law Library Board of Trustees, the Clark County Commissioners, senior County Management, the Las Vegas Metropolitan Police Department, Nevada Legal Services, our other community partners, and our incredible Law Library staff.

With immense gratitude,

CHasse

Chanteyl Hasse, Director
Clark County Law Library



Law Library staff show support for the Vegas Golden Knights during the 2018 Stanley Cup Playoffs

Overview

The Clark County Law Library was created in 1923 by the enactment of Ordinance #1 and is statutorily mandated by NRS 380. The Law Library provides free access to legal resources to the residents of Southern Nevada and is open to the public. We are funded by a portion of District Civil Court filing fees along with a small portion of Justice Court filing fees, membership dues, sanctions and photocopy usage.

The Law Library is governed by a seven-member Board of Trustees currently composed of three District Court judges (appointed by the Chief Judge), one attorney and three non-attorneys (appointed by the Clark County Commissioners), all of whom serve without compensation. The Clark County Law Library Board of Trustees is committed to public service through the free legal information resources and programs made available to every resident in Clark County.

The Law Library is open Monday – Friday, 8:00 a.m. to 5:00 p.m., with six full time staff members and one part time staff member. Our staff also includes three additional positions, which are responsible for providing library services for the inmates housed at the Clark County Detention Center and North Valley Complex. The Law Library continues to collaborate with Veterans Tribute Career & Technical Academy and offer an internship program to students who are interested in pursuing various careers within the legal field such as that of law librarians, attorneys, or paralegals.



Clark County Law Library
309 S. Third St., Suite 400
Las Vegas, NV 89155
www.clarkcountynv.gov/lawlibrary
askinfo@clarkcountynv.gov
702-455-4696

Vision & Mission Statements

VISION STATEMENT

A research library dedicated to providing equality of access to sources of law, related information and community resources.

MISSION STATEMENT

The Clark County Law Library provides access to the most recent precedents and the best available commentary regarding legal issues.

Contact Information:

309 South Third St., #400
P.O. Box 557340
Las Vegas, NV 89155-7340
(702) 455-4696

askinfo@clarkcountynv.gov



**CLARK COUNTY
LAW LIBRARY**

Operating Hours:

Monday - Friday
8:00 a.m. - 5:00 p.m.

Board of Trustees

Member	Current Term of Office
Thomas D. Beatty, Esq. President	January 1, 2019 – December 31, 2020
Jeffrey Share Secretary	January 1, 2018 – December 31, 2019
Hon. Joanna S. Kishner	January 1, 2018 – December 31, 2019
Hon. Vincent Ochoa	January 1, 2018 – December 31, 2019
Hon. Jerry A. Wiese II	January 1, 2018 – December 31, 2019
Karen Byrd	January 1, 2018 – December 31, 2019
Barbara Wagner	January 1, 2019 – December 31, 2020

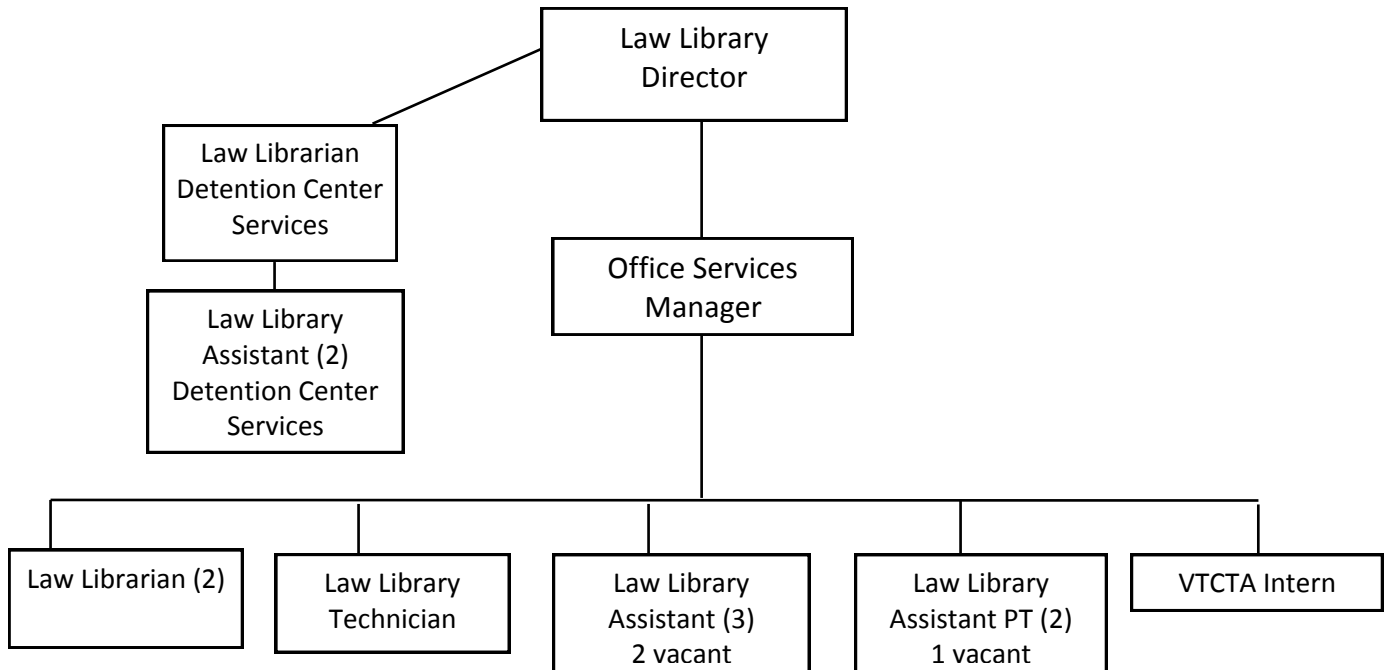
NRS 380.020 Government and management of law library; number, appointment and terms of members.

1. Any law library established by ordinance as provided by subsection 1 of [NRS 380.010](#) must be governed and managed by a board of law library trustees.
2. A board of law library trustees must consist of not less than five nor more than seven members. The district judge of the judicial district in which the county is situated or, if the district has more than one district judge, a maximum of three district judges designated by all the judges of the district from among their number, are ex officio trustees. The board of county commissioners shall appoint a sufficient number of trustees to complete the board, including at least two who are not attorneys at law.
3. Appointive members of the board must be appointed by the board of county commissioners at the first meeting of the board of county commissioners in each January, to serve for terms of 2 years. As nearly as may be, half of the terms must expire each year.

[3:250:1913; 1919 RL p. 2707; NCL § 2252] + [4:250:1913; 1919 RL p. 2707; NCL § 2253]—(NRS A 1965, 223; 1969, 787; [1981, 1003](#); [1983, 339](#))

Organizational Chart

CLARK COUNTY LAW LIBRARY
(Revised 12/26/2018)



Approved Budget – Fiscal Year 2018

<u>REVENUES</u>	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/2019	
	ACTUAL PRIOR YEAR ENDING 06/30/2017	ESTIMATED CURRENT YEAR ENDING 06/30/2018	TENTATIVE APPROVED	FINAL APPROVED
Charges for Services				
Judicial				
Clerk Fees	1,052,234	1,046,600	1,040,000	
Other	8,058	246,000	268,810	
Subtotal	1,060,292	1,292,600	1,308,810	
Fines & Forfeits				
Fines				
Library	124,315	62,500	20,000	
Miscellaneous				
Interest Earnings	(676)	4,200	4,200	
Other	1,085	250		
Subtotal	409	4,450	4,200	
Subtotal Revenues	1,185,016	1,359,550	1,333,010	
OTHER FINANCING SOURCES (specify)				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	373,556	301,735	447,164	
Prior Period Adjustments				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	373,556	301,735	447,164	
TOTAL AVAILABLE RESOURCES	1,558,572	1,661,285	1,780,174	
<u>EXPENDITURES</u>				
Judicial				
Libraries				
Salaries & Wages	465,532	449,834	554,482	
Employee Benefits	203,671	228,537	288,431	
Services & Supplies	587,634	487,350	734,159	
Capital Outlay				
Subtotal Expenditures	1,256,837	1,165,721	1,577,072	
OTHER USES				
Contingency (not to exceed 3% of Total Expenditures)				
Operating Transfers Out (Schedule T)				
To Fund 2990 (Post-Employment Ben Res)		48,400	37,400	
ENDING FUND BALANCE	301,735	447,164	165,702	
TOTAL FUND COMMITMENTS AND FUND BALANCE	1,558,572	1,661,285	1,780,174	

Clark County
(Local Government)

SCHEDULE B

Fund 2140
Law Library

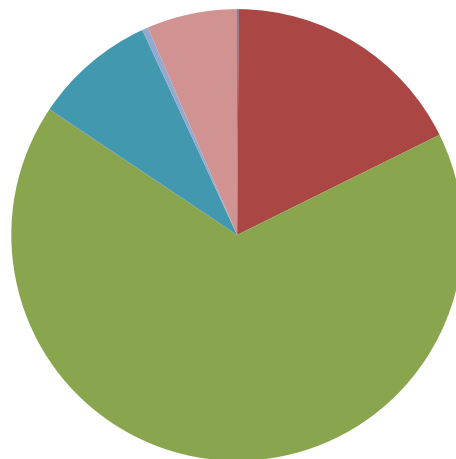
Page 50
Form 14
1/4/2018

Revenue/Expenditures

The primary source of funding for the Clark County Law Library comes from a portion of selected District Court civil filings as stated in Clark County Code 18.08.030(1) in the amount of \$30 per civil action. Additionally, we receive a small portion of selected Justice Court civil filings as stated in Clark County Code 18.08.030(2) in the amount of \$3 per selected civil action. Approximately 75% of the Law Library's revenue is derived from both District Court civil filing fees, which totaled \$933,562.79, and Justice Court civil filing fees in the amount of \$121,868.00 in Fiscal Year 2018.

Total Revenue for Fiscal Year 2018

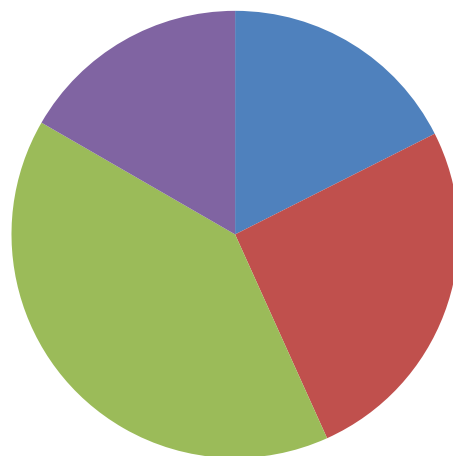
\$1,400,067.82



- Circulation Membership \$1,630.00
- Detention Center Contract \$246,000.00
- District Court Filing Fees \$933,562.79
- Donations \$400.00
- Justice Court Filing Fees \$121,868.00
- Library Fines \$46.00
- Photocopies \$5,939.03
- Sanctions \$90,622.00

Total Expenditures for Fiscal Year 2018

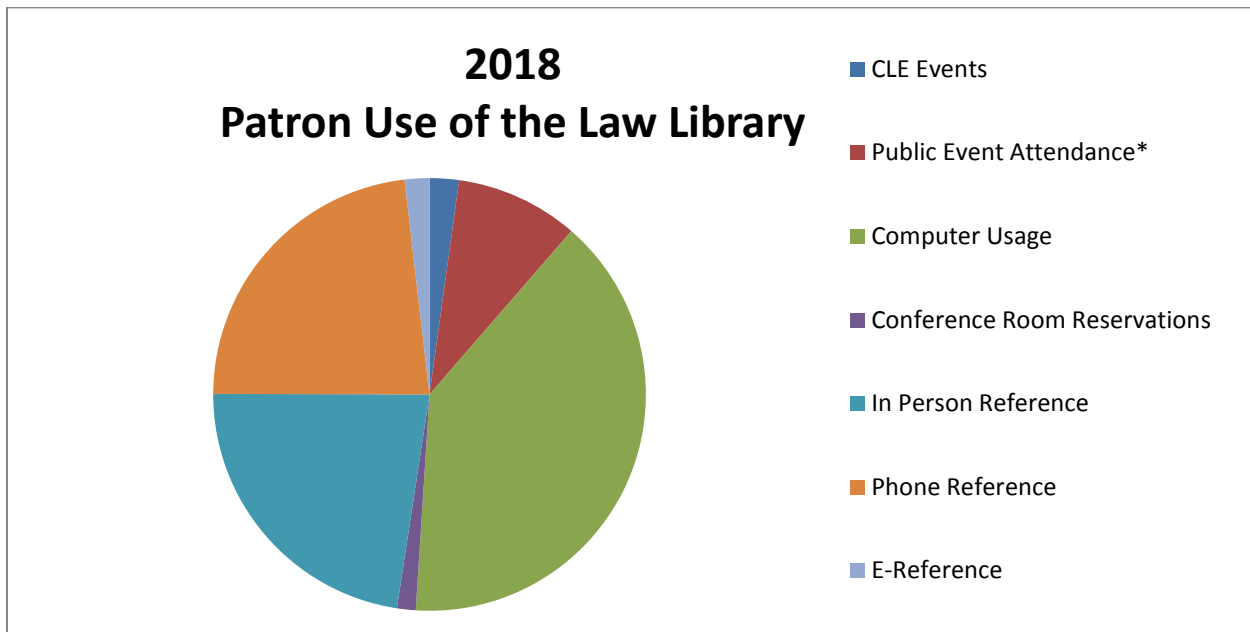
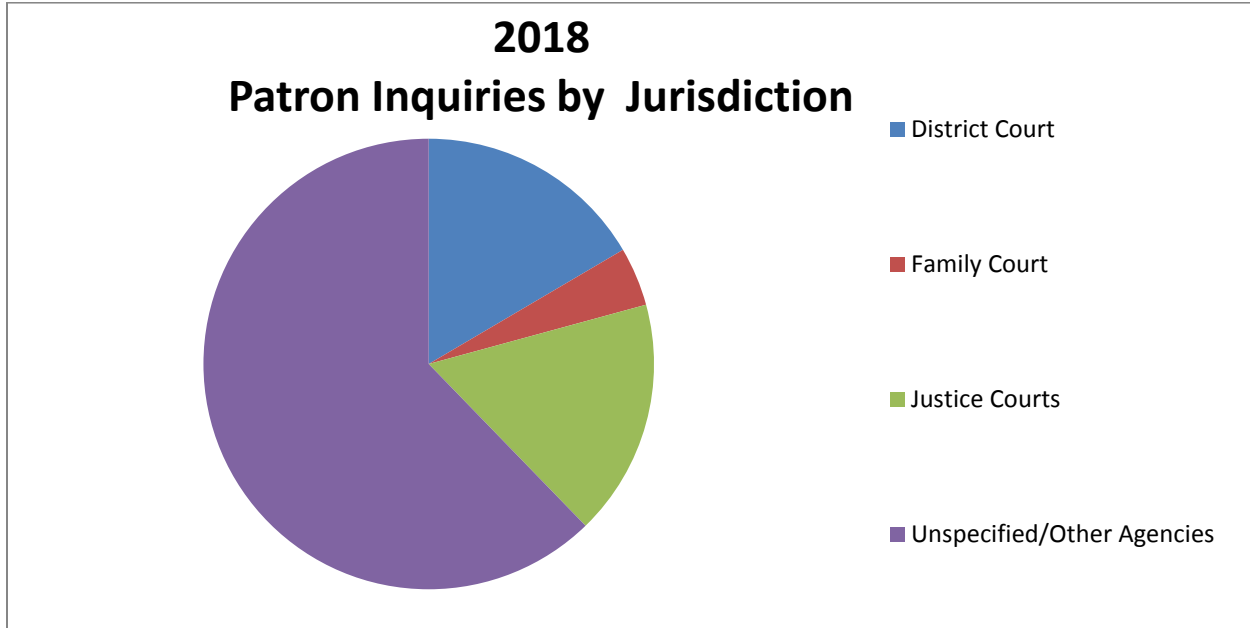
\$1,119,962.90



- Benefits \$196,733.65
- Books \$287,658.69
- Salaries \$448,889.06
- Services & Supplies \$186,681.50

Reference Statistics

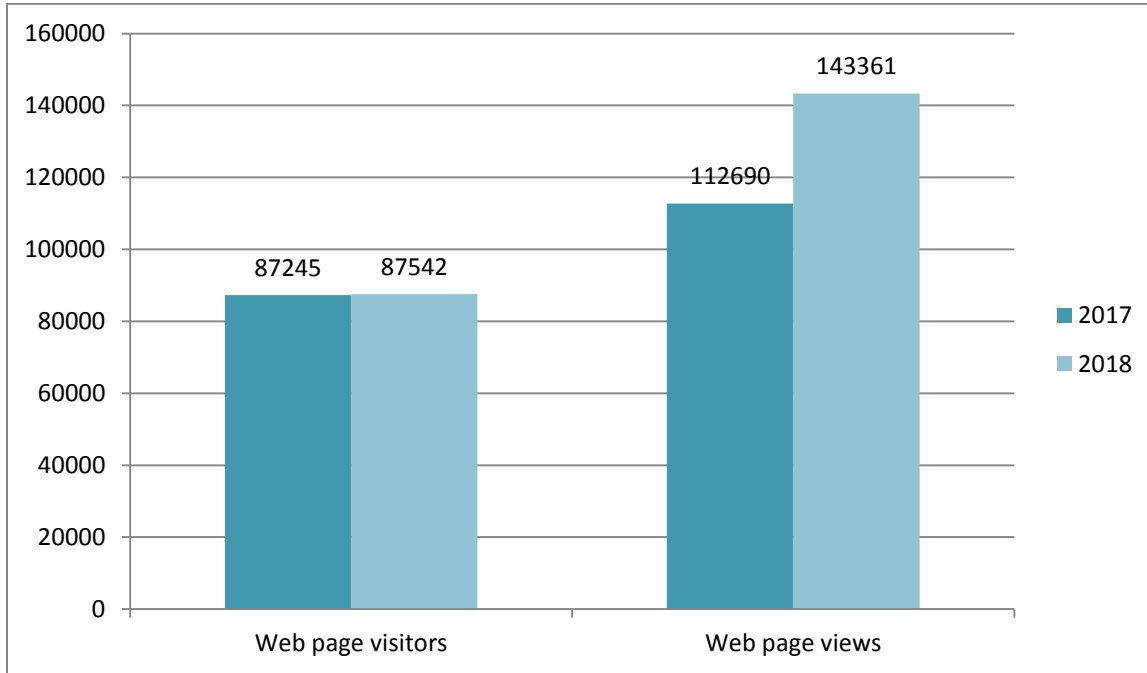
Law Library Staff answered 5,866 reference questions in person, over the phone, and via email in 2018.



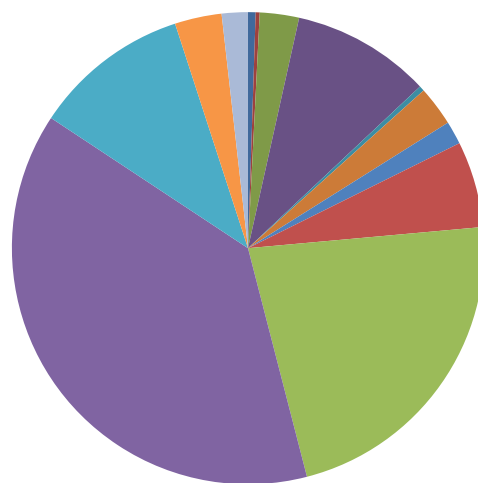
Public Event Attendance: Legal services offered to Clark County residents through our partnership with Nevada Legal Services, UNLV Boyd Law School, ACLU, Vegas PBS, and Legal Aid Center of Southern Nevada.

Internet/Webpage Statistics

Internet/Webpage Usage



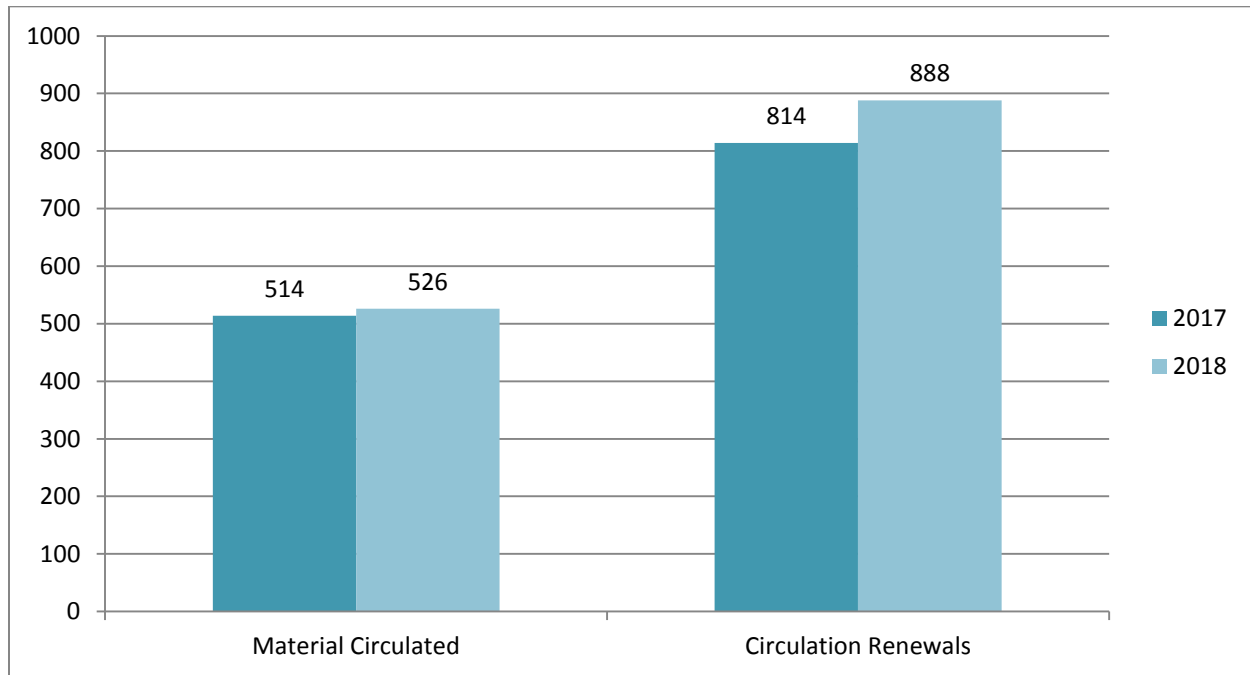
2018 Content Viewed



- Blank Pleading Paper
- Board and Staff
- Contact Us
- FAQ's
- Federal Legal Topics
- Forms Index
- General Legal Research
- Holidays
- Homepage
- Legal Forms
- Nevada Law
- Nevada Legal Research
- Nevada Legal Topics

Circulation Statistics

Circulation Activity



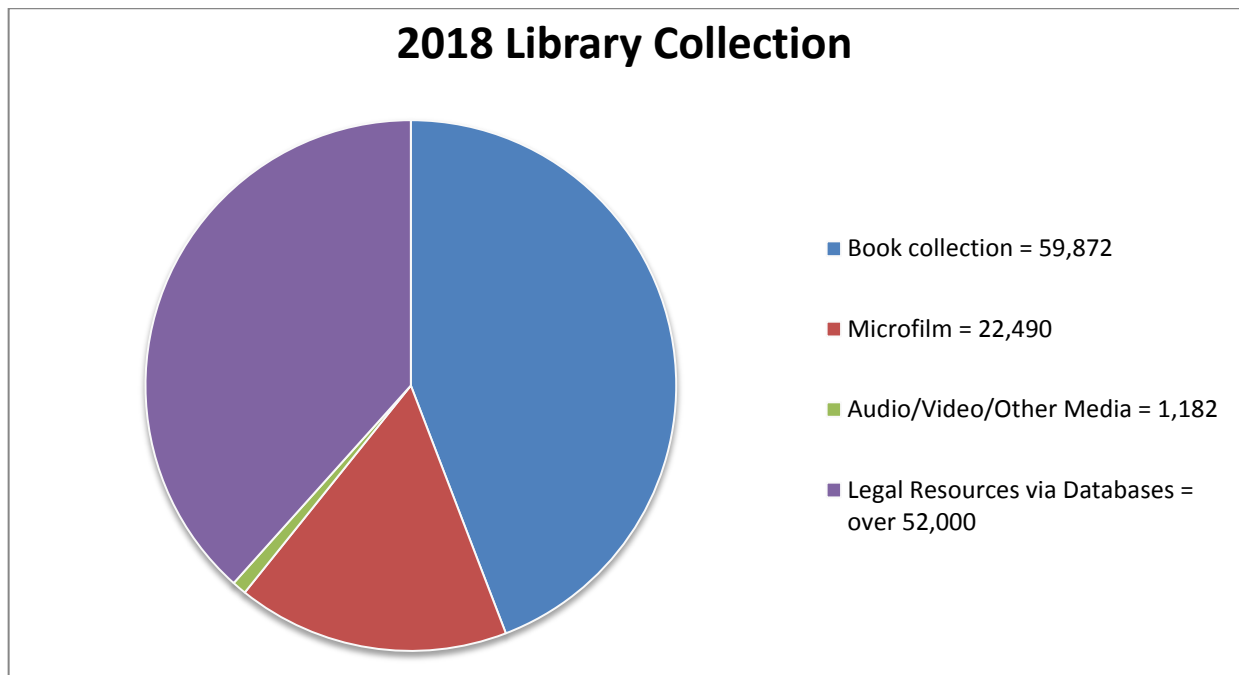
Circulation of Law Library material is limited to active members of the Nevada State Bar, judicial staff, and governmental agencies that have a valid circulation card and are in good standing with the Law Library.

To obtain a circulation card, an individual must fill out a Borrower Registration Card, either in person at the Law Library or on the Law Library's website at www.ClarkCountyNV.Gov/LawLibrary. Along with the registration card, there is a one-time \$50.00 registration fee. The circulation card is then valid for one year from the date of purchase and can be renewed annually for \$30.00 per subsequent year.

In 2018, we had nine attorneys sign up for a new circulation card with the Law Library and 47 circulation card renewals.

Library Collection

The Clark County Law Library has a total of 83,544 physical materials in its collection, including books, microfilm, and audio/video/other media. In addition to print materials, the Law Library offers free usage of over 52,000 legal resources through 16 database subscriptions from Lexis Advance, Westlaw Next, M-Law, Bloomberg BNA, HeinOnline, and others.



Donations

Monetary donations in the amount of \$400 were received by the Clark County Law Library in 2018.

The Law Library also received donations of 359 legal books and other items in 2018. Some of the notable donations include:

- Nevada Gaming License Guide 1988 edition
- Nevada Legislative Almanacs 1983, 1985 editions
- Nevada Legislators 1861-2011 edition
- Who's Who in America 2016 edition
- Physician's Desk Reference 2016, 70th ed.
- Clark County Bar Association Pictorial Directory 1997

Generous donations such as these assist the Law Library in its mission to provide access to the most recent precedents and the best available commentary regarding legal issues.

Detention Center Services

The Clark County Law Library entered into an Interlocal Agreement to operate the correctional libraries at the Clark County Detention Center and the North Valley Complex beginning July 1, 2017. Each facility contains a law library to assist inmates with their legal research needs, as well as a recreational library to distribute reading materials consisting of fiction books, Spanish-language titles, and educational materials. Under the supervision of the Interim Director, correctional library operations are led by one (1) Law Librarian and two (2) Law Library Assistants.

Compliments from inmates

“Thank you for send my case summary. I was unaware that I had another court date on it. I am grateful and appreciate for all your help. You have been a godsend.”

“Thank you for the rotation of book inventory and consistency. I admire and appreciate your efforts and position here during my sentence.”

“Thank you that sounds awesome, looking forward to receiving that info. You guys are great thanks for all the hard work.”

Law Library

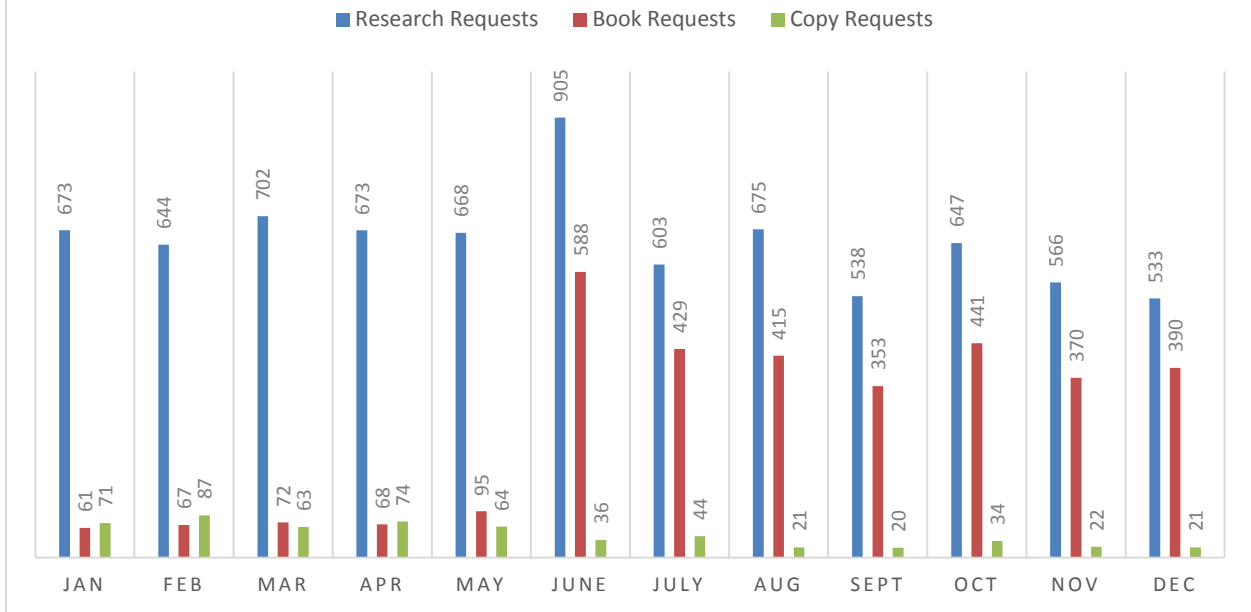
Inmates at CCDC and NVC do not make physical visits to the Law Library. They instead have access to all relevant legal material within their own modules via Lexis Nexis-powered touchscreen kiosks. These kiosks are routinely updated with new cases and statutes from Nevada and federal sources. Also included in the Lexis subscription are various secondary sources, including treatises, sample forms, and a legal dictionary.

If an inmate requires research assistance, or a physical copy of material located on the kiosk, they may send an electronic request to the Law Library from their module’s kiosk. Inmates may also send physical documents to the Law Library for photocopies. As a branch operation, correctional library staff have access to the full array of resources available to the Clark County Law Library, including the extensive physical collection, various database subscriptions, and developed relationships with community partners.

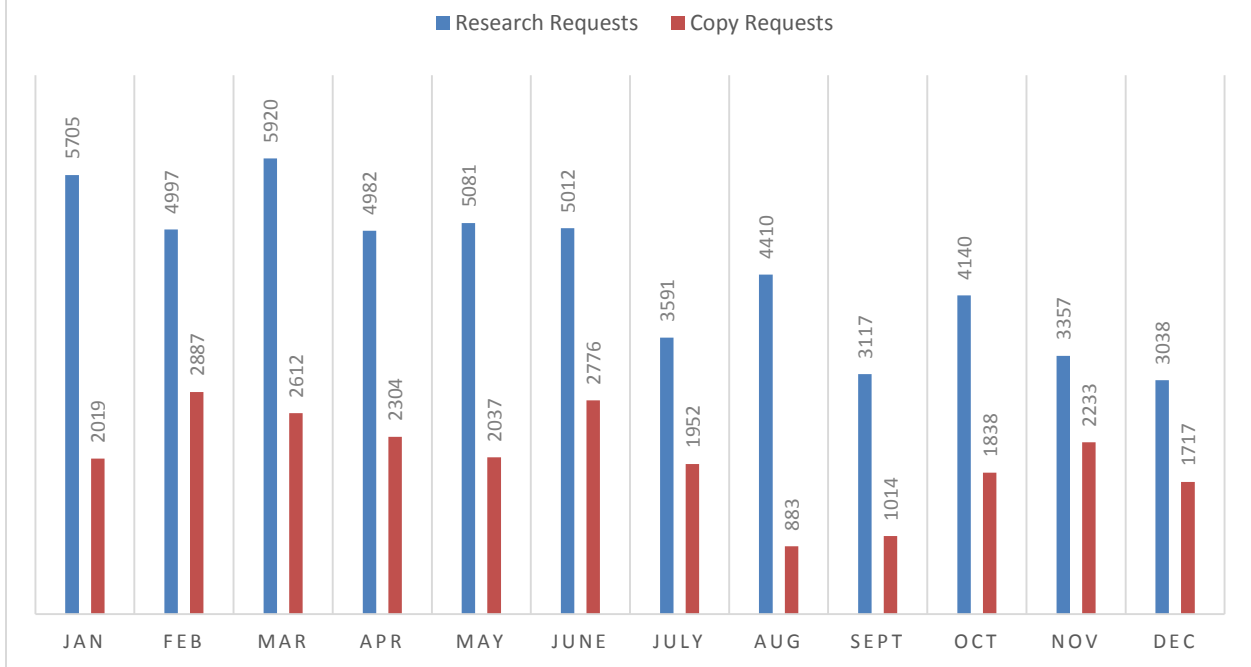
Prior to June 2018, inmates submitted requests on triplicate carbon paper instead of electronically through their kiosk. Since CCDC switched to the Request Manager Application (“RMA”), the number of requests has increased. As a result, CCLL staff have developed more efficient research methods. The net effect is that inmates are able to request more content easier than before through RMA, and receive it sooner.

The statistics below summarize the number of requests received by month, as well as the number of pages of content provided.

NUMBER OF REQUESTS RECEIVED FROM INMATES



NUMBER OF PAGES PROVIDED TO INMATES



Recreational Library

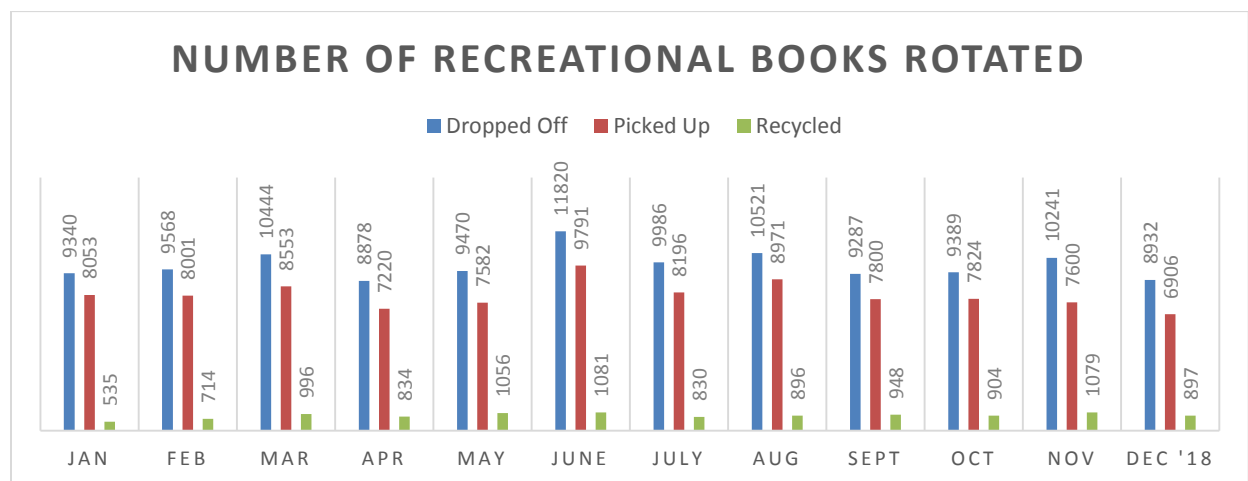
Inmates at CCDC and NVC do not make physical visits to the recreational library. They instead maintain bookshelves within each module, allowing inmates to freely exchange their books at times convenient for their schedules. Library staff make weekly visits to each module to replace existing materials with new content.

CCLL is proud to support several small and medium-sized businesses that consistently provide excellent new titles for the inmate population:

- Westgate Book Exchange, a local supplier with established ties to CCDC, provides the vast majority of all fictional reading materials at a competitive price.
- Jay O’Day, a family-owned regional correctional wholesaler, supplies a variety of content to include dictionaries, Spanish-language titles, and other educational materials.
- BulkBookStore, a national online bulk wholesaler, was added as a supplier in 2018, providing access to large quantities of affordable Spanish-language titles, educational materials, and frequently requested works.

In addition, CCLL has been able to utilize its extensive relationships within the legal community to develop a donation program in partnership with UNLV Boyd School of Law, Nevada Legal Services, and the Clark County Bar Association. Titled Books Behind Bars, the program received an impressive first round of donations for inmates at both CCDC and NVC in 2017. Due to the success of Books Behind Bars, CCLL accepted a second round of donations in 2018.

The below statistics showcase the volume of recreational library books included in the facility’s rotations. As previously stated, these rotations are performed weekly to ensure a consistent quality level and variety to the books available.



Community Outreach

In 2018, the Clark County Law Library continued to expand our community outreach opportunities. Members of the general public and the legal community had the opportunity to participate in a variety of free events offered by the Law Library.

Free Legal Education Classes

1,133 Clark County residents participated in the following free legal education opportunities:

- Basics of Lawsuits and Legal Research
- Criminal Record Sealing Class and Civil Rights Restoration in Nevada
- Criminal Records Sealing Forms Clinic
- Drafting a Civil Complaint in Clark County
- Employment Law
- Estate Planning Seminar
- Law Day
- Probate under \$100,000
- Tenant's Rights
- Eviction Notices
- Habitability Disputes

Free Continuing Legal Education Seminars

The library also offered a variety of free monthly CLE credit opportunities for attorneys, judges and paralegals to meet their annual continuing legal education requirement. In 2018, 270 members of the legal community participated in our monthly events presented by the following:

- January – “ADR Practice Pointers” presented by Erin Truman, ADR Commissioner
- February – “Estate Planning Basics Demystified” presented by Stephanie Hartman Rojo, Esq. of Stone Law Offices, Ltd.
- March – “Functionality of the Addicted Brain: Gambling with Your Law Practice” presented by Sydney Smith of Rise Center for Recovery and “The ABC’s of Prosecuting a Claim” presented by Commissioner Bruce Snyder of the Employee-Management Relations Board
- April – “Criminal Record Sealing in the LGBT Community” presented by Wynn Tashman
- May – Due to high demand, Sydney Smith of Rise Center for Recovery returned to give an encore of “Functionality of the Addicted Brain: Gambling with Your Law Practice” and “Adult Drug Court – Changing Lives One Defendant at a Time” presented by Judge Ellsworth of the EJDC Adult Drug Court
- June – “Harassment” and “Verifying Your Resources” via WestlawNext presented by Kay Engler, Esq. of Thomson Reuters

- July – “Ethics – Best Practices: Avoiding Pitfalls and Appearing Before the Disciplinary Board” presented by Bri F. Corrigan, Esq., Assistant Bar Counsel for the State Bar of Nevada
- August – “Mental Health and the Courts” presented by the EJDC Mental Health Court and “Affordable Care Act Compliance Assistance” and “ERISA Fiduciary Responsibilities Plus” presented by the Department of Labor
- September – “Employee-Management Relations Board Update, Procedures and Decisions” presented by Bruce Snyder, Commissioner of the Employee-Management Relations Board
- September – “Forensic Document Examination in the Law” presented by Jan Seaman Kelly of Forensic Dynamics, LLC
- September – “A Forgotten Fact is News: Researching Expert Witnesses” and “Following, Friending & Pinning: The Intersection of Social Media and Evidentiary Principle” presented by Bryan Williams of LexisNexis
- October – “Landlord/Tenant Law in Clark County, NV presented by Dawn Jensen of Nevada Legal Services
- November – “Legislative Counsel Bureau’s Seminar on the Official Nevada Law Library Program” presented by the Legislative Counsel Bureau
- December – “Legislative Counsel Bureau’s Seminar on the Official Nevada Law Library Program” presented by the Legislative Counsel Bureau

Legal Tips of the Month

Each month, the Law Library posts a legal tip on our website and social media in order to increase public awareness of various legal resources available online.

- January 2018 - Free Tax Preparation through the Volunteer Income Tax Assistance (VITA)
- February 2018 - State of Nevada Office for Consumer Health Assistance
- March 2018 - Neighborhood Justice Center
- April 2018 - Local Government Employee-Management Relations Board (EMRB)
- May 2018 - Telemarketing and Unwanted Mail
- June 2018 - Clark County Ombudsman
- July 2018 - Nevada Prime Interest Rate
- August 2018 - Civil Rights Hotline
- September 2018 - Sealing Eviction Records
- October 2018 - District Attorney Family Support
- November 2018 – Replace Your Vital Records
- December 2018 - Seasons Greetings!

Comments from Our Patrons

To better serve our patrons, comment cards are available for the public to indicate whether or not they were able to find what they were looking for during their visit, rate the friendliness of Law Library staff, and leave a comment or suggestion. Out of the 145 completed comment cards submitted during 2018, 100% of respondents indicated that they were able to find what they were looking for during their visit to the Law Library. Additionally, all respondents rated staff friendliness at 5 out of 5.

The following are comments received throughout 2018:

- "I love the staff! They're great ♥ Keep up the good work."
- "I don't know how the Law Library can serve me better!"
- "The Law Library is the best already."
- "It can't get any better!"
- "You do a great job. Thank you for all the help."
- "Excellent. Thank you."
- "Thank you very much for the help! The Law Library helped me win my case."

The Law Library also received praise this year through social media and other online outlets. Some of the comments are below.

- Mary W. from Yelp Reviews
"Great local library! It is not your typical public library because it is devoted to legal treatises, statutes, and law. You can't pick up the latest Stephen King novel here. But if you have a legal dispute, or are just curious about the law, this is a good place to come. It is open to the public, and free. You can research local, national, or other laws in stately books in the stacks or along the walls. Aside from the hard-core legal material, there are also how-to books for everything from starting a business to getting guardianship of a loved one. There are also computers for legal research, as well, including such state of the art legal research engines as "Westlaw" and "Lexis Nexis."
- Will E. from Yelp Reviews
"This Law Library is the best place to find out something about the Law, take a free class on the law (they offer free classes on Family Law, getting your record sealed, civil matter, Criminal matters.....etc.)"
- Jim M from Google Reviews
"We were missing some pages for a petition and couldn't find them on line. Shelly was gracious enough to actually call the judge's secretary to locate them. Thanks for your help."
- Keith Thompson from Google Reviews
"nice to know this place is available, it's been helpful"
- Scot Mularkey via Facebook comment
"Good to see the CCLL on here with resources for the public!"

Social Media

FACEBOOK



Facebook is used to promote workshops, seminars and Law Library news and notes. Like our page at [Facebook.com/CCLawLib](https://www.facebook.com/CCLawLib).

TWITTER



Twitter is used to promote workshops, seminars and Law Library news and notes. Follow us @NVlawlib.

YOUTUBE



YouTube is used to promote workshops and seminars held at the Clark County Law Library.

- Law Day 2018 Presentation 1 - Professor Ruben Garcia (William S. Boyd School of Law) May 22, 2018 <https://www.youtube.com/watch?v=ITaO7xtmo3U>
- Law Day 2018 Presentation 2 – Professor Sondra Cosgrove (College of Southern Nevada) May 22, 2018 <https://www.youtube.com/watch?v=klFwbdhTEoc>



**CLARK COUNTY
LAW LIBRARY**