



**CLARK COUNTY  
LAW LIBRARY**

# **ANNUAL REPORT**

## **2019**



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## Acknowledgements

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2019 was another immensely successful year for the Clark County Law Library, which would not have been possible without the assistance of our numerous partners. I would like to take a moment to thank the following for their dedication and support throughout the year:

- The Law Library Board of Trustees
- The Clark County Commissioners
- Senior Clark County management
- The Las Vegas Metropolitan Police Department and Detention Center Services
- Nevada Legal Services
- The wonderful instructors of our free legal education classes and CLE seminars
- Volunteer Income Tax Assistance
- Veterans Tribute Career & Technical Academy
- Our fellow Clark County Departments
- Our incredible staff
- And all of our other community partners

With sincere gratitude,

*CHasse*

Chanteyl Hasse, Director  
Clark County Law Library



The Clark County Law Library received the Pro Bono Collaboration award from Nevada Legal Services at their annual Champions of Justice event October 18, 2019

## Overview

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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. 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 Clark County and Veterans Tribute Career & Technical Academy to 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](http://www.clarkcountynv.gov/lawlibrary)  
[askinfo@clarkcountynv.gov](mailto:askinfo@clarkcountynv.gov)  
702-455-4696

## Vision & Mission Statements

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### 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](mailto:askinfo@clarkcountynv.gov)



**CLARK COUNTY  
LAW LIBRARY**

**Operating Hours:**

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

## Board of Trustees

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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.**

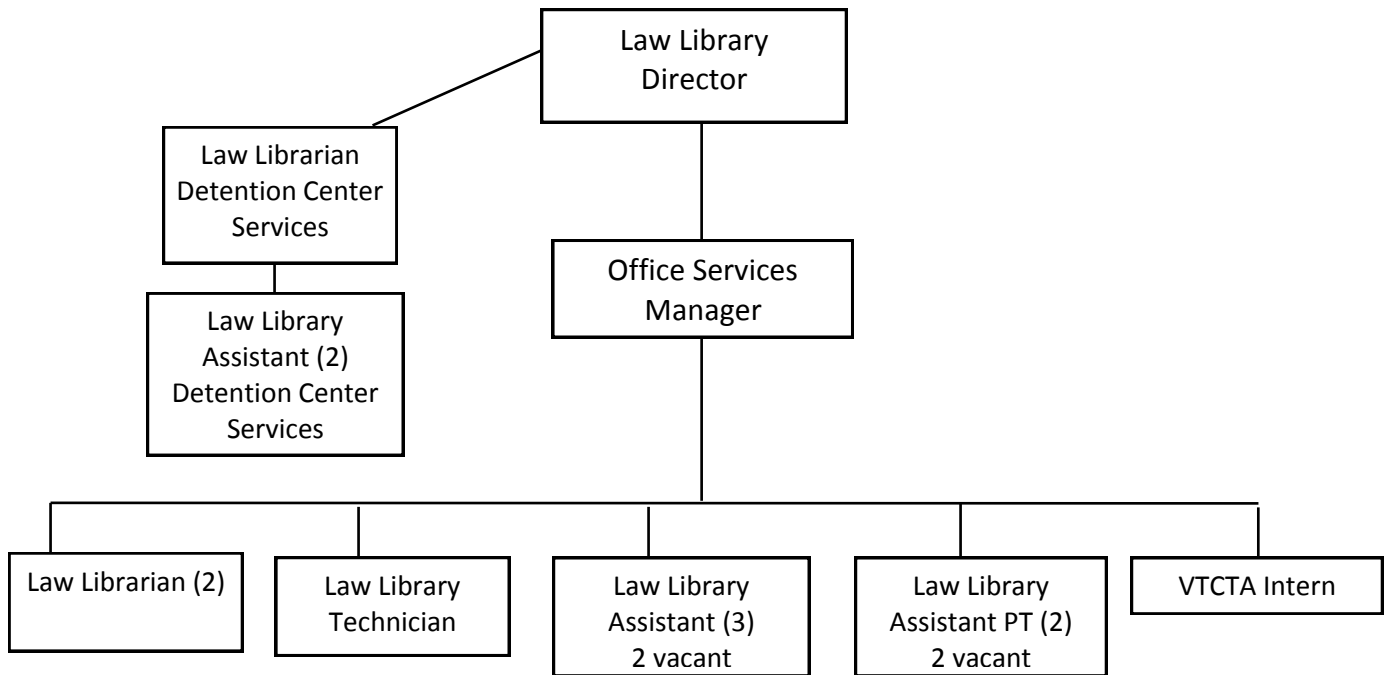
1. Any law library established by ordinance as provided by subsection 1 of [NRS 380.010](#) must be governed and managed by a board of law library trustees.
2. A board of law library trustees must consist of not less than five nor more than seven members. The district judge of the judicial district in 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

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CLARK COUNTY LAW LIBRARY  
(Revised 12/23/2019)



## Approved Budget – Fiscal Year 2019

REVENUES	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/2020	
	ACTUAL PRIOR YEAR ENDING 06/30/2018	ESTIMATED CURRENT YEAR ENDING 06/30/2019	TENTATIVE APPROVED	FINAL APPROVED
Charges for Services				
Judicial				
Clerk Fees	1,062,999	1,050,000	1,050,000	
Other	246,000	260,760	276,405	
Subtotal	1,308,999	1,310,760	1,326,405	
Fines & Forfeits				
Library	90,668	68,125	20,000	
Miscellaneous				
Interest Earnings	(1,737)	12,000	6,000	
Other	250	5,000		
Subtotal	(1,487)	17,000	6,000	
Subtotal Revenues	1,398,180	1,395,885	1,352,405	
OTHER FINANCING SOURCES (specify)				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	301,735	540,530	707,215	
Prior Period Adjustments				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	301,735	540,530	707,215	
TOTAL AVAILABLE RESOURCES	1,699,915	1,936,415	2,059,620	
<b>EXPENDITURES</b>				
Judicial				
Libraries				
Salaries & Wages	448,889	353,953	395,386	
Employee Benefits	198,861	164,307	180,149	
Services & Supplies	472,035	486,500	1,064,429	
Subtotal	1,119,785	1,004,760	1,639,964	
Public Safety				
Libraries				
Salaries & Wages		121,347	126,026	
Employee Benefits		65,693	70,802	
Subtotal	0	187,040	196,828	
Subtotal Expenditures	1,119,785	1,191,800	1,836,792	
OTHER USES				
Contingency (not to exceed 3% of Total Expenditures)				
Operating Transfers Out (Schedule T) To Fund 2990 (Post-Employment Ben Res)	39,600	37,400	37,400	
ENDING FUND BALANCE	540,530	707,215	185,428	
TOTAL FUND COMMITMENTS AND FUND BALANCE	1,699,915	1,936,415	2,059,620	

Clark County  
(Local Government)

SCHEDULE B

Fund 2140  
Law Library

Page 51  
Form 14  
1/3/2019



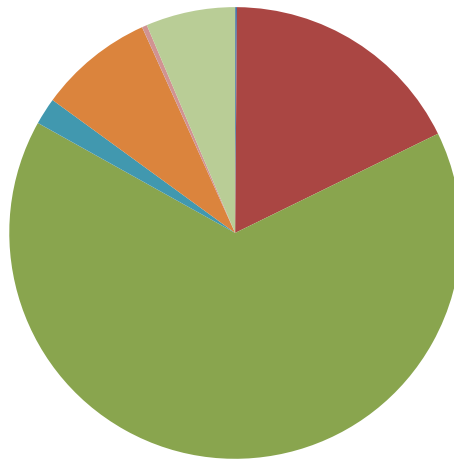
## Revenue/Expenditures

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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 \$966,260.61, and Justice Court civil filing fees in the amount of \$121,641.00 in Fiscal Year 2019.

### Total Revenue for Fiscal Year 2019

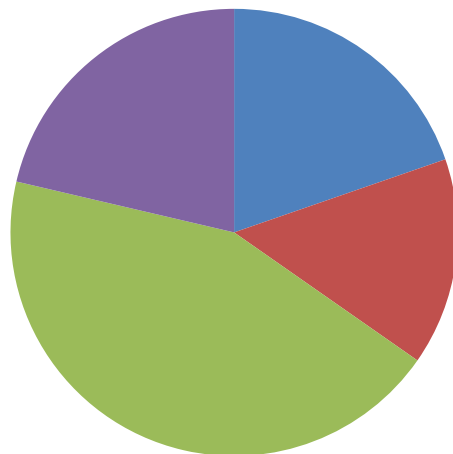
**\$1,479,035.32**



- Circulation Membership \$1,920.00
- Detention Center Contract \$260,760.00
- District Court Filing Fees \$966,260.61
- Donations \$100.00
- Interest Earnings \$28,346.80
- Justice Court Filing Fees \$121,641.00
- Library Fines \$83.00
- Photocopies \$5,323.91
- Sanctions \$94,600.00

### Total Expenditures for Fiscal Year 2019

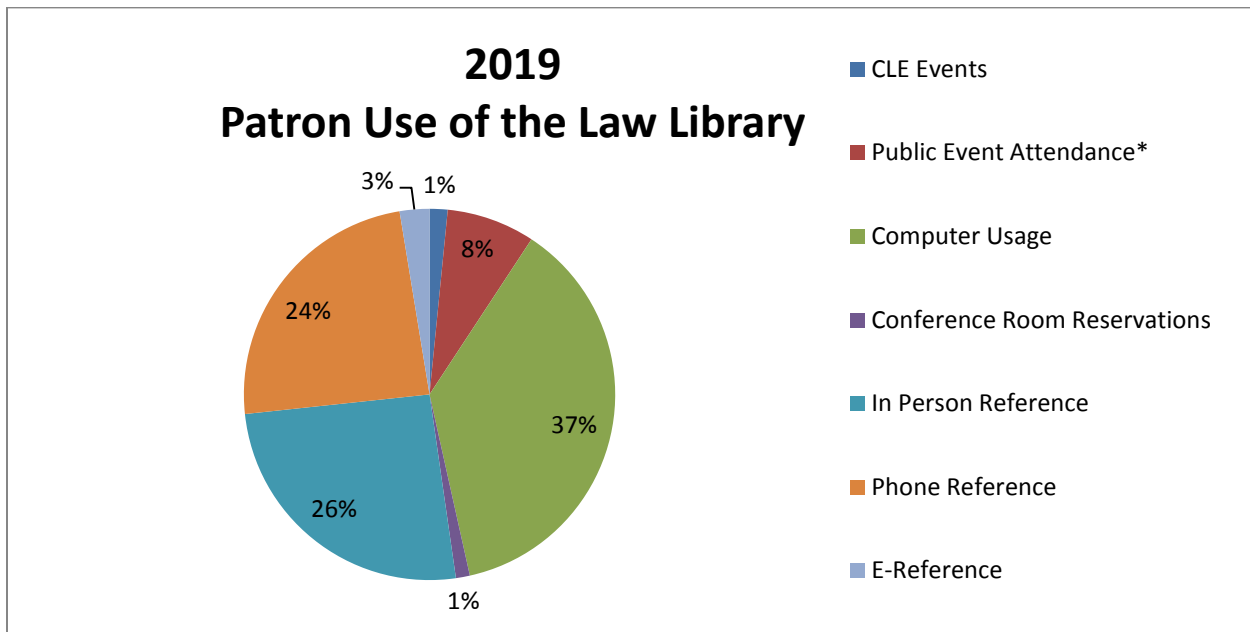
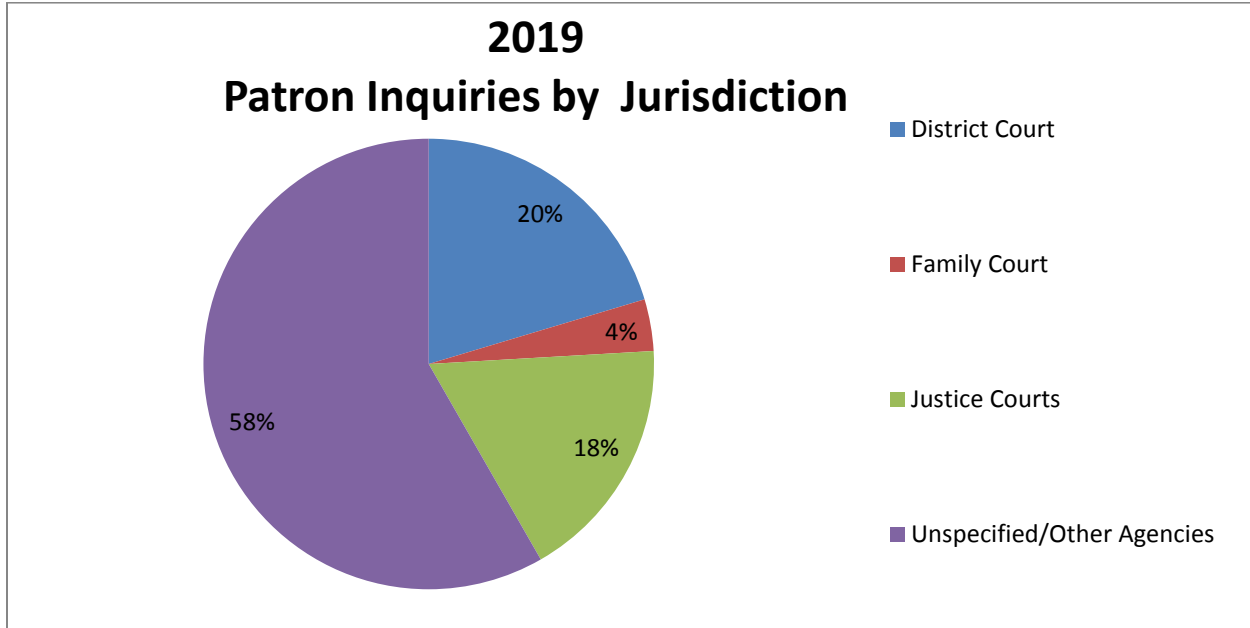
**\$1,112,580.99**



- Benefits \$219,146.30
- Books \$166,958.64
- Salaries \$489,009.83
- Services & Supplies \$237,466.22

## Reference Statistics

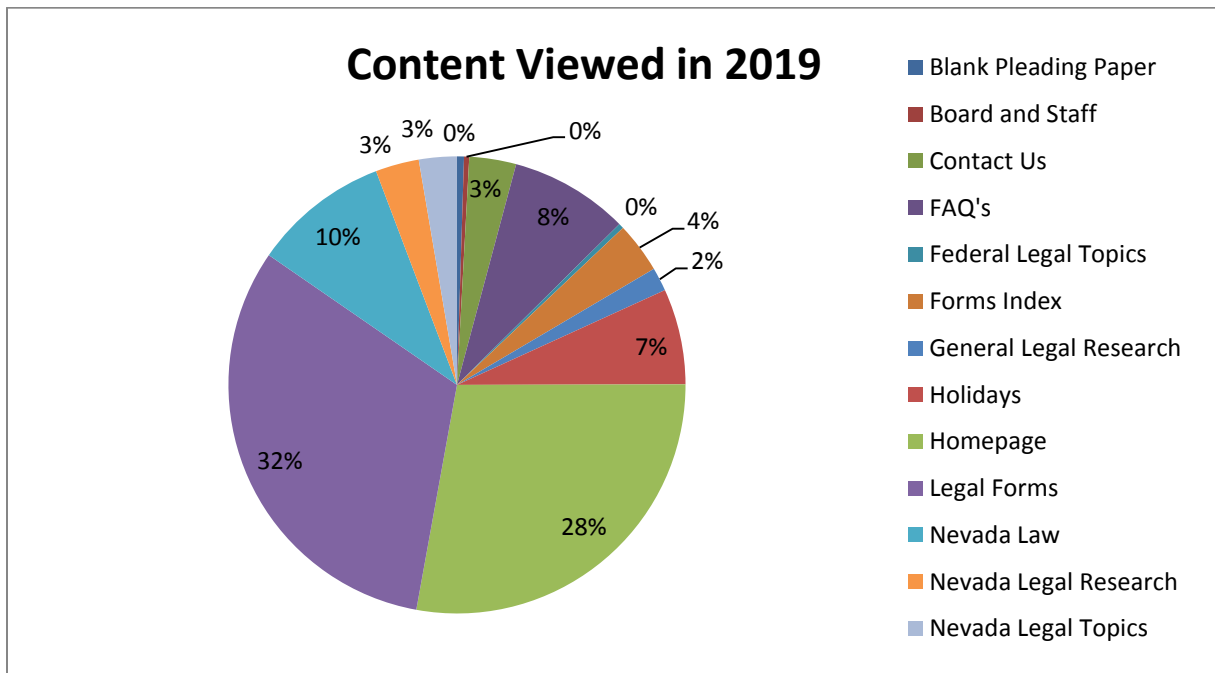
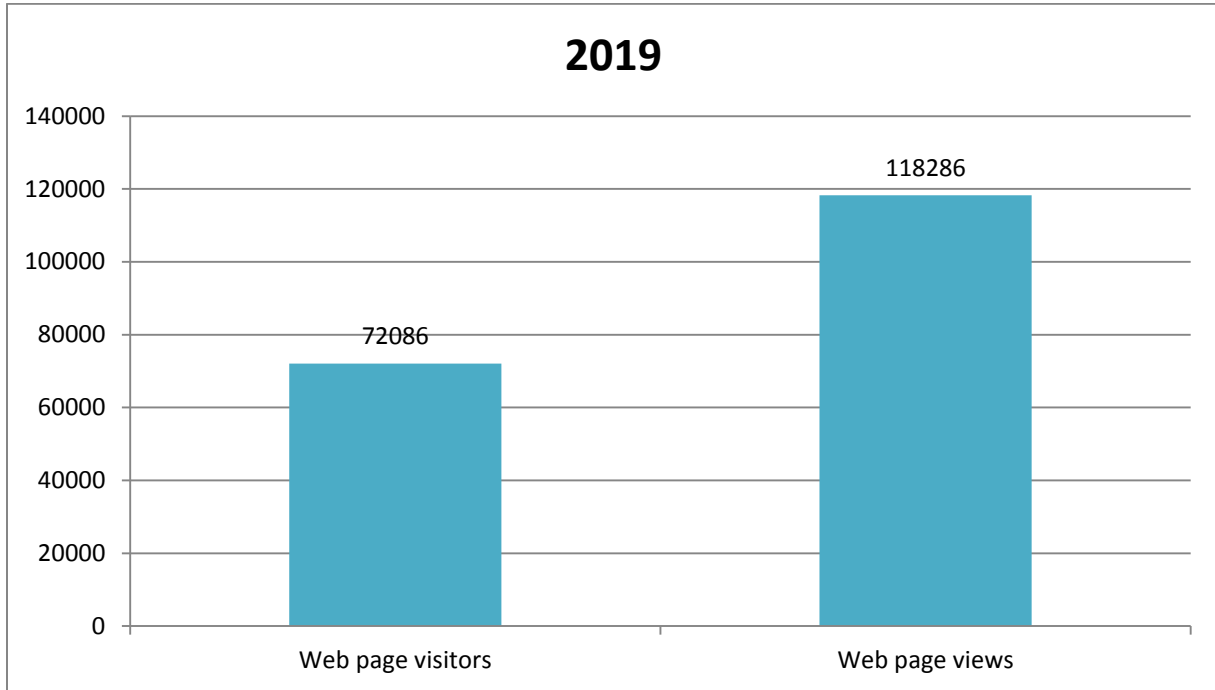
Law Library Staff answered 6,970 reference questions in person, over the phone, and via email in 2019.



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

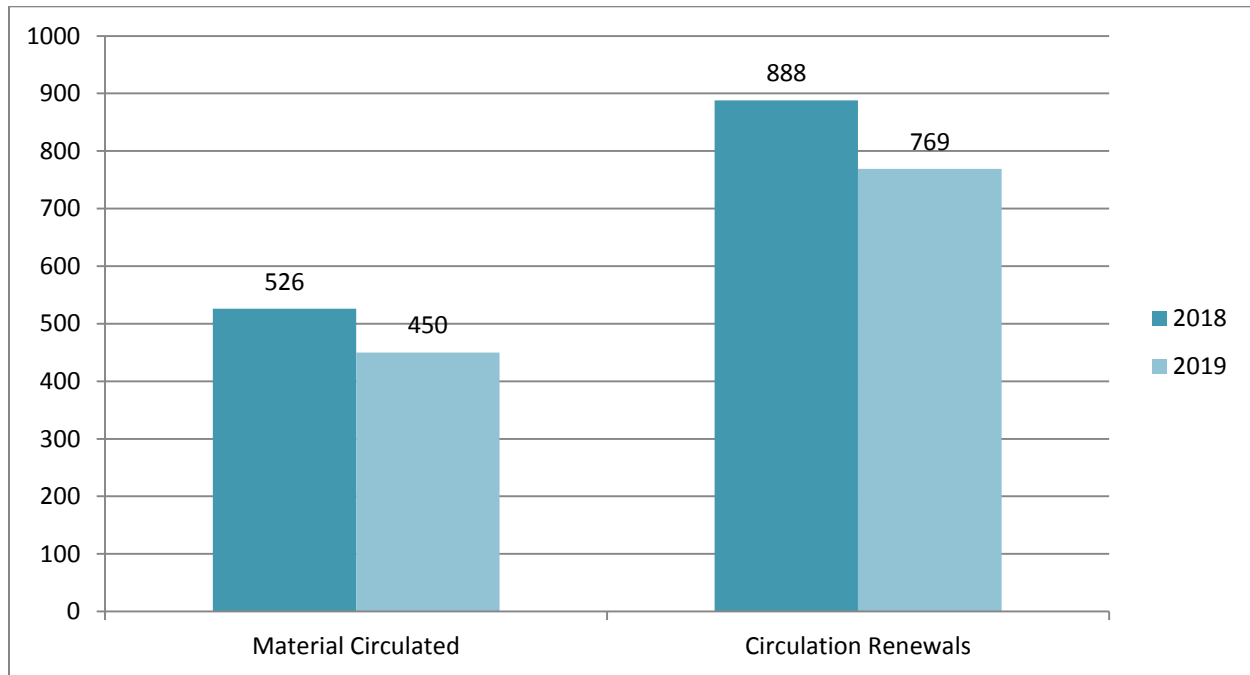
### Internet/Webpage Usage



## Circulation Statistics

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### 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.

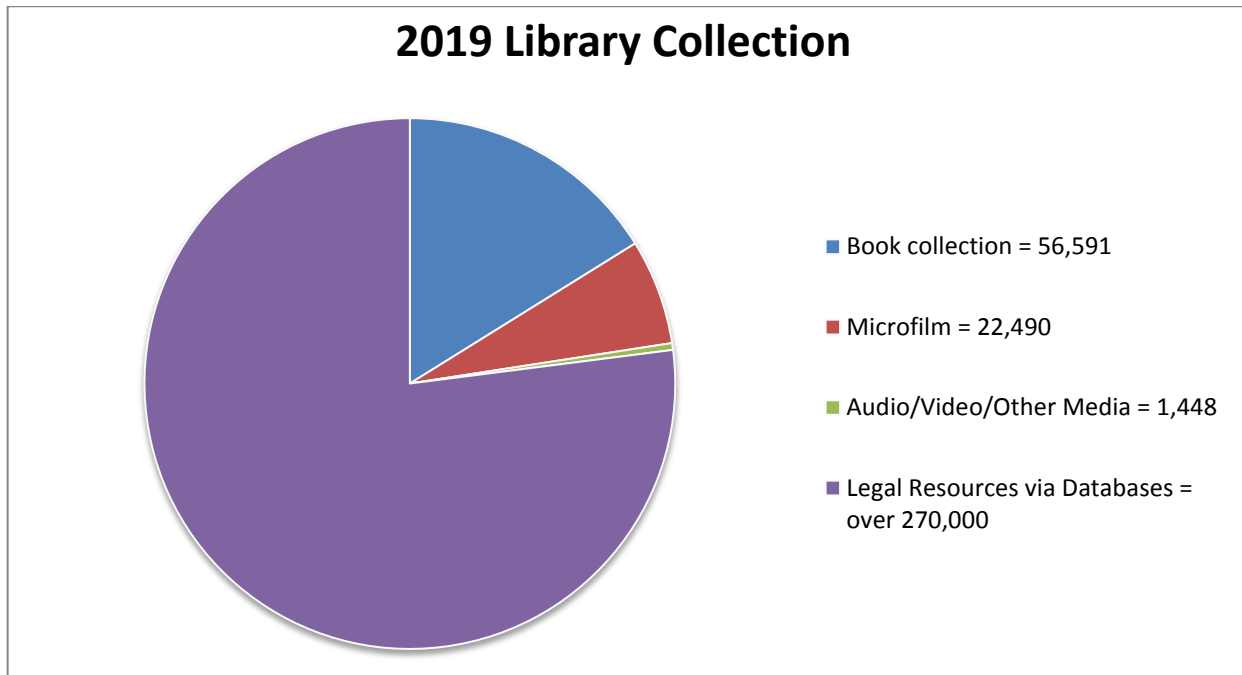
To obtain a circulation card, an individual must fill out a Borrower Registration Card, either in person at the Law Library or on the Law Library's website at [www.ClarkCountyNV.Gov/LawLibrary](http://www.ClarkCountyNV.Gov/LawLibrary). Along with the registration card, there is a one-time \$50.00 registration 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 2019, we had nine attorneys sign up for a new circulation card with the Law Library and 45 circulation card renewals.

## Library Collection

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The Clark County Law Library has a total of 82,038 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 270,891 legal resources through 74 database subscriptions from Lexis Advance, Westlaw Next, M-Law, Bloomberg Law, HeinOnline, and others.



## Donations

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The Law Library received donations of 91 legal books and other items in 2019. Some of the notable donations include:

- Recovering for Psychological Injuries, 2<sup>nd</sup> ed.
- Drunk Driving Defense, 8<sup>th</sup> ed.
- Student Loan Law, 5<sup>th</sup> ed.
- Habeas Corpus Checklists, 2017-2018 ed.
- Consumer Class Actions, 9<sup>th</sup> ed.

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

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The Clark County Law Library (“CCLL”) entered into a contract with Las Vegas Metropolitan Police Department to operate the correctional libraries at the Clark County Detention Center (“CCDC”) and the North Valley Complex (“NVC”), beginning on July 1st, 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 supervision of the Director, correctional library operations are led by one (1) Law Librarian and two full-time (2) Law Library Assistants.

### Compliments

“Thanks so much for the great job you do for us.”

“Thank you sir for the documents you are printing for me I appreciate you very much.”

“Thank you so much you're a big help to all.”

“I wanted to thank Justin and the rest of the legal library staff. The materials you have provided played a part in me winning at my competency hearing. I was ordered back to Justice Court.”

“Thanks for your response regarding copies of legal docs. You all in the law library rock!”

“Your department always does a great job answering questions.”

“Thank you for restocking the bookshelf. You're the best.”

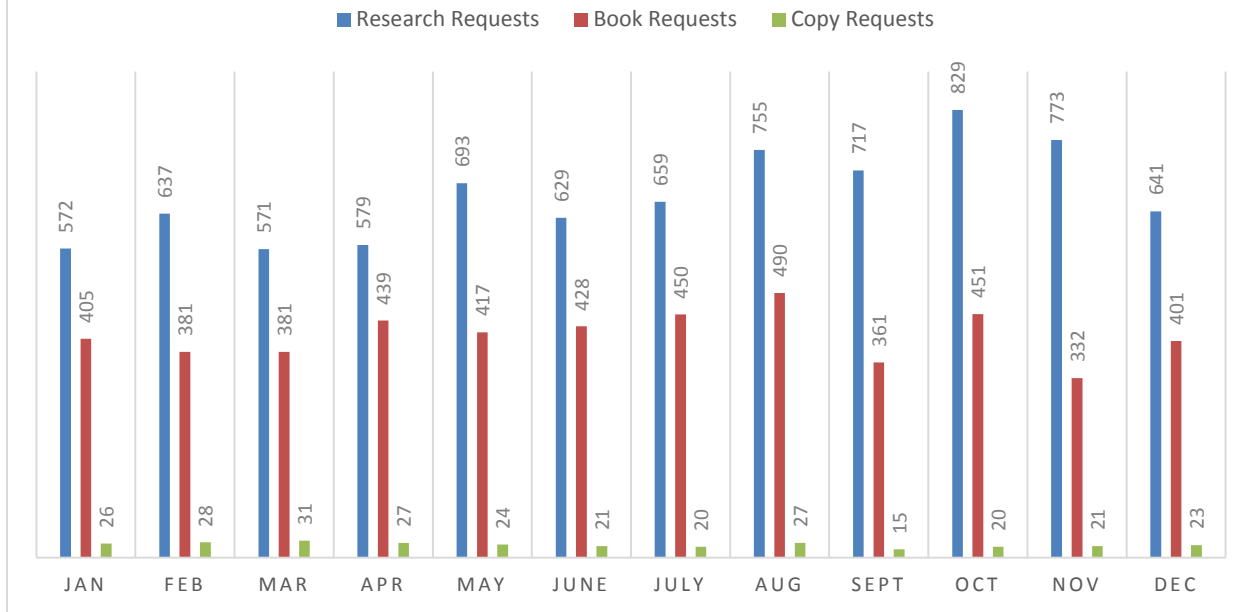
### Law Library

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 updated quarterly 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.

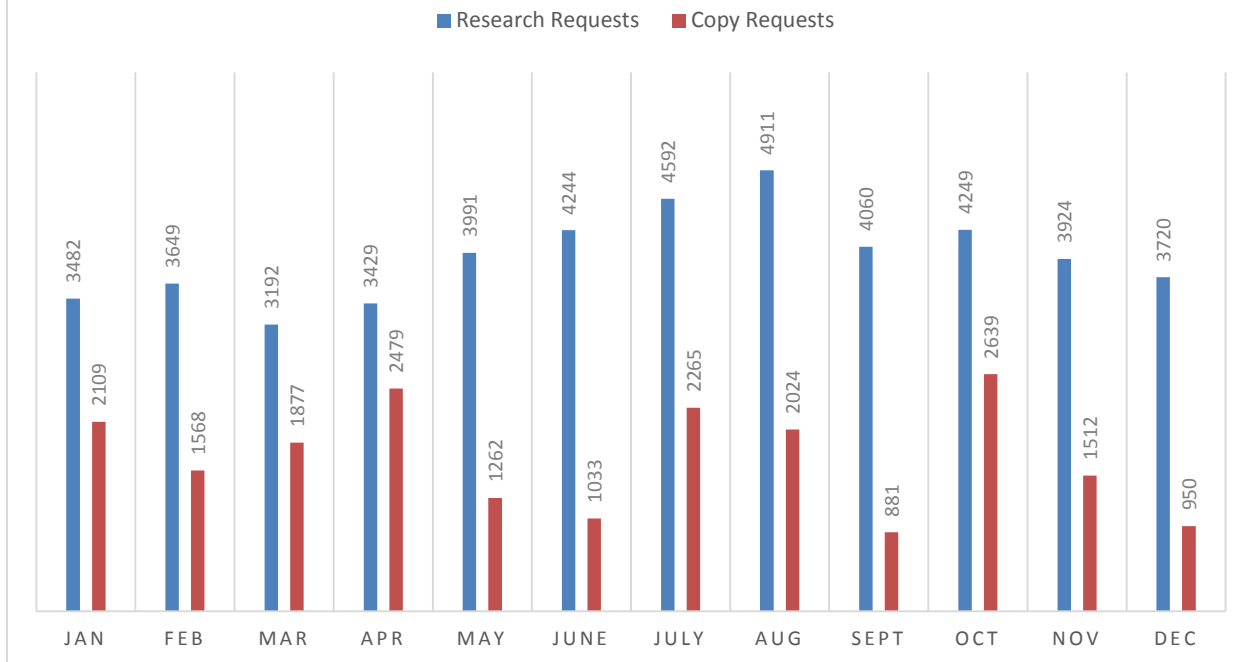
If an inmate requires research assistance, or a physical copy of material located on the kiosk, they may send an electronic request to the Law Library from their module’s kiosk. Inmates may also send physical documents to the Law Library for photocopies. As a branch operation, correctional library staff 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.

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



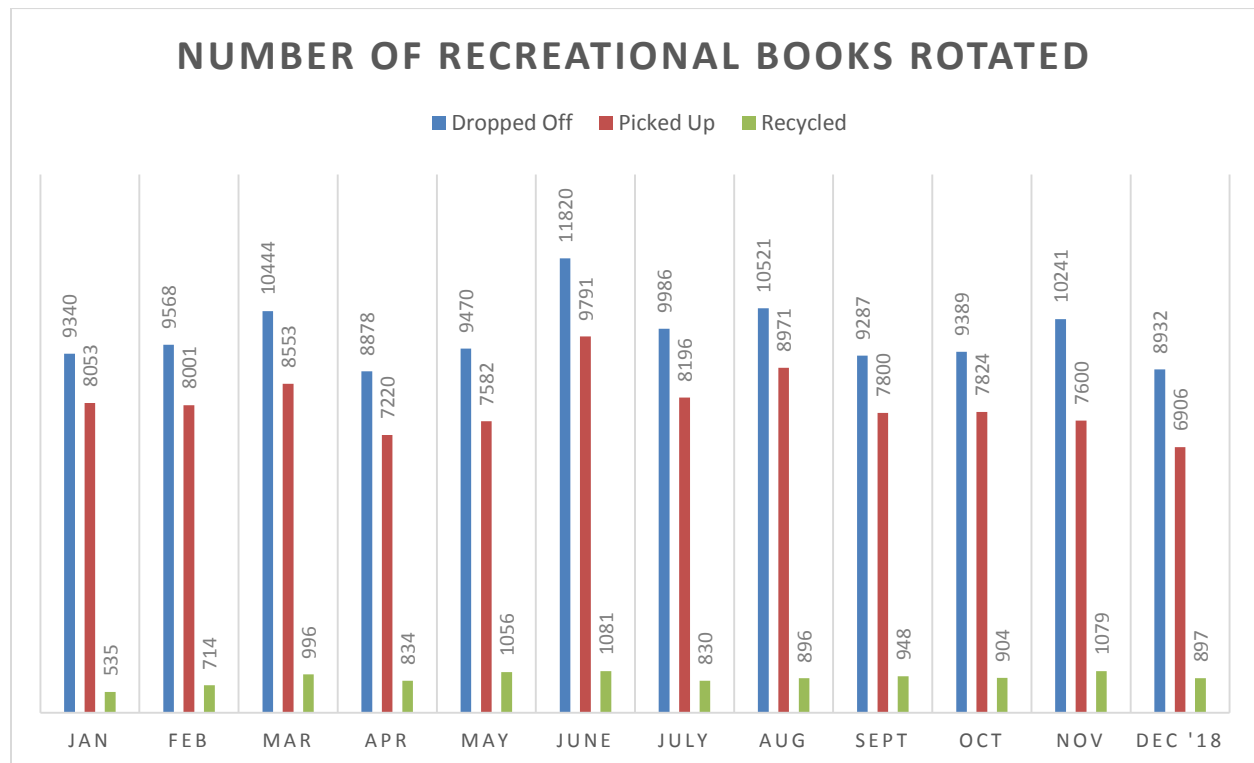
## Recreational Library

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.

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

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In 2019, 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

1,014 Clark County residents participated in the following free legal education opportunities:

- Basics of Lawsuits and Legal Research
- Cash Worker Tax Class
- Criminal Record Sealing Class and Civil Rights Restoration
- Criminal Records Sealing Forms Clinic
- Drafting a Civil Complaint in Clark County
- Estate Planning Seminar
- Eviction Notices Clinic
- Eviction Record Sealing Clinic
- Habitability Disputes
- Probate for Estates Under \$100,000
- Tenant's Rights

### 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 2019, 220 members of the legal community participated in our monthly events presented by the following:

- Westlaw - "Ethics in an Electronic Age" and "Practical Law and Drafting Assistant"
- Riley J. Wilson, Guardianship Compliance Administrator - "Staying Compliant in the Ever-Changing World of Guardianship"
- LexisNexis - "Answering the Call: Overcoming Substance Abuse in the Legal Profession 2019" and "Steps to Avoid Malpractice 2019"
- Greg Walch, General Counsel of the Southern Nevada Water Authority - "Water Law in Nevada"
- Tiffany Brown of The Clark County Coroner's Office - "Overview of Clark County Office of the Coroner/Medical Examiner"
- Christopher P. Burke, Esq. - "Bankruptcy Basics"
- Kristine Kuzemka of Lawyers Concerned for Lawyers - "Substance Abuse Disorder and the Duty to Report Impaired Attorneys"
- Mike & Jim Holpuch of Holo Discovery - "Electronic Discovery Best Practices"

- Cristina A. Collazo, Senior Benefits Advisor of the US Department of Labor - “Fiduciary Education and DOL Investigations 2019” and “COBRA and Fiduciary Education with Respect to Health Plans 2019”
- Christina Carl of Worldwide Litigation Services - “The Grateful Workplace: How to Create Cohesion & Happiness in a High-Stress Environment”
- Stephen Lang of the Legislative Counsel Bureau “Seminar on the Official Nevada Law Library program”. Due to high demand, Mr. Lang gave this presentation in both October and December.
- Sergeant Roger Palmer of the Las Vegas Metropolitan Police Department - “Introduction to Money Laundering Investigations”
- Amberlea Davis Esq., and David Schnell-Davis, Esq. – “Best Practices for Trial Notebooks, Exhibits and Disclosures”

### 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 2019 - Free Tax Preparation at the Clark County Law Library
- February 2019 - Southern Nevada Family Justice Center
- March 2019 - Repay Student Loan Debt
- April 2019 - Nevada Equal Rights Commission
- May 2019 - Better Business Bureau
- June 2019 - Federal Reserve Consumer Help
- July 2019 - Visit the Child Support Center of Southern Nevada
- August 2019 - Bills from the 80th (2019) Legislative Session effective July 1, 2019
- September 2019 - Finding the Registered Agent
- October 2019 - 'Colored' and Decorative Contact Lenses Legally Require a Prescription
- November 2019 - Legal Information Class Slideshows Available Online
- December 2019 - Happy Holidays!

### Events Attended or Hosted

- January 31 to April 11 Thursdays - Hosted VITA Tax Preparation Sessions each week
- February 2 – Attended the VA Town Hall & Transition Service Fair
- March 8 – Attended the Consumer Fraud Prevention Fair
- April 27 – Attended the Las Vegas Valley Paralegal’s CLE event
- May 1 – Law Day – the Law Library handed out pocket copies of the United States Constitution
- May 4 – Attended the Public Defender’s Bench Warrant Quashing Event
- May 15 – Attended the Senior Safety Fair

- September 10 – Gave a presentation about library services to the Stroke Support Group at Encompass Health Rehabilitation Hospital of Henderson
- September 18 - Represented the library in a Customer Service Panel for Thompson Reuters at Green Valley Ranch.
- September 26 - Attended the Provider Community Resource Event for OneStop, which was held at the public library.
- October 12 – Attended Legal Resource Day at the Cambridge Community Center.
- October 29 - Attended Senior Providers Networking Event at the City of Las Vegas. SALT
- October 21 – October 24 - Pro Bono Week – included our Criminal Record Sealing Forms Clinic, Basics of Lawsuits and Legal Research class, and a special Tenant’s Rights class as well as an Eviction Record Sealing Clinic



Clockwise from top left: Legal Resource Day 10/12/19; Handing out pocket Constitutions for Law Day, 5/1/19; VA Town Hall & Transition Service Fair 2/2/19

## Comments from Our Patrons

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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.

The following are comments received throughout 2019:

- “Great law library”
- “...you help ALL of us by your very existence! You are the very essence of our treasured law, intellectual freedom, and the best parts of the United States, & State of Nevada.”
- “I ♥ the staff.”

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

- Sim G. from Google Reviews  
“Great reference library for all your legal research. Great staff. Nice and quiet  
Normally not very crowded.”
- Wences P. via Twitter comment  
“Great resource!”

## Social Media

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### 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.

- Drafting a Civil Complaint in Clark County <https://www.youtube.com/watch?v=3tCvA1quiKA>
- The Nevada Eviction Process <https://www.youtube.com/watch?v=SWoHD-aKUiU>
- Habitability [https://www.youtube.com/watch?v=FtqNjE8LS\\_k](https://www.youtube.com/watch?v=FtqNjE8LS_k)