



**CLARK COUNTY
LAW LIBRARY**

ANNUAL REPORT

2020



Table of Contents

Overview	3
Board of Trustees	4
Organizational Chart	5
Approved Budget – Fiscal Year 2020	6
Revenue/Expenditures	7
Reference Statistics	8
Internet/Webpage Statistics	9
Circulation Statistics	10
Library Collection	10
Detention Center Services	11
Donations	13
Community Outreach	14
Comments from Our Patrons	15
Social Media	15

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.

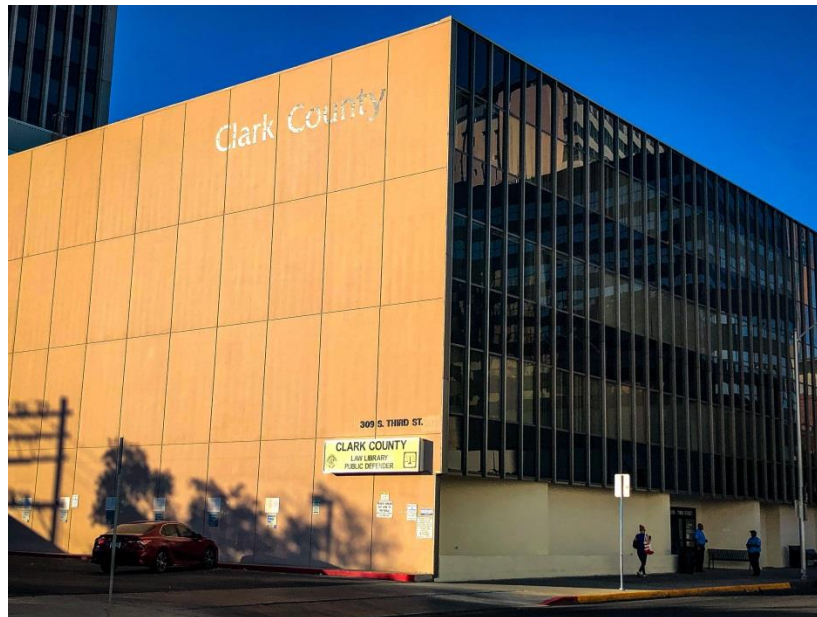
Normal business hours for the Law Library are Monday – Thursday, 7:30 a.m. to 5:30 p.m., with five full-time staff members. Our staff also includes two additional positions, which are responsible for providing library services for the inmates housed at the Clark County Detention Center and North Valley Complex.

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.



Board of Trustees

Member	Current Term of Office
Jeffrey Share President	January 1, 2019 – December 31, 2021
Karen Byrd Secretary	January 1, 2019 – December 31, 2021
Hon. Joanna S. Kishner	January 1, 2019 – December 31, 2021
Hon. Vincent Ochoa	January 1, 2019 – December 31, 2021
Hon. Jerry A. Wiese II	January 1, 2019 – December 31, 2021
Tamara Beatty Peterson	January 1, 2021 – December 31, 2022
Barbara Wagner	January 1, 2021 – December 31, 2022

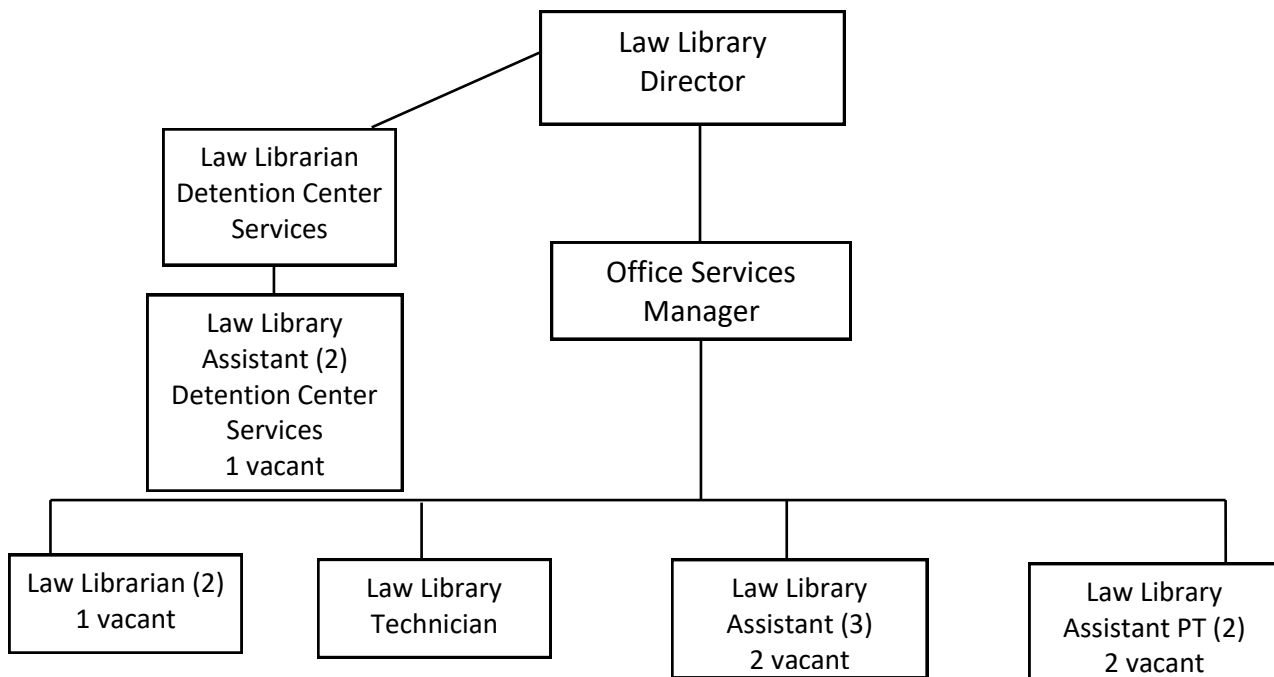
NRS 380.020 Government and management of law library; number, appointment and terms of members.

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 12/22/2020)



Approved Budget – Fiscal Year 2021

	(1)	(2)	(3)	(4)
	ACTUAL PRIOR YEAR ENDING 06/30/2019	ESTIMATED CURRENT YEAR ENDING 06/30/2020	BUDGET YEAR ENDING 06/30/2021 TENTATIVE APPROVED	BUDGET YEAR ENDING 06/30/2021 FINAL APPROVED
<u>REVENUES</u>				
Charges for Services				
Judicial				
Clerk Fees	1,095,146	1,090,200	1,075,000	1,075,000
Other	260,760	276,406	292,990	292,990
Subtotal	1,355,906	1,366,606	1,367,990	1,367,990
Fines & Forfeits				
Library	94,683	72,050	20,000	20,000
Miscellaneous				
Interest Earnings	28,347	5,717	2,859	2,859
Subtotal Revenues	1,478,936	1,444,373	1,390,849	1,390,849
OTHER FINANCING SOURCES (specify)				
Operating Transfers In (Schedule T)				
BEGINNING FUND BALANCE	540,530	906,884	1,128,315	1,142,225
Prior Period Adjustments				
Residual Equity Transfers				
TOTAL BEGINNING FUND BALANCE	540,530	906,884	1,128,315	1,142,225
TOTAL AVAILABLE RESOURCES	2,019,466	2,351,257	2,519,164	2,533,074
<u>EXPENDITURES</u>				
Judicial				
Libraries				
Salaries & Wages	366,470	419,853	491,272	491,272
Employee Benefits	157,819	200,723	236,685	236,685
Services & Supplies	368,935	386,709	1,350,000	1,350,000
Subtotal	893,224	1,007,285	2,077,957	2,077,957
Public Safety				
Libraries				
Salaries & Wages	122,540	125,709	139,403	102,025
Employee Benefits	66,218	76,038	77,016	54,267
Subtotal	188,758	201,747	216,419	156,292
Subtotal Expenditures	1,081,982	1,209,032	2,294,376	2,234,249
OTHER USES				
Contingency (not to exceed 3% of Total Expenditures)				
Operating Transfers Out (Schedule T)				
To Fund 2990 (Post-Employment Ben Res)	30,600			
ENDING FUND BALANCE	906,884	1,142,225	224,788	298,825
TOTAL FUND COMMITMENTS AND FUND BALANCE	2,019,466	2,351,257	2,519,164	2,533,074

Clark County
(Local Government)

SCHEDULE B

Fund 2140
Law Library

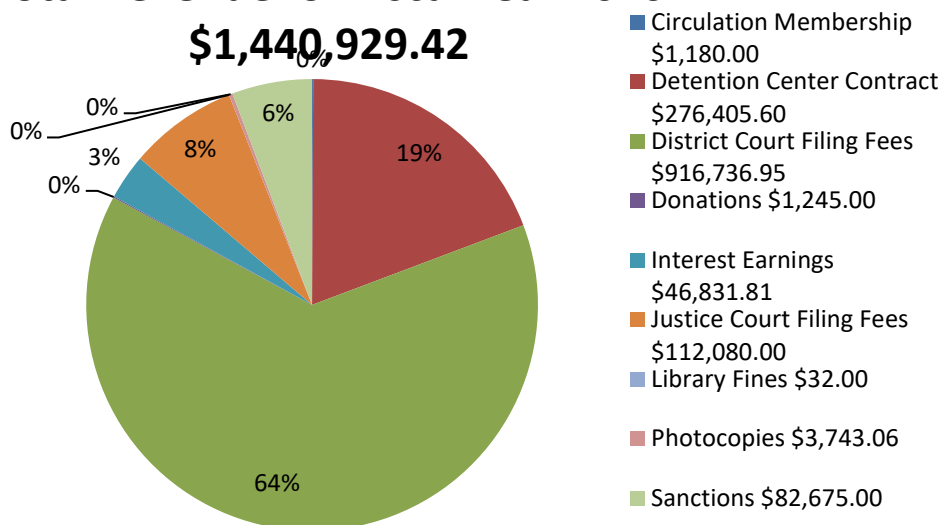
Page 52
Form 14
1/7/2020

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 70% of the Law Library's revenue is derived from both District Court civil filing fees, which totaled \$916,736.95, and Justice Court civil filing fees in the amount of \$112,080.00 in Fiscal Year 2020.

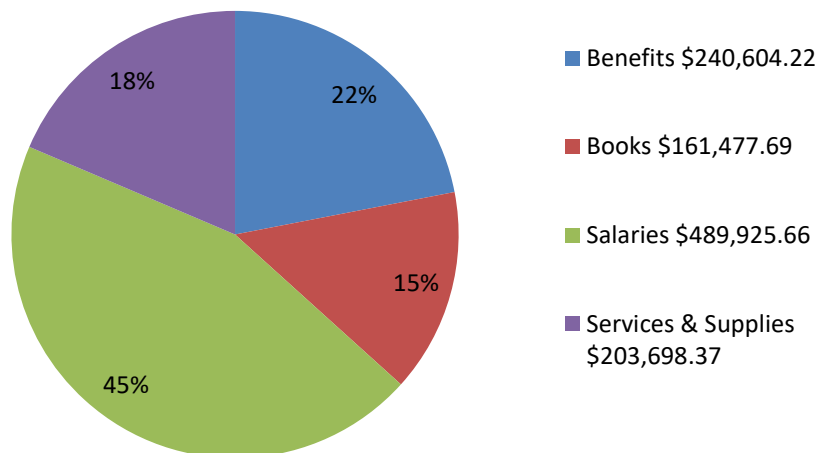
Total Revenue for Fiscal Year 2020

\$1,440,929.42



Total Expenditures for Fiscal Year 2020

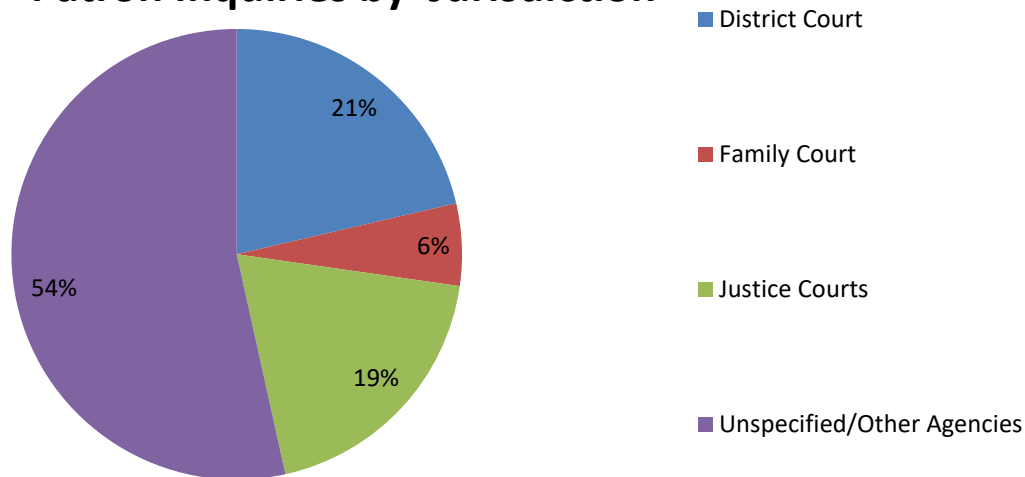
\$1,095,705.94



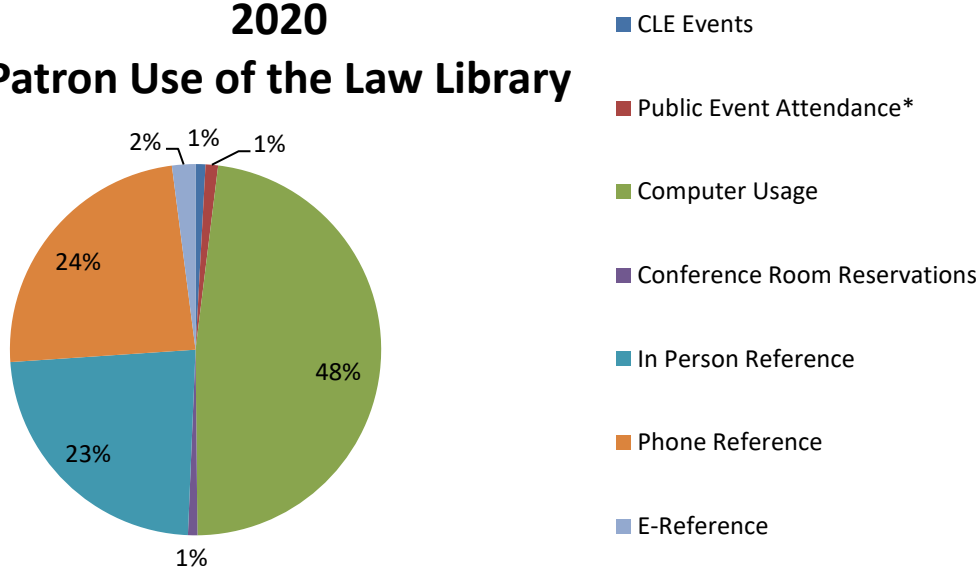
Reference Statistics

Law Library staff answered 3,317 reference questions in person, over the phone, and via email in 2020. In response to the COVID-19 pandemic, our facility was closed to the public from March-May and again from November-December. This has had a drastic impact on our in-person reference services, but staff continues to provide these services via phone and e-reference.

2020 Patron Inquiries by Jurisdiction



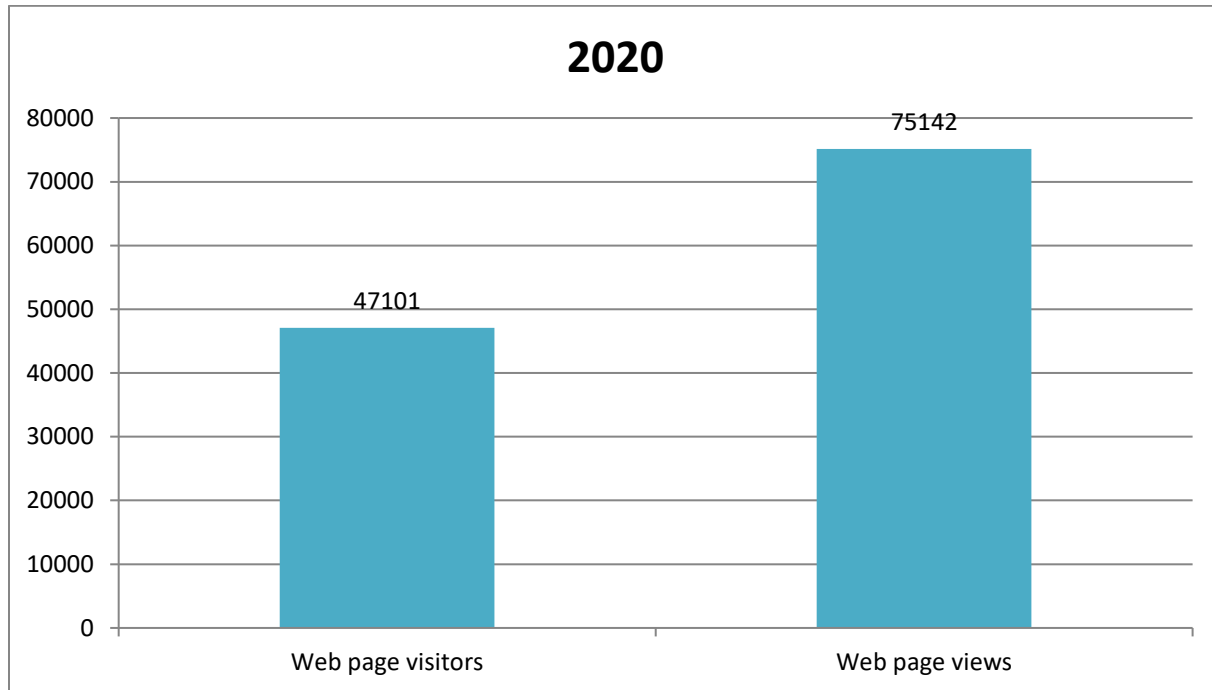
2020 Patron Use of the Law Library



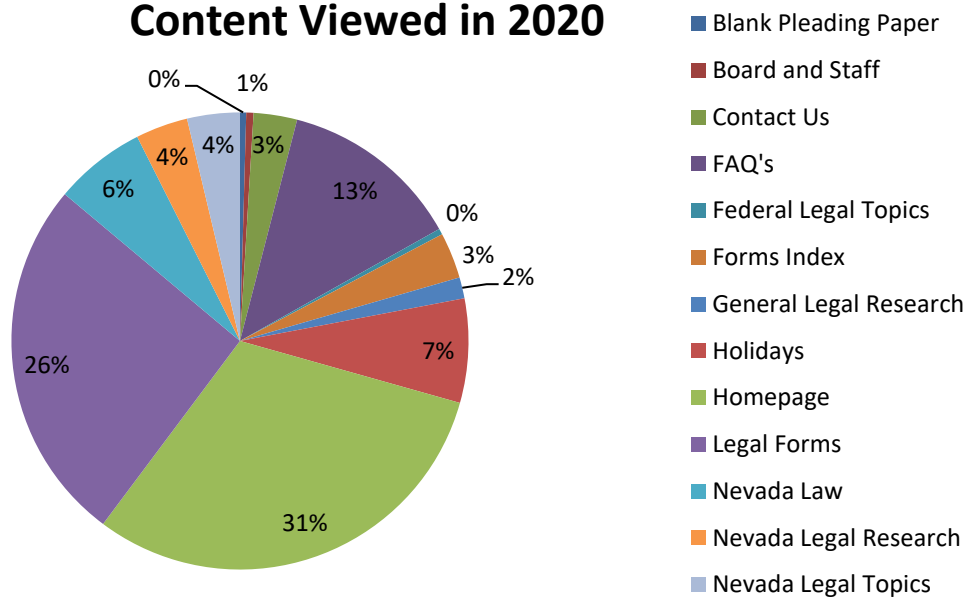
*Public Event Attendance: Legal services offered to Clark County residents through our partnership with Nevada Legal Services, UNLV Boyd Law School, VITA, and Legal Aid Center of Southern Nevada.

Internet/Webpage Statistics

Internet/Webpage Usage



Content Viewed in 2020



Circulation Statistics

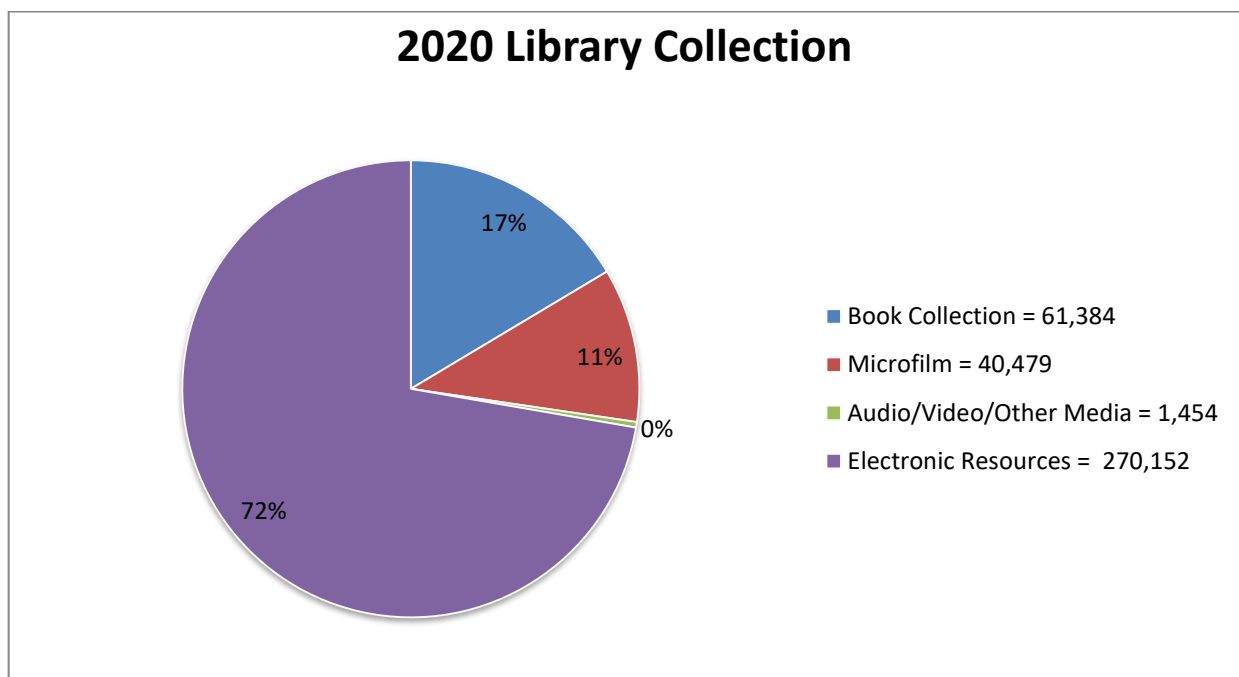
Circulation of Law Library material is limited to active members of the Nevada State Bar, judicial staff, and governmental agencies that have a valid circulation card and are in good standing with the Law Library.

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 2020, we circulated 172 materials, with 257 circulation period renewals. We also had four attorneys sign up for a new circulation card with the Law Library and 17 circulation card renewals.

Library Collection

The Clark County Law Library has a total of 103,587 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 270,000 legal resources through 60 database subscriptions from Lexis Advance, Westlaw Next, M-Law, HeinOnline, and others. The Law Library also now has 84 volumes in its Lexis Digital Library.



Detention Center Services

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, educational materials, and more. Under supervision of the Director, correctional library operations are led by one (1) Law Librarian and one (1) full-time Law Library Assistant.

Compliments

“We appreciate the great job!”

“Thank you for the prompt response in sending me the documents I requested. Thank god for people like you.”

“Y’all are awesome!”

“Thank you for all the help that you all have given during the year of 2020. You have been a big help. Keep up the good work.”

Impact of COVID-19 on Library Operations

During the initial County-wide shutdown in March of 2020, recreational library operations were temporarily suspended pending guidance from the Centers for Disease Control regarding the ability for COVID-19 to survive on surfaces and physical objects. Library staff implemented quarantine procedures for books once this guidance was available to ensure the virus could not be transmitted through book rotations. Importantly, law library operations were not impacted as the request process moved to a digital format in 2018.

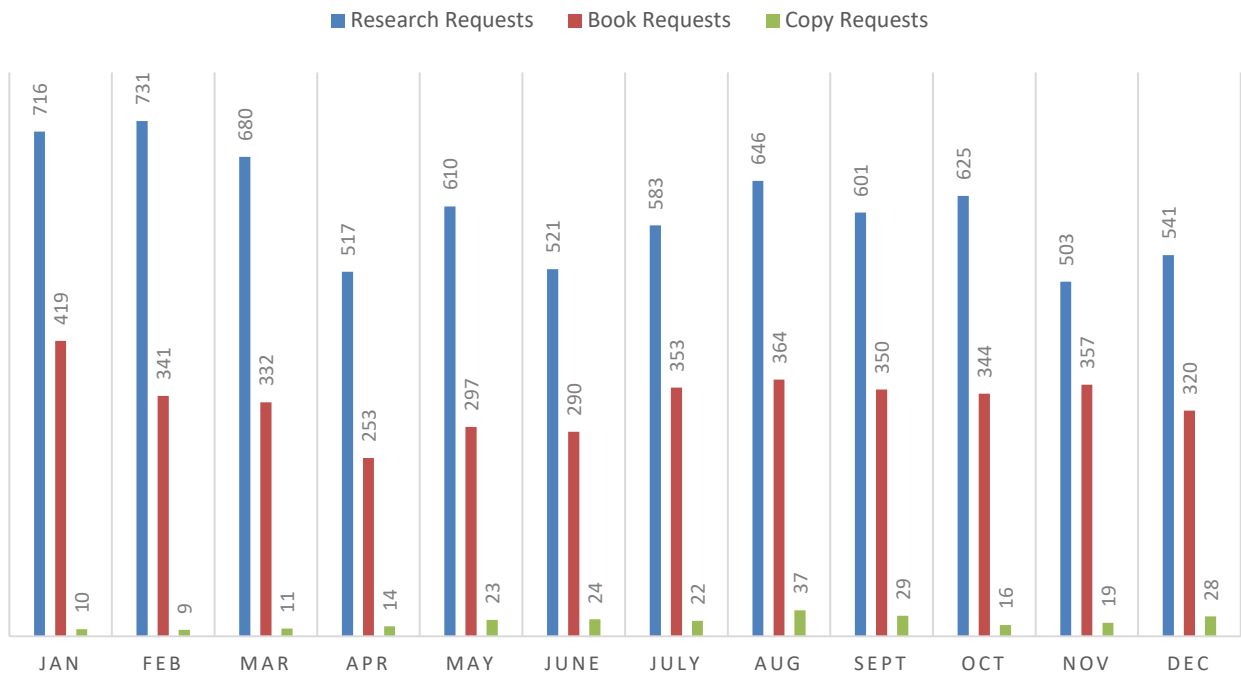
Law Library

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.

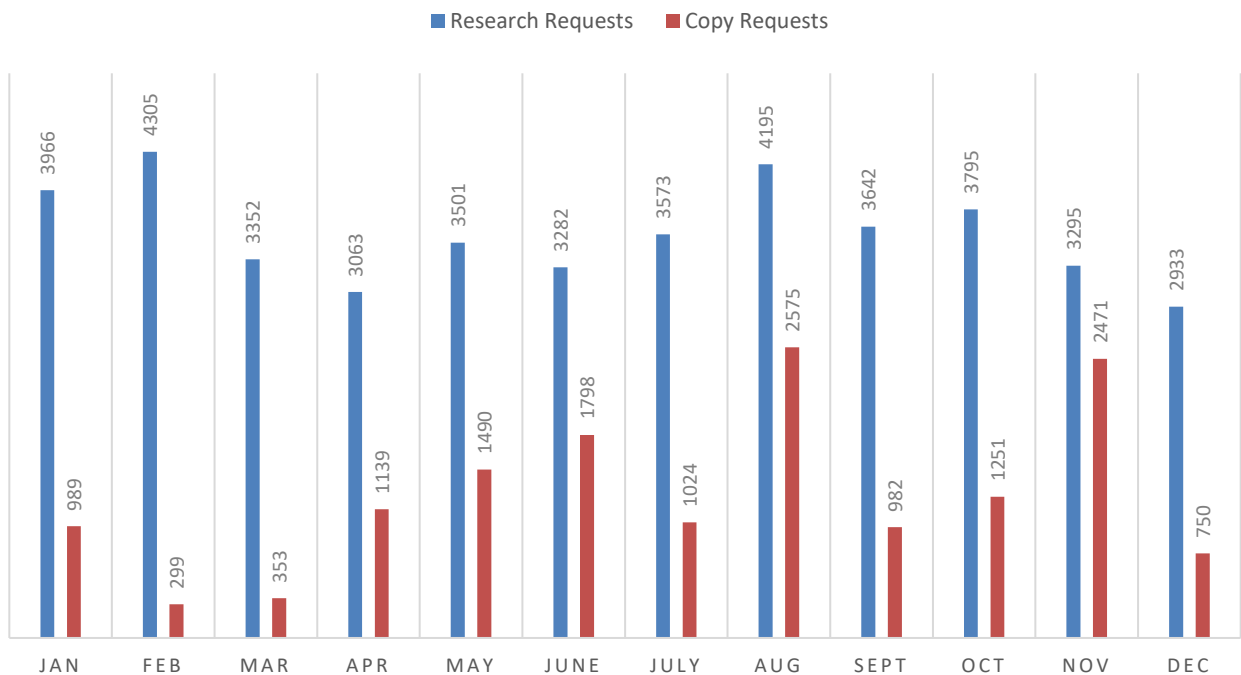
If an inmate requires research assistance, or a physical copy of material located on the kiosk, they may send an electronic request to the Law Library from their module’s kiosk. Inmates may also send physical documents to the Law Library for photocopies. As a branch operation, correctional library staff 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 inmate research, book, and copy requests received per month, as well as the number of pages of content provided in response.

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 are instead provided bookshelves within each module, allowing inmates to freely exchange their books at times convenient for their schedules. Library staff make visits every other week to each module to replace existing material with new content.

CCLL is proud to support several small businesses that consistently provide excellent new titles for the inmate population. Our current suppliers are listed below:

- BulkBookStore—a national online bulk wholesaler—provides access to large quantities of affordable Spanish-language titles, educational materials, and frequently requested works.
- Cardinal Publishers Group—a publishing group assisting smaller publishers with distribution and sales—delivers informative books about famous figures and locations to stimulate the minds of curious readers.
- Chooseco—a purpose-built publisher—produces the popular “Choose Your Own Adventure” series, which allows readers to make decisions about the fate of a story’s characters.
- Diamond Comics—a large distributor—supplies a variety of comics and graphic novels for readers who prefer visual cues throughout the story.
- Jay O’Day—a family-owned, regional correctional wholesaler—delivers a variety of content, including dictionaries, Spanish-language titles, and other educational materials.
- Westgate Book Exchange—a local supplier with established ties to CCDC—provides the majority of all fictional reading materials at a competitive price.

Donations

The Law Library received donations of 59 legal books and monetary gifts in 2020. These donations include:

- 58 copies of Narcotics Anonymous Basic Texts for the inmates housed at CCDC and NVC
- Siegel on Entertainment Law, 5th ed.
- \$2,245 in monetary gifts in memory of Mr. Thomas D. Beatty, Esq., our esteemed President, who sadly passed on April 27, 2020. Mr. Beatty had served on the Law Library Board of Trustees since 1982 and his presence in the Library will be missed.

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.

Community Outreach

In 2020, the Clark County Law Library offered members of the general public and the legal community the opportunity to participate in several free events before the COVID-19 pandemic forced the indefinite suspension of in-person gatherings in March.

Free Legal Education Classes

73 Clark County residents participated in the following free legal education opportunities:

- Criminal Records Sealing Forms Clinic
- Estate Planning Seminar
- Eviction Record Sealing Clinic

Free Continuing Legal Education Seminars

The library also offered a variety of free CLE credit opportunities for attorneys, judges and paralegals to meet their annual continuing legal education requirement. In 2020, 58 members of the legal community participated in our events presented by the following:

- Christopher P. Burke, Esq. - “Appeals: Nevada and Federal”
- Amberlea Davis Esq., and David Schnell-Davis, Esq. – “Best Practices for Trial Notebooks, Exhibits and Disclosures”
- Phillip Pattee, Esq. – “Appearing Before the Discipline Board: The Process and Pitfalls”
- Howard Siegel, Esq. – “Entertainment Law: What it is, What it isn’t, and Why it’s So Different from Other Practices”

Events Attended or Hosted

- January 15 – Hosted Pre-Filing Tax Tips presentation from the IRS Taxpayer Advocate Service
- January 30 to March 12 Thursdays - Hosted VITA Tax Preparation Sessions each week

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.

The following are comments received throughout 2020:

- “Summer was fantastic to deal with. Friendly, knowledgeable and forward-thinking. This level of public service is ideal. Thank you.”
- “They are the best - #1.”

The Law Library also received praise this year through social media and other online outlets, including the comment below.

- Mark G. from Google Reviews
“Good collection of law books. Friendly and helpful staff.”

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.

- 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