



Second Judicial District Court Washoe County Law Library

AGENDA

Locations:

Virtual Zoom Meeting- Available at the Link Below

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, May 7, 2025, at 12:00 PM. This meeting will be held in the in the Robert Z. Hawkins Boardroom in the Washoe County Law Library at 75 Court St., Reno, NV 89501 in Room 101, as well as by videoconference. Members of the public may either attend in person, or via the ZOOM webinar by accessing the following link:

<https://washoecourts.zoom.us/j/98114115114?pwd=SFZKNK0JPL2Z2cINJQIJWaHM5NE56Zz09>

This option will require a computer with audio and video capabilities. To call in by telephone dial: 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free), **Webinar ID: 981 1411 5114, Passcode: 001524.**

The Board Chair may order the removal of any person whose statement or other conduct disrupts the orderly, efficient, or safe conduct of the meeting. Warnings against disruptive conduct may or may not be given before removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

NOTE: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another later meeting; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

Accessibility. In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Washoe County Law Library at (775) 328-3250, 24 hours prior to the meeting.

Time Limits. Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individual action items on the agenda. Persons may not allocate unused time to other speakers.

Public Comment. Members of the public may submit public comment in person at the meeting, or by logging into the ZOOM webinar listed above. Members of the public may also submit public comments ahead of time via email to sarah.bates@washoecourts.us.

Responses to Public Comments. The Board of Trustees can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board of Trustees. However, responses from Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel

and to ensure the public has notice of all matters the Board of Trustees will consider, Board of Trustees may choose not to respond to public comments, except to correct factual inaccuracies, ask for staff action or to ask that a matter be listed on a future agenda. The Board of Trustees may do this either during the public comment item or during the following item: “Board Comment – Limited to Announcements or Issues for Future Agendas.”

Supporting documentation for agenda items provided to the Law Library Board of Trustees is available to members of the public at the Law Library located at 75 Court Street, First Floor, Room 101, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Sarah Bates, Law Librarian, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Bates is located at the Second Judicial District Court and may be reached by telephone at (775) 328-3254 or by email at sarah.bates@washoecourts.us. The agenda will be:

- 12:00 PM
1. Roll Call
 2. Public Comments
 3. Approval of Minutes from Board Meeting of February 5, 2025. *For possible action.*
 4. Update regarding the Law Library, quarterly statistics, including Lawyer in the Library statistics on volunteers and attendance, FY 25 budget, tentative FY26 budget with known contract increases, and donation and sanction accounts update.
 5. Status update from Mike Kattelman and discussion about the informational video project about the court system and court procedure for the public. The Board may take action to modify or make recommendations regarding the project. *For possible action.*
 6. Presentation of law clerk training plan. *For discussion only.*
 7. Recommendation to approve an updated version of the Library Card & Materials Borrowing policy, which includes reformatting, language clean-up, and updates to lending periods and card expiration periods. *For possible action.*
 8. Board Comment – Limited to Announcements or Issues for Future Agendas
 9. Public Comments
 10. Adjournment

The agenda for this meeting has been posted at the following locations: Washoe County Law Library (Washoe County Courthouse, 75 Court Street, Room 101, Reno), Second Judicial District Court (Washoe County Courthouse, 75 Court Street/South Virginia Street, Reno), online at the Nevada Public Notice Website (<https://notice.nv.gov/>), and <https://www.washoecourts.com/LawLibrary>.

Item 3 – Minutes from Board Meeting of February 5, 2025

WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT

Law Library Board of Trustees--Meeting Minutes

February 5, 2025

1. Roll Call The meeting was called to order at 11:00 AM by the Honorable Connie Steinheimer, President. Roll was taken.

Present: Honorable Connie Steinheimer, Honorable Tamatha Schreinert, Aurora Partridge, and Michael Kattelman (Acting Secretary).

Absent: Honorable Lynne Jones, Cortney Young, Patricia Halstead

Also Present: Sarah Bates (Washoe County Law Librarian), Emily Reed (Assistant Court Administrator), Lindsay Liddell, Esq. (Deputy District Attorney, Washoe County District Attorney's Office), Valerie Moser (Second Judicial District Court's Chief Fiscal Officer)

2. Public Comment

No public comments were made, and there were no attendees present via Zoom.

3. Approval of Minutes from the December 4, 2024, Meeting

The minutes from the December 4, 2024, meeting were presented.

- **Motion:** To approve the minutes as presented.
- **Moved by:** Judge Schreinert
- **Seconded by:** Michael Kattelman
- **Vote:** Passed unanimously with Judge Steinheimer abstaining, as she was absent from the December 4, 2024 meeting.

4. Announcement of Attorney and Non-Attorney Appointments

The Board of County Commissioners reappointed Michael Kattelman and Aurora Partridge to the Law Library Board of Trustees on January 14, 2025.

5. Election of Law Library Board of Trustees Officers

Elections were held for the positions of President and Secretary.

- **Secretary:**
 - **Nomination:** Cortney Young

- **Motion:** To elect Cortney Young as Secretary
- **Moved by:** Michael Kattelman
- **Seconded by:** Judge Schreinert
- **Vote:** Passed unanimously
- **President:**
 - **Nomination:** Judge Connie Steinheimer
 - **Motion:** To re-elect Judge Steinheimer as President
 - **Moved by:** Judge Schreinert
 - **Seconded by:** Michael Kattelman
 - **Vote:** Passed unanimously

6. Law Library Update

Washoe County Law Librarian Sarah Bates provided a comprehensive update on the Law Library's activities, including annual statistics, Lawyer in the Library program data, budgetary matters, and operational enhancements.

Sarah reported that the Lawyer in the Library program had its highest-ever participation in 2024, with over 1,687 individuals served. This program continues to be a critical access-to-justice initiative, connecting volunteer attorneys with members of the public who need legal guidance.

Key developments in the program include:

- The implementation of a participation limit of four times per year per patron, which has helped to increase access for more individuals.
- The new limit allows the program to serve a broader segment of the community.
- The waitlist remains long, but the changes are expected to gradually improve accessibility.

Sarah noted that while the demand for legal assistance remains high, the new structure ensures that more individuals can benefit from pro bono legal consultations.

Law Library Collection and Legal Research Tools

Sarah also updated the Board on major improvements to the Law Library's legal research capabilities, including:

- The addition of LEXIS Plus to the Law Library's subscription services.
- The library is also expanding its collection to include new legal treatises and practice guides to ensure relevant and up-to-date legal materials for the community.

She further reported an increase in research requests from court staff and court administration, signaling the Law Library's growing role in supporting judicial officers and legal professionals. The Board discussed the importance of tracking these requests to demonstrate the value of the Law Library in serving the court system.

Financial Updates: Sanction Account and Donation Fund

The **Sanction Fund** saw an increase in deposits, including several late-year contributions from court-ordered sanctions.

Law Day 2025 and Community Outreach

The upcoming Law Day event, scheduled for May 1, 2025, was also discussed.

- Northern Nevada Women Lawyers Association has already confirmed participation.
- The event will once again feature in-person consultations on a walk-in basis, which was highly successful last year, serving over 100 individuals in a single day.
- The Law Library is working on publicizing the event and increasing volunteer participation.

Additionally, Sarah highlighted outreach efforts, including:

- The distribution of informational guides and legal resource materials to expand public awareness of the Law Library's services.

Future Goals and Enhancements

Sarah closed her update by outlining several key initiatives for 2025, including:

- Enhancing digital access to legal research materials for both attorneys and self-represented litigants.
- Exploring technology-driven legal assistance tools, including AI-assisted form completion guides.
- Working with court administration to develop training programs for new law clerks on the proper use of legal research databases and court-specific legal resources.

The Board commended Sarah and her team for their dedicated work in maintaining and expanding the Law Library's role as a vital community resource.

7. Status Update on Informational Video Project

Michael Kattelman reported that the filming schedule for the informational video project is being coordinated, with 12 subject areas identified. Future plans include using AI-assisted tools to assist in creating the "how to fill out these forms" portion of the videos.

8. Approval of Funding for Law Library Conference Attendance

The Board considered a request to allocate \$2,900 from the Washoe County Law Library Fund for an employee to attend the American Association of Law Libraries Annual Conference in Portland, July 2025.

- **Motion:** To approve funding for a designated law library staff member to attend.
- **Moved by:** Judge Schreinert
- **Seconded by:** Aurora Partridge
- **Vote:** Passed unanimously

9. Approval of Law Library Early Closure Days

A recommendation was made to approve closing the Law Library at **3:00 PM on the fourth Wednesday of November and on December 24th annually, in perpetuity.**

- **Motion:** To approve the proposed schedule changes.
- **Moved by:** Aurora Partridge
- **Seconded by:** Judge Schreinert
- **Vote:** Passed unanimously

10. Approval of Fiscal Year 2026 Budget

The Board reviewed the proposed FY26 Law Library budget of approximately \$1,167,336.12, which includes personnel costs, book and subscription funding, supplies, and operations.

Additionally, the Board discussed a policy allowing the Law Librarian to reallocate unspent purchase order funds to other library needs without requiring additional board approval.

- **Motion 1:** To approve the Librarian's authority to reallocate unspent purchase order funds as necessary.
 - **Moved by:** Judge Schreinert
 - **Seconded by:** Michael Kattelman
 - **Vote:** Passed unanimously
- **Motion 2:** To approve the proposed **FY26 budget**, excluding unknown contract increases, with a request for contract updates at the next meeting.
 - **Moved by:** Judge Schreinert
 - **Seconded by:** Aurora Partridge
 - **Vote:** Passed unanimously

11. Board Comment

- The Board discussed ways to improve Law Library training for new law clerks and enhancing knowledge of legal research tools.
- A proposal for training sessions on research tools and court resources for new law clerks will be presented at the May 2025 meeting.

12. Public Comment

No additional public comments were made.

13. Adjournment

- **Motion:** To adjourn the meeting.
- **Moved by:** Judge Steinheimer
- **Seconded by:** Judge Schreinert
- **Vote:** Passed unanimously

The meeting was adjourned at **11:49 AM**.

Next Meeting: May 7, 2025

Item 4 –Law Library update, quarterly statistics, including Lawyer in the Library statistics on volunteers and attendance, FY 25 budget summary, tentative FY26 budget with known contract increases, and donation and sanction accounts

SECOND JUDICIAL DISTRICT COURT
Law Library Update
May 7, 2025

UPDATES:

- Staffing update
 - New employee, Natalie Villegas, started on April 21st. If that name sounds familiar, it's because Natalie is a former Law Library Assistant III. She worked in the Law Library April 2020-August 2021. Natalie comes to us from the Washoe County Library System and has also worked for the FBI. She holds a master's in library science from San Jose State University. We are very excited that Natalie has returned to the Law Library.
 - We are back to having two notaries at the Law Library, both Yani & Natasha recently obtained their notary commissions. They can notarize court-approved forms for the public.
- The Law Library team is now assisting with processing transcript requests for court proceedings that were recorded on Zoom rather than transcribed by a court reporter. We are doing video editing and coordinating the request with the transcription company.
- We are having new window shades installed in the Law Library. The new window shades will not only be a modernization and aesthetic upgrade for the Law Library's 13 large windows but will also provide security enhancements for the staff & patrons. The funding for this project will come from unspent purchase order funds that could not be rolled over into FY26.

EVENTS, TRAININGS, AND TRAVEL:

- We held our annual Law Day event in partnership with Northern Nevada Women Lawyers Association (NNWLA) on Thursday, May 1st from 11:00 AM – 2:00 PM. We had 10 NNWLA volunteers who assisted 105 members of the public with their legal questions.
 - The news story was picked up by KOLO8, KRNV News 4, and Telemundo (news stories attached).
- We celebrated National Library Week April 6th-12th. National Library Week is an annual celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities.
 - We held an open house dessert reception and giveaway of LexisNexis swag. About 40 people visited us for the celebration; it was great to see so many show up to support the Law Library.
- I attended a **safeTALK** suicide alertness workshop through the Nevada Department of Health and Human Services on April 21st. The training helps with identifying signs of distress, how to ask directly about suicide in a safe manner, and how to provide help when needed. It was a valuable learning opportunity as we periodically interact with members of the public who mention suicide.
- Senior Law Library Assistant, Liz Williams, will be traveling to Portland, OR for the annual American Association of Law Libraries Conference from July 19-22.

Law Day 2025 event offers free legal aid in Reno

News 4 & Fox 11 Digital Staff

by News 4 & Fox 11 Digital Staff

Thu, April 17th 2025 at 1:22 PM



Law Day 2025 event offers free legal aid in Reno

TOPICS:

[Law Day 2025](#)[Free legal aid](#)[Reno](#)[Washoe County Law Library](#)[Northern Nevada Women Lawyers Association](#)[Family Law](#)[Civil Law](#)[Spanish interpreter](#)



The Washoe County Law Library, in collaboration with the Northern Nevada Women Lawyers Association, is set to host a special "Lawyer in the Library" event in celebration of Law Day 2025.

The event will take place on May 1 From 11 a.m. to 2 p.m. at the Washoe County Law Library, located at 75 Court St. in downtown Reno.

Attorneys specializing in Family Law, Civil/General Law, Probate Law, and Landlord/Tenant Law will volunteer their time to provide free legal assistance. Each participant will have the opportunity for a 15-minute session with a lawyer. A Spanish interpreter will be available to assist non-English speakers.

The event operates on a first-come, first-served basis, and no registration is required. All volunteer attorneys are members of the Northern Nevada Women Lawyers Association.

The Washoe County Law Library aims to enhance access to justice by providing information and partnering with organizations to address the legal needs of the community.

For further information, interested individuals can contact the Law Library at 775-328-3250 or via email at LawLibrary@washoecourts.us.

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INDICATION AND SAFETY SUMMARY

EBGLYSS™ (EHB-glihs) is an injectable medicine used to treat adults and children 12 years of age and older who weigh at least 88 pounds (40 kg) with

Speak to a lawyer for free on May 1



The free law fair will take place at the Washoe County Law Library. (Source: MGN)

By [Brenna O'Boyle](#)

Published: Apr. 17, 2025 at 6:16 PM PDT



RENO, Nev. (KOLO) - The Northern Nevada Women Lawyers Association is sponsoring a walk-in and talk to an attorney for free event on May 1.

The volunteer lawyers specialize in family law, civil/general law, estate/probate law, landlord tenant law, and consumer protection.

The event will be held at the Washoe County Law Library, 75 Court Street in Reno, from 11 a.m. to 2 p.m.

Slots are allocated in 15-minute increments. No appointment is necessary.

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https://www.2news.com/townnews/legislation/lawyer-in-the-library-event-offers-free-legal-assistance/article_a815f05b-ea0f-425c-80db-28b84ccad1f7.html

FEATURED

TOP STORY

"Lawyer in the Library" event offers free legal assistance

Jessica McClain

May 1, 2025

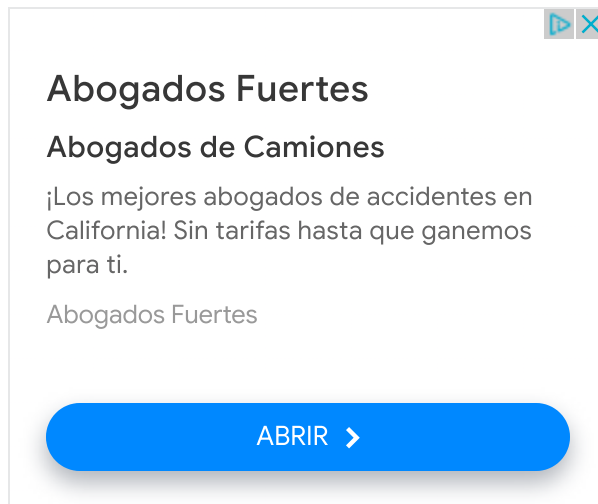
The Washoe County Law Library partnered with the Northern Nevada Women Lawyers Association on Thursday to host "Lawyer in the Library."

The event is held annually honoring Law Day, providing legal services covering a wide range of concerns.

Attorneys made themselves available for questions and advice in family law, general law, tenant-landlord issues, and probate law.

In-person service welcomed walk-ins on a first come, first serve basis.

"You're getting 15 minutes of advice," said family law practitioner Bronagh Kelly. "Someone can't solve your whole case for you, but a lot of times the issues we see are clients at events like this, having our 'How do I file? Where do I find the form? What is my step? What are my basic rights?' Family law is something that can really touch everyone's lives whether it's a domestic relations situation, custody dispute, divorce, alimony, really anything."

An advertisement for 'Abogados Fuertes' (Strong Lawyers) featuring a blue button that says 'ABRIR' (Open) with a right arrow. The text is in Spanish and promotes legal services for accidents in California.

Abogados Fuertes
Abogados de Camiones
¡Los mejores abogados de accidentes en California! Sin tarifas hasta que ganemos para ti.
Abogados Fuertes

ABRIR >

Tenant-landlord issues was at the forefront of heated problems, addressing astronomical fees, late charges, unstated rent increases. wrongfully evicted tenants.

With this event, people experiencing these circumstances are able to find the assistance they need to proceed in the right direction.

Disabled veteran Chet Duda shared his story. It underlines a deeper-rooted situation he faced.

While continuing to pay his rent and receiving unexplained charges, he was then slapped with an eviction.

"What I'm looking for today is what I need to do to process," he said. "Because this is bogus, this is illegal, this is fraudulent, and actually there is criminal charges here."

Outside of today's "Law Day" event, lawyers are readily available weekly for legal counsel.

Tuesdays provide open session for family law advice, and Wednesday's cover general law and tenant-landlord issues.

Law support is offered the 4th Wednesday of every month and open to the public on a first come, first serve basis.

Registration is not required, and walk-ins are welcome.

For additional information and details, you can contact the Law Library at (775) 328-3250.

Jessica McClain

ANUNCIO



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Abogados Gratuitos en la Biblioteca de Ley



Por [Nancy Vazquez](#)
Publicado: 1 may 2025, 17:26 GMT-7 | Actualizado: hace 20 horas



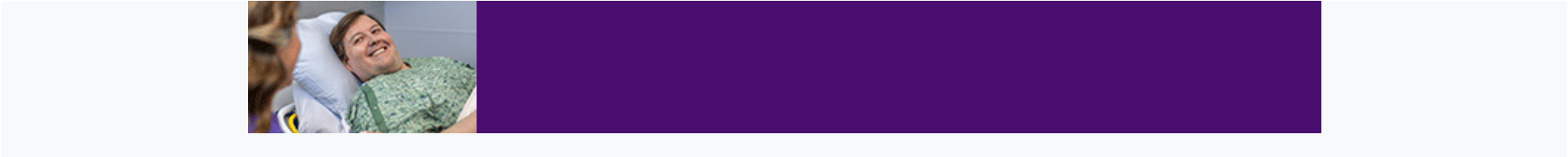
RENO, NV (KXNV) - La biblioteca de ley del condado de Washoe, ubicada en el centro de la ciudad, llevó a cabo un evento en persona sin necesidad de cita previa donde los miembros de la comunidad pudieron hablar con un abogado durante 15 minutos gratis.

Aunque los eventos en persona son raros, las personas aún pueden obtener ayuda cada semana en tres categorías de leyes.

El martes por línea es derechos familiares, y el miércoles son preguntas generales. Puede hacer preguntas relacionadas con el divorcio, custodia de dependientes, demandas, y más.

Incluso inmigración, aunque no especialicen en eso y es muy probable que será referido a un abogado de inmigración. También cuentan con abogados de propietarios e inquilinos y sucesiones en fechas especializadas.





Los miembros de la comunidad están limitados a cuatro sesiones por año y si alguien no tiene acceso a las herramientas necesarias para conectarse en línea, puede ir a la biblioteca de derecho en persona para conectarse.

Para hacer su cita viste en [siguiente enlace](#).

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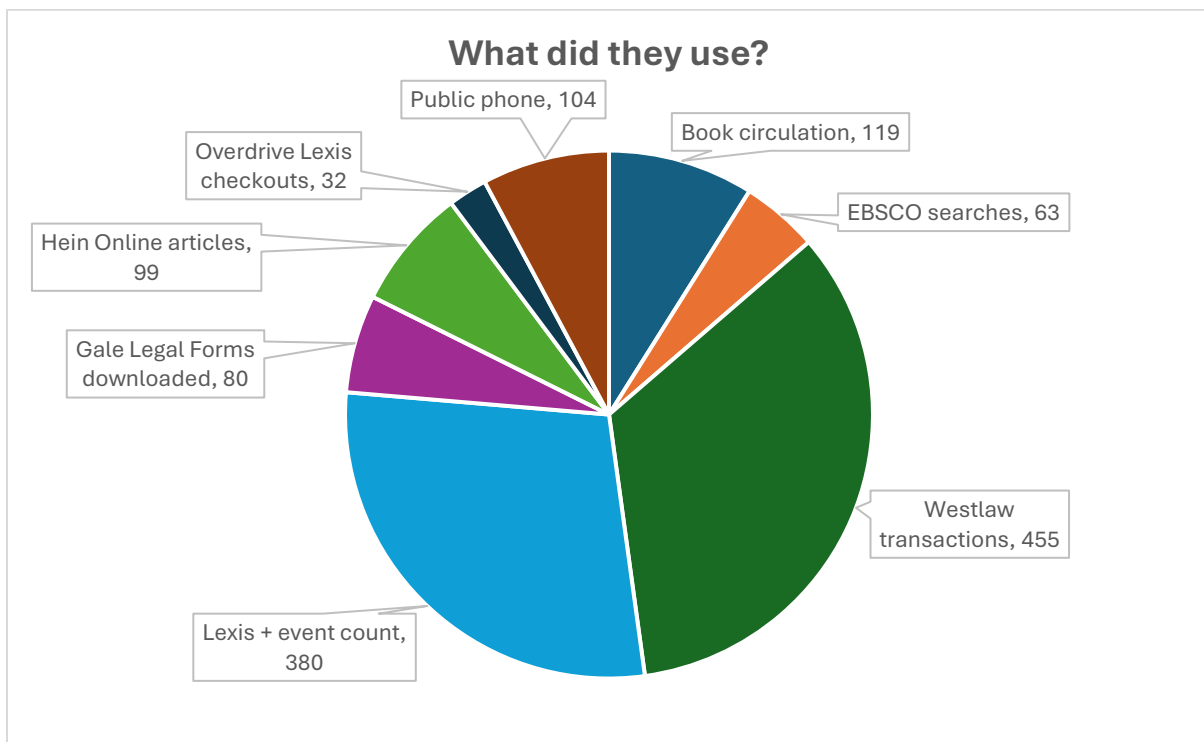
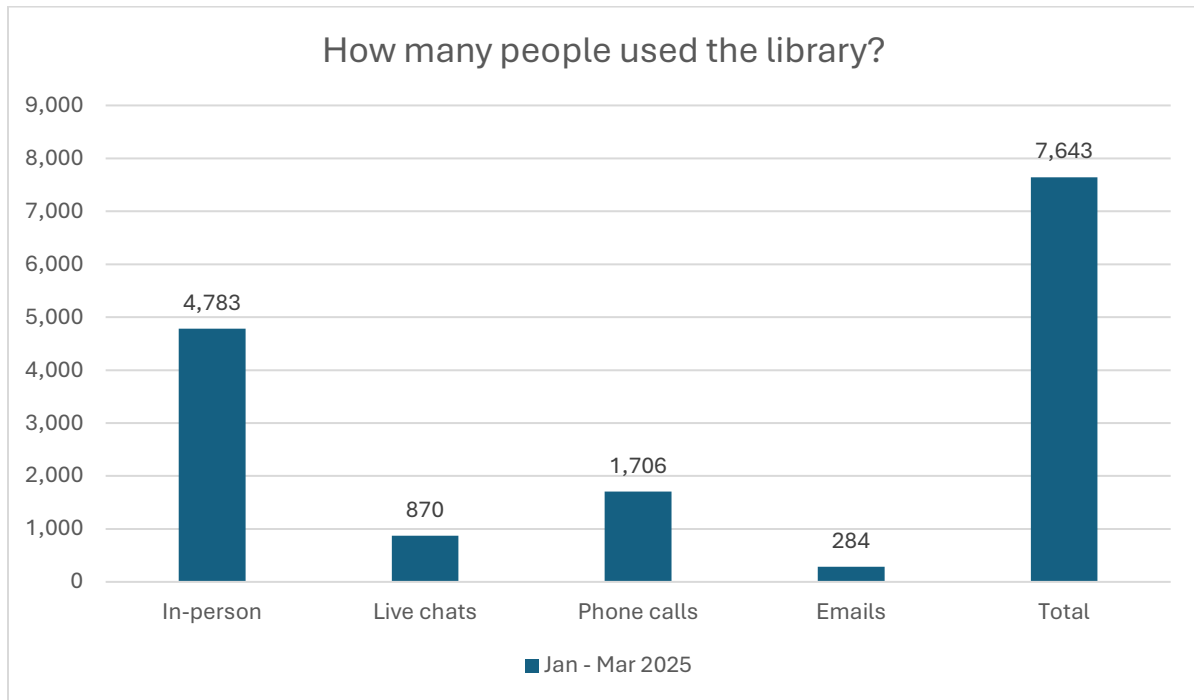
KXNV

CAPTADO EN VIDEO: Balacera pone a correr a familia que pasaba el rato en el patio de su casa

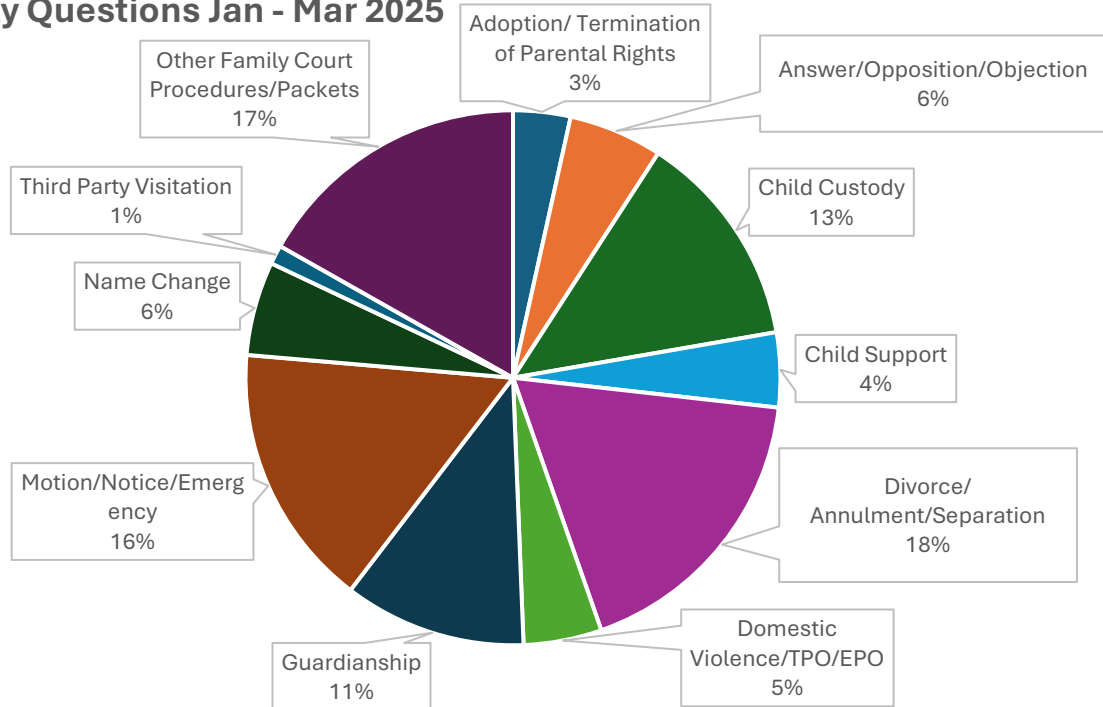
KXNV



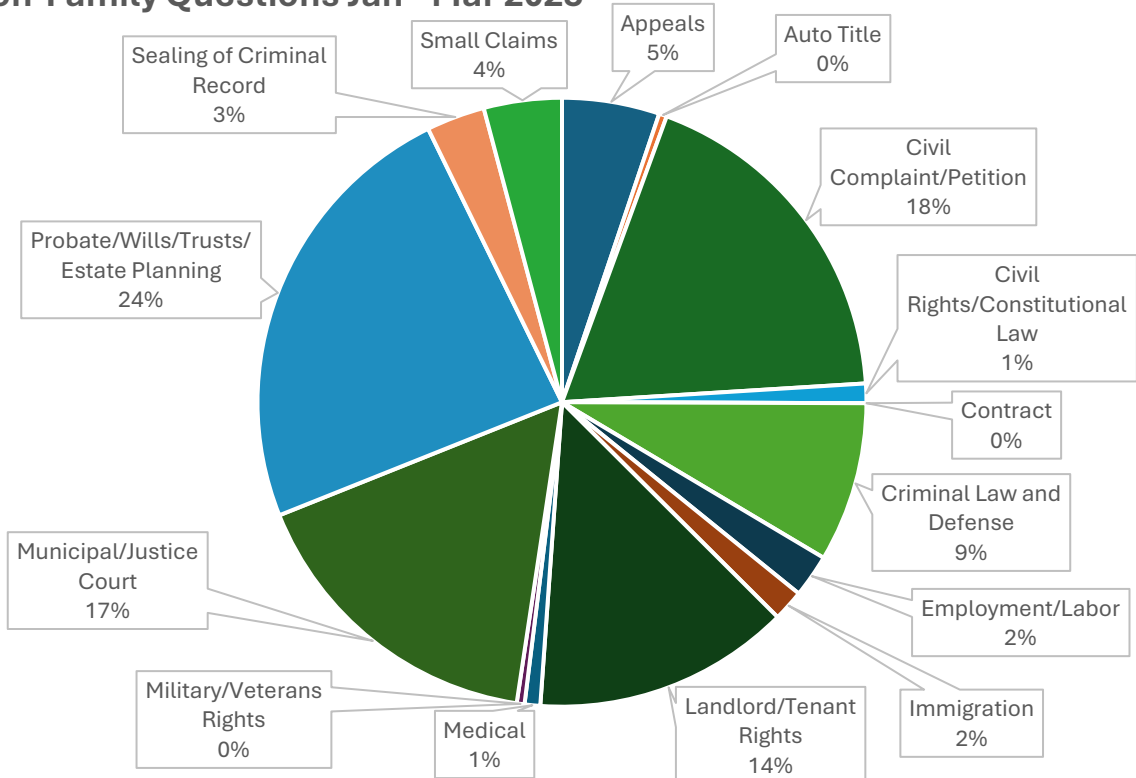
Law Library Statistics: January – March 2025



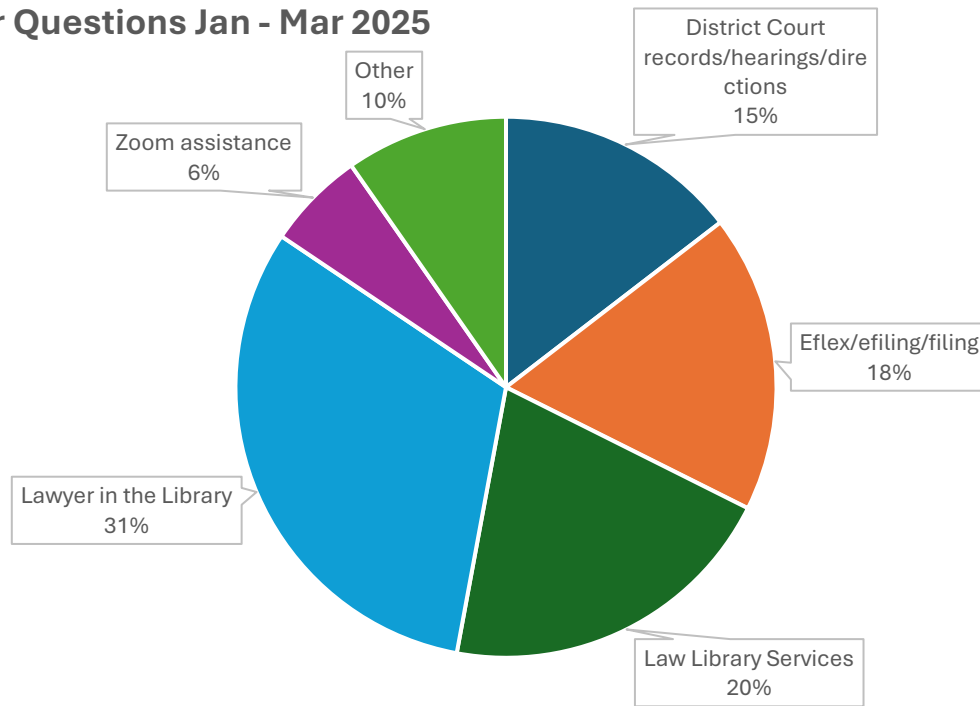
Family Questions Jan - Mar 2025



Non-Family Questions Jan - Mar 2025



Other Questions Jan - Mar 2025



LAWYER IN THE LIBRARY PROGRAM JANUARY - MARCH 2025

New attorney volunteers are in bold.

DATE	ATTORNEYS	# OF ATTENDEES	# ON WAITLIST WHO WERE NOT CONTACTED/ TYPE OF WAITLIST
JAN 7, 2025	Bryan Carpenter, Max Stovall	16	11 Family
JAN 8, 2025	Cassin Brown, Sarah Carrasco, Jenny McMenomy, Matt Morris	21	0 General, 0 Probate
JAN 14, 2025	Chrissy Cullen, Andrew Switlyk	17	2 Family
JAN 15, 2025	Michael Crisostomo, Maddy Shipman	15	13 General
JAN 21, 2025	Sarah Carrasco, Kevin Ryan	16	5 Family
JAN 22, 2025	Alex Giuliani, Cassy Walsh	15	4 General, 2 Probate
JAN 28, 2025	Max Stovall, Jill Whitbeck	15	7 Family
JAN 29, 2025	Nicole Harvey, Jenny McMenomy, Matt Morris	19	3 General, 0 Landlord
FEB 4, 2025	Chad Pace, Andrew Switlyk	15	3 Family
FEB 5, 2025	Rick Cornell, Alex Giuliani, Jenny McMenomy	21	0 General, 4 Probate
FEB 11, 2025	Chrissy Cullen, John Keuscher	16	5 Family
FEB 12, 2025	Michael Crisostomo, Nicole Harvey	15	0 General
FEB 18, 2025	Linda Daykin , Max Stovall	11	9 Family
FEB 19, 2025	John Samberg, Maddy Shipman, Cassy Walsh	19	0 General, 0 Probate
FEB 25, 2025	Kendra Jepsen, Bronagh Kelly	16	6 Family
FEB 26, 2025	Cassin Brown, Jane Susskind, Andrew Switlyk	22	7 General, 3 Landlord
MAR 4, 2025	Sarah Carrasco, Rost Olsen, Tehan Slocum	24	1 Family
MAR 5, 2025	Bryce Alstead, Nicole Harvey, Bella Peek	23	1 General, 1 Probate
MAR 11, 2025	Chrissy Cullen, Max Stovall	15	1 Family
MAR 12, 2025	Nicole Harvey, Matt Morris	15	0 General
MAR 18, 2025	John Keuscher, Rost Olsen	16	5 Family
MAR 19, 2025	Michael Crisostomo, Jenny McMenomy, Maddy Shipman	17	0 General, 4 Probate
MAR 25, 2025	Linda Daykin, Kenton Karrasch	15	6 Family

MAR 26, 2025	Michael Crisostomo, Jenny McMenomy, Matt Morris	22	4 General, 1 Landlord
TOTAL	58	416	108 61 Family 32 General 11 Probate 4 Landlord

Tentative 2026 Base Budget

Cost Elements	2026 Recommended
460160 Other General Government	0.00
460222 Law Library Fees	-63,000.00
Charges for Services	-63,000.00
485100 Reimbursements	-1,000.00
485300 Other Miscellaneous Governmental Revenue	-1,000.00
485315 Copy Machine Receipts	0.00
Miscellaneous	-2,000.00
<i>Revenue</i>	<i>-65,000.00</i>
701110 Base Salaries	585,675.58
701199 Bud Labor Cost Savings-Wages	-17,866.00
701200 Incentive Longevity	3,975.00
<i>Salaries and Wages</i>	<i>571,784.58</i>
705110 Group Insurance	60,879.70
705115 Employer HSA Contributions	5,750.00
705190 OPEB Contribution	25,378.00
705199 Bud Labor Cost Savings-Benefits	-9,701.00
705210 Retirement	216,081.48
705230 Medicare April 1986	8,459.53
705240 Group Insurance - Budgeted Increases	2,740.00
705320 Workmens Compensation Insurance	389.99
705330 Unemployment Compensation Insurance	479.54
<i>Employee Benefits</i>	<i>310,457.24</i>
710100 Professional Services	0.00
710200 Service Contract	250.00
710205 Repairs and Maintenance	1,480.00
710210 Software Maintenance	0.00
710300 Operating Supplies	0.00
710314 Library Materials	1,000.00
710334 Copy Machine Expense	12,000.00
710335 Copy Machine-Copy Charges	0.00
710350 Office Supplies	2,134.00
710355 Books and Subscriptions	281,581.00
710360 Postage	980.00
710361 Express and Courier	0.00
710502 Printing	1,500.00
710507 Network and Data Lines	1,540.00
710508 Telephone Land Lines	1,294.00
710509 Seminars and Meetings	90.00
710512 Auto Expense	0.00
710529 Dues	600.00
710862 Interpreters	0.00
710872 Food Purchases	0.00
711008 Combined Utilities	11,328.00
711210 Travel	2,395.00
711504 Equipment nonCapital	400.00
<i>Services and Supplies</i>	<i>318,572.00</i>
<i>Expenses</i>	<i>1,200,813.82</i>
Net Total	1,135,813.82

**Law Library Budget Actuals
Fiscal Year 2025
July - March**

- A. Law Library Fees (income) – Total: -\$56,175.00**
A portion of Second Judicial District Court filing fees goes towards the Law Library budget. The planned income from court filing fees for the FY is \$63,000.
- B. Reimbursements (income) - Total: -\$990.00**
Miscellaneous reimbursements.
- C. Other General Govt (income) – Total: \$0.00**
Other miscellaneous government revenue posted by Washoe County Collections.
- D. Copy Machine Receipt (income) – Total: \$-476.00**
Printing and photocopying are available to patrons at a cost of \$.25 per page. This is the amount made from patron copies and printing.
- E. Base Salaries – Total: \$405,436.54**
The staff is made up of one Law Library Manager, one Senior Law Library Assistant, and four Law Library Assistant IIIs.
- F. Employee Benefits – Total: \$210,163.48**
This amount includes longevity incentive pay, group insurance, ER HSA contributions, OPEB contributions, retirement, Medicare, workmen's compensation, and unemployment compensation.
- G. Professional Services – Total \$3,302.00**
MK Solutions– service contract and software subscription for the RFID staff stations, security gates, and self-check typically fall under this category.
- H. Software Maintenance – Total: \$4,618.00**
Includes the ByWater Solutions subscription for Koha, the integrated library system (ILS) and the Springshare subscription which runs program scheduling (Lawyer in the Library, CLE classes, etc.) and online research guides.
- I. Operating Supplies - Total: \$1,025.00**
Replacement laptop for old laptops that were decommissioned, other miscellaneous costs run through this line.
- J. Copy Machine Expense – Total: \$2,974.00**
This is the lease for Canon printer/copy machines for both the staff and the public.
- K. Copy Machine Copies – Total: \$208.43**
Additional copy charges from Canon for the printer/copy machines.
- L. Office Supplies – Total: \$1,929.10**
All office supplies ordered for use in the Law Library including pens, paper, Post-it notes, staples, barcodes, spine labels, etc.
- M. Books and Subscriptions – Total: \$211,093.25**
This includes all books purchased and subscriptions for Thomson Reuters, LexisNexis, Cybrarian, Wolters Kluwer VitalLaw, National Consumer Law Center, OCLC, Canva, HeinOnline, MK Solutions, EBSCO, and Gale Legal Forms.
- N. Postage – Total: \$263.15**
Outgoing mail costs.

- O. Express and Courier – Total: \$25.13**
Shipping costs.
- P. Printing – Total: \$0.00**
Printing of business cards and other handouts through Washoe County.
- Q. Telephones – Total: \$942.73**
Cost of the Vonage phone lines.
- R. Seminars/Meetings – Total: \$1,065.00**
Conference registration fees and annual volunteer lunch costs are run through this line item, although they are often reimbursed by grants or the sanction fund.
- S. Auto Expense – Total: \$81.20**
Mileage reimbursement for employee travel in a personal vehicle.
- T. Dues – Total: \$767.88**
Dues for staff memberships to professional organizations.
- U. Interpreters – Total: \$62.08**
An interpretation company called Language Link that assists with non-English language speakers attending the Lawyer in the Library program or in person at the Law Library.
- V. Combined Utilities – Total: \$5,779.50**
Utility costs.
- W. Food Purchases - Total: -\$3.12**
Food costs for Law Library events.
- X. Travel – Total: \$308.47**
Employee travel to conferences is assigned to this line item.

Total: \$792,400.82

One-off Books purchased in FY25 (July - March)

Date	Vendor	Item	Amount
7/12/2024	PLI	Friedman on Leases E6 R21 (2024)	\$ 377.00
7/15/2024	James Publishing	Bankruptcy Courts & Procedures - Print Subscription	\$ 170.00
7/18/2024	Nicole Harvey	I hope you die laughing (3 copies donated by author)	\$ -
8/12/2024	CEB	California Child And Spousal Support: Establishing, Modifying, and Enforcing	\$ 245.95
9/23/2024	PLI	Friedman on Leases	\$ 389.50
11/22/2024	CEB	California Will Drafting Updated Pages Kit- 11/2024	\$ 575.95
12/10/2024	PLI	Cybersecurity: A Practical Guide to the Law of Cyber Risk	\$ 505.50
1/13/2025	PLI	Friedman on Leases	\$ 408.50
2/20/2025	CEB	California Judges Benchbook: Mandatory Criminal Jury Instructions, 1/2025, Bound boc	\$ 164.95
2/26/2025	CEB	California Tort Guide Feb 2025 Update	\$ 315.95
2/26/2025	CEB	California Tort Guide Feb 2025 Update	\$ 315.95
2/26/2025	CEB	Debt Collection Practice in Claifornia Feb 2025 Update	\$ 387.95
3/4/2025	Wolters Kluwer	U.S. Master Tax Guide	\$ 167.70
3/4/2025	CEB	California Government Tort Liability Practice Updated Pages 2/2025	\$ 397.95
3/11/2025	PLI	Expert Witness Answer Book 9th Ed.	\$ 216.00

LexisNexis book subscription

Bender's Federal Practice Forms
California Forms of Pleading and Practice
Child Custody & Visitation Law & Prac
Civil Rights Actions
Cohen's Handbook of Federal Indian Law
Comparative Negligence
Corbin on Contracts Ebook
Criminal Law Advocacy
Defense of Narcotics Cases
Defense of Speeding, Reckless Driving and Vehicular Homicide
Federal Habeas Corpus Practice and Procedure
Judicial Conduct and Ethics
Modern Child Custody Practice
Nevada Civil Practice Manual
Nevada Real Estate Manual
New Appleman on Insurance Law Library Edition
Nichols on Eminent Domain
Page on the Law of Wills
Powell on Real Property
Pretrial Motions in Criminal Prosecutions
Restatement of the Law (2d) of Contracts—Vols. 1-3
Restatement of the Law (2d) of Judgments, Vols. 1-2
Restatement of the Law (3d) of Torts—Liability for Physical and Emotional Harm
Restatement of the Law, Model Code of Evidence
Restatements (2d, 3d and 4th) and Principles of the Law, with Appendices
Relentless Criminal Cross-Examination
Sanctions: The Federal Law of Litigation Abuse
Tax, Estate & Financial Planning for the Elderly: Forms & Practice
What's It Worth?
Widiss' Uninsured and Underinsured Motorist Insurance, Third Ed.

National Consumer Law Center (NCLC) subscription

Access to Utility Service, 2024 Seventh Edition
Automobile Fraud, 2022 Seventh Edition
Collection Actions, 2024 Sixth Edition
Consumer Arbitration Agreements, 2020 Eighth Edition
Consumer Banking and Payments Law, 2018 Sixth Edition
Consumer Bankruptcy Law and Practice, 2023 Thirteenth Edition
Consumer Class Actions, 2024 Eleventh Edition
Consumer Credit Regulation, 2020 Third Edition
Consumer Law Pleadings
Consumer Warranty Law, 2021 Sixth Edition
Credit Discrimination, 2022 Eighth Edition
Fair Credit Reporting, 2022 Tenth Edition
Fair Debt Collection, 2022 Tenth Edition
Federal Deception Law, 2022 Fourth Edition
Home Foreclosures, 2023 Second Edition
Mortgage Lending, 2024 Fourth Edition
Mortgage Servicing and Loan Modifications, 2023 Second Edition
Repossessions, 2020 Tenth Edition
Student Loan Law, 2023 Seventh Edition
Truth in Lending, 2023 Eleventh Edition
Unfair and Deceptive Acts and Practices, 2021 Tenth Edition
Surviving Debt, 2021 Edition

Thomson Reuters books included in LMA subscription
Administrative Law and Practice, 3d
American Jurisprudence Legal Forms, 2d
American Jurisprudence Pleading and Practice Forms Annotated
American Jurisprudence, 2d
American Law of Landlord and Tenant
American Law of Torts
Attorney Fee Awards, 3d (Trial Practice Series)
Bankruptcy Law Manual, 5th
California Criminal Law, 4th (Witkin Library)
California Evidence, 6th (Witkin Library)
California Jurisprudence, 3d
California Jury Instructions Companion Handbook
California Jury Instructions—Civil (CACI and BAJI)
California Jury Instructions—Criminal (CALCRIM & CALJIC)
CA Landlord-Tenant (TRG)
California Legislative Service (Discounted)
California Paralegal Manual: Civil Procedure (The Rutter Group Paralegal Series)
California Procedure, 6th (Witkin Library)
Child Custody Practice and Procedure
Civil Actions Against State and Local Government: Its Divisions, Agencies and Officers, 2d (Trial Practice Series)
Civil Actions Against the United States, Its Agencies, Officers and Employees, 2d (Trial Practice Series)
Civil Procedure Before Trial (The Rutter Group California Practice Guide)
Civil Procedure Before Trial FORMS (The Rutter Group California Practice Guide)
Civil Rights and Civil Liberties Litigation: The Law of Section 1983
Commercial Agreements: A Lawyer's Guide to Drafting and Negotiating
Constitutional Law Deskbook
Constitutional Rights of the Accused, 3d
Construction Industry Formbook
Courtroom Handbook on Nevada Evidence
Criminal Law Defenses (Criminal Practice Series)
Criminal Procedure, 4th (West's Criminal Practice Series)
Disability Handbook

Dobbs' Law of Torts, 2d (Practitioner Treatise Series)
Durable Powers of Attorney and Health Care Directives, 4th
Elder Law: Advocacy for the Aging 3d
Enforcing Judgments and Debts (The Rutter Group California Practice Guide)
Family Estate Planning Guide, 4th
Family Law (The Rutter Group California Practice Guide)
Family Law Checklists
Federal Appellate Practice: Ninth Circuit
Federal Civil Judicial Procedure and Rules
Federal Civil Procedure Before Trial (The Rutter Group Practice Guide)
Federal Civil Trials and Evidence (The Rutter Group Practice Guide)
Federal Court of Appeals Manual, 7th
Federal Court of Appeals Manual, Local Rules
Federal Criminal Code and Rules
Federal Employment Litigation (The Rutter Group Practice Guide)
Federal Habeas Manual
Federal Jury Practice and Instructions Criminal Companion Handbook
Federal Jury Practice and Instructions, 6th—Vols. 1-3C, Full Set
Federal Jury Practice and Instructions--Civil Companion Handbook
Federal Motions in Limine (The Rutter Group Civil Litigation Series)
Federal Ninth Circuit Civil Appellate Practice (The Rutter Group Practice Guide)
Federal Practice and Procedure, Wright & Miller
Federal Summary Judgment and Related Termination Motions (The Rutter Group Civil Litigation Series)
Fletcher Encyclopedia Corporations
Fundamentals of Litigation Practice
Guidebook to the Freedom of Information and Privacy Acts
Handling Misdemeanor Cases, 2d
Hazen's Treatise on the Law of Securities Regulation, 8th (Practitioner Treatise Series)
Housing Discrimination: Law and Litigation
Lane Goldstein Trial Technique, 3d
Law of Water Rights and Resources (Environmental Law Series)
Legal Rights of Children, 3d
Lesbian, Gay, Bisexual and Transgender Family Law

Manual for Complex Litigation, 4th
McCormick on Evidence, 8th (Practitioner Treatise Series)
McQuillin Municipal Corporations, 3d
Medicare and Medicaid Claims and Procedures, 4th
Miller & Starr California Real Estate Digest, 3d
Miller & Starr California Real Estate, 4th
Modern Scientific Evidence: The Law and Science of Expert Testimony
Modern Tort Law: Liability and Litigation, 2d
Nevada Legislative Service (Discounted)
Nevada Rules of Court - State and Federal (Vols. I & II, Nevada Court Rules)
Pacific Reporter Advance Sheets (<u>FREE</u>)
Pacific Reporter®, 3d (National Reporter System®)
The Paralegal Ethics Handbook, 2024-2025 ed.
Pattern Discovery: Tort Actions, 3d
Planning an Estate: A Guidebook of Principles and Techniques, 4th
Police Misconduct: Law and Litigation, 3d
Postconviction Remedies
Probate (The Rutter Group California Practice Guide)
Qualified Retirement Plans (Employment Law Series)
Rights of Prisoners, 5th
Rothstein, Craver, Hébert, Lobel, Malloy, McCormick, and Sperino's Employment Law, 6th (Practitioner Treatise Series)
Rotunda and Nowak's Treatise on Constitutional Law: Substance and Procedure, 5th
Search and Seizure: A Treatise on the Fourth Amendment, 6th (West's Criminal Practice Series)
Sexual Orientation and the Law
Social Security Claims and Procedures, 6th
Steel on Immigration Law
Substantive Criminal Law, 3d (West's Criminal Practice Series)
Summary of California Law, 11th (Witkin Library)
Sutherland Statutes and Statutory Construction
The Law of Fraudulent Transactions
Uniform Commercial Code
Uniform Laws Annotated
United States Code Annotated® (USCA)

West's® Analysis of American Law
West's® Annotated California Codes (Annotated Statute & Code Series)
West's® Nevada Revised Statutes Annotated (Annotated Statute & Code Series)
Wharton's Criminal Procedure, 14th
White and Summers' Uniform Commercial Code, 6th (Practitioner Treatise Series)
Williston on Contracts, 4th
Wiretapping and Eavesdropping, 3d: Surveillance in the Internet Age
Words and Phrases®

Wolters Kluwer Contract Print Titles
Elder Law Forms Manual
Scott and Asher on Trust, Sixth Edition

Law Library Donation Account Balance

Run by: SBATES
Run date: 04/29/2025 16:57:11
Report: 400/ZF15

Washoe County
Plan/Actual/Commit (FC)

Period: 1 thru 16 2025
Account: GO-P-L

Fund: 000
Fund Center: IN20522

Washoe County Funds
SJDC Law Library donations

Accounts	Plan	Actual	PO Commit	Actual + PO	Available	Avail%	PreCommit
484000 Donation, Contri-Oper	400.00-	400.00-		400.00-			
** REVENUE	400.00-	400.00-		400.00-			
710500 Other Expense	10,336.50	768.76		768.76	9,567.74	92.56	
** EXPENDITURES	10,336.50	768.76		768.76	9,567.74	92.56	
*** Total	9,936.50	368.76		368.76	9,567.74	96.29	

Law Library Donation Account Expenditures

Document Journal

FM Area WC01
Year Commitment Item 2025
Commitment Item 701000 to 704999 ...
Funds Center IN20522
Fund 1000 to 1999 ...
Layout /CSD-1

User SBATES
Date/Time 04/29/2025 16:53:02

Prd.doc.no	CI text	FM pstg d.	Order	Cost Ctr	WBS Elem.	Cmnt Item	BusA	Pymt Bdg	RefDocNo	Name 1	Reference	Text	Doc.Header Text	CO Trans.	Type
264048	Other Exp	09/26/2024	20522			710500	01	666.18	1925021513	4IMPRINT, INC	XN00277450	Interchange Qualifier		FI: Postings	KS
								666.18		4IMPRINT, INC					
	Other Exp	04/09/2025	20522				01	32.98	1925070077	BATES, SARAH	BATES		AX_INV_755308	FI: Postings	KR
	Other Exp	04/29/2025	20522				01	58.10	1925073319	BATES, SARAH	BATES REIMB		AX_INV_757518	FI: Postings	KR
								91.08		BATES, SARAH					
	Other Exp	04/09/2025	20522				01	11.50	1925070076	WILLIAMS, ELIZABETH	WILLIAMS		AX_INV_755274	FI: Postings	KR
								11.50		WILLIAMS, ELIZABETH					
						710500		768.76							
								768.76							

Detailed Expenditures

Doc.Type : KR (Vendor invoice (net)) Normal document
Parked by SZONCKI Posted by AHAEBERLE
Doc. Number 1925070077 Company Code WC01 Fiscal Year 2025
Doc. Date 04/08/2025 Posting Date 04/09/2025 Period 10
Calculate Tax ☐
Ref.Doc. BATES
Doc. Currency USD
Doc. Hdr Text AX_INV_755308

Itm	PK	Account	Account short text	Amount	Cost Ct	Order	WBS element	Fund	Bus	Text	FA	Assignment
1	31	404090	BATES, SARAH	32.98-					01	*BATES/REIMBURSEMENT COSTCO NTL LIBRARY WEEK*	9999	
2	40	710500	Other Exp	32.98		20522		2710	01		0030	2710 IN20522

Doc.Type : KR (Vendor invoice (net)) Normal document
Parked by SZONCKI Posted by AHAEBERLE
Doc. Number 1925073319 Company Code WC01 Fiscal Year 2025
Doc. Date 04/28/2025 Posting Date 04/29/2025 Period 10
Calculate Tax ☐
Ref.Doc. BATES REIMB
Doc. Currency USD
Doc. Hdr Text AX_INV_757518

Itm	PK	Account	Account short text	Amount	Cost Ct	Order	WBS element	Fund	Bus	Text	FA	Assignment
1	31	404090	BATES, SARAH	58.10-					01	*BATES/REIMBURSEMENT FOR LAW DAY VOLUNTEERS*	9999	
2	40	710500	Other Exp	58.10		20522		2710	01		0030	2710 IN20522

Doc.Type : KR (Vendor invoice (net)) Normal document
Parked by SZONCKI Posted by BSTUART
Doc. Number 1925070076 Company Code WC01 Fiscal Year 2025
Doc. Date 04/08/2025 Posting Date 04/09/2025 Period 10
Calculate Tax ☐
Ref.Doc. WILLIAMS
Doc. Currency USD
Doc. Hdr Text AX_INV_755274

Itm	PK	Account	Account short text	Amount	Cost Ct	Order	WBS element	Fund	Bus	Text	FA	Assignment
1	31	401873	WILLIAMS, ELIZABETH	11.50-					01	*WILLIAMS/REIMBURSE DOLLAR TREE NTL LIBRARY ...	9999	
2	40	710500	Other Exp	11.50		20522		2710	01		0030	2710 IN20522



**COMMUNITY
FOUNDATION**
of Northern Nevada

Washoe County Law Library Sanction Fund

Date Fund Established: July 13, 2023

Fund ID #1660

Statement of Fund Activity (unaudited)

January 01, 2025 - March 31, 2025

Quarter to Date	Year to Date
1/1/2025-3/31/2025	1/1/2025-3/31/2025

BEGINNING FUND BALANCE:	\$91,993.68	\$91,993.68
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INCOME:

Gifts & Bequests - Unrestricted	50.00	50.00
Investment Income (Net of Fees)	1,173.35	1,173.35
Total Income	\$1,223.35	\$1,223.35

EXPENSES:

Foundation Administration Fees	346.76	346.76
Total Expenses	\$346.76	\$346.76

ENDING FUND BALANCE:	\$92,870.27
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**COMMUNITY
FOUNDATION**
of Northern Nevada

Washoe County Law Library Sanction Fund

Date Fund Established: July 13, 2023
Fund ID #1660

CONTRIBUTIONS:

Date	Donor	Amount
2/18/2025	Anonymous	\$50.00
Total Contributions		\$50.00

GRANTS APPROVED:

No grants were issued this period.

The information presented is estimated and unaudited, based on information from third-party sources that may be inaccurate, incomplete, or subject to change due to restatements, audit adjustments or other factors. This document is for informational purposes only and is not an offer or a solicitation for an offer in an interest in a Fund. Past results of a Fund are not necessarily indicative of future performance and a Fund's performance may be volatile.

Item 6 – Law clerk training plan draft

New Law Clerk Training Plan

Proposal for onboarding of new law clerks at the
Second Judicial District Court

Overview

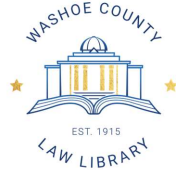
New law clerks start at the court each year, typically in August. All new employees should be made aware of the resources and support available to them, as well as get an understanding of how the court operates and how the public interacts with the court. New employee orientations help new hires feel welcome and integrated into the court culture and help set the stage for a positive and productive work experience.

Proposed Training

Law Library	Introduction to the Law Library Services and Resources Westlaw training Lexis+ and LexisNexis Digital Library training HeinOnline training Law Library or Lawyer in the Library observation
Resource Center	Introduction and overview of the Resource Center eFlex training Resource Center observation
Protection Order Help Center	Introduction and overview of the Protection Order Help Center POHC observation
Other Court Resources	?

Item 7 – Updated version of the Library Card & Materials Borrowing policy

SECOND JUDICIAL DISTRICT COURT
STATE OF NEVADA
WASHOE COUNTY



Washoe County Law Library
Library Card & Materials Borrowing Policy

The Law Library's collection is comprised of specialized legal materials. Items designated for circulation and not marked "Reference, Library Use Only" are available for loan to the public. This policy informs the public about the Law Library's circulation policy and the requirements needed to apply for a library card in order to borrow items.

Law Library patrons are required to have a library card to check out materials.

- Eligibility and Identification Requirements for a Library Card:
 - Nevada Attorneys:
 - A State Bar of Nevada card or bar number, and a photo ID.
 - Nevada Residents or California Residents from the following counties: El Dorado, Lassen, Placer, Plumas, Nevada, and Sierra:
 - Government issued photo ID (valid, with current address) OR Government issued photo ID (valid, address not current) and a verification of current address. Documents that can be used to verify ~~your~~an address include a utility bill, lease, or a piece of mail with ~~your~~applicant's name and current address on it.

Only one library card is allowed per individual. The library card will expire ~~every 2 years on an annual basis~~ and may be renewed if the account is in good standing (i.e. no overdue books, no unpaid charges, etc.); To renew the card, the patron will need to presents a valid government issued photo ID, and ~~can~~ verify their current address, ~~if needed~~.

Upon checking out materials, patrons must present a current library card or a photo ID to library staff.

The Law Library has a three-item borrowing limit and a lending period of ~~seven~~21 days.

Materials may be renewed once ~~before the due date~~ for another ~~seven~~21 days, if not ~~already~~ requested by another library user.

- Patrons may renew materials by logging on to their library accounts online through the library's online catalog, in person, via email: LawLibrary@washoecourts.us, or by phone: 775-328-3250.

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Field Code Changed

Materials not returned by the due date will be considered overdue.

- ~~As a courtesy, the Law Library's system generates email an-overdueoverdue notices to patrons who provide-have a current email addresses on their account.~~
- If an item is lost or not returned within 30 days of the due date, the patron will be charged the replacement cost of the book.
 - If the past due item is returned in good condition, the replacement cost will be waived.
- If a patron pays the replacement charge and later returns the lost item to the library, no refund is given. The patron may keep the book or donate it to the Law Library.
- Library users with unpaid lost or damaged book charges or who have not returned library materials, may not check out items from the Law Library until all charges have been paid, and the items are returned or replaced.

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Loss of ~~your-a~~ Library Card should be reported immediately to the Law Library.

Obtaining a digital Law Library card:

- To apply for a digital Law Library card, a patron needs to agree to this policy and complete a Library Card Application.
- ~~Email-~~The application with a copy of ~~your-a~~ government issued photo ID with proof of current address ~~can be emailed~~ to LawLibrary@washocourts.us.
- ~~For Attorneys, please-should~~ include a copy of ~~your-a~~ Nevada Bar card or number in the email.
- The ~~patron will receive their~~ Law Library card account information ~~will be sent~~ via email. The patron can pick up their physical card by coming to the Law Library and presenting a valid government issued photo ID.

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Field Code Changed

By applying for and accepting a library card, users accept responsibility for all materials checked out and are bound by the Law Library's policies and procedures.

APPROVED: XX/XX/XXXX by the Law Library Board of Trustees