



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, September 3, 2025, at 12:00 PM. This meeting will be held by videoconference. Members of the public may attend via the ZOOM webinar by accessing the following link:

<https://washoecourts.zoom.us/j/98114115114?pwd=SFZKNK0JPL2Z2clNJQlJWaHM5NE56Zz09>

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 May 7, 2025. *For possible action.*
 4. Update regarding the Law Library, new law clerk orientation, quarterly statistics, including Lawyer in the Library statistics, LSTA grant update, Board position postings, FY25 and FY26 budget update, and donation and sanction accounts update.
 5. Recommendation to accept a “Continuing Education” grant award of approximately \$1,228 provided by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Nevada State Library, Archives and Public Records to be used for one employee to attend the Western Pacific Chapter of the American Association of Law Libraries (WestPac) Annual Conference in Salt Lake City, UT in October 2025. *For possible action.*
 6. 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.*
 7. Discussion regarding allowing the Law Librarian to enter into a Memorandum of Understanding (MOU) between the Supreme Court Law Library and the Washoe County Law Library to provide continuing law library and legal research support to the Nevada Judiciary and patrons of the Supreme Court of Nevada Law Library and Washoe County Law Library in the event of an emergency, as defined under NRS Chapter 414 (Emergency Management), that limits access to or use of either institution’s physical building and/or print collection. *For possible action.*
 8. Discussion regarding scheduling the 2025 Lawyer in the Library Volunteer Appreciation lunch for February 4, 2026, and approving an approximate cost of \$4,500 from the sanction account for food, volunteer awards, and other costs related to the event. *For possible action.*
 9. Discussion regarding the future of Washoe County Bar Association’s annual donation to the Law Library and whether the Law Library Board of Trustees will act in pursuing the donation, which may include having conversations and/or written communication with the Washoe County Bar Association. *For possible action.*
 10. Board Comment – Limited to Announcements or Issues for Future Agendas
 11. Public Comments
 12. 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 May 7, 2025

WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT

Law Library Board of Trustees--Meeting Minutes
May 7, 2025

1. Roll Call

Board Members present:

Chief Judge Lynne Jones, Honorable Connie Steinheimer, Honorable Tamatha Schreinert, Cortney Young, Patricia Halstead, Mike Kattelman, and Aurora Partridge.

Also, present were:

Sarah Bates, Law Librarian, Valerie Moser, CFO Second Judicial District Court, Herb Kaplan, Deputy District Attorney, Washoe County District Attorney's Office

2. Public Comments

No public comments were received.

3. Approval of Minutes from Board Meeting of February 5, 2025. *For possible action.*

Minutes were provided and no comments or corrections were received. Trustee Partridge made a motion to approve the minutes as presented and Trustee Halstead seconded. The motion passed unanimously by voting members. Trustee Young abstained.

4. Update regarding the Law Library, quarterly statistics, including Lawyer in the Library statistics on volunteers and attendance, FY25 budget, tentative FY26 with known contract increases, and donation and sanction accounts update, and Board position openings.

Ms. Bates provided an update on the various items including recent staffing changes. Ms. Bates noted that the Law Library has recently started helping with transcript requests and review due to the court reporter shortage and more hearings being held on Zoom.

An update was provided on the interior changes to the Law Library including a more recent purchase of window coverings for the large windows in the library. These were available due to funds that were allocated to the library and could not be rolled over.

Law Day was a success with 105 people being helped over the lunch hour.

Ms. Bates provided news coverage, statistics in the board packet.

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.*

Trustee Kattelman provided an update on the project. Discussion was had around new technology available for these videos. New technology costs were briefly discussed. However, more time was needed to determine total ongoing costs and whether the grant from the Family Law Section were sufficient.

Motion was made to being able to use the new technology including the use of avatars to facilitate the instructional videos. Motion was made by Trustee Kattelman and seconded by Chief Jones. Motion passed unanimously.

6. Presentation of law clerk training plan. *For discussion only.*

Ms. Bates presented the item, and discussion was had regarding the law clerk training program. Input was given from various Trustees. Direction was given to Ms. Bates to select a date for the program and to present that to the Chief for implementation.

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.*

Presentation of the policy was made, and discussion was regarding the same. Suggestions were made to revise the policy to twenty-one (21) days from thirty (30) days with respect to the late/overdue policy. Additional revisions were requested regarding the typo in the document.

Further discussion was had with respect to library cards for Judges. Motion was made by Trustee Kattelman to approve the redlined policy. Judge Schreinert seconded the motion. Motion passed unanimously.

8. Board Comment – Limited to Announcements or Issues for Future Agendas.

Board comment was made regarding the limits with respect to the sanction account.

The Board's next meeting was noted as September 3, 2025.

9. Public Comments

No public comment.

10. Adjournment

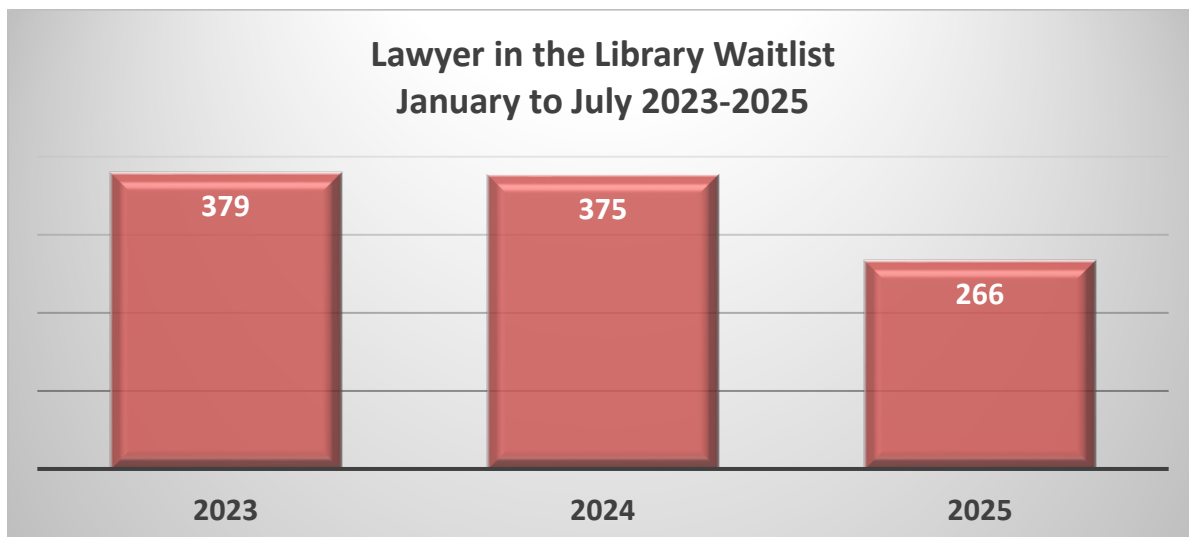
Adjournment at 12:54 PM.

Item 4 –Law Library update, quarterly statistics, including Lawyer in the Library statistics on volunteers and attendance, FY 25 budget and donation and sanction accounts, FY26 budget as of July 1- August 28, 2025.

**SECOND JUDICIAL DISTRICT COURT
LAW LIBRARY UPDATE
SEPTEMBER 3, 2025**

UPDATES:

- The new law clerk orientation that the LLBOT requested the Law Librarian propose to the SJDC judges was approved, so we are working on coordinating the day-long event. Judge Steinheimer has volunteered to present an immersive training course on judicial ethics.
- Two Board positions will be expiring in January 2026, one attorney position and one non-attorney position. We will be posting the application on the County's Board Opportunities website from October 1st to the 31st. The LLBOT will review the candidates at the December Board meeting and their recommendations, along with all the applicants, will be brought to the Washoe County Board of Commissioners at a January BCC meeting for official appointment.
- Westlaw account management for the court has transitioned from the Court's IT Dept. to the Law Librarian, which is standard practice for most law libraries.
- The new window shades were installed on May 28th, and they look wonderful! (Pictures attached.)
- We will be working on making our website ADA accessible to comply with a federal mandate that goes into effect April 24, 2026.
- Lawyer in the Library
 - In running the statistics for the first half of the year, the number of people on the Lawyer in the Library waitlist have significantly decreased – down about 29% since last year at this time. We are confident that we can attribute this decrease to the 4-time per year attendance limit that was implemented January 1, 2025. We are seeing many more new faces getting assistance.



EVENTS, TRAININGS, AND TRAVEL:

- Law Librarian, Sarah Bates, will be traveling to Salt Lake City, UT for the annual Western Chapter of the American Association of Law Libraries (WestPac) Conference from October 9-11. I applied for and was awarded a grant provided by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Nevada State Library, Archives and Public Records that will cover the costs of my travel.





Before



After

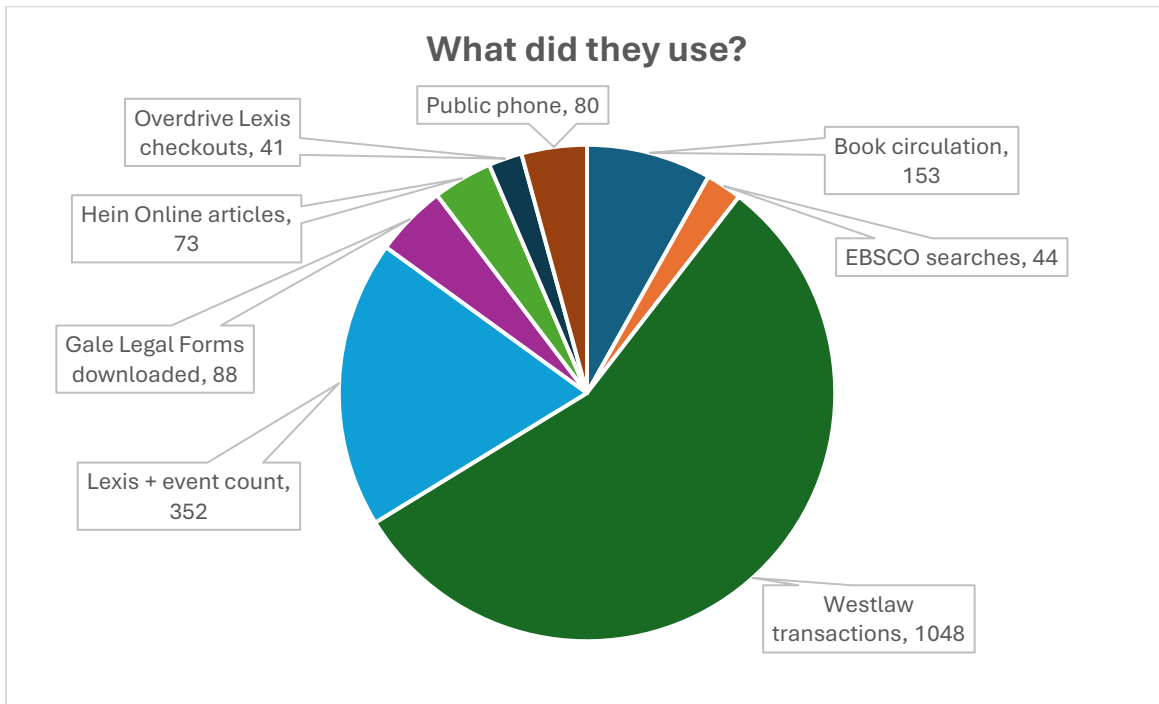
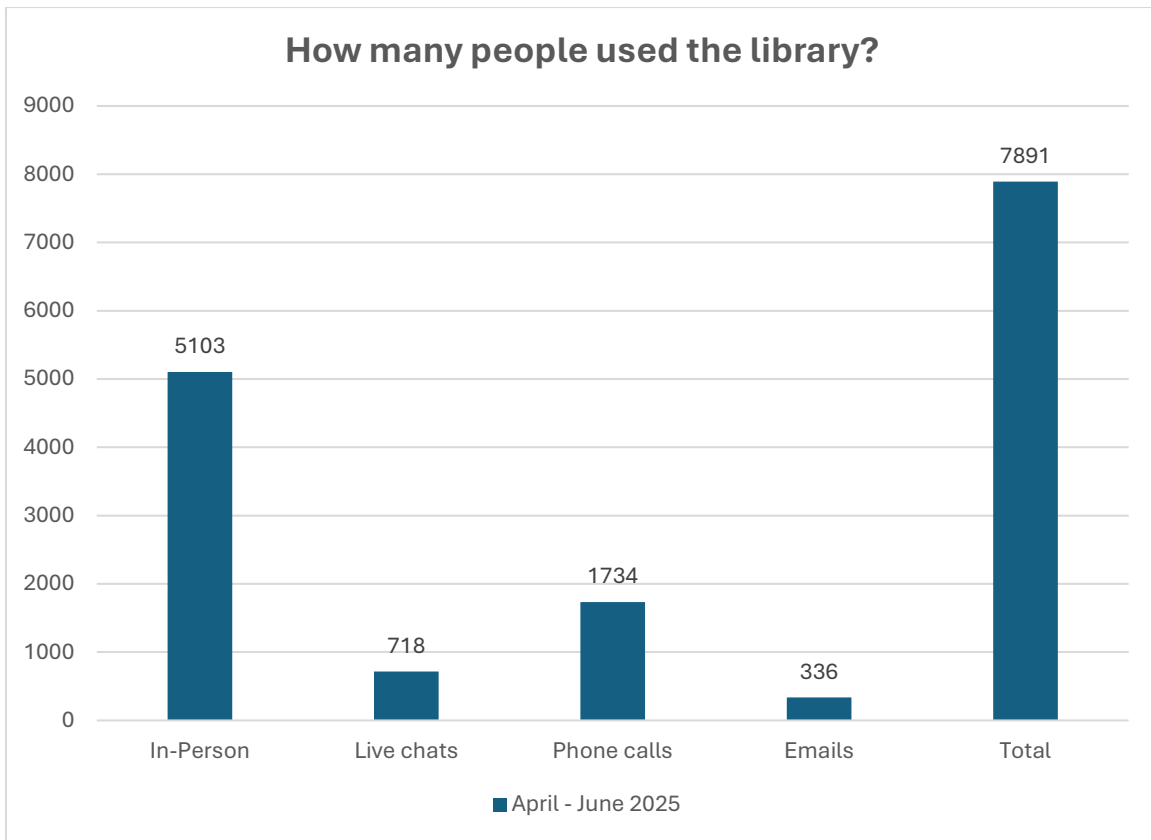


Before

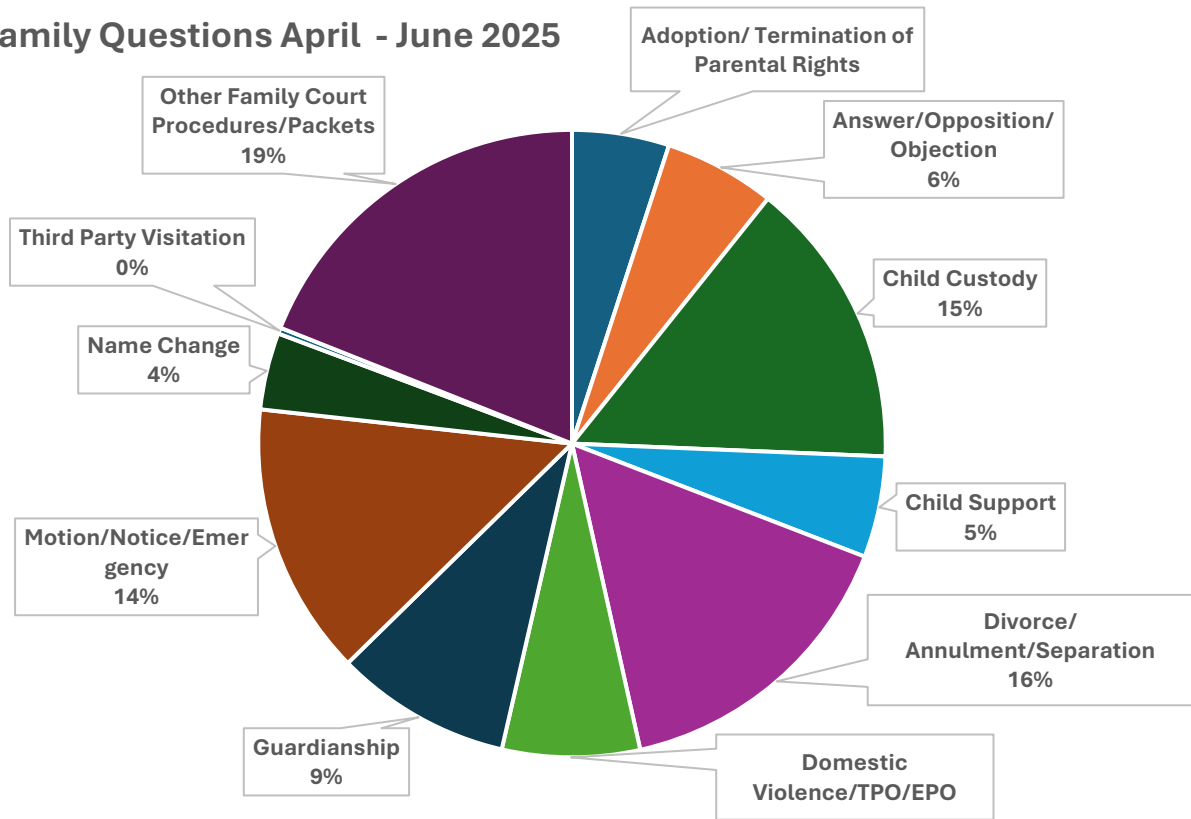


After

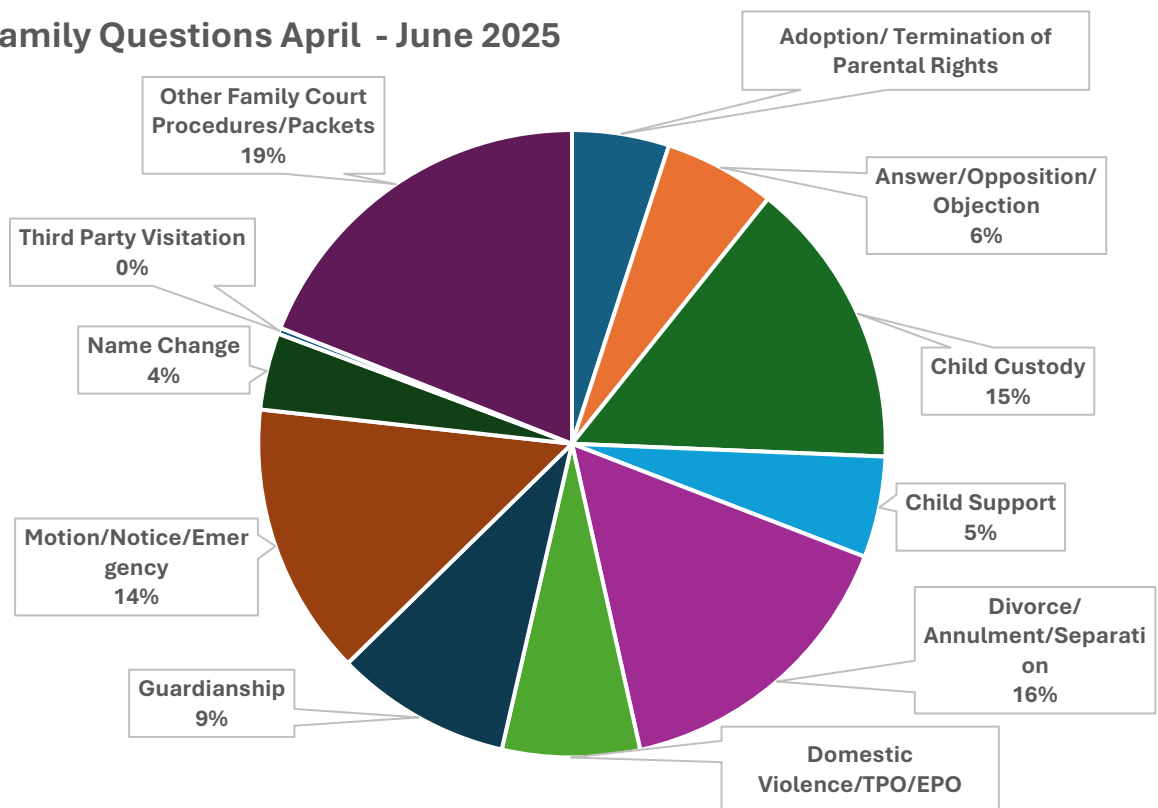
Law Library Statistics: April – June 2025



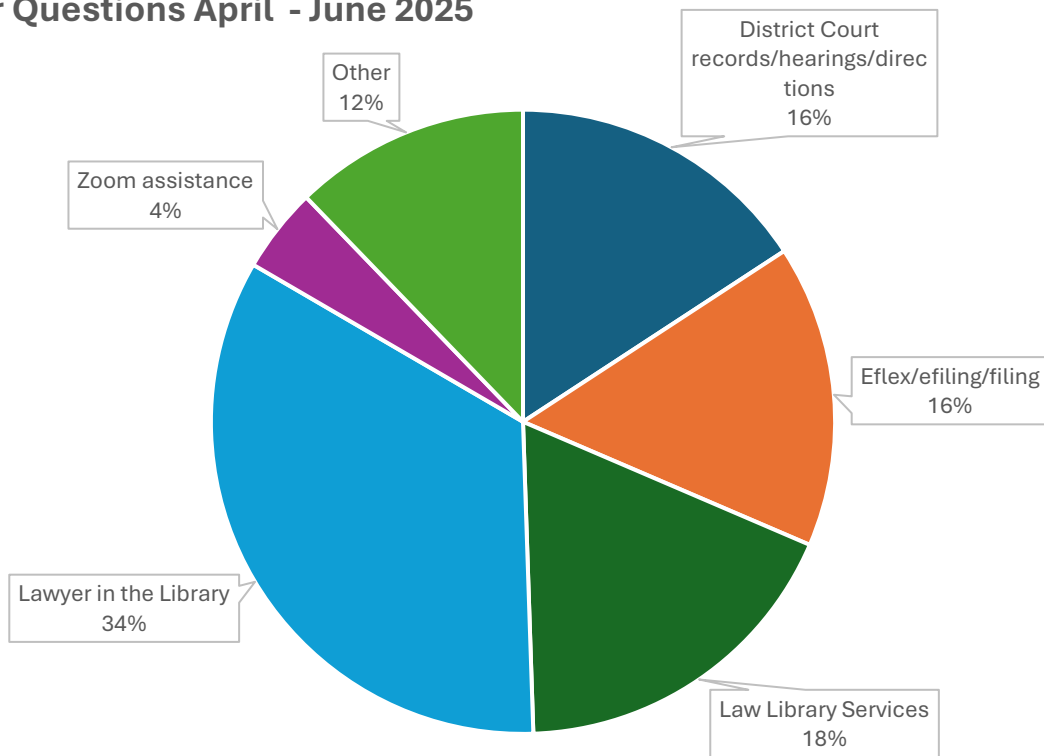
Family Questions April - June 2025



Family Questions April - June 2025



Other Questions April - June 2025



LAWYER IN THE LIBRARY PROGRAM

APRIL - JUNE 2025

New attorney volunteers are in bold.

DATE	ATTORNEYS	# OF ATTENDEES	# ON WAITLIST WHO WERE NOT CONTACTED/ TYPE OF WAITLIST
APR 1, 2025	Sarah Carrasco, Sarah White	16	5 Family
APR 2, 2025	Nicole Harvey, Cassandra Walsh	16	2 General, 1 Probate
APR 8, 2025	Christina Cullen, Lisa Fraas, John Keuscher	22	7 Family
APR 9, 2025	Michael Crisostomo	8	3 General
APR 15, 2025	Carolyn Renner, Andrew Switlyk	15	9 Family
*APR 16, 2025	Adam McMillen, Courtney Miller O'Mara, Jennifer McMenomy	10	7 General, 2 Probate
APR 22, 2025	Rost Olsen, Max Stovall, Jill Whitbeck	20	0 Family
APR 23, 2025	Cassin Brown, Michael Crisostomo, Jennifer McMenomy, Jane Susskind	26	0 General, 7 Landlord, 0 Probate
APR 29, 2025	Max Stovall, Sarah White (Marshall Lyon observing)	16	2 Family
APR 30, 2025	John Samberg	8	0 General
MAY 1, 2025 LAW DAY	Christina Cullen, Anthony Gold, Kendra Jepsen, Bronagh Kelly, Patricia Lynch, Marshall Lyon , Jennifer McMenomy, Ann Morgan, Courtney Miller O'Mara, Cassandra Walsh	105	
MAY 6, 2025	Sarah Carrasco, Lisa Fraas, Anthony Gold	21	0 Family
MAY 7, 2025	Michael Crisostomo, Aaron Richter, Cassandra Walsh	19	0 General, 2 Probate
MAY 13, 2025	Christina Cullen, John Keuscher, Sarah White	20	0 Family
MAY 14, 2025	John Samberg	7	9 General
MAY 20, 2025	Anthony Gold, Kenton Karrasch, Carolyn Renner	19	0 Family
MAY 21, 2025	Michael Crisostomo, Nicole Harvey, Cassandra Walsh	20	3 General, 9 Probate

MAY 27, 2025	Sarah Carrasco, Max Stovall	15	8 Family
MAY 28, 2025	Bryce Alstead, John Samberg	16	4 General, 4 Landlord
JUN 3, 2025	Sarah Carrasco, Kevin Ryan	16	1 Family
JUN 4, 2025	Jennifer McMenemy, Jane Suskind	15	12 General, 3 Probate
JUN 10, 2025	Christina Cullen, John Keuscher, Sarah White	24	0 Family
JUN 11, 2025	Michael Crisostomo (Manuel Gurule observing)	8	9 General
JUN 17, 2025	Carolyn Renner, Max Stovall, Jill Whitbeck	15	0 Family
JUN 24, 2025	Tehan Slocum, Sarah White	15	3 Family
JUN 25, 2025	Jennifer McMenemy, John Samberg, (Manuel Gurule observing)	16	7 General, 1 Landlord
TOTAL	68 58 Regular 10 Law Day	508 403 Regular, 105 Law Day	120 35 Family 56 General 17 Probate 12 Landlord
*power outage & evacuation, shut down early			

**Law Library Budget Actuals
Fiscal Year 2025**

- A. Law Library Fees (income) – Total: -\$76,545.00**
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: -\$1,005.00**
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: \$-874.00**
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: \$547,501.62**
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: \$281,495.17**
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 \$4,053.90**
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: \$6,223.00**
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: \$4,389.00**
This is the lease for Canon printer/copy machines for both the staff and the public.
- K. Copy Machine Copies – Total: \$369.86**
Additional copy charges from Canon for the printer/copy machines.
- L. Office Supplies – Total: \$2,541.85**
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: \$253,657.26**
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: \$273.32**
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: \$1,300.07**
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: \$827.88**
Dues for staff memberships to professional organizations.
- U. Interpreters – Total: \$82.51**
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: \$11,559.00**
Utility costs.
- W. Food Purchases - Total: -\$3.22**
Food costs for Law Library events.
- X. Travel – Total: \$308.47**
Employee travel to conferences is assigned to this line item.
- Y. Equipment noncapital – Total: \$19,618.05**
PO line item that would not roll into the next fiscal year were used to purchase a new scanner and the new window shades.

Total: \$ 1,057,970.07

Law Library Donation Account Balance FY25

Run by: SBATES
Run date: 08/28/2025 14:47:15
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%
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 08/28/2025 14:53:22

Prd.doc.no	CI text	FM pstg d.	Order	Cost Ctr	WBS Elem.	Comm 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

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

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 California 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
4/22/2025	Thomson Reuters	Federal Trial Handbook Civil Full Set	\$ 1,079.00
4/28/2025	CEB	Persuasive Opening Statements and Closing Arguments	\$ 293.95
6/2/2025	PLI	Sack on Defamation Rel #8	\$ 328.50
6/9/2025	CEB	California Criminal Law Procedure and Practical 5/25	\$ 497.95
6/9/2025	The Bluebook	The Bluebook: a unifom system of citation, 22nd ed.	\$ 68.53
6/24/2025	James Publishing	Social Security Disability Practice	\$ 206.00
6/25/2025	PLI	Social Media and the Law	\$ 273.50

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



**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)

April 01, 2025 - June 30, 2025

Quarter to Date	Year to Date
4/1/2025-6/30/2025	1/1/2025-6/30/2025

BEGINNING FUND BALANCE:	\$92,870.27	\$91,993.68
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INCOME:

Gifts & Bequests - Unrestricted	750.00	800.00
Investment Income (Net of Fees)	1,021.55	2,194.90
Total Income	\$1,771.55	\$2,994.90

EXPENSES:

Foundation Administration Fees	351.70	698.46
Total Expenses	\$351.70	\$698.46

ENDING FUND BALANCE:	\$94,290.12
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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.



**COMMUNITY
FOUNDATION**
of Northern Nevada

Washoe County Law Library Sanction Fund

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

CONTRIBUTIONS:

Date	Donor	Amount
4/4/2025	ANONYMOUS GIFTS/GRANTS	\$500.00
5/19/2025	Anonymous	\$250.00
Total Contributions		\$750.00

GRANTS APPROVED:

No grants were issued this period.

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Period: 1 thru 16 2026	Fund: 000	Washoe County Funds
Account: GO-P-L	Fund Center: C123100	Law Library Admistration

Accounts	Plan	Actual	PO Commit	Actual + PO	Available	Avail%
460222 Law Library Fees	63,000.00-	12,555.00-		12,555.00-	50,445.00-	80.07-
* CHARGES FOR SERVICES	63,000.00-	12,555.00-		12,555.00-	50,445.00-	80.07-
485100 Reimbursements	1,000.00-				1,000.00-	100.00-
485300 Other Misc Govt Rev	1,000.00-				1,000.00-	100.00-
485315 Copy Machine Receipts		233.00-		233.00-	233.00	
* MISCELLANEOUS	2,000.00-	233.00-		233.00-	1,767.00-	88.35-
** REVENUE	65,000.00-	12,788.00-		12,788.00-	52,212.00-	80.33-
701110 Base Salaries	585,675.58	88,966.07		88,966.07	496,709.51	84.81
701199 Labor Cst Sav-Wages	17,866.00-				17,866.00-	100.00-
701200 Incentive Longevity	3,975.00				3,975.00	100.00
701420 Incline Travel Allow		157.83		157.83	157.83-	
* SALARIES AND WAGES	571,784.58	89,123.90		89,123.90	482,660.68	84.41
705110 Group Insurance	60,879.70	9,291.45		9,291.45	51,588.25	84.74
705115 ER HSA Contribs	5,750.00				5,750.00	100.00
705190 OPEB Contribution	25,378.00	4,229.66		4,229.66	21,148.34	83.33
705199 Labor Cst Sav-Benef	9,701.00-				9,701.00-	100.00-
705210 Retirement	216,081.48	32,003.72		32,003.72	184,077.76	85.19
705230 Medicare April 1986	8,459.53	1,266.42		1,266.42	7,193.11	85.03
705240 Grp Insur Budget Inc	2,740.00				2,740.00	100.00
705320 Workmens Comp	389.99	59.29		59.29	330.70	84.80
705330 Unemply Comp	479.54	9.37-		9.37-	488.91	101.95-
* EMPLOYEE BENEFITS	310,457.24	46,841.17		46,841.17	263,616.07	84.91
710100 Professional Services		1,965.96		1,965.96	1,965.96-	
710200 Service Contract	250.00				250.00	100.00
710205 Repairs and Maintenance	1,480.00				1,480.00	100.00
710210 Software Maintenance		3,693.00		3,693.00	3,693.00-	
710314 Library Materials	1,000.00				1,000.00	100.00
710334 Copy Mach-Lease Exp	12,000.00	399.00	4,788.00	5,187.00	6,813.00	56.78
710335 Copy Machine-Copies		25.65	6,043.05	6,068.70	6,068.70-	
710350 Office Supplies	2,134.00	79.92		79.92	2,054.08	96.25
710355 Books and Subscriptions	281,581.00	28,616.85	192,144.39	220,761.24	60,819.76	21.60
710360 Postage	980.00				980.00	100.00
710502 Printing	1,500.00				1,500.00	100.00
710507 Network and Data Lines	1,540.00				1,540.00	100.00
710508 Telephone Land Lines	1,294.00	242.79	1,194.19	1,436.98	142.98-	11.05-
710509 Seminars and Meetings	90.00	895.00-		895.00-	985.00	*94.44-
710529 Dues	600.00	317.00-		317.00-	917.00	152.83-
711008 Combined Utilities	11,328.00				11,328.00	100.00
711210 Travel	2,395.00	12.64-		12.64-	2,407.64	100.53-
711504 Equipment nonCapital	400.00				400.00	100.00
* SERVICES AND SUPPLIES	318,572.00	33,798.53	204,169.63	237,968.16	80,603.84	25.30
** EXPENDITURES	1,200,813.82	169,763.60	204,169.63	373,933.23	826,880.59	68.86
*** Total	1,135,813.82	156,975.60	204,169.63	361,145.23	774,668.59	68.20

Item 7 – Supreme Court of Nevada Memorandum of Understanding Between Supreme Court Law Library and Washoe County Law Library



Supreme Court of Nevada
MEMORANDUM OF UNDERSTANDING
Between
Supreme Court Law Library
AND
Washoe County Law Library

Purpose:

This Memorandum of Understanding (MOU) is established between the Supreme Court of Nevada Law Library and the Washoe County Law Library to provide continuing law library and legal research support to the Nevada Judiciary and patrons of the Supreme Court of Nevada Law Library and Washoe County Law Library in the event of an emergency, as defined under NRS Chapter 414 (Emergency Management), that limits access to or use of either institution's physical building and/or print collection.

Notice and Contact Information:

All notices, demands or consents required or permitted under this MOU shall be in writing and shall be delivered personally or sent by certified or registered mail to the respective Parties at the addresses set forth below or at such other address as subsequently shall be given by any Party to the others in writing and shall be effective upon receipt:

For the Supreme Court of Nevada Law Library

Law Librarian
Nevada Supreme Court
Law Library
201 S. Carson Street
Carson City, NV 89701
Phone: 775-684-1640
Email: Reference@nvcourts.nv.gov.

For the Washoe County Law Library

Law Librarian & Manager
Washoe County Law Library
75 Court St.
Reno, NV 89501
Phone: 775-328-3250
Email: LawLibrary@washoecourts.us.

The persons executing this MOU on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity and appropriate authority to enter into this MOU on behalf of the entity for which they sign.

Washoe County Law Library

Sarah Bates, MLIS

Date

Law Librarian & Manager

Supreme Court of Nevada Law Library

Ann Walsh
Long

Digitally signed by Ann
Walsh Long
Date: 2025.08.20
10:41:56 -07'00'

Ann Walsh Long, MSLS, JD

Date

Law Librarian

Overview:

- A. Each institution agrees to provide temporary support and access to law library resources to the other in the event of a qualifying emergency.
- B. This MOU supports the agencies' Continuity of Operations Plans (COOP), ensuring minimal disruption to services.
- C. The MOU is not intended to transfer permanent responsibility for either party's operations or collections.

Therefore, considering these circumstances, the parties mutually agree as follows:

Scope of Work:**Responsibilities of the Supreme Court of Nevada Law Library (Host Library):**

- A. Provide space, guest WiFi, and access to print and digital collections to Washoe County Law Library staff, Monday – Friday, 8:00 am – 5:00 pm (excluding state holidays).
- B. Permit use of photocopiers, scanners, microfiche readers, and other necessary equipment, with training and discussion on cost-effective practices (e.g., email delivery, USB).
- C. Provide guest access within 48 hours of notification or as reasonably needed to set up workstations.
- D. Ensure guest staff adhere to host library policies and procedures.
- E. Limit guest staff to non-secure areas of the courthouse; however, meeting and public spaces will be made available. The law library and courtroom are open to the public and may be accessed by guest staff; however, the remainder of the building is not open to the public. Meeting and other designated public spaces will be made available as appropriate.

Responsibilities of the Washoe County Law Library (Host Library):

- A. Provide space, guest WiFi, and access to print and digital collections to Supreme Court of Nevada Law Library staff, during regular hours:
 - Monday & Thursday: 8:00 am – 5:00 pm
 - Tuesday & Wednesday: 10:00 am – 7:00 pm
 - Friday: 8:00 am – 12:00 pm (excluding state holidays).
- B. Allow use of relevant equipment with similar guidance and training.
- C. Limit guest staff to non-secure areas of the courthouse due to NCJIS access and data sensitivity; however, meeting and public spaces will be made available.
- D. Provide guest access within 48 hours of notification or as reasonably needed to prepare space.
- E. Ensure guest staff conform to all Washoe County Law Library policies while on-site.

Shared Commitments:

- A. Guest library staff will continue to access their institution's digital resources and email systems remotely.
- B. Other services requiring unique or local print resources (e.g., legislative histories, historical print-only content) may not be supported during the emergency period. Other services typically provided by the guest law library may need to be suspended if the print collection necessary to support those services is not available at the host library (e.g., compiling legislative histories or access to historical materials only available in a print format, such as statutes, regulations, prior treatise editions, etc.).
- C. Each institution retains responsibility for its staff and operations during hosted periods

Terms and Conditions:

A. Funding and Resources:

No exchange of funds is anticipated. Legal research support and facility access will be provided at no additional charge to the guest law library to support continuity of operations during the emergency period, or longer if reasonably necessary.

B. Network Access and Security:

Guest law library staff may use the host library's guest WiFi to access their home institution's digital resources. As long as access is made over secure channels (e.g., HTTPS), such use is acceptable. The guest WiFi network is segregated from internal subnets, ensuring network security. If guest staff require access to any internal systems, the guest institution must provide hostnames, IP addresses, and port numbers to the host institution's IT staff, who will determine whether and how such access may be granted. All network access remains subject to the host library's security protocols and IT policies.

C. Entire MOU and Modifications:

This document and its attachments constitute the entire MOU between the parties. No prior or contemporaneous statements or representations, whether oral or written, have been relied upon by the parties except those expressly stated in this MOU. No changes or alterations may be made to this MOU unless adopted as a formal amendment to this MOU.

D. Termination:

This MOU may be terminated by either party, with or without cause, by providing at least thirty (30) calendar days' written notice to the other party.

E. Mutual Emergency Impact Exception

In the event that both the Supreme Court of Nevada Law Library and the Washoe County Law Library are simultaneously impacted by the same emergency or by separate emergencies occurring at the same time (including but not limited to pandemics such as COVID-19, natural disasters, or other events that substantially disrupt operations), neither library shall be expected or required to provide support or resources to the other under this Memorandum of Understanding. In such circumstances, this MOU shall not create an obligation of mutual assistance until at least one library has resumed sufficient operations to reasonably provide support.