

LAW LIBRARY BOARD OF TRUSTEES MEETING AGENDA

Wednesday, February 4, 2026

11:00 a.m.

Locations:

Washoe County Law Library

Virtual Zoom Meeting - Available at the Link Below

Law Library Trustees

President, Judge Steinheimer

Judge Jones

Judge Schreinert

Patricia Halstead

Michael Kattelman

Aurora Partridge

Secretary, Cortney Young

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, February 4, 2026, at 11:00 AM. 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=SFZNK0JPL2Z2cINJQIJWaHM5NE56Zz09>

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 President 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:

11:00 AM	1. Roll Call
	2. Public Comments
	3. Approval of Minutes from Board Meeting of December 3, 2025. <i>For possible action.</i>
	4. Announce attorney and non-attorney position appointments made by Board of County Commissioners on January 13, 2026.
	5. Nomination and Election for Law Library Board of Trustees Officer Positions of President and Secretary. <i>For possible action.</i>
	6. Update regarding the Law Library, annual statistics, including Lawyer in the Library 2025 statistics on volunteers and attendance, FY26 budget, and sanction account update.
	7. 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. <i>For possible action.</i>
	8. Status update from Mike Kattelman and discussion regarding the future of Washoe County Bar Association's annual donation to the Law Library and whether the Washoe County Bar Association will be funding the annual Lawyer in the Library lunch in 2026 and in perpetuity. The Board may take action to modify or make recommendations regarding ongoing discussions with the Washoe County Bar Association. <i>For possible action.</i>

9. Discussion regarding and possible action to approve funding of approximately \$2,600.00 to come from the Washoe County Law Library Fund held with the Community Foundation of Northern Nevada for one employee to attend the American Association of Law Libraries Annual Conference in Cleveland in July 2026. *For possible action.*
10. Discussion regarding expanding the size of the Law Library Board of Trustees, including but not limited to discussion regarding the limitations set forth in NRS 380.020. *For discussion only.*
11. Recommendation to approve the recommended Law Library Fiscal Year 2027 Base Budget, (July 1, 2026, through June 30, 2027), approximately [\$1,187,667.14], not including known contract increases of [\$6,858.92], which incorporates funding for books and subscriptions, personnel costs, supplies, utilities, and operations. *For possible action.*
12. Board Comment – Limited to Announcements or Issues for Future Agendas
13. Public Comments
14. 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 December 3, 2025

WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT
Law Library Board of Trustees--Meeting Minutes
December 3, 2025

1. Roll Call

Board Members present:

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

Also, present were:

Sarah Bates, Law Librarian, Lindsay Liddell, Deputy District Attorney, Washoe County District Attorney's Office, and Natasha Wolz.

Absent: Patricia Halstead

2. Public Comments

Mr. Erbis noted his intent to speak on item 10 and made public comment expressing his interest in the non-attorney board member position. No other public comment was received.

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

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

Counsel noted that public comment should be called for prior to an action item. There was no public comment, and the vote was recalled and passed unanimously with Trustee Young abstaining.

4. Update regarding the Law Library, staffing, possible agenda and statistics formatting changes, quarterly statistics, including Lawyer in the Library statistics, donation and sanction account balances and expenditures, list of contracts with expiration dates, list of books purchased in FY25, etc.

An update was provided on the requirements that the Law Library's website be ADA compliant including our PDF documents. She noted that the materials will need to be read by a screen reader and that the changes are underway. Trustee Kattelman inquired as to how the self-represented litigant videos we're working on may be impacted. Discussion was had on this.

An error was reported in this item where FY25 should be noted as FY26. Ms. Bates inquired with legal counsel as to the procedure to note this and advice was given. The law clerk orientation was a success, and a brief update was given.

5. Introduction of new Senior Law Library Assistant, Natasha Wolz. Ms. Bates provided an update on the various items including recent staffing changes including Liz Williams's retirement and the promotion of Natasha Wolz. Comments were provided by Ms. Wolz and various board members congratulated her on her promotion.
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.*

Trustee Kattelman provided an update on the project. Discussion was had around technology available for these videos and the issues around the ability to share the content which is being work on by Trustee Kattelman.

Closed captions will be added to the videos and circulation of the same will occur. In February at our luncheon, videos will be shown during the lunch for viewing.

Judge Steinheimer inquired as to whether a formal vote is required prior to formal posting. Discussion was had and confirmed by the Board of Trustees that the appropriate authority was given in prior meetings.

No action was taken on this item.

7. Status update from Mike Kattelman and discussion regarding the future of Washoe County Bar Association's annual donation to the Law Library and whether the Washoe County Bar Association funding will be funding the annual Lawyer in the Library lunch in 2026 and in perpetuity. The Board may take action to modify or make recommendations regarding ongoing discussions with the Washoe County Bar Association. *For possible action.*

Trustee Kattelman provided information regarding a \$15 donation per member was dedicated to the Law Library. In approximately 2013 or 2014 the Washoe County Bar Association looked at whether those funds should be dedicated to other areas. It is unclear from the record, and a recommendation was made by the Washoe County Bar Association for one of our Board members to get on the agenda for the next bar association meeting. Trustee Kattelman is seeking guidance from the Board regarding what any request would be.

Further discussion was held regarding a drop in membership and drop in attendance that the Washoe County Bar Association may be experiencing, which is tied to concerns regarding their ability to continue to fund items for the Law Library.

The Board sought input from Ms. Bates regarding the benefit the Law Library provides to the legal community and Ms. Bates discussed the various benefits. Discussion was had around options to offer to the Washoe County Bar Association and whatever we seek should be tied to their membership, which the Board believes is most fair.

Motion was made to request funding from the Washoe County Bar Association was made in keeping with Judge Jones's suggestion. Seconded by Trustee Kattelman. No discussion was had. The vote passed unanimously.

A motion was made to send Trustee Kattelman to the Washoe County Bar Association meeting in January and negotiate a donation amount on behalf of the Board. Trustee Kattelman seconded. Motion passed unanimously.

8. Recommendation to approve a contract renewal for the Thomson Reuters Library Maintenance Agreement (LMA) which will extend the agreement with Thomson Reuters through December of 2031, with a FY 2027 annual cost of \$97,080, and lock in a 2% maximum increase each year for the next 6 years. *For possible action.*

Ms. Bates presented the item, and discussion was held to ensure the Board understands the terms of the proposed deal. Ms. Bates noted that this was supported by Ms. Moser at the court.

No public comment on the item.

Motion to approve the request was made by Judge Schreinert and seconded by Judge Jones. Motion passed unanimously.

9. Recommendation to approve proposed dates for next year's meetings. *For possible action.*

Dates were presented and approved by the Board as recommended in the packet provided. Discussion was had regarding timing of the February meeting.

Trustee Young made a motion to approve the dates as recommended. Seconded by Trustee Kattelman. Discussion was had. Motion passed unanimously.

No public comment was made.

10. Board Membership- Nomination and Selection of one attorney member and one non-attorney member for recommendation to the Board of County Commissioners. Each applicant will have an opportunity to speak to the Board and additional public comment will be accepted. *For possible action.*

- A. Patricia Halstead (incumbent) – attorney member applicant
- B. Jodi Bennett- non-attorney member applicant
- C. Brian Erbis- non-attorney member applicant
- D. Jennifer Salisbury- non-attorney member applicant
- E. Courtney Young (incumbent)- non-attorney applicant

Patricia Halstead was recommended as the attorney applicant. Motion was made by Judge Jones and seconded by Trustee Young. Motion passed unanimously to recommend Patricia Halstead as the attorney member.

No public comment was had.

Comments were made by the non-attorney applicants and the Board asked various questions of the applicants.

Motion was made by Trustee Kattelman to recommend Trustee Young to the Board of County Commissioners. Seconded by Judge Schrienert. Discussion was had regarding ability to take on additional members and the quality of applicants. Motion passed unanimously.

Trustee Young abstained.

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

Board comment was made regarding possible expansion of the Law Library Board.

12. Public Comments

Mr. Erbis made public comment regarding expansion of the Board and requested it be added to the agenda.

13. Adjournment

Adjournment at 1:02 PM.

Item 6 – Update regarding the Law Library, annual statistics, including Lawyer in the Library 2025 statistics on volunteers and attendance, FY26 budget, donation and sanction account update.

SECOND JUDICIAL DISTRICT COURT
LAW LIBRARY UPDATE
FEBRUARY 4, 2026

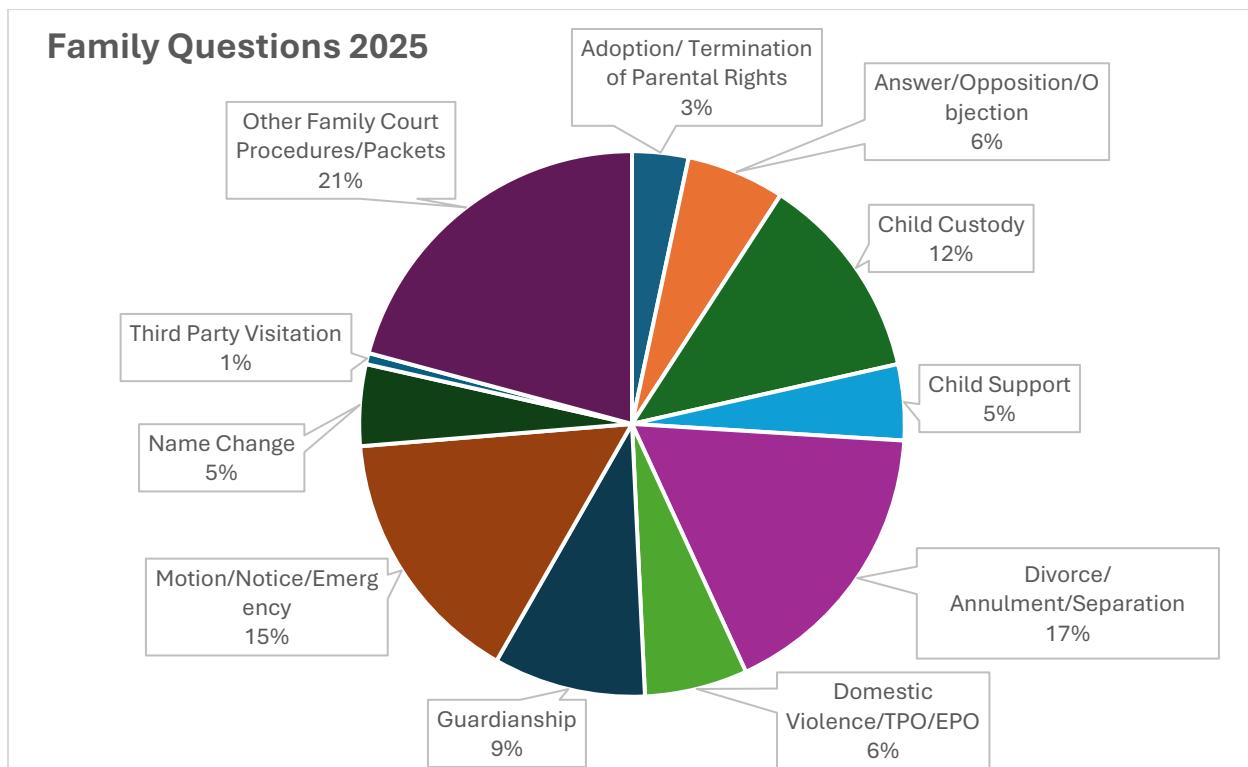
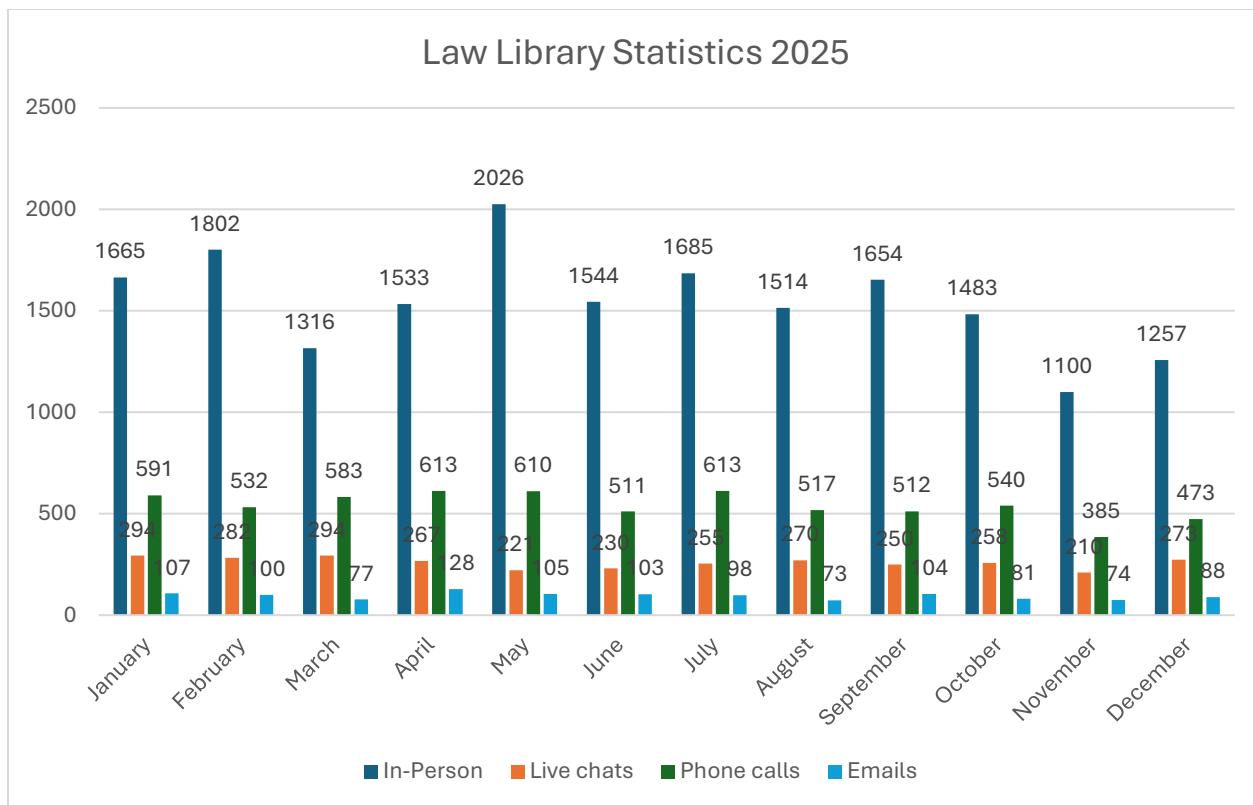
UPDATES:

- Staffing update
 - We currently have one staffing vacancy, a Law Library Assistant III position. We have been asked to hold the position open for the time being due to the budgetary shortfall.
- Law Library staff continue to work with the Court IT Department to remediate PDF Court forms into ADA accessible versions. We have completed a few of the most used Family Court forms.
- One of our vendors, MK Solutions, which covers our RFID tags for our books, security gates, and self-checkout, has been acquired by a company named Lyngsoe Systems.

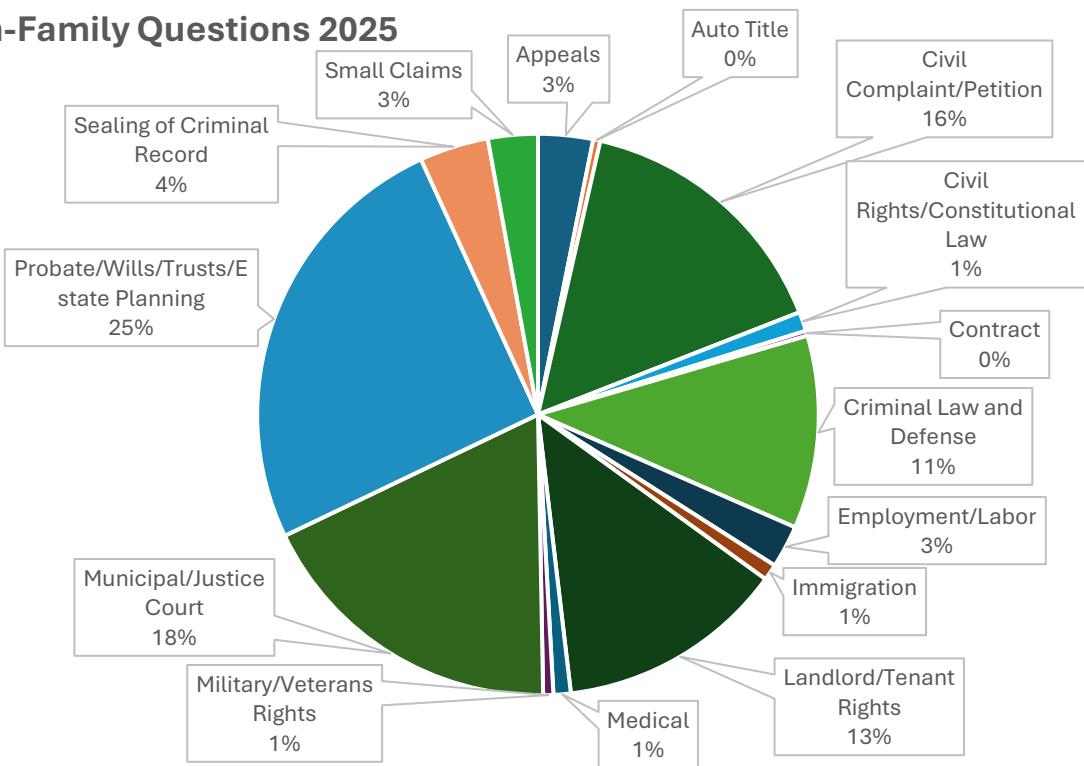
EVENTS, TRAININGS, AND TRAVEL:

- I attended and spoke at the Washoe County Board of County Commissioners (BCC) meeting on January 13th as the Law Library Board of Trustees (LLBOT) member appointment and the Law Library annual report were on the agenda per NRS 380. The BCC opted to approve the LLBOT's recommended reappointments of Patricia Halstead and Cortney Young. Their terms will expire January 31, 2028.
- We are in the planning stages of our annual Law Day event in partnership with Northern Nevada Women Lawyers Association (NNWLA). We do not yet have a date selected but it will likely be held towards the end of April.
- New Senior Law Library Assistant, Natasha, will be attending the 2026 AALL Leadership Academy in Chicago in April. The Leadership Academy is an intensive learning experience designed to prepare participants with core leadership skills, effective strategies to handle leadership challenges, and the necessary tools to advance their career as a proficient and influential leader. This program will allow future leaders to experience multiple facets of leadership and define their leadership style along the way.

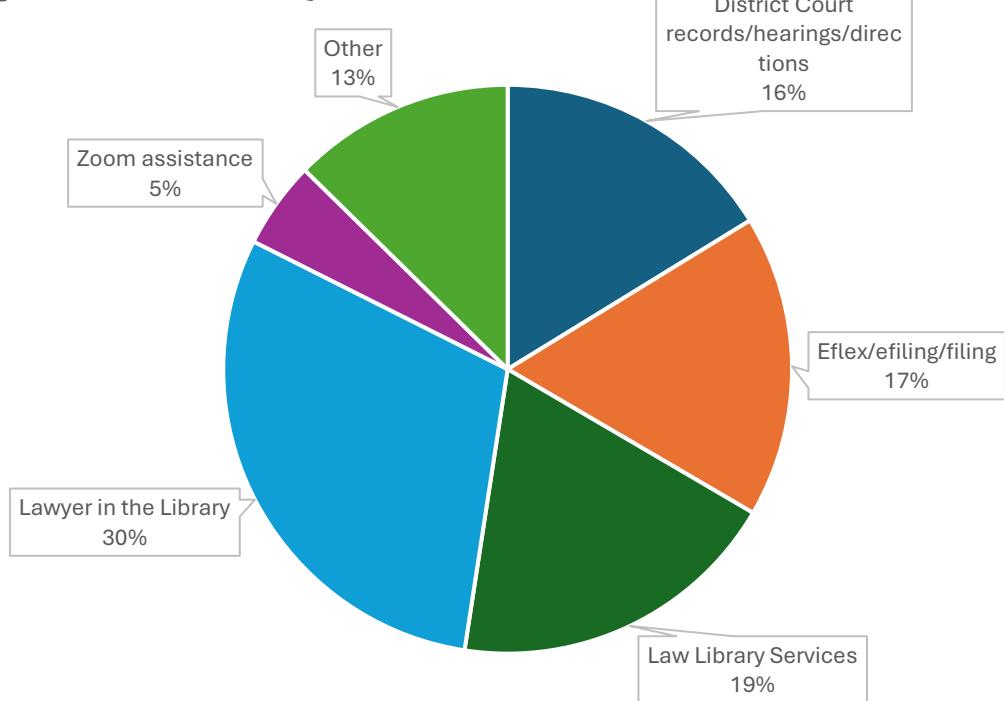




Non-Family Questions 2025



Library Services/Other Questions 2025



In-Person Visits	
January	1665
February	1802
March	1316
April	1533
May	2026
June	1544
July	1685
August	1514
September	1654
October	1483
November	1100
December	1257
Total	18,579

Chats	
January	294
February	282
March	294
April	267
May	221
June	230
July	255
August	270
September	250
October	258
November	210
December	273
Total	3,104

Phone Calls	
January	591
February	532
March	583
April	613
May	610
June	511
July	613
August	517
September	512
October	540
November	385
December	473
Total	6,480

Emails	
January	107
February	100
March	77
April	128
May	105
June	103
July	98
August	73
September	104
October	81
November	74
December	88
Total	1,138

Reference Questions	
January	1262
February	1215
March	1245
April	1400
May	1212
June	1306
July	1482
August	1281
September	1545
October	1351
November	1001
December	1114
Total	15,414

Books Checked Out + In-house Use	
January	25
February	39
March	55
April	38
May	58
June	57
July	62
August	35
September	60
October	44
November	54
December	130
Total	657

LexisNexis Digital Library Checkouts	
January	11
February	14
March	7
April	24
May	4
June	13
July	5
August	7
September	1
October	5
November	2
December	15
Total	108

Westlaw Transactions	
January	104
February	166
March	185
April	248
May	210
June	590
July	267
August	230
September	238
October	107
November	70
December	175
Total	2,590

EBSCO Total Searches	
January	7
February	33
March	23
April	13
May	15
June	16
July	21
August	24
September	195
October	19
November	2
December	34
Total	402

GALE Legal Forms Downloaded	
January	63
February	12
March	5
April	60
May	8
June	20
July	21
August	15
September	26
October	43
November	29
December	5
Total	307

Hein Online Articles	
January	0
February	60
March	39
April	72
May	1
June	0
July	2
August	6
September	54
October	3
November	0
December	10
Total	247

Lexis + Event Count	
January	220
February	122
March	38
April	161
May	106
June	85
July	74
August	3
September	28
October	0
November	14
December	6
Total	857

Lawyer in the Library Program Totals 2025							
	Volunteers	Attendees	Waitlist	Family Waitlist	General Waitlist	Probate Waitlist	Landlord Tenant Waitlist
Jan-Mar	58	416	108	61	32	11	4
Apr-Jun	68	508	120	35	56	17	12
July-Sept	60	441	109	45	40	8	16
Oct-Dec	48	334	118	57	22	35	4
TOTAL	234	1699	455	198	150	71	36

Lawyer in the Library Program 2025			
Attorney Sessions	New Attorneys	Attendees	Number on Waitlist not Contacted
234	5	1,699	445 (Family 61, General 150, Probate 71, Landlord Tenant 36)

Law Library Budget Actuals
Fiscal Year 2026
July - December

A. Law Library Fees (income) – Total: -\$38,850.00

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. Other General Govt (income) – Total: \$0.00

Other miscellaneous government revenue posted by Washoe County Collections.

C. Copy Machine Receipt (income) – Total: -\$233.00

Printing and photocopying are available to patrons at a cost of \$.25 per page. This is the amount made from patron copies and printing.

D. Base Salaries – Total: \$287,649.16

The staff is made up of one Law Library Manager, one Senior Law Library Assistant, and four Law Library Assistant IIs.

E. Employee Benefits – Total: \$151,020.92

This amount includes longevity incentive pay, group insurance, ER HSA contributions, OPEB contributions, retirement, Medicare, workmen's compensation, and unemployment compensation.

F. Professional Services – Total \$1,965.96

MK Solutions— service contract and software subscription for the RFID staff stations, security gates, and self-check typically fall under this category. This year, a Preventative Maintenance agreement was added for the library's compact shelving through Spacesaver Intermountain.

G. Operating Supplies - Total \$180.00

Replacement phone handset for staff workroom.

H. Software Maintenance – Total: \$3,693.00

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. Copy Machine Expense – Total: \$1,995.00

This is the subscription for the Canon printer/copy machines for both the staff and the public.

J. Copy Machine Copies – Total: \$137.83

Additional copy charges from Canon for the printer/copy machines.

K. Office Supplies – Total: \$718.11

All office supplies ordered for use in the Law Library including pens, paper, Post-it notes, staples, barcodes, spine labels, etc.

L. Books and Subscriptions – Total: \$97,090.43

This includes all books purchased and the subscriptions for Thomson Reuters, LexisNexis, Cybrarian, Wolters Kluwer VitalLaw, National Consumer Law Center, OCLC, Canva, HeinOnline, MK Solutions, EBSCO, and Gale Legal Forms.

M. Postage – Total: \$41.71

Outgoing mail costs.

N. Express and Courier – Total: \$0.00

Shipping costs.

O. Printing – **Total: \$0.00**
Printing of business cards and other handouts through Washoe County.

P. Telephones – **Total: \$721.73**
Cost of the Vonage phone lines.

Q. Seminars/Meetings – **Total: -\$745.00**
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.

R. Auto Expense – **Total: \$0.00**
Mileage reimbursement for employee travel in a personal vehicle.

S. Dues – **Total: \$20.00**
Dues for staff memberships to professional organizations.

T. Interpreters – **Total: \$8.98**
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.

U. Combined Utilities – **Total: \$2,832.00**
Utility costs.

V. Travel – **Total: -\$353.23**
Employee travel to conferences is assigned to this line item. The AALL Conference takes place every July, so often the costs occur in the previous fiscal year and then are reimbursed early in the current fiscal year, which is why it's currently a negative number.

Total: \$507,893.60

One-off Books purchased in FY26 (current)

Date	Vendor	Item	Amount
7/1/2025	PLI	Friedman on Leases Rel #24	\$ 408.50
7/2/2025	James Publishing	Bankruptcy Courts and Procedures	\$ 175.00
8/5/2025	William S. Hein & Co.	Prince's Dictionary of Legal Abbreviations 8th Ed.	\$ 146.24
9/2/2025	CEB	California Child and Spousal Support -August Update	\$ 280.95
9/12/2025	PLI	Friedman on Leases E6 R25 2025	\$ 408.50
10/7/2025	Wolters Kluwer	One Big Beautiful Bill: Law, Explanation, and Analysis	\$ 262.35
11/18/2025	Lexis Nexis	NV CIVIL PRACTICE MANUAL RELEASE (2ND COPY)	\$ 796.46
12/2/2025	CEB	California Will Drafting Updated	\$ 632.95
		Profiles in Judicial Excellence: Territorial and Supreme Court Justices of Nevada (2 copies)	\$ 79.90
12/2/2025	Amazon		
12/15/2025	Wolters Kluwer	U.S. Master Tax Guide 2026	\$ 178.90
12/17/2025	Lexis Nexis	Michie'sNevada Revised Statutes Annotated v.1	No Charge
1/12/2026	PLI	Reference Supplement - Friedman on Leases E6 R26	\$ 424.50

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 Estate Planning, Will Drafting and Estate Administration with Forms
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:

The complete set contains the following titles:

1. Access to Utility Service, 2024 Seventh Edition
2. Automobile Fraud, 2022 Seventh Edition
3. Collection Actions, 2024 Sixth Edition
4. Consumer and Worker Arbitration Provisions, 2024 Ninth Edition
5. Consumer Banking and Payments Law, 2024 Seventh Edition
6. Consumer Bankruptcy Law and Practice, 2025 Fourteenth Edition
7. Consumer Class Actions, 2024 Eleventh Edition
8. Consumer Credit Regulation, 2025 Fourth Edition
9. Consumer Law Pleadings
10. Consumer Warranty Law, 2021 Sixth Edition
11. Credit Discrimination, 2022 Eighth Edition
12. Fair Credit Reporting, 2022 Tenth Edition
13. Fair Debt Collection, 2026 Eleventh Edition
14. Federal Deception & Abuse Law, 2024 Fifth Edition
15. Home Foreclosures, 2023 Second Edition
16. Mortgage Lending, 2024 Fourth Edition
17. Mortgage Servicing and Loan Modifications, 2023 Second Edition
18. Repossessions, 2025 Eleventh Edition
19. Student Loan Law, 2023 Seventh Edition
20. Truth in Lending, 2023 Eleventh Edition
21. Unfair and Deceptive Acts and Practices, 2025 Eleventh 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 Cyclopedia 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 (FREE)
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 Contracts (Current)			
Vendor	Contract length	FY 26	Contract end date
Bywater Solutions (Koha)	1 year	\$3,693.00	8/8/2026
Canva	1 year	\$149.90	11/5/2026
Cybrarian	1 year	\$949.95	8/31/2026
Ebsco	1 year	\$7,255.50	3/31/2026
Gale Group (Cengage)	1 year	\$2,870.00	5/31/2026
HeinOnline	1 year	\$8,786.50	12/31/2026
LexisNexis	3 years	\$56,485.00	1/31/2027
Lexis+		\$8,256.00	12/31/2027
			Expired 12/31/2025, waiting for renewal invoice from Lyngsoe Solutions
Lyngsoe service contract (formerly MK Solutions)	TBD	TBD	Expired 12/31/2025, waiting for renewal invoice from Lyngsoe Solutions
Lyngsoe software subscription (formerly MK Solutions)	TBD	TBD	Solutions
NCLC	1 year	\$2,244.00	9/1/2026
OCLC	1 year	\$394.31	10/31/2026
Springshare - LibCal	1 year	\$997.00	3/1/2026
Springshare - LibGuides	1 year	\$1,605.00	5/1/2026
Thomson Reuters - Westlaw	3 years	\$47,492.46	12/31/2027
Thomson Reuters LMA	5 years	\$93,312.00	12/31/2026
Wolters Kluwer VitalLaw	3 years	\$7,826.14	6/30/2026

Item 10 – NRS 380.020 Government and management of law library; number, appointment and terms of members & WCC 10.070 Board of trustees: Number; qualifications; terms; removal; vacancies.

BOARDS OF LAW LIBRARY TRUSTEES**NRS 380.020 Government and management of law library; number, appointment and terms of members.**

1. Any law library established by ordinance as provided by subsection 1 of [NRS 380.010](#) must be governed and managed by a board of law library trustees.

2. A board of law library trustees must consist of not less than five nor more than seven members. The district judge of the judicial district in which the county is situated or, if the district has more than one district judge, a maximum of three district judges designated by all the judges of the district from among their number, are ex officio trustees. The board of county commissioners shall appoint a sufficient number of trustees to complete the board, including at least two who are not attorneys at law.

3. Appointive members of the board must be appointed by the board of county commissioners at the first meeting of the board of county commissioners in each January, to serve for terms of 2 years. As nearly as may be, half of the terms must expire each year.

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

10.070 Board of trustees: Number; qualifications; terms; removal; vacancies.

1. The law library shall be governed by a board of law library trustees consisting of not less than five nor more than seven members. A maximum of three district court judges of the second judicial district court, designated by all of the judges of the district from among their number, shall be ex-officio trustees.
2. Two of the members of the board of trustees shall be licensed Nevada attorneys at law. The remaining two members shall be neither attorneys nor judges. The attorney and nonattorney members shall be appointed by the board of county commissioners at the first meeting of the board in each January, to serve for terms of two years. As nearly as possible, half of the terms must expire each year.
3. The attorney members shall be appointed from a list of nominees supplied by the board of law library trustees, which list shall contain not less than two names for each attorney vacancy on the board of trustees. The board of law library trustees by a majority vote may remove any trustee who neglects to attend meetings of the board or who absence himself, without good excuse, from such meetings.
4. The board of law library trustees by a majority vote may fill any vacancy occurring on the board, from any cause, with another person possessing the same general qualifications as the member being replaced. The board shall meet at least once each calendar quarter and at such other times as the board may designate, at a place to be appointed for that purpose. A majority of the members of the board constitutes a quorum for business purposes.

(Ord. No. 1, § 3; Ord. No. 525; Ord. No. 578)

Item 11 – 2027 Base Budget, (July 1, 2026, through June 30, 2027), approximately
[\$1,187,667.14], not including known contract increases of [\$6,858.92]

Cost Elements	2027 Base
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
Revenue	-65,000.00
701110 Base Salaries	614,247.61
701199 Bud Labor Cost Savings-Wages	-17,866.00
701200 Incentive Longevity	6,725.00
701419 Comp Time - Transfer	0.00
701420 Incline Travel Allowance	0.00
Salaries and Wages	603,106.61
705110 Group Insurance	68,799.88
705115 Employer HSA Contributions	5,750.00
705190 OPEB Contribution	25,378.00
705199 Bud Labor Cost Savings-Benefits	-9,701.00
705210 Retirement	228,208.30
705230 Medicare April 1986	8,925.67
705240 Group Insurance - Budgeted Increases	2,740.00
705320 Workmens Compensation Insurance	408.16
705330 Unemployment Compensation Insurance	479.52
Employee Benefits	330,988.53
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
Services and Supplies	318,572.00
Expenses	1,252,667.14
Total	1,187,667.14