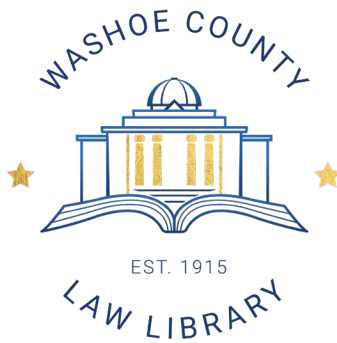




LAW LIBRARY BOARD OF TRUSTEES MEETING AGENDA

Wednesday, September 2, 2026

12:00 p.m.

Locations:

Virtual Zoom Meeting - Available at the Link Below

Law Library Trustees

Judge Breslow

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, September 2, 2026, 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=SFZNK0JPL2Z2cINJQJWwHM5NE56Zz09>

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:

- 12:00 PM
1. Roll Call
 2. Public Comments
 3. Approval of Minutes from Board Meeting of May 6, 2026. *For possible action.*
 4. Introduction of new judicial ex officio trustee. *For discussion only.*
 5. Nomination and Election for Law Library Board of Trustees Officer Position of President. *For possible action.*
 6. Update regarding the Law Library, Board position postings, quarterly statistics, including Lawyer in the Library statistics on volunteers and attendance, FY26 budget, and donation and sanction accounts update. Update on FY27 budget.
 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. *For possible action.*
 8. Status update from Mike Kattelman and discussion regarding the future of Washoe County Bar Association’s annual donation to the Law Library. The Board may take action to modify or make recommendations regarding ongoing discussions with the Washoe County Bar Association. *For possible action.*
 9. Recommendation to approve scheduling the 2026 Lawyer in the Library Volunteer Appreciation lunch for Wednesday, February 3, 2027, and approving a cost of up to \$5,000 for food, volunteer awards, and other costs related to the event. *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 6, 2026

**WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT
Law Library Board of Trustees--Meeting Minutes
May 6, 2026**

1. Roll Call

Board Members present:

Honorable Lynne Jones, Patricia Halstead, Michael Kattelman, Aurora Partridge, and Cortney Young.

Also, present were:

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

Absent: Honorable Connie Steinheimer and Honorable Tamatha Schreinert.

Judge Jones presided over the meeting in Judge Steinheimer's absence.

2. Public Comments

No public comment.

3. Approval of Minutes from Board Meeting of February 4, 2026. For possible action.

Trustee Kattelman made a motion to approve the minutes as presented. Trustee Halstead seconded. The motion passed unanimously.

4. Update regarding the Law Library, quarterly statistics, including Lawyer in the Library statistics on volunteers and attendance, FY26 budget, and sanction account update. Update on FY27 budget.

Ms. Bates provided an update regarding Law Library staffing, the FY27 budget, ADA accessibility work, recent events, quarterly statistics, and account activity. The Law Library remains short one Law Library Assistant III position, which continues to be held for budgetary reasons. Most requested FY27 contract increases were approved, and staff expects smaller increases not separately funded to be covered within the existing budget.

Ms. Bates reported that the federal deadline for the ADA accessibility project has been extended to April 26, 2027. The Law Library continues to remediate court forms and other PDF materials and has added a contract employee to assist with that work. Judge Jones raised a concern regarding ensuring that ADA-compliant proposed orders remain editable by judges and indicated she would provide additional information so staff could investigate the issue.

Ms. Bates also reported on the April 23 Law Day event, which included 17 volunteer attorneys, and National Library Week activities. Four new volunteer attorneys participated during the first quarter. The FY26 budget remains on track. Updates were also provided regarding the sanction fund, donation account, contracts, and book purchases.

No action was taken on this item.

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 informational video project and reported that work is underway to transition portions of the videos to an avatar format. A sample video regarding case management conferences, which included Judge Schreinert, was shown to the Board.

Discussion was held regarding the format, accessibility, future topics, and the value of the videos as a resource for self-represented litigants and others seeking information about court procedure. Following discussion regarding whether completed videos should return to the Board for approval before publication, legal counsel recommended that the Board take action granting Law Library staff authority to post completed videos when ready.

Trustee Halstead made a motion to grant Law Library staff authority to post the videos when ready. Trustee Young seconded. The motion passed unanimously.

6. 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 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 reported on his attendance at the March 5 Washoe County Bar Association Board meeting. He described the discussion as positive and reported that the Bar Association appeared receptive to continuing funding for the annual Lawyer in the Library volunteer luncheon, while additional discussion would be needed regarding a return to a per-member donation.

Trustee Kattelman recommended submitting a formal written request that the Bar Association commit to funding the luncheon for the next three years. Ms. Bates reported that the most recent luncheon cost approximately \$4,000 in total and that the Bar Association had indicated a willingness to fund up to \$5,000. Discussion was held regarding the amount, sponsorship recognition, and continuing to build the relationship between the organizations.

The Board determined that prior authorization granted to Trustee Kattelman was sufficient for him to proceed with the written request. No action was taken on this item.

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

No Board comment was made. Trustee Kattelman requested that his two existing update items remain on the next agenda.

8. Public Comments

No public comment.

9. Adjournment

The meeting was adjourned. The next meeting is scheduled for September 2, 2026.

Item 6 – Update regarding the Law Library, Board position postings, quarterly statistics, including Lawyer in the Library statistics on volunteers and attendance, FY26 budget, and donation and sanction accounts update. Update on FY27 budget.

SECOND JUDICIAL DISTRICT COURT
LAW LIBRARY UPDATE
SEPTEMBER 2, 2026

UPDATES:

- Staffing update - We still currently have one staffing vacancy, a Law Library Assistant III position.
- In July & August, Law Library staff periodically assisted the Resource Center with answering phone calls while they also experienced staffing shortages.
- Two Board positions will be expiring in January 2027, 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 30th. The LLBOT will review the candidates at the December Board meeting, and their recommendations will be brought to the Washoe County Board of Commissioners at a January BCC meeting for official appointment.
- Law Library staff continue to work with the Court IT Department to remediate PDF Court forms into ADA accessible versions. The Department of Justice (DOJ) has extended the ADA Title II web and mobile app accessibility compliance deadlines by one year. The new deadline is April 26, 2027, for public entities with 50,000+ residents.

EVENTS, TRAININGS, AND TRAVEL:

- Natasha Wolz, Senior Law Library Assistant, helped staff a booth at the City of Reno Veterans Resource Fair on July 15, alongside a Specialty Court team member. Natasha offered information about the Law Library's resources, Lawyer in the Library, and other court-related assistance such as questions about our court forms & packets.
- Sarah Bates, Law Librarian, attended the American Association of Law Libraries (AALL) Annual Conference in July in Cleveland. This is the biggest law library conference in the country and is the premier gathering for the legal information community, bringing together professionals from law firms, academic institutions, and government agencies to exchange best practices and explore the future of legal research.
- Law Librarian, Sarah Bates, will travel to Seattle in September for the annual Western Chapter of the American Association of Law Libraries (WestPac) Conference.



Law Library Statistics: April – June 2026

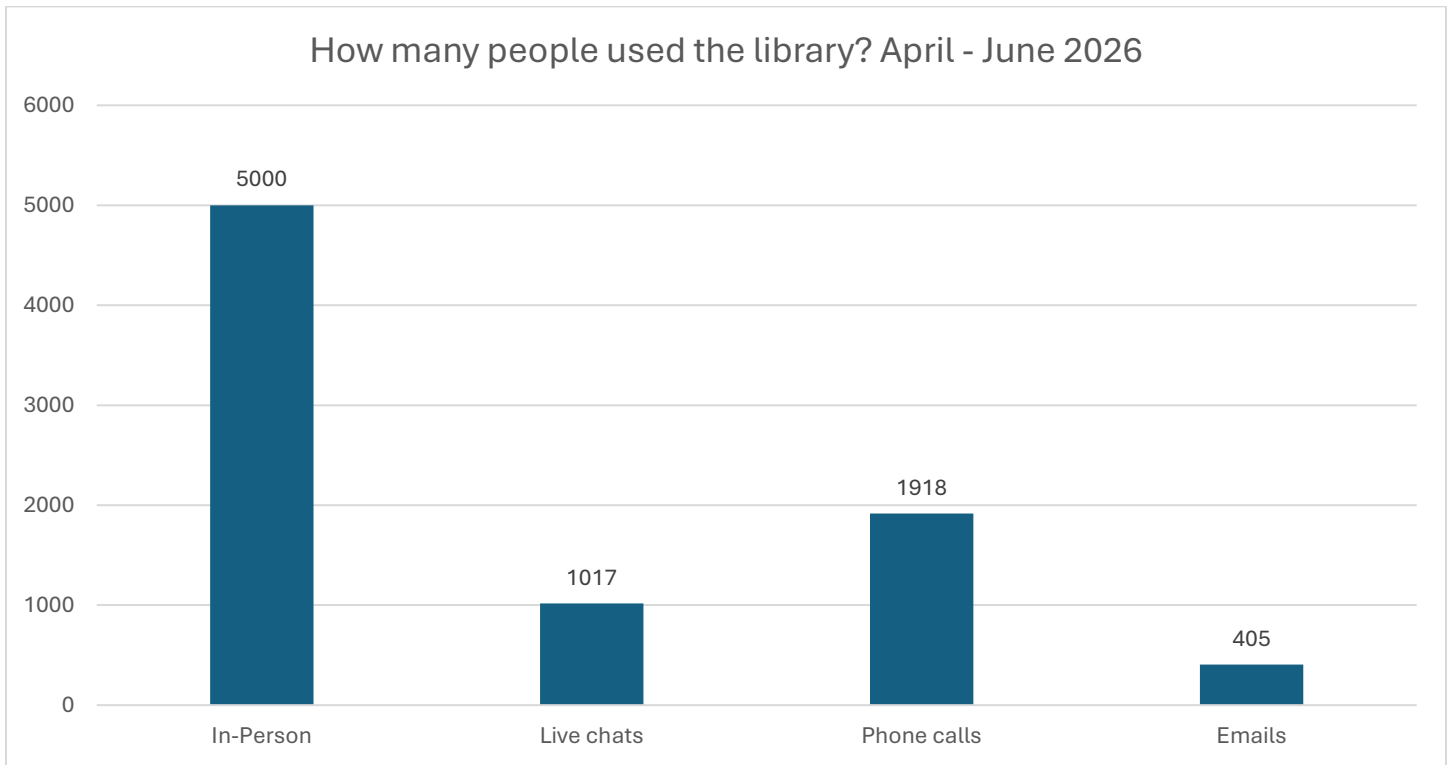


Figure 1 Chart of how many people used the law library from April to June 2026

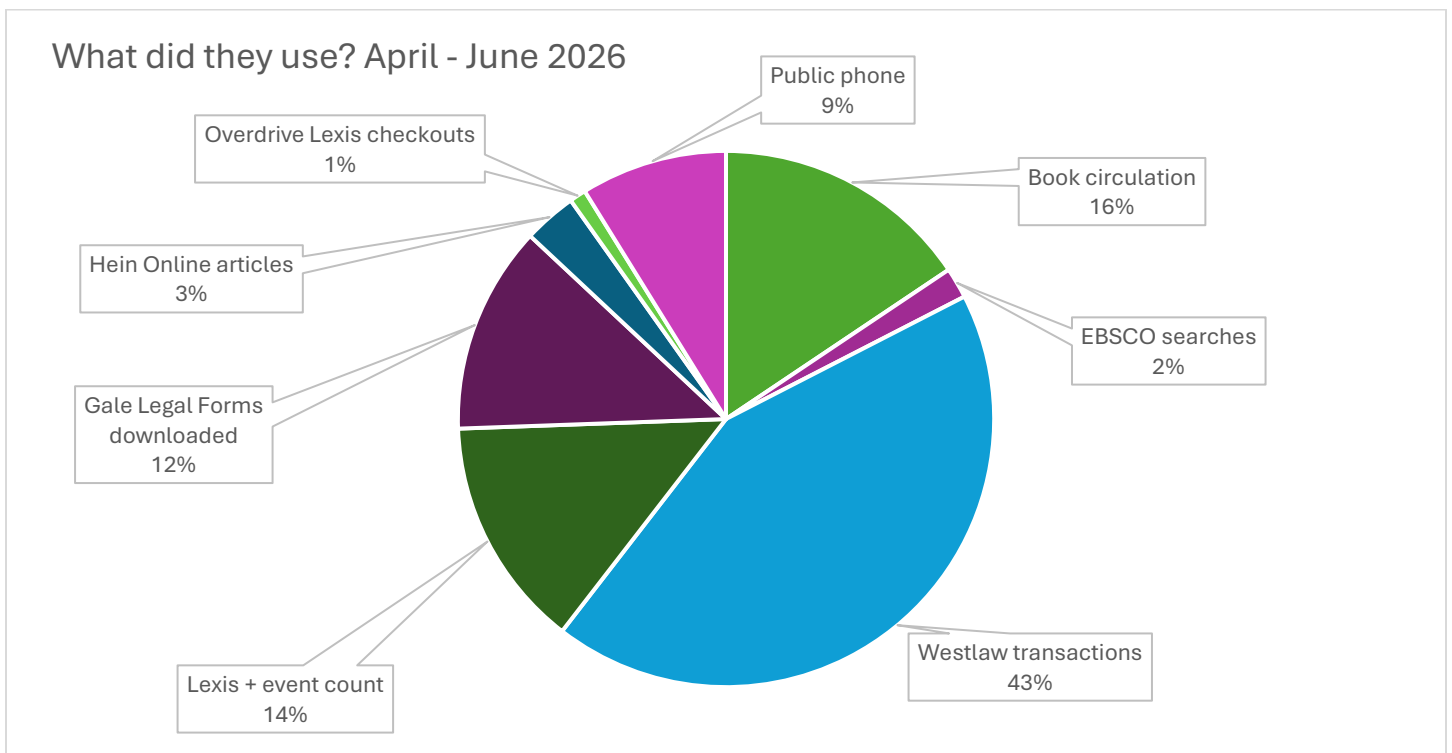


Figure 2 Pie Chart of which databases and other services were utilized by patrons from April to June 2026

Family Questions April - June 2026

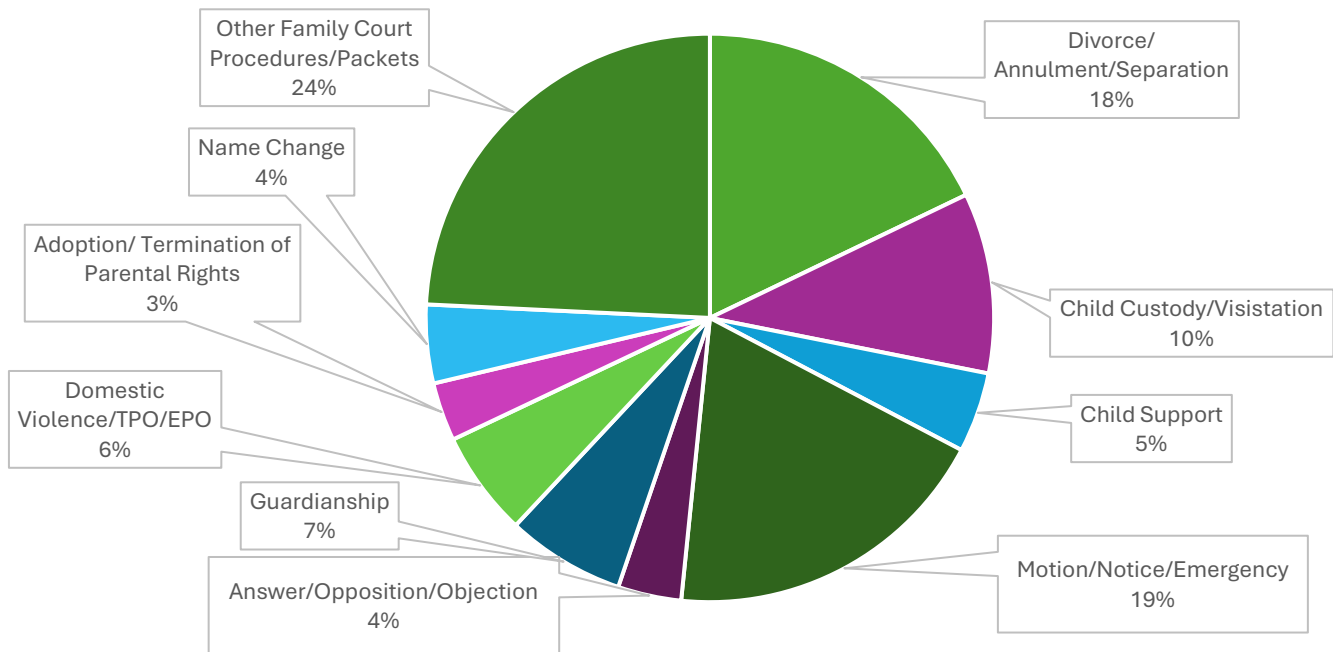


Figure 3 Pie Chart of which Family Law-related questions were asked by patrons from April to June 2026

Non-Family Questions April - June 2026

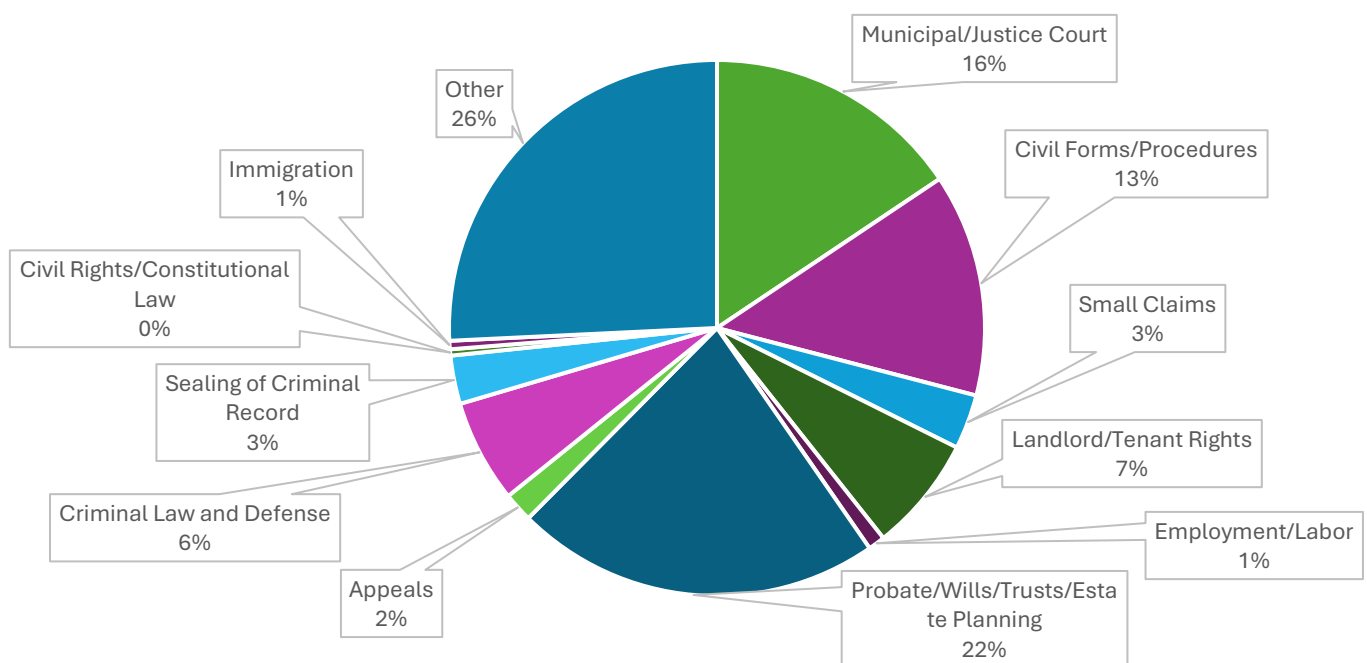


Figure 4 Pie Chart of which non-Family Law-related questions were asked by patrons from April to June 2026

Other Questions April - June 2026

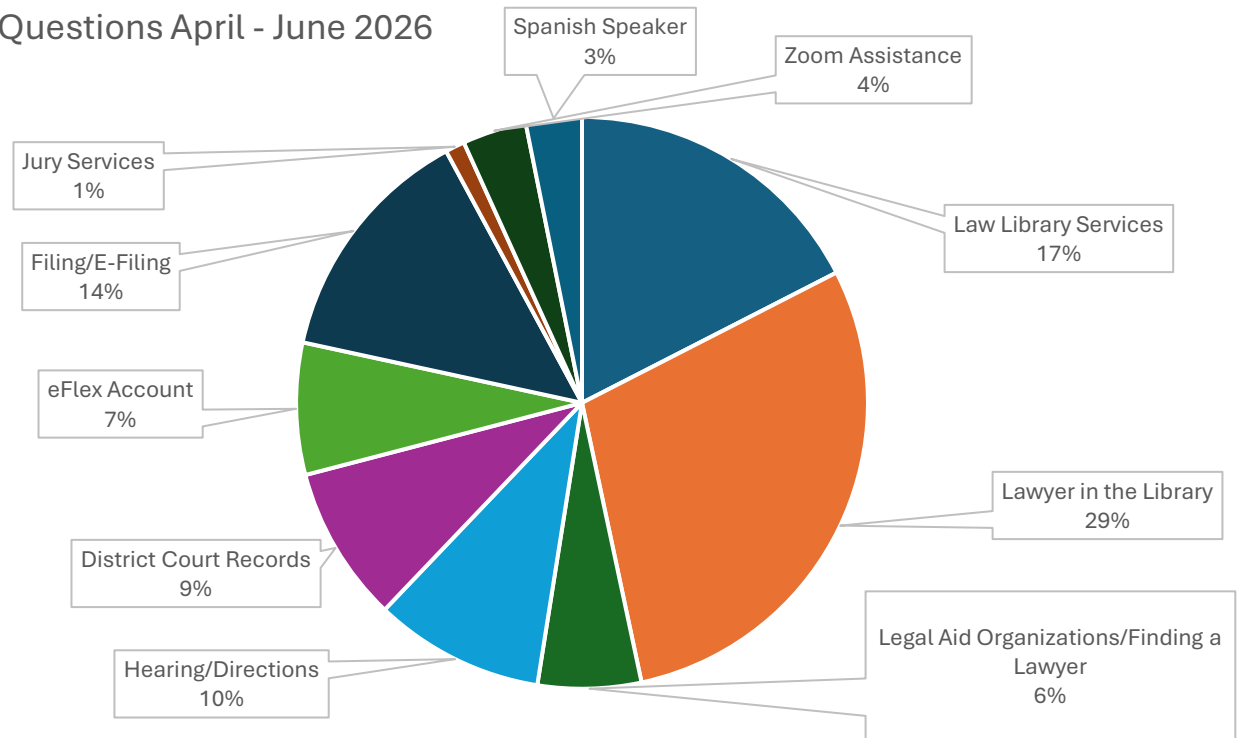


Figure 5 Pie Chart of which other types of questions were asked by patrons from April to June 2026

Lawyer in the Library Program Quarterly Statistics

Total Attorneys Needed in April-June:

- 52

List of Attorneys that Volunteered in April-June:

Names in bold volunteered multiple times in this quarter.

1. Bryce Alstead
2. Cassin Brown
3. **Sarah Carrasco**
4. Bob Cerceo
5. **Michael Crisostomo**
6. **Chrissy Cullen**
7. Jonah Gavish
8. Alex Giuliani
9. **Anthony Gold**
10. **Manuel Gurule**
11. Nicole Harvey
12. Rick Hsu
13. **Kendra Jepsen**
14. **Melissa Johnston**
15. John Keuscher
16. Courtney Miller O'Mara
17. **Chad Pace**
18. **Brett Pilling**
19. Carolyn Renner
20. **John Samberg**
21. Madelyn Shipman
22. **Tehan Slocum**
23. **Max Stovall**
24. **Janet Traut**
25. **Jill Whitbeck**
26. John White

List of New Attorneys that Volunteered in April-June:

- Jonah Gavish
- Rick Hsu
- Brett Pilling

Lawyer in the Library Program Totals for April

Program	Number of Programs	Total Number of Attendees	Total Number of People on the Waitlist Not Contacted
Family Law	4	53	33
General Law	5	41	17
Probate Law	2	14	0
Landlord Tenant Law	1	5	0
All Programs	12	113	50

Lawyer in the Library Program Totals for May

Program	Number of Programs	Total Number of Attendees	Total Number of People on the Waitlist Not Contacted
Family Law	4	55	20
General Law	4	42	7
Probate Law	2	13	3
Landlord Tenant Law	1	6	0
All Programs	11	116	30

Lawyer in the Library Program Totals for June

Program	Number of Programs	Total Number of Attendees	Total Number of People on the Waitlist Not Contacted
Family Law	5	70	14
General Law	4	38	5
Probate Law	2	14	0
Landlord Tenant Law	1	7	0
All Programs	12	129	19

**Law Library Budget Actuals
Fiscal Year 2026
July - June**

A. Law Library Fees (income) – Total: -\$78,855.00

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. Copy Machine Receipt (income) – Total: -\$1,271.80

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

C. Base Salaries – Total: \$547,206.54

The staff is made up of one Law Library Manager, one Senior Law Library Assistant, and four Law Library Assistant IIIs. We have had a vacant Law Library Assistant III position since November.

D. Employee Benefits – Total: \$295,600.91

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

E. Professional Services – Total \$18,850.41

MK Solutions– service contract and software subscription for the RFID staff stations, security gates, and self-check. Spacesaver Intermountain - Preventative Maintenance agreement for the library's compact shelving. My Next Career Path Staffing – contracted employee to assist with remediation of PDFs for ADA digital accessibility.

F. Laundry Services – Total \$307.38

Costs for dry cleaning the tablecloths used for the Lawyer in the Library volunteer lunch.

G. Repairs and Maintenance – Total \$6,518.00

Additional security cameras added to Law Library in areas of the library that were previously lacking camera coverage.

H. Software Maintenance – Total: \$6,386.00

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 \$180.00

Replacement phone handset for staff workroom.

J. Copy Machine Expense – Total: \$4,607.00

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

K. Copy Machine Copies – Total: \$378.44

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

L. Office Supplies – Total: \$1,424.07

All office supplies ordered for use in the Law Library including pens, paper, Post-it notes, staples, barcodes, spine labels, etc. Some of the annual volunteer lunch costs were run through this line item, although they were reimbursed by the WCBA.

M. Books and Subscriptions – Total: \$245,772.05

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.

- N. Postage –** **Total: \$229.32**
Outgoing mail costs.
- O. Printing –** **Total: \$60.00**
Printing of business cards and other handouts through Washoe County.
- P. Telephones –** **Total: \$1,429.27**
Cost of the Vonage phone lines.
- Q. Seminars/Meetings –** **Total: \$949.00**
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. Dues –** **Total: \$497.88**
Dues for staff memberships to professional organizations.
- S. Interpreters –** **Total: \$252.57**
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.
- T. Combined Utilities –** **Total: \$10,647.22**
Utility costs.
- U. Travel –** **Total: \$1,860.98**
Employee travel to conferences is assigned to this line item.
- V. Equipment noncapital -** **Total: 2,340.00**
Charge from Lyngsoe Systems (formerly MKSolutions) for upgrading self-checkout hardware to latest Windows OS.

Total: \$ 1,065,370.24

Law Library Donation Account
Fiscal Year 2026
July - June

A. Donations – Total: \$0.00

B. Expenditures – Total: \$58.33

Law Day & National Library Week event costs:

Walmart \$49.33 – snacks for volunteer lawyers

Dollar Tree \$9.00 – balloons

Balance: \$9,509.41



**COMMUNITY
FOUNDATION**
of Northern Nevada

Washoe County Law Library Sanction Fund

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

April 30, 2026

Valerie Moser
75 Court Street
Reno, NV 89501

Dear Valerie,

Enclosed is the statement for your charitable fund at the Community Foundation of Northern Nevada for the first quarter of 2026. Thank you for your commitment to uplifting our region through your generosity!

I want to remind you that your statements and grant/gift information can all be accessed anytime from our Fund Advisor Portal, which can be set up for you through your Philanthropic Advisor at the Community Foundation. The portal gets great reviews from Fund Advisors, and is a fantastic tool to access records and make grants from your fund.

Your Community Foundation has been busy this past quarter, working to expand resources across the communities we serve. In February, we hosted our first Philanthropy in Practice Pitch Showcase event, where 200 Reno/Sparks community members gathered for pitches from local nonprofits. Each nonprofit highlighted went through a 6-month fundraising and storytelling training program to build their fundraising ability. We look forward to future events providing opportunities for Fund Advisors and the broader community to engage with local nonprofits.

Also this quarter, the Community Foundation of Northern Nevada became stewards of the Newmont Legacy Fund, funded by Newmont Corporation's employee donations and matched dollar-for-dollar by Newmont. These funds are the financial legacy that Newmont leaves for communities across the region if and when mining operations cease in the area, and will support critical community initiatives in Elko, Battle Mountain, Winnemucca, Wells, and Wendover in future years.

Meanwhile, we have seen a significant increase in families establishing Legacy Funds at the Community Foundation. Legacy funds allow you to include charitable giving in your estate plan and make a difference for future generations. When you partner with the Community Foundation, you'll receive guidance from our team on your charitable giving throughout your lifetime and can easily update the causes you support, without the cost or complexity of revising your estate plans.

Our team is here to work alongside you and your professional advisors to support the causes that matter most to you, ensuring your charitable wishes are honored today and for years to come. Thank you for your generosity and commitment to our community!

Sincerely,

Eaton Dunkelberger
President & CEO
Community Foundation of Northern Nevada
(775) 333-5499



**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, 2026 - March 31, 2026

Quarter to Date	Year to Date
1/1/2026-3/31/2026	1/1/2026-3/31/2026

BEGINNING FUND BALANCE:	\$93,233.18	\$93,233.18
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INCOME:

Gifts & Bequests - Unrestricted	700.00	700.00
Investment Income (Net of Fees)	103.65	103.65
Total Income	\$803.65	\$803.65

EXPENSES:

Foundation Administration Fees	352.43	352.43
Total Expenses	\$352.43	\$352.43

ENDING FUND BALANCE:	\$93,684.40
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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
1/12/2026	Anonymous	\$100.00
1/30/2026	Anonymous	\$100.00
1/30/2026	Anonymous	\$500.00
Total Contributions		\$700.00

GRANTS APPROVED:

No grants were issued this period.

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**COMMUNITY
FOUNDATION**
of Northern Nevada

Washoe County Law Library Sanction Fund

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

July 27, 2026

Valerie Moser
75 Court Street
Reno, NV 89501

Dear Valerie:

Thank you for partnering with the Community Foundation to invest your generosity into meaningful local impact. We are thrilled to share that in 2025, 86% of our grantmaking and 88% of our scholarships were deployed for good across Nevada.

We are incredibly proud of the role our team plays, guiding you, our amazing local donors, in making critical local investments with your charitable giving. Thank you for your trust and confidence in our advice as you work to maximize the impact of your charitable giving.

On September 14, we will be hosting an exclusive Fundholder Education Event and releasing a public Giving Guide focused on **Youth Mental Health in Northern Nevada**. A panel of local experts will share insights on prevention, early intervention, crisis support, and how our community is working together to advance youth mental health through education, collaboration, and collective impact. We invite you to partner with us in exploring the critical issues surrounding youth mental health and the transformational solutions in the works, equipping your philanthropy with the strategic insights needed to foster long-term healing and resilience in our community.

Thanks to the leadership of an anonymous donor, we are hosting a **\$300,000** match to leverage your generosity. This allows interested donors to join fellow philanthropists, ensuring your charitable dollars go twice as far in supporting critical youth mental health initiatives.

Your Community Foundation is committed to helping donors realize the largest local impacts with their hard-earned charitable dollars. We stand ready to support your giving goals through research, advice, and technical assistance, across youth mental health or championing other causes close to your heart.

We are here to be your trusted expert for giving effectively across our community, and we are proud to be your philanthropic partner. Thank you!

Sincerely,

Eaton Dunkelberger
President & CEO
Community Foundation of Northern Nevada
(775) 333-5499



**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, 2026 - June 30, 2026

	Quarter to Date	Year to Date
	4/1/2026-6/30/2026	1/1/2026-6/30/2026
BEGINNING FUND BALANCE:	\$93,684.40	\$93,233.18
INCOME:		
Gifts & Bequests - Unrestricted	1,250.00	1,950.00
Investment Income (Net of Fees)	660.48	764.13
Total Income	\$1,910.48	\$2,714.13
EXPENSES:		
Foundation Administration Fees	355.73	708.16
Total Expenses	\$355.73	\$708.16
ENDING FUND BALANCE:		\$95,239.15

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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
4/28/2026	ANONYMOUS GIFTS/GRANTS	\$250.00
4/28/2026	Anonymous	\$250.00
4/28/2026	Anonymous	\$250.00
4/28/2026	Anonymous	\$500.00
Total Contributions		\$1,250.00

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.

One-off Books purchased in FY26

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
12/2/2025	Amazon	Profiles in Judicial Excellence: Territorial and Supreme Court Justices of Nevada (2 copies)	\$ 79.90
12/15/2025	Wolters Kluwer	U.S. Master Tax Guide 2026	\$ 178.90
12/17/2025	Lexis Nexis	Michie's Nevada Revised Statutes Annotated v.1	No Charge
1/12/2026	PLI	Reference Supplement - Friedman on Leases E6 R26	\$ 424.50
3/4/2026	CEB	CALIFORNIA JUDGES BENCHBOOK: MANDATORY CRIMINAL JL	\$ 180.95
3/4/2026	CEB	CALIFORNIA TORT GUIDE UPDATE LOOSELEAF KIT	\$ 346.95
3/19/2026	Thomson Reuters	CALIFORNIA GOVERNMENT TORT LIABILITY PRACTICE UPDATE	\$ 436.95
4/20/2026	PLI	Cybersecurity E2 R1 (2026) update	\$ 280.50
5/4/2026	CEB	Debt Collection Practice in California Update Looseleaf Kit 4/2	\$ 445.95
5/11/2026	PLI	Sack of Defamation E5 R9 2026 Reference Supplement	\$ 329.00
6/4/2026	CEB	CALIFORNIA CRIMINAL LAW PROCEDURE AND PRACTICE BOU	\$ 546.95

**Law Library Budget Actuals
Fiscal Year 2027
July - August**

- A. Law Library Fees (income) – Total: -\$12,735.00**
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. Copy Machine Receipt (income) – Total: -\$88.75**
Printing and photocopying are available to patrons at a cost of \$.25 per page. This is the amount made from patron copies and printing.
- C. Base Salaries – Total: \$80,541.14**
The staff is made up of one Law Library Manager, one Senior Law Library Assistant, and four Law Library Assistant IIIs. We have had a vacant Law Library Assistant III position since November.
- D. Employee Benefits – Total: \$41,707.09**
This amount includes longevity incentive pay, group insurance, ER HSA contributions, OPEB contributions, retirement, Medicare, workmen's compensation, and unemployment compensation.
- E. Professional Services – Total: \$8,980.60**
Spacesaver Intermountain - Preventative Maintenance agreement for the library's compact shelving. My Next Career Path Staffing – contracted employee to assist with remediation of PDFs for ADA digital accessibility.
- F. Laundry Services – Total: \$0.00**
- G. Repairs and Maintenance – Total: \$0.00**
- H. Software Maintenance – Total: \$3,693.00**
Up to this point in the FY, includes the ByWater Solutions subscription for Koha, the integrated library system (ILS).
- I. Copy Machine Expense – Total: \$580.00**
This is the subscription for the Canon printer/copy machines for both the staff and the public.
- J. Copy Machine Copies – Total: \$52.69**
Additional copy charges from Canon for the printer/copy machines.
- K. Office Supplies – Total: \$89.30**
All office supplies ordered for use in the Law Library including pens, paper, Post-it notes, staples, barcodes, spine labels, etc. Some of the annual volunteer lunch costs were run through this line item, although they were reimbursed by the WCBA.
- L. Books and Subscriptions – Total: \$28,788.24**
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: \$0.00**
Outgoing mail costs.
- N. Printing – Total: \$0.00**
Printing of business cards and other handouts through Washoe County.
- O. Telephones & Network and Data Lines – Total: \$237.51**

Cost of the Vonage phone lines.

P. Seminars/Meetings – Total: -\$670.00

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.

Q. Dues – Total: \$0.00

Dues for staff memberships to professional organizations.

R. Interpreters – Total: \$253.72

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.

S. Combined Utilities – Total: \$864.79

Utilities, sewer, water, and natural gas.

T. Travel – Total: -\$669.89

Employee travel to conferences is assigned to this line item.

U. Equipment noncapital - Total: 0.00

Total: \$ 151,624.44

One-off Books purchased in FY27

Date	Vendor	Item	Amount	
7/7/2026	PLI	Social Media and the Law 2026 Edition	\$	281.50
8/12/2026	CEB	California Child and Spousal Support: Establishing, Modifying, and Enforcing Update Looseleaf Kit 8/2026	\$	308.95
8/13/2026	James Publishing	Bankruptcy Courts & Procedures	\$	175.00

Law Library Contracts (Current)

Vendor	Contract length	FY 27	Contract end date
Bywater Solutions (Koha)	1 year	\$3,693.00	8/8/2027
Canva	1 year	\$149.90	11/5/2026
Cybrarian	1 year	\$949.95	8/30/2027
Ebsco	1 year	\$7,255.50	3/31/2027
Gale Group (Cengage)	1 year	\$2,870.00	5/31/2027
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
Lyngsoe service contract (formerly MK Solutions)	1 year	\$1,493.00	12/31/2026
Lyngsoe software subscription (formerly MK Solutions)	1 year	\$1,891.00	12/31/2026
NCLC	1 year	\$2,244.00	9/1/2026
OCLC	1 year	\$394.31	10/31/2026
Springshare - LibCal	1 year	\$997.00	3/1/2027
Springshare - LibGuides	1 year	\$1,661.00	5/31/2027
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	\$8,256.58	6/30/2027