



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, December 6, 2023, at 12:00 PM. This meeting will be available by videoconference. Members of the public may attend the ZOOM webinar remotely by accessing the following link:

<https://washoecourts.zoom.us/j/98114115114?pwd=SFZNK0JPL2Z2clNJQlJWaHM5NE56Zz09>

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 via Zoom or by dialing into the meeting by telephone. To provide public comment via Zoom, log into the ZOOM webinar at the above link and utilize the "Raise Hand" feature during any public comment period. To provide public comment via telephone only, attend the meeting via phone at the above telephone number, and then press *9 to "Raise Hand" and *6 to mute/unmute. Members of the public may also submit public comments ahead of time via email to sarah.bates@washoecourts.us no later than 4:00 p.m. on the day before the meeting.

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 September 6, 2023. *For possible action.*
 4. Update regarding the Law Library including statistics, Lawyer in the Library, Federal Depository anniversary, grant reports, donations received in 2023.
 5. Discussion regarding and possible action to approve investment options for the sanction funds held in the account with the Community Foundation of Northern Nevada. Currently, the account is held in a cash only, non-interest-bearing account. Other options include interest-bearing accounts with varying levels of accessibility to the money. *For possible action.*
 6. LexisNexis 3-year contract renewal for print books and digital library subscription with a cost of up to \$60,000 per year. *For possible action.*
 7. Discussion regarding and possible action for the Board to annually approve the Law Library general funded budget at the May Board meeting. *For possible action.*
 8. Discussion regarding annual donations received from Washoe County Bar Association (\$10,170.00 for 2023) and other donations restricted to Law Library use; possible action to create a donation fund for the purpose of accounting for the donated funds outside of the Law Library budget and authorizing the Law Librarian to spend donated funds as needed, and report annually any contributions and expenditures to the Board. *For possible action.*
 9. Discussion regarding and possible action to give the Law Librarian the authority to spend up to \$10,000 on a single purchase, as needed, without prior Board approval. *For possible action.*
 10. Discussion regarding and possible action to approve funding for the Lawyer in the Library Volunteer Appreciation Lunch to come from the Washoe County Law Library Fund held with the Community Foundation of Northern Nevada. A budget of \$4,300 was approved at the September 6, 2023 meeting. *For possible action.*
 11. Discussion regarding and possible action to reschedule the Lawyer in the Library Volunteer Appreciation Lunch to noon on Wednesday, February 21, 2024. *For possible action.*
 12. Discussion regarding and possible action to allow the Law Librarian to work with the Washoe County Digital and Branding staff and their digital designer to create a Law Library logo. *For possible action.*

13. 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 – attorney member applicant
 - b. Krissta A. Kirschenheiter –attorney member applicant
 - c. Cortney Young – non-attorney member applicant
 - d. Scott L. Benton – non-attorney member applicant
 - e. Scott L. Finley – non-attorney member applicant
 - f. Rosanna Garibay – non-attorney member applicant
14. Discussion and possible action to authorize Board Secretary to provide certified excerpts of Board minutes as directed by the President. *For possible action.*
15. Discussion and possible approval of next year’s meeting dates. *For possible action.*
16. Board Comment – Limited to Announcements or Issues for Future Agendas
17. Public Comments
18. 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 – Meeting Minutes from September 6, 2023 Meeting

WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT

Law Library Board of Trustees

Meeting Minutes

September 6, 2023

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Honorable Tamatha Schreinert, Cortney Young, and Aurora Partridge.

Also present were:

Emily Reed, Assistant Court Administrator, Sarah Bates, Washoe County Law Librarian, and Lindsay Lidell, Deputy District Attorney, Washoe County District Attorney's Office

Absent:

Chief Judge Lynne Simons, Patricia Halstead, and Mike Kattelman

2. Public Comments:

Prior to public comment, Ms. Bates read an announcement for those wishing to provide comments online.

No public comments were received.

3. Approval of Minutes from Board Meeting of May 24, 2023. For Possible Action.

No corrections or amendments were noted. The minutes were filed into the records of the Law Library.

4. Update regarding the Law Library including statistics, Lawyer in the Library, staffing, new Children's Corner, and renaming the of the Lawyer in the Library Volunteer of the Year Award.

Ms. Bates provided an update on the status of the Law Library and noted that Kyle Olson has joined the staff as Library Assistant III which means that the library is fully staffed.

Ms. Bates further noted that a grant was received to build a children's corner. The project is completed and well received by those patrons who have work to do in the library but who also have children that need to attend with them. Ms. Bates invited the Trustees to come and view the new corner.

**Prior to this discussion, Chair Steinheimer turned over the role of the Chair to Trustee Young and asked to be heard. ** Discussion was had regarding the re-naming of the Lawyer in the Library Volunteer of the Year Award. Since the passing of Gary Silverman, it was decided that it would be a great way to honor his many years of service in the program as well as his meaningful impact in the legal community. The award will now be known as the Silverman Award. * The role of the Chair was returned to Judge Steinheimer. *

Discussion was had regarding ways to increase the number of participants who volunteer in the program so that our community can continue to be served.

No action was taken.

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.

This item was moved to a future agenda to allow for an update by Trustee Kattelman. Prior to the meeting, Trustee Kattelman requested that this item be moved to a future agenda item. Judge Schreinert seconded the request.

No further discussion was had.

Motion passed unanimously.

6. Discussion regarding and possible action regarding the approval of a Memorandum of Understanding (MOU) between the Board of Trustees for the Washoe County Law Library and the Second Judicial District Court addressing their roles in the day-to-day operation of the Law Library. For possible action.

Discussion was had on the MOU. Trustee Young made a motion to approve the MOU as presented and for Judge Steinheimer as Chair to execute the MOU on behalf of the Board of Trustees.

Motion was seconded by Trustee Partridge.

No further discussion was had.

Motion passed unanimously.

7. Discussion regarding and possible action to approve updated version of the Patron Conduct Policy, which includes reformatting, a clean-up of redundant language, and an additional section addressing unsupervised minors in the Law Library. For possible action.

Ms. Bates provided an overview of the item. Discussion amongst the Board was had. Judge Steinheimer called for the question and the item passed unanimously.

8. Discussion regarding and possible action to accept a “travel-to-training” grant award of approximately \$1,258 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 Annual Conference in San Diego, CA in September 2023. For possible action.

Ms. Bates provided an overview of the item. Discussion was had by the Board. Judge Steinheimer called for the question and the item passed unanimously.

9. Discussion regarding and possible action to accept a grant award of \$41,479.00 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. Funding is to be used for upgrading the public computer network infrastructure, including replacing the internet wiring with faster cat6 cable, network switch, and data locations and patch panels for the Law Library’s public computers. For possible action.

Ms. Bates provided an overview of the item. Discussion was had by the Board. Judge Steinheimer called for the question and the item passed unanimously.

10. Discussion regarding scheduling the 2023 Lawyer in the Library Volunteer Appreciation lunch for February 7, 2024, and approving an approximate cost of \$4,300.00 from the Washoe County Law Library Fund held with the Community Foundation of Northern Nevada for food, volunteer awards, and other costs related to the event. For possible action.

Ms. Bates provided the background information on the item. Discussion was had by the Board. Judge Steinheimer had a request to be reminded about the source of funds for this event. Ms. Bates explained that it would partially be from the WCBA, our sanction fund account, and possibly other sources.

Source of funding for the volunteer event with possible presentation from Ms. Moser was requested as a future agenda item.

Judge Steinheimer called for the question with respect to the date of the event and the item passed unanimously.

Judge Steinheimer called for the question with respect to approving the budget for the event in the amount of \$4,300.00 and the item passed unanimously.

The third item with respect to how the event will be paid for was moved to a future agenda item that passed unanimously.

11. Discussion regarding and possible action to approve approximately \$150 from the Washoe County Law Library Fund held with the Community Foundation of Northern Nevada to purchase USB drives for public distribution. For possible action.

Ms. Bates provided an overview of the item. Discussion was had by the Board. Judge Steinheimer called for the question and the item passed unanimously.

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

None.

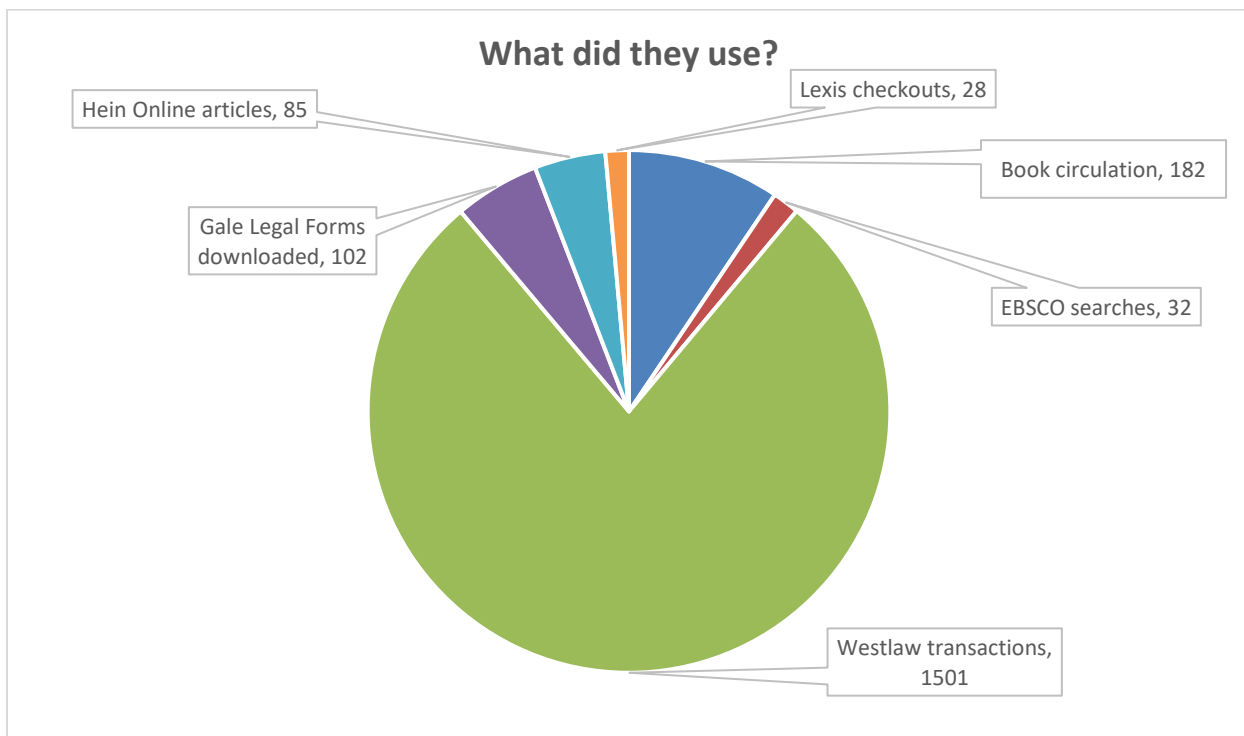
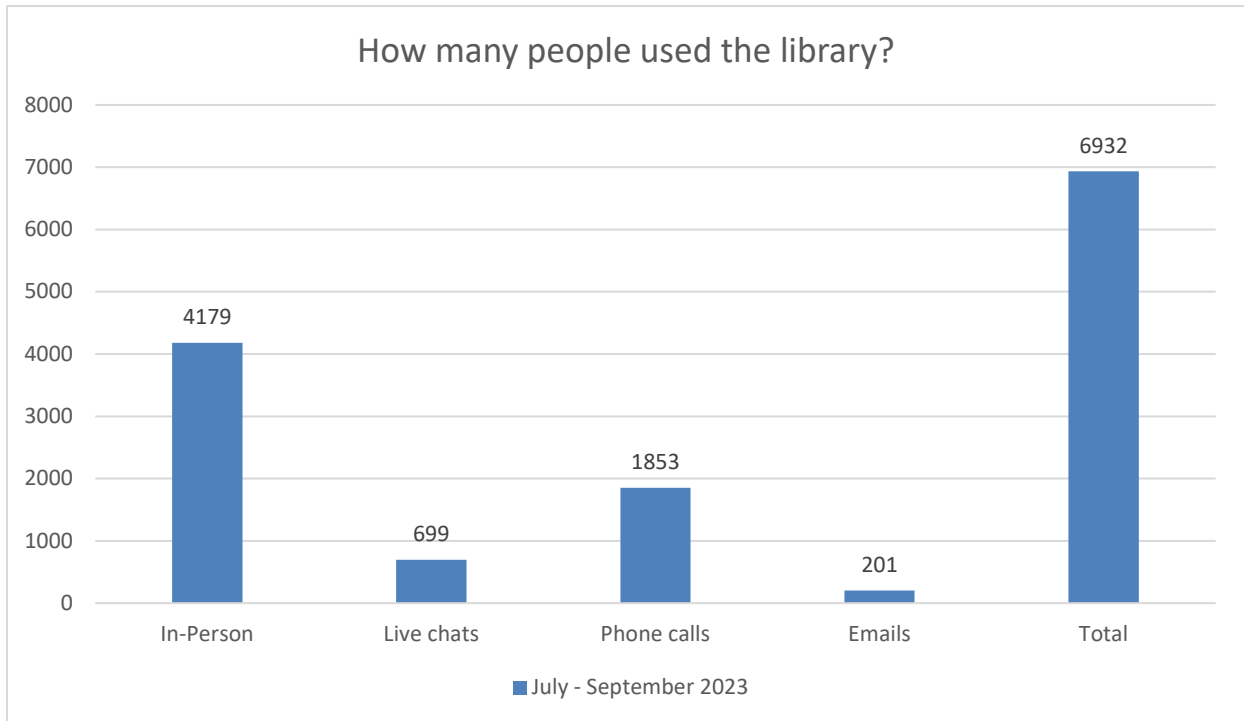
13. Public Comment.

None.

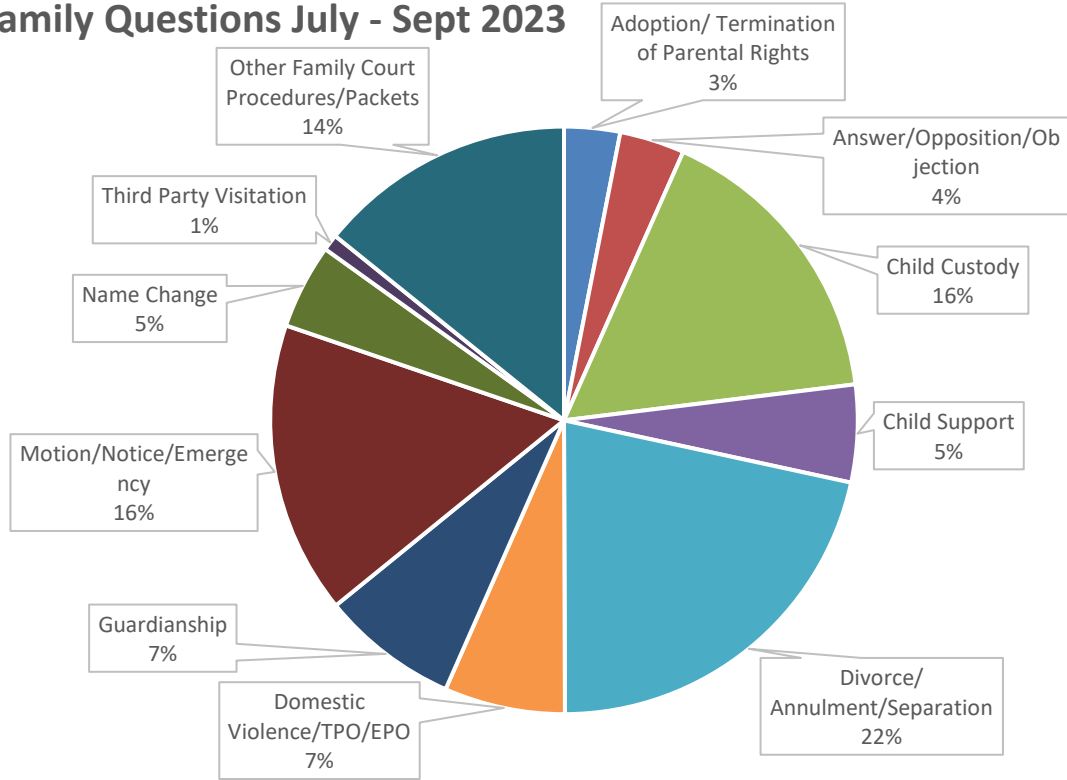
14. Adjournment at 12:55PM.

Item 4 – Statistics, Federal Depository anniversary commemoration, and grant reports

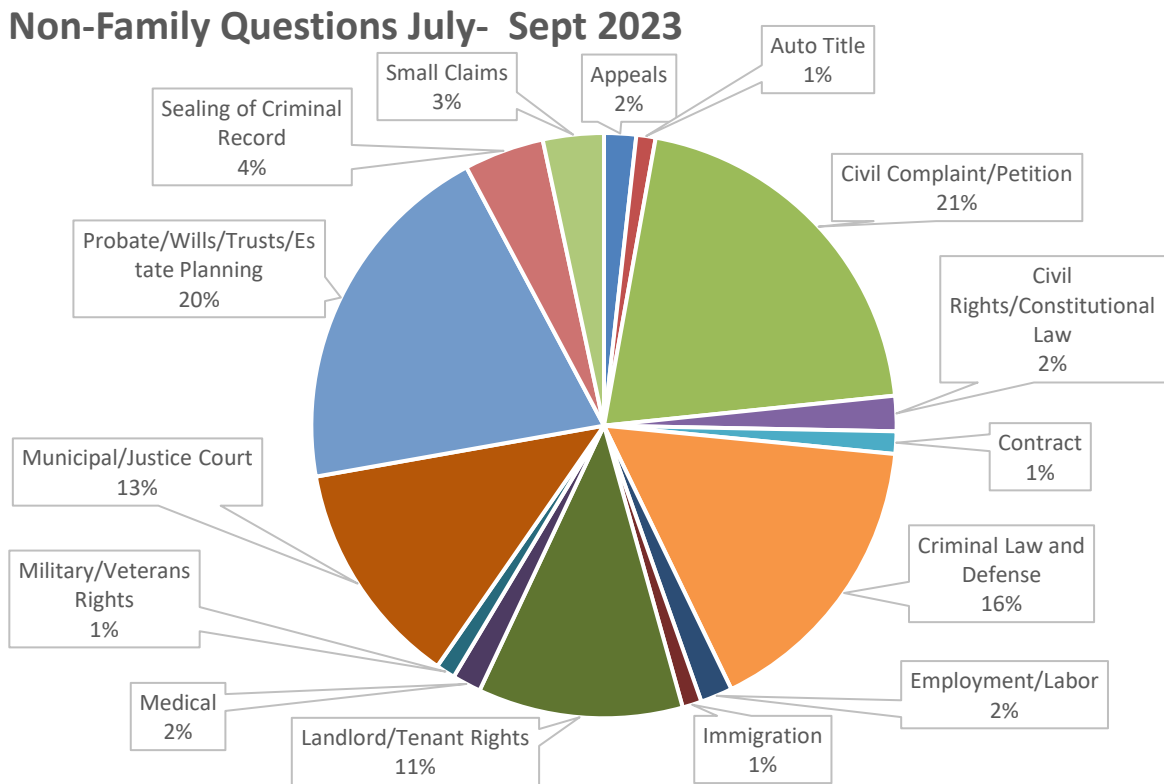
Law Library Statistics: July – September 2023



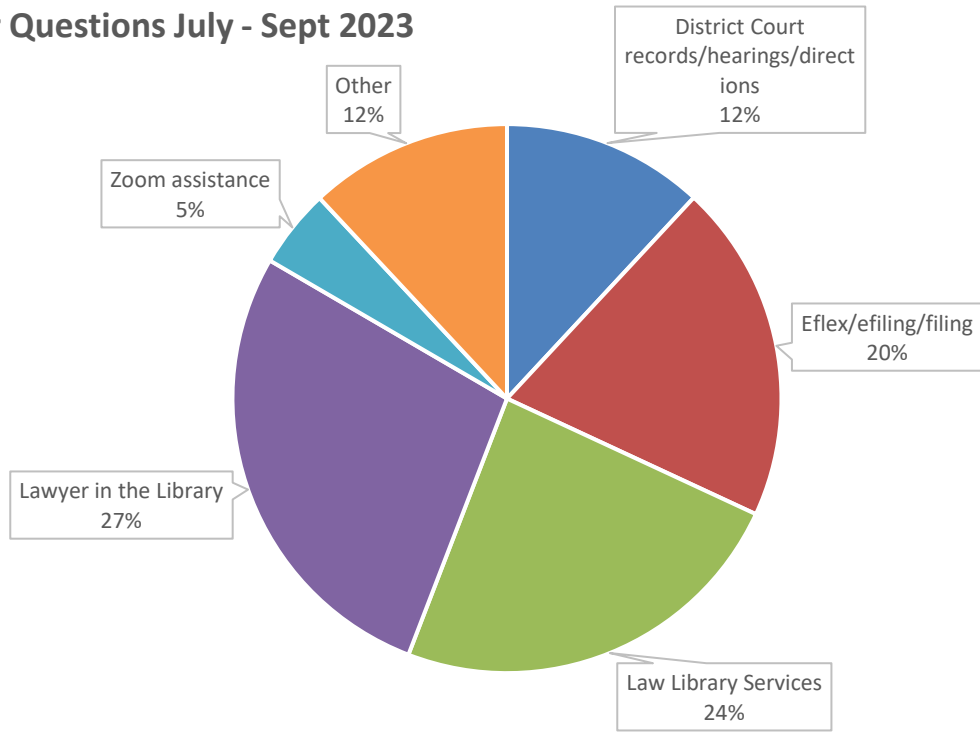
Family Questions July - Sept 2023



Non-Family Questions July- Sept 2023



Other Questions July - Sept 2023



**LAWYER IN THE LIBRARY PROGRAM
JULY-SEPTEMBER 2023**

New attorney volunteers are in bold.

DATE	ATTORNEYS	# OF ATTENDEES	# ON WAITLIST WHO WERE NOT CONTACTED/ TYPE OF WAITLIST
JUL 5, 2023	Robert Broili, Alex Velto	13	3 General
JUL 11, 2023	Mike Roth, Max Stovall	14	8 Family
JUL 12, 2023	Matt Morris	8	12 General
JUL 18, 2023	Elizabeth Lopez, Lynae Bevan observing	8	15 Family
JUL 19, 2023	Jennifer McMenomy, Maddy Shipman, Michael Crisostomo observing	14	0
JUL 25, 2023	Mike Roth, Max Stovall	12	25 Family
JUL 26, 2023	Bryce Alstead, Adam McMillen, Amber Rudnick observing	16	10 General
AUG 1, 2023	Bryan Carpenter, Jill Whitbeck	16	5 Family
AUG 2, 2023	Robert Broili, John Samberg	13	5 General
AUG 8, 2023	Kendra Jepsen, Max Stovall	16	7 Family
AUG 9, 2023	Chad Pace, John Samberg	8	10 General
AUG 15, 2023	Kathy Breckenridge, Mike Roth	14	13 Family
AUG 16, 2023	Jennifer McMenomy, John Samberg	16	9 General
AUG 22, 2023	Monica Caffaratti, Max Stovall	16	6 Family
AUG 23, 2023	Matt Morris	7	6 General
AUG 29, 2023	Chloe McClintick, Mike Roth	14	12 Family
AUG 30, 2023	Michael Crisostomo , Matt Morris	14	3 General
SEP 5, 2023	Lisa Fraas, Max Stovall	14	8 Family
SEP 6, 2023	Rick Cornell, Jenny McMenomy	16	12 General
SEP 12, 2023	Kendra Jepsen, Tehan Slocum	12	16 Family
SEP 13, 2023	Chad Pace	7	11 General
SEP 19, 2023	Mike Roth, Max Stovall	14	0
SEP 20, 2023	Brian Saeman, Maddy Shipman	15	9 Probate, 8 General
SEP 26, 2023	Rost Olsen, Mike Roth	13	8 Family
SEP 27, 2023	Matt Morris, Dawn Jensen, Amber Rudnick	16	6 General
TOTAL	50	326	227
			(123 Family, 95 General, 0 Landlord, 9 Probate)



October 24, 2023

Elizabeth Williams
Washoe County Law Library
75 Court Street
Reno, Nevada 89501

Dear Ms. Williams:

Please accept my congratulations on the occasion of the Washoe County Law Library's 25th Anniversary as a U.S. Federal Depository Library. Assuming the responsibilities of a depository library are a commendable task, and the Washoe County Law Library 25 years of continued service marks a significant milestone.

Your long-term commitment to making Federal Government information available to the public through the Federal Depository Library Program is greatly appreciated. Your partnership with the U.S. Government Publishing Office helps accomplish a Government mission as well as meet your constituent service objectives. We look forward to working with you and your staff for years to come as we all strive to provide the American public with free, easily accessible Government information.

Sincerely,

SCOTT MATHESON
Superintendent of Documents

United States Government Publishing Office
Washington, DC



This certifies that

Washoe County Law Library

Is celebrating its *25th Anniversary* as a
Depository Library For publications of
The United States Government **1998 - 2023**

A handwritten signature in black ink, reading "Scott Nelson".

Superintendent of Documents



2022 Last Chance Grants Final Report

Applicant	Sarah Bates
Applicant ID	APP-000486
Company Name	Washoe County Law Library
Recipient Address	Washoe County Law Library 75 Court St. Reno, NV 89501
Phone	775-328-3254
Email	sarah.bates@washoecourts.us
Award Amount	\$10,431.00
Status	Submitted
Funded	<input type="checkbox"/>

Application Title: Children's Corner and AWE Educational Computer

Description:

Our goal is to create an area in the library where children ages 2-8 can spend time while their parents are managing legal paperwork. Many of the parents who come in to file paperwork are below the poverty line and do not have other childcare options, so they bring small children with them to the Law Library. By providing educational activities, we would be helping underserved families and assisting with early literacy development.

Grantee Information

Congressional District maps: <https://www.leg.state.nv.us/Division/Research/Districts/Reapp/2021/>

Question: Library Name

Washoe County Law Library

Question: UEI

GPR1NY74XPQ5

Question: Congressional District. See link above for a map.

CD 1

CD 2

CD 3

CD 4

Question: Project Manager Name (First and Last)

Sarah Bates

Question: Project Manager Email

sarah.bates@washoecourts.us

Question: Project Manager Phone

775-328-3254

Project Overview

Question: Project Title

Children's Corner and AWE Educational Computer

Question: Grant Number

2022-30

Question: Project Summary

With the funding provided, we created an area in the Washoe County Law Library where children ages 2-8 can spend time while their parents are managing legal paperwork or researching the law. Funds were used to purchase a rug, furniture, a computer with educational games, and a selection of educational toys. By providing this space and these educational activities, we have helped underserved families who don't have access to childcare and assisted with early literacy development.

Question: Nevada LSTA Goal, 2018-2022

- 1. Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment.
- 2. Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- 3. Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents.

- 4. Build capacity of libraries to meet evolving information access needs.

Question: IMLS Intent

- Lifelong Learning -- Improve users' formal education
- Lifelong Learning -- Improve users' general knowledge and skills
- Information Access -- Improve users' ability to obtain and/or use information resources
- Information Access -- Improve users' ability to discover information resources
- Institutional Capacity -- Improve the library workforce
- Institutional Capacity -- Improve the library's physical and technology infrastructure
- Institutional Capacity -- Improve the library's operations
- Economic & Employment Development -- Improve users' ability use resources and apply information for employment support
- Economic & Employment Development -- Improve users' ability to use and apply business resources
- Human Services -- Improve users' ability to apply information that furthers their personal or household finances
- Human Services -- Improve users' ability to apply information that furthers their personal or family health & wellness
- Civic Engagement -- Improve users' ability to apply information that furthers their parenting and family skills
- Civic Engagement -- Improve users' ability to participate in their community
- Civic Engagement -- Improve users' ability to participate in community conversation around topics of concern

Question: Project subjects (select up to 2)

- Arts, Culture, and Humanities
- Business & Finance
- Civic Affairs
- Education

- Environment
- General (only for data/databases)
- Health & Wellness
- History
- Languages
- Literacy
- STEM
- Library Infrastructure and Capacity

Question: Number of people served by this project

37 people have used this area in August and September 2023

Question: Source of this number

Library staff tracked usage

Question: Tags: Enter up to three words. (Optional)

Not Answered

Target Audience

Question: Project Target Audience

- Library Workforce (includes volunteers and trustees)
- General Population
- Targeted Group (answer next 3 questions)

Question: Did you select Targeted Group? If yes, please provide age ranges (select all that apply).

- All ages
- 0-5 years

- 6-12 years
- 13-17 years
- 18-25 years
- 26-49 years
- 50-59 years
- 60-69 years
- 70+

Question: Did you select Targeted Group? If yes, please provide more demographic detail (select all that apply).

- People who are living below the poverty line
- Unemployed
- American Indian or Alaska Native
- Asian
- Native Hawaiian or other Pacific Islander
- Black or African American
- Families
- Intergeneration Groups (not Families)
- Immigrants/Refugees
- Persons with Disabilities
- Persons with Limited Functional Literacy Skills
- Urban
- Suburban
- Rural

Question: Did you select Targeted Group? If yes, and your project was directed at a demographic that hasn't been captured, please list.

Not Answered

Partners

If you had project partners, provide names, addresses, and describe their role(s), contributions to Activities, and/or deliverables. A deliverable may be cash amount, personnel, training space, transportation, supplies, materials, printing or other items to be used in implementing the grant.

Note: partners are not vendors, they have not received project funds for their services.

Question: Did you have project partners?

Yes (answer next question)

No

Question: If Yes, list each partner (name and address) and describe their project contributions. Also indicate whether they contributed to any specific project Activity.

Not Answered

Activities: Activity #1

A reportable Activity must account for at least 10% of your project's resources. If you have more than 5 reportable Activities, contact the LSTA Coordinator. Use your best judgement and report activities that fully represent the breadth and depth of your project without getting into too many minutiae.

Note: The Activities section is composed of a combination of check boxes, written answers, and PDF fillable forms that you must download, complete and upload. Activities are the heart of your project and there are a LOT of moving pieces that must be structured to fit into IMLS's reporting framework as well as this software. Contact the LSTA coordinator if you have any questions about how to complete this section. Please also refer to the Final Report Instructions.

PDF Fillable forms instructions:

DATA: Each Activity/Mode combination has required DATA that you must report. Download this form, enter data for your Activity Type, and upload. Example: If you have Content Acquisition, you will fill in the number of *hardware, software, databases, print materials, electronic material, and a/v materials* you purchased.

- [Required Data for Each Activity Type form.](#)

SURVEYS: Download, report & upload your **aggregated** survey results, as required by IMLS, on these forms:

- [Survey Instruction/Public](#)
- [Survey Instruction/Staff](#)
- [Survey Content/Staff](#)
- [Survey Planning-Evaluation/Staff](#)

Question: TITLE of Activity.

Procurement

Question: SUMMARY of Activity.

We ordered and received an AWE children's computer pre-loaded with educational games and activities in English and Spanish for children ages 2-8. We also ordered and received a rug, a children's desk, 2 child-sized computer chairs, 3 stools, a bench with storage for books, and a small shelf for toy storage. We ordered and received 17 educational toy sets for ages 3-8 and a large HABA Multi Learning Cube for toddlers to 5-year-olds. We ordered and received 4 outlet covers, screw hole covers, and cleaning spray for safety in the newly-created children's corner.

Question: TYPE of Activity. Select Procurement ONLY if the Intent is Institutional Capacity.

- Instruction/Program (survey required)
- Instruction/Presentation
- Instruction/Consultation or Drop-in
- Content/Acquisition (survey required if content acquired is for library staff)
- Content/Creation (survey required if content created is for library staff)
- Content/Preservation
- Content/Description
- Content/Lending
- Planning/Evaluation: Prospective (survey required for library staff)
- Planning/Evaluation: Retrospective (survey required for library staff)
- Procurement (only if Institutional Capacity is the project Intent)

Question: FORMAT for Activity.

- Virtual (Instruction Activities)
- In-person (Instruction Activities)

- Combined In-person & Virtual (Instruction Activities)
- Digital (Content Activities)
- Physical (Content Activities)
- Combined Digital & Physical (Content Activities)
- In-house (Planning/Evaluation Activities)
- 3rd Party (Planning/Evaluation Activities)
- N/A (Procurement ONLY)

Question: DATA for Activity. Download, complete, and upload "Required Data for Each Activity Type" form above.

[Procurement LSTA Activity Data Last Chance Grant Children's Corner.pdf](#) (9/8/2023, 12:50 PM)

Question: SURVEYS. Do you have Survey data to report (if required by IMLS)?

- Yes (answer next question)
- No (skip next question)

Question: SURVEY RESULTS. Download, complete, and upload the relevant SURVEY RESULTS TEMPLATE for this TYPE of Activity. See section header above for TEMPLATE links.

No Attachments

Activities: Activity #2

A reportable Activity must account for at least 10% of your project's resources. If you have more than 5 reportable Activities, contact the LSTA Coordinator. Use your best judgement and report activities that fully represent the breadth and depth of your project without getting into too many minutiae.

Note: The Activities section is composed of a combination of check boxes, written answers, and PDF fillable forms that you must download, complete and upload. Activities are the heart of your project and there are a LOT of moving pieces that must be structured to fit into IMLS's reporting framework as well as this software. Contact the LSTA coordinator if you have any questions about how to complete this section. Please also refer to the Final Report Instructions.

PDF fillable forms instructions:

DATA: Each Activity/Mode combination has required DATA that you must report. Download this form, enter data for your Activity Type, and upload. Example: If you have Content Acquisition, you will fill in the number of *hardware, software, databases, print materials, electronic material, and a/v materials* you purchased.

- [Required Data for Each Activity Type form.](#)

SURVEYS: Download, report & upload your **aggregated** survey results, as required by IMLS, on these forms:

- [Survey Instruction/Public](#)
- [Survey Instruction/Staff](#)
- [Survey Content/Staff](#)
- [Survey Planning-Evaluation/Staff](#)

Question: TITLE of Activity.

Not Answered

Question: SUMMARY of Activity.

Not Answered

Question: TYPE of Activity. Select Procurement ONLY if the Intent is Institutional Capacity.

- Instruction/Program (survey required)
- Instruction/Presentation
- Instruction/Consultation or Drop-in
- Content/Acquisition (survey required if content acquired is for library staff)
- Content/Creation (survey required if content created is for library staff)
- Content/Preservation
- Content/Description
- Content/Lending
- Planning/Evaluation: Prospective (survey required for library staff)
- Planning/Evaluation: Retrospective (survey required for library staff)
- Procurement (only if Institutional Capacity is the project Intent)

Question: FORMAT for Activity.

- Virtual (Instruction Activities)
- In-person (Instruction Activities)
- Combined In-person & Virtual (Instruction Activities)
- Digital (Content Activities)
- Physical (Content Activities)
- Combined Digital & Physical (Content Activities)
- In-house (Planning/Evaluation Activities)
- 3rd Party (Planning/Evaluation Activities)
- N/A (Procurement ONLY)

Question: DATA for Activity. Download, complete, and upload "Required Data for Each Activity Type" form above.

No Attachments

Question: SURVEYS. Do you have Survey data to report (if required by IMLS)?

- Yes (answer next question)
- No (skip next question)

Question: SURVEY RESULTS. Download, complete, and upload the relevant SURVEY RESULTS TEMPLATE for this TYPE of Activity. See section header above for TEMPLATE links.

No Attachments

Activities: Activity #3

A reportable Activity must account for at least 10% of your project's resources. If you have more than 5 reportable Activities, contact the LSTA Coordinator. Use your best judgement and report activities that fully represent the breadth and depth of your project without getting into too many minutiae.

Note: The Activities section is composed of a combination of check boxes, written answers, and PDF fillable forms that you must download, complete and upload. Activities are the heart of your project and there are a LOT of moving pieces that must be structured to fit into IMLS's reporting framework as well as this software. Contact the LSTA coordinator if you have any questions about

how to complete this section. Please also refer to the Final Report Instructions.

PDF Fillable forms instructions:

DATA: Each Activity/Mode combination has required DATA that you must report. Download this form, enter data for your Activity Type, and upload. Example: If you have Content Acquisition, you will fill in the number of *hardware, software, databases, print materials, electronic material, and a/v materials* you purchased.

- [Required Data for Each Activity Type form.](#)

SURVEYS: Download, report & upload your **aggregated** survey results, as required by IMLS, on these forms:

- [Survey Instruction/Public](#)
- [Survey Instruction/Staff](#)
- [Survey Content/Staff](#)
- [Survey Planning-Evaluation/Staff](#)

Question: TITLE of Activity.

Not Answered

Question: SUMMARY of Activity.

Not Answered

Question: TYPE of Activity. Select Procurement ONLY if the Intent is Institutional Capacity.

- Instruction/Program (survey required)
- Instruction/Presentation
- Instruction/Consultation or Drop-in
- Content/Acquisition (survey required if content acquired is for library staff)
- Content/Creation (survey required if content created is for library staff)
- Content/Preservation
- Content/Description
- Content/Lending
- Planning/Evaluation: Prospective (survey required for library staff)
- Planning/Evaluation: Retrospective (survey required for library staff)

Question: FORMAT for Activity.

- Virtual (Instruction Activities)
- In-person (Instruction Activities)
- Combined In-person & Virtual (Instruction Activities)
- Digital (Content Activities)
- Physical (Content Activities)
- Combined Digital & Physical (Content Activities)
- In-house (Planning/Evaluation Activities)
- 3rd Party (Planning/Evaluation Activities)
- N/A (Procurement ONLY)

Question: DATA for Activity. Download, complete, and upload "Required Data for Each Activity Type" form above.

No Attachments

Question: SURVEYS. Do you have Survey data to report (if required by IMLS)?

- Yes (answer next question)
- No (skip next question)

Question: SURVEY RESULTS. Download, complete, and upload the relevant SURVEY RESULTS TEMPLATE for this TYPE of Activity. See section header above for TEMPLATE links.

No Attachments

Activities: Activity #4

A reportable Activity must account for at least 10% of your project's resources. If you have more than 5 reportable Activities, contact the LSTA Coordinator. Use your best judgement and report activities that fully represent the breadth and depth of your project without getting into too many minutiae.

Note: The Activities section is composed of a combination of check boxes, written answers, and PDF fillable forms that you must download, complete and upload. Activities are the heart of your

project and there are a LOT of moving pieces that must be structured to fit into IMLS's reporting framework as well as this software. Contact the LSTA coordinator if you have any questions about how to complete this section. Please also refer to the Final Report Instructions.

PDF Fillable forms instructions:

DATA: Each Activity/Mode combination has required DATA that you must report. Download this form, enter data for your Activity Type, and upload. Example: If you have Content Acquisition, you will fill in the number of *hardware, software, databases, print materials, electronic material, and a/v materials* you purchased.

- [Required Data for Each Activity Type form.](#)

SURVEYS: Download, report & upload your **aggregated** survey results, as required by IMLS, on these forms:

- [Survey Instruction/Public](#)
- [Survey Instruction/Staff](#)
- [Survey Content/Staff](#)
- [Survey Planning-Evaluation/Staff](#)

Question: TITLE of Activity.

Not Answered

Question: SUMMARY of Activity.

Not Answered

Question: TYPE of Activity. Select Procurement ONLY if the Intent is Institutional Capacity.

- Instruction/Program (survey required)
- Instruction/Presentation
- Instruction/Consultation or Drop-in
- Content/Acquisition (survey required if content acquired is for library staff)
- Content/Creation (survey required if content created is for library staff)
- Content/Description
- Content/Lending
- Planning/Evaluation: Prospective (survey required for library staff)
- Planning/Evaluation: Retrospective (survey required for library staff)

- Procurement (only if Institutional Capacity is the project Intent)

Question: FORMAT for Activity.

- Virtual (Instruction Activities)
- In-person (Instruction Activities)
- Combined In-person & Virtual (Instruction Activities)
- Digital (Content Activities)
- Physical (Content Activities)
- Combined Digital & Physical (Content Activities)
- In-house (Planning/Evaluation Activities)
- 3rd Party (Planning/Evaluation Activities)
- N/A (Procurement ONLY)

Question: DATA for Activity. Download, complete, and upload "Required Data for Each Activity Type" form above.

No Attachments

Question: SURVEYS. Do you have Survey data to report (if required by IMLS)?

- Yes (answer next question)
- No (skip next question)

Question: SURVEY RESULTS. Download, complete, and upload the relevant SURVEY RESULTS TEMPLATE for this TYPE of Activity. See section header above for TEMPLATE links.

No Attachments

Activities: Activity #5

A reportable Activity must account for at least 10% of your project's resources. If you have more than 5 reportable Activities, contact the LSTA Coordinator. Use your best judgement and report activities that fully represent the breadth and depth of your project without getting into too many minutiae.

Note: The Activities section is composed of a combination of check boxes, written answers, and PDF fillable forms that you must download, complete and upload. Activities are the heart of your project and there are a LOT of moving pieces that must be structured to fit into IMLS's reporting framework as well as this software. Contact the LSTA coordinator if you have any questions about how to complete this section. Please also refer to the Final Report Instructions.

PDF Fillable forms instructions:

DATA: Each Activity/Mode combination has required DATA that you must report. Download this form, enter data for your Activity Type, and upload. Example: If you have Content Acquisition, you will fill in the number of *hardware, software, databases, print materials, electronic material, and a/v materials* you purchased.

- [Required Data for Each Activity Type form.](#)

SURVEYS: Download, report & upload your **aggregated** survey results, as required by IMLS, on these forms:

- [Survey Instruction/Public](#)
- [Survey Instruction/Staff](#)
- [Survey Content/Staff](#)
- [Survey Planning-Evaluation/Staff](#)

Question: TITLE of Activity.

Not Answered

Question: SUMMARY of Activity.

Not Answered

Question: TYPE of Activity. Select Procurement ONLY if the Intent is Institutional Capacity.

- Instruction/Program (survey required)
- Instruction/Presentation
- Instruction/Consultation or Drop-in
- Content/Acquisition (survey required if content acquired is for library staff)
- Content/Creation (survey required if content created is for library staff)
- Content/Description
- Content/Lending
- Planning/Evaluation: Prospective (survey required for library staff)

- Planning/Evaluation: Retrospective (survey required for library staff)
- Procurement (only if Institutional Capacity is the project Intent)

Question: FORMAT for Activity.

- Virtual (Instruction Activities)
- In-person (Instruction Activities)
- Combined In-person & Virtual (Instruction Activities)
- Digital (Content Activities)
- Physical (Content Activities)
- Combined Digital & Physical (Content Activities)
- In-house (Planning/Evaluation Activities)
- 3rd Party (Planning/Evaluation Activities)
- N/A (Procurement ONLY)

Question: DATA for Activity. Download, complete, and upload "Required Data for Each Activity Type" form above.

No Attachments

Question: SURVEYS. Do you have Survey data to report (if required by IMLS)?

- Yes (answer next question)
- No (skip next question)

Question: SURVEY RESULTS. Download, complete, and upload the relevant SURVEY RESULTS TEMPLATE for this TYPE of Activity. See section header above for TEMPLATE links.

No Attachments

Project Outcomes

Outcomes: The meaningful changes in behavior, understanding, skills, knowledge & enjoyment that your target audience experienced (incorporate your survey results!)

Findings: Explain any findings (the conclusions that can be drawn from the outcome results) and describe the importance of these findings (how they might influence future program planning)

Lessons Learned: Lessons Learned are the knowledge and understanding that has been gained from the experience of performing your project. Documenting Lessons Learned helps to promote the recurrence of desirable outcomes and reduce the occurrence of undesirable outcomes. Share your most significant insights regarding the successes and challenges of your project. Instead of describing what happened, reflect upon the how and the why.

Question: Outcomes AND Findings

37 people used the children's corner in August and September 2023. Every child who has used the area for educational play has been offered a free book to take home and has accepted one. Many of these children appear to be from lower-income homes. We have also seen children older than our target age group of 2-8 using the area, either to play with younger siblings or to browse the books. Everyone who sees it seems to appreciate the space and enjoy using it. Some parents have commented on how nice it is and find it difficult to get their children to leave the area.

We conclude that the area appeals to even more children than anticipated and its visible location and colorful furniture draws them straight to it. We have also found that, depending on the child, some are more interested in the computer and some are more interested in the toys and books.

Question: Importance of Findings

We find that this space creates a comfortable and soothing area for children in a building that can be stressful for families. This is important because people who are in the courthouse library are here for a divorce, a child custody case, a relative who has been arrested, or something else involving the judicial system. Very few people in the Law Library are here for a happy occasion. Many of our users are from lower-income households and, by providing this space, we offer their children ages 2-8 exposure to books, early literacy skills, and cognitive and physical developmental play.

Question: Lessons Learned

We have learned that addressing the needs of the children can help parents who may be in a difficult situation. We believe we were correct in our assumption that a children's area would get usage, even in a non-traditional setting like a law library. We consider this grant and its outcomes to be a success because it provided the space library staff were hoping for and addressed a community need. Our law library usage has transitioned significantly over the past 20 years from lawyers to the general public. We think this project has addressed one of the needs of this shift in library users.

Question: Continuation. Do you anticipate continuing this project after the current reporting ends?

Yes

No

Question: Briefly describe why you have decided to continue (or not) with the project.

We will continue to maintain the children's corner because it is being used and appreciated by the community. We carved out a location for it within our current footprint and believe it has turned out to be a good use of space without taking away from any of the other services we provide.

Question: If you plan to continue the project, describe any anticipated changes to the level of effort if you will continue the project.

Early maintenance (the first couple of years) should be minimal, requiring cleaning of the toys, furniture, and rug. We have already purchased supplies for this. Later maintenance (years from now) will require more funds to update or replace toys, the computer, or furniture.

Question: If you plan to continue the project, describe any anticipated changes to the project's scope.

We do not anticipate any changes to the scope at this time. The area is established and we have no plans to increase or decrease the footprint. The Reno Rodeo Foundation will continue to provide free children's books to replenish the stock in the children's corner.

Planning/Assessment Projects

If LSTA funds were used to conduct a formal, written assessment, evaluation, or plan of an existing or potential project, complete this section.

Question: Is this a Planning/Evaluation project?

- Yes (answer all of the questions in this section)
- No (proceed to Budget Section)

Question: Describe your research design and reporting approach.

Not Answered

Question: Was a final written report produced?

- Yes
- No

Question: Who conducted the project?

- Staff

- 3rd Party

Question: What data collection tools were used?

- Administrative Records Review
- Surveys
- Direct Observation
- Interviews
- Focus Groups
- Participant Observation
- Other

Question: If you selected Other, what tools did you use?

Not Answered

Question: Did you collect any media for the data?

- Photos
- Videos
- Audio
- n/a

Question: What types of methods were used to analyze collected data?

- Statistical Methods
- Qualitative Methods
- Other

Question: If you selected Other, what methods did you use?

Not Answered

Question: How were participants (or items) selected?

- Randomly/arbitrarily

- Systematic Sample (every nth person/item)
- Targeted Sample (based on a desired characteristic)
- Census
- Word of Mouth
- Other

Question: If you selected Other, describe selection process.

Not Answered

Question: What type of research design did you use to compare the value for any reported output or outcome?

- No comparison for any reported output or outcome
- Comparison of a reported output or outcome to an assigned target value
- Pre-post comparison for a reported output or outcome
- Comparison for a reported output or outcome to another, non-randomly selected group not participating in project
- Comparison for a reported output or outcome to another randomly selected group not participating in project

Question: If your final written report can be publicly shared on the IMLS website, please upload here.

No Attachments

Budget Information

Instructions:

- **Budget Detail (\$).** Download, complete, and upload this [Final Report Budget Template](#).
 - Report actual project budget amounts for LSTA and Match (if required) in each budget category, as documented on your Reimbursement/Reconciliation Requests.
- **Enter the Total LSTA funds expended, Actual/Documented Local Match (if required), and Total Project Costs (LSTA + Match)**
 - Transfer these figures directly from the Budget Template
- **Budget Narrative/Descriptions**
 - Provide additional narrative descriptions, as needed, to support the Budget Detail.

Budget Category definitions:

- **Salaries/Wages/Benefits:** Grant funded staff positions. Required: position titles, job descriptions, hourly rate, and FTE or total number of hours (FTE/full time equivalent=40 hours. A 30 hour position =.75 FTE)
- **Equipment over \$5,000:** Includes all tangible personal property. Classify as Equipment if the acquisition has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. (See 2 CFR 200.33 (Equipment)). Note: all equipment purchases in this category required pre-approval from IMLS.
- **Travel:** All travel and per diem expenses incurred by project staff while working on the project. Include the number of travelers and types of expenditures.
- **Consultant Fees:** The expenses related to acquiring the services of a consultant for a specific activity within the project. This description should include the expertise of the consultant along with the actions/contributions to the project.
- **Supplies/Materials:** Supplies and Materials (books) purchased specifically for the project. Include the types (digital, YA, Fiction, etc) and quantities.
- **Services:** The cost of services provided by a 3rd party vendor. May include printing, subscriptions and licenses, maintenance fees, and equipment leases
- **Indirect Costs:** enter the pre-approved indirect cost rate and amount in each category. Indirect costs represent the expenses of doing business that are not readily identified with a particular grant function.

Question: TOTAL LSTA Funds Expended (\$)

\$10,113.59

Question: TOTAL Matching Funds Documented (\$)

\$0.00

Question: TOTAL Project Funds (LSTA + Match) (\$)

\$10,113.59

Question: Budget Detail: Download, complete, and upload the LSTA Final Budget Template.

[Copy of LSTA Final Report Budget 2022 Last Chance Grant.xlsx](#) (10/11/2023, 3:33 PM)

Question: Additional Budget Narrative

With the grant funds, we purchased a rug, a desk, a shelving unit with plastic bins, a storage bench, 2 chairs, 3 stools, a learning cube, an AWE computer package (with 2 sets of headphones, a keyboard, mouse, and mousepad), and 17 sets of educational toys. We also purchased cleaning spray, screw hole plugs, and 4 outlet covers for safety in the new children's area. A couple of the items were less expensive than estimated, so we have returned \$317.41 of the original grant to LSTA.

Additional Materials

Promotional items, articles, photos, flyers, websites, social media sites/posts/screenshots, etc., related to the project. Project items and websites/pages should clearly show the IMLS logo/credit line.

Question: Attach files: Maximum file size: 40 Mb. File name cannot include special characters (comma, dollar sign, plus sign, etc.)

[Final 2.jpg](#) (10/11/2023, 3:46 PM)

[Final 1.jpg](#) (10/11/2023, 3:46 PM)

[Child using children's corner.jpg](#) (10/11/2023, 3:45 PM)

[Progress 2.jpg](#) (10/11/2023, 3:45 PM)

[Progress 1.jpg](#) (10/11/2023, 3:45 PM)

[Area before childrens corner.jpg](#) (10/11/2023, 3:44 PM)

[Children's Corner article in the Writ.pdf](#) (9/27/2023, 3:18 PM)

[Slide for Children's area \(1\).jpg](#) (9/8/2023, 8:52 AM)

Question: Enter project URLs. NOTE: If you'd like any URLs to appear in the searchable State Program Report (SPR) database, also include them in the Abstract, Activities and Outcomes narratives.

<https://www.washoecourts.com/LawLibrary>

Anecdotal Information

Share project stories, participant comments, etc.

Question: Share project stories, participant comments, etc.; include diverse perspectives when possible.

Staff members have passed on the following patron comments: "How nice!" and "This is cool!" and "This area was a great idea!" One father said, "It's awesome and my daughter loves it! It's her favorite place at the court."

Final Report Certification

Question: The information provided is true and correct to the best of my knowledge. All financial outlays are for the purposes & conditions set forth in the approved project budget; grant & matching funds were used in compliance with the laws and regulations.

Yes

No (if you select No, NSLAPR will not accept your final report)

Question: Name of person submitting this report.

Sarah Bates

Question: Title of person submitting this report.

Law Library Manager

Question: Email of person submitting this report.

sarah.bates@washoecourts.us

LSTA Final Report Budget

Enter **actual** \$\$ amounts for LSTA and Match. Subtotal and Total fields will autocalculate.

Children's Corner

Washoe County Law Library

Project Title

Library Name

TOTAL LSTA (autocalculates)	\$10,113.59
TOTAL Match (autocalculates)	\$0.00
TOTAL Project (autocalculates)	\$10,113.59

Salaries/Wages/Benefits	LSTA	Match	Subtotal
Description 1. Must include: Position title (no names), hourly rate, and number of project hours (or FTE) <i>Example: Library Asst., \$15x25 hours</i>			\$0.00
Description 2			\$0.00
Description 3			\$0.00
Description 4			\$0.00
Description 5			\$0.00
Description 6			\$0.00
Description 7			\$0.00
Description 8			\$0.00
Subtotal Salaries	\$0.00	\$0.00	\$0.00

Consultant Fees	LSTA	Match	Subtotal
Description 1			\$0.00
Description 2			\$0.00
Description 3			\$0.00
Description 4			\$0.00
Description 5			\$0.00
Description 6			\$0.00
Description 7			\$0.00
Description 8			\$0.00
Subtotal Consultant Fees	\$0.00	\$0.00	\$0.00

Travel	LSTA	Match	Subtotal
Description 1			\$0.00
Description 2			\$0.00
Description 3			\$0.00
Description 4			\$0.00
Description 5			\$0.00
Description 6			\$0.00
Subtotal Travel	\$0.00	\$0.00	\$0.00

Supplies/Materials	LSTA	Match	Subtotal
AWE Computer Workstation	\$4,569.00		\$4,569.00
Demco - table	\$583.39		\$583.39
Little People's Cove - Sensory play cube	\$1,928.00		\$1,928.00
Lakeshore Learning - Toys	\$168.95		\$168.95
Lakeshore Learning - Storage shelf with bins	\$558.33		\$558.33
Lakeshore Learning - Storage bench, chairs, stools, and toys	\$1,952.07		\$1,952.07
Overstock.com - rug	\$132.74		\$132.74
Amazon - toys, outlet covers, furniture plugs	\$205.28		\$205.28
Amazon - non-toxic disinfectant cleaner for play areas	\$15.83		\$15.83
			\$0.00
Subtotal Supplies/Materials	\$10,113.59	\$0.00	\$10,113.59

Equipment Over \$5,000 (requires preapproval; you must submit equipment specifications)	LSTA	Match	Subtotal
Description 1			\$0.00
Description 2			\$0.00
Description 3			\$0.00
Description 4			\$0.00
Description 5			\$0.00
Subtotal Equipment	\$0.00	\$0.00	\$0.00

Services	LSTA	Match	Subtotal
Description 1			\$0.00
Description 2			\$0.00
Description 3			\$0.00
Description 4			\$0.00
Description 5			\$0.00
Description 6			\$0.00
Description 7			\$0.00
Description 8			\$0.00
Subtotal Services	\$0.00	\$0.00	\$0.00

Subtotals	LSTA	Match	Total Subtotal
Subtotals - All Categories	\$10,113.59	\$0.00	\$10,113.59

Indirect Costs (enter rate below)	LSTA	Match	Total
37	\$0.00		\$0.00
Totals All Categories (including Indirect Costs)	\$10,113.59	\$0.00	\$10,113.59

2023 LSTA Continuing Education (CE) Final Report

Applicant	Sarah Bates
Applicant ID	APP-000521
Company Name	Washoe County Law Library
Recipient Address	Washoe County Law Library 75 Court Street Room 101 Reno, NV 89501
Phone	775-328-3254
Email	sarah.bates@washoecourts.us
Award Amount	\$1,281.00
Status	Submitted
Funded	<input type="checkbox"/>

Application Title: Funding for 1 staff member to attend the AALL WestPac Annual Meeting

Description:

The Western Pacific Chapter of the American Association of Law Libraries is holding their annual meeting September 28-30, 2023 in San Diego. We would like to send Elizabeth Williams to the conference this year.

Library Information

Applicant library information.

Congressional District maps: <https://www.leg.state.nv.us/Division/Research/Districts/Reapp/2021/>

Question: Library Name

Washoe County Law Library

Question: Congressional District

CD 1

CD 2

CD 3

CD 4

Question: Library Director Name

Sarah Bates

Question: Library Director Email

sarah.bates@washoecourts.us

CE Information and Participant Survey

CE Information and Participant Survey.

Provide information about the CE activity and participants.

Final CE Survey: Each CE participant must complete this [Final CE Survey](#) as required by IMLS

Question: Name of Continuing Education Activity

Annual Meeting of the Western Pacific Chapter on the American Association of Law Libraries

Question: Location of CE Activity

San Diego, CA

Question: Participant 1's Name

Elizabeth Williams

Question: Participant 1's Job Title

Senior Law Library Assistant

Question: Participant 1's Final Survey

[CE Survey-Elizabeth Williams.pdf](#) (11/3/2023, 8:46 AM)

Question: Participant 2's Name

Not Answered

Question: Participant 2's Job Title

Not Answered

Question: Participant 2's Final Survey

No Attachments

Question: Additional Participants. List names and job titles.

Not Answered

Question: Additional Participants' Final Surveys

No Attachments

Budget

Provide final budget details in this [CE Final Report Budget Template](#) (click hyperlink). List actual expenses for each budget category.

Question: LSTA funds expended (\$)

\$1,225.48

Question: Total matching funds (\$)

\$0.00

Question: Total amount for event (\$) (LSTA + Match)

\$1,225.48

Question: Budget Detail: Download the Budget Template above, complete it, and upload it here.

[CE Final Report Budget 2023.xlsx](#) (11/3/2023, 9:35 AM)

Question: Additional Budget Narrative

Budget for 1 person, Elizabeth Williams, to attend the annual conference in San Diego

Attachments

Promotional items, articles, photos, flyers, websites, social media sites/posts/screenshots, etc., related to the project.

Question: Supporting Materials

[WestPac Agenda.pdf](#) (11/3/2023, 9:43 AM)

Final Report Certification

Question: The information provided is true and correct to the best of my knowledge. All financial outlays are for the purposes & conditions set forth in the approved project budget; grant & matching funds were used in compliance with the laws and regulations.

Yes

No (if you select No, NSLAPR will not accept your final report)

Question: Name of person submitting this report.

Elizabeth Williams

Question: Title of person submitting this report.

Senior Law Library Assistant

Question: Email of person submitting this report.

elizabeth.williams@washoecourts.us

Final Report Budget for LSTA CE Grants (Libraries) and Stipends (Individuals)

Enter actual \$\$ amounts for LSTA and Match/Local cash. Subtotal and Total fields will autocalculate.

Project Title	Library Name		
TOTAL LSTA (autocalculates)(LSTA funds may not exceed \$1,500 per person)			\$1,225.48
TOTAL Match (autocalculates)			\$0.00
TOTAL Project (autocalculates)			\$1,225.48
Training Materials (specific to event)			
	LSTA	Match	Subtotal
Description 1			\$0.00
Description 2			\$0.00
Description 3			\$0.00
Subtotal Materials	\$0.00	\$0.00	\$0.00
Registration Fees			
	LSTA	Match	Subtotal
Participant 1 Elizabeth Williams	\$325.00		\$325.00
Participant 2 (name)			\$0.00
Participant 3 (name)			\$0.00
Participant 4 (name)			\$0.00
Subtotal Registration Fees	\$325.00	\$0.00	\$325.00
Airfare (lowest available)			
	LSTA	Match	Subtotal
Participant 1 Elizabeth Williams	\$354.67		\$354.67
Participant 2 (name)			\$0.00
Participant 3 (name)			\$0.00
Participant 4 (name)			\$0.00
Subtotal Airfare	\$354.67	\$0.00	\$354.67
Ground Transportation (shuttles, light rail, etc)			
	LSTA	Match	Subtotal
Lyft from San Diego Airport to hotel round trip	\$56.26		\$56.26
Description 2			\$0.00
Description 3			\$0.00
Description 4			\$0.00
Subtotal Travel	\$56.26	\$0.00	\$56.26
Parking (airport, hotel, etc.)			
	LSTA	Match	Subtotal
Reno Tahoe Airport, 3 days	\$36.00		\$36.00
Description 2			\$0.00
Description 3			\$0.00
Description 4			\$0.00
Subtotal Parking	\$36.00	\$0.00	\$36.00
Lodging (allowable: GSA room rate PLUS taxes and fees; for clarity, put room rate on one line, fees and taxes on another line)			
	LSTA	Match	Subtotal
Participant 1 Elizabeth Williams 2 nights, \$128.80, \$142.80	\$271.60		\$271.60
Participant 1 Elizabeth Williams, 2 nights taxes and fees	\$33.95		\$33.95
Participant 2 (name, room rate x number of nights)			\$0.00
Participant 2 (taxes and fees)			\$0.00
Subtotal Lodging	\$305.55	\$0.00	\$305.55
Meals (GSA rates; if registration fees are requested, do NOT include meals that are included in registration costs)			
	LSTA	Match	Subtotal
Participant 1 Elizabeth Williams 2 x lunch, 3 x dinner	\$148.00		\$148.00
Participant 2 (name plus number of nights)			\$0.00
Participant 3 (name plus number of nights)			\$0.00
Participant 4 (name plus number of nights)			\$0.00
Subtotal Meals	\$148.00	\$0.00	\$148.00
Mileage (GSA rates; attach google maps) (If you choose to drive rather than fly, mileage may not exceed airfare rates)			
	LSTA	Match	Subtotal
Description 1			\$0.00
Description 2			\$0.00
Description 3			\$0.00
Description 4			\$0.00
Subtotal Mileage	\$0.00	\$0.00	\$0.00
Subtotals			
	LSTA	Match	Total Subtotal
Subtotals - All Categories	\$1,225.48	\$0.00	\$1,225.48
Indirect Costs (enter rate below; if greater than 10%, submit documentation)			
	LSTA	Match	Total
	\$0.00		\$0.00
Totals All Categories (including Indirect Costs)	\$1,225.48	\$0.00	\$1,225.48

Donations received in 2023

Date	Amount	Donor
7/27/2023	\$10,170.00	Washoe County Bar Association
3/10/2023	\$1,000.00	L. Edward Humphrey, Esq.
3/27/2023	\$500.00	Eurik O'Bryant, Esq.
10/2/2023	\$200.00	Patrick M. Kealy

Item 5 – Investment options and financial reports for Law Library fund held with Community Foundation of Northern Nevada

Investment Options with the Community Foundation. Please note – all funds must be invested within the same strategy. No split can be done on the investments.



**COMMUNITY
FOUNDATION**
of Northern Nevada

Investment Options

How soon do you want to use this money?	Strategy	More Information	Risk
1 year or less	Cash Only	Wells Fargo	None
1 year or less	Money Market	Wells Fargo	Low
1-3 years	Short Term Strategy	Schwab	Low
3-5 years	Intermediate	50% Short Term 50% Long Term	Moderate
5+ years	Long Term	Wells Fargo, Edward Jones, Schwab, Tiedemann	Most
Any	Use your own advisor (>\$500k)	100% with your advisor	Varies

Donors should consider the investment option that aligns most with the anticipated use of funds. Investment Strategies are managed by Registered Investment Advisors and/or a Registered Broker Dealer.



Investment Returns

October 2023



**COMMUNITY
FOUNDATION**
of Northern Nevada



Investment Options

Depending on your time horizon and risk tolerance, we offer numbers different investment options..



Cash Only

- One year or less time horizon
- No expected gain/loss
- No risk to the principle



Money Market

- One year or less time horizon
- Nominal expected gain/loss
- Lowest risk to the principle



Short Term Strategy

- One to three year time horizon
- Low expected gain/loss
- Low risk to the principle



Intermediate Strategy

- Three to five year time horizon
- Moderate expected gain/loss
- Moderate risk to the principle



Long Term Strategy

- Five years or more time horizon
- Highest expected gain/loss
- Highest risk to the principle

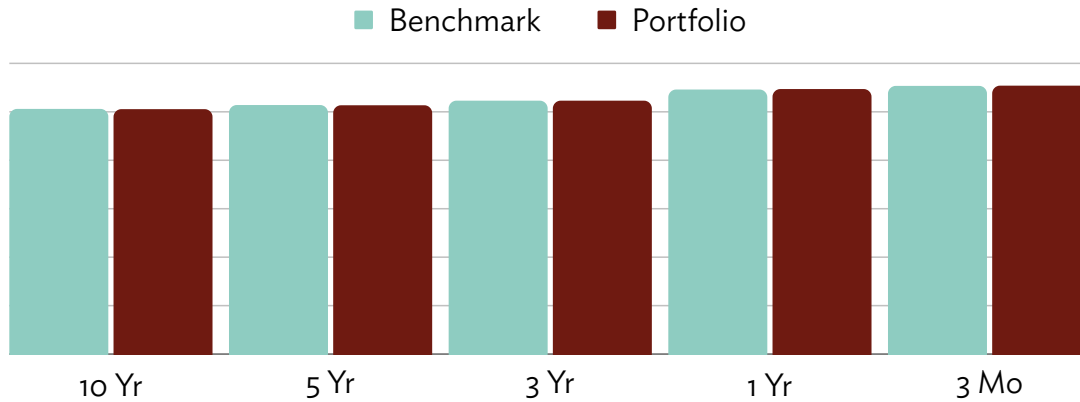


Bring Your Own Advisor

- Any time horizon
- Varied expected gain/loss
- Varied risk
- \$500,000 minimum fund amount

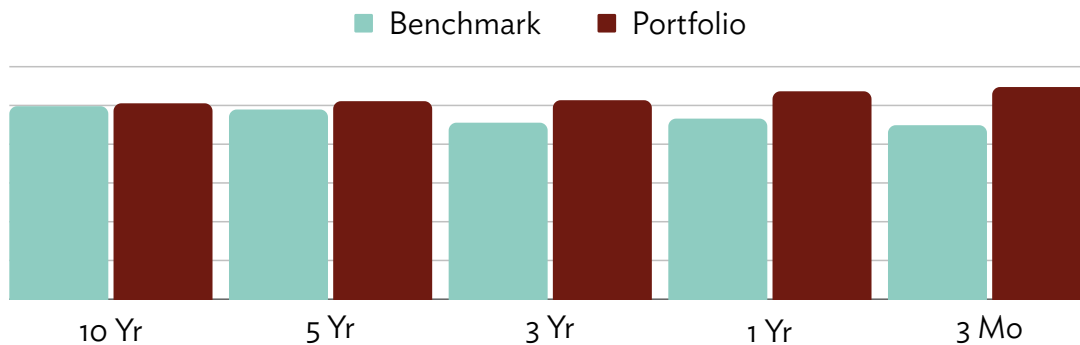
Money Market Fund

Money Market Pool	3 Mo	1 Yr	3 Yr	5 Yr	10 Yr
Portfolio Return	1.26%	4.63%	1.81%	1.65%	1.06%
Benchmark Return	1.35%	4.48%	1.73%	1.52%	1.24%
+/- Benchmark	-0.09%	0.15%	0.08%	0.13%	-0.18%



Short Term Strategy

Short Term Pool	3 Mo	1 Yr	3 Yr	5 Yr	10 Yr
Portfolio Return	2.04%	4.48%	0.49%	1.06%	1.12%
Benchmark Return	3.59%	2.24%	-6.94%	-1.62%	-0.44%
+/- Benchmark	5.63%	2.24%	7.43%	2.68%	1.56%

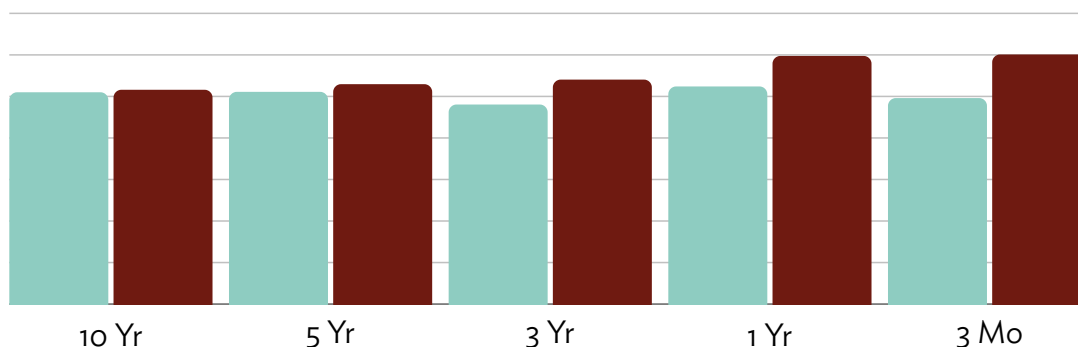


For illustration purposes only. Period ending 9/30/2023. The performance data quoted represents past performance of how the pool has been invested and does not guarantee future results. Historical returns longer than 3 years were calculated in-house. The investment return and principal value of an investment will fluctuate thus an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than return data quoted herein. The Benchmarks listed include the MSCI All Country World Index (ACWI), Bloomberg Global Aggregate Total Return US, Bloomberg 1-3 year US Treasury Total Return indices, and the Bloomberg 1-3 month T-Bill ETF. Benchmark allocations align with the Community Foundation of Northern Nevada's Investment Policy Statement.

Intermediate Strategy

Intermediate Pool	3 Mo	1 Yr	3 Yr	5 Yr	10 Yr
Portfolio Return	0.59%	10.59%	2.05%	2.62%	3.21%
Benchmark Return	-5.31%	9.05%	-6.00%	0.26%	1.97%
+/- Benchmark	5.90%	1.54%	8.05%	2.36%	1.25%

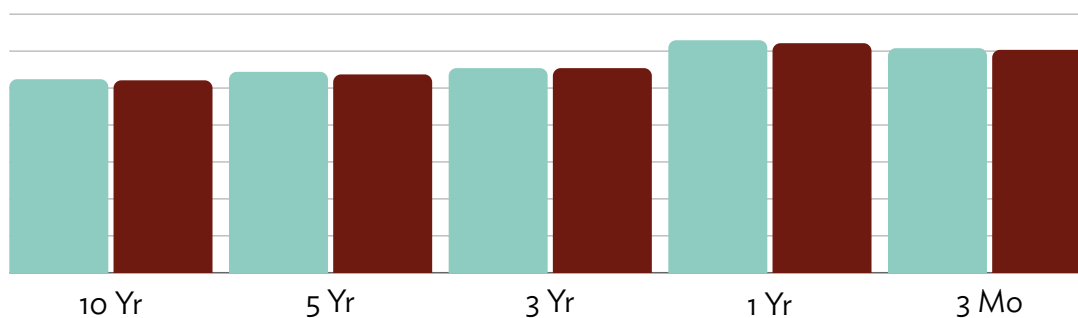
■ Benchmark ■ Portfolio



Long Term Strategy

Long Term Pool	3 Mo	1 Yr	3 Yr	5 Yr	10 Yr
Portfolio Return	-2.90%	12.22%	3.12%	3.12%	4.18%
Benchmark Return	-3.44%	13.62%	1.89%	3.76%	4.81%
+/- Benchmark	0.54%	-1.40%	1.23%	-0.64%	-0.63%

■ Benchmark ■ Portfolio



For illustration purposes only. Period ending 9/30/2023. The performance data quoted represents past performance of how the pool has been invested and does not guarantee future results. Historical returns longer than 3 years were calculated in-house. The investment return and principal value of an investment will fluctuate thus an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than return data quoted herein. The Benchmarks listed include the MSCI All Country World Index (ACWI), Bloomberg Global Aggregate Total Return US, Bloomberg 1-3 year US Treasury Total Return indices, and the Bloomberg 1-3 month T-Bill ETF. Benchmark allocations align with the Community Foundation of Northern Nevada's Investment Policy Statement.

Washoe County Law Library Sanction Fund (managed by the Community Foundation of Northern Nevada) as of 11/16/2023:

- Non-interest bearing cash account

Washoe County Law Library Sanction Fund Philanthropic Advisor Lav
Ire

Home Choose Fund Contributions Grants Grant Request Statements Donate Logout

Date Created: 07/13/2023
 Current Balance: \$93,053.94
 Total Contributions: \$96,945.47
 Total Grants: \$3,517.44
 Fund Advisors are: Moser, Ms. Valerie; Steinheimer, Honorable Connie J.

Top 10 Contributors

Washoe County Bar Association
Cash (Donor not specified)

Contributions

Month	Amount
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	95,000
Jul	0
Aug	0
Sep	0
Oct	0
Nov	0
Dec	0

Filter by Year: 2023

Top 10 Grantees

Washoe County Law Library

Grants

Month	Amount
Jan	0
Feb	0
Mar	0
Apr	0
May	0
Jun	0
Jul	0
Aug	3,400
Sep	0
Oct	100
Nov	0
Dec	0

Filter by Year: 2023

Washoe County Law Library Sanction Fund (managed by the Community Foundation of Northern Nevada) quarterly report ending 9/30:



**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)

July 01, 2023 - September 30, 2023

Quarter to Date	Year to Date
7/1/2023-9/30/2023	1/1/2023-9/30/2023

BEGINNING FUND BALANCE:	\$96,679.35	\$ 0.00
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INCOME:

Gifts & Bequests - Temporary	250.00	96,945.47
Total Income	\$250.00	\$96,945.47

EXPENSES:

Foundation Administration Fees	357.97	374.09
Grants and Scholarships	3,407.59	3,407.59
Total Expenses	\$3,765.56	\$3,781.68

ENDING FUND BALANCE:		\$93,163.79
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Item 13 – Board member applications for attorney and non-attorney position

Application Form

Profile

Patricia _____ Halstead _____
First Name Middle Initial Last Name

Home Address

City

Suite or Apt

State

Postal Code

Email Address

Halstead Law Offices _____ Attorney _____
Employer Job Title

Primary Phone

Alternate Phone

How long have you lived in Washoe County?

51 years

Question applies to multiple boards

Are you registered to vote in Washoe County?

Yes No

What district do you live in? *

District 1 - Commissioner Hill

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board/commission?

I have been serving on the Board and would like to continue my service.

How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.

I am a local attorney and have experienced first-hand the value of the law library and its importance as a community asset.

Do you currently serve on any boards/committees or volunteer?

Yes No

If yes, please list the boards/committees or volunteer programs.

Nevada Bar Foundation Board of Trustees (June 2020 – Present)

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

[Bar Standing.pdf](#)

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[CV.pdf](#)

Upload a Resume

Please attach a letter of recommendation.

Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? *

[Redacted]

What gender do you identify as? *

[Redacted]

Which race/ethnicity best describes you? *

What is your highest level of school completed? If enrolled, highest degree received? *

What is your employment status? *

What is your marital status? *

What is your total household income? *

Nepotism

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

Yes No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

Steven DeCarli, Deputy, Washoe County Sheriff's Office

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

PATRICIA C. HALSTEAD, ESQ.

615 S. Arlington Avenue, Reno, NV 89509
Phone: (775) 322-2244; Facsimile: (775) 465-4144
phalstead@halsteadlawoffices.com

LEGAL EXPERIENCE

HALSTEAD LAW OFFICES

June 2013 – Present

Solo practice focusing on litigation, probate, and basic estate planning. I also work directly with the Washoe County Public Administrator to assist on probate matters and am contracted with Washoe County to undertake conflict cases.

NEVADA STATE BOARD OF MEDICAL EXAMINERS HEARING OFFICER

June 2018 – Present

Acting as a part time hearing officer for complaints brought against medical professionals. My services include, but are not limited to, managing pre-hearing discovery and conferences, supervising case progress, ruling on pre-hearing motions, overseeing the hearings, and rendering findings to be considered by the Board of Medical Examiners.

RENO-SPARKS INDIAN COLONY PRO TEM JUDGE

October 2016 – Present

Providing part time tribal court judicial coverage in civil and criminal matters.

WASHOE COUNTY PRO TEM JUSTICE OF THE PEACE AND ADMINISTRATIVE HEARING OFFICER

April 2016 - Present

Serving part time as an administrative hearing officer for code enforcement and animal services matters with availability to provide part time justice court coverage for Reno, Sparks, Incline Village, and Wadsworth Justice Courts.

SECOND JUDICIAL DISTRICT COURT, FAMILY DIVISION PRO TEM MASTER

March 2014 – February 2016

Provided part-time judicial coverage for Family Court Masters in relation to domestic violence protection orders, child support, and minor guardianships.

WASHOE COUNTY DISTRICT ATTORNEY'S OFFICE

August 2007 – June 2013

Deputy District Attorney, Criminal Division, Felony Prosecutor

One S. Sierra Street, Fourth Floor, Reno, NV

Prosecution of all levels of crime from misdemeanors to category A felonies, inclusive of open murder, from inception to conclusion including, but not limited to: charging cases; appearing to address 72 hour deadlines for the filing of criminal charges; requesting search/seizure warrants; on-call and crime consultation for local law enforcement agencies; autopsy attendance; grand jury proceedings; preliminary hearings; motion practice; custody/bail hearings; victim/witness interviews; case investigation; pretrial motions and hearings; competency hearings; expert interviews and designations; arraignments; jury selection/voir dire; evidence designation; bench trials before the Washoe County

Justice Courts; jury trials before the Second Judicial District Court of the State of Nevada; sentencing; and probation revocation/Anaya hearings. In the span of approximately four years, I took fifteen felony cases to jury verdict and received a guilty verdict in all fifteen cases. I was awarded the office “trial dog” designation in 2009. I also engaged in the following on behalf of the State: defense of criminal appeals, inclusive of briefing and Supreme Court oral argument; writ proceedings, inclusive of briefing and oral argument; and a successful petition for an Information by Affidavit. In addition, I organized an educational class for local agencies and courts on ignition interlock systems. I was also an office representative for Secret Witness board meetings.

HALE LANE PEEK DENNISON AND HOWARD (now HOLLAND & HART)

August 2001 – August 2007

Associate Attorney, Litigation Section

5441 Kietzke Lane, Suite 200, Reno, NV

I practiced general civil and commercial litigation on behalf of plaintiffs and defendants at all case levels from inception to conclusion. Specific practice areas included, but were not limited to, mechanic’s lien law, construction defect, contract law, landlord tenant law, property law, the Americans with Disabilities Act, and employment law. My duties included client intake interviews; conflict checks; case analysis; complaint and answer drafting; legal and legislative research; interpleader actions; discovery review and drafting; discovery response; deposition preparation and attendance; all forms of motion practice, inclusive of discovery motions, motions to dismiss, motions for summary judgment, and pre-trial motions; participating in hearings, arbitrations, and mediations at trial and at the Supreme Court level; participating in early case conferences and settlement negotiations; preparing cases and clients for legal proceedings; hearings; trials; appellate briefing, including amicus briefing; and appellate argument both before the Nevada Supreme Court and the Ninth Circuit Court of Appeals. In addition to my litigation practice, I also undertook family law and probate matters.

UNITED STATES DISTRICT COURT, DISTRICT OF NEVADA

August 2000 – August 2001

Law Clerk to the Honorable Howard D. McKibben

400 S. Virginia Street, Reno, NV

Reviewed submitted cases; undertook legal and legislative research; drafted bench memoranda and proposed orders; wrote draft opinions; advised the court; and aided in the oversight of jury trials. Matters that I worked on were primarily civil and included, but were not limited to, tobacco related litigation and Title VII litigation.

SUPREME COURT OF NEVADA

August 1999 – August 2000

Law Clerk to the Honorable A. William Maupin

201 S. Carson Street, Suite 250, Carson City, NV

Reviewed submitted appeals; undertook legal and legislative research; drafted bench memoranda and proposed orders; wrote draft opinions; advised the court; and gave courthouse tours. Matters I handled on appellate review were both civil and criminal.

SECOND JUDICIAL DISTRICT COURT OF NEVADA

August 1998 – August 1999

Law Clerk to the Honorable Scott T. Jordan

75 Court Street, Reno, NV

Continued on Next Page

Reviewed and addressed all submissions, which primarily centered upon divorce, annulment, child custody, child support, and jurisdiction, inclusive of international child custody disputes. I drafted bench memoranda and proposed orders, undertook legal and legislative research, reviewed name change petitions, and interviewed parties who applied to marry minors.

AMERICAN GAMING ASSOCIATION

March 1998 – May 1998

Legal Externship

1299 Pennsylvania Avenue, N.W., Suite 1175, Washington, D.C.

Aided in drafting and finalizing a safety guideline regarding minors on casino properties and researched matters relevant to gaming legislation.

OFFICE OF THE COMMONWEALTH ATTORNEY, STATE OF VIRGINIA

September 1997 – December 1997

Legal Externship

1435 N. Courthouse Road, Arlington, VA

Prosecuted criminal cases under Commonwealth Attorneys' supervision in the General Jurisdiction and Juvenile Courts of the State of Virginia; undertook legal research; drafted legal memoranda; and observed the case of *Commonwealth v. Albert*, which was the well-publicized case against sportscaster Marv Albert.

LAW OFFICE OF CALVIN R.X. DUNLAP

May 1997 – August 1997

Law Clerk

691 Sierra Rose, Suite A, Reno, NV

Undertook legal and legislative research; drafted motions and oppositions; aided in trial preparation for civil and criminal matters; and aided in preparation for and participated in the trial of a client charged with negligent homicide for whom we were able to secure a defense verdict.

UNITED STATES SENATE COMMITTEE ON THE JUDICIARY SUBCOMMITTEE ON ADMINISTRATIVE OVERSIGHT AND THE COURTS

August 1996 – December 1996

Externship

224 Dirksen Senate Office Building, Washington, D.C.

Researched and wrote memoranda on a variety of issues including, but not limited to, judicial nominees, pending legislation, tort reform, immigration, and federal mandates; assisted in writing a floor statement on immigration; and participated in a day of Secret Service training in Beltsville, Maryland.

SUPREME COURT OF NEVADA

May 1996 – July 1996

Extern to the Honorable Miriam Shearing

201 S. Carson Street, Suite 250, Carson City, NV

Reviewed submitted appeals and performed related legal and legislative research; drafted bench memoranda, proposed orders, and opinions; compiled a reference outline of appellate standards and related case citations; and participated in a tour of the Nevada State Prison in Carson City, Nevada.

Continued on Next Page

TRAINING COMPLETED AT THE NATIONAL JUDICIAL COLLEGE

October 2023 – Judicial Academy
March 2018 - Probate Courts: Contemporary Issues
May 2017 - Civil Mediation
October 2015 - Ethics, Fairness, and Security in Your Courtroom and Community

BAR ADMISSIONS

State Bar of Nevada: October 14, 1998
United States District Court, District of Nevada: October 27, 1998
State Bar of California: December 3, 1999
United States Court of Appeals for the Ninth Circuit: February 5, 2002
United States Court of Federal Claims: February 11, 2003
United States District Court, Eastern District of California: December 6, 2005

EDUCATION

AMERICAN UNIVERSITY, WASHINGTON COLLEGE OF LAW

Juris Doctor, May 1998

Activities: Moot Court (1996-1998) – 1996 Upper-Class Moot Court Quarterfinalist; Student Bar Association (1996-1997) – Senator-at-Large, Recording Clerk; Criminal Trial Practice; Graduation Committee; International Law Society; Work-a-Day; Student Activities Committee.

UNIVERSITY OF NEVADA, RENO

Bachelor of Arts in International Relations with minors in Spanish and Economics, December 1994
Activities: Study Abroad – Spain (Fall 1993), Italy (Spring 1994); Student Ambassadors; Student Orientation Staff; Law Club; Sagens – Top Ten Senior Woman Co-Chair; Women’s Center – coordinated the Sexual Assault Facts and Education Program, scheduled and/or presented various lectures, conducted research, maintained computer entries and data, and helped manage the office; Kappa Alpha Theta – Campus Activities Chairman, Historian, Governing Cabinet, Intramural Sports, Chums (an outreach program for community at-risk youth), recognized for high academic achievement.

PROFESSIONAL ORGANIZATIONS AND ACTIVITIES

Washoe County Law Library Board of Trustees (December 2019 – Present)

State Bar of Nevada

- Nevada Bar Foundation Board of Trustees (July 2020 – Present)
- Chairman for the Standing Committee on Judicial Ethics (March 2020 – December 2021)
- Vice-Chairman for the Standing Committee on Judicial Ethics (June 2019 – March 2020)
- Member of the Standing Committee on Judicial Ethics (April 2014 – June 2019)
- Transitioning Into Practice (TIP) Mentor
- Probate Section Member and Solo Practitioner Section Former Member

Washoe County Bar Association

- 2018-2019 President
- 2017-2018 Vice President
- 2016-2017 Secretary
- 2015-2016 Treasurer
- 2014-2015 Sergeant at Arms and Writ Editor
- 2013-2014 Social Coordinator

Bruce R. Thompson American Inn of Court
- 2021-2022 Immediate Past President
- 2020-2021 President
- 2019-2020 Membership Chairman
- 2018-2019 Program Chairman

Northern Nevada Women Lawyers Association
- Former officer and mentor circle member

Past Volunteer for Lawyer in the Library; Nevada Legal Services; and Volunteer Attorneys for Rural Nevadans

Nevada Business Magazine Legal Elite

Former member of the Rotary Club of Reno

- The Rotary Foundation Committee former member

Nevada Day Board Member 2014-2016

Mock Trial Instructor 2006, 2007, 2011 (guest instructor), 2012-2013

Nevada Department of Public Safety Instructor 2012

- Constitutional Law and Criminal Procedure

Halstead, Patricia C.

- **Bar #** : 6668
- **Member since**: 10/14/1998
- **Status**: ATTORNEY Active

Company: **Halsted Law Offices**

615 S. Arlington Ave., Reno, NV 89509

Phone : (775) 322-2244

Email : phalstead@halsteadlawoffices.com

Law school : American University-1

Disciplinary Actions:

1. None.

How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.

I first became attracted to the Washoe County Law Library after I was involved in a community partners project with the library in 2016 regarding creation of self-help forms. I was working as Pro Bono Director of Statewide Services for Nevada Legal Services (NLS) then and worked closely with Washoe County Law Library Program Manager Emily Reed, a former law school classmate of mine. Additionally, in my position with NLS, I worked closely with the Clark County Law Library on various projects, including pro se legal clinics and an attorney book collection drive for inmates. From 2014-2017, I served a full term as a board member on the State Bar's Continuing Legal Education Committee.

Do you currently serve on any boards/committees or volunteer?

Yes No

If yes, please list the boards/committees or volunteer programs.

N/A. I apologize that my Certificate of Good Standing from the State Bar of Nevada is outdated. I can provide an up-to-date one with more time.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

[NV Certificate of the Good Standing.pdf](#)

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[Resume_Kirschenheiter_.docx](#)

Upload a Resume

[LORKirschenheither.pdf](#)

Please attach a letter of recommendation.

Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? *



What gender do you identify as? *

Which race/ethnicity best describes you? *

What is your highest level of school completed? If enrolled, highest degree received? *

What is your employment status? *

What is your marital status? *

What is your total household income? *

Nepotism

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

Yes No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

N/A

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

KRISSTA KIRSCHENHEITER

CAREER OBJECTIVE

Versatile, dependable, innovative attorney with years of leadership experience and strong oral and written legal skills, having worked for three Legal Services Corporation grantee organizations. I have dedicated my career to helping vulnerable populations improve their lives. Recently, I returned to university to seek more knowledge in how best to incorporate peacebuilding practices into my desire to continue cooperatively working for impactful policy changes and promotion of good governance within complex environments.

PROFESSIONAL EXPERIENCE

Northern Nevada Legal Aid, Reno, Nevada

Sept 2023 – Present

Executive Team Attorney

- *Deputy Director of Programs and Staff with regards to a nonprofit legal organization of 50+ employees and 5 Million Dollar Budget*
- *Duties include direct supervision of immigration, housing, pro bono and senior center programs*
- *Human Resources and Employer Relations, revision and legal review of employee manuals, policies and standards of operating procedures*
- *Strategic lead for legislative and lobbying concerns of poverty law-related matters of concern*

Legal Services of the Virgin Islands, St. Thomas, US Virgin Islands

Nov 2019 – June 2022

Managing Attorney

- *Supervision of rural island office, consisting of 5 attorneys and 3 support staff members*
- *Managed St. Thomas Office caseload, including intakes, ongoing representation, and case closures*
- *Management Team duties included grant reporting, board reporting, and implementation of specialized projects, including disaster legal assistance and the victims of violence program*
- *Regularly represented clients in court, mostly domestic violence, and other family law-related matters*
- *Administered and managed the onboarding, training, and maintenance of the new case management software platform for both offices' employees and revised case management policy manual accordingly*

Micronesian Legal Services Corp., Saipan, Northern Mariana Islands

Aug 2017 – Sept 2019

Staff Attorney/Pro Bono Coordinator

- *Represented low-income clients in civil legal matters, especially domestic violence and immigration issues*
- *Implemented office-wide Pro Bono Program in 4 countries: U.S., Palau, Federated States of Micronesia,*

and Marshall Islands, including development and instruction at a biannual Federated States of Micronesia Bar Study Course

- Coordinated with Disaster Legal Services and the ABA's Young Lawyers Division Pro Bono Attorneys for representation on FEMA matters and various other disaster related issues after Super Typhoon Yutu
- Chair of the CNMI Bar Association's Bar Program Committee, to include community service and outreach activities, including presentations, community education classes and continuing legal education courses

Nevada Legal Services, Las Vegas, Nevada

Feb 2016 – Aug 2017

Director of Pro Bono Coordinator

- Supervised Statewide Pro Bono Project, which consisted of 9 staff members and 6 offices
- Managed Pro Bono cases and office systems in the Las Vegas, Reno, Elko, Carson City and Yerington offices. In 2016, the total closed caseload for this department was over 450 cases
- Created a partnership with the Nevada Attorney General Office to provide free legal assistance to hundreds of veterans throughout the state, resulting in a \$5 million grant to Nevada Legal Services
- Organized and managed several dozen self-help clinics and Continuing Legal Education Courses a year

Senior Staff Attorney

Mar 2015 – Feb 2016

- Managed legal work and staff in the Las Vegas office, including monitoring and controlling workloads
- Supervised Las Vegas office employees and attorneys with ongoing feedback and performance reviews
- Assured office compliance with all LSC regulations and office policies
- Functioned effectively in all the requirements of a staff attorney, including carrying a full caseload
- Member of the Nevada State Bar's Community Legal Education Committee (Appointed 2014 – 2017)

Staff Attorney

Apr 2010 – Mar 2015

- Represented low-income Nevadans in a variety of civil legal matters including affordable housing and eviction defense, public benefits (Social Security, TANF, Food Stamps, Medicaid, County Social Services), unemployment benefits, consumer (small claims and exempt property), immigration (VAWA, U-Visa, Adjustment of Status), family law (divorce, custody, guardianship), bankruptcy, and elder issues
- Representation of various clients in federal and state court and various administrative hearings
- Drafted and filed legal briefs, motions, memorandums, appeals, letters
- Participated in numerous community service and outreach activities, including presentations, ask-a-lawyer, and teaching community education classes

EDUCATION

Masters of Peace and Conflict Studies,

July 2023

University of Queensland, Brisbane, Australia

Rotary Peace Fellowship Class 19, GPA 6.5/7.0

- Rotary Foundation Paul Harris Fellow Awardee, Janet Lawrence Peace Recognition Awardee
- Awardee of UQ Enrichment Grant for Reconciliation Action Plan Study Tour in Darwin, The Northern Territory, Visiting Scholar at Flinders University College of Medicine and Public Health
- Awardee of UQ Enrichment Grant for Rotary International Convention in Melbourne, Victoria, Workshop Panel Speaker on "Peacebuilding and Protecting the Environment Through Rotary"
- Two Month Legal Intern for Rabi Council of Leaders and Banaba Women Organization in Fiji

Juris Doctorate,

University of Nevada, Las Vegas, United States

General Academic Scholarship Recipient, Public Interest Law Association Grant Recipient (Interned in Palau, Summer 2008)

May 2009

Bachelor of Art in History,

University of Hawaii, Manoa, Honolulu, United States

Commonwealth of the Northern Mariana Islands Top High School Graduate Honor Scholarship Recipient

May 2002

LEGAL BAR LICENSURE

District of Columbia

Admitted April 2022

U.S. District Court of the Virgin Islands

Admitted March 2021

U.S. District Court of Nevada

Admitted January 2012

State Bar of Nevada

Admitted October 2009

US Virgin Islands

Pending Regular Admission

Uniform Bar Examination Score 287 (February 2022 Exam)

Eligible for Bar Admission into more than 40 US Jurisdictions

REFERENCES

[Redacted Reference Block]

[Redacted Reference Block]

[Redacted Reference Block]

Additional References To Be Provided Upon Request

**CERTIFICATE OF THE CLERK OF THE SUPREME COURT
OF THE STATE OF NEVADA**

I, Elizabeth A. Brown, Clerk of the Supreme Court of the State of Nevada, do hereby certify that KRISSTA A. KIRSCHENHEITER (Bar No. 11623) was on the 22nd day of October, 2009, duly admitted as an attorney and counselor at law to practice in all the courts of the State of Nevada; and that the Supreme Court of Nevada is the highest court in this state;

I FURTHER CERTIFY that the said KRISSTA A. KIRSCHENHEITER is now in good standing; and that her name now appears on the Roll of Attorneys in this office.



*IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND
AND AFFIXED THE OFFICIAL SEAL OF SAID SUPREME COURT,
AT MY OFFICE IN CARSON CITY, NEVADA, THIS 29th DAY OF
JANUARY, 2020.*

**ELIZABETH A. BROWN, CLERK
SUPREME COURT
STATE OF NEVADA**

Elizabeth A. Brown

Chief Deputy Clerk



SUPREME COURT OF NEVADA
OFFICE OF THE CLERK
ELIZABETH A. BROWN, CLERK
201 SOUTH CARSON STREET, SUITE 201
CARSON CITY, NEVADA 89701-4702

Telephone
(775) 684-1600

January 29, 2020

Krissta A. Kirschenheiter
Legal Services of the Virgin Islands, Inc.
3017 Orange Grove
Christiansted, VI 00820

Re: Certificate of Good Standing

Dear Ms. Kirschenheiter:

Pursuant to your request, enclosed is a certificate of admission and good standing in the State Bar of Nevada.

Sincerely,

Lindsey Lupenui
Chief Deputy Clerk

LL:KM
Enclosure

Application Form

Profile

Cortney _____ E _____ Young _____
 First Name Middle Initial Last Name

 Home Address Suite or Apt

 City State Postal Code

 Email Address

ADR Partners, LLC (Self Employed) _____ Mediator _____
 Employer Job Title

 Primary Phone Alternate Phone

How long have you lived in Washoe County?

18 years

Question applies to multiple boards

Are you registered to vote in Washoe County?

Yes No

What district do you live in? *

District 2 - Commissioner Clark

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board/commission?

I am interested in continuing my service on this board so that I may continue to advance and support the important work of the law library. I believe that the law library offers critical access to justice for those most in need. Additionally, the law library is a crucial resource for self represented litigants, attorneys, and others in our community.

How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.

I am qualified for this role because I have had experience on this Board for approximately the last five years. Additionally, I have served as Secretary of the Board for a number of years as well. I understand the requirements of the role as well as the challenges facing the library and its Board.

Do you currently serve on any boards/committees or volunteer?

Yes No

If yes, please list the boards/committees or volunteer programs.

I am currently the President of the Nevada Dispute Resolution Coalition, I serve on the governance committee for the Discovery Museum, and I am a current Trustee for the Reno-Tahoe Airport Authority. I served two terms as the Vice Chair of the Reno Human Rights Commission and was the founder of the Children's Cancer Classic. Additionally, I was Chair of Influential Women of Sierra Nevada.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[Cortney_Young_CV.pdf](#)

Upload a Resume

Please attach a letter of recommendation.

Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? *

What gender do you identify as? *

Which race/ethnicity best describes you? *

What is your highest level of school completed? If enrolled, highest degree received? *

What is your employment status? *

What is your marital status? *

What is your total household income? *

Nepotism

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

Yes No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

My husband is the Assistant District Attorney (Criminal Division) for the Washoe County District Attorney's Office

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.



PARTNERS

CORTNEY YOUNG, MEDIATOR/ ARBITRATOR

Cortney Young is a Mediator and Arbitrator at ADR Partners. Her approach to dispute resolution combines years of litigation experience with a pragmatic problem-solving style.

Ms. Young spent over a decade with the Litigation and Trial team at Chapman Law firm, one of Nevada's premier eminent domain and real property law firms. Ms. Young was a key player in the firm's ADR Litigation practice where she worked closely with the firm's attorneys to ensure each case was well prepared for trial, participating in substantive strategic and tactical planning with an eye towards either winning or obtaining a favorable settlement.

In 2021, she founded ADR Partners which is a full-service dispute resolution company where Ms. Young continues to resolve millions of dollars annually in pending or threatened litigation.

Ms. Young's mediation practice is focused on the resolution of a wide variety of disputes, including, but not limited to, asset valuation, eminent domain, securities, probate and trust disputes, divorces, breach of contract, homeowner association disputes, foreclosure and super-priority mediation, boundary disputes, landlord-tenant, employee disputes, personal injury, and complex civil litigation. Ms. Young is available for mediations throughout the United States.

Representative Third-Party Neutral ADR Experience

Mediations

Residential Construction Defect	March	2014
Business litigation involving alleged property damage	October	2014
Homeowner Association Construction Defect	December	2014
Breach of Contract Mediation with Counterclaims	January	2015
Breach of Contract involving alleged property damage	April	2015
Securities Fraud (\$3B in claims)	September	2015
Breach of Contract involving property damage	March	2016
Quiet Title- breach of contract	July	2016
Dispute Concerning CC&Rs and Interpretation	March	2017
Commercial Tenancy Dispute	June	2017
Dissolution of Marriage (high net worth)	July	2018
Real Estate Non-Disclosure	September	2019
Executive Conflict	December	2019
Eminent Domain Dispute	May	2020
Probate/ Trust Dispute (exceeds \$6M in claims)	January	2021
Breach of Contract	March	2021

Mediations Continued

Personal Injury/ Negligence Dispute	May	2021
Anti-SLAPP Litigation	November	2021
Negligence/ Elder Abuse	February	2022

Arbitrations

Attorney-Client Fee Dispute	March	2017
Attorney- Client Fee Dispute	January	2021
Settlement Agreement Enforcement	July	2021
Attorney- Client Fee Dispute	January	2022

Special Master Appointments

Confidential Client (Sealed Proceedings)	January	2021
Confidential Client (Sealed Proceedings)	August	2021
Confidential Client (Seal Proceedings)	September	2022

Representative Party-Side ADR Experience

- Dispute concerning complex purchase option in public/private lease agreement involving complex high worth valuation issues of over \$200,000,000.
- Direct condemnation action for land with companion inverse condemnation action for water rights that condemning agency had failed to acknowledge, resulting in judgment for \$20,000,000.
- Resolved complex title dispute involving Small Tract Act parcels and easements.

Mediation/Arbitration Affiliations

- Arbitrator, Financial Industry Regulatory Authority (FINRA)(2017- Present)
- Mediator, Nevada Real Estate Division (2016-2017)
- Mediator, Neighborhood Mediation Center, Mediator (2014-Present)
- Mediator/ Arbitrator, State Bar of Nevada Fee Dispute Committee (2014-Present)
- President, Nevada Dispute Resolution Coalition, (2017-Present) Member since 2014

Education

- Pepperdine University, School of Law –Straus Institute for Dispute Resolution (2015)
- University of Nevada Reno-Beginning Dispute Resolution (2014)
- University of Nevada Reno, Paralegal Studies (2005)

Application Form

Profile

Scott _____ L _____ Benton _____
First Name Middle Initial Last Name

Home Address

City

Suite or Apt

State

Postal Code

Email Address

Volunteers of America _____ Shelter Director _____
Employer Job Title

Primary Phone

Alternate Phone

How long have you lived in Washoe County?

26 years

Question applies to multiple boards

Are you registered to vote in Washoe County?

Yes No

What district do you live in? *

District 4 - Commissioner Andriola

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board/commission?

Serving my community where my skill set and unique expertise will be an asset to the discussion and table of conversation

How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.

After graduation the Washoe County Leadership Academy in April 2023, I learned the unique ways to serve my community and want to value and appreciate all those that volunteer to serve.

Do you currently serve on any boards/committees or volunteer?

Yes No

If yes, please list the boards/committees or volunteer programs.

City of Sparks, Civil Service Commission, Secretary Northern Nevada Health District, HIV Planning Group, Voting Member Washoe County School District, Safe & Health Schools Commission, Chair Washoe County School District, Council on Family Resource Centers, Chair Washoe County School District, School Naming Committee, Member United States All-Star Federation, Regional Advisory Board, Board Member United States All-Star Federation, National Connection Leaders, West Coast Leader Reno Sparks Cinderella (501c3), Board of Directors, Executive Director Theatre Works of Northern Nevada (501c3), Board of Directors, Secretary

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[2023 Resume.pdf](#)

Upload a Resume

Please attach a letter of recommendation.

Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? *



What gender do you identify as? *

Which race/ethnicity best describes you? *

What is your highest level of school completed? If enrolled, highest degree received? *

What is your employment status? *

What is your marital status? *

What is your total household income? *

Nepotism

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

Yes No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

Scott Benton

- Effective Independent worker and a team player with exceptional communications skills
- Possess strong problem solving skills with the ability to work well under pressure and in a fast-paced environment
- Proactive, detail-orientated and experience in multi-tasking while meeting crucial deadlines.



Professional Experience

Volunteers of America – NCNN

May 2022 to Present

Director, Emergency Shelter

June 2021 to May 2022

Assistant Director, Operations and Compliance

July 2020 to June 2021

Outreach and Housekeeping Manager

January 2019 to July 2020

Program Manager, Men's Shelter

November 2017 to January 2019

Case Manager, Men's Shelter

SpineNevada

August 2016 to May 2017

Lead Medical Assistant, Pain Management

Renewed Health & Wellness

November 2014 to February 2016

Office Manager

Child Neurology

September 2013 to October 2014

Office Manager

Tahoe Forest Women's Center

January 2012 to September 2013

Practice Manager

Education

University of Nevada, Reno

Bachelors of Arts, English, minor in History/Dance

University of Nevada, Las Vegas

Bachelors of Science, Psychology

Contact



Objective

A fair, firm and consistent leader with over 15 years' professional experience, 5 of those years working in Non-profit. A high skilled, dependable, and dedicated individual who is always willing to jump in and help accomplish the mission. Possess the leadership and communication skills to problem solve, navigate technology, and be a critical thinker when needed. With an extensive knowledge of all aspects of comprehensive management with the goal to provide a meaningful contribution to the agency I am a part of.

Leadership

City of Sparks, Civil Service Commission, Secretary
Washoe County Health District, HIV Planning Group, Voting Member
Washoe County School District, Safe & Health Schools Commission, Chair
Washoe County School District, Council on Family Resource Centers, Chair
Washoe County School District, School Naming Committee, Member
United States All-Star Federation, Regional Advisory Board, Board Member
United States All-Star Federation, National Connection Leaders, West Coast Leader
Reno Sparks Cinderella (501c3), Board of Directors, Executive Director
Theatre Works of Northern Nevada (501c3), Board of Directors, Member

References

From: [Scott Benton](#)
To: [Bates, Sarah](#)
Subject: Re: Law Library Board of Trustees
Date: Tuesday, November 14, 2023 9:48:28 PM
Attachments: [image003.png](#)

[**NOTICE:** This message originated outside of Second Judicial District Court, State of Nevada --
DO NOT CLICK on **links** or open **attachments** unless you are sure the content is safe.]

Sarah, please share my comments and introduction to the Trustees. Thank you for allowing me to make a statement while I am out of the country.

I am Scott Benton, a proud Washoe County resident for over 30 years. I grew up in Washoe County, graduating from Washoe County School District as well as UNR and UNLV. I am proudly raising three children, whom I have had the privilege to adopt through Washoe County Courts. Understanding the role of a Trustee of the Law Library, as the non-attorney appointed trustee, I will uphold my obligation and voice to the Board. As a proud graduate of the 2023 Washoe County Leadership Academy, understanding the intricacy of the work the county does allows me to make sound and fair decisions when trusted to do so. As my current occupation, I have the honor to serve as the Emergency Shelter Director at the Nevada Cares Campus where the legal system seems out of reach to some of those participants that I serve. Understanding that all residents have access to the assistance and guidance through the Second Judicial Court and access to the Law Library, I would enjoy the challenge of sharing the treasured and instrumental work that is being done through the Law Library. I proudly serve in our community in several volunteer roles, including Washoe County School District, the City of Sparks, and the State of Nevada. I look forward to the opportunity to serve along some of the current board trustees. At the heart of what I do, service is second nature, second best to being a dad and it would be a complete honor to serve in the capacity of Trustee of the Washoe County Law Library. Please accept my sincere apologies for not being there in person, as this week I have planned to be out of the country.

Kindly yours,
Scott Benton

Application Form

Profile

Scott _____ L _____ Finley _____
First Name Middle Initial Last Name

Home Address

City

Email Address

Full Time Student _____
Employer Job Title

Primary Phone Alternate Phone

How long have you lived in Washoe County?

9 years

Question applies to multiple boards

Are you registered to vote in Washoe County?

Yes No

What district do you live in? *

District 5 - Commissioner Herman

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board/commission?

I am interested in serving on the Washoe County Law Library Board of Trustees because as a law student enrolled in the Paralegal/Law program at Truckee Meadows Community College (TMCC), I regularly use the law library. As a student in the legal field, I can learn much by serving on this board and offer a unique perspective. As a disabled military veteran and a legal student learning American Sign Language as part of my degree requirement, my participation on this board allows it to better represent marginalized communities.

How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.

The reason I feel qualified to serve on this board is because I have an active interest in law and will be graduating TMCC's Paralegal/Law program next year. When I served active duty in the United States Air Force, an additional duty I was assigned to was as a Record's Custodian, which involved preserving records including physical documents, electronic files, and continuity guides. I see the Law Library as a historical archive of statutes, legal cases, dictionaries, and various educational materials. Its importance to Washoe County and our justice system cannot be understated. My background as a Record's Custodian resulted in my proclivity in collecting and honoring old works by guaranteeing they are preserved in their original format.

Do you currently serve on any boards/committees or volunteer?

Yes No

If yes, please list the boards/committees or volunteer programs.

N/A

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[Scott_Finley_Scanned_Resume.pdf](#)

Upload a Resume

[Scott_Finley_Scanned_LOR.pdf](#)

Please attach a letter of recommendation.

Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? *

What gender do you identify as? *

Which race/ethnicity best describes you? *

What is your highest level of school completed? If enrolled, highest degree received? *

What is your employment status? *

What is your marital status? *

What is your total household income? *

Nepotism

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

Yes No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

N/A

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

Scott Finley

KEY COMPETENCIES

Analytical
Adaptability
Innovative

Communication
Team Leadership
Management

Organization
Problem-solving
Strategic Planning

PROFESSIONAL EXPERIENCE

Truckee Meadows Community College

Aug 2020 - Present

Full-time Student

Pursuing a dual major in Paralegal/Law and Communication Studies.

Accomplishments:

- Learning American Sign Language (ASL) as part of Communication Studies degree requirement.
- Served as treasurer on the Business & Entrepreneurship Club and Veterans Club.
- Served as treasurer and vice president on the History & Political Science Club.
- Served as student senator on the Student Government Association.
- Member of National Association of Legal Assistants (NALA) and Sierra Nevada Association of Paralegals (SNAP)
- Member of Reno Elks Lodge #597

Quality Engineering Solutions

Jul 2014 - Jul 2020

Ratings Technician

Analyzed thousands of miles of Automatic Road Analyzer (ARAN) images consisting of roadways.

Accomplishments:

- Worked with and trained by professionals employed at Fugro Canada Corp.
- Analysis of highways and roadways resulted in millions of dollars in savings for various DOTs.
- Trained numerous University of Nevada (UNR) engineering students on how to use StreetSaver and various other pavement management softwares.

United States Air Force

Apr 2009 - Jun 2014

Financial Manager & Comptroller Field

Served as an active duty Senior Airmen in the finance career field and was responsible for the oversight of numerous Airmen. Worked at the Air Force Financial Services Center (AFFSC) while stationed at Ellsworth AFB and the Financial Services Office (FSO) while stationed at Maxwell AFB.

Accomplishments:

- AFFSC and FSO finance technician that handled permanent changes of station, temporary duty, military pay, separation pay, and deployments, totaling millions of dollars in disbursements.
- Assumed the role of a physical training (PT) leader, leading numerous Airmen in PT.
- Skilled in looking up federal regulations and interpreting them.
- Implemented and oversaw the new LeaveWeb system base-wide for Maxwell AFB.
- Fulfilled the role of a Records Custodian by building and maintaining an Electronics Records Management database.
- Successfully handled and balanced over a million dollars in physical cash while working in the vault on-base as a cashier.
- Operated and oversaw the military pay for foreign military officers attending International Officer School.



October 17, 2023

I am honored to recommend Scott Finley to serve on the Washoe County Law Library Board of Trustees. I have reviewed the selection criteria and absolutely believe that Mr. Finley will be an excellent addition.

I have been teaching the law and directing the Paralegal degree program at Truckee Meadows Community College for 25 years. I am also a practicing attorney with 30 years of experience in the law.

I am Mr. Finley's Professor, Paralegal Program Director and Advisor for the TMCC Paralegal Program. As his Professor, Mr. Finley has always shown to be willing to work hard in order to fulfill his obligations and responsibilities to learn and apply the law appropriately and ethically.

Furthermore, I can speak first hand of the passion he brings to public service on behalf of our community, and the professionalism he conveys via his numerous civic roles. I have witnessed an individual who is committed to social justice and to serve his community in an important capacity. He is willing to take on challenging roles that require hard work, perseverance and high intellect.

I offer my recommendation because I believe his determination and commitment to service would make him a great fit for the Washoe County Law Library Board of Trustees.

A handwritten signature in blue ink that reads "Henry Sotelo". The signature is written in a cursive, flowing style.

Henry Sotelo, Esq.

Director/Advisor/Professor -Paralegal/Law Program
Truckee Meadows Community College





Professor Cheryl Cardoza
Truckee Meadows Community College
7000 Dandini Parkway
Reno, NV 89512

Washoe County Law Library Board of Trustees
Letter of Recommendation for Scott Finley

October 18, 2023

Dear Selection Committee for the Washoe County Law Library Board of Trustees,

I write to wholeheartedly support Scott Finley's application to serve on the Washoe County Law Library Board of Trustees. He is an excellent candidate, someone who will benefit immensely from serving on the board while also offering a lot of his own insights and experiences to the sessions.

I had the honor to serve as Scott's teacher for TMCC's advanced composition course, English 102. He took the course in the Fall semester of 2020 during the worst part of the COVID pandemic. Many students struggled with the change to online education and with the challenges that the pandemic placed before them, but not Scott. He dedicated himself to the class and focused on the work with a tenacity that made him one of my best students in a long time.

Scott's papers for my class brilliantly addressed a wide range of social issues that will make him a perfect candidate for the Washoe County Law Library Board of Trustees. He tackled gender and public restrooms, freedom of speech, and economic globalization for his papers. His grades were exemplary and reflected strong writing and research skills. Scott was also not afraid to reach out and ask questions to make sure that he was fulfilling all requirements for the course. It was a welcome change to have such an eager student in my class.

Scott's record at TMCC is nothing short of exemplary. He is working toward a dual major in Paralegal/Law and Communications and has actively participated in clubs and activities as well as the Student Government Association. Scott's dedication to TMCC offers a valuable contribution to our institution. He is also a member of national associations with regard to his chosen career and of the Reno Elks Lodge. In addition, Scott's five years in the U.S. Air Force gave him the experience and confidence to know what he wants and go for it.

Scott is an ideal candidate for this board, and I cannot give him anything but my very highest recommendation. Please feel free to reach out to me if you need further information:

██████████.

Sincerely,

A handwritten signature in black ink that reads "Cheryl A. Cardoza". The signature is written in a cursive, flowing style.

Cheryl A Cardoza
Professor of English



October 25, 2023

It is with great pleasure that I write this letter of recommendation for **Scott Finley**, who is applying to Washoe County Law Library Board of Trustees. My support is based on the recognition of his outstanding leadership, significant accomplishments, academic excellence, and service to the college and our community. As Scott's professor, I have enjoyed working with him in the spring 2023 semester. Many students consider it a fast-paced and intense science course. Nevertheless, Scott showed excellent ability in this class. During this time, he has consistently demonstrated a passion for chemistry, a strong work ethic, and an eagerness to learn. He is a dedicated and driven student, always striving to improve his understanding of the subject matter and to excel in coursework.

As a student, Scott is hardworking, determined, and reliable. In this class, he completed all the assignments on time and never allowed any other commitments to interfere with his work in class. In addition, Scott showed significant participation and collaboration with other students during the active learning part of the lectures.

As a lab partner, Scott was always prepared and focused on his role as a team player. As a result, he was a reliable and engaged lab partner while actively participating in the hands-on lab activities. One of the most impressive aspects of Scott's work is his ability to collaborate effectively. He is a skilled communicator and listener and is always willing to assist and support his peers. In addition, he projects a warm, cheerful attitude to the students. He loves people, works hard, and always tries to lift the spirits of those around him. As a result, his peers in the class felt welcome to ask him questions about complex chemistry concepts.

As a person, Scott is kind, intelligent, thoughtful, polite, and goal-oriented. Plus, he is a positive person. I appreciate that he always smiles and brings joy to the people around him. A positive atmosphere is essential, especially in the educational field. He is huge on self-improvement and focused on constantly challenging himself by gaining new knowledge.

As a community involvement, Scott served as treasurer of the Business & Entrepreneurship Club and Veterans Club, vice president of the History & Political Science Club, and student senator of the Student Government Association. In addition, he is an active member of the following local organizations: The National Association of Legal Assistants (NALA) and the Sierra Nevada Association of Paralegals (SNAP).

In summary, Scott Finley is an exceptional student and a dedicated scholar. He has a deep passion for learning and possesses the skills, knowledge, and work ethic necessary to excel in this outstanding opportunity to serve Washoe County. I wholeheartedly recommend Scott to be chosen to serve on the Washoe County Law Library Board of Trustees. Thank you for reading this letter of recommendation on behalf of Scott Finley. Please support his candidacy.

A handwritten signature in black ink, appearing to read "Olga Katkova", written in a cursive style.

Sincerely, Professor Katkova

OLGA KATKOVA | Physical Sciences Department | [REDACTED] | RDMT 321B | Mailstop 95
Dandini Campus, 7000 Dandini Boulevard, Reno, Nevada 89512
775-673-7111 | www.tmcc.edu
Nevada System of Higher Education | Dedicated to Equal Opportunity

Dear Selection Committee,

It is my great pleasure to strongly recommend Scott Finley for the **Washoe County Law Library Board of Trustees**.

My name is Mike Gonzalez. I am a Regional Manager at Tempus Labs, where I help lead the Neuro-Psych Division, and I am a Part-Time Adjunct Professor in Communication at Truckee Meadows Community College. I have over a decade of experience in the field of Communication. I worked closely with Scott, as he was one of the top students in my Argumentation & Debate class last fall.

Scott will bring an incredible skillset to the board. He is a great speaker, works well in group settings, and is someone who takes the initiative. This is why he was one of the best students in my class.

Please feel free to reach out to me if you have any questions. My direct line is [REDACTED], or you can email me at [REDACTED].

Best Regards,

Mike Gonzalez
Regional Manager - Neuro-Psych, Tempus Labs
Adjunct Professor - Communication, TMCC

Application Form

Profile

Rosanna _____ Garibay _____
 First Name Middle Initial Last Name

 Home Address

 City

 Suite or Apt

 State

 Postal Code

 Email Address

Legrand _____
 Employer Job Title

 Primary Phone

 Alternate Phone

How long have you lived in Washoe County?

2 years, prior to moving away 6 years

Question applies to multiple boards

Are you registered to vote in Washoe County?

Yes No

What district do you live in? *

District 3 - Commissioner Garcia

Find your Commissioner District [HERE](#).

Interests & Experiences

Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

Please tell us about yourself and why you want to serve.

Why are you interested in serving on this board/commission?

I'm deeply interested in serving on the Community Law Library Board of Trustees because I believe that access to legal information and resources is fundamental to a just and informed society. The law can be complex and intimidating, and I want to contribute to making legal knowledge more accessible to our community. By serving on this board, I aim to support initiatives that enhance our law library's offerings, ensure equitable access for all residents, and promote legal literacy. I see this as a valuable way to empower individuals and strengthen our community's understanding of the law, ultimately fostering a fair and well-informed society.

How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.

With a diverse professional background and a wealth of expertise, I feel like I am qualified to serve on the Law Library Board of Trustees. My experience as a Senior HR Generalist and HR Business Partner has equipped me with valuable skills in business planning and analysis, labor and employee relations, employment law, and diversity and inclusion. In these roles, I have successfully managed day-to-day HR operations, implemented policies to ensure compliance, and leveraged data-driven decision-making to support organizational goals. My ability to collaborate with various stakeholders and drive positive cultural shifts within organizations has been a key asset. Furthermore, my educational background, including a Master of Science in Compliance Law and a Bachelor of Science in Legal Studies, demonstrates my commitment to the legal field. Additionally, my technical skills, such as data processing, make me adept at handling the information needs of a law library effectively. Overall, my combination of professional experience, legal education, and technical proficiency positions me as a strong candidate to contribute meaningfully to the Law Library Board of Trustees.

Do you currently serve on any boards/committees or volunteer?

Yes No

If yes, please list the boards/committees or volunteer programs.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

[Rosanna+Garibay+Resume_2023.docx](#)

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

Upload a Resume

Please attach a letter of recommendation.

Demographic Information

The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.

What is your age range? *

What gender do you identify as? *

Which race/ethnicity best describes you? *

What is your highest level of school completed? If enrolled, highest degree received? *

What is your employment status? *

What is your marital status? *

What is your total household income? *

Nepotism

Are you an employee of or related to anyone employed by Washoe County by blood or marriage?

Yes No

If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:

Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.

ROSANNA GARIBAY

Mobile: [REDACTED] | **Email:** [REDACTED]

AREAS OF EXPERTISE

- Business Planning & Analysis
 - Labor & Employee Relations
 - Conflict Management
 - Diversity and Inclusion
 - Employment Law
 - Team Building & Leadership
 - FMLA/ADA
 - Data Processing Skills
 - Training & Development
 - Talent Acquisition
 - Project Management
 - HRIS Migration
-

PROFESSIONAL EXPERIENCE

LEGRAND

2022 – Present

Sr. HR Generalist (Site HR Manager)

Manage and direct day-to-day HR operational activities including people data analytics, compensation analysis, compliance for federal and state laws, employee and labor relations and led a culture of using data to drive decisions and support the need for change. Support the VP of Operations as well as other engineering and operation leaders.

- Developed new key policies to ensure compliance, and to support business and organizational goals.
- Improved and standardized the internal investigation process across multiple divisions.
- Shifted the culture surrounding the HR department into a positive and strategic light.

WALMART

2020 – 2022

HR Business Partner (HR Manager)

Direct day-to-day HR operational activities including people data analytics, compliance for federal and state laws, employee and labor relations and establish a culture that thrives. Establish innovative operational strategies to achieve business and organizational goals.

- Spearheaded a startup building by implementing critical policies and procedures, hiring and training leadership team, partnered with management to make key business decisions based on data, for a site with over 600 individuals.
- Strategized a systems migration for several sites that were Jet.com to Walmart systems. Developed key trainings to provide leadership the tools and resources to be successful.
- Generated and analyzed monthly and weekly reports to provide recommendations.

PEPPERMILL CASINO

2014 – 2020

HR Administrator (HR Generalist)

Supported overall organizational structure in a 24/7 casino environment to accomplish all operational objectives by integrating functional tactics, partnering with leadership and using strong business skills.

- Developed new policies and operational procedures to improve leadership strength and increase productivity.
 - Successfully designed and implemented new tactics to accommodate a high-volume of leave of absences due to the shifting culture with the pandemic.
-

ACADEMIC BACKGROUND

Master of Science in Compliance Law | National Juris University

Bachelor of Science in Legal Studies | National Paralegal College



TECHNICAL SKILLS

Workday, DayForce, AS400, Taleo, Tableau, DRAX, Windows/Mc OS, Microsoft Office (Word, Excel, PowerPoint, Access),
Adobe (PDF, Photoshop/ Illustrator)

Item 15 – Proposed meeting dates for 2024

2024 Proposed Meeting Dates and Times

Wednesday, February 21, 2024, at 11:00 a.m. (in-person meeting at the Law Library)

Wednesday, May 1, 2024, at 12:00 p.m.

Wednesday, September 4, 2024, at 12:00 p.m.

Wednesday, December 4, 2024, at 12:00 p.m.