



## 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 4, 2024, at 12:00 PM. This meeting will be held in the in the Robert Z. Hawkins Boardroom in the Washoe County Law Library at 75 Court St., Reno, NV 89501 in Room 101, as well as by videoconference. Members of the public may either attend in person, or via the ZOOM webinar by accessing the following link:

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

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

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

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

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

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

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

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

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

Supporting documentation for agenda items provided to the Law Library Board of Trustees is available to members of the public at the Law Library located at 75 Court Street, First Floor, Room 101, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Sarah Bates, Law Librarian, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Bates is located at the Second Judicial District Court and may be reached by telephone at (775) 328-3254 or by email at [sarah.bates@washoecourts.us](mailto: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 4, 2024. *For possible action.*
  4. Update regarding the Law Library, quarterly statistics, including Lawyer in the Library statistics, staffing, donation account and sanction account balances and expenditures, list of contracts with expiration dates, list of books purchased in FY24, etc.
  5. Status update from Mike Kattelman and discussion about the informational video project about the court system and court procedure for the public. The Board may take action to modify or make recommendations regarding the project. *For possible action.*
  6. Recommendation to approve Lawyer in the Library Participation Policy. *For possible action.*
  7. Recommendation to approve proposed dates for next year’s meetings. *For possible action.*
  8. Recommendation to approve reduction of Westlaw patron access subscription and addition of Lexis+ patron access subscription, with a net savings of approximately \$6,000 for the Law Library’s 2024-2025 fiscal year budget. *For possible action.*
  9. Discussion regarding future of Washoe County Bar Association’s annual donation to the Law Library. *For possible action.*
  10. Board Membership – Nomination and selection of one attorney member and one non-attorney member for recommendation to the Board of County Commissioners. Each applicant will have an opportunity to speak to the Board and additional public comment will be accepted. *For possible action.*
    - a. Michael Kattelman – attorney member applicant
    - b. Aurora Partridge – non-attorney member applicant
    - c. Jodi Bennett – non-attorney member applicant
  11. Board Comment – Limited to Announcements or Issues for Future Agendas
  12. Public Comments
  13. 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 4, 2024 Meeting

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT  
Law Library Board of Trustees--Meeting Minutes  
September 4, 2024

1. Roll Call

Board Members present:

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

Also, present were:

Sarah Bates, Washoe County Law Librarian, Alicia Lerud, Court Administrator, Emily Reed, Assistant Court Administrator (joined at 12:12PM PST), and Lindsay Liddell, Deputy District Attorney, Washoe County District Attorney's Office

Absent: Chief Judge Lynne Jones

2. Public Comments

No public comments were received.

3. Approval of Minutes from Board Meeting of May 29, 2024. *For possible action.*

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

4. Update regarding the Law Library, quarterly statistics, including Lawyer in the Library statistics, LTSA grant update, and Board position openings.

Ms. Bates provided an update on the various items. There is a non-attorney and attorney board position that will be posted in October and the board applications will be provided to the Board in December.

The report on the law library was presented in a different format to provide more detail and information. Feedback was solicited and provided.

5. Presentation of and request to approve updated Law Library logo design proof created by Washoe County's graphic designer. *For possible action.*

Ms. Bates presented the final logo with the recommended changes. It was further noted that the budget for this item has been met and any further changes would need to be funded from the law library budget.

Trustee Halstead moved to approve the updated version of the logo. Judge Schreinert seconded the motion.

Motion passed unanimously.

6. Discussion regarding scheduling the 2024 Lawyer in the Library Volunteer Appreciation lunch for February 5, 2025, and approving an approximate cost of \$4,300 from the sanction account for food, volunteer awards, and other costs related to the event. *For possible action.*

Ms. Bates provided information regarding the item. Last year the event was under budget and that is the same amount being requested for the upcoming event. Given the increase in costs, it is anticipated that the event may meet or possibly exceed the budget from last year.

To accommodate the event, the February Board meeting would be February 5, 2025.

Trustee Kattelman made a motion to approve the budget and meeting date. Judge Schreinert seconded the motion.

No further discussion was had. Motion passed unanimously.

7. Status update from Mike Kattelman and discussion about the informational video project about the court system and court procedure for the public. The Board may take action to modify or make recommendations regarding the project. *For possible action.*

Trustee Kattelman provided an update on the project. Filming is intended to be underway shortly and it is anticipated that there will be items to review in the December Board meeting.

No further discussion was had. No action was taken.

8. Presentation of and request to approve Law Library 5-year Strategic Plan. *For possible action.*

Ms. Bates presented the item and noted that the current Strategic Plan will expire at the end of 2024.

Discussion was had regarding the framework and goals of Ms. Bates in creating this Strategic Plan.

Trustee Partridge moved to approve the draft Strategic Plan. Trustee Halstead seconded the Motion.

Discussion regarding the draft Strategic Plan and its thoroughness.

No further discussion was had. Motion passed unanimously.

9. Presentation of the FY '24 budget, including general fund, donation account, and sanction account balances and expenditures, list of contracts with expiration dates, list of books purchased in FY24. Discussion about Board direction to staff regarding budget reporting format and level of detail requested. *For possible action.*

Ms. Bates presented the various items and reports contained in the items and sought clarification from the Board with respect to their requests for budget items moving forward. A review of the items provided was undertaken.

Trustee Partridge noted that the reports were helpful, and the summary was appreciated as it clearly outlined the figures in the full packet in an easy-to-read format.

Trustee Young clarified her prior comments regarding the level of detail regarding purchases under \$10,000.00 and noted an interest in the publications and titles at the library and reports to the Board regarding those items.

Trustee Kattelman would like to see the information provided in this item twice per year provided it is not overwhelming for staff to provide it.

Trustee Halstead proposed a detailed summary and backup to be produced if requested on a case-by-case basis.

Further discussion was had regarding the labor required to produce this level of information.

Discussion was had regarding the prior direction from the Board and the clarification being sought here. Two items were addressed, the overall budget for the Law Library and the documentation requested for purchases made under the \$10,000 spending limit. Judge Steinheimer clarified the role of the Board in the budget for the law library as set forth in the Memorandum of Understanding between the Second Judicial District Court and the Law Library.

With respect to the \$10,000.00 spending documentation, Trustee Young clarified that she is interested in seeing information regarding publications purchased within the limit.

Initial motion: Trustee Halstead made a motion that the information in the packet, exclusive of the backup documentation (SAP), be provided at each meeting. The SAP details were requested to be provided at the meeting immediately prior to the law library's budget meeting. The motion was seconded by Trustee Partridge.

Further discussion was had regarding the Board's intent with respect to the delineation of approved general budget items versus spending of unallocated funds. Trustees weighed in and clarified their preferences resulting in an amendment to the initial motion.

An amended motion was made to include that the \$10,000.00 spending details be brought to the Board for unallocated funds only, not items already approved in the law library budget.

The motion and its amendment were taken as two votes, and each was approved unanimously.

10. Discussion regarding possible changes to the Memorandum of Understanding (MOU) between the Law Library and the Second Judicial District Court. *For possible action.*

Discussion was had regarding the MOU.

Judge Schreinert made a motion to approve the MOU and directed Judge Steinheimer to enter into the MOU with the Second Judicial District. The motion was seconded by Trustee Kattelman.

No further discussion was had. Motion passed unanimously.

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

Judge Steinheimer thanked Ms. Bates for her hard work and noted how proud she is of the Law Library.

Trustee Young asked if the Board would entertain the idea of a retreat for planning purposes as a future agenda item. It was noted that any such meeting would be subject to open meeting law and require an agenda. Trustee Kattelman suggested this be added to the February meeting. Judge Steinheimer directed Board members to contact Ms. Bates individually to provide availability if interested.

Ms. Bates sought guidance from the Board regarding an upcoming contract and whether they'd like her to bring the item to the Board for review and possible action. Guidance was provided stating that any changes, not necessarily the dollar amount, should be brought before the Board.

12. Public Comments

No public comment.

13. Adjournment

Adjournment at 12:59 PM.

Item 4 – Law Library update, statistics, donation account and sanction account balances and expenditures, list of contracts with expiration dates, list of books purchased in FY24, etc



**SECOND JUDICIAL DISTRICT COURT**  
**Law Library Update**  
**December 4, 2024**

**UPDATES:**

- Staffing:
  - Two new Law Library Assistant IIIs started on September 23:
    - Yanitzia Perez-Galvan – she comes to us from DAS and has interned with Specialty Courts in the past. She is working on obtaining her master’s in social work at UNR.
    - Natasha Wolz – she comes to us from the Washoe County Library System and has a bachelors in Community Health Sciences from UNR.
  - Kyle Olson is now a notary, and Yanitzia is in the process of obtaining her notary commission.
- Donations and Sanctions:
  - We received multiple sanction payments in October & November totaling \$2,500.00.
  - The WCBA annual donation is currently uncertain. Judge Steinheimer is assisting us in working with the WCBA.
- We frequently get requests for phone chargers in the Law Library. With cell phones being many people’s lifelines, we purchased a cell phone charging locker to accommodate this need. See picture on page 2.
- We have two public computers that have been out of commission since October 1st. It appears that a patron that was using them dismantled some software. Court Tech is working on fixing them so we can make them available to the public again soon.
- We received 2 applications for the open non-attorney position and 1 application for the attorney position. The positions were posted on the Washoe County Board Opportunities website, sent out in an email blast by the County, and announced at a Board of County Commissioners meeting.

**EVENTS, TRAININGS, AND TRAVEL:**

- I attended the Self-Represented Litigant Network Conference in Salt Lake City September 19<sup>th</sup> & 20<sup>th</sup>. It was very informative and a great opportunity to hear what other law libraries and courts are doing to enhance access to justice.

- Our two new Law Library assistants attended the Nevada Association for Court Career Advancement (NACCA) training on October 10<sup>th</sup> & 11<sup>th</sup>.
- Law Library staff recently attended some successful outreach events in the community. At the Homeless Veteran Stand Down Event on September 27<sup>th</sup>, we provided information and resources to 116 homeless veterans in Washoe County. At the Washoe County Sheriff's Office Community Resource Fair on October 13<sup>th</sup>, 2024, we provided information and resources to 143 members of the community. Using donation funds, we were able to purchase Law Library-branded giveaway items for these outreach events.
- The Law Library team attended a very useful and informational training on October 30<sup>th</sup> put on by Washoe County Sheriff's Office MOST department on de-escalation tactics when dealing with patrons with mental health issues.



New cell phone charging locker.



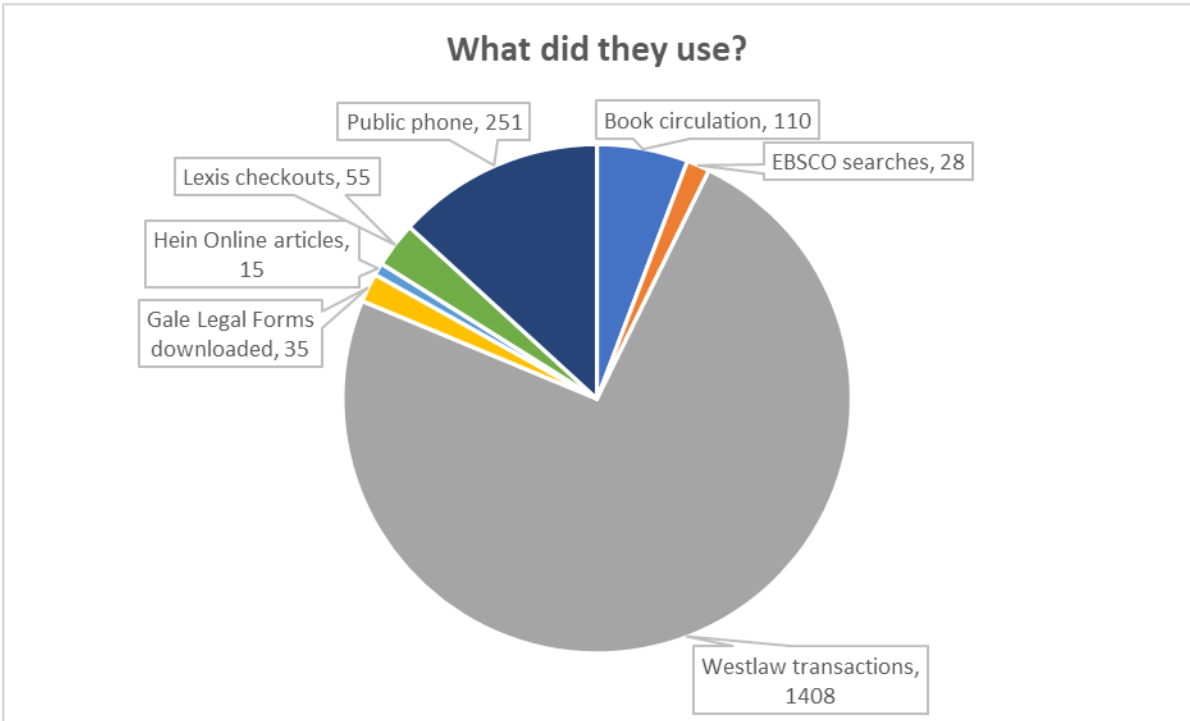
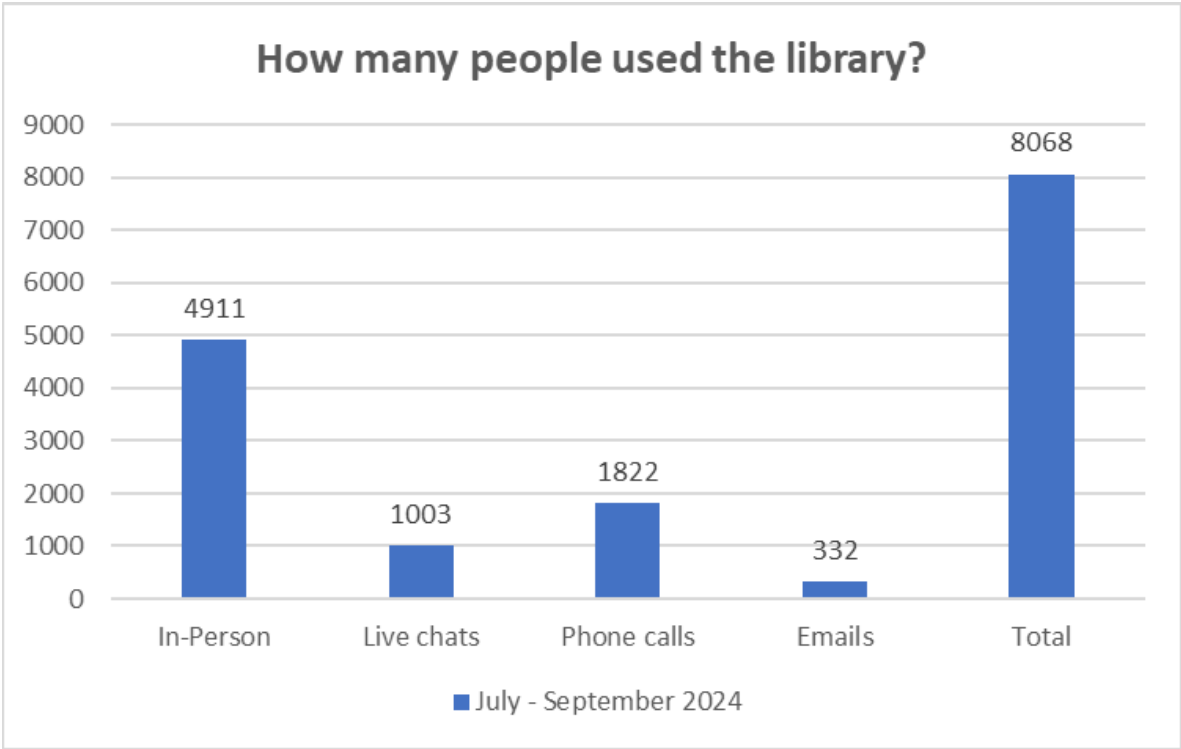
**Law Library Budget Actuals  
Fiscal Year 2025  
July - September**

- A. Law Library Fees (income) – Total: -\$18,645.00**  
A portion of Second Judicial District Court filing fees goes towards the Law Library budget. The planned income from court filing fees for the FY is \$63,000.
- B. Other General Govt (income) – Total: \$0.00**  
Other miscellaneous government revenue posted by Washoe County Collections.
- C. Copy Machine Receipt (income) – Total: \$0.00**  
Printing and photocopying are available to patrons at a cost of \$.25 per page. This is the amount made from patron copies and printing.
- D. Base Salaries – Total: \$130,665.88**  
The staff is made up of one Law Library Manager, one Senior Law Library Assistant, and four Law Library Assistant IIIs.
- E. Employee Benefits – Total: \$66,164.53**  
This amount includes longevity incentive pay, group insurance, ER HSA contributions, OPEB contributions, retirement, Medicare, workmen’s compensation, and unemployment compensation.
- F. Professional Services – Total \$0.00**  
MK Solutions– service contract and software subscription for the RFID staff stations, security gates, and self-check typically fall under this category.
- G. Software Maintenance – Total: \$3,621.00**  
Includes the ByWater Solutions subscription for Koha, the integrated library system (ILS) and the Springshare subscription which runs program scheduling (Lawyer in the Library, CLE classes, etc.) and online research guides.
- H. Copy Machine Expense – Total: \$399.00**  
This is the subscription for the Canon printer/copy machines for both the staff and the public.
- I. Copy Machine Copies – Total: \$22.95**  
Additional copy charges from Canon for the printer/copy machines.
- J. Office Supplies – Total: \$690.12**  
All office supplies ordered for use in the Law Library including pens, paper, Post-it notes, staples, barcodes, spine labels, etc.
- K. Books and Subscriptions – Total: \$45,054.63**  
This includes all books purchased and the subscriptions for Thomson Reuters, LexisNexis, Cybrarian, Wolters Kluwer VitalLaw, National Consumer Law Center, OCLC, Canva, HeinOnline, MK Solutions, EBSCO, and Gale Legal Forms.
- L. Postage – Total: \$3.40**  
Outgoing mail costs.
- M. Express and Courier – Total: \$15.05**  
Shipping costs.
- N. Printing – Total: \$0.00**  
Printing of business cards and other handouts through Washoe County.

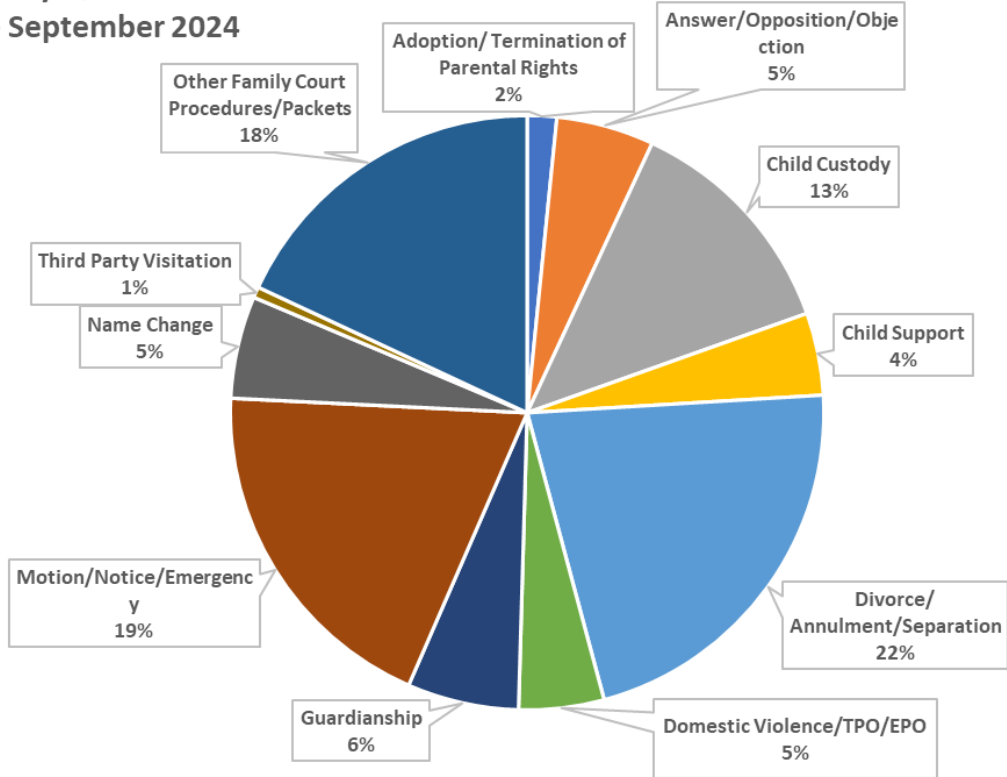
- O. Telephones – Total: \$492.86**  
Cost of the Vonage phone lines.
  
- P. Seminars/Meetings – Total: \$340.00**  
Conference registration fees and annual volunteer lunch costs are run through this line item, although they are often reimbursed by grants or the sanction fund.
  
- Q. Auto Expense – Total: \$0.00**  
Mileage reimbursement for employee travel in a personal vehicle.
  
- R. Dues – Total: \$0.00**  
Dues for staff memberships to professional organizations.
  
- S. Interpreters – Total: \$0.00**  
An interpretation company called Language Link that assists with non-English language speakers attending the Lawyer in the Library program or in person at the Law Library.
  
- T. Combined Utilities – Total: \$2,889.75**  
Utility costs.
  
- U. Travel – Total: \$1,944.22**  
Employee travel to conferences is assigned to this line item.

**Total: \$233,658.39**

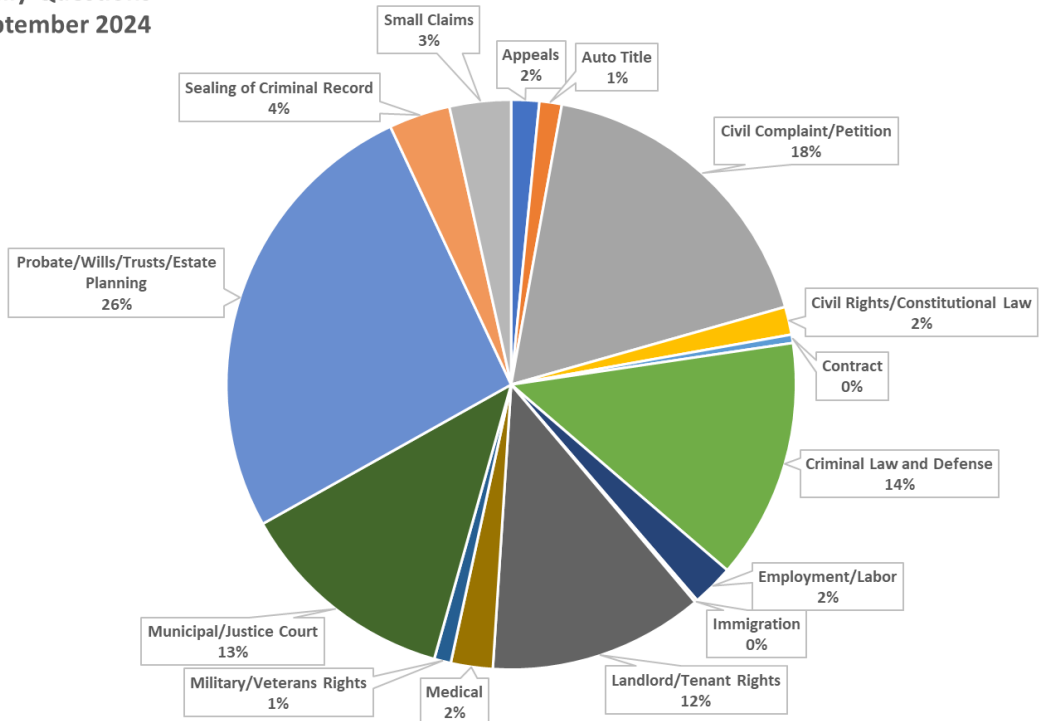
# Law Library Statistics: July – September 2024



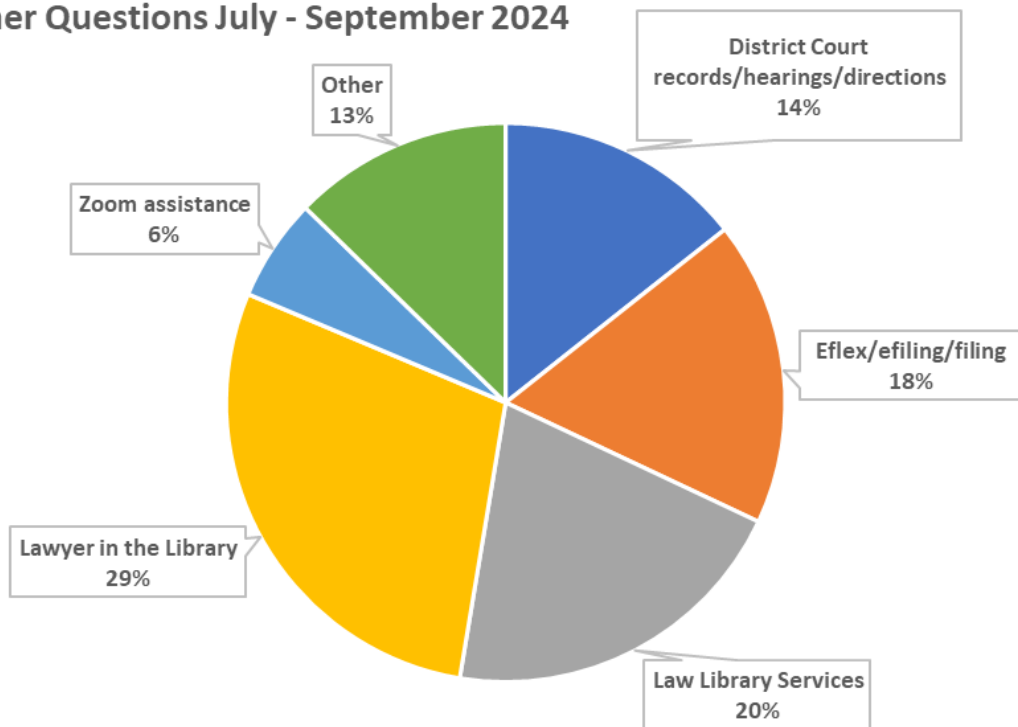
### Family Questions July - September 2024



### Non-Family Questions July - September 2024



## Other Questions July - September 2024



**LAWYER IN THE LIBRARY PROGRAM  
JULY - SEPTEMBER 2024**

**New attorney volunteers are in bold.**

<b>DATE</b>	<b>ATTORNEYS</b>	<b># OF ATTENDEES</b>	<b># ON WAITLIST WHO WERE NOT CONTACTED/ TYPE OF WAITLIST</b>
JUL 2, 2024	Sarah Carrasco, Chrissy Cullen, Jill Whitbeck	23	3 Family
JUL 9, 2024	John Keuscher, Janet Traut	15	9 Family
JUL 10, 2024	Rick Cornell, Cassy Walsh, <b>McCade Wing</b>	24	9 General, 0 Probate
JUL 16, 2024	Max Stovall, <b>Andrew Switlyk</b>	16	12 Family
JUL 17, 2024	Maddy Shipman	7	2 General
JUL 23, 2024	<b>Bob Cerceo</b> , Carolyn Renner	16	15 Family
JUL 24, 2024	Jenny McMenomy, John Samberg	15	2 General, 2 Probate
JUL 30, 2024	Bob Cerceo, Lisa Fraas	16	10 Family
JUL 31, 2024	Cassin Brown, <b>Alex Giuliani</b> , Jane Susskind	23	8 General, 4 Landlord
AUG 6, 2024	Kathy Breckenridge, Chrissy Cullen, Max Stovall	25	3 Family
AUG 7, 2024	Michael Crisostomo, Jenny McMenomy, John Samberg	24	0 General, 2 Probate
AUG 13, 2024	Bob Cerceo, John Keuscher	15	0 Family
AUG 14, 2024	<b>Sarah White</b>	3	6 General
AUG 20, 2024	Sarah Carrasco, Kendra Jepsen	16	9 Family
AUG 21, 2024	Nicole Harvey, Lance McKenzie	16	3 General, 7 Probate
AUG 27, 2024	Bob Cerceo, Max Stovall	17	7 Family
AUG 28, 2024	Rick Cornell, Cassy Walsh	15	0 General, 0 Landlord
SEP 3, 2024	Bob Cerceo, Chrissy Cullen	16	11 Family
SEP 4, 2024	Jenny McMenomy, <b>Bella Peek</b> , Andrew Switlyk	18	0 General, 6 Probate
SEP 10, 2024	John Keuscher	8	11 Family
SEP 11, 2024	Russ Carr, John Samberg	14	0 General
SEP 17, 2024	Sarah Carrasco, Max Stovall	16	13 Family
SEP 18, 2024	Robert Broili, Nicole Harvey, Maddy Shipman	21	0 General, 0 Probate



DATE	ATTORNEYS	# OF ATTENDEES	# ON WAITLIST WHO WERE NOT CONTACTED/ TYPE OF WAITLIST
SEP 24, 2024	Rost Olsen, Chad Pace	16	11 Family
SEP 25, 2024	Russ Carr, Michael Crisostomo	15	3 General, 0 Landlord Tenant
<b>TOTAL</b>	<b>54</b>	<b>410</b>	<b>168</b>
			<b>114 Family 33 General 17 Probate 4 Landlord</b>

## Law Library Donation Account Balance

FY25 July - September

Run by: SBATES  
Run date: 12/02/2024 16:42:39  
Report: 400/ZF15

Washoe County  
Plan/Actual/Commit (FC)

Page: 1/ 1  
Horizontal Page: 1/ 1  
Variation: 5/ 5

Period: 1 thru 3 2025	Fund: 000	Washoe County Funds
Account: GO-P-L	Fund Center: IN20522	SJDC Law Library donations

Accounts	Plan	Actual	PO Commit	Actual + PO	Available	Avail%	PreCommit	Available	Avail%
484000 Donation, Contri-Oper	400.00-	400.00-		400.00-					
** REVENUE	400.00-	400.00-		400.00-					
710500 Other Expense	10,336.50	666.18		666.18	9,670.32	93.56		9,670.32	93.56
** EXPENDITURES	10,336.50	666.18		666.18	9,670.32	93.56		9,670.32	93.56
*** Total	9,936.50	266.18		266.18	9,670.32	97.32		9,670.32	97.32

## Law Library Donation Account Expenditures

FY25 July - September

### Document Journal

**FM Area** WC01  
**Year Commitment Item** 2025  
**Commitment Item** 701000 to 704999 ...  
**Funds Center** IN20522  
**Fund** 1000 to 1999 ...  
**Layout** /CSD-1  
  
**User** SBATES  
**Date/Time** 12/02/2024 16:46:41

Prd.doc.no	CI text	FM pstg d.	Order	Cost Ctr	WBS Elem.	Cmmt Item	BusA	Pymt Bdgt	RefDocNo	Name 1	Reference	Text	Head. Text	CO Trans.	Type
264048	Other Exp	09/26/2024	20522			710500	01	666.18	1925021513	4IMPRINT, INC	XN00277450	Interchange Qualifier		FI: Postings	KS
								<b>666.18</b>		4IMPRINT, INC					
						710500		<b>666.18</b>							
								<b>666.18</b>							



**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, 2024 - September 30, 2024

<b>Quarter to Date</b>	<b>Year to Date</b>
7/1/2024-9/30/2024	1/1/2024-9/30/2024

<b>BEGINNING FUND BALANCE:</b>	<b>\$90,698.67</b>	<b>\$92,740.81</b>
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**INCOME:**

Gifts & Bequests - Unrestricted	0.00	800.00
Investment Income (Net of Fees)	2,204.96	3,636.89
<b>Total Income</b>	<b>\$2,204.96</b>	<b>\$4,436.89</b>

**EXPENSES:**

Foundation Administration Fees	343.40	1,032.74
Grants and Scholarships	0.00	3,584.73
<b>Total Expenses</b>	<b>\$343.40</b>	<b>\$4,617.47</b>

<b>ENDING FUND BALANCE:</b>		<b>\$92,560.23</b>
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**COMMUNITY  
FOUNDATION**  
*of Northern Nevada*

**Washoe County Law Library Sanction Fund**

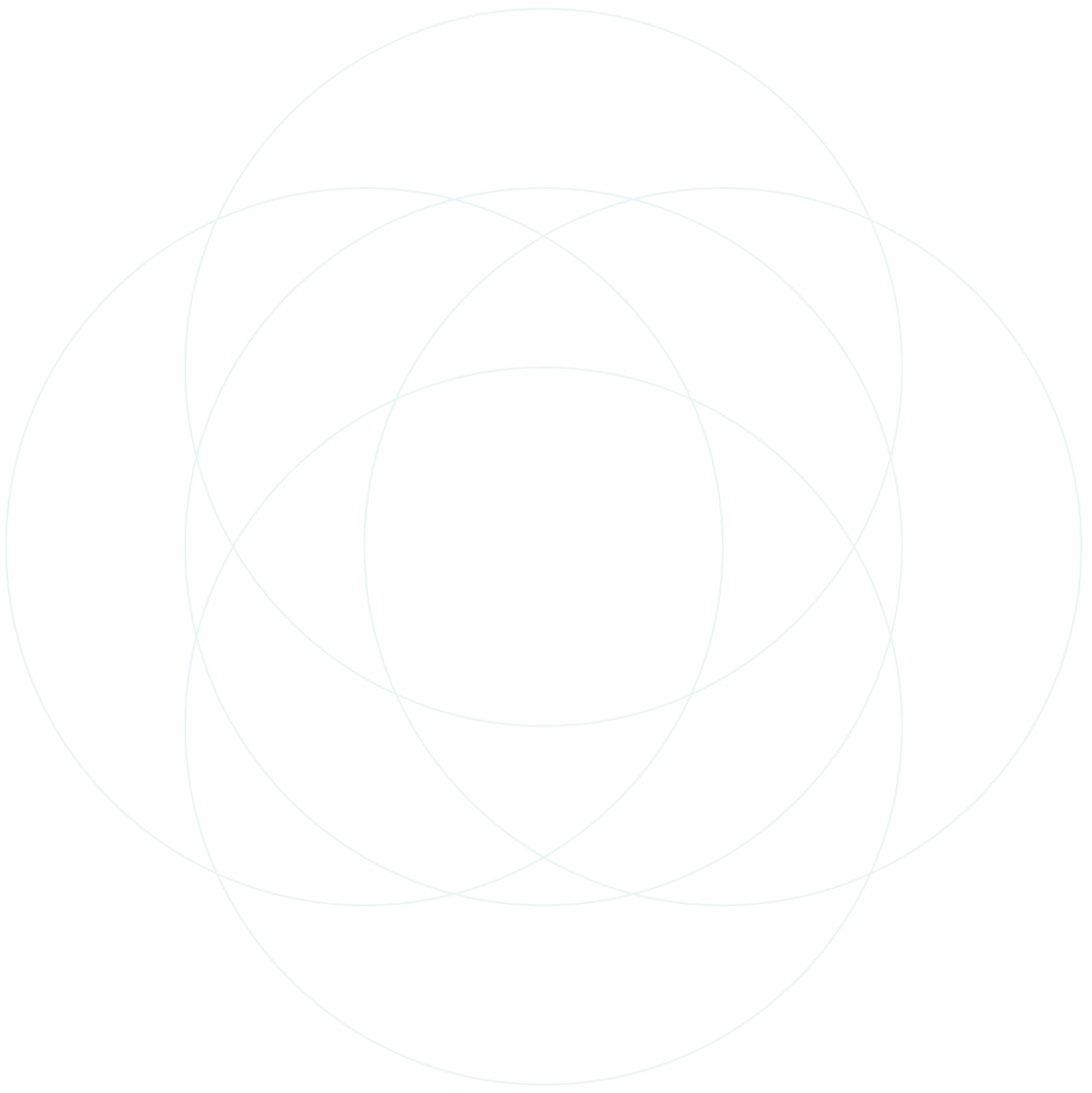
Date Fund Established: July 13, 2023  
Fund ID #1660

**CONTRIBUTIONS:**

No contributions were received this period.

**GRANTS APPROVED:**

No grants were issued this period.



**Law Library Contracts (Current)**

<b>Vendor</b>	<b>Contract length</b>	<b>FY 25</b>	<b>Contract end date</b>
Bywater Solutions (Koha)	1 year	\$3,621.00	8/8/2025
Canva	1 year	\$149.90	11/5/2025
Cybrarian	1 year	\$949.95	8/31/2025
Ebsco	1 year	\$6,914.00	3/31/2025
Gale Group (Cengage)	1 year	\$2,733.33	5/31/2025
HeinOnline	1 year	\$8,451.00	12/31/2025
LexisNexis	3 years	\$54,839.00	1/31/2027
MK Solutions service contract	1 year	\$1,845.00	12/31/2025
MK Solutions software subscription	1 year	\$1,457.04	12/31/2025
NCLC	1 year	\$2,132.00	9/1/2025
OCLC	1 year	\$375.53	10/31/2025
Springshare - LibCal	1 year	\$963.00	3/1/2025
Springshare - LibGuides	1 year	\$1,551.00	5/1/2025
Thomson Reuters - Westlaw*	3 years	\$63,987.48*	12/31/2024
Thomson Reuters LMA	5 years	\$93,312.00	12/31/2026
Wolters Kluwer VitalLaw	3 years	\$7,418.15	6/30/2026

\*estimate if we renew subscription as is for Jan. 2025. If Board approves recommendation to reduce subscription, annual cost will be \$47,022.24 and Lexis+ will be \$7,860, for a total of \$54,882.24

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**LexisNexis book subscription**

Bender's Federal Practice Forms
California Forms of Pleading and Practice
Child Custody & Visitation Law & Prac
Civil Rights Actions
Cohen's Handbook of Federal Indian Law
Comparative Negligence
Corbin on Contracts Ebook
Criminal Law Advocacy
Defense of Narcotics Cases
Defense of Speeding, Reckless Driving and Vehicular Homicide
Federal Habeas Corpus Practice and Procedure
Judicial Conduct and Ethics
Modern Child Custody Practice
Nevada Civil Practice Manual
Nevada Real Estate Manual
New Appleman on Insurance Law Library Edition
Nichols on Eminent Domain
Page on the Law of Wills
Powell on Real Property
Pretrial Motions in Criminal Prosecutions
Relentless Criminal Cross-Examination
Sanctions: The Federal Law of Litigation Abuse
Tax, Estate & Financial Planning for the Elderly: Forms & Practice
What's It Worth?
Widiss' Uninsured and Underinsured Motorist Insurance, Third Ed.

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**National Consumer Law Center (NCLC) subscription**

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

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



Family Estate Planning Guide, 4th
Family Law (The Rutter Group California Practice Guide)
Federal Appellate Practice: Ninth Circuit
Federal Civil Judicial Procedure and Rules
Federal Civil Procedure Before Trial (The Rutter Group Practice Guide)
Federal Civil Trials and Evidence (The Rutter Group Practice Guide)
Federal Court of Appeals Manual, 7th
Federal Court of Appeals Manual, Local Rules
Federal Criminal Code and Rules
Federal Employment Litigation (The Rutter Group Practice Guide)
Federal Habeas Manual
Federal Jury Practice and Instructions Criminal Companion Handbook
Federal Jury Practice and Instructions, 6th—Vols. 1-3C, Full Set
Federal Jury Practice and Instructions--Civil Companion Handbook
Federal Motions in Limine (The Rutter Group Civil Litigation Series)
Federal Ninth Circuit Civil Appellate Practice (The Rutter Group Practice Guide)
Federal Practice and Procedure, Wright & Miller
Federal Summary Judgment and Related Termination Motions (The Rutter Group Civil Litigation Series)
Fletcher Cyclopedia Corporations
Fundamentals of Litigation Practice
Guidebook to the Freedom of Information and Privacy Acts
Handling Misdemeanor Cases, 2d
Hazen's Treatise on the Law of Securities Regulation, 8th (Practitioner Treatise Series)
Housing Discrimination: Law and Litigation
Lane Goldstein Trial Technique, 3d
Law of Water Rights and Resources (Environmental Law Series)
Legal Rights of Children, 3d
Lesbian, Gay, Bisexual and Transgender Family Law
Manual for Complex Litigation, 4th
McCormick on Evidence, 8th (Practitioner Treatise Series)
McQuillin Municipal Corporations, 3d
Medicare and Medicaid Claims and Procedures, 4th
Miller & Starr California Real Estate Digest, 3d

Miller & Starr California Real Estate, 4th
Modern Scientific Evidence: The Law and Science of Expert Testimony
Modern Tort Law: Liability and Litigation, 2d
Nevada Legislative Service (Discounted)
Nevada Rules of Court - State and Federal (Vols. I & II, Nevada Court Rules)
Pacific Reporter Advance Sheets ( <b>FREE</b> )
Pacific Reporter®, 3d (National Reporter System®)
Pattern Discovery: Tort Actions, 3d
Planning an Estate: A Guidebook of Principles and Techniques, 4th
Police Misconduct: Law and Litigation, 3d
Postconviction Remedies
Qualified Retirement Plans (Employment Law Series)
Restatement of the Law (2d) of Contracts—Vols. 1-3
Restatement of the Law (2d) of Judgments, Vols. 1-2
Restatement of the Law (3d) of Torts—Liability for Physical and Emotional Harm
Restatement of the Law, Model Code of Evidence
Restatements (2d, 3d and 4th) and Principles of the Law, with Appendices
Rights of Prisoners, 5th
Rothstein, Craver, Hébert, Lobel, Malloy, McCormick, and Sperino's Employment Law, 6th (Practitioner T
Rotunda and Nowak's Treatise on Constitutional Law: Substance and Procedure, 5th
Search and Seizure: A Treatise on the Fourth Amendment, 6th (West's Criminal Practice Series)
Sexual Orientation and the Law
Social Security Claims and Procedures, 6th
Steel on Immigration Law
Substantive Criminal Law, 3d (West's Criminal Practice Series)
Summary of California Law, 11th (Witkin Library)
Sutherland Statutes and Statutory Construction
The Law of Fraudulent Transactions
Uniform Commercial Code
Uniform Laws Annotated
United States Code Annotated® (USCA)
West's® Analysis of American Law
West's® Annotated California Codes (Annotated Statute & Code Series)

West's® Nevada Revised Statutes Annotated (Annotated Statute & Code Series)

White and Summers' Uniform Commercial Code, 6th (Practitioner Treatise Series)

Williston on Contracts, 4th

Wiretapping and Eavesdropping, 3d: Surveillance in the Internet Age

Words and Phrases®

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

**One-off Books purchased in FY24**

Date	Vendor	Item	Amount
9/18/2023	PLI	Friedman on Leases E6 R19 2023	\$ 368.50
9/25/2023	LexisNexis	Prac Guide Dispute Land Rel 34	\$ 806.38
9/28/2023	Ingram	Becoming a US Citizen	\$ 31.99
9/28/2023	Ingram	Returning Citizens Survival Guide	\$ 14.95
9/28/2023	Ingram	Building a parenting agreement that works :	\$ 20.99
9/28/2023	Ingram	California tenants' rights /	\$ 26.99
9/28/2023	Ingram	Chapter 13 bankruptcy :	\$ 35.99
9/28/2023	Ingram	Consultant & independent contractor agreements /	\$ 25.19
9/28/2023	Ingram	Credit repair /	\$ 17.49
9/28/2023	Ingram	Every Airbnb host's tax guide /	\$ 15.39
9/28/2023	Ingram	Every landlord's guide to managing property :	\$ 22.39
9/28/2023	Ingram	Fiance & marriage visas :	\$ 35.99
9/28/2023	Ingram	First-time landlord :	\$ 18.89
9/28/2023	Ingram	Get it together :	\$ 18.99
9/28/2023	Ingram	Getting permission :	\$ 31.49
9/28/2023	Ingram	How to buy a house in California /	\$ 32.39
9/28/2023	Ingram	How to get a green card /	\$ 35.99
9/28/2023	Ingram	How to probate an estate in California /	\$ 47.69
9/28/2023	Ingram	Law forms for personal use /	\$ 26.99
9/28/2023	Ingram	Leases & rental agreements /	\$ 20.99
9/28/2023	Ingram	Legal guide for starting & running a small business /	\$ 27.99
9/28/2023	Ingram	LLC or corporation? :	\$ 18.89
9/28/2023	Ingram	Long-term care :	\$ 20.99
9/28/2023	Ingram	Make your own living trust /	\$ 35.99
9/28/2023	Ingram	Neighbor law :	\$ 26.99
9/28/2023	Ingram	Nolo's deposition handbook /	\$ 31.49
9/28/2023	Ingram	Nolo's encyclopedia of everyday law :	\$ 32.39
9/28/2023	Ingram	Nolo's essential guide to buying your first home /	\$ 18.89
9/28/2023	Ingram	Nolo's quick LLC :	\$ 22.39
9/28/2023	Ingram	Nonprofit meetings, minutes & records :	\$ 35.99
9/28/2023	Ingram	Patent it yourself :	\$ 44.99
9/28/2023	Ingram	Prenuptial agreements :	\$ 24.49
9/28/2023	Ingram	Quick & legal will book /	\$ 24.29
9/28/2023	Ingram	Represent yourself in court :	\$ 35.99
9/28/2023	Ingram	Selling your house :	\$ 18.89
9/28/2023	Ingram	Social Security, Medicare & government pensions :	\$ 20.99
9/28/2023	Ingram	Solve your money troubles /	\$ 18.89
9/28/2023	Ingram	Special needs trusts :	\$ 32.39
9/28/2023	Ingram	The California landlord's law book.	\$ 40.49
9/28/2023	Ingram	The California landlord's law book.	\$ 40.49
9/28/2023	Ingram	The complete IEP guide :	\$ 25.19
9/28/2023	Ingram	The employer's legal handbook :	\$ 34.99
9/28/2023	Ingram	The essential guide to workplace investigations :	\$ 31.49
9/28/2023	Ingram	The foreclosure survival guide /	\$ 18.89
9/28/2023	Ingram	The public domain :	\$ 35.99
9/28/2023	Ingram	The trustee's legal companion /	\$ 35.99
9/28/2023	Ingram	Trademark :	\$ 35.99
9/28/2023	Ingram	U.S. immigration made easy /	\$ 40.49
11/16/2023	CEB	Drafting California irrevocable trusts	\$ 513.05
12/15/2023	LexisNexis	NV Estate Planning w/forms	\$ 1,100.00
1/9/2024	Wolters Kluwer	U.S. Master Tax Guide 2024	\$ 157.90
1/30/2024	PLI	Friedman on Leases E6 R20	\$ 389.50
2/1/2024	CEB	Mandatory Crim Jury Instructions	\$ 146.95
2/23/2024	CEB	CA Government Tort Liability 4th	\$ 353.65
3/7/2024	CEB	Debt Collection Practice in CA 2D	\$ 377.20
3/15/2024	Carolina Academic Press LLC	Bad Words: A Legal Writer's Guide to What Not to Say	\$ 31.50
3/16/2024	Carolina Academic Press LLC	Beyond the First Draft: Editing Strategies for Powerful Legal \	\$ 31.50
3/17/2024	Carolina Academic Press LLC	Immigration Law for Paralegals, Fifth Edition	\$ 87.30
3/18/2024	Carolina Academic Press LLC	Mediation: Skills and Techniques, Second Edition	\$ 91.80
3/19/2024	Carolina Academic Press LLC	Sources and Strategies of Legal Research	\$ 40.50
3/20/2024	Carolina Academic Press LLC	Writing for Dollars, Writing to Please: The Case for Plain Lang	\$ 22.50
3/28/2024	James Publishing	Social Security Disability Practice	\$ 201.00
5/13/2024	PLI	Sack on Defamation E5 R7	\$ 313.50
6/5/2024	CEB	CA Criminal Law Procedure & Practice 2024	\$ 449.95
6/17/2024	PLI	Social Media and the Law	\$ 261.50
6/25/2024	LCB	Nevada Statutes Advance Sheets	\$ 120.00
6/27/2024	Thomson Reuters	Black's Law Dictionary, 12th Edition	\$ 89.95

**One-off Books purchased in FY25 (current)**

Date	Vendor	Item	Amount
7/12/2024	PLI	Friedman on Leases E6 R21 (2024)	\$ 377.00
7/15/2024	James Publishing	Bankruptcy Courts & Procedures - Print Subscription	\$ 170.00
7/18/2024	Nicole Harvey	I hope you die laughing (3 copies donated by author)	\$ -
8/12/2024	CEB	California Child And Spousal Support: Establishing, Modifying,	\$ 245.95
9/23/2024	PLI	Friedman on Leases	\$ 389.50
11/22/2024	CEB	California Will Drafting Updated Pages Kit- 11/2024	\$ 575.95

Item 6 – Proposed Lawyer in the Library Participation Policy

**SECOND JUDICIAL DISTRICT COURT**  
**STATE OF NEVADA**  
**WASHOE COUNTY**



**Washoe County Law Library**  
**Lawyer in the Library Participation Policy**

The Lawyer in the Library program is offered by the Washoe County Law Library to provide the opportunity for members of the community to speak with a Nevada lawyer at no cost. To ensure assistance to as many people in need as possible, and to keep the program fair and sustainable, participants are required to follow all the rules of the Lawyer in the Library Participation Policy. The Law Library reserves the right to deny participation to anyone in violation of this policy.

By registering for the Lawyer in the Library program, or the program wait list, participants agree to abide by all applicable laws and Law Library policies. Violations of the Lawyer in the Library Participation Policy or the Lawyer in the Library Disclaimer may result in ejection and/or banishment from participation in the Lawyer in the Library program. Decisions on banishment and the length of the ban will be determined by the Law Library Manager. Providing false information is a violation of this policy and will result in denial of participation in the program.

1. To participate in the Lawyer in the Library program, individuals must register ahead of time to secure a spot in the program or the wait list. "Walk-ins" are not permitted.
2. All information provided in the Lawyer in the Library registration form must be true and accurate to the best of the registrant's knowledge. Full name, contact information, opposing party's full name, and the legal situation are **REQUIRED**. Refusal to provide required information will result in denial of participation in the program. Providing false information is a violation of this policy.
3. All registrants and additional attendees must agree to the Lawyer in the Library Disclaimer in order to participate.
4. Each attendee is allowed to participate in only one session per program. No individual is allowed to participate in multiple sessions during a single program.
5. Participation in Lawyer in the Library is limited to a total of **4 times per calendar year**. This includes all programs. For example, a person could attend 4 Family Law programs, or 2



Family Law and 2 General Law programs, during the year.

- Any registration that is not canceled at least 24 hours ahead of time will count as one of the 4 sessions. “No-shows” (failing to attend the program without canceling 24 hours in advance) will also count as one of the 4 sessions.
  - Wait list registration does not count towards the 4 sessions per year, unless it results in participation in the program.
  - Attending a session with another person as his/her additional attendee counts as one of the 4 sessions.
6. Participants must treat the volunteer attorneys, staff, and other patrons with respect. Yelling, name calling, and other disrespectful or inappropriate behavior will not be tolerated and will result in immediate ejection from the program by Law Library staff.
  7. All participants must adhere to the prescribed time limit for the session.
  8. No attorney-client privilege is established through participation in this program.
  9. Participants are not permitted to contact the volunteer attorney after the program or retain the volunteer attorney for the legal matter discussed at the program.
  10. The Washoe County Law Library, its staff, and its volunteers have no responsibility for the outcome of the legal issues discussed during the Lawyer in the Library program.

**APPROVED: XXXX by the Law Library Board of Trustees**

Item 7 – Proposed meeting dates for 2024

2025 Proposed Meeting Dates and Times

Wednesday, February 5, 2025, at 11:00 a.m. (in-person meeting at the Law Library, with volunteer lunch to follow)

TBD – Special Meeting for budget review

Wednesday, May 7, 2025, at 12:00 p.m.

Wednesday, September 3, 2025, at 12:00 p.m.

Wednesday, December 3, 2025, at 12:00 p.m.

Item 10 – Board member applications for attorney and non-attorney position

# Application Form

## Profile

Michael \_\_\_\_\_ V \_\_\_\_\_ Kattelman \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address

Suite or Apt

City

State

Postal Code

Email Address

Silverman Kattelman \_\_\_\_\_  
 Springgate, Chtd. \_\_\_\_\_  
 Employer Job Title

Managing Shareholder

Primary Phone

Alternate Phone

### How long have you lived in Washoe County? \*

21-30 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

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

I believe strongly in assisting persons with access to justice, which includes the resources to achieve those ends. It is important that our community continue to manage the resources provided by the law library so that self-represented individuals, and lawyers alike, may continue to access and utilize our courts and legal systems. I wish to continue on the Board to ensure our community resources are managed wisely and benefit all those engaged with the justice system.

Michael V Kattelman

**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 have served on this board for a number of years as an attorney representative. The following are past experiences and qualifications that support my application: Law School: University of California, Hastings College of the Law, J.D. (1997) Undergraduate: University of the Pacific, B.A., magna cum laude (1994) Political Science (Outstanding Graduate Distinction) Minor in English Phi Kappa Phi; Alpha Lambda Delta.1 Biography: Lawyer of the Year, Family Law, Reno, Nevada, Best Lawyers in America, 29th edition Included in Best Lawyers in America, 20th (2013) to 30th (2023) editions; AV Rated by Martindale-Hubel, 2012- ; President, American Inns of Court, Bruce R. Thompson Chapter, 2019-2020; Washoe County Law Library, Board of Trustees, Trustee, 2016 - Nevada Collaborative Divorce Professionals, 2016 - Chairman, Executive Council, Family Law Section, State Bar of Nevada, 2013-2014; President, Washoe County Bar Association, 2012-2013; Fellow of the American Bar Foundation, 2010 -; Super Lawyers, Mountain States Rising Star, 2009, 2011-2012; President, Washoe County Bar Foundation, 2008-2009; President, University of the Pacific Alumni Association, 2008-2009; Member, American Inns of Court, Bruce R. Thompson Chapter, 2007 -; WCBA Lecturer, "Managing the Small Law Firm," 2007; Washoe County Bar Association, Board of Directors, 2007-2013; Nevada Lawyer, co-author with Bob Cerceo, Esq, "Civility: A Litigator's Guide," Nov. 2006; State Bar of Nevada Lecturer, "Family Law Legislative Updates," Ely Conferences, 2005-2007; NTLA Lecturer, People's Law School, "Family Law Overview," 2006; 2009; Nevada Delegate, Community Property States Symposium, 2005 -2006; State Bar of Nevada, "YLS Tower of Strength Award," 2005; NBI Lecturer, "Negotiating the Best Possible Divorce and Custody Settlement," 2005; Nevada Supreme Court Family Law/16.2 Rules Committee, 2005 - 2018 ; Executive Council, Family Law Section, State Bar of Nevada, 2005 -2014; Access to Justice Award, Small Law Firm of the Year, 2005; Washoe County Pro Bono Small Law Firm of the Year, 2005; Committee of Family Law Certification Requirements, 2004-2006; Nevada Trial Lawyers Legislative Steering Committee, 2004-2006; Vice President, Court Appointed Special Advocate Program, Washoe County, 2004-2006; Member, Sunrise Rotary Club of Reno, Nevada, 2002 - 2020; Law Clerk to the Honorable Scott T. Jordan, Nevada District Court Judge, Family Division, 1997.

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

---

Yes  No

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

---

Washoe County Law Library Board of Trustees.

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

[ReportExport\\_651.pdf](#)

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

[Bio.2022.docx](#)

Upload a Resume

Michael V Kattelman

**Please Agree with the Following Statement**

**I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.**

I Agree

---

**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 total household income? \***

**Current or Past Washoe County Leadership Academy (WCLA) participant?**

---

Yes  No

---

## **Nepotism**

**Are you a current 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:**

---

Nicole Kattelman, Spouse, School Psychologist, Employed by Washoe County School District.

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



# STATE BAR OF NEVADA



## CERTIFICATE OF STANDING

**Issue Date:** 10/29/2024  
**Attorney Name:** Michael V. Kattelman  
**Nevada Bar Number:** 6703  
**License Type:** ATTORNEY  
**License Status:** Active  
**Admit/Certification Date:** 10/14/1998

3100 W. Charleston Blvd.  
Suite 100  
Las Vegas, NV 89102  
phone 702.382.2200  
toll free 800.254.2797  
fax 702.382.2075

9456 Double R Blvd., Ste. B  
Reno, NV 89521-5977  
phone 775.329.4100  
fax 775.329.0522

[www.nvbar.org](http://www.nvbar.org)

To Whom It May Concern:

The State Bar of Nevada records indicate that the attorney named above was admitted or certified to practice in the State of Nevada and is in good standing as of the issue date.

If the attorney's License Type is NMATTORNEY (non-member attorney), they were certified to practice pursuant to Nevada Supreme Court Rule 49.1 'Limited practice certification for certain attorneys'. Refer to License Status for the subsection.

This certification expires 30 days from the issue date unless sooner revoked or rendered invalid by operation of rule or law.

Questions may be directed to [memberservices@nvbar.org](mailto:memberservices@nvbar.org).

A handwritten signature in blue ink that reads "Mary Jorgensen". The signature is written over a horizontal line.

Mary Jorgensen  
Member Services Director

No.2024 -10563727

verify by email at [memberservices@nvbar.org](mailto:memberservices@nvbar.org)

SILVERMAN  
KATTELMAN  
SPRINGGATE, Chtd.

Gary R. Silverman\*  
(1945-2023)  
Michael V. Kattelman  
John P. Springgate†  
Alexander C. Morey†  
Benjamin Albers

mvk@sks-reno.com  
springgate@sks-reno.com  
amorey@sks-reno.com  
ben@sks-reno.com

500 Damonte Ranch Parkway, Suite 675 – Reno, Nevada 89521  
(775) 322-3223 Fax (775) 322-3649

[www.sks-reno.com](http://www.sks-reno.com)

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October 29, 2024

Washoe County Commissioners and  
Washoe County Law Library Board of Trustees  
Reno, Nevada

**Re: Reappointment of Michael V. Kattelman, Esq., to the Washoe County Law Library Board of Trustees**


Dear Commissioners and Trustees:

I write to recommend the reappointment of Michael V. Kattelman, Esq., to the Washoe County Law Library Board of Trustees. As a shareholder in Silverman Kattelman Springgate, Chtd., I have had the privilege of working alongside Mike for many years and have seen firsthand his commitment to advancing access to justice and supporting community legal resources.

Mike's dedication to the law library and its Board aligns with his deep belief in the importance of accessible legal resources for all. He recognizes that both self-represented individuals and practicing attorneys rely on the law library as a foundational resource to navigate legal processes effectively. His commitment to ensuring that our community manages these resources wisely makes him an invaluable member of the Board, actively working to support equitable access to justice. In addition to his commitment to community service, Mike's distinguished legal career and accomplishments reflect his professional dedication. Over the years, he has garnered numerous accolades, including the honor of being named "Lawyer of the Year" in Family Law by *Best Lawyers in America* and he has been consistently recognized among the top attorneys in his field. Mike's service as a past president of both the Washoe County Bar Association and its Bar Foundation, alongside his role with the Bruce R. Thompson Chapter of the American Inns of Court, exemplifies his commitment to fostering professionalism and civility within the legal community.

I have no doubt he will continue to be a steadfast advocate for justice and a responsible steward of the resources that support our community's access to the legal system.

Sincerely,

  
Benjamin Albers, Esq.

\*Former Fellow of the American Academy of Matrimonial Lawyers.  
†Nevada Certified Family Law Specialist

# Application Form

## Profile

Aurora

First Name

Partridge

Last Name

Middle Initial

Home Address

Suite or Apt

City

State

Postal Code

Email Address

Washoe County Library System

Employer

Librarian

Job Title

Primary Phone

Alternate Phone

### How long have you lived in Washoe County? \*

30+ 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: Appointed

### Please tell us about yourself

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

---

I have completed a 2 year term serving as a Law Library Board Trustee. I have greatly enjoyed learning more about the Law Library as well as the process of how a board meeting operates from the point of view of a Trustee. In my daily work in the public library system I have had many opportunities to inform the public about and advocate for the Washoe County Law Library as well as share what I have learned with my colleagues. This has allowed me to be more effective in providing information to the public as well as support the operations of the Washoe County Law Library with these referrals. I feel like as I become more familiar with the operations of the Law Library Board and the resources of the Law Library that I am also better able to advocate for those resources. I would be fortunate to be able to continue to work in this position and I think my attendance record at and participation in the Law Library Board meetings over the last 2 years speaks to my commitment to and interest in this position as Trustee.

## 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 an 18 year employee of the Washoe County Library System. I have extensive experience working with the public and helping them find trustworthy information as well as finding appropriate public referrals for their reference questions. I feel I am a strong fit for this position because I am able to promote the Law Library to members of the public as well as library staff members across the Washoe County Library System. Additionally since I have served a term, I feel I am more familiar with the processes implemented in these meetings and am becoming more able to fully understand and participate in the Law Library Board meetings.

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

---

Yes  No

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

---

I am a current Trustee of the Law Library Board and have been since the beginning of 2023.

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.

[resume\\_2024.docx](#)

Upload a Resume

[10-21-22\\_Aurora\\_Partridge\\_Letter\\_of\\_Recommendation\\_MacMillan.pdf](#)

Please attach a letter of recommendation.

**Please Agree with the Following Statement**

---

**I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.**

---

I Agree

---

**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 total household income? \***

---

**Current or Past Washoe County Leadership Academy (WCLA) participant?**

---

Yes  No

---

**Nepotism**

**Are you a current 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:**

---

Hunter Halcomb, husband, Recorder's Office. I am also a Washoe County Employee working for the Washoe County Library System.

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

# AURORA PARTRIDGE

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Reno, NV 89506 | [REDACTED] | [apartridge@washoecounty.gov](mailto:apartridge@washoecounty.gov)

## SKILLS & ABILITIES

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18+ years serving diverse communities in customer-facing public service.

Professionally trained and proficient in demonstrating library resources to demographics of all ages.

Hands-on experience assisting customers in the use of library and personal technologies including troubleshooting of equipment and demonstration of new apps or technology.

Detail-oriented and able to effectively plan and work with other team members towards a common goal.

## EXPERIENCE

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- 2006-2014**      Library Assistant II, *Washoe County Library System*
- Worked all public facets of busy urban public library including technology help and research assistant and programming for the public.
- 2014-2019**      Library Assistant III, *Washoe County Library System*
- Functioned as lead worker; created daily desk schedule for over a dozen employees; recruited, trained and oversaw library volunteers.
- 2019-present**      Librarian, *Washoe County Library System*
- Gained experience managing others including hiring, training, and performance feedback. Planned library programs and events, school and public tours and outreaches. Helped with enforcement of policies, staff training, services to the public and facility management experience.

## EDUCATION

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- 2001-2006**      Bachelor of Arts in Women's Studies, University of Nevada, Reno
- 2007-2009**      Master's of Library Science, University of North Texas, Denton

## COMMUNICATION

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Public speaking experience including presentations in the community, to nonprofit boards, public school audiences, community events.

Experienced story time and public program presenter.

Experience presenting virtual library all staff training on topics such as reader's advisory.

Years of experience communicating with diverse members of the public.

## LEADERSHIP

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Act as person in charge of library branch in absence of branch manager.

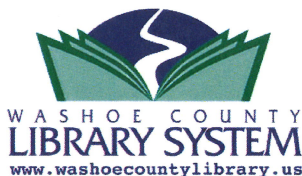
Serve as branch representative on interlibrary service teams focusing on reference, technology, marketing, and communications.

Provide oversight, guidance, and support to frontline library staff in escalated patron interactions and questions of library policy.

Served on Washoe Leadership Program in Employee Recognition Committee in early 2020.

Trustee on Washoe County Law Library of Board of Trustees since January, 2023





October 21, 2024

To Whom It May Concern,

I am writing to recommend an extension of Aurora Partridge's term on the Washoe County Law Library Board of Trustees.

Aurora is currently the Outreach Librarian and Facility & Operations lead for the Spanish Springs Library. She has worked for the Washoe County Public Library System for 18 years in roles of increasing responsibility and holds a master's degree in Library and Information Science from the University of North Texas.

Aurora has an extensive background in programming, reference, training, technology, marketing, communications and policy review. These areas of expertise are equally transferrable to both public and law library work.

One of Aurora's most valuable skills is her ability to look at all sides of an issue and provide excellent counsel and solutions while being aware of possible political ramifications and protocols.

When Aurora attends Washoe County Library Board of Trustees meetings in my stead, she brings back thoughtful commentary and questions about those proceedings.

Aurora's term on the Washoe County Law Library Board has helped to round out her understanding of leadership at that level, and she regularly uses her knowledge of what the Law Library provides when patron or staff legal questions arise.

I think having her spend time on your Board has been of benefit to both you and to us. We are happy to have her continue in that role should you choose to have her do so.

Please don't hesitate to contact me with any questions you may have.

Sincerely,

Jana MacMillan  
Managing Librarian, Spanish Springs Library  
7100A Pyramid Highway, Sparks, NV 89436  
775-424-1800  
[jmacmillan@washoecounty.gov](mailto:jmacmillan@washoecounty.gov)

# Application Form

## Profile

Jodi \_\_\_\_\_ Bennett \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address

Suite or Apt

City

State

Postal Code

Email Address

Hometown Health \_\_\_\_\_ Financial Analyst \_\_\_\_\_  
 Employer Job Title

Primary Phone

Alternate Phone

### How long have you lived in Washoe County? \*

11-20 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

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

I am applying to The Law Library Board of Trustees because it is a policy making board. I have worked in the medical field developing office policy. I'd like to broad my knowledge by serving on this board.

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

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I worked for a small pediatric clinic as a practice administrator for 18 years. Our office policies evolved over the years, small and large changes. I implemented small policy changes such as checking out patients in the exam rooms rather than our open space. Parents appreciated the change. I drastically changes policies during COVID.

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

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Yes  No

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

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I am on the board of my homeowners association. This past summer I volunteered at the Shakespeare Festival at Sand Harbor. Previously, I was a volunteer financial navigator for the Opportunity Alliance of Nevada.

Question applies to Washoe County Law Library Board of Trustees

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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

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

[Michelle\\_resume\\_2.5.pdf](#)

Upload a Resume

[Letter\\_of\\_Recommendation.pdf](#)

Please attach a letter of recommendation.

**Please Agree with the Following Statement**

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**I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.**

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I Agree

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**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 total household income? \***

**Current or Past Washoe County Leadership Academy (WCLA) participant?**

Yes  No

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## **Nepotism**

**Are you a current 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:**

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

# JODI M BENNETT

 \* [www.linkedin.com/in/jodi-m-colombo](http://www.linkedin.com/in/jodi-m-colombo)

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## EDUCATION

**University of Nevada, Reno**  
Master of Science in Finance  
GPA: 3.74

Graduation: Spring 2023

**University of Nevada, Reno**

BS in Business Administration with Distinction (emphasis in marketing)  
GPA: 3.65

Graduation: December 1992

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## PROFESSIONAL EXPERIENCE

**Hometown Health Reno, NV**

7/25/2022 – Current

**Position: Senior Financial Analyst (as of 9/16/2024)**

- Preparing Budget for 2025. Working with department leader to determine contract changes, personnel changes and entering data into Axiom.
- I manage the monthly broker commission payment process. I lead the monthly interdepartmental meeting to resolve the network/integration program issues. I review the process for efficiency, and accuracy.
- I communicate with brokers to resolve problems.
- I prepare financial reinsurance reports for the director of finance month end reporting.
- Quarterly, I prepare and file the statutory reports to NAIC and the Nevada department of insurance.
- Completion of High Potential Program

**Daniel T. Colombo dba Sierra Pediatrics Reno, NV**

9/8/2003- 9/30/2021

**Position: Practice Administrator**

- Accounting:
  - Analyzed monthly financial statement to monitor profitability.
  - Balanced teams account receivables daily to ensure accuracy of patient accounts.
  - Reconciled four bank statements monthly for good accounting practices and research discrepancies.
  - Analyzed expenses and research vendors to lower our expenses quarterly.
  - Submitted state sales tax report and modified business tax quarterly.
  - Created financial action plan and generated a budget for large expenses annually to present to owner.
- Billing:
  - Developed our office revenue cycle procedures.
  - Reviewed team's performance which included submitting clean claims, processing claim denials timely, managed A/R aging and monthly patient statements/invoices.
  - Negotiated fee schedules with insurance payer and managed the payer contracts to maintain profitability.

- Credentialing and Insurance contracts: I ensured the doctors were credentialed with insurance payers with current licenses.
- Human Resources:
  - Wrote job descriptions, interviewed, on boarded and trained new staff member.
  - Wrote office policy handbooks and department training manuals.
  - Managed employee benefit contracts including the SIMPLE IRA retirement plan, and health insurance contracts.
  - Completed biweekly payroll tasks.
- Compliance Manager: I managed HIPAA compliance, staff OSHA training, CLIA certification, and AED compliance.
- Inventory management of vaccines:
  - Ordered vaccines and maintained inventories for two vaccine entities, one for private insurance patients and the other for Medicaid patients.
  - Developed a process to reconcile our vaccine physical inventory with our EMR system data.
  - Submitted monthly reports to the State of Nevada VFC program.
  - Planned and implemented flu clinics annually.
  - Evaluated reimbursement from insurance carriers to ensure allowable were consistent with the contract fee schedule and within the cost schedule.
  - Handled annual VFC compliance audits.
- IT and Electronic Medical Records (EMR) system:

### **TECHNICAL SKILLS**

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- Proficient in Microsoft Excel: vlookup, logic statements and pivot tables
- Skilled in using Microsoft Word
- Competent in using Quickbooks for accounting and monthly financial statements
- Proficient in proprietary EMR system: Office Practicum
- Skilled in EPIC-Tapestry

### **COMMUNITY AND VOLUNTEER ACTIVITIES**

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Homeowner Association Board member (temporary) 9/4/24 - current

Shakespeare Festival at Sand Harbor Lake Tahoe 7/5/2024 – 8/23/2024  
 Ticketing Volunteer  
 Ushering Volunteer

Opportunity Alliance of Nevada 5/1/2022 – 9/31/2022  
 Financial Navigator
 

- Assisted families in need to find housing assistance
- Guided family through creating a financial plan

January 21, 2021

RE: Jodi Colombo

To Whom It May Concern:

I am writing this letter in support of Jodi Colombo as an applicant to your organization. I had the pleasure of working with her in my pediatric office for 18 years.

Some of the many responsibilities that Jodi had in our office included overseeing all aspects of the practice including employed physician management / contracting, medical personnel management, non-medical personnel management, general office management, building management, communication practices, marketing, billing, billing practices, accounts receivables / payables, OSHA policies, HIPPA policies, vaccine management, laboratory management, EHR / website / IT management, patient care, and quality improvement.

Jodi is a professional, reliable and hard working employee. She has very good interactions with both vendors and parents that allowed her to quickly establish rapport. Jodi is pleasant to work with, is responsible and interacted well with other staff. In addition, Jodi always demonstrates initiative and an interest in projects and in learning new things.

Jodi is an amazing leader of my office. She will be greatly missed after I close my practice. For these reasons, I give her the highest recommendation for your organization. If you have any further questions, please do not hesitate to call me at (cell) [REDACTED]

Sincerely,



Daniel T. Colombo, M.D., F.A.A.P.  
Owner/President of Sierra Pediatrics