



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, May 29, 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=SFZNK0JPL2Z2cINJQIJWaHM5NE56Zz09>

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

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

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

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

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

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

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

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

Supporting documentation for agenda items provided to the Law Library Board of Trustees is available to members of the public at the Law Library located at 75 Court Street, First Floor, Room 101, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Sarah Bates, Law Librarian, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Bates is located at the Second Judicial District Court and may be reached by telephone at (775) 328-3254 or by email at sarah.bates@washoecourts.us. The agenda will be:

- 12:00 PM
1. Roll Call
 2. Public Comments
 3. Approval of Minutes from Board Meeting of February 21, 2024. *For possible action.*
 4. Update regarding the Law Library, quarterly statistics, including Lawyer in the Library statistics on volunteers and attendance, FY 24 budget, and donation and sanction accounts update.
 5. Recommendation to approve the recommended Law Library Fiscal Year 2025 Budget (July 1, 2024 through June 30, 2025) with estimated appropriations of approximately [\$1,114,032.70] which incorporates funding for books and subscriptions, personnel costs, supplies, utilities, and operations. *For possible action.*
 6. Status update from Mike Kattelman and discussion about the informational video project about the court system and court procedure for the public. The Board may take action to modify or make recommendations regarding the project. *For possible action.*
 7. Presentation of and request to approve updated Law Library logo design proof created by Washoe County’s graphic designer. *For possible action.*
 8. Discussion regarding and possible action to approve an updated version of the Lawyer in the Library participant intake sheet. *For possible action.*
 9. Board Comment – Limited to Announcements or Issues for Future Agendas
 10. Public Comments
 11. 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 February 21, 2024

WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT
Law Library Board of Trustees--Meeting Minutes
February 21, 2024

1. Roll Call

Board Members present:

Chief Judge Lynne Jones (arrived at 11:27AM), Honorable Connie Steinheimer, Honorable Tamatha Schreinert, Cortney Young, Patricia Halstead, Mike Kattelman, and Aurora Partridge.

Also, present were:

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

2. Public Comments

No public comments were received.

3. Approval of Minutes from Special Board Meeting of December 15, 2023. *For possible action.*

A motion to approve the minutes was made by Trustee Halstead and seconded by Trustee Kattelman.

No discussion was had, and no corrections were made.

Motion passed unanimously.

Judge Schreinert abstained.

4. Announce attorney and non-attorney position appointments made by Board of County Commissioners on January 16, 2024.

Ms. Bates noted that the recommendation of the Board of Trustees was taken to the Board of County Commissioners on January 16, 2024. The Board of County Commissioners reappointed Patricia Halstead as the attorney member and Cortney Young as the non-attorney member. No action was taken.

5. Nomination and Election for Law Library Board of Trustees Officer Positions of President and Secretary. *For possible action.*

Judge Steinheimer was nominated as President by Trustee Halstead and seconded by Judge Schreinert.

Judge Steinheimer turned the meeting over to the Secretary, at which time the Secretary took over the meeting and asked if there was any discussion on the matter. No other nominations were put forward. The vote was called, and it passed unanimously. Judge Steinheimer abstained.

Trustee Kattelman nominated Cortney Young for the position of Secretary and seconded by Judge Schreinert. No other nominations were put forward. No discussion was had. The vote was called, and it passed unanimously. Cortney Young abstained.

6. Update regarding the Law Library, annual statistics, including Lawyer in the Library 2023 statistics on volunteers and attendance, budget and sanction account update.

Ms. Bates provided an update on the Law Library including statistics, Lawyer in the Library 2023 statistics on volunteers and attendance, budget, and sanction account update.

There was discussion regarding the sanction fund as well as anticipated donations from the Washoe County Bar Association. Further discussion was had regarding the various accounts and the donation account. Direction was given to staff regarding the budget items needed for the May meeting.

No action was taken.

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 status of the project and the discovery of similar items through the Supreme Court. Discussion was had regarding shifting our focus to create videos regarding content that is not currently available.

Further discussion was had to survey our family court judges to see what issues they are seeing more of so we can create content focused on those topics.

Trustee Halstead inquired as to the budget for the project and the editor that was previously engaged for the project.

Judge Schreinert requested that the prior footage of Gary Silverman be edited to provide smaller clips that can be used. Judge Steinheimer agreed and proposed that we also link the edited videos to the website.

Trustee Kattelman made a motion to present the family bench with the survey as discussed. Seconded by Trustee Young.

No further discussion.

Motion passed unanimously.

** Judge Jones joined the meeting during this item. **

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

Ms. Bates presented the item and design. Discussion was had regarding some minor modifications to the design. Overall, the Board had favorable comments regarding the design options.

Direction was given to staff to go back to the designer to see how much budget is left and if the proposed changes can be made within budget.

No further discussion was had.

Motion to table this discussion for modified design was made by Judge Jones and seconded by Trustee Halstead.

Motion passed unanimously.

9. Discussion regarding and possible action to approve an updated version of the Lawyer in the Library participant intake sheet to simplify wording and remove redundant language. *For possible action.*

Ms. Bates presented the item to explain the reason for the changes. Discussion was had regarding potential conflict of interest issues for lawyer in the library intake sheet.

Multiple motions were made with respect to this item:

- 1) Trustee Kattelman made a motion to change “does” to “may” in the draft that was seconded by Judge Schreinert.

No discussion was had.

Motion passed unanimously.

- 2) Judge Schreinert moved to accept the requested revisions as proposed in the item. Trustee Halstead seconded the motion.

No discussion was had.

Motion passed unanimously.

- 3) A motion to revisit the entire document to potentially make additional changes and to work with staff on those changes was made by Judge Jones. Trustee Halstead seconded the motion.

Trustee Halstead offered to work on the revisions with Judge Jones.

Inquiry was made regarding whether a sub-committee would be needed, and counsel provided legal advice on the topic.

Trustee Halstead agreed to the amended motion of two board members being added to work on the revisions.

No further discussion was had.

Motion passed unanimously and direction given to staff to add this to the next agenda.

10. Discussion regarding and possible action to approve funding of approximately \$2,900.00 to come from the Washoe County Law Library Fund held with the Community Foundation of Northern Nevada for one employee to attend the American Association of Law Libraries Annual conference in Chicago in July 2024. *For possible action.*

Ms. Bates presented the item. Trustee Kattelman made a motion to approve up to \$2,900.00 for the item. Trustee Young seconded the motion.

Discussion was had on the item.

Motion passed unanimously.

11. Discussion regarding and possible action to approve the Law Library to close at 3:00PM on Tuesday, December 24. *For possible action.*

Ms. Bates presented the item. Discussion was had on the item.

Trustee Young made a motion to approve the item as presented. Trustee Partridge seconded the motion.

Motion passed unanimously.

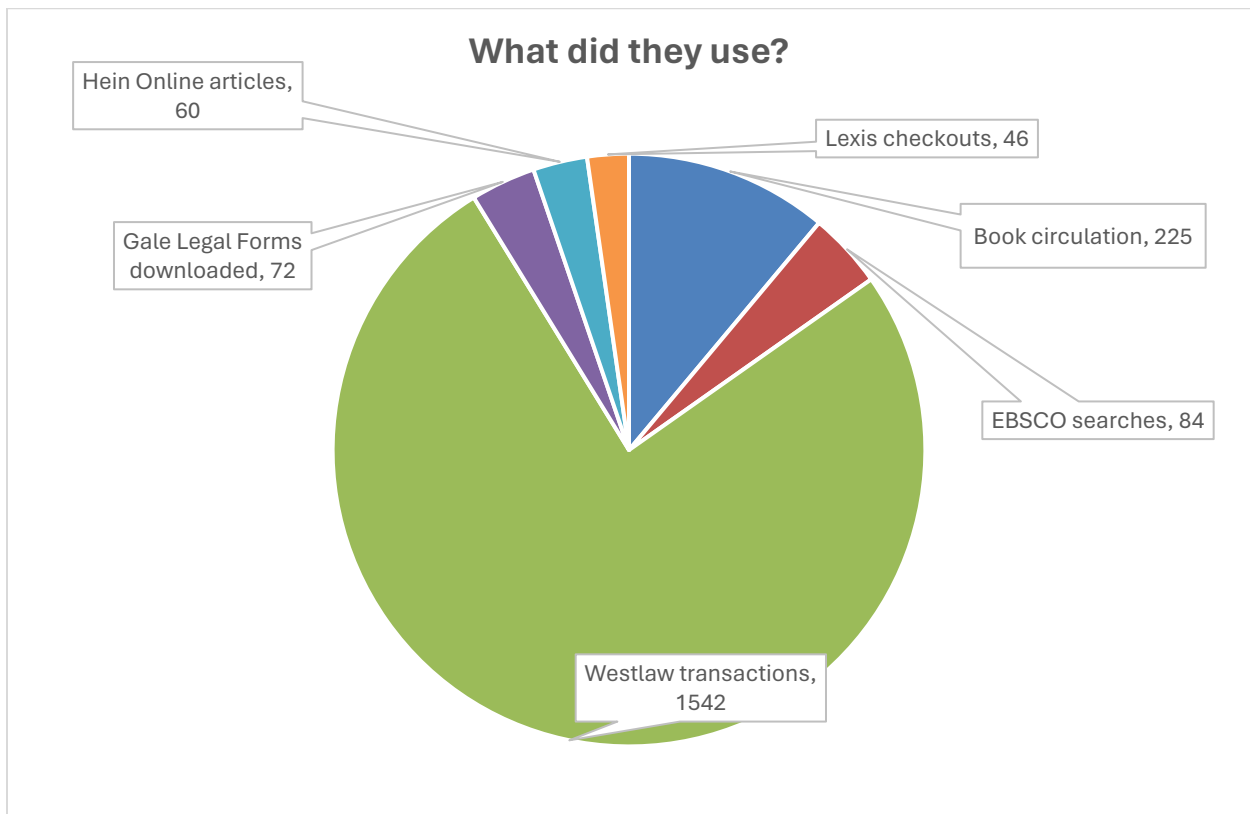
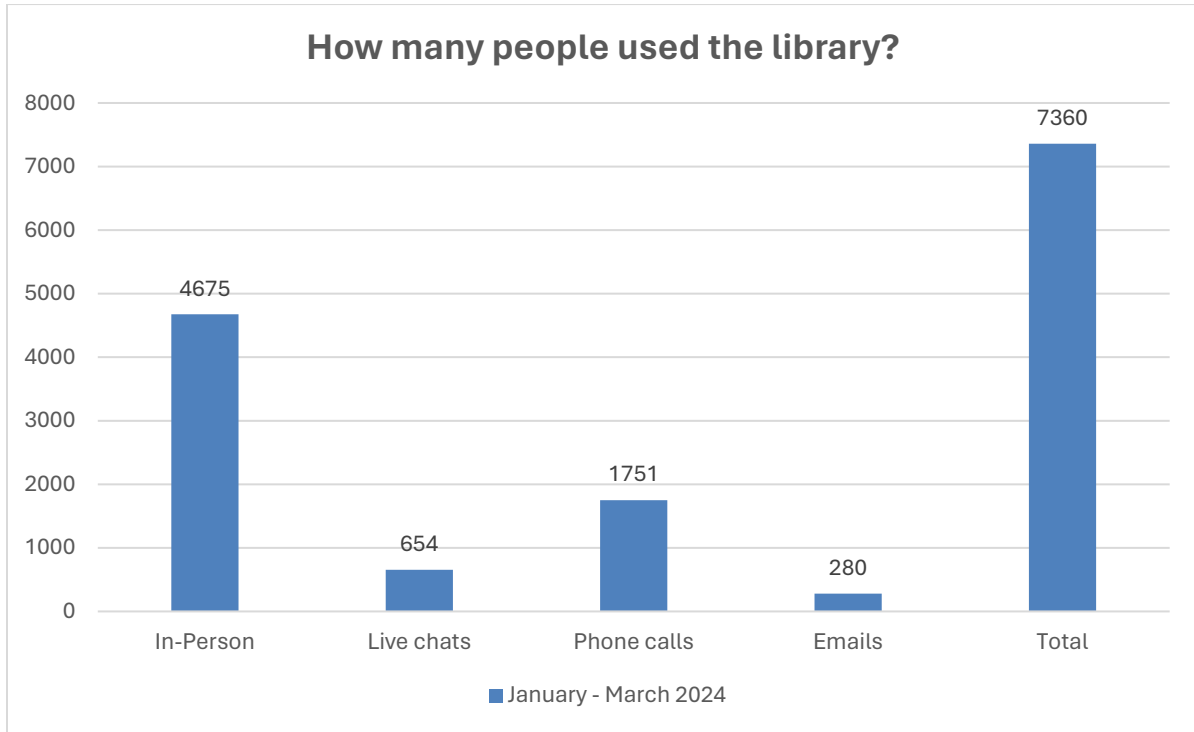
12. Board Comment – Limited to Announcements or Issues for Future Agendas.

13. Public Comment.
No public comment.

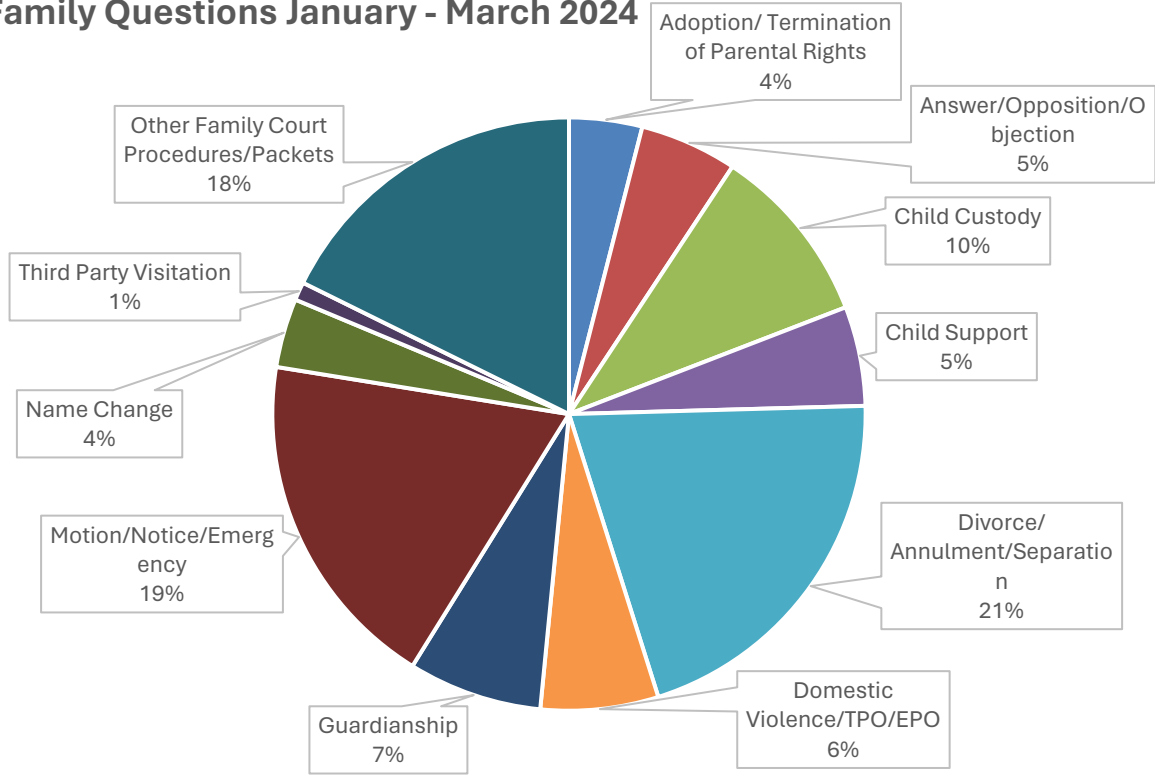
14. Adjournment at 12:02PM

Item 4 - Quarterly Statistics

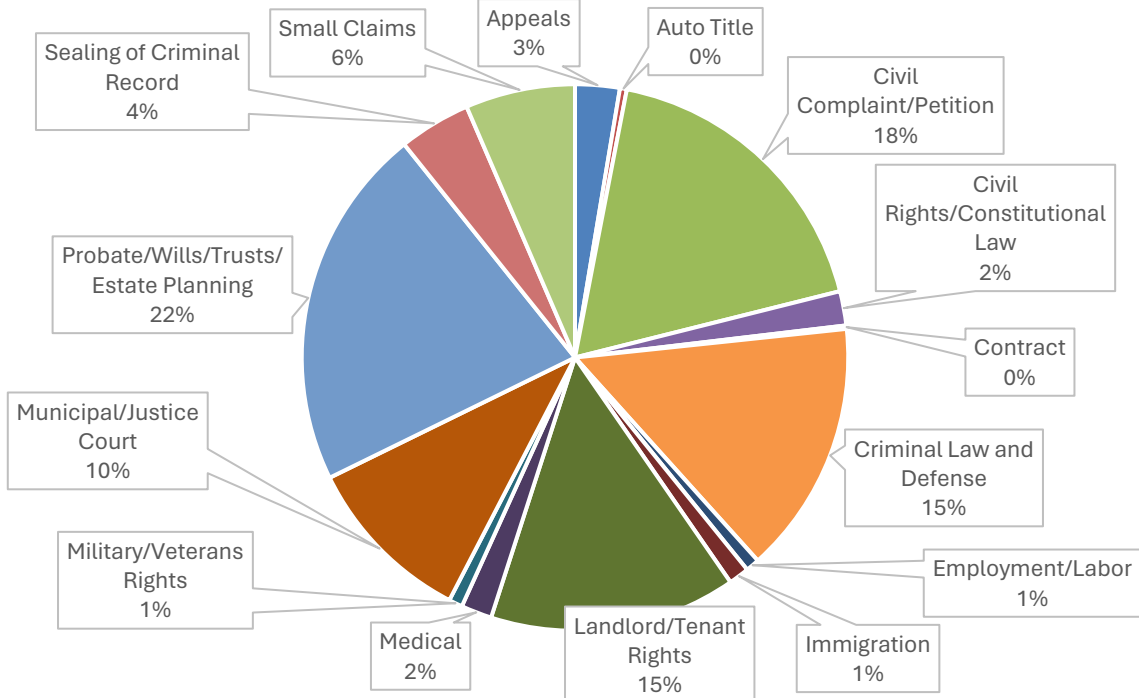
Law Library Statistics: January – March 2024



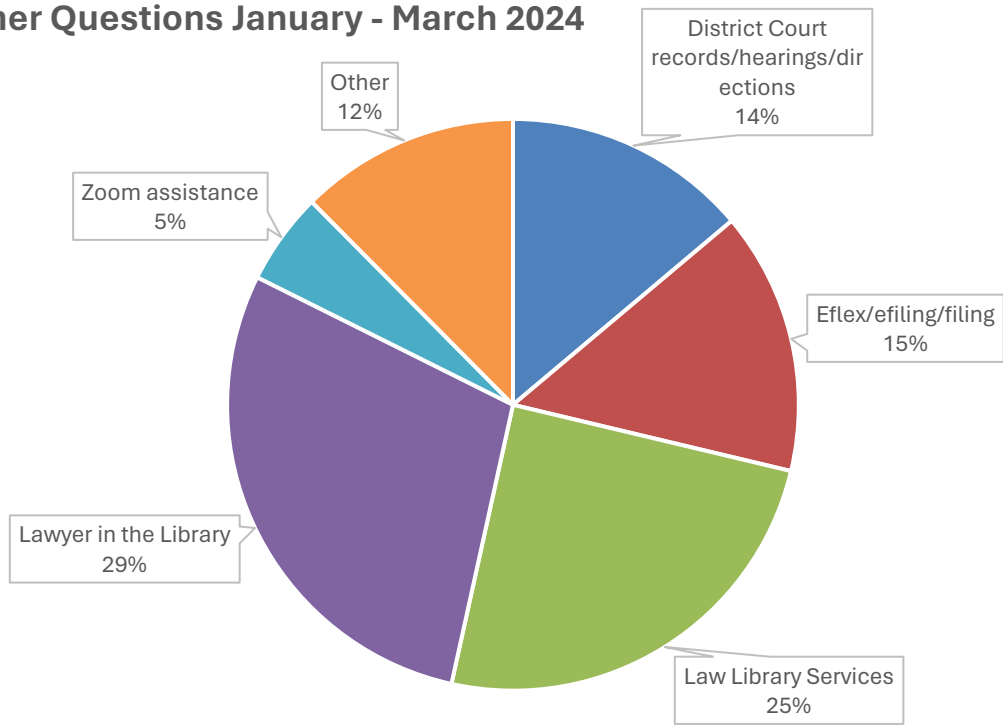
Family Questions January - March 2024



Non-Family Questions January - March 2024



Other Questions January - March 2024



**LAWYER IN THE LIBRARY PROGRAM
JANUARY - MARCH 2024**

New attorney volunteers are in bold.

DATE	ATTORNEYS	# OF ATTENDEES	# ON WAITLIST WHO WERE NOT CONTACTED/ TYPE OF WAITLIST
JAN. 2, 2024	John Keuscher, Rost Olsen	15	12 Family
JAN. 3, 2024	Matt Morris	7	6 General
JAN. 9, 2024	Bryan Carpenter, Max Stovall	16	8 Family
JAN. 10, 2024	Maddy Shipman	7	13 General
JAN. 16, 2024	Kevin Ryan, Mike Roth	14	11 Family
JAN. 17, 2024	Robert Broilli, Rick Cornell, Cassy Walsh	22	0 General, 2 Probate
JAN. 23, 2024	Tehan Slocum	8	15 Family
JAN. 24, 2024	Adam McMillen	8	9 General
JAN. 30, 2024	Kathy Breckenridge, Chrissy Cullen	15	10 Family
JAN. 31, 2024	Nicole Harvey, Kendra Jepsen, Jenny McMenemy	18	0 General, 0 Landlord
FEB. 6, 2024	Chloe McClintick, Mike Roth	14	4 Family
FEB. 7, 2024	Michael Crisostomo, Matt Morris, John White	21	6 General, 3 Probate
FEB. 13, 2024	John Keuscher, Mike Roth	14	12 Family
FEB. 14, 2024	Michael Crisostomo	8	10 General
FEB. 20, 2024	Chad Pace, Max Stovall	16	9 Family
FEB. 21, 2024	Michael Crisostomo, John Samberg, Cassy Walsh	20	0 General, 0 Probate
FEB. 27, 2024	Chrissy Cullen, Janet Traut	15	11 Family
FEB. 28, 2024	Michael Crisostomo, Jenny McMenemy, Matt Morris	19	0 Landlord, 0 General
MAR. 5, 2024	Chrissy Cullen, Chad Pace, Mike Roth	22	18 Family
MAR. 6, 2024	Matt Morris, Courtney Miller O'Mara	14	1 Probate, 6 General
MAR. 12, 2024	Kevin Ryan, Max Stovall	16	5 Family
MAR. 13, 2024	Nicole Harvey	8	1 General
MAR. 19, 2024	Elizabeth Bittner, John Keuscher	16	16 Family
MAR. 20, 2024	Bryan Carpenter, Jenny McMenemy, John Samberg, Maddy Shipman	22	0 General, 0 Probate
MAR. 26, 2024	Chloe McClintick, Max Stovall	17	4 Family
MAR. 27, 2024	Nicole Harvey, Matt Morris, Cassy Walsh	22	0 General, 0 Landlord
TOTAL	55	394	192
			(135 Family, 51 General, 6 Probate, 0 Landlord)

Item 4 - Current FY Budget

**Law Library
120-6**

	Budget FY 22-23	As of April 30, 2023	Budget FY 23-24	As of 30-Apr-24	Variance \$	Variance %
411000						
411001						
411500						
411501						
	TAXES					
432100						
431100						
	INTERGOVERNMENTAL					
460160				\$96.22		
460210						
460211						
460212						
460213						
460214						
460215						
460220						
460222	\$63,000.00	\$54,605.00	\$63,000.00	\$58,586.00		
460223						
460318						
460740						
461270						
	CHARGES FOR SERVICES					
	\$63,000.00	\$54,605.00	\$63,000.00	\$58,682.22	\$0.00	\$0.00
441039						
471200						
441078						
471205						
471210						
471215						
471220						
471232						
472100						
	FINES AND FORFEITURES					
483000						
484000						
484195						
485100	\$1,000.00		\$1,000.00			
485300	\$1,000.00		\$1,000.00			
485315		\$1,387.67		\$1,175.20		
485320						
	MISCELLANEOUS					
	\$2,000.00	\$1,387.67	\$2,000.00	\$1,175.20	\$0.00	\$0.00
	TOTAL REVENUE					
	\$65,000.00	\$55,992.67	\$65,000.00	\$59,857.42	\$0.00	\$0.00
701110	\$495,419.93	\$352,277.78	\$525,275.51	\$422,478.46		
701120						
701125		\$11,930.95		\$0.00		
701130		\$8,550.00				
701140						

701199	Labor Cst Sav-Wages			\$30,224.00			
701200	Incentive Longevity	\$1,725.00	\$2,074.98	\$4,975.00	\$1,649.97		
701300	Overtime						
701403	Shift Differential						
701404	Uniform Allowance						
701406	Standby Pay						
701412	Salary Adjustment	\$8,799.00					
701413	Vac Payoff Sick Term						
701414	Vacation Denied - Payoff						
701417	Comp Time						
701419	Comp Time - Transfer						
701421	Safety Equipment						
701500	Merit Awards						
	SALARIES AND WAGES	\$505,943.93	\$374,833.71	\$560,474.51	\$424,128.43	\$0.00	\$0.00
705110	Group Insurance	\$32,315.28	\$20,851.06	\$44,600.24	\$36,078.59		
705115	ER HSA Contribution	\$8,000.00	\$8,250.00	\$5,750.00	\$9,663.48		
705190	OPEB Contribution	\$14,881.00	\$12,400.80	\$34,147.00	\$28,455.80		
705199	Labor Cst Sav-Benefits			\$9,513.00			
705210	Retirement	\$147,900.87	\$100,922.43	\$176,756.94	\$149,655.90		
705230	Medicare April 1986	\$7,140.91	\$5,081.84	\$7,531.21	\$5,938.66		
705240	Ins Prefund RHB	\$969.00		\$2,230.00	\$0.00		
705320	Workmens Comp	\$693.57	\$494.30	\$304.82	\$234.35		
705330	Unemploy Comp	\$495.38	\$360.60	\$479.74	\$539.02		
705360	Benefit Adjustment	\$2,745.00					
705520	PERS Time Purchase						
	EMPLOYEE BENEFITS	\$215,141.01	\$148,361.03	\$281,312.95	\$230,565.80	\$0.00	\$0.00
710100	Professional Services		\$3,139.82		\$3,221.50		
710104	Toxicology						
710105	Medical Services						
710119	Subrecipient Payments						
710120	Legal Fees						
710121	Mediation Expense						
710142	Prop Tax Process Fee						
710200	Service Contract	\$250.00		\$250.00	\$0.00		
710201	Laundry Services				\$0.00		
710205	Repairs and Maintenance	\$1,480.00	\$826.89	\$1,480.00	\$0.00		
710210	Software Maintenance		\$4,480.00		\$4,584.00		
710300	Operating Supplies		(\$860.69)		\$436.83		
710310	Parts and Supplies						
710312	Special Dept. Expense						
710314	Library Materials	\$1,000.00		\$1,000.00			
710334	Copy Machine Lease Expense	\$12,659.28	\$2,094.96	\$12,731.36	\$1,867.27		
710335	Copy Machine Copies	\$521.48	\$128.02	\$745.37	\$40.68		
710347	Medical Supplies						
710350	Office Supplies	\$2,134.00	\$4,293.56	\$2,134.00	\$1,289.99		
710355	Books and Subscriptions	\$266,881.51	\$218,848.44	\$272,575.24	\$208,915.98		
710360	Postage	\$980.00	\$1,145.78	\$980.00	\$35.59		
710361	Express Courier		\$9.61		\$39.30		
710391	Fuel & Lube						
710400	Pmt to O Agencies						
710500	Other Expense						
710502	Printing	\$1,500.00		\$1,500.00	\$35.00		
710503	Licenses and Permits						
710504	Registration						
710507	Network and Data Lines			\$1,540.00			
710508	Telephone Land Lines	\$1,660.00	\$1,506.88	\$413.13	\$2,458.51		

710509	Seminars and Meetings	\$90.00	\$2,760.02	\$90.00	\$3,721.47		
710512	Auto Expense				\$169.65		
710519	Cellular Phone						
710529	Dues	\$600.00	\$1,120.00	\$600.00	\$1,302.88		
710535	Credit Card Fees						
710536	Interest Expense						
710546	Advertising						
710552	Moving Costs						
710563	Recruitment						
710571	Safety Expense						
710577	Uniforms & Special C						
710585	Undesignated Budget						
710590	Bad Debt Expense						
710591	Property Tax Refunds						
710600	LT Lease-Office space						
710708	Foster Care Home						
710714	Referral Services						
710755	SF Group Prem-Rets						
710837	Court Reporter/Trans						
710838	Court Reporter Per Diem						
710839	Court Appointed Attys						
710846	Grand Jury Fees						
710855	Jury Trials						
710862	Interpreters		\$96.72		\$150.66		
710868	Medical Exam						
710869	Juror Parking						
710872	Food Purchases		(\$1,028.43)				
711008	Combined Utilities	\$8,080.00	\$6,733.30	\$12,559.00	\$10,465.80		
711010	Utilities						
711115	Equip Serv Motor Pool						
711119	Property & Liability						
711210	Travel	\$2,395.00	(\$2,300.05)	\$2,395.00	(\$670.83)		
711212	Meals and Lodging						
711300	Cash Over short						
711399	Procard in process						
711502	Build Imp nonCapital						
711504	Equipment nonCapital	\$400.00		\$400.00			
711505	Intangibles nonCapital						
711508	Computers nonCapital						
711509	Comp Sftw nonCapital						
	SERVICES AND SUPPLIES	\$300,631.27	\$242,994.83	\$311,393.10	\$238,064.28	\$0.00	\$0.00
781002	Buildings Capital						
781004	Equipment Capital						
781008	Computers Capital						
781009	Comp. Sftw Capital						
	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
812270	To Other Restricted						
	OTHER FINANCING SOURCES/USES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL EXPENDITURES	\$1,021,716.21	\$766,189.57	\$1,153,180.56	\$892,758.51	\$0.00	\$0.00
	NET	\$956,716.21	\$710,196.90	\$1,088,180.56	\$832,901.09		

Item 4 - Sanction Account



**COMMUNITY
FOUNDATION**
of Northern Nevada

Washoe County Law Library Sanction Fund

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

Statement of Fund Activity (unaudited)

January 01, 2024 - March 31, 2024

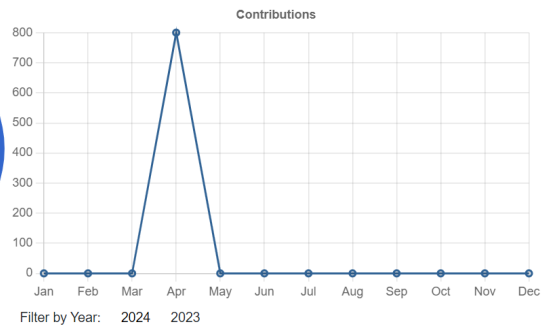
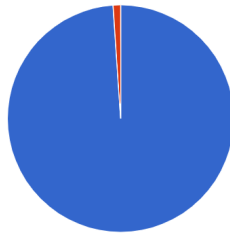
	Quarter to Date	Year to Date
	1/1/2024-3/31/2024	1/1/2024-3/31/2024
BEGINNING FUND BALANCE:	\$92,740.81	\$92,740.81
INCOME:		
Investment Income (Net of Fees)	635.32	635.32
Total Income	\$635.32	\$635.32
EXPENSES:		
Foundation Administration Fees	348.56	348.56
Total Expenses	\$348.56	\$348.56
ENDING FUND BALANCE:		\$93,027.57

Date Created: 07/13/2023
Current Balance: \$90,242.84
Total Contributions: \$97,745.47
Total Grants: \$7,102.17

Fund Advisors are: Moser, Ms. Valerie; Steinheimer, Honorable Connie J.

Top 10 Contributors

Washoe County Bar Association
Cash (Donor not specified)
Anonymous



Item 4 - Donation Account Balance & Expenditures

Law Library Donation Account Balance

Accounts	Plan	Actual	PO Commit	Actual + PO	Available	Avail%	PreCommit	Available	Avail%
484000 Donation, Contri-Oper	10,370.00-	10,370.00-		10,370.00-					
** REVENUE	10,370.00-	10,370.00-		10,370.00-					
710350 Office Supplies	2,000.00				2,000.00	100.00		2,000.00	100.00
710355 Books and Subscriptions	5,370.00	1,933.50		1,933.50	3,436.50	63.99		3,436.50	63.99
710500 Other Expense	1,500.00				1,500.00	100.00		1,500.00	100.00
710872 Food Purchases	1,500.00				1,500.00	100.00		1,500.00	100.00
711210 Travel	1,500.00				1,500.00	100.00		1,500.00	100.00
** EXPENDITURES	11,870.00	1,933.50		1,933.50	9,936.50	83.71		9,936.50	83.71
*** Total	1,500.00	8,436.50-		8,436.50-	9,936.50	662.43-		9,936.50	662.43-

Law Library Donation Account Expenditures

Document Journal															
FM Area		WC01													
Year Commitment Item		2024													
Commitment Item		701000 to 704999 ...													
Funds Center		IN20522													
Fund		1000 to 1999 ...													
Layout		/CSD-1													
User		VMOSER													
Date/Time		05/02/2024 15:18:21													
Prd.doc.no	CI text	FM pstg d.	Order	Cost Ctr	WBS Elem.	Cmnt Item	BusA	Pymt Bgdt	RefDocNo	Name 1	Reference	Text	Doc.Header Text	CO Trans.	Type
	Books/Subscriptions	12/20/2023	20522			710355	01	1,100.00	1924042547	LEXIS NEXIS	3973546X		AX_INV_686202	FI: Postings	KR
								1,100.00		LEXIS NEXIS					
227659	Books/Subscriptions	07/24/2023	20522			710355	01	833.50	1924002366	PLI PRCTISNG LAW IN II	XN00239921	Interchange Qualifier		FI: Postings	KS
								833.50		PLI PRCTISNG LAW IN II					
								1,933.50							
								1,933.50							

Item 5 - Law Library proposed budget for FY 2025

Law Library FY 2025 Base Budget

Cost Elements	2025 Base
Revenue	-\$65,000.00
Salaries and Wages	\$566,602.43
Employee Benefits	\$299,761.91
710100 Professional Services	\$0.00
710200 Service Contract	\$250.00
710205 Repairs and Maintenance	\$1,480.00
710210 Software Maintenance	\$0.00
710300 Operating Supplies	\$0.00
710314 Library Materials	\$1,000.00
710334 Copy Machine Expense	\$12,000.00
710335 Copy Machine-Copy Charges	\$0.00
710350 Office Supplies	\$2,134.00
710355 Books and Subscriptions	\$276,620.36
710360 Postage	\$980.00
710361 Express and Courier	\$0.00
710502 Printing	\$1,500.00
710507 Network and Data Lines	\$1,540.00
710508 Telephone Land Lines	\$120.00
710509 Seminars and Meetings	\$90.00
710512 Auto Expense	\$0.00
710529 Dues	\$600.00
710862 Interpreters	\$0.00
711008 Combined Utilities	\$11,559.00
711210 Travel	\$2,395.00
711504 Equipment nonCapital	\$400.00
Services and Supplies	\$312,668.36
Expenses	\$1,179,032.70
Total	\$1,114,032.70

Item 7 - Updated Logo Design Proof

Washoe County Law Library Logo Design (Updated February 2024)

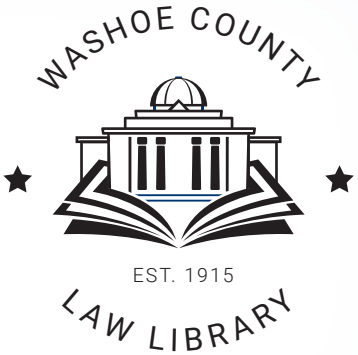
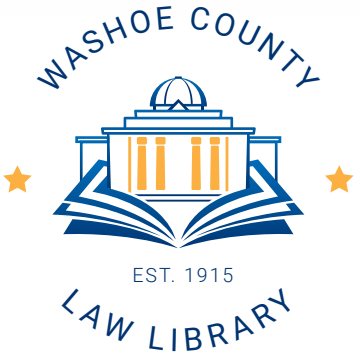
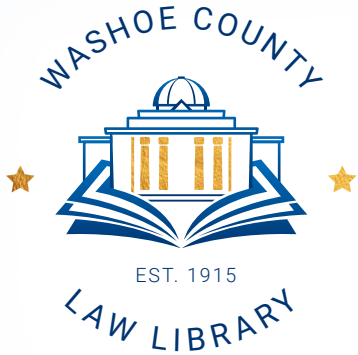


Original design



Updated design

Washoe County Law Library Logo Design (Updated February 2024)



Item 8 - Draft of Revised Lawyer in the Library Participant Intake Sheet

WASHOE COUNTY LAW LIBRARY

Lawyer in the Library - Disclaimer

The attorneys participating in this program will do their best to help you but ~~cannot provide you with traditional legal advice.~~ Our volunteer attorneys may practice in areas of the law that have no relation to your legal issues, so please understand they may have had only a basic introduction to those issues and no practical experience with them. Please be respectful of the volunteer attorneys, staff and other patrons, *and take the advice as direction and not advice that is meant to fully resolve your matter.*

❖ **The volunteer attorney you speak with is not your attorney. No attorney-client relationship will be established.** *and I speak with him or her* Do not contact the attorney you speak with after the program. They are not permitted to consult with you outside of this program, or represent you in your legal matter. We recommend that you consult with a different private attorney of your choice concerning the facts of your case prior to filing any documents.

❖ Please discuss your legal issues in broad terms. Please do not disclose any confidential or personal details of your legal issues. ~~The information you provide to the volunteer attorney does not prohibit that attorney from representing another party in the matter you discuss.~~

❖ Assistance is based only on a brief review of the facts disclosed. Additional facts or disclosures may result in different legal information being provided. The Washoe County Law Library, its staff, and its volunteers have no responsibility for the outcome of your case, *Given the attorneys are volunteers, they may* which is decided by a judge, based on the facts and law.

I have read and understood the above disclaimer.

Date: _____ Signature: _____
 Print your name: _____

Deleted: Welcome. This program is designed to give you general legal information.

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Deleted: It is possible that the volunteer attorney you speak with could ultimately represent another party in the matter you are discussing, even if that other party's interest is different and/or adverse to yours.

have or in the future have involvement in the case you are discussing and by agreeing to participate in the program and seek advice despite this possibility, you hereby waive any such conflict. This potential conflict emphasizes why it is important to discuss your legal matter in broad terms and not disclose confidential or personal details.