



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, September 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=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 May 29, 2024. *For possible action.*
 4. Update regarding the Law Library, quarterly statistics, including Lawyer in the Library statistics, LSTA grant update, and Board position postings.
 5. Presentation of and request to approve updated Law Library logo design proof created by Washoe County’s graphic designer. *For possible action.*
 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.*
 7. Status update from Mike Kattelman and discussion about the informational video project about the court system and court procedure for the public. The Board may take action to modify or make recommendations regarding the project. *For possible action.*
 8. Presentation of and request to approve Law Library 5-year Strategic Plan (2025-2030). *For possible action.*
 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.*
 10. Discussion regarding possible changes to the Memorandum of Understanding (MOU) between the Law Library Board of Trustees and the Second Judicial District Court. *For possible action.*
 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 May 29, 2024 Meeting

WASHOE COUNTY LAW LIBRARY
SECOND JUDICIAL DISTRICT COURT
Law Library Board of Trustees--Meeting Minutes
May 29, 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:

Emily Reed, Assistant Court Administrator, Valerie Moser, Chief Fiscal Officer, Second Judicial District Court, Liz Williams, 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 February 21, 2024. *For possible action.*

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

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.

Ms. Williams provided an update on the statistics and noted that the chat feature is being used more frequently, likely due to its greater visibility.

An update was provided on the Lawyer in the Library program and discussion was had regarding recruitment to aid in reducing the number of community members who are on the wait list.

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.*

Discussion was had regarding the format of the budget. Requests for regular information regarding the donation account history and information from the community foundation account were made.

Trustee Kattelman requested to see the budget and current spending levels twice per year and Judge Schreinert requested that the line items be broken down so that the Board can see the detail of each transaction line item.

A motion to approve the budget as presented was made by Trustee Kattelman and seconded by Aurora Partridge.

No further discussion was had. Motion passed unanimously.

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

Trustee Kattelman provided an update on the project. Feedback regarding need included assisting self-represented litigants with a focus on preparing a financial declaration, appearances at settlement conferences and case management conferences.

An update on the budget for this item was presented and it was stated that there is still enough money in the budget to cover the costs of the proposed videos.

No action was taken.

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

Updated designs were presented, and discussion was had. The item is still within the original budget and revisions were made as previously directed by the Board. A motion was made to approve the amended design with further refinement of the book page design by Trustee Halstead and was seconded by Trustee Young.

No further discussion was had. Motion passed unanimously.

8. Discussion regarding and possible action to approve an updated version of the Lawyer in the Library participant intake sheet. *For possible action.*

Discussion was had and the modified draft was presented for Board review. There was a change of language suggested. Trustee Halstead made a motion to approve as modified and was seconded by Judge Schreinert.

Further discussion was had, and Liz requested that the text be reduced to remove redundant language. The change was made and presented to the Board for review.

Trustee Halstead made a motion to approve the document as further modified. Judge Schreinert seconded the motion. No further discussion was had.

Motion passed unanimously.

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

None.

10. Public Comments

Judge Steinheimer thanked staff for their work.

11. Adjournment

Adjournment at 1:04PM.

Item 4 – Law Library update, statistics and grant reports

SECOND JUDICIAL DISTRICT COURT
Law Library Update
September 4, 2024

UPDATES:

- Staffing:
 - We are in the process of hiring 2 new Law Library Assistants.
 - Kyle Rock and Jessica Burgoon both obtained new positions within the Court.
 - With Kyle Rock's departure, we are down a notary. Kyle Olson is working on obtaining his notary commission.
- Donations:
 - We received two \$200 donations from two of our regular Lawyer in the Library volunteers, Max Stovall and Kathy Breckenridge.
 - The WCBA annual donation is currently uncertain. Ashley Horan informed me that the WCBA Board will be meeting this month to discuss the donations that they provide to the community.
- The internet wiring LSTA grant from the Nevada State Library is complete. We replaced old internet cable, purchased new wireless access points, new PCs, and other accompanying equipment; the public computers are now noticeably faster. This grant was from the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Nevada State Library, Archives and Public Records.
- For years, the Law Library has offered a phone for public use. With the transition a couple of years ago to VoIP phones rather than landlines, we requested to keep our public phone as it is a vital community resource. It is harder and harder to find payphones, and despite the common assumption that most people have cell phones, we are noticing an increase in usage of our phone. In July, 125 phone calls were made on the public phone.
- Two Board positions will be expiring in January 2025, one attorney position and one non-attorney position. We will be posting the application on the County's Board Opportunities website from October 1st to the 31st. The LLBOT will review the candidates at the December Board meeting and their recommendations, along with all the applicants, will be brought to the Washoe County Board of Commissioners at a January BCC meeting for official appointment.

EVENTS, TRAININGS, AND TRAVEL:

- We held an in-person Law Day event on May 1st that was a huge success. With 11 volunteer lawyers from Northern Nevada Women Lawyers Association, we hosted a large-scale Lawyer in the Library program, offering Family Law, Probate Law, Landlord Tenant Law, and General Law. We assisted 101 members of the public who were able to walk in the door and receive legal assistance.
- I attended the Nevada Library Director's Summit in Zephyr Cove in May. The Directors' Summit was a gathering of library leaders from across the State of Nevada. There were guest speakers, opportunities to connect and collaborate with peers, and discussions about the complex and difficult challenges of library management. The 2024 Nevada Library Directors' Summit was free for me to attend as it was funded by a grant from the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the Nevada State Library, Archives and Public Records.
- I attended the American Association of Law Libraries annual conference in Chicago in July. This conference is a yearly opportunity for me to gain insights into emerging trends, innovative strategies, and best practices in the law library profession, explore the latest technologies and innovations in the industry, as well as network and collaborate with other professionals and industry influencers. See picture on Page 3 of this report.
- I will be attending the Self-Represented Litigant Network Conference in Salt Lake City in September. It is an in-person national conference for lawyers, judges, clerks of court and court administrators, self-help services professionals, librarians, technologists, funders and other allied professionals to explore and develop successful strategies and new thinking for providing 100% access to justice.
- Law Library staff has attended various trainings offered by the Court between May and August: Vicarious Trauma Training, Active Shooter Training, and the training "Enhancing the Courts Response to Domestic Violence Cases." We have a Nevada Association for Court Career Advancement (NACCA) training coming up in October that I plan to send a few staff members to attend.
- We have two community outreach events that we will be participating in this fall: Homeless Veterans Annual Stand Down event and the Washoe County Sheriff's Office's Community Resource Fair.



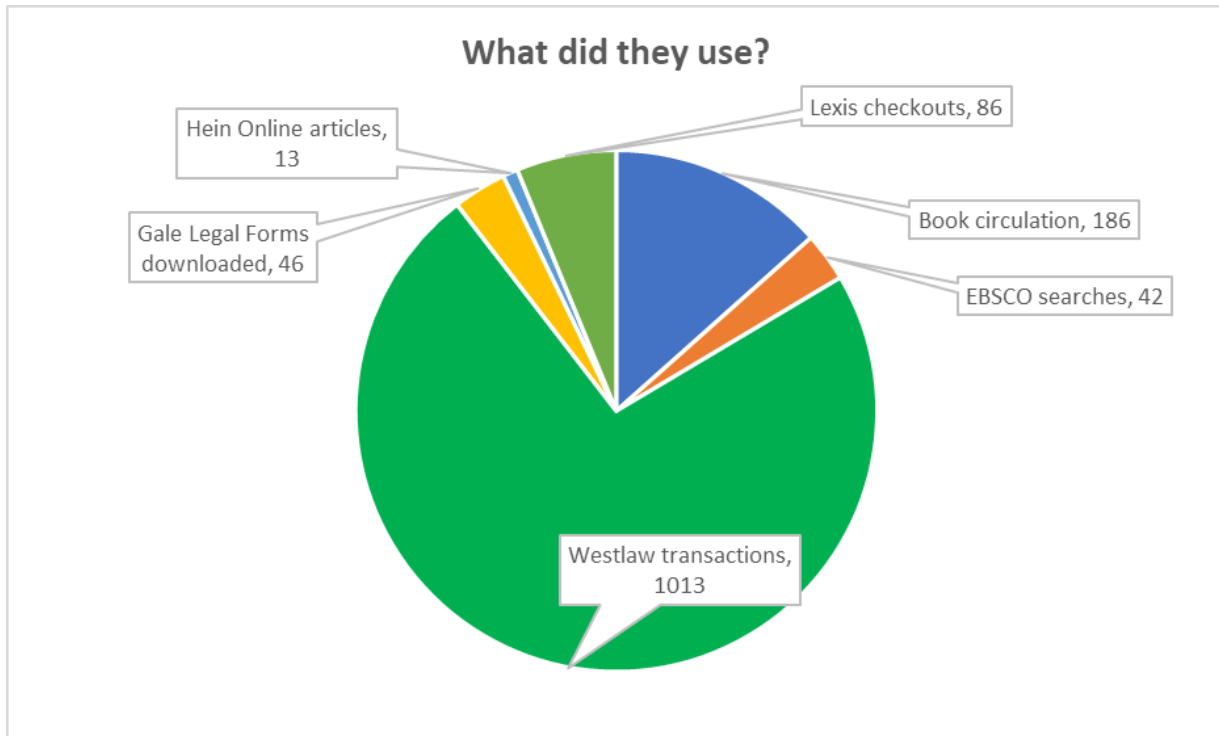
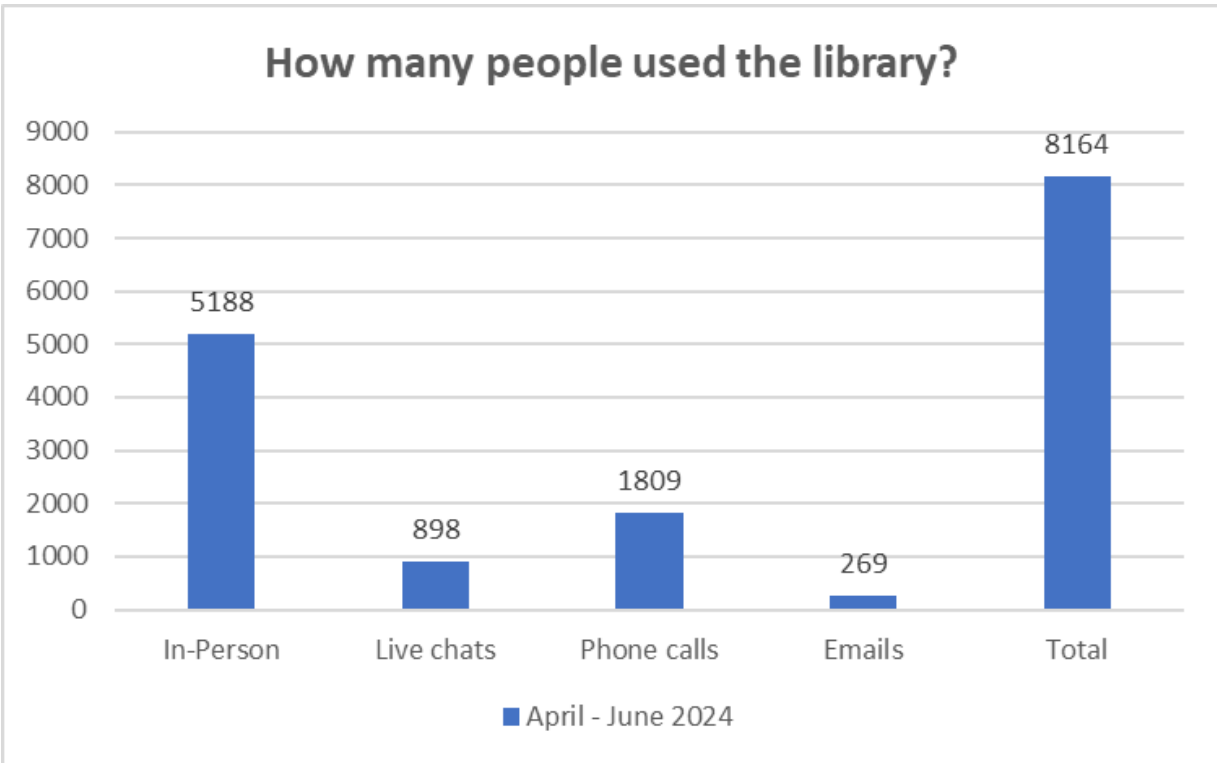
- We are participating in the National Center for State Courts Forms Camp to learn how we can improve our forms & packets for self-represented litigants. We plan to work on developing an Adoption packet.



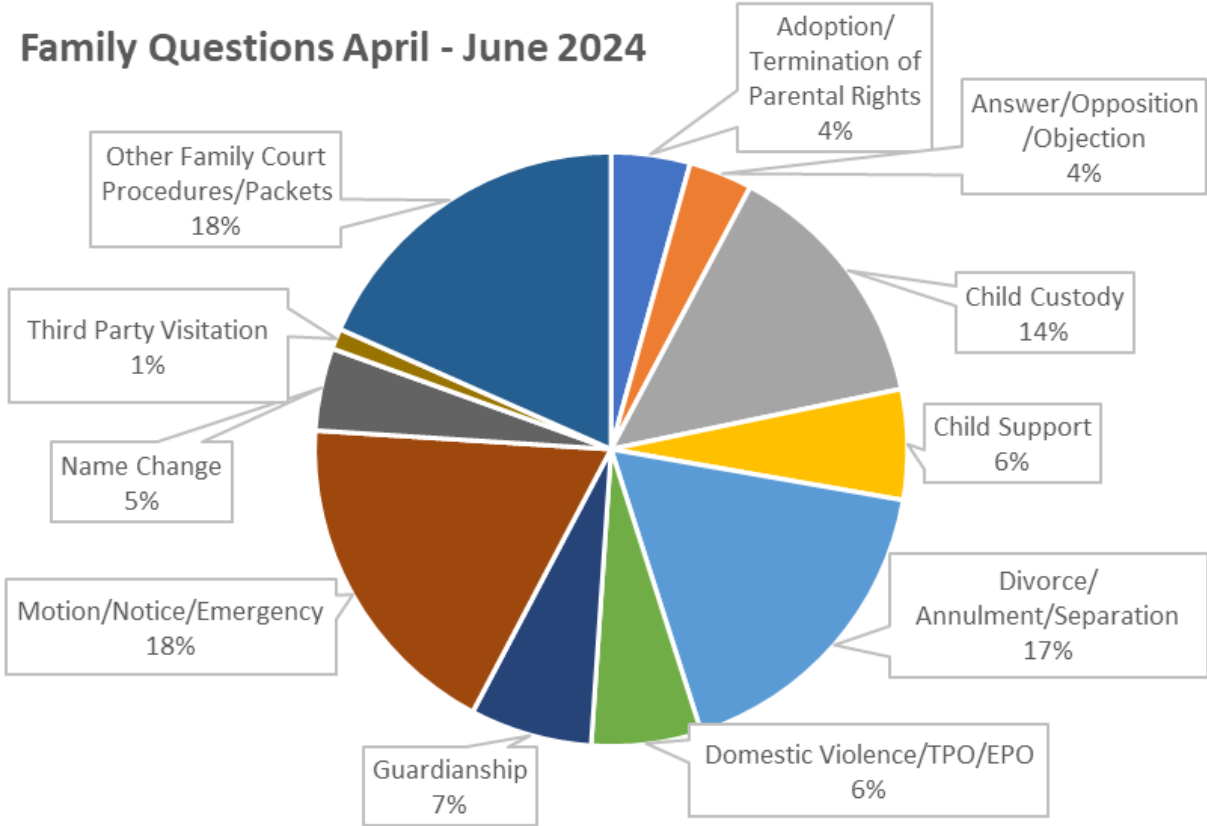
Nevada Law Librarians at AALL.



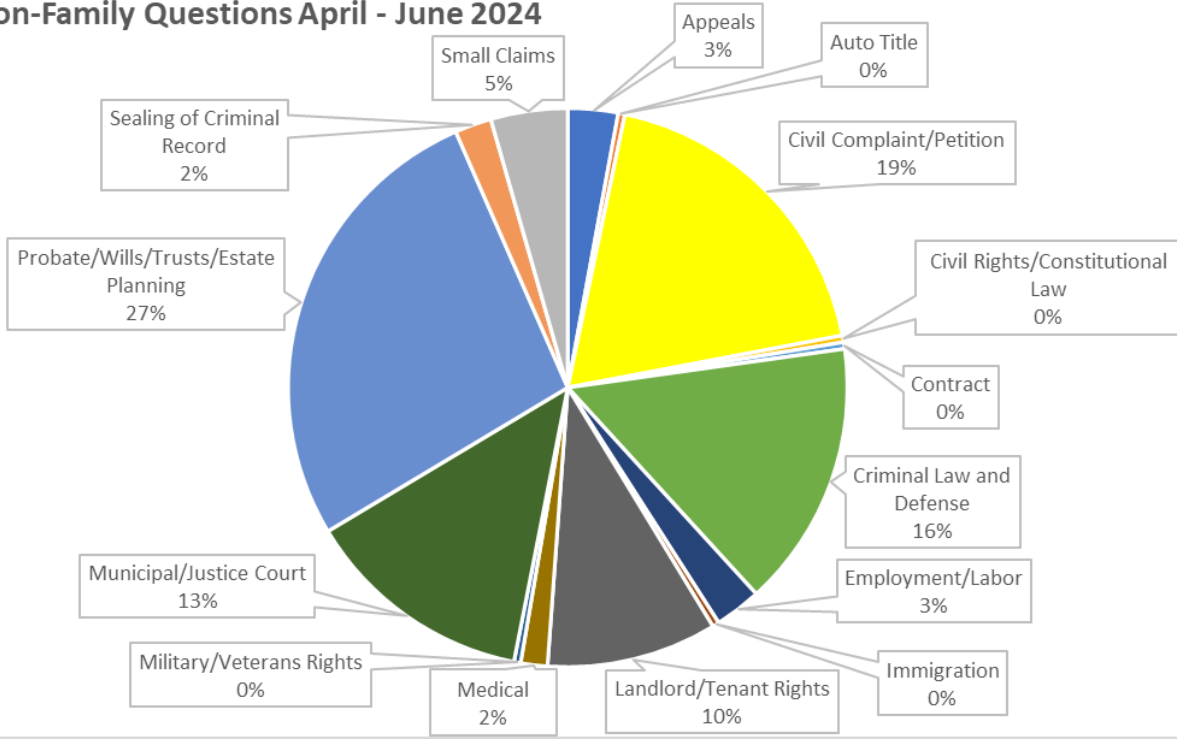
Law Library Statistics: April – June 2024



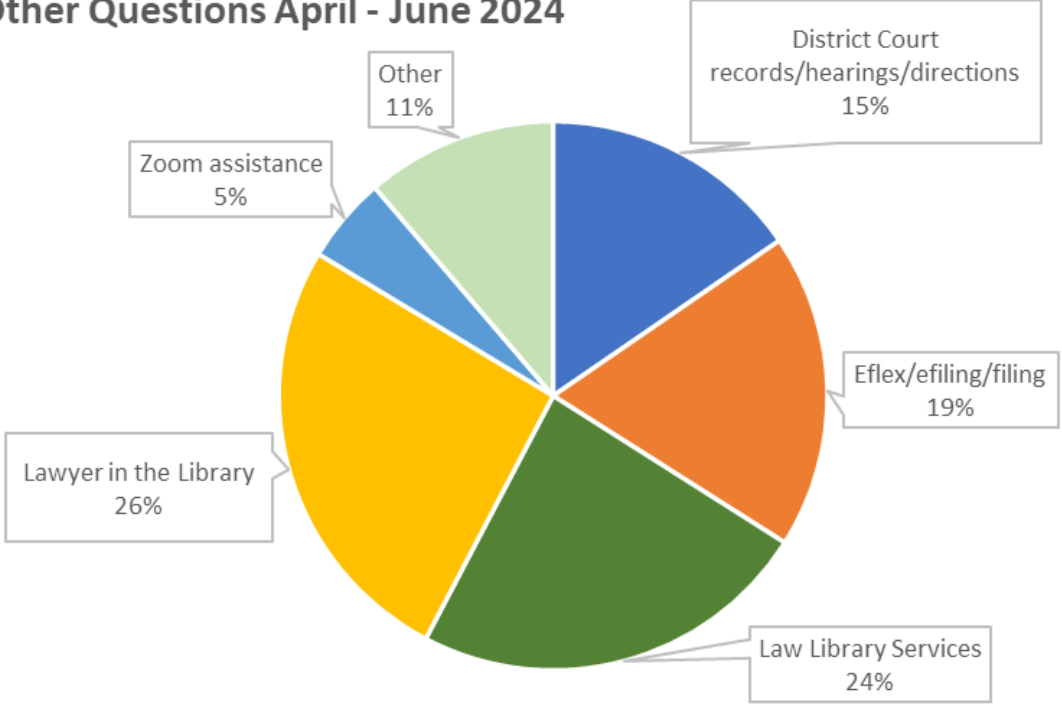
Family Questions April - June 2024



Non-Family Questions April - June 2024



Other Questions April - June 2024



**LAWYER IN THE LIBRARY PROGRAM
APRIL - JUNE 2024**

New attorney volunteers are in bold.

DATE	ATTORNEYS	# OF ATTENDEES	# ON WAITLIST WHO WERE NOT CONTACTED/ TYPE OF WAITLIST
APR 2, 2024	Joel Barber, Sarah Carrasco , Chrissy Cullen	23	0 Family
APR 3, 2024	Rick Cornell, Matt Morris, Cassy Walsh, Philip Tacason observing	20	0 General, 6 Probate
APR 9, 2024	John Keuscher, Max Stovall	16	7 Family
APR 10, 2024	Emily Dennis , Philip Tacason	14	9 General
APR 16, 2024	Sarah Carrasco, Lisa Fraas, Mike Roth	18	0 Family
APR 17, 2024	Michael Crisostomo, Jenny McMenomy, John Samberg	19	5 General, 2 Probate
APR 23, 2024	Rost Olsen, Mike Roth, Janet Traut	20	0 Family
APR 24, 2024	Cassin Brown , Jenny McMenomy, Matt Morris	19	0 General, 0 Landlord
APR 30, 2024	Monica Caffaratti, Kendra Jepsen	14	0 Family
MAY 1, 2024 LAW DAY EVENT	Brie Collings, Brittany Cooper, Christi DuPont , Anthony Gold, Bronagh Kelly, Patricia Lynch, Jenny McMenomy, Kye Miller , Ann Morgan, Sam Reviglio, Jennifer Richards , Jane Susskind, Philip Tacason, John White	116	0 General, 5 Probate
MAY 7, 2024	Chrissy Cullen, Sarah Carrasco, John Keuscher	24	3 Family
MAY 8, 2024	Rick Cornell, Michael Crisostomo	15	0 General
MAY 14, 2024	Lisa Fraas, Chad Pace, Carolyn Renner	21	2 Family
MAY 15, 2024	Emily Dennis, Jenny McMenomy, Maddy Shipman	21	1 General, 4 Probate
MAY 21, 2024	Monica Caffaratti, Chad Pace, Jill Whitbeck	22	14 Family
MAY 22, 2024	Matt Morris	7	12 General
MAY 28, 2024	Kathy Breckenridge, Eric Pulver , Mike Roth	21	4 Family

MAY 29, 2024	Cassin Brown, Michael Crisostomo, John Samberg	16	0 General, 0 Landlord
JUN 4, 2024	Sarah Carrasco, Chrissy Cullen, John Keuscher	22	15 Family
JUN 5, 2024	Emily Mansoor, Cassy Walsh	15	10 General, 0 Probate
JUN 11, 2024	Brittany Cooper, John Keuscher	16	1 Family
JUN 12, 2024	Michael Crisostomo	8	7 General
JUN 25,2024	Tehan Slocum, Max Stovall, Janet Traut	24	0 Family
JUN 26, 2024	Nicole Harvey, Jenny McMenemy, Stephanie Storm	24	0 General, 0 Landlord
TOTAL	74 (63 Regular Programs, 11 Law Day)	535 (433 Regular, 102 Law Day)	107 (46 Family 44 General 17 Probate 0 Landlord)
	Juneteenth Holiday—no programs June 18 & June 19		

2023 LSTA Competitive Final Report

Applicant	Sarah Bates
Applicant ID	APP-000572
Company Name	Washoe County Law Library
Recipient Address	Washoe County Law Library 75 Court St. Reno, NV 89501
Phone	775-328-3254
Email	sarah.bates@washoecourts.us
Award Amount	\$41,479.00, amended to \$44,536 in January 2024
Status	
Funded	Submitted

Application Title: Internet Cable and Switch Upgrade for the Public Computers
Description:
Project to increase the speed of the public use computers, bringing them up to the level a 21st-century citizen expects to experience in a public law library.

Grantee Information

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

Question: Library Name

Washoe County Law Library

Question: UEI

GPR1NY74XPQ5

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

CD 1

CD 2

CD 3

CD 4

Question: Project Manager Name (First and Last)

Sarah Bates

Question: Project Manager Email

sarah.bates@washoecourts.us

Question: Project Manager Phone

775-328-3254

Project Overview

Question: Project Title

Internet Cable and Switch Upgrade for the Public Computers

Question: Grant Number

2023-05

Question: Project Summary

We installed new internet cabling, a new switch, and 11 new public computers with updated software in the Law Library in order to provide faster internet access and speedier computers for the public. The project was completed in April 2024 and was a complete success. Internet speeds are 10x faster and members of the public are very pleased with the new computers.

Question: Nevada LSTA Goal, 2023-2027

- Goal 1: Planning and Assessment.
- Goal 2: Capacity, Training, and Sustainability
- Goal 3: Partnerships and Sharing
- Goal 4: Services and Resources

Question: IMLS Intent

- Lifelong Learning -- Improve users' formal education

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

Question: Project subjects (select up to 2)

- Arts, Culture, and Humanities
- Business & Finance
- Civic Affairs
- Education
- Environment
- General (only for data/databases)
- Health & Wellness
- History

- Languages
- Literacy
- STEM
- Library Infrastructure and Capacity

Question: Number of people served by this project

18,353

Question: Source of this number

Number of in-person visitors to the Law Library in 2023

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

Internet access, infrastructure

Target Audience

Question: Project Target Audience

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

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

- All ages
- 0-5 years
- 6-12 years
- 13-17 years
- 18-25 years
- 26-49 years

- 50-59 years
- 60-69 years
- 70+

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

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

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

Not Answered

Partners

If you had project partners, provide names, addresses, and describe their role(s), contributions to Activities, and/or deliverables. A deliverable may be cash amount, personnel, training space, transportation, supplies, materials, printing or other items to be used in implementing the grant. Note: partners are not vendors, they have not received project funds for their services.

Question: Did you have project partners?

Yes (answer next question)

No

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

Not Answered

Activities: Activity #1

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

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

PDF Fillable forms instructions:

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

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

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

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

Question: TITLE of Activity.

Procurement of new internet cabling

Question: SUMMARY of Activity.

Contracted with 295 Cabling LLC to remove old internet cables and install 92 new cat6+ cables, data locations, and cat6 panels. Purchased 88 patch cords from Cables Plus USA. Court IT Department installed patch cables.

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

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

Question: FORMAT for Activity.

- Virtual (Instruction Activities)
- In-person (Instruction Activities)
- Combined In-person & Virtual (Instruction Activities)
- Digital (Content Activities)
- Physical (Content Activities)
- Combined Digital & Physical (Content Activities)
- In-house (Planning/Evaluation Activities)

3rd Party (Planning/Evaluation Activities)

N/A (Procurement ONLY)

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

[Activities Data Form Activity 1.pdf](#) (6/7/2024, 3:14 PM)

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

Yes (answer next question)

No (skip next question)

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

No Attachments

Activities: Activity #2

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

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

PDF fillable forms instructions:

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

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

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

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

Question: TITLE of Activity.

Procurement & installation of new switch and new computers

Question: SUMMARY of Activity.

Procured a new Cisco Catalyst switch, network module, and power supply from SHI International. With grant update, procured 11 computers and 11 computer brackets from Dell Corp. Purchased Microsoft and Adobe licenses for the 11 new computers and switch software from SHI International. Court IT staff set up and installed the switch and new public computers in the library.

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

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

Question: FORMAT for Activity.

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

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

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

[Activities Data Form Activity 2.pdf](#) (6/7/2024, 3:26 PM)

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

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

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

No Attachments

Activities: Activity #3

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

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

PDF Fillable forms instructions:

DATA: Each Activity/Mode combination has required DATA that you must report. Download this form, enter data for your Activity Type, and upload. Example: If you have Content Acquisition, you

will fill in the number of *hardware, software, databases, print materials, electronic material, and a/v materials* you purchased.

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

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

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

Question: TITLE of Activity.

Not Answered

Question: SUMMARY of Activity.

Not Answered

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

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

Question: FORMAT for Activity.

- Virtual (Instruction Activities)

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

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

No Attachments

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

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

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

No Attachments

Activities: Activity #4

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

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

PDF Fillable forms instructions:

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

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

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

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

Question: TITLE of Activity.

Not Answered

Question: SUMMARY of Activity.

Not Answered

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

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

Question: FORMAT for Activity.

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

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

No Attachments

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

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

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

No Attachments

Activities: Activity #5

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

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

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

PDF Fillable forms instructions:

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

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

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

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

Question: TITLE of Activity.

Not Answered

Question: SUMMARY of Activity.

Not Answered

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

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

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

Question: FORMAT for Activity.

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

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

No Attachments

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

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

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

No Attachments

Project Outcomes

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

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

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

Question: Outcomes AND Findings

The outcome of the new wiring project and new computers is significantly faster internet speeds for the members of the public who use our computers. Our speed tests show a download speed of 561-656 Mb per second after the upgrade compared to 61 Mb per second before the upgrade, 9-10 times faster. Upload speeds are now 37-38 Mb per second compared to 16.81 Mb per second before. Our post-upgrade user survey from April-June 2024 indicates that 92% of the people surveyed were satisfied with the speed of the library computers.

We can conclude from these outcomes that library users are able to complete their online activities in the Law Library in a faster and less frustrating manner than in the past.

Question: Importance of Findings

These findings are important for future planning because they remind us of the necessity of maintaining quality internet access for the public. In the Law Library in particular, many people are trying to accomplish important tasks under deadline, such as filing court documents, attending Zoom hearings, or otherwise engaging with the justice system. Avoiding any technology difficulties during these activities helps provide access to justice for everyone in the community, not just those with space and technology at home.

Question: Lessons Learned

Everything takes longer than you think it will. Working with outside vendors means the timeline is not always within your control. Flexibility served us well on this project. The ability to save money on the cabling and use it to upgrade the computers was a wonderful outcome.

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

Yes

No

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

This upgrade is complete. Obviously, we will have to plan for future cabling and hardware upgrades as technology changes.

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

Not Answered

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

Not Answered

Planning/Assessment Projects

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

Question: Is this a Planning/Evaluation project?

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

Question: Describe your research design and reporting approach.

Not Answered

Question: Was a final written report produced?

- Yes
- No

Question: Who conducted the project?

- Staff
- 3rd Party

Question: What data collection tools were used?

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

Participant Observation

Other

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

Not Answered

Question: Did you collect any media for the data?

Photos

Videos

Audio

n/a

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

Statistical Methods

Qualitative Methods

Other

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

Not Answered

Question: How were participants (or items) selected?

Randomly/arbitrarily

Systematic Sample (every nth person/item)

Targeted Sample (based on a desired characteristic)

Census

Word of Mouth

Other

Question: If you selected Other, describe selection process.

Not Answered

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

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

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

No Attachments

Budget Information

Instructions:

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

Budget Category definitions:

- **Salaries/Wages/Benefits:** Grant funded staff positions. Required: position titles, job descriptions, hourly rate, and FTE or total number of hours (FTE/full time equivalent=40 hours. A 30 hour position =.75 FTE)
- **Equipment over \$5,000:** Includes all tangible personal property. Classify as Equipment if the acquisition has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. (See 2 CFR 200.33 (Equipment)). Note: all equipment purchases in this category required pre-approval from IMLS.
- **Travel:** All travel and per diem expenses incurred by project staff while working on the project. Include the number of travelers and types of expenditures.

- **Consultant Fees:** The expenses related to acquiring the services of a consultant for a specific activity within the project. This description should include the expertise of the consultant along with the actions/contributions to the project.
- **Supplies/Materials:** Supplies and Materials (books) purchased specifically for the project. Include the types (digital, YA, Fiction, etc) and quantities.
- **Services:** The cost of services provided by a 3rd party vendor. May include printing, subscriptions and licenses, maintenance fees, and equipment leases
- **Indirect Costs:** enter the pre-approved indirect cost rate and amount in each category. Indirect costs represent the expenses of doing business that are not readily identified with a particular grant function.

Question: TOTAL LSTA Funds Expended (\$)

\$44,535.90

Question: TOTAL Matching Funds Documented (\$)

\$9,294.76

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

\$53,830.66

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

[Wiring Grant LSTA Final Report Budget.xlsx](#) (6/12/2024, 10:23 AM)

Question: Additional Budget Narrative

The original budget was \$41479.00 + match. A budget amendment was submitted when the cabling contract became less expensive because it was installed during the week, rather than the weekend. This freed up some funds to buy additional equipment to supplement the upgrade. We requested additional funds through a second budget amendment of \$3057.00 in January 2024 in order to have enough funds to replace all 11 computers with new ones and purchase the requisite software.

Additional Materials

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

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

[Computer speeds before and after.pdf](#) (6/7/2024, 2:46 PM)

[The Writ May June 2024.pdf](#) (6/7/2024, 2:40 PM)

[2023 nov dec writ - final \(1\).pdf](#) (6/7/2024, 2:34 PM)

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

Not Answered

Anecdotal Information

Share project stories, participant comments, etc.

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

A staff member said, "It's so much faster! It reboots quickly." Someone else said "WestLaw pops up so fast now! I noticed a big difference." One of our regular, weekly library computer users said "They're faster."

Final Report Certification

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

Yes

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

Question: Name of person submitting this report.

Sarah Bates

Question: Title of person submitting this report.

Law Library Manager

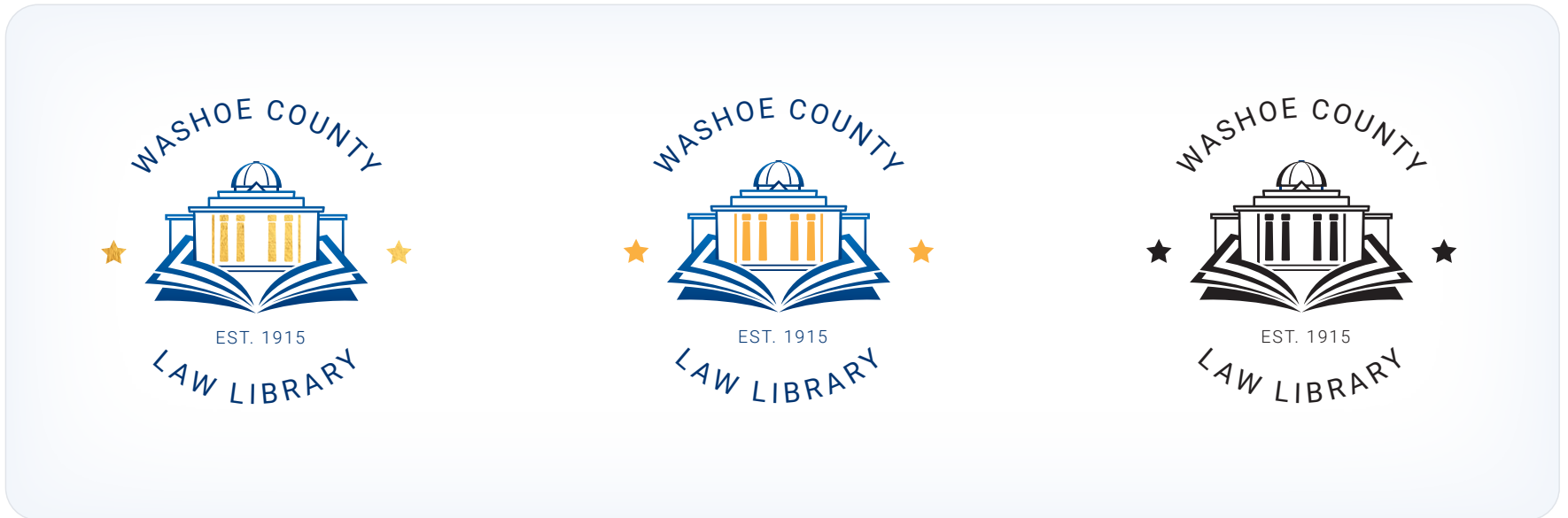
Question: Email of person submitting this report.

sarah.bates@washoecourts.us

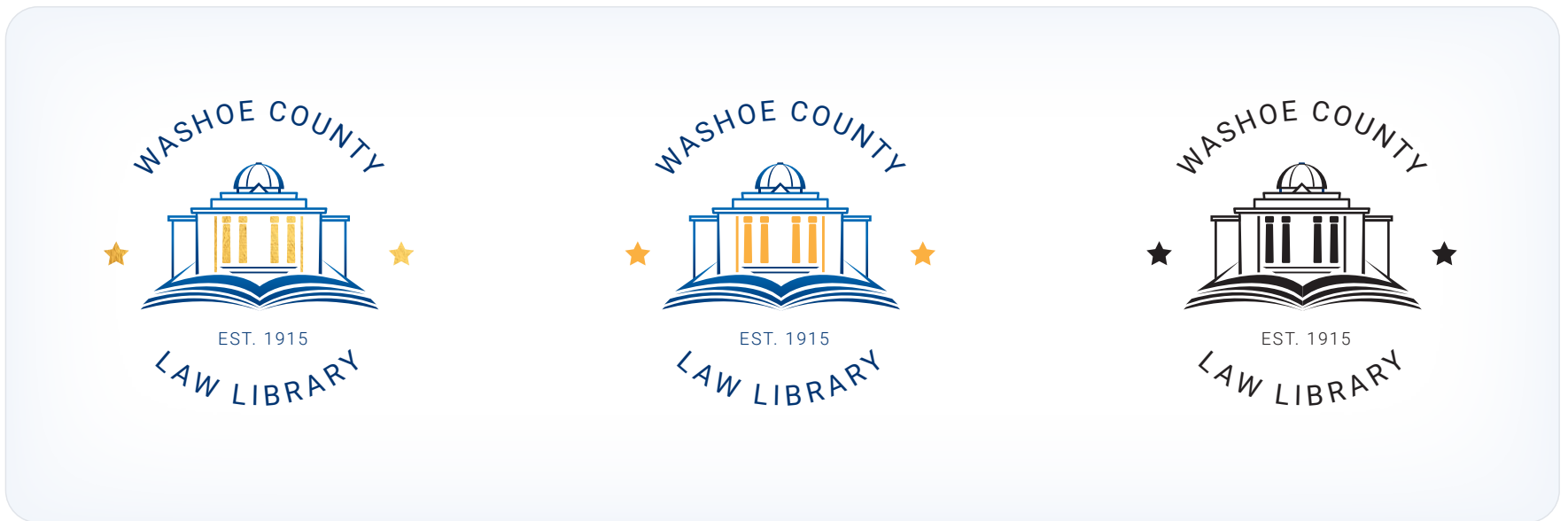
Item 5 – Updated logo design options

Washoe County Law Library Logo Design (Updated June 2024)

Original Logo



Option 1



Option 2



Item 8 – Proposed 5-year Strategic Plan draft



Second Judicial District Court Washoe County Law Library

5-Year Strategic Plan 2025-2030

Mission

The mission of the Washoe County Law Library is to enhance access to justice by (1) providing legal information, education, resources, tools, and materials, in print and digital formats, to those engaged with the justice system, and (2) partnering with the courts, bar associations, legal clinics, civic organizations, and government entities to help ensure the legal needs of the community are addressed.

Vision

To be the leading provider of legal resources, foster access to justice, and support the legal community in Washoe County.

Goals

1. Enhance access to justice by providing legal information and resources:

Objective: Provide a current and useful collection of legal resources in both print and digital formats.

Strategies:

- Maintain up-to-date print resources and online databases with statutes, case law, and treatises for use by the public at no cost.
- Continually evaluate current and new books and databases to support legal research.
- Evaluate patron materials requests in conjunction with Collection Development policy.
- Organize the Law Library materials to provide easy access to users.
- Create and maintain LibGuides on specific legal topics for the website.
- Make staff accessible to the public by offering multiple methods of contacting the Law Library such as phone, chat, and email.

2. Partner with stakeholders

Objective: Partner with other Court departments, and stakeholders, to determine and meet legal needs in the community.

Strategies:

- Continue the partnership of the Law Library Board of Trustees and Second Judicial District Court Leadership to provide a law library to the community that is free to access.



Second Judicial District Court Washoe County Law Library

- Continue the relationship with the Washoe County Bar Association to provide information to citizens, support successful programs, increase materials at the law library, and educate staff.
- Continue to provide the Lawyer in the Library program to all members of our community.
- Actively work to recruit new Lawyer in the Library volunteers and retain current volunteers.
- Hold other special events, such as Law Day, that give the public opportunities to speak to a lawyer.
- Offer continuing legal education courses to help attorneys meet their licensure requirements.

3. Increase community awareness of legal resources

Objective: Increase awareness of the Washoe County Law Library and all the available services and valuable resources it offers to the community.

Strategies:

- Provide basic information to the public regarding our location and contact information by giving out inexpensive branded items that readily provide our contact information.
- Utilize local media to promote special events, such as Law Day, and notify citizens of regular services.
- Attend community events including the Washoe County Sheriff's Office's Community Resource Fair, and other events to promote awareness of our programs and resources.
- Promote resources to the paralegal community.
- Publish articles with relevant Law Library information and news for attorneys in the Washoe County Bar Association publication: *The Writ*.

4. Provide excellent customer service

Objective: Employ skilled, motivated, and positive staff who will provide excellent service to citizens.

Strategies:

- Promote respectful and compassionate customer service to staff as a core value of the department.
- Provide training to staff regarding legal procedures, reference, and self-represented materials so they can answer questions and provide assistance without providing legal advice.
- Provide professional development opportunities to staff.
- Encourage and celebrate innovation of court procedures and process.



Second Judicial District Court Washoe County Law Library

- Evaluate internal and external policies and procedures on a regular basis.

5. Develop the Law Library collection

Objective: Continually developing and changing the Law Library collection to meet user needs.

Strategies:

- Regularly review Collection Development policy and update as needed.
- Select materials based on providing a well-rounded and current collection for both legal professionals and self-represented litigants.
- Utilize library maintenance or multi-year agreements with publishers such as Thomson Reuters and LexisNexis, to maintain lower costs.
- Pursue electronic resources when available.

6. Improve access to the Court by providing plain language self-represented litigant packets and forms

Objective: Partner with the Second Judicial District Court Resource Center to create and distribute packets and forms to self-represented litigants for commonly requested court procedures, thus providing members of the public who choose to represent themselves, or cannot afford to hire an attorney, meaningful access to the Court.

Strategies:

- Update, maintain, and help create packets and forms for use in the Second Judicial District Court.
- Assist the Probate department with forms and packets used in Probate cases.
- Attend trainings about plain language usage and best practices for creating pro se forms.
- Aim to simplify packet instructions to make them clear for self-represented litigants.
- Provide all packets and forms on the website and in multiple locations in the court.

Item 9 –FY 24 budget reporting options – both a summary and detailed SAP screens, includes general fund, donation account, and sanction account balances and expenditures, list of contracts with expiration dates, list of books purchased in FY24, staff report summarizing recent budget decisions and overview of Law Library funding sources.

Fiscal Year 2024 Law Library Budget

- A. Law Library Fees (income) – Total: -\$72,356.00**
A portion of Second Judicial District Court filing fees goes towards the Law Library budget. The planned income from court filing fees was \$63,000, so this was higher than expected.
- B. Other General Govt (income) – Total: -\$96.22**
Other miscellaneous government revenue posted by Washoe County Collections.
- C. Copy Machine Receipt (income) – Total: -\$1,574.20**
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: \$530,061.35**
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: \$285,100.36**
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 \$3,221.50**
MK Solutions– service contract and software subscription for the RFID staff stations, security gates, and self-check.
- G. Software Maintenance – Total: \$6,135.00**
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: \$3,101.27**
This is the subscription for the Canon printer/copy machines for both the staff and the public.
- I. Copy Machine Copies – Total: \$110.65**
Additional copy charges from Canon for the printer/copy machines.
- J. Office Supplies – Total: \$1,889.09**
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: \$241,462.90**
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: \$38.57**
Outgoing mail costs.
- M. Express and Courier – Total: \$13.00**
Shipping costs.
- N. Printing – Total: \$35.00**
Printing of business cards and other handouts through Washoe County.
- O. Telephones – Total: \$2,973.22**
Cost of the Vonage phone lines.

- P. Seminars/Meetings – Total: \$1,128.61**
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: \$169.65**
Mileage reimbursement for employee travel in a personal vehicle.
- R. Dues – Total: \$1,302.88**
Dues for staff memberships of professional organizations.
- S. Interpreters – Total: \$150.66**
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. Travel – Total: -\$148.89**
Employee travel to conferences is assigned to this line item, but most of the travel expenses were not paid for from the Law Library general fund. Most of the costs were paid for by a combination of grants, sanction account funds, and the Nevada State Library.

Total: \$1,015,277.36

Cost Center/Group 123100 Law Library Adm
 Person responsible BGJOBS
 Reporting period 1 to 16 2024

Cost Elements	Actual	Commitment	Allotted	Plan	Available
460160 Other General Govt	96.22-		96.22-		96.22
460222 Law Library Fees	72,356.00-		72,356.00-	63,000.00-	9,356.00
485100 Reimbursements				1,000.00-	1,000.00-
485300 Other Misc Govt Rev				1,000.00-	1,000.00-
485315 Copy Machine Receipt	1,574.20-		1,574.20-		1,574.20
701110 Base Salaries	526,686.44		526,686.44	525,275.51	1,410.93-
701199 Lab Cost Sav-Wages				30,224.00	30,224.00
701200 Incentive Longevity	3,374.91		3,374.91	4,975.00	1,600.09
701412 Salary Adjustment					
705110 Group Insurance	47,793.32		47,793.32	44,600.24	3,193.08-
705115 ER HSA Contribs	9,663.48		9,663.48	5,750.00	3,913.48-
705190 OPEB Contribution	34,147.00		34,147.00	34,147.00	
705199 Lab Cost Sav-Benef				9,513.00	9,513.00
705210 Retirement	185,143.41		185,143.41	176,756.94	8,386.47-
705230 Medicare April 1986	7,422.27		7,422.27	7,531.21	108.94
705240 Insur Budgeted Incr				2,230.00	2,230.00
705320 Workmens Comp	294.80		294.80	304.82	10.02
705330 Unemploy Comp	636.08		636.08	479.74	156.34-
705360 Benefit Adjustment					
710100 Prof Services	3,221.50		3,221.50		3,221.50-
710200 Service Contract				250.00	250.00
710205 Repairs Maint				1,480.00	1,480.00
710210 Software Maintenance	6,135.00		6,135.00		6,135.00-
710300 Operating Supplies					
710314 Library Materials				1,000.00	1,000.00
710334 Copy Machine Expense	3,101.27	181.00	3,282.27	12,731.36	9,449.09
710335 Copy Mach-Copies	110.65	4,890.51	5,001.16	745.37	4,255.79-
710350 Office Supplies	1,889.09		1,889.09	2,134.00	244.91
710355 Books/Subscriptions	241,462.90	4,361.82	245,824.72	272,575.24	26,750.52
710360 Postage	38.57		38.57	980.00	941.43
710361 Express and Courier	13.00		13.00		13.00-
710502 Printing	35.00		35.00	1,500.00	1,465.00
710507 Network,Data Lines				1,540.00	1,540.00
710508 Telephone Land Lines	2,973.22		2,973.22	413.13	2,560.09-
710509 Seminars Meeting	1,128.61		1,128.61	90.00	1,038.61-
710512 Auto Expense	169.65		169.65		169.65-
710519 Cellular Phone					
710529 Dues	1,302.88		1,302.88	600.00	702.88-
710585 Undesignated Budget					
710620 LT Lease-Equipment					
710862 Interpreters	150.66		150.66		150.66-
711008 Combined Utilities	12,558.96		12,558.96	12,559.00	0.04
711210 Travel	148.89-		148.89-	2,395.00	2,543.89
711504 Equipment nonCapital				400.00	400.00
* Over/Underabsorption	1,015,277.36	9,433.33	1,024,710.69	1,088,180.56	63,469.87

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	460160	Other General Govt	3	-80.00	9/11/2023	CA	103481932		
123100	0030	Law Library Adm	460160	Other General Govt	7	-16.22	1/22/2024	CA	103546981		
		Law Library Adm		Other General Govt		-96.22					
		Law Library Adm				-96.22					
						-96.22					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	460222	Law Library Fees	1	-94.00	7/3/2023	CA	103447434		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-71.00	7/3/2023	CA	103448407		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-300.00	7/5/2023	CA	103448415		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-1.50	7/6/2023	CA	103448416		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-223.50	7/6/2023	CA	103451466		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-240.00	7/7/2023	CA	103451859		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-270.00	7/10/2023	CA	103453025		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-150.00	7/11/2023	CA	103453414		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-225.00	7/12/2023	CA	103453954		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-165.00	7/13/2023	CA	103456092		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-165.00	7/14/2023	CA	103456601		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-18.00	7/17/2023	CA	103457134		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-237.00	7/17/2023	CA	103457137		
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123100	0030	Law Library Adm	460222	Law Library Fees	1	-330.00	7/26/2023	CA	103460047		
123100	0030	Law Library Adm	460222	Law Library Fees	1	-240.00	7/27/2023	CA	103460301		
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123100	0030	Law Library Adm	460222	Law Library Fees	5	-330.00	11/20/2023	CA	103519567
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123100	0030	Law Library Adm	460222	Law Library Fees	6	-315.00	12/4/2023	CA	103522232
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123100	0030	Law Library Adm	460222	Law Library Fees	6	-165.00	12/21/2023	CA	103533665
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123100	0030	Law Library Adm	460222	Law Library Fees	7	-72.50	1/23/2024 CA	103547930
123100	0030	Law Library Adm	460222	Law Library Fees	7	-255.00	1/25/2024 CA	103548151
123100	0030	Law Library Adm	460222	Law Library Fees	7	-110.00	1/26/2024 CA	103549468
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123100	0030	Law Library Adm	460222	Law Library Fees	8	-51.50	2/13/2024 CA	103559367
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123100	0030	Law Library Adm	460222	Law Library Fees	8	-156.00	2/21/2024 CA	103561501
123100	0030	Law Library Adm	460222	Law Library Fees	8	-285.00	2/26/2024 CA	103561994

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123100	0030	Law Library Adm	460222	Law Library Fees	8	-133.50	2/16/2024	CA	103562999
123100	0030	Law Library Adm	460222	Law Library Fees	8	-84.00	2/21/2024	CA	103563001
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123100	0030	Law Library Adm	460222	Law Library Fees	9	-375.00	3/5/2024	CA	103566519
123100	0030	Law Library Adm	460222	Law Library Fees	9	-210.00	3/6/2024	CA	103569776
123100	0030	Law Library Adm	460222	Law Library Fees	9	-345.00	3/7/2024	CA	103569778
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123100	0030	Law Library Adm	460222	Law Library Fees	9	-285.00	3/12/2024	CA	103571879
123100	0030	Law Library Adm	460222	Law Library Fees	9	-345.00	3/13/2024	CA	103572404
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123100	0030	Law Library Adm	460222	Law Library Fees	9	-225.00	3/21/2024	CA	103575122
123100	0030	Law Library Adm	460222	Law Library Fees	9	-255.00	3/22/2024	CA	103575127
123100	0030	Law Library Adm	460222	Law Library Fees	9	-225.00	3/25/2024	CA	103578051
123100	0030	Law Library Adm	460222	Law Library Fees	9	-315.00	3/26/2024	CA	103578627
123100	0030	Law Library Adm	460222	Law Library Fees	9	-225.00	3/28/2024	CA	103579254
123100	0030	Law Library Adm	460222	Law Library Fees	9	-270.00	3/27/2024	CA	103579606
123100	0030	Law Library Adm	460222	Law Library Fees	9	-270.00	3/29/2024	CA	103579611
123100	0030	Law Library Adm	460222	Law Library Fees	10	15.00	4/3/2024	KR	103579855
123100	0030	Law Library Adm	460222	Law Library Fees	10	-285.00	4/2/2024	CA	103580446
123100	0030	Law Library Adm	460222	Law Library Fees	10	-165.00	4/4/2024	CA	103582817
123100	0030	Law Library Adm	460222	Law Library Fees	10	-300.00	4/4/2024	CA	103583826
123100	0030	Law Library Adm	460222	Law Library Fees	10	-405.00	4/4/2024	CA	103584829
123100	0030	Law Library Adm	460222	Law Library Fees	10	-345.00	4/5/2024	CA	103585706
123100	0030	Law Library Adm	460222	Law Library Fees	10	-165.00	4/8/2024	CA	103586096
123100	0030	Law Library Adm	460222	Law Library Fees	10	-105.00	4/9/2024	CA	103586098
123100	0030	Law Library Adm	460222	Law Library Fees	10	-435.00	4/10/2024	CA	103587312
123100	0030	Law Library Adm	460222	Law Library Fees	10	-225.00	4/11/2024	CA	103587314
123100	0030	Law Library Adm	460222	Law Library Fees	10	-405.00	4/12/2024	CA	103587316
123100	0030	Law Library Adm	460222	Law Library Fees	10	-381.00	4/15/2024	CA	103588466
123100	0030	Law Library Adm	460222	Law Library Fees	10	-39.00	4/15/2024	CA	103588469
123100	0030	Law Library Adm	460222	Law Library Fees	10	-315.00	4/16/2024	CA	103588997
123100	0030	Law Library Adm	460222	Law Library Fees	10	-435.00	4/19/2024	CA	103591894
123100	0030	Law Library Adm	460222	Law Library Fees	10	-240.00	4/18/2024	CA	103591900
123100	0030	Law Library Adm	460222	Law Library Fees	10	-285.00	4/17/2024	CA	103592084
123100	0030	Law Library Adm	460222	Law Library Fees	10	-285.00	4/22/2024	CA	103592456
123100	0030	Law Library Adm	460222	Law Library Fees	10	-540.00	4/23/2024	CA	103592834
123100	0030	Law Library Adm	460222	Law Library Fees	10	-405.00	4/26/2024	CA	103593847

REFUND VENDOR 090017

123100	0030	Law Library Adm	460222	Law Library Fees	10	-300.00	4/25/2024	CA	103593850	
123100	0030	Law Library Adm	460222	Law Library Fees	10	-225.00	4/24/2024	CA	103593855	
123100	0030	Law Library Adm	460222	Law Library Fees	10	-180.00	4/29/2024	CA	103594529	
123100	0030	Law Library Adm	460222	Law Library Fees	10	-285.00	4/30/2024	CA	103595254	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-375.00	5/3/2024	CA	103600056	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-105.00	5/2/2024	CA	103600061	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-225.00	5/1/2024	CA	103600066	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-270.00	5/6/2024	CA	103600608	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-390.00	5/7/2024	CA	103601048	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-330.00	5/10/2024	CA	103602791	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-210.00	5/9/2024	CA	103602795	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-165.00	5/8/2024	CA	103602800	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-420.00	5/13/2024	CA	103603075	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-315.00	5/14/2024	CA	103603918	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-360.00	5/16/2024	CA	103607306	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-390.00	5/15/2024	CA	103607312	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-285.00	5/17/2024	CA	103607589	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-390.00	5/20/2024	CA	103607841	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-225.00	5/21/2024	CA	103608128	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-270.00	5/22/2024	CA	103608433	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-225.00	5/23/2024	CA	103608792	
123100	0030	Law Library Adm	460222	Law Library Fees	11	15.00	5/30/2024	KR	103609268	REFUND VENDOR 091780
123100	0030	Law Library Adm	460222	Law Library Fees	11	-195.00	5/24/2024	CA	103609306	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-375.00	5/28/2024	CA	103609636	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-390.00	5/29/2024	CA	103610085	
123100	0030	Law Library Adm	460222	Law Library Fees	11	-375.00	5/30/2024	CA	103610501	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-465.00	6/5/2024	CA	103611740	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-390.00	6/5/2024	CA	103611903	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-390.00	6/5/2024	CA	103613523	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-255.00	6/6/2024	CA	103613912	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-270.00	6/6/2024	CA	103616151	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-315.00	6/7/2024	CA	103616406	
123100	0030	Law Library Adm	460222	Law Library Fees	12	15.00	6/13/2024	KR	103617284	REFUND VENDOR 092937
123100	0030	Law Library Adm	460222	Law Library Fees	12	-465.00	6/11/2024	CA	103618409	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-255.00	6/10/2024	CA	103618413	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-345.00	6/17/2024	CA	103618646	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-285.00	6/17/2024	CA	103619084	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-285.00	6/17/2024	CA	103621611	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-390.00	6/18/2024	CA	103622940	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-375.00	6/17/2024	CA	103622944	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-690.00	6/20/2024	CA	103623581	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-270.00	6/21/2024	CA	103623585	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-390.00	6/24/2024	CA	103624899	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-345.00	6/25/2024	CA	103625511	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-360.00	6/26/2024	CA	103626190	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-285.00	6/27/2024	CA	103627888	
123100	0030	Law Library Adm	460222	Law Library Fees	12	-225.00	6/28/2024	CA	103627891	
		Law Library Adm		Law Library Fees		-72,356.00				
		Law Library Adm				-72,356.00				
						-72,356.00				

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	485315	Copy Machine Receipt	4	-500.00	10/6/2023	JE	103491402		
123100	0030	Law Library Adm	485315	Copy Machine Receipt	8	-675.20	2/15/2024	JE	103559898		
123100	0030	Law Library Adm	485315	Copy Machine Receipt	12	-399.00	6/24/2024	JE	103623063		
		Law Library Adm		Copy Machine Receipt		-1,574.20					
		Law Library Adm				-1,574.20					
						-1,574.20					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	701110	Base Salaries	1	16,787.59	7/7/2023	PY	103446317		
123100	0030	Law Library Adm	701110	Base Salaries	1	17,566.80	7/21/2023	PY	103454591		
123100	0030	Law Library Adm	701110	Base Salaries	2	16,106.80	8/4/2023	PY	103460775		
123100	0030	Law Library Adm	701110	Base Salaries	2	17,237.60	8/18/2023	PY	103467906		
123100	0030	Law Library Adm	701110	Base Salaries	3	20,207.20	9/1/2023	PY	103474010		
123100	0030	Law Library Adm	701110	Base Salaries	3	20,207.21	9/15/2023	PY	103481451		
123100	0030	Law Library Adm	701110	Base Salaries	3	20,254.00	9/29/2023	PY	103486687		
123100	0030	Law Library Adm	701110	Base Salaries	4	20,363.21	10/13/2023	PY	103495620		
123100	0030	Law Library Adm	701110	Base Salaries	4	20,363.20	10/26/2023	PY	103500089		
123100	0030	Law Library Adm	701110	Base Salaries	5	20,363.21	11/9/2023	PY	103507538		
123100	0030	Law Library Adm	701110	Base Salaries	5	20,363.21	11/22/2023	PY	103516395		
123100	0030	Law Library Adm	701110	Base Salaries	6	20,363.20	12/8/2023	PY	103522647		
123100	0030	Law Library Adm	701110	Base Salaries	6	20,363.21	12/22/2023	PY	103531488		
123100	0030	Law Library Adm	701110	Base Salaries	7	20,363.20	1/5/2024	PY	103536158		
123100	0030	Law Library Adm	701110	Base Salaries	7	20,443.28	1/19/2024	PY	103544359		
123100	0030	Law Library Adm	701110	Base Salaries	8	20,486.40	2/2/2024	PY	103548737		
123100	0030	Law Library Adm	701110	Base Salaries	8	20,486.41	2/16/2024	PY	103557902		
123100	0030	Law Library Adm	701110	Base Salaries	9	20,724.02	3/1/2024	PY	103562458		
123100	0030	Law Library Adm	701110	Base Salaries	9	20,644.80	3/15/2024	PY	103570358		
123100	0030	Law Library Adm	701110	Base Salaries	9	20,644.79	3/29/2024	PY	103577105		
123100	0030	Law Library Adm	701110	Base Salaries	10	20,644.80	4/12/2024	PY	103584856		
123100	0030	Law Library Adm	701110	Base Salaries	10	20,734.08	4/26/2024	PY	103591675		
123100	0030	Law Library Adm	701110	Base Salaries	11	20,759.98	5/10/2024	PY	103599127		
123100	0030	Law Library Adm	701110	Base Salaries	11	20,759.99	5/24/2024	PY	103605796		
123100	0030	Law Library Adm	701110	Base Salaries	12	20,896.01	6/7/2024	PY	103611136		
123100	0030	Law Library Adm	701110	Base Salaries	12	20,896.00	6/21/2024	PY	103619871		
		Law Library Adm		Base Salaries		519,030.20					
		Law Library Adm				519,030.20					
						519,030.20					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	701200	Incentive Longevity	6	1,649.97	12/8/2023 PY		103522647		
123100	0030	Law Library Adm	701200	Incentive Longevity	12	1,724.94	6/7/2024 PY		103611136		
		Law Library Adm		Incentive Longevity		3,374.91					
		Law Library Adm				3,374.91					
						3,374.91					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	705110	Group Insurance	1	757.30	7/7/2023	PY	103446317		
123100	0030	Law Library Adm	705110	Group Insurance	1	1,048.72	7/21/2023	PY	103454591		
123100	0030	Law Library Adm	705110	Group Insurance	2	1,267.27	8/4/2023	PY	103460775		
123100	0030	Law Library Adm	705110	Group Insurance	2	1,267.27	8/18/2023	PY	103467906		
123100	0030	Law Library Adm	705110	Group Insurance	3	1,267.29	9/1/2023	PY	103474010		
123100	0030	Law Library Adm	705110	Group Insurance	3	1,267.29	9/15/2023	PY	103481451		
123100	0030	Law Library Adm	705110	Group Insurance	3	1,267.23	9/29/2023	PY	103486687		
123100	0030	Law Library Adm	705110	Group Insurance	4	1,267.33	10/13/2023	PY	103495620		
123100	0030	Law Library Adm	705110	Group Insurance	4	1,267.29	10/26/2023	PY	103500089		
123100	0030	Law Library Adm	705110	Group Insurance	5	1,267.29	11/9/2023	PY	103507538		
123100	0030	Law Library Adm	705110	Group Insurance	5	1,427.34	11/22/2023	PY	103516395		
123100	0030	Law Library Adm	705110	Group Insurance	6	1,547.41	12/8/2023	PY	103522647		
123100	0030	Law Library Adm	705110	Group Insurance	6	1,547.42	12/22/2023	PY	103531488		
123100	0030	Law Library Adm	705110	Group Insurance	7	1,547.40	1/5/2024	PY	103536158		
123100	0030	Law Library Adm	705110	Group Insurance	7	2,331.41	1/19/2024	PY	103544359		
123100	0030	Law Library Adm	705110	Group Insurance	8	2,331.41	2/2/2024	PY	103548737		
123100	0030	Law Library Adm	705110	Group Insurance	8	2,336.35	2/16/2024	PY	103557902		
123100	0030	Law Library Adm	705110	Group Insurance	9	2,342.94	3/1/2024	PY	103562458		
123100	0030	Law Library Adm	705110	Group Insurance	9	2,342.95	3/15/2024	PY	103570358		
123100	0030	Law Library Adm	705110	Group Insurance	9	2,342.95	3/29/2024	PY	103577105		
123100	0030	Law Library Adm	705110	Group Insurance	10	2,342.94	4/12/2024	PY	103584856		
123100	0030	Law Library Adm	705110	Group Insurance	10	2,342.95	4/26/2024	PY	103591675		
123100	0030	Law Library Adm	705110	Group Insurance	11	2,342.95	5/10/2024	PY	103599127		
123100	0030	Law Library Adm	705110	Group Insurance	11	2,342.94	5/24/2024	PY	103605796		
123100	0030	Law Library Adm	705110	Group Insurance	12	2,342.95	6/7/2024	PY	103611136		
123100	0030	Law Library Adm	705110	Group Insurance	12	2,342.94	6/21/2024	PY	103619871		
		Law Library Adm		Group Insurance		46,099.53					
		Law Library Adm				46,099.53					
						46,099.53					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	705115	ER HSA Contribs	1	1,153.90	7/21/2023	PY	103454591		
123100	0030	Law Library Adm	705115	ER HSA Contribs	5	259.58	11/22/2023	PY	103516395		
123100	0030	Law Library Adm	705115	ER HSA Contribs	7	8,250.00	1/5/2024	PY	103536158		
		Law Library Adm		ER HSA Contribs		9,663.48					
		Law Library Adm				9,663.48					
						9,663.48					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	705190	OPEB Contribution	1	2,845.58	7/1/2023	JE	103446932		
123100	0030	Law Library Adm	705190	OPEB Contribution	2	2,845.58	8/1/2023	JE	103460159		
123100	0030	Law Library Adm	705190	OPEB Contribution	3	2,845.58	9/1/2023	JE	103475608		
123100	0030	Law Library Adm	705190	OPEB Contribution	4	2,845.58	10/1/2023	JE	103489517		
123100	0030	Law Library Adm	705190	OPEB Contribution	5	2,845.58	11/1/2023	JE	103504363		
123100	0030	Law Library Adm	705190	OPEB Contribution	6	2,845.58	12/1/2023	JE	103521254		
123100	0030	Law Library Adm	705190	OPEB Contribution	7	2,845.58	1/1/2024	JE	103535215		
123100	0030	Law Library Adm	705190	OPEB Contribution	8	2,845.58	2/1/2024	JE	103550018		
123100	0030	Law Library Adm	705190	OPEB Contribution	9	2,845.58	3/1/2024	JE	103563538		
123100	0030	Law Library Adm	705190	OPEB Contribution	10	2,845.58	4/1/2024	JE	103579128		
123100	0030	Law Library Adm	705190	OPEB Contribution	11	2,845.58	5/1/2024	JE	103593919		
123100	0030	Law Library Adm	705190	OPEB Contribution	12	2,845.62	6/1/2024	JE	103609922		
		Law Library Adm		OPEB Contribution		34,147.00					
		Law Library Adm				34,147.00					
						34,147.00					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	705210	Retirement	1	4,994.30	7/7/2023	PY	103446317		
123100	0030	Law Library Adm	705210	Retirement	1	5,226.11	7/21/2023	PY	103454591		
123100	0030	Law Library Adm	705210	Retirement	2	5,395.77	8/4/2023	PY	103460775		
123100	0030	Law Library Adm	705210	Retirement	2	5,774.59	8/18/2023	PY	103467906		
123100	0030	Law Library Adm	705210	Retirement	3	6,769.40	9/1/2023	PY	103474010		
123100	0030	Law Library Adm	705210	Retirement	3	6,769.41	9/15/2023	PY	103481451		
123100	0030	Law Library Adm	705210	Retirement	3	6,785.06	9/29/2023	PY	103486687		
123100	0030	Law Library Adm	705210	Retirement	3	8,379.16	9/1/2023	JE	103488377		
123100	0030	Law Library Adm	705210	Retirement	4	6,821.67	10/13/2023	PY	103495620		
123100	0030	Law Library Adm	705210	Retirement	4	6,821.66	10/26/2023	PY	103500089		
123100	0030	Law Library Adm	705210	Retirement	5	6,821.66	11/9/2023	PY	103507538		
123100	0030	Law Library Adm	705210	Retirement	5	6,821.66	11/22/2023	PY	103516395		
123100	0030	Law Library Adm	705210	Retirement	6	7,360.14	12/8/2023	PY	103522647		
123100	0030	Law Library Adm	705210	Retirement	6	6,821.66	12/22/2023	PY	103531488		
123100	0030	Law Library Adm	705210	Retirement	7	6,821.66	1/5/2024	PY	103536158		
123100	0030	Law Library Adm	705210	Retirement	7	6,848.48	1/19/2024	PY	103544359		
123100	0030	Law Library Adm	705210	Retirement	8	6,862.93	2/2/2024	PY	103548737		
123100	0030	Law Library Adm	705210	Retirement	8	6,862.93	2/16/2024	PY	103557902		
123100	0030	Law Library Adm	705210	Retirement	9	6,942.56	3/1/2024	PY	103562458		
123100	0030	Law Library Adm	705210	Retirement	9	6,916.01	3/15/2024	PY	103570358		
123100	0030	Law Library Adm	705210	Retirement	9	6,916.00	3/29/2024	PY	103577105		
123100	0030	Law Library Adm	705210	Retirement	10	6,916.00	4/12/2024	PY	103584856		
123100	0030	Law Library Adm	705210	Retirement	10	6,945.91	4/26/2024	PY	103591675		
123100	0030	Law Library Adm	705210	Retirement	11	6,954.59	5/10/2024	PY	103599127		
123100	0030	Law Library Adm	705210	Retirement	11	6,954.59	5/24/2024	PY	103605796		
123100	0030	Law Library Adm	705210	Retirement	12	7,578.01	6/7/2024	PY	103611136		
123100	0030	Law Library Adm	705210	Retirement	12	7,000.16	6/21/2024	PY	103619871		
		Law Library Adm		Retirement		182,082.08					
		Law Library Adm				182,082.08					
						182,082.08					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	705230	Medicare Apr 86	1	236.89	7/7/2023	PY	103446317		
123100	0030	Law Library Adm	705230	Medicare Apr 86	1	246.27	7/21/2023	PY	103454591		
123100	0030	Law Library Adm	705230	Medicare Apr 86	2	223.69	8/4/2023	PY	103460775		
123100	0030	Law Library Adm	705230	Medicare Apr 86	2	240.07	8/18/2023	PY	103467906		
123100	0030	Law Library Adm	705230	Medicare Apr 86	3	283.13	9/1/2023	PY	103474010		
123100	0030	Law Library Adm	705230	Medicare Apr 86	3	283.14	9/15/2023	PY	103481451		
123100	0030	Law Library Adm	705230	Medicare Apr 86	3	283.83	9/29/2023	PY	103486687		
123100	0030	Law Library Adm	705230	Medicare Apr 86	4	285.39	10/13/2023	PY	103495620		
123100	0030	Law Library Adm	705230	Medicare Apr 86	4	285.42	10/26/2023	PY	103500089		
123100	0030	Law Library Adm	705230	Medicare Apr 86	5	285.39	11/9/2023	PY	103507538		
123100	0030	Law Library Adm	705230	Medicare Apr 86	5	285.40	11/22/2023	PY	103516395		
123100	0030	Law Library Adm	705230	Medicare Apr 86	6	309.34	12/8/2023	PY	103522647		
123100	0030	Law Library Adm	705230	Medicare Apr 86	6	285.41	12/22/2023	PY	103531488		
123100	0030	Law Library Adm	705230	Medicare Apr 86	7	286.05	1/5/2024	PY	103536158		
123100	0030	Law Library Adm	705230	Medicare Apr 86	7	285.92	1/19/2024	PY	103544359		
123100	0030	Law Library Adm	705230	Medicare Apr 86	8	286.55	2/2/2024	PY	103548737		
123100	0030	Law Library Adm	705230	Medicare Apr 86	8	286.56	2/16/2024	PY	103557902		
123100	0030	Law Library Adm	705230	Medicare Apr 86	9	290.01	3/1/2024	PY	103562458		
123100	0030	Law Library Adm	705230	Medicare Apr 86	9	288.87	3/15/2024	PY	103570358		
123100	0030	Law Library Adm	705230	Medicare Apr 86	9	288.87	3/29/2024	PY	103577105		
123100	0030	Law Library Adm	705230	Medicare Apr 86	10	288.87	4/12/2024	PY	103584856		
123100	0030	Law Library Adm	705230	Medicare Apr 86	10	290.16	4/26/2024	PY	103591675		
123100	0030	Law Library Adm	705230	Medicare Apr 86	11	290.53	5/10/2024	PY	103599127		
123100	0030	Law Library Adm	705230	Medicare Apr 86	11	290.53	5/24/2024	PY	103605796		
123100	0030	Law Library Adm	705230	Medicare Apr 86	12	317.53	6/7/2024	PY	103611136		
123100	0030	Law Library Adm	705230	Medicare Apr 86	12	292.51	6/21/2024	PY	103619871		
		Law Library Adm		Medicare Apr 86		7,316.33					
		Law Library Adm				7,316.33					
						7,316.33					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	705320	Workmens Comp	1	9.74	7/7/2023	PY	103446317		
123100	0030	Law Library Adm	705320	Workmens Comp	1	10.21	7/21/2023	PY	103454591		
123100	0030	Law Library Adm	705320	Workmens Comp	2	9.38	8/4/2023	PY	103460775		
123100	0030	Law Library Adm	705320	Workmens Comp	2	10.03	8/18/2023	PY	103467906		
123100	0030	Law Library Adm	705320	Workmens Comp	3	11.76	9/1/2023	PY	103474010		
123100	0030	Law Library Adm	705320	Workmens Comp	3	11.75	9/15/2023	PY	103481451		
123100	0030	Law Library Adm	705320	Workmens Comp	3	11.74	9/29/2023	PY	103486687		
123100	0030	Law Library Adm	705320	Workmens Comp	4	11.84	10/13/2023	PY	103495620		
123100	0030	Law Library Adm	705320	Workmens Comp	4	11.84	10/26/2023	PY	103500089		
123100	0030	Law Library Adm	705320	Workmens Comp	5	11.85	11/9/2023	PY	103507538		
123100	0030	Law Library Adm	705320	Workmens Comp	5	11.83	11/22/2023	PY	103516395		
123100	0030	Law Library Adm	705320	Workmens Comp	6	11.83	12/8/2023	PY	103522647		
123100	0030	Law Library Adm	705320	Workmens Comp	6	11.84	12/22/2023	PY	103531488		
123100	0030	Law Library Adm	705320	Workmens Comp	7	11.82	1/5/2024	PY	103536158		
123100	0030	Law Library Adm	705320	Workmens Comp	7	11.69	1/19/2024	PY	103544359		
123100	0030	Law Library Adm	705320	Workmens Comp	8	11.89	2/2/2024	PY	103548737		
123100	0030	Law Library Adm	705320	Workmens Comp	8	11.89	2/16/2024	PY	103557902		
123100	0030	Law Library Adm	705320	Workmens Comp	9	12.02	3/1/2024	PY	103562458		
123100	0030	Law Library Adm	705320	Workmens Comp	9	11.98	3/15/2024	PY	103570358		
123100	0030	Law Library Adm	705320	Workmens Comp	9	11.99	3/29/2024	PY	103577105		
123100	0030	Law Library Adm	705320	Workmens Comp	10	11.97	4/12/2024	PY	103584856		
123100	0030	Law Library Adm	705320	Workmens Comp	10	12.03	4/26/2024	PY	103591675		
123100	0030	Law Library Adm	705320	Workmens Comp	11	12.04	5/10/2024	PY	103599127		
123100	0030	Law Library Adm	705320	Workmens Comp	11	12.05	5/24/2024	PY	103605796		
123100	0030	Law Library Adm	705320	Workmens Comp	12	12.11	6/7/2024	PY	103611136		
123100	0030	Law Library Adm	705320	Workmens Comp	12	12.12	6/21/2024	PY	103619871		
		Law Library Adm		Workmens Comp		301.24					
		Law Library Adm				301.24					
						301.24					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	705330	Unempty Comp	1	11.78	7/7/2023	PY	103446317		
123100	0030	Law Library Adm	705330	Unempty Comp	1	12.19	7/21/2023	PY	103454591		
123100	0030	Law Library Adm	705330	Unempty Comp	2	9.26	8/4/2023	PY	103460775		
123100	0030	Law Library Adm	705330	Unempty Comp	2	11.96	8/18/2023	PY	103467906		
123100	0030	Law Library Adm	705330	Unempty Comp	3	17.57	9/1/2023	PY	103474010		
123100	0030	Law Library Adm	705330	Unempty Comp	3	17.55	9/15/2023	PY	103481451		
123100	0030	Law Library Adm	705330	Unempty Comp	3	17.56	9/29/2023	PY	103486687		
123100	0030	Law Library Adm	705330	Unempty Comp	4	17.56	10/13/2023	PY	103495620		
123100	0030	Law Library Adm	705330	Unempty Comp	4	15.32	10/26/2023	PY	103500089		
123100	0030	Law Library Adm	705330	Unempty Comp	5	7.09	11/9/2023	PY	103507538		
123100	0030	Law Library Adm	705330	Unempty Comp	5	5.51	11/22/2023	PY	103516395		
123100	0030	Law Library Adm	705330	Unempty Comp	6	5.51	12/8/2023	PY	103522647		
123100	0030	Law Library Adm	705330	Unempty Comp	6	5.51	12/22/2023	PY	103531488		
123100	0030	Law Library Adm	705330	Unempty Comp	7	48.86	1/5/2024	PY	103536158		
123100	0030	Law Library Adm	705330	Unempty Comp	7	49.06	1/19/2024	PY	103544359		
123100	0030	Law Library Adm	705330	Unempty Comp	8	49.15	2/2/2024	PY	103548737		
123100	0030	Law Library Adm	705330	Unempty Comp	8	49.15	2/16/2024	PY	103557902		
123100	0030	Law Library Adm	705330	Unempty Comp	9	48.57	3/1/2024	PY	103562458		
123100	0030	Law Library Adm	705330	Unempty Comp	9	41.56	3/15/2024	PY	103570358		
123100	0030	Law Library Adm	705330	Unempty Comp	9	41.56	3/29/2024	PY	103577105		
123100	0030	Law Library Adm	705330	Unempty Comp	10	36.88	4/12/2024	PY	103584856		
123100	0030	Law Library Adm	705330	Unempty Comp	10	31.83	4/26/2024	PY	103591675		
123100	0030	Law Library Adm	705330	Unempty Comp	11	28.26	5/10/2024	PY	103599127		
123100	0030	Law Library Adm	705330	Unempty Comp	11	24.03	5/24/2024	PY	103605796		
123100	0030	Law Library Adm	705330	Unempty Comp	12	20.47	6/7/2024	PY	103611136		
123100	0030	Law Library Adm	705330	Unempty Comp	12	12.15	6/21/2024	PY	103619871		
		Law Library Adm		Unempty Comp		635.90					
		Law Library Adm				635.90					
						635.90					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710100	Prof Services	7	1,800.00	1/2/2024	KR	103535313	MK SOLUTIONS INC	
123100	0030	Law Library Adm	710100	Prof Services	7	1,421.50	1/2/2024	KR	103535315	MK SOLUTIONS INC	
		Law Library Adm		Prof Services		3,221.50					
		Law Library Adm				3,221.50					
						3,221.50					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710210	Software Maintenance	1	3,621.00	7/7/2023	KR	103448006	BYWATER SOLUTIONS LLC	
123100	0030	Law Library Adm	710210	Software Maintenance	8	963.00	2/22/2024	KR	103560543	SPRINGSHARE LLC	
123100	0030	Law Library Adm	710210	Software Maintenance	10	1,551.00	4/30/2024	KR	103593688	SPRINGSHARE LLC	
		Law Library Adm		Software Maintenance		6,135.00					
		Law Library Adm				6,135.00					
						6,135.00					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710334	Copy Mach Exp	1	218.00	7/19/2023	RE	103456336	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	4	218.00	10/10/2023	RE	103494916	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	4	123.27	10/26/2023	RE	103503065	UBEO WEST LLC	WIRE
123100	0030	Law Library Adm	710334	Copy Mach Exp	5	218.00	11/3/2023	RE	103506193	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	5	218.00	11/14/2023	RE	103513298	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	6	218.00	12/18/2023	RE	103529412	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	6	218.00	12/18/2023	RE	103529413	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	9	218.00	3/18/2024	RE	103572237	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	9	218.00	3/18/2024	RE	103572238	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	11	218.00	5/9/2024	RE	103600214	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	12	218.00	6/17/2024	RE	103618432	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	12	218.00	6/30/2024	RE	103634048	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	12	181.00	6/30/2024	RE	103634605	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	12	218.00	6/30/2024	RE	103638290	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710334	Copy Mach Exp	12	181.00	6/30/2024	RE	103638765	CANON FINANCIAL SERVICES INC	
		Law Library Adm		Copy Mach Exp		3,101.27					
		Law Library Adm				3,101.27					
						3,101.27					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710335	Copy Mach-Copies	4	1.16	10/26/2023	RE	103503065	UBEO WEST LLC	WIRE
123100	0030	Law Library Adm	710335	Copy Mach-Copies	9	34.07	3/18/2024	RE	103572237	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710335	Copy Mach-Copies	9	5.45	3/18/2024	RE	103572238	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710335	Copy Mach-Copies	11	4.55	5/9/2024	RE	103600214	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710335	Copy Mach-Copies	12	12.40	6/17/2024	RE	103618432	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710335	Copy Mach-Copies	12	4.15	6/30/2024	RE	103634048	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710335	Copy Mach-Copies	12	6.65	6/30/2024	RE	103638290	CANON FINANCIAL SERVICES INC	
123100	0030	Law Library Adm	710335	Copy Mach-Copies	12	42.22	6/30/2024	RE	103638765	CANON FINANCIAL SERVICES INC	
		Law Library Adm		Copy Mach-Copies		110.65					
		Law Library Adm				110.65					
						110.65					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710350	Office Supplies	1	26.90	7/12/2023	KS	103452064	IN FIVESTAR RUBBER ST	
123100	0030	Law Library Adm	710350	Office Supplies	1	6.50	7/12/2023	KS	103452064	IN FIVESTAR RUBBER ST	
123100	0030	Law Library Adm	710350	Office Supplies	2	138.00	8/3/2023	KS	103461904	SILVER STATE INDUSTRIES	
123100	0030	Law Library Adm	710350	Office Supplies	2	15.83	8/25/2023	KS	103472904	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	3	102.00	9/1/2023	KR	103475239	REIMB	081337
123100	0030	Law Library Adm	710350	Office Supplies	3	14.99	9/13/2023	KS	103481851	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	3	14.99	9/13/2023	KS	103481888	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	3	18.97	9/13/2023	KS	103481888	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	3	4.01	9/13/2023	KS	103481888	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	3	7.85	9/13/2023	KS	103481888	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	3	583.39	9/18/2023	KS	103483451	DEMCO INC	
123100	0030	Law Library Adm	710350	Office Supplies	3	-15.83	9/19/2023	JE	103483977		
123100	0030	Law Library Adm	710350	Office Supplies	3	-583.39	9/19/2023	JE	103483977		
123100	0030	Law Library Adm	710350	Office Supplies	3	46.87	9/20/2023	KS	103484579	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	3	12.00	9/20/2023	KS	103484623	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	4	-109.85	10/23/2023	JE	103501463		
123100	0030	Law Library Adm	710350	Office Supplies	5	109.85	11/6/2023	KS	103506828	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	5	25.98	11/13/2023	KS	103512576	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	5	9.59	11/13/2023	KS	103512576	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	5	27.09	11/13/2023	KS	103512576	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	5	10.14	11/13/2023	KS	103512576	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	5	144.28	11/27/2023	KS	103519626	DEMCO INC	
123100	0030	Law Library Adm	710350	Office Supplies	5	87.98	11/30/2023	KR	103520671	IT'S MY COMMUNITY STORE, LLC	
123100	0030	Law Library Adm	710350	Office Supplies	6	9.88	12/7/2023	KS	103524508	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	6	36.80	12/27/2023	KS	103534225	FIVESTARSTAMP.COM	
123100	0030	Law Library Adm	710350	Office Supplies	7	28.50	1/2/2024	KS	103535763	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	7	8.99	1/2/2024	KS	103535763	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	7	23.99	1/2/2024	KS	103535763	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	7	21.89	1/2/2024	KS	103535776	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	7	9.98	1/2/2024	KS	103535793	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	7	19.99	1/2/2024	KS	103535793	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	7	7.83	1/2/2024	KS	103535793	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	7	71.98	1/16/2024	KS	103543211	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	7	88.91	1/26/2024	KR	103547722	IT'S MY COMMUNITY STORE, LLC	
123100	0030	Law Library Adm	710350	Office Supplies	8	7.95	2/6/2024	KS	103553613	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	8	16.70	2/6/2024	KS	103553613	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	8	20.99	2/28/2024	KS	103562973	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	9	14.91	3/6/2024	KS	103564990	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	9	-19.99	3/6/2024	JE	103565079		
123100	0030	Law Library Adm	710350	Office Supplies	9	39.98	3/12/2024	KS	103570153	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	9	3.58	3/12/2024	KS	103570153	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	9	3.74	3/12/2024	KS	103570153	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	9	30.14	3/12/2024	KS	103570157	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	10	12.75	4/1/2024	KS	103578982	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	10	15.75	4/1/2024	KS	103578988	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	10	10.83	4/1/2024	KS	103579003	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	10	13.60	4/1/2024	KS	103579003	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	10	33.97	4/1/2024	KS	103579003	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	10	6.23	4/1/2024	KS	103579003	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	10	51.98	4/1/2024	KS	103579003	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	11	12.64	5/3/2024	KS	103595147	AMAZON.COM INC	
123100	0030	Law Library Adm	710350	Office Supplies	11	19.99	5/3/2024	KS	103595147	AMAZON.COM INC	

123100	0030	Law Library Adm	710350	Office Supplies	11	17.24	5/3/2024	KS	103595147	AMAZON.COM INC
123100	0030	Law Library Adm	710350	Office Supplies	11	-220.13	5/6/2024	JE	103597892	
123100	0030	Law Library Adm	710350	Office Supplies	11	44.76	5/31/2024	KS	103609580	INNOVATIVE LABEL TECHN
123100	0030	Law Library Adm	710350	Office Supplies	11	29.20	5/31/2024	KS	103609590	AMAZON.COM INC
123100	0030	Law Library Adm	710350	Office Supplies	11	230.34	5/31/2024	KS	103609590	AMAZON.COM INC
123100	0030	Law Library Adm	710350	Office Supplies	12	372.12	6/6/2024	KS	103612305	4IMPRINT, INC
123100	0030	Law Library Adm	710350	Office Supplies	12	92.94	6/11/2024	KS	103616523	DEMCO INC
		Law Library Adm		Office Supplies		1,889.09				
		Law Library Adm				1,889.09				
						1,889.09				

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710355	Books/Subscriptions	1	45,288.00	7/10/2023	RE	103448829	THOMSON REUTERS - WEST	078898
123100	0030	Law Library Adm	710355	Books/Subscriptions	2	949.95	8/3/2023	KS	103461902	CYBRARIAN CORPORATION	
123100	0030	Law Library Adm	710355	Books/Subscriptions	2	4,799.54	8/7/2023	RE	103463295	THOMSON REUTERS - WEST	080082
123100	0030	Law Library Adm	710355	Books/Subscriptions	2	20.57	8/14/2023	KS	103467040	AMAZON.COM INC	
123100	0030	Law Library Adm	710355	Books/Subscriptions	2	6,998.25	8/15/2023	RE	103467114	WOLTERS KLUWER LAW & BUSINESS	080676
123100	0030	Law Library Adm	710355	Books/Subscriptions	2	70.00	8/15/2023	RE	103467114	WOLTERS KLUWER LAW & BUSINESS	080676
123100	0030	Law Library Adm	710355	Books/Subscriptions	2	220.00	8/17/2023	KR	103470048	CONTINUING EDUCATION OF THE BAR	080380
123100	0030	Law Library Adm	710355	Books/Subscriptions	3	1,996.00	9/5/2023	KR	103475733	NATIONAL CONSUMER LAW CENTER	081912
123100	0030	Law Library Adm	710355	Books/Subscriptions	3	4,799.54	9/26/2023	RE	103486360	THOMSON REUTERS - WEST	082011
123100	0030	Law Library Adm	710355	Books/Subscriptions	3	59.03	9/29/2023	KR	103489283	INGRAM LIBRARY SERVICES	082977
123100	0030	Law Library Adm	710355	Books/Subscriptions	3	1,347.68	9/29/2023	KR	103489284	INGRAM LIBRARY SERVICES	082398
123100	0030	Law Library Adm	710355	Books/Subscriptions	3	368.50	9/29/2023	KR	103489286	PRACTICING LAW INSTITUTE	082524
123100	0030	Law Library Adm	710355	Books/Subscriptions	4	4,799.54	10/5/2023	RE	103491052	THOMSON REUTERS - WEST	082642
123100	0030	Law Library Adm	710355	Books/Subscriptions	5	360.22	11/2/2023	KR	103505349	OCLC INC	
123100	0030	Law Library Adm	710355	Books/Subscriptions	5	4,799.54	11/13/2023	RE	103512809	THOMSON REUTERS - WEST	084455
123100	0030	Law Library Adm	710355	Books/Subscriptions	5	513.05	11/16/2023	KR	103515082	CONTINUING EDUCATION OF THE BAR	084167
123100	0030	Law Library Adm	710355	Books/Subscriptions	5	149.90	11/21/2023	KS	103518307	CANVA 02686-5914367	
123100	0030	Law Library Adm	710355	Books/Subscriptions	6	4,799.54	12/11/2023	RE	103525047	THOMSON REUTERS - WEST	085200
123100	0030	Law Library Adm	710355	Books/Subscriptions	6	806.38	12/13/2023	RE	103528283	LEXIS NEXIS	085537
123100	0030	Law Library Adm	710355	Books/Subscriptions	6	8,084.00	12/14/2023	KR	103528614	WILLIAM S HEIN & CO	085710
123100	0030	Law Library Adm	710355	Books/Subscriptions	7	4,799.54	1/8/2024	RE	103540552	THOMSON REUTERS - WEST	086296
123100	0030	Law Library Adm	710355	Books/Subscriptions	7	7,699.00	1/10/2024	RE	103541821	THOMSON REUTERS - WEST	086739
123100	0030	Law Library Adm	710355	Books/Subscriptions	7	157.90	1/10/2024	KR	103542191	WOLTERS KLUWER LEGAL & REGULATORY U	086775
123100	0030	Law Library Adm	710355	Books/Subscriptions	7	1,954.00	1/19/2024	KR	103545948	MK SOLUTIONS INC	
123100	0030	Law Library Adm	710355	Books/Subscriptions	7	6,462.00	1/23/2024	KR	103546891	EBS CO SUBSCRIPTION SERVICES INC	
123100	0030	Law Library Adm	710355	Books/Subscriptions	7	389.50	1/26/2024	KR	103547784	PRACTICING LAW INSTITUTE	087475
123100	0030	Law Library Adm	710355	Books/Subscriptions	7	2,603.17	1/29/2024	KR	103547920	GALE GROUP INC	087155
123100	0030	Law Library Adm	710355	Books/Subscriptions	8	7,699.00	2/5/2024	RE	103551112	THOMSON REUTERS - WEST	087598
123100	0030	Law Library Adm	710355	Books/Subscriptions	8	4,847.54	2/5/2024	RE	103551113	THOMSON REUTERS - WEST	087598
123100	0030	Law Library Adm	710355	Books/Subscriptions	8	146.95	2/9/2024	KR	103555740	CONTINUING EDUCATION OF THE BAR	087100
123100	0030	Law Library Adm	710355	Books/Subscriptions	8	353.65	2/15/2024	KR	103558783	CONTINUING EDUCATION OF THE BAR	087878
123100	0030	Law Library Adm	710355	Books/Subscriptions	8	280.65	2/15/2024	KR	103558785	CONTINUING EDUCATION OF THE BAR	087878
123100	0030	Law Library Adm	710355	Books/Subscriptions	8	-185.00	2/28/2024	RE	103563206	LEXIS NEXIS	088517
123100	0030	Law Library Adm	710355	Books/Subscriptions	8	377.20	2/29/2024	KR	103563467	CONTINUING EDUCATION OF THE BAR	088347
123100	0030	Law Library Adm	710355	Books/Subscriptions	9	4,847.54	3/4/2024	RE	103564231	THOMSON REUTERS - WEST	
123100	0030	Law Library Adm	710355	Books/Subscriptions	9	7,699.00	3/7/2024	RE	103565698	THOMSON REUTERS - WEST	
123100	0030	Law Library Adm	710355	Books/Subscriptions	9	30,261.47	3/8/2024	RE	103566720	LEXIS NEXIS	088517
123100	0030	Law Library Adm	710355	Books/Subscriptions	9	22,346.55	3/8/2024	RE	103566721	LEXIS NEXIS	088517
123100	0030	Law Library Adm	710355	Books/Subscriptions	9	633.45	3/8/2024	RE	103566721	LEXIS NEXIS	088517
123100	0030	Law Library Adm	710355	Books/Subscriptions	9	305.10	3/13/2024	KS	103570974	CAROLINA ACADEMIC PRES	
123100	0030	Law Library Adm	710355	Books/Subscriptions	9	1,260.00	3/14/2024	RE	103571675	LEXIS NEXIS	089148
123100	0030	Law Library Adm	710355	Books/Subscriptions	9	1.00	3/14/2024	RE	103571675	LEXIS NEXIS	089148
123100	0030	Law Library Adm	710355	Books/Subscriptions	9	201.00	3/28/2024	KR	103578172	JAMES PUBLISHING INC	089634
123100	0030	Law Library Adm	710355	Books/Subscriptions	10	4,847.54	4/16/2024	RE	103587146	THOMSON REUTERS - WEST	
123100	0030	Law Library Adm	710355	Books/Subscriptions	10	7,699.00	4/16/2024	RE	103587148	THOMSON REUTERS - WEST	
123100	0030	Law Library Adm	710355	Books/Subscriptions	11	7,699.00	5/7/2024	RE	103598222	THOMSON REUTERS - WEST	
123100	0030	Law Library Adm	710355	Books/Subscriptions	11	4,847.54	5/7/2024	RE	103598223	THOMSON REUTERS - WEST	
123100	0030	Law Library Adm	710355	Books/Subscriptions	11	1,101.90	5/10/2024	KS	103600998	NATIONAL BUSINESS INSTITUTE	
123100	0030	Law Library Adm	710355	Books/Subscriptions	11	313.50	5/16/2024	KR	103602911	PRACTICING LAW INSTITUTE	091508
123100	0030	Law Library Adm	710355	Books/Subscriptions	12	449.95	6/5/2024	KR	103611585	CONTINUING EDUCATION OF THE BAR	091967
123100	0030	Law Library Adm	710355	Books/Subscriptions	12	4,847.54	6/6/2024	RE	103612021	THOMSON REUTERS - WEST	
123100	0030	Law Library Adm	710355	Books/Subscriptions	12	7,699.00	6/6/2024	RE	103612022	THOMSON REUTERS - WEST	
123100	0030	Law Library Adm	710355	Books/Subscriptions	12	261.50	6/17/2024	KR	103618888	PRACTICING LAW INSTITUTE	092927
123100	0030	Law Library Adm	710355	Books/Subscriptions	12	89.95	6/26/2024	KR	103624594	THOMSON REUTERS - WEST	
123100	0030	Law Library Adm	710355	Books/Subscriptions	12	389.50	6/30/2024	KR	103629064	PRACTICING LAW INSTITUTE	093546
123100	0030	Law Library Adm	710355	Books/Subscriptions	12	4,847.54	6/30/2024	RE	103631333	THOMSON REUTERS - WEST	
		Law Library Adm		Books/Subscriptions		241,462.90					

		Law Library Adm			241,462.90					
					241,462.90					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710360	Postage	2	2.87	8/3/2023	JE	103461639		
123100	0030	Law Library Adm	710360	Postage	3	12.27	9/13/2023	JE	103482064		
123100	0030	Law Library Adm	710360	Postage	5	2.63	11/13/2023	JE	103512897		
123100	0030	Law Library Adm	710360	Postage	8	3.85	2/14/2024	JE	103558403		
123100	0030	Law Library Adm	710360	Postage	10	13.97	4/14/2024	JE	103588042		
123100	0030	Law Library Adm	710360	Postage	12	2.98	6/23/2024	JE	103623727		
		Law Library Adm		Postage		38.57					
		Law Library Adm				38.57					
						38.57					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710361	Express Courier	8	26.30	2/27/2024	KR	103561873	REIMB	088238
123100	0030	Law Library Adm	710361	Express Courier	9	13.00	3/5/2024	KR	103564466	WILLIAMS, ELIZABETH	088861
123100	0030	Law Library Adm	710361	Express Courier	11	-26.30	5/6/2024	JE	103597892		
		Law Library Adm		Express Courier		13.00					
		Law Library Adm				13.00					
						13.00					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710502	Printing	6	20.00	12/14/2023	JE	103528443		
123100	0030	Law Library Adm	710502	Printing	10	15.00	4/19/2024	JE	103588953		
		Law Library Adm		Printing		35.00					
		Law Library Adm				35.00					
						35.00					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710508	Telephone Land Lines	1	140.00	7/24/2023	IB	103457872		
123100	0030	Law Library Adm	710508	Telephone Land Lines	2	117.75	8/21/2023	RE	103471019	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	2	140.00	8/31/2023	IB	103474815		
123100	0030	Law Library Adm	710508	Telephone Land Lines	3	117.74	9/20/2023	RE	103484411	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	3	140.00	9/28/2023	IB	103488886		
123100	0030	Law Library Adm	710508	Telephone Land Lines	4	57.64	10/4/2023	RE	103490700	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	4	58.67	10/4/2023	RE	103490700	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	4	140.00	10/31/2023	IB	103504320		
123100	0030	Law Library Adm	710508	Telephone Land Lines	5	117.84	11/7/2023	RE	103509951	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	5	140.00	11/29/2023	IB	103520476		
123100	0030	Law Library Adm	710508	Telephone Land Lines	6	117.84	12/13/2023	RE	103528017	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	6	140.00	12/29/2023	IB	103534921		
123100	0030	Law Library Adm	710508	Telephone Land Lines	7	117.87	1/17/2024	RE	103545347	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	7	140.00	1/31/2024	IB	103549476		
123100	0030	Law Library Adm	710508	Telephone Land Lines	8	140.00	2/29/2024	IB	103563536		
123100	0030	Law Library Adm	710508	Telephone Land Lines	9	117.94	3/5/2024	RE	103564478	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	9	117.87	3/5/2024	RE	103564479	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	9	140.00	3/31/2024	IB	103580408		
123100	0030	Law Library Adm	710508	Telephone Land Lines	10	117.35	4/17/2024	RE	103588130	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	10	140.00	4/26/2024	IB	103592795		
123100	0030	Law Library Adm	710508	Telephone Land Lines	11	140.00	5/29/2024	IB	103609079		
123100	0030	Law Library Adm	710508	Telephone Land Lines	12	117.36	6/6/2024	RE	103612111	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	12	117.35	6/7/2024	RE	103613208	VONAGE BUSINESS INC	
123100	0030	Law Library Adm	710508	Telephone Land Lines	12	140.00	6/28/2024	IB	103626648		
		Law Library Adm		Telephone Land Lines		2,973.22					
		Law Library Adm				2,973.22					
						2,973.22					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710509	Seminars Meeting	3	325.00	9/5/2023	KS	103475685	WPCAALL	
123100	0030	Law Library Adm	710509	Seminars Meeting	3	-795.00	9/13/2023	JE	103482228		
123100	0030	Law Library Adm	710509	Seminars Meeting	4	50.00	10/12/2023	KS	103496390	NEVADA LIBRARY ASSOCIATION	
123100	0030	Law Library Adm	710509	Seminars Meeting	4	300.00	10/30/2023	KS	103503697	NEVADA ASSOCIATION FOR	
123100	0030	Law Library Adm	710509	Seminars Meeting	5	500.00	11/14/2023	KS	103513517	STARBUCKS CORP00054338	
123100	0030	Law Library Adm	710509	Seminars Meeting	5	898.50	11/14/2023	KS	103513736	CHERRY BOMB CATERING L	
123100	0030	Law Library Adm	710509	Seminars Meeting	5	384.51	11/14/2023	KS	103513784	4IMPRINT, INC	
123100	0030	Law Library Adm	710509	Seminars Meeting	5	219.96	11/15/2023	KS	103514541	MC Vendor	
123100	0030	Law Library Adm	710509	Seminars Meeting	7	-50.00	1/10/2024	KS	103542006	NEVADA LIBRARY ASSOCIATION	
123100	0030	Law Library Adm	710509	Seminars Meeting	8	898.50	2/20/2024	KS	103559510	CHERRY BOMB CATERING L	
123100	0030	Law Library Adm	710509	Seminars Meeting	9	795.00	3/13/2024	KS	103570973	ACI AMERICAN CONF INST	
123100	0030	Law Library Adm	710509	Seminars Meeting	10	195.00	4/25/2024	KS	103592569	ACI AMERICAN CONF INST	
123100	0030	Law Library Adm	710509	Seminars Meeting	11	-2,901.47	5/6/2024	JE	103597892		
123100	0030	Law Library Adm	710509	Seminars Meeting	12	40.00	6/6/2024	KS	103612291	AFP NORTHERN CALIFORNI	
123100	0030	Law Library Adm	710509	Seminars Meeting	12	268.61	6/20/2024	KS	103621764	EB 2024 SELF-REPRESN	
		Law Library Adm		Seminars Meeting		1,128.61					
		Law Library Adm				1,128.61					
						1,128.61					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710512	Auto Expense	6	169.65	12/22/2023	PY	103531488		
		Law Library Adm		Auto Expense		169.65					
		Law Library Adm				169.65					
						169.65					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710529	Dues	2	40.00	8/24/2023	KS	103472112	NNA SERVICES, LLC PHON	
123100	0030	Law Library Adm	710529	Dues	4	52.00	10/30/2023	KS	103503687	WASHOE COUNTY BAR ASSO	
123100	0030	Law Library Adm	710529	Dues	4	450.00	10/31/2023	KR	103504143	STATE BAR OF NEVADA	083813
123100	0030	Law Library Adm	710529	Dues	5	195.00	11/16/2023	KR	103515073	WASHOE COUNTY BAR ASSOCIATION	085252
123100	0030	Law Library Adm	710529	Dues	5	125.00	11/20/2023	KR	103517916	STATE BAR OF NEVADA	REVERSED
123100	0030	Law Library Adm	710529	Dues	6	20.00	12/18/2023	KS	103529327	WPCAALL	
123100	0030	Law Library Adm	710529	Dues	6	52.00	12/18/2023	KS	103529340	WASHOE COUNTY BAR ASSO	
123100	0030	Law Library Adm	710529	Dues	6	125.00	12/27/2023	KR	103533887	STATE BAR OF NEVADA	085767
123100	0030	Law Library Adm	710529	Dues	7	-125.00	1/2/2024	KA	103535680	STATE BAR OF NEVADA	REVERSED
123100	0030	Law Library Adm	710529	Dues	7	41.88	1/8/2024	KS	103540532	PUNCHBOWL.COM	
123100	0030	Law Library Adm	710529	Dues	9	327.00	3/13/2024	KS	103570975	AMERICAN ASSOC OF LAW LIBRARIE!	
		Law Library Adm		Dues		1,302.88					
		Law Library Adm				1,302.88					
						1,302.88					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	710862	Interpreters	3	137.02	9/14/2023	KS	103482451	CORPORATE TRANSLAT	
123100	0030	Law Library Adm	710862	Interpreters	5	13.64	11/8/2023	KS	103511368	CORPORATE TRANSLAT	
		Law Library Adm		Interpreters		150.66					
		Law Library Adm				150.66					
						150.66					

Cost Center	Functional Area	CO object name	Cost Element	Cost element name	Period	Val.in rep.cur.	Posting Date	Document type	Document Number	Vendor name	Check number
123100	0030	Law Library Adm	711210	Travel	1	1,620.44	7/3/2023	KR	103446076	BATES, SARAH	078380
123100	0030	Law Library Adm	711210	Travel	3	453.55	9/11/2023	KR	103480541	WILLIAMS, ELIZABETH	081516
123100	0030	Law Library Adm	711210	Travel	3	-1,620.44	9/13/2023	JE	103482228		
123100	0030	Law Library Adm	711210	Travel	3	-887.95	9/13/2023	JE	103482228		
123100	0030	Law Library Adm	711210	Travel	3	-104.20	9/13/2023	JE	103482228		
123100	0030	Law Library Adm	711210	Travel	3	104.20	9/18/2023	KR	103483413	BATES, SARAH	081638
123100	0030	Law Library Adm	711210	Travel	3	-453.55	9/19/2023	JE	103483977		
123100	0030	Law Library Adm	711210	Travel	3	354.67	9/20/2023	KS	103484368	WELCOME ABOARD INC	
123100	0030	Law Library Adm	711210	Travel	4	-325.00	10/5/2023	JE	103491307		
123100	0030	Law Library Adm	711210	Travel	4	-354.67	10/5/2023	JE	103491307		
123100	0030	Law Library Adm	711210	Travel	9	542.12	3/15/2024	KS	103571775	WELCOME ABOARD INC	
123100	0030	Law Library Adm	711210	Travel	12	25.00	6/20/2024	KS	103621993	WELCOME ABOARD INC	
123100	0030	Law Library Adm	711210	Travel	12	496.94	6/20/2024	KS	103621995	WELCOME ABOARD INC	
		Law Library Adm		Travel		-148.89					
		Law Library Adm				-148.89					
						-148.89					

Law Library Donation Account Balance

Run by: VMOSER
 Run date: 05/02/2024 15:17:57
 Report: 400/ZF15

Washoe County
 Plan/Actual/Commit (FC)

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

Period: 1 thru 16 2024	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	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 Bdgt	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				01	833.50	1924002366	PLI PRCTISNG LAW IN II	XN00239921	Interchange Qualifier		FI: Postings	KS
								833.50		PLI PRCTISNG LAW IN II					
						710355		1,933.50							
								1,933.50							



**COMMUNITY
FOUNDATION**
of Northern Nevada

July 30, 2024

Valerie Moser
75 Court Street
Reno, NV 89501

Dear Valerie:

Summer greetings from the Community Foundation! A question we've been examining as a board and staff over the last quarter is "Why?" Why do we each connect to the Community Foundation? And why is the Community Foundation important to our community? It's been an inspiring and personal conversation to revisit.

I'm excited to share with you **three more reasons why** we can all be proud of the work of our Community Foundation:

1. **Together, we awarded over \$1 million in scholarships this year!** The generosity of our scholarship donors has been extraordinary and the journeys of the students applying for scholarships from preschool to medical school are inspiring. Our team has notified recipients and scholarship checks are being sent to schools and colleges in Nevada and worldwide!
2. **The Village on Sage Street broke ground on the addition of 100 units of affordable housing!** With generous support from the City of Reno and Nevada Housing Division, the expansion of The Village is an excellent example of philanthropy piloting innovative solutions and using early successes to unlock government funding for expansion. This would not have been possible without the support and encouragement of our fundholders. Thank you!
3. **Our most recent Northern Nevada Endowment Fund (NNEF) cycle focused on increasing access to care through the University of Nevada's Behavioral Health Collaborative with the placement of mental health practitioner interns at local nonprofits.** Excitingly, several nonprofits are leveraging the successful outcomes of NNEF funding to secure new funds to further develop and sustain onsite mental health services. This is an incredible win for these organizations, student interns, and our community!

Access to Mental Healthcare is an area of strategic focus for the Community Foundation and we'll be sharing more with you about the opportunity for collective impact when we gather for our **Annual Meeting on September 5 at The Nevada Discovery Museum**. The goal is to help our donors and our team continue to focus and inform our critically important philanthropic work through connection and learning. I look forward to seeing you there!

If you'd like to hear more about any of the above, or perhaps you'd like to tell me more about your "why" and what's motivating your philanthropic planning, I'd love to hear from you.

Sincerely,

Eaton Dunkelberger
President & CEO



**COMMUNITY
FOUNDATION**
of Northern Nevada

Washoe County Law Library Sanction Fund

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

Statement of Fund Activity (unaudited)

April 01, 2024 - June 30, 2024

Quarter to Date	Year to Date
4/1/2024-6/30/2024	1/1/2024-6/30/2024

BEGINNING FUND BALANCE:	\$93,027.57	\$92,740.81
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INCOME:

Gifts & Bequests - Unrestricted	800.00	800.00
Investment Income (Net of Fees)	796.61	1,431.93
Total Income	\$1,596.61	\$2,231.93

EXPENSES:

Foundation Administration Fees	340.78	689.34
Grants and Scholarships	3,584.73	3,584.73
Total Expenses	\$3,925.51	\$4,274.07

ENDING FUND BALANCE:		\$90,698.67
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**COMMUNITY
FOUNDATION**
of Northern Nevada

Washoe County Law Library Sanction Fund

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

CONTRIBUTIONS:

Date	Donor	Amount
4/11/2024	Cash (Donor not specified)	\$800.00
Total Contributions		\$800.00

GRANTS APPROVED:

Date	Organization	Amount
4/10/2024	Washoe County Law Library	\$3,584.73
Total Grants Approved		\$3,584.73

Law Library Contracts (Current)			
Vendor	Contract length	FY 25	Contract end date
Bywater Solutions (Koha)	1 year	\$3,621.00	8/8/2025
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	\$8,084.00	12/31/2024
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	\$1,996.00	9/1/2024
OCLC	1 year	\$378.84	10/31/2024
Springshare - LibCal	1 year	\$963.00	3/1/2025
Springshare - LibGuides	1 year	\$1,551.00	5/1/2025
Thomson Reuters - Westlaw	3 years	\$93,312.00*	12/31/2024
Thomson Reuters LMA	5 years	\$61,078.98	12/31/2026
Wolters Kluwer VitalLaw	3 years	\$7,418.15	6/30/2026

*estimate if we renew Jan. 2025

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.

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

Thomson Reuters books included in LMA subscription
Administrative Law and Practice, 3d
American Jurisprudence Legal Forms, 2d
American Jurisprudence Pleading and Practice Forms Annotated
American Jurisprudence, 2d
American Law of Landlord and Tenant
American Law of Torts
Attorney Fee Awards, 3d (Trial Practice Series)
Bankruptcy Law Manual, 5th
California Criminal Law, 4th (Witkin Library)
California Evidence, 6th (Witkin Library)
California Jurisprudence, 3d
California Jury Instructions Companion Handbook
California Jury Instructions—Civil (CACI and BAJI)
California Jury Instructions—Criminal (CALCRIM & CALJIC)
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 (FREE)
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®

Wolters Kluwer Contract Print Titles
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

Item 10 –MOU with proposed updates

**MEMORANDUM OF UNDERSTANDING BETWEEN
BOARD OF TRUSTEES (BOT) FOR THE
WASHOE COUNTY LAW LIBRARY
AND
THE SECOND JUDICIAL DISTRICT COURT
(DISTRICT COURT)
September ~~46, 2023~~4**

This Memorandum of Understanding (MOU) is entered into by and between the Board of Trustees (BOT) for the Washoe County Law Library and the Second Judicial District Court (District Court) for the management of the Washoe County Law Library (Law Library) and replaces any prior MOU between the BOT and the District Court.

I. PURPOSE

- A. To outline the understanding of the parties relating to the day-to-day operations and management of the Law Library.

II. OBJECTIVES

- A. The parties desire to maintain the excellent services and efficient management of the day-to-day operations offered by the Law Library, as well as benefit from an arrangement that has been working well since 2012.

III. MUTUAL RESPONSIBILITIES

- A. The District Court shall oversee the daily operations and activities of the Law Library.
- B. Persons employed to staff the Law Library shall be employees of the District Court and subject to the policies and procedures of the District Court.
- C. All of the assets of the Law Library whether owned by the Law Library or assigned through Washoe County to the Law Library for use, shall be accounted for by the District Court. The District Court shall assume responsibility for maintenance, operation and management of those assets and shall make periodic reports to the Board of Trustees on the status of the assets.
- D. The BOT shall work with the District Court to formulate and adopt strategic plans and goals for the Law Library. The District Court shall be responsible for implementation of these plans with approval of the Board of Trustees. The Board of Trustees shall continue to manage and govern the Law Library in conjunction with the District Court, pursuant to the powers granted in NRS 380.100. It is the desire of the Trustees and the Court to utilize the expertise and availability of the District Court bench, administration, and staff to manage the assets and staff of the Law Library in order to achieve the strategic plans and goals for the Law Library.

IV. GENERAL PROVISIONS

- A. PERFORMANCE MEASURES AND PARTICIPATION. In this MOU, participation by the parties shall be voluntary and consensual. The parties shall review, and if necessary, revise this MOU in order to achieve the purposes and objectives of this agreement.
- B. EFFECTIVE TERM. This MOU shall be in effect from the date of its approval by all parties. It shall remain in effect indefinitely, unless formally terminated by any of the signatories, but only after ninety (90) days written notice to the others of their intention to do so. Termination of this MOU shall not relieve any party from their responsibility to comply with applicable local, state, or federal laws and regulations.
- C. AMENDMENTS. Amendments to this MOU may be proposed at any time by a signatory and shall be effective upon approval by both parties to this MOU.
- D. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

BOARD OF TRUSTEES FOR WASHOE COUNTY LAW LIBRARY,
PRESIDENT

SECOND JUDICIAL DISTRICT COURT, COURT ADMINISTRATOR

Approved and Adopted this _____ day of September, 202~~4~~³.

WASHOE COUNTY LAW
LIBRARY BOARD OF TRUSTEES

SECOND JUDICIAL DISTRICT
COURT

President, Law Library Board of Trustees

Court Administrator and Clerk of Court