

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT  
**Law Library Board of Trustees**  
**Meeting Minutes**

December 4, 2019

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Honorable Scott Freeman, Honorable Chuck Weller, Kathi Lutsch, Cortney Young, and Mike Kattelman.

Also present were Stephan Hollandsworth, Deputy District Attorney, Alicia Lerud, Assistant Court Administrator, Sarah Bates, Law Librarian, and Emily Reed, Self Help Center and Law Library Program Manager.

2. Public Comments

None.

3. Approval of Minutes from Board Meeting of September 4, 2019.\*

Judge Weller moved for the approval of the minutes, second by Kathi Lutsch. Unanimous approval.

4. Update regarding the Law Library, including Lawyer in the Library Update, 2019 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2019, including statistics on number of patrons and the number and type of materials and resources used.

Law Library phone calls continue to be up. Ms. Reed is now supervised by the Assistant Court Administrator, Alicia Lerud. Additional staff changes have been made and Kyle Kindall is a new addition to the team from the Nevada Supreme Court Law Library.

5. Board Membership – Nomination and selection of one attorney member and one non-attorney member.\*

Judge Steinheimer arrived during this agenda item.

Ms. Young and Mr. Brust's terms expire January 31, 2020. At this time we accept Mr. Brust's resignation with regrets and are thankful for Ms. Young's interest in continuing on the Board.

Patricia Halstead, Esq. has applied for the attorney position on the Board. Mr. Kattelman moved to recommend Ms. Young for the non-attorney position and Ms. Halstead for the attorney position. Ms. Lutsch seconded. Unanimous approval.

6. Discussion and possible approval of next year's meeting dates.\*

Noon meetings are working better for the Board. Mr. Kattelman moved to approve the following meeting dates and times:

February 5, 2020, at 12:00 p.m.;  
May 6, 2020, at 12:00 p.m.;  
September 2, 2020, at 12:00 p.m.; and  
December 2, 2020, at 11:00 a.m.

Ms. Lutsch seconded the motion. Unanimous approval.

7. Discussion and possible action regarding Lexis Nexis print items purchased by the Law Library and possible authorization of the Self Help Center and Law Library Program Manger to negotiate the terms of and enter into a multi-year print agreement for the purchase of print items.\*

Discussion regarding our print agreement expiring in March 2020. After review, staff recommends maintaining current print and adding Modern Child Custody Practice. Funds to enter into a new agreement are sufficient at this time.

Judge Weller moved to approve entering into a new multi-year print agreement. Mr. Kattelman seconded. Unanimous approval.

8. Update, discussion, and possible action regarding creation of informational videos about the court system and court procedure for the public.\*

Judge Freeman arrived during this agenda item.

Discussion regarding status of project was had. The \$5,000.00 donation will go before the Washoe County Board of County Commissioners on December 17, 2019, for approval. Once approval is given, Mr. Kattelman will need assistance with the project.

Legal Aid Center of Southern Nevada is working with their local public television station and may have scripts we can utilize. Mr. Kattelman is to work with the Family Bar and staff on scripts.

Discussion regarding producing the videos was had. Possible interaction with KNPB, Channel 4, or the producer from Lawyers, Guns, and Money. Many television stations do public service items frequently and may be interested.

Motion by Mr. Kattelman for Judge Freeman and Judge Steinheimer to work on finding someone to produce 5, 2-3 minute videos, and Mr. Kattelman and Ms. Reed to work on scripts. Judge Weller seconded. Unanimous approval.

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

Justice Stiglich will be attending the Lawyer in the Library luncheon.

At our next meeting, we need to hold an election for officer positions on the Board.

10. Public Comments.  
None.

11. Adjournment .

Minutes prepared by Cortney Young.

# SECOND JUDICIAL DISTRICT COURT STATISTICS

## WASHOE COUNTY LAW LIBRARY IN PERSON VISITS

JANUARY-DECEMBER 2019

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	1281	103	1384
10:00 AM - 12:00 PM	2965	266	3231
12:00 PM - 3:00 PM	3181	223	3404
3:00 PM - 5:00 PM	4350	133	4483
5:00 PM - 7:00 PM	2107	25	2132
TOTAL			14634

## WASHOE COUNTY LAW LIBRARY TELEPHONE CALLS

JANUARY-DECEMBER 2019

TIME	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
8:00 AM - 10:00 AM	335	18	353
10:00 AM - 12:00 PM	678	20	698
12:00 PM - 3:00 PM	640	19	659
3:00 PM - 5:00 PM	358	14	372
5:00 PM - 7:00 PM	40	2	42
TOTAL			2124

## LAWYER IN THE LIBRARY

JANUARY-DECEMBER 2019

PROGRAMS	PARTICIPANTS	PARTICIPANTS TURNED AWAY
Family Law	746	55
General Law	507	38
Probate	105	0
TOTAL	1358	93

## WASHOE COUNTY LAW LIBRARY ELECTRONIC USAGE

JANUARY-DECEMBER 2019

ELECTRONIC USAGE	TOTAL
Circulation of Books	230
EBSCO	208
Email- Ask a Librarian	69
Inhouse Usage	752
Internet/ Contexte	1213
Westlaw Searches	9689
TOTAL	12161

# SECOND JUDICIAL DISTRICT COURT STATISTICS

## WASHOE COUNTY LAW LIBRARY REFERENCE

JANUARY-DECEMBER 2019

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
<b>Family Law</b>			
Adoption/ Termination of Parental Rights	70	0	70
Answers	68	0	68
Child Custody	112	0	112
Child Support	52	0	52
Divorce/ Annulment/Separation	180	0	180
Domestic Violence/TPO/EPO	75	0	75
Family Court Procedures/Packets	312	0	312
Guardianships Adult/Minor	184	0	184
Name Change Adult/Minor	85	0	85
Motions/Notice/Emergency	223	0	223
Oppositions/Objections	24	0	24
<b>Law Library Reference</b>			
Appeals	31	0	31
Civil Complaints/Petitions	198	0	198
Civil Procedure/State/Federal	125	1	126
Civil Rights/Constitutional Law	26	0	26
Contract	10	6	16
Criminal Law and Defense	63	0	63
Employment/Labor	26	0	26
Immigration	10	0	10
Landlord/Tenant Rights	83	0	83
Medical	7	0	7
Military/Veterans Rights	3	0	3
Personal Injury/Damages	10	0	10
Probate/Wills/Trusts/Estate Planning	178	3	181
Rogue Title	10	0	10
Sealing of Criminal Record	103	0	103
<b>Law Library Services</b>			
Liberty Catalog/Circulation	348	193	541
Copier Use/ Change	618	67	685
Eflex / E-Filing	227	7	234
Internet/ Contexte	1170	47	1217
Lawyer in the Library Info./Referrals	673	2	675
Westlaw	364	432	796
<b>Other Functions</b>			
Copies of Court Records	39	1	40
Referrals To Other Services/NLS/WLS	273	0	273
Other	402	34	436
<b>TOTAL</b>			<b>7175</b>

**LAWYER IN THE LIBRARY PROGRAM FOR FAMILY, GENERAL & PROBATE PROGRAM**  
**FAMILY LAW**

JANUARY-DECEMBER 2019

<b>MONTH</b>	<b>ATTORNEY</b>	<b># OF PEOPLE WHO ATTENDED</b>	<b># OF PEOPLE TURNED AWAY</b>
JAN. 1, 2019	No program	0	0
JAN. 8, 2019	Sandra Unsworth & Mikyla Miller	22	0
JAN. 15, 2019	Gary Silverman & Michelle Bumgarner	19	0
JAN. 22, 2019	Bronagh Kelly & Andriea Aden	16	5
JAN. 29, 2019	Brittany Cooper & Tamatha Schreinert	23	0
FEB. 5, 2019	Erin Grieve & Caryn Sternlicht	11	0
FEB. 12, 2019	Mikyla Miller	10	5
FEB. 19, 2019	Tehan Slocum & Bronagh Kelly	13	0
FEB. 26, 2019	Elizabeth Bittner & Graeme Reid	17	0
MAR. 5, 2019	Gary Silverman	12	0
MAR. 12, 2019	Linda Daykin & Bryan Carpenter	17	0
MAR. 19, 2019	Sandra Unsworth & Kenton Karrasch	20	0
MAR. 26, 2019	Gary Silverman & Janet Traut	16	0
APR. 2, 2019	Gary Silverman & Doug Nicholson	22	0
APR. 9, 2019	Linda Daykin, Mikyla Miller & Gary Silverman	12	0
APR. 16, 2019	Bronagh Kelly & Scott Husbands	16	0
APR. 23, 2019	Gary Silverman & Tamatha Schreinert	20	0
APR. 30, 2019	Gary Silverman & Doug Nicholson	15	0
MAY 7, 2019	Janet Traut & Gary Silverman	13	0
MAY 14, 2019	Gary Silverman & Lisa Fraas	16	0
MAY 21, 2019	Elizabeth Bassett & Scott Husbands	16	0
MAY 28, 2019	Doug Nicholson	7	0
JUNE 4, 2019	Scott Husbands & Michal Roth	18	0
JUNE 11, 2019	Bryan Carpenter & Michael Roth	12	0
JUNE 18, 2019	Scott Husbands	9	8
JUNE 25, 2019	Erin Grieve & Kendra Jepsen	18	6
JULY 2, 2019	Program cancelled	0	0
JULY 9, 2019	Travis Clark & Elizabeth Bittner	14	0
JULY 16, 2019	Gary Silverman & Mike Roth	21	0
JULY 23, 2019	Sandra Unsworth & Janet Traut	13	0
JULY 30, 2019	Bronagh Kelly & Scott Husbands	17	0
AUG. 6, 2019	Gary Silverman & Mike Roth	21	0
AUG. 13, 2019	Jill Whitbeck	13	6
AUG. 20, 2019	Bronagh Kelly & Gary Silverman	18	0
AUG. 27, 2019	Elizabeth Bittner & Sandra Unsworth	12	0
SEPT. 3, 2019	Gary Silverman & Kevin Ryan	20	2
SEPT. 10, 2019	Gary Silverman & Danielle Christenson	24	
SEPT. 17, 2019	Mike Roth	12	18
SEPT. 24, 2019	Gary Silverman & Mike Roth	16	0
OCT. 1, 2019	Sandra Unsworth	10	0
OCT. 8, 2019	Kenton Karrasch & Mike Roth	19	2
OCT. 15, 2019	Gary Silverman & Bronagh Kelly	16	0
OCT. 22, 2019	Tehan Slocum & Danielle Christenson	22	2
OCT. 29, 2019	Bronagh Kelly & Elizabeth Bittner	14	0
NOV. 5, 2019	Jill Whitbeck & Elizabeth Bassett	10	0
NOV. 12, 2019	Gary Silverman & Elizabeth Bittner	11	0
NOV. 19, 2019	Tehan Slocum & Linda Daykin	15	1
NOV. 26, 2019	Gary Silverman	10	0
DEC. 3, 2019	Janet Traut & Linda Daykin	7	0
DEC. 10, 2019	Gary Silverman & Rayna Brachmann	10	0
DEC. 17, 2019	Michael Roth & Elizabeth Bittner	11	0
DEC. 24, 2019	No program	0	0
DEC. 31, 2019	No program	0	0
<b>TOTALS</b>		<b>746</b>	<b>55</b>

Total Assisted – 746

Total Family Law Turned Away – 55

GENERAL LAW  
JANUARY- DECEMBER 2019

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 2, 2019	Elizabeth Bassett	5	0
JAN. 9, 2019	Michael Alonso	12	0
JAN. 16, 2019	Michael Alonso	7	0
JAN. 23, 2019	Leah Wigren	9	0
JAN. 30, 2019	Jennifer Richards	9	0
FEB. 6, 2019	Madelyn Shipman	9	0
FEB. 13, 2019	E. Joe Gorman	14	0
FEB. 20, 2019	Jennifer & William Shogren	15	0
FEB. 27, 2019	Richard Cornell	8	0
MAR. 6, 2019	Philip Mannelly	10	0
MAR. 13, 2019	John Samberg	10	0
MAR. 20, 2019	Adam McMillen	13	0
MAR. 27, 2019	*Doug Nicholson	10	0
APR. 3, 2019	Madelyn Shipman & Doug Nicholson	19	0
APR. 10, 2019	Richard Cornell & Doug Nicholson	9	0
APR. 17, 2019	Jeremy Nork	10	5
APR. 24, 2019	Jeremy Nork & Doug Nicholson	13	0
MAY 1, 2019	Jennifer Richards	4	0
MAY 8, 2019	No Program	0	0
MAY 15, 2019	Roger Harada	12	7
MAY 22, 2019	Jeremy Nork	8	0
MAY 29, 2019	Kevin Karp	8	0
JUNE 5, 2019	Madelyn Shipman	8	0
JUNE 12, 2019	Linda Daykin	11	1
JUNE 19, 2019	John Samberg	6	0
JUNE 26, 2019	Jeremy Nork	12	0
JULY 3, 2019	No program	0	0
JULY 10, 2019	Sarah Molleck	15	10
JULY 17, 2019	Kevin Karp	9	0
JULY 24, 2019	Jeremy Nork	14	6
JULY 31, 2019	Michael Alfonso	11	0
AUG. 7, 2019	Madelyn Shipman	13	5
AUG. 14, 2019	John Samberg	7	0
AUG. 21, 2019	Elizabeth Bassett	10	0
AUG. 28, 2019	Jeremy Nork	14	0
SEPT. 4, 2019	Jennifer Richards	10	1
SEPT. 11, 2019	Colton Loretz & Jennifer Richards (Lawyer on the Line)	13	2
SEPT. 18, 2019	Adam Hosmer-Henner	9	0
SEPT. 25, 2019	Sarah Molleck & Pete Cladianos	13	0
OCT. 2, 2019	Madelyn Shipman & Jennifer Richards (Lawyer on the Line)	7	0
OCT. 9, 2019	Jennifer Richards & John Samberg	6	0
OCT. 16, 2019	Sarah Molleck	10	0
OCT. 23, 2019	Jennifer Richards & Kristen Matteoni	16	0
OCT. 30, 2019	Colton Loretz & Jeremy Nork	17	1
NOV. 6, 2019	Jennifer Richards & Pete Cladianos – Program cancelled	0	0
NOV. 13, 2019	Colton Loretz & John Samberg	18	0
NOV. 20, 2019	Jeremy Nork, Sarah & Luke Molleck	12	0
NOV. 27, 2019	No program	0	0
DEC. 4, 2019	Jennifer Richards & Aaron Richter	9	0
DEC. 11, 2019	Colton Loretz & Jeremy Nork	11	0
DEC. 18, 2019	Kristen Matteoni	9	0
DEC. 25, 2019	No program	0	0
TOTALS		507	38

Total Assisted – 507

Total General Law Turned Away – 38

PROBATE LAW  
JANUARY-DECEMBER 2019

<b>MONTH</b>	<b>ATTORNEY</b>	<b># OF PEOPLE WHO ATTENDED</b>	<b># OF PEOPLE TURNED AWAY</b>
JAN. 16, 2019	Brian Davenport & Courtney O'Mara	9	0
FEB. 20, 2019	Brian Saeman	13	0
MAR. 20, 2019	Audrey Damonte & E. Joe Gorman	12	0
APR. 17, 2019	McClure Wallace & Patrick Millsap	15	0
MAY 15, 2019	Stephen Moss & Paul Malikowski	10	0
JUNE 19, 2019	Brian Saeman & John White	8	0
JULY 17, 2019	F. McClure Wallace & Patrick Millsap	3	0
AUG. 21, 2019	David Reese & Danielle Christenson	8	0
SEPT. 18, 2019	McClure Wallace & Patrick Millsap	9	0
OCT. 16, 2019	John White	6	0
NOV. 20, 2019	Audrey Damonte & Michelle Rafferty	8	0
DEC. 18, 2019	Audrey Damonte & Michelle Rafferty	4	0
<b>TOTALS</b>		<b>105</b>	<b>0</b>

Total Assisted – 105

Total Probate Law Turned Away - 0



## Application Form

---

### Profile

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

**What district do you live in? \***

None Selected

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

**How long have you lived in your district?**

Question applies to multiple boards

**Are you registered to vote in Washoe County?**

Yes  No

Employer

Job Title

**Which Boards would you like to apply for?**

- Reno-Tahoe Airport Authority Airport Noise Advisory Panel (ANAP)
- Washoe County Regional Animal Advisory Board
- Washoe County Senior Services Advisory Board

---

### Interests & Experiences

Question applies to Washoe County Advisory Board to Manage Wildlife

**Please select which position you are applying for. \***

None Selected

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

**Why are you interested in serving on this board or commission?**

---

---

Upload a Resume

Question applies to Washoe County Advisory Board to Manage Wildlife

---

Please attach a letter of recommendation.

Question applies to Washoe County Regional Animal Advisory Board

**Which board position are you applying for? \***

---

None Selected

---

## **Nepotism**

**Are you related to anyone employed by Washoe County by blood or marriage?**

---

Yes  No

**If yes, please list the names and relationship of all persons you are related to.**

---



## Washoe County Community Services Department Application

Volunteer ... Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position.

Is there a specific Board or Commission vacancy you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which one?

Name:
-------

### Residential Home Address

Address:		
City:	State:	Zip:
Assessor's Parcel Number if known:		
Home Phone:	Cell Phone:	
E-mail:		

### Mailing Address (if different from residential home address)

Address:		
City:	State:	Zip:

### Occupation and Business Address

Job Title:		
Business Name:		
Address (Street and/or P.O. Box):		
City:	State:	Zip:
Assessor's Parcel Number if known:		
Business Phone:		
E-mail:		

### Registered Voter

Are you registered to vote in Washoe County? <input type="checkbox"/> Yes <input type="checkbox"/> No
The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership.

How long have you lived in your area? (Years/Months)
How long have you lived in Washoe County? (Years/Months)
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list conviction dates and nature:

Please print or type, and complete the form entirely.

May 2015

**Washoe County Community Services Department Application**

**Page 2**

Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

--

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

--

List your community and/or civic involvement history.

--

**Washoe County Community Services Department Application**

**Page 3**

Please list the name and phone number of any personal references that we may contact.

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent Rules, Policies and Procedures. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THE APPLICATION TO:**

**Washoe County Community Services Department, Planning and Building Division**

**1001 East Ninth Street, Reno, NV 89512**

**Phone: (775) 328-3600; FAX: (775) 328-6133; Email: [kemerson@washoecounty.us](mailto:kemerson@washoecounty.us)**

**Date Received:** \_\_\_\_\_

**Commission District:** \_\_\_\_\_

**Appointed to:** \_\_\_\_\_

**Date of Appointment:** \_\_\_\_\_

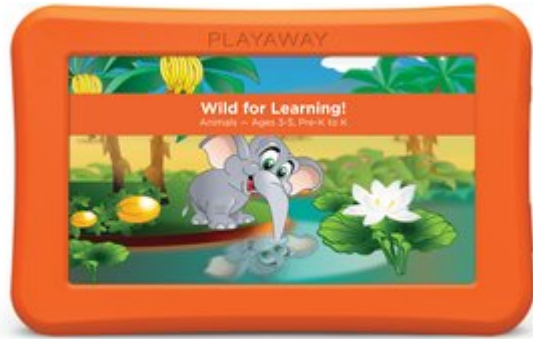
*Thank you for your interest in Washoe County Government!*

This document is part of the public record  
and is available for public review.

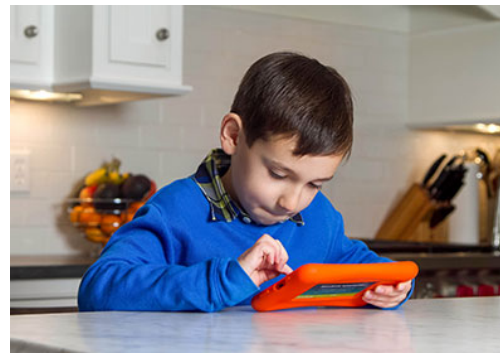
# Law Library Children's Area

*Comfortable Seating*

*Educational Tablets with Headphones*



*Kid-Friendly Environment*



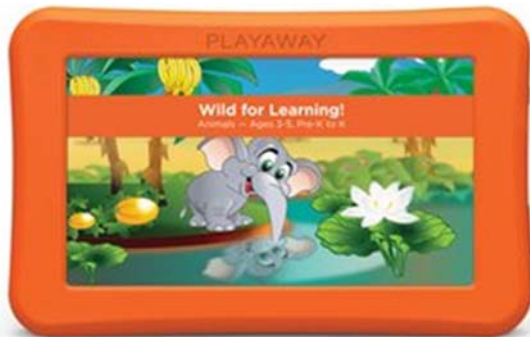
## Children's Area Cost Estimates

### Tablets:

#### **Playaway Launchpad**

**\$120-\$140 (2 for each age range would be 8 x \$130=\$1040, shipping cost unknown)**

- Designed specifically with libraries in mind.
- Protective case
- Secure and locked down – no camera, no Wi-Fi access.
- Apps are purchased in packs – apps available for children of all ages, teens, adults.
- App packs look to be around \$120-\$140.
- Each app pack contains 10 apps based around a theme (Reading, Math, STEM, etc.) as well as an age group.
- Pre-K to K, Grades K-2, Grades 3-5, Grades 5+



### Headphones:

#### **Elecder i37 Headphones**

**\$10 on Amazon (8 x \$10=\$80, shipping is free)**



### Tethering Cables for Tablets:

#### **AboveTEK Lock**

**\$23 on Amazon (8 x \$23=\$184, shipping is free)**



### Tables:

#### **Round Adjustable Height Table**

**\$228 School Outfitters on School Outfitters (2 x \$228=\$456, shipping cost: \$181, Total: \$637)**





Carpets/Rugs:

Joy Carpets

**\$855 Demco (shipping cost: \$250, Total \$1105)**



Chairs:

Virco Plastic Chairs **\$63**  
**Demco (8 x \$63=\$504 plus shipping \$120, Total \$624)**



**Total about \$4,000**

