



## Second Judicial District Court Washoe County Law Library

### AGENDA

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, May 5, 2021, at 12:00 PM. This meeting will be held by teleconference only due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate.

Members of the public may attend the ZOOM webinar by accessing the following link: <https://washoecourts.zoom.us/j/95229902417?pwd=T01DOSSt5aHFvZ3M1M0RDK3FnVHlxZz09> Passcode: 407082. This option will require a computer with audio and video capabilities. 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.** As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the ZOOM webinar listed above, via email to [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us) or by leaving a voice message at: (775) 325-6625. Voice messages received will either be broadcast into the record during the meeting, or transcribed for entry into the record. The Board will make reasonable efforts to include all comments received for public comment by email and voice-mail into the record. Please try to provide comments by 4:00 p.m. on May 4, 2021.

**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 Resource Center at 1 S. Sierra Street, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Ms. Emily Reed, Assistant Court Administrator, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Reed is located at the Second Judicial District Court and may be reached by telephone at (775) 325-6625 or by email at [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us).

The agenda will be:

- 12:00 PM
1. Roll Call
  2. Public Comments
  3. Approval of Minutes from Board Meeting of February 3, 2021. For possible action.
  4. Update regarding the Law Library, including recent projects, Lawyer in the Library, and 2021 statistics.
  5. Information regarding migration to new integrated library system, Koha, and possible action regarding request to allow Law Library closure for 3-day staff training in July 2021. For possible action.
  6. Status update from Law Library Board Video Subcommittee and discussion about the informational video project about the court system and court procedure for the public.
  7. Discussion and possible action to dissolve Law Library Board of Trustees Video Subcommittee and appoint one volunteer to manage the informational video project and make recommendations to the Board regarding the project. For possible action.
  8. Review of potential video production companies (Digiman Studio, Full Circle Productions Media, Sosu TV, and Reynolds School of Journalism) including a comparison of costs, availability, and quality; possible action to grant Law Library staff approval to negotiate a contract for video production. For possible action.
  9. Board Comment – Limited to Announcements or Issues for Future Agendas
  10. Public Comments
  11. Adjournment

The agenda for this meeting has been posted at the following locations: the Second Judicial District Court Website (<https://www.washoecourts.com/>), the Nevada Public Notice Website (<https://notice.nv.gov/>) and the Washoe County Law Library Website (<https://www.washoecourts.com/LawLibrary>). Pursuant to Section 3 of the Declaration of Emergency Directive 006, the requirement in NRS that notice agendas be physically posted within the State of Nevada has been suspended.

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT

Law Library Board of Trustees

Meeting Minutes

February 3, 2021

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Honorable Scott Freeman, Honorable Tamatha Schreinert, Mike Kattelman  
Cortney Young, Kathi Lutsch, and Patricia Halstead

Trustee Kattelman joined at 12:15 p.m.

Also present were:

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

2. Public Comments:

None.

3. Approval of Minutes from Board Meeting of December 2, 2020. For Possible Action.

Motion to approve the minutes was made by Trustee Halstead and seconded by Trustee Lutsch.

Minutes approved unanimously. Trustee Kattelman was not present.

Judge Schreinert abstained.

4. Update regarding the Law Library, including Lawyer in the Library Update, Lawyer in the Library recognition, recruitment for open positions, 2020 statistics on volunteers, attendance, and topics covered. For Possible Action.

Ms. Reed submitted the annual report to the County Commission and it was accepted by the Commission. The County Commission approved the re-appointment of Trustees Kattelman and Lutsch.

Ms. Bates informed the Board that they are in contract with Lexis to get a digital library of the Lexis books that are currently on the library's shelves. This will be accessible in the library and online. There will be a kickoff call with Lexis to discuss the build-out of the website and roll out of services.

Library staff has used CARES Act funding to purchase a self-checkout kiosk with RFID technology. As a result, tags will be placed on our books for users to checkout on their own without staff contact. It will also ensure that books are not leaving the library without formally being checked out.

The library had two new employees start on January 4, 2021. Sheila Mansfield is the new Senior Law Library Assistant and Kristal Jacobson is the new Law Library Assistant III. Training is underway and the library is now fully staffed.

Judge Weller has retired and, as a result, the Judges of the Second Judicial District Court have selected Judge Schreinert to join the board. Judge Steinheimer thanked her for agreeing to join.

No action taken.

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

Judge Steinheimer called for nominations for President. Judge Freeman nominated Judge Steinheimer to serve as President. That nomination was seconded by Judge Schreinert. No discussion was had and the motion passed unanimously. Trustee Kattelman was not present.

Judge Freeman nominated Cortney Young to serve as Secretary. That nomination was seconded by Trustee Halstead. No discussion was had and the motion passed unanimously.

Judge Steinheimer and Trustee Young both thanked the board for their nominations.

6. Review and possible adoption of updates to Collection Development Policy. Updates include removing mentions of “Self Help Center,” and modifications to the following sections: II.D. Interlibrary Loan; II.G. Media; and II.M. Gifts and Donations. For possible action.

Updates include various formatting changes and other minor updates concerning the interlibrary loan services and media formats available.

Gifts and donations section was updated to include a policy on donations and how book donations are handled in the library.

The proposed revisions and updates to the policy were provided as part of the meeting materials.

Trustee Halstead asked that since there aren’t any definitions, whether that section could be removed entirely. Judge Freeman provided a second for that Motion. No discussion was had.

Motion to adopt the policy updates as amended was made by Trustee Young. Trustee Halstead seconded the motion.

Motion passed unanimously.

7. Recommendation to accept a donation of \$986.89 from the Washoe County Bar Association to purchase awards to recognize and show appreciation for our Lawyer in the Library 2020 volunteers. For possible action.

Library staff worked with the Washoe County Bar Association to put together a package for our volunteers. The funds covered the awards. Mr. Silverman was the volunteer with the most hours (25) and he was thanked for his contributions to the program.

Judge Freeman made a motion to accept the donation from the Washoe County Bar Association. Trustee Kattelman seconded the motion. No discussion was had. Motion passed unanimously.

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

Judge Schreinert noted that her father served on this board and she is happy to continue that service. Trustee Kattelman provided information on the video he is working on with the sub-committee. He invited Judge Schreinert to attend the next working meeting on February 16 at noon.

Judge Steinheimer noted that the library has grown tremendously and staff should be commended on their leadership during COVID.

9. Public Comment.

None.

11. Adjournment at 12:23 p.m.

**SECOND JUDICIAL DISTRICT COURT STATISTICS**

**WASHOE COUNTY LAW LIBRARY REFERENCE  
January 2021**

Calls	General Public	Attorney/Legal Prof.	Total
8:00 - 10:00	58	4	62
10:00 - 12:00	90	1	91
12:00 - 3:00	133	1	134
3:00 - 5:00	90	3	93
5:00 - 7:00	6	0	6
<b>Total</b>	<b>377</b>	<b>9</b>	<b>386</b>

E-mails	General Public	Attorney/Legal Prof.	Total
	160	31	191

Live Chats	General Public	Attorney/Legal Prof.	Total
	193	15	208

In person	General Public	Attorney/Legal Prof.	Total
	0	0	0

Via Zoom	General Public	Attorney/Legal Prof.	Total
	1	0	1

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
<b>Family Law</b>			
Adoption/ Termination of Parental Rights	6	0	6
Answers	1	0	1
Child Custody	25	0	25
Child Support	14	0	14
Divorce/ Annulment/Separation	38	0	38
Domestic Violence/TPO/EPO	21	0	21
Guardianships Adult/Minor	17	0	17
Name Change Adult/Minor	7	0	7
Motions/Notice/Emergency	26	1	27
Oppositions/Objections	1	0	1
Third Party Visitation	0	0	0
Other Family Court Procedures/Packets	35	1	36
<b>Non-Family Reference</b>			
Appeals	4	0	4
Civil Complaints/Petitions	34	0	34
Civil Procedure/State/Federal	1	0	1
Civil Rights/Constitutional Law	0	0	0
Contract	0	0	0
Criminal Law and Defense	10	0	10
Employment/Labor	1	0	1
Immigration	1	0	1
Landlord/Tenant Rights	12	0	12
Medical	1	0	1
Military/Veterans Rights	0	0	0
Personal Injury/Damages	1	0	1
Probate/Wills/Trusts/Estate Planning	31	1	32
Rogue Title	0	0	0
Sealing of Criminal Record	4	0	4
<b>Law Library Services</b>			
Liberty Catalog/Circulation	5	5	10
Library Card	0	1	1
Copier Use/ Change	0	0	0
Efile / E-Filing / Filing	75	11	86
Internet/ Contexte	3	0	3
Lawyer in the Library Info./Referrals	238	14	252
Westlaw	2	4	6
Curbside service	1	0	1
Zoom assistance	11	0	11
<b>Other</b>			
Copies of Court Records	19	1	20
Hearing Questions	23	1	24
Hours	1	0	1
Notary	3	2	5
Referrals To Other Services/NLS/WLS	12	0	12
Spanish Speaker	9	0	9
Other	90	4	94
<b>TOTAL</b>			<b>829</b>

In Person Visits Times	Attorneys/Legal Professionals	Court Employees	Door Count
8:00 - 10:00	0	0	0
10:00 - 12:00	0	0	0
12:00 - 3:00	0	0	0
3:00 - 5:00	0	0	0
5:00 - 7:00	0	0	0

Program/Computer Usage	Attorneys/Legal Professionals	Court Employees	General Public
Books	0	0	0
Contexte	0	0	0
Copiers/Scanners	0	0	0
General Computer Use	0	0	0
Lawyer in the Library	0	0	0
Self-Checkout	0	0	0
TPO Computers	0	0	0
Westlaw	0	0	0
Zoom Hearing	0	0	0

Databases/Other	Attorneys/Legal Professionals	Court Employees	General Public	Total
Circulation of Books	25			25
CLE Class				0
Contactless Book Pick Up				0
EBSCOHost	25			25
Email Ask a Librarian	160	31		191
Inhouse Usage	26			26
Lexis				0
Notary - Electronic		1		1
Notary - In Person		2		2
Westlaw				0

Lawyer in the Library	Family Law	General Law	Probate Law	Total
Signed up	60	32	9	101
Volunteers	10	4	2	16
Turned Away/Waitlisted	1	11	0	12
Pulled from Waitlist	1	5	0	6
Attended In Person	0	0	0	0
Attended by Zoom	49	30	8	87

**SECOND JUDICIAL DISTRICT COURT STATISTICS**

**WASHOE COUNTY LAW LIBRARY REFERENCE  
February 2021**

Calls	General Public	Attorney/Legal Prof.	Total
8:00 - 10:00	64	2	66
10:00 - 12:00	89	5	94
12:00 - 3:00	121	0	121
3:00 - 5:00	100	0	100
5:00 - 7:00	6	0	6
<b>Total</b>	<b>380</b>	<b>7</b>	<b>387</b>

E-mails	General Public	Attorney/Legal Prof.	Total
	152	67	219

Live Chats	General Public	Attorney/Legal Prof.	Total
	138	4	142

In person	General Public	Attorney/Legal Prof.	Total
	0	2	2

Via Zoom	General Public	Attorney/Legal Prof.	Total
	0	0	0

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
<b>Family Law</b>			
Adoption/ Termination of Parental Rights	8	0	8
Answers	2	0	2
Child Custody	34	0	34
Child Support	12	0	12
Divorce/ Annulment/Separation	34	0	34
Domestic Violence/TPO/EPO	10	0	10
Guardianships Adult/Minor	23	0	23
Name Change Adult/Minor	11	0	11
Motions/Notice/Emergency	27	0	27
Oppositions/Objections	6	0	6
Third Party Visitation	0	0	0
Other Family Court Procedures/Packets	29	0	29
<b>Non-Family Reference</b>			
Appeals	1	0	1
Civil Complaints/Petitions	13	0	13
Civil Procedure/State/Federal	0	0	0
Civil Rights/Constitutional Law	0	0	0
Contract	0	0	0
Criminal Law and Defense	12	0	12
Employment/Labor	0	0	0
Immigration	0	0	0
Landlord/Tenant Rights	16	0	16
Medical	0	0	0
Military/Veterans Rights	0	0	0
Personal Injury/Damages	0	0	0
Probate/Wills/Trusts/Estate Planning	38	0	38
Rogue Title	0	0	0
Sealing of Criminal Record	0	0	0
<b>Law Library Services</b>			
Liberty Catalog/Circulation	8	3	11
Library Card	0	0	0
Copier Use/ Change	0	0	0
Efile / E-Filing / Filing	51	1	52
Internet/ Contexte	2	0	2
Lawyer in the Library Info./Referrals	208	19	227
Westlaw	6	2	8
Curbside service	0	0	0
Zoom assistance	11	0	11
<b>Other</b>			
Copies of Court Records	34	2	36
Hearing Questions	22	0	22
Hours	9	0	9
Notary	3	2	5
Referrals To Other Services/NLS/WLS	14	0	14
Spanish Speaker	8	0	8
Other	64	5	69
<b>TOTAL</b>			<b>750</b>

In Person Visits Times	Attorneys/Legal Professionals	Court Employees	Door Count
8:00 - 10:00	0	0	0
10:00 - 12:00	0	0	0
12:00 - 3:00	0	0	0
3:00 - 5:00	0	0	0
5:00 - 7:00	0	0	0

Program/Computer Usage	Attorneys/Legal Professionals	Court Employees	General Public
Books	0	0	0
Contexte	0	0	0
Copiers/Scanners	0	0	0
General Computer Use	0	0	0
Lawyer in the Library	0	0	0
Self-Checkout	0	0	0
TPO Computers	0	0	0
Westlaw	0	0	0
Zoom Hearing	0	0	0

Databases/Other	Attorneys/Legal Professionals	Court Employees	General Public	Total
Circulation of Books	6			6
CLE Class	0			0
Contactless Book Pick Up	0			0
EBSCOHost	6			6
Email Ask a Librarian				0
Inhouse Usage	16			16
Lexis		12		12
Notary - Electronic	1	1		2
Notary - In Person		2		2
Westlaw	0			0

Lawyer in the Library	Family Law	General Law	Probate Law	Total
Participants	58	38	17	113
Volunteers	10	6	2	18
Turned Away/No Show	3	0	2	5
Pulled from Waitlist	2	0	0	2
Attended In Person	0	0	0	0
Attended by Zoom	43	29	14	86

**SECOND JUDICIAL DISTRICT COURT STATISTICS**  
**WASHOE COUNTY LAW LIBRARY REFERENCE**  
**March 2021**

Calls	General Public	Attorney/Legal Prof.	Total
8:00 - 10:00	63	4	67
10:00 - 12:00	89	2	91
12:00 - 3:00	140	1	141
3:00 - 5:00	86	4	90
5:00 - 7:00	4	0	4
<b>Total</b>	<b>382</b>	<b>11</b>	<b>393</b>

E-mails	General Public	Attorney/Legal Prof.	Total
	189	76	265

Live Chats	General Public	Attorney/Legal Prof.	Total
	172	6	178

In person	General Public	Attorney/Legal Prof.	Total
	180	7	187

Via Zoom	General Public	Attorney/Legal Prof.	Total
	0	1	1

REFERENCE QUESTIONS	GENERAL PUBLIC	ATTY OR OTH LGL PROF	TOTAL
<b>Family Law</b>			
Adoption/ Termination of Parental Rights	13	0	13
Answers	2	0	2
Child Custody	51	0	51
Child Support	16	0	16
Divorce/ Annulment/Separation	74	0	74
Domestic Violence/TPO/EPO	13	0	13
Guardianships Adult/Minor	37	0	37
Name Change Adult/Minor	12	0	12
Motions/Notice/Emergency	53	0	53
Oppositions/Objections	6	0	6
Third Party Visitation	0	0	0
Other Family Court Procedures/Packets	42	1	43
<b>Non-Family Reference</b>			
Appeals	2	0	2
Civil Complaints/Petitions	23	0	23
Civil Procedure/State/Federal	4	0	4
Civil Rights/Constitutional Law	0	0	0
Contract	0	0	0
Criminal Law and Defense	17	0	17
Employment/Labor	1	0	1
Immigration	0	0	0
Landlord/Tenant Rights	20	0	20
Medical	0	0	0
Military/Veterans Rights	0	0	0
Personal Injury/Damages	0	0	0
Probate/Wills/Trusts/Estate Planning	39	0	39
Rogue Title	0	0	0
Sealing of Criminal Record	9	0	9
<b>Law Library Services</b>			
Liberty Catalog/Circulation	10	18	28
Library Card	2	2	4
Copier Use/ Change	0	0	0
Efile / E-Filing / Filing	53	1	54
Internet/ Contexte	1	0	1
Lawyer in the Library Info./Referrals	291	24	315
Westlaw	4	3	7
Curbside service	0	1	1
Zoom assistance	7	0	7
<b>Other</b>			
Copies of Court Records	40	4	44
Hearing Questions	24	3	27
Hours	4	0	4
Notary	1	5	6
Referrals To Other Services/NLS/WLS	18	0	18
Spanish Speaker	14	0	14
Other	88	10	98
<b>TOTAL</b>			<b>1063</b>

In Person Visits Times	Attorneys/Legal Professionals	Court Employees	Door Count
8:00 - 10:00	0	0	0
10:00 - 12:00	0	0	0
12:00 - 3:00	0	0	0
3:00 - 5:00	0	0	0
5:00 - 7:00	0	0	0

Program/Computer Usage	Attorneys/Legal Professionals	Court Employees	General Public
Books	0	0	0
Contexte	0	0	0
Copiers/Scanners	0	0	0
General Computer Use	0	0	0
Lawyer in the Library	0	0	0
Self-Checkout	0	0	0
TPO Computers	0	0	0
Westlaw	0	0	0
Zoom Hearing	0	0	0

Databases/Other	Attorneys/Legal Professionals	Court Employees	General Public	Total
Circulation of Books	11	2	14	27
CLE Class	0			0
Contactless Book Pick Up	5			5
EBSCOHost	126			126
Email Ask a Librarian	189	76		265
Inhouse Usage	12			12
Lexis	4	9		13
Notary - Electronic		2		2
Notary - In Person		3		3
Westlaw				0

Lawyer in the Library	Family Law	General Law	Probate Law	Total
Participants	62	41	15	118
Volunteers	10	7	3	20
Turned Away/Waitlisted	0	10	1	11
Pulled from Waitlist	0	8	1	9
Attended In Person	0	0	0	0
Attended by Zoom	46	37	14	97



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

**FAMILY LAW  
JANUARY-MARCH 2021**

<b>MONTH</b>	<b>ATTORNEY</b>	<b>ATTORNEYS PER SESSION</b>	<b>NEW ATTORNEY</b>	<b># OF PARTICIPANTS SIGNED UP</b>	<b># OF PARTICIPANTS ON WAITLIST</b>
JAN. 5, 2021	Rost Olsen/Elizabeth Bittner/Jonathan King	3	1	16	0
JAN. 12, 2021	Tehan Slocum/Gary Silverman/Michael Roth	3	0	15	0
JAN. 19, 2021	Janet Traut	1	0	12	0
JAN. 26, 2021	Gary Silverman/Jann Chubb(observing)/Michael Roth/Jonathan King	4	1	18	1
FEB. 2, 2021	Jennifer Mayhew/Kevin Ryan	2	0	16	2
FEB. 9, 2021	Tehan Slocum, Mike Roth/Bronagh Kelly	3	0	17	0
FEB. 16, 2021	Gary Silverman(Jann Chubb/Jonathan King	2	0	10	0
FEB. 23, 2021	Gary Silverman (Jann Chubb)/Elizabeth Bittner/Kendra Jepsen	3	0	14	0
MAR. 2, 2021	Jonathan King/Travis Clark	2	0	10	0
MAR. 9, 2021	Michael Roth/Jonathan King	2	0	14	0
MAR. 16, 2021	Gary Silverman/Michael Roth	2	0	12	0
MAR. 23, 2021	Elizabeth Bittner/Jonathan King	2	0	13	0
MAR. 30, 2021	Gary Silverman/Jann Chubb/Bronagh Kelly	3	0	13	0
<b>TOTALS</b>		<b>32</b>	<b>2</b>	<b>180</b>	<b>3</b>

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

**GENERAL LAW  
JANUARY-MARCH 2021**

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEY	# OF PARTICIPANTS SIGNED UP	# OF PARTICIPANTS ON WAITLIST
JAN. 6, 2021	Rost Olsen	1	1	8	4
JAN. 13, 2021	Matt Morris	1	0	8	3
JAN. 20, 2021	Rost Olsen	1	0	8	1
JAN. 27, 2021	Adam McMillen	1	0	8	3
FEB. 3, 2021	Colton Loretz/Adam McMillen	2	0	9	0
FEB. 10, 2021	Kevin Karp	1	0	7	0
FEB. 17, 2021	Maddy Shipman	1	0	7	0
FEB. 24, 2021	Matt Morris/ John Samberg	2	0	15	0
MAR. 3, 2021	Angela Bullentini	1	1	8	0
MAR. 10, 2021	Leah Wigren/Colton Loretz	2	0	6	8
MAR. 17, 2021	Colton Loretz/Matt Morris	2	0	11	0
MAR. 24, 2021	Adam McMillen	1	0	8	0
Mar. 31, 2021	John Samberg	1	0	8	2
<b>TOTALS</b>		<b>17</b>	<b>2</b>	<b>111</b>	<b>21</b>

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

**PROBATE LAW  
JANUARY-MARCH 2021**

MONTH	ATTORNEY	ATTORNEYS PER SESSION	NEW ATTORNEY	# OF PARTICIPANTS SIGNED UP	# OF PARTICIPANTS ON WAITLIST
JAN. 6, 2021	Damian Sinnott	1	1	3	0
JAN. 20, 2021	Brian Saeman	1	0	6	0
FEB. 3, 2021	John White	1	0	8	2
FEB. 17, 2021	Nicole Harvey	1	0	9	1
MAR. 3, 2021	Nicole Harvey	1	0	7	0
MAR. 17, 2021	Patrick Millsap/McClure Wallace	2	0	8	1
<b>TOTALS</b>		<b>7</b>	<b>1</b>	<b>41</b>	<b>4</b>

## Bates, Sarah

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**Sent:** Tuesday, April 13, 2021 12:15 PM  
**Subject:** Video cost proposal: Digiman Estimates  
**Attachments:** WashoeLawLibraryInStudio.pdf; WashoeLawLibraryOnLocation.pdf

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**From:** Frank Haxton <[frank@digimanstudio.com](mailto:frank@digimanstudio.com)>  
**Sent:** Thursday, April 8, 2021 6:22 PM  
**To:** Mansfield, Sheila <[Sheila.Mansfield@washoecourts.us](mailto:Sheila.Mansfield@washoecourts.us)>  
**Subject:** Digiman Estimates - Law Library Videos

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

Hi Sheila,

Thank you for considering us for this project. We would love to help create these videos and feel we would be a perfect fit!

We have included (2) estimates.

-The first is the cost for going on location to a single attorneys office and editing 3 videos, this would then be multiplied by 3 if you had 3 locations that you would like us to film at.

-The other estimate is based on all 3 attorneys coming to our studio and filming on the same day, this includes editing 9 videos total.

You will see there is only a slight price difference for going to all 3 locations so that might be easiest/preferred for each attorney.

Please feel free to reach out with any questions or concerns. We are always happy to chat about what will work best for everyone.

After you are able to decide which route you would like to take, we can certainly adjust things as needed.

Cheers!

### Frank Haxton

*Owner/Photographer*

**Mobile: 775.741.1375**

4690 Longley Lane, #124 | Reno, NV



[DigimanStudio.com](http://DigimanStudio.com)

*Connect with us:*

[Facebook](#) | [Instagram](#) | [LinkedIn](#) | [Google](#)

The information contained in this email is intended solely for the individual or entity to which it is addressed, and may contain information that is privileged and confidential. If you received this correspondence in error, please notify me by phone or email and destroy any and all copies of the correspondence. *Thank you.*





## Bates, Sarah

---

**Sent:** Tuesday, April 13, 2021 12:13 PM  
**Subject:** Video cost proposal: Full Circle Productions Media

---

**From:** ryan croke <[fullcircleproductionsmedia@gmail.com](mailto:fullcircleproductionsmedia@gmail.com)>  
**Sent:** Tuesday, April 6, 2021 6:55 AM  
**To:** Mansfield, Sheila <[Sheila.Mansfield@washocourts.us](mailto:Sheila.Mansfield@washocourts.us)>  
**Subject:** Re: Production of How To Videos

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

Sheila,

Thank you for your time on the phone yesterday. As we discussed it would be \$1,200 a day (10 hour day ) for my self with all camera gear / audio/ lighting. Editing is \$85 hour. Let me know when you get some more information on this project and we can talk again to come up with a plan that works best for both of us.

Thank you!

Ryan

Ryan Croke / Full Circle Productions media  
[www.fullcircleproductionsmedia.com](http://www.fullcircleproductionsmedia.com)  
[fullcircleproductionsmedia@gmail.com](mailto:fullcircleproductionsmedia@gmail.com)  
Ryancrokecinematographer.com  
858-220-4012

## Bates, Sarah

---

**Sent:** Tuesday, April 13, 2021 12:11 PM  
**Subject:** Video cost proposal: SoSu.TV

---

**From:** Dana Hatjakes <[reply@bidsketch.com](mailto:reply@bidsketch.com)>  
**Sent:** Wednesday, April 7, 2021 3:23 PM  
**To:** Mansfield, Sheila <[Sheila.Mansfield@washoecourts.us](mailto:Sheila.Mansfield@washoecourts.us)>  
**Subject:** New Proposal Information from SoSu.TV

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

-please reply above THIS line-

Hi Sheila,

Thank you for your interest in SoSu.TV video production services.  
Below you'll find a proposal based on the sample video provided. We can make modifications based on the scope of the project but this gives you a general estimate.

You've received a new proposal from SoSu.TV.

You can view this proposal by clicking on the link directly below.

<https://sosutv.bidsketch.com/client/portal/info/1nw1xx-zomz-afe>

If you have any questions or concerns, please feel free to reach out! Thanks again for the opportunity!

Regards,  
Dana Hatjakes  
[dana@sosu.tv](mailto:dana@sosu.tv)

▪

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## How To Video Series

# Washoe County Law Library

April 07, 2021 | *Prepared by:* Dana Hatjakes

*Prepared for:* Sheila Mansfield



# Government Communication Challenges

With viewers saturated by media like never before, Washoe County Law Library needs to make strategic decisions regarding how it presents itself in order to create engaging content that keeps viewers coming back. Washoe County Law Library needs experienced television producers to:

- Cultivate unique content to actively engage citizens and increase transparency
- Analyze government communications best practices and implement into video strategies
- Reach new viewers using a combination of online and broadcast techniques

Without compelling stories and format, Washoe County Law Library leaves its effective communication to chance in an overwhelmingly saturated market.

## Introduction

Having produced hundreds of videos for businesses and governments alike, SoSu.TV can hone your message into a compelling video that communicates the training process through visual storytelling. We will produce content that will engage employees and/or constituents as they are guided through the training process. Our professional video ninjas have years of experience in brand storytelling and can weave interviews and b-roll into a film that is greater than the sum of its parts. Simply put, we design, compose, shoot and edit with your brand in mind.

## Project Description

- SoSu.TV will aid in screenwriting based on supplied copy points and key messaging
- SoSu.TV will provide two cameras and on-location production gear with supporting personnel to shoot how-to videos and fully support the completion of this project
- SoSu.TV will animate graphics as needed upon supplied artwork
- SoSu.TV will edit raw footage into a compelling video for customized how to video campaign
- SoSu.TV will deliver 10 how-to videos (2-3 minutes per video)
- Washoe County Law Library will provide branding artwork to SoSu.TV
- Washoe County Law Library will provide copy points and key messaging
- Washoe County Law Library will provide interviewees

## Fee Summary

**Full Day Shoot with Crew** (1 Day @ \$2,500/day) **\$2,500**

SoSu.TV will provide one master cinematographer with full crew including two producers, line producer, and audio producer.

SoSu.TV will provide two 4K/HD cameras, one go-pro POV camera, audio capture and recording equipment, lighting / light modifiers, grip, gaff and other necessary production equipment.

Shoot day will include mock training set-ups, judge interview, and necessary b-roll for concepts.

**Video Editing** (8 Days @ \$800/day) **\$6,400**

Video editing by a trained video editor. Our producers are trained in the art of video editing, including current trends as well as traditional documentary/cinema cutting. The core focus is emotional engagement, weaving in your brand's message with lyrical flow. Editing line item includes royalty-free music and encoding for multiple outputs / social video platforms and commercial television or PSA rotation.

**Graphic Design** (3 Days @ \$800/day) **\$2,400**

SoSu.TV will develop graphics animation with supplied art. Our motion graphics experts can take your .eps and put it on wheels with motion graphics that fall in-line with your brand and draw your viewers eye through the video.

**One hour client revisions** **\$0**

SoSu.TV will provide one hour of revisions per video. Additional rounds of edits will be billed at the rate of \$85 per hour.

**1 hour client revisions** **\$0**

1 hour of client revisions. We believe you can have it your way. So, the first round of edits to your project are on us. Additional edits are billed out at \$75/hr.

---

**Project Total** **\$11,300**

# 5 Reasons Why Governments Choose SoSuTV

- SoSu.TV has a proven track record in developing content strategies for government agencies
- SoSu.TV has successfully produced thousands of hours of content and hundreds of thousands of views
- SoSu.TV integrates branding, graphic design, animation and cinematography into everything we do.
- SoSu.TV has built a reputation for documentary and news-style storytelling
- SoSu.TV is reliable and efficient in turning your project around

## Next Steps

To take advantage of this proposal and proceed with the project as outlined, Washoe County Law Library's next steps must be to:

- Accept the proposal as-is
- Discuss desired changes with SoSu.TV
- Finalize and sign the contract
- Submit 50% deposit upon contract approval
- Final payment will be due upon project completion
- Once completed, SoSu.TV will contact Washoe County Law Library to schedule a project launch meeting to make introductions, develop a project timeline and gather information before beginning the work.

We are happy to make changes to project scope on Washoe County Law Library's request at any time, but may be subject to additional billing.

## Terms and Conditions

Once the project fee is paid in full to SoSu.TV, any elements of text, graphics, photos, contents, trademarks, or other artwork furnished to Washoe County Law Library for inclusion in the television show are owned by Washoe County Law Library.

SoSu.TV assumes Washoe County Law Library has permission from the rightful owner to use any code, scripts, data, and reports provided by Washoe County Law Library for inclusion in its materials, and will hold harmless, protect, and defend SoSu.TV from any claim or suit arising from the use of such work.

SoSu.TV retains the right to display graphics and other web content elements as examples of their work in their portfolio and as content features in other projects.

SoSu.TV provides full refunds up until 48 hours before shoot date. Refunds are not honored after this time.

This agreement becomes effective only when signed by agents of Washoe County Law Library and SoSu.TV. Regardless of the place of signing of this agreement, Washoe County Law Library agrees that for purposes of venue, this contract was entered into in NEVADA and any dispute will be litigated or arbitrated in NEVADA.

The agreement contained in this contract constitutes the sole agreement between Washoe County Law Library and the SoSu.TV regarding all items included in this agreement.

## Second Judicial District Court Video Production Project Bid

### Job Description

To make ten 5-minute videos will require rental of equipment, recording of the videos and editing and production of the videos. Editing and production will include color editing, audio editing, transitions and lower-thirds nameplates, as well as title cards/images.

### Estimated Cost

\$1400-\$1600\*

\*Range based on potential variability of production time

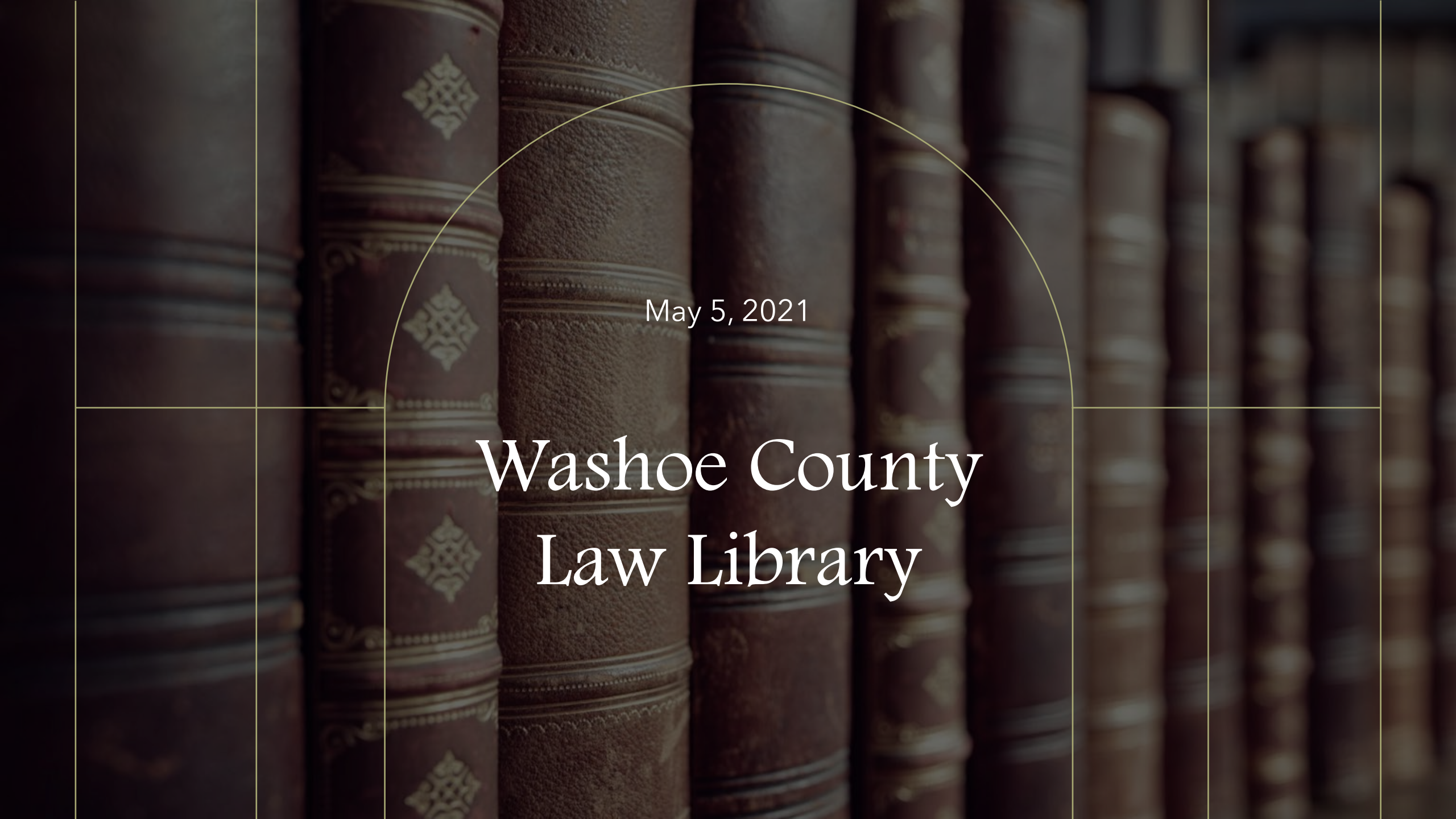
### Cost Breakdown

Project Component	Estimated Hours
Equipment Rental and Prep	3 hours
Recording	4 hours
Production and Editing	6 hours/video * 10 videos = 60 hours
Total Hours	67 hours at \$22/hour

### Contact Information

Cell phone number: (775) 848-2227

Email address: [mwerdann@nevada.unr.edu](mailto:mwerdann@nevada.unr.edu)



May 5, 2021

Washoe County  
Law Library

# Where are we?



Currently, half of the team is working remotely from home



The other half of the team is working onsite

We are  
available to  
help!



Phone - the Law Library phones are forwarded to a cloud-based phone system that staff answers remotely



Email - we are responding to emails  
[LawLibrary@washoecourts.us](mailto:LawLibrary@washoecourts.us)



Chat - Law Library staff has our own chat box on the Law Library webpage



# Contactless book lending resumed

- Patrons can request books via the library catalog, by phone, or by email.
- We retrieve the books and schedule an appointment for pick-up
- Patrons arrive onsite for a contactless handoff
- Books can be returned to lobby of 1 S. Sierra St.



# In~Person appointments begin today!

- Restricted to a stated legal research need:
  - Westlaw
  - Library books
  - Contexte (Court record) access
  - Computer/Internet access
- Starting with:
  - 2-hour Westlaw appointments
  - 1-hour other legal research appointments
  - 3 days a week
  - Limiting to 4 patrons maximum at a time




# COVID~19 Innovations

# Virtual Lawyer in the Library

- We are offering our popular Lawyer in the Library program via Zoom
- Family Law, Probate Law, and General Law programs
- Participants sign up ahead of time on our website
- Volunteer attorneys will speak with each individual for 10-15 minutes
- Attorneys cannot take participants on as clients
- Pro bono service now eligible for Continuing Legal Education credits



# New Calendar System ~ Calendly



Washoe County Law Library

Welcome to the Washoe County Law Library events page. Sign-ups for the Lawyer in the Library start Thursdays at 9AM.

**Family Lawyer in the Library; 4/20/2021, 4PM-7PM**

15 minute sessions, 4/20/2021, 4PM-7PM Family Law covers divorce, adoption, paternity, child custody, child support, and other family-related legal issues. You n...

**General Lawyer in the Library; 4/21/2021, 4PM-6PM**


15 minute sessions, 4/21/2021, 4PM-6PM General Law will cover most civil law matters not covered by Family or Probate Law; such as traffic tickets, employment law...

**Probate Lawyer in the Library; 4/21/2021, 3PM-5PM**


15 minute sessions, 4/21/2021, 3PM-5PM Probate Law covers matters dealing with wills, trusts, and estates. You need to fill out an intake form to speak with an et...

**CLE: Substance Abuse in the Legal Community, 5/6/2021**

May 6, 2021, 12 to 1 PM The Washoe County Law Library is pleased to partner with Westlaw to offer a CLE credited course on Substance Abuse in the Legal Community...



SJDC  
Second Judicial District Court



Washoe County Law Library

## Family Lawyer in the Library; 4/20/2021, 4PM-7PM

🕒 15 min

💬 Web conferencing details provided upon confirmation.

15 minute sessions, 4/20/2021, 4PM-7PM

Family Law covers divorce, adoption, paternity, child custody, child support, and other family-related legal issues. **You need to fill out an intake form to speak with an attorney. You will receive a link to the intake form in your confirmation email.**

🔧 Troubleshoot

### Select a Date & Time

April 2021 < >

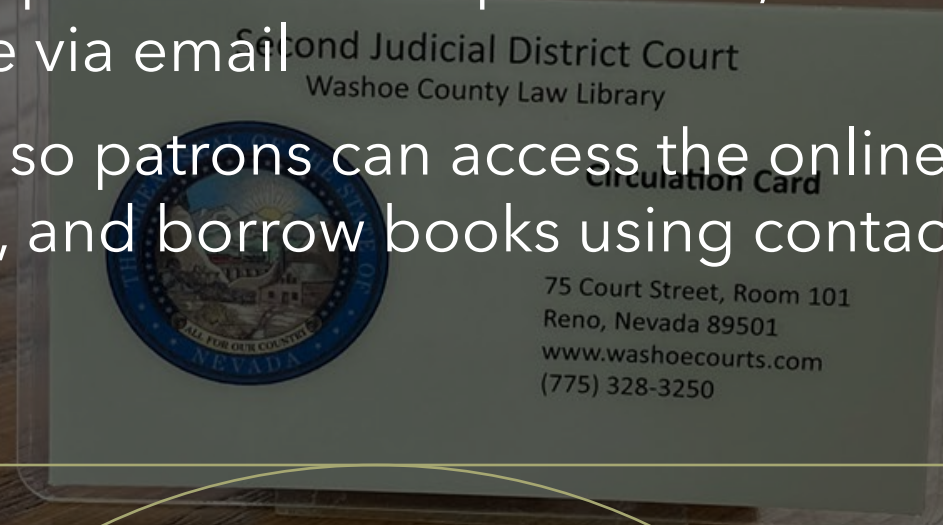
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

🌐 Pacific Time - US & Canada (10:48am) ▾



# Digital Library Cards

- No need to come inside the Law Library to get a library card
  - Read our Library Card Policy
  - Fill out and sign the Library Card application
  - Return the signed application with a picture ID, and Bar number if applicable via email
- We issue a library card so patrons can access the online databases that require it, and borrow books using contactless pick-up



# Westlaw Online Remote Access (COVID-19 response)



We have been offering remote access to Westlaw since April 2020.



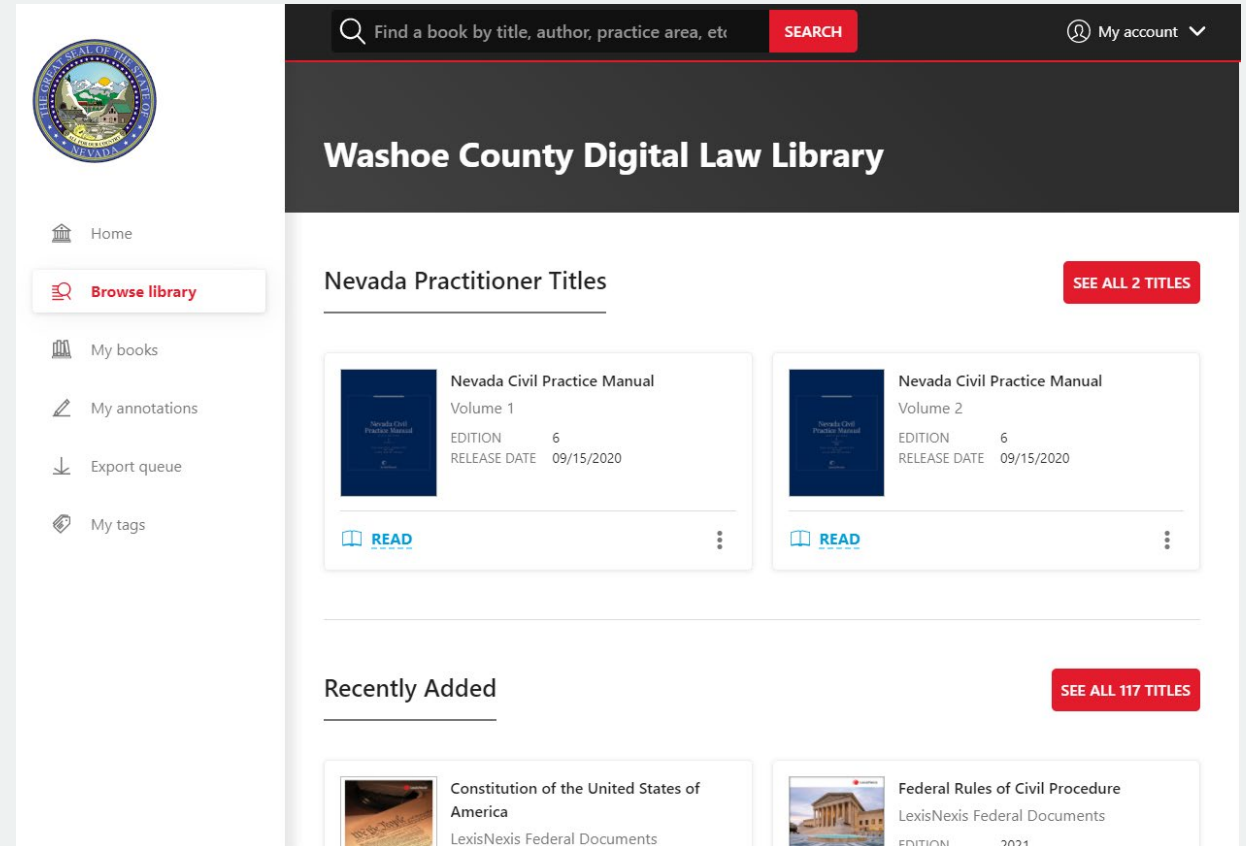
Patrons can sign up for a free trial login that is good for 20 hours of usage for up to 14 days

 **New**



# Lexis Digital Library

- 24-hours-a-day, 7-days-a-week access to eBook versions of all the current Lexis and Matthew Bender titles we have in print on the Law Library shelves.
- This includes popular titles like *Nevada Civil Practice Manual*, *California Forms of Pleading and Practice Annotated*, *Powell on Real Property*, and more!
- Court & County employees have unlimited remote access
- Patrons have restricted remote access



The screenshot shows the Washoe County Digital Law Library website. At the top, there is a search bar with the text "Find a book by title, author, practice area, etc" and a red "SEARCH" button. To the right of the search bar is a "My account" link with a dropdown arrow. Below the search bar is a dark header with the text "Washoe County Digital Law Library".

On the left side, there is a navigation menu with the following items: "Home", "Browse library" (highlighted in a white box), "My books", "My annotations", "Export queue", and "My tags". Above the navigation menu is the Nevada State Seal.

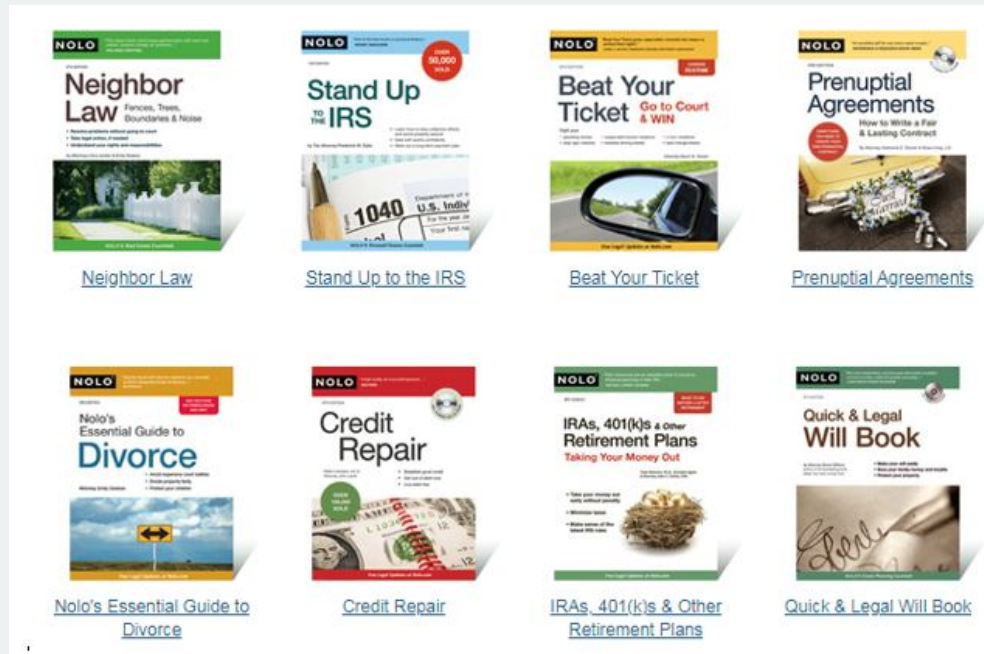
The main content area is divided into two sections:

- Nevada Practitioner Titles**: This section features two book cards for "Nevada Civil Practice Manual". The first card is for "Volume 1" and the second is for "Volume 2". Both cards show "EDITION 6" and "RELEASE DATE 09/15/2020". Each card has a "READ" button and a three-dot menu icon. A red button labeled "SEE ALL 2 TITLES" is located to the right of the cards.
- Recently Added**: This section features two book cards. The first is "Constitution of the United States of America" with "LexisNexis Federal Documents" below it. The second is "Federal Rules of Civil Procedure" with "LexisNexis Federal Documents" and "EDITION 2021" below it. A red button labeled "SEE ALL 117 TITLES" is located to the right of the cards.



# EBSCO – Remote access, added content

## *Popular Nolo Press Series eBooks*



## *Legal Source and Criminal Justice Abstracts*

- Provides indexing and full text coverage of the most respected scholarly law journals and criminal justice/criminology research.
- Covering current issues, studies, thoughts, and trends of the legal world. As well as forensic science, policing, criminal law and investigation.
- These databases are excellent for attorney's, paralegals, students, educators, and others involved in the law.

# Self Checkout Kiosk

- Utilizes RFID technology
- Patrons can checkout, return, or renew books without staff contact
- Security gates protect from theft
- LL staff is working on placing RFID tags inside our books



# New Library System – Koha!

- Same system the public library and Nevada Supreme Court Library use
- More intuitive and user-friendly for both staff and patrons
- More affordable
- In-depth staff training



# Legal forms webpage updates

- Second Judicial District Court Forms
- Library online databases with forms
- Links to other commonly used forms
  - Alternatives to guardianship
  - Appeals
  - Deed up death
  - Homestead
  - Power of attorney
  - Pleading paper
  - Sealing criminal records
  - Termination of Parental rights & adoption
  - Vehicles without a title





# Upcoming & Recent Events



# Lexis Digital Library training for the Public

- Presented by Lexis
- Friday, April 30 at 12 PM
- Held virtually through Zoom
- **18** members of the public attended, predominantly attorneys



# Special Lawyer in the Library Law Day Event

6<sup>th</sup> Annual Law Day Event with  
Northern Nevada Women  
Lawyers Association

Saturday, May 1<sup>st</sup> from 10 AM -  
1 PM

Hosted using Zoom

- Volunteer attorneys specializing in:
  - Family Law
  - Probate Law
  - Landlord/Tenant Law
  - Sealing Criminal Records & Pardons
  - General Law
- 20-minute sessions
- Appointments required

**50 patrons assisted!**



# CLE class: Substance Abuse in the Legal Community

- Presented by Westlaw
- Friday, May 6 at 12 PM
- Held virtually through WebEx
- Participation required





# Preparing for reopening

- Spaced out public computers & Westlaw computers
- Sneeze guards around staff reference desk
- Air purifiers throughout the library
- Hand sanitizer and disinfectant wipes available

