

**NOTICE of PUBLIC MEETING/AGENDA  
of the  
DOUGLAS COUNTY LAW LIBRARY BOARD  
March 20, 2024**

A regular meeting of the Douglas County Law Library Board will be held on **March 20, 2024**, beginning at **8:30 A.M.** The meeting will be held in a hybrid format to include in person at the Douglas County Judicial Law Enforcement Center, Department II Courtroom, 1038 Buckeye Road, Minden, Nevada and via Zoom by accessing the website:  
<https://us06web.zoom.us/j/87375491683?pwd=w5tsTy6kbffiAlinNn5P3zikRxlAtz.1>

**Meeting ID: 873 7549 1683, Passcode: 033086.** The public may also call in live by using telephone number: **(669) 900 6833, Passcode: 033086.**

The Law Library Board reserves the right to take items in a different order; to combine two or more agenda items for consideration; and to remove items from the agenda or delay discussion relating to an item on the agenda at any time.

The Board, through its president, may prohibit a comment if the comment is on a topic that is not relevant to, or within the authority of the public body or if the comment is repetitious or willfully disruptive of the meeting. Written materials filed with the Board are part of the record and do not need to be read aloud. Citizens are encouraged to submit written materials well in advance of the scheduled meeting so the Board of Trustees will have time to review them before the public hearings begin. Members of the public body may submit written material or request supporting material for the meeting by contacting Erin C. Plante by email at [eplante@douglas.nv.gov](mailto:eplante@douglas.nv.gov), telephone at 775-782-9951, by mail at P.O. Box 218 Minden, Nevada 89423, or by physical address at 1038 Buckeye Road, Minden, Nevada 89423.

Persons desiring an opportunity to address the Law Library Board who are not able to attend the meeting are requested to send an email to [eplante@douglas.nv.gov](mailto:eplante@douglas.nv.gov) at the Douglas County District Court at least 24 hours prior to the convening of the Law Library Board Meeting.

**Notice to Persons with Disabilities:** Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notifying Erin C. Plante at 775-782-9951 or [eplante@douglas.nv.gov](mailto:eplante@douglas.nv.gov) at least 20 hours in advance.

\*Copies of this notice and agenda have been posted on or before 9 a.m. on the third working day before the meeting at the Douglas County Judicial and Law Enforcement Center, the State of Nevada's official website <http://notice.nv.gov> and the Douglas County District Court's official website <https://douglasdistrictcourt.com/law-library/>. Copies of this notice and agenda, as well as supplemental/support material

have been posted to the Douglas County's website  
[https://douglascountynv.granicus.com/ViewPublisher.php?view\\_id=1](https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1). However, this Board does not maintain the listed website and therefore timely posting of agendas on the website cannot be guaranteed.



# Douglas County Law Library Board

Judicial Law Enforcement Center  
Department II  
1038 Buckeye Road  
Minden, Nevada 89423  
<http://www.douglascountynv.gov/>

## Regular Meeting Agenda

Erin C. Plante  
Judicial Executive Assistant

---

Wednesday, March 20, 2024, 8:30 a.m.

In Person/Zoom – Instructions Provided in Notice

---

### CALL TO ORDER AND DETERMINATION OF QUORUM

### PUBLIC COMMENT

At this time, public comment will be taken on those items and matters within the jurisdiction and control of the Law Library Board. No action may be taken on a matter raised under public comment until the matter has been included specifically on an agenda as an item upon which action will be taken. Public Comment is limited to 3 minutes per speaker.

### MINUTES APPROVAL

Wednesday, November 15, 2023 – Regular Meeting

### AGENDA ITEMS

1. **For Discussion Only.** Discussion of the Law Librarian's quarterly report of the financial status of the Law Library. NRS 380.065.

### PUBLIC COMMENT

At this time, public comment will be taken on those items and matters within the jurisdiction and control of the Law Library Board. No action may be taken on a matter raised under public comment until the matter has been included specifically on an agenda as an item upon which action will be taken. Public Comment is limited to 3 minutes per speaker.

### ADJOURNMENT



---

**Douglas County Law Library Board  
Meetings & Minutes**  
***Douglas County Judicial Law Enforcement Center***  
1038 Buckeye Road, Minden, Nevada 89423

Phone: 775-782-9951  
FAX: 775-782-9878

---

The regular meeting of the **DOUGLAS COUNTY LAW LIBRARY BOARD** was held on Wednesday, November 15, 2023, in Department II of the Douglas County Judicial Law Enforcement Center, 1038 Buckeye Road, Minden, Nevada 89423, and via Zoom.

**OPENING**

**Call to order at 8:30 a.m. and roll call:**

**Board Members Present:**

Judge Thomas W. Gregory – Trustee  
Judge Nathan Tod Young - Trustee  
Walt Nowosad - Trustee  
Cynthia Mohiuddin – Trustee  
Peter Handy – Trustee

**Quorum**

**Public Comment:** None

**Minute Approval from Wednesday, May 17, 2023, and Wednesday, September 20, 2023 – Regular Meetings**

MOTION: Judge Young made a motion to approve the meeting minutes from the May 17, 2023 Regular Board Meeting and the September 20, 2023 Regular Board Meeting.  
SECOND: Cynthia Mohiuddin  
AYES: Gregory, Young, Nowosad, Mohiuddin, Handy  
RESULTS: APPROVED

- 
- 1. For Discussion Only.** Discussion of the Law Librarian's quarterly report of the financial status of the Law Library. NRS 380.065

Judge Young speaks:

It looks like we're doing very well with both managing and having enough money for continued operations, with no threat to us, so I think we are in very fine shape.

Judge Gregory speaks

I agree. Looks like we're in good shape, managing things efficiently and on budget.

- 2. For Possible Action.** Adoption of quarterly meetings for 2024.

Judge Gregory speaks:

I have proposed the following dates, from Ms. Plante, of quarterly meeting for 2024: Wednesday, March 20, 2024; Wednesday, May 22, 2024; Wednesday, September 18, 2024; and Wednesday, November 20, 2024; all at 8:30 a.m. Does anyone else have any dates they would like to propose or would someone like to make a motion to adopt those dates?

MOTION: Cynthia Mohiuddin made a motion to adopt Wednesday, March 20, 2024, at 8:30 a.m.; Wednesday, May 22, 2024, at 8:30 a.m.; Wednesday, September 18, 2024, at 8:30 a.m.; and Wednesday, November 20, 2024, at 8:30 a.m.

SECOND: Commissioner Nowosad

AYES: Gregory, Young, Nowosad, Mohiuddin, Handy

RESULTS: APPROVED

Discussion: None

**Public Comment:** None

The next meeting is Wednesday, March 20, 2024, at 8:30 a.m.

**Adjournment – 8:34 a.m.**



# Law Library Budget Performance Report

Fiscal Year to Date 02/29/24

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 222 - Law Library										
REVENUE										
Department 000 - Revenue										
Beg.Fund Bal./Reserves										
301.000	Opening Fund Balance (Unassigned)	44,133.00	.00	44,133.00	.00	.00	.00	44,133.00	0	.00
301.100	Opening Fund Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
Beg.Fund Bal./Reserves Totals		\$44,133.00	\$0.00	\$44,133.00	\$0.00	\$0.00	\$0.00	\$44,133.00	0%	\$0.00
Charges For Service										
341.601	Clerks Fees	18,500.00	.00	18,500.00	1,476.38	.00	11,375.73	7,124.27	61	10,485.01
Charges For Service Totals		\$18,500.00	\$0.00	\$18,500.00	\$1,476.38	\$0.00	\$11,375.73	\$7,124.27	61%	\$10,485.01
Miscellaneous Revenue										
360.800	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
361.200	Interest On Investment	.00	.00	.00	.00	.00	.00	.00	+++	.00
361.205	Investment-FMV Adjust	.00	.00	.00	.00	.00	531.96	(531.96)	+++	(518.61)
361.211	Invest. Earnings-LGIP	61.00	.00	61.00	3.61	.00	232.02	(171.02)	380	160.35
361.212	Invest. Earnings-BNY Mellon	447.00	.00	447.00	.00	.00	657.45	(210.45)	147	347.91
361.250	Inv Service Fees (Contra)	(23.00)	.00	(23.00)	.00	.00	(14.89)	(8.11)	65	(9.75)
361.251	Bank Fees (Contra)	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue Totals		\$485.00	\$0.00	\$485.00	\$3.61	\$0.00	\$1,406.54	(\$921.54)	290%	(\$20.10)
Other Financing Sources										
392.050	Transf.In-General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 000 - Revenue Totals		\$63,118.00	\$0.00	\$63,118.00	\$1,479.99	\$0.00	\$12,782.27	\$50,335.73	20%	\$10,464.91
REVENUE TOTALS		\$63,118.00	\$0.00	\$63,118.00	\$1,479.99	\$0.00	\$12,782.27	\$50,335.73	20%	\$10,464.91
EXPENSE										
Department 391 - Law Library										
Salaries & Wages										
511.165	Holiday Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.166	Sick Buyback	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.167	Vacation Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.168	Vacation Buyback	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.169	Comp Payout	.00	.00	.00	.00	.00	.00	.00	+++	.00
511.999	Salaries-Offset	.00	.00	.00	.00	.00	.00	.00	+++	.00
Salaries & Wages Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



# Law Library Budget Performance Report

Fiscal Year to Date 02/29/24

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
<i>Employee Benefits</i>										
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Employee Benefits Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Services &amp; Supplies</i>										
520.139	Rents/Leases Copy Machine	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.500	Central Svcs Cost Allocation	732.00	.00	732.00	.00	.00	549.00	183.00	75	1,795.50
532.055	Books & Periodicals	9,410.00	.00	9,410.00	.00	.00	7,160.90	2,249.10	76	6,446.73
550.102	Bank Fees-Checking	11.00	.00	11.00	.00	.00	.00	11.00	0	.00
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services &amp; Supplies Totals</i>		\$10,153.00	\$0.00	\$10,153.00	\$0.00	\$0.00	\$7,709.90	\$2,443.10	76%	\$8,242.23
<i>Capital Outlay/Projects</i>										
563.900	Board Designated	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.500	Machinery & Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
564.603	New Office Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Capital Outlay/Projects Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
<i>Other Financing Uses</i>										
619.000	Contingency	153.00	.00	153.00	.00	.00	.00	153.00	0	.00
<i>Other Financing Uses Totals</i>		\$153.00	\$0.00	\$153.00	\$0.00	\$0.00	\$0.00	\$153.00	0%	\$0.00
<i>Ending Fund Bal/Reserves</i>										
625.103	Appropriated Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
699.000	Ending Fund Balance	52,812.00	.00	52,812.00	.00	.00	.00	52,812.00	0	.00
<i>Ending Fund Bal/Reserves Totals</i>		\$52,812.00	\$0.00	\$52,812.00	\$0.00	\$0.00	\$0.00	\$52,812.00	0%	\$0.00
Department 391 - Law Library Totals		\$63,118.00	\$0.00	\$63,118.00	\$0.00	\$0.00	\$7,709.90	\$55,408.10	12%	\$8,242.23
EXPENSE TOTALS		\$63,118.00	\$0.00	\$63,118.00	\$0.00	\$0.00	\$7,709.90	\$55,408.10	12%	\$8,242.23
Fund 222 - Law Library Totals										
REVENUE TOTALS		63,118.00	.00	63,118.00	1,479.99	.00	12,782.27	50,335.73	20%	10,464.91
EXPENSE TOTALS		63,118.00	.00	63,118.00	.00	.00	7,709.90	55,408.10	12%	8,242.23
Fund 222 - Law Library Totals		\$0.00	\$0.00	\$0.00	\$1,479.99	\$0.00	\$5,072.37	(\$5,072.37)		\$2,222.68
Grand Totals										
REVENUE TOTALS		63,118.00	.00	63,118.00	1,479.99	.00	12,782.27	50,335.73	20%	10,464.91
EXPENSE TOTALS		63,118.00	.00	63,118.00	.00	.00	7,709.90	55,408.10	12%	8,242.23
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,479.99	\$0.00	\$5,072.37	(\$5,072.37)		\$2,222.68