

**NOTICE of PUBLIC MEETING/AGENDA
of the
DOUGLAS COUNTY LAW LIBRARY BOARD
May 18, 2022**

A regular meeting of the Douglas County Law Library Board will be held on **May 18, 2022** beginning at **8:00 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/85082126238?pwd=aU5Jc3AyVDVMcVZFZzNaMzgxTk1sdz09>

Meeting ID: 850 8212 6238, Password: 254524. The public may also call in live by using telephone number: **(888) 475-4499, Meeting ID: 850 8212 6238, Password: 254524.**

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, 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 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 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. 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, May 18, 2022, 8:00 AM

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, February 16, 2022 – 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



Law Library Budget Performance Report

Fiscal Year to Date 04/30/22

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										
<i>Beg. Fund Bal./Reserves</i>										
301.000	Opening Fund Balance	18,323.00	.00	18,323.00	.00	.00	.00	18,323.00	0	.00
301.100	Opening Fund Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Beg. Fund Bal./Reserves Totals</i>		<u>\$18,323.00</u>	<u>\$0.00</u>	<u>\$18,323.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$18,323.00</u>	<u>0%</u>	<u>\$0.00</u>
<i>Charges For Service</i>										
341.601	Clerks Fees	17,980.00	.00	17,980.00	2,016.62	.00	14,956.57	3,023.43	83	13,153.13
<i>Charges For Service Totals</i>		<u>\$17,980.00</u>	<u>\$0.00</u>	<u>\$17,980.00</u>	<u>\$2,016.62</u>	<u>\$0.00</u>	<u>\$14,956.57</u>	<u>\$3,023.43</u>	<u>83%</u>	<u>\$13,153.13</u>
<i>Miscellaneous Revenue</i>										
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	(1,030.90)	1,030.90	+++	.00
361.211	Invest. Earnings-LGIP	18.00	.00	18.00	.00	.00	7.91	10.09	44	12.13
361.212	Invest. Earnings-BNY Mellon	423.00	.00	423.00	.00	.00	296.76	126.24	70	345.09
361.250	Inv Service Fees (Contra)	(16.00)	.00	(16.00)	.00	.00	(13.32)	(2.68)	83	(3.94)
361.251	Bank Fees (Contra)	.00	.00	.00	.00	.00	(5.46)	5.46	+++	.00
<i>Miscellaneous Revenue Totals</i>		<u>\$425.00</u>	<u>\$0.00</u>	<u>\$425.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$745.01)</u>	<u>\$1,170.01</u>	<u>-175%</u>	<u>\$353.28</u>
<i>Other Financing Sources</i>										
392.050	Transf.In-General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Other Financing Sources Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$0.00</u>
Department 000 - Revenue Totals		<u>\$36,728.00</u>	<u>\$0.00</u>	<u>\$36,728.00</u>	<u>\$2,016.62</u>	<u>\$0.00</u>	<u>\$14,211.56</u>	<u>\$22,516.44</u>	<u>39%</u>	<u>\$13,506.41</u>
REVENUE TOTALS		<u>\$36,728.00</u>	<u>\$0.00</u>	<u>\$36,728.00</u>	<u>\$2,016.62</u>	<u>\$0.00</u>	<u>\$14,211.56</u>	<u>\$22,516.44</u>	<u>39%</u>	<u>\$13,506.41</u>
EXPENSE										
Department 391 - Law Library										
<i>Salaries & Wages</i>										
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
<i>Salaries & Wages Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$0.00</u>



Law Library Budget Performance Report

Fiscal Year to Date 04/30/22

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 & Supplies</i>										
520.139	Rents/Leases Copy Machine	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.500	Central Svcs Cost Allocation	3,591.00	.00	3,591.00	.00	.00	2,693.25	897.75	75	.00
532.055	Books & Periodicals	26,018.00	.00	26,018.00	.00	.00	6,902.65	19,115.35	27	6,320.76
550.102	Bank Fees-Checking	11.00	.00	11.00	.00	.00	.00	11.00	0	5.24
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Services & Supplies Totals</i>		\$29,620.00	\$0.00	\$29,620.00	\$0.00	\$0.00	\$9,595.90	\$20,024.10	32%	\$6,326.00
<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	391.00	.00	391.00	.00	.00	.00	391.00	0	.00
<i>Other Financing Uses Totals</i>		\$391.00	\$0.00	\$391.00	\$0.00	\$0.00	\$0.00	\$391.00	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	6,717.00	.00	6,717.00	.00	.00	.00	6,717.00	0	.00
<i>Ending Fund Bal/Reserves Totals</i>		\$6,717.00	\$0.00	\$6,717.00	\$0.00	\$0.00	\$0.00	\$6,717.00	0%	\$0.00
Department 391 - Law Library Totals		\$36,728.00	\$0.00	\$36,728.00	\$0.00	\$0.00	\$9,595.90	\$27,132.10	26%	\$6,326.00
EXPENSE TOTALS		\$36,728.00	\$0.00	\$36,728.00	\$0.00	\$0.00	\$9,595.90	\$27,132.10	26%	\$6,326.00
Fund 222 - Law Library Totals										
REVENUE TOTALS		36,728.00	.00	36,728.00	2,016.62	.00	14,211.56	22,516.44	39%	13,506.41
EXPENSE TOTALS		36,728.00	.00	36,728.00	.00	.00	9,595.90	27,132.10	26%	6,326.00
Fund 222 - Law Library Totals		\$0.00	\$0.00	\$0.00	\$2,016.62	\$0.00	\$4,615.66	(\$4,615.66)		\$7,180.41
Grand Totals										
REVENUE TOTALS		36,728.00	.00	36,728.00	2,016.62	.00	14,211.56	22,516.44	39%	13,506.41
EXPENSE TOTALS		36,728.00	.00	36,728.00	.00	.00	9,595.90	27,132.10	26%	6,326.00
Grand Totals		\$0.00	\$0.00	\$0.00	\$2,016.62	\$0.00	\$4,615.66	(\$4,615.66)		\$7,180.41



**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, February 16, 2022, 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 8:00 a.m. and roll call:

Board Members Present:

Judge Thomas W. Gregory – Trustee
Judge Nathan Tod Young – Trustee
Danny Tarkanian – Trustee/County Commissioner
Peter Handy – Trustee
Cynthia Mohiuddin – Trustee

Quorum Called

Public Comment: None

Minute Approval from Wednesday, November 17, 2021 – Regular Meeting

MOTION: Judge Young made a motion to approve the Meeting Minutes from Wednesday, November 17, 2021.
SECOND: Commissioner Tarkanian
AYES: Gregory, Young, Tarkanian, Handy, Mohiuddin
NAYS: None
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.

DISCUSSION: Judge Gregory thanked Erin Plante for putting together the agenda packet. Judge Gregory asked if anyone had any questions, discussion, or concerns

regarding the quarterly financials. Judge Young said the report is pretty clear and joined Judge Gregory in thanking Ms. Plante for helping the Board out.

2. For Discussion Only. Discussion of the Annual Report to the Board of County Commissioners. NRS 380.090.

DISCUSSION: Judge Gregory stated that in the packet is a copy of NRS 380.090 and it is a good opportunity to review the Board's obligations and to see if there is room for improvement. Judge Gregory invited the Trustees to review Chapter 380 if they hadn't already or had not reviewed Chapter 380 recently. Judge Gregory stated that he reviewed Chapter 380 this morning and it's nice for the Board because there are not a lot responsibilities and obligations. Judge Gregory stated that the legal obligations are short and easy to manage, but they are important. Judge Gregory reminded the Board Member's to complete the Open Meeting Law Training that was sent out by email by Ms. Plante. Judge Gregory stated that it is important to complete the training and it is important to follow open meeting law. Judge Gregory reviewed NRS. 380.090. Judge Gregory thanked Peter Handy and Erin Plante for putting together the 2021 Annual Report. Judge Gregory asked for discussion on how to move forward in the future with putting together the annual report. Peter Handy stated that putting the annual report together is tricky because the report is for the past calendar year and the County works on a fiscal year; this caused the Library to put together special reports to create a yearly financial. Peter Handy stated that it would also be helpful if the Library created a list of number of books, publications, articles and periodicals that are present and missing. Peter Handy stated NRS 380.090(2) may reference back to NRS 380.0090(1)(a) and they may be one and the same regarding financial reports showing all receipts and disbursements of money. Judge Young suggested that a year-to-date update from the last financial report. Peter Handy agreed that running the financial report up to December 31st of the last year, rather than the fiscal year report that misses the last six months. Peter Handy also suggested a financial report that estimated the rest of the year would work. Judge Gregory agreed that would be easier to read. Peter Handy suggested an updated fiscal report attached to the prior fiscal report. Judge Young asked Commissioner Tarkanian if an updated financial report would be satisfactory to the Board of County Commissioners. Commissioner Tarkanian stated it appears that the report would be satisfactory. Judge Gregory stated at this time there is an interim librarian/law librarian, but hopes for a permanent librarian soon. Judge Gregory stated it would be helpful to have the law librarian attach a summary page to the annual report that states what periodicals are available and what the required periodicals are. Judge Gregory stated he was hoping Interim Librarian Julia Brown would attend the meeting, but that he would reach out to her to request that for next year's annual report that attaching the prior year's financial and an updated/six-month lookback to the annual report for next year. Judge Young stated that he agreed with Judge Gregory. Judge Gregory asked Commissioner Tarkanian if there were any updates on the hiring of a permanent librarian. Commissioner Tarkanian stated that the Board of County Commissioners have not received an update, but

he could check with Chairman Gardner. Judge Gregory stated that was not necessary, but hoped at this time next year a permanent librarian would be hired.

3. For Possible Action. Discussion of the Interim Librarian’s proposal to purchase signage for the Law Library.

DISCUSSION: Judge Gregory stated that there was a request by the Interim Law Librarian to purchase signage for the Law Library. Judge Gregory stated that the Board at the November 2021 Meeting requested a proposal, but all that was received was printouts from the internet of different signs and costs that is attached to the agenda packet. Judge Gregory stated that he was hoping for a proposal. Judge Young suggested that the Board authorize the Interim Librarian to spend a sum not to exceed \$300.00 to purchase a sign that she feels is appropriate.

MOTION: Judge Young moved that the Interim Law Librarian to purchase signage for the Law Library not to exceed \$300.00 within the next sixty (60) days.

SECOND: Peter Handy

AYES: Gregory, Young, Tarkanian, Handy, Mohiuddin

NAYS: None

RESULTS: APPROVED

Public Comment: None.

Judge Gregory stated that the next Regular Board Meeting of the Law Library is May 18, 2022 at 8:00 a.m.

MOTION: Judge Young moved to adjourn the meeting at 8:16 a.m.

SECOND: Peter Handy

AYES: Gregory, Young, Tarkanian, Handy, Mohiuddin

NAYS: None

RESULTS: APPROVED

Adjournment – 8:16 a.m.