

**NOTICE of PUBLIC MEETING/AGENDA  
of the  
DOUGLAS COUNTY LAW LIBRARY BOARD  
September 20, 2023**

A regular meeting of the Douglas County Law Library Board will be held on **September 20, 2023**, 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/87339208319?pwd=aFZLK2kxSlBUYtOd1BZTG5iTGtjUT09>

**Meeting ID: 873 3920 8319, Passcode: 875861.** The public may also call in live by using telephone number: **(669) 900 6833, Passcode: 875861.**

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

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Wednesday, September 20, 2023, 8:00 AM      In Person/Zoom – Instructions Provided in Notice

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### 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, May 17, 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, May 17, 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 8:00 a.m. and roll call:**

**Board Members Present:**

Judge Thomas W. Gregory – Trustee  
Danny Tarkanian - Trustee  
Cynthia Mohiuddin – Trustee  
Peter Handy – Trustee

**Quorum**

**Public Comment:** None

**Minute Approval from Wednesday, March 15, 2023 – Regular Meeting**

MOTION: Commissioner Tarkanian made a motion to approve the Meeting Minutes from March 15, 2023.

SECOND: Cynthia Mohiuddin

AYES: Gregory, Tarkanian, Handy, Mohiuddin

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: None

**Public Comment:** None

The next meeting is Wednesday, September 20, 2023 at 8:00 a.m.

**Adjournment – 8:02 a.m.**



# Law Library Budget Performance Report

Fiscal Year to Date 08/31/23

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	1,440.00	.00	1,440.00	17,060.00	8	1,518.40
Charges For Service Totals		\$18,500.00	\$0.00	\$18,500.00	\$1,440.00	\$0.00	\$1,440.00	\$17,060.00	8%	\$1,518.40
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	.00	.00	+++	.00
361.211	Invest. Earnings-LGIP	61.00	.00	61.00	.00	.00	27.52	33.48	45	25.74
361.212	Invest. Earnings-BNY Mellon	447.00	.00	447.00	.00	.00	91.18	355.82	20	73.59
361.250	Inv Service Fees (Contra)	(23.00)	.00	(23.00)	.00	.00	(.26)	(22.74)	1	(.18)
361.251	Bank Fees (Contra)	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue Totals		\$485.00	\$0.00	\$485.00	\$0.00	\$0.00	\$118.44	\$366.56	24%	\$99.15
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	\$1,440.00	\$0.00	\$1,558.44	\$61,559.56	2%	\$1,617.55
REVENUE TOTALS		\$63,118.00	\$0.00	\$63,118.00	\$1,440.00	\$0.00	\$1,558.44	\$61,559.56	2%	\$1,617.55

## 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



# Law Library Budget Performance Report

Fiscal Year to Date 08/31/23

Exclude Rollup Account

		Salaries & Wages Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00	
		Employee Benefits									
511.190	Pact Other		.00	.00	.00	.00	.00	.00	+++	.00	
		Employee Benefits Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00	
		Services & Supplies									
520.139	Rents/Leases Copy Machine		.00	.00	.00	.00	.00	.00	+++	.00	
521.500	Central Svcs Cost Allocation		732.00	.00	732.00	.00	.00	732.00	0	.00	
532.055	Books & Periodicals		9,410.00	.00	9,410.00	.00	.00	696.22	8,713.78	7	1,351.88
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
		Services & Supplies Totals	\$10,153.00	\$0.00	\$10,153.00	\$0.00	\$0.00	\$696.22	\$9,456.78	7%	\$1,351.88
		Capital Outlay/Projects									
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
		Capital Outlay/Projects Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
		Other Financing Uses									
619.000	Contingency		153.00	.00	153.00	.00	.00	.00	153.00	0	.00
		Other Financing Uses Totals	\$153.00	\$0.00	\$153.00	\$0.00	\$0.00	\$0.00	\$153.00	0%	\$0.00
		Ending Fund Bal/Reserves									
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
		Ending Fund Bal/Reserves Totals	\$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	\$696.22	\$62,421.78	1%	\$1,351.88
		EXPENSE TOTALS	\$63,118.00	\$0.00	\$63,118.00	\$0.00	\$0.00	\$696.22	\$62,421.78	1%	\$1,351.88
Fund		222 - Law Library Totals									
		REVENUE TOTALS	63,118.00	.00	63,118.00	1,440.00	.00	1,558.44	61,559.56	2%	1,617.55
		EXPENSE TOTALS	63,118.00	.00	63,118.00	.00	.00	696.22	62,421.78	1%	1,351.88
Fund		222 - Law Library Totals	\$0.00	\$0.00	\$0.00	\$1,440.00	\$0.00	\$862.22	(\$862.22)		\$265.67
		Grand Totals									
		REVENUE TOTALS	63,118.00	.00	63,118.00	1,440.00	.00	1,558.44	61,559.56	2%	1,617.55
		EXPENSE TOTALS	63,118.00	.00	63,118.00	.00	.00	696.22	62,421.78	1%	1,351.88
		Grand Totals	\$0.00	\$0.00	\$0.00	\$1,440.00	\$0.00	\$862.22	(\$862.22)		\$265.67