

**NOTICE of PUBLIC MEETING/AGENDA
of the
DOUGLAS COUNTY LAW LIBRARY BOARD
November 17, 2021**

A regular meeting of the Douglas County Law Library Board will be held on **November 17, 2021** beginning at **8:00 AM**. 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/84283007562?pwd=ZjBsZXVNNW53QURFaTgvenlqeUh2QT09>

Meeting ID: 842 8300 7562, Password: 569847. The public may also call in live by using telephone number: **(888) 475-4499, Meeting ID: 842 8300 7562, Password: 569847.**

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
<http://douglascountynv.igm2.com/Citizens/Default.aspx>. 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, November 17, 2021, 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, September 15, 2021 – Regular Meeting

AGENDA ITEMS

1. **For Discussion Only.** Discussion of the newly purchased computer and components to access Westlaw and its usage by the public.
2. **For Discussion Only.** Discussion of the Law Librarian's quarterly report of the financial status of the Law Library. NRS 380.065.
3. **For Possible Action.** The adoption of quarterly meetings for 2022.

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, September 15, 2021, 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 – in-person
Danny Tarkanian – Trustee/County Commissioner - via Zoom
Peter Handy – Trustee – in-person

Quorum Called

Public Comment: None

Judge Gregory stated that since the last regular meeting the public library has undergone a change. The director took a job out-of-state and the acting director is now Julia Brown. Judge Gregory stated that he was hoping Julia Brown would be present, because both agenda items would need her attendance. Judge Gregory stated that he intended to reach out to Julia Brown to introduce himself prior to the meeting, but has not done so to date. Judge Gregory stated he would contact Julia Brown prior to the next regular meeting. Judge Gregory asked Commissioner Tarkanian if he was aware when a director of the library would be named. Commissioner Tarkanian stated he is not aware and the matter has not been brought in front of the Board of County Commissioners.

At 8:02 a.m. Trustee Cynthia Mohiuddin joins the meeting via Zoom.

Minute Approval from Wednesday, May 19, 2021 – Regular Meeting

MOTION: Commissioner Tarkanian made a motion to approve the Meeting Minutes from May 19, 2021.
SECOND: Peter Handy
AYES: Gregory, Tarkanian, Handy, Mohiuddin
NAYS: None
RESULTS: APPROVED

1. **For Discussion Only.** Discussion of the newly purchased computer and components to access Westlaw and its usage by the public.

Judge Gregory stated that he was hopeful that Julia Brown would be present at today's meeting, but without her presence he is only aware that a computer was purchased, but he is unaware of the public's usage and access to Westlaw.

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

Judge Gregory stated the Financial Budget Performance Report was attached to the agenda packet. Judge Gregory asked if there were any questions regarding the report. No questions were asked. Judge Gregory stated that the report was pretty straightforward at the last meeting and questions were answered on how to read and interpret the report.

Public Comment: None.

Judge Gregory thanked Erin Plante for scheduling meetings, getting the agenda done and posted, and keeping the Board on task. Judge Gregory stated that he would also reach out to Julia Brown to get her attendance at the next Board meeting on Wednesday, November 17, 2021, at 8:00 a.m.

Adjournment – 8:06 a.m.



Law Library Budget Performance Report

Fiscal Year to Date 10/31/21

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	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
Beg.Fund Bal./Reserves Totals		\$18,323.00	\$0.00	\$18,323.00	\$0.00	\$0.00	\$0.00	\$18,323.00	0%	\$0.00
Charges For Service										
341.601	Clerks Fees	17,980.00	.00	17,980.00	1,780.00	.00	5,366.37	12,613.63	30	4,800.00
Charges For Service Totals		\$17,980.00	\$0.00	\$17,980.00	\$1,780.00	\$0.00	\$5,366.37	\$12,613.63	30%	\$4,800.00
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	18.00	.00	18.00	.00	.00	2.00	16.00	11	4.98
361.212	Invest. Earnings-BNY Mellon	423.00	.00	423.00	.00	.00	123.25	299.75	29	106.80
361.250	Inv Service Fees (Contra)	(16.00)	.00	(16.00)	.00	.00	(4.32)	(11.68)	27	.00
361.251	Bank Fees (Contra)	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue Totals		\$425.00	\$0.00	\$425.00	\$0.00	\$0.00	\$120.93	\$304.07	28%	\$111.78
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		\$36,728.00	\$0.00	\$36,728.00	\$1,780.00	\$0.00	\$5,487.30	\$31,240.70	15%	\$4,911.78
REVENUE TOTALS		\$36,728.00	\$0.00	\$36,728.00	\$1,780.00	\$0.00	\$5,487.30	\$31,240.70	15%	\$4,911.78
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
Employee Benefits										
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Employee Benefits Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Services & Supplies										



Law Library Budget Performance Report

Fiscal Year to Date 10/31/21

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
520.139	Rents/Leases Copy Machine	.00	.00	.00	.00	.00	.00	.00	+++	.00
521.500	Admin & Overhead	3,591.00	.00	3,591.00	.00	.00	897.75	2,693.25	25	.00
532.055	Books & Periodicals	26,018.00	.00	26,018.00	.00	.00	1,984.93	24,033.07	8	2,383.33
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 & Supplies Totals</i>		\$29,620.00	\$0.00	\$29,620.00	\$0.00	\$0.00	\$2,882.68	\$26,737.32	10%	\$2,383.33
<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	\$2,882.68	\$33,845.32	8%	\$2,383.33
EXPENSE TOTALS		\$36,728.00	\$0.00	\$36,728.00	\$0.00	\$0.00	\$2,882.68	\$33,845.32	8%	\$2,383.33
Fund 222 - Law Library Totals										
REVENUE TOTALS		36,728.00	.00	36,728.00	1,780.00	.00	5,487.30	31,240.70	15%	4,911.78
EXPENSE TOTALS		36,728.00	.00	36,728.00	.00	.00	2,882.68	33,845.32	8%	2,383.33
Fund 222 - Law Library Totals		\$0.00	\$0.00	\$0.00	\$1,780.00	\$0.00	\$2,604.62	(\$2,604.62)		\$2,528.45
Grand Totals										
REVENUE TOTALS		36,728.00	.00	36,728.00	1,780.00	.00	5,487.30	31,240.70	15%	4,911.78
EXPENSE TOTALS		36,728.00	.00	36,728.00	.00	.00	2,882.68	33,845.32	8%	2,383.33
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,780.00	\$0.00	\$2,604.62	(\$2,604.62)		\$2,528.45