

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

A regular meeting of the Douglas County Law Library Board will be held on **November 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 2 Courtroom, 1038 Buckeye Road, Minden, Nevada and via Zoom by accessing the website:

<https://us06web.zoom.us/j/89794330277?pwd=NjJlwcXRuM2oaq7onoC1KlmGkBBeSA.1>

**Meeting ID: 897 9433 0277, Passcode: 159771.** The public may also call in live by using telephone number: **(669) 900 6833, Passcode: 159771.**

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 2  
1038 Buckeye Road  
Minden, Nevada 89423  
<http://www.douglascountynv.gov/>

## Regular Meeting Agenda

Erin C. Plante  
Judicial Executive Assistant

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Wednesday, November 20, 2024, 8:30 a.m. 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, September 18, 2024 – 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.
- 2. For Possible Action.** Discussion of the approval of funds for the installation of an internet cable for the new Nevada Legal Kiosk.
- 3. For Possible Action.** Discussion of making a public service announcement of the new Nevada Legal Kiosk at the law library.
- 4. For Possible Action.** Discussion of the adoption of quarterly meetings for 2025.

### PUBLIC COMMENT

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### 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 18, 2024, in Department 2 of the Douglas County Judicial Law Enforcement Center, 1038 Buckeye Road, Minden, Nevada 89423, and via Zoom.

**OPENING**

**Call to order at 8:32 a.m. and roll call:**

**Board Members Present:**

Judge Thomas W. Gregory – Trustee  
Peter Handy – Trustee  
Cynthia Mohiuddin – Trustee

**Quorum**

**Public Comment:**

None

**Minute Approval from Wednesday, May 22, 2024 – Regular Meetings**

MOTION: Peter Handy made a motion to approve the meeting minutes from the May 22, 2024 Regular Board.  
SECOND: Cynthia Mohiuddin  
AYES: Gregory, 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

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**2. For Discussion Only.** Discussion of the new Nevada Legal Kiosk at the Law Library.

**Judge Gregory** speaks:

I was hoping to have the Law Librarian Mr. Deghelder here today to give us an update. You can see attached to the materials, and thank you Ms. Plante for attaching those, there is some information regarding the Nevada Legal Kiosk Project. I was hoping to hear from Mr. Deghelder, but from what I understand, and I might ask Ms. Plante to offer more information on this if she has it. My understanding is we have the kiosk, but there is a need to run a cable of some sort and Mr. Deghelder had reached out to see if the Board would authorize payment for that cable. I believe the cost is going to be in the neighborhood of \$900.00.

**Erin Plante** speaks:

I think it was \$690.00.

**Judge Gregory** speaks:

\$690.00, and so we informed Mr. Deghelder, that when he informed us of this it was too late put it on the agenda for today for action, and, so you can anticipate that at the next meeting we will put on the agenda for action, approval of funds to get that cable. As I understand it that would be the only cost to us. I think the kiosk is free, and so we will certainly address the cost of it at the next meeting. Ms. Plante did you get any additional information from Mr. Deghelder?

**Erin Plante** speaks:

I think you covered it Judge.

**Judge Gregory** speaks:

Thank you. So, that is about all we know. It sounds positive and I am happy it is moving forward, but we may need to talk about approving funds at our next meeting that is on November 20, 2024. Any other discussion on the kiosk?

**Cynthia Mohiuddin** speak:

I was looking that over and I think it is a fantastic resource for our county and I am thrilled to see that coming to our county as a resource and I hope we get the word out to members of the public. I know it is difficult with the law library being in the public library and not near the courthouse, etc., but I think it is a fantastic resource, and I would definitely support any expenditures needed to get that up and running. Any reasonable expenditures, of course.

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**Judge Gregory** speaks:

I agree with you, and from looking at the materials, it is better than I had thought. I am kind of anxious. Once it is up and running, I would like to go take a look it, but the concept of it seems great.

**Peter Handy** speaks:

I haven't seen a kiosk in the field. I saw Nevada Legal Services give a demonstration through a website and broke down to try and see how the different screens worked. It looks like a phenomenal type of set-up where it is easy to navigate. It gets you to the different forms, or different documents, or the different things that anyone might need that is using that kiosk. It looks like it will be a great resource.

**Judge Gregory** speaks:

And then, as I understand it, if they find a form they can print it right there, is that right?

**Peter Handy** speaks:

Yes, that is my understanding too.

**Judge Gregory** speaks:

Excellent.

**Peter Handy** speaks:

Yes, that is my understanding too, and in some cases they could even be connected with Nevada Legal Services or their other local legal service provider, if they are eligible for those services.

**Judge Gregory** speaks:

I also saw in the material it says, "video meeting with your lawyer or court." I am wondering if someone did have the ability to zoom in, maybe they don't have a computer or something like that, they could actually use the kiosk, possibly as I'm reading this maybe to do a court appearance. That is, if they needed to, of course if they could make it to the public library, they could probably physically make it to courthouse, but with these kiosks it's all around the State, maybe someone who is up in Washoe could appear here remotely. Mr. Handy do you know anything about that, by chance?

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**Peter Handy** speaks:

I don't for that in particular, but that would be interesting because that would it a lot easier for people who can't travel those kinds of distances to appear throughout the State. I think that would be fantastic capability to have included.

**Cynthia Mohiuddin** speak:

I wish Mr. Deghelder was here, but I would definitely encourage us to hold some public, one or two information sessions, and put it out on the Douglas County PR page to invite members of the public to come see it and have a demonstration once Mr. Deghelder is comfortable. I would be happy to help join him in that if it worked out timing wise, but I think that would be great to not only have this resource, but also get the word out and let people know it's there. I know not a lot of folks in the County have awareness of the law library.

**Judge Gregory** speaks:

You make a really good point. It is nice to have the kiosk, but if no one knows that it is there or what it does, it's not going to get used. So, we will definitely need to do some kind of public service with it. I am going to ask Ms. Plante to add that to the agenda as well for possible action that a public service announcement or otherwise, we can work on the agenda. That is a good suggestion.

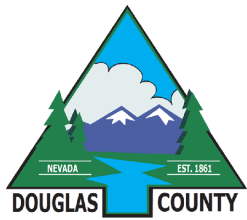
**Public Comment:**

None

**Judge Gregory** speaks:

The next meeting is November 20, 2024, at 8:30 a.m. We will once again invite Mr. Deghelder to be here and we will for sure add those sure additional items for action.

**Adjournment – 8:42 a.m.**



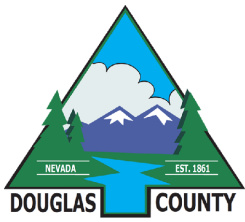
# Library Expense BPR

Fiscal Year to Date 10/31/24

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
<b>Fund 222 - Law Library</b>										
<b>REVENUE</b>										
Department <b>000 - Revenue</b>										
<i>Beg.Fund Bal./Reserves</i>										
301.000	Opening Fund Balance (Unassigned)	54,561.00	.00	54,561.00	.00	.00	.00	54,561.00	0	.00
301.100	Opening Fund Reserves	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Beg.Fund Bal./Reserves Totals</i>		<b>\$54,561.00</b>	<b>\$0.00</b>	<b>\$54,561.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,561.00</b>	<b>0%</b>	<b>\$0.00</b>
<i>Charges For Service</i>										
341.601	Clerks Fees	18,700.00	.00	18,700.00	1,520.00	.00	5,540.00	13,160.00	30	5,040.00
<i>Charges For Service Totals</i>		<b>\$18,700.00</b>	<b>\$0.00</b>	<b>\$18,700.00</b>	<b>\$1,520.00</b>	<b>\$0.00</b>	<b>\$5,540.00</b>	<b>\$13,160.00</b>	<b>30%</b>	<b>\$5,040.00</b>
<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	.00	.00	+++	(144.42)
361.211	Invest. Earnings-LGIP	206.00	.00	206.00	.00	.00	161.81	44.19	79	113.47
361.212	Invest. Earnings-BNY Mellon	736.00	.00	736.00	.00	.00	321.77	414.23	44	364.08
361.250	Inv Service Fees (Contra)	(32.00)	.00	(32.00)	.00	.00	(7.34)	(24.66)	23	(7.49)
361.251	Bank Fees (Contra)	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Miscellaneous Revenue Totals</i>		<b>\$910.00</b>	<b>\$0.00</b>	<b>\$910.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$476.24</b>	<b>\$433.76</b>	<b>52%</b>	<b>\$325.64</b>
<i>Other Financing Sources</i>										
392.050	Transfers In-General Fund	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Other Financing Sources Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
Department <b>000 - Revenue Totals</b>		<b>\$74,171.00</b>	<b>\$0.00</b>	<b>\$74,171.00</b>	<b>\$1,520.00</b>	<b>\$0.00</b>	<b>\$6,016.24</b>	<b>\$68,154.76</b>	<b>8%</b>	<b>\$5,365.64</b>
<b>REVENUE TOTALS</b>		<b>\$74,171.00</b>	<b>\$0.00</b>	<b>\$74,171.00</b>	<b>\$1,520.00</b>	<b>\$0.00</b>	<b>\$6,016.24</b>	<b>\$68,154.76</b>	<b>8%</b>	<b>\$5,365.64</b>
<b>EXPENSE</b>										
Department <b>391 - Law Library</b>										
<i>Salaries &amp; 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 &amp; Wages Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<i>Employee Benefits</i>										
511.190	Pact Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Employee Benefits Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
<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	183.00	549.00	25	366.00
532.055	Books & Periodicals	9,509.00	(9,211.00)	298.00	.00	.00	2,302.74	(2,004.74)	773	3,999.31





# Law Library Expense Budget Performance Report

Fiscal Year to Date 10/31/24

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										
EXPENSE										
Department 391 - Law Library										
Services & Supplies										
533.806	Software	.00	9,211.00	9,211.00	.00	.00	.00	9,211.00	0	.00
550.102	Bank Fees-Checking	15.00	.00	15.00	.00	.00	.00	15.00	0	.00
565.755	Investment Service Fees	.00	.00	.00	.00	.00	.00	.00	+++	.00
Services & Supplies Totals		\$10,256.00	\$0.00	\$10,256.00	\$0.00	\$0.00	\$2,485.74	\$7,770.26	24%	\$4,365.31
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	154.00	.00	154.00	.00	.00	.00	154.00	0	.00
Other Financing Uses Totals		\$154.00	\$0.00	\$154.00	\$0.00	\$0.00	\$0.00	\$154.00	0%	\$0.00
Ending Fund Bal/Reserves										
625.103	Appropriated Reserve	.00	.00	.00	.00	.00	.00	.00	+++	.00
699.000	Ending Fund Balance	63,761.00	.00	63,761.00	.00	.00	.00	63,761.00	0	.00
Ending Fund Bal/Reserves Totals		\$63,761.00	\$0.00	\$63,761.00	\$0.00	\$0.00	\$0.00	\$63,761.00	0%	\$0.00
Department 391 - Law Library Totals		\$74,171.00	\$0.00	\$74,171.00	\$0.00	\$0.00	\$2,485.74	\$71,685.26	3%	\$4,365.31
EXPENSE TOTALS		\$74,171.00	\$0.00	\$74,171.00	\$0.00	\$0.00	\$2,485.74	\$71,685.26	3%	\$4,365.31
Fund 222 - Law Library Totals										
REVENUE TOTALS		74,171.00	.00	74,171.00	1,520.00	.00	6,016.24	68,154.76	8%	5,365.64
EXPENSE TOTALS		74,171.00	.00	74,171.00	.00	.00	2,485.74	71,685.26	3%	4,365.31
Fund 222 - Law Library Totals		\$0.00	\$0.00	\$0.00	\$1,520.00	\$0.00	\$3,530.50	(\$3,530.50)		\$1,000.33
Grand Totals										
REVENUE TOTALS		74,171.00	.00	74,171.00	1,520.00	.00	6,016.24	68,154.76	8%	5,365.64
EXPENSE TOTALS		74,171.00	.00	74,171.00	.00	.00	2,485.74	71,685.26	3%	4,365.31
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,520.00	\$0.00	\$3,530.50	(\$3,530.50)		\$1,000.33

1625 HWY 88 STE 404 Minden, NV 89423  
NV Lic. # 0084453

**Number** DTSQ2064

**Date** Sep 13, 2024

## Sold To

**Douglas County Public Library**  
Larry Wilson  
1625 Library Ln  
Minden, Nevada 89423

## Ship To

**Douglas County Public Library**  
Larry Wilson  
1625 Library Ln  
Minden, Nevada 89423

## Your Sales Rep

jcummins

**Phone** 775-782-9841  
**Fax**

**Phone** 775-782-9841  
**Fax**

Here is the quote you requested.

Terms	P.O. Number	Ship Via
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Line	Qty	Description	Part #	List Price	Price	Ext. Price
1	1	Materials: CAT6 Riser, 2 Port Keystone Wall Plate, RJ45 Keystone Jacks, 1-Gang Old Work Low-Voltage Box			\$90.00	\$90.00
2	1	Labor and Scope of Work: - Run 2x CAT6 data drops to Reference Area - Drops will terminate to existing IDF patch panel if there is room on the patch panel. If patch panel is full drops will terminate directly to access switch with RJ45 connectors. - Test/Label Drops - Configure switch ports as needed for endpoints			\$600.00	\$600.00

Authorized Party Name: \_\_\_\_\_

Authorized Party Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>SubTotal</b>	\$690.00
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	<b>\$690.00</b>

## Payment Options

Select your preferred payment option / purchase terms\*:

- ☐ Terms Purchase (purchase amount \$690.00)  
☐ Credit Card Purchase (purchase amount \$690.00)

\* If this quote contains lease payment options, the lease options are provided as an estimate only. Final lease payment amount is subject to credit verification and applicable taxes as required by law.

Please contact me if I can be of further assistance.

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 20% RESTOCKING FEE WITH ORIGINAL PACKAGING. HARDWARE SOFTWARE FOLLOWS DTS VENDORS RETURN POLICY.