

**NOTICE of PUBLIC MEETING/AGENDA
of the
DOUGLAS COUNTY LAW LIBRARY BOARD
November 19, 2025**

A regular meeting of the Douglas County Law Library Board will be held on **November 19, 2025**, 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/89604065410?pwd=xZd4LAeu3vPxqveV7sfTPEttd5UA5F.1>.

Meeting ID: 896 0406 5410, Password: 256343. The public may also call in live by using telephone number: **(669) 900 6833, Meeting ID: 89604065410#, Password: 256343#**

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

Regular Meeting Agenda

Erin C. Plante
Judicial Executive Assistant

Wednesday, November 19, 2025, 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, September 24, 2025 – 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 adoption of quarterly meetings for 2026.

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 24, 2025, 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 8:30 a.m. and roll call:

Board Members Present:

Judge Nathan Tod Young – Trustee
Commissioner Danny Tarkanian - Trustee
Cynthia Mohiuddin - Trustee

Quorum

Public Comment: None

Minute Approval from Wednesday, March 19, 2025 – Regular Meetings

MOTION: Danny Tarkanian made a motion to approve the meeting minutes from the March 19, 2025 Regular Board.
SECOND: Cynthia Mohiuddin
AYES: Young, Tarkanian, Mohiuddin
RESULTS: APPROVED

Minute Approval from Wednesday, May 21, 2025 – Regular Meetings

MOTION: Cynthia Mohiuddin made a motion to approve the meeting minutes from the May 21, 2025 Regular Board.
SECOND: Danny Tarkanian
AYES: Young, Tarkanian, 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

Cynthia Mohiuddin speaks:

I have seen the annual report and I do not need to discuss it. I do have question regarding the kiosk, but I don't think that relates to the financials.

Judge Young speaks:

It may not depending on what your question is, but it looks to me that we are doing pretty well financially. We are in good standing and I appreciate the way the financials were prepared. They are very easy to read and very easy to understand and again, it looks like the law library is in good financial status, so other than that we will move on. You had another question to discuss or ask. It will not be for action, but is there something you wanted to discuss?

Cynthia Mohiuddin speaks:

Yes, I see Corona is here. Thank you Corona for showing up. I was just wondering where are we with the kiosk and I know we approved \$600 for some chords and I was wondering if that all got done and where we are with that? I just wanted a status update.

Corona speaks:

Yes, I'm not certain about the chords. I do not generally handle the IT hardware components of the legal kiosk, so I'm afraid I cannot report on that. However, I will say that on the topic of the legal kiosk, we were visited by the Nevada Legal Services that gave us the kiosk. They gave us some flyers on the services and how to, and projects that the kiosk and they can aid with. They are also interested in collaborating with us for a potential outreach to public information sections on the legal kiosk and also potentially outreaches when and if our bookmobile is up and running and going to the rural areas of the county, and having legal information of the kiosk as well. We are looking to be in contact with them and to have them as a resource to help spread public awareness. There has be no other significant action other than that, that I am aware of.

Cynthia speaks:

That was great. Thank Corona, I appreciate that.

Judge Young speaks:

Can you tell us just by observation that the kiosk is being utilized?

Corona speaks:

It definitely is. I don't yet have access to the statistics, so I can't speak to solid numbers, but I have definitely aided at least one or two patrons recently, and I am not on the desk all the time. We are directing people to it. There are some people using it to print resources and whenever someone comes with a question with that they are directed to that, and from what I have seen, it has been relatively simple for them to find what they need.

Judge Young speaks:

Thank you.

Public Comment: None

MOTION: Danny Tarkanian made a motion to adjourn the meeting.
SECOND: Cynthia Mohiuddin
AYES: Young, Tarkanian, Mohiuddin
RESULTS: APPROVED

Adjournment – 8:35 a.m.



Law Library Budget Performance Report

Fiscal Year to Date 10/31/25
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 (Unassigned) | 64,230.00 | .00 | 64,230.00 | .00 | .00 | .00 | 64,230.00 | 0 | .00 |
| 301.100 | Opening Fund Reserves | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| <i>Beg.Fund Bal./Reserves Totals</i> | | \$64,230.00 | \$0.00 | \$64,230.00 | \$0.00 | \$0.00 | \$0.00 | \$64,230.00 | 0% | \$0.00 |
| <i>Charges For Service</i> | | | | | | | | | | |
| 341.601 | Clerks Fees | 19,000.00 | .00 | 19,000.00 | 1,600.00 | .00 | 5,780.00 | 13,220.00 | 30 | 5,540.00 |
| <i>Charges For Service Totals</i> | | \$19,000.00 | \$0.00 | \$19,000.00 | \$1,600.00 | \$0.00 | \$5,780.00 | \$13,220.00 | 30% | \$5,540.00 |
| <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 | +++ | .00 |
| 361.211 | Invest. Earnings-LGIP | 324.00 | .00 | 324.00 | .00 | .00 | 65.65 | 258.35 | 20 | 221.03 |
| 361.212 | Invest. Earnings-BNY Mellon | 972.00 | .00 | 972.00 | .00 | .00 | 298.35 | 673.65 | 31 | 424.51 |
| 361.250 | Inv Service Fees (Contra) | (30.00) | .00 | (30.00) | .00 | .00 | .00 | (30.00) | 0 | (8.14) |
| 361.251 | Bank Fees (Contra) | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| <i>Miscellaneous Revenue Totals</i> | | \$1,266.00 | \$0.00 | \$1,266.00 | \$0.00 | \$0.00 | \$364.00 | \$902.00 | 29% | \$637.40 |
| <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> | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| Department 000 - Revenue Totals | | \$84,496.00 | \$0.00 | \$84,496.00 | \$1,600.00 | \$0.00 | \$6,144.00 | \$78,352.00 | 7% | \$6,177.40 |
| REVENUE TOTALS | | \$84,496.00 | \$0.00 | \$84,496.00 | \$1,600.00 | \$0.00 | \$6,144.00 | \$78,352.00 | 7% | \$6,177.40 |
| 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> | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$0.00 |
| <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 | 404.00 | .00 | 404.00 | .00 | .00 | 101.00 | 303.00 | 25 | 366.00 |
| 532.055 | Books & Periodicals | 823.00 | .00 | 823.00 | .00 | .00 | .00 | 823.00 | 0 | 3,070.32 |



Law Library Budget Performance Report

Fiscal Year to Date 10/31/25
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 | | | | | | | | | | |
| <i>Services & Supplies</i> | | | | | | | | | | |
| 533.800 | Office Supplies | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0 | .00 |
| 533.806 | Software | 9,672.00 | .00 | 9,672.00 | .00 | .00 | 2,417.88 | 7,254.12 | 25 | .00 |
| 550.102 | Bank Fees-Checking | 16.00 | .00 | 16.00 | .00 | .00 | .00 | 16.00 | 0 | .00 |
| 565.755 | Investment Service Fees | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | .00 |
| <i>Services & Supplies Totals</i> | | \$11,915.00 | \$0.00 | \$11,915.00 | \$0.00 | \$0.00 | \$2,518.88 | \$9,396.12 | 21% | \$3,436.32 |
| <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 | 186.00 | .00 | 186.00 | .00 | .00 | .00 | 186.00 | 0 | .00 |
| <i>Other Financing Uses Totals</i> | | \$186.00 | \$0.00 | \$186.00 | \$0.00 | \$0.00 | \$0.00 | \$186.00 | 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 | 72,549.00 | .00 | 72,549.00 | .00 | .00 | .00 | 72,549.00 | 0 | .00 |
| <i>Ending Fund Bal/Reserves Totals</i> | | \$72,549.00 | \$0.00 | \$72,549.00 | \$0.00 | \$0.00 | \$0.00 | \$72,549.00 | 0% | \$0.00 |
| Department 391 - Law Library Totals | | \$84,650.00 | \$0.00 | \$84,650.00 | \$0.00 | \$0.00 | \$2,518.88 | \$82,131.12 | 3% | \$3,436.32 |
| EXPENSE TOTALS | | \$84,650.00 | \$0.00 | \$84,650.00 | \$0.00 | \$0.00 | \$2,518.88 | \$82,131.12 | 3% | \$3,436.32 |
| Fund 222 - Law Library Totals | | | | | | | | | | |
| REVENUE TOTALS | | 84,496.00 | .00 | 84,496.00 | 1,600.00 | .00 | 6,144.00 | 78,352.00 | 7% | 6,177.40 |
| EXPENSE TOTALS | | 84,650.00 | .00 | 84,650.00 | .00 | .00 | 2,518.88 | 82,131.12 | 3% | 3,436.32 |
| Fund 222 - Law Library Totals | | (\$154.00) | \$0.00 | (\$154.00) | \$1,600.00 | \$0.00 | \$3,625.12 | (\$3,779.12) | | \$2,741.08 |
| Grand Totals | | | | | | | | | | |
| REVENUE TOTALS | | 84,496.00 | .00 | 84,496.00 | 1,600.00 | .00 | 6,144.00 | 78,352.00 | 7% | 6,177.40 |
| EXPENSE TOTALS | | 84,650.00 | .00 | 84,650.00 | .00 | .00 | 2,518.88 | 82,131.12 | 3% | 3,436.32 |
| Grand Totals | | (\$154.00) | \$0.00 | (\$154.00) | \$1,600.00 | \$0.00 | \$3,625.12 | (\$3,779.12) | | \$2,741.08 |