



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: September 12, 2023

**DATE:** July 27, 2023  
**TO:** Board of County Commissioners  
**FROM:** Sarah Bates, Law Librarian & Manager, Washoe County Law Library  
775-328-3254, [sarah.bates@washoecourts.us](mailto:sarah.bates@washoecourts.us)  
**THROUGH:** Alicia Lerud, District Court Administrator and Clerk of Court  
**SUBJECT:** Recommendation to acknowledge a donation of [\$10,170.00] from Washoe County Bar Association to fund the ongoing operations to include purchase of books, food for special events and travel/training for personnel of the Washoe County Law Library and direct the Comptroller's Office to make the necessary budget amendments. District Court (All Commission Districts)

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### SUMMARY

Washoe County Code 15.140(1)(d) reads: 1. The board of county commissioners: (d)*Has sole authority to receive donations of personal property where the personal property has a value, singly or in the aggregate of \$5,000.00 or more during a fiscal year.*

Washoe County Code 15.160(3) requires: *An officer or employee of a county department or agency shall not accept, amend or supplement a grant, and except as otherwise provided in section 15.140(1)(e), shall not accept, amend or supplement a contribution of money or property without approval by the board of county commissions.*

**Washoe County Strategic Objective supported by this item:** Innovative Services

### PREVIOUS ACTION

Other prior donations, independent of this item, have been accepted on behalf of the Washoe County Law Library.

On June 20, 2023, the Board acknowledged a donation of [\$1,000.00] retroactive to March 10, 2023 from L. Edward Humphrey, Esq. and [\$500.00] retroactive to March 27, 2023 from Eurik O'Bryant, Esq. to fund the ongoing operations of the Washoe County Law Library.

On August 17, 2021, the Board acknowledged a donation of \$120.36 retroactive to June 30, 2021 from the David Hamilton Trust Account to fund the ongoing operations of the Washoe County Law Library.

AGENDA ITEM # \_\_\_\_\_

**BACKGROUND**

On July 27, 2023, Washoe County Bar Association sent a donation check in the amount of \$10,170.00. The mission of the Washoe County Law Library, in part, is to enhance access to justice by providing legal information, education, resources, tools, and materials, in print and digital formats. The donations provided by Washoe County Bar Association will be used to purchase books and office supplies to support the mission and to help ensure the legal needs of the community are addressed.

**FISCAL IMPACT**

Should the board acknowledge this donation and approve these amendments, the FY24 Second Judicial District Court adopted budget will be increased by \$10,170.00 in both revenues and expenditures in the following accounts:

<b>Internal Order</b>	<b>G/L Account</b>	<b>Amount</b>
IO 20522 SJDC Law Library Donation	484000 – Donations	\$10,170.00
IO 20522 SJDC Law Library Donation	710350 – Office Supplies	\$2,000.00
IO 20522 SJDC Law Library Donation	710355 – Books & Subscriptions	\$5,170.00
IO 20522 SJDC Law Library Donation	710872 – Food Purchases	\$1,500.00
IO 20522 SJDC Law Library Donation	711210 – Travel	\$1,500.00

**RECOMMENDATION**

It is recommended that the Board of County Commissioners acknowledge a donation of [\$10,170.00] from Washoe County Bar Association to fund the ongoing operations to include purchase of books, food for special events and travel/training for personnel of the Washoe County Law Library and direct the Comptroller’s Office to make the necessary budget amendments.

**POSSIBLE MOTION**

Should the Board agree with staff’s recommendation, a possible motion would be: Move to acknowledge a donation of [\$10,170.00] from Washoe County Bar Association to fund the ongoing operations to include purchase of books, food for special events and travel/training for personnel of the Washoe County Law Library and direct the Comptroller’s Office to make the necessary budget amendments.