

RUPERT J. SMITH LAW LIBRARY

JANUARY, 2017 Minutes

Present: The Honorable Charles A. Schwab, Chairman
County Commissioner Linda Bartz, Vice Chairman
James T. Walker, Esquire, Trustee
James Wilder, Trustee
Jonathan Ferguson, Trustee
Nora Everlove, Librarian
Gale Knowles, Secretary

I. MEETING CALLED TO ORDER:

II. Chairman, Charles A. Schwab calls the meeting to order. Above Trustees present at meeting.

III. MINUTES:

Minutes for the December, 2016 meeting were distributed to the Trustee's for review.

MOTIONS:

Trustee Walker Motions to approve the meeting minutes for December, 2016. Trustee Ferguson seconds the Motion and the Motion is unanimously carried and approved.

Trustee Wilder Motions to approve the Librarian's Report including Financial Report. Trustee Bartz seconds the Motion and the Motion is unanimously carried and approved.

IV. DISCUSSION POINTS:

Minutes

Financial Report/Attendance Statistics

Furnishing Rosser Road Quote

COSA

Cosa Membership Renewed (Amended)

Law Library Hours of Operation - Holiday's and Weekends

Next Meeting Dates

Funding from Tickets

V. NEW BUSINESS

Librarian Report including Financial Report

Nora handed out a copy of the unaudited preliminary report to the Trustees for review. (Unaudited Report and Attendance Statistics Attached) Trustee Wilder

Motions to accept the librarians report and annual report. Trustee Bartz seconds the Motion and the Motion is unanimously carried.

Law Library Hours of Operation for Holidays and Weekends

Nora will examine attendance records to see if maybe the Law Library should be closed not only on Holidays but also on Weekends, possibly follow the Clerk's schedule.

Future Meeting Dates are as follows:

- February 3, 2017 at 3:30 p.m.
- March 17, 2017 at 3:30 p.m.
- April 7, 2017 at 3:30 p.m.
- May 19, 2017 at 3:30 p.m.
-

Should any of the following dates change it will be posted on the Law Library's website.

VI. OLD BUSINESS

Trustee Ferguson has informed us that we have received a quote for furnishing Rosser Road. The quote is outrageously expensive coming in at \$30,000.00 we only budgeted for \$15,000.00. Trustee Ferguson suggests we deny the quote and possibly look online for furniture. He and Nora will come up with some proposals.

Trustee Wilder has informed the Trustees that the COSA Membership has been renewed and we are up to date for 2017.

Trustee Bartz researched to find out about the funding we receive from Traffic Tickets. She has confirmed that we receive funding across the board.

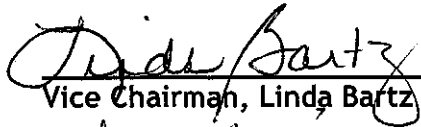
As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 3rd day of February 2017.


Chairman, Charles A. Schwab


Trustee, Jonathan Ferguson


Trustee, James Walker, Esquire


Vice Chairman, Linda Bartz


Trustee, James Wilder

St. Lucie County, Florida - Law Library
Balance Sheet
December 31, 2016

UNAUDITED- PRELIMINARY

Assets

Cash and investments	\$ 108,417
* Reserve cash account	180,000
Petty cash	50
Total assets	<u>\$ 288,467</u>

Liabilities and Fund Balance

Liabilities:

Accounts payable	\$ 12,758
Customer deposits	<u>2,872</u>
Total liabilities	<u>15,630</u>

Fund Balance	<u>272,837</u>
Total Liabilities and Fund Balance	<u>\$ 288,467</u>

- * Reserve cash account was established on 6/1/2010 by Law Library Trustees
- * Reserve cash account was increased on 10/1/2011 by Law Library Trustees

St. Lucie County, Florida - Law Library
Statement of Revenues, Expenditures and Changes in Fund Balance
For the month ended December 31, 2016

UNAUDITED - PRELIMINARY

Revenues:	Current Month	Fiscal Year to Date
Copies	\$ 45	\$ 178
Court facility surcharge	14,723	29,507
Clerk fees - court related	6,005	12,276
Interest on investments	-	346
Donations	25	120
Total revenues	20,798	42,427
Expenditures:		
Contract services	22,974	37,524
Travel	500	750
Phone	-	904
Equipment maintenance	-	164
Office supplies	433	519
Subscriptions	540	940
Law books	7,721	7,913
Works of art	883	883
Total expenditures	33,051	49,597
Excess of revenues over expenditures	(12,253)	(7,170)
Fund balance - beginning	285,090	265,151
Fund balance - ending	\$ 272,837	\$ 257,981

St. Lucie County, Florida - Law Library
Balance Sheet
November 30, 2016

UNAUDITED- FINAL

Assets

Cash and investments	\$ 108,819
* Reserve cash account	180,000
Petty cash	50
Total assets	<u>\$ 288,869</u>

Liabilities and Fund Balance

Liabilities:

Accounts payable	\$ 907
Customer deposits	2,872
Total liabilities	<u>3,779</u>

Fund Balance	285,090
Total Liabilities and Fund Balance	<u>\$ 288,869</u>

* Reserve cash account was established on 6/1/2010 by Law Library Trustees

* Reserve cash account was increased on 10/1/2011 by Law Library Trustees

St. Lucie County, Florida - Law Library
Statement of Revenues, Expenditures and Changes in Fund Balance
For the month ended November 30, 2016

UNAUDITED - FINAL

Revenues:	Current Month	Fiscal Year to Date
Copies	\$ 133	\$ 133
Court facility surcharge	14,784	14,784
Clerk fees - court related	6,271	6,271
Interest on investments	346	346
Donations	95	95
Total revenues	<u>21,629</u>	<u>21,629</u>
Expenditures:		
Contract services	775	14,550
Travel	-	250
Phone	386	904
Equipment maintenance	164	164
Office supplies	86	86
Subscriptions	-	400
Law books	192	192
Total expenditures	<u>1,603</u>	<u>16,546</u>
Excess of revenues over expenditures	<u>20,026</u>	<u>5,083</u>
Fund balance - beginning	<u>265,064</u>	<u>265,151</u>
Fund balance - ending	<u>\$ 285,090</u>	<u>\$ 270,234</u>

2015 ATTENDANCE STATISTICS														
DAY	Sat			Sun			2015 totals	2014	2013	2012	2011			
	Pro	Atty	Phone	Pro	Atty	Phone								
JAN	213	77	93	8	2	0	10	2	0	405	427	497	336	271
FEB	216	81	126	11	2	1	8	2	0	447	361	457	329	303
MAR	202	83	108	11	2	4	15	1	7	433	424	422	343	307
APR	229	98	92	8	3	2	15	2	2	451	504	508	336	279
MAY	243	66	88	11	2	3	10	1	5	429	389	433	296	198
JUN	261	80	91	11	3	3	7	4	0	460	486	437	317	340
JUL	256	70	99	4	3	2	11	2	0	447	435	396	338	308
AUG	227	75	116	8	5	6	17	0	6	460	503	375	357	318
SEP	249	68	71	5	1	1	6	3	3	407	470	409	308	281
OCT	311	84	106	10	3	2	20	7	2	545	506	510	390	230
NOV	237	72	96	12	4	4	20	3	3	451	326	400	405	273
DEC	228	95	72	9	4	2	11	0	3	424	414	401	360	277

2016 ATTENDANCE STATISTICS														
DAY	Sat			Sun			2016	2015	2014	2013	2012			
	Pro	Atty	Phone	Pro	Atty	Phone								
JAN	250	74	120	20	3	4	27	0	4	502	754	427	497	336
FEB	330	85	142	16	1	6	23	2	4	609	888	361	457	329
MAR	296	90	127	6	2	0	11	0	1	533	433	424	422	343
APRIL	284	79	96	21	2	4	17	1	8	511	451	504	508	336
MAY	263	83	98	8	1	4	14	3	2	476	429	389	433	296
JUNE	271	76	103	13	2	3	13	3	7	481	460	486	437	317
JULY	290	93	107	9	2	3	12	1	2	519	447	435	396	338
AUG	280	65	120	2	1	1	2	1	1	573	460	503	375	357
SEP	273	100	101	26	1	0	0	0	0	501	407	470	409	308
OCT	195	81	84	8	5	1	0	0	0	374	545	506	510	390
NOV	279	70	105	12	0	0	0	0	0	466	451	326	400	405
DEC	336	87	76	6	2	2	0	0	0	509	424	414	401	360