

# RUPERT J. SMITH LAW LIBRARY

February 3, 2017 Minutes

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**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

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**I. MEETING CALLED TO ORDER:**

**II.** Trustee, Jonathan Ferguson calls the meeting to order. Above Trustees present at meeting.

**III. MINUTES:**

Minutes for the January, 2017 meeting were distributed to the Trustee's for review.

**MOTIONS:**

Trustee Walker Motions to designate Trustee, Jonathan Ferguson for this meeting. Trustee Wilder seconds the Motion and the Motion is carried unanimously.

Trustee Walker Motions to approve the meeting minutes for January, 2017. Trustee Wilder seconds the Motion with the amendment of correcting "cosa" to "COSA" and the Motion is unanimously carried and approved.

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

Trustee Wilder Motions that we gratefully accept or decline donation for purposes of discussion. This Motion will be tabled for one month. Trustee Walker seconds the Motion and the Motion is carried unanimously and approved.

**IV. DISCUSSION POINTS:**

Minutes

Financial Report/Attendance Statistics  
Attorney Metcalf conducts pro bono meetings  
Records Retention/Storage  
Portrait of Pete MacDonald  
Jim Wilder - Director of COSA  
Law Day Art Contest - Insurance

**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). Revenues are still low and expenses are right where they should be. Possibly check into Grants or support from the County to help with our Revenues for the upcoming years. Trustee Ferguson Motions to accept the librarians report and annual report. Trustee Walker seconds the Motion and the Motion is unanimously carried and approved.

**Records Retention/Storage**

Discussion of possibly scanning records and other important paperwork involving the Law Library to a thumb drive to help with storage issues. There are regulations that must be followed, Jonathan will provide Nora with the regulations and more discussion of this will be held at the next meeting.

**Portrait of Pete MacDonald**

Trustee Walker brings forth discussion as to a portrait of Pete MacDonald that was offered to the Law Library by Attorney Steve Hoskins. It was asked of us to consider accepting this "Gibson" portrait as a form of history. If we decline acceptance it we could offer it to the Historical Society. Trustee Wilder Motions that we gratefully accept or decline donation for purposes of discussion. This Motion will be tabled for one month. Trustee Walker seconds the Motion and the Motion is carried unanimously and approved.

**James Wilder sworn in as Director of COSA**

Trustee James Wilder states he was recently sworn in as Director of COSA. The Trustees congratulate him on his acceptance.

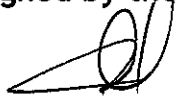
**Law Day Art Contest**

The Law Day Art contest is approaching us on May 1<sup>st</sup> and will be held at the Indian River State College Public Safety Complex. It has been brought to the attention of Trustee Walker that insurance must be provided for this event. Trustee Walker asked that we follow up with the Law Libraries insurance provider to see if we have a rider policy/certificate of liability

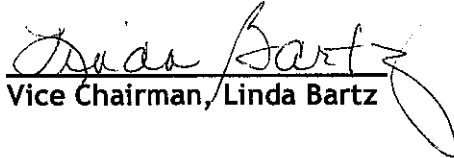
that would cover this event or if there is a way to add coverage. Trustee Walker has state insurance could be purchased through the college at a little over \$200.00 or possibly covered by Florida Rural Legal Services. This discussion will be tabled to the next meeting.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 17 day of MARCH,  
2017.



\_\_\_\_\_  
Chairman, Charles A. Schwab



\_\_\_\_\_  
Vice Chairman, Linda Bartz



\_\_\_\_\_  
Trustee, Jonathan Ferguson

\_\_\_\_\_  
Trustee, James Wilder



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Trustee, James Walker, Esquire

St. Lucie County, Florida - Law Library  
Balance Sheet  
February 28, 2017

**UNAUDITED- PRELIMINARY**

**Assets**

Cash and investments	\$ 112,973
* Reserve cash account	180,000
Petty cash	50
Total assets	<u>\$ 293,023</u>

**Liabilities and Fund Balance**

Liabilities:

Accounts payable	\$ 13,939
Customer deposits	2,765
Total liabilities	<u>16,704</u>

Fund Balance	276,319
Total Liabilities and Fund Balance	<u>\$ 293,023</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 February 28, 2017

**UNAUDITED- PRELIMINARY**

<b>Revenues:</b>	<b>Current Month</b>	<b>Fiscal Year to Date</b>
Copies	\$ -	\$ 516
Court facility surcharge	\$ 14,995	58,324
Clerk fees - court related	\$ 6,685	25,373
Interest on investments	\$ -	800
Donations	\$ -	210
Total revenues	21,680	85,223
<b>Expenditures:</b>		
Contract services	12,508	62,540
Travel	250	1,250
Phone	170	1,851
Postage	-	268
Insurance	-	2,091
Equipment maintenance	101	265
Special district fees	-	200
Office supplies	77	596
Subscriptions	-	1,350
Law books	1,225	16,839
Works of art	778	1,661
Total expenditures	15,109	88,911
Excess of revenues over expenditures	6,571	(3,688)
Fund balance - beginning	269,748	280,006
Fund balance - ending	\$ 276,319	\$ 276,318

St. Lucie County, Florida - Law Library  
 Actual Revenues & Expenditures per Banner  
 For the month ended February 28, 2017  
**UNAUDITED - PRELIMINARY**

Revenues:	Account	Year to Date													
		Sep-17	Aug-17	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16	Balance	
Copies	347120	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Court facility surcharge	348930	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerk fees - court related	348923	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest on investments	361100	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Donations	366900	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total revenues</b>															
Expenditures:															
Contract services	534000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel	540000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Phone	541000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage	542000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	543000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment maintenance	546000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special district fees	549150	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office supplies	551000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subscriptions	566100	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Law books	566400	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Works of art	567000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures</b>															
Prior Year Transfer/Expenditure															
Excess of revenues over expenditures															
Fund balance - beginning	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Fund balance - ending															

FY17	COURT
MONTH	REVENUE
OCT	\$ 21,084.99
NOV	20,727.86
DEC	20,234.40
JAN	21,680.02
FEB	
MAY	
JUN	
JUL	
AUG	
SEP	
YTD:	\$ 83,697.18