

RUPERT J. SMITH LAW LIBRARY

MARCH, 2017 Minutes

Present: The Honorable Charles A. Schwab, Chairman
County Commissioner Linda Bartz, Vice Chairman
James T. Walker, Esquire, 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 February, 2017 meeting were distributed to the Trustee's for review.

MOTIONS:

Trustee, James Walker Motions to approve the meeting minutes for February, 2017. Vice Chairman, Linda Bartz seconds the Motion and the Motion is unanimously carried and approved.

IV. DISCUSSION POINTS:

Minutes
Financial Report
Attendance Statistics
CLE Programs
Security Issues
Insurance for Law Day
Portrait of Pete MacDonald
10 Year Plan

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). She states that the "Fund" balance is approximately \$276,000.00, our Revenues are approximately \$21,000.00, and our Expenditures are higher. We are approximately running behind about \$5,000.00 per month. More discussion on the Financial Report will be discussed at the next meeting.

Law Library Hours of Operation for Holidays and Weekends

Nora states last month the Library had 502 people. Not as good as last year but pretty close, could be due to the hours of the Library being cut.

CLE Program

The CLE Programs are becoming very popular. Mike Fowler will be having a CLE class coming up next Month and in April we have John Stuart coming.

We have purchased 5 more CLE Programs.

Security Issues

A patron who was just released from jail he became agitated and his behavior started escalating, security had to be called. Unfortunately our security button is still not working, possibly follow up with the County to see if it can be fixed ASAP.

VI. OLD BUSINESS

Insurance for the Law Day Event

Our insurance does not cover due to it being a County building. Trustee Walker has indicated Florida Rural Legal Services has stepped up and offered to cover it.

Portrait of Pete MacDonald Donations

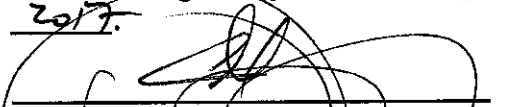
Steve Hoskins stated that if the Library doesn't choose to accept the "gift" the portrait of Pete MacDonald. The Library has declined the offer and the portrait will be returned to Steve.


10 Year Plan

Chairman, Schwab has asked that Nora and the Trustees start thinking of ways to cut the budget to possibly get us where we need to be.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 7 day of APRIL, 2017.



Chairman, Charles A. Schwab


Trustee, James Walker, Esquire



Vice Chairman, Linda Bartz

St. Lucie County, Florida - Law Library
Balance Sheet
March 31, 2017

UNAUDITED - PRELIMINARY

Assets

Cash and investments	\$ 109,894
* Reserve cash account	180,000
Petty cash	50
Total assets	<u>\$ 289,944</u>

Liabilities and Fund Balance

Liabilities:

Accounts payable	\$ 12,929
Customer deposits	2,795
Total liabilities	<u>15,724</u>

Fund Balance	274,220
Total Liabilities and Fund Balance	<u>\$ 289,944</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 March 31, 2017

UNAUDITED- PRELIMINARY

Revenues:	Current Month	Fiscal Year to Date
Copies	\$ 144	\$ 660
Court facility surcharge	\$ 18,221	76,545
Clerk fees - court related	\$ 8,908	34,281
Interest on investments	\$ -	981
Donations	\$ 520	730
Total revenues	27,793	113,197
Expenditures:		
Contract services	12,508	75,048
Travel	250	1,500
Phone	176	2,240
Postage	-	268
Insurance	3,115	5,206
Equipment maintenance	172	437
Special district fees	-	200
Office supplies	256	851
Subscriptions	-	1,350
Law books	13,383	30,222
Works of art	-	1,661
Total expenditures	29,860	118,983
Excess of revenues over expenditures	(2,067)	(5,786)
Fund balance - beginning	276,287	280,006
Fund balance - ending	\$ 274,220	\$ 274,220

St. Lucie County, Florida - Law Library
 Actual Revenues & Expenditures per Banner
 For the month ended March 31, 2017

Revenues:	Account	Year to Date												Balance		
		Sep-17	Aug-17	Jul-17	Jun-17	May-17	Apr-17	Mar-17	Feb-17	Jan-17	Dec-16	Nov-16	Oct-16			
Copies	347120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144.00	\$ -	\$ -	\$ 338.55	\$ 45.00	\$ 132.50	\$ -	\$ -	660.05
Court facility surcharge	348930	-	-	-	-	-	-	18,220.63	14,998.21	13,821.86	14,723.02	14,784.09	6,270.81	76,544.81		
Clerk fees - court related	348923	-	-	-	-	-	-	8,908.24	6,684.81	6,412.54	6,004.84	3,453.87	980.64	20,234.40		
Interest on investments	361100	-	-	-	-	-	-	180.44	180.44	454.33	590.00	25.00	95.00	21,680.02		
Donations	366900	-	-	-	-	-	-	520.00	-	-	90.00	25.00	95.00	27,128.87		
Total revenues		-	-	-	-	-	-	27,792.87	21,860.46	21,117.28	20,797.86	21,628.27	113,196.74	\$ 110,826.05		
Expenditures:																
Contract services	534000	-	-	-	-	-	-	12,508.00	12,508.00	12,508.00	22,974.00	775.00	13,775.00	75,048.00		
Travel	540000	-	-	-	-	-	-	250.00	250.00	563.84	213.54	386.28	517.47	1,500.00		
Phone	541000	-	-	-	-	-	-	175.60	383.10	268.00	-	-	-	2,239.83		
Postage	542000	-	-	-	-	-	-	-	2,691.00	-	-	-	-	288.00		
Insurance	545000	-	-	-	-	-	-	3,114.96	101.00	-	-	-	-	5,205.96		
Equipment maintenance	546000	-	-	-	-	-	-	171.98	77.24	200.00	433.00	85.54	200.00	436.61		
Special district fees	549150	-	-	-	-	-	-	255.64	77.24	-	540.00	-	-	200.00		
Office supplies	551000	-	-	-	-	-	-	13,582.50	1,225.00	410.00	7,721.26	191.95	399.95	1,349.95		
Subscriptions	566100	-	-	-	-	-	-	-	777.59	-	883.00	-	-	30,211.97		
Law books	566400	-	-	-	-	-	-	-	-	-	-	-	-	1,660.59		
Works of art	567000	-	-	-	-	-	-	-	-	-	-	-	-	118,982.33		
Total expenditures		-	-	-	-	-	-	29,858.68	15,321.93	23,992.10	33,284.80	1,602.40	14,942.42	118,982.33		
Prior Year Transfer/Expenditure		-	-	-	-	-	-	(2,065.81)	6,538.53	(2,874.82)	(12,466.54)	20,025.87	(14,942.42)			
Excess of revenues over expenditures		-	-	-	-	-	-	276,287.00	269,748.00	272,623.00	285,090.00	265,064.00	280,006.40	\$ 110,826.05		
Fund balance - beginning		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,221.19	\$ 276,286.53	\$ 269,748.18	\$ 272,623.06	\$ 285,089.87	\$ 265,065.98			
Fund balance - ending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276,287.00	\$ 269,748.00	\$ 272,623.00	\$ 285,090.00	\$ 265,064.00	\$ 280,006.40	\$ 110,826.05		

FY17	COURT
MONTH	REVENUE
OCT	\$ 21,054.90
NOV	20,272.86
DEC	20,234.40
JAN	21,680.02
FEB	27,128.87
MAR	-
APR	-
MAY	-
JUN	-
JUL	-
AUG	-
SEP	-
YTD:	110,826.05