

RUPERT J. SMITH LAW LIBRARY

December, 2016 Minutes

Present: James T. Walker, Esquire, Trustee
James Wilder, Trustee
Jonathan Ferguson, Trustee
Linda Bartz, Trustee
Nora Everlove, Librarian
Gale Knowles, Secretary

I. **MEETING CALLED TO ORDER:**

II. Trustee, James Wilder was designated Chairman for today's meeting. Trustee Wilder calls the meeting to order. Above Trustees present at meeting.

III. **MINUTES:**

Minutes for the September and November meeting were distributed to the Trustee's for review.

MOTIONS:

Trustee James Walker Motions to elect Trustee, James Wilder to stand in a Chairman for today's meeting due to the absence of Chairman, Charles A. Schwab. Trustee, Ferguson seconds the Motion and the Motion is unanimously carried.

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

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

Trustee Walker Motions to elect Commissioner Linda Bartz as Vice Chair. Trustee Ferguson seconds the Motion and the Motion is unanimously carried and approved.

IV. **DISCUSSION POINTS:**

Minutes

Financial Report

Election of Linda Bartz as Vice Chair

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 Attached) Trustee Walker Motions to accept the

librarians report and annual report. Trustee Wilder seconds the Motion and the Motion is unanimously carried.

Election of Commissioner Bartz as Vice Chairman

Trustee Walker Motions to elect Commissioner Linda Bartz as Vice Chairman. Trustee Ferguson seconds the Motion and the Motion is unanimously carried.

Special Thanks from Trustee, James Wilder in Re: First Aid Training

Trustee Wilder thanked all staff who completed the First Aid Training that he offered.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this 6 day of January,
2017.

NA
Chairman, Charles A. Schwab

Jonathan Ferguson
Trustee, Jonathan Ferguson

Trustee, James Walker, Esquire

Linda Bartz
Vice Chairman, Linda Bartz

James Wilder
Trustee, James Wilder

St. Lucie County, Florida - Law Library

Balance Sheet

October 31, 2016

UNAUDITED- FINAL

Assets

Cash and investments	\$ 110,258
* Reserve cash account	180,000
Petty cash	<u>50</u>
Total assets	<u>\$ 290,308</u>

Liabilities and Fund Balance

Liabilities:

Accounts payable	\$ 22,372
Customer deposits	<u>2,872</u>
Total liabilities	<u>25,244</u>

Fund Balance	<u>265,064</u>
Total Liabilities and Fund Balance	<u>\$ 290,308</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
 Actual Revenues & Expenditures per Banner
 For the month ended October 31, 2016
UNAUDITED - FINAL

	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
Revenues:														
Copies	347120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Court facility surcharge	348936	-	-	-	-	-	-	-	-	-	-	-	-	-
Clerk fees - court related	348923	-	-	-	-	-	-	-	-	-	-	-	-	-
Penalties	352000	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest on investments	361100	-	-	-	-	-	-	-	-	-	-	-	-	-
Donations	366900	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous revenue	369917	-	-	-	-	-	-	-	-	-	-	-	-	-
Total revenues														
Expenditures:														
Accounting and auditing	532000	-	-	-	-	-	-	-	-	-	-	-	-	13,775.00
Contract services	534000	-	-	-	-	-	-	-	-	-	-	-	-	250.00
Travel	540000	-	-	-	-	-	-	-	-	-	-	-	-	517.47
Phone	541000	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage	542000	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	545000	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment maintenance	546000	-	-	-	-	-	-	-	-	-	-	-	-	-
Special district fees	549150	-	-	-	-	-	-	-	-	-	-	-	-	-
Office supplies	551000	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment (less than \$1,000)	551200	-	-	-	-	-	-	-	-	-	-	-	-	-
Safety supplies	552050	-	-	-	-	-	-	-	-	-	-	-	-	-
Training and seminar	555000	-	-	-	-	-	-	-	-	-	-	-	-	399.95
Subscriptions	566100	-	-	-	-	-	-	-	-	-	-	-	-	-
Law books	566400	-	-	-	-	-	-	-	-	-	-	-	-	-
Works of art	567000	-	-	-	-	-	-	-	-	-	-	-	-	-
Total expenditures														14,942.42
														14,942.42
Prior Year Transfer/Expenditure		-	-	-	-	-	-	-	-	-	-	-	-	-
Excess of revenues over expenditures		-	-	-	-	-	-	-	-	-	-	-	-	(14,942.42)
Fund Balance - beginning		-	-	-	-	-	-	-	-	-	-	-	-	280,006.40
Fund Balance - ending		-	-	-	-	-	-	-	-	-	-	-	-	265,063.98

(265,063.98)

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

UNAUDITED - FINAL

Assets

Cash and investments	\$ 116,472
* Reserve cash account	180,000
Petty cash	50
Total assets	<u>\$ 296,522</u>

Liabilities and Fund Balance

Liabilities:

Accounts payable	\$ 28,499
Customer deposits	2,872
Total liabilities	<u>31,371</u>

Fund Balance	265,151
Total Liabilities and Fund Balance	<u>\$ 296,522</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
 Actual Revenues & Expenditures per Banner
 For the month ended September 30, 2016
 UNCLASSIFIED - PUBLIC

	Account	Year to Date												
		Sep-16	Aug-16	Jul-16	Jun-16	May-16	Apr-16	Mar-16	Feb-16	Jan-16	Dec-15	Nov-15	Oct-15	Balance
Revenues:														
Copies	347120	\$ 580.00	\$ 203.00	\$ 17,697.13	\$ 176.10	\$ 17,471.33	\$ 19,550.33	\$ 21,867.94	\$ 16,574.62	\$ 16,887.62	\$ 15,482.27	\$ 18,268.37	\$ 192,163.89	\$ 2,030.75
Court facility surcharge	348930	16,499.07	15,334.82	6,080.23	6,205.18	7,244.76	9,658.46	11,903.51	6,441.80	7,012.68	6,366.34	6,657.04	81,733.46	192,163.89
Clerk fees - court related	348923	6,565.67	6,080.23	6,205.18	7,244.76	7,597.79	9,658.46	11,903.51	6,441.80	7,012.68	6,366.34	6,657.04	81,733.46	192,163.89
Pealties	352000	-	-	-	5.00	-	-	-	-	-	-	-	5.00	5.00
Interest on investments	361100	-	260.53	-	346.93	318.05	540.84	-	214.53	165.20	253.02	253.02	2,332.12	2,332.12
Donations	366900	665.00	340.00	-	-	20.00	987.64	108.00	-	30.00	-	-	2,400.64	2,400.64
Miscellaneous revenue	369917	-	-	-	-	10.00	-	-	-	-	-	-	10.00	10.00
Total revenues		24,309.74	22,218.58	23,902.31	24,303.18	25,417.17	31,022.27	34,046.45	23,230.95	24,244.50	22,176.63	25,460.08	280,695.96	280,695.96
Expenditures:														
Accounting and auditing	532000	5,750.00	-	-	-	-	-	-	-	-	-	-	13,500.00	5,750.00
Contract services	534000	13,775.00	13,775.00	13,775.00	13,775.00	13,775.00	12,129.70	27,929.27	14,766.03	-	25,673.74	1,326.26	164,200.00	164,200.00
Travel	540000	250.00	250.00	250.00	250.00	250.00	250.00	500.00	250.00	-	500.00	-	3,000.00	3,000.00
Phone	541000	475.73	379.47	307.89	508.01	210.18	1,004.33	82.02	81.70	486.99	337.30	397.58	4,446.97	4,446.97
Postage	542000	-	-	-	204.03	-	595.64	-	-	-	-	-	799.67	799.67
Insurance	545000	-	-	-	-	-	-	3,595.92	-	-	2,035.00	-	5,630.92	5,630.92
Equipment maintenance	546000	-	186.53	-	299.74	97.00	-	57.00	97.00	-	159.26	-	896.53	896.53
Special district fees	549150	95.92	-	960.56	433.00	306.84	95.30	135.86	-	-	77.67	-	2,166.49	2,166.49
Office supplies	551000	-	-	-	-	-	210.38	-	-	-	-	-	210.38	210.38
Equipment (less than \$1,000)	551200	-	-	-	229.00	-	-	-	-	-	-	-	229.00	229.00
Safety supplies	552050	-	-	-	-	-	-	-	-	-	-	-	90.00	90.00
Training and seminar	555000	90.00	-	-	-	-	-	-	-	-	-	-	90.00	90.00
Subscriptions	566100	-	-	-	-	-	-	-	-	29.45	41.00	-	924.98	1,364.43
Law books	566400	12,974.12	9,070.30	22,908.60	13,184.84	262.00	27,628.54	11,399.93	8,591.49	5,563.20	11,759.43	2,226.00	129,614.40	129,614.40
Works of art	567000	883.00	-	883.00	883.00	-	1,000.00	-	-	-	-	-	3,705.95	3,705.95
Total expenditures		34,293.77	23,661.30	39,085.05	29,766.62	14,901.02	42,913.89	43,700.00	24,126.22	6,079.64	41,152.40	3,949.84	18,618.04	322,247.79
Prior Year Transfer/Expenditure		(9,984)	(1,443)	(15,183)	(5,463)	10,516	(11,881.62)	(9,653.55)	(895.27)	18,164.86	(18,975.77)	21,510.24	(18,264.04)	
Excess of revenues over expenditures														
Fund balance - beginning		275,134.10	276,576.82	291,759.56	297,223.00	286,707.00	298,589.00	308,242.00	309,136.00	290,970.00	309,946.00	288,436.00	306,700.00	
Fund balance - ending		\$ 265,150.07	\$ 275,134.10	\$ 276,576.82	\$ 291,759.56	\$ 297,223.00	\$ 286,707.00	\$ 298,589.00	\$ 308,242.00	\$ 309,136.00	\$ 290,970.00	\$ 309,946.00	\$ 288,436.00	