

RUPERT J. SMITH LAW LIBRARY

Minutes May 2, 2014

Present: Honorable Charles A. Schwab, Chairman
Paula A. Lewis, County Commissioner, Trustee
James Wilder, Trustee
Nora J. Everlove, Librarian
Johnathan A. Ferguson, Esquire, Trustee
James T. Walker, Esquire, Trustee
Gale M. Knowles, Secretary

I. MINUTES:

The Honorable Charles A. Schwab, Chairman will be arriving late. This meeting will come to order in his absence. Trustee Lewis opens the meeting. The Trustees have no issues with Trustee Paula Lewis conducting the meeting until Judge Schwab's return.

II. MOTION:

Trustee Lewis motioned to approve the March, 2014 Financial Report. The Motion was unanimously carried.

Trustee Lewis motioned for the Librarian to prepare a budget showing expenditures now and future and possible cuts that may be made. The Motion was unanimously carried.

Trustee Walker motions that the brochure cost be put in the budget with adjustment to the advertising budget and retroactively be reimbursed to Ms. Everlove. Trustee Ferguson second the motion and it was carried unanimously and accepted.

III. DISCUSSION POINTS:

Financial Reports

Management of Money and Recommending Cuts

Brochure costs for the Law Day Function

IV. FINANCIALS:

The financial reports for March, 2014 were presented and discussed. Ms. Everlove state the fiscal year begins October through September. Trustee Ferguson asks about Nora preparing a quarterly column to show where we were with a projected budget and as a percentage budge so we can keep track.

Ms. Everlove states our expenses were \$83,000.00 and have been trying very hard to catch up. Gale has finally caught us up. Expenses last September were

\$91,000.00 which drained the budget tremendously. Everything we spent this year to date divided by 5 months we are within \$2,000.00 from what Nora has figured that's about where we would be standing. We have done very well our revenues and expenses seem to be pretty balanced. She advises that there are no expenses listed for the month of October. Nora also predicts may go through a disproportional amount. She also notes that she projected in the budget we would spend approximately \$35,417.00 each month but our actual is \$35,909.00. Part of that is the extra \$13,000.00 for April that was paid to her. If you pull that amount the amount spent was \$33,000.00 per month. The estimated revenues through this point are approximately \$151,000.00 and in fact they are only \$149,000.00, so the revenues are very good in terms of being accurate on the projection. However, we made \$37,000.00 last month compared to the \$30,000.00 the month prior and \$31,000.00 the month prior to that. December and November were approximately \$26,000.00 for December and \$24,000.00 for November this averages out to approximately \$30,000.00. We have to look at it as an average and look at it quarterly to get a more accurate month amount. She is suggesting that from April 1st to the end of the year we will run at a \$93,000.00 deficit. Ms. Everlove states we are funded by Court Facility Charges (fees and fines for criminal and traffic cases) also donations for the CLE tapes. Trustee Lewis made a motion to approve the Financial Report for March as presented, Trustee Ferguson second the motion and it was carried unanimously and accepted.

V. MANAGEMENT OF BUDGET and RECOMMENDING/SUGGESTING CUTS:

Trustee Walker feels without significant notice recommending cuts cannot clearly be made with no notice. Ms. Everlove believes significant cuts need to be made because we have seen this coming for months. Mr. Ferguson suggests we make a list and prioritize so that way we can figure where and what may possibly be cut. Mr. Walker moves that the Librarian prepare a report for the next meeting that sets out a recommendation in which spending cuts in which need to be considered and specific reductions be recommended in order as suggested here. May it be based on revenues and expenses be over the next year or based on an 18 month period. Before the Motion is accepted the Chairman requests a list of all contract and/or service agreements filling in the breakdown of what is being paid, staff hours, break down relating to NexisLexis v. Westlaw and etc. Nora makes the point that most of our contracts are yearly and we need to make a decision as soon as possible otherwise we will be caught in another yearly contract. She will make a list for the next meeting. Trustee Lewis made motion for Librarian to prepare a budget showing expenditures now and future and possible cuts that may be made for the next meeting. Trustee Walker second the motion and it was carried unanimously and accepted.

VI. OTHER TOPICS:

VII.

Remodeling the Facility was not in last year's budget.

Next meeting discuss budget and what cuts can be made.

Slow Internet: AT&T would not give an estimate Nora switched to Comcast but the monthly fee will go up to \$160.00 per month it's a wireless service and the speed should be improved significantly.

Trustee meeting at the Rosser road facility, Nora will check to see if it is possible to get in for meeting in July or August.


Library Brochure - Prepared for Law Day. Nora thought she had the funds in the budget but that was last year. She paid \$500.00 but says she will eat the cost. Mr. Walker states that the brochure has usually always been a "Friends" publication he states it badly needed to be updated. Nora asked "Friends" to cover the cost which would be approximately \$250.00 but ended up being \$500.00 and adjust the advertisement budget to add an additional \$750.00 for advertising. Trustee Walker motions that the brochure cost be put in the budget and retroactively be reimbursed to Ms. Everlove and adjustment of the advertising budget. Trustee Ferguson second the motion and it was carried unanimously and accepted.

Trustee Lewis is relatively horrified that we have no archives because we are required to keep at least 7 years of prior archives. She suggests we find a place to keep our reports and any records pertaining to the Law Library in a safe place. Saving records are a standard requirement in the State of Florida.

Mr. Walker requests that a copy of Mr. Anderson's very recent opinion of the commission CEO 14-12 be annexed in to these minutes because he was very prominent in his discussion and it played a great roll in his thinking.

As there were no further topics for discussion the meeting was adjourned.

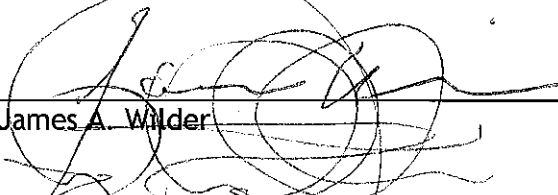
Dated and signed by the following Trustees this 9th day of January, 2015.



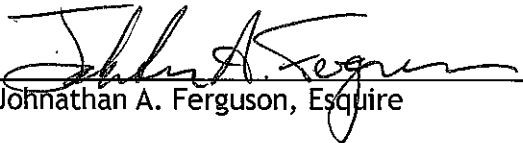
Charles A. Schwab, Chairman



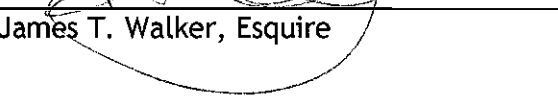
Paula A. Lewis, County Commissioner



James A. Wilder



Johnathan A. Ferguson, Esquire



James T. Walker, Esquire