

MAY 17, 2019

RJSLL

MEETING PACKET

AGENDA

May 17, 2019
(2:00 p.m.)
RJS LAW LIBRARY MEETING
AGENDA

- *Minutes*
- *Attendance Report*
- *Librarian Report/Financials*
- *Publication - Hometown News vs TCPalm*
- *Resolution/Agenda Packet*
- *Library Tri-fold Pamphlet*
- *Book Space/Conference Space*
- *Upcoming Mtg Dates - June 14th, July 12th, August 2, 9, 16, or 23*

***MEETING
MINUTES***

RUPERT J. SMITH LAW LIBRARY
April 5, 2019 Minutes

Present: Chairman, Michael J. Linn
Commissioner, Linda Bartz
James Wilder, Trustee
James Walker, Trustee
Donna DeMarchi, Trustee
Nora Everlove, Librarian

I. MEETING CALLED TO ORDER:

II. Chairman, Michael J. Linn calls the meeting to order. Above Trustees present at meeting.

III. MINUTES:
Minutes for the March, 2019 meeting were distributed to the Trustee's for review.

MOTIONS:

Trustee, James Walker Motions to approve the meeting minutes for March, 2019. Commissioner Bartz seconds the Motion, the Motion is unanimously carried and approved.

Trustee Walker Motions to approve the Librarian's Attendance and Financial Report. Commissioner Bartz seconds the Motion and the Motion is unanimously carried and approved.

Trustee Walker Motions to have discussion in reference to publication in the Hometown News until next meeting. Commissioner Bartz seconds the Motion and the Motion is unanimously carried and approved.

Trustee Walker Motions to have discussion in reference to Howard Tipton and the budget tabled until next meeting. Trustee, DeMarchi seconds the Motion and the Motion is unanimously carried and approved.

Trustee Walker Motions to have discussion in reference to the Space Study- Book Space and Conference Space tabled until next meeting. Commissioner Bartz seconds the Motion and the Motion is unanimously carried and approved.

IV. DISCUSSION POINTS:

Minutes
Attendance
Librarian's Financial Report
Publication - Hometown News
Mr. Tipton/Budget Status
Space Study-Book Space/Conference Space

Grants
Upcoming Meeting Dates

V. OLD BUSINESS:

Librarian - Financial Report/Attendance
Trustee, Walker states:
Finances are better off than last year.

Mr. Tipton - Budget:
Discussion in reference to Space Study - Book Space/Conference Space is tabled until the next meeting.

Publication - Hometown News:
Discussion in reference to Publication in the Hometown News is tabled until the next meeting.

Grants:
Trustee Wilder states that there are not Grants to be given out at this time.

Space Study:
Commissioner Bartz reported that the county has no intent on doing anything with the Law Library this year.

As there were no further topics the meeting was adjourned.

Dated and signed by the following Trustees this ____ day of _____,
_____.

Chairman, Charles A. Schwab

Commissioner, Linda Bartz

Trustee, Donna DeMarchi

Trustee, James Wilder

Trustee, James Walker

ATTENDANCE

FP/SC

PATRON SURVEY (PAULA LEWIS)

Month	Pro Se	Attorney	Phone	Clinic	Total
Jan. 2019	29	7	14	5	55
Feb. 2019	40	6	20	4	70
Mar. 2019	40	12	21	15	88
Apr. 2019	22	10	20	1	53
May. 2019					0
Jun. 2019					0
Jul. 2019					0
Aug. 2019					0
Sept. 2019					0
Oct. 2019					0
Nov. 2019					0
Dec. 2019					0
Total	131	35	75	25	266

	A	B	C	D	E	F	G	H	I	J	K	L	
1	PATRON SURVEY (PAULA LEWIS)												
2													
3	Month	Pro Se	Attorney	Phone	Clinic	Total							
4													
5	Nov. 2017	32	1	3	0	36							
6	Dec. 2017	24	1	3	0	28							
7	Jan. 2018	23	2	5	0	30							
8	Feb. 2018	22	1	3	3	29	As of 9/20/2018						
9	Mar. 2018	22	5	5	3	35	0.11549	% of attorneys					
10	Apr. 2018	27	2	5	3	37	11 times as many pro se						
11	May. 2018	30	6	8	2	46	260%	increase in business since Dec. 2017					
12	Jun. 2018	34	3	5	0	42							
13	Jul. 2018	35	2	12	11	60							
14	Aug. 2018	38	3	27	5	73							
15	Sept. 2018	25	3	4	3	35							
16	Oct. 2018	29	4	12	0	45							
17	Nov. 2018	21	4	14	0	39							
18	Dec. 2018	19	7	13	0	39							
19	Total	381	44	119	30	574							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
229																	
230	2019 BIDDING REPORT																
231		Pro	Attorney	Phone													
232				2019	2018	2017	2016	2015	2014	2013	2012	2011					
233 JAN		349	87	140	576	540	522	502	317	427	336	271					
234 FEB		301	78	133	512	597	510	609	338	361	329	303					
235 MAR		318	83	119	520	550	598	533	433	424	343	307					
236 APRIL		356	97	142	595	596	474	511	451	504	336	279					
237					404	547	476	429	389	433	296	198					
238					476	539	481	460	486	437	317	340					
239					507	498	519	447	435	396	338	308					
240					631	670	573	460	503	375	357	318					
241					406	376	501	407	470	409	308	281					
242					603	501	1029	545	506	510	390	230					
243					454	575	466	451	326	400	405	273					
244					519	424	509	424	414	401	360	277					
245					6283	6234	6709	5162	5245	5245	4115	3385					

FINANCIALS

St. Lucie County, Florida - Law Library
Balance Sheet
April 30, 2019

UNAUDITED- PRELIMINARY

Assets

Cash and investments	\$ 139,273
* Reserve cash account	180,000
Petty cash	<u>50</u>
Total assets	<u>\$ 319,323</u>

Liabilities and Fund Balance

Liabilities:

Accounts payable	\$ 14,598
Vouchers payable	-
Customer deposits	<u>2,761</u>
Total liabilities	<u>17,359</u>

Fund Balance	<u>301,964</u>
Total Liabilities and Fund Balance	<u>\$ 319,323</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 April 30, 2019

UNAUDITED - PRELIMINARY

	<u>Current Month</u>	<u>Fiscal Year to Date</u>
Revenues:		
Copies	\$ 224	\$ 1,283
Court facility surcharge	23,527	113,494
Clerk fees - court related	9,349	38,117
Interest on investments	-	1,126
Donations	265	855
Miscellaneous revenue	-	-
Reimbursements	-	-
Transfer from General Fund	-	45,000
Total revenues	<u>33,365</u>	<u>199,875</u>
Expenditures:		
Accounting and auditing	-	-
Contract services	14,110	98,770
Software support	-	-
Travel	250	1,750
Phone	386	4,094
Postage	-	303
Equipment rental	-	-
Insurance	-	3,876
Equipment maintenance	640	2,862
Promotional advertising	36	36
Special district fees	-	200
Miscellaneous expenses	81	81
Office supplies	157	448
Equipment (less than \$1,000)	-	-
Computer supplies	-	-
Operating supplies	-	128
Training and seminar	-	-
Subscriptions	10	1,330
Law books	-	28,777
Works of art	-	-
Grants & Aid to Gov't Units	-	-
Total expenditures	<u>15,670</u>	<u>142,655</u>
Prior Year Transfer/Expenditure	-	-
Excess of revenues over expenditures	<u>17,695</u>	<u>57,220</u>
Fund balance - beginning	<u>284,269</u>	<u>244,744</u>
Fund balance - ending	<u>\$ 301,964</u>	<u>\$ 301,964</u>

St. Lucie County, Florida - Law Library
 Actual Revenues & Expenditures per Banner
 For the month ended April 30, 2019

UNAUDITED - PRELIMINARY

Revenues:	Account	Year to Date												
		Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	Dec-18	Nov-18	Oct-18	Balance
Copies	347120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 224.00	\$ 403.08	\$ 116.00	\$ 245.00	\$ -	\$ 295.00	\$ -	\$ 1,283.08
Court facility surcharge	348930	-	-	-	-	-	23,527.47	19,343.87	18,715.86	14,866.31	16,562.48	20,478.18	-	113,494.17
Clerk fees - court related	348923	-	-	-	-	-	9,349.01	6,753.33	5,023.27	5,102.09	5,128.00	6,761.43	-	38,117.13
Interest on investments	361100	-	-	-	-	-	-	296.18	464.18	365.76	-	-	-	1,126.12
Donations	366900	-	-	-	-	-	265.00	-	215.00	224.25	-	151.00	-	855.25
Miscellaneous revenue	369917	-	-	-	-	-	-	-	-	-	-	-	-	-
Reimbursements	369930	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer from General Fund	381001	-	-	-	-	-	-	-	-	-	-	-	45,000.00	45,000.00
Total revenues							33,365.48	26,796.46	24,534.31	20,803.41	21,690.48	27,683.61	45,000.00	199,873.75
Expenditures:														
Accounting and auditing	532000	-	-	-	-	-	-	-	-	-	-	-	-	-
Contract services	534000	-	-	-	-	-	14,110.00	14,110.00	14,110.00	14,110.00	14,110.00	14,110.00	14,110.00	98,770.00
Software support	534110	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel	540000	-	-	-	-	-	250.00	250.00	250.00	250.00	250.00	250.00	250.00	1,750.00
Phone	541000	-	-	-	-	-	386.16	627.49	849.53	619.04	382.84	615.11	613.86	4,094.03
Postage	542000	-	-	-	-	-	-	289.20	14.20	-	-	-	-	303.40
Equipment Rental	544100	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	545000	-	-	-	-	-	-	2,090.24	-	1,786.00	-	-	-	3,876.24
Equipment maintenance	546000	-	-	-	-	-	639.53	336.03	1,043.67	58.00	318.36	409.72	55.00	2,862.33
Promotional advertising	549000	-	-	-	-	-	36.30	-	-	-	-	-	-	36.30
Special district fees	549150	-	-	-	-	-	-	-	-	25.00	175.00	-	-	200.00
Miscellaneous expenses	549990	-	-	-	-	-	81.00	-	-	-	-	-	-	81.00
Office supplies	551000	-	-	-	-	-	157.34	117.36	42.36	130.49	-	-	-	447.55
Equipment (less than \$1,000)	551200	-	-	-	-	-	-	-	-	-	-	-	-	-
Computer supplies	551501	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating supplies	552000	-	-	-	-	-	-	-	-	127.92	-	-	-	127.92
Training and seminar	555000	-	-	-	-	-	-	-	-	-	-	-	-	-
Subscriptions	566100	-	-	-	-	-	10.00	-	410.00	-	-	-	910.00	1,330.00
Law books	566400	-	-	-	-	-	-	5,531.12	152.00	17,205.81	30.00	5,458.18	400.00	28,777.11
Works of art	567000	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants & Aid to Gov't Units	581000	-	-	-	-	-	-	-	-	-	-	-	-	-
Total expenditures							15,670.33	23,351.46	16,873.76	34,312.26	15,266.20	20,843.01	16,338.86	142,655.88
Prior Year Transfer/Expenditure		-	-	-	-	-	-	-	-	-	-	-	-	-
Excess of revenues over expenditures		-	-	-	-	-	17,695.15	3,445.00	7,660.55	(13,508.85)	6,424.28	6,840.60	28,661.14	57,219.87
Fund balance - beginning		-	-	-	-	-	284,268.69	280,823.69	273,163.14	286,671.99	280,247.71	273,405.11	244,743.97	244,743.97
Fund balance - ending		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 301,963.84	\$ 284,268.69	\$ 280,823.69	\$ 273,163.14	\$ 286,671.99	\$ 280,247.71	\$ 273,405.11	\$ 301,963.84

COURT REVENUE	
FY19	REVENUE
OCT	\$ 27,239.61
NOV	21,690.48
DEC	19,968.40
JAN	23,739.13
FEB	26,097.20
MAR	32,876.48
APR	-
MAY	-
JUN	-
JUL	-
AUG	-
SEP	-
YTD:	<u>151,611.30</u>

St. Lucie County, Florida - Law Library
 Budget vs Actual
 For the month ended April 30, 2019

UNAUDITED - PRELIMINARY

	<u>Account</u>	<u>Budget</u>	<u>Actual</u>	<u>Available</u>
Revenues:				
Copies	347120	500	1,283	783
Court facility surcharge	348930	200,000	113,494	(86,506)
Clerk fees - court related	348923	75,000	38,117	(36,883)
Interest on investments	361100	3,000	1,126	(1,874)
Donations	366900	-	855	855
Miscellaneous revenue	369917	-	-	-
Reimbursements	369930	-	-	-
Transfer from General Fund	381001	45,000	45,000	-
Fund Balance Forward	389902	117,469	-	(117,469)
Less 5 Percent	389903	(13,925)	-	13,925
Total		<u>427,044</u>	<u>199,876</u>	<u>(227,168)</u>
Expenditures:				
Accounting and auditing	532000	6,325	-	6,325
Contract services	534000	169,320	98,770	70,550
Software support	534110	-	-	-
Travel	540000	3,000	1,750	1,250
Phone	541000	7,478	4,094	3,384
Postage	542000	705	303	402
Equipment Rental	544100	-	-	-
Insurance	545000	6,000	3,876	2,124
Equipment maintenance	546000	2,000	2,862	(862)
Promotional advertising	549000	1,000	36	964
Special district fees	549150	175	200	(25)
Miscellaneous expenses	549990	500	81	419
Office supplies	551000	2,500	448	2,052
Equipment (less than \$1,000)	551200	1,500	-	1,500
Computer supplies	551501	500	-	500
Operating supplies	552000	-	128	(128)
Training and seminar	555000	-	-	-
Subscriptions	566100	120	1,330	(1,210)
Law books	566400	101,767	28,777	72,990
Works of art	567000	-	-	-
Grants & Aid to Gov't Units	581000	-	-	-
Reserves	599300	124,154	-	124,154
Total		<u>427,044</u>	<u>142,656</u>	<u>284,388</u>

HOMETOWN NEWS

Hometown News
P.O. Box 850
Fort Pierce, FL 34954
Phone: (772)465-5656

Invoice Receipt

Ad/Order #: 0001312870

05/13/2019

SLC COURTHOUSE / CHARLES A. SCHWAB 218 S. 2ND STREET Fort Pierce FL 34950 Phone: (772)462-2382	236717	Salesperson: CAROL DEPREY-ZELENEK Description: SLC COURTHOUSE / CHARLES A. SCHWAB, (772)462-2382 knowlesg@circuit19.org
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Promo Code:	Size: 1.00 x 2.13	Color:	Total Weeks: 1
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Product	Category	Classification	Insertions Period
Ft. Pierce	LEGAL	Notices	05/17/19

Pricing Information:	Base Cost:	29.70
	Sub Total:	29.70
	Total:	29.70
Total Due:		29.70

Ad Taker: CAROL DEPREY-ZELENEK

Sales

Billing

Creative

Pursuant to Fla. Stat. sec. 189.015 Please be advised The Rupert J. Smith Law Library of St. Lucie County will hold their monthly meeting on the following dates:
May 17, 2019
at 2:00 p.m.
June 14, 2019
at 2:00 p.m.
July 12, 2019
at 2:00 p.m.
These meetings will be held at the Rupert J. Smith Law Library, 221 South Indian River Drive, Fort Pierce, Florida 34950. Should you have any questions, please contact Gale at 772/462-1470.

TYPESET: Mon May 13 16:51:36 EDT 2019

Pursuant to Fla. Stat. sec. 189.015 Please be advised The Rupert J. Smith Law Library of St. Lucie County will hold their monthly meeting on the following dates:

May 17, 2019

at 2:00 p.m.

June 14, 2019

at 2:00 p.m.

July 12, 2019

at 2:00 p.m.

These meetings will be held at the Rupert J. Smith Law Library, 221 South Indian River Drive, Fort Pierce, Florida 34950. Should you have any questions, please contact Gale at 772/462-1470.

RESOLUTION

RESOLUTION 2019 – 1

A RESOLUTION OF THE BOARD OF
TRUSTEES FOR THE RUPERT J. SMITH
LAW LIBRARY; PROVIDING THAT AGENDA
MATERIALS TO BE PROVIDED TO BOARD
MEMBERS IN ADVANCE; PROVIDING FOR
AN EFFECTIVE DATE

WHEREAS deliberations of the Trustees in public meetings are facilitated by opportunity to review and study agenda materials in advance of their meetings; and

WHEREAS it is desirable to declare as policy that all such agenda materials be provided in advance of meetings of the Board of Trustees;

NOW THEREFORE BE IT RESOLVED as follows:

1. any document to be offered by staff to Trustees of the Board of Directors at any meeting, for purposes of reporting information, facilitating deliberations, or to be acted upon or considered in any way, shall be provided in an agenda packet by the Board Secretary to the Trustees no less than three working days before the meeting at which any such document is to be considered;
2. the aforescribed agenda packet shall be posted for public access on the library website at the same time it is distributed or sent to the Trustees;
3. this Resolution shall take effect immediately.

ADOPTED this ____ day of ____, 2019, by the Trustees of the Rupert J. Smith Law Library of St. Lucie County, Florida, in a regular public meeting of the same date.

Hon. Michael Linn, Circuit Court Judge
Chair, Board of Trustees, RJS Law Library

ROUGH LAYOUT
LAW LIBRARY

NOTES ACCOMPANYING ROUGH LAY-OUTS OF THE LAW LIBRARY
May 13, 2019

You should have three schematics:

- 1) Shows six small conference rooms
- 2) Shows four small conference rooms & Listening/Viewing closed station
- 3) A "blank" schematic so you can take a crack at it if interested!

General observations:

Because of photoreduction, there is no ready scale to the drawings. A couple of benchmarks to help:

- a. Our original small conference room off the back hallway is roughly 11 x 12.
- b. On the back wall, working from the right, the space between the fourth and fifth column is 20'.
- c. The new small conference room (closer to the large conference room) is about 9.5' x 9.5'.
- d. Just as a rule of thumb, I always look at the bathrooms to judge the scale. Is this bigger or smaller than the bathroom?

Learning from history

We have less shelf space than the original architect showed. I'm just now realizing how much more shelving we lost. The architect calculated all shelving as if they were going to be custom made. As an example, if the wall was 6' 7," he multiplied that by seven to calculate how much shelf space we would have. We lost the seventh shelf on every bookcase because the ceilings were too low BUT we also lost book capacity because we used standard shelving. We couldn't build 6' 7" shelves, we had to build 6' shelves (two standard 3' bookcases). Using this example, we lost 7" per shelf or another 15% from the shelving calculations! Given the missing shelf and the missing inches, we probably had 25-30% less shelving space than his calculations showed.

The Challenges of Cut up Space

It is easy to think of the library as a giant expansive room until you realize the limitations:

- a. We really don't "own" much of the north hallway. Although we would always need a hallway, it would never be seven feet wide. It accounts for almost 20% of our total 3800+ sq. ft.
- b. There are 24 total columns in the library and four are in the middle of our largest workable space. Those are only about 10' apart and it makes a about a 200 sq. ft. hole in the middle of any layout.
- c. The bank of shelves near the bathrooms can't be used for anything other than bookcases. Because the hallway runs north and south and east and west (turns a corner), the only space left is about 7 x 11. If you were to build walls, you would have a 5.5' x 10.5' room. Without walls it's a "reception area" to the bathrooms.
- d. We have five small concrete block walls in the middle of our "open" space. I'm not sure if these are weight-baring. I suspect they may not be but serve to define two hallways between the front and back of the library. It might be a safety requirement in order to evacuate the building quickly. An architect could determine if we could move the "hallways" to a more advantageous location.

FLW #18, FLW-Fed #51, AMENDMENTS TO THE FLORIDA EVIDENCE CODE

Looking to the future

I think we agree that we need more conference room space. I am offering two similar layouts and the biggest difference is the number of conference rooms. Each has slightly different options that could be mixed and matched. The easiest way to tell them apart would be by the number of small conference rooms. One has six small conference rooms labeled and the other has four small conference rooms.

The layout with six conference rooms:

- a) The space with the four oversized workstations (just outside our large conference room) is turned into another small conference room.
- b) Conference Rooms #5 and #6 would be large enough for 8 people to meet.
- c) The sizes of the conference rooms can be tweaked by placing the walls on either side of the columns or straight down the middle.
- d) There is more open space for tables and chairs than now, but we would be relocating the four workstations (from the area outside the conference room) into that space and worry that there might not be much left over for at least one large table.
- e) Just south of Conference room #3 would be a bank of standing workstations. It's about the only thing you can do with the space because of the column. The advantage of the standing workstation is you don't have to allow room for the chairs. Plus, it's cool and innovative!
- f) For our large conference room, we would purchase new modular furniture that can be re-arranged into a classroom or a conference room setting. We should try to find a home for our existing tables if only because they are beautiful furniture. Unfortunately, you'd need a room at least 12' x 13' or larger to accommodate a single table.
- g) The remaining bookcases would run along the North wall which is about 100 feet long (minus the columns), the back the area by the restrooms and the bookcases in the conference rooms. It all equals around 1000 LF. We would never need that much space for current subscriptions but there is nothing else that we can do with that space. We may opt to take the bookcases out of the large conference room which would add almost two feet of floor space in each direction. Please note that both layouts have identical shelving. It's unfortunate that the remaining shelves would be in remote -- along the back shelves and the foyer to the bathrooms. The large conference room is still a big hub in the library but is often closed off for meetings and the books are unavailable or marginally available at best.

The layout with four conference rooms

- a. The main difference between the plan with six conference rooms would be leaving the oversized workstations right where they are now (by the conference room).
- b. And, creating a much smaller conference room for individual viewing and listening of CLEs as well as other training programs.
- c. This would also make the conference room labeled #4 bigger.
- d. There would be more communal space with this layout, and it would be easier for the librarian to be simultaneously helping a family that comes in while manning the reference desk.
- e. Please read the comments under the "Layout with six conference rooms" to explain more.

