

RUPERT J. SMITH LAW LIBRARY
September, 2018 Minutes

Present: Chairman, Charles A. Schwab
James Wilder, Trustee
James Walker, Trustee
Donna DeMarchi, Trustee
Nora Everlove, Librarian

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 August, 2018 meeting were distributed to the Trustee's for review.

MOTIONS:

Trustee, James Walker Motions to approve the meeting minutes for August, 2018. Trustee, James Wilder seconds the Motion, the Motion is unanimously carried and approved.

Trustee, James Walker Motions for approval of the Librarian's Financial Report. Trustee, Donna DeMarchi seconds the Motion, the Motion is unanimously carried and approved.

Trustee, James Walker Motions for approval to adopt the 2018/2019 Budget with the following amendments; amend amount of revenues to \$270,000.00, amend as to Insurance for South County to show \$6,000.00. Trustee, Donna DeMarchi seconds the Motion, the Motion is unanimously carried and approved.

IV. DISCUSSION POINTS:

Minutes
Attendance
Librarian's Financial Report
Cleaver Hayling
Marketing Network for South County
CPR Training
Showcase of Services - Treasure Coast Health
Budget 2018/2019
Meeting dates

V. OLD BUSINESS:

Cleaver Hayling:

Mr. Hayling was trespassed and has not been seen since.

CPR Training:

Trustee Wilder states that the CPR Training course will be held on October 14th from 10:00 a.m. to 3:30 p.m.

Showcase of Services:

There will be a Showcase of Services in which COSA, Jim Wilder and Nora will Attend to represent the Rupert J. Smith Law Library. This will be held on Wednesday, August 26, 2018 at 8:30 am at the Treasure Coast Health Facility on Midway Rd., in Fort Pierce.

VI. NEW BUSINESS

Attendance:

Nora states the attendance was good for the month of August. The South County Facilities statistics continue to climb. She also states that the CLE Outreach program is working well.

Librarian - Financial Report/ Revenues and Expenses

Nora states that August was a good month for revenues. We should have approximately \$275,000.00 in revenues by the end of the year. Expenses were very light for the month. She also states she doesn't believe there is a need for a budget Amendment. We have spent approximately \$299,000.00 and our budget was approximately \$405,000.00. The reoccurring amount was \$340,000.00 which includes South County, Rosser Road.

She indicates as of now we have \$226,000.00 in reserve but come September it should be around \$210,000.00.

Marketing Network:

Nora indicates she started a Marketing Network in South County by placing a suggestion box outside the door. As of right now there have been no responses.

Upcoming Meetings:

November 30, 2018
December - No meeting
January 11, 2019

Proposed Budget 2018/2019:

Proposed Budget has been approved with amendments and is attached


Amendment to Revenue to show \$270,000.00 - Trustee, Walker Motions, Trustee, DeMarchi Seconds and Motion is unanimously carried to reflect the change.

Amendment to add Insurance to Rosser Road and show \$6000.00- Trustee, Walker Motions, Trustee Wilder seconds and the Motion is unanimously carried to reflect the change.

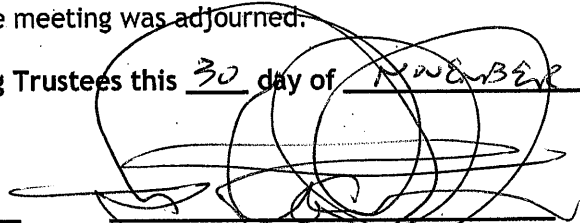
Request for Amendment to Law Books "WestLaw" to be stricken/cancelled was not approved by a 3/1 vote.

As there were no further topics the meeting was adjourned.


Dated and signed by the following Trustees this 30 day of NOVEMBER,
2018.




Chairman, Charles A. Schwab



Trustee, James Walker



Trustee, Donna DeMarchi



Trustee, James Wilder

Approved with Amendments
as provided in minutes.

St. Lucie County, Florida - Law Library
Balance Sheet
August 31, 2018

UNAUDITED- FINAL

Assets

Cash and investments	\$	46,064
* Reserve cash account		180,000
Petty cash		50
Prepaid		-
Total assets	\$	<u>226,114</u>

Liabilities and Fund Balance

Liabilities:

Accounts payable	\$	-
Customer deposits		<u>2,964</u>
Total liabilities		<u>2,964</u>

Fund Balance		<u>223,150</u>
Total Liabilities and Fund Balance	\$	<u>226,114</u>

St. Lucie County, Florida - Law Library
Statement of Revenues, Expenditures and Changes in Fund Balance
For the month ended August 31, 2018

UNAUDITED- FINAL

Revenues:	Current Month	Fiscal Year to Date
Copies	\$ -	\$ 1,757
Court facility surcharge	16,436	161,577
Clerk fees - court related	6,753	69,585
Interest on investments	350	2,028
Donations	-	3,100
Miscellaneous revenue	-	-
Reimbursements	-	-
Total revenues	23,539	238,047
Expenditures:		
Accounting and auditing	-	5,750
Contract services	14,110	153,608
Software support	-	40
Travel	250	2,750
Phone	423	6,469
Postage	-	254
Equipment rental	-	54
Insurance	-	3,770
Equipment maintenance	685	4,119
Promotional advertising	-	126
Special district fees	-	175
Miscellaneous expenses	-	409
Office supplies	42	1,268
Equipment (less than \$1,000)	-	14,990
Computer supplies	-	4,117
Operating supplies	-	343
Training and seminar	-	-
Subscriptions	-	1,345
Law books	2,352	74,699
Works of art	-	-
Grants & Aid to Gov't Units	-	25,000
Total expenditures	17,862	299,286
Prior Year Transfer/Expenditure	-	12,318
Excess of revenues over expenditures	5,677	(48,922)
Fund balance - beginning	217,473	272,072
Fund balance - ending	\$ 223,150	\$ 223,150

St. Lucie County, Florida - Law Library
 Actual Revenues & Expenditures per Banner
 For the month ended August 31, 2018

UNAUDITED - FINAL

Account	Sep-18	Aug-18	Jul-18	Jun-18	May-18	Apr-18	Mar-18	Feb-18	Jan-18	Dec-17	Nov-17	Oct-17	Year to Date Balance
Revenues:													
Copies	347120	\$ -	\$ 219.50	\$ -	\$ -	\$ 380.00	\$ 596.00	\$ 363.00	\$ -	\$ 157.00	\$ -	\$ 41.00	\$ 1,756.50
Court facility surcharge	348930	16,436.30	15,250.66	18,074.82	16,957.28	18,065.12	16,014.27	21,631.68	12,599.97	12,553.11	13,994.61	-	161,577.82
Clerk fees - court related	348923	6,752.75	6,350.90	6,751.08	7,737.94	9,754.30	8,710.46	5,782.57	5,425.05	5,300.58	7,019.08	-	69,584.71
Interest on investments	361100	349.75	329.77	115.93	261.92	247.36	151.89	263.04	308.32	-	-	-	2,027.98
Donations	366900	-	280.00	-	260.00	130.00	1,025.00	215.00	-	269.63	-	920.00	3,099.63
Miscellaneous revenue	369917	-	-	-	-	-	-	-	-	-	-	-	-
Reimbursements	369930	-	-	-	-	-	-	-	-	-	-	-	-
Total revenues		\$ 23,538.80	\$ 22,430.83	\$ 24,941.83	\$ 25,217.14	\$ 28,576.78	\$ 26,497.62	\$ 28,255.29	\$ 18,333.34	\$ 18,280.32	\$ 21,013.69	\$ 961.00	\$ 238,046.64
Expenditures:													
Accounting and auditing	532000	-	5,750.00	-	-	-	-	-	-	-	-	-	5,750.00
Contract services	534000	14,110.00	14,110.00	14,110.00	14,110.00	14,110.00	14,110.00	14,110.00	14,110.00	14,110.00	14,110.00	12,508.00	153,608.00
Software support	534110	-	-	-	-	-	-	40.00	-	-	-	-	40.00
Travel	540000	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	2,750.00
Phone	541000	423.09	826.38	578.69	418.55	820.33	384.71	882.58	551.62	766.77	494.43	321.55	6,468.70
Postage	542000	-	253.90	-	-	-	-	-	-	-	-	-	253.90
Equipment Rental	544100	-	-	-	-	-	3,770.24	-	-	-	53.74	-	3,770.24
Insurance	545000	-	-	-	-	-	951.10	615.00	58.61	167.00	106.00	-	4,119.44
Equipment maintenance	546000	684.77	-	943.91	260.00	333.05	-	-	126.00	-	-	-	126.00
Promotional advertising	549000	-	-	-	-	-	-	-	-	-	-	-	-
Special district fees	549150	-	-	-	-	-	-	-	165.00	-	175.00	-	408.62
Miscellaneous expenses	549990	-	-	196.06	-	-	89.97	218.79	334.55	262.49	208.38	-	1,267.98
Office supplies	551000	41.78	65.32	1,647.28	-	46.70	-	336.99	-	-	-	-	14,989.62
Equipment (less than \$1,000)	551200	-	-	-	-	-	203.15	99.98	-	-	1,094.25	-	4,117.36
Computer supplies	551501	-	-	196.00	-	-	-	-	-	-	-	147.23	343.23
Operating supplies	552000	-	-	-	-	-	-	-	-	-	-	-	-
Training and seminar	555000	-	-	-	-	-	-	-	-	-	-	-	-
Subscriptions	566100	-	-	14.98	-	-	-	-	410.00	-	-	920.00	1,344.98
Law books	566400	2,352.00	6,280.18	13,057.71	3,512.35	5,105.18	20,742.41	9,049.08	5,375.84	2,135.15	7,089.25	-	74,699.15
Works of art	567000	-	-	-	-	-	-	-	-	-	-	-	-
Grants & Aid to Gov't Units	581000	-	-	-	-	-	-	-	-	-	25,000.00	-	25,000.00
Total expenditures		\$ 17,861.64	\$ 27,470.46	\$ 31,059.95	\$ 18,550.90	\$ 20,665.26	\$ 40,501.58	\$ 25,602.42	\$ 21,381.62	\$ 20,411.39	\$ 48,628.61	\$ 27,152.13	\$ 299,285.96
Prior Year Transfer/Expenditure		-	-	-	-	-	12,317.75	-	-	-	-	-	12,317.75
Excess of revenues over expenditures		5,677	(5,040)	(6,118)	6,666	7,911.52	(1,686.21)	2,652.87	(3,048.28)	(2,131.07)	(27,614.92)	(26,191.13)	(48,921.57)
Fund balance - beginning		\$ 217,473.00	\$ 222,513.00	\$ 228,631.00	\$ 221,965.00	\$ 214,055.00	\$ 215,741.00	\$ 213,088.00	\$ 216,134.00	\$ 218,266.00	\$ 245,881.00	\$ 272,072.00	\$ 272,072.00
Fund balance - ending		\$ 223,150.16	\$ 217,473.37	\$ 222,512.88	\$ 228,631.24	\$ 221,966.52	\$ 214,054.79	\$ 215,740.87	\$ 213,085.72	\$ 216,134.93	\$ 218,266.08	\$ 245,880.87	\$ 273,150.43