

***AGENDA PACKET
FOR
JANUARY 10, 2020
MEETING***

AGENDA

January 10, 2020
(2:00 p.m.)
RJS LAW LIBRARY MEETING
AGENDA

- *Minutes*
- *Unaudited Preliminary Financial Reports (2018-2019 Final & 11/2019)*
- *Attendance Report*
- *Security Situation and Gerald Orr*
- *Replacing Out of Date Computers*
- *Continued Issues with the Front Door*
- *Purchase Television to Display Information and Promote Programs for the Reception Area Wall.*
- *Consideration of adding Public Information to our Westlaw Plan*
- *Upgrading Current Audio/Visual/Remote Conferencing Capacity of Library*
- *Discussion of Upcoming Meeting Dates:*
 - *February 7, 2020*
 - *March TBD*
 - *April TBD*

MEETING MINUTES

RUPERT J. SMITH LAW LIBRARY

November 8, 2019 Minutes

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

I. MEETING CALLED TO ORDER:

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

III. MINUTES:

Minutes for the November, 2019 meeting were, distributed to the Trustee's for review.

MOTIONS:

Trustee Wilder, Motions to approve the meeting minutes for November, 2019. Trustee DeMarchi, seconds the Motion and the Motion is unanimously carried, and approved.

Trustee Wilder, Motions to replace the AED. Trustee DeMarchi seconds the Motion and the Motion is unanimously carried, and approved.

IV. DISCUSSION POINTS:

Minutes

Mr. Johnson's Discussion - Space Study

Unaudited Librarian Financial Report

Signage

Security Camera

Tour of High Tech Auditorium

V. NEW BUSINESS:

AED Replacement:

The Library's AED Machine was showing an error signal. Trustee, Wilder contacted the company to see if the machine can be fixed manually. The support team determined the machine is broke upon repair. Trustee, Wilder indicated that they would give us a \$400.00 rebate. The new AED Machine will cost approximately \$800.00. Trustee, Wilder moved to replace the AED Machine. Trustee, DeMarchi seconds the Motion and the Motion is approved.

Director of the PB Library

Nora has informed the Trustees that the Director from the Palm Beach Library was interested in coming up to the RJSLL to see how our library runs. She will be here next Wednesday.

VI. OLD BUSINESS:

Jerimiah Johnson:

Mr. Johnson came to speak to the Trustees about the "space study need". He indicated the County hired a company "CGL" that specializes in space study needs and is in the

process of reviewing how we are utilizing our space. It was determined that the Law Library space is a total of 38,000 square feet which is all common space and the library needs approximately 24,000 square feet. CGL asked if it would be possible or would it be considered that the Law Library move to another facility/location. Jeremiah indicated he will get things mapped out and get back to us to let us know the status of whether the library will remain where it is or if it looks more likely that it will be moving to another location.

Librarian Report - Financials:

Nora indicates that the library had a great year this past year. She stated it is the first time in 5 years that we have more in revenues than finances. Our reserves are higher than the last couple of years. In November revenues show \$30,000.00.

Security Cameras:

Nora has indicated that she has purchased a Home Security System for the RJSLL Fort Pierce location. The system was installed approximately 2 weeks prior to this meeting.

Signage:

Nora's husband is working on the new signage in the library and it should be finished soon.

High Tech Auditorium at the Department of Health:

Nora and Trustee Wilder toured the high tech auditorium of the Department of Health. Neil, head of IT at the Health Department guided them through showing them how things work with their video/audio program. Neil said he will send Nora pricing for us as to what their cost was for their system or something similar to their system.

Meeting Dates:

Discussion on Meeting dates and times (quarterly or every other month) will be, tabled and discussed at the next meeting. The next scheduled meetings are as follows:

January 10, 2020

February 7, 2020

March, 2020 TBD

As there were no further topics the meeting was, adjourned.

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

Chairman, Michael J. Linn

Commissioner, Cathey Townsend

Trustee, James Walker

Trustee, Donna DeMarchi

Trustee, James Wilder

FINANCIALS

St. Lucie County, Florida - Law Library
Balance Sheet
December 31, 2019

UNAUDITED - PRELIMINARY

Assets

Cash and investments	\$ 164,618
* Reserve cash account	180,000
Petty cash	50
Due from other gov't - Clerk	-
Accounts Receivable	-
Total assets	<u>\$ 344,668</u>

Liabilities and Fund Balance

Liabilities:

Accounts payable	\$ 15,824
Customer deposits	<u>2,936</u>
Total liabilities	<u>18,760</u>

Fund Balance	<u>325,908</u>
Total Liabilities and Fund Balance	<u>\$ 344,668</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 December 31, 2019
UNAUDITED - PRELIMINARY

Revenues:	Account	Sep-20	Aug-20	Jul-20	Jun-20	May-20	Apr-20	Mar-20	Feb-20	Jan-20	Dec-19	Nov-19	Oct-19	Year to Date Balance
Copies	347120	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 113.00	\$	\$ 113.00
Court facility surcharge	348936										20,219.58	23,451.92		43,671.50
Clerk fees - court related	348923										5,384.07	6,598.83		11,982.90
Interest on investments	361100											461.97		461.97
Donations	366800											110.00		110.00
Miscellaneous revenues	369917													
Reimbursements	369930													
Transfer from General Fund	381001													
Total revenues											25,603.65	30,735.72		56,339.37
Expenditures:														
Accounting and auditing	332000													
Contract services	334000										15,762.71	15,574.67	15,574.67	46,912.05
Software support	334110										(14.09)			(14.09)
Travel	340000										250.00	250.00	250.00	750.00
Phone	341000										212.39	457.03	733.79	1,403.21
Postage	342000													
Equipment Rental	344100													
Insurance	345000													
Equipment maintenance	346000										751.89		336.05	1,087.94
Promotional advertising	349000													
Special district fees	349150												175.00	175.00
Miscellaneous expenses	349990										289.00			289.00
Office supplies	351000										229.54			229.54
Equipment (less than \$1,000)	351200										429.99			429.99
Computer supplies	351501													
Operating supplies	352000													
Training and seminar	353000													
Subscriptions	366100										19.95	977.00		996.95
Law books	366400										5,298.77	1,597.00		6,895.77
Works of art	367000													
Grants & Aid to Gov't Units	381000													
Total expenditures											23,230.15	18,855.70	17,069.51	59,155.36
Prior Year Transfer/Expenditure														
Excess of revenues over expenditures											2,373.50	11,880.02	(17,069.51)	(2,815.99)
Fund balance - beginning												314,027.32	331,096.83	331,096.83
Fund balance - ending											\$ 2,373.50	\$ 325,907.34	\$ 314,027.32	\$ 328,281.84

FY20	COURT REVENUE
OCT	\$ 36,050.75
NOV	21,001.85
DEC	
JAN	
FEB	
MAR	
APR	
MAY	
JUN	
JUL	
AUG	
SEP	
YTD:	\$5,654.60

St. Lucie County, Florida - Law Library
Statement of Revenues, Expenditures and Changes in Fund Balance
For the month ended December 31, 2019

UNAUDITED - PRELIMINARY

	Current Month	Fiscal Year to Date	
Revenues:			
Copies	\$ 113	\$ 113	
Court facility surcharge	23,452	43,672	
Clerk fees - court related	6,599	11,983	
Interest on investments	462	462	
Donations	110	110	
Miscellaneous revenue	-	-	
Reimbursements	-	-	
Transfer from General Fund	-	-	
Total revenues	<u>30,736</u>	<u>56,340</u>	
Expenditures:			
Accounting and auditing	\$ -	\$ -	
Contract services	15,575	46,912	
Software support	-	(14)	
Travel	250	750	
Phone	457	1,403	
Postage	-	-	
Equipment rental	-	-	
Insurance	-	-	
Equipment maintenance	-	1,088	
Promotional advertising	-	-	
Special district fees	-	175	
Miscellaneous expenses	-	289	
Office supplies	-	230	
Equipment (less than \$1,000)	-	430	
Computer supplies	-	-	
Operating supplies	-	-	
Training and seminar	-	-	
Subscriptions	977	997	
Law books	1,596	6,896	
Works of art	-	-	
Grants & Aid to Gov't Units	-	-	
Total expenditures	<u>18,855</u>	<u>59,156</u>	
Prior Year Transfer/Expenditure	-	-	
Excess of revenues over expenditures	<u>11,881</u>	<u>(2,816)</u>	
Fund balance - beginning	314,027	331,097	
Fund balance - ending	<u>\$ 325,908</u>	<u>\$ 328,281</u>	(2,373)

St. Lucie County, Florida - Law Library

Budget vs Actual

For the month ended December 31, 2019

UNAUDITED - PRELIMINARY

	<u>Account</u>	<u>Budget</u>	<u>Actual</u>	<u>Available</u>
Revenues:				
Copies	347120	500	113	(387)
Court facility surcharge	348930	200,000	43,672	(156,329)
Clerk fees - court related	348923	75,000	11,983	(63,017)
Interest on investments	361100	3,000	462	(2,538)
Donations	366900	-	110	110
Miscellaneous revenue	369917	-	-	-
Reimbursements	369930	-	-	-
Transfer from General Fund	381001	-	-	-
Fund Balance Forward	389902	141,730	-	(141,730)
Less 5 Percent	389903	(13,925)	-	13,925
Total		406,305	56,339	(349,966)
Expenditures:				
Accounting and auditing	532000	3,300	-	3,300
Contract services	534000	110,712	46,912	63,800
Software support	534110	2,000	(14)	2,014
Travel	540000	3,000	750	2,250
Phone	541000	10,694	1,403	9,291
Postage	542000	30	-	30
Equipment Rental	544100	-	-	-
Insurance	545000	5,057	-	5,057
Equipment maintenance	546000	1,512	1,088	424
Promotional advertising	549000	-	-	-
Special district fees	549150	350	175	175
Miscellaneous expenses	549990	-	289	(289)
Office supplies	551000	1,610	230	1,380
Equipment (less than \$1,000)	551200	3,000	430	2,570
Computer supplies	551501	750	-	750
Operating supplies	552000	500	-	500
Training and seminar	555000	300	-	300
Subscriptions	566100	120	997	(877)
Law books	566400	225,186	6,896	218,290
Works of art	567000	-	-	-
Grants & Aid to Gov't Units	581000	-	-	-
Reserves	599300	38,184	-	38,184
Total		406,305	59,155	347,150

ATTENDANCE

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	25	7	17	6	55
Jun. 2019	28	5	8	3	44
Jul. 2019	23	5	16	6	50
Aug. 2019	28	7	20	8	63
Sept. 2019	28	7	20	0	55
Oct. 2019	40	10	14	11	75
Nov. 2019	20	6	14	5	45
Dec. 2019	18	11	8	0	37
Total	341	93	192	64	690

	A	B	C	D	E	F	G	H	I	J
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 busine		
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
230	2019 ATTENDANCE 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	497	336	271		
234	FEB	301	78	133			512	597	610	609	338	361	457	329	303		
235	MAR.	318	83	119			520	550	598	533	433	424	422	343	307		
236	APRIL	356	97	142			595	596	474	511	451	504	508	336	279		
237	MAY	367	97	156			620	404	647	476	429	389	433	296	198		
238	JUNE	347	105	176			628	476	639	481	460	486	437	317	340		
239	JULY	416	92	193			701	507	498	519	447	435	396	338	308		
240	AUG	398	115	147			660	631	670	573	460	503	375	357	318		
241	SEPT	259	79	97			435	406	376	501	407	470	409	308	281		
242	OCT	368	112	129			609	603	601	689	545	506	510	390	230		
243	NOV	286	91	123			500	454	676	466	451	326	400	405	273		
244	DEC	358	90	199			647	519	424	509	424	414	401	360	277		
245							7003	6283	6234	6369	5162	5245	5245	4115	3385		
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Increased Attendance

