

MINUTES
LAW LIBRARY ADVISORS' MEETING
JUNE 22, 2016

Pursuant to notice duly given, the James J. Lunsford Law Library Advisors ("Advisors") met on Wednesday, June 22, 2016, at 12:00 noon, in the Law Library conference room at 701 E. Twiggs Street. The Advisors present were James Schmidt, Esq., Susan Johnson-Velez and Susan Miles Whitaker Esq. Judge Christopher Nash attended by telephone. Also in attendance were Jennie Tarr, Esq., Andrew Breidenbaugh, Margaret Rials, Sheryl Herold, Bridgett Lattimore and Norma Wise.

Mr. Schmidt, as Chair, opened the meeting at 12:05pm and followed the set agenda previously noticed. The discussion of the Minutes of the prior two meetings of the Law Library Advisors, dated December 16, 2015 and February 24, 2016, were discussed and the Advisors had no comments or changes to either of the Minutes as presented. A motion was made by Susan Johnson Velez, Esq., seconded by Susan Miles Whitaker, Esq. and unanimously approved to accept the Minutes of both the December 16, 2015 and the February 24, 2016, Law Library Advisors' meetings with no changes, additions or deletions.

Manager's Report

Norma Wise presented the Manager's Report updating the Advisors on the law library's last two months of statistics for patrons, CLE circulation, Westlaw patron usage and programming/classes.

A report on the update of the law library's renovation was given. The weeding project is almost complete. The three small conference rooms just need the glass outer walls installed and the requisition for the furniture and fixtures has been submitted to the vendor. Copies of pictures of the furniture were handed out and Margaret Rials showed material samples and color swatches that will be used. Everything appears to be on track for completion of the project before the end of FY16, which is September 30, 2016.


Budget

Sheryl Herold provided a copy of the proposed FY17 budget showing the law library will have an approximate \$68,000 deficit. This is mainly due to a reduction in traffic and toll violation fines which had been a main revenue source for the law library. Both the Turnpike and Expressway Authorities are no longer processing

toll violations through the court system and are now handling these internally through collection agencies. Library staff worked diligently to come up with a way to absorb this deficit, but due to the fact the law library is already running at minimum levels, there is little that could be cut back and nowhere near the \$68,000 deficit. Mr. Breidenbaugh made the suggestion that perhaps the Public Library Board could augment the law library's budget. On a motion by Susan Johnson-Velez and seconded by Susan Miles Whitaker, it was unanimously decided to have the Law Library Advisors' Chair, James Schmidt, Esq., write a request letter to the Hillsborough County Public Library Board asking for their assistance with the law library's FY17 budget. A copy of that letter is attached and made a part of these Minutes.

The meeting was adjourned at 12:35pm.

The next meeting of the Law Library Advisors will be held on Wednesday, August 24, 2016, at 12pm in the Law Library's conference room.



Norma J. Wise
Ex Officio Secretary to the Advisors



Library Services

June 22, 2016

Board of County Commissioners

Kevin Beckner
Victor D. Crist
Ken Hagan
Al Higginbotham
Lesley "Les" Miller Jr.
Sandra L. Murman
Stacy R. White

County Administrator

Michael S. Merrill

County Administrator

Executive Team

Lucia E. Garsys
Carl S. Harness
Gregory S. Horwedel
Ramin Kouzehkanani
Liana Lopez
Bonnie M. Wise

County Internal Auditor

Michelle Leonhardt

County Attorney

Chip Fletcher

Library Services

PO Box 1110
Tampa, FL 33601-1110

Tampa-Hillsborough County Public Library Board
c/o John F. Germany Library
900 N. Ashley Drive
Tampa, FL 33602

Ladies and Gentlemen:

During its FY17 budget preparations, the James J. Lunsford Law Library has identified a revenue shortfall of approximately \$68,000 less than the previous fiscal year. This is due to a reduction in traffic and toll violation fines which have been a main revenue source for the Law Library. Both the Turnpike and Expressway Authorities are no longer processing toll violations through the Court system and are now handling these internally through collection agencies.

The Clerk of the Circuit Court advises that while this trend is expected to continue, there is no indication of a further decline in our revenue. Unfortunately, \$68,000 represents approximately 18% of the Law Library's budget. While the projected budget is enough to cover Personnel Services and Operating Expenses, the shortfall will impact the Law Library's book budget.

The Law Library Advisors have met to discuss this issue with Library Director, Andrew Breidenbaugh, and we wish to formally petition the Public Library Board's review of our request for the Tampa-Hillsborough County Public Library to handle all future procurement and funding of the Law Library's print collection, which is currently \$58,877.

Sincerely,

James A. Schmidt, Esq., Chair
James J. Lunsford Law Library Advisors

CC: Andrew Breidenbaugh, Director, Library Services