

AGENDA

BOARD OF LAW LIBRARY TRUSTEES of the LOS ANGELES COUNTY LAW LIBRARY

*BOARD MEETING
THURSDAY, FEBRUARY 14, 2013
12:15 PM*

*BY TELECONFERENCE
SUSAN STEINHAUSER
PRESIDENT*

*M. L. LILLIE BUILDING
TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CA 90012-3140*

*WYNDHAM GRAND RESORT
BACK OFFICE - GRANDE BALLROOM
REGISTRATION DESK
7599 GATHERING DRIVE
REUNION, FLORIDA 34747*

ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal of any person who disrupts or disturbs the orderly conduct of any Board Meeting.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Minutes of the January 22, 2013, Regular Board Meeting.
- 3.2 Receipt of Employee Handbook & Personnel Policies Manual.
- 3.3 Approval of Strategic Planning Process and Schedule.
- 3.4 January 2013 Financial Statements and List of Checks and Warrants.

4.0 DISCUSSION & ACTION ITEMS

- 4.1 Consideration of Branch Closures. Executive Director, Sandra Levin, and Interim Senior Director for Library Services, Malinda Muller.
- 4.2 FY2013-2014 Budget Forecast and Mid-Year Budget Adjustment. Senior Director for Administrative Services, Patrick K. O'Leary.
- 4.3 Consideration of Governance Resolution. Executive Director, Sandra Levin.

5.0 AGENDA BUILDING

Items not on the posted agenda may be presented by a Trustee and, if requested, may be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Thursday, March 21, 2013.

POSTED FRIDAY, FEBRUARY 8, 2013 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 MINUTES OF THE JANUARY 22, 2013, REGULAR BOARD MEETING.
- 3.2 RECEIPT OF EMPLOYEE HANDBOOK & PERSONNEL POLICIES MANUAL.
- 3.3 APPROVAL OF STRATEGIC PLANNING PROCESS AND SCHEDULE.
- 3.4 JANUARY 2013 FINANCIAL STATEMENTS AND LIST OF CHECK AND WARRANTS.

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

January 22, 2013

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, December 18, 2012 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Susan Steinhauser, Esquire
Judge Michelle Williams Court
Judge Reva Goetz
Judge Mark Juhas
Kenneth Klein, Esquire

Trustees Absent:

Judge Lee Smalley Edmon
Judge Ann Jones

Staff Present:

Sandra J. Levin, Executive Director

President Steinhauser determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on Agenda Item 4.1, Responses to Questions Regarding ADA Access and Signage, in addition to the Building Envelope and Exterior Restoration Project. Paradise also commented on the hiring of a new Executive Director.

2.0 PRESIDENT'S REPORT

President Steinhauser welcomed Judges, Michelle Williams Court and Lee Smalley Edmon on to the Board, in addition to Judge Luis Lavin's leaving the Board to fulfill his

obligation with the LA Superior Court. The President also welcomed Sandra Levin as Executive Director and wished her a successful tenure. Additionally, Trustee Klein was tasked with bringing back to the Board nominations for the Election of Officers. In the interim, Steinhauser will remain President and Judge Ann Jones, Vice President.

3.0 CONSENT CALENDAR

- 3.1 Minutes of the November 20, 2012, Regular Board Meeting.
- 3.2 Minutes of the December 10, 2012, Special Board Meeting.
- 3.3 Minutes of the December 18, 2012, Regular Board Meeting.
- 3.4 Statistics for the 2012 calendar year.
- 3.5 Selection of Insurance Broker.
- 3.6 Approval of LA Law Library Pay Schedule.

President Steinhauser requested a motion to approve the Consent Calendar. So moved by Trustee Juhas and seconded by Trustee Goetz, the Consent Calendar was unanimously approved, 5-0.

4.0 DISCUSSION AND ACTION ITEMS

- 4.1 Responses to Questions Regarding ADA Access and Signage.
Pursuant to Board direction, Senior Director of Information Services, Jaye Nelson, presented the Board with an overview of ADA compliance with the new construction, disabled parking and signage. Follow discussion, Trustee Klein moved to post a universal ADA accessible entrance sign directing patrons to the main entrance, seconded by Trustee Goetz, the motion was unanimously approved, 5-0.
- 4.2 Approval of 2013 Meeting Dates.
The Executive Director, Sandra Levin, proposed to the Board the following 2013 Meeting dates:

| 2013 DATES | |
|-------------|--------------|
| February 14 | August 27 |
| March 26 | September 24 |
| April 23 | October 22 |
| May 28 | November 19 |
| June 25 | December 17 |
| July 23 | |

Following discussion, President Steinhauser requested the March 26 and October 22 meetings be rescheduled. Upon request for a motion, with exception to the March 26 and October 22 meetings, Trustee Goetz moved to approve the 2013 Regular Board Meeting Schedule. Seconded by Trustee Juhas, the motion was unanimously approved, 5-0.

4.3 Review of FY2012-2013 Budget.

Senior Director for Administrative Services, Patrick O'Leary, presented a review of the FY2012-2013 Budget and year-end forecast. O'Leary brought to the attention of the Board the Library's budget through the end of December was at a 57k deficit. This was primarily due to decreased revenue from Parking Fees and Library Services, in conjunction with an increase in salaries. The deficit is forecasted to grow to over 450k in FY2013, compared to the 165k deficit budgeted, if left unmanaged.

Additionally, extraordinary costs due to separation are forecasted at 264k by year-end. Operating costs are a concern, though extraordinary costs are not expected to increase. Staff will take steps to reduce cost so to not affect the services. The goal now is not to balance the budget immediately but rather balance revenue and costs on a go forward basis.

Following discussion, upon a request for a motion by President Steinhauser, Trustee Klein so moved to adopt option one, to receive and file this report, seconded by Trustee Goetz, the motion was unanimously approved, 5-0.

4.4 Direction Regarding Retention of Legal Counsel.

With Sandra Levin commencing employment as Executive Director and resigning as general counsel, a new arrangement for the provision of legal services will need to be arranged. Due to budget constraints, it was recommended that the Board defer retention of long term counsel and usage of outside contract counsel, conduct a needs assessment and utilize County Counsel in the interim.

Following discussion and upon request for a motion, Trustee Goetz so moved to adopt the recommendation, seconded by Trustee Juhas, the motion was unanimously approved, 5-0.

5.0 AGENDA BUILDING

Trustee Klein expressed his interest in having programs that involved young adults participating in educational programs facilitated at the Law Library. This was not to be its own Agenda Item but to be considered as part of the Strategic Planning.

6.0 EXECUTIVE DIRECTOR REPORT

The Executive Director highlighted the Checks and Warrants as part of Agenda Item 4.3, as well as the recent LACBA In Re Garcia CLE event the Law Library hosted. The event was well attended with high profile panelist. Several media outlets covered the event, including a KPCC and the LA Daily Journal. Levin also highlighted the display case that the Reference and Research team put together for the Garcia event.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:04 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Thursday, February 14, 2013.

Sandra J. Levin, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

DRAFT

MEMORANDUM

DATE: February 5, 2013
TO: Board of Law Library Trustees
FROM: Patrick O'Leary
RE: Employee Handbook & Personnel Policies Manual

A revised Employee Handbook & Personnel Policies Manual has been posted on the Law Library website at www.lalawlibrary.org/pdfs/Agenda_20130214a.attachment.pdf for your review and consideration *at the next regular Board meeting in March, 2013*. This Manual was developed in 2012. Prior to the development of this Manual, the Library's personnel policies and procedures were contained in numerous different documents and locations. The various documents were overlapping, difficult to decipher and out of date.

Staff consolidated the following into a single document:

- The Personnel Policies Manual (previously approved by the Board)
- The Employee Handbook (previously prepared by Staff)
- Negotiated changes with SEIU (previously approved by the Board)
- Changes required by developments in laws and regulations (as recommended by labor counsel), and
- New policies to document existing practices, address new technology and fill in gaps in the standard personnel policies applicable to public agencies.

Because this is a lengthy document, we are giving the Board an advance preview this month and will be asking for approval of the Manual at the next regular meeting. Please feel free to send us any questions you might have so that we can be prepared to address them at the next meeting.

RECOMMENDATION

Staff recommends that the Board review the Employee Handbook and Personnel Policies Manual posted on the website for possible approval at its next regular meeting.



MEMORANDUM

DATE: February 6, 2013

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Timeline and Work Plan for Strategic Plan Process

SUMMARY

The Law Library is embarking on a strategic planning process that will shape the Library's future for years to come. At this stage, the Board is not being asked to provide substantive input or direction, but rather to approve the timeline and work plan for the substantive work that is to come. Staff is extremely excited about this process and the opportunity to envision and implement the goals and objectives that will carry the LA Law Library forward as a vital and relevant resource.

TIMELINE

Attached please find a proposed Timeline and Work Plan for the strategic planning process. Although the timeline is ambitious, Staff believes it is achievable. Moreover, moving forward with the strategic planning process at a pace that is timely enough to help inform the budget planning for Fiscal Year 2014 will be extremely helpful. In particular, the budget planning can be far more focused and productive if there is agreement and shared direction regarding the vision, mission and organizational values.

The proposed Timeline will be reviewed by the Strategic Planning Committee (Members Juhas, Jones and Court) on February 11. Any comments or changes they have to offer will be provided to you in advance of the meeting and made available to the public. Meanwhile, the discussion draft is provided here:



| Task | Jan | Feb | Mar | Apr | May | June |
|---|-----|-----|-----|-----|-----|------|
| Develop Planning Timeline and Approach | | | | | | |
| • Review of written organizational records | ■ | | | | | |
| • Facilitate discussion to develop list of stakeholders | | ■ | | | | |
| • Write brief summary of current situation, SWOTs | | | | | | |
| • Discuss alternate approaches with Strategic Planning Committee (SPC); determine desired process and format of end product | | ■ | | | | |
| • Identify information needed for strategic planning | | ■ | | | | |
| • Develop a plan for soliciting stakeholder input | | ■ | | | | |
| • Bring proposal to Board for approval (This document and staff report constitute the proposal) | | ■ | | | | |
| Develop Mission and Vision | | | | | | |
| • SPC discusses vision and mission | | | ■ | | | |
| • Discuss organizational values, if desired | | | ■ | | | |
| • Stakeholder input to mission/vision | | | ■ | | | |
| • Wordsmithing of mission/vision as needed | | | | ■ | | |
| • Board approval of revised mission statement & vision (April meeting) | | | | ■ | | |
| Gather relevant data and stakeholder input | | | | | | |
| • Hold constituent/stakeholder focus groups | | | ■ | ■ | | |
| • Membership and/or client survey | | | ■ | ■ | | |
| • Interview key partners/funders | | | ■ | ■ | | |
| • Prepare relevant financial information | | | ■ | ■ | | |
| • Research other models/peer organizations | | | ■ | ■ | | |
| • Competitive scan/environmental scan | | | ■ | ■ | | |
| • Review constraints and current organizational systems, identify gaps | | | ■ | ■ | | |
| Set goals/develop plan framework | | | | | | |
| • SPC reviews input and data collected | | | | | ■ | ■ |
| • SPC develops draft goals and objectives | | | | | ■ | ■ |
| • Brainstorm goals and objectives with employees (April all staff meeting) | | | | | ■ | ■ |
| • Cluster/prioritize goals to identify 3-7 broad goal areas | | | | | ■ | ■ |
| • Set broad goals in support of mission | | | | | ■ | ■ |
| • Draft objectives (include responsible parties and timeline) | | | | | ■ | ■ |
| Bring proposed strategic plan to Board for approval (June meeting) | | | | | | ■ |

PLAN FOR DEVELOPING STAKEHOLDER INPUT

The plan for soliciting stakeholder input relies primarily on a survey to be posted on the website, used at meetings and mailed out to key stakeholders, but also includes collecting input at staff meetings, Board meetings, meetings of existing organizations, invitational group meetings, individual meetings, phone calls and outreach on existing list-serves. The following table lists the important stakeholder groups identified to date (including at the planning exercise conducted at the Law Library all staff meeting in January) along with the proposed outreach efforts for that group:

| Stakeholder Group | Outreach Mechanism(s) |
|---|---|
| Board of Trustees | Board and committee meetings |
| Employees | Intranet survey, all staff meetings |
| Existing Patrons | Surveys, group meeting at Library |
| Bar Associations and Bar Members | Phone calls, individual meetings, group meeting off site, written & internet survey |
| Legal Service and Pro Bono Organizations/ Self-Represented Litigants | Phone calls, individual meetings, group meeting off site, written & internet survey |
| Law Firms | |
| Attorneys | Phone calls, individual meetings, written & internet survey |
| Paralegals | Phone calls, attend professional organization meeting, internet survey |
| Law Firm Administrators | Phone calls, individual meetings, internet survey |
| County of Los Angeles: | |
| Board of Supervisors | Phone calls, individual meetings |
| County Staff | Phone calls, individual meetings |
| LACPL | Phone calls, individual meetings, survey (mail & internet) |
| DA's Office & Public Defenders | Survey (mail & internet) |
| Courts: | |
| Judges | Board member input, individual meetings |
| Civil Courts | Phone calls and individual meetings with court staff , survey (mail & internet) |
| Criminal Courts | Phone calls and individual meetings with court staff , survey (mail & internet) |
| Probation Officers | Survey (mail & internet) |
| Technology Providers | Survey (mail & internet) |
| City of Los Angeles | |
| LAPL | Phone calls, individual meetings, survey (mail & internet) |
| City Attorney's office | Phone calls, survey (mail & internet) |
| Police Department | Phone calls, survey (mail & internet) |
| Law Students / Law Schools | Phone calls, individual meetings, group meeting off site, internet survey |
| Other Law Libraries | Phone calls, individual meetings, discussions at conferences, survey (mail & internet), list-serve outreach |
| Law Library Organizations | Survey (mail & internet), list-serve outreach |
| Prison Inmates | Survey (mail & internet) |
| Public Schools | Phone calls, survey (mail & internet) |



Staff will prepare a list of possible survey questions for discussion and review at a Strategic Planning Committee meeting. From the approved list of questions, subsets will be identified to create tailored surveys for each of the following groups: 1) librarians, 2) other government agencies, 3) legal industry (including attorneys and paralegals); 4) vendors and technology providers; and 5) other (non-legal, self-represented litigants, students, etc).

RECOMMENDATION

Staff recommends that the Board of Trustees approve the timeline and work plan, including the stakeholder outreach plan, presented above.



MEMORANDUM

DATE: February 14, 2013

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Patrick K. O’Leary, Senior Director of Administrative Services

RE: January 2013 Financials and List of Checks and Warrants

Attached are the January 2013 Financial Statements which include: the Balance Sheet, Income Statement and Statement of Cash Flow. The list of Checks and Warrants is attached as well.

RECOMMENDATION

It is recommended that the Board review, receive and file the Financial Statements and list of Checks and Warrants.



Los Angeles Law Library

Balance Sheet

As of January 31, 2013

| | Jun-12 | Jan-13 | Change |
|---|-------------------|-------------------|--------------------|
| Assets | | | |
| Current Assets | | | |
| Cash and cash equivalents | 12,353,815 | 11,510,146 | (843,669) |
| Accounts receivable | 50,835 | 59,369 | 8,534 |
| Prepaid expenses and other assets | 415,542 | 309,884 | (105,658) |
| Total current assets | 12,820,192 | 11,879,399 | (940,793) |
| Restricted cash and cash equivalents | 231,234 | 261,139 | 29,905 |
| Capital assets, not being depreciated | 580,333 | 654,724 | 74,391 |
| Capital assets, being depreciated - net | 24,055,362 | 23,456,445 | (598,918) |
| Total assets | 37,687,122 | 36,251,707 | (1,435,415) |
| Liabilities and Net Assets | | | |
| Current Liabilities | | | |
| Accounts payable | 1,254,424 | 611,374 | (643,050) |
| Other liabilities | 499,237 | - | (499,237) |
| Payroll liabilities | 8,803 | 23,612 | 14,810 |
| Total current liabilities | 1,762,464 | 634,986 | (1,127,478) |
| Accrued sick and vacation liability | 477,661 | 477,661 | - |
| Borrowers' deposit | 256,433 | 282,100 | 25,667 |
| OPEB obligation | 1,448,988 | 1,448,988 | - |
| Total liabilities | 3,945,546 | 2,843,735 | (1,101,811) |
| Net assets | | | |
| Invested in capital assets, net of related debt | 24,635,695 | 24,111,169 | (524,526) |
| Unrestricted | 9,105,880 | 9,296,803 | 190,923 |
| Total net assets | 33,741,576 | 33,407,972 | (333,604) |

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2013

| Jan 2012 Actual | Jan 2013 | | | | | FY 2011-12 YTD | FY 2012-13 YTD | | | | Comments |
|--------------------|----------|----------|--------------|-------------|--|-------------------|----------------|------------|--------------|-------------|----------|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | |
| Income | | | | | | | | | | | |
| 670,996 | 604,344 | 590,054 | -14,290 | -2.4% | L.A. Superior Court Fees | 4,927,141 | 4,574,405 | 4,597,896 | 23,492 | 0.5% | |
| 10,959 | 6,858 | 5,475 | -1,383 | -20.2% | Interest | 74,790 | 43,258 | 41,509 | -1,749 | -4.0% | |
| 46,572 | 52,712 | 35,922 | -16,790 | -31.9% | Parking | 432,618 | 423,889 | 313,596 | -110,293 | -26.0% | |
| 20,265 | 24,344 | 29,099 | 4,755 | 19.5% | Library Services | 316,240 | 370,721 | 290,042 | -80,679 | -21.8% | |
| 748,792 | 688,258 | 660,549 | -27,709 | -4.0% | Total Income | 5,750,789 | 5,412,273 | 5,243,044 | -169,229 | -3.1% | |
| Expense | | | | | | | | | | | |
| 352,269 | 322,756 | 348,598 | -25,843 | -8.0% | Personnel | 2,459,868 | 2,369,062 | 2,460,244 | -91,182 | -3.8% | |
| 325,699 | 407,731 | 271,636 | 136,095 | 33.4% | Library Materials | 2,281,539 | 1,928,159 | 1,511,733 | 416,426 | 21.6% | |
| -325,699 | -407,731 | -271,636 | -136,095 | 33.4% | Lib Materials Transferred to Assets | -2,281,539 | -1,928,159 | -1,511,733 | -416,426 | 21.6% | 0.0% |
| 64,480 | 65,477 | 68,311 | -2,834 | -4.3% | Occupancy | 495,263 | 451,816 | 471,894 | -20,078 | -4.4% | |
| 33,520 | 37,255 | 26,667 | 10,588 | 28.4% | Supplies & Services | 225,808 | 223,733 | 191,445 | 32,287 | 14.4% | |
| 12,627 | 15,082 | 7,655 | 7,426 | 49.2% | Professional Services | 104,441 | 131,072 | 90,620 | 40,452 | 30.9% | |
| 276,202 | 313,104 | 294,987 | 18,118 | 5.8% | Depreciation | 1,861,924 | 2,141,934 | 2,162,437 | -20,503 | -1.0% | |
| 739,098 | 753,673 | 746,218 | 7,455 | 1.0% | Total Expenses | 5,147,305 | 5,317,616 | 5,376,640 | -59,024 | -1.1% | |
| 9,694 | -65,415 | -85,669 | -20,253 | 31.0% | Net Income | 603,484 | 94,657 | -133,596 | -228,253 | -241.1% | |
| 0 | 20,873 | 146,182 | -125,308 | -600.3% | Extraordinary Expense | 0 | 61,762 | 200,008 | -138,245 | -223.8% | |
| 0 | 38,083 | 0 | 38,083 | 100.0% | Capitalized Expenditures | 4,697 | 286,500 | 51,786 | 234,714 | 81.9% | |
| 0 | 59.5 | 54.1 | 5.4 | 9.1% | Full-Time Equivalent Employees | NA | 55.4 | 55.0 | 0.4 | 0.7% | |

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2013

| Jan 2012 Actual | Jan 2013 | | | | FY 2011-12 YTD | FY 2012-13 YTD | | | | | Comments |
|--------------------------|----------|---------|--------------|-------------|--------------------------|----------------|-----------|--------------|-------------|---------|---|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | |
| Account Detail: | | | | | | | | | | | |
| Income: | | | | | | | | | | | |
| 670,996 | 622,647 | 590,054 | -32,593 | -5.2% | L.A. Superior Court Fees | 4,927,141 | 4,574,405 | 4,597,896 | 23,492 | 0.5% | Filing fees to date continue to track fairly close to the budget. They are 6.7% below FY2012 actual. |
| Interest: | | | | | | | | | | | |
| 0 | 0 | 1,082 | 1,082 | 0.0% | Interest - LAIF | 10,203 | 1,900 | 2,272 | 372 | 19.6% | |
| 10,699 | 5,700 | 4,267 | -1,433 | -25.1% | Interest - General Fund | 62,927 | 39,900 | 38,190 | -1,710 | -4.3% | |
| 260 | 208 | 126 | -82 | -39.6% | Interest - Deposit Fund | 1,660 | 1,458 | 1,047 | -412 | -28.2% | |
| 10,959 | 5,908 | 5,475 | -433 | -7.3% | Subtotal | 74,790 | 43,258 | 41,509 | -1,749 | -4.0% | |
| 46,572 | 52,495 | 35,922 | -16,573 | -31.6% | Parking: | 432,618 | 423,889 | 313,596 | -110,293 | -26.0% | The County raised rates for lot 10 to \$20 maximum per day. In response, we restored our rates to \$25 in December. Parking volume continues to lag below historical levels. |
| Library Services: | | | | | | | | | | | |
| 100 | 100 | -50 | -150 | -150.0% | Annual Borrowing Fee | 8,475 | 8,475 | 5,200 | -3,275 | -38.6% | |
| 7,241 | 26,503 | 7,015 | -19,488 | -73.5% | Annual Members Fee | 39,783 | 110,812 | 49,891 | -60,921 | -55.0% | The number of new members resulting from the LACBA initiative is lower than expected. |
| 220 | 750 | 304 | -446 | -59.5% | Course Registration | 2,019 | 5,250 | 3,903 | -1,347 | -25.7% | |
| 6,360 | 6,250 | 6,778 | 528 | 8.4% | Copy Center | 42,646 | 43,750 | 43,471 | -279 | -0.6% | |
| 2,035 | 2,250 | 2,182 | -68 | -3.0% | Document Delivery | 14,945 | 15,750 | 14,678 | -1,072 | -6.8% | |
| 2,663 | 3,500 | 2,989 | -511 | -14.6% | Fines | 27,116 | 24,500 | 29,663 | 5,163 | 21.1% | |
| 409 | 550 | 229 | -321 | -58.4% | Miscellaneous | 5,059 | 3,850 | 1,116 | -2,734 | -71.0% | |
| 400 | 83 | 9,349 | 9,266 | 11118.8% | Room Rental | -184 | 583 | 16,699 | 16,116 | 2762.7% | The favorable variance resulted from use by two downtown firms of the library's facilities as trial war rooms. |
| 225 | 0 | 0 | 0 | 0.0% | Book Replacement | 914 | 1,250 | 2,110 | 860 | 68.8% | |
| 0 | 0 | 0 | 0 | 0.0% | Forfeited Deposits | 28,474 | 28,000 | 0 | -28,000 | -100.0% | A change in the Library's policy increased from two years to three the period of borrower inactivity after which the Library may take deposits into income. Policy also requires us to post a legal notice in the LA Times before claiming these amounts. |
| 0 | 0 | 0 | 0 | 0.0% | Friends of Law Library | 143,000 | 125,000 | 120,000 | -5,000 | -4.0% | |
| 0 | 0 | 0 | 0 | 0.0% | Grants | 0 | 0 | 0 | 0 | 0.0% | |
| 613 | 500 | 303 | -197 | -39.4% | Vending | 3,993 | 3,500 | 3,313 | -188 | -5.4% | |
| 20,265 | 40,487 | 29,099 | -11,388 | -28.1% | Subtotal | 316,240 | 370,721 | 290,042 | -80,679 | -21.8% | |
| 748,792 | 721,536 | 660,549 | -60,987 | -8.5% | Total Income | 5,750,789 | 5,412,273 | 5,243,044 | -169,229 | -3.1% | |

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2013

| Jan 2012 Actual | Jan 2013 | | | | FY 2011-12 YTD | FY 2012-13 YTD | | | | | Comments |
|--------------------|----------|---------|--------------|-------------|--------------------------------|----------------|-----------|--------------|-------------|--------|---|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | |
| Expenses: | | | | | | | | | | | |
| Personnel: | | | | | | | | | | | |
| 261,578 | 234,019 | 248,717 | -14,699 | -6.3% | Salaries | 1,815,070 | 1,724,489 | 1,821,885 | -97,397 | -5.6% | The adverse variance for the month and year-to-date is the result primarily of less actual attrition than budgeted. |
| 15,632 | 14,041 | 21,633 | -7,592 | -54.1% | Social Security | 103,356 | 98,700 | 110,382 | -11,682 | -11.8% | |
| 3,656 | 3,276 | 5,572 | -2,295 | -70.1% | Medicare | 25,336 | 24,143 | 27,483 | -3,340 | -13.8% | |
| 11,709 | 9,688 | 9,688 | 0 | 0.0% | Retirement | 91,288 | 67,817 | 67,817 | 0 | 0.0% | |
| 43,290 | 47,152 | 46,824 | 328 | 0.7% | Health Insurance | 332,739 | 312,747 | 315,213 | -2,465 | -0.8% | |
| 728 | 815 | 348 | 468 | 57.3% | Disability Insurance | 5,142 | 5,635 | 1,267 | 4,368 | 77.5% | A credit from the April 2012 cancellation of disability coverage was paid in July 2012 producing a favorable variance YTD. |
| 4,822 | 5,311 | 5,507 | -196 | -3.7% | Dental Insurance | 33,590 | 35,596 | 35,985 | -389 | -1.1% | |
| 155 | 136 | 151 | -15 | -10.9% | Life Insurance | 1,035 | 960 | 1,006 | -46 | -4.8% | |
| 0 | 9,353 | 9,353 | 0 | 0.0% | Workers Compensation Insurance | 19,024 | 65,474 | 65,474 | 0 | 0.0% | |
| 9,834 | 10,100 | 0 | 10,100 | 100.0% | Unemployment Insurance | 27,311 | 28,130 | 8,400 | 19,730 | 70.1% | The unemployment benefit budget, which was based on FY 2012 actual data, appears to be excessive. Laid-off employee unemployment benefits were budgeted as Extraordinary Expense. |
| 865 | 761 | 806 | -45 | -5.9% | Vision Insurance | 5,978 | 5,371 | 5,332 | 39 | 0.7% | |
| | 0 | | 0 | 0.0% | Accrued Sick Expense | | 0 | 0 | 0 | 0.0% | |
| | 0 | | 0 | 0.0% | Accrued Vacation Expense | | 0 | 0 | 0 | 0.0% | |
| 352,269 | 334,653 | 348,598 | -13,946 | -4.2% | Total - Personnel | 2,459,868 | 2,369,062 | 2,460,244 | -91,182 | -3.8% | |

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2013

| Jan 2012 Actual | Jan 2013 | | | | FY 2011-12 YTD | FY 2012-13 YTD | | | | | Comments |
|---------------------|----------|----------|--------------|-------------|-------------------------------------|----------------|------------|--------------|-------------|---------|--|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | |
| Library Materials: | | | | | | | | | | | |
| 177,541 | 223,521 | 195,584 | 27,937 | 12.5% | American Continuations | 1,425,314 | 1,371,219 | 978,491 | 392,728 | 28.6% | The variance in continuations is mainly a timing issue. A \$600k payment to Bender that has been delayed two months will be paid in February. |
| 12,608 | 7,917 | 4,450 | 3,467 | 43.8% | American New Orders | 67,339 | 55,419 | 41,109 | 14,310 | 25.8% | |
| 31,897 | 7,523 | 4,606 | 2,916 | 38.8% | Branch Continuations | 242,623 | 52,658 | 47,547 | 5,110 | 9.7% | |
| 0 | 0 | 0 | 0 | 0.0% | Branch New Orders | 1,372 | 0 | 0 | 0 | 0.0% | |
| 36,900 | 30,500 | 43,829 | -13,329 | -43.7% | Commonwealth Continuations | 251,576 | 213,500 | 246,909 | -33,409 | -15.6% | |
| 0 | 189 | 657 | -468 | -247.4% | Commonwealth New Orders | 2,622 | 1,324 | 2,215 | -891 | -67.3% | |
| 34,220 | 16,667 | 8,150 | 8,517 | 51.1% | Foreign Continuations | 125,550 | 116,667 | 95,758 | 20,909 | 17.9% | |
| 72 | 1,634 | 0 | 1,634 | 100.0% | Foreign New Orders | 28,440 | 11,435 | 2,725 | 8,710 | 76.2% | |
| 24,272 | 10,813 | 10,706 | 107 | 1.0% | International Continuations | 99,416 | 75,691 | 72,938 | 2,753 | 3.6% | |
| 712 | 599 | 216 | 383 | 64.0% | International New Orders | 8,662 | 4,192 | 3,313 | 879 | 21.0% | |
| 7,477 | 4,445 | 3,341 | 1,104 | 24.8% | General/Librarianship Continuations | 26,391 | 24,521 | 19,891 | 4,630 | 18.9% | |
| 0 | 229 | 98 | 131 | 57.2% | General/Librarianship New Orders | 2,234 | 1,534 | 837 | 697 | 45.5% | |
| 325,699 | 304,036 | 271,636 | 32,399 | 10.7% | Subtotal | 2,281,539 | 1,928,159 | 1,511,733 | 416,426 | 21.6% | |
| -325,699 | -304,036 | -271,636 | -32,399 | 10.7% | Lib Materials Transferred to | -2,281,539 | -1,928,159 | -1,511,733 | -416,426 | 21.6% | |
| 0 | 0 | 0 | 0 | 0.0% | Assets | 0 | 0 | 0 | 0 | 0.0% | |
| Building Occupancy: | | | | | | | | | | | |
| 635 | 1,750 | 410 | 1,340 | 76.6% | Building / Cleaning Supplies | 12,427 | 12,250 | 11,528 | 722 | 5.9% | |
| 2,844 | 2,333 | 3,170 | -837 | -35.9% | Building Maintenance | 39,790 | 16,333 | 20,383 | -4,050 | -24.8% | The unfavorable variance YTD is the result of unanticipated repairs of the pneumatic air compressor, repairs of the power transformer, and testing of fire doors. |
| 2,623 | 1,417 | 765 | 652 | 46.0% | Building Services | 9,237 | 9,917 | 5,993 | 3,924 | 39.6% | |
| 0 | 358 | 4,832 | -4,473 | -1248.3% | Interior Improvements / Alterations | 3,725 | 2,508 | 16,876 | -14,367 | -572.8% | Unanticipated expenses incurred to date were for painting and the installation of a door near the circulation desk, CMS window tinting, a 3" strip at the front door, a new feed to the alley light fixture, and members' study floor outlets. |
| 8,346 | 9,983 | 8,312 | 1,671 | 16.7% | Electric & Water | 70,540 | 69,883 | 63,814 | 6,070 | 8.7% | |
| 1,226 | 1,287 | 1,247 | 41 | 3.1% | Elevator Maintenance | 8,610 | -11,357 | 8,601 | -19,958 | 175.7% | The YTD variance is the result of timing. An anticipated \$20k reimbursement from Swinerton has not yet been paid. |
| 1,093 | 1,950 | 1,381 | 569 | 29.2% | Heating & Cooling | 22,497 | 18,900 | 21,058 | -2,158 | -11.4% | |
| 17,982 | 22,887 | 22,777 | 110 | 0.5% | Insurance | 142,080 | 160,208 | 159,436 | 772 | 0.5% | |
| 7,293 | 7,323 | 8,296 | -974 | -13.3% | Janitorial Services | 51,054 | 51,258 | 47,646 | 3,612 | 7.0% | Unanticipated costs for steam cleaning the exterior walkways caused the unfavorable variance year-to-date. |
| 0 | 1,417 | 0 | 1,417 | 100.0% | Landscaping | 2,400 | 9,917 | 0 | 9,917 | 100.0% | The Library's exterior landscape maintenance remains under warranty. The budget assumed maintenance costs would commence in July. |
| 22,438 | 14,833 | 17,121 | -2,288 | -15.4% | Security | 132,903 | 111,998 | 116,560 | -4,562 | -4.1% | We incurred some unbudgeted costs for security at special events, some of which will be reimbursed to the library. |
| 64,480 | 65,538 | 68,311 | -2,772 | -4.2% | Subtotal | 495,263 | 451,816 | 471,894 | -20,078 | -4.4% | |

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2013

| Jan 2012 Actual | Jan 2013 | | | | FY 2011-12 YTD | FY 2012-13 YTD | | | | | Comments |
|-----------------------|----------|---------|--------------|-------------|----------------------------------|----------------|-----------|--------------|-------------|---------|--|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | |
| Supplies & Services | | | | | | | | | | | |
| 416 | 561 | 459 | 102 | 18.2% | Bank Charges / Other Fees | 3,304 | 3,927 | 3,702 | 225 | 5.7% | |
| 606 | 600 | 0 | 600 | 100.0% | Bibliographical Services | 24,478 | 4,200 | 3,922 | 278 | 6.6% | |
| 0 | 417 | 0 | 417 | 100.0% | Binding | 0 | 2,917 | 0 | 2,917 | 100.0% | Contrary to the budget, it is unlikely we will do any binding this fiscal year. |
| 5,022 | 2,519 | 3,850 | -1,331 | -52.9% | Computer Services / Licensing | 23,810 | 17,632 | 18,314 | -682 | -3.9% | |
| 218 | 2,000 | 40 | 1,960 | 98.0% | Continued Education | 19,333 | 14,000 | 4,988 | 9,012 | 64.4% | YTD continuing education costs have been confined to AALL and ALA conference fees. |
| 11,808 | 2,708 | 10,357 | -7,649 | -282.4% | Copy Center | 23,636 | 18,958 | 19,225 | -267 | -1.4% | |
| 392 | 2,784 | 2,183 | 600 | 21.6% | Electronics / Computer Hardware | 1,760 | 19,485 | 9,901 | 9,584 | 49.2% | The favorable variance YTD is a budget timing issue. |
| 0 | 250 | 0 | 250 | 100.0% | Furniture / Appliances | 975 | 1,750 | 1,142 | 608 | 34.8% | |
| 3,378 | 3,513 | 3,557 | -44 | -1.3% | Integrated Library System | 22,904 | 23,781 | 24,292 | -511 | -2.1% | |
| 365 | 0 | 0 | 0 | 0.0% | Membership (Staff) | 10,595 | 3,900 | 1,615 | 2,285 | 58.6% | |
| 2,405 | 2,206 | 1,325 | 881 | 39.9% | Office / Library Supplies | 15,142 | 15,444 | 18,538 | -3,095 | -20.0% | The replacement of a 3M magnetic sensitizer machine was not budgeted. |
| 0 | 3,750 | 0 | 3,750 | 100.0% | Other / Misc. | 1,191 | 4,250 | 1,414 | 2,836 | 66.7% | |
| 1,728 | 4,208 | -2,784 | 6,993 | 166.2% | Outreach / Marketing | 15,315 | 29,458 | 13,877 | 15,582 | 52.9% | |
| 1,487 | 1,692 | 633 | 1,059 | 62.6% | Postage / UPS / FedEx | 10,547 | 11,842 | 8,642 | 3,200 | 27.0% | The favorable variance resulted from the decisions a) to terminate rental of a mail metering machine in favor of an online stamp service and b) to discontinue the practice of shipping scanned documents to off-site storage. |
| 26 | 714 | 329 | 385 | 54.0% | Printing / Reproduction | 2,846 | 4,997 | 3,069 | 1,928 | 38.6% | |
| 205 | 1,667 | 590 | 1,077 | 64.6% | Reimbursed Expenses | 12,727 | 11,667 | 17,778 | -6,112 | -52.4% | Reimbursements related to the annual AALL conference were scheduled for the end of the fiscal year. This variance should self-correct by year's end. |
| 1,011 | 600 | 2,462 | -1,862 | -310.3% | Staff Meetings / Activities | 8,210 | 4,200 | 8,491 | -4,291 | -102.2% | |
| 2,140 | 2,410 | 2,816 | -406 | -16.8% | Telecommunications | 15,383 | 18,783 | 22,149 | -3,366 | -17.9% | This account was over budget because of a \$2.4k fiber ISP Fee in July. |
| 852 | 1,000 | 525 | 475 | 47.5% | Transportation Reimbursement | 7,125 | 7,000 | 6,157 | 843 | 12.0% | |
| 1,461 | 792 | 325 | 467 | 59.0% | Vending | 6,527 | 5,542 | 4,228 | 1,314 | 23.7% | |
| 33,520 | 34,390 | 26,667 | 7,723 | 22.5% | Subtotal | 225,808 | 223,733 | 191,445 | 32,287 | 14.4% | |
| Professional Services | | | | | | | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | Accounting | 14,175 | 17,000 | 15,000 | 2,000 | 11.8% | |
| 8,136 | 6,582 | 3,149 | 3,433 | 52.2% | Consulting Services | 8,136 | 46,072 | 25,390 | 20,682 | 44.9% | |
| 1,902 | 5,333 | 98 | 5,235 | 98.2% | Legal | 42,551 | 37,333 | 25,273 | 12,060 | 32.3% | Legal costs related to employment separations have been classified as extraordinary (see below). |
| 1,074 | 1,500 | 1,260 | 240 | 16.0% | Payroll / HR Services | 9,891 | 10,500 | 10,207 | 293 | 2.8% | |
| 175 | 4,250 | 511 | 3,740 | 88.0% | Recruitment Costs | 575 | 8,500 | 1,252 | 7,248 | 85.3% | |
| 1,340 | 1,667 | 2,638 | -972 | -58.3% | Temporary Services | 29,114 | 11,667 | 13,497 | -1,830 | -15.7% | |
| 12,627 | 19,332 | 7,655 | 11,676 | 60.4% | Subtotal | 104,441 | 131,072 | 90,620 | 40,452 | 30.9% | |
| Depreciation: | | | | | | | | | | | |
| 259,824 | 244,947 | 242,119 | 2,828 | 1.2% | Depreciation - Library Materials | 1,747,457 | 1,798,538 | 1,793,125 | 5,413 | 0.3% | |
| 16,378 | 53,067 | 52,868 | 199 | 0.4% | Depreciation - Fixed Assets | 114,467 | 343,396 | 369,312 | -25,916 | -7.5% | Fixed asset depreciation costs were budgeted incorrectly. This will result in a \$50k unfavorable variance by year's end. |
| 276,202 | 298,014 | 294,987 | 3,028 | 1.0% | Subtotal | 1,861,924 | 2,141,934 | 2,162,437 | -20,503 | -1.0% | |
| 739,098 | 751,927 | 746,218 | 5,709 | 0.8% | Total Expense | 5,147,305 | 5,317,616 | 5,376,640 | -59,024 | -1.1% | |
| 9,694 | -30,390 | -85,669 | 55,278 | -181.9% | Net Income | 603,484 | 94,657 | -133,596 | -228,253 | -241.1% | |

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2013

| Jan 2012 Actual | Jan 2013 | | | | FY 2011-12 YTD | FY 2012-13 YTD | | | | | Comments |
|------------------------------|----------|---------|--------------|-------------|--|----------------|---------|--------------|-------------|---------|--|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | |
| 0 | 20,873 | 146,182 | -125,308 | -600.3% | Extraordinary Expense | 0 | 61,762 | 200,008 | -138,245 | -223.8% | Extraordinary expense includes payments to separated employees and employment-related legal fees. |
| Capital Expenditures: | | | | | | | | | | | |
| 0 | 18,083 | 0 | 18,083 | 100.0% | Furniture / Appliances (>3k) | 0 | 126,583 | 0 | 126,583 | 100.0% | |
| 0 | 0 | 0 | 0 | 0.0% | Electronics / Computer Hardware (>3k) | 0 | 20,000 | 7,539 | 12,461 | 62.3% | Key acquisitions to-date have been for upgrades to network and server infrastructure. |
| 0 | 0 | 0 | 0 | 0.0% | Exterior Building Repairs/Improvements (>3k) | 0 | 52,000 | 10,652 | 41,348 | 79.5% | Actual costs this year were for relocating the fire panel. |
| 0 | 0 | 0 | 0 | 0.0% | Interior Improvements / Alterations (>3k) | 4,697 | 6,000 | 14,285 | -8,285 | -138.1% | Improvements include the installation of hollow metal doors at the top of the stairway connecting the first and third floors and repair of the third floor lobby wall. |
| 0 | 0 | 0 | 0 | 0.0% | Computer Software | 0 | 100,000 | 19,311 | 80,689 | 80.7% | Software costs include time entry software implementation fees and the VMware upgrade. |
| 0 | 18,083 | 0 | 18,083 | 100.0% | Total - Expenditures | 4,697 | 304,583 | 51,786 | 252,797 | 83.0% | |
| 0 | 59 | 54.1 | 5.4 | 9.1% | Full-Time Equivalent Employees | NA | 55.4 | 55.0 | 0.4 | 0.7% | |

Los Angeles Law Library

Statement of Cash Flows

As of January 31, 2013

| | 1/31/2013 | YTD |
|--|------------------|--------------------|
| Cash flows from operating activities | | |
| Court fees | 590,054 | 4,597,896 |
| Parking fees | 35,922 | 313,596 |
| Annual fees | 6,965 | 55,091 |
| Copy center and document delivery | 8,960 | 58,148 |
| Other operating income | 13,174 | 56,803 |
| (Increase) decrease in accounts receivable | (331) | (8,534) |
| (Increase) decrease in borrowers' deposit | 1,550 | 25,667 |
| Cash received from filing fees and services | 656,293 | 5,098,668 |
| Services and supplies | (62,508) | (419,032) |
| Insurance | (22,777) | (159,436) |
| Utilities | (9,693) | (84,872) |
| Other operating expenses | (7,655) | (129,646) |
| Increase (decrease) in prepaid expenses and other assets | 1,655 | 105,658 |
| Increase (decrease) in accounts payable | 583,029 | (643,050) |
| Increase (decrease) in other liabilities | (423,980) | (499,237) |
| Cash payments to suppliers for goods and services | 58,071 | (1,829,615) |
| Salaries and benefits | (348,598) | (2,460,244) |
| Increase (decrease) in payroll liabilities | (5,304) | 14,810 |
| Increase decrease in accrued sick and vacation liability | - | - |
| Increase decrease in OPEB liability | - | - |
| Cash payments to employees for services | (353,903) | (2,445,434) |
| Contributions received | - | 120,000 |
| Net cash from operating activities | 360,462 | 943,619 |
| | | |
| Cash flow from capital and related financing activities | | |
| Acquisition of capital assets | (346,028) | (1,637,910) |
| | | |
| Cash flows from investing activities | | |
| Investment earnings | 5,475 | 41,509 |
| | | |
| Net cash increase in cash and cash equivalents | 19,909 | (652,783) |
| | | |
| Cash and cash equivalents, at beginning of period | 10,372,323 | 11,045,015 |
| | | |
| Cash and cash equivalents, at end of period | 10,392,232 | 10,392,232 |

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2013 - January 31, 2013 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------------------|-------------------------------------|-----------------|----------|-----------|
| January 2 | AMERICAN BAR ASSOCIATION | BOOKS | 1,618.46 | 024622 |
| | GE MONEY BANK AMAZON | LIB SUPPL | 38.43 | 024623 |
| | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 293.74 | 024624 |
| | BERNAN ASSOCIATES | BOOKS | 834.60 | 024625 |
| | GEORGE T BISEL COMPANY | BOOKS | 168.22 | 024626 |
| | BLOOMBERG BNA | BOOKS | 522.01 | 024627 |
| | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 1,233.77 | 024628 |
| | COUTTS LIBRARY SERVICES | BOOKS | 2,521.21 | 024629 |
| | DATA TRACE LEGAL PUBLISHERS | BOOKS | 157.95 | 024630 |
| | EAST VIEW INFORMATION SERVICES INC | BOOKS | 78.44 | 024631 |
| | GAUNT | BOOKS | 195.97 | 024632 |
| | OTTO HARRASSOWITZ | BOOKS | 176.80 | 024633 |
| | JURIS PUBLISHING INC | BOOKS | 116.50 | 024634 |
| | LAW LIBRARY MICROFORM CONSORTIUM | BOOKS | 7,781.00 | 024635 |
| THOMSON REUTERS | BOOKS | 133.23 | 024636 | |
| January 4 | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 1,202.08 | 024637 |
| | BLOOMBERG BNA | BOOKS | 745.37 | 024638 |
| | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 1,033.77 | 024639 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 2,603.97 | 024640 |
| | DATA TRACE LEGAL PUBLISHERS | BOOKS | 157.95 | 024641 |
| | GAUNT | BOOKS | 246.45 | 024642 |
| | JAMES PUBLISHING INC | BOOKS | 292.88 | 024643 |
| | LAW JOURNAL PRESS | BOOKS | 6,032.16 | 024645 |
| | LEXISNEXIS BUTTERWORTHS | BOOKS | 9,052.24 | 024646 |
| | PRACTISING LAW INSTITUTE | BOOKS | 595.22 | 024647 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 1,167.99 | 024648 |
| YBP LIBRARY SERVICES | BOOKS | 480.48 | 024649 | |
| January 9 | CHARLIE CHAN PRINTING | PRINT/REPRO | 162.04 | 024650 |
| | COLANTUONO & LEVIN | LEGAL | 1,780.10 | 024651 |
| | METROLINK | TAP | 975.50 | 024652 |
| | OFFICE DEPOT | OFFICE SUPPL | 339.83 | 024653 |
| | RICHARD PACHECO | REIMBURSEMENT | 83.17 | 024654 |
| | ROMERO MAINTENANCE CO. | INT BLDG IMPROV | 995.00 | 024655 |
| | SEIU LOCAL 721 | UNION DUES | 410.95 | 024656 |
| | STATE FUND | WORKERS COMP | 9,353.42 | 024657 |
| | UP TO DATE FILING SERVICE | TEMP SVCS | 1,265.00 | 024658 |
| January 11 | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 1,928.44 | 024659 |
| | MATTHEW BENDER LEXISNEXIS MATTHEW B | BOOKS | 61.65 | 024660 |
| | BERNAN ASSOCIATES | BOOKS | 97.00 | 024661 |
| | BIG FOOT PRESS | BOOKS | 379.99 | 024662 |
| | GEORGE T BISEL COMPANY | BOOKS | 53.60 | 024663 |

58,229.65

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2013 - January 31, 2013 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|---------------------------|-------------------------------------|-------------------|----------|-----------|
| January 14 | BLOOMBERG BNA | BOOKS | 863.07 | 024664 |
| | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 837.98 | 024665 |
| | CCH INCORPORATED | BOOKS | 112.77 | 024666 |
| | EBSCO INFORMATION SERVICES | BOOKS | 1,996.48 | 024667 |
| | OTTO HARRASSOWITZ | BOOKS | 471.22 | 024668 |
| | JAMES PUBLISHING INC | BOOKS | 271.38 | 024669 |
| | JURIS PUBLISHING INC | BOOKS | 106.50 | 024670 |
| | JURISNET LLC | BOOKS | 84.50 | 024671 |
| | NATIONAL BOOK NETWORK | BOOKS | 377.58 | 024672 |
| | NEW JERSEY LAW JOURNAL | BOOKS | 201.11 | 024673 |
| | PRACTISING LAW INSTITUTE | BOOKS | 456.80 | 024674 |
| | ROCKY MOUNTAIN MINERAL LAW FOUNDATI | BOOKS | 206.00 | 024675 |
| | SOLANO PRESS BOOKS | BOOKS | 108.64 | 024676 |
| January 15 | SOVEREIGN SOCIETY | BOOKS | 65.95 | 024677 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 821.88 | 024678 |
| | AT&T | TELECOM | 440.56 | 024679 |
| | MEGAPATH | TELECOM | 477.96 | 024680 |
| January 16 | PAN AMERICAN PEST CONTROL CO. | BLDG SVCS | 276.00 | 024681 |
| | SECURITAS SECURITY | SECURITY | 6,970.22 | 024682 |
| | BANC OF AMERICA LEASING | COPY CTR - LA | 251.19 | 024683 |
| | BANDWIDTH.COM, INC. | TELECOM | 293.04 | 024684 |
| | CDW GOVERNMENT, INC. | COMP HARD | 2,108.64 | 024685 |
| | CONSOLIDATED DISPOSAL SVC | BLDG SVCS | 586.68 | 024686 |
| | COUNTY COUNSEL, L.A. COUNTY | LEGAL | 97.86 | 024687 |
| | DYNAELECTRIC | BLDG SVCS | 2,868.00 | 024688 |
| | GRAINGER | BLDG SUPPL | 236.90 | 024689 |
| | COUNTY OF LOS ANGELES | HEAT/COOL | 1,380.64 | 024690 |
| | KONICA MINOLTA BUSINESS | COPY CTR - LA | 477.19 | 024691 |
| | L A DEPT WATER & POWER | ELECTRIC/FIRE | 7,997.25 | 024692 |
| | MEGAPATH | TELECOM | 477.95 | 024693 |
| | PHI ALPHA DELTA | COURSE REGISTRAT | 47.95 | 024694 |
| | LOS ANGELES COUNTY DEPARTMENT | BLDG MAINT | 20.00 | 024695 |
| | ROMERO MAINTENANCE CO. | JANITORIAL SVCS | 8,296.43 | 024696 |
| | SCHINDLER ELEVATOR CORP. | ELEVATOR MAINT | 3,740.40 | 024697 |
| | SECURITAS SECURITY | SECURITY | 6,447.00 | 024698 |
| | January 17 | TIME WARNER CABLE | TELCOM | 1,200.00 |
| VALLEY WIDE AIR | | BLDG MAINT | 1,413.52 | 024700 |
| AUDIO VIDEO USA.COM | | OUTREACH | 152.20 | 024701 |
| DEL REY PARTY RENTALS INC | | OUTREACH | 173.47 | 024702 |
| January 17 | L A DEPT WATER & POWER | WATER/SANITATION | 315.01 | 024703 |
| | JOHN SKALICKY | OUTREACH | 200.00 | 024704 |

111,349.75

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2013 - January 31, 2013 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|----------------------|-------------------------------------|---------------|----------|-----------|
| January 18 | RUDY BALDERAMA | REFUND | 55.25 | 024705 |
| | AMERICAN EXPRESS | TRAVEL | 440.00 | 024706 |
| | EUSTORGIO BARAJAS | REIMBURSEMENT | 58.63 | 024707 |
| | GEORGE GALVEZ | OUTREACH | 100.00 | 024708 |
| | GOURMET COFFEE SERVICE | KITCHEN | 324.81 | 024709 |
| | KROLL BACKGROUND AMERICA, INC | RECRUITMENT | 485.50 | 024710 |
| | OPTIONS FOR GROWTH | CONSULTING | 3,149.00 | 024711 |
| | PETTY CASH FUND | PETTY CASH | 225.29 | 024712 |
| | TRAK | TEMP SVCS | 114.25 | 024713 |
| | UNITED PARCEL SERVICE | POSTAGE | 69.82 | 024714 |
| January 22 | STATE BAR OF CALIFORNIA | RENEWAL | 300.00 | 024715 |
| | STATE BOARD OF EQUALIZATION | SALES TAX | 9,072.00 | 024716 |
| January 24 | LANGER'S RESTAURANT ** VOIDED ***** | BOARD EXP | 0.00 | 024720 |
| | LANGER'S RESTAURANT | BOARD EXP | 118.63 | 024721 |
| | AMERICAN BAR ASSOCIATION | BOOKS | 1,262.96 | 024722 |
| | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 697.30 | 024723 |
| | MATTHEW BENDER LEXISNEXIS MATTHEW B | BOOKS | 624.93 | 024724 |
| | BERNAN ASSOCIATES | BOOKS | 172.38 | 024725 |
| | BLOOMBERG BNA | BOOKS | 1,090.28 | 024726 |
| | BOOK HOUSE INC | BOOKS | 157.80 | 024727 |
| | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 3,967.11 | 024728 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 1,026.06 | 024729 |
| | U S GPO SUPERINTENDENT OF DOCUMENTS | BOOKS | 35.00 | 024730 |
| | INGRAM LIBRARY SERVICES | BOOKS | 132.51 | 024731 |
| | JURIS PUBLISHING INC | BOOKS | 336.00 | 024732 |
| | JURISNET LLC | BOOKS | 121.50 | 024733 |
| | LAWPRESS CORPORATION | BOOKS | 254.69 | 024734 |
| | LAW PUBLISHERS | BOOKS | 520.00 | 024735 |
| | MARTINDALE HUBBELL LEXISNEXIS MARTI | BOOKS | 1,234.32 | 024736 |
| | LRP PUBLICATIONS | BOOKS | 162.50 | 024737 |
| | NATIONAL CONSUMER LAW CENTER | BOOKS | 431.20 | 024738 |
| | PROQUEST INFORMATION AND LEARNING | BOOKS | 2,026.35 | 024739 |
| YBP LIBRARY SERVICES | BOOKS | 954.37 | 024740 | |
| January 24 | RICHARD CARRASCO | REFUND | 140.00 | 024741 |
| | NELSON LESLIE DEEDLE JR | REFUND | 140.00 | 024742 |
| | PHILIP ANDREW DRASIN | REFUND | 20.00 | 024743 |
| | FRANCISCO FRIAS | REFUND | 140.00 | 024744 |
| | JOSE O LEON | REFUND | 115.00 | 024745 |
| | MICHAEL JAMES QUIRK | REFUND | 140.00 | 024746 |
| | ANNIE YUCHIEH TSAI | REFUND | 140.00 | 024747 |
| | BRADLEY T WEEKS | REFUND | 140.00 | 024748 |
| AT&T MOBILITY | TELECOM | 201.10 | 024749 | |

145,746.04

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2013 - January 31, 2013 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. | |
|-------------------------------------|-----------------------------------|-------------------------------------|----------|-----------|--------|
| January 28 | STATE BOARD OF EQUALIZATION | USE TAX | 3,555.00 | 024750 | |
| | CDW GOVERNMENT, INC. | COMP HARD | 9.77 | 024751 | |
| | FORERUNNER FIRE PREVENTION INC. | BLDG MAINT | 2,100.00 | 024752 | |
| | GRAINGER | BLDG SUPPL | 160.08 | 024753 | |
| | GUARDIAN | DENTAL/VISION | 7,642.65 | 024754 | |
| | INFINISOURCE INC | PAYROLL/HR | 86.25 | 024755 | |
| | KONICA MINOLTA BUSINESS | COPY CTR - LA | 20.00 | 024756 | |
| | LACBA AIDS LEGAL SERVICES PROJECT | COURSE REG | 245.00 | 024757 | |
| | PAN AMERICAN PEST CONTROL CO. | BLDG SVCS | 178.00 | 024758 | |
| | SJM INDUSTRIAL RADIO | ELECTRONICS | 65.05 | 024759 | |
| | SUN LIFE FINANCIAL | LIFE/DISABILITY | 451.34 | 024760 | |
| | TRAK | TEMP SVCS | 799.75 | 024761 | |
| | UNITED PARCEL SERVICE | POSTAGE | 58.25 | 024762 | |
| | VALLEY WIDE AIR | BLDG MAINT | 200.00 | 024763 | |
| | VERIZON | TELECOM | 40.73 | 024764 | |
| | XO COMMUNICATIONS LLC | TELECOM | 501.76 | 024765 | |
| | January 30 | BERNAN ASSOCIATES | BOOKS | 995.10 | 024779 |
| | | BLOOMBERG BNA | BOOKS | 985.66 | 024780 |
| | | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 1,938.49 | 024781 |
| | | CALIF SUPREME COURT HISTORICAL SOCI | BOOKS | 50.00 | 024782 |
| CONTINUING EDUCATION OF THE BAR CAL | | BOOKS | 1,367.07 | 024783 | |
| DATA TRACE LEGAL PUBLISHERS | | BOOKS | 315.90 | 024784 | |
| JAMES PUBLISHING INC | | BOOKS | 83.47 | 024785 | |
| MANHATTAN PUBLISHING COMPANY | | BOOKS | 566.00 | 024786 | |
| MEXICO SUR | | BOOKS | 183.88 | 024787 | |
| NATIONAL CONSUMER LAW CENTER | | BOOKS | 663.00 | 024788 | |
| NATIONAL BOOK NETWORK | | BOOKS | 22.26 | 024789 | |
| PRACTISING LAW INSTITUTE | | BOOKS | 142.39 | 024790 | |
| THOMSON REUTERS | BOOKS | 2,568.68 | 024791 | | |
| January 31 | MARIANNE BORSELLE | REFUND | 140.00 | 024792 | |
| | MARK JOSHUA GORDON | REFUND | 125.00 | 024793 | |
| | MICHAEL K HUI | REFUND | 140.00 | 024794 | |
| January 31 | TINA KOSHIMOTO | REFUND | 140.00 | 024795 | |
| | MARIN COUNTY SUPERIOR COURT | RECRUITMENT | 25.00 | 024719 | |

168,756.57

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2013 - January 31, 2013 (WARRANTS)
Account No.: 102000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|------------|----------------------------|-----------|------------|------------|
| January 22 | ARROYO INSURANCE SVCS, INC | INSURANCE | 21,429.53 | TS00174942 |
| | EX LIBRIS, (USA) INC. | ILS | 10,437.99 | TS00174942 |
| | THOMSON REUTERS | BOOKS | 159,996.02 | TS00174942 |
| January 24 | LEXISNEXIS ONLINE SERVICES | BOOKS | 15,300.00 | TS00175222 |
| | THOMSON REUTERS | BOOKS | 13,556.75 | TS00175222 |
| January 28 | CALPERS | HEALTH | 58,278.87 | TS00175360 |

278,999.16

AGENDA ITEM 4

DISCUSSION AND ACTION ITEMS

- 4.1 CONSIDERATION OF BRANCH CLOSURES. EXECUTIVE DIRECTOR, SANDRA LEVIN, AND INTERIM SENIOR DIRECTOR FOR LIBRARY SERVICES, MALINDA MULLER.
- 4.2 FY2013-2014 BUDGET FORECAST AND MID-YEAR BUDGET ADJUSTMENT. SENIOR DIRECTOR FOR ADMINISTRATIVE SERVICES, PATRICK K. O'LEARY.
- 4.3 CONSIDERATION OF GOVERNANCE RESOLUTION. EXECUTIVE DIRECTOR, SANDRA LEVIN.

MEMORANDUM

DATE: February 14, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Interim Senior Library Services Director

RE: Recommended Branch Closures in Santa Monica, Pomona and Norwalk

SUMMARY

Due to the pending reorganization and realignment of the Los Angeles County Superior Court, the spaces currently occupied by the Santa Monica, Norwalk and Pomona branches of the Law Library are needed by those courthouses to fulfill other functions. The realignment is occurring on an expedited schedule and the court administrators are requesting that the Library consider an immediate, cooperative transition. Although the usage statistics for these three branches are low, those who do utilize the services are appreciative of and reliant upon their local branches and would be negatively impacted by the closures.

RECOMMENDATION

At this time, staff is recommending closure of the Santa Monica, Norwalk and Pomona branches and exploration of new, collaborative service models at these and other branch locations going forward.

BACKGROUND AND DISCUSSION

The Law Library currently operates in five branch locations pursuant to license agreements with the Administrative Office of the Courts (AOC) which are terminable upon 30 days' notice to the Library with or without cause. In other words, the Law Library's use of courthouse space is on a month-to-month basis. Upon termination for any reason, the Library must surrender the premises in the same condition as received, ordinary wear and tear excepted.

Each branch library includes: 1) two computer stations providing free access to legal resources (including Lexis and Westlaw) via the Law Library portal; 2) a small core collection of current, updated practice guides and self-help materials; and 3) a large volume of materials that are used infrequently if at all, are no longer updated and were scheduled for reuse, donation or destruction in the near future. Each has one part-time branch attendant and limited hours of operation. Over the past year, there have been discussions about the possibility of closing certain branches but no closures have yet been implemented.

In January, the Executive Director and branch supervisors conducted visits to each of the branches and spoke with court personnel, self-help staff, court administrators and library



branch attendants. Court administrators at the Santa Monica, Norwalk and Pomona locations reported that their courts are significantly impacted by the consolidation and realignment and will incur unprecedented space challenges as a result of being assigned tens of thousands of additional cases and case files previously maintained at other courthouses. For example, unlawful detainer filings and case files will move from Malibu and Beverly Hills to the Santa Monica courthouse, Norwalk is expecting upwards of 45,000 collections cases from the South County and City Metro areas, and Pomona is expecting approximately 200,000 cases and case files to be relocated from the north to the south Pomona courthouse. In each case, the court administrator has requested that the space currently occupied by the Law Library be relinquished for court operational use. The estimates given as to when the space would be needed ranged from one to four months from now. The branch courthouse requests were confirmed by the Deputy Executive Officer for the Los Angeles Superior Court in the attached letter.

As of January, 2013, each of these branches serves a low number of users per day, generally averaging 8-10 visitors per day. Library visitors include attorneys already in the court on court business and self-represented litigants referred to the library from the self-help center.

Interim Options: At all three courthouses, the court administrators expressed a desire to work with library staff to provide some form of library resource and were enthusiastic about identifying other options and piloting different service models. The Santa Monica self-help center staff also advocated a continued library presence.

At both the Norwalk and Pomona branches, the court administrators have identified possible locations for computer terminals where court staff would be present (not to provide service, but to deter vandalism) should the Library wish to pursue an unstaffed service model there. Staff believes this could be implemented fairly quickly and at relatively low cost as the equipment (two computer terminals) already exists and is located at the branch.

Santa Monica has identified a possible alternative room within the courthouse where services might be provided in the future. The alternative space could not be utilized immediately, however, as it would require some reconstruction, a new license agreement with the AOC and a shared use agreement of some kind with the self-help center next door.

Staff recommends that each of the alternatives at the Santa Monica, Pomona and Norwalk locations be investigated and evaluated. (Indeed, this strategy and analysis will be an important component of the strategic plan.)

In addition, the branch assistants currently working in the Norwalk and Santa Monica locations have been asked if they would work afternoon hours in the Torrance and Long Beach branches, in the event their current branches close. (The branch assistant position in Pomona is currently vacant.) This would expand the service hours in the remaining locations and provide continued employment for two long-term, dedicated Library employees. Finally, to the extent feasible, staff recommends that the self-help centers be offered the opportunity to store and use the core collections from their respective branch libraries, pending a decision by the Law Library concerning future operations at the location.



Fiscal Impact: The forecasted direct savings from closing the Santa Monica, Pomona and Norwalk branch locations is in excess of \$109,600 per branch (principally comprising collection costs and depreciation). In addition, there is an unquantified, but significant, overhead cost to maintaining branches, including substantial time expended by the branch supervisor, the collection management department, IT services and other administrative functions. Because this overhead cost involves only a portion of each employee's time, the closure of the branches will free up substantial time and resources, but will not eliminate any positions. As a result, although the impact is real and significant, the reduction in overhead costs does not reduce the Library's out-of-pocket costs and therefore has not been included in forecast savings.

There would also be one-time costs of storing, relocating or disposing of the collection as well as writing off the remaining value of the discarded collection. The court administrators have indicated that they may be able to assist with the disposal of unwanted furniture and materials and accept the premises in "as-is" condition. There will also be staff time expended in shutting down the branches, including moving collection materials, furniture and equipment and updating the Law Library's collection management system concerning the location of each book that is moved, donated or discarded.

Future Service Models: As the Law Library proceeds through the strategic planning process, we will evaluate future service delivery models for remote locations generally. Models already under discussion include:

1. Traditional staffed courthouse branch model;
2. Unstaffed courthouse-based (i.e., self-service, or modified self-service) computer-based research center;
3. Shared-space model collaborating with another legal service provider in the courthouse (e.g., the Long Beach branch) ;
4. Multi-agency shared-space model combining self-service research centers with workshop/clinic/training event space in collaboration with other public agencies and legal service providers; and
5. Non-courthouse-based, offsite locations, either staffed or unstaffed (e.g., the Van Nuys partnership location)

Notice: Notice was provided to the branch attendants, those who addressed the Board previously regarding proposed branch cuts (where contact information was provided) and the union, that proposed branch closures would be discussed at this meeting.

Alternatives:

1. (Recommended) Authorize the Executive Director to implement the proposed Santa Monica, Pomona and Norwalk branch closures, to expand the hours at the remaining locations and offer those hours to the branch assistants currently working in the locations that are closing, to undertake low-cost interim measures to mitigate the impacts of closure on Library patrons (including providing computer terminals or storing the core collections in the courthouse, where feasible) and to explore future service delivery options for the impacted service areas in conjunction with the strategic plan.
2. Authorize closures but begin relocation efforts immediately.
3. Take no action at this time and await formal action to evict the Library from branch locations.





JOHN A. CLARKE
EXECUTIVE OFFICER / CLERK

111 NORTH HILL STREET
LOS ANGELES, CA 90012-3014

Superior Court of California
County of Los Angeles

February 6, 2013

Sandra Levin
Executive Director
LA Law Library
301 West First Street
Los Angeles, CA 90012

Dear Ms. Levin,

It was a pleasure speaking with you today. As we discussed, the Los Angeles County Superior Court is undertaking a major consolidation and reorganization of its services in order to meet an \$85 million budgetary shortfall. The consolidation plan closes 10 courthouses and reorganizes our work in to our remaining courthouses.

A portion of the consolidation plan calls for new and very large caseloads being moved into the Pomona South, Santa Monica and Norwalk Courthouses. In those locations, we have identified space that is currently occupied by the LA Law Library as space that would assist us in moving the new work into those buildings.

I appreciate your willingness to work with us during these trying times and look forward to partnering with you on future projects.

Yours truly,

A handwritten signature in cursive script that reads "Deni Butler".

Deni Butler
Deputy Executive Officer, District Operations
Los Angeles County Superior Court

- c: Nancy Bullock, Senior Administrator, Southeast District
- Jim McGlynn, Senior Administrator, West District
- Doug Swart, Senior Administrator, East District

MEMORANDUM

DATE: February 6, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Patrick O'Leary, Senior Director of Administrative Services

RE: FY2013-2014 Financial Forecast and FY2012-2013 Mid-Year Budget Review

SUMMARY

At its meeting on January 22, 2013, Staff presented a forecast for FY2012-2013 which showed a significant anticipated deficit by year end. The Board directed staff to propose budget adjustments with a goal of bringing revenue and costs into balance for the 2013-2014 fiscal year. This will outline and recommend budget changes in the current fiscal year (to conform budget to actual) and a balanced forecast for FY2013-14 to achieve the Board's objective.

ADJUSTMENTS

Through a combination of revenue enhancements and expense reductions (many of which can be implemented quickly to achieve some savings in the current fiscal year), staff forecasts a balanced budget for FY2013-14 as follows:

| | FY2013 Forecast | FY2014 Forecast | \$ Fav (Unf) | % Fav (Unf) |
|------------------------------------|----------------------------|----------------------------|---------------------|------------------------|
| Income | | | | |
| L.A. Superior Court Fees | 7,813,837 | 7,813,837 | 0 | 0.00% |
| Interest | 73,384 | 73,100 | (284) | -0.39% |
| Parking | 574,259 | 610,562 | 36,303 | 6.32% |
| Library Services | 399,826 | 507,110 | 107,284 | 26.83% |
| Total Income | 8,861,305 | 9,004,608 | 143,303 | 1.62% |
| Expense | | | | |
| Personnel | 4,267,339 | 4,312,662 | 45,323 | 1.06% |
| Library Materials | 3,380,570 | 3,333,753 | (46,817) | -1.38% |
| Library Materials Trans. To Assets | (3,380,570) | (3,333,753) | 46,817 | -1.38% |
| Occupancy | 796,521 | 791,826 | (4,695) | -0.59% |
| Supplies & Services | 381,222 | 311,863 | (69,359) | -18.19% |
| Professional Services | 138,320 | 75,000 | (63,320) | -45.78% |



| | | | | |
|---------------------------------|------------------|----------------|--------------------|-----------------|
| Depreciation | 3,750,194 | 3,511,554 | (238,639) | -6.36% |
| Total Expenses | 9,333,596 | 9,002,905 | (330,690) | -3.54% |
| Net Income | (472,291) | 1,703 | 473,994 | -100.36% |
| | | | | |
| Extraordinary Expense | 1,173,563 | 0 | (1,173,563) | -100.00% |
| | | | | |
| Capitalized Expenditures | 171,938 | 445,000 | 273,062 | 158.81% |

It is important to note that it is early in the year to make an accurate forecast for the 2013-2014 fiscal year. As a result, the forecast is predicated on a number of assumptions, the most material of which pertain to filing fee revenue, the closure of the Norwalk, Pomona, and Santa Monica branch libraries, and personnel costs. We will describe the assumptions here and then continue to track and refine those assumptions as we progress towards consideration and adoption of the actual budget for the 2013/2014 fiscal year.

REVENUE ASSUMPTIONS AND ADJUSTMENTS:

Filing Fee Revenue: At this point, we lack sufficient information to determine a realistic projection of next year's filing fee revenues. Since the high water mark in FY2009, civil filing fee revenue has declined at an average annual rate of 5.5%. Some have opined that the filing fee revenues have "bottomed out" and will increase or hold steady next year. However, many are predicting a further decline in the next fiscal year in which case further reductions in expenses would be required. As noted, we will track and revise the projection in connection with the FY2014 Budget proposal.

Parking revenue: Not enough time has passed since the parking rate increases in December to allow us to predict whether revenue will fully recover. It is reasonable to assume that even with the return to prior rates, the presence of competition in such close proximity will have some effect on revenue. We conservatively have projected parking revenue at 85% of the actual revenue for FY2012.

Facility Rental income: There are several attractive rooms and facilities at the main branch available for rental. Although the program is new and usage has been infrequent, recent experience with a couple of large firms indicates that the product is highly valued, our prices are competitive and the use is compatible with the Law Library environment and services. (For example, last month a local law firm commenced a rental of one of our conference rooms for use as a "war room" adjacent to the courthouse netting the Library in excess of \$9,000.) Staff believes that we have an excellent opportunity to market these facilities and generate a minimum of \$100,000 in revenue from law firms and others seeking room space in a research environment adjacent to the courthouses.



Grants: The library has created a grant function within the Communications and Marketing department to pursue funding opportunities from outside sources. Because of the time required to span the steps involved in procuring a grant (from announcement to application to award to funding) Staff has set a modest goal of raising a minimum of \$20k in grant funds in FY2013-2014. Our initial emphasis will be on finding sources of funds to reduce expenses (e.g., green building initiatives), utilize existing resources to expand service (e.g., utilizing the space created in the remaining branch locations as a result of creating a more digital-based collection there) and implement some of the technology-based initiatives that have been under discussion for some time (e.g., an unstaffed or kiosk service model for use in remote or partner locations).

EXPENSE ASSUMPTIONS AND ADJUSTMENTS:

Branch Closures: The forecast assumes the Board will approve the recommendation to close three branches. Consequently, branch-related library materials, temporary services, depreciation, and other costs are lower (by approximately \$300,000). The disposal of some or all of the branch collections also requires a one-time \$900,000 write-off in the current fiscal year of assets (books and other materials) that have not yet been fully depreciated. There is no cash impact to this write-off. Moreover, some portion of the write-off would be required regardless of closures as we dispose of the portion of the collections that were discontinued in 2012.

Depreciation Expense: The combination of the reduction in the main library's continuations and the closure of three branches will reduce depreciation costs by about \$240k.

Salaries: The budget assumes several personnel and salary changes: a) current employees will remain employed with the exception of one supervisor position; b) positions vacated in 2013 will remain vacant; c) part-time employees' hours will be adjusted as needed; d) no merit increases will be awarded; and d) previously-promised wage adjustments of 1% in Jul 2013 and 1% in Jan 2014 will be paid to represented employees.

Benefits: The forecast assumes increases in all benefits, mostly based upon historical data or estimates, since actual figures are not yet available for most categories. The increase in retirement costs is actually known and has increased approximately \$85,000 because of revised CalPERS actuarial assumptions about rates of investment return and the growth over time of the library's salary costs.

Security: We plan to reduce security staff to achieve a cost saving of \$50,000. This change should not affect service quality or the safety of the library's employees or visitors. Rather, the change results from: decreased demand now that the construction project is complete; efficiency measures through better use of technology; and shared responsibility for front desk and gate coverage.



Professional Services: We expect to reduce management consulting and attorneys' fees by almost \$48k combined by relying less on outside consultants and reducing legal costs.

Capital Expenditures: The capital budget is unrefined at this stage and is subject to change particularly if the Board adopts a strategic plan that requires capital investment. However, we are already aware of some likely infrastructure needs.

RECOMMENDATION

Staff recommends that the Board adopts the attached FY2012-2013 forecast as the Library's revised FY2012-2013 budget and authorize the revenue enhancing and cost saving tactics described above to bring revenues in line with expenses for the next fiscal year.



FY 2012-13 and FY 2013-14 FORECAST

Los Angeles Law Library

| | FY 2009 Actual | FY 2010 Actual | FY 2011 Actual | FY 2012 Actual | FY 2013 Budget | FY 2013 Forecast | FY 2014 Forecast | \$ Fav (Unf) | % Fav (Unf) | Comments |
|--|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|---------------------|--------------------|-----------------|
| Income | | | | | | | | | | |
| L.A. Superior Court Fees | 9,978,807 | 9,683,450 | 9,357,625 | 8,386,731 | 7,757,752 | 7,813,837 | 7,813,837 | 0 | 0.00% | |
| Interest | 289,001 | 137,278 | 121,846 | 108,350 | 74,700 | 73,384 | 73,100 | (284) | -0.39% | |
| Parking | 699,904 | 715,260 | 703,988 | 718,308 | 726,000 | 574,259 | 610,562 | 36,303 | 6.32% | |
| Library Services | 432,556 | 317,051 | 461,671 | 438,066 | 548,050 | 399,826 | 507,110 | 107,284 | 26.83% | |
| Total Income | 11,400,268 | 10,853,039 | 10,645,130 | 9,651,455 | 9,106,502 | 8,861,305 | 9,004,608 | 143,303 | 1.62% | |
| Expense | | | | | | | | | | |
| Personnel | 3,705,391 | 3,605,920 | 3,885,119 | 4,228,457 | 4,167,948 | 4,267,339 | 4,312,662 | 45,323 | 1.06% | |
| Library Materials | 3,029,890 | 3,456,319 | 3,736,623 | 3,879,820 | 3,389,241 | 3,380,570 | 3,333,753 | (46,817) | -1.38% | |
| Library Materials Transferred to Assets | (3,029,890) | (3,456,319) | (3,736,623) | (3,879,820) | (3,389,241) | (3,380,570) | (3,333,753) | 46,817 | -1.38% | |
| Occupancy | 762,089 | 744,763 | 833,657 | 936,474 | 793,838 | 796,521 | 791,826 | (4,695) | -0.59% | |
| Supplies & Services | 482,471 | 557,292 | 1,011,842 | 460,985 | 399,136 | 381,222 | 311,863 | (69,359) | -18.19% | |
| Professional Services | 428,362 | 105,106 | 267,142 | 177,868 | 210,730 | 138,320 | 75,000 | (63,320) | -45.78% | |
| Depreciation | 2,754,184 | 2,884,838 | 3,057,995 | 3,171,012 | 3,700,263 | 3,750,194 | 3,511,554 | (238,639) | -6.36% | |
| Total Expenses | 8,132,497 | 7,897,918 | 9,055,756 | 8,974,796 | 9,271,915 | 9,333,596 | 9,002,905 | (330,690) | -3.54% | |
| Net Income | 3,267,771 | 2,955,120 | 1,589,374 | 676,659 | (165,413) | (472,291) | 1,703 | 473,994 | -100.36% | |
| Extraordinary Expense | 0 | 0 | 0 | 0 | 86,114 | 1,173,563 | 0 | (1,173,563) | -100.00% | |
| Capitalized Expenditures | 194,328 | 484,304 | 321,720 | 6,385,014 | 573,000 | 171,938 | 445,000 | 273,062 | 158.81% | |

Los Angeles Law Library

FY 2012-13 and FY 2013-14 FORECAST

| | FY 2009 Actual | FY 2010 Actual | FY 2011 Actual | FY 2012 Actual | FY 2013 Budget | FY 2013 Forecast | FY 2014 Forecast | \$ Fav (Unf) | % Fav (Unf) | Comments |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------|-------------|--|
| Account Detail: | | | | | | | | | | |
| Income: | | | | | | | | | | |
| L.A. Superior Court Fees | 9,978,807 | 9,683,450 | 9,357,625 | 8,386,731 | 7,757,752 | 7,813,837 | 7,813,837 | 0 | 0.00% | At this point, we do not have sufficient information to determine a realistic projection of next year's filing fee revenues. Many are predicting a further decline in which case further reductions in expenses would be required. We intend to make a revised projection in connection with the FY 2014 Budget. |
| Interest: | | | | | | | | | | |
| Interest - LAIF | 145,739 | 66,854 | 50,171 | 16,269 | 3,800 | 3,090 | 3,000 | (90) | -2.91% | |
| Interest - General Fund | 136,137 | 66,903 | 68,548 | 89,699 | 68,400 | 68,123 | 68,000 | (123) | -0.18% | |
| Interest - Deposit Fund | 7,125 | 3,521 | 3,126 | 2,382 | 2,500 | 2,171 | 2,100 | (71) | -3.26% | |
| Subtotal | 289,001 | 137,278 | 121,846 | 108,350 | 74,700 | 73,384 | 73,100 | (284) | -0.39% | |
| Parking: | 699,904 | 715,260 | 703,988 | 718,308 | 726,000 | 574,259 | 610,562 | 36,303 | 6.32% | Based on 85% of FY2012 actual parking revenue. |
| Library Services: | | | | | | | | | | |
| Annual Borrowing Fee | 69,263 | 100,745 | 50,795 | 10,475 | 13,950 | 8,313 | 8,000 | (313) | -3.76% | |
| Annual Members Fee | 1,400 | 18,481 | 59,493 | 76,632 | 182,000 | 90,876 | 90,000 | (876) | -0.96% | Based on FY2013's forecast for Members' fees. |
| Course Registration | 3,195 | 1,963 | 7,436 | 2,570 | 9,000 | 8,099 | 8,000 | (99) | -1.22% | |
| Copy Center | 90,716 | 82,811 | 85,126 | 75,372 | 75,000 | 74,192 | 68,510 | (5,682) | -7.66% | Less reductions resulting from branch closures. |
| Document Delivery | 21,551 | 25,217 | 24,403 | 30,176 | 27,000 | 25,996 | 26,000 | 4 | 0.02% | |
| Fines | 64,622 | 53,581 | 46,472 | 45,980 | 42,000 | 53,374 | 53,000 | (374) | -0.70% | |
| Miscellaneous | 1,157 | 12,855 | 14,055 | 18,102 | 6,600 | 1,757 | 1,800 | 43 | 2.42% | |
| Room Rental | 10,160 | 3,150 | 4,809 | (309) | 1,000 | 7,850 | 100,000 | 92,150 | 1173.85% | The equivalent of ten rentals of trial war rooms to law firms @ \$10k each. |
| Book Replacement | 8,560 | 4,091 | 5,833 | 720 | 2,500 | 3,360 | 3,000 | (360) | -10.70% | |
| Forfeited Deposits | 56,325 | 9,734 | 17,619 | 28,474 | 28,000 | 0 | 2,800 | 2,800 | 0.00% | The Library's new policy on deposits will reduce the amount of forfeits. |
| Friends of Law Library Grants | 100,000 | 0 | 140,000 | 143,000 | 125,000 | 120,000 | 120,000 | 0 | 0.00% | |
| | 0 | 0 | 0 | 0 | 30,000 | 0 | 20,000 | 20,000 | 0.00% | The Library has created a new grant function within the Communications/Marketing department. |
| Vending | 5,607 | 4,424 | 5,631 | 6,874 | 6,000 | 6,010 | 6,000 | (10) | -0.16% | |
| Subtotal | 432,556 | 317,051 | 461,671 | 438,066 | 548,050 | 399,826 | 507,110 | 107,284 | 26.83% | |
| Total Income | 11,400,268 | 10,853,039 | 10,645,130 | 9,651,455 | 9,106,502 | 8,861,305 | 9,004,608 | 143,303 | 1.62% | |

Los Angeles Law Library

FY 2012-13 and FY 2013-14 FORECAST

| | FY 2009 Actual | FY 2010 Actual | FY 2011 Actual | FY 2012 Actual | FY 2013 Budget | FY 2013 Forecast | FY 2014 Forecast | \$ Fav (Unf) | % Fav (Unf) | Comments |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------|-------------|--|
| Expenses: | | | | | | | | | | |
| Personnel: | | | | | | | | | | |
| Salaries (Benefits Eligible) | | | | | | 2,913,690 | 2,781,002 | (132,688) | -4.55% | Assumes that a) current employees will remain employed with the exception of one supervisor position; b) positions vacated in 2013 will remain vacant; c) part-time employees' hours will be adjusted as needed; d) no merit increases will be awarded; and d) wage adjustments of 1% in Jul 2013 and 1% in Jan 2014 will be paid to represented |
| Salaries (No Benefits) | | | | | | 230,106 | 253,500 | 23,395 | 10.17% | |
| Salaries | 2,905,608 | 2,830,785 | 2,904,818 | 3,120,438 | 3,037,046 | 3,143,795 | 3,034,502 | (109,294) | -3.48% | |
| Social Security | 170,837 | 164,928 | 169,884 | 181,290 | 176,963 | 185,793 | 188,139 | 2,346 | 1.26% | Based on 6.2% of forecasted salary. |
| Medicare | 16,841 | 39,877 | 40,750 | 43,562 | 42,519 | 44,607 | 44,000 | (607) | -1.36% | Based on 1.45% of forecasted salary. |
| Retirement | 0 | 0 | 33,228 | 150,837 | 116,257 | 116,257 | 201,233 | 84,976 | 73.09% | Based upon new CalPERS-calculated rate of 7.236% times eligible salary. |
| Health Insurance | 468,925 | 444,326 | 554,436 | 550,361 | 548,508 | 551,302 | 580,626 | 29,325 | 5.32% | Assumes a 10% increase in premiums and 45 eligible employees. |
| Disability Insurance | 7,091 | 8,649 | 8,522 | 8,613 | 9,712 | 5,812 | 5,842 | 31 | 0.53% | Assumes a 5% increase in premiums and 45 eligible employees. |
| Dental Insurance | 50,846 | 47,059 | 54,745 | 57,087 | 62,150 | 62,343 | 65,659 | 3,316 | 5.32% | Assumes a 10% increase in premiums and 45 eligible employees. |
| Life Insurance | 1,916 | 1,712 | 1,714 | 1,729 | 1,639 | 1,670 | 1,599 | (71) | -4.26% | Assumes premiums will remain flat and 45 eligible employees. |
| Workers Compensation Insurance | 16,756 | 30,870 | 36,560 | 73,909 | 124,868 | 124,868 | 137,355 | 12,487 | 10.00% | Assumes a 10% increase in premium. |
| Unemployment Insurance | 16,749 | 29,830 | 25,253 | 33,147 | 34,110 | 16,800 | 40,000 | 23,200 | 138.10% | Assumes the equivalent of 4 employees for 25 weeks @ \$400/wk |
| Vision Insurance | 8,887 | 8,761 | 9,515 | 9,806 | 9,176 | 9,092 | 8,705 | (387) | -4.26% | Assumes premiums will remain flat and 45 eligible employees. |
| Accrued Sick Expense | 33,048 | (7,944) | 30,977 | 1,803 | 2,500 | 2,500 | 2,500 | 0 | 0.00% | |
| Accrued Vacation Expense | 7,889 | 7,068 | 14,718 | (4,125) | 2,500 | 2,500 | 2,500 | 0 | 0.00% | |
| Total - Personnel | 3,705,391 | 3,605,920 | 3,885,119 | 4,228,457 | 4,167,948 | 4,267,339 | 4,312,662 | 45,323 | 1.06% | |
| Library Materials: | | | | | | | | | | |
| American Continuations | 1,798,474 | 2,061,832 | 2,323,126 | 2,456,456 | 2,403,600 | 2,424,835 | 2,425,000 | 165 | 0.01% | Projects nil change in FY 2014. |
| American New Orders | 94,987 | 214,198 | 141,030 | 104,494 | 95,000 | 87,103 | 87,000 | (103) | -0.12% | |
| Branch Continuations | 309,626 | 336,981 | 360,265 | 364,945 | 90,270 | 90,876 | 34,353 | (56,523) | -62.20% | Less branch closures @ \$51,529 |
| Branch New Orders | 11,310 | 2,192 | 18,048 | 2,580 | 0 | 0 | 0 | 0 | 0.00% | |
| Commonwealth Continuations | 352,741 | 373,214 | 411,086 | 475,894 | 402,000 | 393,354 | 400,000 | 6,646 | 1.69% | |
| Commonwealth New Orders | 8,848 | 6,587 | 6,417 | 5,474 | 2,270 | 2,763 | 2,700 | (63) | -2.29% | |
| Foreign Continuations | 219,803 | 226,351 | 218,653 | 236,912 | 200,000 | 193,812 | 195,000 | 1,188 | 0.61% | |
| Foreign New Orders | 19,641 | 21,959 | 33,692 | 32,572 | 19,603 | 13,135 | 13,200 | 65 | 0.50% | |
| International Continuations | 142,415 | 142,305 | 137,504 | 144,425 | 129,760 | 131,140 | 132,000 | 860 | 0.66% | |
| International New Orders | 13,109 | 13,500 | 13,811 | 15,397 | 7,187 | 6,914 | 7,000 | 86 | 1.25% | |
| General/Librarianship Continuations | 57,034 | 54,228 | 70,782 | 37,736 | 36,550 | 34,111 | 35,000 | 889 | 2.61% | |

FY 2012-13 and FY 2013-14 FORECAST

Los Angeles Law Library

| | FY 2009 Actual | FY 2010 Actual | FY 2011 Actual | FY 2012 Actual | FY 2013 Budget | FY 2013 Forecast | FY 2014 Forecast | \$ Fav (Unf) | % Fav (Unf) | Comments |
|-------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|---------------------|--------------------|---|
| General/Librarianship New Orders | 1,903 | 2,971 | 2,210 | 2,935 | 3,000 | 2,527 | 2,500 | (27) | -1.08% | |
| Subtotal | 3,029,890 | 3,456,319 | 3,736,623 | 3,879,820 | 3,389,241 | 3,380,570 | 3,333,753 | (46,817) | -1.38% | |
| Lib. Materials Trans. to Assets | (3,029,890) | (3,456,319) | (3,736,623) | (3,879,820) | (3,389,241) | (3,380,570) | (3,333,753) | 46,817 | -1.38% | |
| Balance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| Building Occupancy: | | | | | | | | | | |
| Building / Cleaning Supplies | 19,822 | 19,943 | 42,019 | 20,566 | 21,000 | 21,617 | 21,000 | (617) | -2.86% | |
| Building Maintenance | 30,166 | 24,713 | 33,406 | 67,700 | 28,000 | 31,213 | 31,000 | (213) | -0.68% | |
| Building Services | 19,865 | 16,403 | 19,547 | 16,209 | 17,000 | 13,728 | 17,000 | 3,272 | 23.83% | Assumes return to pre-construction levels. |
| Interior Improvements / Alterations | 16,234 | 11,744 | 21,309 | 4,105 | 4,300 | 14,194 | 5,000 | (9,194) | -64.77% | Fewer discretionary tenant improvements are anticipated. |
| Electric & Water | 99,499 | 104,899 | 119,814 | 118,729 | 119,800 | 115,401 | 120,000 | 4,599 | 3.98% | |
| Elevator Maintenance | 13,506 | 14,203 | 14,393 | 44,034 | (4,920) | (4,922) | 15,000 | 19,922 | -404.77% | FY 2013 was an aberration because of the refund from Swinerton to compensate for their damage to one of our elevators. |
| Heating & Cooling | 44,222 | 29,868 | 27,267 | 35,289 | 32,100 | 34,827 | 35,000 | 173 | 0.50% | |
| Insurance | 272,446 | 255,762 | 265,871 | 285,074 | 278,526 | 277,863 | 277,826 | (37) | -0.01% | Less branch closures @ \$2,174 |
| Janitorial Services | 83,780 | 84,990 | 87,458 | 87,841 | 87,870 | 87,678 | 100,000 | 12,322 | 14.05% | Reflects increase in janitorial fee to power wash the hardscape. |
| Landscaping | 18,575 | 16,885 | 17,310 | 4,800 | 17,000 | 7,083 | 20,000 | 12,917 | 182.35% | Return to full year of landscaping maintenance costs. |
| Security | 143,975 | 165,352 | 185,265 | 252,127 | 193,163 | 197,837 | 150,000 | (47,837) | -24.18% | We will reduce the scope of the security services agreement by shifting some non-emergency responsibilities to Library staff. |
| Subtotal | 762,089 | 744,763 | 833,657 | 936,474 | 793,838 | 796,521 | 791,826 | (4,695) | -0.59% | |
| Supplies & Services | | | | | | | | | | |
| Bank Charges / Other Fees | 4,471 | 4,927 | 5,768 | 6,223 | 6,732 | 6,609 | 6,800 | 191 | 2.89% | |
| Bibliographical Services | 107,937 | 190,518 | 487,014 | 28,347 | 7,200 | 7,522 | 7,500 | (22) | -0.29% | |
| Binding | 54,096 | 37,284 | 17,081 | 0 | 5,000 | 0 | 0 | 0 | 0.00% | |
| Computer Services / Licensing | 19,673 | 35,731 | 44,828 | 53,459 | 30,227 | 29,577 | 22,000 | (7,577) | -25.62% | Software licensing costs are expected to drop. |
| Continued Education | 16,135 | 30,963 | 78,139 | 39,351 | 24,000 | 22,948 | 23,000 | 52 | 0.22% | |
| Copy Center | 26,388 | 28,028 | 27,372 | 32,520 | 32,500 | 25,119 | 25,000 | (119) | -0.47% | |
| Electronics / Computer Hardware | 18,888 | 15,587 | 31,530 | 23,361 | 33,402 | 24,418 | 20,000 | (4,418) | -18.09% | |
| Furniture / Appliances | 2,855 | 5,379 | 16,287 | 2,176 | 3,000 | 2,642 | 3,000 | 358 | 13.56% | |
| Integrated Library System | 38,556 | 39,464 | 42,367 | 39,794 | 41,350 | 41,817 | 42,000 | 183 | 0.44% | |
| Membership (Staff) | 11,708 | 11,767 | 26,584 | 16,085 | 7,350 | 5,065 | 5,000 | (65) | -1.28% | |
| Office / Library Supplies | 28,700 | 23,974 | 31,148 | 27,187 | 26,475 | 30,450 | 30,000 | (450) | -1.48% | |

Los Angeles Law Library

FY 2012-13 and FY 2013-14 FORECAST

| | FY 2009 Actual | FY 2010 Actual | FY 2011 Actual | FY 2012 Actual | FY 2013 Budget | FY 2013 Forecast | FY 2014 Forecast | \$ Fav (Unf) | % Fav (Unf) | Comments |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------|-------------|---|
| Other / Misc. | 43,824 | 25,177 | 45,410 | 47,531 | 23,000 | 23,914 | 5,000 | (18,914) | -79.09% | \$107k of the \$123k spent in the category over the past 3.5 years was related to litigation payments. |
| Outreach / Marketing | 16,033 | 7,924 | 27,020 | 32,987 | 50,500 | 50,261 | 30,000 | (20,261) | -40.31% | |
| Postage / UPS / FedEx | 13,756 | 17,647 | 20,425 | 20,336 | 20,300 | 18,159 | 12,000 | (6,159) | -33.92% | Discontinuation of shipping briefs to off-site storage will reduce postage costs. |
| Printing / Reproduction | 9,741 | 8,565 | 11,762 | 4,734 | 8,567 | 7,024 | 7,000 | (24) | -0.34% | |
| Reimbursed Expenses | 14,557 | 15,697 | 29,911 | 24,980 | 20,000 | 21,989 | 18,315 | (3,674) | -16.71% | Less branch closures @ \$685 |
| Staff Meetings / Activities | 11,182 | 17,139 | 19,037 | 8,485 | 7,200 | 9,630 | 8,000 | (1,630) | -16.92% | |
| Telecommunications | 29,763 | 28,508 | 28,425 | 28,439 | 30,833 | 33,793 | 26,248 | (7,545) | -22.33% | New data comm vendors have reduced costs by \$7,200; branch closures will reduce costs by \$552 |
| TMP Reimbursement | 10,102 | 9,451 | 14,142 | 14,539 | 12,000 | 11,632 | 12,000 | 368 | 3.17% | |
| Vending | 4,106 | 3,565 | 7,592 | 10,451 | 9,500 | 8,653 | 9,000 | 347 | 4.01% | |
| Subtotal | 482,471 | 557,292 | 1,011,842 | 460,985 | 399,136 | 381,222 | 311,863 | (69,359) | -18.19% | |
| Professional Services | | | | | | | | | | |
| Accounting | 26,233 | 14,875 | 14,500 | 26,400 | 17,000 | 15,000 | 15,000 | 0 | 0.00% | |
| Consulting Services | 109,652 | 14,613 | 8,405 | 8,136 | 78,980 | 30,741 | 5,000 | (25,741) | -83.74% | Reserve for spot consulting if required. |
| Legal | 240,876 | 11,851 | 117,349 | 70,496 | 64,000 | 52,032 | 30,000 | (22,032) | -42.34% | Assumes reduction in need for outside legal services and reduced rate per hour. |
| Payroll / HR Services | 20,561 | 17,563 | 14,125 | 18,381 | 18,000 | 17,947 | 18,500 | 553 | 3.08% | |
| Recruitment Costs | 1,418 | 7,930 | 14,436 | 17,038 | 12,750 | 1,742 | 1,500 | (242) | -13.87% | |
| Temporary Services | 29,623 | 38,274 | 98,327 | 37,417 | 20,000 | 20,859 | 5,000 | (15,859) | -76.03% | Less branch closures @ \$34k |
| Subtotal | 428,362 | 105,106 | 267,142 | 177,868 | 210,730 | 138,320 | 75,000 | (63,320) | -45.78% | |
| Depreciation: | | | | | | | | | | |
| Depreciation - Library Materials | 2,597,526 | 2,703,212 | 2,819,986 | 2,964,861 | 3,062,380 | 3,059,795 | 2,816,554 | (243,241) | -7.95% | Forecast reduction reflects cuts to the library collection cost in FY 2013 (-\$40k) and branch closures (-\$203k). |
| Depreciation - Fixed Assets | 156,657 | 181,626 | 238,010 | 206,151 | 637,883 | 690,399 | 695,000 | 4,601 | 0.67% | |
| Subtotal | 2,754,184 | 2,884,838 | 3,057,995 | 3,171,012 | 3,700,263 | 3,750,194 | 3,511,554 | (238,639) | -6.36% | |
| Total Expense | 8,132,497 | 7,897,918 | 9,055,756 | 8,974,796 | 9,271,915 | 9,333,596 | 9,002,905 | (330,690) | -3.54% | |
| Net Income | 3,267,771 | 2,955,120 | 1,589,374 | 676,659 | (165,413) | (472,291) | 1,703 | 473,994 | -100.36% | |
| Extraordinary Expense | 0 | 0 | 0 | 0 | 86,114 | 1,173,563 | 0 | (1,173,563) | -100.00% | |
| Capital Expenditures: | | | | | | | | | | |
| Furniture / Appliances (>3k) | 37,108 | 62,229 | 40,515 | 0 | 217,000 | 20,000 | 25,000 | 5,000 | 25.00% | Replacement of broken furniture. |
| Electronics / Computer Hardware (>3k) | 37,891 | 44,650 | 76,552 | 86,693 | 158,000 | 31,524 | 65,000 | 33,476 | 106.19% | Rotational replacement of worn out equipment. |
| Exterior Building Repairs/Improvements (>3k) | 119,329 | 0 | 0 | 6,238,354 | 52,000 | 82,819 | 55,000 | (27,819) | -33.59% | Reserve for repair and replacement. |
| Interior Improvements / Alterations (>3k) | 0 | 377,425 | 204,653 | 29,141 | 6,000 | 18,285 | 275,000 | 256,715 | 1404.00% | Provides for substantial upgrades to the elevators' motors, wiring, and sensors and normal repair/replacement of other items. |
| Computer Software | 0 | 0 | 0 | 30,826 | 140,000 | 19,311 | 25,000 | 5,689 | 29.46% | Reserve for software upgrades. |
| Total - Expenditures | 194,328 | 484,304 | 321,720 | 6,385,014 | 573,000 | 171,938 | 445,000 | 273,062 | 158.81% | |

MEMORANDUM

DATE: February 14, 2013
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Consideration of Governance Resolution

SUMMARY

Historically, the respective roles and responsibilities of the Board of Trustees, on the one hand, and Library staff, on the other, have been defined by a variety of sources of authority, including the provisions of Cal. Bus & Prof §6300 et seq. (the authorizing statute), formal resolutions of the Board, motions approved by the Board and recorded in minutes, informal direction provided by the Board and historical practice. The attached proposed governance resolution is intended to set forth in one document the respective roles and responsibilities of the Board of Trustees and the Executive Director.

This resolution is not intended to define or control all aspects of the operation of the Law Library, but is intended to provide the framework and scope of authority within which the Board and Staff operate.

In addition to this governance resolution, the Law Library maintains a variety of documented policies and procedures, including personnel, a collection development policy, rules of conduct within the Law Library, emergency preparedness procedures, etc.

OPTIONS

1. Approve the proposed governance resolution as presented;
2. Modify the proposed governance resolution and approve as modified;
3. Identify areas needing further clarification or amendment and continue the item to a future date; or
4. Table the matter.



A RESOLUTION OF THE LOS ANGELES COUNTY LAW LIBRARY BOARD OF TRUSTEES ESTABLISHING ROLES AND RESPONSIBILITIES, DELEGATING AUTHORITY FOR CERTAIN FUNCTIONS AND ADOPTING PURCHASING AND EXPENSE POLICIES

WHEREAS, the Board of Trustees of the Los Angeles County Law Library (the “Library” or “L.A. Law Library”) wishes to adopt policies clarifying the respective roles and responsibilities of the Board of Trustees and the Executive Director;

WHEREAS it is the policy of the Library to take its stewardship over the use of its limited public resources seriously, using such resources in a manner which derives a substantial benefit to the Library.

WHEREAS, the Library Board of Trustees (“Board”) governs the Library under the provisions of Cal. Bus & Prof §6300 et seq. and nothing in this Resolution is intended to conflict or supersede such statute;

WHEREAS the Board considered this resolution at a duly noticed meeting of the Board;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of the Los Angeles County Law Library:

SECTION 1. DIVISION OF DUTIES AND DELEGATION OF AUTHORITY

- A. Broadly stated, it is the role of the Board to establish the policy of the Library after considering its budgetary constraints, while it is the role of the Executive Director and Library staff to implement that policy. This policy is intended to further define and clarify the respective duties and obligations of the Board and the Executive Director.
- B. The Board governs the Library under the provisions of Cal. Bus & Prof §6300 et seq. and its responsibilities and authority include the following:
1. Establishment of policy direction and approval of all policies and substantial policy changes affecting the Library;
 2. Appointment of the Executive Director, evaluation of the Executive Director’s performance and approval of the Executive Director’s compensation;
 3. Approval of the annual budget for the Library;
 4. Authorization and approval of an annual audit of the Library’s financial statements, including hiring the Library’s outside auditors;
 5. Review of monthly financial reports showing receipts and disbursements of money;
 6. Approval of contracts and purchases not expressly delegated to the Executive Director;
 7. Authorization and direction regarding the investment of surplus Library funds;
 8. Authorization and approval of the Library’s insurance coverage and policies; and
 9. Providing direction to its negotiator in connection with negotiations with employee unions or collective bargaining units and approval of agreements between the Library and employee unions or collective bargaining units.



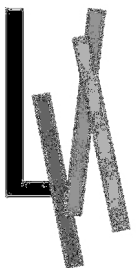
- C. The Executive Director is appointed by the Board and serves as the Library's chief executive. The Executive Director also serves as the Board's Secretary. The Board hereby delegates to the Executive Director the following responsibilities and authority:
1. Overall conduct and oversight of the operations of the Law Library, including direction and guidance for all Law Library operations, programs and activities and all that is necessary and proper to implement the policies established by the Board;
 2. Subject to the approved budget and to the limits described herein, operate the Library, hire staff, contract for goods and services and disburse library funds for the purchase of collection materials and other expenses required to fulfill the Library's mission and goals;
 3. Approve and sign contracts, agreements, engagement letters, and other binding documents within the budget approved by the Board. Except for the purchase of Library collection material and resources, any contract, agreement, engagement letter, or other binding document of \$100,000 value or greater requires prior Board approval.
 4. Review and approve invoices and sign checks and demands for warrants, except that payments of more than \$2,500, but less than \$100,000, require a second signature by a Senior Director and payments of \$10,000 or more require approval by the County.
 5. Negotiate agreements with employee unions and collective bargaining units pursuant to the direction of the Board.
 6. Prepare the Library's annual budget and submit to the Board for approval.
 7. Authorize inter-fund transfers between Law Library accounts.
 8. Engage the Library's audit, accounting and finance service providers including its outside auditors and insurance brokers once authorized by the Board.
 9. Determine the Library's organization, structure, compensation and benefits, subject to the approved budget and employment policies of the Board.
 10. Approve all employment actions including hiring, promotion, salary adjustment, transfers, discipline and termination.

SECTION 2. PURCHASING POLICY

- A. Library funds, equipment, supplies (including printed stationery), titles, and staff time must only be used for authorized Library business. The Library shall secure supplies, services, and equipment at the lowest total cost commensurate with the quality and scope needed, and subject to any limitations imposed by state law. Notwithstanding the foregoing, the Library shall secure professional services based upon demonstrated competence, professional qualifications and suitability for the project in general. Although not determinative, the Library should consider the cost of professional services. The rationale for selecting a vendor other than the lowest bidder must be approved by the Executive Director or the Board.
- B. The Executive Director (or designee), in accordance with the policies set forth herein and any other written policies approved by the Board, shall have the power to:
1. Prepare and implement procedures governing the bidding, contracting, purchasing, storing, distribution and disposal of supplies, services and equipment for the Library;
 2. Prescribe and maintain such forms as may be reasonably necessary for the proper implementation of this resolution and any other procedures approved by the Executive Director consistent with this resolution;
 3. Inspect or supervise the inspection of purchased supplies, services and equipment to ensure conformity with any specifications established or required by the Library;
 4. Sell any supplies and equipment not needed for Library use or that may become unsuitable for their intended use;



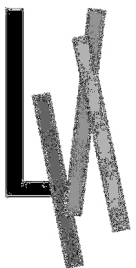
5. Develop and maintain any bidder's list, contractors list or vendor's catalog file necessary to the operation of this resolution and any other procedures approved by the Executive Director consistent with this resolution.
- C. Library purchases are segregated into two categories: collection acquisition and other purchases.
1. Collection Acquisition: Collection acquisition includes new titles and continuations. Consistent with the budget approved by the Board, the Executive Director (or designee) approves contracts and new subscriptions for materials to be included in the Law Library collection, and the Senior Director of Library Services (or designee) approves other collection acquisitions.
 2. Other Purchases:
 - a. Competitive Bidding: In purchasing, supplies, services, and equipment, the Library shall make use of competitive bidding, direct, formal, or informal, whenever required by law, this resolution or any procedures approved by the Executive Director.
 - b. Formal Purchasing Procedure: This formal purchasing procedure shall be used for purchases greater than \$50,000 (other than collection acquisition discussed in Section C.2. above), or whenever formal competitive purchasing is required by law.
 - i. The formal competitive purchasing procedure shall comply with all aspects of state and local law governing formal competitive bidding, including, but not limited to, the Public Contract Code, Government Code, Labor Code and resolutions of the Board as may be adopted from time to time.
 - ii. Distribution of Notice Inviting Formal Bids. The Library shall issue a notice inviting formal bids, which, at a minimum, shall: (1) describe the purchase or project in general terms; (2) state how to obtain more detailed information about the purchase or project; (3) state the date, time, and place for the submission of sealed bids; (4) state the date, time, and place for the opening of the sealed bids; and, (5) include any other information required by state or local law.
 - iii. Bid opening. Bids shall remain sealed until the time specified for opening and thereafter shall be opened at a location accessible to the public.
 - iv. Library's Authority. The Library may reject any or all bids received, and may waive any minor irregularities in each bid received. If no bids are received, the authorized contracting party may award the contract by any alternative purchasing procedure.
 - c. Exceptions: in the following situations, an alternative purchasing procedure which results in a negotiated contract, purchase order or any other procedure determined by the Executive Director to be in the best interests of the Library and in compliance with the Library's policies and procedures may be used where permissible under state law:
 - i. In situations determined by the Executive Director to constitute an emergency.
 - ii. When purchasing professional services.
 - iii. When purchasing computer software, hardware maintenance services or software maintenance services.



- iv. When a competitive bid procedure has been conducted by another public agency (e.g. through California Multiple Award Schedules (CMAS) or the General Services Administration (GSA)) and the price to the Library is equal to or better than the price to that public agency.
 - v. When the purchase is made on behalf of the Library by the State Department of General Services.
 - vi. When the Executive Director determines that a competitive market does not exist, such as, but not limited to, with memberships in certain professional organizations, meetings, conventions, some forms of travel, legal advertising or when the needed supplies, services and equipment are proprietary and can only be provided by one source.
 - vii. When the Board, on recommendation of the Executive Director, determines that an alternative procedure will be in the best interests of the Library and the policies set forth in this chapter.
- d. Surplus supplies and equipment. The Executive Director shall have authority to sell or otherwise dispose of all supplies and equipment which cannot be used by the Law Library, or which have become unsuitable for Library use.

SECTION 3. AUTHORIZED EXPENSES

- A. This policy provides authority and guidance to reimburse eligible persons for expenses incurred in the performance of their official duties. This Policy applies to the Members of the Board of Trustees and the Executive Leadership of the Library.
- B. Library funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized Library business.
- C. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as they are consistent with the approved budget, authorized by either the Executive Director or the Board prior to being incurred and consistent with the other requirements of this Resolution:
 1. Communicating with representatives of regional, state and national government on Library adopted policy positions;
 2. Attending educational seminars designed to improve officials' skills and information levels;
 3. Participation in regional, state and national organizations the activities of which affect the Library's interests;
 4. Recognizing service to the Library;
 5. Attending certain Library events;
 6. Implementing a Library-approved strategy for attracting or retaining business for the Library, including expenses which will typically arise from a meeting or other event which involves at least one staff member; and
- D. The following expenses require prior Board approval:
 1. International travel; and
 2. Expenses exceeding \$2,000 per trip/per person, not including registration costs.
- E. Examples of personal expenses that the Library will not reimburse include, but are not limited to:
 1. The personal portion of any trip;
 2. Personal political or charitable contributions or events;
 3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children- or pet-related expenses;



4. Entertainment expenses, including theatre, movies (either in-room or at the theatre), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
 5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
 6. Personal losses incurred while on Library business.
- F. Any questions regarding the propriety of a particular expense should be resolved by the Executive Director or the Board before the expense is incurred. All expense reports are subject to verification that they comply with this Policy.
- G. Officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All Library related expenditures are public records subject to disclosure under the Public Records Act.
- H. Use of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a duty to make restitution to the Library, 3) the Library's reporting of expenses as income to the person requesting reimbursement to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, 5) prosecution for misuse of public resources, and 6) removal for official misconduct.
- I. Each person subject to this policy is individually responsible for complying with this policy.

SECTION 4. FINANCIAL REPORTING AND AUDIT

- A. The Finance Manager prepares monthly financial reports for distribution to the Executive Director and the Board of Trustees. The report package includes a balance sheet, a statement of income and expenses, a statement of cash flows, and a list of checks and warrants.
- B. The outside auditor prepares the year-end audit report summarizing the prior fiscal year's financial results and meets with the Board at least annually to discuss its report and findings.
- C. The Board reviews, approves or rejects the year-end audit report.
- D. Each year, the Board presents to the Los Angeles County Board of Supervisors, pursuant to Section 6350 of the Business and Professions Code, an Annual Financial Statement for the fiscal year ending on the 30th day of June prior to the presentation.

SECTION 5. CREDIT CARD USE POLICY

- A. The Library holds one credit card account, with several credit cards that are managed by executive staff members charged with purchasing supplies and equipment for the Library. Credit cards may only be used for the purchase of goods and services related to the Library's operations. Library credit cards may not be used for personal expenses or any other purpose unrelated to the Library's business, even if the official subsequently reimburses the Library.
- B. Library card holders are responsible for substantiating the business purpose of all transactions charged to cards and providing original receipts and a sufficient description to



explain and justify the purchase. Library card purchases are subject to the same rules, authorization limits, and approvals as any other purchase, except that, because of the nature of credit card purchases, approval or authorization in advance of use is required unless it is impractical to do so. Card holders are personally liable to the Library for all purchases unrelated to the Library's operations.

- C. All credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the Library. Expenses of employees other than the Executive Director must be approved by the Executive Director. Expenses of the Executive Director must be approved by the Board or the President of the Board.

SECTION 6. REPEAL OF BYLAWS

The bylaws of the Los Angeles County Law Library previously adopted in 1891 are hereby repealed.

SECTION 7. SEVERABILITY

Should any provision of this resolution, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this resolution or the application of this resolution to any other person or circumstance and, to that end, the provisions hereof are severable.

SECTION 8. EFFECTIVE DATE

This resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED, this 14th day of February 2013.

Susan Steinhauser, President

ATTEST:

Sandra J. Levin, Executive Director

