

AGENDA

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

REGULAR BOARD MEETING

Tuesday, May 27, 2014

12:15 PM

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

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.

AGENDA MATERIALS

Unless otherwise exempt from disclosure, all materials relating to items on the agenda distributed to all, or a majority of the members of the Board less than 72 hours prior to the meeting shall be made available for public inspection at the time the writing is distributed in the Executive Office of the Law Library.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Minutes of the April 25, 2014, Regular Board Meeting
- 3.2 March 2014 Financials & April 2014 List of Checks and Warrants
- 3.3 Approval of May 2014 Update of the Library Rules of Conduct

4.0 DISCUSSION ITEMS

- 4.1 Review of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015
- 4.2 Law Week After-Report

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 Tuesday, June 24, 2014.

POSTED FRIDAY, MAY 23, 2014 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Minutes of the April 25, 2014, Regular Board Meeting
- 3.2 March 2014 Financials & April 2014 List of Checks and Warrants
- 3.3 Approval of May 2014 Update of the Library Rules of Conduct

**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.**

April 22, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, April 22, 2014 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:

Judge Reva Goetz
Judge Ann Jones
Judge Mark Juhas
Susan Steinhauser, Esquire

Trustees Absent:

Judge Lee Smalley Edmon
Judge Michelle Williams Court
Kenneth Klein, Esquire

Senior Staff Present:

Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

Also Present:

John Kohl, Finance Director

President Jones determined a quorum to be present, convened the meeting at 12:20 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

There was no public comment.

2.0 PRESIDENT'S REPORT

President Jones acknowledged and thanked Trustee Steinhauser and ED Levin for all their efforts to make the 2014 Annual Gala a successful event.

3.0 CONSENT CALENDAR

President Jones inquired the Board of any requests to pull items from the Consent Calendar. There were no requests.

- 3.1 Minutes of the March 25, 2014, Regular Board Meeting
- 3.2 February 2014 Financials & March 2014 List of Checks and Warrants
- 3.3 2014 Law Library Quarterly Statistics, January to March
- 3.4 Law Library Quarterly Strategic Plan Update
- 3.5 Approval of Amended System Administrator Job Description and Broadband Classification Chart

Staff recommended the Board approve the presented System Administrator job description and revised Broadband Classification Chart.

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser and seconded by Trustee Goetz, the Consent Calendar was unanimously approved, 4-0.

At this time, John Kohl, Finance Director, joined the table.

4.0 DISCUSSION ITEMS

4.1 Approval of Investment Strategy and Investment Management Services

Staff recommended that the Board authorize:

- 1) The Finance Director to engage an investment advisor at a cost not-to-exceed \$200;
- 2) The Executive Director to invest up to \$4 million in Zero-Coupon U.S. Treasury obligations with annual maturity dates over the four year period from 2016 to 2019;
- 3) The Executive Director, with the advice of the Finance Director and financial advisor, to sell obligations prior to maturity date should the value increase; and
- 4) The Executive Director, with the advice of the Finance Director and financial advisor, to use the proceeds of these investments to purchase additional U.S. Treasury obligations with laddered annual maturity dates to continue the investment strategy over time.

Trustee Steinhauser requested a friendly amendment so to include that the Finance Director would engage an investment advisor at a cost not-to-exceed \$200 per year.

With that friendly amendment, President Jones requested a motion to approve: The Finance Director to engage an investment advisor at a cost not-to-exceed \$200 per year; The Executive Director to invest up to \$4 million in Zero-Coupon U.S. Treasury obligations with annual maturity dates over the four year period from 2016 to 2019; The Executive Director, with the advice of the Finance Director and financial advisor, to sell obligations prior to maturity date should the value increase; and the Executive Director, with the advice of the Finance Director and financial advisor, to use the proceeds of these investments to purchase additional U.S. Treasury obligations with laddered annual maturity dates to continue the investment strategy over time. So moved by Trustee Goetz and seconded by Trustee Juhas, the motion was unanimously approved, 4-0.

5.0 AGENDA BUILDING

There were no items for Agenda Building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin highlighted the events of Law Week in addition to giving a brief update on the budget committee's progress.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:55 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, May 27, 2014.

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

Los Angeles Law Library

Balance Sheet

As of March 31, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2013	3/31/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	8,626,122	9,274,710	648,588
Accounts receivable	1,497,101	1,443,720	(53,381)
Prepaid expenses	399,474	153,679	(245,795)
Total current assets	10,522,697	10,872,108	349,412
Restricted cash and cash equivalents	261,139	302,980	41,841
Capital assets, not being depreciated	580,333	583,433	3,100
Capital assets, being depreciated - net	23,462,542	23,294,580	(167,963)
Total assets	34,826,711	35,053,101	226,390
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	233,134	232,313	(821)
Other liabilities	11,218	-	(11,218)
Payroll liabilities	28,627	11,121	(17,506)
Total current liabilities	272,980	243,434	(29,546)
Accrued sick and vacation liability	420,789	361,332	(59,457)
Borrowers' deposit	290,942	312,758	21,816
OPEB obligation	1,740,966	1,984,716	243,750
Total liabilities	2,725,677	2,902,240	176,562
Net assets			
Invested in capital assets, net of related debt	24,042,875	23,878,013	(164,863)
Unrestricted	8,058,158	8,272,849	214,690
Total net assets	32,101,034	32,150,861	49,828
Total liabilities and net assets	34,826,711	35,053,101	226,390

Los Angeles Law Library
Income Statement for the Period Ended March 31, 2014
(Provisional and subject to year-end audit adjustments)

Mar 13 Actual	Mar 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Income											
568,299	554,660	550,878	-3,782	-0.7%	L.A. Superior Court Fees	5,816,728	5,677,127	5,345,052	-332,074	-5.8%	
5,608	4,842	4,553	-289	-6.0%	Interest	51,842	44,778	38,547	-6,231	-13.9%	
43,273	41,467	43,750	2,283	5.5%	Parking	404,273	396,656	469,577	72,921	18.4%	
26,042	33,634	28,288	-5,346	-15.9%	Library Services	348,175	456,701	465,012	8,311	1.8%	
643,222	634,603	627,469	-7,134	-1.1%	Total Income	6,621,018	6,575,262	6,318,189	-257,073	-3.9%	
Expense											
333,248	332,336	308,777	23,558	7.1%	Staff	3,167,431	3,044,751	2,991,021	53,730	1.8%	
617,516	227,262	558,771	-331,509	-145.9%	Library Materials	2,830,684	2,621,293	2,447,175	174,119	6.6%	
-617,516	-227,262	-558,771	331,509	-145.9%	Lib Materials Transferred to Assets	-2,830,684	-2,621,293	-2,447,175	-174,119	6.6%	
83,545	77,302	53,385	23,917	30.9%	Facilities	626,748	626,826	566,231	60,595	9.7%	
8,148	15,463	8,544	6,919	44.7%	Technology & Data	94,775	105,473	78,628	26,845	25.5%	
7,485	9,597	4,631	4,966	51.7%	General	88,000	82,965	81,033	1,931	2.3%	
7,109	6,650	2,554	4,096	61.6%	Professional Development	28,302	15,735	15,871	-136	-0.9%	
1,449	2,292	500	1,792	78.2%	Communications & Marketing	20,325	32,325	6,002	26,323	81.4%	
270	300	192	108	36.1%	Travel & Entertainment	2,984	2,900	1,297	1,603	55.3%	
347	2,917	4,788	-1,871	-64.1%	Professional Services	66,106	42,000	29,793	12,207	29.1%	
304,537	279,638	267,900	11,737	4.2%	Depreciation	2,766,015	2,426,487	2,447,741	-21,254	-0.9%	
746,138	726,494	651,271	75,223	10.4%	Total Expenses	6,860,686	6,379,462	6,217,617	161,845	2.5%	
-102,916	-91,891	-23,802	68,089	74.1%	Net Income	-239,667	195,800	100,572	-95,228	-48.6%	
0	421,988	472,334	50,347	11.9%	Extraordinary Income	0	1,265,963	472,334	-793,628	-62.7%	
0	0	35,000	-35,000	0.0%	Extraordinary Expense	209,000	229,426	279,329	-49,903	-21.8%	
24,332	27,083	27,083	0	0.0%	OPEB Expense	218,986	243,750	243,750	0	0.0%	
-127,248	303,013	386,449	83,436	27.5%	Net Income (Loss) Including Extraordinary Items	-667,653	988,587	49,828	-938,759	-95.0%	
0	0	15,134	-15,134	0.0%	Capitalized Expenditures	51,786	653,400	19,010	634,390	97.1%	
NA	54.62	49.67	4.95	9.1%	Full-Time Equivalent Employees	NA	54.06	49.86	4.20	7.8%	

Los Angeles Law Library
Income Statement for the Period Ended March 31, 2014
(Provisional and subject to year-end audit adjustments)

Mar 13 Actual	Mar 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
Detailed Budget:													
Income:													
568,299	554,660	550,878	-3,782	-0.7%	15 FIN	303300	L.A. Superior Court Fees	5,816,728	5,677,127	5,345,052	-332,074	-5.8%	Based on the most recent revenue information from the Superior Court, Staff expects fee revenue will fall about 5.6% below budget.
Interest:													
930	0	0	0	0.0%	15 FIN	311000	LAIF	3,202	1,200	1,727	527	43.9%	
4,533	4,680	4,382	-298	-6.4%	15 FIN	312000	General Fund	47,313	42,120	35,482	-6,638	-15.8%	The budget assumed an annual investment return of .7%. Actual return thus far has been about .6%. The rate should increase during the year as U.S. interest rates rise or as other investment options are selected.
145	162	170	8	5.2%	15 FIN	313000	Deposit Fund	1,327	1,458	1,339	-119	-8.2%	
5,608	4,842	4,553	-289	-6.0%			Subtotal	51,842	44,778	38,547	-6,231	-13.9%	
Parking:													
43,273	40,217	43,750	3,533	8.8%	39 FAC	330100	Parking	404,273	385,406	469,577	84,171	21.8%	The favorable variance resulted from a) a restructured vendor agreement that now requires payment in advance, b) a conservative budget that understated the demand for hourly and daily parking.
0	1,250	0	-1,250	-100.0%	39 FAC	330200	Valet Parking	0	11,250	0	-11,250	-100.0%	Delayed implementation of valet parking services.
43,273	41,467	43,750	2,283	5.5%			Subtotal	404,273	396,656	469,577	72,921	18.4%	
Library Services:													
250	500	16	-484	-96.8%	27 CIRC	330150	Annual Borrowing Fee	5,450	4,500	3,039	-1,461	-32.5%	
9,030	9,030	13,425	4,395	48.7%	25 P&P	330140	Annual Members Fee	67,962	67,962	81,525	13,563	20.0%	Increase possibly due to Member program sign-ups continue to rise above the number of non renewals. Also sign-ups numbers are higher in 2014 than this time last year.
3,221	2,068	631	-1,438	-69.5%	23 R&R	330340	Course Registration	10,953	16,008	16,615	607	3.8%	
5,965	4,750	5,846	1,096	23.1%	27 CIRC	330129	Copy Center	55,489	42,750	49,330	6,580	15.4%	Actual copy center charges have not declined as much as the budget assumed.
2,383	2,300	2,552	252	11.0%	27 CIRC	330205	Document Delivery	18,759	20,700	21,612	912	4.4%	
4,656	4,200	4,503	303	7.2%	27 CIRC	330210	Fines	38,406	37,800	36,119	-1,681	-4.4%	December furlough days had a negative impact on this line item. The fine amounts do fluctuate from month to month so there is a possibility this amount may rebound and come more in line with budget. It is, however, just as likely that the fluctuations may lower the revenue.
171	300	719	419	139.5%	13 FIN	330310	Miscellaneous	1,465	52,700	83,306	30,606	58.1%	Favorable variance primarily due to a \$12K CalPERS refund related to Medicare Part D prescription subsidies and a \$11K dividend from the State Compensation Insurance Fund.
78	10,000	200	-9,800	-98.0%	27 COM	330330	Room Rental	23,678	70,000	21,444	-48,556	-69.4%	The campaign to rent rooms is taking longer than expected to reach target.
0	0	277	277	0.0%	27 CIRC	330350	Book Replacement	2,110	2,110	4,150	2,040	96.7%	
0	0	0	0	0.0%	15 FIN	330360	Forfeited Deposits	0	2,800	0	-2,800	-100.0%	The harvesting of forfeited deposits will occur later this year.
0	0	0	0	0.0%	15 FIN	330400	Friends of Law Library	120,000	120,000	135,000	15,000	12.5%	
0	0	0	0	0.0%	37 COM	330420	Grants	0	15,000	0	-15,000	-100.0%	Grant applications are in process, but grant revenues are difficult to predict.
289	486	120	-366	-75.4%	15 FIN	330450	Vending	3,904	4,371	2,519	-1,852	-42.4%	
0	0	0	0	0.0%	27 COM	330465	Special Events Income	0	0	10,354	10,354	0.0%	The favorable variance results from Pro Bono Week donations which were used to pay the event expenses.
26,042	33,634	28,288	-5,346	-15.9%			Subtotal	348,175	456,701	465,012	8,311	1.8%	
643,222	634,603	627,469	(7,134)	-1.1%			Total Income	6,621,018	6,575,262	6,318,189	-257,073	-3.9%	
Expenses:													
Staff													
245,806	206,532	186,501	20,031	9.7%	15 ALL	501000	Salaries (benefits eligible)	2,306,024	1,949,605	1,842,242	107,364	5.5%	
0	24,394	25,592	-1,198	-4.9%	15 ALL	501050	Salaries (benefits ineligible)	0	231,951	228,238	3,713	1.6%	
14,557	14,317	16,351	-2,034	-14.2%	15 FIN	502000	Social Security	132,175	135,257	121,160	14,096	10.4%	
3,404	3,348	3,824	-476	-14.2%	15 FIN	503000	Medicare	32,072	31,633	29,762	1,871	5.9%	
9,982	13,733	21,023	-7,290	-53.1%	15 FIN	511000	Retirement	87,487	130,902	210,239	-79,337	-60.6%	Unknown to the Law Library when the budget was approved, CalPERS recalculated the Library's retirement cost at 11.682% of qualified compensation compared with its original calculation of 7.26%. This will result in a \$97k adverse variance by EOY based on most recent data available.

Los Angeles Law Library
Income Statement for the Period Ended March 31, 2014
(Provisional and subject to year-end audit adjustments)

Mar 13 Actual	Mar 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
47,428	52,165	38,487	13,678	26.2%	15 FIN 512000	Health Insurance	413,550	445,262	391,214	54,049	12.1%	Positive variance due to vacancies.
316	361	420	-59	-16.2%	15 FIN 513000	Disability Insurance	1,872	3,263	3,720	-458	-14.0%	
5,474	5,400	4,760	640	11.8%	15 FIN 514000	Dental Insurance	46,865	48,600	44,964	3,636	7.5%	
736	852	699	154	18.0%	15 FIN 514500	Vision Insurance	6,889	7,684	6,400	1,284	16.7%	
138	136	136	0	-0.1%	15 FIN 515000	Life Insurance	1,269	1,231	922	309	25.1%	
0	8,779	8,578	201	2.3%	15 FIN 516000	Workers Comp. Insurance	74,827	79,015	86,095	-7,081	-9.0%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	18,593	0	453	-453	0.0%	
3,220	0	200	-200	0.0%	25 P&P 514010	Temporary Employment	18,557	7,500	200	7,300	97.3%	
0	150	330	-180	-119.9%	13 HR 514015	Recruitment	5,372	1,350	3,312	-1,962	-145.3%	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	-50,000	0	-50,000	100.0%	
666	667	613	53	8.0%	15 FIN 518550	TMP	8,464	8,000	8,482	-482	-6.0%	
1,521	1,500	1,262	238	15.8%	15 FIN 518560	Payroll & Benefit Admin.	13,416	13,500	13,619	-119	-0.9%	
333,248	332,336	308,777	23,558	7.1%		Total - Staff	3,167,431	3,044,751	2,991,021	53,730	1.8%	
						Library Materials:						
481,112	153,964	455,612	-301,648	-195.9%	23 R&R 601999	American Continuations	2,054,075	1,957,543	1,833,997	123,547	6.3%	
3,940	8,248	1,411	6,837	82.9%	23 R&R 602999	American New Orders	49,717	74,233	56,049	18,183	24.5%	
1,076	4,674	797	3,877	83.0%	23 R&R 609199	Branch Continuations	72,206	42,065	37,347	4,719	11.2%	
4,441	110	0	110	100.0%	23 R&R 609299	Branch New Orders	4,441	990	172	818	82.6%	
67,910	29,143	51,893	-22,750	-78.1%	23 R&R 603999	Commonwealth Continuations	336,207	262,289	236,145	26,144	10.0%	
104	110	0	110	100.0%	23 R&R 604999	Commonwealth New Orders	2,319	2,309	0	2,309	100.0%	New titles in commonwealth are rather expensive subsequently staff, mindful of budget constraints, has not identified new titles for purchase.
42,180	16,496	33,617	-17,121	-103.8%	23 R&R 605999	Foreign Continuations	170,720	148,465	147,597	868	0.6%	
79	1,650	76	1,574	95.4%	23 R&R 606999	Foreign New Orders	2,970	16,496	9,111	7,385	44.8%	
13,820	9,348	12,129	-2,781	-29.7%	23 R&R 607999	International Continuations	107,770	84,130	99,480	-15,349	-18.2%	
307	550	741	-191	-34.8%	23 R&R 608999	International New Orders	3,833	6,049	5,484	564	9.3%	
2,547	2,749	2,479	270	9.8%	23 R&R 609399	General/Librarianship	25,528	24,744	20,649	4,095	16.6%	
0	220	16	204	92.9%	23 R&R 609499	Continuations General/Librarianship New Orders	896	1,980	1,144	836	42.2%	
617,516	227,262	558,771	-331,509	-145.9%		Subtotal	2,830,684	2,621,293	2,447,175	174,119	6.6%	
-617,516	(227,262)	-558,771	331,509	-145.9%	15 FIN 690000	Lib Materials Transferred to Assets	-2,830,684	-2,621,293	-2,447,175	-174,119	6.6%	
0	0	0	0	0.0%		Facilities:	0	0	0	0	0.0%	
1,978	1,106	1,950	-844	-76.3%	39 FAC 801005	Repair & Maintenance	29,076	23,628	27,389	-3,761	-15.9%	Unexpected repair/replacement of HVAC pulleys @ \$2,100.00.
1,099	6,984	412	6,572	94.1%	39 FAC 801010	Building Services	10,593	17,176	16,217	959	5.6%	
0	2,000	21	1,979	99.0%	39 FAC 801015	Cleaning Supplies	13,018	16,600	8,276	8,324	50.1%	
15,965	16,000	0	16,000	100.0%	39 FAC 801020	Electricity & Water	87,188	96,618	74,535	22,083	22.9%	Positive variance to a delay in receiving LA DWP's monthly invoice. Variance to be spent in April 2014.
1,247	1,220	1,267	-47	-3.8%	39 FAC 801025	Elevator Maintenance	11,095	10,860	11,281	-421	-3.9%	
2,352	2,350	1,573	777	33.1%	39 FAC 801030	Heating & Cooling	24,457	27,350	20,750	6,600	24.1%	
22,777	22,550	20,808	1,742	7.7%	15 FIN 801035	Insurance	204,990	202,947	186,987	15,960	7.9%	
16,843	8,421	8,421	0	0.0%	39 FAC 801040	Janitorial Services	72,909	74,258	75,793	-1,535	-2.1%	
2,100	1,200	4,575	-3,375	-281.3%	39 FAC 801045	Landscaping	3,150	10,800	12,975	-2,175	-20.1%	Unfavorable variance due to trimming of Hill street trees in preparation for annual Gala.
17,772	14,087	13,972	115	0.8%	39 FAC 801050	Security	150,843	131,327	127,605	3,722	2.8%	
1,413	417	0	417	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	2,554	3,750	30	3,720	99.2%	Few furniture requirements in first half of fiscal year.

Los Angeles Law Library
Income Statement for the Period Ended March 31, 2014
(Provisional and subject to year-end audit adjustments)

Mar 13 Actual	Mar 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	387	-387	0.0%	39 FAC 801110	Equipment (<3K)	0	2,800	4,393	-1,593	-56.9%	Unfavorable variance due to office supplies vending machine and replacement urinals in the public men's room.
0	968	0	968	100.0%	39 FAC 801115	Building Alterations (<3K)	16,876	8,712	0	8,712	100.0%	
83,545	77,302	53,385	23,917	30.9%		Subtotal	626,748	626,826	566,231	60,595	9.7%	
						Technology & Data:						
1,951	3,803	1,397	2,407	63.3%	33 IT 801210	Services	23,717	20,553	21,158	-605	-2.9%	
0	5,560	1,176	4,384	78.8%	33 IT 801215	Software (<\$3k)	0	19,360	2,430	16,930	87.4%	Software maintenance renewals originally budgeted here were posted to "Services" line item. Starting next FY separate categories will be used to better track hardware and software maintenance expenses.
931	0	352	-352	0.0%	33 IT 801220	Hardware (<\$3k)	11,424	5,000	1,309	3,691	73.8%	Purchases delayed to June.
0	0	0	0	0.0%	33 IT 801225	Computer Supplies	0	1,500	476	1,024	68.2%	
3,557	3,600	3,699	-99	-2.7%	33 IT 801230	Integrated Library System	31,407	32,760	32,453	307	0.9%	
1,709	2,500	1,921	579	23.2%	33 IT 801235	Telecommunications	28,227	25,500	20,767	4,733	18.6%	
0	0	0	0	0.0%	33 IT 801245	Tech & Data - Misc	0	800	35	766	95.7%	
8,148	15,463	8,544	6,919	44.7%		Subtotal	94,775	105,473	78,628	26,845	25.5%	
						General:						
567	495	659	-164	-33.0%	15 FIN 801310	Bank Charges	4,720	4,455	5,118	-663	-14.9%	Unfavorable variance is a result of fees related to Bank of America's Positive Pay Service which was implemented after the budget was approved.
605	710	608	102	14.3%	35 CMS 801315	Bibliographical Services	5,793	7,340	4,564	2,776	37.8%	The favorable variance is in part the result of timing and will be resolved by EOY when one of the subscriptions invoiced annually due in June (\$1K) ; and in part from OCLC credits earned from the Library's contribution to the consortium.
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
-228	83	196	-112	-134.8%	15 FIN 801325	Board Expense	642	750	893	-143	-19.0%	
0	0	191	-191	0.0%	15 FIN 801330	Staff Meals & Events	8,533	2,400	2,443	-43	-1.8%	
2,951	833	786	47	5.7%	15 FIN 801335	Supplies - Office	21,008	7,500	9,019	-1,519	-20.3%	Increased toner and paper purchase resulting from "in-house" printing of collateral materials, flyers, stationaries, etc. is pushing this account over budget year-to-date.
0	1,864	0	1,864	100.0%	35 CMS 801337	Supplies - Library materials	3,376	8,721	6,455	2,266	26.0%	
602	500	196	304	60.8%	37 COM 801340	Stationery & business cards	3,846	4,500	494	4,006	89.0%	The Library is printing stationery in-house thereby reducing outside printing costs.
642	833	223	611	73.3%	15 FIN 801345	Delivery & Postage	10,593	7,500	3,018	4,482	59.8%	Favorable variance reflects a decrease in shipments of briefs from the Cal. Ct. of App. and price discounts negotiated with UPS and Golden State Overnight (GSO).
1,000	486	286	200	41.1%	15 FIN 801350	Kitchen supplies	5,679	4,674	3,735	939	20.1%	The favorable variance results from a decrease in ordering to draw down kitchen supplies. This is expected to come closer to budget by EOY.
0	0	35	-35	0.0%	37 COM 801355	Room Rental Expenses	0	0	12,093	-12,093	0.0%	See 'Room Rental' revenue line item.
0	1,542	568	973	63.1%	37 COM 801360	Special Events Expenses	0	13,875	11,228	2,647	19.1%	Charges related to ProBono Week and the Legal Secretaries Lunch.
0	0	0	0	0.0%	37 COM 801365	Grant Application Expenses	0	1,000	0	1,000	100.0%	Possible grant opportunities for 2014 under review.
1,347	2,250	787	1,463	65.0%	33 IT 801370	Copy Center Expense	22,396	20,250	21,449	-1,199	-5.9%	Unfavorable variance was due to the 2013 Board sales tax (total \$8,731) posted in January. Actuals are expected to come in below budget at EOY.
0	0	96	-96	0.0%	15 FIN 801375	Miscellaneous	1,414	0	525	-525	0.0%	
7,485	9,597	4,631	4,966	51.7%		Subtotal	88,000	82,965	81,033	1,931	2.3%	
						Professional Development:						
385	400	649	-249	-62.2%	ALL 803105	Travel	14,104	4,000	3,644	356	8.9%	
0	0	0	0	0.0%	ALL 803110	Meals	701	0	122	-122	0.0%	
0	0	1,905	-1,905	0.0%	ALL 803113	Incidental and Misc.	0	385	1,905	-1,520	-394.8%	Charges related to safety and CPR training for staff.
5,980	6,000	0	6,000	100.0%	ALL 803115	Membership dues	7,595	6,200	6,895	-695	-11.2%	
744	250	0	250	100.0%	ALL 803120	Registration fees	5,872	2,750	3,305	-555	-20.2%	
0	0	0	0	0.0%	ALL 803125	Educational materials	30	2,400	0	2,400	100.0%	
7,109	6,650	2,554	4,096	61.6%		Subtotal	28,302	15,735	15,871	-136	-0.9%	
						Communications & Marketing:						
1,449	500	0	500	100.0%	37 COM 803205	Services	3,774	9,500	0	9,500	100.0%	No outside services required at this time.
0	500	0	500	100.0%	37 COM 803210	Collateral materials	0	9,000	207	8,793	97.7%	Positive variance due to in-house collateral material printing.

Los Angeles Law Library
Income Statement for the Period Ended March 31, 2014
(Provisional and subject to year-end audit adjustments)

Mar 13 Actual	Mar 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	500	500	0	0.0%	37 COM 803215	Advertising	500	6,700	4,300	2,400	35.8%	Ten program ads placed in publications for the Library including a room rental campaign ad.
0	792	0	792	100.0%	37 COM 803220	Trade shows & Outreach	16,052	7,125	1,495	5,630	79.0%	No additional outreach activities required at this time.
1,449	2,292	500	1,792	78.2%		Subtotal	20,325	32,325	6,002	26,323	81.4%	
						Travel & Entertainment:						
0	0	0	0	0.0%	ALL 803305	Travel	631	0	51	-51	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	348	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
270	300	192	108	36.1%	ALL 803320	Ground Transport.	2,005	2,700	1,246	1,454	53.9%	Actuals are expected to end closer to budget at EOY.
0	0	0	0	0.0%	ALL 803325	Incidentals	0	200	0	200	100.0%	
270	300	192	108	36.1%		Subtotal	2,984	2,900	1,297	1,603	55.3%	
						Professional Services:						
0	0	1,000	-1,000	0.0%	15 FIN 804005	Accounting	15,056	15,750	16,560	-810	-5.1%	
0	417	3,788	-3,371	-809.0%	15 FIN 804008	Consulting Services	25,390	3,750	8,425	-4,675	-124.7%	Temporary HR services offset by the elimination of a senior level position.
347	2,500	0	2,500	100.0%	17 EXEC 804010	Legal	25,660	22,500	4,808	17,692	78.6%	Staff has cut back on outside legal services using internal resources.
0	0	0	0	0.0%	17 EXEC 804015	Other	0	0	0	0	0.0%	
347	2,917	4,788	-1,871	-64.1%		Subtotal	66,106	42,000	29,793	12,207	29.1%	
						Depreciation:						
251,669	241,194	237,061	4,133	1.7%	15 FIN 806105	Library Materials	2,290,967	2,112,023	2,165,017	-52,994	-2.5%	Actual depreciation is higher than budget because of the delay in the write-off of the Van Nuys and Compton donated titles and because the write-off was lower than expected. However, we expect actuals to come in closer to budget at EOY as we fully depreciate FY 2004 purchases.
52,868	38,444	30,840	7,604	19.8%	15 FIN 806110	Fixed Assets	475,047	314,464	282,724	31,740	10.1%	Positive variance due to minimal capital purchases .
304,537	279,638	267,900	11,737	4.2%		Subtotal	2,766,015	2,426,487	2,447,741	-21,254	-0.9%	
746,138	726,494	651,271	75,223	10.4%		Total Expense	6,860,686	6,379,462	6,217,617	161,845	2.5%	
-102,916	(91,891)	-23,802	68,089	74.1%		Net Income	-239,667	195,800	100,572	-95,228	-48.6%	
0	421,988	472,334	50,347	11.9%	17 EXEC	Extraordinary Income	0	1,265,963	472,334	-793,628	-62.7%	Unfavorable variance is due to a delay in the rare books auction as well as a lower than expected result in part I of the auction.
0	0	35,000	-35,000	0.0%	15 FIN	Extraordinary Expense	209,000	229,426	279,329	-49,903	-21.8%	Unfavorable variance is a result of a one month delay in the write-off of Van Nuys' and Compton's donated titles as well as other employee related expenses.
24,332	27,083	27,083	0	0.0%	15 FIN 518500	OPEB Expense	218,986	243,750	243,750	0	0.0%	
-127,248	303,013	386,449	83,436	27.5%		Net Income (Loss) Including Extraordinary Items	-667,653	988,587	49,828	-938,759	-95.0%	
						Capital Expenditures:						
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	126,500	0	126,500	100.0%	Scanner, book truck, security camera, and copier purchases were deferred to later in the year.
0	0	15,134	-15,134	0.0%	33 IT 161300	Electronics / Comp. Hardware (>3k)	7,539	12,500	19,010	-6,510	-52.1%	Timing variance due to eBranch expenses spanning from prior FYs and project getting closed out in current fiscal year.
0	0	0	0	0.0%	39 FAC 164500	Ext. Bldg. Repairs/ Improvements (>3k)	0	12,400	0	12,400	100.0%	Floor repair was deferred to later in the year.
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	24,937	427,000	0	427,000	100.0%	
0	0	0	0	0.0%	33 IT 168000	Computer Software	19,311	75,000	0	75,000	100.0%	Several on-going projects have not been closed out. Some of favorable variance will be spent in April, such as the Laserfiche project.
0	0	15,134	-15,134	0.0%		Total - Capitalized Expenditures	51,786	653,400	19,010	634,390	97.1%	
NA	54.6	49.7	4.9	9.1%		Full-Time Equivalent Employees	NA	54.1	49.9	4.2	7.8%	Favorable variance due to vacancies and to a delay in hiring replacements.

Los Angeles Law Library

Statement of Cash Flows

As of March 31, 2014

(Provisional and subject to year-end audit adjustments)

	3/31/2014	YTD
Cash flows from operating activities		
LA Superior court fees	550,878	5,345,052
Parking fees	43,750	469,577
Library services	500,622	802,347
(Increase) decrease in accounts receivable	28,568	53,381
Increase (decrease) in borrowers' deposit	(282)	21,816
Cash received from filing fees and services	1,123,536	6,692,173
Facilities	(53,385)	(566,231)
Technology & data	(8,544)	(78,628)
General	(39,631)	(164,339)
Professional development	(2,554)	(15,871)
Communications & marketing	(500)	(6,002)
Travel & entertainment	(192)	(1,297)
Professional services	(4,788)	(29,793)
(Increase) decrease in prepaid expenses	(5,804)	245,795
Increase (decrease) in accounts payable	101,304	(821)
Increase (decrease) in other liabilities	(470)	(11,218)
Cash payments to suppliers for goods and services	(14,563)	(628,406)
Staff	(335,861)	(3,244,387)
Increase (decrease) in payroll liabilities	579	(17,506)
Increase (decrease) in accrued sick and vacation liability	(28,591)	(59,457)
Increase (decrease) in OPEB liability	27,083	243,750
Cash payments to employees for services	(336,790)	(3,077,601)
Contributions received	-	135,000
Net cash from operating activities	772,183	3,121,166
Cash flow from capital and related financing activities		
Library materials	(558,771)	(2,447,175)
Fixed assets	(15,134)	(19,010)
Capital - Work in Progress (WIP)	-	(3,100)
Cash flows from investing activities		
Investment earnings	4,553	38,547
Net cash increase (decrease) in cash and cash equivalents	202,832	690,429
Cash and cash equivalents, at beginning of period	9,374,858	8,887,261
Cash and cash equivalents, at end of period	9,577,690	9,577,690
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	381,896	11,280
Adjustments for noncash effects:		
Depreciation	267,900	2,447,741
Extraordinary expense: book write-off		186,407
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	28,568	53,381
(Increase) decrease in prepaid expenses	(5,804)	245,795
Increase (decrease) in accounts payable	101,304	(821)
Increase (decrease) in other liabilities	(470)	(11,218)
Increase (decrease) in payroll liabilities	579	(17,506)
Increase (decrease) in accrued sick and vacation liability	(28,591)	(59,457)
Increase (decrease) in borrowers' deposit	(282)	21,816
Increase (decrease) in OPEB liability	27,083	243,750
Net cash from operating activities	772,183	3,121,166

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2014 - April 30, 2014 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 7	TYCO INTEGRATED SECURITY LLC	SECURITY	11,213.32	TS00199659
April 30	WOLTERS KLUWER LAW & BUSINESS	BOOKS	43,653.63	TS00200895
	CCH INCORPORATED	BOOKS	106,025.22	TS00200895
	EX LIBRIS, (USA) INC.	ILS	10,855.51	TS00200895
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00200895
	CALPERS	PREPAID EXP	48,004.90	TS00200895
	THOMSON REUTERS	BOOKS	11,002.00	TS00200895

246,054.58

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2014 - April 30, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 3	ANIMAL LEGAL DEFENSE FUND	MISCELLANOUS	95.79	026812
	BULBS.COM	REPAIR & MAINTENA	239.80	026813
	CHANNA CAJERO	MILEAGE	25.76	026814
	CDW GOVERNMENT INC	COMPUTER HARDW	3,876.04	026815
	EMPOWER SOFTWARE SOLUTIONS	SOFTWARE	1,176.00	026816
	LORENZO GALLARDO	REPAIR & MAINTENA	155.00	026817
	GUARDIAN	DENTAL/VIS/LIFE/DIS	7,247.56	026818
	INDEPENDENT STATIONERS	SUPPLIES - OFFICE	112.92	026819
	INFINISOURCE INC	PAYROLL/HR ADMIN	75.00	026820
	CHRISTINE R LANGTEAU	MILEAGE	43.73	026821
	SONNY LEW	MILEAGE	53.03	026822
	MANAGE EASE INCORPORATED	CONSULTING	1,225.00	026823
	METROLINK	TMP	1,665.00	026824
	OFFICE DEPOT	SUPPLIES - OFFICE	1,666.36	026825
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	178.00	026826
	SECURITAS SECURITY	SECURITY	5,118.02	026827
	SJM INDUSTRIAL RADIO	HARDWARE	351.72	026828
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	6,981.58	026829
	ULINE	REPAIR & MAINTENA	491.13	026830
	UNITED PARCEL SERVICE	DELIVERY/ POSTAGE	24.62	026831
April 4	AMERICAN EXPRESS	BUSINESS CARD	1,107.93	026832
April 10	GE MONEY BANK AMAZON	BOOKS	16.50	026833
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	94.33	026834
	BERNAN ASSOCIATES	BOOKS	21.00	026835
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	631.17	026836
	CASALINI LIBRI	BOOKS	1,595.97	026837
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,023.80	026840
	COMPASS PUB CO	BOOKS	80.00	026841
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	476.00	026842
	DAILY JOURNAL CORPORATION	BOOKS	796.00	026843
	OTTO HARRASSOWITZ	BOOKS	1,738.66	026844
	JURIS PUBLISHING INC	BOOKS	89.50	026845
	JURISNET LLC	BOOKS	248.00	026846
	LAW JOURNAL PRESS	BOOKS	3,168.47	026847
	LAWPRESS CORPORATION	BOOKS	259.55	026848
	CITY OF LIVERMORE	BOOKS	9.60	026849
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	102.50	026850
	MUNICIPAL CODE CORPORATION	BOOKS	1,266.00	026851
	PRACTISING LAW INSTITUTE	BOOKS	444.20	026852
	PROQUEST INFORMATION AND LEARNING	BOOKS	2,846.25	026853
	PUBLIC UTILITIES REPORTS INC	BOOKS	134.00	026854
RPCD DBA SMARTRULES	BOOKS	6,000.00	026855	

56,945.47

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2014 - April 30, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	THOMPSON PUBLISHING GROUP	BOOKS	993.98	026856
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,079.38	026857
	UNITED NATIONS PUBLICATIONS	BOOKS	193.73	026858
	VERDICTSEARCH	BOOKS	439.98	026859
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	79.00	026860
	YBP LIBRARY SERVICES	BOOKS	192.58	026861
April 18				
	ALPHA ACTUAL LLC	PREPAID EXP	1,629.42	026862
April 23				
	AMERICAN EXPRESS	BUSINESS CARD	3,426.02	026863
	AMERICAN EXPRESS	TRAVEL	283.00	026864
	AT&T MOBILITY	TELECOM	335.52	026865
	BANDWIDTH.COM, INC.	TELECOM	327.45	026866
	BRIDGES FILTER SERVICE, INC	HEATING & COOLING	269.34	026867
	BULBS.COM	REPAIR & MAINTENA	716.74	026868
	CANON BUSINESS SOLUTIONS, INC.	PREPAID EXP	3,717.47	026869
	CDW GOVERNMENT INC	ELECTRONICS/COMP	5,722.50	026870
	COUNTY OF LOS ANGELES	BANK CHARGES	58.24	026871
	CLEAN SOURCE, INC.	CLEANING SUPPLIES	1,857.29	026872
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	235.05	026873
	CORCORAN QUALITY GRAPHICS	SPECIAL EVENTS	1,294.92	026874
	DELL MARKETING L.P.	HARDWARE (<\$3K)	140.61	026875
	ESTHER EASTMAN	REIMBURSEMENT	52.65	026876
	FEDEX	DELIVERY/POSTAGE	29.90	026877
	LORENZO GALLARDO	REPAIR & MAINTENA	718.61	026878
	GOURMET COFFEE SERVICE	KITCHEN SUPPL	286.39	026879
	GUARDIAN	PREPAID EXP	7,348.77	026880
	LINDA J HEICHMAN TAYLOR	REFERENCE ASSIST	16.58	026881
	INDEPENDENT STATIONERS	SUPPLIES - OFFICE	189.15	026882
	MANAGE EASE INCORPORATED	CONSULTING	2,562.50	026883
	MEGAPATH	TELECOM	428.52	026884
	OCLC INC	BIBLIOGRAPHICAL S	608.26	026885
	OFFICE DEPOT	SUPPLIES - OFFICE	462.67	026886
	PARKING CONCEPTS INC	COURSE REGISTRAT	496.00	026887
	PEOPLEG2	RECRUITMENT	329.88	026888
	ROMERO MAINTENANCE CO.	JANITORIAL	8,421.43	026889
	SCHINDLER ELEVATOR CORP.	ELEVATOR MAINTEN	3,800.43	026890
	SECURITAS SECURITY	SECURITY	5,116.16	026891
	SEPCO EARTHSCAPE, INC	LANDSCAPING	4,575.00	026892
	SJM INDUSTRIAL RADIO	EQUIPMENT	351.72	026893
	TIME WARNER CABLE	TELECOM	1,200.00	026894
	ULINE	REPAIR & MAINTENA	114.82	026895
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	31.63	026896
	VALLEY WIDE AIR	REPAIR & MAINTENA	200.00	026897
April 24				

116,424.78

LOS ANGELES COUNTY LAW LIBRARY
April 1, 2014 - April 30, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
April 25	DAVID KIMANN KIM	REFUND	140.00	026898
	IRINA KORNIENKO	REFUND	140.00	026899
	BRENDA J LOGAN	REFUND	140.00	026900
	JED WYATT SONNENSHEIN	REFUND	118.00	026901
	MARY MARTIN BOOKSELLERS	BOOKS	195.00	026902
	MARY MARTIN BOOKSELLERS	BOOKS	1,050.00	026903
	MARY MARTIN BOOKSELLERS	BOOKS	292.00	026904
	MARY MARTIN BOOKSELLERS	BOOKS	758.00	026905
	MARY MARTIN BOOKSELLERS	BOOKS	84.00	026906
	JENNIFER AULD	REGISTRATION	141.90	026907
	STATE BOARD OF EQUALIZATION	USE TAX	637.00	026908
	ESTHER EASTMAN	REIMBURSEMENT	156.00	026909
	INFINISOURCE INC	PAYROLL/HR ADMIN	75.00	026910
	SANDRA J LEVIN	REIMBURSEMENT	769.36	026911
	METROLINK	TMP	1,986.00	026912
	PACER SERVICE CENTER	DOC DEL	117.20	026913
	RALPH STAHLBERG	REIMBURSEMENT	150.00	026914
	STATE COMPENSATION INSURANCE FUND	PREPAID INS	6,981.58	026915
	GOLDEN STATE OVERNIGHT	DELIVERY/ POSTAGE	121.43	026916
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,572.81	026917
SECURITAS SECURITY	SECURITY	5,341.89	026918	

137,251.95

MEMORANDUM

DATE: May 27, 2014

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Update of Rules of Conduct

SUMMARY

The Board of Trustees is asked to approve the attached update of the Rules of Conduct. The update primarily addresses the following changes:

Add ADA language. There have been instances where the strict application of the rules would deprive someone of access based on a disability. Where those instances are brought to our attention, we, of course, offer reasonable accommodations. The amendment to the Rules of Conduct declares that as policy and makes it more readily known to the public.

Modify Computer Usage language. Some of the language was out of date due to technology changes. In addition, the reasoning for some of the restrictions (e.g., space and electrical capacity) was not apparent on the face of the Rules. Because of the lack of transparency, there were questions and occasionally misunderstandings about what was and was not permitted. The amendment is intended to clarify and explain.

The Board is also asked to give the Executive Director authority to change the duration of Public Computer sessions administratively. Given fluctuations in demand and usage patterns, staff would like the flexibility to accommodate changes and test different models of service to maximize patron service and usage.

RECOMMENDATION

Staff recommends that the Board:

1. Approve the attached Rules of Conduct, and
2. Authorize the Executive Director to amend administratively the rules regarding duration of sessions.



RULES OF CONDUCT

Updated May 2014

*The LA Law Library staff
welcomes you.*

The LA Law Library provides public access to legal information. We are here to assist your use of the resources and services offered. Please help us keep the library safe and pleasant for everyone by following these rules of conduct.

RESPECT THE RIGHTS OF OTHERS

Users shall respect the rights of other library users and library staff. The Library shall not be used in lieu of an office for the practice of law or any other professional or business activity. Soliciting, harassing, offending, intimidating or disturbing library patrons or staff is strictly prohibited. *[California Penal Code 602.1(b)]*

AMERICANS WITH DISABILITIES

LA Law Library does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request an accommodation for any of the Library's programs, services, or activities, please inform a staff member of your accommodation request. Service animals as defined by law are welcome in the library to assist persons with disabilities.

PHOTOGRAPHY

We are delighted our patrons enjoy the library and want to take photos. To protect the privacy of others, however, no photography or filming is permitted inside the library without arrangements and approval in advance. Should you wish to request permission to photograph within a public space or arrange space for private photography sessions, please contact us at 213.785.2511 for assistance.

SAFETY AND SECURITY

Users should limit their carry-in items to those materials necessary to accomplish their legal research. For safety and security, the library reserves the right to limit users to one bag and one purse or a briefcase.

Briefcases, backpacks, packages and outer garments may be subject to inspection at any time.

AGENDA ITEM 3.0 | CONSENT ITEM 3.3

- ☐ With the exception of wheelchairs, large objects such as carts, luggage, bicycles or parcels that collectively exceed 26" x 19" x 9" are not permitted in the library.
- ☐ Walkways and aisles shall be kept clear and unobstructed by personal items.
- ☐ The Law Library is not responsible for, nor shall it have any liability for, the personal items that users bring into the library.
- ☐ Security personnel will remove unattended items.

PERSONAL CONDUCT IN THE LAW LIBRARY

In consideration of others, quiet is expected throughout the Library. Users may engage in quiet conversation as long as other users are not disturbed. Pagers, cell phones and PDAs should be turned to vibrate. Photocopiers/scanners or other equipment should be used as quietly as possible.

Appropriate attire, including shirts and shoes must be worn in the library.

Animals, other than service animals assisting persons with disabilities, are not permitted in the library.

Children must be under the control and supervision of a responsible adult at all times

Beverages in covered, spill-proof containers are allowed. The eating of food and the chewing of gum are prohibited.

The following are not permitted in the LA Law Library:

- ☐ Smoking, including smoking within 20' of any entrance to the Law Library.
[California Government Code 7597]
- ☐ Weapons
- ☐ Loitering, sleeping, lying on the Law Library floor or furniture.
- ☐ Bathing, shaving, and washing clothes in the library restrooms ~~are not permitted~~.

Persons under the influence of alcohol or drugs are not permitted in the library.

Persons whose parcels or bodily hygiene or odor is so offensive as to constitute a nuisance or disrupt others' work shall be required to leave the library.

USE OF LIBRARY MATERIALS

AGENDA ITEM 3.0 | CONSENT ITEM 3.3

Users shall not conceal or hide library materials for their exclusive use. Pocket parts or loose-leaf pages may not be removed from books except for photocopy purposes. When copying is complete, the pages used shall be returned promptly to their correct location in the book.

No materials shall be removed from the library unless they have been properly checked out. Failure to return materials when due may result in payment of fines, replacement costs and administrative costs and/or loss of Law Library privileges.

Users should not reshelve their used materials. Materials left unattended for long periods of time, will be reshelved by Law Library staff. Users wishing to keep pulled materials for later use, should place a reserve sign on the items, including a date and time when the user will return to the item(s).

THEFT, ABUSE AND VANDALISM

The theft, abuse, vandalism, mutilation, marring, marking, defacing, or otherwise damaging of the books, building, equipment, furniture or other objects in the Law Library is prohibited. *[California Penal Code 490.5 & 594: Education Code 19910 & 19911]*

USE OF ~~LIBRARY AND PERSONAL~~ COMPUTERS AND PERSONAL ELECTRONIC DEVICES

Law Library public computers are reserved for legal research and access to the online catalog. Peripheral devices (printers, CD-ROM drives, cameras, keyboards, scanners, etc) may not be attached without prior authorization.

Public Computer use is limited to ~~a one-~~hour per session. If no users are waiting, a second ~~one-hour~~ session may be requested. Users may only access public computers using assigned in their own library card name. To request your library card, please ask any staff member to assist you. Accessing the library computer system, programs or data without authorization is prohibited.

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Personal ~~Users may use~~ electronic devices ~~laptop or notebook computers~~ may be used in the library, provided such ~~their~~ use does not disturb other users or take up excessive space or electrical capacity. Personal electronic devices including but not limited to computers, copiers, scanners, ~~cameras, audio~~ and printers may be used only if they do not exceed 1.5 amps or a footprint of 2 square feet, make no noise audible to other patrons and pose no other hazard or obstacle to use of the library by others. ~~for video recorders and VOIP telephones may not be used without prior authorization.~~

AGENDA ITEM 3.0 | CONSENT ITEM 3.3

~~Users may not use electrical outlets designated for Library equipment. Electrical outlets may be used for laptop and cell phones as long as no hazard or obstacle is posed by their use.~~ For example, laptops and silent hand-held scanners are generally permitted, while full-size personal computers and scanners are generally not permitted. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time.

UNAUTHORIZED AREAS

Opening emergency exits (except in emergency situations), entering unauthorized or off-limit areas of the library, remaining in the library after closing or during emergency drills or evacuations is prohibited and may result in immediate suspension of library privileges

FAILURE TO COMPLY

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Updated May 2014

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AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Review of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015
- 4.2 Law Week After-Report

MEMORANDUM

DATE: May 27, 2014

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Review of Operating and Capital Expenditures Budget for Fiscal Year 2014-2015

INTRODUCTION

Staff is requesting that the Board of Trustees discuss the FY2015 Budget proposal as presented by staff and recommended by the Budget Committee, raise any questions and identify any further information required. The Board is not asked to approve the budget at this time; final consideration and budget approval is slated to occur at the regular Board meeting on June 24, 2014.

This staff report presents an overview of the budget and a discussion of alternatives and changes occurring since the Budget Committee met on April 23, 2014. The following information is attached: the proposed budget (Income and Expense Operations Summary, Cash Flow, Item Detail and Capital Projects), memorandum summarizing Budget Committee considerations and recommendations; list of alternative cuts and enhancements, and long-term (3-5 year) capital project projections.

BACKGROUND AND ANALYSIS

General Overview

The FY2015 Net Operating Income (before Extraordinary Income and Expense) as proposed in the budget is a loss of <\$477,109>. As part of the budgeting process, each of the operating departments was requested to propose expenditure reductions of 10% and all proposed reductions were discussed and evaluated. Those cuts not significantly affecting level of service were included in the proposed budget.

Staff noted and the Budget Committee agreed that in light of the cuts already made in recent years, there are few opportunities to reduce expenses without affecting patron service. Past efforts to stem financial losses included staffing reductions and layoffs, furloughs, contract cost reductions through RFPs, and in-house legal representation. Past efforts to increase revenue, included new investment strategies, increased room rentals, increased course registrations and revised parking options. These efforts have been significant but cannot fully compensate for the multi-million dollar loss in filing fee revenue.



Filing Fees

The primary reason for the proposed Net Income loss is due to declining civil filing fees. From FY2010, L.A. Superior Court Filing Fees have decreased nearly \$2.8 million, from \$9,683,450 to a budgeted FY2015 amount of \$6,900,802. It is hoped that the filing fees decrease will level off during FY 2015, but at this time no increase is predicted and conservative planning warrants budgeting for a further small decline. As a result, filing fee revenue is budgeted to be approximately \$170,000 less than the current fiscal year.

Alternative Options

Staff presented alternative cuts and enhancements for the Budget Committee's consideration (see attached). Each proposed cut or enhancement would have an impact on service. The Committee recommended one cut (furlough) which has been integrated into the base budget. This cut entails 12 mandatory furlough days for benefited staff only, 5 of which would occur between Christmas and New Year's Day. The salary savings associated with this alternative would be \$121,238 which is reflected in the current attached budget. (SEIU representatives have been notified of the possible furlough and this cut will be discussed with them prior to any final approval or implementation.) Additional cuts were not recommended due to the negative impact on service levels.

Extraordinary Items

Extraordinary income and expense has been refined based upon new information obtained since the Budget Committee meeting. Actual auction proceeds from the May 20, 2014 sale have been added to the FY2014 forecast. Based upon the results to date, Bonhams is proceeding with the sale of a few remaining higher-value items, but is not recommending sale at auction of the remaining pallets of books at this time.

Accordingly, the figure for residual sales of rare books for FY2015 has been reduced to zero, pending a decision as to whether and how the remaining pallets will be sold.

The investment of \$2 million in a California Employers' Retiree Benefit Trust (CERBT) account has had two positive impacts on extraordinary income and expense. First, the OPEB (Other Postemployment Benefits) expense has decreased from \$325,000 in FY2014 to \$277,804 in FY2015 due to the new actuarial analysis reflecting the CERBT investment. Second, extraordinary Income of \$130,000 is budgeted based upon a conservative rate of 6.75% on the \$2M CERBT account. (Note that this income is restricted but can be applied towards the \$277,804 OPEB expense.)

Capital

The Budget Committee recommended postponing the HVAC repair & digital upgrade which are now slated for FY2016 (see future capital projects list attached) but recommended proceeding with the other projects. All other capital expenditures were deemed to be necessary for health and safety reasons, to sustain existing operations or to complete pending projects. Proposed capital expenditures recommended for approval by the Budget Committee totaled approximately \$780,000. Although this figure is higher than average, the difference results from the fact that the elevator repairs scheduled for late FY2014 were postponed into FY2015 (due to a lack of bids in



response to the first RFP). As a result, capital expenditures for FY2014 are only \$64,000.

In addition, since the Budget Committee met in April, one additional item was added to the capital listing. This item is replacement of the exterior security gate mechanism at an estimated cost of \$35,000. Unfortunately, the aging gate is deteriorating more quickly than anticipated and cannot be repaired due to lack of replacement parts.

Cash Flow

Cash and cash equivalents at the beginning of FY2015 is projected to be \$9,326,301. The Budget Committee recommendations, plus the security gate mechanism capital addition and the changes in OPEB expense and income, result in projected cash and cash equivalents at the end of FY2015 being \$8,679,594 or a net decrease in cash for the fiscal year of \$646,707.

Future Year Predictions

The Committee and Staff discussed the outlook over a roughly 3 year period. If filing fee revenue continues to decline without offsetting income increases in other categories, current service levels cannot be maintained. If filing fee revenue recovers (increases), current service levels can be maintained. However, the general consensus was that filing fee revenue is likely to level off but not regain historic levels. Under this more likely scenario, Staff is optimistic that increased revenue from pending initiatives (room rentals, class registration, investment opportunities, etc), combined with cost savings due to staff changes as a result of natural attrition, will allow the Law Library to maintain service levels without further depleting reserves. The course to achieve a balanced budget if the current filing fee levels persist is approximately 3 years. The Budget Committee recommended, and staff agrees, that a cap should be placed on the use of reserves to offset operating losses not to exceed \$1M over the next two years. If losses are forecast to continue beyond FY2016 or to exceed the \$1M cap, then staff will present cost reduction strategies and engage in discussion with the Board regarding service cuts necessary to stem the losses.

RECOMMENDATION

Staff is requesting that the Board of Trustees discuss the proposed budget for FY2015 including the Budget Committee's recommendations and the other items described above and raise any questions or concerns so that a final budget proposal can be presented for decision at the June meeting.



MEMORANDUM

DATE: May 15, 2014

TO: Board of Trustees 2015 Budget Committee

FROM: Sandra Levin, Executive Director
John Kohl, Finance Director

RE: April Budget Committee Meeting

The Budget Committee met on April 23, 2014 to review and discuss the preliminary FY2015 Budget information compiled by staff. Information presented included Income and Expense Operations Summary, Cash Flow, Alternative Options for possible additional cuts and enhancements, and a listing of Capital requests. The Committee discussed each of these budget categories as well as the short-term and long-term financial picture for the Law Library. A brief summary is presented below:

GENERAL OVERVIEW

The budgeted FY 2015 Net Income before Extraordinary Income and Expense was presented at a loss of \$575,571 as compared to a forecasted loss of \$254,990 for the current fiscal year, FY 2014. This increased loss is largely due to reduced L.A. Superior Court Filing Fees income (discussed below).

As part of the budgeting process, each of the operating departments was requested to propose expenditure reductions of 10% and all proposed reductions were discussed and evaluated. Those cuts not significantly affecting level of service were included in the proposed budget resulting in projected savings from the FY2014 forecast of \$119,214. Those cuts significantly affecting level of service were presented as alternatives for the Committee's consideration.

Staff noted and the Committee agreed that in light of the cuts already made in recent years, there are few opportunities to reduce expenses without affecting patron service. Past efforts to stem financial losses included staffing reductions and layoffs, furloughs, contract cost reductions through RFPs, and in-house legal representation. Past efforts to increase revenue, included new investment strategies, increased room rentals, increased course registrations and revised parking options. These efforts have been significant but cannot compensate for the multi-million dollar loss in filing fee revenue.



FILING FEES

The primary reason for the proposed Net Income loss is due to declining income from filing fees. From FY 2010, L.A. Superior Court Filing Fees have decreased from \$9,683,450 to a budgeted FY 2015 amount of \$6,900,803. The decline from projected FY2014 revenue of \$8,215,324 to projected FY2015 revenue of \$8,013,958, a reduction of \$201,366, was caused primarily by the further decline in Superior Court Filing Fees. It is hoped that the filing fees decrease will level off during FY 2015, but no increase is predicted. As a result, filing fee revenue is budgeted to be approximately \$170,000 less than the current year.

ALTERNATIVE OPTIONS

Of the 7 alternative cuts and 3 alternative enhancements presented by staff, 1 cut was recommended to integrate into the base budget (see attached). This cut entails 12 mandatory furlough days for benefited staff only, 5 of which must occur between Christmas and New Year's Day. This will be evaluated in March 2015 to ensure compliance. The salary savings associated with this alternative is \$121,238, reducing the staff expense to \$3,980,840. By the Budget Committee recommending this alternative Operating Net Income loss will decrease to <\$454,333>.

Additional cuts were not recommended due to the negative impact on service levels.

CAPITAL

Proposed capital expenditures were presented totaling \$855,200 (see attached). Of these proposed expenditures, 2 listed items were removed: (1) repair & slurry coat parking apron to avoid further damage to the driveway from water penetration (\$3,200) which is projected to be accomplished this fiscal year; and (2) HVAC repair & digital upgrade involving converting all thermostats and vacuum systems to electronic (\$72,000) was postponed until the next fiscal year, FY2016. This reduces the proposed capital expense for FY2015 to \$780,000. All other capital expenditures were deemed to be necessary for health and safety reasons, to sustain existing operations or to complete pending projects.

CASH FLOW

Cash and cash equivalents at the beginning of FY 2015 is projected to be \$9,404,306. Based on the budget presented without alternatives, cash and cash equivalents at the end of FY 2015 were projected to be \$8,795,163, a net decrease of \$609,143. By incorporating the alternative cut and capital reductions previously discussed, the projected end of FY 2015 cash and cash equivalents improves somewhat to \$8,991,601, resulting in a net decrease in cash for the fiscal year of \$412,705.



FUTURE YEARS

The Committee and Staff discussed the outlook over a roughly 3 year period. If Filing Fee revenue continues to decline without offsetting income increases in other categories, current service levels cannot be maintained. If Filing Fee revenue recovers (increases), current service levels can be maintained. However, the general consensus was that filing fee revenue is likely to level off but not regain historic levels. Under this scenario, Staff is optimistic that increased revenue from pending initiatives (room rentals, class registration, investment opportunities, etc), combined with cost savings due to staff changes as a result of natural attrition, will allow the Law Library to maintain service levels without further depleting reserves. The course to achieve a balanced budget if the current filing fee levels persist, is approximately 3 years.

COMMITTEE RECOMMENDATION

The Budget Committee recommends accepting the proposed budget after incorporating the alternatives and capital budget adjustments as noted above, including the Operating Income and Expense loss of <\$454,333> for FY2015. In addition, though, the Budget Committee recommends a cap on the use of reserves to offset potential losses. In particular, the Committee recommended that the combined total of the losses for FY2015 and FY2016 not exceed \$1M. If losses are forecast to continue beyond FY2016 or to exceed the \$1M cap, then management will present cost reduction strategies and engage on discussion with the Board regarding service cuts necessary to stem the losses.



Alternative Options

Alternative Cuts		Additional Savings	Explanation
1)	Eliminate a Library Aide in Scanning	\$<15,483>	Reducing from 4 to 3 scanning aides will delay digitizing briefs. Processing a shipment of current briefs typically requires 5 to 7 working days with 4 aides. With 3 aides, it will require 8 to 10 days for the same project. We would be able to keep up with incoming (new) briefs but scanning older briefs in the stacks would be delayed. No direct impact on essential services and retroactive scanning is now complete to 1990.
2a)	Eliminate an accounting position	\$<59,180>	This cut would eliminate one of the Accounting administrative positions. This alternative would require the redistribution of tasks to existing staff and to other departments at the Library. As a result there would be significantly less time for financial analysis and to ensure that internal controls are kept current as Library procedures and practices change. The planned upgrade to the accounting software might also require outside support to implement.
2b)	Assign an accounting employee to work part-time in circulation	\$<14,039>	Assign an accounting employee to work part-time in circulation with a corresponding decrease in salary. (The cost savings assumes the Library would fill the vacancy left by the impending departure of a circulation aide whose part-time position would be filled by the accounting technician). This alternative would require the redistribution of tasks to existing staff and to other departments at the Library. As a result there would be less time for financial analysis and to ensure that internal controls are kept current as Library procedures and practices change. The planned upgrade to the accounting software might also require outside support to implement.
3a)	Reduce Librarian Position from R&R	\$<89,085>	The loss of a position would result in increased wait times to assist patrons, unavailability of staff to serve on library-wide committees, difficulties in preparing timely and varying displays, offering tours to all interested groups, and the development of the collection to assist our diverse group of users.

Alternative Cuts	Additional Savings	Explanation
3b) Reduce Librarian P&P	\$<83,184>	Even redistributing duties among remaining personnel, cutting 1 of the 3 librarians in P&P will severely impact one or more of the 3 major service areas provided by P&P:1) MCLE's and Members program (reducing revenue); 2) services in remote locations (branches and partnerships); or 3) programming for self-represented litigants. All of these programs are currently growing and expanding but would be curtailed by this cut.
4) Eliminate Professional Memberships	\$<4,490>	Eliminate professional memberships. This would include company paid memberships for individual employees (AALL, SCALL). This may limit exposure to groups important to LA Law Library.
5a) 12 mandatory furlough days for all staff	\$<132,250>	All staff members would be required to take 12 unpaid furlough days per year. If vacation is used, accrued vacation on the balance sheet is reduced as is cash. P&L statement would show a reduction in salary expense.
5b) 12 mandatory furlough days for benefited staff only	\$<121,238>	All benefited staff members would be required to take 12 unpaid furlough days per year.
5c) 5 mandatory holiday furlough for all staff	\$<55,826>	All staff members would be required to take 5 days between Christmas and New Years as unpaid furlough days.
6) Further collection cuts	??	The proposed budget cuts approx. \$200K in print materials (available online). Additional cuts could be made. The next recommended cut would be to print law reviews or digests, reducing both cost (\$50-75K) and processing time.
7) See capital projects list	--	Budget proposes a number of necessary capital projects. If cash flow is a concern, some might be deferred to next fiscal year.

Alternative Enhancements	Additional Cost	Explanation
1) Santa Monica Courthouse Branch remodel	\$10,000	Furniture purchase \$7,500 and patching/painting \$2,500. This would establish a usable educational space in the SM courthouse for trainings and programs.
2) Advertising campaign	\$18,000	Advertising campaign for room rentals including ads, materials, supplies, promotional material, and media Outreach.
3) Document management system	\$40,000	Document management system licensing & software to create digital archives.

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/15

GL No.	Actual				Budget 2014	Forecast 2014	Budget 2015	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
	2010	2011	2012	2013					
Summary:									
Income									
L.A. Superior Court Fees	9,683,450	9,357,625	8,386,731	7,684,540	7,520,156	7,070,494	6,900,802	(169,692)	-2.4%
Interest	137,278	121,846	108,349	64,286	60,504	51,517	104,305	52,788	102.5%
Parking	715,260	703,988	718,308	556,182	540,000	600,827	530,000	(70,827)	-11.8%
Library Services	417,051	461,671	438,065	420,309	510,137	495,751	466,850	(28,901)	-5.8%
Total Income	10,953,039	10,645,130	9,651,454	8,725,317	8,630,797	8,218,589	8,001,957	(216,632)	-2.6%
Expense									
Staff	3,679,138	4,025,862	4,319,591	4,217,089	4,178,130	4,096,325	3,981,152	(115,174)	-2.8%
Library Materials	3,456,319	3,736,623	3,879,820	3,400,726	3,300,000	3,047,175	2,846,538	(200,637)	-6.6%
Library Materials Transferred to Assets	(3,456,319)	(3,736,623)	(3,879,820)	(3,400,726)	(3,300,000)	(3,047,175)	(2,846,538)	200,637	-6.6%
Facilities	750,142	849,945	938,650	818,429	863,425	813,525	859,852	46,326	5.7%
Technology & Data	119,289	147,149	145,052	123,805	151,045	124,203	125,698	1,496	1.2%
General	358,255	675,117	187,918	114,937	90,245	74,951	81,667	6,716	9.0%
Professional Development	53,329	128,899	73,013	29,557	18,415	18,551	17,937	(614)	-3.3%
Communications & Marketing	7,924	27,020	39,237	26,675	38,000	11,677	11,420	(257)	-2.2%
Travel & Entertainment	3,666	3,516	5,301	7,221	3,800	2,198	3,755	1,557	70.8%
Professional Services	41,339	140,254	105,032	78,188	50,750	51,043	66,996	15,953	31.3%
Depreciation	2,884,838	3,057,995	3,171,013	3,412,815	3,280,356	3,257,539	3,330,588	73,049	2.2%
Total Expenses	7,897,918	9,055,756	8,984,808	8,828,716	8,674,167	8,450,013	8,479,065	29,053	0.3%
Net Income	3,055,120	1,589,374	666,646	(103,399)	(43,369)	(231,424)	(477,109)	(245,685)	106.2%
Extraordinary Income	0	0	0	0	1,737,950	715,222	130,000	(585,222)	-81.8%
Extraordinary Expense	0	0	0	1,270,607	246,976	311,819	0	(311,819)	-100.0%
OPEB Expense	569,360	556,446	323,182	291,978	325,000	325,001	277,804	(47,197)	-14.5%
Net Income Including Extraordinary Items	2,485,760	1,032,928	343,464	(1,665,984)	1,122,605	(153,021)	(624,913)	(471,891)	308.4%
Capitalized Expenditures	484,304	321,720	6,385,014	358,753	698,400	64,010	815,000	750,990	1173.2%
Full-Time Equivalent Employees	NA	NA	NA	57.1	0.0	0.0	0.0	0.0	0.0%

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/15

GL No.		Actual				Budget 2014	Forecast 2014	Budget 2015	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2010	2011	2012	2013					
Detailed Budget:										
Income:										
303300	L.A. Superior Court Fees	9,683,450	9,357,625	8,386,731	7,684,540	7,520,156	7,070,494	6,900,802	(169,692)	-2.4%
	Interest:									
311000	Interest - LAIF	66,854	50,171	16,269	4,013	2,400	2,927	3,000	73	2.5%
312000	Interest - General Fund	66,903	68,548	89,699	58,563	56,160	46,823	12,350	(34,473)	-73.6%
313000	Interest - Deposit Fund	3,521	3,126	2,382	1,710	1,944	1,768	1,755	(13)	-0.7%
313500	Interest - Bonds							87,200		
	Subtotal	137,278	121,846	108,349	64,286	60,504	51,517	104,305	52,788	102.5%
Parking:										
330100	Parking	715,260	703,988	718,308	556,182	525,000	600,827	525,000	(75,827)	-12.6%
330105	Valet Parking	0	0	0	0	15,000	0	5,000	5,000	0.0%
	Subtotal	715,260	703,988	718,308	556,182	540,000	600,827	530,000	(70,827)	-11.8%
Library Services:										
330150	Annual Borrowing Fee	100,745	50,795	10,475	5,600	6,000	3,189	0	(3,189)	-100.0%
330140	Annual Members Fee	18,481	59,493	76,632	95,117	91,962	102,975	102,000	(975)	-0.9%
330340	Course Registration	1,963	7,436	2,570	15,024	22,212	19,997	24,350	4,353	21.8%
330129	Copy Center	82,811	85,126	75,371	73,958	57,000	64,291	60,000	(4,291)	-6.7%
330205	Document Delivery	25,217	24,403	30,176	25,734	27,600	28,535	25,200	(3,335)	-11.7%
330210	Fines	53,581	46,472	45,980	49,962	50,400	48,556	45,000	(3,556)	-7.3%
330310	Miscellaneous	12,855	14,055	18,102	1,975	3,600	32,562	13,300	(19,262)	-59.2%
330330	Room Rental	3,150	4,809	(309)	24,722	100,000	30,746	33,000	2,255	7.3%
330350	Book Replacement	4,091	5,833	720	3,250	2,735	4,774	3,000	(1,774)	-37.2%
330360	Forfeited Deposits	9,734	17,619	28,474	0	2,800	2,800	0	(2,800)	-100.0%
330400	Friends of Law Library	100,000	140,000	143,000	120,000	120,000	135,000	120,000	(15,000)	-11.1%
330420	Grants	0	0	0	0	20,000	2,000	0	(2,000)	-100.0%
330450	Vending	4,424	5,631	6,874	4,967	5,828	3,763	4,000	237	6.3%
330465	Special Events Income	0	0	0	0	0	16,563	37,000	20,437	123.4%
	Subtotal	417,051	461,671	438,065	420,309	510,137	495,751	466,850	(28,901)	-5.8%
	Total Income	10,953,039	10,645,130	9,651,454	8,725,317	8,630,797	8,218,589	8,001,957	(216,632)	-2.6%
Expenses:										
Staff:										
501000	Salaries (benefits eligible)	2,830,785	2,904,818	3,120,437	2,774,611	2,672,466	2,559,794	2,514,375	(45,418)	-1.8%
501025	Staff Vacancy Offset (Ben. Eligible)							(50,288)		
501050	Salaries (benefits ineligible)				349,078	317,332	314,378	302,613	(11,765)	-3.7%
501075	Staff Vacancy Offset (Ben. Ineligible)							(3,994)		
502000	Social Security	164,928	169,884	181,290	180,729	185,367	170,976	174,653	3,677	2.2%
503000	Medicare	39,877	40,750	43,562	43,427	43,352	41,413	40,846	(567)	-1.4%
511000	Retirement	0	33,228	156,881	117,765	178,968	263,973	282,267	18,293	6.9%
512000	Health Insurance	444,326	554,436	550,361	551,922	601,757	501,902	521,252	19,350	3.9%
513000	Disability Insurance	8,649	8,522	8,613	2,797	4,347	5,057	4,568	(489)	-9.7%
514000	Dental Insurance	47,059	54,745	57,087	61,733	64,800	60,563	73,303	12,740	21.0%
514500	Vision Insurance	8,761	9,515	9,805	9,016	10,241	8,495	9,763	1,268	14.9%
515000	Life Insurance	1,712	1,714	1,729	1,660	1,638	1,100	1,232	132	12.0%
515500	Vacancy Benefits Offset							(22,158)		
516000	Workers Compensation Insurance	30,870	36,560	73,908	114,345	108,563	121,912	90,819	(31,093)	-25.5%
517000	Unemployment Insurance	29,830	25,253	33,147	8,328	0	13,069	0	(13,069)	-100.0%
514010	Temporary Employment	38,274	98,327	37,417	22,551	10,000	2,500	5,900	3,400	136.0%

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/15

GL No.		Actual				Budget 2014	Forecast 2014	Budget 2015	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2010	2011	2012	2013					
514015	Recruitment	7,930	14,436	17,038	5,584	1,800	3,762	0	(3,762)	-100.0%
517500	Accrued Sick Expense	(7,944)	30,977	1,803	(46,026)	(2,500)	(2,500)	3,000	5,500	-220.0%
518000	Accrued Vacation Expense	7,068	14,718	(4,125)	(10,846)	(50,000)	0	3,000	3,000	0.0%
518550	TMP	9,451	13,854	14,539	13,815	12,000	12,554	15,000	2,446	19.5%
518560	Payroll and Benefit Administration	17,563	14,125	16,099	16,600	18,000	17,379	15,000	(2,379)	-13.7%
	Total - Staff	3,679,138	4,025,862	4,319,591	4,217,089	4,178,130	4,096,325	3,981,152	(115,174)	-2.8%
	Library Materials:									
601999	American Continuations	2,061,832	2,323,126	2,456,456	2,436,509	2,419,435	2,255,164	2,144,105	(111,060)	-4.9%
602999	American New Orders	214,198	141,030	104,494	64,323	98,977	74,607	73,418	(1,189)	-1.6%
609199	Branch Continuations	336,981	360,265	364,945	82,479	56,087	49,245	46,817	(2,428)	-4.9%
609299	Branch New Orders	2,192	18,048	2,580	5,262	1,320	421	999	578	137.3%
603999	Commonwealth Continuations	373,214	411,086	475,894	417,153	349,718	305,734	272,323	(33,411)	-10.9%
604999	Commonwealth New Orders	6,587	6,417	5,474	3,053	2,309	432	1,732	1,300	300.9%
605999	Foreign Continuations	226,351	218,653	236,912	209,387	197,954	189,543	163,397	(26,145)	-13.8%
606999	Foreign New Orders	21,959	33,692	32,572	5,055	19,795	12,823	14,846	2,023	15.8%
607999	International Continuations	142,305	137,504	144,425	138,264	112,174	123,211	94,183	(29,028)	-23.6%
608999	International New Orders	13,500	13,811	15,397	6,756	6,598	6,720	4,949	(1,771)	-26.4%
609399	General/Librarianship Continuations	54,228	70,782	37,736	30,861	32,992	27,636	27,790	153	0.6%
609499	General/Librarianship New Orders	2,971	2,210	2,935	1,624	2,639	1,637	1,979	342	20.9%
	Subtotal	3,456,319	3,736,623	3,879,820	3,400,726	3,300,000	3,047,175	2,846,538	(200,637)	-6.6%
690000	Library Materials Transferred to Assets	(3,456,319)	(3,736,623)	(3,879,820)	(3,400,726)	(3,300,000)	(3,047,175)	(2,846,538)	200,637	-6.6%
	Balance	0	0	0	0	0	0	0	0	0.0%
	Facilities:									
801005	Repair & Maintenance	24,713	33,406	67,701	32,558	36,060	39,819	34,668	(5,151)	-12.9%
801010	Building Services	16,059	19,547	16,209	15,127	21,090	20,132	24,000	3,868	19.2%
801015	Cleaning Supplies	20,287	42,019	20,566	19,336	21,700	13,376	15,504	2,128	15.9%
801020	Electricity & Water	104,899	119,814	118,730	114,028	126,618	104,535	132,000	27,465	26.3%
801025	Elevator Maintenance	14,203	14,393	44,034	15,612	14,610	15,083	15,000	(83)	-0.5%
801030	Heating & Cooling	29,868	27,267	35,288	33,598	35,900	29,299	29,117	(182)	-0.6%
801035	Insurance	255,762	265,871	285,074	264,955	273,978	258,019	283,821	25,802	10.0%
801040	Janitorial Services	84,990	87,458	87,841	98,174	100,521	102,054	105,060	3,006	2.9%
801045	Landscaping	16,885	17,310	4,800	6,300	14,400	16,125	14,400	(1,725)	-10.7%
801050	Security	165,352	185,265	252,126	197,875	180,632	176,910	162,000	(14,910)	-8.4%
801060	Room Rental Expenses	0	0	0	0	0	13,743	15,600	1,857	13.5%
801065	Special Events Expenses	0	0	0	0	18,500	15,852	18,662	2,810	17.7%
801100	Furniture & Appliances (<3K)	5,379	16,287	2,176	3,012	5,000	1,281	1,920	639	49.9%
801110	Equipment (<3K)	0	0	0	0	2,800	4,393	3,600	(793)	-18.0%
801115	Building Alterations (<3K)	11,744	21,309	4,105	17,853	11,616	2,904	4,500	1,596	55.0%
	Subtotal	750,142	849,945	938,650	818,429	863,425	813,525	859,852	46,326	5.7%
	Technology:									
801210	Software Maintenance	35,731	44,828	53,459	30,476	36,110	36,715	15,883	(20,832)	-56.7%
801212	Hardware Maintenance							14,748		
801215	Software (<\$3k)	0	0	0	0	30,375	13,445	15,000	1,555	11.6%
801220	Hardware (<\$3k)	15,587	31,530	23,361	12,815	5,000	1,309	4,500	3,191	243.7%
801225	Computer Supplies	0	0	0	0	2,000	976	1,500	524	53.7%
801230	Integrated Library System	39,464	42,367	39,794	42,078	43,560	43,256	45,000	1,744	4.0%
801235	Telecommunications	28,508	28,425	28,438	38,435	33,000	28,267	28,267	0	0.0%

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/15

GL No.		Actual				Budget 2014	Forecast 2014	Budget 2015	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2010	2011	2012	2013					
801245	Tech & Data - Misc	0	0	0	0	1,000	235	800	565	240.4%
801250	Services							5,000		
	Subtotal	119,289	147,149	145,052	123,805	151,045	124,203	125,698	1,496	1.2%
	General:									
801310	Bank Charges	4,927	5,768	6,222	6,276	5,940	6,034	6,034	0	0.0%
801315	Bibliographical Services	190,518	487,014	28,347	8,666	9,470	6,693	9,700	3,007	44.9%
801320	Binding	37,284	17,081	0	0	0	0	0	0	0.0%
801325	Board Expense	1,432	2,219	2,102	1,001	1,000	1,223	4,300	3,077	251.7%
801330	Staff meals & events	17,139	19,037	8,485	9,420	2,600	2,643	2,115	(528)	-20.0%
801335	Supplies - Office	23,974	31,148	27,187	18,214	10,000	11,520	12,096	576	5.0%
801337	Supplies - Library materials	0	0	0	12,056	11,103	8,837	9,993	1,156	13.1%
801340	Stationery, business cards, etc.	8,565	11,762	4,734	4,388	6,000	1,243	1,340	97	7.8%
801345	Delivery & Postage	17,647	20,425	20,337	12,108	10,000	4,068	3,900	(168)	-4.1%
801350	Kitchen supplies	3,565	7,880	10,451	10,100	6,132	4,860	4,860	0	0.0%
801365	Grant Application Expenses	0	0	0	0	1,000	500	0	(500)	-100.0%
801370	Copy Center Expense	28,028	27,372	32,521	28,855	27,000	26,549	26,549	0	0.0%
801375	General - Misc	25,177	45,410	47,531	3,852	0	781	781	0	0.0%
801380	Course Registration							0		
801385	Friends of Law Library							200		
	Subtotal	358,255	675,117	187,918	114,937	90,245	74,951	81,667	6,716	9.0%
	Professional Development:									
803105	Travel	10,600	24,176	17,577	11,652	5,100	4,744	4,800	56	1.2%
803110	Meals	0	0	0	0	0	121	0	(121)	-100.0%
803113	Incidental and miscellaneous	0	0	0	0	565	2,085	0	(2,085)	-100.0%
803115	Membership dues	11,767	26,584	16,085	11,675	6,200	6,895	9,614	2,719	39.4%
803120	Registration fees	30,963	78,139	39,351	6,230	3,550	4,105	3,523	(582)	-14.2%
803125	Educational materials	0	0	0	0	3,000	600	0	(600)	-100.0%
	Subtotal	53,329	128,899	73,013	29,557	18,415	18,551	17,937	(614)	-3.3%
	Communications & Marketing:									
803205	Services	0	0	6,250	0	11,200	1,700	2,350	650	38.2%
803210	Collateral materials	7,924	27,020	32,987	26,675	9,500	707	1,300	593	83.9%
803215	Advertising	0	0	0	0	7,800	5,400	4,350	(1,050)	-19.4%
803220	Trade shows & Outreach	0	0	0	0	9,500	3,870	3,420	(450)	-11.6%
	Subtotal	7,924	27,020	39,237	26,675	38,000	11,677	11,420	(257)	-2.2%
	Travel & Entertainment									
803305	Travel	0	0	0	3,257	0	51	0	(51)	-100.0%
803310	Meals	3,292	2,753	2,587	1,539	0	0	0	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0	0.0%
803320	Ground transportation & mileage reimt	374	763	2,715	2,425	3,600	2,147	3,755	1,608	74.9%
803325	Incidental travel expenses	0	0	0	0	200	0	0	0	0.0%
	Subtotal	3,666	3,516	5,301	7,221	3,800	2,198	3,755	1,557	70.8%

Los Angeles Law Library: Summary

Forecast: Fiscal Year Ending 6/30/15

GL No.		Actual				Budget 2014	Forecast 2014	Budget 2015	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2010	2011	2012	2013					
Professional Services										
804005	Accounting	14,875	14,500	26,400	15,056	15,750	16,560	17,000	440	2.7%
804008	Consulting Services	14,613	8,405	8,136	26,940	5,000	18,425	39,996	21,571	117.1%
804010	Legal	11,851	117,349	70,496	36,192	30,000	9,808	10,000	192	2.0%
804015	Other	0	0	0	0	0	6,250	0	(6,250)	-100.0%
	Subtotal	41,339	140,254	105,032	78,188	50,750	51,043	66,996	15,953	31.3%
Depreciation:										
806105	Depreciation - Library Materials	2,703,212	2,819,986	2,964,861	3,024,243	2,851,021	2,881,427	2,976,990	95,563	3.3%
806110	Depreciation Exp - FF&E	181,626	238,010	206,152	388,572	429,335	376,113	353,598	(22,514)	-6.0%
	Subtotal	2,884,838	3,057,995	3,171,013	3,412,815	3,280,356	3,257,539	3,330,588	73,049	2.2%
	Total Expense	7,897,918	9,055,756	8,984,808	8,828,716	8,674,167	8,450,013	8,479,065	29,053	0.3%
	Net Income Before Extraordinary Items	3,055,120	1,589,374	666,646	(103,399)	(43,369)	(231,424)	(477,109)	(245,685)	106.2%
	Extraordinary Income	0	0	0	0	1,737,950	715,222	130,000	(585,222)	-81.8%
	Extraordinary Expense	0	0	0	1,270,607	246,976	311,819	0	(311,819)	-100.0%
518500	OPEB Expense	569,360	556,446	323,182	291,978	325,000	325,001	277,804	(47,197)	-14.5%
	Net Income Including Extraordinary Items	2,485,760	1,032,928	343,464	(1,665,984)	1,122,605	(153,021)	(624,913)	(471,891)	308.4%
Capital Expenditures:										
161100	Furniture / Appliances (>3k)	62,229	40,515	0	0	126,500	0	59,000	59,000	0.0%
161300	Electronics / Computer Hardware (>3k)	44,650	76,552	86,693	12,186	12,500	19,010	21,000	1,990	10.5%
164500	Exterior Building Repairs/ Improvements (>3k)	0	0	6,238,354	215,242	12,400	0	40,000	40,000	0.0%
164000	Interior Improvements / Alterations (>3k)	377,425	204,653	29,141	112,014	427,000	0	455,000	455,000	0.0%
168000	Computer Software	0	0	30,826	19,311	120,000	45,000	240,000	195,000	433.3%
	Total - Capitalized Expenditures	484,304	321,720	6,385,014	358,753	698,400	64,010	815,000	750,990	1173.2%

Los Angeles Law Library
Statement of Cash Flows
6/30/2010 through 6/30/2015 Forecast

	@6/30/2010	@6/30/2011	@6/30/2012	@4/30/2013	@6/30/2013	@6/30/2014	@6/30/2015
Cash flows from operating activities:							
Cash received from filing fees and services							
Court fees	10,662,929	10,481,711	9,425,350	6,470,234	7,684,540	7,070,494	6,900,802
Parking				451,783	556,182	600,827	530,000
Library Services				250,532	299,307	360,751	346,850
(Increase) decrease in accounts receivable				73,370	93,768	76,425	24,813
(Increase) decrease in borrowers' deposit				28,658	34,509	22,877	-22,098
Subtotal	10,662,929	10,481,711	9,425,350	7,274,578	8,668,306	8,131,374	7,780,367
Cash payments to suppliers for goods and services							
Facilities	-1,276,440	-2,268,287	-276,935	-685,679	-818,429	-813,525	-859,852
Technology & Data				-104,178	-123,805	-124,203	-125,698
General				-93,826	-114,937	-74,951	-81,667
Professional Development				-24,620	-29,557	-18,551	-17,937
Communications & Marketing				-22,750	-26,675	-11,677	-11,420
Travel & Entertainment				-6,186	-7,221	-2,198	-3,755
Professional Services				-66,106	-78,188	-51,043	-66,996
(Increase) decrease in prepaid expenses and other assets				256,052	16,069	-50,000	251,599
Increase (decrease) in accounts payable				-835,757	-1,021,290	-50,000	-102,125
Increase (decrease) in other liabilities				-479,058	-488,019	-50,000	-10,749
Subtotal	-1,276,440	-2,268,287	-276,935	-2,062,108	-2,692,052	-1,246,148	-1,028,600
Cash payments to employees for services							
Salaries & Benefits	-3,622,107	-3,823,596	-4,214,621	-3,499,766	-4,217,089	-4,096,325	-3,981,152
OPEB Expense					-291,978	-325,001	-277,804
Increase (decrease) in payroll liabilities				3,164	19,824	10,000	-18,085
Increase (decrease) in accrued sick and vacation liability				-	-56,872	-25,000	-30,866
Increase (decrease) in OPEB liability				-	291,978	325,000	216,667
Subtotal	-3,622,107	-3,823,596	-4,214,621	-3,496,602	-4,254,136	-4,111,327	-4,091,240
Contributions received	100,000	140,000	143,000	120,000	120,000	135,000	120,000
Extraordinary Income	0	0	0		0	715,222	130,000
Extraordinary expense	0	0	0	-236,595	-321,668.45	-125,412	0
Net cash from operating activities	5,864,382	4,529,828	5,076,794	1,599,273	1,520,449	3,498,710	2,910,527
Cash flow from capital and related financing activities:							
Library Materials	-3,456,319	-3,736,624	-3,879,820	-3,023,457	-3,400,719	-3,047,175	-2,846,538
Other capital acquisitions	-909,463	-387,364	-5,861,553	-241,591	-341,771	-64,010	-815,000
Cash flows from investing activities	137,278	121,845	108,350	56,010	64,286	51,517	104,305
Net cash from capital and related financing activities	-4,228,504	-4,002,143	-9,633,023	-3,209,038	-3,678,205	-3,059,668	-3,557,233
Net cash increase (decrease) in cash and cash equivalents	1,635,878	527,685	-4,556,229	-1,609,766	-2,157,756	439,041	-646,706
Cash and cash equivalents, at beginning of period	13,437,681	15,073,559	15,601,244	11,045,015	11,045,015	8,887,259	9,326,301
Cash and cash equivalents, at end of period	15,073,559	15,601,244	11,045,015	9,435,249	8,887,259	9,326,301	8,679,594
Reconciliation of Operating Income to Net Cash from Operating Activities							
Net income including extraordinary items less investment income					-1,730,265	-204,538.43	-729,217.60
Adjustments for noncash effects:							
Depreciation					3,412,815	3,257,539	3,330,588
Extraordinary expense: book write-off					947,932	186,407	0
Changes in operating assets and liabilities:							
(Increase) decrease in accounts receivable					93,768	76,425	24,813
(Increase) decrease in prepaid expenses and other assets					16,069	-50,000	251,599
Increase (decrease) in accounts payable					-1,021,290	-50,000	-102,125
Increase (decrease) in other liabilities					-488,019	-50,000	-10,749
Increase (decrease) in payroll liabilities					19,824	10,000	-18,085
Increase decrease in accrued sick and vacation liability					-56,872	-25,000	-30,866
Increase (decrease) in borrowers' deposit					34,509	22,877	-22,098
Increase decrease in OPEB liability					291,978	325,000	216,667
Net cash from operating activities					1,520,449	3,498,710	2,910,527

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
Income																			
15	Finance	303300	2009	L.A. Superior Court Fees	9,056,227	860,005	914,870	859,430	889,528	883,241	647,410	966,460	685,441	746,563	844,205	910,548	771,105	9,978,807	
15	Finance	303300	2010	L.A. Superior Court Fees	9,147,794	846,495	873,769	797,398	844,932	817,906	703,845	807,166	680,909	754,773	884,077	883,094	789,087	9,683,450	-3.0%
15	Finance	303300	2011	L.A. Superior Court Fees	9,565,816	865,383	806,683	852,673	802,791	731,901	723,320	753,190	763,370	729,372	804,446	788,836	735,661	9,357,625	-3.4%
15	Finance	303300	2012	L.A. Superior Court Fees	9,292,752	757,142	690,845	770,368	687,905	690,884	659,001	670,996	666,398	678,710	681,888	696,343	736,251	8,386,731	-10.4%
15	Finance	303300	2013	L.A. Superior Court Fees	7,813,836	688,315	660,429	727,223	596,239	707,108	628,528	590,054	650,533	568,299	653,506	591,332	622,974	7,684,540	-8.4%
15	Finance	303300	2014 Forecast L.A. Superior Court Fees		607,672	641,151	667,037	580,696	629,648	533,206	552,796	581,968	550,878	587,637	554,078	583,727	7,070,494	-8.0%	
15	Finance	303300	2014 Budget L.A. Superior Court Fees		7,520,156	671,795	644,579	709,770	581,929	690,137	613,443	575,893	634,920	554,660	637,822	577,140	628,068	7,520,156	-2.1%
15	Finance	303300	2015 Budget L.A. Superior Court Fees		6,900,802	593,088	625,763	651,028	566,759	614,536	520,409	539,528	568,001	537,657	573,534	540,780	569,717	6,900,802	-2.4%
Comments: The amount shown is 2.4% down from the FY 14 projected actual . Fee trend appears to remain on a declining slope although it appears that the rate of decline will not be as great as in the current fiscal year.																			
Interest																			
15	Finance	311000	2009	Interest - LAIF	250,000	0	0	39,916	0	0	45,312	0	0	33,553	0	0	26,958	145,739	
15	Finance	311000	2010	Interest - LAIF	185,000	0	0	22,996	0	0	15,580	0	0	14,065	0	0	14,213	66,854	-54.1%
15	Finance	311000	2011	Interest - LAIF	70,000	0	0	13,259	0	0	11,807	0	0	12,875	0	0	12,229	50,171	-25.0%
15	Finance	311000	2012	Interest - LAIF	40,000	0	0	5,097	0	0	5,107	0	0	4,883	0	0	1,182	16,269	-67.6%
15	Finance	311000	2013	Interest - LAIF	4,172	0	0	1,190	0	0	0	1,082	0	930	0	0	811	4,013	-75.3%
15	Finance	311000	2014 Forecast Interest - LAIF		0	0	0	865	0	0	862	0	0	600	0	600	2,927	-27.1%	
15	Finance	311000	2014 Budget Interest - LAIF		2,400	0	0	600	0	0	600	0	0	600	0	600	2,400	-40.2%	
15	Finance	311000	2015 Budget Interest - LAIF		3,000	0	0	0	750	0	0	0	0	750	0	750	3,000	2.5%	
Comments: \$1M average balance at .30% return paid quarterly.																			
15	Finance	312000	2009	Interest - General Fund	186,800	22,610	13,915	12,297	10,534	23,945	10,726	9,954	7,291	5,457	6,173	8,487	4,747	136,137	
15	Finance	312000	2010	Interest - General Fund	135,000	11,034	7,049	5,985	4,827	7,072	3,570	4,849	3,904	6,006	4,110	5,900	2,597	66,903	-50.9%
15	Finance	312000	2011	Interest - General Fund	70,000	7,377	4,394	5,957	6,065	7,315	3,616	6,437	5,698	5,628	6,511	5,785	3,766	68,548	2.5%
15	Finance	312000	2012	Interest - General Fund	75,000	9,303	5,842	6,741	12,603	9,604	8,135	10,699	6,145	4,215	5,658	6,008	4,746	89,699	30.9%
15	Finance	312000	2013	Interest - General Fund	68,123	4,681	4,026	3,415	12,353	4,898	4,550	4,267	4,590	4,533	4,032	3,632	3,586	58,563	-34.7%
15	Finance	312000	2014 Forecast Interest - General Fund		3,676	3,589	3,766	4,020	3,866	3,913	3,911	4,359	4,382	3,780	3,780	3,780	46,823	-20.0%	
15	Finance	312000	2014 Budget Interest - General Fund		56,160	4,680	4,680	4,680	4,680	4,680	4,680	4,680	4,680	4,680	4,680	4,680	4,680	56,160	-4.1%
15	Finance	312000	2015 Budget Interest - General Fund		12,350	1,029	1,029	1,029	1,029	1,029	1,029	1,029	1,029	1,029	1,029	1,029	1,029	12,350	-73.6%
Comments: Estimated \$1.9M at .65% return paid monthly following anticipated Zero-Coupon U.S. Treasury obligation investment .																			
15	Finance	313000	2009	Interest - Deposit Fund	16,000	979	596	512	557	1,310	754	665	485	316	322	412	216	7,125	
15	Finance	313000	2010	Interest - Deposit Fund	7,500	475	286	300	275	416	210	275	218	339	235	343	148	3,521	-50.6%
15	Finance	313000	2011	Interest - Deposit Fund	4,000	406	223	286	281	325	157	268	240	239	275	255	171	3,126	-11.2%
15	Finance	313000	2012	Interest - Deposit Fund	3,500	419	146	153	282	215	184	260	171	127	174	140	110	2,382	-23.8%
15	Finance	313000	2013	Interest - Deposit Fund	2,168	111	97	85	346	145	136	126	136	145	136	124	123	1,710	-28.2%
15	Finance	313000	2014 Forecast Interest - Deposit Fund		131	129	149	158	149	144	145	163	170	143	143	143	1,768	3.4%	
15	Finance	313000	2014 Budget Interest - Deposit Fund		1,944	162	162	162	162	162	162	162	162	162	162	162	1,944	13.7%	
15	Finance	313000	2015 Budget Interest - Deposit Fund		1,755	146	146	146	146	146	146	146	146	146	146	146	1,755	-0.7%	
Comments: \$270K average balance at .65% return paid monthly.																			
15	Finance	313500	2009	Interest - Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15	Finance	313500	2010	Interest - Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
15	Finance	313500	2011	Interest - Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
15	Finance	313500	2012	Interest - Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
15	Finance	313500	2013	Interest - Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
15	Finance	313500	2014 Forecast Interest - Bonds		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
15	Finance	313500	2014 Budget Interest - Bonds		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
15	Finance	313500	2015 Budget Interest - Bonds		87,200	0	0	0	0	0	0	0	0	0	0	87,200	87,200	0.0%	
Parking Comments: \$4M at 2.18% return.																			

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc	
15	Finance	330100	2009	Parking Fee	712,000	62,652	61,467	53,934	56,631	61,424	46,634	59,078	52,999	53,345	67,924	67,033	56,784	699,904	
15	Finance	330100	2010	Parking Fee	650,000	64,444	66,406	62,102	60,459	60,938	50,983	56,610	56,494	52,911	64,037	60,901	58,975	715,260	2.2%
15	Finance	330100	2011	Parking Fee	685,000	62,212	61,748	65,896	65,889	55,147	49,500	43,329	52,874	53,742	68,712	63,982	60,957	703,988	-1.6%
15	Finance	330100	2012	Parking Fee	700,000	68,293	61,317	66,617	65,979	64,519	59,321	46,572	54,795	57,504	60,056	58,649	54,685	718,308	2.0%
15	Finance	330100	2013	Parking Fee	574,259	52,593	49,687	44,498	39,042	49,774	42,081	35,922	47,404	43,273	47,510	52,861	51,537	556,182	-22.6%
15	Finance	330100	2014 Forecast Parking Fee		50,004	51,789	53,061	90,061	43,750	49,662	43,750	43,750	43,750	43,750	43,750	43,750	600,827	8.0%	
15	Finance	330100	2014 Budget Parking Fee		525,000	47,839	46,363	45,194	44,416	45,002	38,327	37,246	40,802	40,217	48,937	47,029	43,627	525,000	-5.6%
15	Finance	330100	2015 Budget Parking Fee		525,000	43,750	43,750	43,750	43,750	43,750	43,750	43,750	43,750	43,750	43,750	43,750	525,000	-12.6%	
				Comments: Conservative budget projection based solely on guaranteed amounts and does not take into account overages that may be due to the Library before the end of the FY. Decline over FY14 due to FY14 anomaly of two payments received upon transition to new management company.															
15	Finance	330105	2009	Valet Parking	0												0	0	
15	Finance	330105	2010	Valet Parking	0												0	0	0.0%
15	Finance	330105	2011	Valet Parking	0												0	0	0.0%
15	Finance	330105	2012	Valet Parking	0												0	0	0.0%
15	Finance	330105	2013	Valet Parking	0												0	0	0.0%
15	Finance	330105	2014 Forecast Valet Parking		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
15	Finance	330105	2014 Budget Valet Parking		15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	0.0%	
15	Finance	330105	2015 Budget Valet Parking		5,000	417	417	417	417	417	417	417	417	417	417	417	5,000	0.0%	
Library Services				Comments: After hours valet parking. Conservative budget hoping for higher returns.															
27	Circulation	330150	2009	Annual Borrowing Fee	75,000	19,458	6,285	4,000	3,040	2,670	1,385	1,620	1,470	1,450	700	1,400	25,785	69,263	
27	Circulation	330150	2010	Annual Borrowing Fee	55,000	40,275	7,915	4,285	2,750	2,935	1,335	1,650	1,220	1,070	985	900	35,425	100,745	45.5%
27	Circulation	330150	2011	Annual Borrowing Fee	60,000	27,565	5,315	3,750	2,550	2,085	950	1,410	1,300	1,350	1,060	2,185	1,275	50,795	-49.6%
27	Circulation	330150	2012	Annual Borrowing Fee	0	100	4,650	2,700	500	275	150	100	150	50	100	150	1,550	10,475	-79.4%
27	Circulation	330150	2013	Annual Borrowing Fee	8,313	1,350	850	1,400	1,400	200	50	-50	0	250	200	0	-50	5,600	-46.5%
27	Circulation	330150	2014 Forecast Annual Borrowing Fee		341	2,373	65	49	16	33	49	98	16	50	50	50	3,189	-43.1%	
27	Circulation	330150	2014 Budget Annual Borrowing Fee		6,000	500	500	500	500	500	500	500	500	500	500	500	6,000	7.1%	
27	Circulation	330150	2015 Budget Annual Borrowing Fee		0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%	
				Comments: After hours valet parking. Conservative budget hoping for higher returns.															
25	P&P	330140	2009	Annual Members Fee	300,000	0	0	0	0	0	0	0	0	0	0	0	1,400	1,400	
25	P&P	330140	2010	Annual Members Fee	250,000	2,400	350	350	300	650	900	950	1,750	2,225	2,370	3,115	3,121	18,481	1220.0%
25	P&P	330140	2011	Annual Members Fee	200,000	6,388	2,231	4,882	2,665	10,015	2,690	12,065	2,325	3,027	5,925	6,887	59,493	221.9%	
25	P&P	330140	2012	Annual Members Fee	120,000	3,703	3,555	6,851	7,598	6,016	4,821	7,241	9,735	4,931	5,135	7,495	9,553	76,632	28.8%
25	P&P	330140	2013	Annual Members Fee	90,877	11,535	3,866	5,491	7,505	6,230	8,250	7,015	9,040	9,030	5,135	9,910	12,110	95,117	24.1%
25	P&P	330140	2014 Forecast Annual Members Fee		9,740	9,605	4,740	8,645	7,065	7,110	9,785	11,410	13,425	7,150	7,150	7,150	102,975	8.3%	
25	P&P	330140	2014 Budget Annual Members Fee		91,962	11,535	3,866	5,491	7,505	6,230	8,250	7,015	9,040	9,030	8,000	8,000	8,000	91,962	-3.3%
25	P&P	330140	2015 Budget Annual Members Fee		102,000	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	102,000	-0.9%
				Estimated revenue based upon member levels and rates: (50 @ \$995), (75 @ \$495) and (75 @ \$195).															
23	R&R	330340	2009	Course Registration	3,500	420	165	495	105	120	105	150	345	435	405	120	330	3,195	
23	R&R	330340	2010	Course Registration	3,500	168	248	50	365	140	-169	684	-263	0	0	0	740	1,963	-38.6%
23	R&R	330340	2011	Course Registration	5,000	1,180	430	900	557	0	1,226	654	132	1,699	-5	662	7,436	278.8%	
23	R&R	330340	2012	Course Registration	10,000	80	420	325	433	438	104	220	551	0	0	0	2,570	-65.4%	
23	R&R	330340	2013	Course Registration	8,099	20	115	140	2,466	703	155	304	3,828	3,221	1,517	1,331	1,224	15,024	484.7%
23	R&R	330340	2014 Forecast Course Registration		307	1,072	791	1,001	3,090	1,393	4,761	3,570	631	1,127	1,127	1,127	19,997	33.1%	
23	R&R	330340	2014 Budget Course Registration		22,212	1,200	2,068	2,068	2,068	1,200	1,200	2,068	2,068	2,068	2,068	2,068	22,212	47.8%	
23	R&R	330340	2015 Budget Course Registration		24,350	2,350	2,350	2,350	1,050	1,050	1,050	3,700	2,350	2,350	1,050	2,350	2,350	24,350	21.8%
				Anticipate MCLE/Topical/Clinic revenue increase over FY2014 due to first full year with dedicated MCLE staff, increased promotion and contacts; also, full year of additional fee based clinics at Main and Torrance.															

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
27	Circulation	330129	2009	Copy Center Income	120,000	5,795	9,902	6,245	10,287	6,194	6,479	10,114	5,076	8,125	8,398	7,810	6,291	90,716	
27	Circulation	330129	2010	Copy Center Income	100,000	7,912	6,892	7,767	7,116	7,183	5,482	6,632	6,107	7,001	7,408	6,554	6,758	82,811	-8.7%
27	Circulation	330129	2011	Copy Center Income	85,000	8,437	6,759	7,289	8,697	5,892	5,596	8,225	5,551	6,965	9,420	4,926	7,368	85,126	2.8%
27	Circulation	330129	2012	Copy Center Income	85,000	6,633	6,068	6,111	7,092	4,446	5,936	6,360	6,306	6,850	6,386	7,017	6,166	75,371	-11.5%
27	Circulation	330129	2013	Copy Center Income	74,193	6,044	7,326	6,437	6,094	5,198	5,594	6,778	6,054	5,965	6,228	5,957	6,283	73,958	-1.9%
27	Circulation	330129	2014 Forecast Copy Center Income			6,005	6,625	4,883	5,098	5,565	3,903	6,165	5,241	5,846	4,987	4,987	4,987	64,291	-13.1%
27	Circulation	330129	2014 Budget Copy Center Income			57,000	4,750	4,750	4,750	4,750	4,750	4,750	4,750	4,750	4,750	4,750	4,750	57,000	-22.9%
27	Circulation	330129	2015 Budget Copy Center Income			60,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000	-6.7%
<p>CIRC: AWS - As per my estimate from last fiscal year, I expect revenue from the Copy Center will decline further this year. There are a number of reasons for this: generally, we are in an increasing digital environment and most current law materials are available in digital format, and, specifically, more of our resources are available for access electronically and will no longer require printing and/or copying using our equipment. Further, we recently changed our code of conduct for patrons to allow photography of materials.</p>																			
27	Circulation	330205	2009	Document Delivery	25,000	1,611	99	3,216	2,138	1,652	1,854	1,530	1,988	1,741	1,916	1,869	1,938	21,551	
27	Circulation	330205	2010	Document Delivery	25,000	2,939	1,822	2,402	1,877	1,852	1,593	1,897	1,888	2,317	1,798	2,518	2,315	25,217	17.0%
27	Circulation	330205	2011	Document Delivery	25,000	1,849	1,941	1,665	1,643	2,543	1,390	2,236	2,322	2,324	2,068	2,197	2,197	24,403	-3.2%
27	Circulation	330205	2012	Document Delivery	25,000	2,066	3,030	1,946	1,633	1,964	2,273	2,035	3,487	3,286	989	4,153	3,316	30,176	23.7%
27	Circulation	330205	2013	Document Delivery	26,411	2,583	1,771	2,664	1,963	2,147	1,383	2,182	1,698	2,382	2,786	2,046	2,130	25,734	-14.7%
27	Circulation	330205	2014 Forecast Document Delivery			2,165	2,672	2,433	3,415	2,134	1,592	2,803	1,847	2,552	2,307	2,307	2,307	28,535	10.9%
27	Circulation	330205	2014 Budget Document Delivery			27,600	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	27,600	7.3%
27	Circulation	330205	2015 Budget Document Delivery			25,200	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	25,200	-11.7%
<p>Expect revenue from Copy Center to decline due to increasing digital environment and in-library photography of materials.</p>																			
27	Circulation	330210	2009	Fines	80,000	5,670	244	10,972	5,335	4,676	4,519	4,481	4,715	7,987	4,354	6,739	4,930	64,622	
27	Circulation	330210	2010	Fines	80,000	6,089	3,730	4,698	4,581	4,690	7,074	5,210	3,717	3,945	2,715	3,665	3,467	53,581	-17.1%
27	Circulation	330210	2011	Fines	50,000	4,537	4,253	3,615	3,297	3,257	3,758	4,328	2,724	3,895	3,981	4,399	4,428	46,472	-13.3%
27	Circulation	330210	2012	Fines	46,000	3,780	4,257	3,786	4,096	5,143	3,391	2,663	3,754	3,831	501	7,238	3,541	45,980	-1.1%
27	Circulation	330210	2013	Fines	53,374	4,175	4,136	4,696	5,730	3,969	3,968	2,989	4,087	4,656	4,077	4,398	3,081	49,962	8.7%
27	Circulation	330210	2014 Forecast Fines			4,588	7,409	4,248	4,220	261	3,137	3,651	4,103	4,503	4,145	4,145	4,145	48,556	-2.8%
27	Circulation	330210	2014 Budget Fines			50,400	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	50,400	0.9%
27	Circulation	330210	2015 Budget Fines			45,000	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000	-7.3%
<p>Slight decline due to reduction in borrowing.</p>																			
15	Finance	330310	2009	Miscellaneous	3,000	79	218	82	79	95	24	168	80	48	124	66	95	1,157	
15	Finance	330310	2010	Miscellaneous	2,000	156	291	151	158	69	133	127	115	119	113	95	11,328	12,855	1011.2%
15	Finance	330310	2011	Miscellaneous	2,000	250	47	154	206	310	153	360	260	109	232	1,630	10,344	14,055	9.3%
15	Finance	330310	2012	Miscellaneous	14,500	123	94	4,133	204	61	35	409	327	263	106	129	12,218	18,102	28.8%
15	Finance	330310	2013	Miscellaneous	1,757	203	57	184	196	82	150	229	179	172	167	173	185	1,975	-89.1%
15	Finance	330310	2014 Forecast Miscellaneous			70	13,729	1,677	1,730	190	1,261	11,950	337	719	300	300	300	32,562	1548.5%
15	Finance	330310	2014 Budget Miscellaneous			3,600	300	300	300	300	300	300	300	300	300	300	300	3,600	82.3%
15	Finance	330310	2015 Budget Miscellaneous			13,300	300	300	300	300	300	10,000	300	300	300	300	300	13,300	-59.2%
<p>Comments: Expected State Fund dividend in January (\$10K). CalPERS Medicare Part D subsidy payment received in FY 14 may not recur.</p>																			
39	Facilities	330330	2009	Room Rental	6,500	60	5,000	0	0	0	0	0	0	1,800	0	3,300	10,160		
39	Facilities	330330	2010	Room Rental	6,500	3,000	0	0	0	0	0	0	50	0	0	75	25	3,150	-69.0%
39	Facilities	330330	2011	Room Rental	7,500	100	100	25	0	3,325	0	0	50	100	0	884	225	4,809	52.7%
39	Facilities	330330	2012	Room Rental	7,500	-809	0	0	150	25	50	400	0	0	0	-125	0	-309	-106.4%
39	Facilities	330330	2013	Room Rental	7,848	0	5,450	1,575	25	275	25	9,349	6,901	78	2,100	-1,959	902	24,722	-8100.5%
39	Facilities	330330	2014 Forecast Room Rental			125	240	987	1,243	13,163	1,000	4,225	263	200	3,100	3,100	3,100	30,746	24.4%
39	Facilities	330330	2014 Budget Room Rental			100,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000	304.5%
39	Facilities	330330	2015 Budget Room Rental			33,000	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	33,000	7.3%
<p>FAC: A best case scenario which anticipates a 50% increase in revenue based on the current income. Very unlikely to be an anticipated monthly average as entered in the budget, but possibly achievable with some months bringing in more than others.</p>																			

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
27	Circulation	330350	2009	Book Replacement	10,000	610	290	697	709	787	907	1,244	328	618	459	2,287	-376	8,560	
27	Circulation	330350	2010	Book Replacement	5,000	301	0	537	1,533	0	774	785	161	0	0	0	0	4,091	-52.2%
27	Circulation	330350	2011	Book Replacement	5,000	2,106	20	400	417	121	0	921	0	1,085	242	521	0	5,833	42.6%
27	Circulation	330350	2012	Book Replacement	5,000	0	-59	0	134	0	614	225	220	-119	0	-295	0	720	-87.7%
27	Circulation	330350	2013	Book Replacement	3,360	105	180	957	607	246	15	0	0	815	207	118	0	3,250	351.6%
27	Circulation	330350	2014 Forecast	Book Replacement	1,660	0	105	1,493	1,057	-443	0	0	277	0	625	0	0	4,774	46.9%
27	Circulation	330350	2014 Budget	Book Replacement	2,735	105	180	957	607	246	15	0	0	0	625	0	0	2,735	-15.8%
		330350	2015 Budget	Book Replacement	3,000	250	250	250	250	250	250	250	250	250	250	250	0	3,000	-37.2%
Book replacement revenue varies widely and is difficult to predict as it depends on factors entirely out of the Library's control.																			
15	Finance	330360	2009	Forfeited Deposits	15,000	0	0	0	0	56,325	0	0	0	0	0	0	0	56,325	
15	Finance	330360	2010	Forfeited Deposits	15,000	0	0	0	9,794	0	-60	0	0	0	0	0	0	9,734	-82.7%
15	Finance	330360	2011	Forfeited Deposits	10,000	0	0	0	0	0	17,619	0	0	0	0	0	0	17,619	81.0%
15	Finance	330360	2012	Forfeited Deposits	25,000	0	0	0	0	28,474	0	0	0	0	0	0	0	28,474	61.6%
15	Finance	330360	2013	Forfeited Deposits	14,000	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
15	Finance	330360	2014 Forecast	Forfeited Deposits	2,800	0	2,800	0	0	0	0	0	0	0	0	0	0	2,800	0.0%
15	Finance	330360	2014 Budget	Forfeited Deposits	2,800	0	2,800	0	0	0	0	0	0	0	0	0	0	2,800	0.0%
		330360	2015 Budget	Forfeited Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
Comments: Deposit holders are opting to renew privileges or refund deposit rather than forfeit. Therefore estimating conservatively at \$0.																			
17	Executive Off	330400	2009	Friends of Law Library	60,000	0	0	0	0	100,000	0	0	0	0	0	0	0	100,000	
17	Executive Off	330400	2010	Friends of Law Library	100,000	0	0	0	100,000	0	0	0	0	0	0	0	0	100,000	0.0%
17	Executive Off	330400	2011	Friends of Law Library	120,000	0	0	0	140,000	0	0	0	0	0	0	0	0	140,000	40.0%
17	Executive Off	330400	2012	Friends of Law Library	120,000	0	0	0	143,000	0	0	0	0	0	0	0	0	143,000	2.1%
17	Executive Off	330400	2013	Friends of Law Library	120,000	0	0	0	0	120,000	0	0	0	0	0	0	0	120,000	-16.1%
17	Executive Off	330400	2014 Forecast	Friends of Law Library	0	0	0	0	120,000	0	15,000	0	0	0	0	0	0	135,000	12.5%
17	Executive Off	330400	2014 Budget	Friends of Law Library	120,000	0	0	0	120,000	0	0	0	0	0	0	0	0	120,000	0.0%
		330400	2015 Budget	Friends of Law Library	120,000	0	0	0	120,000	0	0	0	0	0	0	0	0	120,000	-11.1%
Comments: Same as last year's budget.																			
25	P&P	330420	2009	Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
25	P&P	330420	2010	Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
25	P&P	330420	2011	Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
25	P&P	330420	2012	Grants	30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
25	P&P	330420	2013	Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
25	P&P	330420	2014 Forecast	Grants	0	0	0	0	0	0	0	0	0	0	2,000	0	0	2,000	0.0%
25	P&P	330420	2014 Budget	Grants	20,000	0	5,000	0	5,000	0	5,000	0	0	0	5,000	0	0	20,000	0.0%
		330420	2015 Budget	Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
Comments: budgeting conservatively as grant revenue is difficult to predict and often is to fund new expenses (related to expanded service)																			
15	Finance	330450	2009	Vending Income	6,500	426	621	471	682	459	381	422	453	319	548	462	363	5,607	
15	Finance	330450	2010	Vending Income	6,000	404	563	419	462	386	290	349	339	365	385	378	84	4,424	-21.1%
15	Finance	330450	2011	Vending Income	5,000	602	467	636	280	417	422	247	271	617	478	770	426	5,631	27.3%
15	Finance	330450	2012	Vending Income	5,500	476	703	545	592	572	492	613	529	688	516	585	564	6,874	22.1%
15	Finance	330450	2013	Vending Income	6,010	700	666	465	361	396	422	303	303	289	334	371	358	4,967	-27.7%
15	Finance	330450	2014 Forecast	Vending Income	450	509	439	-439	356	54	463	567	120	415	415	415	0	3,763	-24.2%
15	Finance	330450	2014 Budget	Vending Income	5,828	486	486	486	486	486	486	486	486	486	486	486	486	5,828	17.3%
		330450	2015 Budget	Vending Income	4,000	333	333	333	333	333	333	333	333	333	333	333	333	4,000	6.3%
Comments: New RFP may increase or decrease budget. Budget at FY 2014 level.																			
39	Facilities	330465	2009	Special Events Income														0	
39	Facilities	330465	2010	Special Events Income														0	0.0%
39	Facilities	330465	2011	Special Events Income														0	0.0%
39	Facilities	330465	2012	Special Events Income														0	0.0%
39	Facilities	330465	2013	Special Events Income	0													0	0.0%
39	Facilities	330465	2014 Forecast	Special Events Income	0	1,500	2,605	1,243	5,000	0	0	6	0	2,070	2,070	2,070	0	16,563	0.0%
39	Facilities	330465	2014 Budget	Special Events Income	18,500	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	18,500	0.0%
39	Facilities	330465	2015 Budget	Special Events Income	37,000	3,084	3,084	3,084	3,083	3,084	3,083	3,083	3,083	3,083	3,083	3,083	3,083	37,000	123.4%
Anticipates increased sponsorships as our two major events grow, also added tribute event this fiscal year. Note: Entered as monthly average, but likely some months will bring in more than others.																			

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
Expense:																			
Staff:																			
ALL		501000	2009	Salaries (benefits eligible)	3,100,000	104,237	344,283	230,309	224,517	226,255	226,249	337,811	221,582	217,611	216,822	220,305	335,628	2,905,608	
ALL		501000	2010	Salaries (benefits eligible)	3,160,960	231,771	221,492	216,279	258,928	215,949	315,351	210,261	212,696	219,646	214,969	213,405	300,040	2,830,785	-2.6%
ALL		501000	2011	Salaries (benefits eligible)	3,237,609	203,874	217,959	218,015	218,332	218,317	327,098	219,228	217,704	222,993	234,726	234,992	371,580	2,904,818	2.6%
ALL		501000	2012	Salaries (benefits eligible)	3,400,000	236,164	234,457	235,575	241,079	248,522	357,694	261,578	235,381	243,509	239,458	235,984	351,036	3,120,437	7.4%
ALL		501000	2013	Salaries (benefits eligible)	3,138,380	214,097	219,780	218,805	217,706	311,360	216,909	219,379	209,659	214,355	214,462	312,123	205,977	2,774,611	-11.1%
ALL		501000	2014 Forecast Salaries (benefits eligible)			205,010	200,051	202,055	204,613	301,326	191,811	164,657	186,219	186,501	205,015	307,522	205,015	2,559,794	-7.7%
ALL		501000	2014 Budget	Salaries (benefits eligible)	2,672,466	201,832	201,832	205,851	205,851	308,776	205,851	206,549	206,532	206,532	206,532	309,797	206,532	2,672,466	-3.7%
ALL		501000	2015 Budget	Salaries (benefits eligible)	2,514,375	195,458	195,458	195,458	296,828	195,458	161,592	195,458	195,458	195,458	195,458	296,828	195,458	2,514,375	-1.8%
Comments: Budget reflects departures of Sr. Director, Admin. Services and Head Cataloger; replacement of FCIL Technician on 3/17/14; addition of IT Manager by year end FY14, Finance Director on 3/12/14, Facilities Manager on 3/17/14 and a modified Library Clerk position all as previously approved by the Board. FY2015 furlough reductions have been included in Salaries (benefits eligible).																			
ALL		501025	2009	Staff Vacancy Offset (Ben. Eligible)														0	
ALL		501025	2010	Staff Vacancy Offset (Ben. Eligible)														0	0.0%
ALL		501025	2011	Staff Vacancy Offset (Ben. Eligible)														0	0.0%
ALL		501025	2012	Staff Vacancy Offset (Ben. Eligible)														0	0.0%
ALL		501025	2013	Staff Vacancy Offset (Ben. Eligible)														0	0.0%
ALL		501025	2014 Forecast Staff Vacancy Offset (Ben. Eligible)															0	0.0%
ALL		501025	2014 Budget	Staff Vacancy Offset (Ben. Eligi	0													0	0.0%
ALL		501025	2015 Budget	Staff Vacancy Offset (Ben. Eligi	-50,288	-3,909	-3,909	-3,909	-5,937	-3,909	-3,232	-3,909	-3,909	-3,909	-3,909	-5,937	-3,909	-50,288	0.0%
Comments: Staff vacancy offset is forecasted at 2% of salary.																			
15	Finance	501050	2009	Salaries (benefits ineligible)														0	
15	Finance	501050	2010	Salaries (benefits ineligible)		1												1	0.0%
15	Finance	501050	2011	Salaries (benefits ineligible)														0	-100.0%
15	Finance	501050	2012	Salaries (benefits ineligible)														0	0.0%
15	Finance	501050	2013	Salaries (benefits ineligible)	0	26,144	25,151	24,959	25,798	41,281	31,178	29,338	28,674	26,353	25,164	39,639	25,399	349,078	0.0%
15	Finance	501050	2014 Forecast Salaries (benefits ineligible)			23,361	23,746	23,134	21,823	34,403	25,802	21,070	29,307	25,792	24,554	36,831	24,554	314,378	-9.9%
15	Finance	501050	2014 Budget	Salaries (benefits ineligible)	317,332	24,953	24,953	24,191	24,191	36,287	24,191	24,394	24,394	24,394	24,394	36,592	24,394	317,332	-9.1%
15	Finance	501050	2015 Budget	Salaries (benefits ineligible)	302,613	24,299	24,299	24,299	36,448	24,299	24,299	24,299	24,299	21,349	21,349	32,024	21,349	302,613	-3.7%
Comments: Budget reflects no additional Library Aide hiring for entire FY and a reduction in hours commencing Feb 1, 2015 due to completion of re-shelving and re-labeling project.																			
15	Finance	501075	2009	Staff Vacancy Offset (Ben. Ineligible)														0	
15	Finance	501075	2010	Staff Vacancy Offset (Ben. Ineligible)		1												1	0.0%
15	Finance	501075	2011	Staff Vacancy Offset (Ben. Ineligible)														0	-100.0%
15	Finance	501075	2012	Staff Vacancy Offset (Ben. Ineligible)														0	0.0%
15	Finance	501075	2013	Staff Vacancy Offset (Ben. Inel	0													0	0.0%
15	Finance	501075	2014 Forecast Staff Vacancy Offset (Ben. Ineligible)															0	0.0%
15	Finance	501075	2014 Budget	Staff Vacancy Offset (Ben. Inel	0													0	0.0%
15	Finance	501075	2015 Budget	Staff Vacancy Offset (Ben. Inel	-3,994	-321	-321	-321	-481	-321	-321	-321	-321	-282	-282	-423	-282	-3,994	0.0%
Comments: Staff vacancy offset is forecasted at 1.32% of salary.																			
15	Finance	502000	2009	Social Security	192,200	6,283	20,750	13,247	12,789	12,474	12,304	20,267	13,297	13,051	13,001	13,217	20,158	170,837	
15	Finance	502000	2010	Social Security	195,765	13,925	13,321	12,464	14,016	11,717	17,424	12,636	12,709	12,952	12,920	12,795	18,048	164,928	-3.5%
15	Finance	502000	2011	Social Security	203,785	12,249	13,105	12,992	12,386	11,769	17,524	13,105	13,016	13,314	13,999	14,206	22,220	169,884	3.0%
15	Finance	502000	2012	Social Security	205,000	14,112	13,979	13,708	13,289	13,424	19,213	15,632	14,005	14,583	14,260	14,189	20,897	181,290	6.7%
15	Finance	502000	2013	Social Security	184,115	14,334	14,579	14,282	13,328	18,849	13,378	14,760	14,108	14,557	14,164	20,758	13,632	180,729	-0.3%
15	Finance	502000	2014 Forecast Social Security			13,430	13,137	12,540	12,464	17,295	10,716	12,657	12,569	16,351	14,233	21,350	14,233	170,976	-5.4%
15	Finance	502000	2014 Budget	Social Security	185,367	14,061	14,061	14,263	14,263	21,394	14,263	14,319	14,317	14,317	14,317	21,476	14,317	185,367	2.6%
15	Finance	502000	2015 Budget	Social Security	174,653	13,625	13,625	13,625	20,663	13,625	11,525	13,625	13,625	13,442	13,442	20,389	13,442	174,653	2.2%
Comments: 6.2% of total salary.																			

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc
15	Finance	503000	2009 Medicare	44,950	1,469	-6,296	3,246	3,159	3,184	3,182	4,740	3,110	3,052	3,040	3,091	-8,137	16,841	
15	Finance	503000	2010 Medicare	45,000	3,257	3,115	3,040	3,661	3,057	4,555	2,955	2,972	3,029	3,022	2,992	4,221	39,877	136.8%
15	Finance	503000	2011 Medicare	49,144	2,865	3,065	3,066	3,070	3,070	4,600	3,065	3,044	3,114	3,274	3,322	5,197	40,750	2.2%
15	Finance	503000	2012 Medicare	46,000	3,300	3,269	3,283	3,363	3,472	4,992	3,656	3,275	3,411	3,335	3,318	4,887	43,562	6.9%
15	Finance	503000	2013 Medicare	44,214	3,352	3,410	3,393	3,391	4,905	3,460	3,452	3,304	3,404	3,313	4,855	3,188	43,427	-0.3%
15	Finance	503000	2014 Forecast Medicare		3,141	3,072	3,093	3,112	4,625	2,996	2,960	2,940	3,824	3,329	4,993	3,329	41,413	-4.6%
15	Finance	503000	2014 Budget Medicare	43,352	3,288	3,288	3,336	3,336	5,003	3,336	3,349	3,348	3,348	3,348	5,023	3,348	43,352	-0.2%
15	Finance	503000	2015 Budget Medicare	40,846	3,186	3,186	3,186	4,833	3,186	2,695	3,186	3,186	3,144	3,144	4,768	3,144	40,846	-1.4%
			Comments: 1.45% of total salary.															
15	Finance	511000	2009 Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	Finance	511000	2010 Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
15	Finance	511000	2011 Retirement	35,000	33,228	0	0	0	0	0	0	0	0	0	0	0	33,228	0.0%
15	Finance	511000	2012 Retirement	155,332	12,300	12,233	12,251	12,523	12,176	18,095	11,709	11,802	12,262	11,994	11,834	17,702	156,881	372.1%
15	Finance	511000	2013 Retirement	116,256	9,688	9,688	9,688	9,688	9,688	9,688	9,688	9,688	9,982	10,089	10,093	10,096	117,765	-24.9%
15	Finance	511000	2014 Forecast Retirement		11,760	34,161	23,013	23,105	22,565	32,750	20,826	21,036	15,353	23,029	15,353	263,973	124.2%	
15	Finance	511000	2014 Budget Retirement	178,968	13,926	13,926	13,926	13,693	20,539	13,693	13,733	13,733	13,733	13,733	20,600	13,733	178,968	52.0%
15	Finance	511000	2015 Budget Retirement	282,267	21,713	21,713	21,713	32,569	21,713	21,713	21,713	21,713	21,713	21,713	32,569	21,713	282,267	6.9%
			Comments: MJ: Budget is based on 11.449% employer contribution rate for "classic" members per CalPERS valuation report dated October 2013. PEPR employer contribution remains at 6.9%.															
15	Finance	512000	2009 Health Insurance	450,000	37,796	34,476	36,468	41,861	40,260	38,847	37,926	40,550	37,746	40,426	44,679	37,891	468,925	
15	Finance	512000	2010 Health Insurance	485,000	41,556	41,478	40,686	39,811	11,764	8,592	44,056	42,273	42,717	43,963	44,515	42,915	444,326	-5.2%
15	Finance	512000	2011 Health Insurance	500,000	44,202	43,824	48,701	42,759	44,590	42,673	47,650	47,689	44,417	47,498	53,369	47,064	554,436	24.8%
15	Finance	512000	2012 Health Insurance	600,000	49,092	47,511	49,781	48,795	48,503	45,767	43,290	47,783	42,839	43,173	43,127	40,700	550,361	-0.7%
15	Finance	512000	2013 Health Insurance	551,302	46,474	43,821	44,647	45,597	43,068	44,783	46,824	50,908	47,428	48,909	43,623	45,841	551,922	0.3%
15	Finance	512000	2014 Forecast Health Insurance		47,520	46,188	47,559	47,096	41,138	44,650	38,798	39,778	38,487	38,425	33,837	38,425	501,902	-9.1%
15	Finance	512000	2014 Budget Health Insurance	601,757	48,480	48,480	48,480	48,480	47,423	47,423	52,165	52,165	52,165	52,165	52,165	52,165	601,757	9.0%
15	Finance	512000	2015 Budget Health Insurance	521,252	42,249	42,249	42,249	42,249	42,249	42,249	44,626	44,626	44,626	44,626	44,626	44,626	521,252	3.9%
			Comments: Budget assumes 5% premium increase in January 2015. 3% increase to employee contribution. Employee contribution is subject to cap. (FY14 costs reduced due to one-time vacancies.)															
15	Finance	513000	2009 Disability Insurance	8,000	780	0	650	596	622	647	634	634	668	578	645	636	7,091	
15	Finance	513000	2010 Disability Insurance	8,000	662	649	707	716	972	678	516	939	687	687	1,437	0	8,649	22.0%
15	Finance	513000	2011 Disability Insurance	9,500	559	639	743	690	690	690	737	700	700	756	841	776	8,522	-1.5%
15	Finance	513000	2012 Disability Insurance	6,500	702	773	758	1,516	0	664	728	719	661	762	680	650	8,613	1.1%
15	Finance	513000	2013 Disability Insurance	5,809	-760	328	377	349	284	341	348	289	316	388	231	307	2,797	-67.5%
15	Finance	513000	2014 Forecast Disability Insurance		307	426	426	426	444	435	410	427	420	445	445	445	5,057	80.8%
15	Finance	513000	2014 Budget Disability Insurance	4,347	366	366	366	360	360	360	361	361	361	361	361	361	4,347	55.4%
15	Finance	513000	2015 Budget Disability Insurance	4,568	307	381	381	381	400	391	365	382	375	401	401	401	4,568	-9.7%
			Comments: No increase per Guardian.															
15	Finance	514000	2009 Dental Insurance	54,800	4,098	2,829	5,125	3,882	4,518	5,413	3,629	4,170	4,397	4,273	4,478	4,033	50,846	
15	Finance	514000	2010 Dental Insurance	58,900	5,100	3,913	4,089	4,038	4,247	2,127	4,177	3,652	4,021	3,821	4,282	3,593	47,059	-7.4%
15	Finance	514000	2011 Dental Insurance	63,615	3,976	4,178	4,276	4,195	5,553	4,391	4,254	4,785	4,839	4,521	4,881	4,896	54,745	16.3%
15	Finance	514000	2012 Dental Insurance	55,000	4,448	4,775	4,982	10,762	-1,312	5,113	4,822	4,819	4,788	4,765	4,843	4,282	57,087	4.3%
15	Finance	514000	2013 Dental Insurance	62,345	4,783	5,706	5,176	5,348	4,089	5,377	5,507	5,406	5,474	5,759	4,552	4,557	61,733	8.1%
15	Finance	514000	2014 Forecast Dental Insurance		5,215	5,185	5,004	5,249	4,445	4,621	5,174	5,310	4,760	5,200	5,200	5,200	60,563	-1.9%
15	Finance	514000	2014 Budget Dental Insurance	64,800	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	64,800	5.0%
15	Finance	514000	2015 Budget Dental Insurance	73,303	5,400	6,173	6,173	6,173	6,173	6,173	6,173	6,173	6,173	6,173	6,173	6,173	73,303	21.0%
			Comments: 6% increase in August per Guardian.															
15	Finance	514500	2009 Vision Insurance	10,000	528	807	889	771	694	755	766	717	750	714	774	721	8,887	
15	Finance	514500	2010 Vision Insurance	10,000	774	720	759	771	785	662	681	717	742	732	761	657	8,761	-1.4%
15	Finance	514500	2011 Vision Insurance	10,000	709	673	890	805	795	733	800	800	814	795	856	846	9,515	8.6%
15	Finance	514500	2012 Vision Insurance	10,000	854	840	888	1,865	-212	879	865	831	817	810	694	676	9,805	3.1%
15	Finance	514500	2013 Vision Insurance	9,092	811	809	649	785	700	772	806	820	736	823	568	737	9,016	-8.1%
15	Finance	514500	2014 Forecast Vision Insurance		739	743	741	744	579	754	668	734	699	687	708	699	8,495	-5.8%
15	Finance	514500	2014 Budget Vision Insurance	10,241	803	883	883	852	852	852	852	852	852	852	852	852	10,241	13.6%
15	Finance	514500	2015 Budget Vision Insurance	9,763	739	860	858	861	688	872	781	851	814	801	824	814	9,763	14.9%
			Comments: 5% increase in August per Guardian.															

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Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc				
15	Finance	515000	2009	Life Insurance	3,000	-19	746	121	110	114	148	98	123	129	116	129	101	1,916			
15	Finance	515000	2010	Life Insurance	2,500	201	135	129	142	192	111	114	170	134	133	324	-72	1,712	-10.7%		
15	Finance	515000	2011	Life Insurance	2,500	109	132	158	142	142	117	158	145	145	152	169	145	1,714	0.1%		
15	Finance	515000	2012	Life Insurance	2,000	140	158	155	358	-49	117	155	149	141	154	143	107	1,729	0.9%		
15	Finance	515000	2013	Life Insurance	1,672	144	149	165	165	86	147	151	125	138	193	64	134	1,660	-4.0%		
15	Finance	515000	2014 Forecast Life Insurance				134	51	92	147	73	119	111	57	136	51	77	51	1,100	-33.7%	
15	Finance	515000	2014 Budget Life Insurance				1,638	139	139	139	136	136	136	136	136	136	136	136	1,638	-1.3%	
15	Finance	515000	2015 Budget Life Insurance				1,232	134	54	97	182	77	125	145	60	171	54	81	54	1,232	12.0%
Comments: No increase per Guardian.																					
15	Finance	515500	2009	Vacancy Benefits Offset														0			
15	Finance	515500	2010	Vacancy Benefits Offset														0	0.0%		
15	Finance	515500	2011	Vacancy Benefits Offset														0	0.0%		
15	Finance	515500	2012	Vacancy Benefits Offset														0	0.0%		
15	Finance	515500	2013	Vacancy Benefits Offset														0	0.0%		
15	Finance	515500	2014 Forecast Vacancy Benefits Offset				0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
15	Finance	515500	2014 Budget Vacancy Benefits Offset				0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
15	Finance	515500	2015 Budget Vacancy Benefits Offset				-22,158	-1,747	-1,765	-1,766	-2,158	-1,762	-1,715	-1,812	-1,812	-1,809	-1,807	-2,197	-1,807	-22,158	0.0%
Comments: Staff benefits offset forecasted at 2% of total benefit cost. Benefits include Medical, Dental, Vision, Life, Retirement, Disability, and employer's share of medicare and social security taxes.																					
15	Finance	516000	2009	Workers Compensation Insura	27,200	2,947	2,947	0	0	8,840	0	0	3,165	2,009	2,009	-5,160	16,756				
15	Finance	516000	2010	Workers Compensation Insura	27,500	2,009	2,009	2,009	2,009	2,009	2,009	0	6,951	2,998	2,998	3,858	30,870	84.2%			
15	Finance	516000	2011	Workers Compensation Insura	30,000	2,655	2,998	2,998	2,998	2,998	2,998	0	0	12,064	3,850	0	36,560	18.4%			
15	Finance	516000	2012	Workers Compensation Insura	30,000	3,171	3,171	3,171	3,171	3,171	0	0	25,349	9,353	10,829	9,353	73,908	102.2%			
15	Finance	516000	2013	Workers Compensation Insura	124,863	9,353	9,353	9,353	9,353	9,353	9,353	9,353	0	21,959	8,779	8,779	114,345	54.7%			
15	Finance	516000	2014 Forecast Workers Compensation Insurance				8,779	8,779	8,779	8,779	8,779	16,061	8,779	8,779	8,578	11,939	11,939	11,939	121,912	6.6%	
15	Finance	516000	2014 Budget Workers Compensation Insura				108,563	8,779	8,779	8,779	8,779	8,779	8,779	8,779	8,779	12,516	8,516	8,516	108,563	-5.1%	
15	Finance	516000	2015 Budget Workers Compensation Insura				90,819	6,982	6,982	6,982	6,982	6,982	6,982	6,982	13,963	7,000	7,000	7,000	90,819	-25.5%	
Comments: Reduced budget due to Tier A rating by the State Fund. Coverage renews on March.																					
15	Finance	517000	2009	Unemployment Insurance	15,000	0	0	450	11,268	0	0	0	5,031	0	0	0	0	16,749			
15	Finance	517000	2010	Unemployment Insurance	20,000	0	0	0	1,493	6,537	0	0	17,324	0	0	4,476	0	29,830	78.1%		
15	Finance	517000	2011	Unemployment Insurance	35,000	0	0	0	14,230	0	0	0	6,523	0	0	4,500	0	25,253	-15.3%		
15	Finance	517000	2012	Unemployment Insurance	30,000	0	6,568	0	10,909	0	0	9,834	0	5,836	0	0	0	33,147	31.3%		
15	Finance	517000	2013	Unemployment Insurance	16,800	0	2,550	0	5,850	0	0	0	0	0	-72	0	0	8,328	-74.9%		
15	Finance	517000	2014 Forecast Unemployment Insurance				0	0	3,836	0	2,889	0	0	3,344	0	3,000	0	0	13,069	56.9%	
15	Finance	517000	2014 Budget Unemployment Insurance				0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%	
15	Finance	517000	2015 Budget Unemployment Insurance				0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%	
Comments: None expected.																					
25	P&P	514010	2009	Temporary Employment	30,000	2,367	1,873	2,428	3,008	1,645	1,656	3,221	1,732	1,391	3,036	3,318	3,948	29,623			
25	P&P	514010	2010	Temporary Employment	30,000	4,809	2,100	1,959	1,938	1,569	3,106	3,557	2,998	3,528	4,953	3,979	3,780	38,274	29.2%		
25	P&P	514010	2011	Temporary Employment	40,000	6,743	4,727	3,772	5,606	3,195	8,193	7,907	9,134	12,859	13,754	11,641	10,795	98,327	156.9%		
25	P&P	514010	2012	Temporary Employment	50,000	13,602	3,972	4,616	2,479	100	3,003	1,340	2,585	1,058	1,287	823	2,552	37,417	-61.9%		
25	P&P	514010	2013	Temporary Employment	20,860	2,756	894	2,159	0	3,213	1,836	2,638	1,840	3,220	0	0	3,994	22,551	-39.7%		
25	P&P	514010	2014 Forecast Temporary Employment				0	0	0	0	0	0	0	0	0	2,500	0	2,500	0	-88.9%	
25	P&P	514010	2014 Budget Temporary Employment				10,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	10,000	-55.7%		
25	P&P	514010	2015 Budget Temporary Employment				5,900	1,950	1,950	200	200	200	200	200	200	200	200	200	5,900	136.0%	
R&R: Temporary staff for ref to assist at ref during all-staff days, and to assist during vacations, and other periods when staff is out. Propose to continue L. Levine's assignment P&P: Do not anticipate branch substitutes. Ralph should complete this area for reference desk staffing. Law school students who volunteer for minimum of 14 hours post externship qualify for potential pay at \$25 per hour at reference. Ralph may add extern or independent librarian contract hours for intermittent fill in for allstaff meetings, unplanned illness or extended vacation time. Also to cover office hours in additional ebranch locations such as Santa Monica or Patriotic Hall if professional staff adds these sites to the schedules.CIRC: TECH: CMS: Recruit (2) SCALL interns for July-Aug 2014, assuming half of the cost shared by SCALL ICYP committee, at approx. \$2250 per intern (208 hrs x \$10.80/hr). Sandi (5/15/14): For budgeting and planning purposes, I am approving \$3500 to pay ICYP for 2 SCALL interns, with the understanding that the 3rd will be funded by ICYP.																					
My cost estimate is based upon the following calculation from the email string below: 162 hours @ a rate of \$10.80 would be \$1750 for each intern.																					

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc	
13	HR	514015	2009	Recruitment Costs	20,000	0	99	25	0	600	0	0	0	0	330	364	1,418		
13	HR	514015	2010	Recruitment Costs	20,000	263	1,349	513	0	0	25	152	133	0	5,000	495	7,930	459.3%	
13	HR	514015	2011	Recruitment Costs	15,000	111	50	50	194	67	475	0	0	427	11,875	1,187	14,436	82.1%	
13	HR	514015	2012	Recruitment Costs	20,000	0	0	0	0	400	175	15,600	0	0	444	419	17,038	18.0%	
13	HR	514015	2013	Recruitment Costs	1,742	28	0	489	0	225	511	4,120	0	212	0	0	5,584	-67.2%	
13	HR	514015	2014 Forecast Recruitment Costs			0	146	2,052	0	0	0	39	745	330	150	150	150	3,762	-32.6%
13	HR	514015	2014 Budget Recruitment Costs			1,800	150	150	150	150	150	150	150	150	150	150	150	1,800	-67.8%
13	HR	514015	2015 Budget Recruitment Costs			0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
Comments: None expected.																			
15	Finance	517500	2009	Accrued Sick Expense												33,048	33,048		
15	Finance	517500	2010	Accrued Sick Expense												-7,944	-7,944	-124.0%	
15	Finance	517500	2011	Accrued Sick Expense												30,977	30,977	-489.9%	
15	Finance	517500	2012	Accrued Sick Expense												1,803	1,803	-94.2%	
15	Finance	517500	2013	Accrued Sick Expense	2,500	0	0	0	0	0	0	0	0	0	0	-46,026	-46,026	-2652.7%	
15	Finance	517500	2014 Forecast Accrued Sick Expense			0	0	0	0	0	0	0	0	0	0	-2,500	-2,500	-94.6%	
15	Finance	517500	2014 Budget Accrued Sick Expense			-2,500	0	0	0	0	0	0	0	0	0	-2,500	-2,500	-94.6%	
15	Finance	517500	2015 Budget Accrued Sick Expense			3,000										3,000	3,000	-220.0%	
Comments:																			
15	Finance	518000	2009	Accrued Vacation Expense												7,889	7,889		
15	Finance	518000	2010	Accrued Vacation Expense												7,068	7,068	-10.4%	
15	Finance	518000	2011	Accrued Vacation Expense												14,718	14,718	108.2%	
15	Finance	518000	2012	Accrued Vacation Expense												-4,125	-4,125	-128.0%	
15	Finance	518000	2013	Accrued Vacation Expense	2,500	0	0	0	0	0	0	0	0	0	0	-10,846	-10,846	162.9%	
15	Finance	518000	2014 Forecast Accrued Vacation Expense			12,706	-12,706	0	0	0	0	0	0	0	0	0	0	0	-100.0%
15	Finance	518000	2014 Budget Accrued Vacation Expense			-50,000	0	0	0	0	0	-50,000	0	0	0	0	-50,000	361.0%	
15	Finance	518000	2015 Budget Accrued Vacation Expense			3,000										3,000	3,000	0.0%	
Comments: Staff furlough reflected in salary expense for FY2015 vs. in Accrued Vacation Expense for FY2014. Actual FY2014 actual furlough savings realized in salary expense.																			
15	Finance	518500	2009	OPEB Expense	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	
15	Finance	518500	2010	OPEB Expense	15,000	0	0	0	0	0	0	0	0	0	0	569,360	569,360	0.0%	
15	Finance	518500	2011	OPEB Expense	10,000	0	0	0	0	0	0	0	0	0	0	556,446	556,446	-2.3%	
15	Finance	518500	2012	OPEB Expense	12,000	0	0	0	0	0	0	0	0	0	0	323,182	323,182	-41.9%	
15	Finance	518500	2013	OPEB Expense	0	0	0	0	0	0	0	0	0	0	0	291,978	291,978	-9.7%	
15	Finance	518500	2014 Forecast OPEB Expense			27,083	27,083	27,083	27,083	27,083	27,083	27,083	27,083	27,083	27,083	27,083	27,083	325,001	11.3%
15	Finance	518500	2014 Budget OPEB Expense			325,000	0	0	0	0	0	0	0	0	0	0	325,000	325,000	11.3%
15	Finance	518500	2015 Budget OPEB Expense			277,804	23,150	23,150	23,150	23,150	23,150	23,150	23,150	23,150	23,150	23,150	277,804	-14.5%	
Comments: Based on new actuarial analysis in light of CERBT fund.																			
15	Finance	518550	2009	TMP	25,000	0	0	0	0	5,231	0	0	0	0	0	4,872	10,102		
15	Finance	518550	2010	TMP	15,000	0	0	0	0	4,039	0	0	0	0	140	5,272	9,451	-6.4%	
15	Finance	518550	2011	TMP	10,000	0	0	0	0	5,849	0	0	0	0	0	8,005	13,854	46.6%	
15	Finance	518550	2012	TMP	12,000	1,265	-1,222	670	777	754	4,028	852	985	1,039	885	530	3,976	14,539	4.9%
15	Finance	518550	2013	TMP	11,632	532	695	540	540	653	2,672	525	1,641	666	597	376	4,378	13,815	-5.0%
15	Finance	518550	2014 Forecast TMP			703	703	703	703	-904	5,859	-603	703	613	703	703	2,667	12,554	-9.1%
15	Finance	518550	2014 Budget TMP			12,000	667	667	667	667	2,667	667	667	667	667	667	2,667	12,000	-13.1%
15	Finance	518550	2015 Budget TMP			15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	19.5%
Comments: MJ: Expect same level of participation as FY 2014. Proposed 33% increase to monthly METRO passes in May 2014, from \$75 to \$100.																			
15	Finance	518560	2009	Payroll & Benefit Admin	30,000	1,064	3,301	2,205	2,464	2,176	2,212	1,456	1,410	896	869	1,251	1,256	20,561	
15	Finance	518560	2010	Payroll & Benefit Admin	25,000	544	2,049	922	1,375	933	2,268	1,188	1,760	1,611	1,059	863	2,990	17,563	-14.6%
15	Finance	518560	2011	Payroll & Benefit Admin	17,000	779	817	751	1,230	1,023	1,262	2,225	1,581	985	1,362	1,108	1,002	14,125	-19.6%
15	Finance	518560	2012	Payroll & Benefit Admin	15,000	989	1,207	1,296	1,407	2,880	1,040	1,074	1,561	1,543	943	1,047	1,115	16,099	14.0%
15	Finance	518560	2013	Payroll & Benefit Admin	17,946	3,322	1,564	957	1,028	1,057	1,018	1,260	1,689	1,521	1,028	1,079	1,076	16,600	0.3%
15	Finance	518560	2014 Forecast Payroll & Benefit Admin			1,337	1,629	1,329	2,026	508	1,326	1,613	1,848	1,262	1,500	1,500	1,500	17,379	4.7%
15	Finance	518560	2014 Budget Payroll & Benefit Admin			18,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	8.4%
15	Finance	518560	2015 Budget Payroll & Benefit Admin			15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	-13.7%
Library Mater Comments: MJ: 14.9% decrease due to transfer of Sage and Empower maintenance costs to "Software Maintenance" below. If we were to bring COBRA administration inhouse (using ManageEase) we can save \$500 for FY 2015 since we already prepaid \$1K to Infinisource for calendar year 2014.																			

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
23	R&R	601999	2009	American Continuations	1,890,000	37,956	204,624	66,266	417,578	52,456	279,858	206,341	89,833	107,995	45,997	130,001	159,570	1,798,474		
23	R&R	601999	2010	American Continuations	2,000,000	139,184	47,212	184,604	414,804	164,872	120,698	303,579	147,750	102,585	129,526	113,970	193,048	2,061,832	14.6%	
23	R&R	601999	2011	American Continuations	2,200,000	143,207	161,732	112,838	130,252	133,164	237,760	164,414	202,355	653,883	32,171	221,132	130,219	2,323,126	12.7%	
23	R&R	601999	2012	American Continuations	2,400,000	112,504	79,352	177,354	129,266	138,712	610,585	177,541	239,852	346,405	180,636	51,369	212,880	2,456,456	5.7%	
23	R&R	601999	2013	American Continuations	2,424,835	65,329	200,403	68,343	140,854	225,321	82,657	195,584	594,472	481,112	130,062	118,692	133,680	2,436,509	-0.8%	
23	R&R	601999	2014 Forecast American Continuations				42,535	113,793	183,141	27,616	94,501	53,396	472,325	391,079	455,612	138,089	138,089	144,990	2,255,164	-7.4%
23	R&R	601999	2014 Budget American Continuations				2,419,435	153,964	153,964	153,964	153,964	549,872	329,923	153,964	153,964	153,964	153,964	153,964	2,419,435	-0.7%
23	R&R	601999	2015 Budget American Continuations				2,144,105	138,089	138,089	138,088	138,089	463,250	299,971	138,089	138,089	138,089	138,089	138,089	2,144,105	-4.9%
Reductions are based upon whether available online, or production has ceased, or cancelled.																				
23	R&R	602999	2009	American New Orders	105,000	7,206	4,034	6,957	16,850	4,129	4,876	5,819	10,193	6,083	6,779	11,774	10,286	94,987		
23	R&R	602999	2010	American New Orders	100,000	31,230	8,370	9,553	5,426	6,121	10,353	13,406	8,167	13,418	25,971	75,121	7,061	214,198	125.5%	
23	R&R	602999	2011	American New Orders	150,000	5,116	57,804	6,269	5,050	4,969	7,925	11,252	5,159	10,866	9,473	6,682	10,465	141,030	-34.2%	
23	R&R	602999	2012	American New Orders	150,000	9,451	14,547	10,736	4,219	5,277	10,501	12,608	8,612	6,893	9,768	5,828	6,054	104,494	-25.9%	
23	R&R	602999	2013	American New Orders	87,103	7,821	4,245	8,132	4,604	3,355	8,502	4,450	4,668	3,940	8,154	4,293	2,159	64,323	-38.4%	
23	R&R	602999	2014 Forecast American New Orders				5,465	4,607	10,831	6,405	10,342	5,847	4,153	6,988	1,411	6,186	6,186	6,187	74,607	16.0%
23	R&R	602999	2014 Budget American New Orders				98,977	8,248	8,248	8,248	8,248	8,248	8,248	8,248	8,248	8,248	8,248	8,248	98,977	53.9%
23	R&R	602999	2015 Budget American New Orders				73,418	6,186	5,371	6,186	6,186	6,186	6,186	6,186	6,186	6,186	6,187	73,418	-1.6%	
Maintaining FY2014 forecast with small reduction.																				
23	R&R	609199	2009	Branch Continuations	345,000	15,046	12,517	27,302	113,640	5,330	29,332	25,688	5,166	9,862	32,690	9,962	23,090	309,626		
23	R&R	609199	2010	Branch Continuations	290,000	14,675	22,023	14,050	118,049	19,504	14,664	19,052	1,104	28,233	31,967	27,651	26,010	336,981	8.8%	
23	R&R	609199	2011	Branch Continuations	350,000	9,669	17,883	18,709	31,584	679	15,556	26,043	2,297	139,934	12,240	46,943	38,728	360,265	6.9%	
23	R&R	609199	2012	Branch Continuations	350,000	13,791	19,923	16,794	15,293	2,003	142,924	31,897	3,029	17,280	23,059	29,278	49,675	364,945	1.3%	
23	R&R	609199	2013	Branch Continuations	90,877	24,073	0	1,775	58	8,624	8,411	4,606	23,583	1,076	2,708	2,544	5,021	82,479	-77.4%	
23	R&R	609199	2014 Forecast Branch Continuations				2,151	915	649	900	880	1,204	15,191	14,660	797	3,902	3,902	4,095	49,245	-40.3%
23	R&R	609199	2014 Budget Branch Continuations				56,087	4,674	4,674	4,674	4,674	4,674	4,674	4,674	4,674	4,674	4,674	56,087	-32.0%	
23	R&R	609199	2015 Budget Branch Continuations				46,817	3,902	3,902	3,902	3,902	3,902	3,902	3,902	3,902	3,902	3,899	46,817	-4.9%	
Maintaining FY2014 forecast with small reduction.																				
23	R&R	609299	2009	Branch New Orders	85,500	2,064	0	153	333	344	1,356	118	0	1,061	1,844	205	3,832	11,310		
23	R&R	609299	2010	Branch New Orders	20,000	514	94	488	0	222	0	133	163	0	88	0	490	2,192	-80.6%	
23	R&R	609299	2011	Branch New Orders	20,000	291	1,299	856	588	1,846	10,017	423	214	0	0	725	1,789	18,048	723.2%	
23	R&R	609299	2012	Branch New Orders	70,000	0	657	81	0	0	634	0	332	548	0	328	0	2,580	-85.7%	
23	R&R	609299	2013	Branch New Orders	0	0	0	0	0	0	0	0	0	4,441	0	110	711	5,262	103.9%	
23	R&R	609299	2014 Forecast Branch New Orders				35	108	0	29	0	0	0	0	0	83	83	83	421	-92.0%
23	R&R	609299	2014 Budget Branch New Orders				1,320	110	110	110	110	110	110	110	110	110	110	110	1,320	-74.9%
23	R&R	609299	2015 Budget Branch New Orders				999	86	83	83	83	83	83	83	83	83	83	83	999	137.3%
Small increase in Branch New Orders compared to forecasted FY2014.																				
23	R&R	603999	2009	Commonwealth Continuations	427,500	27,643	23,331	31,453	30,268	22,890	44,223	51,637	27,108	17,600	24,043	23,774	28,770	352,741		
23	R&R	603999	2010	Commonwealth Continuations	375,000	15,804	24,627	27,120	27,795	24,498	19,969	80,615	35,088	11,690	16,986	43,648	45,375	373,214	5.8%	
23	R&R	603999	2011	Commonwealth Continuations	375,000	20,846	19,256	25,308	22,400	33,041	52,514	28,970	67,786	46,422	30,586	28,461	35,496	411,086	10.1%	
23	R&R	603999	2012	Commonwealth Continuations	400,000	20,067	35,880	43,496	20,926	45,933	48,374	36,900	51,687	74,463	27,716	39,716	30,736	475,894	15.8%	
23	R&R	603999	2013	Commonwealth Continuations	393,355	31,680	28,660	19,977	50,559	36,739	35,466	43,829	21,388	67,910	24,602	30,135	26,208	417,153	-12.3%	
23	R&R	603999	2014 Forecast Commonwealth Continuations				16,035	24,741	25,024	12,480	16,244	8,760	44,740	36,228	51,893	22,986	22,986	23,618	305,734	-26.7%
23	R&R	603999	2014 Budget Commonwealth Continuations				349,718	29,143	29,143	29,143	29,143	29,143	29,143	29,143	29,143	29,143	29,143	349,718	-16.2%	
23	R&R	603999	2015 Budget Commonwealth Continuations				272,323	22,986	19,486	22,986	22,986	22,986	22,986	22,986	22,986	22,986	22,980	272,323	-10.9%	
Reductions are based upon whether available online, or production has ceased, or cancelled.																				

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
23	R&R	604999	2009	Commonwealth New Orders	9,750	11	603	847	620	0	617	859	767	930	95	6	3,494	8,848	
23	R&R	604999	2010	Commonwealth New Orders	7,500	1,383	771	1,453	642	0	0	715	34	589	314	271	414	6,587	-25.6%
23	R&R	604999	2011	Commonwealth New Orders	7,500	0	289	473	120	0	648	0	1,473	856	0	1,651	906	6,417	-2.6%
23	R&R	604999	2012	Commonwealth New Orders	6,500	367	901	0	370	152	832	0	1,022	462	0	141	1,226	5,474	-14.7%
23	R&R	604999	2013	Commonwealth New Orders	2,764	0	0	492	0	0	1,066	657	0	104	734	0	0	3,053	-44.2%
23	R&R	604999		2014 Forecast Commonwealth New Orders	0	0	0	0	0	0	0	0	0	0	144	144	144	432	-85.8%
23	R&R	604999		2014 Budget Commonwealth New Orders	2,309	770	770	110	110	110	110	110	110	110	0	0	0	2,309	-24.4%
23	R&R	604999		2015 Budget Commonwealth New Orders	1,732	148	144	144	144	144	144	144	144	144	144	144	144	1,732	300.9%
Commonwealth New Orders is based upon patrons' request during FY2014.																			
23	R&R	605999	2009	Foreign Continuations	277,500	8,357	5,695	21,942	29,704	15,492	31,587	31,755	24,679	12,575	15,959	6,996	15,063	219,803	
23	R&R	605999	2010	Foreign Continuations	220,000	8,838	9,776	11,858	16,431	18,586	17,275	34,715	36,146	3,475	25,243	25,145	18,863	226,351	3.0%
23	R&R	605999	2011	Foreign Continuations	225,000	8,673	8,814	6,439	13,498	13,976	36,958	8,655	29,981	46,442	27,107	8,710	9,401	218,653	-3.4%
23	R&R	605999	2012	Foreign Continuations	230,000	9,463	14,289	22,731	13,018	18,367	13,462	34,220	24,959	39,705	20,405	10,915	15,378	236,912	8.4%
23	R&R	605999	2013	Foreign Continuations	193,811	3,828	12,765	14,272	7,761	19,527	29,456	8,150	32,782	42,180	14,623	3,981	20,062	209,387	-11.6%
23	R&R	605999		2014 Forecast Foreign Continuations	5,314	14,424	4,163	9,848	42,504	6,525	11,162	20,041	33,617	13,908	13,908	14,129	189,543	-9.5%	
23	R&R	605999		2014 Budget Foreign Continuations	197,954	16,496	16,496	16,496	16,496	16,496	16,496	16,496	16,496	16,496	16,496	16,496	16,496	197,954	-5.5%
23	R&R	605999		2015 Budget Foreign Continuations	163,397	13,909	10,408	13,908	13,908	13,908	13,908	13,908	13,908	13,908	13,908	13,908	13,908	163,397	-13.8%
Reductions are based upon whether available online, or production has ceased, or cancelled.																			
23	R&R	606999	2009	Foreign New Orders	39,000	668	565	977	1,111	617	3,090	433	1,086	2,528	384	1,720	6,464	19,641	
23	R&R	606999	2010	Foreign New Orders	22,000	557	4,448	3,717	2,597	633	602	1,827	436	1,971	1,884	1,692	1,594	21,959	11.8%
23	R&R	606999	2011	Foreign New Orders	25,000	1,593	3,080	569	1,042	836	3,250	4,630	1,590	8,406	1,055	3,807	3,834	33,692	53.4%
23	R&R	606999	2012	Foreign New Orders	35,000	11,854	6,559	1,795	2,598	4,433	1,131	72	262	0	1,703	1,198	969	32,572	-3.3%
23	R&R	606999	2013	Foreign New Orders	13,135	508	903	225	508	195	386	0	167	79	271	136	1,677	5,055	-84.5%
23	R&R	606999		2014 Forecast Foreign New Orders	1,085	834	1,088	755	737	447	533	3,558	76	1,237	1,237	1,237	12,823	153.7%	
23	R&R	606999		2014 Budget Foreign New Orders	19,795	2,199	2,199	2,199	1,650	1,650	1,650	1,650	1,650	1,650	1,100	1,100	1,100	19,795	291.6%
23	R&R	606999		2015 Budget Foreign New Orders	14,846	1,239	1,237	1,237	1,237	1,237	1,237	1,237	1,237	1,237	1,237	1,237	1,237	14,846	15.8%
Foreign New Orders based on FY2014 forecast.																			
23	R&R	607999	2009	International Continuations	183,000	7,397	4,177	10,144	10,202	34,812	8,080	23,738	8,715	4,774	8,300	11,357	10,719	142,415	
23	R&R	607999	2010	International Continuations	150,000	6,040	7,246	10,501	12,565	11,805	23,009	10,302	25,193	2,295	8,144	14,249	10,956	142,305	-0.1%
23	R&R	607999	2011	International Continuations	150,000	6,915	5,331	6,652	9,761	24,828	17,315	10,880	9,763	17,199	10,838	7,812	10,211	137,504	-3.4%
23	R&R	607999	2012	International Continuations	140,000	5,394	7,601	9,713	7,611	30,706	14,119	24,272	12,018	10,248	8,793	4,805	9,145	144,425	5.0%
23	R&R	607999	2013	International Continuations	131,141	4,859	9,183	8,582	7,352	20,645	11,613	10,706	21,012	13,820	7,639	9,177	13,676	138,264	-4.3%
23	R&R	607999		2014 Forecast International Continuations	4,318	12,800	8,105	8,297	11,136	7,688	14,818	20,189	12,129	7,849	7,849	8,033	123,211	-10.9%	
23	R&R	607999		2014 Budget International Continuations	112,174	9,348	9,348	9,348	9,348	9,348	9,348	9,348	9,348	9,348	9,348	9,348	9,348	112,174	-18.9%
23	R&R	607999		2015 Budget International Continuations	94,183	7,849	7,849	7,849	7,849	7,849	7,849	7,849	7,849	7,849	7,849	7,849	7,845	94,183	-23.6%
Reductions are based upon whether available online, or production has ceased, or cancelled.																			
23	R&R	608999	2009	International New Orders	17,250	0	1,183	1,608	101	830	170	2,697	1,187	219	190	551	4,371	13,109	
23	R&R	608999	2010	International New Orders	15,000	1,618	842	1,174	398	1,611	735	1,788	1,341	518	406	2,726	342	13,500	3.0%
23	R&R	608999	2011	International New Orders	15,000	173	2,560	594	1,301	286	781	1,271	1,169	2,084	1,044	1,243	1,304	13,811	2.3%
23	R&R	608999	2012	International New Orders	15,000	869	822	2,059	2,326	69	1,805	712	1,302	463	639	3,998	333	15,397	11.5%
23	R&R	608999	2013	International New Orders	6,912	316	424	644	790	877	47	216	212	307	679	834	1,410	6,756	-56.1%
23	R&R	608999		2014 Forecast International New Orders	98	1,123	683	559	754	759	103	664	741	412	412	412	412	6,720	-0.5%
23	R&R	608999		2014 Budget International New Orders	6,598	1,100	1,100	550	550	550	550	550	550	550	550	0	0	6,598	-2.3%
23	R&R	608999		2015 Budget International New Orders	4,949	417	412	412	412	412	412	412	412	412	412	412	412	4,949	-26.4%
Reductions are based upon whether available online, or production has ceased, or cancelled.																			
23	R&R	609399	2009	General/Librarianship Continuations	54,050	2,211	3,491	8,006	9,534	2,372	5,219	4,890	1,587	5,353	2,717	1,786	9,866	57,034	
23	R&R	609399	2010	General/Librarianship Continuations	50,000	2,437	3,621	3,684	10,244	5,562	632	7,237	10,098	2,195	3,602	1,162	3,753	54,228	-4.9%
23	R&R	609399	2011	General/Librarianship Continuations	55,000	6,264	5,990	2,846	9,192	4,378	13,168	7,690	2,997	3,424	6,760	3,886	4,188	70,782	30.5%
23	R&R	609399	2012	General/Librarianship Continuations	55,000	793	3,712	5,027	151	2,953	6,278	7,477	916	3,445	2,551	336	4,097	37,736	-46.7%
23	R&R	609399	2013	General/Librarianship Continuations	34,110	215	1,802	1,268	2,531	9,698	1,036	3,341	3,089	2,547	2,575	823	1,936	30,861	-18.2%
23	R&R	609399		2014 Forecast General/Librarianship Continuations	63	1,650	2,124	527	11,165	525	876	1,239	2,479	2,316	2,316	2,356	27,636	-10.4%	
23	R&R	609399		2014 Budget General/Librarianship Continuations	32,992	2,749	2,749	2,749	2,749	2,749	2,749	2,749	2,749	2,749	2,749	2,749	2,749	32,992	6.9%
23	R&R	609399		2015 Budget General/Librarianship Continuations	27,790	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,315	27,790	0.6%	
FY2015 Budget for General/Librarianship Continuations is based upon FY2014 Forecast.																			

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc			
23	R&R	609499	2009	General/Librarianship New Or	2,100	36	0	0	0	90	218	264	0	72	0	1,224	1,903			
23	R&R	609499	2010	General/Librarianship New Or	1,000	660	400	41	74	118	417	562	24	131	327	127	91	2,971	56.1%	
23	R&R	609499	2011	General/Librarianship New Or	2,000	27	92	26	40	446	0	76	0	244	0	806	453	2,210	-25.6%	
23	R&R	609499	2012	General/Librarianship New Or	2,000	751	616	280	180	150	257	0	106	121	277	20	177	2,935	32.8%	
23	R&R	609499	2013	General/Librarianship New Or	2,528	257	177	210	0	95	98	59	0	728	0	0	0	1,624	-44.7%	
23	R&R	609499	2014 Forecast General/Librarianship New Orders			0	284	42	441	22	0	227	112	16	165	165	164	1,637	0.8%	
23	R&R	609499	2014 Budget General/Librarianship New Or			2,639	220	220	220	220	220	220	220	220	220	220	220	2,639	62.5%	
23	R&R	609499	2015 Budget General/Librarianship New Or			1,979	165	165	165	165	165	165	165	165	165	164	1,979	20.9%		
General/Librarianship New Orders is based upon FY2014 Forecast.																				
15	Finance	690000	2009	Library Materials Transferred to Assets	-751	-616	-280	-180	-150	-257	0	-106	-121	0	0	0	-2,461			
15	Finance	690000	2010	Library Materials Transferred to Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%		
15	Finance	690000	2011	Library Materials Transferred to Assets	751	616	280	180	150	257	0	106	121	0	0	0	2,461	0.0%		
15	Finance	690000	2012	Library Materials Transferred to Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%		
15	Finance	690000	2013	Library Materials Transferred to Assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
15	Finance	690000	2014 Forecast Library Materials Transferred to Assets			-77,097	-175,280	-235,850	-67,857	-188,286	-85,149	-564,128	-494,758	-558,771	-197,276	-197,276	-205,448	-3,047,175	0.0%	
15	Finance	690000	2014 Budget Library Materials Transferred to Assets			-3,300,000	-229,022	-229,022	-227,812	-227,262	-623,170	-403,221	-227,262	-227,262	-227,262	-226,602	-226,052	-226,052	-3,300,000	0.0%
15	Finance	690000	2015 Budget Library Materials Transferred to Assets			-2,846,538	-197,291	-189,461	-197,275	-197,276	-522,437	-359,158	-197,276	-197,276	-197,276	-197,276	-197,276	-197,276	-2,846,538	-6.6%
Facilities:																				
Comments:																				
39	Facilities	801005	2009	Repair & Maintenance	15,000	1,571	203	624	203	1,014	802	2,032	168	4,022	14,343	1,756	3,430	30,166		
39	Facilities	801005	2010	Repair & Maintenance	25,000	3,874	1,577	902	6,813	5,384	5,553	-6,363	1,580	300	1,151	1,571	2,372	24,713	-18.1%	
39	Facilities	801005	2011	Repair & Maintenance	25,000	1,443	1,271	4,175	901	1,454	701	4,465	5,813	1,106	2,350	200	9,528	33,406	35.2%	
39	Facilities	801005	2012	Repair & Maintenance	25,000	376	14,180	9,778	1,269	3,262	8,082	2,844	8,552	3,242	4,537	1,523	10,056	67,701	102.7%	
39	Facilities	801005	2013	Repair & Maintenance	31,211	4,819	4,021	3,519	2,186	1,782	886	3,170	6,715	1,978	1,770	1,153	560	32,558	-51.9%	
39	Facilities	801005	2014 Forecast Repair & Maintenance			540	2,624	2,279	5,089	2,417	2,949	3,270	6,269	1,950	2,350	500	9,582	39,819	22.3%	
39	Facilities	801005	2014 Budget Repair & Maintenance			36,060	1,443	1,271	4,175	3,200	1,454	701	4,465	5,813	1,106	2,350	500	9,582	36,060	10.8%
39	Facilities	801005	2015 Budget Repair & Maintenance			34,668	2,889	2,889	2,889	2,889	2,889	2,889	2,889	2,889	2,889	2,889	2,889	2,889	34,668	-12.9%
FAC: Based on reduction of current forecast by 10%																				
39	Facilities	801010	2009	Building Services	35,000	3,444	2,471	552	648	547	539	647	567	3,614	4,518	1,747	570	19,865		
39	Facilities	801010	2010	Building Services	20,000	669	865	560	640	853	1,831	1,881	1,084	3,463	707	2,893	614	16,059	-19.2%	
39	Facilities	801010	2011	Building Services	27,500	725	2,537	913	551	1,527	618	1,307	473	6,984	2,284	699	931	19,547	21.7%	
39	Facilities	801010	2012	Building Services	23,000	801	1,179	699	2,373	729	832	2,623	742	3,593	1,143	747	747	16,209	-17.1%	
39	Facilities	801010	2013	Building Services	13,730	817	1,016	836	946	747	866	765	3,501	1,099	1,206	2,143	1,186	15,127	-6.7%	
39	Facilities	801010	2014 Forecast Building Services			822	2,535	838	1,965	596	2,529	3,337	3,185	412	2,284	699	931	20,132	33.1%	
39	Facilities	801010	2014 Budget Building Services			21,090	817	2,537	913	2,000	1,527	618	1,307	473	6,984	2,284	699	931	21,090	39.4%
39	Facilities	801010	2015 Budget Building Services			24,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	19.2%
FAC: Based on current forecast																				
39	Facilities	801015	2009	Cleaning Supplies	15,000	124	2,222	1,174	909	1,865	1,352	614	1,092	1,552	1,864	5,514	1,542	19,822		
39	Facilities	801015	2010	Cleaning Supplies	20,000	1,012	1,586	1,082	2,041	632	2,006	1,465	1,122	2,179	3,004	2,209	1,950	20,287	2.3%	
39	Facilities	801015	2011	Cleaning Supplies	20,000	1,934	1,829	2,916	2,324	1,332	2,236	2,412	538	2,533	13,425	9,354	1,186	42,019	107.1%	
39	Facilities	801015	2012	Cleaning Supplies	25,000	1,812	1,738	2,598	562	3,388	1,694	635	1,599	2,170	1,368	1,038	1,963	20,566	-51.1%	
39	Facilities	801015	2013	Cleaning Supplies	21,618	1,597	2,155	2,024	111	2,366	2,865	410	1,490	1,994	1,876	2,449	19,336	-6.0%		
39	Facilities	801015	2014 Forecast Cleaning Supplies			0	1,492	0	2,164	1,683	1,398	0	1,519	21	1,700	1,700	1,700	13,376	-30.8%	
39	Facilities	801015	2014 Budget Cleaning Supplies			21,700	1,700	1,800	2,000	1,700	2,300	1,700	1,700	2,000	1,700	1,700	1,700	1,700	21,700	12.2%
39	Facilities	801015	2015 Budget Cleaning Supplies			15,504	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	15,504	15.9%
FAC: Based on current forecast																				
39	Facilities	801020	2009	Electricity & Water	90,000	10,478	8,942	9,834	8,834	8,949	6,464	7,096	6,215	6,332	9,268	8,615	8,474	99,499		
39	Facilities	801020	2010	Electricity & Water	100,000	10,206	9,857	10,217	9,372	9,263	8,266	6,637	7,651	7,698	7,847	7,802	10,083	104,899	5.4%	
39	Facilities	801020	2011	Electricity & Water	110,000	10,627	10,689	11,622	14,694	10,575	553	15,757	7,875	8,463	8,452	9,234	11,273	119,814	14.2%	
39	Facilities	801020	2012	Electricity & Water	120,000	842	21,523	11,691	10,193	476	17,467	8,346	8,703	9,331	556	18,258	11,342	118,730	-0.9%	
39	Facilities	801020	2013	Electricity & Water	115,399	12,260	11,397	12,371	9,727	0	9,746	8,312	7,409	15,965	7,555	9,106	10,179	114,028	-4.0%	
39	Facilities	801020	2014 Forecast Electricity & Water			11,149	10,793	0	11,816	9,580	412	23,312	7,473	0	10,000	10,000	10,000	104,535	-8.3%	
39	Facilities	801020	2014 Budget Electricity & Water			126,618	12,260	11,397	12,371	9,727	9,263	9,756	8,344	7,500	16,000	10,000	10,000	10,000	126,618	11.0%
39	Facilities	801020	2015 Budget Electricity & Water			132,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	132,000	26.3%
Anticipated rate increase																				

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
39	Facilities	801025	2009	Elevator Maintenance	15,000	1,053	1,053	1,382	1,053	1,053	1,323	1,099	1,099	1,099	1,099	1,099	13,506			
39	Facilities	801025	2010	Elevator Maintenance	15,000	1,099	1,428	1,099	1,099	1,099	1,447	1,447	1,097	1,097	1,097	1,097	14,203	5.2%		
39	Facilities	801025	2011	Elevator Maintenance	15,000	1,097	1,097	1,097	1,097	1,097	1,950	1,160	1,160	1,160	1,160	1,160	14,393	1.3%		
39	Facilities	801025	2012	Elevator Maintenance	15,000	1,160	1,160	1,160	1,160	1,160	1,586	1,226	9,941	1,226	21,805	1,226	44,034	205.9%		
39	Facilities	801025	2013	Elevator Maintenance	-4,922	1,226	1,226	1,226	1,226	1,226	1,247	1,247	1,247	1,247	2,023	1,247	15,612	-64.5%		
39	Facilities	801025	2014 Forecast Elevator Maintenance				1,247	1,247	1,247	1,247	1,247	1,267	1,267	1,267	1,267	1,267	1,267	15,083	-3.4%	
39	Facilities	801025	2014 Budget Elevator Maintenance				14,610	1,200	1,200	1,200	1,200	1,220	1,220	1,220	1,250	1,250	1,250	14,610	-6.4%	
39	Facilities	801025	2015 Budget Elevator Maintenance				15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000	-0.5%	
FAC: Current																				
39	Facilities	801030	2009	Heating & Cooling	30,000	6,782	4,004	4,258	3,724	4,770	1,600	1,874	6,399	1,385	1,649	2,612	5,166	44,222		
39	Facilities	801030	2010	Heating & Cooling	45,000	2,725	3,341	4,128	2,679	1,872	1,868	1,096	1,251	1,694	1,670	1,837	5,709	29,868	-32.5%	
39	Facilities	801030	2011	Heating & Cooling	30,000	3,124	3,434	0	5,327	1,789	2,692	1,293	1,161	1,505	1,945	2,328	2,669	27,267	-8.7%	
39	Facilities	801030	2012	Heating & Cooling	30,000	6,686	4,072	3,764	2,687	1,369	2,825	1,093	0	3,258	0	1,850	7,684	35,288	29.4%	
39	Facilities	801030	2013	Heating & Cooling	34,827	0	5,268	9,330	0	3,511	1,568	1,381	1,047	2,352	1,682	0	7,459	33,598	-4.8%	
39	Facilities	801030	2014 Forecast Heating & Cooling				4,026	277	3,523	3,526	2,485	2,714	0	2,625	1,573	2,600	2,750	3,200	29,299	-12.8%
39	Facilities	801030	2014 Budget Heating & Cooling				35,900	5,000	5,000	4,000	3,500	3,500	1,390	1,050	2,350	2,600	2,750	3,200	35,900	6.9%
39	Facilities	801030	2015 Budget Heating & Cooling				29,117	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,375	2,992	2,375	29,117	-0.6%
FAC: Based on current forecast																				
15	Finance	801035	2009	Insurance	240,000	22,401	22,478	22,478	22,478	23,431	23,354	23,354	23,354	23,354	23,354	21,124	21,287	272,446		
15	Finance	801035	2010	Insurance	280,000	21,287	21,287	21,287	21,287	22,216	22,404	22,404	22,404	22,404	13,483	22,568	22,733	255,762	-6.1%	
15	Finance	801035	2011	Insurance	280,000	22,568	22,568	22,568	22,568	21,978	21,978	21,978	21,978	21,978	21,659	22,026	22,026	265,871	4.0%	
15	Finance	801035	2012	Insurance	275,000	22,026	22,026	22,026	22,056	17,982	17,982	17,982	17,982	17,982	54,654	26,188	26,188	285,074	7.2%	
15	Finance	801035	2013	Insurance	277,866	22,777	22,777	22,777	22,777	22,777	22,777	22,777	22,777	22,777	20,342	18,841	20,784	264,955	-7.1%	
15	Finance	801035	2014 Forecast Insurance				20,784	20,784	20,784	20,784	20,621	20,808	20,808	20,808	23,677	23,677	23,677	258,019	-2.6%	
15	Finance	801035	2014 Budget Insurance				273,978	22,550	22,550	22,550	22,550	22,550	22,550	22,550	22,550	23,677	23,677	23,677	273,978	3.4%
15	Finance	801035	2015 Budget Insurance				283,821	22,862	22,862	22,862	22,862	22,888	22,888	22,888	22,888	26,045	26,045	26,045	283,821	10.0%
Comments: Anticipate 10% increase per marketplace.																				
39	Facilities	801040	2009	Janitorial Services	83,000	6,982	6,982	6,982	6,982	6,982	6,982	6,982	6,982	6,982	6,982	6,982	6,982	83,780		
39	Facilities	801040	2010	Janitorial Services	84,000	6,982	6,982	6,982	6,982	7,082	7,082	7,082	7,082	7,082	7,082	7,492	7,082	84,990	1.4%	
39	Facilities	801040	2011	Janitorial Services	90,000	7,082	7,082	7,293	7,293	7,293	7,293	7,293	7,293	7,293	7,653	7,293	7,293	87,458	2.9%	
39	Facilities	801040	2012	Janitorial Services	92,000	7,293	7,293	7,293	7,293	7,293	7,293	7,293	7,293	7,293	7,613	0	14,587	87,841	0.4%	
39	Facilities	801040	2013	Janitorial Services	87,677	7,293	7,921	7,921	0	7,921	8,291	8,296	8,421	16,843	8,421	8,421	8,421	98,174	11.8%	
39	Facilities	801040	2014 Forecast Janitorial Services				8,421	8,421	8,421	8,421	8,421	8,421	8,421	8,421	8,421	8,421	9,421	102,054	4.0%	
39	Facilities	801040	2014 Budget Janitorial Services				100,521	8,421	8,421	8,421	8,421	8,421	8,421	8,421	8,421	8,421	9,421	100,521	2.4%	
39	Facilities	801040	2015 Budget Janitorial Services				105,060	8,755	8,755	8,755	8,755	8,755	8,755	8,755	8,755	8,755	8,755	105,060	2.9%	
Anticipated rate increase is 3% per janitorial contractor.																				
39	Facilities	801045	2009	Landscaping	15,000	1,200	1,270	2,400	1,200	1,200	1,620	1,200	3,685	1,200	1,200	1,200	1,200	18,575		
39	Facilities	801045	2010	Landscaping	20,000	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	3,685	1,200	1,200	1,200	16,885	-9.1%	
39	Facilities	801045	2011	Landscaping	15,000	1,200	1,200	1,200	1,200	1,200	1,200	1,200	2,910	1,200	2,400	1,200	17,310	2.5%		
39	Facilities	801045	2012	Landscaping	12,000	1,200	1,200	0	0	0	0	0	0	0	0	2,400	4,800	-72.3%		
39	Facilities	801045	2013	Landscaping	7,085	0	0	0	0	0	0	1,050	2,100	1,050	0	2,100	6,300	31.3%		
39	Facilities	801045	2014 Forecast Landscaping				1,050	1,050	0	2,100	1,050	1,050	1,050	4,575	1,050	1,050	1,050	16,125	156.0%	
39	Facilities	801045	2014 Budget Landscaping				14,400	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400	128.6%	
39	Facilities	801045	2015 Budget Landscaping				14,400	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400	-10.7%	
Possible RFP during FY15																				
39	Facilities	801050	2009	Security	120,000	9,500	10,951	10,879	16,070	11,900	11,252	11,442	11,459	11,112	15,905	11,934	11,570	143,975		
39	Facilities	801050	2010	Security	145,000	11,542	12,254	18,258	13,090	13,075	17,908	13,124	13,111	13,230	13,664	13,451	12,645	165,352	14.8%	
39	Facilities	801050	2011	Security	185,000	18,268	8,580	19,383	14,016	13,980	18,836	8,699	15,087	13,854	20,609	9,022	24,932	185,265	12.0%	
39	Facilities	801050	2012	Security	200,000	14,169	14,169	14,037	16,026	21,835	30,229	22,438	21,988	21,807	22,609	21,640	31,179	252,126	36.1%	
39	Facilities	801050	2013	Security	197,838	16,323	16,641	16,325	16,905	16,132	17,113	17,121	16,511	17,772	12,884	8,972	25,177	197,875	-21.5%	
39	Facilities	801050	2014 Forecast Security				14,200	13,434	8,904	18,815	14,049	13,520	17,802	12,909	13,972	14,087	21,131	14,087	176,910	-10.6%
39	Facilities	801050	2014 Budget Security				180,632	14,087	14,087	14,087	21,131	14,087	11,587	14,087	14,087	14,087	21,131	14,087	180,632	-8.7%
39	Facilities	801050	2015 Budget Security				162,000	13,500	13,500	13,500	13,500	13,500	13,500	13,500	13,500	13,500	13,500	162,000	-8.4%	
Anticipating a possible 10% decrease due to Security RFP and staffing adjustments.																				

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
39	Facilities	801355	2009	Room Rental Expense													0			
39	Facilities	801355	2010	Room Rental Expense													0	0.0%		
39	Facilities	801355	2011	Room Rental Expense													0	0.0%		
39	Facilities	801355	2012	Room Rental Expense													0	0.0%		
39	Facilities	801355	2013	Room Rental Expense	0											0	0	0.0%		
39	Facilities	801355	2014 Forecast Room Rental Expense				815	0	507	234	1,219	8,588	191	504	35	550	550	550	13,743	0.0%
39	Facilities	801355	2014 Budget Room Rental Expense				0											0	0.0%	
39	Facilities	801355	2015 Budget Room Rental Expense				15,600	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	15,600	13.5%	
Includes holiday party rental and in-house catering supplies																				
39	Facilities	801360	2009	Special Events Expense													0			
39	Facilities	801360	2010	Special Events Expense													0	0.0%		
39	Facilities	801360	2011	Special Events Expense													0	0.0%		
39	Facilities	801360	2012	Special Events Expense													0	0.0%		
39	Facilities	801360	2013	Special Events Expense	0											0	0	0.0%		
39	Facilities	801360	2014 Forecast Special Events Expense				112	0	354	6,450	3,471	69	86	117	568	1,542	1,542	1,542	15,852	0.0%
39	Facilities	801360	2014 Budget Special Events Expense				18,500	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	18,500	0.0%
39	Facilities	801360	2015 Budget Special Events Expense				18,662	953	953	953	8,100	953	953	953	1,032	953	953	18,662	17.7%	
Includes Law Week and Pro Bono Week signage, food and beverage, etc. (Offset in large part by sponsorship income)																				
39	Facilities	801100	2009	Furniture & Appliances (<3K)	5,000	0	0	194	0	2,661	0	0	0	0	0	0	2,855			
39	Facilities	801100	2010	Furniture & Appliances (<3K)	5,000	427	0	0	0	609	0	0	3,102	662	0	579	5,379	88.4%		
39	Facilities	801100	2011	Furniture & Appliances (<3K)	7,500		1,251	663	713	5,634	0	1,010	2,118	1,380	3,297	221	16,287	202.8%		
39	Facilities	801100	2012	Furniture & Appliances (<3K)	15,000	0	0	0	380	595	0	0	600	401	0	200	2,176	-86.6%		
39	Facilities	801100	2013	Furniture & Appliances (<3K)	2,642	0	0	0	0	1,142	0	0	1,413	0	183	275	3,012	38.4%		
39	Facilities	801100	2014 Forecast Furniture & Appliances (<3K)				0	0	19	0	12	0	0	417	417	417	417	1,281	-57.5%	
39	Facilities	801100	2014 Budget Furniture & Appliances (<3K)				5,000	417	417	417	417	417	417	417	417	417	417	5,000	66.0%	
39	Facilities	801100	2015 Budget Furniture & Appliances (<3K)				1,920	160	160	160	160	160	160	160	160	160	160	1,920	49.9%	
Includes Law Week and Pro Bono Week signage, food and beverage, etc. (Offset in large part by sponsorship income)																				
39	Facilities	801110	2009	Equipment (<3K)	0	0	0	0	0	0	0	0	0	0	0	0	0			
39	Facilities	801110	2010	Equipment (<3K)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
39	Facilities	801110	2011	Equipment (<3K)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
39	Facilities	801110	2012	Equipment (<3K)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
39	Facilities	801110	2013	Equipment (<3K)	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
39	Facilities	801110	2014 Forecast Equipment (<3K)				2,310	1,600	0	0	0	0	96	387	0	0	0	4,393	0.0%	
39	Facilities	801110	2014 Budget Equipment (<3K)				2,800	2,800	0	0	0	0	0	0	0	0	0	2,800	0.0%	
39	Facilities	801110	2015 Budget Equipment (<3K)				3,600	300	300	300	300	300	300	300	300	300	300	3,600	-18.0%	
FAC: 10% reduction of current forecast																				
39	Facilities	801115	2009	Building Alterations (<3K)	25,000	1,201	2,648	84	2,450	617	27	0	303	0	6,113	2,791	16,234			
39	Facilities	801115	2010	Building Alterations (<3K)	4,000	3,898	781	1,010	2,438	1,598	7,168	-11,011	0	1,705	1,735	422	2,000	11,744	-27.7%	
39	Facilities	801115	2011	Building Alterations (<3K)	10,000	2,864	624	800	2,644	2,681	7,364	2,805	0	750	777	0	21,309	81.4%		
39	Facilities	801115	2012	Building Alterations (<3K)	15,000	0	0	3,245	0	480	0	0	0	195	0	185	4,105	-80.7%		
39	Facilities	801115	2013	Building Alterations (<3K)	14,192	2,021	0	0	3,065	6,958	0	4,832	0	0	0	978	17,853	334.9%		
39	Facilities	801115	2014 Forecast Building Alterations (<3K)				0	0	0	0	0	0	0	0	968	968	968	2,904	-83.7%	
39	Facilities	801115	2014 Budget Building Alterations (<3K)				11,616	968	968	968	968	968	968	968	968	968	968	11,616	-34.9%	
39	Facilities	801115	2015 Budget Building Alterations (<3K)				4,500	375	375	375	375	375	375	375	375	375	375	4,500	55.0%	
Technology:				FAC: 10% reduction of current forecast																

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Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc	
33	Technology	801210	2009	Software Maintenance	35,000	1,186	1,353	1,194	2,184	1,194	1,240	1,194	1,729	1,194	889	1,198	5,120	19,673	
33	Technology	801210	2010	Software Maintenance	35,000	1,222	1,114	1,382	3,608	1,871	2,086	1,441	6,244	2,415	3,347	9,022	1,979	35,731	81.6%
33	Technology	801210	2011	Software Maintenance	24,100	2,259	3,189	2,169	1,710	1,897	2,450	1,930	2,290	7,468	1,734	11,750	5,983	44,828	25.5%
33	Technology	801210	2012	Software Maintenance	45,000	6,788	1,349	974	4,265	1,363	4,049	5,022	11,423	974	974	1,255	15,021	53,459	19.3%
33	Technology	801210	2013	Software Maintenance	29,579	1,765	2,974	1,159	1,709	3,229	3,629	3,850	3,451	1,951	2,538	2,507	1,714	30,476	-43.0%
33	Technology	801210		2014 Forecast Software Maintenance		4,197	498	1,698	4,428	1,972	1,861	1,903	3,204	1,397	2,853	12,700	3	36,715	20.5%
33	Technology	801210		2014 Budget Software Maintenance	36,110	833	14,646	3	1,003	253	3	3	3,803	2,853	12,700	3	36,110	18.5%	
33	Technology	801210		2015 Budget Software Maintenance	15,883	1,093	1,093	1,093	1,093	1,095	1,445	1,236	1,236	1,236	1,596	1,739	1,928	15,883	-56.7%
TECH: Historical figures up to 2014 reflected software & hardware maintenance combined. Splitting them into separate accounts starting 2015. Includes Abra & Empower maintenance, previously coded as HR/Payroll expense.																			
33	Technology	801212	2009	Hardware Maintenance														0	
33	Technology	801212	2010	Hardware Maintenance														0	0.0%
33	Technology	801212	2011	Hardware Maintenance														0	0.0%
33	Technology	801212	2012	Hardware Maintenance														0	0.0%
33	Technology	801212	2013	Hardware Maintenance														0	0.0%
33	Technology	801212		2014 Forecast Hardware Maintenance														0	0.0%
33	Technology	801212		2014 Budget Hardware Maintenance	0													0	0.0%
33	Technology	801212		2015 Budget Hardware Maintenance	14,748	1,191	1,191	1,191	1,191	1,451	1,191	1,191	1,191	1,191	1,291	1,291	14,748	0.0%	
TECH: Hardware maintenance service renewals, etc.																			
33	Technology	801215	2009	Software (<3K)	0													0	
33	Technology	801215	2010	Software (<3K)	0													0	0.0%
33	Technology	801215	2011	Software (<3K)	0													0	0.0%
33	Technology	801215	2012	Software (<3K)	0													0	0.0%
33	Technology	801215	2013	Software (<3K)	0												0	0	0.0%
33	Technology	801215		2014 Forecast Software (<3K)	0	218	475	0	0	417	144	0	1,176	10,500	140	375	13,445	0.0%	
33	Technology	801215		2014 Budget Software (<3K)	30,375	7,750	0	3,200	1,500	1,000	350	0	5,560	10,500	140	375	30,375	0.0%	
33	Technology	801215		2015 Budget Software (<3K)	15,000	1,550	2,500	2,000	1,500	1,000	300	0	3,000	3,000	150	0	15,000	11.6%	
TECH: Hardware maintenance service renewals, etc.																			
33	Technology	801220	2009	Hardware (<3K)	10,000	3,461	3,755	1,443	769	0	87	5,578	610	2,435	339	23	388	18,888	
33	Technology	801220	2010	Hardware (<3K)	25,000	161	2,773	435	504	2,076	1,117	88	1,122	696	714	1,351	4,551	15,587	-17.5%
33	Technology	801220	2011	Hardware (<3K)	15,000	3,105	1,224	1,070	274	3,805	691	2,380	5,714	5,111	3,553	500	4,102	31,530	102.3%
33	Technology	801220	2012	Hardware (<3K)	30,000	203	541	198	57	176	193	392	3,818	1,679	11,505	315	4,284	23,361	-25.9%
33	Technology	801220	2013	Hardware (<3K)	24,421	1,074		3,613	388	1,448	1,194	2,183	592	931	413	0	978	12,815	-45.1%
33	Technology	801220		2014 Forecast Hardware (<3K)	0	0	0	0	69	0	550	339	352	0	0	0	1,309	-89.8%	
33	Technology	801220		2014 Budget Hardware (<3K)	5,000	1,000	0	1,000	3,000	0	0	0	0	0	0	0	5,000	-61.0%	
33	Technology	801220		2015 Budget Hardware (<3K)	4,500	1,000	0	0	1,000	1,000	0	1,500	0	0	0	0	4,500	243.7%	
TECH: Hardware maintenance service renewals, etc.																			
33	Technology	801225	2009	Computer Supplies	0													0	
33	Technology	801225	2010	Computer Supplies	0													0	0.0%
33	Technology	801225	2011	Computer Supplies	0													0	0.0%
33	Technology	801225	2012	Computer Supplies	0													0	0.0%
33	Technology	801225	2013	Computer Supplies	0												0	0	0.0%
33	Technology	801225		2014 Forecast Computer Supplies	0	0	0	68	78	0	330	0	0	0	500	0	976	0.0%	
33	Technology	801225		2014 Budget Computer Supplies	2,000	0	500	0	0	500	0	500	0	0	500	0	2,000	0.0%	
33	Technology	801225		2015 Budget Computer Supplies	1,500	0	400	0	0	400	0	400	0	0	300	0	1,500	53.7%	

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Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
33	Technology	801230	2009	Integrated Library System	42,000	3,008	3,166	3,166	3,166	3,166	3,286	3,286	3,286	3,286	3,286	3,286	38,556			
33	Technology	801230	2010	Integrated Library System	40,000	3,286	3,255	3,255	3,255	3,255	3,317	3,317	3,317	3,317	3,317	3,317	39,464	2.4%		
33	Technology	801230	2011	Integrated Library System	40,000	3,317	3,191	6,491	3,191	3,191	3,254	3,254	3,254	3,525	3,254	3,254	42,367	7.4%		
33	Technology	801230	2012	Integrated Library System	42,000	3,254	3,254	3,254	3,254	3,254	3,378	3,378	3,378	3,378	3,378	3,378	39,794	-6.1%		
33	Technology	801230	2013	Integrated Library System	41,817	3,456	3,456	3,456	3,456	3,456	3,557	3,557	3,557	3,557	3,557	3,557	42,078	5.7%		
33	Technology	801230	2014 Forecast Integrated Library System				3,560	3,560	3,560	3,560	3,560	3,699	3,699	3,699	3,600	3,600	3,600	43,256	2.8%	
33	Technology	801230	2014 Budget Integrated Library System				43,560	3,820	3,820	3,820	3,500	3,500	3,500	3,600	3,600	3,600	3,600	43,560	3.5%	
33	Technology	801230	2015 Budget Integrated Library System				45,000	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000	4.0%	
TECH: Annual increase of 3% in Voyager maintenance cost is applied by ILS vendor.																				
33	Technology	801235	2009	Telecommunications	30,000	1,946	2,857	1,310	3,550	3,054	4,356	2,714	1,685	1,871	2,151	2,166	2,102	29,763		
33	Technology	801235	2010	Telecommunications	35,000	2,099	1,370	5,079	2,187	2,420	2,612	2,300	2,191	1,825	2,551	1,674	2,200	28,508	-4.2%	
33	Technology	801235	2011	Telecommunications	30,000	1,737	1,927	2,250	2,266	3,840	2,151	2,366	2,215	2,581	2,349	2,201	2,542	28,425	-0.3%	
33	Technology	801235	2012	Telecommunications	42,000	2,736	1,584	2,158	2,371	2,435	1,958	2,140	2,185	2,237	2,166	2,360	4,107	28,438	0.0%	
33	Technology	801235	2013	Telecommunications	33,794	3,758	2,141	3,163	5,483	2,228	2,561	2,816	4,370	1,709	2,894	3,540	3,774	38,435	35.2%	
33	Technology	801235	2014 Forecast Telecommunications				945	3,235	1,567	2,640	2,935	4,022	976	2,526	1,921	2,500	2,500	28,267	-26.5%	
33	Technology	801235	2014 Budget Telecommunications				33,000	2,500	2,500	2,500	4,500	2,500	2,500	3,500	2,500	2,500	2,500	33,000	-14.1%	
33	Technology	801235	2015 Budget Telecommunications				28,267	945	3,235	1,567	2,640	2,935	4,022	976	2,526	1,921	2,500	2,500	28,267	0.0%
33	Technology	801245	2009	Tech & Data - Misc													0			
33	Technology	801245	2010	Tech & Data - Misc													0	0.0%		
33	Technology	801245	2011	Tech & Data - Misc													0	0.0%		
33	Technology	801245	2012	Tech & Data - Misc													0	0.0%		
33	Technology	801245	2013	Tech & Data - Misc	0											0	0	0.0%		
33	Technology	801245	2014 Forecast Tech & Data - Misc				0	0	0	35	0	0	0	0	200	0	0	235	0.0%	
33	Technology	801245	2014 Budget Tech & Data - Misc				1,000	0	300	0	200	0	300	0	0	200	0	0	1,000	0.0%
33	Technology	801245	2015 Budget Tech & Data - Misc				800	0	0	300	0	300	0	0	200	0	0	800	240.4%	
33	Technology	801250	2009	Services													0			
33	Technology	801250	2010	Services													0	0.0%		
33	Technology	801250	2011	Services													0	0.0%		
33	Technology	801250	2012	Services													0	0.0%		
33	Technology	801250	2013	Services	0											0	0	0.0%		
33	Technology	801250	2014 Forecast Services														0	0.0%		
33	Technology	801250	2014 Budget Services				0										0	0.0%		
33	Technology	801250	2015 Budget Services				5,000	0	0	500	1,000	500	500	500	500	500	0	5,000	0.0%	
General: Tech services: Misc. consulting \$5000.																				
15	Finance	801310	2009	Bank Charges	5,000	357	473	357	361	351	458	373	354	332	377	327	351	4,471		
15	Finance	801310	2010	Bank Charges	5,000	431	494	434	429	366	366	417	372	396	429	382	413	4,927	10.2%	
15	Finance	801310	2011	Bank Charges	5,000	520	580	518	468	480	425	451	404	507	436	495	485	5,768	17.1%	
15	Finance	801310	2012	Bank Charges	7,000	472	497	414	534	425	546	416	556	582	664	442	675	6,222	7.9%	
15	Finance	801310	2013	Bank Charges	6,609	747	509	535	412	539	501	459	451	567	549	499	508	6,276	0.9%	
15	Finance	801310	2014 Forecast Bank Charges				512	477	470	539	0	640	550	688	659	500	500	500	6,034	-3.9%
15	Finance	801310	2014 Budget Bank Charges				5,940	495	495	495	495	495	495	495	495	495	495	5,940	-5.4%	
15	Finance	801310	2015 Budget Bank Charges				6,034	512	477	470	539	0	640	550	688	659	500	500	6,034	0.0%
Includes charges from Bank of America and American Express merchant accounts. Bank of America payroll account and Bank of America Positive Pay services.																				
35	CMS	801315	2009	Bibliographical Services	280,000	5,149	1,172	12,009	13,278	7,953	9,569	9,497	7,373	10,503	8,375	11,846	11,211	107,937		
35	CMS	801315	2010	Bibliographical Services	200,000	11,786	9,539	296	-2,501	-1,343	42,159	19,898	12,005	7,946	17,385	22,684	50,665	190,518	76.5%	
35	CMS	801315	2011	Bibliographical Services	450,000	44,195	37,284	14,611	45,379	80,270	54,893	24,191	81,762	22,120	43,585	21,068	17,656	487,014	155.6%	
35	CMS	801315	2012	Bibliographical Services	35,000	9,541	11,626	534	599	556	1,017	606	557	577	635	612	1,487	28,347	-94.2%	
35	CMS	801315	2013	Bibliographical Services	7,521	664	645	673	647	636	656		1,266	605	611	664	1,598	8,666	-69.4%	
35	CMS	801315	2014 Forecast Bibliographical Services				635	33	0	0	1,282	681	696	628	608	710	710	710	6,693	-22.8%
35	CMS	801315	2014 Budget Bibliographical Services				9,470	1,660	710	710	710	710	710	710	710	710	710	9,470	9.3%	
35	CMS	801315	2015 Budget Bibliographical Services				9,700	725	725	725	725	725	725	725	725	725	725	1,725	9,700	44.9%
CMS: Based on OCLC subscription rate as approved by OCLC board.																				

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Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
35	CMS	801320	2009	Binding	50,000	6,431	6,070	1,817	5,480	2,829	5,243	1,960	1,501	4,224	3,977	7,404	7,159	54,096		
35	CMS	801320	2010	Binding	50,000	4,817	4,505	1,178	3,628	2,687	3,376	3,479	2,250	3,138	3,686	4,543	0	37,284	-31.1%	
35	CMS	801320	2011	Binding	50,000	0	0	0	7,279	4,482	4,951	368	0	0	0	0	0	17,081	-54.2%	
35	CMS	801320	2012	Binding	50,000	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%	
35	CMS	801320	2013	Binding	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
35	CMS	801320	2014 Forecast Binding				0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
35	CMS	801320	2014 Budget Binding				0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
		801320	2015 Budget Binding				0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
17	Executive Off	801325	2009	Board Expense	0													0		
17	Executive Off	801325	2010	Board Expense	0												1,432	1,432	0.0%	
17	Executive Off	801325	2011	Board Expense	0												2,219	2,219	55.0%	
17	Executive Off	801325	2012	Board Expense	0												2,102	2,102	-5.3%	
17	Executive Off	801325	2013	Board Expense	1,500	202	-134	114	230	167	174	119	0	-228	79	62	218	1,001	-52.4%	
17	Executive Off	801325	2014 Forecast Board Expense				122	0	104	79	106	84	136	66	196	110	110	1,223	22.1%	
17	Executive Off	801325	2014 Budget Board Expense				1,000	83	83	83	83	83	83	83	83	83	83	1,000	-0.1%	
		801325	2015 Budget Board Expense				4,300	3,108	108	108	108	108	108	108	108	108	108	4,300	251.7%	
Comments: 12 Board meetings per year plus committee meetings; reception in July																				
37	Communicati	801330	2009	Staff Meals & Events	15,000	695	700	148	386	197	6,573	283	360	448	834	293	265	11,182		
37	Communicati	801330	2010	Staff Meals & Events	15,000	4,973	400	979	647	1,201	319	5,276	545	1,620	320	393	465	17,139	53.3%	
37	Communicati	801330	2011	Staff Meals & Events	15,500	5,017	922	542	471	573	7,806	916	563	486	702	506	534	19,037	11.1%	
37	Communicati	801330	2012	Staff Meals & Events	15,000	847	527	116	108	1,044	4,556	1,011	0	70	0	0	206	8,485	-55.4%	
37	Communicati	801330	2013	Staff Meals & Events	9,630	0	117	38	82	30	5,763	2,462	42	0	282	605	0	9,420	11.0%	
37	Communicati	801330	2014 Forecast Staff Meals & Events				0	392	214	104	170	761	612	0	191	200	0	2,643	-71.9%	
37	Communicati	801330	2014 Budget Staff Meals & Events				2,600	200	1,000	0	0	1,000	200	0	200	0	0	2,600	-72.4%	
		801330	2015 Budget Staff Meals & Events				2,115	50	575	50	75	250	900	25	30	30	50	50	2,115	-20.0%
COM: Funds distributed monthly throughout the year would allow "employee celebrations" for anniversaries, birthdays, births, holidays, (summer monthly ice cream socials)etc																				
15	Finance	801335	2009	Supplies - Office	26,000	1,908	2,230	2,136	2,954	1,290	2,130	2,165	3,672	2,225	2,717	1,506	3,769	28,700		
15	Finance	801335	2010	Supplies - Office	30,000	2,083	464	2,775	916	1,752	1,559	1,865	1,799	2,298	2,113	933	5,417	23,974	-16.5%	
15	Finance	801335	2011	Supplies - Office	20,000	1,953	862	1,163	1,769	2,925	9,076	3,544	1,750	1,546	1,482	2,474	2,606	31,148	29.9%	
15	Finance	801335	2012	Supplies - Office	40,000	1,286	2,791	1,668	851	2,800	3,342	2,405	2,447	2,530	2,087	1,707	3,275	27,187	-12.7%	
15	Finance	801335	2013	Supplies - Office	30,448	1,236	970	4,146	2,835	1,444	1,668	736	1,364	1,087	803	874	1,053	18,214	-33.0%	
15	Finance	801335	2014 Forecast Supplies - Office				695	1,751	2,838	30	761	1,226	496	438	786	833	833	833	11,520	-36.8%
15	Finance	801335	2014 Budget Supplies - Office				10,000	833	833	833	833	833	833	833	833	833	833	833	10,000	-45.1%
		801335	2015 Budget Supplies - Office				12,096	730	1,839	2,980	32	799	1,287	521	460	825	875	875	12,096	5.0%
Comments: MJ: 5% increase over last year actuals. 2 HP color copiers will increase the cost of toners. Heavier inhouse printing of collateral materials, flyers, signs, etc.																				
35	CMS	801337	2009	Supplies - Library Materials														0		
35	CMS	801337	2010	Supplies - Library Materials														0	0.0%	
35	CMS	801337	2011	Supplies - Library Materials														0	0.0%	
35	CMS	801337	2012	Supplies - Library Materials														0	0.0%	
35	CMS	801337	2013	Supplies - Library Materials	0	1,454	280	0	1,052	959	1,169	590	1,530	1,864	264	2,895	0	12,056	0.0%	
35	CMS	801337	2014 Forecast Supplies - Library Materials				1,776	0	966	0	865	0	1,191	1,657	0	794	794	794	8,837	-26.7%
35	CMS	801337	2014 Budget Supplies - Library Materials				11,103	1,454	0	1,052	959	1,169	590	1,633	1,864	794	794	794	11,103	-7.9%
		801337	2015 Budget Supplies - Library Materials				9,993	1,309	0	946	863	1,052	531	1,469	1,678	715	715	715	9,993	13.1%

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Dept.	Dept. Name	GL No.	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc			
35	Communicati	801340	2009	Stationary, Business Cards, etc	7,000	6,309	0	333	385	0	476	0	0	0	331	0	1,906	9,741		
35	Communicati	801340	2010	Stationary, Business Cards, etc	10,000	5,430	0	132	0	0	0	1,357	414	0	263	969	8,565	-12.1%		
35	Communicati	801340	2011	Stationary, Business Cards, etc	9,000	1,804	0	246	81	114	0	1,927	0	955	6,635	0	11,762	37.3%		
35	Communicati	801340	2012	Stationary, Business Cards, etc	15,000	645	458	0	1,295	387	36	26	582	409	764	134	0	4,734	-59.8%	
35	Communicati	801340	2013	Stationary, Business Cards, etc	7,025	169	1,201	670	79	622	329	174	602	543	0	0	4,388	-7.3%		
35	Communicati	801340	2014 Forecast Stationary, Business Cards, etc.			0	0	114	112	0	71	0	196	250	250	250	1,243	-71.7%		
35	Communicati	801340	2014 Budget Stationary, Business Cards, etc			6,000	500	500	500	500	500	500	500	500	500	500	6,000	36.7%		
		801340	2015 Budget Stationary, Business Cards, etc			1,340	125	125	125	125	65	75	75	125	125	125	1,340	7.8%		
P&P: JL, LT and Members program will need business cards. MM and RM anticipate enough to carry through budget cycle																				
39	Facilities	801345	2009	Delivery & Postage	20,000	924	3,071	732	898	851	550	1,867	813	527	913	1,802	809	13,756		
15	Facilities	801345	2010	Delivery & Postage	18,000	1,542	912	1,806	1,538	1,019	1,398	632	1,895	2,132	711	2,244	1,817	17,647	28.3%	
15	Facilities	801345	2011	Delivery & Postage	18,000	2,039	595	2,125	1,062	1,872	2,337	1,322	1,842	1,037	2,841	2,181	1,172	20,425	15.7%	
15	Facilities	801345	2012	Delivery & Postage	22,000	600	3,115	1,514	2,220	700	911	1,487	3,647	1,576	978	587	3,001	20,337	-0.4%	
15	Facilities	801345	2013	Delivery & Postage	18,161	1,125	1,889	792	686	2,241	1,276	633	1,309	642	217	576	722	12,108	-40.5%	
15	Facilities	801345	2014 Forecast Delivery & Postage			220	533	107	516	338	87	443	223	350	350	350	4,068	-66.4%		
15	Facilities	801345	2014 Budget Delivery & Postage			10,000	833	833	833	833	833	833	833	833	833	833	10,000	-17.4%		
		801345	2015 Budget Delivery & Postage			3,900	325	325	325	325	325	325	325	325	325	325	3,900	-4.1%		
P&P: Projection based on 50 mailer envelopes sent out during Pro Bono Week and 50 mailer envelopes sent out during Law Week - cost of postage: \$2.00. Anticipate @ 30 vs usual average of 12 Member packet mailings to go out this fiscal year due to anticipated additional remote subscribers to the bronze level which will require shipping. Member packets cost \$7 to ship.CIRC: TECH: CMS: COM: FAC:																				
15	Finance	801350	2009	Kitchen Supplies	5,000	169	321	358	246	652	124	285	261	429	463	503	295	4,106		
15	Finance	801350	2010	Kitchen Supplies	5,000	147	580	129	349	525	138	127	170	673	155	167	404	3,565	-13.2%	
15	Finance	801350	2011	Kitchen Supplies	3,600	395	442	334	185	302	1,446	370	413	404	288	683	2,617	7,880	121.1%	
15	Finance	801350	2012	Kitchen Supplies	8,500	555	835	668	1,064	921	1,023	1,461	1,082	671	797	634	741	10,451	32.6%	
15	Finance	801350	2013	Kitchen Supplies	8,655	671	747	704	515	544	722	325	451	1,000	353	701	3,367	10,100	-3.4%	
15	Finance	801350	2014 Forecast Kitchen Supplies			254	242	392	348	627	272	475	838	286	375	375	375	4,860	-51.9%	
15	Finance	801350	2014 Budget Kitchen Supplies			6,132	786	486	486	486	486	486	486	486	486	486	486	6,132	-39.3%	
		801350	2015 Budget Kitchen Supplies			4,860	254	242	392	348	627	272	475	838	286	375	375	4,860	0.0%	
Comments: RFQ for coffee expected to be close to forecast.																				
23	P&P	801365	2009	Grant Application Expense														0		
23	P&P	801365	2010	Grant Application Expense														0	0.0%	
23	P&P	801365	2011	Grant Application Expense														0	0.0%	
23	P&P	801365	2012	Grant Application Expense														0	0.0%	
23	P&P	801365	2013	Grant Application Expense	0											0		0	0.0%	
23	P&P	801365	2014 Forecast Grant Application Expense			0	0	0	0	0	0	0	0	500	0	0	500	0.0%		
23	P&P	801365	2014 Budget Grant Application Expense			1,000	0	1,000	0	0	0	0	0	0	0	0	1,000	0.0%		
		801365	2015 Budget Grant Application Expense			0	0	0	0	0	0	0	0	0	0	0	0	-100.0%		
Comments: Same as forecast.																				
33	Technology	801370	2009	Copy Center Expense	30,000	2,395	1,499	952	1,025	2,080	817	10,673	1,696	1,241	1,054	1,032	1,925	26,388		
33	Technology	801370	2010	Copy Center Expense	30,000	1,721	1,743	1,796	1,541	1,825	1,245	10,474	1,444	1,807	1,463	1,905	1,066	28,028	6.2%	
33	Technology	801370	2011	Copy Center Expense	30,000	1,444	1,425	1,098	1,091	1,817	794	11,878	1,124	1,561	1,533	2,438	1,169	27,372	-2.3%	
33	Technology	801370	2012	Copy Center Expense	30,000	2,170	1,839	2,349	1,754	1,958	1,757	11,808	1,736	1,696	1,802	1,560	2,091	32,521	18.8%	
33	Technology	801370	2013	Copy Center Expense	25,117	1,448	1,856	1,161	1,058	1,713	1,633	10,357	1,824	1,347	1,634	2,716	2,108	28,855	-11.3%	
33	Technology	801370	2014 Forecast Copy Center Expense			1,521	554	3,385	374	2,528	934	9,868	1,497	787	1,700	1,700	1,700	26,549	-8.0%	
33	Technology	801370	2014 Budget Copy Center Expense			27,000	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	27,000	-6.4%	
		801370	2015 Budget Copy Center Expense			26,549	1,521	554	3,385	374	2,528	934	9,868	1,497	787	1,700	1,700	1,700	26,549	0.0%
Comments: Same as forecast.																				
15	Finance	801375	2009	General - Misc	2,000	0	0	0	295	0	10,065	0	0	33,321	144	0	0	43,824		
15	Finance	801375	2010	General - Misc	5,000	15	0	221	0	1,454	0	0	0	119	0	23,000	368	25,177	-42.6%	
15	Finance	801375	2011	General - Misc	5,000	0	0	0	0	0	0	0	0	11	45,099	300	45,410	80.4%		
15	Finance	801375	2012	General - Misc	75,000	1,118	43	0	30	0	0	0	13,546	32,670	50	24	47,531	4.7%		
15	Finance	801375	2013	General - Misc	23,914	50	160	0	569	393	242	0	0	491	627	1,320	3,852	-91.9%		
15	Finance	801375	2014 Forecast General - Misc			0	85	0	338	7	0	0	96	85	85	85	781	-79.7%		
15	Finance	801375	2014 Budget General - Misc			0											0	-100.0%		
		801375	2015 Budget General - Misc			781	0	85	0	338	7	0	96	85	85	85	781	0.0%		
Comments: Same as forecast.																				

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc	
23	R&R	801380	2009														0		
23	R&R	801380	2010														0	0.0%	
23	R&R	801380	2011														0	0.0%	
23	R&R	801380	2012														0	0.0%	
23	R&R	801380	2013														0	0.0%	
23	R&R	801380	2014 Forecast Course Registration														0	0.0%	
23	R&R	801380	2014 Budget	Course Registration	0												0	0.0%	
		801380	2015 Budget	Course Registration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
17	Executive Off	801385	2009														0		
17	Executive Off	801385	2010														0	0.0%	
17	Executive Off	801385	2011														0	0.0%	
17	Executive Off	801385	2012														0	0.0%	
17	Executive Off	801385	2013														0	0.0%	
17	Executive Off	801385	2014 Forecast Friends of Law Library														0	0.0%	
17	Executive Off	801385	2014 Budget	Friends of Law Library	0												0	0.0%	
		801385	2015 Budget	Friends of Law Library	200	0	0	50	0	0	50	0	0	50	0	0	50	200	0.0%
Professional Development:				Comments: Anticipate minimum spend in this.															
ALL		803105	2009	Travel															
ALL		803105	2010	Travel												10,600	10,600	0.0%	
ALL		803105	2011	Travel												24,176	24,176	128.1%	
ALL		803105	2012	Travel												17,577	17,577	-27.3%	
ALL		803105	2013	Travel	17,005	10,012	566	0	0	75	0	440	0	385	0	1,170	-995	11,652	-33.7%
ALL		803105	2014 Forecast Travel														4,744	-59.3%	
ALL		803105	2014 Budget	Travel	5,100	3,600	0	0	0	0	0	0	0	400	0	800	300	5,100	-56.2%
		803105	2015 Budget	Travel	4,800	1,800	800	0	550	0	0	0	700	0	650	300	4,800	1.2%	
				6 staff to AALL, 3 staff to SCALL, 1 staff to CCCLL 2 meetings, 1 staff to Equal Justice, Tech: VM World 2014 conference															
ALL		803110	2009	Meals															
ALL		803110	2010	Meals															
ALL		803110	2011	Meals															
ALL		803110	2012	Meals															
ALL		803110	2013	Meals	0											0	0	0.0%	
ALL		803110	2014 Forecast Meals														121	0.0%	
ALL		803110	2014 Budget	Meals	0	0	0	0	0	74	23	25	0	0	0	0	0	0	0.0%
		803110	2015 Budget	Meals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
ALL		803113	2009	Incidental & Miscellaneous															
ALL		803113	2010	Incidental & Miscellaneous															
ALL		803113	2011	Incidental & Miscellaneous															
ALL		803113	2012	Incidental & Miscellaneous															
ALL		803113	2013	Incidental & Miscellaneous	0											0	0	0.0%	
ALL		803113	2014 Forecast Incidental & Miscellaneous														2,085	0.0%	
ALL		803113	2014 Budget	Incidental & Miscellaneous	565	125	55	0	75	0	0	55	75	0	55	0	125	565	0.0%
		803113	2015 Budget	Incidental & Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
ALL		803115	2009	Membership Dues	13,000	350	110	40	405	374	125	5,940	74	355	3,435	0	500	11,708	
ALL		803115	2010	Membership Dues	13,000	349	971	0	415	0	260	5,940	0	0	382	3,449	0	11,767	0.5%
ALL		803115	2011	Membership Dues	13,000	366	165	1,640	384	365	12,920	5,940	200	330	117	4,157	0	26,584	125.9%
ALL		803115	2012	Membership Dues	15,000	500	636	80	564	335	8,115	365	180	0	789	4,521	0	16,085	-39.5%
ALL		803115	2013	Membership Dues	5,065	0	750	0	0	365	500	0	0	5,980	0	0	4,080	11,675	-27.4%
ALL		803115	2014 Forecast Membership Dues														6,895	-40.9%	
ALL		803115	2014 Budget	Membership Dues	6,200	0	0	0	0	0	200	0	0	6,000	0	0	0	6,200	-46.9%
		803115	2015 Budget	Membership Dues	9,614	175	0	0	0	0	200	6,420	0	0	1,700	750	369	9,614	39.4%
				AALL annual Membership dues; 1 government employee rate to LACBA (\$100) + 1 section (\$35 for Barristers section) \$75 membership in Center for Nonprofit Management. \$200 for ELUNA (i.e. Voyager user group).															

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.	Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc		
ALL	803120	2009	Registration Fees	30,000	1,000	7,774	150	1,337	950	-296	0	465	2,095	210	625	1,825	16,135		
ALL	803120	2010	Registration Fees	15,000	525	336	-335	885	45	2,905	1,918	3,977	2,355	8,829	6,766	2,755	30,963	91.9%	
ALL	803120	2011	Registration Fees	20,000	5,543	4,215	6,100	8,467	5,618	19,433	5,717	1,813	4,344	5,367	7,823	3,699	78,139	152.4%	
ALL	803120	2012	Registration Fees	40,000	4,178	1,968	2,797	6,985	1,234	1,954	218	6,045	1,700	6,485	-30	5,818	39,351	-49.6%	
ALL	803120	2013	Registration Fees	22,948	4,665	10	10	243	10	10	40	170	744	30	99	199	6,230	-84.2%	
ALL	803120	2014 Forecast	Registration Fees	2,795	0	190	0	155	50	0	115	0	0	500	300	4,105	-34.1%		
ALL	803120	2014 Budget	Registration Fees	3,550	2,500	0	0	0	0	0	0	250	0	500	300	3,550	-43.0%		
ALL	803120	2015 Budget	Registration Fees	3,523	1,099	0	0	125	50	0	0	300	224	0	525	1,200	3,523	-14.2%	
AALL and other educational program registrations; InfoPeople courses (2) @ \$75 each; Statewide pro bono conference \$50; Equal Justice Conference & SRLN preconference (\$525/grants available).																			
ALL	803125	2009	Educational Materials														0		
ALL	803125	2010	Educational Materials														0	0.0%	
ALL	803125	2011	Educational Materials														0	0.0%	
ALL	803125	2012	Educational Materials														0	0.0%	
ALL	803125	2013	Educational Materials	0												0	0	0.0%	
ALL	803125	2014 Forecast	Educational Materials	0	0	0	0	0	0	0	0	0	0	600	0	600	0.0%		
ALL	803125	2014 Budget	Educational Materials	3,000	0	800	0	0	800	0	0	800	0	0	600	0	3,000	0.0%	
ALL	803125	2015 Budget	Educational Materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%	
Communications & Market Library related materials typically included in collection																			
37	Communicati	803205	2009	Services													0		
37	Communicati	803205	2010	Services													0	0.0%	
37	Communicati	803205	2011	Services													0	0.0%	
37	Communicati	803205	2012	Services					6,250								6,250	0.0%	
37	Communicati	803205	2013	Services	0											0	0	-100.0%	
37	Communicati	803205	2014 Forecast	Services	0	0	0	0	0	0	0	0	500	500	700	1,700	0.0%		
37	Communicati	803205	2014 Budget	Services	11,200	2,000	1,500	1,500	1,000	1,000	1,000	500	500	500	500	700	11,200	0.0%	
37	Communicati	803205	2015 Budget	Services	2,350	200	250	200	200	200	200	150	150	200	200	200	2,350	38.2%	
New materials needed; budget limitation will impact promotion																			
37	Communicati	803210	2009	Collateral Materials	70,000	0	3,125	15	3,990	0	732	3,015	555	219	907	558	2,916	16,033	
37	Communicati	803210	2010	Collateral Materials	40,000	195	30	30	95	213	181	630	121	262	1,700	2,871	1,596	7,924	-50.6%
37	Communicati	803210	2011	Collateral Materials	45,000	1,971	6,124	976	493	3,653	537	974	401	78	6,405	3,626	1,783	27,020	241.0%
37	Communicati	803210	2012	Collateral Materials	65,000	771	4,025	2,153	6,077	1	561	1,728	25	309	8,233	1,599	7,506	32,987	22.1%
37	Communicati	803210	2013	Collateral Materials	50,261	1,050		2,678	10,702	2,122	109	-2,784	5,000	1,449	3,424	2,214	712	26,675	0.0%
37	Communicati	803210	2014 Forecast	Collateral Materials	0	0	0	0	0	0	0	207	0	250	250	0	707	-97.4%	
37	Communicati	803210	2014 Budget	Collateral Materials	9,500	4,000	1,000	1,000	500	500	500	500	500	250	250	0	9,500	-64.4%	
37	Communicati	803210	2015 Budget	Collateral Materials	1,300	100	100	150	150	100	100	100	100	100	100	100	1,300	83.9%	
New materials needed; budget limitation will impact promotion																			
37	Communicati	803215	2009	Advertising													0		
37	Communicati	803215	2010	Advertising													0	0.0%	
37	Communicati	803215	2011	Advertising													0	0.0%	
37	Communicati	803215	2012	Advertising													0	0.0%	
37	Communicati	803215	2013	Advertising	0											0	0	0.0%	
37	Communicati	803215	2014 Forecast	Advertising	600	0	750	625	500	250	225	850	500	500	300	300	5,400	0.0%	
37	Communicati	803215	2014 Budget	Advertising	7,800	500	1,500	1,000	1,000	500	700	500	500	500	300	300	7,800	0.0%	
37	Communicati	803215	2015 Budget	Advertising	4,350	500	600	600	600	250	500	250	300	100	200	200	4,350	-19.4%	
Reduction will impact promotion and relationships with organizations seeking LALL sponsorship																			

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc
37	Communicati	803220	2009															
37	Communicati	803220	2010														0	0.0%
37	Communicati	803220	2011														0	0.0%
37	Communicati	803220	2012														0	0.0%
37	Communicati	803220	2013													0	0	0.0%
37	Communicati	803220	2014 Forecast	Trade Shows & Outreach	0	0	0	250	0	0	0	1,245	0	792	792	792	3,870	0.0%
37	Communicati	803220	2014 Budget	Trade Shows & Outreach	9,500	792	792	792	792	792	792	792	792	792	792	792	9,500	0.0%
37	Communicati	803220	2015 Budget	Trade Shows & Outreach	3,420	285	285	285	285	285	285	285	285	285	285	285	3,420	-11.6%
Cut will affect marketing and promotions. Constant Contact increase of \$85.																		
Travel & Entertainment																		
ALL	803305	2009															0	
ALL	803305	2010															0	0.0%
ALL	803305	2011															0	0.0%
ALL	803305	2012															0	0.0%
ALL	803305	2013		5,000	622	213		1,764	600	24	18	17	0	0	0	0	3,257	0.0%
ALL	803305	2014 Forecast	Travel		0	0	20	20	6	5	0	0	0	0	0	0	51	-98.4%
ALL	803305	2014 Budget	Travel		0												0	-100.0%
ALL	803305	2015 Budget	Travel		0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
ALL	803310	2009															0	
ALL	803310	2010														3,292	3,292	0.0%
ALL	803310	2011														2,753	2,753	-16.4%
ALL	803310	2012														2,587	2,587	-6.1%
ALL	803310	2013		2,000	0	192	156	233	321	147	0	0	0	93	0	398	1,539	-40.5%
ALL	803310	2014 Forecast	Meals		0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
ALL	803310	2014 Budget	Meals		0												0	-100.0%
ALL	803310	2015 Budget	Meals		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
ALL	803315	2009															0	
ALL	803315	2010															0	0.0%
ALL	803315	2011															0	0.0%
ALL	803315	2012															0	0.0%
ALL	803315	2013		0												0	0	0.0%
ALL	803315	2014 Forecast	Entertainment		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
ALL	803315	2014 Budget	Entertainment		0												0	0.0%
ALL	803315	2015 Budget	Entertainment		0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
ALL	803320	2009															0	
ALL	803320	2010														374	374	0.0%
ALL	803320	2011														763	763	104.1%
ALL	803320	2012														2,715	2,715	255.9%
ALL	803320	2013		0	99	0	257	534	176	447	13	209	270	52	240	128	2,425	-10.7%
ALL	803320	2014 Forecast	Ground Transport & Mileage Reimb		54	54	56	209	185	241	149	107	192	300	300	300	2,147	-11.5%
ALL	803320	2014 Budget	Ground Transport & Mileage F	3,600	300	300	300	300	300	300	300	300	300	300	300	300	3,600	48.4%
ALL	803320	2015 Budget	Ground Transport & Mileage F	3,755	305	340	305	340	340	210	305	340	340	305	340	285	3,755	74.9%
R&R: traveling for office hoursP&P: LT: 10 trips to each: VN, Compton, Pomona, Santa Monica. Exclude Norwalk and Long Beach. 5 trips to Lancaster. JL: 4 trips to Torrance re classes. CIRC: TECH: IT staff branch trip mileage.CMS: COM: FAC:																		

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc			
ALL		803325	2009	Incidental travel expenses													0				
ALL		803325	2010	Incidental travel expenses													0	0.0%			
ALL		803325	2011	Incidental travel expenses													0	0.0%			
ALL		803325	2012	Incidental travel expenses													0	0.0%			
ALL		803325	2013	Incidental travel expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%			
ALL		803325	2014 Forecast Incidental travel expenses				0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
ALL		803325	2014 Budget Incidental travel expenses				200	200	0	0	0	0	0	0	0	0	0	200	0.0%		
ALL		803325	2015 Budget Incidental travel expenses				0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
Professional services:																					
15	Finance	804005	2009	Accounting	25,000	0	3,130	0	0	1,500	11,328	3,300	6,975	0	0	0	26,233				
15	Finance	804005	2010	Accounting	25,000	375	0	0	0	14,500	0	0	0	0	0	0	14,875	-43.3%			
15	Finance	804005	2011	Accounting	17,000	0	0	0	0	14,500	0	0	0	0	0	0	14,500	-2.5%			
15	Finance	804005	2012	Accounting	17,000	0	0	0	0	14,175	0	0	225	12,000	0	0	26,400	82.1%			
15	Finance	804005	2013	Accounting	15,000	0	0	0	7,500	0	7,500	0	56	0	0	0	15,056	-43.0%			
15	Finance	804005	2014 Forecast Accounting				0	60	7,750	7,750	0	0	0	1,000	0	0	0	16,560	10.0%		
15	Finance	804005	2014 Budget Accounting				15,750	0	0	7,875	0	7,875	0	0	0	0	0	15,750	4.6%		
		804005	2015 Budget Accounting				17,000	0	8,000	8,000	0	0	0	1,000	0	0	0	17,000	2.7%		
Comments: Per auditors.																					
15	Finance	804008	2009	Consulting Services	257,500	24,750	0	5,815	3,892	2,985	0	617	2,637	8,201	966	39,897	19,894	109,652			
15	Finance	804008	2010	Consulting Services	100,000	180	53,946	7,769	49,954	40,888	71,544	-218,936	14,174	-5,056	0	150	0	14,613	-86.7%		
15	Finance	804008	2011	Consulting Services	20,000	0	0	0	0	656	1,823	1,463	0	1,463	3,000	0	8,405	-42.5%			
15	Finance	804008	2012	Consulting Services	70,000	0	0	0	0	0	0	8,136	0	0	0	0	8,136	-3.2%			
15	Finance	804008	2013	Consulting Services	30,741	3,751	5,640	5,580	4,027	0	3,243	3,149	0	0	0	1,550	26,940	231.1%			
15	Finance	804008	2014 Forecast Consulting Services				0	0	0	0	0	0	4,638	3,788	3,333	3,333	3,333	18,425	-31.6%		
15	Finance	804008	2014 Budget Consulting Services				5,000	417	417	417	417	417	417	417	417	417	417	5,000	-81.4%		
		804008	2015 Budget Consulting Services				39,996	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	39,996	117.1%		
Comments: HR services offset by the elimination of a senior level position in FY 2014.																					
17	Executive Off	804010	2009	Legal	90,000	2,442	30,764	8,018	25,834	14,794	19,106	6,225	111,503	5,856	5,898	5,303	5,134	240,876			
17	Executive Off	804010	2010	Legal	100,000	3,228	0	814	2,227	1,037	120	260	2,076	400	0	1,019	670	11,851	-95.1%		
17	Executive Off	804010	2011	Legal	100,000	0	1,188	0	4,158	0	2,786	1,978	14,272	5,986	35,303	14,025	37,654	117,349	890.2%		
17	Executive Off	804010	2012	Legal	65,000	6,932	20,394	0	8,155	3,811	1,357	1,902	6,396	2,214	2,102	7,495	9,740	70,496	-39.9%		
17	Executive Off	804010	2013	Legal	43,176	4,095	3,588	4,755	0	10,958	1,780	98	39	347	0	10,532	0	36,192	-48.7%		
17	Executive Off	804010	2014 Forecast Legal				180	0	0	4,238	0	390	0	0	2,500	0	2,500	9,808	-72.9%		
17	Executive Off	804010	2014 Budget Legal				30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000	-17.1%		
		804010	2015 Budget Legal				10,000	833	833	833	833	833	833	833	833	833	833	10,000	2.0%		
Comments: HR services offset by the elimination of a senior level position in FY 2014.																					
17	Executive Off	804015	2009	Professional Svcs - Other													0				
17	Executive Off	804015	2010	Professional Svcs - Other													0	0.0%			
17	Executive Off	804015	2011	Professional Svcs - Other													0	0.0%			
17	Executive Off	804015	2012	Professional Svcs - Other													0	0.0%			
17	Executive Off	804015	2013	Professional Svcs - Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%			
17	Executive Off	804015	2014 Forecast Professional Svcs - Other				0	0	0	0	0	0	0	0	2,083	2,083	2,083	6,250	0.0%		
17	Executive Off	804015	2014 Budget Professional Svcs - Other				0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
		804015	2015 Budget Professional Svcs - Other				0	0	0	0	0	0	0	0	0	0	0	0	-100.0%		
Depreciation:																					
15	Finance	806105	2009	Depreciation - Library Materia	2,600,000	212,471	214,008	215,824	219,181	222,386	224,668	227,846	230,033	231,448	232,731	148,036	218,895	2,597,526			
15	Finance	806105	2010	Depreciation - Library Materia	2,700,000	220,977	222,445	224,102	227,757	231,351	233,276	218,067	221,148	222,951	224,665	226,958	229,515	2,703,212	4.1%		
15	Finance	806105	2011	Depreciation - Library Materia	2,916,000	231,644	233,672	235,613	237,306	239,153	241,713	224,695	227,149	232,377	236,798	238,727	241,139	2,819,986	4.3%		
15	Finance	806105	2012	Depreciation - Library Materia	3,061,800	242,168	245,255	246,462	248,487	250,340	254,922	259,824	220,962	245,306	248,537	250,302	252,296	2,964,861	5.1%		
15	Finance	806105	2013	Depreciation - Library Materia	3,059,795	254,253	255,909	257,502	258,914	261,164	263,263	242,119	246,173	251,669	244,919	246,434	241,924	3,024,243	2.0%		
15	Finance	806105	2014 Forecast Depreciation - Library Materials				243,106	244,157	245,870	242,706	243,000	244,912	230,762	232,671	237,061	238,061	239,061	240,061	2,881,427	-4.7%	
15	Finance	806105	2014 Budget Depreciation - Library Materia				2,851,021	243,383	234,241	225,777	228,347	230,916	233,486	236,055	238,624	241,194	243,763	246,333	248,902	2,851,021	-5.7%
		806105	2015 Budget Depreciation - Library Materia				2,976,990	245,862	247,473	249,084	250,728	253,727	257,401	242,822	242,691	244,335	245,978	247,622	249,266	2,976,990	3.3%
Comments: MJ: Reflects FY 15 collection budget at \$ 2,846,538. 3.8% increase over FY 2014 due to FY 14's book write-off. No anticipated write-off's in FY 15.																					

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc			
15	Finance	806110	2009	Depreciation - FF&E	120,000	12,513	13,078	13,148	12,794	13,127	13,222	13,222	13,026	13,166	13,166	13,083	13,112	156,657			
15	Finance	806110	2010	Depreciation - FF&E	455,000	13,074	13,493	14,066	14,338	14,388	14,466	14,350	14,381	14,462	16,436	18,608	19,563	181,626	15.9%		
15	Finance	806110	2011	Depreciation - FF&E	275,000	19,912	19,804	20,090	20,629	21,175	21,383	19,111	19,250	19,410	20,041	20,471	16,734	238,010	31.0%		
15	Finance	806110	2012	Depreciation - FF&E	330,000	16,385	16,385	16,385	16,358	16,331	16,245	16,378	6,912	16,164	16,181	16,979	35,449	206,152	-13.4%		
15	Finance	806110	2013	Depreciation - FF&E	690,398	52,769	52,580	52,675	52,785	52,797	52,838	52,868	52,868	52,868	-150,850	32,449	31,925	388,572	88.5%		
15	Finance	806110	2014 Forecast Depreciation - FF&E				31,976	31,939	31,800	31,661	32,000	31,561	30,664	30,673	30,840	31,000	31,000	31,000	376,113	-3.2%	
15	Finance	806110	2014 Budget Depreciation - FF&E				429,335	31,984	31,978	33,609	35,239	35,189	35,269	35,436	37,316	38,444	38,569	38,275	38,027	429,335	10.5%
15	Finance	806110	2015 Budget Depreciation - FF&E				353,598	29,759	29,471	29,465	29,315	28,923	29,278	29,492	29,353	29,132	28,771	28,608	32,031	353,598	-6.0%
Comments: MJ: Depreciation for fixed assets is based on current level depreciation as well as depreciation of capital purchase initiatives in FY 2015 for technology and facilities. 5.9% decrease due to full depreciation of prior purchases and major capital purchases such as the elevator upgrade, Navision and ILS upgrade scheduled to complete at EOY.																					
17	Executive Off	EXTRAINC	2009	Extraordinary Income														0			
17	Executive Off	EXTRAINC	2010	Extraordinary Income														0	0.0%		
17	Executive Off	EXTRAINC	2011	Extraordinary Income														0	0.0%		
17	Executive Off	EXTRAINC	2012	Extraordinary Income														0	0.0%		
17	Executive Off	EXTRAINC	2013	Extraordinary Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
17	Executive Off	EXTRAINC	2014 Forecast Extraordinary Income							50,000	0	0	0	472,334	0	192,888	0	715,222	0.0%		
17	Executive Off	EXTRAINC	2014 Budget Extraordinary Income				1,737,950	0	0	0	50,000	0	843,975	0	421,988	0	421,988	0	1,737,950	0.0%	
17	Executive Off	EXTRAINC	2015 Budget Extraordinary Income				130,000	0	32,500	0	32,500	0	0	32,500	0	0	32,500	130,000	-81.8%		
Comments: JK Interest on \$2M OPEB Trust @ 6.75%; no rare books revenue predicted at this time for FY15																					
17	Executive Off	EXTRAEXP	2009	Extraordinary Expense														0			
17	Executive Off	EXTRAEXP	2010	Extraordinary Expense														0	0.0%		
17	Executive Off	EXTRAEXP	2011	Extraordinary Expense														0	0.0%		
17	Executive Off	EXTRAEXP	2012	Extraordinary Expense														0	0.0%		
17	Executive Off	EXTRAEXP	2013	Extraordinary Expense	272,799	0	2,320	13,920	13,120	9,514	14,952	155,174	10,193	5,104	621,134	50,000	375,176	1,270,607	0.0%		
17	Executive Off	EXTRAEXP	2014 Forecast Extraordinary Expense				0	0	0	186,407	0	60,477	12,385	0	35,000	8,775	0	8,775	311,819	-75.5%	
17	Executive Off	EXTRAEXP	2014 Budget Extraordinary Expense				246,976	0	0	211,876	8,775	0	0	8,775	0	8,775	0	8,775	246,976	-80.6%	
17	Executive Off	EXTRAEXP	2015 Budget Extraordinary Expense				0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%	
Comments: FY 2014 forecast includes write-offs due to branch closures and personnel matters; none expected in FY2015																					
39	Facilities	161100	2009	Furniture / Appliances >3K	50,000	23,705	6,273	0	0	7,130	0	0	0	0	0	0	0	37,108			
39	Facilities	161100	2010	Furniture / Appliances >3K	123,500	0	0	0	0	0	0	0	0	44,850	0	17,379	62,229	67.7%			
39	Facilities	161100	2011	Furniture / Appliances >3K	12,500	0	4,936	0	0	0	0	0	35,579	0	0	0	40,515	-34.9%			
39	Facilities	161100	2012	Furniture / Appliances >3K	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%			
39	Facilities	161100	2013	Furniture / Appliances >3K	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
39	Facilities	161100	2014 Forecast Furniture / Appliances >3K				0	0	0	0	0	0	0	0	0	0	0	0	0.0%		
39	Facilities	161100	2014 Budget Furniture / Appliances >3K				126,500	82,500	15,000	29,000	126,500	0.0%									
39	Facilities	161100	2015 Budget Furniture / Appliances >3K				59,000	0	17,000	0	42,000	0	0	0	0	0	59,000	0.0%			
CIRC: TECH: Cost for: 1.) Exterior Cameras (\$17K) CMS: COM: FAC: New book scanner																					
39	Facilities	161300	2009	Electronics / Computer Hardw	175,000	33,849	0	0	4,042	0	0	0	0	0	0	0	0	37,891			
39	Facilities	161300	2010	Electronics / Computer Hardw	190,000	3,500	5,053	0	4,830	0	3,000	0	4,500	23,767	0	0	44,650	17.8%			
39	Facilities	161300	2011	Electronics / Computer Hardw	216,200	0	19,220	30,607	0	0	13,379	0	13,345	0	0	76,552	71.4%				
39	Facilities	161300	2012	Electronics / Computer Hardw	179,000	0	0	0	0	0	12,733	0	0	73,960	0	0	86,693	13.2%			
39	Facilities	161300	2013	Electronics / Computer Hardw	7,539	0	7,539	0	0	0	0	0	0	4,647	0	0	12,186	-85.9%			
39	Facilities	161300	2014 Forecast Electronics / Computer Hardware >3K				0	0	0	0	0	3,876	15,134	0	0	0	19,010	56.0%			
39	Facilities	161300	2014 Budget Electronics / Computer Hardw				12,500	12,500	12,500	2.6%											
39	Facilities	161300	2015 Budget Electronics / Computer Hardw				21,000	0	11,000	0	10,000	0	0	0	0	21,000	10.5%				
TECH: Cost for: 1.) HTTP content filtering device (\$6K); 2.) SSDs for vSAN for added storage on Vmware infrastructure (\$5K); 3.) Zero clients for desktop computer replacement (\$5K); and 4.) Public Computer Stations (e-Branch) (\$5K)																					

Los Angeles Law Library: Item Detail

Forecast: Fiscal Year Ending 6/30/15

Dept.	Dept. Name	GL No.		Budget	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	% Inc	
39	Facilities	164500	2009	Exterior Building Repairs/ Impi	230,000	0	11,970	0	0	89,527	0	0	-10,120	0	27,952	0	119,329		
39	Facilities	164500	2010	Exterior Building Repairs/ Impi	2,890,000	0	0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
39	Facilities	164500	2011	Exterior Building Repairs/ Impi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
39	Facilities	164500	2012	Exterior Building Repairs/ Impi	5,100,000	0	0	0	0	0	0	0	0	0	0	6,238,354	6,238,354	0.0%	
39	Facilities	164500	2013	Exterior Building Repairs/ Impi	0	0	0	0	0	0	0	0	0	215,242	0	0	215,242	-96.5%	
39	Facilities	164500	2014 Forecast Exterior Building Repairs/ Improvements >				0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
39	Facilities	164500	2014 Budget Exterior Building Repairs/ Impi				12,400											12,400	-94.2%
39	Facilities	164500	2015 Budget Exterior Building Repairs/ Impi				40,000	0	0	40,000	0	0	0	0	0	0	0	40,000	0.0%
FAC: Replace exterior security gate mechanism (\$35K), skate deterrent (\$5.0K)																			
39	Facilities	164000	2010	Interior Improvements / Alter:	350,000	0	137,463	0	0	0	4,855	0	17,830	0	0	217,277	377,425		
39	Facilities	164000	2011	Interior Improvements / Alter:	101,000	0	20,412	0	0	74,761	0	4,500	0	104,981	0	0	204,653	-45.8%	
39	Facilities	164000	2012	Interior Improvements / Alter:	0	0	0	0	4,697	0	0	0	6,462	0	9,662	8,320	29,141	-85.8%	
39	Facilities	164000	2013	Interior Improvements / Alter:	28,937	0	0	5,872	2,613	5,800	10,652	0	0	0	87,077	0	112,014	284.4%	
39	Facilities	164000	2014 Forecast Interior Improvements / Alterations >\$3K				0	0	0	0	0	0	0	0	0	0	0	0	-100.0%
39	Facilities	164000	2014 Budget Interior Improvements / Alter:				427,000	35,000		72,000			320,000			427,000	281.2%		
39	Facilities	164000	2015 Budget Interior Improvements / Alter:				455,000	0	0	55,000	0	0	0	0	0	0	400,000	455,000	0.0%
FAC: Includes cost for: 1.) Flooring - public stacks (\$28K); 2.) Seal CMS flooring; 3.) 8 bathrooms counters - ADA compliance (\$20K); and 4.) Elevator repair and upgrade (\$400K)																			
33	Technology	168000	2010	Computer Software	30,000	0	0	0	0	0	0	0	0	0	0	0	0		
33	Technology	168000	2011	Computer Software	53,000	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	
33	Technology	168000	2012	Computer Software	185,000	0	0	0	0	0	0	0	0	0	0	30,826	30,826	0.0%	
33	Technology	168000	2013	Computer Software	19,311	0	15,660	0	0	3,651	0	0	0	0	0	0	19,311	-37.4%	
33	Technology	168000	2014 Forecast Computer Software				0	0	0	0	0	0	0	0	0	45,000	0	45,000	133.0%
33	Technology	168000	2014 Budget Computer Software				120,000	75,000										120,000	521.4%
33	Technology	168000	2015 Budget Computer Software				240,000	0	0	5,000	0	0	0	0	0	0	235,000	240,000	433.3%
TECH: Cost for: 1.) Network monitoring system (\$5K), 2.) Navision version upgrade (\$45K), and 3.) New ILS system (\$190K)CMS:COM:FAC:																			

Los Angeles Law Library: Capital Purchases

Budget: Fiscal Year Ending 6/30/15

Vendor or Description of Item	Category of Asset	Qtr of purchase	Acquisition cost including consulting, design, overtime, etc.	Reason or comment
Network Monitoring System	Computer Software	1	5,000	Enterprise network device and bandwidth monitoring system.
Navision Upgrade - Bring accounting software to latest version	Computer Software	4	45,000	(Carry-over from FY2014) Cost to bring software to current version including all custom programming.
New ILS System	Computer Software	4	190,000	Per Strategic Plan objective to upgrade to next generation ILS system. First year maintenance included.
HTTP Content Filtering Device	Electronics / Computer Hardware (>3k)	1	6,000	Device to control local and remote location web content services.
SSDs for vSAN - for added storage on Vmware infratstructure	Electronics / Computer Hardware (>3k)	1	5,000	Hardware to enable local host or VM host files for all VM workstation and server images.
Zero clients for desktop computer replacement.	Electronics / Computer Hardware (>3k)	2	5,000	Maintain and expand current install base of 60 desktops as VDI (Virtual Desktop Infrastructure) endpoint devices.
Public Computer Stations (e-Branch)	Electronics / Computer Hardware >3K	2	5,000	Addition of (3) locations with (2) e-Branch stations per location, including all required Software/Hardware and network equipment.
Skate Deterrent	Exterior Building Repairs/Improvements >\$3K	1	5,000	Surface "bumps" placed on planters to deter skateboarding on planter walls and help protect the library against liability.
Exterior Security Gate	Exterior Building Repairs/Improvements	1	35,000	Security gate mechanism needs replaced since parts are not available to repair existing unit.
Exterior Cameras	Furniture / Appliances >3K	1	17,000	(Carry-over from FY2014) Exterior building cameras - Includes all camera hardware and installation of data lines to south roof-line.
New Book Scanner	Furniture / Appliances >3K	2	42,000	For regular bound materials & news print.
8 Bathroom Counters - ADA Compliance	Interior Improvements / Alterations >\$3K	1	20,000	Brings sinks into ADA compliance.
Flooring - Public Stacks	Interior Improvements / Alterations >\$3K	1	28,000	Carpet to seal existing tiles.
Seal CMS Floor	Interior Improvements / Alterations >\$3K	1	7,000	Carpet to seal existing tiles.

Los Angeles Law Library: Capital Purchases

Budget: Fiscal Year Ending 6/30/15

Vendor or Description of Item	Category of Asset	Qtr of purchase	Acquisition cost including consulting, design, overtime, etc.	Reason or comment
Elevator Repair & Upgrade	Interior Improvements / Alterations >\$3K	4	400,000	Upgrade all elevators to code. It would start 8 weeks from the June 17th board meeting. Then, each one will take 6 weeks to complete. Start approximately August, 15th, 2014 and completion is estimated about Jan 30th, 2015.
			815,000	

Capital Purchase Guideline:

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition cost of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows.

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior Building improvements	15 years
Exterior Building Improvements	15-50 years

DISCUSSION ITEM 4.1 | ATTACHMENT C

Future Capital Projects

Estimates below are based on conceptual level design and vendor proposals only and cannot be relied upon for final figures, which will require further design followed by an RFP/competitive bid process. Once projects are scheduled for a specific time period staff will move to the next stage of creating an RFP and/or public bid documents.

Required Projects:

Project	Estimated Cost	Time Frame	Description
Flooring Replacement/Repair (Upper Stacks)	\$100,000	2 - 3 Years	Existing floor tiles become loose and slide out of place creating possible trip hazards. Staff recommends sealing the tiles and carpeting these areas. Carpet will require less maintenance over time and avoid this situation (common to older floor tile) in the future.
HVAC Digital Controls Upgrade	\$80,000	2 – 3 Years	The vacuum based thermostat system is 61 years old and failing. Staff must manually adjust each thermostat on a regular basis. A digital control system upgrade will allow for a centralized management of all zones and provide greater accuracy and efficiency.
HVAC Main System Replacement	\$425,000 - \$720,000	3 – 5 Years	The existing HVAC system is original to 1953 with the exception of the north side building addition from 1970s . The main thermal coils and air supply fan housings are worn at best. Due to their age, new parts are becoming difficult to find leaving only used or rebuilt replacement parts and those supplies are expected to last another three to five years. The library needs to plan for a new HVAC system installation. A new system would be more energy efficient and correct many of the temperature control issue we have today. (In addition to patron comfort, temperature is an important factor in book preservation.) Price varies substantially based on purchased options, unforeseen conditions and interior ceiling repairs required after upgrades.

Parking Structure Repairs	\$230,000	2 – 3 Years	An assessment in 2008 revealed the upper level of the library parking structure on Hill Street has surface cracks which need repair. This repair is needed to stop water from penetrating the concrete slab. The structure is supported by steel tension cables incased within the concrete slab and if damaged by rust or spalling due to water penetration the scope of repairs will be much greater.
Plumbing Repairs	\$147,000	2 -5 Years	The library relies on chilled water and steam for cooling and heating. A series of large 6” pipes and valves bring the supply from a central plant at the corner of Temple and Broadway through underground tunnels. Over time these pipes rust and valves freeze open or closed. The library currently has several areas where significant rust has occurred and will need pipe replacements and valves rebuilt. The library has the option of hiring LA County ISD (Internal Services Division) or an independent contractor.
Employee-Side/ADA Entrance	\$100,000 - 130,000	2 – 5 Years	Currently employees are exiting the rear door of the library and walking out through the main driveway to enter the sidewalk. Staff was advised in 2009 this is contrary to current local building code and should be modernized to avoid pedestrians sharing a vehicle passageway. Due to budget and unforeseen conditions the planned pedestrian ramp that would have corrected this condition in the recent renovation project was removed from the scope of work. Access to the book drop located near this driveway would also be improved.
North Roof Replacement	\$1,500,000	2 – 5 Years	During a 2008 building inspect report we were advised the north stacks asphalt roofing material had five to ten years before requiring replacement. Staff recommends replacing the existing roof using the same material as we recently used on the south stacks roof. As of now, the existing material is not lifting or separating. This project may be required prior to beginning the solar panel project listed separately.

Disk Storage Array (3) – IT	\$170,000	2 – 5 years	All library data is stored on large capacity storage arrays. These units are replaced every five years once the internal data drives have reached their manufacturers rated end of life. Information stored includes digital archive materials, library holdings catalog, financial, HR, virtual desktops, virtual servers and other internal files. This cost estimate is a base estimate as hardware costs tend to lower as technology improves.
Photo Copiers	\$100,000 – \$120,000	2 years	Current library copiers were purchased in 2005 and are beginning fail due to their age and usage. Since replacement parts are becoming increasingly difficult to acquire, staff recommends replacements within the next two years. This cost estimate is a base estimate as hardware costs tend to lower as technology improves.

Desirable Projects:

Project	Estimated Cost	Time Frame	Description
Legal Services Center	\$150,000 - \$250,000	2 – 5 Years	The library would like space suitable to house a Legal Services Center where outside legal services organizations could provide clinics, consultations and other assistance to patrons. This space can be completed without significant alterations to the building by adding a wall with entry doors across alcoves 5 and 6 to create a defined workspace (similar to the Members Study).
Solar Power	\$450,000 – 1,320,000	2 – 5 Years	There are several options to place solar panels on the library roof space. One option includes only the north roof. A second option includes utilizing all roof space for solar panels and the third option includes a panel system that tracks with the sun automatically throughout the day. Based on the number of panels, the return on investment is estimated at 8 to 12 years. The usable life of these systems is rated at 40 to 50 years. This option may require re-roofing the north stacks roof prior to installation. The system would result in energy savings and reduced operating costs.
LED Lighting Update	\$130,000 – 175,000	2 – 3 Years	LED lighting for florescent fixtures is a very new technology and as such, costs to replace existing bulbs tubes are too high at this time. However, the state is expected to ban most incandescent bulbs by 2015. It is estimated costs will be less than one third of what they are today once the ban is in place. When costs drop staff recommends replacing all existing florescent light bulbs and removing existing ballasts in the main public areas and staff offices. The reduction in wattage will result in substantial annual utility savings, as bulbs last longer and run cooler. At this time LED tube lights do not qualify for rebates but this is expected the change as well.

Security Camera System	\$72,000	2 -3 Years	We would like to install security cameras within public spaces of the library. Staff recommends a complete system with digital recording. Because the library would be required by state law to retain recordings for years, the cost for data storage is factored in as well.
Bridge to Grand Park	\$1,800,000 - \$2,300,000	3 – 5 Years	A new north entrance to the library building, an exterior balcony with ADA ramp to the sidewalk on Broadway and hydraulic elevator. This project would only occur in conjunction with Grand Park as they are interested in connecting the Library directly to the park, which would allow for greater public access and collaborative programming. Such a project might also present significant revenue generating opportunities for the Library but would likely be dependent on the availability of grant funding.

MEMORANDUM

DATE: May 27, 2014
TO: Board of Law Library Trustees
FROM: Sandra Levin
RE: Law Week After-Report

INTRODUCTION AND SUMMARY

Library staff once again organized a successful week-long series of events to celebrate Law Day, a national holiday declared by the President of the United States to help youth and adults understand how law keeps us free and how our legal system strives to achieve justice. This year's theme was *American Democracy and the Rule of Law: Why Every Vote Matters*. LA Law Library celebrated Law Day during the week of April 28 through May 2, encouraging Californians to reflect on the importance of the right to vote and the challenges we still face in ensuring that all Americans have the opportunity to participate in our democracy. The celebration included classes and lectures, an art show, music performances, a voting rights simulation, Lawyers in the Library, student tours of the Library and back-to-back panels of voting rights and election law experts, just to name a few.

This year's celebration was especially notable for two reasons: the wide array of programs that were not only educational but also relevant to this year's Law Day theme and the new collaborations and partnerships generated by the Library in putting the week-long celebration together. Participation by existing partners added to the richness of the variety of programs and events. Collaborations throughout the week involved attorneys from law firms, the private bar, law professors, retired members of the Judiciary, legal aid and public interest agencies, local schools and public libraries. Excellent coverage by the media and outreach via public libraries throughout Los Angeles, community-based organizations and elected officials contributed to the overall success of the week resulting in high attendance at every single event. For photos and downloads, go to: <http://lawweek.lalawlibrary.org/index.html>

STATISTICS

Although we did not have the ability to track service statistics in detail because of the large number of programs and participating providers, some very basic statistics from Law Week are:

- More than 20 different events and programs;
- More than 30 print articles;
- More than 50 different subject areas covered;
- More than 75 online calendars listing LA Law Library events;
- More than 100 Media Outlets picking up the story;



More than 200 online articles;
More than 600 pre-registrations for events;
More than 1,000 attendees at the events; and
More than 28,000 Google hits for the search: "LA law library" "Law Week" 2014.

PROGRAMMING

The Library offered daily events throughout the week beginning with a presentation on Patriotic Hall and services for veterans, followed by three back-to-back programs on landlord rights and responsibilities. (These were good for tenants too!) The Library continued to celebrate Law Day each day with various classes and lectures ranging from the nuts and bolts of starting a small business or nonprofit, to Justice Johnson's presentation "A Right to Counsel in Civil Cases?" and classes taught internally on legal research, public records requests, landmark Supreme Court cases and PACER. From academic to practical, expert to layperson, there was something for everyone! As the planning crystalized, much effort went into the selection of topics to be covered. This careful attention required almost as much dialog as did the logistics and publicity. The planning committee, consisting of communications, program and partnerships and reference staff carefully chose programs with the intention to draw from as many of the library's stakeholder groups as possible. Who would have thought of a law library drawing out the legal aspects of starting a small business or nonprofit? Yet, because of the library's broad based vision and direction, now the general populous is more aware of how social, business, legal are interconnected.

STUDENT PARTICIPATION

Given the theme for Law Day 2014, events and programs throughout the week provided an opportunity to connect with students of all ages, parents, educators and teachers on the importance of the right to vote. The Library continued its tradition of bringing students into the Library to learn about the different types of law, how law is made and how the law can help people address their legal issues.

For example, our growing relationship with LAEP, LA Education Partnership, established the connection to the Esteban E. Torres Social Justice Academy who sent a busload of students on a field trip to participate in the Teens and the Law program. The students participated in a panel discussion with attorneys affiliated with four different legal services agencies whose work involves teens and young people. The students had the chance to ask the panel questions about issues important to them, including curfew, truancy, child custody and clearing juvenile records. At the end, the kids asked some of their burning legal questions like "is it possible to ever really clear your record after committing a felony?" and "do both people have to agree to a divorce?" Students also participated in the voting simulation and attended the voting rights panels (described below).

LAWYERS IN THE LIBRARY

Law Week 2014 also marked LA Law Library's first-ever Lawyers in the Library. Attorneys from six different legal aid and public interest organizations volunteered their time to meet with members of the public and provide legal information, advice and resources for those with legal issues. Nearly 60 semi-private consultations were conducted in a



four hour span and those outside the scope of service were invited to the reference desk for assistance.

Library staff and volunteers staffed the program, keeping track of all walk-ins, screening their legal issues and making sure that they were seen by the right provider. The providers were gratified by the high turn-out and appreciated the library's role in conducting the screening and triage. Patron enthusiasm for Lawyers in the Library was also very high.

What was apparent from our Lawyers in the Library was something those of us in the trenches know firsthand—not only are low income individuals and underserved populations facing access to justice issues, but basic legal services such as divorce, custody, landlord/tenant and consumer law are increasingly out of reach for moderate income individuals and families.

MUSIC AND ART

The week was full of music and art, as well as law.

On Monday and Tuesday, cellists from the Young Musicians Foundation performed in the lobby at lunchtime entertaining those in the Reading Room as well as those in between programs or waiting for their programs to begin.

On Wednesday evening, the Library collaborated with the Beverly Hills Bar Association Barristers on an arts celebration featuring Gary Greene, Esq. and his Big Band of Barristers and the artwork of celebrated courtroom artist, Bill Robles. The lobby and reading room were filled with Mr. Robles iconic courtroom sketches, beginning with the 1970 trial of Charles Manson up through the 2013 wrongful death trial between the mother of Michael Jackson and AEG Live, the promoter of Jackson's attempted comeback. Mr. Robles was also present to discuss his artwork and sign a newly released book, *The Illustrated Courtroom: 50 years of Court Art*, by Elizabeth Williams and Sue Russell (CUNY Journalism Press, 2014). Many of the illustrations, including Manson leaping at Judge Older, will remain on display in the lobby of the Library through mid-June.

Friday evening we celebrated Law Week's week-long slate of public programs with a dessert and music reception featuring student musicians from The Colburn School, one of the nation's leading music conservatories.

VOTING RIGHTS

Given the theme for Law Day, the natural choice for the culminating events were the two back-to-back panels of voting rights and election law experts. The panels, "Is Voting a Human Right" and "Voting Rights Post-*Shelby*: What Should Congress Do Now?" featured some of the foremost voting rights experts in the Los Angeles area. Panelists discussed the current state of voting rights from both international and domestic perspectives and also responded to questions from attendees. The panelists even stayed on after the conclusion of each panel discussion because the enthusiastic audience had many more questions.

The panelists included:

- Rick Hasen (Chancellor's Professor of Law and Political Science, UC Irvine Law School and Founding Co-Editor of the Election Law Journal);
- Eugene Lee (Project Director, Voting Rights Project, Asian Americans Advancing Justice);
- Jessica Levinson (Associate Clinical Professor, Loyola Law School);



- Manoj Mate (Director, Center for International and Comparative Law, Whittier Law School);
- Jonathan Miller (Professor of Law, Southwestern Law School).
- Douglas E. Mirell (Harder Mirell & Abrams, former President of the ACLU Foundation of Southern California).
- Catherine Sweetser (Associate, Schonbrun DeSimone Seplow Harris & Hoffman, LLP);
- Michael Waterstone (Associate Dean for Research and Academic Centers, Loyola Law School)

In addition, LA Law Library, working in conjunction with County Law Libraries throughout the state, presented *Locked Out of the Ballot Box: An Online Voting Simulation* designed to explore the evolution of voting rights in the United States and the impact it may have had on key presidential elections. In particular, this online simulation was intended to expose how certain groups were locked out of the ballot box through substantial periods of American history. Although the simulation was open to everyone, it was designed with secondary students specifically in mind as a quick, fun way to present a serious and thought-provoking subject. The feedback from students who visited the site while at the library as well as users online was that it was interesting, fun and educational. If you haven't tried it yet, please check it out and cast a vote at: <http://lawweek.lalawlibrary.org/Ballot.html>. It's quick and interesting.

SPONSORS AND FINANCES

Law Week was the result of many partnerships and collaborations, with dozens of organizations donating services.

Outreach was a particularly good example and indicator of the many relationships the Law Library has developed over the past year. In addition to those mentioned above, the Roberts Company donated PR support and assisted with outreach and media contacts. Los Angeles Public Library distributed Law Week flyers to all 72 branches within the city. The Beverly Hills Bar Association Barristers committee for the arts and music circulated Law Week flyers throughout the bar association. Sidley and Austin, the sponsor of the Dorsey Law Magnet's Workplace Tour program in which the Law Library now participates, circulated our Law Week flyers. A working group coordinator in Los Angeles Veteran's Collaborative spread the word about Law Week events to all members. The associate director of the LA Center for Law and Justice promoted Law Week events to her entire staff. The Legal Secretaries Association of LA sent flyers throughout their law firms. Councilmember Bernard Parks posted our flyer on his weekly eNews. Our law school externship program contacts got our flyer over to the student affairs department who then posted the programs on the schools' events calendar. Add to that list new outlets such as The Center for Nonprofit Management, LACBA's Veterans Project, community college paralegal coordinators forwarding information to students at Mt. Sac., for example, where almost an entire class showed up for a program, as well as the Apartment Association of Greater Los Angeles posting to their listservs, and it becomes clear outreach for the library's programs has increased exponentially. Of course our outstanding relationships with our ongoing legal aid partners continued to promote Law Week programming as well.

Thanks to all of the many people who donated their time and services -- from the PR firm to the musicians to the lawyers and speakers and artists, all of whom volunteered, the total out of pocket cost of Law Week was only \$1000. Of course, the Law Library



also provided all of the staffing, facilities and resources -- and relinquished any opportunities to earn income that week. Indisputably, though, Law Week was a highly cost-effective way to deliver service and provide assistance, given the broad support we received.

THE IN-HOUSE TEAM

The Law Week committee, led by Janine Liebert, was dedicated, skillful and *relentless*. The committee included representatives from communications, P&P, reference, facilities and IT. As always, they pulled together both the big picture vision and the endless details of an enormously successful event.

It was delightful to see that library staff participation extended well beyond the core committee. Volunteers pitched in on intake, greeting attendees, distributing promotional materials and providing other forms of assistance throughout the week as needed. Staff members attended classes, assisted at the registration table and acted as stewards during workshops. More than half of the employees at the Law Library participated on one way or another, with every department represented in pulling off the week.

FUTURE OPPORTUNITIES

Programs and events throughout the week raised many interesting opportunities for future collaborations. Virtually all of the presenters and partners agreed to participate in future Law Week programs. Many of the media outlets who promoted Law Week have now asked to be on the list for regular announcements and online calendars are listing our regular monthly programming as a result of the positive Law Week experience. The landlord-tenant series drew a standing room only crowd and discussions are already underway to offer landlord-tenant programs on a recurring basis. Discussions are also underway to develop nuts and bolts programs on starting a small business or nonprofit for a wider audience, given how popular they were during Law Week. Poll watcher trainings in the library are also being planned based on feedback from the voting rights and election law panelists. Staff, students and teachers have requested that the voting simulation be extended and offered to educators on an ongoing basis. We are building on the success of Lawyers in the Library by developing a regular (monthly?) program and enhancing the event for the Public Legal Services Fair during Pro Bono Week 2014. The BHBA arts committee is already discussing future programs at the Library and the Young Musicians Foundation would like to hold a concert at the Law Library. The list goes on and on. And so do the programs.



APPENDIX A: EXISTING PARTNERS AND NEW COLLABORATIONS

Existing Partners:

Alliance for Children's Rights
Asian Americans Advancing Justice
Christian Legal Aid of Los Angeles
Gary Greene, Esq. and his Big Band of Barristers
Legal Aid Foundation of Los Angeles
Los Angeles Center for Law and Justice
Neighborhood Legal Services of Los Angeles
Public Counsel
San Fernando Valley Bar Association
South Bay Bar Association
Southwestern Law School

New Collaborations:

Beverly Hills Bar Association Barristers
The Colburn School
Eviction Defense Network
Harder Mirell & Abrams
Housing Rights Center
Law Offices of Kimball, Tirey & St. John LLP
The Labor/Strategy Community Center
Levitt & Quinn
Loyola Law School
The Roberts Company
Schonbrun DeSimone Seplow Harris & Hoffman, LLP
Social Justice Academy at Esteben E. Torres High School
UC Irvine School of Law
USC Gould School of Law
United States Veterans Initiative
Whittier Law School
Young Musicians Foundation



APPENDIX B: MEDIA AND OUTREACH

With the help of our PR sponsor, The Roberts Company, the outreach and media coverage far surpassed our expectations. Our press release garnered over 300 articles and announcements via on-line or in E-News outlets. Below is a partial list of links to coverage. *

Five thousand flyers were posted in courthouses and libraries or distributed to the public

Staff distributed flyers at conferences as well, which boosted CLE attendance throughout the week.

Given the success this year, we would expect even more media attention next year and hope for greater participation by elected officials as well.

*

<http://empowerla.org/la-law-library-celebrates-law-week-april-28-may-2/>

<http://www.wfsb.com/story/25315953/la-law-library-celebrates-law-week-april-28-may-2-2014>

<http://www.prweb.com/releases/LA-Law-Library/Law-Week/prweb11780351.htm>

http://www.ladowntownnews.com/calendar/events/la-law-library-art-show-and-big-band-concert/event_6763b500-b15c-11e3-9b95-3cd92bf14f20.html

<http://electionlawblog.org/?p=60236>

<http://www.vnnc.org/>

<http://www.bhbaweb.com/barristers/>

<http://www.streetinsider.com/Press+Releases/LA+Law+Library+Celebrates+Law+Week%2C+April+28+%E2%80%93+May+2%2C+2014/9401128.html>

<http://www.pycourts.org/aggregator>

<http://www.onenewspage.com/n/Press+Releases/750ebp6ix/LA-Law-Library-Celebrates-Law-Week-April-28.htm>

<http://www.lalawyersphil.org/photo/2009-2/la-county-law-library/>

<http://www.topix.com/wire/county/los-angeles-ca?q=LA+Law+Library>

<http://theynext.com/parents-this-is-how-you-can-protect-your-kids-on-facebook-weekly-facebook-tips/>

https://www.downtownla.com/0_01_eventDetail.asp?EventID=6121



<http://www.virtual-strategy.com/2014/04/23/la-law-library-celebrates-law-week-april-28-%E2%80%93-may-2-2014>

<http://www.asil.org/event/voting-human-right>

<http://press.gotnewswire.com/news/la-law-library-celebrates-law-week-april-28-may-2-2014>

[http://markets.financialcontent.com/mng-lang.whittier/news/read/27000351/LA Law Library Celebrates Law Week](http://markets.financialcontent.com/mng-lang.whittier/news/read/27000351/LA+Law+Library+Celebrates+Law+Week)

<http://www.myfoxnepa.com/story/25315953/la-law-library-celebrates-law-week-april-28-may-2-2014>

<http://markets.financialcontent.com/sandiego/news/read?GUID=27000351>

<http://www.kalb.com/story/25315953/la-law-library-celebrates-law-week-april-28-may-2-2014>

<http://www.wdrb.com/story/25315953/la-law-library-celebrates-law-week-april-28-may-2-2014>

<http://www.wspa.com/story/25315953/la-law-library-celebrates-law-week-april-28-may-2-2014>

<http://www.ksla.com/story/25315953/la-law-library-celebrates-law-week-april-28-may-2-2014>

[http://markets.financialcontent.com/mng-lang.dailybreeze/news/read/27000351/LA Law Library Celebrates Law Week](http://markets.financialcontent.com/mng-lang.dailybreeze/news/read/27000351/LA+Law+Library+Celebrates+Law+Week)

[http://markets.financialcontent.com/mng-el Paso.currentargus/news/read/27000351/LA Law Library Celebrates Law Week](http://markets.financialcontent.com/mng-el Paso.currentargus/news/read/27000351/LA+Law+Library+Celebrates+Law+Week)

<http://www.kxnet.com/story/25315953/la-law-library-celebrates-law-week-april-28-may-2-2014>

<http://reachlax.com/la-law-library-celebrates-law-week/>

<https://twitter.com/nellcoinc/status/459348257463091201>

<http://www.court.us/idar31269714/la-law-library-celebrates-law-week-april-28-%E2%80%93-may-2-2014.htm>

<http://www.kiiitv.com/story/25315953/la-law-library-celebrates-law-week-april-28-may-2-2014>

<https://www.socialgrantmakers.org/resources/law-week-2014-multiple-events>

