

AGENDA

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

REGULAR BOARD MEETING
Thursday, December 15, 2016
12:00 PM
MILDRED 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 Approval of Minutes of the November 16, 2016, Regular Board Meeting.
- 3.2 Review of October Financials and List of November Checks and Warrants
- 3.3 Approval of Commendations for LALL 2016 Retirees
- 3.4 Approval of Revised Job Description for Library Clerk, Copy Center
- 3.5 Approval of Leave of Absence Payment Schedule Options

4.0 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.

5.0 EXECUTIVE DIRECTOR REPORT

6.0 DISCUSSION ITEMS

- 6.1 Public Reception for Overcoming Adversity Video Project

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 25, 2017.

POSTED FRIDAY, DECEMBER 9, 2016 @ 12:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- .
3.1 Approval of Minutes of the November 16, 2016, Regular Board Meeting.
- 3.2 Review of October Financials and List of November Checks and Warrants
- 3.3 Approval of Commendations for LALL 2016 Retirees
- 3.4 Approval of Revised Job Description for Library Clerk, Copy Center
- 3.5 Approval of Leave of Absence Payment Schedule Options

**MINUTES OF THE SPECIAL 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.**

November 16, 2016

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 16, 2016 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 Ann I. Jones
Judge Michelle Williams Court
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico

Trustees Absent: Susan Steinhauser, Esquire

Senior Staff Present: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

Also Present: Marcelino Juarez, Finance Manager

President Jones determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No Public Comment.

2.0 PRESIDENT'S REPORT

President Jones thanked LA Law Library staff for all of their efforts and achievements for Pro Bono Week. President Jones added that the further attempts to improve access to justice continues to be noticed thus making the library relevant and indispensable.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 19, 2016 Regular Board Meeting.
- 3.2 Review of September 2016 Financials & October 2016 List of Checks and Warrants.
- 3.3 Approval of Employee Handbook Updates
 - (a) Dress Code
 - (b) Paid Sick Leave
 - (c) Attendance and Punctuality
 - (d) Emergency Closing
 - (e) Vacation Cash Out
- 3.4 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2016
- 3.5 Approval of Date Change for December Board Meeting
- 3.6 Approval of 2017 Holiday Schedule
- 3.7 Approval of Revised Job Description for Cataloging Librarian

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Juhas, seconded by Trustee Rico. The motion was unanimously approved, 6-0.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Board of Trustees Meeting Dates & Schedule for CY17

Board members agreed upon the presented Board of trustees schedule for CY17.

President Jones requested a motion to approve Discussion Item 4.1 regarding the Board of Trustees Meeting Schedule for CY17. So moved by Trustee Juhas, seconded by Trustee Klein. The motion was unanimously approved, 6-0.

- 4.2 1st Quarter FY16-17 Budget Review

ED Levin presented the 1st Quarter FY16-17 Budget Review. The Board asked questions regarding specific line items as well as overall financial health of the organization. Discussion was had regarding the ongoing strain of reduced revenues.

No Action was Taken.

- 4.3 Pro Bono Week After-Report

Senior Librarian, Janine Liebert presented the Pro Bono Week schedule and efforts to the Board. J. Liebert listed the classes, clinics, organizations, volunteers and public turnout for the week.

No Action was Taken.

4.4 Presentation Regarding Overcoming Adversity Video Project

Senior Librarian, Linda Heichman presented the Overcoming Adversity Video Project to the Board. Also presented were short excerpts from the video.

No Action was Taken.

5.0 **AGENDA BUILDING**

There were no items for agenda building.

6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin announced the Annual Staff Holiday Party and invited all members of the Board.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:03 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Thursday, December 15, 2016 at 12:00 pm.

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

Los Angeles County Law Library

Balance Sheet

As of October 31, 2016

(Provisional and subject to year-end audit adjustments)

	6/30/2016	10/31/2016	Change
Assets			
Current assets			
Cash and cash equivalents	3,551,273	3,190,723	(360,550)
Accounts receivable	1,312,177	1,299,890	(12,288)
Prepaid expenses	253,809	384,092	130,283
Total current assets	<u>5,117,260</u>	<u>4,874,705</u>	<u>(242,555)</u>
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,115,956	4,586,944	470,988
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	19,061,309	18,640,603	(420,706)
Total noncurrent assets	<u>24,082,168</u>	<u>24,132,450</u>	<u>50,283</u>
Total assets	<u>29,199,427</u>	<u>29,007,155</u>	<u>(192,273)</u>
Deffered Outflows of Resources			
Deffered Outflows of Resources	907,530	907,530	-
Total assets and deffered outflows of resources	<u>30,106,957</u>	<u>29,914,685</u>	<u>(192,273)</u>
Liabilities			
Current Liabilities			
Accounts payable	225,599	174,728	(50,871)
Other current liabilities	3,631	2,519	(1,113)
Payroll liabilities	8,682	14,750	6,068
Total current liabilities	<u>237,912</u>	<u>191,997</u>	<u>(45,915)</u>
Noncurrent Liabilities			
Accrued sick and vacation liability	359,980	355,601	(4,378)
Borrowers' deposit	327,949	338,182	10,232
OPEB liability	81,954	118,050	36,096
Net pension liability	1,233,873	1,233,873	-
Total noncurrent liabilities	<u>2,003,756</u>	<u>2,045,706</u>	<u>41,950</u>
Total liabilities	<u>2,241,668</u>	<u>2,237,703</u>	<u>(3,965)</u>
Deffered Inflows of Resources			
Deffered Inflows of Resources	895,773	895,773	-
Total liabilities and deffered inflows of resources	<u>3,137,441</u>	<u>3,133,476</u>	<u>(3,965)</u>
Net Position			
Invested in capital assets	19,647,742	19,227,036	(420,706)
Unrestricted	7,321,774	7,554,173	232,399
Total net position	<u>26,969,516</u>	<u>26,781,209</u>	<u>(188,307)</u>
Total liabilities and deffered inflows of resources and net position	<u>30,106,957</u>	<u>29,914,685</u>	<u>(192,272)</u>

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2016
(Provisional and subject to year-end audit adjustments)

Oct 15 Actual	Oct 2016			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
557,054	542,889	579,726	36,837	6.8%
2,459	2,776	2,924	148	5.3%
62,657	56,667	56,654	(13)	0.0%
<u>37,828</u>	<u>100,734</u>	<u>30,887</u>	<u>(69,846)</u>	<u>-69.3%</u>
659,998	703,065	670,191	(32,874)	-4.7%
412,940	308,180	296,743	11,437	3.7%
0	0	54,034	(54,034)	0.0%
111,310	161,690	96,053	65,637	40.6%
(112,175)	(161,690)	(96,053)	(65,637)	40.6%
		0		
56,609	79,457	76,556	2,901	3.7%
20,347	12,450	8,667	3,783	30.4%
3,262	7,183	6,001	1,182	16.5%
270	383	0	383	100.0%
1,590	300	0	300	100.0%
103	221	163	58	26.1%
18,605	8,763	7,993	770	8.8%
244,235	249,451	238,145	11,306	4.5%
<u>807,968</u>	<u>724,004</u>	<u>688,302</u>	<u>(35,702)</u>	<u>-4.9%</u>
<u>(147,970)</u>	<u>(20,939)</u>	<u>(18,111)</u>	<u>2,828</u>	<u>-13.5%</u>
(3,672)	2,917	(21,822)	(24,739)	-848.2%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(151,642)</u>	<u>(18,022)</u>	<u>(39,933)</u>	<u>(21,911)</u>	<u>121.6%</u>
				0.0%
0	0	0	0	0.0%

	FY 2015-16	FY 2016-17 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Summary:					
Income					
L.A. Superior Court Fees	2,264,616	2,307,601	2,344,437	36,837	1.6%
Interest	6,483	7,495	8,091	596	8.0%
Parking	253,143	237,897	238,969	1,071	0.5%
Library Services	<u>243,146</u>	<u>198,349</u>	<u>130,223</u>	<u>(68,126)</u>	<u>-34.3%</u>
Total Income	<u>2,767,388</u>	<u>2,751,343</u>	<u>2,721,721</u>	<u>(29,622)</u>	<u>-1.1%</u>
Expense					
Staff (payroll + benefits)	1,340,361	1,404,088	1,332,961	71,127	5.1%
Electronic Resource Subscriptions	177,858	230,462	192,634	37,829	16.4%
Library Materials	567,357	646,760	547,130	99,630	15.4%
Library Materials Transferred to Assets	(567,357)	(646,760)	(547,130)	(99,630)	15.4%
Facilities	277,180	292,228	291,553	675	0.2%
Technology & Data	39,594	49,800	35,765	14,035	28.2%
General	14,644	21,919	19,154	2,766	12.6%
Professional Development	3,515	9,883	6,215	3,668	37.1%
Communications & Marketing	2,131	3,580	58	3,522	98.4%
Travel & Entertainment	657	983	678	305	31.1%
Professional Services	35,983	28,763	27,683	1,080	3.8%
Depreciation	<u>969,126</u>	<u>990,050</u>	<u>974,315</u>	<u>15,735</u>	<u>1.6%</u>
Total Expenses	<u>2,861,048</u>	<u>3,031,757</u>	<u>2,881,016</u>	<u>150,741</u>	<u>5.0%</u>
Net Income (Loss)	<u>(93,660)</u>	<u>(280,414)</u>	<u>(159,295)</u>	<u>121,119</u>	<u>-43.2%</u>
Investment Gain (Loss)²	10,977	11,667	(29,012)	(40,678)	-348.7%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	<u>(82,683)</u>	<u>(268,748)</u>	<u>(188,307)</u>	<u>80,441</u>	<u>-29.9%</u>
					0.0%
Capitalized Expenditures	<u>11,430</u>	<u>1,263,000</u>	<u>6,480</u>	<u>1,256,520</u>	<u>99.5%</u>

Comments

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2016
(Provisional and subject to year-end audit adjustments)

Oct 15	Oct 2016				FY 2015-16	FY 2016-17 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
Detailed Budget:												
Income:												
557,054	542,889	579,726	36,837	6.8%	15 FIN 303300	L.A. Superior Court Fees	2,264,616	2,307,601	2,344,437	36,837	1.6%	
Interest:												
1,082	1,203	1,290	88	7.3%	15 FIN 311000	Interest - LAIF	1,082	1,203	1,290	88	7.3%	
1,198	1,375	1,379	4	0.3%	15 FIN 312000	Interest - General Fund	4,695	5,500	5,818	318	5.8%	
179	198	254	56	28.4%	15 FIN 313000	Interest - Deposit Fund	706	793	983	190	24.0%	
0	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT ¹	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 313200	Interest - Bonds ²	0	0	0	0	0.0%	
2,459	2,776	2,924	148	5.3%		Subtotal	6,483	7,495	8,091	596	8.0%	
Parking:												
62,657	56,667	56,654	(13)	0.0%	39 FAC 330100	Parking	253,143	237,897	238,969	1,071	0.5%	
62,657	56,667	56,654	(13)	0.0%		Subtotal	253,143	237,897	238,969	1,071	0.5%	
Library Services:												
0	140	98	(43)	-30.4%	27 CIRC 330150	Annual Borrowing Fee	1,528	1,975	3,120	1,145	58.0%	Beginning of year annual messenger renewals.
9,775	9,167	7,059	(2,108)	-23.0%	25 P&P 330140	Annual Members Fee	39,956	36,668	31,960	(4,708)	-12.8%	Timing variance.
513	2,718	253	(2,465)	-90.7%	23 R&R 330340	Course Registration	4,984	10,872	3,738	(7,134)	-65.6%	Timing variance.
5,717	4,417	5,037	620	14.0%	27 CIRC 330129	Copy Center	22,461	17,668	19,601	1,933	10.9%	Timing variance.
1,963	2,000	1,585	(415)	-20.7%	27 CIRC 330205	Document Delivery	12,027	8,000	6,367	(1,633)	-20.4%	Timing variance.
4,855	3,875	5,049	1,174	30.3%	27 CIRC 330210	Fines	14,764	15,500	16,918	1,418	9.2%	
1,114	4,167	1,194	(2,973)	-71.4%	15 FIN 330310	Miscellaneous	7,422	20,666	13,459	(7,207)	-34.9%	Delay in Google project reimbursements.
25	3,800	4,318	518	13.6%	39 FAC 330330	Room Rental	4,638	15,200	25,936	10,736	70.6%	Better than expected as a result of increased large event room rentals
0	350	127	(223)	-63.8%	27 CIRC 330350	Book Replacement	429	1,400	2,337	937	66.9%	
12,331	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	13,206	0	0	0	0.0%	
0	60,000	0	(60,000)	-100.0%	17 EXEC 330400	Friends of Law Library	115,000	60,000	0	(60,000)	-100.0%	Timing variance. Contribution expected December 2016.
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
144	100	69	(31)	-30.9%	39 FAC 330450	Vending	340	400	434	34	8.6%	
1,392	10,000	6,100	(3,900)	-39.0%	37 COM 330465	Special Events Income	6,392	10,000	6,352	(3,648)	-36.5%	Timing variance.
37,828	100,734	30,887	(69,846)	-69.3%		Subtotal	243,146	198,349	130,223	(68,126)	-34.3%	
659,998	703,065	670,191	(32,874)	-4.7%		Total Income	2,767,388	2,751,343	2,721,721	(29,622)	-1.1%	
Expenses:												
Staff:												
268,916	187,768	171,447	16,320	8.7%	ALL 501000	Salaries (benefits eligible)	807,136	847,031	790,360	56,671	6.7%	Favorable variance due to vacancies.
0	(3,755)	0	(3,755)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(16,941)	0	(16,941)	100.0%	
27,531	20,304	17,649	2,654	13.1%	ALL 501050	Salaries (benefits ineligible)	82,926	91,367	83,361	8,005	8.8%	Favorable variance due to vacancies.
0	(406)	0	(406)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(1,827)	0	(1,827)	100.0%	
16,022	12,642	9,641	3,001	23.7%	15 FIN 502000	Social Security	50,211	57,017	48,176	8,841	15.5%	Favorable variance due to vacancies.
4,047	2,957	2,559	398	13.5%	15 FIN 503000	Medicare	12,175	13,335	11,869	1,466	11.0%	Favorable variance due to vacancies.
30,071	20,860	19,337	1,523	7.3%	15 FIN 511000	Retirement	103,774	140,189	135,596	4,593	3.3%	
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
34,507	43,280	42,087	1,192	2.8%	15 FIN 512000	Health Insurance	151,028	173,119	160,955	12,164	7.0%	Favorable variance due to vacancies.
415	383	393	(10)	-2.6%	15 FIN 513000	Disability Insurance	1,624	1,531	1,708	(177)	-11.6%	
4,322	5,412	4,379	1,034	19.1%	15 FIN 514000	Dental Insurance	19,710	21,358	19,309	2,048	9.6%	Favorable variance due to vacancies.
531	661	355	306	46.2%	15 FIN 514500	Vision Insurance	2,237	2,607	1,969	638	24.5%	
(36)	128	85	43	33.8%	15 FIN 515000	Life Insurance	273	512	247	265	51.7%	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
8,734	6,366	18,160	(11,794)	-185.3%	15 FIN 516000	Workers Compensation Insurance	34,934	25,462	37,257	(11,794)	-46.3%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	(96)	0	0	0	0.0%	
0	17	0	17	100.0%	25 P&P 514010	Temporary Employment	1,916	3,067	0	3,067	100.0%	
106	42	158	(116)	-279.2%	13 HR 514015	Recruitment	185	167	311	(144)	-86.6%	
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	0	0	0	0.0%	
17,161	9,024	9,024	0	0.0%	15 FIN 518500	OPEB Expense	68,643	36,096	36,096	0	0.0%	
(208)	1,250	584	666	53.3%	15 FIN 518550	TMP	57	5,000	2,077	2,923	58.5%	

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2016
(Provisional and subject to year-end audit adjustments)

Oct 15	Oct 2016				FY 2015-16	FY 2016-17 YTD				Comments				
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)		
821	1,250	886	364	29.1%										
412,940	308,180	296,743	11,437	3.7%	15	FIN	518560	Payroll and Benefit Administration	3,629	5,000	3,670	1,330	26.6%	
								Total - Staff	1,340,361	1,404,088	1,332,961	71,127	5.1%	
								Library Materials/Electronic Resources Subscription:						
79,216	125,830	75,449	50,382	40.0%	23	R&R	601999	American Continuations	383,069	503,322	399,317	104,005	20.7%	Timing variance.
1,571	1,365	994	371	27.2%	23	R&R	602999	American New Orders	6,330	5,461	8,100	(2,639)	-48.3%	Purchased several major treatises in high-demand critical subject areas.
981	4,305	0	4,305	100.0%	23	R&R	609199	Branch Continuations	14,934	17,221	8,887	8,334	48.4%	Timing variance.
0	50	0	50	100.0%	23	R&R	609299	Branch New Orders	0	200	161	39	19.3%	Replacement costs.
3,795	9,342	2,453	6,889	73.7%	23	R&R	603999	Commonwealth Continuations	74,830	37,369	64,721	(27,351)	-73.2%	Unanticipated new editions issued in the Common Law Library treatises.
0	130	0	130	100.0%	23	R&R	604999	Commonwealth New Orders	0	520	0	520	100.0%	Careful with purchases given limited budget.
15,880	11,456	7,064	4,392	38.3%	23	R&R	605999	Foreign Continuations	47,710	45,823	27,047	18,776	41.0%	Timing variance.
0	100	127	(27)	-27.5%	23	R&R	606999	Foreign New Orders	398	400	133	267	66.6%	Careful with purchases given limited budget.
8,705	7,269	8,165	(895)	-12.3%	23	R&R	607999	International Continuations	35,475	29,078	34,322	(5,244)	-18.0%	Timing variance.
0	333	0	333	100.0%	23	R&R	608999	International New Orders	0	1,333	166	1,167	87.5%	Careful with purchases given limited budget.
1,162	1,408	1,801	(393)	-27.9%	23	R&R	609399	General/Librarianship Continuations	4,611	5,632	4,203	1,429	25.4%	Timing variance.
0	100	0	100	100.0%	23	R&R	609499	General/Librarianship New Orders	0	400	72	328	82.1%	Careful with purchases given limited budget.
111,310	161,690	96,053	65,637	40.6%				Subtotal	567,357	646,760	547,130	99,630	15.4%	
(112,175)	(161,690)	(96,053)	(65,637)	40.6%	15	FIN	690000	Library Materials Transferred to Assets	(567,357)	(646,760)	(547,130)	(99,630)	15.4%	
50,009	57,616	54,034	3,582	6.2%	15	FIN	685000	Electronic Resource Subscriptions (ERS)	177,858	230,462	192,634	37,829	16.4%	Timing variance.
								Facilities:						
592	3,750	263	3,487	93.0%	39	FAC	801005	Repair & Maintenance	13,309	15,000	2,520	12,480	83.2%	Minimal repairs or maintenance work needed.
254	1,000	547	453	45.3%	39	FAC	801010	Building Services	2,489	4,000	2,715	1,285	32.1%	Timing variance.
67	1,083	0	1,083	100.0%	39	FAC	801015	Cleaning Supplies	2,335	4,332	4,366	(34)	-0.8%	Timing variance.
295	10,356	9,626	730	7.1%	39	FAC	801020	Electricity & Water	33,386	41,424	44,021	(2,597)	-6.3%	Increased usage due to summer weather.
966	0	2,660	(2,660)	0.0%	39	FAC	801025	Elevator Maintenance	4,830	0	4,592	(4,592)	0.0%	Delay in elevator repair & upgrade capital project.
0	2,602	3,005	(403)	-15.5%	39	FAC	801030	Heating & Cooling	11,739	10,408	16,058	(5,650)	-54.3%	Increased usage due to summer weather.
24,428	21,600	21,768	(168)	-0.8%	15	FIN	801035	Insurance	97,711	86,400	87,271	(871)	-1.0%	
8,674	8,755	8,674	81	0.9%	39	FAC	801040	Janitorial Services	34,697	35,020	34,697	323	0.9%	
0	1,500	1,250	250	16.7%	39	FAC	801045	Landscaping	3,150	6,000	5,000	1,000	16.7%	Timing variance.
14,712	15,416	21,351	(5,935)	-38.5%	39	FAC	801050	Security	63,698	61,664	66,594	(4,930)	-8.0%	
430	1,750	2,373	(623)	-35.6%	39	FAC	801060	Room Rental Expenses	1,324	7,000	10,748	(3,748)	-53.5%	Includes \$4K portable stage for ongoing room rental activities.
4,572	10,000	4,580	5,420	54.2%	37	COM	801065	Special Events Expenses	5,136	15,000	11,675	3,325	22.2%	Unfavorable variance due to unbudgeted 125th anniversary expenses.
0	200	0	200	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	0	800	0	800	100.0%	Timing variance.
0	400	143	257	64.1%	39	FAC	801110	Equipment (<3K)	0	1,600	143	1,457	91.0%	Timing variance.
0	100	0	100	100.0%	39	FAC	801115	Building Alterations (<3K)	0	400	0	400	100.0%	Timing variance.
1,367	737	301	436	59.2%	35	CMS	801120	Delivery & Postage	2,539	2,348	800	1,548	65.9%	Low volume of shipping activities YTD.
252	208	16	192	92.4%	39	FAC	801125	Kitchen supplies	837	832	353	479	57.6%	
56,609	79,457	76,556	2,901	3.7%				Subtotal	277,180	292,228	291,553	675	0.2%	
								Technology:						
1,350	1,740	2,026	(286)	-16.5%	33	TECH	801210	Software Maintenance	6,712	6,960	7,588	(628)	-9.0%	Timing variance.
1,183	1,491	1,225	266	17.9%	33	TECH	801212	Hardware Maintenance	4,596	5,964	4,863	1,101	18.5%	
0	1,200	0	1,200	100.0%	33	TECH	801215	Software (<\$3k)	0	4,800	1,518	3,282	68.4%	Timing variance.
0	400	0	400	100.0%	33	TECH	801220	Hardware (<\$3k)	2,439	1,600	0	1,600	100.0%	Timing variance.
344	80	0	80	100.0%	33	TECH	801225	Computer Supplies	344	320	114	206	64.2%	Timing variance.
15,212	4,039	3,951	88	2.2%	33	TECH	801230	Integrated Library System	15,474	16,156	15,806	350	2.2%	
2,257	3,500	1,260	2,240	64.0%	33	TECH	801235	Telecommunications	10,029	14,000	5,057	8,943	63.9%	Timing variance, delay in receipt of certain invoices.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	0	65	(65)	0.0%	
0	0	204	(204)	0.0%	33	TECH	801250	Services	0	0	753	(753)	0.0%	
20,347	12,450	8,667	3,783	30.4%				Subtotal	39,594	49,800	35,765	14,035	28.2%	
								General:						
599	700	666	34	4.9%	15	FIN	801310	Bank Charges	2,252	2,800	2,145	655	23.4%	
678	785	785	(0)	0.0%	35	CMS	801315	Bibliographical Services	3,695	3,140	3,140	(0)	0.0%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
89	90	94	(4)	-4.7%	17	EXEC	801325	Board Expense	242	360	271	89	24.9%	

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2016
(Provisional and subject to year-end audit adjustments)

Oct 15 Actual	Oct 2016				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
0	0	82	(82)	0.0%	37 COM 801330	126	661	194	467	70.6%	Timing variance.
1,581	1,000	660	340	34.0%	15 FIN 801335	3,785	4,000	3,740	260	6.5%	
0	1,500	1,482	18	1.2%	35 CMS 801337	0	2,425	2,410	15	0.6%	
0	0	0	0	0.0%	37 COM 801340	0	500	349	151	30.1%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	0	0	0	0	0.0%	
201	3,000	534	2,466	82.2%	27 CIRC 801370	3,300	7,500	2,914	4,586	61.1%	
114	42	1,545	(1,503)	-3608.0%	15 FIN 801375	911	167	3,513	(3,346)	-2007.8%	Includes \$3.5K payment to PCI for prior fiscal year discounted parking.
(0)	67	152	(85)	-128.0%	23 R&R 801390	271	267	478	(211)	-79.2%	
0	0	0	0	0.0%	17 EXEC 801395	63	100	0	100	100.0%	
3,262	7,183	6,001	1,182	16.5%		14,644	21,919	19,154	2,766	12.6%	
34	300	0	300	100.0%	ALL 803105	1,346	5,900	2,980	2,920	49.5%	Timing variance
0	0	0	0	0.0%	ALL 803110	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	0	0	0	0	0.0%	
237	0	0	0	0.0%	ALL 803115	946	0	0	0	0.0%	
0	83	0	83	100.0%	ALL 803120	1,223	3,983	3,235	748	18.8%	
0	0	0	0	0.0%	ALL 803125	0	0	0	0	0.0%	
270	383	0	383	100.0%		3,515	9,883	6,215	3,668	37.1%	
0	0	0	0	0.0%	37 COM 803205	0	0	0	0	0.0%	
1,395	0	0	0	0.0%	37 COM 803210	1,395	2,530	58	2,472	97.7%	Timing variance.
195	0	0	0	0.0%	37 COM 803215	712	750	0	750	100.0%	Timing variance.
0	300	0	300	100.0%	37 COM 803220	25	300	0	300	100.0%	
1,590	300	0	300	100.0%		2,131	3,580	58	3,522	98.4%	
0	0	0	0	0.0%	ALL 803305	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	0	0	0	0	0.0%	
103	221	163	58	26.1%	ALL 803320	657	983	678	305	31.1%	
0	0	0	0	0.0%	ALL 803325	0	0	0	0	0.0%	
103	221	163	58	26.1%		657	983	678	305	31.1%	
15,930	5,763	5,263	500	8.7%	15 FIN 804005	23,945	16,763	16,763	0	0.0%	
2,675	3,000	2,730	270	9.0%	17 EXEC 804008	12,038	12,000	10,920	1,080	9.0%	
0	0	0	0	0.0%	17 EXEC 804010	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 804015	0	0	0	0	0.0%	
18,605	8,763	7,993	770	8.8%		35,983	28,763	27,683	1,080	3.8%	
216,009	213,013	212,846	167	0.1%	15 FIN 806105	856,565	871,830	872,510	(680)	-0.1%	
28,226	36,438	25,299	11,139	30.6%	15 FIN 806110	112,560	118,220	101,805	16,416	13.9%	Delay in capital project.
244,235	249,451	238,145	11,306	4.5%		969,126	990,050	974,315	15,735	1.6%	
807,968	724,004	688,302	35,702	4.9%		2,861,048	3,031,757	2,881,016	150,741	5.0%	
(147,970)	(20,939)	(18,111)	2,828	-13.5%		(93,660)	(280,414)	(159,295)	121,119	-43.2%	
(3,672)	2,917	(21,822)	(24,739)	-848.2%	15 FIN 321000	10,977	11,667	(29,012)	(40,678)	-348.7%	Fluctuating market conditions.
0	0	0	0	0.0%	17 EXEC 401000	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	0	0	0	0	0.0%	
(151,642)	(18,022)	(39,933)	(21,911)	121.6%		(82,683)	(268,748)	(188,307)	80,441	-29.9%	
0	0	0	0	0.0%	39 FAC 161100	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 161300	0	75,000	6,480	68,520	91.4%	
0	0	0	0	0.0%	39 FAC 164500	0	410,000	0	410,000	100.0%	
0	0	0	0	0.0%	39 FAC 164000	0	428,000	0	428,000	100.0%	

Los Angeles County Law Library

Income Statement for the Period Ending October 31, 2016

(Provisional and subject to year-end audit adjustments)

Oct 15 Actual	Oct 2016			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	0	0	0	0.0%

33 TECH 168000

Computer Software
Total - Capitalized Expenditures

FY 2015-16 YTD Actual	FY 2016-17 YTD			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
11,430	350,000	0	350,000	100.0%
11,430	1,263,000	6,480	1,256,520	99.5%

Comments

CalPERS CERBT Trust Fund¹:

Beginning Balance	2,086,798
Administrative Expense	(86)
Investment Expense	(63)
Unrealized Gain/Loss	(38,975)
Ending Balance	2,047,674

CalPERS CERBT program cost.
Investment management cost.
Fluctuating market conditions.

¹ CalPERS CERBT income account removed effective FY 2016 as recommended by outside auditors. The account will be monitored and reported independently from the Library's operating budget.

² UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) effective FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

Los Angeles County Law Library
Statement of Cash Flows
As of October 31, 2016
(Provisional and subject to year-end audit adjustments)

	10/31/2016	YTD
Cash flows from operating activities		
L.A. Superior court fees	579,726	2,344,437
Parking fees	56,654	238,969
Library services	30,887	130,223
(Increase) decrease in accounts receivable	27,683	12,288
Increase (decrease) in borrowers' deposit	2,281	10,232
Cash received from filing fees and services	697,232	2,736,149
Facilities	(76,556)	(291,553)
Technology	(8,667)	(35,765)
General	(6,001)	(19,154)
Professional development	-	(6,215)
Communications & marketing	-	(58)
Travel & entertainment	(163)	(678)
Professional services	(7,993)	(27,683)
Electronic Resource Subscriptions (ERS)	(54,034)	(192,634)
(Increase) decrease in prepaid expenses	41,184	(130,283)
Increase (decrease) in accounts payable	(13,659)	(50,871)
Increase (decrease) in other liabilities	(1,113)	(1,113)
Cash payments to suppliers for goods and services	(127,000)	(756,005)
Staff (payroll + benefits)	(296,743)	(1,332,961)
Increase (decrease) in payroll liabilities	1,147	6,068
Increase (decrease) in accrued sick and vacation liability	-	(4,378)
Increase (decrease) in OPEB liability	9,024	36,096
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(286,572)	(1,295,176)
Contributions received	-	-
Net cash from operating activities	283,659	684,968
Cash flow from capital and related financing activities		
Library materials	(96,053)	(547,130)
Fixed assets	-	(6,480)
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	(500,000)
Investment earnings	2,924	8,091
Net cash increase (decrease) in cash and cash equivalents	190,530	(360,550)
Cash and cash equivalents, at beginning of period	3,318,663	3,869,743
Cash and cash equivalents, at end of period	3,509,193	3,509,193
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(21,034)	(167,387)
Adjustments for noncash effects:		
Depreciation	238,145	974,315
Extraordinary expense: book write-off	-	-
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	27,683	12,288
(Increase) decrease in prepaid expenses	41,184	(130,283)
Increase (decrease) in accounts payable	(13,659)	(50,871)
Increase (decrease) in other liabilities	(1,113)	(1,113)
Increase (decrease) in payroll liabilities	1,147	6,068
Increase (decrease) in accrued sick and vacation liability	-	(4,378)
Increase (decrease) in borrowers' deposit	2,281	10,232
Increase (decrease) in OPEB liability	9,024	36,096
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	283,659	684,968

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2016 - November 30, 2016 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 1	OTTO HARRASSOWITZ	BOOKS	93.88	029432
	METROLINK	TMP	1,099.00	029433
	SUNSERI'S	ROOM RENTAL	272.50	029434
	TORTUGA BAY	ROOM RENTAL	1,721.25	029435
November 3	LINDA J HEICHMAN	REIMBURSEMENT	30.45	029436
	PEOPLEG2	RECRUITMENT	157.98	029437
	ELIZABETH WARNER	MILEAGE	99.04	029438
November 4	IMAGE ACCESS INC	HARDWARE MAINTE	4,258.00	029439
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	116.71	029440
	OTTO HARRASSOWITZ	BOOKS	3,031.09	029441
	MARY MARTIN BOOKSELLERS	BOOKS	109.00	029442
November 10	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029443
	CHRISTINE R LANGTEAU	MILEAGE	63.94	029444
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,979.17	029445
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029446
	SOURCE ONE OFFICE PRODUCTS, INC	COPY CENTER	35.43	029447
November 14	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029448
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	2,541.00	029449
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,005.03	029450
	SUNSERI'S	ROOM RENTAL	200.00	029451
	VASQUEZ & COMPANY LLP	ACCOUNTING	5,263.00	029452
November 15	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	399.61	029453
	MARY MARTIN BOOKSELLERS	BOOKS	990.00	029454
November 21	BANKS & JORDAN	BOOKS	108.40	029455
November 23	JAMES KENT FOSTER	REFUND	140.00	029456
	TAMIKA GAYLE	REFUND	140.00	029457
	SEAN AFSHIN RASHTI	REFUND	120.00	029458
	MICHAEL GEORGE STEINIGER	REFUND	112.00	029459
	JOSHUA WARREN	REFUND	140.00	029460
	ADAM ROSS WEINTRAUB	REFUND	140.00	029461
	LOUISA YEUNG	REFUND	140.00	029462
	CHARLES RICHARD AJALAT	REFUND	140.00	029463
	ALFRED CHACON	MILEAGE	20.90	029464
	GUARDIAN	PREPAID EXP	7,345.95	029465
	MANAGE EASE INCORPORATED ** VOIDED *****	CONSULTING	0.00	029466
	STATE COMPENSATION INSURANCE FUND ** VOIDE	PREPAID EXP	0.00	029467
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029468

45,853.71

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2016 - November 30, 2016 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 28	CARSWELL COMPANY LTD	BOOKS	178.38	029469
	LIBROS DE HONDURAS	BOOKS	1,400.00	029470
	QUALITY CODE PUBLISHING	BOOKS	108.24	029471
	STATE BAR OF SOUTH DAKOTA	BOOKS	75.00	029472
November 30	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	645.29	029473
	METROLINK	TMP	1,099.00	029474

49,181.24

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2016 - November 30, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 1	WOLTERS KLUWER LAW & BUSINESS	BOOKS	437.09	V001721
	GEORGE T BISEL COMPANY	BOOKS	129.12	V001722
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	388.12	V001723
	COPWARE INC	BOOKS	186.00	V001724
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	75.00	V001725
	PRACTISING LAW INSTITUTE	BOOKS	187.35	V001726
	WEST ACADEMIC	BOOKS	143.88	V001727
	THOMSON REUTERS	BOOKS	4,841.14	V001728
	LA CAFE	FRIENDS OF LALL	60.69	V001734
November 2	TIME WARNER CABLE	TELECOM	10,785.00	V001735
November 3	BANDWIDTH.COM, INC.	TELECOM	283.73	V001736
	EX LIBRIS USERS OF NORTH AMERICA	MEMBERSHIP	200.00	V001737
	GLOBAL CAPACITY	TELECOM	71.47	V001738
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	26.62	V001739
	SECURITAS SECURITY	SECURITY	11,126.61	V001740
November 4	AMERICAN BAR ASSOCIATION	BOOKS	90.84	V001741
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,677.84	V001742
	BLOOMBERG BNA	BOOKS	439.62	V001743
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V001744
	JAMES PUBLISHING INC	BOOKS	112.00	V001745
	JURIS PUBLISHING INC	BOOKS	148.40	V001746
	PRACTISING LAW INSTITUTE	BOOKS	1,351.54	V001747
	THOMSON REUTERS	BOOKS	59,159.50	V001748
November 9	STAPLES ADVANTAGE	COMPUTER SUPPLIE	168.93	V001816
November 10	OCLC INC	BIBLIOGRAPHICAL S	700.56	V001749
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	276.00	V001750
	SUPPLYWORKS	CLEANING SUPPLIES	1,725.42	V001751
	STAMPS.COM	DELIVERY & POSTAG	24.99	V001752
November 14	REPUBLIC SERVICES #902	BLDG SVCS	271.80	V001753
	SUPPLYWORKS	REPAIR & MAINTENA	63.13	V001754
	VALLEY WIDE AIR	BLDG SERVICES	200.00	V001755
November 15	INFINISOURCE INC	PAYROLL/HR BENEFI	77.00	V001756
	STAMPS.COM	DELIVERY & POSTAG	300.00	V001757
	AMERICAN BAR ASSOCIATION	BOOKS	572.31	V001758
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,886.89	V001759
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	205.57	V001760
	BLOOMBERG BNA	BOOKS	967.07	V001761

99,817.61

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2016 - November 30, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	263.43	V001762
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	333.07	V001763
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	442.36	V001764
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V001765
	DISTRICT OF COLUMBIA BAR	BOOKS	239.00	V001766
	JAMES PUBLISHING INC	BOOKS	169.00	V001767
	JURISNET LLC	BOOKS	143.40	V001768
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V001769
	OXFORD UNIVERSITY PRESS	BOOKS	248.02	V001770
	PRACTISING LAW INSTITUTE	BOOKS	845.74	V001771
	PUBLIC UTILITIES REPORTS INC	BOOKS	847.50	V001772
	TOWER PUBLISHING	BOOKS	45.00	V001773
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	341.32	V001774
	YBP LIBRARY SERVICES	BOOKS	229.89	V001775
November 16				
	LA CAFE	BOARD EXPENSE	60.79	V001783
November 21				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,955.41	V001776
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	19.74	V001777
	BLOOMBERG BNA	BOOKS	856.82	V001778
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,002.94	V001779
	INTERNATIONAL MUNICIPAL LAWYERS ASS	BOOKS	150.00	V001780
	JAMES PUBLISHING INC	BOOKS	168.00	V001781
	PRACTISING LAW INSTITUTE	BOOKS	595.30	V001782
November 23				
	ALTA FOODCRAFT	KITCHEN SUPPLIES	135.38	V001784
	BRIGHTVIEW	LANDSCAPING	1,250.00	V001785
	INFINISOURCE INC	PAYROLL/HR BENEFI	1,660.00	V001786
	OFFICE DEPOT	SUPPLIES-OFFICE	335.86	V001787
	STATE COMPENSATION INSURANCE FUND	PREPAID EXP	6,726.50	V001788
November 28				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,903.85	V001789
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	50.96	V001790
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	263.40	V001791
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	860.71	V001792
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	25.90	V001793
	DEFENSE RESEARCH INSTITUTE INC	BOOKS	90.00	V001794
	EBSO INFORMATION SERVICES	BOOKS	88.00	V001795
	JURIS PUBLISHING INC	BOOKS	102.87	V001796
	JURISNET LLC	BOOKS	123.40	V001797
	LAWDABLE PRESS	BOOKS	523.20	V001798
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	134.50	V001799
	PRACTISING LAW INSTITUTE	BOOKS	191.44	V001800
	PARALEGAL TODAY	BOOKS	28.00	V001801
	PRWEB	GRANT APPLICATIO	489.00	V001802

140,256.83

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2016 - November 30, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 30	GRAFFITI CONTROL SYSTEMS UPS	BUILDING SERVICES DELIVERY & POSTAG	150.00 9.05	V001803 V001804

140,265.88

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2016 - November 30, 2016 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 14	SEIU LOCAL 721	UNION DUES	838.68	001578
	SEIU LOCAL 721 ** VOIDED *****	UNION DENTAL	0.00	001579
	SEIU LOCAL 721	UNION DENTAL	40.44	001580
879.12				

MEMORANDUM

DATE: December 15, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Commendations for Retirees

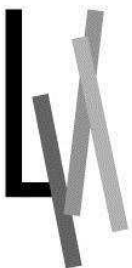
INTRODUCTION AND SUMMARY

LA Law Library would like to acknowledge three valued employees who retired in the year 2016. Shohreh Saljooghi dedicated 8 years of service from 2008-2016, Ralph Stahlberg dedicated 28 years of service from 1988-2016 and William Coleman dedicated 36 years of service from 1980-2016. Staff requests that the Board approve commendations for those retirees. Commendations will be provided for signature at the meeting.

RECOMMENDATION

Staff recommends the Board approve and sign the commendations for the following 2016 retirees:

1. Shohreh Saljooghi –8 years of service
2. Ralph Stahlberg –28 years of service
3. William Coleman –36 years of service



MEMORANDUM

DATE: December 15, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Revised Job Description for Library Clerk, Copy Center

INTRODUCTION AND SUMMARY

Our Library Technician for Copy Center is retiring on December 27, 2016. Before recruiting to fill the position, Staff would like to make minor changes to update the position description, including the title, duties and requirements. The attached job description reflects the proposed changes.

Once a job description is approved, the Law Library will commence recruitment for the position.

RECOMMENDATION

Staff recommends that the Board approve the attached updated job description.



**LA LAW LIBRARY
JOB DESCRIPTION**

Title:	E Delivery / Copy Center Coordinator <u>Clerk</u>
Department:	Circulation
Focus:	Information Services
Reports to:	Circulation Supervisor
Position Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	3 <u>2</u>
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

The purpose of this position is to be a direct, initial contact with Library users by professionally overseeing all aspects of production and maintenance of the Copy Center and providing library materials to users through our e-delivery services and InterLibrary Loan services. In addition, this position is responsible for providing excellent customer service to library users whether in person, via telephone, facsimile, or e-mail.

Responsibilities and Duties

Under general supervision, coordinates and schedules all activities of the Copy Center, InterLibrary Loan and eDelivery services; oversees all aspects of production and customer service; maintains high volume xerographic equipment; serves as lead worker to other staff in area; participates in departmental projects; and performs related work as required. The following activities are within the responsibilities of the E-Delivery / Copy Center ~~Coordinator~~ Clerk:

Acts as initial customer point-of-contact for Copy Center service

- Assists staff and users in effectively operating copiers.
- Responds to and resolves questions and problems arising from copier / Vendacard use, such as how to use the Vendacard system, proper paper alignment, and clearing paper jams;
- Receives and processes requests for in-house photocopy service;
- Explains Copy Center fees, policies and procedures to staff and users;
- Replenishes Vendacard self-service machine as needed;
- Resolves issues related to Copy Center services such as customer services issues demonstrating conflict resolution and interpersonal skills.



Completion and delivery of copies of documents and materials

- Correctly copies documents and materials, reviews for legibility and completeness, and corrects any deficiencies prior to distribution;
- Compiles manuals, packets, and any other special project documentation needed by staff;
- Determines priorities and schedules incoming jobs appropriately for on-time completion;
- Notifies appropriate staff of any schedule problems/changes which would prohibit meeting print deadlines;
- Coordinates delivery and distribution of completed copy and photocopy service job as appropriate;
- Identifies and resolves any other associated problems exercising discretion and judgment in identifying solutions.

Maintenance of Copy Center equipment and supplies

- Maintains working-level knowledge of all equipment located in Copy Center, with an increased high-level knowledge of photocopiers;
- Coordinates with Technology Services division to maintain equipment other than photocopiers such as facsimile machines, microfiche machines, vending machine and scanners;
- ~~Serves as contact for branches~~ Reports regarding service, maintenance, and repair of copier equipment needs to Information Technology in a timely manner;
- Monitors Copy Center duplication and Vendacard inventory supply on a regular basis;
- Orders supplies according to established policies and procedures;

Document Delivery and Interlibrary Loan

- Takes incoming request from user, whether via telephone, facsimile, or e-mail; create user document delivery record gathering or confirming all necessary information;
- Determines whether interlibrary loan or fee-based library service per established guidelines and procedures;
- Searches standard print and online sources to verify bibliographic information, availability, associated costs, and time frame for delivery;
- Communicates with user as to retrieval and delivery options and associated fees per predetermined policies and procedures;
- Retrieves and prepares materials to fill requests including checking out any print materials, faxing, scanning, or photocopying;
- Coordinates delivery to user either through electronic delivery or ground shipment using various modes of transmission (i.e. fax, scanner, or other electronic means), reproduction (i.e. photocopy, photograph) or shipment (i.e. UPS, US Mail) as appropriate responding to requested method of delivery;
- Resolves routine problems with other libraries and clients regarding delivery of materials;
- Tracks all physical items that leave library through interlibrary loan service; if necessary, initiates overdue notice with Circulation;
- Processes items upon return to LACLL including check-in of material and placement in re-shelving area;
- Updates and maintains a variety of records to account for each ILL / document transaction, compile

statistics, ensure copyright compliance, etc;

- Requests item from outside sources;
- Prepares items for Library user when received;
- Provides input on changes in policies and procedures;
- Provides back up at the Circulation desk as needed;
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Participation in the achievement of divisional and departmental goals

- Provides input on changes in departmental and divisional policies and procedures;
- Regularly Participates in Circulation desk operations and serves as back up ~~as needed~~;
- Works with outreach services to help create member benefits package and marketing development;
- Collaborates with divisional staff to increase borrower base through new services and non-borrower usage;
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Position Qualifications

Required

- Associate's degree with course work emphasis in Library Technology or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- 2+ years experience in a Library, office environment, or customer service environment.
- Must be able to:
 - Operate/utilize general office equipment, library equipment, and personal computers proficiently
 - Communicate and be understood
 - Read, understand, retain, and recall written and oral instructions
 - Concentrate and pay close attention to detail
 - Think and work independently and be a self-starter
 - Understand and follow-through on tasks
 - Complete tasks despite continuous interruptions
 - Organize workload according to established priorities to ensure timely completion of jobs
 - Solve copy center problems effectively
 - Provide quality customer service and treat others with common courtesy, respect, and tact

Preferred:

- Previous library experience in which knowledge of practices and procedures relevant to Circulation was learned.
- Knowledge of PDF editing software
- Bachelor's degree with course work emphasis in Library Technology or related field; or any

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equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.

Work Environment

Will be working in a busy Customer Service environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee



MEMORANDUM

DATE: December 15, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Leave of Absence Payment Schedule Options

INTRODUCTION AND BACKGROUND

On occasion, employees experience medical or other issues that require them to take unpaid leave as authorized under existing Law Library policy. However, it can be a financial hardship for the Employee to pay the employee share of medical and other benefits while on unpaid status. Accordingly, the Law Library's past practice has been to work with the Employee to arrange a repayment schedule where necessary. This agenda item requests approval of various recommended options for preventing hardship to employees while on unpaid leave.

DISCUSSION

In particular, Staff recommends that the following options be available at the discretion of the Executive Director for payment (or repayment) of an Employee's share of benefits while on unpaid leave:

1. **Prepay through pre-tax contributions**– Deduct a certain amount from paycheck before leave (double up on deductions for X period of time).
2. **Pre-Pay by Personal Check** – Employee pays library an agreed amount via personal check before going on leave.
3. **Pay as you go** – While on leave Employee pays the Library on a preapproved schedule. The payments may be made separately or by extra deductions from the paid portion of a leave (e.g., using PTO, sick or vacation) through payroll, or a combination of both. If Employee misses a payment, the full amount would become due.
4. **Pay upon Return** – Employee would reimburse the Library once the Employee returns to work over an agreed number of pay periods. If employee does not return or does not remain employed long enough to repay in full, the total remaining amount will be payable immediately and may be deducted from any other amounts owed Employee.

All of the above options require Executive Director approval and written documentation signed by the Employee.

RECOMMENDATION

That the Board approve the use of any of the options listed above to prevent hardship to employees while on medical or other approved unpaid leave.



AGENDA ITEM 6

DISCUSSION ITEMS

- 6.1 Public Reception for Overcoming Adversity Video Project