

AGENDA

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

REGULAR BOARD MEETING

Wednesday, June 14, 2017

4:45 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 May 24, 2017, Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Approval of Insurance Renewal – LTD, Life, Dental, Vision
- 3.4 Approval of Conflict of Interest and Disclosure Code
- 3.5 Approval of Amendment to Memorandum of Understanding with SEIU Local 721 and Revised Broadband Pay Schedule
- 3.6 Approval of Operating Budget for Fiscal Year 2018 and Related Personnel Actions

4.0 DISCUSSION ITEMS

- 5.1 Approval of Commendation for Retiree Elizabeth Warner
- 5.2 Approval of Exploratory Platinum Level Member Pilot Program
- 5.3 Staff Presentation: Displays and Exhibits

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 Wednesday, July 26, 2017.

POSTED THURSDAY, JUNE 8, 2017 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 24, 2017, Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Approval of Insurance Renewal – LTD, Life, Dental, Vision
- 3.4 Approval of Conflict of Interest and Disclosure Code
- 3.5 Approval of Amendment to Memorandum of Understanding with SEIU Local 721 and Revised Broadband Pay Schedule
- 3.6 Approval of Operating Budget for Fiscal Year 2018 and Related Personnel Actions

**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.**

May 24, 2017

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 24, 2017 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 Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Mark Juhas

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

Also Present: Marcelino Juarez, Finance Manager
Ann Marie Gamez, Executive Assistant

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

1.0 PUBLIC COMMENT

Lee Paradise made public comment in regards to employee salaries. Mr. Paradise expressed great concern for the lack of raises over the years. SEIU Local 721 Director Renee Anderson made public comment in regards to the necessity of employee salary increases. Ms. Anderson expressed great concern for the lack of salary increases over the years and recommended the Board of Trustees consider greatly a raise of no less than 2% for LALL represented employees.

2.0 PRESIDENT'S REPORT

No Report

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 26, 2017 Regular Board Meeting.
- 3.2 Review of March Financials & List of April Checks and Warrants.

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

4.0 CLOSED SESSION

- 4.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

No reportable action was taken.

5.0 DISCUSSION ITEMS

- 5.1 Discussion and Approval of 2017-2018 Property & Liability Insurance Renewal

ED Levin discussed the options available to LALL for P&L Insurance for 2017-2018 including changing the deductible amount or lowering the cap on coverage for DIC. Keenan did a risk assessment analysis and determined the risk of loss in excess of \$8 million was .2% and in excess of \$30 million is .02% and therefore recommended lowering the coverage limit to \$30 million.

President Jones requested a motion to authorize binding coverage effective July 1, 2017 with a 10% DIC deductible, layered limit up to \$30 million, for a total premium not to exceed \$265,000 (Option 4 from the attachment added on 5/24/17 to the staff report). So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 4-0.

- 5.2 Review of Operating budget FY 17-18, Including Approval of Position Adjustments and Prepayment of CalPERS unfunded Liability

ED Levin explained some of the pros and cons for some of the decision making in approving the proposed budget for FY18.

The Board discussed various aspects of the budget and indicated their support for the budget as presented, including:

1. the elimination of one full-time Library Clerk and the addition of one part-time Library Aide
2. authorization to the Executive Director to execute an amendment to the MOU with SEIU: a) eliminating the 2% merit bonus pool for FY18; b) adding a 1.5% raise for represented and unrepresented employees beginning July 1, 2017; and c) adding bilingual pay of \$50 per month for qualifying employees.
3. payment of \$500,000 towards the Law Library's Unfunded Accrued Liability with CalPERS before 6/30/2017 and authorization to the Finance Manager to select the source of the funds and complete the transaction.

The Board requested that final budget be scheduled for consideration on the consent calendar at the June meeting.

5.3 Approval of Exploratory Platinum Level Member Pilot Program

To be carried over and added to the rescheduled Regular Board Meeting for June 14, 2017.

5.4 2017 Law Week After-Report

Public Interest Librarian, Janine Liebert presented before the Board the roles, challenges and strengths of this years' Law Week. J. Liebert gave examples of high points including the expanded number of programs available to patrons, the implementation of a web cast and a live viewing on YouTube. LALL was also viewed on Event Brite as a new host for publicizing. ED Levin added that the library continues to seek new ways to reach HS classes to come onsite to learn more about the library.

No action taken

5.5 Staff Presentation: Displays and Exhibits

To be carried over and added to the rescheduled Regular Board Meeting for June 14, 2017.

No action taken

6.0 **AGENDA BUILDING**

There were no items for agenda building.

7.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin announced LALL participation in the Superior Court Power Lunch Day, where HS students will be welcomed to the library and be given small tours and presentations on the role of LA Law Library and its staff.

8.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:17 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 14, 2017 at 4:45 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 April 30, 2017

(Provisional and subject to year-end audit adjustments)

	6/30/2016	4/30/2017	Change
Assets			
Current assets			
Cash and cash equivalents	3,551,273	3,592,703	41,430
Accounts receivable	1,312,177	1,358,339	46,162
Prepaid expenses	253,809	353,453	99,644
Total current assets	<u>5,117,260</u>	<u>5,304,495</u>	187,235
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,115,956	4,567,651	451,695
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	19,061,309	18,281,395	(779,914)
Total noncurrent assets	<u>24,082,168</u>	<u>23,753,949</u>	(328,219)
Total assets	<u>29,199,427</u>	<u>29,058,444</u>	(140,984)
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>29,965,974</u>	<u>(140,984)</u>
Liabilities			
Current Liabilities			
Accounts payable	225,599	172,586	(53,013)
Other current liabilities	3,631	2,013	(1,618)
Payroll liabilities	8,682	8,388	(294)
Total current liabilities	<u>237,912</u>	<u>182,987</u>	(54,926)
Noncurrent Liabilities			
Accrued sick and vacation liability	359,980	307,523	(52,457)
Borrowers' deposit	327,949	289,950	(38,000)
OPEB liability	81,954	172,194	90,240
Net pension liability	1,233,873	1,233,873	-
Total noncurrent liabilities	<u>2,003,756</u>	<u>2,003,540</u>	(216)
Total liabilities	<u>2,241,668</u>	<u>2,186,526</u>	(55,142)
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>3,082,299</u>	(55,142)
Net Position			
Invested in capital assets	19,647,742	18,867,828	(779,914)
Unrestricted	7,321,774	8,015,847	694,073
Total net position	<u>26,969,516</u>	<u>26,883,675</u>	(85,841)
Total liabilities and Deffered inflows of resources and net position	<u>30,106,957</u>	<u>29,965,974</u>	<u>(140,983)</u>

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2017
(Provisional and subject to year-end audit adjustments)

Apr 16 Actual	Apr 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
559,162	529,529	616,174	86,644	16.4%
3,289	2,776	4,613	1,837	66.2%
62,095	56,667	64,260	7,593	13.4%
34,601	30,618	62,943	32,325	105.6%
<u>659,147</u>	<u>619,589</u>	<u>747,989</u>	<u>128,400</u>	<u>20.7%</u>
415,992	308,151	276,024	32,127	10.4%
58,425	57,616	56,754	861	1.5%
216,594	161,690	174,260	(12,570)	-7.8%
<u>(216,594)</u>	<u>(161,690)</u>	<u>(174,260)</u>	<u>12,570</u>	<u>-7.8%</u>
51,281	72,771	65,260	7,511	10.3%
8,138	12,450	10,275	2,175	17.5%
5,898	4,183	6,074	(1,891)	-45.2%
237	333	34	299	89.8%
500	500	61	439	87.8%
245	221	164	57	25.6%
4,430	4,300	1,406	2,894	67.3%
<u>252,215</u>	<u>243,785</u>	<u>228,184</u>	<u>15,600</u>	<u>6.4%</u>
<u>797,361</u>	<u>704,310</u>	<u>644,237</u>	<u>(60,073)</u>	<u>-8.5%</u>
<u>(138,214)</u>	<u>(84,720)</u>	<u>103,752</u>	<u>188,472</u>	<u>-222.5%</u>
84	2,917	25,898	22,982	787.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(138,130)</u>	<u>(81,804)</u>	<u>129,650</u>	<u>211,454</u>	<u>-258.5%</u>
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>

	FY 2015-16	FY 2016-17 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Summary:						
Income						
L.A. Superior Court Fees	5,460,887	5,486,024	5,688,042	202,018	3.7%	
Interest	18,384	19,339	26,514	7,175	37.1%	
Parking	595,101	577,897	584,818	6,921	1.2%	
Library Services	460,584	457,334	529,785	72,452	15.8%	
Total Income	<u>6,534,956</u>	<u>6,540,594</u>	<u>6,829,160</u>	<u>288,566</u>	<u>4.4%</u>	
Expense						
Staff (payroll + benefits)	3,254,597	3,436,722	3,088,344	348,378	10.1%	
Electronic Resource Subscriptions	515,741	576,155	554,877	21,279	3.7%	
Library Materials	1,685,349	1,616,899	1,576,025	40,874	2.5%	
Library Materials Transferred to Assets	(1,685,349)	(1,616,899)	(1,576,025)	(40,874)	2.5%	
Facilities	705,322	715,226	691,251	23,975	3.4%	
Technology & Data	97,705	129,500	108,533	20,967	16.2%	
General	51,659	54,931	54,272	659	1.2%	
Professional Development	12,665	18,863	14,381	4,483	23.8%	
Communications & Marketing	6,258	8,030	878	7,152	89.1%	
Travel & Entertainment	1,979	2,557	2,361	195	7.6%	
Professional Services	54,030	50,063	44,382	5,681	11.3%	
Depreciation	2,460,413	2,469,654	2,362,419	107,235	4.3%	
Total Expenses	<u>7,160,368</u>	<u>7,461,702</u>	<u>6,921,697</u>	<u>540,005</u>	<u>7.2%</u>	
Net Income (Loss)	<u>(625,412)</u>	<u>(921,108)</u>	<u>(92,537)</u>	<u>828,571</u>	<u>-90.0%</u>	
Investment Gain (Loss)²						
Extraordinary Income	48,431	29,167	(48,305)	(77,471)	-265.6%	
Extraordinary Expense	0	55,000	55,000	0	0.0%	
Net Income Including Extraordinary Items	<u>(576,981)</u>	<u>(836,941)</u>	<u>(85,841)</u>	<u>751,100</u>	<u>-89.7%</u>	
Capitalized Expenditures	<u>15,354</u>	<u>1,562,000</u>	<u>6,480</u>	<u>1,555,520</u>	<u>99.6%</u>	

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2017
(Provisional and subject to year-end audit adjustments)

Apr 16 Actual	Apr 2017				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
559,162	529,529	616,174	86,644	16.4%	15 FIN 303300	L.A. Superior Court Fees	5,460,887	5,486,024	5,688,042	202,018	3.7%	
Interest:												
1,554	1,203	1,630	428	35.6%	15 FIN 311000	Interest - LAIF	3,880	3,608	4,369	762	21.1%	
1,524	1,375	2,665	1,290	93.8%	15 FIN 312000	Interest - General Fund	12,659	13,750	19,474	5,724	41.6%	
211	198	318	119	60.3%	15 FIN 313000	Interest - Deposit Fund	1,845	1,981	2,670	689	34.8%	
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%	
3,289	2,776	4,613	1,837	66.2%		Subtotal	18,384	19,339	26,514	7,175	37.1%	
Parking:												
62,095	56,667	64,260	7,593	13.4%	39 FAC 330100	Parking	595,101	577,897	584,818	6,921	1.2%	
62,095	56,667	64,260	7,593	13.4%		Subtotal	595,101	577,897	584,818	6,921	1.2%	
Library Services:												
16	25	0	(25)	-100.0%	27 CIRC 330150	Annual Borrowing Fee	1,804	2,200	3,331	1,131	51.4%	Favorable timing variance.
8,420	9,167	11,139	1,972	21.5%	25 P&P 330140	Annual Members Fee	100,138	91,670	90,922	(748)	-0.8%	
2,728	2,718	1,035	(1,683)	-61.9%	23 R&R 330340	Course Registration	24,198	27,180	11,090	(16,090)	-59.2%	Timing variance. \$8K Business Seriers sponsorship check expected June 2017.
6,182	4,416	4,242	(174)	-3.9%	27 CIRC 330129	Copy Center	50,440	43,868	42,799	(1,069)	-2.4%	Timing variance.
1,683	2,000	1,524	(476)	-23.8%	27 CIRC 330205	Document Delivery	22,290	20,000	14,920	(5,080)	-25.4%	Decline in number of requests
4,660	3,875	3,947	72	1.9%	27 CIRC 330210	Fines	36,344	38,750	40,246	1,496	3.9%	
4,260	4,167	5,457	1,290	31.0%	15 FIN 330310	Miscellaneous	31,072	53,666	63,539	9,873	18.4%	
1,465	3,800	4,118	318	8.4%	39 FAC 330330	Room Rental	47,130	38,000	59,801	21,801	57.4%	Better than expected as a result of increased large event room rentals
0	350	0	(350)	-100.0%	27 CIRC 330350	Book Replacement	1,610	3,500	3,462	(38)	-1.1%	
0	0	31,477	31,477	0.0%	15 FIN 330360	Forfeited Deposits	13,206	7,500	31,737	24,237	323.2%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	120,000	120,000	155,000	35,000	29.2%	Generous contribution from Friends.
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
113	100	3	(97)	-97.0%	39 FAC 330450	Vending	884	1,000	586	(414)	-41.4%	
5,075	0	0	0	0.0%	37 COM 330465	Special Events Income	11,467	10,000	12,352	2,352	23.5%	
34,601	30,618	62,943	32,325	105.6%		Subtotal	460,584	457,334	529,785	72,452	15.8%	
659,147	619,589	747,989	128,400	20.7%		Total Income	6,534,956	6,540,594	6,829,160	288,566	4.4%	
Expenses:												
Staff:												
271,343	183,475	154,548	28,927	15.8%	ALL 501000	Salaries (benefits eligible)	1,938,478	2,097,950	1,835,274	262,676	12.5%	Favorable variance due to vacancies.
0	(3,670)	0	(3,670)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(41,047)	0	(41,047)	100.0%	
25,875	21,137	25,159	(4,022)	-19.0%	ALL 501050	Salaries (benefits ineligible)	193,071	232,450	210,032	22,418	9.6%	Favorable variance due to vacancies.
0	(423)	0	(423)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(4,533)	0	(4,533)	100.0%	
17,222	12,432	10,488	1,944	15.6%	15 FIN 502000	Social Security	122,509	138,474	116,056	22,417	16.2%	Favorable variance due to vacancies.
4,028	2,908	2,453	455	15.6%	15 FIN 503000	Medicare	29,763	32,385	28,506	3,879	12.0%	Favorable variance due to vacancies.
30,178	20,220	17,189	3,031	15.0%	15 FIN 511000	Retirement	233,672	273,199	252,436	20,763	7.6%	
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%	
38,526	46,830	42,319	4,511	9.6%	15 FIN 512000	Health Insurance	397,510	448,954	409,429	39,525	8.8%	Favorable variance due to vacancies.
405	374	363	11	3.0%	15 FIN 513000	Disability Insurance	4,107	3,804	3,956	(152)	-4.0%	
3,603	5,482	4,461	1,020	18.6%	15 FIN 514000	Dental Insurance	49,664	54,375	46,891	7,484	13.8%	Favorable variance due to vacancies.
519	673	451	222	33.0%	15 FIN 514500	Vision Insurance	5,791	6,670	4,735	1,935	29.0%	Favorable variance due to vacancies.
(47)	128	86	41	32.4%	15 FIN 515000	Life Insurance	803	1,286	614	673	52.3%	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
6,366	7,003	5,578	1,425	20.3%	15 FIN 516000	Workers Compensation Insurance	87,084	73,930	58,959	14,971	20.3%	
0	0	2,522	(2,522)	0.0%	15 FIN 517000	Unemployment Insurance	(96)	0	7,583	(7,583)	0.0%	
0	17	0	17	100.0%	25 P&P 514010	Temporary Employment	1,916	3,167	1,260	1,907	60.2%	Timing variance.
0	42	0	42	100.0%	13 HR 514015	Recruitment	479	417	1,917	(1,500)	-360.1%	
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	171,609	90,241	90,240	1	0.0%	
94	1,250	584	666	53.3%	15 FIN 518550	TMP	7,010	12,500	9,377	3,123	25.0%	

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2017
(Provisional and subject to year-end audit adjustments)

Apr 16 Actual	Apr 2017				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
720	1,250	799	451	36.0%	15 FIN 518560	Payroll and Benefit Administration	11,226	12,500	11,077	1,423	11.4%	
415,992	308,151	276,024	32,127	10.4%		Total - Staff	3,254,597	3,436,722	3,088,344	348,378	10.1%	
						Library Materials/Electronic Resources Subscription:						
129,148	125,830	141,036	(15,205)	-12.1%	23 R&R 601999	American Continuations	1,239,552	1,258,305	1,225,636	32,668	2.6%	
1,426	1,365	69	1,296	95.0%	23 R&R 602999	American New Orders	13,485	13,652	10,323	3,329	24.4%	
2,719	4,305	2,886	1,419	33.0%	23 R&R 609199	Branch Continuations	38,220	43,052	33,423	9,629	22.4%	Timing variance.
0	50	0	50	100.0%	23 R&R 609299	Branch New Orders	0	500	161	339	67.7%	
34,822	9,342	4,847	4,495	48.1%	23 R&R 603999	Commonwealth Continuations	132,777	93,423	98,093	(4,670)	-5.0%	
0	130	0	130	100.0%	23 R&R 604999	Commonwealth New Orders	0	1,300	0	1,300	100.0%	
31,797	11,456	12,016	(560)	-4.9%	23 R&R 605999	Foreign Continuations	154,097	114,558	97,171	17,387	15.2%	Used to fund continuations in other categories.
10	100	0	100	100.0%	23 R&R 606999	Foreign New Orders	513	1,000	1,019	(19)	-1.9%	
15,202	7,269	13,279	(6,009)	-82.7%	23 R&R 607999	International Continuations	90,459	72,695	94,032	(21,338)	-29.4%	
42	333	0	333	100.0%	23 R&R 608999	International New Orders	117	3,333	166	3,167	95.0%	
1,428	1,408	128	1,280	90.9%	23 R&R 609399	General/Librarianship Continuations	15,946	14,081	15,928	(1,847)	-13.1%	
0	100	0	100	100.0%	23 R&R 609499	General/Librarianship New Orders	181	1,000	72	928	92.8%	
216,594	161,690	174,260	(12,570)	-7.8%		Subtotal	1,685,349	1,616,899	1,576,025	40,874	2.5%	
(216,594)	(161,690)	(174,260)	12,570	-7.8%	15 FIN 690000	Library Materials Transferred to Assets	(1,685,349)	(1,616,899)	(1,576,025)	(40,874)	2.5%	
58,425	57,616	56,754	861	1.5%	15 FIN 685000	Electronic Resource Subscriptions (ERS)	515,741	576,155	554,877	21,279	3.7%	
						Facilities:						
811	3,750	173	3,577	95.4%	39 FAC 801005	Repair & Maintenance	30,300	37,500	7,072	30,428	81.1%	Timing variance.
997	1,000	1,180	(180)	-18.0%	39 FAC 801010	Building Services	8,284	10,000	8,898	1,102	11.0%	Timing variance.
0	1,083	0	1,083	100.0%	39 FAC 801015	Cleaning Supplies	7,094	10,830	9,848	982	9.1%	Timing variance.
464	10,356	8,795	1,561	15.1%	39 FAC 801020	Electricity & Water	89,280	103,560	96,816	6,744	6.5%	Timing variance.
966	1,051	1,884	(833)	-79.3%	39 FAC 801025	Elevator Maintenance	9,660	4,204	12,225	(8,021)	-190.8%	Delay in elevator repair & upgrade capital project.
4,548	2,602	2,336	266	10.2%	39 FAC 801030	Heating & Cooling	28,428	26,020	30,482	(4,462)	-17.1%	Increased usage due to summer weather.
24,428	21,600	21,763	(163)	-0.8%	15 FIN 801035	Insurance	244,279	216,000	218,038	(2,038)	-0.9%	
8,674	9,018	8,674	344	3.8%	39 FAC 801040	Janitorial Services	86,742	88,602	86,842	1,760	2.0%	
3,561	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	10,911	15,000	12,500	2,500	16.7%	Timing variance.
4,670	15,416	15,767	(351)	-2.3%	39 FAC 801050	Security	144,697	154,160	160,210	(6,050)	-3.9%	
114	1,750	2,499	(749)	-42.8%	39 FAC 801060	Room Rental Expenses	27,282	17,500	31,138	(13,638)	-77.9%	Includes \$4K portable stage for ongoing room rental activities.
1,426	2,000	155	1,845	92.3%	37 COM 801065	Special Events Expenses	9,573	17,000	12,618	4,382	25.8%	Includes 125th anniversary unbudgeted expense.
0	200	0	200	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	300	2,000	0	2,000	100.0%	Timing variance.
0	400	0	400	100.0%	39 FAC 801110	Equipment (<3K)	1,426	4,000	494	3,506	87.7%	Timing variance.
0	100	0	100	100.0%	39 FAC 801115	Building Alterations (<3K)	0	1,000	0	1,000	100.0%	Timing variance.
317	737	622	115	15.6%	35 CMS 801120	Delivery & Postage	5,323	5,770	2,749	3,021	52.4%	Low volume of shipping activities YTD.
305	208	161	47	22.6%	39 FAC 801125	Kitchen supplies	1,743	2,080	1,321	759	36.5%	
51,281	72,771	65,260	7,511	10.3%		Subtotal	705,322	715,226	691,251	23,975	3.4%	
						Technology:						
1,758	1,740	1,887	(147)	-8.4%	33 TECH 801210	Software Maintenance	15,788	17,400	20,396	(2,996)	-17.2%	Timing variance.
1,183	1,491	1,338	153	10.3%	33 TECH 801212	Hardware Maintenance	11,693	14,910	13,200	1,710	11.5%	
0	1,200	0	1,200	100.0%	33 TECH 801215	Software (<\$3k)	517	12,000	2,721	9,279	77.3%	Timing variance.
16	400	414	(14)	-3.4%	33 TECH 801220	Hardware (<\$3k)	3,790	9,000	414	8,586	95.4%	Timing variance.
0	80	0	80	100.0%	33 TECH 801225	Computer Supplies	344	800	905	(105)	-13.1%	Includes unbudgeted, one time purchase of laptop locks totaling \$731.
4,039	4,039	4,220	(181)	-4.5%	33 TECH 801230	Integrated Library System	39,365	40,390	41,137	(747)	-1.8%	
742	3,500	2,416	1,084	31.0%	33 TECH 801235	Telecommunications	25,189	35,000	28,942	6,058	17.3%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	65	(65)	0.0%	
400	0	0	0	0.0%	33 TECH 801250	Services	1,018	0	753	(753)	0.0%	
8,138	12,450	10,275	2,175	17.5%		Subtotal	97,705	129,500	108,533	20,967	16.2%	
						General:						
476	700	611	89	12.6%	15 FIN 801310	Bank Charges	5,148	7,000	5,607	1,393	19.9%	
678	785	785	(0)	0.0%	35 CMS 801315	Bibliographical Services	7,766	7,850	7,851	(1)	0.0%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
174	90	122	(32)	-35.4%	17 EXEC 801325	Board Expense	627	900	690	210	23.3%	
36	0	200	(200)	0.0%	37 COM 801330	Staff meals & events	1,212	2,023	2,098	(75)	-3.7%	

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2017
(Provisional and subject to year-end audit adjustments)

Apr 16 Actual	Apr 2017				FY 2015-16 YTD Actual	FY 2016-17 YTD					Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
1,283	1,000	2,043	(1,043)	-104.3%	15 FIN	801335	Supplies - Office	9,630	10,000	11,638	(1,638)	-16.4%	
1,765	0	0	0	0.0%	35 CMS	801337	Supplies - Library materials	6,409	5,425	5,445	(20)	-0.4%	
0	0	0	0	0.0%	37 COM	801340	Stationery, business cards, etc.	0	1,000	919	81	8.1%	Timing variance.
0	0	0	0	0.0%	25 P&P	801365	Grant Application Expenses	0	0	0	0	0.0%	
220	1,500	704	796	53.0%	27 CIRC	801370	Copy Center Expense	17,837	19,500	14,228	5,272	27.0%	
0	42	0	42	100.0%	15 FIN	801375	General - Misc	963	417	3,513	(3,096)	-743.1%	Includes \$3.5K payment to PCI for prior fiscal year discounted parking.
0	67	0	67	100.0%	23 R&R	801390	Course Registration	564	717	547	170	23.7%	
1,266	0	1,609	(1,609)	0.0%	17 EXEC	801395	Friends of Law Library	1,503	100	1,736	(1,636)	-1635.9%	
5,898	4,183	6,074	(1,891)	-45.2%			Subtotal	51,659	54,931	54,272	659	1.2%	
							Professional Development:						
0	300	9	291	97.0%	ALL	803105	Travel	1,772	7,600	4,274	3,326	43.8%	Timing variance.
0	0	0	0	0.0%	ALL	803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%	
237	0	0	0	0.0%	ALL	803115	Membership dues	9,215	6,160	6,180	(20)	-0.3%	
0	33	25	8	25.0%	ALL	803120	Registration fees	1,678	5,103	3,927	1,176	23.1%	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%	
237	333	34	299	89.8%			Subtotal	12,665	18,863	14,381	4,483	23.8%	
							Communications & Marketing:						
0	0	0	0	0.0%	37 COM	803205	Services	0	1,800	0	1,800	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM	803210	Collateral materials	1,550	2,830	317	2,513	88.8%	Timing variance.
500	500	61	439	87.8%	37 COM	803215	Advertising	4,684	3,100	561	2,539	81.9%	Timing variance.
0	0	0	0	0.0%	37 COM	803220	Trade shows & Outreach	25	300	0	300	100.0%	Timing variance.
500	500	61	439	87.8%			Subtotal	6,258	8,030	878	7,152	89.1%	
							Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	0	0	583	(583)	0.0%	
0	0	0	0	0.0%	ALL	803310	Meals	0	0	149	(149)	0.0%	
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%	
245	221	164	57	25.6%	ALL	803320	Ground transportation & mileage reimb.	1,979	2,557	1,630	927	36.3%	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%	
245	221	164	57	25.6%			Subtotal	1,979	2,557	2,361	195	7.6%	
							Professional Services						
1,300	1,300	0	1,300	100.0%	15 FIN	804005	Accounting	21,630	18,063	18,078	(15)	-0.1%	
3,130	3,000	1,406	1,594	53.1%	17 EXEC	804008	Consulting Services	32,400	32,000	26,304	5,696	17.8%	
0	0	0	0	0.0%	17 EXEC	804010	Legal	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN	804015	Other	0	0	0	0	0.0%	
4,430	4,300	1,406	2,894	67.3%			Subtotal	54,030	50,063	44,382	5,681	11.3%	
							Depreciation:						
224,292	202,965	202,961	3	0.0%	15 FIN	806105	Depreciation - Library Materials	2,179,685	2,115,412	2,109,238	6,174	0.3%	
27,922	40,820	25,223	15,597	38.2%	15 FIN	806110	Depreciation Exp - FF&E	280,728	354,242	253,181	101,061	28.5%	Delay in capital projects.
252,215	243,785	228,184	15,600	6.4%			Subtotal	2,460,413	2,469,654	2,362,419	107,235	4.3%	
797,361	704,310	644,237	60,073	8.5%			Total Expense	7,160,368	7,461,702	6,921,697	540,005	7.2%	
(138,214)	(84,720)	103,752	188,472	-222.5%			Net Income Before Extraordinary Items	(625,412)	(921,108)	(92,537)	828,571	-90.0%	
84	2,917	25,898	22,982	787.9%	15 FIN	321000	Investment Gain (Loss) ²	48,431	29,167	(48,305)	(77,471)	-265.6%	Reflects loss/gain if sold at time of report (before maturity)
0	0	0	0	0.0%	17 EXEC	401000	Extraordinary Income	0	55,000	55,000	0	0.0%	
0	0	0	0	0.0%	17 EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
(138,130)	(81,804)	129,650	211,454	-258.5%			Net Income Including Extraordinary Items	(576,981)	(836,941)	(85,841)	751,100	-89.7%	

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2017
(Provisional and subject to year-end audit adjustments)

Apr 16	Apr 2017				FY 2015-16	FY 2016-17 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
Capital Expenditures:												
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	3,924	30,000	0	30,000	100.0%	
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	157,000	6,480	150,520	95.9%	
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	445,000	0	445,000	100.0%	
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	535,000	0	535,000	100.0%	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	11,430	395,000	0	395,000	100.0%	
0	0	0	0	0.0%		Total - Capitalized Expenditures	15,354	1,562,000	6,480	1,555,520	99.6%	
CalPERS CERBT Trust Fund ¹ :												
						Beginning Balance			2,118,971			
						Administrative Expense			(86)			CalPERS CERBT program cost.
						Investment Expense			(63)			Investment management cost.
						Unrealized Gain/Loss			25,414			Fluctuating market conditions.
						Ending Balance			2,144,235			

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 April 30, 2017
(Provisional and subject to year-end audit adjustments)

	4/30/2017	YTD
Cash flows from operating activities		
L.A. Superior court fees	616,174	5,688,042
Parking fees	64,260	584,818
Library services	62,943	429,785
(Increase) decrease in accounts receivable	(104,002)	(46,162)
Increase (decrease) in borrowers' deposit	(32,954)	(38,000)
Cash received from filing fees and services	606,421	6,618,485
Facilities	(65,260)	(691,251)
Technology	(10,275)	(108,533)
General	(6,074)	(54,272)
Professional development	(34)	(14,381)
Communications & marketing	(61)	(878)
Travel & entertainment	(164)	(2,361)
Professional services	(1,406)	(44,382)
Electronic Resource Subscriptions (ERS)	(56,754)	(554,877)
(Increase) decrease in prepaid expenses	42,571	(99,644)
Increase (decrease) in accounts payable	51,864	(53,013)
Increase (decrease) in other liabilities	(17)	(1,618)
Cash payments to suppliers for goods and services	(45,610)	(1,625,209)
Staff (payroll + benefits)	(276,024)	(3,088,344)
Increase (decrease) in payroll liabilities	459	(294)
Increase (decrease) in accrued sick and vacation liability	-	(52,457)
Increase (decrease) in OPEB liability	9,024	90,240
Net impact of GASB 68 adjustments		-
Net effect of prior period adjustments		-
Cash payments to employees for services	(266,541)	(3,050,855)
Contributions received	-	155,000
Net cash from operating activities	294,269	2,097,421
Cash flow from capital and related financing activities		
Library materials	(174,260)	(1,576,025)
Fixed assets	-	(6,480)
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment		(500,000)
Investment earnings	4,613	26,514
Net cash increase (decrease) in cash and cash equivalents	124,622	41,430
Cash and cash equivalents, at beginning of period	3,786,551	3,869,743
Cash and cash equivalents, at end of period	3,911,173	3,911,173
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	99,139	(64,051)
Adjustments for noncash effects:		
Depreciation	228,184	2,362,419
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(104,002)	(46,162)
(Increase) decrease in prepaid expenses	42,571	(99,644)
Increase (decrease) in accounts payable	51,864	(53,013)
Increase (decrease) in other liabilities	(17)	(1,618)
Increase (decrease) in payroll liabilities	459	(294)
Increase (decrease) in accrued sick and vacation liability	-	(52,457)
Increase (decrease) in borrowers' deposit	(32,954)	(38,000)
Increase (decrease) in OPEB liability	9,024	90,240
Net impact of GASB 68 adjustments		-
Net cash from operating activities	294,269	2,097,421

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2017 - May 31, 2017 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	SUNSERI'S	ROOM RENTAL	272.50	029849
	TORTUGA BAY	ROOM RENTAL	1,721.25	029850
May 3	GAVILANES BOOKS FROM INDOAMERICA	BOOKS	124.00	029851
	SPECIALTY TECHNICAL PUBLISHERS INC	BOOKS	660.00	029852
May 4	CHRISTINE R LANGTEAU	MILEAGE	51.36	029853
May 8	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	184.57	029854
May 12	COUNTY OF LOS ANGELES	HEATING/COOLING	2,336.25	029855
	MANAGE EASE INCORPORATED	CONSULTING	1,470.95	029856
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	229.24	029857
	DORILA CORREA CARLOS E GIBBS	BOOKS	3,626.00	029858
	LAW PUBLISHERS	BOOKS	175.00	029859
	LAW REPORTS INTERNATIONAL LTD	BOOKS	250.00	029860
May 15	COALITION COURT REPORTERS	REFUND	350.00	029861
May 18	SYNCB AMAZON	STATIONARY/BUSIN	144.60	029862
	AT&T	TELECOM	476.56	029863
	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	575.29	029864
	CALIBER ELEVATOR	ELEVATOR MAINTEN	1,884.36	029865
	ALFRED CHACON	MILEAGE	20.49	029866
	ESTHER EASTMAN	TRAVEL	9.00	029867
	EMPLOYMENT DEVELOPMENT DEPT	UI	2,522.00	029868
	GUARDIAN	PREPAID EXP	7,006.71	029869
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,119.17	029870
	ELIZABETH WARNER	MILEAGE	76.99	029871
May 19	STERLING CODIFIERS INC	BOOKS	60.00	029872
	PETTY CASH FUND	PETTY CASH	359.89	029873
May 24	ESTHER EASTMAN	MILEAGE	15.27	029874
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	029875
	METROLINK	TMP	1,099.00	029876
May 31	TYLER CURTIS ANDERSON	REFUND	140.00	029877
	RICHARD DONOVAN	REFUND	80.00	029878
	MARSEIL ELIAS	REFUND	140.00	029879
	HOLLIS MCCRAY-CLARK	REFUND	140.00	029880
	DEREK ANDREW SIMPSON	REFUND	140.00	029881
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	243.74	029882
	OTTO HARRASSOWITZ	BOOKS	2,023.66	029883

39,203.70

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2017 - May 31, 2017 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	SOUTH COAST AIR QUALITY MANAGEMENT SANDRA J LEVIN	BOOKS REIGISTRATION	69.90 412.00	029884 029885

39,615.70

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2017 - May 31, 2017 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	LA CAFE	ROOM RENTAL EXPE	177.97	V002260
May 3	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,876.85	V002237
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	469.23	V002238
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	V002239
	JURIS PUBLISHING INC	BOOKS	108.43	V002240
	THOMSON REUTERS	BOOKS	71,123.52	V002241
May 4	OCLC INC	BIBLIOGRAPHICAL S	700.96	V002244
May 5	CHERRY PICK CAFE	SPECIAL EVENTS	90.00	V002318
May 8	AMERICAN BAR ASSOCIATION	BOOKS	397.66	V002245
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	431.00	V002246
	CAPITOL ENQUIRY	BOOKS	104.45	V002247
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,797.89	V002248
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	340.93	V002249
	JURIS PUBLISHING INC	BOOKS	187.89	V002250
	JURISNET LLC	BOOKS	143.43	V002251
	LAW JOURNAL PRESS	BOOKS	8,636.90	V002253
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V002254
	SUPREME COURT HISTORICAL SOCIETY	BOOKS	100.00	V002255
	WEST ACADEMIC	BOOKS	47.85	V002256
May 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V002261
May 12	ALTA FOODCRAFT	KITCHEN SUPPLIES	86.01	V002262
	EMPLOYTEST.COM	RECRUITMENT	139.00	V002263
	OFFICE DEPOT	SUPPLIES-OFFICE	85.32	V002264
	UPS	DELIVERY & POSTAG	12.39	V002265
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,455.44	V002266
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	719.26	V002267
	BLOOMBERG BNA	BOOKS	84.52	V002268
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,820.96	V002269
	COMPASS PUB CO	BOOKS	90.00	V002270
	JAMES PUBLISHING INC	BOOKS	533.00	V002271
	JURIS PUBLISHING INC	BOOKS	230.78	V002272
	JURISNET LLC	BOOKS	87.89	V002273
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	104.50	V002274
	PRACTISING LAW INSTITUTE	BOOKS	503.18	V002275
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	153.66	V002276
	UNITED NATIONS PUBLICATIONS	BOOKS	396.42	V002277
	WEST ACADEMIC	BOOKS	191.40	V002278
	THOMSON REUTERS	BOOKS	12,084.00	V002279

123,527.72

LOS ANGELES COUNTY LAW LIBRARY

May 1, 2017 - May 31, 2017 (CHECKS)

Account No.: 102001

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
May 16	WILLIAM S HEIN & CO	BOOKS	1,507.30	V002280	
	GOBI LIBRARY SOLUTIONS	BOOKS	354.64	V002281	
	REPUBLIC SERVICES #902	BLDG SVCS	328.96	V002285	
	COMPUTYPE INC	SUPPLIES- LIB MATE	1,542.55	V002286	
May 17	PROJECTOR LAMPS LLC	HARDWARE <3	608.86	V002287	
May 19	CDW GOVERNMENT INC	COMPUTER HARDW	6,288.44	V002288	
	GST	SOFTWARE MAINT	2,423.74	V002289	
	SMART LEVELS	STATIONERY & BUSI	27.15	V002290	
May 24	ALTA FOODCRAFT	KITCHEN SUPPLIES	152.71	V002291	
	AT&T MOBILITY	TELECOM	16.24	V002292	
	BANDWIDTH.COM, INC.	TELECOM	285.53	V002293	
	BRIGHTVIEW	LANDSCAPING	1,250.00	V002294	
	GLOBAL CAPACITY	TELECOM	378.50	V002295	
	GLOBAL CAPACITY	TELECOM	71.47	V002296	
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	547.12	V002297	
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	276.00	V002298	
	SECURITAS SECURITY	SECURITY	11,490.07	V002299	
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	4,522.50	V002300	
	FRANK R. THOROLD (PTY) LTD	BOOKS	3,578.62	V002301	
	ULINE	DELIVERY & POSTAG	87.24	V002302	
	AMERICAN BAR ASSOCIATION	BOOKS	687.84	V002303	
	GEORGE T BISEL COMPANY	BOOKS	88.90	V002304	
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	574.05	V002305	
	GREY HOUSE PUBLISHERS	BOOKS	695.00	V002306	
	JAMES PUBLISHING INC	BOOKS	197.00	V002307	
	JURISNET LLC	BOOKS	123.43	V002308	
	LAWPRESS CORPORATION	BOOKS	658.68	V002309	
	MUNICIPAL CODE CORPORATION	BOOKS	268.00	V002310	
	NOLO PRESS OCCIDENTAL	BOOKS	186.93	V002311	
	PUBLIC UTILITIES REPORTS INC	BOOKS	134.00	V002312	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	340.54	V002313	
	UNITED NATIONS PUBLICATIONS	BOOKS	87.46	V002314	
	THOMSON REUTERS	BOOKS	65,079.93	V002315	
	JOHN WILEY & SONS INC	BOOKS	233.06	V002316	
	May 31	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V002319
		OFFICE DEPOT	SUPPLIES-OFFICE	558.76	V002320
		OFFICESUPPLY.COM	SUPPLIES-OFFICE	107.14	V002321
		LA CAFE	BOARD EXPENSE	47.10	V002328
	May 31	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	79.20	V002322
		WOLTERS KLUWER LAW & BUSINESS	BOOKS	462.19	V002323

230,508.46

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2017 - May 31, 2017 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,066.19	V002324
	PRACTISING LAW INSTITUTE	BOOKS	187.76	V002325
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	187.15	V002326
	CITY OF SANTA FE SPRINGS	BOOKS	30.00	V002327
	STAMPS.COM	DELIVERY & POSTAG	300.00	V002329
	UPS	DELIVERY & POSTAG	26.24	V002330

231,239.61

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2017 - May 31, 2017 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	SLOAN'S DRY CLEANERS & LAUNDRY	ROOM RENTAL	50.00	V000097
May 19	L A DEPT WATER & POWER	ELECTRIC/FIRE	8,795.43	V000098

8,845.43

MEMORANDUM

DATE: June 14, 2017

TO: Board of Law Library Trustees

FROM: Marcelino Juarez, Finance Manager

RE: Dental, Vision, Disability (LTD), and Life Insurance Renewal

BACKGROUND

Brecher Insurance & Financial Services (Brecher) is the Library’s current insurance broker for dental, vision, long term disability (LTD), and life insurance. Our policies are subject to annual renewal and are scheduled to expire July 31, 2017. This insurance coverage is currently provided through Guardian. Accordingly, the Law Library requested that our broker solicit and secure the most competitive bid for renewal.

Based on their experience and expertise, Brecher recommends that the Law Library renew with Guardian.

ANALYSIS

Brecher’s analysis and recommendations are attached. Essentially, Guardian initially proposed increases to the premiums on all lines of coverage but through negotiation, Brecher was able to eliminate all increases. Guardian has agreed to rate pass (0% increase) on all lines of coverage.

As you may recall, we anticipated slight increases in some these lines of coverages in our initial FY 2018 budget proposal. The negotiation by our broker has eliminated the need for that increase (and it has been removed from the budget proposal presented later in the agenda at this same meeting).

Although the Law Library could request that Brecher solicit additional bids, as noted in the attached memo, Brecher expects that carriers would still decline to quote on the dental coverage due to the large retiree population. Additionally, we could also lose the favorable terms currently being offered by Guardian.

ALTERNATIVES

The Board might:

1. approve the renewal of all lines of insurance coverages with Guardian; or
2. request additional bids for consideration at the July meeting.

RECOMMENDATION

Staff recommends that the Board approve the renewal of all lines of insurance coverages with Guardian.



BRECHER INSURANCE AND FINANCIAL SERVICES

6300 WILSHIRE BLVD., SUITE 2200 • LOS ANGELES, CA • 90048 • PHONE (323) 782-3289 • FAX (323) 782-3022

EXHIBIT 3.3.1

MEMORANDUM

DATE: May 31, 2017

TO: Board of Law Library Trustees

FROM: David Brecher, Brecher Insurance & Financial Services

RE: Dental, Vision, Life and Long-Term Disability Insurance Renewal

SUMMARY

The Library's group dental, vision, basic life, AD&D, voluntary life and AD&D, and long-term disability (LTD) insurance plans renew on August 1, 2017. Guardian has agreed to a rate pass on all lines of coverage.

ANALYSIS AND DETAIL

We aggressively negotiated with Guardian and they have agreed to renew all lines of coverage with no rate increase. The initial renewal proposed an increase of 3% on vision, 15.8% on LTD, and 8.3% on life. NOTE: Last year, after negotiation, Guardian agreed to a reduced increase of 3% for the dental and a rate pass for all other lines. In the year prior, Guardian agreed to renew all lines but LTD with a rate pass.

OPTIONS

1. Renew all current lines of coverage with Guardian
2. Market the coverage with other carriers. Note: As was the case in prior years, we expect carriers to decline to quote the dental coverage due to the large retiree population.

RECOMMENDATION

By renewing with Guardian, Los Angeles Law Library can continue to offer current benefits with no increase in annual premium and no disruption to employees' access to current providers. We recommend renewing with Guardian.

David Brecher, CA Insurance License #0B01282

David A. Brecher, ChFC®, CPA (Inactive), Registered Representative, offering securities through NYLIFE Securities LLC Member FINRA/SIPC,
A Licensed Insurance Agency (323) 782-3000

Financial Adviser offering investment advisory services through Eagle Strategies LLC., A Registered Investment Adviser
Brecher Insurance And Financial Services is not owned or operated by NYLIFE Securities LLC or its affiliates.



**It's renewal
time!**

**Guardian is
here to help.**

RENEWAL INFORMATION FOR

**LA LAW LIBRARY
GROUP PLAN # 00449734**

**RENEWAL PERIOD
August 1, 2017 - July 31, 2018**



LIFE | DENTAL | VISION | DISABILITY | ABSENCE | SUPPLEMENTAL HEALTH | STOP LOSS | ASO

GuardianAnytime.com

The Guardian Life Insurance Company of America, 7 Hanover Square, New York, NY 10004. Guardian® and the GUARDIAN G® logo are registered service marks of The Guardian Life Insurance Company of America and are used with express permission.

What you'll find in this package

RENEWAL INFORMATION	PAGE
Renewal Rates At-a-Glance	2



LIFE | DENTAL | VISION | DISABILITY | ABSENCE | SUPPLEMENTAL HEALTH | STOP LOSS | ASO

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1, 2 and 3

DENTAL PLAN RATES - CHOICE PLAN					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	34	\$62.21	\$25,382	\$62.21	\$25,382
EE & SP	12	\$113.25	\$16,308	\$113.25	\$16,308
EE & CH	3	\$143.18	\$5,154	\$143.18	\$5,154
FAMILY	9	\$194.27	\$20,981	\$194.27	\$20,981
TOTAL	58		\$67,825		\$67,825

If you have determined that your group is subject to ACA regulations which require you to include pediatric dental essential health benefits, Guardian can provide these benefits. Please contact your local Sales Office for options.

This plan is currently offered for Insurance Class 1 and 3

VISION PLAN RATES -					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	15	\$12.42	\$2,236	\$12.42	\$2,236
EE & SP	5	\$21.32	\$1,279	\$21.32	\$1,279
EE & CH	2	\$21.75	\$522	\$21.75	\$522
FAMILY	6	\$35.07	\$2,525	\$35.07	\$2,525
TOTAL	28		\$6,562		\$6,562

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

LTD PLAN RATES				
CURRENT			RENEWAL	
Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
\$165,437	\$0.190/\$100	\$3,772	\$0.190/\$100	\$3,772

This plan is currently offered for Insurance Class 1 and 3

BASIC LIFE PLAN RATES					
CURRENT				RENEWAL	
Coverage	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
BASIC LIFE	\$757,500	\$0.120/\$1000	\$1,091	\$0.120/\$1000	\$1,091

This plan is currently offered for Insurance Class 1 and 3

AD&D PLAN RATES					
CURRENT				RENEWAL	
Coverage	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
AD&D	\$757,500	\$0.020/\$1000	\$182	\$0.020/\$1000	\$182

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES			
EMPLOYEES		CURRENT	RENEWAL
Age		Monthly Rate	Monthly Rate
15-29		\$0.055/\$1000	\$0.055/\$1000
30-34		\$0.063	\$0.063
35-39		\$0.094	\$0.094
40-44		\$0.166	\$0.166
45-49		\$0.257	\$0.257
50-54		\$0.389	\$0.389
55-59		\$0.617	\$0.617
60-64		\$1.032	\$1.032
65-69		\$1.686	\$1.686

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES (Continued)		
	CURRENT	RENEWAL
70-74	\$2.728	\$2.728
75-79	\$4.848	\$4.848
80-84	\$9.463	\$9.463
85-89	\$15.626	\$15.626
90-94	\$24.435	\$24.435
95-99	\$37.348	\$37.348

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
SPOUSE Age	CURRENT Monthly Rate	RENEWAL Monthly Rate
15-29	\$0.055/\$1000	\$0.055/\$1000
30-34	\$0.063	\$0.063
35-39	\$0.094	\$0.094
40-44	\$0.166	\$0.166
45-49	\$0.257	\$0.257
50-54	\$0.389	\$0.389
55-59	\$0.617	\$0.617
60-64	\$1.032	\$1.032
65-69	\$1.686	\$1.686
70-74	\$2.728	\$2.728
75-79	\$4.848	\$4.848
80-84	\$9.463	\$9.463
85-89	\$15.626	\$15.626
90-94	\$24.435	\$24.435
95-99	\$37.348	\$37.348

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
	CURRENT Monthly Rate	RENEWAL Monthly Rate
CHILD(REN)	\$0.167/\$1000	\$0.167/\$1000

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY AD&D PLAN RATES					
Tier	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	\$1,280,000	\$0.032/\$1000	\$492	\$0.032/\$1000	\$492
SPOUSE	\$225,000	\$0.032	\$86	\$0.032	\$86
CHILD(REN)	\$20,000	\$0.032	\$8	\$0.032	\$8

Additional Dental Information

DENTAL MAXIMUM ROLLOVER SUMMARY

For Benefit Year Ending: 12/31/2017

ROLLOVER ACCOUNT SIZE	NUMBER OF QUALIFYING EMPLOYEES & DEPENDENTS	TOTAL ACCOUNT VALUE
\$0	11	\$0.00
\$1 - \$250	0	\$0.00
\$251 - \$500	8	\$3,096.90
\$501 - \$750	17	\$10,364.90
\$751 - \$1,000	7	\$6,800.00
Over \$1,000	59	\$85,114.20
TOTAL	91	\$105,376.00

7 of your Employees and Dependents currently are eligible for additional Maximum Rollover amounts.

"Benefit Year" refers to the 12-month period during which charges are counted toward this plan's annual maximum.

"Number of Qualifying Employees and Dependents" reflects information available at the time this renewal package was issued. Additional claims will affect this count.

"Eligibility for additional rollover amounts reflects information available at the time this renewal package was issued. Additional claims will affect the eligibility for additional rollover amounts"

Rollover amounts earned in the benefit year ending 12/31/2017 are applied to the members Maximum Rollover Account for use starting the next benefit year.

MEMORANDUM

DATE: June 14, 2017

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Conflict of Interest and Disclosure Code for the Los Angeles County Law Library

As you know, the Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code and the Law Library has adopted the terms of that code as its conflict of interest code, with amendments necessary to designate the persons and categories subject to the requirements of the code.

Attached for your review is a resolution approving proposed amendments to the Conflict of Interest and Disclosure Code for the Law Library.

Once approved, the Law Library’s Conflict of Interest Code will be submitted to the County of Los Angeles as applicable responsible agency under the Government Code. The proposed code will be reviewed by the County’s Code Review Panel and it is anticipated that it will be approved by the panel prior to the Board’s next meeting.

In addition to adopting a Conflict of Interest Code, each of the individuals listed in the Code or otherwise covered under state law must file Form 700 disclosure statements upon assuming office, departing office and annually. This includes Board Members. Law Library staff sends reminders and instructions as filing deadlines approach and is available to answer any questions regarding the completion and filing of the forms.

RECOMMENDATION

Staff recommends the resolution and proposed amendments be approved.



**CONFLICT OF INTEREST AND DISCLOSURE CODE
FOR THE LOS ANGELES COUNTY LAW LIBRARY**

WHEREAS, The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes.

WHEREAS, The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code.

WHEREAS, Following public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

WHEREAS, the Los Angeles County Law Library (the “Library”) has adopted the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, into the conflict of interest code of the Library by reference.

NOW THEREFORE BE IT RESOLVED, that the Conflict of Interest Code attached as Exhibit A, designating officials and employees and establishing economic disclosure categories, is hereby approved and shall constitute the conflict of interest code of this agency.

PASSED, APPROVED AND ADOPTED, this 14th day of June, 2017.

Hon. Ann I. Jones, President

ATTEST:

Sandra J. Levin, Executive Director

LALAWLIBRARY



Conflict of Interest Code
of the

LAW LIBRARY, LOS ANGELES COUNTY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board of Trustees and Executive Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

LAW LIBRARY, LOS ANGELES COUNTY

EXHIBIT “A”

CATEGORY 1

Persons in this category shall disclose all business positions and investments in and all income **(including gifts, loans and travel payments)** received from businesses that manufacture or sell supplies or services of the type utilized by the Law Library, including but not limited to, publications, office equipment and supplies, library supplies and landscape maintenance, insurance and utilities.

CATEGORY 2

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. **(See footnote for clarification.)**

LAW LIBRARY, LOS ANGELES COUNTY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Trustees	1
Executive Director	1
Senior Director, Information Services & CTO	1
Finance Manager Director	1
Director, Reference & Research <u>Patron Services</u>	1
Consultant/ New Positions*	2

*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

|
EFFECTIVE: 06/14/2017

MEMORANDUM

DATE: June 14, 2017
TO: Board of Law Library Trustees
FROM: Sandra Levin, Executive Director
RE: Approval of Amendment to Memorandum of Understanding with SEIU Local 721 and Broadband Pay Schedule

SUMMARY

Pursuant to the Board’s instructions at the May 2017 meeting, attached is a proposed amendment to the Memorandum of Understanding with SEIU Local 721, providing: 1) a 1.5% across the board salary increase in lieu of the merit bonus for Fiscal Year 2018; and 2) bilingual pay of \$50 per month for qualifying staff. These items are already reflected in the proposed Fiscal Year 2018 budget presented for consideration later at this same meeting.

The Board has approved and adopted a broadband pay schedule for library employees to comply with CalPERS’ statutory and regulatory requirements for publicly available pay schedules (CCR §570.5). The Board periodically also revises that schedule as needed. The attached broadband pay schedule has been updated and revised to reflect the changes necessary to implement the above 1.5% increase to the extent it impacted pay ranges.

RECOMMENDATION

Staff recommends approving the proposed amendment to the Memorandum of Understanding with SEIU Local 721 and the attached broadband pay schedule.



AMENDMENT TO MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding for the time period June 1, 2014 through May 31, 2018, by and between the Los Angeles County Law Library (the "Library") and SEIU Local 721 is hereby amended as follows.

Article 8, Section 1 (Wages) shall be amended to read:

ARTICLE 8 SALARIES

Section 1 WAGES

The Law Library proposes a relevant Salary / Classification Relationship Chart as seen on the next page.

No wage adjustments shall be implemented during the first year of this agreement.

In year (2) and three (3) each party has the option to reopen economic article(s) under the provisions of Article 6 Renegotiation.

Notwithstanding Article 11 (Performance Evaluations), the merit bonus that would have been payable on or before June 30, 2018 relating to performance evaluations for the 2017 calendar year period, will not be paid. However, commencing July 1, 2017, LA Law Library will implement a 1.5% across-the-board increase for each represented employee who has successfully completed his or her introductory period.

Employees at or exceeding of their classification pay scale are not eligible for annual wage increases but are eligible for merit increases as identified in Article 11 of this agreement.



The Salary-Class Relationship Chart in Article 8 (Salaries) shall be replaced with the following:

Job Classification	Salary Range Beginning	Salary Range End
Library Aide/Administrative Aide	\$9.49 / hr	\$14.60 / hr
Library Clerk/Administrative Clerk	\$12.98 / hr	\$21.39 / hr
	\$27,000	\$44,500
Branch Assistant	\$14.90 / hr	\$24.59 / hr
Library Technician/Administrative Technician	\$14.90 / hr	\$25.46 / hr
	\$31,000	\$52,170
Library Associate	\$19.23 / hr	\$31.73 / hr
	\$40,000	\$66,000
Librarian	\$50,000	\$82,500



The following language shall be added to Article 8 (Salaries) below the Salary-Class Relationship Chart:

Whenever an appointing authority requires an employee to converse fluently in a language other than English, or proficiently write and interpret a language other than English, for more than 10% of the employee's workweek on a

301 West First Street
Los Angeles, CA 90012-3140
Telephone 213.785.2529
Fax 213.680.1727
www.lalawlibrary.org

Attachment 3.5.1

regular basis, said employee shall receive a Bilingual Bonus of \$50.00 per month.

Except as expressly stated above, in all terms and respects, the Memorandum of Understanding shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of June 14, 2017.

For Library:

For SEIU Local 721:

By: _____
Sandra J. Levin, Executive Director

By: _____

LALAWLIBRARY



LA LAW LIBRARY
CLASSIFICATION CHART

Effective May 31, 2011
Revised ~~July~~ January 1, 2014 ~~2017~~

Salary Grade	Classification	Beginning	End
1	Library Aide Administrative Aide	\$9.49 / hr	\$12.90 <u>\$14.60</u> / hr
2	Library Clerk Administrative Clerk	\$12.98 / hr \$27,000	\$21.39 / hr \$44,500
3	Branch Assistant	\$14.90 / hr	\$24.59 / hr
3	Library Technician Administrative Technician	\$14.90 / hr \$31,000	\$25.46 <u>\$25.59</u> / hr \$51,450 <u>\$2,170</u>
4	Library Associate	\$19.23 / hr \$40,000	\$31.73 / hr \$66,000
4	Support Supervisor System Administrator Executive Staff	\$44,000	\$72,600
5	Librarian	\$50,000	\$82,500
6	Manager	\$60,000	\$99,000
7	Senior Librarian Senior Administrative Staff	\$65,000	\$97,500
8	Director	\$75,000	\$112,500
9	Senior Director	\$105,000	\$150,500
10	Executive Director	\$125,000	\$191,250

MEMORANDUM

DATE: June 14, 2017

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Operating and Capital Expenditures Budget for Fiscal Year 2017-2018, and Related Personnel Actions

INTRODUCTION

Staff is requesting that the Board of Trustees approve the FY2018 Budget proposal as presented by staff, recommended by the Budget Committee and discussed previously at the Board's May 24, 2017 regular meeting. (The May Board packet can be found here: http://www.lalawlibrary.org/pdfs/Agenda_20170524.pdf.) The proposed budget (Income and Expense Operations Summary, Cash Flow, Item Detail and Capital Projects) is attached. The figures have been adjusted in minor ways to reflect additional information received since the Board meeting last month.

BACKGROUND AND ANALYSIS

As explained at the May meeting, the recommendation to approve the budget is based upon a few key underlying principles:

1. The proposed operating budget, although resulting in a deficit in accounting terms, does not significantly drain cash or reserves.
 - a. The operating budget generates positive cash flow of approximately \$190K.
 - b. The proposed capital budget anticipates spending \$1,943K from reserves, resulting in an overall negative cash flow of \$1,638,196 for FY2018. However, the capital budget includes more than \$1,563,000 deferred from fiscal years 2014 through 2017.
 - c. As approved at the May meeting, the \$500K prepayment of retirement costs was processed and the savings are now reflected in the proposed FY2018 budget.
 - d. The recommended earthquake insurance savings from reducing the Library's limit from \$55.6M to \$30M is now reflected in the proposed FY2018 budget as well.
 - e. Total reserves have improved, forecasted to increase over FY2013 by approximately \$1.6M in FY2017. However, as proposed, FY2018 capital projects plus the prepayment of retirement costs would spend approximately \$2.1M of those total reserves.



2. The proposed budget incorporates and completes implementation of significant cuts made in prior fiscal years. Annual cash expenditures have been reduced by more than \$2,000,000 as compared to FY2012 operations.
3. Although additional minor cuts are included in the proposed budget, Staff and the Financial Planning Committee recommend that further cuts continue to be implemented slowly over time (e.g., through attrition and voluntary personnel transitions, collection reductions upon expiration of existing contracts, etc).
4. Service is excellent in many areas, but there are still substantial areas of need (geographically, demographically and otherwise) that cannot be addressed without additional funding.
5. The proposed budget incorporates an assumption that court fees have stabilized. However, it also incorporates significant cost increases that are beyond our control.

Approval of Related Personnel Actions

As described in the proposed budget last month and consistent with the Board's approval in 2016 of the restructure and formation of the Patron Services department, the following actions are required: 1) elimination of one Reference Librarian position (to be promoted to a Managing Librarian under the new structure); 2) approval of the attached job descriptions for Managing Librarian, Reference and Research & Stacks and Shelving and Library Associate, Public Interest, to complete the implementation of the formation of the Patron Services Department; 3) amendment of the existing job descriptions for Library Aides, Reference to reflect the new supervisor; and 4) as discussed at the May meeting, elimination of the full-time Library Clerk, Reference and authorization of an additional part-time position of Library Aide, Reference. In order to implement the FY 18 budget as proposed, the Board must approve these recommended personnel actions.

RECOMMENDATION

Staff is requesting that the Board of Trustees:

- 1) Eliminate one Reference Librarian position, approve the attached job descriptions for Managing Librarian, Reference and Research & Stacks and Shelving and Library Associate, Public Interest, amend existing job descriptions for Library Aides, Reference to reflect the new supervisor, eliminate the full-time Library Clerk, Reference and authorize an additional part-time position of Library Aide, Reference;
- 2) Approve the proposed budget for FY2018 (including Income and Expense Operations Summary, Cash Flow, Item Detail and Capital Projects; and
- 3) Ratify the payment of \$500,000 towards the Law Library's Unfunded Accrued Liability with CalPERS and authorization to the Finance Manager to select the source of the funds.



Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/18

GL No.				Budget 2017	Forecast 2017	Budget 2018	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
	2014	2015	2016					
Summary:								
Income								
L.A. Superior Court Fees	7,112,614	6,336,433	6,604,626	6,545,083	6,677,360	6,670,000	(7,360)	-0.1%
Interest	51,546	19,838	23,546	23,688	30,318	30,787	469	1.5%
Parking	618,386	668,472	715,481	691,231	698,152	680,000	(18,152)	-2.6%
Library Services	563,148	518,932	546,513	524,120	606,411	537,448	(68,963)	-11.4%
Total Income	8,345,695	7,543,675	7,890,165	7,784,121	8,012,241	7,918,234	(94,007)	-1.2%
Expense								
Staff	4,105,615	3,743,871	3,838,897	4,038,026	3,760,372	3,958,550	198,178	5.3%
Library Materials	3,035,273	2,847,890	2,063,651	1,940,279	1,932,372	1,955,472	23,100	1.2%
Library Materials Transferred to Assets	(3,035,273)	(2,847,890)	(2,063,651)	(1,940,279)	(1,932,372)	(1,955,472)	(23,100)	1.2%
Electronic Resource Subscriptions (ERS)			629,617	691,386	680,611	597,312	(83,299)	-12.2%
Facilities	784,485	839,275	871,193	856,368	856,158	908,889	52,731	6.2%
Technology & Data	113,847	111,770	123,551	164,400	165,497	142,793	(22,704)	-13.7%
General	68,276	73,295	59,487	67,049	65,623	65,915	292	0.4%
Professional Development	16,759	20,775	12,948	21,325	20,110	22,865	2,755	13.7%
Communications & Marketing	9,587	2,561	6,258	8,355	5,158	7,715	2,557	49.6%
Travel & Entertainment	1,827	1,859	2,481	3,048	2,484	2,736	252	10.2%
Professional Services	36,593	50,345	58,613	56,063	52,545	66,160	13,615	25.9%
Depreciation	3,266,848	2,844,276	2,952,940	2,960,377	2,821,181	2,839,529	18,348	0.7%
Total Expenses	8,403,837	7,688,028	8,555,985	8,866,397	8,429,738	8,612,465	182,726	2.2%
Net Income (Loss)	(58,143)	(144,353)	(665,820)	(1,082,276)	(417,497)	(694,230)	(276,733)	66.3%
Investment Gain (Loss) ²		40,081	78,437	35,000	(48,371)	35,000	83,371	-172.4%
Extraordinary Income	671,128	21,347	0	55,000	55,000	0	(55,000)	-100.0%
Extraordinary Expense	279,570	572,839	0	0	0	0	0	0.0%
Net Income Including Extraordinary Items	333,416	(655,765)	(587,383)	(992,276)	(410,868)	(659,230)	(248,362)	60.4%
								0.0%
Capitalized Expenditures	65,523	48,739	15,354	1,569,500	70,980	1,943,000	1,872,020	2637.4%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/18

GL No.					Budget 2017	Forecast 2017	Budget 2018	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2014	2015	2016					
Detailed Budget:									
Income:									
303300	L.A. Superior Court Fees	7,112,614	6,336,433	6,604,626	6,545,083	6,677,360	6,670,000	(7,360)	-0.1%
Interest:									
311000	Interest - LAIF	3,226	3,486	5,684	4,810	5,572	5,787	215	3.9%
312000	Interest - General Fund	46,507	14,314	15,546	16,500	21,721	22,000	279	1.3%
313000	Interest - Deposit Fund	1,813	2,038	2,316	2,378	3,025	3,000	(25)	-0.8%
	Subtotal	51,546	19,838	23,546	23,688	30,318	30,787	469	1.5%
Parking:									
330100	Parking	618,386	668,472	715,481	691,231	698,152	680,000	(18,152)	-2.6%
	Subtotal	618,386	668,472	715,481	691,231	698,152	680,000	(18,152)	-2.6%
Library Services:									
330150	Annual Messenger Fee	4,095	2,860	4,272	3,800	4,894	4,944	50	1.0%
330140	Annual Members Fee	104,268	113,185	114,996	110,004	108,395	102,011	(6,384)	-5.9%
330340	Course Registration	27,056	30,284	26,990	32,617	22,727	22,804	77	0.3%
330129	Copy Center	67,035	59,815	60,303	52,700	55,273	56,600	1,327	2.4%
330205	Document Delivery	29,114	23,862	25,074	24,000	21,270	22,150	881	4.1%
330210	Fines	49,523	39,196	44,447	46,500	48,781	48,500	(281)	-0.6%
330310	Miscellaneous	88,255	60,992	59,514	65,999	66,212	89,999	23,787	35.9%
330330	Room Rental	24,433	53,993	62,927	45,600	74,487	50,100	(24,387)	-32.7%
330350	Book Replacement	6,296	5,360	2,278	4,200	4,056	2,240	(1,816)	-44.8%
330360	Forfeited Deposits	13,495	0	13,081	7,500	31,852	7,500	(24,352)	-76.5%
330400	Friends of Law Library	134,961	120,000	120,000	120,000	155,000	120,000	(35,000)	-22.6%
330450	Vending	3,985	3,171	1,164	1,200	1,113	600	(513)	-46.1%
330465	Special Events Income	10,634	6,214	11,467	10,000	12,352	10,000	(2,352)	-19.0%
	Subtotal	563,148	518,932	546,513	524,120	606,411	537,448	(68,963)	-11.4%
	Total Income	8,345,695	7,543,675	7,890,165	7,784,121	8,012,241	7,918,234	(94,007)	-1.2%
Expenses:									
Staff:									
501000	Salaries (benefits eligible)	2,525,670	2,422,696	2,340,459	2,464,901	2,259,848	2,421,325	161,477	7.1%
501025	Staff Vacancy Offset (Ben. Eligible)	0	0	0	(48,386)	0	(42,875)	(42,875)	0.0%
501050	Salaries (benefits ineligible)	311,014	241,200	233,218	274,726	258,042	265,428	7,386	2.9%
501075	Staff Vacancy Offset (Ben. Ineligible)	0	0	0	(5,379)	0	(4,696)	(4,696)	0.0%
502000	Social Security	166,102	157,273	148,269	163,338	142,793	150,433	7,640	5.4%
503000	Medicare	40,273	37,941	35,787	38,200	34,759	36,157	1,398	4.0%
511000	Retirement	285,279	0	0	313,639	297,666	313,882	16,216	5.4%
511050	Pension Exp (Actuarial)			243,800	0	0	0	0	0.0%
511100	Pension Exp (Acctg)			0	0	0	0	0	0.0%
512000	Health Insurance	499,922	423,807	483,008	502,614	453,429	510,160	56,732	12.5%
513000	Disability Insurance	4,936	5,079	4,928	4,551	5,013	4,584	(429)	-8.6%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/18

GL No.					Budget 2017	Forecast 2017	Budget 2018	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2014	2015	2016					
514000	Dental Insurance	58,368	60,648	59,016	65,338	56,280	64,424	8,144	14.5%
514500	Vision Insurance	8,304	7,322	6,963	8,016	6,018	6,875	857	14.2%
515000	Life Insurance	1,096	1,076	996	1,542	886	1,567	681	76.8%
515500	Vacancy Benefits Offset	0	0	0	0	0	0	0	0.0%
516000	Workers Compensation Insurance	86,412	87,747	82,462	87,935	73,531	60,825	(12,706)	-17.3%
517000	Unemployment Insurance	441	(32)	(96)	0	8,575	5,000	(3,575)	-41.7%
514010	Temporary Employment	1,550	21,339	1,916	3,200	1,500	3,960	2,460	164.0%
514015	Recruitment	3,424	1,333	558	500	1,764	1,500	(264)	-15.0%
517500	Accrued Sick Expense	1,834	9,231	338	5,000	5,000	5,000	0	0.0%
518000	Accrued Vacation Expense	18,569	86,483	43,620	20,000	20,000	15,000	(5,000)	-25.0%
518500	OPEB Expense	58,656	153,074	129,257	108,289	108,289	110,000	1,711	1.6%
518550	TMP	16,356	13,864	11,372	15,000	12,187	15,000	2,813	23.1%
518560	Payroll and Benefit Administration	17,410	13,791	13,025	15,000	14,792	15,000	208	1.4%
	Total - Staff	4,105,615	3,743,871	3,838,897	4,038,026	3,760,372	3,958,550	198,178	5.3%
	Library Materials:								
601999	American Continuations	2,214,222	2,179,152	1,560,426	1,509,965	1,498,698	1,525,017	26,319	1.8%
602999	American New Orders	80,909	28,431	15,311	16,382	11,890	15,000	3,110	26.2%
609199	Branch Continuations	47,578	35,849	48,283	51,663	47,815	23,060	(24,755)	-51.8%
609299	Branch New Orders	351	499	0	600	161	200	39	24.0%
603999	Commonwealth Continuations	302,020	251,944	140,309	112,107	115,871	130,417	14,546	12.6%
604999	Commonwealth New Orders	930	87	0	1,560	0	1,000	1,000	0.0%
605999	Foreign Continuations	209,190	195,562	171,727	137,470	122,954	121,967	(987)	-0.8%
606999	Foreign New Orders	11,543	1,350	670	1,200	1,019	1,000	(19)	-1.8%
607999	International Continuations	134,552	125,356	107,931	87,234	115,373	119,517	4,144	3.6%
608999	International New Orders	6,784	3,239	158	4,000	372	500	128	34.3%
609399	General/Librarianship Continuations	25,579	26,151	18,639	16,897	18,146	17,594	(552)	-3.0%
609499	General/Librarianship New Orders	1,614	270	197	1,200	72	200	128	178.6%
	Subtotal	3,035,273	2,847,890	2,063,651	1,940,279	1,932,372	1,955,472	23,100	1.2%
690000	Library Materials Transferred to Assets	(3,035,273)	(2,847,890)	(2,063,651)	(1,940,279)	(1,932,372)	(1,955,472)	(23,100)	1.2%
685000	Electronic Resource Subscriptions (ERS)	0	0	629,617	691,386	680,611	597,312	(83,299)	-12.2%
	Facilities:								
801005	Repair & Maintenance	36,528	38,567	30,650	45,000	30,020	48,000	17,980	59.9%
801010	Building Services	17,439	16,145	10,595	12,000	10,233	13,200	2,967	29.0%
801015	Cleaning Supplies	11,952	12,944	8,976	12,996	12,589	13,200	611	4.8%
801020	Electricity & Water	111,021	119,333	118,429	124,272	124,296	129,600	5,304	4.3%
801025	Elevator Maintenance	15,476	12,889	11,592	6,306	12,830	996	(11,834)	-92.2%
801030	Heating & Cooling	30,761	33,185	38,467	31,224	38,678	39,850	1,172	3.0%
801035	Insurance	249,409	255,051	293,134	259,200	260,584	236,500	(24,084)	-9.2%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/18

GL No.					Budget 2017	Forecast 2017	Budget 2018	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2014	2015	2016					
801040	Janitorial Services	101,057	104,840	104,090	106,638	106,153	116,322	10,169	9.6%
801045	Landscaping	16,125	13,671	13,411	18,000	16,500	18,000	1,500	9.1%
801050	Security	168,542	175,908	194,703	184,992	190,013	240,000	49,987	26.3%
801060	Room Rental Expenses	13,446	34,234	27,536	21,000	30,153	22,800	(7,353)	-24.4%
801065	Special Events Expenses	0	13,677	9,933	17,000	14,463	8,000	(6,463)	-44.7%
801100	Furniture & Appliances (<3K)	1,866	598	300	2,400	1,200	7,396	6,196	516.3%
801110	Equipment (<3K)	1,731	1,153	1,426	4,800	2,543	4,800	2,257	88.7%
801115	Building Alterations (<3K)	0	0	0	1,200	600	2,700	2,100	350.0%
801120	Delivery & Postage	4,370	4,280	5,931	6,844	3,586	5,300	1,714	47.8%
801125	Kitchen supplies	4,763	2,800	2,020	2,496	1,717	2,225	508	29.6%
	Subtotal	784,485	839,275	871,193	856,368	856,158	908,889	52,731	6.2%
	Technology:								
801210	Software Maintenance	26,575	19,327	25,615	20,880	21,116	21,000	(116)	-0.6%
801212	Hardware Maintenance	0	11,145	14,166	17,892	17,892	16,925	(967)	-5.4%
801215	Software (<\$3k)	4,055	1,004	1,513	14,400	14,400	9,000	(5,400)	-37.5%
801220	Hardware (<\$3k)	8,759	2,613	3,790	9,800	9,800	4,800	(5,000)	-51.0%
801225	Computer Supplies	908	391	344	960	960	600	(360)	-37.5%
801230	Integrated Library System	43,549	45,400	47,443	48,468	48,510	48,468	(42)	-0.1%
801235	Telecommunications	29,966	30,445	28,156	42,000	42,000	42,000	0	0.0%
801245	Tech & Data - Misc	35	91	73	0	65	0	(65)	-100.0%
801250	Services	0	1,355	2,451	10,000	10,753	0	(10,753)	-100.0%
	Subtotal	113,847	111,770	123,551	164,400	165,497	142,793	(22,704)	-13.7%
	General:								
801310	Bank Charges	6,965	7,835	6,307	8,400	7,446	8,000	554	7.4%
801315	Bibliographical Services	7,482	7,878	9,122	9,410	9,420	9,720	300	3.2%
801320	Binding	0	0	0	0	0	0	0	0.0%
801325	Board Expense	1,190	2,189	859	1,080	778	1,000	222	28.5%
801330	Staff meals & events	2,729	1,710	1,639	2,184	2,084	3,020	936	44.9%
801335	Supplies - Office	11,778	14,806	10,718	12,000	12,110	13,000	890	7.4%
801337	Supplies - Library materials	9,391	6,861	7,852	9,025	9,025	9,025	0	0.0%
801340	Stationery, business cards, etc.	821	665	71	1,000	849	400	(449)	-52.9%
801365	Grant Application Expenses	0	0	0	0	0	0	0	0.0%
801370	Copy Center Expense	26,849	24,925	19,897	22,500	19,192	21,400	2,208	11.5%
801375	General - Misc	1,071	294	956	500	3,713	0	(3,713)	-100.0%
801390	Course Registration	0	4,701	564	850	878	150	(728)	-82.9%
801395	Friends of Law Library	0	1,433	1,503	100	128	200	72	56.6%
	Subtotal	68,276	73,295	59,487	67,049	65,623	65,915	292	0.4%
	Professional Development:								
803105	Travel	3,891	5,946	1,819	9,100	9,100	10,312	1,212	13.3%
803110	Meals	122	140	0	0	0	180	180	0.0%
803113	Incidental and miscellaneous	1,905	0	0	0	0	0	0	0.0%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/18

GL No.					Budget 2017	Forecast 2017	Budget 2018	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2014	2015	2016					
803115	Membership dues	7,239	10,878	9,452	6,160	6,180	6,180	0	0.0%
803120	Registration fees	3,602	3,547	1,678	6,065	4,830	6,193	1,363	28.2%
803125	Educational materials	0	264	0	0	0	0	0	0.0%
	Subtotal	16,759	20,775	12,948	21,325	20,110	22,865	2,755	13.7%
	Communications & Marketing:								
803205	Services	1,784	0	0	1,800	1,800	1,800	0	0.0%
803210	Collateral materials	978	1,099	1,550	2,830	2,358	2,250	(108)	-4.6%
803215	Advertising	5,109	104	4,684	3,100	1,000	2,965	1,965	196.5%
803220	Trade shows & Outreach	1,716	1,359	25	625	0	700	700	0.0%
	Subtotal	9,587	2,561	6,258	8,355	5,158	7,715	2,557	49.6%
	Travel & Entertainment								
803305	Travel	51	22	10	0	0	0	0	0.0%
803310	Meals	0	0	0	0	0	0	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0.0%
803320	Ground transportation & mileage reimb	1,776	1,837	2,471	3,048	2,484	2,736	252	10.2%
803325	Incidental travel expenses	0	0	0	0	0	0	0	0.0%
	Subtotal	1,827	1,859	2,481	3,048	2,484	2,736	252	10.2%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/18

GL No.					Budget 2017	Forecast 2017	Budget 2018	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2014	2015	2016					
Professional Services									
804005	Accounting	16,500	17,715	21,630	18,063	18,083	24,031	5,948	32.9%
804008	Consulting Services	15,225	32,613	36,495	38,000	34,462	34,249	(213)	-0.6%
804010	Legal	4,868	18	488	0	0	5,000	5,000	0.0%
804015	Other	0	0	0	0	0	2,880	2,880	0.0%
	Subtotal	36,593	50,345	58,613	56,063	52,545	66,160	13,615	25.9%
Depreciation:									
806105	Depreciation - Library Materials	2,890,614	2,492,718	2,619,001	2,524,786	2,516,000	2,441,714	(74,286)	-3.0%
806110	Depreciation Exp - FF&E	376,235	351,558	333,939	435,591	305,181	397,816	92,635	30.4%
	Subtotal	3,266,848	2,844,276	2,952,940	2,960,377	2,821,181	2,839,529	18,348	0.7%
	Total Expense	8,403,837	7,688,028	8,555,985	8,866,397	8,429,738	8,612,465	182,726	2.2%
	Net Income Before Extraordinary Items	(58,143)	(144,353)	(665,820)	(1,082,276)	(417,497)	(694,230)	(276,733)	66.3%
321000	Investment Gain (Loss) ²		40,081	78,437	35,000	(48,371)	35,000	83,371	-172.4%
401000	Extraordinary Income	671,128	21,347	0	55,000	55,000	0	(55,000)	-100.0%
901000	Extraordinary Expense	279,570	572,839	0	0	0	0	0	0.0%
	Net Income Including Extraordinary Items	333,416	(655,765)	(587,383)	(992,276)	(410,868)	(659,230)	(331,733)	(0)
Capital Expenditures:									
161100	Furniture / Appliances (>3k)	0	44,374	3,924	30,000	0	30,000	30,000	0.0%
161300	Electronics / Computer Hardware (>3k)	19,010	4,364	0	157,000	58,480	380,000	321,520	549.8%
164500	Exterior Building Repairs/ Improvements (>3k)	0	0	0	452,500	12,500	440,000	427,500	3420.0%
164000	Interior Improvements / Alterations (>3k)	24,254	0	0	535,000	0	698,000	698,000	0.0%
168000	Computer Software	22,259	0	11,430	395,000	0	395,000	395,000	0.0%
	Total - Capitalized Expenditures	65,523	48,739	15,354	1,569,500	70,980	1,943,000	1,872,020	2637.4%

¹ CalPERS CERBT income account removed from FY 2016 budget 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) for FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/18

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	Reason or comment
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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

Los Angeles County Law Library
Statement of Cash Flows
6/30/2012 through 6/30/2018

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Forecast	FY 2018 Budget
Cash flows from operating activities							
Cash received from filing fees and services	9,425,350	8,634,796	8,160,521	7,587,825	7,772,176	7,857,241	7,798,234
Cash payments to suppliers for goods and services	-276,935	-2,870,681	-853,929	-1,274,535	-1,109,047	-1,167,575	-1,217,073
Electronic Resource Subscriptions (ERS) ¹				-523,941	-666,951	-680,611	-597,312
Cash payments to employees for services	-4,214,621	-4,363,664	-4,084,807	-3,867,282	-3,763,250	-3,627,083	-4,328,550
Contributions received	143,000	120,000	134,961	120,000	120,000	155,000	120,000
Net cash from operating activities	5,076,794	1,520,451	3,356,746	2,042,067	2,352,928	2,536,972	1,775,299
Cash flows from capital and related financing activities							
Acquisition of capital assets:							
Books and Reference Materials	-3,879,820	-3,400,719	-3,025,718	-2,262,095	-2,097,247	-1,932,372	-1,955,472
Fixed Assets - PP&E	-5,861,553	-367,208	-68,623	-48,739	-18,354	-70,980	-1,943,000
Prior period adjustment	0	25,436	-35,885				
Net cash from (used in) capital and related financing activities	-9,741,373	-3,742,491	-3,130,226	-2,310,834	-2,115,601	-2,003,352	-3,898,472
Cash flows from non-capital and related financing activities							
Sales of rare books collection	0	0	671,129	21,347	0	0	0
Net cash from non-capital and related financing activities	0	0	671,129	21,347	0	0	0
Cash flows from investing activities							
Investment in money market and government securities ²	0	0	-3,997,438	-40,081	-78,437	-576,266	-35,000
CalPERS CERBT Trust Account ²	0	0		-2,040,647		0	0
Investments earnings	108,350	64,287	89,630	59,919	101,982	102,910	65,787
Net cash from (used in) investing activities	108,350	64,287	-3,907,808	-2,020,809	23,545	-473,356	30,787
Net increase in cash and cash equivalents	-4,556,229	-2,157,753	-3,010,159	-2,268,229	260,872	60,264	-2,092,386
Cash and cash equivalents, at beginning of year	15,601,244	11,045,015	8,887,262	5,877,102	3,608,873	3,869,745	3,930,009
Cash and cash equivalents, end of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,745	3,930,009	1,837,623
² Items accounted for separately:							
Cash and cash equivalents, end of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,745	3,930,009	1,837,623
CalPERS CERBT Account	0	0	0	1,973,064	2,029,637	2,091,000	2,020,000
UBS money market and government securities	0	0	3,997,438	4,037,519	4,115,956	4,540,000	4,550,000
Cash and cash equivalents, end of year including items accounted for separately	11,045,015	8,887,262	9,874,541	9,619,456	10,015,338	10,561,009	8,407,623
Δ in cash and cash equivalents		-2,157,753	987,279	-255,085	395,882	545,671	-2,153,386

¹ Following auditors recommendation, subscription fees for licensed access to legal databases historically capitalized as “electronic resources” are now expensed as ERS in accordance with GAAP.

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Associate
Department:	Programs & Partnerships
Focus:	Administrative Support & Coordination
Reports to:	Director, Programs and Partnerships
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	4
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the Managing Librarian, Public Interest, this position provides planning, implementation, outreach and administrative support for the public interest activities of the department. This position also provides back up and infill coverage at public counters as needed.

Responsibilities and Duties

The Library Associate responsibilities are divided into four (4) categories: Program Development; Outreach; Administrative; Public Counter Support and other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

Program Development and Support

- Participates in the identification, planning and implementation of programs and instructional services provided to underserved and unrepresented populations.
- Participates in the planning and establishment of goals and objectives for events, classes, clinics and workshops, with respect to budgets, speakers, facilities, technology, equipment, logistical requirements, promotion, partner identification and other related issues.
- Assists in the design and development of new public interest programs and events that not only serve underserved and unrepresented populations but also attract new public interest partners and engage and retain existing partners.
- Assists in event preparation, including registration set-up, day-of logistics and volunteer recognition.
- Develops and prepares statistics and other special reports.
- Coordinates preparation of promotional collateral including flyers and website postings.

Outreach and Development

- Participates in the identification of possible public interest partnerships and opportunities for joint collaboration.
- Generates prospective partner and volunteer attorney leads through a variety of sources including the Internet, direct leads and existing Library programs.
- Communicates with community partners to promote volunteer opportunities.
- Develops and updates prospect lead spreadsheets for bar associations, pro bono point persons, public interest fellows and other prospective leads.
- Coordinates preparation of recruitment collateral materials.
- Assists with volunteer recruitment including emailing of opportunities and monitoring of sign-up status.
- Assists with development and coordination of volunteer recruitment collateral; maintains inventory of materials as necessary.

Administrative

- Maintains and updates Library's self-help wall; maintains corresponding inventory.
- Coordinates mass mailing of print material packets.
- Monitors and coordinates accounting activities as appropriate.
- Responds to inquiries, prioritizes requests, and consults with the Managing Librarian, Public Interest, on non-routine issues and activities.

Public Counter Support

- Travels weekly or as assigned to branch or partnership locations to provide on-site reference, instructional and research services.
- Provides regularly scheduled coverage of Reference Desk.
- Assists with the planning, development and implementation of public interest programs in remote locations.

Other Responsibilities

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- Other related duties as required.

Position Qualifications

Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Desire and ability to work independently without constant supervision

- Effective written and oral communication skills
- Experience working directly with the public
- Ability to work as part of a team, across divisional lines

Preferred

- Experience working in a public library
- Library degree or currently enrolled in graduate program in Library Science
- Proficiency in Spanish
- Ability to work independently, exercising independent judgment
- Demonstrated work in a public office setting with a professional and courteous demeanor
- Demonstrated commitment to service and social justice

Work Environment

Will be working in a busy office environment and in public service counter areas. Must be able to move between library offices and stack areas.

Physical Abilities Required

- Lifting ability: Up to 50 lbs. on rare occasions; up to 15 lbs regularly
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Standing, sitting, walking: periods of 15-30 min. May require bending, stooping, reaching, twisting and crawling Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Must be able to travel from one branch or partnership location to another

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

LA LAW LIBRARY JOB DESCRIPTION

Title:	Managing Librarian
Department:	Patron Services
Focus:	Reference and Research & Stacks and Shelving
Reports to:	Senior Librarian, Reference and Research
Position Supervised:	Shelving Aides
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	July 1, 2017

Position Summary

Under the direction of the Senior Librarian, Reference and Research, provides quality reference and instructional service to the Library's diverse group of users that includes individuals from the legal and public communities. Handles and coordinates collection development in assigned areas. Designs and presents public classes and prepares collateral instructional materials. Directly supervises the Shelving Aides and is responsible for stack and shelving maintenance. Acts as deputy to Senior Librarian, Reference and Research, manages the library archives, and coordinates the library's outreach related to ongoing displays and other community inspired programming. Continually works to ensure quality reference service through participation in educational programs, workshops, seminars, and self-study.

Responsibilities and Duties

Reference Assistance to Library Users

- Conducts complete reference interviews to determine appropriate print and electronic resources to meet user requests.
- Performs both immediate reference and in-depth research searches; refers users to other resources as appropriate.
- Directs users to requested publications; assists users with both print and electronic resources.
- Provides instruction and guidance for use of library catalog, legal databases, legal research methodology and procedures.
- Responds to in-library, phone, mail, email and live-chat reference questions.
- Develops and maintains pathfinders, bibliographic resources and research guides in print and on the self-help section of the library's website.

Training and Outreach

- Participates in the development of training programs for self-represented individuals
- Identifies, develops, executes and implements relevant new classes, workshops, and clinics.
- Selects and establishes policies for the collection and dissemination of relevant self-help tools and resources available through legal services partners and community based service organizations.
- Applies project management knowledge, skills, tools, and techniques to library-wide events including Pro Bono Week and Law Week.
- Participates in professional seminars, workshops, and lectures.
- Participates in orientation and training of new staff members and non-professional staff.
- Conducts long range planning, identification and implementation of prospective court supportive programming.

Collection Development

- Collaborates with collection development group and recommends retention policies for self-help materials in the collection.
- Monitors the California collection and resources; analyzes use and recommends additions or changes
- Supervises the expansion, upkeep, and retention policies of the California collection.
- Participates in collection development meetings.

Supervision

- Supervision of Shelving Aides
- Works closely with CMS to ensure orderly and efficient stack and shelving in all areas of the library.
- Monitors shelving and space availability regarding space constraints
- Manages major relocation projects.
- Consults on staffing issues including placement, orientation, training, continuing education, performance review, discipline, and termination.
- Monitors and advises on the effectiveness and efficiency of processes within the department.
- Evaluates staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.
- Resolves personnel problems as required.
- Report and act on violations of the Law Library's policies including its non-harassment policies.

Coordinates shelving and shifting projects

- Monitors quantity of shelving and space availability taking appropriate corrective action for routine space constraints.
- Receive and maintain record of staff notices of shelving difficulties and analyzes information in order to make recommendations regarding space requirements and solutions to Director of Collection Management Services (DOCMS).
- Plans staff assignments and directs staff on shifting projects.
- Executes major relocation projects.
- Coordinates required staff training, orientation and program activities.
- Provides management, direction and guidance for specific assignments, projects and programs

including, but not limited to, the library's archives and at-risk materials.

Other Responsibilities

- Serves as back-up support and management of reference services in the absence of the Senior Librarian, Reference and Research.
- Participates in library-wide projects and programs, including library displays, book discussion groups, outreach events, staff development and budget planning.
- Monitors appropriate list-servs and reads professional publications; contributes to professional list-servs and publications.
- Attends professional programs, activities and conferences.
- Assists other reference and research services staff as required.
- Other duties as required.

Position Qualifications

Required

- Masters Degree in Library Science from an ALA accredited institution.
- 1-2 to years of Law library experience.
- Knowledge of professional law librarianship concepts, principles, and practices.
- Prior experience in the development and implementation of public interest programs
- Effective written and oral communication skills.
- Ability to work both independently and as part of a team.
- Ability to work at a busy reference desk with a professional and courteous demeanor.
- Ability to use computers and computer databases.

Preferred

- Public law library experience.
- Familiarity with collection development policies.
- Familiarity with a variety of legal databases.
- Ability to communicate with vendors and other professional law librarians via social media.

Work Environment

Will be working in an office environment and in reference public service counter areas..

Physical Abilities Required

- Lifting ability: Light, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis.
- 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.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare

occasions, to complete complex projects or tasks, long periods of 45+ min. may be required

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



AGENDA ITEM 5

DISCUSSION ITEMS

- 5.1 Approval of Commendation for Retiree Elizabeth Warner
- 5.2 Approval of Exploratory Platinum Level Member Pilot Project
- 5.3 Staff Presentation: Displays and Exhibits

MEMORANDUM

DATE: June 14, 2017

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Commendations for Retiree Betsy Warner

INTRODUCTION AND SUMMARY

LA Law Library would like to acknowledge Elizabeth “Betsy” Warner’s dedicated 32 years of service from 1985-2017. Ms. Warner will be retiring on June 30, 2017 after long and dedicated service to LA Law Library. Staff requests that the Board approve the Commendations provided for signature at the meeting and present it to Ms. Warner.

RECOMMENDATION

Staff recommends the Board approve, sign and present the commendation.



MEMORANDUM

DATE: June 14, 2017

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Patron Services
Austin Stoub, Senior Librarian, Reference & Research

RE: Approval of Exploratory Platinum Level Member Pilot Program

INTRODUCTION

The Law Library has been approached by representatives from law firms who are interested in a level of service the Law Library does not currently offer, even within the Members program. We are therefore exploring the feasibility of a “Platinum Level” of the Members Program that would provide a higher level of service for a substantial fee. Staff has been in discussions with a large law firm interested in testing the feasibility of this expanded service for 3 months, commencing July 1, 2017. Should the pilot prove successful, the Board would be asked at a subsequent meeting to approve offering Platinum Level membership on a larger scale.

ANALYSIS & BACKGROUND

Since the beginning of the recession in 2008, law firms have looked for ways to reduce costs, while maintaining a competitive edge. One area where firms have looked to reduce costs is in their research departments; firms have greatly reduced the number of researchers, librarians, print materials and database products available to their attorneys. In order to supplement their reductions to research departments, attorneys and firms have come to rely on the services LA Law Library offers to the legal community. Many have joined the Members Program, others have used our reference librarians and research databases as ad hoc research departments. These services, while robust, do not rise to the level attorneys at large firms desire.

One such law firm has recently been exploring with the Law Library what type of services LA Law Library can offer for an additional fee that might mitigate the cuts they have made to their research services and materials. These discussions have resulted in a proposal for a Platinum Level of service within the Members Program. The basic parameters are detailed in the attached term sheet under discussion with law firm representatives and include a dedicate telephone and email contact point, faster turnaround and unlimited edelivery for a substantial fee.

Benefits: If approved by the Board of Trustees as an ongoing new level within the Members Program, this type of program would have the following benefits:

- Allow LA Law Library to add a staff position to handle both Platinum Level requests, as well as other library tasks when not fully occupied with requests from Platinum Members;



- Establish a new level to the Members Program that might attract other large firms, expand the use and awareness of the resources available at LA Law Library and develop stronger and more productive relationships between the Law Library and large firm attorneys;
- Generate additional revenue for the Law Library to help fund overhead and other costs.

These benefits are really an extension of the existing Members Program. The Law Library's experience with the Members Program is that it builds sustainable connections with attorneys and helps establish the continued relevance of the Law Library to the legal community. Once Members establish a connection and relationship with the Law Library they have participated in many ways – as volunteers at Lawyers in the Library, teaching public interest classes during Pro Bono Week and Law Week and as library advocates in legal and political circles. We would like to see if we can expand this model to larger firms.

Concerns: Staff has identified two potential drawbacks. First, because this is a service we have never before provided, it may result in unforeseen costs or take more Staff time than predicted. Accordingly, a number of measures have been undertaken to prevent this from occurring. The pilot program (similar to any subsequent ongoing program) will be served by dedicated staff only. For the pilot, we have identified interim staffing. The goal –as reflected in the pricing – is that the cost will fund greater capacity than is necessary to provide the service. (This is possible since collection and facility costs are fixed and do not increase with the addition of the pilot program.) Thus, if the platinum pilot program proves more time intensive than anticipated, by design, there will be additional capacity without diminishing resources available to other patrons. Moreover, no one will be in a position where they need to 'choose' between serving platinum members versus other patrons.

In addition, the structure of the platinum level benefits is that only the first 8 routine authority pulls per day are promised on an immediate turnaround. All other requests, such as research or extensive citation pulls, are on a best efforts basis, with the express understanding that the more requests we receive, the longer the turnaround time will be. Also, because the process relies upon e-delivery, it is inherently based upon digital resources and does not create competition for print resources.

It has also been Staff's experience that attorney and librarian patrons take less time and fewer resources to satisfy. Not only do they generally know with specificity what they are seeking, they understand the boundaries and limits of the services we provide (e.g., they understand what legal advice is and that we do not provide it) and the communication is generally more straightforward and less complex than with public patrons who tend to be highly invested and often stressed or emotional.

Furthermore, the pilot project is for a limited term (3 month) to assess the costs and burden before engaging on a larger scale. Should it prove too burdensome for the Law Library, or should the platinum member find the turnaround too slow, this experiment will not proceed past the pilot. Neither the Law Library nor the law firm is making any commitment of resources or structural changes that cannot be terminated at the end of the pilot.



The second potential drawback is that some may view the fee-for-service model as elitist or inconsistent with the Law Library's philosophy and practice of providing equal access to all. However, should the program prove successful, it would be offered to anyone interested in participating (up to a cap on the number of Platinum Members based upon the Library's available space and resources) on a first-come, first served basis. Moreover, it would provide significant funding to support the Law Library and its continued provision of free services to the public. Thus, while the Members Program does represent a different level of service based upon payment of a fee, it is available to all on the same terms and is supportive of the free and low cost services provided by the Law Library.

OPTIONS

After considering the benefits and drawbacks to the program, the Board of Trustees will have various options:

1. Approve the Platinum Member pilot program, and authorize the Executive Director to execute the necessary documents;
2. Propose changes, to the Platinum Members pilot program, and authorize the Executive Director to execute the necessary documents reflecting the amended terms;
3. Ask for continued discussion at the June meeting on the details of a Platinum Members program; or
4. Direct Staff not to engage in a pilot program for Platinum Membership.

RECOMMENDATION

Staff recommends the Board of Trustees approve Option 1.



Platinum Level Membership Term Sheet as of May 15, 2017
(Pilot Project)

Proposed Terms:

1. 3 month term commencing July 1, 2017
2. Law Library shall provide Platinum Member a dedicated telephone and email contact, for use in contacting Platinum program personnel and submitting requests.
3. Membership applies to entire law firm;
 - a. Member to provide list of Approved Contacts; any individual on the Approved Contacts list may contact the Platinum Member line;
 - b. Member shall also provide a list of personnel authorized for in-person access; any individual on the In-Person list shall have the on-site privileges provided to Bronze level members as described at <http://www.lalawlibrary.org/index.php/services-rentals/members/prospective.html>.
4. Response times for email and telephone requests:
 - a. For up to 8 discrete requests per day (e.g., pulling a case, statute, judicial reversal report or other identified, specific authority or report), Law Library shall respond within 1 hour on weekdays and 3 hours on Saturdays;
 - b. For additional requests or research questions, Law Library cannot assure a specific turnaround time, but shall treat the request as a high priority and give it immediate attention
5. Member shall have borrowing privileges and access to all print and digital materials within the Law Library collection, subject to copyright laws and vendor/publisher agreements. A searchable catalog of materials available at the Law Library is available at www.lalawlibrary.org. A list of available databases can be found at <http://www.lalawlibrary.org/index.php/legal-research/research-databases.html>.
6. In addition, Platinum membership includes unlimited e-delivery of responses to reference requests, Matters available to the Law Library on subscription databases for a fee (e.g., outside of the Law Library's plan) will be provided, but billed monthly as an additional cost. Print copies will be charged at the usual rate for staff-assisted copies
7. Member shall designate a project manager who shall serve as the point of contact for troubleshooting and resolving any concerns or problems
8. Cost: \$9,000 per month for the pilot period
9. Termination: either party may terminate for good cause by written notice which shall take effect as of the 1st of the following month. Good cause for termination by the Law Library shall include nonpayment by the Member; good cause for termination by the Member shall include a substantial reduction in the available collection materials.
10. Caveats and constraints:
 - a. Law Library does not provide legal advice
 - b. Platinum Members do not receive remote access to databases (due to publisher constraints)
 - c. Platinum Members may not obtain copies in violation of copyright law or publisher license and subscription agreements

**Staff Presentation:
Displays and Exhibits**

**Presented by:
Reference Librarian, Katie O'Laughlin**

June 14, 2017