

# **AGENDA**

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

**REGULAR BOARD MEETING**  
***Wednesday, September 27, 2017***  
***12:15 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 June 14, 2017, Regular Board Meeting
- 3.2 Review of June and Year End FY17 Financials and List of June Checks and Warrants
- 3.3 Review of July Financials and List of July-August Checks and Warrants
- 3.4 Approval of FY17 Quarter 4 Statistics
- 3.5 Approval of Revised Borrower Rules
- 3.6 Approval of Amendment to Rules of Conduct Regarding Service Animals
- 3.7 Approval of Policy and Practice Regarding Waiving Fines for Patrons

**4.0 DISCUSSION ITEMS**

- 4.1 Approval of the Annual Report to the LA County Board of Supervisors
- 4.2 Staff Presentation: Expanded WestLaw Content
- 4.3 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors

**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, October 25, 2017.

POSTED WEDNESDAY, SEPTEMBER 20, 2017 @ 4:00 P.M.

POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 14, 2017, Regular Board Meeting
- 3.2 Review of June Financials and Year End FY17 Financials and List of June Checks and Warrants
- 3.3 Review of July Financials and list of July-August Checks and Warrants
- 3.4 Approval of FY17 Quarter 4 Statistics
- 3.5 Approval of Revised Borrower Rules
- 3.6 Approval of Amendment to Rules of Conduct Regarding Service Animals
- 3.7 Approval of Policy and Practice Regarding Waiving Fines for Patrons



**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.**

**June 14, 2017**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 14, 2017 at 4:45 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 Mark Juhas  
Judge Dennis Landin  
Kenneth Klein, Esquire  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Michelle Williams Court  
Judge Richard Rico

**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 4:59 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. VP Juhas left the meeting at 5:35pm.

**1.0 PUBLIC COMMENT**

Lee Paradise made public comment in regards to “wasted money.” Mr. Paradise expressed great concern for spending over the years at LALL and for the damage to the roof and landscaping and detriment to the entire building.

**2.0 PRESIDENT’S REPORT**

No Report

**3.0 CONSENT CALENDAR**

3.1 Approval of Minutes of the May 24, 2017 Regular Board Meeting.

- 3.2 Review of April Financials & 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

President Jones requested to pull Consent Calendar Item 3.5 to discuss amendment to MOU SEIU Local 721. ED Levin clarified the amendment had been ratified by union members to eliminate annual merit bonus and replace with a 1.5% salary increase for all staff except the Executive Director. ED Levin pushed for a 1% raise, SEIU pushed for a 2% raise; both parties came to a compromise for a 1.5% raise. Consent Calendar Item 3.5 was again included in the Consent Calendar upon clarification. President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Juhas, seconded by Trustee Steinhauser. The motion was unanimously approved, 5-0.

#### **4.0 DISCUSSION ITEMS**

##### **4.1 Approval of Commendation for Retiree Elizabeth Warner**

Support Supervisor, Elizabeth Warner, was presented with a Commendation from the LALL Board of Trustees in recognition of 32 years of service (1985-2017). Ms. Warner would be retiring from the library on June 30, 2017. All LALL Board Members signed the Commendation, presented it to Ms. Warner and photos were taken.

##### **4.2 Approval of Exploratory Platinum Level Member Pilot Program**

ED Levin explained the revenue benefits by adding a Platinum Level to the existing Members Program, which would include faster access to reference assistance and e-delivery of resources for a higher price. President Jones expressed concern for specialized treatment for higher end law firms, considering the Law Library is a public library and all patrons should be entitled to the same legal information. President Jones also expressed concern for liability on the library; it was agreed that a disclaimer should be sent along with each delivery of information. Trustee Juhas expressed concern as to what the average turnaround would be for the new service. ED Levin noted it would have a slightly faster turnaround service than the other services the library offers. On average we turn around within 1 hour or a day, the new program would be a guaranteed fast turnaround. Trustee Landin was interested in understanding where the idea came from. Did the library propose the idea or did the law firm? ED Levin clarified that it was a mutual proposal. Trustee Klein noted that it has long been his opinion that law firms whose clients can afford to pay for the valuable services the Law Library provides should be paying for any extended service they receive.

President Jones requested a motion to approve Discussion Item 4.2 option 1: Approve the Platinum Member pilot program, and authorize the Executive Director to execute the

necessary documents reflecting the amended terms. So moved by Trustee Klein, seconded by Trustee Juhas. The motion was approved, 3-2, Trustees Juhas, Steinhauser and Klein voting yes; President Jones and Trusted Landin voting no.

#### 4.3 Staff Presentation: Displays and Exhibits

Reference Librarian, Katie O’Laughlin, presented regarding the displays and exhibits at the Law Library. Ms. O’Laughlin gave a summary of objects and literary excerpts used to exemplify various exhibits’ themes, as well as a list of ideas to be presented in future displays and exhibits.

No action taken.

#### 5.0 **AGENDA BUILDING**

There were no items for agenda building.

#### 6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin announced a new colorful Save the Date flier from the library to be handed out at the 4<sup>th</sup> of July Grand Park event. ED Levin also announced the Portal event on July 25, 2017 celebrating Global Law and introducing LALL’s new Global Law Librarian, Sarah Sullivan.

#### 7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 5:52 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, July 26, 2017 at 12:15 pm.

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





**MEMORANDUM**

**DATE:** September 27, 2017

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** Review of June and Year End FY17 Financials and List of June Checks and Warrants

**SUMMARY**

Staff is pleased to report the unaudited financial results of fiscal year 2016-17. Overall, the results were better than expected. Cash flow from operations yielded approximately \$800K, which was invested for the benefit of the Law Library. Normally, unaudited year-end results are presented on consent calendar without a Staff Report (similar to the monthly results). However, this year, the net revenue figures were skewed by making the new investments and by a new GASB requirement to book a non-cash pension expense, which Staff did not want to present without an explanation.

**HIGHLIGHTS**

**Revenue**

1. Court Fees – for the second consecutive fiscal year, court fee revenue exceeded budget expectations. This year, actuals were \$300K over budget.
2. Parking – continues to perform as expected with growth in after hours and weekend events. This year, actuals were \$12K over budget.
3. Library Services – this year actuals were \$60K over budget primarily from a generous Friends contribution and better than expected room rental activities.
4. Extraordinary income – includes a one-time \$55K negotiated refund from an online publisher.

**Expenses**

1. Payroll + benefits – due to continued vacancies and a mid-year departmental restructure, staff salary and benefit costs were roughly \$300K below budget.
2. GASB 68 –GASB68 requires us to report the changes in the Library’s Net Pension Liability (NPL) from one measurement date to another as pension expense; this fiscal year that change was \$1.6M. This non-cash expense was primarily due to CalPERS’ poor earnings on its plan investments for fiscal year 2016 of .6%. The next valuation period (which will affect the Library’s FY2018 year-end) will take into account CalPERS’ much improved 11.2% return on its investment for FY2017.



3. CalPERS payment towards UAL – The Library also made an additional \$500K contribution towards our UAL, which is booked as an expense, further reducing net revenue. (This should also help reduce pension expense for FY2018 year-end.)

### **Capital Purchases**

1. Fixed assets – due to staff vacancies and other competing projects most of the projects budgeted for this fiscal year have been rolled over to fiscal year 2017-18. These include but are not limited to the elevator repair & upgrade project, roofing project, and HVAC duct cleaning project.

### **Cash Flows**

1. The \$200K decline in cash is primarily due to our decision to prefund a portion of our pension liability with CalPERS by \$500K. In addition, a decision was also made to invest an additional \$500K in US treasuries through UBS. In other words, cash flow from operations yielded \$800K which was invested for the benefit of the Law Library.

Field work for the annual audit is now complete and went well. There will be a more complete presentation and discussion at the October meeting.

### **RECOMMENDATION**

Staff recommends that the Board receive and file the June and Year End FY17 Financials and List of June Checks and Warrants.



# Los Angeles County Law Library

Balance Sheet

As of June 30, 2017

(Provisional and subject to year-end audit adjustments)

	6/30/2016	6/30/2017	Change
<b>Assets</b>			
Current assets			
Cash and cash equivalents	3,551,273	3,309,692	(241,581)
Accounts receivable	1,312,177	1,323,638	11,461
Prepaid expenses	253,809	284,031	30,222
Total current assets	<u>5,117,260</u>	<u>4,917,361</u>	<u>(199,899)</u>
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,115,956	4,577,287	461,331
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	19,061,309	18,093,972	(967,337)
Total noncurrent assets	<u>24,082,168</u>	<u>23,576,162</u>	<u>(506,006)</u>
Total assets	<u>29,199,427</u>	<u>28,493,523</u>	<u>(705,904)</u>
<b>Deffered Outflows of Resources</b>			
Deffered Outflows of Resources	907,530	1,124,866	217,335
Total assets and deffered outflows of resources	<u><b>30,106,957</b></u>	<u><b>29,618,389</b></u>	<u><b>(488,569)</b></u>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	225,599	114,171	(111,427)
Other current liabilities	3,631	-	(3,631)
Payroll liabilities	8,682	8,319	(363)
Total current liabilities	<u>237,912</u>	<u>122,490</u>	<u>(115,422)</u>
Noncurrent Liabilities			
Accrued sick and vacation liability	359,980	304,753	(55,227)
Borrowers' deposit	327,949	292,828	(35,122)
OPEB liability	81,954	190,242	108,288
Net pension liability	1,233,873	2,683,917	1,450,044
Total noncurrent liabilities	<u>2,003,756</u>	<u>3,471,739</u>	<u>1,467,983</u>
Total liabilities	<u>2,241,668</u>	<u>3,594,229</u>	<u>1,352,561</u>
<b>Deffered Inflows of Resources</b>			
Deffered Inflows of Resources	895,773	531,502	(364,271)
Total liabilities and Deffered inflows of resources	<u>3,137,441</u>	<u>4,125,731</u>	<u>988,290</u>
<b>Net Position</b>			
Invested in capital assets	19,647,742	18,680,405	(967,337)
Unrestricted	7,321,774	6,812,253	(509,521)
Total net position	<u>26,969,516</u>	<u>25,492,658</u>	<u>(1,476,858)</u>
Total liabilities and Deffered inflows of resources and net position	<u><b>30,106,957</b></u>	<u><b>29,618,389</b></u>	<u><b>(488,568)</b></u>

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

Jun 16 Actual	Jun 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
571,480	529,529	604,306	74,777	14.1%
3,477	2,776	5,354	2,578	92.9%
63,312	56,667	57,494	828	1.5%
64,759	35,993	34,737	(1,256)	-3.5%
703,028	624,965	701,892	76,927	12.3%
277,184	293,153	1,667,529	(1,374,376)	-468.8%
0	0	83,778	(83,778)	0.0%
202,721	161,690	137,744	23,946	14.8%
(240,055)	(161,690)	(137,744)	(23,945)	14.8%
		0		
82,299	70,571	72,515	(1,944)	-2.8%
12,070	22,450	9,171	13,279	59.1%
3,338	6,334	5,558	776	12.3%
15	753	1,225	(472)	-62.6%
0	0	1,537	(1,537)	0.0%
225	221	129	92	41.7%
1,853	3,000	1,406	1,594	53.1%
239,449	245,638	229,946	15,693	6.4%
707,101	699,736	2,072,794	1,373,058	196.2%
(4,074)	(74,771)	(1,370,902)	(1,296,130)	1733.5%
33,870	2,917	(8,482)	(11,398)	-390.8%
0	0	0	0	0.0%
(37,334)	0	11,648	(11,648)	0.0%
67,130	(71,855)	(1,391,031)	(1,319,176)	1835.9%
0	7,500	0	7,500	100.0%

**Summary:**

	FY 2015-16	FY 2016-17 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
<b>Income</b>					
L.A. Superior Court Fees	6,604,626	6,545,083	6,863,014	317,931	4.9%
Interest	23,546	23,688	35,106	11,419	48.2%
Parking	715,481	691,231	703,924	12,694	1.8%
Library Services	546,513	524,120	583,943	59,823	11.4%
Total Income	7,890,165	7,784,121	8,185,988	401,867	5.2%
<b>Expense</b>					
Staff (payroll + benefits)	3,838,897	4,038,026	5,032,443	(994,417)	-24.6%
Electronic Resource Subscriptions	666,951	691,386	702,725	(11,338)	-1.6%
Library Materials	2,063,651	1,940,279	1,841,721	98,558	5.1%
Library Materials Transferred to Assets	(2,100,985)	(1,940,279)	(1,841,721)	(98,558)	5.1%
Facilities	871,193	856,368	843,191	13,177	1.5%
Technology & Data	123,551	164,400	131,381	33,019	20.1%
General	59,487	67,049	63,976	3,073	4.6%
Professional Development	12,948	21,325	16,018	5,307	24.9%
Communications & Marketing	6,258	8,355	4,553	3,802	45.5%
Travel & Entertainment	2,481	3,048	2,752	296	9.7%
Professional Services	58,613	56,063	48,664	7,399	13.2%
Depreciation	2,952,940	2,960,377	2,821,826	138,551	4.7%
Total Expenses	8,593,320	8,866,397	9,667,530	(801,133)	-9.0%
<b>Net Income (Loss)</b>	<b>(703,154)</b>	<b>(1,082,276)</b>	<b>(1,481,542)</b>	<b>(399,266)</b>	<b>36.9%</b>
<b>Investment Gain (Loss)<sup>2</sup></b>	<b>78,436</b>	<b>35,000</b>	<b>(38,669)</b>	<b>(73,669)</b>	<b>-210.5%</b>
Extraordinary Income	0	55,000	55,000	0	0.0%
Extraordinary Expense	(37,334)	0	11,648	(11,648)	0.0%
Net Income Including Extraordinary Items	(587,384)	(992,276)	(1,476,859)	(484,583)	48.8%
<b>Capitalized Expenditures</b>	<b>15,354</b>	<b>1,569,500</b>	<b>12,768</b>	<b>1,556,732</b>	<b>99.2%</b>

Comments

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

Jun 16 Actual	Jun 2017				FY 2015-16 YTD Actual	FY 2016-17 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
<b>Detailed Budget:</b>														
<b>Income:</b>														
571,480	529,529	604,306	74,777	14.1%	15	FIN	303300	L.A. Superior Court Fees	6,604,626	6,545,083	6,863,014	317,931	4.9%	Better than expected court fee revenues.
								Interest:	0	0	0			
1,803	1,203	1,941	738	61.4%	15	FIN	311000	Interest - LAIF	5,684	4,810	6,310	1,500	31.2%	Better than expected State investment earnings.
1,433	1,375	3,074	1,699	123.6%	15	FIN	312000	Interest - General Fund	15,546	16,500	25,465	8,965	54.3%	Better than expected County investment earnings.
240	198	339	141	71.2%	15	FIN	313000	Interest - Deposit Fund	2,316	2,378	3,332	954	40.1%	Better than expected County investment earnings.
0	0	0	0	0.0%	15	FIN	313100	Interest - CalPERS CERBT <sup>1</sup>	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	313200	Interest - Bonds <sup>2</sup>	0	0	0	0	0.0%	
3,477	2,776	5,354	2,578	92.9%				Subtotal	23,546	23,688	35,106	11,419	48.2%	
<b>Parking:</b>														
63,312	56,667	57,494	828	1.5%	39	FAC	330100	Parking	715,481	691,231	703,924	12,694	1.8%	
63,312	56,667	57,494	828	1.5%				Subtotal	715,481	691,231	703,924	12,694	1.8%	
<b>Library Services:</b>														
2,436	1,400	2,031	631	45.1%	27	CIRC	330150	Annual Borrowing Fee	4,272	3,800	5,866	2,066	54.4%	Reflects annual messenger fee and the new annual designation fee for law firms .
6,183	9,167	6,770	(2,397)	-26.2%	25	P&P	330140	Annual Members Fee	114,996	110,004	105,618	(4,386)	-4.0%	
1,080	2,719	9,058	6,339	233.1%	23	R&R	330340	Course Registration	26,990	32,617	20,902	(11,715)	-35.9%	Fee-based program attendance down as free options increase. Some sponsorships not consummated.
5,241	4,416	3,943	(473)	-10.7%	27	CIRC	330129	Copy Center	60,303	52,700	49,962	(2,738)	-5.2%	Decrease in use due to machine repairs and patron use of cell phone cameras and compact scanners.
1,538	2,000	1,043	(957)	-47.8%	27	CIRC	330205	Document Delivery	25,074	24,000	17,466	(6,534)	-27.2%	Unanticipated decline in number of requests, likely due to increase in use of personal scanners and photographing of pages.
5,012	3,875	3,036	(839)	-21.7%	27	CIRC	330210	Fines	44,447	46,500	47,042	542	1.2%	
27,353	8,166	1,447	(6,719)	-82.3%	15	FIN	330310	Miscellaneous	59,514	65,999	65,494	(505)	-0.8%	
15,622	3,800	4,298	498	13.1%	39	FAC	330330	Room Rental	62,927	45,600	65,324	19,724	43.3%	Better than expected as a result of increased large event room rentals
292	350	905	555	158.4%	27	CIRC	330350	Book Replacement	2,278	4,200	4,367	167	4.0%	
(125)	0	(125)	(125)	0.0%	15	FIN	330360	Forfeited Deposits	13,081	7,500	31,612	24,112	321.5%	
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	2,289	2,289	0.0%	25	P&P	330420	Grants	0	0	2,289	2,289	0.0%	
127	100	43	(58)	-57.5%	39	FAC	330450	Vending	1,164	1,200	649	(551)	-45.9%	
0	0	0	0	0.0%	37	COM	330465	Special Events Income	11,467	10,000	12,352	2,352	23.5%	Increase in sponsorships
64,759	35,993	34,737	(1,256)	-3.5%				Subtotal	546,513	524,120	583,943	59,823	11.4%	
703,028	624,965	701,892	76,927	12.3%				Total Income	7,890,165	7,784,121	8,185,988	401,867	5.2%	
<b>Expenses:</b>														
<b>Staff:</b>														
219,735	183,475	204,821	(21,345)	-11.6%	ALL	501000	Salaries (benefits eligible)	2,340,459	2,464,901	2,202,791	262,110	10.6%	Favorable variance due to vacancies.	
0	(3,670)	0	(3,670)	100.0%	15	FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(48,386)	0	(48,386)	100.0%	
22,645	21,139	24,707	(3,568)	-16.9%	ALL	501050	Salaries (benefits ineligible)	233,218	274,726	255,015	19,711	7.2%	Favorable variance due to vacancies.	
0	(423)	0	(423)	100.0%	15	FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(5,379)	0	(5,379)	100.0%	
14,215	12,432	13,569	(1,137)	-9.1%	15	FIN	502000	Social Security	148,269	163,338	140,382	22,957	14.1%	Favorable variance due to vacancies.
3,325	2,908	3,173	(266)	-9.1%	15	FIN	503000	Medicare	35,787	38,200	34,195	4,005	10.5%	Favorable variance due to vacancies.
(253,966)	20,220	(270,114)	290,334	1435.9%	15	FIN	511000	Retirement	0	313,639	0	313,639	100.0%	
243,800	0	1,660,664	(1,660,664)	0.0%	15	FIN	511050	Pension Exp (Actuarial)	243,800	0	1,660,664	(1,660,664)	0.0%	This is a non-cash expense. High pension expense as a result of CalPERS' FY2016 poor 0.6% investment return.
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
42,884	6,830	5,186	1,645	24.1%	15	FIN	512000	Health Insurance	483,008	502,614	456,030	46,584	9.3%	Favorable variance due to vacancies and CalPERS CERBT \$40K distribution.
410	374	362	11	3.0%	15	FIN	513000	Disability Insurance	4,928	4,551	4,666	(115)	-2.5%	
4,826	5,482	4,677	805	14.7%	15	FIN	514000	Dental Insurance	59,016	65,338	56,551	8,787	13.4%	Favorable variance due to vacancies.
587	673	463	210	31.2%	15	FIN	514500	Vision Insurance	6,963	8,016	5,662	2,354	29.4%	Favorable variance due to vacancies.
98	128	84	44	34.5%	15	FIN	515000	Life Insurance	996	1,542	771	771	50.0%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
(10,987)	7,003	4,523	2,480	35.4%	15	FIN	516000	Workers Compensation Insurance	82,462	87,935	68,154	19,781	22.5%	Better than anticipated March 1 renewal rates.
0	0	4,490	(4,490)	0.0%	15	FIN	517000	Unemployment Insurance	(96)	0	12,073	(12,073)	0.0%	

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

Jun 16	Jun 2017														Comments
	Actual	Budget	Actual	\$ Fav (Unf)											
0	17	0	17	100.0%	25	P&P	514010	Temporary Employment	1,916	3,200	1,260	1,940	60.6%		
79	42	135	(93)	-224.0%	13	HR	514015	Recruitment	558	500	2,359	(1,859)	-371.8%		
338	5,000	(23,687)	28,687	573.7%	15	FIN	517500	Accrued Sick Expense	338	5,000	(23,687)	28,687	573.7%	Payouts to long term employees.	
43,620	20,000	22,025	(2,025)	-10.1%	15	FIN	518000	Accrued Vacation Expense	43,620	20,000	22,025	(2,025)	-10.1%		
(59,513)	9,024	9,024	0	0.0%	15	FIN	518500	OPEB Expense	129,257	108,289	108,288	1	0.0%	OPEB Expense may increase or decrease pending GASB 75 valuation results.	
4,265	1,250	2,234	(984)	-78.8%	15	FIN	518550	TMP	11,372	15,000	12,263	2,737	18.2%		
821	1,250	1,194	56	4.5%	15	FIN	518560	Payroll and Benefit Administration	13,025	15,000	12,981	2,019	13.5%		
277,184	293,153	1,667,529	(1,374,376)	-468.8%				Total - Staff	3,838,897	4,038,026	5,032,443	(994,417)	-24.6%		
								Library Materials/Electronic Resources Subscription:							
170,526	125,830	108,313	17,517	13.9%	23	R&R	601999	American Continuations	1,560,426	1,509,965	1,440,140	69,826	4.6%		
1,660	1,365	1,477	(112)	-8.2%	23	R&R	602999	American New Orders	15,311	16,382	12,095	4,287	26.2%	Limited spending	
5,481	4,305	6,554	(2,248)	-52.2%	23	R&R	609199	Branch Continuations	48,283	51,663	45,238	6,425	12.4%	Careful cost containment to enable sustainability in future FY.	
0	50	0	50	100.0%	23	R&R	609299	Branch New Orders	0	600	161	439	73.1%	Few replacement requests or new orders for remote locations.	
3,432	9,342	1,523	7,819	83.7%	23	R&R	603999	Commonwealth Continuations	140,309	112,107	102,063	10,044	9.0%	Used to fund continuations in other categories.	
0	130	0	130	100.0%	23	R&R	604999	Commonwealth New Orders	0	1,560	0	1,560	100.0%	No spending.	
11,807	11,456	13,552	(2,096)	-18.3%	23	R&R	605999	Foreign Continuations	171,727	137,470	116,731	20,739	15.1%	Used to fund continuations in other categories.	
87	100	0	100	100.0%	23	R&R	606999	Foreign New Orders	670	1,200	1,019	181	15.1%	Limited spending.	
8,250	7,269	6,034	1,235	17.0%	23	R&R	607999	International Continuations	107,931	87,234	107,686	(20,452)	-23.4%	Favorable actual expenses in Commonwealth & Foreign Continuations offset unfavorable return.	
40	333	25	308	92.4%	23	R&R	608999	International New Orders	158	4,000	192	3,808	95.2%	Limited spending.	
1,421	1,408	266	1,142	81.1%	23	R&R	609399	General/Librarianship Continuations	18,639	16,897	16,325	573	3.4%	Limited spending.	
16	100	0	100	100.0%	23	R&R	609499	General/Librarianship New Orders	197	1,200	72	1,128	94.0%		
202,721	161,690	137,744	23,946	14.8%				Subtotal	2,063,651	1,940,279	1,841,721	98,558	5.1%		
(240,055)	(161,690)	(137,744)	(23,945)	14.8%	15	FIN	690000	Library Materials Transferred to Assets	(2,100,985)	(1,940,279)	(1,841,721)	(98,558)	5.1%		
90,669	57,616	83,778	(26,163)	-45.4%	15	FIN	685000	Electronic Resource Subscriptions (ERS)	666,951	691,386	702,725	(11,338)	-1.6%		
(37,333.72)								Facilities:							
107	3,750	3,284	466	12.4%	39	FAC	801005	Repair & Maintenance	30,650	45,000	13,023	31,977	71.1%	Deferred maintenance due to open staff positions.	
1,297	1,000	605	395	39.5%	39	FAC	801010	Building Services	10,595	12,000	10,792	1,208	10.1%	Reduced filter replacement services on smaller HVAC units.	
0	1,083	0	1,083	100.0%	39	FAC	801015	Cleaning Supplies	8,976	12,996	11,675	1,321	10.2%	Less supplies required this year.	
11,958	10,356	10,097	259	2.5%	39	FAC	801020	Electricity & Water	118,429	124,272	116,616	7,656	6.2%	Consumption less than anticipated.	
966	1,051	966	85	8.1%	39	FAC	801025	Elevator Maintenance	11,592	6,306	14,157	(7,851)	-124.5%	Deferral of elevator repair & upgrade resulted in maintenance cost	
7,426	2,602	6,952	(4,350)	-167.2%	39	FAC	801030	Heating & Cooling	38,467	31,224	39,901	(8,677)	-27.8%	Increased usage due to unusual summer weather.	
24,428	21,600	21,763	(163)	-0.8%	15	FIN	801035	Insurance	293,134	259,200	261,565	(2,365)	-0.9%		
8,674	9,018	8,674	344	3.8%	39	FAC	801040	Janitorial Services	104,090	106,638	104,190	2,448	2.3%		
1,250	1,500	1,250	250	16.7%	39	FAC	801045	Landscaping	13,411	18,000	15,000	3,000	16.7%	Deferred yard maintenance due to open staff positions.	
25,003	15,416	15,768	(352)	-2.3%	39	FAC	801050	Security	194,703	184,992	197,481	(12,489)	-6.8%		
303	1,750	2,564	(814)	-46.5%	39	FAC	801060	Room Rental Expenses	27,536	21,000	37,700	(16,700)	-79.5%	Offset by room rental revenue. Includes \$4K portable stage for ongoing room rental activities.	
360	0	178	(178)	0.0%	37	COM	801065	Special Events Expenses	9,933	17,000	14,860	2,140	12.6%	Includes 125th anniversary unbudgeted event expense.	
0	200	0	200	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	300	2,400	0	2,400	100.0%	Not required during this fiscal period.	
0	400	267	133	33.3%	39	FAC	801110	Equipment (<3K)	1,426	4,800	1,069	3,731	77.7%	Deferred due to open staff positions.	
0	100	0	100	100.0%	39	FAC	801115	Building Alterations (<3K)	0	1,200	0	1,200	100.0%	Deferred due to open staff positions.	
249	537	29	508	94.6%	35	CMS	801120	Delivery & Postage	5,931	6,844	3,488	3,356	49.0%	Low volume of shipping activities YTD.	
277	208	116	92	44.4%	39	FAC	801125	Kitchen supplies	2,020	2,496	1,675	821	32.9%	Less supplies required this year.	
82,299	70,571	72,515	(1,944)	-2.8%				Subtotal	871,193	856,368	843,191	13,177	1.5%		
4,429	1,740	1,255	485	27.9%	33	TECH	801210	Software Maintenance	25,615	20,880	21,163	(283)	-1.4%		
1,236	1,491	1,789	(298)	-20.0%	33	TECH	801212	Hardware Maintenance	14,166	17,892	16,778	1,114	6.2%		
996	1,200	47	1,153	96.1%	33	TECH	801215	Software (<\$3k)	1,513	14,400	3,659	10,741	74.6%	Budgeted for next fiscal year.	
0	400	1,036	(636)	-159.0%	33	TECH	801220	Hardware (<\$3k)	3,790	9,800	6,159	3,641	37.2%	Hardware (patron pc replacement) not available to purchase from vendor.	

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

Jun 16 Actual	Jun 2017				FY 2015-16 YTD Actual	FY 2016-17 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
0	80	49	31	38.9%	33	TECH	801225	Computer Supplies	344	960	1,953	(993)	-103.5%	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	47,443	48,468	49,578	(1,110)	-2.3%	
1,370	3,500	775	2,725	77.9%	33	TECH	801235	Telecommunications	28,156	42,000	31,274	10,726	25.5%	VOIP cost continue to drop. Bandwidth cost lowered due to discounted pricing program.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	73	0	65	(65)	0.0%	
0	10,000	0	10,000	100.0%	33	TECH	801250	Services	2,451	10,000	753	9,247	92.5%	Budgeted for next fiscal year for any unexpected support needed during server upgrade.
12,070	22,450	9,171	13,279	59.1%				Subtotal	123,551	164,400	131,381	33,019	20.1%	
								General:						
522	700	609	91	13.0%	15	FIN	801310	Bank Charges	6,307	8,400	6,886	1,514	18.0%	
678	775	784	(9)	-1.2%	35	CMS	801315	Bibliographical Services	9,122	9,410	9,420	(10)	-0.1%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
75	90	48	42	47.1%	17	EXEC	801325	Board Expense	859	1,080	785	295	27.3%	
(262)	161	228	(67)	-41.3%	37	COM	801330	Staff meals & events	1,639	2,184	2,741	(557)	-25.5%	Budgeting error; omission of intern lunches and staff lunches; offset by reduced travel expenses.
79	1,000	1,077	(77)	-7.7%	15	FIN	801335	Supplies - Office	10,718	12,000	13,698	(1,698)	-14.2%	
1,378	2,000	1,770	230	11.5%	35	CMS	801337	Supplies - Library materials	7,852	9,025	8,758	267	3.0%	
0	0	27	(27)	0.0%	37	COM	801340	Stationery, business cards, etc.	71	1,000	1,118	(118)	-11.8%	
0	0	0	0	0.0%	25	P&P	801365	Grant Application Expenses	0	0	0	0	0.0%	
876	1,500	744	756	50.4%	27	CIRC	801370	Copy Center Expense	19,897	22,500	15,711	6,789	30.2%	Lower than expected maintenance cost of copiers.
(7)	42	0	42	100.0%	15	FIN	801375	General - Misc	956	500	3,513	(3,013)	-602.6%	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	850	547	303	35.7%	
0	0	271	(271)	0.0%	17	EXEC	801395	Friends of Law Library	1,503	100	800	(700)	-699.7%	
3,338	6,334	5,558	776	12.3%				Subtotal	59,487	67,049	63,976	3,073	4.6%	
								Professional Development:						
15	300	0	300	100.0%	ALL	803105	Travel	1,819	9,100	4,274	4,826	53.0%	Favorable variance due to travel savings/discounts and conferences not attended.	
0	0	0	0	0.0%	ALL	803110	Meals	0	0	0	0	0.0%		
0	0	1,225	(1,225)	0.0%	ALL	803113	Incidental and miscellaneous	0	0	1,225	(1,225)	0.0%		
0	0	0	0	0.0%	ALL	803115	Membership dues	9,452	6,160	6,592	(432)	-7.0%		
0	453	0	453	100.0%	ALL	803120	Registration fees	1,678	6,065	3,927	2,138	35.3%	Lower registration fees and some conferences not attended.	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%		
15	753	1,225	(472)	-62.6%				Subtotal	12,948	21,325	16,018	5,307	24.9%	
								Communications & Marketing:						
0	0	0	0	0.0%	37	COM	803205	Services	0	1,800	0	1,800	100.0%	\$1,600 email marketing budgteted here but expensed in advertising budget.
0	0	1,397	(1,397)	0.0%	37	COM	803210	Collateral materials	1,550	2,830	1,714	1,116	39.4%	Unexpected decrease in external print costs.
0	0	140	(140)	0.0%	37	COM	803215	Advertising	4,684	3,100	2,839	261	8.4%	Includes \$1,600 email marketing payment
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	25	625	0	625	100.0%	Two events not attended.
0	0	1,537	(1,537)	0.0%				Subtotal	6,258	8,355	4,553	3,802	45.5%	
								Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	10	0	711	(711)	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%		
225	221	129	92	41.7%	ALL	803320	Ground transportation & mileage reimb.	2,471	3,048	1,892	1,156	37.9%		
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
225	221	129	92	41.7%				Subtotal	2,481	3,048	2,752	296	9.7%	
								Professional Services						
0	0	0	0	0.0%	15	FIN	804005	Accounting	21,630	18,063	18,078	(15)	-0.1%	
1,365	3,000	1,406	1,594	53.1%	17	EXEC	804008	Consulting Services	36,495	38,000	30,586	7,414	19.5%	Elimination of HR-On call services.
488	0	0	0	0.0%	17	EXEC	804010	Legal	488	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	804015	Other	0	0	0	0	0.0%	
1,853	3,000	1,406	1,594	53.1%				Subtotal	58,613	56,063	48,664	7,399	13.2%	
								Depreciation:						
213,390	205,061	204,906	155	0.1%	15	FIN	806105	Depreciation - Library Materials	2,619,001	2,524,786	2,518,365	6,420	0.3%	
26,059	40,577	25,039	15,538	38.3%	15	FIN	806110	Depreciation Exp - FF&E	333,939	435,591	303,461	132,131	30.3%	Delay in capital projects.
239,449	245,638	229,946	15,693	6.4%				Subtotal	2,952,940	2,960,377	2,821,826	138,551	4.7%	

**Los Angeles County Law Library**

Income Statement for the Period Ending June 30, 2017

**(Provisional and subject to year-end audit adjustments)**

Jun 16 Actual	Jun 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
707,101	699,736	2,072,794	(1,373,058)	-196.2%
(4,074)	(74,771)	(1,370,902)	(1,296,130)	1733.5%
33,870	2,917	(8,482)	(11,398)	-390.8%
0	0	0	0	0.0%
(37,334)	0	11,648	(11,648)	0.0%
67,130	(71,855)	(1,391,031)	(1,319,176)	1835.9%

Total Expense  
Net Income Before Extraordinary Items

15 FIN 321000 **Investment Gain (Loss)<sup>2</sup>**  
17 EXEC 401000 Extraordinary Income  
17 EXEC 901000 Extraordinary Expense  
Net Income Including Extraordinary Items

FY 2015-16 YTD Actual	FY 2016-17 YTD			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
8,593,320	8,866,397	9,667,530	(801,133)	-9.0%
(703,154)	(1,082,276)	(1,481,542)	(399,266)	36.9%
78,436	35,000	(38,669)	(73,669)	-210.5%
0	55,000	55,000	0	0.0%
(37,334)	0	11,648	(11,648)	0.0%
(587,384)	(992,276)	(1,476,859)	(484,583)	48.8%

Comments

Reflects loss/gain if sold at time of report (before maturity) not actual loss  
Refund from publisher.  
Includes unanticipated \$1.6M non-cash pension expense





**Los Angeles County Law Library**  
Statement of Cash Flows  
As of June 30, 2017  
(Provisional and subject to year-end audit adjustments)

	6/30/2017	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	604,306	6,863,014
Parking fees	57,494	703,924
Library services	34,737	483,943
(Increase) decrease in accounts receivable	(3,399)	(11,461)
Increase (decrease) in borrowers' deposit	1,343	(35,122)
<b>Cash received from filing fees and services</b>	<b>694,482</b>	<b>8,004,299</b>
Facilities	(72,515)	(843,191)
Technology	(9,171)	(131,381)
General	(17,205)	(75,624)
Professional development	(1,225)	(16,018)
Communications & marketing	(1,537)	(4,553)
Travel & entertainment	(129)	(2,752)
Professional services	(1,406)	(48,664)
Electronic Resource Subscriptions (ERS)	(83,778)	(702,725)
(Increase) decrease in prepaid expenses	11,856	(30,222)
Increase (decrease) in accounts payable	(5,582)	(111,427)
Increase (decrease) in other liabilities	(2,040)	(3,631)
<b>Cash payments to suppliers for goods and services</b>	<b>(182,732)</b>	<b>(1,970,190)</b>
Staff (payroll + benefits)	(1,667,529)	(5,032,443)
Increase (decrease) in payroll liabilities	611	(363)
Increase (decrease) in accrued sick and vacation liability	(1,662)	(55,227)
Increase (decrease) in OPEB liability	9,024	108,288
Net impact of GASB 68 adjustments	868,438	868,438
Net effect of prior period adjustments		-
<b>Cash payments to employees for services</b>	<b>(791,119)</b>	<b>(4,111,308)</b>
Contributions received	-	155,000
Net cash from operating activities	(279,369)	2,077,802
<b>Cash flow from capital and related financing activities</b>		
Library materials	(137,744)	(1,841,721)
Fixed assets	-	(12,768)
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment		(500,000)
Investment earnings	5,354	35,106
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(411,759)</b>	<b>(241,581)</b>
Cash and cash equivalents, at beginning of period	4,039,921	3,869,743
Cash and cash equivalents, at end of period	3,628,162	3,628,162
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(1,387,903)	(1,473,296)
Adjustments for noncash effects:		
Depreciation	229,946	2,821,826
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(3,399)	(11,461)
(Increase) decrease in prepaid expenses	11,856	(30,222)
Increase (decrease) in accounts payable	(5,582)	(111,427)
Increase (decrease) in other liabilities	(2,040)	(3,631)
Increase (decrease) in payroll liabilities	611	(363)
Increase (decrease) in accrued sick and vacation liability	(1,662)	(55,227)
Increase (decrease) in borrowers' deposit	1,343	(35,122)
Increase (decrease) in OPEB liability	9,024	108,288
Net impact of GASB 68 adjustments	868,438	868,438
Net cash from operating activities	(279,369)	2,077,802

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2017 - June 30, 2017 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
June 1	ANYTIME PLUMBING & PIPE, INC.	REPAIR & MAINTENA	675.00	029886	
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029887	
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,749.17	029888	
June 2	OTTO HARRASSOWITZ	BOOKS	415.55	029889	
	LIBRAIRIE DUCHEMIN	BOOKS	427.93	029890	
	WILLIAM S HEIN & CO	BOOKS	757.95	029891	
June 5	COUNTY OF LOS ANGELES	BANK CHARGES	73.17	029892	
	CHRISTINE R LANGTEAU	MILEAGE	67.20	029893	
June 6	SUNSERI'S	ROOM RENTAL	272.50	029894	
	TORTUGA BAY	ROOM RENTAL	1,721.25	029895	
June 12	CITY OF LA - BUILDING AND SAFETY	BLDG SVCS	430.55	029896	
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	029897	
	SACRAMENTO COUNTY PUBLIC	DELIVERY & POSTAG	5.00	029898	
	AT&T	TELECOM	481.61	029899	
	ELIZABETH WARNER	MILEAGE	66.61	029900	
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	2,153.40	029901	
June 15	QUALITY CODE PUBLISHING	BOOKS	53.49	029902	
	STELLA COHEN	REFUND	125.00	029903	
	MOHAMMED A SOUSSI	REFUND	60.00	029904	
June 19	GUARDIAN	PREPAID EXP	7,015.15	029905	
	CO INFO PTY LTD	BOOKS	736.28	029906	
	GAUNT	BOOKS	147.96	029907	
	QUALITY CODE PUBLISHING	BOOKS	108.02	029908	
June 23	SYNCB AMAZON	REPAIR & MAINTENA	455.42	029909	
	ANYTIME PLUMBING & PIPE, INC.	REPAIR & MAINTENA	1,605.00	029910	
	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	575.29	029911	
	CITY OF LA - BUILDING AND SAFETY	BLDG SVCS	430.55	029912	
	COUNTY OF LOS ANGELES	BANK CHARGES	73.99	029913	
	CPR LOS ANGELES	INCIDENTAL & MISCE	1,225.00	029914	
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,465.82	029915	
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	029916	
	ELIZABETH WARNER	MILEAGE	77.36	029917	
	METROLINK	TMP	1,099.00	029918	
	June 26	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	164.40	029919
		MANHATTAN PUBLISHING COMPANY	BOOKS	57.00	029920
MEXICO SUR		BOOKS	4,305.49	029921	

49,604.18

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2017 - June 30, 2017 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 27	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,749.17	029922
June 29	LOS ANGELES EDUCATION PARTNERSHIP RYAN METHENY	ADVERTISING STAFF MEALS & EVE	500.00 22.95	029923 029924
June 30	GAUNT OTTO HARRASSOWITZ	BOOKS BOOKS	225.01 1,048.17	029925 029926
			51,400.31	

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2017 - June 30, 2017 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
June 1	DEMCO	COMPUTER HARDW	14,555.77	V002347	
	AMERICAN AIRLINES	TRAVEL	592.75	V002378	
	OLIVE BISTRO	ROOM RENTAL	369.45	V002379	
June 2	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	75.00	V002331	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,474.48	V002332	
	JOURNAL OF THE PATENT AND TRADEMARK	BOOKS	65.00	V002333	
	LAW JOURNAL PRESS	BOOKS	1,062.45	V002334	
	PRACTISING LAW INSTITUTE	BOOKS	385.30	V002335	
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	20.53	V002336	
	SUPPLYWORKS	CLEANING SUPPLIES	1,826.46	V002337	
	UNITED NATIONS PUBLICATIONS	BOOKS	309.17	V002338	
	WEST ACADEMIC	BOOKS	143.55	V002339	
	GOBI LIBRARY SOLUTIONS	BOOKS	654.72	V002340	
	DEMCO	SUPPLIES LIBRARY	973.28	V002341	
	KAPCO	SUPPLIES-LIBRARY	796.95	V002342	
	MYBINDING	SUPPLIES LIBRARY	125.04	V002343	
June 5	PROACTIVE WORK HEALTH SERVICES	WORKERS COMP	150.00	V002344	
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	4,522.50	V002345	
	UPS	DELIVERY & POSTAG	267.08	V002346	
June 6	HOUSE OF TROPHIES AND AWARDS, INC	SUPPLIES - OFFICE	107.39	V002492	
June 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V002348	
June 12	BANDWIDTH.COM, INC.	TELECOM	277.16	V002349	
	REPUBLIC SERVICES #902	BLDG SVCS	329.34	V002350	
	GLOBAL CAPACITY	TELECOM	378.50	V002351	
	GLOBAL CAPACITY	TELECOM	71.47	V002352	
	OCLC INC	BIBLIOGRAPHICAL S	700.96	V002353	
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	98.00	V002354	
	SECURITAS SECURITY	SECURITY	5,646.95	V002355	
	AMERICAN BAR ASSOCIATION	BOOKS	275.52	V002356	
	LEXISNEXIS MATTHEW BENDER	BOOKS	354.36	V002357	
	CCH INCORPORATED	BOOKS	194.68	V002358	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,407.72	V002359	
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V002360	
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V002361	
	GOBI LIBRARY SOLUTIONS	BOOKS	1,752.99	V002362	
	June 13	LEXISNEXIS MATTHEW BENDER	BOOKS	32,959.31	V002363
		MYBINDING	SUPPLIES - OFFICE	12.78	V002493
June 14					

89,590.79

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2017 - June 30, 2017 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 19	AT&T MOBILITY	TELECOM	16.24	V002364
	COSTCO WHOLESALE MEMBERSHIP	PREPAID EXP	1,366.34	V002365
	EX LIBRIS (USA) INC.	ILS	1,141.94	V002366
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	328.48	V002367
	LOS ANGELES COUNTY BAR	ADVERTISING	140.00	V002368
	PEOPLEG2	RECRUITMENT	167.98	V002369
	SECURITAS SECURITY	SECURITY	5,700.40	V002370
	LA CAFE	BOARD EXPENSE	47.62	V002380
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	905.54	V002371
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V002372
OXFORD UNIVERSITY PRESS	BOOKS	249.22	V002373	
ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	21.61	V002374	
WORKCOMP CENTRAL	BOOKS	566.71	V002375	
WEST ACADEMIC	BOOKS	278.94	V002376	
THOMSON REUTERS	BOOKS	75,976.44	V002377	
June 20	LEXISNEXIS MATTHEW BENDER	BOOKS	32,959.31	V002381
June 21	SMART LEVELS	SPECIAL EVENTS	328.64	V002457
June 22	CITY FARE	FRIENDS	204.88	V002382
	SMART LEVELS	COLLATERAL MATER	847.99	V002458
	CDW GOVERNMENT INC	SOFTWARE MAINTENANCE	3,150.00	V002486
June 23	AMERICAN ASSOCIATION OF LAW LIBRARI	REGISTRATION FEE	1,892.00	V002383
	ALTA FOODCRAFT	KITCHEN SUPPLIES	115.68	V002384
	BRIGHTVIEW	LANDSCAPING	1,250.00	V002385
	EX LIBRIS (USA) INC. ** VOIDED *****	ILS	0.00	V002386
	OFFICE DEPOT	SUPPLIES-OFFICE	402.90	V002387
	TYCO INTEGRATED SECURITY LLC	BLDG SVCS	14,071.65	V002388
June 24	EXTENDED STAY AMERICA	TRAVEL	434.66	V002502
June 26	AMERICAN LAW INSTITUTE	BOOKS	406.50	V002389
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	27.58	V002390
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,145.52	V002391
	LAW JOURNAL PRESS	BOOKS	2,838.44	V002392
	NATIONAL CONSUMER LAW CENTER	BOOKS	130.00	V002393
	PRACTISING LAW INSTITUTE	BOOKS	577.12	V002394
	WILLIAM S HEIN & CO	BOOKS	623.30	V002395
	LA CAFE	FRIENDS	66.56	V002396
	INTEGRA WEST INC	COLLATERAL MATER	548.76	V002459
	EX LIBRIS (USA) INC.	ILS	12,387.92	V002397

254,930.18

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2017 - June 30, 2017 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 30	AMERICAN BAR ASSOCIATION	BOOKS	845.81	V002398
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	287.00	V002399
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	893.94	V002400
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,235.45	V002401
	JURIS PUBLISHING INC	BOOKS	416.32	V002402
	OXFORD UNIVERSITY PRESS	BOOKS	173.22	V002403
	PRACTISING LAW INSTITUTE	BOOKS	891.57	V002404
	VERDICTSEARCH	BOOKS	351.55	V002405
	STATE BAR OF WISCONSIN	BOOKS	198.17	V002406
	WILLIAM S HEIN & CO	BOOKS	1,906.13	V002407
	GOBI LIBRARY SOLUTIONS	BOOKS	370.56	V002408

263,654.09

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2017 - June 30, 2017 (CHECKS)**  
**Account No.: 102003**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 2	SMART & FINAL	ROOM RENTAL EXP	43.46	V000156
June 5	FRY'S ELECTRONICS	HARDWARE (<3K)	135.92	V000157
	HOME DEPOT	REPAIR & MAINT	407.63	V000158
June 12	L A DEPT WATER & POWER	WATER/SEWER	9,703.11	V000099
June 15	HARBOR FREIGHT TOOLS	EQUIPMENT (<3K)	39.00	V000159
	SMART & FINAL	OFFICE SUPPLIES	36.94	V000160
June 19	PAPA JOHN'S PIZZA	STAFF MEALS & EVE	74.59	V000161
	PORTO'S BAKERY & CAFE	STAFF MEALS & EVE	69.00	V000162
June 28	GRAYBAR	COMPUTER SUPPLIE	48.87	V000163
June 29	HOME DEPOT	REPAIR & MAINT	19.02	V000164

10,577.54



LOS ANGELES COUNTY LAW LIBRARY  
June 1, 2017 - June 30, 2017 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 26	CALPERS	PREPAID EXP	49,798.38	TS00251694

49,798.38



# Los Angeles County Law Library

Balance Sheet

As of July 31, 2017

(Provisional and subject to year-end audit adjustments)

	6/30/2017	7/31/2017	Change
<b>Assets</b>			
Current assets			
Cash and cash equivalents	3,309,692	3,441,927	132,235
Accounts receivable	1,323,638	1,350,051	26,413
Prepaid expenses	284,031	490,895	206,864
Total current assets	4,917,361	5,282,873	365,512
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,577,287	4,590,978	13,691
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	18,093,972	17,983,972	(110,001)
Total noncurrent assets	23,576,162	23,479,853	(96,309)
Total assets	28,493,523	28,762,726	269,203
<b>Deffered Outflows of Resources</b>			
Deffered Outflows of Resources	1,124,866	1,124,866	-
Total assets and deffered outflows of resources	<b>29,618,389</b>	<b>29,887,592</b>	<b>269,203</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	114,171	217,687	103,515
Other current liabilities	-	-	-
Payroll liabilities	8,319	9,864	1,545
Total current liabilities	122,490	227,551	105,061
Noncurrent Liabilities			
Accrued sick and vacation liability	304,753	280,023	(24,729)
Borrowers' deposit	292,828	294,297	1,470
OPEB liability	190,242	199,409	9,167
Net pension liability	2,683,917	2,683,917	-
Total noncurrent liabilities	3,471,739	3,457,647	(14,092)
Total liabilities	3,594,229	3,685,197	90,968
<b>Deffered Inflows of Resources</b>			
Deffered Inflows of Resources	531,502	531,502	-
Total liabilities and Deffered inflows of resources	4,125,731	4,216,699	90,968
<b>Net Position</b>			
Invested in capital assets	18,680,405	18,570,405	(110,001)
Unrestricted	6,812,253	7,100,488	288,235
Total net position	25,492,658	25,670,893	178,235
Total liabilities and Deffered inflows of resources and net position	<b>29,618,389</b>	<b>29,887,592</b>	<b>269,203</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending July 31, 2017  
(Provisional and subject to year-end audit adjustments)

Jul 16 Actual	Jul 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
583,044	575,973	624,403	48,430	8.4%
1,711	2,083	3,039	956	45.9%
60,783	56,667	55,242	(1,424)	-2.5%
24,293	30,835	176,159	145,324	471.3%
669,830	665,557	858,843	193,286	29.0%
342,558	369,981	336,039	33,943	9.2%
27,790	49,776	31,020	18,756	37.7%
63,256	162,714	119,576	43,138	26.5%
(63,256)	(162,714)	(119,576)	(43,138)	26.5%
75,357	77,324	72,503	4,821	6.2%
9,225	11,889	13,820	(1,931)	-16.2%
5,112	5,088	2,870	2,219	43.6%
5,783	5,604	3,879	1,724	30.8%
0	2,715	1,662	1,053	38.8%
140	228	54	175	76.5%
2,730	2,812	2,877	(65)	-2.3%
253,264	229,732	229,577	155	0.1%
721,959	755,149	694,300	(60,849)	-8.1%
(52,129)	(89,592)	164,543	254,135	-283.7%
1,651	2,917	13,691	10,775	369.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
(50,478)	(86,675)	178,235	264,910	-305.6%
0	0	0	0	0.0%

**Summary:**

**Income**

	FY 2016-17 YTD Actual	FY 2017-18 YTD			
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
L.A. Superior Court Fees	583,044	575,973	624,403	48,430	8.4%
Interest	1,711	2,083	3,039	956	45.9%
Parking	60,783	56,667	55,242	(1,424)	-2.5%
Library Services	24,293	30,835	176,159	145,324	471.3%
Total Income	669,830	665,557	858,843	193,286	29.0%

**Expense**

	FY 2016-17 YTD Actual	FY 2017-18 YTD			
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Staff (payroll + benefits)	342,558	369,981	336,039	33,943	9.2%
Electronic Resource Subscriptions	27,790	49,776	31,020	18,756	37.7%
Library Materials	63,256	162,714	119,576	43,138	26.5%
Library Materials Transferred to Assets	(63,256)	(162,714)	(119,576)	(43,138)	26.5%
Facilities	75,357	77,324	72,503	4,821	6.2%
Technology & Data	9,225	11,889	13,820	(1,931)	-16.2%
General	5,112	5,088	2,870	1,294	25.4%
Professional Development	5,783	5,604	3,879	1,724	30.8%
Communications & Marketing	0	2,715	1,662	1,053	38.8%
Travel & Entertainment	140	228	54	175	76.5%
Professional Services	2,730	2,812	2,877	(65)	-2.3%
Depreciation	253,264	229,732	229,577	155	0.1%
Total Expenses	721,959	755,149	694,300	60,849	8.1%

**Net Income (Loss)**

	FY 2016-17 YTD Actual	FY 2017-18 YTD			
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Investment Gain (Loss) <sup>1</sup>	1,651	2,917	13,691	10,775	369.4%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(50,478)	(86,675)	178,235	264,910	-305.6%

**Capitalized Expenditures**

	FY 2016-17 YTD Actual	FY 2017-18 YTD			
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Capitalized Expenditures	0	0	0	0	0.0%

Comments

**Los Angeles County Law Library**  
Income Statement for the Period Ending July 31, 2017  
(Provisional and subject to year-end audit adjustments)

Jul 16	Jul 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2016-17	FY 2017-18 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)

					<b>Detailed Budget:</b>									
					<b>Income:</b>									
583,044	575,973	624,403	48,430	8.4%	15	FIN	303300	L.A. Superior Court Fees	583,044	575,973	624,403	48,430	8.4%	Better than expected court fee income.
								Interest:	0	0	0	0		
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	0	0	0	0	0.0%	
1,475	1,833	2,697	864	47.1%	15	FIN	312000	Interest - General Fund	1,475	1,833	2,697	864	47.1%	Better than expected County investment interest rate.
236	250	342	92	36.7%	15	FIN	313000	Interest - Deposit Fund	236	250	342	92	36.7%	Better than expected County investment interest rate.
1,711	2,083	3,039	956	45.9%				Subtotal	1,711	2,083	3,039	956	45.9%	
								Parking:						
60,783	56,667	55,242	(1,424)	-2.5%	39	FAC	330100	Parking	60,783	56,667	55,242	(1,424)	-2.5%	
60,783	56,667	55,242	(1,424)	-2.5%				Subtotal	60,783	56,667	55,242	(1,424)	-2.5%	
								Library Services:						
2,779	1,600	1,528	(73)	-4.5%	27	CIRC	330150	Annual Borrowing Fee	2,779	1,600	1,528	(73)	-4.5%	
8,830	8,251	8,794	543	6.6%	25	PS	330140	Annual Members Fee	8,830	8,251	8,794	543	6.6%	Timing variance. Some late and early renewals came in July.
1,066	912	1,143	231	25.3%	25	PS	330340	Course Registration	1,066	912	1,143	231	25.3%	Timing variance. Some registrations for August MCLEs were processed in July.
4,948	5,000	3,257	(1,743)	-34.9%	27	CIRC	330129	Copy Center	4,948	5,000	3,257	(1,743)	-34.9%	Timing variance. Discrepancy is expected to normalize as the fiscal year progresses.
1,398	2,300	1,272	(1,028)	-44.7%	27	CIRC	330205	Document Delivery	1,398	2,300	1,272	(1,028)	-44.7%	Timing variance. Discrepancy is expected to normalize as the fiscal year progresses.
3,693	4,100	2,707	(1,393)	-34.0%	27	CIRC	330210	Fines	3,693	4,100	2,707	(1,393)	-34.0%	Timing variance. Discrepancy is expected to normalize as the fiscal year progresses.
414	4,167	989	(3,178)	-76.3%	15	FIN	330310	Miscellaneous	414	4,167	989	(3,178)	-76.3%	Delay in Google project reimbursement.
575	4,175	6,470	2,295	55.0%	39	FAC	330330	Room Rental	575	4,175	6,470	2,295	55.0%	
234	280	0	(280)	-100.0%	23	COL	330350	Book Replacement	234	280	0	(280)	-100.0%	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	
0	120,000	150,000	30,000	25.0%	17	EXEC	330400	Friends of Law Library	0	120,000	150,000	30,000	25.0%	Generouse Friends contribution at \$30K more than budgeted.
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
105	50	0	(50)	-100.0%	39	FAC	330450	Vending	105	50	0	(50)	-100.0%	
252	0	0	0	0.0%	37	COM	330465	Special Events Income	252	0	0	0	0.0%	
24,293	30,835	176,159	145,324	471.3%				Subtotal	24,293	30,835	176,159	145,324	471.3%	
669,830	665,557	858,843	193,286	29.0%				Total Income	669,830	665,557	858,843	193,286	29.0%	
								<b>Expenses:</b>						
								Staff:						
177,542	190,763	164,245	26,518	13.9%	ALL	501000	Salaries (benefits eligible)	177,542	190,763	164,245	26,518	13.9%	Favorable variance due to vacancies.	
0	(3,815)	0	(3,815)	100.0%	15	FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(3,815)	0	(3,815)	100.0%	
18,687	20,418	18,661	1,757	8.6%	ALL	501050	Salaries (benefits ineligible)	18,687	20,418	18,661	1,757	8.6%	Favorable variance due to vacancies.	
0	(408)	0	(408)	100.0%	15	FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(408)	0	(408)	100.0%	
11,365	11,797	12,237	(440)	-3.7%	15	FIN	502000	Social Security	11,365	11,797	12,237	(440)	-3.7%	
2,658	2,835	2,862	(26)	-0.9%	15	FIN	503000	Medicare	2,658	2,835	2,862	(26)	-0.9%	
66,419	77,583	75,238	2,345	3.0%	15	FIN	511000	Retirement	66,419	77,583	75,238	2,345	3.0%	
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%	
43,167	48,345	42,173	6,172	12.8%	15	FIN	512000	Health Insurance	43,167	48,345	42,173	6,172	12.8%	Favorable variance due to vacancies.
410	382	367	15	3.8%	15	FIN	513000	Disability Insurance	410	382	367	15	3.8%	
4,463	5,369	4,500	868	16.2%	15	FIN	514000	Dental Insurance	4,463	5,369	4,500	868	16.2%	Favorable variance due to vacancies.
589	573	468	105	18.4%	15	FIN	514500	Vision Insurance	589	573	468	105	18.4%	Favorable variance due to vacancies.
102	131	119	12	8.9%	15	FIN	515000	Life Insurance	102	131	119	12	8.9%	
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
6,366	4,663	4,523	141	3.0%	15	FIN	516000	Workers Compensation Insurance	6,366	4,663	4,523	141	3.0%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	0	0	0	0	0.0%	
0	330	0	330	100.0%	ALL	514010	Temporary Employment	0	330	0	330	100.0%		
153	0	0	0	0.0%	13	HR	514015	Recruitment	153	0	0	0	0.0%	
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%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending July 31, 2017  
(Provisional and subject to year-end audit adjustments)

Jul 16	Jul 2017				FY 2016-17	FY 2017-18 YTD				Comments				
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)		
9,024	9,167	9,167	(0)	0.0%	15	FIN	518500	OPEB Expense	9,024	9,167	9,167	(0)	0.0%	
419	600	584	16	2.7%	15	FIN	518550	TMP	419	600	584	16	2.7%	
1,194	1,250	896	354	28.3%	15	FIN	518560	Payroll and Benefit Administration	1,194	1,250	896	354	28.3%	Timing variance.
342,558	369,981	336,039	33,943	9.2%				Total - Staff	342,558	369,981	336,039	33,943	9.2%	
Library Materials/Electronic Resources Subscription:														
46,297	127,085	106,157	20,927	16.5%	23	COL	601999	American Continuations	46,297	127,085	106,157	20,927	16.5%	Timing variance.
783	1,250	149	1,101	88.1%	23	COL	602999	American New Orders	783	1,250	149	1,101	88.1%	Timing variance.
4,933	1,922	2,597	(676)	-35.2%	23	COL	609199	Branch Continuations	4,933	1,922	2,597	(676)	-35.2%	Timing variance.
161	0	0	0	0.0%	23	COL	609299	Branch New Orders	161	0	0	0	0.0%	
1,085	10,868	683	10,185	93.7%	23	COL	603999	Commonwealth Continuations	1,085	10,868	683	10,185	93.7%	Timing variance.
0	0	0	0	0.0%	23	COL	604999	Commonwealth New Orders	0	0	0	0	0.0%	
4,697	10,164	2,944	7,220	71.0%	23	COL	605999	Foreign Continuations	4,697	10,164	2,944	7,220	71.0%	Timing variance.
0	0	0	0	0.0%	23	COL	606999	Foreign New Orders	0	0	0	0	0.0%	
5,253	9,960	7,045	2,914	29.3%	23	COL	607999	International Continuations	5,253	9,960	7,045	2,914	29.3%	Timing variance.
47	0	0	0	0.0%	23	COL	608999	International New Orders	47	0	0	0	0.0%	
0	1,466	0	1,466	100.0%	23	COL	609399	General/Librarianship Continuations	0	1,466	0	1,466	100.0%	Timing variance.
0	0	0	0	0.0%	23	COL	609499	General/Librarianship New Orders	0	0	0	0	0.0%	
63,256	162,714	119,576	43,138	26.5%	23	COL	690000	Subtotal	63,256	162,714	119,576	43,138	26.5%	
(63,256)	(162,714)	(119,576)	(43,138)	26.5%	23	COL	690000	Library Materials Transferred to Assets	(63,256)	(162,714)	(119,576)	(43,138)	26.5%	
27,790	49,776	31,020	18,756	37.7%	23	COL	685000	Electronic Resource Subscriptions (ERS)	27,790	49,776	31,020	18,756	37.7%	Timing variance.
Facilities:														
572	4,000	1,131	2,869	71.7%	39	FAC	801005	Repair & Maintenance	572	4,000	1,131	2,869	71.7%	timing variance
548	1,100	754	346	31.5%	39	FAC	801010	Building Services	548	1,100	754	346	31.5%	timing variance
2,032	1,100	1,914	(814)	-74.0%	39	FAC	801015	Cleaning Supplies	2,032	1,100	1,914	(814)	-74.0%	timing variance
11,415	10,800	11,856	(1,056)	-9.8%	39	FAC	801020	Electricity & Water	11,415	10,800	11,856	(1,056)	-9.8%	unusually warmer weather month of july
966	996	966	30	3.0%	39	FAC	801025	Elevator Maintenance	966	996	966	30	3.0%	
4,303	4,400	4,927	(527)	-12.0%	39	FAC	801030	Heating & Cooling	4,303	4,400	4,927	(527)	-12.0%	unusually warmer weather month of july
21,968	19,708	19,811	(103)	-0.5%	15	FIN	801035	Insurance	21,968	19,708	19,811	(103)	-0.5%	
8,674	9,087	8,674	413	4.5%	39	FAC	801040	Janitorial Services	8,674	9,087	8,674	413	4.5%	
1,250	1,500	1,250	250	16.7%	39	FAC	801045	Landscaping	1,250	1,500	1,250	250	16.7%	timing variance
15,682	20,000	15,753	4,247	21.2%	39	FAC	801050	Security	15,682	20,000	15,753	4,247	21.2%	timing variance
668	1,900	5,157	(3,257)	-171.4%	39	FAC	801060	Room Rental Expenses	668	1,900	5,157	(3,257)	-171.4%	offset by room rental income
7,037	0	49	(49)	0.0%	37	COM	801065	Special Events Expenses	7,037	0	49	(49)	0.0%	
0	1,533	0	1,533	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	0	1,533	0	1,533	100.0%	timing variance
0	400	18	382	95.4%	39	FAC	801110	Equipment (<3K)	0	400	18	382	95.4%	timing variance
0	225	0	225	100.0%	39	FAC	801115	Building Alterations (<3K)	0	225	0	225	100.0%	timing variance
43	400	172	228	57.1%	39	FAC	801120	Delivery & Postage	43	400	172	228	57.1%	timing variance
201	175	71	104	59.3%	39	FAC	801125	Kitchen supplies	201	175	71	104	59.3%	timing variance
75,357	77,324	72,503	4,821	6.2%				Subtotal	75,357	77,324	72,503	4,821	6.2%	
Technology:														
1,531	1,750	1,981	(231)	-13.2%	33	TECH	801210	Software Maintenance	1,531	1,750	1,981	(231)	-13.2%	Timing Variance. Includes 2 month of GST VMWare amortized cost.
1,236	1,400	1,789	(389)	-27.8%	33	TECH	801212	Hardware Maintenance	1,236	1,400	1,789	(389)	-27.8%	Overage due to unbudgeted maintenance item
719	750	0	750	100.0%	33	TECH	801215	Software (<\$3k)	719	750	0	750	100.0%	
0	400	262	138	34.4%	33	TECH	801220	Hardware (<\$3k)	0	400	262	138	34.4%	
0	50	0	50	100.0%	33	TECH	801225	Computer Supplies	0	50	0	50	100.0%	
3,951	4,039	4,224	(185)	-4.6%	33	TECH	801230	Integrated Library System	3,951	4,039	4,224	(185)	-4.6%	
1,288	3,500	5,407	(1,907)	-54.5%	33	TECH	801235	Telecommunications	1,288	3,500	5,407	(1,907)	-54.5%	3 month delay in Spectrum billing, May - July.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	0	0	0	0.0%	
499	0	156	(156)	0.0%	33	TECH	801250	Services	499	0	156	(156)	0.0%	
9,225	11,889	13,820	(1,931)	-16.2%				Subtotal	9,225	11,889	13,820	(1,931)	-16.2%	
General:														
492	667	518	149	22.3%	15	FIN	801310	Bank Charges	492	667	518	149	22.3%	Timing variance.
785	810	813	(3)	-0.3%	35	CMS	801315	Bibliographical Services	785	810	813	(3)	-0.3%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
86	83	0	83	100.0%	17	EXEC	801325	Board Expense	86	83	0	83	100.0%	Board meeting cancelled.
26	20	0	20	100.0%	37	COM	801330	Staff meals & events	26	20	0	20	100.0%	
1,721	1,083	211	873	80.6%	15	FIN	801335	Supplies - Office	1,721	1,083	211	873	80.6%	Timing variance.

**Los Angeles County Law Library**  
Income Statement for the Period Ending July 31, 2017  
(Provisional and subject to year-end audit adjustments)

Jul 16	Jul 2017				FY 2016-17	FY 2017-18 YTD				Comments				
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)		
927	0	0	0	0.0%	35	CMS	801337	Supplies - Library materials	927	0	0	0	0.0%	
316	0	27	(27)	0.0%	37	COM	801340	Stationery, business cards, etc.	316	0	27	(27)	0.0%	
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
758	1,500	1,301	199	13.2%	27	CIRC	801370	Copy Center Expense	758	1,500	1,301	199	13.2%	Reduced usage
0	0	0	0	0.0%	15	FIN	801375	General - Misc	0	0	0	0	0.0%	
0	0	0	0	0.0%	25	PS	801390	Course Registration	0	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	801395	Friends of Law Library	0	0	0	0	0.0%	
5,112	5,088	2,870	1,294	25.4%				Subtotal	5,112	5,088	2,870	1,294	25.4%	
								Professional Development:						
2,648	3,543	1,987	1,556	43.9%	ALL	803105	Travel	2,648	3,543	1,987	1,556	43.9%	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%		
0	0	0	0	0.0%	ALL	803115	Membership dues	0	0	0	0	0.0%		
3,135	2,061	1,892	169	8.2%	ALL	803120	Registration fees	3,135	2,061	1,892	169	8.2%	AALL registration fees.	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%		
5,783	5,604	3,879	1,724	30.8%				Subtotal	5,783	5,604	3,879	1,724	30.8%	
								Communications & Marketing:						
0	0	0	0	0.0%	37	COM	803205	Services	0	0	0	0	0.0%	
0	1,750	1,662	88	5.1%	37	COM	803210	Collateral materials	0	1,750	1,662	88	5.1%	
0	965	0	965	100.0%	37	COM	803215	Advertising	0	965	0	965	100.0%	Promotional material/ads forthcoming.
0	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	0	0	0	0	0.0%	
0	2,715	1,662	1,053	38.8%				Subtotal	0	2,715	1,662	1,053	38.8%	
								Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803310	Meals	0	0	0	0	0.0%		
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%		
140	228	54	175	76.5%	ALL	803320	Ground transportation & mileage reimb.	140	228	54	175	76.5%		
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
140	228	54	175	76.5%				Subtotal	140	228	54	175	76.5%	
								Professional Services						
0	0	0	0	0.0%	15	FIN	804005	Accounting	0	0	0	0	0.0%	
2,730	2,812	2,877	(65)	-2.3%	17	EXEC	804008	Consulting Services	2,730	2,812	2,877	(65)	-2.3%	
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%	
2,730	2,812	2,877	(65)	-2.3%				Subtotal	2,730	2,812	2,877	(65)	-2.3%	
								Depreciation:						
227,525	204,508	204,705	(197)	-0.1%	15	FIN	806105	Depreciation - Library Materials	227,525	204,508	204,705	(197)	-0.1%	
25,739	25,224	24,873	351	1.4%	15	FIN	806110	Depreciation Exp - FF&E	25,739	25,224	24,873	351	1.4%	
253,264	229,732	229,577	155	0.1%				Subtotal	253,264	229,732	229,577	155	0.1%	
721,959	755,149	694,300	(60,849)	-8.1%				Total Expense	721,959	755,149	694,300	(60,849)	-8.1%	
(52,129)	(89,592)	164,543	254,135	-283.7%				Net Income Before Extraordinary Items	(52,129)	(89,592)	164,543	254,135	-283.7%	
1,651	2,917	13,691	10,775	369.4%	15	FIN	321000	Investment Gain (Loss) <sup>2</sup>	1,651	2,917	13,691	10,775	369.4%	Reflects loss/gain if sold at time of report (before maturity) not actual loss
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
(50,478)	(86,675)	178,235	264,910	-305.6%				Net Income Including Extraordinary Items	(50,478)	(86,675)	178,235	264,910	-305.6%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending July 31, 2017  
(Provisional and subject to year-end audit adjustments)

Jul 16 Actual	Jul 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%

Capital Expenditures:		
39 FAC	161100	Furniture / Appliances (>3k)
33 TECH	161300	Electronics / Computer Hardware (>3k)
39 FAC	164500	Exterior Building Repairs/Improvements (>3k)
39 FAC	164000	Interior Improvements / Alterations (>3k)
33 TECH	168000	Computer Software
		Total - Capitalized Expenditures

FY 2016-17 YTD Actual	FY 2017-18 YTD			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%

Comments

CalPERS CERBT Trust Fund<sup>1</sup>:

Beginning Balance	2,135,363	
Administrative Expense	(90)	CalPERS CERBT program cost.
Investment Expense	(66)	Investment management cost.
Unrealized Gain/Loss	33,505	Fluctuating market conditions.
Distribution		Distribution from Fund
Ending Balance	2,168,713	

<sup>1</sup>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 July 31, 2017  
(Provisional and subject to year-end audit adjustments)

	7/31/2017	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	624,403	624,403
Parking fees	55,242	55,242
Library services	26,159	26,159
(Increase) decrease in accounts receivable	(26,413)	(26,413)
Increase (decrease) in borrowers' deposit	1,470	1,470
<b>Cash received from filing fees and services</b>	<b>680,861</b>	<b>680,861</b>
Facilities	(72,503)	(72,503)
Technology	(13,820)	(13,820)
General	(2,870)	(2,870)
Professional development	(3,879)	(3,879)
Communications & marketing	(1,662)	(1,662)
Travel & entertainment	(54)	(54)
Professional services	(2,877)	(2,877)
Electronic Resource Subscriptions (ERS)	(31,020)	(31,020)
(Increase) decrease in prepaid expenses	(206,864)	(206,864)
Increase (decrease) in accounts payable	103,515	103,515
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(232,033)</b>	<b>(232,033)</b>
Staff (payroll + benefits)	(336,039)	(336,039)
Increase (decrease) in payroll liabilities	1,545	1,545
Increase (decrease) in accrued sick and vacation liability	(24,729)	(24,729)
Increase (decrease) in OPEB liability	9,167	9,167
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(350,055)</b>	<b>(350,055)</b>
Contributions received	150,000	150,000
Net cash from operating activities	248,773	248,773
<b>Cash flow from capital and related financing activities</b>		
Library materials	(119,576)	(119,576)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	3,039	3,039
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>132,235</b>	<b>132,235</b>
Cash and cash equivalents, at beginning of period	3,628,162	3,628,162
Cash and cash equivalents, at end of period	3,760,397	3,760,397
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	161,504	161,504
Adjustments for noncash effects:		
Depreciation	229,577	229,577
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(26,413)	(26,413)
(Increase) decrease in prepaid expenses	(206,864)	(206,864)
Increase (decrease) in accounts payable	103,515	103,515
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,545	1,545
Increase (decrease) in accrued sick and vacation liability	(24,729)	(24,729)
Increase (decrease) in borrowers' deposit	1,470	1,470
Increase (decrease) in OPEB liability	9,167	9,167
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	248,773	248,773

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 11	STATE BOARD OF EQUALIZATION ** VOIDED *****	USE TAX	0.00	029927
	CHRISTINE R LANGTEAU	MILEAGE	51.36	029928
	MANAGE EASE INCORPORATED ** VOIDED *****	CONSULTING	0.00	029929
	TOTAL COMPENSATION SYSTEM INC	PREPAID EXP	1,710.00	029930
July 12	CRISTIAN REYES	REFUND	140.00	029931
	AT&T	TELECOM	410.38	029932
July 13	NAVID BENDA VOOD	REFUND	140.00	029933
	BRIANA C DONAHUE-MARTENS	REFUND	140.00	029934
	JAMES R DOYLE	REFUND	140.00	029935
July 20	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029936
	COUNTY OF LOS ANGELES ** VOIDED *****	HEATING/COOLING	0.00	029937
	COUNTY OF LOS ANGELES	HEATING/COOLING	6,952.47	029938
	STATE BOARD OF EQUALIZATION	USE TAX	2,198.00	029939
	MANAGE EASE INCORPORATED	CONSULTING	1,470.95	029940
	SUNSERI'S	ROOM RENTAL	200.00	029941
July 21	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	125.04	029942
	LUDWIG MAYER LTD	BOOKS	920.00	029943
	MARY MARTIN BOOKSELLERS	BOOKS	1,100.00	029944
August 3	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	125.04	029945
	MARY MARTIN BOOKSELLERS	BOOKS	355.00	029946
	SYNCB AMAZON	EQUIPMENT	427.34	029947
	ANYTIME PLUMBING & PIPE, INC.	REPAIR & MAINTENA	200.00	029948
	LOS ANGELES COUNTY	BANK CHARGES	56.00	029949
	COUNTY OF LOS ANGELES	BANK CHARGES	72.61	029950
	ESTHER EASTMAN	MILEAGE	17.98	029951
	CHRISTINE R LANGTEAU	MILEAGE	35.52	029952
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	029953
	METROLINK	TMP	1,099.00	029954
	PACER SERVICE CENTER	DOC DEL	22.60	029955
	PETTY CASH FUND	PETTY CASH	276.18	029956
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,749.17	029957
	UNCLE BUCKS PARTY RENTALS	ROOM RENTAL	81.25	029958
	VASQUEZ & COMPANY LLP	ACCOUNTING	6,500.00	029959
	SUNSERI'S	ROOM RENTAL	555.19	029960
August 4	GUARDIAN	PREPAID EXP	6,469.84	029961
August 7	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029962
August 8				

44,438.82

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 11	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	359.95	029963
	AT&T	TELECOM	442.53	029964
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	029965
	RYAN METHENY	STAFF MEALS & EVE	23.00	029966
August 14	ANGELICA BUENROSTRO	STAFF MEALS & EVE	22.40	029967
	EMPLOYMENT DEVELOPMENT DEPT	UI	4,490.00	029968
August 15	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	482.62	029969
	GAUNT	BOOKS	148.22	029970
	RETTA LIBROS LIDERLAF S A	BOOKS	59.62	029971
	NATIONAL DIRECTORY OF EXPERT WITNES	BOOKS	52.00	029972
August 21	JAYE B STEINBRICK	REIMBURSEMENT	1,402.43	029973
August 22	LAW PUBLISHERS	BOOKS	200.00	029974
	LAW REPORTS INTERNATIONAL LTD	BOOKS	220.00	029975
August 23	COUNTY OF LOS ANGELES	HEATING/COOLING	4,926.91	029976
	MEILING LI	TRAVEL	23.00	029977
	MALINDA MULLER	TRAVEL	1,169.20	029978
	CHANNA CAJERO	MILEAGE	5.67	029979
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	029980
August 30	VASQUEZ & COMPANY LLP	ACCOUNTING	6,000.00	029981
August 30	OTTO HARRASSOWITZ	BOOKS	5,015.51	029982
	MARY MARTIN BOOKSELLERS	BOOKS	815.00	029983
	PRACTISING LAW INSTITUTE ** VOIDED *****	BOOKS	0.00	029984
	NATIONAL RECOVERY AGENCY	FINES	40.00	029985
	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	575.29	029986
	GUARDIAN	PREPAID EXP	7,528.35	029987
	METROLINK	TMP	1,099.00	029988
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,674.17	029989
	CALIBER ELEVATOR	ELEVATOR MAINT	2,500.00	029990
	MAURICE E ABADIA	REFUND	140.00	029991
	BRIAN STANLEY BILLET	REFUND	140.00	029992
	DAVID G GRAZIANI	REFUND	140.00	029993
	LORI ANN LAWHORN	REFUND	140.00	029994
	NATTINEQUE A MCCLAIN	REFUND	125.00	029995
	MARIO ERNESTO NAVAS	REFUND	140.00	029996
	JOSHUA D PETERSEN	REFUND	140.00	029997
	VINCENT JOSEPH RUSSO	REFUND	140.00	029998
MAURICE CARL SPARKS	REFUND	140.00	029999	

94,410.64

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 7	EBCO PUBLISHING	BOOKS	3,445.00	V002409
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V002410
	OCONNORS	BOOKS	131.00	V002411
	WILLIAM S HEIN & CO	BOOKS	21,748.00	V002412
July 9	SMART LEVELS	COLLATERAL MATER	258.60	V002460
July 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V002423
July 11	OCLC INC	BIBLIOGRAPHICAL S	1,745.12	V002413
	OFFICE DEPOT	SUPPLIES-OFFICE	357.98	V002414
	PEOPLEG2	RECRUITMENT	134.99	V002415
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	4,522.50	V002416
	UPS	DELIVERY & POSTAG	16.37	V002417
July 12	BANDWIDTH.COM, INC.	TELECOM	292.27	V002418
	GLOBAL CAPACITY	TELECOM	378.50	V002419
	GLOBAL CAPACITY	TELECOM	71.47	V002420
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	372.46	V002421
	SECURITAS SECURITY	SECURITY	5,711.94	V002422
July 13	VALLEY WIDE AIR	REPAIR & MAINTENA	432.59	V002424
	OLIVE BISTRO	ROOM RENTAL	401.10	V002425
July 14	AVIS	TRAVEL	201.65	V002426
	BLYTHECO, LLC	SOFTWARE MAINT	2,209.35	V002427
July 18	SMART LEVELS	STATIONERY & BUSI	27.15	V002461
July 19	TELEPAK INC	COLLATERAL MATER	1,403.00	V002462
	SOUTHWEST AIRLINES	TRAVEL	192.96	V002532
July 20	REPUBLIC SERVICES #902	BLDG SVCS	328.75	V002428
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V002429
	UPS	DELIVERY/POSTAGE	25.68	V002430
July 21	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	155.20	V002431
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,017.00	V002432
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,280.87	V002433
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,011.87	V002434
	JURIS PUBLISHING INC	BOOKS	148.43	V002435
	LAW JOURNAL PRESS	BOOKS	2,412.50	V002436
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	3,746.35	V002437
	GOBI LIBRARY SOLUTIONS	BOOKS	613.20	V002438

105,474.15

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 26	LEXISNEXIS MATTHEW BENDER	BOOKS	32,959.31	V002494
	GST	SOFTWARE MAINT	5,635.91	V002528
August 2	LA CAFE	STAFF MEALS & EVE	120.00	V002463
August 3	WOLTERS KLUWER LAW & BUSINESS	BOOKS	464.32	V002439
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,054.28	V002440
	COPWARE INC	BOOKS	101.00	V002441
	WILLIAM S HEIN & CO	BOOKS	722.02	V002442
	JURIS PUBLISHING INC	BOOKS	218.40	V002443
	JURISNET LLC	BOOKS	87.89	V002444
	MUNICIPAL CODE CORPORATION	BOOKS	1,596.00	V002445
	PRACTISING LAW INSTITUTE ** VOIDED *****	BOOKS	0.00	V002446
	WEST ACADEMIC	BOOKS	96.79	V002447
	THOMSON REUTERS	BOOKS	64,317.08	V002448
	STATE BAR OF WISCONSIN	BOOKS	103.80	V002449
	DR MYCOMMERCE INC DBA ESELLERATE	BOOKS	543.00	V002450
	GUARDIAN ** VOIDED *****	PREPAID EXP	0.00	V002451
	PRACTISING LAW INSTITUTE	BOOKS	1,229.28	V002452
	VERDICTSEARCH	BOOKS	424.01	V002453
	WEST ACADEMIC	BOOKS	47.85	V002454
	THOMSON REUTERS	BOOKS	12,084.00	V002455
	GOBI LIBRARY SOLUTIONS	BOOKS	71.69	V002456
	ALTA FOODCRAFT	KITCHEN SUPPLIES	71.27	V002464
	AT&T MOBILITY	TELECOM	16.24	V002465
	BRIGHTVIEW	LANDSCAPING	1,250.00	V002466
	CITY FARE	ROOM RENTAL	3,457.16	V002467
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V002468
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	29.28	V002469
	MERCURY DISPOSAL SYSTEM INC	REPAIR MAINTENAN	600.82	V002470
	OFFICE DEPOT	SUPPLIES-OFFICE	141.78	V002471
	SECURITAS SECURITY	SECURITY	11,211.71	V002472
	SMART LEVELS	STATIONERY & BUSI	27.15	V002473
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	4,522.50	V002474
	SPECTRUM	TELECOM	4,222.67	V002475
	UPS	DELIVERY/POSTAGE	17.59	V002476
August 4	CALIFORNIA LIBRARY ASSOCIATION	REGISTRATION	300.00	V002477
August 7	OCLC INC	BIBLIOGRAPHICAL S	725.50	V002478
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V002479
August 8	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	375.00	V002480
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,679.57	V002481

223,701.66

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 10	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	488.95	V002482
	LAW JOURNAL PRESS	BOOKS	449.96	V002483
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V002484
	WEST ACADEMIC	BOOKS	245.80	V002485
	BANDWIDTH.COM, INC.	TELECOM	286.81	V002487
	GLOBAL CAPACITY	TELECOM	378.50	V002488
	GLOBAL CAPACITY	TELECOM	71.47	V002489
	SECURITAS SECURITY	SECURITY	5,508.76	V002490
	STAMPS.COM	DELIVERY & POSTAG	300.00	V002491
	August 11	MUSIC CITY	SUPPLIES-OFFICE	126.74
SMART LEVELS		SPECIAL EVENTS EX	591.55	V002496
STAMPS.COM		DELIVERY & POSTAG	24.99	V002497
August 14	BRIGHTVIEW	LANDSCAPING	1,250.00	V002498
	REPUBLIC SERVICES #902	BLDG SVCS	327.18	V002499
	GOLDEN STATE OVERNIGHT	DELIVERY & POSTAG	113.45	V002500
	UPS	DELIVERY & POSTAG	15.51	V002501
August 15	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	220.52	V002503
	UNIVERSITY OF CHICAGO	DELIVERY & POSTAG	20.00	V002504
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,244.90	V002505
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	415.94	V002506
	DAILY JOURNAL CORPORATION	BOOKS	1,791.70	V002507
	JURIS PUBLISHING INC	BOOKS	108.43	V002508
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,853.00	V002509
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	134.50	V002510
	MUNICIPAL CODE CORPORATION	BOOKS	437.50	V002511
	THOMSON REUTERS	BOOKS	4,267.37	V002512
	GOBI LIBRARY SOLUTIONS	BOOKS	143.75	V002513
	LEXISNEXIS MATTHEW BENDER	BOOKS	32,959.31	V002524
	August 17	LA CAFE	ROOM RENTAL EXPE	139.00
August 21	SMART LEVELS	COLLATERAL MATER	81.89	V002526
August 21	LEXISNEXIS MATTHEW BENDER	BOOKS	422.59	V002514
	BLOOMBERG BNA	BOOKS	783.45	V002515
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	28,635.02	V002516
	JURIS PUBLISHING INC	BOOKS	208.43	V002517
	MUNICIPAL CODE CORPORATION	BOOKS	197.37	V002518
	PRACTISING LAW INSTITUTE	BOOKS	256.04	V002519
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	1,153.73	V002520
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	3,953.80	V002521
	UNITED NATIONS PUBLICATIONS	BOOKS	537.29	V002522

330,403.26

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 22	THOMSON REUTERS	BOOKS	1,906.85	V002523
	STANLEY ACCESS TECH LLC	REPAIR & MAINTENA	180.00	V002527
	ALTA FOODCRAFT	KITCHEN SUPPLIES	174.41	V002529
	INFINISOURCE INC	PAYROLL/HR BENEFI	150.00	V002530
	OFFICE DEPOT	SUPPLIES-OFFICE	1,949.19	V002531
August 30	CALIBER ELEVATOR ** VOIDED *****	ELEVATOR MAINT	0.00	V002533
	UPS	DELIVERY/POSTAGE	21.06	V002534
	AMERICAN BAR ASSOCIATION	BOOKS	827.27	V002535
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	461.42	V002536
	BLOOMBERG BNA	BOOKS	207.22	V002537
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,774.50	V002538
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	V002539
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V002540
	INFORMATION TODAY INC	BOOKS	99.95	V002541
	JAMES PUBLISHING INC	BOOKS	243.33	V002542
	JURIS PUBLISHING INC	BOOKS	108.97	V002543
	LOS ANGELES TIMES	BOOKS	193.10	V002544
	LAW JOURNAL PRESS	BOOKS	364.73	V002545
	PRACTISING LAW INSTITUTE	BOOKS	483.81	V002546
	PROQUEST INFORMATION AND LEARNING	BOOKS	1,454.78	V002547
	PUBLIC UTILITIES REPORTS INC	BOOKS	300.00	V002548
	RUTTER GROUP	BOOKS	376.91	V002549
	WEST ACADEMIC	BOOKS	49.16	V002550
	PRACTISING LAW INSTITUTE	BOOKS	380.44	V002551

340,459.20

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 7	TONERSDEALS	COPY CENTER	949.00	V000165
July 12	L A DEPT WATER & POWER	ELECTRIC/FIRE	10,097.37	V000100
July 19	GODADDY	SERVICES	155.70	V000166
July 21	AMAZON WEB SERVICES	SERVICES	0.54	V000167
July 26	BEST BUY	HARDWARE <3K	262.33	V000168
July 27	FERGUSON ENTERPRISES	MAINTENANCE	150.56	V000169
	SLOAN'S DRY CLEANERS & LAUNDRY	ROOM RENTAL	352.00	V000170
August 8	L A DEPT WATER & POWER	WATER/SEWER	11,855.57	V000101

23,823.07



**LOS ANGELES COUNTY LAW LIBRARY**  
**July 1, 2017 - August 31, 2017 (CHECKS)**  
**Account No.: 103000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 27	SEIU LOCAL 721	UNION DUES	963.38	001593
	SEIU LOCAL 721	UNION DENTAL	161.76	001594
August 9	ALICE ZAKARYAN	SUSPENSE	244.94	001595
			1,370.08	

**LOS ANGELES COUNTY LAW LIBRARY**  
**July 1, 2017 - August 31, 2017 (WARRANTS)**  
**Account No.: 102000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 18	CALPERS	RETIREMENT	57,315.00	TS00252592
July 20	KEENAN & ASSOCIATES	PREPAID EXP	192,042.63	TS00252687
July 25	KEENAN & ASSOCIATES	PREPAID EXP	43,500.00	TS00252863
	CALPERS	PREPAID EXP	51,206.88	TS00252863
August 22	LEXISNEXIS BUTTERWORTHS	BOOKS	57,506.00	TS00253968
	CALPERS	PREPAID EXP	50,235.22	TS00253968

451,805.73

LA Law Library  
Fiscal Year Quarterly Statistics

		FY17 1st Quarter	FY17 2nd Quarter	FY17 3rd Quarter	FY17 4th Quarter	FY17 Total	FY17 4th Quarter Notes
<b>Reference and Research</b>							
	<i>Reference and Research responds to user requests</i>						
	Desk Inquiries	7,112	5,950	5,997	6,206	<b>25,265</b>	
	Tuesday 6pm to 8pm - All Queries	104	71	77	81	<b>333</b>	
	Phone	2,029	1,573	1,799	1,888	<b>7,289</b>	
	Email/ Live Chat	355	132	174	247	<b>908</b>	
	By Mail	61	45	62	53	<b>221</b>	
	Global Law Inquires	25	22	36	66	<b>149</b>	
	Global Law Web Inquires	0	0	20	23	<b>43</b>	
	e-Branch Chat	45	35	37	34	<b>151</b>	
	e-Branch Email	1	0	0	0	<b>1</b>	
	<b>Total</b>	<b>9,736</b>	<b>7,839</b>	<b>8,233</b>	<b>8,598</b>	<b>34,360</b>	
<b>Circulation Services</b>							
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>						
	Desk Inquiries	3,789	2,398	4,530	3,376	<b>14,093</b>	
	Phone Inquiries	1,955	1,374	2,119	1,936	<b>7,384</b>	
	<b>Total</b>	<b>5,744</b>	<b>3,772</b>	<b>6,649</b>	<b>5,312</b>	<b>21,477</b>	
	Books Circulated	2,572	2,348	2,456	2,200	<b>9,576</b>	
	Library Card Sign-ups	514	560	452	492	<b>2018</b>	
	Members Program - Active Members	318	335	337	323	<b>323</b>	
	Public Terminal Logins	10,403	9,142	9,185	9,390	<b>38,120</b>	
<b>Document Delivery / E-Delivery/Copies</b>							
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>						
	Phone Inquiries	314	269	276	263	<b>946</b>	
	In-Person	2,890	2,683	2,444	2448	<b>8,742</b>	
	Email	119	255	290	234	<b>765</b>	
	<b>Total</b>	<b>3,323</b>	<b>3,207</b>	<b>3,010</b>	<b>913</b>	<b>10,453</b>	
	Pages Delivered	6,013	6,125	5,859	1,880	<b>19,877</b>	

LA Law Library  
Fiscal Year Quarterly Statistics

			FY17 1st Quarter	FY17 2nd Quarter	FY17 3rd Quarter	FY17 4th Quarter	FY17 Total	FY17 4th Quarter Notes
	Copies Made (Main Library)		72,162	85,018	116,001	63,448	336,629	
<b>Collection Management Services</b>								
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>							
	New Titles Added		108	112	95	66	381	
	New Serials		25	34	13	13	85	
	Print Volumes Added		1,129	1,210	821	1,068	4,228	
	Non-Print Media Added		9,552	197	1,988	367	12,104	
	Books Cataloged/Reclassified		484	681	251	218	1,634	
	Print & Non-Print Withdrawn		505	1,215	360	543	2,623	
<b>Brief Scanning Project</b>								
	Briefs Scanned		792	2377	0	0	3169	Discontinued
	Pages Scanned		39,205	135,384	0	0	174,589	Discontinued
	Briefs Logged (Google)		7,561	332	3,658	11,366	22,917	
<b>Website Statistics</b>								
	Visitors		26,842	22,355	21,969	23,308	94,474	
	Visits		99,035	89,623	90,613	94,397	373,668	
	Average Daily Visits		1,076	974	1,018	1,026	4,094	
	Average Duration		2:59	3:12	2:45	2:54	N/A	
	Visitors: US		93.59%	97.26%	98.70%	98.97%	N/A	
	Visitors: International / Unspecified		6.41%	2.74%	1.30%	1.03%	N/A	
<b>Training and Events</b>								
	Public Classes Held							
	Internal speaker		23	29	35	45	132	
	Guest speaker		38	31	44	89	202	
	MCLE Classes Held							
	Internal speaker		0	2	2	0	4	
	Guest speaker		6	7	9	8	30	
	Clinics/ Workshops Held		39	44	40	46	169	
		<b>Total</b>	<b>106</b>	<b>113</b>	<b>130</b>	<b>198</b>	<b>547</b>	
	Class Attendance Total (Estimated)		<b>1,180</b>	<b>2,093</b>	<b>1,523</b>	<b>2,635</b>	<b>7,431</b>	

**MEMORANDUM**

**DATE:** September 27, 2017

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director  
Angelica Buenrostro, Circulation Supervisor

**RE:** Approval of Revised Borrower Rules

**INTRODUCTION**

On a periodic basis, staff brings recommended adjustments to Law Library policies to the Board for approval to ensure the policies are compliant with current law and Law Library practices. The Board is asked to approve amended Law Library Borrowing Rules as presented.

**DISCUSSION AND BACKGROUND**

The Borrowing Rules were last amended and approved in September 2015. Attached are amended, redlined Borrowing Rules and Members Program Borrowing Rules incorporating the following primary adjustments in the Rules:

1. Special Loans: Occasionally, patrons may request a loan on a non-circulating item. New language under Loan Periods addresses rules when a patron is granted a special loan. The new language reflects practices already in place, but not previously documented.
2. Designated Borrowers: In March 2016, a new fee for corporate account holders who designate more than five borrowers was implemented; however, the Borrowing Rules were not revised to note that change.

Some grammatical and typographic changes were also made in the attached proposed amendment. The Schedule of Fines and Charges is not included as there are no changes at this time.

**RECOMMENDATION**

Staff recommends that the Board approve the attached amended Borrowing Rules and Members Program Borrowing Rules, effective October 1, 2017.





## Borrowing Rules

Effective ~~July~~ October 1, 2017

Per California Business and Professions Code § 6360, the LA Law Library is open to the public and free for the examination of books and other publications at the library; this includes free use of the library's online legal research databases.

### NON-BORROWER LIBRARY CARD

A Non-Borrower library card ~~may be used~~ allows patrons to access the Public Terminal Computers and photocopiers. ~~Non-borrower~~ Library cards must be presented in order to use available resources. ~~are~~ Library cards are- subject to a replacement charge as stated in the current schedule of fees and charges approved by the Board of Trustees ("Schedule of Fees and Charges"). Users must agree to the Computer Usage Policy.

The following Borrowing Rules apply to individuals and entities wishing to check out materials from the library.

### BORROWER LIBRARY CARD REGISTRATION

To borrow books and materials: (1) complete the Borrower Registration Application; (2) submit the appropriate Security Deposit; and (3) pay any additional established and approved charges.

Any subsequent changes to a Borrower's account must be made in writing. Library cards are solely for the use of the person for whom they are issued and must be presented at checkout.

### BORROWING RULES

Books and materials may be borrowed from the LA Law Library in accordance with the following Borrowing Rules.

### BORROWER CATEGORIES

Individual – any individual 18 years of age or older. Photo identification with current name and current address is required.\*

Corporate – any law firm, corporate legal department, public interest law office, corporation or other business entity. A corporate borrower may identify, in writing, partners, associates or other employees as designated borrowers. Fines and charges accrued will be the responsibility of the corporate borrower.

Judicial – any judge, commissioner, magistrate judge or referee of a State or Federal court located in Los Angeles County. A judicial borrower may identify, in writing, research attorneys, law clerks or other employees who do work of a legal nature in the performance of their duties.

Government – any elected or appointed State, Federal, County, Municipal, special district official or government office who maintains an office in Los Angeles County. A government borrower may identify, in writing, associates or other employees who do work of a legal nature in the performance of his/her duties.

Reduced Deposit – any individual who presents a court-approved “Waiver of Court Fees and Costs” for a specific, currently pending legal action in any State or Federal court within Los Angeles County. Photo identification with current name and current address is required.\* A reduced deposit account expires 90 days after resolution of the case.

Special Promotion Borrower – any individual 18 years of age or older, who becomes a Borrower due to a special promotion offered by the LA Law Library. Photo identification with current name and current address is required.\*

\*Photo Identification: A California driver’s license or an ID card issued by the DMV. If no driver’s license or ID card has been issued by the DMV, a registrant may use a current Passport, a School ID card, or other government-issued ID together with proof of a current United States address.

#### MESENTERS AND DESIGNATED BORROWERS

An Individual, Corporate, Judicial, or Government Borrower may, in writing, designate persons or services to function as messengers to retrieve and return books for the Borrower upon payment of any



applicable fees as set forth in the Schedule of Fees and Charges. The messenger must present proper identification when borrowing materials. The Borrower will be responsible for all fines and charges.

Messenger- Designated services or persons acting as messengers must be renewed on an annual basis, July 1 – June 30, at the rate set forth in the Schedule of Fees and Charges.

#### SECURITY DEPOSIT

The appropriate security deposit for each borrower category will be collected and placed in a trust account with the treasurer of the county (Cal. Bus. § Prof. Code § 6320). Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

No sooner than two (2) weeks after the return of all borrowed materials, a Borrower may request in writing a refund of a security deposit, less any outstanding fines or charges. Borrowing privileges will cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

After three (3) years of inactivity on an account, any security deposit that remains unclaimed despite notice to the Borrower's address on file will become the property of LA Law Library (Gov. Code, § 50050).

#### REFERENCE SERVICES

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the Borrower via e-delivery, messenger service or UPS. However, LA Law Library does not provide legal advice (Cal. Bus. & Prof. Code § 6125). LA Law Library provides legal resources and assistance with legal research as an informational and educational service.

#### CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Borrowers as follows: (1) review a Borrower's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fines or charges that are owed.

## LOAN PERIODS

Library materials that circulate are loaned for five (5) days. Individual, Judicial, Government, and Reduced Deposit Borrowers may check out and have up to 7 items in their possession at any one time. Corporate borrowers may check out and have up to 20 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person or through a book drop at the Main Library. A freestanding book drop is located at the service driveway entrance on Broadway.

Library staff may grant special loans for items that do not circulate as a courtesy to registered borrowers. Decisions are made by the Patron Services staff and factors considered include, but are not limited to, borrower history and physical condition, uniqueness, age and popularity of the item. Special Loans must be returned to the Circulation desk by the date and time indicated at checkout.

A borrower may not borrow an item on the same day in which it was-is returned.

If a Borrower fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

## RENEWING LIBRARY MATERIALS

Items that circulate may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending "hold" on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed. Special loan items may not be renewed.

Materials may be renewed in person or over the phone by calling 213-785-2529.

## CHARGES AND FINES

If materials are returned or renewed late, overdue fines will be assessed at the rate set forth in the Schedule of Fees and Charges . Failure to pay accrued fines may result in the Borrower's account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item(s) will be deemed lost and replacement steps initiated. Replacement costs as set forth in the Schedule of Fees and Charges will be assessed and added to the overdue fines.

A Borrower who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a replacement is ordered, the charges will be reduced to the overdue fines as stated in the Schedule of Fees and Charges.

Books and materials lost but later found remain property of the LA Law Library and must be returned, even if they have been replaced. No credit adjustments will be made for a lost item returned after a replacement has been ordered.

An item which, in the judgment of the Library Director or his/her designee, is significantly damaged or defaced will be deemed lost unless it may be suitably repaired, in which case a charge equal to the cost of making repairs will be made against the Borrower.

Judicial Borrowers will be responsible for all charges other than fines.

Under Federal law, library fines are not eligible for dismissal in bankruptcy (11 USC 523(a)(7)).

The Library will charge for replacement library cards at the rate established in the Schedule of Fees and Charges.

#### SUSPENSIONS / TERMINATIONS

~~Once an Individual, Reduced or Government Borrower reaches a fine equal to \$30, or a Corporate Borrower reaches a fine equal to \$60, no additional circulation privileges will be allowed until the fine is paid in full.~~

If a Borrower fails to return library materials or to pay the due amount of fines or charges within 30 days of a mailed invoice, all borrowing privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Borrower's Security Deposit. Borrowing privileges will remain suspended until the outstanding amount is paid. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Borrower's account will be closed.

For Special Promotion Borrowers who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for individuals or failure to pay fines or charges within 30 days of a mailed invoice will result in account closure.

A Borrower whose borrowing privileges have been suspended will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A Borrower whose borrowing privileges have been suspended may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.



## Members Program Borrowing Rules

Effective ~~February~~October 1, 2017~~6~~

Books and materials may be borrowed from the LA Law Library in accordance with the following Borrowing Rules.

### REGISTRATION

To borrow books and materials as a Member of the LA Law Library: (1) complete the Members Program Application; (2) submit the appropriate Security Deposit (if applicable); (3) provide a photo; and (4) pay the annual charge, and any additional established and approved charges. Any subsequent changes to the Members Program account must be made in writing.

### ANNUAL MEMBERSHIP CHARGES AND RENEWALS

Annual membership fees are neither refundable nor transferrable.

The annual membership year is on an individual anniversary basis, beginning the day the Members Program account is opened. All Members Program benefits will be terminated if the annual renewal is not paid within 30 days of the date the renewal is due.

Prior to renewing a Members Program account, all outstanding fees and charges must be paid in full and the Security Deposit made whole.

### MEMBERS PROGRAM BORROWER CATEGORIES

Sole Practitioner – Individual attorney in a solo practice. Sole practitioners are eligible to join as Bronze, Silver, or Gold Members (see “Membership Levels and Parking Benefit,” below).

Individual Attorney in a Law Firm – An attorney in a law firm who wishes to join the program on an individual basis is eligible to join as a Bronze or Silver Member.

Law Firm – Any law firm, corporate legal department, private law firm or public interest law office with two (2) or more attorneys. A firm may join collectively (all attorneys and / or librarians in the firm) as a Bronze, Silver, or Gold Member.

Non-Attorney – Any individual holding a valid LA Law Library card is eligible to join as a Bronze, Silver, or Gold Member and shall receive the same benefits and have the same obligations as Sole Practitioners within that category.

Judge or Research Attorney – Any superior court, appellate court or federal district court judge or his or her judicial research attorney may join the program as a Bronze Member at no charge.

### MEMBERSHIP LEVELS AND PARKING BENEFIT

Access to the Members Parking Lot and certain other membership benefits varies based upon the membership level selected by the Member.

Gold Membership Level – Gold Members receive unlimited parking in the Members Parking Lot, subject to availability and reservation rules. Gold Members also receive a Gold Member card, are permitted to check out a greater number of library items at a given time (see “Loan Periods,” below).

Gold Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Gold Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.

Silver Membership Level – Silver Members receive 30 parking sessions per membership year, subject to availability and reservation rules.

Silver Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Silver Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.

Bronze Membership Level – Bronze Members have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. Bronze level does not include parking or access to the Members Reference phone line or email address.

#### AFFILIATES

A Member may, in writing, designate their support staff as affiliates on the account. Affiliates may not be members of the Bar. Affiliates may retrieve and return books for the Member. The affiliate must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. Affiliates may use all areas of the library open to the general public; however, they may not use the Members Study or park in the Members Parking area.

#### MESSENGERS

A Member may, in writing, designate persons or services to function as messengers to retrieve and return books for the Member. The messenger must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. There is no cost for designating up to two (2) messenger services on the account.

#### SECURITY DEPOSIT

The appropriate security deposit for each Member category will be collected and placed in a trust account with the treasurer of the county (Cal. Bus. & Prof. Code § 6320). Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

Upon written request by a Member, and following a three (3) month period from the date of registration, a security deposit, less any outstanding fees or charges, will be refunded, provided all borrowed materials have been returned. All Members Program and borrowing privileges will cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

If the Security Deposit is not claimed within three (3) years after the member account has expired, it will become the property of the LA Law Library (Gov. Code § 50050).

#### REFERENCE SERVICES

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the member via e-delivery or UPS. To avoid engaging in the unauthorized practice of law (Cal. Bus. & Prof. Code § 6125) reference staff does not conduct legal research, but will provide assistance in locating and using materials.

#### CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Members as follows: (1) review a Member's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fees or charges that are owed.

#### LOAN PERIODS

Library materials that circulate are loaned for five (5) days. Sole Practitioner, Individual Attorney in a Law Firm, Non-Attorney and Judge or Research Attorney Bronze and Silver Members may check out and have up to 15 items in their possession at any one time. Gold Members may check out and have up to 30 items in their possession at any one time. Law Firms may check out and have up to 30 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person inside the Law Library or through a book drop at the Main Library. A freestanding book drop is located at the service driveway entrance on Broadway.

Library staff may grant special loans for items that do not circulate as a courtesy to registered borrowers. Decisions are made by the Patron Services staff and factors considered include but are not limited to borrower history and physical condition, uniqueness, age and popularity of the item. Special loans must be returned to the Circulation desk by the date and time indicated at checkout.

A Member may not borrow an item on the same day in which it ~~was~~ is returned.

If a Member fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

#### RENEWING LIBRARY MATERIALS

Items that circulate may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending “hold” on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed. Special loan items may not be renewed.

Materials may be renewed in person or over the phone by calling 213-785-2514 or emailing: [members@lalawlibrary.org](mailto:members@lalawlibrary.org).

#### FEES AND CHARGES

Fees and charges for services are assessed at the rate set forth in the current Members Program Schedule of Fees and Charges approved by the Board of Trustees (attached hereto). Failure to pay accrued fees or charges may result in the Member’s account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item will be deemed lost and replacement steps initiated. Replacement costs in the amount set forth in the Members Program Schedule of Fees and Charges will be assessed and added to the overdue fines.

A Member who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a replacement is ordered, the charges will be reduced to the overdue fines as stated in the Members Program Schedule of Fees and Charges.

The Library will charge a replacement fee for lost library cards in the amount set forth in the Members Program Schedule of Fees and Charges.

#### SUSPENSIONS / TERMINATIONS

Once a Sole Practitioner, Individual Attorney in a Law Firm, Judge or Research Attorney, or Non-Attorney Member reaches a fine equal to \$30, or a Law Firm reaches a balance of fees and charges equal to \$60, no additional circulation privileges will be allowed until the fine is paid in full.

If a Member fails to return library materials or to pay the due amount of fees or charges within 30 days of a mailed invoice, all membership privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Member’s Security Deposit. Membership privileges will remain suspended until the outstanding amount is paid. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Member’s account will be interrupted.



For members who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for the individual or Law Firm member, as applicable, or failure to pay fines or charges within 30 days of a mailed invoice, will result in account interruption.

All Members Program related services will cease during the time of interruption. The Members Program account will be reinstated upon payment of all outstanding fees and charges, and replenishment of the Security Deposit, if one was initially required. The Members Program account will be closed at the end of the membership year if all outstanding amounts are not paid and the Security Deposit, where applicable, is not made whole.

A Member whose privileges have been suspended will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A Member whose privileges have been suspended may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.



**MEMORANDUM**

**DATE:** September 27, 2017

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** Approval of Amendment to Rules of Conduct Regarding Service Animals

**INTRODUCTION AND BACKGROUND**

Some County Law Libraries have experienced challenging situations involving patrons bringing multiple dogs or animals other than dogs into their libraries and asserting that they are service animals protected under the ADA.

Staff has determined that in order to properly assess whether accommodations are required and what reasonable accommodations can be made, it would be useful to have advance, written notice. This would allow the library to make an appointment if necessary and assess the factors to be considered in determining accommodations as enumerated in the ADA and other applicable laws.

Accordingly, the attached proposed Rules of Conduct would amend the provisions regarding service animals, as follows:

Animals, other than service ~~dogs~~ animals (as defined by law) assisting persons with disabilities, are not permitted in the library. Service animals must be under the control of their patron handler at all times and may not cause disruption, noise or damage to Library property. Anyone bringing service animals other than a single service dog into the library shall provide written notice in advance so that the library may determine whether the animals can be reasonably accommodated.

**RECOMMENDATION**

Staff recommends that the Board approve the attached, amended Rules of Conduct.





## **RULES OF CONDUCT**

Updated July 2015

*The LA Law Library staff  
welcomes you.*

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

### **RESPECT THE RIGHTS OF OTHERS**

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

### **PERSONS WITH DISABILITIES**

LA Law Library does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request an accommodation for any of the Library's programs, services, or activities, please inform a staff member of your accommodation request.

### **PHOTOGRAPHY**

We are delighted our patrons enjoy the library and want to take photos. To protect the privacy of others, however, no photography or filming is permitted on library premises without arrangements and approval in advance. Should you wish to request permission to photograph within a public space or arrange space for private photography sessions, please contact us at 213.785.2511 for assistance. Personal electronic devices may be used to photograph or record content of Library materials, subject to the following Rules.

### **SAFETY AND SECURITY**

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

- Running, jumping or moving faster than the pace of pedestrian traffic is prohibited (whether on foot or operating a personal mobility device).
- Briefcases, backpacks, packages and outer garments may be subject to inspection at any time.



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

### **PERSONAL CONDUCT IN THE LAW LIBRARY**

In consideration of others, quiet is expected throughout the Library, including in the lobby area. Users may engage in quiet conversation in person or by telephone as long as other users are not disturbed. If a conversation or use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others. Telephone conversations are permitted on the front patio and walkways, provided they do not interfere with ingress, egress or Library operations.

Pagers, cell phones and PDAs should be turned to vibrate or silent mode. Photocopiers/scanners or other equipment should be used as quietly as possible.

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

Animals, other than service ~~dogs~~ animals (as defined by law) assisting persons with disabilities, are not permitted in the library. Service animals must be under the control of their patron handler at all times and may not cause disruption, noise or damage to Library property. Anyone bringing service animals other than a single service dog into the library shall provide written notice in advance so that the library may determine whether the animals can be reasonably accommodated.

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

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

The following are not permitted in LA Law Library:

- Smoking, including smoking within 20' of any entrance to the Law Library.  
[California Government Code 7597]
- Weapons
- Loitering, sleeping, laying on the Law Library floor or furniture.
- Bathing, shaving, and washing clothes in the library restrooms.
- Soliciting (offering patrons or staff goods or services for sale)

Persons other than Library staff may not pretend or represent themselves to be agents or employees of LA Law Library



Persons under the influence of alcohol or drugs, except as lawfully prescribed by a physician, are not permitted in the library.

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

#### **USE OF LIBRARY MATERIALS**

Users shall not conceal or hide library materials for their exclusive use. Pocket parts or loose-leaf pages may not be removed from books except for photocopy purposes. When copying is complete, the pages used shall be returned promptly to their correct location in the book. It is the patron's responsibility to use library materials in compliance with copyright and other applicable laws.

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

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

#### **THEFT, ABUSE AND VANDALISM**

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

#### **USE OF COMPUTERS AND PERSONAL ELECTRONIC DEVICES**

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

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

Personal electronic devices may be used in the library provided such use does not disturb other users or take up excessive space or electrical capacity. Personal electronic devices including but not limited to computers, copiers, scanners and printers may be used only if they do not exceed 1.5 amps or a footprint of 2 square feet, make no noise audible to other patrons and pose no other hazard or obstacle to use of the library by others. For example, laptops and silent hand-held scanners are generally permitted, while full-size personal computers and scanners are generally not permitted. As noted



above, if the use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others.

Tabletop electrical outlets are provided for patron use. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time. Wall outlets may not be used by patrons without prior express permission.

**UNAUTHORIZED AREAS**

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

**FAILURE TO COMPLY**

Failure to comply with library rules, library signage or the directives of library staff, or to cooperate with the staff in their enforcement of these rules may result in the loss or suspension of library privileges, including but not limited to temporary or permanent removal from the library premises. Any removal or suspension of privileges for more than one day may be appealed upon written request within 10 days of the removal or suspension.





**MEMORANDUM**

**DATE:** September 27, 2017

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director  
Angelica Buenrostro, Circulation Supervisor

**RE:** Approval of Policy and Practice Regarding Waiving Fines for Patrons

**INTRODUCTION**

The Law Library imposes overdue fines to encourage the protection and prompt return of library materials pursuant to a schedule of fines and fees approved by the Board of Trustees. The Law Library has also historically considered waiving those overdue fines in certain limited circumstances. To clarify and ensure consistent application, Staff recommends adopting a written policy regarding the availability of fee waivers. As described in greater detail below, Staff recommends approving a narrow policy applying fee waivers only under specific circumstances not within the patron's control, such as unexpected library closure or medical emergency.

**DISCUSSION AND BACKGROUND**

In general, LA Law Library patrons are responsible for knowing the Borrowing Rules and Fee Schedule. The waiver of overdue fines, therefore, has always been a very rare occurrence. The proposed policy is intended to continue that trend.

In essence, the proposed policy provides that upon written request, LA Law Library will consider waiving overdue fines due to circumstances such as library administrative error, unexpected Library closure, street closures within a two block radius of the Library, a natural disaster in the patron's area and/or Library's area, hospitalization, eviction, fire or incarceration of the patron.

Requests to waive fines will not be considered based upon a patron's lack of awareness or understanding of the Fines and Fees Schedule or Borrowing Rules, forgetting the due date, not receiving the courtesy overdue notice, failure to update their contact information, loaning or transferring the material to someone else, taking a vacation, returning the book to the wrong library or losing the item.



Moreover, patrons are only eligible to request a fee waiver up to two times per year and then only if: 1) their account is otherwise in good standing; 2) all materials included in the request are returned to the Library in good condition; 3) a completed, written request form with supporting documentation is received within 30 days after the first invoice; and 4) the amount requested to be waived is less than \$200. Decisions to deny a waiver may be appealed in writing within 10 days of issuance of a decision. Appeals are decided by the Executive Director.

**RECOMMENDATION**

Staff recommends that the Board approve the attached policy regarding waiver of fines and fees.



## **Policy Regarding Waiving Fines for Patrons**

Approved on:

Overdue fines are implemented to encourage the prompt return of library materials. LA Law Library patrons are responsible for knowing the Borrowing Rules and Fee Schedule. Upon written request, LA Law Library may consider waiving overdue fines pursuant to this policy.

### **Circumstances for Waiving Fines**

Requests to waive fines may be considered due to:

- Library administrative error
- Unexpected Library closure
- Street closures within a two block radius of the Library
- Natural disaster in patron's area and/or Library's area
- Hospitalization
- Eviction
- Fire
- Incarceration
- Other circumstance preventing timely return that was not within the patron's control

Requests to waive fines will not be considered if patron:

- Lacked awareness or understanding of the Fines and Fees Schedule or Borrowing Rules as these are available at Circulation and [www.lalawlibrary.org](http://www.lalawlibrary.org) and are agreed to by the borrower upon registration
- Forgot the due date
- Was unaware there was a due date
- Did not receive the courtesy overdue notice
- Failed to update contact information in writing
- Loaned the book to someone else
- Asked someone else to return the book and that person or messenger was late
- Was out of town or on vacation when the book was due
- Returned the book to the wrong library
- Considered the distance from his/her home/office to the Library excessive
- Delayed due to weather or traffic
- Lost or damaged the item

### **Eligibility**

- Patrons requesting a waiver of fines must otherwise have an account in good standing.
- All materials included in the request must be returned to the Library in good condition.
- Patrons requesting a waiver of fines must complete the request form and include supporting documentation.
- Written requests must be received within 30 days after the first invoice.

- Requests by a patron must not exceed \$200 or twice per year.

#### Recommendation and Approval

- All requests are reviewed by Circulation Supervisor.
- Circulation Supervisor will approve or deny request.
- Circulation Supervisor will notify the Library's Accounting Department, the Senior Librarian and Executive Director of approved requests.
- Decisions to deny a waiver may be appealed in writing within 10 days of issuance of a decision. Appeals are decided by the Executive Director.

## Request to Waive Fines/Fees Form

Overdue fines are implemented to encourage the prompt return of library materials. LA Law Library patrons are responsible for knowing the Borrowing Rules and Fee Schedule. Please fill out this form to request that the fines/fee on your account be reduced or waived and attach a copy of the invoice. Please see reverse side for more information. Return this for to the Circulation Desk.

Patron's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please respond to this request via:  Email  USPS  Fax

Check here if you would like LA Law Library to update your contact information as provided above.

Please provide an explanation of why you are requesting that fines be reduced or waived and include any supporting documentation. Patrons will receive a written response to request within 20 business days.

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Requests to waive fines will not be considered if patron:

- Lacked awareness or understanding of the Fines and Fees Schedule or Borrowing Rules as these are available at Circulation and [www.lalawlibrary.org](http://www.lalawlibrary.org) and are agreed to by the borrower upon registration
- Forgot the due date
- Was unaware there was a due date
- Did not receive the courtesy overdue notice
- Failed to update contact information in writing
- Loaned the book to someone else
- Asked someone else to return the book and that person or messenger was late
- Was out of town or on vacation when the book was due
- Returned the book to the wrong library
- Considered the distance from his/her home/office to the Library excessive
- Delayed due to weather or traffic
- Lost or damaged the item

Patron's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff use only

Date received: _____	Staff Name: _____
Date reviewed: _____	Staff Name: _____
Date of decision: _____	Decision is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Amount waived: _____	
Response to patron:	
_____	
_____	
_____	
_____	
_____	

# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Approval of the Annual Report to the LA County Board of Supervisors
- 4.2 Staff Presentation: Expanded WestLaw Content
- 4.3 Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors





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

BOARD OF TRUSTEES

September 27, 2017

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Susan Steinhauser, Esq.

Sandra J. Levin  
*Executive Director*

Lori Glasgow, Executive Officer  
Board of Supervisors of the County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Ms. Glasgow:

Enclosed, please find the Annual Report of the Board of Law Library Trustees to the Board of Supervisors of the County of Los Angeles for the July 1, 2016 – June 30, 2017 Fiscal Year. The Board of Trustees wishes to assure the Board of Supervisors that the Los Angeles County Law Library stands ready to satisfy the Board's legal information needs and those of its staff and constituents, as well as the needs of County departments.

The Board of Trustees also wishes to thank the County of Los Angeles for its assistance during the reported Fiscal Year.

Sincerely,

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

Enclosure: (1) Annual Report to the Board of Supervisors (Fiscal year 2016-17)

Cc: John Naimo, Auditor-Controller

LALAWLIBRARY





**Annual Report and Financial Statement**  
**of the**  
**Board of Trustees**  
**of the**  
**Los Angeles County Law Library**

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Sandra J. Levin, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Section 6350 of the Business and Professions Code, presents to the Honorable Board of Supervisors of Los Angeles County, the Annual Report and Financial Statement of the Los Angeles County Law Library, for the Fiscal Year ending on the 30th day of June, 2017.

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The Board of Trustees of the Los Angeles County Law Library is composed of the following members:

Hon. Ann I. Jones <i>President</i>	Judge of the Superior Court
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Hon. Mark A. Juhas <i>Vice-President</i>	Judge of the Superior Court
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Hon. Michelle W. Court	Judge of the Superior Court
Hon. Dennis J. Landin	Judge of the Superior Court
Kenneth D. Klein	Attorney at Law
Hon. Richard E. Rico	Judge of the Superior Court
Susan Steinhauser	Attorney at Law

The Board is staffed by:

Sandra J. Levin	Executive Director & Secretary to the Board
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## **INTRODUCTORY INFORMATION**

For 126 years the Los Angeles County Law Library (“LA Law Library”) has served the Los Angeles County government, legal and business communities and the general public, including self-represented litigants. LA Law Library offers free access to legal information, resources, training and support to all members of the community, with no income or subject matter restrictions, under the motto:

### **Access to Information = Access to Justice**

LA Law Library is:

- A vibrant community education center, offering classes for attorneys, paralegals, librarians and the general public;
- A navigator facilitating access to the legal system for those who do not have or cannot afford legal representation;
- A leader in providing public access to legal knowledge;
- The largest public Law Library in the United States other than the Law Library of Congress; and
- The curator and cultivator of nearly one million volume equivalents -- including one of the nation’s most comprehensive global law collections covering more than 200 countries.

LA Law Library annually serves more than 50 thousand patrons locally, nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of the Library’s many partners and donors.

## **LOCATIONS AND HOURS**

The Main Law Library is located in the Mildred L. Lillie Building at First & Hill, 301 West First Street, Los Angeles, California, across the street from the Stanley Mosk Courthouse of the Los Angeles Superior Court. The Main Library includes approximately 175,000 square feet and 35 miles of shelving. The Main Library’s regular hours are Monday, 8:30 a.m. until 6:00 p.m., Tuesday, 8:30 a.m. until 8:00 p.m., Wednesday through Friday 8:30 a.m. until 6:00 p.m.; and from 9:00 a.m. to 5:00 p.m. on Saturday.

The Law Library also has twelve other locations throughout the County. A few of these



locations have a solely electronic presence, called an eBranch, which is a walk-up computer-based, interactive research experience. eBranch users can contact LA Law Reference Librarians remotely via chat service, or during on-site office hours. The branch and partnership locations can be found in:

Four courthouse branch locations:

- Long Beach and Torrance (eBranch and staff)
- Norwalk and Pomona (eBranch only)

Five partnership locations:

- Los Angeles Public Library in Van Nuys
- Los Angeles County Public Libraries in Compton, Lancaster, Norwalk and West Covina
- Pasadena Public Library
- Pomona Public Library
- The attorney lounge at the Los Angeles County Bar Association

Office hours and law librarian assistance are available at each branch and partnership location on a regular, predictable schedule, but vary from site to site. In each region of the County, Law Library staff provides monthly classes and at least four hours of live legal reference support per week.

## **PROGRAMS AND SERVICES**

**Reference Assistance:** The Law Library provides reference and research assistance at the reference desk, by phone, mail, email and live web-chat. These services are available at no charge to any and all users of the library, including attorneys, legal professionals, students and the general public.

**Support Services:** The Law Library makes available free public computers and Wi-Fi, as well as copiers, printers, typewriters, office supplies, faxing service, document delivery and e-delivery for a small fee.

**Classes and Programs:** The reference staff provides instruction to the general public on a range of topics designed to expand access to justice. This includes classes on the basics of court procedure and how to find the answers to legal questions using library resources.



The Law Library, supported by many partners within the legal community, also provides law-related informational and clinical classes and workshops for its diverse patron groups:

For Attorneys and Paralegals: The Law Library provides State Bar-certified Minimum Continuing Legal Education classes on a diverse set of topics designed to serve the needs of attorneys and paralegals in all practice areas. Fiscal Year 2016-2017 featured 35 certified class sessions, covering topics such as business and accounting basics for new attorneys, immigration law essentials, the history of film and the First Amendment, how to assist victims of human trafficking, plus a variety of trainings for volunteer attorneys on topics like landlord-tenant and consumer law.

For Self-Represented Individuals: The Law Library provides workshops, clinics and programs, including:

- Weekly: Talk to a Lawyer Online (videoconferencing with Legal Aid Foundation of Los Angeles) and Adult Legal Conservatorship Clinic
- Bi-weekly: Civil Lawsuit Basics (main and branch locations)
- Monthly: asylum workshop for immigrants facing deportation; name change workshop; expungement clinic; divorce options workshop (main and branch locations); family law trial preparation; Lawyers in the Library (free consultations with volunteer lawyers); legal research online;
- Occasional Series and Sessions: Probate guardianship clinic to assist unrepresented persons in becoming a minor's legal guardian; Landlord & Tenant Series: Rights, Responsibilities, Fair Housing and Section 8; and Small Claims 101;
- Quicklook legal research classes and librarian office hours offered in branch and community public library locations

For Business People and Entrepreneurs: The Law Library provides classes and workshops, including:

- Starting & Growing a Business: Legal & Financial Knowledge You Need to Succeed (14-part biannual series) in partnership with L.A. County Department of Consumer & Business Affairs, L.A. Ports TradeConnect,



the L.A. Mayor's Office of Economic Development, and the L.A. Area Chamber of Commerce Bixel Exchange

For the Entire Community: The Law Library provides free community events, aimed at promoting equal access to justice throughout Los Angeles County:

- **Law Week in May:** Law Week is our week-long series of events to celebrate Law Day, a national holiday declared each year by the President of the United States to help youth and adults understand the Rule of Law, how law keeps us free and how our legal system strives to achieve justice. Although many of the programs provide hands-on assistance to those without legal representation, there are also many educational programs (both MCLE and public-oriented) that address the importance of the Rule of Law and the legal protections that serve as the foundation for freedom in this country.
- **Pro Bono Week in October:** Pro Bono Week is a week-long celebration in conjunction with the national celebration promoted and organized by the American Bar Association, celebrated during late October. The Library hosts free classes, clinics, workshops and volunteer trainings throughout the entire week. The capstone event is the annual Public Legal Services Fair which connects members of the public to a vast array of much-needed legal and social services. The Public Legal Services Fair brings together legal aid organizations, government agencies, as well as social services and community-based groups to provide free services and information to the public. There are also numerous offerings during Pro Bono Week providing training to volunteers so that they can engage in pro bono activities with the Law Library and many other organizations participating in weekday events and the Public Legal Services Fair.

Fiscal Year 2016-17 saw the greatest number of classes ever held at LA Law Library, featuring diverse and well-attended events and the continuation of many successful partnerships with service providers throughout the County. In total, classes and clinics at the law library provided instruction and assistance to over 6,500 attendees this last fiscal year.



Members Program: The Law Library offers a Members Program, which uses an affordable fee-for-service model to provide quiet work and meeting space adjacent to the downtown courthouses; unlimited access to the law collection and legal databases on-site; off-site access to certain databases; priority reference service; plus, discounts on services, classes, and parking. While open to the general public, the program serves to provide affordable support to attorneys serving modest-means clients, especially newer members of the bar, who are engaged in offering new and innovative representation models for litigants who might otherwise be unable to afford legal help.

Room Rentals: The Law Library rents private office space, conference rooms, classroom or Training Center and larger Reading Room for meetings and special events.

Tours: Library staff also gives library orientations and stack tours to outside groups including bar associations, paralegal students and law-related student groups and academic institutions. The Law Library also hosts field trips from several local high schools, leading students on explorations of the library's resources, holding panel discussions on legal issues relevant to teens, and hosting career talks where students get the chance to learn about different career paths available to them in the legal field.

Special Projects:

LA Law Library hosted several events as part of the Cal Humanities grant-funded project "Opening the Door: Personal Stories of Groundbreaking Lawyers and Judges." In Fall 2016, over 100 high school students from at-risk neighborhoods visited the library for the debut screening of the film "Overcoming Adversity: Real Stories" as well as an interactive panel discussion and personal meet-and-greet with the prominent individuals honored in the film. Students also stayed and took part in a panel discussion on civil rights and policing. Later in the year an exhibit of personal photos and artifacts was shown and a public screening of the film took place which gave the honorees a chance to view the film with family, friends, the legal community and the general public. The film is posted on the library website at <http://www.lalawlibrary.org/adversity> and continues to a public resource used to inspire students to reach for their dreams despite the barriers they too may face.



## LIBRARY USAGE

The Law Library is open to all members of the public, and use of the library materials including the computers and legal databases is free. A library card is needed to access



the computers (2 hour limit per day) and to borrow books. Borrowing requires a refundable security deposit.

At the end of Fiscal Year 2016-17 there were 13,527 library cardholders without borrowing privileges. At the end of Fiscal Year 2016-17, there were also 1,791 persons registered as individual borrowers, including 1,212 attorneys. In addition, 190 law firm and business borrowers have identified 1,161 designated borrowers, including attorneys, librarians and messenger services. There are 349 judicial borrowers, 378 government borrowers and 2,200 special promotions borrowers.

During Fiscal Year 2016-17, LA Law Library reference staff fielded 34,932 requests for information, 29,441 of which were received at the Main Library and 5,491 of which were received at branch and partnership locations. 25,869 were in-person inquiries; 7,137 requests were received by phone; 1,345 were email or live-chat; and 221 were letter requests, generally from the incarcerated. There were also 193 requests for Foreign & International information, 43 of which were web based. Main branch staff also fielded 167 requests for service from eBranches which were received by chat or email. The questions came from a diverse group of users that includes self-represented litigants, attorneys, paralegals, judges, students and the general public.

The circulation department is closely aligned with reference. The staff issues library cards, checks books in and out, responds to requests for computer sign-ups, places books on hold, handles questions about overdue fines and pages materials as needed from the library's closed stack areas. In Fiscal Year 2016-17, 25,119 requests were handled by Circulation, 17,212 were at the desk and 7,907 were telephone requests. A total of 2,267 books were placed on hold per patron requests and 10,877 volumes were circulated.

In response to requests for materials and information, LA Law Library provides document delivery and e-delivery services. 782 such requests were received for digital service in Fiscal Year 2016-17. The LA Law Library Copy Center also responded to 12,606 in person requests and produced more than 243,664 photocopies.

LA Law Library's web site ([www.lalawlibrary.org](http://www.lalawlibrary.org)) was visited by more than 98,600 visitors in Fiscal Year 2016-17. The average number of daily visits was 458 with average visit duration of 3:01 minutes. 96.46% of the visitors were from the United States; 3.54% of the visitors were from other countries.

The LA Law Library subscribes to 21 online legal databases; these are resources that are



not generally available on the internet and therefore would not otherwise be available to self-represented individuals. These databases, including Westlaw Next and Lexis Advance, are available free of charge at 21 public terminals located in the main library, as well as at eBranches in other locations throughout the County. The main library branch is also a Wi-Fi ready facility with 20 multiplex table outlets throughout the reading room that enable library users to access the Law Library's website, as well as their own programs and documents through personal computers.

One notable database for self-represented individuals is the Legal Information Reference Center, which is available via the Law Library's website both onsite and remotely. It contains the full text of many Nolo Press self-help legal publications and is freely available to all residents of the County even when not in the Law Library.

### **COLLECTION / ACQUISITIONS**

**Print Materials:** During Fiscal Year 2016-17, the Main Library added 4,228 volumes; the Branch and Partnership locations added 105 volumes. During the same period, the library withdrew 2,323 volumes and media from the Main Library and 48 volumes from the Branch locations. At the end of Fiscal Year 2016-17, the total number of print volumes in the LA Law Library collection was 678,248. The Main Library held 675,705; the Branch locations held 2,543.

**Non-Print, Hard-Copy Materials:** During Fiscal Year 2016-17, the main Library added 309 computer discs, and 56 audio discs. Additionally, the Law Library added 4 rolls of microfilm and 11,735 microfiche to the collection. At the end of the Fiscal Year 2016-17, the Library held 8,204 reels of microfilm, 1,410,080 microfiche, 31,592 computer discs, 303 audio discs, and 98 video/DVDs. The Branch locations do not maintain non-print, hard-copy collections.

**Volume Equivalents:** The volume equivalent of non-print, hard-copy materials is approximately 306,628 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 984,876 volumes representing 196,023 titles.

### **FUNDING**

The majority of the Law Library's services are free of charge, including in-person access to the highly valuable collection, reference assistance and borrowing.

County Law Libraries are funded by a formula established by the Legislature which



allocates a small portion of the fees generated from initial civil filings in each county to that county's Law Library. Due to a significant decline in the number of filings and an increase in the number of fee waivers statewide, these funds have decreased precipitously in the past 6 years. LA Law Library specifically has experienced a decline in civil filing fee revenue of more than \$3 million (more than 30% of its overall revenue). LA Law Library continues to try to develop additional revenue sources including fees for extraordinary library services (such as electronic delivery, room rentals, etc.), programs (such as MCLE classes) and parking in the court-adjacent structure.

### GIFTS

During Fiscal Year 2016-17, although many offers were received, due to duplication, the Law Library did not accept any gifts of legal materials, except for those enumerated here. The library at the Court of Appeal, Second Appellate District, donated several Rutter Group publications, including: "Civil procedure Before Trial", "California Three Strikes Sentencing", "Anti-SLAPP Litigation", "Civil Procedure Before Trial", "Insurance Litigation", "Professional Responsibility", "Family Law", "Employment Law", "Civil Appeals & Writs", and "Alternative Dispute Resolution." The Law Library also received additional donations from various Law firms. Morgan Lewis & Bockius donated "Decisions and Orders of the California Agricultural Labor and Relations Board" in 22 volumes. In addition, the Friends of the Los Angeles County Law Library donated \$155,000 in Fiscal Year 2016-17.

Respectfully submitted,

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Sandra J. Levin, Executive Director & Secretary

Board of Law Library Trustees



**LOS ANGELES COUNTY LAW LIBRARY**  
 Balance Sheet as of June 30, 2017  
 (Provisional and subject to year-end adjustments)

	2017	2016
<b>Assets</b>		
Current Assets		
Cash and cash equivalents	3,809,820	3,550,885
Accounts receivable	1,323,638	1,312,265
Prepaid expenses	269,476	251,153
Total current assets	<u>5,402,934</u>	<u>5,114,303</u>
Noncurrent assets		
Restricted cash and cash equivalents	318,470	318,470
Investments	4,577,287	4,115,956
Capital assets, not being depreciated	586,433	586,433
Capital assets, being depreciated - net	18,108,528	19,002,443
Total noncurrent assets	<u>23,590,718</u>	<u>24,023,301</u>
Total assets	<u>28,993,652</u>	<u>29,137,604</u>
<b>Deferred Outflow of Resources</b>		
Deferred outflow of resources	1,132,876	907,530
<b>Total assets and deferred outflows of resources</b>	<b><u>30,126,527</u></b>	<b><u>30,045,135</u></b>
<b>Liabilities</b>		
Current Liabilities		
Accounts payable	114,023	206,320
Other liabilities	0	3,631
Payroll liabilities	8,319	14,038
Total current liabilities	<u>122,342</u>	<u>223,990</u>
Noncurrent liabilities		
Accrued sick and vacation liability	304,753	359,980
Borrowers' deposit	292,828	327,949
OPEB liability	190,242	81,954
Net pension liability	2,683,917	1,233,873
Total noncurrent liabilities	<u>3,471,739</u>	<u>2,003,756</u>
Total liabilities	<u>3,594,081</u>	<u>2,227,746</u>
<b>Deferred inflows of resources</b>		
Deferred inflows of resources	1,039,512	895,773
Total liabilities and deferred inflows of resources	<u>4,633,593</u>	<u>3,123,519</u>
<b>Net position</b>		
Invested in capital assets	18,694,961	19,588,876



Unrestricted	6,797,973	7,332,740
Total net position	25,492,934	26,921,616
Total liabilities and deferred inflows of resources and net position	<b>30,126,527</b>	<b>30,045,135</b>



**LOS ANGELES COUNTY LAW LIBRARY**  
Income Statement for the Period Ending June 30, 2017  
**(Provisional and subject to year-end audit adjustments)**

	2017	2016
Income		
L.A. Superior Court Fees	6,863,014	6,604,626
Interest	35,106	23,546
Parking	703,924	715,481
Library Services	583,943	546,751
Total Income	8,185,988	7,890,403
Expense		
Staff	5,032,443	3,838,897
Electronic Resource Subscriptions (ERS)	702,725	658,434
Library Materials	1,841,721	2,059,958
Library Materials Transferred to Assets	-1,841,721	-2,059,958
Facilities	843,191	865,792
Technology	131,381	124,504
General	63,828	65,428
Professional Development	16,018	12,948
Communications & Marketing	4,553	6,258
Travel & Entertainment	2,624	2,481
Professional Services	48,664	58,613
Depreciation	2,821,826	2,967,038
Total Expenses	9,667,253	8,600,394
Net Income	-1,481,265	-709,991
Investment Gain (Loss)	-38,669	78,437
Extraordinary Income	55,000	0
Extraordinary Expense	11,648	0
Net Income Including Extraordinary Items	<b>-1,476,582</b>	<b>-631,553</b>
Capitalized Expenditures	27,324	15,354



# LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of June 30, 2017

(Provisional and subject to year-end audit adjustments)

	<b>2017</b>	<b>2016</b>
<b>Cash flows from operating activities</b>		
LA Superior court fees	6,863,014	6,604,626
Parking fees	703,924	715,481
Library services	483,943	426,751
(Increase) decrease in accounts receivable	-11,461	24,285
Increase (decrease) in borrowers' deposit	-35,122	1,156
<b>Cash received from filing fees and services</b>	<b>8,004,299</b>	<b>7,772,298</b>
Facilities	-843,191	-865,792
Technology	-131,381	-124,504
General	-75,475	-65,428
Professional development	-16,018	-12,948
Communications & marketing	-4,553	-6,258
Travel & entertainment	-2,624	-2,481
Professional services	-48,664	-58,613
Electronic Resource Subscriptions (ERS)	-702,725	-658,434
(Increase) decrease in prepaid expenses	-15,666	-11,992
Increase (decrease) in accounts payable	-111,576	-12,714
Increase (decrease) in other liabilities	-3,631	-4,629
<b>Cash payments to suppliers for goods and services</b>	<b>-1,955,505</b>	<b>-1,823,794</b>
Staff (payroll + benefits)	-5,032,443	-3,838,897
Increase (decrease) in payroll liabilities	-363	23
Increase (decrease) in accrued sick and vacation liability	-55,227	-9,272
Increase (decrease) in OPEB liability	108,288	129,258
Net impact of GASB 68 adjustments	1,368,438	-34,365
<b>Cash payments to employees for services</b>	<b>-3,611,308</b>	<b>-3,753,253</b>
Contributions received	155,000	120,000
<b>Net cash from operating activities</b>	<b>2,592,486</b>	<b>2,315,250</b>
<b>Cash flow from capital and related financing activities</b>		
Library materials	-1,841,721	-2,059,958
Fixed assets	-27,324	-15,354
Capital - Work in Progress (WIP)	0	-3,000
<b>Cash flows from investing activities</b>		
Investment	-500,000	
Investment earnings	35,106	23,546
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>258,548</b>	<b>260,484</b>
Cash and cash equivalents, at beginning of period	3,869,743	3,608,871
<b>Cash and cash equivalents, at end of period</b>	<b>4,128,291</b>	<b>3,869,355</b>



**LOS ANGELES COUNTY LAW LIBRARY**  
Statement of Cash Flows as of June 30, 2017 (Continued)  
(Provisional and subject to year-end audit adjustments)

	2017	2016
<b>Reconciliation of Operating Income to Net Cash</b>		
<b>from Operating Activities</b>		
Operating income	-1,473,019	-733,537
Adjustments for noncash effects:		
Depreciation	2,821,826	2,967,038
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	-11,461	24,285
(Increase) decrease in prepaid expenses	-15,666	-11,992
Increase (decrease) in accounts payable	-111,576	-12,714
Increase (decrease) in other liabilities	-3,631	-4,629
Increase (decrease) in payroll liabilities	-363.18	23
Increase (decrease) in accrued sick and vacation liability	-55,227	-9,272
Increase (decrease) in borrowers' deposit	-35,122	1,156
Increase (decrease) in OPEB liability	108,288	129,258
Impact of GASB 68 adjustments	1,368,438	-34,365
<b>Net cash from operating activities</b>	<b>2,592,486</b>	<b>2,315,250</b>





## ACKNOWLEDGEMENT

The Los Angeles County Law Library Board of Trustees desires to acknowledge the support and assistance given to the Law Library by the Los Angeles County Board of Supervisors during the past year.

By order of the Board of  
Law Library Trustees of  
Los Angeles County

Los Angeles, California

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Respectfully submitted,

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President of the Board of Law Library Trustees

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Secretary of the Board of Law Library Trustees





**Staff Presentation:**  
**Expanded WestLaw Content**

**Presented by:**  
**Senior Librarian, Austin Stoub**

**September 27, 2017**



## MEMORANDUM

**DATE:** September 27, 2017

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Approval of Trustee Designated Members of the Friends of Los Angeles County Law Library Board of Directors.

The Board of Directors of the Friends of the Los Angeles County Law Library includes two groups of members. One group is appointed by the Board of Trustees of the LA Law Library. The second group is elected by the Friends Board itself.

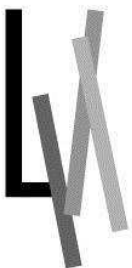
The Board of Trustees Members are appointed for a two-year term and serve until replaced. The Board of Trustees is asked to make the following appointments and reappointments to the Board of Directors of the Friends of the Los Angeles County Law Library. Background information about each prospective Friends Board member can be found at the links provided. Each has a laudable history of service to the legal community in general and to LA Law Library in particular. Each has also agreed to serve if appointed.

- **Maria Hall** (<http://www.mariaehall.co/Biographies.html>) to be appointed for the two year term, September 1, 2017 to August 31, 2019
- **Roberta Kass** (<https://www.seltzerfontaine.com/about/team/>) to be reappointed for the two year term, September 1, 2017 to August 31, 2019
- **Mark Santa Anna** (<https://www.gmsalegal.com/attorney>) to be appointed for the two year term, September 1, 2017 to August 31, 2019
- **Marc Seltzer** (<http://www.susmangodfrey.com/Attorneys/Marc-M-Seltzer/#Pane1>) to be reappointed for the two year term, September 1, 2017 to August 31, 2019
- **Andrew Struve** (<https://www.manatt.com/Andrew-H-Struve/>) to be reappointed for the two year term, September 1, 2017 to August 31, 2019

The Friends of the Los Angeles County Law Library provided a brief description of the duties and responsibilities of Friends Board Members, which is also attached.

### RECOMMENDATION

Staff is grateful for the ongoing support provided by these individuals and recommends that the Board approve the aforementioned Friends of the Los Angeles County Law Board of Directors appointments for the terms identified.





## **About Friends and the Los Angeles County Law Library**

Established in 2003 Friends of the Los Angeles County Law Library raise the visibility and fundraise for Los Angeles County Law Library, the second largest public law library in the country. Established in 1891, the LA Law Library serves lawyers, judges, government officials, the public and unrepresented litigants alike. It is known for its cutting-edge pro bono programs that bring representatives of the public interest law firm community and members of its staff together to provide legal education and/or services to the legal community. It is funded primarily by litigation filing fees; due to the decline in litigation, over the past four years its revenues have dropped by more than 40% even as the number of customers has dramatically increased.

### **Job description for Friends Board Member.**

Friends is responsible for raising the visibility of, and fundraising for, the Law Library. Board members are expected to:

1. Attend monthly meetings (most are telephonic)
2. Serve on committee(s) or as an officer.
3. Support Gala as a sponsor. Encourage others to sponsor including acting as “contact” for specified firms/individuals.
4. Attend Gala (beginning of April). Bring others.
5. Help identify Beacon of Justice award recipient
6. Bring other funding opportunities to the attention of Friends/Law Library
7. Find opportunities for LA Law Library Executive Director to address your law firm and/or others in the legal community
8. Volunteer and encourage attorneys and firm/colleagues to volunteer for LA Law Library pro bono events e.g., Lawyers in the Library
9. Publicize Law Library events e.g., Law Week (early May) Reception, Pro Bono Week (October) events, monthly classes, panels and lectures. Review Law Library Calendar of Classes and Events; go to <http://www.lalawlibrary.org/index.php/classes-events/current-classes.html>
10. In conjunction with Friends' Executive Committee attend and present at meetings of the Trustees of the Los Angeles County Law Library from time to time
11. Help identify new Friends Board members
12. Serve as ambassador for Law Library, including attending selected Law Library events and increasing awareness of Law Library when attending other legal community events