

AGENDA

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

REGULAR BOARD MEETING

Wednesday, April 25, 2018

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 March 28, 2018, Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Receipt of FY17-18 Quarter 3 Statistics
- 3.4 Receipt of Platinum Membership Monthly Report
- 3.5 Confirmation of Continuing Need to Undertake Emergency Repair of Steam Leak in Boiler Room

4.0 DISCUSSION ITEMS

- 4.1 Approval of Smoke-Free Property Policy

5.0 CLOSED SESSION

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

6.0 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.

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 25, 2018.

POSTED THURSDAY, APRIL 19, 2018 @ 3:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 28, 2018, Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Receipt of FY17-18 Quarter 3 Statistics
- 3.4 Receipt of Platinum Membership Monthly Report
- 3.5 Confirmation of Continuing Need to Undertake Emergency Repair of Steam Leak in Boiler Room

**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.**

March 28, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 28, 2018 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Michelle Williams Court
Kenneth Klein, Esquire

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Trustee Steinhauser arrived to the meeting at 12:20pm. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

John Cromshow made a public comment regarding having to wait an extended period of time to receive his library membership card. He asked to have his membership extended the same amount of time it took to receive his card since his initial enrollment in January 2018. ED Levin offered an apology to Mr. Cromshow.

A woman who chose not be identified by name commented that she had lost funds from her copier card. She noted there was \$24 on the card when she last used it and that she suspected the funds were stolen by a fellow patron to whom she had once given the information. The woman requested that the Library reimburse her for the \$24 that was

used on her card. ED Levin acknowledged that staff was aware of the issues and confirmed that the woman had been provided a new card at no charge and would be provided a special report about activity on her account.

2.0 PRESIDENT'S REPORT

President Juhas acknowledged the Law Week Flyers that were now available for pick up. President Juhas also thanked staff for all the hard work endured during Law Week, with an excited anticipation for the after report. He also announced the 15th Annual Friends Gala.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 28, 2018 Regular Board Meeting.
- 3.2 Review of January Financials & List of February Checks and Warrants.
- 3.3 Receipt of Platinum Membership Monthly Report
- 3.4 Approval of the Friends of the Los Angeles County Law Library re-Appointments

President Juhas requested a motion to approve the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

- 4.1 Determination of Need to Undertake Emergency Repair of Steam Leak in Boiler Room

ED Levin provided a brief summary of the steam leak in the Boiler Room while stressing the urgency for immediate repair. President Juhas asked as to how soon the damage could be repaired. SD Steinbrick answered it was a matter of receiving the parts via delivery to the library.

President Juhas requested a motion determining that 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property and 2) there is a need to continue the repair of the steam leak in the boiler room. So moved by Trustee Landin, seconded by Trustee Steinhauser. The motion was unanimously approved, 5-0.

5.0 CLOSED SESSION

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

No reportable action was taken.

6.0 AGENDA BUILDING

There were no items for agenda building.

7.0 EXECUTIVE DIRECTOR REPORT

No Report

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:08 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 25, 2018 at 12:15 pm.

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

DRAFT

Los Angeles County Law Library

Balance Sheet

As of February 28, 2018

(Provisional and subject to year-end audit adjustments)

	6/30/2017	2/28/2018	Change
Assets			
Current assets			
Cash and cash equivalents	3,309,242	4,278,584	969,342
Accounts receivable	1,324,088	1,325,578	1,490
Prepaid expenses	284,031	307,520	23,488
Total current assets	4,917,361	5,911,681	994,320
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,577,287	4,538,696	(38,590)
Capital assets, not being depreciated	586,433	595,133	8,700
Capital assets, being depreciated - net	18,093,973	17,427,499	(666,474)
Total noncurrent assets	23,576,162	22,879,798	(696,365)
Total assets	28,493,523	28,791,478	297,955
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,124,866	1,124,866	-
Total assets and deffered outflows of resources	29,618,389	29,916,344	297,955
Liabilities			
Current Liabilities			
Accounts payable	114,171	217,959	103,788
Other current liabilities	-	-	-
Payroll liabilities	8,319	8,777	459
Total current liabilities	122,490	226,736	104,246
Noncurrent Liabilities			
Accrued sick and vacation liability	304,753	269,826	(34,927)
Borrowers' deposit	292,828	309,963	17,135
OPEB liability	2,457,252	2,530,588	73,336
Net pension liability	2,683,917	2,683,917	-
Total noncurrent liabilities	5,738,749	5,794,294	55,544
Total liabilities	5,861,239	6,021,030	159,791
Deferred Inflows of Resources			
Deffered Inflows of Resources	531,502	531,502	-
Total liabilities and Deffered inflows of resources	6,392,741	6,552,532	159,791
Net Position			
Invested in capital assets	18,680,406	18,022,632	(657,774)
Unrestricted	4,545,242	5,341,180	795,938
Total net position	23,225,648	23,363,812	138,164
Total liabilities and Deffered inflows of resources and net position	29,618,389	29,916,344	297,955

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2018
(Provisional and subject to year-end audit adjustments)

Feb 18 Actual	Feb 2018			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
540,438	550,309	614,595	64,286	11.7%
2,662	6,418	5,467	(951)	-14.8%
52,745	52,989	50,546	(2,442)	-4.6%
28,618	43,139	47,457	4,318	10.0%
624,463	652,855	718,065	65,210	10.0%
268,664	279,865	291,194	(11,329)	-4.0%
32,469	63,928	61,555	2,373	3.7%
175,146	148,562	179,587	(31,025)	-20.9%
(175,146)	(148,562)	(179,587)	31,025	-20.9%
			0	
67,212	74,324	60,865	13,459	18.1%
10,125	12,658	10,435	2,223	17.6%
5,050	5,101	4,395	705	13.8%
1,399	491	2,461	(1,970)	-401.0%
1,638	1,943	2,042	(99)	-5.1%
703	5	29	(24)	-477.8%
1,406	7,649	3,057	4,592	60.0%
225,066	221,368	226,419	(5,051)	-2.3%
613,731	667,331	662,451	(4,880)	-0.7%
10,732	(14,476)	55,614	70,090	-484.2%
11,974	667	(9,070)	(9,737)	-1459.2%
0	0	0	0	0.0%
0	0	0	0	0.0%
22,706	(13,809)	46,544	60,353	-437.1%
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	4,553,692	4,519,183	4,713,935	194,752	4.3%
Interest	19,036	27,704	35,852	8,148	29.4%
Parking	454,505	445,977	423,855	(22,122)	-5.0%
Library Services	420,086	437,961	464,393	26,432	6.0%
Total Income	5,447,319	5,430,825	5,638,035	207,210	3.8%

Expense

Staff (payroll + benefits)	2,449,889	2,592,861	2,445,919	146,942	5.7%
Electronic Resource Subscriptions	409,520	426,512	427,165	(653)	-0.2%
Library Materials	1,202,256	1,275,061	1,166,017	109,044	8.6%
Library Materials Transferred to Assets	(1,202,256)	(1,275,061)	(1,166,017)	(109,044)	8.6%
Facilities	560,571	603,913	543,501	60,413	10.0%
Technology & Data	86,513	96,650	91,904	4,746	4.9%
General	44,531	43,936	43,998	213	0.5%
Professional Development	14,226	16,004	16,511	(507)	-3.2%
Communications & Marketing	2,455	6,001	4,693	1,307	21.8%
Travel & Entertainment	2,028	1,378	476	902	65.5%
Professional Services	37,352	52,521	49,022	3,499	6.7%
Depreciation	1,907,608	1,845,036	1,832,492	12,545	0.7%
Total Expenses	5,514,692	5,684,812	5,455,681	229,131	4.0%
Net Income (Loss)	(67,374)	(253,987)	182,354	436,341	-171.8%

Investment Gain (Loss)¹

Investment Gain (Loss) ¹	(76,134)	18,835	(38,590)	(57,425)	-304.9%
Extraordinary Income	55,000	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(88,508)	(235,152)	143,764	378,916	-161.1%

Capitalized Expenditures

Capitalized Expenditures	6,480	730,000	0	730,000	100.0%
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Comments

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2018
(Provisional and subject to year-end audit adjustments)

Feb 18		Feb 2018						FY 2016-17		FY 2017-18 YTD				Comments
Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:														
Income:														
540,438	550,309	614,595	64,286	11.7%	15	FIN	303300	L.A. Superior Court Fees	4,553,692	4,519,183	4,713,935	194,752	4.3%	
0		0	0	0.0%	15	FIN	311000	Interest - LAIF	2,739	2,368	2,045	(323)	-13.6%	Board approved \$500K prepayment of CalPERS unfunded liability funded with LAIF funds subsequent to budget.
2,381	5,978	5,060	(918)	-15.3%	15	FIN	312000	Interest - General Fund	14,248	22,956	30,867	7,911	34.5%	Better than expected County investment interest rate.
281	440	406	(33)	-7.6%	15	FIN	313000	Interest - Deposit Fund	2,048	2,380	2,940	560	23.5%	Better than expected County investment interest rate.
2,662	6,418	5,467	(951)	-14.8%				Subtotal	19,036	27,704	35,852	8,148	29.4%	
Parking:														
52,745	52,989	50,546	(2,442)	-4.6%	39	FAC	330100	Parking	454,505	445,977	423,855	(22,122)	-5.0%	
52,745	52,989	50,546	(2,442)	-4.6%				Subtotal	454,505	445,977	423,855	(22,122)	-5.0%	
Library Services:														
146	(17)	16	33	-197.7%	27	CIRC	330150	Annual Borrowing Fee	3,331	2,271	1,901	(370)	-16.3%	Timing variance. May 2018 renewal billing expected to bring actuals closer to budget.
14,296	26,444	30,107	3,662	13.8%	25	PS	330140	Annual Members Fee	73,059	103,143	145,295	42,152	40.9%	Includes revenue from pilot Platinum program.
3,273	6,867	6,384	(483)	-7.0%	25	PS	330340	Course Registration	9,415	20,311	20,971	660	3.2%	
4,072	1,365	4,150	2,785	204.0%	27	CIRC	330129	Copy Center	34,775	32,531	29,010	(3,521)	-10.8%	Staff availability and emerging file conversion technologies have put a damper on forecast.
1,491	986	1,214	228	23.2%	27	CIRC	330205	Document Delivery	12,237	12,422	10,469	(1,953)	-15.7%	Emerging file conversion technologies have put a damper on usage.
3,957	4,337	2,791	(1,546)	-35.7%	27	CIRC	330210	Fines	32,671	31,975	32,431	456	1.4%	
476	(1,217)	1,414	2,631	-216.2%	15	FIN	330310	Miscellaneous	29,331	42,566	27,870	(14,696)	-34.5%	Timing variance in Google revenue and lower Visa rebate.
1,002	4,495	1,345	(3,150)	-70.1%	39	FAC	330330	Room Rental	54,294	34,041	38,517	4,476	13.2%	Timing variance.
0	(122)	0	122	-100.0%	23	COL	330350	Book Replacement	2,778	947	250	(697)	-73.6%	Book replacement cost transferred to American New Orders GL account.
(115)		0	0	0.0%	15	FIN	330360	Forfeited Deposits	260	0	0	0	0.0%	Timing variance.
0		0	0	0.0%	17	EXEC	330400	Friends of Law Library	155,000	145,000	145,000	0	0.0%	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
21	(1)	36	37	-2516.9%	39	FAC	330450	Vending	583	297	221	(76)	-25.7%	Timing variance.
0		0	0	0.0%	37	COM	330465	Special Events Income	12,352	12,459	12,459	0	0.0%	Offset by PBW expenses.
28,618	43,139	47,457	4,318	10.0%				Subtotal	420,086	437,961	464,393	26,432	6.0%	
624,463	652,855	718,065	65,210	10.0%				Total Income	5,447,319	5,430,825	5,638,035	207,210	3.8%	
Expenses:														
Staff:														
155,580	164,112	174,778	(10,667)	-6.5%	ALL	501000	Salaries (benefits eligible)	1,447,659	1,541,188	1,458,694	82,495	5.4%	Favorable variance due to vacancies.	
0	3,423	0	3,423	100.0%	15	FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(17,414)	0	(17,414)	100.0%	
18,578	19,461	19,398	63	0.3%	ALL	501050	Salaries (benefits ineligible)	154,993	171,636	156,671	14,965	8.7%	Favorable variance due to vacancies.	
0	374	0	374	100.0%	15	FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(1,906)	0	(1,906)	100.0%	
10,141	10,582	11,258	(676)	-6.4%	15	FIN	502000	Social Security	90,246	96,334	92,113	4,221	4.4%	
2,372	2,832	2,633	199	7.0%	15	FIN	503000	Medicare	22,470	23,730	22,653	1,077	4.5%	
17,489	17,459	18,758	(1,299)	-7.4%	15	FIN	511000	Retirement	209,381	220,792	214,348	6,444	2.9%	
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%	
42,748	45,000	43,132	1,868	4.2%	15	FIN	512000	Health Insurance	329,406	380,070	343,707	36,363	9.6%	Favorable variance due to vacancies.
340	392	461	(69)	-17.5%	15	FIN	513000	Disability Insurance	3,238	3,077	3,369	(292)	-9.5%	
4,947	4,353	5,400	(1,047)	-24.1%	15	FIN	514000	Dental Insurance	37,914	40,918	39,052	1,866	4.6%	Favorable variance due to vacancies.
437	491	567	(75)	-15.4%	15	FIN	514500	Vision Insurance	3,899	4,420	4,317	103	2.3%	Favorable variance due to vacancies.
56	21	173	(152)	-714.4%	15	FIN	515000	Life Insurance	593	826	683	142	17.2%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
5,420	1,622	3,732	(2,110)	-130.1%	15	FIN	516000	Workers Compensation Insurance	54,558	31,224	17,885	13,339	42.7%	Timing variance.
0	(298)	0	(298)	100.0%	15	FIN	517000	Unemployment Insurance	5,061	4,404	2,212	2,192	49.8%	
0	(330)	0	(330)	100.0%	ALL	514010	Temporary Employment	0	1,320	0	1,320	100.0%		
153	(3)	308	(311)	10343.6%	13	HR	514015	Recruitment	1,917	1,494	1,056	438	29.3%	Timing variance.

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2018
(Provisional and subject to year-end audit adjustments)

Feb 18	Feb 2018				FY 2016-17	FY 2017-18 YTD					Comments					
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)				
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	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0	0.0%	
9,024	9,167	9,167	0	0	0.0%	15	FIN	518500	OPEB Expense	72,192	73,334	73,336	(2)	0.0%		
584	37	546	(509)	-1382.9%	15	FIN	518550	TMP	7,354	7,574	6,867	707	9.3%			
796	1,170	882	288	24.6%	15	FIN	518560	Payroll and Benefit Administration	9,008	9,839	8,956	883	9.0%			
268,664	279,865	291,194	(11,329)	-4.0%				Total - Staff	2,449,889	2,592,861	2,445,919	146,942	5.7%			
Library Materials/Electronic Resources Subscription:																
127,747	112,842	162,898	(50,056)	-44.4%	23	COL	601999	American Continuations	918,105	988,192	910,581	77,612	7.9%	Timing variance.		
930	1,250	274	976	78.0%	23	COL	602999	American New Orders	10,175	10,000	4,334	5,666	56.7%	Timing variance. Orders will be placed in Mar 2018.		
2,533	1,922	499	1,423	74.0%	23	COL	609199	Branch Continuations	27,892	15,373	16,562	(1,188)	-7.7%	Timing variance.		
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	161	100	0	100	100.0%	No requests YTD for replacements. Will apply to another New fund category if needed.		
9,917	11,468	1,637	9,831	85.7%	23	COL	603999	Commonwealth Continuations	89,060	88,145	82,739	5,406	6.1%	Timing variance.		
0	0	0	0	0.0%	23	COL	604999	Commonwealth New Orders	0	600	25	575	95.8%	Timing variance. Orders will be placed in Mar 2018.		
20,852	9,655	8,762	893	9.2%	23	COL	605999	Foreign Continuations	71,031	80,293	74,476	5,817	7.2%	Timing variance.		
438	0	0	0	100.0%	23	COL	606999	Foreign New Orders	1,019	600	776	(176)	-29.4%	Funds from other categories can cover the overage in this category.		
9,790	9,960	5,364	4,596	46.1%	23	COL	607999	International Continuations	70,660	79,678	67,354	12,324	15.5%	Timing variance.		
0	0	0	0	0.0%	23	COL	608999	International New Orders	166	250	0	250	100.0%	Timing variance. Orders will be placed in Mar 2018.		
2,940	1,466	153	1,313	89.5%	23	COL	609399	General/Librarianship Continuations	13,915	11,729	9,171	2,558	21.8%	Timing variance.		
0	0	0	0	0.0%	23	COL	609499	General/Librarianship New Orders	72	100	0	100	100.0%	Timing variance. Orders will be placed in Mar 2018.		
175,146	148,562	179,587	(31,025)	-20.9%				Subtotal	1,202,256	1,275,061	1,166,017	109,044	8.6%			
(175,146)	(148,562)	(179,587)	31,025	-20.9%	23	COL	690000	Library Materials Transferred to Assets	(1,202,256)	(1,275,061)	(1,166,017)	(109,044)	8.6%			
32,469	63,928	61,555	2,373	3.7%	23	COL	685000	Electronic Resource Subscriptions (ERS)	409,520	426,512	427,165	(653)	-0.2%			
Facilities:																
4,107	4,000	1,993	2,007	50.2%	39	FAC	801005	Repair & Maintenance	7,447	32,000	11,897	20,103	62.8%	Timing variance.		
1,470	856	771	85	9.9%	39	FAC	801010	Building Services	7,291	8,312	7,032	1,280	15.4%	Timing variance. Inspections to be scheduled.		
0	996	0	996	100.0%	39	FAC	801015	Cleaning Supplies	7,972	8,592	8,094	498	5.8%	Timing variance.		
8,361	10,681	8,881	1,800	16.9%	39	FAC	801020	Electricity & Water	79,008	86,161	82,398	3,764	4.4%			
1,884	1,829	966	863	47.2%	39	FAC	801025	Elevator Maintenance	9,374	4,655	7,905	(3,250)	-69.8%	Delay in Elevator Repair & Upgrade Project. This includes monthly maintenance		
1,650	3,471	1,952	1,518	43.8%	39	FAC	801030	Heating & Cooling	26,312	28,341	25,691	2,650	9.4%			
21,763	19,914	19,811	103	0.5%	15	FIN	801035	Insurance	174,511	158,077	158,487	(410)	-0.3%			
8,774	9,887	8,674	1,213	12.3%	39	FAC	801040	Janitorial Services	69,493	74,296	69,393	4,903	6.6%			
2,500	1,500	1,250	250	16.7%	39	FAC	801045	Landscaping	10,000	12,000	10,000	2,000	16.7%	Timing variance.		
15,704	16,655	15,984	671	4.0%	39	FAC	801050	Security	129,035	153,310	132,004	21,307	13.9%	Timing variance.		
265	2,903	28	2,874	99.0%	39	FAC	801060	Room Rental Expenses	23,179	17,206	17,445	(240)	-1.4%	Timing variance. Offset by room rental income		
0	456	0	456	100.0%	37	COM	801065	Special Events Expenses	13,063	6,912	8,737	(1,825)	-26.4%	Offset by Special Events income (PBW sponsorship). Includes unbudgeted Global Law event expenses.		
0	21	0	21	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	0	4,239	392	3,847	90.7%	Timing variance.		
175	387	107	279	72.2%	39	FAC	801110	Equipment (<3K)	626	3,174	669	2,505	78.9%	Timing variance.		
0	225	0	225	100.0%	39	FAC	801115	Building Alterations (<3K)	0	1,800	0	1,800	100.0%	Timing variance.		
558	315	357	(43)	-13.5%	39	FAC	801120	Delivery & Postage	2,100	3,329	1,801	1,528	45.9%	Timing variance.		
0	229	90	139	60.8%	39	FAC	801125	Kitchen supplies	1,160	1,507	1,554	(47)	-3.1%	Timing variance. Unexpected small purchases		
67,212	74,324	60,865	13,459	18.1%				Subtotal	560,571	603,913	543,501	60,413	10.0%			
Technology:																
1,527	1,865	1,604	261	14.0%	33	TECH	801210	Software Maintenance	13,695	14,230	13,897	333	2.3%			
1,332	2,443	2,100	343	14.0%	33	TECH	801212	Hardware Maintenance	10,531	13,285	13,882	(596)	-4.5%	Unbudgeted SAN maintenance item.		
0	750	0	750	100.0%	33	TECH	801215	Software (<\$3k)	2,741	6,000	6,901	(900)	-15.0%	Timing variance.		
0	400	0	400	100.0%	33	TECH	801220	Hardware (<\$3k)	504	3,200	2,114	1,086	33.9%	Timing variance.		
731	50	0	50	100.0%	33	TECH	801225	Computer Supplies	1,388	400	0	400	100.0%	Timing variance.		
4,220	4,435	4,410	25	0.6%	33	TECH	801230	Integrated Library System	32,696	33,105	34,167	(1,062)	-3.2%			
2,316	2,689	2,321	368	13.7%	33	TECH	801235	Telecommunications	24,138	26,378	20,787	5,591	21.2%	Reflects CTF discount from Spectrum.		
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	65	0	0	0	0.0%			
0	26	0	26	100.0%	33	TECH	801250	Services	753	52	156	(104)	-200.0%	Timing Variance		
10,125	12,658	10,435	2,223	17.6%				Subtotal	86,513	96,650	91,904	4,746	4.9%			

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2018
(Provisional and subject to year-end audit adjustments)

Feb 18 Actual	Feb 2018				FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
553	679	547	132	19.5%	15 FIN 801310	Bank Charges	4,479	5,358	5,101	256	4.8%	
785	815	813	2	0.3%	35 CMS 801315	Bibliographical Services	6,281	6,490	6,500	(10)	-0.2%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
75	38	56	(18)	-46.6%	17 EXEC 801325	Board Expense	502	576	455	121	21.0%	July & August Board meeting cancellations.
(100)	(32)	0	(32)	100.0%	37 COM 801330	Staff meals & events	2,313	2,835	1,938	897	31.6%	Timing variance.
928	2,027	1,891	136	6.7%	15 FIN 801335	Supplies - Office	7,824	10,554	12,394	(1,841)	-17.4%	Increased toner usage/purchase.
1,548	(5)	0	(5)	100.0%	35 CMS 801337	Supplies - Library materials	5,445	4,189	4,167	22	0.5%	
570	40	0	40	100.0%	37 COM 801340	Stationery, business cards, etc.	919	280	541	(261)	-93.0%	
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
642	1,354	1,089	264	19.5%	27 CIRC 801370	Copy Center Expense	12,581	13,407	11,737	1,671	12.5%	Reduced usage as reflected by copy center income.
0	169	0	169	100.0%	15 FIN 801375	General - Misc	3,513	337	1,012	(675)	-200.0%	Includes prior year student parking invoice.
0	(8)	0	(8)	100.0%	25 PS 801390	Course Registration	547	133	0	133	100.0%	
49	25	0	25	100.0%	17 EXEC 801395	Friends of Law Library	127	51	152	(101)	-200.0%	
5,050	5,101	4,395	705	13.8%		Subtotal	44,531	43,936	43,998	213	0.5%	
						Professional Development:						
1,049	440	1,310	(870)	-197.5%	ALL 803105	Travel	4,069	6,155	5,532	622	10.1%	Timing variance.
0	(14)	0	(14)	100.0%	ALL 803110	Meals	0	92	45	46	50.5%	
0	13	0	13	100.0%	ALL 803113	Incidental and miscellaneous	0	25	75	(50)	-200.0%	
0	4	490	(486)	-11660.0%	ALL 803115	Membership dues	6,180	6,188	6,695	(507)	-8.2%	
350	48	661	(612)	-1271.3%	ALL 803120	Registration fees	3,977	3,544	3,667	(122)	-3.4%	
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	497	(497)	0.0%	
1,399	491	2,461	(1,970)	-401.0%		Subtotal	14,226	16,004	16,511	(507)	-3.2%	
						Communications & Marketing:						
0	1,800	0	1,800	100.0%	37 COM 803205	Services	0	1,800	0	1,800	100.0%	Payment expected Mar 2018.
0	(10)	0	(10)	100.0%	37 COM 803210	Collateral materials	317	2,231	2,152	79	3.5%	
1,638	219	2,042	(1,822)	-831.5%	37 COM 803215	Advertising	2,138	1,903	2,542	(638)	-33.5%	Timing variance.
0	(67)	0	(67)	100.0%	37 COM 803220	Trade shows & Outreach	0	67	0	67	100.0%	Budgeted event not attended. No further expenses expected.
1,638	1,943	2,042	(99)	-5.1%		Subtotal	2,455	6,001	4,693	1,307	21.8%	
						Travel & Entertainment						
583	0	0	0	0.0%	ALL 803305	Travel	711	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%	
121	5	29	(24)	-477.8%	ALL 803320	Ground transportation & mileage reimb.	1,317	1,378	476	902	65.5%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
703	5	29	(24)	-477.8%		Subtotal	2,028	1,378	476	902	65.5%	
						Professional Services						
0	5,328	0	5,328	100.0%	15 FIN 804005	Accounting	18,078	23,128	23,721	(593)	-2.6%	Timing variance.
1,406	2,443	2,812	(369)	-15.1%	17 EXEC 804008	Consulting Services	19,274	21,758	22,560	(802)	-3.7%	
0	0	245	(245)	0.0%	17 EXEC 804010	Legal	0	5,000	595	4,405	88.1%	
0	(122)	0	(122)	100.0%	15 FIN 804015	Other	0	2,635	2,146	490	18.6%	Cost savings.
1,406	7,649	3,057	4,592	60.0%		Subtotal	37,352	52,521	49,022	3,499	6.7%	
						Depreciation:						
199,843	200,247	201,707	(1,460)	-0.7%	15 FIN 806105	Depreciation - Library Materials	1,704,873	1,629,129	1,634,366	(5,236)	-0.3%	
25,223	21,121	24,712	(3,590)	-17.0%	15 FIN 806110	Depreciation Exp - FF&E	202,735	215,907	198,126	17,781	8.2%	
225,066	221,368	226,419	(5,051)	-2.3%		Subtotal	1,907,608	1,845,036	1,832,492	12,545	0.7%	
613,731	667,331	662,451	4,880	0.7%		Total Expense	5,514,692	5,684,812	5,455,681	229,131	4.0%	
10,732	(14,476)	55,614	70,090	-484.2%		Net Income Before Extraordinary Items	(67,374)	(253,987)	182,354	436,341	-171.8%	
11,974	667	(9,070)	(9,737)	-1459.2%	15 FIN 321000	Investment Gain (Loss) ¹	(76,134)	18,835	(38,590)	(57,425)	-304.9%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	55,000	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
22,706	(13,809)	46,544	60,353	-437.1%		Net Income Including Extraordinary Items	(88,508)	(235,152)	143,764	378,916	-161.1%	

Los Angeles County Law Library
Statement of Cash Flows
As of February 28, 2018
(Provisional and subject to year-end audit adjustments)

	2/28/2018	YTD
Cash flows from operating activities		
L.A. Superior court fees	614,595	4,713,935
Parking fees	50,546	423,855
Library services	41,857	313,793
(Increase) decrease in accounts receivable	(104,691)	(1,490)
Increase (decrease) in borrowers' deposit	2,223	17,135
Cash received from filing fees and services	604,530	5,467,229
Facilities	(60,865)	(543,501)
Technology	(10,435)	(91,904)
General	(4,395)	(43,998)
Professional development	(2,461)	(16,511)
Communications & marketing	(2,042)	(4,693)
Travel & entertainment	(29)	(476)
Professional services	(3,057)	(49,022)
Electronic Resource Subscriptions (ERS)	(61,555)	(427,165)
(Increase) decrease in prepaid expenses	(91,025)	(23,488)
Increase (decrease) in accounts payable	137,129	103,788
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(98,735)	(1,096,971)
Staff (payroll + benefits)	(291,194)	(2,445,919)
Increase (decrease) in payroll liabilities	(3,061)	459
Increase (decrease) in accrued sick and vacation liability	(121)	(34,927)
Increase (decrease) in OPEB liability	9,167	73,336
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(285,209)	(2,407,051)
Contributions received	-	145,000
Net cash from operating activities	220,587	2,108,207
Cash flow from capital and related financing activities		
Library materials	(179,587)	(1,166,017)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(3,700)	(8,700)
Cash flows from investing activities		
Investment	-	-
Investment earnings	5,467	35,852
Net cash increase (decrease) in cash and cash equivalents	42,766	969,342
Cash and cash equivalents, at beginning of period	4,554,287	3,627,712
Cash and cash equivalents, at end of period	4,597,053	4,597,053
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	44,547	140,903
Adjustments for noncash effects:		
Depreciation	226,419	1,832,492
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(104,691)	(1,490)
(Increase) decrease in prepaid expenses	(91,025)	(23,488)
Increase (decrease) in accounts payable	137,129	103,788
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(3,061)	459
Increase (decrease) in accrued sick and vacation liability	(121)	(34,927)
Increase (decrease) in borrowers' deposit	2,223	17,135
Increase (decrease) in OPEB liability	9,167	73,336
Net impact of GASB 68 adjustments		
Net cash from operating activities	220,587	2,108,207

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2018 - March 31, 2018 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 2	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	124.47	030217
	OTTO HARRASSOWITZ	BOOKS	3,276.66	030218
	MANHATTAN PUBLISHING COMPANY	BOOKS	112.00	030219
	JANINE LIEBERT	TRAVEL	54.65	030220
	METROLINK	TAP	1,036.00	030221
March 12	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	246.94	030222
	RETTA LIBROS LIDERLAF S A	BOOKS	99.12	030223
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	740.00	030224
	QUALITY CODE PUBLISHING	BOOKS	95.43	030225
March 13	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030226
	COUNTY OF LOS ANGELES	BANK CHARGES	71.88	030227
	ESTHER EASTMAN	MILEAGE	18.27	030228
	SANDRA J LEVIN	LODGING	544.84	030229
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030230
March 16	ADRIENNE M BRADEN	REFUND	140.00	030231
	JAMES P CLONINGER	REFUND	140.00	030232
	ADRIANA A ESTEVEZ	REFUND	140.00	030233
	BARBARA BAHAREH JENKINS	REFUND	140.00	030234
	OTTO HARRASSOWITZ	BOOKS	4,584.68	030235
	LAW PUBLISHERS	BOOKS	340.00	030236
	QIAN XU	REFUND	140.00	030237
	DAVID K WONG	REFUND	140.00	030238
	OTTO HARRASSOWITZ	BOOKS	3,135.32	030239
	March 19	AT&T	TELECOM	951.29
BRIDGES FILTER SERVICE, INC		BLDG SVCS	614.49	030241
BUREAU OF STREET LIGHTING		REPAIR & MAINTENA	2,853.04	030242
COUNTY OF LOS ANGELES		HEATING/COOLING	1,952.18	030243
MANAGE EASE INCORPORATED		CONSULTING	1,405.95	030244
REGISTRAR-RECORDER/COUNTY CLERK		CAPITAL WIP	75.00	030245
March 21		PARKING CONCEPTS INC	COURSE REGISTRAT	144.00
March 28	SYNCB AMAZON	BOOKS	347.96	030247
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	484.72	030248
	GALE CENGAGE LEARNING	BOOKS	1,390.84	030249
	OTTO HARRASSOWITZ	BOOKS	4,694.38	030250
	LAW REPORTS INTERNATIONAL LTD	BOOKS	250.00	030251
	LOCAL GOVERNMENT PUBLICATIONS	BOOKS	143.56	030252
	RPCD DBA SMARTRULES	BOOKS	6,000.00	030253

38,999.62

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2018 - March 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 2	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	495.00	V003029
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,152.11	V003030
	LEXISNEXIS MATTHEW BENDER	BOOKS	358.73	V003031
	BLR	BOOKS	584.07	V003032
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,162.24	V003033
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	3,814.91	V003034
	JAMES PUBLISHING INC	BOOKS	385.00	V003035
	LAW JOURNAL PRESS	BOOKS	615.28	V003036
	NATIONAL NOTARY ASSOCIATION	BOOKS	24.81	V003037
	FRANK R THOROLD (PTY) LTD	BOOKS	439.64	V003038
	THOMSON REUTERS	BOOKS	64,104.38	V003039
	WILLIAM S HEIN & CO	BOOKS	1,306.58	V003040
	OFFICE DEPOT	SUPPLIES-OFFICE	294.30	V003042
	PEOPLEG2	RECRUITMENT	108.99	V003043
March 5	GURU PRINTERS	SPECIAL EVENTS	502.41	V003057
March 8	LA CAFE	STAFF MEALS & EVE	49.31	V003058
March 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V003059
March 12	ALIBRIS INC	BOOKS	58.74	V003044
	AMERICAN LAW INSTITUTE	BOOKS	92.45	V003045
	LEXISNEXIS MATTHEW BENDER	BOOKS	50.43	V003046
	CALIFORNIA HOSPITAL ASSOCIATION CAH	BOOKS	940.42	V003047
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	961.99	V003048
	COMMON INTEREST PUBLISHING LLC	BOOKS	24.95	V003049
	INTERNET FOR LAWYERS	BOOKS	69.95	V003050
	JAMES PUBLISHING INC	BOOKS	228.86	V003051
	LAW JOURNAL PRESS	BOOKS	4,683.64	V003052
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,853.00	V003053
	OCONNORS	BOOKS	123.00	V003054
ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	86.83	V003055	
GOBI LIBRARY SOLUTIONS	BOOKS	313.08	V003056	
March 13	BRIGHTVIEW	LANDSCAPING	1,250.00	V003060
	NASA SERVICES	BLDG SVCS	451.34	V003061
	OCLC INC	BIBLIOGRAPHICAL S	725.50	V003062
	OFFICE DEPOT	SUPPLIES-OFFICE	287.22	V003063
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V003064
	STATE COMPENSATION	WORKERS COMP	9,190.49	V003065
	SUPPLYWORKS	CLEANING SUPPLIES	2,084.28	V003066
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,974.05	V003067
March 16				

146,343.83

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2018 - March 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
March 19	LEXISNEXIS MATTHEW BENDER	BOOKS	194.86	V003068	
	BLR	BOOKS	1,621.80	V003069	
	CCH INCORPORATED	BOOKS	123.08	V003070	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,189.36	V003071	
	CENTER FOR LABOR RES & EDUCATION UC	BOOKS	49.52	V003072	
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	617.50	V003073	
	INTERNATIONAL LAW ASSOCIATION AMERI	BOOKS	175.00	V003074	
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	183.62	V003075	
	JURIS PUBLISHING INC	BOOKS	90.05	V003076	
	JURISNET LLC	BOOKS	414.05	V003077	
	LAWPRESS CORPORATION	BOOKS	318.51	V003078	
	LIBRARY OF CONGRESS CDS	BOOKS	685.00	V003079	
	MUNICIPAL CODE CORPORATION	BOOKS	149.18	V003080	
	NATIONAL CONSUMER LAW CENTER	BOOKS	1,710.00	V003081	
	PRACTISING LAW INSTITUTE	BOOKS	202.96	V003082	
	SOUTHWEST LEGAL SERVICES	BOOKS	234.10	V003083	
	SOLANO PRESS BOOKS	BOOKS	188.60	V003084	
	UNITED NATIONS PUBLICATIONS	BOOKS	163.79	V003085	
	THOMSON REUTERS	BOOKS	13,112.00	V003086	
	March 19	AMERICAN ASSOCIATION OF LAW LIBRARI	RECRUITMENT	500.00	V003087
		AT&T MOBILITY	TELECOM	16.24	V003088
		BANDWIDTH.COM, INC.	TELECOM	570.91	V003089
		CORODATA	BLDG SVCS	44.00	V003090
		GLOBAL CAPACITY	TELECOM	757.00	V003091
		GTT COMMUNICATIONS	TELECOM	142.94	V003092
		GOLDEN STATE OVERNIGHT	DELIVERY/POSTAGE	9.53	V003093
		OFFICE DEPOT	SUPPLIES-OFFICE	325.70	V003094
		UPS	DELIVERY/POSTAGE	21.97	V003095
ARMIN INNOVATIVE PRODUCTS		SUPPLIES-LIBRARY	1,921.60	V003140	
March 21		INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V003096
		KONICA MINOLTA BUSINESS	COPY CENTER	973.80	V003098
	SECURITAS SECURITY	SECURITY	16,959.33	V003099	
	SPECTRUM	TELECOM	2,213.44	V003100	
	MUSIC CITY	ROOM RENTAL EXPE	128.15	V003112	
March 23	GARY AUSTIN ADVERTISING	FRIENDS OF LAW LIB	393.54	V003113	
March 28	WOLTERS KLUWER LAW & BUSINESS	BOOKS	490.94	V003101	
	LEXISNEXIS MATTHEW BENDER	BOOKS	432.37	V003102	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,103.23	V003103	
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	677.70	V003104	
	INGRAM LIBRARY SERVICES	BOOKS	96.94	V003105	
	JAMES PUBLISHING INC	BOOKS	228.86	V003106	

195,798.63

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2018 - March 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	JURISNET LLC	BOOKS	143.49	V003107
	KNOWLES PUBLISHING INC	BOOKS	134.45	V003108
	LAWYERS & JUDGES PUBLISHING COMPANY	BOOKS	141.90	V003109
	WEST ACADEMIC	BOOKS	49.27	V003110
	THOMSON REUTERS	BOOKS	1,977.57	V003111
	SAP DIGITAL CORP	SPECIAL EVENTS	118.26	V003114
	LA CAFE	BOARD EXPENSE	65.70	V003141
			198,285.78	

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2018 - March 31, 2018 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 21	CONSTANT CONTACT	SOFTWARE MAINT	2,041.50	V000219

2,041.50

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2018 - March 31, 2018 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 19	HOME DEPOT	EQUIPMENT	32.83	V00009
	L A DEPT WATER & POWER	WATER/SEWER	18,313.64	V000010

18,346.47

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2018 - March 31, 2018 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 12	CALPERS	PREPAID EXP	49,556.31	1001035416

49,556.31

LA Law Library
Fiscal Year Quarterly Statistics

			FY15 3rd Quarter	FY16 3rd Quarter	FY17 3rd Quarter	FY18 1st Quarter	FY18 2nd Quarter	FY18 3rd Quarter	FY18 3rd Quarter Notes
Reference and Research									
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>								
	Desk Inquiries		6,351	6338	5,997	6,240	6,630	5,942	
	Tuesday 6pm to 8pm - All Queries			59	77	113	121	111	
	Phone		1,834	1815	1,799	1,982	1,834	1,915	
	Email/ Live Chat		436	331	174	206	98	45	
	By Mail		135	56	62	46	37	37	
	Global Law Inquires		132	130	36	68	70	49	
	Global Law Web Inquires		170	109	20	23	42	39	
	e-Branch Chat		76	41	37	59	33	39	
	e-Branch Email		0	1	0	0	0	0	
		Total	9,134	8,880	8,233	8,737	8,865	8,177	
Circulation Services									
	<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		4,451	4,016	4,530	3,647	4,245	4,193	
	Phone Inquiries		2,070	1,996	2,119	1,921	2,008	2,052	
		Total	6,521	6,012	6,649	5,568	6,253	6,245	
	Books Circulated		3,809	2,952	2,456	2,686	2,520	2,307	
	Library Card Sign-ups		632	545	452	474	460	453	
	Members Program - Active Members		281	325	337	311	324	337	
	Public Terminal Logins		10,834	9,496	9,185	8,875	8,324	8,109	
Document Delivery / E-Delivery/Copies									
	<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		240	286	276	216	197	176	
	In-Person		2,825	2,509	2,444	2,563	2,425	2,109	
	Email		140	194	290	275	282	268	
	By Mail (As of 2013, included with R+R above)								
		Total	3,205	2,989	3,010	3,054	2,904	2,553	
	Pages Delivered		8,615	8,073	5,859	9,437	4,503	5,918	

LA Law Library
Fiscal Year Quarterly Statistics

			FY15 3rd Quarter	FY16 3rd Quarter	FY17 3rd Quarter	FY18 1st Quarter	FY18 2nd Quarter	FY18 3rd Quarter	FY18 3rd Quarter Notes
	Copies Made (Main Library)		47,072	79,318	116,001	54,043	52,487	55,114	
Collection Management Services									
	<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		183	154	95	89	103	86	
	New Serials		28	23	13	7	23	19	
	Print Volumes Added		1,489	1,378	821	1,276	1,295	1,130	
	Non-Print Media Added		2,241	1,949	1,988	10,596	5,454	149	The last shipment of microfiche copy of California court briefs received in Oct contributed to a large number of microfiche count. TR-West has announced no more production of microfiche copy
	Books Cataloged/Reclassified		952	632	251	102	296	632	
	Print & Non-Print Withdrawn		806	1,091	360	254	708	453	
Brief Scanning Project									
	Briefs Scanned		8,825		0	N/A	1,580	720	
	Pages Scanned		274,621		0	N/A	N/A	N/A	
	Briefs Logged (Google)			N/A	3,658	16,945	10,420	14,271	
Website Statistics									
	Visitors		27,583	23,217	21,969	22,553	23,096	N/A	No report this quarter due to change in staffing and training. Will resume next quarter.
	Visits		101,174	104,421	90,613	89,050	87,779	N/A	
	Average Daily Visits		1124	1,135	1,018	968	954	N/A	
	Average Duration		3:33	3:51	2:45	3:01	3:12	N/A	
	Visitors: US		97.89%	98.43%	98.70%	98.62%	98.70%	N/A	
	Visitors: International / Unspecified		2.11%	1.57%	1.30%	1.38%	1.30%	N/A	
Training and Events at Main Branch									
	Public Classes Held								
	Internal speaker		11	6	35	22	31	26	
	Guest speaker		6	11	44	61	65	46	
	MCLE Classes Held								
	Internal speaker		0	0	2	1	0	1	
	Guest speaker		9	7	9	5	8	6	

LA Law Library
Fiscal Year Quarterly Statistics

			FY15 3rd Quarter	FY16 3rd Quarter	FY17 3rd Quarter	FY18 1st Quarter	FY18 2nd Quarter	FY18 3rd Quarter	FY18 3rd Quarter Notes
	Clinics/ Workshops Held		12	46	40	57	41	75	number is bigger than last quarter because clinics such as Conservatorship Clinics (Orientation & Forms Processing) were combined as one in the past but are counted separatley this quarter.
	Total		38	70	130	146	145	154	
	Class Attendance Total (Estimated)		478	1,041	1,523	1,753	1,791	1,275	Number is higher than past 3rd quarter reportings, but lower in FY17-18 reporting due to slow months (Jan. Feb. March).
Visits to Main Branch									
	Number of Patron Visits (front door)						24,218	24,404	

MEMORANDUM

DATE: April 25, 2018

TO: Board of Law Library Trustees

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

RE: Platinum Program Update for the Month of February

INTRODUCTION

At the December 2017 Board of Trustees meeting, the Board approved a plan to allow LA Law Library to offer a Platinum level members program. At the time of approving the plan, the Board also requested monthly updates on the status of the Platinum Members program. This is our fourth report, for the April 2018 board meeting, reporting Platinum Member services for March of 2018.

This report is informational only; no action is requested or required.

ANALYSIS

In the month of March we responded to 23 edelivery requests, with a total of 117 documents delivered across these requests. Our average response time to deliver the requested items was 30 minutes. The document requests filled were generally case or statute pulls from subscription databases, though there were requests for secondary sources and Shepard's reports as well.

All requests were filled by staff assigned to the Platinum Members program, without any negative impact on public services or programs. Staff assigned to the Platinum Members program made productive use of time not spent serving Platinum Members to work on other Law Library tasks or assist with public service at the reference desk.

Staff is available to answer any questions the Board of Trustees may have.



MEMORANDUM

DATE: April 25, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Jaye Steinbrick, Senior Director

RE: Confirmation of Continuing Need to Undertake Emergency Repair of Steam Leak in Boiler Room

INTRODUCTION

The Board is asked to confirm (by a four-fifths vote) that there is an ongoing need to complete the emergency repair of the steam leak in the boiler room as determined at the March 28, 2018 meeting.

BACKGROUND

Unfortunately, the Law Library developed a significant and increasing leak in the steam piping that provides heat to the main HVAC systems. Accordingly, the Executive Director made the determination, and on March 28 the Board confirmed by a four-fifths vote, that an emergency existed that required the repair of the steam leak without formal competitive bidding.

The Law Library retained ISD to complete the emergency repair. Phase one of the work involving the removal of the hazardous material has been completed. As soon as the necessary parts are received, ISD will complete the rest of the repair.

RECOMMENDATION

Staff recommends that the Board reconfirm by a four-fifths vote its prior determination that: 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the repair of the steam leak.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Smoke-Free Property Policy

MEMORANDUM

DATE: April 25, 2018
TO: Board of Law Library Trustees
FROM: Sandra Levin, Executive Director
RE: Approval of Smoke-Free Property Policy

INTRODUCTION AND SUMMARY

The Board is asked to approve the attached Smoke-Free Property Policy prohibiting smoking on Law Library property.

BACKGROUND

The health hazards related to smoking impact both the smoker and the non-smoker who is exposed to secondhand smoke. (See, e.g., impacts enumerated by Center for Disease Control

https://www.cdc.gov/tobacco/data_statistics/fact_sheets/secondhand_smoke/health_effects/index.htm) Moreover, cigarette butts are a toxic

(<https://truthinitiative.org/news/5-ways-cigarette-litter-impacts-environment>), major and persistent source of litter at the Law Library. It is a regular struggle to keep the cigarette butts out of the plants, planters, drains and even light fixtures.

Smoking is already prohibited inside the Law Library under California law because it is a workplace. “An employer or owner-operator of an owner-operated business shall not knowingly or intentionally permit, and a person shall not engage in, the smoking of tobacco products at a place of employment or in an enclosed space.” Cal. Lab. Code § 6404.5 (West).

California also prohibits smoking in and around certain public buildings. Cal. Gov't Code § 7597 (West) (“No public employee or member of the public shall smoke a tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building....”). However, agencies may enact more stringent regulations. *Id.* (agencies may adopt regulations that are more restrictive than the standards of the state prohibition). Thus, for example, the University of California has adopted a complete ban on smoking on all campuses.

<https://www.ucop.edu/risk-services/loss-prevention-control/uc-smoke-tobacco-free.html> .

Moreover, since smokers are not a protected class, private businesses also prohibit smoking on their own property. Various websites encourage smoke-free properties. See, e.g., <http://www.smokefreesandiego.org/policies/business/>



OPTIONS

The Board may: 1) approve the policy as presented; 2) modify the policy and then approve; 3) request additional information and continue the item; or 4) reject the policy.

RECOMMENDATION

It is Staff's recommendation that for the health of patrons and employees and the cleanliness of the facility and the environment, the Board approve the Smoke-Free Property Policy as presented.



Smoke-Free Property Policy

Effective June 1, 2018

Purpose

LA Law Library is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees, volunteers and visitors. The personal health hazards related to all tobacco products, which include but are not limited to, smoking (e.g. cigarettes, pipes, cigars, etc.) and/or using smokeless tobacco (e.g. snuff, chew, etc.) have been well documented. The health hazards related to smoking impact both the smoker and the non-smoker who is exposed to secondhand smoke. Moreover, cigarette butts are a toxic, major and persistent source of litter at the Law Library.

Definition

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoking” includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking. (See Cal. Bus. & Prof. Code § 22950.5.)

Smoke-Free Areas

Smoking is prohibited anywhere on LA Law Library property, whether indoors or outdoors.

Sign Requirements

“No Smoking” signs will be clearly posted on the perimeter of the property, at all entrances, and other prominent places.

Compliance

Compliance with this policy is mandatory for all employees and persons visiting the company. Initial violation of this policy will result in a reminder of the policy. Subsequent violations will be addressed in the same manner as any other violation of the Rules of Conduct.

All employees are authorized and encouraged to report any violations to the Security Officer on duty who will then communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. If difficulties arise with compliance of this policy, notify management.

Questions Any questions regarding the smoke-free property policy should be directed to the Executive Director.

<http://www.smokefreesandiego.org/factsfigures/> for evidence of impacts

AGENDA ITEM 5

CLOSED SESSION

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