

AGENDA

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

REGULAR BOARD MEETING

Tuesday, December 16, 2014

12:15 PM

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal of any person who disrupts or disturbs the orderly conduct of any Board Meeting.

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 18, 2014, Regular Board Meeting.
- 3.2 Review of October 2014 Financials & November 2014 List of Checks and Warrants.
- 3.3 Approval of the 2015 Holiday Schedule.

4.0 DISCUSSION ITEMS

- 4.1 Voyager/ Navision Upgrade Report.
- 4.2 2015 Board of Trustee Meeting Schedule.

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 CLOSED SESSION

- 7.1 Personnel (G.C. 54957). Public Employee Performance Evaluation.
Title: Executive Director.

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, January 20, 2014.

POSTED THURSDAY, DECEMBER 11, 2014 @ 1:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 18, 2014, Regular Board Meeting.
- 3.2 Review of October 2014 Financials & November 2014 List of Checks and Warrants.
- 3.3 Approval of the 2015 Holiday Schedule.

**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.**

November 18, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, November 18, 2014 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present:

Judge Michelle Williams Court
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauer, Esquire

Trustees Absent:

Judge Reva Goetz
Judge Ann I. Jones

Senior Staff Present:

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

Also Present:

John Kohl, Finance Director
Malinda Muller, Director, Programs & Partnerships
Janine Liebert, Librarian, Programs & Partnerships
Ryan Metheny, Librarian, Programs & Partnerships

In the absence of President Jones, Vice-President Juhas determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on his opposition to the business practices of the LA Law Library. Paradise also commented on Agenda Item 4.3 congratulating the library for its success in educational programs.

2.0 PRESIDENT'S REPORT

There was no President's Report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 28, 2014, Regular Board Meeting.
- 3.2 Review of September 2014 Financials & October 2014 List of Checks and Warrants.
- 3.3 2015 Board of Trustee Meeting Schedule.
Staff recommended the Board continue to meet on the fourth Tuesday of each month except for November and December. During those two months, the Board would meet on the third Tuesday so as to avoid conflicts with holiday and vacation schedules.
- 3.4 FY2013-14 Bazillo, Cobb Associates Audit Report.
Staff recommended that the Board approve the audited financial statements and SAS 114 Letter.
- 3.5 Approval of Participation in Incubator Consortium State Bar Grant Application.
Staff recommends that the Board affirm the Law Library's participation in this exciting new project, as described in the attached table.
- 3.6 Health Resolution Amendment for 2015.
Staff recommended that the Board adopt the presented resolution for health insurance premiums that will take effect on January 1, 2015.

At the request of Trustee Steinhauser, Agenda Item 3.3, 2015 Board of Trustee Meeting Schedule, was removed from the consent calendar for further discussion.

Vice-President Juhas requested a motion to approve the Consent Calendar excluding Agenda Item 3.3. So moved by Trustee Court and seconded by Trustee Landin, Consent Calendar Agenda Items 3.1, 3.2, 3.4, 3.5 and 3.6 were unanimously approved, 5-0.

Following a short discussion regarding Agenda Item 3.3, it was determined that staff would report back in December on possibly changing the Board Meetings to another day of the week each month. As a result, Agenda Item 3.3 was not approved.

4.0 DISCUSSION ITEMS

4.1 FY2014-15 Quarterly Budget Review.

Staff recommended that the Board ask any questions, discuss and provide further direction, as desired.

ED Levin presented to the Board a brief introduction on the purpose of the Quarterly Budget Review, highlighting extraordinary revenue and increases in reoccurring revenue sources. There was no action taken.

4.2 Pro Bono Week 2014 After-Report.

Malinda Muller and Janine Liebert joined the meeting table at this time.

Muller, Liebert and ED Levin presented the Board with an overview of the Pro Bono Week events. Muller and Liebert who have taken the lead of coordinating Pro Bono Week added their takeaways and stakeholder relationships that resulted from the week long events. Special thanks were also given to Leigh Garcia, Communications Coordinator; Jaye Steinbrick, Senior Director for Information Services; and Adam Rosenblum, Web, Print/Interactive Media Designer. There was no action taken.

4.3 Educational Programs Update on Local High School Outreach Programming.

Janine Liebert left and Ryan Metheny joined the table at this time.

Metheny updated the Board on an earlier request by the Board for engaging with local high schools on programing. Programs provided by the Library educate students on social justice, access to justice, the legal system and includes the basics of legal research. Metheny highlighted the accomplishments of the programs, such as “Teens and the Law”. Additionally, Metheny highlighted some of the partnerships that were created with other organizations such as LAEP and LACBA in order to create successful programing for high school students. There was no action taken.

5.0 AGENDA BUILDING

There were no items for Agenda Building.

6.0 EXECUTIVE DIRECTOR REPORT

There was no Executive Director Report.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:30 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 16, 2014.

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

DRAFT

Los Angeles Law Library

Balance Sheet

As of October 31, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2014	10/31/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	3,533,474	3,632,147	98,673
Accounts receivable	1,495,778	1,435,712	(60,066)
Prepaid expenses	164,660	277,172	112,512
Total current assets	5,193,912	5,345,031	151,119
Investments			
CalPERS CERBT Trust Fund	40,647	20,313	(20,334)
UBS Zero Coupon Treasury Fund	3,997,438	4,009,041	11,602
Total Investments	4,038,085	4,029,354	(8,732)
Restricted cash and cash equivalents	302,980	302,980	-
Capital assets, not being depreciated	583,433	583,433	-
Capital assets, being depreciated - net	23,100,529	22,665,231	(435,298)
Total assets	33,218,939	32,926,028	(292,910)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	311,176	123,753	(187,423)
Other liabilities	-	(625)	(625)
Payroll liabilities	12,894	16,532	3,638
Total current liabilities	324,070	139,661	(184,409)
Accrued sick and vacation liability	381,734	344,199	(37,535)
Borrowers' deposit	302,006	309,371	7,365
OPEB obligation	(200,378)	(107,778)	92,600
Total liabilities	807,432	685,453	(121,979)
Net assets			
Invested in capital assets, net of related debt	23,683,962	23,248,664	(435,298)
Unrestricted	8,727,545	8,991,911	264,366
Total net assets	32,411,507	32,240,575	(170,931)
Total liabilities and net assets	33,218,939	32,926,028	(292,911)

Los Angeles Law Library

Income Statement for the Period Ended October 31, 2014

(Provisional and subject to year-end audit adjustments)

Oct 13 Actual	October 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Summary:											
Income											
580,696	566,759	556,810	(9,950)	-1.8%	2,496,556	2,436,639	2,279,437	(157,202)	-6.5%		
5,042	1,925	29,407	27,481	1427.3%	16,483	37,952	(13,990)	(51,942)	-136.9%		
0	0	14,472	14,472	0.0%	0	0	11,452	11,452	0.0%		
90,061	44,167	64,187	20,020	45.3%	244,915	176,667	233,524	56,858	32.2%		
77,697	27,116	35,093	7,977	29.4%	171,852	112,368	227,660	115,292	102.6%		
<u>753,497</u>	<u>639,968</u>	<u>699,969</u>	<u>60,001</u>	<u>9.4%</u>	<u>2,929,806</u>	<u>2,763,625</u>	<u>2,738,083</u>	<u>(25,543)</u>	<u>-0.9%</u>		
Expense											
357,371	465,445	449,279	16,166	3.5%	1,432,430	1,472,623	1,440,232	32,391	2.2%		
67,857	197,276	89,665	107,611	54.5%	556,083	781,302	630,086	151,216	19.4%		
(67,857)	(197,276)	(89,665)	(107,611)	54.5%	(556,083)	(781,302)	(630,086)	(151,216)	19.4%		
Assets											
83,494	78,031	74,436	3,595	4.6%	261,834	290,529	277,603	12,926	4.4%		
10,730	12,474	12,058	415	3.3%	34,241	44,271	35,841	8,431	19.0%		
1,576	3,262	7,362	(4,100)	-125.7%	18,220	23,723	20,390	3,334	14.1%		
474	675	1,141	(466)	-69.0%	5,358	4,549	6,927	(2,378)	-52.3%		
875	1,235	0	1,235	100.0%	2,225	4,790	244	4,546	94.9%		
229	340	191	149	43.9%	412	1,290	657	633	49.1%		
11,988	12,166	2,675	9,491	78.0%	19,978	32,665	17,363	15,303	46.8%		
<u>274,367</u>	<u>280,044</u>	<u>278,781</u>	<u>1,263</u>	<u>0.5%</u>	<u>1,103,215</u>	<u>1,111,158</u>	<u>1,109,759</u>	<u>1,399</u>	<u>0.1%</u>		
<u>741,102</u>	<u>853,672</u>	<u>825,923</u>	<u>27,749</u>	<u>3.3%</u>	<u>2,877,913</u>	<u>2,985,598</u>	<u>2,909,014</u>	<u>76,584</u>	<u>2.6%</u>		
<u>12,395</u>	<u>(213,704)</u>	<u>(125,954)</u>	<u>87,750</u>	<u>41.1%</u>	<u>51,893</u>	<u>(221,974)</u>	<u>(170,931)</u>	<u>51,042</u>	<u>23.0%</u>		
Net Income											
0	0	0	0	0.0%	0	0	0	0	0.0%		
186,407	0	0	0	0.0%	186,407	0	0	0	0.0%		
<u>(174,012)</u>	<u>(213,704)</u>	<u>(125,954)</u>	<u>87,750</u>	<u>41.1%</u>	<u>(134,513)</u>	<u>(221,974)</u>	<u>(170,931)</u>	<u>51,042</u>	<u>23.0%</u>		
Capitalized Expenditures											
0	0	0	0	0.0%	0	128,000	44,374	83,626	65.3%		

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

Oct 13 Actual	October 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
580,696	566,759	556,810	(9,950)	-1.8%	15 FIN 303300	L.A. Superior Court Fees	2,496,556	2,436,639	2,279,437	(157,202)	-6.5%	Even though the FY 2015 Budget reflects a decrease in revenue as compared to FY 2014, October YTD revenue has decreased 6.5% compared to the FY 2015 Budget.
Interest:												
865	750	817	67	8.9%	15 FIN 311000	Interest - LAIF	865	750	817	67	8.9%	
4,020	1,029	1,229	200	19.5%	15 FIN 312000	Interest - General Fund	15,051	4,117	4,657	540	13.1%	
158	146	180	34	23.0%	15 FIN 313000	Interest - Deposit Fund	567	585	720	135	23.0%	
0	0	27,139	27,139	0.0%	15 FIN 313100	Interest - CalPERS CERBT	0	32,500	(20,334)	(52,834)	-162.6%	Improved over Sept 2014 YTD. Long term prospects remain as budgeted.
0	0	42	42	0.0%	15 FIN 313200	Interest - Bonds	0	0	151	151	0.0%	
5,042	1,925	29,407	27,481	1427.3%		Subtotal	16,483	37,952	(13,990)	(51,942)	-136.9%	
0	0	14,472	14,472	0.0%	15 FIN 321000	Unrealized Invest. Gain/Loss UBS (Zero Coupon Treasury)	0	0	11,452	11,452	0.0%	Unrealized gain from bond investment. Value at maturity is fixed.
Parking:												
90,061	43,750	64,187	20,437	46.7%	39 FAC 330100	Parking	244,915	175,000	233,524	58,524	33.4%	Highest revenue from event and daily parking to date.
0	417	0	(417)	-100.0%	39 FAC 330105	Valet Parking	0	1,667	0	(1,667)	-100.0%	Event parking included in general parking revenue.
90,061	44,167	64,187	20,020	45.3%		Subtotal	244,915	176,667	233,524	56,858	32.2%	
Library Services:												
49	0	65	65	0.0%	27 CIRC 330150	Annual Borrowing Fee	2,828	0	1,430	1,430	0.0%	Estimated revenue is expected to be \$1,800 for the year.
8,645	8,500	13,010	4,510	53.1%	25 P&P 330140	Annual Members Fee	32,730	34,000	38,895	4,895	14.4%	11 renewals switched to Gold level from lower levels.
1,001	1,050	1,249	199	19.0%	23 R&R 330340	Course Registration	3,170	8,100	8,504	404	5.0%	
5,098	5,000	4,342	(658)	-13.2%	27 CIRC 330129	Copy Center	22,611	20,000	21,182	1,182	5.9%	Anticipate being close to budget for year-end.
3,415	2,100	1,390	(710)	-33.8%	27 CIRC 330205	Document Delivery	10,684	8,400	7,211	(1,189)	-14.2%	Less usage than anticipated.
4,220	3,750	692	(3,058)	-81.6%	27 CIRC 330210	Fines	20,465	15,000	10,689	(4,311)	-28.7%	Timing.
51,730	300	2,925	2,625	875.0%	15 FIN 330310	Miscellaneous	67,205	1,200	29,994	28,794	2399.5%	\$14,398 from CalPERS in Medicare Retirees Subsidy Funds for Medicare Part D.
1,243	2,750	25	(2,725)	-99.1%	39 FAC 330330	Room Rental	2,594	11,000	9,220	(1,780)	-16.2%	\$10,000 additional should post and be offset by Room Rental Expense.
1,493	250	0	(250)	-100.0%	27 CIRC 330350	Book Replacement	3,258	1,000	738	(262)	-26.2%	Timing.
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	0	0	85,000	85,000	0.0%	Timing. Annual budget is \$120,000.
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
(439)	333	395	62	18.5%	39 FAC 330450	Vending	959	1,333	1,722	389	29.2%	Greater usage than anticipated.
1,243	3,083	11,000	7,917	256.8%	39 FAC 330465	Special Events Income	5,348	12,335	13,075	740	6.0%	Timing.
77,697	27,116	35,093	7,977	29.4%		Subtotal	171,852	112,368	227,660	115,292	102.6%	
753,497	639,968	699,969	45,529	7.1%		Total Income	2,929,806	2,763,625	2,738,083	(25,543)	-0.9%	
Expenses:												
Staff:												
204,613	296,828	291,218	5,610	1.9%	ALL 501000	Salaries (benefits eligible)	811,729	883,204	866,127	17,077	1.9%	Favorable variance is reduced by Vacancy Offsets and increases Temporary Employment.
0	(5,937)	0	(5,937)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(17,664)	0	(17,664)	100.0%	Actual reductions due to vacancies included in Salaries (Benefits Eligible).
21,823	36,448	27,638	8,810	24.2%	ALL 501050	Salaries (benefits ineligible)	92,064	109,345	90,449	18,896	17.3%	Favorable variance is reduced by Vacancy Offsets and increases Temporary Employment.
0	(481)	0	(481)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(1,443)	0	(1,443)	100.0%	Actual reductions due to vacancies included in Salaries (Benefits Ineligible).
12,464	20,663	17,765	2,898	14.0%	15 FIN 502000	Social Security	51,571	61,538	56,236	5,302	8.6%	Due to vacancies.
3,112	4,833	4,472	361	7.5%	15 FIN 503000	Medicare	12,418	14,392	13,603	788	5.5%	Due to vacancies.
23,105	32,569	32,352	217	0.7%	15 FIN 511000	Retirement	92,039	97,708	97,143	564	0.6%	
47,096	42,249	37,113	5,137	12.2%	15 FIN 512000	Health Insurance	188,363	168,997	154,944	14,053	8.3%	Due to vacancies.
426	381	427	(46)	-12.0%	15 FIN 513000	Disability Insurance	1,584	1,451	1,707	(256)	-17.6%	Timing.
5,249	6,173	4,521	1,652	26.8%	15 FIN 514000	Dental Insurance	20,654	23,919	21,600	2,319	9.7%	Due to vacancies.
744	861	469	393	45.6%	15 FIN 514500	Vision Insurance	2,966	3,318	2,523	795	24.0%	Due to vacancies.
147	182	(20)	202	110.8%	15 FIN 515000	Life Insurance	425	467	312	155	33.2%	Due to vacancies.
0	(2,158)	0	(2,158)	100.0%	15 FIN 515500	Vacancy Benefits Offset	0	(7,436)	0	(7,436)	100.0%	Actual reduction due to vacancies is reflected in benefits.
8,779	6,982	6,982	0	0.0%	15 FIN 516000	Workers Compensation Insurance	35,118	27,928	27,926	2	0.0%	
0	0	(19)	19	0.0%	15 FIN 517000	Unemployment Insurance	3,836	0	(19)	19	0.0%	
0	200	1,280	(1,080)	-540.0%	ALL 514010	Temporary Employment	0	4,300	7,563	(3,263)	-75.9%	Temporary assistance due to long-term disability. Offset in Salaries (Benefits Eligible).
0	0	395	(395)	0.0%	13 HR 514015	Recruitment	2,198	0	484	(484)	0.0%	Recruitment for IT Manager
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	

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

Oct 13 Actual	October 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
27,083	23,150	23,150	0	0.0%	15 FIN 518500	OPEB Expense	108,333	92,600	92,600	0	0.0%	
703	1,250	564	686	54.9%	15 FIN 518550	TMP	2,813	5,000	2,815	2,185	43.7%	Budgeted for anticipated increase in train usage.
2,026	1,250	972	278	22.3%	15 FIN 518560	Payroll and Benefit Administration	6,320	5,000	4,219	781	15.6%	Timing.
357,371	465,445	449,279	16,166	3.5%		Total - Staff	1,432,430	1,472,623	1,440,232	32,391	2.2%	
						Library Materials:						
27,616	138,089	67,594	70,494	51.0%	29 R&R 601999	American Continuations	367,084	552,353	475,423	76,930	13.9%	Timing.
6,405	6,186	1,155	5,031	81.3%	29 R&R 602999	American New Orders	27,308	23,929	13,591	10,338	43.2%	Careful selection of new materials.
900	3,902	664	3,238	83.0%	29 R&R 609199	Branch Continuations	4,615	15,607	7,158	8,449	54.1%	Timing.
29	83	0	83	100.0%	29 R&R 609299	Branch New Orders	172	335	0	335	100.0%	Expansion of print collection is not planned.
12,480	22,986	6,210	16,775	73.0%	29 R&R 603999	Commonwealth Continuations	78,280	88,443	49,328	39,115	44.2%	Negotiated lower cost wih vendor.
0	144	0	144	100.0%	29 R&R 604999	Commonwealth New Orders	0	580	87	493	85.0%	Careful selection of new materials ; high cost of items in this category.
9,848	13,908	5,184	8,724	62.7%	29 R&R 605999	Foreign Continuations	33,748	52,133	41,573	10,560	20.3%	Timing.
755	1,237	177	1,060	85.7%	29 R&R 606999	Foreign New Orders	3,761	4,950	788	4,162	84.1%	Careful selection of new materials.
8,297	7,849	8,261	(412)	-5.2%	29 R&R 607999	International Continuations	33,520	31,396	35,977	(4,582)	-14.6%	Timing.
559	412	0	412	100.0%	29 R&R 608999	International New Orders	2,463	1,653	2,034	(381)	-23.0%	Focus on selecting new materials in this category.
527	2,316	342	1,974	85.2%	29 R&R 609399	General/Librarianship Continuations	4,364	9,264	3,968	5,295	57.2%	Timing.
441	165	78	87	52.9%	29 R&R 609499	General/Librarianship New Orders	767	660	158	502	76.0%	Careful selection of new materials.
67,857	197,276	89,665	107,611	54.5%		Subtotal	556,083	781,302	630,086	151,216	19.4%	
(67,857)	(197,276)	(89,665)	(107,611)	54.5%	15 FIN 690000	Library Materials Transferred to Assets	(556,083)	(781,302)	(630,086)	(151,216)	19.4%	
0	0	0	0	0.0%		Balance	0	0	0	0	0.0%	
						Facilities:						
5,089	2,889	880	2,009	69.5%	39 FAC 801005	Repair & Maintenance	12,843	11,556	12,996	(1,440)	-12.5%	Members Study Door Repair. Restroom Emergency repair.
1,965	2,000	3,023	(1,023)	-51.1%	39 FAC 801010	Building Services	6,159	8,000	6,607	1,393	17.4%	Timing.
2,164	1,292	2,022	(730)	-56.5%	39 FAC 801015	Cleaning Supplies	3,656	5,168	6,079	(911)	-17.6%	Timing.
11,816	11,000	10,382	618	5.6%	39 FAC 801020	Electricity & Water	33,758	44,000	45,025	(1,025)	-2.3%	Higher than planned.
1,247	1,250	920	330	26.4%	39 FAC 801025	Elevator Maintenance	4,987	5,000	6,265	(1,265)	-25.3%	Prior month's unexpected repairs.
3,526	2,375	6,930	(4,555)	-191.8%	39 FAC 801030	Heating & Cooling	11,352	9,500	14,354	(4,854)	-51.1%	Timing: Sept. & October chilled H2O Invoices paid this month.
20,784	22,862	21,071	1,791	7.8%	15 FIN 801035	Insurance	83,135	91,450	84,284	7,166	7.8%	Projected 10% increase over FY 2014 forecast per broker. Actual cost is 1.7% below FY 2014 forecast.
8,421	8,755	8,829	(74)	-0.8%	39 FAC 801040	Janitorial Services	33,686	35,020	35,447	(427)	-1.2%	
2,100	1,200	1,050	150	12.5%	39 FAC 801045	Landscaping	4,200	4,800	4,200	600	12.5%	Timing.
18,815	13,500	14,357	(857)	-6.3%	39 FAC 801050	Security	55,353	54,000	40,175	13,825	25.6%	Timing.
234	1,300	600	700	53.8%	39 FAC 801060	Room Rental Expenses	1,556	5,200	13,473	(8,273)	-159.1%	Offset by \$10,000 receivable to be recorded in Room Rental Revenue.
6,450	8,100	3,478	4,622	57.1%	39 FAC 801065	Special Events Expenses	6,917	10,959	4,425	6,534	59.6%	Timing.
19	160	0	160	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	19	640	419	221	34.6%	Timing.
0	300	0	300	100.0%	39 FAC 801110	Equipment (<3K)	1,600	1,200	276	924	77.0%	Timing.
0	375	0	375	100.0%	39 FAC 801115	Building Alterations (<3K)	0	1,500	0	1,500	100.0%	Timing.
516	325	620	(295)	-90.7%	39 FAC 801120	Delivery & Postage	1,376	1,300	1,639	(339)	-26.1%	Timing.
348	348	274	74	21.3%	39 FAC 801125	Kitchen supplies	1,237	1,236	1,941	(705)	-57.0%	Timing. Partially offset by vending revenue
83,494	78,031	74,436	3,595	4.6%		Subtotal	261,834	290,529	277,603	12,926	4.4%	
						Technology:						
4,428	1,093	1,089	4	0.3%	33 TECH 801210	Software Maintenance	10,820	4,372	4,325	47	1.1%	
0	1,191	1,030	160	13.5%	33 TECH 801212	Hardware Maintenance	0	4,763	3,507	1,256	26.4%	Timing.
0	1,500	144	1,356	90.4%	33 TECH 801215	Software (<\$3k)	693	7,550	144	7,406	98.1%	Timing.
0	1,000	1,064	(64)	-6.4%	33 TECH 801220	Hardware (<\$3k)	0	2,000	1,826	174	8.7%	Timing.
68	0	0	0	0.0%	33 TECH 801225	Computer Supplies	68	400	0	400	100.0%	Timing.
3,560	3,750	3,702	48	1.3%	33 TECH 801230	Integrated Library System	14,238	15,000	14,808	192	1.3%	
2,640	2,640	2,530	110	4.2%	33 TECH 801235	Telecommunications	8,386	8,387	9,876	(1,489)	-17.8%	Timing.
35	300	0	300	100.0%	33 TECH 801245	Tech & Data - Misc	35	300	0	300	100.0%	Timing.
0	1,000	2,499	(1,499)	-149.9%	33 TECH 801250	Services	0	1,500	1,355	145	9.7%	Timing.
10,730	12,474	12,058	415	3.3%		Subtotal	34,241	44,271	35,841	8,431	19.0%	
						General:						
539	539	454	86	15.9%	15 FIN 801310	Bank Charges	1,998	1,998	2,192	(194)	-9.7%	Timing.
0	725	656	69	9.5%	35 CMS 801315	Bibliographical Services	668	2,900	2,627	273	9.4%	OCLC policy change. Expect a favorable variance at year-end.
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
79	108	70	38	35.2%	17 EXEC 801325	Board Expense	305	3,433	1,719	1,715	49.9%	Timing.

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

Oct 13 Actual	October 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
104	75	324	(249)	-331.9%	37 COM 801330	Staff meals & events	710	750	656	94	12.5%	Timing.
30	32	3,029	(2,998)	-9517.2%	15 FIN 801335	Supplies - Office	5,313	5,580	5,888	(308)	-5.5%	Timing.
0	946	1,078	(132)	-13.9%	35 CMS 801337	Supplies - Library materials	2,742	2,255	1,637	618	27.4%	Timing. Supplies will be replenished as needed in later months.
112	125	0	125	100.0%	37 COM 801340	Stationery, business cards, etc.	227	500	175	325	65.0%	Current supply adequate.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
374	374	1,565	(1,191)	-318.3%	27 CIRC 801370	Copy Center Expense	5,834	5,834	3,282	2,552	43.7%	Timing.
338	338	110	228	67.3%	15 FIN 801375	General - Misc	423	423	206	217	51.2%	Timing.
0	0	21	(21)	0.0%	15 FIN 801390	Course Registration	0	0	1,917	(1,917)	0.0%	
0	0	54	(54)	0.0%	15 FIN 801395	Friends of Law Library	0	50	90	(40)	-79.7%	Timing.
1,576	3,262	7,362	(4,100)	-125.7%		Subtotal	18,220	23,723	20,390	3,334	14.1%	
						Professional Development:	0	0	0			
189	550	10	540	98.2%	ALL 803105	Travel	2,038	3,150	2,867	283	9.0%	Timing.
0	0	140	(140)	0.0%	ALL 803110	Meals	0	0	140	(140)	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
285	0	669	(669)	0.0%	ALL 803115	Membership dues	335	175	1,826	(1,651)	-943.5%	Timing.
0	125	58	67	53.6%	ALL 803120	Registration fees	2,985	1,224	1,830	(606)	-49.5%	Timing.
0	0	264	(264)	0.0%	ALL 803125	Educational materials	0	0	264	(264)	0.0%	
474	675	1,141	(466)	-69.0%		Subtotal	5,358	4,549	6,927	(2,378)	-52.3%	
						Communications & Marketing:						
0	200	0	200	100.0%	37 COM 803205	Services	0	850	0	850	100.0%	No external services are required at this time.
0	150	0	150	100.0%	37 COM 803210	Collateral materials	0	500	0	500	100.0%	Positive variance due to in-house printing
625	600	0	600	100.0%	37 COM 803215	Advertising	1,975	2,300	104	2,196	95.5%	Timing. Minimal external advertising opportunities at this time.
250	285	0	285	100.0%	37 COM 803220	Trade shows & Outreach	250	1,140	140	1,000	87.7%	No additional outreach is required at this time.
875	1,235	0	1,235	100.0%		Subtotal	2,225	4,790	244	4,546	94.9%	
						Travel & Entertainment						
20	0	0	0	0.0%	ALL 803305	Travel	40	0	12	(12)	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%	
209	340	191	149	43.9%	ALL 803320	Ground transportation & mileage reimb.	372	1,290	645	645	50.0%	Timing.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
229	340	191	149	43.9%		Subtotal	412	1,290	657	633	49.1%	
						Professional Services						
7,750	8,000	0	8,000	100.0%	15 FIN 804005	Accounting	15,500	16,000	8,000	8,000	50.0%	Timing. \$8,000 paid in December 2014.
0	3,333	2,675	658	19.7%	17 EXEC 804008	Consulting Services	0	13,332	9,363	3,970	29.8%	Timing.
4,238	833	0	833	100.0%	17 EXEC 804010	Legal	4,478	3,333	0	3,333	100.0%	Handled in-house.
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
11,988	12,166	2,675	9,491	78.0%		Subtotal	19,978	32,665	17,363	15,303	46.8%	
						Depreciation:						
242,706	250,728	249,087	1,641	0.7%	15 FIN 806105	Depreciation - Library Materials	975,839	993,148	988,810	4,337	0.4%	
31,661	29,315	29,694	(379)	-1.3%	15 FIN 806110	Depreciation Exp - FF&E	127,377	118,010	120,948	(2,938)	-2.5%	
274,367	280,044	278,781	1,263	0.5%		Subtotal	1,103,215	1,111,158	1,109,759	1,399	0.1%	
741,102	853,672	825,923	27,749	3.3%		Total Expense	2,877,913	2,985,598	2,909,014	76,584	2.6%	
12,395	(213,704)	(125,954)	87,750	41.1%		Net Income Before Extraordinary Items	51,893	(221,974)	(170,931)	51,042	23.0%	
						Extraordinary Items						
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
186,407	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	186,407	0	0	0	0.0%	
(174,012)	(213,704)	(125,954)	87,750	-41.1%		999500 Net Income Including Extraordinary Items	(134,513)	(221,974)	(170,931)	51,042	23.0%	
						Capital Expenditures:						
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	17,000	44,374	(27,374)	-161.0%	Timing. Scanner payment budgeted for December 2014.
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	11,000	0	11,000	100.0%	
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	40,000	0	40,000	100.0%	
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	55,000	0	55,000	100.0%	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	5,000	0	5,000	100.0%	
0	0	0	0	0.0%		Total - Capitalized Expenditures	0	128,000	44,374	83,626	65.3%	

Los Angeles Law Library
Statement of Cash Flows
As of October 31, 2014
(Provisional and subject to year-end audit adjustments)

	9/30/2014	10/31/2014	YTD
Cash flows from operating activities			
LA Superior court fees	561,745	556,810	2,279,437
Parking fees	57,773	64,187	233,524
Library services	35,546	35,093	142,660
(Increase) decrease in accounts receivable	(19,114)	72,082	60,066
Increase (decrease) in borrowers' deposit	3,552	1,252	7,365
Cash received from filing fees and services	639,502	729,425	2,723,052
Facilities	(71,655)	(74,436)	(277,603)
Technology	(7,139)	(12,058)	(35,841)
General	(3,413)	(7,362)	(20,390)
Professional development	(855)	(1,141)	(6,927)
Communications & marketing	(140)	-	(244)
Travel & entertainment	(145)	(191)	(657)
Professional services	(10,675)	(2,675)	(17,363)
(Increase) decrease in prepaid expenses	69,542	9,795	(112,512)
Increase (decrease) in accounts payable	(7,728)	(20,895)	(187,423)
Increase (decrease) in other liabilities	769	(429)	(625)
Cash payments to suppliers for goods and services	(31,437)	(109,392)	(659,584)
Staff	(332,649)	(449,279)	(1,440,232)
Increase (decrease) in payroll liabilities	892	1,847	3,638
Increase (decrease) in accrued sick and vacation liability	(7,950)	(8,436)	(37,535)
Increase (decrease) in OPEB liability	23,150	23,150	92,600
Cash payments to employees for services	(316,557)	(432,718)	(1,381,529)
Contributions received	-	-	85,000
Net cash from operating activities	291,508	187,315	766,940
Cash flow from capital and related financing activities			
Library materials	(161,272)	(89,665)	(630,086)
Fixed assets	(40,755)	-	(44,374)
Capital - Work in Progress (WIP)	-	-	-
Cash flows from investing activities			
Investment earnings	1,331	2,226	6,193
Net cash increase (decrease) in cash and cash equivalents	90,812	99,876	98,673
Cash and cash equivalents, at beginning of period	3,744,439	3,835,251	15,217,027
Cash and cash equivalents, at end of period	3,835,251	3,935,126	15,315,700
Reconciliation of Operating Income to Net Cash from Operating Activities			
Operating income	(49,780)	(169,833)	(168,393)
Adjustments for noncash effects:			
Depreciation	278,174	278,781	1,109,759
Extraordinary expense: book write-off			
Changes in operating assets and liabilities:			
(Increase) decrease in accounts receivable	(19,114)	72,082	60,066
(Increase) decrease in prepaid expenses	69,542	9,795	(112,512)
Increase (decrease) in accounts payable	(7,728)	(20,895)	(187,423)
Increase (decrease) in other liabilities	769	(429)	(625)
Increase (decrease) in payroll liabilities	892	1,847	3,638
Increase (decrease) in accrued sick and vacation liability	(7,950)	(8,436)	(37,535)
Increase (decrease) in borrowers' deposit	3,552	1,252	7,365
Increase (decrease) in OPEB liability	23,150	23,150	92,600
Net cash from operating activities	291,508	187,315	766,940

MEMORANDUM

DATE: December 16, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of 2015 Holiday Schedule

Each year, the Library observes 13 federal and state holidays during the year. If one of the holidays falls on Saturday, it is observed on the preceding Friday. If one of the holidays falls on Sunday, it is observed on the following Monday.

Attached you will find the proposed 2015 holiday schedule.

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln Day or Columbus Day, or both. However, the Library prefers to align its holiday schedule with the courts in order to provide service while the courts are open and is therefore not recommending any “in lieu” days in 2015.

NOTE: Native American Day was recently – and it is believed, unintentionally -- added as a court holiday by the Legislature. It is anticipated that prior to the holiday the Legislature will clarify that Native American Day, while an important observation, is not a court holiday. Accordingly, the Law Library does not anticipate closing on that day.

RECOMMENDATION

Staff recommends the Board approved the attached 2015 holiday schedule.



ATTACHMENT

2015 HOLIDAY SCHEDULE

Thursday	January 1, 2015	New Year's Day
Monday	January 19, 2015	Martin Luther King, Jr. Birthday
Thursday	February 12, 2015	Lincoln Day
Monday	February 16, 2015	Presidents' Day
Tuesday	March 31, 2015	Cesar Chavez Day
Monday	May 25, 2015	Memorial Day
Friday	July 3, 2015	Independence Day
Monday	September 7, 2015	Labor Day
Monday	October 12, 2015	Columbus Day
Wednesday	November 11, 2015	Veterans Day
Thursday	November 26, 2015	Thanksgiving Day
Friday	November 27, 2015	Day after Thanksgiving
Friday	December 25, 2015	Christmas Day
Friday	January 1, 2016	New Year's Day (2016)



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Voyager / Navision Upgrade Report
- 4.2 2015 Board of Trustee Meeting Schedule

MEMORANDUM

DATE: December 16, 2014

TO: Board of Law Library Trustees

FROM: Meiling Li, Director of Collection Management Services
John Kohl, Finance Director

VIA: Sandra Levin, Executive Director

RE: Upgrade of ILS & Accounting Systems

This agenda item is informational only. The Law Library is planning to upgrade both its integrated library system (ILS) and its accounting systems. These two upgrade projects are being planned in tandem. This staff report and the presentation at the meeting are intended to familiarize the Board with the goals and the process in advance of the projects.

The ILS (Voyager) and the Accounting System (Navision) must be replaced because they have already exceeded their expected life and future vendor support will be difficult (if not impossible) to obtain. The upgrade will also allow the Law Library to convert to newer, more efficient and effective systems that will provide better information in more timely fashion with less manual effort.

ILS: Voyager integrates staff activities for daily library operation ranging from acquisitions and cataloging to circulation. Staff uses Voyager to maintain records to order, receive, pay for and process library materials. Library users access Voyager to search the online library catalog, request and/or check out materials. Voyager was implemented at the library approximately 20 years ago.

Accounting: Navision is used to record the Library's financial transactions; it was implemented in 2000. Data exchange between Voyager and Navision includes vendor invoices for Accounts Payables, and patron fines and fees for Accounts Receivables. For efficiency it is imperative to have an automated process to facilitate transmitting data from the ILS to the accounting system. The planning process of upgrading the two systems will take place concurrently, to ensure the specifications meet our requirements.

Staffing: Meiling Li and John Kohl will be forming teams to conduct needs assessments and determine the requirements of the new systems. Other staff members will be asked to participate due to their knowledge of the current systems, including functionality and deficiencies.



Meiling and John will be collaborating through the systems upgrade process to coordinate the implementation and integration of the two systems. Due to the time and staff requirements involved with the projects, other projects may be given lower priority.

Future Decisions: The Board of Trustees will be involved in the approval process at three specific milestones including:

- RFP approval;
- Vendor(s) selection; and
- Vendor contract approval.

Conclusion: During the presentation, staff will discuss the expectations and process, as well as some of the challenges anticipated. No action is requested at this time, however the Board is invited to ask questions and discuss issues as time and interest permits.



MEMORANDUM

DATE: December 16, 2014
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Board Meeting Dates & Schedule for 2015

BACKGROUND

At its November Meeting, the Board discussed the proposed meeting schedule for 2015 and a request was made to consider changing the Board Meeting dates. Historically, the Board Meetings have been held on the fourth Tuesday of each month with exceptions in November and December where the meetings were held on the third Tuesday to avoid holiday scheduling conflicts. Staff was directed to bring back the meeting schedule as a discussion item for the current meeting.

The first table below depicts what the meeting dates would be for 2015 should the Board decide to continue to meet on the fourth Tuesday:

FOURTH TUESDAY, 2015 DATES (HISTORICAL)	
January 27	July 28
February 24	August 25
March 24	September 22
April 28	October 27
May 26	*November 17
June 23	*December 15

*Exceptions to avoid conflict with holiday schedules.

Per the Board’s request, and based upon the suggestion of the Board President, Staff presents a possible alternative schedule (below) where the Board would meet primarily on the fourth Wednesday of each month. There would be 4 exceptions. In January (to accommodate a preexisting event in the Training Center), in September (to avoid a meeting on Yom Kippur) and in November and December (to accommodate the holiday weeks), the Board would meet on the third Wednesday. The table below depicts what the meeting dates would be for 2015 should the Board decide to change the meeting dates to Wednesdays:



FOURTH WEDNESDAY, 2015 DATES (REVISED)	
*January 21	July 22
February 25	August 26
March 25	*September 16
April 22	October 28
May 27	*November 18
June 24	*December 16

*Exceptions to avoid conflicts.

For planning purposes, the attachment identifies topics to be discussed at Board meetings throughout 2015. Both the topics and the assigned months are tentative, but staff wanted to apprise the Board as to the status of our efforts to organize and plan upcoming agenda items. Staff will, of course, work with the Board President on specific scheduling as the year progresses.

RECOMMENDATION

Staff recommends the Board discuss and approve a 2015 Board Meeting Schedule.



ATTACHMENT

DATE	TENTATIVE TOPIC
January 27	Position Descriptions Update Quarterly Strategic Plan Update Closed Session: MOU Discussions Solar Panel Review
February 24	Mid-Year Budget Review SEIU MOU Negotiations Landscaper Review
March 24	Friends BoD Appointments Workers Comp Insurance
April 28	Fiscal Quarterly Statistics Update Outside Auditor RFP Business Package and D&O Insurance SEIU MOU Approval
May 26	
June 23	Law Week After-Report Budget, FY 2015 – 2016 Insurance Renewal –LTD, Life, Dental, Vision Update to Employee Handbook & Personnel Policies Manual
July 28	Quarterly Strategic Plan Update Position Descriptions Update Fiscal Year-end Statistics
August 25	
September 22	Annual Report to the Board of Supervisors FY2015-16 Budget Review
October 27	Quarterly Strategic Plan Update Fiscal Quarterly Statistics Update FY 2014-15 Audit Health Resolution Amendment
*November 17	2016 Board Meeting Dates / Schedule Pro Bono Week After-Report
*December 15	Executive Director Performance Evaluation



AGENDA ITEM 7

CLOSED SESSION

- 7.1 Personnel (G.C. 54957). Public Employee Performance Evaluation. Title: Executive Director.