

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, April 22, 2015*

*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 25, 2015, Regular Board Meeting.
- 3.2 Review of February 2015 Financials & March 2015 List of Checks and Warrants.
- 3.3 Review of Fiscal Year 2015 Statistics – Quarter 3.
- 3.4 Confirmation of Continuing Need to Undertake Emergency Repair of Security Gate to Staff Parking Area

**4.0 CLOSED SESSION**

- 4.1 Conference with Labor Negotiator (G.C. 54957.6).  
*Library Negotiators:* Sandra J. Levin and Jaye Steinbrick;  
*Employee Organization:* SEIU Local 721.

**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**

Law Week Announcement

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 27, 2015.

POSTED FRIDAY, APRIL 17, 2015 @ 2:00 P.M.

POSTED BY EUSTORGIO BARAJAS



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 25, 2015, Regular Board Meeting.
- 3.2 Review of February 2015 Financials & March 2015 List of Checks and Warrants.
- 3.3 Review of Fiscal Year 2015 Statistics – Quarter 3.
- 3.4 Confirmation of Continuing Need to Undertake Emergency Repair of Security Gate to Staff Parking Area

**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 25, 2015**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 25, 2015 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 Reva Goetz  
Judge Ann I. Jones  
Judge Dennis Landin  
Susan Steinhauser, Esquire

**Trustees Absent:**

Judge Mark Juhas  
Kenneth Klein, Esquire

**Senior Staff Present:**

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

**Also Present:**

Marcelino Juarez, Finance Manager

President Jones determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

At this time, there were no requests for Public Comment. There was one late request following the President's Report.

## **2.0 PRESIDENT'S REPORT**

President Jones briefly announced to the Board and members of the public, a reminder of the Law Library Friends Gala being held on Wednesday, April 8, 2015.

*At this time, President Jones accepted a late request to speak from Mr. Paradise.*

## **1.0 PUBLIC COMMENT**

During the five (5) minutes allocated, Mr. Lee Paradise commented on Agenda Item 4.1 in addition to making comments in objection of the Library's business practices, specifically pointing out the upcoming union negotiations, and operating procedures. Mr. Lee Paradise also commented in opposition of Agenda Item 5.1 being approved.

*Trustee Court joined the meeting during Public Comment at 12:19 p.m.*

## **3.0 CONSENT CALENDAR**

3.1 Approval of Minutes of the February 27, 2015, Special Board Meeting.

3.2 Review of January 2015 Financials & February 2015 List of Checks and Warrants.

President Jones requested a motion to approve the Consent Calendar, so moved by Trustee Steinhauser, seconded by Trustee Landin, the motion was unanimously approved, 5-0.

*Per the President's prerogative, Agenda Item 5.0, Discussion Items, was moved up at this time.*

## **5.0 DISCUSSION ITEM**

5.1 Award Bid for Elevator Modification Project and Declaration of CEQA Exemption.

Staff recommended that the Board:

1. Award the bid to Liftech Elevator Services to complete the modernization of the Law Library's four elevators including a one-year maintenance term with an option to extend the term for an additional two years in the amount of \$326,433;
2. Extend the contract with HKA Elevator Services for an additional \$12,000.00 to assist staff throughout the duration of the project;
3. Find and declare that the proposed scope of work is not a "project" as defined under CEQA and is in any event exempt pursuant to Categorical Exemption, Class 1: Existing Facilities; and
4. Authorize the Executive Director to execute all necessary agreements and documents.

ED Levin provided the Board with additional clarification with regard to contingencies. ED Levin noted that her administrative authority would be used to

approve any change orders up to the 10% contingency. The Board asked questions and engaged in a brief discussion.

Following discussion, President Jones requested a motion to:

1. Award the bid to Liftech Elevator Services to complete the modernization of the Law Library's four elevators including a one-year maintenance term with an option to extend the term for an additional two years in the amount of \$326,433;
2. Extend the contract with HKA Elevator Services for an additional \$12,000.00 to assist staff throughout the duration of the project;
3. Find and declare that the proposed scope of work is not a "project" as defined under CEQA and is in any event exempt pursuant to Categorical Exemption, Class 1: Existing Facilities; and
4. Authorize the Executive Director to execute all necessary agreements and documents.

So moved by Trustee Landin, seconded by Trustee Goetz, the motion was unanimously approved, 5-0.

## 5.2 Determination of Need to Undertake Emergency Repair of Security Gate to Staff Parking Area.

Staff recommended that the Board determine by a four-fifths vote 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 security gate that controls access to the Staff parking area.

ED Levin presented the Board with a brief summary and review of the need for an emergency repair, including the costs and potential issues that might arise during the repair. President Jones inquired of the Board regarding the staff recommendation and noted that she and other Board members were familiar with the location of the gate and staff parking.

Following discussion, President Jones requested a motion to approve the staff recommendation 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 security gate that controls access to the Staff parking area.

So moved by Trustee Steinhauser, seconded by Trustee Goetz, the motion was unanimously approved, 5-0.

## 5.3 Announcement of Law Week Updates.

ED Levin referenced a flyer that was included as part of the Board Materials, highlighting the several MCLE and public programs. The Board asked questions and engaged in discussion, no action was taken.

*President Jones announced at 12:32 p.m. that the Board would move into Closed Session, Agenda Item 4.1, and requested that all members of the public and staff vacate the room.*

**4.0 CLOSED SESSION**

- 4.1 Conference with Labor Negotiator (G.C. 54957.6)  
Library Negotiators: Sandra J. Levin and Jaye Steinbrick;  
Employee Organization: SEIU Local 721.

The Board reconvened Open Session at 12:58 p.m.; President Jones reported that the meeting with the Library Negotiators occurred.

**6.0 AGENDA BUILDING**

There were no items for Agenda Building.

**7.0 EXECUTIVE DIRECTORS REPORT**

ED Levin reiterated highlights of the Law Week Update and noted that another Financial Planning Committee meeting would be taking place in the near future.

**8.0 ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 12:59 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 22, 2015.

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

# Los Angeles Law Library

## Balance Sheet

As of February 28, 2015

(Provisional and subject to year-end audit adjustments)

	6/30/2014	2/28/2015	Change
<b>Assets</b>			
Current Assets			
Cash and cash equivalents	3,533,474	3,437,218	(96,256)
Accounts receivable	1,495,768	1,403,743	(92,025)
Prepaid expenses	164,660	175,590	10,931
Total current assets	5,193,902	5,016,552	(177,350)
Investments			
CalPERS CERBT Trust Fund	2,040,647	2,074,050	33,403
UBS Zero Coupon Treasury Fund	3,997,438	4,028,389	30,950
Total Investments	6,038,085	6,102,439	64,354
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	22,859,656	(240,873)
Total assets	<b>35,218,929</b>	<b>34,865,059</b>	<b>(353,870)</b>
<b>Liabilities and Net Assets</b>			
Current Liabilities			
Accounts payable	311,176	243,378	(67,798)
Other liabilities	-	(647)	(647)
Payroll liabilities	12,894	11,364	(1,530)
Total current liabilities	324,070	254,095	(69,975)
Accrued sick and vacation liability	381,734	293,786	(87,948)
Borrowers' deposit	302,006	316,618	14,612
OPEB obligation	1,799,622	1,984,822	185,200
Total liabilities	<b>2,807,432</b>	<b>2,849,322</b>	41,889
Net assets			
Invested in capital assets, net of related debt	23,683,962	22,859,656	(824,306)
Unrestricted	8,727,535	9,156,081	428,547
Total net assets	<b>32,411,497</b>	<b>32,015,738</b>	<b>(395,759)</b>
Total liabilities and net assets	<b>35,218,929</b>	<b>34,865,059</b>	<b>(353,870)</b>

**Los Angeles Law Library**

Income Statement for the Period Ended February 28, 2015

(Provisional and subject to year-end audit adjustments)

Feb 14 Actual	February 2015				FY 2013-14 YTD	FY 2014-15 YTD				Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
<b>Summary:</b>											
<b>Income</b>											
581,968	568,001	508,708	(59,294)	-10.4%	L.A. Superior Court Fees	4,794,174	4,679,114	4,401,862	(277,252)	-5.9%	
4,522	1,175	34,296	33,121	2817.8%	Interest	33,995	75,903	46,620	(29,284)	-38.6%	
0	0	(11,809)	(11,809)	0.0%	UBS (Zero Coupon Treasury)	0	0	30,553	30,553	0.0%	
43,750	44,167	49,758	5,591	12.7%	Parking	425,827	353,333	432,969	79,635	22.5%	
28,409	28,416	33,346	4,929	17.3%	Library Services	436,715	354,485	334,946	(19,539)	-5.5%	
658,650	641,760	614,299	(27,461)	-4.3%	Total Income	5,690,711	5,462,835	5,246,950	(215,885)	-4.0%	
<b>Expense</b>											
340,880	337,164	324,035	13,129	3.9%	Staff	2,908,527	2,780,856	2,704,414	76,443	2.7%	
494,758	197,276	128,137	69,139	35.0%	Library Materials	1,888,404	2,057,449	1,924,017	133,432	6.5%	
(494,758)	(197,276)	(128,137)	(69,139)	35.0%	Library Materials Transferred to Assets	(1,888,404)	(2,057,449)	(1,924,017)	(133,432)	6.5%	
67,633	71,401	71,114	287	0.4%	Facilities	541,808	574,785	557,475	17,310	3.0%	
9,768	9,603	8,329	1,274	13.3%	Technology	70,084	86,665	71,451	15,214	17.6%	
4,974	5,102	6,027	(924)	-18.1%	General	82,885	52,346	47,071	5,274	10.1%	
115	300	493	(193)	-64.2%	Professional Development	13,317	11,519	15,083	(3,564)	-30.9%	
2,302	785	407	378	48.2%	Communications & Marketing	5,502	8,330	650	7,680	92.2%	
107	340	104	236	69.5%	Travel & Entertainment	1,105	2,485	1,221	1,264	50.9%	
4,638	4,166	1,188	2,979	71.5%	Professional Services	37,867	49,331	36,081	13,249	26.9%	
263,344	272,044	270,061	1,983	0.7%	Depreciation	2,179,841	2,224,845	2,209,264	15,582	0.7%	
693,760	700,905	681,755	19,150	2.7%	Total Expenses	5,840,935	5,791,162	5,642,708	148,453	2.6%	
(35,111)	(59,145)	(67,456)	(8,311)	-14.1%	<b>Net Income</b>	<b>(150,224)</b>	<b>(328,327)</b>	<b>(395,759)</b>	<b>(67,431)</b>	<b>-20.5%</b>	
0	0	0	0	0.0%	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	Extraordinary Expense	186,407	0	0	0	0.0%	
(35,111)	(59,145)	(67,456)	(8,311)	-14.1%	Net Income Including Extraordinary Items	(336,631)	(328,327)	(395,759)	(67,431)	-20.5%	
3,876	0	0	0	0.0%	<b>Capitalized Expenditures</b>	<b>3,876</b>	<b>180,000</b>	<b>44,374</b>	<b>135,626</b>	<b>75.3%</b>	

**Los Angeles Law Library**

Income Statement for the Period Ended February 28, 2015

(Provisional and subject to year-end audit adjustments)

Feb 14 Actual	February 2015				FY 2013-14 YTD	FY 2014-15 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
<b>Detailed Budget:</b>												
<b>Income:</b>												
581,968	568,001	508,708	(59,294)	-10.4%	15 FIN 303300	L.A. Superior Court Fees	4,794,174	4,679,114	4,401,862	(277,252)	-5.9%	Even though the FY 2015 Budget reflects a decrease in revenue as compared to FY 2014, YTD revenue has decreased even more.
Interest:												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	1,727	1,500	1,676	176	11.7%	
4,359	1,029	1,259	230	22.3%	15 FIN 312000	Interest - General Fund	31,099	8,233	9,736	1,503	18.3%	Greater than anticipated.
163	146	164	18	12.2%	15 FIN 313000	Interest - Deposit Fund	1,169	1,170	1,407	237	20.2%	
0	0	32,799	32,799	0.0%	15 FIN 313100	Interest - CalPERS CERBT	0	65,000	33,403	(31,597)	-48.6%	Increased compared to December 2014.
0	0	74	74	0.0%	15 FIN 313200	Interest - Bonds	0	0	397	397	0.0%	
4,522	1,175	34,296	33,121	2817.8%		Subtotal	33,995	75,903	46,620	(29,284)	-38.6%	
Unrealized Invest. Gain/Loss												
0	0	(11,809)	(11,809)	0.0%	15 FIN 321000	UBS (Zero Coupon Treasury)	0	0	30,553	30,553	0.0%	Unrealized gain from bond investment. Value at maturity is fixed.
Parking:												
43,750	43,750	49,758	6,008	13.7%	39 FAC 330100	Parking	425,827	350,000	432,969	82,969	23.7%	Positive effect of weekend and event parking.
0	417	0	(417)	-100.0%	39 FAC 330105	Valet Parking	0	3,333	0	(3,333)	-100.0%	Event parking included in general parking revenue.
43,750	44,167	49,758	5,591	12.7%		Subtotal	425,827	353,333	432,969	79,635	22.5%	
Library Services:												
98	0	33	33	0.0%	27 CIRC 330150	Annual Borrowing Fee	3,023	0	1,674	1,674	0.0%	
11,410	8,500	4,035	(4,465)	-52.5%	25 P&P 330140	Annual Members Fee	68,100	68,000	68,510	510	0.7%	
3,570	2,350	2,228	(122)	-5.2%	23 R&R 330340	Course Registration	15,975	16,250	19,349	3,099	19.1%	Increased number of classes compared to number budgeted.
5,241	5,000	4,479	(521)	-10.4%	27 CIRC 330129	Copy Center	43,484	40,000	41,179	1,179	2.9%	
1,847	2,100	2,455	355	16.9%	27 CIRC 330205	Document Delivery	19,060	16,800	14,871	(1,929)	-11.5%	Less usage than anticipated.
4,103	3,750	5,008	1,258	33.5%	27 CIRC 330210	Fines	31,616	30,000	25,008	(4,992)	-16.6%	Timing.
1,305	300	1,484	1,184	394.6%	15 FIN 330310	Miscellaneous	82,587	12,100	33,770	21,670	179.1%	Includes \$14,398 subsidy payment from CalPERS Medicare Part D program for retirees and \$9,060 dividend from State Fund.
263	2,750	4,150	1,400	50.9%	39 FAC 330330	Room Rental	21,244	22,000	27,937	5,937	27.0%	Room rental activity continues to grow. Offset with Room Rental Expense.
0	250	289	39	15.5%	27 CIRC 330350	Book Replacement	3,872	2,000	2,399	399	19.9%	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	135,000	120,000	85,000	(35,000)	-29.2%	Timing.
0	0	8,907	8,907	0.0%	25 P&P 330420	Grants	0	0	8,907	8,907	0.0%	
567	333	279	(55)	-16.4%	39 FAC 330450	Vending	2,399	2,667	2,768	102	3.8%	
6	3,083	0	(3,083)	-100.0%	39 FAC 330465	Special Events Income	10,354	24,668	3,575	(21,093)	-85.5%	Offset with Special Evnets Expense.
28,409	28,416	33,346	4,929	17.3%		Subtotal	436,715	354,485	334,946	(19,539)	-5.5%	
658,650	641,760	614,299	(15,652)	-2.4%		Total Income	5,690,711	5,462,834	5,246,950	(215,885)	-4.0%	
<b>Expenses:</b>												
Staff:												
186,219	195,458	193,468	1,991	1.0%	ALL 501000	Salaries (benefits eligible)	1,655,741	1,631,172	1,599,612	31,560	1.9%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.
0	(3,909)	0	(3,909)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(32,623)	0	(32,623)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Eligible).
29,307	24,299	18,229	6,070	25.0%	ALL 501050	Salaries (benefits ineligible)	202,646	206,541	161,177	45,364	22.0%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.
0	(321)	0	(321)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(2,726)	0	(2,726)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Ineligible).
12,569	13,625	12,561	1,064	7.8%	15 FIN 502000	Social Security	104,809	113,938	103,153	10,786	9.5%	Due to vacancies.
2,940	3,186	2,938	249	7.8%	15 FIN 503000	Medicare	25,938	26,647	25,283	1,364	5.1%	Due to vacancies.
21,036	21,713	21,282	431	2.0%	15 FIN 511000	Retirement	189,216	184,559	181,663	2,896	1.6%	
39,778	44,626	42,517	2,109	4.7%	15 FIN 512000	Health Insurance	352,727	342,747	320,803	21,944	6.4%	Due to vacancies.
427	382	437	(54)	-14.2%	15 FIN 513000	Disability Insurance	3,300	2,990	3,453	(464)	-15.5%	Timing.
5,310	6,173	5,349	824	13.4%	15 FIN 514000	Dental Insurance	40,204	48,611	40,363	8,248	17.0%	Due to vacancies.
734	851	640	210	24.7%	15 FIN 514500	Vision Insurance	5,701	6,510	5,035	1,475	22.7%	Due to vacancies.
57	60	116	(55)	-91.9%	15 FIN 515000	Life Insurance	786	873	777	96	11.0%	Due to vacancies.
0	(1,812)	0	(1,812)	100.0%	15 FIN 515500	Vacancy Benefits Offset	0	(14,538)	0	(14,538)	100.0%	Actual reduction due to vacancies is reflected in benefits.
8,779	6,982	0	6,982	100.0%	15 FIN 516000	Workers Compensation Insurance	77,517	55,856	46,355	9,501	17.0%	
3,344	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	10,069	0	(19)	19	0.0%	
0	200	1,228	(1,028)	-514.0%	ALL 514010	Temporary Employment	0	5,100	11,576	(6,476)	-127.0%	Temporary assistance due to long-term disability. Offset in Salaries (Benefit Eligible).
745	0	0	0	0.0%	13 HR 514015	Recruitment	2,982	0	484	(484)	0.0%	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	2	0	0	0	0.0%	

Los Angeles Law Library

Income Statement for the Period Ended February 28, 2015

(Provisional and subject to year-end audit adjustments)

Feb 14 Actual	February 2015				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	216,667	185,200	185,200	0	0.0%	
703	1,250	626	624	49.9%	15 FIN 518550	TMP	7,869	10,000	9,010	990	9.9%	
1,848	1,250	1,495	(245)	-19.6%	15 FIN 518560	Payroll and Benefit Administration	12,356	10,000	10,489	(489)	-4.9%	
340,880	337,164	324,035	13,129	3.9%		Total - Staff	2,908,527	2,780,856	2,704,414	76,443	2.7%	
						Library Materials:						
391,079	138,089	87,812	50,277	36.4%	23 R&R 601999	American Continuations	1,378,385	1,591,750	1,412,498	179,253	11.3%	Timing of payments and selected additional cancellations.
6,988	6,186	2,167	4,019	65.0%	23 R&R 602999	American New Orders	54,638	48,673	21,729	26,944	55.4%	Careful selection of new materials.
14,660	3,902	2,792	1,109	28.4%	23 R&R 609199	Branch Continuations	36,550	31,214	25,847	5,366	17.2%	Timing.
0	83	0	83	100.0%	23 R&R 609299	Branch New Orders	172	667	0	667	100.0%	Expansion of print collection is not planned.
36,228	22,986	6,972	16,014	69.7%	23 R&R 603999	Commonwealth Continuations	184,252	180,386	210,361	(29,975)	-16.6%	Timing.
0	144	0	144	100.0%	23 R&R 604999	Commonwealth New Orders	0	1,156	87	1,069	92.5%	Careful selection of new materials.
20,041	13,908	20,242	(6,334)	-45.5%	23 R&R 605999	Foreign Continuations	113,980	107,765	146,565	(38,800)	-36.0%	High cost of titles within this category
3,558	1,237	0	1,237	100.0%	23 R&R 606999	Foreign New Orders	9,035	9,898	1,056	8,842	89.3%	Careful selection of new materials.
20,189	7,849	7,298	551	7.0%	23 R&R 607999	International Continuations	87,351	62,791	83,825	(21,034)	-33.5%	High cost of titles within this category
664	412	10	402	97.6%	23 R&R 608999	International New Orders	4,743	3,301	2,323	978	29.6%	Careful selection of new materials.
1,239	2,316	845	1,471	63.5%	23 R&R 609399	General/Librarianship Continuations	18,170	18,527	19,542	(1,015)	-5.5%	Timing.
112	165	0	165	100.0%	23 R&R 609499	General/Librarianship New Orders	1,128	1,320	183	1,137	86.1%	Careful selection of new materials.
494,758	197,276	128,137	69,139	35.0%		Subtotal	1,888,404	2,057,449	1,924,017	133,432	6.5%	
(494,758)	(197,276)	(128,137)	(69,139)	35.0%	15 FIN 690000	Library Materials Transferred to Assets	(1,888,404)	(2,057,449)	(1,924,017)	(133,432)	6.5%	
0	0	0	0	0.0%		Balance	0	0	0	0	0.0%	
						Facilities:						
6,269	2,889	5,635	(2,746)	-95.1%	39 FAC 801005	Repair & Maintenance	27,749	23,112	21,971	1,141	4.9%	Timing.
3,185	2,000	4,286	(2,286)	-114.3%	39 FAC 801010	Building Services	15,805	16,000	13,168	2,832	17.7%	Timing.
1,519	1,292	0	1,292	100.0%	39 FAC 801015	Cleaning Supplies	8,255	10,336	8,945	1,391	13.5%	Discount negotiated with Supply Works (formerly Clean Source) effective February 2015.
7,473	11,000	8,789	2,211	20.1%	39 FAC 801020	Electricity & Water	74,535	88,000	81,313	6,687	7.6%	Timing.
1,267	1,250	966	284	22.7%	39 FAC 801025	Elevator Maintenance	10,014	10,000	9,991	9	0.1%	
2,625	2,375	1,211	1,164	49.0%	39 FAC 801030	Heating & Cooling	19,177	19,000	21,991	(2,991)	-15.7%	Unseasonably warmer temperatures.
20,808	22,888	21,071	1,817	7.9%	15 FIN 801035	Insurance	166,179	182,798	168,567	14,230	7.8%	Budgeted at 10% increase over FY 2014 actuals per broker. Actual cost is in line FY 2014 actuals.
8,421	8,755	8,674	81	0.9%	39 FAC 801040	Janitorial Services	67,371	70,040	70,143	(103)	-0.1%	
1,050	1,200	1,050	150	12.5%	39 FAC 801045	Landscaping	8,400	9,600	9,471	129	1.3%	
12,909	13,500	13,955	(455)	-3.4%	39 FAC 801050	Security	113,633	108,000	119,111	(11,111)	-10.3%	Timing.
504	1,300	4,900	(3,600)	-276.9%	39 FAC 801060	Room Rental Expenses	12,483	10,400	20,105	(9,705)	-93.3%	Offset by Room Rental Income.
117	953	181	772	81.0%	39 FAC 801065	Special Events Expenses	10,235	14,771	6,273	8,498	57.5%	Offset by Special Events Income.
0	160	0	160	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	30	1,280	598	682	53.3%	Timing.
96	300	179	121	40.3%	39 FAC 801110	Equipment (<3K)	1,696	2,400	623	1,777	74.1%	Timing.
0	375	0	375	100.0%	39 FAC 801115	Building Alterations (<3K)	0	3,000	0	3,000	100.0%	Timing.
551	325	(8)	333	102.4%	39 FAC 801120	Delivery & Postage	2,795	2,600	2,748	(148)	-5.7%	Timing.
838	838	224	615	73.3%	39 FAC 801125	Kitchen supplies	3,449	3,448	2,458	991	28.7%	Snack machine removed, beverage vending outsourced effective February 2015.
67,633	71,401	71,114	287	0.4%		Subtotal	541,808	574,785	557,475	17,310	3.0%	
						Technology:						
3,204	1,236	1,059	177	14.3%	33 TECH 801210	Software Maintenance	19,761	9,383	10,507	(1,124)	-12.0%	Timing.
0	1,191	1,081	109	9.2%	33 TECH 801212	Hardware Maintenance	0	9,786	7,595	2,191	22.4%	Timing.
0	0	0	0	0.0%	33 TECH 801215	Software (<\$3k)	1,254	8,850	269	8,581	97.0%	Timing.
339	0	0	0	0.0%	33 TECH 801220	Hardware (<\$3k)	958	4,500	2,139	2,361	52.5%	Timing.
0	400	0	400	100.0%	33 TECH 801225	Computer Supplies	476	1,200	0	1,200	100.0%	Timing.
3,699	3,750	3,865	(115)	-3.1%	33 TECH 801230	Integrated Library System	28,755	30,000	29,941	59	0.2%	Slight increase in annual subscription cost.
2,526	2,526	2,324	202	8.0%	33 TECH 801235	Telecommunications	18,846	18,846	19,620	(774)	-4.1%	Increase in services rates and telephone usage.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	35	600	26	574	95.7%	Timing.
0	500	0	500	100.0%	33 TECH 801250	Services	0	3,500	1,355	2,145	61.3%	Timing.
9,768	9,603	8,329	1,274	13.3%		Subtotal	70,084	86,665	71,451	15,214	17.6%	
						General:						
688	688	574	113	16.5%	15 FIN 801310	Bank Charges	4,459	3,876	5,018	(1,143)	-29.5%	Higher than anticipated Visa/MasterCard fees as a result of increase in number of over-the-counter transactions.
628	725	656	69	9.5%	35 CMS 801315	Bibliographical Services	3,955	5,800	5,253	547	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%	
66	108	77	31	28.8%	17 EXEC 801325	Board Expense	697	3,867	1,887	1,979	51.2%	Timing.
0	30	0	30	100.0%	37 COM 801330	Staff meals & events	2,253	1,955	1,367	588	30.1%	No additional events at this time.
438	460	1,926	(1,466)	-318.8%	15 FIN 801335	Supplies - Office	8,233	8,646	9,673	(1,027)	-11.9%	

**Los Angeles Law Library**

Income Statement for the Period Ended February 28, 2015

(Provisional and subject to year-end audit adjustments)

Feb 14 Actual	February 2015				FY 2013-14 YTD	FY 2014-15 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
1,657	1,469	0	1,469	100.0%	35 CMS 801337	Supplies - Library materials	6,455	6,171	2,347	3,824	62.0%	Timing variance. Supplies will be replenished as needed in later months.
0	125	60	65	52.0%	37 COM 801340	Stationery, business cards, etc.	298	840	665	175	20.9%	No additional prints requested at this time
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
1,497	1,497	2,522	(1,024)	-68.4%	27 CIRC 801370	Copy Center Expense	20,661	20,661	17,106	3,555	17.2%	Timing. Partially offset with Copy Center revenue.
0	0	0	0	0.0%	15 FIN 801375	General - Misc	35,874	430	590	(160)	-37.2%	Timing.
0	0	212	(212)	0.0%	15 FIN 801390	Course Registration	0	0	3,086	(3,086)	0.0%	Offset by Course Registration Income.
0	0	0	0	0.0%	15 FIN 801395	Friends of Law Library	0	100	78	22	22.1%	
4,974	5,102	6,027	(924)	-18.1%		Subtotal	82,885	52,346	47,071	5,275	10.1%	
						Professional Development:						
0	0	149	(149)	0.0%	ALL 803105	Travel	2,995	3,150	3,258	(108)	-3.4%	
0	0	0	0	0.0%	ALL 803110	Meals	122	0	140	(140)	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
0	0	344	(344)	0.0%	ALL 803115	Membership dues	6,895	6,795	9,591	(2,796)	-41.1%	Timing.
115	300	0	300	100.0%	ALL 803120	Registration fees	3,305	1,574	1,830	(256)	-16.3%	Timing.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	264	(264)	0.0%	
115	300	493	(193)	-64.2%		Subtotal	13,317	11,519	15,083	(3,564)	-30.9%	
						Communications & Marketing:						
0	150	0	150	100.0%	37 COM 803205	Services	0	1,600	0	1,600	100.0%	No outside services required at this time.
207	100	0	100	100.0%	37 COM 803210	Collateral materials	207	900	0	900	100.0%	Positive variance due to in-house printing.
850	250	0	250	100.0%	37 COM 803215	Advertising	3,800	3,550	104	3,446	97.1%	Timing. Minimal external advertising opportunities at this time.
1,245	285	407	(122)	-42.7%	37 COM 803220	Trade shows & Outreach	1,495	2,280	547	1,733	76.0%	No additional outreach is required at this time.
2,302	785	407	378	48.2%		Subtotal	5,502	8,330	650	7,680	92.2%	
						Travel & Entertainment:						
0	0	0	0	0.0%	ALL 803305	Travel	51	0	22	(22)	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%	
107	340	104	236	69.5%	ALL 803320	Ground transportation & mileage reimb.	1,054	2,485	1,199	1,286	51.8%	Timing.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
107	340	104	236	69.5%		Subtotal	1,105	2,485	1,221	1,264	50.9%	
						Professional Services:						
0	0	0	0	0.0%	15 FIN 804005	Accounting	15,500	16,000	16,000	0	0.0%	
4,638	3,333	1,188	2,146	64.4%	17 EXEC 804008	Consulting Services	4,638	26,664	20,063	6,602	24.8%	Timing.
0	833	0	833	100.0%	17 EXEC 804010	Legal	17,729	6,667	18	6,648	99.7%	Handled in-house.
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
4,638	4,166	1,188	2,979	71.5%		Subtotal	37,867	49,331	36,081	13,250	26.9%	
						Depreciation:						
232,671	242,691	241,037	1,653	0.7%	15 FIN 806105	Depreciation - Library Materials	1,927,956	1,989,788	1,971,525	18,263	0.9%	
30,673	29,353	29,023	330	1.1%	15 FIN 806110	Depreciation Exp - FF&E	251,884	235,057	237,738	(2,682)	-1.1%	
263,344	272,044	270,061	1,983	0.7%		Subtotal	2,179,841	2,224,845	2,209,264	15,581	0.7%	
693,760	700,905	681,755	19,150	2.7%		Total Expense	5,840,935	5,791,162	5,642,708	148,453	2.6%	
(35,111)	(59,145)	(67,456)	(8,311)	-14.1%		Net Income Before Extraordinary Items	(150,224)	(328,327)	(395,759)	(67,431)	-20.5%	
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	186,407	0	0	0	0.0%	
(35,111)	(59,145)	(67,456)	(8,311)	14.1%	999500	Net Income Including Extraordinary Items	(336,631)	(328,327)	(395,759)	(67,431)	-20.5%	
						Capital Expenditures:						
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	59,000	44,374	14,626	24.8%	Timing.
3,876	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	3,876	21,000	0	21,000	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%	
3,876	0	0	0	0.0%		Total - Capitalized Expenditures	3,876	180,000	44,374	135,626	75.3%	

**Los Angeles Law Library**  
Statement of Cash Flows  
As of February 28, 2015  
(Provisional and subject to year-end audit adjustments)

	2/28/2015	YTD
<b>Cash flows from operating activities</b>		
LA Superior court fees	508,708	4,401,862
Parking fees	49,758	432,969
Library services	33,346	249,946
(Increase) decrease in accounts receivable	111,615	92,025
Increase (decrease) in borrowers' deposit	1,932	14,612
<b>Cash received from filing fees and services</b>	<b>705,358</b>	<b>5,191,414</b>
Facilities	(71,114)	(557,475)
Technology	(8,329)	(71,451)
General	(6,027)	(47,071)
Professional development	(493)	(15,083)
Communications & marketing	(407)	(650)
Travel & entertainment	(104)	(1,221)
Professional services	(1,338)	(36,081)
(Increase) decrease in prepaid expenses	30,298	(10,931)
Increase (decrease) in accounts payable	(413,656)	(67,798)
Increase (decrease) in other liabilities	-	(647)
<b>Cash payments to suppliers for goods and services</b>	<b>(471,167)</b>	<b>(808,406)</b>
Staff	(324,035)	(2,704,414)
Increase (decrease) in payroll liabilities	(666)	(1,530)
Increase (decrease) in accrued sick and vacation liability	(2,272)	(87,948)
Increase (decrease) in OPEB liability	23,150	185,200
<b>Cash payments to employees for services</b>	<b>(303,823)</b>	<b>(2,608,691)</b>
Contributions received	-	85,000
Net cash from operating activities	(69,632)	1,859,316
<b>Cash flow from capital and related financing activities</b>		
Library materials	(128,137)	(1,924,017)
Fixed assets	-	(44,374)
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment earnings	1,423	12,819
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(196,347)</b>	<b>(96,256)</b>
Cash and cash equivalents, at beginning of period	3,936,544	3,836,454
Cash and cash equivalents, at end of period	3,740,198	3,740,198
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(89,944)	(472,932)
Adjustments for noncash effects:		
Depreciation	270,061	2,209,264
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	111,615	92,025
(Increase) decrease in prepaid expenses	30,298	(10,931)
Increase (decrease) in accounts payable	(413,656)	(67,798)
Increase (decrease) in other liabilities	-	(647)
Increase (decrease) in payroll liabilities	(666)	(1,530)
Increase (decrease) in accrued sick and vacation liability	(2,272)	(87,948)
Increase (decrease) in borrowers' deposit	1,932	14,612
Increase (decrease) in OPEB liability	23,150	185,200
Net cash from operating activities	<b>(69,482)</b>	<b>1,859,316</b>

**LOS ANGELES COUNTY LAW LIBRARY**  
**March 1, 2015 - March 31, 2015 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 3	MARGARITA VALENCIA	REFUND	40.00	028356
March 4	AMERICAN EXPRESS	BUSINESS CARD	2,811.65	028357
	ANTHEM BLUE CROSS	HEALTH INSURANCE	660.05	028358
	CHANNA CAJERO	MILEAGE	26.45	028359
	INTERNET FOR LAWYERS	COURSE REGISTRAT	513.00	028360
	CHRISTINE R LANGTEAU	MILEAGE	68.08	028361
March 9	ALTEC	OFFICE SUPPL	451.37	028362
	BANDWIDTH.COM, INC.	TELECOM	319.91	028363
	BRIDGES FILTER SERVICE, INC	BUILDING SERVICE	575.29	028364
	BULBS.COM	REPAIR & MAINTENA	614.70	028365
	BUREAU OF STREET LIGHTING	REPAIR & MAINTENA	2,853.04	028366
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	028367
	FORERUNNER FIRE PREVENTION INC.	BUILDING SERVICE	2,100.00	028368
	GLOBAL CAPACITY	TELECOM	357.05	028369
	GLOBAL CAPACITY	TELECOM	71.47	028370
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,189.06	028371
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028372
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028373
	SECURITAS SECURITY	SECURITY	4,665.08	028374
	RALPH STAHLBERG	TRAVEL	149.00	028375
	TIME WARNER CABLE	TELECOM	1,200.00	028376
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	10.33	028377
	VALLEY WIDE AIR	BUILDING SERVICE	1,843.40	028378
	SUMMIT EVENT CATERING	ROOM RENTAL EXPE	6,441.90	028379
	CALIF OFFICE OF ADMINISTRATIVE LAW	BOOKS	24.75	028380
	SYNCB AMAZON	BOOKS	25.78	028381
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	923.81	028382
	CARSWELL COMPANY LTD	BOOKS	278.50	028383
	STATE BAR OF CALIFORNIA OFFICE OF A	BOOKS	80.00	028384
	COMMONWEALTH OF THE NORTHERN MARIAN	BOOKS	160.00	028385
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	197.85	028386
	GAUNT	BOOKS	561.00	028387
	OTTO HARRASSOWITZ	BOOKS	7,453.96	028388
	INTERNATIONAL LAW ASSOCIATION AMERI	BOOKS	61.48	028389
	NIBONDH & COMPANY LIMITED	BOOKS	530.00	028390
	SOUTH COAST AIR QUALITY MANAGEMENT	BOOKS	259.15	028391
March 18	LINET AMIRKHANYAN	REFUND	140.00	028392
	LYNLY CAROLYN EMILY BEARD	REFUND	108.43	028393
	LAWRENCE JAMES HAMBY	REFUND	140.00	028394
	CAROL LESLIE HAMILTON	REFUND	140.00	028395
	NEWAY MENGISTU	REFUND	70.00	028396

51,233.21

**LOS ANGELES COUNTY LAW LIBRARY**  
**March 1, 2015 - March 31, 2015 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
March 19	CRISTINO MONTANEZ	REFUND	140.00	028397	
	DAVID MATTHEW PRAGER	REFUND	140.00	028398	
	NATASHA WHITE	REFUND	140.00	028399	
	ALTA FOODCRAFT	KITCHEN SUPPLIES	223.51	028400	
	STATE BOARD OF EQUALIZATION	USE TAX	2,714.00	028401	
	COUNTY OF LOS ANGELES	BANK CHARGES	57.70	028402	
	REPUBLIC SERVICES #902	BLDG SVCS	241.41	028403	
	GRAFFITI CONTROL SYSTEMS	REPAIR MAINT	325.00	028404	
	L A DEPT WATER & POWER	WATER/SEWER	277.77	028405	
	JANINE LIEBERT	MILEAGE	9.14	028406	
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028407	
	METROLINK	TMP	1,162.50	028408	
	OCLC INC	BIBLIOGRAPHICAL S	656.48	028409	
	OFFICE DEPOT	OFFICE SUPPLIES	319.99	028410	
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	028411	
	STATE COMPENSATION INSURANCE FUND ** VOIDE	WORKERS COMP	0.00	028412	
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	18.78	028413	
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	6,457.82	028414	
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,733.50	028415	
March 20	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	688.14	028416	
	CARSWELL COMPANY LTD	BOOKS	195.07	028417	
	CASALINI LIBRI	BOOKS	511.28	028418	
	J NOE HERRERA	BOOKS	300.00	028419	
	GAUNT	BOOKS	561.88	028420	
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	293.09	028421	
	MEXICO SUR	BOOKS	1,601.14	028422	
	OXFORD UNIVERSITY PRESS	BOOKS	249.22	028423	
	PAN PACIFICA	BOOKS	204.00	028424	
	RPCD DBA SMARTRULES	BOOKS	6,000.00	028425	
March 25	GOVERNMENT OF YUKON	BOOKS	54.84	028426	
	DOUGLAS HILL PHOTOGRAPH ** VOIDED *****	SPECIAL EVENTS EX	0.00	028427	
	GAYLORD BROS.	SUPPLIES - LIB MATE	750.75	028428	
	GUARDIAN	PREPAID EXP	7,717.63	028429	
	KAPCO	SUPPLIES - LIB MATE	501.69	028430	
	L A DEPT WATER & POWER	ELECTRIC/FIRE	8,511.45	028431	
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	178.00	028432	
	STRIKEOUT STUDIO ** VOIDED *****	SPECIAL EVENTS EX	0.00	028433	
	SUPPLYWORKS	CLEANING SUPPLIES	1,181.23	028434	
	THE LIBRARY STORE, INC.	SUPPLIES - LIB MATE	1,282.52	028435	
	ANA LAURA VILLAGRANA	TRAVEL	26.99	028436	
	March 30	AT&T	TELECOM	405.61	028437

106,485.09

**LOS ANGELES COUNTY LAW LIBRARY**  
**March 1, 2015 - March 31, 2015 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	AT&T MOBILITY	TELECOM	172.25	028438
	INFINISOURCE INC	PAYROLL/HR ADMIN	77.00	028439
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,211.39	028440
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	2,133.99	028442
	SANDRA J LEVIN	REIMBURSEMENT	228.69	028443
	SECURITAS SECURITY	SECURITY	5,275.82	028444
	VALLEY WIDE AIR	REPAIR & MAINTENA	50.00	028445
	CCCLL	REGISTRATION	125.00	028446
	SECURITAS SECURITY	SECURITY	5,346.73	028447

120,933.71

**LOS ANGELES COUNTY LAW LIBRARY**  
**March 1, 2015 - March 31, 2015 (CHECKS)**  
**Account No.: 102001**  
**VISA 7190**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 5	CHERRY PICK CAFE	COURSE REGISTRAT	44.55	V000130
March 10	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	V000060
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,634.02	V000061
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	885.39	V000062
	BLOOMBERG BNA	BOOKS	574.50	V000063
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	6,577.46	V000064
	COUTTS LIBRARY SERVICES	BOOKS	3,960.11	V000065
	DAILY JOURNAL CORPORATION	BOOKS	320.00	V000066
	JURIS PUBLISHING INC	BOOKS	96.50	V000067
	JURISNET LLC	BOOKS	86.50	V000068
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	846.56	V000069
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	6,888.91	V000071
	LAWPRESS CORPORATION	BOOKS	275.83	V000072
	LEADERSHIP DIRECTORIES INC	BOOKS	635.00	V000073
	NEW MEXICO TRIAL LAWYERS FOUNDATION	BOOKS	275.00	V000074
	NOLO PRESS OCCIDENTAL	BOOKS	188.40	V000075
	THOMPSON PUBLISHING GROUP	BOOKS	536.99	V000076
	CITY OF THOUSAND OAKS	BOOKS	67.00	V000077
	THOMSON REUTERS	BOOKS	83,163.31	V000078
	YBP LIBRARY SERVICES	BOOKS	1,129.82	V000079
March 11	CHERRY PICK CAFE	COURSE REGISTRAT	124.85	V000081
March 12	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,655.56	V000131
March 18	GARY AUSTIN ADVERTISING	FRIENDS OF LAW LIB	320.00	V000132
March 19	SMART LEVELS	SPECIAL EVENTS EX	564.84	V000133
March 20	CRAIGSLIST.COM	RECRUITMENT	125.00	V000134
March 23	AMERICAN BAR ASSOCIATION	BOOKS	1,270.58	V000082
	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	88.10	V000083
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	842.02	V000084
	BERNAN ASSOCIATES	BOOKS	1,255.11	V000085
	BLOOMBERG BNA	BOOKS	191.58	V000086
	CCH INCORPORATED	BOOKS	110.47	V000087
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,333.85	V000088
	COUTTS LIBRARY SERVICES	BOOKS	1,462.01	V000089
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	876.73	V000090
	JURIS PUBLISHING INC	BOOKS	359.00	V000091
	JURISNET LLC	BOOKS	163.50	V000092
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,568.72	V000093

173,172.77

**LOS ANGELES COUNTY LAW LIBRARY**  
**March 1, 2015 - March 31, 2015 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 25	LEXISNEXIS ONLINE SERVICES	BOOKS	15,600.00	V000094
	LRP PUBLICATIONS	BOOKS	214.50	V000095
	MUNICIPAL CODE CORPORATION	BOOKS	764.00	V000096
	PRACTISING LAW INSTITUTE	BOOKS	991.23	V000097
	QUALITY CODE PUBLISHING ** VOIDED *****	BOOKS	0.00	V000098
	WORKCOMP CENTRAL	BOOKS	425.09	V000099
	WEST ACADEMIC	BOOKS	45.78	V000100
	THOMSON REUTERS	BOOKS	11,732.00	V000101
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	79.00	V000102
	WOODWARD WHITE INC	BOOKS	250.00	V000103
	YBP LIBRARY SERVICES	BOOKS	128.54	V000104
	ALONTI CAFE & CATERING	BOARD EXPENSE	75.14	V000135

187,878.05

LOS ANGELES COUNTY LAW LIBRARY  
 March 1, 2015 - March 31, 2015 (CHECKS)  
 Account No.: 102003  
 VISA 9830

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 16	SUNSERI'S	ROOM RENTAL EXPE	2,392.55	V000006
March 25	MARIA'S ITALIAN KITCHEN	ROOM RENTAL EXPE	498.02	V000007
	OFFICE DEPOT	FRIENDS	14.07	V000008
			2,904.64	

LOS ANGELES COUNTY LAW LIBRARY  
March 1, 2015 - March 31, 2015 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 2	CALPERS	PREPAID EXP	52,693.94	TS00215594

52,693.94

LA Law Library  
Fiscal Year Quarterly Statistics

			FY11	FY12	FY13	FY14	FY15 1st Quarter	FY15 2nd Quarter	FY15 3rd Quarter
<b>Reference and Research</b>									
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>								
	Desk Inquiries		32,157	32,540	27,859	28,166	6,150	5,695	6,351
	Phone		9,365	10,288	9,594	8,973	1,977	1,625	1,834
	Email/ Live Chat		8,223	2,665	1,517	2,025	485	360	436
	By Mail		225	290	200	209	54	58	135
	Global Law Inquires		641	833	462	630	152	149	132
	Global Law Web Inquires		88	145	240	561	126	132	170
	e-Branch Chat				0	68	80	54	76
	e-Branch Email				0	3	0	3	0
		<b>Total</b>	<b>50,699</b>	<b>46,761</b>	<b>39,872</b>	<b>40,635</b>	<b>9,024</b>	<b>8,076</b>	<b>9,134</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		38,207	31,805	23,535	17,254	4,607	4,382	4,451
	Phone Inquiries		5,779	6,894	11,920	6,751	2,060	1,807	2,070
		<b>Total</b>	<b>43,986</b>	<b>38,699</b>	<b>35,455</b>	<b>24,005</b>	<b>6,667</b>	<b>6,189</b>	<b>6,521</b>
	Books Circulated		14,389	13,126	13,453	14,638	3,630	4,082	3,809
	Library Card Sign-ups						626	580	632
	Members Program - Active Members						270	302	281
	Public Terminal Logins						11,213	10,248	10,834
<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		1,024	2,019	1,296	2,883	306	257	240
	In-Person		14,638	15,168	10,148	12,461	2,733	2,396	2,825
	Email		248	242	434	397	136	129	140
	By Mail (As of 2013, included with R+R above)		92	69	2				
		<b>Total</b>	<b>16,002</b>	<b>17,498</b>	<b>11,880</b>	<b>15,741</b>	<b>3,175</b>	<b>2,782</b>	<b>3,205</b>
	Pages Delivered		47,470	41,206	59,025	44,996	12,515	8,682	8,615
	Copies Made (Main Library)		384,839	344,927	365,584	237,566	61,523	51,363	47,072

LA Law Library  
Fiscal Year Quarterly Statistics

			FY11	FY12	FY13	FY14	FY15 1st Quarter	FY15 2nd Quarter	FY15 3rd Quarter
<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		1,125	1,062	633	438	140	138	183
	New Serials		307	300	286	181	26	53	28
	Print Volumes Added		7,105	7,642	7,416	6,386	1,445	1,496	1,489
	Non-Print Media Added		25,168	7,912	5,598	16,451	6,364	11,639	2,241
	Books Cataloged/Reclassified		37,596	22,673	14,612	8,425	753	932	952
	Print & Non-Print Withdrawn		2,817	3,595	6,218	3,928	752	1,364	806
<b>Brief Scanning Project</b>									
	Briefs Scanned		43,580	49,984	46,721	56,837	9,653	8,071	8,825
	Pages Scanned						320,437	256,177	274,621
<b>Website Statistics</b>									
	Visitors		79,090	81,579			23,164	23,756	27,583
	Visits		149,846	196,142			37,102	36,689	101,174
	Average Daily Visits		410	535			403	398	1124
	Average Duration		21:59	21:13			4:00	3:55	3:33
	Visitors: US		69.41%	73.34%			98.82%	98.88%	97.89%
	Visitors: International / Unspecified		30.59%	26.66%			1.18%	1.12%	2.11%
<b>Training and Events at Main Branch</b>									
	Public Classes Held								
	Internal speaker						18	18	11
	Guest speaker							3	6
	MCLE Classes Held								
	Internal speaker							1	0
	Guest speaker						10	8	9
	Clinics/ Workshops Held						18	32	12
		<b>Total</b>					<b>46</b>	<b>62</b>	<b>38</b>
	Class Attendance Total						426	964	478
	Room Rentals						5	2	11
	Room Rental Attendance						171	42	492

**MEMORANDUM**

**DATE:** April 22, 2015

**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 Security Gate to Staff Parking Area

**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 Security Gate that controls access to the Staff parking area as determined at the March 25, 2015 meeting.

**BACKGROUND**

On Thursday March 19, the roll-up security gate that controls access into and out of the employee parking area ceased functioning. Inspection determined that the counterweight spring and the clutch of the motor had both broken.

Because the gate protects both the safety of the employees and the Law Library structure and property, the entrance is hidden from public view, as is the lot itself, and the Law Library had previously experienced vandalism and trespass immediately outside the gate during closed hours, the determination was made that leaving the gate open would create a safety hazard to employees and property. Moreover, manual operation was not feasible for an extended period of time. Accordingly, the Board confirmed the determination made by the Executive Director that an emergency existed that required the repair of the gate without formal competitive bidding. Pub. Cont. Code §§1102, 20168, 22050.

Staff solicited bids from 3 companies and commenced work. However, the delivery of the required parts took weeks and as of the writing of this report, the repairs are underway but not yet complete. The repairs may be complete prior to the Board meeting, but it is likely that they will not be complete until later in the week.

Accordingly, the Public Contract Code requires an ongoing determination that the need for the emergency repair still exists.

**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 security gate that controls access to the Staff parking area.



# AGENDA ITEM 4

## CLOSED SESSION

- 4.1 Conference with Labor Negotiator (G.C. 54957.6).  
*Library Negotiators:* Sandra J. Levin and Jaye Steinbrick;  
*Employee Organization:* SEIU Local 721.

# AGENDA ITEM 6

## EXECUTIVE DIRECTOR REPORT

6.1 Law Week Announcement



# CELEBRATE THE RULE OF LAW

## LAW WEEK 2015: APRIL 27 – MAY 2

### ALL EVENTS ARE FREE AND OPEN TO THE PUBLIC

[HTTP://LAWWEEK.LALAWLIBRARY.ORG](http://lawweek.lalawlibrary.org)

#### Thursday, April 23, 2015

##### Music & Arts Celebration

6:00 p.m. – 7:30 p.m.

Join us for the unveiling of a limited edition print, signed by Norman Rockwell, then enjoy America's only legal band, Gary S. Greene Esq. and his Big Band of Barristers.

#### Monday, April 27, 2015

##### Landlord & Tenant Series:

##### Rights and Responsibilities

**Part A: 11:00 a.m. – 12:00 p.m.**

New laws and emerging issues, resolving issues with tenants, common lease issues, repairs, security deposits, rent increases and renters' rights in foreclosed properties.

**Part B: 12:30 p.m. – 1:30 p.m.**

Federal and state fair housing laws, discriminatory housing practices and how to prevent housing discrimination.

**Part C: 2:00 p.m. – 3:00 p.m.**

This class provides landlords and tenants with an overview of the federal and state subsidized housing laws, including Section 8 assistance.

#### Tuesday, April 28, 2015

##### M C Efficient Legal Research

L E 11:30 a.m. – 12:30 p.m.

Save yourself time and frustration by learning how to research methodically and effectively, using a fuller suite of available legal research tools.

##### Prop 47: Can You Reduce Your Felony to a Misdemeanor?

11:30 a.m. – 12:30 p.m.

Los Angeles County Public Defender addresses eligibility requirements and resources to obtain help for a reduced sentence under Prop 47.

##### Thinking of Starting a Nonprofit?

1:00 p.m. – 2:00 p.m.

Valuable tools and tips on board development, corporate formation, tax exemption, ongoing compliance and fiscal sponsorship.

#### Wednesday, April 29, 2015

##### M C Handling Ethical Dilemmas Successfully

12:15 p.m. – 1:15 p.m.

Learn to adhere to the highest ideals of the legal profession by gaining the knowledge needed to avoid common ethical pitfalls.

*Earn 1 hour Ethics MCLE credit.*

##### Resources on the CA Courts Website

1:00 p.m. – 2:00 p.m.

Introduces tools and resources available on the California courts official website, [www.courts.ca.gov](http://www.courts.ca.gov).

##### Dealing with an Income Tax Dispute?

1:30 p.m. – 2:30 p.m.

Information for people who owe income taxes, covering payment options, appeal rights, and where to go if you need extra help.

#### Thursday, April 30, 2015

##### Landmark Supreme Court Cases

12:00 p.m. – 1:00 p.m.

An overview of the history and inner workings of the US Supreme Court and several landmark cases that profoundly affected American law and society.

##### Civil Lawsuit Basics: Complaints & Answers

12:15 p.m. – 1:45 p.m.

This class provides basic information on how to prepare complaints and answers in civil lawsuits in California courts.

##### M C Individual Rights: From the Magna Carta to Corporations As People

4:15 p.m. – 5:15 p.m.

Are corporations people? Prominent legal scholars discuss the historical development of individual rights.

##### M C Around the World in 800 Years: the Magna Carta's Influence on the Law

5:45 p.m. – 6:45 p.m.

Prominent legal scholars discuss its global influence on the law of countries worldwide as well as international human rights law.

#### Friday, May 1, 2015

##### Teen Tour & Trivia Challenge

10:30 a.m. – 12:30 p.m.

Teams of teens test their knowledge of individual rights and human rights, speak with a judge and tour the law library.

##### Representing Yourself in the California Court of Appeal

12:00 p.m. – 1:00 p.m.

Clerks from the Court of Appeal describe the civil appeals process: deadlines and calendaring, where and how to file, and brief writing.

##### M C How to Use the Public Records Act

L E 1:15 p.m. – 2:15 p.m.

Learn about the Public Records Act, including the rights of citizens to request public records and the obligations of state and local agencies to respond.

#### Saturday, May 2, 2015

##### Deferred Action Volunteer Training

12:00 p.m. – 1:00 p.m.

Volunteer training on assisting individuals with determining eligibility for deferred action and other immigration relief. To register, call Asian Americans Advancing Justice - LA at 213-977-7500 and ask for the Pro Bono Director.

##### Deferred Action Assistance Workshop

1:00 p.m. – 4:00 p.m.

Individualized immigration screening for deferred action program; application assistance and review by a BIA accredited representative or Immigration attorney. Call Asian Americans Advancing Justice - LA at 888-349-9695 to determine eligibility and register.

M C All classes marked with the MCLE symbol are approved for 1-hour of general MCLE credit unless otherwise noted in class description.



For more information or to register, visit us at:

[lawweek.lalawlibrary.org](http://lawweek.lalawlibrary.org)

or call: 213.784.7379

301 W. 1st Street,  
Los Angeles, CA 90012

LALAWLIBRARY



## Main Library

Mon - Fri: 8:30 am – 6:00 pm, Sat: 9:00 am – 5:00 pm

Mildred L. Lillie Building

301 West First Street

Los Angeles, CA 90012 | 213.785.2529

## Long Beach Courthouse Branch

Mon - Fri: 8:30 am – 4:30 pm

Governor George Deukmejian Courthouse

275 Magnolia Avenue, Room 3003

Long Beach, CA 90802 | 562.508.4822

## Torrance Courthouse Branch

Mon - Fri: 8:30 am – 4:30 pm

Torrance Courthouse

825 Maple Ave., Room 110

Torrance, CA 90503 | 424.201.0748



## eBranch Locations Free self-service legal research computers with live chat assistance

Available inside our Long Beach and Torrance branch locations.

Additional eBranch only locations:

### Pomona Courthouse South

400 Civic Center Plaza, Court Clerk's Office Lobby

Pomona, CA 91766

### Norwalk Courthouse

12720 Norwalk Blvd., Second Floor Lobby

Norwalk, CA 90650

## Public Library Partnerships

### Compton

2400 West Compton Blvd.

Compton, CA 90220 | 310.637.0202

### Pasadena

285 East Walnut

Pasadena, CA 91101 | 624.744.4066

### Lancaster

601 West Lancaster Blvd.

Lancaster, CA 93534 | 661.948.5029

### Van Nuys

6250 Sylmar Ave.

Van Nuys, CA 91401 | 818.756.8453

For more information, visit us at:

[www.lalawlibrary.org/SERVICES](http://www.lalawlibrary.org/SERVICES)

or call: 213.785.2529

301 W. 1st Street,

Los Angeles, CA 90012

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