

AGENDA

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

REGULAR BOARD MEETING

Wednesday, April 27, 2016

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 23, 2016, Regular Board Meeting.
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 FY16 Quarter 3 Statistics

4.0 DISCUSSION ITEMS

- 4.1 Employee Handbook Update: FEHA – Harassment Policy Update (4/1/2016)
- 4.2 Presentation Regarding New Members' Database
- 4.3 Presentation Regarding Book Discussion Group

5.0 AGENDA BUILDING

Items not on the posted agenda may be presented by a Trustee and, if requested, may be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 25, 2016.

POSTED _____ FRIDAY, APRIL 22, 2016 _____ @ _____ 5:15 P.M. _____

POSTED BY _____ ANN MARIE GAMEZ _____



AGENDA ITEM 3

CONSENT CALENDAR

.

- 3.1 Approval of Minutes of the March 23, 2016 Regular Board Meeting.
- 3.2 Review of February Financials and list of March Checks and Warrants
- 3.3 FY16 Quarter 3 Statistics

**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 23, 2016

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 23, 2016 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 Ann I. Jones
Judge Dennis Landin
Kenneth Klein, Esquire
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: Judge Mark Juhas

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 12:18 p.m. and thereafter presided. Trustee Steinhauser joined the meeting during Discussion Item 4.3 at 12:44pm. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

One (1) public comment was made by Mr. Lee Paradise. Mr. Paradise explained his ongoing efforts in sending letters to NoCALL and SCALL regarding the library's happenings over past 13 years, efforts in keeping LALL doors open and ongoing observance to employee salaries and facility needs in relation to budget.

2.0 PRESIDENT'S REPORT

President Jones announced that the 2016 Budget and Finance Sub-Committee will consist of Trustee Landin, Trustee Court and Trustee Juhas.

President Jones announced a commendation from the Chief Justice to be presented at the 2016 Gala.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the Feb. 24, 2016 Regular Board Meeting.
- 3.2 Review of January 2016 Financials & February 2016 List of Checks and Warrants.
- 3.3 Approval of Appointments to Friends of the Los Angeles County Law Library's Board of Directors.
- 3.4 Approval of TAP Special Enrollment Period

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

4.0 DISCUSSION ITEMS

4.1 Landscape Maintenance Update

ED Levin explained the current deterioration of the outside landscape due to drainage and homeless encampments. The Law Library switched landscaping contractors to the same company used by Grand Park. Messrs. Steinbrick and Alfaro are working with the new landscaping firm to develop a sustainable and affordable landscaping plan. Possible options include bougainvillea and other more resilient plants. President Jones expressed concern regarding future damage.

No action was taken.

4.2 Consideration of Change to Executive Director's Employment Benefits Package

Follow up to Performance Evaluation for ED Levin included a proposal to increase vacation by five (5) more days to match those with tenure of more than 10 years.

President Jones requested a motion to approve the Change to Executive Director's Employment Benefits Package. So moved by Trustee Landin, seconded by Trustee Court. The motion was unanimously approved, 5-0.

4.3 Law Week Presentation

Staff from LA Law Library was present to offer a preview of the 2016 upcoming Law Week. Malinda Muller, Ryan Metheny, Janine Liebert and Linda Heichman all contributed to the presentation. Ms. Liebert announced that the focus this year would be on Criminal Law in light of the national theme regarding *Miranda Rights* and briefly explained the weekly plan for classes that are to be offered. Mr. Metheny and Ms. Heichman gave a brief overview regarding the Discussion Panel and the Groundbreaking Stories Project.

President Jones thanked the team for acknowledging the real needs of the community and added to the discussion that 80% of overall county needs are based on Criminal Justice.

No action was taken.

5.0 **AGENDA BUILDING**

There were no items for agenda building.

6.0 **EXECUTIVE DIRECTOR REPORT**

ED Levin reported that four (4) elevators will be repaired and that each would be out of service for a while. ED Levin also announced the 125th Anniversary public celebration to be held on Wednesday, July 27, 2016 immediately after the July Board Meeting which will be held on that day from 4pm-5pm.

7.0 **ADJOURNMENT**

There being no further business to come before the Board the meeting was adjourned at 12:52 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 27, 2016 at 12:15.

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

Los Angeles County Law Library

Balance Sheet

As of February 29, 2016

(Provisional and subject to year-end audit adjustments)

	6/30/2015	2/29/2016	Change
Assets			
Current assets			
Cash and cash equivalents	3,305,891	3,552,022	246,130
Accounts receivable	1,336,578	1,224,734	(111,844)
Prepaid expenses	239,161	417,495	178,334
Total current assets	4,881,630	5,194,250	312,620
Noncurrent assets			
Restricted cash and cash equivalents	302,980	302,980	-
Investments	4,037,519	4,077,479	39,959
Capital assets, not being depreciated	583,433	586,433	3,000
Capital assets, being depreciated - net	19,894,170	19,211,144	(683,025)
Total noncurrent assets	24,818,102	24,178,036	(640,066)
Total assets	29,699,731	29,372,286	(327,446)
Deferred Outflows of Resources			
Deffered Outflows of Resources	403,501	403,501	-
Total assets and deffered outflows of resources	30,103,232	29,775,787	(327,446)
Liabilities			
Current Liabilities			
Accounts payable	219,034	183,295	(35,739)
Other current liabilities	8,260	4,664	(3,597)
Payroll liabilities	14,015	12,264	(1,752)
Total current liabilities	241,310	200,222	(41,088)
Noncurrent Liabilities			
Accrued sick and vacation liability	369,252	319,833	(49,419)
Borrowers' deposit	326,794	320,454	(6,339)
OPEB liability	(47,304)	89,984	137,288
Net pension liability	(169,785)	(169,785)	-
Total noncurrent liabilities	478,956	560,486	81,530
Total liabilities	720,266	760,708	40,442
Deferred Inflows of Resources			
Deffered Inflows of Resources	1,829,778	1,829,778	-
Net Position			
Net position			
Invested in capital assets	20,477,603	19,797,577	(680,025)
Unrestricted	7,075,585	7,387,724	312,138
Total net position	27,553,188	27,185,301	(367,887)
Total liabilities, deffered inflows of resources, and net position	30,103,232	29,775,787	(327,445)

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2016
(Provisional and subject to year-end audit adjustments)

Feb 15 Actual	Feb 2016			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
508,708	495,990	504,692	8,702	1.8%
34,222	1,349	1,683	334	24.8%
49,758	55,750	58,106	2,356	4.2%
33,346	29,294	26,800	(2,494)	-8.5%
626,034	582,383	591,281	8,898	1.5%
324,035	325,090	315,247	9,843	3.0%
0	0	74,217	(74,217)	0.0%
128,137	208,622	81,657	126,964	60.9%
(128,137)	(208,622)	(81,657)	(126,964)	60.9%
		0		
71,114	70,053	66,917	3,136	4.5%
8,329	12,675	10,585	2,090	16.5%
6,027	5,830	2,619	3,210	55.1%
493	629	567	62	9.8%
407	330	1,833	(1,503)	-455.5%
104	440	127	313	71.2%
1,188	2,898	2,730	168	5.8%
270,061	292,794	249,227	43,567	14.9%
681,755	710,739	724,069	13,330	1.9%
(55,721)	(128,356)	(132,788)	(4,432)	3.5%
(11,735)	2,917	13,031	10,114	346.8%
0	0	0	0	0.0%
0	0	0	0	0.0%
(67,456)	(125,439)	(119,757)	5,682	-4.5%
				0.0%
0	0	0	0	0.0%

	FY 2014-15	FY 2015-16 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Summary:						
Income						
L.A. Superior Court Fees	4,401,862	4,291,815	4,386,318	94,502	2.2%	
Interest	46,223	12,415	13,397	982	7.9%	
Parking	432,969	446,000	470,179	24,179	5.4%	
Library Services	334,946	371,199	377,617	6,418	1.7%	
Total Income	5,215,999	5,121,430	5,247,510	126,081	2.5%	
Expense						
Staff	2,704,414	2,672,438	2,529,708	142,730	5.3%	
Electronic Resource Subscriptions	0	0	394,613	(394,613)	0.0%	
Library Materials	1,924,017	1,669,154	1,259,381	409,774	24.5%	
Library Materials Transferred to Assets	(1,924,017)	(1,669,154)	(1,259,381)	(409,774)	24.5%	
Facilities	557,475	569,768	584,731	(14,963)	-2.6%	
Technology & Data	71,451	93,210	81,080	12,130	13.0%	
General	47,071	51,614	42,682	8,932	17.3%	
Professional Development	15,083	15,173	11,973	3,201	21.1%	
Communications & Marketing	650	5,800	4,704	1,096	18.9%	
Travel & Entertainment	1,221	2,596	1,635	961	37.0%	
Professional Services	36,081	41,983	46,470	(4,487)	-10.7%	
Depreciation	2,209,264	2,320,514	1,957,759	362,755	15.6%	
Total Expenses	5,642,709	5,773,096	5,655,355	117,741	2.0%	
Net Income (Loss)	(426,710)	(651,667)	(407,845)	130,161	-20.0%	
Investment Gain (Loss)²	30,950	23,333	39,960	16,627	71.3%	
Extraordinary Income	0	0	0	0	0.0%	
Extraordinary Expense	0	0	0	0	0.0%	
Net Income Including Extraordinary Items	(395,759)	(631,250)	(367,885)	138,978	-22.0%	
					0.0%	
Capitalized Expenditures	44,374	875,000	15,354	859,646	98.2%	

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2016
(Provisional and subject to year-end audit adjustments)

Feb 15 Actual	Feb 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
508,708	495,990	504,692	8,702	1.8%	15 FIN 303300	L.A. Superior Court Fees	4,401,862	4,291,815	4,386,318	94,502	2.2%	For the first time in many quarters, court fees have come in above budget. Staff hopes this is an indication a more stable revenue stream.
Interest:												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	1,676	1,625	2,327	702	43.2%	Better than expected ROI.
1,259	1,192	1,485	293	24.6%	15 FIN 312000	Interest - General Fund	9,736	9,533	9,647	114	1.2%	
164	157	198	41	25.9%	15 FIN 313000	Interest - Deposit Fund	1,407	1,257	1,423	166	13.2%	
32,799	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT ¹	33,403	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 313200	Interest - Bonds ²	0	0	0	0	0.0%	
34,222	1,349	1,683	334	24.8%		Subtotal	46,223	12,415	13,397	982	7.9%	
Parking:												
49,758	55,750	58,106	2,356	4.2%	39 FAC 330100	Parking	432,969	446,000	470,179	24,179	5.4%	Favorable variance due in part to a \$14K payment from City of LA re: 2014's Made In America event.
49,758	55,750	58,106	2,356	4.2%		Subtotal	432,969	446,000	470,179	24,179	5.4%	
Library Services:												
33	200	65	(135)	-67.5%	27 CIRC 330150	Annual Borrowing Fee	1,674	1,600	1,755	155	9.7%	Better than anticipated performance.
4,035	9,165	14,385	5,220	57.0%	25 P&P 330140	Annual Members Fee	68,510	73,320	82,538	9,218	12.6%	Timing variance.
2,228	2,008	1,141	(867)	-43.2%	23 R&R 330340	Course Registration	19,349	16,064	19,793	3,729	23.2%	Includes a \$6,500 Business/Housing Rights Series sponsorship from Pacific Western Bank.
4,479	4,500	4,326	(174)	-3.9%	27 CIRC 330129	Copy Center	41,179	36,000	39,874	3,874	10.8%	Better than anticipated performance.
2,455	1,900	1,686	(214)	-11.3%	27 CIRC 330205	Document Delivery	14,871	15,200	18,682	3,482	22.9%	Better than anticipated performance.
5,008	3,200	3,320	120	3.8%	27 CIRC 330210	Fines	25,008	25,600	28,657	3,057	11.9%	Better than anticipated performance.
1,484	4,333	548	(3,785)	-87.4%	15 FIN 330310	Miscellaneous	33,770	41,511	10,048	(31,464)	-75.8%	Google reimbursement not yet realized due to a delay in payment and preliminary test period.
4,150	3,585	1,100	(2,485)	-69.3%	39 FAC 330330	Room Rental	27,937	28,680	39,538	10,858	37.9%	Partially offset by increased room rental expenses
289	250	108	(142)	-56.7%	27 CIRC 330350	Book Replacement	2,399	2,000	1,431	(569)	-28.5%	Timing variance.
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	13,206	13,206	0.0%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	85,000	120,000	115,000	(5,000)	-4.2%	Timing variance
8,907	0	0	0	0.0%	25 P&P 330420	Grants	8,907	0	0	0	0.0%	
279	153	122	(32)	-20.6%	39 FAC 330450	Vending	2,768	1,224	704	(520)	-42.5%	
0	0	0	0	0.0%	37 COM 330465	Special Events Income	3,575	10,000	6,392	(3,608)	-36.1%	Timing variance. A portion is offset by Special Events expense. Law Week 2016 expenses are forthcoming.
33,346	29,294	26,800	(2,494)	-8.5%		Subtotal	334,946	371,199	377,617	6,418	1.7%	
626,034	582,383	591,281	8,898	1.5%		Total Income	5,215,999	5,121,430	5,247,510	126,081	2.5%	
Expenses:												
Staff:												
193,468	194,429	179,764	14,665	7.5%	ALL 501000	Salaries (benefits eligible)	1,599,612	1,604,642	1,485,349	119,293	7.4%	Favorable variance due to vacancies and Dec 2015 furloughs.
0	(3,889)	0	(3,889)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(32,093)	0	(32,093)	100.0%	Already reflected in reduced salary expense
18,229	18,380	17,343	1,036	5.6%	ALL 501050	Salaries (benefits ineligible)	161,177	154,227	149,908	4,320	2.8%	
0	(368)	0	(368)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(3,085)	0	(3,085)	100.0%	Already reflected in reduced salary expense
12,561	13,194	11,452	1,742	13.2%	15 FIN 502000	Social Security	103,153	109,050	93,499	15,551	14.3%	Favorable variance due to vacancies.
2,938	3,086	2,678	407	13.2%	15 FIN 503000	Medicare	25,283	25,504	22,978	2,525	9.9%	Favorable variance due to vacancies.
21,282	21,629	20,022	1,607	7.4%	15 FIN 511000	Retirement	181,663	196,960	183,261	13,699	7.0%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
42,517	43,558	44,389	(832)	-1.9%	15 FIN 512000	Health Insurance	320,803	334,956	315,659	19,298	5.8%	Favorable variance due to vacancies.
437	381	416	(35)	-9.1%	15 FIN 513000	Disability Insurance	3,453	3,047	3,287	(241)	-7.9%	
5,349	5,526	5,305	220	4.0%	15 FIN 514000	Dental Insurance	40,363	43,941	40,705	3,236	7.4%	Favorable variance due to vacancies.
640	631	605	26	4.1%	15 FIN 514500	Vision Insurance	5,035	5,015	4,667	347	6.9%	Favorable variance due to vacancies.
116	140	115	25	17.9%	15 FIN 515000	Life Insurance	777	1,120	735	385	34.4%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2016
(Provisional and subject to year-end audit adjustments)

Feb 15 Actual	Feb 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	8,734	14,389	(5,656)	-64.8%	15 FIN 516000	Workers Compensation Insurance	46,355	69,868	74,660	(4,792)	-6.9%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	(19)	0	(96)	96	0.0%	
1,228	0	0	0	0.0%	25 P&P 514010	Temporary Employment	11,576	2,000	1,916	84	4.2%	
0	0	0	0	0.0%	13 HR 514015	Recruitment	484	0	479	(479)	0.0%	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
23,150	17,161	17,161	(0)	0.0%	15 FIN 518500	OPEB Expense	185,200	137,285	137,287	(2)	0.0%	
626	1,250	599	651	52.1%	15 FIN 518550	TMP	9,010	10,000	6,182	3,818	38.2%	Timing variance and reduction in usage of transportation reimbursement program.
1,495	1,250	1,009	241	19.3%	15 FIN 518560	Payroll and Benefit Administration	10,489	10,000	9,233	767	7.7%	
324,035	325,090	315,247	9,843	3.0%		Total - Staff	2,704,414	2,672,438	2,529,708	142,730	5.3%	
						Library Materials/Electronic Resources Subscription:						
87,812	165,833	47,084	118,750	71.6%	23 R&R 601999	American Continuations	1,412,498	1,326,667	938,356	388,310	29.3%	Timing variance and ERS accounting change.
2,167	3,333	2,354	979	29.4%	23 R&R 602999	American New Orders	21,729	26,667	10,238	16,429	61.6%	Careful selection of new materials given budget uncertainties and cost of subsequent supplementation.
2,792	3,067	2,897	170	5.5%	23 R&R 609199	Branch Continuations	25,847	24,533	31,914	(7,380)	-30.1%	Timing variance, unanticipated cost increase due to publishers replacing volumes in lieu of supplementation.
0	75	0	75	100.0%	23 R&R 609299	Branch New Orders	0	781	0	781	100.0%	Expansion of print collection is not planned.
6,972	15,000	2,675	12,325	82.2%	23 R&R 603999	Commonwealth Continuations	210,361	120,000	96,718	23,282	19.4%	Timing variance and ERS accounting change.
0	130	0	130	100.0%	23 R&R 604999	Commonwealth New Orders	87	1,040	0	1,040	100.0%	Careful selection of new materials.
20,242	11,250	20,990	(9,740)	-86.6%	23 R&R 605999	Foreign Continuations	146,565	90,000	101,636	(11,636)	-12.9%	Cancellations taking longer to instate than anticipated, resulting in YTD unfavorable variance.
0	1,000	0	1,000	100.0%	23 R&R 606999	Foreign New Orders	1,056	8,000	398	7,602	95.0%	Careful selection of new materials.
7,298	6,667	4,599	2,068	31.0%	23 R&R 607999	International Continuations	83,825	53,333	67,050	(13,716)	-25.7%	Cancellations taking longer to instate than anticipated, resulting in YTD unfavorable variance.
10	333	0	333	100.0%	23 R&R 608999	International New Orders	2,323	2,667	0	2,667	100.0%	Careful selection of new materials
845	1,833	1,010	823	44.9%	23 R&R 609399	General/Librarianship Continuations	19,542	14,667	13,022	1,645	11.2%	Timing variance and ERS accounting change.
0	100	49	51	51.0%	23 R&R 609499	General/Librarianship New Orders	183	800	49	751	93.9%	Careful selection of new materials
128,137	208,622	81,657	126,964	60.9%		Subtotal	1,924,017	1,669,154	1,259,381	409,774	24.5%	
(128,137)	(208,622)	(81,657)	(126,964)	60.9%	15 FIN 690000	Library Materials Transferred to Assets	(1,924,017)	(1,669,154)	(1,259,381)	(409,774)	24.5%	
0	0	74,217	(74,217)	0.0%	15 FIN 685000	Electronic Resource Subscriptions (ERS)	0	0	394,613	(394,613)	0.0%	To reflect changes in accounting treatment of subscription fees for electronic resources, this line item was added starting this FY per auditor's recommendation. Fund was originally budgeted across multiple funds earmarked for capital library materials purchases.
						Facilities:						
5,635	2,900	6,385	(3,485)	-120.2%	39 FAC 801005	Repair & Maintenance	21,971	23,200	28,010	(4,810)	-20.7%	Unexpected \$9K HVAC repair in July / timing variance.
4,286	2,050	347	1,703	83.1%	39 FAC 801010	Building Services	13,168	16,400	5,665	10,735	65.5%	Timing variance.
0	1,292	0	1,292	100.0%	39 FAC 801015	Cleaning Supplies	8,945	10,336	5,690	4,646	45.0%	Timing variance.
8,789	10,356	8,913	1,443	13.9%	39 FAC 801020	Electricity & Water	81,313	82,848	79,631	3,217	3.9%	Increased usage due to higher temps.
966	0	0	0	0.0%	39 FAC 801025	Elevator Maintenance	9,991	0	6,762	(6,762)	0.0%	Delay of Elevator Upgrade Project.
1,211	2,602	2,539	63	2.4%	39 FAC 801030	Heating & Cooling	21,991	22,566	21,230	1,336	5.9%	Increased A/C usage due to higher temps. / timing variance.
21,071	22,500	24,428	(1,928)	-8.6%	15 FIN 801035	Insurance	168,567	187,229	195,423	(8,194)	-4.4%	
8,674	8,755	8,674	81	0.9%	39 FAC 801040	Janitorial Services	70,143	70,040	69,393	647	0.9%	
1,050	1,200	0	1,200	100.0%	39 FAC 801045	Landscaping	9,471	9,600	7,350	2,250	23.4%	Timing variance.
13,955	14,605	14,779	(174)	-1.2%	39 FAC 801050	Security	119,111	116,840	125,391	(8,551)	-7.3%	Timing variance.
4,900	1,750	599	1,151	65.8%	39 FAC 801060	Room Rental Expenses	20,105	14,000	26,485	(12,485)	-89.2%	Offset by Room Rental income.
181	938	0	938	100.0%	37 COM 801065	Special Events Expenses	6,273	7,744	6,170	1,574	20.3%	Timing variance / offset by PBW sponsorships. Law Week 2016 expenses forthcoming.

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2016
(Provisional and subject to year-end audit adjustments)

Feb 15 Actual	Feb 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	100	0	100	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	598	800	0	800	100.0%	Timing variance.
179	300	0	300	100.0%	39 FAC 801110	Equipment (<3K)	623	2,400	1,426	974	40.6%	Timing variance.
0	140	0	140	100.0%	39 FAC 801115	Building Alterations (<3K)	0	1,120	0	1,120	100.0%	Timing variance.
(8)	325	5	320	98.3%	35 CMS 801120	Delivery & Postage	2,748	2,725	4,667	(1,942)	-71.3%	Unbudgeted expense (\$2,135.21) incurred by Oct return shipment of rare books from Bonhams.
224	240	248	(8)	-3.4%	39 FAC 801125	Kitchen supplies	2,458	1,920	1,438	482	25.1%	Timing variance.
71,114	70,053	66,917	3,136	4.5%		Subtotal	557,475	569,768	584,731	(14,963)	-2.6%	
Technology:												
1,059	1,421	(325)	1,746	122.8%	33 TECH 801210	Software Maintenance	10,507	11,118	12,554	(1,436)	-12.9%	Software Upgrade originally budgeted as Capital Expense.
1,081	1,491	1,183	308	20.7%	33 TECH 801212	Hardware Maintenance	7,595	12,288	9,328	2,960	24.1%	Timing variance.
0	1,200	0	1,200	100.0%	33 TECH 801215	Software (<\$3k)	269	10,100	452	9,648	95.5%	Timing variance.
0	1,200	0	1,200	100.0%	33 TECH 801220	Hardware (<\$3k)	2,139	3,600	3,256	344	9.6%	
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	0	344	(344)	0.0%	Timing variance (Quarterly Invoice).
3,865	3,863	4,039	(176)	-4.5%	33 TECH 801230	Integrated Library System	29,941	30,904	31,288	(384)	-1.2%	Timing variance.
2,324	3,500	5,520	(2,020)	-57.7%	33 TECH 801235	Telecommunications	19,620	25,200	23,240	1,960	7.8%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	26	0	0	0	0.0%	
0	0	168	(168)	0.0%	33 TECH 801250	Services	1,355	0	618	(618)	0.0%	
8,329	12,675	10,585	2,090	16.5%		Subtotal	71,451	93,210	81,080	12,130	13.0%	
General:												
574	700	484	216	30.9%	15 FIN 801310	Bank Charges	5,018	5,600	4,138	1,462	26.1%	
656	680	678	2	0.2%	35 CMS 801315	Bibliographical Services	5,253	6,450	6,409	41	0.6%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
77	90	0	90	100.0%	17 EXEC 801325	Board Expense	1,887	720	378	342	47.5%	
0	30	74	(44)	-147.0%	37 COM 801330	Staff meals & events	1,367	1,955	1,228	727	37.2%	Timing variance.
1,926	1,830	1,162	668	36.5%	15 FIN 801335	Supplies - Office	9,673	9,289	8,100	1,189	12.8%	
0	1,000	0	1,000	100.0%	35 CMS 801337	Supplies - Library materials	2,347	5,800	4,644	1,156	19.9%	
60	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	665	3,000	0	3,000	100.0%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
2,522	1,500	262	1,238	82.5%	27 CIRC 801370	Copy Center Expense	17,106	18,500	16,201	2,299	12.4%	Offset by increased revenue.
0	0	0	0	0.0%	15 FIN 801375	General - Misc	590	0	966	(966)	0.0%	
212	0	(41)	41	0.0%	23 R&R 801390	Course Registration	3,086	300	555	(255)	-85.1%	
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	78	0	63	(63)	0.0%	
6,027	5,830	2,619	3,210	55.1%		Subtotal	47,071	51,614	42,682	8,932	17.3%	
Professional Development:												
149	600	186	414	69.0%	ALL 803105	Travel	3,258	4,515	1,553	2,962	65.6%	Frugal planning and grant awards.
0	0	0	0	0.0%	ALL 803110	Meals	140	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
344	29	237	(207)	-710.8%	ALL 803115	Membership dues	9,591	7,568	8,742	(1,174)	-15.5%	Timing variance.
0	0	145	(145)	0.0%	ALL 803120	Registration fees	1,830	3,090	1,678	1,412	45.7%	Frugal planning and grant awards.
0	0	0	0	0.0%	ALL 803125	Educational materials	264	0	0	0	0.0%	
493	629	567	62	9.8%		Subtotal	15,083	15,173	11,973	3,201	21.1%	
Communications & Marketing:												
0	150	0	150	100.0%	37 COM 803205	Services	0	1,200	0	1,200	100.0%	Timing variance.
0	180	0	180	100.0%	37 COM 803210	Collateral materials	0	1,750	1,550	201	11.5%	Timing variance.
0	0	1,833	(1,833)	0.0%	37 COM 803215	Advertising	104	2,550	3,130	(580)	-22.7%	Timing variance.
407	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	547	300	25	275	91.7%	Timing variance.
407	330	1,833	(1,503)	-455.5%		Subtotal	650	5,800	4,704	1,096	18.9%	
Travel & Entertainment												
0	0	0	0	0.0%	ALL 803305	Travel	22	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
104	440	127	313	71.2%	ALL 803320	Ground transportation & mileage reimb.	1,199	2,596	1,635	961	37.0%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
104	440	127	313	71.2%		Subtotal	1,221	2,596	1,635	961	37.0%	
Professional Services												

Los Angeles County Law Library
Income Statement for the Period Ending February 29, 2016
(Provisional and subject to year-end audit adjustments)

Feb 15 Actual	Feb 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	15 FIN 804005	Accounting	16,000	16,800	20,330	(3,530)	-21.0%	Includes \$3K unbudgeted GASB 45 valuation report.
1,188	2,898	2,730	168	5.8%	17 EXEC 804008	Consulting Services	20,063	23,183	26,140	(2,957)	-12.8%	Includes unbudgeted annual HR On-site Fee as well as 2% retainer increase effective 1/1/2016.
0	0	0	0	0.0%	17 EXEC 804010	Legal	18	2,000	0	2,000	100.0%	
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
1,188	2,898	2,730	168	5.8%		Subtotal	36,081	41,983	46,470	(4,487)	-10.7%	
						Depreciation:						
241,037	258,208	221,305	36,903	14.3%	15 FIN 806105	Depreciation - Library Materials	1,971,525	2,065,662	1,732,875	332,788	16.1%	Change in accounting for ERS.
29,023	34,587	27,922	6,665	19.3%	15 FIN 806110	Depreciation Exp - FF&E	237,738	254,851	224,884	29,967	11.8%	Delay in planned capital fixed asset purchases.
270,061	292,794	249,227	43,567	14.9%		Subtotal	2,209,264	2,320,514	1,957,759	362,755	15.6%	
681,755	710,739	724,069	(13,330)	-1.9%		Total Expense	5,642,709	5,773,096	5,655,355	117,741	2.0%	
(55,721)	(128,356)	(132,788)	(4,432)	3.5%		Net Income Before Extraordinary Items	(426,710)	(651,667)	(407,845)	130,161	-20.0%	
(11,735)	2,917	13,031	10,114	346.8%	15 FIN 321000	Investment Gain (Loss) ²	30,950	23,333	39,960	16,627	71.3%	
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
(67,456)	(125,439)	(119,757)	5,682	-4.5%		Net Income Including Extraordinary Items	(395,759)	(631,250)	(367,885)	138,978	-22.0%	
						Capital Expenditures:						
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	44,374	35,000	3,924	31,076	88.8%	Timing variance.
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	40,000	0	40,000	100.0%	
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/Improvements (>3k)	0	420,000	0	420,000	100.0%	Timing variance.
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	35,000	0	35,000	100.0%	Timing variance.
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	345,000	11,430	333,570	96.7%	Portion expensed to "Software Maintenance GL 801210. Rest is timing variance.
0	0	0	0	0.0%		Total - Capitalized Expenditures	44,374	875,000	15,354	859,646	98.2%	
						CalPERS CERBT Trust Fund ¹ :						
						Beginning Balance		1,873,579				
						Administrative Expense		(72)				CalPERS CERBT program cost.
						Investment Expense		(53)				Investment management cost.
						Unrealized Gain/Loss		8,029				Fluctuating market conditions.
						Ending Balance		1,881,483				

¹ CalPERS CERBT income account removed from FY 2016 budget as recommended by outside auditors. The account will be monitored and reported independently from the Library's operating budget.

² UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) for FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

Los Angeles County Law Library
Statement of Cash Flows
As of February 29, 2016
(Provisional and subject to year-end audit adjustments)

	2/29/2016	YTD
Cash flows from operating activities		
L.A. Superior court fees	504,692	4,386,318
Parking fees	58,106	470,179
Library services	26,800	262,617
(Increase) decrease in accounts receivable	12,725	111,844
Increase (decrease) in borrowers' deposit	1,984	(6,339)
Cash received from filing fees and services	604,308	5,224,619
Facilities	(66,917)	(584,731)
Technology	(10,585)	(81,080)
General	(2,619)	(42,682)
Professional development	(567)	(11,973)
Communications & marketing	(1,833)	(4,704)
Travel & entertainment	(127)	(1,635)
Professional services	(2,730)	(46,470)
Electronic Resource Subscriptions	(74,217)	(394,613)
(Increase) decrease in prepaid expenses	(131,461)	(178,334)
Increase (decrease) in accounts payable	(30,624)	(35,739)
Increase (decrease) in other liabilities	-	(3,597)
Cash payments to suppliers for goods and services	(321,681)	(1,385,558)
Staff (payroll + benefits)	(315,247)	(2,529,708)
Increase (decrease) in payroll liabilities	(3,243)	(1,752)
Increase (decrease) in accrued sick and vacation liability	-	(49,419)
Increase (decrease) in OPEB liability	17,161	137,288
Increase (decrease) in net pension liability	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(301,329)	(2,443,591)
Contributions received	-	115,000
Net cash from operating activities	(18,701)	1,510,469
Cash flow from capital and related financing activities		
Library materials	(81,657)	(1,259,381)
Fixed assets	-	(15,354)
Capital - Work in Progress (WIP)	-	(3,000)
Cash flows from investing activities		
Investment earnings	1,683	13,397
Net cash increase (decrease) in cash and cash equivalents	(98,676)	246,131
Cash and cash equivalents, at beginning of period	3,953,678	3,608,871
Cash and cash equivalents, at end of period	3,855,002	3,855,002
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(134,471)	(421,242)
Adjustments for noncash effects:		
Depreciation	249,227	1,957,759
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	12,725	111,844
(Increase) decrease in prepaid expenses	(131,461)	(178,334)
Increase (decrease) in accounts payable	(30,624)	(35,739)
Increase (decrease) in other liabilities	-	(3,597)
Increase (decrease) in payroll liabilities	(3,243)	(1,752)
Increase (decrease) in accrued sick and vacation liability	-	(49,419)
Increase (decrease) in borrowers' deposit	1,984	(6,339)
Increase (decrease) in OPEB asset	17,161	137,288
Increase (decrease) in net pension liability	-	-
Net cash from operating activities	(18,701)	1,510,469

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2016 - March 31, 2016 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 1	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	029084
March 2	BRIDGES FILTER SERVICE, INC	REPAIR & MAINTENA	575.29	029085
	BUREAU OF STREET LIGHTING	REPAIR & MAINTENA	2,853.04	029086
	HAHN INTERNATIONAL INC	DELIVERY & POSTAG	1,085.21	029087
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	029088
	ELIZABETH WARNER	MILEAGE	78.57	029089
	SYNCB AMAZON	BOOKS	178.65	029090
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	199.12	029091
	CASALINI LIBRI	BOOKS	806.61	029092
	EIBUN HOREI SHA INC	BOOKS	1,085.00	029093
	GAUNT	BOOKS	348.18	029094
	OTTO HARRASSOWITZ	BOOKS	7,780.68	029095
	MABROCHI INTERNATIONAL CO LTD	BOOKS	2,222.07	029096
	SASKATCHEWAN QUEENS PRINTER	BOOKS	98.65	029097
	JOHN GANNON	GRANTS	1,000.00	029098
March 3	NRA GROUP, LLC	COLLECTION AGENC	599.51	029099
March 4	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	029100
March 9	CASALINI LIBRI	BOOKS	120.00	029101
	GAUNT	BOOKS	566.84	029102
	OTTO HARRASSOWITZ	BOOKS	5,521.46	029103
	KUBON & SAGNER	BOOKS	548.55	029104
	LIBROS CENTROAMERICANOS	BOOKS	1,300.00	029105
	QUALITY CODE PUBLISHING	BOOKS	46.43	029106
March 10	PETER GONZALEZ	REFUND	125.00	029109
March 11	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029110
	ALFRED CHACON	MILEAGE	17.98	029111
	LORENZO GALLARDO	REPAIR & MAINTENA	681.00	029112
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029113
	PETTY CASH FUND	PETTY CASH	345.21	029114
	CARSWELL COMPANY LTD	BOOKS	54.50	029115
	COMERCIAL CELIS LIMITADA	BOOKS	246.00	029116
	KUBON & SAGNER	BOOKS	3,075.07	029117
	LAW PUBLISHERS	BOOKS	2,194.00	029118
March 15	JAYE B STEINBRICK	EQUIPMENT(<3k)	73.11	029119
	JAYE B STEINBRICK	MISCELLANEOUS	65.36	029120
	JAYE B STEINBRICK	DELIVERY & POSTAG	15.62	029121
	JAYE B STEINBRICK	DELIVERY & POSTAG	400.00	029122

55,070.84

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2016 - March 31, 2016 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 16	JAYE B STEINBRICK	SPECIAL EVENTS EX	34.79	029123
March 21	AT&T	TELECOM	469.14	029124
	GAUNT	BOOKS	344.44	029125
	INGRAM LIBRARY SERVICES	BOOKS	2,922.58	029126
	LOCAL GOVERNMENT PUBLICATIONS	BOOKS	118.66	029127
	NIBONDH & COMPANY LIMITED	BOOKS	360.00	029128
March 22	MANAGE EASE INCORPORATED	CONSULTING	1,765.00	029129
	METROLINK	TMP	1,414.00	029130
	CALPERS ** VOIDED *****	PREPAID EXP	0.00	029131
	VALLEY WIDE AIR	REPAIR & MAINTENA	1,175.00	029132
March 23	GUARDIAN	PREPAID EXP	6,696.96	029133
	JAYE B STEINBRICK	SOFTWARE (>3k)	65.00	029134
	DARI BATES ** VOIDED *****	REFUND	0.00	029135
	JOSEPH MISKABI	REFUND	140.00	029136
	JEFFREY ROBERT BATES	REFUND	140.00	029137
March 24	STEVEN P CHANG	REFUND	125.00	029138
March 30	COUNTY OF LOS ANGELES	HEATING/COOLING	2,539.47	029139

73,346.09

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2016 - March 31, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 2	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,552.30	V001016
	BERNAN ASSOCIATES	BOOKS	888.10	V001017
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,213.61	V001018
	DAILY JOURNAL CORPORATION	BOOKS	858.92	V001019
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V001020
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	35.00	V001021
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	144.90	V001022
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	4,110.96	V001023
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	103.50	V001024
	MUNICIPAL CODE CORPORATION	BOOKS	70.00	V001025
	OXFORD UNIVERSITY PRESS	BOOKS	1,014.58	V001026
	PRACTISING LAW INSTITUTE	BOOKS	166.91	V001027
	SOLANO PRESS BOOKS	BOOKS	352.25	V001028
	CITY OF THOUSAND OAKS	BOOKS	34.27	V001029
	WEST ACADEMIC	BOOKS	46.87	V001030
	STATE BAR OF WISCONSIN	BOOKS	68.15	V001031
	AT&T MOBILITY	TELECOM	15.89	V001032
	GLOBAL CAPACITY	TELECOM	378.50	V001033
	GRAINGER	REPAIR & MAINTENA	1,127.15	V001034
	JOHNSON CONTROLS	REPAIR & MAINTENA	495.00	V001035
KONICA MINOLTA BUSINESS	COPY CENTER EXPE	24.20	V001036	
PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	374.00	V001037	
SECURITAS SECURITY	SECURITY	5,328.00	V001038	
March 3	CDW GOVERNMENT INC	HARDWARE	517.75	V001040
March 4	BANDWIDTH.COM, INC.	TELECOM	579.47	V001041
	GLOBAL CAPACITY	TELECOM	71.47	V001042
	OCLC INC	BIBLIOGRAPHICAL S	678.40	V001043
	SECURITAS SECURITY	SECURITY	5,290.56	V001044
March 9	AMERICAN LIBRARY ASSOCIATION	BOOKS	51.50	V001045
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	26.80	V001046
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	475.00	V001047
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	416.00	V001048
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,699.35	V001049
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	3,199.13	V001050
	JAMES PUBLISHING INC	BOOKS	441.67	V001051
	JURIS PUBLISHING INC	BOOKS	89.50	V001052
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	7,806.75	V001054
	LAWPRESS CORPORATION	BOOKS	292.10	V001055
	NATIONAL CONSUMER LAW CENTER	BOOKS	1,610.00	V001056
	OCONNORS	BOOKS	190.00	V001057
	PRACTISING LAW INSTITUTE	BOOKS	183.27	V001058

114,180.24

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2016 - March 31, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 10	THOMSON REUTERS	BOOKS	70,965.51	V001059
	STATE BAR OF WISCONSIN	BOOKS	68.15	V001060
	STAMPS.COM	DELIVERY & POSTAG	300.00	V001064
March 11	ALTA FOODCRAFT	KITCHEN SUPPLIES	248.08	V001065
	OFFICE DEPOT	SUPPLIES-OFFICE	861.02	V001066
	SUPPLYWORKS	CLEANING SUPPLIES	1,749.71	V001067
	STAMPS.COM	DELIVERY & POSTAG	24.99	V001068
March 14	AMERICAN BAR ASSOCIATION	BOOKS	946.57	V001069
	JAMES PUBLISHING INC	BOOKS	142.80	V001070
	JURISNET LLC	BOOKS	151.50	V001071
	LAW BOOKSTORE	BOOKS	209.10	V001072
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	2,701.32	V001073
	LAWPRESS CORPORATION	BOOKS	297.53	V001074
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,000.00	V001075
	NOLO PRESS OCCIDENTAL	BOOKS	161.45	V001076
	THOMPSON PUBLISHING GROUP	BOOKS	486.99	V001077
	WEST ACADEMIC	BOOKS	46.87	V001078
March 14	WILLIAM S HEIN & CO	BOOKS	1,625.89	V001079
March 14	MARCO	FRIENDS	142.25	V001080
March 15	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,381.99	V001081
March 16	INFINISOURCE INC	PAYROLL/HR ADMIN	77.00	V001082
	OFFICE DEPOT	SUPPLIES-OFFICE	124.33	V001083
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	6,365.58	V001084
	CHERRY PICK CAFE	COURSE REGISTRAT	8.60	V001126
	CHERRY PICK CAFE	ROOM RENTAL EXP	62.11	V001127
March 17	PRINT PLACE	ADVERTISING	205.86	V001128
March 21	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	90.06	V001085
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,367.63	V001086
	BERNAN ASSOCIATES	BOOKS	119.84	V001087
	GEORGE T BISEL COMPANY	BOOKS	129.61	V001088
	CASTLE PUBLICATIONS	BOOKS	267.05	V001089
	CCH INCORPORATED	BOOKS	114.83	V001090
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	943.55	V001091
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	V001092
	EBSCO INFORMATION SERVICES	BOOKS	132.20	V001093
	JURIS PUBLISHING INC	BOOKS	50.00	V001094
	KANSAS JUDICIAL COUNCIL	BOOKS	85.00	V001095
	MUNICIPAL CODE CORPORATION	BOOKS	1,792.00	V001096

188,074.44

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2016 - March 31, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 22	NATIONAL TAX ASSOCIATION	BOOKS	350.00	V001097
	OXFORD UNIVERSITY PRESS	BOOKS	35.50	V001098
	PRACTISING LAW INSTITUTE	BOOKS	178.36	V001099
	JOHN WILEY & SONS INC	BOOKS	180.98	V001100
	WILLIAM S HEIN & CO	BOOKS	1,909.44	V001101
	YBP LIBRARY SERVICES	BOOKS	51.21	V001102
	ANY PROMO.COM	ADVERTISING	821.06	V001129
	QUILL CORPORATION	PREPAID EXPENSE	1,371.22	V001166
	REPUBLIC SERVICES #902	BLDG SVCS	246.90	V001130
	COUNTY OF LOS ANGELES ** VOIDED *****	HEATING/COOLING	0.00	V001131
March 23	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	98.00	V001132
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	178.00	V001133
	TYCO INTEGRATED SECURITY LLC	BLDG SVCS	12,480.70	V001134
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	17.05	V001135
	ALONTI CAFE & CATERING	BOARD EXPENSE	74.81	V001167
	GARY AUSTIN ADVERTISING	FRIENDS OF LAW LIB	383.87	V001168
	March 24	ARC SERVICE COMPANY ** VOIDED *****	COPY CENTER	0.00
ARC SERVICE COMPANY		COPY CENTER	234.30	V001169
MARIA'S ITALIAN KITCHEN		ROOM RENTAL EXPE	607.92	V001170
March 29	STUDIO 116	SPECIAL EVENTS EX	1,000.00	V001171
March 30	CDW GOVERNMENT INC	SUPPLIES- LIB MATE	359.26	V001172

208,303.02

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2016 - March 31, 2016 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 10	TI COMPUTERS - EBAY	Hardware (<3K)	816.41	V000045
March 16	L A DEPT WATER & POWER	ELECTRIC/FIRE	8,912.65	V000048

9,729.06

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2016 - March 31, 2016 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 4	SEIU LOCAL 721	UNION DUES	768.22	001565
	SEIU LOCAL 721	UNION DENTAL	40.44	001566
March 29	SEIU LOCAL 721	UNION DUES	768.22	001567
	SEIU LOCAL 721	UNION DENTAL	40.44	001568
			1,617.32	

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2016 - March 31, 2016 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 7	CALPERS	PREPAID EXP	52,313.29	TS00231809
March 28	CALPERS	PREPAID EXP	52,313.29	TS00232717

104,626.58

LA Law Library
Fiscal Year Quarterly Statistics

		FY15 4th Quarter	FY16 1st Quarter	FY16 2nd Quarter	FY16 3rd Quarter	FY16 3rd Quarter Notes
Reference and Research						
	<i>Reference and Research responds to user requests</i>					
	Desk Inquiries	6460	6135	6312	6338	
	Phone	1860	1960	1724	1815	
	Email/ Live Chat	451	78	212	331	
	By Mail	82	71	26	56	
	Global Law Inquires	122	156	149	130	
	Global Law Web Inquires	145	136	88	109	
	e-Branch Chat	56	59	33	41	
	e-Branch Email	0	0	1	1	
	Tuesday 6pm to 8pm				59	
	Total	9,176	8,595	8,545	8,880	
Circulation Services						
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books</i>					
	Desk Inquiries	4801	4044	2600	4016	
	Phone Inquiries	2739	2122	1836	1996	
	Total	7540	6,166	4,436	6,012	
	Books Circulated	2987	2,576	2204	2952	
	Library Card Sign-ups	518	517	508	545	
	Members Program - Active Members	301	302	297	325	Highest number of active Members to date
	Public Terminal Logins	11,218	11,520	10,798	9,496	
Document Delivery / E-Delivery/Copies						
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy</i>					
	Phone Inquiries	281	286	275	286	
	In-Person	2973	3,723	2164	2509	
	Email	145	230	221	194	
	By Mail (As of 2013, included with R+R above)					
	Total	3,399	4,239	2,660	2,989	
	Pages Delivered	6,019	9,135	5,524	8,073	
	Copies Made (Main Library)	164,266	91,743	96,313	79,318	

LA Law Library
Fiscal Year Quarterly Statistics

			FY15 4th Quarter	FY16 1st Quarter	FY16 2nd Quarter	FY16 3rd Quarter	FY16 3rd Quarter Notes	
Collection Management Services								
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>							
	New Titles Added		111	132	111	154		
	New Serials		24	18	19	23		
	Print Volumes Added		1,347	1,362	1,376	1,378		
	Non-Print Media Added		850	10,523	4,454	1,949		
	Books Cataloged/Reclassified		804	646	477	632		
	Print & Non-Print Withdrawn		549	601	578	1,091		
Brief Scanning Project								
	Briefs Scanned		9411	7,499				
	Pages Scanned		296,438	251,347				
	Briefs Logged (Google)				19308	0	Currently reorganizing structure in light of Google Project & staffing changes	
Website Statistics								
	Visitors		26688	24,096	21,877	23,217		
	Visits		127017	101,619	101,052	104,421		
	Average Daily Visits		1396	1,105	1,099	1,135		
	Average Duration		4:08	4:09	4:00	3:51		
	Visitors: US		95.85%	96.02%	97.54%	98.43%		
	Visitors: International / Unspecified		4.15%	3.98	2.46%	1.57%		
Training and Events at Main Branch								
	Public Classes Held							
	Internal speaker		5	7	24	6		
	Guest speaker		11	9	19	11		
	MCLE Classes Held							
	Internal speaker		3	0	1	0		
	Guest speaker		10	5	18	7		
	Clinics/ Workshops Held		13	16	39	46		
		Total	37	37	101	70		
	Class Attendance Total (Estimated)		691	658	2,427	1,041		

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Employee Handbook Update: FEHA – Harassment Policy Update (4/1/2016)
- 4.2 New Members' Portal
- 4.3 Book Club Presentation

MEMORANDUM

DATE: April 27, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin

RE: Update to Employee Handbook re Harassment

BACKGROUND AND DISCUSSION

Significant changes were recently made to California's Fair Employment & Housing Act (FEHA) regulations, and became effective April 1, 2016. Some changes were made to reflect court rulings, and other changes are entirely new. These FEHA changes address, among other topics, discrimination and harassment in the workplace, broadening the protections for California employees.

Employers are required to have a harassment, discrimination, and retaliation prevention policy that meets the newly stated regulatory requirements.

Based upon these recent changes, the Law Library's Human Resources consultant, ManageEase, has recommended the attached revision to the Law Library policy regarding harassment.

The proposed change has been provided to SEIU for its review and may be the subject of further meet and confer.

RECOMMENDATION

Staff recommends that the Board approve the attached amended policy regarding Non-Harassment, Discrimination and Retaliation and instruct the Executive Director to include it in the Law Library Employee Handbook and Personnel Policies Manual.



6.3 NON-HARASSMENT, DISCRIMINATION AND RETALIATION

The Library will not tolerate harassment or discrimination of an applicant, employee, intern/extern, volunteer, Trustee, contractor, vendor, or Library user on the basis of race, color, religion (all aspects of religious beliefs, observance or practice, including religion-religious dress or grooming practices), religious creed, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding or related medical conditions), gender (including gender identity, gender expression, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's assigned sex at birth), citizenship status, national origin or ancestry, pregnancy, age, marital status (including domestic partnership), military or veteran's status, uniform service member status, protected medical condition (including cancer or a record or history of cancer), physical or mental disability, sexual orientation, genetic characteristics (including information and testing) or a perception that the employee or applicant has any of these characteristics, holding or presenting a driver's license issued under Cal. Vehicle Code § 12801.9, or any other basis protected by applicable federal, state or local law.

Harassment may include, but is not limited to behavior that is taken because of a person's protected classification:

- Verbal harassment, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress, ~~or~~ physical features, a person's characteristics such as vocal pitch, or dress consistent with gender identification, or race-oriented stories and jokes, or obscene letters, notes or invitations, threats, intimidation, and other menacing behavior.
- Physical harassment, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
- Visual forms of harassment, such as derogatory posters, cartoons, videos or drawings related to a protected classification, including visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects.
- Sexual harassment, such as unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment. Sexually harassing conduct need not be motivated by sexual desire.

~~The Library has zero tolerance for any conduct that violates this policy and will institute discipline including termination for violations. Conduct need not rise to the level of a violation of law in order to violate this policy. A single act can violate this policy and provide grounds for discipline.~~

~~This policy applies to all terms and conditions of employment, including hiring, placement, promotion, disciplinary action, layoff, transfer, leave of absence, compensation, and training.~~

Policy Against Retaliation

Retaliation against anyone for providing notice to the Library regarding alleged unlawful activity, making or filing an internal complaint with the Library, filing a complaint with a federal, state or local enforcement or administrative agency, testifying as a party, witness or accused regarding alleged unlawful activity, or participating in or cooperating with an investigation, or associating with another employee who is engaged in any of these activities is prohibited. "Retaliation" means any adverse conduct taken because someone has reported harassment or discrimination, or has participated in the complaint and investigation. "Adverse conduct" includes: taking sides because an individual has reported harassment or discrimination; spreading rumors about a complaint; shunning and avoiding an individual who reports harassment or discrimination; or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. Individuals found to have retaliated in violation of this policy, including any supervisor or manager who condones or ignores potential violations of this policy, will be subject to discipline including the possibility of termination.

Professional Behavior Policy

In addition to the Library's policy against Non-Harassment, Discrimination and Retaliation the Library maintains a Personal Behavior Policy. This policy is directed toward conduct that may not otherwise fall within the legal definition of harassment or may have been welcomed by all of the parties involved, but which nonetheless projects image problems for the Library and may lead to further problems in the future.

Employees must conduct themselves in a professional manner. Unprofessional behavior in the workplace, such as sexually related conversations, inappropriate touching (such as, but not limited to, kissing, hugging, massaging, sitting on laps) of another employee, applicant, intern/extern, volunteer, Trustee, contractor, vendor, or Library user and any other behavior of a sexual nature is prohibited. Furthermore, mimicry, horseplay, and inappropriate joking (including, but not limited to, racial and ethnic jokes) are prohibited by this policy.

The Library has zero tolerance for any conduct that violates this policy and will institute discipline up to and including termination for violations. Conduct need not rise to the level of a violation of law in order to violate this policy. A single act can violate this policy and provide grounds for discipline. Additionally, under California law, an employee may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

This policy applies to all terms and conditions of employment, including hiring, placement, promotion, disciplinary action, layoff, transfer, leave of absence, compensation, and training. An employee with

questions about what constitutes misconduct should ask the Executive Director, a Senior Director, HR, or their supervisor with whom the employee feels most comfortable.

Guidelines for Identifying Harassment

- Harassment includes any conduct which would be “unwelcome” to an individual of the recipient’s same protected classification and which is taken because of the recipient’s protected classification.
- It is no defense that the recipient appears to have voluntarily “consented” to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
- Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Isolated incidents might be tolerated up to a point and harassment can evolve over time.
- Even visual, verbal, or physical conduct between two people who appear to welcome it can constitute harassment of a third person who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
- Conduct can constitute harassment in violation of this ~~Policy~~ policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient’s same protected classification would find it offensive, e.g., gifts, over-attention, or endearing nicknames.

If you feel ~~that you are a victim of~~ have experienced, witnessed or are aware of harassment, discrimination, or retaliation, you ~~should~~ are expected to immediately report the matter or conduct to the Executive Director, a Senior Director, HR, or your supervisor with whom you feel most comfortable. Supervisors are required to report any complaints of misconduct to the Executive Director or a Senior Director, so the Library can try to resolve the matter internally.

Notification to the Library of the misconduct is essential. The Library cannot help resolve misconduct unless it knows about it. Therefore, it is an employee’s responsibility to bring concerns and/or problems to the Library’s attention so that the Library can take whatever steps are necessary to address the situation. The Library takes all complaints of unlawful harassment, discrimination and retaliation seriously and will not penalize or retaliate against an employee in any way for reporting misconduct in good faith.

The Complaint Process

Upon receipt of such a complaint, the Executive Director will appoint ~~an appropriate member of the Administrative Services team~~ qualified personnel to conduct a fair, timely, thorough and impartial

~~investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. All complaints of unlawful harassment, discrimination and retaliation reported to management will receive a timely response.~~ investigate the complaint.

~~All complaints of unlawful harassment, discrimination and retaliation reported to management will be treated with as much confidentiality as possible., consistent with the need to conduct an adequate investigation. Complaints will be documented and tracked for reasonable progress, and to ensure timely closures.~~The investigator

Qualified personnel will:

- Conduct interviews with the complainant, the accused harasser, and other persons who have relevant knowledge concerning the complaint.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- ~~Report a summary of the determination as to whether harassment occurred to all appropriate persons, including the complainant, the alleged harasser, the supervisor, and the unit head.~~
- If conduct in violation of this Policy policy occurred, recommend prompt and effective remedial action. The action will be commensurate with the severity of the offense.
- Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.
- Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

~~The Library will conduct an investigation if its officers or supervisors become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.~~

The Library will investigate all reports as confidentially as possible. Complete confidentiality cannot occur, however, due to the need to fully investigate potential policy violations and take effective remedial action. As a result, confidentiality will be maintained to the extent possible. The Library will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order. Complaints will be documented and tracked for reasonable progress, and to ensure timely closures.

The Library prohibits any person from hindering internal investigations and the internal complaint procedure. Prohibited conduct of this nature includes, but is not limited to: making threats against persons being interviewed in an investigation and attempting to induce persons being interviewed to provide false or misleading information or to withhold material information.

Employees may be assured that they will not be penalized in any way for reporting misconduct. It is unlawful for an employer to retaliate against employees or non-employees who oppose the practices prohibited by the Fair Employment and Housing Act, or file complaints, or otherwise participate in an investigation, proceeding, or hearing conducted by the DFEH. Similarly, the Company prohibits Employees and non-Employees from hindering its own internal investigations and internal complaint procedure.

An individual has the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). Violators are subject to penalties and remedial measures that may include sanctions, fines, injunctions, reinstatement, back pay, and damages. These administrative agencies offer legal remedies and a complaint process. The nearest offices of the EEOC and DFEH are listed in the telephone directory or on the internet at www.eeoc.gov or <http://www.dfeh.ca.gov/Offices.htm>.
www.dfeh.ca.gov.

~~The Library will investigate all reports as confidentially as possible. Complete confidentiality cannot occur, however, due to the need to fully investigate potential Policy violations and take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The Library will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.~~

LA Law Library
New Members' Database

Presented by:

Jaye Steinbrick & Ana Villagrana

April 27, 2016

LA Law Library
Book Discussion Group

Presented by:
Kathleen O’Laughlin
April 27, 2016