

AGENDA (Amended)

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

SPECIAL BOARD MEETING

Wednesday, July 27, 2016

4:30 PM

MILDRED L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

I, Hon. Ann I. Jones, President, do hereby call a special meeting of the Board of Trustees of the Los Angeles County Law Library to be held at the time and place listed above to discuss the matters identified on this agenda.

Hon. Ann I. Jones, President

ACCOMMODATIONS

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

AGENDA DESCRIPTIONS

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

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 22, 2016, Regular Board Meeting.
- 3.2 Review of May Financials and List of June Checks and Warrants
- 3.3 4th Quarterly Statistics Update
- 3.4 Approval of Revised Rules of Conduct

4.0 DISCUSSION ITEMS

- 4.1 Approval to Reschedule October Board Meeting

5.0 CLOSED SESSION

- 5.1 CLOSED SESSION: Conference with Labor Negotiator (G.C. 54957.6).
Library negotiator: Board President, Hon. Ann I. Jones. *Employee Organization:* SEIU Local 721

6.0 PHOTOGRAPH

- 6.1 Board of Trustees Group Photograph
- 6.2 Screening of 125th Congratulations Video

7.0 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.

8.0 EXECUTIVE DIRECTOR REPORT

9.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, August 24, 2016.

POSTED MONDAY, JULY 25, 2016 @ 11:00 A.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

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- 3.1 Approval of Minutes of the June 22, 2016 Regular Board Meeting.
- 3.2 Review of May Financials and List of June Checks and Warrants
- 3.3 4th Quarterly Statistics Update
- 3.4 Approval of Revised Rules of Conduct

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

June 22, 2016

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 22, 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 Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: None

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 4.1.1 at 12:26pm. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Lee Paradise made comments including: diligence in lobbying for a greater budget for the LA Law Library and the need to appoint Board seats to members of the public.

2.0 PRESIDENT'S REPORT

President Jones commended LA Law Library staff for the efforts and accomplishments of the 125th Anniversary celebration.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 25, 2016 Regular Board Meeting.
- 3.2 Review of April 2016 Financials & May 2016 List of Checks and Warrants.
- 3.3 Approval of Insurance Renewal – LTD, Life, Dental, Vision
- 3.4 Approval of Operating Budget, FY2016-17 and Job Descriptions for New and Revised positions

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Juhas, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

4.0 DISCUSSION ITEMS

4.1 Consideration and Approval of Investment Options:

4.1.1 Consideration of Cash Needs and Approval of Amount Available for Investment

The Board discussed the amount available for investment, the low yield from funds invested in LAIF and Staff's recommendation that an additional \$500,000 be placed into a higher yield, longer term and slightly less liquid investment opportunity.

President Jones requested a motion that an additional \$500,000 be taken out of LAIF and made available for a longer term investment. So moved by Trustee Landin, seconded by Trustee Court. The motion was unanimously approved, 7-0.

4.1.2 Selection and Approval of Investment Type

ED Levin announced a potential conflict of interest due to personal investments, recused herself from the discussion and left the room. Finance Manager Juarez explained the recommended investment and the reasons therefor. County Law Libraries are limited by statute to certain investments. The Board previously approved \$4,000,000 initial investment in US Treasury bonds in 2014 which has provided a greater return than LAIF. It was recommended to invest an additional \$500,000 in US Treasury bonds with UBS.

President Jones requested a motion to approve the investment of an additional \$500,000 in US Treasury bonds with UBS. So moved by Trustee Juhas, seconded by Trustee Klein. The motion was unanimously approved, 7-0.

ED Levin rejoined the meeting.

4.2 Presentation Regarding 125th Anniversary Celebration

Communications Manager Saldana presented information about the upcoming 125th Anniversary, including displays or activities from each the decades from 1890-2016, three library tours, a 1920's costume contest, vintage car displays and 1920's Lindy dancers. Some recommendations from the Board include highlighting the survival of the San Antonio Winery for the 1920's, the Original Pantry and contacting court officials to attend.

Communications Manager Saldana also presented the new LA Law Library business cards and the new slogan, "Access to Information = Access to Justice" submitted by Members Program and Education Partnerships Librarian, Ryan Metheny.

No action was taken.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

No comments.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 12:56 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, July 27, 2016 at 4:30pm.

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

Los Angeles County Law Library

Balance Sheet

As of May 31, 2016

(Provisional and subject to year-end audit adjustments)

	6/30/2015	5/31/2016	Change
Assets			
Current assets			
Cash and cash equivalents	3,305,891	3,512,732	206,841
Accounts receivable	1,336,578	1,243,547	(93,031)
Prepaid expenses	239,161	285,624	46,464
Total current assets	4,881,630	5,041,903	160,274
Noncurrent assets			
Restricted cash and cash equivalents	302,980	318,470	15,490
Investments	4,037,519	4,082,085	44,566
Capital assets, not being depreciated	583,433	586,433	3,000
Capital assets, being depreciated - net	19,894,170	19,056,961	(837,208)
Total noncurrent assets	24,818,102	24,043,949	(774,153)
Total assets	29,699,731	29,085,852	(613,879)
Deffered Outflows of Resources			
Deffered Outflows of Resources	403,501	403,501	-
Total assets and deffered outflows of resources	30,103,232	29,489,353	(613,879)
Liabilities			
Current Liabilities			
Accounts payable	219,034	128,342	(90,692)
Other current liabilities	8,260	3,631	(4,629)
Payroll liabilities	14,015	14,188	172
Total current liabilities	241,310	146,161	(95,148)
Noncurrent Liabilities			
Accrued sick and vacation liability	369,252	316,163	(53,088)
Borrowers' deposit	326,794	326,937	143
OPEB liability	(47,304)	141,467	188,771
Net pension liability	(169,785)	(169,785)	-
Total noncurrent liabilities	478,956	614,782	135,826
Total liabilities	720,266	760,943	40,677
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,829,778	1,829,778	-
Net Position			
Net position			
Invested in capital assets	20,477,603	19,643,394	(834,208)
Unrestricted	7,075,585	7,255,238	179,653
Total net position	27,553,188	26,898,633	(654,555)
Total liabilities, deffered inflows of resources, and net position	30,103,232	29,489,353	(613,879)

Los Angeles County Law Library
Income Statement for the Period Ending May 31, 2016
(Provisional and subject to year-end audit adjustments)

May 15 Actual	May 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:												
571,110	529,529	572,259	42,729	8.1%	15 FIN 303300	L.A. Superior Court Fees	6,030,786	5,880,403	6,033,146	152,742	2.6%	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	2,536	2,438	3,880	1,443	59.2%	Better than expected ROR.
880	1,192	1,454	262	22.0%	15 FIN 312000	Interest - General Fund	13,214	13,108	14,113	1,004	7.7%	
148	157	231	74	47.4%	15 FIN 313000	Interest - Deposit Fund	1,879	1,728	2,076	349	20.2%	
(9,881)	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT ¹	34,883	0	0	0	0.0%	
98	0	0	0	0.0%	15 FIN 313200	Interest - Bonds ²	291	0	0	0	0.0%	
(8,755)	1,349	1,685	337	25.0%		Subtotal	52,803	17,274	20,069	2,796	16.2%	
Parking:												
53,750	55,750	57,068	1,318	2.4%	39 FAC 330100	Parking	607,453	613,250	652,168	38,918	6.3%	Favorable variance due in part to a \$14K payment from City of LA re: 2014's Made In America event.
53,750	55,750	57,068	1,318	2.4%		Subtotal	607,453	613,250	652,168	38,918	6.3%	
Library Services:												
49	200	33	(168)	-83.8%	27 CIRC 330150	Annual Borrowing Fee	1,788	2,200	1,836	(364)	-16.5%	Timing variance. Expect an increase in June as we bill for the upcoming fiscal year.
9,840	9,165	8,675	(490)	-5.3%	25 P&P 330140	Annual Members Fee	104,980	100,815	108,813	7,998	7.9%	Timing variance.
3,451	2,008	1,712	(296)	-14.8%	23 R&R 330340	Course Registration	28,114	22,088	25,910	3,822	17.3%	Includes a \$6,500 Business/Housing Rights Series sponsorship from Pacific Western Bank.
5,199	4,500	4,622	122	2.7%	27 CIRC 330129	Copy Center	55,708	49,500	55,062	5,562	11.2%	Better than anticipated performance.
2,223	1,900	1,234	(666)	-35.0%	27 CIRC 330205	Document Delivery	21,524	20,900	23,524	2,624	12.6%	Better than anticipated performance.
2,991	3,200	3,091	(109)	-3.4%	27 CIRC 330210	Fines	35,112	35,200	39,435	4,235	12.0%	Better than anticipated performance.
505	4,333	1,089	(3,244)	-74.9%	15 FIN 330310	Miscellaneous	46,763	58,511	32,161	(26,350)	-45.0%	Google reimbursement not yet realized due to a delay in payment and preliminary test period.
6,393	3,585	175	(3,410)	-95.1%	39 FAC 330330	Room Rental	53,705	39,435	47,305	7,870	20.0%	Partially offset by increased room rental expenses
1,767	250	375	125	49.9%	27 CIRC 330350	Book Replacement	5,409	2,750	1,985	(765)	-27.8%	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	120,000	0	0.0%	Timing variance
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
48	153	153	0	0.1%	39 FAC 330450	Vending	3,041	1,683	1,037	(646)	-38.4%	
0	0	0	0	0.0%	37 COM 330465	Special Events Income	3,575	10,000	11,467	1,467	14.7%	Timing variance. A portion is offset by Special Events expense. Law Week 2016 expenses are forthcoming.
32,465	29,294	21,158	(8,136)	-27.8%		Subtotal	444,717	463,082	481,742	18,660	4.0%	
648,570	615,922	652,170	36,248	5.9%		Total Income	7,135,760	6,974,009	7,187,126	213,116	3.1%	
Expenses:												
Staff:												
269,036	194,429	182,245	12,184	6.3%	ALL 501000	Salaries (benefits eligible)	2,245,118	2,333,142	2,120,723	212,419	9.1%	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	(46,663)	0	(46,663)	100.0%	Already reflected in reduced salary expense
25,895	18,380	17,502	878	4.8%	ALL 501050	Salaries (benefits ineligible)	222,868	220,556	210,572	9,984	4.5%	
0	(368)	0	(368)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(4,411)	0	(4,411)	100.0%	Already reflected in reduced salary expense
17,561	13,194	11,544	1,650	12.5%	15 FIN 502000	Social Security	145,191	158,329	134,054	24,276	15.3%	Favorable variance due to vacancies.
4,107	3,086	2,700	386	12.5%	15 FIN 503000	Medicare	35,115	37,029	32,463	4,566	12.3%	Favorable variance due to vacancies.
30,167	21,629	20,294	1,335	6.2%	15 FIN 511000	Retirement	253,706	272,662	253,966	18,696	6.9%	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%	
37,996	43,558	42,613	945	2.2%	15 FIN 512000	Health Insurance	443,101	465,630	440,124	25,506	5.5%	Favorable variance due to vacancies.
383	381	410	(30)	-7.8%	15 FIN 513000	Disability Insurance	4,680	4,189	4,518	(329)	-7.8%	
4,965	5,526	4,526	999	18.1%	15 FIN 514000	Dental Insurance	56,085	60,518	54,190	6,328	10.5%	Favorable variance due to vacancies.
532	631	585	46	7.2%	15 FIN 514500	Vision Insurance	6,758	6,907	6,376	530	7.7%	Favorable variance due to vacancies.

Los Angeles County Law Library
Income Statement for the Period Ending May 31, 2016
(Provisional and subject to year-end audit adjustments)

May 15 Actual	May 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
(30)	140	95	45	32.4%	15	FIN	515000	Life Insurance	970	1,540	898	642	41.7%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
8,734	7,860	6,366	1,495	19.0%	15	FIN	516000	Workers Compensation Insurance	79,013	99,948	93,449	6,499	6.5%	Favorable 2016-17 renewal premium rates effective March 2016.
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	(32)	0	(96)	96	0.0%	
3,165	0	0	0	0.0%	25	P&P	514010	Temporary Employment	18,140	2,000	1,916	84	4.2%	
150	0	0	0	0.0%	13	HR	514015	Recruitment	888	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	254,650	188,767	188,770	(3)	0.0%	
118	1,250	97	1,153	92.2%	15	FIN	518550	TMP	10,491	13,755	7,107	6,643	48.3%	Timing variance and reduction in usage of transportation reimbursement program.
709	1,250	978	272	21.8%	15	FIN	518560	Payroll and Benefit Administration	12,929	13,750	12,204	1,546	11.2%	
426,637	324,217	307,116	17,100	5.3%				Total - Staff	3,789,672	3,827,643	3,561,713	265,930	6.9%	
								Library Materials/Electronic Resources Subscription:						
193,760	165,833	150,348	15,486	9.3%	23	R&R	601999	American Continuations	1,998,605	1,824,167	1,389,900	434,267	23.8%	Timing variance and ERS accounting change.
1,373	3,333	165	3,168	95.0%	23	R&R	602999	American New Orders	28,001	36,667	13,651	23,016	62.8%	Careful selection of new materials given budget uncertainties and cost of subsequent supplementation.
2,371	3,067	4,582	(1,516)	-49.4%	23	R&R	609199	Branch Continuations	33,382	33,733	42,802	(9,069)	-26.9%	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	484	1,006	0	1,006	100.0%	Expansion of print collection is not planned.
18,331	15,000	4,100	10,900	72.7%	23	R&R	603999	Commonwealth Continuations	240,838	165,000	136,877	28,123	17.0%	Timing variance and ERS accounting change.
0	130	0	130	100.0%	23	R&R	604999	Commonwealth New Orders	87	1,430	0	1,430	100.0%	Careful selection of new materials.
6,915	11,250	5,823	5,427	48.2%	23	R&R	605999	Foreign Continuations	191,362	123,750	159,920	(36,170)	-29.2%	Cancellations taking longer to instate than anticipated, resulting in YTD unfavorable variance.
0	1,000	70	930	93.0%	23	R&R	606999	Foreign New Orders	1,140	11,000	583	10,417	94.7%	Careful selection of new materials.
17,043	6,667	9,221	(2,554)	-38.3%	23	R&R	607999	International Continuations	120,261	73,333	99,680	(26,347)	-35.9%	Cancellations taking longer to instate than anticipated, resulting in YTD unfavorable variance.
82	333	0	333	100.0%	23	R&R	608999	International New Orders	2,909	3,667	117	3,550	96.8%	Careful selection of new materials
1,089	1,833	1,272	561	30.6%	23	R&R	609399	General/Librarianship Continuations	24,900	20,167	17,218	2,949	14.6%	Timing variance and ERS accounting change.
0	100	0	100	100.0%	23	R&R	609499	General/Librarianship New Orders	217	1,100	181	919	83.5%	Careful selection of new materials
240,964	208,622	175,581	33,040	15.8%				Subtotal	2,642,186	2,295,019	1,860,930	434,089	18.9%	
(240,964)	(208,622)	(175,581)	(33,040)	15.8%	15	FIN	690000	Library Materials Transferred to Assets	(2,642,186)	(2,295,019)	(1,860,930)	(434,089)	18.9%	
0	0	60,541	(60,541)	0.0%	15	FIN	685000	Electronic Resource Subscriptions (ERS)	0	0	576,282	(576,282)	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:						
2,099	2,900	242	2,658	91.7%	39	FAC	801005	Repair & Maintenance	37,991	31,900	30,542	1,358	4.3%	Unexpected \$9K HVAC repair in July / timing variance.
992	2,050	1,015	1,035	50.5%	39	FAC	801010	Building Services	15,908	22,550	9,298	13,252	58.8%	Timing variance.
1,229	1,292	1,883	(591)	-45.7%	39	FAC	801015	Cleaning Supplies	11,356	14,212	8,976	5,236	36.8%	Timing variance.
9,385	10,356	17,191	(6,835)	-66.0%	39	FAC	801020	Electricity & Water	108,829	113,916	106,471	7,445	6.5%	Increased usage due to higher temps.
0	0	966	(966)	0.0%	39	FAC	801025	Elevator Maintenance	11,923	0	10,626	(10,626)	0.0%	Delay of Elevator Upgrade Project.
2,019	2,602	2,613	(11)	-0.4%	39	FAC	801030	Heating & Cooling	28,357	32,122	31,041	1,081	3.4%	Increased A/C usage due to higher temps. / timing variance.
21,071	22,500	24,428	(1,928)	-8.6%	15	FIN	801035	Insurance	231,780	254,729	268,707	(13,977)	-5.5%	
8,674	8,755	8,674	81	0.9%	39	FAC	801040	Janitorial Services	96,166	96,305	95,416	889	0.9%	
1,050	1,200	1,250	(50)	-4.2%	39	FAC	801045	Landscaping	12,621	13,200	12,161	1,039	7.9%	Timing variance.
13,384	14,605	25,002	(10,397)	-71.2%	39	FAC	801050	Security	161,911	160,655	169,700	(9,045)	-5.6%	Timing variance. Some cost offset by room rental income.

Los Angeles County Law Library
Income Statement for the Period Ending May 31, 2016
(Provisional and subject to year-end audit adjustments)

May 15 Actual	May 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
612	1,750	(50)	1,800	102.8%	39	FAC	801060	Room Rental Expenses	34,234	19,250	27,232	(7,982)	-41.5%	Offset by Room Rental income.
3,558	938	0	938	100.0%	37	COM	801065	Special Events Expenses	12,285	10,558	9,573	985	9.3%	Timing variance / offset by PBW sponsorships. Law Week 2016 expenses forthcoming.
0	100	0	100	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	598	1,100	300	800	72.7%	Timing variance.
433	300	0	300	100.0%	39	FAC	801110	Equipment (<3K)	1,153	3,300	1,426	1,874	56.8%	Timing variance.
0	140	0	140	100.0%	39	FAC	801115	Building Alterations (<3K)	0	1,540	0	1,540	100.0%	Timing variance.
425	325	359	(34)	-10.3%	35	CMS	801120	Delivery & Postage	4,212	3,825	5,682	(1,857)	-48.5%	Unbudgeted expense (\$2,135.21) incurred by Oct return shipment of rare books from Bonhams.
89	240	0	240	100.0%	39	FAC	801125	Kitchen supplies	2,800	2,640	1,743	897	34.0%	Timing variance.
65,021	70,053	83,573	(13,520)	-19.3%				Subtotal	772,124	781,802	788,894	(7,092)	-0.9%	
								Technology:						
2,402	1,957	5,399	(3,442)	-175.9%	33	TECH	801210	Software Maintenance	14,798	16,312	21,187	(4,875)	-29.9%	Software Upgrade originally budgeted as Capital Expense.
4,946	1,491	1,236	255	17.1%	33	TECH	801212	Hardware Maintenance	14,192	16,761	12,930	3,831	22.9%	Timing variance.
0	1,200	0	1,200	100.0%	33	TECH	801215	Software (<\$3k)	269	13,700	517	13,183	96.2%	Timing variance.
0	0	0	0	0.0%	33	TECH	801220	Hardware (<\$3k)	2,139	3,600	3,790	(190)	-5.3%	
0	1,000	0	1,000	100.0%	33	TECH	801225	Computer Supplies	391	1,000	344	656	65.6%	Timing variance (Quarterly Invoice).
3,865	3,863	4,039	(176)	-4.5%	33	TECH	801230	Integrated Library System	41,535	42,493	43,404	(911)	-2.1%	Timing variance.
2,977	3,500	1,597	1,903	54.4%	33	TECH	801235	Telecommunications	27,652	35,700	26,786	8,914	25.0%	Timing variance.
0	0	73	(73)	0.0%	33	TECH	801245	Tech & Data - Misc	91	0	73	(73)	0.0%	
0	0	1,433	(1,433)	0.0%	33	TECH	801250	Services	1,355	0	2,451	(2,451)	0.0%	
14,189	13,011	13,776	(765)	-5.9%				Subtotal	102,422	129,566	111,481	18,085	14.0%	
								General:						
539	700	637	63	9.1%	15	FIN	801310	Bank Charges	7,139	7,700	5,785	1,915	24.9%	
656	680	678	2	0.2%	35	CMS	801315	Bibliographical Services	7,222	8,490	8,444	46	0.5%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
49	90	157	(67)	-74.4%	17	EXEC	801325	Board Expense	2,154	990	784	206	20.8%	
206	30	690	(660)	-2200.0%	37	COM	801330	Staff meals & events	1,841	2,065	1,902	163	7.9%	Timing variance.
1,785	711	1,009	(298)	-41.9%	15	FIN	801335	Supplies - Office	14,016	11,422	10,639	783	6.9%	
0	1,500	65	1,435	95.6%	35	CMS	801337	Supplies - Library materials	6,181	9,500	6,474	3,026	31.8%	Timing variance due to delayed bulk order, in search of durable binders meeting heavy usage requirement; expect to finalize by May.
0	0	71	(71)	0.0%	37	COM	801340	Stationery, business cards, etc.	665	3,000	71	2,929	97.6%	Timing variance.
0	0	0	0	0.0%	25	P&P	801365	Grant Application Expenses	0	0	0	0	0.0%	
3,256	1,500	1,183	317	21.1%	27	CIRC	801370	Copy Center Expense	22,653	23,000	19,020	3,980	17.3%	Offset by increased revenue.
7,823	0	0	0	0.0%	15	FIN	801375	General - Misc	8,400	0	963	(963)	0.0%	
320	0	0	0	0.0%	23	R&R	801390	Course Registration	4,418	300	564	(264)	-88.0%	
0	0	0	0	0.0%	17	EXEC	801395	Friends of Law Library	1,433	0	1,503	(1,503)	0.0%	
14,633	5,211	4,490	721	13.8%				Subtotal	76,124	66,467	56,149	10,318	15.5%	
								Professional Development:						
1,124	341	32	309	90.6%	ALL	803105	Travel	4,695	6,681	1,804	4,877	73.0%	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	10,622	7,656	9,452	(1,796)	-23.5%	Timing variance.	
1,210	575	0	575	100.0%	ALL	803120	Registration fees	3,800	4,315	1,678	2,637	61.1%	Frugal planning and grant awards.	
0	0	0	0	0.0%	ALL	803125	Educational materials	264	0	0	0	0.0%		
2,678	945	269	677	71.6%				Subtotal	19,521	18,652	12,933	5,719	30.7%	
								Communications & Marketing:						
0	150	0	150	100.0%	37	COM	803205	Services	0	1,650	0	1,650	100.0%	Timing variance.
0	180	0	180	100.0%	37	COM	803210	Collateral materials	1,099	2,290	1,550	741	32.3%	Timing variance.
0	0	0	0	0.0%	37	COM	803215	Advertising	104	2,550	4,684	(2,134)	-83.7%	Includes \$1,200 in unbudgeted e-mail marketing expenditures. Public banner expenses forthcoming.
755	0	0	0	0.0%	37	COM	803220	Trade shows & Outreach	1,359	1,100	25	1,075	97.7%	Timing variance.
755	330	0	330	100.0%				Subtotal	2,561	7,590	6,258	1,332	17.5%	
								Travel & Entertainment						
0	0	10	(10)	0.0%	ALL	803305	Travel	22	0	10	(10)	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%		

Los Angeles County Law Library
Income Statement for the Period Ending May 31, 2016
(Provisional and subject to year-end audit adjustments)

May 15 Actual	May 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
116	300	267	33	10.8%	ALL 803320	Ground transportation & mileage reimb.	1,704	3,641	2,246	1,395	38.3%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
116	300	277	23	7.5%		Subtotal	1,726	3,641	2,256	1,385	38.0%	
0	0	0	0	0.0%	15 FIN 804005	Professional Services Accounting	17,700	18,500	21,630	(3,130)	-16.9%	Includes \$3K unbudgeted GASB 45 valuation report.
1,338	2,898	2,730	168	5.8%	17 EXEC 804008	Consulting Services	29,938	31,877	35,130	(3,253)	-10.2%	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%	
1,338	2,898	2,730	168	5.8%		Subtotal	47,656	52,377	56,760	(4,383)	-8.4%	
246,552	258,208	225,926	32,281	12.5%	15 FIN 806105	Depreciation: Depreciation - Library Materials	2,704,797	2,840,286	2,405,611	434,675	15.3%	Change in accounting for ERS.
28,278	36,233	27,152	9,081	25.1%	15 FIN 806110	Depreciation Exp - FF&E	323,260	363,882	307,880	56,002	15.4%	Delay in planned capital fixed asset purchases.
274,830	294,441	253,078	41,363	14.0%		Subtotal	3,028,057	3,204,168	2,713,491	490,677	15.3%	
800,196	711,405	725,850	(14,445)	-2.0%		Total Expense	7,839,862	8,091,906	7,886,218	205,688	2.5%	
(151,626)	(95,483)	(73,680)	21,803	-22.8%		Net Income Before Extraordinary Items	(704,102)	(1,117,897)	(699,092)	130,161	-11.6%	
2,471	2,917	(3,864)	(6,781)	-232.5%	15 FIN 321000	Investment Gain (Loss) ²	41,046	32,083	44,567	12,483	38.9%	
16,582	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	16,582	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
(132,574)	(92,566)	(77,544)	15,022	-16.2%		Net Income Including Extraordinary Items	(646,474)	(1,088,730)	(654,525)	138,978	-12.8%	
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	455,000	0	455,000	100.0%	Timing variance.
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	435,000	0	435,000	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	1,310,000	15,354	1,294,646	98.8%	
CalPERS CERBT Trust Fund ¹ :												
						Beginning Balance		1,998,558				
						Administrative Expense		(83)				CalPERS CERBT program cost.
						Investment Expense		(61)				Investment management cost.
						Unrealized Gain/Loss		3,385				Fluctuating market conditions.
						Ending Balance		2,001,799				

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 May 31, 2016
(Provisional and subject to year-end audit adjustments)

	5/31/2016	YTD
Cash flows from operating activities		
L.A. Superior court fees	572,259	6,033,146
Parking fees	57,068	652,168
Library services	21,158	361,742
(Increase) decrease in accounts receivable	35,593	93,003
Increase (decrease) in borrowers' deposit	1,844	143
Cash received from filing fees and services	687,921	7,140,203
Facilities	(83,573)	(788,894)
Technology	(13,776)	(111,481)
General	(4,490)	(56,149)
Professional development	(269)	(12,933)
Communications & marketing	-	(6,258)
Travel & entertainment	(277)	(2,256)
Professional services	(2,730)	(56,760)
Electronic Resource Subscriptions (ERS)	(60,541)	(576,282)
(Increase) decrease in prepaid expenses	51,445	(46,464)
Increase (decrease) in accounts payable	65,848	(90,692)
Increase (decrease) in other liabilities	-	(4,629)
Cash payments to suppliers for goods and services	(48,362)	(1,752,798)
Staff (payroll + benefits)	(307,116)	(3,561,713)
Increase (decrease) in payroll liabilities	795	172
Increase (decrease) in accrued sick and vacation liability	-	(53,088)
Increase (decrease) in OPEB liability	17,161	188,771
Increase (decrease) in net pension liability	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(289,160)	(3,425,858)
Contributions received	-	120,000
Net cash from operating activities	350,399	2,081,546
Cash flow from capital and related financing activities		
Library materials	(175,581)	(1,860,930)
Fixed assets	-	(15,354)
Capital - Work in Progress (WIP)	-	(3,000)
Cash flows from investing activities		
Investment earnings	1,685	20,069
Net cash increase (decrease) in cash and cash equivalents	176,503	222,332
Cash and cash equivalents, at beginning of period	3,654,700	3,608,871
Cash and cash equivalents, at end of period	3,831,203	3,831,203
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(75,365)	(719,161)
Adjustments for noncash effects:		
Depreciation	253,078	2,713,491
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	35,593	93,003
(Increase) decrease in prepaid expenses	51,445	(46,464)
Increase (decrease) in accounts payable	65,848	(90,692)
Increase (decrease) in other liabilities	-	(4,629)
Increase (decrease) in payroll liabilities	795	172
Increase (decrease) in accrued sick and vacation liability	-	(53,088)
Increase (decrease) in borrowers' deposit	1,844	143
Increase (decrease) in OPEB asset	17,161	188,771
Increase (decrease) in net pension liability	-	-
Net cash from operating activities	350,399	2,081,546

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2016 - June 30, 2016 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	GAUNT	BOOKS	133.90	029225
	LAW REPORTS INTERNATIONAL LTD	BOOKS	257.50	029226
	SOUTH COAST AIR QUALITY MANAGEMENT	BOOKS	83.80	029227
	WILLIAM S HEIN & CO	BOOKS	2,616.07	029228
June 3	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	155.04	029229
	CASALINI LIBRI	BOOKS	512.40	029230
	GAVILANES BOOKS FROM INDOAMERICA	BOOKS	79.00	029231
	MANHATTAN PUBLISHING COMPANY	BOOKS	90.00	029232
June 8	CITY OF LA - BUILDING AND SAFETY	BUILDING SERVICES	257.58	029233
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029234
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,612.91	029235
	CHRISTINE R LANGTEAU	MILEAGE	47.95	029236
	METROLINK	TMP	777.00	029237
	MALINDA MULLER	MILEAGE	100.87	029238
	PACER SERVICE CENTER	DOC DEL	165.50	029239
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	029240
	STANLEY ACCESS TECH LLC	REPAIR & MAINTENA	242.00	029241
	ELIZABETH WARNER	MILEAGE	91.53	029242
June 15	SYNCB AMAZON	TECH & DATA MISC	72.63	029243
	JAMES ARNALL	SERVICE	180.00	029244
	AT&T	TELECOM	867.95	029245
	CARSWELL COMPANY LTD	BOOKS	99.25	029246
	KUBON & SAGNER	BOOKS	1,876.39	029247
	LUDWIG MAYER LTD	BOOKS	909.00	029248
June 17	ARASH ARJANG	REFUND	140.00	029249
	GABRIELA KREUTZER	REFUND	140.00	029250
	GEORGINA ROSAURA MARINA ROBLES	REFUND	140.00	029251
	LUDWIG MAYER LTD	BOOKS	48.50	029252
	ATLANTIC LAW BOOK COMPANY	BOOKS	164.20	029253
June 28	SYNCB AMAZON	SUPPLIES-LIBRARY	65.30	029254
	ESTHER EASTMAN	MILEAGE	27.14	029255
	GUARDIAN	PREPAID EXP	7,348.83	029256
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029257
	SOURCE ONE OFFICE PRODUCTS, INC	COPY CENTER	150.61	029258
June 30	CARSWELL COMPANY LTD	BOOKS	126.60	029259
	LAW REPORTS INTERNATIONAL LTD	BOOKS	320.00	029260
	P L D PUBLISHERS	BOOKS	185.00	029261

32,089.62

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2016 - June 30, 2016 (CHECKS)

Account No.: 102001

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	26.63	V001310
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,565.08	V001311
	BERNAN ASSOCIATES	BOOKS	233.00	V001312
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,134.31	V001313
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	870.63	V001314
	JOURNAL OF THE PATENT AND TRADEMARK	BOOKS	65.00	V001315
	JURIS PUBLISHING INC	BOOKS	316.80	V001316
	KANSAS JUDICIAL COUNCIL	BOOKS	85.00	V001317
	OXFORD UNIVERSITY PRESS	BOOKS	249.22	V001318
	PRACTISING LAW INSTITUTE	BOOKS	191.44	V001319
	UNITED NATIONS PUBLICATIONS	BOOKS	277.11	V001320
	THOMSON REUTERS	BOOKS	12,481.86	V001321
	YBP LIBRARY SERVICES	BOOKS	143.42	V001322
	FARONICS	SOFTWARE MAINT	2,296.00	V001377
June 3	AMERICAN BAR ASSOCIATION	BOOKS	1,100.10	V001323
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	287.00	V001324
	BERNAN ASSOCIATES	BOOKS	224.70	V001325
	BLOOMBERG BNA	BOOKS	209.61	V001326
	CALIFORNIA PUBLIC SECTOR	BOOKS	631.95	V001327
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,348.68	V001328
	JAMES PUBLISHING INC	BOOKS	168.00	V001329
	JURIS PUBLISHING INC	BOOKS	187.87	V001330
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,765.87	V001331
	MUNICIPAL CODE CORPORATION	BOOKS	1,506.00	V001332
	PRACTISING LAW INSTITUTE	BOOKS	745.33	V001333
	SUPREME COURT HISTORICAL SOCIETY	BOOKS	100.00	V001334
	WEST ACADEMIC	BOOKS	46.87	V001335
	THOMSON REUTERS	BOOKS	60,593.38	V001336
	WILLIAM S HEIN & CO	BOOKS	444.52	V001337
	WYOMING STATE BAR	BOOKS	106.00	V001338
	AMERICAN ASSOCIATION OF LAW LIBRARI	REGISTRATION FEE	3,135.00	V001341
June 7	SMART LEVELS	SPECIAL EVENTS	185.76	V001344
	SMART & FINAL	KITCHEN SUPPLIES	45.79	V001378
June 8	OC LC INC	BIBLIOGRAPHICAL S	678.40	V001342
June 9	MARIA'S ITALIAN KITCHEN	ROOM RENTAL EXPE	304.24	V001345
June 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V001416
June 14	AT&T MOBILITY	TELECOM	46.77	V001346
	BANDWIDTH.COM, INC.	TELECOM	598.20	V001347

97,420.53

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2016 - June 30, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
June 15	EMPOWER SOFTWARE SOLUTIONS ** VOIDED *****	SOFTWARE MAINT	0.00	V001348	
	GLOBAL CAPACITY	TELECOM	378.50	V001349	
	GLOBAL CAPACITY	TELECOM	71.47	V001350	
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	977.56	V001352	
	SECURITAS SECURITY	SECURITY	26,132.76	V001353	
	UNITED PARCEL SERVICE	DELIVERY & POSTAG	39.43	V001354	
	GST	SOFTWARE MAINT	2,423.74	V001355	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	406.00	V001356	
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	266.62	V001357	
	BERNAN ASSOCIATES	BOOKS	76.00	V001358	
	BLOOMBERG BNA	BOOKS	245.22	V001359	
	CCH INCORPORATED	BOOKS	183.50	V001360	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,917.29	V001361	
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,000.00	V001362	
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	153.50	V001363	
June 17	PRACTISING LAW INSTITUTE	BOOKS	1,037.86	V001364	
	WEST ACADEMIC	BOOKS	46.87	V001365	
	PRINT MANAGER	SOFTWARE	996.00	V001379	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,260.44	V001366	
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	174.56	V001367	
	BERNAN ASSOCIATES	BOOKS	76.00	V001368	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	844.90	V001369	
	INFORMATION TODAY INC	BOOKS	404.05	V001370	
	JAMES PUBLISHING INC	BOOKS	898.00	V001371	
	LAWPRESS CORPORATION	BOOKS	507.40	V001372	
	PRACTISING LAW INSTITUTE	BOOKS	191.44	V001373	
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	330.84	V001374	
	THOMSON REUTERS	BOOKS	12,084.00	V001375	
	June 21	LA CAFE	BOARD EXPENSE	74.99	V001417
	June 22	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,381.99	V001442
June 23	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP DUE	282.00	V001418	
June 28	BYTOPS	ADVERTISING	174.40	V001443	
	AT&T MOBILITY	TELECOM	15.89	V001380	
	BRIGHTVIEW	LANDSCAPING	1,250.00	V001381	
	CDW GOVERNMENT INC	SOFTWARE MAINT	5,717.85	V001382	
	REPUBLIC SERVICES #902	BLDG SVCS	267.57	V001383	
	EX LIBRIS (USA) INC.	ILS	11,854.47	V001384	
	INFINISOURCE INC	PAYROLL/HR BENEFI	247.50	V001385	
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	24.20	V001386	

228,200.92

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2016 - June 30, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 29	STATE COMPENSATION INSURANCE FUND	WORKER'S COMP	6,365.58	V001387
	UNITED PARCEL SERVICE	DELIVERY & POSTAG	64.90	V001388
June 30	KAPCO	SUPPLIES-LIBRARY	842.05	V001419
	ALM	BOOKS	822.05	V001389
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	416.00	V001390
	BLOOMBERG BNA	BOOKS	345.23	V001391
	CAPITOL ENQUIRY	BOOKS	104.66	V001392
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,298.19	V001393
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	467.59	V001394
	NEW JERSEY LAW JOURNAL	BOOKS	259.70	V001395
	PENNSYLVANIA BAR INSTITUTE	BOOKS	107.00	V001396
	PRACTISING LAW INSTITUTE	BOOKS	330.41	V001397
	PUBLIC UTILITIES REPORTS INC	BOOKS	134.00	V001398
	UNITED NATIONS PUBLICATIONS	BOOKS	220.19	V001399
	VIRGINIA CONTINUING LEGAL EDUCATION	BOOKS	120.00	V001400
	THOMSON REUTERS	BOOKS	2,048.28	V001401

236,781.17

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2016 - June 30, 2016 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 15	L A DEPT WATER & POWER	ELECTRIC/FIRE	17,191.14	V000058

17,191.14

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2016 - June 30, 2016 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 13	SEIU LOCAL 721 SEIU LOCAL 721	UNION DUES UNION DENTAL	780.69 40.44	001571 001572

821.13

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2016 - June 30, 2016 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 29	CALPERS	PREPAID EXP	52,313.29	TS00236848

52,313.29

LA Law Library
Fiscal Year Quarterly Statistics

		FY16 1st Quarter	FY16 2nd Quarter	FY16 3rd Quarter	FY16 4th Quarter	FY16 4th Quarter Notes	
Reference and Research							
	<i>Reference and Research responds to user requests</i>						
	Desk Inquiries	6135	6312	6338	6906		
	Phone	1960	1724	1815	1923		
	Email/ Live Chat	78	212	331	404		
	By Mail	71	26	56	67		
	Global Law Inquires	156	149	130	105		
	Global Law Web Inquires	136	88	109	73		
	e-Branch Chat	59	33	41	43		
	e-Branch Email	0	1	1	0		
	Tuesday 6pm to 8pm			59	125		
	Total	8,595	8,545	8,880	9,646		
Circulation Services							
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books</i>						
	Desk Inquiries	4044	2600	4016	4068		
	Phone Inquiries	2122	1836	1996	2347		
	Total	6,166	4,436	6,012	6,415		
	Books Circulated	2,576	2,204	2,952	2,874		
	Library Card Sign-ups	517	508	545	550		
	Members Program - Active Members	302	297	325	313		
	Public Terminal Logins	11,520	10,798	9,496	11,001		
Document Delivery / E-Delivery/Copies							
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy</i>						
	Phone Inquiries	286	275	286	298		
	In-Person	3,723	2164	2509	2701		
	Email	230	221	194	154		
	By Mail (As of 2013, included with R+R above)						
	Total	4,239	2,660	2,989	3,153		
	Pages Delivered	9,135	5,524	8,073	6,269		
	Copies Made (Main Library)	91,743	96,313	79,318	78,655		

LA Law Library
Fiscal Year Quarterly Statistics

			FY16 1st Quarter	FY16 2nd Quarter	FY16 3rd Quarter	FY16 4th Quarter	FY16 4th 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		132	111	154	124		
	New Serials		18	19	23	23		
	Print Volumes Added		1,362	1,376	1,378	1,261		
	Non-Print Media Added		10,523	4,454	1,949	730		
	Books Cataloged/Reclassified		646	477	632	144		
	Print & Non-Print Withdrawn		601	578	1,091	1,319		
Brief Scanning Project								
	Briefs Scanned		7,499			1101		
	Pages Scanned		251,347			46565		
	Briefs Logged (Google)			19308	N/A	8984		
Website Statistics								
	Visitors		24,096	21,877	23,217	25,501		
	Visits		101,619	101,052	104,421	107,809		
	Average Daily Visits		1,105	1,099	1,135	1,185		
	Average Duration		4:09	4:00	3:51	2:49		
	Visitors: US		96.02%	97.54%	98.43%	98.34%		
	Visitors: International / Unspecified		3.98	2.46%	1.57%	1.66%		
Training and Events at Main Branch								
	Public Classes Held							
	Internal speaker		7	24	6	12		
	Guest speaker		9	19	11	41		
	MCLE Classes Held							
	Internal speaker		0	1	0	0		
	Guest speaker		5	18	7	7		
	Clinics/ Workshops Held		16	39	46	35		
		Total	37	101	70	95		
	Class Attendance Total (Estimated)		658	2,427	1,041	2,131		

MEMORANDUM

DATE: July 27, 2016
TO: Board of Law Library Trustees
FROM: Sandra Levin, Executive Director
RE: Revised Rules of Conduct

INTRODUCTION AND SUMMARY

Although LA Law Library is generally favored with a polite and professional group of patrons, it is nonetheless important that the Library maintain written Rules of Conduct establishing expectations and standards for behavior in the Law Library. These Rules are periodically updated to improve procedures, increase clarity and comprehension or address problems that Staff has encountered. Accordingly, the Board is asked to approve the attached revisions and update to the Rules of Conduct.

SERVICE ANIMALS

Service dogs assisting persons with disabilities are welcome in the Law Library. Occasionally, however, patrons bring emotional support animals and assert a “legal right” to bring their animal into the library.

Under both California and federal law, service dogs (as defined by law) must be allowed in public places; however, other kinds of animals, including emotional support animals, may be precluded from entering public places. Nolo Press succinctly summarizes what constitutes a service animal under California law:

“A ‘service dog,’ under California law, is a dog trained to help a specific individual with a disability with services such as fetching dropped items, minimal protection work, rescue work, or pulling a wheelchair. . . . So, no animal other than a dog can qualify as a service animal, even if that animal is trained to assist a person with a disability. Furthermore, even a dog will not qualify as a service dog if it is not individually trained to help an individual with a disability (in a way that is related to his or her disability).”

The difference between a psychiatric service dog (entitled to enter a public place) and an emotional support dog (not granted legal protection) is often misunderstood. Again, Nolo Press provides an excellent summary:

“The key distinction to remember is that a psychiatric service animal is actually trained to perform certain tasks that are directly related to an individual’s psychiatric disability. The dog’s primary role is not to provide emotional support. It is to assist the owner with the accomplishment of vital tasks they otherwise would not be able to perform independently. In addition, a



psychiatric service dog must not only respond to an owner's need for help, the dog must also be trained to recognize the need for help in the first place. A dog must be able to respond and recognize to be a service dog.

By contrast, an emotional support dog is a pet that is not trained to perform specific acts directly related to an individual's psychiatric disability. Instead, the pet's owner simply derives a sense of well-being, safety, or calm from the dog's companionship and physical presence."

Consistent with state and federal law, the proposed Rules of Conduct clarify that service dogs are welcome in the Law Library but that other animals are not.

In implementing this policy, the Law Library is limited in how it enforces the rules; security staff, as well as administrative staff, are aware of the following restrictions. A service dog is not required to be registered, certified, or identified as a service dog and we cannot ask the owner to "prove" that the dog is a service dog. To determine if a dog is in fact a service dog, the Law Library can ask only two questions: 1) whether the dog is required because of a disability; and 2) what work the dog is trained to perform. In California, pretending to be an owner of a service dog is a criminal misdemeanor punishable by a fine of up to \$1,000 and/or up to six months imprisonment.

Moreover, the rules as amended would remind patrons that under law, even service dogs must be under the control of their handler at all times. Among other things, this means that they are not permitted to bark, defecate, run around or cause a disturbance in the Library.

For those interested, further information about the laws concerning service animals can be found at:

<http://www.nolo.com/legal-encyclopedia/california-laws-psychiatric-service-dogs-emotional-support-animals-public-places.html> (California law)

<http://www.nolo.com/legal-encyclopedia/psychiatric-service-dogs-emotional-support-animals-access-public-places-other-settings.ht> (Federal law)

https://www.ada.gov/regs2010/service_animal_qa.pdf (USDOJ FAQs)

RECOMMENDATION

Staff recommends that the Board of Trustees adopt and approve the amended Rules of Conduct attached here, to take effect as soon as they are made available on the website and in print in the Reading Room of the Law Library.



RULES OF CONDUCT

Updated July 2015

*The LA Law Library staff
welcomes you.*

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

RESPECT THE RIGHTS OF OTHERS

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

PERSONS WITH DISABILITIES

LA Law Library does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request an accommodation for any of the Library's programs, services, or activities, please inform a staff member of your accommodation request. ~~Service animals as defined by law are welcome in the library to assist persons with disabilities.~~

PHOTOGRAPHY

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

SAFETY AND SECURITY

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

- Running, jumping or moving faster than the pace of pedestrian traffic is prohibited (whether on foot or operating a personal mobility device).



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

PERSONAL CONDUCT IN THE LAW LIBRARY

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

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

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

Animals, other than service ~~animals~~ dogs (as defined by law) assisting persons with disabilities, are not permitted in the library. Service animals must be under the control of their patron handler at all times and may not cause disruption, noise or damage to Library property.

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

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

The following are not permitted in LA Law Library:

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

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



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

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

USE OF LIBRARY MATERIALS

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

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

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

THEFT, ABUSE AND VANDALISM

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

USE OF COMPUTERS AND PERSONAL ELECTRONIC DEVICES

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

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

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



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

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

UNAUTHORIZED AREAS

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

FAILURE TO COMPLY

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



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval to Reschedule October Board Meeting

MEMORANDUM

DATE: July 27, 2016

TO: Board of Law Library Trustees

FROM: Executive Director, Sandra J. Levin

RE: Approval to Reschedule October Board Meeting

SUMMARY

Staff requests that the Board change the date of the regular October Board Meeting.

LA Law Library holds its regular Board of Trustees Meeting at 12:15 on the 4th Wednesday of each month. The Regular Board Meeting for October is currently scheduled to be held on Wednesday, October 26th.

In the month of October, the Law Library will be holding its fifth annual Pro Bono Week event from October 24th – 29th. The response to Pro Bono Week from providers and presenting attorneys has already been favorable and enthusiastic, resulting in extensive lunchtime programming and a shortage of available meeting space.

RECOMMENDATION

Staff recommends that the Board of Trustees approve rescheduling the October Board Meeting to the week prior (perhaps 12:15pm, Wednesday, October 19, 2016) or to an afternoon meeting (perhaps 4:30 pm, Wednesday, October 26, 2016).



AGENDA ITEM 5

CLOSED SESSION

- 5.1 **CONFERENCE WITH LABOR NEGOTIATOR**
(G.C. 54957.6)

LIBRARY NEGOTIATOR: Sandra Levin, Executive Director
Employee Organization: SEIU LOCAL 721

AGENDA ITEM 6

PHOTOGRAPH

- 6.1 Board of Trustees Group Photograph
- 6.2 Screening of 125th Congratulations Video

**LA Law Library Board of Trustees
Group Photograph**

July 27, 2016

LA Law Library
Screening of 125th Congratulations Video

July 27, 2016