

# AGENDA

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

REGULAR BOARD MEETING  
*Wednesday, September 28, 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 August 24, 2016, Regular Board Meeting.
- 3.2 Review of July Financials and List of August Checks and Warrants
- 3.3 Approval of Crime Insurance Policy Renewal
- 3.4 Approval of Conflict of Interest and Disclosure Code for The Los Angeles County Law Library
- 3.5 Approval of Revised Job Description for Managing Librarian, Serials & Acquisitions

**4.0 DISCUSSION ITEMS**

- 4.1 Overview of Patron Services Departmental Restructure and Budget Goals
- 4.2 Staff Presentation Regarding Guardianship Clinic

**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**

Pro Bono Week Announcement  
Senate Health Committee Hearing Announcement

**7.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 19, 2016.

POSTED THURSDAY, SEPTEMBER 22, 2016 @ 4:45 P.M.

POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## CONSENT CALENDAR

- .  
3.1 Approval of Minutes of the August 24, 2016 Regular Board Meeting
- 3.2 Review of July Financials and List of August Checks and Warrants
- 3.3 Approval of Crime Insurance Policy Renewal
- 3.4 Conflict of Interest and Disclosure Code for The Los Angeles County Law Library
- 3.5 Approval of Revised Job Description for Managing Librarian, Serials & Acquisitions



**MINUTES OF THE SPECIAL 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.**

**August 24, 2016**

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, August 24, 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 Mark Juhas  
Kenneth Klein, Esquire  
Judge Dennis Landin  
Judge Richard Rico  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Ann I. Jones  
Judge Michelle Williams Court

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

**Also Present:** Marcelino Juarez, Finance Manager

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

**1.0 PUBLIC COMMENT**

No Public Comment.

**2.0 PRESIDENT'S REPORT**

Vice President Juhas had no report.

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the July 27, 2016 Regular Board Meeting.
- 3.2 Review of June 2016 Financials & July 2016 List of Checks and Warrants.

- 3.3 Approval of Annual Report to the Board of Supervisors
- 3.4 Approval of Vasquez & Company LLP Engagement Letter to Audit the Law Library's Financial Statements for FY2015-16
- 3.5 Approval of Law Library Closure on Dec. 24 and Dec. 31, 2016
- 3.6 Approval of Revised Job Description for Global Law Librarian Position

Vice President Juhas requested a motion to approve the Consent Calendar. Trustee Steinhauser requested comment on Consent Calendar Items 3.3. Moved by Trustee Landin, seconded by Trustee Rico to approve the Consent Calendar except for item 3.3. The motion was unanimously approved, 5-0.

Regarding item 3.3, Trustee Steinhauser commented on the outstanding growth of LA Law Library over the past 20 years and was impressed by the extensive and detailed Board of Supervisors report.

Vice President Juhas requested a motion to approve item 3.3 of the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

#### **4.0 DISCUSSION ITEMS**

- 4.1 Strategic Plan Beginnings: Update to the List of the Library's Strengths, Weaknesses, Opportunities and Threats

ED Levin began with the history of the current strategic plan and how the library is in its third year of activity. The library is now refreshing the Strategic Plan and is in the process of updating the SWOT analysis. Trustee Landin asked how staffing has changed in three years. Trustee Juhas was interested in learning more about bringing a Notary Service to LALL. Trustee Steinhauser made a recommendation of renting a space to a Notary Service. Trustee Steinhauser expressed interest in knowing more about what type of plans are being made to make LALL presence known at the new Federal Courthouse. Other items arose regarding LALL presence and reaching out to new law students and more law firms.

No action was taken.

- 4.2 Staff Presentation of Library Tours (CA Gold, Global, Ghost)

Staff presented a brief summary of the three tours offered at the LA Law Library. Reference & Research Librarian, Esther Eastman, gave a summary of the CA Gold Tour, Senior Librarian of Serials & Acquisitions Librarian, Shohreh Saljooghi, gave a summary of the Global Tour and Support Supervisor of Special Projects, Elizabeth Warner, gave a summary of the Ghost Tour.

No action was taken.

#### **5.0 AGENDA BUILDING**

There were no items for agenda building.

**6.0 EXECUTIVE DIRECTOR REPORT**

ED Levin announced the possibility of adding passport processing at the library as a way of generating revenue for the LA Law Library.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:10 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 28, 2016 at 12:15 pm.

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



**Los Angeles County Law Library**  
Balance Sheet  
As of July 31, 2016  
(Provisional and subject to year-end audit adjustments)

	6/30/2016	7/31/2016	Change
<b>Assets</b>			
Current assets			
Cash and cash equivalents	3,551,273	2,916,935	(634,338)
Accounts receivable	1,312,177	1,292,572	(19,606)
Prepaid expenses	253,809	465,142	211,333
Total current assets	5,117,260	4,674,649	(442,611)
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,115,956	4,617,607	501,651
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	19,006,120	18,815,290	(190,830)
Total noncurrent assets	24,026,979	24,337,800	310,821
Total assets	29,144,238	29,012,449	(131,790)
<b>Deferred Outflows of Resources</b>			
Deferred Outflows of Resources	907,530	907,530	-
Total assets and deferred outflows of resources	<b>30,051,769</b>	<b>29,919,979</b>	<b>(131,790)</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	220,306	123,023	(97,283)
Other current liabilities	3,631	3,631	-
Payroll liabilities	14,038	15,268	1,230
Total current liabilities	237,976	141,922	(96,054)
Noncurrent Liabilities			
Accrued sick and vacation liability	359,980	359,980	-
Borrowers' deposit	327,949	330,904	2,955
OPEB liability	81,954	90,978	9,024
Net pension liability	1,233,873	1,233,873	-
Total noncurrent liabilities	2,003,756	2,015,735	11,979
Total liabilities	2,241,732	2,157,657	(84,075)
<b>Deferred Inflows of Resources</b>			
Deferred Inflows of Resources	895,773	895,773	-
Total liabilities and deferred inflows of resources	3,137,505	3,053,430	(84,075)
<b>Net Position</b>			
Invested in capital assets	19,592,553	19,401,723	(190,830)
Unrestricted	7,321,711	7,464,826	143,115
Total net position	26,914,265	26,866,549	(47,715)
Total liabilities and deferred inflows of resources and net position	<b>30,051,769</b>	<b>29,919,979</b>	<b>(131,790)</b>

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

Jul 15 Actual	Jul 2016			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
568,060	560,404	583,044	22,639	4.0%
1,301	1,573	1,711	138	8.7%
60,034	56,667	60,783	4,116	7.3%
140,631	31,994	24,002	(7,991)	-25.0%
770,026	650,638	669,539	18,902	2.9%
320,721	359,245	342,558	16,687	4.6%
0	0	27,790	(27,790)	0.0%
166,047	153,935	63,256	90,679	58.9%
(166,047)	(153,935)	(63,256)	(90,679)	58.9%
83,879	74,257	72,700	1,557	2.1%
7,657	12,450	8,007	4,443	35.7%
5,317	6,208	5,112	1,097	17.7%
2,772	8,733	5,783	2,950	33.8%
127	2,500	0	2,500	100.0%
142	271	140	130	48.1%
5,513	3,000	2,730	270	9.0%
240,643	253,253	254,086	(834)	-0.3%
691,316	774,248	718,906	(55,342)	-7.1%
78,710	(123,610)	(49,366)	74,244	-60.1%
4,837	2,917	1,651	(1,266)	-43.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
83,547	(120,694)	(47,715)	72,978	-60.5%
0	0	0	0	0.0%

FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
<b>Summary:</b>					
<b>Income</b>					
L.A. Superior Court Fees	568,060	560,404	583,044	22,639	4.0%
Interest	1,301	1,573	1,711	138	8.7%
Parking	60,034	56,667	60,783	4,116	7.3%
Library Services	140,631	31,994	24,002	(7,991)	-25.0%
Total Income	770,026	650,638	669,539	18,902	2.9%
<b>Expense</b>					
Staff (payroll + benefits)	320,721	359,245	342,558	16,687	4.6%
Electronic Resource Subscriptions	24,546	54,331	27,790	26,541	48.9%
Library Materials	166,047	153,935	63,256	90,679	58.9%
Library Materials Transferred to Assets	(166,047)	(153,935)	(63,256)	(90,679)	58.9%
Facilities	83,879	74,257	72,700	1,557	2.1%
Technology & Data	7,657	12,450	8,007	4,443	35.7%
General	5,317	6,208	5,112	1,097	17.7%
Professional Development	2,772	8,733	5,783	2,950	33.8%
Communications & Marketing	127	2,500	0	2,500	100.0%
Travel & Entertainment	142	271	140	130	48.1%
Professional Services	5,513	3,000	2,730	270	9.0%
Depreciation	240,643	253,253	254,086	(834)	-0.3%
Total Expenses	691,316	774,248	718,906	55,342	7.1%
<b>Net Income (Loss)</b>	<b>78,710</b>	<b>(123,610)</b>	<b>(49,366)</b>	<b>74,244</b>	<b>-60.1%</b>
<b>Investment Gain (Loss)<sup>2</sup></b>	<b>4,837</b>	<b>2,917</b>	<b>1,651</b>	<b>(1,266)</b>	<b>-43.4%</b>
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	83,547	(120,694)	(47,715)	72,978	-60.5%
Capitalized Expenditures	0	0	0	0	0.0%

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

Actual	Jul 2016				YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
568,060	560,404	583,044	22,639	4.0%	15 FIN 303300	L.A. Superior Court Fees	568,060	560,404	583,044	22,639	4.0%	Better than expected distribution. Staff is cautiously optimistic.
<b>Detailed Budget:</b>												
<b>Income:</b>												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	0	0	0	0	0.0%	
1,136	1,375	1,475	100	7.3%	15 FIN 312000	Interest - General Fund	1,136	1,375	1,475	100	7.3%	
166	198	236	38	19.1%	15 FIN 313000	Interest - Deposit Fund	166	198	236	38	19.1%	
0	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT <sup>1</sup>	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 313200	Interest - Bonds <sup>2</sup>	0	0	0	0	0.0%	
1,301	1,573	1,711	138	8.7%		Subtotal	1,301	1,573	1,711	138	8.7%	
<b>Parking:</b>												
60,034	56,667	60,783	4,116	7.3%	39 FAC 330100	Parking	60,034	56,667	60,783	4,116	7.3%	Better than expected overage for the month.
60,034	56,667	60,783	4,116	7.3%		Subtotal	60,034	56,667	60,783	4,116	7.3%	
<b>Library Services:</b>												
1,040	1,400	2,779	1,379	98.5%	27 CIRC 330150	Annual Borrowing Fee	1,040	1,400	2,779	1,379	98.5%	Beginning of year annual messenger renewals.
8,045	9,167	8,539	(628)	-6.9%	25 P&P 330140	Annual Members Fee	8,045	9,167	8,539	(628)	-6.9%	Timing variance.
2,159	2,718	1,066	(1,652)	-60.8%	23 R&R 330340	Course Registration	2,159	2,718	1,066	(1,652)	-60.8%	
4,942	4,417	4,948	531	12.0%	27 CIRC 330129	Copy Center	4,942	4,417	4,948	531	12.0%	
2,672	2,000	1,398	(602)	-30.1%	27 CIRC 330205	Document Delivery	2,672	2,000	1,398	(602)	-30.1%	
3,045	3,875	3,694	(181)	-4.7%	27 CIRC 330210	Fines	3,045	3,875	3,694	(181)	-4.7%	
963	4,167	414	(3,752)	-90.1%	15 FIN 330310	Miscellaneous	963	4,167	414	(3,752)	-90.1%	
2,710	3,800	575	(3,225)	-84.9%	39 FAC 330330	Room Rental	2,710	3,800	575	(3,225)	-84.9%	Room rentals les than expected.
0	350	234	(116)	-33.2%	27 CIRC 330350	Book Replacement	0	350	234	(116)	-33.2%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	
115,000	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	115,000	0	0	0	0.0%	
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
56	100	105	5	4.6%	39 FAC 330450	Vending	56	100	105	5	4.6%	
0	0	252	252	0.0%	37 COM 330465	Special Events Income	0	0	252	252	0.0%	
140,631	31,994	24,002	(7,991)	-25.0%		Subtotal	140,631	31,994	24,002	(7,991)	-25.0%	
770,026	650,638	669,539	18,902	2.9%		Total Income	770,026	650,638	669,539	18,902	2.9%	
<b>Expenses:</b>												
<b>Staff:</b>												
178,286	190,306	177,542	12,764	6.7%	ALL 501000	Salaries (benefits eligible)	178,286	190,306	177,542	12,764	6.7%	Favorable variance due to vacancies.
0	(3,804)	0	(3,804)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(3,804)	0	(3,804)	100.0%	
19,319	21,342	18,687	2,655	12.4%	ALL 501050	Salaries (benefits ineligible)	19,319	21,342	18,687	2,655	12.4%	Favorable variance due to vacancies.
0	(427)	0	(427)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(427)	0	(427)	100.0%	
11,665	12,852	11,365	1,487	11.6%	15 FIN 502000	Social Security	11,665	12,852	11,365	1,487	11.6%	
2,728	3,006	2,658	348	11.6%	15 FIN 503000	Medicare	2,728	3,006	2,658	348	11.6%	
33,341	67,376	66,419	958	1.4%	15 FIN 511000	Retirement	33,341	67,376	66,419	958	1.4%	
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%	
39,781	44,257	43,167	1,090	2.5%	15 FIN 512000	Health Insurance	39,781	44,257	43,167	1,090	2.5%	
385	388	410	(23)	-5.8%	15 FIN 513000	Disability Insurance	385	388	410	(23)	-5.8%	
5,341	5,245	4,463	782	14.9%	15 FIN 514000	Dental Insurance	5,341	5,245	4,463	782	14.9%	Favorable variance due to vacancies.
556	625	589	35	5.7%	15 FIN 514500	Vision Insurance	556	625	589	35	5.7%	
99	131	102	29	22.3%	15 FIN 515000	Life Insurance	99	131	102	29	22.3%	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
8,734	6,366	6,366	0	0.0%	15 FIN 516000	Workers Compensation Insurance	8,734	6,366	6,366	0	0.0%	
(96)	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	(96)	0	0	0	0.0%	
1,916	17	0	17	100.0%	25 P&P 514010	Temporary Employment	1,916	17	0	17	100.0%	
79	42	153	(111)	-267.2%	13 HR 514015	Recruitment	79	42	153	(111)	-267.2%	
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%	
17,161	9,024	9,024	0	0.0%	15 FIN 518500	OPEB Expense	17,161	9,024	9,024	0	0.0%	
247	1,250	419	831	66.4%	15 FIN 518550	TMP	247	1,250	419	831	66.4%	
1,179	1,250	1,194	56	4.5%	15 FIN 518560	Payroll and Benefit Administration	1,179	1,250	1,194	56	4.5%	

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

Actual	Jul 2016				YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
320,721	359,245	342,558	16,687	4.6%								
Total - Staff												
Library Materials/Electronic Resources Subscription:												
63,273	117,742	46,297	71,446	60.7%	23 R&R 601999	American Continuations	63,273	117,742	46,297	71,446	60.7%	Timing variance.
2,482	1,202	783	419	34.9%	23 R&R 602999	American New Orders	2,482	1,202	783	419	34.9%	Careful with purchases given limited budget.
8,455	3,408	4,933	(1,525)	-44.8%	23 R&R 609199	Branch Continuations	8,455	3,408	4,933	(1,525)	-44.8%	Unexected costs of replacement volumes West Ann Ca. Codes.
0	50	161	(111)	-222.6%	23 R&R 609299	Branch New Orders	0	50	161	(111)	-222.6%	Replacement costs.
60,937	9,325	1,085	8,241	88.4%	23 R&R 603999	Commonwealth Continuations	60,937	9,325	1,085	8,241	88.4%	Timing variance.
0	130	0	130	100.0%	23 R&R 604999	Commonwealth New Orders	0	130	0	130	100.0%	Careful with purchases given limited budget.
18,648	13,075	4,697	8,378	64.1%	23 R&R 605999	Foreign Continuations	18,648	13,075	4,697	8,378	64.1%	Timing variance.
75	100	0	100	100.0%	23 R&R 606999	Foreign New Orders	75	100	0	100	100.0%	Careful with purchases given limited budget.
10,920	7,050	5,253	1,797	25.5%	23 R&R 607999	International Continuations	10,920	7,050	5,253	1,797	25.5%	Timing variance.
0	333	47	286	85.9%	23 R&R 608999	International New Orders	0	333	47	286	85.9%	Careful with purchases given limited budget.
1,257	1,418	0	1,418	100.0%	23 R&R 609399	General/Librarianship Continuations	1,257	1,418	0	1,418	100.0%	Timing variance.
0	100	0	100	100.0%	23 R&R 609499	General/Librarianship New Orders	0	100	0	100	100.0%	Careful with purchases given limited budget.
166,047	153,935	63,256	90,679	58.9%		Subtotal	166,047	153,935	63,256	90,679	58.9%	
(166,047)	(153,935)	(63,256)	(90,679)	58.9%	15 FIN 690000	Library Materials Transferred to Assets	(166,047)	(153,935)	(63,256)	(90,679)	58.9%	
24,546	54,331	27,790	26,541	48.9%	15 FIN 685000	Electronic Resource Subscriptions (ERS)	24,546	54,331	27,790	26,541	48.9%	Timing variance.
Facilities:												
11,318	3,750	0	3,750	100.0%	39 FAC 801005	Repair & Maintenance	11,318	3,750	0	3,750	100.0%	No repairs or maintenance in July.
692	1,000	548	453	45.3%	39 FAC 801010	Building Services	692	1,000	548	453	45.3%	Timing variance.
0	1,083	2,032	(949)	-87.6%	39 FAC 801015	Cleaning Supplies	0	1,083	2,032	(949)	-87.6%	Timing variance.
10,835	10,356	11,415	(1,059)	-10.2%	39 FAC 801020	Electricity & Water	10,835	10,356	11,415	(1,059)	-10.2%	Increased usage due to summer weather.
1,932	0	966	(966)	0.0%	39 FAC 801025	Elevator Maintenance	1,932	0	966	(966)	0.0%	
3,408	2,602	4,303	(1,701)	-65.4%	39 FAC 801030	Heating & Cooling	3,408	2,602	4,303	(1,701)	-65.4%	Increased usage due to summer weather.
24,428	21,600	21,968	(368)	-1.7%	15 FIN 801035	Insurance	24,428	21,600	21,968	(368)	-1.7%	
8,674	8,755	8,674	81	0.9%	39 FAC 801040	Janitorial Services	8,674	8,755	8,674	81	0.9%	
1,050	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	1,050	1,500	1,250	250	16.7%	Timing variance.
20,009	15,416	15,682	(266)	-1.7%	39 FAC 801050	Security	20,009	15,416	15,682	(266)	-1.7%	
841	1,750	668	1,082	61.8%	39 FAC 801060	Room Rental Expenses	841	1,750	668	1,082	61.8%	Room rentals les than expected.
0	5,000	4,951	49	1.0%	37 COM 801065	Special Events Expenses	0	5,000	4,951	49	1.0%	Offset by Room Rental income.
0	200	0	200	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	200	0	200	100.0%	Timing variance.
0	400	0	400	100.0%	39 FAC 801110	Equipment (<3K)	0	400	0	400	100.0%	Timing variance.
0	100	0	100	100.0%	39 FAC 801115	Building Alterations (<3K)	0	100	0	100	100.0%	Timing variance.
336	537	43	494	92.0%	35 CMS 801120	Delivery & Postage	336	537	43	494	92.0%	Low volume of shipping activities for July.
354	208	201	7	3.2%	39 FAC 801125	Kitchen supplies	354	208	201	7	3.2%	
83,879	74,257	72,700	1,557	2.1%		Subtotal	83,879	74,257	72,700	1,557	2.1%	
Technology:												
1,753	1,740	1,531	209	12.0%	33 TECH 801210	Software Maintenance	1,753	1,740	1,531	209	12.0%	
1,093	1,491	1,236	255	17.1%	33 TECH 801212	Hardware Maintenance	1,093	1,491	1,236	255	17.1%	
0	1,200	0	1,200	100.0%	33 TECH 801215	Software (<\$3k)	0	1,200	0	1,200	100.0%	Timing variance.
2,387	400	0	400	100.0%	33 TECH 801220	Hardware (<\$3k)	2,387	400	0	400	100.0%	Timing variance.
0	80	0	80	100.0%	33 TECH 801225	Computer Supplies	0	80	0	80	100.0%	Timing variance.
87	4,039	3,951	88	2.2%	33 TECH 801230	Integrated Library System	87	4,039	3,951	88	2.2%	
2,336	3,500	1,288	2,212	63.2%	33 TECH 801235	Telecommunications	2,336	3,500	1,288	2,212	63.2%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 801250	Services	0	0	0	0	0.0%	
7,657	12,450	8,007	4,443	35.7%		Subtotal	7,657	12,450	8,007	4,443	35.7%	
General:												
594	700	492	208	29.7%	15 FIN 801310	Bank Charges	594	700	492	208	29.7%	
1,659	785	785	(0)	0.0%	35 CMS 801315	Bibliographical Services	1,659	785	785	(0)	0.0%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
59	90	86	4	4.1%	17 EXEC 801325	Board Expense	59	90	86	4	4.1%	
31	500	26	474	94.8%	37 COM 801330	Staff meals & events	31	500	26	474	94.8%	Timing variance.
450	1,000	1,721	(721)	-72.1%	15 FIN 801335	Supplies - Office	450	1,000	1,721	(721)	-72.1%	
0	925	927	(2)	-0.2%	35 CMS 801337	Supplies - Library materials	0	925	927	(2)	-0.2%	

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

Actual	Jul 2016				YTD Actual	FY 2016-17 YTD				Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
0	500	316	184	36.7%	37 COM 801340	0	500	316	184	36.7%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	0	0	0	0	0.0%	
1,606	1,500	758	742	49.5%	27 CIRC 801370	1,606	1,500	758	742	49.5%	
719	42	0	42	100.0%	15 FIN 801375	719	42	0	42	100.0%	
136	67	0	67	100.0%	23 R&R 801390	136	67	0	67	100.0%	
63	100	0	100	100.0%	17 EXEC 801395	63	100	0	100	100.0%	
<b>5,317</b>	<b>6,208</b>	<b>5,112</b>	<b>1,097</b>	<b>17.7%</b>		<b>5,317</b>	<b>6,208</b>	<b>5,112</b>	<b>1,097</b>	<b>17.7%</b>	
1,312	5,100	2,648	2,452	48.1%		1,312	5,100	2,648	2,452	48.1%	
0	0	0	0	0.0%	ALL 803105	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803110	0	0	0	0	0.0%	
237	0	0	0	0.0%	ALL 803113	237	0	0	0	0.0%	
1,223	3,633	3,135	498	13.7%	ALL 803115	1,223	3,633	3,135	498	13.7%	
0	0	0	0	0.0%	ALL 803120	0	0	0	0	0.0%	
<b>2,772</b>	<b>8,733</b>	<b>5,783</b>	<b>2,950</b>	<b>33.8%</b>	ALL 803125	<b>2,772</b>	<b>8,733</b>	<b>5,783</b>	<b>2,950</b>	<b>33.8%</b>	
0	0	0	0	0.0%		0	0	0	0	0.0%	
0	2,000	0	2,000	100.0%	37 COM 803205	0	2,000	0	2,000	100.0%	Timing variance.
127	500	0	500	100.0%	37 COM 803210	127	500	0	500	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803215	0	0	0	0	0.0%	
<b>127</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>100.0%</b>	37 COM 803220	<b>127</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>100.0%</b>	
0	0	0	0	0.0%		0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803305	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	0	0	0	0	0.0%	
142	271	140	130	48.1%	ALL 803315	142	271	140	130	48.1%	
0	0	0	0	0.0%	ALL 803320	0	0	0	0	0.0%	
<b>142</b>	<b>271</b>	<b>140</b>	<b>130</b>	<b>48.1%</b>	ALL 803325	<b>142</b>	<b>271</b>	<b>140</b>	<b>130</b>	<b>48.1%</b>	
1,500	0	0	0	0.0%		1,500	0	0	0	0.0%	
4,013	3,000	2,730	270	9.0%	15 FIN 804005	4,013	3,000	2,730	270	9.0%	
0	0	0	0	0.0%	17 EXEC 804008	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 804010	0	0	0	0	0.0%	
<b>5,513</b>	<b>3,000</b>	<b>2,730</b>	<b>270</b>	<b>9.0%</b>	15 FIN 804015	<b>5,513</b>	<b>3,000</b>	<b>2,730</b>	<b>270</b>	<b>9.0%</b>	
212,440	227,514	228,347	(834)	-0.4%		212,440	227,514	228,347	(834)	-0.4%	
28,203	25,739	25,739	(0)	0.0%	15 FIN 806105	28,203	25,739	25,739	(0)	0.0%	
<b>240,643</b>	<b>253,253</b>	<b>254,086</b>	<b>(834)</b>	<b>-0.3%</b>	15 FIN 806110	<b>240,643</b>	<b>253,253</b>	<b>254,086</b>	<b>(834)</b>	<b>-0.3%</b>	
691,316	774,248	718,906	(55,342)	-7.1%		691,316	774,248	718,906	(55,342)	-7.1%	
<b>78,710</b>	<b>(123,610)</b>	<b>(49,366)</b>	<b>74,244</b>	<b>-60.1%</b>		<b>78,710</b>	<b>(123,610)</b>	<b>(49,366)</b>	<b>74,244</b>	<b>-60.1%</b>	
4,837	2,917	1,651	(1,266)	-43.4%		4,837	2,917	1,651	(1,266)	-43.4%	
0	0	0	0	0.0%	15 FIN 321000	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 401000	0	0	0	0	0.0%	
<b>83,547</b>	<b>(120,694)</b>	<b>(47,715)</b>	<b>72,978</b>	<b>-60.5%</b>	17 EXEC 901000	<b>83,547</b>	<b>(120,694)</b>	<b>(47,715)</b>	<b>72,978</b>	<b>-60.5%</b>	
0	0	0	0	0.0%		0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 161100	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 161300	0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 164500	0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 164000	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 168000	0	0	0	0	0.0%	
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	

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

Jul 15	Jul 2016			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Actual				

FY 2015-16	FY 2016-17 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)

Comments

CalPERS CERBT Trust Fund<sup>1</sup>:

Beginning Balance	2,029,637
Administrative Expense	(85)
Investment Expense	(62)
Unrealized Gain/Loss	51,338
Ending Balance	<u>2,080,827</u>

CalPERS CERBT program cost.  
Investment management cost.  
Fluctuating market conditions.

<sup>1</sup> 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.  
<sup>2</sup> 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 July 31, 2016  
(Provisional and subject to year-end audit adjustments)

	7/30/2016	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	583,044	583,044
Parking fees	60,783	60,783
Library services	24,002	24,002
(Increase) decrease in accounts receivable	19,606	19,606
Increase (decrease) in borrowers' deposit	2,955	2,955
<b>Cash received from filing fees and services</b>	<b>690,389</b>	<b>690,389</b>
Facilities	(72,700)	(72,700)
Technology	(8,007)	(8,007)
General	(5,112)	(5,112)
Professional development	(5,783)	(5,783)
Communications & marketing	-	-
Travel & entertainment	(140)	(140)
Professional services	(2,730)	(2,730)
Electronic Resource Subscriptions (ERS)	(27,790)	(27,790)
(Increase) decrease in prepaid expenses	(211,333)	(211,333)
Increase (decrease) in accounts payable	(97,283)	(97,283)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(430,878)</b>	<b>(430,878)</b>
Staff (payroll + benefits)	(342,558)	(342,558)
Increase (decrease) in payroll liabilities	1,230	1,230
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in OPEB liability	9,024	9,024
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(332,304)</b>	<b>(332,304)</b>
Contributions received	-	-
Net cash from operating activities	(72,793)	(72,793)
<b>Cash flow from capital and related financing activities</b>		
Library materials	(63,256)	(63,256)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	(500,000)	(500,000)
Investment earnings	1,711	1,711
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(634,338)</b>	<b>(634,338)</b>
Cash and cash equivalents, at beginning of period	3,869,743	3,869,743
Cash and cash equivalents, at end of period	3,235,405	3,235,405
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(51,077)	(51,077)
Adjustments for noncash effects:		
Depreciation	254,086	254,086
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	19,606	19,606
(Increase) decrease in prepaid expenses	(211,333)	(211,333)
Increase (decrease) in accounts payable	(97,283)	(97,283)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,230	1,230
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	2,955	2,955
Increase (decrease) in OPEB liability	9,024	9,024
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	(72,793)	(72,793)

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 2	SYNCB AMAZON	SUPPLIES-LIBRARY	666.21	029310
	ESTHER EASTMAN	MILEAGE	9.05	029311
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,615.10	029312
	METROLINK	TMP	1,099.00	029313
	MIA VALENZUELA DBA	SPECIAL EVENTS	600.00	029314
	ELIZABETH WARNER	MILEAGE	115.45	029315
	COUNCIL OF CALIFORNIA COUNTY	REGISTRATION	100.00	029316
August 3	AT&T	TELECOM	476.38	029317
	JANINE LIEBERT	TRAVEL	15.00	029318
	RYAN METHENY	STAFF MEALS & EVE	23.00	029319
	PETTY CASH FUND	PETTY CASH	327.96	029320
August 10	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029321
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	9,069.17	029322
August 11	CARSWELL COMPANY LTD	BOOKS	38.75	029323
August 12	CARSWELL COMPANY LTD	BOOKS	54.05	029324
	LAW REPORTS INTERNATIONAL LTD	BOOKS	255.00	029325
	LEXISNEXIS BUTTERWORTHS ** VOIDED *****	BOOKS	0.00	029326
	MARY MARTIN BOOKSELLERS	BOOKS	110.00	029327
August 15	COUNTY OF LOS ANGELES	HEATING/COOLING	4,302.93	029328
	KEENAN & ASSOCIATES	INSURANCE	200.00	029329
	CALPERS	PREPAID EXP	1,300.00	029330
August 19	SYNCB AMAZON	COPY CENTER	1,099.52	029332
	GUARDIAN	PREPAID EXP	7,439.92	029333
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029334
	LAURENCE I AGUILAR	REFUND	60.00	029335
	PETER SHIBIN DENG	REFUND	132.00	029336
	ASHER DUANE DENNIS	REFUND	140.00	029337
	NATHALIE HOFFMAN	REFUND	128.00	029338
	PAUL LEE	REFUND	140.00	029339
	YVONNE LI	REFUND	140.00	029340
	GLADYS LIMON	REFUND	136.00	029341
	CHRISTINA P NGO	REFUND	140.00	029342
	WALTER TYRREL SHATFORD IV	REFUND	140.00	029343
	JEROME ZAMOS	REFUND	125.00	029344
	SYNCB AMAZON	BOOKS	35.72	029345
	CALIFORNIA STATE BAR COURT REPORTER	BOOKS	150.00	029346
	GAUNT	BOOKS	136.40	029347
August 24				

35,412.20

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 30	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	561.59	029348
	MANAGE EASE INCORPORATED ** VOIDED *****	CONSULTING	0.00	029349
	METROLINK ** VOIDED *****	TMP	0.00	029350
	JANINE LIEBERT	REIMBURSEMENT	1,101.00	029351
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029352
	METROLINK	TMP	1,099.00	029353
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	466.01	029354
	OTTO HARRASSOWITZ	BOOKS	2,083.74	029355
	SASKATCHEWAN QUEENS PRINTER	BOOKS	209.27	029356

41,736.22

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 1	PEOPLEG2	RECRUITMENT	152.98	V001477
	UPS	DELIVERY & POSTAG	34.00	V001478
August 3	BANDWIDTH.COM, INC.	TELECOM	282.98	V001479
	GLOBAL CAPACITY	TELECOM	386.43	V001480
	GLOBAL CAPACITY	TELECOM	72.54	V001481
August 10	ALTA FOODCRAFT	KITCHEN SUPPLIES	201.33	V001482
	BRIGHTVIEW	LANDSCAPING	1,250.00	V001483
	L A DEPT WATER & POWER ** VOIDED *****	ELECTRIC/FIRE	0.00	V001484
	OCLC INC	BIBLIOGRAPHICAL S	700.96	V001485
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	730.00	V001486
	IPSWITCH	SOFTWARE MAINTE	879.00	V001488
	SECURITAS SECURITY	SECURITY	5,983.22	V001489
	CHERRY PICK CAFE	STAFF MEALS & EVE	55.13	V001522
	STAMPS.COM	DELIVERY & POSTAG	24.99	V001527
	August 11	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	92.46
AMERICAN LAW INSTITUTE		BOOKS	256.50	V001491
WOLTERS KLUWER LAW & BUSINESS		BOOKS	832.00	V001492
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	397.56	V001493
PROQUEST LLC COUTTS INFORMATION SER		BOOKS	106.34	V001494
COUNCIL OF STATE GOVERNMENTS		BOOKS	62.74	V001495
DAILY JOURNAL CORPORATION		BOOKS	1,752.72	V001496
DATA TRACE PUBLISHING COMPANY		BOOKS	192.95	V001497
JAMES PUBLISHING INC		BOOKS	168.00	V001498
JURIS PUBLISHING INC		BOOKS	112.87	V001499
PRACTISING LAW INSTITUTE		BOOKS	679.65	V001500
THOMSON REUTERS TAX & ACCOUNTING		BOOKS	3,781.55	V001501
THOMSON REUTERS		BOOKS	72,528.99	V001502
STATE BAR OF WISCONSIN		BOOKS	73.40	V001503
WILLIAM S HEIN & CO		BOOKS	21,037.50	V001504
YBP LIBRARY SERVICES		BOOKS	208.10	V001505
SMART LEVELS		STATIONERY & BUSI	625.81	V001523
August 12	AMERICAN BAR ASSOCIATION	BOOKS	179.62	V001506
	BERNAN ASSOCIATES	BOOKS	17.00	V001507
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	739.17	V001508
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	2,215.68	V001509
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V001510
	DR MYCOMMERCE INC DBA ESELLERATE	BOOKS	528.00	V001511
	JURIS PUBLISHING INC	BOOKS	286.27	V001512
	LIBROS LATINOS	BOOKS	310.00	V001513
	LRP PUBLICATIONS	BOOKS	1,500.00	V001514

119,696.79

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
August 15	METROPOLITAN NEWS COMPANY	BOOKS	65.40	V001515	
	PRACTISING LAW INSTITUTE	BOOKS	216.51	V001516	
	THOMSON REUTERS	BOOKS	12,084.00	V001517	
	WILLIAM S HEIN & CO	BOOKS	1,367.72	V001518	
	YBP LIBRARY SERVICES	BOOKS	1,577.26	V001519	
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,381.99	V001524	
August 19	REPUBLIC SERVICES #902	BLDG SVCS	271.50	V001525	
	STAMPS.COM	DELIVERY & POSTAG	300.00	V001528	
August 23	ALTA FOODCRAFT	KITCHEN SUPPLIES	135.38	V001529	
	BRIGHTVIEW	COPY CENTER EXPE	1,250.00	V001530	
	INFINISOURCE INC	PAYROLL/HR BENEFI	77.00	V001531	
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	363.75	V001532	
	OFFICE DEPOT	SUPPLIES-OFFICE	724.94	V001533	
	UPS	DELIVERY & POSTAG	25.19	V001534	
	AMERICAN BAR ASSOCIATION	BOOKS	885.89	V001535	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,489.50	V001536	
	BLOOMBERG BNA	BOOKS	217.01	V001537	
	CAL OSHA REPORTER	BOOKS	395.00	V001538	
	CASTLE PUBLICATIONS	BOOKS	70.85	V001539	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,426.02	V001540	
	GALLAGHER LAW LIBRARY	BOOKS	150.00	V001541	
	JAMES PUBLISHING INC	BOOKS	311.00	V001542	
	JURIS PUBLISHING INC	BOOKS	108.93	V001543	
	NATIONAL HOUSING LAW PROJECT	BOOKS	207.10	V001544	
	PENNSYLVANIA BAR INSTITUTE	BOOKS	207.00	V001545	
	STATE BAR OF TEXAS	BOOKS	93.75	V001546	
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	60.00	V001547	
	August 24	FILTERSFASST.COM	REPAIR & MAINTENA	117.92	V001548
	August 25	OFFICE DEPOT	SUPPLIES-OFFICE	96.99	V001549
		SECURITAS SECURITY	SECURITY	5,700.40	V001550
August 26	COSTCO WHOLESALE MEMBERSHIP	PREPAID EXP	1,394.76	V001551	
	LA CAFE	BOARD EXPENSE	52.09	V001552	
August 30	STATE COMPENSATION INSURANCE FUND	PREPAID EXP	6,365.58	V001553	
August 30	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	95.00	V001554	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	453.44	V001555	
	BERNAN ASSOCIATES	BOOKS	71.80	V001556	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,473.98	V001557	
	COUNCIL OF STATE GOVERNMENTS	BOOKS	183.40	V001558	

197,197.44

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 31	ENERGY & MINERAL LAW FOUNDATION	BOOKS	98.00	V001559
	INFORMATION TODAY INC	BOOKS	99.95	V001560
	JURISNET LLC	BOOKS	468.96	V001561
	LOS ANGELES TIMES	BOOKS	171.60	V001562
	OXFORD UNIVERSITY PRESS	BOOKS	248.02	V001563
	PRACTISING LAW INSTITUTE	BOOKS	183.27	V001564
	PUBLIC UTILITIES REPORTS INC	BOOKS	258.30	V001565
	UNITED NATIONS PUBLICATIONS	BOOKS	182.96	V001566
	WILLIAM S HEIN & CO	BOOKS	1,010.86	V001567
	MUSIC CITY	SUPPLIES-OFFICE	101.79	V001596
	CHERRY PICK CAFE	STAFF MEALS & EVE	131.15	V001597

200,054.30

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 3	L A DEPT WATER & POWER	WATER/SEWER	311.51	V000060
August 10	L A DEPT WATER & POWER	ELECTRIC/FIRE	22,538.36	V000061

22,849.87

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 23	SEIU LOCAL 721	UNION DUES	783.92	001575

783.92

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 30	LEXISNEXIS BUTTERWORTHS	BOOKS	57,505.00	TS00239291
	CALPERS	PREPAID EXP	48,292.96	TS00239291

105,797.96



**MEMORANDUM**

**DATE:** September 22, 2016

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director  
Marcelino Juarez, Finance Manager

**RE:** Approval of Crime Insurance Policy Renewal

**BACKGROUND**

Keenan & Associates (Keenan) is the Library's current insurance broker for crime insurance policy. Our policy is subject to tri-annual renewal and is scheduled to expire November 7, 2016. This insurance coverage is currently provided through Travelers Casualty and Surety Company of America (Travelers).

Accordingly, at the Law Library's request, Keenan solicited competitive bids for renewal on this line of coverage. Three different A rated insurance carriers were approached to obtain quotes; American International Group, Inc. (AIG), Zurich, and Travelers.

**ANALYSIS**

The crime policy extends coverage to the Law Library from employee actions such as embezzlement, forgery or alteration of checks, computer fraud, unauthorized funds transfer, and ERISA fidelity. This is a separate line of coverage that is not extended under the property or liability policies.

This renewal year, Keenan made a recommendation to increase our limit from \$500,000 to \$1 million because: 1) the price difference between the limits tends to be very small and 2) they have seen the number of embezzlement cases rise recently, so \$1 million limits have become the current standard within the insurance industry. On the other hand, Staff believes that as compared to other industries and operations, the Library has limited exposure because: 1) the number of people with access to payment mechanisms and financial systems is small; 2) the Library maintains strict fraud prevention protocols (including those required by the County); and 3) has had absolutely no attempted fraud or even suspicious activity, let alone internal fraud or embezzlement. Nonetheless, Staff requested quotes for both limits.

Staff also requested both a one-year renewal option and a longer term (32 months to coincide with the renewal date of other insurance lines).

Keenan's renewal proposal is attached. Essentially, AIG and Zurich declined to quote as they were unable to compete with Travelers. Travelers has essentially offered a guaranteed flat rate for almost 6 straight years. This has made it very difficult for the



other carriers to compete on the program. Keenan feels that this confirms that LALL continues to have a very good crime insurance program.

Travelers extended the following renewal options:

- a. \$500,000 Limit / 32 Month Term: Premium - \$5,836
- b. \$1,000,000 Limit / 32 Month Term: Premium - \$7,747
- c. \$500,000 Limit / 1 Year Term: Premium - \$ 2,205
- d. \$1,000,00 Limit / 1 Year Term: Premium - \$ 2,927

The longer term proposals offer essentially the same rate for a longer period of time, thus locking a favorable rate.

#### **ALTERNATIVES**

The Board may:

1. approve the renewal of one of the above insurance policy proposals (a through d) with Travelers; or
2. request additional bids for consideration at the October meeting.

#### **RECOMMENDATION**

Staff recommends that the Board approve option a above for the renewal of this insurance policy with Travelers keeping the \$500,000 limit for a 32 month term under at a \$5,836 premium.



## RENEWAL PROPOSAL

# Los Angeles Law Library

## Crime

### Renewal Proposal for the 2016-2017 Program Year

September 19, 2016

**Presented By:**

*Keenan*  
*Associates*

**VANESSA PENA**  
Account Executive  
4204 Riverwalk Pkwy. Suite 400  
Riverside, CA 92505  
Phone: (951) 788-0330  
E-mail: [vpna@keenand.com](mailto:vpna@keenand.com)

# TABLE OF CONTENTS

<b>RENEWAL PROPOSAL .....</b>	<b>I</b>
<b>TABLE OF CONTENTS .....</b>	<b>II</b>
<b>MARKETS APPROACHED .....</b>	<b>3</b>
<b>CARRIER RATINGS AND ADMITTED STATUS .....</b>	<b>4</b>
<b>CRIME PREMIUM PROGRAM SUMMARY .....</b>	<b>5</b>
<b>POLICY ENDORSEMENTS .....</b>	<b>6</b>
<b>BIND ORDER SELECTION .....</b>	<b>7</b>
<b>CARRIER QUOTES .....</b>	<b>8</b>

## MARKETS APPROACHED

In the process of marketing your program needs, we approached the following companies to obtain quotes for one or more of your coverages.

Name of Carrier	A.M. Best Rating	Admitted / Non-Admitted	Status
Crime			
American International Group, Inc. (AIG)	A XV	Admitted	Declined, unable to compete
Travelers Indemnity Company	A+ XV	Admitted	Quoted
Zurich	A+ XV	Admitted	Declined, unable to compete

## CARRIER RATINGS AND ADMITTED STATUS

### Guide to Best Ratings Rating Levels and Categories

Level	Category	Level	Category	Level	Category
A++, A+....	Superior	B, B-.....	Fair	D.....	Poor
A, A-.....	Excellent	C++, C+...	Marginal	E...	Under Regulatory Supervision
B++, B+..	Very Good	C, C-.....	Weak	F.....	In Liquidation
				S.....	Rating Suspended

### Financial Size Categories

(In \$000 of Reported Policyholders' Surplus Plus Conditional Reserve Funds)

FSC I	Up to 1,000	FSC IX	250,000 to 500,000
FSC II	1,000 to 2,000	FSC X	500,000 to 750,000
FSC III	2,000 to 5,000	FSC XI	750,000 to 1,000,000
FSC IV	5,000 to 10,000	FSC XII	1,000,000 to 1,250,000
FSC V	10,000 to 25,000	FSC XIII	1,250,000 to 1,500,000
FSC VI	25,000 to 50,000	FSC XIV	1,500,000 to 2,000,000
FSC VII	50,000 to 100,000	FSC XV	2,000,000 or more
FSC VIII	100,000 to 250,000		

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages. Copies of the Best's Insurance Reports on the insurance companies are available upon your request. Keenan uses A.M. Best & Co.'s rating services to evaluate the financial condition of the insurers whose policies we propose to deliver. The rating of the carrier and the year of the publication of that rating are indicated above. Keenan makes no representations and/or warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

## CRIME PREMIUM PROGRAM SUMMARY

LOS ANGELES LAW LIBRARY - 2016 CRIME COMPARISON			
	Expiring Program (3 Year Term)	Renewal Options	
INSURING AGREEMENTS AND RETENTIONS	Travelers (Incumbent Carrier)	Travelers *	Travelers **
Crime			
<b>Policy Term</b>	11/07/13 - 11/07/16	11/07/16-07/01/19	11/07/16-07/01/19
<b>A - Fidelity</b>			
<b>1. Employee Theft</b>	\$500,000	\$500,000	\$1,000,000
<b>2. ERISA Fidelity</b>	\$500,000	\$500,000	\$1,000,000
<b>3. Employee Theft of Client Property</b>	Not Covered	Not Covered	Not Covered
<b>B - Forgery or Alteration</b>	\$500,000	\$500,000	\$1,000,000
<b>C - On Premises</b>	\$500,000	\$500,000	\$1,000,000
<b>D - In Transit</b>	\$500,000	\$500,000	\$1,000,000
<b>E - Money Orders and Counterfeit Money</b>	\$500,000	\$500,000	\$1,000,000
<b>F - Computer Crime</b>			
<b>1. Computer Fraud</b>	\$500,000	\$500,000	\$1,000,000
<b>2. Computer Program     and Electronic Data     Restoration Expense</b>	\$100,000	\$100,000	\$100,000
<b>G. Funds Transfer Fraud</b>	\$500,000	\$500,000	\$1,000,000
<b>H. Personal Accounts Protection</b>			
<b>1. Personal Accounts Forgery or Alteration</b>	\$500,000	\$500,000	\$1,000,000
<b>2. Identity Fraud Expense     Reimbursement</b>	Not Covered	Not Covered	Not Covered
<b>I. Claims Expense</b>	\$5,000	\$5,000	\$5,000
<b>RETENTION</b>	\$5,000	\$5,000	\$5,000
<b>Annual Premium:</b>	\$6,721	\$5,836	\$7,747
<b>Commission to Keenan:</b>	0%	0%	0%
<b>NOTES:</b>			
* 1 year term available: \$2,205			
** 1 year term available: \$2,927			

## POLICY ENDORSEMENTS

1. Removal of Short-Rate Cancellation Endorsement
2. Replace General Agreement E – Change of Control – Notice Requirements Endorsements
3. Social Engineering Fraud Insuring Agreement Endorsement with Aggregate Limit of Insurance and Callback Verification Requirement
4. Global Coverage Compliance Endorsement – Adding Financial Interest Coverage and Sanctions Condition and Amending Territory Condition
5. Replace Insuring Agreement A.2. ERISA Fidelity Endorsement
6. CA Cancellation or Termination Endorsement
7. Additional Insureds Endorsement
8. Coverage Terms per Policy Form

## BIND ORDER SELECTION

### BIND COVERAGES EFFECTIVE 11/07/2016:

I have reviewed and accept the attached Proposal. Please accept this as our authorization to bind coverage effective November 7, 2016. This proposal provides a summary of coverages. In the event of a conflict, the actual terms, conditions, limitations and exclusions of the policy shall prevail.

#### Travelers

Option 1: \$500,000 Limit / 32 Month Term Premium - \$5,836

Option 2: \$500,000 Limit / 1 Year Term: Premium - \$ 2,205

Option 3: \$1,000,000 Limit / 32 Month Term: Premium - \$7,747

Option 4: \$1,000,00 Limit / 1 Year Term: Premium - \$ 2,927

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CARRIER QUOTES

**Carrier quotes and details are included on the following pages.**

# Travelers Management Liability - Global Risk Update



## What's the issue?

The international regulatory landscape is growing in complexity with an increased focus on **foreign non-admitted insurance** laws. Regulators have become more active in monitoring compliance with these laws, having an impact on insurers, insureds, and brokers. As the business operations and associated insurance risks of Travelers' insureds continue to expand outside of the United States, attention to these laws, which vary from country to country, is increasingly important.

In an effort to clearly address these legal challenges, Travelers will be adding the Global Coverage Compliance Endorsement to primary Management Liability policies that extend coverage beyond the United States.

**Foreign non-admitted insurance** refers to insurance that provides coverage for persons, companies, and property located in a foreign jurisdiction in which the issuing insurer is not licensed or otherwise authorized by the local regulatory authority to provide insurance.

## What are the key endorsement features?

### This endorsement will:

1. Clarify that Travelers cannot legally pay claims in foreign jurisdictions when foreign non-admitted insurance laws prohibit such payments;
2. Clarify Travelers' inability to provide insurance in the event that doing so would violate an applicable trade and economic sanctions law; and
3. Add "**Financial Interest**" coverage, which provides a solution in those foreign jurisdictions where Travelers is not legally permitted to provide coverage to a foreign insured organization, but is able to make payment in the U.S. based on the U.S. named insured's interest in the foreign insured organization.

Under the "**Financial Interest**" coverage, payment is made to the first named insured in the U.S. for the covered loss sustained by the foreign entity. Financial Interest coverage recognizes that a loss sustained by a foreign insured organization impacts the balance sheet of the U.S. named insured, and the payment made in the U.S. to the first named insured is the full amount of the otherwise covered loss.

In situations where a foreign country's non-admitted insurance restrictions would not permit "Financial Interest" coverage, such as for losses sustained by foreign individuals that are not indemnified by an insured organization, including Side-A losses under a Directors & Officers (D&O) policy, Travelers can help procure a local policy. Travelers has the ability to place locally admitted D&O policies in over 100 countries.

## How is this helpful to you and your customers?

The goal in attaching this new endorsement is to be transparent about Travelers' intent to remain compliant with foreign non-admitted insurance and trade and economic sanctions laws. With the "Financial Interest" coverage provided in this endorsement, Travelers has an express contractual obligation to pay the first named insured in the U.S. when the loss is sustained by a foreign insured organization in a country that prohibits non-admitted insurance.

## Who should I contact for more information?

To learn more, please contact your local Travelers underwriter.



**Wrap<sup>+</sup>**  
for Non-Profit Organizations

**Wendy Leung**  
21688 Gateway Center Drive  
P.O. Box 6512  
Diamond Bar, CA 91765-6512  
Phone: (909) 612-3644  
Email: WLEUNG@travelers.com

September 19, 2016

Rena Svetic  
KEENAN & ASSOC-TOR  
901 CALLE AMENECER STE 200  
SAN CLEMENTE, CA 92673

**RE: Insured Name:** LOS ANGELES COUNTY LAW LIBRARY  
301 WEST FIRST STREET  
LOS ANGELES, CA 90012  
**Expiring Policy Number:** 106021048  
**Policy Period:** November 7, 2016 to July 1, 2019

Dear Rena Svetic:

On behalf of **Travelers Casualty and Surety Company of America** we are pleased to provide the attached proposal of insurance for your review.

The quotes contained in this document are valid until the expiration of your current policy, and are subject to the provision of, and Travelers' review and acceptance of, the required underwriting information noted in the Contingencies section. Travelers reserves the right to change the quotes in this document, or to refuse to bind coverage entirely, based on review of the required underwriting information or based on adverse change in the risk(s) to be insured prior to the quote expiration date noted in this document.

Please note that we require a response to this document prior to expiration of the Insured's current policy in order to facilitate policy renewal. The insured's current policy will expire and not be renewed in the absence of a request, and Travelers' agreement, to bind coverage.

Travelers is pleased to offer Risk Management PLUS+ Online<sup>®</sup>, the industry's most comprehensive program for mitigating your management liability exposures, which is available to you at no additional cost. Please visit [www.rmplusonline.com](http://www.rmplusonline.com) to view the services that are available. If you have additional questions about the site please contact your Underwriter.

Travelers Casualty and Surety Company of America, a subsidiary of The Travelers Companies, Inc., has consistently earned high ratings for financial strength and claims-paying ability from independent rating services, including a current A.M. Best rating of A++\*. Founded in 1853, The Travelers Companies, Inc. is a Fortune 500 company, a component of the Dow Jones Industrial Average, and a leading provider of property casualty insurance for businesses.

Thank you for considering Travelers for your client's insurance coverages. We look forward to discussing this opportunity with you.

Sincerely,

**Wendy Leung**

Travelers Bond & Specialty Insurance

\*A.M. Best's rating of A++ applies to Travelers Casualty and Surety Company of America as well as to certain insurance subsidiaries of Travelers that are members of the Travelers Insurance Companies pool; other subsidiaries are included in another rating pool or are separately rated. For a listing of companies rated by A.M. Best and other rating services visit [www.travelers.com](http://www.travelers.com). Ratings listed herein are as of May 2014, are used with permission, and are subject to changes by the rating services. For the latest rating, access [www.ambest.com](http://www.ambest.com).

**Travelers Casualty and Surety Company of America**  
**QUOTE OPTION #1**

**CRIME COVERAGES:**

Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention	Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention
<b>A - Fidelity</b> 1. Employee Theft 2. ERISA Fidelity 3. Employee Theft of Client Property	\$500,000 \$500,000 Not Covered	\$5,000 \$0	<b>F - Computer Crime</b> 1. Computer Fraud 2. Computer Program and Electronic Data Restoration Expense	\$500,000 \$100,000	\$5,000 \$5,000
<b>B - Forgery or Alteration</b>	\$500,000	\$5,000	<b>G - Funds Transfer Fraud</b>	\$500,000	\$5,000
<b>C - On Premises</b>	\$500,000	\$5,000	<b>H - Personal Accounts Protection</b> 1. Personal Accounts Forgery or Alteration 2. Identity Fraud Expense Reimbursement	\$500,000 Not Covered	\$5,000
<b>D - In Transit</b>	\$500,000	\$5,000	<b>I - Claim Expense</b>	\$5,000	\$0
<b>E - Money Orders and Counterfeit Money</b>	\$500,000	\$5,000			

Insured's Premises Covered: Worldwide, except Not Applicable

**TOTAL ANNUAL PREMIUM - \$2,205.00**

(Other term options listed below, if available)

**LIMIT DETAIL:**

Shared Additional Defense Limit of Liability: N/A

Crime Policy Aggregate Limit of Insurance: N/A

**PREMIUM DETAIL:**

Term	Payment Type	Premium	Taxes	Surcharges	Total Premium	Total Term Premium
Transaction	Prepaid	\$5,836.00	\$0.00	\$0.00	\$5,836.00	\$5,836.00

**POLICY FORMS APPLICABLE TO QUOTE OPTION # 1:**

CRI-2001-0109 Crime Declarations Page  
CRI-3001-0109 Crime Policy Form

**ENDORSEMENTS APPLICABLE TO QUOTE OPTION # 1:**

ACF-7006-0511 Removal of Short-Rate Cancellation Endorsement  
CRI-19060-0713 Replace General Agreement E - Change of Control - Notice Requirements Endorsement  
CRI-19071-0215 Social Engineering Fraud Insuring Agreement Endorsement With Aggregate Limit of Insurance and Callback Verification Requirement  
CRI-19072-0315 Global Coverage Compliance Endorsement – Adding Financial Interest Coverage and Sanctions Condition and Amending Territory Condition  
CRI-19076-0116 Replace Insuring Agreement A.2. ERISA Fidelity Endorsement  
CRI-5005-0810 California Cancellation or Termination Endorsement  
CRI-7028-0109 Additional Insureds Endorsement

**CONTINGENCIES APPLICABLE TO QUOTE OPTION # 1:**

*This quote is contingent on the acceptable underwriting review of the following information prior to the quote expiration date.*

None

**COMMISSION:** 0.00%

**Travelers Casualty and Surety Company of America**  
**QUOTE OPTION #2**

**CRIME COVERAGES:**

Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention	Crime Insuring Agreements	Single Loss Limit of Insurance	Single Loss Retention
<b>A - Fidelity</b> 1. Employee Theft 2. ERISA Fidelity 3. Employee Theft of Client Property	\$1,000,000 \$1,000,000 Not Covered	\$5,000 \$0	<b>F - Computer Crime</b> 1. Computer Fraud 2. Computer Program and Electronic Data Restoration Expense	\$1,000,000 \$100,000	\$5,000 \$5,000
<b>B - Forgery or Alteration</b>	\$1,000,000	\$5,000	<b>G - Funds Transfer Fraud</b>	\$1,000,000	\$5,000
<b>C - On Premises</b>	\$1,000,000	\$5,000	<b>H - Personal Accounts Protection</b> 1. Personal Accounts Forgery or Alteration 2. Identity Fraud Expense Reimbursement	\$1,000,000 Not Covered	\$5,000
<b>D - In Transit</b>	\$1,000,000	\$5,000	<b>I - Claim Expense</b>	\$5,000	\$0
<b>E - Money Orders and Counterfeit Money</b>	\$1,000,000	\$5,000			

Insured's Premises Covered: Worldwide, except Not Applicable

**TOTAL ANNUAL PREMIUM - \$2,927.00**

(Other term options listed below, if available)

**LIMIT DETAIL:**

Shared Additional Defense Limit of Liability: N/A

Crime Policy Aggregate Limit of Insurance: N/A

**PREMIUM DETAIL:**

Term	Payment Type	Premium	Taxes	Surcharges	Total Premium	Total Term Premium
Transaction	Prepaid	\$7,747.00	\$0.00	\$0.00	\$7,747.00	\$7,747.00

**POLICY FORMS APPLICABLE TO QUOTE OPTION # 2:**

CRI-2001-0109 Crime Declarations Page  
CRI-3001-0109 Crime Policy Form

**ENDORSEMENTS APPLICABLE TO QUOTE OPTION # 2:**

ACF-7006-0511 Removal of Short-Rate Cancellation Endorsement  
CRI-19060-0713 Replace General Agreement E - Change of Control - Notice Requirements Endorsement  
CRI-19071-0215 Social Engineering Fraud Insuring Agreement Endorsement With Aggregate Limit of Insurance and Callback Verification Requirement  
CRI-19072-0315 Global Coverage Compliance Endorsement – Adding Financial Interest Coverage and Sanctions Condition and Amending Territory Condition  
CRI-19076-0116 Replace Insuring Agreement A.2. ERISA Fidelity Endorsement  
CRI-5005-0810 California Cancellation or Termination Endorsement  
CRI-7028-0109 Additional Insureds Endorsement

## **CONTINGENCIES APPLICABLE TO QUOTE OPTION # 2:**

*This quote is contingent on the acceptable underwriting review of the following information prior to the quote expiration date.*

None

**COMMISSION:** 0.00%

**QUOTE NOTES:**

### **NOTICES:**

It is the agent's or broker's responsibility to comply with any applicable laws regarding disclosure to the policyholder of commission or other compensation we pay, if any, in connection with this policy or program.

#### **Important Notice Regarding Compensation Disclosure**

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: [http://www.travelers.com/w3c/legal/Producer\\_Compensation\\_Disclosure.html](http://www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html)

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Agency Compensation, One Tower Square, Hartford, CT 06183.

#### **Coverage Disclaimer:**

**THIS QUOTE DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OR COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY TRAVELERS. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.**

**THE PRECEDING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS QUOTE. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS QUOTE HAVE NOT BEEN AGREED TO BY TRAVELERS. PLEASE REVIEW THIS QUOTE CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TRAVELERS REPRESENTATIVE.**

#### **Affiliate (non-Subsidiary) Coverage Disclaimer:**

Regardless of the submission of information or typical availability of coverage for any entity that is not a Subsidiary of the Named Insured, **such entity is not covered by the Policy unless an endorsement is provided that specifically schedules it.** Under the Wrap+® policy, coverage is generally afforded to the following entities (unless otherwise excluded): (1) the Named Insured and (2) its majority-owned Subsidiaries. A Subsidiary is defined in each coverage part of the Wrap+® policy and the definition can vary between coverage parts. An affiliate is not defined but generally has some ownership and/or management in common with the Named Insured or its Subsidiaries (but itself is not a Subsidiary of either one). Affiliate coverage will not be considered on a blanket basis nor will an individual entity be scheduled without proper underwriting information (please contact your underwriter to discuss specific requirements).

For an actual description of coverages, terms and conditions, refer to the Policy. Sample policies can be found at [www.travelers.com/business-insurance/management-professional-liability/private-non-profit/index.aspx](http://www.travelers.com/business-insurance/management-professional-liability/private-non-profit/index.aspx).

**MEMORANDUM**

**DATE:** September 28, 2016

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** Conflict of Interest and Disclosure Code for the Los Angeles County Law Library

As you know, the Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code and the Law Library has adopted the terms of that code as its conflict of interest code, with amendments necessary to designate the persons and categories subject to the requirements of the code.

Attached for your review is a resolution approving proposed amendments to the Conflict of Interest and Disclosure Code for the Law Library.

Once approved, the Law Library’s Conflict of Interest Code will be submitted to the County of Los Angeles as applicable responsible agency under the Government Code. The proposed code will be reviewed by the County’s Code Review Panel and it is anticipated that it will be approved by the panel prior to the Board’s next meeting.

In addition to adopting a Conflict of Interest Code, each of the individuals listed in the Code or otherwise covered under state law must file Form 700 disclosure statements upon assuming office, departing office and annually. This includes Board Members. Law Library staff sends reminders and instructions as filing deadlines approach and is available to answer any questions regarding the completion and filing of the forms.

**RECOMMENDATION**

Staff recommends the resolution and proposed amendments be approved.



**CONFLICT OF INTEREST AND DISCLOSURE CODE  
FOR THE LOS ANGELES COUNTY LAW LIBRARY**

**WHEREAS**, The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes.

**WHEREAS**, The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code.

**WHEREAS**, Following public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

**WHEREAS**, the Los Angeles County Law Library (the “Library”) has adopted the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, into the conflict of interest code of the Library by reference.

**NOW THEREFORE BE IT RESOLVED**, that the Conflict of Interest Code attached as Exhibit A, designating officials and employees and establishing economic disclosure categories, is hereby approved and shall constitute the conflict of interest code of this agency.

**PASSED, APPROVED AND ADOPTED**, this 28<sup>th</sup> day of September, 2016.

\_\_\_\_\_  
Hon. Ann I. Jones, President

ATTEST:

\_\_\_\_\_  
Sandra J. Levin, Executive Director

LALAWLIBRARY



Conflict of Interest Code  
of the

**LAW LIBRARY, LOS ANGELES COUNTY**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board of Trustees and Executive Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

**LAW LIBRARY, LOS ANGELES COUNTY**

**EXHIBIT “A”**

**CATEGORY 1**

Persons in this category shall disclose all business positions and investments in and all income **(including gifts, loans and travel payments)** received from businesses that manufacture or sell supplies or services of the type utilized by the Law Library, including but not limited to, publications, office equipment and supplies, library supplies and landscape maintenance, insurance and utilities.

**CATEGORY 2**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. **(See footnote for clarification.)**

**LAW LIBRARY, LOS ANGELES COUNTY**

**EXHIBIT "B"**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Trustees	1
Executive Director	1
Senior Director, Information Services & CTO	1
Finance <del>Director</del> <u>Manager</u>	1
Director, Reference & Research	1
Consultant/ New Positions*	2

\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director or his or her designee may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his or her designee’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

**EFFECTIVE: 10/1/2016**



**MEMORANDUM**

**DATE:** September 28, 2016

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Approval of Revised Job Description for Managing Librarian,  
Serials & Acquisitions

**INTRODUCTION AND SUMMARY**

With the recent retirement of the Senior Librarian for Serials & Acquisitions, the Law Library has had the opportunity to review the position description and update the duties and requirements. The attached job description reflects a greater emphasis on budgeting, accounting and fiscal management responsibilities, along with a few minor changes to wording. It also modifies the title, to identify this as a Manager level position.

Once a job description is approved, the Law Library will commence recruitment for the position.

**RECOMMENDATION**

Staff recommends that the Board approve the attached updated job description.



## LA LAW LIBRARY JOB DESCRIPTION

<b>Title:</b>	<del>Senior-Managing Librarian,</del> Serials & Acquisitions
<b>Department:</b>	Collection Management Services
<b>Focus:</b>	Serials & Acquisitions
<b>Reports to:</b>	Director of <del>Technology-Collection Management</del> Services
<b>Position(s) Supervised:</b>	<del>Staff who order, receive, invoice, claim, bind and process materials</del> <u>Library Technician, Acquisitions; Library Technician(s), Serials</u>
<b>FLSA Status:</b>	Exempt
<b>Salary Grade:</b>	<del>76</del>
<b>Union Status:</b>	Ineligible for Representation
<b>Effective Date:</b>	

### Position Summary

Under the supervision of the Director of ~~Technology-Collection Management~~ Services, is responsible for the acquisition, receipt, invoicing, and claiming, ~~binding and processing~~ of collection materials in ~~print and all formats and languages, including~~ electronic ~~formats~~resources. Assists with acquisitions and collection development decisions. Supervises and maintains responsibility for fiscal integrity of acquisition and payment processes.

### Responsibilities and Duties

The following activities are within the responsibilities of the Serials and Acquisitions Librarian and are performed with limited supervision:

Supervises Acquisitions and Serials staff who order and record materials that are received on the basis of firm orders, subscriptions, standing orders, and depository programs in all formats, including electronic resources and global materials in numerous languages.

- Oversees work-flow in ~~order and continuations departments~~the Acquisitions and Serials group and makes appropriate task assignments with regard to acquiring and receiving in the local Integrated Library System (ILS)
- Monitors quality of activities and provides training as needed and determines appropriate corrective measures
- Analyzes and evaluates workload to ensure appropriate staffing levels
- Develops written instructions and keeps them current
- ~~Initiates, negotiates and maintains relations with booksellers, subscription agents, and content providers, and evaluates their performance~~
- Monitors vendor statements and resolves complex vendor problems
- Participates in hiring, evaluation, counseling, and disciplining of direct reports

- ~~Report and act on violations of the Law Library's policies including its non-harassment policies~~
- ~~Other duties as assigned.~~

Maintains integrity of financial tracking, decision-making and approval regarding acquisitions of library materials

- Proposes, supports, and monitors the budget for library materials
- Oversees approval of payment process pursuant to policy and budget
- Provides budget analysis & reports, and ensures budget projections are achieved

Manages Claim procedures

- Coordinates and distributes claim notices produced by the local ILS
- Handles complex claims
- Monitors staff to ensure claiming process is completed and material is received in a timely manner.

Coordinates major cancellation projects

- Identifies required steps for each project; plans, organizes and executes process and assigns tasks
- Trains staff on how to create and/or update the local ILS records ~~such~~ when appropriate
- Assures that all purchase order and check-in component information is updated when changes occur
- Assures that correct MARC holding records are updated with bound volume information, new components, or other related information

Coordinates the Federal Depository program

- Oversees receipt, claiming and weeding of government documents
- Completes survey forms, updates depository selections in coordination with Director, Collection Management Services and Reference staff

Participates in achieving divisional and departmental goals

- Collects and maintains statistics for library collection.
- Coordinates activities with other Collection Management Supervisors
- Assists in problem solving by analyzing and evaluating information found in library catalogs, web sites and other tools
- Provides input for departmental and divisional policies and procedures
- Provides reports, statistics and data analysis with recommendations as required
- ~~Provides budget analysis and reports~~
- Participates in contract negotiations as one of the members of the team
- Provides collection development recommendations
- Coordinates used book sales and their pricing
- Participates in library's materials preservation policies and procedures
- Participates in staff meetings, group activities or committee assignments
- Reports and acts on violations of the Law Library's policies including its non-harassment policies
- Other duties as assigned.

## Position Qualifications

### Required:

- A graduate degree in librarianship from a school or accredited institution by the American Library Association ~~plus 4+ years of directly related experience~~ or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.
- 4+ years e~~Experience in a law library~~ as a professional Law Librarian, demonstrated supervisory experience, demonstrated knowledge and understanding of acquisitions and serials processes and procedures in all formats, including electronic resources.
- Ability to perform mathematical calculations and manage complex spreadsheets as they relate to the position.
- Specific knowledge of an integrated library system and ~~experience with managing G/L , budget, and forecasting.~~
- ~~p~~Previous supervisory or lead experience.
- Excellent verbal and written communication skills.
- Knowledge of principles, practices, and trends of professional library work.
- Knowledge of legal materials, publishers, and vendors and overall operation of the Library.
- ~~Experience with OCLC and integrated library systems.~~
- Participation in library related local and national professional organizations.

### Preferred:

- Experience with collection development.
- Knowledge of government documents.
- Ability to work with html documents.
- Working knowledge in one or more foreign languages
- ~~—~~ Experience with electronic resource licensing practices and protocols.

## Work Environment

Will work in a busy office environment.

## Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one job location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- ~~—~~ Sitting at a desk for long periods of 45+ min. may be required.
- Extensive use of a computer, keyboard, and mouse.

## Approvals

_____	_____	_____	_____
<b>Immediate Supervisor</b>	<b>Date</b>	<b>Senior Director</b>	<b>Date</b>
_____	_____	_____	_____
<b>Human Resources</b>	<b>Date</b>	<b>Executive Director</b>	<b>Date</b>

## Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Distribution: Original - Human Resources, Copies - Supervisor, Employee



# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Overview of Patron Services Departmental Restructure and Budget Goals
- 4.2 Staff Presentation of Guardianship Clinic



**MEMORANDUM**

**DATE:** September 28, 2016

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director

**RE:** Overview of Patron Services Departmental Restructure and Budget Goals

**SUMMARY**

The purpose of this report is to provide a brief overview of the proposal currently in development to merge and restructure the Reference & Research and Programs & Partnerships departments, reduce expenses to meet adjusted budgetary needs and address certain compensation issues. At this time, this item is informational only and does not require action. However, comments and questions are most welcome.

**BACKGROUND**

Staff recommends the resolution and proposed amendments be approved. A number of recent events have coincided to make the restructuring of the patron services departments (Ref and P&P) a high priority. First, the current Director of Reference & Research, Ralph Stahlberg, has announced his retirement (effective December 30, 2016). Second, although the Law Library achieved its cash flow goals and projection for Fiscal Year 2016, collection acquisition costs were significantly higher than expected. (Fundamentally, the collection cuts made were not adequate to offset the cost increases imposed by the publishers on the remaining materials and the savings from many of the cuts could not be realized by year end.) Finally, the budget for current year (FY2017) was created prior to identifying the cost overrun for Fiscal Year 2016, which means that additional cuts (approximately \$250,000) would need to be made in the current year to achieve budget.

The restructuring presents both challenges and opportunities.

Accordingly, the Executive Director has been working on a reorganization to try to achieve the following goals over the current and next fiscal years:

1. Merging the Reference & Research and Programs & Partnerships departments by mid-year;
2. Eliminating any structural deficit and achieving a positive cash flow by the end of FY18 (June 30, 2018);
3. Creating operational efficiencies and improving data collection, analytics, reporting and accountability;
4. Providing compensation increases for employees who are significantly below market rate; and



5. Providing appropriate professional development and growth opportunities for staff.

**PROPOSAL**

The attached chart reflects the new structure currently under consideration: a Patron Services department, with five operational units reporting to a single Director. (Position titles are in regular type and duties in *italics*.) A complete proposal, along with job descriptions and an amended budget, will be presented for Board approval at the October meeting and would take effect as of January 1, 2017. The proposal will include the following important features:

Eliminating the Director of Reference and Research position (once vacant), but giving three in-house positions additional supervisory roles and creating a part-time contract position on Saturdays;

Eliminating the vacant FCIL Library Tech position, but increasing the Facilities Clerk hours to full time;

Not renewing the Special Projects Supervisor position (end of FY17) but creating a new Library Associate position (beginning FY18); and

Cutting collection costs as contracts come up for renewal (approx. \$330,000 in cuts have been identified for implementation over FY17 and FY18); and

Compensation increases to bring those more than 20% below market to a more competitive level in FY18.

The estimated cost savings resulting from these changes would be a net savings in Fiscal Year 2017 of approximately \$200,000 over Fiscal Year 2016 and a net savings in Fiscal Year 2018 of approximately \$400,000 over Fiscal Year 2016.

Prior to the October Board meeting when the financial and operational detail would be presented and discussed, staff will meet with the 2017 Budget and Finance Committee as well as the union (SEIU).

**RECOMMENDATION**

Staff recommends that the Board discuss the proposed structure and ask questions, as desired.



# Patron Services Department

## Director

<b>Public Interest Programs</b> Managing Librarian	<b>Reference &amp; Research</b>		<b>Collection &amp; Branches</b>		<b>Legal Education</b>	<b>Global Law</b>
	Senior Librarian		Senior Librarian		Managing Librarian	Librarian <sup>1</sup>
Library Associate (new FY18)	Librarians (2)	Librarian/Manager (starting FY18)	Circulation Support Supervisor	Branch Assistants (3)	Library Associate (Members)	
Public Interest Interns	Supervisor, Special Projects (ends FY17)	Library Clerk	Library Clerk	Librarian (Collection Development)	Law School Interns	
	Library School Interns Saturday Temp (new)	Library Aides (2)	Library Technician (Copy Center) Library Aides (3)			
<i>Public Interest Partnerships</i>	<i>Reference Desk</i>	<i>Reference Desk</i>	<i>Circulation</i>	<i>Collection Development</i>	<i>CLE Programs</i>	<i>Global Law Programming</i>
<i>Special Events</i>	<i>Live Chat</i>	<i>Shelving &amp; Paging</i>	<i>Copy Center</i>	<i>Budget</i>	<i>Classes Taught In-House</i>	<i>Reference Desk</i>
<i>Reference Desk</i>	<i>Scheduling</i>	<i>Displays</i>	<i>Back Up for Shelving &amp; Paging</i>	<i>Remote Locations</i>	<i>Members Program</i>	<i>Teaching</i>
<i>Outreach &amp; Public Speaking</i>	<i>Digital Services</i>	<i>Teaching</i>		<i>Reference Desk</i>	<i>Reference Desk</i>	<i>Outreach &amp; Public Speaking</i>
<i>Teaching</i>	<i>Teaching</i>	<i>Usage Data &amp; Statistics</i>		<i>Teaching</i>	<i>Teaching</i>	<i>Collection Development Support</i>
<i>Branch Support (FY18)</i>	<i>Outreach &amp; Public Speaking</i>	<i>Back Up for Circulation</i>		<i>Collection Data &amp; Statistics</i> <i>Grants &amp; Special Projects</i>	<i>Outreach &amp; Public Speaking</i>	

Effective: 1/1/17

Draft: 9/21/16

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<sup>1</sup> Currently vacant



**Guardianship Clinic  
Presentation**

**Presented by:  
Senior Public Interest Librarian,  
Janine Liebert**

**September 28, 2016**