

AGENDA

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

REGULAR BOARD MEETING
Wednesday, February 28, 2018
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 January 24, 2018, Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Receipt of Platinum Membership Monthly Report
- 3.4 Approval of Rules of Conduct Correction
- 3.5 Approval of Employee Handbook Updates

4.0 DISCUSSION ITEMS

- 4.1 Mid-Year Budget Review and Adoption of Revised FY2018 Budget
- 4.2 Approval of Workers Compensation Insurance Coverage
- 4.3 Approval of Roofing Project Bid Award
- 4.4 Staff Presentation: *Where You Begin* Class Series

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

6.0 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.

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 28, 2018.

POSTED THURSDAY, FEBRUARY 22, 2018 @ 3:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 24, 2018, Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Receipt of Platinum Membership Monthly Report
- 3.4 Approval of Rules of Conduct Correction
- 3.5 Approval of Employee Handbook Updates

**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.**

January 24, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 24, 2018 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
Kenneth Klein, Esquire
Judge Richard Rico
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Mark Juhas
Judge Dennis Landin

Senior Staff Present: Sandra J. Levin, Executive Director

Also Present: Marcelino Juarez, Finance Manager
Ann Marie Gamez, Executive Assistant

Vice-President Court determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Mr. Lee Paradise made a public comment regarding library overspending on capital projects. Mr. Paradise then read from a letter he prepared.

A public comment was made by SEIU Director, Renee Anderson regarding Agenda Item 4.1, urging the Board not to approve the revised Library Associate job description. Ms. Anderson expressed several concerns, including 1) overstepping the role of the Reference Librarians, 2) hiring additional credentialed Librarians instead of hiring non-librarians, 3) Library Associates' inability to answer all reference-related questions. She further noted SEIU's willingness to take further action if the Library Associate job description update is approved.

2.0 PRESIDENT'S REPORT

No report made.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 13, 2017 Regular Board Meeting.
- 3.2 Review of November Financials & List of December Checks and Warrants.
- 3.3 Receipt of FY17-18 Quarter 2 Statistics
- 3.4 Update Regarding Workers Compensation Insurance Policy
- 3.5 Receipt of Platinum Membership Monthly Report
- 3.6 Approval of Employee Handbook Updates
- 3.7 Review of Outside Auditor RFP

Trustee Steinhauser requested to pull item 3.3 to offer comment. ED Levin requested to continue Item 3.6 to allow time for SEIU to offer comment prior to approval.

Vice-President Court requested a motion to approve Consent Items 3.1, 3.2, 3.4 and 3.5. So moved by Trustee Rico, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

Trustee Steinhauser thanked LALL staff for reporting excellent numbers in the quarterly statistics, showcasing the expanded service the staff provides for patrons. Trustee Steinhauser requested to add a line on future statistics reports identifying number of visits per year in relation to the library website and in person assistance. Vice-President Court requested a motion to approve Consent Items 3.3. So moved by Trustee Steinhauser, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Voluntary Compliance with AB 1887

ED Levin spoke regarding the Voluntary Compliance with AB 1887, a new law in support of certain states which do not allow library members to be funded by libraries when attending conferences in said states. VP Court noted concern with associations who choose to hold conferences in non-voluntary states and requested information regarding Staff's views on the adoption of the prohibition. Further discussion ensued with other trustees. Trustee Stern expressed that adopting the policy is warranted and that there would be fewer impacts as conference locations are moved to avoid low attendance. Trustee Klein expressed concern about how the list of prohibited locations is created and requested further information. Trustee Steinhauser asserted the need to suggest an item in the resolution for future clarity.

Vice-President Court requested a motion to approve option 2: Defer the decision to adopt the Voluntary Compliance AB 1887. So moved by Trustee Klein, seconded by Trustee Rico. The motion was unanimously approved, 5-0.

4.2 Approval of Revised Job Description for Library Associate

ED Levin gave a summary on the updated version of the Library Associate job description. In response to public comment, ED Levin assured that there has been no desire to devalue Librarian duties and/or expertise. ED Levin added that historically there have always been non-librarian, public-facing staff assisting patrons and that non-librarians are supervised by, and refer complex questions to, Reference Librarians. ED Levin also welcomed any alternate solutions from Librarians and other staff members, where the topic would then be revisited.

The Trustees asked questions and discussed the item, noting that at this point the benefits of non-librarian support at the Reference Desk appear to outweigh the drawbacks, but that the ED is always happy to hear from Staff with alternative suggestions or proposals and the Board would be happy to revisit the issue if a worthy proposal is presented.

Vice-President Court requested a motion to approve the updated job description for Library Associate. So moved by Trustee Klein, seconded by Trustee Stern. The motion was unanimously approved, 5-0.

5.0 CLOSED SESSION

5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957); Title: Executive Director

6.0 AGENDA BUILDING

There were no items for agenda building.

7.0 EXECUTIVE DIRECTOR REPORT

ED Levin pointed to the LALL “What’s Happening” flyers and noted the additional classes and clinics added to the monthly calendar. Also announced were the upcoming panel discussions during African-American Month.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:42 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 28, 2018 at 12:15 pm.

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

Los Angeles County Law Library

Balance Sheet

As of December 31, 2017

(Provisional and subject to year-end audit adjustments)

	6/30/2017	12/31/2017	Change
Assets			
Current assets			
Cash and cash equivalents	3,309,242	4,145,853	836,611
Accounts receivable	1,324,088	1,285,412	(38,676)
Prepaid expenses	284,031	291,794	7,763
Total current assets	<u>4,917,361</u>	<u>5,723,059</u>	805,698
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,577,287	4,581,291	4,004
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	18,093,973	17,578,711	(515,262)
Total noncurrent assets	<u>23,576,162</u>	<u>23,064,904</u>	(511,258)
Total assets	<u>28,493,523</u>	<u>28,787,963</u>	294,439
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,124,866	1,124,866	-
Total assets and deffered outflows of resources	<u>29,618,389</u>	<u>29,912,828</u>	<u>294,439</u>
Liabilities			
Current Liabilities			
Accounts payable	114,171	242,220	128,049
Other current liabilities	-	-	-
Payroll liabilities	8,319	15,809	7,490
Total current liabilities	<u>122,490</u>	<u>258,029</u>	135,539
Noncurrent Liabilities			
Accrued sick and vacation liability	304,753	269,950	(34,803)
Borrowers' deposit	292,828	305,462	12,635
OPEB liability	2,457,252	2,512,254	55,002
Net pension liability	2,683,917	2,683,917	-
Total noncurrent liabilities	<u>5,738,749</u>	<u>5,771,583</u>	32,834
Total liabilities	<u>5,861,239</u>	<u>6,029,612</u>	168,373
Deffered Inflows of Resources			
Deffered Inflows of Resources	531,502	531,502	-
Total liabilities and Deffered inflows of resources	<u>6,392,741</u>	<u>6,561,114</u>	168,373
Net Position			
Invested in capital assets	18,680,406	18,165,144	(515,262)
Unrestricted	4,545,242	5,186,571	641,328
Total net position	<u>23,225,648</u>	<u>23,351,714</u>	126,066
Total liabilities and Deffered inflows of resources and net position	<u>29,618,389</u>	<u>29,912,828</u>	<u>294,439</u>

Los Angeles County Law Library
Income Statement for the Period Ending December 31, 2017
(Provisional and subject to year-end audit adjustments)

Dec 16 Actual	Dec 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
535,126	487,286	580,610	93,324	19.2%
2,276	2,083	4,419	2,336	112.1%
55,108	56,667	44,500	(12,167)	-21.5%
41,004	34,447	33,010	(1,438)	-4.2%
633,513	580,483	662,538	82,055	14.1%
286,898	316,182	273,385	42,798	13.5%
78,313	49,776	68,593	(18,817)	-37.8%
113,477	162,714	157,356	5,359	3.3%
(113,477)	(162,714)	(157,356)	(5,359)	3.3%
		0		
68,377	75,478	65,855	9,623	12.7%
10,868	11,889	13,702	(1,813)	-15.3%
7,882	8,143	12,144	(4,001)	-49.1%
0	313	639	(326)	-104.3%
0	0	(1,169)	1,169	0.0%
146	228	52	176	77.1%
2,812	7,812	1,406	6,406	82.0%
239,248	238,320	227,603	10,717	4.5%
694,544	708,142	662,210	(45,932)	-6.5%
(61,031)	(127,659)	329	127,987	-100.3%
(3,361)	2,917	2,219	(698)	-23.9%
0	0	0	0	0.0%
0	0	0	0	0.0%
(64,392)	(124,742)	2,548	127,290	-102.0%
0	0	0	0	0.0%

FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Summary:					
Income					
L.A. Superior Court Fees	3,443,986	3,394,450	3,543,958	149,508	4.4%
Interest	12,278	13,947	24,544	10,598	76.0%
Parking	348,674	340,000	317,932	(22,068)	-6.5%
Library Services	209,340	324,956	384,817	59,861	18.4%
Total Income	4,014,279	4,073,353	4,271,252	197,899	4.9%
Expense					
Staff (payroll + benefits)	1,899,237	2,033,132	1,869,975	163,156	8.0%
Electronic Resource Subscriptions	315,936	298,656	326,164	(27,508)	-9.2%
Library Materials	697,324	977,536	864,309	113,228	11.6%
Library Materials Transferred to Assets	(697,324)	(977,536)	(864,309)	(113,228)	11.6%
Facilities	428,626	456,416	416,990	39,426	8.6%
Technology & Data	65,744	71,334	68,634	2,700	3.8%
General	30,388	33,585	36,488	(2,628)	-7.8%
Professional Development	6,435	9,506	7,881	1,625	17.1%
Communications & Marketing	58	3,915	1,692	2,223	56.8%
Travel & Entertainment	1,212	1,368	398	970	70.9%
Professional Services	33,225	42,352	41,397	955	2.3%
Depreciation	1,452,223	1,403,151	1,379,571	23,580	1.7%
Total Expenses	4,233,084	4,353,415	4,149,190	204,225	4.7%
Net Income (Loss)	(218,805)	(280,062)	122,062	402,124	-143.6%
Investment Gain (Loss) ¹	(93,766)	17,500	4,004	(13,496)	-77.1%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(312,571)	(262,562)	126,066	388,628	-148.0%
Capitalized Expenditures					
	6,480	1,230,000	0	1,230,000	100.0%

Los Angeles County Law Library
Income Statement for the Period Ending December 31, 2017
(Provisional and subject to year-end audit adjustments)

Dec 16	Dec 2017				FY 2016-17	FY 2017-18 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
Detailed Budget:												
Income:												
535,126	487,286	580,610	93,324	19.2%	15 FIN 303300	L.A. Superior Court Fees	3,443,986	3,394,450	3,543,958	149,508	4.4%	
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	1,290	1,447	962	(485)	-33.5%	Board approved \$500K prepayment of CalPERS unfunded liability funded with LAIF funds subsequent to budget.
2,020	1,833	4,056	2,222	121.2%	15 FIN 312000	Interest - General Fund	9,492	11,000	21,429	10,429	94.8%	Better than expected County investment interest rate.
256	250	363	113	45.4%	15 FIN 313000	Interest - Deposit Fund	1,496	1,500	2,153	653	43.5%	Better than expected County investment interest rate.
2,276	2,083	4,419	2,336	112.1%		Subtotal	12,278	13,947	24,544	10,598	76.0%	
Parking:												
55,108	56,667	44,500	(12,167)	-21.5%	39 FAC 330100	Parking	348,674	340,000	317,932	(22,068)	-6.5%	
55,108	56,667	44,500	(12,167)	-21.5%		Subtotal	348,674	340,000	317,932	(22,068)	-6.5%	
Library Services:												
33	48	65	17	35.4%	27 CIRC 330150	Annual Borrowing Fee	3,169	2,320	1,836	(484)	-20.9%	Timing variance.
9,827	5,626	18,135	12,509	222.4%	25 PS 330140	Annual Members Fee	49,397	46,130	96,789	50,659	109.8%	Includes revenue from pilot Platinum program. Established MP under budget 7.2%.
1,136	912	1,046	134	14.7%	25 PS 330340	Course Registration	5,527	10,627	12,758	2,131	20.1%	Better than expected MCLE attendance for Q1 and Q2.
3,078	4,000	4,023	23	0.6%	27 CIRC 330129	Copy Center	27,273	28,500	20,792	(7,708)	-27.0%	Staff availability and emerging file conversion technologies have put a damper on forecast.
1,307	1,600	1,382	(218)	-13.6%	27 CIRC 330205	Document Delivery	9,270	11,600	8,065	(3,535)	-30.5%	Emerging file conversion technologies have put a damper on usage.
5,080	3,800	5,976	2,176	57.3%	27 CIRC 330210	Fines	24,781	24,100	24,924	824	3.4%	
14,151	14,166	1,002	(13,164)	-92.9%	15 FIN 330310	Miscellaneous	28,416	44,999	24,782	(20,217)	-44.9%	Delay in Google project account reconciliation and lower Visa rebate.
6,229	4,175	2,403	(1,772)	-42.4%	39 FAC 330330	Room Rental	51,687	25,050	37,022	11,972	47.8%	Timing variance.
122	70	(1,045)	(1,115)	-1592.4%	23 COL 330350	Book Replacement	1,956	1,330	250	(1,080)	-81.2%	Book replacement cost transferred to American New Orders GL account.
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	Timing variance.
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	0	120,000	145,000	25,000	20.8%	Generous Friends contribution at \$25K more than budget.
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
42	50	21	(29)	-58.3%	39 FAC 330450	Vending	513	300	141	(159)	-53.0%	Timing variance.
0	0	0	0	0.0%	37 COM 330465	Special Events Income	7,352	10,000	12,459	2,459	24.6%	Offset by PBW expenses.
41,004	34,447	33,010	(1,438)	-4.2%		Subtotal	209,340	324,956	384,817	59,861	18.4%	
633,513	580,483	662,538	82,055	14.1%		Total Income	4,014,279	4,073,353	4,271,252	197,899	4.9%	
Expenses:												
Staff:												
169,032	186,158	172,913	13,245	7.1%	ALL 501000	Salaries (benefits eligible)	1,130,334	1,212,965	1,114,178	98,788	8.1%	Favorable variance due to vacancies.
0	(3,723)	0	(3,723)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(24,259)	0	(24,259)	100.0%	
18,069	20,418	17,186	3,232	15.8%	ALL 501050	Salaries (benefits ineligible)	118,687	132,714	117,595	15,119	11.4%	Favorable variance due to vacancies.
0	(408)	0	(408)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(2,654)	0	(2,654)	100.0%	
9,867	11,539	10,012	1,527	13.2%	15 FIN 502000	Social Security	67,403	75,170	69,692	5,478	7.3%	
2,709	2,773	2,745	28	1.0%	15 FIN 503000	Medicare	17,127	18,067	17,409	658	3.6%	
19,056	19,717	18,549	1,168	5.9%	15 FIN 511000	Retirement	173,968	185,874	177,139	8,735	4.7%	
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%	
41,822	48,345	44,090	4,255	8.8%	15 FIN 512000	Health Insurance	244,416	290,070	258,981	31,089	10.7%	Favorable variance due to vacancies.
402	382	521	(139)	-36.3%	15 FIN 513000	Disability Insurance	2,513	2,292	2,446	(154)	-6.7%	
4,790	5,369	5,141	227	4.2%	15 FIN 514000	Dental Insurance	28,280	32,212	28,329	3,883	12.1%	Favorable variance due to vacancies.
531	573	591	(18)	-3.2%	15 FIN 514500	Vision Insurance	3,018	3,438	3,184	254	7.4%	Favorable variance due to vacancies.
90	131	136	(6)	-4.4%	15 FIN 515000	Life Insurance	426	783	411	372	47.5%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
6,727	4,663	(11,998)	16,661	357.3%	15 FIN 516000	Workers Compensation Insurance	42,412	27,980	10,078	17,902	64.0%	
0	5,000	0	5,000	100.0%	15 FIN 517000	Unemployment Insurance	2,541	5,000	2,212	2,788	55.8%	
0	330	0	330	100.0%	ALL 514010	Temporary Employment	0	1,980	0	1,980	100.0%	

Los Angeles County Law Library
Income Statement for the Period Ending December 31, 2017
(Provisional and subject to year-end audit adjustments)

Dec 16	Dec 2017				FY 2016-17	FY 2017-18 YTD					Comments
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual	\$ Fav (Unf)	
0	0	119	(119)	0.0%	13 HR 514015	390	1,500	482	1,018	67.9%	Timing variance.
0	0	0	0	0.0%	15 FIN 517500	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	0	0	0	0	0.0%	
9,024	9,167	9,167	(0)	0.0%	15 FIN 518500	54,144	55,000	55,002	(2)	0.0%	
3,525	4,500	2,960	1,540	34.2%	15 FIN 518550	6,187	7,500	5,621	1,879	25.1%	
1,253	1,250	1,252	(2)	-0.1%	15 FIN 518560	7,392	7,500	7,217	283	3.8%	
286,898	316,182	273,385	42,798	13.5%		1,899,237	2,033,132	1,869,975	163,156	8.0%	
Library Materials/Electronic Resources Subscription:											
90,258	127,085	122,114	4,971	3.9%	23 COL 601999	506,873	762,509	669,606	92,902	12.2%	Timing variance.
605	1,250	(360)	1,610	128.8%	23 COL 602999	9,043	7,500	2,287	5,213	69.5%	Timing variance. Orders will be placed in Feb 2018.
1,663	1,922	716	1,206	62.8%	23 COL 609199	10,870	11,530	10,583	947	8.2%	Timing variance.
0	0	0	0	0.0%	23 COL 609299	161	100	0	100	100.0%	No requests YTD for replacements. Will apply to another New fund category if needed.
6,824	10,868	1,975	8,893	81.8%	23 COL 603999	75,486	65,209	69,875	(4,667)	-7.2%	Timing variance.
0	0	0	0	0.0%	23 COL 604999	0	400	25	375	93.8%	Timing variance. Orders will be placed in Feb 2018.
3,549	10,164	16,150	(5,986)	-58.9%	23 COL 605999	36,460	60,984	45,788	15,195	24.9%	Timing variance.
12	0	17	(17)	0.0%	23 COL 606999	580	400	776	(376)	-94.1%	Anticipate target met by FYE. Remaining FY allotment to be spent Feb 2018.
10,100	9,960	11,392	(1,432)	-14.4%	23 COL 607999	52,680	59,759	57,270	2,488	4.2%	Timing variance.
0	0	0	0	0.0%	23 COL 608999	166	250	0	250	100.0%	Timing variance. Orders will be placed in Feb 2018.
465	1,466	5,353	(3,887)	-265.1%	23 COL 609399	4,933	8,797	8,098	700	8.0%	Timing variance.
0	0	0	0	0.0%	23 COL 609499	72	100	0	100	100.0%	Timing variance. Orders will be placed in Feb 2018.
113,477	162,714	157,356	5,359	3.3%		697,324	977,536	864,309	113,228	11.6%	
(113,477)	(162,714)	(157,356)	(5,359)	3.3%	23 COL 690000	(697,324)	(977,536)	(864,309)	(113,228)	11.6%	
78,313	49,776	68,593	(18,817)	-37.8%	23 COL 685000	315,936	298,656	326,164	(27,508)	-9.2%	Timing variance.
Facilities:											
0	4,000	0	4,000	100.0%	39 FAC 801005	2,520	24,000	6,463	17,537	73.1%	Timing variance.
272	1,100	714	386	35.1%	39 FAC 801010	4,233	6,600	5,136	1,464	22.2%	Timing variance.
0	1,100	0	1,100	100.0%	39 FAC 801015	6,091	6,600	5,977	623	9.4%	Timing variance.
8,306	10,800	9,043	1,757	16.3%	39 FAC 801020	62,160	64,800	64,084	716	1.1%	
966	0	966	(966)	0.0%	39 FAC 801025	6,524	996	5,973	(4,977)	-499.7%	Delay in Elevator Repair & Upgrade Project. This includes monthly maintenance
4,384	4,400	3,570	830	18.9%	39 FAC 801030	23,066	22,550	21,787	763	3.4%	
21,946	19,708	19,811	(103)	-0.5%	15 FIN 801035	130,984	118,250	118,866	(616)	-0.5%	
8,674	9,087	8,674	413	4.5%	39 FAC 801040	52,045	54,522	52,045	2,477	4.5%	
1,250	1,500	1,250	250	16.7%	39 FAC 801045	7,500	9,000	7,500	1,500	16.7%	Timing variance. Expected fee increase from vendor not implemented.
15,802	20,000	21,295	(1,295)	-6.5%	39 FAC 801050	97,517	120,000	99,931	20,069	16.7%	Timing variance.
6,496	1,900	195	1,705	89.8%	39 FAC 801060	20,768	11,400	17,417	(6,017)	-52.8%	Timing variance. Offset by room rental income
0	0	0	0	0.0%	37 COM 801065	13,063	6,000	8,737	(2,737)	-45.6%	Offset by Special Events income (PBW sponsorship). Includes unbudgeted Global Law event expenses.
0	533	0	533	100.0%	39 FAC 801100	0	4,198	392	3,806	90.7%	Timing variance.
0	400	0	400	100.0%	39 FAC 801110	251	2,400	221	2,179	90.8%	Timing variance.
0	225	0	225	100.0%	39 FAC 801115	0	1,350	0	1,350	100.0%	Timing variance.
52	550	60	490	89.2%	39 FAC 801120	1,186	2,700	1,188	1,512	56.0%	Timing variance.
229	175	278	(103)	-58.8%	39 FAC 801125	717	1,050	1,273	(223)	-21.2%	Timing variance. Unexpected small purchases
68,377	75,478	65,855	9,623	12.7%		428,626	456,416	416,990	39,426	8.6%	
Technology:											
1,485	1,750	1,604	146	8.4%	33 TECH 801210	10,558	10,500	10,690	(190)	-1.8%	
1,225	1,400	1,654	(254)	-18.1%	33 TECH 801212	7,313	8,400	10,181	(1,781)	-21.2%	Unbudgeted SAN maintenance item.
1,203	750	2,923	(2,173)	-289.8%	33 TECH 801215	2,721	4,500	4,012	488	10.8%	Timing variance.
504	400	977	(577)	-144.3%	33 TECH 801220	504	2,400	2,114	286	11.9%	Timing variance.
0	50	0	50	100.0%	33 TECH 801225	174	300	0	300	100.0%	Timing variance.
4,043	4,039	4,224	(185)	-4.6%	33 TECH 801230	24,255	24,234	25,347	(1,113)	-4.6%	
2,408	3,500	2,320	1,180	33.7%	33 TECH 801235	19,400	21,000	16,133	4,867	23.2%	Reflects CTF discount from Spectrum.
0	0	0	0	0.0%	33 TECH 801245	65	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending December 31, 2017
(Provisional and subject to year-end audit adjustments)

Dec 16	Dec 2017				FY 2016-17	FY 2017-18 YTD				Comments					
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0	0.0%										
10,868	11,889	13,702	(1,813)		-15.3%	33	TECH	801250	Services	753	0	156	(156)	0.0%	
									Subtotal	65,744	71,334	68,634	2,700	3.8%	
									General:						
698	667	1,124	(457)		-68.6%	15	FIN	801310	Bank Charges	3,446	4,000	4,073	(73)	-1.8%	Timing variance.
785	810	813	(3)		-0.3%	35	CMS	801315	Bibliographical Services	4,710	4,860	4,875	(15)	-0.3%	
0	0	0	0		0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
47	83	71	12		14.8%	17	EXEC	801325	Board Expense	378	500	329	171	34.2%	July & August Board meeting cancellations.
2,185	2,500	1,589	911		36.4%	37	COM	801330	Staff meals & events	2,379	2,900	1,956	944	32.5%	
1,784	1,083	752	331		30.6%	15	FIN	801335	Supplies - Office	6,110	6,500	9,161	(2,661)	-40.9%	Increased toner usage/purchase.
1,696	800	819	(19)		-2.4%	35	CMS	801337	Supplies - Library materials	4,106	4,200	4,167	33	0.8%	
0	0	514	(514)		0.0%	37	COM	801340	Stationery, business cards, etc.	349	200	541	(341)	-170.6%	
0	0	0	0		0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%	
670	1,500	6,462	(4,962)		-330.8%	27	CIRC	801370	Copy Center Expense	4,841	10,700	10,222	478	4.5%	Reduced usage as reflected by copy center income.
0	0	0	0		0.0%	15	FIN	801375	General - Misc	3,513	0	1,012	(1,012)	0.0%	Includes prior year student parking invoice.
0	0	0	0		0.0%	25	PS	801390	Course Registration	478	0	0	0	0.0%	
17	0	0	0		0.0%	17	EXEC	801395	Friends of Law Library	78	0	152	(152)	0.0%	
7,882	8,143	12,144	(4,701)		-57.7%				Subtotal	30,388	33,585	36,488	(2,628)	-7.8%	
									Professional Development:						
0	0	593	(593)		0.0%	ALL	803105	Travel	3,000	5,663	4,629	1,034	18.3%	Timing variance.	
0	0	45	(45)		0.0%	ALL	803110	Meals	0	120	45	75	62.2%		
0	0	0	0		0.0%	ALL	803113	Incidental and miscellaneous	0	0	75	(75)	0.0%		
0	200	0	200		100.0%	ALL	803115	Membership dues	200	200	225	(25)	-12.5%		
0	113	0	113		100.0%	ALL	803120	Registration fees	3,235	3,523	2,907	616	17.5%		
0	0	0	0		0.0%	ALL	803125	Educational materials	0	0	0	0	0.0%		
0	313	639	(326)		-104.3%				Subtotal	6,435	9,506	7,881	1,625	17.1%	
									Communications & Marketing:						
0	0	0	0		0.0%	37	COM	803205	Services	0	0	0	0	0.0%	
0	0	(1,169)	1,169		0.0%	37	COM	803210	Collateral materials	58	2,250	1,692	558	24.8%	
0	0	0	0		0.0%	37	COM	803215	Advertising	0	1,465	0	1,465	100.0%	Timing variance, promotional material/ads forthcoming.
0	0	0	0		0.0%	37	COM	803220	Trade shows & Outreach	0	200	0	200	100.0%	Budgeted event not attended. No further expenses expected.
0	0	(1,169)	1,169		0.0%				Subtotal	58	3,915	1,692	2,223	56.8%	
									Travel & Entertainment						
0	0	0	0		0.0%	ALL	803305	Travel	129	0	0	0	0.0%		
0	0	0	0		0.0%	ALL	803310	Meals	0	0	0	0	0.0%		
0	0	0	0		0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%		
146	228	52	176		77.1%	ALL	803320	Ground transportation & mileage	1,084	1,368	398	970	70.9%		
0	0	0	0		0.0%	ALL	803325	reimb. Incidental travel expenses	0	0	0	0	0.0%		
146	228	52	176		77.1%				Subtotal	1,212	1,368	398	970	70.9%	
									Professional Services						
0	0	0	0		0.0%	15	FIN	804005	Accounting	16,763	17,601	23,721	(6,120)	-34.8%	Timing variance.
2,812	2,812	1,406	1,406		50.0%	17	EXEC	804008	Consulting Services	16,462	16,871	15,530	1,341	7.9%	
0	5,000	0	5,000		100.0%	17	EXEC	804010	Legal	0	5,000	0	5,000	100.0%	
0	0	0	0		0.0%	15	FIN	804015	Other	0	2,880	2,146	734	25.5%	Cost savings.
2,812	7,812	1,406	6,406		82.0%				Subtotal	33,225	42,352	41,397	955	2.3%	
									Depreciation:						
214,025	202,898	202,851	47		0.0%	15	FIN	806105	Depreciation - Library Materials	1,299,934	1,228,694	1,230,909	(2,215)	-0.2%	
25,223	35,423	24,752	10,671		30.1%	15	FIN	806110	Depreciation Exp - FF&E	152,289	174,457	148,662	25,794	14.8%	
239,248	238,320	227,603	10,717		4.5%				Subtotal	1,452,223	1,403,151	1,379,571	23,580	1.7%	
694,544	708,142	662,210	45,932		6.5%				Total Expense	4,233,084	4,353,415	4,149,190	204,225	4.7%	
(61,031)	(127,659)	329	127,987		-100.3%				Net Income Before Extraordinary Items	(218,805)	(280,062)	122,062	402,124	-143.6%	
(3,361)	2,917	2,219	(698)		-23.9%	15	FIN	321000	Investment Gain (Loss) ¹	(93,766)	17,500	4,004	(13,496)	-77.1%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0		0.0%	17	EXEC	401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0		0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
(64,392)	(124,742)	2,548	127,290		-102.0%				Net Income Including Extraordinary Items	(312,571)	(262,562)	126,066	388,628	-148.0%	

Los Angeles County Law Library
Statement of Cash Flows
As of December 31, 2017
(Provisional and subject to year-end audit adjustments)

	12/31/2017	YTD
Cash flows from operating activities		
L.A. Superior court fees	580,610	3,543,958
Parking fees	44,500	317,932
Library services	33,010	239,817
(Increase) decrease in accounts receivable	32,060	38,676
Increase (decrease) in borrowers' deposit	633	12,635
Cash received from filing fees and services	690,812	4,153,018
Facilities	(65,855)	(416,990)
Technology	(13,702)	(68,634)
General	(13,189)	(37,534)
Professional development	(593)	(7,836)
Communications & marketing	-	(2,861)
Travel & entertainment	(52)	(398)
Professional services	(1,406)	(41,397)
Electronic Resource Subscriptions (ERS)	(68,593)	(326,164)
(Increase) decrease in prepaid expenses	37,627	(6,593)
Increase (decrease) in accounts payable	86,489	128,049
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(39,275)	(780,357)
Staff (payroll + benefits)	(273,385)	(1,869,975)
Increase (decrease) in payroll liabilities	1,154	7,490
Increase (decrease) in accrued sick and vacation liability	(9,481)	(34,803)
Increase (decrease) in OPEB liability	9,167	55,002
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(272,545)	(1,842,286)
Contributions received	-	145,000
Net cash from operating activities	378,992	1,675,375
Cash flow from capital and related financing activities		
Library materials	(157,356)	(864,309)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	4,419	24,544
Net cash increase (decrease) in cash and cash equivalents	226,056	835,611
Cash and cash equivalents, at beginning of period	4,237,267	3,627,712
Cash and cash equivalents, at end of period	4,463,322	4,463,322
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(6,260)	95,349
Adjustments for noncash effects:		
Depreciation	227,603	1,379,571
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	32,060	38,676
(Increase) decrease in prepaid expenses	37,627	(6,593)
Increase (decrease) in accounts payable	86,489	128,049
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,154	7,490
Increase (decrease) in accrued sick and vacation liability	(9,481)	(34,803)
Increase (decrease) in borrowers' deposit	633	12,635
Increase (decrease) in OPEB liability	9,167	55,002
Net impact of GASB 68 adjustments		
Net cash from operating activities	378,992	1,675,375

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2018 - January 31, 2018 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 5	BAVCO	BLDG MAINT	463.00	030134
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030135
	CHRISTINE R LANGTEAU	MILEAGE	35.52	030136
	METROLINK	TAP	1,099.00	030137
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,774.17	030138
	COUNTY OF LOS ANGELES	BANK CHARGES	71.07	030139
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030140
January 8	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	124.98	030141
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,910.43	030142
	MINISTER OF FINANCE ENERGY & MUNICI	BOOKS	59.83	030143
	GOVERNMENT OF YUKON	BOOKS	127.63	030144
	CAYMAN ISLANDS GOVERNMENT INFORMATI	BOOKS	477.52	030145
	GALE CENGAGE LEARNING	BOOKS	3,341.65	030146
January 9	RASHID ABDUL EL MALIK	REFUND	140.00	030147
	SEDGWICK LLP	REFUND	380.00	030148
	JOEL LAMONT WILLIAMS	REFUND	116.00	030149
January 16	BIG FOOT PRESS	BOOKS	410.95	030151
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	127.35	030152
	CALIFORNIA CHAMBER OF COMMERCE	BOOKS	294.67	030153
	GALE CENGAGE LEARNING	BOOKS	8,084.83	030154
	HOGARTH REPRESENTATION	BOOKS	369.60	030155
January 17	AT&T	TELECOM	455.60	030156
	BET TZEDEK	ADVERTISING	500.00	030157
	STATE BOARD OF EQUALIZATION	USE TAX	3,001.00	030158
	ALFONSO GUZMAN JR.	EQUIPMENT (<3K)	340.41	030159
	PARKING CONCEPTS INC	CLASS REG	88.00	030160
	COMMERCIAL RESOURCE MANAGEMENT, LLC	CAPITAL WIP	5,000.00	030161
January 18	LANNETTE DENISE JOHNSON	REFUND	140.00	030162
	BLYTHE JEANNE LESZKAY	REFUND	140.00	030163
	DAVID ALAN LEVITAS	REFUND	140.00	030164
	GANNA YENYK	REFUND	140.00	030165
January 19	GAUNT	BOOKS	873.84	030166
	OTTO HARRASSOWITZ	BOOKS	763.06	030167
	LAW PUBLISHERS	BOOKS	2,421.00	030168
	LAW REPORTS INTERNATIONAL LTD	BOOKS	580.00	030169
	MONTANA LEGISLATIVE SERVICES DIVISI	BOOKS	400.00	030170
	WILLIAM S HEIN & CO	BOOKS	375.30	030171
January 26				

49,556.36

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2018 - January 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 3	FRANK R. THOROLD (PTY) LTD	BOOKS	2,000.00	V002869
January 5	ALTA FOODCRAFT	KITCHEN SUPPLIES	277.92	V002871
	OFFICE DEPOT	SUPPLIES-OFFICE	328.64	V002872
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V002873
	PEOPLEG2	RECRUITMENT	118.99	V002874
	STATE COMPENSATION	WORKERS COMP	4,074.92	V002875
	SUNSERI'S	ROOM RENTAL	26.56	V002876
January 8	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	75.00	V002877
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,824.66	V002878
	BLOOMBERG BNA	BOOKS	676.07	V002879
	CCH INCORPORATED	BOOKS	155.87	V002880
	LAW JOURNAL PRESS	BOOKS	2,099.69	V002881
	PARALEGAL TODAY	BOOKS	28.00	V002882
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	287.56	V002883
	STATE BAR OF WISCONSIN	BOOKS	68.15	V002884
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,843.62	V002885
	BLOOMBERG BNA	BOOKS	173.52	V002886
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	694.58	V002887
	DATA TRACE PUBLISHING COMPANY	BOOKS	158.95	V002888
	JAMES PUBLISHING INC	BOOKS	210.11	V002889
	LAW JOURNAL PRESS	BOOKS	5,726.54	V002890
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V002891
	OXFORD UNIVERSITY PRESS	BOOKS	156.92	V002892
	ROCKY MOUNTAIN MINERAL LAW FOUNDATI	BOOKS	226.00	V002893
	THOMSON REUTERS	BOOKS	61,107.46	V002894
	SMART LEVELS	COLLATERAL MATER	460.09	V002898
January 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V002917
January 11	NASA SERVICES	BLDG SVCS	451.34	V002899
	OCLC INC	BIBLIOGRAPHICAL S	725.50	V002900
	PROACTIVE WORK HEALTH SERVICES	WORKERS COMP	915.00	V002901
	UPS	DELIVERY/POSTAGE	34.61	V002902
January 12	CDW GOVERNMENT INC	SOFTWARE MAINT	2,264.16	V002944
January 16	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	1,240.00	V002903
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	11,105.86	V002904
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,379.50	V002905
	BLOOMBERG BNA	BOOKS	1,794.38	V002906
	CCH INCORPORATED	BOOKS	25,839.15	V002907
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,297.51	V002908

130,481.29

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2018 - January 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 17	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	194.97	V002909
	JAMES PUBLISHING INC	BOOKS	535.32	V002910
	JURISNET LLC	BOOKS	185.99	V002911
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,853.00	V002912
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V002913
	THOMSON REUTERS	BOOKS	13,112.00	V002914
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,974.05	V002945
	PRYOR LEARNING SOLUTIONS	REGISTRATION	99.00	V002946
	AT&T MOBILITY	TELECOM	16.24	V002918
	BANDWIDTH.COM, INC.	TELECOM	280.72	V002919
January 19	GLOBAL CAPACITY	TELECOM	378.50	V002920
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	909.81	V002922
	SECURITAS SECURITY	SECURITY	11,621.54	V002923
	SPECTRUM	TELECOM	1,106.72	V002924
	STAMPS.COM	DELIVERY & POSTAG	228.89	V002947
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	362.35	V002927
	LEXISNEXIS MATTHEW BENDER	BOOKS	62.40	V002928
	BLOOMBERG BNA	BOOKS	1,104.11	V002929
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	995.99	V002930
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,108.94	V002931
January 24	DATA TRACE PUBLISHING COMPANY	BOOKS	226.95	V002932
	FORSTER-LONG, LLC	BOOKS	545.00	V002933
	GOVERNMENT RESEARCH SERVICE	BOOKS	168.50	V002934
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	35.00	V002935
	JAMES PUBLISHING INC	BOOKS	456.67	V002936
	JURIS PUBLISHING INC	BOOKS	711.90	V002937
	LAW LIBRARY MICROFORM CONSORTIUM	BOOKS	8,591.00	V002938
	NEW JERSEY LAW JOURNAL	BOOKS	534.66	V002939
	UNITED NATIONS PUBLICATIONS	BOOKS	204.94	V002940
	WEST ACADEMIC	BOOKS	49.27	V002941
January 26	THOMSON REUTERS	BOOKS	4,531.12	V002942
	GOBI LIBRARY SOLUTIONS	BOOKS	95.44	V002943
	LA CAFE	BOARD EXPENSE	70.38	V002971
	ALTA FOODCRAFT	KITCHEN SUPPLIES	191.37	V002948
	AT&T MOBILITY	TELECOM	16.24	V002949
	BRIGHTVIEW	LANDSCAPING	1,250.00	V002950
	GTT COMMUNICATIONS	TELECOM	71.47	V002951
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V002952
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	29.28	V002953
	MANAGE EASE INCORPORATED ** VOIDED *****	CONSULTING	0.00	V002954
OFFICE DEPOT	SUPPLIES-OFFICE	447.48	V002955	

238,966.47

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2018 - January 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 31	SECURITAS SECURITY	SECURITY	11,109.44	V002956
	LEXISNEXIS MATTHEW BENDER	BOOKS	116.81	V002957
	GEORGE T BISEL COMPANY	BOOKS	332.86	V002958
	BLOOMBERG BNA	BOOKS	432.22	V002959
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	334.91	V002960
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	19.52	V002961
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V002962
	JURIS PUBLISHING INC	BOOKS	112.89	V002963
	LAWPRESS CORPORATION	BOOKS	345.58	V002964
	METROPOLITAN NEWS COMPANY	BOOKS	49.16	V002965
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	567.10	V002966
	WEST ACADEMIC	BOOKS	49.27	V002967
	THOMSON REUTERS	BOOKS	16,793.38	V002968
	STATE BAR OF WISCONSIN	BOOKS	198.17	V002969
	WILLIAM S HEIN & CO	BOOKS	1,090.25	V002970
	BENY YOUR PLUMBER INC	REPAIR MAINTENAN	550.00	V002972

260,151.54

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2018 - January 31, 2018 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 15	L A DEPT WATER & POWER	ELECTRIC/FIRE	31,555.75	V000002
January 17	L A DEPT WATER & POWER	ELECTRIC/FIRE	9,042.56	V000001
January 18	SMART & FINAL	COURSE REGISTRAT	53.66	V000003
January 19	COSTCO WHOLESALE MEMBERSHIP	COURSE REGISTRAT	29.99	V000004
January 29	HOME DEPOT	CLEANING SUPPL	32.83	V000005

40,714.79

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2018 - January 31, 2018 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 4	CALPERS	PREPAID INS	50,201.13	1000993638
January 8	SEIU LOCAL 721	UNION DUES	991.14	001605

51,192.27

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2018 - January 31, 2018 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 30	STATE BOARD OF EQUALIZATION	SALES TAX	5,418.00	030172
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	575.29	030173
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,570.02	030174
	METROLINK	TMP	1,316.00	030175
	SYNCB AMAZON	BOOKS	196.72	030176
	BANKS & JORDAN	BOOKS	109.12	030177
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	953.54	030178
	GAUNT	BOOKS	346.45	030179
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,674.17	030180
	GUARDIAN	PREPAID EXP	7,720.29	030181
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030182

74,423.91

MEMORANDUM

DATE: February 28, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Patron Services
Austin Stoub, Senior Librarian, Reference & Research

RE: Platinum Program Update for the Month of January

INTRODUCTION

At the December 2017 Board of Trustees meeting, the Board approved a plan to allow LA Law Library to offer a Platinum level members program. At the time of approving the plan, the Board also requested monthly updates on the status of the Platinum Members program. This is our second report, for the February 2018 board meeting, reporting Platinum Member services for January of 2018.

This report is informational only; no action is requested or required.

ANALYSIS

In the month of January we responded to 35 edelivery requests, with a total of 100 documents delivered across these requests. Our average response time to deliver the requested items was 29 minutes. The document requests filled were generally case or statute pulls from subscription databases, though there were some research requests as well.

All requests were filled by staff assigned to the Platinum Members program, without any negative impact on public services or programs. Staff assigned to the Platinum Members program made productive use of time not spent serving Platinum Members to work on other Law Library tasks or assist with public service at the reference desk.

Staff is available to answer any questions the Board of Trustees may have.



MEMORANDUM

DATE: February 28, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Rules of Conduct Correction

SUMMARY

When staff presented the most recent changes to the Rules of Conduct, they were inadvertently redlined against an older version. Accordingly, staff is now presenting for Board approval a complete, clean version of the Rules of Conduct including all revisions previously discussed and approved by the Board. There are no new revisions in the attached. This is merely to correct a clerical error.

RECOMMENDATION

Staff recommends the Board approve the corrected attached Rules of Conduct.



RULES OF CONDUCT

Updates as of February 2018

*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.

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.

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.
- To ensure an unobstructed view of patrons within the Reading Room, users may not place, stack or pile materials in a manner that prevents Security Personnel from viewing patron activity or impairs the line of sight from Security Personnel to any patron.

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 (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. Anyone bringing service animals other than a single service dog into the library shall provide written notice in advance so that the library may determine whether the animals can be reasonably accommodated.

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 in the Copy Center. 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 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.



MEMORANDUM

DATE: February 28, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Carryover for Approval of Employee Handbook Updates

SUMMARY

This item was continued from the January 24, 2018 meeting in order to allow SEIU ample time to review before Board consideration. SEIU subsequently reviewed the changes and identified no issues requiring discussion.

RECOMMENDATION

Staff recommends that the Board approve the attached proposed revisions to the Law Library Employee Handbook and Personnel Policies Manual.



Attachment 3.5.1

MEMORANDUM

DATE: January 24, 2018
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Approval of Employee Handbook Updates

BACKGROUND AND DISCUSSION

As you are aware, once or twice per year, Staff presents revisions to the Employee Handbook reflecting changes in law or other clarifications to maintain the Handbook as an accurate and timely reflection of Law Library practice and policy. Based upon recent changes, the Executive Director and the Law Library's Human Resources consultant, ManageEase, recommend that the Board of Trustees approve a number of minor proposed revisions to the LA Law Library Employee Handbook and Personnel Policies Manual.

For the Board's consideration and approval, attached please find a chart summarizing the proposed changes. In addition, a redline of the Employee Handbook showing the text of all of the proposed changes in context can be found at: www.lalawlibrary.org/pdfs/handbook/LALL_Employee_Handbook_REDLINED_version_20180124.pdf.

The proposed changes have been provided to SEIU for its review.

This item is being placed on the consent calendar. However, should the Board wish to discuss one or more of these policy changes, they may be removed from the consent calendar for discussion.

RECOMMENDATION

Staff recommends that the Board approve the attached proposed revisions to the Law Library Employee Handbook and Personnel Policies Manual.



Reason for Change	Policy/Description of Change
Revised for clarity on definition of sexual harassment.	<p>having custody of one (1) or more children [...]"</p> <p>6.3 Harassment (CA):</p> <ol style="list-style-type: none"> Under "Harassment may include [...], modified language to read: "Sexual harassment ..., <u>or other verbal or physical conduct</u> [...]. <u>This includes a broad spectrum of conduct, including harassment based on sex; gender, transgender, and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality); and pregnancy, childbirth, or related medical conditions.</u>"
Updates to protected categories	<p>3.1 Equal Employment Opportunity: 06/08/17</p> <ol style="list-style-type: none"> Revised to correct list of protected categories for <u>California</u> as follows: "The Library is committed to providing equal employment opportunities to all employees and applicants without regard to [...] <u>transitioning status,...</u> <u>military and</u> veteran status, marital status, registered domestic partner status, <u>protected medical condition, holding or presenting a driver's license issued under Cal. Vehicle Code Section 12801.9,</u> or any other protected <u>status in accordance with all applicable federal, state, and local laws.</u>" <p>6.3 Harassment (CA): 06/08/17</p> <ol style="list-style-type: none"> Added new protected category to same paragraph: "[...] sexual orientation, <u>transitioning status,</u> [...]"
Compliance	<p>16.1 Driving in Company Business:</p> <ol style="list-style-type: none"> Revised to include: smartphones, laptops, pagers, electronic tablets, <u>or</u> GPS devices."

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Mid-Year Budget Review and Adoption of Revised FY2018 Budget
- 4.2 Approval of Workers Compensation Insurance Coverage
- 4.3 Approval of Roofing Project Bid Award
- 4.4 Staff Presentation: *Where You Begin* Class Series

MEMORANDUM

DATE: February 28, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: FY 2018 Mid-Year Budget and Financial Forecast

SUMMARY

Attached is the financial forecast for the current fiscal year based upon a review of mid-year performance as compared to budget. This mid-year report is intended to provide a revised look at the financial picture for the current fiscal year.

Overall, the forecast is slightly better than budget. Happily, civil filing fee revenue is expected to surpass budget by a small margin. Although it's merely 2% percent over budget, staff is hopeful that this represents a more stable revenue stream for future budget planning years. As a result of further reduction in expenses, mostly due to vacancies and a restructure, the net result is that net operating income is projected to be ahead of budget by \$560K.

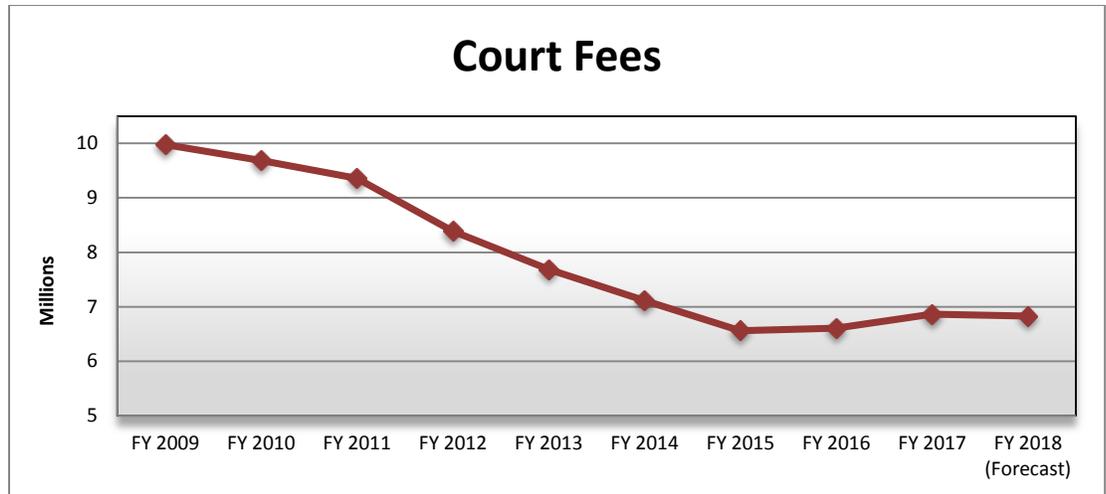
That good news must be tempered though, with a reminder that: 1) the budget as approved presented a deficit in operating income that must be improved in the long term; and 2) costs in general continue to increase.

The budget projected a negative cash flow of approximately \$2M primarily due to \$1.9M capital projects carried over from prior fiscal years. However, there has been a delay in some of the proposed capital expenditures. As a result, as of the end of December 2017, the Library had added over \$800K to its reserves.

REVENUE

Civil filing fees are continuing to show signs of stabilization. Based on fees filed through December 2017, Staff projects filing fees be 2% over budget and 1% under FY2017. Work is being done at State level to counteract any short falls in filing fee revenue.





Notes: Parking income is expected to meet budget expectations. Although the scanning project with Google has not fully realized this year due to a delay in payment and preliminary test period, there is a slight increase in Library Services as a result of a generous contribution by the Friends and the launch of the Platinum level membership. Interest income from LAIF and the County is expected to be 80% above budget.

Investments

Investments held with UBS and CalPERS CERBT fluctuate and respond to market trends. However, both investments are performing as or better than expected and yielding positive unrealized gains.

The gain or loss from the UBS Treasury Bill investments is unrealized gain or loss to date. No cash will be realized until the actual sale of the bonds occurs. Moreover, even though the sale price at maturity is known, the income from that anticipated sale may not occur until a future period. As a result, the line item for UBS investment income is not a complete picture. Rather than reflecting the expected long-term gain, it reflects the current sale price of the bonds (i.e., what the Library would receive if it sold now).

CalPERS CERBT gains are realized when the Library requests a distribution to offset paid retiree health insurance costs. This fiscal year, the Library is anticipating a \$150K distribution.

EXPENSES AND NET INCOME

Ordinary operating expenses are expected to be 3.2% below the already-aggressive budget as a result of savings from staff vacancies, lower depreciation expense and savings in other expense categories, primarily professional services, communications and professional development.

It is also important to note that the projected \$133K loss (negative net income) is the result of “paper” expenses, primarily depreciation. Looking at actual collection expense (the “cash” expense) and eliminating depreciation expense would yield a positive net income. In particular, the cost of depreciable purchases (non-electronic library



materials of \$1.8M) is \$600K below the booked depreciation expense (\$2.4M). In other words, our expenses booked using standard accounting practices still reflect the years of higher spending that preceded the current era of cuts. As we move into the future, the depreciation expense for collection materials will reduce and come into alignment with current spending, reducing the deficit even without further cuts.

Finally, it is important to note that the Law Library continues to be understaffed for the level and range of services provided and the staff is paid significantly below market in many instances. Their dedication and achievement have yielded remarkable results, but again, cannot be sustained long term without further support and funding.

NEXT STEPS

Staff will continue to limit expenditures within the current year and will propose needed course corrections in connection with the proposed budget for the next fiscal year.

Staff recommends that the Board President appoint a Budget and Financial Planning committee for Fiscal Year 2019. Staff will meet with the committee in March to discuss the midyear review and proposed budget options for FY2019.

RECOMMENDATION

Staff recommends that the Board adopt the attached, projected forecast for FY2018 as the amended budget.



Los Angeles County Law Library

FY 2017-18 Forecast

(Provisional and subject to year-end audit adjustments)

	July - December 2017				January - June 2018				FY 2017-18 Total				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (Unf)	
Summary:													
Income													
L.A. Superior Court Fees	3,394,450	3,543,958	149,508	4.4%	3,275,550	3,282,601	7,051	0.2%	6,670,000	6,826,559	156,559	2.3%	
Interest	13,947	24,544	10,598	76.0%	16,840	30,673	13,833	82.1%	30,787	55,217	24,430	79.4%	
Parking	340,000	317,932	(22,068)	-6.5%	340,000	340,000	0	0.0%	680,000	657,932	(22,068)	-3.2%	
Library Services	324,956	384,817	59,861	18.4%	212,491	255,149	42,658	20.1%	537,448	639,967	102,519	19.1%	
Total Income	4,073,353	4,271,252	197,899	4.9%	3,844,881	3,908,423	63,542	1.7%	7,918,234	8,179,675	261,441	3.3%	
Expense													
Staff (payroll + benefits)	2,033,132	1,869,975	163,156	8.0%	1,925,419	1,797,958	127,461	6.6%	3,958,550	3,667,933	290,618	7.3%	
Electronic Resource Subscriptions	298,656	326,164	(27,508)	-9.2%	298,656	356,060	(57,404)	-19.2%	597,312	682,224	(84,912)	-14.2%	
Library Materials	977,536	864,309	113,228	11.6%	977,936	1,006,251	(28,315)	-2.9%	1,955,472	1,870,560	84,913	4.3%	
Library Materials Transferred to Assets	(977,536)	(864,309)	(113,228)	11.6%	(977,936)	(1,006,251)	28,315	-2.9%	(1,955,472)	(1,870,560)	(84,913)	4.3%	
Facilities	456,416	416,990	39,426	8.6%	452,473	487,893	(35,420)	-7.8%	908,889	904,883	4,006	0.4%	
Technology & Data	71,334	68,634	2,700	3.8%	71,459	78,774	(7,315)	-10.2%	142,793	147,408	(4,615)	-3.2%	
General	33,585	36,488	(2,628)	-7.8%	32,330	35,050	(2,720)	-8.4%	65,915	71,538	(5,623)	-8.5%	
Professional Development	9,506	7,881	1,625	17.1%	13,359	12,630	729	5.5%	22,865	20,511	2,354	10.3%	
Communications & Marketing	3,915	1,692	2,223	56.8%	3,800	3,880	(80)	-2.1%	7,715	5,572	2,143	27.8%	
Travel & Entertainment	1,368	398	970	70.9%	1,368	1,000	368	26.9%	2,736	1,398	1,338	48.9%	
Professional Services	42,352	41,397	955	2.3%	23,808	22,500	1,308	5.5%	66,160	63,897	2,263	3.4%	
Depreciation	1,403,151	1,379,571	23,580	1.7%	1,436,379	1,355,000	81,379	5.7%	2,839,529	2,734,571	104,958	3.7%	
Total Expenses	4,353,415	4,149,190	204,225	4.7%	4,259,050	4,150,745	108,305	2.5%	8,612,465	8,299,934	312,530	3.6%	
Net Income (Loss)	(280,062)	122,062	402,124	-143.6%	(414,169)	(242,321)	171,847	-41.5%	(694,230)	(120,259)	573,971	-82.7%	
Investment Gain (Loss)¹	17,500	4,004	(13,496)	-77.1%	17,500	17,500	0	0.0%	35,000	21,504	(13,496)	-38.6%	
Extraordinary Income	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Extraordinary Expense	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Net Income Including Extraordinary Items	(262,562)	126,066	388,628	-148.0%	(396,669)	(224,821)	171,847	-43.3%	(659,230)	(98,755)	560,475	-85.0%	
Capitalized Expenditures	1,230,000	0	1,230,000	100.0%	713,000	770,000	(57,000)	-8.0%	1,943,000	770,000	1,173,000	60.4%	

Los Angeles County Law Library

FY 2017-18 Forecast

(Provisional and subject to year-end audit adjustments)

		July - December 2017				January - June 2018				FY 2017-18 Total				Comments	
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (Unf)		
Detailed Budget:															
Income:															
FIN	303300	L.A. Superior Court Fees	3,394,450	3,543,958	149,508	4.4%	3,275,550	3,282,601	7,051	0%	6,670,000	6,826,559	156,559	2%	
Interest:															
FIN	311000	Interest - LAIF	1,447	962	(485)	-33.5%	4,340	3,248	(1,092)	-25%	5,787	4,210	(1,577)	-27%	Board approved \$500K prepayment of CalPERS unfunded liability funded with LAIF funds subsequent to budget.
FIN	312000	Interest - General Fund	11,000	21,429	10,429	94.8%	11,000	25,438	14,438	131%	22,000	46,867	24,867	113%	Better than expected County investment interest rate.
FIN	313000	Interest - Deposit Fund	1,500	2,153	653	43.5%	1,500	1,987	487	32%	3,000	4,140	1,140	38%	Better than expected County investment interest rate.
Subtotal		13,947	24,544	10,598	76.0%	16,840	30,673	13,833	82%	30,787	55,217	24,430	79%		
Parking:															
FAC	330100	Parking	340,000	317,932	(22,068)	-6.5%	340,000	340,000	0	0%	680,000	657,932	(22,068)	-3%	
Subtotal		340,000	317,932	(22,068)	-6.5%	340,000	340,000	0	0%	680,000	657,932	(22,068)	-3%		
Library Services:															
CIRC	330150	Annual Borrowing Fee	2,320	1,836	(484)	-20.9%	2,624	2,624	0	0%	4,944	4,460	(484)	-10%	No changes to forecast for second half of FY.
PS	330140	Annual Members Fee	46,130	96,789	50,659	109.8%	55,881	109,881	54,000	97%	102,011	206,670	104,659	103%	Forecast for Jan-June includes Platinum Program revenue. Established program slightly under budget
PS	330340	Course Registration	10,627	12,758	2,131	20.1%	12,177	12,177	0	0%	22,804	24,935	2,131	9%	July-Dec enjoyed higher than expected MCLE revenue. Jan-June expected to be closer to budget.
CIRC	330129	Copy Center	28,500	20,792	(7,708)	-27.0%	28,100	20,000	(8,100)	-29%	56,600	40,792	(15,808)	-28%	Staff availability and emerging file conversion technologies have put a damper on forecast.
CIRC	330205	Document Delivery	11,600	8,065	(3,535)	-30.5%	10,550	8,000	(2,550)	-24%	22,150	16,065	(6,085)	-27%	Emerging file conversion technologies (i.e. photo-to-PDF apps) have put a damper on forecast. Will increase promotion of eDelivery services, but forecast conservatively.
CIRC	330210	Fines	24,100	24,924	824	3.4%	24,400	24,400	0	0%	48,500	49,324	824	2%	
FIN	330310	Miscellaneous	44,999	24,782	(20,217)	-44.9%	44,999	32,917	(12,082)	-27%	89,999	57,699	(32,299)	-36%	lower VISA rebate and Google reimbursement.
FAC	330330	Room Rental	25,050	37,022	11,972	47.8%	25,050	15,000	(10,050)	-40%	50,100	52,022	1,922	4%	
COL	330350	Book Replacement	1,330	250	(1,080)	-81.2%	910		(910)	-100%	2,240	250	(1,990)	-89%	
FIN	330360	Forfeited Deposits	0	0	0	0.0%	7,500	30,000	22,500	300%	7,500	30,000	22,500	300%	Based on preliminary forfeit list.
EXEC	330400	Friends of Law Library	120,000	145,000	25,000	20.8%	0	0	0	0%	120,000	145,000	25,000	21%	
PS	330420	Grants	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
FAC	330450	Vending	300	141	(159)	-53.0%	300	150	(150)	-50%	600	291	(309)	-51%	
COM	330465	Special Events Income	10,000	12,459	2,459	24.6%	0	0	0	0%	10,000	12,459	2,459	25%	
Subtotal		324,956	384,817	59,861	18.4%	212,491	255,149	42,658	20%	537,448	639,967	102,519	19%		
Total Income		4,073,353	4,271,252	197,899	4.9%	3,844,881	3,908,423	63,542	2%	7,918,234	8,179,675	261,441	3%		
Expenses:															
Staff:															
ALL	501000	Salaries (benefits eligible)	1,212,965	1,114,178	98,788	8.1%	1,208,360	1,174,869	33,491	3%	2,421,325	2,289,047	132,278	5%	
FIN	501025	Staff Vacancy Offset (Ben. Eligible)	(24,259)	0	(24,259)	100.0%	(18,616)	0	(18,616)	100%	(42,875)	0	(42,875)	100%	
ALL	501050	Salaries (benefits ineligible)	132,714	117,595	15,119	11.4%	132,714	142,094	(9,380)	-7%	265,428	259,689	5,739	2%	
FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	(2,654)	0	(2,654)	100.0%	(2,042)	0	(2,042)	100%	(4,696)	0	(4,696)	100%	
FIN	502000	Social Security	75,170	69,692	5,478	7.3%	75,264	75,000	264	0%	150,433	144,692	5,742	4%	
FIN	503000	Medicare	18,067	17,409	658	3.6%	18,090	19,096	(1,006)	-6%	36,157	36,505	(349)	-1%	
FIN	511000	Retirement	185,874	177,139	8,735	4.7%	128,008	123,198	4,810	4%	313,882	300,337	13,545	4%	No lump sum payment for Unfunded Accrued Liability required in 2nd half of year
FIN	511050	Pension Exp (Actuarial)	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
FIN	511100	Pension Exp (Acctg)	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
FIN	512000	Health Insurance	290,070	258,981	31,089	10.7%	220,091	105,000	115,091	52%	510,160	363,981	146,180	29%	Includes \$150K reimbursement from earnings on CalPERS CERBT account.
FIN	513000	Disability Insurance	2,292	2,446	(154)	-6.7%	2,292	2,200	92	4%	4,584	4,646	(62)	-1%	
FIN	514000	Dental Insurance	32,212	28,329	3,883	12.1%	32,212	30,000	2,212	7%	64,424	58,329	6,095	9%	
FIN	514500	Vision Insurance	3,438	3,184	254	7.4%	3,438	3,200	238	7%	6,875	6,384	492	7%	
FIN	515000	Life Insurance	783	411	372	47.5%	783	500	283	36%	1,567	911	656	42%	
FIN	515500	Vacancy Benefits Offset	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
FIN	516000	Workers Compensation Insurance	27,980	10,078	17,902	64.0%	32,845	32,500	345	1%	60,825	42,578	18,248	30%	First half of year includes \$16K audit refund.
FIN	517000	Unemployment Insurance	5,000	2,212	2,788	55.8%	0	1,000	(1,000)	0%	5,000	3,212	1,788	36%	
ALL	514010	Temporary Employment	1,980	0	1,980	100.0%	1,980	1,980	0	0%	3,960	0	3,960	100%	Costs are included in Salaries (benefits ineligible)
HR	514015	Recruitment	1,500	482	1,018	67.9%	0	1,000	(1,000)	0%	1,500	1,482	18	1%	
FIN	517500	Accrued Sick Expense	0	0	0	0.0%	5,000	5,000	0	0%	5,000	5,000	0	0%	
FIN	518000	Accrued Vacation Expense	0	0	0	0.0%	15,000	15,000	0	0%	15,000	15,000	0	0%	
FIN	518500	OPEB Expense	55,000	55,002	(2)	0.0%	55,000	55,000	0	0%	110,000	110,002	(2)	0%	
FIN	518550	TMP	7,500	5,621	1,879	25.1%	7,500	6,000	1,500	20%	15,000	11,621	3,379	23%	
FIN	518560	Payroll and Benefit Administration	7,500	7,217	283	3.8%	7,500	7,300	200	3%	15,000	14,517	483	3%	
Total - Staff		2,033,132	1,869,975	163,156	8.0%	1,925,419	1,797,958	127,461	7%	3,958,550	3,667,933	290,618	7%		
Library Materials/Electronic Resources Subscription:															
COL	601999	American Continuations	762,509	669,606	92,902	12.2%	762,509	769,954	(7,446)	-1%	1,525,017	1,439,560	85,457	6%	Savings achieved through collection assessment & analysis.
COL	602999	American New Orders	7,500	2,287	5,213	69.5%	7,500	12,713	(5,213)	-70%	15,000	15,000	(0)	0%	
COL	609199	Branch Continuations	11,530	10,583	947	8.2%	11,530	12,477	(947)	-8%	23,060	23,060	0	0%	

Los Angeles County Law Library

FY 2017-18 Forecast

(Provisional and subject to year-end audit adjustments)

			July - December 2017				January - June 2018				FY 2017-18 Total				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (Unf)			
COL 609299	Branch New Orders	100	0	100	100.0%	100	200	(100)	-100%	200	200	0	0%		
COL 603999	Commonwealth Continuitions	65,209	69,875	(4,667)	-7.2%	65,209	64,142	1,067	2%	130,417	134,017	(3,600)	-3%		
COL 604999	Commonwealth New Orders	400	25	375	93.8%	600	975	(375)	-63%	1,000	1,000	0	0%		
COL 605999	Foreign Continuitions	60,984	45,788	15,195	24.9%	60,984	73,123	(12,139)	-20%	121,967	118,911	3,056	3%	Savings achieved through collection assessment & analysis.	
COL 606999	Foreign New Orders	400	776	(376)	-94.1%	600	224	376	63%	1,000	1,000	(0)	0%		
COL 607999	International Continuitions	59,759	57,270	2,488	4.2%	59,759	62,247	(2,489)	-4%	119,517	119,517	(0)	0%		
COL 608999	International New Orders	250	0	250	100.0%	250	500	(250)	-100%	500	500	0	0%		
COL 609399	General/Librarianship Continuitions	8,797	8,098	700	8.0%	8,797	9,496	(699)	-8%	17,594	17,594	1	0%		
COL 609499	General/Librarianship New Orders	100	0	100	100.0%	100	200	(100)	-100%	200	200	0	0%		
	Subtotal	977,536	864,309	113,228	11.6%	977,936	1,006,251	(28,315)	-3%	1,955,472	1,870,560	84,913	4%		
COL 690000	Library Materials Transferred to Assets	(977,536)	(864,309)	(113,228)	11.6%	(977,936)	(1,006,251)	28,315	-3%	(1,955,472)	(1,870,560)	(84,913)	4%		
COL 685000	Electronic Resource Subscriptions (ERS)	298,656	326,164	(27,508)	-9.2%	298,656	356,060	(57,404)	-19%	597,312	682,224	(84,912)	-14%	Additional spend due to successful negotiation enabling subscription to new Cheetah database and additional payments at FYE for Lexis and Westlaw databases.	
Facilities:															
FAC 801005	Repair & Maintenance	24,000	6,463	17,537	73.1%	24,000	41,537	(17,537)	-73%	48,000	48,000	0	0%		
FAC 801010	Building Services	6,600	5,136	1,464	22.2%	6,600	6,600	0	0%	13,200	11,736	1,464	11%		
FAC 801015	Cleaning Supplies	6,600	5,977	623	9.4%	6,600	6,600	0	0%	13,200	12,577	623	5%		
FAC 801020	Electricity & Water	64,800	64,084	716	1.1%	64,800	64,800	0	0%	129,600	128,884	716	1%		
FAC 801025	Elevator Maintenance	996	5,973	(4,977)	-499.7%	0	6,000	(6,000)	0%	996	11,973	(10,977)	-1102%	Deferred Capitol Elevator Project requires maintenance extension through 7/1/18	
FAC 801030	Heating & Cooling	22,550	21,787	763	3.4%	17,300	21,787	(4,487)	-26%	39,850	43,574	(3,724)	-9%	Extreme weather patterns & heat repair resulted in higher usage.	
FIN 801035	Insurance	118,250	118,866	(616)	-0.5%	118,250	118,866	(616)	-1%	236,500	237,732	(1,232)	-1%		
FAC 801040	Janitorial Services	54,522	52,045	2,477	4.5%	61,800	61,800	0	0%	116,322	113,845	2,477	2%		
FAC 801045	Landscaping	9,000	7,500	1,500	16.7%	9,000	10,500	(1,500)	-17%	18,000	18,000	0	0%		
FAC 801050	Security	120,000	99,931	20,069	16.7%	120,000	120,000	0	0%	240,000	219,931	20,069	8%	Savings from deferred increase in evening staffing	
FAC 801060	Room Rental Expenses	11,400	17,417	(6,017)	-52.8%	11,400	11,400	0	0%	22,800	28,817	(6,017)	-26%		
COM 801065	Special Events Expenses	6,000	8,737	(2,737)	-45.6%	2,000	2,000	0	0%	8,000	10,737	(2,737)	-34%	Overage offset by PBW Sponsorships	
FAC 801100	Furniture & Appliances (<3K)	4,198	392	3,806	90.7%	3,198	3,930	(732)	-23%	7,396	4,322	3,074	42%	Reduced need and donations, partially offset by unbudgeted new Dishwasher & Refrigerator to be purchased	
FAC 801110	Equipment (<3K)	2,400	221	2,179	90.8%	2,400	4,500	(2,100)	-88%	4,800	4,721	79	2%		
FAC 801115	Building Alterations (<3K)	1,350	0	1,350	100.0%	1,350	2,700	(1,350)	-100%	2,700	2,700	0	0%		
FAC 801120	Delivery & Postage	2,700	1,188	1,512	56.0%	2,600	3,600	(1,000)	-38%	5,300	4,788	512	10%		
FAC 801125	Kitchen supplies	1,050	1,273	(223)	-21.2%	1,175	1,273	(98)	-8%	2,225	2,546	(321)	-14%	Product Cost Increases	
	Subtotal	456,416	416,990	39,426	8.6%	452,473	487,893	(35,420)	-8%	908,889	904,883	4,006	0%		
Technology:															
TECH 801210	Software Maintenance	10,500	10,690	(190)	-1.8%	10,500	11,000	(500)	-5%	21,000	21,690	(690)	-3%		
TECH 801212	Hardware Maintenance	8,400	10,181	(1,781)	-21.2%	8,525	13,000	(4,475)	-52%	16,925	23,181	(6,256)	-37%	Increase due to unbudgeted SANS maintenance extended warranty (amortized), UPS extended warranty (amortized), laptop repair, and copier and printer maintenance kits	
TECH 801215	Software (<\$3k)	4,500	4,012	488	10.8%	4,500	4,988	(488)	-11%	9,000	9,000	(0)	0%		
TECH 801220	Hardware (<\$3k)	2,400	2,114	286	11.9%	2,400	2,686	(286)	-12%	4,800	4,800	0	0%		
TECH 801225	Computer Supplies	300	0	300	100.0%	300	600	(300)	-100%	600	600	0	0%		
TECH 801230	Integrated Library System	24,234	25,347	(1,113)	-4.6%	24,234	25,500	(1,266)	-5%	48,468	50,847	(2,379)	-5%		
TECH 801235	Telecommunications	21,000	16,133	4,867	23.2%	21,000	21,000	0	0%	42,000	37,133	4,867	12%	Includes CTF participation discount.	
TECH 801245	Tech & Data - Misc	0	0	0	0.0%	0	0	0	0%	0	0	0	0%		
TECH 801250	Services	0	156	(156)	0.0%	0	0	0	0%	0	156	(156)	0%		
	Subtotal	71,334	68,634	2,700	3.8%	71,459	78,774	(7,315)	-10%	142,793	147,408	(4,615)	-3%		
General:															
FIN 801310	Bank Charges	4,000	4,073	(73)	-1.8%	4,000	4,000	0	0%	8,000	8,073	(73)	-1%		
CMS 801315	Bibliographical Services	4,860	4,875	(15)	-0.3%	4,860	4,875	(15)	0%	9,720	9,750	(30)	0%		
CMS 801320	Binding	0	0	0	0.0%	0	0	0	0%	0	0	0	0%		
EXEC 801325	Board Expense	500	329	171	34.2%	500	400	100	20%	1,000	729	271	27%		
COM 801330	Staff meals & events	2,900	1,956	944	32.5%	120	750	(630)	-525%	3,020	2,706	314	10%	Donations offset costs of holiday party	
FIN 801335	Supplies - Office	6,500	9,161	(2,661)	-40.9%	6,500	9,500	(3,000)	-46%	13,000	18,661	(5,661)	-44%	Increased toner purchase due to in-house printing.	
CMS 801337	Supplies - Library materials	4,200	4,167	33	0.8%	4,825	4,825	0	0%	9,025	8,992	33	0%		
COM 801340	Stationery, business cards, etc.	200	541	(341)	-170.6%	200	100	100	50%	400	641	(241)	-60%	Unbudgeted employee ID card reorder	
PS 801365	Grant Application Expenses	0	0	0	0.0%	0	0	0	0%	0	0	0	0%		
CIRC 801370	Copy Center Expense	10,700	10,222	478	4.5%	10,700	10,300	400	4%	21,400	20,522	878	4%		
FIN 801375	General - Misc	0	1,012	(1,012)	0.0%	0	0	0	0%	0	1,012	(1,012)	0%	Payment to parking vendor for prior year registrant parking	
PS 801390	Course Registration	0	0	0	0.0%	150	100	50	33%	150	100	50	33%		
EXEC 801395	Friends of Law Library	0	152	(152)	0.0%	200	200	0	0%	200	352	(152)	-76%		
	Subtotal	33,585	36,488	(2,628)	-7.8%	32,330	35,050	(2,720)	-8%	65,915	71,538	(5,623)	-9%		
Professional Development:															
ALL 803105	Travel	5,663	4,629	1,034	18.3%	4,649	4,600	49	1%	10,312	9,229	1,083	11%		

Los Angeles County Law Library

FY 2017-18 Forecast

(Provisional and subject to year-end audit adjustments)

			July - December 2017				January - June 2018				FY 2017-18 Total				Comments
Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Forecast	\$ Fav (Unf)	% Fav (Unf)				
ALL	803110	Meals	120	45	75	62.2%	60	50	10	17%	180	95	85	47%	
ALL	803113	Incidental and miscellaneous	0	75	(75)	0.0%	0	0	0	0%	0	75	(75)	0%	All-Staff educational speaker - unbudgeted
ALL	803115	Membership dues	200	225	(25)	-12.5%	5,980	5,980	0	0%	6,180	6,205	(25)	0%	
ALL	803120	Registration fees	3,523	2,907	616	17.5%	2,670	2,000	670	25%	6,193	4,907	1,286	21%	
ALL	803125	Educational materials	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
		Subtotal	9,506	7,881	1,625	17.1%	13,359	12,630	729	5%	22,865	20,511	2,354	10%	
		Communications & Marketing:	0	0											
COM	803205	Services	0	0	0	0.0%	1,800	1,800	0	0%	1,800	1,800	0	0%	
COM	803210	Collateral materials	2,250	1,692	558	24.8%	0	500	(500)	0%	2,250	2,192	58	3%	Unbudgeted library borrowing cards offset by savings on banners and signage
COM	803215	Advertising	1,465	0	1,465	100.0%	1,500	1,280	220	15%	2,965	1,280	1,685	57%	Savings from reduced tribute ad and memberships
COM	803220	Trade shows & Outreach	200	0	200	100.0%	500	300	200	40%	700	300	400	57%	Some events were not attended.
		Subtotal	3,915	1,692	2,223	56.8%	3,800	3,880	(80)	-2%	7,715	5,572	2,143	28%	
		Travel & Entertainment													
ALL	803305	Travel	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
ALL	803310	Meals	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
ALL	803315	Entertainment	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
ALL	803320	Ground transportation & mileage reimb.	1,368	398	970	70.9%	1,368	1,000	368	27%	2,736	1,398	1,338	49%	Savings due to vacancies and reduced attendance at 3rd party events
ALL	803325	Incidental travel expenses	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
		Subtotal	1,368	398	970	70.9%	1,368	1,000	368	27%	2,736	1,398	1,338	49%	
		Professional Services													
FIN	804005	Accounting	17,601	23,721	(6,120)	-34.8%	6,430	1,500	4,930	77%	24,031	25,221	(1,190)	-5%	Unbudgeted \$2K GASB75 work by Auditors.
EXEC	804008	Consulting Services	16,871	15,530	1,341	7.9%	17,378	16,000	1,378	8%	34,249	31,530	2,718	8%	
EXEC	804010	Legal	5,000	0	5,000	100.0%	0	5,000	(5,000)	0%	5,000	5,000	0	0%	
FIN	804015	Other	2,880	2,146	734	25.5%	0	0	0	0%	2,880	2,146	734	26%	
		Subtotal	42,352	41,397	955	2.3%	23,808	22,500	1,308	5%	66,160	63,897	2,263	3%	
		Depreciation:													
FIN	806105	Depreciation - Library Materials	1,228,694	1,230,909	(2,215)	-0.2%	1,213,020	1,200,000	13,020	1%	2,441,714	2,430,909	10,805	0.4%	
FIN	806110	Depreciation Exp - FF&E	174,457	148,662	25,794	14.8%	223,359	155,000	68,359	31%	397,816	303,662	94,153	24%	Delay in capital projects.
		Subtotal	1,403,151	1,379,571	23,580	1.7%	1,436,379	1,355,000	81,379	6%	2,839,529	2,734,571	104,958	4%	
		Total Expense	4,353,415	4,149,190	204,225	4.7%	4,259,050	4,150,745	108,305	3%	8,612,465	8,299,934	312,530	4%	
		Net Income Before Extraordinary Items	(280,062)	122,062	402,124	-143.6%	(414,169)	(242,321)	171,847	-41%	(694,230)	(120,259)	573,971	-83%	
FIN	321000	Investment Gain (Loss) ¹	17,500	4,004	(13,496)	-77.1%	17,500	17,500	0	0%	35,000	21,504	(13,496)	-39%	
EXEC	401000	Extraordinary Income	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
EXEC	901000	Extraordinary Expense	0	0	0	0.0%	0	0	0	0%	0	0	0	0%	
		Net Income Including Extraordinary Items	(262,562)	126,066	388,628	-148.0%	(396,669)	(224,821)	171,847	-43%	(659,230)	(98,755)	560,475	-85%	
		Capital Expenditures:													
FAC	161100	Furniture / Appliances (>3k)	0	0	0	0.0%	30,000	45,000	(15,000)	-50%	30,000	45,000	(15,000)	-50%	Increase in exterior camera cost.
TECH	161300	Electronics / Computer Hardware (>3k)	330,000	0	330,000	100.0%	50,000	400,000	(350,000)	-700%	380,000	400,000	(20,000)	-5%	Increase in public copier cost.
FAC	164500	Exterior Building Repairs/ Improvements (>3k)	400,000	0	400,000	100.0%	40,000	210,000	(170,000)	-425%	440,000	210,000	230,000	52%	Decrease in new roof - north (1970) cost.
FAC	164000	Interior Improvements / Alterations (>3k)	500,000	0	500,000	100.0%	198,000	70,000	128,000	65%	698,000	70,000	628,000	90%	Elevator Repair & Upgrade, Flooring - Public Stacks, HVAC duct cleaning will be undertaken in FY2018-19; LED lighting and CMS flooring will be completed in current year
TECH	168000	Computer Software	0	0	0	0.0%	395,000	45,000	350,000	89%	395,000	45,000	350,000	89%	New ILS System will be completed in FY2018-19. Navision upgrade in current year.
		Total - Capitalized Expenditures	1,230,000	0	1,230,000	100.0%	713,000	770,000	(57,000)	-8%	1,943,000	770,000	1,173,000	60%	

¹UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) effective FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

MEMORANDUM

DATE: February 28, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: Authorization to Bind Workers Compensation Insurance

SUMMARY

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library’s coverage must be renewed by March 1, 2018. The Law Library’s insurance broker, Keenan & Associates, marketed the coverage under the current guaranteed cost program. (As discussed previously, the Self-Insured Plan (SIP) alternative was not recommended.) The results are detailed below.

ANALYSIS AND DETAIL

As explained in the January 24, 2018 meeting staff report ([1/24/2018 Board Agenda](#)) the Library’s experience modification rating (ex-mod) increased from 153% to 205%. This resulted in an unfavorable quote from the current carrier. Nevertheless, another carrier expressed interest in our account and issued an indication.

The Library’s broker sought bids from various workers compensation insurance carriers including Everest National, Berkeley Net, and AmTrust, in addition to the State Compensation Insurance Fund, the Library’s current workers compensation carrier.

As you will see below, the resulting quotes were slightly higher than current year coverage costs. Quotes from the following carriers were secured:

Carrier	2017-18 Quote*	2018-19 Quote*
State Compensation Insurance Fund	\$55,955	\$65,644
AmTrust	N/A	\$63,000**

*Including mandatory surcharges. ** This is an indication, not a formal quote.

The remaining carriers declined to quote due to the Library’s high experience modification factor and/or were unable to provide a competitive quote.

State Fund’s quote is thus 10% higher than the expiring quote. The higher experience modification factor provided an unfavorable outcome for the Library, despite payroll remaining essentially flat.



Should the Board elect to switch carriers; any current open claims under the State Fund will continue to be serviced by the State Fund. Under the guaranteed cost program, should a claim exceed its initial reserve value, State Fund will cover an excess costs. Conversely, if a claim does not exceed its initial reserve value, State Fund retains any savings.

Staff and the broker have analyzed the Board's other option and recommend binding with the State Compensation Insurance Fund primarily from an administrative and cost structure perspective. Administratively, switching to a new carrier will require staff to monitor two different carriers as current open claims continue to be managed. Additionally, State Fund's cost structure approach allows refunds/credits at the end of each policy year which has benefited the Library in the past.

TERM

All prices in this recommendation are for a one year policy term through March 1, 2019.

OPTIONS

1. Authorize Keenan to bind coverage with the State Compensation Insurance Fund at a total estimated premium of \$65,644 including mandatory surcharges effective 03/01/18.
2. Authorize Keenan to bind coverage with AmTrust at a total estimated premium of \$63,000 including mandatory surcharges effective 03/01/18.

RECOMMENDATION

Staff recommends the Board authorize Keenan to bind coverage with State Compensation Insurance Fund effective 03/01/18 at a total estimated premium of \$65,644 including mandatory surcharges.



MEMORANDUM

DATE: February 28, 2018

TO: Board of Law Library Trustees

FROM: Jaye Steinbrick, Senior Director
Sandra Levin, Executive Director

RE: RFP 1704-18 Public Works Roofing Project

INTRODUCTION

Library staff is requesting the award of a Public Works contract to the lowest responsive/responsible bidder to re-roof the 70’s library building north roof and replace existing roof drains per bid documentation (Library Roofing Project 1704-18).

BACKGROUND

The 70’s addition side of the library has been experiencing water intrusion due to a failing roof system over the past few years. This part of the roof is roughly a third of the total roof square footage of the building and was last replaced in the early 90s. Upon inspection and core sampling performed by a roofing consultant it was determined the existing asphalt roofing material is beyond it’s expected lifespan and must be replaced due to wear and failing seams. It was also determined the roof drains are damaged and in need of replacement.

Library staff prepared an RFP which was posted publicly on our website and on Bidnet.com. The RFP documents can be viewed online at <http://www.lalawlibrary.org/pdfs/RFP/RFP1704-18BidDocs.pdf> and <http://www.lalawlibrary.org/pdfs/RFP/RFP1704-18APPENDIX1.pdf>. Nine company representatives attended the job-walk on January 17, 2018 to discuss the specific requirements of this project including scope, materials and required experience. Among the many requirements, the Law Library required that bidders have prior experience with the type of roofing material specified in the RFP. Three sealed bids were received on February 6, 2018.

The bids received can be viewed at the following links:

<http://www.lalawlibrary.org/pdfs/RFP/RFP1704/GSResponse.pdf>
<http://www.lalawlibrary.org/pdfs/RFP/RFP1704/TAResponse.pdf>
<http://www.lalawlibrary.org/pdfs/RFP/RFP1704/RSResponse.pdf>

DISCUSSION

Library staff utilized the professional consulting services of Commercial Resource Management LLC (“Consultant”) to develop the RFP, assist with the review and comparison of the bids received, and verify the completeness of the bid documents and the qualifications of the companies who bid as per bid specifications and cost analysis.



Consultant determined the following:

- All three bid packets received did include the required documentation with forms completed accurately and in their entirety
- All three companies who bid are licensed and carry insurances as required by bid documents.
- All three companies who bid are authorized installers of the roofing material specified in the bid documents project manual under roofing specifications and can issue manufacturer warranty on their installations.
- Bid totals were within budget and complete.

Consultant concluded that the lowest responsive/responsible bid based on bid total was from Roofing Standards, Inc.

A determination letter by the consultant has been attached for your review.

CEQA

Staff has determined that the Roofing Project is exempt from CEQA review for several reasons. First, it is subject to a Class 1 categorical exemption as repair or maintenance of an existing facility. Second, it is subject to the exemption for ministerial projects as the project as there are no variances or discretionary reviews required for this type of basic building project. Finally, the project is subject to the "general rule" exemption because there is no possibility that the project will have a significant effect on the environment. Accordingly, a notice of CEQA exemption has been attached for your review.

OPTIONS

1. Reject all bids.
2. Follow staff recommendation to award to lowest bidder and find project exempt from CEQA.
3. Continue the item to a future agenda for further discussion.

RECOMMENDATION

1. Based upon the recommendation of Consultant and review by Staff, award the bid for Roofing Project 1704-18 to Roofing Standards Inc. in the amount of \$141,500.00 pursuant to the terms in their proposal and authorize staff to execute the necessary documentation including a prevailing wage contract;
2. Find the project is exempt from CEQA for the reasons stated in the attached notice of exemption; and
3. Authorize the Executive Director to approve payments and change orders not to exceed 10% over the bid amount.





**COMMERCIAL RESOURCE
MANAGEMENT, LLC**

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February 22, 2018

Jaye Steinbrick
Senior Director
Los Angeles County Law Library
301 West First Street
Los Angeles, CA 90012

Dear Mr. Steinbrick:

Re: Contractor Bid Proposals, Qualification of Bidders and Recommendation for the Library Roofing Project Specification No. 1704.18 at the Los Angeles County Law Library.

We received and reviewed all three bid packets.

All bidders are licensed as required in the bid documents.

All bidders have the required past installation experience.

All bidders are authorized installers of the product specified to be used.

Based on all bidders being acceptable, we are recommending the low bid placed by Roofing Standards, Inc. in the amount of \$141,500.00.

Respectfully submitted,

Daniel M. Dreifus, President
Commercial Resource Management, LLC
Tel.: 888-716-0672
Cell: 805-407-0312
Web: CommercialRoofingManagement.com
News: Blog.CommercialRoofingManagement.com
E-mail: daniel@commercialroofingmanagement.com

Notice of Exemption**Appendix E**

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Los Angeles

From: (Public Agency): _____
Los Angeles County Law Library

(Address)

Project Title: Law Library Roofing Project - North/East Roof

Project Applicant: Los Angeles County Law Library

Project Location - Specific:

Mildred L. Lillie Building, 301 West First St, Los Angeles, CA 90012

Project Location - City: Los Angeles Project Location - County: Los Angeles

Description of Nature, Purpose and Beneficiaries of Project:

Installation of new single ply, thermoplastic copolymer, roofing system on the North-East section of the Law Library roof (over the portion of the building known as the "Seventies Section").

Name of Public Agency Approving Project: Los Angeles County Law Library

Name of Person or Agency Carrying Out Project: Roofing Standards, Inc.

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
 Declared Emergency (Sec. 21080(b)(3); 15269(a));
 Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
 Categorical Exemption. State type and section number: Existing Facilities Section 15301
 Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The project covers an existing roof on an existing structure without any significant change to drainage, water flow or other environmental matters. No discretionary review is required and no new impacts will be created. The project is therefore also exempt under General Rule Exemption Guidelines Section 15061(b)

Lead Agency

Contact Person: Sandra Levin Area Code/Telephone/Extension: 213 785 2510

If filed by applicant:

1. Attach certified document of exemption finding.
 2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: Executive Director

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Staff Presentation:
***Where You Begin* Class Series**

Presented by:
Managing Librarian, Ryan Metheny

February 28, 2018

AGENDA ITEM 5

CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:*
Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.