

AGENDA

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

REGULAR BOARD MEETING

Wednesday, March 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 February 28, 2018, Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants
- 3.3 Receipt of Platinum Membership Monthly Report
- 3.4 Approval of the Friends of the Los Angeles County Law Library re-Appointments

4.0 DISCUSSION ITEMS

- 4.1 Determination of Need to Undertake Emergency Repair of Steam Leak in Boiler Room

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, April 25, 2018.

POSTED THURSDAY, MARCH 22, 2018 @ 2:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 28, 2018, Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants
- 3.3 Receipt of Platinum Membership Monthly Report
- 3.4 Approval of the Friends of the Los Angeles County Law Library re-Appointments

**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.**

February 28, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 28, 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
Judge Dennis Landin
Susan Steinhauser, Esquire
Judge Michael Stern

Trustees Absent: Judge Mark Juhas
Kenneth Klein, Esquire
Judge Richard Rico

Senior Staff Present: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior 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 the salary of Executive Director Sandra Levin, in comparison to elected officials. Trustee Stern asked Mr. Paradise whether he has gathered salary information as to comparable positions to the LALL Executive Director in a comparable library.

7.0 EXECUTIVE DIRECTOR REPORT (taken out of order)

ED Levin introduced two new hires at LA Law Library. Anahit Petrosyan, Reference Librarian with a focus on the Platinum Program, and Krit Maroj, Designer, Print and Web/Interactive.

2.0 PRESIDENT'S REPORT

No report made.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 24, 2018 Regular Board Meeting.
- 3.2 Review of December Financials & 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

Vice-President Court requested a motion to approve the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

4.1 Mid-Year Budget Review and Adoption of Revised FY2018 Budget

ED Levin provided a brief summary of the spending and revenue fluctuations, mostly as positive outcomes. ED Levin discussed the importance of adding to the reserves. Senior Director, Jaye Steinbrick, discussed the past and prospective savings from the teleconnect rebate program as well as LED bulb replacement efforts. Trustee Steinhauser acknowledged the efforts made to get the library placed on the CA State Library MLIS list. Vice-President Court commented on improved financial outcomes and thanked the library for the hard work.

Vice-President Court requested a motion to adopt the projected forecast for FY2018 as the amended budget. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

4.2 Approval of Workers Compensation Insurance Coverage

ED Levin gave a summary on the status of the libraries current Workers Compensation offers including getting a quote from a private carrier as opposed to the past rejections. Finance Manager, Marcelino Juarez, spoke briefly regarding his recommendation to stay with State Fund due to flexibility the library has with them. VP Court asked why the change in receiving a private quote as opposed to recent years. FM Juarez responded with brokers indicate it's a soft market and are looking towards the public sector for more business.

Vice-President Court requested a motion to 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. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

4.3 Approval of Roofing Project Bid Award

SD Steinbrick and Facilities Manager, Alfonso Guzman, gave a brief summary on the roof bidding process. Also present during the discussion was Daniel Dreifus of Roofing Standards, Inc., who had an opportunity to discuss his experience with roofing projects and his professional opinion on the roofing bid selection.

Vice-President Court requested a motion to award the bid for Roofing Project 1704-18 to Roofing Standards Inc. in the amount of \$141,500 pursuant to the terms in their proposal and authorize staff to execute the necessary documentation including a prevailing wage contract; find the project exempt from CEQA and authorize the ED to approve payments and change orders not to exceed 10%. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

4.4 Staff Presentation: *Where You Begin* Class Series

Managing Librarian, Ryan Metheny described the origins, concept and content for the new *Where You Begin* class series. The Trustees present asked questions, reiterated the need for a broad range of educational opportunities for self-represented litigants and expressed support for the new series.

No action taken.

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.

No reportable action was taken.

6.0 **AGENDA BUILDING**

There were no items for agenda building.

7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:26 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 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 January 31, 2018

(Provisional and subject to year-end audit adjustments)

	6/30/2017	1/31/2018	Change
Assets			
Current assets			
Cash and cash equivalents	3,309,242	4,235,817	926,575
Accounts receivable	1,324,088	1,220,887	(103,201)
Prepaid expenses	284,031	216,495	(67,536)
Total current assets	4,917,361	5,673,199	755,838
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,577,287	4,547,766	(29,520)
Capital assets, not being depreciated	586,433	591,433	5,000
Capital assets, being depreciated - net	18,093,973	17,474,330	(619,643)
Total noncurrent assets	23,576,162	22,931,999	(644,163)
Total assets	28,493,523	28,605,198	111,675
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,124,866	1,124,866	-
Total assets and deffered outflows of resources	29,618,389	29,730,064	111,675
Liabilities			
Current Liabilities			
Accounts payable	114,171	80,830	(33,341)
Other current liabilities	-	-	-
Payroll liabilities	8,319	11,838	3,520
Total current liabilities	122,490	92,669	(29,821)
Noncurrent Liabilities			
Accrued sick and vacation liability	304,753	269,947	(34,806)
Borrowers' deposit	292,828	307,740	14,913
OPEB liability	2,457,252	2,521,421	64,169
Net pension liability	2,683,917	2,683,917	-
Total noncurrent liabilities	5,738,749	5,783,025	44,276
Total liabilities	5,861,239	5,875,694	14,455
Deferred Inflows of Resources			
Deffered Inflows of Resources	531,502	531,502	-
Total liabilities and Deffered inflows of resources	6,392,741	6,407,196	14,455
Net Position			
Invested in capital assets	18,680,406	18,065,763	(614,643)
Unrestricted	4,545,242	5,257,105	711,863
Total net position	23,225,648	23,322,868	97,220
Total liabilities and Deffered inflows of resources and net position	29,618,389	29,730,064	111,675

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2018
(Provisional and subject to year-end audit adjustments)

Jan 17 Actual	Jan 2018			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
569,267	574,423	555,382	(19,042)	-3.3%
4,095	7,339	5,841	(1,498)	-20.4%
53,087	52,989	55,377	2,388	4.5%
182,128	69,866	32,119	(37,747)	-54.0%
808,577	704,617	648,718	(55,899)	-7.9%
281,989	262,183	284,750	(22,567)	-8.6%
61,116	63,928	39,446	24,482	38.3%
329,786	148,962	122,121	26,841	18.0%
(329,786)	(148,962)	(122,121)	(26,841)	18.0%
		0		
64,734	73,174	65,645	7,528	10.3%
10,644	12,658	12,835	(177)	-1.4%
9,093	5,251	3,115	2,136	40.7%
6,392	6,007	6,169	(162)	-2.7%
759	143	960	(817)	-572.4%
112	5	49	(45)	-900.6%
2,721	2,519	4,568	(2,049)	-81.3%
230,319	220,518	226,502	(5,984)	-2.7%
667,878	646,385	644,040	(2,345)	-0.4%
140,699	58,232	4,678	(53,554)	-92.0%
5,659	667	(33,524)	(34,192)	-5123.7%
55,000	0	0	0	0.0%
0	0	0	0	0.0%
201,358	58,900	(28,846)	(87,746)	-149.0%
0	(500,000)	0	(500,000)	100.0%

Summary:

Income

	FY 2016-17 YTD Actual	FY 2017-18 YTD			
		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
L.A. Superior Court Fees	4,013,254	3,968,873	4,099,340	130,467	3.3%
Interest	16,373	21,286	30,385	9,099	42.7%
Parking	401,761	392,989	373,309	(19,680)	-5.0%
Library Services	391,468	394,823	416,936	22,114	5.6%
Total Income	4,822,855	4,777,970	4,919,970	142,000	3.0%

Expense

Staff (payroll + benefits)	2,181,225	2,295,315	2,154,725	140,590	6.1%
Electronic Resource Subscriptions	377,052	362,584	365,610	(3,026)	-0.8%
Library Materials	1,027,110	1,126,498	986,430	140,069	12.4%
Library Materials Transferred to Assets	(1,027,110)	(1,126,498)	(986,430)	(140,069)	12.4%
Facilities	493,359	529,590	482,636	46,954	8.9%
Technology & Data	76,388	83,992	81,469	2,523	3.0%
General	39,481	38,836	39,603	(492)	-1.3%
Professional Development	12,827	15,513	14,050	1,463	9.4%
Communications & Marketing	817	4,058	2,652	1,406	34.6%
Travel & Entertainment	1,325	1,373	447	926	67.4%
Professional Services	35,946	44,872	45,965	(1,093)	-2.4%
Depreciation	1,682,542	1,623,668	1,606,073	17,596	1.1%
Total Expenses	4,900,961	4,999,800	4,793,230	206,570	4.1%

Net Income (Loss)

	(78,106)	(221,829)	126,740	348,570	-157.1%
Investment Gain (Loss)¹	(88,108)	18,167	(29,520)	(47,688)	-262.5%
Extraordinary Income	55,000	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(111,214)	(203,662)	97,220	300,882	-147.7%

Capitalized Expenditures

	6,480	730,000	0	730,000	100.0%
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Comments

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2018
(Provisional and subject to year-end audit adjustments)

Jan 17 Actual	Jan 2018												Comments						
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)										FY 2016-17 YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Detailed Budget:																			
Income:																			
569,267	574,423	555,382	(19,042)	-3.3%	15	FIN	303300	L.A. Superior Court Fees	4,013,254	3,968,873	4,099,340	130,467	3.3%						
Interest:																			
1,449	921	1,083	162	17.5%	15	FIN	311000	Interest - LAIF	2,739	2,368	2,045	(323)	-13.6%	Board approved \$500K prepayment of CalPERS unfunded liability funded with LAIF funds subsequent to budget.					
2,375	5,978	4,378	(1,600)	-26.8%	15	FIN	312000	Interest - General Fund	11,867	16,978	25,807	8,829	52.0%	Better than expected County investment interest rate.					
271	440	380	(60)	-13.6%	15	FIN	313000	Interest - Deposit Fund	1,767	1,940	2,533	593	30.6%	Better than expected County investment interest rate.					
4,095	7,339	5,841	(1,498)	-20.4%	Subtotal									16,373	21,286	30,385	9,099	42.7%	
Parking:																			
53,087	52,989	55,377	2,388	4.5%	39	FAC	330100	Parking	401,761	392,989	373,309	(19,680)	-5.0%						
53,087	52,989	55,377	2,388	4.5%	Subtotal									401,761	392,989	373,309	(19,680)	-5.0%	
Library Services:																			
16	(33)	49	81	-249.4%	27	CIRC	330150	Annual Borrowing Fee	3,185	2,287	1,885	(402)	-17.6%	Timing variance.					
9,366	30,569	18,400	(12,169)	-39.8%	25	PS	330140	Annual Members Fee	58,763	76,699	115,189	38,490	50.2%	Includes revenue from pilot Platinum program.					
615	2,817	1,829	(988)	-35.1%	25	PS	330340	Course Registration	6,142	13,444	14,587	1,143	8.5%	Better than expected MCLE attendance for Q1 and Q2.					
3,431	2,665	4,068	1,402	52.6%	27	CIRC	330129	Copy Center	30,704	31,165	24,860	(6,306)	-20.2%	Staff availability and emerging file conversion technologies have put a damper on forecast.					
1,477	(164)	1,190	1,354	-824.6%	27	CIRC	330205	Document Delivery	10,746	11,436	9,255	(2,181)	-19.1%	Emerging file conversion technologies have put a damper on usage.					
3,933	3,537	4,716	1,179	33.3%	27	CIRC	330210	Fines	28,714	27,637	29,640	2,002	7.2%						
439	(1,217)	1,674	2,891	-237.6%	15	FIN	330310	Miscellaneous	28,855	43,783	26,456	(17,327)	-39.6%	Timing variance in Google revenue and lower Visa rebate.					
1,605	4,495	150	(4,345)	-96.7%	39	FAC	330330	Room Rental	53,292	29,545	37,172	7,627	25.8%	Timing variance.					
822	(262)	0	262	-100.0%	23	COL	330350	Book Replacement	2,778	1,068	250	(818)	-76.6%	Book replacement cost transferred to American New Orders GL account.					
375	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	375	0	0	0	0.0%	Timing variance.					
155,000	25,000	0	(25,000)	-100.0%	17	EXEC	330400	Friends of Law Library	155,000	145,000	145,000	0	0.0%						
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%						
49	(1)	44	45	-3046.1%	39	FAC	330450	Vending	562	299	185	(114)	-38.1%	Timing variance.					
5,000	2,459	0	(2,459)	-100.0%	37	COM	330465	Special Events Income	12,352	12,459	12,459	0	0.0%	Offset by PBW expenses.					
182,128	69,866	32,119	(37,747)	-54.0%	Subtotal									391,468	394,823	416,936	22,114	5.6%	
808,577	704,617	648,718	(55,899)	-7.9%	Total Income									4,822,855	4,777,970	4,919,970	142,000	3.0%	
Expenses:																			
Staff:																			
161,745	164,112	169,738	(5,626)	-3.4%	ALL	501000	Salaries (benefits eligible)	1,292,079	1,377,077	1,283,916	93,161	6.8%	Favorable variance due to vacancies.						
0	3,423	0	3,423	100.0%	15	FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(20,837)	0	(20,837)	100.0%						
17,728	19,461	19,679	(218)	-1.1%	ALL	501050	Salaries (benefits ineligible)	136,415	152,175	137,274	14,901	9.8%	Favorable variance due to vacancies.						
0	374	0	374	100.0%	15	FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(2,280)	0	(2,280)	100.0%						
12,702	10,582	11,163	(581)	-5.5%	15	FIN	502000	Social Security	80,105	85,752	80,855	4,897	5.7%						
2,971	2,832	2,611	221	7.8%	15	FIN	503000	Medicare	20,098	20,899	20,020	879	4.2%						
17,924	17,459	18,451	(991)	-5.7%	15	FIN	511000	Retirement	191,892	203,333	195,590	7,744	3.8%						
0	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	0	0	0	0.0%						
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%						
42,243	27,318	41,594	(14,275)	-52.3%	15	FIN	512000	Health Insurance	286,659	317,388	300,574	16,814	5.3%	Favorable variance due to vacancies.					
385	392	461	(69)	-17.5%	15	FIN	513000	Disability Insurance	2,898	2,684	2,908	(223)	-8.3%						
4,687	4,353	5,323	(970)	-22.3%	15	FIN	514000	Dental Insurance	32,967	36,565	33,652	2,913	8.0%	Favorable variance due to vacancies.					
444	491	567	(75)	-15.4%	15	FIN	514500	Vision Insurance	3,462	3,929	3,750	178	4.5%	Favorable variance due to vacancies.					
110	21	99	(78)	-366.8%	15	FIN	515000	Life Insurance	536	805	510	294	36.6%	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	1,622	4,075	(2,453)	-151.2%	15	FIN	516000	Workers Compensation Insurance	49,138	29,602	14,153	15,450	52.2%						
2,520	(298)	0	(298)	100.0%	15	FIN	517000	Unemployment Insurance	5,061	4,702	2,212	2,490	53.0%						
0	(330)	0	(330)	100.0%	ALL	514010	Temporary Employment	0	1,650	0	1,650	100.0%							
1,374	(3)	266	(269)	8946.3%	13	HR	514015	Recruitment	1,764	1,497	748	749	50.0%	Timing variance.					

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2018
(Provisional and subject to year-end audit adjustments)

Jan 17 Actual	Jan 2018				FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
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	63,168	64,167	64,169	(2)	0.0%	
584	37	699	(663)	-1798.4%	15 FIN 518550	6,770	7,537	6,320	1,216	16.1%	
821	1,170	857	313	26.7%	15 FIN 518560	8,213	8,670	8,074	595	6.9%	
281,989	262,183	284,750	(22,567)	-8.6%		2,181,225	2,295,315	2,154,725	140,590	6.1%	
Library Materials/Electronic Resources Subscription:											
283,485	112,842	78,076	34,766	30.8%	23 COL 601999	790,358	875,350	747,683	127,668	14.6%	Timing variance.
202	1,250	1,772	(522)	-41.8%	23 COL 602999	9,245	8,750	4,059	4,691	53.6%	Timing variance. Orders will be placed in Feb 2018.
14,490	1,922	5,480	(3,558)	-185.2%	23 COL 609199	25,360	13,452	16,063	(2,611)	-19.4%	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.
3,657	11,468	11,227	241	2.1%	23 COL 603999	79,143	76,677	81,102	(4,426)	-5.8%	Timing variance.
0	200	0	200	100.0%	23 COL 604999	0	600	25	575	95.8%	Timing variance. Orders will be placed in Feb 2018.
13,720	9,655	19,926	(10,271)	-106.4%	23 COL 605999	50,179	70,638	65,714	4,924	7.0%	Timing variance.
0	200	0	200	100.0%	23 COL 606999	580	600	776	(176)	-29.4%	Anticipate target met by FYE. Remaining FY allotment to be spent Feb 2018.
8,190	9,960	4,720	5,240	52.6%	23 COL 607999	60,870	69,718	61,990	7,729	11.1%	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.
6,042	1,466	920	546	37.2%	23 COL 609399	10,975	10,263	9,018	1,246	12.1%	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.
329,786	148,962	122,121	26,841	18.0%		1,027,110	1,126,498	986,430	140,069	12.4%	
(329,786)	(148,962)	(122,121)	(26,841)	18.0%	23 COL 690000	(1,027,110)	(1,126,498)	(986,430)	(140,069)	12.4%	
61,116	63,928	39,446	24,482	38.3%	23 COL 685000	377,052	362,584	365,610	(3,026)	-0.8%	Timing variance.
Facilities:											
819	4,000	3,442	558	14.0%	39 FAC 801005	3,339	28,000	9,905	18,095	64.6%	Timing variance.
1,588	856	1,125	(269)	-31.4%	39 FAC 801010	5,821	7,456	6,261	1,195	16.0%	Timing variance.
1,881	996	2,117	(1,121)	-112.5%	39 FAC 801015	7,972	7,596	8,094	(498)	-6.6%	Timing variance.
8,487	10,681	9,433	1,248	11.7%	39 FAC 801020	70,647	75,481	73,517	1,964	2.6%	
966	1,829	966	863	47.2%	39 FAC 801025	7,490	2,825	6,939	(4,113)	-145.6%	Delay in Elevator Repair & Upgrade Project. This includes monthly maintenance
1,596	2,321	1,952	368	15.9%	39 FAC 801030	24,662	24,871	23,739	1,132	4.6%	
21,763	19,914	19,811	103	0.5%	15 FIN 801035	152,748	138,164	138,677	(513)	-0.4%	
8,674	9,887	8,674	1,213	12.3%	39 FAC 801040	60,719	64,409	60,719	3,690	5.7%	
0	1,500	1,250	250	16.7%	39 FAC 801045	7,500	10,500	8,750	1,750	16.7%	Timing variance.
15,813	16,655	16,088	568	3.4%	39 FAC 801050	113,331	136,655	116,019	20,636	15.1%	Timing variance.
2,146	2,903	0	2,903	100.0%	39 FAC 801060	22,914	14,303	17,417	(3,114)	-21.8%	Timing variance. Offset by room rental income
0	456	0	456	100.0%	37 COM 801065	13,063	6,456	8,737	(2,281)	-35.3%	Offset by Special Events income (PBW sponsorship). Includes unbudgeted Global Law event expenses.
0	21	0	21	100.0%	39 FAC 801100	0	4,219	392	3,826	90.7%	Timing variance.
200	387	340	46	12.0%	39 FAC 801110	452	2,787	562	2,225	79.8%	Timing variance.
0	225	0	225	100.0%	39 FAC 801115	0	1,575	0	1,575	100.0%	Timing variance.
356	315	256	58	18.5%	39 FAC 801120	1,542	3,015	1,444	1,570	52.1%	Timing variance.
443	229	191	37	16.3%	39 FAC 801125	1,160	1,279	1,464	(186)	-14.5%	Timing variance. Unexpected small purchases
64,734	73,174	65,645	7,528	10.3%		493,359	529,590	482,636	46,954	8.9%	
Technology:											
1,610	1,865	1,604	261	14.0%	33 TECH 801210	12,168	12,365	12,294	71	0.6%	
1,887	2,443	1,600	842	34.5%	33 TECH 801212	9,200	10,843	11,782	(939)	-8.7%	Unbudgeted SAN maintenance item.
20	750	2,888	(2,138)	-285.1%	33 TECH 801215	2,741	5,250	6,901	(1,650)	-31.4%	Timing variance.
0	400	0	400	100.0%	33 TECH 801220	504	2,800	2,114	686	24.5%	Timing variance.
483	50	0	50	100.0%	33 TECH 801225	657	350	0	350	100.0%	Timing variance.
4,220	4,435	4,410	25	0.6%	33 TECH 801230	28,476	28,669	29,757	(1,088)	-3.8%	
2,423	2,689	2,333	356	13.2%	33 TECH 801235	21,823	23,689	18,466	5,223	22.0%	Reflects CTF discount from Spectrum.
0	0	0	0	0.0%	33 TECH 801245	65	0	0	0	0.0%	
0	26	0	26	100.0%	33 TECH 801250	753	26	156	(130)	-500.0%	
10,644	12,658	12,835	(177)	-1.4%		76,388	83,992	81,469	2,523	3.0%	
General:											

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2018
(Provisional and subject to year-end audit adjustments)

Jan 17 Actual	Jan 2018				FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
481	679	482	197	29.1%	15 FIN 801310	Bank Charges	3,927	4,679	4,555	124	2.7%	Timing variance.
785	815	813	2	0.3%	35 CMS 801315	Bibliographical Services	5,496	5,675	5,688	(13)	-0.2%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
48	38	70	(32)	-84.5%	17 EXEC 801325	Board Expense	427	538	399	139	25.8%	July & August Board meeting cancellations.
34	(32)	(18)	(14)	44.3%	37 COM 801330	Staff meals & events	2,413	2,868	1,938	930	32.4%	
786	2,027	1,343	684	33.7%	15 FIN 801335	Supplies - Office	6,896	8,527	10,504	(1,977)	-23.2%	Increased toner usage/purchase.
(209)	(5)	0	(5)	100.0%	35 CMS 801337	Supplies - Library materials	3,897	4,195	4,167	27	0.7%	
0	40	0	40	100.0%	37 COM 801340	Stationery, business cards, etc.	349	240	541	(301)	-125.3%	
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
7,099	1,354	425	928	68.6%	27 CIRC 801370	Copy Center Expense	11,939	12,054	10,647	1,406	11.7%	Reduced usage as reflected by copy center income.
0	169	0	169	100.0%	15 FIN 801375	General - Misc	3,513	169	1,012	(843)	-500.0%	Includes prior year student parking invoice.
69	142	0	142	100.0%	25 PS 801390	Course Registration	547	142	0	142	100.0%	
0	25	0	25	100.0%	17 EXEC 801395	Friends of Law Library	78	25	152	(127)	-500.0%	
9,093	5,251	3,115	2,136	40.7%		Subtotal	39,481	38,836	39,603	(492)	-1.3%	
						Professional Development:						
20	51	(407)	458	890.6%	ALL 803105	Travel	3,020	5,714	4,222	1,492	26.1%	Timing variance.
0	(14)	0	(14)	100.0%	ALL 803110	Meals	0	106	45	61	57.1%	
0	13	0	13	100.0%	ALL 803113	Incidental and miscellaneous	0	13	75	(63)	-500.0%	
5,980	5,984	5,980	4	0.1%	ALL 803115	Membership dues	6,180	6,184	6,205	(21)	-0.3%	
392	(27)	99	(126)	468.9%	ALL 803120	Registration fees	3,627	3,496	3,006	490	14.0%	
0	0	497	(497)	0.0%	ALL 803125	Educational materials	0	0	497	(497)	0.0%	
6,392	6,007	6,169	(162)	-2.7%		Subtotal	12,827	15,513	14,050	1,463	9.4%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	0	0	0	0.0%	
259	(10)	460	(470)	4834.2%	37 COM 803210	Collateral materials	317	2,240	2,152	89	4.0%	
500	219	500	(281)	-128.1%	37 COM 803215	Advertising	500	1,684	500	1,184	70.3%	Timing variance.
0	(67)	0	(67)	100.0%	37 COM 803220	Trade shows & Outreach	0	133	0	133	100.0%	Budgeted event not attended. No further expenses expected.
759	143	960	(817)	-572.4%		Subtotal	817	4,058	2,652	1,406	34.6%	
						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%	
112	5	49	(45)	-900.6%	ALL 803320	Ground transportation & mileage reimb.	1,196	1,373	447	926	67.4%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
112	5	49	(45)	-900.6%		Subtotal	1,325	1,373	447	926	67.4%	
						Professional Services						
1,315	198	0	198	100.0%	15 FIN 804005	Accounting	18,078	17,799	23,721	(5,922)	-33.3%	Timing variance.
1,406	2,443	4,218	(1,775)	-72.6%	17 EXEC 804008	Consulting Services	17,868	19,315	19,748	(434)	-2.2%	
0	0	350	(350)	0.0%	17 EXEC 804010	Legal	0	5,000	350	4,650	93.0%	
0	(122)	0	(122)	100.0%	15 FIN 804015	Other	0	2,758	2,146	612	22.2%	Cost savings.
2,721	2,519	4,568	(2,049)	-81.3%		Subtotal	35,946	44,872	45,965	(1,093)	-2.4%	
						Depreciation:						
205,096	200,189	201,750	(1,561)	-0.8%	15 FIN 806105	Depreciation - Library Materials	1,505,030	1,428,883	1,432,659	(3,776)	-0.3%	
25,223	20,329	24,752	(4,423)	-21.8%	15 FIN 806110	Depreciation Exp - FF&E	177,512	194,786	173,414	21,371	11.0%	
230,319	220,518	226,502	(5,984)	-2.7%		Subtotal	1,682,542	1,623,668	1,606,073	17,596	1.1%	
667,878	646,385	644,040	2,345	0.4%		Total Expense	4,900,961	4,999,800	4,793,230	206,570	4.1%	
140,699	58,232	4,678	(53,554)	-92.0%		Net Income Before Extraordinary Items	(78,106)	(221,829)	126,740	348,570	-157.1%	
						Investment Gain (Loss) ¹						
5,659	667	(33,524)	(34,192)	-5123.7%	15 FIN 321000	Investment Gain (Loss) ¹	(88,108)	18,167	(29,520)	(47,688)	-262.5%	Reflects loss/gain if sold at time of report (before maturity).
55,000	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	55,000	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
201,358	58,900	(28,846)	(87,746)	-149.0%		Net Income Including Extraordinary Items	(111,214)	(203,662)	97,220	300,882	-147.7%	

Los Angeles County Law Library
Income Statement for the Period Ending January 31, 2018
(Provisional and subject to year-end audit adjustments)

Jan 17 Actual	Jan 2018				FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Capital Expenditures:												
0		0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0.0%		
0		0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	6,480	330,000	0	330,000	100.0%	Timing variance.
0		0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	400,000	0	400,000	100.0%	Timing variance.
0	(500,000)	0	(500,000)	100.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
0		0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	
0	(500,000)	0	500,000	-100.0%		Total - Capitalized Expenditures	6,480	730,000	0	730,000	100.0%	
CalPERS CERBT Trust Fund:												
						Beginning Balance		2,278,816				
						Administrative Expense		(96)				CalPERS CERBT program cost.
						Investment Expense		(70)				Investment management cost.
						Unrealized Gain/Loss		36,496				Fluctuating market conditions.
						Distribution		0				Distribution from Fund
						Ending Balance		2,315,145				

¹ UBS 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.

Los Angeles County Law Library
Statement of Cash Flows
As of January 31, 2018
(Provisional and subject to year-end audit adjustments)

	1/31/2018	YTD
Cash flows from operating activities		
L.A. Superior court fees	555,382	4,099,340
Parking fees	55,377	373,309
Library services	32,119	271,936
(Increase) decrease in accounts receivable	64,525	103,201
Increase (decrease) in borrowers' deposit	2,278	14,913
Cash received from filing fees and services	709,681	4,862,699
Facilities	(65,645)	(482,636)
Technology	(12,835)	(81,469)
General	(3,115)	(39,603)
Professional development	(6,169)	(14,050)
Communications & marketing	(960)	(2,652)
Travel & entertainment	(49)	(447)
Professional services	(4,568)	(45,965)
Electronic Resource Subscriptions (ERS)	(39,446)	(365,610)
(Increase) decrease in prepaid expenses	75,299	67,536
Increase (decrease) in accounts payable	(161,389)	(33,341)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(218,879)	(998,237)
Staff (payroll + benefits)	(284,750)	(2,154,725)
Increase (decrease) in payroll liabilities	(3,971)	3,520
Increase (decrease) in accrued sick and vacation liability	(3)	(34,806)
Increase (decrease) in OPEB liability	9,167	64,169
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(279,556)	(2,121,842)
Contributions received	-	145,000
Net cash from operating activities	211,245	1,887,620
Cash flow from capital and related financing activities		
Library materials	(122,121)	(986,430)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(5,000)	(5,000)
Cash flows from investing activities		
Investment	-	-
Investment earnings	5,841	30,385
Net cash increase (decrease) in cash and cash equivalents	89,965	926,575
Cash and cash equivalents, at beginning of period	4,464,322	3,627,712
Cash and cash equivalents, at end of period	4,554,287	4,554,287
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(1,162)	96,356
Adjustments for noncash effects:		
Depreciation	226,502	1,606,073
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	64,525	103,201
(Increase) decrease in prepaid expenses	75,299	67,536
Increase (decrease) in accounts payable	(161,389)	(33,341)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(3,971)	3,520
Increase (decrease) in accrued sick and vacation liability	(3)	(34,806)
Increase (decrease) in borrowers' deposit	2,278	14,913
Increase (decrease) in OPEB liability	9,167	64,169
Net impact of GASB 68 adjustments		
Net cash from operating activities	211,245	1,887,620

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2018 - February 28, 2018 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 5	VICKI ANDERSON	REFUND	140.00	030183
	GENEVIEVE D CRUISE	REFUND	140.00	030184
	PATRICIA JOHNSON	REFUND	140.00	030185
	ROYCE STUTEVILLE	REFUND	140.00	030186
	TRACEY ELIZABETH WATTS	REFUND	140.00	030187
February 7	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030188
	COUNCIL OF CALIFORNIA COUNTY	MEMBERSHIP	6,132.00	030189
	COUNTY OF LOS ANGELES	BANK CHARGES	107.68	030190
	ESTHER EASTMAN	MILEAGE	18.31	030191
	CASALINI LIBRI	BOOKS	1,039.58	030192
February 12	CASALINI LIBRI	BOOKS	527.59	030193
	COURTROOM COMPENDIUMS	BOOKS	170.00	030194
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	1,480.00	030195
February 16	CASALINI LIBRI	BOOKS	77.06	030196
	EIBUN HOREI SHA INC	BOOKS	1,960.00	030197
	GAUNT	BOOKS	221.19	030198
	MINISTER OF FINANCE ** VOIDED *****	BOOKS	0.00	030199
	SCOTTISH LAW AGENTS SOCIETY	BOOKS	79.10	030200
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,952.19	030201
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030202
	MALINDA MULLER	MILEAGE	39.17	030203
February 22	HEENSSY HEMMSSLYN CRUZ	REFUND	140.00	030204
	JOSE SALAZAR	REFUND	140.00	030205
	DEBORAH TYSZ	REFUND	140.00	030206
February 23	GAUNT	BOOKS	164.93	030207
February 26	ZIQING KONG	REFUND	140.00	030208
	ALFRED CHACON	MILEAGE	10.30	030209
	GOLDEN STATE ELECTRIC	REPAIR & MAINTENA	3,700.00	030210
	GUARDIAN	PREPAID EXP	7,362.05	030211
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030212
	RITE AID CORPORATION	HEALTH INSURANCE	25.00	030213
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,674.17	030214
	MINISTER OF FINANCE	BOOKS	178.51	030215
	February 27	LIEBERT CASSIDY WHITMORE	LEGAL	350.00

39,306.73

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2018 - February 28, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 5	COSTCO WHOLESALE MEMBERSHIP	MEMBERSHIP	120.00	V002973
	STAMPS.COM	DELIVERY & POSTAG	300.00	V002974
February 6	CDW GOVERNMENT INC	HARDWARE MAINT	306.98	V002975
February 7	BRIGHTVIEW	LANDSCAPING	1,250.00	V002976
	J P COOKE COMPANY	SUPPLIES-OFFICE	143.88	V002977
	NASA SERVICES	BLDG SVCS	451.34	V002978
	OFFICE DEPOT	SUPPLIES-OFFICE	222.32	V002979
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V002980
	PEOPLEG2	RECRUITMENT	265.98	V002981
	STATE COMPENSATION	WORKERS COMP	3,732.32	V002982
	AMERICAN LAWYER MEDIA	BOOKS	431.88	V002983
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,900.78	V002984
	LAW JOURNAL PRESS	BOOKS	3,401.36	V002985
	LAWPRESS CORPORATION	BOOKS	248.15	V002986
	NATIONAL UNDERWRITER COMPANY	BOOKS	340.32	V002987
	PRACTISING LAW INSTITUTE	BOOKS	211.99	V002988
	WEST ACADEMIC	BOOKS	147.81	V002989
	THOMSON REUTERS	BOOKS	64,701.87	V002990
	GOBI LIBRARY SOLUTIONS	BOOKS	572.49	V002991
February 12	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	75.00	V002992
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	960.59	V002993
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V002994
	JURIS PUBLISHING INC	BOOKS	62.89	V002995
	LAW JOURNAL PRESS	BOOKS	3,995.08	V002996
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,853.00	V002997
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	591.56	V002998
February 13	CDW GOVERNMENT INC	COPY CENTER	297.08	V003007
	DATA2 INC	SUPPLIES-OFFICE	128.24	V003008
	HEWLETT-PACKARD COMPANY	HARDWARE MAINT	246.31	V003009
February 14	OCLC INC	BIBLIOGRAPHICAL S	725.50	V002999
	STAMPS.COM	DELIVERY/POSTAGE	24.99	V003000
	UPS	DELIVERY/POSTAGE	13.20	V003001
February 16	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	463.82	V003002
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,140.21	V003003
	JURIS PUBLISHING INC	BOOKS	365.47	V003004
	PRACTISING LAW INSTITUTE	BOOKS	202.96	V003005
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	65.00	V003006
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,974.05	V003010

135,803.61

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2018 - February 28, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 23	CUMMINS PACIFIC LLC	REPAIR & MAINTENA	578.24	V003011
	OFFICE DEPOT	SUPPLIES-OFFICE	489.47	V003012
February 23	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	90.50	V003013
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	396.77	V003014
	CCH INCORPORATED	BOOKS	100,389.00	V003015
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,390.37	V003016
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	122.49	V003017
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	108.50	V003018
	MUNICIPAL CODE CORPORATION	BOOKS	70.00	V003019
	PRACTISING LAW INSTITUTE	BOOKS	202.96	V003020
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	260.91	V003021
	UNITED NATIONS PUBLICATIONS	BOOKS	118.67	V003022
	THOMSON REUTERS	BOOKS	13,622.27	V003023
	GOBI LIBRARY SOLUTIONS	BOOKS	153.21	V003024
	UNIVERSITY OF WISCONISN MILWAUKEE	REGISTRATION FEE	350.00	V003025
February 26	ALTA FOODCRAFT	KITCHEN SUPPLIES	89.62	V003026
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V003027
February 28	OFFICE DEPOT	SUPPLIES-OFFICE	540.43	V003028
	LA CAFE	BOARD EXPENSE	55.94	V003041

254,329.72

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2018 - February 28, 2018 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 6	THE BEST FAST DEALS	EQUIPMENT	22.03	V000006
	US FLAG STORE	EQUIPMENT	52.57	V000007
February 8	COSTCO WHOLESALE MEMBERSHIP	ROOM RENTAL	28.47	V000008

103.07

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2018 - February 28, 2018 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 1	SEIU LOCAL 721	UNION DUES	989.12	001606
	SEIU LOCAL 721	UNION DENTAL	40.44	001607
February 27	SEIU LOCAL 721	UNION DUES	972.33	001608
	SEIU LOCAL 721	UNION DENTAL	40.44	001609

2,042.33

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2018 - February 28, 2018 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 7	CALPERS	PREPAID INS	51,431.76	1001014621

MEMORANDUM

DATE: March 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 February

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 third report, for the March 2018 board meeting, reporting Platinum Member services for the month of February of 2018.

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

ANALYSIS

In the month of February we responded to 43 edelivery requests, with a total of 200 documents delivered across these requests. Our average response time to deliver the requested items was 19 minutes. The document requests filled were generally case or statute pulls from subscription databases, though there were requests for legislative history materials and judicial profiles 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: March 28, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Reappointment of Board Members of the Friends of the Los Angeles County Law Library

SUMMARY

The Board of Directors of the Friends of the Los Angeles County Law Library includes two groups of members. One group is appointed by the Board of Trustees of the LA Law Library. The second group is elected by the Friends Board itself.

The FLACLL Board of Directors Members are appointed for a two-year term and serve until replaced. The Law Library Board of Trustees is asked to make the reappointments below to the Board of Directors of the Friends of the Los Angeles County Law Library. Background information about each prospective Friends Board member can be found at the links provided. Each has a laudable history of service to the legal community in general and to LA Law Library in particular. The Executive Committee of the Friends of the Los Angeles County Law Library request that the Board of Trustees reappoint the following members of the Board of the Friends whose current terms are expiring and who have served generously and faithfully:

- **Jordan Weiss** (<http://members.calbar.ca.gov/fal/Member/Detail/107734>) to be reappointed for the two year term, April 1, 2018 to March 31, 2020.
- **Jennifer Hasbrouck** (<http://members.calbar.ca.gov/fal/Member/Detail/186462>) to be reappointed for the two year term, April 1, 2018 to March 31, 2020.
- **Terri D. Keville** (<https://www.dwt.com/people/terridkeville/>) to be reappointed for the two year term, April 1, 2018 to March 31, 2020.
- **Peter Morrison** (<https://www.skadden.com/professionals/m/morrison-peter-b>) to be reappointed for the two year term, April 1, 2018 to March 31, 2020.
- **Gretchen Nelson** (<https://nflawfirm.com/nelson/>) to be reappointed for the two year term, April 1, 2018 to March 31, 2020.

Each board member has expressed an interest in continuing and will continue to serve until replaced, excused from service or reappointed.

RECOMMENDATION

Staff is grateful for the ongoing support provided by these individuals and recommends that the Board approve the aforementioned Friends of the Los Angeles County Law Board of Directors appointments for the terms identified.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Determination of Need to Undertake Emergency Repair of Steam Leak in Boiler Room

MEMORANDUM

DATE: March 28, 2018

TO: Board of Law Library Trustees

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

RE: Determination of Need to Undertake Emergency Repair of Steam Leak in Boiler Room

INTRODUCTION

The Board is asked to ratify (by a four-fifths vote) the determination of emergency made by the Executive Director with respect to the repair of steam leak in the boiler room adjacent to the server room.

BACKGROUND

Unfortunately, the Law Library developed a significant and increasing leak in the steam piping that provides heat to the main HVAC systems. Moreover, the wall between the boiler room where the pipes are located (6" from the wall) and the computer server room is deteriorating and may become compromised at any time. If the wall fails steam will intrude into the computer server room compromising our computer systems and the critical data they contain. In addition, once the steam is able to penetrate the wall surface there is a high risk of mold. The Facilities Manager and Senior Director therefore recommended we proceed with immediate repair as an emergency project.

Accordingly, the Executive Director made the determination that an emergency exists that requires the repair of the steam leak without formal competitive bidding. The Governance Resolution adopted by the Board authorizes the Executive Director to approve and sign contracts not to exceed \$100,000 and to conduct the operations of the Library. Public works contracts may be awarded without competitive bidding where an agency makes a finding that an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property. Pub. Cont. Code §§1102, 20168, 22050. More specifically, Public Contracts Code § 22050(b)(1) and (c)(2) provide that where the governing body has delegated authority to contract to the chief officer of the agency by resolution, that officer may make the emergency finding, commence the repair or replacement of a public facility and submit the facts to the legislative body at its next regularly scheduled meeting not later than 14 days after the action to determine, by a four-fifths vote, that there is a need to continue the action.



Staff has solicited bids from 3 companies and hopes to commence work no later than Monday. The cost of the repair should be known prior to commencement of work and will be provided to the Board at the Board meeting.

Moreover, after diligent attempts to obtain alternative bids, the Executive Director accepted the attached proposal from Los Angeles County Internal Services Department (ISD) without additional, comparative bids. Because the existing steam pipes and valves are wrapped in 1950's asbestos insulation, we are limited to vendors that are licensed to work with such hazardous materials and waste. Staff have contacted five other vendors in an attempt to obtain an alternative proposal without success. All but one declined to respond or declined to bid; the one remaining company is not licensed to handle hazardous waste or to act as a general contractor and therefore would require a second contractor to handle the hazardous material. Working with two separate contractors independently would delay the project and impair coordination and accountability. By contrast, ISD provides the steam to the library from their central steam plant, is licensed to complete this type of emergency repair and has trained personnel immediately available to do the work. As a result, the Executive Director retained ISD to commence the repairs.

RECOMMENDATION

Staff recommends that the Board determine by a four-fifths vote that: 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the repair of the steam leak in the boiler room.



From: Alfonso Guzman
Sent: Thursday, March 22, 2018 12:16 PM
To: Sandra Levin
Cc: Jaye Steinbrick
Subject: Steam Leak

Dear Sandi,

There is a significant and increasing leak in our steam piping which provides heat to our main HVAC systems. The wall between the boiler room where the pipes are located (6" from the wall) and the computer server room is deteriorating and may become compromised at any time. If the wall fails we will have steam in our computer room possibly destroying our computer systems and the critical data they contain. Another concern is mold once the steam is able to penetrate the wall surface. I therefore recommend we proceed with the repair immediately as an emergency project. Moreover, I recommend we accept the attached proposal from LA County ISD as they provide the steam to the library from their central steam plant and are licensed with trained personnel to complete this type of emergency repair. Because the existing steam pipes and valves are wrapped in 1950's asbestos insulation, we are limited to vendors that are licensed to work with hazardous waste. We have contacted five other vendors and all but one declined to respond or declined to bid. The one remaining is not licensed to handle hazardous waste or to act as a general contractor and therefore would require a second contractor to handle the hazardous material. Working with two separate contractors independently would delay the project and impair coordination and accountability. I hope this explains the urgency of this project and the recommended course to resolve this immediately. Please let me know if you need further information.

Thank you,
Al Guzman

Alfonso Guzman

Facilities Manager

P 213.785.2526 | F 213.680.1727

www.lalawlibrary.org | aguzman@lalawlibrary.org

Access to Information = Access to Justice

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From: Richard Ortiz <ROrtiz3@isd.lacounty.gov>
Sent: Monday, March 12, 2018 9:38 AM
To: Alfonso Guzman
Subject: Steam leak at Law Library

Good morning Alfonso, the cost to repairs the steam leak at the reducing station is as follows:

- Removal of asbestos from around the valve that is leaking is \$3,500.00 which also includes the Hygienists to monitor the air.
- The removal and replacement of valve that is leaking is \$3,500.00 which includes labor and material, scope of work will include two steam fitters to remove the valve and reducing flange from valve to the regulator, will have welder make eccentric fitting for valve, install new valve along with gaskets, nuts and bolts, put system back on line.

Total cost: \$7,000.00

Thank you Al

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.