

AGENDA

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

REGULAR BOARD MEETING

Wednesday, June 27, 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 May 23, 2018, Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Platinum Program Update for the Month of May
- 3.4 Dental, Vision, Disability (LTD), and Life Insurance Renewal

4.0 DISCUSSION ITEMS

- 4.1 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2018-2019
- 4.2 Law Week After-Report

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, July 25, 2018.

POSTED THURSDAY, JUNE 21, 2018 @ 4:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 23, 2018, Regular Board Meeting
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Platinum Program Update for the Month of May
- 3.4 Dental, Vision, Disability (LTD), and Life Insurance Renewal

**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.**

May 23, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 23, 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 Mark Juhas
Kenneth Klein, Esquire
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court
Judge Dennis Landin
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

President Juhas determined a quorum to be present, convened the meeting at 12:24 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No Public Comment

2.0 PRESIDENT'S REPORT

No Report

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 25, 2018 Regular Board Meeting.
- 3.2 Review of March Financials & List of April Checks and Warrants.
- 3.3 Platinum Program Update for the Month of April
- 3.4 Approval of Revised Job Description: Library Clerk, Circulation

3.5 Confirmation of Continuing Need to Undertake Emergency Repair of Steam Leak in Boiler Room

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

4.0 **DISCUSSION ITEMS**

4.1 Discussion and Approval of 2018-19 Property & Liability Insurance Renewal

ED Levin provided a brief summary of the Property & Liability Insurance coverage and costs provided by the library's broker Keenan & Associates. The coverage is provided by five carriers which cover a Package Program, Excess Liability, Difference in Condition (DIC) and Cyber Liability. President Juhas noted the decrease in costs and inquired how it happened. FM Juarez replied that one year ago the Board of Trustees decided to decrease earthquake coverage based upon a revised appraisal and risk assessment, which allowed for lower costs in the current year.

President Juhas requested a motion to approve Discussion Item 4.1 and authorize Keenan to bind coverage effective July 1, 2018 with a 10%/50K DIC deductible. So moved by Trustee Steinhauser, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

4.2 Award of Contract for Financial Audit

ED Levin and FM Juarez briefly described the various audit bids received from such firms as Moss, Levy & Hartzheim LLP, BCA Watson Rice LLP and Vasquez & Company LLP. ED Levin and FM Juarez both recommended moving forward with Vasquez & Co. as the best bidder for the contracted financial auditing company. Trustee Steinhauser asked if there was a standard for "fresh eyes" since Vasquez & Company just ended a three year contract with the library. ED Levin replied that at the end of six years Staff would recommend working with some new auditing personnel (whether at Vasquez or another company) to act as the "fresh eyes."

President Juhas requested a motion to approve Discussion Item 4.2 and select Vasquez & Company, LLP as the Library's auditors for fiscal year 2018 at a cost not to exceed \$19,015. So moved by Trustee Stern, seconded by Trustee Steinhauser. The motion was unanimously approved, 4-0.

4.3 Review of Proposed Operating Budget, FY18-19

ED Levin first announced that the Budget Subcommittee, comprised of President Juhas, Vice-President Court and Trustee Landin, had met on April 26, 2018, and recommended the proposed operating budget. ED Levin summarized the

proposed operation budget for the fiscal year of 2018 while highlighting key points such as no proposed cuts from the collection as opposed to past years and a 1% payroll increase across the board. ED Levin also mentioned the possibility of state funding which would be announced in June. Trustee Steinhauser asked if the 1% increase in pay would bring the staff up to market value. ED Levin replied that it would not completely bring the entire staff up to fair market value since the library as a whole is still underpaid. Trustee Steinhauser also inquired if there should be part time assistance in the Lancaster location. ED Levin replied that the library plans and hopes for a smooth transition to having a regular staff member located in Lancaster at a later time. Trustee Klein asked that Staff keep the board informed on changes and trends in filing fee revenue.

No formal action taken, but the Board directed ED Levin to bring the budget back for formal consideration on the Consent Calendar in June, absent any material changes.

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 EXECUTIVE DIRECTOR REPORT

No report given.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:50 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 27, 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 April 30, 2018

(Provisional and subject to year-end audit adjustments)

	6/30/2017	4/30/2018	Change
Assets			
Current assets			
Cash and cash equivalents	3,309,242	4,337,499	1,028,257
Accounts receivable	1,324,088	1,367,355	43,267
Prepaid expenses	284,031	260,911	(23,120)
Total current assets	4,917,361	5,965,765	1,048,404
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,577,287	4,541,818	(35,469)
Capital assets, not being depreciated	586,433	598,122	11,689
Capital assets, being depreciated - net	18,093,973	17,292,611	(801,362)
Total noncurrent assets	23,576,163	22,751,021	(825,142)
Total assets	28,493,524	28,716,785	223,261
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,124,866	1,124,866	-
Total assets and deffered outflows of resources	29,618,389	29,841,651	223,261
Liabilities			
Current Liabilities			
Accounts payable	114,171	87,688	(26,484)
Other current liabilities	-	-	-
Payroll liabilities	8,319	14,265	5,946
Total current liabilities	122,490	101,953	(20,537)
Noncurrent Liabilities			
Accrued sick and vacation liability	304,753	268,474	(36,279)
Borrowers' deposit	292,828	314,446	21,618
OPEB liability	2,457,252	2,548,922	91,670
Net pension liability	2,683,917	2,683,917	-
Total noncurrent liabilities	5,738,749	5,815,759	77,010
Total liabilities	5,861,239	5,917,712	56,472
Deffered Inflows of Resources			
Deffered Inflows of Resources	531,502	531,502	-
Total liabilities and Deffered inflows of resources	6,392,741	6,449,214	56,472
Net Position			
Invested in capital assets	18,680,406	17,890,733	(789,673)
Unrestricted	4,545,242	5,501,704	956,463
Total net position	23,225,648	23,392,437	166,789
Total liabilities and Deffered inflows of resources and net position	29,618,389	29,841,651	223,261

Los Angeles County Law Library
Statement of Cash Flows
As of April 30, 2018
(Provisional and subject to year-end audit adjustments)

	4/30/2018	YTD
Cash flows from operating activities		
L.A. Superior court fees	631,427	5,902,306
Parking fees	61,711	546,650
Library services	33,928	416,261
(Increase) decrease in accounts receivable	(72,751)	(43,267)
Increase (decrease) in borrowers' deposit	924	21,618
Cash received from filing fees and services	655,238	6,843,570
Facilities	(63,861)	(678,326)
Technology	(10,775)	(112,947)
General	(8,118)	(58,508)
Professional development	(77)	(16,650)
Communications & marketing	-	(4,693)
Travel & entertainment	(64)	(555)
Professional services	(4,233)	(54,661)
Electronic Resource Subscriptions (ERS)	(48,148)	(525,859)
(Increase) decrease in prepaid expenses	22,661	23,120
Increase (decrease) in accounts payable	(155,057)	(26,484)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(267,671)	(1,455,562)
Staff (payroll + benefits)	(274,748)	(3,119,474)
Increase (decrease) in payroll liabilities	8,296	5,946
Increase (decrease) in accrued sick and vacation liability	(227)	(36,279)
Increase (decrease) in OPEB liability	9,167	91,670
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(257,513)	(3,058,137)
Contributions received	-	145,000
Net cash from operating activities	130,054	2,474,871
Cash flow from capital and related financing activities		
Library materials	(141,564)	(1,452,359)
Fixed assets	(31,157)	(31,157)
Capital - Work in Progress (WIP)	-	(11,689)
Cash flows from investing activities		
Investment	-	-
Investment earnings	7,371	48,590
Net cash increase (decrease) in cash and cash equivalents	(35,295)	1,028,257
Cash and cash equivalents, at beginning of period	4,691,264	3,627,712
Cash and cash equivalents, at end of period	4,655,969	4,655,969
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	90,716	153,668
Adjustments for noncash effects:		
Depreciation	226,326	2,284,878
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(72,751)	(43,267)
(Increase) decrease in prepaid expenses	22,661	23,120
Increase (decrease) in accounts payable	(155,057)	(26,484)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	8,296	5,946
Increase (decrease) in accrued sick and vacation liability	(227)	(36,279)
Increase (decrease) in borrowers' deposit	924	21,618
Increase (decrease) in OPEB liability	9,167	91,670
Net impact of GASB 68 adjustments		
Net cash from operating activities	130,054	2,474,871

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 3				
	HAGENS BERMAN SOBOL SHAPIRO	REFUND	400.00	030307
	DAVID JOHN CARTANO	REFUND	140.00	030308
	JEANNIE E J CHOI	REFUND	140.00	030309
	RONDA LYNN CROWLEY	REFUND	125.00	030310
	DYKEMA GOSSETT LLP	REFUND	390.00	030311
	FRALEY & ASSOCIATES	REFUND	400.00	030312
	PACHULSKI STANG ZIEHL & JONES	REFUND	125.00	030313
	MARY A JOHNSON	REFUND	140.00	030314
	GRACE SUMIE KADOYA	REFUND	125.00	030315
	NEAL KEI KOJIMA	REFUND	140.00	030316
	ELIZABETH LOU	REFUND	140.00	030317
	THOMAS Y LUCERO	REFUND	140.00	030318
	JOHN T K MUHAMMAD	REFUND	140.00	030319
	BRUCE EUGENE RADO	REFUND	140.00	030320
	ORLY RAVID	REFUND	140.00	030321
	JAMES SUNGWHAN SHIN	REFUND	70.00	030322
	CASIO I SHYN	REFUND	140.00	030323
	JOHN C SWEENEY	REFUND	140.00	030324
	JOHN TATKONG YONG	REFUND	125.00	030325
May 4				
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	246.05	030326
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030327
	OTTO HARRASSOWITZ	BOOKS	2,898.51	030328
	NRA GROUP, LLC	COLLECTION AGENC	75.12	030329
	BARBARA BAHAREH JENKINS	REFUND	140.00	030330
May 7				
	ANDREW LAURENCE ALEXIS	REFUND	140.00	030331
	AFTON E HAYES	REFUND	140.00	030332
	MANUEL HUERTA	REFUND	125.00	030333
	AYCAN ISKENT	REFUND	140.00	030334
	JENNIE VU PARK	REFUND	140.00	030335
	BRYAN ROBERT SMITH	REFUND	125.00	030336
	LINDA M SUBIAS	REFUND	125.00	030337
	ERIC BRUCE YELDELL	REFUND	140.00	030338
	GILCHRIST & RUTTER PROF CORP	REFUND	400.00	030339
	LEI LI	REFUND	140.00	030340
	ANAND S PRADHAN	REFUND	140.00	030341
	ANDREW KEVIN SAJO	REFUND	140.00	030342
May 9				
	JANINE LIEBERT	REGISTRATION	650.00	030343
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030344
May 15				
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	575.29	030345
	ESTHER EASTMAN	MILEAGE	30.31	030346

12,434.23

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 16	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	252.00	030347
	JAYE B STEINBRICK	STAFF MEALS & EVE	63.01	030348
May 18	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	134.69	030349
	RETTA LIBROS LIDERLAF S A	BOOKS	59.62	030350
	MANHATTAN PUBLISHING COMPANY	BOOKS	57.00	030351
	WILLIAM S HEIN & CO	BOOKS	402.19	030352
May 23	OTTO HARRASSOWITZ	BOOKS	1,574.11	030353
	JIM C BETINOL	REFUND	140.00	030354
	TAMARA RENEE DENNIS	REFUND	140.00	030355
	LAW OFFICES OF IAN WALLACH PC	REFUND	400.00	030356
	BRUCE A FIELDS	REFUND	140.00	030357
	MARK E GUSTAFSON	REFUND	140.00	030358
	LONNIE L MCDOWELL	REFUND	140.00	030359
	PETER E MARTIN	REFUND	140.00	030360
	ROBERT ROSE	REFUND	140.00	030361
	CHRISTOPHER F WILSON	REFUND	140.00	030362
May 25	MIRIAM DINORAH NUNEZ RUIZ	REFUND	140.00	030363
	AT&T	TELECOM	460.03	030364
	GUARDIAN	PREPAID EXP	7,153.14	030365
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,674.17	030366
	COUNTY OF LOS ANGELES	BANK CHARGES	55.19	030367
May 29	COUNTY OF LOS ANGELES	HEATING/COOLING	2,164.86	030368
	SYNCB AMAZON	BOOKS	204.40	030369
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	248.26	030370
	OTTO HARRASSOWITZ	BOOKS	2,326.60	030371
	MAKSIM GILL	REFUND	140.00	030372
	MARIA CUERVO GRAVES	REFUND	140.00	030373
	BRUCE D LATHROP	REFUND	125.00	030374
	KEITH LYNCH	REFUND	140.00	030375
	EMILY CATHERINE MARX	REFUND	140.00	030376
	KAREN ELAINE BOXER	REFUND	140.00	030377
	JENNY E SKOBLE	REFUND	125.00	030378
	GEORGE STANBURY	REFUND	140.00	030379
	BRANDON JONAS LU	REFUND	140.00	030380
	SANDRA J LEVIN	LODGING	434.98	030381
	JANINE LIEBERT	MILEAGE	15.70	030382
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030383
	METROLINK	TMP	1,036.00	030384
May 29	P L D PUBLISHERS	BOOKS	195.00	030385

41,989.13

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	BANDWIDTH.COM, INC.	TELECOM	8.53	V003225
	OFFICE DEPOT	SUPPLIES-OFFICE	660.36	V003226
	SAP DIGITAL CORP	FRIENDS	269.37	V003227
	STATE COMPENSATION	WORKERS COMP	5,261.58	V003228
May 3	BRIGHTVIEW	EXTERIOR BLDG	6,196.71	V003229
	DAILY JOURNAL CORPORATION	ACCOUNTING	15.08	V003230
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V003231
	COSTCO WHOLESALE MEMBERSHIP	PREPAID EXP	1,357.36	V003248
May 4	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,290.02	V003232
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	840.43	V003233
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V003234
	JAMES PUBLISHING INC	BOOKS	268.28	V003235
	JURIS PUBLISHING INC	BOOKS	181.42	V003236
	LAWDABLE PRESS	BOOKS	226.25	V003237
	LAW JOURNAL PRESS	BOOKS	3,499.78	V003238
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,853.00	V003239
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V003240
	OXFORD UNIVERSITY PRESS	BOOKS	175.04	V003241
	PRACTISING LAW INSTITUTE	BOOKS	655.69	V003242
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	198.19	V003243
	CITY OF THOUSAND OAKS	BOOKS	51.67	V003244
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	251.03	V003245
	WEST ACADEMIC	BOOKS	49.28	V003246
	GOBI LIBRARY SOLUTIONS	BOOKS	144.07	V003247
May 9	OCLC INC	BIBLIOGRAPHICAL S	725.50	V003249
May 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V003250
May 15	ALTA FOODCRAFT	KITCHEN SUPPLIES	264.87	V003251
	BRIGHTVIEW	LANDSCAPING	1,250.00	V003252
	INTERSTATE ALL BATTERY CENTER	SECURITY	202.74	V003253
	NASA SERVICES	BLDG SVCS	451.34	V003254
	OFFICE DEPOT	SUPPLIES-OFFICE	476.45	V003255
May 16	WOLTERS KLUWER LAW & BUSINESS	BOOKS	424.15	V003256
	LEXISNEXIS MATTHEW BENDER	BOOKS	29.02	V003257
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	416.84	V003258
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	739.62	V003259
	LOS ANGELES BUSINESS JOURNAL	BOOKS	129.95	V003260
	LAW JOURNAL PRESS	BOOKS	3,183.74	V003261
	NATIONAL FIRE PROTECTION ASSOCIATIO	BOOKS	1,669.77	V003262
			47,306.73	

LOS ANGELES COUNTY LAW LIBRARY

May 1, 2018 - May 31, 2018 (CHECKS)

Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 17	PRACTISING LAW INSTITUTE	BOOKS	257.16	V003263
	WEST ACADEMIC	BOOKS	49.28	V003264
	JOHN WILEY & SONS INC	BOOKS	201.65	V003265
	STATE BAR OF WISCONSIN	BOOKS	73.40	V003266
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V003269
	UPS	DELIVERY/POSTAGE	240.55	V003270
May 18	LEXISNEXIS MATTHEW BENDER	BOOKS	31,974.05	V003344
May 21	CORODATA	BLDG SVCS	44.00	V003271
	LA CAFE	ROOM RENTAL EXPE	950.14	V003272
	OLIVE BISTRO	ROOM RENTAL EXPE	726.60	V003273
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	11.67	V003289
	LEXISNEXIS MATTHEW BENDER	BOOKS	439.37	V003290
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	423.40	V003291
	GREY HOUSE PUBLISHERS	BOOKS	695.00	V003292
	UNITED NATIONS PUBLICATIONS	BOOKS	123.67	V003293
	THOMSON REUTERS	BOOKS	15,538.53	V003294
	STATE BAR OF WISCONSIN	BOOKS	156.23	V003295
	WILLIAM S HEIN & CO	BOOKS	2,769.03	V003296
	May 23	PRESERVE THIS	REGISTRATION FEE	175.00
May 25	AT&T MOBILITY	TELECOM	32.48	V003297
	BANDWIDTH.COM, INC.	TELECOM	282.00	V003298
	CANON SOLUTIONS AMERICA, INC.	HARDWARE MAINTE	6,501.88	V003299
	EX LIBRIS (USA) INC.	ILS	12,945.38	V003300
	GTT COMMUNICATIONS	TELECOM	384.18	V003301
	GTT COMMUNICATIONS	TELECOM	71.47	V003302
	GST	SOFTWARE MAINT	2,449.25	V003303
	KONICA MINOLTA BUSINESS	COPY CENTER	433.71	V003304
	SECURITAS SECURITY	SECURITY	11,903.13	V003305
	SMART DRAW	SOFTWARE (<3K)	139.90	V003306
	SPECTRUM	TELECOM	1,106.72	V003307
	FEDEX	FRIENDS	10.10	V003309
	DOORDASH	BOARD EXPENSE	115.09	V003321
May 25	AMERICAN BAR ASSOCIATION	BOOKS	2,827.07	V003310
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	588.99	V003311
	LEXISNEXIS MATTHEW BENDER	BOOKS	29.02	V003312
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,038.89	V003313
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	824.36	V003314
	JAMES PUBLISHING INC	BOOKS	236.00	V003315
	MUNICIPAL CODE CORPORATION	BOOKS	1,542.68	V003316
	PRACTISING LAW INSTITUTE	BOOKS	415.80	V003317

148,011.12

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	PRINT2ASSIST	BOOKS	159.72	V003318
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	80.00	V003319
	GOBI LIBRARY SOLUTIONS	BOOKS	351.13	V003320
	OFFICE DEPOT	SUPPLIES-OFFICE	636.37	V003322
	QUIKSHIP HOLDINGS	COPY CENTER	294.47	V003323
			149,373.09	

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

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	ALBERTSONS	ROOM RENTAL EXP	67.98	V000028
	SMART & FINAL	SPECIAL EVENTS	20.89	V000029
May 4	99 CENT'S STORE	SPECIAL EVENTS	8.79	V000030
May 15	L A DEPT WATER & POWER	ELECTRIC/FIRE	8,689.07	V000018
May 18	COSTCO WHOLESALE MEMBERSHIP	ROOM RENTAL EXP	74.32	V000031

8,861.05

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 29	SEIU LOCAL 721	UNION DUES	1,977.10	001612
	SEIU LOCAL 721	UNION DENTAL	80.88	001613

2,057.98

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2018
(Provisional and subject to year-end audit adjustments)

Apr 17 Actual	Apr 2018			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
616,174	589,759	631,427	41,668	7.1%
4,613	7,339	7,371	32	0.4%
64,260	52,989	61,711	8,722	16.5%
62,943	37,532	33,928	(3,604)	-9.6%
<u>747,989</u>	<u>687,618</u>	<u>734,437</u>	<u>46,818</u>	<u>6.8%</u>
276,024	280,331	274,748	5,583	2.0%
56,754	63,928	48,148	15,780	24.7%
174,260	148,762	141,564	7,198	4.8%
(174,260)	(148,762)	(141,564)	(7,198)	4.8%
65,645	76,599	63,861	12,738	16.6%
11,518	12,658	10,775	1,883	14.9%
6,354	5,101	8,118	(3,017)	-59.2%
34	1,845	77	1,768	95.8%
61	(357)	0	(357)	100.0%
164	5	64	(59)	-1196.7%
1,406	3,819	4,233	(414)	-10.8%
<u>228,184</u>	<u>222,073</u>	<u>226,326</u>	<u>(4,253)</u>	<u>-1.9%</u>
<u>646,146</u>	<u>666,001</u>	<u>636,349</u>	<u>(29,652)</u>	<u>-4.5%</u>
<u>101,843</u>	<u>21,618</u>	<u>98,088</u>	<u>76,470</u>	<u>353.7%</u>
25,898	667	(18,452)	(19,120)	-2865.2%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>127,741</u>	<u>22,285</u>	<u>79,635</u>	<u>57,350</u>	<u>257.3%</u>
0	0	31,157	(31,157)	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	5,688,042	5,647,490	5,902,306	254,816	4.5%
Interest	26,514	41,460	48,590	7,130	17.2%
Parking	584,818	551,955	546,650	(5,304)	-1.0%
Library Services	530,145	550,568	561,261	10,693	1.9%
Total Income	<u>6,829,520</u>	<u>6,791,474</u>	<u>7,058,808</u>	<u>267,335</u>	<u>3.9%</u>
Expense					
Staff (payroll + benefits)	3,088,344	3,279,460	3,119,474	159,986	4.9%
Electronic Resource Subscriptions	554,877	554,368	525,859	28,509	5.1%
Library Materials	1,576,025	1,573,035	1,452,359	120,676	7.7%
Library Materials Transferred to Assets	(1,576,025)	(1,573,035)	(1,452,359)	(120,676)	7.7%
Facilities	695,702	754,886	678,326	76,560	10.1%
Technology & Data	110,784	121,967	112,947	9,020	7.4%
General	54,967	58,637	58,508	404	0.7%
Professional Development	14,381	19,440	16,650	2,790	14.4%
Communications & Marketing	2,516	5,586	4,693	893	16.0%
Travel & Entertainment	2,490	1,388	555	833	60.0%
Professional Services	44,382	58,859	54,661	4,198	7.1%
Depreciation	<u>2,362,419</u>	<u>2,288,735</u>	<u>2,284,878</u>	<u>3,857</u>	<u>0.2%</u>
Total Expenses	<u>6,930,861</u>	<u>7,143,325</u>	<u>6,856,550</u>	<u>286,774</u>	<u>4.0%</u>
Net Income (Loss)	<u>(101,341)</u>	<u>(351,851)</u>	<u>202,258</u>	<u>554,109</u>	<u>-157.5%</u>
Investment Gain (Loss) ¹	(48,305)	20,169	(35,469)	(55,638)	-275.9%
Extraordinary Income	55,000	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	<u>(94,646)</u>	<u>(331,682)</u>	<u>166,789</u>	<u>498,471</u>	<u>-150.3%</u>
Capitalized Expenditures	<u>6,480</u>	<u>530,000</u>	<u>31,157</u>	<u>498,843</u>	<u>94.1%</u>

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2018
(Provisional and subject to year-end audit adjustments)

Apr 17 Actual	Apr 2018													Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)										
							Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
Detailed Budget:														
Income:														
616,174	589,759	631,427	41,668	7.1%	15	FIN	303300	L.A. Superior Court Fees	5,688,042	5,647,490	5,902,306	254,816	4.5%	
1,630	921	1,331	410	44.5%	15	FIN	311000	Interest - LAIF	4,369	3,289	3,376	87	2.6%	Board approved \$500K prepayment of CalPERS unfunded liability funded with LAIF funds subsequent to budget.
2,665	5,978	5,602	(376)	-6.3%	15	FIN	312000	Interest - General Fund	19,474	34,911	41,437	6,526	18.7%	Better than expected County investment interest rate.
318	440	439	(1)	-0.3%	15	FIN	313000	Interest - Deposit Fund	2,670	3,260	3,777	518	15.9%	Better than expected County investment interest rate.
4,613	7,339	7,371	32	0.4%				Subtotal	26,514	41,460	48,590	7,130	17.2%	
Parking:														
64,260	52,989	61,711	8,722	16.5%	39	FAC	330100	Parking	584,818	551,955	546,650	(5,304)	-1.0%	
64,260	52,989	61,711	8,722	16.5%				Subtotal	584,818	551,955	546,650	(5,304)	-1.0%	
Library Services:														
0	(49)	33	81	-166.8%	27	CIRC	330150	Annual Borrowing Fee	3,331	2,158	1,983	(175)	-8.1%	Timing variance. Early May 2018 renewal billing expected to bring actuals closer to budget.
11,139	24,944	11,020	(13,924)	-55.8%	25	PS	330140	Annual Members Fee	91,282	152,656	175,488	22,832	15.0%	Includes revenue from Platinum program.
1,035	822	1,222	400	48.7%	25	PS	330340	Course Registration	11,090	22,401	22,892	492	2.2%	
4,242	2,865	4,341	1,476	51.5%	27	CIRC	330129	Copy Center	42,799	36,761	36,776	14	0.0%	
1,524	986	1,696	710	72.0%	27	CIRC	330205	Document Delivery	14,920	14,293	13,694	(600)	-4.2%	Emerging file conversion technologies have put a damper on usage. Variance is slowly closing in to more desired percentage.
3,947	4,737	5,217	480	10.1%	27	CIRC	330210	Fines	40,246	40,749	41,302	553	1.4%	
5,457	(1,217)	296	1,513	-124.4%	15	FIN	330310	Miscellaneous	63,538	50,133	51,271	1,139	2.3%	
4,118	4,495	9,788	5,292	117.7%	39	FAC	330330	Room Rental	59,801	43,031	59,555	16,523	38.4%	Favorable variance due to war room rental.
0	(52)	280	332	-641.9%	23	COL	330350	Book Replacement	3,462	633	530	(103)	-16.3%	Book replacement cost transferred to American New Orders GL account.
31,477	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	31,737	30,000	0	(30,000)	-100.0%	Timing variance. Expected June 2018.
0	0	0	0	0.0%	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%	
3	(1)	35	36	-2442.7%	39	FAC	330450	Vending	586	294	313	19	6.4%	Timing variance.
0	0	0	0	0.0%	37	COM	330465	Special Events Income	12,352	12,459	12,459	0	0.0%	
62,943	37,532	33,928	(3,604)	-9.6%				Subtotal	530,145	550,568	561,261	10,693	1.9%	
747,989	687,618	734,437	46,818	6.8%				Total Income	6,829,520	6,791,474	7,058,808	267,335	3.9%	
Expenses:														
Staff:														
154,548	164,112	169,944	(5,833)	-3.6%	ALL	501000		Salaries (benefits eligible)	1,835,274	1,960,824	1,887,319	73,505	3.7%	Favorable variance due to vacancies.
0	3,423	0	3,423	100.0%	15	FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(6,845)	0	(6,845)	100.0%	
25,159	19,461	18,773	688	3.5%	ALL	501050		Salaries (benefits ineligible)	210,032	220,767	202,767	18,000	8.2%	Favorable variance due to vacancies.
0	374	0	374	100.0%	15	FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(749)	0	(749)	100.0%	
10,488	10,582	11,125	(543)	-5.1%	15	FIN	502000	Social Security	116,056	123,527	120,041	3,486	2.8%	
2,453	2,832	2,602	230	8.1%	15	FIN	503000	Medicare	28,506	30,842	29,185	1,658	5.4%	
17,189	17,459	9,152	8,307	47.6%	15	FIN	511000	Retirement	252,436	265,419	251,347	14,072	5.3%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
42,319	45,000	40,607	4,393	9.8%	15	FIN	512000	Health Insurance	409,429	470,070	421,621	48,449	10.3%	Favorable variance due to vacancies.
363	392	388	4	1.0%	15	FIN	513000	Disability Insurance	3,956	3,862	4,172	(310)	-8.0%	
4,461	4,353	4,739	(387)	-8.9%	15	FIN	514000	Dental Insurance	46,891	49,623	48,682	941	1.9%	Favorable variance due to vacancies.
451	491	542	(51)	-10.3%	15	FIN	514500	Vision Insurance	4,735	5,402	5,344	58	1.1%	Favorable variance due to vacancies.
86	21	89	(68)	-319.6%	15	FIN	515000	Life Insurance	614	868	674	195	22.4%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
5,578	2,088	5,262	(3,173)	-151.9%	15	FIN	516000	Workers Compensation Insurance	58,959	38,401	32,337	6,064	15.8%	Timing variance.
2,522	(298)	252	(550)	184.6%	15	FIN	517000	Unemployment Insurance	7,583	3,808	2,464	1,344	35.3%	
0	(330)	0	(330)	100.0%	ALL	514010		Temporary Employment	1,260	660	0	660	100.0%	
0	(3)	698	(701)	23315.1%	13	HR	514015	Recruitment	1,917	1,488	2,917	(1,429)	-96.0%	Timing variance.
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	

Los Angeles County Law Library
 Income Statement for the Period Ending April 30, 2018
 (Provisional and subject to year-end audit adjustments)

Apr 17	Apr 2018				FY 2016-17	FY 2017-18 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
9,024	9,167	9,167	0	0.0%	15 FIN 518500	OPEB Expense	90,240	91,668	91,670	(2)	0.0%	
584	37	558	(521)	-1414.2%	15 FIN 518550	TMP	9,377	7,647	7,744	(96)	-1.3%	
799	1,170	850	320	27.4%	15 FIN 518560	Payroll and Benefit Administration	11,077	12,178	11,191	987	8.1%	
276,024	280,331	274,748	5,583	2.0%		Total - Staff	3,088,344	3,279,460	3,119,474	159,986	4.9%	
						Library Materials/Electronic Resources Subscription:						
141,036	112,842	118,367	(5,525)	-4.9%	23 COL 601999	American Continuations	1,225,636	1,213,876	1,137,743	76,133	6.3%	Timing variance.
69	1,250	1,811	(561)	-44.9%	23 COL 602999	American New Orders	10,323	12,500	11,441	1,059	8.5%	Timing variance. Remaining funds will be spent 4th Qtr FY18
2,886	1,922	1,267	655	34.1%	23 COL 609199	Branch Continuations	33,423	19,216	18,327	889	4.6%	
0	100	0	100	100.0%	23 COL 609299	Branch New Orders	161	200	0	200	100.0%	No requests YTD for replacements.
4,847	11,468	7,777	3,691	32.2%	23 COL 603999	Commonwealth Continuations	98,093	111,081	98,451	12,630	11.4%	Timing variance.
0	0	598	(598)	0.0%	23 COL 604999	Commonwealth New Orders	0	800	623	177	22.1%	Timing variance. Remaining funds will be spent 4th Qtr FY18
12,016	9,655	3,628	6,027	62.4%	23 COL 605999	Foreign Continuations	97,171	99,602	87,410	12,192	12.2%	Timing variance.
0	0	246	(246)	0.0%	23 COL 606999	Foreign New Orders	1,019	800	1,022	(222)	-27.7%	
13,279	9,960	7,374	2,585	26.0%	23 COL 607999	International Continuations	94,032	99,598	85,773	13,824	13.9%	Timing variance.
0	0	314	(314)	0.0%	23 COL 608999	International New Orders	166	500	314	186	37.2%	Timing variance. Remaining funds will be spent 4th Qtr FY18
128	1,466	181	1,285	87.6%	23 COL 609399	General/Librarianship Continuations	15,928	14,661	11,189	3,472	23.7%	Timing variance.
0	100	0	100	100.0%	23 COL 609499	General/Librarianship New Orders	72	200	63	137	68.4%	Timing variance. Remaining funds will be spent 4th Qtr FY18
174,260	148,762	141,564	7,198	4.8%		Subtotal	1,576,025	1,573,035	1,452,359	120,676	7.7%	
(174,260)	(148,762)	(141,564)	(7,198)	4.8%	23 COL 690000	Library Materials Transferred to Assets	(1,576,025)	(1,573,035)	(1,452,359)	(120,676)	7.7%	
56,754	63,928	48,148	15,780	24.7%	23 COL 685000	Electronic Resource Subscriptions (ERS)	554,877	554,368	525,859	28,509	5.1%	Timing variance.
						Facilities:						
312	4,000	905	3,095	77.4%	39 FAC 801005	Repair & Maintenance	8,359	40,000	17,039	22,961	57.4%	Timing variance.
1,180	856	1,347	(491)	-57.3%	39 FAC 801010	Building Services	8,898	10,024	9,543	481	4.8%	
0	996	2,024	(1,028)	-103.2%	39 FAC 801015	Cleaning Supplies	9,848	10,585	10,118	466	4.4%	
8,795	10,681	8,689	1,992	18.6%	39 FAC 801020	Electricity & Water	96,816	107,523	100,529	6,994	6.5%	Timing variance
1,884	1,829	966	863	47.2%	39 FAC 801025	Elevator Maintenance	12,225	8,314	9,837	(1,523)	-18.3%	Delay in Elevator Repair & Upgrade Project. This includes monthly maintenance
2,336	3,471	2,165	1,306	37.6%	39 FAC 801030	Heating & Cooling	30,482	35,282	29,657	5,625	15.9%	Timing variance. Chilled water usage low.
21,763	19,914	19,811	103	0.5%	15 FIN 801035	Insurance	218,038	197,904	198,109	(205)	-0.1%	
8,674	9,887	8,674	1,213	12.3%	39 FAC 801040	Janitorial Services	86,842	94,071	86,742	7,329	7.8%	Timing variance.
1,250	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	12,500	15,000	12,500	2,500	16.7%	Timing variance.
15,767	16,655	10,621	6,034	36.2%	39 FAC 801050	Security	160,210	186,621	164,004	22,617	12.1%	Timing variance.
2,714	2,903	1,656	1,246	42.9%	39 FAC 801060	Room Rental Expenses	32,839	23,011	19,230	3,782	16.4%	Offset by room rental income.
187	2,456	1,664	792	32.2%	37 COM 801065	Special Events Expenses	13,774	9,825	11,022	(1,197)	-12.2%	Offset by Special Events income (PBW sponsorship). Includes unbudgeted Global Law event expenses.
0	21	2,997	(2,976)	-14377.1%	39 FAC 801100	Furniture & Appliances (<3K)	0	4,281	4,535	(255)	-5.9%	Timing variance.
0	387	202	185	47.8%	39 FAC 801110	Equipment (<3K)	802	3,948	1,033	2,915	73.8%	Timing variance.
0	225	0	225	100.0%	39 FAC 801115	Building Alterations (<3K)	0	2,250	0	2,250	100.0%	Timing variance.
622	465	623	(159)	-34.2%	39 FAC 801120	Delivery & Postage	2,749	4,159	2,462	1,696	40.8%	Timing variance.
161	354	265	89	25.1%	39 FAC 801125	Kitchen supplies	1,321	2,089	1,965	124	5.9%	Timing variance
65,645	76,599	63,861	12,738	16.6%		Subtotal	695,702	754,886	678,326	76,560	10.1%	
						Technology:						
2,236	1,865	1,744	122	6.5%	33 TECH 801210	Software Maintenance	20,745	17,960	17,605	356	2.0%	
1,338	2,443	1,635	808	33.1%	33 TECH 801212	Hardware Maintenance	13,200	18,171	17,064	1,107	6.1%	Unbudgeted SAN maintenance item.
646	750	240	510	68.0%	33 TECH 801215	Software (<\$3k)	3,387	7,500	7,141	360	4.8%	Timing variance.
414	400	357	43	10.8%	33 TECH 801220	Hardware (<\$3k)	918	4,000	2,471	1,529	38.2%	Timing variance.
249	50	0	50	100.0%	33 TECH 801225	Computer Supplies	1,637	500	0	500	100.0%	Timing variance.
4,220	4,435	4,410	25	0.6%	33 TECH 801230	Integrated Library System	41,137	41,976	42,988	(1,012)	-2.4%	
2,416	2,689	2,389	300	11.1%	33 TECH 801235	Telecommunications	28,942	31,755	25,523	6,232	19.6%	Reflects CTF discount from Spectrum.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	65	0	0	0	0.0%	
0	26	0	26	100.0%	33 TECH 801250	Services	753	104	156	(52)	-50.0%	Timing Variance
11,518	12,658	10,775	1,883	14.9%		Subtotal	110,784	121,967	112,947	9,020	7.4%	
						General:						
611	679	754	(76)	-11.1%	15 FIN 801310	Bank Charges	5,607	6,715	6,523	193	2.9%	

Los Angeles County Law Library
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Apr 17 Actual	Apr 2018				FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
785	815	813	2	0.3%	35 CMS 801315	Bibliographical Services	7,851	8,120	8,125	(5)	-0.1%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
122	38	85	(47)	-123.8%	17 EXEC 801325	Board Expense	690	653	606	46	7.1%	July & August Board meeting cancellations.
200	(32)	63	(95)	295.0%	37 COM 801330	Staff meals & events	2,513	2,771	2,540	231	8.3%	Timing variance.
2,186	2,027	2,291	(264)	-13.0%	15 FIN 801335	Supplies - Office	11,781	14,607	16,198	(1,591)	-10.9%	Increased toner usage/purchase.
0	(5)	233	(239)	4358.8%	35 CMS 801337	Supplies - Library materials	5,445	6,578	6,322	256	3.9%	
0	40	0	40	100.0%	37 COM 801340	Stationery, business cards, etc.	919	561	541	20	3.5%	
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
704	1,354	679	675	49.8%	27 CIRC 801370	Copy Center Expense	14,228	17,815	12,896	4,919	27.6%	Reduced usage consistent with reduced copy center income.
0	169	0	169	100.0%	15 FIN 801375	General - Misc	3,513	675	1,012	(337)	-50.0%	Includes prior year student parking invoice.
0	(8)	0	(8)	100.0%	25 PS 801390	Course Registration	547	117	0	117	100.0%	
1,746	25	3,199	(3,174)	-12523.9%	17 EXEC 801395	Friends of Law Library	1,872	301	3,745	(3,443)	-1142.6%	Timing variance. Gala costs to be reimbursed June 2018.
6,354	5,101	8,118	(3,017)	-59.2%		Subtotal	54,967	58,637	58,508	404	0.7%	
						Professional Development:						
9	1,319	47	1,272	96.4%	ALL 803105	Travel	4,274	8,334	5,579	2,754	33.1%	Timing variance.
0	46	0	46	100.0%	ALL 803110	Meals	0	124	107	16	13.3%	
0	13	0	13	100.0%	ALL 803113	Incidental and miscellaneous	0	50	75	(25)	-50.0%	
0	4	0	4	100.0%	ALL 803115	Membership dues	6,180	6,197	6,695	(498)	-8.0%	
25	463	30	433	93.5%	ALL 803120	Registration fees	3,927	4,736	3,697	1,039	21.9%	
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	497	(497)	0.0%	
34	1,845	77	1,768	95.8%		Subtotal	14,381	19,440	16,650	2,790	14.4%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	1,800	0	1,800	100.0%	Payment to be reclassified May 2018 from Advertising.
0	(10)	0	(10)	100.0%	37 COM 803210	Collateral materials	317	2,211	2,152	59	2.7%	
61	(281)	0	(281)	100.0%	37 COM 803215	Advertising	2,199	1,342	2,542	(1,200)	-89.4%	Timing variance.
0	(67)	0	(67)	100.0%	37 COM 803220	Trade shows & Outreach	0	233	0	233	100.0%	Budgeted event not attended. No further expenses expected.
61	(357)	0	(357)	100.0%		Subtotal	2,516	5,586	4,693	893	16.0%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	711	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	149	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
164	5	64	(59)	-1196.7%	ALL 803320	Ground transportation & mileage reimb.	1,630	1,388	555	833	60.0%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
164	5	64	(59)	-1196.7%		Subtotal	2,490	1,388	555	833	60.0%	
						Professional Services						
0	1,498	15	1,483	99.0%	15 FIN 804005	Accounting	18,078	24,824	23,736	1,088	4.4%	
1,406	2,443	4,218	(1,775)	-72.6%	17 EXEC 804008	Consulting Services	26,304	26,644	28,184	(1,540)	-5.8%	Timing variance.
0	0	0	0	0.0%	17 EXEC 804010	Legal	0	5,000	595	4,405	88.1%	
0	(122)	0	(122)	100.0%	15 FIN 804015	Other	0	2,390	2,146	245	10.2%	Cost savings.
1,406	3,819	4,233	(414)	-10.8%		Subtotal	44,382	58,859	54,661	4,198	7.1%	
						Depreciation:						
202,961	200,954	202,241	(1,287)	-0.6%	15 FIN 806105	Depreciation - Library Materials	2,109,238	2,030,377	2,038,354	(7,977)	-0.4%	
25,223	21,118	24,084	(2,966)	-14.0%	15 FIN 806110	Depreciation Exp - FF&E	253,181	258,358	246,524	11,834	4.6%	
228,184	222,073	226,326	(4,253)	-1.9%		Subtotal	2,362,419	2,288,735	2,284,878	3,857	0.2%	
646,146	666,001	636,349	29,652	4.5%		Total Expense	6,930,861	7,143,325	6,856,550	286,774	4.0%	
101,843	21,618	98,088	76,470	353.7%		Net Income Before Extraordinary Items	(101,341)	(351,851)	202,258	554,109	-157.5%	
25,898	667	(18,452)	(19,120)	-2865.2%	15 FIN 321000	Investment Gain (Loss) ¹	(48,305)	20,169	(35,469)	(55,638)	-275.9%	Reflects loss/gain if sold at time of report (before maturity).
0	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%	
127,741	22,285	79,635	57,350	257.3%		Net Income Including Extraordinary Items	(94,646)	(331,682)	166,789	498,471	-150.3%	

MEMORANDUM

DATE: June 27, 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 May

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 sixth report, for the June 2018 board meeting, reporting Platinum Member services for May of 2018.

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

ANALYSIS

In the month of May we responded to 34 edelivery requests, with a total of 99 documents delivered across these requests. Our average response time to deliver the requested items was 22 minutes. The document requests filled were generally case or statute pulls from subscription databases, though there were requests for secondary sources and requests for scans from our print collection.

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: June 27, 2018

TO: Board of Law Library Trustees

FROM: Marcelino Juarez, Finance Manager

RE: Dental, Vision, Disability (LTD), and Life Insurance Renewal

BACKGROUND

Brecher Insurance & Financial Services (Brecher) is the Library’s current insurance broker for dental, vision, long term disability (LTD), and life insurance. Our policies are subject to annual renewal and are scheduled to expire July 31, 2018. This insurance coverage is currently provided through Guardian. Accordingly, the Law Library requested that our broker solicit and secure the most competitive bid for renewal.

Based on their experience and expertise, Brecher recommends that the Law Library renew with Guardian.

ANALYSIS

Brecher’s analysis and recommendations are attached. Essentially, Guardian initially proposed an increase of 3% on vision, 10.5% on LTD, and 16.7% on life but through negotiation, Brecher was able to eliminate all proposed increases. Guardian has agreed to rate pass (0% increase) on all lines of coverage.

As you may recall, we anticipated slight increases in some of these lines of coverages in our initial FY 2019 budget proposal. The negotiation by our broker has eliminated the need for that increase (and it has been removed from the budget proposal presented later in the agenda at this same meeting).

Although the Law Library could request that Brecher solicit additional bids, as noted in the attached memo, Brecher expects that carriers would still decline to quote on the dental coverage due to the large retiree population. Additionally, we could also lose the favorable terms currently being offered by Guardian.

ALTERNATIVES

The Board could:

1. approve the renewal of all lines of insurance coverages with Guardian; or
2. request additional bids for consideration at the July meeting.

RECOMMENDATION

Staff recommends that the Board approve the renewal of all lines of insurance coverages with Guardian.





**It's renewal
time!**

**Guardian is
here to help.**

RENEWAL INFORMATION FOR

**LA LAW LIBRARY
GROUP PLAN # 00449734**

**RENEWAL PERIOD
August 1, 2018 - July 31, 2019**



LIFE | DENTAL | VISION | DISABILITY | ABSENCE | SUPPLEMENTAL HEALTH | STOP LOSS | ASO

GuardianAnytime.com

The Guardian Life Insurance Company of America, 7 Hanover Square, New York, NY 10004. Guardian® and the GUARDIAN G® logo are registered service marks of The Guardian Life Insurance Company of America and are used with express permission.

What you'll find in this package

RENEWAL INFORMATION	PAGE
College Tuition Benefit Annual Statement	1
Renewal Rates At-a-Glance	2
Current Plan Benefit Summaries By Product	



LIFE | DENTAL | VISION | DISABILITY | ABSENCE | SUPPLEMENTAL HEALTH | STOP LOSS | ASO



College Tuition Benefit Rewards Statement

As of 04/17/2018

Plan Number: 00449734

Plan Name: LA LAW LIBRARY

CTB Effective Date: July 10, 2015

Current Lines of Coverage with CTB: Dental

Total Accumulated Rewards For All Lines of Coverage: \$366,000

Dear Guardian Planholder,

Thank you for being a valued Guardian customer. This statement provides a snapshot of the total College Tuition Benefit points earned by your employees enrolled in one or more of the coverages listed above.

To make sure points are properly credited, members can visit: www.Guardian.CollegeTuitionBenefit.com and register using the following information:

User ID: Plan number

Password: Guardian

College Tuition Benefit is a great way to help your employees save money on college education. The example below demonstrates how College Tuition Benefit works. One Tuition Reward = \$1 in tuition reduction. Please send any questions via email to admin@collegetuitionbenefit.com.



See how Guardian plan participants can earn even more rewards to help them save with multiple Guardian products:

Guardian Insurance Product	Sign-up Bonus	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL
Dental	\$500 per child	\$2,000	\$2,000	\$2,000	\$4,500*	\$2,000	\$2,000	\$2,000	\$16,500
*Year 4 = Bonus year with dental									
Life		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$14,000
Hospital Indemnity		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$14,000
Critical Illness		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$14,000
TOTAL	\$500	\$8,000	\$8,000	\$8,000	\$10,500	\$8,000	\$8,000	\$8,000	\$58,500

Visit <https://guardian.collegetuitionbenefit.com/> for more information

Sincerely,

The Guardian Life Insurance Company of America

College Tuition Benefit is a tuition reduction program for a network of over 380 colleges and universities. This program is currently part of your employee benefit package and addresses a top employee concern - saving for college. The service is \$0.45 per employee per month for each coverage accumulating the College Tuition Benefit. This is not a separate line item charge for you, but instead reflected in the total premium billed (though not an insurance charge). The Tuition Rewards program is provided by College Tuition Benefit. Guardian does not provide any services related to this program. College Tuition Benefit is not a subsidiary or an affiliate of Guardian. The College Tuition Benefit is not an insurance benefit and may not be available in all states. #2017-44972 (exp. 8/19).

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1, 2 and 3

DENTAL PLAN RATES - CHOICE PLAN					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	40	\$62.21	\$29,861	\$62.21	\$29,861
EE & SP	11	\$113.25	\$14,949	\$113.25	\$14,949
EE & CH	3	\$143.18	\$5,154	\$143.18	\$5,154
FAMILY	10	\$194.27	\$23,312	\$194.27	\$23,312
TOTAL	64		\$73,277		\$73,277

If you have determined that your group is subject to ACA regulations which require you to include pediatric dental essential health benefits, Guardian can provide these benefits. Please contact your local Sales Office for options.

This plan is currently offered for Insurance Class 1 and 3

VISION PLAN RATES -					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	19	\$12.42	\$2,832	\$12.42	\$2,832
EE & SP	4	\$21.32	\$1,023	\$21.32	\$1,023
EE & CH	3	\$21.75	\$783	\$21.75	\$783
FAMILY	8	\$35.07	\$3,367	\$35.07	\$3,367
TOTAL	34		\$8,005		\$8,005

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

LTD PLAN RATES				
CURRENT			RENEWAL	
Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
\$209,298	\$0.190/\$100	\$4,772	\$0.190/\$100	\$4,772

This plan is currently offered for Insurance Class 1 and 3

BASIC LIFE PLAN RATES					
CURRENT				RENEWAL	
Coverage	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
BASIC LIFE	\$832,500	\$0.120/\$1000	\$1,199	\$0.120/\$1000	\$1,199

This plan is currently offered for Insurance Class 1 and 3

AD&D PLAN RATES					
CURRENT				RENEWAL	
Coverage	Volume	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
AD&D	\$832,500	\$0.020/\$1000	\$200	\$0.020/\$1000	\$200

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
EMPLOYEES	CURRENT	RENEWAL
Employee Age	Monthly Rate	Monthly Rate
15-29	\$0.055/\$1000	\$0.055/\$1000
30-34	\$0.063	\$0.063
35-39	\$0.094	\$0.094
40-44	\$0.166	\$0.166
45-49	\$0.257	\$0.257
50-54	\$0.389	\$0.389
55-59	\$0.617	\$0.617
60-64	\$1.032	\$1.032
65-69	\$1.686	\$1.686

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES (Continued)		
EMPLOYEES	CURRENT	RENEWAL
70-74	\$2.728	\$2.728
75-79	\$4.848	\$4.848
80-84	\$9.463	\$9.463
85-89	\$15.626	\$15.626
90-94	\$24.435	\$24.435
95-99	\$37.348	\$37.348

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
SPOUSE	CURRENT	RENEWAL
Employee Age	Monthly Rate	Monthly Rate
15-29	\$0.055/\$1000	\$0.055/\$1000
30-34	\$0.063	\$0.063
35-39	\$0.094	\$0.094
40-44	\$0.166	\$0.166
45-49	\$0.257	\$0.257
50-54	\$0.389	\$0.389
55-59	\$0.617	\$0.617
60-64	\$1.032	\$1.032
65-69	\$1.686	\$1.686
70-74	\$2.728	\$2.728
75-79	\$4.848	\$4.848
80-84	\$9.463	\$9.463
85-89	\$15.626	\$15.626
90-94	\$24.435	\$24.435
95-99	\$37.348	\$37.348

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
CHILD(REN)	CURRENT	RENEWAL
	Monthly Rate	Monthly Rate
CHILD(REN)	\$0.167/\$1000	\$0.167/\$1000

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY AD&D PLAN RATES					
Tier	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	\$1,050,000	\$0.032/\$1000	\$403	\$0.032/\$1000	\$403
SPOUSE	\$225,000	\$0.032	\$86	\$0.032	\$86
CHILD(REN)	\$25,000	\$0.032	\$10	\$0.032	\$10

Additional Dental Information

DENTAL MAXIMUM ROLLOVER SUMMARY

For Benefit Year Ending: 12/31/2018

ROLLOVER ACCOUNT SIZE	NUMBER OF QUALIFYING EMPLOYEES & DEPENDENTS	TOTAL ACCOUNT VALUE
\$0	15	\$0.00
\$1 - \$250	0	\$0.00
\$251 - \$500	8	\$3,096.90
\$501 - \$750	11	\$6,656.00
\$751 - \$1,000	8	\$7,575.20
Over \$1,000	68	\$97,833.70
TOTAL	95	\$115,161.80

2 of your Employees and Dependents currently are eligible for additional Maximum Rollover amounts.

"Benefit Year" refers to the 12-month period during which charges are counted toward this plan's annual maximum.

"Number of Qualifying Employees and Dependents" reflects information available at the time this renewal package was issued. Additional claims will affect this count.

"Eligibility for additional rollover amounts reflects information available at the time this renewal package was issued. Additional claims will affect the eligibility for additional rollover amounts"

Rollover amounts earned in the benefit year ending 12/31/2018 are applied to the members Maximum Rollover Account for use starting the next benefit year.

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Operating and Capital Expenditures Budget for Fiscal Year 2018-2019
- 4.2 Law Week After-Report

MEMORANDUM

DATE: June 27, 2018

TO: Board of Law Library Trustees

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

RE: Approval of Operating and Capital Expenditures Budget for Fiscal Year 2018-2019

INTRODUCTION

Staff is requesting that the Board of Trustees approve the FY2019 Budget proposal as presented by staff. The figures have been adjusted in minor ways to reflect additional information received since the Board meeting last month, but in all material respects, the budget is as recommended by the Budget Committee and discussed previously at the Board’s May 23, 2018 regular meeting. (The May Board packet can be found here: http://www.lalawlibrary.org/pdfs/Agenda_20180523UPDATED.PDF) The proposed budget (Income and Expense Operations Summary, Cash Flow, and Capital Projects), including the minor refinements, is attached.

BACKGROUND AND ANALYSIS

Overview

As explained at the May meeting, the recommendation to approve the budget is based upon a few key underlying principles:

1. The proposed operating budget, although resulting in a deficit in accounting terms, does not significantly drain cash or reserves.
 - a. The operating budget generates positive cash flow of approximately \$553K.
 - b. The proposed capital budget anticipates spending \$1,752K from reserves, resulting in an overall negative cash flow of \$1,179,709 for FY2019. However, the capital budget includes more than \$1,625,000 deferred from fiscal years 2014 through 2018.
 - c. Total reserves have improved, forecasted to increase over FY2013 by approximately \$2.4M in FY2018. However, as proposed FY2019 would see a decrease of approximately \$1.2M in total reserves primarily due to deferred capital projects.
2. The proposed budget incorporates and completes implementation of significant cuts made in prior fiscal years. Annual cash expenditures have been reduced by more than \$2,000,000 as compared to FY2012 operations.



3. Although additional minor cuts are included in the proposed budget, Staff and the Financial Planning Committee recommend that further cuts continue to be implemented slowly over time (e.g., through attrition and voluntary personnel transitions, collection reductions upon expiration of existing contracts, etc).
4. Service is excellent in many areas, but there are still substantial areas of need (geographically, demographically and otherwise) that cannot be addressed without additional funding.
5. The proposed budget incorporates an assumption that court fees have stabilized. However, it also incorporates significant cost increases that are beyond our control.

Potential State General Fund Revenue

As you are aware, the Fiscal Year 2019 state budget as proposed by the Legislature includes an allocation for County Law Libraries. This prospective revenue is likely, but not assured, since the Governor has not yet signed the Budget. Therefore, it has not been included in the attached Law Library budget. However, the recommended action includes authorization to accept the funding and include it as revenue, should it be provided by the state. Expenditure of the funds would require Board approval and a budget amendment.

Pending Negotiations with SEIU

Similarly, management is currently negotiating with SEIU regarding the terms of a proposed new Memorandum of Understanding that will likely impact the proposed budget. To mitigate against any significant negative impact – and consistent with the Library’s pending proposal to SEIU – the proposed budget includes a 1% across the board compensation increase for all staff (other than the Executive Director). Other negotiated items (e.g., benefit increases, additional compensation, etc) are not included in the proposed budget and would need to be approved as a future budget amendment, presumably at the same time as approval of the not-yet-finalized MOU. Further discussion of the pending proposals may occur in closed session.

RECOMMENDATION

Staff is requesting that the Board of Trustees:

- 1) Approve the proposed budget for FY2019 (including Income and Expense Operations Summary, Cash Flow, and Capital Projects; and
- 2) Authorize acceptance and receipt of any additional revenue from the State of California that may be provided during the fiscal year.



Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/19

GL No.				Forecast 2018	Budget 2018	Budget 2019	\$ Inc (Dec) relative to Budget	% Inc (Dec) relative to Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
	2015	2016	2017							
Summary:										
Income										
L.A. Superior Court Fees	6,336,433	6,604,626	6,863,014	7,021,312	6,670,000	7,000,000	330,000	5%	(21,312)	-0.3%
Interest	19,838	23,546	35,106	59,229	30,787	36,808	6,021	20%	(22,421)	-37.9%
Parking	668,472	715,481	703,924	635,810	680,000	657,936	(22,064)	-3%	22,126	3.5%
Library Services	518,932	546,513	583,942	639,915	537,448	656,399	118,951	22%	16,483	2.6%
Total Income	7,543,675	7,890,165	8,185,987	8,356,266	7,918,234	8,351,143	432,908	5%	(5,123)	-0.1%
Expense										
Staff	3,741,753	3,838,897	5,165,184	3,660,745	3,958,550	4,284,922	326,372	8%	624,177	17.1%
Library Materials	2,845,151	2,063,743	1,841,721	1,867,614	1,955,472	1,935,183	(20,290)	-1%	67,569	3.6%
Library Materials Transferred to Assets	(2,845,151)	(2,063,743)	(1,841,721)	(1,867,614)	(1,955,472)	(1,935,183)	20,290	-1%	(67,569)	3.6%
Electronic Resource Subscriptions (ERS)		629,617	702,725	682,222	597,312	617,601	20,289	3%	(64,621)	-9.5%
Facilities	839,275	871,193	843,191	899,882	908,889	901,107	(7,782)	-1%	1,225	0.1%
Technology & Data	111,770	123,551	131,381	143,079	142,793	150,770	7,977	6%	7,691	5.4%
General	73,295	59,487	75,624	70,999	65,915	74,232	8,317	13%	3,233	4.6%
Professional Development	20,775	12,948	16,146	20,511	22,865	24,193	1,328	6%	3,682	17.9%
Communications & Marketing	2,561	6,258	4,553	5,535	7,715	7,025	(690)	-9%	1,490	26.9%
Travel & Entertainment	1,859	2,481	2,624	1,397	2,736	1,584	(1,153)	-42%	186	13.3%
Professional Services	50,345	58,613	48,664	66,173	66,160	69,506	3,346	5%	3,333	5.0%
Depreciation	2,844,276	2,952,940	2,821,826	2,730,298	2,839,529	2,730,025	(109,505)	-4%	(273)	0.0%
Total Expenses	7,685,910	8,555,985	9,811,919	8,280,842	8,612,465	8,860,964	248,500	3%	580,123	7.0%
Net Income (Loss)	(142,235)	(665,820)	(1,625,931)	75,424	(694,230)	(509,822)	184,408	-27%	(585,246)	-775.9%
Investment Gain (Loss) ¹	40,081	78,437	(38,669)	(35,921)	35,000	25,000	(10,000)	-29%	60,921	-169.6%
Extraordinary Income	21,347	0	55,000	0	0	0	0	0%	0	0.0%
Extraordinary Expense	572,839	0	0	0	0	0	0	0%	0	0.0%
Net Income Including Extraordinary Items	(653,647)	(587,383)	(1,609,600)	39,503	(659,230)	(484,822)	174,408	-26%	(524,325)	-1327.3%
Capitalized Expenditures	48,739	15,354	12,768	45,000	1,943,000	1,752,466	(190,534)	-10%	1,707,466	3794.4%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/19

GL No.					Forecast 2018	Budget 2018	Budget 2019	\$ Inc (Dec) relative to Budget	% Inc (Dec) relative to Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2015	2016	2017							
Detailed Budget:											
Income:											
303300	L.A. Superior Court Fees	6,336,433	6,604,626	6,863,014	7,021,312	6,670,000	7,000,000	330,000	5%	(21,312)	-0.3%
Interest:											
311000	Interest - LAIF	3,486	5,684	6,310	3,887	5,787	4,308	(1,479)	-26%	421	10.8%
312000	Interest - General Fund	14,314	15,546	25,465	50,835	22,000	28,600	6,600	30%	(22,235)	-43.7%
313000	Interest - Deposit Fund	2,038	2,316	3,332	4,506	3,000	3,900	900	30%	(606)	-13.5%
	Subtotal	19,838	23,546	35,106	59,229	30,787	36,808	6,021	20%	(22,421)	-37.9%
Parking:											
330100	Parking	668,472	715,481	703,924	635,810	680,000	657,936	(22,064)	-3%	22,126	3.5%
	Subtotal	668,472	715,481	703,924	635,810	680,000	657,936	(22,064)	-3%	22,126	3.5%
Library Services:											
330150	Annual Designation Fee	2,860	4,272	5,866	4,058	4,944	4,436	(508)	-10%	378	9.3%
330140	Annual Members Fee	113,185	114,996	105,618	205,189	102,011	205,816	103,805	102%	628	0.3%
330340	Course Registration	30,284	26,990	20,902	23,611	22,804	23,344	540	2%	(267)	-1.1%
330129	Copy Center	59,815	60,303	49,962	39,860	56,600	40,700	(15,900)	-28%	840	2.1%
330205	Document Delivery	23,862	25,074	17,466	15,755	22,150	17,600	(4,550)	-21%	1,845	11.7%
330210	Fines	39,196	44,447	47,042	51,328	48,500	48,800	300	1%	(2,528)	-4.9%
330310	Miscellaneous	60,992	59,514	65,493	59,950	89,999	91,839	1,840	2%	31,889	53.2%
330330	Room Rental	53,993	62,927	65,325	52,172	50,100	68,004	17,904	36%	15,832	30.3%
330350	Book Replacement	5,360	2,278	4,367	250	2,240	560	(1,680)	-75%	310	124.0%
330360	Forfeited Deposits	0	13,081	31,612	30,000	7,500	0	(7,500)	-100%	(30,000)	-100.0%
330400	Friends of Law Library	120,000	120,000	155,000	145,000	120,000	145,000	25,000	21%	0	0.0%
330420	Grants	0	0	2,289	0	0	0	0	0%	0	0.0%
330450	Vending	3,171	1,164	649	285	600	300	(300)	-50%	15	5.3%
330465	Special Events Income	6,214	11,467	12,352	12,459	10,000	10,000	0	0%	(2,459)	-19.7%
	Subtotal	518,932	546,513	583,942	639,915	537,448	656,399	118,951	22%	16,483	2.6%
	Total Income	7,543,675	7,890,165	8,185,987	8,356,266	7,918,234	8,351,143	432,908	5%	(5,123)	-0.1%
Expenses:											
Staff:											
501000	Salaries (FT)	2,422,696	2,340,459	2,202,791	2,289,046	2,421,325	2,512,633	91,308	4%	223,588	9.8%
501025	Staff Vacancy Offset (FT)	0	0	0	0	(42,875)	(50,253)	(7,378)	17%	(50,253)	0.0%
501050	Salaries (PT)	241,200	233,218	255,015	259,689	265,428	271,097	5,669	2%	11,408	4.4%
501075	Staff Vacancy Offset (PT)	0	0	0	0	(4,696)	(5,422)	(726)	15%	(5,422)	0.0%
502000	Social Security	157,273	148,269	140,382	142,145	150,433	155,499	5,066	3%	13,354	9.4%
503000	Medicare	37,941	35,787	34,195	35,627	36,157	37,374	1,218	3%	1,748	4.9%
511000	Retirement	0	0	0	296,990	313,882	415,806	101,924	32%	118,816	40.0%
511050	Pension Exp (Actuarial)	85,787	243,800	1,660,664	0	0	0	0	0%	0	0.0%
511100	Pension Exp (Acctg)	(87,905)	0	0	0	0	0	0	0%	0	0.0%
512000	Health Insurance	423,807	483,008	456,030	360,575	510,160	467,124	(43,036)	-8%	106,549	29.5%
513000	Disability Insurance	5,079	4,928	4,666	5,218	4,584	5,291	707	15%	72	1.4%
514000	Dental Insurance	60,648	59,016	56,551	60,267	64,424	66,989	2,565	4%	6,722	11.2%
514500	Vision Insurance	7,322	6,963	5,662	6,586	6,875	7,553	678	10%	967	14.7%
515000	Life Insurance	1,076	996	771	960	1,567	1,567	0	0%	607	63.2%
515500	Vacancy Benefits Offset	0	0	0	0	0	0	0	0%	0	0.0%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/19

GL No.					Forecast 2018	Budget 2018	Budget 2019	\$ Inc (Dec) relative to Budget	% Inc (Dec) relative to Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2015	2016	2017							
516000	Workers Compensation Insurance	87,747	82,462	68,154	42,860	60,825	71,596	10,771	18%	28,736	67.0%
517000	Unemployment Insurance	(32)	(96)	12,073	3,212	5,000	5,000	0	0%	1,788	55.7%
514010	Temporary Employment	21,339	1,916	1,260	0	3,960	18,068	14,108	356%	18,068	0.0%
514015	Recruitment	1,333	558	2,359	1,498	1,500	2,000	500	33%	502	33.5%
517500	Accrued Sick Expense	9,231	338	(23,687)	5,000	5,000	5,000	0	0%	0	0.0%
518000	Accrued Vacation Expense	86,483	43,620	22,025	15,000	15,000	20,000	5,000	33%	5,000	33.3%
518500	OPEB Expense	153,074	129,257	241,029	110,004	110,000	250,000	140,000	127%	139,996	127.3%
518550	TMP	13,864	11,372	12,263	11,616	15,000	13,000	(2,000)	-13%	1,384	11.9%
518560	Payroll and Benefit Administration	13,791	13,025	12,981	14,452	15,000	15,000	0	0%	548	3.8%
	Total - Staff	3,741,753	3,838,897	5,165,184	3,660,745	3,958,550	4,284,922	326,372	8%	624,177	17.1%
	Library Materials:										
601999	American Continuations	2,179,152	1,560,426	1,440,140	1,436,893	1,525,017	1,485,388	(39,629)	-3%	48,496	3.4%
602999	American New Orders	28,431	15,311	12,095	14,959	15,000	16,050	1,050	7%	1,091	7.3%
609199	Branch Continuations	35,849	48,283	45,238	23,071	23,060	17,500	(5,560)	-24%	(5,571)	-24.1%
609299	Branch New Orders	499	0	161	200	200	214	14	7%	14	7.0%
603999	Commonwealth Continuations	251,944	140,309	102,063	134,043	130,417	140,075	9,658	7%	6,033	4.5%
604999	Commonwealth New Orders	87	0	0	1,000	1,000	1,070	70	7%	70	7.0%
605999	Foreign Continuations	195,562	171,727	116,731	118,887	121,967	126,953	4,986	4%	8,066	6.8%
606999	Foreign New Orders	1,350	670	1,019	1,000	1,000	1,070	70	7%	70	7.0%
607999	International Continuations	125,356	107,931	107,686	119,518	119,517	127,289	7,772	7%	7,770	6.5%
608999	International New Orders	500	250	192	250	500	535	35	7%	285	114.0%
609399	General/Librarianship Continuations	26,151	18,639	16,325	17,593	17,594	18,824	1,230	7%	1,232	7.0%
609499	General/Librarianship New Orders	270	197	72	200	200	214	14	7%	14	7.0%
	Subtotal	2,845,151	2,063,743	1,841,721	1,867,614	1,955,472	1,935,183	(20,290)	-1%	67,569	3.6%
690000	Library Materials Transferred to Assets	(2,845,151)	(2,063,743)	(1,841,721)	(1,867,614)	(1,955,472)	(1,935,183)	20,290	-1%	(67,569)	3.6%
685000	Electronic Resource Subscriptions (ERS)	0	629,617	702,725	682,222	597,312	617,601	20,289	3%	(64,621)	-9.5%
	Facilities:										
801005	Repair & Maintenance	38,567	30,650	13,023	48,001	48,000	46,500	(1,500)	-3%	(1,501)	-3.1%
801010	Building Services	16,145	10,595	10,792	11,736	13,200	16,659	3,459	26%	4,923	41.9%
801015	Cleaning Supplies	12,944	8,976	11,675	12,575	13,200	9,969	(3,231)	-24%	(2,606)	-20.7%
801020	Electricity & Water	119,333	118,429	116,616	126,921	129,600	123,000	(6,600)	-5%	(3,921)	-3.1%
801025	Elevator Maintenance	12,889	11,592	14,157	11,769	996	1,932	936	94%	(9,837)	-83.6%
801030	Heating & Cooling	33,185	38,467	39,901	42,442	39,850	43,576	3,726	9%	1,134	2.7%
801035	Insurance	255,051	293,134	261,565	237,732	236,500	240,753	4,253	2%	3,021	1.3%
801040	Janitorial Services	104,840	104,090	104,190	113,844	116,322	107,211	(9,111)	-8%	(6,634)	-5.8%
801045	Landscaping	13,671	13,411	15,000	18,000	18,000	18,000	0	0%	0	0.0%
801050	Security	175,908	194,703	197,481	219,929	240,000	236,616	(3,384)	-1%	16,687	7.6%
801060	Room Rental Expenses	34,234	27,536	37,700	28,816	22,800	27,000	4,200	18%	(1,816)	-6.3%
801065	Special Events Expenses	13,677	9,933	14,860	10,737	8,000	10,750	2,750	34%	13	0.1%
801100	Furniture & Appliances (<3K)	598	300	0	4,321	7,396	4,200	(3,196)	-43%	(121)	-2.8%
801110	Equipment (<3K)	1,153	1,426	1,069	4,721	4,800	3,600	(1,200)	-25%	(1,121)	-23.7%
801115	Building Alterations (<3K)	0	0	0	2,700	2,700	2,700	0	0%	0	0.0%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/19

GL No.					Forecast 2018	Budget 2018	Budget 2019	\$ Inc (Dec) relative to Budget	% Inc (Dec) relative to Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2015	2016	2017							
801120	Delivery & Postage	4,280	5,931	3,488	3,217	5,300	6,242	942	18%	3,024	94.0%
801125	Kitchen supplies	2,800	2,020	1,675	2,422	2,225	2,400	175	8%	(22)	-0.9%
	Subtotal	839,275	871,193	843,191	899,882	908,889	901,107	(7,782)	-1%	1,225	0.1%
	Technology:										
801210	Software Maintenance	19,327	25,615	21,163	20,314	21,000	21,893	893	4%	1,579	7.8%
801212	Hardware Maintenance	11,145	14,166	16,778	20,381	16,925	25,882	8,957	53%	5,500	27.0%
801215	Software (<\$3k)	1,004	1,513	3,659	9,002	9,000	7,805	(1,195)	-13%	(1,197)	-13.3%
801220	Hardware (<\$3k)	2,613	3,790	6,159	4,802	4,800	5,820	1,020	21%	1,018	21.2%
801225	Computer Supplies	391	344	1,953	600	600	600	0	0%	0	0.0%
801230	Integrated Library System	45,400	47,443	49,578	50,691	48,468	53,813	5,345	11%	3,122	6.2%
801235	Telecommunications	30,445	28,156	31,274	37,133	42,000	34,957	(7,043)	-17%	(2,176)	-5.9%
801245	Tech & Data - Misc	91	73	65	0	0	0	0	0%	0	0.0%
801250	Services	1,355	2,451	753	156	0	0	0	0%	(156)	-100.0%
	Subtotal	111,770	123,551	131,381	143,079	142,793	150,770	7,977	6%	7,691	5.4%
	General:										
801310	Bank Charges	7,835	6,307	6,886	8,074	8,000	8,000	0	0%	(74)	-0.9%
801315	Bibliographical Services	7,878	9,122	9,420	9,676	9,720	10,104	384	4%	428	4.4%
801320	Binding	0	0	0	0	0	0	0	0%	0	0.0%
801325	Board Expense	2,189	859	785	749	1,000	1,000	0	0%	251	33.5%
801330	Staff meals & events	1,710	1,639	2,741	2,707	3,020	3,090	70	2%	383	14.2%
801335	Supplies - Office	14,806	10,718	13,698	18,662	13,000	19,000	6,000	46%	338	1.8%
801337	Supplies - Library materials	6,861	7,852	8,758	8,981	9,025	9,000	(25)	0%	19	0.2%
801340	Stationery, business cards, etc.	665	71	1,118	641	400	1,900	1,500	375%	1,259	196.2%
801365	Grant Application Expenses	0	0	0	0	0	0	0	0%	0	0.0%
801370	Copy Center Expense	24,925	19,897	15,711	20,044	21,400	21,138	(262)	-1%	1,094	5.5%
801375	General - Misc	294	956	15,161	1,012	0	500	500	0%	(512)	-50.6%
801390	Course Registration	4,701	564	547	100	150	0	(150)	-100%	(100)	-100.0%
801395	Friends of Law Library	1,433	1,503	800	352	200	500	300	150%	148	42.0%
	Subtotal	73,295	59,487	75,624	70,999	65,915	74,232	8,317	13%	3,233	4.6%
	Professional Development:										
803105	Travel	5,946	1,819	4,402	9,228	10,312	9,933	(379)	-4%	705	7.6%
803110	Meals	140	0	0	91	180	170	(10)	-6%	79	86.2%
803113	Incidental and miscellaneous	0	0	1,225	75	0	500	500	0%	425	566.7%
803115	Membership dues	10,878	9,452	6,592	6,209	6,180	6,725	545	9%	516	8.3%
803120	Registration fees	3,547	1,678	3,927	4,908	6,193	6,865	672	11%	1,957	39.9%
803125	Educational materials	264	0	0	0	0	0	0	0%	0	0.0%
	Subtotal	20,775	12,948	16,146	20,511	22,865	24,193	1,328	6%	3,682	17.9%
	Communications & Marketing:										
803205	Services	0	0	0	1,800	1,800	1,800	0	0%	0	0.0%
803210	Collateral materials	1,099	1,550	1,714	2,152	2,250	2,500	250	11%	348	16.2%
803215	Advertising	104	4,684	2,839	1,280	2,965	2,435	(530)	-18%	1,155	90.2%
803220	Trade shows & Outreach	1,359	25	0	303	700	290	(410)	-59%	(13)	-4.4%
	Subtotal	2,561	6,258	4,553	5,535	7,715	7,025	(690)	-9%	1,490	26.9%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/19

GL No.					Forecast 2018	Budget 2018	Budget 2019	\$ Inc (Dec) relative to Budget	% Inc (Dec) relative to Budget	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2015	2016	2017							
Travel & Entertainment											
803305	Travel	22	10	583	0	0	0	0	0%	0	0.0%
803310	Meals	0	0	149	0	0	0	0	0%	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0%	0	0.0%
803320	Ground transportation & mileage reimt	1,837	2,471	1,892	1,397	2,736	1,584	(1,153)	-42%	186	13.3%
803325	Incidental travel expenses	0	0	0	0	0	0	0	0%	0	0.0%
	Subtotal	1,859	2,481	2,624	1,397	2,736	1,584	(1,153)	-42%	186	13.3%
Professional Services											
804005	Accounting	17,715	21,630	18,078	25,219	24,031	25,930	1,899	8%	711	2.8%
804008	Consulting Services	32,613	36,495	30,586	33,808	34,249	34,756	507	1%	948	2.8%
804010	Legal	18	488	0	5,000	5,000	5,000	0	0%	0	0.0%
804015	Other	0	0	0	2,146	2,880	3,820	940	33%	1,674	78.0%
	Subtotal	50,345	58,613	48,664	66,173	66,160	69,506	3,346	5%	3,333	5.0%
Depreciation:											
806105	Depreciation - Library Materials	2,492,718	2,619,001	2,518,365	2,433,124	2,441,714	2,386,658	(55,056)	-2%	(46,466)	-1.9%
806110	Depreciation Exp - FF&E	351,558	333,939	303,461	297,174	397,816	343,367	(54,449)	-14%	46,193	15.5%
	Subtotal	2,844,276	2,952,940	2,821,826	2,730,298	2,839,529	2,730,025	(109,505)	-4%	(273)	0.0%
	Total Expense	7,685,910	8,555,985	9,811,919	8,280,842	8,612,465	8,860,964	248,500	3%	580,123	7.0%
	Net Income Before Extraordinary Items	(142,235)	(665,820)	(1,625,931)	75,424	(694,230)	(509,822)	184,408	-27%	(585,246)	-775.9%
321000	Investment Gain (Loss) ¹	40,081	78,437	(38,669)	(35,921)	35,000	25,000	(10,000)	-29%	60,921	-169.6%
401000	Extraordinary Income	21,347	0	55,000	0	0	0	0	0%	0	0.0%
901000	Extraordinary Expense	572,839	0	0	0	0	0	0	0%	0	0.0%
	Net Income Including Extraordinary Items	(653,647)	(587,383)	(1,609,600)	39,503	(659,230)	(484,822)	174,408	-26%	(585,246)	(8)
Capital Expenditures:											
161100	Furniture / Appliances (>3k)	44,374	3,924	0	15,000	30,000	55,300	25,300	84%	40,300	268.7%
161300	Electronics / Computer Hardware (>3k)	4,364	0	12,768	20,000	380,000	402,166	22,166	6%	382,166	1910.8%
164500	Exterior Building Repairs/ Improvements (>3k)	0	0	0	10,000	440,000	175,000	(265,000)	-60%	165,000	1650.0%
164000	Interior Improvements / Alterations (>3k)	0	0	0	0	698,000	680,000	(18,000)	-3%	680,000	0.0%
168000	Computer Software	0	11,430	0	0	395,000	440,000	45,000	11%	440,000	0.0%
	Total - Capitalized Expenditures	48,739	15,354	12,768	45,000	1,943,000	1,752,466	(190,534)	-10%	1,707,466	3794.4%

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

Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/19

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	Reason or comment
Document Management System	Computer Software	2/1/2019	45,000	No	Storage, retrieval and archiving system for library network data files.
New Accounting System	Computer Software	6/1/2019	45,000	Yes	Cost to bring software to current version including all custom programming.
New ILS System	Computer Software	6/1/2019	350,000	Yes	Upgrade to next generation ILS system. First year maintenance included.
Public Copiers	Electronics / Computer Hardware >3K	11/1/2018	80,000	Yes	Replacement of eight existing copiers in the public service areas which are no longer reliable and may not be eligible for service much longer. Already, some parts are no longer available.
eBranch Equipment Updates	Electronics / Computer Hardware >3K	3/1/2018	9,000	No	Replacement of existing eBranch computers which are failing and non-servicable.
Print Release Project (Torrance & Long Beach)	Electronics / Computer Hardware >3K	1/1/2019	13,166	No	Automating payments at branch locations using library cards -- barcode reader cost PENDING
Vcenter Server Cluster	Electronics / Computer Hardware >3K	4/1/2019	300,000	Yes	Replacement of antiquated server array to service all staff and patron virtual workstations.
Landscape	Exterior Building Repairs / Improvements >\$3K	9/1/2018	5,000	No	Replace dead or missing lanscape to mitigate health impacts of overnight homeless encampments.
New Roof - North (1970) Stacks	Exterior Building Repairs/ Improvement	7/1/2018	170,000	Yes	Existing roof material is failing. 20 year roof material was last replaced in 1980s.
Security Cameras	Furniture / Appliances >3K	12/1/2018	50,000	Yes	Security cameras - Includes all camera hardware and installation of data line.
VeloBind Binding Machine	Furniture / Appliances >3K	3/1/2019	5,300	No	To replace the current aging unit to support increasing volume of in-house binding activities.
Hand Dryers	Interior Improvements / Alterations >\$3K	8/1/2018	10,000	No	Addtion of hard dryers to all restrooms. Will reduce paper supply costs and plumbing repair costs by eliminating paper hand towel dispensors.
Elevator Repair & Upgrade	Interior Improvements / Alterations >\$3K	9/1/2018	500,000	Yes	Upgrade all elevators to code per previously approved bid award

Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/19

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	Reason or comment
Flooring - CMS Floor	Interior Improvements / Alterations >\$3K	1/1/2019	40,000	Yes	Carpet to seal existing tiles (which contain asbestos and cannot be allowed to fragment).
Flooring - Public Stacks	Interior Improvements / Alterations >\$3K	1/1/2019	40,000	Yes	Carpet to seal existing tiles (which contain asbestos and cannot be allowed to fragment).
LED Lighting	Interior Improvements / Alterations >\$3K	2/1/2019	50,000	Yes	Replace lighting in areas used most frequently with LED equivalents to reduce Electrical costs long term.
Public Restroom Reconfiguration & repairs	Interior Improvements / Alterations >\$3K	2/1/2019	40,000	No	Repair/Replacement of certain fixtures and to facilitate improved access in public restrooms.
			1,752,466		

Total carryover from prior year: 1,625,000

Total new: 118,466

Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/19

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Anticipated Completion Month (select from dropdown menu)	Acquisition Cost (including consulting, design, implementation, etc.)	Carryover from prior fiscal year(s)? (select from dropdown menu)	Reason or comment
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Capital Purchase Guideline:

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition cost of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows.

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior Building improvements	15 years
Exterior Building Improvements	15-50 years

Los Angeles County Law Library

Statement of Cash Flows

6/30/2013 through 6/30/2019

	FY 2013	FY 2014	FY 2015	FY 2016	FY2017	FY 2018 Forecast	FY 2019 Budget
Cash flows from operating activities							
Cash received from filing fees and services	8,634,796	8,160,521	7,587,825	7,772,176	8,002,013	8,152,037	8,169,335
Cash payments to suppliers for goods and services	-2,870,681	-853,929	-1,274,535	-1,109,047	-1,263,838	-1,207,578	-1,228,417
Electronic Resource Subscriptions (ERS) ¹			-523,941	-666,951	-702,725	-682,222	-617,601
Cash payments to employees for services	-4,363,664	-4,084,807	-3,867,282	-3,763,250	-4,114,938	-3,530,741	-4,009,922
Contributions received	120,000	134,961	120,000	120,000	157,289	145,000	145,000
Net cash from operating activities	1,520,451	3,356,746	2,042,067	2,352,928	2,077,801	2,876,496	2,458,395
Cash flows from capital and related financing activities							
Acquisition of capital assets:							
Books and Reference Materials	-3,400,719	-3,025,718	-2,262,095	-2,097,247	-1,841,721	-1,867,614	-1,949,118
Fixed Assets - PP&E	-367,208	-68,623	-48,739	-18,354	-12,768	-50,000	-1,752,466
Prior period adjustment	25,436	-35,885					
Net cash from (used in) capital and related financing activities	-3,742,491	-3,130,226	-2,310,834	-2,115,601	-1,854,489	-1,917,614	-3,701,584
Cash flows from non-capital and related financing activities							
Sales of rare books collection	0	671,129	21,347	0	0	0	0
Net cash from non-capital and related financing activities	0	671,129	21,347	0	0	0	0
Cash flows from investing activities							
Investment in money market and government securities ²	0	-3,997,438	-40,081	-78,437	-500,000	15,000	25,000
CalPERS CERBT Trust Account ²	0		-2,040,647			0	0
Investments earnings	64,287	89,630	59,919	101,982	35,106	59,229	36,808
Net cash from (used in) investing activities	64,287	-3,907,808	-2,020,809	23,545	-464,894	74,229	61,808
Net increase in cash and cash equivalents	-2,157,753	-3,010,159	-2,268,229	260,872	-241,582	1,033,111	-1,181,381
Cash and cash equivalents, at beginning of year	11,045,015	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	4,661,275
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	4,661,275	3,479,894
² Items accounted for separately:							
Cash and cash equivalents, end of year	8,887,262	5,877,102	3,608,873	3,869,745	3,628,164	4,661,275	3,479,894
CalPERS CERBT Account	0	0	1,973,064	2,029,637	2,135,363	2,094,848	2,020,000
UBS money market and government securities	0	3,997,438	4,037,519	4,115,956	4,577,287	4,560,270	4,550,000
Cash and cash equivalents, end of year including items accounted for separately	8,887,262	9,874,541	9,619,456	10,015,338	10,340,813	11,316,394	10,049,894
Δ in cash and cash equivalents		987,279	-255,085	395,882	325,475	1,301,056	-1,266,500

¹ Following auditors recommendation, subscription fees for licensed access to legal databases historically capitalized as “electronic resources” are now expensed as ERS in accordance with GAAP.

MEMORANDUM

DATE: June 27, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: 2018 Law Week After-Report

INTRODUCTION AND SUMMARY

LA Law Library once again organized a successful week-long series of events to celebrate Law Day, a national holiday declared by the President of the United States to help youth and adults understand how law keeps us free and how our legal system strives to achieve justice. This year's national theme was "*Separation of Powers: Framework for Freedom*".

The Law Library week of events, which took place from April 30 through May 4, encouraged patrons to reflect on the separation of powers as fundamental to our constitutional purpose. Although many of the programs provided hands-on assistance to those without legal representation, the celebration also included many educational programs on timely topics such as disaster preparedness,, immigration, civil rights, post-conviction remedies and more. The celebration included classes and lectures, art and music, a book discussion, and a high-level panel discussion on the extent to which separation of powers applies to redistricting abuse.

The annual Law Week celebration each year is intended to stimulate new partnerships and increased collaboration with existing partners, community engagement activities, student participation and draw from as many of the Library's stakeholder groups as possible. This year's celebration was especially notable for the scope of new topics covered. Collaborations throughout the week involved attorneys from law firms, law professors, legal aid and public interest agencies and public libraries. From academic to practical, expert to layperson, there was something for everyone! Excellent coverage by the media and outreach via public libraries, community-based organizations and elected officials throughout Los Angeles contributed to the overall success of the week resulting in a good turn-out overall.

To download class materials and other information, go to:
<http://lawweek.lalawlibrary.org/>

STATISTICS

Although we do not have the ability to track service statistics in detail because of the large number of programs and participating providers, some very basic statistics from Law Week are:

More than 20 print articles;



More than 50 different subject areas covered;
More than 300 online calendars listing LA Law Library events;
More than 1000 Media Outlets picking up the story;
More than 100 online articles;
More than 1000 attendees at the events; and
More than 70,000,000 Google results returned when searching LA Law Library Law Week 2018, prior to and during the week of the event. Post event results return more than 119,000,000.

OUTREACH

New and continued outreach:

- The high level of interest in the library and its services among elected officials throughout LA County has increased our visibility tremendously. Consistent communication with their staff has improved their knowledge and willingness to assist in promoting LA Law Library via social media, community events and as a resource for their constituents.
- Our continued display of materials at Edmund G. Edelman’s Children’s Court, Stanley Mosk Courthouse, Torrance, Norwalk, Alhambra, Pomona and other courthouses allows us to reach large numbers of people in need, including an amazing number of participants at our Lawyers in the Library in the Torrance and Van Nuys branches. Our flyer was distributed to more SRL’s through the courts than in the past. Replenishment of the flyers at Stanley Mosk was needed two to three times each week leading up to Law Week.
- Visitors (many of them first-timers) reported that they were made aware of the Law Week events through online event calendars, such as Eventbrite, LA Weekly and Eyespyla.com. The library’s exposure on these interactive online calendars has increased the library’s visibility not only downtown but across the county.
- Judges in various courthouses continue to ask for materials from LA Law Library and distributed Law Week information.
- Media listings, including radio, news, print media, blogs and digital media outlets published information on LA Law’s Law Week schedule of events. Many events were publicized by subject matter as shown in the examples below:
<https://www.walteromalley.com/en/dodger-history/the-omalley-collection/Los-Angeles-County-Law-Library-Los-Angeles-CA>
https://www.americanbar.org/groups/public_education/initiatives_awards/law-day/law_day_2018_events.html
www.piecebypiece.org/events/2018/5/3/pop-up-at-law-week-celebration

KICK-OFF RECEPTION

On Thursday, May 3, 2018, patrons, friends and neighbors gathered for a music & arts celebration. Attendees listened, tapped their feet and danced to the harmonious sounds of America’s #1 Legal band, Gary S. Greene Esq., along with his Big Band of Barristers. They played and sang some of the nation’s most popular songs from the swing era. To make the evening even more special, the band was introduced by Al “The Bull” Ferrara, who played for the Dodgers in 1963, and 1965-1968. The team went to the World Series in 1963, 65 and 66, and Ferrara was voted Dodger of the Year in 1967. In honor of “The Bull” and the Dodgers, the band played a lively rendition of *Take Me*



Out to the Ballgame! Ferrara was available throughout the evening for photographs, autographs and sharing baseball memories.

The celebration also featured local arts organization Piece-by-Piece, which, in strategic partnership with Skid Row Housing, offers residents of Skid Row and South Los Angeles mosaic art workshops, supporting wellness and quality of life with a path to earned income. The Piece by Piece display featured mosaics created by low-income and formerly homeless people using recycled materials. The Library has worked with Piece by Piece on numerous occasions, and attendees look forward to seeing their newest works of art each year during Law Week.

PROGRAMMING

The Library offered daily events throughout the week, including many educational programs that were directed at the questions now found in the headlines every day: Do you know what is covered by insurance or how to deal with your insurance company in the event of a fire, flood or other natural disaster? Who can sue for civil rights violations? Should legislators be allowed to draw districts to advantage one political party over another? Does this infringe on constitutional rights, and what should courts do about it?

Once again, much effort went into the range of programming to be covered. Classes taught by existing partners addressed common legal matters such as the civil appeals process, landlord-tenant issues, Section 8 and subsidized housing, and criminal law. Other popular programs included classes on filing a civil rights lawsuit taught by noted homeless rights advocate Carol Sobel, writing appellate briefs in California state court, proving innocence post-conviction and how to communicate and work with a lawyer.

There were also opportunities for people to receive hands-on assistance, including individualized help with writing an appellate brief, drafting a caregiver's affidavit to prepare undocumented immigrant parents for separation from their children, preparing a conservatorship petition and filing a petition to clear a criminal record.

Through the efforts of a partner, The Institute for Nonviolence in Los Angeles, officers from LAPD again came to the Future of Policing Roundtable Discussion which used small group discussions to facilitate constructive and facilitative dialogue between police and community members.

As part of the Library's efforts to help the public understand the law behind the headlines, programming included the class "Abuse of Power: A Global Law Phenomenon?" taught by constitutional law professor Gowri Ramachandran of Southwestern Law School and Neel Agrawal, former global law librarian at LA Law Library. The class compared the different ways the United States and other countries utilize separation of powers among branches of government to prevent any one branch from exercising complete control or tyranny over its citizens.

Staff taught classes on legal research, drafting complaints and answers in civil lawsuits and the fundamentals of landlord – tenant law. The class on drafting complaints was part of the fifth iteration of the Library's popular Civil Lawsuit Basics series, which aims



to benefit both the courts and litigants by helping self-represented individuals learn essential civil court procedures.

MCLEs and Panel Discussion

The Library hosted volunteer attorney trainings for MCLE credit through the Library's legal aid partners, covering topics including expungement of criminal records and preparing families for separation as a result of immigration enforcement.

Staff also organized and moderated a panel discussion, for MCLE credit -- but open to all -- on the timely issue of "Courts v. Legislators: Who Should Prevent Redistricting Abuse?" The panel featured some of the nation's foremost experts on redistricting and so-called "gerrymandering," as the nation awaits a major decision on this subject in the coming months from the U.S. Supreme Court. Dean Justin Levitt and Prof. Jessica Levinson of Loyola Law School, and Prof. Derek Muller of Pepperdine University School of Law, participated in a lively discussion that presented differing views of an important issue. The discussion illuminated one example of how separation of powers in the U.S. governmental system helps to maintain our democracy and protect individual rights.

PROGRAMMING AT REMOTE AND PARTNERSHIP LOCATIONS

Programs taking place at remote and partnership locations during Law Week expanded again this year. For the sixth consecutive year, LA Law Library and the South Bay Bar Association partnered on the annual "Ask A Lawyer Day." This year's event was held on Tuesday, May 1, 2018 from 9:00 am to 4:00 pm in the Torrance Branch Library. From bankruptcy to worker's comp, family law to probate, and many other areas in between, over 100 customers visited the library to receive brief consultations from over 40 South Bay Bar attorneys who generously donate their time each year. Areas in greatest demand for 2018 were issues relating to family law, real property and probate. LA Law Library staff was on hand to welcome visitors and provide assistance for follow-up legal research.

Law Week 2018 also continued the tradition of the Library's collaboration with the San Fernando Valley Bar Association to offer a Lawyers in the Library program at the Los Angeles Public Library Van Nuys branch location. This ever-popular collaboration in an LA Law Library partnership location exceeded expectations by serving a diverse and new community of individuals not generally seen at the main library (more than 40 in just a three hour period). The turnout clearly demonstrated there is a need for this service in the region. The LA Law Library's main library model was replicated and tested in the Van Nuys location and once again deemed very successful. The Van Nuys branch partnership is keenly interested in continuing the collaboration and regularizing the program at other times throughout the year. LA Law Library will continue to encourage continued partnerships with the San Fernando Valley Bar for the delivery of the program to local community members.

Our IT department implemented a live webcast video feed which was streamed through the library's YouTube channel. Two classes "Does Your Insurance Cover Natural Disasters" and "Landlord-Tenant: Where You Begin" were held at the main library in our training center and successfully streamed to our Torrance courthouse and West Covina Public Library remote locations. This allowed patrons who could not get to the



downtown branch to nonetheless attend these classes. Moreover, having recorded these classes, the Library can now rebroadcast the content or make it available on YouTube at any time for those who are not able to attend classes in person.

SOCIAL MEDIA PROMOTION

Given the timely theme of separation of powers, Communications and Patron Services staff worked to continue developing new methods of promoting the Library's programs to the general audience through social media. The breadth of programming available during Law Week allowed staff to craft attention-grabbing, current event-based posts for Facebook and Twitter. Posts typically tied a recent headline to a Law Week program designed to illuminate the legal backdrop behind the news. Based upon the timing of surges in registration, staff believes this promotion was effective in reaching a new audience and driving attendance to Law Week programs.

DISPLAY

Reference librarian Christine Langteau created the display on the glass shelving in the lobby which told the history of Law Day from President Eisenhower's proclamation of the first Law Day in 1958, and included a statement made by Mildred Lillie in the Congressional Record on May 11, 1961 regarding the importance of Law Day and the rule of law.

The main lobby display combined several elements of Law Week and tied in the theme of the book discussion. The book selection, ***City of Dreams: Dodger Stadium and the Birth of Los Angeles***, led to a partnership with O'Malley Seidler Partners, LLC. Peter O'Malley is the son of Walter O'Malley, the Dodger owner who brought the team to Los Angeles. Library Staff met with Brent Shyer, VP Special Projects for O'Malley Seidler, who made arrangements for LALL to borrow and display several captioned photographs from the early years when the Dodgers arrived in L.A.; original brochures explaining the 1958 Proposition "B", a ballot measure to determine if the city's contract with the Dodgers would be ratified by the voters; color print photographs of local newspaper pages welcoming the Dodgers to L.A.; and two original Dodger yearbooks. We augmented the display with items from the library's collection regarding lawsuits that were filed relating to Prop "B" and the Dodger contract, including the appellate briefs filed by O'Melveny and Myers on behalf of the Dodgers.

BOOK DISCUSSION

The Library's book discussion group met on Tuesday, May 1, 2018 to discuss ***City of Dreams: Dodger Stadium and the Birth of Los Angeles***, by Jerald Podair, 2018 Winner of the Seymour Medal for best book of baseball history or biography and finalist for the 2018 PEN/ESPN Award for Literary Sports Writing. The book tells the full story of the controversial building of Dodger Stadium between 1957 and 1962, and how it helped create modern Los Angeles. The battle over Dodger Stadium crystallized the issues of whether the city would be a decentralized, low tax city of neighborhoods or a national and global city. It also explored other issues such as the relationship between private profit and "public purpose" and touched on the Law Week theme of separation of powers. The author, who is a professor of history at Lawrence University in Appleton, Kansas, "participated" in the discussion by appearing via Skype and giving a lively



overview of the book. Participants included attorneys, law students, Dodger fans and others interested in the topic. The Q&A went right up to closing time and the participants left with a Dodger bookmark and box of Cracker Jacks!.

Class Attendance

With almost 28 classes, events and workshops taking place both at the main library as well as our branches / partnership locations we had well over 1000 attendees.

Due to scheduling conflicts, early registration, and other factors beyond our control patrons often register for free classes and are then unable to attend. This year we were excited to see that the pre-registration numbers for classes (i.e., 661 pre-registrants), were very closely matched to the actual number of people attending the classes that had registration (i.e. 781). Events that did not require registration added to that total and brought the total to over 1000 attendees.

SPONSORS AND FINANCES

Thanks to all of the many people who donated their time and services -- from the musicians to the presenters and speakers, all of whom volunteered, the total out of pocket cost of Law Week was just under \$3,000, including postage, printing and refreshments for the reception.

THE IN-HOUSE TEAM

The Law Week committee, led by Janine Liebert, included representatives from Communications, Patron Services, Facilities and IT. Staff members from all departments assisted at the registration table, distributed promotional materials and provided other forms of assistance throughout the week as needed.

IT and Communications continued to utilize our new, streamlined approach to check in attendees on laptops as they arrived. The result was a nearly-paperless registration process that is efficient for capturing contact information and statistics, and gives patrons the opportunity to sign up for our electronic mailing list at check-in.

FUTURE OPPORTUNITIES

Programs and events throughout the week raised interesting opportunities for future collaborations. The classes on the civil appeals process, brief writing basics, drafting complaints and answers in civil lawsuits and filing a civil rights lawsuit were well attended. The Library and partnering organizations are exploring ways to provide more individualized help for those who are representing themselves in court and need to learn essential civil court procedures. The two appellate self-help classes and accompanying brief writing clinic are already scheduled to repeat on an ongoing basis.

Based on the continued success of streaming our Law Week programs live on YouTube, the Library is now exploring ways to expand its video content on YouTube. In July, the Library will add "Workplace Sexual Harassment: Know Your Rights" to its video content on YouTube. The Library and partnering organizations are exploring opportunities to create and film programs whose audiences are likely to include persons with disabilities



-- such as classes on disability rights, fair housing and social security disability benefits -- to ensure accessibility for those who aren't able to attend in person.

The continued popularity of criminal law-focused programming during Law Week underlines the need for this type of training, both for attorneys and the general public; and, the relationships developed with the instructors and their firms may present opportunities to expand programming of this type.



APPENDIX A: Existing Partners and New Collaborations - JL

Existing Partners:

Bet Tzedek Legal Services
California Court of Appeal
Carol Sobel, Civil Rights Attorney
Colantuono, Highsmith & Whatley
Gary Greene, Esq. and his Big Band of Barristers
The Institute for Nonviolence in Los Angeles
Law Offices of Kathleen M. O'ConnorLaw Offices of Kimball, Tirey & St. John LLP
Legal Aid Foundation of Los Angeles
Los Angeles Public Library, Van Nuys Branch
Loyola Law School
Maria E. Hall, Attorney at Law
Orren & Orren
Piece by Piece
Public Counsel
San Fernando Valley Bar Association
South Bay Bar Association
Southwestern Law School

New Collaborations:

Neel Agrawal, Center for Research Libraries
Al "The Bull" Ferrara
Katz & Associates
Law Office of Matthew W. Kay
Pepperdine University School of Law
Jerald Podair
Project for the Innocent – Loyola Law School
Brent Shyer, O'Malley Seidler Partners
Shaw Koepke & Satter, LLP
Women Lawyers Association of Los Angeles (WLALA)



APPENDIX B: Quotes From Patrons About Their Experiences

“Overall a great job – do again.”

“This institute does an excellent job of creating dialogue between civilians and law enforcement.”

“It was excellent!! Speaker was very knowledgeable.”

“Great class, very informative. I will have my family watch the recorded material once it’s online.”

“Thanks for the useful refresher info on insurance claim adjustment process”

“Everything including the exhibit in the lobby is outstanding.”

“The book discussions are *always* fascinating! I like the book choices and always look forward to the discussions.”

“Thank you for a great program!”

“Great introductory class. Good speaker”

“Great informative course!”

“Learned about lingo and process of paperwork and next move”

“He was able to help me renew my court forms and he helped me plan to onto interrogatories”

“My meeting was up to expectations as the attorney was willing to listen to questions, be personal and communicate. (Actually, this is a bit beyond what attorneys are usually like). “

“Immediate action to resolve an issue at school of my child.”

“Did very well. He explained what to do, and what steps to take”

“I did not expect a definite answer to my problem immediately, but I was given some very helpful ideas and suggestions on resolving the issue.”

“Needed objective perspective-to make sure contract was concrete.”

“He was amazing. He addressed my issues and left me with everything I need to move forward.”

“I got what I was looking for.”

“I got reassuring information that applying for social security shouldn’t be ‘rocket science.’”

“He helped me to understand the employee and employer contract principals.”

“All questions were answered w/guidance as to where to receive help.”

“Enlightened me about criminal procedures, the process of criminal court and valid defenses.”

“She listened”

“They assisted in helping me understand how to develop the case.”



"The lawyer was able to give me names of nonprofit programs that may assist me in getting help with my immigration issue."

"Gave me relief, educated me"

"Gave me confidence"

"Understand what to expect"

"I got some confidence maybe that my ideas on dealing with my estate matter were "sound." It appears I am on a right track as to how to proceed."

"Reaffirmed confidence in court system"

"It gave me good information on what needs to be done."

"Answered all of my questions, and was very helpful in telling me what steps to take in the future."

"Made me feel I was on the right track"

"I got clarification on my small claims issue."

"This was a home improvement contract. Now I feel safe for using the loan to fix my house."

"It will help me move forward with my case and satisfy the judge."

"I got some specifics on proceeding with Social Security."

"I learned so much about my rights as an employee"

"Very helpful. I know what to do now."

"Helped to direct me on 1st steps to take on a very complicated issue."

"He pointed out key points that I missed."

"He gave me constructive advice on suggestions at how I can get my legal matter into trial/set for trial."

"Got stuff off my chest."

"Knowledge on what to do file restrain orders, police Rpts (done)"

"From the scale of 1-10, 10 being the highest a 10."

"I have a better idea and feel more confidence on where I can go for assistance and what form I need to fill out."

"I am a novice but my case has merit."

"I have a better feeling about attorneys."

"It was a great way to meet with a lawyer to help solve legal matters"

"It helps knowing time frames and what I need to do."

"I feel much better"

"I am happy."



“My attitude and outlook were definitely improved. I feel much more confident about taking steps to resolve the problem and how to do so effectively.”

“I felt a little more justified in my pursuit of justice”

“Much better. Feel safe.”

“There are some good lawyers!”

“This was one more good experience at getting legal advice without coming from the consultation disgruntled. The attorney seemed to be a nice person (which is rare for attorneys).”

“I feel more confident as what I can or can't do”

“Relieved, optimistic”

“Positive, hopeful, optimistic.”

“I have hope to pursue my case now”

“She explained the process to secure the property once a judgment is received and how it should have been handled.”

“Very helpful and comforting to provide clarity in getting or preparing the next move needed to obtain a resolution fair to all.”

“Wonderful-insightful”

“My overall experience was good because I got an attorney who was not “bent” on making me feel stupid. (Often lawyers are like that.)”

“It is very beneficial and problem solving listening to the lawyer.”

“My overall experience was very positive, as my attorney was very helpful.”

“Always nice to receive concerned assistance...Thank you”

“I got the weight lifted and info today”

“The wait time is long, but it is totally worthwhile.”

“He was very knowledgeable. Researched info too.”

“Today, as well as the past visits I've had with Lawyers in the Library have once again placed me at ease with my legal concerns and take the knowledge to the next level.”

“I just hope you guys keep up the good work”

“Great-system in place by L.A. Law Library”



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.