

# AGENDA

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

### REGULAR BOARD MEETING

*Wednesday, March 27, 2019*

*12:15 PM*

*MILDRED L. LILLIE BUILDING*

*TRAINING CENTER*

*301 WEST FIRST STREET*

*LOS ANGELES, CA 90012-3140*

### ACCOMMODATIONS

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

### AGENDA DESCRIPTIONS

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

### REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

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

### AGENDA MATERIALS

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

**CALL TO ORDER**

**1.0 PUBLIC COMMENT**

**2.0 PRESIDENT'S REPORT**

**3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the February 27, 2019 Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants
- 3.3 Platinum Program Update for the Month of February
- 3.4 Approval of Revised HelpDesk Analyst Job Description

**4.0 DISCUSSION ITEMS**

- 4.1 Staff Presentation: A Historical Look at LALL Programming

**5.0 CLOSED SESSION**

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

**6.0 DISCUSSION ITEMS (CONT'D)**

- 6.1 Discussion and Potential Action Regarding Increase to Executive Director Compensation

**7.0 AGENDA BUILDING**

Items not on the posted agenda may be presented by a Trustee and, if requested, may be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

**8.0 EXECUTIVE DIRECTOR REPORT**

**9.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 24, 2019.

POSTED THURSDAY, MARCH 21, 2019 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 27, 2019, Regular Board Meeting
- 3.2 Review of January Financials and List of February Checks and Warrants
- 3.3 Platinum Program Update for the Month of February
- 3.4 Approval of Revised HelpDesk Analyst Job Description



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

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

**February 27, 2019**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, February 27, 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  
Judge Michelle Williams Court  
Kenneth Klein, Esquire  
Judge Dennis Landin  
Judge Richard Rico  
Judge Michael Stern

**Trustees Absent:** Susan Steinhauser, Esquire

**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 12:18 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

1. Public comment from LALL retiree Ralph Stahlberg, who commented on the passing of LALL retiree Robert Rich. Mr. Stahlberg remarked what an accomplished and knowledgeable law librarian Mr. Rich was, as well had expressed his gratitude for having been colleagues for 10 years. Mr. Stahlberg had the privilege of having continued a friendship with Mr. Rich beyond retirement and had shared some of Mr. Rich's memoirs and special items related to LACLL. Mr. Stahlberg donated some historical Law Library memorabilia to the Law Library on Mr. Rich's behalf.

2. Public comment from LALL retiree Betsy Warner, who commented on the passing of LALL retiree Robert Rich. Ms. Warner added that she had the privilege to work with

Mr. Rich for 10 years and had gained and shared an incredible amount of knowledge with Mr. Rich in connection with the history of California and Los Angeles. Ms. Warner commented that Mr. Rich would be greatly missed.

3. Public comment from LALL staff member Sharon Boone, who commented on the passing of LALL retiree Robert Rich. Ms. Boone added that she too had the privilege to work with Mr. Rich and that he always was friendly and kind. Ms. Boone also thanked LALL retiree Ralph Stahlberg for having been present in Mr. Rich's life and continuing to help him through his final days.

4. LALL Executive Director Sandra Levin commented that Mr. Rich's family was the law library, and that his work and legacy are recognized and appreciated.

## **2.0 PRESIDENT'S REPORT**

President Juhas commented that he was impressed with the upcoming Freedom of Information Day and the fingerprinting sessions and MCLE classes.

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the January 23, 2019 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants.
- 3.3 Platinum Program Update for the month of January
- 3.4 Authorization to Bind Workers Compensation Insurance
- 3.5 Discussion and Potential Action Regarding Not Filing an Insurance Claim for Damage from Burst Pipe
- 3.6 Confirmation of Continuing Need to Undertake Emergency repair of Pavement Damage Due to Burst Pipe
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

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

## **4.0 DISCUSSION ITEMS**

- 4.1 Approval of Mid-Year Budget Review and Amendment

ED Levin summarized the mid-year budget review and highlighted that Library revenues are not plummeting anymore and the mid-year budget position is favorable. ED Levin noted that One Time Funding revenues and expenses were reflected in the mid-year budget review as a separate column. Also noted was a slight increase in state filing fees. Trustee Landin asked if funding has bettered for all other county law libraries. ED Levin replied that CLLs statewide are experiencing a modest 3-5% increase within the past 2-3 years.

President Juhas requested a motion to adopt the attached projected forecast for FY2019 as the amended budget. So moved by Trustee Landin, seconded by Trustee Court. The motion was unanimously approved, 6-0.

#### 4.2 Staff Presentation: Public Computer Update

IT Manager Sonny Lew and Senior Director Jaye Steinbrick presented regarding the update to the public PC's in the Main Reading Room. Mr. Lew gave various examples of improvements, including going from virtual to solid state computers which have no moving parts and faster rebooting per session going from a 12 minute reboot to a 45 second reboot. Also noted was the transition from Windows 7 to Windows 10, Office 2010 to Office 2016 and a user friendly interface on all computers, allowing patrons to navigate more confidently and efficiently.

The Trustees expressed that they appreciated the improvements and were impressed with the technology. No action was requested or taken.

#### 4.3 Discussion and Potential Action Regarding Increase to Executive Director Compensation

Deferred to the March 27, 2019 Regular Board Meeting.

### 5.0 **CLOSED SESSION**

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

Deferred to the March 27, 2019 Regular Board Meeting.

### 6.0 **AGENDA BUILDING**

There were no items for agenda building.

### 7.0 **EXECUTIVE REPORT**

ED Levin announced the beginning of the Law Day series as a revamp of Law Week. The first of the series was to begin with Freedom of Information Day including an upcoming panel discussion on March 19.

### 7.0 **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:52pm in memory of Robert Rich who worked at the Los Angeles County Law Library for 10 years from 1999 – 2009. Mr. Rich worked as a Reference Librarian. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 27, 2019 at 12:15pm.

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



# Los Angeles County Law Library

## Balance Sheet

As of January 31, 2019

(Provisional and subject to year-end audit adjustments)

	6/30/2018	1/31/2019	YTD
<b>Assets</b>			
Current assets			
Cash and cash equivalents	4,748,337	8,762,339	4,014,001
Accounts receivable	1,599,833	1,303,243	(296,590)
Prepaid expenses	201,343	452,286	250,943
Total current assets	6,549,514	10,517,868	3,968,354
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,564,722	4,663,828	99,106
Capital assets, not being depreciated	630,426	925,791	295,366
Capital assets, being depreciated - net	17,174,661	16,872,471	(302,191)
Total noncurrent assets	22,688,279	22,780,560	92,281
Total assets	29,237,793	33,298,428	4,060,635
<b>Deferred Outflows of Resources</b>			
Deffered Outflows of Resources	1,712,350	1,712,350	-
Total assets and deferred outflows of resources	<b>30,950,143</b>	<b>35,010,778</b>	<b>4,060,635</b>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	228,063	117,916	(110,146)
Other current liabilities	-	-	-
Payroll liabilities	5,000	15,808	10,808
Total current liabilities	233,063	133,725	(99,338)
Noncurrent Liabilities			
Accrued sick and vacation liability	293,210	282,365	(10,844)
Borrowers' deposit	291,560	300,283	8,723
OPEB liability	2,735,493	2,881,324	145,831
Net pension liability	2,880,776	2,880,776	-
Total noncurrent liabilities	6,201,038	6,344,748	143,710
Total liabilities	6,434,101	6,478,473	44,372
<b>Deferred Inflows of Resources</b>			
Deffered Inflows of Resources	944,117	944,117	-
Total liabilities and Deffered inflows of resources	7,378,218	7,422,590	44,372
<b>Net Position</b>			
Invested in capital assets	17,805,087	17,798,262	(6,825)
Unrestricted	5,766,838	9,789,926	4,023,088
Total net position	23,571,925	27,588,188	4,016,263
Total liabilities and Deffered inflows of resources and net position	<b>30,950,143</b>	<b>35,010,778</b>	<b>4,060,635</b>

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2019  
(Provisional and subject to year-end audit adjustments)

Jan 18 Actual	Jan 2019			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
555,382	538,767	538,767	(0)	0.0%
5,841	16,257	15,387	(870)	-5.3%
55,377	52,989	51,200	(1,789)	-3.4%
32,119	46,447	79,108	32,661	70.3%
648,718	654,459	684,462	30,003	4.6%
284,750	331,485	308,560	22,925	6.9%
39,446	58,251	55,867	2,384	4.1%
122,121	182,245	182,252	(6)	0.0%
(122,121)	(182,245)	(182,252)	6	0.0%
		0		
65,645	80,236	71,360	8,876	11.1%
12,835	13,287	10,881	2,405	18.1%
3,115	5,091	6,053	(962)	-18.9%
6,169	43,091	1,520	41,571	96.5%
960	2,601	1,445	1,156	44.5%
49	132	6	126	95.5%
4,568	11,068	0	11,068	100.0%
226,502	219,167	210,741	8,426	3.8%
644,040	764,408	666,432	(97,976)	-12.8%
4,678	(109,949)	18,030	127,979	-116.4%
(33,524)	16,241	16,241	0	0.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
(28,846)	(93,708)	34,271	127,979	-136.6%
0	0	0	0	0.0%

**Summary:**

**Income**

	FY 2017-18	FY 2018-19 YTD			
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
L.A. Superior Court Fees	4,099,340	4,370,473	4,370,473	(0)	0.0%
Interest	30,385	78,484	77,615	(870)	-1.1%
Parking	373,309	380,293	378,504	(1,789)	-0.5%
Library Services	416,936	395,350	428,011	32,661	8.3%
Total Income	4,919,970	5,224,600	5,254,602	30,003	0.6%

**Expense**

Staff (payroll + benefits)	2,154,725	2,337,380	2,339,703	(2,323)	-0.1%
Electronic Resource Subscriptions	365,610	318,277	315,893	2,384	0.7%
Library Materials	986,430	1,034,199	1,034,206	(6)	0.0%
Library Materials Transferred to Assets	(986,430)	(1,034,199)	(1,034,206)	6	0.0%
Facilities	482,636	542,783	533,906	8,876	1.6%
Technology & Data	81,469	75,224	72,818	2,405	3.2%
General	39,603	45,497	46,459	(962)	-2.1%
Professional Development	14,050	45,854	4,283	41,571	90.7%
Communications & Marketing	2,652	3,162	2,006	1,156	36.6%
Travel & Entertainment	447	323	197	126	39.1%
Professional Services	45,965	57,034	40,966	16,068	28.2%
Depreciation	1,606,073	1,532,911	1,524,485	8,426	0.5%
Total Expenses	4,793,230	4,958,443	4,880,715	77,728	1.6%
<b>Net Income (Loss)</b>	<b>126,740</b>	<b>266,156</b>	<b>373,887</b>	<b>107,731</b>	<b>40.5%</b>

Investment Gain (Loss)<sup>1</sup>

Investment Gain (Loss) <sup>1</sup>	(29,520)	99,106	99,106	0	0.0%
Extraordinary Income	0	3,543,270	3,543,270	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	97,220	3,908,532	4,016,263	107,731	2.8%

**Capitalized Expenditures**

<b>Capitalized Expenditures</b>	<b>0</b>	<b>188,089</b>	<b>188,089</b>	<b>0</b>	<b>0.0%</b>
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Comments

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2019  
(Provisional and subject to year-end audit adjustments)

Jan 18	Jan 2019			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2017-18	FY 2018-19 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	

Detailed Budget:												
Income:												
555,382	538,767	538,767	(0)	0.0%	15 FIN 303300	L.A. Superior Court Fees	4,099,340	4,370,473	4,370,473	(0)	0.0%	
Interest:												
1,083	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	2,045	4,152	4,152	0	0.0%	
4,378	15,677	14,825	(852)	-5.4%	15 FIN 312000	Interest - General Fund	25,807	70,734	69,882	(852)	-1.2%	
380	579	562	(17)	-3.0%	15 FIN 313000	Interest - Deposit Fund	2,533	3,598	3,581	(17)	-0.5%	
5,841	16,257	15,387	(870)	-5.3%		Subtotal	30,385	78,484	77,615	(870)	-1.1%	
Parking:												
55,377	52,989	51,200	(1,789)	-3.4%	39 FAC 330100	Parking	373,309	380,293	378,504	(1,789)	-0.5%	
55,377	52,989	51,200	(1,789)	-3.4%		Subtotal	373,309	380,293	378,504	(1,789)	-0.5%	
Library Services:												
49	150	65	(85)	-56.7%	27 CIRC 330150	Annual Designation Fee	1,885	555	470	(85)	-15.3%	Slower than expected due to reduced use of messengers by law firms. Adjustments to mid-year budget have been completed to reflect trend.
18,400	15,038	6,667	(8,371)	-55.7%	25 PS 330140	Annual Members Fee	115,189	115,581	107,210	(8,371)	-7.2%	Jul-Dec error in budgeting Platinum revenue (\$6K). Remainder due to timing variance.
1,829	2,075	3,565	1,490	71.8%	25 PS 330340	Course Registration	14,587	15,933	17,424	1,490	9.4%	Increased MCLE attendance, including CEB Jan. programs
4,068	3,417	3,461	45	1.3%	27 CIRC 330129	Copy Center	24,860	23,659	23,704	45	0.2%	
1,190	1,250	1,239	(11)	-0.8%	27 CIRC 330205	Document Delivery	9,255	9,783	9,772	(11)	-0.1%	
4,716	3,389	3,692	303	8.9%	27 CIRC 330210	Fines	29,640	22,242	22,545	303	1.4%	
1,674	17,766	29,786	12,020	67.7%	15 FIN 330310	Miscellaneous	26,456	41,637	53,657	12,020	28.9%	Timing variance, delayed Google project revenue.
150	3,338	30,603	27,265	816.9%	39 FAC 330330	Room Rental	37,172	24,915	52,180	27,265	109.4%	Timing variance
0	0	0	0	0.0%	23 COL 330350	Book Replacement	250	665	665	0	0.0%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	145,000	125,000	125,000	0	0.0%	
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
44	25	30	5	19.2%	15 FIN 330450	Vending	185	223	228	5	2.2%	
0	0	0	0	0.0%	37 COM 330465	Special Events Income	12,459	15,157	15,157	0	0.0%	
32,119	46,447	79,108	32,661	70.3%		Subtotal	416,936	395,350	428,011	32,661	8.3%	
648,718	654,459	684,462	30,003	4.6%		Total Income	4,919,970	5,224,600	5,254,602	30,003	0.6%	
Expenses:												
Staff:												
169,738	191,814	171,006	20,807	10.8%	ALL 501000	Salaries (FT)	1,283,916	1,292,605	1,271,797	20,808	1.6%	
0	(3,866)	0	(3,866)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(28,992)	0	(28,992)	100.0%	
19,679	23,235	23,313	(78)	-0.3%	ALL 501050	Salaries (PT)	137,274	160,233	160,311	(78)	0.0%	Increased PT hours due to vacancies.
0	(417)	0	(417)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(3,128)	0	(3,128)	100.0%	
11,163	11,667	11,676	(10)	-0.1%	15 FIN 502000	Social Security	80,855	79,426	79,436	(10)	0.0%	
2,611	3,000	2,731	269	9.0%	15 FIN 503000	Medicare	20,020	20,175	19,906	269	1.3%	
18,451	21,685	9,663	12,022	55.4%	15 FIN 511000	Retirement	195,590	284,734	272,824	11,911	4.2%	
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
41,594	40,600	47,255	(6,655)	-16.4%	15 FIN 512000	Health Insurance	300,574	284,228	290,883	(6,655)	-2.3%	
461	417	386	30	7.3%	15 FIN 513000	Disability Insurance	2,908	2,682	2,652	30	1.1%	
5,323	5,000	4,843	157	3.1%	15 FIN 514000	Dental Insurance	33,652	34,848	34,691	157	0.5%	
567	583	555	29	4.9%	15 FIN 514500	Vision Insurance	3,750	3,751	3,723	29	0.8%	
99	117	168	(52)	-44.2%	15 FIN 515000	Life Insurance	510	808	860	(52)	-6.4%	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
4,075	6,667	10,523	(3,856)	-57.8%	15 FIN 516000	Workers Compensation Insurance	14,153	28,019	31,876	(3,856)	-13.8%	Timing variance.
0	833	3,654	(2,821)	-338.5%	15 FIN 517000	Unemployment Insurance	2,212	3,533	6,354	(2,821)	-79.8%	Timing variance.
0	3,200	701	2,499	78.1%	ALL 514010	Temporary Employment	0	8,868	3,669	5,199	58.6%	Includes one time funding (OTF) project salary.
266	4,417	0	4,417	100.0%	13 HR 514015	Recruitment	748	4,733	316	4,417	93.3%	
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%	
9,167	20,833	20,833	0	0.0%	15 FIN 518500	OPEB Expense	64,169	145,831	145,831	0	0.0%	
699	450	379	71	15.7%	15 FIN 518550	TMP	6,320	6,586	6,515	71	1.1%	
857	1,250	872	378	30.2%	15 FIN 518560	Payroll and Benefit Administration	8,074	8,439	8,061	378	4.5%	
284,750	331,485	308,560	22,925	6.9%		Total - Staff	2,154,725	2,337,380	2,339,703	(2,323)	-0.1%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2019  
(Provisional and subject to year-end audit adjustments)

Jan 18 Actual	Jan 2019				FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments	
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Library Materials/Electronic Resources Subscription:											
78,076	135,699	135,699	1	0.0%	23 COL 601999	American Continuations	747,683	791,241	791,241	1	0.0%
1,772	1,882	1,882	(1)	0.0%	23 COL 602999	American New Orders	4,059	29,159	29,160	(1)	0.0%
5,480	5,974	5,974	0	0.0%	23 COL 609199	Branch Continuations	16,063	11,315	11,315	0	0.0%
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%
11,227	4,050	4,050	0	0.0%	23 COL 603999	Commonwealth Continuations	81,102	74,099	74,099	0	0.0%
0	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	25	0	0	0	0.0%
19,926	9,872	9,878	(6)	-0.1%	23 COL 605999	Foreign Continuations	65,714	44,973	44,979	(6)	0.0%
0	0	0	0	0.0%	23 COL 606999	Foreign New Orders	776	8	8	0	0.0%
4,720	22,349	22,349	0	0.0%	23 COL 607999	International Continuations	61,990	74,371	74,371	0	0.0%
0	0	0	0	0.0%	23 COL 608999	International New Orders	0	0	0	0	0.0%
920	2,419	2,419	0	0.0%	23 COL 609399	General/Librarianship Continuations	9,018	8,830	8,830	0	0.0%
0	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	0	202	202	0	0.0%
122,121	182,245	182,252	(6)	0.0%		Subtotal	986,430	1,034,199	1,034,206	(6)	0.0%
(122,121)	(182,245)	(182,252)	6	0.0%	23 COL 690000	Library Materials Transferred to Assets	(986,430)	(1,034,199)	(1,034,206)	6	0.0%
39,446	58,251	55,867	2,384	4.1%	23 COL 685000	Electronic Resource Subscriptions (ERS)	365,610	318,277	315,893	2,384	0.7%
Facilities:											
3,442	8,000	1,359	6,641	83.0%	39 FAC 801005	Repair & Maintenance	9,905	51,907	45,266	6,641	12.8%
1,125	1,474	1,228	246	16.7%	39 FAC 801010	Building Services	6,261	8,887	8,641	246	2.8%
2,117	783	2,303	(1,520)	-194.1%	39 FAC 801015	Cleaning Supplies	8,094	5,183	6,703	(1,520)	-29.3%
9,433	9,500	9,585	(85)	-0.9%	39 FAC 801020	Electricity & Water	73,517	74,620	74,704	(85)	-0.1%
966	1,000	966	34	3.4%	39 FAC 801025	Elevator Maintenance	6,939	9,614	9,580	34	0.4%
1,952	3,467	2,795	671	19.4%	39 FAC 801030	Heating & Cooling	23,739	27,745	27,073	671	2.4%
19,811	17,733	22,455	(4,722)	-26.6%	15 FIN 801035	Insurance	138,677	152,088	156,809	(4,722)	-3.1%
8,674	9,311	9,718	(407)	-4.4%	39 FAC 801040	Janitorial Services	60,719	62,056	62,463	(407)	-0.7%
1,250	1,750	1,250	500	28.6%	39 FAC 801045	Landscaping	8,750	9,250	8,750	500	5.4%
16,088	23,231	18,094	5,137	22.1%	39 FAC 801050	Security	116,019	120,459	115,322	5,137	4.3%
0	1,700	669	1,031	60.7%	39 FAC 801060	Room Rental Expenses	17,417	3,993	2,961	1,031	25.8%
0	742	0	742	100.0%	37 COM 801065	Special Events Expenses	8,737	11,343	10,602	742	6.5%
0	460	110	351	76.2%	39 FAC 801100	Furniture & Appliances (<3K)	392	909	558	351	38.6%
340	300	200	100	33.2%	39 FAC 801110	Equipment (<3K)	562	1,222	1,123	100	8.2%
0	225	0	225	100.0%	39 FAC 801115	Building Alterations (<3K)	0	225	0	225	100.0%
256	372	496	(124)	-33.2%	39 FAC 801120	Delivery & Postage	1,444	1,821	1,945	(124)	-6.8%
191	188	132	56	29.7%	39 FAC 801125	Kitchen supplies	1,464	1,460	1,404	56	3.8%
65,645	80,236	71,360	8,876	11.1%		Subtotal	482,636	542,783	533,906	8,876	1.6%
Technology:											
1,604	1,825	1,296	529	29.0%	33 TECH 801210	Software Maintenance	12,294	7,866	7,338	529	6.7%
1,600	2,157	1,681	475	22.0%	33 TECH 801212	Hardware Maintenance	11,782	13,516	13,041	475	3.5%
2,888	1,067	238	829	77.7%	33 TECH 801215	Software (<\$3k)	6,901	2,442	1,613	829	34.0%
0	691	1,041	(350)	-50.7%	33 TECH 801220	Hardware (<\$3k)	2,114	2,367	2,717	(350)	-14.8%
0	75	0	75	100.0%	33 TECH 801225	Computer Supplies	0	227	152	75	33.0%
4,410	4,485	4,622	(137)	-3.1%	33 TECH 801230	Integrated Library System	29,757	30,972	31,109	(137)	-0.4%
2,333	2,913	2,003	910	31.2%	33 TECH 801235	Telecommunications	18,466	17,500	16,589	910	5.2%
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%
0	75	1	74	99.3%	33 TECH 801250	Services	156	333	259	74	22.3%
12,835	13,287	10,881	2,405	18.1%		Subtotal	81,469	75,224	72,818	2,405	3.2%
General:											
482	583	447	136	23.3%	15 FIN 801310	Bank Charges	4,555	3,675	3,539	136	3.7%
813	842	843	(1)	-0.1%	35 CMS 801315	Bibliographical Services	5,688	5,900	5,901	(1)	0.0%
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%
70	83	88	(5)	-5.4%	17 EXEC 801325	Board Expense	399	516	520	(5)	-0.9%
(18)	34	0	34	100.0%	37 COM 801330	Staff meals & events	1,938	9,221	9,187	34	0.4%
1,343	1,833	2,835	(1,001)	-54.6%	15 FIN 801335	Supplies - Office	10,504	12,751	13,752	(1,001)	-7.9%
0	490	498	(8)	-1.6%	35 CMS 801337	Supplies - Library materials	4,167	5,430	5,438	(8)	-0.1%

**Los Angeles County Law Library**  
Income Statement for the Period Ending January 31, 2019  
(Provisional and subject to year-end audit adjustments)

Jan 18 Actual	Jan 2019				FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments		
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	350	224	126	35.9%	37 COM 801340	Stationery, business cards, etc.	541	350	224	126	35.9%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
425	833	924	(90)	-10.8%	27 CIRC 801370	Copy Center Expense	10,647	4,321	4,412	(90)	-2.1%	Timing variance.
0	(8)	91	(100)	1196.6%	15 FIN 801375	General - Misc	1,012	3,042	3,141	(100)	-3.3%	
0	0	103	(103)	0.0%	25 PS 801390	Course Registration	0	0	103	(103)	0.0%	
0	50	0	50	100.0%	17 EXEC 801395	Friends of Law Library	152	291	241	50	17.2%	
3,115	5,091	6,053	(962)	-18.9%		Subtotal	39,603	45,497	46,459	(962)	-2.1%	
(407)	999	188	811	81.2%		Professional Development:						
0	20	0	20	100.0%	ALL 803105	Travel	4,222	2,355	1,544	811	34.4%	Grant funding obtained and 2 conferences not attended. Includes CCCLL meeting expenses.
0	0	0	0	0.0%	ALL 803110	Meals	45	69	49	20	29.1%	
5,980	41,543	1,332	40,211	96.8%	ALL 803113	Incidental and miscellaneous	75	399	399	0	0.0%	
99	529	0	529	100.0%	ALL 803115	Membership dues	6,205	41,838	1,627	40,211	96.1%	Timing variance.
497	0	0	0	0.0%	ALL 803120	Registration fees	3,006	1,193	664	529	44.4%	Timing variance
6,169	43,091	1,520	41,571	96.5%	ALL 803125	Educational materials	497	0	0	0	0.0%	
0	300	0	300	100.0%		Subtotal	14,050	45,854	4,283	41,571	90.7%	
460	1,270	1,445	(175)	-13.7%		Communications & Marketing:						
500	1,031	0	1,031	100.0%	37 COM 803205	Services	0	300	0	300	100.0%	
0	0	0	0	0.0%	37 COM 803210	Collateral materials	2,152	1,716	1,891	(175)	-10.2%	
960	2,601	1,445	1,156	44.5%	37 COM 803215	Advertising	500	1,031	0	1,031	100.0%	
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	116	116	0	0.0%	
0	0	0	0	0.0%		Subtotal	2,652	3,162	2,006	1,156	36.6%	
0	0	0	0	0.0%		Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
49	132	6	126	95.5%	ALL 803315	Entertainment	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803320	Ground transportation & mileage reimb.	447	323	197	126	39.1%	
49	132	6	126	95.5%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
0	1,072	0	1,072	100.0%		Subtotal	447	323	197	126	39.1%	
4,218	2,896	0	2,896	100.0%		Professional Services						
350	5,933	0	5,933	100.0%	15 FIN 804005	Accounting	23,721	22,497	21,425	1,072	4.8%	Timing variance. GASB 68 expense budgeted in Jan 2019.
0	1,167	0	1,167	100.0%	17 EXEC 804008	Consulting Services	19,748	20,147	17,251	2,896	14.4%	
4,568	11,068	0	11,068	100.0%	17 EXEC 804010	Legal	350	10,933	0	10,933	100.0%	
201,750	195,833	187,827	8,006	4.1%	15 FIN 804015	Other	2,146	3,456	2,290	1,167	33.8%	
24,752	23,333	22,914	419	1.8%		Subtotal	45,965	57,034	40,966	16,068	28.2%	
226,502	219,167	210,741	8,426	3.8%		Depreciation:						
644,040	764,408	666,432	97,976	12.8%	15 FIN 806105	Depreciation - Library Materials	1,432,659	1,372,843	1,364,836	8,006	0.6%	
4,678	(109,949)	18,030	127,979	-116.4%	15 FIN 806110	Depreciation Exp - FF&E	173,414	160,068	159,649	419	0.3%	Delay in capital expenditure purchases.
(33,524)	16,241	16,241	0	0.0%		Subtotal	1,606,073	1,532,911	1,524,485	8,426	0.5%	
0	0	0	0	0.0%		Total Expense	4,793,230	4,958,443	4,880,715	77,728	1.6%	
0	0	0	0	0.0%		Net Income Before Extraordinary Items	126,740	266,156	373,887	107,731	40.5%	
(28,846)	(93,708)	34,271	127,979	-136.6%	15 FIN 321000	Investment Gain (Loss) <sup>1</sup>	(29,520)	99,106	99,106	0	0.0%	Reflects loss/gain if sold at time of report (before maturity).
					17 EXEC 401000	Extraordinary Income	0	3,543,270	3,543,270	0	0.0%	One-time funding from the State.
					17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
						Net Income Including Extraordinary Items	97,220	3,908,532	4,016,263	107,731	2.8%	

**Los Angeles County Law Library**

Income Statement for the Period Ending January 31, 2019

**(Provisional and subject to year-end audit adjustments)**

Jan 18 Actual	Jan 2019				FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments		
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Capital Expenditures:												
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0.0%		
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	0	0	0.0%		
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	188,089	188,089	0	0.0%	Reflects completed Roof North (1970) project and new barrier arm gates.
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	
0	0	0	0	0.0%		Total - Capitalized Expenditures	0	188,089	188,089	0	0.0%	
CalPERS CERBT Trust Fund:												
						Beginning Balance		2,013,669				
						Administrative Expense		(86)			CalPERS CERBT program cost.	
						Investment Expense		(63)			Investment management cost.	
						Unrealized Gain/Loss		105,774			Fluctuating market conditions.	
						Distribution		0			Distribution from Fund	
						Ending Balance		2,119,294				

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

**Los Angeles County Law Library**  
Statement of Cash Flows  
As of January 31, 2019  
(Provisional and subject to year-end audit adjustments)

	1/31/2019	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	538,767	4,370,473
Parking fees	51,200	378,504
Library services	79,108	3,846,281
(Increase) decrease in accounts receivable	1,384	296,590
Increase (decrease) in borrowers' deposit	1,799	8,723
<b>Cash received from filing fees and services</b>	<b>672,258</b>	<b>8,900,571</b>
Facilities	(71,360)	(533,906)
Technology	(10,881)	(72,818)
General	(6,053)	(46,459)
Professional development	(1,520)	(4,283)
Communications & marketing	(1,445)	(2,006)
Travel & entertainment	(6)	(197)
Professional services	-	(40,966)
Electronic Resource Subscriptions (ERS)	(55,867)	(315,893)
(Increase) decrease in prepaid expenses	(257)	(250,943)
Increase (decrease) in accounts payable	(20,763)	(110,146)
Increase (decrease) in other liabilities	-	-
<b>Cash payments to suppliers for goods and services</b>	<b>(168,152)</b>	<b>(1,377,617)</b>
Staff (payroll + benefits)	(308,560)	(2,339,703)
Increase (decrease) in payroll liabilities	9,482	10,808
Increase (decrease) in accrued sick and vacation liability	-	(10,844)
Increase (decrease) in OPEB liability	20,833	145,831
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(278,245)</b>	<b>(2,193,908)</b>
Contributions received	-	125,000
Net cash from operating activities	225,861	5,454,047
<b>Cash flow from capital and related financing activities</b>		
Library materials	(182,252)	(1,034,206)
Fixed assets	-	(188,089)
Capital - Work in Progress (WIP)	-	(295,366)
<b>Cash flows from investing activities</b>		
Investment	-	-
Investment earnings	15,387	77,615
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>58,997</b>	<b>4,014,001</b>
Cash and cash equivalents, at beginning of period	9,021,812	5,066,807
<b>Cash and cash equivalents, at end of period</b>	<b>9,080,809</b>	<b>9,080,809</b>
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	2,643	3,839,543
Adjustments for noncash effects:		
Depreciation	210,741	1,524,485
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	1,384	296,590
(Increase) decrease in prepaid expenses	(257)	(250,943)
Increase (decrease) in accounts payable	(20,763)	(110,146)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	9,482	10,808
Increase (decrease) in accrued sick and vacation liability	-	(10,844)
Increase (decrease) in borrowers' deposit	1,799	8,723
Increase (decrease) in OPEB liability	20,833	145,831
Net impact of GASB 68 adjustments		
Net cash from operating activities	225,861	5,454,047

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2019 - February 28, 2019 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 1	COURTROOM COMPENDIUMS	BOOKS	170.00	030719
	LOS ANGELES COUNTY PUBLIC DEFENDERS	BOOKS	76.66	030720
	LAW REPORTS INTERNATIONAL LTD	BOOKS	330.00	030721
February 7	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030722
	METROLINK	TMP	658.25	030723
	ROMERO MAINTENANCE LLC	REPAIR/MAINT	1,600.00	030724
February 11	AT&T	TELECOM	504.04	030725
	COUNTY OF LOS ANGELES	BANK CHARGES	49.01	030726
	NATIONAL 50 SECURITY	SECURITY	9,900.03	030727
	ANAHIT PETROSYAN	MEMEBERSHIP	147.00	030728
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,368.10	030729
	STATE COMPENSATION ** VOIDED *****	WORKERS COMP	0.00	030730
	JAYE B STEINBRICK	REIMBURSEMENT	50.75	030731
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	030732
	EIBUN HOREI SHA INC	BOOKS	2,080.00	030733
	GALE CENGAGE LEARNING	BOOKS	405.05	030734
	GAUNT	BOOKS	249.82	030735
	OTTO HARRASSOWITZ	BOOKS	4,557.53	030736
	RETTA LIBROS LIDERLAF S A	BOOKS	59.62	030737
	February 16	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	679.84
MANHATTAN PUBLISHING COMPANY		BOOKS	945.00	030739
SCOTTISH LAW AGENTS SOCIETY		BOOKS	73.46	030740
February 23	OTTO HARRASSOWITZ	BOOKS	1,754.01	030741
	LAW PUBLISHERS	BOOKS	260.00	030742
	WILLIAM S HEIN & CO	BOOKS	376.35	030743
	STEPHEN PETER DEMOPOULOS	REFUND	20.00	030744
	ELIZABETH ROSE ERMAN	REFUND	140.00	030745
	YUE ZHANG	REFUND	140.00	030746
February 28	AFLAC REMITTANCE	CAFE PLAN-INSURA	867.52	030747
	ESTHER EASTMAN	MILEAGE	302.30	030748
	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INS	3,654.00	030749
	GUARDIAN	PREPAID EXP	7,674.93	030750
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,795.21	030751
	ANAHIT PETROSYAN	MILEAGE	5.92	030752
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	030753
	COUNCIL OF CALIFORNIA COUNTY	REGISTRATION FEE	100.00	030754

51,310.40

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2019 - February 28, 2019 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 1	AMERICAN LAWYER MEDIA	BOOKS	325.08	V003996
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,209.76	V003997
	LEXISNEXIS MATTHEW BENDER	BOOKS	219.44	V003998
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	940.48	V003999
	COMMON INTEREST PUBLISHING LLC	BOOKS	24.95	V004000
	INGRAM LIBRARY SERVICES	BOOKS	57.61	V004001
	LAW JOURNAL PRESS	BOOKS	4,011.02	V004002
	LAWPRESS CORPORATION	BOOKS	340.16	V004003
	MUNICIPAL CODE CORPORATION	BOOKS	143.12	V004004
	NATIONAL NOTARY ASSOCIATION	BOOKS	24.71	V004005
	PRACTISING LAW INSTITUTE	BOOKS	202.96	V004006
	VERDICTSEARCH	BOOKS	589.00	V004007
	THOMSON REUTERS	BOOKS	680.00	V004008
	WILLIAM S HEIN & CO	BOOKS	3,069.08	V004009
	GOBI LIBRARY SOLUTIONS	BOOKS	55.74	V004010
February 6	GST	OFFICE SUPPLIES	381.38	V004014
February 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V004015
February 11	BANDWIDTH.COM, INC.	TELECOM	584.34	V004016
	J P COOKE COMPANY	SUPPLIES-OFFICE	53.96	V004017
	KONICA MINOLTA BUSINESS	COPY CENTER	72.32	V004018
	OCLC INC	BIBLIOGRAPHICAL S	752.70	V004019
	QUIKSHIP HOLDINGS	OFFICE SUPPL	438.89	V004020
	SPECTRUM	TELECOM	1,106.72	V004021
	AMERICAN IMMIGRATION LAWYERS ASSOCI	BOOKS	747.00	V004022
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	541.37	V004023
	GEORGE T BISEL COMPANY	BOOKS	192.66	V004024
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,486.67	V004025
	FORSTER-LONG, LLC	BOOKS	545.00	V004026
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	705.45	V004027
	INGRAM LIBRARY SERVICES	BOOKS	44.40	V004028
	LAWDABLE PRESS	BOOKS	810.51	V004029
	LAW JOURNAL PRESS	BOOKS	1,590.25	V004030
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,298.00	V004031
	WEST ACADEMIC	BOOKS	136.87	V004032
	GOBI LIBRARY SOLUTIONS	BOOKS	144.51	V004033
February 13	STATE COMPENSATION	WORKERS COMP	5,261.58	V004034
February 15	PR NEWSWIRE	ADVERTISING	249.00	V004048
February 16	LAWYERS & JUDGES PUBLISHING COMPANY	BOOKS	141.90	V004035
			43,252.85	

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2019 - February 28, 2019 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	METROPOLITAN NEWS COMPANY	BOOKS	49.27	V004036
	PRACTISING LAW INSTITUTE	BOOKS	640.89	V004037
	THOMSON REUTERS	BOOKS	17,167.89	V004038
February 19	WILLIAM S HEIN & CO	BOOKS	196.96	V004039
February 20	HOUSE OF TROPHIES AND AWARDS, INC	SUPPLIES-OFFICE	57.21	V004049
	GURU PRINTERS	SPECIAL EVENTS	325.87	V004050
February 23	LEXISNEXIS MATTHEW BENDER	BOOKS	32,945.79	V004101
	AMERICAN BAR ASSOCIATION	BOOKS	1,823.98	V004040
	LEXISNEXIS MATTHEW BENDER	BOOKS	378.88	V004041
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	515.17	V004042
	INTERNET FOR LAWYERS	BOOKS	69.95	V004043
	MUNICIPAL CODE CORPORATION	BOOKS	70.00	V004044
	PRACTISING LAW INSTITUTE	BOOKS	214.45	V004045
	THOMSON REUTERS	BOOKS	78,915.86	V004046
February 26	JOHN WILEY & SONS INC	BOOKS	870.32	V004047
February 27	ORIENTAL TRADING COMPANY	STAFF MEALS & EVE	30.46	V004102
February 28	INGALLINA'S CATERING	BOARD EXPENSE	81.75	V004103
	ALTA FOODCRAFT	KITCHEN SUPPLIES	128.48	V004051
	BRIGHTVIEW	LANDSCAPING	1,250.00	V004052
	CORODATA	BLDG SVCS	47.87	V004053
	KONICA MINOLTA BUSINESS	COPY CENTER	108.60	V004054
	NASA SERVICES	BLDG SVCS	467.45	V004055
	OFFICE DEPOT	SUPPLIES-OFFICE	1,422.70	V004056
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V004057
	SOUTHWEST AIRLINES	TRAVEL	187.96	V004058
	ULINE	REPAIR & MAINT	364.34	V004059
	GURU PRINTERS	COLLATERAL MATER	638.39	V004138
	OFFICE DEPOT	SPECIAL EVENTS	39.41	V004139

182,311.48

LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2019 - February 28, 2019 (CHECKS)  
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 3	AMAZON WEB SERVICES	SERVICES	0.52	V000305
February 17	HARBOR FREIGHT TOOLS	EQUIPMENT	135.32	V000306
	LOWE'S	EQUIPMENT	89.83	V000307
February 25	FASTSPRING	SOFTWARE MAINT	120.00	V000308
February 26	CONSTANT CONTACT	SERVICES	1,890.00	V000309

2,235.67

LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2019 - February 28, 2019 (CHECKS)  
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 8	THE FLAG SHOP	EQUIPMENT	199.25	V000085
February 18	SMART & FINAL	ROOM RENTAL EXP	15.76	V000086
February 19	OLIVE BISTRO	ROOM RENTAL EXP	483.19	V000087
February 28	LA DEPT WATER & POWER	WATER/SEWER	9,584.55	V000078

10,282.75

LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2019 - February 28, 2019 (CHECKS)  
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 7	SEIU LOCAL 721	UNION DUES	892.66	001629
	SEIU LOCAL 721	UNION DENTAL	40.44	001630

LOS ANGELES COUNTY LAW LIBRARY  
February 1, 2019 - February 28, 2019 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 19	SUTTLES PLUMBING INC	REPAIR/MAINT	24,884.78	TS00275814

24,884.78

**MEMORANDUM**

**DATE:** March 27, 2019

**TO:** Board of Law Library Trustees

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

**RE:** Platinum Program Update for the Month of February

**INTRODUCTION**

At the December 2017 Board of Trustees meeting, the Board approved a plan to allow LA Law Library to offer a Platinum level members program. At the time of approving the plan, the Board also requested monthly updates on the status of the Platinum Members program. This is our monthly report, for the March 2019 board meeting, reporting Platinum Member services for March of 2019.

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

**ANALYSIS**

In the month of February we responded to 11 edelivery requests, with a total of 17 documents delivered across these requests. Due to changes in the terms of the contract, we have more leeway as to a timeframe for responding. As a result of these changes, our average time for responding to these requests has increased to 2 hours and 50 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:** March 27, 2019

**TO:** Board of Law Library Trustees

**FROM:** Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director, Information Services

**RE:** Approval of Revised Job Description for HelpDesk Analyst

**INTRODUCTION AND SUMMARY**

The HelpDesk Analyst for IT is an open position at the library with recruitment underway. Before filling the position, Staff would like to make minor changes to update the job description, including the required and preferred educational qualifications. The changes are consistent with the actual duties performed and the required expertise and experience the position demands. This position is not represented.

The attached job description reflects these proposed changes, in redline format. Once a job description is approved, the Law Library will complete recruitment for the position.

**RECOMMENDATION**

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





**LA LAW LIBRARY  
JOB DESCRIPTION**

<b>Title:</b>	<b>HelpDesk Analyst</b>
<b>Department:</b>	<b>Information Technology</b>
<b>Focus:</b>	<b>Helpdesk &amp; Data Backup</b>
<b>Reports to:</b>	<b>Director, Technology Services</b>
<b>Position Supervised:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Salary Grade:</b>	<b>3</b>
<b>Union Status:</b>	<b>Ineligible for Representation</b>
<b>Effective Date:</b>	

**Position Summary**

Under the direction of the Technology Services Director, provides first level support for the helpdesk administration and backup monitoring function in Technology Services. Major responsibilities include End User Support and Backup Administration.

**Responsibilities and Duties**

HelpDesk Administration

- Serves as an effective, first-level technical resource to clients, both internal and external, providing assistance with hardware, software or general technology issues and requests while exercising good judgment, patience and tact.
- Uses internal helpdesk request tracking application to record and track all requests, issues, assets, status updates and resolutions providing daily monitoring and follow-up on all open requests.
- Troubleshoots issues independently to identify source and resolution while maintaining ownership until a final resolution is found or issue is reassigned.
- Follows all Library policies and procedures and maintains a professional attitude/image at all times.
- Performs basic Microsoft AD functions such as account creation, changes or deletions including Microsoft Exchange email accounts and network file access security settings.
- Configures, installs, and maintains equipment such as desktops, laptops, printers and other peripheral devices.
- Conducts regularly scheduled maintenance visits to branch and partnership locations within Los Angeles County using personal vehicle.
- Works with team members to conduct periodic audits of all technology assets.
- Actively participates in all required staff meetings.



- Completes projects and assignments efficiently and in a timely manner.
- Maintains current knowledge of industry-related applications, upgrades, and trends through continued training and self-study in order to grow professionally and support the overall technology goals and objectives for the LA Law Library.

#### Back-Up Monitoring

- Monitors daily backup logs for successful completion.
- Identifies and documents issues and notifies appropriate team members.

#### Other Responsibilities

- Provides basic training on the use of Library-provided software and hardware as needed.
- Prepares meeting facilities (e.g. Training Room, conference room) ensuring equipment readiness for projector, laptops, teleconferencing unit, and/or AV equipment.
- Conducts routine preventive maintenance on copiers by coordinating with contractor for scheduling of routine maintenance calls as well as coordinating service repair activities.
- Serves as contact with equipment maintenance company;
- Performs other duties as assigned.

### Position Qualifications

#### Required

- ~~Bachelor's degree with emphasis in Computer Information Systems, Computer Programming, Network Systems Administration or equivalent certifications (A+, MOUS, MCP, Network+) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities. Associate's degree with course work in information systems or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities.~~
- ~~Minimum of two years experience providing direct support to end-users.~~
- Proficient knowledge of ~~Microsoft Windows Desktop PlatformsXP and 7 (intermediate to expert level), Microsoft Office Suite 2010-2016 (intermediate to expert level), Microsoft Outlook 2010-2016 (intermediate to expert level), Virus Scan Software—Symantec (intermediate level), Remote access technologies (VPN) (intermediate level), and Helpdesk ticketing tracking systems (intermediate to expert level).~~
- Able to read, analyze and interpret technology related materials.
- Effective written and oral communication skills with people at all levels of computer experience.
- Ability to work both independently and as part of a team.
- Ability to exercise sound judgment and make independent decisions in accordance with established guidelines and procedures.
- Ability to travel between main and branch locations within Los Angeles County as needed for onsite support.
- Customer friendly attitude and outgoing personality.

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**Preferred**

- Bachelor's degree with emphasis in Computer Information Systems, Computer Programming, Network Systems Administration or equivalent certifications (A+, MOUS, MCP, Network+) or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and Previous computer "HelpDesk" experience.
- Some familiarity with one or more of the following: SMS remote control (basic level), VMware Virtual Enterprise Environment (basic level), Voice Over IP Phones (VOIP) (Basic Level), Wireless technologies (basic level) and/or, Document Management Systems (basic level), and Inter/Intra/Extranet technologies (basic level).

**Work Environment**

Will be working in a busy office environment and travelling from time-to-time to branch and partnership locations within the County of Los Angeles.

**Physical Abilities Required**

- Ability to push, pull and/or lift up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Must be able to move from one branch or partnership location to another.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

**Approvals**

_____ Immediate Supervisor	_____ Date	_____ Senior Director	_____ Date
_____ Human Resources	_____ Date	_____ Executive Director	_____ Date

**Statement of Employee**

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



~~March~~ ~~January, 2014~~ 2019

Helpdesk Analyst

Job Description

Page 4

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

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

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



# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Staff Presentation: A Historical Look at LALL Programming



**Staff Presentation:**

***A Historical Look at the LALL Programming***

**Presented by:**

**Communications Manager, Leigh Saldana**

**March 27, 2019**



# AGENDA ITEM 5

## CLOSED SESSION

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



# AGENDA ITEM 6

## DISCUSSION ITEMS (CONT'D)

- 6.1 Discussion and Potential Action Regarding Increase to Executive Director Compensation



Discussion and Potential Action Regarding Increase to Executive  
Director Compensation

