

AGENDA

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

REGULAR BOARD MEETING

Wednesday, April 24, 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 March 27, 2019 Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Platinum Program Update for the Month of March
- 3.4 Receipt of FY18-19 Quarter 3 Statistics
- 3.5 Approval of Revised CMS Clerk Job Description

4.0 DISCUSSION ITEMS

- 4.1 Staff Presentation: Freedom of Information Day After Report

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 22, 2019.

POSTED WEDNESDAY, APRIL 17, 2019 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 27, 2019, Regular Board Meeting
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Platinum Program Update for the Month of March
- 3.4 Receipt of FY18-19 Quarter 3 Statistics
- 3.5 Approval of Revised CMS Clerk 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.**

March 27, 2019

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

Trustees Absent: Judge Michelle Williams Court
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 12:19 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

1. Public comment from patron Lee Paradise, who commented on his pending lawsuit on the law library. He forewarned the board that he would be filing a lawsuit soon and would be providing a full report for the board and LALL executive staff to review prior to filing.

2. Public comment from patron C. R. Tillman, who commented on the policy of service animals in the library. Mr. Tillman understood that any animal, i.e., cat, bird, etc., can and should be identified as a service animal.

2.0 PRESIDENT'S REPORT

President Juhas commented and reminded the board of trustees on the upcoming Gala. All were looking forward to the annual fundraiser night.

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

President Juhas requested a motion to approve items on the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

- 4.1 Staff Presentation: A Historical Look at LALL Programming

Communications Manager, Leigh Saldana, gave a brief presentation on the history of LALL programming. Included in the presentation were the first signs used and efforts in public outreach to market and promote the new classes being offered at LALL beginning in 2009. Over the years the number of classes, clinics and workshops grew to exponential numbers as did the outreach for patrons and community organizations on behalf of the Communications Department. Communications Aide, Katie Hilliard, assisted in the demonstrations of large signage used by the library throughout the years.

No action taken.

5.0 CLOSED SESSION

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

No reportable action taken

6.0 DISCUSSION ITEMS (CONT'D)

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

Board meeting was reopened to the public after closed session. President Juhas stated that the law library has seen vast improvements under the direction of ED Levin and congratulated her for her remarkable leadership and path of sustainability and growth. Trustee Steinhauser commented on the growing respect and appreciation for LALL and the Executive Director. Trustee Klein noted the 4% raise approved for the rest of staff as of September 26, 2018, proposing to retro pay ED Levin to July 2018 at a 5% salary increase. ED Levin

requested that the retro pay commence as of January 1, 2019 (as opposed to July 1, 2018).

President Juhas requested a motion to approve a 4% salary increase for the Executive Director with a retro pay to January 1, 2019. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 5-0.

7.0 AGENDA BUILDING

There were no items for agenda building.

8.0 EXECUTIVE REPORT

ED Levin commented on the public comment made earlier by Mr. Tillman on the policy of service animals that are welcome in the library. ED Levin stated that California State law includes dogs and miniature horses, not cats, snakes, birds or any other animal other than dogs or miniature horses.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:27pm. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 24, 2019 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of February 28, 2019

(Provisional and subject to year-end audit adjustments)

	6/30/2018	2/28/2019	YTD
Assets			
Current assets			
Cash and cash equivalents	4,748,337	8,867,713	4,119,376
Accounts receivable	1,599,833	1,396,276	(203,557)
Prepaid expenses	201,343	404,808	203,464
Total current assets	6,549,514	10,668,797	4,119,283
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,564,722	4,663,982	99,259
Capital assets, not being depreciated	630,426	926,691	296,266
Capital assets, being depreciated - net	17,174,661	16,826,259	(348,402)
Total noncurrent assets	22,688,279	22,735,402	47,123
Total assets	29,237,793	33,404,199	4,166,406
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,712,350	1,712,350	-
Total assets and deferred outflows of resources	30,950,143	35,116,549	4,166,406
Liabilities			
Current Liabilities			
Accounts payable	228,063	156,134	(71,928)
Other current liabilities	-	-	-
Payroll liabilities	5,000	6,394	1,394
Total current liabilities	233,063	162,528	(70,534)
Noncurrent Liabilities			
Accrued sick and vacation liability	293,210	282,365	(10,844)
Borrowers' deposit	291,560	302,168	10,608
OPEB liability	2,735,493	2,902,157	166,664
Net pension liability	2,880,776	2,880,776	-
Total noncurrent liabilities	6,201,038	6,367,466	166,428
Total liabilities	6,434,101	6,529,995	95,893
Deferred Inflows of Resources			
Deffered Inflows of Resources	944,117	944,117	-
Total liabilities and Deffered inflows of resources	7,378,218	7,474,112	95,893
Net Position			
Invested in capital assets	17,805,087	17,752,950	(52,137)
Unrestricted	5,766,838	9,889,487	4,122,649
Total net position	23,571,925	27,642,437	4,070,512
Total liabilities and Deffered inflows of resources and net position	30,950,143	35,116,549	4,166,406

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2019
(Provisional and subject to year-end audit adjustments)

Feb 18	Feb 2019			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
614,595	680,764	680,764	(0)	0.0%
5,467	15,297	16,257	960	6.3%
50,546	52,989	46,340	(6,649)	-12.5%
47,457	29,925	16,008	(13,917)	-46.5%
718,065	778,975	759,369	(19,607)	-2.5%
291,194	331,485	317,720	13,765	4.2%
61,555	31,093	49,217	(18,124)	-58.3%
179,587	162,925	162,450	475	0.3%
(179,587)	(162,925)	(162,450)	(475)	0.3%
		0		
60,865	80,236	59,063	21,173	26.4%
10,435	13,287	9,722	3,565	26.8%
4,395	4,601	10,768	(6,166)	-134.0%
2,461	1,644	41,623	(39,979)	-2432.0%
2,042	2,601	2,603	(2)	-0.1%
29	132	28	104	78.6%
3,057	11,068	5,867	5,201	47.0%
226,419	219,167	208,661	10,505	4.8%
662,451	695,314	705,273	9,959	1.4%
55,614	83,662	54,096	(29,566)	-35.3%
(9,070)	157	153	(4)	-2.5%
0	0	0	0	0.0%
0	0	0	0	0.0%
46,544	83,819	54,249	(29,570)	-35.3%
0	0	0	0	0.0%

FY 2017-18	FY 2018-19 YTD				Comments
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	
Summary:					
Income					
L.A. Superior Court Fees	4,713,935	5,051,237	5,051,237	(0)	0.0%
Interest	35,852	93,781	93,871	90	0.1%
Parking	423,855	433,282	424,844	(8,438)	-1.9%
Library Services	464,393	425,275	444,019	18,744	4.4%
Total Income	5,638,035	6,003,575	6,013,971	10,396	0.2%
Expense					
Staff (payroll + benefits)	2,445,919	2,668,865	2,657,423	11,442	0.4%
Electronic Resource Subscriptions	427,165	349,370	365,109	(15,739)	-4.5%
Library Materials	1,166,017	1,197,124	1,196,655	469	0.0%
Library Materials Transferred to Assets	(1,166,017)	(1,197,124)	(1,196,655)	(469)	0.0%
Facilities	543,501	623,019	592,969	30,050	4.8%
Technology & Data	91,904	88,510	82,540	5,970	6.7%
General	43,998	50,098	57,227	(7,129)	-14.2%
Professional Development	16,511	47,498	45,906	1,592	3.4%
Communications & Marketing	4,693	5,763	4,609	1,154	20.0%
Travel & Entertainment	476	455	225	230	50.5%
Professional Services	49,022	68,102	46,833	21,269	31.2%
Depreciation	1,832,492	1,752,077	1,733,146	18,931	1.1%
Total Expenses	5,455,681	5,653,757	5,585,988	67,769	1.2%
Net Income (Loss)	182,354	349,818	427,983	78,165	22.3%
Investment Gain (Loss) ¹	(38,590)	99,263	99,259	(4)	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	143,764	3,992,351	4,070,512	78,161	2.0%
Capitalized Expenditures	0	188,089	188,089	0	0.0%

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2019
(Provisional and subject to year-end audit adjustments)

Feb 18 Actual	Feb 2019				FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
614,595	680,764	680,764	(0)	0.0%	15 FIN 303300	L.A. Superior Court Fees	4,713,935	5,051,237	5,051,237	(0)	0.0%	
Interest:												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	2,045	4,152	4,152	0	0.0%	
5,060	14,747	15,677	930	6.3%	15 FIN 312000	Interest - General Fund	30,867	85,481	85,559	78	0.1%	
406	550	579	29	5.3%	15 FIN 313000	Interest - Deposit Fund	2,940	4,148	4,160	12	0.3%	
5,467	15,297	16,257	960	6.3%		Subtotal	35,852	93,781	93,871	90	0.1%	
Parking:												
50,546	52,989	46,340	(6,649)	-12.5%	39 FAC 330100	Parking	423,855	433,282	424,844	(8,438)	-1.9%	
50,546	52,989	46,340	(6,649)	-12.5%		Subtotal	423,855	433,282	424,844	(8,438)	-1.9%	
Library Services:												
16	150	49	(101)	-67.5%	27 CIRC 330150	Annual Designation Fee	1,901	705	519	(186)	-26.4%	Continued slower than expected trend due to reduced messenger use by law firms.
30,107	15,038	13,155	(1,883)	-12.5%	25 PS 330140	Annual Members Fee	145,295	130,619	120,365	(10,254)	-7.9%	Jul-Dec error in budgeting Platinum revenue (\$6K). Remainder due to timing variance.
6,384	2,075	6,853	4,779	230.4%	25 PS 330340	Course Registration	20,971	18,008	24,277	6,269	34.8%	Increased MCLE attendance, including CEB Jan. programs
4,150	3,417	3,586	169	5.0%	27 CIRC 330129	Copy Center	29,010	27,076	27,290	214	0.8%	
1,214	1,250	1,493	243	19.4%	27 CIRC 330205	Document Delivery	10,469	11,033	11,265	232	2.1%	
2,791	3,389	2,488	(901)	-26.6%	27 CIRC 330210	Fines	32,431	25,631	25,033	(598)	-2.3%	
1,414	1,245	7,280	6,035	484.9%	15 FIN 330310	Miscellaneous	27,870	42,882	60,937	18,056	42.1%	
1,345	3,338	(18,919)	(22,257)	-666.9%	39 FAC 330330	Room Rental	38,517	28,253	33,261	5,009	17.7%	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%	
36	25	23	(2)	-6.4%	15 FIN 330450	Vending	221	248	251	3	1.3%	
0	0	0	0	0.0%	37 COM 330465	Special Events Income	12,459	15,157	15,157	0	0.0%	
47,457	29,925	16,008	(13,917)	-46.5%		Subtotal	464,393	425,275	444,019	18,744	4.4%	
718,065	778,975	759,369	(19,607)	-2.5%		Total Income	5,638,035	6,003,575	6,013,971	10,396	0.2%	
Expenses:												
Staff:												
174,778	191,814	169,036	22,777	11.9%	ALL 501000	Salaries (FT)	1,458,694	1,484,418	1,440,834	43,585	2.9%	
0	(3,866)	0	(3,866)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(32,858)	0	(32,858)	100.0%	
19,398	23,235	23,731	(496)	-2.1%	ALL 501050	Salaries (PT)	156,671	183,468	184,042	(573)	-0.3%	Increased PT hours due to vacancies.
0	(417)	0	(417)	100.0%	15 FIN 501075	Staff Vacancy Offset (PT)	0	(3,545)	0	(3,545)	100.0%	
11,258	11,667	11,553	114	1.0%	15 FIN 502000	Social Security	92,113	91,092	90,989	104	0.1%	
2,633	3,000	2,702	298	9.9%	15 FIN 503000	Medicare	22,653	23,175	22,608	567	2.4%	
18,758	21,685	28,817	(7,132)	-32.9%	15 FIN 511000	Retirement	214,348	306,420	301,640	4,779	1.6%	
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%	
43,132	40,600	47,255	(6,655)	-16.4%	15 FIN 512000	Health Insurance	343,707	324,828	338,138	(13,310)	-4.1%	
461	417	381	35	8.5%	15 FIN 513000	Disability Insurance	3,369	3,099	3,033	66	2.1%	
5,400	5,000	5,442	(442)	-8.8%	15 FIN 514000	Dental Insurance	39,052	39,848	40,133	(285)	-0.7%	
567	583	542	41	7.1%	15 FIN 514500	Vision Insurance	4,317	4,335	4,265	70	1.6%	
173	117	189	(73)	-62.2%	15 FIN 515000	Life Insurance	683	925	1,049	(124)	-13.4%	Includes lifes insurance for PT employees.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
3,732	6,667	5,262	1,405	21.1%	15 FIN 516000	Workers Compensation Insurance	17,885	34,686	37,137	(2,451)	-7.1%	Timing variance.
0	833	0	833	100.0%	15 FIN 517000	Unemployment Insurance	2,212	4,367	6,354	(1,987)	-45.5%	Timing variance.
0	3,200	848	2,352	73.5%	ALL 514010	Temporary Employment	0	12,069	4,517	7,551	62.6%	Includes one time funding (OTF) project salary.
308	4,417	0	4,417	100.0%	13 HR 514015	Recruitment	1,056	9,149	316	8,833	96.5%	
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	73,336	166,665	166,664	1	0.0%	
546	450	272	178	39.5%	15 FIN 518550	TMP	6,867	7,036	6,787	248	3.5%	
882	1,250	857	393	31.5%	15 FIN 518560	Payroll and Benefit Administration	8,956	9,689	8,917	771	8.0%	
291,194	331,485	317,720	13,765	4.2%		Total - Staff	2,445,919	2,668,865	2,657,423	11,442	0.4%	
Library Materials/Electronic Resources Subscription:												

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2019
(Provisional and subject to year-end audit adjustments)

Feb 18	Feb 2019				FY 2017-18	FY 2018-19 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
162,898	111,455	110,979	476	0.4%	23 COL 601999	American Continuations	910,581	902,696	902,220	476	0.1%	
274	1,103	1,104	(1)	0.0%	23 COL 602999	American New Orders	4,334	30,263	30,264	(1)	0.0%	
499	858	858	0	0.0%	23 COL 609199	Branch Continuations	16,562	12,173	12,173	0	0.0%	
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	
1,637	8,787	8,787	0	0.0%	23 COL 603999	Commonwealth Continuations	82,739	82,885	82,885	0	0.0%	
0	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	25	0	0	0	0.0%	
8,762	28,994	28,994	0	0.0%	23 COL 605999	Foreign Continuations	74,476	73,967	73,974	(6)	0.0%	
0	0	0	0	0.0%	23 COL 606999	Foreign New Orders	776	8	8	0	0.0%	
5,364	9,991	9,991	0	0.0%	23 COL 607999	International Continuations	67,354	84,362	84,362	0	0.0%	
0	0	0	0	0.0%	23 COL 608999	International New Orders	0	0	0	0	0.0%	
153	1,737	1,737	0	0.0%	23 COL 609399	General/Librarianship Continuations	9,171	10,567	10,567	0	0.0%	
0	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	0	202	202	0	0.0%	
179,587	162,925	162,450	475	0.3%	23 COL 690000	Subtotal	1,166,017	1,197,124	1,196,655	469	0.0%	
(179,587)	(162,925)	(162,450)	(475)	0.3%	23 COL 690000	Library Materials Transferred to Assets	(1,166,017)	(1,197,124)	(1,196,655)	(469)	0.0%	
61,555	31,093	49,217	(18,124)	-58.3%	23 COL 685000	Electronic Resource Subscriptions (ERS)	427,165	349,370	365,109	(15,739)	-4.5%	
Facilities:												
1,993	8,000	0	8,000	100.0%	39 FAC 801005	Repair & Maintenance	11,897	59,907	45,266	14,641	24.4%	Budgeted repairs not yet complete.
771	1,474	3,596	(2,123)	-144.0%	39 FAC 801010	Building Services	7,032	10,361	12,238	(1,877)	-18.1%	Includes annual street light assesment fee.
0	783	0	783	100.0%	39 FAC 801015	Cleaning Supplies	8,094	5,966	6,703	(737)	-12.3%	Timing variance.
8,881	9,500	9,488	12	0.1%	39 FAC 801020	Electricity & Water	82,398	84,120	84,192	(72)	-0.1%	
966	1,000	966	34	3.4%	39 FAC 801025	Elevator Maintenance	7,905	10,614	10,546	68	0.6%	
1,952	3,467	0	3,467	100.0%	39 FAC 801030	Heating & Cooling	25,691	31,211	27,073	4,138	13.3%	Timing variance dut to delay in chilled water invoice for February.
19,811	17,733	16,241	1,493	8.4%	15 FIN 801035	Insurance	158,487	169,821	173,050	(3,229)	-1.9%	
8,674	9,311	9,718	(407)	-4.4%	39 FAC 801040	Janitorial Services	69,393	71,367	72,181	(815)	-1.1%	
1,250	1,750	1,250	500	28.6%	39 FAC 801045	Landscaping	10,000	11,000	10,000	1,000	9.1%	Budgeted rate increase not yet in effect.
15,984	23,231	15,797	7,434	32.0%	39 FAC 801050	Security	132,004	143,690	131,119	12,571	8.7%	Timing Variance
28	1,700	499	1,201	70.7%	39 FAC 801060	Room Rental Expenses	17,445	5,693	3,460	2,232	39.2%	Offset by reduced room rental income.
0	742	530	212	28.6%	37 COM 801065	Special Events Expenses	8,737	12,085	11,131	954	7.9%	PBW expenses increased due to increased sponsorship revenue
0	460	0	460	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	392	1,369	558	811	59.2%	Timing variance.
107	300	789	(489)	-162.9%	39 FAC 801110	Equipment (<3K)	669	1,522	1,911	(389)	-25.6%	Timing variance.
0	225	0	225	100.0%	39 FAC 801115	Building Alterations (<3K)	0	450	0	450	100.0%	Timing variance.
357	372	54	318	85.5%	39 FAC 801120	Delivery & Postage	1,801	2,194	1,999	195	8.9%	Timing variance
90	188	136	52	27.6%	39 FAC 801125	Kitchen supplies	1,554	1,648	1,541	108	6.5%	Timing variance
60,865	80,236	59,063	21,173	26.4%		Subtotal	543,501	623,019	592,969	30,050	4.8%	
Technology:												
1,604	1,825	891	934	51.2%	33 TECH 801210	Software Maintenance	13,897	9,691	8,228	1,463	15.1%	Timing variance.
2,100	2,157	1,861	295	13.7%	33 TECH 801212	Hardware Maintenance	13,882	15,673	14,902	771	4.9%	
0	1,067	0	1,067	100.0%	33 TECH 801215	Software (<\$3k)	6,901	3,509	1,613	1,896	54.0%	Timing variance.
0	691	0	691	100.0%	33 TECH 801220	Hardware (<\$3k)	2,114	3,057	2,717	340	11.1%	Over budget due to unexpected purchase of seagate hard drives.
0	75	0	75	100.0%	33 TECH 801225	Computer Supplies	0	302	152	150	49.7%	Timing variance.
4,410	4,485	4,622	(137)	-3.1%	33 TECH 801230	Integrated Library System	34,167	35,456	35,731	(274)	-0.8%	
2,321	2,913	2,348	565	19.4%	33 TECH 801235	Telecommunications	20,787	20,413	18,937	1,475	7.2%	Timing variance.
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	408	260	149	36.5%	
10,435	13,287	9,722	3,565	26.8%		Subtotal	91,904	88,510	82,540	5,970	6.7%	
General:												
547	583	486	98	16.7%	15 FIN 801310	Bank Charges	5,101	4,258	4,025	234	5.5%	
813	842	843	(1)	-0.1%	35 CMS 801315	Bibliographical Services	6,500	6,742	6,744	(2)	0.0%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
56	83	82	2	1.9%	17 EXEC 801325	Board Expense	455	599	602	(3)	-0.5%	
0	34	30	4	10.8%	37 COM 801330	Staff meals & events	1,938	9,256	9,218	38	0.4%	
1,891	1,833	950	883	48.2%	15 FIN 801335	Supplies - Office	12,394	14,584	14,702	(118)	-0.8%	
0	0	0	0	0.0%	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 February 28, 2019
(Provisional and subject to year-end audit adjustments)

Feb 18	Feb 2019				FY 2017-18	FY 2018-19 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
0	350	49	301	85.9%	37 COM 801340	Stationery, business cards, etc.	541	700	274	426	60.9%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
1,089	833	8,260	(7,426)	-891.1%	27 CIRC 801370	Copy Center Expense	11,737	5,155	12,671	(7,517)	-145.8%	Timing variance.
0	(8)	68	(76)	915.5%	15 FIN 801375	General - Misc	1,012	3,033	3,209	(176)	-5.8%	
0	0	0	0	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	341	241	100	29.3%	
4,395	4,601	10,768	(6,166)	-134.0%		Subtotal	43,998	50,098	57,227	(7,129)	-14.2%	
1,310	999	0	999	100.0%		Professional Development:						
0	20	0	20	100.0%	ALL 803105	Travel	5,532	3,353	1,544	1,809	54.0%	Grant funding obtained and 2 conferences not attended. Includes CCCLL meeting expenses.
0	0	0	0	0.0%	ALL 803110	Meals	45	89	49	40	45.0%	
490	96	41,523	(41,427)	-43129.1%	ALL 803113	Incidental and miscellaneous	75	399	399	0	0.0%	
661	529	100	429	81.1%	ALL 803115	Membership dues	6,695	41,934	43,150	(1,216)	-2.9%	
0	0	0	0	0.0%	ALL 803120	Registration fees	3,667	1,722	764	958	55.6%	Timing variance.
2,461	1,644	41,623	(39,979)	-2432.0%	ALL 803125	Educational materials	497	0	0	0	0.0%	
0	300	1,890	(1,590)	-530.0%		Subtotal	16,511	47,498	45,906	1,592	3.4%	
0	1,270	464	806	63.5%		Communications & Marketing:						
2,042	1,031	249	781	75.8%	37 COM 803205	Services	0	600	1,890	(1,290)	-215.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803210	Collateral materials	2,152	2,986	2,355	632	21.2%	Timing variance.
2,042	2,601	2,603	(2)	-0.1%	37 COM 803215	Advertising	2,542	2,061	249	1,812	87.9%	Timing variance.
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	4,693	5,763	4,609	1,154	20.0%	
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%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
29	132	28	104	78.6%	ALL 803320	Ground transportation & mileage reimb.	476	455	225	230	50.5%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
29	132	28	104	78.6%		Subtotal	476	455	225	230	50.5%	
0	1,072	0	1,072	100.0%		Professional Services						
2,812	2,896	5,793	(2,896)	-100.0%	15 FIN 804005	Accounting	23,721	23,568	21,425	2,143	9.1%	
245	5,933	0	5,933	100.0%	17 EXEC 804008	Consulting Services	22,560	23,044	23,044	0	0.0%	
0	1,167	75	1,092	93.6%	17 EXEC 804010	Legal	595	16,867	0	16,867	100.0%	
3,057	11,068	5,867	5,201	47.0%	15 FIN 804015	Other	2,146	4,623	2,364	2,259	48.9%	
201,707	195,833	185,747	10,086	5.2%		Subtotal	49,022	68,102	46,833	21,269	31.2%	
24,712	23,333	22,914	419	1.8%		Depreciation:						
226,419	219,167	208,661	10,505	4.8%	15 FIN 806105	Depreciation - Library Materials	1,634,366	1,568,676	1,550,584	18,093	1.2%	
662,451	695,314	705,273	(9,959)	-1.4%	15 FIN 806110	Depreciation Exp - FF&E	198,126	183,401	182,562	839	0.5%	Delay in capital expenditure purchases.
55,614	83,662	54,096	(29,566)	-35.3%		Subtotal	1,832,492	1,752,077	1,733,146	18,931	1.1%	
(9,070)	157	153	(4)	-2.5%		Total Expense	5,455,681	5,653,757	5,585,988	67,769	1.2%	
0	0	0	0	0.0%		Net Income Before Extraordinary Items	182,354	349,818	427,983	78,165	22.3%	
0	0	0	0	0.0%	15 FIN 321000	Investment Gain (Loss) ¹	(38,590)	99,263	99,259	(4)	0.0%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	3,543,270	3,543,270	0	0.0%	One-time funding from the State.
46,544	83,819	54,249	(29,570)	-35.3%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
						Net Income Including Extraordinary Items	143,764	3,992,351	4,070,512	78,161	2.0%	

Los Angeles County Law Library

Income Statement for the Period Ending February 28, 2019

(Provisional and subject to year-end audit adjustments)

Feb 18 Actual	Feb 2019				FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments		
	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%	
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>		Total - Capitalized Expenditures	<u>0</u>	<u>188,089</u>	<u>188,089</u>	<u>0</u>	<u>0.0%</u>	
CalPERS CERBT Trust Fund:												
						Beginning Balance		2,119,294				
						Administrative Expense		(80)				CalPERS CERBT program cost.
						Investment Expense		(59)				Investment management cost.
						Unrealized Gain/Loss		25,381				Fluctuating market conditions.
						Distribution		0				Distribution from Fund
						Ending Balance		<u>2,144,536</u>				

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

Los Angeles County Law Library
Statement of Cash Flows
As of February 28, 2019
(Provisional and subject to year-end audit adjustments)

	2/28/2019	YTD
Cash flows from operating activities		
L.A. Superior court fees	680,764	5,051,237
Parking fees	46,340	424,844
Library services	16,008	3,862,289
(Increase) decrease in accounts receivable	(93,200)	203,557
Increase (decrease) in borrowers' deposit	1,885	10,608
Cash received from filing fees and services	651,797	9,552,535
Facilities	(59,063)	(592,969)
Technology	(9,722)	(82,540)
General	(10,768)	(57,227)
Professional development	(41,623)	(45,906)
Communications & marketing	(2,603)	(4,609)
Travel & entertainment	(28)	(225)
Professional services	(5,867)	(46,833)
Electronic Resource Subscriptions (ERS)	(49,217)	(365,109)
(Increase) decrease in prepaid expenses	47,478	(203,464)
Increase (decrease) in accounts payable	38,218	(71,928)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(93,195)	(1,470,812)
Staff (payroll + benefits)	(317,720)	(2,657,423)
Increase (decrease) in payroll liabilities	(9,414)	1,394
Increase (decrease) in accrued sick and vacation liability	-	(10,844)
Increase (decrease) in OPEB liability	20,833	166,664
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(306,301)	(2,500,209)
Contributions received	-	125,000
Net cash from operating activities	252,300	5,706,514
Cash flow from capital and related financing activities		
Library materials	(162,450)	(1,196,655)
Fixed assets	-	(188,089)
Capital - Work in Progress (WIP)	(900)	(296,266)
Cash flows from investing activities		
Investment	-	-
Investment earnings	16,257	93,871
Net cash increase (decrease) in cash and cash equivalents	105,207	4,119,376
Cash and cash equivalents, at beginning of period	9,080,976	5,066,807
Cash and cash equivalents, at end of period	9,186,183	9,186,183
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	37,840	3,877,382
Adjustments for noncash effects:		
Depreciation	208,661	1,733,146
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(93,200)	203,557
(Increase) decrease in prepaid expenses	47,478	(203,464)
Increase (decrease) in accounts payable	38,218	(71,928)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(9,414)	1,394
Increase (decrease) in accrued sick and vacation liability	-	(10,844)
Increase (decrease) in borrowers' deposit	1,885	10,608
Increase (decrease) in OPEB liability	20,833	166,664
Net impact of GASB 68 adjustments		
Net cash from operating activities	252,300	5,706,514

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2019 - March 31, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 2	BANKS & JORDAN	BOOKS	120.29	030755
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	269.72	030756
	CASALINI LIBRI	BOOKS	124.86	030757
	GAUNT	BOOKS	177.96	030758
	MARY MARTIN BOOKSELLERS	BOOKS	1,765.00	030759
	INNA KHARCHENKO	REFUND	140.00	030760
	JOHN STEPHEN RUBENSTEIN	REFUND	140.00	030761
	SHERMAN VICKERS	REFUND	70.00	030762
	ANA ALICIA ZUNIGA	REFUND	116.00	030763
March 5	GOLDEN STATE ELECTRIC	CIP INTERIOR	900.00	030764
	METROLINK	TMP	505.75	030765
	NATIONAL 50 SECURITY	SECURITY	4,945.99	030766
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,368.10	030767
	SUTTLES PLUMBING INC	REPAIR/MAINT	558.00	030768
March 14	SYNCB AMAZON	BOOKS	448.63	030769
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	442.87	030770
	OTTO HARRASSOWITZ	BOOKS	1,406.85	030771
March 15	MICHAN DNET COBURN	REFUND	140.00	030772
	JAMES STEPHEN DAVIDSON	REFUND	140.00	030773
	LAWRENCE W HAIT	REFUND	140.00	030774
	DONNA DERISE KIRKWOOD	REFUND	120.00	030775
	JONATHAN PAUL LOPEZ	REFUND	140.00	030776
	KIM YEE ROSS	REFUND	140.00	030777
	EDITH SANCHEZ SHEA	REFUND	140.00	030778
	LESLIE WERNER	REFUND	140.00	030779
March 19	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	120.06	030780
	COUNTY RECORDERS ASSOCIATION OF CA	BOOKS	416.11	030781
	GALE CENGAGE LEARNING	BOOKS	1,652.96	030782
	GAUNT	BOOKS	936.98	030783
	GAVILANES BOOKS FROM INDOAMERICA	BOOKS	47.00	030784
	HOGARTH REPRESENTATION	BOOKS	130.90	030785
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	840.00	030786
	QUALITY CODE PUBLISHING	BOOKS	62.30	030787
March 20	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030788
	COUNTY OF LOS ANGELES	BANK CHARGES	47.24	030789
	GUARDIAN	PREPAID EXP	7,501.97	030790
	ONEDIGITAL HR CONSULTING	CONSULTING	5,792.52	030791
	JAYE B STEINBRICK	COURSE REGISTRAT	110.00	030792
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	030793

41,639.04

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2019 - March 31, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 22	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	239.98	030794
	GAUNT	BOOKS	371.38	030795
	SASKATCHEWAN QUEENS PRINTER ** VOIDED *****	BOOKS	0.00	030796
	RPCD DBA SMARTRULES	BOOKS	6,420.00	030797
March 27	CALIFORNIA DEPARTMENT OF TAX	SALES TAX	5,893.96	030798
March 28	SASKATCHEWAN QUEENS PRINTER	BOOKS	134.98	030799
March 29	COALITION COURT REPORTERS	REFUND	350.00	030800
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	620.85	030801
	GALE CENGAGE LEARNING	BOOKS	1,462.07	030802
	OTTO HARRASSOWITZ	BOOKS	4,138.66	030803
	WILLIAM S HEIN & CO	BOOKS	1,091.90	030804

62,122.84

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2019 - March 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 2	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,558.91	V004085
	CASTLE PUBLICATIONS	BOOKS	1,398.32	V004086
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,916.79	V004087
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,858.92	V004088
	INGRAM LIBRARY SERVICES	BOOKS	90.37	V004089
	JURIS PUBLISHING INC	BOOKS	244.09	V004090
	LAW JOURNAL PRESS	BOOKS	700.05	V004091
	LAWPRESS CORPORATION	BOOKS	356.40	V004092
	PRACTISING LAW INSTITUTE	BOOKS	429.46	V004093
	STATE BAR OF TEXAS	BOOKS	105.00	V004094
UNited Nations Publications	BOOKS	288.78	V004095	
March 4	LEMONADE RESTURANT GROUP	FRIENDS	202.58	V004140
March 5	AT&T MOBILITY	TELECOM	16.24	V004104
	DEMCO	SUPPLIES LIBRARY	1,734.41	V004105
	FEDEX	DELIVERY/POSTAGE	4.27	V004106
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V004107
	KONICA MINOLTA BUSINESS	COPY CENTER	178.62	V004108
	UPS	DELIVERY & POSTAG	166.58	V004109
March 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V004141
March 13	AMERICAN IMMIGRATION LAWYERS ASSOCI	BOOKS	874.00	V004110
	LEXISNEXIS MATTHEW BENDER	BOOKS	82.54	V004111
	CALIFORNIA HOSPITAL ASSOCIATION CAH	BOOKS	550.09	V004112
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	783.63	V004113
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	125.58	V004114
	DATA TRACE PUBLISHING COMPANY	BOOKS	219.95	V004115
	INTERNATIONAL LAW ASSOCIATION AMERI	BOOKS	175.00	V004116
	THOMSON REUTERS	BOOKS	412.82	V004117
	GOBI LIBRARY SOLUTIONS	BOOKS	158.27	V004118
	GOBI LIBRARY SOLUTIONS	BOOKS	83.29	V004120
March 14	CDW GOVERNMENT INC	OFFICE SUPPLIES	390.04	V004142
	LEXISNEXIS MATTHEW BENDER	BOOKS	32,945.79	V004178
March 15	DICE.COM	RECRUITMENT	395.00	V004143
March 19	AMERICAN BAR ASSOCIATION	BOOKS	174.37	V004121
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	99.00	V004122
	LEXISNEXIS MATTHEW BENDER	BOOKS	489.45	V004123
	CALIF JUDGES ASSOCIATION	BOOKS	39.95	V004124
	CCH INCORPORATED	BOOKS	140.60	V004125

53,803.32

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2019 - March 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 20	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,314.17	V004126
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	6,879.02	V004127
	GOVERNMENT RESEARCH SERVICE	BOOKS	168.50	V004128
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	216.28	V004129
	JURIS PUBLISHING INC	BOOKS	618.91	V004130
	LAW JOURNAL PRESS	BOOKS	3,582.10	V004131
	LEGAL BOOKS DISTRIBUTING	BOOKS	210.35	V004132
	MUNICIPAL CODE CORPORATION	BOOKS	2,203.78	V004133
	NATIONAL FIRE PROTECTION ASSOCIATIO	BOOKS	1,856.03	V004134
	THOMSON REUTERS	BOOKS	15,443.77	V004135
	WILLIAM S HEIN & CO	BOOKS	10.00	V004136
	GOBI LIBRARY SOLUTIONS	BOOKS	65.03	V004137
	ALTA FOODCRAFT	KITCHEN SUPPLIES	136.14	V004144
	BISOU LE	LEGAL	527.25	V004145
March 22	KONICA MINOLTA BUSINESS	COPY CENTER	637.60	V004146
	MARCO	FRIENDS	46.00	V004147
	NASA SERVICES	BLDG SVCS	467.45	V004148
	OCLC INC	BIBLIOGRAPHICAL S	752.70	V004149
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V004150
	PEOPLEG2	RECRUITMENT	482.96	V004151
	PR NEWSWIRE	ADVERTISING	2,250.00	V004152
	STATE COMPENSATION	WORKERS COMP	3,177.08	V004153
	SPECTRUM	TELECOM	1,373.02	V004154
	UPS	DELIVERY & POSTAG	28.93	V004155
	AMERICAN LAWYER MEDIA	BOOKS	431.88	V004156
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,151.72	V004157
	BLUE 360 MEDIA LLC	BOOKS	91.08	V004158
	LEXISNEXIS MATTHEW BENDER	BOOKS	344.55	V004159
CONTINUING EDUCATION OF THE BAR CAL	BOOKS	586.19	V004160	
GALLAGHER LAW LIBRARY	BOOKS	175.00	V004161	
JAMES PUBLISHING INC	BOOKS	217.91	V004162	
JURIS PUBLISHING INC	BOOKS	98.60	V004163	
PRACTISING LAW INSTITUTE	BOOKS	167.64	V004164	
ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	78.75	V004165	
MICHAEL SULLIVAN & ASSOCIATES LLP	BOOKS	570.61	V004166	
THOMSON REUTERS	BOOKS	65,410.86	V004167	
GURU PRINTERS	SPECIAL EVENTS	588.67	V004179	
March 25	BOOKPLATEINK	SUPPLIES-LIBRARY	624.91	V004180
	GARY AUSTIN ADVERTISING	FRIENDS	428.80	V004181
March 26	BEST WESTERN PLUS	TRAVEL	247.60	V004193
March 27				

166,530.03

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2019 - March 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 29	DOORDASH	BOARD EXPENSE	103.04	V004182
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	618.02	V004168
	BUILDERS BOOK INC BOOKSTORE	BOOKS	170.53	V004169
	CCH INCORPORATED	BOOKS	134.03	V004170
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,008.25	V004171
	DAILY JOURNAL CORPORATION	BOOKS	278.00	V004172
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	108.50	V004173
	PRACTISING LAW INSTITUTE	BOOKS	830.72	V004174
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	2,437.62	V004175
	WEST ACADEMIC	BOOKS	102.94	V004176
	THOMSON REUTERS	BOOKS	1,341.38	V004177
	GURU PRINTERS	COLLATERAL MATER	2,947.74	V004183
	STAMPS.COM	DELIVERY & POSTAG	300.00	V004184

177,807.76

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2019 - March 31, 2019 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 1	ALBERTSONS	STAFF MEALS & EVE	161.57	V000088
March 5	COSTCO WHOLESALE MEMBERSHIP SMART & FINAL	STAFF MEALS & EVE STAFF MEALS & EVE	46.44 29.05	V000089 V000090
March 20	LA DEPT WATER & POWER	WATER/SEWER	9,487.58	V000084

9,724.64

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2019 - March 31, 2019 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 15	SEIU LOCAL 721	UNION DUES	892.66	001631
	SEIU LOCAL 721	UNION DENTAL	40.44	001632

933.10

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2019 - March 31, 2019 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 7	COUNCIL OF CALIFORNIA COUNTY SHEPPARD MULLIN WILLIAM S HEIN & CO	MEMBERSHIP REFUND BOOKS	41,523.27 20,544.00 12,928.32	TS00276606 TS00276606 TS00276606

74,995.59

MEMORANDUM

DATE: April 24, 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 March

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 April 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 January we responded to 15 edelivery requests, with a total of 30 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 3 hours and 39 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.



LA Law Library
Fiscal Year Quarterly Statistics

			FY16 3rd Quarter	FY17 3rd Quarter	FY18 3rd Quarter	FY19 3rd Quarter	FY19 3rd Quarter Notes
Collection Management Services							
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>						
	New Titles Added		154	95	86	83	
	Print Volumes Added		1,378	821	1,130	1,212	
	New Serials		23	13	19	21	
	Non-Print Media Added		1,949	1,988	149	1,487	
	Records Cataloged/Updated		632	251	632	304	
	Print & Non-Print Withdrawn		1,091	360	453	280	
Brief Scanning Project							
	Briefs Logged (Google)		N/A	3,658	14,271	11,640	
Website Statistics							
	Visitors		23,217	21,969	24,167	30,386	
	Visits (previously counted as "Pages Viewed")		104,421	90,613	36,825	87,874	
	Average Daily Visits		1,135	1,018	409	415	
	Average Duration		3:51	2:45	3:10	4:22	
	Visitors: US		98.43%	98.70%	96.91%	96.08%	
	Visitors: International / Unspecified		1.57%	1.30%	3.08%	3.92%	
Training and Events (Includes Main & Branch locations)							
	Public Classes Held						
	Internal speaker		6	35	26	36	
	Guest speaker		11	44	46	47	
	MCLE Classes Held						
	Internal speaker		0	2	1	1	
	Guest speaker		7	9	6	12	
	Clinics/ Workshops Held		46	40	75	44	
		Total	70	130	154	140	
	Class Attendance Total (Estimated)		1,041	1,523	1,275	2,014	
Visits to Main Branch							
	Number of Patron Visits (front door)				24,404	25,240	

MEMORANDUM

DATE: April 24, 2019

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director, Information Services
Meiling Li, Director of Collection Management Services

RE: Approval of Revised Job Description for CMS Clerk

INTRODUCTION AND SUMMARY

The Clerk for Collection Management Services is now an open position at the library with recruitment underway (due to a resignation by an employee moving out of state). Before filling the position, Staff would like to make a minor addition to update the job description within the job responsibilities section. The changes are consistent with the actual duties performed. This position is represented and SEIU has expressed that they have no objection to the proposed change.

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

Title:	Library Clerk
Department:	Collection Management Services (CMS)
Focus:	Collection Maintenance
Reports to:	Collection Maintenance Supervisor
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	2
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Processes library materials in all formats in a timely fashion; performs clerical tasks on record management in Collection Management Services.

Responsibilities and Duties

The following activities are within the responsibilities of the Collection Management Clerk performed under general supervision per established guidelines.

Assists Collection Maintenance Supervisor with CMS record management; processing library materials; and managing supplies

- Processes library materials in all formats, such as print, audio, visual, CD-ROMs, and DVDs, etc., to be shelf-ready, including labeling, property-stamping, targeting, and barcoding
- Applies appropriate binding treatment to unbound materials under supervision
- Performs repairs on damaged items and follows preservation standards
- Checks shelves or pulls materials as instructed
- Maintains and organizes materials in the Duplicates collection
- Manages and fulfills supplies requests for CMS staff
- Provides backup coverage for Mailroom activities

Assists Serials and Acquisitions staff with record management, serials check-ins, and replacement orders:

- Routinely searches various databases such as local Integrated Library System (ILS), bibliographic databases, and publishers web sites
- Creates and receives routine orders and invoices
- Searches the Duplicates collection when replacements are needed

- Works closely with CMS staff in problem solving missing pages, etc.
- Manages replacement page requests, by ordering, claiming, and fulfilling
- Orders and maintains files on replacement pages and binders
- Checks-in designated materials in the local ILS, and claims skipped issues
- Creates simple invoices in the local ILS
- Updates local ILS records such as item, holdings and bibliographic records under supervision
- Files various records such as correspondence, invoices, etc.
- Searches invoices to assist in problem solving account statements
- Organizes invoices approved by CMS staff and submits with Navision file to Finance staff
- Processes and files GPO materials
- Other assignments as needed

Hours will depend on agreed upon schedule to meet Library operational needs.

Position Qualifications

Required:

- High school diploma or GED minimum requirement
- One to three years of library work experience or general office environment experience
- Work in a team environment with diverse staff
- Read and interpret procedures
- Communicate effectively with vendors and staff
- Operate proficiently general office and library equipment including personal computer and software programs typically associated with library operations
- Demonstrate an aptitude for complex, analytical, detailed work
- Understand the Library filing system in order to effectively sort, organize, alphabetize, and file

Preferred:

- 2+ years previous experience in a law library or law firm and associate degree

Work Environment

Will be working in a busy office environment.

Physical Abilities Required

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

Approvals

_____	_____	_____	_____
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.

Signature _____ Date _____

Print Name _____

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



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Staff Presentation: Freedom of Information Day After Report

Staff Presentation:

Law Days: Freedom of Information

After Report

Presented by:

Managing Librarian of Legal Education,

Ryan Metheny

April 24, 2019