

AGENDA

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

REGULAR BOARD MEETING

Tuesday, January 22, 2013

12:15 P.M.

M. L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CALIFORNIA 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.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Minutes of the November 20, 2012, Regular Board Meeting.
- 3.2 Minutes of the December 10, 2012, Special Board Meeting.
- 3.3 Minutes of the December 18, 2012, Regular Board Meeting.
- 3.4 Statistics for the 2012 calendar year.
- 3.5 Selection of Insurance Broker (Senior Director, Administrative Services, Patrick O'Leary).
- 3.6 Approval of LA Law Library Pay Schedule.

4.0 DISCUSSION & ACTION ITEMS

- 4.1 Responses to Questions Regarding ADA Access and Signage (Senior Director, Information Services, Jaye Nelson and Executive Director, Sandra Levin).
- 4.2 Approval of 2013 Meeting Dates (Executive Director, Sandra Levin)
- 4.3 Review of FY2012-2013 Budget (Senior Director, Administrative Services, Patrick O'Leary).
- 4.4 Direction Regarding Retention of Legal Counsel (Executive Director, Sandra Levin).

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 scheduled for Friday, February __, 2013.

POSTED FRIDAY, JANUARY 18, 2013 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

3.1 MINUTES OF THE NOVEMBER 20, 2012, REGULAR BOARD MEETING.

3.2 MINUTES OF THE DECEMBER 10, 2012, SPECIAL BOARD MEETING.

3.3 MINUTES OF THE DECEMBER 18, 2012, REGULAR BOARD MEETING.

3.4 STATISTICS FOR THE 2012 CALENDAR YEAR.

3.5 SELECTION OF INSURANCE BROKER (SENIOR DIRECTOR, ADMINISTRATIVE SERVICES, PATRICK O'LEARY).

3.6 APPROVAL OF LA LAW LIBRARY PAY SCHEDULE.

**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.**

November 20, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, November 20, 2012 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:

Susan Steinhauser, Esquire
Judge Reva Goetz
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Luis Lavin
Judge Jan Plum

Trustees Absent:

Judge Ann Jones

Staff Present:

Marcia J. Koslov, Executive Director
Sandra Levin, General Counsel

Also Present:

Benjamin Goldman, Esq., Littler Mendelson
Robert Conti, Esq., Littler Mendelson

President Steinhauser determined a quorum to be present, convened the meeting at 12:19 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Frank Rodriguez commented on Agenda Item 6.1, the Public Employment of the Executive Director (G.C. 54957).

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Building Envelope and Exterior Rehabilitation Project, the Executive Director Recruitment, and the availability of handicap access into the library.

During the three (3) minutes allocated, Ms. Shohreh Saljooghi commented on the Executive Director Recruitment.

During the three (3) minutes allocated, Ms. Channa Cajero commented on the Executive Director Recruitment.

2.0 PRESIDENT'S REPORT

President Steinhauser announced that she and Executive Director, Marcia Koslov, met with the Alex Johnson, Justice Deputy for Supervisor Mark Ridley-Thomas, to discuss LA Law Library programs and services for the constituents of District 2.

3.0 CONSENT CALENDAR

3.1 Minutes of the October 23, 2012, Regular Board Meeting

President Steinhauser noted that the October 23, 2012, Board Meeting Minutes should be amended to remove the announcement of the appointment of Trustee Klein as Chair of the Search Committee, because the appointment did not occur at the meeting. Following discussion, Trustee Pluim moved, and Trustee Klein seconded that the October 23, 2012 Regular Board Meeting Minutes be approved as amended. The motion was unanimously approved, 6-0.

4.0 DISCUSSION AND ACTION ITEM 1

Receipt and Acceptance of 2012 Fiscal Year Financial Audit Report.

The Executive Director presented the Final Audit Report for the 2012 Fiscal Year. There was no discussion. President Steinhauser requested a motion to accept the Financial Audit Report. So moved by Trustee Lavin, seconded by Trustee Goetz, the 2012 Fiscal Year Financial Audit Report was unanimously accepted, 6-0.

5.0 DISCUSSION AND ACTION ITEM 2

Approval of Separation Agreement for Marcia J. Koslov.

Following discussion, President Steinhauser requested a motion to approve Agenda Item 5. Trustee Klein moved and Trustee Pluim seconded, approval of the Separation Agreement for Marcia J. Koslov. There were 4 ayes; 1 no (Trustee Lavin); 1 abstention (Trustee Goetz).

President Steinhauser announced, at 12:45 p.m., that the Board would move to Agenda Item 6, Closed Session, and requested that all attendees exit with the exception of the Trustees and Legal Counsel, Benjamin Goldman and Robert Conti of Littler Mendelson.

6.0 **CLOSED SESSION**

- 6.1 Public Employment (G.C. 54957) Title: Executive Director.
- 6.2 Conference with legal counsel: Anticipated Litigation. (G.C. 54956.9(b))
Receipt of DFEH Claim from Frank Rodriguez.
- 6.3 Conference with Labor Negotiator (G.C. 54957.6): Library Negotiator: Ben
Goldman, Esq; Marcia Koslov, Executive Director; Patrick O’Leary, Senior
Director, Administrative Services. Employee Organization: SIEU, Local 721.

Trustee Goetz left the meeting at 1:40 p.m.

- 6.4 Reconvene Open Session: The Board reconvened Open Session at 1:57 p.m.

RE: 6.1 – President Steinhauser announced that in response to public comments the Board is mindful of the high standards here at the Library and in putting together the Executive Director job announcement it was the intention of the Board to cast as wide a net as possible to encourage applications. She noted that it is preferred that the candidates hold a JD, MLIS or MBA.

President Steinhauser reported that the Board does not intend to hire a search firm but will work with Counsel at Littler to ensure the job announcement is advertised to as wide a group of candidates as possible. The Executive Director was asked to survey the Board for dates during the week of December 10 when they would be available to interview candidates.

President Steinhauser requested a motion to authorize the Search Committee to inform candidates that, if incurred, reasonable travel costs would be reimbursed. Trustee Lavin moved and Trustee Plum seconded the motion which was unanimously approved, 4-0.

RE: 6.2 and 6.3 – President Steinhauser announced the Board did meet with legal counsel about strategies and how to best proceed.

7.0 **EXECUTIVE DIRECTOR REPORT**

Executive Director Marcia Koslov highlighted the following:

As part of the transition plan, Malinda Muller was asked to serve as interim Senior Director for Library Services. Malinda will be responsible for management and oversight of both Reference & Research and Programs & Partnerships services. To assist during the transition period, the Executive Director, together with the Senior Directors for Information Services, Library Services and Administrative Services, will create a briefing book identifying the current, continuing and anticipated projects.

8.0 AGENDA BUILDING

There were no items for Agenda Building.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 2:03 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 18, 2012.

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

DRAFT

**MINUTES OF THE SPECIAL 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.**

December 10, 2012

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, December 10, 2012 at 4:00 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:

Susan Steinhauser, Esquire
Judge Reva Goetz
Judge Mark Juhas
Judge Ann Jones
Judge Luis Lavin
Judge Jan Plum

Trustees Absent:

Kenneth Klein, Esquire

Staff Present:

Marcia J. Koslov, Executive Director

Also Present:

Benjamin Goldman, Littler Mendelson

President Steinhauser determined a quorum to be present, convened the meeting at 4:21 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Lee Paradise commented on Agenda Item 2, Closed Session.

2.0 CLOSED SESSION

- 2.1 Public Employment (G.C. 54957) Title: Executive Director.
- 2.2 Conference with Labor Negotiator (G.C. 54957.6) Library Negotiator: Ben Goldman. Unrepresented Employee: Executive Director.
- 2.3 Reconvene Open Session: The Board reconvened Open Session at 6:37 p.m.

RE: 2.1 – President Steinhauser announced that during Closed Session the Board met with three (3) candidates who were interviewed for the position of Executive Director. Following discussion, there was a motion that no further search was required. The motion passed with 5 ayes, and 1 abstention (President Steinhauser).

3.0 AGENDA BUILDING

Trustee Lavin requested that a Discussion on the Executive Director Recruitment be added to the Agenda for the December 18, 2012 Board Meeting.

4.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:40 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, December 18, 2012.

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

**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.**

December 18, 2012

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, December 18, 2012 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:

Susan Steinhauser, Esquire
Judge Reva Goetz
Judge Mark Juhas
Judge Ann Jones
Judge Luis Lavin
Judge Jan Plum

Trustees Absent:

Kenneth Klein, Esquire

Staff Present:

Marcia J. Koslov, Executive Director
Sandra J. Levin, General Counsel

Also Present:

Benjamin Goldman, Littler Mendelson

President Steinhauser determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Marcia Koslov recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. David Dellman commented on the availability of ADA parking.

During the five (5) minutes allocated, Mr. Lee Paradise commented on Agenda Item 8.2, Public Employee Appointment, ADA access to the Law Library's main entrance and the Building Envelope Repair & Exterior Restoration Project. President Steinhauser allowed Paradise two (2) additional minutes to conclude his remarks.

2.0 PRESIDENT'S REPORT

President Steinhauser announced the departure of Honorable Jan Pluim from the Board of Law Library Trustees and presented him with an award in recognition for the years of dedicated service. In addition, President Steinhauser expressed her condolences for the families affected by the tragic events that took place in Newtown, Connecticut.

3.0 CONSENT CALENDAR

The Consent Calendar was tabled.

4.0 ACTION ITEM 1

Approval of 2013 Meeting Dates. Per the Presidents prerogative, President Steinhauser recommended the Board move to continue meeting on the fourth Tuesday for the January meeting, January 22, 2013. The remaining dates for 2013 were tabled. No discussion.

5.0 DISCUSSION AND ACTION ITEM 2

The Rare Book Options was tabled.

6.0 DISCUSSION

Review of FY2012-2013 Budget. Senior Director for Administrative Services, Patrick O'Leary highlighted the following as part of a brief overview:

As a result of competition with County Parking Lot 10, the Library is currently 3% behind on projection in revenue for parking. However, County Parking Lot 10 recently increased their parking rate to \$20, from \$10, allowing the Law Library to increase its parking maximum to \$25, as it was previously. In addition to the parking revenue decrease, Library Service Fees is below 21% in revenue due to a decrease in Members Fees.

On the expense, the Library is 2% over projection, this is primarily from Personnel. Professional Services is projected to come in over budget, although at this time it is not clear on the percentage.

Patrick will come back to the Board in January with a recommendation on any needed budget modifications.

7.0 DISCUSSION

Transition Planning and Documents. Executive Director, Marcia Koslov, is currently working with the Senior Executive Team on identify active projects and services, including those under discussion, from Facilities to Library Services and Programs that were started. The briefing book will be presented to the Senior Executive Team prior to Marcia's leaving.

At 12:35p.m., President Steinhauser announced that the Board would close Open Session and commence the Closed Session, Agenda Item 8, and request all staff and members of the public exit, with the exception of labor counsel, Benjamin Goldman.

8.0 CLOSED SESSION

- 8.1 Conference with Labor Negotiator (G.C. 54957.6) Library Negotiator: Ben Goldman and/or Hon. Luis Lavin. Unrepresented Employee: Executive Director Candidate(s).
- 8.2 Public Employee Appointment (G.C. 54957) Title: Executive Director.
- 8.3 Conference with Labor Negotiator (G.C. 54957.6) Library Negotiator: Ben Goldman. Employee Organization: SEIU, Local 721.
- 8.4 Reconvene Open Session: Approval of Employment Agreement for, and Appointment of, Executive Director.

The Board reconvened Open Session at 1:23 p.m. President Steinhauser announced that during Closed Session the Board met in regard to sections 8.1 and 8.2. Section 8.3 was tabled. Moving to section 8.4, President Steinhauser requested, in the absence of Trustee Klein, Chair of the Search Committee, Trustee Lavin announce any action taken. Trustee Lavin announced his recommendation that the Board move forward with adopting the Employment Agreement, appointing Sandra Levin as Executive Director. Trustee Lavin noted the acknowledgement of a 3-month moonlighting provision that would allow Levin to transition out of her current practice with Colantuono and Levin, the Board sees no conflict as it would discontinue work with Colantuono and Levin going forward for the 3-month period. Subject to a standard background check that the Library conducts for its high level employees, Trustee Lavin moved to authorize President Steinhauser to sign the Employment Agreement hiring Sandra Levin as Executive Director, seconded by Trustee Plum, the motion was unanimously approved, 6-0.

President Steinhauser commented that as the Law Library's General Counsel for the last two years, Levin has had the opportunity to familiarize herself with its operations, finances and staff. She also comes to the Executive Director position with management, budget and strategic planning experience from a variety of perspectives. As a founder, owner and co-manager of her law firm, Colantuono & Levin, where responsible for approximately 20 employees and a vibrant, successful law practice. As Mayor and Councilmember of Culver City she had firsthand experience overseeing a budget of over \$80,000,000, hundreds of employees and diverse municipal operations. As both general and special counsel to numerous government agencies, she has acquired an in depth knowledge of public sector governance and operations.

9.0 AGENDA BUILDING

President Steinhauser requested a follow up on ADA access to the Main Library be included as part of the January 22, 2013, Board Agenda in addition to the tabled Agenda Items from the December 18, 2012, Special Board Meeting.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:31 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, January 22, 2013.

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

			2010 Year	2011 Year	2012 Year	Notes
Reference and Research						
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>					
	Desk Inquiries		27,920	32,380	30,473	
	Phone		10,272	9,435	10,403	
	Email/ Live Chat		7,989	5,097	1,702	
	By Mail		167	277	246	
	Foreign/International		204	842	653	
	Foreign/International Web		29	119	120	
		Total	46,581	48,150	43,597	
Circulation Services						
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>					
	Desk Inquiries		36,152	41,731	23,044	
	Phone Inquiries		5,039	6,703	9,681	
		Total	41,191	48,434	32,725	
	Books Circulated		16,616	13,723	13,520	
Document Delivery / E-Delivery Services						
	<i>Document Delivery responds to requests for materials from the LA Law Library collection.</i>					
	Phone Inquiries		765	731	764	
	Email		216	252	249	
	In-Person		340	377	264	
	By Mail		46	89	28	
		Total	1,367	1,449	1,305	
	Pages Delivered		21,461	44,832	48,812	

LA Law Library Statistics

			2010 Year	2011 Year	2012 Year	Notes
Copy Center						
	<i>Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>					
	Phone		175	862	908	
	In-Person		15,279	15,368	10,647	
		Total	15,454	16,230	11,555	
	Copies Made (Main Library)		261,918	378,684	357,999	
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		912	1,276	791	
	New Continuations		242	331	202	
	Book Volumes Added		7,678	7,652	7,289	
	Microfiche / Media Added		32,417	12,927	7,598	
	Books Cataloged/Reclassed		20,492	39,374	14,322	
	Volumes / Media Withdrawn		4,087	3,682	5,391	
Scan Project						
	Briefs Scanned		35,669	56,467	34,208	
Web Statistics						
	Visitors		82,291	73,586	71,754	Web year Statistics for 2012 are less.
	Visits		151,300	147,785	181,682	3rd quarter. Due to technical difficulties they were not available.
	Average Daily Visits		397	404	496	
	Average Duration		9:10	32:29	13:47	
	Visitors: US		68.64%	71.75%	75.70%	
	Visitors: International / Unspecified		31.36%	28.25%	24.30%	

		2011 Year	2012 Year
Branch Collections			
	Book Volumes Added	1,087	1,021
	Volumes Withdrawn	2,803	386
Branch Copies			
	Long Beach	36,536	45,526
	Norwalk	11,319	10,972
	Pomona	14,809	13,569
	Santa Monica	14,535	15,623
	Torrance	18,290	19,528
	Van Nuys	30,183	15,493
	Total Copies Made	125,672	120,711
Long Beach			
	Desk Requests	3,824	2,444
	Phone Requests	1,452	949
	Copier Assistance	663	1,039
	Visitors	4,563	5,658
Norwalk			
	Desk Requests	720	594
	Phone Requests	890	708
	Copier Assistance	687	833
	Visitors	2,606	1,993
Pomona			
	Desk Requests	851	965
	Phone Requests	74	134
	Copier Assistance	738	768
	Visitors	1,960	2,142
Santa Monica			
	Desk Requests	1,300	1,476
	Phone Requests	807	779
	Copier Assistance	853	904
	Visitors	2,738	2,686
Torrance			
	Desk Requests	1,247	1,396
	Phone Requests	549	505
	Copier Assistance	1,197	1,194
	Visitors	3,173	3,381

MEMORANDUM

DATE: January 10, 2013
TO: Board of Law Library Trustees
FROM: Patrick O'Leary
RE: Selection of Insurance Broker

Staff issued a request for proposals for insurance broker services to identify a broker who could obtain insurance proposals to meet the Library's needs, including its property and casualty, directors' & officers' liability, employment liability, workers' compensation, and earthquake insurance requirements. As the result of the proposal process, staff has determined that Keenan and Associates is best suited to meet the library's needs and obtain qualified, professional insurance services at the lowest price.

Background:

The library invited proposals from brokers with reputations for providing excellent service to public and nonprofit entities and represented a range in size from medium to very large. The list of invited brokers is as follows:

- Aon Risk Insurance Services West
- Arroyo Insurance Services
- Beecher Carlson Insurance Agency, LLC
- Heffernan Insurance Brokers, Inc.
- Keenan & Associates.

All of the invited proposers responded. The proposals from each are summarized in the attached chart and provided information as follows:

- A brief history of the brokerage firm, its size, specialization, ownership relationships, financial information, and the names and backgrounds of the proposed broker team
- A description of the firm's public entities expertise,
- A list of representative accounts
- A list of clients lost during the past three years
- A description of how the broker successfully has limited clients' risk exposure and minimized claims, particularly workers compensation claims
- A commission or fee proposal and an indication of whether the broker would be agreeable to a commission cap.



A review panel – composed of Finance Manager Marcelino Juarez, Programs & Partnerships Librarian Cathy Lintvedt, and the Senior Director of Administrative Services – summarized the various proposals, met with the four brokers with whom the Library had no previous experience, and contacted all references.

Analysis:

Responsiveness of Proposal:

The proposals from Aon, Beecher, and Keenan were thorough, informative, well-organized, and addressed each of our criteria competently and in a manner that conveyed they had given our needs and concerns careful consideration. The proposals from Arroyo and Heffernan were not as thorough. Aon's and Keenan's proposals scored highest in the review panel's subjective assessment of RFP compliance, followed by Beecher, Arroyo, and Heffernan. The compliance scores are attached. Aon and Keenan received top scores in all categories. Arroyo scored less well than others in workers' compensation strength and online client resources. Beecher and Heffernan scored low on California public entities expertise, which the review panel concluded was crucial.

Qualifications and Reference Checks:

All proposers appear to be excellent firms and doubtless would provide better than sufficient insurance broker services. Following is a thumbnail sketch of each in descending order based on the review panel's average RFP compliance score:

- Keenan & Associates (Score: 100) Keenan is a privately held corporation (55% employee-owned) incorporated in 1972 and based in Torrance with offices in Riverside and San Clemente. It has 659 employees and ranks 18th in size among all brokers in the U.S. It derives more than 70% of its revenue from serving the insurance needs of California public agencies. Keenan has a solid insurance policy review and marketing team, well-designed risk management and loss control services and extensive occupational safety programs for clients including online courses.
- Aon Risk Insurance Services West (Score: 100) Aon Risk is one of three divisions within Aon Corporation. The other divisions are Aon Benfield, which handles reinsurance, and Aon Hewitt, which provides human resources consulting services. Aon was founded in 1979. At \$11.3 billion revenue in 2011, Aon Corporation is the world's largest insurance broker. In Los Angeles, Aon has more than 460 employees and \$93 million in revenue. Their public entities group is professional, knowledgeable and capable of providing brokerage services in all required by the Library. The team that would be assigned to the Library handles insurance needs for 14 public entities in California including the City and County of San Francisco.



- Beecher Carlson Insurance Agency, LLC (Score: 80) Beecher Carlson is a privately held company headquartered in Atlanta with 26 offices and 435 employees throughout the U.S. and in Bermuda and the Cayman Islands. They have three offices in California. The public entities team that would service the library is based in Portland. Company-wide, Beecher serves over 1,300 public entities either directly or through public entities pools where Beecher acts as consultant or reinsurance broker. At present, they do not have California public entity clients.
- Arroyo Insurance Services (Score: 77) Arroyo's relationship to the Library is long. Allen, Simonds, Gates, & Co., a predecessor to Arroyo, began servicing the Library's insurance needs in 1960. The firm has 135 employees and 8 offices located throughout California. Arroyo was formed in 1983. Although it considers itself a generalist, the firm provides service to four public entities, including the Library, and to a number of nonprofit organizations.
- Heffernan Insurance Brokers, Inc. (Score: 70) Heffernan was founded in 1988 and is headquartered in Walnut Creek, CA. It has over 400 employees in eight offices, five of which are in California including Los Angeles. The firm does not represent California public entities but it has a number of nonprofit clients. It strives to be client-focused and to provide innovative service. It is particularly strong in workers' compensation claims management.

References for all the companies were very positive. Although this is to be expected, the commendations each received about their commitment to service and their responsiveness to clients' needs were impressive.

Cost and Value:

At a fixed fee of \$50,000 subject to annual increases pegged to the CPI, Keenan was the third lowest bidder, as illustrated in the attached charts. Heffernan's proposed commission was \$17,000 lower. Beecher Carlson's was \$5,000 lower.

To assess the relative value of the proposals, the review panel devised a value index by calculating for each broker the ratio of compliance score over estimated annual premium. Keenan was second best in the value index at 20.0 (see the attached chart). Heffernan scored highest in value at 21.2.

Background and Experience with Public Entities:

Keenan's team is professional and knowledgeable with substantial experience providing insurance service to public entities. The company currently works with more than 600 California public agencies. Our panel believes this public agency experience could lead to insurance premium savings for the library in the long-run, thereby either offsetting or surpassing the difference in premium between Keenan and the two lower bidders.

In contrast to Keenan, the other proposers have less California public entities experience. Aon's proposed team ranks second to Keenan in terms of California public entities expertise. Aon also has substantial public entity experience



outside California, providing insurance services to over 600 public entities through the U.S. Beecher Carlson, while very strong outside California in public entities experience including library experience, lacks a California public entities client. Arroyo and Heffernan have considerably less public entities experience than the others although both have substantial nonprofit experience.

Staff Recommendation: Effective immediately, retain Keenan & Associates as the library's broker of record at a fixed fee of \$50,000 renewable annually for two additional years at a rate not to exceed the change in the Consumer Price Index for All Urban Consumers as issued by the U.S. Bureau of Labor Statistics.

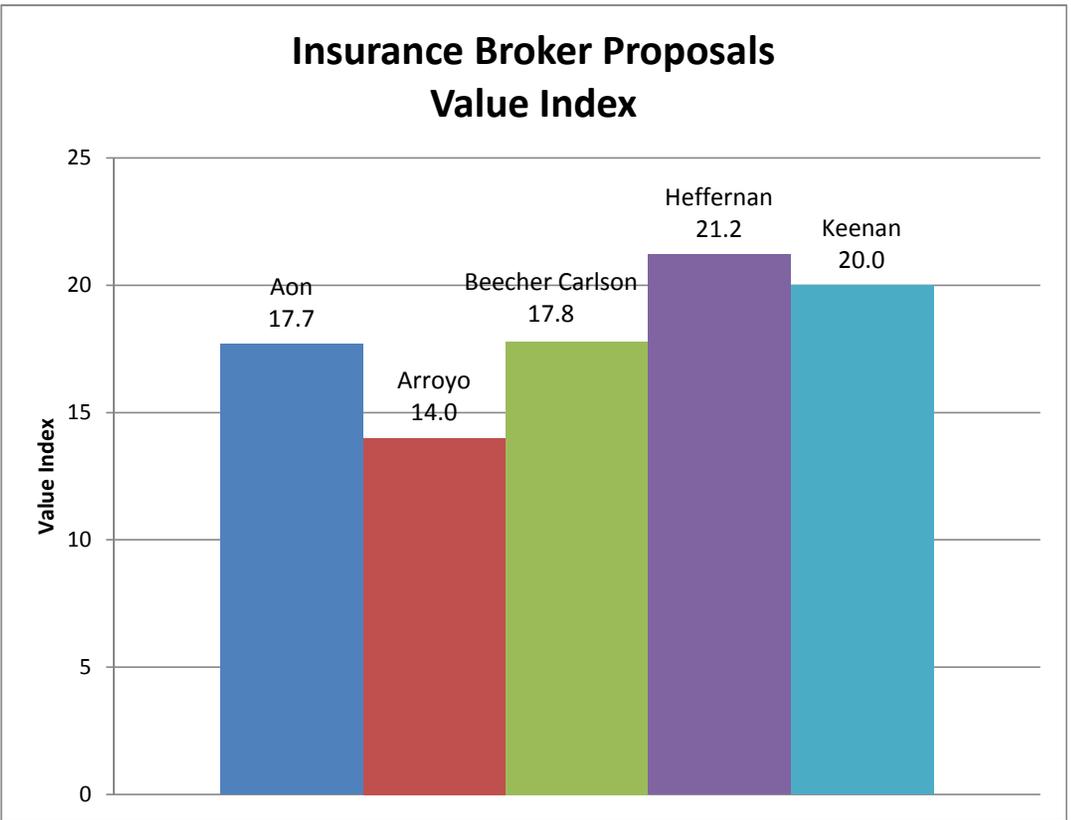
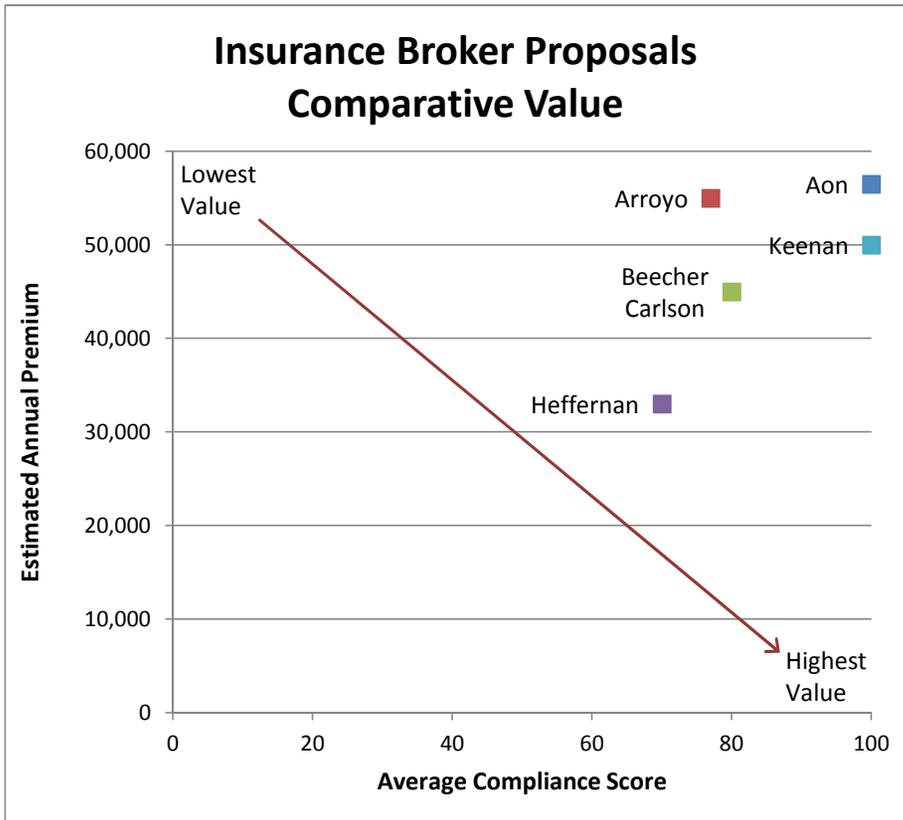
Attachment

LALAWLIBRARY



Insurance Broker RFP: Compliance Matrix

	Est. Annual Commission	Compliance Scores										Value Index ¹	
		California Public Entities Expertise (Wt=25)		Strength of Property & Casualty Team (Wt=25)		Strength of Workers' Comp Team (Wt=25)		Online Resources (Wt=10)		References (Wt=15)			Average Compliance Score
Aon	56,500	5	125	5	125	5	125	5	50	5	75	100	17.7
Arroyo	55,000	4	100	5	125	3	75	1	10	5	75	77	14.0
Beecher Carlson	45,000	1	25	5	125	5	125	5	50	5	75	80	17.8
Heffernan	33,000	1	25	3	75	5	125	5	50	5	75	70	21.2
Keenan	50,000	5	125	5	125	5	125	5	50	5	75	100	20.0



1. Value Index: Average Compliance Score / (Est. Annual Commission / 10,000)

MEMORANDUM

DATE: January 22, 2013
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Library Pay Schedule

Attached is a pay schedule for library employees. The schedule has been in effect since May 31, 2011. The California Public Employees Retirement System (CalPERS) requires: a) that this pay schedule be approved and adopted by the Board of Trustees of the Los Angeles County Law Library in accordance with requirements of applicable public meetings laws; b) that it be posted at the library or immediately accessible and available for public review during normal business hours or posted on the library's internet website; and c) that it be retained and available for inspection for not less than 5 years (see T. 2 CCR §570.5).

Staff Recommendation:
To comply with CalPERS' regulatory requirements, the LA Law Library Board of Trustees approves and adopts the attached pay schedule for library employees.



Classification Chart

Effective May 31, 2011

Salary Grade	Classification	Beginning	End
1	Library Aide Administrative Aide	\$9.49 / hr	\$12.90 / hr
2	Library Clerk Administrative Clerk	\$12.98 / hr \$27,000	\$21.39 / hr \$44,500
3	Branch Assistant	\$14.90 / hr	\$24.59 / hr
3	Library Technician Administrative Technician	\$14.90 / hr \$31,000	\$24.59 / hr \$51,150
4	Library Associate	\$19.23 / hr \$40,000	\$31.73 / hr \$66,000
4	Building Engineer	\$44,000	\$72,600
4	Support Supervisor Executive Staff	\$44,000	\$72,600
5	Librarian	\$50,000	\$82,500
6	IT Staff	\$60,000	\$99,000
7	Senior Librarian Senior Administrative Staff	\$65,000	\$97,500
8	Division Director	\$75,000	\$112,500
9	Senior Director	\$105,000	\$150,500
10	Executive Director	\$125,000	\$187,500

AGENDA ITEM 4

DISCUSSION AND ACTION ITEMS

- 4.1 RESPONSES TO QUESTIONS REGARDING ADA ACCESS AND SIGNAGE (SENIOR DIRECTOR, INFORMATION SERVICES, JAYE NELSON AND EXECUTIVE DIRECTOR, SANDRA LEVIN).
- 4.2 APPROVAL OF 2013 MEETING DATES (EXECUTIVE DIRECTOR, SANDRA LEVIN)
- 4.3 REVIEW OF FY2012-2013 BUDGET (SENIOR DIRECTOR, ADMINISTRATIVE SERVICES, PATRICK O'LEARY).
- 4.4 DIRECTION REGARDING RETENTION OF LEGAL COUNSEL (EXECUTIVE DIRECTOR, SANDRA LEVIN).

MEMORANDUM

DATE: January 22, 2013
TO: Board of Law Library Trustees
FROM: Jaye Nelson
RE: Response to Questions Regarding ADA Parking and Access

BACKGROUND AND DISCUSSION:

Pursuant to the Board’s request, this item was placed on the agenda to address questions raised by members of the public concerning compliance with the Americans with Disabilities Act (ADA) and access to the Law Library. In particular, three issues relating to ADA accessibility were raised recently:

1. ADA Compliance and the New Construction: A concern was raised that the new construction may not have been ADA compliant in some way and, in particular, that an accessible entrance ramp on 1st Street was removed. Prior to construction there was a steeper, ramped entrance in a different location. As a result of the remodeling, the front entrance is less-sloped and fully ADA-compliant. Moreover, the scope of work for the construction project required that both the general contractor and the landscape architect adhere to all state and federal requirements for accessibility. Nonetheless, given the questions that were raised, staff again contacted the landscape architect, Troller Mayer, who has confirmed that the access complied fully with all applicable ADA requirements. (See attached letter from principal, Rick Mayer.)
2. Disabled Parking: A second concern was raised by a patron at a recent Board meeting that disabled parking may have been “removed” from the Law Library’s parking facilities. The Library has not removed any disabled parking.

The Library maintains two parking facilities: 1) a managed structure with attendants which provides parking for a fee and is available to all patrons and the general public; and 2) the gated structure attached to the Library which is not attended and provides parking without a fee to employees, Board members, participants in the Members’ Program and other invited guests by appointment. There is accessible parking for persons with disabilities in both structures and the criteria for who is eligible to use the no-cost structure (e.g., employment, membership on the Board, etc) do not in any way depend on physical ability or disability.



The basic mandate under the ADA is to provide an equal opportunity to participate in and benefit from the Library's services, programs, and activities. The parking for Library patrons and the general public in the paid structure surrounding the Library satisfies this mandate as it includes accessible spaces. As noted, there is also disabled parking for employees, board members and invited guests in the gated parking structure attached to the Library, and this, too, includes accessible spaces. However, this free parking is not made available to the general public because it is limited and unattended, and would require security control and access at an additional cost not currently budgeted. There apparently was a time, however, when the parking in the attached structure was also made available to patrons with disabilities, but that practice was discontinued due to cost and logistics. This is a policy issue, not a legal issue, though, as the ADA does not require the Library to provide free parking.

In short, there is both accessible parking for patrons with disabilities and accessible parking for employees and invited guests with disabilities. Nonetheless, if any patron or guest of the Library experiences significant difficulty in accessing the facility or programs, we would encourage them to let staff know, as the Law Library's primary mission is to provide access to legal resources and information to those who need it and we remain dedicated to that goal.

3. Signage: Lastly, the Library received a request that signage be posted to identify the disabled entrance to the building. Because the main public entrance and walkway from 1st & Hill Street is itself accessible there is no requirement that signage be posted directing patrons to the accessible entrance. In other words, because there are not multiple entrances from which to choose, there is no need to identify which entrance is accessible nor any obligation to do so. Of course, there is no prohibition either, and if the Board would prefer, we could certainly post a universal ADA accessible entrance sign next to the main entrance, highlighting that the main entrance is accessible or post a directional sign on the Broadway side pointing out the path to the entrance to the ramp.

FISCAL IMPACT:

The cost to post a universal ADA accessible entrance placard would be approximately \$120.00.

RECOMMENDATION:

Provide direction as to whether to post a universal ADA accessible entrance sign directing patrons to the main entrance and as to any other follow up desired.



Troller Mayer Associates, Inc.

Landscape Architecture Planning Urban Design

1403 Kenneth Road, Suite B
Glendale, California 91201-1421
P 818-956-8101 F 818-956-0120
www.trollermayer.com

MEMO

DATE: January 10, 2013

ATTENTION: Jaye Nelson

RE: LA Law Library

At your request, Troller Mayer Associates, Inc. is writing a memo in response to a question that has been raised regarding the need for ADA ramps to the main entrance to the Library.

No ramps are required because the walkway from Hill and First Streets is ADA compliant to the main entrance to the Library and meets all regulatory requirements.

Please call with any further questions.



Richard Mayer, PLA, ASLA, CA Lic. #1517
Principal

AGENDA ITEM 4 | DISCUSSION AND ACTION ITEM 4.2

MEMORANDUM

DATE: January 22, 2013

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: 2013 Board Meeting Dates

During 2013 it is recommended that the Board continue to meet on the fourth Tuesday of each month except for November and December. During those two months, the Board generally meets on the third Tuesday (indicated with *) so as to avoid conflicts with holiday and vacation schedules.

The Board may want to consider a start time of 4:00 or 4:30 p.m. for some meetings rather than the current 12:15 p.m. start time.

The 2013 dates are:

2013 DATES	
February TBD	August 27
March 26	September 24
April 23	October 22
May 28	*November 19
June 25	*December 17
July 23	

For planning purposes, we have identified the following items to be discussed at Board meetings throughout 2013. Both the topics and the assigned dates are tentative, but we wanted to apprise you as to the status of our efforts to organize and plan upcoming agenda items. We will, of course, work with the Board President on specific scheduling as the year progresses.

DATE	TENTATIVE TOPIC
February ??	Mid-Year Budget Adjustment and Recommendations Insurance Proposal Process for Strategic Plan Branches (preliminary discussion)
March 26	Branches (Decisions) Safety and Emergency Preparedness Plan Illness & Injury Prevention Program

(continued on next page)



April 23	Rare Books Budget and CIP Planning Workshop
May 28	Strategic Plan Workshop Website Feedback
June 25	Budget, FY 2013-2014 LALawLibrary.org Website Update
July 23	Strategic Plan Approval
August 27	
September 24	Discussion of digitization programs and options Annual Report to the Board of Supervisors
October 22	FY 2013 Audit Community Outreach & Education Discussion
*November 19	Discussion of Offsite Service Models/ Partnerships
*December 17	Executive Director Performance Evaluation Preliminary Discussion of Employee Negotiations



MEMORANDUM

DATE: January 22, 2013

TO: Board of Law Library Trustees

THROUGH: Sandra J. Levin

FROM: Patrick O’Leary

RE: Financial Report for the Period Ending 12/31/12 and Mid-Term Financial Forecast

Attached are the financial report for the six months ending 12/31/12 and a financial forecast for FY 2012-13. The forecast is based on projecting revenue trends we have discerned through 12/31/12, assuming that vacant positions remain vacant, legal costs will be reduced, operations will otherwise continue without material change but that capital expenditures will be curtailed significantly. As you will see, the forecast is not sustainable as a long-term proposition and the projected operational deficit will require prompt action.

Summary of Financial Results and Forecast:

At the fiscal year’s midpoint, the Library’s revenues were \$108k below budget because of lower parking income and lower fees from the Members program. Expenses were \$74k over budget primarily because of salary costs due to lower than expected vacancy and attrition rates. As a result, instead of earning a profit as predicted in the adopted budget, the Library incurred a net operating loss for the first half of the year of \$56.8k. If left unchecked, we forecast this loss will grow to \$450k by the end of the fiscal year.

This projected imbalance in operating costs is unsustainable and calls for prompt action to ensure that, by the beginning of the next fiscal year and thereafter, operating costs will be in line with operating revenue. We believe this is achievable, as discussed below.

In addition to the operating loss, the Library incurred \$45k in extraordinary expenses through 12/31/12 related to the separation of certain Library employees. By the end of the fiscal year, we forecast that total extraordinary costs will be \$264k. As you know, the expenditure of one-time monies to cover extraordinary expenses is less concerning than an operational deficit because one fundamental purpose of reserves is to fund unforeseen one-time



expenditures. Nonetheless, the decline in reserves is a significant part of the overall financial health of the organization. Since the goal is to build the reserves slowly over time, the draw-down of reserves to cover one-time costs this year makes it all the more important that the operational deficit be addressed immediately.

Finally, the Library's cash reserve stood at \$10.37 million at 12/31/12. Absent corrective action, the balance at the end of the current fiscal year will be \$8.86 million, or \$560k less than budgeted because of the operating deficit and extraordinary expenses we expect to incur during the second half of the fiscal year.

Cost Realignment:

Staff will begin immediately taking steps to restructure those operating costs that do not directly impact the level or quality of service to the public. It is staff's view that the cuts necessary to completely avoid a net operating loss in the current fiscal year would be too devastating to service levels to warrant implementation. (Such a dramatic turnaround would effectively mean making enough cuts in the few remaining months of the fiscal year to make up for an entire year of deficit.) Rather, our goal will be to balance revenue and costs by the end of the year and to maintain that balance going forward.

As you may recall from prior discussions, the Library has already taken some steps to reduce operating costs. Some of those significant reductions have not yet resulted in a change to net income, though. For example, the Reference & Research and Collection Management teams have cut over \$450k from the ongoing library materials budgets by culling duplicate titles and low value publications and by substituting digital equivalents in place of hard copies. Staff was careful to ensure these cuts would not adversely affect library users' ability to research the law. However, these cuts do not immediately affect the "bottom line" of net revenue because library materials are booked as assets and depreciated over time. Going forward, though, since library materials are depreciated over four-years, these efforts alone will reduce operating costs by over \$100k annually.

Staff will prepare a revised forecast for the February Board meeting that will explain how it plans to bring costs in line with revenues. Please note that due to the large amounts involved, staff may recommend cuts that do curtail or materially alter service to the public. However, no such cuts will be implemented without first presenting them to the Board.



Options:

1. Receive and file this report;
2. Identify specific cuts to be made immediately;
3. Direct staff not to make any cuts immediately; or
4. Identify a target net operating loss/gain and direct staff to return with a plan to achieve that target.

Staff Recommendation:

Staff's recommendation is to receive and file. As noted above, Staff will take immediate steps to bring operating costs in line with revenues in ways that will not materially alter the quality or level of service to the public and will return with a proposal for further cuts, as necessary to bring revenue and costs into balance.

Attachment



Los Angeles Law Library

Balance Sheet as of December 31, 2012

	Jun-12	Dec-12	Change
Assets			
Current Assets			
Cash and cash equivalents	12,353,815	11,636,418	(717,397)
Accounts receivable	50,835	59,038	8,203
Prepaid expenses and other assets	415,542	311,539	(104,003)
Total current assets	12,820,192	12,006,995	(813,197)
Restricted cash and cash equivalents	231,234	261,139	29,905
Capital assets, not being depreciated	580,333	580,333	-
Capital assets, being depreciated - net	24,055,362	23,479,795	(575,567)
Total assets	37,687,122	36,328,262	(1,358,859)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	1,254,424	28,345	(1,226,080)
Other current liabilities	508,040	452,897	(55,143)
Total current liabilities	1,762,464	481,241	(1,281,223)
Accrued sick and vacation liability	477,661	477,661	-
Borrowers' deposit	256,433	280,550	24,117
OPEB obligation	1,448,988	1,448,988	-
Total liabilities	3,945,546	2,688,440	(1,257,106)
Net assets			
Invested in capital assets, net of related debt	24,635,695	24,060,128	(575,567)
Unrestricted	9,105,880	9,579,694	473,814
Total net assets	33,741,576	33,639,822	(101,753)

Financial Results for the period Ending 12/31/12
Los Angeles Law Library

Income Statement for the Period Ended December 31, 2012

Dec 2011 Actual	Dec 2012				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Income											
659,001	604,344	628,528	24,184	4.0%	L.A. Superior Court Fees	4,256,145	3,951,758	4,007,843	56,084	1.4%	Filing fees to date were 1.4% better than expected. In contrast, parking fees to date were adversely affected by nearby competition and were 3.5% below budget. Fees from members to date were \$41k below budget because of disappointing results from the campaign to attract LACBA members. Deposit forfeitures will be deferred to later in the fiscal year because of a change in accounting policy.
13,426	6,858	4,686	-2,173	-31.7%	Interest	63,831	37,350	36,034	-1,316	-3.5%	
59,321	52,712	42,081	-10,631	-20.2%	Parking	386,046	371,394	277,674	-93,720	-25.2%	
17,864	24,344	20,012	-4,332	-17.8%	Library Services	296,784	330,234	260,943	-69,291	-21.0%	
749,613	688,258	695,307	7,049	1.0%	Total Income	5,002,806	4,690,736	4,582,494	-108,242	-2.3%	
Expense											
455,705	322,756	335,386	-12,630	-3.9%	Personnel	2,107,599	2,034,409	2,111,646	-77,237	-3.8%	Expenses overall were 1.3% higher than budgeted because of salaries, an as yet unpaid reimbursement from the exterior project contractor, and higher than projected depreciation expense. Library materials were lower because of timing of payments to a Lexis Nexis Matthew Bender.
850,901	407,731	178,733	228,998	56.2%	Library Materials	1,955,840	1,624,123	1,240,097	384,027	23.6%	
-850,901	-407,731	-178,733	-228,998	56.2%	Lib Materials Transferred to Assets	-1,955,840	-1,624,123	-1,240,097	-384,027	23.6%	
87,992	65,477	65,337	139	0.2%	Occupancy	430,783	386,278	403,583	-17,306	-4.5%	
39,148	37,255	30,317	6,938	18.6%	Supplies & Services	192,288	189,343	164,778	24,564	13.0%	
5,800	15,082	15,530	-448	-3.0%	Professional Services	91,814	111,740	91,820	19,920	17.8%	
271,167	313,104	316,102	-2,997	-1.0%	Depreciation	1,585,722	1,843,920	1,867,450	-23,530	-1.3%	
859,812	753,673	762,672	-8,999	-1.2%	Total Expenses	4,408,207	4,565,689	4,639,278	-73,589	-1.6%	
-110,199	-65,415	-67,365	-1,950	3.0%	Net Income	594,599	125,048	-56,783	-181,831	-145.4%	
0	0	14,800	-14,800	0.0%	Extraordinary Expense	0	40,889	44,970	-4,081	-10.0%	
0	38,083	10,652	27,431	72.0%	Capitalized Expenditures	4,697	286,500	51,786	234,714	81.9%	The unexpected drop in parking fees and library services caused us to defer certain capital expenditures.
0	56.5	54.9	1.5	2.7%	Full-Time Equivalent Employees	NA	55.4	55.0	0.4	0.7%	

Financial Results for the period Ending 12/31/12
Los Angeles Law Library

Income Statement for the Period Ended December 31, 2012

Dec 2011 Actual	Dec 2012				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Account Detail:											
Income:											
659,001	604,344	628,528	24,184	4.0%	L.A. Superior Court Fees	4,256,145	3,951,758	4,007,843	56,084	1.4%	Filing fees to date continued to track fairly close to the budget. They were 5.8% below FY2012 actual.
Interest:											
5,107	950	0	-950	-100.0%	Interest - LAIF	10,203	1,900	1,190	-710	-37.4%	
8,135	5,700	4,550	-1,150	-20.2%	Interest - General Fund	52,228	34,200	33,923	-277	-0.8%	
184	208	136	-72	-34.7%	Interest - Deposit Fund	1,400	1,250	921	-329	-26.3%	
13,426	6,858	4,686	-2,173	-31.7%	Subtotal	63,831	37,350	36,034	-1,316	-3.5%	
59,321	52,712	42,081	-10,631	-20.2%	Parking:	386,046	371,394	277,674	-93,720	-25.2%	The County raised rates for lot 10 to \$20 maximum per day. In response, we raised our rates back to \$25 in December. Nevertheless, parking volume has been down in January compared with levels prior to the advent of competition from the County.
Library Services:											
150	150	50	-100	-66.7%	Annual Borrowing Fee	8,375	8,375	5,250	-3,125	-37.3%	
4,821	10,311	8,250	-2,061	-20.0%	Annual Members Fee	32,543	84,309	42,876	-41,433	-49.1%	The number of new members resulting from the LACBA initiative was lower than expected.
104	750	155	-595	-79.3%	Course Registration	1,799	4,500	3,599	-901	-20.0%	
5,936	6,250	5,594	-656	-10.5%	Copy Center	36,286	37,500	36,692	-808	-2.2%	
2,273	2,250	1,383	-868	-38.6%	Document Delivery	12,911	13,500	12,496	-1,004	-7.4%	
3,391	3,500	3,968	468	13.4%	Fines	24,453	21,000	26,674	5,674	27.0%	
35	550	150	-400	-72.7%	Miscellaneous	4,650	3,300	887	-2,413	-73.1%	
50	83	25	-58	-70.0%	Room Rental	225	500	7,350	6,850	1370.0%	The increase over budget resulted from Quinn Emanuel's rental over several weeks of a conference room as a trial war room.
614	0	15	15	0.0%	Book Replacement	689	1,250	2,110	860	68.8%	
0	0	0	0	0.0%	Forfeited Deposits	28,474	28,000	0	-28,000	-100.0%	A change in the Library's policy increased from two years to three the period of borrower inactivity after which the Library may take deposits into income. Policy also requires us to post a legal notice in the LA Times before claiming these amounts.
0	0	0	0	0.0%	Friends of Law Library	143,000	125,000	120,000	-5,000	-4.0%	
0	0	0	0	0.0%	Grants	0	0	0	0	0.0%	
492	500	422	-78	-15.6%	Vending	3,380	3,000	3,010	10	0.3%	
17,864	24,344	20,012	-4,332	-17.8%	Subtotal	296,784	330,234	260,943	-69,291	-21.0%	
749,613	688,258	695,307	7,049	1.0%	Total Income	5,002,806	4,690,736	4,582,494	-108,242	-2.3%	

Los Angeles Law Library
Financial Results for the period Ending 12/31/12

Income Statement for the Period Ended December 31, 2012

Dec 2011 Actual	Dec 2012				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Expenses:											
Personnel:											
357,694	236,750	248,087	-11,338	-4.8%	Salaries	1,553,492	1,490,470	1,573,168	-82,698	-5.5%	The adverse variance for the month was the result less actual attrition than budgeted. The YTD variance resulted from several causes including a 2-month delay in implementing the lay-off of three employees, the election to keep certain other employees at reduced hours, and less actual attrition than budgeted
19,213	12,784	13,378	-593	-4.6%	Social Security	87,724	84,659	88,749	-4,090	-4.8%	
4,992	3,314	3,460	-146	-4.4%	Medicare	21,680	20,867	21,911	-1,045	-5.0%	
18,095	9,688	9,688	0	0.0%	Retirement	79,579	58,129	58,128	0	0.0%	
45,767	43,863	44,783	-920	-2.1%	Health Insurance	289,449	265,595	268,389	-2,794	-1.1%	
664	796	341	455	57.2%	Disability Insurance	4,414	4,820	919	3,901	80.9%	A credit from the April 2012 cancellation of disability coverage was paid in July 2012 producing a favorable variance YTD.
5,113	5,311	5,377	-66	-1.2%	Dental Insurance	28,768	30,286	30,479	-193	-0.6%	
117	136	147	-12	-8.6%	Life Insurance	880	824	856	-32	-3.8%	
3,171	9,353	9,353	0	0.0%	Workers Compensation Insurance	19,024	56,121	56,121	0	0.0%	
0	0	0	0	0.0%	Unemployment Insurance	17,477	18,030	8,400	9,630	53.4%	The Unemployment benefit budget, which was based on FY 2012 actual data, appears to be excessive. Laid-off employee unemployment benefits were budgeted as Extraordinary Expense.
879	761	772	-11	-1.5%	Vision Insurance	5,113	4,610	4,525	84	1.8%	
	0	0	0	0.0%	Accrued Sick Expense		0	0	0	0.0%	
	0	0	0	0.0%	Accrued Vacation Expense		0	0	0	0.0%	
455,705	322,756	335,386	-12,630	-3.9%	Total - Personnel	2,107,599	2,034,409	2,111,646	-77,237	-3.8%	

Financial Results for the period Ending 12/31/12
Los Angeles Law Library

Income Statement for the Period Ended December 31, 2012

Dec 2011 Actual	Dec 2012				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Library Materials:											
610,585	326,954	82,657	244,298	74.7%	American Continuations	1,247,773	1,147,697	782,907	364,790	31.8%	The variance in continuations is mainly an issue of timing issue. Payments to Bender have been delayed by one month, resulting in a \$597k favorable variance. Conversely, payments to Hein were accelerated compared to last year, resulting in a \$90k unfavorable variance. Efforts to cull the collection have also contributed to the reduction in actual costs.
10,501	7,917	8,502	-585	-7.4%	American New Orders	54,731	47,502	36,658	10,844	22.8%	
142,924	7,523	8,411	-889	-11.8%	Branch Continuations	210,726	45,135	42,941	2,194	4.9%	
634	0	0	0	0.0%	Branch New Orders	1,372	0	0	0	0.0%	
48,374	30,500	35,466	-4,966	-16.3%	Commonwealth Continuations	214,676	183,000	203,080	-20,080	-11.0%	
832	189	1,066	-877	-463.4%	Commonwealth New Orders	2,622	1,135	1,558	-423	-37.2%	
13,462	16,667	29,456	-12,789	-76.7%	Foreign Continuations	91,330	100,000	87,608	12,392	12.4%	
1,131	1,634	386	1,247	76.4%	Foreign New Orders	28,368	9,802	2,725	7,077	72.2%	
14,119	10,813	11,613	-800	-7.4%	International Continuations	75,144	64,878	62,233	2,645	4.1%	
1,805	599	47	552	92.1%	International New Orders	7,950	3,594	3,097	496	13.8%	
6,278	4,747	1,036	3,711	78.2%	General/Librarianship Continuations	18,914	20,076	16,550	3,526	17.6%	
257	189	95	94	49.9%	General/Librarianship New Orders	2,234	1,305	739	566	43.4%	
850,901	407,731	178,733	228,998	56.2%	Subtotal	1,955,840	1,624,123	1,240,097	384,027	23.6%	
-850,901	-407,731	-178,733	-228,998	56.2%	Lib Materials Transferred to	-1,955,840	-1,624,123	-1,240,097	-384,027	23.6%	
0	0	0	0	0.0%	Assets	0	0	0	0	0.0%	
Building Occupancy:											
1,694	1,750	2,865	-1,115	-63.7%	Building / Cleaning Supplies	11,792	10,500	11,117	-617	-5.9%	
8,082	2,333	886	1,447	62.0%	Building Maintenance	36,946	14,000	17,213	-3,213	-23.0%	The unfavorable variance YTD is the result of unanticipated repairs of the pneumatic air compressor, repairs of the power transformer, and testing of fire doors.
832	1,417	866	550	38.9%	Building Services	6,614	8,500	5,228	3,272	38.5%	
0	358	0	358	100.0%	Interior Improvements / Alterations	3,725	2,150	12,044	-9,894	-460.2%	Unanticipated expenses incurred to date were for painting and the installation of a door near the circulation desk, CMS window tinting, a 3" strip at the front door, a new feed to the alley light fixture, and members' study floor outlets.
17,467	9,983	9,746	237	2.4%	Electric & Water	62,194	59,900	55,501	4,399	7.3%	
1,586	1,226	1,226	0	0.0%	Elevator Maintenance	7,384	-12,644	7,355	-19,999	158.2%	The YTD variance is the result of timing. An anticipated \$20k reimbursement from Swinerton has not yet been paid.
2,825	1,950	1,568	382	19.6%	Heating & Cooling	21,404	16,950	19,677	-2,727	-16.1%	
17,982	22,887	22,777	110	0.5%	Insurance	124,098	137,322	136,659	662	0.5%	
7,293	7,323	8,291	-969	-13.2%	Janitorial Services	43,761	43,935	39,349	4,586	10.4%	Unanticipated costs for steam cleaning the exterior walkways caused the unfavorable variance for the month. The favorable variance year-to-date resulted from a change in the janitorial service's billing cycle.
0	1,417	0	1,417	100.0%	Landscaping	2,400	8,500	0	8,500	100.0%	The Library's exterior landscape maintenance remains under warranty. The budget assumed maintenance costs would commence in July.
30,229	14,833	17,113	-2,280	-15.4%	Security	110,465	97,165	99,439	-2,274	-2.3%	
87,992	65,477	65,337	139	0.2%	Subtotal	430,783	386,278	403,583	-17,306	-4.5%	

Financial Results for the period Ending 12/31/12
Los Angeles Law Library

Income Statement for the Period Ended December 31, 2012

Dec 2011 Actual	Dec 2012				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Supplies & Services											
546	561	501	60	10.6%	Bank Charges / Other Fees	2,888	3,366	3,243	123	3.6%	
1,017	600	656	-56	-9.4%	Bibliographical Services	23,872	3,600	3,922	-322	-8.9%	
0	417	0	417	100.0%	Binding	0	2,500	0	2,500	100.0%	As in the recent past, there seems to be little need for binding at the Library.
4,049	2,519	3,629	-1,110	-44.1%	Computer Services / Licensing	18,788	15,114	14,464	650	4.3%	
1,954	2,000	10	1,990	99.5%	Continued Education	19,115	12,000	4,948	7,052	58.8%	YTD continuing education costs have been confined to AALL and ALA conference fees.
1,757	2,708	1,633	1,075	39.7%	Copy Center	11,828	16,250	8,869	7,381	45.4%	
193	2,784	1,194	1,590	57.1%	Electronics / Computer Hardware	1,368	16,701	7,717	8,984	53.8%	
595	250	1,142	-892	-356.7%	Furniture / Appliances	975	1,500	1,142	358	23.9%	
3,254	3,378	3,456	-78	-2.3%	Integrated Library System	19,526	20,268	20,735	-467	-2.3%	
8,115	3,000	500	2,500	83.3%	Membership (Staff)	10,230	3,900	1,615	2,285	58.6%	
3,342	2,206	2,837	-631	-28.6%	Office / Library Supplies	12,737	13,238	17,213	-3,975	-30.0%	The replacement of a 3M magnetic sensitizer machine was not budgeted.
0	3,750	242	3,508	93.5%	Other / Misc.	1,191	500	1,414	-914	-182.9%	
561	4,208	109	4,099	97.4%	Outreach / Marketing	13,587	25,250	16,661	8,589	34.0%	
911	1,692	1,276	415	24.5%	Postage / UPS / FedEx	9,060	10,150	8,009	2,141	21.1%	
36	714	622	92	12.9%	Printing / Reproduction	2,820	4,284	2,741	1,543	36.0%	
1,253	1,667	792	875	52.5%	Reimbursed Expenses	12,522	10,000	17,189	-7,189	-71.9%	Reimbursements related to the annual AALL conference were scheduled for the end of the fiscal year. This variance should self-correct by year's end.
4,556	600	5,763	-5,163	-860.5%	Staff Meetings / Activities	7,199	3,600	6,030	-2,430	-67.5%	
1,958	2,410	2,561	-151	-6.2%	Telecommunications	13,243	16,373	19,333	-2,960	-18.1%	Over budget because of a \$2.4k fiber ISP Fee in July.
4,028	1,000	2,672	-1,672	-167.2%	Transportation Reimbursement	6,273	6,000	5,632	368	6.1%	
1,023	792	722	69	8.8%	Vending	5,066	4,750	3,903	847	17.8%	
39,148	37,255	30,317	6,938	18.6%	Subtotal	192,288	189,343	164,778	24,564	13.0%	
Professional Services											
0	0	7,500	-7,500	0.0%	Accounting	14,175	17,000	15,000	2,000	11.8%	
0	6,582	3,243	3,339	50.7%	Consulting Services	0	39,490	22,241	17,249	43.7%	
1,357	5,333	1,932	3,401	63.8%	Legal	40,649	32,000	34,032	-2,032	-6.3%	Legal costs related to employment separations have been classified as extraordinary (see below).
1,040	1,500	1,018	482	32.1%	Payroll / HR Services	8,817	9,000	8,947	53	0.6%	
400	0	0	0	0.0%	Recruitment Costs	400	4,250	742	3,508	82.6%	
3,003	1,667	1,836	-170	-10.2%	Temporary Services	27,774	10,000	10,859	-859	-8.6%	
5,800	15,082	15,530	-448	-3.0%	Subtotal	91,814	111,740	91,820	19,920	17.8%	
Depreciation:											
254,922	264,838	263,263	1,575	0.6%	Depreciation - Library Materials	1,487,633	1,553,591	1,551,006	2,585	0.2%	
16,245	48,266	52,838	-4,572	-9.5%	Depreciation - Fixed Assets	98,089	290,329	316,444	-26,115	-9.0%	Fixed asset depreciation costs were budgeted incorrectly. This will result in a \$50k unfavorable variance by year's end.
271,167	313,104	316,102	-2,997	-1.0%	Subtotal	1,585,722	1,843,920	1,867,450	-23,530	-1.3%	
859,812	753,673	762,672	-8,999	-1.2%	Total Expense	4,408,207	4,565,689	4,639,278	-73,589	-1.6%	
-110,199	-65,415	-67,365	1,950	-3.0%	Net Income	594,599	125,048	-56,783	-181,831	-145.4%	

FY 2012-13 FORECAST

Los Angeles Law Library

Forecast: FY 2013 (Based on Actual Data thru 12/31/12)

	FY 2012 Actual	FY 2013 Budget	Q1-Q2 Actual	Q3-Q4 Forecast	FY 2013 Forecast	\$ Fav (Unf)	% Fav (Unf)	Comments
Income								
L.A. Superior Court Fees	8,386,731	7,757,752	4,007,843	3,805,994	7,813,837	56,084	0.7%	Civil filing fee revenue should be as budgeted.
Interest	108,350	74,700	36,034	37,350	73,384	(1,316)	-1.8%	Parking fees will continue to be adversely affected by
Parking	718,308	726,000	277,674	296,584	574,259	(151,741)	-20.9%	nearby competition. Adverse variances in member
Library Services	438,066	548,050	260,943	152,883	413,826	(134,224)	-24.5%	services, grants, and deposit forfeitures will drive
Total Income	9,651,455	9,106,502	4,582,494	4,292,811	8,875,305	(231,197)	-2.5%	down library service fees.
Expense								
Personnel	4,228,457	4,167,948	2,111,646	2,150,279	4,261,925	(93,977)	-2.3%	Compensation expense will be higher than budget
Library Materials	3,879,820	3,389,241	1,240,097	2,140,474	3,380,570	8,670	0.3%	because of less than anticipated attrition and delays
Library Materials Transferred to Assets	(3,879,820)	(3,389,241)	(1,240,097)	(2,140,474)	(3,380,570)	(8,670)	0.3%	in implementing planned layoffs. Professional
Occupancy	936,474	793,838	403,583	392,938	796,521	(2,683)	-0.3%	services should be lower than budget because of a
Supplies & Services	460,985	399,136	164,778	216,443	381,222	17,914	4.5%	reduction in management consulting costs and
Professional Services	177,868	210,730	91,820	46,500	138,320	72,410	34.4%	because we plan to classify as extraordinary expense
Depreciation	3,171,012	3,700,263	1,867,450	1,882,744	3,750,194	(49,930)	-1.3%	those outside legal costs related to employee
Total Expenses	8,974,796	9,271,915	4,639,278	4,688,904	9,328,181	(56,266)	-0.6%	separations. Depreciation costs will be higher
Net Income	676,659	(165,413)	(56,783)	(396,093)	(452,876)	(287,463)	-173.8%	because of an error in budgeting.
Extraordinary Expense	0	86,114	44,970	218,973	263,943	(177,829)	-206.5%	Separation costs, including outside legal fees and
								unemployment insurance, will be posted to
								extraordinary expense.
Capitalized Expenditures	6,385,014	573,000	51,786	24,000	75,786	(497,214)	-86.8%	The revenue shortfall will constrain capital
								expenditures resulting in a \$234k favorable variance.

FY 2012-13 FORECAST

Los Angeles Law Library

Forecast: FY 2013 (Based on Actual Data thru 12/31/12)

	FY 2012 Actual	FY 2013 Budget	Q1-Q2 Actual	Q3-Q4 Forecast	FY 2013 Forecast	\$ Fav (Unf)	% Fav (Unf)	Comments
Account Detail:								
Income:								
L.A. Superior Court Fees	8,386,731	7,757,752	4,007,843	3,805,994	7,813,837	56,084	0.7%	No change to Jan to Jun budget
Interest:								
Interest - LAIF	16,269	3,800	1,190	1,900	3,090	(710)	-18.7%	No change to Jan to Jun budget
Interest - General Fund	89,699	68,400	33,923	34,200	68,123	(277)	-0.4%	No change to Jan to Jun budget
Interest - Deposit Fund	2,382	2,500	921	1,250	2,171	(329)	-13.2%	No change to Jan to Jun budget
Subtotal	108,350	74,700	36,034	37,350	73,384	(1,316)	-1.8%	
Parking:	718,308	726,000	277,674	296,584	574,259	(151,741)	-20.9%	Second half forecast is discounted to 85% of budget because of competition from County Lot 10.
Library Services:								
Annual Borrowing Fee	10,475	13,950	5,250	3,063	8,313	(5,638)	-40.4%	Forecast is discounted 40% to match decrease in actual fees through 12/31/12.
Annual Members Fee	76,632	182,000	42,876	48,000	90,876	(91,124)	-50.1%	Second half forecast is roughly 1/2 the amount budgeted based on disappointing results from the LACBA initiative.
Course Registration	2,570	9,000	3,599	4,500	8,099	(901)	-10.0%	
Copy Center	75,372	75,000	36,692	37,500	74,192	(808)	-1.1%	
Document Delivery	30,176	27,000	12,496	13,500	25,996	(1,004)	-3.7%	
Fines	45,980	42,000	26,674	26,700	53,374	11,374	27.1%	Adjusted 27% to reflect first half increase.
Miscellaneous	18,102	6,600	887	870	1,757	(4,843)	-73.4%	
Room Rental	(309)	1,000	7,350	500	7,850	6,850	685.0%	Assumes Quinn Emanuel's earlier room rental was an aberration.
Book Replacement	720	2,500	2,110	1,250	3,360	860	34.4%	
Forfeited Deposits	28,474	28,000	0	14,000	14,000	(14,000)	-50.0%	Library accounting policy extended the period to claim forfeited deposits by 1 year; We will take 6 months of forfeitures at the end of the FY.
Friends of Law Library	143,000	125,000	120,000	0	120,000	(5,000)	-4.0%	
Grants	0	30,000	0	0	0	(30,000)	-100.0%	Assumes no grant money in the current fiscal year, even if we seek a grant starting immediately.
Vending	6,874	6,000	3,010	3,000	6,010	10	0.2%	
Subtotal	438,066	548,050	260,943	152,883	413,826	(134,224)	-24.5%	
Total Income	9,651,455	9,106,502	4,582,494	4,292,811	8,875,305	(231,197)	-2.5%	
Expenses:								
Personnel:								

FY 2012-13 FORECAST

Los Angeles Law Library

Forecast: FY 2013 (Based on Actual Data thru 12/31/12)

	FY 2012 Actual	FY 2013 Budget	Q1-Q2 Actual	Q3-Q4 Forecast	FY 2013 Forecast	\$ Fav (Unf)	% Fav (Unf)	Comments
Salaries	3,120,438	3,037,046	1,573,168	1,565,213	3,138,381	(101,335)	-3.3%	Assumes full employment for all on hand on 1/1/13 and anticipated to be hired. Assumes 0 attrition.
Social Security	181,290	176,963	88,749	97,043	185,793	(8,830)	-5.0%	Based on 6.2% of forecasted salary.
Medicare	43,562	42,519	21,911	22,696	44,607	(2,088)	-4.9%	Based on 1.45% of forecasted salary.
Retirement	150,837	116,257	58,128	58,129	116,257	0	0.0%	This is an accrued expense paid in July 2012 and allocated through the year.
Health Insurance	550,361	548,508	268,389	282,913	551,302	(2,794)	-0.5%	As budgeted.
Disability Insurance	8,613	9,712	919	4,893	5,812	3,901	40.2%	As budgeted.
Dental Insurance	57,087	62,150	30,479	31,865	62,343	(193)	-0.3%	As budgeted.
Life Insurance	1,729	1,639	856	814	1,670	(32)	-1.9%	As budgeted.
Workers Compensation Insurance	73,909	124,868	56,121	68,748	124,868	0	0.0%	As budgeted.
Unemployment Insurance	33,147	34,110	8,400	8,400	16,800	17,310	50.7%	Laid off unemployment cost is posted to extraordinary expense.
Vision Insurance	9,806	9,176	4,525	4,567	9,092	84	0.9%	As budgeted.
Accrued Sick Expense	1,803	2,500	0	2,500	2,500	0	0.0%	
Accrued Vacation Expense	(4,125)	2,500	0	2,500	2,500	0	0.0%	
Total - Personnel	4,228,457	4,167,948	2,111,646	2,150,279	4,261,925	(93,977)	-2.3%	
Library Materials:								
American Continuations	2,456,456	2,403,600	782,907	1,641,928	2,424,835	(21,235)	-0.9%	Reflects a change in timing of the payment to Lexis Nexis.
American New Orders	104,494	95,000	36,658	50,445	87,103	7,897	8.3%	As budgeted.
Branch Continuations	364,945	90,270	42,941	47,935	90,876	(606)	-0.7%	Reduced from budget to reflect cancellation of some print titles in favor of digital equivalents.
Branch New Orders	2,580	0	0	0	0	0	0.0%	As budgeted.
Commonwealth Continuations	475,894	402,000	203,080	190,274	393,354	8,647	2.2%	As budgeted.
Commonwealth New Orders	5,474	2,270	1,558	1,205	2,763	(493)	-21.7%	As budgeted.
Foreign Continuations	236,912	200,000	87,608	106,204	193,812	6,188	3.1%	As budgeted.
Foreign New Orders	32,572	19,603	2,725	10,410	13,135	6,468	33.0%	As budgeted.
International Continuations	144,425	129,760	62,233	68,907	131,140	(1,380)	-1.1%	As budgeted.
International New Orders	15,397	7,187	3,097	3,816	6,914	273	3.8%	As budgeted.
General/Librarianship Continuations	37,736	36,550	16,550	17,561	34,111	2,439	6.7%	As budgeted.
General/Librarianship New Orders	2,935	3,000	739	1,789	2,527	473	15.8%	As budgeted.
Subtotal	3,879,820	3,389,241	1,240,097	2,140,474	3,380,570	8,670	0.3%	

FY 2012-13 FORECAST

Los Angeles Law Library

Forecast: FY 2013 (Based on Actual Data thru 12/31/12)

	FY 2012 Actual	FY 2013 Budget	Q1-Q2 Actual	Q3-Q4 Forecast	FY 2013 Forecast	\$ Fav (Unf)	% Fav (Unf)	Comments
Lib. Materials Trans. to Assets	(3,879,820)	(3,389,241)	(1,240,097)	(2,140,474)	(3,380,570)	(8,670)	0.3%	
Balance	0	0	0	0	0	0	0.0%	
Building Occupancy:								
Building / Cleaning Supplies	20,566	21,000	11,117	10,500	21,617	(617)	-2.9%	As budgeted.
Building Maintenance	67,700	28,000	17,213	14,000	31,213	(3,213)	-11.5%	As budgeted.
Building Services	16,209	17,000	5,228	8,500	13,728	3,272	19.2%	As budgeted.
Interior Improvements / Alterations	4,105	4,300	12,044	2,150	14,194	(9,894)	-230.1%	As budgeted.
Electric & Water	118,729	119,800	55,501	59,900	115,401	4,399	3.7%	As budgeted.
Elevator Maintenance	44,034	(4,920)	7,355	(12,276)	(4,922)	2	0.0%	Refund of \$20k in February from contractor for elevator damage.
Heating & Cooling	35,289	32,100	19,677	15,150	34,827	(2,727)	-8.5%	As budgeted.
Insurance	285,074	278,526	136,659	141,204	277,863	662	0.2%	As budgeted.
Janitorial Services	87,841	87,870	39,349	48,329	87,678	192	0.2%	10% increase to steam clean exterior walkways.
Landscaping	4,800	17,000	0	7,083	7,083	9,917	58.3%	Assumes resumption of landscaping charges in February.
Security	252,127	193,163	99,439	98,398	197,837	(4,674)	-2.4%	2.5% over budget to reflect slightly higher actual costs.
Subtotal	936,474	793,838	403,583	392,938	796,521	(2,683)	-0.3%	
Supplies & Services								
Bank Charges / Other Fees	6,223	6,732	3,243	3,366	6,609	123	1.8%	As budgeted.
Bibliographical Services	28,347	7,200	3,922	3,600	7,522	(322)	-4.5%	As budgeted.
Binding	0	5,000	0	0	0	5,000	100.0%	No binding is expected.
Computer Services / Licensing	53,459	30,227	14,464	15,114	29,577	650	2.1%	As budgeted.
Continued Education	39,351	24,000	4,948	18,000	22,948	1,052	4.4%	Anticipates an increase in requests for continued education.
Copy Center	32,520	32,500	8,869	16,250	25,119	7,381	22.7%	Assumes cost savings achieved during first half will carry to the end of the fiscal year.
Electronics / Computer Hardware	23,361	33,402	7,717	16,701	24,418	8,984	26.9%	As budgeted.
Furniture / Appliances	2,176	3,000	1,142	1,500	2,642	358	11.9%	As budgeted.
Integrated Library System	39,794	41,350	20,735	21,082	41,817	(467)	-1.1%	As budgeted.
Membership (Staff)	16,085	7,350	1,615	3,450	5,065	2,285	31.1%	As budgeted.
Office / Library Supplies	27,187	26,475	17,213	13,238	30,450	(3,975)	-15.0%	As budgeted.
Other / Misc.	47,531	23,000	1,414	22,500	23,914	(914)	-4.0%	As budgeted.
Outreach / Marketing	32,987	50,500	16,661	33,600	50,261	239	0.5%	Outreach costs are expected to rise to raise awareness about the Members programs and other initiatives.

FY 2012-13 FORECAST

Los Angeles Law Library

Forecast: FY 2013 (Based on Actual Data thru 12/31/12)

	FY 2012 Actual	FY 2013 Budget	Q1-Q2 Actual	Q3-Q4 Forecast	FY 2013 Forecast	\$ Fav (Unf)	% Fav (Unf)	Comments
Postage / UPS / FedEx	20,336	20,300	8,009	10,150	18,159	2,141	10.5%	As budgeted.
Printing / Reproduction	4,734	8,567	2,741	4,284	7,024	1,543	18.0%	As budgeted.
Reimbursed Expenses	24,980	20,000	17,189	4,800	21,989	(1,989)	-9.9%	As budgeted.
Staff Meetings / Activities	8,485	7,200	6,030	3,600	9,630	(2,430)	-33.7%	As budgeted.
Telecommunications	28,439	30,833	19,333	14,460	33,793	(2,960)	-9.6%	As budgeted.
Transportation Reimbursement	14,539	12,000	5,632	6,000	11,632	368	3.1%	As budgeted.
Vending	10,451	9,500	3,903	4,750	8,653	847	8.9%	As budgeted.
Subtotal	460,985	399,136	164,778	216,443	381,222	17,914	4.5%	
Professional Services								
Accounting	26,400	17,000	15,000	0	15,000	2,000	11.8%	As budgeted.
Consulting Services	8,136	78,980	22,241	8,500	30,741	48,239	61.1%	Assumes reduction of management consulting fee.
Legal	70,496	64,000	34,032	18,000	52,032	11,968	18.7%	Legal costs related to employment separation are posted to extraordinary expense below.
Payroll / HR Services	18,381	18,000	8,947	9,000	17,947	53	0.3%	As budgeted.
Recruitment Costs	17,038	12,750	742	1,000	1,742	11,008	86.3%	As budgeted.
Temporary Services	37,417	20,000	10,859	10,000	20,859	(859)	-4.3%	As budgeted.
Subtotal	177,868	210,730	91,820	46,500	138,320	72,410	34.4%	
Depreciation:								
Depreciation - Library Materials	2,964,861	3,062,380	1,551,006	1,508,789	3,059,795	2,585	0.1%	
Depreciation - Fixed Assets	206,151	637,883	316,444	373,954	690,399	(52,515)	-8.2%	As budgeted.
Subtotal	3,171,012	3,700,263	1,867,450	1,882,744	3,750,194	(49,930)	-1.3%	
Total Expense	8,974,796	9,271,915	4,639,278	4,688,904	9,328,181	(56,266)	-0.6%	
Net Income	676,659	(165,413)	-56,783	-396,093	(452,876)	(287,463)	-173.8%	
Extraordinary Expense	0	86,114	44,970	218,973	263,943	(177,829)	-206.5%	Includes payments related to separated employees including outside legal costs and unemployment insurance.
Capital Expenditures:			0					
Furniture / Appliances (>3k)	0	217,000	0	20,000	20,000	197,000	90.8%	Capital expenditures for the second half of the fiscal year will be limited to \$20k for necessary copier replacements and \$4k for elevator door safety sensors. In addition, it will book \$96.1k in security camera,
Electronics / Computer Hardware (>3k)	86,693	158,000	7,539	23,986	31,524	126,476	80.0%	
Exterior Building Repairs/ Improvements (>3k)	6,238,354	52,000	10,652	72,166	82,819	(30,819)	-59.3%	
Interior Improvements / Alterations (>3k)	29,141	6,000	14,285	4,000	18,285	(12,285)	-204.7%	

FY 2012-13 FORECAST

Los Angeles Law Library

Forecast: FY 2013 (Based on Actual Data thru 12/31/12)

	FY 2012 Actual	FY 2013 Budget	Q1-Q2 Actual	Q3-Q4 Forecast	FY 2013 Forecast	\$ Fav (Unf)	% Fav (Unf)	Comments
Computer Software	30,826	140,000	19,311	0	19,311	120,689	86.2%	
Total - Expenditures	6,385,014	573,000	51,786	120,152	171,938	401,062	70.0%	

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2012 - December 31, 2012 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 4	ALTEC	OFFICE SUPPL	425.85	024466
	AMERICAN EXPRESS	BUSINESS CARD	4,725.24	024467
	AMERICAN EXPRESS	TRAVEL	74.80	024468
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	159.99	024469
	CDW GOVERNMENT, INC.	COMP HARD	675.07	024470
	COLANTUONO & LEVIN	LEGAL	4,797.00	024471
	LORENZO GALLARDO	BLDG MAINT	757.50	024472
	INFINISOURCE INC	PAYROLL/HR	1,660.00	024473
	COUNTY OF LOS ANGELES	HEAT/COOL	3,511.38	024474
	KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	024475
	CATHRYN E LINTVEDT	REIMBURSEMENT	33.97	024476
	METROLINK	TAP	1,263.50	024477
	MALINDA MULLER	REIMBURSEMENT	272.43	024478
	OFFICE DEPOT	OFFICE/COPY CTR	589.50	024479
	PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	024480
	STATE FUND	WORKERS COMP	9,353.42	024481
	TIME WARNER CABLE	TELECOM	1,200.00	024482
	UNITED PARCEL SERVICE	POSTAGE	27.26	024483
December 7	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,087.26	024484
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	506.14	024485
	BLOOMBERG BNA	BOOKS	265.83	024486
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,224.57	024487
	CAMBRIDGE UNIVERSITY PRESS	BOOKS	433.11	024488
	CARSWELL COMPANY LTD	BOOKS	5,326.65	024489
	CCH INCORPORATED	BOOKS	225.63	024490
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,591.48	024491
	GAUNT	BOOKS	8,220.84	024492
	OTTO HARRASSOWITZ	BOOKS	2,507.82	024493
	JONES MCCLURE PUBLISHING	BOOKS	83.00	024494
	LAWDABLE PRESS	BOOKS	815.63	024495
	LAW JOURNAL PRESS	BOOKS	495.46	024496
	LEXISNEXIS BUTTERWORTHS	BOOKS	9,177.63	024497
	MANHATTAN PUBLISHING COMPANY	BOOKS	157.00	024498
	MUNICIPAL CODE CORPORATION	BOOKS	980.00	024499
	NEW JERSEY LAW JOURNAL	BOOKS	190.41	024500
	NOVA SCOTIA DEPARTMENT OF JUSTICE	BOOKS	91.98	024501
	PRACTISING LAW INSTITUTE	BOOKS	531.61	024502
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	882.52	024503
December 10	PETTY CASH FUND	PETTY CASH	184.83	024504
December 11	ABOUT THYME	STAFF	4,417.00	024505
	JOHN SKALICKY	STAFF	200.00	024506

77,821.31

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2012 - December 31, 2012 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 13	BAZILIO COBB ASSOCIATES	ACCOUNTING	7,500.00	024507
	STATE BOARD OF EQUALIZATION	USE TAX	2,729.00	024508
	GOURMET COFFEE SERVICE	VENDING	722.20	024509
	JANINE LIEBERT	REIMBURSEMENT	224.10	024510
	OFFICE DEPOT	OFFICE SUPPL	893.60	024511
	OPTIONS FOR GROWTH	CONSULTING	3,243.00	024512
	RICHARD PACHECO	REIMBURSEMENT	178.33	024513
	JEREMY SAMLER	REIMBURSEMENT	23.70	024514
	TRAK	TEMP SVCS	342.75	024515
	UNITED PARCEL SERVICE	POSTAGE	617.77	024516
	STATE BOARD OF EQUALIZATION	MISC	222.08	024517
December 17	AT&T	TELECOM	358.21	024518
	BANC OF AMERICA LEASING	COPY CTR	250.61	024519
	BANDWIDTH.COM, INC.	TELECOM	286.67	024520
	CDW GOVERNMENT, INC.	COMP HARD	364.34	024521
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	590.19	024522
	GRAINGER	BLDG SUPPL	218.37	024523
	COUNTY OF LOS ANGELES	HEAT/COOL	1,567.76	024524
	KONICA MINOLTA BUSINESS	COPY CTR - LA	825.99	024525
	L A DEPT WATER & POWER	WATER/SANITATION	392.86	024526
	RAYVERN LIGHTING SUPPLY CO INC	BLDG SUPPL	439.30	024527
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,291.43	024528
	SECURITAS SECURITY	SECURITY	6,620.53	024529
	TROLLER MAYER ASSOCIATES, INC	CIP-EXTERIOR	1,900.25	024530
	VALLEY WIDE AIR	BLDG MAINT	200.00	024531
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,605.17	024532
	BERNAN ASSOCIATES	BOOKS	21.00	024533
	BOOKS FROM MEXICO	BOOKS	213.93	024534
	BLOOMBERG BNA	BOOKS	412.70	024535
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,535.11	024536
	BUSINESS MANAGEMENT DAILY ALEXANDER	BOOKS	34.75	024537
	COUTTS LIBRARY SERVICES	BOOKS	3,090.60	024538
	DAILY JOURNAL CORPORATION	BOOKS	330.60	024539
	OTTO HARRASSOWITZ	BOOKS	6,617.50	024540
	JAMES PUBLISHING INC	BOOKS	188.19	024541
	JURIS PUBLISHING INC	BOOKS	256.00	024542
	L A DEPT WATER & POWER	ELECTRIC/FIRE	9,353.35	024543
	LAW JOURNAL PRESS	BOOKS	6,543.62	024545
	LEXISNEXIS BUTTERWORTHS	BOOKS	2,578.00	024546
	CHIEF LOC CDS	BOOKS	108.00	024547
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	92.50	024548
	NATIONAL DISTRICT ATTORNEYS ASSOCIA	BOOKS	75.00	024549
	OXFORD UNIVERSITY PRESS	BOOKS	248.72	024550

144,766.23

LOS ANGELES COUNTY LAW LIBRARY
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DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 18	PRACTISING LAW INSTITUTE	BOOKS	1,137.14	024551
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	9,131.49	024552
	THOMSON REUTERS	BOOKS	8,140.13	024553
	YBP LIBRARY SERVICES	BOOKS	140.81	024554
	LANGER'S RESTAURANT	BOARD EXP	115.39	024555
	EX LIBRIS USERS OF NORTH AMERICA	MEMBERSHIP	200.00	024556
	TRAK	TEMP SVCS	228.50	024557
	UNITED PARCEL SERVICE	POSTAGE	78.48	024558
	APARICIO LAW	REFUND	400.00	024559
	SANDER BROUWERS	REFUND	140.00	024560
	ANNA BURNS	REFUND	140.00	024561
	LAWRENCE A CISNEROS	REFUND	140.00	024562
	LIANE R DEYOUNG	REFUND	125.00	024563
	PAUL LEE	REFUND	125.00	024564
ISABELLE ELLIS FLUHART	REFUND	140.00	024565	
December 19	AFFORDABLE LIBRARY PRODUCTS	LIBRARY SUPPL	1,145.70	024566
December 26	AMERICAN BAR ASSOCIATION	BOOKS	120.00	024567
MONTANA ADMINISTRATIVE RULES BUREAU	BOOKS	300.00	024568	
WOLTERS KLUWER LAW & BUSINESS	BOOKS	330.00	024569	
A S PRATT & SONS GROUP	BOOKS	333.99	024570	
GEORGE T BISEL COMPANY	BOOKS	168.44	024571	
BLOOMBERG BNA	BOOKS	598.67	024572	
LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,652.70	024573	
CARSWELL COMPANY LTD	BOOKS	1,470.72	024574	
CASALINI LIBRI	BOOKS	270.09	024575	
CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,556.12	024576	
DAILY JOURNAL CORPORATION	BOOKS	163.13	024577	
DATA TRACE LEGAL PUBLISHERS	BOOKS	285.90	024578	
DEFENSE RESEARCH INSTITUTE INC	BOOKS	65.00	024579	
DORILA CORREA CARLOS E GIBBS	BOOKS	1,289.00	024580	
INGRAM LIBRARY SERVICES	BOOKS	132.45	024581	
JAMES PUBLISHING INC	BOOKS	83.32	024582	
LEXISNEXIS BUTTERWORTHS	BOOKS	1,179.32	024583	
LIBROS DE HONDURAS	BOOKS	1,100.00	024584	
LUDWIG MAYER LTD	BOOKS	62.00	024585	
NEBRASKA OFFICE OF THE SECRETARY OF	BOOKS	500.00	024586	
OREGON SECRETARY OF STATE ARCHIVES	BOOKS	550.00	024587	
PAN PACIFICA	BOOKS	172.00	024588	
PRACTISING LAW INSTITUTE	BOOKS	809.57	024589	
QUALITY CODE PUBLISHING	BOOKS	40.05	024590	
THOMSON REUTERS TAX & ACCOUNTING	BOOKS	494.54	024591	
VERDICTSEARCH	BOOKS	569.00	024592	

180,978.02

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2012 - December 31, 2012 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 27	YBP LIBRARY SERVICES	BOOKS	525.28	024593
	AMERICAN EXPRESS	BUSINESS CARD	5,555.75	024594
	AT&T MOBILITY	TELECOM	351.93	024595
	EUSTORGIO BARAJAS	TAP	172.50	024596
	BRIDGES FILTER SERVICE, INC	BLDG MAINT	685.90	024597
	CLEAN SOURCE, INC.	BLDG SUPPL	1,872.02	024598
	WILLIAM COLEMAN	TAP	798.00	024599
	ESTHER EASTMAN	TAP	52.50	024600
	MAYRA FRAUSTO	TAP	372.00	024601
	CHRISTIAN GAITERS	TAP	243.50	024602
	GUARDIAN	DENTAL/VISION	7,383.87	024603
	LINDA J HEICHMAN TAYLOR	TAP	150.00	024604
	INFINISOURCE INC	PAYROLL/HR	86.25	024605
	KONICA MINOLTA BUSINESS	COPY CTR - LA	20.00	024606
	MING LU	TAP	487.50	024607
	PATRICK O'LEARY	TAP	225.00	024608
	OFFICE DEPOT	OFFICE SUPPL	516.01	024609
	OPENDNS	COMP LIC	1,000.00	024610
	RENEE Y PENG	TAP	90.00	024611
	JEREMY SAMLER	TAP	187.50	024612
	PAUL SAMPLES	TAP	86.00	024613
	DORA SITU	TAP	42.00	024614
	SUN LIFE FINANCIAL	LIFE/DISABILITY	536.00	024615
	RALPH STAHLBERG	TAP	252.00	024616
	UNITED PARCEL SERVICE	POSTAGE	56.55	024617
	FRANCISCO VALLE	TAP	42.00	024618
	VERIZON	TELECOM	40.82	024619
	ANA LAURA VILLAGRANA	TAP	51.00	024620
	XO COMMUNICATIONS LLC	TELECOM	503.00	024621

202,837.62

LOS ANGELES COUNTY LAW LIBRARY
December 1, 2012 - December 31, 2012 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
December 6	SECURITAS SECURITY	SECURITY	12,609.49	TS00172625
	THOMSON REUTERS	BOOKS	73,642.77	TS00172625
	WILLIAM S HEIN & CO	BOOKS	49,369.65	TS00172625
December 14	ALLANA BUICK & BERS, INC.	CIP-EXTERIOR	13,687.50	TS00173182
	VORTEX INDUSTRIES INC	CIP-EXTERIOR	10,652.15	TS00173182
	THOMSON REUTERS	BOOKS	13,078.02	TS00173182
	WILLIAM S HEIN & CO	BOOKS	25,791.12	TS00173182
December 24	LITTLER MENDELSON, PC	LEGAL	14,952.00	TS00173654
December 31	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00173868
	CALPERS	HEALTH INS	54,616.59	TS00173868
	TYCO INTEGRATED SECURITY LLC	SECURITY	10,628.74	TS00173868
	THOMSON REUTERS	BOOKS	12,987.09	TS00173868

307,315.12

MEMORANDUM

DATE: January 22, 2013
TO: Board of Law Library Trustees
FROM: Sandra J. Levin, Executive Director
RE: Retention of Outside Counsel

Background:

In the past, the Law Library has not obtained legal advice from attorneys on staff and has instead obtained legal services from a combination of outside firms. Outside counsel has been hired by the executive director, sometimes in consultation with the Board. In 2012, the Library had contracts with Colantuono & Levin for general counsel services and Littler Mendelson for labor and employment advice. The Library also obtained legal advice from County Counsel's office from time to time (and in years past, Deputy County Counsel acted as general counsel to the Library).

Several factors warrant a review of the hiring of outside counsel at this time. First, on December 25, immediately prior to commencing employment as executive director, I resigned as general counsel, leaving the Library without a general counsel. Second, as explained in agenda item #___, the Library is currently experiencing an operational deficit and outside counsel costs have risen to a rate that is not sustainable in the long run, primarily due to labor and employment matters. Finally, the needs of the Library have changed. Although hired primarily as executive director, I was general counsel to the Library previously and my current employment agreement contemplates that I may still provide legal advice to the Library. As a result, although there will still be some need for outside legal services, those needs may be reduced, thereby reducing expenses.

It is expected that the Library will have an ongoing need for outside counsel to advise as to certain labor and employment matters, public contracting questions and occasionally litigation matters. However, I am not confident that I can predict the precise nature and extent of the services required after less than one month in the executive director position. Moreover, the legal services needs may be impacted by the strategic planning process currently underway, as that will determine the programs and services provided.



Potential options for action include:

1. Forming a subcommittee so that the Board may retain general counsel and any other specialties it deems appropriate, and interview potential counsel candidates;
2. Authorizing the Executive Director to interview and retain outside counsel as she deems appropriate; or
3. Directing the Executive Director to retain interim counsel (e.g., County Counsel) and return to the Board with a recommendation after a needs assessment has been completed in approximately 6 months

Recommendation:

Defer retention of long term counsel, conduct a needs assessment and utilize County Counsel in the interim.

