

AGENDA

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

BOARD MEETING
TUESDAY, APRIL 23, 2013
12:15 PM

M. 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.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Minutes of the March 21, 2013, Regular Board Meeting.
- 3.2 March 2013 Financial Statements and List of Checks and Warrants.
- 3.3 Conflict of Interest Code Review and Approval.
- 3.4 Quarterly Statistics for January – March, 2013.
- 3.5 Branch Location Conversion Update.
- 3.6 Review and Approval of LA Law Library Borrowing Rules.
- 3.7 Insurance Business Package. (*Staff recommends for discussion*).
- 3.8 Final Cost Approval / Project Close Out for Renovation Project.

4.0 DISCUSSION ITEMS

- 4.1 Approval to Negotiate Terms of Sale (Auction) of the Foreign Rare Books Collection with Bonham
- 4.2 Review and Approval of LA Law Library schedule of Fee & Charges.

5.0 CLOSED SESSION

The Law Library Board of Trustees finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

- 5.1 Existing Litigation/Claim (G.C. 54956.9(a)), *SEIU Local 721 v. Los Angeles County Law Library*, PERB Case No. LA-CE-816-M
- 5.2 Liability / Administrative Claim (G.C. 54956.95), Claimant: Frank Rodriguez, Claim against: Los Angeles County Law Library (dated 2/13/2013)

Reconvene Open Session: Announcement of Action Taken in the Closed Session, if any.

6.0 AGENDA BUILDING

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

7.0 EXECUTIVE DIRECTOR REPORT

- 7.1 Establishment of Special Meeting or Board Subcommittee Regarding Upcoming Budget Cycle

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, May 28, 2013.

POSTED FRIDAY, APRIL 19, 2013 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 MINUTES OF THE MARCH 21, 2013, REGULAR BOARD MEETING.
- 3.2 MARCH 2013 FINANCIAL STATEMENTS AND LIST OF CHECKS AND WARRANTS.
- 3.3 CONFLICT OF INTEREST CODE REVIEW AND APPROVAL.
- 3.4 QUARTERLY STATISTICS FOR JANUARY – MARCH, 2013.
- 3.5 BRANCH LOCATION CONVERSION UPDATE.
- 3.6 REVIEW AND APPROVAL OF LA LAW LIBRARY BORROWING RULES.
- 3.7 INSURANCE BUSINESS PACKAGE.
- 3.8 FINAL COST APPROVAL / PROJECT CLOSE OUT FOR RENOVATION PROJECT.

**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 21, 2013

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Thursday, March 21, 2013 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012, for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Michelle Williams Court
Judge Lee Smalley Edmon
Judge Reva Goetz
Judge Ann Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Susan Steinhauser

Trustees Absent:

Staff Present: Sandra J. Levin, Executive Director
Jaye Nelson, Senior Director, Information Services
Patrick O’Leary, Senior Director, Administrative Services
Malinda Muller, Interim Senior Director, Library Services

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

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Siegler commented on the handicap access to the entrance of the Main Library.

During the five (5) minutes allocated, Mr. Lee Paradise commented on the handicap access to the Main Library’s entrance in addition to the objection of any Branch location closures.

During the three (3) minutes allocated, Mr. Stanley “all-in” commented on the usefulness of the Law Library and its resources. In addition, Mr. Stanley objected to any closures.

2.0 PRESIDENT'S REPORT

President Steinhauser thanked Trustee Jones (Vice-President) for chairing the February 14, 2013, Meeting. The President also announced the 10th Annual Friends Gala, honoring Judge Lee Smalley Edmon and Richard Burdge, being held on April 3, 2013.

3.0 CONSENT CALENDAR

- 3.1 Approve the Minutes of the February 14, 2013, Regular Board Meeting.
- 3.2 Receive and file the February 2013 Financial Statements and List of Checks and Warrants.
- 3.3 Receive and file the Branch Location Conversion Update.
- 3.4 Approval of appointments of Ellen A. Pansky and Jennifer Hasbrouck to the Board of Directors of the Friends of the Los Angeles County Law Library and thank them in advance for their service.
- 3.5 Workers Compensation Insurance: approve the renewal of the Law Library's insurance policy with the State Fund at no change in premium expense with the understanding that staff and the Library's insurance broker will take the steps as described to reduce preventable injuries, manage outstanding claims and seek competitive bids for the following policy year;

President Steinhauser requested a motion to approve the Consent Calendar. So moved by Trustee Jones and seconded by Trustee Juhas, the Consent Calendar was unanimously approved, 7-0.

4.0 DISCUSSION AND ACTION ITEMS

- 4.1 Approval of Employee Handbook and Personnel Policies Manual. Senior Director, Administrative Services, Patrick O'Leary.

At the Board's February 14, 2013 meeting, staff presented for the Board's advance review an Employee Handbook and Personnel Policies Manual. Staff presented a summary of changes for discussion and approval or requested direction as to any changes.

Following discussion, President Steinhauser requested a motion to approve staff's recommendation to approve the Employee Handbook and Personnel Policies Manual. So moved by Trustee Jones, seconded by Trustee Klein, the motion was unanimously approved, 7-0.

- 4.2 Approval of Vision and Mission Statements as Recommended by the Strategic Planning Committee. Executive Director, Sandra Levin.

The Strategic Planning Committee – with Staff’s enthusiastic support – recommended approval of the following Vision and Mission Statements:

Vision: The LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information.

Mission: The LA Law Library proactively supports people’s needs in a dynamic global environment, acting as the curator and cultivator of a superior collection of legal resources, a gateway to legal information and a navigator facilitating access to the legal system.

Following discussion, President Steinhauser requested a motion to approve staff’s recommended Vision and Mission statement. So moved by Trustee Edmon, seconded by Trustee Jones, was unanimously approved, 7-0.

At 12:45p.m., President Steinhauser announced that the Board would close Open Session and commence Closed Session, Agenda Item 5, requesting all staff and members of the public exit, with the exception of Sandra Levin, Executive Director. Levin requested that Patrick K. O’Leary, Senior Director for Administrative Services, join Closed Session.

5.0 CLOSED SESSION

- 5.1 Existing Litigation/Claim (G.C. 54956.9(a)), SEIU Local 721 v. Los Angeles County Law Library, PERB Case No. LA-CE-816-M
- 5.2 Liability / Administrative Claim (G.C. 54956.95), Claimant: Frank Rodriguez, Claim against: Los Angeles County Law Library (dated 2/13/2013)

The Board reconvened Open Session at 1:23 p.m. President Steinhauser announced that Executive Director, Sandra Levin, would report out on any action taken during closed session. Levin announced in re Agenda Item 5.2, the Board moved to reject the Liability / Administrative Claim by a unanimous vote, 7-0.

Trustee Edmon left the meeting at 1:23 p.m.

6.0 AGENDA BUILDING

There were no items for Agenda Building.

7.0 EXECUTIVE DIRECTOR REPORT

The Executive Director encouraged everyone to complete the Strategic Planning Survey and to feel free and share it with friends and colleagues to reach as broad an audience as possible. The survey is located online at www.lalawlibrary.org.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:25 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Thursday, March 21, 2013.

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

DRAFT

MEMORANDUM

DATE: April 23, 2013

TO: Board of Law Library Trustees

FROM: Patrick K. O’Leary, Senior Director of Administrative Services

RE: March 2013 Financials and List of Checks and Warrants

Attached are the March 2013 Financial Statements which include: the Balance Sheet, Income Statement and Statement of Cash Flow. The list of Checks and Warrants is attached as well.

Note that the Income Statement compares actual results for the month of March 2013 and for the fiscal year-to-date with the amended budget as approved by the Board at its meeting on February 14.

RECOMMENDATION

Staff recommends that the Board review, receive and file the Financial Statements and list of Checks and Warrants.



Los Angeles Law Library

Balance Sheet
As of March 31, 2013

	6/30/2012	3/31/2013	Change
Assets			
Current Assets			
Cash and cash equivalents	10,813,781	9,154,507	(1,659,274)
Accounts receivable	1,590,869	1,490,102	(100,767)
Prepaid expenses and other assets	415,542	217,272	(198,270)
Total current assets	12,820,192	10,861,881	(1,958,312)
Restricted cash and cash equivalents	231,234	261,139	29,905
Capital assets, not being depreciated	580,333	680,161	99,828
Capital assets, being depreciated - net	24,055,362	24,171,816	116,453
Total assets	<u>37,687,122</u>	<u>35,974,996</u>	(1,712,126)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	1,254,424	436,749	(817,675)
Other liabilities	499,237	-	(499,237)
Payroll liabilities	8,803	10,515	1,713
Total current liabilities	1,762,464	447,264	(1,315,200)
Accrued sick and vacation liability	477,661	477,661	-
Borrowers' deposit	256,433	282,789	26,356
OPEB obligation	1,448,988	1,448,988	-
Total liabilities	<u>3,945,546</u>	<u>2,656,702</u>	(1,288,844)
Net assets			
Invested in capital assets, net of related debt	24,635,695	24,851,976	216,281
Unrestricted	9,105,880	8,466,318	(639,563)
Total net assets	<u>33,741,576</u>	<u>33,318,294</u>	(423,282)

Los Angeles Law Library

Income Statement for the Period Ended March 31, 2013

Mar 12 Actual	Mar 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Income											
678,710	615,606	568,299	-47,307	-7.7%	L.A. Superior Court Fees	6,272,249	5,871,182	5,816,728	-54,454	-0.9%	
9,225	6,858	5,608	-1,250	-18.2%	Interest	90,331	54,709	51,842	-2,867	-5.2%	
57,504	47,206	43,273	-3,933	-8.3%	Parking	544,917	411,803	404,273	-7,530	-1.8%	
19,780	22,478	25,990	3,512	15.6%	Library Services	361,079	329,153	347,122	17,969	5.5%	
765,219	692,148	643,170	-48,978	-7.1%	Total Income	7,268,576	6,666,847	6,619,965	-46,882	-0.7%	
Expense											
348,360	332,581	322,737	9,844	3.0%	Personnel	3,126,992	3,112,670	3,106,323	6,348	0.2%	
500,033	479,998	617,516	-137,518	-28.6%	Library Materials	3,125,669	2,715,522	2,830,682	-115,160	-4.2%	
-500,033	-479,998	-617,516	137,518	-28.6%	Lib Materials Transferred to Assets	-3,125,669	-2,715,522	-2,830,682	115,160	-4.2%	
69,902	67,341	82,132	-14,791	-22.0%	Occupancy	641,965	582,790	624,193	-41,403	-7.1%	
55,469	35,499	26,539	8,960	25.2%	Supplies & Services	336,539	271,724	244,404	27,320	10.1%	
5,040	7,667	5,088	2,579	33.6%	Professional Services	122,108	107,465	103,451	4,013	3.7%	
261,470	312,877	304,537	8,340	2.7%	Depreciation	2,351,268	2,792,316	2,766,015	26,302	0.9%	
740,241	755,965	741,033	14,932	2.0%	Total Expenses	6,578,873	6,866,966	6,844,386	22,580	0.3%	
24,978	-63,817	-97,864	-34,047	-53.4%	Net Income	689,703	-200,118	-224,420	-24,303	-12.1%	
0	5,000	5,104	-104	-2.1%	Extraordinary Expense	0	245,249	224,297	20,952	8.5%	
6,462	4,000	0	4,000	100.0%	Capitalized Expenditures	11,159	286,500	51,786	234,714	81.9%	
NA	59	56	3	5.6%	Full-Time Equivalent Employees	NA	59	55	4	6.1%	

Los Angeles Law Library

Income Statement for the Period Ended March 31, 2013

Mar 12 Actual	Mar 2013				Account Detail:	FY 2011-12 YTD	FY 2012-13 YTD				Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
					Income:						
678,710	615,606	568,299	-47,307	-7.7%	L.A. Superior Court Fees	6,272,249	5,871,182	5,816,728	-54,454	-0.9%	The fees for the month fell 7.7% below projection dropping revenue on the year to 1% below budget and 7.3% below last year's actual to date.
					Interest:						
4,883	950	930	-20	-2.1%	Interest - LAIF	15,086	2,140	3,202	1,062	49.6%	
4,215	5,700	4,533	-1,167	-20.5%	Interest - General Fund	73,287	51,023	47,313	-3,710	-7.3%	Interest earned is below budget because invested funds and the actual interest rate earned were both lower than projected.
127	208	145	-63	-30.3%	Interest - Deposit Fund	1,958	1,545	1,327	-218	-14.1%	
9,225	6,858	5,608	-1,250	-18.2%	Subtotal	90,331	54,709	51,842	-2,867	-5.2%	
57,504	47,206	43,273	-3,933	-8.3%	Parking:	544,917	411,803	404,273	-7,530	-1.8%	
					Library Services:						
50	50	250	200	400.0%	Annual Borrowing Fee	8,675	5,550	5,450	-100	-1.8%	
4,931	8,000	9,030	1,030	12.9%	Annual Members Fee	54,449	66,876	67,961	1,085	1.6%	
0	750	3,221	2,471	329.5%	Course Registration	2,570	5,849	10,952	5,104	87.3%	Course registration activity in the month and for the year were higher than expected.
6,850	6,250	5,965	-285	-4.6%	Copy Center	55,802	55,442	55,489	46	0.1%	
3,286	2,250	2,383	133	5.9%	Document Delivery	21,718	19,246	18,759	-487	-2.5%	
3,831	4,450	4,604	154	3.5%	Fines	34,701	40,024	38,354	-1,670	-4.2%	
263	145	171	26	17.7%	Miscellaneous	5,649	1,322	1,466	143	10.8%	
0	83	78	-5	-5.7%	Room Rental	-184	7,600	22,678	15,079	198.4%	The favorable variance resulted from the rental of the training room by a downtown firm during a trial.
-119	0	0	0	0.0%	Book Replacement	1,015	2,735	2,110	-625	-22.9%	
0	0	0	0	0.0%	Forfeited Deposits	28,474	0	0	0	0.0%	
0	0	0	0	0.0%	Friends of Law Library	143,000	120,000	120,000	0	0.0%	
0	0	0	0	0.0%	Grants	0	0	0	0	0.0%	
688	500	289	-212	-42.3%	Vending	5,210	4,510	3,904	-606	-13.4%	
19,780	22,478	25,990	3,512	15.6%	Subtotal	361,079	329,153	347,122	17,969	5.5%	
765,219	692,148	643,170	-48,978	-7.1%	Total Income	7,268,576	6,666,847	6,619,965	-46,882	-0.7%	

Los Angeles Law Library

Income Statement for the Period Ended March 31, 2013

Mar 12 Actual	Mar 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Expenses:											
Personnel:											
243,509	240,933	240,702	231	0.1%	Salaries	2,293,960	2,295,114	2,300,920	-5,806	-0.3%	Vacation payouts in January to several employees were not budgeted.
14,583	14,938	14,557	381	2.6%	Social Security	131,944	133,510	132,174	1,336	1.0%	
3,411	3,494	3,404	90	2.6%	Medicare	32,022	32,380	32,071	309	1.0%	
12,262	9,688	9,982	-294	-3.0%	Retirement	115,352	87,193	87,487	-294	-0.3%	
42,839	47,152	47,428	-276	-0.6%	Health Insurance	423,361	409,845	413,549	-3,704	-0.9%	
661	815	316	499	61.2%	Disability Insurance	6,522	3,365	1,872	1,493	44.4%	
4,788	5,311	5,474	-163	-3.1%	Dental Insurance	43,197	46,411	46,865	-454	-1.0%	
141	136	138	-2	-1.2%	Life Insurance	1,325	1,263	1,269	-6	-0.4%	
25,349	9,353	0	9,353	100.0%	Workers Compensation Insurance	44,373	84,180	74,827	9,353	11.1%	Timing variance due to delay in billing.
0	0	0	0	0.0%	Unemployment Insurance	27,311	12,600	8,400	4,200	33.3%	
817	761	736	25	3.3%	Vision Insurance	7,626	6,809	6,888	-80	-1.2%	
0	0	0	0	0.0%	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	Accrued Vacation Expense	0	0	0	0	0.0%	
348,360	332,581	322,737	9,844	3.0%	Total - Personnel	3,126,992	3,112,670	3,106,323	6,348	0.2%	

Los Angeles Law Library

Income Statement for the Period Ended March 31, 2013

Mar 12 Actual	Mar 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Library Materials:											
346,405	380,000	481,112	-101,112	-26.6%	American Continuations	2,011,571	1,992,907	2,054,075	-61,167	-3.1%	Payments to Aspen, CCH, and West Group were higher than budgeted for the month.
6,893	8,281	3,940	4,341	52.4%	American New Orders	82,844	62,264	49,717	12,547	20.2%	
17,280	7,869	1,076	6,793	86.3%	Branch Continuations	262,932	67,271	72,206	-4,936	-7.3%	
548	0	4,441	-4,441	0.0%	Branch New Orders	2,252	0	4,441	-4,441	0.0%	
74,463	50,000	67,910	-17,910	-35.8%	Commonwealth Continuations	377,726	311,451	336,207	-24,757	-7.9%	Payments to West Group were higher than budgeted for the month.
462	198	104	94	47.3%	Commonwealth New Orders	4,106	2,170	2,319	-150	-6.9%	
39,705	17,433	42,180	-24,747	-142.0%	Foreign Continuations	190,214	141,512	170,719	-29,208	-20.6%	Payments to CCH and West Group were higher than budgeted for the month.
0	1,709	79	1,630	95.4%	Foreign New Orders	28,702	8,009	2,970	5,038	62.9%	
10,248	11,310	13,820	-2,510	-22.2%	International Continuations	121,682	97,204	107,770	-10,566	-10.9%	
463	626	307	319	50.9%	International New Orders	10,427	5,034	3,833	1,201	23.9%	
3,445	2,386	2,547	-161	-6.8%	General/Librarianship Continuations	30,752	26,419	25,528	892	3.4%	
121	186	0	186	100.0%	General/Librarianship New Orders	2,461	1,282	896	387	30.2%	
500,033	479,998	617,516	-137,518	-28.6%	Subtotal	3,125,669	2,715,522	2,830,682	-115,160	-4.2%	
-500,033	-479,998	-617,516	137,518	-28.6%	Lib Materials Transferred to	-3,125,669	-2,715,522	-2,830,682	115,160	-4.2%	
0	0	0	0	0.0%	Assets	0	0	0	0	0.0%	
Building Occupancy:											
2,170	1,750	0	1,750	100.0%	Building / Cleaning Supplies	16,196	16,367	13,018	3,350	20.5%	
3,242	2,333	1,978	355	15.2%	Building Maintenance	51,584	24,213	29,076	-4,863	-20.1%	Costs for skateboard deterrents, fire extinguisher maintenance, and HVAC filter replacements caused an unfavorable variance for the month.
3,593	1,417	1,099	318	22.5%	Building Services	13,572	9,478	10,592	-1,114	-11.8%	Annual payment to City for street light maintenance pushed us over budget year to date.
0	358	0	358	100.0%	Interior Improvements / Alterations	3,725	13,119	16,876	-3,757	-28.6%	Unanticipated expenses incurred to date were for painting, electrical wiring in the main reading room, and exterior lighting rework.
9,331	9,983	15,965	-5,982	-59.9%	Electric & Water	88,574	85,451	87,188	-1,737	-2.0%	
1,226	1,287	1,247	40	3.1%	Elevator Maintenance	19,777	-8,784	11,095	-19,879	226.3%	The budget assumed a cash payment from the exterior project's general contractor for damage he caused to our elevators. Instead, he reimbursed the Library in the form of a credit reducing the project capital cost and creating an unfavorable variance for this line.
3,258	2,650	2,352	298	11.2%	Heating & Cooling	25,755	26,227	24,457	1,770	6.7%	
17,982	22,887	22,777	110	0.5%	Insurance	178,044	205,320	204,989	331	0.2%	
7,293	8,055	16,843	-8,788	-109.1%	Janitorial Services	65,640	63,514	72,910	-9,396	-14.8%	Unfavorable timing variance for the month.
0	1,417	2,100	-683	-48.2%	Landscaping	2,400	2,834	3,150	-316	-11.2%	
21,807	15,204	17,772	-2,568	-16.9%	Security	176,698	145,051	150,843	-5,792	-4.0%	Unfavorable timing variance for the month.
69,902	67,341	82,132	-14,791	-22.0%	Subtotal	641,965	582,790	624,193	-41,403	-7.1%	

Los Angeles Law Library

Income Statement for the Period Ended March 31, 2013

Mar 12 Actual	Mar 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Supplies & Services											
582	561	567	-6	-1.0%	Bank Charges / Other Fees	4,442	4,926	4,720	206	4.2%	
577	600	605	-5	-0.8%	Bibliographical Services	25,612	5,722	5,793	-71	-1.2%	
0	0	0	0	0.0%	Binding	0	0	0	0	0.0%	
974	2,519	1,951	568	22.5%	Computer Services / Licensing	36,207	22,020	23,717	-1,696	-7.7%	The adverse variance resulted from a payment in January for Libguide software.
1,700	3,000	744	2,256	75.2%	Continued Education	27,078	13,948	5,902	8,046	57.7%	
1,696	2,708	1,347	1,361	50.3%	Copy Center	27,068	16,993	22,396	-5,403	-31.8%	Unfavorable variance was caused by a \$9k sales tax on copy center income in Jan 2013. This should resolve by EOY.
1,679	2,784	931	1,853	66.5%	Electronics / Computer Hardware	7,257	16,068	11,424	4,644	28.9%	
600	250	1,413	-1,163	-465.0%	Furniture / Appliances	1,575	1,892	2,554	-663	-35.0%	
3,378	3,513	3,557	-44	-1.3%	Integrated Library System	29,660	31,274	31,407	-132	-0.4%	
0	0	5,980	-5,980	0.0%	Membership (Staff)	10,775	2,065	7,595	-5,530	-267.8%	CCCLL membership dues in March were not budgeted.
2,530	2,206	2,951	-745	-33.8%	Office / Library Supplies	20,119	23,831	24,383	-551	-2.3%	
32,670	3,750	0	3,750	100.0%	Other / Misc.	47,407	12,664	1,414	11,250	88.8%	
309	5,600	1,449	4,151	74.1%	Outreach / Marketing	15,649	33,461	19,325	14,136	42.2%	
1,576	1,692	642	1,050	62.0%	Postage / UPS / FedEx	15,770	13,084	10,593	2,491	19.0%	
409	714	602	112	15.7%	Printing / Reproduction	3,837	4,883	3,845	1,037	21.2%	
2,772	800	427	373	46.7%	Reimbursed Expenses	18,569	19,589	18,431	1,158	5.9%	
70	600	0	600	100.0%	Staff Meetings / Activities	8,280	7,830	8,533	-704	-9.0%	
2,237	2,410	1,709	701	29.1%	Telecommunications	19,805	26,563	28,228	-1,665	-6.3%	
1,039	1,000	666	334	33.4%	Transportation Reimbursement	9,149	8,632	8,464	168	1.9%	
671	792	1,000	-208	-26.3%	Vending	8,280	6,278	5,679	599	9.5%	
55,469	35,499	26,539	8,960	25.2%	Subtotal	336,539	271,724	244,404	27,320	10.1%	
Professional Services											
225	0	0	0	0.0%	Accounting	14,400	15,000	15,056	-56	-0.4%	
0	1,000	0	1,000	100.0%	Consulting Services	16,272	27,741	25,390	2,351	8.5%	
2,214	3,000	347	2,653	88.4%	Legal	46,667	34,176	25,660	8,516	24.9%	Legal costs related to employment separations have been classified as extraordinary (see below).
1,543	1,500	1,521	-21	-1.4%	Payroll / HR Services	12,508	13,447	13,417	30	0.2%	
0	500	0	500	100.0%	Recruitment Costs	750	1,242	5,372	-4,130	-332.7%	Unfavorable variances resulted from the cost of background verification checks
1,058	1,667	3,220	-1,553	-93.2%	Temporary Services	31,512	15,859	18,557	-2,698	-17.0%	Temporary costs to close the branches were slightly higher than planned.
5,040	7,667	5,088	2,579	33.6%	Subtotal	122,108	107,465	103,451	4,013	3.7%	
Depreciation:											
245,306	250,609	251,669	-1,060	-0.4%	Depreciation - Library Materials	2,213,725	2,293,869	2,290,967	2,902	0.1%	
16,164	62,268	52,868	9,400	15.1%	Depreciation - Fixed Assets	137,543	498,448	475,048	23,400	4.7%	
261,470	312,877	304,537	8,340	2.7%	Subtotal	2,351,268	2,792,316	2,766,015	26,302	0.9%	
740,241	755,965	741,033	14,932	2.0%	Total Expense	6,578,873	6,866,966	6,844,386	22,580	0.3%	
24,978	-63,816	-97,864	-34,048	-53.4%	Net Income	689,703	-200,118	-224,420	-24,303	-12.1%	

Los Angeles Law Library

Income Statement for the Period Ended March 31, 2013

Mar 12 Actual	Mar 2013				FY 2011-12 YTD	FY 2012-13 YTD					Comments
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
0	5,000	5,104	-104	-2.1%	Extraordinary Expense	0	245,249	224,297	20,952	8.5%	Extraordinary expense includes payments to separated employees and employment-related legal fees.
<hr/>											
Capital Expenditures:											
0	0	0	0	0.0%	Furniture / Appliances (>3k)	0	10,000	0	10,000	100.0%	
0	0	0	0	0.0%	Electronics / Computer Hardware (>3k)	0	7,539	7,539	0	0.0%	
0	0	0	0	0.0%	Exterior Building Repairs/Improvements (>3k)	0	10,652	10,652	0	0.0%	
6,462	4,000	0	4,000	100.0%	Interior Improvements / Alterations (>3k)	11,159	18,285	14,285	4,000	21.9%	
0	0	0	0	0.0%	Computer Software	0	19,311	19,311	0	0.0%	
6,462	4,000	0	4,000	100.0%	Total - Expenditures	11,159	65,786	51,786	14,000	21.3%	
<hr/>											
NA	59	56	3	5.6%	Full-Time Equivalent Employees	NA	59	55	4	6.1%	

Los Angeles Law Library

Statement of Cash Flows

As of March 31, 2013

	3/31/2013	YTD
Cash flows from operating activities		
Court fees	568,299	5,248,429
Parking fees	43,273	361,000
Annual fees	9,280	64,131
Copy center and document delivery	8,347	65,900
Other operating income	8,363	71,101
(Increase) decrease in accounts receivable	24,342	76,425
(Increase) decrease in borrowers' deposit	3,479	22,877
Cash received from filing fees and services	665,383	5,909,863
Services and supplies	(67,577)	(484,385)
Insurance	(22,777)	(182,213)
Utilities	(18,317)	(93,328)
Other operating expenses	(10,192)	(308,564)
Increase (decrease) in prepaid expenses and other assets	44,433	153,837
Increase (decrease) in accounts payable	352,524	(1,170,199)
Increase (decrease) in other liabilities	-	(499,237)
Cash payments to suppliers for goods and services	278,094	(2,584,089)
Salaries and benefits	(322,737)	(2,792,578)
Increase (decrease) in payroll liabilities	(8,199)	9,912
Increase decrease in accrued sick and vacation liability	-	-
Increase decrease in OPEB liability	-	-
Cash payments to employees for services	(330,937)	(2,782,666)
Contributions received	-	120,000
Net cash from operating activities	612,540	663,108
Cash flow from capital and related financing activities		
Acquisition of capital assets	(617,516)	(2,339,343)
Cash flows from investing activities		
Investment earnings	5,608	46,234
Net cash increase (decrease) in cash and cash equivalents	632	(1,629,369)
Cash and cash equivalents, at beginning of period	9,415,014	11,045,015
Cash and cash equivalents, at end of period	9,415,646	9,415,014

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2013 - March 31, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 1	AMERICAN EXPRESS	BUSINESS CARD	9,280.72	024931
	FEDEX	POSTAGE	21.86	024932
	CELIA LEON	POSTAGE	47.70	024933
	OFFICE DEPOT	OFFICE SUPPL	156.93	024934
	UNITED PARCEL SERVICE	POSTAGE	41.75	024935
March 4	BRIDGES FILTER SERVICE, INC	BLDG MAINT	685.90	024936
	BUREAU OF STREET LIGHTING	BLDG SVCS	2,853.04	024937
	COMPLETE FIRE SERVICE INC	BLDG MAINT	998.95	024938
	CUMMINS CAL PACIFIC LLC	BLDG MAINT	391.60	024939
	ROY HOPP & COMPANY	BLDG MAINT	587.72	024940
	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	93.28	024941
	GE MONEY BANK AMAZON	OFFICE SUPPL	610.51	024942
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	024943
	AMERICAN LAWYER MEDIA L P RECORDER	BOOKS	389.00	024944
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	1,090.00	024945
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	397.00	024946
	A S PRATT & SONS GROUP	BOOKS	716.99	024947
	AUX AMATEUR DE LIVRES	BOOKS	117.17	024948
	MINISTER OF FINANCE CROWN PUBS QUEE	BOOKS	180.22	024949
	BERNAN ASSOCIATES	BOOKS	998.56	024950
	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	113.29	024951
	BLOOMBERG BNA	BOOKS	137.86	024952
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	3,174.50	024953
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	4,022.94	024954
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	415.00	024955
	COURTROOM COMPENDIUMS	BOOKS	170.00	024956
	COUTTS LIBRARY SERVICES	BOOKS	2,030.11	024957
	DAILY JOURNAL CORPORATION	BOOKS	1,306.16	024958
	THOMSON GALE	BOOKS	1,443.43	024959
	GAUNT	BOOKS	427.64	024960
	INGRAM LIBRARY SERVICES	BOOKS	100.19	024961
	JURIS PUBLISHING INC	BOOKS	225.50	024962
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,079.69	024963
	LAW JOURNAL PRESS	BOOKS	4,584.53	024965
	LAWPRESS CORPORATION	BOOKS	1,045.03	024966
	LAW PUBLISHERS	BOOKS	355.00	024967
	LAW REPORTS INTERNATIONAL LTD	BOOKS	365.00	024968
	LEADERSHIP DIRECTORIES INC	BOOKS	595.00	024969
LEXISNEXIS BUTTERWORTHS	BOOKS	2,785.88	024970	
LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	77.76	024971	
MABROCHI INTERNATIONAL CO LTD	BOOKS	1,195.30	024972	
MANHATTAN PUBLISHING COMPANY	BOOKS	124.00	024973	
MUNICIPAL CODE CORPORATION	BOOKS	1,444.00	024974	

47,949.21

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2013 - March 31, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 5	PROQUEST INFORMATION AND LEARNING	BOOKS	997.50	024975
	PUBLIC UTILITIES REPORTS INC	BOOKS	775.00	024976
	SAN DIEGO DAILY TRANSCRIPT	BOOKS	249.00	024977
	STATE BAR OF TEXAS	BOOKS	162.50	024978
	THOMPSON PUBLISHING GROUP	BOOKS	536.99	024979
	YBP LIBRARY SERVICES	BOOKS	317.10	024980
	March 5	AUDIO VIDEO WEST INC	OUTREACH	152.20
March 7	NEDDA BLACK	REFUND	140.00	024982
	WILLIAM W HAEFLIGER	REFUND	140.00	024983
	ARMOND M JACKSON	REFUND	117.00	024984
	CHRISTOPHER LEE	REFUND	140.00	024985
	JOSEPH A VERA ** VOIDED *****	REFUND	0.00	024986
	ANDREW M VOGEL	REFUND	140.00	024987
	STEPHEN ERIC WEBBER	REFUND	125.00	024988
	WILLIAM JOSEPH WHITE	REFUND	140.00	024989
	March 11	AMERICAN LAW INSTITUTE	BOOKS	92.45
SUSANNE BACH COMERCIO DE LIVROS LTD	BOOKS	3,751.05	024991	
BERNAN ASSOCIATES	BOOKS	33.00	024992	
LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	466.84	024993	
CARSWELL COMPANY LTD	BOOKS	65.75	024994	
CASALINI LIBRI	BOOKS	628.41	024995	
CONTINUING EDUCATION OF THE BAR CAL	BOOKS	922.91	024996	
COUTTS LIBRARY SERVICES	BOOKS	1,597.21	024997	
GAUNT	BOOKS	555.50	024998	
INTERNATIONAL CIVIL AVIATION ORGANI	BOOKS	100.00	024999	
JURIS PUBLISHING INC	BOOKS	106.50	025000	
KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,138.70	025001	
LEXISNEXIS BUTTERWORTHS	BOOKS	990.54	025002	
MARY MARTIN BOOKSELLERS	BOOKS	2,628.00	025003	
INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	99.50	025004	
PRACTISING LAW INSTITUTE	BOOKS	199.61	025005	
YBP LIBRARY SERVICES	BOOKS	382.64	025006	
March 15	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,081.19	025007
	BATTHYANY KULTUR PRESS	BOOKS	3,050.00	025008
	BERNAN ASSOCIATES	BOOKS	97.00	025009
	BET TZEDEK	BOOKS	60.00	025010
	BOOK HOUSE INC	BOOKS	153.45	025011
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	742.60	025012
	CARSWELL COMPANY LTD	BOOKS	232.07	025013
	CASALINI LIBRI	BOOKS	172.80	025014
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	5,014.54	025015

75,451.26

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2013 - March 31, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 18	CODE PUBLISHING COMPANY	BOOKS	5.00	025016
	EBSCO INFORMATION SERVICES	BOOKS	453.98	025017
	GAUNT	BOOKS	1,017.86	025018
	OTTO HARRASSOWITZ	BOOKS	16.26	025019
	INGRAM LIBRARY SERVICES	BOOKS	1,048.78	025020
	INTERNATIONAL TRANSLATIONS	BOOKS	400.00	025021
	E ITURRIAGA Y CIA S A C	BOOKS	54.00	025022
	JAMES PUBLISHING INC	BOOKS	177.84	025023
	JURIS PUBLISHING INC	BOOKS	912.00	025024
	CHIEF LOC CDS	BOOKS	685.00	025025
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	92.50	025026
	NEW JERSEY INSTITUTE FOR CONTINUING	BOOKS	51.00	025027
	OXFORD UNIVERSITY PRESS	BOOKS	249.22	025028
	PAN PACIFICA	BOOKS	437.25	025029
	QUALITY CODE PUBLISHING	BOOKS	62.09	025030
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,508.57	025031
	PAULA P. HOFFMAN	REPLACEMENT	386.04	025032
	ABOUT THYME	ROOM RENTAL	7,050.00	025033
	AMERICAN EXPRESS	TRAVEL	147.80	025034
	AT&T	TELECOM	395.75	025035
	BANC OF AMERICA LEASING	EQUIPMENT	578.19	025036
	BANDWIDTH.COM, INC.	TELECOM	281.05	025037
	STATE BOARD OF EQUALIZATION	USE TAX	1,956.00	025038
	CCCLL	MEMBERSHIP	5,980.00	025039
	CDW GOVERNMENT, INC.	COMP HARD	353.15	025040
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	644.73	025041
	CORCORAN QUALITY GRAPHICS	PRINT/REPRO	601.68	025042
	COUNTY COUNSEL, L.A. COUNTY	LEGAL	231.43	025043
	GAYLORD BROS.	LIB SUPPL	758.40	025044
	GOURMET COFFEE SERVICE	KITCHEN	615.99	025045
	COUNTY OF LOS ANGELES	HEAT/COOL	956.97	025046
	KAPCO	LIB SUPPL	413.70	025047
	L A DEPT WATER & POWER	ELECTRIC/FIRE	7,130.37	025048
LIQUID CATERING ** VOIDED *****	ROOM RENTAL	0.00	025049	
OFFICE DEPOT	OFFICE SUPPL	31.56	025050	
RICHARD PACHECO	REIMBURSEMENT	85.69	025051	
PAN AMERICAN PEST CONTROL CO.	BLDG SVCS	178.00	025052	
RITA PANG	MILEAGE	54.24	025053	
ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,421.43	025054	
JEREMY SAMLER	MILEAGE	23.00	025055	
SECURITAS SECURITY	SECURITY	4,656.96	025056	
SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	025057	
L A DEPT WATER & POWER	WATER/SANITATION	326.27	025058	
March 20				

126,210.38

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2013 - March 31, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 21	DEL REY PARTY RENTALS INC	ROOM RENTAL	284.37	025059
	STRONG IMAGE GRAPHIC SERVICES INC	EVENT SUPPL	155.74	025060
	AMERICAN ASSOCIATION OF LAW LIBRARI	REGISTRATION	30.00	025061
	LIQUID CATERING	ROOM RENTAL	572.25	025062
March 22	STUDIO 116 ** VOIDED *****	ROOM RENTAL	0.00	025063
	STUDIO 116	ROOM RENTAL	1,060.00	025064
March 27	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	449.33	025065
	BERNAN ASSOCIATES	BOOKS	33.00	025066
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	171.53	025067
	CALIF COURT ASSOCIATION	BOOKS	281.00	025068
	CAPITOL ENQUIRY	BOOKS	18.03	025069
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,688.72	025070
	COMPASS PUB CO	BOOKS	75.00	025071
	COUTTS LIBRARY SERVICES	BOOKS	8,537.33	025072
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	025073
	DATA TRACE LEGAL PUBLISHERS	BOOKS	157.95	025074
	OTTO HARRASSOWITZ	BOOKS	5,272.61	025075
	INGRAM LIBRARY SERVICES	BOOKS	312.13	025076
	INTERNATIONAL CIVIL AVIATION ORGANI	BOOKS	205.00	025077
	LEXISNEXIS BUTTERWORTHS	BOOKS	665.12	025078
	NATIONAL BOOK NETWORK	BOOKS	796.19	025079
	SASKATCHEWAN QUEENS PRINTER	BOOKS	88.09	025080
	SWETS INFORMATION SERVICES	BOOKS	2,970.67	025081
	THOMSON REUTERS	BOOKS	5,273.00	025082
	YBP LIBRARY SERVICES	BOOKS	46.08	025083
	March 27	AT&T MOBILITY	TELECOM	83.31
BAVCO		BLDG MAINT	143.00	025085
CDW GOVERNMENT, INC.		LIB SUPPL	638.74	025086
GRAINGER		BLDG MAINT	43.50	025087
GUARDIAN		DENTAL/VISION	7,568.86	025088
INFINISOURCE INC		PAYROLL/HR	75.00	025089
KONICA MINOLTA BUSINESS		COPY CTR - LA	594.20	025090
SANDRA J LEVIN		REIMBURSEMENT	408.77	025091
METROLINK		TAP	1,244.00	025092
OFFICE DEPOT		LIB SUPPL	348.73	025093
PAN AMERICAN PEST CONTROL CO.		BLDG SVCS	276.00	025094
SECURITAS SECURITY		SECURITY	4,510.44	025095
SUN LIFE FINANCIAL		LIFE/DISABILITY	618.21	025096
UP TO DATE FILING SERVICE		TEMP SVCS	1,610.00	025097
VALLEY WIDE AIR		BLDG MAINT	200.00	025098
VERIZON		TELECOM	40.73	025099
VORTEX INDUSTRIES INC	BLDG MAINT	422.25	025100	

175,459.39

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2013 - March 31, 2013 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 29	XO COMMUNICATIONS LLC	TELECOM	501.76	025101
	FEDEX	POSTAGE	41.03	025102
	UNITED PARCEL SERVICE	POSTAGE	111.73	025103
	AMERICAN BAR ASSOCIATION	BOOKS	1,822.06	025104
	ALABAMA BAR ICLE UNIV OF ALABAMA	BOOKS	83.50	025105
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	549.05	025106
	BERNAN ASSOCIATES	BOOKS	78.00	025107
	BLOOMBERG BNA	BOOKS	485.58	025108
	BOOK HOUSE INC	BOOKS	36.97	025109
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	209.68	025110
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,737.95	025111
	GAUNT	BOOKS	59.00	025112
	INTERNATIONAL ASSOCIATION OF LAW LI	BOOKS	130.00	025113
	JAMES PUBLISHING INC	BOOKS	83.56	025114
	JURIS PUBLISHING INC	BOOKS	276.00	025115
	LAW JOURNAL PRESS	BOOKS	1,272.17	025116
	MANHATTAN PUBLISHING COMPANY	BOOKS	80.00	025117
	MARY MARTIN BOOKSELLERS	BOOKS	67.00	025118
	NOLO PRESS OCCIDENTAL	BOOKS	408.51	025119
	PAN PACIFICA	BOOKS	55.00	025120
	SASKATCHEWAN QUEENS PRINTER	BOOKS	78.29	025121
THOMSON REUTERS TAX & ACCOUNTING	BOOKS	322.10	025122	
YBP LIBRARY SERVICES	BOOKS	104.41	025123	

184,550.98

LOS ANGELES COUNTY LAW LIBRARY
March 1, 2013 - March 31, 2013 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 8	EMPLOYMENT DEVELOPMENT DEPT	UI	10,193.00	TS00177786
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,300.00	TS00177786
	THOMSON REUTERS	BOOKS	13,678.13	TS00177786
March 15	THOMSON REUTERS	BOOKS	67,111.53	TS00178077
March 21	THOMSON REUTERS	BOOKS	74,441.70	TS00178525
March 29	CALPERS	HEALTH INS	56,774.49	TS00179019
	TYCO INTEGRATED SECURITY LLC	SECURITY	10,628.74	TS00179019

248,127.59

MEMORANDUM

DATE: April 23, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Conflict of Interest and Disclosure Code for The Los Angeles County Law Library

As you know, the Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code and the Law Library has adopted the terms of that code as its conflict of interest code, with amendments necessary to designate the persons and categories subject to the requirements of the code.

Attached for your review is a resolution approving the current proposed amendments to the Conflict of Interest and Disclosure Code for the Law Library.

Specifically, the Conflict of Interest Code is modified to:

1. Update the definitions for income to include gifts, loans and travel payments in Category 1.
2. Include an expanded definition for Consultants and New Positions under Gov. Code Section 81008; and
3. Reflect two title changes that have occurred since the last update: *Senior Director of Library Operations* **to** *Senior Director, Administrative Services – Category 1*; and *Senior Director of Business Operations & CTO* **to** *Senior Director, Information Services & CTO*

The Law Library's Conflict of Interest Code has been submitted to the County of Los Angeles as applicable responsible agency under the Government Code. The proposed code is being reviewed by the County's Code Review Panel and it is anticipated that it will have been approved by the panel prior to the Board's meeting.

RECOMMENDATION

Staff recommends the resolution and proposed amendments be approved.



**CONFLICT OF INTEREST AND DISCLOSURE CODE
FOR THE LOS ANGELES COUNTY LAW LIBRARY**

WHEREAS, The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes.

WHEREAS, The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code.

WHEREAS, Following public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act.

WHEREAS, the Los Angeles County Law Library (the "Library") has adopted the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, into the conflict of interest code of the Library by reference.

NOW THEREFORE BE IT RESOLVED, that the Conflict of Interest Code attached as Exhibit A, designating officials and employees and establishing economic disclosure categories, is hereby approved and shall constitute the conflict of interest code of this agency.

PASSED, APPROVED AND ADOPTED, this 23rd day of April, 2013.

Susan Steinhauser, President

ATTEST:

Sandra J. Levin, Executive Director

LALAWLIBRARY



PROPOSED CODE

Conflict of Interest Code of the

LAW LIBRARY, LOS ANGELES COUNTY

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board of Trustees and Executive Director, and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

PROPOSED CODE

LAW LIBRARY, LOS ANGELES COUNTY

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all business positions and investments in and all income (**including gifts, loans and travel payments**) received from businesses that manufacture or sell supplies or services of the type utilized by the Law Library, including but not limited to, publications, office equipment and supplies, library supplies and landscape maintenance, insurance and utilities.

CATEGORY 2

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency. **(See footnote for clarification.)**

PROPOSED CODE

LAW LIBRARY, LOS ANGELES COUNTY

EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Trustees	1
Executive Director	1
Senior Director of Library Operations Senior Director, Administrative Services	1 Title Change
Senior Director of Business Operations & CTO Senior Director, Information Services & CTO	1 Title Change
Consultant/ New Positions*	2

***Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:**

The Executive Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

EFFECTIVE:

LA Law Library Statistics

			2010 Year	2011 Year	2012 Year	2013 1st Quarter	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	6,904	
	Phone		10,272	9,435	10,403	2,360	
	Email/ Live Chat		7,989	5,097	1,702	339	
	By Mail		167	277	246	50	
	Foreign/International		204	842	640	98	
	Foreign/International Web		29	119	133	87	
		Total	46,581	48,150	43,597	9,838	
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	6,424	
	Phone Inquiries		5,039	6,703	9,681	2,997	
		Total	41,191	48,434	32,725	9,421	
	Books Circulated		16,616	13,723	13,520	3,263	
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	91	
	Email		216	252	249	169	
	In-Person		340	377	264	43	
	By Mail		46	89	28	0	
		Total	1,367	1,449	1,305	303	
	Pages Delivered		21,461	44,832	48,812	21,706	

LA Law Library Statistics

			2010 Year	2011 Year	2012 Year	2013 1st Quarter	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	221		
	In-Person		15,279	15,368	10,647	2,781		
		Total	15,454	16,230	11,555	3,002		
	Copies Made (Main Library)		261,918	378,684	357,999	94,462		
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	123		
	New Continuations		242	331	202	39		
	Book Volumes Added		7,678	7,652	7,289	1,979		
	Microfiche / Media Added		32,417	12,927	7,598	2,720		
	Books Cataloged/Reclassed		20,492	39,374	14,322	1,722		
	Volumes / Media Withdrawn		4,087	3,682	5,391	1,415		
Scan Project								
	Briefs Scanned		35,669	56,467	34,208	16,190		
Web Statistics								
	Visitors		82,291	73,586	71,754	19,297		
	Visits		151,300	147,785	181,682	42,054		
	Average Daily Visits		397	404	496	467		
	Average Duration		9:10	32:29	13:47	15:10		
	Visitors: US		68.64%	71.75%	75.70%	87.03%		
	Visitors: International / Unspecified		31.36%	28.25%	24.30%	12.97%		

LA Law Library Statistics

		2011 Year	2012 Year	2013 1st Quarter
Branch Collections				
	Book Volumes Added	1,087	1,021	19
	Volumes Withdrawn	2,803	386	48,670
Branch Copies				
	Long Beach	36,536	45,526	9,389
	Norwalk	11,319	10,972	2,434
	Pomona	14,809	13,569	3,900
	Santa Monica	14,535	15,623	3,482
	Torrance	18,290	19,528	5,333
	Van Nuys	30,183	15,493	2,083
	Total Copies Made	125,672	120,711	26,621
Long Beach				
	Desk Requests	3,824	2,444	591
	Phone Requests	1,452	949	161
	Copier Assistance	663	1,039	130
	PC Usage	n/a	n/a	145
	Visitors	4,563	5,658	1,109
Norwalk				
	Desk Requests	720	594	
	Phone Requests	890	708	
	Copier Assistance	687	833	
	PC Usage	n/a	n/a	
	Visitors	2,606	1,993	
Pomona				
	Desk Requests	851	965	186
	Phone Requests	74	134	20
	Copier Assistance	n/a	n/a	197
	PC Usage	0	0	35
	Visitors	1,960	2,142	425

Santa Monica				
	Desk Requests	1,300	1,476	421
	Phone Requests	807	779	299
	Copier Assistance	853	904	296
	PC Usage	n/a	n/a	9
	Visitors	2,738	2,686	690
Torrance				
	Desk Requests	1,247	1,396	287
	Phone Requests	549	505	92
	Copier Assistance	1,197	1,194	231
	PC Usage	n/a	n/a	74
	Visitors	3,173	3,381	704

MEMORANDUM

DATE: April 23, 2013

TO: Board of Trustees

THROUGH: Sandra J. Levin, Executive Director

FROM: Malinda Muller, Interim Senior Director, Library Services
Linda J. Heichman Taylor, Senior Librarian, P&P

RE: Branch Conversion Update

The following is a brief status update regarding the branch conversion efforts.

BOOK GIVEAWAY

Norwalk, Pomona and Santa Monica: Books needed at LALL have been relocated to Main Library. Some books will be used for replacement at Main Library or repurpose to expand Van Nuys and Pasadena partnership collections. A core collection has been stored at the Santa Monica courthouse pending decisions regarding the use of alternative space. All other books have been offered as support to local institutions and individuals. Several colleges and legal service organizations have taken substantial portion of books. Participating institutions include LA Superior Court (Judges & Commissioners), UCI School of Law, Pillsbury Winthrop Shaw Pittman LLP, Nossaman LLP, Bet Tzedek, Levitt & Quinn, LA County Public Defender’s Office, Mount San Antonio College and Santa Ana College paralegal programs, American University School of Law (startup law school in Anaheim), Pomona Public Library and Pomona Economic Opportunity Center. Many thanks to staff members Meiling Li, Shohreh Saljooghi and Kathleen Terada for coordinating this portion of the project.

FURNITURE AND EQUIPMENT

Norwalk and Pomona: Tables, chairs, computers and office machines were moved to Main Library. Furniture will be repurposed at Main Library, Torrance or Long Beach. Equipment will be used at Main Library.

AOC LICENSE STATUS

Notice of Termination has been given in the manner required under the License Agreements. AOC representatives have walked through Pomona and Norwalk locations and given approval that LALL vacated the space and left it in appropriate and acceptable condition. AOC and LALL have begun the process of negotiating and drafting new License agreements for the Digital Resource Stations (below).



DIGITAL RESEARCH STATIONS

Court Administrators at Pomona and Norwalk are assisting LALL with preparation and installation of Digital Research Stations, estimated launch date in early May. Locations have been identified by court staff (inside Court Clerk's office in Pomona, in vacant booths in 2nd floor main hallway at Norwalk). County ISD is working on wiring and other facilities issue in order to ready the spaces. LALL staff is working on a revitalized Branch Portal with expanded Self-Help resources, link to LALL databases and live chat, as well as promotional materials and informational signage to enhance the "walk up" research experience.

Santa Monica: Malinda Muller and Jaye Nelson are working with Court Administrator to consider viable options for Digital Research Station locations and use of vacant spaces adjacent to the Self-Help Center. Estimates for renovation of space are being procured. The Santa Monica Court has not yet committed to any specific plan or support in establishing a legal research space at the court (Digital Research stations or print collection) as they are busy with other priorities. Efforts are moving forward, albeit slowly, though and we remain optimistic that a future LALL presence at the Santa Monica can be arranged.

TORRANCE AND LONG BEACH

Effective Tuesday, April 2, these locations have transitioned to full-service operating hours to mirror those of the court, i.e. 8:30am to 4:30pm. Branch Assistants Judith Yontef (formerly at Santa Monica) Kay Mayorga (formerly at Norwalk) are working the afternoon shift at Torrance and Long Beach, respectively. Court staff (including Self-Help Center) and visitors appreciate the time extension.

Flyers have been produced and distributed at Torrance, Long Beach and Mosk Courthouses to help Court Clerks and Self-Help Center staff refer litigants to our locations for legal research assistance.



Branch Closures Project					
Pomona					
	Date Assigned	Responsible	Task	Due	Status
			Withdrawn titles:		
P1	2/14/2013	L. Taylor	Contact possible institution-based donees for library materials	2/25/2013	Closed
P2	2/14/2013	L. Taylor	Document arrangement with court personnel to dispose of withdrawn materials	3/1/2013	Closed
P3	2/28/2013	L. Taylor	Contact possible individual attorney donees for library materials	3/18/2013	Closed
P4	2/28/2013	L. Taylor / D. Myers	Email to individual attorneys re: "open house" giveaway of library materials	3/18/2013	Closed
P5	2/28/2013	D. Myers	Signage at branches for "open house" giveaway of library materials	3/22/2013	Closed
P6	2/14/2013	K. Terada	Schedule donee pickups (institutions)	3/21/2013	Closed
P7	2/14/2013	K. Terada	Coordinate institution-based donee pickups with branch assistants	3/22/2013	Closed
P8	2/14/2013	Branch temps	Stamp "withdrawn" on all applicable library materials	3/18/2013	Closed
P9	2/14/2013	Court Admin	Removal of withdrawn books	TBD	Open
P10	3/7/2013	M. Muller	Confirm w/Ct Admin date Courthouse needs space	3/15/2013	Closed
			Retained titles:		
P11	2/14/2013	L. Taylor/S. Saljooghi	Determine dispensation of retained titles: partnerships or Main	2/25/2013	Closed
			Cataloguing		
P12	2/28/2013	M. Lu	Suppress records in Voyager re: withdrawn branch titles	4/30/2013	Closed
			Computers, copiers, printers:		
P13	2/28/2013	M. Li	Return Branch Asst computer and printer to Main	4/1/2013	Closed
P14	2/28/2013	J. Nelson	Placement of wiring/equipment needs for remote terminals	3/15/2013	Closed
P15	3/7/2013	M. Muller	Confirm wiring/placement/logistics of terminals with Court Admin	3/15/2013	Closed
			Arrange moving company:		
P16	2/14/2013	J. Mataras	Request bids from at least 3 moving companies (West Ann CA Codes, computer, computer tables, printer)	2/22/2013	Closed
P17	2/14/2013	P. O'Leary	Award moving bid and execute agreement	3/8/2013	Closed
P18	2/14/2013	Mover	Move books, computer, copier, computer tables to Main Branch as required	4/1/2013	Closed
			Notifications		
P19	2/14/2013	L. Taylor	Notify branch assistants about Board's decision	2/15/2013	Closed
P20	2/14/2013	D. Myers	Press release	2/19/2013	Closed
P21	2/14/2013	L. Taylor	Email to Court Administrators about board decision	2/19/2013	Closed
P22	2/14/2013	D. Myers	Draft and distribute notices at branch	3/18/2013	Closed
P23			Contracts		
P24	2/14/2013	E. Barajas/P. O'Leary	Identify relevant contracts to be terminated or modified	3/8/2013	Closed
P25	2/14/2013	S. Levin / P. O'Leary	Determine course of action for each agreement and implement	3/15/2013	Closed
P26	2/25/2013	S. Levin	Contact AOC re: termination of agreement, condition of room	4/1/2013	Closed
P27	4/8/2013	S. Levin	Termination of agreement and commence new agreement with AOC	4/12/2013	Closed
P28	4/8/2013	J. Nelson	AOC Walkthrough	4/12/2013	Closed
P29	2/25/2013	S. Levin	Union Discussions	TBD	Open
			Insurance		
P30	2/14/2013	P. O'Leary	Advise insurance broker and carriers about closure	2/22/2013	Closed

Branch Closures Project					
Norwalk					
	Date Assigned	Responsible	Task	Due	Status
			Withdrawn titles:		
N1	2/14/2013	L. Taylor	Contact possible institution-based donees for library materials	2/25/2013	Closed
N2	2/14/2013	L. Taylor	Document arrangement with court personnel to dispose of withdrawn materials	3/1/2013	Closed
N3	2/28/2013	L.Taylor	Contact possible individual attorney donees for library materials	3/22/2013	Closed
N4	2/28/2013	L. Taylor / D. Myers	Email to individual attorneys re: "open house" giveaway of library materials	3/22/2013	Closed
N5	2/28/2013	D. Myers	Signage at branches for "open house" giveaway of library materials	3/22/2013	Closed
N6	2/14/2013	K. Terada	Schedule donee pickups (institutions)	3/20/2013	Closed
N7	2/14/2013	K. Terada	Coordinate institution-based donee pickups with branch assistants	3/21/2013	Closed
N8	2/14/2013	C. Gaiters, J. Yontef	Stamp "withdrawn" on all applicable library materials	3/1/2013	Closed
N9	2/14/2013	Ct Admin	Removal of withdrawn books	TBD	Open
N10	3/7/2013	M. Muller	Confirm w/Ct Admin date Courthouse needs space	3/15/2013	Closed
			Retained titles:		
N11	2/14/2013	L. Taylor/S. Saljooghi	Determine dispensation of retained titles: partnerships or Main	2/25/2013	Closed
			Cataloguing		
N12	2/28/2013	M.Lu	Suppress records in Voyager re: withdrawn branch titles	4/30/2013	Closed
			Computers, copiers, printers:		
N13	2/28/2013	M. Li	Return Branch Asst computer and printer to Main	4/5/2013	Closed
N14	2/28/2013	J. Nelson	Placement of wiring/equipment needs for remote terminals	3/15/2013	Closed
N15	3/7/2013	M. Muller	Confirm wiring/placement/logistics of terminals with Ct Admin	3/25/2013	Closed
			Arrange moving company:		
N16	2/14/2013	J. Mataras	Request bids from at least 3 moving companies (computer, printer, copier, tables, chairs)	2/22/2013	Closed
N17	2/14/2013	P. O'Leary	Award moving bid and execute agreement	3/8/2013	Closed
N18	2/14/2013	Mover	Move furniture, copier and equipment to Main Branch as required	4/5/2013	Closed
N19	3/15/2013	Mover	Move K. Mayorga desk chair to LB	TBD	Open
			Notifications		
N20	2/14/2013	L. Taylor	Notify branch assistants about Board's decision	2/15/2013	Closed
N21	2/14/2013	D. Myers	Press release	2/19/2013	Closed
N22	2/14/2013	L. Taylor	Email to Ct Administrators about board decision	2/19/2013	Closed
N23	2/14/2013	D. Myers	Draft and distribute notices at branch	3/18/2013	Closed
			Contracts		
N24	2/14/2013	E. Barajas/P. O'Leary	Identify relevant contracts to be terminated or modified	3/8/2013	Closed
N25	2/14/2013	S. Levin / P. O'Leary	Determine course of action for each agreement and implement	3/15/2013	Closed
N26	2/25/2013	S.Levin	Termination of agreement and commence new agreement with AOC	4/1/2013	Closed
N27	4/8/2013	J. Nelson	AOC Walkthrough	4/12/2013	Closed
N28	4/8/2013	S. Levin	Termination of agreement and new agreement with AOC	4/12/2013	Closed
N29	2/25/2013	S. Levin	Union Discussions	TBD	Open
			Insurance		
N30	2/14/2013	P. O'Leary	Advise insurance broker and carriers about closure	2/22/2013	Closed

Branch Closures Project					
Santa Monica					
	Date Assigned	Responsible		Due	Status
			Withdrawn titles:		
S1	2/14/2013	L. Taylor	Contact possible institution-based donees for library materials	2/25/2013	Closed
S2	2/14/2013	L. Taylor	Document arrangement with court personnel to dispose of withdrawn materials	3/1/2013	Closed
S3	2/28/2013	L. Taylor	Contact possible individual attorney donees for library materials	3/22/2013	Closed
S4	2/28/2013	L. Taylor / D. Myers	Email to individual attorneys re: "open house" giveaway of library materials	3/22/2013	Closed
S5	2/28/2013	D. Myers	Signage at branches for "open house" giveaway of library materials	3/22/2013	Closed
S6	2/14/2013	K. Terada	Schedule donee pickups (institutions)	3/21/2013	Closed
S7	2/14/2013	K. Terada	Coordinate institution-based donee pickups with branch assistants	3/22/2013	Closed
S8	2/14/2013	R. Pang, D. Situ, P. Orellana	Stamp "withdrawn" on all applicable library materials	3/1/2013	Closed
S9	2/14/2013	Court Admin	<i>Removal of withdrawn books</i>	TBD	Open
S10	3/7/2013	M. Muller	<i>Confirm w/Ct Admin date Courthouse needs space (4/15/2013?)</i>	3/15/2013	Closed
			Retained titles:		
S11	2/14/2013	L. Taylor/S. Saljooghi	Determine dispensation of retained titles: partnerships or Main	2/25/2013	Closed
S12	3/7/2013	M. Muller	Confirm with Court Admin that "core collection" OK for SHC to use	3/15/2013	Closed
S13	3/7/2013	C. Gaiters	Cordon off core collection	3/22/2013	Closed
S14	3/18/2013	J. Nelson	<i>Logistical arrangements - next iteration (break down shelving, move shelving, transport core collection to small office adjacent to SHC)</i>	TBD	Open
S15	3/7/2013	L. Taylor	<i>Draft email for S. Levin re: agreement with SHC to utilize core collection, if necessary</i>	TBD	Open
S16	3/7/2013	M. Li	<i>Move boxes to courthouse to store core collection titles, if necessary</i>	TBD	Open
S17	3/7/2013	LALL staff	<i>Box core collection titles, if necessary</i>	TBD	Open
			Cataloguing		
S18	2/28/2013	M. Lu	<i>Suppress records in Voyager re: withdrawn branch titles</i>	4/30/2013	Closed
			Computers, copiers, printers:		
S19	2/28/2013	M. Li	<i>Return copier, Branch Asst computer and printer to Main</i>	TBD	Open
S20	3/7/2013	M. Muller	<i>Determine court interest in retaining copier (court does not have interest)</i>	3/25/2013	Closed
S21	3/7/2013	M. Muller/J. Nelson	Confirm wiring/placement/logistics of terminals with Court Admin	TBD	Closed
			Arrange moving company:		
S22	2/14/2013	J. Mataras	Request bids from at least 3 moving companies	2/22/2013	Closed
S23	2/14/2013	P. O'Leary	Award moving bid and execute agreement	3/8/2013	Closed
S24	2/14/2013	M. Li	Schedule move of books and other items, if necessary	3/25/2013	Closed
S25	2/14/2013	Mover	<i>Execute move of books and other items, if necessary</i>	TBD	Open
S26	2/14/2013	Mover	<i>Move copier to Main</i>	TBD	Open
			Notifications		
S27	2/14/2013	L. Taylor	Notify branch assistants about Board's decision	2/15/2013	Closed
S28	2/14/2013	D. Myers	Press release	2/19/2013	Closed
S29	2/14/2013	L. Taylor	Email to Court Administrators about board decision	2/19/2013	Closed
S30	2/14/2013	D. Myers	Draft and distribute notices at branch re: reconfiguration/closure	3/18/2013	Closed
			Contracts		
S31	2/14/2013	E. Barajas/P. O'Leary	Identify relevant contracts to be terminated or modified	3/8/2013	Closed
S32	2/14/2013	S. Levin / P. O'Leary	Determine course of action for each agreement and implement	3/15/2013	Closed
S33	2/25/2013	S. Levin	Termination of agreement and commence new agreement with AOC	TBD	Open
S34	4/8/2013	J. Nelson	<i>AOC Walkthrough</i>	TBD	Open
S35	2/25/2013	S. Levin	<i>Union Discussions</i>	TBD	Open
			Insurance		
S36	2/14/2013	P. O'Leary	Advise insurance broker and carriers about closure	2/22/2013	Closed

MEMORANDUM

DATE: April 23, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Borrowing Rules

SUMMARY

This will recommend certain changes to the Law Library's borrowing rules and propose a new set of rules applicable solely to Law Library Members.

ANALYSIS AND DETAIL

Borrowing Rules

The Law Library's rules governing borrowing privileges, fees for services, fines for overdue or unreturned items, and security deposits were approved by the Board at its meeting on December 20, 2011 and took effect on January 1, 2012. These rules may be found on the Law Library's internet site. Staff have determined that certain changes are required to align the rules with current practice, to include rules that were previously omitted, and to make other changes. The revised policies are attached.

The proposed changes to the borrowing rules will:

- Explain that deposits revert to the Law Library after three years of inactivity.
- Summarize the types of services offered by reference and circulation staff
- Clarify loan period rules including that a borrower may not borrow an item on the same day in which it was returned and that if borrowers fail to return an item within 30 days after its due date, their borrowing privileges will be suspended.
- Set forth the policies governing fines and replacement fees including cases where a book deemed to be lost is subsequently found and the determination of materials damaged while on loan
- Provide for a new category of borrower called special promotions borrower which would include Los Angeles Bar Association members who are currently enrolled at no cost to Association members who opt to become borrowers.

Borrowing Rules – Members

Generally, the Law Library's borrowing rules for Members are the same as those that apply to other Library users. Unique to the rules for Members are the policies and procedures governing registration as a Member, annual member fees, the membership renewal process, and the various categories of membership. Additionally, in some cases fees and fines are different. Borrowing rules for Members are attached.



OPTIONS

1. Approve the rules changes attached.
2. Modify the rules and approve the modified version.
3. Direct staff to revise the rules and present the modified version at later meeting.
4. Take no action.

RECOMMENDATION

Staff recommends that the Board approve the attached borrowing rules with changes to take effect immediately.



LA Law Library Borrowing Rules

Per California Business and Professions Code § 6360, the LA Law Library is open to the public and free for the examination of books and other publications at the library; this includes free use of the library's online legal research databases.

NON-BORROWER LIBRARY CARD

A Non-Borrower library card may be used to access the Public Terminal Computers and photocopiers. Non-borrower cards are subject to a replacement charge as stated in the current schedule of fees and charges approved by the Board of Trustees ("Schedule of Fees and Charges"). Users must agree to the Computer Usage Policy.

The following Borrowing Rules apply to individuals and entities wishing to check out materials from the library.

BORROWER LIBRARY CARD REGISTRATION

To borrow books and materials: (1) complete the Borrower Registration Application; (2) submit the appropriate Security Deposit; and (3) pay any additional established and approved charges.

Any subsequent changes to a Borrower's account must be made in writing. Library cards are solely for the use of the person for whom it is issued.

BORROWING RULES

Books and materials may be borrowed from the LA Law Library in accordance with the following Borrowing Rules.

BORROWER CATEGORIES

- **Individual** – any individual 18 years of age or older. Photo identification with current name and current address is required.*
- **Corporate** – any law firm, corporate legal department, public interest law office, corporation or other business entity. A corporate borrower may identify, in writing, partners, associates or other employees as designated borrowers. Fines and charges accrued will be the responsibility of the corporate borrower.
- **Judicial** – any judge, commissioner, magistrate or referee of a State or Federal court located in Los Angeles County. A judicial borrower may identify, in writing, research attorneys, law clerks or other employees who do work of a legal nature in the performance of his/her duties.
- **Government** – any elected or appointed State, Federal, County, Municipal, special district official or government office who maintains an office in Los Angeles County. A government borrower may identify, in writing, associates or other employees who do work of a legal nature in the performance of his/her duties.



- **Reduced Deposit** – any individual who presents a Court approved “Waiver of Court Fees and Costs” for a specific, currently pending legal action in any State or Federal court within Los Angeles County. Photo identification with current name and current address is required.* A reduced deposit account expires 90 days after resolution of the case.
- **Special Promotion Borrower** – any individual 18 years of age or older, who becomes a Borrower due to a special promotion offered by the LA Law Library. Photo identification with current name and current address is required.*

** Photo Identification: A California driver’s license or an ID card issued by the DMV. If no driver’s license or ID card has been issued by the DMV, a registrant may use a current Passport, a School ID card, or other government issued ID together with proof of a current address.*

MESSENGERS

An Individual, Corporate, Judicial, or Government Borrower may, in writing, designate persons or services to function as messengers to retrieve and return books for the Borrower. The messenger must present proper identification when borrowing materials. The Borrower will be responsible for all fines and charges. Messenger services must be renewed on an annual basis, July 1 – June 30, at the rate set forth in the Schedule of Fees and Charges .

SECURITY DEPOSIT

The appropriate security deposit for each borrower category will be collected and placed in a trust account with the treasurer of the county. (Cal. Bus. & Prof. Code § 6320.) Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

Upon written request by a Borrower, and following a three (3) month period from the date of registration, a security deposit, less any outstanding fines or charges, will be refunded, provided all borrowed materials have been returned. Borrowing privileges will cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

If the Security Deposit is not claimed within three (3) years after the Borrower account has expired it will become the property of LA Law Library. (Gov. Code, § 50050)

REFERENCE SERVICES

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the Borrower via e-delivery, messenger service or UPS. To avoid engaging in the unauthorized practice of law (Cal. Bus. & Prof. Code § 6125) reference staff does not conduct legal research, but will provide assistance in locating and using materials.



CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Borrowers as follows: (1) review a Borrower's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fines or charges that are owed.

LOAN PERIODS

Library materials are loaned for five (5) days. Individual, Judicial, Government, and Reduced Deposit Borrowers may check out and have up to 7 items in their possession at any one time. Corporate borrowers may check out and have up to 20 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person or through a book drop at the Main Library. A freestanding book drop is located at the service entrance on Broadway.

A borrower may not borrow an item on the same day in which it was returned.

If a Borrower fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

RENEWING LIBRARY MATERIALS

Items may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending "hold" on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed.

Materials may be renewed in person or over the phone by calling 213-785-2529.

CHARGES AND FINES

If materials are returned or renewed late, overdue fines will be assessed at the rate set forth in the Schedule of Fees and Charges . Failure to pay accrued fines may result in the Member's account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item will be deemed lost and replacement steps initiated. Replacement costs as set forth in the Schedule of Fees and Charges will be assessed and added to the overdue fines).

A Borrower who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a



replacement is ordered, the charges will be reduced to the overdue fines as stated in the Schedule of Fees and Charges.

Books and materials lost but later found remain property of the LA Law Library and must be returned, even if they have been replaced. No credit adjustments will be made for a lost item returned after a replacement has been ordered.

An items which, in the judgment of the Library Director or his/her designee, is significantly damaged or defaced will be deemed lost unless it may be suitably repaired, in which case a charge equal to the cost of making repairs will be made against the Borrower.

Judicial Borrowers will be responsible for all charges other than fines.

Under Federal law library fines are not eligible for dismissal in bankruptcy (11 USC 523(a)(7)).

The Library will charge for replacement library cards seat the rate established in the Schedule of Fees and Charges.

SUSPENSIONS / TERMINATIONS

Once an Individual, Reduced or Government Borrower reaches a fine equal to \$30, or a Corporate Borrower reaches a fine equal to \$60, no additional circulation privileges will be allowed until the fine is paid in full.

If a Borrower fails to return library materials or to pay the due amount of fines or charges within 30 days of a mailed invoice, all borrowing privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Borrower's Security Deposit. Borrowing privileges will remain suspended until the outstanding amount is paid. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Borrower's account will be closed.

For Special Promotion Borrowers who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for individuals will result in account closure.

A Borrower whose borrowing privileges have been suspended will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A Borrower whose borrowing privileges have been suspended may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.



LA Law Library Members Program

BORROWING RULES

Books and materials may be borrowed from the LA Law Library in accordance with the following Borrowing Rules.

REGISTRATION

To borrow books and materials as a Member of the LA Law Library: (1) complete the Members Program Application; (2) submit the appropriate Security Deposit; and (3) pay the annual charge, and any additional established and approved charges.

Any subsequent changes to the Members Program account must be made in writing.

ANNUAL MEMBERSHIP CHARGES AND RENEWALS

Annual membership charges are neither refundable nor transferrable.

The annual membership year is on an individual anniversary basis, beginning the day the Members Program account is opened. All Members Program benefits will be terminated if the annual renewal is not paid within 30 days of the date the renewal is due.

Prior to renewing a Members Program account, all outstanding fines and charges must be paid in full and the Security Deposit made whole.

MEMBERS PROGRAM BORROWER CATEGORIES

Sole Practitioner – Individual attorney in a solo practice.

Law Firm – Any law firm, corporate legal department, or public interest law office with two (2) or more attorneys. Charges will be based upon the number of attorneys in the firm. Attorneys who are part of a law firm may not join the Members Program as a sole practitioner.

To join the Members Program, all attorneys must be in good standing with a state bar, and able to verify state bar membership.

AFFILIATES

A Sole Practitioner or Law Firm Member may, in writing, designate their support staff as affiliates on the account. Affiliates may not be members of the Bar. Affiliates may retrieve and return books for the Member. The affiliate must present proper identification when borrowing materials. The Member will be responsible for all fines and charges. Affiliates may use all areas of the library open to the general public; however, they may not use the Members Study or park in the Members Parking area.

MESSENGERS

A Sole Practitioner or Law Firm Member may, in writing, designate persons or services to function as messengers to retrieve and return books for the Member. The messenger must present proper identification when borrowing materials. The Member will be responsible for all fines and charges. There is no cost for designating up to two (2) messenger services on the account.



SECURITY DEPOSIT

The appropriate security deposit for each Member category will be collected and placed in a trust account with the treasurer of the county. (Cal. Bus. & Prof. Code § 6320.) Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

Upon written request by a Member, and following a three (3) month period from the date of registration, a security deposit, less any outstanding fines or charges, will be refunded, provided all borrowed materials have been returned. All Members Program and borrowing privileges will cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

If the Security Deposit is not claimed within three (3) years after the member account has expired, it will become the property of the LA Law Library.

REFERENCE SERVICES

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the member via e-delivery, messenger service or UPS. To avoid engaging in the unauthorized practice of law (Cal. Bus. & Prof. Code § 6125) reference staff does not conduct legal research, but will provide assistance in locating and using materials.

CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Members as follows: (1) review a Member's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fines or charges that are owed.

LOAN PERIODS

Library materials are loaned for five (5) days. Sole Practitioner Members may check out and have up to 15 items in their possession at any one time. Law Firms may check out and have up to 30 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person or through a book drop at the Main Library. A freestanding book drop is located at the service entrance on Broadway.

A Member may not borrow an item on the same day in which it was returned.

If a Member fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

RENEWING LIBRARY MATERIALS

Items may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending "hold" on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed.

Materials may be renewed in person or over the phone by calling 213-785-2555 or emailing: members@lalawlibrary.org



CHARGES AND FINES

If materials are returned or renewed late, overdue fines will be assessed at the rate set forth in the current schedule of fees and charges ("Schedule of Fees and Charges") approved by the Board of Trustees. Failure to pay accrued fines may result in the Member's account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item will be deemed lost and replacement steps initiated. Replacement costs in the amount set forth in the Schedule of Fees and Charges will be assessed and added to the overdue fines

A Member who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a replacement is ordered, the charges will be reduced to the overdue fines as stated in the charge schedule.

The Library will charge a replacement fee for lost library cards in the amount set forth in the Schedule of Fees and Charges.

SUSPENSIONS / TERMINATIONS

Once a Sole Practitioner Member reaches a fine equal to \$30, or a Law Firm reaches a fine equal to \$60, no additional circulation privileges will be allowed until the fine is paid in full.

If a Member fails to return library materials or to pay the due amount of fines or charges within 30 days of a mailed invoice, all borrowing privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Member's Security Deposit. Borrowing privileges will remain suspended until the outstanding amount is paid.

If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Member's account will be interrupted. For members who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for Sole Practitioner Members or Law Firms, as applicable, will result in account interruption.

All Members Program related services will cease during the time of interruption. The Members Program account will be reinstated upon payment of all outstanding fines and charges, and replenishment of the Security Deposit, if one was initially required. The Members Program account will be closed at the end of the membership year if all outstanding amounts are not paid and the Security Deposit, where applicable, is not made whole.



A Member whose borrowing privileges have been suspended will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A Member whose borrowing privileges have been suspended may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.



MEMORANDUM

DATE: April 23, 2013

TO: Board of Law Library Trustees

FROM: Patrick O’Leary, Sr. Director, Administrative Services
Sandra Levin, Executive Director

RE: Approval of Insurance Renewal

SUMMARY

The Library’s business package, valuable papers, business auto, umbrella/excess, directors & officers and employment practices liability (D&O/EPLI), and earthquake insurance policies must be renewed on April 23, 2013. The Library’s insurance broker has done an extensive search and identified very favorable coverage and terms. Staff and the broker have analyzed the Board’s various options and recommend binding with Argonaut Insurance for the business package and D&O insurance and with a consortium of carriers for earthquake coverage. The Board is also asked to exercise options to purchase additional umbrella insurance, raise the minimum deductible for earthquake and extend the renewal term. Lastly, the Board is asked to consider a cyber liability coverage option.

ANALYSIS AND DETAIL

In anticipation of the renewal, the Library’s broker, Keenan & Associates sought bids from 35 different carriers, including CNA, the Library’s current carrier. Argonaut, CNA, and Philadelphia were the most viable bidders for property, business auto, and general liability insurance. CNA, Argonaut, and Federal were the most viable for valuable papers. Hiscox and Argonaut were the only viable bids for D&O/EPLI insurance. And a consortium of companies, each taking a layer of risk, was the only viable option for earthquake.

A matrix of coverage limits, self-insured retentions, and premiums for the viable bids may be found in Exhibit A. Following is a summary of the premiums assuming the Board adopts Staff’s and the broker’s recommendations:¹

	Current Program	Proposal	\$ Inc (Dec)	% Inc (Dec)
Business Package	95,866	62,832	-33,034	-34.5%
D&O/EPLI	6,698	Incl.	-6,698	-100%
Earthquake	253,014	177,545	-75,469	-29.8%
Workers’ Compensation ²	118,138	118,138	0	0%
Broker’s Fee	Included	16,192	16,192	100%
Total	473,716	374,707	-99,009	-20.9%

¹ These premiums may change based on the Board’s decision about available options.

² The Board approved the workers’ compensation renewal at its March meeting.



The substantial premium cost savings validate the Board's decision at the January meeting to retain Keenan, who was not the lowest bidder, based on a combination of factors including background, experience with public entities, as well as cost.

Business Package and D&O/EPLI

Argonaut's proposal is the lowest in cost of the viable alternatives and is superior in several areas. Argonaut:

- Offers D&O/EPLI coverage with a limit of \$1M for each occurrence and an aggregate limit of \$3M. At this point, we do not have a competitive alternative bid to provide D&O/EPLI coverage for the full term (CAN has offered only a 90 day extension);
- Offers employee crime coverage of \$1M. Currently, there is no coverage for employee theft or loss of securities;
- Proposes an aggregate general liability limit of \$3M compared with \$2M proposed by the other viable bidders; and
- Proposed an employee benefits liability limit of \$3M compared with \$2M proposed by the other viable bidders.

However, there are also trade-offs. First, Argonaut only offers a self-insured retention of \$50,000 for all claims. Presently, the retention is \$50,000 for D&O/EPLI claims but \$5,000 for other types of claims. Staff believes the higher retention in exchange for expanded coverage, higher limits for various coverages and a lower premium is a favorable trade-off. Other than employment claims, the Library has made very few claims over the past several years and a \$50,000 SIR is appropriate to the size and financial situation of the Law Library.

Second, Argonaut is unable to offer more than \$10M in excess liability coverage. Although our current excess coverage is only \$10M, Keenan recommends that we increase the limit to \$15M. Staff has asked Keenan to seek quotes for an additional layer of \$5M in coverage and will bring back options (perhaps by the time of the April 23 meeting). Staff recommends that the Board authorize Keenan to bind additional coverage if the total premium for that layer does not exceed \$10,000.

Earthquake

Keenan has secured \$39.6M in earthquake coverage from most of the same group of carriers that together provide the current coverage for the Library (as detailed in the attached exhibits). Because of its extant relationships with those carriers, Keenan has been able to negotiate a 30% reduction in premium. As at present, the Library's retention would be 10% of the actual loss subject to a \$25,000 minimum. Keenan is researching a possible option of reducing the premium in exchange for an increase to \$50,000 in the minimum retention. Staff will recommend that the Board authorize Keenan to bind earthquake coverage with a minimum retention of \$50,000 if the premium savings is at least \$5,000. Again, the size and financial circumstances do not require such a low self-insured retention.

Cyber Liability

Keenan also secured a proposal from Hiscox insurance to cover first party and third party liability in the event of a breach of privacy and data (see Exhibit B). The coverage would respond to claims resulting in forensic computer, notification, credit or identity protection, and crisis management and public relations costs in the event of a breach of the Library's computer systems. Staff believes that the primary value would be in the



first party liability coverage, as the Library's governmental immunity would likely protect as to third party claims. The premium cost for a coverage limit of \$1M with a \$10,000 retention would be \$6,027. A limit of \$500,000 with a \$10,000 retention would cost \$3,918. The Board is asked to provide direction as to whether to bind cyber liability coverage.

Term

All prices in this recommendation are for a one year term through April 23, 2014. Staff recommends extending coverage from April 23, 2013 through June 30, 2014. This extension would make the Library's coverage year coextensive with its fiscal year, which is simpler for planning, budgeting and record-keeping purposes. It would also allow Staff to explore options for improving rates through a consortium or joint powers authority. For example, the Council of California County Law Librarians (CCCLL) is currently exploring a possible joint powers authority to combine the insurance purchasing power of cooperating libraries to derive more advantageous rates and coverage limits than any library could achieve alone. It is anticipated that any consortium or JPA would be based upon the standard fiscal year of July 1 to June 30.

OPTIONS

1. Approve the recommendation and authorize Staff to bind coverage with Argonaut for the business package and D&O/EPLI and with the consortium for earthquake coverage (with or without an additional layer of excess liability and cyber liability coverages);
2. Bind coverage with other carriers;
3. Renew coverage with the existing carriers and continue to investigate coverage options. If the Board were to choose this option and subsequently decide to cancel and switch carriers, the cost of early termination is not known. We would need to negotiate a partial return of the premium. (Staff does not recommend this option.)

RECOMMENDATION

Staff recommends that the Board approve Option 1 authorizing Keenan to bind coverage with Argonaut for the business package and D&O/EPLI and with the consortium for earthquake coverage. In addition, Staff recommends that the Board:

- a. Authorize Keenan to bind an additional \$5M in excess liability coverage if the total premium for that additional layer does not exceed \$10,000;
- b. Authorize Keenan to bind earthquake coverage with a minimum retention of \$50,000 if the premium savings is at least \$5,000;
- c. Authorize Staff to extend coverage from April 23, 2013 through July 1, 2014 to preserve the option of participating in the planned CCCLL JPA; and
- d. Provide direction regarding cyber liability insurance.



	Expiring Program	Renewal Options		
INSURING AGREEMENTS AND RETENTIONS	CNA (Incumbent Carrier)	CNA	Philadelphia	Argonaut
Property				
Coverage Limits: Real Property, Personal Property, Extra Expense	As per SOV	As per SOV	As per SOV	As per SOV
Real/Business Property - Deductible/SIR	\$5,000	\$5,000	\$5,000	\$50,000 SIR
Easthquake Sprinkler Leakage (EQSL)	Per Policy Limits	Per Policy Limits	\$5,000,000	Not Included
EQSL Deductible	\$5,000	\$5,000	2%	N/A
Inland Marine - Valuable Papers and EDP	As per SOV	As per SOV	Not Included	As per SOV
Equipment Breakdown	Included	Included	Included	Included
Crime				
Employee Theft/ Loss of Money & Securities	Not Included	Not Included	\$5,000	\$1,000,000
General Liability				
GL - Per Occurrence Limit	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
GL - Aggregate Limit	\$2,000,000	\$2,000,000	\$2,000,000	\$3,000,000
Non-Owned/Hired Auto	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Employee Benefits (EB) - Occurrence Limit	\$1,000,000	\$1,000,000	\$1,000,000	1,000,000
EB Aggregate	\$1,000,000	\$1,000,000	\$2,000,000	3,000,000
Public Officials/Employment Practices	Not Covered	Not Covered	Not Covered	\$1,000,000/\$3,000,000
Umbrella/Excess Liability	\$10,000,000	\$15,000,000	\$10,000,000	\$10,000,000
Premium:	\$104,159	\$112,486	\$69,362	\$62,832
Commission to Keenan:	None	10% (\$11,248)	15% Pkg; 10% Umbrella (\$9,880)	12.5% (\$7,817)

	Expiring Program	Renewal Offer
Earthquake Coverage		
Per Occurrence Limit	As Per SOV	As Per SOV
Schedule of Insurers:		
\$5M Primary	Aspen Specialty	Aspen Specialty
\$5M xs \$5M	Endurance American Speciality	Endurance American Speciality
\$20M xs \$10M	Axis Surplus, Lloyds, Essex	A group of Lloyds of London Underwriters
\$9.6M xs \$30M	QBE Specialty	QBE Specialty
Deductible	10% at Time of loss subject to \$25,000	10% at Time of loss subject to \$25,000
Premium :	\$242,178	\$165,400
Surplus Lines Taxes & Fees:	\$8,035	\$12,145
Commission to Keenan:	None	10% (\$16,540)

Workers Compensation: State Compensation Insurance Fund

Policy Term: 03/01/13 - 03/01/14

Limits of Liability: \$1,000,000 / \$1,000,000 / \$1,000,000

Premium: \$118,138

Commission: 8% (\$9,451)

EXHIBIT A

**annual fee of \$50,000 in
commissions. Quoted
premiums above include**

LOS ANGELES COUNTY LAW LIBRARY

Privacy and Data Breach Insurance Term: TBD

CARRIER:

Hiscox
Non-Admitted – Best Rated: A (Excellent)

COVERAGE:

Privacy and Data Breach Insurance

**LIMITS OF
LIABILITY /
PREMIUM:**

Option 1

Limit: \$1,000,000

Retention: \$10,000 (\$5,000 also available)
Breach Costs: \$1,000,000 outside the limit
Credit Monitoring Service Costs: \$1,000,000
Computer Forensics Costs: \$1,000,000
Regulatory Compensatory: \$1,000,000

- Annual Premium: \$6,027 -

Option 2

Limit: \$500,000

Retention: \$10,000 (\$5,000 also available)
Breach Costs: \$500,000 outside the limit
Credit Monitoring Service Costs: \$500,000
Computer Forensics Costs: \$500,000
Regulatory Compensation: \$500,000

- Annual Premium: \$3,918 –

Other Coverages Included for Both Options:

Regulatory Action (\$100,000) / Crisis Management and PR Costs (\$50,000)
PCI Fines Coverage (\$25,000) / PCI Remediation Coverage (\$25,000)

Please note the following taxes and fees are due in addition to the premiums quoted:

Surplus Lines Tax: 3.2%
Broker Fee: \$375
Commission: 10%

Quotes are good until May 1, 2013

MEMORANDUM

DATE: April 23, 2013
TO: Board of Law Library Trustees
FROM: Sandra Levin, Executive Director
RE: Exterior Rehabilitation Project Final Cost and Closeout

SUMMARY

On October 4, 2012, Staff presented, and the Board of Trustees approved, a list of not-to-exceed amounts for each vendor remaining to be paid in connection with the exterior rehabilitation project, along with a total budget. The project is now complete. After some negotiation to address invoices received in excess of budgeted amounts, Staff was able to bring the final costs of the exterior rehabilitation project within the overall budget previously approved by the Board. However, because the costs of two of the individual vendors exceed the line items previously presented to the Board, Staff is again presenting the final costs for approval.

ANALYSIS AND DETAIL

As the project punchlist was nearing completion, it became apparent that the invoices submitted by the vendors and approved by the construction manager would exceed the budget. In particular, the punchlist phase of the project was longer and more problematic than the construction manager and vendors had budgeted in early October 2012. Most notably, the two architecture firms had expended time resulting in invoices in excess of the amounts set forth in the October 4 budget.

After some negotiations (fairly typical of project closeouts of this magnitude) the vendors have all agreed to a compromise that brings the final payment amounts within the overall budget. The Library’s construction manager states that each vendor has now agreed to accept the amount listed in the chart below as full and final payment and to forgive any additional amount as a compromise. The following chart lists the budgeted amounts and final costs for each vendor:

	Original Budget	10/4/12 Board Approval	Actual Final Costs	Abv (Bel) Approval
Construction- Swinerton Builders	4,622,900	5,146,075	5,125,777	(20,298)
Construction Admin & Monitoring- ABB	193,623	250,000	268,415	18,415
Construction Administration- TMA	120,350	200,000	200,875	875
Construction Management- CLEO CM	168,000	168,000	168,000	0
Environmental Monitoring/Testing	37,602	37,937	37,937	0
Testing- Soil, Concrete and Rebar	25,000	27,639	27,639	0
Owner Contingency @ 10% ¹	516,748	0	0	0
Total	5,684,223	5,829,651	5,828,643	(1,008)



Staff believes the compromise is appropriate and reasonable. The excess amounts invoiced by the vendors, although not previously authorized, do reflect actual time spent and value provided, in the Library's interest. The question of what caused the overages and whether they were within anyone's control is complex. Moreover, all vendors appear to have made a good faith effort to negotiate and compromise.

OPTIONS

1. Approve the final costs of \$5,828,643, with the final costs for the individual vendors as shown in the table above;
2. Refuse to pay any individual vendor any amounts in excess of the line item approved on October 4 (and defend against any resulting legal action); or
3. Direct Staff to negotiate to attempt to reduce the final costs further.

RECOMMENDATION

Staff recommends that the Board approve Option 1 keeping the total amount within the range presented at the meeting on October 4, 2012, but adjusting the amount payable to each individual vendor.



AGENDA ITEM 4

ACTION ITEMS

- 4.1 APPROVAL TO NEGOTIATE TERMS OF SALE (AUCTION) OF THE FOREIGN RARE BOOKS COLLECTION WITH BONHAM
- 4.2 REVIEW AND APPROVAL OF LA LAW LIBRARY SCHEDULE OF FEE & CHARGES.

MEMORANDUM

DATE: April 23, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval to Negotiate Terms of Sale (Auction) of the Foreign Rare Books Collection with Bonhams

SUMMARY

This report recommends that the Board authorize the Executive Director to negotiate a contract for Bonhams to act as the Law Library's agent for the sale at auction of a portion of the Law Library's foreign rare books collection, as discussed below. Once the terms and scope of materials have been negotiated, a written agreement would be presented for Board consideration and approval.

BACKGROUND

The previous Executive Director presented findings and recommendations regarding disposition of the foreign rare book collection to the Board of Trustees in mid-2010, on May 15, 2012 and again on December 11, 2012. (The reports previously presented are attached as exhibits.) Although the direction of the Board was to continue to pursue and present options for the Board's consideration, no specific direction has yet been presented.

Each of the experts the Law Library has consulted, including Tom Reynolds, Emeritus Librarian, UC Berkeley School of Law, who was responsible for both their foreign law and rare book collections, suggested sale at auction as the appropriate means to maximize the value of the collection.

Nonetheless, as noted in the previous staff reports, a variety of options were investigated, including sale to an academic law library, sale to the Huntington Library and appraisal and individual sale. Although some offer the advantage of making small portions of the collection available to historical and academic researchers, none of these options proved viable economically. The collection is large and no one purchaser has been interested in the entire collection, or even the bulk of it. 'Cherry-picking' the most attractive items would seriously damage the value of the remaining materials and perhaps render them unsalable at auction. (The more attractive, valuable materials are necessary to make the published catalog of sufficient interest to attract buyers.)

In February, I met with the Head of Books and Manuscripts at the London auction house Bonhams to discuss the broad terms of a proposal. In March, Bonhams printed and shipped proposal books for your consideration. (The scanned proposal can be found at <http://www.lalawlibrary.org/pdf/Bonhams.pdf> and a limited number of hard copies will be available at the Board meeting.) The principal terms are also summarized below.



We have not obtained auction proposals from competing auction houses for several reasons. First, Bonhams has had the only highly successful sale of rare law books in recent years. Second, other reputable auction houses contacted were not willing to take on the entire collection and would limit themselves to only those materials above a certain threshold value (e.g., \$1500 per item). Third, a number of factors – especially market interest – favor selling the foreign materials in Europe, rather than the United States. Lastly, it would not be possible to obtain proposals from other firms without having them visit and review the collection in detail. Both Bonhams and the independent experts consulted advised that, in addition to the expense the Law Library would incur for that review, providing a detailed review of the collection to so many industry insiders in advance of the auction would leak too much information and impair the value at auction.

Bonham's Rare Book Proposal

	Low	High	Midpoint
Estimated Auction Proceeds	1,500,000	2,300,000	1,900,000
Less Auction Costs:			
Commission (9%)	135,000	207,000	171,000
Loss & Damage Warranty (1%)	15,000	23,000	19,000
Photography & Illustration	16,000	16,000	16,000
Shipping & Storage (estimate)	15,000	15,000	15,000
Subtotal Auction Costs	181,000	261,000	221,000
Net Auction Proceeds	1,319,000	2,039,000	1,679,000

You will see that Bonham’s has dropped its seller’s commission in our case from 15% to 9% (which is 1% lower than the previous discussions), but I would expect to have further negotiations about the commission. The proposal does not indicate what buyer’s premium Bonham’s will charge in addition to the commission, however Bonhams’ buyer’s premium typically runs 20-25% based on the amount of the item. Although the Law Library does not pay the premium, we would want to negotiate a cap on the amount of the premium prior to reaching any formal agreement with Bonhams, as it has a significant impact on the bidding at auction.

The shipping and handling estimate would also need to be refined and various other costs negotiated. Other terms to be negotiated include: right to approve marketing materials; indemnification terms; timing of payment and interest; currency exchange rates; and storage costs for items not sold.

ADJUSTMENTS TO SCOPE OF AUCTION

Items to Exclude

There are two categories of items that Staff would recommend considering for exclusion from the auction.

First, as the proposal indicates, there are some stacks of materials that are estimated to be less than \$5,000 in total value. In some cases, these represent entire bays (bookcases) of materials. The net cost after shipping these materials to England, deducting the publication and commission costs would be very low. In addition, there



could be additional costs for lots that do not sell and we would be required to pay storage fees until we retrieved those items. Also, the Law Library might derive value from these materials in other ways, either by displaying them for the public, making them available for research or selling them at local fundraising events (perhaps with the assistance of the Friends of the Los Angeles County Law Library). Furthermore, Bonhams has indicated that if they were allowed to winnow some of the less valuable material from the collection, they might be able to lower their overall commission rate.

Second, there are a small number of books in the collection that the Research and Reference Department feels may still be useful or desirable to retain for research purposes. Depending on the value at sale (versus the value to the Law Library) we may therefore recommend retaining some of the volumes for the ongoing collection as well.

Accordingly, we recommend that the Board authorize the Executive Director to evaluate, negotiate and recommend to the Board retention of some portion of the rare books collection.

Items to Add

Staff has also determined that there are several thousand volumes of foreign materials published before 1850 that are currently housed in the stacks, not in the rare books room. We are in the process of evaluating these materials as well to determine whether they are useful to the Law Library as legal research materials or are of only historical interest. If the latter, we would recommend presenting them to Bonhams for possible inclusion in the sale.

RECOMMENDATION

Staff recommends that the Board approve in concept the sale of the foreign rare books collection at auction and authorize the Executive Director to: 1) refine the scope of materials to be included in the sale as indicated above; 2) negotiate the terms of a contract for Bonhams to act as the Law Library's agent for the sale at auction; and 3) develop a written agreement and scope for Board consideration.



MEMORANDUM

DATE: May 8, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Rare Book Assessment

In mid-2010 the Board of Trustees directed a review and appraisal of the rare book collection held by the LA Law Library. In August, 2010, I contacted Laura Stalker, Avery Associate Director at the Huntington Library, requesting her assistance with finding an appraiser for our rare book collection. Laura recommended Charles (Chic) A Goldsmid, who provides appraisals on books, manuscripts, ephemera, archives and libraries. Over a nine month period, I corresponded with Chic, providing a CD copy of the catalog records for the rare books as well as additional information available on the collection. I also put Chic in touch with Tom Reynolds, Emeritus Librarian, UC Berkeley School of Law, who was responsible for both their foreign law and rare book collections. In his emeritus capacity, Tom continues to bid on and purchase rare books for the law school. Tom also provides advice and guidance on rare law book collections throughout the United States and is familiar with the LA Law Library's collection. In June, 2011, I received a lengthy report from Chic outlining several issues and problems and providing his thoughts on possible goals and outcomes for the rare book collection. In brief, Chic was unable to provide an appraisal of the collection. He recommended that we contact an antiquarian bookseller "with pertinent skills, knowledge and access to markets" and provided the names of four such booksellers.

I discussed Chic's report and recommended booksellers with Tom Reynolds. I have worked in the past with one of the booksellers, Joe Luttrell, Meyer Boswell Books, San Francisco, but Joe declined to appraise such a large collection. Also recommended by Chic was Ian Smith with Quaritch in London. Tom was familiar with Quaritch, and relayed the information that several years ago the Birmingham Law Society wanted to sell its rare book collection through Quaritch. Quaritch turned down their request, but Bonhams, London accepted the collection and took it to auction with a very successful outcome. Tom recommended that rather than contacting Quaritch, we contact Bonhams, which I did. As a result, David Park, Director, and Luke Batterham, Book Specialist, at Bonhams, London agreed to visit the LA Law Library to provide a general assessment of the collection as well as to provide individual appraisals for a number of the rarest items within the collection.



Between October 17 and 21, 2011, David and Luke reviewed the entire collection, shelf by shelf. A summary of their assessment is as follows:

Strengths

1. The rare book collection contains some interesting books, and there are a few areas, such as the English Yearbooks, where the coverage is impressive.
2. The collection “looks smart” and is large (occupying more than 1200 linear feet of shelving).
3. The internal condition of the books is generally good. Some titles have a perforated library stamp (which amounts to a defect) and others have a rather large stamp (also a defect), but for the most part, the texts (as distinct from the bindings) are clean.
4. The Continental European law is patchy in content, but contains books printed in unusual (almost exotic) locations.

Weaknesses

1. The spines have all been varnished (a 20th Century preservation method to prevent deterioration, which has since been proven to be ineffective). This has the effect of making the collection look glamorous, but in terms of value and collectability, it will add difficulty and expense in the hands of conservators.
2. Although there are some areas that are “good” or “unusual,” with the exception of the English law Yearbooks and the substantial collection of seventeenth century reports, there was no area that they could highlight as being anywhere near comprehensive enough to attract a serious researcher.

Assessment

The collection as a whole has no cohesion. Because it does not fit together well, it would most likely not be able to support significant scholarly research in any particular area. David doubts that the collection would be of interest to an established law library, although such a library might be interested in particular volumes that were missing from their current collection. Similarly, the collection would not be of interest to a newer institution because it did not have the necessary depth to promote research in any single subject, geographical or political area.

The collection contains a number of incunables and other noteworthy volumes. These some 60 titles were identified individually with general estimates of value, if they were to be sold at auction. In addition, the collection contains a number of volumes with imprints (published) from unusual locations. For example, there is a Spanish law book published in France as well as a number of books published in Eastern Europe, which was somewhat uncommon for the time periods involved. These volumes might be of interest to someone collecting rare books, but not necessarily someone collecting rare law books.



The LA Law Library provides services and materials on a number of levels, from self-help to general practitioner to legal researcher. However, providing for scholarly research using a rare book collection is distinct from general research. The Law Library has neither a secure facility in which to use the volumes nor the adjunct materials required to support such a necessarily in-depth level of research. Most importantly, the LA Law Library does not have staff who are sufficiently knowledgeable to assist a researcher with that level of scholarly service needs.

Given the assessment, several options are available to the Board:

1. Maintain status quo; retain the volumes in their current state.
2. Identify possible ways to distribute the collection to various institutions that might have an interest in the volumes either individually or collectively.
3. Review a collaborative effort with the Huntington Library with the thought that they might be interested in housing some or all of the collection on a permanent loan arrangement.
4. Review possibilities for sale of the collection. Bonhams, of course, is interested in selling the collection through an auction process. David states that one of the advantages of an auction is that the outlined weaknesses do not matter as no one is going to purchase the entire collection. Bonhams claims a mix of bidders including private, trade and institutional organizations that it has maintained since its previous successful law book auction. Bonhams assessment of the entire collection, if sold at auction, is that it might yield anywhere from \$1.5 million - \$2.5 million. Prior to any such sale, the Board may want to consider how the funds received would be used.



MEMORANDUM

DATE: December 11, 2012
TO: Board of Law Library Trustees
FROM: Marcia J Koslov
RE: Rare Books

As a result of a request made by the Board of Trustees in mid-2010, on May 15, 2012 the Executive Director presented the findings and recommendations of the rare book assessment compiled by David Park and Luke Batterham, Bonhams, London in October, 2011.

Following extensive discussion, Trustee Plum moved to direct staff to look into the possibility of sale of the collection, to explore options and report back to the Board by end of year, 2012. Seconded by Trustee Klein, the motion was approved, 5-1, with President Steinhauser opposing.

In an effort to present various options, between July and October, I contacted three organizations that represented three different ways to determine a future for the rare books at LA Law Library.

Please note that the rare books under discussion do not include any United States federal or state materials, including early constitutional law, early territorial law, and colonial law. Many of these titles are currently housed on the upper floor of the library in closed-stack shelving, but are not in the humidity and temperature controlled rare book room. By disposing of the titles in the rare book room, these US materials would be moved to the shelves in that room for more appropriate preservation.



Bonhams, London.

Bonhams, London would auction the entire collection. Because of the variation in the collection as well as the extensive number of titles, Bonhams is recommending two separate auctions, separated by several months.

The logistics are as follows: David Park, Director, and Luke Batterham, Book Specialist, at Bonhams, London would return to LA at their expense to oversee the packing and shipping of the books. At their suggestion, I contacted Bonhams, LA and had them send several shipping estimators to the Law Library. The estimate for sending the property in an organized and efficient manner to the UK was at a cost not to exceed \$15,000.

Bonhams is prepared to offer a preferential commission rate of 10%, and reduce the cost of loss and damage cover to 1%. In general their commission rate is 15% and the loss and damage cover is 1.5%. Further, they would agree to a fixed illustration budget for the development of a catalog of £3500 (current rate of \$5638). This is approximately ½ of their normal charge per illustration for the development of the catalog.

When we originally spoke, Bonhams recommended the first lot going on auction in January, following the holiday season; and the second lot going on auction in April. Those dates would need to be adjusted. Again, Bonhams felt that the collection could yield approximately \$1,500,000 - \$2,500,000. With commission and other costs, the Law Library would realize between \$1,325,000 and \$2,223,724. (These estimates are approximate, and no one can with certainty predict the specifics of the auction.)

Yale Law School

In July, I met with Michael Widener, Rare Book Librarian & Lecturer in Legal Research, at the Lillian Goldman Law Library, Yale Law School. Michael is one of the premier law librarians in the legal rare book field. (He was Rare Book Librarian at the University of Texas, Austin, Law School Library during the time I was Deputy Director there.) Michael offered the following assessment:

The collection is strong procedure and usury law, but does not offer much as an entire collection. Yale would be interested in purchasing approximately 60 of the titles. (There are more than 7000 titles, so this is a very small portion of the collection.) We would need to give them an approximate value of each title and they would need to determine if the price is agreeable.



Huntington Library

In October, I met with Laura Stalker, Avery Associate Director of the Library, and Steve Tabor, Curator of Early Printed Books, at the Huntington Library. They spent quite a bit of time reviewing our holdings (from the shelflist records) and then reviewing the actual volumes in the rare book room. Laura offered the following assessment:

The collection is substantial and significant, but of limited interest to most research libraries and collectors. Huntington would provide a suitable home for the English books and the incunables, if we were willing to offer them as a gift. They are not interested, nor do they have the space for, the post-1500 Continental books, although they offered to assist us in properly disposing of those volumes.

In Laura's email she wrote:

- Transferring the English books and the incunables to the Huntington would allow the books to be placed in a broader context of a wide-ranging collection that documents all aspects of public and private life in the Anglo-American world, thus multiplying their scholarly value.
- The Huntington's skilled cataloguers and conservators would ensure that the collection would receive the highest level of professional care, and would be stored in a state-of-the-art secure facility.
- There is remarkably little overlap between the Huntington's collection of pre-1801 English books and the LA Law Library's collection
- The 18 incunables in our collection would join the second-largest collection of 15th century books in the United States (after the Library of Congress). Of the 18, 11 represent editions new to the Huntington.

Previously Provided Assessment Information

Between October 17 and 21, 2011, David Park and Luke Batterham, Bonhams, London, reviewed the entire collection, shelf by shelf. A summary of their assessment is as follows:

Strengths

1. The rare book collection contains some interesting books, and there are a few areas, such as the English Yearbooks, where the coverage is impressive.
2. The collection "looks smart" and is large (occupying more than 1200 linear feet of shelving).
3. The internal condition of the books is generally good. Some titles have a perforated library stamp (which amounts to a defect) and others have a rather large stamp (also a defect), but for the most part, the texts (as distinct from the bindings) are clean.
4. The Continental European law is patchy in content, but contains books printed in unusual (almost exotic) locations.



Weaknesses

1. The spines have all been varnished (a 20th Century preservation method to prevent deterioration, which has since been proven to be ineffective). This has the effect of making the collection look glamorous, but in terms of value and collectability, it will add difficulty and expense in the hands of conservators.
2. Although there are some areas that are “good” or “unusual,” with the exception of the English law Yearbooks and the substantial collection of seventeenth century reports, there was no area that they could highlight as being anywhere near comprehensive enough to attract a serious researcher.

Assessment

The collection as a whole has no cohesion. Because it does not fit together well, it would most likely not be able to support significant scholarly research in any particular area. David doubts that the collection would be of interest to an established law library, although such a library might be interested in particular volumes that were missing from their current collection. Similarly, the collection would not be of interest to a newer institution because it did not have the necessary depth to promote research in any single subject, geographical or political area.

The collection contains a number of incunables and other noteworthy volumes. These some 60 titles were identified individually with general estimates of value, if they were to be sold at auction. In addition, the collection contains a number of volumes with imprints (published) from unusual locations. For example, there is a Spanish law book published in France as well as a number of books published in Eastern Europe, which was somewhat uncommon for the time periods involved. These volumes might be of interest to someone collecting rare books, but not necessarily someone collecting rare law books.

The LA Law Library provides services and materials on a number of levels, from self-help to general practitioner to legal researcher. However, providing for scholarly research using a rare book collection is distinct from general research. The Law Library has neither a secure facility in which to use the volumes nor the adjunct materials required to support such a necessarily in-depth level of research. Most importantly, the LA Law Library does not have staff who are sufficiently knowledgeable to assist a researcher with that level of scholarly service needs.

Options Available to the Board:

1. Maintain status quo; retain the volumes in their current state.
2. Provide, through a gift, transfer or “permanent loan” arrangement, some of the collection to the Huntington Library. If this course of action is taken, the Board needs to determine what would happen to the remainder of the



collection, since the most important / valuable parts of the collection will have been separated.

3. Determine how much of the collection should or could be sold piecemeal.
4. Sell the entire 7400 title collection through Bonhams, London auction services. One of the advantages of an auction is that the outlined weaknesses do not matter as no one is going to purchase the entire collection. Bonhams has identified a mix of potential bidders including private, trade and institutional organizations that it has maintained since its previous successful law book auction.

Staff Recommendation: Secure arrangements with Bonhams, London, for sale of the collection through an auction process. Prior to any such sale, the Board may want to consider how the funds received would be used.



MEMORANDUM

DATE: April 23, 2013

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Patrick O’Leary, Sr. Director, Administrative Services

RE: Schedule of Fees and Charges

SUMMARY

The Law Library collects deposits, fees, fines and other charges in connection with the provision of services, the maintenance of the collection and deterrence of violations, such as loss, theft or destruction of materials. The Board is asked to approve the proposed Schedule of Fees and Charges attached. Most of the fees and charges have been previously approved by the Board and have not changed; Staff is proposing a few changes (identified below) either to raise charges to cover the Library’s costs or to reduce them to more accurately reflect actual costs. Staff has also provided considerable analysis and detail to support the amount of each of the fees and charges.

ANALYSIS AND DETAIL

In some cases, the law requires that fees and charges may not exceed the cost of providing the service (e.g., making photocopies) while in some cases (e.g., fines) the charge is not limited the Library’s actual cost. In all cases, the charge cannot be arbitrary or excessive. Staff has spent considerable time and effort analyzing the costs of providing the various services and supporting the amount of each fee, fine, deposit or other charge. A summary of that work is provided in the attached worksheet entitled “Borrowing Rules Deposits & Charges.” The full schedule of fees and charges is also attached.

In a few instances, current costs are no longer in alignment with the amounts charged and changes to the Schedule are recommended either to raise the charge to cover the Law Library’s actual cost or to reduce it to better reflect the actual cost. Those recommended changes are summarized in the table below.

Service/Fines	Patron Group	Charges	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Collection Agency Fees	Individual, Reduced, Corporate, Government, LACBA, Members	\$10 (initiation fee)	\$11.95	-\$1.95	\$11.95
Collection Agency Fees	Individual, Reduced, Corporate, Government, LACBA, Members	\$13.25 (transaction charge)	\$136.42	-\$123.17	\$135.00



Service/Fines	Patron Group	Charges	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Library Card Replacement	Individual, Reduced, Corporate, Government, LACBA, Judicial?, Members	\$6	\$14.57	-\$8.57	\$12.00
Library Card Replacement	Members	\$25	\$33.22	-\$8.22	\$30.00
e-Document Delivery – Standard	Individual, Reduced, Corporate, Government, LACBA, General Public	\$15 / per doc (first 25 pages)	\$22.53	-\$7.53	\$20.00
e-Document Delivery – Rush	Individual, Reduced, Corporate, Government, LACBA	\$25 per doc (first 25 pages)	\$30.93	-\$5.93	\$28.00
e-Document Delivery - after 25 pages	Individual, Reduced, Corporate, Government, LACBA, Members	.25¢ per page (not applicable to electronic docs)	\$0.17	\$0.08	\$0.20
UPS/FedEx of Library Materials	Individual, Reduced, Corporate, Government, LACBA, Members & some ILL	\$ 2 Carrier processing charge per item + plus cost of shipping	\$10.43	-\$10.43	\$10 plus UPS/FedEx
Photocopy Services - Staff Assisted	Individual, Reduced, Corporate, Government, LACBA, Members & General Public	.25¢ (staff assisted)	\$0.22	\$0.03	\$0.20

OPTIONS

1. Approve the attached Schedule of Fees and Charges.
2. Modify and approve the attached Schedule of Fees and Charges.
3. Direct staff to revise the Schedule of Fees and Charges and present the modified version at a later meeting.
4. Take no action.

RECOMMENDATION

Staff recommends that the Board approve the attached Schedule of Fees and Charges.



Borrowing Charges and Deposits

Fines and Charges

<u>Account Type</u>	<u>Annual Borrowing Charge</u>	<u>Security Deposit</u>
Individual	None	\$140.00
Corporate	None	\$400.00
Reduced Deposit	None	\$70.00
Judicial	None	None
Government	None	None
Special Promotion	None	Varies

<u>Charge Name</u>	<u>Specifics</u>	<u>Charge</u>
Overdue Fines	5-day Loan	\$2.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$60.00 / item
	Maximum, Special Loan	\$225.00 / item
Replacement Charges	In-Print item	Invoice Price
	Out-of-Print Item	\$150.00 (not replaced) or Reproduction Price
Processing Charges	For each item/volume	\$70.00
	Binding (if applicable)	\$25.00 / volume
Collection Agency Charges	Initiation Fee	\$11.95
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00 / item
Library Card	Replacement	\$12.00
		\$20.00 / document
e-Document Delivery	Standard	For the first 25 pages, 20¢ per page thereafter \$28.00 / document
	Rush	For the first 25 pages, 20¢ per page thereafter
Legal Research Classes	Public	\$20.00 / class
	MCLE	\$35.00 / 1 credit hour
	MCLE	\$50.00 / 1.5 credit hours
	MCLE	\$70.00 / 2 credit hours
Photocopy Service	Copy Card	\$1/\$5/\$10/\$20/\$50/\$100
	Self-service copies	15¢ / copy
	Staff-assisted copies	20¢ / copy
UPS/FedEx of Library Materials	Library's UPS Account	\$10 / item, plus cost of shipping
	Member's UPS or Fed Ex Account	\$10 / item

Members Program Borrowing Charges and Deposits

<u>Borrower Category</u>	<u>Annual Borrowing Charge</u>	<u>Security Deposit</u>
Sole Practitioner	\$395	\$140.00
Law Firm	Varies by number of attorneys in the law firm	\$400.00
<u>Charge Name</u>	<u>Specifics</u>	<u>Charge</u>
Overdue Fines	5-day Loan	\$1.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$60.00 / item
	Maximum, Special Loan	\$225.00 / item
Replacement Charges	In-Print item	Invoice Price
	Out-of-Print Item	\$150.00 (not replaced) or Reproduction Price
Processing Charges	For each item/volume	\$70.00
	Binding (if applicable)	\$25.00 / volume
Collection Agency Fees	Initiation Fee	\$11.95
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00 / item
Library Card	Replacement	\$30.00
		\$12.00 / document
e-Document Delivery	Scanned document	For the first 50 pages, 20¢ per page thereafter
	Key Cite or Shepard's Report	\$2.00 / citation
	Case or Annotated Statute	\$3.00 / citation
	Case/Statute and Key Cite/Shepard's Report	\$4.00 / citation
Photocopy Service	Self-service copies	15¢ / copy
	Staff-assisted copies	20¢ / copy
Messenger Service	Use of Library's Messenger Service for picking-up/returning library materials	Charge varies by location Up to 6 books
UPS/FedEx of Library Materials	Library's UPS Account	\$10 / item, plus cost of shipping
	Member's UPS or Fed Ex Account	\$10/ item
Legal Research Classes	Public	\$18.00 / class
	MCLE	\$32.50 / 1 credit hour
	MCLE	\$45.00 / 1.5 credit hours
	MCLE	\$63.00 / 2 credit hours
Room Rental	Private Office Space 1-4 people	\$12.50 / hour
		\$50 / half day
		\$100 / all day
	Conference Room 10-12 people	\$37.50 / hour
		\$150 / half day
		\$225 / all day
Training Center 30-50 people	\$150/hour	
	\$450 / half day \$800 / all day	

Borrowing Rules Deposits and Charges

Category	Patron Group	Current Charge	Staff Involved	Time for Task	Percentage	Steps	Cost Factor	Cost	Variance Abv (Bel) Cost	Proposed Revised Charge	
Deposits and Service Charges											
Annual Fee	Individual, Reduced, Corporate, Government, LACBA, Members	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Annual Fee - Individual	Members	\$395	Already created					Programs and Communications staff salaries and benefits, security, and parking opportunity cost = \$60,868 / 250 members = \$607 / member	\$607.00	-\$212.00	N/A
Annual Fee - Corporate	Members	\$395 +	Already created					Programs and Communications staff salaries and benefits, security, and parking opportunity cost = \$60,868 / 250 members = \$607 / member	\$607.00	-\$212.00	N/A
Security - Deposit - Individual / Member Solo	Individual, Corporate, Members	\$140	Circ aides, Lib Clerk, Circ Supervisor, Admin Tech, Lib Associate, Ref Snr Librarian, Support Supervisor, Finance Mngr, Lib Tech	Min 8 minutes, Max 15 minutes	Circ aides 35%, Lib Clerk 20%, Circ Supervisor 7%, Admin Tech 10 %, Lib Associate 15%, Ref Snr Librarian 1%, Support Supervisor 5%, Finance Mngr 4%, Lib Tech 3%	Aides or Lib Associate (for members)receive payment, write a receipt, explaining why a deposit is required. Lib Clerk receives borrower application, adds new info to Navision and completes Voyager record. Support Supervisor collects the money, and Admin Tech creates an invoice & posts on Navision.	13,522 books borrowed by 2,192 borrowers (1,122 individual borrowers and 214 law firms @ 5 lawyers per firm) = 6 books borrowed ea. @ \$44 per book. 15 minutes acquisitions processing time per book at \$32.5/hr labor = \$8.125 per book.	\$312.75	-\$172.75	N/A	
Security Deposit - Firm/ Member Law Firm		\$400						13,522 books borrowed by 2,192 borrowers (1,122 individual borrowers and 214 law firms @ 5 lawyers per firm) = 6 books borrowed ea. @ \$44 per book = \$271 replacement cost. 15 minutes acquisitions processing time per book at \$32.5/hr labor = \$8.125 per book.	\$1,563.75	-\$1,163.75	N/A
Security Deposit/ Waived	Government	\$0	Circ aides, Lib Clerk & Circ Supervisor	15 minutes. May be a little longer when patron challenges rules.	Circ aides 40%, Lib Clerk 30%, Circ Supervisor 30%	Any staff member at Circ explains reason why borrower must be authorized by a superior and borrowing rules. We then wait for fax or email authorizing borrower. Account is then opened. Some Gov borrowers question and challenge the reasons for our policy alleging a work ID should suffice. We must explain that the office must be aware that they are removing books from the Library for work-related research. Removal of books for research that is not work related would require a deposit.	13,522 books borrowed by 2,192 borrowers (1,122 individual borrowers and 214 law firms @ 5 lawyers per firm) = 6 books borrowed ea. @ \$44 per book = \$271 replacement cost. 15 minutes acquisitions processing time per book at \$32.5/hr labor = \$8.125 per book.	\$312.75	-\$312.75	NA	

Borrowing Rules Deposits and Charges

Category	Patron Group	Current Charge	Staff Involved	Time for Task	Percentage	Steps	Cost Factor	Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Security Deposit for the self-represented (with court fee waiver)	Reduced	\$70	Circ aides, Lib Clerk, Circ Supervisor, Admin Tech, Ref Snr Librarian, Support Supervisor, Finance Mngr, Lib Tech	Varies depending on patron. If case is online, 15 minutes. If case is not pending, but patron insits he/she is elligible, may take 30 minutes or longer.	Circ aides 18%, Lib Clerk 25%, Circ Supervisor 25%, Admin Tech 10 %, Ref Snr Librarian 10%, Support Supervisor 5%, Finance Mngr 4%, Lib Tech 3%	Lib Clerk, Circ Supervisor, Ref Snr Librarian review the fee waiver, then look up the case summary. If dates are in the future, an account may be opened at this deposit rate.	13,522 books borrowed by 2,192 borrowers (1,122 individual borrowers and 214 law firms @ 5 lawyers per firm) = 6 books borrowed ea. @ \$44 per book = \$271 replacement cost. 15 minutes acquisitions processing time per book at \$32.5/hr labor = \$8.125 per book.	\$312.75	-\$242.75	NA
Collection Agency Fees	Individual, Reduced, Corporate, Government, LACBA, Members	Circ Supervisor	Admin Tech, Lib Clerk, Circ Supervisor	2-4 hours per month	Admin Tech 50%, Lib Clerk 20%, Circ Supervisor 8%, Ref Snr Librarian 2%, Circ aide 20%	Circ aide finds patron files from list provided by Admin Tech. Admin Tech processes account closures. Lib Clerk updates the patron records. Circ Supervisor or Ref Snr Librarian handle fines disputes.	\$11.95 agency fee per past due account plus up to 50% of amount collected	\$11.95	-\$1.95	\$11.95
Collection Agency Fees	Individual, Reduced, Corporate, Government, LACBA, Members	\$13.25 (transaction charge)					\$36.00/hr labor x 36 hours = \$1,296 per year / 9.5 accounts = \$144 per past due account	\$136.42	-\$123.17	\$135.00
Library Card Replacement	Individual, Reduced, Corporate, Government, LACBA, Judicial?, Members	\$6	Circ aides, Lib Clerk, Circ Supervisor, Admin Tech, Ref Snr Librarian, Support Supervisor	20-30 minutes	Circ aides 50% , Lib Clerk 10%, Circ Supervisor 5%, Admin Tech 10%, Ref Snr Librarian 10%, Support Supervisor 5%	Circ staff is the initial point of contact for a replacement card as they explain the replacement rules, receive payment, write receipt, change the patron record and complete the transaction. Aide, Lib Clerk, Circ Supervisor receive payment, write a receipt and complete the transaction. When payment is made Support Supervisor collects the money, and Admin Tech posts on Navision. Circ Supervisor or Ref Snr Librarian may handle cost disputes.	\$33.80/hr labor x 25 minutes = \$14.08 per replacement card + card stock at \$4.9 ea. = \$14.57	\$14.57	-\$8.57	\$12.00
Library Card Replacement	Members	\$25	Any Circ staff member, Circ Supervisor, Lib Associate, Dir Tech Serv	Min 30 minutes, Max 45 minutes	Circ. staff, 5%, Lib Clerk 10 %, Lib Associate 30%, Circ Supervisor 5%, Ref Snr Librarian %5, Dir Tech Serv 45%	Member reports lost card. Lib Associate investigates if member should be billed, then provides information needed for Dir Tech Serv to create a new card. Circ Supervisor add the fine to Voyager. When card is ready, Lib Clerk updates the barcode in Voyager and Navision. Admin Tech creates the invoice after Ref Snr Librarian runs the report. Lib Aide mails the invoice.	\$43.88/hr labor x 38 minutes = \$27.78 per replacement card + card stock at \$5.43 ea. = \$33.22	\$33.22	-\$8.22	\$30.00

Borrowing Rules Deposits and Charges

Category	Patron Group	Current Charge	Staff Involved	Time for Task	Percentage	Steps	Cost Factor	Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
E-Document Delivery - Standard	Individual, Reduced, Corporate, Government, LACBA, General	\$15 / per doc (first 25 pages)	Ref Librarian, Lib Tech, Circ Supervisor, Ref Snr Librarian, Admin Tech (For cost of Add'l pages see Photocopy Services)	Min (electronic download) 15 mins , Med (scan) 40 mins, Max (microfiche) 1hr	Lib Tech 50%, Circ Supervisor 20%, Ref Snr Librarian 10%, Admin Tech 20% (For cost of Add'l pages see Photocopy Services)	A Ref Librarian is consulted(at no charge) by the requestor. Lib Tech or Circ Supervisor or any other Circ staff receives the request, scans the material. When the requestor has a deposit, Circ Supervisor inputs the cost in Voyager. Ref Snr Librarian will run a fines/fee report at the end of the month. Admin Tech will then create an invoice and mail it out. When the requestor does not have a deposit, Admin Tech takes the information for billing.	\$33.80/hr labor x 40 minutes = \$22.53 per delivery	\$22.53	-\$7.53	\$20.00
E-Document Delivery - Rush	Individual, Reduced, Corporate, Government, LACBA	\$25 per doc (first 25 pages)	Add'l pages see Photocopy Services)				\$33.80/hr labor x 55 minutes = \$30.93 per delivery	\$30.93	-\$5.93	\$28.00
E-Document Delivery - after 25 pages	Individual, Reduced, Corporate, Government, LACBA, Members	.25¢ per page (not applicable to electronic docs)					210 pp / hr. (per W. Coleman) @ \$36.69 = .17/page labor; plus equipment/maintenance @ .03/page	\$0.20	\$0.05	\$0.20
E-Document Delivery	Members	\$2-\$12 + / per request; \$7 on average	MP Librarian/Ref Librarian, Lib Tech, Circ Supervisor, Ref Snr Librarian, Admin Tech (For cost of Add'l pages see Photocopy Services)	Min (electronic download) 15 mins , Med (scan) 45 mins, Max (microfiche or large print request) 1hr+ Occasionally, we receive request that have taLib Aide a week to complete.	If item can be downloaded: MP Librarian/Ref Librarian 60%, Circ Supervisor 15%, Ref Snr Librarian 10%, Admin Tech 15%. If item must be scanned: MP Librarian/Ref Librarian 30%, Lib Tech 30%, Circ Supervisor 15%, Ref Snr Librarian 10%, Admin Tech 15% (For cost of Add'l pages see Photocopy Services)	MP Librarian/Ref Librarian consults with the member. If item can be downloaded, MP Librarian will download it and submit billing information. If the item needs to be scanned, MP Librarian will give it to Lib Tech or Circ Supervisor or any other Circ staff to scan the material. Circ Supervisor inputs the cost in Voyager. Ref Snr Librarian will run a fines/fee report at the end of the month. Admin Tech will then create an invoice and mail it out.	Downloaded = \$36.35/hr labor x 50% = \$18.17 per delivery; scanned = \$30.09/hr labor x 50% = 15.03 per delivery; average downloaded and scanned = \$33.21 per delivery	\$33.21	-\$26.21	N/A
Messenger Service	LACBA & Members	\$14 + / one way depending on distance (Actual average in 2012 = \$27)	MP Librarian/Ref Librarian, Lib Associate, Circ Supervisor, Ref Snr Librarian, Admin Tech	Min 15 minutes, Max 25 minutes	MP Librarian/Ref Librarian 20%, Lib Associate 40%, Circ Supervisor 15%, Ref Snr Librarian 10%, Admin Tech 15%	MP Librarian/Ref Librarian consults with the member, pulls the materials and provides them to Lib Associate. Lib Associate fills out the Messenger form, processes the request through Nationwide. Circ Supervisor inputs the cost in Voyager. Ref Snr Librarian will run a fines/fee report at the end of the month. Admin Tech will then create an invoice and mail it out.	\$32.16/hr labor x 20 minutes = \$10.72 labor per delivery; average delivery cost paid to Nationwide in 2012 was \$17.99	\$28.71	-\$1.71	NA

Borrowing Rules Deposits and Charges

Category	Patron Group	Current Charge	Staff Involved	Time for Task	Percentage	Steps	Cost Factor	Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
UPS/FedEx of Library Materials	Individual, Reduced, Corporate, Government, LACBA, Members & some ILL	\$ 2 Carrier processing charge per item + plus cost of shipping	Reference Librarian, any Pager, Lib Tech, Lib Aide, any Circ staff, Circ Supervisor, Ref Snr Librarian, Admin Tech, Finance Mngr	Min 15 minutes, Max 25 minutes	Reference Librarian, Pager 20%, Lib Tech 30%, Lib Aide 20%, any Circ staff 5%, Circ Supervisor 5%, Ref Snr Librarian 10%, Admin Tech 5%, Finance Mngr 5%	Reference Librarian is consulted (at no charge) and pages book or calls a pager. Lib Tech receives the items, fills out a UPS/FedEx request form and delivers item to Lib Aide. Lib Aide completes the request and prepares items for shipping. Circ Supervisor adds the charges on Voyager. Fines are included in Ref Snr Librarian's report as mentioned in Overdue Fines. Admin Tech creates an invoice to send the borrower at the end of the month. Lib Aide mails out the invoice. Circ staff will check the book in when it arrives UPS or FedEx. Finance Mngr review charges from UPS or FedEx when LALL is billed.	\$24.06/hr labor x 20 minutes = \$10.43 labor per delivery (UPS/FedEx would be in addition)	10.43 plus UPS/FedEx	\$10.43	\$10 plus UPS/FedEx
Photocopy Services	Individual, Reduced, Corporate, Government, LACBA, Members & General Public	.15¢ (self service)	Cir Aides, Lib Clerk, Circ Supervisor, Lib Tech, Lib Associate	Min 5 minutes, Max 15 minutes	Circ Aides 45%, Lib Clerk 15%, Circ Supervisor 15%, Lib Tech 20%, Lib Associate 5%	All self service copies require a library card, if patron does not have a library card they will be required to fill out an application, Circulation Aides, Lib Clerk or Circ Supervisor assist with this process. Aide, Lib Clerk, Circ Supervisor receive payment transaction to add value to library cards, write a receipt and put the money in the pouch for Support Supervisor to collect and Admin Tech to post on Navision. Members are held to the honor system when making copies in the MS, they will call or email MP to let us know they've made copies and would like us to bill them at the end of the month. MP staff will alert Circ Supervisor who will begin billing process.	Equipment: \$12,900 / 504,000 copies; maintenance: \$3,000 / 504,000 copies per year; labor: \$23.40/hr x 5 min. / 20pp	\$0.13	\$0.02	N/A
Photocopy Services	Individual, Reduced, Corporate, Government, LACBA, Members & General Public	.25¢ (staff assisted)	Circ Aides, Lib Clerk, Circ Supervisor, Lib Tech	5 to 20 minutes average. A couple of days of the request is large (i.e. court transcripts)	Circ Aides 5%, Circ Supervisor/Lib Clerk 5%, Support Supervisor 5%, Admin Tech, 5%, Lib Tech 80%	Lib Tech is usually the first person to respond to staff assisted copies. He will assist the patron and make the copies requested and charge at the end depending on amount of pages. He will collect money, write a receipt and put the money in the pouch for Support Supervisor to collect and Admin Tech to post on Navision. Circ Aides, Lib Clerk & Circ Supervisor are his back-up.	210 pp / hr. @ \$34.21 = .16/page plus equipment/maintenance/supplies @ .05/page	\$0.22	\$0.03	\$0.20

Borrowing Rules Deposits and Charges

Category	Patron Group	Current Charge	Staff Involved	Time for Task	Percentage	Steps	Cost Factor	Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Interlibrary Loan	Individual, Reduced, Corporate, Government, LACBA, Members & General Public	\$5 per item loaned + actual shipping costs	Reference, Circ Supervisor, Lib Tech, Lib Aide, Ref Snr Librarian, and Admin Tech (may involve Lib Associate if a member is involved)	15 to 40 minutes (10 minutes on Worldcat to browse, 5 minute phone call(s) until a library is willing to lend is found). We handle 2 per month.	Reference or Lib Tech 75%, Circ Supervisor 5%, Ref Snr Librarian 5%, Admin Tech 10%, Lib Aide 5% (may also include Lib Associate at 5%, reducing reference or Lib Tech by that amount)	Lib Tech contacts the library willing to lend and fills out required forms. He submits the request electronically. When the item arrives, Lib Tech contacts the requestor.	\$33.09/hr labor @ 27.5 minutes = 15.16	\$15.16	-\$10.16	N/A

Fines

5-day loan overdue fine	Individual, Reduced, Corporate, Government, LACBA	\$2 per day up to \$60 maximum	Circ aides, Lib Clerk, Circ Supervisor, Admin Tech, Lib Associate (for members), Ref Snr Librarian, Support Supervisor, Finance Mngr, Lib Tech	4 hours	Circ aides 10%, Lib Clerk 5%, Circ Supervisor 5%, Admin Tech 10 %, Lib Associate 5%, Ref Snr Librarian 55%, Support Supervisor 5%, Lib Aide 5%	Ref Snr Librarian runs and edits a monthly report on Microsoft Access and sends it to Admin Tech to separate information for each patron for billing and creates an invoice. Lib Aide mails the invoice. Aide, Lib Clerk, Circ Supervisor or Lib Associate (for members) receive payment, write a receipt, explaining what the payment is for. When payment is made Support Supervisor collects the money, and Admin Tech posts on Navision. Lib Aide may also receive payments via mail for Admin Tech to post. Circ Supervisor or Ref Snr Librarian handle fine disputes.	Fine: therefore cost analysis not applicable			
5-day loan overdue fine	Members	\$1 per day up to \$30 maximum		4 hours	Circ aides 10%, Lib Clerk 5%, Circ Supervisor 5%, Admin Tech 10 %, Lib Associate 5%, Ref Snr Librarian 5%, Support Supervisor 55%, Lib Aide 5%	Ref Snr Librarian runs and edits a monthly report on Microsoft Access and sends it to Admin Tech to separate information for each patron for billing and creates an invoice. Lib Aide mails the invoice. Aide, Lib Clerk, Circ Supervisor or Lib Associate (for members) receive payment, write a receipt, explaining what the payment is for. When payment is made Support Supervisor collects the money, and Admin Tech posts on Navision. Lib Aide may also receive payments via mail for Admin Tech to post. Circ Supervisor or Ref Snr Librarian handle fine disputes.	Fine: therefore cost analysis not applicable			

Borrowing Rules Deposits and Charges

Category	Patron Group	Current Charge	Staff Involved	Time for Task	Percentage	Steps	Cost Factor	Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Special Loan overdue fine	Individual, Reduced, Corporate, Government, LACBA, Members	\$25 per day up to \$225 maximum	Circ aides, Lib Clerk, Circ Supervisor, Admin Tech, Reference Librarians, Ref Snr Librarian, Support Supervisor, Finance Mngr, Lib Tech, Lib Associate	4 hours	Circ aides 10%, Lib Clerk 5%, Circ Supervisor 5%, Admin Tech 10 %, Lib Associate 5%, Ref Snr Librarian 55%, Support Supervisor 5%, Lib Aide 5%	Reference Librarians assist borrower (at no charge) and decide if special loan can be granted. Circulation writes up a special loan slip and calls Circ Supervisor, Lib Clerk, Lib Associate & Ref Snr Librarian to override the checkout transaction. Aide, Lib Clerk, Circ Supervisor or Lib Associate (for members) receives payment, write a receipt, explaining what the payment is for. When payment is made Support Supervisor collects the money, and Admin Tech posts on Navision. Lib Aide may also receive payments via mail for Admin Tech to post. Circ Supervisor or Ref Snr Librarian handle fine disputes.	Fine: therefore cost analysis not applicable; a higher fine is imposed because there is a greater impact on other patrons if the materials are not returned. These are materials that do not circulate, are our only copies, or may not be replaceable.			
Out of Print Replacement Charge (Fine)	Individual, Reduced, Corporate, Judicial, LACBA, Members	Invoice Price or \$150 (out-of-print) plus \$70 / item processing charge.	CMS	3.5 hours	Clerk 30%; Supervisor 7%; Tech 35%; Librarian 7%; Processing Clerk 7%; Bindery Tech 7%; Acct Tech 7%	1st Notice letter – average 10 minutes; 2nd Notices letter – average 10-15 minutes; Estimate Letter – 15-25 minutes circ staff; CMS time spent for Estimate letter; Circ Supervisor makes phone call after CMS completes MBR – 3-5 minutes average; Circ asks accounting to bill via overdue slip procedures – average 1-2 minutes per item being charged.; Accounting creates and mails invoice – est. 10-15 minutes (see accounting)	Fine: therefore cost analysis not applicable			
Book Replacement Processing Charges (Fine)	Individual, Reduced, Corporate, Government, Judicial, LACBA, Members	Invoice Price plus \$70 /item	CMS	3.5 hours	Clerk 30%; Supervisor 7%; Tech 35%; Librarian 7%; Processing Clerk 7%; Bindery Tech 7%; Acct Tech 7%	1st Notice letter – average 10 minutes; 2nd Notices letter – average 10-15 minutes; Estimate Letter – 15-25 minutes circ staff; CMS time spent for Estimate letter; Circ Supervisor makes phone call after CMS completes MBR – 3-5 minutes average; Circ asks accounting to bill via overdue slip procedures – average 1-2 minutes per item being charged.; Accounting creates and mails invoice – est. 10-15 minutes (see accounting)	Fine: therefore cost Lib Associatelsis not applicable			

Borrowing Rules Deposits and Charges

Category	Patron Group	Current Charge	Staff Involved	Time for Task	Percentage	Steps	Cost Factor	Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Send to Bindery (Fine)	Individual, Reduced, Corporate, Government, Judicial, Members	\$25	Lib Clerk, CMS Lib Tech, Circ Supervisor, Order Library Tech, Acquisitions Librarian, Processing Clerk, Admin Tech, Lib Aide	15 minutes per book	Collection	Ship to bindery, check in when binding as management staff. been applied, apply call numbers, shelve.	Fine: therefore cost analysis not applicable			
Audio / Disc box replacement (Fine)	Individual, Reduced, Corporate, Government, LACBA, Judicial, Members	\$10 / per item	Collection Management Staff, Lib Associate	10 minutes per audio disk	Collection management staff.	Order replacement box; apply call numbers; shelve.	Fine: therefore cost analysis not applicable			

Market Rate Charges

Legal Research Classes*	Individual, Reduced, Corporate, Government, LACBA, Members & General Public	\$20 / per attendee / class	Reference Librarians, Communications, Exec Asst, Circulation	30 hours total to plan a new class 5-10 hours total to give an existing class	Reference Librarian 80%, Communications 10%, Exec Asst, 5%, Circulation 5%	Refrence Librarian creates and teaches the class, also prints handouts. Communications creates marketing materials: flyers, e-blasts, signs, etc. Exec Asst handles registration on-line and sign-up sheets, Circulation handles in-person sign-ups.	Based on market rates. (Note: based on current costs and enrollment, revenues do not exceed costs.)			
Legal Research Classes*	State Bar members	MCLE: \$35 - \$70 (depending on hr. credit). Member receive a 10% discount. (Actual avg. is \$22.00)	MP Librarian, Communications, Exec Asst, Circulation	30 hours total to plan a new class 5-10 hours total to give an existing class	MP Librarian 65%, Communications 15%, Exec Asst 10%, Circulation 5%	MP Librarian contacts speaker, coordinates logistics with the speaker, types up a description of the class and speaker bio, prints handouts, sign-in sheets, and certificate of attendance. MP Librarian handles sign-in sheet on day of class, attends the class, sends thank you speaker after the class. Communications creates marketing materials: flyers, e-blasts, signs, etc. Exec Asst handles registration on-line, Circulation handles in-person sign-ups.	Based on market rates. (Note: based on current costs and enrollment, revenues do not exceed costs.)			
Room Rental	Individual, Reduced, Corporate, Government, LACBA, General Public	\$25-\$800 / depending on room & time of use (\$225 per rental per day in FY2013)	Circulation, Exec Asst, Support Supervisor, Communications, Lib Aide, IT	Min. 30 minutes, Med. 2 hours (if daily set-up is required), max. 5 hours	Lib Aide 40%, Support Supervisor 10%, Exec Asst %40, Communications 5%, IT 2.5%, Circ. 2.5%	Exec Asst takes request, schedules appointment for viewing, walk-through, drafts contract, works on set-up/ catering throughout rental period. Lib Aide handles room/ catering setup/ breakdown, food and beverages. Support Supervisor will assist Lib Aide when he is not available, prepares check/ processes payment. Exec Asst works with Communications as needed.	Based on market rates.			

Borrowing Rules Deposits and Charges

Category	Patron Group	Current Charge	Staff Involved	Time for Task	Percentage	Steps	Cost Factor	Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Room Rental	Members	\$25-\$800 / depending on room & time of use (\$112.50 per rental per day in FY2013)	Lib Associate, MP Librarian, Aides, Security, Circ Supervisor, Admin Tech	Min 15 minutes, Max 25 minutes	Lib Associate 45%, MP Librarian 15%, Circulation Aides 10%, Security 10%, Circ Supervisor 10%, Admin Tech 10%	Member will walk up/call to reserve a room. If the request is a walk-in Circulation aides will call Lib Associate or MP back-up staff to assist with the reservation. If the request is over the phone Lib Associate or MP back-up staff will schedule the reservation. Lib Associate/MP back-up staff sets up the room calendar and alerts, Security, Circ Supervisor and MP back-up staff. Circ Supervisor will then use the calendar request to invoice for payment. Admin Tech wil receive the invoice information and mail out the invoice notice and will also process receivable of payment when member pays.	Based on market rates.			

AGENDA ITEM 5

CLOSED SESSION

- 5.1 EXISTING LITIGATION/CLAIM (G.C. 54956.9(A)), *SEIU LOCAL 721 v. LOS ANGELES COUNTY LAW LIBRARY*, PERB CASE NO. LA-CE-816-M
- 5.2 LIABILITY / ADMINISTRATIVE CLAIM (G.C. 54956.95), CLAIMANT: FRANK RODRIGUEZ, CLAIM AGAINST: LOS ANGELES COUNTY LAW LIBRARY (DATED 2/13/2013)