

AGENDA

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

REGULAR BOARD MEETING

Tuesday, March 25, 2014

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 February 25, 2014, Regular Board Meeting.
- 3.2 January 2014 Financials & February 2014 List of Checks and Warrants.
- 3.3 Appointment of Peter Morrison to FLACLL Board

4.0 DISCUSSION ITEMS

- 4.1 Law Week Update.
- 4.2 Brief Tour of the Inner Workings of the Law Library

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, April 22, 2014.

POSTED FRIDAY, MARCH 21, 2014 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Minutes of the February 25, 2014, Regular Board Meeting.
- 3.2 January 2014 Financials & February 2014 List of Checks and Warrants.
- 3.3 Appointment of Peter Morrison to FLACLL Board.

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

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

February 25, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, February 25, 2014 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, Esquire

Trustees Absent:

Senior Staff Present:

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

Also Present:

Kelly Jay, UBS Financial Services, Inc.

President Steinhauser determined a quorum to be present, convened the meeting at 12:17 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on the Law Library's management, both past and present. Paradise also commented on Library expenditures and recruitment procedures.

At this time ED Levin commented on Library vacancies, thanking the staff for absorbing the additional workload. ED Levin also gave the Board a status update on recruitment.

Trustee Edmon joined the meeting.

2.0 PRESIDENT'S REPORT

President Steinhauser reminded the Board of the Annual Gala being held on April 2, 2014, honoring Justice Walter Croskey.

3.0 CONSENT CALENDAR

- 3.1 Minutes of the January 28, 2014, Regular Board Meeting.
- 3.2 December 2013 Financials & January 2014 List of Checks and Warrants.
- 3.3 Approval of SEIU MOU Amendment.
Staff recommended the Board approve the proposed extension agreement as presented.
- 3.4 Approval of Broadband Classification Update.
To comply with CalPERS' statutory and regulatory requirements, staff recommended the Board approve and adopt the attached revised pay schedule for Library employees.
- 3.5 Approval of CERBT Agreement.
To comply with CalPERS' participation requirements in the CERBT, staff recommended the Board adopt and approve the attached CERBT Contract Agreement and the Delegation of Authority to Request Disbursements.

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 ITEMS

- 4.1 Presentation Regarding Investment Options—Including Bond/Note Purchases.
Direction was given to further develop a proposal for US Treasury Note purchases for the Board's future consideration. There was no formal action taken.
- 4.2 Worker Compensation Insurance Award.
Staff recommended the Board approve Option 1 authorizing Keenan to bind coverage with the State Compensation Insurance Fund at total premium of \$83,779 plus applicable mandatory surcharges of \$3,752 effective 03/01/14.

Following an overview and brief discussion, President Steinhauser requested a motion to authorize Keenan to bind coverage with the State Compensation Insurance Fund at total premium of \$83,779 plus applicable mandatory surcharges

of \$3,752 effective 03/01/14. So moved by Trustee Jones and seconded by Trustee Goetz, the motion was unanimously approved, 7-0.

~~4.3 Election of Board Officers~~

Per the President's prerogative, Discussion Item 4.3 was pulled from order and pushed back to the end of the meeting.

At this time, President Steinhauser announced the Board would move in to Closed Session for Agenda Item 5.0. All members of the public and staff vacated the room.

7.0 CLOSED SESSION

7.1 Personnel (G.C. 54957). Public Employee Performance Evaluation. Title: Executive Director.

The Board reconvened Open Session at 1:20 p.m. President Steinhauser reported back a glowing review, thanking ED Levin for the hard work and effort put in over the past year.

Trustee Juhas and Trustee Court left the meeting.

6.0 EXECUTIVE DIRECTOR REPORT

There was no report given.

At this time, President Steinhauser made a brief announcement:

"I just wanted to say that the many years that I have spent as President of this organization have been made much easier and even sometimes very joyous because I've had a very devoted, very loyal board, and you all bring something special be it your perspective, or your intellect or your style you've always been there for me. As I said, through thick and through thin and I don't think it's unusual that organizations have bad times as well as good times. But I'm delighted to say that when we're going to make the announcement of the slate that I really do believe we leave this library in a very strong position. We've dealt with technology changes. We've dealt with audience changes. We've dealt with staff changes and we now have a staff that I think truly likes each other and I think moral is really so good. We have e-branches. We have partnerships. Money, you know it goes up and it goes down but you know what, we've been here since 1891 and one way or another, we're going to continue to be here. I would just say it's been my delight and my honor to serve with all of you and with that I'm going to pass the report to the nominating chair."

4.0 DISCUSSION ITEMS

4.3 Election of Board Officers

Trustee Steinhauser requested a motion to nominate Trustee Jones to serve as President, seconded by Trustee Klein, the motion was unanimously approved, 5-0

Trustee Klein requested a motion to nominate Trustee Juhas to serve as Vice-President, seconded by President Jones, the motion was unanimously approved, 5-0

President Jones commented that Trustee Steinhauser would remain as ex-officio representative with the Friends Board of Directors.

5.0 AGENDA BUILDING

There were no items for Agenda Building.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was at 1:26 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, March 25, 2014.

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

Los Angeles Law Library

Balance Sheet

As of January 31, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2013	1/31/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	8,626,122	9,556,048	929,926
Accounts receivable	1,497,101	1,451,650	(45,451)
Prepaid expenses	399,474	245,862	(153,612)
Total current assets	10,522,697	11,253,560	730,864
Restricted cash and cash equivalents	261,139	302,980	41,841
Capital assets, not being depreciated	580,333	582,933	2,600
Capital assets, being depreciated - net	23,462,542	22,753,285	(709,257)
Total assets	34,826,711	34,892,758	66,048
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	233,134	452,949	219,815
Other liabilities	11,218	940	(10,279)
Payroll liabilities	28,627	9,704	(18,923)
Total current liabilities	272,980	463,593	190,613
Accrued sick and vacation liability	420,789	389,923	(30,866)
Borrowers' deposit	290,942	309,170	18,228
OPEB obligation	1,740,966	1,930,549	189,583
Total liabilities	2,725,677	3,093,235	367,558
Net assets			
Invested in capital assets, net of related debt	24,042,875	23,336,218	(706,657)
Unrestricted	8,058,158	8,463,305	405,146
Total net assets	32,101,034	31,799,523	(301,510)

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2014

(Provisional and subject to year-end audit adjustments)

Jan 13 Actual	Jan 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Income											
590,054	575,893	552,796	-23,097	-4.0%	L.A. Superior Court Fees	4,597,896	4,487,546	4,212,206	-275,341	-6.1%	
5,475	5,442	4,918	-524	-9.6%	Interest	41,509	35,094	29,472	-5,622	-16.0%	
35,922	38,496	43,750	5,254	13.6%	Parking	313,596	313,137	382,077	68,940	22.0%	
29,099	31,619	58,906	27,288	86.3%	Library Services	290,043	384,424	408,316	23,892	6.2%	
660,549	651,450	660,369	8,920	1.4%	Total Income	5,243,044	5,220,201	5,032,071	-188,130	-3.6%	
Expense											
344,540	282,355	277,160	5,195	1.8%	Staff	2,482,366	2,377,580	2,378,063	-483	0.0%	
271,636	227,262	564,128	-336,866	-148.2%	Library Materials	1,511,735	2,166,769	1,393,647	773,123	35.7%	
-271,636	-227,262	-564,128	336,866	-148.2%	Lib Materials Transferred to	-1,511,735	-2,166,769	-1,393,647	-773,123	35.7%	
Assets											
68,311	62,037	79,266	-17,229	-27.8%	Facilities	473,036	484,125	447,224	36,902	7.6%	
12,407	6,103	7,601	-1,498	-24.5%	Technology & Data	74,656	82,406	60,317	22,090	26.8%	
16,008	8,523	14,742	-6,220	-73.0%	General	72,103	64,003	69,418	-5,415	-8.5%	
498	55	6,385	-6,330	-11508.2%	Professional Development	21,006	8,210	13,202	-4,992	-60.8%	
-2,784	2,292	225	2,067	90.2%	Communications & Marketing	13,877	27,742	3,200	24,542	88.5%	
13	300	149	151	50.3%	Travel & Entertainment	2,505	2,300	998	1,302	56.6%	
3,247	2,917	0	2,917	100.0%	Professional Services	65,663	36,167	20,368	15,799	43.7%	
294,987	271,491	261,425	10,066	3.7%	Depreciation	2,162,437	1,870,909	1,916,497	-45,588	-2.4%	
737,226	636,072	646,953	-10,881	-1.7%	Total Expenses	5,367,650	4,953,442	4,909,285	44,156	0.9%	
-76,676	15,377	13,416	-1,961	-12.8%	Net Income	-124,605	266,760	122,786	-143,974	-54.0%	
Extraordinary Items											
0	843,975	0	843,975	100.0%	Extraordinary Income	0	843,975	0	843,975	100.0%	
155,174	8,775	-12,171	20,946	238.7%	Extraordinary Expense	209,000	229,426	234,713	-5,287	-2.3%	
24,332	27,083	27,083	0	0.0%	OPEB Expense	170,322	189,583	189,583	0	0.0%	
-256,182	823,494	-1,497	-824,991	-100.2%	Net Income (Loss) Including Extraordinary Items	-503,927	691,726	-301,510	-993,236	-143.6%	
Capitalized Expenditures											
0	0	0	0	0.0%	Capitalized Expenditures	51,786	304,400	0	304,400	100.0%	
Full-Time Equivalent Employees											
NA	53.62	46.50	7.12	13.3%	Full-Time Equivalent Employees	NA	53.90	49.92	3.98	7.4%	

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2014

(Provisional and subject to year-end audit adjustments)

Jan 13 Actual	Jan 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
Detailed Budget:													
Income:													
590,054	575,893	552,796	-23,097	-4.0%	15 ACC	303300	L.A. Superior Court Fees	4,597,896	4,487,546	4,212,206	-275,341	-6.1%	Based on the most recent revenue information from the Superior Court, Staff expects fee revenue will fall about 5% below budget or about \$400k.
Interest:													
1,082	600	862	262	43.7%	15 ACC	311000	LAIF	2,272	1,200	1,727	527	43.9%	
4,267	4,680	3,911	-769	-16.4%	15 ACC	312000	General Fund	38,190	32,760	26,740	-6,020	-18.4%	The budget assumed an annual investment return of .7%. Actual return thus far has been about .61%. The rate should increase during the year as U.S. interest rates rise or as other investment options are selected.
126	162	145	-17	-10.7%	15 ACC	313000	Deposit Fund	1,047	1,134	1,005	-129	-11.3%	
5,475	5,442	4,918	-524	-9.6%			Subtotal	41,509	35,094	29,472	-5,622	-16.0%	
Parking:													
35,922	37,246	43,750	6,504	17.5%	39 FAC	330100	Parking	313,596	304,387	382,077	77,690	25.5%	The favorable variance resulted from a) a restructured vendor agreement that now requires payment in advance, b) a conservative budget that understated the demand for hourly and daily parking.
0	1,250	0	-1,250	-100.0%	39 FAC	330200	Valet Parking	0	8,750	0	-8,750	-100.0%	Delayed implementation of valet parking services.
35,922	38,496	43,750	5,254	13.6%			Subtotal	313,596	313,137	382,077	68,940	22.0%	
Library Services:													
-50	500	49	-451	-90.3%	27 CIRC	330150	Annual Borrowing Fee	5,200	3,500	2,925	-575	-16.4%	
7,015	7,015	9,785	2,770	39.5%	25 P&P	330140	Annual Members Fee	49,892	49,892	56,690	6,798	13.6%	Increase possibly due to Member program sign-ups continue to rise above the number of non renewals. Also sign-ups numbers are higher in 2014 than this time last year.
304	2,068	4,761	2,693	130.2%	23 R&R	330340	Course Registration	3,903	11,872	12,414	542	4.6%	
6,778	4,750	6,165	1,415	29.8%	27 CIRC	330129	Copy Center	43,471	33,250	38,243	4,993	15.0%	Actual copy center charges have not declined as much as the budget assumed.
2,182	2,300	2,803	503	21.9%	27 CIRC	330205	Document Delivery	14,678	16,100	17,213	1,113	6.9%	
2,989	4,200	3,651	-549	-13.1%	27 CIRC	330210	Fines	29,663	29,400	27,513	-1,887	-6.4%	December furlough days had a negative impact on this line item. The fine amounts do fluctuate from month to month so there is a possibility this amount may rebound and come more in line with budget. It is, however, just as likely that the fluctuations may lower the revenue.
229	300	12,004	11,704	3901.4%	13 ACC	330310	Miscellaneous	1,115	52,100	81,282	29,182	56.0%	Favorable variance is primarily due to a \$12K CalPERS refund related to Medicare Part D prescription subsidies and a \$11K dividend from the State Compensation Insurance Fund.
9,349	10,000	4,225	-5,775	-57.8%	27 COM	330330	Room Rental	16,699	50,000	20,982	-29,018	-58.0%	Although revenue has increased over prior year, the campaign to rent rooms is taking longer than expected to reach target.
0	0	0	0	0.0%	27 CIRC	330350	Book Replacement	2,110	2,110	3,872	1,762	83.5%	
0	0	0	0	0.0%	15 ACC	330360	Forfeited Deposits	0	2,800	0	-2,800	-100.0%	The harvesting of forfeited deposits will occur later this year.
0	0	15,000	15,000	0.0%	15 ACC	330400	Friends of Law Library	120,000	120,000	135,000	15,000	12.5%	
0	0	0	0	0.0%	37 COM	330420	Grants	0	10,000	0	-10,000	-100.0%	Grant applications are in process, but grant revenues are difficult to predict.
303	486	463	-22	-4.6%	15 ACC	330450	Vending	3,313	3,400	1,833	-1,567	-46.1%	
0	0	0	0	0.0%	27 COM	330465	Special Events Income	0	0	10,348	10,348	0.0%	The favorable variance results from Pro Bono Week donations which were used to pay the event expenses.
29,099	31,619	58,906	27,288	86.3%			Subtotal	290,043	384,424	408,316	23,892	6.2%	
660,549	651,450	660,369	8,920	1.4%			Total Income	5,243,044	5,220,201	5,032,071	-188,130	-3.6%	
Expenses:													
Staff													
248,717	206,549	164,657	41,893	20.3%	15 ALL	501000	Salaries (benefits eligible)	1,821,885	1,536,542	1,469,522	67,021	4.4%	
0	24,394	21,070	3,324	13.6%	15 ALL	501050	Salaries (benefits ineligible)	0	183,162	173,339	9,823	5.4%	
14,760	14,319	12,657	1,661	11.6%	15 ACC	502000	Social Security	103,510	106,622	92,240	14,382	13.5%	

Los Angeles Law Library
Income Statement for the Period Ended January 31, 2014
(Provisional and subject to year-end audit adjustments)

Jan 13 Actual	Jan 2014								FY 2012-13 YTD	FY 2013-14 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)						Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
3,452	3,349	2,960	389	11.6%	15	ACC	503000	Medicare	25,364	24,936	22,998	1,937	7.8%		
9,688	13,733	20,826	-7,092	-51.6%	15	ACC	511000	Retirement	67,816	103,435	168,180	-64,744	-62.6%	Unknown to the Law Library when the budget was approved, CalPERS recalculated the Library's retirement cost at 11.682% of qualified compensation compared with its original calculation of 7.26%. This will result in a \$131k adverse variance by EOY.	
46,824	52,165	38,798	13,367	25.6%	15	ACC	512000	Health Insurance	315,214	340,932	312,949	27,983	8.2%		
348	361	410	-49	-13.6%	15	ACC	513000	Disability Insurance	1,267	2,540	2,873	-333	-13.1%		
5,507	5,400	5,174	226	4.2%	15	ACC	514000	Dental Insurance	35,986	37,800	34,894	2,906	7.7%		
806	852	668	185	21.7%	15	ACC	514500	Vision Insurance	5,332	5,979	4,967	1,012	16.9%		
151	136	111	25	18.2%	15	ACC	515000	Life Insurance	1,006	959	729	231	24.1%		
9,353	8,779	8,779	0	0.0%	15	ACC	516000	Workers Comp. Insurance	65,474	61,456	68,738	-7,282	-11.8%		
0	0	0	0	0.0%	15	ACC	517000	Unemployment Insurance	8,400	0	6,725	-6,725	0.0%		
2,638	0	0	0	0.0%	25	P&P	514010	Temporary Employment	13,497	5,000	0	5,000	100.0%		
511	150	39	111	74.0%	13	HR	514015	Recruitment	1,252	1,050	2,237	-1,187	-113.0%		
0	0	0	0	0.0%	15	ACC	517500	Accrued Sick Expense	0	0	0	0	0.0%		
0	(50,000)	0	-50,000	100.0%	15	ACC	518000	Accrued Vacation Expense	0	-50,000	0	-50,000	100.0%		
525	667	-603	1,269	190.4%	15	ACC	518550	TMP	6,157	6,667	7,165	-499	-7.5%		
1,260	1,500	1,613	-113	-7.5%	15	ACC	518560	Payroll & Benefit Admin.	10,206	10,500	10,508	-8	-0.1%		
344,540	282,355	277,160	5,195	1.8%				Total - Staff	2,482,366	2,377,580	2,378,063	-483	0.0%		
								Library Materials:							
195,584	153,964	472,325	-318,361	-206.8%	23	R&R	601999	American Continuations	978,491	1,649,615	987,306	662,309	40.1%	Favorable variance primarily due to the timing of the Lexis Nexis LMA agreement negotiations. Variance will be spent in February.	
4,450	8,248	4,153	4,096	49.7%	23	R&R	602999	American New Orders	41,109	57,737	47,650	10,087	17.5%		
4,606	4,674	15,191	-10,517	-225.0%	23	R&R	609199	Branch Continuations	47,547	32,717	21,890	10,828	33.1%		
0	110	0	110	100.0%	23	R&R	609299	Branch New Orders	0	770	172	598	77.6%		
43,829	29,143	44,740	-15,597	-53.5%	23	R&R	603999	Commonwealth Continuations	246,909	204,002	148,024	55,978	27.4%		
657	110	0	110	100.0%	23	R&R	604999	Commonwealth New Orders	2,215	2,090	0	2,090	100.0%		
8,150	16,496	11,162	5,334	32.3%	23	R&R	605999	Foreign Continuations	95,759	115,473	93,939	21,534	18.6%		
0	1,650	533	1,116	67.7%	23	R&R	606999	Foreign New Orders	2,725	13,197	5,478	7,719	58.5%		
10,706	9,348	14,818	-5,470	-58.5%	23	R&R	607999	International Continuations	72,938	65,435	67,162	-1,727	-2.6%		
216	550	103	447	81.2%	23	R&R	608999	International New Orders	3,314	4,949	4,079	870	17.6%		
3,341	2,749	876	1,873	68.1%	23	R&R	609399	General/Librarianship Continuations	19,891	19,246	16,931	2,315	12.0%		
98	220	227	-7	-3.3%	23	R&R	609499	General/Librarianship New Orders	837	1,540	1,016	523	34.0%		
271,636	227,262	564,128	-336,866	-148.2%				Subtotal	1,511,735	2,166,769	1,393,647	773,123	35.7%		
-271,636	(227,262)	-564,128	336,866	-148.2%	15	ACC	690000	Lib Materials Transferred to Assets	-1,511,735	-2,166,769	-1,393,647	-773,123	35.7%		
0	0	0	0	0.0%				Facilities:							
3,170	4,465	3,270	1,195	26.8%	39	FAC	801005	Repair & Maintenance	20,384	16,709	19,169	-2,460	-14.7%	Unexpected repair/replacement of HVAC pulleys @ \$2,100.00.	
765	1,307	3,337	-2,030	-155.3%	39	FAC	801010	Building Services	5,993	9,719	12,621	-2,902	-29.9%		
410	1,700	0	1,700	100.0%	39	FAC	801015	Cleaning Supplies	11,528	12,900	6,736	6,164	47.8%		
8,312	8,344	23,312	-14,968	-179.4%	39	FAC	801020	Electricity & Water	63,814	73,118	67,062	6,056	8.3%		
1,247	1,220	1,267	-47	-3.8%	39	FAC	801025	Elevator Maintenance	8,602	8,420	8,748	-328	-3.9%		
1,381	1,390	0	1,390	100.0%	39	FAC	801030	Heating & Cooling	21,058	23,950	16,552	7,398	30.9%		
22,777	22,550	20,808	1,742	7.7%	15	ACC	801035	Insurance	159,436	157,848	145,371	12,476	7.9%		
8,296	6,890	8,421	-1,531	-22.2%	39	FAC	801040	Janitorial Services	47,645	57,416	58,950	-1,534	-2.7%		
0	1,200	1,050	150	12.5%	39	FAC	801045	Landscaping	0	8,400	7,350	1,050	12.5%		
17,121	11,587	17,802	-6,215	-53.6%	39	FAC	801050	Security	116,560	103,153	100,724	2,429	2.4%		
0	417	0	417	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	1,142	2,917	30	2,886	99.0%	Few furniture requirements in first half of fiscal year.	

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2014

(Provisional and subject to year-end audit adjustments)

Jan 13 Actual	Jan 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	39 FAC 801110	Equipment (<3K)	0	2,800	3,910	-1,110	-39.6%	Office supplies vending machine and replacement urinals in the public men's room.
4,832	968	0	968	100.0%	39 FAC 801115	Building Alterations (<3K)	16,876	6,776	0	6,776	100.0%	
68,311	62,037	79,266	-17,229	-27.8%		Subtotal	473,036	484,125	447,224	36,902	7.6%	
						Technology & Data:						
3,850	3	1,903	-1,899	-56982.2%	33 IT 801210	Services	18,314	16,746	16,557	189	1.1%	
0	0	144	-144	0.0%	33 IT 801215	Software (<\$3k)	0	13,800	1,254	12,546	90.9%	Planned upgrades were delayed due to staffing issues and competing projects. The upgrades will proceed in the next several months.
2,183	0	550	-550	0.0%	33 IT 801220	Hardware (<\$3k)	9,901	5,000	619	4,381	87.6%	Favorable variance will be spent in March.
0	0	330	-330	0.0%	33 IT 801225	Computer Supplies	0	1,000	476	524	52.4%	Favorable variance will be spent in March.
3,557	3,600	3,699	-99	-2.7%	33 IT 801230	Integrated Library System	24,292	25,560	25,056	504	2.0%	
2,816	2,500	976	1,524	60.9%	33 IT 801235	Telecommunications	22,149	19,500	16,320	3,180	16.3%	Timing variance; Time Warner Cable's montly bill of \$1200 not posted yet.
0	0	0	0	0.0%	33 IT 801245	Tech & Data - Misc	0	800	35	766	95.7%	
12,407	6,103	7,601	-1,498	-24.5%		Subtotal	74,656	82,406	60,317	22,090	26.8%	
						General:						
459	495	550	-55	-11.0%	15 ACC 801310	Bank Charges	3,702	3,465	3,771	-306	-8.8%	Unfavorable variance is a result of fees related to Bank of America's Positive Pay Service which was implemented after the budget was approved.
0	710	696	14	2.0%	35 CMS 801315	Bibliographical Services	3,922	5,920	3,327	2,593	43.8%	The favorable variance is in part the result of timing and will be resolved by EOY when one of the subscriptions invoiced annually due in June (\$1000) ; and in part from OCLC credits earned from the Library's contribution to the consortium.
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
119	83	136	-52	-63.0%	15 ACC 801325	Board Expense	870	583	631	-47	-8.1%	
2,462	200	612	-412	-206.0%	15 ACC 801330	Staff Meals & Events	8,491	2,400	2,253	147	6.1%	
736	833	496	338	40.5%	15 ACC 801335	Supplies - Office	15,163	5,833	7,795	-1,962	-33.6%	Increased toner purchase is pushing this account over budget year-to-date.
590	590	1,191	-601	-101.9%	35 CMS 801337	Supplies - Library materials	3,376	5,224	4,798	427	8.2%	
329	500	0	500	100.0%	37 COM 801340	Stationery & business cards	3,070	3,500	298	3,202	91.5%	The Law Library is printing stationery in-house thereby reducing outside printing costs.
633	833	443	391	46.9%	15 ACC 801345	Delivery & Postage	8,641	5,833	2,244	3,589	61.5%	Favorable variance reflects a decrease in shipments of briefs from the Cal. Ct. of App. and price discounts negotiated with UPS and Golden State Overnight (GSO).
325	486	475	11	2.3%	15 ACC 801350	Kitchen supplies	4,228	3,702	2,610	1,092	29.5%	The favorable variance results from a decrease in ordering to draw down kitchen supplies.
0	0	191	-191	0.0%	37 COM 801355	Room Rental Expenses	0	0	11,554	-11,554	0.0%	
0	1,542	86	1,455	94.4%	37 COM 801360	Special Events Expenses	0	10,792	10,543	249	2.3%	Charges related to ProBono Week and the Legal Secretaries Lunch.
0	0	0	0	0.0%	37 COM 801365	Grant Application Expenses	0	1,000	0	1,000	100.0%	Possible grant opportunities for 2014 under review.
10,357	2,250	9,868	-7,618	-338.6%	33 IT 801370	Copy Center Expense	19,225	15,750	19,164	-3,414	-21.7%	Unfavorable variance was due to the 2013 Board sales tax (total \$8,731) posted in January. Actuals are expected to come in below budget at EOY.
0	0	0	0	0.0%	15 ACC 801375	Miscellaneous	1,414	0	430	-430	0.0%	
16,008	8,523	14,742	-6,220	-73.0%		Subtotal	72,103	64,003	69,418	-5,415	-8.5%	
						Professional Development:						
458	0	0	0	0.0%	ALL 803105	Travel	13,702	3,600	2,995	605	16.8%	Staff has been frugal with travel expenses
0	0	25	-25	0.0%	ALL 803110	Meals	701	0	122	-122	0.0%	
0	55	0	55	100.0%	ALL 803113	Incidental and Misc.	0	310	0	310	100.0%	
0	0	6,360	-6,360	0.0%	ALL 803115	Membership dues	1,615	200	6,895	-6,695	-3347.5%	Unfavorable timing variance. CCCLL's membership dues were budgeted in March.
40	0	0	0	0.0%	ALL 803120	Registration fees	4,958	2,500	3,190	-690	-27.6%	
0	0	0	0	0.0%	ALL 803125	Educational materials	30	1,600	0	1,600	100.0%	
498	55	6,385	-6,330	-11508.2%		Subtotal	21,006	8,210	13,202	-4,992	-60.8%	
						Communications & Marketing:						
-2,784	500	0	500	100.0%	37 COM 803205	Services	-2,675	8,500	0	8,500	100.0%	No outside servcies required at this time.

Los Angeles Law Library

Income Statement for the Period Ended January 31, 2014

(Provisional and subject to year-end audit adjustments)

Jan 13 Actual	Jan 2014				FY 2012-13 YTD	FY 2013-14 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	500	0	500	100.0%	37 COM 803210	Collateral materials	0	8,000	0	8,000	100.0%	No collateral material printing required at this time.
0	500	225	275	55.0%	37 COM 803215	Advertising	500	5,700	2,950	2,750	48.2%	Eight program ads placed in publications for the Library.
0	792	0	792	100.0%	37 COM 803220	Trade shows & Outreach	16,052	5,542	250	5,292	95.5%	
-2,784	2,292	225	2,067	90.2%		Subtotal	13,877	27,742	3,200	24,542	88.5%	
						Travel & Entertainment:						
0	0	0	0	0.0%	ALL 803305	Travel	631	0	51	-51	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	348	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
13	300	149	151	50.3%	ALL 803320	Ground Transport.	1,526	2,100	947	1,153	54.9%	Actuals are expected to end closer to budget at EOY.
0	0	0	0	0.0%	ALL 803325	Incidentals	0	200	0	200	100.0%	
13	300	149	151	50.3%		Subtotal	2,505	2,300	998	1,302	56.6%	
						Professional Services:						
0	0	0	0	0.0%	15 ACC 804005	Accounting	15,000	15,750	15,560	190	1.2%	
3,149	417	0	417	100.0%	15 ACC 804008	Consulting Services	25,390	2,917	0	2,917	100.0%	
98	2,500	0	2,500	100.0%	17 EXEC 804010	Legal	25,273	17,500	4,808	12,692	72.5%	Staff has cut back on outside legal services using internal resources.
0	0	0	0	0.0%	17 EXEC 804015	Other	0	0	0	0	0.0%	
3,247	2,917	0	2,917	100.0%		Subtotal	65,663	36,167	20,368	15,799	43.7%	
						Depreciation:						
242,119	236,055	230,762	5,293	2.2%	15 ACC 806105	Library Materials	1,793,125	1,632,205	1,695,285	-63,080	-3.9%	Actual depreciation is higher than budget because of the delay in the write off of the Van Nuys and Compton donated titles and because the write off will be lower than we expected. However, we expect actuals to come in below budget at EOY as we fully depreciate FY 2004 purchases.
52,868	35,436	30,664	4,772	13.5%	15 ACC 806110	Fixed Assets	369,312	238,704	221,212	17,492	7.3%	
294,987	271,491	261,425	10,066	3.7%		Subtotal	2,162,437	1,870,909	1,916,497	-45,588	-2.4%	
737,226	636,072	646,953	-10,881	-1.7%		Total Expense	5,367,650	4,953,442	4,909,285	44,156	0.9%	
-76,676	15,377	13,416	-1,961	-12.8%		Net Income	-124,605	266,760	122,786	-143,974	-54.0%	
0	843,975	0	843,975	100.0%	17 EXEC	Extraordinary Income	0	843,975	0	843,975	100.0%	
155,174	8,775	-12,171	20,946	238.7%	15 ACC	Extraordinary Expense	209,000	229,426	234,713	-5,287	-2.3%	Unfavorable variance is a result of a one month delay in the write-off of Van Nuys' and Compton's donated titles as well as other employee related expenses.
24,332	27,083	27,083	0	0.0%	15 ACC 518500	OPEB Expense	170,322	189,583	189,583	0	0.0%	
-256,182	823,494	-1,497	-824,991	-100.2%		Net Income (Loss) Including Extraordinary Items	-503,927	691,726	-301,510	-993,236	-143.6%	
						Capital Expenditures:	0	0	0			
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	97,500	0	97,500	100.0%	Scanner, book truck, security camera, and copier purchases were deferred to later in the year.
0	0	0	0	0.0%	33 IT 161300	Electronics / Comp. Hardware (>3k)	7,539	12,500	0	12,500	100.0%	Planned upgrades were delayed due to staffing issues and competing projects. The upgrades will proceed in the next several months.
0	0	0	0	0.0%	39 FAC 164500	Ext. Bldg. Repairs/Improvements (>3k)	0	12,400	0	12,400	100.0%	Floor repair was deferred to later in the year.
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	24,937	107,000	0	107,000	100.0%	
0	0	0	0	0.0%	33 IT 168000	Computer Software	19,311	75,000	0	75,000	100.0%	Planned upgrades were delayed due to staffing issues and competing projects. The upgrades will proceed in the next several months.
0	0	0	0	0.0%		Total - Capitalized Expenditures	51,786	304,400	0	304,400	100.0%	
NA	53.6	46.5	7.1	13.3%		Full-Time Equivalent Employees	NA	53.9	49.9	4.0	7.4%	

Los Angeles Law Library

Statement of Cash Flows

As of January 31, 2014

(Provisional and subject to year-end audit adjustments)

	1/31/2014	YTD
Cash flows from operating activities		
LA Superior court fees	552,796	4,212,206
Parking fees	43,750	382,077
Library services	43,906	273,316
(Increase) decrease in accounts receivable	(25,557)	45,451
Increase (decrease) in borrowers' deposit	3,883	18,228
Cash received from filing fees and services	618,778	4,931,277
Facilities	(79,266)	(447,224)
Technology & data	(7,601)	(60,317)
General	(2,572)	(117,724)
Professional development	(6,385)	(13,202)
Communications & marketing	(225)	(3,200)
Travel & entertainment	(149)	(998)
Professional services	-	(20,368)
(Increase) decrease in prepaid expenses	(674)	153,612
Increase (decrease) in accounts payable	368,580	219,815
Increase (decrease) in other liabilities	(940)	(10,279)
Cash payments to suppliers for goods and services	270,769	(299,884)
Staff	(304,243)	(2,567,646)
Increase (decrease) in payroll liabilities	(8,312)	(18,923)
Increase decrease in accrued sick and vacation liability	(30,866)	(30,866)
Increase decrease in OPEB liability	27,083	189,583
Cash payments to employees for services	(316,338)	(2,427,852)
Contributions received	15,000	135,000
Net cash from operating activities	588,209	2,338,541
Cash flow from capital and related financing activities		
Library materials	(564,128)	(1,393,647)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(2,600)	(2,600)
Cash flows from investing activities		
Investment earnings	4,918	29,472
Net cash increase (decrease) in cash and cash equivalents	26,398	971,767
Cash and cash equivalents, at beginning of period	9,832,629	8,887,261
Cash and cash equivalents, at end of period	9,859,028	9,859,028
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(6,414)	(330,983)
Adjustments for noncash effects:		
Depreciation	261,425	1,916,497
Extraordinary expense: book write-off	-	186,407
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(25,557)	45,451
(Increase) decrease in prepaid expenses	(674)	153,612
Increase (decrease) in accounts payable	368,580	219,815
Increase (decrease) in other liabilities	(940)	(10,279)
Increase (decrease) in payroll liabilities	(8,312)	(18,923)
Increase (decrease) in accrued sick and vacation liability	(30,866)	(30,866)
Increase (decrease) in borrowers' deposit	3,883	18,228
Increase (decrease) in OPEB liability	27,083	189,583
Net cash from operating activities	588,209	2,338,541

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2014 - February 28, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 4	AMERICAN BAR ASSOCIATION	BOOKS	993.76	026566
	MONTANA ADMINISTRATIVE RULES BUREAU	BOOKS	300.00	026567
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	546.00	026568
	BERNAN ASSOCIATES	BOOKS	1,081.00	026569
	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	122.29	026570
	BLOOMBERG BNA	BOOKS	930.05	026571
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	193.86	026572
	CARSWELL COMPANY LTD	BOOKS	194.00	026573
	CODE PUBLISHING COMPANY	BOOKS	11.00	026574
	COUTTS LIBRARY SERVICES	BOOKS	2,957.43	026575
	DAILY JOURNAL CORPORATION	BOOKS	190.76	026576
	EBSCO INFORMATION SERVICES	BOOKS	2,113.46	026577
	GOVERNMENT PRINTING & STATIONARY DE GAUNT	BOOKS	356.00	026578
	GAUNT	BOOKS	194.56	026579
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	35.00	026580
	OTTO HARRASSOWITZ	BOOKS	787.43	026581
	INTERNATIONAL MUNICIPAL LAWYERS ASS	BOOKS	250.00	026582
	JAPAN PUBLICATIONS TRADING CO LTD	BOOKS	218.00	026583
	LAWPRESS CORPORATION	BOOKS	459.43	026584
	LAW PUBLISHERS	BOOKS	80.00	026585
	LAW REPORTS INTERNATIONAL LTD	BOOKS	345.00	026586
	LEXISNEXIS BUTTERWORTHS	BOOKS	9,397.58	026587
	LAW LIBRARY MICROFORM CONSORTIUM	BOOKS	7,937.00	026588
	MANHATTAN PUBLISHING COMPANY	BOOKS	644.00	026589
	MARY MARTIN BOOKSELLERS	BOOKS	2,210.00	026590
	NATIONAL BOOK NETWORK	BOOKS	161.05	026591
	NOVA SCOTIA DEPARTMENT OF JUSTICE	BOOKS	87.05	026592
	MINISTER OF FINANCE ENERGY & MUNICI	BOOKS	67.58	026593
	PUBLIC UTILITIES REPORTS INC	BOOKS	775.00	026594
	UNITED NATIONS PUBLICATIONS	BOOKS	225.48	026595
	JOHN WILEY & SONS INC	BOOKS	96.97	026596
	WILLIAM S HEIN & CO	BOOKS	3,397.14	026597
YBP LIBRARY SERVICES	BOOKS	1,290.10	026598	
GOVERNMENT OF YUKON	BOOKS	144.17	026599	
February 6	LOEB & LOEB	REFUND	21.80	026601
February 13	AMERICAN BAR FOUNDATION ** VOIDED *****	BOOKS	0.00	026602
	CALIF OFFICE OF ADMINISTRATIVE LAW	BOOKS	22.60	026603
	AMERICAN LAW INSTITUTE	BOOKS	92.45	026604
	ARGYLE PUBLISHING CO	BOOKS	62.00	026605
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	675.34	026606
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	71.49	026607
	BLOOMBERG BNA	BOOKS	999.02	026608

40,797.28

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2014 - February 28, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	BOOK HOUSE INC	BOOKS	60.43	026609
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	968.76	026610
	CCH INCORPORATED	BOOKS	155.22	026611
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,116.17	026612
	CODE PUBLISHING COMPANY	BOOKS	18.00	026613
	COURTROOM COMPENDIUMS	BOOKS	170.00	026614
	COUTTS LIBRARY SERVICES	BOOKS	124.30	026615
	INGRAM LIBRARY SERVICES	BOOKS	137.41	026616
	JONES MCCLURE PUBLISHING	BOOKS	101.00	026617
	JURIS PUBLISHING INC	BOOKS	259.00	026618
	LAWDABLE PRESS	BOOKS	572.26	026619
	NATIONAL CONSUMER LAW CENTER	BOOKS	298.40	026620
	NATIONAL BOOK NETWORK	BOOKS	499.12	026621
	SASKATCHEWAN QUEENS PRINTER	BOOKS	94.98	026622
	UNITED NATIONS PUBLICATIONS	BOOKS	241.48	026623
	YBP LIBRARY SERVICES	BOOKS	527.08	026624
February 14	JUDEA GALING	REFUND	140.00	026625
	CHERYL CLAUDETTE HILTON	REFUND	140.00	026626
	DANIEL CARL LORENZEN	REFUND	140.00	026627
	WILLIAM SNYDERMAN	REFUND	140.00	026628
February 18	ALEXANDERS LEGAL SEMINARS AND PUBLI	BOOKS	108.58	026629
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	150.00	026630
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	1,090.00	026631
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	460.91	026632
	BATTHYANY KULTUR PRESS	BOOKS	3,230.00	026633
	CALIFORNIA BANKRUPTCY JOURNAL	BOOKS	75.00	026634
	CARSWELL COMPANY LTD	BOOKS	1,489.87	026635
	CASTLE PUBLICATIONS	BOOKS	256.25	026636
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	708.72	026637
	COUTTS LIBRARY SERVICES	BOOKS	1,270.91	026638
	DAILY JOURNAL CORPORATION ** VOIDED *****	BOOKS	0.00	026639
	GAUNT	BOOKS	175.49	026640
	OTTO HARRASSOWITZ	BOOKS	8,468.51	026641
	JURIS PUBLISHING INC	BOOKS	94.50	026642
	LAW JOURNAL PRESS	BOOKS	6,005.60	026644
	MARTINDALE HUBBELL LEXISNEXIS MARTI	BOOKS	910.16	026645
	MEABOOKS INC	BOOKS	3,263.63	026646
	MUNICIPAL CODE CORPORATION	BOOKS	250.00	026647
	NATIONAL TAX ASSOCIATION	BOOKS	280.00	026648
	NEBRASKA OFFICE OF THE SECRETARY OF	BOOKS	500.00	026649
	PARALEGAL TODAY	BOOKS	28.00	026650
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	525.93	026651
	WILLIAM S HEIN & CO	BOOKS	4,199.24	026652

82,498.86

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2014 - February 28, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	YBP LIBRARY SERVICES	BOOKS	317.10	026653
	AMERICAN RELOCATION & LOGISTIC	BLDG SVCS	324.80	026654
	AMERICAN EXPRESS	BUSINESS CARD	2,297.56	026655
	AT&T	TELECOM	341.37	026656
	BANDWIDTH.COM, INC.	TELECOM	306.00	026657
	BAVCO	BLDG MAINT	143.00	026658
	BLUE SHIELD OF CALIFORNIA	HEALTH INS	479.31	026659
	STATE BOARD OF EQUALIZATION	USE TAX	1,384.00	026660
	BRIDGES FILTER SERVICE, INC	REPAIR & MAINT	269.34	026661
	CHANNA CAJERO	MILEAGE	34.27	026662
	CDW GOVERNMENT INC	COMPUTER SUPPL	329.73	026663
	COUNTY OF LOS ANGELES	BANK CHARGES	58.24	026664
	CONSOLIDATED DISPOSAL SVC	BLDG SVCS	233.63	026665
	ESTHER EASTMAN	MILEAGE	28.21	026666
	EMPLOYMENT DEVELOPMENT DEPT	UI	3,344.00	026667
	FEDEX	DELIVERY/POSTAGE	3.20	026668
	GOURMET COFFEE SERVICE	KITCHEN SUPPL	146.61	026669
	INDEPENDENT STATIONERS	SUPPLIES - OFFICE	143.07	026670
	L A DEPT WATER & POWER	WATER/SEWER	306.28	026671
	SONNY LEW	MILEAGE	86.69	026672
	LIEBERT CASSIDY WHITMORE	LEGAL	8,185.15	026673
	MEGAPATH	TELECOM	349.88	026674
	METROLINK	TMP	1,306.00	026675
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	178.00	026676
	LOS ANGELES COUNTY DEPARTMENT	BLDG MAINT	40.00	026677
	QUILL CORPORATION	COPY CTR	183.06	026678
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,601.43	026679
	SECURITAS SECURITY	SECURITY	5,253.80	026680
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	026681
	TIME WARNER CABLE	TELECOM	1,200.00	026682
	UNITED PARCEL SERVICE	DELIVERY/ POSTAGE	3.68	026683
	VALLEY WIDE AIR	REPAIR & MAINT	1,545.00	026684
February 25	AMERICAN LIBRARY ASSOCIATION	BOOKS	78.50	026685
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,191.00	026686
	BANKS & JORDAN	BOOKS	268.96	026687
	BERNAN ASSOCIATES	BOOKS	33.00	026688
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	758.10	026689
	JURISNET LLC	BOOKS	84.50	026690
	LAW JOURNAL PRESS	BOOKS	7,848.41	026692
	LEXISNEXIS BUTTERWORTHS	BOOKS	6,295.10	026693
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	496.23	026694
	UNITED NATIONS PUBLICATIONS	BOOKS	220.48	026695
	THOMSON REUTERS	BOOKS	977.40	026696
	WILLIAM S HEIN & CO	BOOKS	98.70	026697

139,036.05

LOS ANGELES COUNTY LAW LIBRARY
February 1, 2014 - February 28, 2014 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 4	CCH INCORPORATED	BOOKS	178,454.01	TS00196262
	EX LIBRIS, (USA) INC.	ILS	10,855.51	TS00196262
	CALPERS	HEALTH INS	49,556.82	TS00196262
February 10	THOMSON REUTERS	BOOKS	19,502.80	TS00196517
February 20	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	312,623.88	TS00197083
	THOMSON REUTERS	BOOKS	152,195.20	TS00197083
February 21	L A DEPT WATER & POWER	ELECTRIC/FIRE	23,005.97	TS00197247

746,194.19

MEMORANDUM

DATE: March 25, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Trustee Designated Member of the Friends of Los Angeles County law Library Board of Directors.

The Board of Trustees is asked to approve the appointment of Peter Morrison, a partner at Skadden, Arps, Slate, Meagher & Flom (resume attached) to the Board of the Friends of the Los Angeles County Law Library (FLACLL). The FLACLL board has nominated this accomplished and enthusiastic individual to fill a vacancy in positions previously appointed by the Law Library Board of Trustees. Peter has agreed to serve on the board.

The bylaws of the FLACLL provide that the Law Library Board of Trustees shall appoint a majority of the directors of the board of the FLACLL (called the “Board of Trustees group” under the bylaws) and that each vacancy occurring in the Board of Trustees group shall be filled by the Board of Trustees. Accordingly, the Board of Trustees is authorized under the bylaws to fill this vacant positions. In the event the Board of Trustees does not fill the vacant position, then the bylaws provide that the remaining directors may temporarily reduce the number of positions on the board for a period of 90 days and fill the positions thereafter.

OPTIONS

1. Approve the appointment of Peter Morrison to the Board of the Friends of the Los Angeles County Law Library;
2. Take no action.

RECOMMENDATION

Staff recommends that the Board of Trustees approve the appointment of Peter Morrison to the Board of the Friends of the Los Angeles County Law Library and thank him in advance for their service.





Peter B. Morrison

Partner

*Skadden, Arps, Slate, Meagher & Flom LLP
Litigation*

Peter B. Morrison has a broad litigation practice, representing clients in both federal and state courts, with a particular emphasis on takeover and securities litigation. Mr. Morrison advises corporations on matters involving both federal and state securities laws, duties of corporate directors, SEC and stock exchange inquiries and investigations, civil RICO matters, and contests for corporate control. Mr. Morrison is one of only two attorneys nationwide to be named to *Law360's* list of "Rising Stars" for three consecutive years (2011-2013). He also was selected for inclusion in *The Best Lawyers in America 2014*.

Among others, Mr. Morrison has represented:

- Valeant Pharmaceuticals International and certain of its directors and officers in the favorable resolution of class action lawsuits in California and Delaware brought by shareholders in connection with the proposed \$3.3 billion merger of Valeant and Biovail.
- American Apparel, Inc. in connection with securities class actions and derivative lawsuits brought in federal and state court in California.
- Oakley, Inc. and its board of directors in a lawsuit brought by one of Oakley's shareholders seeking to enjoin the \$2 billion acquisition of Oakley by Luxottica Group S.p.A. (Italy).
- certain former outside directors of Countrywide Financial Corporation in securities, derivative and ERISA litigations.
- Fortress Investment Group, Inc. in the successful dismissal of an action arising from loans that a hedge fund made to assist in financing films.
- American Land Lease, Inc. in successfully preventing attempts in state and federal court to enjoin the pending \$438 million acquisition by Greene Court Partners LLC.
- Gateway, Inc. and its board of directors in a lawsuit brought by Gateway's shareholders in both California and Delaware seeking to enjoin its \$710 million merger with Acer, Inc.
- the special committee of independent directors of Station Casinos, Inc. in litigation seeking to enjoin Station Casinos' more than \$8 billion going-private transaction.
- Leonard Green & Partners in a lawsuit seeking to enjoin PETCO Animal Supplies, Inc.'s \$1.8 billion going-private transaction.
- officers and directors of Apollo Group, Inc. in securities and derivative lawsuits arising from allegations of options backdating.
- Tharaldson Motels, Inc.'s Employee Stock Ownership Plan (ESOP), its ESOP committee and the individual directors of Tharaldson Motels, Inc. (TMI) in a successful dismissal with prejudice of a complaint alleging that defendants breached their fiduciary duties under ERISA.

(continued)

Los Angeles Office

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E: peter.morrison@skadden.com

Education

J.D., New York University School of Law,
1999 (Order of the Barristers)

B.A., University of Pennsylvania, 1996
(*magna cum laude*)

Bar Admissions

California

New York

Professional Experience

Law Clerk, Chancellor William B. Chandler III,
Delaware Court of Chancery, 1999-2000

Associations

Board of Directors, New York University
School of Law Alumni Association
(Commencing 2013)

Board of Directors, Constitutional Rights
Foundation (2011-Present)

Board of Trustees, The Accelerated School
(2009-Present)

Board of Directors, The Growing Place
(2009-Present)

Authorships

Co-Author, "Anticipated Supreme Court
Decision in *Halliburton Co. v. Erica P. John
Fund* Has the Potential to Redefine the
Landscape of Private Securities Class Actions,"
Wall Street Lawyer, January 2014

Co-Author, "Supreme Court on Statute of
Limitations for SEC Enforcement Actions,"
*The Harvard Law School Forum on Corporate
Governance and Financial Regulation*, March 1,
2013

Co-Author, "Supreme Court Rules on Proof of
Materiality for Class Certification," *The Harvard
Law School Forum on Corporate Governance
and Financial Regulation*, March 1, 2013

Peter B. Morrison

- Freedom Communications, Inc., publisher of the *Orange County Register*, in a wage and hour class action lawsuit concerning the independent contractor status of the *Register*'s newspaper carriers, including a two-month trial.

Mr. Morrison's contributions to numerous publications include an article for the Practising Law Institute's *Current Developments in Federal Civil Practice 2011*; a regular column in the *Daily Journal* and the *NY Business Law Journal* that reviews recent major securities cases handled by the U.S. Courts of Appeals; and articles for *Law360*, *Financier Worldwide*, *The Daily Deal*, *Securities Litigation Report*, *Journal of Securities Law, Regulation & Compliance* and *The Journal of the ABA Section of Litigation's Committee on Corporate Counsel*. In addition, his quotes have appeared in a variety of articles in such publications as *The Am Law Litigation Daily*, *Law360* ("Defense Bar Is Big Winner in 2010 Securities Rulings" and "Supreme Court Draws Bright Line In *Janus*") and *The Wall Street Journal*'s Law Blog ("How I Made Partner at Skadden: 'Make Yourself Heard'").

A regular speaker at various conferences and bar groups, Mr. Morrison participated in an event hosted by the Association of Business Trial Lawyers, focusing on "Critical Lessons for Young Lawyers & Summer Associates by Some of LA's Rising Stars" and at an ALI-ABA program titled "Supreme Court in *Janus* Limits Securities Fraud Suits: What Does This Mean to Investment Advisers, Attorneys, Accountants and Bankers?" He also was featured in a discussion about securities class actions moderated by and published in *Financier Worldwide* titled "TalkingPoint: Securities Class Actions in the United States."

Mr. Morrison is on the firm's Los Angeles office recruiting committee and leads new lawyer training.

Authorships (continued)

Co-Author, "1st Thoughts on Supreme Court's Amgen Ruling," *Law360*, February 27, 2013

Co-Author, "Review: Recent Securities Litigation, Rising Trends," *Law360*, February 17, 2012

Co-Author, "Federal Court Application of *Janus Capital Group, Inc. v. First Derivative Traders*," The Bureau of National Affairs Inc.'s *Securities Regulation & Law Report*, December 5, 2011

Co-Author, "Halliburton Ruling: Supreme Court Holds That Proof of Loss Causation Not Necessary to Obtain Class Certification," *Securities Litigation Report*, July/August 2011

Co-Author, "The 'Maker' of a Statement Under Section 10(b)," *Law360*, June 13, 2011

Co-Author, "Case Study: *Erica P. John Fund v. Halliburton*," *Law360*, June 7, 2011

Co-Author, "US Supreme Court Restricts Extraterritorial Reach of the Federal Securities Laws," *Financier Worldwide*, December 2010

Co-Author, "Arkansas Teacher: Standing & Derivative Claims Under Delaware Law," *Securities Litigation Report*, September 2010

Co-Author, "Inside the Courts: An Update on Securities Litigation," *NY Business Law Journal*

Co-Author, "California Securities Litigation Recap," *Daily Journal*, June 7, 2010

Co-Author, "Supreme Court Examines Statute of Limitations for Securities Fraud Cases," *Daily Journal*, May 7, 2010

Co-Author, "One Size Fits Some? The Quandary of the SEC's Proposed Rules for Shareholding Access — Commission Delays Passage Until Next Year Due to Heavy Volume of Comments," *Securities Litigation Report*, November 2009

Co-Author, "Recent Spate of US Federal Decisions Elucidates Parameters of Continuous Ownership Rule," *Journal of Securities Law, Regulation & Compliance*, Vol. 2, No. 4, April 15, 2009

Co-Author, "When Standing Falls," *Daily Journal*, January 22, 2008

Co-Author, "Practical Refinement," *The Daily Deal*, Vol. 6, No. 78, January 17, 2002

Co-Author, "Calling A Duck A Duck: Determining the Validity of Deal Protection Provisions in Merger of Equals Transactions," *Columbia Business Law Review*, Vol. 1, 2001

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Law Week Update.
- 4.2 Brief Tour of the Inner Workings of the Law Library.

AGENDA ITEM 4.1

Law Week Update

(Verbal Presentation Only)

MEMORANDUM

DATE: March 25, 2014

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Brief Tour of the Inner Workings of the Law Library

This tour will provide a brief overview of the workings of the Library and its facilities. Library staff are very eager to meet their Board Members and to share what the different departments do. We will spend 20-30 minutes looking behind the scenes at the various functions, including collection management services, scanning, IT, copying, member services, etc. Note that the Law Library will be presented as is: some areas are in the midst of moving, experiencing a backlog due to recent personnel vacancies or are under construction. This is intended to be a brief but realistic view of the operations.

Please let the Executive Director know in advance if there are any particular areas you would like to have covered. As this is part of an agenda board meeting, the tour will be open to the public as well.

