

AGENDA

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

REGULAR BOARD MEETING

Tuesday, September 23, 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.

AGENDA MATERIALS

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



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 26, 2014, Regular Board Meeting.
- 3.2 Review of July 2014 Financials & August 2014 List of Checks and Warrants.
- 3.3 Approval of Amendment to Section 13.3, Health Insurance, of the Employee Handbook and Personnel Policies Manual.
- 3.4 Approval of FY14 Audit Engagement of Bazillo, Cobb & Associates.

4.0 DISCUSSION ITEMS

- 4.1 Annual Report to the Board of Supervisors, Fiscal Year 2013-14.
- 4.2 Status Report Regarding Global Collection in Reading Room.

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, October 28, 2014.

POSTED THURSDAY, SEPTEMBER 18, 2014 @ 1:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 26, 2014, Regular Board Meeting.
- 3.2 Review of July 2014 Financials & August 2014 List of Checks and Warrants.
- 3.3 Approval of Amendment to Section 13.3, Health Insurance, of the Employee Handbook and Personnel Policies Manual.
- 3.4 Approval of FY14 Audit Engagement of Bazillo, Cobb & Associates.

**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.**

August 26, 2014

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Tuesday, August 26, 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 Reva Goetz
Judge Ann I. Jones
Judge Mark Juhas
Judge Dennis Landin
Susan Steinhauser, Esquire

Trustees Absent:

Judge Michelle Williams Court
Kenneth Klein, Esquire

Senior Staff Present:

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

Also Present:

John Kohl, Finance Director
Malinda Muller, Director, Programs & Partnerships
Leigh Garcia, Communications Coordinator
Janine Liebert, Librarian
Christine Langteau, Librarian

President Jones determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

During the three (3) minutes allocated, Mr. Tut Hayes commented on the need for the Law Library to subscribe to a non-legal daily newspaper, specifically the LA Times.

During the three (3) minutes allocated, Ms. Joan Levine commented on the Library's Members Program, specifically to funding and collection maintenance. Ms. Levine also commented on donation opportunities.

During the five (5) minutes allocated, Mr. Frank Rodriguez commented on the Library's management team in addition to past and present staff members.

At this time, Mr. Lee Paradise allocated one (1) minute of his allocated five (5) minutes to Mr. Rodriguez. Mr. Rodriguez continued to comment on the Library's management team and business practices.

During four (4) remaining minutes of the five (5) minutes allocated to speak, Mr. Lee Paradise made the Library Board of Trustees aware that media outlets were notified by Mr. Paradise of their Board Meetings. Mr. Paradise also commented on the Library's financials and business practices.

2.0 PRESIDENT'S REPORT

President Jones introduced and welcomed Judge Dennis Landin to the Board of Law Library Trustees. Judge Landin followed with a brief introduction to the Board and members of the public.

3.0 CONSENT CALENDAR

3.1 Approval of Minutes of the June 24, 2014, Regular Board Meeting.

3.2 Review of May 2014 Financials & June 2014 List of Checks and Warrants.

3.3 Review of June 2014 Financials & July 2014 List of Checks and Warrants.

~~3.4 Quarterly Statistics Update, April through June 2014.~~

~~3.5 Quarterly Strategic Plan Update, through July 2014.~~

3.6 Approval of Amended Accounting Policies & Procedures Manual.
Staff recommended the Board approve the amended Accounting Policies and Procedures Manual posted on the Law Library website at:
http://www.lalawlibrary.org/pdfs/Agenda_20140826_3.6.1_Attachment.pdf.

3.7 Approval of Amended Employee Handbook & Personnel Policies Manual.
Staff recommended the Board approve the amended Employee Handbook and Personnel Policies Manual posted at
http://www.lalawlibrary.org/pdfs/Agenda_20140826_3.7.1_Attachment.pdf.

- 3.8 Approval of Amended Governance Resolution.
Staff recommended the Board approve the Resolution Establishing Roles And Responsibilities, Delegating Authority For Certain Functions and Adopting Purchasing and Expense Policies.

President Jones requested a motion to approve the Consent Calendar. At the request of Trustee Steinhauser, Consent Items 3.4 and 3.5 were removed from the Consent Calendar. Remainder moved by Trustee Juhas and seconded by Trustee Goetz, the Consent Calendar 3.1-3.3 and 3.6-3.8 unanimously approved, 5-0.

- 3.4 Quarterly Statistics Update, April through June 2014.

- 3.5 Quarterly Strategic Plan Update, through July 2014.

Following a brief question and answer discussion regarding Agenda Items 3.4 and 3.5, specifically to the scan project and status updates from the strategic plan accountability report, President Jones requested a motion to approve the Consent Items 3.4 and 3.5. So moved by Trustee Goetz and seconded by Trustee Juhas, the Consent Items 3.4 and 3.5 was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

Muller, Garcia, Liebert, and Langteau joined the table at this time.

- 4.1 Discussion Regarding Access to Justice Initiatives.

A presentation of the access to justice strategic initiatives was given by Muller, Garcia, Liebert, Langteau and ED Levin. A brief discussion was held by the Board following the presentation. No further action was taken.

Judge Goetz left the meeting at this time, 1:15 p.m.

5.0 AGENDA BUILDING

There were no items for Agenda Building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin briefly introduced new staff members, Henry Gunawan and Richard Ortega. Gunawan filled the position of Technology Manager. Ortega filled the position of Facilities Manager. ED Levin also gave an update on SB1462, notifying the Board of its passage and effective date. ED Levin also announced to the Board the recent death of past employee Helen Willis and asked that the Board adjourn in her memory. Willis was a long time employee of the Library for 29 years, from 1979 to 2008.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned in the memory and honor of Helen Willis at 1:43 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Tuesday, September 23, 2014.

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

DRAFT

Los Angeles Law Library

Balance Sheet

As of July 31, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2014	7/31/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	3,533,474	3,543,344	9,870
Accounts receivable	1,498,973	1,596,967	97,994
Prepaid expenses	164,660	396,259	231,599
Total current assets	5,197,107	5,536,570	339,463
Investments			
CalPERS CERBT Trust Fund	40,647	22,901	(17,745)
UBS Zero Coupon Treasury Fund	3,997,438	3,989,210	(8,228)
Total Investments	4,038,085	4,012,112	(25,974)
Restricted cash and cash equivalents	302,980	302,980	-
Capital assets, not being depreciated	583,433	583,433	-
Capital assets, being depreciated - net	23,100,529	23,030,118	(70,411)
Total assets	33,222,134	33,465,212	243,079
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	268,931	460,753	191,822
Other liabilities	-	(340)	(340)
Payroll liabilities	12,894	13,871	977
Total current liabilities	281,825	474,283	192,458
Accrued sick and vacation liability	381,734	378,403	(3,331)
Borrowers' deposit	302,006	302,815	809
OPEB obligation	(200,378)	(177,228)	23,150
Total liabilities	765,187	978,273	213,086
Net assets			
Invested in capital assets, net of related debt	23,683,962	23,613,551	(70,411)
Unrestricted	8,772,985	8,873,388	100,403
Total net assets	32,456,947	32,486,939	29,992
Total liabilities and net assets	33,222,134	33,465,212	243,078

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

Jul 13 Actual	July 2014			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
607,672	593,088	574,774	(18,314)	-3.1%
3,808	1,175	(16,431)	(17,606)	-1497.8%
0	0	(8,269)	(8,269)	0.0%
50,004	44,167	54,116	9,949	22.5%
25,450	28,417	125,604	97,186	342.0%
<u>686,934</u>	<u>666,847</u>	<u>729,794</u>	<u>62,947</u>	<u>9.4%</u>
344,385	335,716	332,650	3,066	0.9%
77,097	197,291	201,714	(4,423)	-2.2%
(77,097)	(197,291)	(201,714)	4,423	-2.2%
65,950	70,790	72,858	(2,067)	-2.9%
8,701	9,529	8,358	1,171	12.3%
5,261	8,080	4,091	3,989	49.4%
3,915	3,074	4,458	(1,384)	-45.0%
600	1,085	104	981	90.5%
54	305	202	103	33.9%
180	4,166	1,338	2,829	67.9%
275,081	275,620	275,745	(124)	0.0%
704,127	708,366	699,802	8,564	1.2%
<u>(17,193)</u>	<u>(41,518)</u>	<u>29,992</u>	<u>71,511</u>	<u>172.2%</u>
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(17,193)</u>	<u>(41,518)</u>	<u>29,992</u>	<u>71,511</u>	<u>-172.2%</u>
<u>0</u>	<u>0</u>	<u>3,619</u>	<u>(3,619)</u>	<u>0.0%</u>

Summary:

Income

	FY 2013-14 YTD	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
L.A. Superior Court Fees	607,672	593,088	574,774	(18,314)	-3.1%
Interest	3,808	1,175	(16,431)	(17,606)	-1497.8%
UBS (Zero Coupon Treasury)	0	0	(8,269)	(8,269)	0.0%
Parking	50,004	44,167	54,116	9,949	22.5%
Library Services	25,450	28,417	125,604	97,186	342.0%
Total Income	<u>686,934</u>	<u>666,847</u>	<u>729,794</u>	<u>62,947</u>	<u>9.4%</u>

Expense

	FY 2013-14 YTD	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Staff	344,385	335,716	332,650	3,066	0.9%
Library Materials	77,097	197,291	201,714	(4,423)	-2.2%
Library Materials Transferred to Assets	(77,097)	(197,291)	(201,714)	4,423	-2.2%
Facilities	65,950	70,790	72,858	(2,067)	-2.9%
Technology	8,701	9,529	8,358	1,171	12.3%
General	5,261	8,080	4,091	3,989	49.4%
Professional Development	3,915	3,074	4,458	(1,384)	-45.0%
Communications & Marketing	600	1,085	104	981	90.5%
Travel & Entertainment	54	305	202	103	33.9%
Professional Services	180	4,166	1,338	2,829	67.9%
Depreciation	275,081	275,620	275,745	(124)	0.0%
Total Expenses	<u>704,127</u>	<u>708,366</u>	<u>699,802</u>	<u>8,564</u>	<u>1.2%</u>

Net Income

	FY 2013-14 YTD	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Net Income	<u>(17,193)</u>	<u>(41,518)</u>	<u>29,992</u>	<u>71,511</u>	<u>172.2%</u>
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	<u>(17,193)</u>	<u>(41,518)</u>	<u>29,992</u>	<u>71,511</u>	<u>-172.2%</u>

Capitalized Expenditures

Capitalized Expenditures	<u>0</u>	<u>0</u>	<u>3,619</u>	<u>(3,619)</u>	<u>0.0%</u>
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Full-Time Equivalent Employees

Full-Time Equivalent Employees			<u>0.0</u>	<u>0.0%</u>
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Comments

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

Jul 13 Actual	July 2014				FY 2013-14 YTD	FY 2014-15 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
607,672	593,088	574,774	(18,314)	-3.1%	15 FIN 303300	L.A. Superior Court Fees	607,672	593,088	574,774	(18,314)	-3.1%	Even though the FY 2015 Budget reflects a decrease in revenue as compared to FY 2014, July's revenue has decreased 3.1% compared to the budget.
0	0	0	0	0.0%	15 FIN 311000	Interest:	0	0	0	0	0.0%	
3,676	1,029	1,095	66	6.4%	15 FIN 312000	Interest - LAIF	0	0	0	0	0.0%	
131	146	180	33	22.9%	15 FIN 313000	Interest - General Fund	3,676	1,029	1,095	66	6.4%	
0	0	(17,745)	(17,745)	0.0%	15 FIN 313100	Interest - Deposit Fund	131	146	180	33	22.9%	
0	0	41	41	0.0%	15 FIN 313200	Interest - CalPERS CERBT	0	0	(17,745)	(17,745)	0.0%	Single month income loss. Inception to date net gain of \$22,901
3,808	1,175	(16,431)	(17,606)	-1497.8%	15 FIN 313200	Interest - Bonds	0	0	41	41	0.0%	
0	0	(8,269)	(8,269)	0.0%	15 FIN 321000	Subtotal	3,808	1,175	(16,431)	(17,606)	-1497.8%	
0	0	0	0	0.0%	15 FIN 321000	Unrealized Invest. Gain/Loss	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 321000	UBS (Zero Coupon Treasury)	0	0	(8,269)	(8,269)	0.0%	Loss is only relevant if sold before maturity. Value at maturity is fixed.
Parking:												
50,004	43,750	54,116	10,366	23.7%	39 FAC 330100	Parking	50,004	43,750	54,116	10,366	23.7%	Parking utilization has increased
0	417	0	(417)	-100.0%	39 FAC 330105	Valet Parking	0	417	0	(417)	-100.0%	Event parking included in general parking revenue
50,004	44,167	54,116	9,949	22.5%		Subtotal	50,004	44,167	54,116	9,949	22.5%	
Library Services:												
341	0	1,186	1,186	0.0%	27 CIRC 330150	Annual Borrowing Fee	341	0	1,186	1,186	0.0%	
9,740	8,500	8,985	485	5.7%	25 P&P 330140	Annual Members Fee	9,740	8,500	8,985	485	5.7%	
307	2,350	2,621	271	11.5%	23 R&R 330340	Course Registration	307	2,350	2,621	271	11.5%	Favorable variance due to increase activity in public and MCLE classes.
6,005	5,000	5,869	869	17.4%	27 CIRC 330129	Copy Center	6,005	5,000	5,869	869	17.4%	Copy Center charges did not decrease as the budget reflected.
2,165	2,100	1,942	(158)	-7.5%	27 CIRC 330205	Document Delivery	2,165	2,100	1,942	(158)	-7.5%	
4,588	3,750	3,468	(282)	-7.5%	27 CIRC 330210	Fines	4,588	3,750	3,468	(282)	-7.5%	
70	300	2,344	2,044	681.4%	15 FIN 330310	Miscellaneous	70	300	2,344	2,044	681.4%	LACBA 1,389.22.
125	2,750	9,261	6,511	236.7%	39 FAC 330330	Room Rental	125	2,750	9,261	6,511	236.7%	Room rental revenue unusually high compared to a very conservative budget. Offset by Room Rental Expense.
1,660	250	106	(144)	-57.6%	27 CIRC 330350	Book Replacement	1,660	250	106	(144)	-57.6%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	85,000	85,000	0.0%	17 EXEC 330400	Friends of Law Library	0	0	85,000	85,000	0.0%	Timing variance due to early payment. Budget for FY 2015 is 120,000.
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
450	333	544	211	63.3%	39 FAC 330450	Vending	450	333	544	211	63.3%	
0	3,084	4,278	1,194	38.7%	39 FAC 330465	Special Events Income	0	3,084	4,278	1,194	38.7%	Timing variance. Budget for FY 2015 is 37,000.
25,450	28,417	125,604	97,186	342.0%		Subtotal	25,450	28,417	125,604	97,186	342.0%	
686,934	666,847	729,794	71,216	10.7%		Total Income	686,934	666,847	729,794	71,216	10.7%	
Expenses:												
Staff:												
189,270	195,458	194,874	585	0.3%	ALL 501000	Salaries (benefits eligible)	189,270	195,458	194,874	585	0.3%	
0	(3,909)	0	(3,909)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(3,909)	0	(3,909)	100.0%	Reduction due to vacancies included in Salaries (benefit eligible).
22,260	24,299	22,866	1,433	5.9%	ALL 501050	Salaries (benefits ineligible)	22,260	24,299	22,866	1,433	5.9%	
0	(321)	0	(321)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(321)	0	(321)	100.0%	Reduction due to vacancies included in Salaries. (Benefit Ineligible).
13,430	13,625	12,932	693	5.1%	15 FIN 502000	Social Security	13,430	13,625	12,932	693	5.1%	
3,141	3,186	3,024	162	5.1%	15 FIN 503000	Medicare	3,141	3,186	3,024	162	5.1%	
11,760	21,713	21,296	416	1.9%	15 FIN 511000	Retirement	11,760	21,713	21,296	416	1.9%	
47,520	42,249	37,042	5,207	12.3%	15 FIN 512000	Health Insurance	47,520	42,249	37,042	5,207	12.3%	Timing of one invoice.
307	307	409	(102)	-33.2%	15 FIN 513000	Disability Insurance	307	307	409	(102)	-33.2%	
5,215	5,400	4,997	403	7.5%	15 FIN 514000	Dental Insurance	5,215	5,400	4,997	403	7.5%	
739	739	647	92	12.5%	15 FIN 514500	Vision Insurance	739	739	647	92	12.5%	
134	134	101	33	24.3%	15 FIN 515000	Life Insurance	134	134	101	33	24.3%	
0	(1,747)	0	(1,747)	100.0%	15 FIN 515500	Vacancy Benefits Offset	0	(1,747)	0	(1,747)	100.0%	Reduction due to vacancies is reflected in benefits.
8,779	6,982	6,982	0	0.0%	15 FIN 516000	Workers Compensation Insurance	8,779	6,982	6,982	0	0.0%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	0	0	0	0	0.0%	
0	1,950	2,325	(375)	-19.2%	25 P&P 514010	Temporary Employment	0	1,950	2,325	(375)	-19.2%	Temp assistance due to long term disability
0	0	89	(89)	0.0%	13 HR 514015	Recruitment	0	0	89	(89)	0.0%	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
12,706	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	12,706	0	0	0	0.0%	

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

Jul 13 Actual	July 2014				FY 2013-14 YTD	FY 2014-15 YTD				Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
27,083	23,150	23,150	0	0.0%	15 FIN	518500	OPEB Expense	27,083	23,150	23,150	0	0.0%	
703	1,250	929	321	25.7%	15 FIN	518550	TMP	703	1,250	929	321	25.7%	Budgeted for anticipated increases.
1,337	1,250	986	264	21.1%	15 FIN	518560	Payroll and Benefit Administration	1,337	1,250	986	264	21.1%	
344,385	335,716	332,650	3,066	0.9%			Total - Staff	344,385	335,716	332,650	3,066	0.9%	
Library Materials:													
42,535	138,089	163,411	(25,322)	-18.3%	29 R&R	601999	American Continuations	42,535	138,089	163,411	(25,322)	-18.3%	Variance due to the fluctuation between the receipt & payment
5,465	6,186	3,620	2,566	41.5%	29 R&R	602999	American New Orders	5,465	6,186	3,620	2,566	41.5%	
2,151	3,902	834	3,068	78.6%	29 R&R	609199	Branch Continuations	2,151	3,902	834	3,068	78.6%	
35	86	0	86	100.0%	29 R&R	609299	Branch New Orders	35	86	0	86	100.0%	
16,035	22,986	16,305	6,681	29.1%	29 R&R	603999	Commonwealth Continuations	16,035	22,986	16,305	6,681	29.1%	
0	148	30	118	80.0%	29 R&R	604999	Commonwealth New Orders	0	148	30	118	80.0%	
5,314	13,909	4,636	9,273	66.7%	29 R&R	605999	Foreign Continuations	5,314	13,909	4,636	9,273	66.7%	
1,085	1,239	239	1,001	80.8%	29 R&R	606999	Foreign New Orders	1,085	1,239	239	1,001	80.8%	
4,318	7,849	11,133	(3,284)	-41.8%	29 R&R	607999	International Continuations	4,318	7,849	11,133	(3,284)	-41.8%	
98	417	0	417	100.0%	29 R&R	608999	International New Orders	98	417	0	417	100.0%	
63	2,316	1,508	808	34.9%	29 R&R	609399	General/Librarianship Continuations	63	2,316	1,508	808	34.9%	
0	165	0	165	100.0%	29 R&R	609499	General/Librarianship New Orders	0	165	0	165	100.0%	
77,097	197,291	201,714	(4,423)	-2.2%			Subtotal	77,097	197,291	201,714	(4,423)	-2.2%	
(77,097)	(197,291)	(201,714)	4,423	-2.2%	15 FIN	690000	Library Materials Transferred to Assets	(77,097)	(197,291)	(201,714)	4,423	-2.2%	
0	0	0	0	0.0%			Balance	0	0	0	0	0.0%	
Facilities:													
2,850	2,889	3,160	(271)	-9.4%	39 FAC	801005	Repair & Maintenance	2,850	2,889	3,160	(271)	-9.4%	
822	2,000	412	1,588	79.4%	39 FAC	801010	Building Services	822	2,000	412	1,588	79.4%	Timing of required building services.
0	1,292	1,927	(635)	-49.1%	39 FAC	801015	Cleaning Supplies	0	1,292	1,927	(635)	-49.1%	
11,149	11,000	12,070	(1,070)	-9.7%	39 FAC	801020	Electricity & Water	11,149	11,000	12,070	(1,070)	-9.7%	
1,247	1,250	0	1,250	100.0%	39 FAC	801025	Elevator Maintenance	1,247	1,250	0	1,250	100.0%	Change in vendor
4,026	2,375	3,806	(1,431)	-60.3%	39 FAC	801030	Heating & Cooling	4,026	2,375	3,806	(1,431)	-60.3%	Usage higher than anticipated for cool water due to hot weather
20,784	22,862	21,071	1,791	7.8%	15 FIN	801035	Insurance	20,784	22,862	21,071	1,791	7.8%	Broker's estimate was conservative
8,421	8,755	9,074	(319)	-3.6%	39 FAC	801040	Janitorial Services	8,421	8,755	9,074	(319)	-3.6%	
1,050	1,200	1,050	150	12.5%	39 FAC	801045	Landscaping	1,050	1,200	1,050	150	12.5%	
14,200	13,500	3,920	9,580	71.0%	39 FAC	801050	Security	14,200	13,500	3,920	9,580	71.0%	Timing of payment.
815	1,300	10,465	(9,165)	-705.0%	39 FAC	801060	Room Rental Expenses	815	1,300	10,465	(9,165)	-705.0%	Private event will be offset by payment when received
112	953	4,678	(3,725)	-390.9%	39 FAC	801065	Special Events Expenses	112	953	4,678	(3,725)	-390.9%	Trustee event.
0	160	0	160	100.0%	39 FAC	801100	Furniture & Appliances (<3K)	0	160	0	160	100.0%	
0	300	0	300	100.0%	39 FAC	801110	Equipment (<3K)	0	300	0	300	100.0%	
0	375	0	375	100.0%	39 FAC	801115	Building Alterations (<3K)	0	375	0	375	100.0%	
220	325	610	(285)	-87.8%	39 FAC	801120	Delivery & Postage	220	325	610	(285)	-87.8%	
254	254	615	(361)	-142.1%	39 FAC	801125	Kitchen supplies	254	254	615	(361)	-142.1%	
65,950	70,790	72,858	(2,067)	-2.9%			Subtotal	65,950	70,790	72,858	(2,067)	-2.9%	
Technology:													
4,197	1,093	1,057	36	3.3%	33 TECH	801210	Software Maintenance	4,197	1,093	1,057	36	3.3%	
0	1,191	825	365	30.7%	33 TECH	801212	Hardware Maintenance	0	1,191	825	365	30.7%	
0	1,550	0	1,550	100.0%	33 TECH	801215	Software (<\$3k)	0	1,550	0	1,550	100.0%	
0	1,000	0	1,000	100.0%	33 TECH	801220	Hardware (<\$3k)	0	1,000	0	1,000	100.0%	
0	0	0	0	0.0%	33 TECH	801225	Computer Supplies	0	0	0	0	0.0%	
3,560	3,750	3,702	48	1.3%	33 TECH	801230	Integrated Library System	3,560	3,750	3,702	48	1.3%	
945	945	2,718	(1,773)	-187.6%	39 FAC	801235	Telecommunications	945	945	2,718	(1,773)	-187.6%	Timing variance.
0	0	0	0	0.0%	33 TECH	801245	Tech & Data - Misc	0	0	0	0	0.0%	
0	0	56	(56)	0.0%	33 TECH	801250	Services	0	0	56	(56)	0.0%	
8,701	9,529	8,358	1,171	12.3%			Subtotal	8,701	9,529	8,358	1,171	12.3%	
General:													
512	512	590	(78)	-15.2%	15 FIN	801310	Bank Charges	512	512	590	(78)	-15.2%	
635	725	657	68	9.4%	35 CMS	801315	Bibliographical Services	635	725	657	68	9.4%	
0	0	0	0	0.0%	35 CMS	801320	Binding	0	0	0	0	0.0%	
122	3,108	0	3,108	100.0%	17 EXEC	801325	Board Expense	122	3,108	0	3,108	100.0%	Included in Special Events expense
0	50	99	(49)	-99.0%	37 COM	801330	Staff meals & events	0	50	99	(49)	-99.0%	
695	730	496	234	32.0%	15 FIN	801335	Supplies - Office	695	730	496	234	32.0%	
1,776	1,309	559	750	57.3%	35 CMS	801337	Supplies - Library materials	1,776	1,309	559	750	57.3%	
0	125	0	125	100.0%	37 COM	801340	Stationery, business cards, etc.	0	125	0	125	100.0%	
0	0	0	0	0.0%	25 P&P	801365	Grant Application Expenses	0	0	0	0	0.0%	
1,521	1,521	379	1,142	75.1%	27 CIRC	801370	Copy Center Expense	1,521	1,521	379	1,142	75.1%	
0	0	4	(4)	0.0%	15 FIN	801375	General - Misc	0	0	4	(4)	0.0%	

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

Jul 13 Actual	July 2014				FY 2013-14 YTD	FY 2014-15 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	1,307	(1,307)	0.0%	15 FIN 801390	Course Expenses	0	0	1,307	(1,307)	0.0%	Offset by parking revenue and course registration income
0	0	0	0	0.0%	15 FIN 801395	Friends of Law Library	0	0	0	0	0.0%	
5,261	8,080	4,091	3,989	49.4%		Subtotal	5,261	8,080	4,091	3,989	49.4%	
						Professional Development:						
1,110	1,800	2,471	(671)	-37.3%	ALL 803105	Travel	1,110	1,800	2,471	(671)	-37.3%	Timing variance. FY 2015 Budget 4,800.
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
10	175	340	(165)	-94.3%	ALL 803115	Membership dues	10	175	340	(165)	-94.3%	AALL membership dues. Timing variance.
2,795	1,099	1,647	(548)	-49.9%	ALL 803120	Registration fees	2,795	1,099	1,647	(548)	-49.9%	AALL timing variance
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
3,915	3,074	4,458	(1,384)	-45.0%		Subtotal	3,915	3,074	4,458	(1,384)	-45.0%	
						Communications & Marketing:						
0	200	0	200	100.0%	37 COM 803205	Services	0	200	0	200	100.0%	
0	100	0	100	100.0%	37 COM 803210	Collateral materials	0	100	0	100	100.0%	
600	500	104	396	79.3%	37 COM 803215	Advertising	600	500	104	396	79.3%	
0	285	0	285	100.0%	37 COM 803220	Trade shows & Outreach	0	285	0	285	100.0%	
600	1,085	104	981	90.5%		Subtotal	600	1,085	104	981	90.5%	
						Travel & Entertainment						
0	0	12	(12)	0.0%	ALL 803305	Travel	0	0	12	(12)	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
54	305	190	115	37.8%	ALL 803320	Ground transportation & mileage reimb	54	305	190	115	37.8%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
54	305	202	103	33.9%		Subtotal	54	305	202	103	33.9%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	0	0	0	0	0.0%	
0	3,333	1,338	1,996	59.9%	17 EXEC 804008	Consulting Services	0	3,333	1,338	1,996	59.9%	HR consulting. Timing of payment.
180	833	0	833	100.0%	17 EXEC 804010	Legal	180	833	0	833	100.0%	
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
180	4,166	1,338	2,829	67.9%		Subtotal	180	4,166	1,338	2,829	67.9%	
						Depreciation:						
243,106	245,862	245,051	811	0.3%	15 FIN 806105	Depreciation - Library Materials	243,106	245,862	245,051	811	0.3%	
31,976	29,759	30,694	(935)	-3.1%	15 FIN 806110	Depreciation Exp - FF&E	31,976	29,759	30,694	(935)	-3.1%	
275,081	275,620	275,745	(124)	0.0%		Subtotal	275,081	275,620	275,745	(124)	0.0%	
704,127	708,366	699,802	8,564	1.2%		Total Expense	704,127	708,366	699,802	8,564	1.2%	
(17,193)	(41,518)	29,992	71,511	172.2%		Net Income Before Extraordinary Items	(17,193)	(41,518)	29,992	71,511	172.2%	
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
(17,193)	(41,518)	29,992	71,511	-172.2%	999500	Net Income Including Extraordinary Items	(17,193)	(41,518)	29,992	71,511	-172.2%	
						Capital Expenditures:						
0	0	3,619	(3,619)	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	3,619	(3,619)	0.0%	Microfiche cabinet & shelves truck (adequate funding in annual budget)
0	0	0	0	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	
0	0	3,619	(3,619)	0.0%		Total - Capitalized Expenditures	0	0	3,619	(3,619)	0.0%	
						Full-Time Equivalent Employees:			0.0	0.0%		

Los Angeles Law Library
Statement of Cash Flows
As of July 31, 2014
(Provisional and subject to year-end audit adjustments)

	7/31/2014	YTD
Cash flows from operating activities		
LA Superior court fees	574,774	574,774
Parking fees	54,116	54,116
Library services	40,604	40,604
(Increase) decrease in accounts receivable	(97,994)	(97,994)
Increase (decrease) in borrowers' deposit	809	809
Cash received from filing fees and services	572,309	572,309
Facilities	(72,858)	(72,858)
Technology	(8,358)	(8,358)
General	(4,091)	(4,091)
Professional development	(4,458)	(4,458)
Communications & marketing	(104)	(104)
Travel & entertainment	(202)	(202)
Professional services	(1,338)	(1,338)
(Increase) decrease in prepaid expenses	(231,599)	(231,599)
Increase (decrease) in accounts payable	191,822	191,822
Increase (decrease) in other liabilities	(340)	(340)
Cash payments to suppliers for goods and services	(131,525)	(131,525)
Staff	(332,650)	(332,650)
Increase (decrease) in payroll liabilities	977	977
Increase (decrease) in accrued sick and vacation liability	(3,331)	(3,331)
Increase (decrease) in OPEB liability	23,150	23,150
Cash payments to employees for services	(311,854)	(311,854)
Contributions received	85,000	85,000
Net cash from operating activities	213,929	213,929
Cash flow from capital and related financing activities		
Library materials	(201,714)	(201,714)
Fixed assets	(3,619)	(3,619)
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment earnings	1,274	1,274
Net cash increase (decrease) in cash and cash equivalents	9,870	9,870
Cash and cash equivalents, at beginning of period	3,836,454	3,836,454
Cash and cash equivalents, at end of period	3,846,324	3,846,324
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	54,691	54,691
Adjustments for noncash effects:		
Depreciation	275,745	275,745
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(97,994)	(97,994)
(Increase) decrease in prepaid expenses	(231,599)	(231,599)
Increase (decrease) in accounts payable	191,822	191,822
Increase (decrease) in other liabilities	(340)	(340)
Increase (decrease) in payroll liabilities	977	977
Increase (decrease) in accrued sick and vacation liability	(3,331)	(3,331)
Increase (decrease) in borrowers' deposit	809	809
Increase (decrease) in OPEB liability	23,150	23,150
Net cash from operating activities	213,929	213,929

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2014 - August 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 1	SYNCB AMAZON	COMPUTER SUPPLIE	538.87	027487
	AMERICAN EXPRESS	BUSINESS CARD	2,090.45	027488
	AMERICAN EXPRESS	TRAVEL	1,141.03	027489
	LOS ANGELES COUNTY	SERVICES	56.00	027490
	CHANNA CAJERO	MILEAGE	19.32	027491
	COUNTY OF LOS ANGELES	BANK CHARGES	60.02	027492
	COSTCO WHOLESALE MEMBERSHIP	MEMBERSHIP	56.43	027493
	ESTHER EASTMAN	MILEAGE	27.97	027494
	GOURMET COFFEE SERVICE	VENDING SUPPL	614.85	027495
	INFINISOURCE INC	HR ADMIN	75.00	027496
	CHRISTINE R LANGTEAU	MILEAGE	49.73	027497
	SANDRA J LEVIN	REIMBURSEMENT	587.12	027498
	SONNY LEW	MILEAGE	67.55	027499
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	027500
	METROLINK	TMP	1,748.50	027501
	OFFICE DEPOT	SUPPLIES - OFFICE	431.89	027502
	RALPH STAHLBERG	TRAVEL	355.94	027503
	STATE COMPENSATION INSURANCE FUND	PREPAID INS	6,981.58	027504
	JAYE B STEINBRICK	REIMBURSEMENT	480.60	027505
	SYNCB AMAZON	BOOKS	225.89	027506
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	612.12	027507
	BLOOMBERG BNA	BOOKS	494.50	027508
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	143.65	027509
	CARSWELL COMPANY LTD	BOOKS	313.75	027510
	CCH INCORPORATED	BOOKS	164.96	027511
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,816.68	027512
	COUTTS LIBRARY SERVICES	BOOKS	1,038.20	027513
	OTTO HARRASSOWITZ	BOOKS	1,581.24	027514
	INGRAM LIBRARY SERVICES	BOOKS	57.80	027515
	JOURNAL OF THE PATENT AND TRADEMARK	BOOKS	65.00	027516
	LIBRERIA LINARDI Y RISSO A LINARDI	BOOKS	410.43	027517
	PRACTISING LAW INSTITUTE	BOOKS	792.48	027518
	PROCESS SERVER INSTITUTE	BOOKS	100.00	027519
	SASKATCHEWAN QUEENS PRINTER	BOOKS	171.28	027520
	UNITED NATIONS PUBLICATIONS	BOOKS	243.73	027521
YBP LIBRARY SERVICES	BOOKS	2,273.98	027522	
August 4	ANTHEM BLUE CROSS	COBRA	637.08	027523
August 6	AT&T	TELECOM	405.93	027524
	AT&T MOBILITY	TELECOM	178.86	027525
	BANDWIDTH.COM, INC.	TELECOM	321.10	027526
	COUNTY OF LOS ANGELES	HEAT/COOL	4,491.86	027527
	L A DEPT WATER & POWER	WATER/SEWER	606.19	027528

33,938.53

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2014 - August 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 8	MEGAPATH	TELECOM	71.47	027529
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	027530
	TIME WARNER CABLE	TELECOM	1,200.00	027531
	MEGAPATH	TELECOM	357.05	027532
August 12	B PAUL HUSBAND	REFUND	140.00	027533
August 18	CLEAN SOURCE, INC.	DELIVERY/POSTAGE	1,926.71	027534
	FEDEX	DELIVERY/POSTAGE	32.43	027535
	GOLDEN STATE OVERNIGHT	DELIVERY/POSTAGE	98.78	027536
	KONICA MINOLTA BUSINESS	COPY CENTER	922.43	027537
	RICHARD ORTEGA	TRAVEL	37.18	027538
	PUBLIC COUNSEL	COURSE REGISTRAT	285.26	027539
	SCHINDLER ELEVATOR CORP.	REPAIR & MAINTENA	734.13	027540
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	222.08	027541
	VALLEY WIDE AIR	REPAIR & MAINTENA	200.00	027542
	AMERICAN BAR ASSOCIATION	BOOKS	1,727.10	027543
	AMERICAN BANKRUPTCY INSTITUTE	BOOKS	95.00	027544
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	265.35	027545
	BANKS & JORDAN	BOOKS	93.19	027546
	BOOK HOUSE INC	BOOKS	454.72	027547
	BUILDERS BOOK INC BOOKSTORE	BOOKS	330.66	027548
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	345.06	027549
	CLAITORS LAW BOOKS & PUBLISHING DIV	BOOKS	105.77	027550
	COUTTS LIBRARY SERVICES	BOOKS	2,413.04	027551
	DORILA CORREA CARLOS E GIBBS	BOOKS	3,345.00	027552
	JURIS PUBLISHING INC	BOOKS	59.50	027553
	JURISNET LLC	BOOKS	510.50	027554
	LRP PUBLICATIONS	BOOKS	1,415.00	027555
	METROPOLITAN NEWS COMPANY	BOOKS	542.82	027556
	OXFORD UNIVERSITY PRESS	BOOKS	249.22	027557
	PRACTISING LAW INSTITUTE	BOOKS	328.92	027558
	SELDEN SOCIETY	BOOKS	180.00	027559
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	5,351.60	027560
	UNITED NATIONS PUBLICATIONS	BOOKS	25.71	027561
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	375.00	027562
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,911.04	027563
	BLOOMBERG BNA	BOOKS	273.33	027564
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,816.95	027565
CONTINUING EDUCATION OF THE BAR CAL	BOOKS	3,468.03	027566	
COUTTS LIBRARY SERVICES	BOOKS	564.41	027567	
COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	027568	
JURIS PUBLISHING INC	BOOKS	79.50	027569	
ALM MEDIA LAW JOURNAL PRESS	BOOKS	152.79	027570	

75,510.70

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2014 - August 31, 2014 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 25	MUNICIPAL CODE CORPORATION	BOOKS	200.00	027571
	PRACTISING LAW INSTITUTE	BOOKS	366.52	027572
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	493.50	027573
	YBP LIBRARY SERVICES	BOOKS	1,413.70	027574
	AMERICAN EXPRESS	BUSINESS CARD	6,629.91	027575
	STATE BOARD OF EQUALIZATION	USE TAX	1,530.00	027576
	CORCORAN QUALITY GRAPHICS	COLLATERAL MATER	103.55	027577
	GUARDIAN	PREPAID EXP	8,983.48	027578
	INFINISOURCE INC	HR ADMIN	75.00	027579
	KAPCO	SUPPLIES - LIB MATE	559.13	027580
	MANAGE EASE INCORPORATED	CONSULTING	2,675.00	027581
	OCLC INC	BIBLIOGRAPHICAL S	657.01	027582
	OFFICE DEPOT	SUPPLIES - OFFICE	177.23	027583
	PACER SERVICE CENTER	DOC DEL	250.48	027584
	PARKING CONCEPTS INC	COURSE REGISTRAT	991.00	027585
	PEOPLEG2	RECRUITMENT	88.99	027586
ROMERO MAINTENANCE CO.	REPAIR & MAINTENA	50.00	027587	
August 27	SOURCE ONE OFFICE PRODUCTS, INC	PREPAID EXP	104.40	027588
	AMALITSA ANASTASIOU	REFUND	116.00	027589
	RANDA S REID	REFUND	70.00	027590
	ROBERT CHARLES WALKER	REFUND	122.00	027591
August 29	ANA YERVAND	REFUND	72.00	027592
	ANTHEM BLUE CROSS	COBRA	637.08	027593

101,676.68

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2014 - August 31, 2014 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 1	KEENAN & ASSOCIATES	PREPAID INS	250,610.82	TS00205714
	CALPERS	PREPAID INS	50,625.96	TS00205714
August 11	L A DEPT WATER & POWER	ELECTRIC/FIRE	21,822.17	TS00206146
August 29	LEXISNEXIS ONLINE SERVICES	BOOKS	31,200.00	TS00207120
	THOMSON REUTERS	BOOKS	91,629.50	TS00207120
	CALPERS	PREPAID EXP	50,459.84	TS00207120
			496,348.29	

MEMORANDUM

DATE: September 23, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Amendment to Section 13.3, Health Insurance, of the Employee Handbook and Personnel Policies Manual

BACKGROUND AND DISCUSSION

In August 2014, the Board approved an amended Employee Handbook and Personnel Policies Manual. Unfortunately, some of the old language relating to the cap on the employer-paid portion of healthcare premiums was not deleted.

Specifically, the Board approved motions (August 2013 for non-management and September 2013 for management) to cap the employer-paid portion of healthcare premiums for unrepresented employees to bring them into alignment with SEIU represented employees. These motions were confirmed by resolution of the Board in October 2013 and submitted to CalPERS. Some of the language in the Handbook was amended to reflect this change, but one reference to the old cap for unrepresented employees was inadvertently left in.

Accordingly, a redlined, amended Section 13.3 of the Employee Handbook and Personnel Policies Manual regarding Health Insurance is attached deleting the outdated language and fully reflecting and incorporating the Board's prior action.

RECOMMENDATION

Staff recommends the Board approve the amended Section 13.3, Health Insurance, Employee Handbook and Personnel Policies Manual, incorporating prior decisions regarding the cap on healthcare premium reimbursement.



13.3 HEALTH INSURANCE

The Library participates in CalPERS Health Plan. Full-time Employees will be eligible to enroll in medical benefits the 1st of the month following 30 days from their date of hire. If the employee fails to enroll during their initial eligibility period, they may still elect coverage within 60 days from their date of hire and coverage will become effective the 1st of the month following the date the application is received.

~~The Library pays the full premium cost for full-time non-represented employees and one half (50%) the premium cost for their enrolled dependents. The employee is responsible for paying the balance through payroll deduction.~~

For eligible employees, the Library will pay up to the full cost of the 2011 premium of the highest CALPERS LA Region Group Health HMO plan offered and one half (50%) of the cost of any increase to that plan premium. In addition, the Library will pay up to one half (50%) of the cost of 2011 premiums of the highest CalPERS LA Region Group Health Insurance HMO plan for dependents, plus one half (50%) of the cost of any increase to dependent premiums for that plan. The employee is responsible for paying the balance through payroll deduction.

For part-time branch assistants, the Library contributes one half (50%) of the cost of 2011 premiums of the highest CalPERS LA Region Group Health Insurance HMO plan for single coverage. The Library does not contribute toward dependent or family coverage for part-time branch assistants.

Other part-time library employees are not eligible for medical insurance coverage unless they meet the eligibility requirements as defined by the Patient Protection and Affordable Care Act (PPACA).

Information and enrollment forms, as well as booklets containing details of the CalPERS Health Plan may be obtained from HR. Refer to the actual plan document and description if you have specific questions regarding this benefit plan. Those documents are controlling.

Employees may adjust coverage during CalPERS' designated open enrollment periods or upon a change in family status. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, dependent reaching the age of 26 or termination of employment of your spouse or registered domestic partner.

Upon separation from the Library, employees may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy or applicable state and federal law. Eligible dependents enrolled at the time of separation may also be entitled to continuation or conversion of the group health insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Section 13.11, COBRA* or contact HR.

MEMORANDUM

DATE: September 23, 2014

TO: Board of Law Library Trustees

FROM: John Kohl, Finance Director

VIA: Sandra J. Levin, Executive Director

RE: Approval of BCA Watson Rice LLP Engagement Letter to Audit the Law Library's Financial Statements for FY2013-14

SUMMARY

Staff recommends that the Board of Trustees approve BCA Watson Rice LLP engagement letter to audit the Law Library's financial statements for the fiscal year ended 6/30/14.

ANALYSIS AND DETAIL

BCA Watson Rice LLP (formerly known as Bazillo Cobb and Associates), the Law Library's outside financial auditor since FY2007-08, has proposed terms and conditions to audit the Law Library's financial statements for the fiscal year ended 6/30/14 (see attached). Except for the name change, dates and fee amount, the body of the proposed letter is identical to last year's letter.

BCA Watson Rice LLP has proposed a fixed fee of \$16,000 which is \$500 more than their fee for last year's audit. The amount budgeted for the financial audit is \$17,000. In order to keep the audit on schedule, field work has commenced. Pursuant to the Library's Governance Resolution, however, the Board must ratify the engagement and will be responsible for approving the audit report that results. The audit report is expected to be presented to the Board at its October or November 2014 meeting.

Although happy with BCA Watson Rice's performance and product to date, due to the passage of time, Staff intends to seek competing bids from the County's list of approved auditors prior to the audit of the next fiscal year's financial statements.

RECOMMENDATION

Staff recommends that the Board approve the attached engagement letter.





21250 Hawthorne Blvd. Suite 150
Torrance, CA 90503
www.bcawatsonrice.com

Telephone: 310.792.4640
Facsimile: 310.792.4331

August 26, 2014

Ms. Sandra Levin
Executive Director
Los Angeles County Law Library
301 West First Street
Los Angeles, CA 90012-1340

Dear Ms. Levin:

BCA Watson Rice LLP is pleased to confirm our understanding of the audit services we are to provide the Los Angeles County Law Library (“the Law Library”) for the year ended June 30, 2014. We will audit the financial statements of the Law Library as of and for the year ended June 30, 2014. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to accompany the Law Library’s basic financial statements. As part of our engagement, we will apply certain limited procedures to the Law Library’s RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management’s Discussion and Analysis.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Law Library and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not

formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and are not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the Law Library is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will prepare a draft of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the Law Library and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3)

others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditor's is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Law Library's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of BCA Watson Rice LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of BCA Watson Rice LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Law Library. If we are aware

that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fixed fee for the completion of the audit is \$16,000 and will be billed as work progresses and is based on the projected amount of time required plus out-of-pocket expenses. Invoices are payable upon presentation. The fixed fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. If the LA Law Library terminates the engagement, the LA Law Library only pays for the work completed to date and BCA Watson Rice LLP will provide the data and documentation of the work completed prior to termination for which the LA Law Library is charged.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BCA Watson Rice LLP

By:



Michael de Castro
Managing Partner

RESPONSE:

This letter correctly sets forth the understanding of the Los Angeles County Law Library.

Ms. Sandra Levin
Executive Director

Date

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Annual Report to the Board of Supervisors, Fiscal Year 2013-14.
- 4.2 Status Report Regarding Global Collection in Reading Room.

301 West First Street
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BOARD OF TRUSTEES

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Sandra J. Levin
Executive Director

September 23, 2014

Sachi A. Hamai, Executive Officer
Board of Supervisors of the County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Ms. Hamai:

Enclosed, please find the Annual Report of the Board of Law Library Trustees to the Board of Supervisors of the County of Los Angeles for the July 1, 2013 – June 30, 2014 Fiscal Year. The Board of Trustees wishes to assure the Board of Supervisors that the Los Angeles County Law Library stands ready to satisfy the Board's legal information needs and those of its staff and constituents, as well as the needs of County departments.

The Board of Trustees also wishes to thank the County of Los Angeles for its assistance during the reported Fiscal Year.

Sincerely,

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

Enclosure: (1) Annual Report to the Board of Supervisors (Fiscal year 2013-14)

Cc: Wendy Watanabe, Auditor-Controller

LALAWLIBRARY



TO THE HONORABLE BOARD OF SUPERVISORS
OF LOS ANGELES COUNTY, CALIFORNIA

The Board of Law Library Trustees of Los Angeles County presents to you its Annual Report for the Fiscal Year ending June 30, 2014.

The Board is composed of the following members:

Hon. Ann I. Jones <i>President</i>	- Judge of the Superior Court
---------------------------------------	-------------------------------

Hon. Mark A. Juhas <i>Vice-President</i>	- Judge of the Superior Court
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Hon. Michelle W. Court	- Judge of the Superior Court
Hon. Dennis J. Landin	- Judge of the Superior Court
Hon. Reva G. Goetz	- Judge of the Superior Court
Kenneth D. Klein	- Attorney at Law
Susan Steinhauser	- Attorney at Law

The Board is staffed by:

Sandra J. Levin	- Executive Director & Secretary to the Board
-----------------	--

ANNUAL FINANCIAL STATEMENT
of the
Secretary of the Board of Law Library Trustees
of
Los Angeles County

Sandra J. Levin, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Section 6350 of the Business and Professions Code, presents to the Honorable Board, an Annual Financial Statement, as Secretary of said Law Library Board, for the Fiscal Year ending on the 30th day of June, 2014.



Los Angeles Law Library
 Balance Sheet
 As of June 30, 2014
 (Provisional and subject to year-end audit adjustments)

	2014	2013
Assets		
Current Assets		
Cash and cash equivalents	3,533,474	8,626,122
Accounts receivable	1,498,973	1,497,101
Prepaid expenses	164,660	399,474
Total current assets	5,197,107	10,522,697
Investments		
CaIPERS CERBT Trust Fund	40,647	0
UBS Zero Coupon Treasury Fund	3,997,438	0
Total Investments	4,038,085	0
Restricted cash and cash equivalents	302,980	261,139
Capital assets, not being depreciated	583,433	580,333
Capital assets, being depreciated - net	23,100,529	23,462,542
Total assets	33,222,134	34,826,711
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	268,931	233,134
Other liabilities	-	11,218
Payroll liabilities	12,894	28,627
Total current liabilities	281,825	272,980
Accrued sick and vacation liability	381,734	420,789
Borrowers' deposit	302,006	290,942
OPEB obligation	(200,378)	1,740,966
Total liabilities	765,187	2,725,677
Net assets		
Invested in capital assets, net of related debt	23,683,962	24,042,875
Unrestricted	8,772,985	8,058,158
Total net assets	32,456,947	32,101,034
Total liabilities and net assets	33,222,134	34,826,711



Los Angeles Law Library

Income Statement for the Period Ended June 30, 2014

(Provisional and subject to year-end audit adjustments)

	2014	2013
Income		
L.A. Superior Court Fees	7,112,614	7,684,540
Interest	51,601	64,287
Parking	618,386	556,181
Library Services	563,326	420,308
Total Income	8,345,928	8,725,316
Expense		
Staff	4,046,959	4,217,082
Library Materials	3,025,718	3,400,721
Lib Materials Transferred to Assets	-3,025,718	-3,400,721
Facilities	761,907	818,430
Technology & Data	113,847	123,805
General	106,453	114,938
Professional Development	16,759	33,234
Communications & Marketing	9,587	26,675
Travel & Entertainment	1,827	3,545
Professional Services	36,593	78,188
Depreciation	3,266,848	3,412,816
Total Expenses	8,360,780	8,828,711
Net Income	-14,852	-103,395
Extraordinary Income	711,775	0
Extraordinary Expense	279,570	1,270,607
Unrealized Investment Gain/Loss	-2,617	0
OPEB Expense	58,656	291,978
Net Income (Loss) Including Extraordinary Items	356,081	-1,665,980
Capitalized Expenditures	65,523	367,208
Full-Time Equivalent Employees	50.16	54.87



Los Angeles Law Library

Statement of Cash Flows

As of Jun 30, 2014

(Page 1 of 2)

(Provisional and subject to year-end audit adjustments)

	2014
Cash flows from operating activities	
LA Superior court fees	7,112,614
Parking fees	618,386
Library services	1,099,494
(Increase) decrease in accounts receivable	(1,872)
Increase (decrease) in borrowers' deposit	11,064
Cash received from filing fees and services	8,839,685
Facilities	(761,907)
Technology & data	(113,847)
General	(193,369)
Professional development	(16,759)
Communications & marketing	(9,587)
Travel & entertainment	(1,827)
Professional services	(36,593)
(Increase) decrease in prepaid expenses	234,814
Increase (decrease) in accounts payable	35,797
Increase (decrease) in other liabilities	(11,218)
Cash payments to suppliers for goods and services	(874,497)
Staff	(4,111,862)
Increase (decrease) in payroll liabilities	(15,733)
Increase (decrease) in accrued sick and vacation liability	(39,055)
Increase (decrease) in OPEB liability	(1,941,344)
Cash payments to employees for services	(6,107,994)
Contributions received	134,961
Net cash from operating activities	1,992,156
Cash flow from capital and related financing activities	
Library materials	(3,025,718)
Fixed assets	(65,523)
Capital - Work in Progress (WIP)	(3,100)



Los Angeles Law Library

Statement of Cash Flows

As of Jun 30, 2014

(Page 2 of 2)

(Provisional and subject to year-end audit adjustments)

	2014
Cash flows from investing activities	
Investment earnings	51,546
UBS Zero Coupon Treasury Fund	<u>(4,000,000)</u>
Net cash increase (decrease) in cash and cash equivalents	(5,050,639)
Cash and cash equivalents, at beginning of period	<u>8,887,261</u>
Cash and cash equivalents, at end of period	3,836,622
Reconciliation of Operating Income to Net Cash from Operating Activities	
Operating income	266,450
Adjustments for noncash effects:	
Depreciation	3,266,848
Extraordinary expense: book write-off	186,407
Changes in operating assets and liabilities:	
(Increase) decrease in accounts receivable	(1,872)
(Increase) decrease in prepaid expenses	234,814
Increase (decrease) in accounts payable	35,797
Increase (decrease) in other liabilities	(11,218)
Increase (decrease) in payroll liabilities	(15,733)
Increase (decrease) in accrued sick and vacation liability	(39,055)
Increase (decrease) in borrowers' deposit	11,064
Increase (decrease) in OPEB liability	<u>(1,941,344)</u>
Net cash from operating activities	<u>1,992,156</u>



INTRODUCTORY INFORMATION

For over 120 years the Los Angeles County Law Library (“LA Law Library”) has served the Los Angeles County government, legal and business communities and the general public, including self-represented litigants.

Today, LA Law Library has become:

- The largest public Law Library in the United States other than the Law Library of Congress;
- A vibrant community education center, offering classes for attorneys, paralegals, librarians and the public;
- The curator and cultivator of nearly one million volume equivalents -- including one of the nation’s most comprehensive global law collections covering more than 200 countries;
- A navigator facilitating access to the legal system for those who do not have or cannot afford legal representation; and
- A leader in providing public access to legal knowledge

LA Law Library is a global leader in providing state-of-the-art legal research combined with nearly one million volume equivalents of primary and practice materials, including Federal and State resources, a comprehensive California law collection and one of the nation’s largest Global Law collections with nearly 300,000 volumes of foreign, international and comparative law.

LA Law Library serves more than 50 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of the Library’s many partners and donors.



LOCATIONS AND HOURS

The Main Law Library is located in the Mildred L. Lillie Building at First & Hill, 301 West First Street, Los Angeles, California, across the street from the Stanley Mosk Courthouse of the Los Angeles Superior Court. The Main Library includes approximately 175,000 square feet and 35 miles of shelving. The Main Library's regular hours are from 8:30 a.m. until 6:00 p.m., Monday through Friday; and from 9:00 a.m. to 5:00 p.m. on Saturday.

The Law Library also has nine other locations throughout the County. A few of these locations have a solely electronic presence, called an eBranch, which is a walk-up computer-based, interactive research experience. eBranches users can contact LA Law Reference Librarians remotely via chat service, or during on-site office hours. The branch and partnership locations can be found in:

Four courthouse branch locations:

- Long Beach and Torrance (eBranch and staff)
- Norwalk and Pomona (eBranch only)

Five partnership locations:

- Los Angeles Public Library in Van Nuys
- Los Angeles County Public Libraries in Compton and Lancaster
- Pasadena Public Library
- The attorney lounge at the Los Angeles County Bar Association

At most branch and partnership locations, office hours and law librarian assistance are provided for four hours each week and classes are taught monthly.



PROGRAMS AND SERVICES

Reference Assistance: The Law Library provides reference and research assistance at the reference desk, by phone, mail, email and live web-chat. These services are available at no charge to attorneys, legal professionals, students and the general public.

Support Services: The Law Library makes available free public computers and Wi-Fi, as well as copiers, printers, typewriters, office supplies, document delivery and e-delivery for a small fee.

Classes and Programs: The reference staff teaches regular legal research classes to the public including classes on Lexis, WestlawNext, research using print sources, utilizing free legal internet sites, locating forms, and many more. The Law Library, supported by many partners within the legal community, also provides law-related informational and clinical classes and workshops for its diverse patron groups:

For Attorneys and Paralegals: Continuing Legal Education classes, including:

- Basic Research; Advanced Research; Ethics; Substance Abuse; Specialty Courses

For Self-Represented Individuals: workshops and clinics, including:

- Monthly: online legal research basics; name change workshop; expungement clinic; divorce options workshop; family law trial preparation; Lawyers in the Library (free consultations with volunteer lawyers)
- Occasional Series: Civil Lawsuit Basics; Problems with Money and Credit; Representing Yourself in Federal Court; Representing Yourself on Appeal



For Business People and Entrepreneurs: classes and workshops, including:

- Export University (regulations, laws and strategies for export businesses) sponsored by the L.A. Ports
- How to Form a Corporation/Non-Profit
- Landlord-Tenant Rights and Responsibilities

For Members of the Public and Legal Community: free community events, aimed at promoting legal research and equal access to justice throughout Los Angeles County:

- Law Week in May
- Pro Bono Week in October

Fiscal Year 2013-14 saw the greatest number of MCLE classes ever held at LA Law Library, the most diverse and well-attended events and many of new, successful partnerships with service providers throughout the County.

Members Program: The Law Library also provides a Members Program, which is an affordable fee-for-service program that provides a quiet work and meeting space adjacent to the downtown courthouses, unlimited access to the law collection and legal databases on-site, off-site access to certain databases, discounts on services, parking and priority reference service. The Members Program was successfully revamped to give members greater flexibility in choosing benefits, and improve the cost efficiency of the program. A more affordable option was created—and is the most popular to date—providing new lawyers with many of the basic services one needs when “hanging out a new law office shingle.”

Room Rentals: The Law Library rents private office space, conference rooms, classroom or Training Center and larger Reading Room for meetings and special events.



Tours: Library staff also gives tours of the Law Library and its resources to outside groups including bar associations, paralegal and law-related student groups and academic institutions. The Law Library also hosted field trips from several local high schools, leading students on explorations of the library's resources, holding panel discussions on legal issues relevant to teens, and hosting career talks where students got the chance to learn about different career paths available to them in the legal field.

LIBRARY USAGE

The Law Library is open to all members of the public. Patrons need not possess a library card to access the Collection. Additional services, such as borrowing materials and computer usage, require a library card, which come in several varieties, including borrower and non-borrower.

At the end of Fiscal Year 2013-14, there were 1,336 persons are registered as individual borrowers, including 984 attorneys. In addition, 219 law firm and business borrowers have identified 1,127 designated borrowers, including attorneys, librarians and messenger services. There are 350 judicial borrowers, 372 government borrowers, and 14 self-represented borrowers. At the end of Fiscal Year 2013-14 the Library also served 7,265 library cardholders without borrowing privileges.

During Fiscal Year 2013-14, the LA Law Library Reference staff fielded 40,635 requests for information, 28,166 of which were received at the Reference Desk. 8,973 requests were received by phone; 2,025 were email or live-chat; and 209 were letter requests, generally from the incarcerated. There were also 1,191 requests for Foreign & International information, 561 of which were web based. Recently added to Reference were eBranch statistics, 71 of which were received by chat or email. The questions came from a diverse group of users that includes self-represented litigants, attorneys, paralegals, judges, students and the general



public.

The circulation department is closely aligned with reference. The staff issues library cards, checks books in and out, responds to requests for computer sign-ups, places books on reserve and hold, handles questions about overdue fines and pages materials as needed from the library's closed stack areas. In Fiscal Year 2013-14, 24,005 in-person requests were handled by Circulation, 17,254 were at the desk and 6,751 of which were telephone requests. A total of 14,638 volumes were circulated.

In response to requests for materials and information, the LA Law Library provides document delivery and e-delivery services. 1,143 such requests were received in Fiscal Year 2013-14. The LA Law Library Copy Center responded to 12,542 requests and produced more than 237,566 photocopies.

The LA Law Library web site (www.lalawlibrary.org) was visited by more than 93,840 visitors in Fiscal Year 2013-14. The average number of daily visits was 512 with an average visit duration of 4:00 minutes. 98.73% of the visitors were from the United States; 1.27% of the visitors were from other countries.

The LA Law Library subscribes to 21 online legal databases. These databases, including Lexis, Westlaw, and most recently WestlawNext, are available free of charge at 22 public terminals located in the main library. The Law Library is a Wi-Fi ready facility with 20 multiplex table outlets throughout the reading room that enable library users to access the Law Library's website, as well as their own programs and documents through personal computers.



COLLECTION / ACQUISITIONS

Print Materials: During Fiscal Year 2013-14, the Main Library added 6,389 volumes; the Branch and Partnership locations added 187 volumes. During the same period, the library withdrew 4,026 volumes and media from the Main Library and 11,975 volumes from the Branch locations. At the end of Fiscal Year 2013-14, the total number of print volumes in the LA Law Library collection was 660,099. The Main Library held 658,408; the Branch locations held 1,691.

Non-print Materials: During Fiscal Year 2013-14, the main Library added 523,524 computer discs, 75 audio discs, and 2 video/DVDs. Additionally, the Law Library added 174 rolls of microfilm and 15,677 microfiche to the collection. At the end of the Fiscal Year 2013-14, the Library held 8,195 reels of microfilm, 1,360,327 microfiche, 1,329 computer discs, 1,283 audio discs, and 88 video/DVDs. The Branch locations do not maintain non-print collections.

Volume Equivalents: The volume equivalent of non-print materials is approximately 296,650.4 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 963,98.4 volumes representing 195,941 titles.

FUNDING

The majority of the Law Library's services are free of charge, including in-person access to the highly valuable collection, reference assistance and borrowing. Many other services, such as copying and book delivery are provided at cost.

County Law Libraries are funded by a formula established by the Legislature which allocates a small portion of the fees generated from initial civil filings in each county to that county's Law Library. Due to economic hardship and a significant decline in the number of filings statewide, these funds have decreased



precipitously in the past 6 years. LA Law Library specifically has experienced a decline in civil filing fee revenue of approximately \$3 million per year (more than 30% of its overall revenue). LA Law Library continues to try to develop additional revenue sources including fees for extraordinary library services (such as electronic delivery, room rentals, etc), programs (such as MCLE classes) and parking in the court-adjacent structure.

GIFTS

During Fiscal Year 2013-14, although many offers were given, due to duplication, the LA Law Library did not accept any gifts of legal materials, except for the following three donations: 1) a bilingual book suitable for Pro Se litigants entitled “Guia Bilingue Legal Para Todos/ Bilingual Legal Guide for All”, gifted by Monique Madrid; 2) A 2014 edition of the “*Martindale Hubbell Bar Register of Preeminent Lawyers*” gifted by librarian, George Boeck of Sheppard Mullin; AND 3) volume 6 of the 2013 title “*Islam, Sharia and Alternative Dispute Resolution: Mechanisms for Legal Redress in the Muslim Community*” gifted by Thomas Hall. In addition the Friends of the Los Angeles County Law Library donated \$135,000 in Fiscal Year 2013-14.

Respectfully submitted,

Sandra J. Levin, Executive Director & Secretary
Board of Law Library Trustees



ACKNOWLEDGEMENT

(SEAL)

By order of the Board of
Law Library Trustees of
Los Angeles County

Los Angeles, California

The Los Angeles County Law Library Board of Trustees desires to acknowledge the support and assistance given to the Law Library by the Los Angeles County Board of Supervisors during the past year.

Respectfully submitted,

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees



MEMORANDUM

DATE: September 23, 2014

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Status Report Regarding Global Collection in Reading Room

INTRODUCTION

LA Law Library is undertaking a project to enhance the visibility and utility of its extensive global law collection. To date, Global Law materials have been maintained in various sections of the Library, but only a small portion were available for the public in the main reading room (towards the rear next to the Annex). The construction of the new classroom space in the 70's section of the Reading Room provided a natural demarcation for a Global Law area and an opportunity to make the Global Collection more accessible.

BACKGROUND AND PROJECT DESCRIPTION

The new Global Reading Room (GRR) collection, comprising an additional 170 shelves, will better facilitate our patrons' legal research projects as legal practice becomes increasingly globalized. The GRR, which includes both circulating and non-circulating items, will enable patrons to access a significant collection of current primary law from around the world, such as codes and statutory compilations and U.S. treaties. The current secondary materials include case digests, encyclopedias, practice materials, multi-jurisdictional compendiums, dictionaries and abbreviation guides, and directories.

The GRR, located on the main floor of the library, will put one of the world's largest collections of foreign and international law at the fingertips of researchers. The expanded GRR contains materials from many jurisdictions, and specifically focuses on countries for which the library commonly receives reference requests, such as Canada, Mexico, England, Australia, New Zealand, China, Japan, South Africa, France, and Germany. Additionally, the GRR will feature unique materials held by the LA Law Library, for example, the laws of Kenya, Ghana, and The Gambia. Ultimately, the GRR should better serve our patrons, expose the depth and unique character of the Global Collection and support the increased demand for materials relating to cross-border litigation and other global legal research projects.



LOGISTICS

Although moving books around in the Library may sound like a simple task, it is in fact quite complicated. In order to establish the Global Reading Room area, other (duplicate) materials must be moved to the closed stacks upstairs, the global materials must be reviewed and GRR items selected, thousands of volumes have to be moved, each must be relabeled with new spine label, marked as either circulating or non-circulating and updated in the integrated library system to reflect new shelving location.

CONCLUSION

Staff will present the reasoning, goals and details of the plan. No action is requested, however the Board is invited to ask questions or discuss issues.

