

AGENDA

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

SPECIAL BOARD MEETING

Friday, February 27, 2015

12:15 PM

MILDRED L. LILLIE BUILDING

TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

I, Hon. Ann I. Jones, President, do hereby call a special meeting of the Board of Trustees of the Los Angeles County Law Library to be held at the time and place listed above to discuss the matters identified on this agenda.

Hon. Ann I. Jones, President

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 January 21, 2015, Regular Board Meeting.
- 3.2 Review of December 2014 Financials & January 2015 List of Checks and Warrants.
- 3.3 Transfer of Investment Authority from Finance Director to Finance Manager.

4.0 DISCUSSION ITEMS

- 4.1 Announcement of Upcoming Events, including Beacon of Justice Gala
- 4.2 Mid-Year Budget Review
- 4.3 Approval of Google Digitization Project
- 4.4 Approval of Finance Department Restructure

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 25, 2015.

POSTED FRIDAY, FEBRUARY 20, 2015 @ 12:00 P.M.

POSTED BY EUSTORGIO BARAJAS



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 21, 2015, Regular Board Meeting.
- 3.2 Review of December 2014 Financials & January 2015 List of Checks and Warrants.
- 3.3 Transfer of Investment Authority from Finance Director to Finance Manager.

**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.**

January 21, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 21, 2015 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 Reva Goetz
Judge Ann I. Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauer, Esquire

Trustees Absent:

Senior Staff Present:

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

Also Present:

John Kohl, Director, Finance
Ryan Metheny, Librarian, Programs & Partnerships
Lisa Curtin, HR Consultant, ManagEase, Inc.

President Jones 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

There were no requests to speak.

2.0 PRESIDENT'S REPORT

President Jones highlighted the Consent Calendar noting the detailed reports and specifically the intern program, employee handbook revision, and the strategic plan accountability report. President Jones also highlighted the upcoming global reading room grand opening reception.

Following the Presidents Report, ED Levin briefly introduced the internship program, its coordinators and some of the current interns.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the December 16, 2014, Regular Board Meeting.
- 3.2 Review of November 2014 Financials & December 2014 List of Checks and Warrants.
- 3.3 Review of Fiscal Year 2015 Statistics – Quarter 2.
- 3.4 Quarterly Strategic Plan Update.
- 3.5 Approval of Updated Job Descriptions (Library Clerk – Facilities; and Technology Manager).
Staff recommended that the Board approve the revised job descriptions.
- 3.6 Approval of Updated Employee Handbook & Personnel Policies Manual.
Staff recommended that the Board approve the revised Employee Handbook and Personnel Policies Manual dated January 21, 2015.
- 3.7 Acceptance of Cal Humanities Grant.
Staff recommended that the Board authorize the Executive Director to execute the grant agreement and commence the project.

President Jones inquired if there were any items on the Consent Calendar that the Board would like to pull for discussion. Trustee Steinhauser requested that Consent Items 3.4 and 3.7 be pulled.

With the exception of Consent Items 3.4 and 3.7, President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Juhas. the motion was unanimously approved, 7-0.

Pulled for Discussion:

- 3.4 Quarterly Strategic Plan Update.
Following discussion, the Board recommended that ED Levin bring back Digital Technology Objectives as a future agenda item.
- 3.7 Acceptance of Cal Humanities Grant.
Trustee Steinhauser briefly highlighted the award of the Cal Humanities Grant.

Following discussion of Consent Items 3.4 and 3.7, President Jones moved to approve Consent Item 3.4 and 3.7. So moved by Trustee Goetz, seconded by Trustee Juhas, the motion was unanimously approved, 7-0.

Per the President's prerogative, President Jones briefly resumed the President's Report:

President Jones announced the formation of a Financial Planning Committee appointing Trustees Juhas, Court and Goetz.

Following the brief announcement, ED Levin took a moment to introduce the Law Library's human resources consultant, Lisa Curtin. Ms. Curtin is with the company ManagEase, Inc., who provides on-site support since a 2013 restructure eliminated the in-house human resources position.

At this time, President Jones proceeded with the Agenda and moved into closed session for Agenda Items 4.1 and 4.2. All attendees vacated the room.

4.0 CLOSED SESSION

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

Open Session: The Board reconvened open session.

4.2 Conference with Labor Negotiator (G.C. 54957.6). Library negotiator: Board President, Hon. Ann I. Jones. Unrepresented employee: Executive Director

Open Session: The Board reconvened open session announcing that no instructions to the Labor Negotiator were necessary at this time.

5.0 DISCUSSION ITEMS

5.1 Discussion and Potential Action Regarding Increase to Executive Director Compensation.

During discussion, the Board highlighted the many accomplishments of ED Levin since her appointment including increased communication and transparency with the Board. The Board was also pleased with the increased visibility the Library has within the legal community.

Following, President Jones moved to approve a three percent (3%) increase to the Executive Director's current base compensation. So moved by Trustee Juhas, seconded by Trustee Goetz, the motion was unanimously approved, 7-0.

5.2 Update Regarding Programming for Businesses and Entrepreneurs.

ED Levin introduced and welcomed Ryan Metheny to the table

Metheny highlighted the Library's educational programming, mentioning its focus on attorneys, self-represented litigants and others doing legal research. Metheny specifically noted new programs that are focused toward small business owners such as the Export University program and the new upcoming small business series that will start in the summer. No action was taken.

6.0 AGENDA BUILDING

During the discussion of Consent Item 3.4, the Board recommended that ED Levin bring back to the Board a report of the Library's Digital Technology Objectives.

7.0 EXECUTIVE DIRECTOR REPORT

7.1 Potential Digitization Opportunity

ED Levin announced that she and the Senior Director, Jaye Steinbrick, have been meeting with representatives from Google with regard to the brief scanning project. ED Levin mentioned this was only a preliminary announcement and once the major details were worked out, a discussion and proposal would be brought to the Board, likely in February.

Trustees Landin and Goetz left the meeting at 1:21 p.m.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:23 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 25, 2015.

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

Los Angeles Law Library

Balance Sheet

As of December 31, 2014

(Provisional and subject to year-end audit adjustments)

	6/30/2014	12/31/2014	Change
Assets			
Current Assets			
Cash and cash equivalents	3,533,474	3,773,138	239,664
Accounts receivable	1,495,768	1,360,801	(134,967)
Prepaid expenses	164,660	223,943	59,283
Total current assets	5,193,902	5,357,882	163,980
Investments			
CalPERS CERBT Trust Fund	2,040,647	2,015,544	(25,102)
UBS Zero Coupon Treasury Fund	3,997,438	4,012,827	15,389
Total Investments	6,038,085	6,028,372	(9,713)
Restricted cash and cash equivalents			
Capital assets, not being depreciated	302,980	302,980	-
Capital assets, being depreciated - net	583,433	583,433	-
	23,100,529	22,508,747	(591,782)
Total assets	35,218,929	34,781,414	(437,515)
Liabilities and Net Assets			
Current Liabilities			
Accounts payable	311,176	146,912	(164,264)
Other liabilities	-	(1,874)	(1,874)
Payroll liabilities	12,894	15,409	2,515
Total current liabilities	324,070	160,447	(163,623)
Accrued sick and vacation liability			
Borrowers' deposit	381,734	338,363	(43,371)
OPEB obligation	302,006	310,877	8,871
	1,799,622	1,938,522	138,900
Total liabilities	2,807,432	2,748,210	(59,223)
Net assets			
Invested in capital assets, net of related debt	23,683,962	23,092,180	(591,782)
Unrestricted	8,727,535	8,941,024	213,489
Total net assets	32,411,497	32,033,204	(378,292)
Total liabilities and net assets	35,218,929	34,781,414	(437,515)

Los Angeles Law Library

Income Statement for the Period Ended December 31, 2014

(Provisional and subject to year-end audit adjustments)

Dec 13 Actual	December 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
Summary:											
Income											
533,206	520,409	461,119	(59,290)	-11.4%	L.A. Superior Court Fees	3,659,410	3,571,584	3,343,562	(228,022)	-6.4%	
4,057	33,675	(18,556)	(52,231)	-155.1%	Interest	24,555	72,803	(15,633)	(88,436)	-121.5%	
0	0	(5,802)	(5,802)	0.0%	UBS (Zero Coupon Treasury)	0	0	15,289	15,289	0.0%	
49,662	44,167	49,565	5,398	12.2%	Parking	338,327	265,000	329,813	64,813	24.5%	
19,038	27,116	20,630	(6,486)	-23.9%	Library Services	349,410	286,602	273,353	(13,249)	-4.6%	
605,964	625,367	506,955	(118,412)	-18.9%	Total Income	4,371,702	4,195,988	3,946,383	(249,605)	-5.9%	
Expense											
364,985	299,200	331,613	(32,413)	-10.8%	Staff	2,263,403	2,106,531	2,099,720	6,811	0.3%	
85,149	359,158	169,221	189,937	52.9%	Library Materials	829,518	1,662,897	1,034,776	628,120	37.8%	
(85,149)	(359,158)	(169,221)	(189,937)	52.9%	Library Materials Transferred to Assets	(829,518)	(1,662,897)	(1,034,776)	(628,120)	37.8%	
64,076	70,835	74,258	(3,423)	-4.8%	Facilities	393,714	432,347	415,579	16,768	3.9%	
9,860	11,767	10,317	1,450	12.3%	Technology	52,716	67,909	54,834	13,075	19.3%	
64,397	5,772	12,276	(6,504)	-112.7%	General	88,918	34,841	37,296	(2,455)	-7.0%	
1,015	200	6,816	(6,616)	-3308.0%	Professional Development	6,817	4,799	14,246	(9,447)	-196.9%	
250	835	0	835	100.0%	Communications & Marketing	2,975	6,460	244	6,216	96.2%	
246	210	192	18	8.6%	Travel & Entertainment	849	1,840	961	879	47.8%	
867	4,166	2,825	1,341	32.2%	Professional Services	20,844	40,998	30,863	10,135	24.7%	
276,473	286,678	281,430	5,248	1.8%	Depreciation	1,655,072	1,680,487	1,670,933	9,555	0.6%	
782,169	679,663	719,726	(40,063)	-5.9%	Total Expenses	4,485,309	4,376,212	4,324,675	51,537	1.2%	
(176,205)	(54,296)	(212,772)	(158,476)	-291.9%	Net Income	(113,607)	(180,224)	(378,292)	(198,068)	-109.9%	
0	0	0	0	0.0%	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	Extraordinary Expense	186,407	0	0	0	0.0%	
(176,205)	(54,296)	(212,772)	(158,476)	-291.9%	Net Income Including Extraordinary Items	(300,014)	(180,224)	(378,292)	(198,068)	-109.9%	
0	52,000	0	52,000	100.0%	Capitalized Expenditures	0	180,000	44,374	135,626	75.3%	

Los Angeles Law Library

Income Statement for the Period Ended December 31, 2014

(Provisional and subject to year-end audit adjustments)

Dec 13 Actual	December 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:														
533,206	520,409	461,119	(59,290)	-11.4%	15	FIN	303300	L.A. Superior Court Fees	3,659,410	3,571,584	3,343,562	(228,022)	-6.4%	Even though the FY 2015 Budget reflects a decrease in revenue as compared to FY 2014, December YTD revenue has decreased 6.4% compared to the FY 2015 Budget.
Interest:														
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	865	750	817	67	8.9%	
3,913	1,029	1,249	220	21.3%	15	FIN	312000	Interest - General Fund	22,829	6,175	7,314	1,139	18.4%	Greater than anticipated.
144	146	176	30	20.2%	15	FIN	313000	Interest - Deposit Fund	861	878	1,089	211	24.1%	
0	32,500	(20,041)	(52,541)	-161.7%	15	FIN	313100	Interest - CalPERS CERBT	0	65,000	(25,102)	(90,102)	-138.6%	Decreased compared to November 2014.
0	0	60	60	0.0%	15	FIN	313200	Interest - Bonds	0	0	250	250	0.0%	
4,057	33,675	(18,556)	(52,231)	-155.1%				Subtotal	24,555	72,803	(15,633)	(88,436)	-121.5%	
0	0	(5,802)	(5,802)	0.0%	15	FIN	321000	Unrealized Invest. Gain/Loss UBS (Zero Coupon Treasury)	0	0	15,289	15,289	0.0%	Unrealized gain from bond investment. Value at maturity is fixed.
Parking:														
49,662	43,750	49,565	5,815	13.3%	39	FAC	330100	Parking	338,327	262,500	329,813	67,313	25.6%	Effect of weekend and event parking.
0	417	0	(417)	-100.0%	39	FAC	330105	Valet Parking	0	2,500	0	(2,500)	-100.0%	Event parking included in general parking revenue.
49,662	44,167	49,565	5,398	12.2%				Subtotal	338,327	265,000	329,813	64,813	24.5%	
Library Services:														
33	0	65	65	0.0%	27	CIRC	330150	Annual Borrowing Fee	2,876	0	1,576	1,576	0.0%	
7,110	8,500	7,225	(1,275)	-15.0%	25	P&P	330140	Annual Members Fee	46,905	51,000	51,800	800	1.6%	
1,393	1,050	1,871	821	78.2%	23	R&R	330340	Course Registration	7,653	10,200	12,658	2,458	24.1%	Increased number of classes compared to number budgeted.
3,903	5,000	4,499	(501)	-10.0%	27	CIRC	330129	Copy Center	32,079	30,000	30,512	512	1.7%	
1,592	2,100	1,603	(497)	-23.7%	27	CIRC	330205	Document Delivery	14,410	12,600	11,563	(1,037)	-8.2%	Less usage than anticipated.
3,137	3,750	2,512	(1,238)	-33.0%	27	CIRC	330210	Fines	23,862	22,500	18,926	(3,574)	-15.9%	Timing.
1,261	300	527	227	75.5%	15	FIN	330310	Miscellaneous	69,278	1,800	31,539	29,739	1652.1%	\$14,398 from CalPERS in Medicare Retirees Subsidy Funds for Medical Part D.
1,000	2,750	1,765	(985)	-35.8%	39	FAC	330330	Room Rental	16,757	16,500	21,810	5,310	32.2%	Offset with Room Rental Expense.
(443)	250	0	(250)	-100.0%	27	CIRC	330350	Book Replacement	3,872	1,500	2,110	610	40.7%	Timing.
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	120,000	120,000	85,000	(35,000)	-29.2%	Timing.
0	0	0	0	0.0%	25	P&P	330420	Grants	0	0	0	0	0.0%	
54	333	64	(270)	-80.9%	39	FAC	330450	Vending	1,369	2,000	2,285	285	14.3%	Sold More than Anticipated
0	3083	500	(2,583)	-83.8%	39	FAC	330465	Special Events Income	10,348	18,502	3,575	(14,927)	-80.7%	Less than anticipated.
19,038	27,116	20,630	(6,486)	-23.9%				Subtotal	349,410	286,602	273,353	(13,249)	-4.6%	
605,964	625,367	506,955	(112,610)	-18.0%				Total Income	4,371,702	4,195,988	3,946,383	(249,605)	-5.9%	
Expenses:														
Staff:														
191,811	161,592	194,018	(32,425)	-20.1%	ALL	501000	Salaries (benefits eligible)	1,304,865	1,240,255	1,253,378	(13,124)	-1.1%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.	
0	(3,232)	0	(3,232)	100.0%	15	FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(24,805)	0	(24,805)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Eligible).
25,802	24,299	18,564	5,735	23.6%	ALL	501050	Salaries (benefits ineligible)	152,269	157,943	128,087	29,856	18.9%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.	
0	(321)	0	(321)	100.0%	15	FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(2,085)	0	(2,085)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Ineligible).
10,716	11,525	11,055	470	4.1%	15	FIN	502000	Social Security	79,582	86,688	78,366	8,323	9.6%	Due to vacancies.
2,996	2,695	2,939	(244)	-9.0%	15	FIN	503000	Medicare	20,038	20,274	19,486	788	3.9%	Due to vacancies.
32,750	21,713	21,372	341	1.6%	15	FIN	511000	Retirement	147,354	141,133	139,882	1,251	0.9%	
44,650	42,249	39,867	2,382	5.6%	15	FIN	512000	Health Insurance	274,151	253,495	235,756	17,739	7.0%	Due to vacancies.
435	391	446	(55)	-14.1%	15	FIN	513000	Disability Insurance	2,463	2,242	2,580	(338)	-15.1%	Timing.
4,621	6,173	5,073	1,100	17.8%	15	FIN	514000	Dental Insurance	29,721	36,265	32,393	3,872	10.7%	Due to vacancies.
754	872	653	219	25.1%	15	FIN	514500	Vision Insurance	4,299	4,878	3,804	1,074	22.0%	Due to vacancies.
119	125	120	5	3.9%	15	FIN	515000	Life Insurance	618	668	545	123	18.4%	Due to vacancies.
0	(1,715)	0	(1,715)	100.0%	15	FIN	515500	Vacancy Benefits Offset	0	(10,913)	0	(10,913)	100.0%	Actual reduction due to vacancies is reflected in benefits.
16,061	6,982	6,218	764	10.9%	15	FIN	516000	Workers Compensation Insurance	59,959	41,892	40,786	1,106	2.6%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	6,725	0	(19)	19	0.0%	
0	200	1,029	(829)	-414.5%	ALL	514010	Temporary Employment	0	4,700	9,420	(4,720)	-100.4%	Temporary assistance due to long-term disability. Offset in Salaries (Benefit Eligible).	
0	0	0	0	0.0%	13	HR	514015	Recruitment	2,198	0	484	(484)	0.0%	
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	2	0	0	0	0.0%	

Los Angeles Law Library

Income Statement for the Period Ended December 31, 2014

(Provisional and subject to year-end audit adjustments)

Dec 13 Actual	December 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	162,500	138,900	138,900	0	0.0%	
5,859	1,250	4,421	(3,171)	-253.7%	15 FIN	518550	TMP	7,768	7,500	8,010	(510)	-6.8%	Timing.
1,326	1,250	2,687	(1,437)	-114.9%	15 FIN	518560	Payroll and Benefit Administration	8,895	7,500	7,861	(361)	-4.8%	
364,985	299,200	331,613	(32,413)	-10.8%			Total - Staff	2,263,403	2,106,531	2,099,720	6,811	0.3%	
Library Materials:													
53,396	299,971	131,307	168,664	56.2%	29 R&R	601999	American Continuations	514,981	1,315,573	745,319	570,254	43.3%	Timing.
5,847	6,186	1,673	4,513	73.0%	29 R&R	602999	American New Orders	43,497	36,301	17,584	18,717	51.6%	Careful selection of new materials.
1,204	3,902	927	2,975	76.2%	29 R&R	609199	Branch Continuations	6,699	23,410	9,169	14,241	60.8%	Additional cancellations.
0	83	0	83	100.0%	29 R&R	609299	Branch New Orders	172	501	0	501	100.0%	Expansion of print collection is not planned.
8,760	22,986	8,020	14,966	65.1%	29 R&R	603999	Commonwealth Continuations	103,284	134,414	117,839	16,575	12.3%	Additional cancellations.
0	144	0	144	100.0%	29 R&R	604999	Commonwealth New Orders	0	868	87	781	90.0%	Careful selection of new materials ; high cost of titles in this category.
6,525	13,908	13,877	31	0.2%	29 R&R	605999	Foreign Continuations	82,777	79,949	68,677	11,272	14.1%	Timing.
447	1,237	178	1,059	85.6%	29 R&R	606999	Foreign New Orders	4,944	7,424	1,056	6,368	85.8%	Careful selection of new materials.
7,688	7,849	9,357	(1,508)	-19.2%	29 R&R	607999	International Continuations	52,344	47,093	57,243	(10,149)	-21.6%	Timing.
759	412	2	410	99.5%	29 R&R	608999	International New Orders	3,976	2,477	2,200	277	11.2%	Focus on selecting new materials in this category.
525	2,316	3,856	(1,540)	-66.5%	29 R&R	609399	General/Librarianship Continuations	16,054	13,895	15,419	(1,524)	-11.0%	Timing.
0	165	24	141	85.5%	29 R&R	609499	General/Librarianship New Orders	789	990	182	808	81.6%	Careful selection of new materials.
85,149	359,158	169,221	189,937	52.9%			Subtotal	829,518	1,662,897	1,034,776	628,120	37.8%	
(85,149)	(359,158)	(169,221)	(189,937)	52.9%	15 FIN	690000	Library Materials Transferred to Assets	(829,518)	(1,662,897)	(1,034,776)	(628,120)	37.8%	
0	0	0	0	0.0%			Balance	0	0	0	0	0.0%	
Facilities:													
2,949	2,889	575	2,314	80.1%	39 FAC	801005	Repair & Maintenance	18,210	17,334	14,806	2,528	14.6%	Timing.
2,529	2,000	726	1,274	63.7%	39 FAC	801010	Building Services	9,284	12,000	8,157	3,843	32.0%	Timing.
1,398	1,292	0	1,292	100.0%	39 FAC	801015	Cleaning Supplies	6,736	7,752	7,389	363	4.7%	
412	11,000	263	10,737	97.6%	39 FAC	801020	Electricity & Water	43,750	66,000	55,688	10,312	15.6%	Timing.
1,247	1,250	920	330	26.4%	39 FAC	801025	Elevator Maintenance	7,481	7,500	8,105	(605)	-8.1%	October's unexpected repairs.
2,714	2,375	1,408	967	40.7%	39 FAC	801030	Heating & Cooling	16,552	14,250	17,591	(3,341)	-23.4%	Timing.
20,808	22,888	21,071	1,817	7.9%	15 FIN	801035	Insurance	124,564	137,021	126,426	10,595	7.7%	Projected 10% increase over FY 2014 forecast per broker. Actual cost is 1.7% below FY 2014 forecast.
8,421	8,755	8,674	81	0.9%	39 FAC	801040	Janitorial Services	50,529	52,530	52,795	(265)	-0.5%	
1,050	1,200	1,050	150	12.5%	39 FAC	801045	Landscaping	6,300	7,200	7,371	(171)	-2.4%	
13,520	13,500	37,671	(24,171)	-179.0%	39 FAC	801050	Security	82,923	81,000	91,847	(10,847)	-13.4%	Timing.
8,588	1,300	636	664	51.1%	39 FAC	801060	Room Rental Expenses	11,788	7,800	14,199	(6,399)	-82.0%	Offset by Room Rental Income.
69	953	1,000	(47)	-4.9%	39 FAC	801065	Special Events Expenses	10,032	12,865	6,055	6,810	52.9%	Offset by Special Events unfavorable income variance of \$(14,927).
12	160	0	160	100.0%	39 FAC	801100	Furniture & Appliances (<3K)	30	960	598	362	37.8%	Timing.
0	300	38	262	87.3%	39 FAC	801110	Equipment (<3K)	1,600	1,800	431	1,369	76.0%	Timing.
0	375	0	375	100.0%	39 FAC	801115	Building Alterations (<3K)	0	2,250	0	2,250	100.0%	Timing.
87	325	225	100	30.7%	39 FAC	801120	Delivery & Postage	1,801	1,950	2,182	(232)	-11.9%	Timing.
272	272	0	272	100.0%	39 FAC	801125	Kitchen supplies	2,136	2,135	1,941	195	9.1%	Timing.
64,076	70,835	74,258	(3,423)	-4.8%			Subtotal	393,714	432,347	415,579	16,768	3.9%	
Technology:													
1,861	1,445	2,805	(1,361)	-94.2%	33 TECH	801210	Software Maintenance	14,654	6,911	8,389	(1,478)	-21.4%	
0	1,451	1,068	382	26.3%	33 TECH	801212	Hardware Maintenance	0	7,404	5,688	1,716	23.2%	Timing.
417	300	0	300	100.0%	33 TECH	801215	Software (<\$3k)	1,110	8,850	269	8,581	97.0%	Timing.
0	0	0	0	0.0%	33 TECH	801220	Hardware (<\$3k)	69	3,000	2,139	861	28.7%	Timing.
0	0	0	0	0.0%	33 TECH	801225	Computer Supplies	147	800	0	800	100.0%	Timing.
3,560	3,750	3,702	48	1.3%	33 TECH	801230	Integrated Library System	21,357	22,500	22,211	289	1.3%	
4,022	4,022	2,741	1,281	31.8%	33 TECH	801235	Telecommunications	15,344	15,344	14,783	561	3.7%	Timing.
0	300	0	300	100.0%	33 TECH	801245	Tech & Data - Misc	35	600	0	600	100.0%	Timing.
0	500	0	500	100.0%	33 TECH	801250	Services	0	2,500	1,355	1,145	45.8%	Timing.
9,860	11,767	10,317	1,450	12.3%			Subtotal	52,716	67,909	54,834	13,075	19.3%	
General:													
640	640	473	167	26.1%	15 FIN	801310	Bank Charges	3,222	2,638	3,674	(1,036)	-39.3%	Timing.
681	725	656	69	9.5%	35 CMS	801315	Bibliographical Services	2,631	4,350	3,940	410	9.4%	OCLC policy change. Expect a favorable variance at year-end.
0	0	0	0	0.0%	35 CMS	801320	Binding	0	0	0	0	0.0%	
84	108	(66)	174	160.9%	17 EXEC	801325	Board Expense	495	3,650	1,740	1,910	52.3%	Timing.
761	900	111	789	87.7%	37 COM	801330	Staff meals & events	1,641	1,900	877	1,023	53.8%	No additional events at this time.
1,226	1,287	696	591	45.9%	15 FIN	801335	Supplies - Office	7,299	7,666	7,290	376	4.9%	

Los Angeles Law Library

Income Statement for the Period Ended December 31, 2014

(Provisional and subject to year-end audit adjustments)

Dec 13 Actual	December 2014				FY 2013-14 YTD	FY 2014-15 YTD					Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
0	1,052	710	342	32.5%	35	CMS	801337	Supplies - Library materials	3,607	4,171	2,347	1,824	43.7%	Timing variance. Supplies will be replenished as needed in later months.
71	75	0	75	100.0%	37	COM	801340	Stationery, business cards, etc.	298	640	524	116	18.2%	No additional prints requested at this time
0	0	0	0	0.0%	25	P&P	801365	Grant Application Expenses	0	0	0	0	0.0%	
934	934	9,687	(8,752)	-937.0%	27	CIRC	801370	Copy Center Expense	9,296	9,296	13,375	(4,079)	-43.9%	Timing. Partially offset with Copy Center revenue.
60,000	0	(138)	138	0.0%	15	FIN	801375	General - Misc	60,430	430	590	(160)	-37.2%	Timing.
0	0	147	(147)	0.0%	15	FIN	801390	Course Registration	0	0	2,861	(2,861)	0.0%	
0	50	0	50	100.0%	15	FIN	801395	Friends of Law Library	0	100	78	22	22.1%	Timing.
64,397	5,772	12,276	(6,504)	-112.7%				Subtotal	88,918	34,841	37,296	(2,454)	-7.0%	
								Professional Development:						
942	0	82	(82)	0.0%	ALL	803105	Travel	2,995	3,150	3,109	41	1.3%		
23	0	0	0	0.0%	ALL	803110	Meals	97	0	140	(140)	0.0%		
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%		
0	200	6,734	(6,534)	-3266.8%	ALL	803115	Membership dues	535	375	8,903	(8,528)	-2274.3%	Timing.	
50	0	0	0	0.0%	ALL	803120	Registration fees	3,190	1,274	1,830	(556)	-43.6%	Timing.	
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	264	(264)	0.0%		
1,015	200	6,816	(6,616)	-3308.0%				Subtotal	6,817	4,799	14,246	(9,447)	-196.9%	
								Communications & Marketing:						
0	200	0	200	100.0%	37	COM	803205	Services	0	1,250	0	1,250	100.0%	No outside services required at this time.
0	100	0	100	100.0%	37	COM	803210	Collateral materials	0	700	0	700	100.0%	Positive variance due to in-house printing.
250	250	0	250	100.0%	37	COM	803215	Advertising	2,725	2,800	104	2,696	96.3%	Timing. Minimal external advertising opportunities at this time.
0	285	0	285	100.0%	37	COM	803220	Trade shows & Outreach	250	1,710	140	1,570	91.8%	No additional outreach is required at this time.
250	835	0	835	100.0%				Subtotal	2,975	6,460	244	6,216	96.2%	
								Travel & Entertainment						
5	0	0	0	0.0%	ALL	803305	Travel	51	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%		
241	210	192	18	8.6%	ALL	803320	Ground transportation & mileage reimb.	798	1,840	949	891	48.4%	Timing.	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
246	210	192	18	8.6%				Subtotal	849	1,840	961	879	47.8%	
								Professional Services						
0	0	0	0	0.0%	15	FIN	804005	Accounting	15,500	16,000	16,000	0	0.0%	
0	3,333	2,825	508	15.2%	17	EXEC	804008	Consulting Services	0	19,998	14,863	5,136	25.7%	Timing.
867	833	0	833	100.0%	17	EXEC	804010	Legal	5,344	5,000	0	5,000	100.0%	Handled in-house.
0	0	0	0	0.0%	15	FIN	804015	Other	0	0	0	0	0.0%	
867	4,166	2,825	1,341	32.2%				Subtotal	20,844	40,998	30,863	10,136	24.7%	
								Depreciation:						
244,912	257,401	252,128	5,273	2.0%	15	FIN	806105	Depreciation - Library Materials	1,464,524	1,504,276	1,491,380	12,895	0.9%	
31,561	29,278	29,302	(24)	-0.1%	15	FIN	806110	Depreciation Exp - FF&E	190,548	176,211	179,552	(3,341)	-1.9%	
276,473	286,678	281,430	5,248	1.8%				Subtotal	1,655,072	1,680,487	1,670,933	9,554	0.6%	
782,169	679,663	719,726	(40,063)	-5.9%				Total Expense	4,485,309	4,376,212	4,324,675	51,537	1.2%	
(176,205)	(54,296)	(212,772)	(158,476)	-291.9%				Net Income Before Extraordinary Items	(113,607)	(180,224)	(378,292)	(198,068)	-109.9%	
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	186,407	0	0	0	0.0%	
(176,205)	(54,296)	(212,772)	(158,476)	291.9%				999500 Net Income Including Extraordinary Items	(300,014)	(180,224)	(378,292)	(198,068)	-109.9%	
								Capital Expenditures:						
0	42,000	0	42,000	100.0%	39	FAC	161100	Furniture / Appliances (>3k)	0	59,000	44,374	14,626	24.8%	Timing.
0	10,000	0	10,000	100.0%	33	TECH	161300	Electronics / Computer Hardware (>3k)	0	21,000	0	21,000	100.0%	
0	0	0	0	0.0%	39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	40,000	0	40,000	100.0%	
0	0	0	0	0.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)	0	55,000	0	55,000	100.0%	
0	0	0	0	0.0%	33	TECH	168000	Computer Software	0	5,000	0	5,000	100.0%	
0	52,000	0	52,000	100.0%				Total - Capitalized Expenditures	0	180,000	44,374	135,626	75.3%	

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

	12/31/2014	YTD
Cash flows from operating activities		
LA Superior court fees	461,119	3,343,562
Parking fees	49,565	329,813
Library services	20,630	188,353
(Increase) decrease in accounts receivable	140,346	134,967
Increase (decrease) in borrowers' deposit	430	8,871
Cash received from filing fees and services	672,090	4,005,566
Facilities	(74,258)	(415,579)
Technology	(10,317)	(54,834)
General	(12,276)	(37,296)
Professional development	(6,816)	(14,246)
Communications & marketing	-	(244)
Travel & entertainment	(192)	(961)
Professional services	(2,825)	(30,863)
(Increase) decrease in prepaid expenses	26,098	(59,283)
Increase (decrease) in accounts payable	(4,451)	(164,264)
Increase (decrease) in other liabilities	(1,249)	(1,874)
Cash payments to suppliers for goods and services	(86,286)	(779,444)
Staff	(331,613)	(2,099,720)
Increase (decrease) in payroll liabilities	(1,691)	2,515
Increase (decrease) in accrued sick and vacation liability	(2,692)	(43,371)
Increase (decrease) in OPEB liability	23,150	138,900
Cash payments to employees for services	(312,845)	(2,001,676)
Contributions received	-	85,000
Net cash from operating activities	272,959	1,309,446
Cash flow from capital and related financing activities		
Library materials	(169,222)	(1,034,777)
Fixed assets	-	(44,374)
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment earnings	1,425	9,219
Net cash increase (decrease) in cash and cash equivalents	105,161	239,514
Cash and cash equivalents, at beginning of period	3,970,806	3,836,454
Cash and cash equivalents, at end of period	4,075,967	4,075,967
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(188,413)	(377,948)
Adjustments for noncash effects:		
Depreciation	281,430	1,670,933
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	140,346	134,967
(Increase) decrease in prepaid expenses	26,098	(59,283)
Increase (decrease) in accounts payable	(4,451)	(164,264)
Increase (decrease) in other liabilities	(1,249)	(1,874)
Increase (decrease) in payroll liabilities	(1,691)	2,515
Increase (decrease) in accrued sick and vacation liability	(2,692)	(43,371)
Increase (decrease) in borrowers' deposit	430	8,871
Increase (decrease) in OPEB liability	23,150	138,900
Net cash from operating activities	272,959	1,309,446

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2015 - January 31, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 6	SYNCB AMAZON	BOOKS	24.48	028146
	STATE BAR OF ARIZONA	BOOKS	108.00	028147
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	397.00	028148
	BERNAN ASSOCIATES	BOOKS	191.53	028149
	BLOOMBERG BNA	BOOKS	216.92	028150
	STATE BAR OF CALIFORNIA OFF OF PROF	BOOKS	100.00	028151
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,327.30	028152
	COUTTS LIBRARY SERVICES	BOOKS	206.20	028153
	DAILY JOURNAL CORPORATION	BOOKS	190.76	028154
	DEFENSE RESEARCH INSTITUTE INC	BOOKS	65.00	028155
	FORSTER LONG INC PUBLISHERS	BOOKS	517.76	028156
	OTTO HARRASSOWITZ	BOOKS	2,610.28	028157
	JAMES PUBLISHING INC	BOOKS	118.81	028158
	KINOKUNIYA BOOK STORES OF AMERICA ** VOIDED	BOOKS	0.00	028159
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	547.77	028160
	LIBRAIRIE DUCHEMIN	BOOKS	165.38	028161
	MARY MARTIN BOOKSELLERS	BOOKS	1,830.00	028162
	WEST ACADEMIC	BOOKS	91.56	028163
	WILLIAM S HEIN & CO	BOOKS	927.43	028164
January 7				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,387.51	028165
January 9				
	3M	HARDWARE MAINTE	243.00	028166
	AMERICAN EXPRESS	BUSINESS CARD	2,677.01	028167
	AT&T	TELECOM	480.98	028168
	AT&T MOBILITY	TELECOM	18.45	028169
	BANDWIDTH.COM, INC.	TELECOM	274.90	028170
	BRIDGES FILTER SERVICE, INC	REPAIR & MAINTENA	575.29	028171
	CHANNA CAJERO	MILEAGE	25.76	028172
	CALIBER ELEVATOR	ELEVATOR MAINT	920.00	028173
	CDW GOVERNMENT INC	SOFTWARE MAINTE	548.00	028174
	FORERUNNER FIRE PREVENTION INC.	BUILDING SERVICE	200.00	028175
	GAYLORD BROS.	SUPPLIES- LIB MATE	303.36	028176
	INFINISOURCE INC	PAYROLL/HR ADMIN	75.00	028177
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	496.49	028178
	L A DEPT WATER & POWER	WATER/SEWER	263.41	028179
	CHRISTINE R LANGTEAU	MILEAGE	49.73	028180
	MANAGE EASE INCORPORATED	CONSULTING	2,675.00	028181
	MEGAPATH	TELECOM	357.05	028182
	MEGAPATH	TELECOM	71.47	028183
	METROLINK	TMP	1,334.25	028184
	MALINDA MULLER	REIMBURSEMENT	159.02	028185
	OCLC INC	BIBLIOGRAPHICAL S	656.48	028186
	OFFICE DEPOT	SUPPLIES-OFFICE	569.69	028187

24,056.19

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2015 - January 31, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	RICHARD ORTEGA	MILEAGE	58.16	028188
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	276.00	028189
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028190
	SECURITAS SECURITY	SECURITY	4,936.42	028191
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	028192
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	5,568.36	028193
	TIME WARNER CABLE	TELCOM	1,200.00	028194
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	15.34	028195
	IMPERIAL COUNTY COUNSEL	BOOKS	20.95	028196
	JULIA MACK	REFUND	140.00	028197
	ZOLTAN M MIHALY	REFUND	140.00	028198
	ROBERT F PEREZ II	REFUND	140.00	028199
	JOHN ROBERT WITTIG JR	REFUND	125.00	028200
	RYAN M CONGER	REPLACEMENT	125.00	028201
	ANTHEM BLUE CROSS	HEALTH INSURANCE	637.08	028202
January 15				
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,675.68	028203
	AMERICAN LEGALNET INC	BOOKS	8,776.00	028204
January 21				
	BERNAN ASSOCIATES	BOOKS	216.80	028205
	CALIF COURT ASSOCIATION	BOOKS	423.00	028206
	CASALINI LIBRI	BOOKS	1,038.63	028207
	GAUNT	BOOKS	102.24	028208
	OTTO HARRASSOWITZ	BOOKS	1,565.49	028209
	JURISNET LLC	BOOKS	74.50	028210
	OXFORD UNIVERSITY PRESS	BOOKS	249.22	028211
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	663.45	028212
January 26				
	BIG FOOT PRESS	BOOKS	399.50	028213
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	165.55	028214
	CARSWELL COMPANY LTD	BOOKS	732.75	028215
	CLAITORS LAW BOOKS & PUBLISHING DIV	BOOKS	78.22	028216
	GALE CENGAGE LEARNING	BOOKS	7,153.30	028217
	OTTO HARRASSOWITZ	BOOKS	1,579.04	028218
	MANHATTAN PUBLISHING COMPANY	BOOKS	1,288.00	028219
	PAN PACIFICA	BOOKS	98.00	028220
	UNITED NATIONS PUBLICATIONS	BOOKS	378.39	028221
	UNIVERSITY PRESS OF KANSAS	BOOKS	121.80	028222
	WEST ACADEMIC	BOOKS	135.32	028223
	BRILL	BOOKS	2,340.00	028224
	NOVA SCOTIA DEPARTMENT OF JUSTICE	BOOKS	79.94	028225
	MINISTER OF FINANCE ENERGY & MUNICI	BOOKS	62.06	028226
	GOVERNMENT OF YUKON	BOOKS	74.47	028227
	HEATHER H FAN	REFUND	140.00	028228
	SAMUEL FOX KRAUSS	REFUND	140.00	028229

76,987.86

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2015 - January 31, 2015 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 27	PATRICK SCOTT MCNALLY	REFUND	132.00	028230
	RAMRATAN PILANI	REFUND	140.00	028231
	AMERICAN EXPRESS	BUSINESS CARD	1,168.39	028232
	STATE BOARD OF EQUALIZATION	USE TAX	1,041.00	028233
	GUARDIAN	PREPAID EXP	8,199.00	028234
	INFINISOURCE INC	PAYROLL/HR ADMIN	75.00	028235
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028236
	STATE BOARD OF EQUALIZATION	SALES TAX	8,326.00	028237
	AT&T MOBILITY	TELECOM	172.92	028238
	BULBS.COM	REPAIR & MAINTENA	354.00	028239
	CLEAN SOURCE INC	CLEANING SUPPLIES	69.90	028240
	REPUBLIC SERVICES #902	BLDG SVCS	248.92	028241
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,407.71	028242
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	479.20	028243
	MEGAPATH	TELECOM	72.54	028244
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	15.70	028245
	ALFRED LO	REFUND	10.00	028246
January 30	WOLTERS KLUWER LAW & BUSINESS ** VOIDED ****	BOOKS	0.00	028248
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	55.19	028249
	GEORGE T BISEL COMPANY	BOOKS	178.95	028250
	BLOOMBERG BNA	BOOKS	1,038.49	028251
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	311.27	028252
	COUTTS LIBRARY SERVICES	BOOKS	2,372.21	028253
	DATA TRACE PUBLISHING COMPANY	BOOKS	179.95	028254
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	5,476.07	028256
	ALM THE LEGAL INTELLIGENCER	BOOKS	246.71	028257
	PROQUEST INFORMATION AND LEARNING	BOOKS	2,982.00	028258
	STATE BAR OF TEXAS	BOOKS	93.75	028259
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	4,907.99	028261
	SYNCB AMAZON	BOOKS	80.58	028262
	SUSANNE BACH COMERCIO DE LIVROS LTD	BOOKS	3,887.00	028263
	BERNAN ASSOCIATES	BOOKS	2,241.65	028264
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	825.20	028265
	CENGAGE LEARNING	BOOKS	332.35	028266
	EBSCO INFORMATION SERVICES	BOOKS	286.55	028267
	FASTCASE INC	BOOKS	9,555.00	028268
	GAUNT	BOOKS	1,198.04	028269
	GOVERNMENT RESEARCH SERVICE	BOOKS	167.00	028270
	OTTO HARRASSOWITZ	BOOKS	8,823.67	028271
	INGRAM LIBRARY SERVICES	BOOKS	50.64	028272
	LAWPRESS CORPORATION	BOOKS	481.13	028273
	WILLIAM S HEIN & CO	BOOKS	307.65	028274

146,184.68

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2015 - January 31, 2015 (CHECKS)
Account No.: 102001
VISA 7190

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 19	CCH INCORPORATED	BOOKS	205,988.00	V000004

205,988.00

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2015 - January 31, 2015 (CHECKS)
Account No.: 102003
 VISA 9830

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 15	GLASS DOCTOR OF LONG BEACH MARIA'S ITALIAN KITCHEN	REPAIR & MAINT ROOM RENTAL	561.00 817.41	V000003 V000004

1,378.41

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2015 - January 31, 2015 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 16	EX LIBRIS (USA) INC.	ILS	11,343.99	TS00213529
	THOMSON REUTERS	BOOKS	11,732.00	TS00213530
	WILLIAM S HEIN & CO	BOOKS	10,744.00	TS00213530

33,819.99

MEMORANDUM

DATE: February 27, 2015

TO: Board of Law Library Trustees

FROM: John F. Kohl, Finance Director

RE: Transfer of UBS Investment Responsibility

BACKGROUND

In order to avoid a conflict of interest, the Board of Trustees had delegated limited authority to the Finance Director, John Kohl, to manage UBS investments pursuant to an approved plan and has reserved all other authority to manage UBS transactions and investments to itself.

I have resigned to my position as Finance Director at the Los Angeles County Law Library effect Friday, February 20, 2015. These investment responsibilities need to be transferred to another management employee within the Library, other than the Executive Director.

RECOMMENDATION

Staff recommends that the Board approve Marcelino Juarez, Finance Manager at the Los Angeles County Law Library, to assume UBS investment responsibilities as previously stated.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Announcement of Upcoming Events, including Beacon of Justice Gala
- 4.2 Mid-Year Budget Review
- 4.3 Approval of Google Digitization Project
- 4.4 Approval of Finance Department Restructure

DISCUSSION ITEM 4.1 IS AN ANNOUNCEMENT
TO BE HELD AT THE BOARD MEETING

MEMORANDUM

DATE: February 27, 2015
TO: Board of Law Library Trustees
FROM: Sandra Levin, Executive Director
RE: FY 2015 Financial Forecast

SUMMARY

Attached is the revised financial forecast for the current fiscal year. The bad news is that the continuing slide in civil filing fees will yield projected filing fee revenues of \$367.9K below budget (which is a drop of nearly \$600K over the prior fiscal year). The good news is that while civil filing fee revenue is expected to drop by almost \$370K, we are only projected to be off budget by \$100K due to further reductions in expenses and additional revenue generated. Nonetheless, the overall effect is a net operating loss of \$688.3K despite cost conservation and revenue generation efforts.

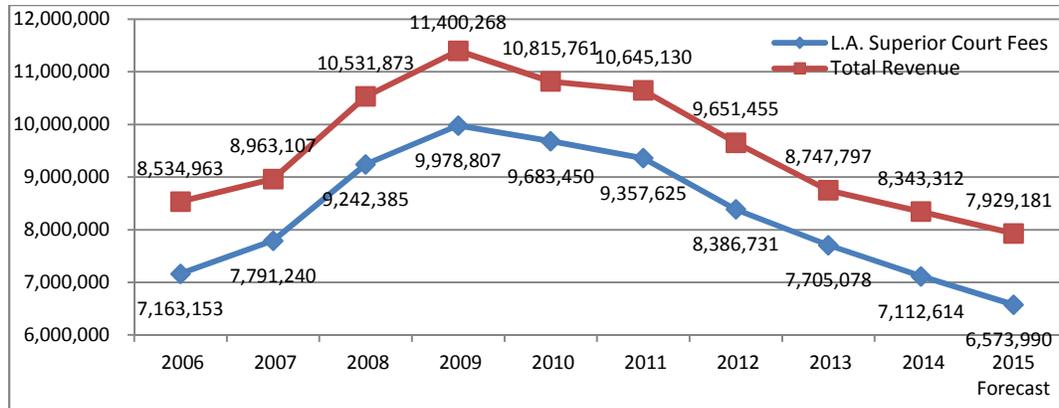
This is a significant deficit and cannot be sustained long term. Although the Board previously approved the use of reserves to fund the deficit position over a 2 fiscal year (not to exceed \$1M), it is apparent that significant changes will be required to achieve even that goal.

This mid-year report is intended to provide a revised look at the financial picture for the current fiscal year. No action is required at this time.

REVENUE

Civil filing fees continue to drop. Based on fees filed through December 2014, Staff projects filing fees will drop 5.3% below budget and 7.6% below FY2014. If our projections are correct, fees would fall below the amount collected in FY2006 when expenses were \$2.2 million below the current level.





□

On the positive side parking and library services income have increased and are projected to be 24.4% and 4.5% **above** budget respectively. Although interest income will decrease 11.3% below budget due to anticipated lower rates, it is still projected to be well ahead of last fiscal year by year-end.

EXPENSES AND NET INCOME

Ordinary operating expenses will be 2.0% below the already-aggressive budget as a result of savings from staff, facilities (insurance), depreciation expense and renegotiated vendor agreements. Nonetheless, the savings will be insufficient to offset the revenue decline. Furlough savings will continue for the remainder of FY 2015 and are reflected in the current budget and forecast.

It is important to note that comparing depreciation (a “paper” expense) and collection expense (the corresponding “cash” expense), yields \$500K in positive cash flow which reduces the impact of the projected \$654,796 loss. Indeed, the cost of library materials (\$2.8M) is \$170K below the booked depreciation expense (\$2.97M). In other words, our expenses still reflect the years of higher spending that preceded the current era of cuts. As we move into the future, the depreciation expense for collection materials will reduce and come into alignment with current spending.

NEXT STEPS

Staff will continue to limit expenditures within the current year and will propose needed course corrections in connection with the proposed budget for the next fiscal year. Staff will meet with the financial planning committee in March to discuss the midyear review and proposed budget options for FY16.

RECOMMENDATION

Staff recommends that the Board ask any questions, discuss and provide further direction, as desired.



**Los Angeles Law Library
FY 2014-15 Forecast**

ATTACHMENT

FY 2013-14	FY 2014-15 Forecast											Comments
	Actual	Jul - Dec Budget	Jul - Dec Actual	Jul - Dec Budget - Actual Diff	Jul - Dec Bud Act % Fav (Unf)	Jan - Jun Budget	Jan - Jun Projected	Jan - Jun Budget - Projected Diff	FY Total Budget	FY Total Projected	FY Budget - Projected \$ Fav (Unf)	
Summary:												
Income												Comments in Detailed Forecast below
L.A. Superior Court Fees	7,112,614	3,571,584	3,343,562	(228,022)	-6.4%	3,370,327	3,230,428	(139,899)	6,941,911	6,573,990	(367,921)	-5.3%
Interest	51,656	72,803	(15,633)	(88,436)	-121.5%	161,503	223,399	61,897	234,305	207,767	(26,538)	-11.3%
UBS (Zero Coupon Treasury)	(2,617)	0	15,289	15,289	0.0%	-	0	0	0	0	0	0.0%
Parking	618,386	265,000	329,813	64,813	24.5%	265,000	329,587	64,587	530,000	659,400	129,400	24.4%
Library Services	459,060	286,602	273,353	(13,249)	-4.6%	180,248	214,673	34,425	466,850	488,026	21,176	4.5%
Total Income	8,239,099	4,195,988	3,946,383	(249,605)	-5.9%	3,977,078	3,998,087	21,009	8,173,066	7,929,181	(243,885)	-3.0%
Expense												
Staff	4,105,616	2,106,531	2,099,720	6,811	0.3%	2,152,340	2,060,577	91,763	4,258,871	4,160,297	98,574	2.3%
Library Materials	3,025,717	1,662,897	1,031,795	631,102	38.0%	1,183,041	1,774,145	(591,104)	2,845,938	2,805,938	40,000	1.4%
Library Materials Transferred to Assets	(3,025,717)	(1,662,897)	(1,031,795)	(631,102)	38.0%	(1,183,041)	(1,774,145)	591,104	(2,845,938)	(2,805,938)	(40,000)	1.4%
Facilities	800,084	432,347	415,579	16,768	3.9%	433,076	412,510	20,566	865,423	828,089	37,334	4.3%
Technology	113,847	67,909	54,834	13,075	19.3%	63,850	74,640	(10,790)	131,759	129,474	2,285	1.7%
General	68,276	34,841	37,296	(2,454)	-7.0%	39,223	45,995	(6,772)	74,064	83,291	(9,227)	-12.5%
Professional Development	16,759	4,799	14,246	(9,447)	-196.9%	13,138	3,402	9,736	17,937	17,647	290	1.6%
Communications & Marketing	9,587	6,460	244	6,216	96.2%	4,960	8,730	(3,770)	11,420	8,974	2,446	21.4%
Travel & Entertainment	1,827	1,840	961	879	47.8%	1,915	1,806	109	3,755	2,767	988	26.3%
Professional Services	36,593	40,998	30,863	10,136	24.7%	25,998	26,133	(135)	66,996	56,996	10,000	14.9%
Depreciation	3,266,849	1,680,487	1,670,920	9,566	0.6%	1,650,101	1,659,009	(8,908)	3,330,588	3,329,929	659	0.0%
Total Expenses	8,419,438	4,376,212	4,324,663	51,549	1.2%	4,384,601	4,292,802	91,799	8,760,813	8,617,464	143,349	1.6%
Net Income	(180,339)	(180,224)	(378,280)	(198,056)	-109.9%	(407,523)	(294,715)	112,808	(587,747)	(688,283)	(100,536)	17.1%
Extraordinary Income	711,775	0	0	0	0.0%	-	0	0	0	0	0	0.0%
Extraordinary Expense	279,570	0	0	0	0.0%	-	0	0	0	0	0	0.0%
Net Income Including Extraordinary Items	251,866	(180,224)	(378,280)	(198,056)	-109.9%	(407,523)	(294,715)	112,808	(587,747)	(688,283)	(100,536)	17.1%
Capitalized Expenditures	65,523	180,000	44,374	135,626	75.3%	635,000	535,626	99,374	815,000	580,000	235,000	28.8%

**Los Angeles Law Library
FY 2014-15 Forecast**

	FY 2013-14	FY 2014-15 Forecast											Comments
	Actual	Jul - Dec Budget	Jul - Dec Actual	Jul - Dec Budget - Actual Diff	Jul - Dec Bud Act % Fav (Unf)	Jan - Jun Budget	Jan - Jun Projected	Jan - Jun Budget - Projected Diff	FY Total Budget	FY Total Projected	FY Budget - Projected \$ Fav (Unf)	FY Budget - Projected % Fav (Unf)	
Detailed Budget:													
Income:													
303300 L.A. Superior Court Fees	7,112,614	3,571,584	3,343,562	(228,022)	-6.4%	3,370,327	3,230,428	(139,899)	6,941,911	6,573,990	(367,921)	-5.3%	LA Superior Court fees continued to decline even more than budgeted during the first 6 months and are projected to continue at this rate for the rest of the year.
Interest:													
311000 Interest - LAIF	3,226	750	817	67	8.9%	2,250	2,450	200	3,000	3,267	267	8.9%	
312000 Interest - General Fund	46,507	6,175	7,314	1,139	18.4%	6,175	7,308	1,133	12,350	14,622	2,272	18.4%	
313000 Interest - Deposit Fund	1,813	878	1,089	211	24.1%	878	1,089	212	1,755	2,178	423	24.1%	
313100 Interest - CalPERS CERBT	0	65,000	(25,102)	(90,102)	-138.6%	65,000	125,102	60,102	130,000	100,000	(30,000)	-23.1%	Fund appears to be recovering over time. Long term 5% expected return vs. 6.5% budgeted based upon CalPERS projections; still improved over LAIF or County Pool .7% return.
313200 Interest - UBS Deposit Account	55	0	250	250	0.0%	-	250	250	0	500	500	0.0%	
313200 Realized Gain - UBS	55	0	0	0	0.0%	87,200	87,200	0	87,200	87,200	0	0.0%	Projected gain is fixed at maturity; may not be realized until next fiscal year or beyond.
Subtotal	51,656	72,803	(15,633)	(88,436)	-121.5%	161,503	223,399	61,897	234,305	207,767	(26,538)	-11.3%	
Unrealized Invest. Gain/Loss													
321000 UBS (Zero Coupon Treasury)	(2,617)	0	15,289	15,289	0.0%	-	0	0	0	0	0	0.0%	Value at maturity is fixed. Realized gain will be recorded in 313200.
Parking:													
330100 Parking	618,386	262,500	329,813	67,313	25.6%	262,500	329,587	67,087	525,000	659,400	134,400	25.6%	Effect of weekend and event parking. Expected to continue through remainder of fiscal year.
330105 Valet Parking	0	2,500	0	(2,500)	-100.0%	2,500	0	(2,500)	5,000	0	(5,000)	-100.0%	Event parking included in general parking revenue due to change in vendor reporting practices.
Subtotal	618,386	265,000	329,813	64,813	24.5%	265,000	329,587	64,587	530,000	659,400	129,400	24.4%	
Library Services/Other:													
330150 Annual Borrowing Fee	4,095	0	1,576	1,576	0.0%	-	1,576	1,576	0	3,152	3,152	0.0%	
330140 Annual Members Fee		51,000	51,800	800	1.6%	51,000	51,000	0	102,000	102,800	800	0.8%	
330340 Course Registration	27,234	10,200	12,658	2,458	24.1%	14,150	14,150	0	24,350	26,808	2,458	10.1%	Partially offset by course registration expense.
330129 Copy Center	67,035	30,000	30,512	512	1.7%	30,000	30,000	0	60,000	60,512	512	0.9%	
330205 Document Delivery	29,114	12,600	11,563	(1,037)	-8.2%	12,600	12,600	0	25,200	24,163	(1,037)	-4.1%	
330210 Fines	49,523	22,500	18,926	(3,574)	-15.9%	22,500	22,500	0	45,000	41,426	(3,574)	-7.9%	Less than anticipated.
330310 Miscellaneous	88,255	1,800	31,539	29,739	1652.1%	11,500	1,800	(9,700)	13,300	33,339	20,039	150.7%	\$14,398 from CalPERS in Medicare Retirees Subsidy Funds for Medicare Part D. State Compensation dividend of \$9060 received in September vs. January.
330330 Room Rental	24,433	16,500	21,810	5,310	32.2%	16,500	22,000	5,500	33,000	43,810	10,810	32.8%	Best case budget realized due to receipt of \$10,000 in October which offsets expense.
330350 Book Replacement	6,296	1,500	2,110	610	40.7%	1,500	2,000	500	3,000	4,110	1,110	37.0%	Greater than anticipated.
330360 Forfeited Deposits	13,495	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
330400 Friends of Law Library	134,961	120,000	85,000	(35,000)	-29.2%	-	35,000	35,000	120,000	120,000	0	0.0%	Expect to receive the remaining \$35,000 budgeted.
330420 Grants	0	0	0	0	0.0%	-	9,897	9,897	0	9,897	9,897	0.0%	Offset by expense
330450 Vending	3,985	2,000	2,285	285	14.3%	2,000	150	(1,850)	4,000	2,435	(1,565)	-39.1%	Eliminated snack vending and new soft drink vending agreement in place. Offset by reduced expense.
330465 Special Events Income	10,634	18,502	3,575	(14,927)	-80.7%	18,498	12,000	(6,498)	37,000	15,575	(21,425)	-57.9%	Special Events income budget anticipated an increase in Sponsorships and 50% increase in event income over prior year.
Subtotal	459,060	286,602	273,353	(13,249)	-4.6%	180,248	214,673	34,425	466,850	488,026	21,176	4.5%	
Total Income	8,239,099	4,195,988	3,946,383	(249,605)	-5.9%	3,977,078	3,998,087	21,009	8,173,066	7,929,181	(243,885)	-3.0%	
Expenses:													
Staff:													
501000 Salaries (benefits eligible)	2,525,670	1,240,255	1,253,378	(13,124)	-1.1%	1,274,120	1,188,285	85,835	2,514,375	2,441,663	72,712	2.9%	Timing of actual vs. budget. Vacancy of Finance Director for 4 months & IT Manager. Included in Salaries (benefit eligible) actuals.
501025 Staff Vacancy Offset (Ben. Eligible)	0	(24,805)	0	(24,805)	100.0%	(25,483)	0	(25,483)	(50,288)	0	(50,288)	100.0%	
501050 Salaries (benefits ineligible)	311,014	157,943	128,087	(29,856)	18.9%	144,670	160,000	(15,330)	302,613	288,087	14,526	4.8%	
501075 Staff Vacancy Offset (Ben. Ineligible)	0	(2,085)	0	(2,085)	100.0%	(1,909)	0	(1,909)	(3,994)	0	(3,994)	100.0%	Included in Salaries (benefit ineligible) actuals.
502000 Social Security	166,102	86,688	78,366	(8,323)	9.6%	87,965	77,064	(10,901)	174,653	155,430	19,223	11.0%	Due to vacancies.
503000 Medicare	40,273	20,274	19,486	788	3.9%	20,572	19,361	1,211	40,846	38,847	1,999	4.9%	Due to vacancies.
511000 Retirement	285,279	141,133	139,882	1,251	0.9%	141,134	138,068	3,066	282,267	277,950	4,317	1.5%	
512000 Health Insurance	499,922	253,495	235,756	(17,739)	7.0%	267,757	245,350	22,407	521,252	481,106	40,146	7.7%	Due to vacancies.
513000 Disability Insurance	4,936	2,242	2,580	(338)	-15.1%	2,277	2,500	(223)	4,519	5,080	(561)	-12.4%	Timing.
514000 Dental Insurance	58,368	36,265	32,393	(3,872)	10.7%	37,038	32,675	(4,363)	73,303	65,068	8,235	11.2%	Due to vacancies.
514500 Vision Insurance	8,304	4,878	3,804	(1,074)	22.0%	4,798	3,722	1,076	9,676	7,526	2,150	22.2%	Due to vacancies.
515000 Life Insurance	1,096	668	545	123	18.4%	614	504	110	1,282	1,049	233	18.2%	Due to vacancies.
515500 Vacancy Benefits Offset	0	(10,913)	0	(10,913)	100.0%	(11,243)	(22,156)	10,913	(22,156)	(22,156)	0	0.0%	Offsets favorable variance in actual benefits accounts due to vacancies.
516000 Workers Compensation Insurance	86,412	41,892	40,786	1,106	2.6%	48,927	47,500	1,427	90,819	88,286	2,533	2.8%	Experience modification reduced from 318% to 283% effective March 1, 2015.
517000 Unemployment Insurance	441	0	(19)	19	0.0%	-	0	0	0	(19)	19	0.0%	
514010 Temporary Employment	1,550	4,700	9,420	(4,720)	-100.4%	1,200	6,000	(4,800)	5,900	15,420	(9,520)	-161.4%	Temporary assistance due to long-term disability. Offset in Salaries (Benefit Eligible).
514015 Recruitment	3,424	0	484	(484)	0.0%	-	1,000	(1,000)	0	1,484	(1,484)	0.0%	Recruitment for open positions; does not include budget for professional recruiting services.

**Los Angeles Law Library
FY 2014-15 Forecast**

		FY 2013-14	FY 2014-15 Forecast										Comments	
		Actual	Jul - Dec Budget	Jul - Dec Actual	Jul - Dec Budget - Actual Diff	Jul - Dec Bud Act % Fav (Unf)	Jan - Jun Budget	Jan - Jun Projected	Jan - Jun Budget - Projected Diff	FY Total Budget	FY Total Projected	FY Budget - Projected \$ Fav (Unf)		FY Budget - Projected % Fav (Unf)
517500	Accrued Sick Expense	1,834	0	0	0	0.0%	3,000	3,000	0	3,000	3,000	0	0.0%	To be calculated in June 2015. Expect to be close to budget.
518000	Accrued Vacation Expense	18,569	0	0	0	0.0%	3,000	3,000	0	3,000	3,000	0	0.0%	
518500	OPEB Expense	58,656	138,900	138,900	0	0.0%	138,904	138,904	0	277,804	277,804	0	0.0%	
518550	TMP	16,356	7,500	8,010	(510)	-6.8%	7,500	8,000	(500)	15,000	16,010	(1,010)	-6.7%	
518560	Payroll and Benefit Administration	17,410	7,500	7,861	(361)	-4.8%	7,500	7,800	(300)	15,000	15,661	(661)	-4.4%	
	Total - Staff	4,105,616	2,106,531	2,099,720	6,811	0.3%	2,152,340	2,060,577	91,763	4,258,871	4,160,297	98,574	2.3%	
	Library Materials:													
601999	American Continuations	2,214,222	1,315,573	742,337	573,236	43.6%	828,532	1,401,768	(573,236)	2,144,105	2,144,105	0	0.0%	
602999	American New Orders	71,354	36,301	17,584	18,717	51.6%	37,117	55,834	(18,717)	73,418	73,418	0	0.0%	
609199	Branch Continuations	47,578	23,410	9,169	14,241	60.8%	23,407	37,648	(14,241)	46,817	46,817	0	0.0%	
609299	Branch New Orders	351	501	0	501	100.0%	498	999	(501)	999	999	0	0.0%	
603999	Commonwealth Continuations	302,020	134,414	117,839	16,575	12.3%	137,909	114,484	23,425	272,323	232,323	40,000	14.7%	Favorable contract negotiation with Lexis UK.
604999	Commonwealth New Orders	930	868	87	781	90.0%	864	1,645	(781)	1,732	1,732	0	0.0%	
605999	Foreign Continuations	209,190	79,949	68,676	11,273	14.1%	83,448	94,721	(11,273)	163,397	163,397	0	0.0%	
606999	Foreign New Orders	11,543	7,424	1,056	6,368	85.8%	7,422	13,790	(6,368)	14,846	14,846	0	0.0%	
607999	International Continuations	134,552	47,093	57,243	(10,149)	-21.6%	47,090	36,940	10,150	94,183	94,183	0	0.0%	
608999	International New Orders	6,784	2,477	2,200	277	11.2%	2,472	2,749	(277)	4,949	4,949	0	0.0%	
609399	General/Librarianship Continuations	25,579	13,895	15,419	(1,524)	-11.0%	13,895	12,371	1,524	27,790	27,790	0	0.0%	
609499	General/Librarianship New Orders	1,614	990	183	807	81.5%	389	1,196	(807)	1,379	1,379	0	0.0%	
	Subtotal	3,025,717	1,662,897	1,031,795	631,102	38.0%	1,183,041	1,774,145	(591,104)	2,845,938	2,805,938	40,000	1.4%	
690000	Library Materials Transferred to Assets	(3,025,717)	(1,662,897)	(1,031,795)	(631,102)	38.0%	(1,183,041)	(1,774,145)	591,104	(2,845,938)	(2,805,938)	(40,000)	1.4%	
	Balance	0	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
	Facilities:													
801005	Repair & Maintenance	34,218	17,334	14,806	2,528	14.6%	17,334	19,862	(2,528)	34,668	34,668	0	0.0%	Timing of repairs. Expect to be close to budget at year-end.
801010	Building Services	17,439	12,000	8,157	3,843	32.0%	12,000	15,843	(3,843)	24,000	24,000	0	0.0%	Timing of service requirements.
801015	Cleaning Supplies	11,952	7,752	7,389	363	4.7%	7,752	8,115	(363)	15,504	15,504	0	0.0%	
801020	Electricity & Water	111,021	66,000	55,688	10,312	15.6%	66,000	59,000	7,000	132,000	114,688	17,312	13.1%	Rate increase budgeted, was not realized.
801025	Elevator Maintenance	15,476	7,500	8,105	(605)	-8.1%	7,500	8,300	(800)	15,000	16,405	(1,405)	-9.4%	NE Elevator repairs not covered under contract.
801030	Heating & Cooling	30,761	14,250	17,591	(3,341)	-23.4%	14,867	18,000	(3,133)	29,117	35,591	(6,474)	-22.2%	Higher than anticipated due to warmer than normal weather.
801035	Insurance	249,409	137,021	126,426	10,595	7.7%	143,643	120,000	23,643	280,664	246,426	34,238	12.2%	Projected 10% increase over FY 2014 forecast per broker. Actual cost for FY 2015 is 2.9% below FY 2014 costs.
801040	Janitorial Services	101,057	52,530	52,795	(265)	-0.5%	52,530	52,265	265	105,060	105,060	0	0.0%	
801045	Landscaping	16,125	7,200	7,371	(171)	-2.4%	7,200	7,029	171	14,400	14,400	0	0.0%	
801050	Security	168,542	81,000	91,847	(10,847)	-13.4%	81,000	81,000	0	162,000	172,847	(10,847)	-6.7%	Offset by income in Room Rental and/or Special Events.
801060	Room Rental Expenses	13,021	7,800	14,199	(6,399)	-82.0%	7,800	5,000	2,800	15,600	19,199	(3,599)	-23.1%	Offset by receipt of \$10,000 in room rental revenue
801065	Special Events Expenses	16,023	12,865	6,055	6,810	52.9%	5,797	5,500	297	18,662	11,555	7,107	38.1%	Pro Bono Week and Law Week events less expensive than planned.
801100	Furniture & Appliances (<3K)	1,866	960	598	362	37.8%	960	1,322	(362)	1,920	1,920	0	0.0%	
801110	Equipment (<3K)	4,041	1,800	431	1,369	76.0%	1,800	3,169	(1,369)	3,600	3,600	0	0.0%	
801115	Building Alterations (<3K)	0	2,250	0	2,250	100.0%	2,250	4,500	(2,250)	4,500	4,500	0	0.0%	
801120	Delivery & Postage	4,370	1,950	2,182	(232)	-11.9%	1,950	1,718	232	3,900	3,900	0	0.0%	
801125	Kitchen supplies	4,763	2,135	1,941	195	9.1%	2,693	1,887	806	4,828	3,828	1,000	20.7%	Reduction due to elimination of snack vending
	Subtotal	800,084	432,347	415,579	16,768	3.9%	433,076	412,510	20,566	865,423	828,089	37,334	4.3%	
	Technology:													
801210	Software Maintenance	0	6,911	8,389	(1,478)	-21.4%	8,972	7,494	1,478	15,883	15,883	0	0.0%	Timing.
801212	Hardware Maintenance	0	7,404	5,688	1,716	23.2%	7,344	9,060	(1,716)	14,748	14,748	0	0.0%	Timing.
801215	Software (<\$3k)	4,055	8,850	269	8,581	97.0%	6,150	14,731	(8,581)	15,000	15,000	0	0.0%	Timing of expenditures. Expect to be close to budget by year-end.
801220	Hardware (<\$3k)	8,759	3,000	2,139	861	28.7%	1,500	2,361	(861)	4,500	4,500	0	0.0%	
801225	Computer Supplies	908	800	0	800	100.0%	700	1,500	(800)	1,500	1,500	0	0.0%	
801230	Integrated Library System	43,549	22,500	22,211	289	1.3%	22,500	22,789	(289)	45,000	45,000	0	0.0%	
801235	Telecommunications	29,966	15,344	14,783	561	3.7%	13,984	14,545	(561)	29,328	29,328	0	0.0%	
801245	Tech & Data - Misc	35	600	0	600	100.0%	200	800	(600)	800	800	0	0.0%	
801250	Services	26,575	2,500	1,355	1,145	45.8%	2,500	1,360	1,140	5,000	2,715	2,285	45.7%	Timing issues. Income received for shared expense with San Diego and Alameda CLLs. Also, budgeted for Misc. Consulting which was not realized.
	Subtotal	113,847	67,909	54,834	13,075	19.3%	63,850	74,640	(10,790)	131,759	129,474	2,285	1.7%	
	General:													
801310	Bank Charges	6,965	2,638	3,674	(1,036)	-39.3%	3,565	4,464	(899)	6,203	8,138	(1,935)	-31.2%	
801315	Bibliographical Services	7,482	4,350	3,940	410	9.4%	5,350	7,730	(2,380)	9,700	11,670	(1,970)	-20.3%	
801320	Binding	0	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
801325	Board Expense	1,190	3,650	1,740	1,910	52.3%	650	2,560	(1,910)	4,300	4,300	0	0.0%	
801330	Staff meals & events	2,729	1,900	877	1,023	53.8%	215	838	(623)	2,115	1,715	(400)	-18.9%	
801335	Supplies - Office	11,778	7,666	7,290	376	4.9%	4,113	4,489	(376)	11,779	11,779	0	0.0%	
801337	Supplies - Library materials	9,391	4,171	2,347	1,824	43.7%	5,822	7,646	(1,824)	9,993	9,993	0	0.0%	
801340	Stationery, business cards, etc.	821	640	524	116	18.2%	700	816	(116)	1,340	1,340	0	0.0%	
801365	Grant Application Expenses	0	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
801370	Copy Center Expense	26,849	9,296	13,375	(4,079)	-43.9%	18,385	14,306	4,079	27,681	27,681	0	0.0%	Timing of actual vs. budget.
801375	General - Misc	1,071	430	590	(160)	-37.2%	323	163	160	753	753	0	0.0%	
801390	Course Registration	0	0	2,861	(2,861)	0.0%	-	2,861	(2,861)	0	5,722	(5,722)	0.0%	Parking costs (offset by revenue) and revenue sharing.
801395	Friends of Law Library	0	100	78	22	22.1%	100	122	(22)	200	200	0	0.0%	
	Subtotal	68,276	34,841	37,296	(2,454)	-7.0%	39,223	45,995	(6,772)	74,064	83,291	(9,227)	-12.5%	
	Professional Development:													

Los Angeles Law Library
FY 2014-15 Forecast

		FY 2013-14	FY 2014-15 Forecast										Comments	
		Actual	Jul - Dec Budget	Jul - Dec Actual	Jul - Dec Budget - Actual Diff	Jul - Dec Bud Act % Fav (Unf)	Jan - Jun Budget	Jan - Jun Projected	Jan - Jun Budget - Projected Diff	FY Total Budget	FY Total Projected	FY Budget - Projected \$ Fav (Unf)		FY Budget - Projected % Fav (Unf)
803105	Travel	3,891	3,150	3,109	41	1.3%	1,650	1,691	(41)	4,800	4,800	0	0.0%	
803110	Meals	122	0	140	(140)	0.0%	-	0	0	0	140	(140)	0.0%	
803113	Incidental and miscellaneous	1,905	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
803115	Membership dues	7,239	375	8,903	(8,528)	-2274.3%	9,239	711	8,528	9,614	9,614	0	0.0%	Timing of payments vs. budget. This includes AALL, State Bar, CCCLL, ELUNA.
803120	Registration fees	3,602	1,274	1,830	(556)	-43.6%	2,249	1,000	1,249	3,523	2,830	693	19.7%	3 AALL registrations @ \$549 = \$1,647 vs. budget of \$1,099.
803125	Educational materials	0	0	264	(264)	0.0%	-	0	0	0	264	(264)	0.0%	California Labor Law Digest and CA Poster.
	Subtotal	16,759	4,799	14,246	(9,447)	-196.9%	13,138	3,402	9,736	17,937	17,647	290	1.6%	
	Communications & Marketing:													
803205	Services	1,784	1,250	0	1,250	100.0%	1,100	2,350	(1,250)	2,350	2,350	0	0.0%	Two postcard campaigns planned.
803210	Collateral materials	978	700	0	700	100.0%	600	1,300	(700)	1,300	1,300	0	0.0%	
803215	Advertising	5,109	2,800	104	2,696	96.3%	1,550	1,800	(250)	4,350	1,904	2,446	56.2%	Reduction in number of tribute ads
803220	Trade shows & Outreach	1,716	1,710	140	1,570	91.8%	1,710	3,280	(1,570)	3,420	3,420	0	0.0%	
	Subtotal	9,587	6,460	244	6,216	96.2%	4,960	8,730	(3,770)	11,420	8,974	2,446	21.4%	
	Travel & Entertainment													
803305	Travel	51	0	12	(12)	0.0%	-	0	0	0	12	(12)	0.0%	
803310	Meals	0	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
803315	Entertainment	0	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
803320	Ground transportation & mileage reimb.	1,776	1,840	949	891	48.4%	1,915	1,806	109	3,755	2,755	1,000	26.6%	Delivery, postage, mileage to workshops & branches. Usage less than anticipated.
803325	Incidental travel expenses	0	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
	Subtotal	1,827	1,840	961	879	47.8%	1,915	1,806	109	3,755	2,767	988	26.3%	
	Professional Services													
804005	Accounting	16,560	16,000	16,000	0	0.0%	1,000	0	1,000	17,000	16,000	1,000	5.9%	Less than planned.
804008	Consulting Services	15,225	19,998	14,863	5,136	25.7%	19,998	25,133	(5,135)	39,996	39,996	0	0.0%	Timing of payments. HR consulting
804010	Legal	4,808	5,000	0	5,000	100.0%	5,000	1,000	4,000	10,000	1,000	9,000	90.0%	Performed in house. As needed for labor issues.
804015	Other	0	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
	Subtotal	36,593	40,998	30,863	10,136	24.7%	25,998	26,133	(135)	66,996	56,996	10,000	14.9%	
	Depreciation:													
806105	Depreciation - Library Materials	2,890,614	1,504,276	1,491,368	12,907	0.9%	1,472,714	1,481,622	(8,908)	2,976,990	2,972,990	4,000	0.1%	
806110	Depreciation Exp - FF&E	376,235	176,211	179,552	(3,341)	-1.9%	177,387	177,387	(0)	353,598	356,939	(3,341)	-0.9%	Timing of budget vs. actual depreciation for book scanner.
	Subtotal	3,266,849	1,680,487	1,670,920	9,566	0.6%	1,650,101	1,659,009	(8,908)	3,330,588	3,329,929	659	0.0%	
	Total Expense	8,419,438	4,376,212	4,324,663	51,549	1.2%	4,384,601	4,292,802	91,799	8,760,813	8,617,464	143,349	1.6%	
	Net Income Before Extraordinary Items	(180,339)	(180,224)	(378,280)	198,056	-109.9%	(407,523)	(294,715)	112,808	(587,747)	(688,283)	(100,536)	17.1%	
	Extraordinary Income	711,775	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
	Extraordinary Expense	279,570	0	0	0	0.0%	-	0	0	0	0	0	0.0%	
	Net Income Including Extraordinary Items	251,866	(180,224)	(378,280)	198,056	-109.9%	(407,523)	(294,715)	112,808	(587,747)	(688,283)	(100,536)	17.1%	
	Capital Expenditures:													
161100	Furniture / Appliances (>3k)	0	59,000	44,374	14,626	24.8%	-	14,626	(14,626)	59,000	59,000	0	0.0%	Timing of color scanner purchase in Sept. 2014 vs. planned in December 2014.
161300	Electronics / Computer Hardware (>3k)	19,010	21,000	0	21,000	100.0%	-	21,000	(21,000)	21,000	21,000	0	0.0%	
164500	Exterior Building Repairs/ Improvements (>3k)	0	40,000	0	40,000	100.0%	-	40,000	(40,000)	40,000	40,000	0	0.0%	New gate system.
164000	Interior Improvements / Alterations (>3k)	24,254	55,000	0	55,000	100.0%	400,000	455,000	(55,000)	455,000	455,000	0	0.0%	Elevators, flooring in stacks, bathroom counters.
168000	Computer Software	22,259	5,000	0	5,000	100.0%	235,000	5,000	230,000	240,000	5,000	235,000	97.9%	Navision and ILS system upgrades and network monitoring system. Budget should be moved to FY 2016. Network Monitoring System (\$5k) forecast for purchase during FY 2015.
	Total - Capitalized Expenditures	65,523	180,000	44,374	135,626	75.3%	635,000	535,626	99,374	815,000	580,000	235,000	28.8%	

MEMORANDUM

DATE: February 27, 2015

TO: Board of Trustees

FROM: Sandra Levin, Executive Director
Jaye Steinbrick, Senior Director Information Services

RE: Consideration of Proposed California Records and Briefs
Digitization Project with Google and LLMC

INTRODUCTION

The Board is asked to consider whether to enter into an agreement with LLMC and Google for the digitization of a portion of LA Law Library's collection of California appellate briefs and records. This is not a revenue-generating opportunity, but would provide some reduction in costs, promote the Library in a visible way to a very broad audience and greatly expand public access to a rare and unique aspect of the Library's collection.

BACKGROUND

LA Law Library maintains what is believed to be the best and largest publicly accessible collection of California appellate briefs and records in the world, including material dating back to the 1850's. The Law Library has been working on digitizing this collection in partnership with the Law Library Microform Consortium (LLMC) for more than 5 years. The Law Library collects meta-data and scans each brief. The resulting images are made available to our patrons on the Law Library's website by docket number and to law libraries who are members of LLMC on their website where they are full text searchable. The project is considered a success in that the digitized briefs are useful to patrons and law libraries and highlight a unique resource in our collection which brings positive attention to the Law Library. However, the project is also expensive and time-consuming; after 5 years we have digitized current materials and retrospective material back to the early 1990's. The vast majority of the briefs collection remains untouched.

Significantly, these materials are of more than just legal interest. Because they are 'rich' with names, dates and historical information, they are also useful to the general public. As a result, Google, who also has a pre-existing relationship with LLMC, has expressed interest in assisting with the digitization of materials in the collection to make them available to the public at no charge on the Google site. Google and LLMC have prior experience with a very similar project, the digitization of a large quantity of New York briefs and records, and are eager to tackle material from other jurisdictions.



THE TERMS

In accordance with Google's agreement with LLMC to digitize records and briefs provided by its member libraries, Google would digitize a portion of the paper collection of the Los Angeles Law Library's California Records and Briefs Collection (the "Collection") on the following terms:

1. *The Law Library will select material for digitization.* The Law Library is under no obligation to select all of the Collection and may retain materials as it deems appropriate. The intention is, of course, to digitize a large portion of the Collection. However, even preliminary discussions made clear that some materials will not be suitable for scanning.
2. *The Law Library will create meta-data for each brief and insert a page with a unique bar code, the LA Law Library logo and a statement that the material was provided by LA Law Library and for those desiring additional information, a more complete collection can be found at LA Law Library.* The bar code will allow for exact tracking and future use of the images. The notice will inform the public where to obtain items that were not digitized (such as oversized exhibits, fragile materials, etc.) and allow them to access the more complete Collection.
3. *Google will reimburse the Law Library for the cost of creating the meta-data for the briefs.* The cost will be calculated based upon the hourly cost of a library scanning aide for the average time per brief to collect meta-data. It does not include supervision, overhead, etc.
4. *The Law Library will package the briefs for shipping.*
5. *Google will transport the material to its scan center in Michigan and digitize the portion it deems suitable for digitization providing tracking and quality control throughout.*
6. *Each party will be responsible for its own compliance with copyright and privacy laws as to its use of the materials. Each party shall retain intellectual property interests in its own logo and writings, but shall not assert copyright ownership in the underlying briefs and records.*
7. *Google will provide digital copies to LLMC and LA Law Library, to be used for member and patron access and archival purposes, but not for bulk download or competitive commercial purposes.* Individual items will be de-bound and digitized using Google's sheetfed scanners, at a resolution of 400dpi. Items deemed by Google to be in too poor condition to scan will be set aside for return to the library.
8. *Physical copies will be returned to the Law Library, sent to LLMC's storage facility or recycled, according to the Law Library's preference.*
9. *Google will either make the digitized material available to the public at no charge on its website or provide LA Law Library full rights to use the digital copies (including competitive or commercial use).*



10. *Any party may terminate the agreement with notice at any time but the material already shipped shall still be subject to the terms of the agreement.*
11. *Estimated Start Date is March, 2015.*
12. *The estimated completion date is unknown and will depend on the rate at which material can be sent to Google. The total project is expected to be completed within 5 years from the start of scanning. Google has assured us that they can keep up with any workflow we can send them.*

DISCUSSION

The disadvantages of the proposal are straightforward: LA Law Library would be sharing a rare resource without monetary gain and in some measure diminishing the 'uniqueness' of the Law Library's collection. The advantages are that:

- The briefs would be made more publicly accessible in a much, much shorter time frame and would be text-searchable;
- The Law Library would still retain the most complete collection of California appellate briefs and records because it would uniquely hold both the scanned copies and the oversized and unscannable items;
- The project would provide visibility and promotion for LA Law Library by including its logo and name on every brief.
- The project would not result in any elimination of staff or positions at this time because scanning aides would remain employed and be dedicated to meta-data creation. However, the cost of creating meta-data would then be reimbursed. The projected savings over current operations is approximately \$40,000 per year.

RECOMMENDATION

Staff recommends that the Board authorize the Executive Director to negotiate and enter into an agreement to digitize California appellate briefs and records on the terms described above.



MEMORANDUM

DATE: February 27, 2015
TO: Board of Trustees
FROM: Sandra Levin, Executive Director
RE: Proposed Finance Department Restructure

INTRODUCTION AND SUMMARY

The Finance Director tendered his resignation effective February 20, 2015. Because the decline in filing fee revenue has continued and shows no signs of near-term recovery, we are forced to consider significant budget cuts that will impact service levels. This report explores the possibility of eliminating the Finance Director position as one such budget cut. The Financial Planning Committee of the Board reviewed the proposal and concurs with the staff recommendation.

BACKGROUND

The approved deficit for the FY14-15 budget was more than \$500,000 and is expected to increase by approximately another \$200,000 due to the continuing decline in civil filing fees. (A full mid-year budget review is presented concurrently and reflects a decline in filing fees of almost \$600,000 over the prior fiscal year.) Given this troubling fiscal situation, staff and the Financial Planning Committee are recommending that the Law Library not refill the position of Finance Director. Instead, we recommend hiring an entry level accounting clerk, restructuring the higher level duties and delaying completion of some projects.

Alternatives: Fundamentally, the alternatives are: 1) rehire into the existing position; 2) eliminate the position with no new support; 3) hire contract personnel; or 4) eliminate the position, create a lower level position and push some existing duties down the ladder.

Rehiring would provide maximum service levels and financial support to the organization but at this time is effectively beyond our budget.

Eliminating or deferring hiring of a Finance Director without a restructure is not, in my opinion, a feasible alternative. Existing staff cannot do an adequate job of analyzing and preparing a comprehensive budget proposal while simultaneously completing all the



ongoing tasks that already occupy them essentially full time. The tasks they currently perform (payroll, accounts payable, accounts receivable, warrant processing, billing, etc.) are neither avoidable nor deferrable. We have streamlined some procedures, creating some capacity to shift duties as outlined below. Completely eliminating the Finance Director position without any additional support though would risk basic financial and budget operations.

Preliminary investigation indicates that appropriate contract support is both expensive and difficult to find (due to the need for government finance experience). Staff believes that a more effective expenditure of limited funds would be to hire an entry level accounting clerk, rather than a very part-time high-level consultant. (Moreover, due to the extended time needed for even an experienced professional to learn the intricacies of law library finances, a consultant would not be an effective short-term solution.)

Accordingly, staff's recommendation is to hire an accounting clerk, eliminate the Finance Director position and shift duties as discussed below. Although there will be an adverse impact on some projects, there will also be a cost savings and no threat to the integrity of financial operations.

Existing positions: There are currently four finance positions: Library Clerk (A/P); Library Technician (A/R, payroll); Finance Manager; and Finance Director. The total estimated cost with benefits of the Finance Director position is \$122,640 and the total estimated cost with benefits of all Finance positions is \$322,000.

Proposed restructure: The responsibilities and duties of the positions of Finance Manager and Finance Director overlap. The difference is that one oversees and directs (Director) while the other is more hands on (Manager). The shifting of some of the hands-on duties and responsibilities to the new Clerk and existing Tech, will allow the Finance Manager to focus more on the policy, oversight and direction duties.

The proposed restructure would: 1) eliminate the Finance Director position; 2) add a Library Clerk (accounting) position; 3) shift systems analysis and technology related projects (e.g., the Navision accounting software upgrade) to IT; 4) shift financial analysis, budgeting and board communication to the Finance Manager; 5) shift financial statement preparation and other monthly reporting duties to the Library Technician; and 6) shift data entry, billing communications and other entry level duties to the new Clerk.

Redlined job descriptions will be provided in advance of the meeting. Although the proposed restructure does not affect any existing represented positions, SEIU has been notified of the agenda item.

Cost Savings: The estimated savings would be approximately \$75,000 per year.



Impact: The restructure will result in a slower response time from Finance and less capacity to deal with special projects and new ventures. This may sound minor, but each new program, grant project or outreach opportunity has an accounting component. Even some cost-savings measures (such as furlough time) are only feasible with significant extra effort from accounting. We will no longer have the capacity to accommodate the same number of new projects and programs.

Perhaps more significantly, we do not currently have the capacity to handle all of the organization's IT needs (and have been told that our inability to fill the open IT Manger position is due to the salary being below market). The Navision upgrade and other significant IT projects will be delayed.

Other Issues: The issues of who will have the expenditure and investment authority of the former Finance Director were separately addressed in a Consent Calendar item on this same agenda.

RECOMMENDATION

Staff and the Financial Planning Committee recommend that the Board approve the job descriptions provided, eliminating the position of Finance Director, creating an entry level accounting clerk position and restructuring the higher level finance duties.

