

# AGENDA

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

**REGULAR BOARD MEETING**  
*Wednesday, March 25, 2015*  
*12:15 PM*

**MILDRED 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 February 27, 2015, Special Board Meeting.
- 3.2 Review of January 2015 Financials & February 2015 List of Checks and Warrants.

**4.0 CLOSED SESSION**

- 4.1 Conference with Labor Negotiator (G.C. 54957.6).  
*Library Negotiators:* Sandra J. Levin and Jaye Steinbrick;  
*Employee Organization:* SEIU Local 721.

**5.0 DISCUSSION ITEMS**

- 5.1 Award of Bid for Elevator Modification Project and Declaration of CEQA Exemption
- 5.2 Determination of Need to Undertake Emergency Repair of Security Gate to Staff Parking Area
- 5.3 Announcement of Law Week Updates

**6.0 AGENDA BUILDING**

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

**7.0 EXECUTIVE DIRECTOR REPORT**

**8.0 ADJOURNMENT**

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 22, 2015.

POSTED FRIDAY, MARCH 20, 2015 @ 3:00 P.M.

POSTED BY EUSTORGIO BARAJAS



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 27, 2015, Special Board Meeting.
- 3.2 Review of January 2015 Financials & February 2015 List of Checks and Warrants.

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

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

**February 27, 2015**

The Special Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Friday, February 27, 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 Mark Juhas  
Judge Dennis Landin  
Susan Steinhauser, Esquire

**Trustees Absent:**

Judge Ann I. Jones  
Kenneth Klein, Esquire

**Senior Staff Present:**

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

**Also Present:**

Marcelino Juarez, Finance Manager

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

*Per the vice-president's prerogative, Agenda Item 3.0, Consent Calendar, was taken up for discussion and approval at this time. Vice-President Juhas inquired of the one member of the public who requested to speak before the Board whether there was any objection to hearing Public Comment following the Consent Calendar, there was no objection.*

*The Agenda Items were taken up in the order presented below.*

**3.0 CONSENT CALENDAR**

3.1 Approval of Minutes of the January 21, 2015, Regular Board Meeting.

Vice-President Juhas requested a motion to approve Agenda Item 3.1, so moved by Trustee Landin, seconded by Trustee Goetz, the motion was unanimously approved, 4-0.

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

3.4 Approval of Workers Compensation Insurance Renewal. Staff recommends the Board approve Option 1 authorizing Keenan to bind coverage with the State Compensation Insurance Fund at total premium of \$104,802 plus applicable mandatory surcharges of \$3,440 effective 03/01/15.

Vice-President Juhas requested a motion to approve Agenda Items 3.2 through 3.4, so moved by Trustee Court, seconded by Trustee Goetz, the motion was unanimously approved, 4-0.

**4.2 MID-YEAR BUDGET REVIEW**

ED Levin presented a brief report to the Board with regard to the budget review. No discussion was held at this time, however.

*Trustee Steinhauser joined the meeting at 12:23 p.m.*

**1.0 PUBLIC COMMENT**

During the five (5) minutes allocated, Mr. Lee Paradise expressed general opposition to the Law Library's operating procedures.

**2.0 PRESIDENT'S REPORT**

There was no President's Report.

#### **4.0 DISCUSSION ITEMS**

##### **4.2 Mid-Year Budget Review.**

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

ED Levin previously presented to the Board an introduction to Agenda Item 4.2. At this time, ED Levin further discussed details regarding the budget review and offered to answer any questions. The Board asked question and engaged in discussion, no action was taken.

##### **4.1 Announcement of Upcoming Events, including Beacon of Justice Gala.**

ED Levin highlighted upcoming events that the Board might consider attending. Trustee Steinhauser followed up with an announcement to the Board regarding the annual Friends of the Los Angeles County Law Library Gala which will be held on Wednesday, April 8, 2015.

##### **4.3 Approval of Google Digitization Project.**

Staff recommended 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 in the staff report.

Following an introduction by ED Levin, there were questions and some discussion. At the conclusion of discussion, Vice-President Juhas requested a motion to authorize the Executive Director to negotiate and enter into an agreement to digitize California appellate briefs and records on the terms described in the staff report. Moved by Trustee Goetz, seconded by Trustee Court, the motion was unanimously approved, 5-0.

##### **4.4 Approval of Finance Department Restructure.**

ED Levin announced that the Library's Finance Director, John Kohl, submitted his resignation. As a result, ED Levin and the Financial Planning Committee presented the Board with alternative solutions that included rehiring the Finance Director, eliminating the Finance Director and creating a lower level Accounting Clerk in Accounting and overall restructuring the department.

Following discussion, the Vice-President Juhas requested a motion to approve the job descriptions provided, thereby eliminating the position of Finance Director, creating an entry level accounting clerk position and restructuring the higher level finance duties, so moved by Trustee Landin, seconded by Trustee Juhas, the motion was unanimously approved, 5-0.

**5.0 AGENDA BUILDING**

There were no items for Agenda Building.

**6.0 EXECUTIVE DIRECTOR REPORT**

ED Levin reminded the Board of the many upcoming Library events, encouraging the Board to attend as their calendars permit.

**7.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:10 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 25, 2015.

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

# Los Angeles Law Library

## Balance Sheet

As of January 31, 2015

(Provisional and subject to year-end audit adjustments)

	6/30/2014	1/31/2015	Change
<b>Assets</b>			
Current Assets			
Cash and cash equivalents	3,533,474	3,633,564	100,091
Accounts receivable	1,495,768	1,515,358	19,590
Prepaid expenses	164,660	205,889	41,229
Total current assets	5,193,902	5,354,811	160,909
Investments			
CalPERS CERBT Trust Fund	2,040,647	2,041,251	604
UBS Zero Coupon Treasury Fund	3,997,438	4,039,974	42,535
Total Investments	6,038,085	6,081,224	43,139
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	23,001,580	(98,949)
Total assets	<b>35,218,929</b>	<b>35,324,028</b>	<b>105,098</b>
<b>Liabilities and Net Assets</b>			
Current Liabilities			
Accounts payable	311,176	657,034	345,858
Other liabilities	-	(647)	(647)
Payroll liabilities	12,894	12,030	(864)
Total current liabilities	324,070	668,417	344,347
Accrued sick and vacation liability	381,734	296,058	(85,676)
Borrowers' deposit	302,006	314,686	12,680
OPEB obligation	1,799,622	1,961,672	162,050
Total liabilities	<b>2,807,432</b>	<b>3,240,834</b>	<b>433,401</b>
Net assets			
Invested in capital assets, net of related debt	23,683,962	23,585,013	(98,949)
Unrestricted	8,727,535	8,498,181	(229,353)
Total net assets	<b>32,411,497</b>	<b>32,083,194</b>	<b>(328,303)</b>
Total liabilities and net assets	<b>35,218,929</b>	<b>35,324,028</b>	<b>105,099</b>

**Los Angeles Law Library**

Income Statement for the Period Ended January 31, 2015  
(Provisional and subject to year-end audit adjustments)

Jan 14 Actual	January 2015				FY 2013-14 YTD	FY 2014-15 YTD				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
<b>Summary:</b>										
<b>Income</b>										
552,796	539,528	549,592	10,064	1.9%	L.A. Superior Court Fees	4,212,206	4,111,112	3,893,154	(217,958)	-5.3%
4,918	1,925	27,957	26,031	1352.0%	Interest	29,472	74,728	12,323	(62,405)	-83.5%
0	0	27,073	27,073	0.0%	UBS (Zero Coupon Treasury)	0	0	42,362	42,362	0.0%
43,750	44,167	53,398	9,231	20.9%	Parking	382,077	309,167	383,211	74,044	23.9%
58,896	39,466	28,195	(11,271)	-28.6%	Library Services	408,306	326,068	301,600	(24,468)	-7.5%
660,359	625,087	686,215	61,128	9.8%	Total Income	5,032,061	4,821,075	4,632,651	(188,425)	-3.9%
<b>Expense</b>										
304,243	337,161	280,659	56,502	16.8%	Staff	2,567,646	2,443,692	2,380,379	63,313	2.6%
564,128	197,276	761,102	(563,826)	-285.8%	Library Materials	1,393,647	1,860,173	1,795,879	64,293	3.5%
(564,128)	(197,276)	(761,102)	563,826	-285.8%	Library Materials Transferred to Assets	(1,393,647)	(1,860,173)	(1,795,879)	(64,293)	3.5%
80,461	71,037	70,782	255	0.4%	Facilities	474,175	503,384	486,361	17,023	3.4%
7,601	9,153	8,288	865	9.4%	Technology	60,317	77,062	63,122	13,940	18.1%
(11,008)	12,402	3,748	8,654	69.8%	General	77,911	47,244	41,044	6,199	13.1%
6,385	6,420	344	6,076	94.6%	Professional Development	13,202	11,219	14,590	(3,371)	-30.0%
225	1,085	0	1,085	100.0%	Communications & Marketing	3,200	7,545	244	7,301	96.8%
149	305	156	149	48.9%	Travel & Entertainment	998	2,145	1,117	1,028	47.9%
12,385	4,166	4,031	136	3.3%	Professional Services	33,229	45,164	34,893	10,270	22.7%
261,425	272,314	268,270	4,044	1.5%	Depreciation	1,916,497	1,952,801	1,939,203	13,599	0.7%
661,866	714,045	636,278	77,767	10.9%	Total Expenses	5,147,175	5,090,257	4,960,953	129,304	2.5%
(1,507)	(88,958)	49,938	138,895	156.1%	<b>Net Income</b>	<b>(115,114)</b>	<b>(269,182)</b>	<b>(328,303)</b>	<b>(59,121)</b>	<b>-22.0%</b>
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%
(1,507)	(88,958)	49,938	138,895	156.1%	Net Income Including Extraordinary Items	(301,520)	(269,182)	(328,303)	(59,121)	-22.0%
0	0	0	0	0.0%	<b>Capitalized Expenditures</b>	<b>0</b>	<b>180,000</b>	<b>44,374</b>	<b>135,626</b>	<b>75.3%</b>

**Los Angeles Law Library**  
Income Statement for the Period Ended January 31, 2015  
(Provisional and subject to year-end audit adjustments)

Jan 14 Actual	January 2015				FY 2013-14 YTD	FY 2014-15 YTD				Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
<b>Detailed Budget:</b>													
<b>Income:</b>													
552,796	539,528	549,592	10,064	1.9%	15 FIN	303300	L.A. Superior Court Fees	4,212,206	4,111,112	3,893,154	(217,958)	-5.3%	Even though the FY 2015 Budget reflects a decrease in revenue as compared to FY 2014, YTD revenue has decreased even more.
Interest:													
862	750	859	109	14.6%	15 FIN	311000	Interest - LAIF	1,727	1,500	1,676	176	11.7%	
3,911	1,029	1,164	135	13.1%	15 FIN	312000	Interest - General Fund	26,740	7,204	8,478	1,273	17.7%	Greater than anticipated.
145	146	154	8	5.3%	15 FIN	313000	Interest - Deposit Fund	1,005	1,024	1,243	219	21.4%	
0	0	25,706	25,706	0.0%	15 FIN	313100	Interest - CalPERS CERBT	0	65,000	604	(64,396)	-99.1%	Increased compared to December 2014.
0	0	73	73	0.0%	15 FIN	313200	Interest - Bonds	0	0	323	323	0.0%	
4,918	1,925	27,957	26,031	1352.0%			Subtotal	29,472	74,728	12,323	(62,405)	-83.5%	
0	0	27,073	27,073	0.0%	15 FIN	321000	Unrealized Invest. Gain/Loss UBS (Zero Coupon Treasury)	0	0	42,362	42,362	0.0%	Unrealized gain from bond investment. Value at maturity is fixed.
Parking:													
43,750	43,750	53,398	9,648	22.1%	39 FAC	330100	Parking	382,077	306,250	383,211	76,961	25.1%	Positive effect of weekend and event parking.
0	417	0	(417)	-100.0%	39 FAC	330105	Valet Parking	0	2,917	0	(2,917)	-100.0%	Event parking included in general parking revenue.
43,750	44,167	53,398	9,231	20.9%			Subtotal	382,077	309,167	383,211	74,044	23.9%	
Library Services:													
49	0	65	65	0.0%	27 CIRC	330150	Annual Borrowing Fee	2,925	0	1,641	1,641	0.0%	
9,785	8,500	12,675	4,175	49.1%	25 P&P	330140	Annual Members Fee	56,690	59,500	64,475	4,975	8.4%	
4,751	3,700	4,464	764	20.6%	23 R&R	330340	Course Registration	12,404	13,900	17,121	3,221	23.2%	Increased number of classes compared to number budgeted.
6,165	5,000	6,136	1,136	22.7%	27 CIRC	330129	Copy Center	38,243	35,000	36,700	1,700	4.9%	
2,803	2,100	854	(1,246)	-59.4%	27 CIRC	330205	Document Delivery	17,213	14,700	12,416	(2,284)	-15.5%	Less usage than anticipated.
3,651	3,750	1,074	(2,676)	-71.4%	27 CIRC	330210	Fines	27,513	26,250	20,000	(6,250)	-23.8%	Timing.
12,004	10,000	747	(9,253)	-92.5%	15 FIN	330310	Miscellaneous	81,282	11,800	32,286	20,486	173.6%	Includes \$14,398 subsidy payment from CalPERS Medicare Part D program for retirees and \$9,060 dividend from State Fund.
4,225	2,750	1,977	(773)	-28.1%	39 FAC	330330	Room Rental	20,982	19,250	23,787	4,537	23.6%	Room rental activity continues to grow. Offset with Room Rental Expense.
0	250	0	(250)	-100.0%	27 CIRC	330350	Book Replacement	3,872	1,750	2,110	360	20.6%	Timing.
0	0	0	0	0.0%	15 FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	
15,000	0	0	0	0.0%	17 EXEC	330400	Friends of Law Library	135,000	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%	
463	333	205	(129)	-38.6%	39 FAC	330450	Vending	1,833	2,333	2,490	156	6.7%	
0	3,083	0	(3,083)	-100.0%	39 FAC	330465	Special Events Income	10,348	21,585	3,575	(18,010)	-83.4%	Offset with Special Evnets Expense.
58,896	39,466	28,195	(11,271)	-28.6%			Subtotal	408,306	326,068	301,600	(24,468)	-7.5%	
660,359	625,087	686,215	34,055	5.4%			Total Income	5,032,061	4,821,075	4,632,651	(188,425)	-3.9%	
<b>Expenses:</b>													
Staff:													
164,657	195,458	152,766	42,693	21.8%	ALL	501000	Salaries (benefits eligible)	1,469,522	1,435,713	1,406,144	29,569	2.1%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.
0	(3,909)	0	(3,909)	100.0%	15 FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(28,714)	0	(28,714)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Eligible).
21,070	24,299	14,861	9,438	38.8%	ALL	501050	Salaries (benefits ineligible)	173,339	182,242	142,948	39,294	21.6%	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	(2,406)	0	(2,406)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Ineligible).
12,657	13,625	12,226	1,399	10.3%	15 FIN	502000	Social Security	92,240	100,313	90,591	9,722	9.7%	Due to vacancies.
2,960	3,186	2,859	327	10.3%	15 FIN	503000	Medicare	22,998	23,460	22,346	1,115	4.8%	Due to vacancies.
20,826	21,713	20,499	1,213	5.6%	15 FIN	511000	Retirement	168,180	162,846	160,381	2,465	1.5%	
38,798	44,626	42,530	2,096	4.7%	15 FIN	512000	Health Insurance	312,949	298,121	278,286	19,835	6.7%	Due to vacancies.
410	365	437	(72)	-19.6%	15 FIN	513000	Disability Insurance	2,873	2,607	3,017	(409)	-15.7%	Timing.
5,174	6,173	2,621	3,552	57.5%	15 FIN	514000	Dental Insurance	34,894	42,438	35,014	7,424	17.5%	Due to vacancies.
668	781	591	191	24.4%	15 FIN	514500	Vision Insurance	4,967	5,659	4,395	1,265	22.3%	Due to vacancies.
111	145	116	29	19.8%	15 FIN	515000	Life Insurance	729	813	661	152	18.7%	Due to vacancies.
0	(1,812)	0	(1,812)	100.0%	15 FIN	515500	Vacancy Benefits Offset	0	(12,725)	0	(12,725)	100.0%	Actual reduction due to vacancies is reflected in benefits.
8,779	6,982	5,568	1,414	20.2%	15 FIN	516000	Workers Compensation Insurance	68,738	48,874	46,355	2,519	5.2%	
0	0	0	0	0.0%	15 FIN	517000	Unemployment Insurance	6,725	0	(19)	19	0.0%	
0	200	928	(728)	-364.0%	ALL	514010	Temporary Employment	0	4,900	10,348	(5,448)	-111.2%	Temporary assistance due to long-term disability. Offset in Salaries (Benefit Eligible).
39	0	0	0	0.0%	13 HR	514015	Recruitment	2,237	0	484	(484)	0.0%	

**Los Angeles Law Library**  
Income Statement for the Period Ended January 31, 2015  
(Provisional and subject to year-end audit adjustments)

Jan 14 Actual	January 2015				FY 2013-14 YTD	FY 2014-15 YTD				Comments			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
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	0	0	0	0	0.0%	
27,083	23,150	23,150	0	0.0%	15 FIN	518500	OPEB Expense	189,583	162,050	162,050	0	0.0%	
(603)	1,250	374	876	70.1%	15 FIN	518550	TMP	7,165	8,750	8,384	366	4.2%	
1,613	1,250	1,133	117	9.4%	15 FIN	518560	Payroll and Benefit Administration	10,508	8,750	8,994	(244)	-2.8%	
304,243	337,161	280,659	56,502	16.8%			Total - Staff	2,567,646	2,443,692	2,380,379	63,313	2.6%	
							Library Materials:						
472,325	138,089	579,367	(441,278)	-319.6%	29 R&R	601999	American Continuations	987,306	1,453,662	1,324,686	128,976	8.9%	Includes payment to LNMB for annual subscription.
4,153	6,186	1,978	4,208	68.0%	29 R&R	602999	American New Orders	47,650	42,487	19,562	22,925	54.0%	Careful selection of new materials.
15,191	3,902	13,885	(9,984)	-255.9%	29 R&R	609199	Branch Continuations	21,890	27,312	23,055	4,257	15.6%	Includes payment to LNMB for annual subscription.
0	83	0	83	100.0%	29 R&R	609299	Branch New Orders	172	584	0	584	100.0%	Expansion of print collection is not planned.
44,740	22,986	85,551	(62,565)	-272.2%	29 R&R	603999	Commonwealth Continuations	148,024	157,400	203,390	(45,990)	-29.2%	Timing.
0	144	0	144	100.0%	29 R&R	604999	Commonwealth New Orders	0	1,012	87	925	91.4%	Careful selection of new materials, high cost of titles in this category.
11,162	13,908	57,647	(43,739)	-314.5%	29 R&R	605999	Foreign Continuations	93,939	93,857	126,323	(32,466)	-34.6%	Timing.
533	1,237	0	1,237	100.0%	29 R&R	606999	Foreign New Orders	5,478	8,661	1,056	7,605	87.8%	Careful selection of new materials.
14,818	7,849	19,284	(11,435)	-145.7%	29 R&R	607999	International Continuations	67,162	54,942	76,527	(21,585)	-39.3%	Timing.
103	412	112	300	72.7%	29 R&R	608999	International New Orders	4,079	2,889	2,313	576	19.9%	Careful selection of new materials.
876	2,316	3,278	(962)	-41.6%	29 R&R	609399	General/Librarianship Continuations	16,931	16,211	18,697	(2,486)	-15.3%	Timing.
227	165	0	165	100.0%	29 R&R	609499	General/Librarianship New Orders	1,016	1,155	183	972	84.2%	Careful selection of new materials.
564,128	197,276	761,102	(563,826)	-285.8%			Subtotal	1,393,647	1,860,173	1,795,879	64,293	3.5%	
(564,128)	(197,276)	(761,102)	563,826	-285.8%	15 FIN	690000	Library Materials Transferred to Assets	(1,393,647)	(1,860,173)	(1,795,879)	(64,293)	3.5%	
0	0	0	0	0.0%			Balance	0	0	0	0	0.0%	
							Facilities:						
3,270	2,889	1,530	1,359	47.1%	39 FAC	801005	Repair & Maintenance	21,479	20,223	16,336	3,887	19.2%	Timing.
3,337	2,000	725	1,275	63.8%	39 FAC	801010	Building Services	12,621	14,000	8,882	5,118	36.6%	Timing.
0	1,292	1,557	(265)	-20.5%	39 FAC	801015	Cleaning Supplies	6,736	9,044	8,945	99	1.1%	
23,312	11,000	16,835	(5,835)	-53.0%	39 FAC	801020	Electricity & Water	67,062	77,000	72,523	4,477	5.8%	Timing.
1,267	1,250	920	330	26.4%	39 FAC	801025	Elevator Maintenance	8,748	8,750	9,025	(275)	-3.1%	
0	2,375	3,189	(814)	-34.3%	39 FAC	801030	Heating & Cooling	16,552	16,625	20,780	(4,155)	-25.0%	Unseasonably warmer temperatures.
20,808	22,888	21,071	1,817	7.9%	15 FIN	801035	Insurance	145,371	159,909	147,497	12,413	7.8%	Budgeted at 10% increase over FY 2014 actuals per broker. Actual cost is in line FY 2014 actuals.
8,421	8,755	8,674	81	0.9%	39 FAC	801040	Janitorial Services	58,950	61,285	61,469	(184)	-0.3%	
1,050	1,200	1,050	150	12.5%	39 FAC	801045	Landscaping	7,350	8,400	8,421	(21)	-0.3%	
17,802	13,500	13,308	192	1.4%	39 FAC	801050	Security	100,724	94,500	105,155	(10,655)	-11.3%	Timing.
191	1,300	1,007	293	22.6%	39 FAC	801060	Room Rental Expenses	11,979	9,100	15,206	(6,106)	-67.1%	Offset by Room Rental Income.
86	953	36	917	96.2%	39 FAC	801065	Special Events Expenses	10,118	13,818	6,091	7,727	55.9%	Offset by Special Events Income.
0	160	0	160	100.0%	39 FAC	801100	Furniture & Appliances (<3K)	30	1,120	598	522	46.6%	Timing.
0	300	12	288	95.9%	39 FAC	801110	Equipment (<3K)	1,600	2,100	444	1,656	78.9%	Timing.
0	375	0	375	100.0%	39 FAC	801115	Building Alterations (<3K)	0	2,625	0	2,625	100.0%	Timing.
443	325	574	(249)	-76.6%	39 FAC	801120	Delivery & Postage	2,244	2,275	2,756	(481)	-21.1%	Timing.
475	475	294	181	38.1%	39 FAC	801125	Kitchen supplies	2,610	2,610	2,234	376	14.4%	Timing.
80,461	71,037	70,782	255	0.4%			Subtotal	474,175	503,384	486,361	17,023	3.4%	
							Technology:						
1,903	1,236	1,059	177	14.3%	33 TECH	801210	Software Maintenance	16,557	8,147	9,448	(1,301)	-16.0%	
0	1,191	825	365	30.7%	33 TECH	801212	Hardware Maintenance	0	8,595	6,514	2,081	24.2%	Timing.
144	0	0	0	0.0%	33 TECH	801215	Software (<\$3k)	1,254	8,850	269	8,581	97.0%	Timing.
550	1,500	0	1,500	100.0%	33 TECH	801220	Hardware (<\$3k)	619	4,500	2,139	2,361	52.5%	Timing.
330	0	0	0	0.0%	33 TECH	801225	Computer Supplies	476	800	0	800	100.0%	Timing.
3,699	3,750	3,865	(115)	-3.1%	33 TECH	801230	Integrated Library System	25,056	26,250	26,076	174	0.7%	Slight increase in annual subscription cost.
976	976	2,513	(1,537)	-157.5%	33 TECH	801235	Telecommunications	16,320	16,320	17,296	(976)	-6.0%	Increase in services rates and telephone usage.
0	0	26	(26)	0.0%	33 TECH	801245	Tech & Data - Misc	35	600	26	574	95.7%	Timing.
0	500	0	500	100.0%	33 TECH	801250	Services	0	3,000	1,355	1,645	54.8%	Timing.
7,601	9,153	8,288	865	9.4%			Subtotal	60,317	77,062	63,122	13,940	18.1%	
							General:						
550	550	770	(220)	-40.1%	15 FIN	801310	Bank Charges	3,771	3,188	4,444	(1,256)	-39.4%	Higher than anticipated Visa/MasterCard fees as a result of increase in number of over-the-counter transactions.
696	725	656	69	9.5%	35 CMS	801315	Bibliographical Services	3,327	5,075	4,596	479	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%	
136	108	71	38	34.9%	17 EXEC	801325	Board Expense	631	3,758	1,810	1,948	51.8%	Timing.
612	25	490	(465)	-1860.1%	37 COM	801330	Staff meals & events	2,253	1,925	1,367	558	29.0%	No additional events at this time.
496	521	458	63	12.1%	15 FIN	801335	Supplies - Office	7,795	8,186	7,747	439	5.4%	

**Los Angeles Law Library**  
Income Statement for the Period Ended January 31, 2015  
(Provisional and subject to year-end audit adjustments)

Jan 14 Actual	January 2015				FY 2013-14 YTD	FY 2014-15 YTD				Comments				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
1,191	531	0	531	100.0%	35	CMS	801337	Supplies - Library materials	4,798	4,702	2,347	2,354	50.1%	Timing variance. Supplies will be replenished as needed in later months.
0	75	81	(6)	-8.0%	37	COM	801340	Stationery, business cards, etc.	298	715	605	110	15.4%	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%	
9,868	9,868	1,209	8,659	87.7%	27	CIRC	801370	Copy Center Expense	19,164	19,164	14,585	4,580	23.9%	Timing. Partially offset with Copy Center revenue.
(24,556)	0	0	0	0.0%	15	FIN	801375	General - Misc	35,874	430	590	(160)	-37.2%	Timing.
0	0	14	(14)	0.0%	15	FIN	801390	Course Registration	0	0	2,874	(2,874)	0.0%	Offset by Course Registration Income.
0	0	0	0	0.0%	15	FIN	801395	Friends of Law Library	0	100	78	22	22.1%	
(11,008)	12,402	3,748	8,654	69.8%				Subtotal	77,911	47,244	41,044	6,200	13.1%	
								Professional Development:						
0	0	0	0	0.0%	ALL	803105	Travel	2,995	3,150	3,109	41	1.3%		
25	0	0	0	0.0%	ALL	803110	Meals	122	0	140	(140)	0.0%		
0	0	0	0	0.0%	ALL	803113	Incidental and miscellaneous	0	0	0	0	0.0%		
6,360	6,420	344	6,076	94.6%	ALL	803115	Membership dues	6,895	6,795	9,247	(2,452)	-36.1%	Timing.	
0	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%		
6,385	6,420	344	6,076	94.6%				Subtotal	13,202	11,219	14,590	(3,371)	-30.0%	
								Communications & Marketing:						
0	200	0	200	100.0%	37	COM	803205	Services	0	1,450	0	1,450	100.0%	No outside services required at this time.
0	100	0	100	100.0%	37	COM	803210	Collateral materials	0	800	0	800	100.0%	Positive variance due to in-house printing.
225	500	0	500	100.0%	37	COM	803215	Advertising	2,950	3,300	104	3,196	96.9%	Timing. Minimal external advertising opportunities at this time.
0	285	0	285	100.0%	37	COM	803220	Trade shows & Outreach	250	1,995	140	1,855	93.0%	No additional outreach is required at this time.
225	1,085	0	1,085	100.0%				Subtotal	3,200	7,545	244	7,301	96.8%	
								Travel & Entertainment						
0	0	10	(10)	0.0%	ALL	803305	Travel	51	0	22	(22)	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%		
149	305	146	159	52.2%	ALL	803320	Ground transportation & mileage reimb.	947	2,145	1,095	1,050	48.9%	Timing.	
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
149	305	156	149	48.9%				Subtotal	998	2,145	1,117	1,028	47.9%	
								Professional Services						
0	0	0	0	0.0%	15	FIN	804005	Accounting	15,500	16,000	16,000	0	0.0%	
0	3,333	4,013	(680)	-20.4%	17	EXEC	804008	Consulting Services	0	23,331	18,875	4,456	19.1%	Timing.
12,385	833	18	815	97.8%	17	EXEC	804010	Legal	17,729	5,833	18	5,815	99.7%	Handled in-house.
0	0	0	0	0.0%	15	FIN	804015	Other	0	0	0	0	0.0%	
12,385	4,166	4,031	136	3.3%				Subtotal	33,229	45,164	34,893	10,271	22.7%	
								Depreciation:						
230,762	242,822	239,108	3,714	1.5%	15	FIN	806105	Depreciation - Library Materials	1,695,285	1,747,098	1,730,488	16,609	1.0%	
30,664	29,492	29,163	330	1.1%	15	FIN	806110	Depreciation Exp - FF&E	221,212	205,704	208,715	(3,011)	-1.5%	
261,425	272,314	268,270	4,044	1.5%				Subtotal	1,916,497	1,952,801	1,939,203	13,598	0.7%	
661,866	714,045	636,278	77,767	10.9%				Total Expense	5,147,175	5,090,257	4,960,953	129,304	2.5%	
(1,507)	(88,958)	49,938	138,895	156.1%				Net Income Before Extraordinary Items	(115,114)	(269,182)	(328,303)	(59,121)	-22.0%	
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%	
(1,507)	(88,958)	49,938	138,895	-156.1%				999500 Net Income Including Extraordinary Items	(301,520)	(269,182)	(328,303)	(59,121)	-22.0%	
								Capital Expenditures:						
0	0	0	0	0.0%	39	FAC	161100	Furniture / Appliances (>3k)	0	59,000	44,374	14,626	24.8%	Timing.
0	0	0	0	0.0%	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	0	0	0	0.0%				Total - Capitalized Expenditures	0	180,000	44,374	135,626	75.3%	

**Los Angeles Law Library**  
Statement of Cash Flows  
As of January 31, 2015  
(Provisional and subject to year-end audit adjustments)

	1/31/2015	YTD
<b>Cash flows from operating activities</b>		
LA Superior court fees	549,592	3,893,154
Parking fees	53,398	383,211
Library services	28,195	216,600
(Increase) decrease in accounts receivable	(154,504)	(19,590)
Increase (decrease) in borrowers' deposit	3,809	12,680
<b>Cash received from filing fees and services</b>	<b>480,490</b>	<b>4,486,056</b>
Facilities	(70,782)	(486,361)
Technology	(8,288)	(63,122)
General	(3,748)	(41,044)
Professional development	(344)	(14,590)
Communications & marketing	-	(244)
Travel & entertainment	(156)	(1,117)
Professional services	(4,031)	(34,743)
(Increase) decrease in prepaid expenses	18,054	(41,229)
Increase (decrease) in accounts payable	510,122	345,858
Increase (decrease) in other liabilities	1,227	(647)
<b>Cash payments to suppliers for goods and services</b>	<b>442,054</b>	<b>(337,239)</b>
Staff	(280,659)	(2,380,379)
Increase (decrease) in payroll liabilities	(3,379)	(864)
Increase (decrease) in accrued sick and vacation liability	(42,305)	(85,676)
Increase (decrease) in OPEB liability	23,150	162,050
<b>Cash payments to employees for services</b>	<b>(303,192)</b>	<b>(2,304,868)</b>
Contributions received	-	85,000
Net cash from operating activities	619,352	1,928,948
<b>Cash flow from capital and related financing activities</b>		
Library materials	(761,102)	(1,795,879)
Fixed assets	-	(44,374)
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment earnings	2,177	11,396
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(139,573)</b>	<b>100,091</b>
Cash and cash equivalents, at beginning of period	4,076,117	3,836,454
Cash and cash equivalents, at end of period	3,936,544	3,936,544
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(5,092)	(382,988)
Adjustments for noncash effects:		
Depreciation	268,270	1,939,203
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(154,504)	(19,590)
(Increase) decrease in prepaid expenses	18,054	(41,229)
Increase (decrease) in accounts payable	510,122	345,858
Increase (decrease) in other liabilities	1,227	(647)
Increase (decrease) in payroll liabilities	(3,379)	(864)
Increase (decrease) in accrued sick and vacation liability	(42,305)	(85,676)
Increase (decrease) in borrowers' deposit	3,809	12,680
Increase (decrease) in OPEB liability	23,150	162,050
Net cash from operating activities	<b>619,352</b>	<b>1,928,798</b>

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2015 - February 28, 2015 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
February 5	DAVID ALAN LEVITAS ** VOIDED *****	REFUND	0.00	028275	
	PATRICIA SUE BALIAN	REFUND	70.00	028276	
	MA CRISTINA R AGBULOS	REFUND	140.00	028277	
	CHARLES RICHARD AJALAT	REFUND	140.00	028278	
	KAMRAN HAMIDI	REFUND	140.00	028279	
	ANTHEM BLUE CROSS	HEALTH INSURANCE	660.05	028280	
	CHANNA CAJERO	MILEAGE	13.23	028281	
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	028282	
	L A DEPT WATER & POWER	WATER/SEWER	190.61	028283	
	CHRISTINE R LANGTEAU	MILEAGE	68.08	028284	
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028285	
	OFFICE DEPOT	OFFICE SUPPLIES	322.81	028286	
	PACER SERVICE CENTER	DOC DEL	67.36	028287	
	PARKING CONCEPTS INC	PARKING	688.00	028288	
	PETTY CASH FUND	PETTY CASH	342.98	028289	
	ROMERO MAINTENANCE CO. ** VOIDED *****	JANITORIAL SVCS	0.00	028290	
	SLATER ROOF COMPANY ** VOIDED *****	REPAIR & MAINTENA	0.00	028291	
	THOMAS JEFFERSON LIBRARY ** VOIDED *****	DELIVERY & POSTAG	0.00	028292	
	UNITED PARCEL SERVICE ** VOIDED *****	DELIVERY/POSTAGE	0.00	028293	
	February 9	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028298
SLATER ROOF COMPANY		REPAIR & MAINTENA	2,200.00	028299	
THOMAS JEFFERSON LIBRARY		DELIVERY & POSTAG	5.00	028300	
UNITED PARCEL SERVICE		DELIVERY/POSTAGE	25.67	028301	
BERNAN ASSOCIATES		BOOKS	20.00	028302	
LEXISNEXIS CANADA BUTTERWORTHS CANA		BOOKS	1,129.59	028303	
CAYMAN ISLANDS GOVERNMENT INFORMATI		BOOKS	477.52	028304	
COURTROOM COMPENDIUMS		BOOKS	170.00	028305	
COUNCIL OF STATE GOVERNMENTS		BOOKS	120.66	028306	
OTTO HARRASSOWITZ		BOOKS	2,934.19	028307	
INDEXMASTER		BOOKS	395.00	028308	
ESPINOSA MARTIN DE JESUS SANCHEZ ME		BOOKS	510.00	028309	
UNITED NATIONS PUBLICATIONS		BOOKS	368.76	028310	
WEST ACADEMIC		BOOKS	91.56	028311	
BANDWIDTH.COM, INC.		TELECOM	284.90	028312	
GLOBAL CAPACITY		TELECOM	357.05	028313	
TIME WARNER CABLE		TELECOM	1,204.75	028314	
February 18		SUMMIT EVENT CATERING	ROOM RENTAL	2,147.30	028315
February 24		ALTA FOODCRAFT	KITCHEN SUPPLIES	217.87	028316
		AT&T	TELECOM	362.28	028317
	AT&T MOBILITY	TELECOM	1.66	028318	
	COUNTY OF LOS ANGELES	BANK CHARGES	115.20	028319	

28,426.52

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2015 - February 28, 2015 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 25	CLEAN SOURCE INC	CLEANING SUPPLIES	1,466.77	028320
	COMPLETE FIRE SERVICE INC	BUILDING SERVICE	998.95	028321
	REPUBLIC SERVICES #902	BLDG SVCS	247.95	028322
	ESTHER EASTMAN	MILEAGE	36.80	028323
	GUARDIAN	PREPAID EXP	8,199.00	028324
	INFINISOURCE INC	PAYROLL/HR ADMIN	82.50	028325
	J P COOKE COMPANY	OFFICE SUPPLES	37.69	028326
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	820.41	028327
	LASERCARE	HARDWARE	255.80	028328
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028329
	GLOBAL CAPACITY	TELECOM	71.47	028330
	METROLINK	TMP	910.25	028331
	OCLC INC	BIBLIOGRAPHICAL S	656.48	028332
	OFFICE DEPOT	OFFICE SUPPLIES	429.15	028333
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	374.00	028334
	LOS ANGELES COUNTY DEPARTMENT	BLDG SVCS	66.00	028335
	JEREMY SAMLER	REIMBURSEMENT	37.77	028336
	SECURITAS SECURITY	SECURITY	4,196.89	028337
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	028338
	SOURCE ONE OFFICE PRODUCTS, INC	OFFICE SUPPLES	1,329.80	028339
	TINT FACTORY	REPAIR & MAINT	200.00	028340
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	22.16	028341
	VALLEY WIDE AIR	BUILDING SERVICE	1,130.00	028342
	DAVID ALAN LEVITAS	REFUND	140.00	028343
	STATE BOARD OF EQUALIZATION	USE TAX	1,462.00	028344
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	137.76	028345
	CARSWELL COMPANY LTD	BOOKS	233.00	028346
	GAUNT	BOOKS	187.48	028347
	INTERNATIONAL LAW ASSOCIATION AMERI	BOOKS	350.00	028348
	INTERNATIONAL CIVIL AVIATION ORGANI	BOOKS	209.00	028349
	LAW REPORTS INTERNATIONAL LTD	BOOKS	55.00	028350
	MANHATTAN PUBLISHING COMPANY	BOOKS	680.00	028351
	MARY MARTIN BOOKSELLERS	BOOKS	8,690.00	028352
	OXFORD UNIVERSITY PRESS	BOOKS	543.30	028353
	UNITED NATIONS PUBLICATIONS	BOOKS	187.25	028354
WILLIAM S HEIN & CO	BOOKS	5,548.68	028355	

69,340.56

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2015 - February 28, 2015 (CHECKS)**  
**Account No.: 102001**  
**VISA 7190**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 6	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	150,622.22	V000001
February 10	LEXISNEXIS ONLINE SERVICES	BOOKS	31,200.00	V000002
	THOMSON REUTERS	BOOKS	47,655.64	V000003
February 11	AMERICAN BAR ASSOCIATION	BOOKS	2,080.55	V000005
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	V000006
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	1,170.02	V000007
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,002.29	V000008
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	534.51	V000009
	GEORGE T BISEL COMPANY	BOOKS	259.35	V000010
	BLOOMBERG BNA	BOOKS	3,269.78	V000012
	CCH INCORPORATED	BOOKS	128.95	V000013
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	6,641.01	V000015
	BUSINESS MANAGEMENT DAILY ALEXANDER	BOOKS	34.75	V000016
	COUTTS LIBRARY SERVICES	BOOKS	6,252.78	V000017
	U C REGENTS CPER	BOOKS	542.77	V000018
	DATA TRACE PUBLISHING COMPANY	BOOKS	179.95	V000019
	HAWAII STATE BAR ASSOCIATION	BOOKS	65.00	V000020
	INTERNATIONAL MUNICIPAL LAWYERS ASS	BOOKS	250.00	V000021
	JAMES PUBLISHING INC	BOOKS	722.67	V000022
	JURIS PUBLISHING INC	BOOKS	487.50	V000023
	KNOWLES PUBLISHING INC	BOOKS	123.15	V000024
	LOS ANGELES BUSINESS JOURNAL	BOOKS	129.95	V000025
	LAWDABLE PRESS	BOOKS	572.26	V000026
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	5,085.90	V000027
	MARTINDALE HUBBELL LEXISNEXIS MARTI	BOOKS	910.16	V000028
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	133.50	V000029
	MUNICIPAL CODE CORPORATION	BOOKS	250.00	V000030
	NEW JERSEY LAW JOURNAL	BOOKS	232.19	V000031
	NOLO PRESS OCCIDENTAL	BOOKS	45.93	V000032
	PRACTISING LAW INSTITUTE	BOOKS	183.26	V000033
	PARALEGAL TODAY	BOOKS	32.00	V000034
	ROCKY MOUNTAIN MINERAL LAW FOUNDATI	BOOKS	206.00	V000035
	THOMPSON PUBLISHING GROUP	BOOKS	536.99	V000036
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	103.48	V000037
	THOMSON REUTERS	BOOKS	220,438.87	V000039
	STATE BAR OF WISCONSIN	BOOKS	62.91	V000040
	YBP LIBRARY SERVICES	BOOKS	1,546.00	V000041
February 25	AMERICAN BAR ASSOCIATION	BOOKS	83.91	V000042
	AMERICAN LAW INSTITUTE	BOOKS	92.45	V000043
	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	475.00	V000044
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,145.49	V000045

488,066.19

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2015 - February 28, 2015 (CHECKS)**  
**Account No.: 102001**  
**VISA 7190**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	COUTTS LIBRARY SERVICES	BOOKS	502.05	V000046
	COUNCIL OF STATE GOVERNMENTS	BOOKS	62.74	V000047
	DAILY JOURNAL CORPORATION	BOOKS	833.86	V000048
	DATA TRACE PUBLISHING COMPANY	BOOKS	243.95	V000049
	IMMIGRANT LEGAL RESOURCE CENTER	BOOKS	899.56	V000050
	JAMES PUBLISHING INC	BOOKS	409.84	V000051
	JONES MCCLURE PUBLISHING	BOOKS	105.00	V000052
	JURIS PUBLISHING INC	BOOKS	211.00	V000053
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,600.00	V000054
	LRP PUBLICATIONS	BOOKS	160.00	V000055
	NATIONAL TAX ASSOCIATION	BOOKS	350.00	V000056
	STATE BAR OF TEXAS	BOOKS	187.50	V000057
	STATE BAR OF WISCONSIN	BOOKS	62.91	V000058
	YBP LIBRARY SERVICES	BOOKS	89.07	V000059
February 27	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,655.56	V000080

544,937.18

**LOS ANGELES COUNTY LAW LIBRARY**  
**February 1, 2015 - February 28, 2015 (WARRANTS)**  
**Account No.: 102000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
February 2	GAUNT	BOOKS	14,037.91	TS00214257
	CALPERS	PREPAID EXP	52,693.94	TS00214257
	SECURITAS SECURITY	SECURITY	29,642.09	TS00214257
February 12	L A DEPT WATER & POWER	ELECTRIC/FIRE	16,636.15	TS00214787

113,010.09

# AGENDA ITEM 4

## CLOSED SESSION

- 4.1 Conference with Labor Negotiator (G.C. 54957.6).  
*Library Negotiators:* Sandra J. Levin and Jaye Steinbrick;  
*Employee Organization:* SEIU Local 721.

# AGENDA ITEM 5

## DISCUSSION ITEMS

- 5.1 Award of Bid for Elevator Modification Project and Declaration of CEQA Exemption
- 5.2 Determination of Need to Undertake Emergency Repair of Security Gate to Staff Parking Area
- 5.3 Announcement of Law Week Updates

**MEMORANDUM**

**DATE:** March 25, 2015

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director  
Jaye Steinbrick, Senior Director

**RE:** Award of Bid for Elevator Modification Project and Declaration of CEQA Exemption

**SUMMARY**

The Board is asked to approve the award of a contract to Liftech Elevator Services of Signal Hill, California (Liftech) for the modernization and repair of all four elevators on premises at LA Law Library, declare the project exempt under CEQA and authorize the Executive Director to execute all necessary agreements and documents.

**BACKGROUND**

At its November 19, 2013 meeting, Staff advised the Board that the library would be conducting a sealed bid process to select a qualified vendor to perform required system modifications to all four library elevators. Concurrently, the Board authorized the Executive Director to contract (at a cost not to exceed \$5,000) for the services of a consultant to review bid document specifications, assist with bid solicitations, and assist with bid reviews.

HKA Elevator Consulting was selected as the consultant to assist with the Request for Proposals and bidding process. During the first attempt to bid this project no bids were received. We were advised by HKA that at that time many local vendors were busy with larger projects. In January, 2015 we began the process of seeking bids a second time.

The capital projects budget for the current fiscal year included an estimated \$400,000 for this project.

**PROPOSAL PROCESS**

Staff developed a detailed Request for Proposals (RFP). HKA sent proposals to 10 elevator maintenance companies in the greater Los Angeles area and staff posted notice of the RFP on the Law Library's website along with copies of all bid documents. No requests for clarifications were received at any time during the process. While representatives from seven elevator service companies attended the initial job walk on



February 27th, only one company submitted a proposal. It was opened publicly at the date and time specified for the public bid opening.

The bid received was from Liftech in the amount of \$326,433 which is within budget and met all of the material terms and requirements specified in the Request for Proposals.

The proposal includes the following provisions:

- Completion of the scope of work for all four elevators within 200 days;
- Replacement of outdated relay components
- Replacement of hydraulic pump motors and oil reservoir
- Replacement of traveler cable (wiring to the cab)
- Installation of RFID security card readers in the elevator cab
- Replacement of all buttons, switches and floor identifier panels to meet ADA specifications.
- Replacement of fire/safety callbox system
- Replacement of door motor assembly
- Replacement of door safety sensors
- A twelve month maintenance period which begins on the date of final acceptance of completion by the library;
- An option to extend the maintenance period for an additional two years at a locked annual rate of \$20,400.00. (The library can accept or decline this option at any time during the first year of maintenance.)

Staff contacted all listed references including two public agencies with similar previous scopes of work. All feedback received by staff was very positive as to budget, timeline, reliability and safety.

#### **CEQA**

The proposed work does not constitute a project under CEQA as it will not result in any direct or reasonably foreseeable indirect physical change in the environment.

Moreover, the proposed work is maintenance and repair of mechanical equipment in an existing facility and is therefore exempt pursuant to Categorical Exemption, Class 1: Existing Facilities.

#### **COSTS**

In addition to \$326,433 to be paid to Liftech, Staff recommends extending our contract with HKA Elevator Services to assist staff with inspection of materials and workmanship prior to acceptance of completion in each phase throughout the duration of the project at an additional cost of \$12,000, as well as a contingency of 10% (\$32,643). The total project cost is therefore estimated at \$371,076.



**OPTIONS**

1. Approve the recommendation and award the bid to Liftech Elevator Services;
2. Go out to bid another time to try to obtain additional bids; or
3. Defer the decision and direct Staff to respond to questions or conduct further analysis and report back at a future meeting.

**RECOMMENDATION**

Staff recommends that the Board:

1. Award the bid to Liftech Elevator Services to complete the modernization of the Law Library's four elevators including a one-year maintenance term with an option to extend the term for an additional two years in the amount of \$326,433;
2. Extend the contract with HKA Elevator Services for an additional \$12,000.00 to assist staff throughout the duration of the project;
3. Find and declare that the proposed scope of work is not a "project" as defined under CEQA and is in any event exempt pursuant to Categorical Exemption, Class 1: Existing Facilities; and
4. Authorize the Executive Director to execute all necessary agreements and documents.



**MEMORANDUM**

**DATE:** March 25, 2015

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director  
Jaye Steinbrick, Senior Director

**RE:** Determination of Need to Undertake Emergency Repair of Security Gate to Staff Parking Area

**INTRODUCTION**

The Board is asked to ratify (by a four-fifths vote) the determination of emergency made by the Executive Director with respect to the repair of the Security Gate that controls access to the Staff parking area.

**BACKGROUND**

Unfortunately, on Thursday March 19, the roll-up security gate that controls access into and out of the employee parking area ceased functioning. Inspection determined that the counterweight spring and the clutch of the motor had both broken.

When operative, the gate protects both the safety of the employees who enter and exit (sometimes after dark) and the safety of the Law Library structure and property. The entrance is hidden from public view, as is the lot itself. We have previously experienced some vandalism and trespass immediately outside the gate during closed hours. For these reasons, leaving the gate permanently open would create a safety hazard to employees and property. Moreover, while we have manually opened and closed the gate a few times to allow access, the gate (especially without the counterweight spring) is heavy and is not designed to be operated in this manner on a repetitive basis. Continued manual operation is not a viable option as it too would create a health and safety hazard and a risk of injury to those tasked with operating the gate. Finally, the driveway to access the lot is steep and very difficult to negotiate in reverse, creating a hazard should someone proceed down the driveway and not be able to access the parking area.

Accordingly, the Executive Director made the determination that an emergency exists that requires the repair of the gate without formal competitive bidding. The Governance Resolution adopted by the Board authorizes the Executive Director to approve and sign contracts not to exceed \$100,000 and to conduct the operations of the Library. Public works contracts may be awarded without competitive bidding where an agency makes a finding that an emergency exists that requires the immediate



expenditure of public money to safeguard life, health, or property. Pub. Cont. Code §§1102, 20168, 22050. More specifically, Public Contracts Code § 22050(b)(1) and (c)(2) provide that where the governing body has delegated authority to contract to the chief officer of the agency by resolution, that officer may make the emergency finding, commence the repair or replacement of a public facility and submit the facts to the legislative body at its next regularly scheduled meeting not later than 14 days after the action to determine, by a four-fifths vote, that there is a need to continue the action.

As of the time of writing this report, Staff has solicited bids from 3 companies and hopes to commence work no later than Monday. The cost of the repair should be known prior to commencement of work and will be provided to the Board at the Board meeting.

**RECOMMENDATION**

Staff recommends that the Board determine by a four-fifths vote that: 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the repair of the security gate that controls access to the Staff parking area.





# CELEBRATE THE RULE OF LAW

## LAW WEEK 2015: APRIL 27 – MAY 2

### ALL EVENTS ARE FREE AND OPEN TO THE PUBLIC

[HTTP://LAWWEEK.LALAWLIBRARY.ORG](http://lawweek.lalawlibrary.org)

#### Thursday, April 23, 2015

##### Music & Arts Celebration

6:00 p.m. – 7:30 p.m.

Join us for the unveiling of a limited edition print, signed by Norman Rockwell, then enjoy America's only legal band, Gary S. Greene Esq. and his Big Band of Barristers.

#### Monday, April 27, 2015

##### Landlord & Tenant Series:

##### Rights and Responsibilities

Part A: 11:00 a.m. – 12:00 p.m.

New laws and emerging issues, resolving issues with tenants, common lease issues, repairs, security deposits, rent increases and renters' rights in foreclosed properties.

Part B: 12:30 p.m. – 1:30 p.m.

Federal and state fair housing laws, discriminatory housing practices and how to prevent housing discrimination.

Part C: 2:00 p.m. – 3:00 p.m.

This class provides landlords and tenants with an overview of the federal and state subsidized housing laws, including Section 8 assistance.

#### Tuesday, April 28, 2015

##### M C Efficient Legal Research

L E 11:30 a.m. – 12:30 p.m.

Save yourself time and frustration by learning how to research methodically and effectively, using a fuller suite of available legal research tools.

##### Prop 47: Can You Reduce Your Felony to a Misdemeanor?

11:30 a.m. – 12:30 p.m.

Los Angeles County Public Defender addresses eligibility requirements and resources to obtain help for a reduced sentence under Prop 47.

##### Thinking of Starting a Nonprofit?

1:00 p.m. – 2:00 p.m.

Valuable tools and tips on board development, corporate formation, tax exemption, ongoing compliance and fiscal sponsorship.

#### Wednesday, April 29, 2015

##### M C Handling Ethical

L E Dilemmas Successfully

12:15 p.m. – 1:15 p.m.

Learn to adhere to the highest ideals of the legal profession by gaining the knowledge needed to avoid common ethical pitfalls.

*Earn 1 hour Ethics MCLE credit.*

##### Resources on the CA Courts Website

1:00 p.m. – 2:00 p.m.

Introduces tools and resources available on the California courts official website, [www.courts.ca.gov](http://www.courts.ca.gov).

##### Dealing with an Income Tax Dispute?

1:30 p.m. – 2:30 p.m.

Information for people who owe income taxes, covering payment options, appeal rights, and where to go if you need extra help.

#### Thursday, April 30, 2015

##### Landmark Supreme Court Cases

12:00 p.m. – 1:00 p.m.

An overview of the history and inner workings of the US Supreme Court and several landmark cases that profoundly affected American law and society.

##### Civil Lawsuit Basics:

##### Complaints & Answers

12:15 p.m. – 1:45 p.m.

This class provides basic information on how to prepare complaints and answers in civil lawsuits in California courts.

##### M C Individual Rights: From the Magna

L E Carta to Corporations As People

4:15 p.m. – 5:15 p.m.

Are corporations people? Prominent legal scholars discuss the historical development of individual rights.

##### Around the World in 800 Years: the Magna Carta's Influence on the Law

5:45 p.m. – 6:45 p.m.

Prominent legal scholars discuss its global influence on the law of countries worldwide as well as international human rights law.

#### Friday, May 1, 2015

##### M C Teen Tour & Trivia Challenge

L E 10:30 a.m. – 12:30 p.m.

Teams of teens test their knowledge of individual rights and human rights, speak with a judge and tour the law library.

##### Representing Yourself in the California Court of Appeal

12:00 p.m. – 1:00 p.m.

Clerks from the Court of Appeal describe the civil appeals process: deadlines and calendaring, where and how to file, and brief writing.

##### M C How to Use the Public Records Act

L E 1:15 p.m. – 2:15 p.m.

Learn about the Public Records Act, including the rights of citizens to request public records and the obligations of state and local agencies to respond.

#### Saturday, May 2, 2015

##### Deferred Action Volunteer Training

12:00 p.m. – 1:00 p.m.

Volunteer training on assisting individuals with determining eligibility for deferred action and other immigration relief. To register, call Asian Americans Advancing Justice - LA at 213-977-7500 and ask for the Pro Bono Director.

##### Deferred Action Assistance Workshop

1:00 p.m. – 4:00 p.m.

Individualized immigration screening for deferred action program; application assistance and review by a BIA accredited representative or Immigration attorney. Call Asian Americans Advancing Justice - LA at 888-349-9695 to determine eligibility and register.

M C All classes marked with the MCLE symbol are  
L E approved for 1-hour of general MCLE credit unless otherwise noted in class description.



For more information or to register, visit us at:

[lawweek.lalawlibrary.org](http://lawweek.lalawlibrary.org)

or call: 213.784.7379

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