

# AGENDA

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

### REGULAR BOARD MEETING

Wednesday, July 22, 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 June 24, 2015, Regular Board Meeting.
- 3.2 Review of May 2015 Financials & June 2015 List of Checks and Warrants.
- 3.3 Review of 2014-15 Fiscal Year Statistics
- 3.4 Approval of Amendments to Employee Handbook

4.0 DISCUSSION ITEMS

- 4.1 Approval of Revised Rules of Conduct
- 4.2 Discussion of 125<sup>th</sup> Anniversary Celebration

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, August 26, 2015.

POSTED THURSDAY, JULY 16, 2015 @ 5:15 P.M.

POSTED BY YRMA AYALA



# AGENDA ITEM 3

## CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 24, 2015, Regular Board Meeting.
- 3.2 Review of May 2015 Financials & June 2015 List of Checks and Warrants.
- 3.3 2014-15 Fiscal Year Statistics
- 3.4 Approval of Amendments to Employee Handbook

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.

June 24, 2015

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 24, 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 (with an additional posted, remote location at the Dick Laub NTC Command Center at 2640 Historic Decatur Road, San Diego CA. 92106) 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 Ann I. Jones  
Judge Mark Juhas  
Kenneth Klein, Esquire  
Judge Dennis Landin  
Susan Steinhauser, Esquire (participated from remote location)

Trustees Absent: Judge Reva Goetz (participated by speaker phone)

Senior Staff Present: Sandra J. Levin, Executive Director  
Jaye Steinbrick, Senior Director

Also Present: Marcelino Juarez, Finance Manager

President Jones determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

President Jones announced that with her consent, Judge Goetz would participate in the meeting by phone, however, Judge Goetz participation would not count toward a quorum or in the count of any vote(s).

President Jones further announced that Susan Steinhauser, Esq. would participate in the meeting by phone, at a publicly posted and open location and her participation would count towards a quorum and in the count of any vote(s).

1.0 PUBLIC COMMENT

During the five (5) minutes allocated, Mr. Lee Paradise commented on questions on funding in addition to making comments in objection to some of the Library's business practices, and operating procedures.

2.0 PRESIDENT'S REPORT

President Jones commented on the order of the agenda and thanked Staff for their diligence.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 27, 2015, Regular Board Meeting.
- 3.2 Review of April 2015 Financials & May 2015 List of Checks and Warrants.
- 3.3 Insurance Renewal Approval – Long-term Disability (LTD), Life, Vision and Dental Insurance. Approve the renewal of all lines of insurance coverages with Guardian.
- 3.4 Update to Employee Handbook and Personnel Policies Manual. Approve and adopt the revised Handbook as presented.
- 3.5 Award of Contract to Outside Auditor. Select Vasquez & Company, LLP as the Law Library's auditors for fiscal year 2015 at a cost not to exceed \$15,965.

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Juhas, seconded by Trustee Court. The motion was unanimously approved, 6-0.

4.0 DISCUSSION ITEMS

4.1 Property & Liability Insurance Renewal

President Jones requested a motion to authorize the Executive Director to renew the property & casualty package through the existing carriers as presented by Keenan and Associates, valuing the building contents at 20% of building value if the premium for that valuation is within budget and at 15% of building value if the premium for 20% is not within budget.

So moved by Trustee Juhas, seconded by Trustee Landin. The motion was unanimously approved, 6-0.

4.2 Approval of Operating Budget and Capital Expenditures Budget for Fiscal Year 2015-2016, including Update and Consideration of Google Digitization Project and approval of Job Descriptions as revised.

The Board discussed the proposed budget and the fiscal impact of and alternatives to, the Google Digitization project in FY2016. No changes to the budget were recommended.

Trustee Juhas moved, seconded by Trustee Court, that the Board:

1. Approve the proposed amended job descriptions
2. Approve the proposed budget for FY2016 (including Income and Expense Operations Summary, Cash Flow, Item Detail and Capital Projects).

The motion was unanimously approved, 6-0.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

There was no report given.

7.0 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, July 22, 2015 at 12:15.

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

# Los Angeles County Law Library

## Balance Sheet

As of May 31, 2015

(Provisional and subject to year-end audit adjustments)

	6/30/2014	5/31/2015	Change
<b>Assets</b>			
Current Assets			
Cash and cash equivalents	3,533,474	3,286,724	(246,750)
Accounts receivable	1,495,768	1,460,753	(35,015)
Prepaid expenses	164,660	108,053	(56,607)
Total current assets	5,193,902	4,855,530	(338,372)
Investments			
CalPERS CERBT Trust Fund	2,040,647	2,075,530	34,883
UBS Zero Coupon Treasury Fund	3,997,438	4,038,775	41,337
Total Investments	6,038,085	6,114,305	76,219
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	22,759,033	(341,496)
Total assets	<b>35,218,929</b>	<b>34,615,280</b>	<b>(603,649)</b>
<b>Liabilities and Net Assets</b>			
Current Liabilities			
Accounts payable	311,176	166,220	(144,956)
Other liabilities	-	8,260	8,260
Payroll liabilities	12,894	13,514	621
Total current liabilities	324,070	187,995	(136,075)
Accrued sick and vacation liability	381,734	283,526	(98,208)
Borrowers' deposit	302,006	324,152	22,146
OPEB obligation	1,799,622	2,054,272	254,650
Total liabilities	<b>2,807,432</b>	<b>2,849,945</b>	<b>42,513</b>
Net assets			
Invested in capital assets, net of related debt	23,683,962	23,342,466	(341,496)
Unrestricted	8,727,535	8,422,869	(304,665)
Total net assets	<b>32,411,497</b>	<b>31,765,335</b>	<b>(646,162)</b>
Total liabilities and net assets	<b>35,218,929</b>	<b>34,615,280</b>	<b>(603,649)</b>

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

May 14 Actual	May 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>										
612,802	598,095	571,110	(26,985)	-4.5%	L.A. Superior Court Fees	6,545,491	6,388,399	6,030,786	(357,613)	-5.6%
3,998	1,175	1,126	(50)	-4.2%	Interest	47,622	80,180	18,317	(61,862)	-77.2%
748	0	2,471	2,471	0.0%	UBS (Zero Coupon Treasury)	748	0	40,649	40,649	0.0%
50,327	44,167	53,750	9,583	21.7%	Parking	563,670	485,833	607,453	121,620	25.0%
20,834	28,416	32,778	4,361	15.3%	Library Services	522,561	438,434	445,030	6,596	1.5%
688,709	671,853	661,234	(10,619)	-1.6%	Total Income	7,680,092	7,392,846	7,142,236	(250,610)	-3.4%
<b>Expense</b>										
464,340	462,966	426,637	36,328	7.8%	Staff	4,046,087	3,918,855	3,789,672	129,184	3.3%
242,462	197,276	240,964	(43,688)	-22.1%	Library Materials	2,869,556	2,649,276	2,642,186	7,090	0.3%
(242,462)	(197,276)	(240,964)	43,688	-22.1%	Library Materials Transferred to Assets	(2,869,556)	(2,649,276)	(2,642,186)	(7,090)	0.3%
61,964	74,711	65,021	9,690	13.0%	Facilities	732,597	791,329	772,123	19,206	2.4%
7,990	10,230	14,189	(3,959)	-38.7%	Technology	96,496	122,291	102,422	19,868	16.2%
4,107	4,863	6,810	(1,947)	-40.0%	General	131,038	68,131	68,301	(171)	-0.3%
0	1,925	2,678	(753)	-39.1%	Professional Development	16,415	16,068	19,521	(3,453)	-21.5%
1,119	785	755	30	3.8%	Communications & Marketing	7,236	10,635	2,561	8,074	75.9%
187	340	116	224	66.0%	Travel & Entertainment	1,751	3,470	1,726	1,744	50.3%
1,338	4,166	1,338	2,829	67.9%	Professional Services	45,442	62,830	47,656	15,173	24.1%
273,153	276,230	274,830	1,400	0.5%	Depreciation	2,992,282	3,049,291	3,028,057	21,235	0.7%
814,197	836,216	792,374	43,842	5.2%	Total Expenses	8,069,344	8,042,900	7,832,039	210,861	2.6%
(125,488)	(164,363)	(131,140)	33,223	20.2%	<b>Net Income</b>	<b>(389,252)</b>	<b>(617,554)</b>	<b>(689,803)</b>	<b>(72,249)</b>	<b>-11.7%</b>
13,738	0	6,701	6,701	0.0%	Extraordinary Income	486,072	97,500	51,465	(46,035)	-47.2%
0	0	7,823	(7,823)	0.0%	Extraordinary Expense	186,407	0	7,823	(7,823)	0.0%
(111,750)	(164,363)	(132,262)	32,101	19.5%	Net Income Including Extraordinary Items	(89,587)	(552,554)	(646,161)	(93,607)	-16.9%
0	0	0	0	0.0%	<b>Capitalized Expenditures</b>	<b>65,523</b>	<b>180,000</b>	<b>44,374</b>	<b>135,626</b>	<b>75.3%</b>

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

May 14 Actual	May 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>													
612,802	598,095	571,110	(26,985)	-4.5%	15 FIN	303300	L.A. Superior Court Fees	6,545,491	6,388,399	6,030,786	(357,613)	-5.6%	Even though the FY 2015 Budget reflects a decrease in revenue as compared to FY 2014, YTD revenue has decreased even more.
Interest:													
0	0	0	0	0.0%	15 FIN	311000	Interest - LAIF	2,488	2,250	2,536	286	12.7%	
3,835	1,029	880	(149)	-14.5%	15 FIN	312000	Interest - General Fund	43,464	11,321	13,214	1,893	16.7%	Greater than anticipated.
147	146	148	2	1.2%	15 FIN	313000	Interest - Deposit Fund	1,654	1,609	1,879	270	16.8%	Greater than anticipated.
16	0	98	98	0.0%	15 FIN	313200	Interest - Bonds	16	0	688	688	0.0%	
3,998	1,175	1,126	(50)	-4.2%			Subtotal	47,622	80,180	18,317	(61,862)	-77.2%	
Unrealized Invest. Gain/Loss													
748	0	2,471	2,471	0.0%	15 FIN	321000	UBS (Zero Coupon Treasury)	748	0	40,649	40,649	0.0%	Unrealized gain from bond investment. Value at maturity is fixed.
Parking:													
50,327	43,750	53,750	10,000	22.9%	39 FAC	330100	Parking	563,670	481,250	607,453	126,203	26.2%	Positive effect of weekend, event, and after-hours parking.
0	417	0	(417)	-100.0%	39 FAC	330105	Valet Parking	0	4,583	0	(4,583)	-100.0%	Event parking included in general parking revenue.
50,327	44,167	53,750	9,583	21.7%			Subtotal	563,670	485,833	607,453	121,620	25.0%	
Library Services:													
33	0	49	49	0.0%	27 CIRC	330150	Annual Borrowing Fee	3,136	0	1,788	1,788	0.0%	
4,828	8,500	9,840	1,340	15.8%	25 P&P	330140	Annual Members Fee	95,688	93,500	104,980	11,480	12.3%	Number of renewals at each level deviated from budgeted numbers.
2,070	2,350	3,451	1,101	46.9%	23 R&R	330340	Course Registration	24,807	22,000	28,114	6,114	27.8%	Increased number of classes compared to number budgeted.
5,516	5,000	5,199	199	4.0%	27 CIRC	330129	Copy Center	60,321	55,000	55,708	708	1.3%	
2,098	2,100	2,223	123	5.9%	27 CIRC	330205	Document Delivery	26,602	23,100	21,524	(1,576)	-6.8%	Less usage than anticipated.
4,512	3,750	2,991	(759)	-20.2%	27 CIRC	330210	Fines	45,711	41,250	35,112	(6,138)	-14.9%	Timing.
339	300	505	205	68.2%	15 FIN	330310	Miscellaneous	87,390	13,000	46,763	33,763	259.7%	Includes \$14,398 subsidy payment from CalPERS Medicare Part D program for retirees, \$9,060 dividend from State Fund, and a \$10K rebate from Bank of America for the Library VISA program.
592	2,750	6,706	3,956	143.8%	39 FAC	330330	Room Rental	24,238	30,250	54,018	23,768	78.6%	Room rental activity continues to grow. Offset with Room Rental Expense.
315	250	1,767	1,517	606.7%	27 CIRC	330350	Book Replacement	5,727	2,750	5,409	2,659	96.7%	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	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%	
445	333	48	(286)	-85.7%	39 FAC	330450	Vending	3,502	3,667	3,041	(626)	-17.1%	
86	3,083	0	(3,083)	-100.0%	39 FAC	330465	Special Events Income	10,440	33,917	3,575	(30,342)	-89.5%	Offset with Special Events Expense.
20,834	28,416	32,778	4,361	15.3%			Subtotal	522,561	438,434	445,030	6,596	1.5%	
688,709	671,853	661,234	(13,090)	-1.9%			Total Income	7,680,092	7,425,345	7,142,236	(250,610)	-3.4%	
<b>Expenses:</b>													
Staff:													
296,123	296,828	269,036	27,792	9.4%	ALL	501000	Salaries (benefits eligible)	2,333,694	2,318,917	2,245,118	73,798	3.2%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.
0	(5,937)	0	(5,937)	100.0%	15 FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(46,378)	0	(46,378)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Eligible).
35,979	32,024	25,895	6,129	19.1%	ALL	501050	Salaries (benefits ineligible)	287,498	281,264	222,868	58,395	20.8%	Favorable variance is reduced by Vacancy Offsets and increases in Temporary Employment.
0	(423)	0	(423)	100.0%	15 FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(3,713)	0	(3,713)	100.0%	Actual reduction due to vacancies included in Salaries (Benefits Ineligible).
19,478	20,389	17,561	2,827	13.9%	15 FIN	502000	Social Security	153,461	161,211	145,191	16,021	9.9%	Due to vacancies.
4,555	4,768	4,107	661	13.9%	15 FIN	503000	Medicare	37,316	37,703	35,115	2,588	6.9%	Due to vacancies.
32,281	32,569	30,167	2,403	7.4%	15 FIN	511000	Retirement	264,014	260,554	253,706	6,848	2.6%	
34,379	44,626	37,996	6,630	14.9%	15 FIN	512000	Health Insurance	462,726	476,626	443,101	33,525	7.0%	Due to vacancies.
409	401	383	18	4.6%	15 FIN	513000	Disability Insurance	4,527	4,117	4,680	(563)	-13.7%	Timing.
4,135	6,173	4,965	1,208	19.6%	15 FIN	514000	Dental Insurance	53,474	67,130	56,085	11,045	16.5%	Due to vacancies.
609	812	532	279	34.4%	15 FIN	514500	Vision Insurance	7,638	8,877	6,758	2,118	23.9%	Due to vacancies.
(26)	81	(30)	111	137.6%	15 FIN	515000	Life Insurance	995	1,228	970	258	21.0%	Due to vacancies.
0	(2,196)	0	(2,196)	100.0%	15 FIN	515500	Vacancy Benefits Offset	0	(20,349)	0	(20,349)	100.0%	Actual reduction due to vacancies is reflected in benefits.
6,982	7,000	8,734	(1,734)	-24.8%	15 FIN	516000	Workers Compensation Insurance	100,059	83,819	79,013	4,806	5.7%	
0	0	0	0	0.0%	15 FIN	517000	Unemployment Insurance	10,298	0	(32)	32	0.0%	
550	200	3,165	(2,965)	-1482.5%	ALL	514010	Temporary Employment	1,150	5,700	18,140	(12,440)	-218.2%	Temporary assistance due to long-term disability. Offset in Salaries (Benefit Eligible).
0	0	150	(150)	0.0%	13 HR	514015	Recruitment	3,312	0	888	(888)	0.0%	
0	0	0	0	0.0%	15 FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	

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

May 14 Actual	May 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 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
27,083	23,150	23,150	0	0.0%	15 FIN 518500	OPEB Expense	297,917	254,650	254,650	0	0.0%	
562	1,250	118	1,132	90.5%	15 FIN 518550	TMP	11,833	13,750	10,491	3,259	23.7%	
1,239	1,250	709	541	43.3%	15 FIN 518560	Payroll and Benefit Administration	16,177	13,750	12,929	821	6.0%	
464,340	462,966	426,637	36,328	7.8%		Total - Staff	4,046,087	3,918,855	3,789,672	129,184	3.3%	
						Library Materials:						
173,476	138,089	193,760	(55,671)	-40.3%	23 R&R 601999	American Continuations	2,142,063	2,006,016	1,998,605	7,411	0.4%	
2,929	6,186	1,373	4,813	77.8%	23 R&R 602999	American New Orders	65,745	67,231	28,001	39,230	58.4%	Careful selection of new materials.
643	3,902	2,371	1,531	39.2%	23 R&R 609199	Branch Continuations	39,807	42,919	33,382	9,537	22.2%	Timing.
0	83	0	83	100.0%	23 R&R 609299	Branch New Orders	172	916	484	432	47.2%	Expansion of print collection is not planned.
30,608	22,986	18,331	4,655	20.3%	23 R&R 603999	Commonwealth Continuations	281,597	249,343	240,838	8,505	3.4%	
601	144	0	144	100.0%	23 R&R 604999	Commonwealth New Orders	601	1,588	87	1,501	94.5%	Careful selection of new materials.
19,433	13,908	6,915	6,993	50.3%	23 R&R 605999	Foreign Continuations	176,453	149,489	191,362	(41,872)	-28.0%	Timing and higher than anticipated cost of titles within this category.
1,575	1,237	0	1,237	100.0%	23 R&R 606999	Foreign New Orders	10,720	13,609	1,140	12,469	91.6%	Careful selection of new materials.
12,163	7,849	17,043	(9,194)	-117.1%	23 R&R 607999	International Continuations	121,756	86,338	120,261	(33,923)	-39.3%	Timing and higher than anticipated cost of titles within this category.
860	412	82	330	80.1%	23 R&R 608999	International New Orders	6,654	4,537	2,909	1,628	35.9%	Careful selection of new materials.
174	2,316	1,089	1,226	53.0%	23 R&R 609399	General/Librarianship Continuations	22,769	25,475	24,900	574	2.3%	
0	165	0	165	100.0%	23 R&R 609499	General/Librarianship New Orders	1,219	1,815	217	1,598	88.0%	Careful selection of new materials.
242,462	197,276	240,964	(43,688)	-22.1%		Subtotal	2,869,556	2,649,276	2,642,186	7,090	0.3%	
(242,462)	(197,276)	(240,964)	43,688	-22.1%	15 FIN 690000	Library Materials Transferred to Assets	(2,869,556)	(2,649,276)	(2,642,186)	(7,090)	0.3%	
0	0	0	0	0.0%		Balance	0	0	0	0	0.0%	
						Facilities:						
1,352	2,889	2,099	790	27.3%	39 FAC 801005	Repair & Maintenance	33,154	31,779	37,991	(6,212)	-19.5%	Unforeseen lower garage roll-up door repairs, new lighting at Hill St. lot, and window repair in CMS area.
382	2,000	992	1,008	50.4%	39 FAC 801010	Building Services	16,932	22,000	15,908	6,092	27.7%	Timing.
1,793	1,292	1,229	63	4.9%	39 FAC 801015	Cleaning Supplies	11,926	14,212	11,356	2,856	20.1%	Timing.
9,595	11,000	9,385	1,615	14.7%	39 FAC 801020	Electricity & Water	100,662	121,000	108,829	12,171	10.1%	Timing.
1,267	1,250	0	1,250	100.0%	39 FAC 801025	Elevator Maintenance	14,209	13,750	11,923	1,827	13.3%	Timing.
3,158	2,992	2,019	973	32.5%	39 FAC 801030	Heating & Cooling	26,269	26,742	28,357	(1,615)	-6.0%	Timing & slight reduction in usage.
20,808	26,045	21,071	4,974	19.1%	15 FIN 801035	Insurance	228,602	254,619	231,780	22,839	9.0%	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	92,636	96,305	96,166	139	0.1%	
1,050	1,200	1,050	150	12.5%	39 FAC 801045	Landscaping	15,075	13,200	12,621	579	4.4%	Reduction on monthly service cost.
13,105	13,500	13,384	116	0.9%	39 FAC 801050	Security	154,766	148,500	161,911	(13,411)	-9.0%	Timing.
20	1,300	612	688	52.9%	39 FAC 801060	Room Rental Expenses	12,538	14,300	34,234	(19,934)	-139.4%	Offset by Room Rental Income.
523	953	3,558	(2,605)	-273.4%	39 FAC 801065	Special Events Expenses	15,043	17,709	12,285	5,424	30.6%	Offset by Special Events Income.
0	160	0	160	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	684	1,760	598	1,162	66.0%	Timing.
0	300	433	(133)	-44.3%	39 FAC 801110	Equipment (<3K)	1,731	3,300	1,153	2,147	65.1%	Timing.
0	375	0	375	100.0%	39 FAC 801115	Building Alterations (<3K)	0	4,125	0	4,125	100.0%	Timing.
(8)	325	425	(100)	-30.8%	39 FAC 801120	Delivery & Postage	3,793	3,575	4,212	(637)	-17.8%	Timing.
498	375	89	286	76.3%	39 FAC 801125	Kitchen supplies	4,576	4,453	2,800	1,653	37.1%	Snack machine removed, beverage vending outsourced effective February 2015.
61,964	74,711	65,021	9,690	13.0%		Subtotal	732,597	791,329	772,123	19,206	2.4%	
						Technology:						
1,901	1,739	2,402	(662)	-38.1%	33 TECH 801210	Software Maintenance	25,113	13,955	14,798	(843)	-6.0%	Increase in annual subscription cost.
0	1,291	4,946	(3,655)	-283.2%	33 TECH 801212	Hardware Maintenance	0	13,458	14,192	(734)	-5.5%	Substantial increase in annual scanner maintenance.
0	150	0	150	100.0%	33 TECH 801215	Software (<\$3k)	2,605	15,000	269	14,731	98.2%	Timing.
0	0	0	0	0.0%	33 TECH 801220	Hardware (<\$3k)	1,699	4,500	2,139	2,361	52.5%	Timing.
0	300	0	300	100.0%	33 TECH 801225	Computer Supplies	476	1,500	391	1,109	73.9%	Timing.
3,699	3,750	3,865	(115)	-3.1%	33 TECH 801230	Integrated Library System	39,851	41,250	41,535	(285)	-0.7%	Slight increase in annual subscription cost.
2,390	2,500	2,977	(477)	-19.1%	33 TECH 801235	Telecommunications	26,718	26,828	27,652	(824)	-3.1%	Timing.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	35	800	91	709	88.6%	Timing.
0	500	0	500	100.0%	33 TECH 801250	Services	0	5,000	1,355	3,645	72.9%	Timing.
7,990	10,230	14,189	(3,959)	-38.7%		Subtotal	96,496	122,291	102,422	19,868	16.2%	
						General:						
574	500	539	(39)	-7.8%	15 FIN 801310	Bank Charges	6,360	5,703	7,139	(1,437)	-25.2%	Higher than anticipated Visa/MasterCard fees as a result of increase in over-the-counter sales volume.
709	725	656	69	9.5%	35 CMS 801315	Bibliographical Services	5,926	7,975	7,222	753	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%	
2	108	49	59	54.5%	17 EXEC 801325	Board Expense	1,047	4,192	2,154	2,037	48.6%	Timing.
0	30	206	(176)	-585.8%	37 COM 801330	Staff meals & events	2,465	2,065	1,841	224	10.8%	No additional events at this time.
705	875	1,785	(910)	-104.0%	15 FIN 801335	Supplies - Office	10,255	10,904	14,016	(3,112)	-28.5%	

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

May 14 Actual	May 2015				FY 2013-14 YTD	FY 2014-15 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
1,373	715	0	715	100.0%	35 CMS 801337	Supplies - Library materials	8,111	9,278	6,181	3,097	33.4%	Supplies will be replenished as needed. Expect a favorable variance at year-end.
0	125	0	125	100.0%	37 COM 801340	Stationery, business cards, etc.	821	1,215	665	550	45.3%	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%	
730	1,700	3,256	(1,556)	-91.5%	27 CIRC 801370	Copy Center Expense	25,011	25,981	22,653	3,328	12.8%	Timing. Partially offset with Copy Center revenue.
14	85	0	85	100.0%	15 FIN 801375	General - Misc	71,041	668	578	90	13.5%	Timing.
0	0	320	(320)	0.0%	15 FIN 801390	Course Registration	0	0	4,418	(4,418)	0.0%	Offset by Course Registration Income.
0	0	0	0	0.0%	15 FIN 801395	Friends of Law Library	0	150	1,433	(1,283)	-855.1%	
4,107	4,863	6,810	(1,947)	-40.0%		Subtotal	131,038	68,131	68,301	(170)	-0.3%	
						Professional Development:						
0	650	1,124	(474)	-73.0%	ALL 803105	Travel	3,891	4,500	4,695	(195)	-4.3%	
0	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	1,905	0	0	0	0.0%	
0	750	344	406	54.2%	ALL 803115	Membership dues	6,895	9,245	10,622	(1,377)	-14.9%	Timing.
0	525	1,210	(685)	-130.5%	ALL 803120	Registration fees	3,602	2,323	3,800	(1,477)	-63.6%	Timing.
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	264	(264)	0.0%	
0	1,925	2,678	(753)	-39.1%		Subtotal	16,415	16,068	19,521	(3,453)	-21.5%	
						Communications & Marketing:						
0	200	0	200	100.0%	37 COM 803205	Services	0	2,150	0	2,150	100.0%	No outside services required at this time.
517	100	0	100	100.0%	37 COM 803210	Collateral materials	723	1,200	1,099	101	8.4%	Positive variance due to in-house printing.
600	200	0	200	100.0%	37 COM 803215	Advertising	5,014	4,150	104	4,046	97.5%	Timing. Minimal external advertising opportunities at this time.
3	285	755	(470)	-165.0%	37 COM 803220	Trade shows & Outreach	1,498	3,135	1,359	1,776	56.6%	No additional outreach is required at this time.
1,119	785	755	30	3.8%		Subtotal	7,236	10,635	2,561	8,074	75.9%	
						Travel & Entertainment:						
0	0	0	0	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%	
187	340	116	224	66.0%	ALL 803320	Ground transportation & mileage reimb.	1,700	3,470	1,704	1,766	50.9%	Timing.
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
187	340	116	224	66.0%		Subtotal	1,751	3,470	1,726	1,744	50.3%	
						Professional Services:						
0	0	0	0	0.0%	15 FIN 804005	Accounting	16,500	17,000	17,700	(700)	-4.1%	
1,338	3,333	1,338	1,996	59.9%	17 EXEC 804008	Consulting Services	11,213	36,663	29,938	6,726	18.3%	Timing.
0	833	0	833	100.0%	17 EXEC 804010	Legal	17,729	9,167	18	9,148	99.8%	Handled in-house.
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
1,338	4,166	1,338	2,829	67.9%		Subtotal	45,442	62,830	47,656	15,174	24.2%	
						Depreciation:						
241,899	247,622	246,552	1,071	0.4%	15 FIN 806105	Depreciation - Library Materials	2,647,054	2,727,724	2,704,797	22,927	0.8%	
31,254	28,608	28,278	330	1.2%	15 FIN 806110	Depreciation Exp - FF&E	345,228	321,567	323,260	(1,692)	-0.5%	
273,153	276,230	274,830	1,400	0.5%		Subtotal	2,992,282	3,049,291	3,028,057	21,234	0.7%	
814,197	836,216	792,374	43,842	5.2%		Total Expense	8,069,344	8,042,900	7,832,039	210,861	2.6%	
(125,488)	(164,363)	(131,140)	33,223	20.2%		Net Income Before Extraordinary Items	(389,252)	(617,554)	(689,803)	(72,249)	-11.7%	
13,738	0	6,701	6,701	0.0%	17 EXEC 401000	Extraordinary Income	486,072	97,500	51,465	(46,035)	-47.2%	Includes CalPERS CERBT activities and a \$16K additional rare book sale.
0	0	7,823	(7,823)	0.0%	17 EXEC 901000	Extraordinary Expense	186,407	0	7,823	(7,823)	0.0%	
(111,750)	(164,363)	(132,262)	32,101	-19.5%	999500	Net Income Including Extraordinary Items	(89,587)	(552,554)	(646,161)	(93,607)	-16.9%	
						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)	19,010	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)	24,254	55,000	0	55,000	100.0%	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	22,259	5,000	0	5,000	100.0%	
0	0	0	0	0.0%		Total - Capitalized Expenditures	65,523	180,000	44,374	135,626	75.3%	

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

	5/31/2015	YTD
<b>Cash flows from operating activities</b>		
LA Superior court fees	571,110	6,030,786
Parking fees	53,750	607,453
Library services	49,359	376,611
(Increase) decrease in accounts receivable	30,018	35,015
Increase (decrease) in borrowers' deposit	1,706	22,146
<b>Cash received from filing fees and services</b>	<b>705,943</b>	<b>7,072,011</b>
Facilities	(65,021)	(772,123)
Technology	(14,189)	(102,422)
General	(14,633)	(76,124)
Professional development	(2,678)	(19,521)
Communications & marketing	(755)	(2,561)
Travel & entertainment	(116)	(1,726)
Professional services	(1,338)	(47,656)
(Increase) decrease in prepaid expenses	35,020	56,607
Increase (decrease) in accounts payable	7,612	(144,956)
Increase (decrease) in other liabilities	-	8,260
<b>Cash payments to suppliers for goods and services</b>	<b>(56,096)</b>	<b>(1,102,221)</b>
Staff	(426,637)	(3,789,672)
Increase (decrease) in payroll liabilities	981	621
Increase (decrease) in accrued sick and vacation liability	(3,449)	(98,208)
Increase (decrease) in OPEB liability	23,150	254,650
<b>Cash payments to employees for services</b>	<b>(405,955)</b>	<b>(3,632,609)</b>
Contributions received	-	85,000
Net cash from operating activities	243,892	2,422,181
<b>Cash flow from capital and related financing activities</b>		
Library materials	(240,964)	(2,642,186)
Fixed assets	-	(44,374)
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment earnings	1,028	17,630
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>3,956</b>	<b>(246,750)</b>
Cash and cash equivalents, at beginning of period	3,585,748	3,836,454
Cash and cash equivalents, at end of period	3,589,704	3,589,704
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(125,978)	(740,011)
Adjustments for noncash effects:		
Depreciation	274,830	3,028,057
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	30,018	35,015
(Increase) decrease in prepaid expenses	35,020	56,607
Increase (decrease) in accounts payable	7,612	(144,956)
Increase (decrease) in other liabilities	-	8,260
Increase (decrease) in payroll liabilities	981	621
Increase (decrease) in accrued sick and vacation liability	(3,449)	(98,208)
Increase (decrease) in borrowers' deposit	1,706	22,146
Increase (decrease) in OPEB liability	23,150	254,650
Net cash from operating activities	<b>243,892</b>	<b>2,422,181</b>

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2015 - June 30, 2015 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	AUX AMATEUR DE LIVRES	BOOKS	105.72	028571
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	290.68	028572
	CALIFORNIA STATE BAR COURT REPORTER	BOOKS	150.00	028573
	COMERCIAL CELIS LIMITADA	BOOKS	248.00	028574
	OTTO HARRASSOWITZ	BOOKS	4,585.68	028575
	MARY MARTIN BOOKSELLERS	BOOKS	217.00	028576
	QUALITY CODE PUBLISHING	BOOKS	63.35	028577
	SASKATCHEWAN QUEENS PRINTER	BOOKS	73.15	028578
	CORCORAN QUALITY GRAPHICS	FRIENDS	1,022.42	028579
June 3	VINCENT C BRUCE	REFUND	40.00	028580
June 10	BUREAU OF LEBANESE & ARAB DOCUMENTA	BOOKS	300.00	028581
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	404.63	028582
	CONTINUING LEGAL EDUCATION SOCIETY	BOOKS	209.56	028583
	GAUNT	BOOKS	219.55	028584
	OTTO HARRASSOWITZ	BOOKS	596.99	028585
	JAPAN PUBLICATIONS TRADING CO LTD	BOOKS	190.50	028586
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,071.96	028587
	CHANNA CAJERO	MILEAGE	20.01	028588
	COUNTY OF LOS ANGELES	BANK CHARGES	56.42	028589
	EMPOWER SOFTWARE SOLUTIONS	PREPAID EXP	1,988.26	028590
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,078.34	028591
	CHRISTINE R LANGTEAU	MILEAGE	68.08	028592
	MANAGE EASE INCORPORATED	CONSULTING	1,337.50	028593
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,674.17	028594
SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	028595	
June 16	SYNCB AMAZON	BOOKS	458.49	028596
	CARSWELL COMPANY LTD	BOOKS	237.09	028597
	E ITURRIAGA Y CIA S A C	BOOKS	190.75	028598
	LITERATURA DE VIENTOS TROPICALES	BOOKS	124.00	028599
	AT&T	TELECOM	356.40	028600
	STATE BOARD OF EQUALIZATION	USE TAX	949.00	028601
June 19	WILLIAM S HEIN & CO	BOOKS	3,304.89	028602
	ESTHER EASTMAN	MILEAGE	27.60	028603
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,018.80	028604
	METROLINK	TMP	768.00	028605
June 29	METROLINK	TMP	466.75	028606
	GUARDIAN	PREPAID EXP	7,518.79	028607
June 30	EX LIBRIS (USA) INC.	ILS	1,045.71	028608

42,596.32

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2015 - June 30, 2015 (CHECKS)

Account No.: 102001

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VISA 7190

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	WOLTERS KLUWER LAW & BUSINESS	BOOKS	388.00	V000280
	BERNAN ASSOCIATES	BOOKS	861.35	V000281
	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	51,488.82	V000282
	COUTTS LIBRARY SERVICES	BOOKS	1,235.89	V000283
	LAW BOOKSTORE	BOOKS	30.39	V000284
	NATIONAL ASSOCIATION OF BOND LAWYER	BOOKS	225.00	V000285
	VERDICTSEARCH	BOOKS	461.93	V000286
	THOMSON REUTERS	BOOKS	8,181.71	V000287
	ALTA FOODCRAFT	KITCHEN SUPPLIES	88.89	V000295
	REPUBLIC SERVICES #902	BLDG SVCS	238.75	V000296
	GLASS DOCTOR OF LONG BEACH	REPAIR & MAINTENA	971.27	V000297
	GOLDEN STATE OVERNIGHT	DELIVERY/POSTAGE	36.99	V000298
	INFINISOURCE INC	PAYROLL/HR ADMIN	77.00	V000299
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	275.66	V000300
	OFFICE DEPOT	SUPPLIES- OFFICE	802.36	V000301
	SECURITAS SECURITY	SECURITY	5,118.16	V000302
	STATE COMPENSATION INSURANCE FUND	PREPAID EXP	8,733.50	V000303
	SUPPLYWORKS	CLEANING SUPPLIES	1,206.32	V000304
	VALLEY WIDE AIR	REPAIR & MAINTENA	200.00	V000305
	GOLDEN STATE OVERNIGHT	DELIVERY/POSTAGE	90.12	V000306
June 2	PEOPLEG2	RECRUITMENT	78.99	V000311
June 3	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMBERSHIP	3,772.00	V000312
	CRAIGLIST.COM	RECRUITMENT	75.00	V000325
June 4	OFFICE DEPOT	SUPPLIES- OFFICE	819.85	V000313
	CHERRY PICK CAFE	COURSE REGISTRAT	44.15	V000326
	AMERICAN ASSOCIATION OF LAW LIBRARI	REGISTRATION FEE	599.00	V000393
June 10	AMERICAN BAR ASSOCIATION	BOOKS	61.41	V000314
	BERNAN ASSOCIATES	BOOKS	77.00	V000315
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	290.56	V000316
	INTERNATIONAL ASSOCIATION OF LAW LI	BOOKS	130.00	V000317
	JAMES PUBLISHING INC	BOOKS	130.80	V000318
	JURIS PUBLISHING INC	BOOKS	84.50	V000319
	JURISNET LLC	BOOKS	363.50	V000320
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,316.85	V000321
	MUNICIPAL CODE CORPORATION	BOOKS	776.40	V000322
	PRACTISING LAW INSTITUTE	BOOKS	507.28	V000323
	YBP LIBRARY SERVICES	BOOKS	231.88	V000324
	AT&T ** VOIDED *****	TELECOM	0.00	V000327
	CANON BUSINESS SOLUTIONS, INC.	HARDWARE MAINTEN	4,275.09	V000328
	FEDEX	DELIVERY/POSTAGE	4.18	V000329

94,998.22

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2015 - June 30, 2015 (CHECKS)

Account No.: 102001

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VISA 7190

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	GLOBAL CAPACITY	TELECOM	647.67	V000330
	GLOBAL CAPACITY	TELECOM	71.47	V000331
	KONICA MINOLTA BUSINESS	COPY CENTER EXP	100.00	V000332
	OCLC INC	BIBLIOGRAPHICAL S	656.48	V000333
	OFFICE DEPOT	SUPPLIES- OFFICE	13.06	V000334
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	178.00	V000335
	SECURITAS SECURITY	SECURITY	5,072.80	V000336
	TIME WARNER CABLE	TELECOM	1,200.00	V000337
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	30.76	V000338
	CHERRY PICK CAFE	COURSE REGISTRAT	22.45	V000339
June 11				
	CHERRY PICK CAFE	COURSE REGISTRAT	131.40	V000340
	STAMPS.COM	DELIVERY & POSTAG	24.99	V000392
June 15				
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	37,655.56	V000363
June 16				
	AAIDD (AMER ASSOC ON INTELLECTUAL	BOOKS	49.95	V000341
	BLOOMBERG BNA	BOOKS	286.61	V000342
	CCH INCORPORATED	BOOKS	175.51	V000343
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,155.08	V000344
	INFOSOURCES PUBLISHING	BOOKS	410.00	V000345
	JURIS PUBLISHING INC	BOOKS	99.50	V000346
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,720.21	V000347
	PRACTISING LAW INSTITUTE	BOOKS	845.05	V000348
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	315.71	V000349
	WEST ACADEMIC	BOOKS	165.68	V000350
	THOMSON REUTERS	BOOKS	436.00	V000351
	YBP LIBRARY SERVICES	BOOKS	422.17	V000352
June 17				
	CHERRY PICK CAFE	COURSE REGISTRAT	55.80	V000364
June 18				
	CHERRY PICK CAFE	COURSE REGISTRAT	15.95	V000365
June 19				
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	548.17	V000358
	COUTTS LIBRARY SERVICES	BOOKS	589.31	V000359
	THOMSON REUTERS	BOOKS	80,251.72	V000360
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	80.00	V000361
	WILLIAM S HEIN & CO	BOOKS	1,880.41	V000362
June 22				
	INFINISOURCE INC	PAYROLL/HR ADMIN	77.00	V000366
	OFFICE DEPOT	OFFICE SUPPLIES	406.90	V000367
June 25				
	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	13,681.22	V000368
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,600.00	V000369
June 29				

259,611.22

LOS ANGELES COUNTY LAW LIBRARY

June 1, 2015 - June 30, 2015 (CHECKS)

Account No.: 102001

Page 3

VISA 7190

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	AT&T MOBILITY	TELECOM	188.08	V000370
	BANDWIDTH.COM, INC.	TELECOM	570.35	V000371
	CDW GOVERNMENT INC	SOFTWARE MAINT	10,736.40	V000372
	CHERRY PICK CAFE	COURSE REGISTRAT	84.60	V000373
	DAILY JOURNAL CORPORATION	ACCOUNTING	14.50	V000374
	DEMCO	SUPPLIES-LIBRARY	680.05	V000375
	GLOBAL CAPACITY	TELECOM	516.52	V000376
	GUARDIAN ** VOIDED *****	PREPAID EXP	0.00	V000377
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	1,357.83	V000378
	SECURITAS SECURITY	SECURITY	5,203.36	V000379
	STATE COMPENSATION INSURANCE FUND	PREPAID EXP	8,733.50	V000380
	TYCO INTEGRATED SECURITY LLC	BUILDING SERVICES	12,407.50	V000381
June 30	REPUBLIC SERVICES #902	BLDG SVCS	236.95	V000382
	GLOBAL CAPACITY	TELECOM	357.05	V000383
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	22.00	V000384
	SECURITAS SECURITY	SECURITY	5,165.48	V000385
	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	30.32	V000386

305,727.63

**LOS ANGELES COUNTY LAW LIBRARY**  
**June 1, 2015 - June 30, 2015 (CHECKS)**  
**Account No.: 102003**  
**VISA 9830**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 4	REGISTER.COM	SOFTWARE (<\$3K)	735.00	V000011
June 10	SPRINGSHARE LLC	SOFTWARE MAINTE	3,098.00	V000012
June 10	L A DEPT WATER & POWER	WATER/SEWER	9,384.98	V000013
June 24	ALONTI CAFE & CATERING	BOARD EXPENSE	50.73	V000014

13,268.71

LOS ANGELES COUNTY LAW LIBRARY  
June 1, 2015 - June 30, 2015 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 29	CALPERS	PREPAID EXP	48,539.20	TS00221128

48,539.20

LA Law Library  
Fiscal Year Quarterly Statistics

		FY13	FY14	FY15 1st Quarter	FY15 2nd Quarter	FY15 3rd Quarter	FY15 4th Quarter	FY15
<b>Reference and Research</b>								
	<i>Reference and Research responds to user requests for Library materials in-person, mail</i>							
	Desk Inquiries	27,859	28,166	6,150	5,695	6,351	6460	24,656
	Phone	9,594	8,973	1,977	1,625	1,834	1860	7,296
	Email/ Live Chat	1,517	2,025	485	360	436	451	1,732
	By Mail	200	209	54	58	135	82	329
	Global Law Inquires	462	630	152	149	132	122	555
	Global Law Web Inquires	240	561	126	132	170	145	573
	e-Branch Chat	0	68	80	54	76	56	266
	e-Branch Email	0	3	0	3	0	0	3
		<b>39,872</b>	<b>40,635</b>	<b>9,024</b>	<b>8,076</b>	<b>9,134</b>	<b>9176</b>	<b>35,410</b>
<b>Circulation Services</b>								
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed</i>							
	Desk Inquiries	23,535	17,254	4,607	4,382	4,451	4801	18,241
	Phone Inquiries	11,920	6,751	2,060	1,807	2,070	2739	8,676
		<b>35,455</b>	<b>24,005</b>	<b>6,667</b>	<b>6,189</b>	<b>6,521</b>	7540	<b>26,917</b>
	Books Circulated	13,453	14,638	3,630	4,082	3,809	2987	14,508
	Library Card Sign-ups			626	580	632	518	2,356
	Members Program - Active Members			270	302	281	301	
	Public Terminal Logins			11,213	10,248	10,834	11,218	43513
<b>Document Delivery / E-Delivery/Copies</b>								
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well</i>							
	Phone Inquiries	1,296	2,883	306	257	240	281	1,084
	In-Person	10,148	12,461	2,733	2,396	2,825	2973	10,927
	Email	434	397	136	129	140	145	550
	By Mail (As of 2013, included with R+R above)	2						
		<b>11,880</b>	<b>15,741</b>	<b>3,175</b>	<b>2,782</b>	<b>3,205</b>	3399	12,561
	Pages Delivered	59,025	44,996	12,515	8,682	8,615	6019	35,831
	Copies Made (Main Library)	365,584	237,566	61,523	51,363	47,072	164,266	324,224

LA Law Library  
Fiscal Year Quarterly Statistics

		FY13	FY14	FY15 1st Quarter	FY15 2nd Quarter	FY15 3rd Quarter	FY15 4th Quarter	FY15
<b>Collection Management Services</b>								
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>							
	New Titles Added	633	438	140	138	183	111	572
	New Serials	286	181	26	53	28	24	131
	Print Volumes Added	7,416	6,386	1,445	1,496	1,489	1347	5,777
	Non-Print Media Added	5,598	16,451	6,364	11,639	2,241	850	21,094
	Books Cataloged/Reclassified	14,612	8,425	753	932	952	804	3,441
	Print & Non-Print Withdrawn	6,218	3,928	752	1,364	806	549	3,471
<b>Brief Scanning Project</b>								
	Briefs Scanned	46,721	56,837	9,653	8,071	8,825	9411	35,960
	Pages Scanned			320,437	256,177	274,621	296,438	1,147,673
<b>Website Statistics</b>								
	Visitors	-	-	23,164	23,756	27,583	26688	101,191
	Visits	-	-	37,102	36,689	101,174	127017	301,982
	Average Daily Visits	-	-	403	398	1124	1396	
	Average Duration	-	-	4:00	3:55	3:33	4:08	
	Visitors: US	-	-	98.82%	98.88%	97.89%	95.85%	
	Visitors: International / Unspecified	-	-	1.18%	1.12%	2.11%	4.15%	
<b>Training and Events at Main Branch</b>								
	Public Classes Held							
	Internal speaker			18	18	11	5	52
	Guest speaker				3	6	11	20
	MCLE Classes Held							
	Internal speaker				1	0	3	4
	Guest speaker			10	8	9	10	37
	Clinics/ Workshops Held			18	32	12	13	75
				<b>46</b>	<b>62</b>	<b>38</b>		146
								0
	Class Attendance Total (Estimated)			426	964	478	691	2,559
								0
	Room Rentals			5	2	11	N/A	18
	Room Rental Attendance			171	42	492	N/A	705

## MEMORANDUM

**DATE:** July 22, 2015

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** Cleanup Revision to Employee Handbook to Conform to MOU

### BACKGROUND

At its June meeting, the Board approved a revised Employee Handbook & Personnel Policies Manual (Handbook). In that revision, changes were made to conform the Handbook to the Memorandum of Understanding (MOU) with SEIU approved the prior month (May 2015). A few changes to the Handbook were inadvertently omitted in the June revision. The attached pages contain the few remaining amendments necessary to conform the Handbook to the MOU

The entire Handbook is available upon request.

### RECOMMENDATION

Accordingly, Staff recommends that the Board APPROVE the attached amendments to the Handbook.



# EMPLOYEE HANDBOOK AND PERSONNEL POLICIES MANUAL



EFFECTIVE JULY 22, 2015

## 11.2 VACATION

Upon successful completion of the introductory period, full-time regular employees are eligible to accrue paid vacation leave. Vacation accrues on a calendar year basis and depends on the length of an employee's tenure, as follows:

For full-time employees hired prior to May 31, 2011:

- 1 - 9 years: 15 days per calendar year (4.62 hours per pay period)
- 10 + years: 20 days per calendar year (6.15 hours per pay period)

For full-time employees hired on or after May 31, 2011:

- 1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
- 5 – 9 years: 12 days per calendar year (3.69 hours per pay period)
- 10 + years: 15 days per calendar year (4.62 per pay period)

~~Upon successful completion of the introductory period, part-time branch assistants are eligible to accrue paid vacation leave on a calendar year basis at a rate of .0577 per hour worked.~~

Part-time library employees hired prior to June 30, 2006, are eligible to accrue paid vacation leave on a calendar year basis at a rate of .0577 per hour worked. Part-time library employees hired after July 1, 2006, are not eligible to accrue paid vacation leave.

Full time employees may accrue vacation leave up to a maximum of 200 hours. Part-time branch assistants hired prior to June 1, 2015 will accrue vacation benefits up to a maximum of 100 hours and will be allowed to retain their vacation.

Vacation requests must be submitted in the Empower time off request system at least two weeks in advance of the anticipated leave. Vacation requests are granted depending on the Library's business requirements and whether prior co-workers' time off requests create a schedule conflict. Length of employment may determine priority when two or more co-workers in a unit request vacation during the same period.

Vacation must be accrued before it can be taken.

Vacation accrues during paid status, e.g., regular time, overtime, vacation, paid sick leave, holidays, and funeral leave. Employees on authorized unpaid leaves of absence do not accrue vacation leave.

Between November 10 and November 30 of each year, full-time employees may request payment for one week (40 hours) of vacation time earned but not taken. The vacation cash-out will be paid to the employee in January. The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.

Upon separation from the Library, eligible employees will be paid for accrued but unused vacation.

Employees may not schedule vacation on one of the quarterly "All Staff Days."

### 11.3 SICK LEAVE

For Full Time Employees:

Upon hire, full-time employees are eligible to accrue sick leave. Sick leave is accrued on a calendar year basis and will depend on the length of an employee's tenure, as follows.

For full-time employees hired prior to May 31, 2011:

- 15 days per calendar year (4.62 hours per pay period)

For full-time employees hired on or after May 31, 2011:

- 1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
- 5 – 9 years: 12 days per calendar year (3.69 hours per pay period)
- 10 + years: 15 days per calendar year (4.62 per pay period)

Unused sick leave accrues from year to year and is carried forward to the following year.

Upon separation of employment with the Library, full-time employees hired on or before May 31, 2011, may request that accrued but unused sick leave be paid at the rate of six (6) days per year of service, with a maximum of 90 days. Unused sick leave for payout is frozen at the amount of accrued but unused sick leave as of May 31, 2011.

For Branch Assistants:

~~Upon hire, p~~Part-time branch assistants hired before July 1, 2015 are eligible to accrue sick leave at a rate of .0577 per hour worked. Part-time branch assistants hired before July 1, 2015 may accumulate up to 960 hours of paid sick leave. Branch assistants' unused sick leave accrues from year to year and is carried forward to the following year.

For Other Part-Time Employees:

Following completion of thirty (30) days of employment, other part-time employees will be eligible for paid sick time for illness as described below.

Paid sick time accrues at the rate of one (1) hour per thirty (30) hours worked not to exceed six (6) days or forty-eight (48) hours annually. Paid sick time may only be taken in increments of a minimum of two (2) hours per incident.

Part-time employees are limited to using no more than three (3) days of accrued paid sick time per anniversary year. Unused sick leave will carry over to the following year up to a cap equal to the employee's annual accrual rate. Once the accrual cap is met, sick time will cease to accrue. Once accruals begin again, accruals will not be retroactive.

For All Employees Accruing Sick Leave:

Sick leave accrues during paid status, e.g., regular time, overtime, vacation, paid sick leave, holidays, and funeral leave. Sick leave does not accrue during unpaid leave.

An employee absent for more than 3 consecutive days (not involving use of statutory paid sick days) may be required to provide medical proof of illness or injury.

Employees may use their annual allotment of available sick days for absences to attend to an illness of a spouse or domestic partner, child, the child of the employee's registered domestic partner, or parent on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury. A part-time employee who has used his or her maximum number of paid sick days for his or her own illness or doctors' appointments may use up to an additional three days of paid sick leave (provided such amount of paid sick leave has accrued) per anniversary year to attend to the illness of a child, parent, spouse or domestic partner of the employee.

Child includes biological, adopted, foster child, step child, legal ward, child of domestic partner, or a child in loco parentis.

Parent includes biological, foster or adoptive parent, a stepparent, legal guardian or parent in loco parentis.

# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Approval of Revised Rules of Conduct
- 4.2 Discussion of 125<sup>th</sup> Anniversary Celebration

## MEMORANDUM

**DATE:** July 22, 2015

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** Revised Rules of Conduct

### INTRODUCTION AND SUMMARY

Although LA Law Library is generally favored with a polite and professional group of patrons, it is nonetheless important that the Library maintain written Rules of Conduct establishing expectations and standards for behavior in the Law Library. These Rules are periodically updated to improve procedures, increase clarity and comprehension or address problems that Staff has encountered. Accordingly, the Board is asked to approve the attached revisions and update to the Rules of Conduct

### BACKGROUND

A recent, award-winning AALL paper on handling difficult patron interactions ([Managing Disruptive Patron Behavior in Law Libraries: A Grey Paper](#)) included a list of recommended solutions. Interestingly, most of the suggested methods were already in use here at LA Law Library. For the Board's information, the list of applicable solutions is summarized below and segregated into solutions already in place and those not (fully) implemented.

#### *Already In Place*

Maintain and regularly update the library's Rules of Conduct in writing. Make the Rules available to patrons in person and on the library's website.

Address problematic patron behavior early, before it escalates. A courteous word from a library staff member, or a nod to a sign displaying a rule, may be all that is needed.

Address problematic patron behavior early, before it escalates. A courteous word from a library staff member, or a nod to a sign displaying a rule, may be all that is needed.

Keep contact information for local free and low-cost local legal services providers available at all public-services desks and in printed hand-outs for patrons. Consider also posting this information on your library's website or in a LibGuide. Update the information regularly and include a currency date. Make sure that any information on your website or meant for distribution to patrons be written in easy-to-read language that a layperson can understand.



Libraries that serve homeless or economically marginalized patrons may also wish to keep current lists of local social service providers, such as food pantries or local organizations that provide a place to take a shower and other social services.

Make sure that patrons feel heard when they voice a complaint. One courthouse librarian described her successful strategy: "I always take the time to listen to the problem or complaint from members of the public (yes, this is very time-consuming). Oftentimes this is really all they want--someone in the courthouse to listen to them and understand. I'm always aware that their view of the situation is what they believe to be the truth, so I operate under that premise."

Communicate clearly and reinforce positive take-aways from challenging situations. As one county law librarian responded in the survey, "If I have to ask someone to leave because they're disruptive to other patrons I explain to them why they need to leave, but also that they are welcome to use the library another day when they are less agitated. This usually works."

Be alert and aware, but take pains not to assume that a particular patron encounter will end poorly from the start. In the words of one courthouse librarian, "I greet every patron with fresh eyes. (Sometimes I am aware of certain people from information that colleagues in the courthouse give me, but have not had an interaction myself.) That means I don't judge anyone by first impressions. I try to treat everyone the same--from a judge to a street person. They are all visiting the library because they need help."

Consistency and equal treatment go hand-in-hand. Although a law library may prioritize services for its primary patron groups, consistent with its mission, all patrons who are permitted to use the space are entitled to be treated equally with respect to conduct rules. This requires that all staff understand the library's rules or expectations and that they enforce these rules or expectations consistently for all patrons. Provide staff training regarding the Rules of Conduct and handling difficult patron encounters.

#### *Not In Place*

Make sure that patrons who face losing some or all of their library privileges due to behavior problems have some avenue for internal appeal and review.

*Although this has been in place informally, it is not in the written rules and should be added. This is an important step in meeting due process requirements and in ensuring that patrons feel heard.*

Consider posting anonymous patron complaints, and the library's response, in a public place or online.

*While this might be a useful measure in other libraries, it would be problematic here. Very few complaints received by the Law Library are anonymous. Moreover, given the diverse populations we serve, our investigation of those anonymous complaints we have received in the past has not generally sustained the factual foundations to the complaints and the complaints have sometimes even shown indications of mental health or cognitive issues. Accordingly, it*



*would not generally be in the patron's or the Library's interest to publicly post complaints, findings or responses.*

Small amenities can build goodwill and prevent conflict. For example, consider lending noise-cancelling headphones or offering patrons individually wrapped earplugs.

*It's a lovely idea, but difficult to justify in light of current budget constraints. It would also increase the risk of patrons using the earplugs themselves becoming disruptive or failing to hear warnings or even safety instructions.*

### Proposed Changes

In light of this background, the following changes are included in the attached revision:

1. Clarification that personal electronic devices may be used to capture images of the content of Library materials. This clarification recognizes that many patrons now use cell phones, iPads or digital cameras to take pictures of content for later reference. Such use is, of course, subject to the Rules prohibiting disturbance of other patrons.
2. Clarification that the Rules regarding conversations in the Law Library apply to conversations on cell phones as well as in person.
3. Adding a prohibition on patrons' use of wall outlets. Trailing cords are a safety hazard.
4. Adding provision for an appeal of removals or suspensions of privileges of more

### RECOMMENDATION

Staff recommends that the Board of Trustees adopt and approve the amended Rules of Conduct attached here, to take effect as soon as they are made available on the website and in print in the Reading Room of the Law Library.



## **RULES OF CONDUCT**

Updated July 2015

*The LA Law Library staff  
welcomes you.*

*LA Law Library provides public access to legal information. We are here to assist your use of the resources and services offered. Please help us keep the library safe and pleasant for everyone by following these rules of conduct.*

### **RESPECT THE RIGHTS OF OTHERS**

Users shall respect the rights of other library users and library staff. The Library shall not be used in lieu of an office for the practice of law or any other professional or business activity. Soliciting, harassing, offending, intimidating or disturbing library patrons or staff is strictly prohibited. *[California Penal Code 602.1(b)]*

### **PERSONS WITH DISABILITIES**

LA Law Library does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request an accommodation for any of the Library's programs, services, or activities, please inform a staff member of your accommodation request. Service animals as defined by law are welcome in the library to assist persons with disabilities.

### **PHOTOGRAPHY**

We are delighted our patrons enjoy the library and want to take photos. To protect the privacy of others, however, no photography or filming is permitted on library premises without arrangements and approval in advance. Should you wish to request permission to photograph within a public space or arrange space for private photography sessions, please contact us at 213.785.2511 for assistance. Personal electronic devices may be used to photograph or record content of Library materials, subject to the Rules below.

### **SAFETY AND SECURITY**

Users should limit their carry-in items to those materials necessary to accomplish their legal research. For safety and security, the library reserves the right to limit users to one bag and one purse or a briefcase.

Briefcases, backpacks, packages and outer garments may be subject to inspection at any time.

- Ø With the exception of wheelchairs, large objects such as carts, luggage, bicycles or parcels that collectively exceed 26" x 19" x 9" are not permitted in the library.



- Ø Walkways and aisles shall be kept clear and unobstructed by personal items, including but not limited to, briefcases, packages, backpacks, garments, electric cords and equipment.
- Ø The Law Library is not responsible for, nor shall it have any liability for, the personal items that users bring into the library.
- Ø Security personnel will remove unattended items.

### **PERSONAL CONDUCT IN THE LAW LIBRARY**

In consideration of others, quiet is expected throughout the Library. Users may engage in quiet conversation in person or by telephone as long as other users are not disturbed. Pagers, cell phones and PDAs should be turned to vibrate or silent mode. Photocopiers/scanners or other equipment should be used as quietly as possible. If a conversation or use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others.

Appropriate attire, including shirts and shoes must be worn in the library.

Animals, other than service animals assisting persons with disabilities, are not permitted in the library.

Children must be under the control and supervision of a responsible adult at all times

Beverages in covered, spill-proof containers are allowed. The eating of food and the chewing of gum are prohibited.

The following are not permitted in LA Law Library:

- Ø Smoking, including smoking within 20' of any entrance to the Law Library.  
*[California Government Code 7597]*
- Ø Weapons
- Ø Loitering, sleeping, laying on the Law Library floor or furniture.
- Ø Bathing, shaving, and washing clothes in the library restrooms.

Persons under the influence of alcohol or drugs, except as lawfully prescribed by a physician, are not permitted in the library.

Persons whose parcels or bodily hygiene or odor is so offensive as to constitute a nuisance or disrupt others' work shall be required to leave the library.

### **USE OF LIBRARY MATERIALS**

Users shall not conceal or hide library materials for their exclusive use. Pocket parts or loose-leaf pages may not be removed from books except for photocopy



purposes. When copying is complete, the pages used shall be returned promptly to their correct location in the book.

No materials shall be removed from the library unless they have been properly checked out. Failure to return materials when due may result in payment of fines, replacement costs and administrative costs and/or loss of Law Library privileges.

Users should not reshelve their used materials. Materials left unattended for long periods of time, will be reshelved by Law Library staff. Users wishing to keep pulled materials for later use, should place a reserve sign on the items, including a date and time when the user will return to the item(s).

### **THEFT, ABUSE AND VANDALISM**

The theft, abuse, vandalism, mutilation, marring, marking, defacing, or otherwise damaging of the books, building, equipment, furniture or other objects in the Law Library is prohibited. *[California Penal Code 490.5 & 594; Education Code 19910 & 19911]*

### **USE OF COMPUTERS AND PERSONAL ELECTRONIC DEVICES**

Law Library public computers are reserved for legal research and access to the online catalog. Peripheral devices (printers, CD-ROM drives, cameras, keyboards, scanners, etc) may not be attached without prior authorization.

Public computer use is limited to one hour per session. If no users are waiting, a second session may be requested. Users may only access public computers using their own library card. To request your library card, please ask any staff member to assist you. Accessing the library computer system, programs or data without authorization is prohibited.

Personal electronic devices may be used in the library provided such use does not disturb other users or take up excessive space or electrical capacity. Personal electronic devices including but not limited to computers, copiers, scanners and printers may be used only if they do not exceed 1.5 amps or a footprint of 2 square feet, make no noise audible to other patrons and pose no other hazard or obstacle to use of the library by others. For example, laptops and silent hand-held scanners are generally permitted, while full-size personal computers and scanners are generally not permitted. As noted above, if the use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others.

Tabletop electrical outlets are provided for patron use. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time. Wall outlets may not be used by patrons without prior express permission.

### **UNAUTHORIZED AREAS**

Opening emergency exits (except in emergency situations), entering unauthorized or off-limit areas of the library, remaining in the library after closing or during emergency drills or evacuations is prohibited and may result in immediate suspension of library privileges



**FAILURE TO COMPLY**

Failure to comply with library rules, library signage or the directives of library staff, or to cooperate with the staff in their enforcement of these rules may result in the loss or suspension of library privileges, including but not limited to temporary or permanent removal from the library premises. Any removal or suspension of privileges for more than one day may be appealed upon written request within 10 days of the removal or suspension.



## MEMORANDUM

**DATE:** July 22, 2015

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** 125<sup>th</sup> Anniversary Celebration

### INTRODUCTION AND BACKGROUND

In 2016 we will reach the 125<sup>th</sup> anniversary of the Los Angeles County Law Library! This agenda item is to discuss options for commemorating and celebrating this major milestone in the history of the Law Library.

### DISCUSSION

#### History

Articles of incorporation for a “Law Library of Los Angeles” were filed in 1886, but only those attorneys who had purchased stock in the entity could use the library, then located at Temple and New High Street. In 1891, the modest collection was acquired by the newly state-created public institution, Los Angeles County Law Library. (This new public resource was supported through legislation adopted that same year calling for a \$1 contribution to the “Law Library Fund” from those filing state court actions.) The leaders of the newly formed bar association – and founders of some prominent firms that still exist today – were instrumental in creating the Law Library. As the collection grew past the 200,000 volume mark in 1950, the site of the present library was acquired and construction began in 1952 with the support of the County Board of Supervisors.

#### Date(s) of Celebration

Per *Lawyers of Los Angeles*, there are several dates that might be viewed as the “birth” of the Law Library. The first meeting of the Board of Trustees was held April 28, 1891 where they decided to purchase the initial collection of books. The books changed hands July 1, 1891 and were housed in the Red Sandstone Courthouse which opened on August 10, 1891.

Although we certainly could select a specific date within the year and focus on that, Staff would prefer to celebrate the anniversary in various ways throughout the year and coordinate with other, existing programs, such as Law Week and Pro Bono Week to ensure significant public participation.



### Possible Events and Activities

Options and opportunities include (ranging roughly from low-cost to higher cost requiring sponsorship):

- Displays of historical materials in the lobby case and around the library
- Display of historical materials in the 9<sup>th</sup> floor courthouse display case
- Email announcements (countdown format) for 125 days leading up to public celebration
- Special bookmarks commemorating the anniversary
- Posters in the Library
- Balloons placed around the library's exterior and interior
- Evening public reception/music and art display in conjunction with Law Week and/or Pro Bono Week
- Private reception/fundraiser
- Ad in the Los Angeles Times and/or legal newspapers (announcing the public reception)
- Banners on the patio and east side of the building facing Grand Park

Many of these options would provide an opportunity to acknowledge or highlight those who have played a significant role in the founding or growth of LA Law Library over its history. Although we are still at very preliminary stage of planning, Staff wanted to obtain input and ideas from the Board regarding this important milestone.

### Support and Sponsorship

The Friends of the Los Angeles County Law Library are excited to support the celebration of the Law Library's 125<sup>th</sup> Anniversary. In particular, the new Executive Director of the Friends would like to solicit sponsors and contributions to fund for some of the unbudgeted items above and provide greater levels of participation in the celebration. It is envisioned that the opportunities for support and participation would include opportunities for public patrons as well as law firms and other donors to participate, and would include both monetary and non-monetary options.

### RECOMMENDATION

Staff recommends that the Board discuss and provide input regarding the options for commemorating the Law Library's 125th anniversary.

