

AGENDA

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

REGULAR BOARD MEETING
Wednesday, February 24, 2016
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 Jan. 27, 2016, Regular Board Meeting.
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Amendment to Schedule of Fines and Fees

4.0 DISCUSSION ITEMS

- 4.1 Approval of Document Retention Policy
- 4.2 Authorization to Bind Workers Compensation Insurance
- 4.3 Mid-Year Budget Review
- 4.4 Approval of Policy Regarding Disclosure of Staff Identity

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 CLOSED SESSION

- 7.1 CONFERENCE WITH LEGAL COUNSEL
The Library Board of Trustees finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.
Existing Litigation (G.C. 54956.9(a)
Howell vs. Los Angeles County Law Library (Case No.BC598812)
- 7.2 Personnel Public Employee Performance Evaluation. Title: Executive Director. (G.C. 54957).

8.0 ADJOURNMENT

It is requested that the meeting be adjourned in memory of Edwin Schander who worked at the Los Angeles County Law Library for 35 years as Head of Reference Services. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 23, 2016.

POSTED THURSDAY, FEB. 18, 2016 @ 5:15 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- .
3.1 Approval of Minutes of the Jan. 27, 2016 Regular Board Meeting.
- 3.2 Review of December Financials and list of January Checks and Warrants
- 3.3 Amendment to Schedule of Fines and Fees

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

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

January 27, 2016

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 27, 2016 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 Mark Juhas, Vice President
Judge Michelle Williams Court
Judge Dennis Landin
Kenneth Klein, Esquire

Trustees Absent: Judge Ann I. Jones, President
Judge Richard Rico
Susan Steinhauser, Esquire

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

Also Present: Marcelino Juarez, Finance Manager

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

1.0 PUBLIC COMMENT

Mr. Lee Paradise made public comments regarding allegations of misspent funding, hiring of ED Levin and funding for Law Library.

2.0 PRESIDENT'S REPORT

None

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the Dec. 16, 2015, Regular Board Meeting.
- 3.2 Review of November Financials and list of December Checks and Warrants
- 3.3 FY16 2nd Quarter Statistics
- 3.4 Quarterly Strategic Plan Update

Trustee Landin moved, seconded by Trustee Court to approve the Consent Calendar. The motion was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Agreement with Bet Tzedek Regarding Operation of Conservatorship Clinic

Present from Bet Tzedek: Grant Speck and Kathy Chew. Staff provided additional information regarding Conservatorship Clinic as requested by the Board of Trustees. ED Levin confirmed success of client presence, non-discriminatory practice of patron assistance and lack of funding for facility costs. Recommendation by staff to approve and authorize the ED to execute agreement with Bet Tzedek regarding operation of Conservatorship Clinic.

Trustee Court moved, seconded by Trustee Klein to approve Discussion Item 4.1 per the recommendation in the staff report. The motion was unanimously approved, 4-0.

- 4.2 Approval of Revised Schedule of Fees and Fines

ED Levin explained the schedule had been revised since the initial posting of the Agenda. After re-calculating, copying costs remain at \$.15 and \$.20 per copy.

After discussion, Trustee Klein moved, seconded by Trustee Landin to approve Discussion Item 4.2. The motion was unanimously approved, 4-0.

- 4.3 2016-17 Workers Compensation Insurance Renewal

The Board requested that the Workers Compensation Insurance Renewal be included in the Board Agenda for the February meeting. A detailed Staff Report is to be provided at that time.

4.4 Presentation Regarding Patron Usage Survey

PowerPoint presentation by Channa Cajero and Ralph Stahlberg

5.0 AGENDA BUILDING

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin reminded the Board of Trustees of the African Drumming Laws display in the library lobby. The exhibit reflects the prohibition of drumming in African cultures and overriding customary laws, etc. Drums were borrowed from the World Music Collection from UCLA. The research and exhibit of this groundbreaking issue was initiated by LALL Global Law Librarian Neel Agrawal, who received a grant from AALL to continue research on the subject.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:03 p.m.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 24, 2016 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of December 31, 2015

(Provisional and subject to year-end audit adjustments)

	6/30/2015	12/31/2015	Change
Assets			
Current assets			
Cash and cash equivalents	3,305,891	3,739,744	433,853
Accounts receivable	1,336,578	1,144,097	(192,481)
Prepaid expenses	239,161	284,016	44,856
Total current assets	4,881,630	5,167,857	286,227
Noncurrent assets			
Restricted cash and cash equivalents	302,980	302,980	-
Investments	4,037,519	4,041,441	3,921
Capital assets, not being depreciated	583,433	586,433	3,000
Capital assets, being depreciated - net	19,894,170	19,284,841	(609,328)
Total noncurrent assets	24,818,102	24,215,695	(602,407)
Total assets	29,699,731	29,383,552	(316,180)
Deffered Outflows of Resources			
Deffered Outflows of Resources	403,501	403,501	-
Total assets and deffered outflows of resources	30,103,232	29,787,053	(316,180)
Liabilities			
Current Liabilities			
Accounts payable	219,034	82,832	(136,202)
Other current liabilities	8,260	4,664	(3,597)
Payroll liabilities	14,015	14,759	744
Total current liabilities	241,310	102,255	(139,055)
Noncurrent Liabilities			
Accrued sick and vacation liability	369,252	367,626	(1,626)
Borrowers' deposit	326,794	314,345	(12,448)
OPEB liability	(47,304)	55,662	102,966
Net pension liability	(169,785)	(169,785)	-
Total noncurrent liabilities	478,956	567,848	88,891
Total liabilities	720,266	670,103	(50,164)
Deffered Inflows of Resources			
Deffered Inflows of Resources	1,829,778	1,829,778	-
Net Position			
Net position			
Invested in capital assets	20,477,603	19,871,274	(606,328)
Unrestricted	7,075,585	7,415,898	340,312
Total net position	27,553,188	27,287,172	(266,016)
Total liabilities, deffered inflows of resources, and net position	30,103,232	29,787,053	(316,180)

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

Dec 14	Dec 2015			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
461,119	449,591	488,176	38,585	8.6%
(18,616)	1,349	1,326	(23)	-1.7%
49,565	55,750	58,405	2,655	4.8%
20,630	33,294	50,424	17,130	51.4%
512,697	539,984	598,331	58,347	10.8%
331,613	322,839	311,275	11,564	3.6%
0	0	61,520	(61,520)	0.0%
169,222	208,622	102,151	106,471	51.0%
(169,222)	(208,622)	(102,151)	(106,471)	51.0%
		0		
74,258	71,258	80,059	(8,801)	-12.4%
10,317	12,485	10,277	2,208	17.7%
12,276	6,031	6,739	(708)	-11.7%
6,816	29	797	(767)	-2630.5%
0	330	415	(85)	-25.8%
192	278	408	(130)	-46.8%
2,825	2,898	5,390	(2,492)	-86.0%
281,430	291,960	246,456	45,504	15.6%
719,727	708,108	723,335	15,227	2.2%
(207,030)	(168,124)	(125,004)	43,120	-25.6%
(5,742)	2,917	(853)	(3,770)	-129.3%
0	0	0	0	0.0%
0	0	0	0	0.0%
(212,772)	(165,207)	(125,857)	39,350	-23.8%
				0.0%
0	102,000	3,924	98,076	96.2%

	FY 2014-15	FY 2015-16 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Summary:					
Income					
L.A. Superior Court Fees	3,343,562	3,259,973	3,319,373	59,400	1.8%
Interest	(15,733)	8,905	9,095	190	2.1%
Parking	329,813	334,500	360,155	25,655	7.7%
Library Services	273,405	312,611	313,457	847	0.3%
Total Income	3,931,047	3,915,989	4,002,080	86,091	2.2%
Expense					
Staff	2,099,720	2,075,083	1,956,631	118,452	5.7%
Electronic Resource Subscriptions	0	0	278,520	(278,520)	0.0%
Library Materials	1,034,777	1,251,911	836,254	415,657	33.2%
Library Materials Transferred to Assets	(1,034,777)	(1,251,911)	(836,254)	(415,657)	33.2%
Facilities	415,579	429,592	442,850	(13,258)	-3.1%
Technology & Data	54,834	68,960	60,183	8,777	12.7%
General	37,296	38,655	24,411	14,245	36.9%
Professional Development	14,246	8,255	5,189	3,066	37.1%
Communications & Marketing	244	4,540	2,871	1,669	36.8%
Travel & Entertainment	961	1,856	1,343	513	27.7%
Professional Services	30,863	34,188	39,083	(4,895)	-14.3%
Depreciation	1,670,933	1,734,792	1,460,935	273,857	15.8%
Total Expenses	4,324,676	4,395,921	4,272,015	123,906	2.8%
Net Income (Loss)	(393,629)	(479,932)	(269,935)	130,161	-27.1%
Investment Gain (Loss)²	15,539	17,500	3,922	(13,578)	-77.6%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(378,240)	(465,349)	(266,013)	138,978	-29.9%
					0.0%
Capitalized Expenditures	44,374	875,000	15,354	859,646	98.2%

Comments

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

Dec 14 Actual	Dec 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
461,119	449,591	488,176	38,585	8.6%	15 FIN 303300	L.A. Superior Court Fees	3,343,562	3,259,973	3,319,373	59,400	1.8%	For the first time in many quarters, court fees have come in above budget. Staff hopes this is an indication a more stable revenue stream.
Interest:												
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	817	813	1,082	269	33.2%	Better than expected ROI.
1,249	1,192	1,152	(39)	-3.3%	15 FIN 312000	Interest - General Fund	7,314	7,150	6,958	(192)	-2.7%	
176	157	173	16	10.3%	15 FIN 313000	Interest - Deposit Fund	1,089	943	1,055	113	12.0%	
(20,041)	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT ¹	(25,102)	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 313200	Interest - Bonds ²	151	0	0	0	0.0%	
(18,616)	1,349	1,326	(23)	-1.7%		Subtotal	(15,733)	8,905	9,095	190	2.1%	
Parking:												
49,565	55,750	58,405	2,655	4.8%	39 FAC 330100	Parking	329,813	334,500	360,155	25,655	7.7%	Favorable variance due in part to a \$14K payment from City of LA re: 2014's Made In America event.
49,565	55,750	58,405	2,655	4.8%		Subtotal	329,813	334,500	360,155	25,655	7.7%	
Library Services:												
65	200	49	(151)	-75.6%	27 CIRC 330150	Annual Borrowing Fee	1,576	1,200	1,576	376	31.4%	Income related to annual fee to designate a messenger.
7,225	9,165	7,800	(1,365)	-14.9%	25 P&P 330140	Annual Members Fee	51,800	54,990	53,192	(1,798)	-3.3%	
1,871	2,008	1,375	(633)	-31.5%	23 R&R 330340	Course Registration	12,658	12,048	9,246	(2,802)	-23.3%	Due to \$1.3K payment for prior period parking by course attendees. Approx 80% will be offset by parking revenue.
4,499	4,500	3,434	(1,066)	-23.7%	27 CIRC 330129	Copy Center	30,564	27,000	30,577	3,577	13.2%	Better than anticipated performance.
1,603	1,900	1,711	(189)	-10.0%	27 CIRC 330205	Document Delivery	11,563	11,400	15,574	4,174	36.6%	Better than anticipated performance.
2,512	3,200	3,801	601	18.8%	27 CIRC 330210	Fines	18,926	19,200	21,901	2,701	14.1%	
527	8,333	895	(7,438)	-89.3%	15 FIN 330310	Miscellaneous	31,539	32,845	8,695	(24,150)	-73.5%	Google reimbursement not yet realized due to a delay in payment and preliminary test period.
1,765	3,585	31,298	27,713	773.0%	39 FAC 330330	Room Rental	21,810	21,510	36,636	15,126	70.3%	Partially offset by increased room rental expenses
0	250	0	(250)	-100.0%	27 CIRC 330350	Book Replacement	2,110	1,500	952	(548)	-36.5%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	0	13,206	13,206	0.0%	
0	0	0	0	0.0%	17 EXEC 330400	Friends of Law Library	85,000	120,000	115,000	(5,000)	-4.2%	Timing variance
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
64	153	62	(91)	-59.7%	39 FAC 330450	Vending	2,285	918	510	(408)	-44.4%	
500	0	0	0	0.0%	37 COM 330465	Special Events Income	3,575	10,000	6,392	(3,608)	-36.1%	Timing variance. A portion is offset by special event expense.
20,630	33,294	50,424	17,130	51.4%		Subtotal	273,405	312,611	313,457	847	0.3%	
512,697	539,984	598,331	58,347	10.8%		Total Income	3,931,047	3,915,989	4,002,080	86,091	2.2%	
Expenses:												
Staff:												
194,018	194,429	181,253	13,176	6.8%	ALL 501000	Salaries (benefits eligible)	1,253,378	1,263,785	1,169,216	94,569	7.5%	Favorable variance due to vacancies.
0	(3,889)	0	(3,889)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(25,276)	0	(25,276)	100.0%	Already reflected in reduced salary expense
18,564	18,380	18,844	(464)	-2.5%	ALL 501050	Salaries (benefits ineligible)	128,087	119,468	119,685	(217)	-0.2%	
0	(368)	0	(368)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(2,389)	0	(2,389)	100.0%	Already reflected in reduced salary expense
11,055	13,194	10,138	3,056	23.2%	15 FIN 502000	Social Security	78,366	85,762	70,593	15,168	17.7%	Favorable variance due to vacancies.
2,939	3,086	2,731	355	11.5%	15 FIN 503000	Medicare	19,486	20,057	17,621	2,436	12.1%	Favorable variance due to vacancies.
21,372	21,629	20,178	1,451	6.7%	15 FIN 511000	Retirement	139,882	153,701	144,081	9,621	6.3%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
39,867	41,307	39,546	1,761	4.3%	15 FIN 512000	Health Insurance	235,756	247,841	229,517	18,324	7.4%	Favorable variance due to vacancies.

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

Dec 14 Actual	Dec 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
446	381	416	(35)	-9.2%	15 FIN 513000	2,580	2,285	2,455	(170)	-7.4%	
5,073	5,526	5,453	72	1.3%	15 FIN 514000	32,393	32,890	30,391	2,499	7.6%	Favorable variance due to vacancies.
653	631	630	0	0.0%	15 FIN 514500	3,804	3,754	3,458	296	7.9%	Favorable variance due to vacancies.
120	140	117	23	16.4%	15 FIN 515000	545	840	505	335	39.8%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN 515500	0	0	0	0	0.0%	
6,218	8,734	8,464	270	3.1%	15 FIN 516000	40,786	52,401	51,807	594	1.1%	
0	0	0	0	0.0%	15 FIN 517000	(19)	0	(96)	96	0.0%	
1,029	0	0	0	0.0%	25 P&P 514010	9,420	2,000	1,916	84	4.2%	
0	0	124	(124)	0.0%	13 HR 514015	484	0	479	(479)	0.0%	
0	0	0	0	0.0%	15 FIN 517500	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	0	0	0	0	0.0%	
23,150	17,161	17,161	(0)	0.0%	15 FIN 518500	138,900	102,964	102,965	(1)	0.0%	
4,421	1,250	3,694	(2,444)	-195.5%	15 FIN 518550	8,010	7,500	5,076	2,424	32.3%	Timing variance and reduction in usage of transportation reimbursement program
2,687	1,250	2,527	(1,277)	-102.1%	15 FIN 518560	7,861	7,500	6,960	540	7.2%	
331,613	322,839	311,275	11,564	3.6%		2,099,720	2,075,083	1,956,631	118,452	5.7%	
Library Materials/Electronic Resources Subscription:											
131,307	165,833	77,957	87,876	53.0%	23 R&R 601999	745,319	995,000	596,147	398,853	40.1%	Timing variance and ERS accounting change.
1,673	3,333	300	3,033	91.0%	23 R&R 602999	17,584	20,000	7,797	12,203	61.0%	Careful selection of new materials.
927	3,067	0	3,067	100.0%	23 R&R 609199	9,169	18,400	14,934	3,466	18.8%	Timing variance and ERS accounting change.
0	75	0	75	100.0%	23 R&R 609299	0	631	0	631	100.0%	Expansion of print collection is not planned.
8,020	15,000	9,075	5,925	39.5%	23 R&R 603999	117,839	90,000	86,316	3,684	4.1%	Timing variance and ERS accounting change.
0	130	0	130	100.0%	23 R&R 604999	87	780	0	780	100.0%	Careful selection of new materials.
13,877	11,250	9,218	2,032	18.1%	23 R&R 605999	68,676	67,500	70,490	(2,990)	-4.4%	Timing variance and ERS accounting change.
178	1,000	0	1,000	100.0%	23 R&R 606999	1,056	6,000	398	5,602	93.4%	Careful selection of new materials.
9,357	6,667	5,463	1,204	18.1%	23 R&R 607999	57,243	40,000	48,569	(8,569)	-21.4%	Timing variance and ERS accounting change.
2	333	0	333	100.0%	23 R&R 608999	2,200	2,000	0	2,000	100.0%	Careful selection of new materials
3,856	1,833	137	1,696	92.5%	23 R&R 609399	15,419	11,000	11,603	(603)	-5.5%	Timing variance and ERS accounting change.
24	100	0	100	100.0%	23 R&R 609499	183	600	0	600	100.0%	Careful selection of new materials
169,222	208,622	102,151	106,471	51.0%		1,034,777	1,251,911	836,254	415,657	33.2%	
(169,222)	(208,622)	(102,151)	(106,471)	51.0%	15 FIN 690000	(1,034,777)	(1,251,911)	(836,254)	(415,657)	33.2%	
0	0	61,520	(61,520)	0.0%	15 FIN 685000	0	0	278,520	(278,520)	0.0%	To reflect changes in accounting treatment of subscription fees for electronic resources, this line item was added starting this FY per auditor's recommendation. Fund was originally budgeted across multiple funds earmarked for capital library materials purchases
Facilities:											
575	2,900	749	2,151	74.2%	39 FAC 801005	14,806	17,400	20,154	(2,754)	-15.8%	Unexpected \$9K HVAC repair in July / timing variance.
726	2,050	1,746	304	14.8%	39 FAC 801010	8,157	12,300	4,786	7,514	61.1%	Timing variance.
0	1,292	0	1,292	100.0%	39 FAC 801015	7,389	7,752	3,940	3,812	49.2%	Timing variance.
263	10,356	(63)	10,419	100.6%	39 FAC 801020	55,688	62,136	53,715	8,421	13.6%	Increased usage due to higher temps.
920	0	0	0	0.0%	39 FAC 801025	8,105	0	5,796	(5,796)	0.0%	Delay of Elevator Upgrade Project.
1,408	2,602	1,437	1,165	44.8%	39 FAC 801030	17,591	17,362	18,691	(1,329)	-7.7%	Increased A/C usage due to higher temps. / timing variance.
21,071	23,705	24,428	(723)	-3.1%	15 FIN 801035	126,426	142,229	146,567	(4,338)	-3.1%	
8,674	8,755	8,674	81	0.9%	39 FAC 801040	52,795	52,530	52,045	485	0.9%	
1,050	1,200	1,050	150	12.5%	39 FAC 801045	7,371	7,200	6,300	900	12.5%	Timing variance.
37,671	14,605	17,934	(3,329)	-22.8%	39 FAC 801050	91,847	87,630	95,871	(8,241)	-9.4%	Timing variance.
636	1,750	22,360	(20,610)	-1177.7%	39 FAC 801060	14,199	10,500	23,813	(13,313)	-126.8%	Offset by Room Rental income.
1,000	938	1,034	(96)	-10.2%	37 COM 801065	6,055	5,798	6,170	(372)	-6.4%	Timing variance / offset by PBW sponsorships.
0	100	0	100	100.0%	39 FAC 801100	598	600	0	600	100.0%	Timing variance.

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

Dec 14 Actual	Dec 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
38	300	681	(381)	-126.9%	39 FAC 801110	Equipment (<3K)	431	1,800	1,117	683	38.0%	Timing variance.
0	140	0	140	100.0%	39 FAC 801115	Building Alterations (<3K)	0	840	0	840	100.0%	Timing variance.
225	325	29	296	91.1%	35 CMS 801120	Delivery & Postage	2,182	2,075	2,898	(823)	-39.7%	Unbudgeted expense (\$1,050) incurred by Oct return shipment of rare books from Bonhams.
0	240	0	240	100.0%	39 FAC 801125	Kitchen supplies	1,941	1,440	986	454	31.5%	Timing variance.
74,258	71,258	80,059	(8,801)	-12.4%		Subtotal	415,579	429,592	442,850	(13,258)	-3.1%	
						Technology:						
2,805	1,671	1,970	(299)	-17.9%	33 TECH 801210	Software Maintenance	8,389	8,276	11,403	(3,127)	-37.8%	Software Upgrade originaly budgeted as Capital Expense.
1,068	1,751	1,183	568	32.4%	33 TECH 801212	Hardware Maintenance	5,688	9,206	6,962	2,244	24.4%	Timing variance.
0	1,700	341	1,359	79.9%	33 TECH 801215	Software (<\$3k)	269	7,700	341	7,359	95.6%	Timing variance.
0	0	0	0	0.0%	33 TECH 801220	Hardware (<\$3k)	2,139	2,400	2,439	(39)	-1.6%	
0	0	0	0	0.0%	33 TECH 801225	Computer Supplies	0	0	344	(344)	0.0%	Timing variance (Quarterly Invoice).
3,702	3,863	3,868	(5)	-0.1%	33 TECH 801230	Integrated Library System	22,211	23,178	23,211	(33)	-0.1%	Timing variance.
2,741	3,500	2,464	1,036	29.6%	33 TECH 801235	Telecommunications	14,783	18,200	15,033	3,167	17.4%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
0	0	450	(450)	0.0%	33 TECH 801250	Services	1,355	0	450	(450)	0.0%	
10,317	12,485	10,277	2,208	17.7%		Subtotal	54,834	68,960	60,183	8,777	12.7%	
						General:						
473	700	493	207	29.5%	15 FIN 801310	Bank Charges	3,674	4,200	3,171	1,029	24.5%	
656	680	678	2	0.2%	35 CMS 801315	Bibliographical Services	3,940	5,090	5,051	39	0.8%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
(66)	90	85	5	5.6%	17 EXEC 801325	Board Expense	1,740	540	378	162	30.0%	
111	900	859	41	4.6%	37 COM 801330	Staff meals & events	877	1,900	906	994	52.3%	Timing variance.
696	661	1,432	(771)	-116.6%	15 FIN 801335	Supplies - Office	7,290	7,025	6,515	510	7.3%	
710	0	2,525	(2,525)	0.0%	35 CMS 801337	Supplies - Library materials	2,347	3,600	2,525	1,075	29.9%	Timing variance.
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	524	3,000	0	3,000	100.0%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
9,687	3,000	444	2,556	85.2%	27 CIRC 801370	Copy Center Expense	13,375	13,000	4,371	8,629	66.4%	Offset by increased revenue
(138)	0	50	(50)	0.0%	15 FIN 801375	General - Misc	590	0	961	(961)	0.0%	
147	0	173	(173)	0.0%	23 R&R 801390	Course Registration	2,861	300	470	(170)	-56.6%	
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	78	0	63	(63)	0.0%	
12,276	6,031	6,739	(708)	-11.7%		Subtotal	37,296	38,655	24,411	14,245	36.9%	
						Professional Development:						
82	0	0	0	0.0%	ALL 803105	Travel	3,109	3,915	1,367	2,548	65.1%	Frugal planning and grant awards
0	0	0	0	0.0%	ALL 803110	Meals	140	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
6,734	29	797	(767)	-2630.5%	ALL 803115	Membership dues	8,903	1,550	2,289	(739)	-47.7%	Timing variance.
0	0	0	0	0.0%	ALL 803120	Registration fees	1,830	2,790	1,533	1,257	45.1%	Frugal planning and grant awards
0	0	0	0	0.0%	ALL 803125	Educational materials	264	0	0	0	0.0%	
6,816	29	797	(767)	-2630.5%		Subtotal	14,246	8,255	5,189	3,066	37.1%	
						Communications & Marketing:						
0	150	0	150	100.0%	37 COM 803205	Services	0	900	0	900	100.0%	Timing variance.
0	180	25	155	86.1%	37 COM 803210	Collateral materials	0	1,390	1,550	(160)	-11.5%	Timing variance.
0	0	390	(390)	0.0%	37 COM 803215	Advertising	104	1,950	1,297	653	33.5%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	140	300	25	275	91.7%	Timing variance.
0	330	415	(85)	-25.8%		Subtotal	244	4,540	2,871	1,669	36.8%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	12	0	0	0	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%	

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

Dec 14 Actual	Dec 2015				FY 2014-15 YTD Actual	FY 2015-16 YTD					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
192	278	408	(130)	-46.8%	949	1,856	1,343	513	27.7%		
0	0	0	0	0.0%	0	0	0	0	0.0%		
192	278	408	(130)	-46.8%	961	1,856	1,343	513	27.7%		
0	0	1,350	(1,350)	0.0%	16,000	16,800	20,330	(3,530)	-21.0%	Includes \$3K unbudgeted GASB 45 valuation report.	
2,825	2,898	4,040	(1,142)	-39.4%	14,863	17,388	18,753	(1,365)	-7.9%		
0	0	0	0	0.0%	0	0	0	0	0.0%		
0	0	0	0	0.0%	0	0	0	0	0.0%		
2,825	2,898	5,390	(2,492)	-86.0%	30,863	34,188	39,083	(4,895)	-14.3%		
252,128	258,208	218,292	39,916	15.5%	1,491,381	1,549,247	1,292,028	257,219	16.6%	Change in accounting for ERS.	
29,302	33,752	28,164	5,588	16.6%	179,552	185,545	168,907	16,638	9.0%	Delay in planned capital fixed asset purchases.	
281,430	291,960	246,456	45,504	15.6%	1,670,933	1,734,792	1,460,935	273,857	15.8%		
719,727	708,108	723,335	(15,227)	-2.2%	4,324,676	4,395,921	4,272,015	123,906	2.8%		
(207,030)	(168,124)	(125,004)	43,120	-25.6%	(393,629)	(479,932)	(269,935)	130,161	-27.1%		
(5,742)	2,917	(853)	(3,770)	-129.3%	15,389	17,500	3,922	(13,578)	-77.6%		
0	0	0	0	0.0%	0	0	0	0	0.0%		
0	0	0	0	0.0%	0	0	0	0	0.0%		
(212,772)	(165,207)	(125,857)	39,350	-23.8%	(378,240)	(465,349)	(266,013)	138,978	-29.9%		
Capital Expenditures:											
0	30,000	3,924	26,076	86.9%	44,374	35,000	3,924	31,076	88.8%	Timing variance.	
0	0	0	0	0.0%	0	40,000	0	40,000	100.0%		
0	20,000	0	20,000	100.0%	0	420,000	0	420,000	100.0%	Timing variance.	
0	7,000	0	7,000	100.0%	0	35,000	0	35,000	100.0%	Timing variance.	
0	45,000	0	45,000	100.0%	0	345,000	11,430	333,570	96.7%	Portion expensed to "Software Maintenance GL 801210. Rest is timing variance.	
0	102,000	3,924	(98,076)	-96.2%	44,374	875,000	15,354	859,646	98.2%		
CalPERS CERBT Trust Fund ¹ :											
Beginning Balance						1,938,940					
Administrative Expense						(88)				CalPERS CERBT program cost.	
Investment Expense						(64)				Investment management cost.	
Unrealized Gain/Loss						(23,881)				Fluctuating market conditions.	
Ending Balance						1,914,908					

¹ CalPERS CERBT income account removed from FY 2016 budget as recommended by outside auditors. The account will be monitored and reported independently from the Library's operating budget.

² UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) for FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

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

	12/31/2015	YTD
Cash flows from operating activities		
L.A. Superior court fees	488,176	3,319,373
Parking fees	58,405	360,155
Library services	50,424	198,457
(Increase) decrease in accounts receivable	88,549	192,481
Increase (decrease) in borrowers' deposit	853	(12,448)
Cash received from filing fees and services	686,407	4,058,017
Facilities	(80,059)	(442,850)
Technology	(10,277)	(60,183)
General	(6,739)	(24,411)
Professional development	(797)	(5,189)
Communications & marketing	(415)	(2,871)
Travel & entertainment	(408)	(1,343)
Professional services	(5,390)	(39,083)
Electronic Resource Subscriptions	(61,520)	(278,520)
(Increase) decrease in prepaid expenses	49,518	(44,856)
Increase (decrease) in accounts payable	(167,762)	(136,202)
Increase (decrease) in other liabilities	(647)	(3,597)
Cash payments to suppliers for goods and services	(284,495)	(1,039,103)
Staff (payroll + benefits)	(311,275)	(1,956,631)
Increase (decrease) in payroll liabilities	(4,207)	744
Increase (decrease) in accrued sick and vacation liability	-	(1,626)
Increase (decrease) in OPEB liability	17,161	102,966
Increase (decrease) in net pension liability	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(298,321)	(1,854,548)
Contributions received	-	115,000
Net cash from operating activities	103,591	1,279,366
Cash flow from capital and related financing activities		
Library materials	(102,151)	(836,254)
Fixed assets	(3,924)	(15,354)
Capital - Work in Progress (WIP)	-	(3,000)
Cash flows from investing activities		
Investment earnings	1,326	9,095
Net cash increase (decrease) in cash and cash equivalents	(1,158)	433,854
Cash and cash equivalents, at beginning of period	4,043,882	3,608,871
Cash and cash equivalents, at end of period	4,042,725	4,042,725
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(126,329)	(279,030)
Adjustments for noncash effects:		
Depreciation	246,456	1,460,935
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	88,549	192,481
(Increase) decrease in prepaid expenses	49,518	(44,856)
Increase (decrease) in accounts payable	(167,762)	(136,202)
Increase (decrease) in other liabilities	(647)	(3,597)
Increase (decrease) in payroll liabilities	(4,207)	744
Increase (decrease) in accrued sick and vacation liability	-	(1,626)
Increase (decrease) in borrowers' deposit	853	(12,448)
Increase (decrease) in OPEB liability	17,161	102,966
Increase (decrease) in net pension liability	-	-
Net cash from operating activities	103,591	1,279,366

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2016 - January 31, 2016 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 11	SEIU LOCAL 721	UNION DUES	1,536.44	001560
	SEIU LOCAL 721	UNION DENTAL	80.88	001561
			1,617.32	

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2016 - January 31, 2016 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 8	HENOK ELIAS	REFUND	140.00	028993
	SUZENNA MARTIN KREDENSER	REFUND	140.00	028994
	ARNOLD DAVID SCHRAGER	REFUND	140.00	028995
January 12	CHANNA CAJERO	MILEAGE	27.72	028996
	ESTHER EASTMAN	MEALS	28.23	028997
	CHRISTINE R LANGTEAU	MILEAGE	68.08	028998
	MANAGE EASE INCORPORATED	CONSULTING	2,675.00	028999
	METROLINK	TMP	777.00	029000
	MALINDA MULLER	MILEAGE	86.83	029001
	ELIZABETH WARNER	MILEAGE	70.96	029002
	PETTY CASH FUND	PETTY CASH	364.00	029003
January 13	BIG FOOT PRESS	BOOKS	409.95	029004
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	877.53	029005
	CASALINI LIBRI	BOOKS	650.85	029006
	GAUNT	BOOKS	117.08	029007
	OTTO HARRASSOWITZ	BOOKS	1,421.28	029008
	LIBROS CENTROAMERICANOS	BOOKS	2,300.00	029009
	MANHATTAN PUBLISHING COMPANY	BOOKS	642.00	029010
	PAN PACIFICA	BOOKS	876.00	029011
January 15	ATLANTIC LAW BOOK COMPANY	BOOKS	146.70	029012
	CITY OF BAKERSFIELD CITY CLERKS OFF	BOOKS	68.00	029013
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	128.48	029014
	STATE BAR OF CALIFORNIA	BOOKS	40.00	029015
	LAW REPORTS INTERNATIONAL LTD	BOOKS	270.00	029016
	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029017
January 20	AT&T	TELECOM	403.77	029018
	BRIDGES FILTER SERVICE, INC	REPAIR & MAINT	700.00	029019
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029020
	ESTHER EASTMAN	MILEAGE	18.95	029021
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,436.82	029022
	L A DEPT WATER & POWER	WATER/SEWER	232.57	029023
	ROMERO MAINTENANCE CO.	JANITORIAL SVCS	8,899.17	029024
	SEPCO EARTHSCAPE, INC	LANDSCAPING	1,050.00	029025
	GUARDIAN	PREPAID EXP	7,652.76	029026
January 22	AMERICAN LEGALNET INC	BOOKS	9,215.00	029027
	STATE BOARD OF EQUALIZATION	USE TAX	2,109.00	029028
	COMMONWEALTH OF THE NORTHERN MARIAN	BOOKS	160.00	029029
	FORSTER LONG INC PUBLISHERS	BOOKS	545.00	029030
	OTTO HARRASSOWITZ	BOOKS	3,753.94	029031

52,962.67

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2016 - January 31, 2016 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 25	KONINKLIJKE BRILL NV	BOOKS	1,989.00	029032
January 26	LOS ANGELES	SPECIAL EVENTS	750.00	029033
January 28	AMERICAN EXPRESS	BUSINESS CARD	839.97	029034
January 29	STATE BOARD OF EQUALIZATION	SALES TAX	7,934.00	029035

62,486.64

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2016 - January 31, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 5	UNITED PARCEL SERVICE	DELIVERY/POSTAGE	14.82	V000848
January 6	SOUTHWEST SERVICES	TRAVEL	185.96	V000957
January 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V000853
January 12	INFINISOURCE INC	PAYROLL/HR ADMIN	77.00	V000854
	OCLC INC	BIBLIOGRAPHICAL S	678.40	V000855
	OFFICE DEPOT	SUPPLIES-OFFICE	1,432.34	V000856
	PEOPLEG2	RECRUITMENT	78.99	V000857
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	8,463.50	V000858
	UNITED PARCEL SERVICE	DELIVERY & POSTAG	10.34	V000859
	CHERRY PICK CAFE	ROOM RENTAL EXP	85.50	V000898
January 13	AMERICAN LAWYER MEDIA L P RECORDER	BOOKS	479.88	V000860
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,001.86	V000861
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	169.09	V000862
	BERNAN ASSOCIATES	BOOKS	216.80	V000863
	BLOOMBERG BNA	BOOKS	192.22	V000864
	CALIF SUPREME COURT HISTORICAL SOCI	BOOKS	50.00	V000865
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	632.35	V000866
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	2,296.28	V000867
	DATA TRACE PUBLISHING COMPANY	BOOKS	385.90	V000868
	DISTRICT OF COLUMBIA BAR	BOOKS	225.00	V000869
	INFORMATION TODAY INC	BOOKS	99.95	V000870
	JURIS PUBLISHING INC	BOOKS	91.50	V000871
	JURISNET LLC	BOOKS	187.50	V000872
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	2,919.10	V000873
	PROQUEST INFORMATION AND LEARNING	BOOKS	5,174.18	V000874
	PARALEGAL TODAY	BOOKS	32.00	V000875
	PUBLIC UTILITIES REPORTS INC	BOOKS	1,695.00	V000876
	ROCKY MOUNTAIN MINERAL LAW FOUNDATI	BOOKS	206.00	V000877
	WEST ACADEMIC	BOOKS	453.44	V000878
	THOMSON REUTERS	BOOKS	72,780.08	V000879
	YBP LIBRARY SERVICES	BOOKS	1,018.12	V000880
January 15	AMERICAN BAR ASSOCIATION DIV FOR PU	BOOKS	130.00	V000881
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,091.11	V000882
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	191.99	V000883
	BERNAN ASSOCIATES	BOOKS	58.00	V000884
	GEORGE T BISEL COMPANY	BOOKS	182.20	V000885
	BLOOMBERG BNA	BOOKS	1,434.07	V000886
	CCH INCORPORATED	BOOKS	136.63	V000887
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	899.40	V000888

105,516.24

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2016 - January 31, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	BUSINESS MANAGEMENT DAILY ALEXANDER	BOOKS	34.75	V000889
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	2,234.25	V000890
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V000891
	JAMES PUBLISHING INC	BOOKS	259.42	V000892
	JURIS PUBLISHING INC	BOOKS	106.50	V000893
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	2,620.55	V000894
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	123.50	V000895
	THOMSON REUTERS	BOOKS	69.76	V000896
	WILLIAM S HEIN & CO	BOOKS	2,045.52	V000897
	DEMCO	SUPPLIES-LIBRARY	182.49	V000899
	KAPCO	SUPPLIES - LIB MATE	1,510.95	V000900
January 19				
	CHERRY PICK CAFE	ROOM RENTAL EXPE	84.00	V000902
January 20				
	AT&T MOBILITY	TELECOM	147.49	V000903
	BANDWIDTH.COM, INC.	TELECOM	286.73	V000904
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	149,527.94	V000905
	REPUBLIC SERVICES #902	BLDG SVCS	506.72	V000906
	GLOBAL CAPACITY	TELECOM	378.50	V000907
	GLOBAL CAPACITY	TELECOM	71.47	V000908
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	443.60	V000909
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	276.00	V000910
	SECURITAS SECURITY	SECURITY	8,544.96	V000911
	TIME WARNER CABLE	TELECOM	1,200.00	V000912
	U S HEALTH WORKS	MISC	50.00	V000913
	GREATLAND	PAYROLL/HR ADMIN	79.00	V000946
January 22				
	ALI ABA COM ON CONTINUING PROFESSIO	BOOKS	75.00	V000914
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,039.34	V000915
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	131.45	V000916
	BERNAN ASSOCIATES	BOOKS	172.38	V000917
	BLOOMBERG BNA	BOOKS	1,114.87	V000918
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,468.94	V000919
	DAILY JOURNAL CORPORATION	BOOKS	190.76	V000920
	DATA TRACE PUBLISHING COMPANY	BOOKS	385.90	V000921
	DEFENSE RESEARCH INSTITUTE INC	BOOKS	90.00	V000922
	GALE CENGAGE LEARNING	BOOKS	10,014.91	V000923
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,178.28	V000924
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	103.50	V000925
	NEW JERSEY LAW JOURNAL	BOOKS	237.90	V000926
	NATIONAL UNDERWRITER COMPANY	BOOKS	290.88	V000927
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,685.75	V000928
	VERDICTSEARCH	BOOKS	589.00	V000929
	VIRGINIA CONTINUING LEGAL EDUCATION	BOOKS	148.00	V000930
	WEST ACADEMIC	BOOKS	140.61	V000931

310,600.01

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2016 - January 31, 2016 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 23	THOMSON REUTERS	BOOKS	12,084.00	V000932
	WILLIAM S HEIN & CO ** VOIDED *****	BOOKS	0.00	V000933
January 26	CHERRY PICK CAFE	ROOM RENTAL EXPE	126.75	V000947
January 27	MARIA'S ITALIAN KITCHEN	ROOM RENTAL EXPE	654.53	V000948
	STAMPS.COM	DELIVERY & POSTAG	517.95	V000949

311,899.24

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2016 - January 31, 2016 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 26	CALPERS	PREPAID EXP	53,377.25	TS00230069

53,377.25

MEMORANDUM

DATE: February 24, 2016

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: Amendment to Schedule of Fines and Fees

SUMMARY

At its regular meeting on January 27, 2016, the Board of Trustees approved a schedule of charges and deposits. However, two charges and two account types were inadvertently omitted or incorrectly addressed from staff’s recommendation. The Board is now requested to approve amendments to address these oversights. Supporting analysis is provided.

ANALYSIS AND DETAIL

The items in need of correction are: 1) extra pages of Document Delivery; 2) the Members’ rate for a medium conference room; and 3) two account types, Government Official and Special Promotion. The first was incorrectly listed at the unassisted copy rate (but should have been at the assisted copy rate). The second and third were not included in the chart at all. The recommended changes therefore are:

Account Type	Annual Borrowing Charge		Security Deposit	
Government Official	None		None	
Special Promotion	None		Varies (per marketing materials approved by E.D.)	

Patron Group	Charge Name	Charge	Proposed Revised Charge	Comment
Individual, Reduced, Corporate, Government Official, Special Promotion	Document Delivery - after 25 pages	15¢ per page thereafter	20¢ per page thereafter	20¢ represents staff-assisted photocopy cost
Member	Document Delivery – after 50 pages	15¢ per page thereafter	20¢ per page thereafter	20¢ represents staff-assisted photocopy cost
Member	Conference Room (Medium) 5-8 people		\$25.00 / hour \$100/half day \$200/all day	Inadvertently omitted



RECOMMENDATION

Staff recommends that the Board approve the revisions to the attached Schedule of Deposits and Charges effective upon publishing on the Law Library website and in print in the Law Library.



Non-Members Charges and Deposits

<u>Account Type</u>	<u>Annual Borrowing Charge</u>	<u>Security Deposit</u>
Individual	None	\$140.00
Corporate	None	\$400.00
Reduced Deposit	None	\$70.00
Judicial	None	None
Government Official	None	None
Special Promotion	None	Varies (per marketing materials approved by E.D.)

<u>Charge Name</u>	<u>Specifics</u>	<u>Charge</u>
Overdue Fines	5-day Loan	\$4.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$120.00 / item
	Maximum, Special Loan	\$750.00 / item
Replacement Charges	In-Print item	Invoice Price plus processing charge
	Out-of-Print Item	\$300.00 plus processing charge
Processing Charges	For each lost item/volume	\$70.00
	Binding (if applicable)	\$25.00 / volume
Collection Agency Charges	Initiation Fee	\$13.50
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00
Library Card	Replacement	\$12.00
e-Document Delivery	Standard	\$20.00 / document for the first 25 pages, 20¢ per page thereafter
	Rush	\$28.00 / document for the first 25 pages, 20¢ per page thereafter
Classes <i>(Usual Cost. May be adjusted by E.D. as appropriate)</i>	Public	\$20.00 / class
	MCLE	\$35.00 / 1 credit hour
	MCLE	\$50.00 / 1.5 credit hours
	MCLE	\$70.00 / 2 credit hours
Photocopy Service	Self-service copies	15¢ / copy
	Staff-assisted copies	20¢ / copy
Expedited Delivery of Library Materials	Library's carrier account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume, plus cost of shipping
	Patron's carrier Account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume
Public Fax	Pages sent or received	\$1 / page
Annual Fee to Designate a Messenger		\$16.25 / designated messenger
Annual Fee to Designate a Borrower > 5	First 5 designations at no cost	\$16.25 / designated borrower > 5

Non-Members Charges and Deposits

Room Rental	Private office space	\$25.00 / hour, \$100-\$200 per day (depending on length of rental)
	Conference Room (Medium)	\$50.00 / hour, \$300-\$400 per day (depending on length of rental)
	Conference Room (Large)	\$75.00 / hour, \$500-\$600 per day (depending on length of rental)
	Training Center	\$150.00 / hour, \$800-\$1,000 per day (depending on length of rental)

Members Program Charges and Deposits

<u>Member Category</u>	<u>Annual Member Charge</u>	<u>Security Deposit</u>
Bronze Level	\$195.00	\$140.00
Silver Level	\$495.00	\$140.00
Gold Level	\$995.00	\$140.00
Law Firm – Bronze Level	\$195.00 for first attorney \$150.00/each for attorneys 2-10; \$100.00/each for attorneys 11-25; \$50.00/each for any additional attorneys	\$400.00
Law Firm – Silver Level	\$495.00 for first attorney \$375.00/each for attorneys 2-10; \$250.00/each for any additional attorneys	\$400.00
Law Firm – Gold Level	\$995.00 for first attorney \$750.00/each for attorneys 2-10; \$500.00/each for any additional attorneys	\$400.00

<u>Charge Name</u>	<u>Specifics</u>	<u>Charge</u>
Overdue Fines	5-day Loan	\$2.00 / day
	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$60.00 / item
	Maximum, Special Loan	\$750.00 / item
Replacement Charges	In-Print item	Invoice Price plus processing charge
	Out-of-Print Item	\$300.00 plus processing charge
Processing Charges	For each lost item/volume	\$70.00
	Binding (if applicable)	\$25.00 / volume
Collection Agency Fees	Initiation Fee	\$13.50
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00 / item
Library Card	Replacement	\$30.00
e-Document Delivery	Scanned document	\$12.00 / document For the first 50 pages, 20¢ per page thereafter
	Key Cite or Shepard's Report	\$2.00 / citation
	Case or Annotated Statute	\$3.00 / citation
	Case/Statute and Key Cite/Shepard's Report	\$4.00 / citation
	Classes <i>(Usual Cost. May be adjusted by E.D. as appropriate)</i>	Public
	MCLE	\$31.50 / 1 credit hour
	MCLE	\$45.00 / 1.5 credit hours
	MCLE	\$63.00 / 2 credit hours
Photocopy Service	Self-service copies	15¢ / copy
	Staff-assisted copies	20¢ / copy

Members Program Charges and Deposits

Expedited Delivery of Library Materials	Library's Carrier Account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume, plus cost of shipping
	Member's Carrier Account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume
Public Fax	Pages sent or received	\$1 / page
Annual Fee to Designate a Messenger	First two designations at no cost	\$16.25 / designated messenger
Parking Violations	Failure to show for reservation	\$25.00
	Overstay of reservation	\$50.00
Classes <i>(Usual Cost. May be adjusted by E.D. as appropriate)</i>	Public	\$18.00 / class
	MCLE	\$31.50 / 1 credit hour
	MCLE	\$45.00 / 1.5 credit hours
	MCLE	\$63.00 / 2 credit hours
Room Rental	Private Office Space 1-4 people	\$12.50 / hour \$50 / half day \$100 / all day
	Conference Room (Medium) 5-8 people	\$25.00 / hour \$100/half day \$200/all day
	Conference Room 10-12 people	\$37.50 / hour \$150 / half day \$225 / all day
	Training Center 30-50 people	\$150/hour \$450 / half day \$800 / all day

Borrowing Rules Service Fees/Fines

Patron Group	Service	Current Fees	Staff Involved	Time for Task	Percentage	Steps	Notes	Cost Factor	Actual Cost	Variance Abv (Bel) Cost	Proposed Revised Charge
Individual, Reduced, Corporate, Government Official, Special Promotion	Document Delivery - after 25 pages	See Photocopy Services					See Photocopy Service - Staff Assisted				
Member	Document Delivery - after 50 pages	See Photocopy Services					See Photocopy Service - Staff Assisted				
Individual, Reduced, Corporate, Government Official, Special Promotion, Members & General Public	Photocopy Services	.15c (self service)	Cir Aides, Yen, Angelica, William, Ana, Kim, Yocanda	Min 5 minutes, Max 15 minutes	Circ Aides 35%, Yen 15%, Angelica 15%, William 20%, Ana 5%, Kim 5%, Yocanda 5%	All self service copies require a library card, if patron does not have a library card they will be required to fill out an application, Circulation Aides, Yen or Angelica assist with this process. Aide, Yen, Angelica receive payment transaction to add value to library cards, write a receipt and put the money in the pouch for Yocanda to collect and Kim to post on Navision. Members are hold to the honor system when making copies in the MS, they will call or email MP to let us know they've made copies and would like us to bill them at the end of the month. MP staff will alert Angelica who will begin billing process.		Equipment: \$10,000 / 159,670 copies= \$.06; toner and maintenance: \$14,553 / 399,394 copies per year= \$.03; paper: \$2,584 / 399,394= \$.01; Labor: \$21.82/hr labor: \$21.82/hr x 2 min. / 20pp= \$.04; CA Sales Tax: \$.14*9%=\$.01	\$0.15	\$0.00	
Individual, Reduced, Corporate, Government Official, Special Promotion, Members & General Public	Photocopy Services	.20c (staff assisted)	Cir Aides, Yen, Angelica, William	5 to 20 minutes average. A couple of days of the request is large (i.e. court transcripts)	Circ Aides 5%, Angelica/Yen 5%, Yocanda 5%, Kim, 5%, William 80%	William is usually the first person to respond to staff assisted copies. He will assist the patron and make the copies requested and charge at the end depending on amount of pages. He will collect money , write a receipt and put the money in the pouch for Yocanda to collect and Kim to post on Navision. Circ Aides, Yen & Angelica are his back-up.		Self-service cost plus labor: \$21.82/hr labor: \$41.19/hr x 2 min. / 20pp=\$.07	\$0.22	\$0.03	
All Parties	Room Rentals						Market based. Current Schedule posted on website.				

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Document Retention Policy
- 4.2 Authorization to Bind Workers Compensation Insurance
- 4.3 Mid-Year Budget Review
- 4.4 Approval of Policy Regarding Disclosure of Staff Identity

MEMORANDUM

DATE: February 24, 2016

TO: Board of Law Library Trustees

FROM: Sandra J. Levin

RE: Approval of Document Retention Policy

Summary

The Board is asked to adopt the attached resolution and records retention schedule for the Law Library. A government agency's records retention schedule categorizes its records and provides a length of time that each document will be retained as an active record. The adoption of a records retention schedule helps assure that the agency maintains documents in accordance with government laws and regulations and accepted records management practices and establishes a pattern for the orderly transfer or destruction of records on a continuing basis.

Discussion

California Government Code Section 6200 makes it a crime to willfully destroy government records. The primary exception to this prohibition is destruction pursuant to an authorized document retention schedule. Moreover, the existence of an established records retention schedule can be helpful in responding to Public Records requests, written discovery and any claims of impropriety regarding the destruction of records. The alternative to a records retention schedule would be a separate Board agenda item each time records are destroyed.

State agencies must comply with a standard records retention schedule established by the Secretary of State. Although local government agencies are not mandated by law to adopt a specific retention schedule, there are a variety of statutes addressing their records retention obligations. For the most part, these statutes apply specifically to cities, counties or special districts and not to County Law Libraries. In short, there is neither great guidance nor great restriction imposed on us by law in this area.

In an effort to create uniformity and guidance, the Secretary of State of the State of California established the Local Government Records Management Guidelines, updated in 2006 (the "Guidelines"), for the purpose of establishing guidelines for local government records retention and providing archival support to local agencies. The Guidelines can be found at:

<http://archives.cdn.sos.ca.gov/local-gov-program/pdf/records-management-8.pdf>.

Staff recognizes that the Guidelines are lengthy and over-inclusive; many categories and statutes listed do not apply to County Law Libraries. Nonetheless use of the 2006 California Secretary of State Local Government Records Managements Guidelines will facilitate better maintenance and disposal of records, particularly for those categories of records that do apply to the Law Library. Moreover, the inclusion of extra categories does no harm and the process of narrowing the list by identifying all categories in which the Law Library might someday hold records would be tedious and somewhat speculative.

It is also worth noting that not every piece of paper in the Law Library is subject to the retention schedule. The Guidelines explain that "Records" do not include "Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents." It is also worth clarifying that the category labelled "Libraries" under the heading Community Services and the cited authority do not apply to LA Law Library and should be excluded.

Under the proposed resolution, the responsibility for administering this policy is delegated to the Executive Director and destruction of records will still require approval by the Executive Director.

Recommendation

That the Board of Trustees adopt the attached resolution that:

1. With the exception of "Community Services -- Libraries" on page C-17, Exhibit C to the 2006 California Secretary of State Local Government Records Management Guidelines, attached hereto, shall serve as the Law Library's Records Retention Schedule unless or until amended or repealed.
2. The Executive Director shall be responsible for the administration and implementation of the Law Library's records management program.
3. The actual destruction of records pursuant to the Law Library's Records Retention Schedule shall require the prior approval of the Executive Director.

A RESOLUTION OF THE LOS ANGELES COUNTY LAW LIBRARY BOARD OF TRUSTEES ADOPTING THE 2006 CALIFORNIA SECRETARY OF STATE LOCAL GOVERNMENT RECORDS MANAGEMENT GUIDELINES AS THE RECORDS RETENTION SCHEDULE FOR THE LOS ANGELES COUNTY LAW LIBRARY

WHEREAS, the Law Library has an obligation to create and maintain documents in accordance with government laws and regulations and accepted records management practices;

WHEREAS, the purpose of a retention schedule is to establish a pattern for the orderly transfer or destruction of records on a continuing basis;

WHEREAS, the Secretary of State of the State of California established the Local Government Records Management Guidelines, updated in 2006 (the "Guidelines"), for the purpose of establishing guidelines for local government records retention and providing archival support to local agencies;

WHEREAS, many of the categories and statutes listed in the Guidelines governing retention and management of records by local agencies do not apply to County Law Libraries;

WHEREAS, use of the 2006 California Secretary of State Local Government Records Managements Guidelines will nonetheless facilitate better maintenance and disposal of records, particularly for those categories of records that do apply to the Law Library;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees that:

Section 1. With the exception of "Community Services -- Libraries" on page C-17, Exhibit C to the 2006 California Secretary of State Local Government Records Management Guidelines, attached hereto, shall serve as the Law Library's Records Retention Schedule unless or until amended or repealed.

Section 2. The Executive Director shall be responsible for the administration and implementation of the Law Library's records management program.

Section 3. The actual destruction of records pursuant to the Law Library's Records Retention Schedule shall require the prior approval of the Executive Director.

PASSED, APPROVED AND ADOPTED THIS _____ day of _____, 2016.

Attest:

President

Executive Director

MEMORANDUM

DATE: February 24, 2016

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: Authorization to Bind Workers Compensation Insurance

SUMMARY

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library’s coverage must be renewed by March 1, 2016. As reported in the January 27, 2016 meeting staff report, the Library’s insurance broker, Keenan & Associates, marketed the coverage under the current guaranteed cost program and also researched a Self-Insured Plan (SIP) alternative to determine if it is a better option for staff and the Library. The results are detailed below.

ANALYSIS AND DETAIL

As explained in the January 27, 2016 meeting staff report (attached), although new claims and actual expenditures have been reduced, the Law Library’s “experience modification” rating continued to rise as a result of older claims and a mischaracterization of two non-injury incidents (both currently under appeal). Out of concern for the potential impact on coverage costs, the Law Library asked its broker to be aggressive in obtaining bids and identifying alternatives.

Guaranteed Cost Program

Fortunately, the resulting quotes were significantly lower than current year coverage costs. For the period March 1, 2015 through March 1, 2016, workers compensation premiums (including mandatory surcharges) were \$104,896.

The Library’s broker sought bids from various workers compensation insurance carriers including Berkshire Hathaway, ICW, AmTrust, Midwest, Arrowhead, in addition to the State Compensation Insurance Fund, the Library’s current workers compensation carrier. Quotes from the following carriers were secured:

Carrier	2015-16 Premium	2016-17 Quote
State Compensation Insurance Fund	\$104, 896*	\$78,016*
Arrowhead General (Indication)	N/A	\$80-90,000*
Midwest Employers Casualty Company	N/A	\$92,366*

*Including mandatory surcharges

The remaining carriers declined to quote due to the Library’s high experience modification factor and/or were unable to provide a competitive quote.



State Fund's quote is thus 28% lower than the expiring premium. Their rating plan modifier ¹ provided a credit to the Library's account in addition to a higher premium discount². This combination resulted in a favorable outcome for the Library. Staff and the broker have analyzed the Board's other options and recommend binding with the State Compensation Insurance Fund primarily from a cost-control perspective.

We also received a proposal (indication) from Arrowhead General that may be financially competitive; however, the terms are not yet definite. We are still gathering information about the cost, the quality of service they provide and other factors. We will provide additional information (and a revised recommendation if appropriate) at or prior to the Board meeting.

Self-Insured Plan (SIP)

In light of the difficulty obtaining competitive guaranteed cost quotes in prior years, formal quotes were also pursued for SIP. The costs for a \$50K and \$100K Self-insured Retention (SIR) are provided below.

Plan A - \$50,000 SIR	Premium
\$1M Self-Insured Retention, Safety National(Indication)	\$80,000
Buffer layer of \$950,000 limit with a \$50,000 SIR, Great American	\$36,998
Third Party Administration fees (approximate)	\$15,000
Mandatory WC Surcharges (approximate)	\$2,500
Total	<u>\$134,498</u>

Plan B - \$100,000 SIR	Premium
\$1M Self-Insured Retention, Safety National (Indication)	\$80,000
Buffer layer of \$900,000 limit excess of \$100,000 SIR, Great American	\$22,511
Third Party Administration fees (approximate)	\$15,000
Mandatory WC Surcharges (approximate)	\$2,500
Total	<u>\$103,104</u>

Due to the higher premium and associated fee cost, these options are not recommended for this policy year.

TERM

All prices in this recommendation are for a one year policy term through March 1, 2017.

OPTIONS

1. Authorize Keenan to bind coverage with the State Compensation Insurance Fund at a total premium of \$78,016 including mandatory surcharges effective 03/01/16.
2. Authorize Keenan to bind coverage with Arrowhead General at a total premium of \$80-90,000 (indication) including mandatory surcharges effective 03/01/16.



3. Authorize Keenan to bind coverage with Midwest Casualty Insurance Company at a total premium of \$92,366 including mandatory surcharges effective 03/01/16.
4. Bind coverage with Safety National and Great American for a self-insured plan and select either Plan A or Plan B as described above in the analysis and detail section.

RECOMMENDATION

Staff recommends the Board authorize Keenan to bind coverage with State Compensation Insurance Fund effective 03/01/16 at a total premium of \$78,016 including mandatory surcharges.

Attachments

¹ State Fund's Schedule Rating Plan provides a mechanism for recognizing an employer's individual risk characteristics that are not otherwise reflected in the base rate. Schedule Rating may reward an employer's favorable individual risk characteristics, such as return to work programs and management-endorsed safety programs. The Schedule Rating Plan applies only to accounts with \$25,000 or more in base premium that meet specific underwriting standards. The Schedule Rating Plan modifier for certain eligible accounts is subject to a maximum credit of 40 percent and a maximum debit of 40 percent. (<https://statefundca.com/home/StaticIndex?id=http://content.statefundca.com//policy/RatingPlans.asp>)

² State Fund offers employers a premium discount above a certain premium threshold, since higher premium accounts have relatively lower expenses associated with servicing. State Fund's premium discount is applied through a schedule of premium layers and percentages. Although not all accounts will qualify for a premium discount, employers can receive a discount of up to 11.3 percent. (<https://statefundca.com/home/StaticIndex?id=http://content.statefundca.com//policy/RatingPlans.asp>)



RENEWAL PROPOSAL

LA COUNTY LAW LIBRARY

Workers' Compensation Renewal Proposal for the 2016-2017 Program Year

February 12, 2016

Presented By:



DOUG MCKIBBIN

Sr. Vice President
4204 Riverwalk Pkwy. Suite 400
Riverside, CA 92505
Phone: (951) 788-0330, ext. 5120
E-mail: dmckibbin@keenand.com

VANESSA PENA

Senior Account Manager/Team Leader
4204 Riverwalk Pkwy. Suite 400
Riverside, CA 92505
Phone: (951) 788-0330, ext. 1169
E-mail: vpenna@keenand.com

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PROPOSAL ACCEPTANCE PAGE	11

KEENAN PUBLIC AGENCY SUPPORT TEAM

Local Account Management Service

Keenan's Public Agency Division provides high quality, innovative products and services that add value, increase reliability and provide financial security for our clients' property and liability, and workers compensation programs. Our services include a full Range of Insurance Broker Services in addition to risk management and loss control consulting services.

Dedicated Public Agency Support Team

The following Keenan key personnel will support the LA Law Library's overall program:

Doug McKibbin

4204 Riverwalk Parkway Suite 400
Riverside, CA 92505
(951) 715-0190, ext 5120
(951) 715-0166 fax
dmckibbin@keenan.com

Vanessa Pena, AIS, CRIS

Senior Account Manager/Team Leader
4204 Riverwalk Parkway Suite 400
Riverside, CA 92505
(951) 715-0190, ext. 1169
(951) 715-0166 fax
(909) 815-3744 wireless
vpena@keenan.com

Stephanie Richter

Account Coordinator

4204 Riverwalk Parkway Suite 400
Riverside, CA 92505
(951) 715-0190, ext. 1178
(951) 715-0166 fax
smrichter@keenan.com



**Keenan's Integrated Solutions:
*Technology***

Public Entity resources are becoming more scarce and limited with the current economic conditions the State is facing. Almost every public entity is trying to do more with less. Keenan SafePersonnel is an online safety training and tracking system designed specifically for public agency employees. All courses are written by expert authors and are set in a public entity environment. More than 40 courses are currently available with more being added periodically. The courses are categorized in the following workplace colleges:

- Emergency Management
- Employment Practices Liability / Supervisory
- Environmental
- Health
- Human Resources
- Transportation



Online learning and safety training is a **cost effective alternative** to conventional live instructor training. Online training with Keenan SafePersonnel gives you **better compliance** and **less time away from the workplace** because employees take the courses at their own pace from their own computer.

- Keenan SafePersonnel training can provide substantial savings as opposed to instructor led courses.
- Produces a 60-percent faster learning curve than instructor-led training alone.
- All employees are taught the same consistent, correct information.
- Achieves a high retention rate, making e-learning more valuable for employees.
- Data management system allows entities and supervisors to monitor utilization and record completions in one convenient data base.
- Complements instructor-led training to reinforce important topics.
- Relevant, engaging, timely courses are dynamic and consistently updated.
- Allows learners to bookmark course in case of interruption.

Convenient, Secure Access to Workplace Safety and Compliance Courses

Keenan SafePersonnel reduces travel costs, time out of office, materials, and instructor costs. Online learning brings learning to people instead of people to learning. Employees can securely access Keenan SafePersonnel anytime, anywhere from any computer that connects to the Internet.

STATE COMPENSATION INSURANCE FUND

Class Codes Descriptions Base Rates Estimated Payrolls Base Premiums	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="width: 10%;">Class Codes</th> <th style="width: 40%;">Descriptions</th> <th style="width: 10%;">Base Rates</th> <th style="width: 15%;">Estimated Payrolls</th> <th style="width: 25%;">Base Premiums</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8810</td> <td style="text-align: center;">Clerical Office Employees</td> <td style="text-align: center;">.99</td> <td style="text-align: right;">\$2,586,053</td> <td style="text-align: right;">\$ 25,601.92</td> </tr> <tr> <td style="text-align: center;">9015</td> <td style="text-align: center;">Libraries</td> <td style="text-align: center;">15.41</td> <td style="text-align: right;">\$ 54,995</td> <td style="text-align: right;">\$ 8,474.73</td> </tr> <tr> <td colspan="3" style="text-align: center;">TOTALS</td> <td style="text-align: right;">\$ 2,641,048</td> <td style="text-align: right;">\$ 34,076.65</td> </tr> </tbody> </table>	Class Codes	Descriptions	Base Rates	Estimated Payrolls	Base Premiums	8810	Clerical Office Employees	.99	\$2,586,053	\$ 25,601.92	9015	Libraries	15.41	\$ 54,995	\$ 8,474.73	TOTALS			\$ 2,641,048	\$ 34,076.65																				
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TERMS AND CONDITIONS

STATE COMPENSATION INSURANCE FUND TERMS AND CONDITIONS:

1. Twelve (12) payments, each in the amount of \$6,311.75, will be due on a monthly basis. Failure to pay on time may result in cancellation or nonrenewal of your policy.
2. This quote includes an additional premium charge of 2% of the estimated policy premium for the Blanket Waiver of Subrogation Endorsement.
3. This policy will automatically renew on 03/01/16. No payment is due right now. The deposit from last year will roll over and renew the policy automatically. State Fund will bill the insured directly. The insured should be receiving the renewal policy and the first bill within 1-2 weeks of the policy renewing.
4. The payroll reporting frequency for this policy will be semi-annual. Completion of two payroll reports are required:(1) an interim payroll report to cover the first six months, due immediately after the sixth month, and; (2) a final payroll report to cover the remainder of the policy year, due immediately after the policy expiration.
5. If you choose not to renew this account with State Fund, please notify us immediately in writing. Your notification should include:
 - The name and policy number of the account
 - The date that coverage is being replaced
 - The name of and evidence of coverage with the new carrier
 - The signature of the authorized broker/agent who originally placed the account with State Fund
6. Per Policy Form

MIDWEST EMPLOYERS CASUALTY COMPANY

Class Codes Descriptions Base Rates Estimated Payrolls Base Premiums	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="width: 10%;">Class Codes</th> <th style="width: 40%;">Descriptions</th> <th style="width: 15%;">Base Rates</th> <th style="width: 15%;">Estimated Payrolls</th> <th style="width: 20%;">Base Premiums</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8810</td> <td style="text-align: center;">Clerical Office Employees</td> <td style="text-align: center;">\$1.00</td> <td style="text-align: right;">\$2,586,053</td> <td style="text-align: right;">\$ 25,861</td> </tr> <tr> <td style="text-align: center;">9015</td> <td style="text-align: center;">Libraries</td> <td style="text-align: center;">\$17.37</td> <td style="text-align: right;">\$ 54,995</td> <td style="text-align: right;">\$ 9,553</td> </tr> <tr> <td colspan="3" style="text-align: center;">TOTALS</td> <td style="text-align: right;">\$ 2,641,048</td> <td style="text-align: right;">\$ 35,414</td> </tr> </tbody> </table>	Class Codes	Descriptions	Base Rates	Estimated Payrolls	Base Premiums	8810	Clerical Office Employees	\$1.00	\$2,586,053	\$ 25,861	9015	Libraries	\$17.37	\$ 54,995	\$ 9,553	TOTALS			\$ 2,641,048	\$ 35,414																												
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TERMS AND CONDITIONS

Cancellation for Non-Payment

If payment is received after the due date shown on the cancellation notice, we reserve the right to enforce the cancellation. Full payment of the indicated premium due must be received to avoid cancellation.

Late Payment Fee

A late payment fee up to \$25 may be assessed when payment is not received on or before the due date. The policy will also be subject to cancellation

If the payment is received after the due date of the original invoice, regardless of any cause except for the Carrier's failure to reasonably process the payment, the Insured will remain responsible for any late charges or insufficient funds fee and the policy is subject to cancellation

Insufficient Funds Fee

If payment cannot be honored due to insufficient funds, the policy will be cancelled for non-payment and an insufficient funds fee up to \$40 may be assessed.

Per Policy Form

ARROWHEAD GENERAL- MUNICH RE INDICATION

Indicated Premium				
Premium Summary	Class Codes	Descriptions	Estimated Payrolls	Estimated Premiums
	8810 & 9015 TOTALS	All Employees	\$2,641,048	\$80,000

EXCESS WORKERS COMPENSATION OPTIONS

DETAILS	INDICATION	QUOTE	QUOTE
	2016-17	2016-17	2016-17
	STAT xs \$1M	\$950K xs \$50K	\$900K xs \$100K
Coverage Type	Excess Workers' Compensation	Excess Workers' Compensation	Excess Workers' Compensation
Estimated Annual Payroll	\$2,641,048	\$2,641,048	\$2,641,048
Carrier	Safety National Casualty Corporation	Great American E&S Insurance Company	Great American E&S Insurance Company
A.M. Best Rated	A XI Admitted Carrier	A XIII Non-Admitted Carrier	A XV Non-Admitted Carrier
Class Code	8810 Clerical 9015 Employees	8810 Clerical 9015 Employees	8810 Clerical 9015 Employees
Workers' Comp Limit	STAT	\$950,000	\$900,000
SIR	\$1,000,000	\$50,000	\$100,000
Employer's Liability Limits	\$1,000,000 Per Occ. & Agg.	Following Form	Following Form
Rate / \$100 Payroll	\$2.2718	\$1.35709	\$0.82592
Terrorism Risk Insurance Act Fee	INCL.	INCL.	INCL.
Estimated Annual Premium	\$80,000 Minimum Premium Indication Only	Premium \$35,841.00 Stamping Fee \$ 1,075.23 State Tax \$ 71.68 TOTAL \$36,987.91 Stamping Fee: .2% of Premium State Tax: 3% of Premium	Premium \$21,813.00 Stamping Fee \$ 654.39 State Tax \$ 43.63 TOTAL \$22,511.02 Stamping Fee: .2% of Premium State Tax: 3% of Premium
Deposit Premium	\$80,000 Minimum Premium Indication Only	\$35,841	\$21,813
Keenan Compensation	0%	0%	0%

PROPOSAL ACCEPTANCE PAGE

LOS ANGELES COUNTY LAW LIBRARY PROPOSAL ACCEPTANCE PAGE

This proposal provides a summary of coverages. In the event of a conflict, the actual terms, conditions, limitations and exclusions of the policy shall prevail.

I have reviewed and accept the attached Proposal. Please accept this as Los Angeles County Law Library's authorization to bind Workers' Compensation coverage effective March 1, 2016 per the terms and conditions detailed in this proposal.

Selection of Coverage:

Guaranteed Cost Options:

- \$75,741 State Compensation Insurance Fund
- \$92,366 Midwest Employers Casualty Company
- \$80,000 Munich Re Indication

Self Insured: Excess Workers Compensation Options:

- \$80,000 Safety National Indication: SIR \$1,000,000
- \$36,987.91 \$950k xs \$50k Buffer Layer
- \$22,511.02 \$900k xs \$100k Buffer Layer

Signature _____

Date _____



This document does not provide insurance

THIS IS NOT A BILL

Applicant Copy

Quote ID: 601316158

Quote Date: 01-26-2016

Broker: 00102492
R I C INS GENERAL AGENCY INC
2544 CLEVELAND AVE STE 100
SANTA ROSA, CA 95406

Applicant:
*LA COUNTY LAW LIBRARY AND/OR BOARD
OF* *LAW LIBRARY TRUSTEES OF LOS
ANGELES* *COUNTY LAW LIBRARY*
301 W 1ST ST
LOS ANGELES, CA 90012

Phone:
Fax:
Contact: Moneca Molina

Phone: (213) 785-2522
Fax: (213) 680-1727
Contact: Kim Thach

WCIRB Number: 0106909

Proposed Coverage period: 03-01-2016 - 03-01-2017

Employer's Liability Limit: \$1,000,000.00

Estimated Premium Summary

Base Premium	\$34,077.00
Experience Modification	2.33
Estimated Standard Premium	\$79,399.00
Estimated Modified Premium	\$84,753.00
Total Estimated Annual Premium	\$75,741.00
Minimum Premium	\$390.00
Mandatory Surcharges	
WCA Surcharge	\$260.00
WCFA Surcharge	\$132.00
UEBT Surcharge	\$40.00
SIBT Surcharge	\$90.00
OSHF Surcharge	\$146.00
LEC Surcharge	\$92.00
CIGA Surcharge	\$1,515.00
Initial Premium Deposit	\$7,574.00
Total Deposit	\$9,849.00

State Fund Representative: King Tam

Phone: (925) 416-7552



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Applicant Copy

Quote ID: 601316158

Quote Date: 01-26-2016

Class Code and Rate Summary

Class Code & Rate Summary

Coverage Period:

03-01-2016 - 03-01-2017

Class Code	Base Rate	Interim Billing Rate**
8740-3	4.79	4.57
8742-1	1.22	1.16
8810-1	0.99	0.94
8810-4	0.99	0.94
9015-1	15.41	14.70
9015-5	15.41	14.70



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Applicant Copy

Quote ID: 601316158

Quote Date: 01-26-2016

Coverage Period:	<i>03-01-2016</i>
	<i>03-01-2017</i>

Base Premium		\$34,077.00
Experience Modification		2.33
Estimated Standard Premium		\$79,399.00
Blanket Waiver Of Subrogation Modifier		1.02000
Rating Plan Modifier		1.06743
Estimated Modified Premium		\$84,753.00
Estimated Premium Discount Credit Factor*		0.89367
Interim Billing Factor**		0.95393
Mandatory Surcharges		
WCA Surcharge	0.3433 %	\$260.00
WCFA Surcharge	0.1741 %	\$132.00
UEBT Surcharge	0.0532 %	\$40.00
SIBT Surcharge	0.1191 %	\$90.00
OSHF Surcharge	0.1925 %	\$146.00
LEC Surcharge	0.1215 %	\$92.00
CIGA Surcharge	2.0000 %	\$1,515.00

***Premium Discount:** Modified Premium is discounted according to the following schedule:

Coverage Period: 03-01-2016 to 03-01-2017

- First \$5000 - 0.0 %
- Above \$5000 - 11.3 %

This quote is based on information provided to State Fund. Your experience modification will apply to these interim-billing rates.

** Interim billing rates shown in this quote will be used on payroll reports. They take into account rating plan credits (or debits), which will apply at final billing and an estimate of your premium discount as detailed above. The actual discount applied at final billing will be based on the actual payroll reported on your policy and subject to audit.



This document does not provide insurance

THIS IS NOT A BILL

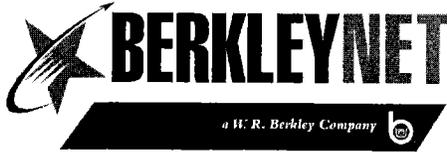
Applicant Copy

Quote ID: 601316158

Quote Date: 01-26-2016

Classification Exposure Detail

<u>Location Number</u>	<u>Number of employees</u>	<u>Class Code</u>	<u>Description</u>	<u>Base Rate</u>	<u>Estimated Payroll</u>	<u>Estimated Premium</u>
Payroll LIBRARIES-PUBLIC						
Coverage Period: 03-01-2016 - 03-01-2017						
1	0	8742-1	SALESPERSONS-OUTSIDE	\$1.22	\$0.00	\$0.00
1	1	8810-4	LIBRARIES-PUBLIC	\$0.99	\$21,172.00	\$209.60
1	0	9015-5	LIBRARIES-PRIVATE-OTHER	\$15.41	\$0.00	\$0.00
4	50	8810-4	LIBRARIES-PUBLIC	\$0.99	\$2,518,593.00	\$24,934.07
4	1	9015-5	LIBRARIES-PRIVATE-OTHER	\$15.41	\$54,995.00	\$8,474.73
6	2	8810-4	LIBRARIES-PUBLIC	\$0.99	\$46,288.00	\$458.25
11	0	8740-3	BUILDING OPERATION-N.O.C.	\$4.79	\$0.00	\$0.00
11	0	8810-1	CLERICAL OFFICE EMPLOYEES	\$0.99	\$0.00	\$0.00
11	0	9015-1	BUILDING OPERATIONS-N.O.C.	\$15.41	\$0.00	\$0.00



Date: 2016-02-04
 Agency: 5Star Specialty Programs
 Re: Workers Compensation Quote
 Work Item: 1120198
 Named Insured: LA County Law Library
 Effective Date: 03-01-2016
 Expiration Date: 03-01-2017

BerkleyNet is pleased to present to you the following Workers Compensation premium quotation:

Company: Midwest Employers Casualty Company
 Employers Liability Limit: \$1,000,000.00/\$1,000,000.00/\$1,000,000.00
 Estimated Annual Premium: \$92,366.00

Premium Detail

Location	Classification Of Operations	Payroll	Rate	Premium
Policy Period 03/01/2016 to 03/01/2017				
California				
Location # 1 - 301 W 1ST ST LOS ANGELES,CA 90012-3140				
8810	Clerical Office Employees	\$2,518,593.00	1.00	\$25,186.00
9015	Building Operation - N.O.C. - Other Employees	\$54,995.00	17.37	\$9,553.00
Location # 2 - 415 W OCEAN BLVD LONG BEACH,CA 90802-4512				
8810	Clerical Office Employees	\$21,172.00	1.00	\$212.00
Location # 3 - 825 MAPLE AVE 110 TORRANCE,CA 90503-5018				
8810	Clerical Office Employees	\$46,288.00	1.00	\$463.00
0930	Waiver of Subrogation Premium		0.0200	\$708.00
9898	Experience Modification Premium		2.3300	\$48,042.00
9889	Schedule Rating Premium		1.1500	\$12,625.00
0063	Premium Discount		0.0816	(\$7,898.00)
0900	Expense Constant		0	\$280.00
9740	Catastrophe Provisions for Terrorism - Not Part of Standard Premium		0.0200	\$528.00
9695	California Guarantee Fund Assessment		0.0200	\$1,780.00
9681	California Fraud Surcharge Assessment		0.0017	\$154.00
9682	California Workers Compensation Administration Revolving Fund Assessment		0.0034	\$304.00
9700	California Uninsured Employers Benefit Trust Assessment		0.0005	\$47.00
9701	California Subsequent Injuries Benefits Trust Assessment		0.0012	\$105.00
9683	California Labor Enforcement and Compliance Fund Assessment		0.0012	\$107.00



9684 California Occupational Safety and Health Fund Assessment 0.0019 \$170.00

Total Amount Due for State: \$92,366.00

Estimated Annual Premium: \$92,366.00

Payment Plan Options	Deposit Amount	Number of Installments	Installment Amount (Incl. fee/installment)	Fee / Installment
Full Payment	\$92,366	0	-	-
Two Payments	\$55,420	1	\$36,951	\$5
Three Payments	\$36,946	2	\$27,715	\$5
Ten Payments	\$13,855	9	\$8,724	\$5

Billing and Payments

You can pay us online at berkleynet.com or by phone at 877.497.2637. We accept checks and credit cards - Visa, Mastercard and Discover. You may also mail us a check.

When a policy is bound, your agent will be provided an invoice for your down payment. If you're mailing us a check - please make the check payable to BerkleyNet.

Maintaining a good payment record is important and payment history with our company may be used in future underwriting decisions. We give you several ways to pay us as a convenience and thank you for paying your invoice on-time each month.

Access Policy Services Online

In addition to online bill payment - we make several services available to policyholders online. Our customers can file claims, find a doctor or pharmacy from our network, download policy documents - even live chat with our customer service team. Online services are secure and clients can self-register for instant access.

Coverage Restrictions - Federal & State Exclusions

This offer is for coverage under the state(s) workers compensation act. No coverage is being offered under any other workers compensation act or laws, including federal acts, unless specifically noted on the policy.

Coverage is not being offered in the following states: Alaska, Hawaii, Maine, Michigan, or New York. Please consult your agent if you currently have or anticipate any work in these areas.

Conditions effecting this offer - Fraud Statement

This offer of insurance is based on the application information provided to BerkleyNet and is subject to change based on verification and review by us. Please note that in most jurisdictions, any person who knowingly and with intent attempts to defraud any insurance company commits insurance fraud. Also, any person who files an application for insurance or files a statement of claim for insurance benefits which contains any materially false information, or conceals or omits for the purpose of providing misleading information also commits insurance fraud. Insurance fraud is a crime and may subject the person and/or company he or she represents to criminal and/or civil penalties. In other words, please be forthright in your information and provide us the opportunity to properly evaluate your application.



Financial Strength

BerkleyNet is an operating subsidiary of W.R. Berkley Corporation - one of the nation's leading property & casualty insurance companies. All policies issued by BerkleyNet are member companies of W.R. Berkley Group and have A.M. Best financial ratings of 'A+'.

**POLICYHOLDER DISCLOSURE
NOTICE OF TERRORISM
INSURANCE COVERAGE
(2014)**

Coverage for acts of terrorism, as defined in the current Terrorism Risk Insurance Act as amended, (the "Act"), is included in the quote for your X NEW or _____ RENEWAL policy. You are hereby notified that under the current Act the definition of act of terrorism has changed. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury—in concurrence with the Secretary of State, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Act. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The Act contains a \$100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

The federal program established by the Act is scheduled to terminate at the end of December 31, 2014, unless extended by the federal government.

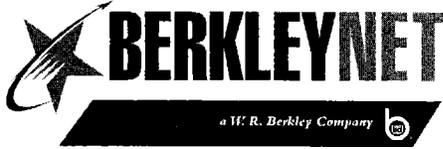
The portion of your annual premium that is attributable to coverage for acts of terrorism, as defined in the Act, for your policy period commencing on or after January 1, 2015 is estimated to be \$ 528.0 (Refer to the paragraph below) and does not include any charges for the portion of losses covered by the United States government under the Act.

Possibility of Additional Premium. The premium for certified acts of terrorism coverage is calculated based in part on the federal participation in payment of terrorism losses as set forth in the current Act. If the federal program terminates or if the level or terms of federal participation change, the estimated premium shown above may not be appropriate.

When disposition of the federal program is determined, we will recalculate the premium shown above and will charge additional premium, if indicated.

If we notify you of an additional premium charge, the additional premium will be due as specified in such notice.

Name of Insurer: Midwest Employers Casualty Company
Quote Number: 1120198



StarNet Insurance Company
Carolina Casualty Insurance Company
Midwest Employers Casualty Company

Notice to Applicants

Application Supplement - Conditions of Payment

Paying Your Premium

BerkleyNet accepts payments via our website (www.berkley.net), check-by-phone (877.497.2637) or via postal mail. You may also elect to have your monthly installments automatically debited from your bank account. Registration and details are available on our website.

Payment Due Date & Application of Premium

Premium payments are payable on the due date indicated on your invoice. Coverage provided under the policy is subject to cancellation if payment due is not received by the indicated due date.

All payments received will first be applied to fees assessed against the account and then to the premium due.

Cancellation for Non-Payment

If your payment is received after the due date shown on the cancellation notice, we reserve the right to enforce the cancellation. Full payment of the indicated premium due must be received to avoid cancellation.

Installment Fee

Deposit premiums do not include any installment fee. An installment fee up to \$15 may apply to future monthly installments and will be indicated on your invoice.

Late Payment Fee

A late payment fee up to \$25 may be assessed when your payment is not received on or before the due date. Your policy will also be subject to cancellation.

If your payment is received after the due date of the original invoice, regardless of any cause except for our failure to reasonably process your payment, you will remain responsible for any late charges or insufficient funds fee and your policy is subject to cancellation.

Insufficient Funds Fee

If payment cannot be honored due to insufficient funds, your policy will be cancelled for non-payment and an insufficient funds fee up to \$40 may be assessed.

Additional questions should be directed to your insurance agent, or by calling us at 877.497.2637.



BUFFER LAYER INSURANCE PROPOSAL

THIS IS NOT AN OFFER TO PROVIDE PRIMARY WORKERS COMPENSATION INSURANCE

DATE OF PROPOSAL: 02/12/2016

THIS OFFER EXPIRES AT THE PROPOSED EFFECTIVE DATE

AGENCY: Keenan & Associates
P.O. Box 4328
Torrance California 90510

PROSPECTIVE POLICYHOLDER: LA County Law Library
301 W. First Street
Los Angeles, California 90012

ISSUING CARRIER: Great American E&S Insurance Company

EFFECTIVE DATE: 03/01/2016 12:01AM AT THE ADDRESS OF THE POLICYHOLDER LISTED ABOVE

TERMINATION DATE: 03/01/2017 12:00AM AT THE ADDRESS OF THE POLICYHOLDER LISTED ABOVE

ELIGIBILITY: ALL EMPLOYEES OF THE POLICYHOLDER WHO ARE ACTIVELY AT WORK, AS DEFINED, RESPECTIVELY, IN THE POLICY, WHILE THE POLICY IN FORCE.

BUFFER LAYER COVERAGE

BROKER COMMISSION – none, net quote

SCHEDULE OF BENEFITS

The Policy contains the following coverage components:

Accidental Death
Accidental Dismemberment (functional loss of use)
Accidental Dismemberment (paralysis)
Permanent Partial Disability
Permanent Total Disability
Temporary Partial Disability
Temporary Total Disability
Accident Medical Expense
Loss Adjustment Expense
Occupational Disease and Cumulative Trauma
Employers Liability
10 Year Sunset and Commutation

Class Codes: 8810, 9015, 8742 (if any)

Quote Options			
A	\$950,000	excess of	\$50,000
B	\$900,000	excess of	\$100,000

Minimum Premium and Rate per \$100 of Payroll per Quote Option			
A	\$35,841	\$1.35709	Per \$100 of payroll
B	\$21,813	\$0.82592	Per \$100 of payroll

Estimated Payroll: \$2,641,049

The Company will not be liable for any amount in excess of the above stated Limit of Liability, applicable to any combination of those coverages as indicated in the Schedule of Benefits.

Occupational Accident Buffer Layer coverage is written with a non-admitted company – Great American E&S Insurance Company. Per the terms of this quote, it is the licensed representative responsibility to arrange for remittance of the surplus lines taxes, fees and surcharges to the proper state insurance officials in addition to any required Surplus Lines affidavits or documents.

Your signature serves as confirmation that your agency will coordinate the applicable surplus lines taxes and fees filings.

CONDITIONS AND SPECIAL TERMS

Disclaimer: Please note that this quotation contains only a general description of coverage. For a detailed description of the terms and conditions of the policy, please refer to the policy.

In order to BIND coverage, please sign, date and return this proposal as acknowledgement to marcel@aqunderwriters.com

UNDERWRITER: Marcel McLaughlin **DATE:** 02/12/2016

ACCEPTED (BROKER SIGNATURE): _____

SURPLUS LINES BROKER (Name): _____

(Company): _____

SURPLUS LINES BROKER NUMBER: _____

EFFECTIVE DATE OF COVERAGE: _____

THIS IS NOT AN OFFER TO PROVIDE PRIMARY WORKERS COMPENSATION INSURANCE

EXHIBIT

MEMORANDUM

DATE: January 27, 2016

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Marcelino Juarez, Finance Manager

RE: 2016-17 Workers Compensation Insurance Renewal

SUMMARY

The purpose of this update report is to apprise you of steps being taken to identify alternatives for obtaining workers compensation coverage for the Law Library *prior* to the February meeting at which time the Board will be asked to select one of the identified options.

The Law Library's workers compensation coverage must be renewed prior to March 1, 2016. Our broker and staff have worked diligently to implement safety programs and training to mitigate loss exposures and continue to promote the safety culture. Indeed, there have been zero dollars in costs incurred for claims for the past year; however, the Library's experience modification rating has gone up (again) primarily as a result of bad year in 2012-13 as well as two zero-dollar ('band-aid') claims which were erroneously included in the census and are being disputed with the Workers' Compensation Insurance Rating Bureau of California (WCIRB).

The Library's insurance broker is now marketing the coverage under the current guaranteed cost program with a limited number of carriers expressing interest due to the higher experience modification rating. In addition, a Self-Insured Plan (SIP) alternative is also being researched and analyzed to determine if it is a better option for staff and the Library.

ANALYSIS AND DETAIL

Guaranteed Cost Program

In anticipation of the renewal, the Library's broker, Keenan & Associates is seeking bids from various workers compensation insurance carriers including Berkshire Hathaway, ICW, BerkelyNet, AmTrust, Arrowhead, in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. Early results indicate that it may be difficult to obtain competitive proposals alternative to State Fund. State Fund as the incumbent carrier should be presenting a quote within the coming week.

Self-Insured Plan (SIP)

A self-insured plan is one in which the employer assumes the financial risk for providing Workers' Compensation benefits to its employees by assuming responsibility up to a self-insured retention amount and purchasing excess insurance coverage for amounts above the retention.

In other words, self-insured employers pay the cost of each claim 'out of pocket' as they are incurred instead of paying a fixed premium to an insurance carrier. Self-insured employers are required to provide the same scope of benefits as an insurance company. Claims must be adjusted in California, and new self-insurers are required to use a licensed third-party administrator (TPA) for their first three years of self-insurance. After that time, self-administration may be permitted.

Keenan is working to secure formal quotes which will be presented at the Board's February meeting. Employers who choose to self-insure their workers' compensation liabilities to cover their employees do so for reasons of cost effectiveness, greater control over their claims programs, and increased safety and loss control management.

Law Library's Worker's Compensation Profile

The Library's workers compensation program has been an area of focus for staff and the Library's broker. The focus has been on being proactive to prevent losses from occurring in addition to driving down the Library's experience modification factor.

Exhibit A illustrates the Library's historical total incurred losses for workers compensation versus the total premium paid for workers compensation coverage. During the 2015-16 policy period there was no incurred losses.

Exhibit B illustrates the Library's historical loss ratio. The loss ratios show how much was paid out for claims versus how much was collected in premium. Underwriting will determine certain amounts to be paid out in losses and will calculate this amount in the premium quotation. A lower loss ratio (30% and lower) will usually result in premium discounts whereas higher loss ratios usually result in higher premiums.

Exhibit C illustrates the Library's historical experience modification rating as determined by the WCIRB. For the 2016-17 renewal period our experience modification was established at 233%, a 25% increase from the expiring 187%.

RECOMMENDATION

Staff recommends that the Board identify any questions or issues of concern so that the matter can be presented with all necessary information at the February meeting, with a goal of putting the Board in the best possible position to make a decision at that time.



MEMORANDUM

DATE: February 24, 2016

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: FY 2016 Financial Forecast

SUMMARY

Attached is the revised financial forecast for the current fiscal year. Overall, the forecast is slightly better than budget. For the first time since fiscal year 2010, civil filing fee revenue is expected to surpass budget. Although it's merely a 1.3% percent over budget, staff is hopeful that this represents a more stable revenue stream for future budget planning years. As a result of further reduction in expenses and attrition, the result is that net income projected to be ahead of budget by \$100K.

That good news must be tempered though, with a reminder that the budget as approved presented a significant deficit in operating income that must be remedied in the long term.

Despite the negative net income, the budget projected a positive cash flow of approximately \$135K. That additional cash, plus another \$1.1M in reserves, were allocated to a capital projects budget of \$1.3M for FY2016. However, there has been a delay in proposed capital expenditures. As a result, as of the end of December 2015, the Library had added \$400K to its reserves and is projected to achieve a positive cash flow even at the end of the fiscal year due to deferral of some capital projects.

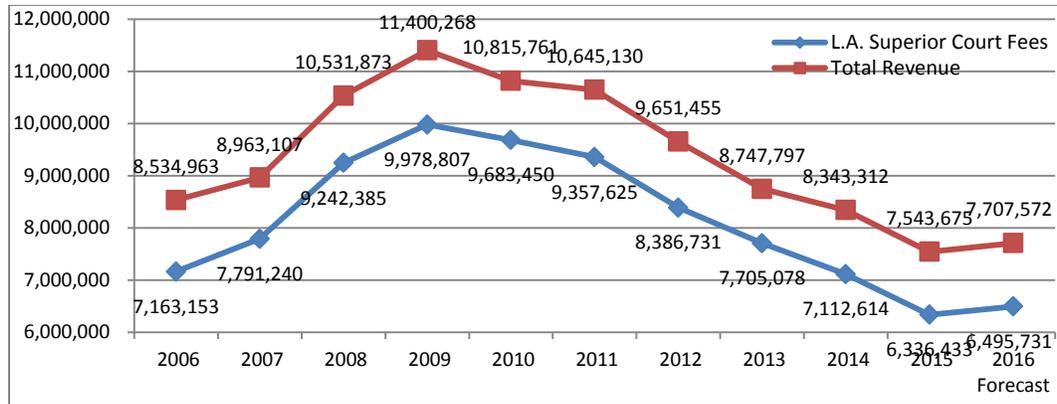
This mid-year report is intended to provide a revised look at the financial picture for the current fiscal year. No action is required at this time.

REVENUE

Civil filing fees are showing signs of stabilization. Based on fees filed through December 2015, Staff projects filing fees be 1.3% over budget and 3% over FY2015. If our projections are correct, fees would surpass budget expectations for the first time since fiscal year 2010.

□





Notes: Parking income has increased and is projected to be 4.7% above budget. Although our budget indicates a slight increase in Library Services as a result of a scanning project with Google, this may not be fully realized this year due to a delay in payment and preliminary test period. Interest income is expected to increase 6.7% above budget and 6% above FY 2015 actuals.

EXPENSES AND NET INCOME

Ordinary operating expenses are expected to be .5% below the already-aggressive budget as a result of savings from staff, lower depreciation expense and savings in other expense categories primarily technology and data and professional development. Furlough savings have been accounted for and are also reflected in the current budget and forecast. One unbudgeted projected expense has been added: \$5K for the celebration and promotion of the Law Library’s 125th Anniversary.

It is important to note that the projected \$1M loss (negative net income) is the result of “paper” expenses, primarily depreciation. Looking at actual collection expense (the “cash” expense) and eliminating depreciation expense would yield a positive net income. In particular, the cost of depreciable purchases (non-electronic library materials of \$1.8M) is \$1.1M below the booked depreciation expense (\$2.9M). In other words, our expenses booked using standard accounting practices still reflect the years of higher spending that preceded the current era of cuts. As we move into the future, the depreciation expense for collection materials will reduce and come into alignment with current spending, reducing the deficit even without further cuts.

Finally, it is important to note that the Law Library is significantly understaffed for the level and range of service provided and the staff is paid significantly below market in many instances. Their dedication and achievement have yielded remarkable results, but again, cannot be sustained long term without further support and funding.

NEXT STEPS

Staff will continue to limit expenditures within the current year and will propose needed course corrections in connection with the proposed budget for the next fiscal year. Staff will meet with the financial planning committee in March to discuss the midyear review and proposed budget options for FY17.



RECOMMENDATION

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



Los Angeles County Law Library

FY 2015-16 Forecast

(Provisional and subject to year-end audit adjustments)

FY 2014-15 Actual	FY 2015-16 Forecast												Comments	
	Jul - Dec Budget	Jul - Dec Actual	\$ Fav (Unf)	% Fav (Unf)	Jan - Jun Budget	Jan - Jun Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Actual Forecast	\$ Fav (Unf)	% Fav (Unf)		
Summary:														
Income														
L.A. Superior Court Fees	6,336,433	3,259,973	3,319,373	59,400	1.8%	3,149,960	3,176,358	26,399	0.8%	6,409,933	6,495,731	85,798	1.3%	
Interest	19,838	8,905	9,095	190	2.1%	10,530	11,650	1,120	10.6%	19,435	20,746	1,311	6.7%	
Parking	668,472	334,500	360,155	25,655	7.7%	334,500	339,963	5,463	1.6%	669,000	700,118	31,118	4.7%	
Library Services	518,932	312,611	313,457	847	0.3%	183,766	177,521	(6,246)	-3.4%	496,377	490,978	(5,399)	-1.1%	
Total Income	7,543,675	3,915,989	4,002,080	86,091	2.2%	3,678,756	3,705,492	26,737	0.7%	7,594,744	7,707,572	112,828	1.5%	
Expense														
Staff	3,741,753	2,075,083	1,956,631	118,452	5.7%	1,987,776	2,011,666	(23,890)	-1.2%	4,062,859	3,975,348	87,511	2.2%	
Electronic Resource Subscriptions	565,017	0	278,520	(278,520)	0.0%	0	290,000	(290,000)	0.0%	568,520	(568,520)	0	0.0%	
Library Materials	3,412,907	1,251,911	836,254	415,657	33.2%	1,251,730	1,029,264	222,466	17.8%	2,503,641	1,865,518	638,123	25.5%	
Library Materials Transferred to Assets	(2,847,890)	(1,251,911)	(836,254)	(415,657)	33.2%	(1,251,730)	(1,029,264)	(222,466)	17.8%	(2,503,641)	(1,865,518)	(638,123)	25.5%	
Facilities	839,275	429,592	442,850	(13,258)	-3.1%	421,863	446,800	(24,937)	-5.9%	851,455	889,650	(38,195)	-4.5%	
Technology & Data	111,770	68,960	60,183	8,777	12.7%	108,676	108,982	(306)	-0.3%	177,636	169,165	8,471	4.8%	
General	81,118	38,655	24,411	14,245	36.9%	31,542	36,902	(5,360)	-17.0%	70,198	61,313	8,885	12.7%	
Professional Development	20,775	8,255	5,189	3,066	37.1%	14,302	12,160	2,142	15.0%	22,557	17,349	5,208	23.1%	
Communications & Marketing	2,561	4,540	2,871	1,669	36.8%	5,170	4,670	500	9.7%	9,710	7,541	2,169	22.3%	
Travel & Entertainment	1,859	1,856	1,343	513	27.7%	2,085	1,400	685	32.9%	3,941	2,743	1,198	30.4%	
Professional Services	50,345	34,188	39,083	(4,895)	-14.3%	21,088	21,373	(285)	-1.4%	55,275	60,455	(5,180)	-9.4%	
Depreciation	2,844,276	1,734,792	1,460,935	273,857	15.8%	1,762,725	1,499,189	263,537	15.0%	3,497,517	2,960,124	537,394	15.4%	
Total Expenses	8,258,749	4,395,921	4,272,015	123,906	2.8%	4,355,228	4,433,141	(77,913)	-1.8%	8,751,149	8,712,208	38,941	0.4%	
Net Income (Loss)	(715,074)	(479,932)	(269,935)	130,161	-27.1%	(676,472)	(727,649)	(51,177)	7.6%	(1,156,404)	(1,004,635)	151,769	-13.1%	
Investment Gain (Loss)²	40,081	17,500	3,922	(13,578)	-77.6%	17,500	5,000	(12,500)	-71.4%	35,000	8,922	(26,078)	-74.5%	
Extraordinary Income	21,347	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Extraordinary Expense	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Net Income Including Extraordinary Items	(653,647)	(465,349)	(266,013)	138,978	-29.9%	(658,972)	(722,649)	(63,677)	9.7%	(1,121,404)	(995,713)	125,691	-11.2%	
Capitalized Expenditures	48,739	875,000	15,354	859,646	98.2%	435,000	635,000	(200,000)	-46.0%	1,310,000	650,354	659,646	50.4%	
Detailed Budget:														
Income:														
303300 L.A. Superior Court Fees	6,336,433	3,259,973	3,319,373	59,400	1.8%	3,149,960	3,176,358	26,399	0.8%	6,409,933	6,495,731	85,798	1.3%	For the first time in many quarters, court fees have come in above budget. Staff hopes this is an indication a more stable revenue stream.
Interest:														
311000 Interest - LAIF	3,486	813	1,082	269	33.2%	2,438	3,571	1,134	46.5%	3,250	4,653	1,403	43.2%	
312000 Interest - General Fund	14,314	7,150	6,958	(192)	-2.7%	7,150	7,034	(116)	-1.6%	14,300	13,992	(308)	-2.2%	
313000 Interest - Deposit Fund	2,038	943	1,055	113	12.0%	943	1,045	102	10.9%	1,885	2,100	215	11.4%	
313100 Interest - CalPERS CERBT ¹	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
313200 Interest - Bonds ²	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Subtotal	19,838	8,905	9,095	190	2.1%	10,530	11,650	1,120	10.6%	19,435	20,746	1,311	6.7%	
Parking:														
330100 Parking	668,472	334,500	360,155	25,655	7.7%	334,500	339,963	5,463	1.6%	669,000	700,118	31,118	4.7%	Favorable variance due in part to a \$14K payment from City of LA re: 2014's Made In America event.
Subtotal	668,472	334,500	360,155	25,655	7.7%	334,500	339,963	5,463	1.6%	669,000	700,118	31,118	4.7%	
Library Services:														
330150 Annual Borrowing Fee	2,860	1,200	1,290	90	7.5%	1,200	1,290	90	7.5%	2,400	2,580	180	7.5%	Slight increase due to new Designated Borrower Fee effective 3/1/2016.
330140 Annual Members Fee	113,185	54,990	53,192	(1,798)	-3.3%	54,990	54,000	(990)	-1.8%	109,980	107,192	(2,788)	-2.5%	Assumes member registrations remain consistent through the second half of the fiscal year. Adjusted for 2 major holidays in the first half of the fiscal year and member drop offs in the second half of the fiscal year.

Los Angeles County Law Library

FY 2015-16 Forecast

(Provisional and subject to year-end audit adjustments)

FY 2014-15	Actual	FY 2015-16 Forecast												Comments	
		Jul - Dec Budget	Jul - Dec Actual	\$ Fav (Unf)	% Fav (Unf)	Jan - Jun Budget	Jan - Jun Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Actual Forecast	\$ Fav (Unf)	% Fav (Unf)		
330340	Course Registration	30,284	12,048	9,246	(2,802)	-23.3%	12,048	16,000	3,952	32.8%	24,096	25,246	1,150	4.8%	Due to a \$1.3K payment to PCI for prior period parking by course attendees. A portion (approx 80%) will be offset by parking revenue from PCI 330100. Incorporates non-renewal of Export U program series and \$6.5K business series sponsorship from Pacific Western Bank. Despite the removal of 1 copy machine from Main copy center in December 2015, we still anticipate to end slightly above budget.
330129	Copy Center	59,815	27,000	30,577	3,577	13.2%	27,000	25,000	(2,000)	-7.4%	54,000	55,577	1,577	2.9%	Better than anticipated performance.
330205	Document Delivery	23,862	11,400	15,574	4,174	36.6%	11,400	12,500	1,100	9.6%	22,800	28,074	5,274	23.1%	Forecast in the second half of the fiscal year takes into account new rates effective 3/1/2016 as well as the first time availability of online renewals.
330210	Fines	39,196	19,200	21,901	2,701	14.1%	19,200	19,200	0	0.0%	38,400	41,101	2,701	7.0%	
330310	Miscellaneous	60,992	32,845	8,695	(24,150)	-73.5%	34,000	29,953	(4,047)	-11.9%	66,845	38,648	(28,197)	-42.2%	Google reimbursement not fully realized due to a delay in payment and preliminary test period. We expect to earn roughly \$20K of the \$40K budgeted for this project this fiscal year. Additional volume in future months is projected.
330330	Room Rental	53,993	21,510	36,636	15,126	70.3%	21,510	7,778	(13,733)	-63.8%	43,020	44,413	1,393	3.2%	Additional \$2K from LAC-DBCA may be realized. Not included in this projection.
330350	Book Replacement	5,360	1,500	952	(548)	-36.5%	1,500	1,000	(500)	-33.3%	3,000	1,952	(1,048)	-34.9%	
330360	Forfeited Deposits	0	0	13,206	13,206	0.0%	0	0	0	0.0%	0	13,206	13,206	0.0%	
330400	Friends of Law Library	120,000	120,000	115,000	(5,000)	-4.2%	0	5,000	5,000	0.0%	120,000	120,000	0	0.0%	
330420	Grants	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
330450	Vending	3,171	918	510	(408)	-44.4%	918	500	(418)	-45.5%	1,836	1,010	(826)	-45.0%	
330465	Special Events Income	6,214	10,000	6,392	(3,608)	-36.1%	0	5,300	5,300	0.0%	10,000	11,692	1,692	16.9%	A portion is offset by special event expense. Includes \$5K sponsorship from the Friends.
	Subtotal	518,932	312,611	313,457	847	0.3%	183,766	177,521	(6,246)	-3.4%	496,377	490,978	(5,399)	-1.1%	
	Total Income	7,543,675	3,915,989	4,002,080	86,091	2.2%	3,678,756	3,705,492	26,737	0.7%	7,594,744	7,707,572	112,828	1.5%	
	Expenses:														
	Staff:														
501000	Salaries (benefits eligible)	2,422,696	1,263,785	1,169,216	94,569	7.5%	1,263,785	1,189,342	74,443	5.9%	2,527,571	2,360,185	167,386	6.6%	Favorable variance due to vacancies.
501025	Staff Vacancy Offset (Ben. Eligible)	0	(25,276)	0	(25,276)	100.0%	(25,276)	0	(25,276)	100.0%	(50,551)	0	(50,551)	100.0%	Already reflected in reduced salary expense
501050	Salaries (benefits ineligible)	241,200	119,468	119,685	(217)	-0.2%	119,468	124,627	(5,159)	-4.3%	238,936	249,737	(10,802)	-4.5%	
501075	Staff Vacancy Offset (Ben. Ineligible)	0	(2,389)	0	(2,389)	100.0%	(2,389)	0	(2,389)	100.0%	(4,779)	0	(4,779)	100.0%	Already reflected in reduced salary expense
502000	Social Security	157,273	85,762	70,593	15,168	17.7%	85,762	68,792	16,970	19.8%	171,523	139,386	32,138	18.7%	Favorable variance due to vacancies.
503000	Medicare	37,941	20,057	17,621	2,436	12.1%	20,057	19,053	1,005	5.0%	40,114	36,674	3,440	8.6%	Favorable variance due to vacancies.
511000	Retirement	0	153,701	144,081	9,621	6.3%	140,589	136,500	4,089	2.9%	294,291	280,581	13,710	4.7%	Favorable variance due to vacancies.
511050	Pension Exp (Actuarial)	85,787	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
511100	Pension Exp (Acctg)	(87,905)	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
512000	Health Insurance	423,807	247,841	229,517	18,324	7.4%	166,347	250,983	(84,636)	-50.9%	414,188	480,500	(66,312)	-16.0%	\$95K budgeted CalPERS CERBT off-set not expected to be realized due to CalPERS CERBT investment performance.
513000	Disability Insurance	5,079	2,285	2,455	(170)	-7.4%	2,285	2,500	(215)	-9.4%	4,570	4,955	(385)	-8.4%	
514000	Dental Insurance	60,648	32,890	30,391	2,499	7.6%	33,153	31,050	2,103	6.3%	66,043	61,441	4,602	7.0%	Favorable variance due to vacancies.
514500	Vision Insurance	7,322	3,754	3,458	296	7.9%	3,784	3,500	284	7.5%	7,537	6,958	579	7.7%	Favorable variance due to vacancies.
515000	Life Insurance	1,076	840	505	335	39.8%	840	510	330	39.3%	1,680	1,015	665	39.6%	Favorable variance due to vacancies.
515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
516000	Workers Compensation Insurance	87,747	52,401	51,807	594	1.1%	55,407	61,846	(6,439)	-11.6%	107,808	113,653	(5,845)	-5.4%	Includes \$15K premium recovery for policy year 2014-15 audit.
517000	Unemployment Insurance	(32)	0	(96)	96	0.0%	0	0	0	0.0%	0	(96)	96	0.0%	
514010	Temporary Employment	21,339	2,000	1,916	84	4.2%	0	0	0	0.0%	2,000	1,916	84	4.2%	
514015	Recruitment	1,333	0	479	(479)	0.0%	0	500	(500)	0.0%	0	979	(979)	0.0%	
517500	Accrued Sick Expense	9,231	0	0	0	0.0%	3,000	3,000	0	0.0%	3,000	3,000	0	0.0%	
518000	Accrued Vacation Expense	86,483	0	0	0	0.0%	3,000	3,000	0	0.0%	3,000	3,000	0	0.0%	

Los Angeles County Law Library

FY 2015-16 Forecast

(Provisional and subject to year-end audit adjustments)

	FY 2014-15 Actual	FY 2015-16 Forecast												Comments	
		Jul - Dec Budget	Jul - Dec Actual	\$ Fav (Unf)	% Fav (Unf)	Jan - Jun Budget	Jan - Jun Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Actual Forecast	\$ Fav (Unf)	% Fav (Unf)		
518500	OPEB Expense	153,074	102,964	102,965	(1)	0.0%	102,964	102,964	0	0.0%	205,928	205,929	(1)	0.0%	
518550	TMP	13,864	7,500	5,076	2,424	32.3%	7,500	6,000	1,500	20.0%	15,000	11,076	3,924	26.2%	Timing variance and reduction in usage of transportation reimbursement program
518560	Payroll and Benefit Administration	13,791	7,500	6,960	540	7.2%	7,500	7,500	0	0.0%	15,000	14,460	540	3.6%	Includes one-time ACA reporting software and filing fee.
	Total - Staff	3,741,753	2,075,083	1,956,631	118,452	5.7%	1,987,776	2,011,666	(23,890)	-1.2%	4,062,859	3,975,348	87,511	2.2%	
	Library Materials/Electronic Resources Subscription:														
601999	American Continuations	2,744,169	995,000	596,147	398,853	40.1%	995,000	706,200	288,800	29.0%	1,990,000	1,302,347	687,653	34.6%	Timing variance and ERS accounting change.
602999	American New Orders	28,431	20,000	7,797	12,203	61.0%	20,000	34,080	(14,080)	-70.4%	40,000	41,877	(1,877)	-4.7%	Careful selection of new materials.
609199	Branch Continuations	35,849	18,400	14,934	3,466	18.8%	18,400	28,994	(10,594)	-57.6%	36,800	43,928	(7,128)	-19.4%	Timing variance and ERS accounting change.
609299	Branch New Orders	499	631	0	631	100.0%	450	600	(150)	-33.3%	1,081	600	481	44.5%	Expansion of print collection is not planned.
603999	Commonwealth Continuations	251,944	90,000	86,316	3,684	4.1%	90,000	103,793	(13,793)	-15.3%	180,000	190,109	(10,109)	-5.6%	Timing variance and ERS accounting change.
604999	Commonwealth New Orders	87	780	0	780	100.0%	780	359	421	54.0%	1,560	359	1,201	77.0%	Careful selection of new materials.
605999	Foreign Continuations	195,562	67,500	70,490	(2,990)	-4.4%	67,500	86,028	(18,528)	-27.4%	135,000	156,518	(21,518)	-15.9%	Timing variance and ERS accounting change.
606999	Foreign New Orders	1,350	6,000	398	5,602	93.4%	6,000	240	5,760	96.0%	12,000	638	11,362	94.7%	Careful selection of new materials.
607999	International Continuations	125,356	40,000	48,569	(8,569)	-21.4%	40,000	60,437	(20,437)	-51.1%	80,000	109,006	(29,006)	-36.3%	Timing variance and ERS accounting change.
608999	International New Orders	3,239	2,000	0	2,000	100.0%	2,000	360	1,640	82.0%	4,000	360	3,640	91.0%	Careful selection of new materials
609399	General/Librarianship Continuations	26,151	11,000	11,603	(603)	-5.5%	11,000	7,933	3,067	27.9%	22,000	19,536	2,464	11.2%	Timing variance and ERS accounting change.
609499	General/Librarianship New Orders	270	600	0	600	100.0%	600	240	360	60.0%	1,200	240	960	80.0%	Careful selection of new materials
	Subtotal	3,412,907	1,251,911	836,254	415,657	33.2%	1,251,730	1,029,264	222,466	17.8%	2,503,641	1,865,518	638,123	25.5%	
690000	Library Materials Transferred to Assets	(2,847,890)	(1,251,911)	(836,254)	(415,657)	33.2%	(1,251,730)	(1,029,264)	(222,466)	17.8%	(2,503,641)	(1,865,518)	(638,123)	25.5%	
685000	Electronic Resource Subscriptions (ERS)	565,017	0	278,520	(278,520)	0.0%	0	290,000	(290,000)	0.0%	0	568,520	(568,520)	0.0%	To reflect changes in accounting treatment of subscription fees for electronic resources, this line item was added starting this FY per auditor's recommendation. Fund was originally budgeted across multiple funds earmarked for library materials purchases
	Facilities:														
801005	Repair & Maintenance	38,567	17,400	20,154	(2,754)	-15.8%	17,400	26,500	(9,100)	-52.3%	34,800	46,654	(11,854)	-34.1%	Unexpected \$9K HVAC repair in July / timing variance.
801010	Building Services	16,145	12,300	4,786	7,514	61.1%	12,300	12,300	0	0.0%	24,600	17,086	7,514	30.5%	Offset by Room Rental income.
801015	Cleaning Supplies	12,944	7,752	3,940	3,812	49.2%	7,752	6,500	1,252	16.2%	15,504	10,440	5,064	32.7%	Offset by Room Rental income.
801020	Electricity & Water	119,333	62,136	53,715	8,421	13.6%	62,136	70,136	(8,000)	-12.9%	124,272	123,851	421	0.3%	Increased usage due to higher temps.
801025	Elevator Maintenance	12,889	0	5,796	(5,796)	0.0%	0	3,000	(3,000)	0.0%	0	8,796	(8,796)	0.0%	Delay of Elevator Upgrade Project.
801030	Heating & Cooling	33,185	17,362	18,691	(1,329)	-7.7%	17,362	17,362	0	0.0%	34,724	36,053	(1,329)	-3.8%	Increased A/C usage due to higher temps. / timing variance.
801035	Insurance	255,051	142,229	146,567	(4,338)	-3.1%	135,000	145,567	(10,567)	-7.8%	277,229	292,134	(14,905)	-5.4%	Budgeting error in second half of the fiscal year.
801040	Janitorial Services	104,840	52,530	52,045	485	0.9%	52,530	52,530	0	0.0%	105,060	104,575	485	0.5%	
801045	Landscaping	13,671	7,200	6,300	900	12.5%	7,200	7,200	0	0.0%	14,400	13,500	900	6.3%	
801050	Security	175,908	87,630	95,871	(8,241)	-9.4%	87,230	87,230	0	0.0%	174,860	183,101	(8,241)	-4.7%	Offset by Room Rental income.
801060	Room Rental Expenses	34,234	10,500	23,813	(13,313)	-126.8%	10,500	2,160	8,340	79.4%	21,000	25,973	(4,973)	-23.7%	Offset by Room Rental income.
801065	Special Events Expenses	13,677	5,798	6,170	(372)	-6.4%	5,698	10,000	(4,302)	-75.5%	11,496	16,170	(4,674)	-40.7%	Timing variance / offset by PBW sponsorships. \$5K added to budget for celebration and promotion of 125th. \$5K for Law Week.
801100	Furniture & Appliances (<3K)	598	600	0	600	100.0%	600	600	0	0.0%	1,200	600	600	50.0%	
801110	Equipment (<3K)	1,153	1,800	1,117	683	38.0%	1,800	1,800	0	0.0%	3,600	2,917	683	19.0%	
801115	Building Alterations (<3K)	0	840	0	840	100.0%	840	840	0	0.0%	1,680	840	840	50.0%	
801120	Delivery & Postage	4,280	2,075	2,898	(823)	-39.7%	2,075	2,075	0	0.0%	4,150	4,973	(823)	-19.8%	YTD over budget by \$823 skewed by Oct Rare books return shipment.
801125	Kitchen supplies	2,800	1,440	986	454	31.5%	1,440	1,000	440	30.6%	2,880	1,986	894	31.0%	
	Subtotal	839,275	429,592	442,850	(13,258)	-3.1%	421,863	446,800	(24,937)	-5.9%	851,455	889,650	(38,195)	-4.5%	
	Technology:														
801210	Software Maintenance	19,327	8,276	11,403	(3,127)	-37.8%	9,852	10,158	(306)	-3.1%	18,128	21,561	(3,433)	-18.9%	Software Upgrade originally budgeted as Capital Expense.
801212	Hardware Maintenance	11,145	9,206	6,962	2,244	24.4%	9,046	9,046	0	0.0%	18,252	16,008	2,244	12.3%	

Los Angeles County Law Library

FY 2015-16 Forecast

(Provisional and subject to year-end audit adjustments)

FY 2014-15	Actual	FY 2015-16 Forecast												Comments	
		Jul - Dec Budget	Jul - Dec Actual	\$ Fav (Unf)	% Fav (Unf)	Jan - Jun Budget	Jan - Jun Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Actual Forecast	\$ Fav (Unf)	% Fav (Unf)		
801215	Software (<\$3k)	1,004	7,700	341	7,359	95.6%	7,200	7,200	0	0.0%	14,900	7,541	7,359	49.4%	
801220	Hardware (<\$3k)	2,613	2,400	2,439	(39)	-1.6%	2,400	2,400	0	0.0%	4,800	4,839	(39)	-0.8%	
801225	Computer Supplies	391	0	344	(344)	0.0%	1,000	1,000	0	0.0%	1,000	1,344	(344)	-34.4%	
801230	Integrated Library System	45,400	23,178	23,211	(33)	-0.1%	23,178	23,178	0	0.0%	46,356	46,389	(33)	-0.1%	
801235	Telecommunications	30,445	18,200	15,033	3,167	17.4%	21,000	21,000	0	0.0%	39,200	36,033	3,167	8.1%	
801245	Tech & Data - Misc	91	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
801250	Services	1,355	0	450	(450)	0.0%	35,000	35,000	0	0.0%	35,000	35,450	(450)	-1.3%	
	Subtotal	111,770	68,960	60,183	8,777	12.7%	108,676	108,982	(306)	-0.3%	177,636	169,165	8,471	4.8%	
	General:														
801310	Bank Charges	7,835	4,200	3,171	1,029	24.5%	4,200	3,500	700	16.7%	8,400	6,671	1,729	20.6%	
801315	Bibliographical Services	7,878	5,090	5,051	39	0.8%	4,080	4,080	0	0.0%	9,170	9,131	39	0.4%	As budgeted.
801320	Binding	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
801325	Board Expense	2,189	540	378	162	30.0%	540	400	140	25.9%	1,080	778	302	27.9%	
801330	Staff meals & events	1,710	1,900	906	994	52.3%	215	215	0	0.0%	2,115	1,121	994	47.0%	Includes Friends sponsorship of staff holiday party.
801335	Supplies - Office	14,806	7,025	6,515	510	7.3%	5,107	5,107	0	0.0%	12,133	11,622	511	4.2%	
801337	Supplies - Library materials	6,861	3,600	2,525	1,075	29.9%	5,900	5,900	0	0.0%	9,500	8,425	1,075	11.3%	As budgeted.
801340	Stationery, business cards, etc.	665	3,000	0	3,000	100.0%	0	5,000	(5,000)	0.0%	3,000	5,000	(2,000)	-66.7%	Includes additional \$2K for stationaries, unbudgeted.
801365	Grant Application Expenses	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
801370	Copy Center Expense	24,925	13,000	4,371	8,629	66.4%	11,500	12,400	(900)	-7.8%	24,500	16,771	7,729	31.5%	As budgeted.
801375	General - Misc	8,116	0	961	(961)	0.0%	0	0	0	0.0%	0	961	(961)	0.0%	
801390	Course Registration	4,701	300	470	(170)	-56.6%	0	300	(300)	0.0%	300	770	(470)	-156.6%	Offset by Course Registration income.
801395	Friends of Law Library	1,433	0	63	(63)	0.0%	0	0	0	0.0%	0	63	(63)	0.0%	
	Subtotal	81,118	38,655	24,411	14,245	36.9%	31,542	36,902	(5,360)	-17.0%	70,198	61,313	8,885	12.7%	
	Professional Development:														
803105	Travel	5,946	3,915	1,367	2,548	65.1%	2,766	2,500	266	9.6%	6,681	3,867	2,814	42.1%	Frugal planning and grant awards
803110	Meals	140	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
803113	Incidental and miscellaneous	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
803115	Membership dues	10,878	1,550	2,289	(739)	-47.7%	10,011	8,460	1,551	15.5%	11,561	10,749	812	7.0%	As budgeted.
803120	Registration fees	3,547	2,790	1,533	1,257	45.1%	1,525	1,200	325	21.3%	4,315	2,733	1,582	36.7%	Frugal planning and grant awards
803125	Educational materials	264	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
	Subtotal	20,775	8,255	5,189	3,066	37.1%	14,302	12,160	2,142	15.0%	22,557	17,349	5,208	23.1%	
	Communications & Marketing:														
803205	Services	0	900	0	900	100.0%	900	600	300	33.3%	1,800	600	1,200	66.7%	Vocus/Cicion Media budgeted service cost not realized.
803210	Collateral materials	1,099	1,390	1,550	(160)	-11.5%	1,070	1,070	0	0.0%	2,460	2,620	(160)	-6.5%	
803215	Advertising	104	1,950	1,297	653	33.5%	2,400	2,000	400	16.7%	4,350	3,297	1,053	24.2%	Lower than expected.
803220	Trade shows & Outreach	1,359	300	25	275	91.7%	800	1,000	(200)	-25.0%	1,100	1,025	75	6.8%	As budgeted.
	Subtotal	2,561	4,540	2,871	1,669	36.8%	5,170	4,670	500	9.7%	9,710	7,541	2,169	22.3%	
	Travel & Entertainment														
803305	Travel	22	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
803310	Meals	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
803315	Entertainment	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
803320	Ground transportation & mileage reimb.	1,837	1,856	1,343	513	27.7%	2,085	1,400	685	32.9%	3,941	2,743	1,198	30.4%	
803325	Incidental travel expenses	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
	Subtotal	1,859	1,856	1,343	513	27.7%	2,085	1,400	685	32.9%	3,941	2,743	1,198	30.4%	
	Professional Services														
804005	Accounting	17,715	16,800	20,330	(3,530)	-21.0%	1,700	1,700	0	0.0%	18,500	22,030	(3,530)	-19.1%	Includes \$3K unbudgeted GASB 45 report and \$1.3K collection agency vouchers.
804008	Consulting Services	32,613	17,388	18,753	(1,365)	-7.9%	17,388	19,673	(2,285)	-13.1%	34,775	38,425	(3,650)	-10.5%	Includes ManagEase 2% rate increase effective 1/1/2016 as well as a \$2K annual HR-OnCall service fee.
804010	Legal	18	0	0	0	0.0%	2,000	0	2,000	100.0%	2,000	0	2,000	100.0%	
804015	Other	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	

Los Angeles County Law Library

FY 2015-16 Forecast

(Provisional and subject to year-end audit adjustments)

	FY 2014-15 Actual	FY 2015-16 Forecast												Comments
		Jul - Dec Budget	Jul - Dec Actual	\$ Fav (Unf)	% Fav (Unf)	Jan - Jun Budget	Jan - Jun Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Actual Forecast	\$ Fav (Unf)	% Fav (Unf)	
Subtotal	50,345	34,188	39,083	(4,895)	-14.3%	21,088	21,373	(285)	-1.4%	55,275	60,455	(5,180)	-9.4%	
Depreciation:														
806105 Depreciation - Library Materials	2,492,718	1,549,247	1,292,028	257,219	16.6%	1,549,247	1,330,229	219,018	14.1%	3,098,494	2,622,257	476,237	15.4%	Change in accounting for ERS
806110 Depreciation Exp - FF&E	351,558	185,545	168,907	16,638	9.0%	213,478	168,960	44,518	20.9%	399,024	337,867	61,156	15.3%	Delay in planned capital fixed asset purchases.
Subtotal	2,844,276	1,734,792	1,460,935	273,857	15.8%	1,762,725	1,499,189	263,537	15.0%	3,497,517	2,960,124	537,394	15.4%	
Total Expense	8,258,749	4,395,921	4,272,015	123,906	2.8%	4,355,228	4,433,141	(77,913)	-1.8%	8,751,149	8,712,208	38,941	0.4%	
Net Income Before Extraordinary Items	(715,074)	(479,932)	(269,935)	130,161	-27.1%	(676,472)	(727,649)	(51,177)	7.6%	(1,156,404)	(1,004,635)	151,769	-13.1%	
321000 Investment Gain (Loss) ²	40,081	17,500	3,922	(13,578)	-77.6%	17,500	5,000	(12,500)	-71.4%	35,000	8,922	(26,078)	-74.5%	Unrealized gain. Gain is realized when sold at maturity.
401000 Extraordinary Income	21,347	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
901000 Extraordinary Expense	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Net Income Including Extraordinary Items	(653,647)	(465,349)	(266,013)	138,978	-29.9%	(658,972)	(722,649)	(63,677)	9.7%	(1,121,404)	(995,713)	125,691	-11.2%	
Capital Expenditures:														
161100 Furniture / Appliances (>3k)	44,374	35,000	3,924	31,076	88.8%	0	30,000	(30,000)	0.0%	35,000	33,924	1,076	3.1%	
161300 Electronics / Computer Hardware (>3k)	4,364	40,000	0	40,000	100.0%	0	40,000	(40,000)	0.0%	40,000	40,000	0	0.0%	
164500 Exterior Building Repairs/Improvements (>3k)	0	420,000	0	420,000	100.0%	35,000	455,000	(420,000)	-1200.0%	455,000	455,000	0	0.0%	
164000 Interior Improvements / Alterations (>3k)	0	35,000	0	35,000	100.0%	400,000	0	400,000	100.0%	435,000	0	435,000	100.0%	Carryover \$400K elevator upgrade to FY 2017 due to timing.
168000 Computer Software	0	345,000	11,430	333,570	96.7%	0	110,000	(110,000)	0.0%	345,000	121,430	223,570	64.8%	Portion expensed to "Software Maintenance GL 801210. Carryover Navision and Voyager upgrades to FY 2017.
Total - Capitalized Expenditures	48,739	875,000	15,354	859,646	98.2%	435,000	635,000	(200,000)	-46.0%	1,310,000	650,354	659,646	50.4%	

¹ CalPERS CERBT income account removed from FY 2016 budget as recommended by outside auditors. The account will be monitored and reported independently from the Library's operating budget.

² UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) for FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

MEMORANDUM

DATE: February 16, 2016

TO: Board of Law Library Trustees

FROM: Ralph Stahlberg, Director, Reference and Research

VIA: Sandra Levin, Executive Director

RE: Approval of Policy Regarding Disclosure of Staff Names

Summary

The Board is asked to approve a policy regarding requests from library patrons for staff member names. The recommended policy is that Supervisors shall give their full names, while other staff who interact with the public shall give their first names.

Background & Discussion

Members of the public services staff are sometimes asked for their names by patrons, both in the library and over the phone. Most of these requests are business-related: some examples include copy and hold requests, book renewals, and requests for letters confirming copies of materials made. However, as a public law library in a large urban center, staff also work with patrons who present as hostile, angry, or threatening and provide no business reason for requesting personal information about staff members. As law librarianship has transitioned from a professional support function to more of a public service role, these interactions have become more frequent. Despite security in the library, some staff members are concerned about giving their names to individuals who appear unstable or hostile.

Although the issue regarding name requests of staff is not new at the library, there is no formal written policy at LA Law Library. We have tried a variety of different approaches, including using pseudonyms (which caused great confusion).

Policies at other libraries vary on this issue. At some public libraries staff wear name badges with their pictures. In the statewide AskALawLibrarian chat service in which LA Law Library is a participant, the librarians are identified by number, a convention that was agreed upon at the start of the project because some



county law libraries (not LA) did not want to use even first names. Another local Law Library reports that they provide full names based upon advice received that public employees do not have a right of privacy in the fact of their employment.

Professional library literature discusses patron privacy as a fundamental aspect of our profession, but there is little literature regarding individual librarian privacy. Court interpretations of the California Public Records Act have held that the names of public employees are a matter of public record and not protected by an individual's right to privacy, but the holdings are in the instance of a formal public records request, not a heat of the moment demand.

The dilemma of how to respond to these patron requests and the discomfort with providing personal information – even a name – to the public is a symptom of the changing role of public law libraries, the changing demographics of our patron base and the ever-increasing level of stress and anger in our communities in general. Increasingly, librarian literature features articles such as the one in the current Law Library Journal: *Managing Disruptive Patron Behavior in Law Libraries* ("librarians should 'learn to discriminate between the customer from hell and customers who have gone through hell").

In the end, despite reasonable trepidation on the part of some staff about providing their names, we are public employees and we serve the public. The proposed policy is an attempt to balance the needs of the patrons with the concerns of staff.

Accordingly, the proposed Policy Regarding Requests for Individual Names provides for greater disclosure by Supervisory Staff to accommodate the handling of complaints, difficult issues, and providing information necessary to authenticate records, including the signing of verification letters. Non-supervisory Staff are required to give a first name only, to facilitate a congenial and cordial interaction with patrons, but provide some distance between an uncomfortable or stressful interaction and the release of personal identifying information.

Recommendation

Staff recommends the Board approve the attached policy regarding public requests for staff names.



ATTACHMENT

Policy re Requests for Individual Names of Staff Members

Patrons often request the names of staff, usually in the context of a legitimate library-related issue. Because the library administration understands that we also sometimes work with difficult patrons, staff members are to follow these guidelines when their name is requested.

Supervisory Staff must give full first and last name.

Non-supervisory Staff must provide at least their first name and refer patrons asking for a last name to a supervisor who will explain policy and provide a full name.

This policy applies to personnel who are “public-facing” in that they interact with and provide service to members of the public. Staff members whose job duties do not include interacting with the public should simply refer patrons to one of the public counters for assistance.



AGENDA ITEM 7

CLOSED SESSION

- 7.1 CONFERENCE WITH LEGAL COUNSEL
The Library Board of Trustees finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation. Existing Litigation (G.C. 54956.9(a)
Howell vs. Los Angeles County Law Library (Case No.BC598812)
- 7.2 Personnel Public Employee Performance Evaluation. Title: Executive Director.
(G.C. 54957).