

AGENDA

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

REGULAR BOARD MEETING

Wednesday, June 22, 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 May 25, 2016, Regular Board Meeting.
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Approval of Insurance Renewal – LTD, Life, Dental, Vision
- 3.4 Approval of Operating Budget, FY2016-17 and Job Descriptions for New and Revised Positions

4.0 DISCUSSION ITEMS

- 4.1 Consideration and Approval of Investment Options:
 - 4.1.1 Consideration of Cash Needs and Approval of Amount Available for Investment
 - 4.1.2 Selection and Approval of Investment Type
- 4.2 Presentation Regarding 125th Anniversary Celebration

5.0 AGENDA BUILDING

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

6.0 EXECUTIVE DIRECTOR REPORT

7.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, July 27, 2016.

POSTED FRIDAY, JUNE 17, 2016 @ 1:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 25, 2016 Regular Board Meeting.
- 3.2 Review of April Financials and List of May Checks and Warrants
- 3.3 Approval of Insurance Renewal – LTD, Life, Dental, Vision
- 3.4 Approval of Operating Budget, FY 2016-17 and Job Descriptions for New and Revised Positions

**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.**

May 25, 2016

The Regular Board Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, May 25, 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 Ann I. Jones
Judge Mark Juhas
Kenneth Klein, Esquire
Judge Dennis Landin
Susan Steinhauser, Esquire

Trustees Absent:

Judge Richard Rico
Judge Michelle Williams Court

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

Also Present:

Marcelino Juarez, Finance Manager

President Jones determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Trustee Steinhauser joined the meeting during Discussion Item 4.1 at 12:28pm. Executive Director, Sandra Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Lee Paradise made comments including: a request that privacy dividers be installed in the Men's Restroom; a request to reduce parking fees for library card holders.

2.0 PRESIDENT'S REPORT

President Jones commended LA Law Library staff for the ongoing success with the library and for a successful Law Week.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the April 27, 2016 Regular Board Meeting.
- 3.2 Review of March 2016 Financials & April 2016 List of Checks and Warrants.
- 3.3 Quarterly Strategic Plan Update
- 3.4 Update and Approval of Illness & Injury Prevention Program and Emergency Action Plan

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Landin, seconded by Trustee Juhas. The motion was unanimously approved, 4-0.

4.0 DISCUSSION ITEMS

- 4.1 Discussion of Fiscal Year 2016/17 Budget

ED Levin presented a proposed budget for the next Fiscal Year which had been reviewed and assessed by ED Levin, Senior Director Jaye Steinbrick and Finance Manager Marcelino Juarez with additional support by the 2016 budget subcommittee including Trustee Court, Trustee Landin and Trustee Juhas . The Board of trustees felt comfortable with the proposed budget and requested to place it on the next Board Agenda as a Consent Calendar Item.

No action was taken.

- 4.2 Discussion and Approval of 2016-2017 Property & Liability Insurance Renewal

Finance Manager Juarez added to the discussion that with a soft market there are more options available. Board members stated they were comfortable choosing option 3.

President Jones requested a motion to approve the 2016-2017 Property & Liability Insurance Renewal choosing option 3 as recommended to authorize Keenan to bind coverage effective July 1, 2016 with a 10%/100K DIC deductible for a total premium of \$259,082. So moved by Trustee Steinhauser, seconded by Trustee Juhas. The motion was unanimously approved, 5-0.

- 4.3 Law Week After Report

Senior Public Interest Librarian Janine Liebert explained the theme presented this year for Law Week was Miranda Rights and Criminal Justice. Ms. Liebert also reported that the library was able to reach out and connect to more public patrons as well as expand the number of community partners. Trustee Steinhauser recommended reaching out to more high schools and emphasizing voting registration. President Jones was pleased to see classes offered in Spanish for the June Calendar.

No action was taken.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin announced that the Library will soon begin the process of developing a new Strategic Plan and therefore there will be no Strategic Plan reports for at least 6 months. ED Levin also noted that the number of classes at Branch and Partnership locations has grown tremendously. Also announced was a reminder for the 125th Anniversary Bash taking place at LA Law Library on July 27, 2016.

7.0 ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 1:12 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, June 22, 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 April 30, 2016

(Provisional and subject to year-end audit adjustments)

	6/30/2015	4/30/2016	Change
Assets			
Current assets			
Cash and cash equivalents	3,305,891	3,336,229	30,338
Accounts receivable	1,336,578	1,279,139	(57,439)
Prepaid expenses	239,161	337,070	97,909
Total current assets	4,881,630	4,952,438	70,808
Noncurrent assets			
Restricted cash and cash equivalents	302,980	318,470	15,490
Investments	4,037,519	4,085,950	48,430
Capital assets, not being depreciated	583,433	586,433	3,000
Capital assets, being depreciated - net	19,894,170	19,134,458	(759,711)
Total noncurrent assets	24,818,102	24,125,311	(692,791)
Total assets	29,699,731	29,077,748	(621,983)
Deferred Outflows of Resources			
Deferred Outflows of Resources	403,501	403,501	-
Total assets and deferred outflows of resources	30,103,232	29,481,249	(621,983)
Liabilities			
Current Liabilities			
Accounts payable	219,034	62,494	(156,540)
Other current liabilities	8,260	3,631	(4,629)
Payroll liabilities	14,015	13,393	(623)
Total current liabilities	241,310	79,518	(161,792)
Noncurrent Liabilities			
Accrued sick and vacation liability	369,252	316,163	(53,088)
Borrowers' deposit	326,794	325,092	(1,701)
OPEB liability	(47,304)	124,306	171,610
Net pension liability	(169,785)	(169,785)	-
Total noncurrent liabilities	478,956	595,777	116,820
Total liabilities	720,266	675,295	(44,971)
Deferred Inflows of Resources			
Deferred Inflows of Resources	1,829,778	1,829,778	-
Net Position			
Net position			
Invested in capital assets	20,477,603	19,720,891	(756,711)
Unrestricted	7,075,585	7,255,286	179,701
Total net position	27,553,188	26,976,177	(577,011)
Total liabilities, deferred inflows of resources, and net position	30,103,232	29,481,249	(621,983)

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2016
(Provisional and subject to year-end audit adjustments)

Apr 15 Actual	Apr 2016			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
565,778	529,529	559,162	29,632	5.6%
24,231	2,161	3,289	1,128	52.2%
62,535	55,750	62,095	6,345	11.4%
42,227	29,294	34,601	5,307	18.1%
<u>694,772</u>	<u>616,735</u>	<u>659,147</u>	<u>42,412</u>	<u>6.9%</u>
323,625	447,447	415,992	31,455	7.0%
0	0	58,425	(58,425)	0.0%
286,546	208,622	216,594	(7,972)	-3.8%
(286,546)	(208,622)	(216,594)	7,972	-3.8%
		0		
72,812	71,928	51,281	20,647	28.7%
8,402	11,870	8,138	3,732	31.4%
5,840	4,931	5,898	(967)	-19.6%
979	29	237	(207)	-710.8%
1,156	1,130	500	630	55.8%
132	300	245	55	18.2%
5,713	2,898	4,430	(1,532)	-52.9%
<u>272,795</u>	<u>295,211</u>	<u>252,215</u>	<u>42,997</u>	<u>14.6%</u>
<u>691,453</u>	<u>835,744</u>	<u>797,361</u>	<u>(38,383)</u>	<u>-4.6%</u>
<u>3,319</u>	<u>(219,009)</u>	<u>(138,214)</u>	<u>80,795</u>	<u>-36.9%</u>
(3,000)	2,917	84	(2,833)	-97.1%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>221</u>	<u>(216,093)</u>	<u>(138,130)</u>	<u>77,962</u>	<u>-36.1%</u>
				0.0%
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>

FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Summary:					
Income					
L.A. Superior Court Fees	5,459,676	5,350,874	5,460,887	110,013	2.1%
Interest	61,558	15,925	18,384	2,459	15.4%
Parking	553,704	557,500	595,101	37,601	6.7%
Library Services	412,252	433,788	460,584	26,796	6.2%
<u>Total Income</u>	<u>6,487,190</u>	<u>6,358,087</u>	<u>6,534,956</u>	<u>176,869</u>	<u>2.8%</u>
Expense					
Staff	3,363,034	3,503,426	3,254,597	248,829	7.1%
Electronic Resource Subscriptions	0	0	515,741	(515,741)	0.0%
Library Materials	2,401,222	2,086,398	1,685,349	401,049	19.2%
Library Materials Transferred to Assets	(2,401,222)	(2,086,398)	(1,685,349)	(401,049)	19.2%
Facilities	707,103	711,749	705,322	6,427	0.9%
Technology & Data	88,233	116,555	97,705	18,850	16.2%
General	61,491	61,256	51,659	9,597	15.7%
Professional Development	16,843	17,707	12,665	5,042	28.5%
Communications & Marketing	1,806	7,260	6,258	1,002	13.8%
Travel & Entertainment	1,610	3,341	1,979	1,362	40.8%
Professional Services	46,318	49,479	54,030	(4,551)	-9.2%
Depreciation	2,753,227	2,909,728	2,460,413	449,314	15.4%
<u>Total Expenses</u>	<u>7,039,665</u>	<u>7,380,501</u>	<u>7,160,368</u>	<u>220,133</u>	<u>3.0%</u>
Net Income (Loss)	(552,475)	(1,022,414)	(625,412)	130,161	-12.7%
Investment Gain (Loss)²	38,768	29,167	48,431	19,265	66.0%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
<u>Net Income Including Extraordinary Items</u>	<u>(513,900)</u>	<u>(996,164)</u>	<u>(576,981)</u>	<u>138,978</u>	<u>-14.0%</u>
					0.0%
Capitalized Expenditures	44,374	1,310,000	15,354	1,294,646	98.8%

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2016
(Provisional and subject to year-end audit adjustments)

Apr 15 Actual	Apr 2016				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:												
565,778	529,529	559,162	29,632	5.6%	15 FIN 303300	L.A. Superior Court Fees	5,459,676	5,350,874	5,460,887	110,013	2.1%	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:												
861	813	1,554	741	91.2%	15 FIN 311000	Interest - LAIF	2,536	2,438	3,880	1,443	59.2%	Better than expected ROR.
1,349	1,192	1,524	333	27.9%	15 FIN 312000	Interest - General Fund	12,334	11,917	12,659	742	6.2%	
162	157	211	54	34.4%	15 FIN 313000	Interest - Deposit Fund	1,731	1,571	1,845	274	17.5%	
21,762	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT ¹	44,764	0	0	0	0.0%	
98	0	0	0	0.0%	15 FIN 313200	Interest - Bonds ²	193	0	0	0	0.0%	
24,231	2,161	3,289	1,128	52.2%		Subtotal	61,558	15,925	18,384	2,459	15.4%	
Parking:												
62,535	55,750	62,095	6,345	11.4%	39 FAC 330100	Parking	553,704	557,500	595,101	37,601	6.7%	Favorable variance due in part to a \$14K payment from City of LA re: 2014's Made In America event.
62,535	55,750	62,095	6,345	11.4%		Subtotal	553,704	557,500	595,101	37,601	6.7%	
Library Services:												
16	200	16	(184)	-91.9%	27 CIRC 330150	Annual Borrowing Fee	1,739	2,000	1,804	(196)	-9.8%	April slowdown. Expect an increase in June as we bill for the coming fiscal year.
13,430	9,165	8,420	(745)	-8.1%	25 P&P 330140	Annual Members Fee	95,140	91,650	100,138	8,488	9.3%	Timing variance.
3,972	2,008	2,728	720	35.9%	23 R&R 330340	Course Registration	24,662	20,080	24,198	4,118	20.5%	Includes a \$6,500 Business/Housing Rights Series sponsorship from Pacific Western Bank.
5,289	4,500	6,182	1,682	37.4%	27 CIRC 330129	Copy Center	50,509	45,000	50,440	5,440	12.1%	Better than anticipated performance.
2,424	1,900	1,683	(217)	-11.4%	27 CIRC 330205	Document Delivery	19,301	19,000	22,290	3,290	17.3%	Better than anticipated performance.
3,881	3,200	4,660	1,460	45.6%	27 CIRC 330210	Fines	32,121	32,000	36,344	4,344	13.6%	Better than anticipated performance.
11,599	4,333	4,260	(74)	-1.7%	15 FIN 330310	Miscellaneous	46,258	54,178	31,072	(23,106)	-42.6%	Google reimbursement not yet realized due to a delay in payment and preliminary test period.
363	3,585	1,465	(2,120)	-59.1%	39 FAC 330330	Room Rental	47,312	35,850	47,130	11,280	31.5%	Partially offset by increased room rental expenses
1,164	250	0	(250)	-100.0%	27 CIRC 330350	Book Replacement	3,642	2,500	1,610	(890)	-35.6%	Timing variance.
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	120,000	0	0.0%	Timing variance
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
90	153	113	(40)	-25.9%	39 FAC 330450	Vending	2,993	1,530	884	(646)	-42.2%	
0	0	5,075	5,075	0.0%	37 COM 330465	Special Events Income	3,575	10,000	11,467	1,467	14.7%	Timing variance. A portion is offset by Special Events expense. Law Week 2016 expenses are forthcoming.
42,227	29,294	34,601	5,307	18.1%		Subtotal	412,252	433,788	460,584	26,796	6.2%	
694,772	616,735	659,147	42,412	6.9%		Total Income	6,487,190	6,358,087	6,534,956	176,869	2.8%	
Expenses:												
Staff:												
186,517	291,643	271,343	20,300	7.0%	ALL 501000	Salaries (benefits eligible)	1,976,083	2,138,714	1,938,478	200,235	9.4%	Favorable variance due to vacancies and Dec 2015 furloughs.
0	(5,833)	0	(5,833)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(42,774)	0	(42,774)	100.0%	Already reflected in reduced salary expense
17,759	27,570	25,875	1,695	6.1%	ALL 501050	Salaries (benefits ineligible)	196,973	202,176	193,071	9,106	4.5%	
0	(551)	0	(551)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(4,044)	0	(4,044)	100.0%	Already reflected in reduced salary expense
12,243	19,791	17,222	2,569	13.0%	15 FIN 502000	Social Security	127,629	145,135	122,509	22,626	15.6%	Favorable variance due to vacancies.
2,863	4,629	4,028	601	13.0%	15 FIN 503000	Medicare	31,008	33,943	29,763	4,180	12.3%	Favorable variance due to vacancies.
20,827	32,444	30,178	2,265	7.0%	15 FIN 511000	Retirement	223,539	251,033	233,672	17,360	6.9%	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%	
41,482	43,558	38,526	5,031	11.6%	15 FIN 512000	Health Insurance	405,105	422,072	397,510	24,562	5.8%	Favorable variance due to vacancies.
408	381	405	(24)	-6.2%	15 FIN 513000	Disability Insurance	4,297	3,808	4,107	(299)	-7.9%	
5,327	5,526	3,603	1,923	34.8%	15 FIN 514000	Dental Insurance	51,121	54,992	49,664	5,328	9.7%	Favorable variance due to vacancies.
566	631	519	111	17.7%	15 FIN 514500	Vision Insurance	6,226	6,276	5,791	485	7.7%	Favorable variance due to vacancies.
109	140	(47)	187	133.5%	15 FIN 515000	Life Insurance	1,001	1,400	803	597	42.6%	Favorable variance due to vacancies.

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2016
(Provisional and subject to year-end audit adjustments)

Apr 15 Actual	Apr 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	0	0	0	0.0%	15 FIN 515500							
8,734	7,860	6,366	1,495	19.0%	15 FIN 516000	70,280	92,088	87,084	5,004	5.4%		
(13)	0	0	0	0.0%	15 FIN 517000	(32)	0	(96)	96	0.0%		
1,971	0	0	0	0.0%	25 P&P 514010	14,975	2,000	1,916	84	4.2%		
79	0	0	0	0.0%	13 HR 514015	738	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	231,500	171,607	171,609	(2)	0.0%		
778	1,250	94	1,156	92.5%	15 FIN 518550	10,373	12,500	7,010	5,490	43.9%	Timing variance and reduction in usage of transportation reimbursement program.	
825	1,250	720	530	42.4%	15 FIN 518560	12,220	12,500	11,226	1,274	10.2%		
323,625	447,447	415,992	31,455	7.0%		3,363,034	3,503,426	3,254,597	248,829	7.1%		
Library Materials/Electronic Resources Subscription:												
233,295	165,833	129,148	36,685	22.1%	23 R&R 601999	1,804,845	1,658,333	1,239,552	418,781	25.3%	Timing variance and ERS accounting change.	
2,833	3,333	1,426	1,907	57.2%	23 R&R 602999	26,628	33,333	13,485	19,848	59.5%	Careful selection of new materials given budget uncertainties and cost of subsequent supplementation.	
3,023	3,067	2,719	348	11.3%	23 R&R 609199	31,011	30,667	38,220	(7,554)	-24.6%	Timing variance, unanticipated cost increase due to publishers replacing volumes in lieu of supplementation.	
484	75	0	75	100.0%	23 R&R 609299	484	931	0	931	100.0%	Expansion of print collection is not planned.	
3,978	15,000	34,822	(19,822)	-132.1%	23 R&R 603999	222,507	150,000	132,777	17,223	11.5%	Timing variance and ERS accounting change.	
0	130	0	130	100.0%	23 R&R 604999	87	1,300	0	1,300	100.0%	Careful selection of new materials.	
30,878	11,250	31,797	(20,547)	-182.6%	23 R&R 605999	184,446	112,500	154,097	(41,597)	-37.0%	Cancellations taking longer to instate than anticipated, resulting in YTD unfavorable variance.	
7	1,000	10	990	99.0%	23 R&R 606999	1,140	10,000	513	9,487	94.9%	Careful selection of new materials.	
9,291	6,667	15,202	(8,535)	-128.0%	23 R&R 607999	103,218	66,667	90,459	(23,793)	-35.7%	Cancellations taking longer to instate than anticipated, resulting in YTD unfavorable variance.	
125	333	42	291	87.4%	23 R&R 608999	2,827	3,333	117	3,216	96.5%	Careful selection of new materials	
2,599	1,833	1,428	406	22.1%	23 R&R 609399	23,811	18,333	15,946	2,388	13.0%	Timing variance and ERS accounting change.	
34	100	0	100	100.0%	23 R&R 609499	217	1,000	181	819	81.9%	Careful selection of new materials	
286,546	208,622	216,594	(7,972)	-3.8%		2,401,222	2,086,398	1,685,349	401,049	19.2%		
(286,546)	(208,622)	(216,594)	7,972	-3.8%	15 FIN 690000	(2,401,222)	(2,086,398)	(1,685,349)	(401,049)	19.2%		
0	0	58,425	(58,425)	0.0%	15 FIN 685000	0	0	515,741	(515,741)	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:												
6,066	2,900	811	2,089	72.0%	39 FAC 801005	35,892	29,000	30,300	(1,300)	-4.5%	Unexpected \$9K HVAC repair in July / timing variance.	
514	2,050	997	1,053	51.3%	39 FAC 801010	14,916	20,500	8,284	12,216	59.6%	Timing variance.	
0	1,292	0	1,292	100.0%	39 FAC 801015	10,127	12,920	7,094	5,826	45.1%	Timing variance.	
9,079	10,356	464	9,892	95.5%	39 FAC 801020	99,444	103,560	89,280	14,280	13.8%	Increased usage due to higher temps.	
966	0	966	(966)	0.0%	39 FAC 801025	11,923	0	9,660	(9,660)	0.0%	Delay of Elevator Upgrade Project.	
2,078	4,352	4,548	(196)	-4.5%	39 FAC 801030	26,339	29,520	28,428	1,092	3.7%	Increased A/C usage due to higher temps. / timing variance.	
21,071	22,500	24,428	(1,928)	-8.6%	15 FIN 801035	210,709	232,229	244,279	(12,050)	-5.2%		
8,674	8,755	8,674	81	0.9%	39 FAC 801040	87,492	87,550	86,742	808	0.9%		
1,050	1,200	3,561	(2,361)	-196.8%	39 FAC 801045	11,571	12,000	10,911	1,089	9.1%	Timing variance.	
14,792	14,605	4,670	9,935	68.0%	39 FAC 801050	148,527	146,050	144,697	1,353	0.9%	Timing variance.	
5,850	1,750	114	1,636	93.5%	39 FAC 801060	33,622	17,500	27,282	(9,782)	-55.9%	Offset by Room Rental income.	

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2016
(Provisional and subject to year-end audit adjustments)

Apr 15 Actual	Apr 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD					Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
1,606	938	1,426	(488)	-52.0%	37 COM 801065	Special Events Expenses	8,727	9,620	9,573	47	0.5%	Timing variance / offset by PBW sponsorships. Law Week 2016 expenses forthcoming.
0	100	0	100	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	598	1,000	300	700	70.0%	Timing variance.
97	300	0	300	100.0%	39 FAC 801110	Equipment (<3K)	720	3,000	1,426	1,574	52.5%	Timing variance.
0	140	0	140	100.0%	39 FAC 801115	Building Alterations (<3K)	0	1,400	0	1,400	100.0%	Timing variance.
968	450	317	133	29.5%	35 CMS 801120	Delivery & Postage	3,787	3,500	5,323	(1,823)	-52.1%	Unbudgeted expense (\$2,135.21) incurred by Oct return shipment of rare books from Bonhams.
0	240	305	(65)	-27.1%	39 FAC 801125	Kitchen supplies	2,711	2,400	1,743	657	27.4%	Timing variance.
72,812	71,928	51,281	20,647	28.7%		Subtotal	707,103	711,749	705,322	6,427	0.9%	
						Technology:						
830	1,816	1,758	58	3.2%	33 TECH 801210	Software Maintenance	12,397	14,355	15,788	(1,433)	-10.0%	Software Upgrade originally budgeted as Capital Expense.
825	1,491	1,183	308	20.7%	33 TECH 801212	Hardware Maintenance	9,246	15,270	11,693	3,577	23.4%	Timing variance.
0	1,200	0	1,200	100.0%	33 TECH 801215	Software (<\$3k)	269	12,500	517	11,983	95.9%	Timing variance.
0	0	16	(16)	0.0%	33 TECH 801220	Hardware (<\$3k)	2,139	3,600	3,790	(190)	-5.3%	
391	0	0	0	0.0%	33 TECH 801225	Computer Supplies	391	0	344	(344)	0.0%	Timing variance (Quarterly Invoice).
3,865	3,863	4,039	(176)	-4.5%	33 TECH 801230	Integrated Library System	37,670	38,630	39,365	(735)	-1.9%	Timing variance.
2,425	3,500	742	2,758	78.8%	33 TECH 801235	Telecommunications	24,676	32,200	25,189	7,011	21.8%	Timing variance.
65	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	91	0	0	0	0.0%	
0	0	400	(400)	0.0%	33 TECH 801250	Services	1,355	0	1,018	(1,018)	0.0%	
8,402	11,870	8,138	3,732	31.4%		Subtotal	88,233	116,555	97,705	18,850	16.2%	
						General:						
998	700	476	224	32.1%	15 FIN 801310	Bank Charges	6,601	7,000	5,148	1,852	26.5%	
656	680	678	2	0.2%	35 CMS 801315	Bibliographical Services	6,566	7,810	7,766	44	0.6%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
54	90	174	(84)	-93.2%	17 EXEC 801325	Board Expense	2,105	900	627	273	30.3%	
76	50	36	14	27.4%	37 COM 801330	Staff meals & events	1,636	2,035	1,212	823	40.4%	Timing variance.
171	711	1,283	(573)	-80.5%	15 FIN 801335	Supplies - Office	12,231	10,711	9,630	1,081	10.1%	
889	1,200	1,765	(565)	-47.1%	35 CMS 801337	Supplies - Library materials	6,181	8,000	6,409	1,591	19.9%	Timing variance due to delayed bulk order, in search of durable binders meeting heavy usage requirement; expect to finalize by May.
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	665	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%	
1,323	1,500	220	1,281	85.4%	27 CIRC 801370	Copy Center Expense	19,398	21,500	17,837	3,663	17.0%	Offset by increased revenue.
(12)	0	0	0	0.0%	15 FIN 801375	General - Misc	578	0	963	(963)	0.0%	
664	0	0	0	0.0%	23 R&R 801390	Course Registration	4,099	300	564	(264)	-88.0%	
1,021	0	1,266	(1,266)	0.0%	17 EXEC 801395	Friends of Law Library	1,433	0	1,503	(1,503)	0.0%	
5,840	4,931	5,898	(967)	-19.6%		Subtotal	61,491	61,256	51,659	9,597	15.7%	
						Professional Development:						
0	0	0	0	0.0%	ALL 803105	Travel	3,571	6,340	1,772	4,568	72.1%	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%	
344	29	237	(207)	-710.8%	ALL 803115	Membership dues	10,278	7,627	9,215	(1,588)	-20.8%	Timing variance.
635	0	0	0	0.0%	ALL 803120	Registration fees	2,590	3,740	1,678	2,062	55.1%	Frugal planning and grant awards.
0	0	0	0	0.0%	ALL 803125	Educational materials	264	0	0	0	0.0%	
979	29	237	(207)	-710.8%		Subtotal	16,843	17,707	12,665	5,042	28.5%	
						Communications & Marketing:						
0	150	0	150	100.0%	37 COM 803205	Services	0	1,500	0	1,500	100.0%	Timing variance.
1,099	180	0	180	100.0%	37 COM 803210	Collateral materials	1,099	2,110	1,550	561	26.6%	Timing variance.
0	0	500	(500)	0.0%	37 COM 803215	Advertising	104	2,550	4,684	(2,134)	-83.7%	Includes \$1,200 in unbudgeted e-mail marketing expenditures.
57	800	0	800	100.0%	37 COM 803220	Trade shows & Outreach	604	1,100	25	1,075	97.7%	Timing variance.
1,156	1,130	500	630	55.8%		Subtotal	1,806	7,260	6,258	1,002	13.8%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	22	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%	
132	300	245	55	18.2%	ALL 803320	Ground transportation & mileage reimb.	1,588	3,341	1,979	1,362	40.8%	

Los Angeles County Law Library
Income Statement for the Period Ending April 30, 2016
(Provisional and subject to year-end audit adjustments)

Apr 15 Actual	Apr 2016				FY 2014-15 YTD Actual	FY 2015-16 YTD				Comments				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%		
132	300	245	55	18.2%			Subtotal	1,610	3,341	1,979	1,362	40.8%		
							Professional Services							
1,700	0	1,300	(1,300)	0.0%	15	FIN	804005	Accounting	17,700	18,500	21,630	(3,130)	-16.9%	Includes \$3K unbudgeted GASB 45 valuation report.
4,013	2,898	3,130	(232)	-8.0%	17	EXEC	804008	Consulting Services	28,600	28,979	32,400	(3,421)	-11.8%	Includes unbudgeted annual HR On-site Fee as well as 2% retainer increase effective 1/1/2016.
0	0	0	0	0.0%	17	EXEC	804010	Legal	18	2,000	0	2,000	100.0%	
0	0	0	0	0.0%	15	FIN	804015	Other	0	0	0	0	0.0%	
5,713	2,898	4,430	(1,532)	-52.9%			Subtotal	46,318	49,479	54,030	(4,551)	-9.2%		
							Depreciation:							
244,354	258,208	224,292	33,915	13.1%	15	FIN	806105	Depreciation - Library Materials	2,458,245	2,582,078	2,179,685	402,393	15.6%	Change in accounting for ERS.
28,441	37,003	27,922	9,081	24.5%	15	FIN	806110	Depreciation Exp - FF&E	294,982	327,650	280,728	46,921	14.3%	Delay in planned capital fixed asset purchases.
272,795	295,211	252,215	42,997	14.6%			Subtotal	2,753,227	2,909,728	2,460,413	449,314	15.4%		
691,453	835,744	797,361	38,383	4.6%			Total Expense	7,039,665	7,380,501	7,160,368	220,133	3.0%		
3,319	(219,009)	(138,214)	80,795	-36.9%			Net Income Before Extraordinary Items	(552,475)	(1,022,414)	(625,412)	130,161	-12.7%		
							Investment Gain (Loss) ²							
(3,097)	2,917	84	(2,833)	-97.1%	15	FIN	321000	Investment Gain (Loss) ²	38,576	29,167	48,431	19,265	66.0%	
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	
221	(216,093)	(138,130)	77,962	-36.1%			Net Income Including Extraordinary Items	(513,900)	(996,164)	(576,981)	138,978	-14.0%		
							Capital Expenditures:							
0	0	0	0	0.0%	39	FAC	161100	Furniture / Appliances (>3k)	44,374	35,000	3,924	31,076	88.8%	Timing variance.
0	0	0	0	0.0%	33	TECH	161300	Electronics / Computer Hardware (>3k)	0	40,000	0	40,000	100.0%	
0	0	0	0	0.0%	39	FAC	164500	Exterior Building Repairs/Improvements (>3k)	0	455,000	0	455,000	100.0%	Timing variance.
0	0	0	0	0.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)	0	435,000	0	435,000	100.0%	Timing variance.
0	0	0	0	0.0%	33	TECH	168000	Computer Software	0	345,000	11,430	333,570	96.7%	Portion expensed to "Software Maintenance GL 801210. Rest is timing variance.
0	0	0	0	0.0%			Total - Capitalized Expenditures	44,374	1,310,000	15,354	1,294,646	98.8%		
							CalPERS CERBT Trust Fund ¹ :							
							Beginning Balance			1,973,185				
							Administrative Expense			(80)			CalPERS CERBT program cost.	
							Investment Expense			(58)			Investment management cost.	
							Unrealized Gain/Loss			25,511			Fluctuating market conditions.	
							Ending Balance			1,998,558				

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 April 30, 2016
(Provisional and subject to year-end audit adjustments)

	4/30/2016	YTD
Cash flows from operating activities		
L.A. Superior court fees	559,162	5,460,887
Parking fees	62,095	595,101
Library services	34,601	340,584
(Increase) decrease in accounts receivable	(70,859)	57,411
Increase (decrease) in borrowers' deposit	3,182	(1,701)
Cash received from filing fees and services	588,181	6,452,281
Facilities	(51,281)	(705,322)
Technology	(8,138)	(97,705)
General	(5,898)	(51,659)
Professional development	(237)	(12,665)
Communications & marketing	(500)	(6,258)
Travel & entertainment	(245)	(1,979)
Professional services	(4,430)	(54,030)
Electronic Resource Subscriptions (ERS)	(58,425)	(515,741)
(Increase) decrease in prepaid expenses	43,062	(97,909)
Increase (decrease) in accounts payable	(112,624)	(156,540)
Increase (decrease) in other liabilities	(27)	(4,629)
Cash payments to suppliers for goods and services	(198,743)	(1,704,436)
Staff (payroll + benefits)	(415,992)	(3,254,597)
Increase (decrease) in payroll liabilities	2,837	(623)
Increase (decrease) in accrued sick and vacation liability	-	(53,088)
Increase (decrease) in OPEB liability	17,161	171,610
Increase (decrease) in net pension liability	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(395,994)	(3,136,698)
Contributions received	-	120,000
Net cash from operating activities	(6,556)	1,731,147
Cash flow from capital and related financing activities		
Library materials	(216,594)	(1,685,349)
Fixed assets	-	(15,354)
Capital - Work in Progress (WIP)	-	(3,000)
Cash flows from investing activities		
Investment earnings	3,289	18,384
Net cash increase (decrease) in cash and cash equivalents	(219,860)	45,829
Cash and cash equivalents, at beginning of period	3,874,560	3,608,871
Cash and cash equivalents, at end of period	3,654,700	3,654,700
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(141,504)	(643,796)
Adjustments for noncash effects:		
Depreciation	252,215	2,460,413
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(70,831)	57,439
(Increase) decrease in prepaid expenses	43,062	(97,909)
Increase (decrease) in accounts payable	(112,624)	(156,540)
Increase (decrease) in other liabilities	(27)	(4,629)
Increase (decrease) in payroll liabilities	2,837	(623)
Increase (decrease) in accrued sick and vacation liability	-	(53,088)
Increase (decrease) in borrowers' deposit	3,182	(1,701)
Increase (decrease) in OPEB asset	17,161	171,610
Increase (decrease) in net pension liability	-	-
Net cash from operating activities	(6,528)	1,731,175

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	LOS ANGELES EDUCATION PARTNERSHIP	ADVERTISING	500.00	029186
	CHRISTINE R LANGTEAU	MILEAGE	47.95	029187
	RYAN METHENY	SPECIAL EVENTS EX	29.26	029188
May 11	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	575.29	029189
	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029190
	SYNCB AMAZON	FRIENDS	76.37	029191
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	135.06	029192
	LAW PUBLISHERS	BOOKS	301.00	029193
	RPCD DBA SMARTRULES	BOOKS	6,000.00	029194
	DIANE L CLAY	REFUND	140.00	029195
	CHRISTOPHER EDWARD CONTE	REFUND	140.00	029196
	PETER DAM	REFUND	140.00	029197
	DAVID INHO KIM	REFUND	134.00	029198
	SAM EDWARD LUCAS	REFUND	140.00	029199
May 13	RANDA S REID	REFUND	140.00	029200
	BANKS & JORDAN	BOOKS	75.70	029201
	CARSWELL COMPANY LTD	BOOKS	48.00	029202
	CASALINI LIBRI	BOOKS	73.20	029203
	LIBRAIRIE DUCHEMIN	BOOKS	370.58	029204
	LIBROS CENTROAMERICANOS	BOOKS	99.75	029205
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	710.00	029206
May 16	PAN PACIFICA	BOOKS	224.00	029207
	ESTHER EASTMAN	MILEAGE	35.60	029208
	GUARDIAN	PREPAID EXP	7,349.48	029209
	COUNTY OF LOS ANGELES	HEATING/COOLING	4,547.55	029210
	MANAGE EASE INCORPORATED	CONSULTING	1,765.00	029211
	ELIZABETH WARNER	MILEAGE	161.73	029212
May 23	FREDERICK GOODSON	REFUND	125.00	029213
	MURALI M MENON	REFUND	140.00	029214
	CALVIN J PARK	REFUND	125.00	029215
	LAW OFFICE OF CINDY N TRAN APC	REFUND	400.00	029216
May 24	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	363.75	029217
	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	584.64	029218
	MARY MARTIN BOOKSELLERS	BOOKS	1,760.00	029219
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	500.00	029220
	BRIDGES FILTER SERVICE, INC	BUILDING SERVICES	511.59	029221
	ESTHER EASTMAN	TRAVEL	10.00	029222
May 27	MANAGE EASE INCORPORATED	CONSULTING	1,365.00	029223

39,484.67

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 2	SOUTHWEST AIRLINES	TRAVEL	377.96	V001252
May 6	DODGERS.COM	STAFF MEALS & EVE	690.00	V001280
May 10	ALONTI CAFE & CATERING	BOARD EXPENSE	61.00	V001302
May 11	BRIGHTVIEW	LANDSCAPING	3,561.11	V001254
	OCLC INC	BIBLIOGRAPHICAL S	678.40	V001255
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	178.00	V001256
	QUILL CORPORATION	SUPPLIES-LIBRARY	60.93	V001257
	AMERICAN LIBRARY ASSOCIATION	BOOKS	38.70	V001258
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	797.88	V001259
	BERNAN ASSOCIATES	BOOKS	428.00	V001260
	CALIFORNIA HOSPITAL ASSOCIATION CAH	BOOKS	710.32	V001261
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,173.86	V001262
	COMPASS PUB CO	BOOKS	240.00	V001263
	JAMES PUBLISHING INC	BOOKS	326.71	V001264
	JURIS PUBLISHING INC	BOOKS	185.74	V001265
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,892.25	V001266
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,000.00	V001267
	LRP PUBLICATIONS	BOOKS	169.50	V001268
	SPECIALTY TECHNICAL PUBLISHERS INC	BOOKS	660.00	V001269
	THOMSON REUTERS	BOOKS	59,053.90	V001270
May 13	WOLTERS KLUWER LAW & BUSINESS	BOOKS	832.00	V001271
	BERNAN ASSOCIATES	BOOKS	208.86	V001272
	GEORGE T BISEL COMPANY	BOOKS	81.90	V001273
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,248.77	V001274
	JURIS PUBLISHING INC	BOOKS	122.87	V001275
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	7,227.75	V001277
	PRACTISING LAW INSTITUTE	BOOKS	378.80	V001278
	THOMSON REUTERS	BOOKS	326.35	V001279
May 16	ALTA FOODCRAFT	KITCHEN SUPPLIES	304.94	V001281
	BRIGHTVIEW	LANDSCAPING	1,250.00	V001282
	REPUBLIC SERVICES #902	BLDG SVCS	245.54	V001283
	SUPPLYWORKS	CLEANING SUPPLIES	1,882.60	V001284
May 17	DELL MARKETING L P	SOFTWARE MAINTE	3,923.55	V001343
May 23	INDIE PRINTING INC	STATIONERY & BUSI	70.85	V001303
	SOUTHWEST AIRLINES	TRAVEL	397.96	V001304
May 24	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	27.63	V001285

104,846.45

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	31.82	V001286
	BERNAN ASSOCIATES	BOOKS	299.60	V001287
	BUREAU OF NATIONAL AFFAIRS INC	BOOKS	44,480.75	V001288
	BLOOMBERG BNA	BOOKS	500.75	V001289
	CCH INCORPORATED	BOOKS	111.62	V001290
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	290.56	V001291
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	922.10	V001292
	JAMES PUBLISHING INC	BOOKS	168.00	V001293
	LAWPRESS CORPORATION	BOOKS	627.60	V001294
	OCONNORS	BOOKS	130.00	V001295
	OXFORD UNIVERSITY PRESS	BOOKS	295.91	V001296
	THOMSON REUTERS	BOOKS	107.92	V001297
	JOHN WILEY & SONS INC	BOOKS	95.74	V001298
	WILLIAM S HEIN & CO	BOOKS	2,404.90	V001299
	WYOMING STATE BAR	BOOKS	106.00	V001300
	YBP LIBRARY SERVICES	BOOKS	190.37	V001301
	OFFICE DEPOT	SUPPLIES-OFFICE	871.53	V001305
	STATE COMPENSATION INSURANCE FUND	PREPAID EXP	6,365.58	V001306
	UNITED PARCEL SERVICE	DELIVERY & POSTAG	32.19	V001307
	VALLEY WIDE AIR	REPAIR & MAINTENA	200.00	V001308
May 25	ALONTI CAFE & CATERING	BOARD EXPENSE	90.95	V001339
May 31	STAMPS.COM	DELIVERY & POSTAG	300.00	V001340

163,438.52

LOS ANGELES COUNTY LAW LIBRARY
May 1, 2016 - May 31, 2016 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 16	L A DEPT WATER & POWER	WATER/SEWER	463.54	V000057

463.54

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
May 25	CALPERS	PREPAID EXP	52,313.29	TS00235287

52,313.29

MEMORANDUM

DATE: June 22, 2016

TO: Board of Law Library Trustees

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

RE: Dental, Vision, Disability (LTD), and Life Insurance Renewal

BACKGROUND

Brecher Insurance & Financial Services (Brecher) is the Library’s current insurance broker for dental, vision, disability (LTD), and life insurance. Our policies are subject to annual renewal and are scheduled to expire July 31, 2016. This insurance coverage is currently provided through Guardian. Accordingly, the Law Library requested that our broker solicit and secure the most competitive bid for renewal.

Based on their experience and expertise, Brecher recommends that the Law Library renew with Guardian.

ANALYSIS

Brecher’s analysis and recommendations are attached. Essentially, Guardian initially proposed increases to the premiums on all lines of coverage but through negotiation, Brecher was able to eliminate almost all increases. In particular, Guardian has agreed to rate pass (0 increase) on all lines of coverage except Dental. Dental is expected to increase by only 3% (an increase of \$177/month or \$2,115/year, a portion of which will be paid by employees with enrolled dependents). This will allow us to;

1. Provide the same level of coverage to employees with very minimal cost increase, and,
2. Be budget sensitive. As you may recall, we anticipated slight increases in some these lines of coverages in our FY 2017 budget proposal.

ALTERNATIVES

The Board might:

1. approve the renewal of all lines of insurance coverages with Guardian; or
2. request additional bids for consideration at the July meeting.

RECOMMENDATION

Staff recommends that the Board approve the renewal of all lines of insurance coverages with Guardian.



BRECHER INSURANCE AND FINANCIAL SERVICES

6300 WILSHIRE BLVD., SUITE 2200 • LOS ANGELES, CA • 90048 • PHONE (323) 782-3289 • FAX (323) 782-3022

MEMORANDUM

DATE: June 10, 2016

TO: Board of Law Library Trustees

FROM: David Brecher, Brecher Insurance & Financial Services

RE: Dental, Vision, Life and Long-Term Disability Insurance Renewal

SUMMARY

The Library's group dental, vision, basic life, AD&D, voluntary life and AD&D, and long-term disability (LTD) insurance plans renew on August 1, 2016. Guardian has agreed to a rate pass on all lines of coverage except Dental.

ANALYSIS AND DETAIL

After negotiation, Guardian has agreed to renew vision, basic life, AD&D, and voluntary life and AD&D coverage with no rate increase. The initial renewal proposed an increase of 3% on vision, 15.8% on LTD, and 8.3% on life. The initial planned increase on the dental was 4%. We were able to negotiate that down to 3%, which is an increase of \$177/month or \$2,115/year (a portion of which will be paid by employees with enrolled dependents).

OPTIONS

1. Renew coverage with Guardian as is.
2. Market the coverage with other carriers. Note: In the past, all carriers declined to quote dental due to the large retiree population with the exception of Assurant. Unlike prior year where they too declined to quote, last year Assurant provided a quote. Assurant is under new ownership, so we cannot predict whether or not they would be willing to quote this year.

RECOMMENDATION

Because we were able to negotiate a rate pass on the dental last year, the Library has had the same dental rates for the last two years. An increase of three percent over two years is reasonable, especially in today's market. By renewing with Guardian, Los Angeles Law Library can maintain the current benefits with a modest increase in annual premium. Brecher Insurance and Financial Services recommends renewing with Guardian.

David Brecher, CA Insurance License #0B01282

David A. Brecher, ChFC®, CPA (Inactive), Registered Representative, offering securities through NYLIFE Securities LLC Member FINRA/SIPC,
A Licensed Insurance Agency (323) 782-3000

Financial Adviser offering investment advisory services through Eagle Strategies LLC., A Registered Investment Adviser
Brecher Insurance And Financial Services is not owned or operated by NYLIFE Securities LLC or its affiliates.



**It's renewal
time!**

**Guardian is
here to help.**

RENEWAL INFORMATION FOR

**LA LAW LIBRARY
GROUP PLAN # 00449734**

**RENEWAL PERIOD
August 1, 2016 - July 31, 2017**



LIFE | DENTAL | VISION | DISABILITY | ABSENCE | SUPPLEMENTAL HEALTH | STOP LOSS | ASO

GuardianAnytime.com

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What you'll find in this package

RENEWAL INFORMATION

PAGE

Renewal Rates At-a-Glance

2

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1, 2 and 3

DENTAL PLAN RATES -					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	36	\$60.40	\$26,093	\$62.21	\$26,875
EE & SP	14	\$109.95	\$18,472	\$113.25	\$19,026
EE & CH	2	\$139.01	\$3,336	\$143.18	\$3,436
FAMILY	10	\$188.61	\$22,633	\$194.27	\$23,312
TOTAL	62		\$70,534		\$72,649

If you have determined that your group is subject to ACA regulations which require you to include pediatric dental essential health benefits, Guardian can provide these benefits. Please contact your local Sales Office for options.

This plan is currently offered for Insurance Class 1 and 3

VISION PLAN RATES -					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	16	\$12.42	\$2,385	\$12.42	\$2,385
EE & SP	7	\$21.32	\$1,791	\$21.32	\$1,791
EE & CH	2	\$21.75	\$522	\$21.75	\$522
FAMILY	9	\$35.07	\$3,788	\$35.07	\$3,788
TOTAL	34		\$8,485		\$8,485

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

LTD PLAN RATES				
Volume	CURRENT		RENEWAL	
	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
\$190,141	\$0.190/\$100	\$4,335	\$0.190/\$100	\$4,335

This plan is currently offered for Insurance Class 1 and 3

BASIC LIFE PLAN RATES					
Coverage	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
BASIC LIFE	\$857,500	\$0.120/\$1000	\$1,235	\$0.120/\$1000	\$1,235

This plan is currently offered for Insurance Class 1 and 3

AD&D PLAN RATES					
Coverage	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
AD&D	\$857,500	\$0.020/\$1000	\$206	\$0.020/\$1000	\$206

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
EMPLOYEES Age	CURRENT	RENEWAL
	Monthly Rate	Monthly Rate
15-29	\$0.055/\$1000	\$0.055/\$1000
30-34	\$0.063	\$0.063
35-39	\$0.094	\$0.094
40-44	\$0.166	\$0.166
45-49	\$0.257	\$0.257
50-54	\$0.389	\$0.389
55-59	\$0.617	\$0.617
60-64	\$1.032	\$1.032
65-69	\$1.686	\$1.686

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES (Continued)		
	CURRENT	RENEWAL
70-74	\$2.728	\$2.728
75-79	\$4.848	\$4.848
80-84	\$9.463	\$9.463
85-89	\$15.626	\$15.626
90-94	\$24.435	\$24.435
95-99	\$37.348	\$37.348

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
SPOUSE Age	CURRENT Monthly Rate	RENEWAL Monthly Rate
15-29	\$0.055/\$1000	\$0.055/\$1000
30-34	\$0.063	\$0.063
35-39	\$0.094	\$0.094
40-44	\$0.166	\$0.166
45-49	\$0.257	\$0.257
50-54	\$0.389	\$0.389
55-59	\$0.617	\$0.617
60-64	\$1.032	\$1.032
65-69	\$1.686	\$1.686
70-74	\$2.728	\$2.728
75-79	\$4.848	\$4.848
80-84	\$9.463	\$9.463
85-89	\$15.626	\$15.626
90-94	\$24.435	\$24.435
95-99	\$37.348	\$37.348

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY LIFE PLAN RATES		
	CURRENT Monthly Rate	RENEWAL Monthly Rate
CHILD(REN)	\$0.167/\$1000	\$0.167/\$1000

Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1 and 3

VOLUNTARY AD&D PLAN RATES					
Tier	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	\$1,280,000	\$0.032/\$1000	\$492	\$0.032/\$1000	\$492
SPOUSE	\$225,000	\$0.032	\$86	\$0.032	\$86
CHILD(REN)	\$30,000	\$0.032	\$12	\$0.032	\$12

Additional Dental Information

DENTAL MAXIMUM ROLLOVER SUMMARY

For Benefit Year Ending: 12/31/2016

ROLLOVER ACCOUNT SIZE	NUMBER OF QUALIFYING EMPLOYEES & DEPENDENTS	TOTAL ACCOUNT VALUE
\$0	16	\$0.00
\$1 - \$250	0	\$0.00
\$251 - \$500	7	\$2,800.00
\$501 - \$750	19	\$11,715.50
\$751 - \$1,000	7	\$6,511.70
Over \$1,000	59	\$85,500.00
TOTAL	92	\$106,527.20

8 of your Employees and Dependents currently are eligible for additional Maximum Rollover amounts.

"Benefit Year" refers to the 12-month period during which charges are counted toward this plan's annual maximum.

"Number of Qualifying Employees and Dependents" reflects information available at the time this renewal package was issued. Additional claims will affect this count.

"Eligibility for additional rollover amounts reflects information available at the time this renewal package was issued. Additional claims will affect the eligibility for additional rollover amounts"

Rollover amounts earned in the benefit year ending 12/31/2016 are applied to the members Maximum Rollover Account for use starting the next benefit year.

MEMORANDUM

DATE: June 22, 2016

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Operating and Capital Expenditures Budget for Fiscal Year 2016-2017, Including Amended Job Descriptions

INTRODUCTION

Staff is requesting that the Board of Trustees approve the FY2017 Budget proposal as presented by staff, recommended by the Budget Committee and discussed previously at the Meeting of May 25, 2016. The proposed budget (Income and Expense Operations Summary, Cash Flow, Item Detail and Capital Projects) is attached. The figures for FY2016 forecast have been adjusted to reflect additional information received since the Board meeting last month.

BACKGROUND AND ANALYSIS

As explained at the May meeting, the recommendation to approve the budget is based upon a few key underlying principles:

1. The proposed operating budget, although resulting in a deficit in accounting terms, does not significantly drain cash or reserves.
 - a. The operating budget generates negative cash flow of approximately \$72K.
 - b. The proposed capital budget is \$1,570K and will result in a negative cash flow overall of \$1,600K for FY2017 if all projects are completed. However, the capital budget includes more than \$1,334,500 deferred from fiscal years 2014 through 2016.
 - c. Total reserves have improved, forecasted to increase over FY2013 by approximately \$1M in FY2016. However, as proposed FY2017 would see a decrease of approximately \$560K in total reserves primarily due to deferred capital projects.
2. The proposed budget incorporates and completes implementation of significant cuts made in prior fiscal years. Annual cash expenditures have been reduced by more than \$2,000,000 as compared to FY2012 operations.
3. Although additional minor cuts are included in the proposed budget, Staff and the Financial Planning Committee recommend that any further substantial cuts be implemented slowly over time (e.g., through attrition and voluntary personnel transitions, collection reductions upon expiration of existing contracts, etc).



4. Service is excellent in many areas, but there are still substantial areas of need (geographically, demographically and otherwise) that cannot be addressed without additional funding.
5. The proposed budget incorporates an assumption that court fees have stabilized. However, it also incorporates significant cost increases that are beyond our control.

Approval of Job Descriptions

As described in the proposed budget last month, some of the projections are based upon adding the full-time position of Database Administrator and the part-time position of Library Aide, Communications, while eliminating the currently vacant positions of Library Technician (Scanning) and Senior Help Desk Analyst (IT). In order to implement the budget therefore, the job descriptions of the affected positions are attached for your review and approval.

RECOMMENDATION

Staff is requesting that the Board of Trustees:

- 1) Approve the proposed job descriptions;
- 2) Approve the proposed budget for FY2017 (including Income and Expense Operations Summary, Cash Flow, Item Detail and Capital Projects



Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.				Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
	2013	2014	2015					
Summary:								
Income								
L.A. Superior Court Fees	7,684,540	7,112,614	6,336,433	6,409,933	6,495,730	6,459,933	(35,798)	-0.6%
Interest	64,286	51,546	19,838	19,435	20,746	23,688	2,941	14.2%
Parking	556,182	618,386	668,472	669,000	700,118	680,000	(20,118)	-2.9%
Library Services	420,309	563,148	518,932	496,377	504,888	524,120	19,231	3.8%
Total Income	8,725,317	8,345,695	7,543,675	7,594,744	7,721,483	7,687,740	(33,743)	-0.4%
Expense								
Staff	4,509,067	4,105,615	3,741,753	4,062,859	3,944,233	4,127,544	183,311	4.6%
Library Materials	3,400,726	3,035,273	2,847,890	2,503,641	1,886,617	1,847,217	(39,400)	-2.1%
Library Materials Transferred to Assets	(3,400,726)	(3,035,273)	(2,847,890)	(2,503,641)	(1,886,617)	(1,847,217)	39,400	-2.1%
Electronic Resource Subscriptions (ERS)				0	628,792	651,969	23,177	3.7%
Facilities	840,637	800,083	839,275	851,455	885,129	856,368	(28,761)	-3.2%
Technology & Data	123,805	113,847	111,770	177,636	146,728	164,400	17,672	12.0%
General	92,729	68,276	73,295	70,198	64,685	67,049	2,364	3.7%
Professional Development	29,557	16,759	20,775	22,557	16,355	21,325	4,970	30.4%
Communications & Marketing	26,675	9,587	2,561	9,710	7,098	8,355	1,257	17.7%
Travel & Entertainment	7,221	1,827	1,859	3,941	2,676	3,048	372	13.9%
Professional Services	78,188	36,593	50,345	55,275	61,834	56,063	(5,771)	-9.3%
Depreciation	3,412,815	3,266,848	2,844,276	3,497,517	2,957,856	2,955,050	(2,807)	-0.1%
Total Expenses	9,120,694	8,419,436	7,685,910	8,751,149	8,715,386	8,911,171	195,785	2.2%
Net Income (Loss)	(395,377)	(73,741)	(142,235)	(1,156,404)	(993,903)	(1,223,431)	(229,528)	23.1%
Investment Gain (Loss) ²		(2,562)	40,081	35,000	8,773	35,000	26,227	299.0%
Extraordinary Income	0	671,128	21,347	0	0	0	0	0.0%
Extraordinary Expense	1,270,607	279,570	572,839	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(1,665,984)	315,256	(653,647)	(1,121,404)	(985,130)	(1,188,431)	(203,301)	20.6%
								0.0%
Capitalized Expenditures	358,753	65,523	48,739	1,310,000	181,430	1,569,500	1,388,070	765.1%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2013	2014	2015					
Detailed Budget:									
Income:									
303300	L.A. Superior Court Fees	7,684,540	7,112,614	6,336,433	6,409,933	6,495,730	6,459,933	(35,798)	-0.6%
Interest:									
311000	Interest - LAIF	4,013	3,226	3,486	3,250	4,653	4,810	157	3.4%
312000	Interest - General Fund	58,563	46,507	14,314	14,300	13,992	16,500	2,508	17.9%
313000	Interest - Deposit Fund	1,710	1,813	2,038	1,885	2,101	2,378	277	13.2%
313100	Interest - CalPERS CERBT ¹	0	0	0	0	0	0	0	0.0%
313200	Interest - Bonds ²	0	0	0	0	0	0	0	0.0%
	Subtotal	64,286	51,546	19,838	19,435	20,746	23,688	2,941	14.2%
Unrealized Invest. Gain/Loss									
321000	UBS (Zero Coupon Treasury) ²	0	0	0	0	0	0	0	0.0%
Parking:									
330100	Parking	556,182	618,386	668,472	669,000	700,118	680,000	(20,118)	-2.9%
330105	Valet Parking	0	0	0	0	0	0	0	0.0%
	Subtotal	556,182	618,386	668,472	669,000	700,118	680,000	(20,118)	-2.9%
Library Services:									
330150	Annual Borrowing Fee	5,600	4,095	2,860	2,400	2,765	3,800	1,035	37.4%
330140	Annual Members Fee	95,117	104,268	113,185	109,980	113,153	110,004	(3,149)	-2.8%
330340	Course Registration	15,024	27,056	30,284	24,096	31,985	32,617	632	2.0%
330129	Copy Center	73,958	67,035	59,815	54,000	56,382	52,700	(3,682)	-6.5%
330205	Document Delivery	25,734	29,114	23,862	22,800	27,413	24,000	(3,413)	-12.5%
330210	Fines	49,962	49,523	39,196	38,400	41,337	46,500	5,163	12.5%
330310	Miscellaneous	1,975	88,255	60,992	66,845	38,892	65,999	27,107	69.7%
330330	Room Rental	24,722	24,433	53,993	43,020	44,907	45,600	693	1.5%
330350	Book Replacement	3,250	6,296	5,360	3,000	2,156	4,200	2,044	94.8%
330360	Forfeited Deposits	0	13,495	0	0	13,206	7,500	(5,706)	-43.2%
330400	Friends of Law Library	120,000	134,961	120,000	120,000	120,000	120,000	0	0.0%
330420	Grants	0	0	0	0	0	0	0	0.0%
330450	Vending	4,967	3,985	3,171	1,836	999	1,200	201	20.1%
330465	Special Events Income	0	10,634	6,214	10,000	11,692	10,000	(1,692)	-14.5%
	Subtotal	420,309	563,148	518,932	496,377	504,888	524,120	19,231	3.8%
	Total Income	8,725,317	8,345,695	7,543,675	7,594,744	7,721,483	7,687,740	(33,743)	0
Expenses:									
Staff:									
501000	Salaries (benefits eligible)	2,774,611	2,525,670	2,422,696	2,527,571	2,346,702	2,519,571	172,869	7.4%
501025	Staff Vacancy Offset (Ben. Eligible)	0	0	0	(50,551)	0	(49,446)	(49,446)	0.0%
501050	Salaries (benefits ineligible)	349,078	311,014	241,200	238,936	236,421	294,665	58,244	24.6%
501075	Staff Vacancy Offset (Ben. Ineligible)	0	0	0	(4,779)	0	(5,549)	(5,549)	0.0%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget	Forecast	Budget	\$ Inc (Dec)	% Inc (Dec)
		2013	2014	2015	2016	2016	2017	relative to Forecast	relative to Forecast
502000	Social Security	180,729	166,102	157,273	171,523	139,373	167,074	27,701	19.9%
503000	Medicare	43,427	40,273	37,941	40,114	36,178	39,074	2,896	8.0%
511000	Retirement	117,765	285,279	0	294,291	276,990	320,063	43,073	15.6%
511050	Pension Exp (Actuarial)			85,787	0	0	0	0	0.0%
511100	Pension Exp (Acctg)			(87,905)	0	0	0	0	0.0%
512000	Health Insurance	551,922	499,922	423,807	414,188	480,421	506,524	26,103	5.4%
513000	Disability Insurance	2,797	4,936	5,079	4,570	4,955	4,655	(300)	-6.1%
514000	Dental Insurance	61,733	58,368	60,648	66,043	61,275	66,241	4,966	8.1%
514500	Vision Insurance	9,016	8,304	7,322	7,537	6,978	8,170	1,192	17.1%
515000	Life Insurance	1,660	1,096	1,076	1,680	1,046	1,577	531	50.8%
515500	Vacancy Benefits Offset	0	0	0	0	0	0	0	0.0%
516000	Workers Compensation Insurance	114,345	86,412	87,747	107,808	113,653	87,935	(25,718)	-22.6%
517000	Unemployment Insurance	8,328	441	(32)	0	(96)	0	96	-100.0%
514010	Temporary Employment	22,551	1,550	21,339	2,000	1,916	3,200	1,284	67.0%
514015	Recruitment	5,584	3,424	1,333	0	896	500	(396)	-44.2%
517500	Accrued Sick Expense	(46,026)	1,834	9,231	3,000	3,000	5,000	2,000	66.7%
518000	Accrued Vacation Expense	(10,846)	18,569	86,483	3,000	3,000	20,000	17,000	566.7%
518500	OPEB Expense	291,978	58,656	153,074	205,928	205,928	108,289	(97,639)	-47.4%
518550	TMP	13,815	16,356	13,864	15,000	11,123	15,000	3,877	34.9%
518560	Payroll and Benefit Administration	16,600	17,410	13,791	15,000	14,474	15,000	526	3.6%
	Total - Staff	4,509,067	4,105,615	3,741,753	4,062,859	3,944,233	4,127,544	183,311	4.6%
	Library Materials:								
601999	American Continuations	2,436,509	2,214,222	2,179,152	1,990,000	1,432,335	1,412,908	(19,427)	-1.4%
602999	American New Orders	64,323	80,909	28,431	40,000	13,485	14,429	944	7.0%
609199	Branch Continuations	82,479	47,578	35,849	36,800	38,220	40,896	2,675	7.0%
609299	Branch New Orders	5,262	351	499	1,081	500	600	100	20.0%
603999	Commonwealth Continuations	417,153	302,020	251,944	180,000	132,642	111,904	(20,738)	-15.6%
604999	Commonwealth New Orders	3,053	930	87	1,560	0	1,560	1,560	0.0%
605999	Foreign Continuations	209,387	209,190	195,562	135,000	162,087	156,904	(5,183)	-3.2%
606999	Foreign New Orders	5,055	11,543	1,350	12,000	513	1,200	687	133.8%
607999	International Continuations	138,264	134,552	125,356	80,000	90,590	84,601	(5,989)	-6.6%
608999	International New Orders	6,756	6,784	3,239	4,000	117	4,000	3,883	3318.8%
609399	General/Librarianship Continuations	30,861	25,579	26,151	22,000	15,946	17,015	1,070	6.7%
609499	General/Librarianship New Orders	1,624	1,614	270	1,200	181	1,200	1,019	562.1%
	Subtotal	3,400,726	3,035,273	2,847,890	2,503,641	1,886,617	1,847,217	(39,400)	-2.1%
690000	Library Materials Transferred to Assets	(3,400,726)	(3,035,273)	(2,847,890)	(2,503,641)	(1,886,617)	(1,847,217)	39,400	-2.1%
	Balance	0	0.0%						
685000	Electronic Resource Subscriptions (ERS)				0	628,792	651,969	23,177	3.7%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2013	2014	2015					
Facilities:									
801005	Repair & Maintenance	32,558	36,528	38,567	34,800	43,707	45,000	1,293	3.0%
801010	Building Services	15,127	17,439	16,145	24,600	15,568	12,000	(3,568)	-22.9%
801015	Cleaning Supplies	19,336	11,952	12,944	15,504	11,106	12,996	1,890	17.0%
801020	Electricity & Water	114,028	111,021	119,333	124,272	123,851	124,272	421	0.3%
801025	Elevator Maintenance	15,612	15,476	12,889	0	9,262	6,306	(2,956)	-31.9%
801030	Heating & Cooling	33,598	30,761	33,185	34,724	33,159	31,224	(1,935)	-5.8%
801035	Insurance	264,955	249,409	255,051	277,229	292,301	259,200	(33,101)	-11.3%
801040	Janitorial Services	98,174	101,057	104,840	105,060	104,494	106,638	2,144	2.1%
801045	Landscaping	6,300	16,125	13,671	14,400	13,350	18,000	4,650	34.8%
801050	Security	197,875	168,542	175,908	174,860	183,303	184,992	1,689	0.9%
801060	Room Rental Expenses	0	13,446	34,234	21,000	26,318	21,000	(5,318)	-20.2%
801065	Special Events Expenses	0	15,598	13,677	11,496	16,170	17,000	830	5.1%
801100	Furniture & Appliances (<3K)	3,012	1,866	598	1,200	500	2,400	1,900	380.0%
801110	Equipment (<3K)	0	1,731	1,153	3,600	2,926	4,800	1,874	64.1%
801115	Building Alterations (<3K)	17,853	0	0	1,680	700	1,200	500	71.4%
801120	Delivery & Postage	12,108	4,370	4,280	4,150	6,391	6,844	453	7.1%
801125	Kitchen supplies	10,100	4,763	2,800	2,880	2,023	2,496	473	23.4%
	Subtotal	840,637	800,083	839,275	851,455	885,129	856,368	(28,761)	-3.2%
Technology:									
801210	Software Maintenance	30,476	26,575	19,327	18,128	21,342	20,880	(462)	-2.2%
801212	Hardware Maintenance	0	0	11,145	18,252	15,683	17,892	2,209	14.1%
801215	Software (<\$3k)	0	4,055	1,004	14,900	6,452	14,400	7,948	123.2%
801220	Hardware (<\$3k)	12,815	8,759	2,613	4,800	4,839	9,800	4,961	102.5%
801225	Computer Supplies	0	908	391	1,000	1,178	960	(218)	-18.5%
801230	Integrated Library System	42,078	43,549	45,400	46,356	46,564	48,468	1,904	4.1%
801235	Telecommunications	38,435	29,966	30,445	39,200	35,219	42,000	6,781	19.3%
801245	Tech & Data - Misc	0	35	91	0	0	0	0	0.0%
801250	Services	0	0	1,355	35,000	15,450	10,000	(5,450)	-35.3%
	Subtotal	123,805	113,847	111,770	177,636	146,728	164,400	17,672	12.0%
General:									
801310	Bank Charges	6,276	6,965	7,835	8,400	6,569	8,400	1,831	27.9%
801315	Bibliographical Services	8,666	7,482	7,878	9,170	9,130	9,410	280	3.1%
801320	Binding	0	0	0	0	0	0	0	0.0%
801325	Board Expense	1,001	1,190	2,189	1,080	712	1,080	368	51.6%
801330	Staff meals & events	9,420	2,729	1,710	2,115	1,333	2,184	851	63.8%
801335	Supplies - Office	18,214	11,778	14,806	12,133	11,195	12,000	805	7.2%
801337	Supplies - Library materials	12,056	9,391	6,861	9,500	9,364	9,025	(339)	-3.6%
801340	Stationery, business cards, etc.	4,388	821	665	3,000	4,167	1,000	(3,167)	-76.0%
801365	Grant Application Expenses	0	0	0	0	0	0	0	0.0%
801370	Copy Center Expense	28,855	26,849	24,925	24,500	20,339	22,500	2,161	10.6%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2013	2014	2015					
801375	General - Misc	3,852	1,071	294	0	966	500	(466)	-48.2%
801390	Course Registration	0	0	4,701	300	848	850	2	0.3%
801395	Friends of Law Library	0	0	1,433	0	63	100	37	59.2%
	Subtotal	92,729	68,276	73,295	70,198	64,685	67,049	2,364	3.7%
	Professional Development:								
803105	Travel	11,652	3,891	5,946	6,681	3,450	9,100	5,650	163.8%
803110	Meals	0	122	140	0	0	0	0	0.0%
803113	Incidental and miscellaneous	0	1,905	0	0	0	0	0	0.0%
803115	Membership dues	11,675	7,239	10,878	11,561	10,572	6,160	(4,412)	-41.7%
803120	Registration fees	6,230	3,602	3,547	4,315	2,333	6,065	3,732	160.0%
803125	Educational materials	0	0	264	0	0	0	0	0.0%
	Subtotal	29,557	16,759	20,775	22,557	16,355	21,325	4,970	30.4%
	Communications & Marketing:								
803205	Services	0	1,784	0	1,800	500	1,800	1,300	260.0%
803210	Collateral materials	26,675	978	1,099	2,460	2,442	2,830	388	15.9%
803215	Advertising	0	5,109	104	4,350	3,298	3,100	(198)	-6.0%
803220	Trade shows & Outreach	0	1,716	1,359	1,100	858	625	(233)	-27.2%
	Subtotal	26,675	9,587	2,561	9,710	7,098	8,355	1,257	17.7%
	Travel & Entertainment								
803305	Travel	3,257	51	22	0	0	0	0	0.0%
803310	Meals	1,539	0	0	0	0	0	0	0.0%
803315	Entertainment	0	0	0	0	0	0	0	0.0%
803320	Ground transportation & mileage reimb	2,425	1,776	1,837	3,941	2,676	3,048	372	13.9%
803325	Incidental travel expenses	0	0	0	0	0	0	0	0.0%
	Subtotal	7,221	1,827	1,859	3,941	2,676	3,048	372	13.9%

Los Angeles County Law Library: Summary

Proposed Budget: Fiscal Year Ending 6/30/17

GL No.					Budget 2016	Forecast 2016	Budget 2017	\$ Inc (Dec) relative to Forecast	% Inc (Dec) relative to Forecast
		2013	2014	2015					
Professional Services									
804005	Accounting	15,056	16,500	17,715	18,500	22,030	18,063	(3,967)	-18.0%
804008	Consulting Services	26,940	15,225	32,613	34,775	39,804	38,000	(1,804)	-4.5%
804010	Legal	36,192	4,868	18	2,000	0	0	0	0.0%
804015	Other	0	0	0	0	0	0	0	0.0%
	Subtotal	78,188	36,593	50,345	55,275	61,834	56,063	(5,771)	-9.3%
Depreciation:									
806105	Depreciation - Library Materials	3,024,243	2,890,614	2,492,718	3,098,494	2,620,094	2,519,459	(100,635)	-3.8%
806110	Depreciation Exp - FF&E	388,572	376,235	351,558	399,024	337,763	435,591	97,828	29.0%
	Subtotal	3,412,815	3,266,848	2,844,276	3,497,517	2,957,856	2,955,050	(2,807)	-0.1%
	Total Expense	9,120,694	8,419,436	7,685,910	8,751,149	8,715,386	8,911,171	195,785	2.2%
	Net Income Before Extraordinary Items	(395,377)	(73,741)	(142,235)	(1,156,404)	(993,903)	(1,223,431)	(229,528)	23.1%
321000	Investment Gain (Loss) ²		(2,562)	40,081	35,000	8,773	35,000	26,227	299.0%
401000	Extraordinary Income	0	671,128	21,347	0	0	0	0	0.0%
901000	Extraordinary Expense	1,270,607	279,570	572,839	0	0	0	0	0.0%
	Net Income Including Extraordinary Items	(1,665,984)	315,256	(653,647)	(1,121,404)	(985,130)	(1,188,431)	(229,528)	0
Capital Expenditures:									
161100	Furniture / Appliances (>3k)	0	0	44,374	35,000	0	30,000	30,000	0.0%
161300	Electronics / Computer Hardware (>3k)	12,186	19,010	4,364	40,000	40,000	157,000	117,000	292.5%
164500	Exterior Building Repairs/ Improvements (>3k)	215,242	0	0	455,000	20,000	452,500	432,500	2162.5%
164000	Interior Improvements / Alterations (>3k)	112,014	24,254	0	435,000	0	535,000	535,000	0.0%
168000	Computer Software	19,311	22,259	0	345,000	121,430	395,000	273,570	225.3%
	Total - Capitalized Expenditures	358,753	65,523	48,739	1,310,000	181,430	1,569,500	1,388,070	765.1%

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
6/30/2012 through 6/30/2017 Forecast

	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016 (Forecast)	FY 2017 (Budget)
Cash flows from operating activities						
Cash received from filing fees and services	9,425,350	8,634,796	8,160,521	7,587,825	7,696,826	7,614,052
Cash payments to suppliers for goods and services	-276,935	-2,870,681	-853,929	-1,798,476	-1,776,735	-1,723,974
Cash payments to employees for services	-4,214,621	-4,363,664	-4,084,807	-3,867,282	-3,775,348	-4,129,951
Contributions received	143,000	120,000	134,961	120,000	120,000	120,000
Net cash from operating activities	5,076,794	1,520,451	3,356,746	2,042,067	2,264,743	1,880,127
Cash flows from capital and related financing activities						
Acquisition of capital assets	-9,741,373	-3,767,928	-3,094,342	-2,310,834	-2,026,387	-3,520,172
Prior period adjustment	0	25,436	-35,885			
Net cash from (used in) capital and related financing activities	-9,741,373	-3,742,492	-3,130,227	-2,310,834	-2,026,387	-3,520,172
Cash flows from non-capital and related financing activities						
Sales of rare books collection	0	0	671,129	21,347	0	0
Net cash from non-capital and related financing activities	0	0	671,129	21,347	0	0
Cash flows from investing activities						
Investment in money market and government securities ¹	0	0	-3,997,438	-40,081	0	0
CalPERS CERBT Trust Account ¹	0	0		-2,040,647		0
Investments earnings	108,350	64,287	89,630	59,919	20,746	23,688
Net cash from (used in) investing activities	108,350	64,287	-3,907,808	-2,020,809	20,746	23,688
Net increase in cash and cash equivalents	-4,556,229	-2,157,754	-3,010,160	-2,268,229	259,102	-1,616,357
Cash and cash equivalents, at beginning of year	15,601,244	11,045,015	8,887,261	5,877,101	3,608,872	3,867,974
Cash and cash equivalents, end of year	11,045,015	8,887,261	5,877,101	3,608,872	3,867,974	2,251,617
¹ Items accounted for separately:						
Cash and cash equivalents, end of year	11,045,015	8,887,261	5,877,101	3,608,872	3,867,974	2,251,617
CalPERS CERBT Account	0	0	0	1,973,064	1,993,021	1,995,000
UBS money market and government securities	0	0	3,997,438	4,037,519	4,050,000	4,080,000
Cash and cash equivalents, end of year including items accounted for separately	11,045,015	8,887,261	9,874,539	9,619,455	9,910,995	8,326,617

Comments

-1,950,672

Includes cash outlay for Library Materials & Fixed Asset capital purchases

1,023,734

Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/17

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Qtr of purchase / completion	Acquisition cost including consulting, design, overtime, etc.	Carryover from prior fiscal year(s)? (select from dropdown menu)	Reason or comment
New ILS System	Computer Software	1	350,000	Yes	Per Strategic Plan objective to upgrade to next generation ILS system. First year maintenance included.
Navision Upgrade - Bring accounting software to latest version	Computer Software	2	45,000	Yes	Cost to bring software to current version including all custom programming.
New Copiers - Public Copiers	Electronics / Computer Hardware >3K	2	50,000	No	Replacement of five existing copiers in the public service areas which are no longer reliable and some parts are no longer available. Service company warns our older copiers may not be eligible for service in the future.
Vcenter Server Cluster	Electronics / Computer Hardware >3K	1	75,000	No	Replacement of antiquated server array service all staff and patron virtual workstations.
Book Detection Gates	Electronics / Computer Hardware (>3k)	2	32,000	Yes	Replacement of book gates near security desk for more reliable system.
Land scape.	Exterior Building Repairs / Improvements >\$3K	1	5,000	No	Replace dead or missing lanscape to mitigate health impacts of overnight homeless encampments.
LED lighting in parking garages.	Exterior Building Repairs / Improvements >\$3K	1	5,000	No	Convert parking fixtures to LED bulbs. Lower power consumption, longer lifetime bulbs, cost savings over time.
Repaving loading dock.	Exterior Building Repairs / Improvements >\$3K	4	7,500	Yes	Repair cracked/broken assphalt, reseal entire surface to prevent tripping hazards.
New Roof - North (1970) Stacks	Exterior Building Repairs/ Improvement	2	400,000	Yes	Existing roof material is failing. 20 year roof material was last replaced in 1980s.
Exterior Security Gate	Exterior Building Repairs/ Improvements	3	35,000	Yes	Security gate mechanism needs replaced since parts are not available to repair existing unit.
Exterior Cameras	Furniture / Appliances >3K	2	30,000	Yes	Exterior building cameras - Includes all camera hardware and installation of data lines to south roof-line.
Elevator Repair & Upgrade	Interior Improvements / Alterations >\$3K	1	400,000	Yes	Upgrade all elevators to code per previously approved bid award
Flooring - Public Stacks	Interior Improvements / Alterations >\$3K	1	28,000	Yes	Carpet to seal existing tiles (which contain asbestos and cannot be allowed to fragment).
Seal CMS Floor	Interior Improvements / Alterations >\$3K	2	7,000	Yes	Carpet to seal existing tiles (which contain asbestos and cannot be allowed to fragment).
HVAC duct cleaning.	Interior Improvements / Alterations >\$3K	3	100,000	No	Clean all interior HVAC ductwork to address debris deposits coming through ducting.
			1,569,500		

Los Angeles County Law Library: Capital Purchases

Proposed Budget: Fiscal Year Ending 6/30/17

Vendor or Description of Item	Category of Asset (select from dropdown menu)	Qtr of purchase / completion	Acquisition cost including consulting, design, overtime, etc.	Carryover from prior fiscal year(s)? (select from dropdown menu)	Reason or comment
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Capital Purchase Guideline:

Capital assets are recorded at cost. Assets, other than books and reference materials, with acquisition cost of \$3,000 or more are capitalized. Books and reference materials are capitalized regardless of the amount.

The provision for depreciation is computed using the straight-line method over the estimated service lives of the capital assets. Estimated service lives for the Law Library's capital assets are as follows.

Books and reference materials	10 years
Computer equipment	4 years
Furniture, fixtures and other equipment	4-7 years
Interior Building improvements	15 years
Exterior Building Improvements	15-50 years

LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Aide
Department:	Communications
Focus:	Communications
Reports to:	Communications Manager
Position(s) Supervised:	None
FLSA Status:	Non-Exempt
Salary Grade:	1
Union Status:	Eligible for representation
Effective Date:	TBD

Position Summary

The Communications Aide will assist in raising awareness federal and local level about the many programs and services LA Law Library has to offer. Duties assisting in the Communications department's promotion efforts with the courts, local public service agencies and the legal community include outreach, delivery and distribution of event information and press releases in hard copy and digitally, managing and maintaining contact lists, data collection and event staffing.

Responsibilities and Duties

Administrative Duties:

- Maintain hard copy files
- Faxing
- Email
- Updates and maintains contact lists
- Organizes and maintains Communications supplies
- Communicate with vendors and receive quotes as needed

Promotions:

- Inputs all classes, workshops and events on external community, events and legal community calendars.
- Monitors digital media presence and reports monthly stats to team.
- Creates social media posts
- Monitors promotional material in main, branch and local courthouse locations

Includes replenishing promotion materials, providing input on material locations, copying and mailing as needed.

- Encouraged to provide input in to messaging and outreach.
- Some photography may be required

Participates in the achievement of division and departmental goals:

- Encouraged to provide input on changes in policies and procedures that would benefit Communications and other departments.
- Communicates with supervisor, employees, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve challenges;
- Performs other duties as assigned, which includes but is not limited to assisting with duties of other library departments.

Participates in Library Signature Events

- Assists with promotion of signature events.
- Assists with coordinating staff and volunteers
- Assists with guest registration and display maintenance
- Assists with other duties as needed

Position Qualifications

Required

- AA or higher degree or degree in in progress
- Candidate must be flexible with scheduling and be willing to work some evenings and weekends as needed.
- Able to think and work independently and be a self-starter.
- Able to understand and follow-through with job tasks as assigned, manage interruptions and competing priorities, and organize workload according to established priorities.
- Ability to provide quality customer service through effective oral and written communication and interpersonal skills which demonstrate ordinary courtesy, respect, and tact. Ability to work on team projects when appropriate.
- Must be able to communicate and be understood in order to provide Communications services for Library including communicating with elected official staff, library staff, patrons, media and others.
- Must be able to correctly organize materials, use a personal computer and understand, retain, and recall instructions. Ability to concentrate and pay close attention to detail for extended periods in order to ensure accuracy.
- Knowledge of Microsoft Office
- Internet research

Preferred:

- Higher educational degree
- Social Media proficient
- Some knowledge of Adobe Creative suite
- Prior work experience in Communications or marketing
- Knowledge of a foreign language
- Previous experience in customer service

Work Environment

Will be working in a busy office environment open to the public including a large reading room, general office environment and open and closed book stacks.

Physical Abilities Required

- Requires the ability to lift, push, and pull up to 25 lbs .
- Must be able to sit for long periods of time
- May require physical activities such as bending, stooping, reaching, twisting and crawling.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Must be able to move to, and work in, different areas of the library as needed

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee



LA LAW LIBRARY JOB DESCRIPTION

Title:	Communications Manager
Department:	Communications
Focus:	Communications
Reports to:	Senior Director, Information Services
Position Supervised:	Media Designer; Library Aide - Communications
FLSA Status:	Exempt
Salary Grade:	4
Union Status:	Ineligible for representation
Effective Date:	

Position Summary

The Communication Manager provides daily oversight and management for the Communications and Marketing function within Information Services. Duties include research, analysis, strategy, planning, implementation and project based work. The Communications Manager projects a positive and professional library image through in-person, written and telephone interactions. The Communications Manager supervises and prioritizes the work of the Media Designer, [Library Aide - Communications](#) and department interns to assure timelines are met.

Responsibilities and Duties

Market Research

- Determine unmet needs and market structure (channels)
- Research new market opportunities and map out potential customers & competitors
- Contact and conduct initial follow-ups on prospective markets

Marketing Campaigns

- Strategize, plan and implement marketing campaigns for online, interactive media, and print publications.
- Confer with creative teams on brand imaging, product line development, and go-to-market plans.
- Coordinate with outreach, management, and technical groups to facilitate marketing functions (i.e. brochures, collateral pieces, etc.)
- Prioritize and direct the work of the Media Designer in the development of all materials for marketing campaigns with set timelines.

Support Services

- Provide status reports to library management on overall communications and marketing activities
- Maintain hard copy and electronic filing systems.

- Develop procedures for contacting and qualifying leads
- Develop procedures for updating prospect information
- Develop procedures for competitive research and analysis
- Researching and purchasing of target advertising in all media for niche markets
- Correspondence to prospects and clients, [including supervision of Library Aide - Communications](#)
- Oversee development of marketing pieces for print, internet, television and radio, including supervision of Media Designer
- Develop procedures for E-Marketing/Internet marketing services for clients, [including supervision of Library Aide - Communications](#)
- Perform [and/or supervise](#) general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.

Special Event & Room Rentals

- Negotiates, drafts and finalizes all agreements/contracts with clients for library hosted events and room rentals.
- Communicates event and room rental requests to the Facilities Manager for implementation and provides assistance where needed.

Performs other duties as assigned and required.

Position Qualifications

- Bachelor's degree (B. A.) from four-year College or University; or four years related experience; or equivalent combination of education and experience.
- Create and modify documents using Microsoft Office, Excel, PowerPoint and Adobe Creative Cloud.
- Experience in management of Internet media, publishing, software development, marketing and sales.
- Ability to read, analyze, and interpret general & legal business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have strong organizational skills and pay close attention to detail

Work Environment

Will be working in an office environment.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 25 lbs.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee

LA LAW LIBRARY JOB DESCRIPTION

Title:	Database Administrator/Developer
Department:	Information Technology
Focus:	Scanning
Reports to:	Information Technology Project Manager
Position Supervised:	Scan Aides
FLSA Status:	Exempt
Salary Grade:	
Union Status:	Not Eligible for Representation
Effective Date:	

Position Summary

The Database Administrator is responsible for quality control and auditing of databases to ensure accurate and appropriate use and storage of data. Reporting to the IT Project Manager, oversees scan operations both internal and with external partners. Supervises library scan team to assure policies and procedures are followed and a high level of accuracy is maintained. Also provides ongoing assistance in support of daily operation and maintenance of the Microsoft Active Directory services.

Responsibilities and Duties

- Maintain performance, integrity and security of enterprise data
- Review, optimize, and update, as needed, all database collections including financial, patron, vendor, library collection and 3rd party application program interfaces (API).
- Troubleshoot any data inconsistencies between databases.
- Develop, manage, and test back-up and recovery plans
- Monitor hardware to ensure optimal performance
- Assist in the daily management of Microsoft Active Directory.
- Examine and correct scanned files for flawed images, missing pages, and other errors created by library scan aides. Review content of scanned materials to identify specific data to be copied into our custom web-based applications.
- Use web-based applications to identify materials and associate categories, search criteria, etc. to the scanned files.
- Check for accuracy and consistency of data entered and images scanned by library scan aides.
- Communicate discrepancies to supervisor and documents appropriate note fields within custom web-based applications to identify the need for additional re-processing before packaging.
- Handle eBriefs: downloading, renaming, logging, and converting.

- Upload files to FTP server to submit scanned images to other organizations.
- Create CDs and make backups for archiving purpose
- Other duties as assigned by the IT Project Manager

Position Qualifications

Required:

- Bachelor's Degree from an accredited institution
- 3+ years of experience in database development and support in MS SQL & MySQL Server environments.
- Strong database administration experience in MS SQL & MySQL Server.
- Experience in troubleshooting and resolving database integrity issues, performance issues, blocking and deadlocking issues, replication issues, log shipping issues, connectivity issues, security issues, etc.
- Experience in Performance Tuning and Query Optimization
- Strong knowledge of how indexes, index management, integrity checks, configuration, patching.
- SQL Development – ability to write and troubleshoot SQL Code and design (stored procs, functions, tables, views, triggers, indexes, constraints)
- Experience working with database reporting tools
- Experience developing and managing SQL Server Agent Jobs for data loading
- Excellent written and verbal communication, analytical and strong problem solving skills
- Must possess organizational proficiencies to multi-task with multiple initiatives simultaneously and work in a fast-paced environment under limited supervision with excellent follow-through on detailed tasks
- Highly motivated, self-starting, and committed to achieving results and have a strong sense of ownership and follow-through to resolution
- Experience with digital imaging software
- Experience creating/manipulating PDF/TIF images

Preferred:

- Certification in Database Administration
- XML, PHP, Java Scripting Experience in back-end web development

Work Environment

- Will be working in a busy office environment. Must be able to move between library offices and stack areas.

Physical Abilities Required

- Lifting ability: Up to 50 lbs. on rare occasions.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Standing, sitting, walking: periods of 15-30 min. May require bending, stooping, reaching, twisting and crawling Stairs: 5-15 min. retrieving materials in stacks for library users.
- Some exposure to adverse environmental conditions such as dust and/or odors.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

Distribution: Original - Human Resources, Copies - Supervisor, Employee

LA LAW LIBRARY JOB DESCRIPTION

Title:	IT Project Manager
Department:	Technology Services
Focus:	Information Technology Services
Reports to:	Senior Director, Information Services
Position(s) Supervised:	Database Administrator, Senior Helpdesk Analyst, Helpdesk Analyst, Library Technician, Library Aides (Scan)
FLSA Status:	Exempt
Salary Grade:	6
Union Status:	Ineligible for Representation
Effective Date:	

Position Summary

Under the general supervision of the Sr. Director, Information Services, the IT Project Manager is responsible for providing a reliable, accurate, responsive, efficient, safe and secure information systems platform for library service delivery and hands-on management and support for our LA Library Data Center in a heterogeneous computing environment. Duties include troubleshooting system and LAN/WAN problems, routine administration tasks, performance tuning, capacity planning, security administration, documentation, end-user support and software installs and upgrades.

Responsibilities and Duties

Planning

- Assist the Executive Director and the executive team with long range planning and the development of operational and staff goals.
- Analyze user needs and recommend new projects, programs and services for various user groups.
- Participate in staff meetings, departmental committees and library-wide team activities.
- Assist with development of policies and procedures for responding to user comments, complaints and questions.

Technology

- Manage data and voice network operations; including staff and public computing, application software and telecommunications, as well as specific facility, meeting room and materials management systems.
- Monitor overall system performance; recommend improvements, and works with the management

team to develop long-range technology plans.

- Develop, document and implement IT policies and processes.
- Maintain and troubleshoot hardware, software, and network issues. Ensure system integrity, reliability, responsiveness, security and compliance with library policies, e.g., Internet use. Develop and maintain a regular backup schedule and off-site backup storage.
- Develop and implement technology plans. Deploy sound project management practices including goal/problem identification and decision analyses.
- Ability to administer MS solutions, an active directory domain, group policies, roaming profiles, remote desktop terminal services, firewalls, VOIP, backups, content filtering, MS Exchange, meeting room control systems, library automation systems and other applications used in legal organizations and large libraries.
- Responsible for troubleshooting system and LAN/WAN problems, routine administration and maintenance of a computer network system in a heterogeneous computing environment.
- Responsible for repairing, diagnosing, maintenance and installation of all micro-computer/network hardware and software.
- Responsible for developing and maintaining help-desk and computer operator procedures.
- Responsible for maintaining all server and network device documentation and maintaining system administration logs.
- Review and maintain existing service contracts for hardware, software and telco/data service providers.

Staff Responsibilities

- Provide management, direction and guidance for specific assignments, projects and programs and ensure communications of project plans to supervisors and involved co-workers.
- Ensure instruction and training for new products and services developed for LA Law Library users.
- Coordinate required staff training, develop team and cross training process activities through in-service training, continuous education and extended learning opportunities.
- In conjunction with Human Resources, assist with job announcements, recruitment and hiring of staff
- Evaluate staff performance through regularly scheduled and annual evaluation process; recommend merit and promotional opportunities, discipline and termination.
- Participate in hiring, evaluation, counseling, and disciplining of direct reports.
- Report and act on violations of the Law Library's policies including its non-harassment policies.

Supervises technician and aide staff who handle and process scanning

- Coordinates scanning projects
- Oversees the flow of materials and makes appropriate task assignments to ensure they run smoothly and efficiently.
- Retrieves materials based on work lists, assigns long ID for each book, and sets up scanner.
- Participates in hiring, discipline and evaluation of scanning staff
- Develops written instructions and keeps them current

Other Responsibilities

- Attend professional activities and conferences.
- Read professional literature and contribute to professional publications.
- Foster team management by establishing and nurturing a work environment that will establish and maintain a high level of morale and productivity.
- Other duties as required.

Position Qualifications

Required

- B.S. in computer science or related studies.
- Demonstrated leadership skills and supervisory experience with an interest in long range planning and other administrative functions.
- Demonstrated proficiency in standard PC applications including as Microsoft Office, e-mail, web browsers, Adobe Acrobat and the ability to learn and implement new technologies.
- Ability to balance priorities and meet deadlines; Strong commitment to enhancing service through teamwork and proactive approach to library services.
- A strong technical background and familiarity with Internet, network hardware and software protocols and database applications. A solid understanding of information technology and its applicability to the library's internal operations and the provision of member services.
- The ability to work effectively under pressure and to manage multiple priorities under deadlines.
- Excellent interpersonal, written and verbal communication skills, problem-solving, organizational and mediation skills. A demonstrated ability to work harmoniously in a team setting.
- A high degree of creativity and flexibility. Must be able to work independently with minimum supervision, possess the flexibility to work off-hours, be available by SMS and able to handle numerous projects simultaneously.
- The ability to manage technical staff.

Preferred

- At least seven (7) years of related experience with at least three (3) years in a management capacity.
- Experience with native VOIP/SIP/STUN configuration and QOS.
- Experience working with integrated library systems (ILS) and any major accounting database systems.
- Demonstrated writing ability, including full report analysis and comparison.
- Teaching or training experience

Work Environment

Will be working in an office environment.

Physical Abilities Required

- Requires the ability to lift, push, and pull up to 50 lbs.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.
- Must be able to travel from one branch or partnership location to another.

Approvals

_____	_____	_____	_____
Immediate Supervisor	Date	Senior Director	Date
_____	_____	_____	_____
Human Resources	Date	Executive Director	Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

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AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Consideration and Approval of Investment Options :
 - 4.1.1 Consideration of Cash Needs and Approval of Amount Available for Investment
 - 4.1.2 Selection and Approval of Investment Type
- 4.2 Presentation Regarding 125th Anniversary Celebration

MEMORANDUM

DATE: June 22, 2016

TO: Board of Law Library Trustees

FROM: Marcelino Juarez, Finance Manager

VIA: Sandra Levin, Executive Director

RE: Consideration of Cash Needs and Approval of Amount Available for Investment

BACKGROUND

At its 10/28/2015 regular meeting, the Board was presented with a status update on the performance of the \$4 million investment in Zero-Coupon U.S. Treasury obligations including an illustration of the investment’s activities since its inception on 5-22-2014. At that time, the Board instructed staff to research and review increasing the Library’s investment opportunities and portfolio.

The first step is to determine what funds are available for investment – i.e., not committed to projects or other foreseeable short term cash needs. (The second step, determining where to invest additional funds, is presented in agenda item 4.1.2.)

For the reasons set forth below, Staff recommends taking an additional \$500,000 from LAIF (ready cash) and making it available for investment.

ANALYSIS

The Library holds its funds with the Los Angeles County Treasurer and Tax Collector, California State Treasurer, UBS Financial Services, and CalPERS CERBT. As of 4/30/2016, the values of these funds were:

Financial Institution	Amount
LA County Treasurer & Tax Collector - General Fund	1,865,735
California State Treasurer's - LAIF	1,347,549
UBS Financial Services	4,085,950
CalPERS CERBT	1,998,557
	<u>9,297,792</u>



Of these funds, both the County Pool and LAIF are highly liquid, but generate low return. Starting in 2010, the average rate of return in LAIF dropped significantly to less than half a percent and has not recovered. As a result, our investment has seen very little growth. Based on YTD actual earnings, there doesn't seem to be much opportunity for growth in LAIF at the moment. See LAIF Monthly Account Balance attachment.

In terms of cash needs, budgeted capital expenditures for fiscal year 2017 alone amount to \$1,569,500 and there is no projected surplus in the budget to cover those expenses. In other words, of the \$3.2 million in 'ready cash (County Pool and LAIF), at least \$1.6 is already committed to capital projects, leaving approximately \$1.6 million to manage cash flow and cover unforeseen circumstance.

In addition, however, the laddered structure of existing investments (Treasury Obligations) means that \$500,000 will mature every 12 months, yielding an available source of cash without any risk or reduction in yield.

Given these factors, Staff is comfortable that an additional \$500,000 could be invested in a longer term, higher yield investment without undue risk to the Library. Even in the event of an unforeseen circumstance (e.g., building system failure or large fluctuation in revenue), the remaining cash and maturing investment ladder would be sufficient to address the Library's needs. Of course, in the event of a major natural disaster or the like, it is unknown whether existing cash would be sufficient to maintain service levels – but Staff does not expect that a reduction of \$500,000 in available case is likely to make a critical difference in case of such an event.

OPTIONS

1. Invest an additional \$500,000 from LAIF in higher yield, longer term investments.
2. Instruct Staff to allocate a different amount to withdraw from LAIF and place in higher yield, longer term investments.
3. Make no change to the existing investment plan.

RECOMMENDATION

That the Board approve withdrawing \$500,000 from LAIF for investment in less liquid but higher yield investments (as approved by the Board).



**LAIF ACCOUNT MONTHLY BALANCE
(1992- PRESENT)**

Month	Beginning Balance	Deposit	Interest Earned	Withdrawal	Ending Balance	Rate of Return	Month	Beginning Balance	Deposit	Interest Earned	Withdrawal	Ending Balance	Rate of Return
7/31/1992	3,642,000		49,376		3,691,376	1.36%	12/31/1998	4,936,000				4,936,000	
8/31/1992	3,691,376			(49,376)	3,642,000		1/31/1999	4,936,000		67,972	(67,972)	4,936,000	1.38%
9/30/1992	3,642,000				3,642,000		2/28/1999	4,936,000				4,936,000	
10/31/1992	3,642,000		45,921	(45,921)	3,642,000	1.26%	3/31/1999	4,936,000				4,936,000	
11/30/1992	3,642,000				3,642,000		4/30/1999	4,936,000		63,243	(63,243)	4,936,000	1.28%
12/31/1992	3,642,000				3,642,000		5/31/1999	4,936,000				4,936,000	
1/31/1993	3,642,000		42,872		3,684,872	1.18%	6/30/1999	4,936,000				4,936,000	
2/28/1993	3,684,872	1,000,000		(42,872)	4,642,000		7/31/1999	4,936,000		62,560	(62,560)	4,936,000	1.27%
3/31/1993	4,642,000				4,642,000		8/31/1999	4,936,000				4,936,000	
4/30/1993	4,642,000		48,399		4,690,399	1.04%	9/30/1999	4,936,000				4,936,000	
5/31/1993	4,690,399			(48,399)	4,642,000		10/31/1999	4,936,000		64,697	(64,697)	4,936,000	1.31%
6/30/1993	4,642,000				4,642,000		11/30/1999	4,936,000				4,936,000	
7/1/1993	4,642,000		52,486		4,694,486	1.13%	12/31/1999	4,936,000				4,936,000	
8/31/1993	4,694,486	1,000,000		(52,486)	5,642,000		1/31/2000	4,936,000		68,172	(68,172)	4,936,000	1.38%
9/30/1993	5,642,000				5,642,000		2/28/2000	4,936,000				4,936,000	
10/31/1993	5,642,000		58,287		5,700,287	1.03%	3/31/2000	4,936,000				4,936,000	
11/30/1993	5,700,287			(58,287)	5,642,000		4/30/2000	4,936,000		71,209	(71,209)	4,936,000	1.44%
12/31/1993	5,642,000				5,642,000		5/31/2000	4,936,000				4,936,000	
1/31/1994	5,642,000		62,295		5,704,295	1.10%	6/30/2000	4,936,000				4,936,000	
2/28/1994	5,704,295			(62,295)	5,642,000		7/31/2000	4,936,000		75,862	(75,862)	4,936,000	1.54%
3/31/1994	5,642,000				5,642,000		8/31/2000	4,936,000				4,936,000	
4/30/1994	5,642,000		59,428		5,701,428	1.05%	9/30/2000	4,936,000				4,936,000	
5/31/1994	5,701,428			(59,428)	5,642,000		10/31/2000	4,936,000		80,646	(80,646)	4,936,000	1.63%
6/30/1994	5,642,000				5,642,000		11/30/2000	4,936,000				4,936,000	
7/31/1994	5,642,000		62,917		5,704,917	1.12%	12/31/2000	4,936,000				4,936,000	
8/31/1994	5,704,917			(62,917)	5,642,000		1/31/2001	4,936,000		81,138	(281,138)	4,736,000	1.64%
9/30/1994	5,642,000				5,642,000		2/28/2001	4,736,000				4,736,000	
10/31/1994	5,642,000		70,688	(295,000)	5,417,688	1.25%	3/31/2001	4,736,000				4,736,000	
11/30/1994	5,417,688			(70,688)	5,347,000		4/30/2001	4,736,000		72,560	(72,560)	4,736,000	1.53%
12/31/1994	5,347,000				5,347,000		5/31/2001	4,736,000				4,736,000	
1/31/1995	5,347,000		73,073	(73,073)	5,347,000	1.37%	6/30/2001	4,736,000				4,736,000	
2/28/1995	5,347,000				5,347,000		7/31/2001	4,736,000		62,871	(62,871)	4,736,000	1.33%
3/31/1995	5,347,000				5,347,000		8/31/2001	4,736,000				4,736,000	
4/30/1995	5,347,000		76,007	(76,007)	5,347,000	1.42%	9/30/2001	4,736,000				4,736,000	
5/31/1995	5,347,000				5,347,000		10/31/2001	4,736,000		53,426		4,789,426	1.13%
6/30/1995	5,347,000				5,347,000		11/30/2001	4,789,426			(53,426)	4,736,000	
7/31/1995	5,347,000		79,743	(79,743)	5,347,000	1.49%	12/31/2001	4,736,000				4,736,000	
8/31/1995	5,347,000			(73,000)	5,274,000		1/31/2002	4,736,000		42,248		4,778,248	0.89%
9/30/1995	5,274,000			(51,000)	5,223,000		2/28/2002	4,778,248			(42,248)	4,736,000	
10/31/1995	5,223,000		78,659	(78,659)	5,223,000	1.51%	3/31/2002	4,736,000				4,736,000	
11/30/1995	5,223,000			(120,000)	5,103,000		4/30/2002	4,736,000		34,653	(34,653)	4,736,000	0.73%
12/31/1995	5,103,000			(67,000)	5,036,000		5/31/2002	4,736,000				4,736,000	
1/31/1996	5,036,000		74,651	(74,651)	5,036,000	1.48%	6/30/2002	4,736,000				4,736,000	
2/28/1996	5,036,000				5,036,000		7/31/2002	4,736,000		32,427	(32,427)	4,736,000	0.68%
3/31/1996	5,036,000				5,036,000		8/31/2002	4,736,000				4,736,000	
4/30/1996	5,036,000		70,400	(70,400)	5,036,000	1.40%	9/30/2002	4,736,000				4,736,000	
5/31/1996	5,036,000				5,036,000		10/31/2002	4,736,000		31,374	(31,374)	4,736,000	0.66%
6/30/1996	5,036,000	100,000			5,136,000		11/30/2002	4,736,000				4,736,000	
7/31/1996	5,136,000		69,157	(69,157)	5,136,000	1.35%	12/31/2002	4,736,000				4,736,000	
8/31/1996	5,136,000				5,136,000		1/31/2003	4,736,000		27,634	(27,634)	4,736,000	0.58%
9/30/1996	5,136,000				5,136,000		2/28/2003	4,736,000				4,736,000	
10/31/1996	5,136,000		72,169	(72,169)	5,136,000	1.41%	3/31/2003	4,736,000				4,736,000	
11/30/1996	5,136,000				5,136,000		4/30/2003	4,736,000		23,086	(23,086)	4,736,000	0.49%
12/31/1996	5,136,000			(200,000)	4,936,000		5/1/3103	4,736,000				4,736,000	
1/31/1997	4,936,000		71,764	(71,764)	4,936,000	1.45%	6/30/2003	4,736,000				4,736,000	
2/28/1997	4,936,000				4,936,000		7/31/2003	4,736,000		20,876	(220,876)	4,536,000	0.44%
3/31/1997	4,936,000				4,936,000		8/31/2003	4,536,000				4,536,000	
4/30/1997	4,936,000		67,770	(67,770)	4,936,000	1.37%	9/30/2003	4,536,000			(150,000)	4,386,000	
5/31/1997	4,936,000				4,936,000		10/31/2003	4,386,000		18,770	(18,770)	4,386,000	0.43%
6/30/1997	4,936,000				4,936,000		11/30/2003	4,386,000			(150,000)	4,236,000	
7/31/1997	4,936,000		69,285	(69,285)	4,936,000	1.40%	12/31/2003	4,236,000			(380,000)	3,856,000	
8/31/1997	4,936,000				4,936,000		1/31/2004	3,856,000			(200,000)	3,656,000	
9/30/1997	4,936,000				4,936,000		2/28/2004	3,656,000			(76,000)	3,580,000	
10/31/1997	4,936,000		70,714		5,006,714	1.43%	3/31/2004	3,580,000				3,580,000	
11/30/1997	5,006,714			(70,714)	4,936,000		4/30/2004	3,580,000		13,400	(13,400)	3,580,000	0.37%
12/31/1997	4,936,000				4,936,000		5/31/2004	3,580,000				3,580,000	
1/31/1998	4,936,000		71,305	(71,305)	4,936,000	1.44%	6/30/2004	3,580,000				3,580,000	
2/28/1998	4,936,000				4,936,000		7/31/2004	3,580,000				3,580,000	
3/31/1998	4,936,000				4,936,000		8/31/2004	3,580,000				3,580,000	
4/30/1998	4,936,000		69,438	(69,438)	4,936,000	1.41%	9/30/2004	3,580,000				3,580,000	
5/31/1998	4,936,000				4,936,000		10/31/2004	3,580,000		15,088	(15,088)	3,580,000	0.42%
6/30/1998	4,936,000				4,936,000		11/30/2004	3,580,000				3,580,000	
7/31/1998	4,936,000		69,696	(69,696)	4,936,000	1.41%	12/31/2004	3,580,000				3,580,000	
8/31/1998	4,936,000				4,936,000		1/31/2005	3,580,000		18,043	(18,043)	3,580,000	0.50%
9/30/1998	4,936,000				4,936,000		2/28/2005	3,580,000				3,580,000	
10/31/1998	4,936,000		70,232	(70,232)	4,936,000	1.42%	3/31/2005	3,580,000				3,580,000	
11/30/1998	4,936,000				4,936,000		4/30/2005	3,580,000		21,001	(21,001)	3,580,000	0.59%

MEMORANDUM

DATE: June 22, 2016

TO: Board of Law Library Trustees

FROM: Marcelino Juarez, Finance Manager

VIA: Sandra Levin, Executive Director

RE: Selection and Approval of Investment Type

BACKGROUND

As presented at the Boards December 17, 2013 meeting, pursuant to Business and Professions Code Section 6320, funds collected by the Law Library must be invested with the County and, pursuant to Business and Professions Code Section 6348.5, excess funds may be invested in the Local Agency Investment Fund (LAIF) or state or federal bonds. Historically, the Law Library has invested its excess funds in LAIF. In January 2014, the Board's Finance Committee made a recommendation to explore investing some of the Library's excess funds in U.S. Treasury Notes due to low returns generated from LAIF and the County's pool and to address the Library's ongoing fiscal challenges. Following a presentation from an investment advisor at the Board's February 2015 meeting, the Board approved an investment of up to \$4MM in Zero-Coupon U.S. Treasury Obligations to maximize its investment and keep safety through UBS Financial Services at its April 22, 2014 meeting.

In Discussion Item 4.1.1, Consideration of Cash Needs and Approval of Amount Available for Investment, the Board was asked to consider 3 options with a Staff recommendation to invest an additional \$500K from LAIF for investment in less liquid but higher yield investments. Should the Board select either option 1 or 2, Staff recommends investing any additional funds through UBS Financial Services in U.S. Treasury Notes.

ANALYSIS

Existing US Treasury Coupon Obligations values invested through UBS Financial Services have increased, thus providing for excellent returns (e.g., \$499,201.95 had been placed into a year 2019 \$550,000 maturity value Zero Coupon US Treasury Obligation which is now priced at \$532,141.50, a 6.60% total return since 5-22-14, approximately a 3.30% annualized return over the last two years) for previously established positions. The following table illustrates anticipated returns through 2019.



U.S. Treasury Zero-Coupon Obligations placed on 5-22-14	Anticipated Return
\$499,513.77 @ 0.522% annual YTM rate to mature on 11-15-16 at \$506,000	6,486
\$499,813.09 @ 1.031% annual YTM rate to mature on 11-15-17 at \$518,000	18,187
\$499,755.90 @ 1.357% annual YTM rate to mature on 11-15-18 at \$531,000	31,244
\$499,201.25 @ 1.777% annual YTM rate to mature on 11-15-19 at \$550,000	50,799

Given that no immediate cash need has been identified, the Library could, should the Board approve any additional investments, replicate this performance through the investment guidance of our UBS financial advisor. There is very limited to no risk to funds and anticipated returns should each placement be held until its respective maturity.

UBS Financial Services

Since inception, UBS Financial Service has provided excellent, one-to-one, customer service and guidance to the Library staff. They place high value in making certain that we thoroughly understand our strategy and that our investments are safe and liquid with the best possible yield.

RECOMMENDATION

That the Board approve additional U.S. Treasury Obligation investments through UBS Financial Services using the existing laddered strategy.



LA Law Library
125th Anniversary Celebration

Presented by:

Leigh Saldana

June 22, 2016