

# AGENDA

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

REGULAR BOARD MEETING  
*Wednesday, February 22, 2017*  
*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 January 25, 2017, Regular Board Meeting.
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Amendment to Employee Handbook Regarding Retiree Dental Benefits
- 3.4 Mid-Year Budget Review
- 3.5 Receipt of SEIU Re-Opener Request
- 3.6 Determination of Need and Ratification of Emergency Repair of Roof Drainage

**4.0 DISCUSSION ITEMS**

- 4.1 Approval of Workers Compensation Renewal Package
- 4.2 Patron Services Presentation

**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, February 22, 2017.

POSTED THURSDAY, FEBRUARY 16, 2017 @ 5:15 P.M.

POSTED BY ANN MARIE GAMEZ



# AGENDA ITEM 3

## CONSENT CALENDAR

- .  
3.1 Approval of Minutes of the January 25, 2016, Regular Board Meeting.
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Amendment to Employee Handbook Regarding Retiree Dental Benefits
- 3.4 Mid-Year Budget Review
- 3.5 Receipt of SEIU Re-Opener Request
- 3.6 Determination of Need and Ratification of Emergency Repair of Roof



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

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

**January 25, 2017**

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 25, 2017 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 Michelle Williams Court  
Kenneth Klein, Esquire  
Judge Richard Rico  
Susan Steinhauser, Esquire

**Trustees Absent:** Judge Dennis Landin  
Judge Mark Juhas

**Senior Staff Present:** Sandra J. Levin, Executive Director

**Also Present:** None

President Jones determined a quorum to be present, convened the meeting at 12:22 p.m. and thereafter presided. Executive Director, Sandra Levin recorded the Minutes.

**1.0 PUBLIC COMMENT**

6 public comments were made in remembrance of Christian Gaiters, an employee of nearly 23 years with the Los Angeles County Law Library, who passed away on Thursday, January 19, 2017.

Executive Assistant, Ann Marie Gamez, reminisced about a friendly and light-hearted work relationship with Mr. Gaiters. Librarian, Christine Langteau, who was unable to attend the meeting, requested her note be read aloud as a public comment, reflecting on Mr. Gaiters' work life and anticipated future plans. Recent retiree Ralph Stahlberg spoke in remembrance, of the privilege of working with Mr. Gaiters throughout his career and sent best wishes to Tonya Gaiters, mother of Mr. Gaiters and former employee of the Law Library herself. Support

Supervisor, Betsy Warner, spoke of Mr. Gaiters' excellent effort and role in the book stack shifting project. Library Aide Sharon Boone spoke of her close friendship with him. Executive Director, Sandra Levin, reflected on his diligence, outspokenness and willingness to share his thoughts.

5 public comments were also made in relation to Discussion Item 4.1, Retiree Dental Benefits. Finance Technician, Kim Thach, shared with the board that throughout her 24 years of service with the library she had understood dental benefits would be provided upon retirement and recommended option 2 from the staff report. Senior Librarian, Linda Heichman, described a verbal promise made by the previous Executive Director that she would be granted retirement health and dental benefits and provided statements from 2011 -2013 reflecting differing benefits for represented and un-represented employees. She recommended the Board choose option 4. Support Supervisor Betsy Warner emphasized her initial understanding since 1985 that she was promised full medical and dental benefits, including a verbal promise from the prior Executive Director that un-represented employees hired prior to July 1, 2008 would be eligible for retiree dental benefits. She recommended option 2. Retiree Ralph Stahlberg stated he had no prior knowledge of being at risk of having been denied retiree dental benefits and as a new retiree, his dental benefits would be terminated within the coming month unless the Board acted. Mr. Lee Paradise reminded the Board of the value of Law Library staff and emphasized the need to continue to provide retiree dental benefits.

## **2.0 PRESIDENT'S REPORT**

No report given.

## **3.0 CONSENT CALENDAR**

- 3.1 Approval of Minutes of the December 15, 2016 Regular Board Meeting.
- 3.2 Review of November Financials & List of December Checks and Warrants.
- 3.3 Approval of FY17 Quarter 2 Statistics
- 3.4 Status of 2017-2018 Workers Compensation Insurance Renewal
- 3.5 Approval of Keenan's Brokerage Service Agreement
- 3.6 Approval of Revisions to Dress Code Policy in Employee Handbook

President Jones requested a motion to approve the Consent Calendar. So moved by Trustee Court, seconded by Trustee Steinhauser. The motion was unanimously approved, 5-0.

## **4.0 DISCUSSION ITEMS**

- 4.1 Clarification of Policy regarding Retiree Dental Benefits

ED Sandra Levin clarified her role in bringing the matter to the Board for decision and that she can only approve benefits as stated according to the board-approved Employee Handbook. The Board began discussions by eliminating option 5. A lengthy discussion ensued in regards to: (1) whether represented and

unrepresented employees should be treated similarly; (2) what would be fair to current employees; and (3) what would the long term consequences be of each option. The Board was in agreement that unrepresented staff hired prior to July 1, 2008 should be entitled to retiree dental benefits because of the written promise in the Employee Handbook in existence at the time of hire and the desire for parity. The Board further agreed that those hired on or after the meeting date should not be entitled to such benefits, but that benefits for those hired in the interval between those dates required further consideration.

President Jones requested a motion to approve Option 2 to conform retiree dental benefits to those of represented staff (i.e., provide retiree dental for those hired prior to July 1, 2008) and that any employee hired on or after January 25, 2017 shall not be granted retiree dental benefits. So moved by Trustee Steinhauser, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

The Board then requested that retiree dental options for employees hired between July 1, 2008 and January 24, 2017 be agendaized for a future meeting for further discussion and resolution.

**5.0 CLOSED SESSION**

Executive Director Performance Evaluation. President Jones announced that no reportable action was taken.

**6.0 AGENDA BUILDING**

There were no items for agenda building.

**7.0 EXECUTIVE DIRECTOR REPORT**

ED Levin announced the Women's History month programming in March and thanked staff for making the programming possible. The Overcoming Adversity Video was sent out to all interviewee participants, High Schools which attended the screening along with thank you letters. ED Levin also reported the early status of Law Week in May and welcomed new Global Law Librarian, Sarah Sullivan.

**8.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 1:35 p.m. in memory of Christian Gaiters who worked at the Los Angeles County Law Library for more than 22 years, most recently as a Library Clerk.

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 22, 2017 at 12:15 pm.

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



# Los Angeles County Law Library

## Balance Sheet

As of December 31, 2016

(Provisional and subject to year-end audit adjustments)

	6/30/2016	12/31/2016	Change
<b>Assets</b>			
Current assets			
Cash and cash equivalents	3,551,273	3,308,309	(242,964)
Accounts receivable	1,312,177	1,248,641	(63,536)
Prepaid expenses	253,809	533,109	279,300
Total current assets	<u>5,117,260</u>	<u>5,090,059</u>	<u>(27,201)</u>
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,115,956	4,522,189	406,234
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	19,061,309	18,312,890	(748,419)
Total noncurrent assets	<u>24,082,168</u>	<u>23,739,982</u>	<u>(342,185)</u>
Total assets	<u>29,199,427</u>	<u>28,830,041</u>	<u>(369,386)</u>
<b>Deferred Outflows of Resources</b>			
Deffered Outflows of Resources	907,530	907,530	-
Total assets and deferred outflows of resources	<u><b>30,106,957</b></u>	<u><b>29,737,571</b></u>	<u><b>(369,386)</b></u>
<b>Liabilities</b>			
Current Liabilities			
Accounts payable	225,599	110,960	(114,639)
Other current liabilities	3,631	2,030	(1,602)
Payroll liabilities	8,682	16,131	7,449
Total current liabilities	<u>237,912</u>	<u>129,120</u>	<u>(108,792)</u>
Noncurrent Liabilities			
Accrued sick and vacation liability	359,980	343,833	(16,147)
Borrowers' deposit	327,949	339,418	11,468
OPEB liability	81,954	136,098	54,144
Net pension liability	1,233,873	1,233,873	-
Total noncurrent liabilities	<u>2,003,756</u>	<u>2,053,222</u>	<u>49,466</u>
Total liabilities	<u>2,241,668</u>	<u>2,182,342</u>	<u>(59,326)</u>
<b>Deferred Inflows of Resources</b>			
Deferred Inflows of Resources	895,773	895,773	-
Total liabilities and deferred inflows of resources	<u>3,137,441</u>	<u>3,078,115</u>	<u>(59,326)</u>
<b>Net Position</b>			
Invested in capital assets	19,647,742	18,899,323	(748,419)
Unrestricted	7,321,774	7,760,133	438,359
Total net position	<u>26,969,516</u>	<u>26,659,456</u>	<u>(310,060)</u>
Total liabilities and deffered inflows of resources and net position	<u><b>30,106,957</b></u>	<u><b>29,737,571</b></u>	<u><b>(369,386)</b></u>

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2016  
(Provisional and subject to year-end audit adjustments)

Dec 15 Actual	Dec 2016			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
488,176	449,591	535,126	85,535	19.0%
1,326	1,573	2,276	702	44.7%
58,405	56,667	55,108	(1,559)	-2.8%
50,424	94,343	41,004	(53,339)	-56.5%
598,331	602,174	633,513	31,339	5.2%
311,275	311,667	286,898	24,769	7.9%
0	0	78,313	(78,313)	0.0%
102,151	161,690	113,477	48,213	29.8%
(102,151)	(161,690)	(113,477)	(48,213)	29.8%
		0		
80,059	69,257	68,377	880	1.3%
10,277	12,450	10,364	2,086	16.8%
6,739	8,844	7,467	1,378	15.6%
797	833	0	833	100.0%
415	300	0	300	100.0%
408	321	146	174	54.4%
5,390	5,000	2,812	2,188	43.8%
246,456	254,597	239,248	15,350	6.0%
723,335	720,885	693,625	(27,260)	-3.8%
(125,004)	(118,711)	(60,112)	58,599	-49.4%
(853)	2,917	(3,361)	(6,278)	-215.2%
0	55,000	0	(55,000)	-100.0%
0	0	0	0	0.0%
(125,857)	(60,794)	(63,473)	(2,679)	4.4%
				0.0%
3,924	164,000	0	164,000	100.0%

	FY 2015-16	FY 2016-17 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
<b>Summary:</b>						
<b>Income</b>						
L.A. Superior Court Fees	3,319,373	3,345,123	3,443,986	98,863	3.0%	
Interest	9,095	10,641	12,278	1,637	15.4%	
Parking	360,155	351,231	348,674	(2,557)	-0.7%	
Library Services	313,470	330,836	208,980	(121,856)	-36.8%	
Total Income	4,002,092	4,037,831	4,013,919	(23,913)	-0.6%	
<b>Expense</b>						
Staff (payroll + benefits)	1,956,631	2,027,421	1,899,237	128,185	6.3%	
Electronic Resource Subscriptions	278,520	345,693	315,936	29,757	8.6%	
Library Materials	836,254	970,139	697,324	272,815	28.1%	
Library Materials Transferred to Assets	(836,254)	(970,139)	(697,324)	(272,815)	28.1%	
Facilities	442,850	430,742	426,802	3,940	0.9%	
Technology & Data	60,183	74,700	65,240	9,460	12.7%	
General	24,411	34,987	29,973	5,014	14.3%	
Professional Development	5,189	11,470	6,435	5,035	43.9%	
Communications & Marketing	2,871	5,130	58	5,072	98.9%	
Travel & Entertainment	1,343	1,574	1,084	490	31.2%	
Professional Services	39,083	36,763	33,225	3,538	9.6%	
Depreciation	1,460,935	1,495,408	1,452,223	43,185	2.9%	
Total Expenses	4,272,015	4,463,889	4,230,212	233,676	5.2%	
<b>Net Income (Loss)</b>	(269,923)	(426,057)	(216,293)	209,764	-49.2%	
<b>Investment Gain (Loss)<sup>2</sup></b>	3,922	17,500	(93,766)	(111,266)	-635.8%	
Extraordinary Income	0	55,000	0	(55,000)	-100.0%	
Extraordinary Expense	0	0	0	0	0.0%	
Net Income Including Extraordinary Items	(266,000)	(353,557)	(310,060)	43,497	-12.3%	
					0.0%	
<b>Capitalized Expenditures</b>	15,354	1,427,000	6,480	1,420,520	99.5%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2016  
(Provisional and subject to year-end audit adjustments)

Dec 15 Actual	Dec 2016				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
<b>Detailed Budget:</b>												
<b>Income:</b>												
488,176	449,591	535,126	85,535	19.0%	15 FIN 303300	L.A. Superior Court Fees	3,319,373	3,345,123	3,443,986	98,863	3.0%	
0	0	0	0	0.0%	15 FIN 311000	Interest - LAIF	1,082	1,203	1,290	88	7.3%	
1,152	1,375	2,020	645	46.9%	15 FIN 312000	Interest - General Fund	6,958	8,250	9,492	1,242	15.1%	
173	198	256	58	29.1%	15 FIN 313000	Interest - Deposit Fund	1,055	1,189	1,496	307	25.8%	
0	0	0	0	0.0%	15 FIN 313100	Interest - CalPERS CERBT <sup>1</sup>	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 313200	Interest - Bonds <sup>2</sup>	0	0	0	0	0.0%	
1,326	1,573	2,276	702	44.7%		Subtotal	9,095	10,641	12,278	1,637	15.4%	
<b>Parking:</b>												
58,405	56,667	55,108	(1,559)	-2.8%	39 FAC 330100	Parking	360,155	351,231	348,674	(2,557)	-0.7%	
58,405	56,667	55,108	(1,559)	-2.8%		Subtotal	360,155	351,231	348,674	(2,557)	-0.7%	
<b>Library Services:</b>												
49	50	33	(18)	-35.0%	27 CIRC 330150	Annual Borrowing Fee	1,576	2,075	3,169	1,094	52.7%	Beginning of year annual messenger renewals.
7,800	9,167	9,827	660	7.2%	25 P&P 330140	Annual Members Fee	53,192	55,002	49,037	(5,965)	-10.8%	Timing variance.
1,375	2,718	1,136	(1,582)	-58.2%	23 R&R 330340	Course Registration	9,246	16,308	5,527	(10,781)	-66.1%	Timing variance and reduced attendance
3,434	4,117	3,078	(1,039)	-25.2%	27 CIRC 330129	Copy Center	30,577	26,202	27,273	1,071	4.1%	
1,711	2,000	1,307	(693)	-34.6%	27 CIRC 330205	Document Delivery	15,574	12,000	9,270	(2,731)	-22.8%	Lower number of requests than anticipated.
3,801	3,875	5,080	1,205	31.1%	27 CIRC 330210	Fines	21,901	23,250	24,781	1,531	6.6%	
895	8,166	14,151	5,985	73.3%	15 FIN 330310	Miscellaneous	8,695	32,999	28,417	(4,583)	-13.9%	Delay in Google project reimbursements.
31,298	3,800	6,229	2,429	63.9%	39 FAC 330330	Room Rental	36,648	22,800	51,687	28,887	126.7%	Better than expected as a result of increased large event room rentals
0	350	122	(228)	-65.0%	27 CIRC 330350	Book Replacement	952	2,100	1,956	(144)	-6.9%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	13,206	7,500	0	(7,500)	-100.0%	
0	60,000	0	(60,000)	-100.0%	17 EXEC 330400	Friends of Law Library	115,000	120,000	0	(120,000)	-100.0%	Timing variance. \$155K contribution received Jan 2017.
0	0	0	0	0.0%	25 P&P 330420	Grants	0	0	0	0	0.0%	
62	100	42	(58)	-58.3%	39 FAC 330450	Vending	510	600	513	(87)	-14.5%	
0	0	0	0	0.0%	37 COM 330465	Special Events Income	6,392	10,000	7,352	(2,648)	-26.5%	Timing variance. \$5K received in Jan 2017
50,424	94,343	41,004	(53,339)	-56.5%		Subtotal	313,470	330,836	208,980	(121,856)	-36.8%	
598,331	602,174	633,513	31,339	5.2%		Total Income	4,002,092	4,037,831	4,013,919	(23,913)	-0.6%	
<b>Expenses:</b>												
<b>Staff:</b>												
181,253	189,844	169,032	20,812	11.0%	ALL 501000	Salaries (benefits eligible)	1,169,216	1,226,720	1,130,334	96,386	7.9%	Favorable variance due to vacancies.
0	(3,797)	0	(3,797)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(24,534)	0	(24,534)	100.0%	
18,844	20,304	18,069	2,235	11.0%	ALL 501050	Salaries (benefits ineligible)	119,685	131,974	118,687	13,287	10.1%	Favorable variance due to vacancies.
0	(406)	0	(406)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(2,639)	0	(2,639)	100.0%	
10,138	12,769	9,867	2,901	22.7%	15 FIN 502000	Social Security	70,593	82,554	67,403	15,151	18.4%	Favorable variance due to vacancies.
2,731	2,986	2,709	277	9.3%	15 FIN 503000	Medicare	17,621	19,307	17,127	2,180	11.3%	Favorable variance due to vacancies.
20,178	21,010	19,056	1,954	9.3%	15 FIN 511000	Retirement	144,081	182,209	173,968	8,241	4.5%	
0	0	0	0	0.0%	15 FIN 511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
39,546	44,257	41,822	2,435	5.5%	15 FIN 512000	Health Insurance	229,517	261,633	244,416	17,217	6.6%	Favorable variance due to vacancies.
416	389	402	(13)	-3.4%	15 FIN 513000	Disability Insurance	2,455	2,309	2,513	(204)	-8.8%	
5,453	5,545	4,790	755	13.6%	15 FIN 514000	Dental Insurance	30,391	32,448	28,280	4,168	12.8%	Favorable variance due to vacancies.
630	686	531	155	22.6%	15 FIN 514500	Vision Insurance	3,458	3,979	3,018	961	24.1%	
117	131	90	42	31.8%	15 FIN 515000	Life Insurance	505	775	426	348	45.0%	
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
8,464	6,366	6,727	(361)	-5.7%	15 FIN 516000	Workers Compensation Insurance	51,807	38,193	42,412	(4,218)	-11.0%	
0	0	0	0	0.0%	15 FIN 517000	Unemployment Insurance	(96)	0	2,541	(2,541)	0.0%	
0	17	0	17	100.0%	25 P&P 514010	Temporary Employment	1,916	3,100	0	3,100	100.0%	
124	42	0	42	100.0%	13 HR 514015	Recruitment	479	250	390	(140)	-56.0%	
0	0	0	0	0.0%	15 FIN 517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 518000	Accrued Vacation Expense	0	0	0	0	0.0%	
17,161	9,024	9,024	0	0.0%	15 FIN 518500	OPEB Expense	102,965	54,145	54,144	1	0.0%	
3,694	1,250	3,525	(2,275)	-182.0%	15 FIN 518550	TMP	5,076	7,500	6,187	1,313	17.5%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2016  
(Provisional and subject to year-end audit adjustments)

Dec 15 Actual	Dec 2016				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
2,527	1,250	1,253	(3)	-0.3%	15 FIN 518560	Payroll and Benefit Administration	6,960	7,500	7,392	108	1.4%	
311,275	311,667	286,898	24,769	7.9%		Total - Staff	1,956,631	2,027,421	1,899,237	128,185	6.3%	
						Library Materials/Electronic Resources Subscription:						
77,957	125,830	90,258	35,572	28.3%	23 R&R 601999	American Continuations	596,147	754,983	506,873	248,110	32.9%	Timing variance. LNMB payment scheduled for Jan 2017
300	1,365	605	760	55.7%	23 R&R 602999	American New Orders	7,797	8,191	9,043	(852)	-10.4%	Purchased several major treatises in high-demand critical subject areas.
0	4,305	1,663	2,642	61.4%	23 R&R 609199	Branch Continuations	14,934	25,831	10,870	14,961	57.9%	Timing variance.
0	50	0	50	100.0%	23 R&R 609299	Branch New Orders	0	300	161	139	46.2%	Replacement costs.
9,075	9,342	6,824	2,518	27.0%	23 R&R 603999	Commonwealth Continuations	86,316	56,054	75,486	(19,433)	-34.7%	Unanticipated new editions issued in the Common Law Library treatises.
0	130	0	130	100.0%	23 R&R 604999	Commonwealth New Orders	0	780	0	780	100.0%	Careful with purchases given limited budget.
9,218	11,456	3,549	7,907	69.0%	23 R&R 605999	Foreign Continuations	70,490	68,735	36,460	32,275	47.0%	Timing variance.
0	100	12	88	88.0%	23 R&R 606999	Foreign New Orders	398	600	580	20	3.3%	Careful with purchases given limited budget.
5,463	7,269	10,100	(2,831)	-38.9%	23 R&R 607999	International Continuations	48,569	43,617	52,680	(9,063)	-20.8%	Timing variance.
0	333	0	333	100.0%	23 R&R 608999	International New Orders	0	2,000	166	1,834	91.7%	Careful with purchases given limited budget.
137	1,408	465	943	67.0%	23 R&R 609399	General/Librarianship Continuations	11,603	8,449	4,933	3,516	41.6%	Timing variance.
0	100	0	100	100.0%	23 R&R 609499	General/Librarianship New Orders	0	600	72	528	88.0%	Careful with purchases given limited budget.
102,151	161,690	113,477	48,213	29.8%		Subtotal	836,254	970,139	697,324	272,815	28.1%	
(102,151)	(161,690)	(113,477)	(48,213)	29.8%	15 FIN 690000	Library Materials Transferred to Assets	(836,254)	(970,139)	(697,324)	(272,815)	28.1%	
61,520	57,616	78,313	(20,698)	-35.9%	15 FIN 685000	Electronic Resource Subscriptions (ERS)	278,520	345,693	315,936	29,757	8.6%	Timing variance.
						Facilities:						
749	3,750	0	3,750	100.0%	39 FAC 801005	Repair & Maintenance	20,154	22,500	2,520	19,980	88.8%	Minimal repairs or maintenance work needed.
1,746	1,000	272	728	72.8%	39 FAC 801010	Building Services	4,786	6,000	4,233	1,767	29.5%	Timing variance.
0	1,083	0	1,083	100.0%	39 FAC 801015	Cleaning Supplies	3,940	6,498	6,091	407	6.3%	Timing variance.
(63)	10,356	8,306	2,050	19.8%	39 FAC 801020	Electricity & Water	53,715	62,136	62,160	(24)	0.0%	Increased usage due to summer weather.
0	0	966	(966)	0.0%	39 FAC 801025	Elevator Maintenance	5,796	0	6,524	(6,524)	0.0%	Delay in elevator repair & upgrade capital project.
1,437	2,602	4,384	(1,782)	-68.5%	39 FAC 801030	Heating & Cooling	18,691	15,612	23,066	(7,454)	-47.7%	Increased usage due to summer weather.
24,428	21,600	21,946	(346)	-1.6%	15 FIN 801035	Insurance	146,567	129,600	130,984	(1,384)	-1.1%	
8,674	8,755	8,674	81	0.9%	39 FAC 801040	Janitorial Services	52,045	52,530	52,045	485	0.9%	
1,050	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	6,300	9,000	7,500	1,500	16.7%	Timing variance.
17,934	15,416	15,802	(386)	-2.5%	39 FAC 801050	Security	95,871	92,496	97,517	(5,021)	-5.4%	
22,360	1,750	6,496	(4,746)	-271.2%	39 FAC 801060	Room Rental Expenses	23,813	10,500	19,653	(9,153)	-87.2%	Includes portable stage for ongoing room rental activities
1,034	0	0	0	0.0%	37 COM 801065	Special Events Expenses	6,170	15,000	12,463	2,537	16.9%	
0	200	0	200	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	1,200	0	1,200	100.0%	Timing variance.
681	400	0	400	100.0%	39 FAC 801110	Equipment (<3K)	1,117	2,400	143	2,257	94.0%	Timing variance.
0	100	0	100	100.0%	39 FAC 801115	Building Alterations (<3K)	0	600	0	600	100.0%	Timing variance.
29	537	52	485	90.3%	35 CMS 801120	Delivery & Postage	2,898	3,422	1,186	2,236	65.4%	Low volume of shipping activities YTD.
0	208	229	(21)	-9.9%	39 FAC 801125	Kitchen supplies	986	1,248	717	531	42.6%	
80,059	69,257	68,377	880	1.3%		Subtotal	442,850	430,742	426,802	3,940	0.9%	
						Technology:						
1,970	1,740	1,485	255	14.6%	33 TECH 801210	Software Maintenance	11,403	10,440	10,558	(118)	-1.1%	
1,183	1,491	1,225	266	17.9%	33 TECH 801212	Hardware Maintenance	6,962	8,946	7,313	1,633	18.3%	
341	1,200	1,203	(3)	-0.3%	33 TECH 801215	Software (<\$3k)	341	7,200	2,721	4,479	62.2%	Timing variance.
0	400	0	400	100.0%	33 TECH 801220	Hardware (<\$3k)	2,439	2,400	0	2,400	100.0%	Timing variance.
0	80	0	80	100.0%	33 TECH 801225	Computer Supplies	344	480	174	306	63.7%	Timing variance.
3,868	4,039	4,043	(4)	-0.1%	33 TECH 801230	Integrated Library System	23,211	24,234	24,255	(21)	-0.1%	
2,464	3,500	2,408	1,092	31.2%	33 TECH 801235	Telecommunications	15,033	21,000	19,400	1,600	7.6%	
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	65	(65)	0.0%	
450	0	0	0	0.0%	33 TECH 801250	Services	450	0	753	(753)	0.0%	
10,277	12,450	10,364	2,086	16.8%		Subtotal	60,183	74,700	65,240	9,460	12.7%	
						General:						
493	700	698	2	0.3%	15 FIN 801310	Bank Charges	3,171	4,200	3,446	754	18.0%	
678	785	785	(0)	0.0%	35 CMS 801315	Bibliographical Services	5,051	4,710	4,710	(0)	0.0%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2016  
(Provisional and subject to year-end audit adjustments)

Dec 15 Actual	Dec 2016				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
85	90	47	43	47.7%	17 EXEC 801325	Board Expense	378	540	378	162	29.9%	
859	1,161	1,770	(609)	-52.4%	37 COM 801330	Staff meals & events	906	1,862	1,964	(102)	-5.5%	Timing variance.
1,432	1,000	1,784	(784)	-78.4%	15 FIN 801335	Supplies - Office	6,515	6,000	6,110	(110)	-1.8%	
2,525	1,500	1,696	(196)	-13.1%	35 CMS 801337	Supplies - Library materials	2,525	3,925	4,106	(181)	-4.6%	
0	500	0	500	100.0%	37 COM 801340	Stationery, business cards, etc.	0	1,000	349	651	65.1%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
444	3,000	670	2,330	77.7%	27 CIRC 801370	Copy Center Expense	4,371	12,000	4,841	7,159	59.7%	Timing variance re sales tax and lower maintenance cost than expected
50	42	0	42	100.0%	15 FIN 801375	General - Misc	961	250	3,513	(3,263)	-1305.2%	Includes \$3.5K payment to PCI for prior fiscal year discounted parking.
173	67	0	67	100.0%	23 R&R 801390	Course Registration	470	400	478	(78)	-19.5%	Unbudgeted family law prep trial flyer
0	0	17	(17)	0.0%	17 EXEC 801395	Friends of Law Library	63	100	78	22	22.3%	
6,739	8,844	7,467	1,378	15.6%		Subtotal	24,411	34,987	29,973	5,014	14.3%	
						Professional Development:						
0	600	0	600	100.0%	ALL 803105	Travel	1,367	6,800	3,000	3,800	55.9%	Timing variance
0	0	0	0	0.0%	ALL 803110	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
797	200	0	200	100.0%	ALL 803115	Membership dues	2,289	200	200	0	0.0%	
0	33	0	33	100.0%	ALL 803120	Registration fees	1,533	4,470	3,235	1,235	27.6%	Timing variance
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
797	833	0	833	100.0%		Subtotal	5,189	11,470	6,435	5,035	43.9%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	0	0	0	0.0%	
25	300	0	300	100.0%	37 COM 803210	Collateral materials	1,550	2,830	58	2,772	97.9%	Timing variance.
390	0	0	0	0.0%	37 COM 803215	Advertising	1,297	2,000	0	2,000	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	25	300	0	300	100.0%	
415	300	0	300	100.0%		Subtotal	2,871	5,130	58	5,072	98.9%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	0	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%	
408	321	146	174	54.4%	ALL 803320	Ground transportation & mileage reimb.	1,343	1,574	1,084	490	31.2%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
408	321	146	174	54.4%		Subtotal	1,343	1,574	1,084	490	31.2%	
						Professional Services						
1,350	0	0	0	0.0%	15 FIN 804005	Accounting	20,330	16,763	16,763	0	0.0%	
4,040	5,000	2,812	2,188	43.8%	17 EXEC 804008	Consulting Services	18,753	20,000	16,462	3,538	17.7%	
0	0	0	0	0.0%	17 EXEC 804010	Legal	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
5,390	5,000	2,812	2,188	43.8%		Subtotal	39,083	36,763	33,225	3,538	9.6%	
						Depreciation:						
218,292	216,381	214,025	2,357	1.1%	15 FIN 806105	Depreciation - Library Materials	1,292,028	1,302,572	1,299,934	2,638	0.2%	
28,164	38,216	25,223	12,993	34.0%	15 FIN 806110	Depreciation Exp - FF&E	168,907	192,836	152,289	40,547	21.0%	Delay in capital projects.
246,456	254,597	239,248	15,350	6.0%		Subtotal	1,460,935	1,495,408	1,452,223	43,185	2.9%	
723,335	720,885	693,625	27,260	3.8%		Total Expense	4,272,015	4,463,889	4,230,212	233,676	5.2%	
(125,004)	(118,711)	(60,112)	58,599	-49.4%		Net Income Before Extraordinary Items	(269,923)	(426,057)	(216,293)	209,764	-49.2%	
						Extraordinary Items						
(853)	2,917	(3,361)	(6,278)	-215.2%	15 FIN 321000	Investment Gain (Loss) <sup>2</sup>	3,922	17,500	(93,766)	(111,266)	-635.8%	Fluctuating market conditions.
0	55,000	0	(55,000)	-100.0%	17 EXEC 401000	Extraordinary Income	0	55,000	0	(55,000)	-100.0%	Timing variance, payment expected Jan 2017.
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
(125,857)	(60,794)	(63,473)	(2,679)	4.4%		Net Income Including Extraordinary Items	(266,000)	(353,557)	(310,060)	43,497	-12.3%	

**Los Angeles County Law Library**  
Income Statement for the Period Ending December 31, 2016  
**(Provisional and subject to year-end audit adjustments)**

Dec 15 Actual	Dec 2016				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Capital Expenditures:												
3,924	30,000	0	30,000	100.0%	39 FAC 161100	Furniture / Appliances (>3k)	3,924	30,000	0	30,000	100.0%	
0	82,000	0	82,000	100.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	0	157,000	6,480	150,520	95.9%	
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/Improvements (>3k)	0	410,000	0	410,000	100.0%	
0	7,000	0	7,000	100.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	435,000	0	435,000	100.0%	
0	45,000	0	45,000	100.0%	33 TECH 168000	Computer Software	11,430	395,000	0	395,000	100.0%	
<u>3,924</u>	<u>164,000</u>	<u>0</u>	<u>(164,000)</u>	<u>-100.0%</u>		<b>Total - Capitalized Expenditures</b>	<u>15,354</u>	<u>1,427,000</u>	<u>6,480</u>	<u>1,420,520</u>	<u>99.5%</u>	
CalPERS CERBT Trust Fund <sup>1</sup> :												
						Beginning Balance		2,019,315				
						Administrative Expense		(85)				CalPERS CERBT program cost.
						Investment Expense		(62)				Investment management cost.
						Unrealized Gain/Loss		28,231				Fluctuating market conditions.
						Ending Balance		<u>2,047,400</u>				

<sup>1</sup> CalPERS CERBT income account removed effective FY 2016 as recommended by outside auditors. The account will be monitored and reported independently from the Library's operating budget.  
<sup>2</sup> UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) effective FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

**Los Angeles County Law Library**  
Statement of Cash Flows  
As of December 31, 2016  
(Provisional and subject to year-end audit adjustments)

	12/31/2016	YTD
<b>Cash flows from operating activities</b>		
L.A. Superior court fees	535,126	3,443,986
Parking fees	55,108	348,674
Library services	41,004	208,980
(Increase) decrease in accounts receivable	6,912	63,536
Increase (decrease) in borrowers' deposit	1,289	11,468
<b>Cash received from filing fees and services</b>	<b>639,438</b>	<b>4,076,645</b>
Facilities	(68,377)	(426,802)
Technology	(10,364)	(65,240)
General	(7,467)	(29,973)
Professional development	-	(6,435)
Communications & marketing	-	(58)
Travel & entertainment	(146)	(1,084)
Professional services	(2,812)	(33,225)
Electronic Resource Subscriptions (ERS)	(78,313)	(315,936)
(Increase) decrease in prepaid expenses	(202,583)	(279,300)
Increase (decrease) in accounts payable	(13,038)	(114,639)
Increase (decrease) in other liabilities	-	(1,602)
<b>Cash payments to suppliers for goods and services</b>	<b>(383,100)</b>	<b>(1,274,293)</b>
Staff (payroll + benefits)	(286,898)	(1,899,237)
Increase (decrease) in payroll liabilities	1,215	7,449
Increase (decrease) in accrued sick and vacation liability	(11,768)	(16,147)
Increase (decrease) in OPEB liability	9,024	54,144
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
<b>Cash payments to employees for services</b>	<b>(288,427)</b>	<b>(1,853,790)</b>
Contributions received	-	-
Net cash from operating activities	(32,089)	948,562
<b>Cash flow from capital and related financing activities</b>		
Library materials	(113,477)	(697,324)
Fixed assets	-	(6,480)
Capital - Work in Progress (WIP)	-	-
<b>Cash flows from investing activities</b>		
Investment	-	(500,000)
Investment earnings	2,276	12,278
<b>Net cash increase (decrease) in cash and cash equivalents</b>	<b>(143,290)</b>	<b>(242,964)</b>
Cash and cash equivalents, at beginning of period	3,770,069	3,869,743
Cash and cash equivalents, at end of period	3,626,779	3,626,779
<b>Reconciliation of Operating Income to Net Cash from Operating Activities</b>		
Operating income	(62,387)	(228,572)
Adjustments for noncash effects:		
Depreciation	239,248	1,452,223
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	6,912	63,536
(Increase) decrease in prepaid expenses	(202,583)	(279,300)
Increase (decrease) in accounts payable	(13,038)	(114,639)
Increase (decrease) in other liabilities	-	(1,602)
Increase (decrease) in payroll liabilities	1,215	7,449
Increase (decrease) in accrued sick and vacation liability	(11,768)	(16,147)
Increase (decrease) in borrowers' deposit	1,289	11,468
Increase (decrease) in OPEB liability	9,024	54,144
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	(32,089)	948,562

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2017 - January 31, 2017 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 6	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029523
	COUNTY OF LOS ANGELES	BANK CHARGES	78.85	029524
	CHRISTINE R LANGTEAU	MILEAGE	25.92	029525
	JANINE LIEBERT	CLINICS/PROGRAMS	20.00	029526
	METROLINK	TMP	1,099.00	029527
	PARKING CONCEPTS INC	COURSE REGISTRAT	600.00	029528
	ELIZABETH WARNER	MILEAGE	72.41	029529
January 9	ATLANTIC LAW BOOK COMPANY	BOOKS	150.40	029530
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	235.70	029531
January 11	COUNCIL OF CALIFORNIA COUNTY	MEMBERSHIP	5,980.00	029532
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,808.60	029533
January 13	LUDWIG MAYER LTD	BOOKS	52.00	029534
	MANAGE EASE INCORPORATED	CONSULTING	2,811.90	029535
January 18	SYNCB AMAZON	BOOKS	130.80	029536
	GALE CENGAGE LEARNING	BOOKS	7,699.84	029537
	MONTANA LEGISLATIVE SERVICES DIVISI	BOOKS	400.00	029538
	MINISTER OF FINANCE ENERGY & MUNICI	BOOKS	56.75	029539
January 19	MARK ALEXANIAN	REFUND	125.00	029540
	JAMES ALLEN	REFUND	140.00	029541
	RUBEN MICHAEL ANGULO	REFUND	125.00	029542
	MARIA ARENAS	REFUND	140.00	029543
	JOHN BURY BARTOS	REFUND	125.00	029544
	JORDAN DOMINGO BELLO	REFUND	125.00	029545
	BETTY J BOYD	REFUND	125.00	029546
	BRENT B BRADLEY	REFUND	125.00	029547
	ERICA BRISTOL	REFUND	122.00	029548
	IAN R BUENAVENTURA	REFUND	125.00	029549
	ARTHUR TAKASHI BUFFORD	REFUND	125.00	029550
	RICHARD PERRY BYRNE	REFUND	140.00	029551
	THOMAS PETER CACCIATORE	REFUND	140.00	029552
	CAESAR CANTU	REFUND	125.00	029553
	CASTLE & ASSOCIATES	REFUND	400.00	029554
	ROBERT B CHARBONEAU	REFUND	125.00	029555
	GRACE W CHU	REFUND	140.00	029556
	JANICE COLEMAN	REFUND	140.00	029557
	WILLIAM LEAMON CUMMINGS	REFUND	140.00	029558
	LAURA LYNN DAVIDSON	REFUND	125.00	029559
	THOMAS E DUQUE	REFUND	140.00	029560
	ROBERT P EASTMAN	REFUND	140.00	029561

27,470.17

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2017 - January 31, 2017 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	ERIC M EPSTEIN	REFUND	125.00	029562
	DIANA M ESTRADA	REFUND	125.00	029563
	DAVE FAULKNER	REFUND	140.00	029564
	FREEMAN & MILLS INC	REFUND	400.00	029565
	JAMES R GALLIVER	REFUND	125.00	029566
	RICHARD M GARBER	REFUND	125.00	029567
	PAUL ADRIAN GREEN	REFUND	125.00	029568
	RACHEL GRISWOLD	REFUND	140.00	029569
	DAVID LOSA GUTIERREZ	REFUND	125.00	029570
	MICHAEL M HACHIGIAN	REFUND	140.00	029571
	WILLIAM J HAMILTON	REFUND	116.00	029572
	WILLIAM KIOKI HANAGAMI	REFUND	140.00	029573
	YANDONG HE	REFUND	125.00	029574
	HENNELLY & GROSSFELD LLP	REFUND	400.00	029575
	ROBERT G HOULE	REFUND	140.00	029576
	ROBERT WILLIAM HUTTON	REFUND	140.00	029577
	CHRISTINA M JACOBS	REFUND	140.00	029578
	MARK G KHALFIN	REFUND	140.00	029579
	ANDREW M KNAPP	REFUND	125.00	029580
	MALINDA LEE	REFUND	125.00	029581
	JAMES LOGAN JR	REFUND	125.00	029582
	HENRY LOMAS	REFUND	140.00	029583
	DAVID W LOWE	REFUND	140.00	029584
	GRAHAM THOMAS MACLEAN JR	REFUND	125.00	029585
	CHRISTIAN MARTINEN	REFUND	140.00	029586
	MICHAEL D MAY	REFUND	140.00	029587
	ALFRED MCKNIGHT	REFUND	140.00	029588
	ALBERT E MEAD JR	REFUND	125.00	029589
	JUAN GABRIEL M MEJIA	REFUND	140.00	029590
	ROBERT MICHAEL MORRISON	REFUND	125.00	029591
	ROBERT Y NAKAGAWA	REFUND	125.00	029592
	KAY NICHOLAS	REFUND	140.00	029593
	PACHULSKI STANG ZIEHL & YOUNG	REFUND	400.00	029594
	WILLIAM RONALD PARDEE	REFUND	125.00	029595
	JOHN STEPHEN PETERSON	REFUND	140.00	029596
	PHILLIPS JESSNER LLP	REFUND	400.00	029597
	CLARK REED PITTMAN	REFUND	140.00	029598
	MAXIM RALIS	REFUND	140.00	029599
	MONICA M RATLIFF	REFUND	91.00	029600
	TERRANCE BENJAMIN RODSKY	REFUND	125.00	029601
	CARY A ROSS	REFUND	125.00	029602
	SATISH SHETTY	REFUND	140.00	029603
	JUSTIN ALBERT SHIAU	REFUND	125.00	029604
	LILLI A SHOEN	REFUND	140.00	029605
	HERBERT D STURMAN	REFUND	140.00	029606

34,482.17

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2017 - January 31, 2017 (CHECKS)**  
**Account No.: 108000**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	RODNEY JAMES TOLENTINO	REFUND	140.00	029607
	MARIA ANNTONETTE UNDERWOOD	REFUND	125.00	029608
	JAMES ADAM VICKMAN	REFUND	125.00	029609
	RISHI H WADHWANI	REFUND	125.00	029610
	JEFFREY C WALKER	REFUND	140.00	029611
	JOHN HERBERT WALKER	REFUND	108.00	029612
	NATALIE BUCHANAN WHITE	REFUND	125.00	029613
	LORI WITHROW	REFUND	125.00	029614
	DAVID K WONG	REFUND	140.00	029615
	WEI C WONG	REFUND	125.00	029616
	GREG B WOOD	REFUND	125.00	029617
	KEITH ALEXANDER YEOMANS	REFUND	125.00	029618
	YOKA & SMITH LLP	REFUND	400.00	029619
	SANDY KYUNG YU	REFUND	140.00	029620
	ZAMORA & HOFFMEIER	REFUND	400.00	029621
	WILLIAM ZHANG	REFUND	140.00	029622
	SAMUEL LOUIS BARRY	REFUND	140.00	029623
	QIAN XU	REFUND	140.00	029624
January 20	SYNCB AMAZON	SUPPLIES-LIBRARY	81.70	029625
	STATE BOARD OF EQUALIZATION	USE TAX	2,288.00	029626
	ESTHER EASTMAN	MILEAGE	26.70	029627
	GUARDIAN	PREPAID EXP	7,051.29	029628
	KEENAN & ASSOCIATES	PREPAID EXP	5,836.00	029629
January 23	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	169.30	029630
	CARSWELL COMPANY LTD	BOOKS	8.75	029631
	GOVERNMENT OF YUKON	BOOKS	122.38	029632
January 26	AT&T	TELECOM	447.22	029633
	STATE BOARD OF EQUALIZATION	SALES TAX	6,851.00	029634
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	029635
	METROLINK	TMP	1,099.00	029636
	STATE COMPENSATION INSURANCE FUND ** VOIDE	WORKERS COMP	0.00	029637
	BET TZEDEK	ADVERTISING	500.00	029638
	CHRISTINE R LANGTEAU	MILEAGE	51.36	029639
January 30	SUNSERI'S	ROOM RENTAL	272.50	029640
	TORTUGA BAY	ROOM RENTAL	1,721.25	029641

65,162.57

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2017 - January 31, 2017 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 3	AMERICAN ASSOCIATION OF LAW LIBRARI	RECRUITMENT	500.00	V001897
January 4	STAMPS.COM	DELIVERY & POSTAG	300.00	V001898
January 5	DICE.COM	RECRUITMENT	395.00	V001899
January 6	AT&T MOBILITY	TELECOM	11.16	V001900
	BANDWIDTH.COM, INC.	TELECOM	278.37	V001901
	EX LIBRIS (USA) INC.	ILS	1,092.77	V001902
	GLOBAL CAPACITY	TELECOM	378.50	V001903
	GLOBAL CAPACITY	TELECOM	71.47	V001904
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	26.62	V001905
	OFFICE DEPOT	SUPPLIES-OFFICE	602.61	V001906
	PEOPLEG2	RECRUITMENT	207.98	V001907
	SECURITAS SECURITY	SECURITY	6,231.29	V001908
	UPS	DELIVERY & POSTAG	35.25	V001909
	SMART LEVELS	COLLATERAL MATER	258.60	V001919
January 9	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,663.02	V001910
	BLOOMBERG BNA	BOOKS	893.45	V001911
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,808.73	V001912
	JAMES PUBLISHING INC	BOOKS	504.00	V001913
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	3,802.49	V001914
	LAWPRESS CORPORATION	BOOKS	313.10	V001915
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	55.18	V001916
	THOMSON REUTERS	BOOKS	59,225.96	V001917
January 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V001920
	CHERRY PICK CAFE	ROOM RENTAL EXPE	38.50	V001924
	LA CAFE	ROOM RENTAL EXPE	113.46	V001925
	CDW GOVERNMENT INC	HARDWARE MAINT	608.66	V001959
	CDW GOVERNMENT INC	SOFTWARE MAINT	1,500.00	V001977
January 11	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	131,837.22	V001921
	REPUBLIC SERVICES #902	BLDG SVCS	277.26	V001922
	OCLC INC	BIBLIOGRAPHICAL S	700.96	V001923
January 13	SELF REPRESENTED LITIGATION NETWORK	REGISTRATION	316.98	V001978
January 18	WOLTERS KLUWER LAW & BUSINESS	BOOKS	376.05	V001926
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	122.50	V001927
	GEORGE T BISEL COMPANY	BOOKS	311.04	V001928
	BLOOMBERG BNA	BOOKS	438.02	V001929
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	154.12	V001930

216,672.31

**LOS ANGELES COUNTY LAW LIBRARY**  
**January 1, 2017 - January 31, 2017 (CHECKS)**  
**Account No.: 102001**

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 20	JAMES PUBLISHING INC	BOOKS	197.00	V001931
	JURIS PUBLISHING INC	BOOKS	324.14	V001932
	ALM MEDIA LAW JOURNAL PRESS	BOOKS	1,815.03	V001933
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V001934
	MARTINDALE HUBBELL LEXISNEXIS MARTI	BOOKS	910.15	V001935
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	249.00	V001936
	NATIONAL UNDERWRITER COMPANY	BOOKS	308.28	V001937
	ROCKY MOUNTAIN MINERAL LAW FOUNDATI	BOOKS	206.00	V001938
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	232.11	V001939
January 23	ALTA FOODCRAFT	KITCHEN SUPPLIES	209.30	V001940
	REPUBLIC SERVICES #902	BLDG SVCS	277.26	V001941
	GUERRA SERVICES	REPAIR & MAINTENA	125.00	V001942
	INFINISOURCE INC	PAYROLL/HR BENEFI	77.00	V001943
	OFFICE DEPOT	SUPPLIES-LIBRARY	172.71	V001944
	SUPPLYWORKS	CLEANING SUPPLIES	1,956.62	V001945
	UPS	DELIVERY & POSTAG	15.99	V001946
	CHERRY PICK CAFE	STAFF MEALS & EVE	96.82	V001960
	January 25	DAILY JOURNAL CORPORATION	BOOKS	53.29
ALI CLE CONTINUING LEGAL EDUCATION		BOOKS	75.00	V001948
WOLTERS KLUWER LAW & BUSINESS		BOOKS	431.00	V001949
MATTHEW BENDER LEXISNEXIS MATTHEW B		BOOKS	1,328.48	V001950
BLOOMBERG BNA		BOOKS	431.20	V001951
CCH INCORPORATED		BOOKS	145.35	V001952
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	471.53	V001953
JURIS PUBLISHING INC		BOOKS	513.96	V001954
ALM MEDIA LAW JOURNAL PRESS		BOOKS	276.10	V001955
LAW LIBRARY MICROFORM CONSORTIUM		BOOKS	8,423.00	V001956
WEST ACADEMIC		BOOKS	143.88	V001957
THOMSON REUTERS	BOOKS	20,135.74	V001958	
January 26	LA CAFE	BOARD EXPENSE	48.18	V001966
January 26	AT&T MOBILITY	TELECOM	15.89	V001961
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	434.15	V001962
	OFFICE DEPOT	SUPPLIES-OFFICE	613.58	V001963
	SECURITAS SECURITY	SECURITY	11,414.96	V001964
	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	5,419.97	V001965

288,442.98

LOS ANGELES COUNTY LAW LIBRARY  
January 1, 2017 - January 31, 2017 (CHECKS)  
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 26	L A DEPT WATER & POWER	WATER/SEWER	8,305.86	V000091

8,305.86

LOS ANGELES COUNTY LAW LIBRARY  
January 1, 2017 - January 31, 2017 (WARRANTS)  
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 31	CALPERS	PREPAID EXP	50,429.29	TS00245475

50,429.29

**MEMORANDUM**

**DATE:** February 22, 2017

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** Amendment to Employee Handbook Regarding Retiree Dental Benefits

**SUMMARY AND BACKGROUND**

At the January 2017 Board meeting the Board was asked to clarify the Law Library's policy regarding Law Library retiree dental benefits for unrepresented employees.

To conform to the treatment of represented employees, avoid confusion, assure adequate notice of changes to benefits and serve other articulated policy goals, the Board determined that unrepresented employees hired prior to July 1, 2008 should be entitled to retiree dental upon their retirement.

An amendment to the Employee Handbook implementing that decision is attached for Board review and approval.

Note that the Board also requested a further discussion concerning retiree dental benefits for unrepresented employees hired after July 1, 2008. That discussion is scheduled for the March Board meeting.

**RECOMMENDATION**

Staff recommends that the Board adopt the proposed amendment to the Employee Handbook, providing for retiree dental benefits for those hired prior to July 1, 2008.





## Amendment to Employee Handbook

### **13.4 DENTAL INSURANCE**

The Library provides a dental insurance plan. For full-time employees, the Library contributes the full cost of single coverage. In addition, for full-time employees, the Library contributes one-half the cost of dependent or family coverage. Employees are responsible for paying the balance through payroll deductions. Coverage eligibility begins at the completion of the introductory period.

Part-time branch assistants and other part-time library employees are not eligible for dental insurance coverage.

Information and enrollment forms, as well as booklets containing details of the dental plan may be obtained from HR. Refer to the actual plan document and summary plan description. Those documents are controlling.

Employees may adjust coverage during open enrollment periods or upon a change in family status. The open enrollment period is in July. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, dependent reaching the age of 26 or termination of employment of your spouse or registered domestic partner. However, employees may only change plans during open enrollment or when a valid change of address occurs.

Upon separation from the Library, [benefitted employees hired prior to July 1, 2008 will be eligible for retiree dental benefits.](#) Other employees may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy or applicable state and federal law. Eligible dependents enrolled at the time of separation may also be entitled to continuation or conversion of the group health insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Section 13.11, COBRA* below or contact HR.



**MEMORANDUM**

**DATE:** February 22, 2017

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** FY 2017 Mid-Year Budget and Financial Forecast

**SUMMARY**

Attached is the financial forecast for the current fiscal year based upon a review of mid-year performance as compared to budget. Overall, the forecast is slightly better than budget. Happily, civil filing fee revenue is expected to surpass budget. Although it's merely 2% percent over budget, staff is hopeful that this represents a more stable revenue stream for future budget planning years. As a result of further reduction in expenses, mostly due to vacancies and a restructure, the net result is that net income projected to be ahead of budget by \$400K.

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

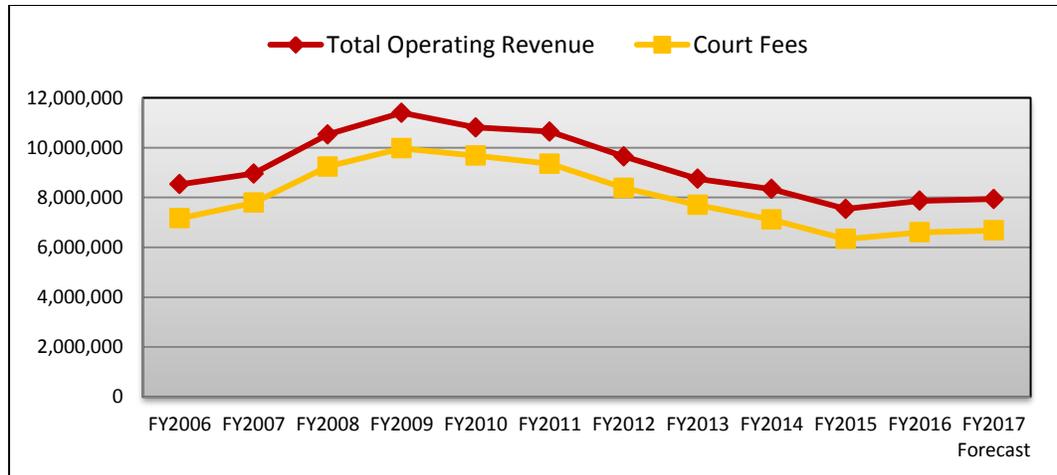
The budget projected a negative cash flow of approximately \$1.3M primarily due to \$1.5M capital projects carried over from prior fiscal years. However, there has been a delay in some of the proposed capital expenditures. As a result, as of the end of December 2016, the Library had added \$390K to its reserves.

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

**REVENUE**

Civil filing fees are showing signs of stabilization and even a slight increase. Based on fees filed through December 2016, Staff projects filing fees be 2% over budget and 1% over FY2016. We are cautiously optimistic that filing fee revenue is stabilizing.





Notes: Parking income is expected to meet budget expectations. Although the scanning project with Google has not fully realized this year due to a delay in payment and preliminary test period, there is a slight increase in Library Services as a result of better than expected room rental activities and a generous contribution by the Friends. Interest income from LAIF and the County is expected to increase 12% above budget.

**Investments**

Investments held with UBS and CalPERS CERBT fluctuate and respond to market trends. However, both investments are performing as or better than expected and yielding positive unrealized gains.

The gain or loss from the UBS Treasury Bill investments is unrealized gain or loss to date. No cash will be realized until the actual sale of the bonds occurs. Moreover, even though the sale price at maturity is known, the income from that anticipated sale may not occur until a future period. As a result, the line item for UBS investment income is not a complete picture. Rather than reflecting the expected long-term gain, it reflects the current sale price of the bonds (i.e., what the Library would receive if it sold now).

CalPERS CERBT gains are realized when the Library requests a distribution to offset paid retiree health insurance costs. This fiscal year, the Library is anticipating a \$40K distribution.

**EXPENSES AND NET INCOME**

Ordinary operating expenses are expected to be 2.5% below the already-aggressive budget as a result of savings from staff vacancies, lower depreciation expense and savings in other expense categories primarily facilities, communications and professional development.

It is important to note that the projected \$660K loss (negative net income) is the result of “paper” expenses, primarily depreciation. Looking at actual collection expense (the “cash” expense) and eliminating depreciation expense would yield a positive net income. In particular, the cost of depreciable purchases (non-electronic library



materials of \$1.9M) is \$600K below the booked depreciation expense (\$2.5M). In other words, our expenses booked using standard accounting practices still reflect the years of higher spending that preceded the current era of cuts. As we move into the future, the depreciation expense for collection materials will reduce and come into alignment with current spending, reducing the deficit even without further cuts.

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

#### **NEXT STEPS**

Staff will continue to limit expenditures within the current year and will propose needed course corrections in connection with the proposed budget for the next fiscal year.

Staff recommends that the Board President appoint a Budget and Financial Planning committee for Fiscal Year 2018. Staff will meet with the committee in March to discuss the midyear review and proposed budget options for FY18.

#### **RECOMMENDATION**

Staff recommends that the Board receive and file.





**Los Angeles County Law Library**

FY 2016-17 Forecast

**(Provisional and subject to year-end audit adjustments)**

	FY 2015-16	FY 2016-17 Forecast												Comments	
	Actual	Jul - Dec Budget	Jul - Dec Actual	\$ Fav (Unf)	% Fav (Unf)	Jan - Jun Budget	Jan - Jun Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Actual Forecast	\$ Fav (Unf)	% Fav (Unf)		
<b>Summary:</b>															
<b>Income</b>															
L.A. Superior Court Fees	6,604,626	3,345,123	3,443,986	98,863	3.0%	3,199,960	3,233,374	33,414	1.0%	6,545,083	6,677,360	132,278	2.0%		
Interest	23,546	10,641	12,278	1,637	15.4%	13,046	14,366	1,319	10.1%	23,688	26,644	2,956	12.5%		
Parking	715,481	351,231	348,674	(2,557)	-0.7%	340,000	336,420	(3,580)	-1.1%	691,231	685,094	(6,137)	-0.9%		
Library Services	546,501	330,836	208,980	(121,856)	-36.8%	193,283	380,578	187,295	96.9%	524,120	589,558	65,439	12.5%		
Total Income	7,890,153	4,037,831	4,013,919	(23,913)	-0.6%	3,746,289	3,964,738	218,448	5.8%	7,784,121	7,978,657	194,536	2.5%		
<b>Expense</b>															
Staff (payroll + benefits)	3,838,897	2,027,421	1,899,237	128,185	6.3%	2,010,604	1,980,050	30,554	1.5%	4,038,026	3,879,287	158,739	3.9%		
Electronic Resource Subscriptions	658,434	345,693	315,936	29,757	8.6%	345,693	375,451	(29,758)	-8.6%	691,386	691,387	(1)	0.0%		
Library Materials	2,059,885	970,139	697,324	272,815	28.1%	970,139	1,220,653	(250,514)	-25.8%	1,940,279	1,917,977	22,301	1.1%		
Library Materials Transferred to Assets	(2,059,885)	(970,139)	(697,324)	(272,815)	28.1%	(970,139)	(1,220,653)	250,514	-25.8%	(1,940,279)	(1,917,977)	(22,301)	1.1%		
Facilities	871,193	430,742	426,802	3,940	0.9%	425,626	429,356	(3,730)	-0.9%	856,368	856,158	210	0.0%		
Technology & Data	124,504	74,700	65,240	9,460	12.7%	89,700	100,257	(10,557)	-11.8%	164,400	165,497	(1,097)	-0.7%		
General	59,551	34,987	29,973	5,014	14.3%	32,062	35,650	(3,588)	-11.2%	67,049	65,623	1,426	2.1%		
Professional Development	12,948	11,470	6,435	5,035	43.9%	9,855	13,655	(3,800)	-38.6%	21,325	20,090	1,235	5.8%		
Communications & Marketing	6,258	5,130	58	5,072	98.9%	3,225	5,100	(1,875)	-58.1%	8,355	5,158	3,197	38.3%		
Travel & Entertainment	2,481	1,574	1,084	490	31.2%	1,474	1,400	74	5.0%	3,048	2,484	564	18.5%		
Professional Services	58,613	36,763	33,225	3,538	9.6%	19,300	19,320	(20)	-0.1%	56,063	52,545	3,518	6.3%		
Depreciation	2,967,037	1,495,408	1,452,223	43,185	2.9%	1,464,969	1,462,000	2,969	0.2%	2,960,377	2,914,223	46,154	1.6%		
Total Expenses	8,599,916	4,463,889	4,230,212	233,676	5.2%	4,402,508	4,422,239	(19,731)	-0.4%	8,866,397	8,652,452	213,945	2.4%		
<b>Net Income (Loss)</b>	(709,763)	(426,057)	(216,293)	209,764	-49.2%	(656,219)	(457,502)	198,717	-30.3%	(1,082,276)	(673,795)	408,481	-37.7%		
<b>Investment Gain (Loss)<sup>2</sup></b>	78,437	17,500	(93,766)	(111,266)	-635.8%	17,500	17,500	0	0.0%	35,000	(76,266)	(111,266)	-317.9%		
Extraordinary Income	0	55,000	0	(55,000)	-100.0%	0	55,000	55,000	0.0%	55,000	55,000	0	0.0%		
Extraordinary Expense	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%		
Net Income Including Extraordinary Items	(631,326)	(353,557)	(310,060)	43,497	-12.3%	(638,719)	(385,002)	253,717	-39.7%	(992,276)	(695,061)	297,215	-30.0%		
					0.0%				0.0%				0.0%		
<b>Capitalized Expenditures</b>	15,354	1,427,000	6,480	1,420,520	99.5%	142,500	768,020	(625,520)	-439.0%	1,569,500	774,500	795,000	50.7%		

**Los Angeles County Law Library**

FY 2016-17 Forecast

(Provisional and subject to year-end audit adjustments)

			FY 2016-17 Forecast												Comments	
			Actual	Jul - Dec Budget	Jul - Dec Actual	\$ Fav (Unf)	% Fav (Unf)	Jan - Jun Budget	Jan - Jun Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Actual Forecast	\$ Fav (Unf)		% Fav (Unf)
<b>Detailed Budget:</b>																
<b>Income:</b>																
15	FIN	303300 L.A. Superior Court Fees	6,604,626	3,345,123	3,443,986	98,863	3.0%	3,199,960	3,233,374	33,414	1.0%	6,545,083	6,677,360	132,278	2.0%	
Interest:																
15	FIN	311000 Interest - LAIF	5,684	1,203	1,290	88	7.3%	3,608	3,854	246	6.8%	4,810	5,144	334	7.0%	
15	FIN	312000 Interest - General Fund	15,546	8,250	9,492	1,242	15.1%	8,250	9,250	1,000	12.1%	16,500	18,742	2,242	13.6%	
15	FIN	313000 Interest - Deposit Fund	2,316	1,189	1,496	307	25.8%	1,189	1,262	73	6.2%	2,378	2,758	380	16.0%	
15	FIN	313100 Interest - CalPERS CERBT <sup>1</sup>	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	313200 Interest - Bonds <sup>2</sup>	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
Subtotal			23,546	10,641	12,278	1,637	15.4%	13,046	14,366	1,319	10.1%	23,688	26,644	2,956	12.5%	
Parking:																
39	FAC	330100 Parking	715,481	351,231	348,674	(2,557)	-0.7%	340,000	336,420	(3,580)	-1.1%	691,231	685,094	(6,137)	-0.9%	
Subtotal			715,481	351,231	348,674	(2,557)	-0.7%	340,000	336,420	(3,580)	-1.1%	691,231	685,094	(6,137)	-0.9%	
Library Services:																
27	CIRC	330150 Annual Borrowing Fee	4,272	2,075	3,169	1,094	52.7%	1,725	1,725	0	0.0%	3,800	4,894	1,094	28.8%	Actual better than expected, may increase budget figure in FY2018.
25	P&P	330140 Annual Members Fee	114,996	55,002	49,037	(5,965)	-10.8%	55,002	59,358	4,356	7.9%	110,004	108,395	(1,609)	-1.5%	
23	R&R	330340 Course Registration	26,990	16,308	5,527	(10,781)	-66.1%	16,309	17,200	891	5.5%	32,617	22,727	(9,890)	-30.3%	Increase in free programming.
27	CIRC	330129 Copy Center	60,303	26,202	27,273	1,071	4.1%	26,498	28,000	1,502	5.7%	52,700	55,273	2,573	4.9%	
27	CIRC	330205 Document Delivery	25,062	12,000	9,270	(2,731)	-22.8%	12,000	12,000	0	0.0%	24,000	21,270	(2,731)	-11.4%	revenue should resume with new staff.
27	CIRC	330210 Fines	44,447	23,250	24,781	1,531	6.6%	23,250	24,000	750	3.2%	46,500	48,781	2,281	4.9%	
15	FIN	330310 Miscellaneous	59,514	32,999	28,417	(4,583)	-13.9%	32,999	37,795	4,796	14.5%	65,999	66,212	213	0.3%	Includes Visa purchase card rebate and anticipated \$25K in Google project reimbursements.
39	FAC	330330 Room Rental	62,927	22,800	51,687	28,887	126.7%	22,800	22,800	0	0.0%	45,600	74,487	28,887	63.3%	Room rental activities better than anticipated.
27	CIRC	330350 Book Replacement	2,278	2,100	1,956	(144)	-6.9%	2,100	2,100	0	0.0%	4,200	4,056	(144)	-3.4%	
15	FIN	330360 Forfeited Deposits	13,081	7,500	0	(7,500)	-100.0%	0	15,000	15,000	0.0%	7,500	15,000	7,500	100.0%	
17	EXEC	330400 Friends of Law Library	120,000	120,000	0	(120,000)	-100.0%	0	155,000	155,000	0.0%	120,000	155,000	35,000	29.2%	Friends contribution higher than expected.
25	P&P	330420 Grants	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
39	FAC	330450 Vending	1,164	600	513	(87)	-14.5%	600	600	0	0.0%	1,200	1,113	(87)	-7.3%	
37	COM	330465 Special Events Income	11,467	10,000	7,352	(2,648)	-26.5%	0	5,000	5,000	0.0%	10,000	12,352	2,352	23.5%	Includes \$5K in Friends contribution.
Subtotal			546,501	330,836	208,980	(121,856)	-36.8%	193,283	380,578	187,295	96.9%	524,120	589,558	65,439	12.5%	
Total Income			7,890,153	4,037,831	4,013,919	(23,913)	-0.6%	3,746,289	3,964,738	218,448	5.8%	7,784,121	7,978,657	194,536	2.5%	
<b>Expenses:</b>																
<b>Staff:</b>																
ALL	501000	Salaries (benefits eligible)	2,340,459	1,226,720	1,130,334	96,386	7.9%	1,238,181	1,223,181	15,000	1.2%	2,464,901	2,353,514	111,386	4.5%	Savings due to vacancies and attrition.
15	FIN	501025 Staff Vacancy Offset (Ben. Eligible)	0	(24,534)	0	(24,534)	100.0%	0	(23,852)	0	0.0%	(48,386)	(23,852)	(24,534)	50.7%	
ALL	501050	Salaries (benefits ineligible)	233,218	131,974	118,687	13,287	10.1%	142,752	137,752	5,000	3.5%	274,726	256,439	18,287	6.7%	Savings due to vacancies and attrition.
15	FIN	501075 Staff Vacancy Offset (Ben. Ineligible)	0	(2,639)	0	(2,639)	100.0%	0	(2,739)	0	0.0%	(5,379)	(2,739)	(2,639)	49.1%	
15	FIN	502000 Social Security	148,269	82,554	67,403	15,151	18.4%	80,784	79,544	1,240	1.5%	163,338	146,948	16,391	10.0%	Savings due to vacancies and attrition.
15	FIN	503000 Medicare	35,787	19,307	17,127	2,180	11.3%	18,893	18,603	290	1.5%	38,200	35,731	2,470	6.5%	Savings due to vacancies and attrition.
15	FIN	511000 Retirement	0	182,209	173,968	8,241	4.5%	131,430	131,000	430	0.3%	313,639	304,968	8,671	2.8%	Savings due to vacancies and attrition.
15	FIN	511050 Pension Exp (Actuarial)	243,800	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	511100 Pension Exp (Acctg)	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	512000 Health Insurance	483,008	261,633	244,416	17,217	6.6%	240,982	240,000	982	0.4%	502,614	484,416	18,199	3.6%	Savings due to vacancies and attrition.
15	FIN	513000 Disability Insurance	4,928	2,309	2,513	(204)	-8.8%	2,242	2,500	(258)	-11.5%	4,551	5,013	(461)	-10.1%	
15	FIN	514000 Dental Insurance	59,016	32,448	28,280	4,168	12.8%	32,890	28,000	4,890	14.9%	65,338	56,280	9,058	13.9%	Savings due to vacancies and attrition.
15	FIN	514500 Vision Insurance	6,963	3,979	3,018	961	24.1%	4,038	3,000	1,038	25.7%	8,016	6,018	1,998	24.9%	Savings due to vacancies and attrition.
15	FIN	515000 Life Insurance	996	775	426	348	45.0%	768	460	308	40.1%	1,542	886	656	42.5%	Savings due to vacancies and attrition.
15	FIN	515500 Vacancy Benefits Offset	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
15	FIN	516000 Workers Compensation Insurance	82,462	38,193	42,412	(4,218)	-11.0%	49,742	43,157	6,585	13.2%	87,935	85,569	2,367	2.7%	
15	FIN	517000 Unemployment Insurance	(96)	0	2,541	(2,541)	0.0%	0	5,000	(5,000)	0.0%	0	7,541	(7,541)	0.0%	
25	P&P	514010 Temporary Employment	1,916	3,100	0	3,100	100.0%	100	1,500	(1,400)	-140.0%	3,200	1,500	1,700	53.1%	Only 1 SCALL intern financed by LALL.
13	HR	514015 Recruitment	558	250	390	(140)	-56.0%	250	400	(150)	-60.0%	500	790	(290)	-58.0%	
15	FIN	517500 Accrued Sick Expense	338	0	0	0	0.0%	5,000	5,000	0	0.0%	5,000	5,000	0	0.0%	
15	FIN	518000 Accrued Vacation Expense	43,620	0	0	0	0.0%	20,000	20,000	0	0.0%	20,000	20,000	0	0.0%	
15	FIN	518500 OPEB Expense	129,257	54,145	54,144	1	0.0%	54,145	54,145	(0)	0.0%	108,289	108,289	0	0.0%	
15	FIN	518550 TMP	11,372	7,500	6,187	1,313	17.5%	7,500	6,000	1,500	20.0%	15,000	12,187	2,813	18.8%	
15	FIN	518560 Payroll and Benefit Administration	13,025	7,500	7,392	108	1.4%	7,500	7,400	100	1.3%	15,000	14,792	208	1.4%	
Total - Staff			3,838,897	2,027,421	1,899,237	128,185	6.3%	2,010,604	1,980,050	30,554	1.5%	4,038,026	3,879,287	158,739	3.9%	
Library Materials/Electronic Resources																
Subscription:																
23	R&R	601999 American Continuations	1,560,426	754,983	506,873	248,110	32.9%	754,983	966,140	(211,157)	-28.0%	1,509,965	1,473,013	36,952	2.4%	As budgeted.
23	R&R	602999 American New Orders	15,311	8,191	9,043	(852)	-10.4%	8,191	4,120	4,071	49.7%	16,382	13,163	3,219	19.7%	Limited purchases planned
23	R&R	609199 Branch Continuations	48,283	25,831	10,870	14,961	57.9%	25,831	50,470	(24,639)	-95.4%	51,663	61,340	(9,677)	-18.7%	Increase in LNMB Multiyear Agreement
23	R&R	609299 Branch New Orders	0	300	161	139	46.2%	300	0	300	100.0%	600	161	439	73.1%	No new replacements budgeted for FY17
23	R&R	603999 Commonwealth Continuations	140,309	56,054	75,486	(19,433)	-34.7%	56,054	48,101	7,953	14.2%	112,107	123,587	(11,480)	-10.2%	Anticipating additional cancellations
23	R&R	604999 Commonwealth New Orders	0	780	0	780	100.0%	780	0	780	100.0%	1,560	0	1,560	100.0%	No new purchases planned
23	R&R	605999 Foreign Continuations	167,962	68,735	36,460	32,275	47.0%	68,735	78,177	(9,442)	-13.7%	137,470	114,637	22,833	16.6%	Used to fund continuations in other categories
23	R&R	606999 Foreign New Orders	670	600	580	20	3.3%	600	0	600	100.0%	1,200	580	620	51.6%	No new purchases planned
23	R&R	607999 International Continuations	107,931	43,617	52,680	(9,063)	-20.8%	43,617	61,543	(17,926)	-41.1%	87,234	114,222	(26,988)	-30.9%	Funded by savings in other categories

**Los Angeles County Law Library**

FY 2016-17 Forecast

**(Provisional and subject to year-end audit adjustments)**

	FY 2015-16	FY 2016-17 Forecast												Comments	
		Actual	Jul - Dec Budget	Jul - Dec Actual	\$ Fav (Unf)	% Fav (Unf)	Jan - Jun Budget	Jan - Jun Forecast	\$ Fav (Unf)	% Fav (Unf)	Budget	Actual Forecast	\$ Fav (Unf)		% Fav (Unf)
23 R&R 608999	International New Orders	158	2,000	166	1,834	91.7%	2,000	515	1,485	74.3%	4,000	681	3,319	83.0%	Limited purchases planned
23 R&R 609399	General/Librarianship Continuations	18,639	8,449	4,933	3,516	41.6%	8,449	11,588	(3,139)	-37.2%	16,897	16,520	377	2.2%	
23 R&R 609499	General/Librarianship New Orders	197	600	72	528	88.0%	600	0	600	100.0%	1,200	72	1,128	94.0%	No new purchases planned
	Subtotal	2,059,885	970,139	697,324	272,815	28.1%	970,139	1,220,653	(250,514)	-25.8%	1,940,279	1,917,977	22,301	1.1%	
15 FIN 690000	Library Materials Transferred to Assets	(2,059,885)	(970,139)	(697,324)	(272,815)	28.1%	(970,139)	(1,220,653)	250,514	-25.8%	(1,940,279)	(1,917,977)	(22,301)	1.1%	
15 FIN 685000	Electronic Resource Subscriptions (ERS)	658,434	345,693	315,936	29,757	8.6%	345,693	375,451	(29,758)	-8.6%	691,386	691,387	(0)	0.0%	
	Facilities:														
39 FAC 801005	Repair & Maintenance	30,650	22,500	2,520	19,980	88.8%	22,500	27,500	(5,000)	-22.2%	45,000	30,020	14,980	33.3%	Minimal repairs or maintenance work needed.
39 FAC 801010	Building Services	10,595	6,000	4,233	1,767	29.5%	6,000	6,000	0	0.0%	12,000	10,233	1,767	14.7%	
39 FAC 801015	Cleaning Supplies	8,976	6,498	6,091	407	6.3%	6,498	6,498	0	0.0%	12,996	12,589	407	3.1%	
39 FAC 801020	Electricity & Water	118,429	62,136	62,160	(24)	0.0%	62,136	62,136	0	0.0%	124,272	124,296	(24)	0.0%	
39 FAC 801025	Elevator Maintenance	11,592	0	6,524	(6,524)	0.0%	6,306	6,306	0	0.0%	6,306	12,830	(6,524)	-103.5%	Delay on elevator project.
39 FAC 801030	Heating & Cooling	38,467	15,612	23,066	(7,454)	-47.7%	15,612	15,612	0	0.0%	31,224	38,678	(7,454)	-23.9%	Warmer summer than expected.
15 FIN 801035	Insurance	293,134	129,600	130,984	(1,384)	-1.1%	129,600	129,600	0	0.0%	259,200	260,584	(1,384)	-0.5%	
39 FAC 801040	Janitorial Services	104,090	52,530	52,045	485	0.9%	54,108	54,108	0	0.0%	106,638	106,153	485	0.5%	
39 FAC 801045	Landscaping	13,411	9,000	7,500	1,500	16.7%	9,000	9,000	0	0.0%	18,000	16,500	1,500	8.3%	
39 FAC 801050	Security	194,703	92,496	97,517	(5,021)	-5.4%	92,496	92,496	0	0.0%	184,992	190,013	(5,021)	-2.7%	
39 FAC 801060	Room Rental Expenses	27,536	10,500	19,653	(9,153)	-87.2%	10,500	10,500	0	0.0%	21,000	30,153	(9,153)	-43.6%	Offset by room rental income.
37 COM 801065	Special Events Expenses	9,933	15,000	12,463	2,537	16.9%	2,000	2,000	0	0.0%	17,000	14,463	2,537	14.9%	
39 FAC 801100	Furniture & Appliances (<3K)	300	1,200	0	1,200	100.0%	1,200	1,200	0	0.0%	2,400	1,200	1,200	50.0%	Minimal equipment was purchased.
39 FAC 801110	Equipment (<3K)	1,426	2,400	143	2,257	94.0%	2,400	2,400	0	0.0%	4,800	2,543	2,257	47.0%	No alterations were done to building.
39 FAC 801115	Building Alterations (<3K)	0	600	0	600	100.0%	600	600	0	0.0%	1,200	600	600	50.0%	YTD low volume of shipping activities. Adjusted forecast for remaining months accordingly.
35 CMS 801120	Delivery & Postage	5,931	3,422	1,186	2,236	65.4%	3,422	2,400	1,022	29.9%	6,844	3,586	3,258	47.6%	Staff coffee and tea consumption lower than expected.
39 FAC 801125	Kitchen supplies	2,020	1,248	717	531	42.6%	1,248	1,000	248	19.9%	2,496	1,717	779	31.2%	
	Subtotal	871,193	430,742	426,802	3,940	0.9%	425,626	429,356	(3,730)	-0.9%	856,368	856,158	210	0.0%	
	Technology:														
33 TECH 801210	Software Maintenance	26,568	10,440	10,558	(118)	-1.1%	10,440	10,558	(118)	-1.1%	20,880	21,116	(236)	-1.1%	
33 TECH 801212	Hardware Maintenance	14,166	8,946	7,313	1,633	18.3%	8,946	10,579	(1,633)	-18.3%	17,892	17,892	0	0.0%	
33 TECH 801215	Software (<\$3k)	1,513	7,200	2,721	4,479	62.2%	7,200	11,679	(4,479)	-62.2%	14,400	14,400	0	0.0%	
33 TECH 801220	Hardware (<\$3k)	3,790	2,400	0	2,400	100.0%	7,400	9,800	(2,400)	-32.4%	9,800	9,800	0	0.0%	
33 TECH 801225	Computer Supplies	344	480	174	306	63.7%	480	786	(306)	-63.8%	960	960	(0)	0.0%	
33 TECH 801230	Integrated Library System	47,443	24,234	24,255	(21)	-0.1%	24,234	24,255	(21)	-0.1%	48,468	48,510	(42)	-0.1%	
33 TECH 801235	Telecommunications	28,156	21,000	19,400	1,600	7.6%	21,000	22,600	(1,600)	-7.6%	42,000	42,000	0	0.0%	
33 TECH 801245	Tech & Data - Misc	73	0	65	(65)	0.0%	0	0	0	0.0%	0	65	(65)	0.0%	
33 TECH 801250	Services	2,451	0	753	(753)	0.0%	10,000	10,000	0	0.0%	10,000	10,753	(753)	-7.5%	
	Subtotal	124,504	74,700	65,240	9,460	12.7%	89,700	100,257	(10,557)	-11.8%	164,400	165,497	(1,097)	-0.7%	
	General:														
15 FIN 801310	Bank Charges	6,307	4,200	3,446	754	18.0%	4,200	4,000	200	4.8%	8,400	7,446	954	11.4%	
35 CMS 801315	Bibliographical Services	9,122	4,710	4,710	(0)	0.0%	4,700	4,710	(10)	-0.2%	9,410	9,420	(10)	-0.1%	
35 CMS 801320	Binding	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
17 EXEC 801325	Board Expense	859	540	378	162	29.9%	540	400	140	25.9%	1,080	778	302	27.9%	
37 COM 801330	Staff meals & events	1,639	1,862	1,964	(102)	-5.5%	322	120	202	62.7%	2,184	2,084	100	4.6%	
15 FIN 801335	Supplies - Office	10,718	6,000	6,110	(110)	-1.8%	6,000	6,000	0	0.0%	12,000	12,110	(110)	-0.9%	
35 CMS 801337	Supplies - Library materials	7,852	3,925	4,106	(181)	-4.6%	5,100	4,919	181	3.5%	9,025	9,025	0	0.0%	
37 COM 801340	Stationery, business cards, etc.	71	1,000	349	651	65.1%	0	500	(500)	0.0%	1,000	849	151	15.1%	
25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
27 CIRC 801370	Copy Center Expense	19,897	12,000	4,841	7,159	59.7%	10,500	14,351	(3,851)	-36.7%	22,500	19,192	3,308	14.7%	Maintenance for copiers lower than anticipated.
15 FIN 801375	General - Misc	1,020	250	3,513	(3,263)	-1305.2%	250	200	50	20.0%	500	3,713	(3,213)	-642.6%	Prior year PCI discounted parking invoice. Paid in FY17
23 R&R 801390	Course Registration	564	400	478	(78)	-19.5%	450	400	50	11.1%	850	878	(28)	-3.3%	
17 EXEC 801395	Friends of Law Library	1,503	100	78	22	22.3%	0	50	(50)	0.0%	100	128	(28)	-27.7%	
	Subtotal	59,551	34,987	29,973	5,014	14.3%	32,062	35,650	(3,588)	-11.2%	67,049	65,623	1,426	2.1%	
	Professional Development:														
ALL 803105	Travel	1,819	6,800	3,000	3,800	55.9%	2,300	6,100	(3,800)	-165.2%	9,100	9,100	(0)	0.0%	
ALL 803110	Meals	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
ALL 803115	Membership dues	9,452	200	200	0	0.0%	5,960	5,960	0	0.0%	6,160	6,160	0	0.0%	
ALL 803120	Registration fees	1,678	4,470	3,235	1,235	27.6%	1,595	1,595	0	0.0%	6,065	4,830	1,235	20.4%	Fewer conferences attended.
ALL 803125	Educational materials	0	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	
	Subtotal	12,948	11,470	6,435	5,035	43.9%	9,855	13,655	(3,800)	-38.6%	21,325	20,090	1,235	5.8%	
	Communications & Marketing:														
37 COM 803205	Services	0	0	0	0	0.0%	1,800	1,800	0	0.0%	1,800	1,800	0	0.0%	Constant Contact payment due end of Feb.
37 COM 803210	Collateral materials	1,550	2,830	58	2,772	97.9%	0	2,300	(2,300)	0.0%	2,830	2,358	472	16.7%	Includes new brochures, step & repeat, and branded presentation folders produced by end of FY.
37 COM 803215	Advertising	4,684	2,000	0	2,000	100.0%	1,100	1,000	100	9.1%	3,100	1,000	2,100	67.7%	Fewer ads than expected, \$1K LA Times ad expected by end of FY.
37 COM 803220	Trade shows & Outreach	25	300	0	300	100.0%	325	0	325	100.0%	625	0	625	100.0%	Tickets for outreach not used.

Los Angeles County Law Library

FY 2016-17 Forecast

(Provisional and subject to year-end audit adjustments)

		FY 2015-16		FY 2016-17 Forecast								Budget		Actual		Comments	
		Actual		Jul - Dec Budget	Jul - Dec Actual	\$ Fav (Unf)	% Fav (Unf)	Jan - Jun Budget	Jan - Jun Forecast	\$ Fav (Unf)	% Fav (Unf)			\$ Fav (Unf)	% Fav (Unf)		
		Subtotal	6,258	5,130	58	5,072	98.9%	3,225	5,100	(1,875)	-58.1%	8,355	5,158	3,197	38.3%		
		Travel & Entertainment															
		ALL 803305 Travel	10	0	0	0	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	0	0.0%		
		ALL 803315 Entertainment	0	0	0	0	0.0%	0		0	0.0%	0	0	0	0.0%		
		ALL 803320 Ground transportation & mileage reimb.	2,471	1,574	1,084	490	31.2%	1,474	1,400	74	5.0%	3,048	2,484	564	18.5%	Additional roving activities	
		ALL 803325 Incidental travel expenses	0	0	0	0	0.0%	0		0	0.0%	0	0	0	0.0%		
		Subtotal	2,481	1,574	1,084	490	31.2%	1,474	1,400	74	5.0%	3,048	2,484	564	18.5%		
		Professional Services															
15	FIN	804005 Accounting	21,630	16,763	16,763	0	0.0%	1,300	1,320	(20)	-1.5%	18,063	18,083	(20)	-0.1%		
17	EXEC	804008 Consulting Services	36,495	20,000	16,462	3,538	17.7%	18,000	18,000	0	0.0%	38,000	34,462	3,538	9.3%	Savings due to neogtiation of HR-Onccall service.	
17	EXEC	804010 Legal	488	0	0	0	0.0%	0		0	0.0%	0	0	0	0.0%		
15	FIN	804015 Other	0	0	0	0	0.0%	0		0	0.0%	0	0	0	0.0%		
		Subtotal	58,613	36,763	33,225	3,538	9.6%	19,300	19,320	(20)	-0.1%	56,063	52,545	3,518	6.3%		
		Depreciation:															
15	FIN	806105 Depreciation - Library Materials	2,633,098	1,302,572	1,299,934	2,638	0.2%	1,222,214	1,222,000	214	0.0%	2,524,786	2,521,934	2,851	0.1%		
15	FIN	806110 Depreciation Exp - FF&E	333,939	192,836	152,289	40,547	21.0%	242,755	240,000	2,755	1.1%	435,591	392,289	43,302	9.9%	Delay in capital projects	
		Subtotal	2,967,037	1,495,408	1,452,223	43,185	2.9%	1,464,969	1,462,000	2,969	0.2%	2,960,377	2,914,223	46,154	1.6%		
		Total Expense	8,599,916	4,463,889	4,230,212	233,676	5.2%	4,402,508	4,422,239	(19,731)	-0.4%	8,866,397	8,652,452	213,945	2.4%		
		Net Income Before Extraordinary Items	(709,763)	(426,057)	(216,293)	209,764	-49.2%	(656,219)	(457,502)	198,717	-30.3%	(1,082,276)	(673,795)	408,481	-37.7%		
15	FIN	321000 Investment Gain (Loss) <sup>2</sup>	78,437	17,500	(93,766)	(111,266)	-635.8%	17,500	17,500	0	0.0%	35,000	(76,266)	(111,266)	-317.9%	Market value, does not reflect value of bonds at maturity or at point of sale.	
17	EXEC	401000 Extraordinary Income	0	55,000	0	(55,000)	-100.0%	0	55,000	55,000	0.0%	55,000	55,000	0	0.0%		
17	EXEC	901000 Extraordinary Expense	0	0	0	0	0.0%	0		0	0.0%	0	0	0	0.0%		
		Net Income Including Extraordinary Items	(631,326)	(353,557)	(310,060)	43,497	-12.3%	(638,719)	(385,002)	253,717	-39.7%	(992,276)	(695,061)	297,215	-30.0%		
		Capital Expenditures:															
39	FAC	161100 Furniture / Appliances (>3k)	3,924	30,000	0	30,000	100.0%	0	30,000	(30,000)	0.0%	30,000	30,000	0	0.0%		
33	TECH	161300 Electronics / Computer Hardware (>3k)	0	157,000	6,480	150,520	95.9%	0	150,520	(150,520)	0.0%	157,000	157,000	0	0.0%		
39	FAC	164500 Exterior Building Repairs/ Improvements (>3k)	0	410,000	0	410,000	100.0%	42,500	452,500	(410,000)	-964.7%	452,500	452,500	0	0.0%		
39	FAC	164000 Interior Improvements / Alterations (>3k)	0	435,000	0	435,000	100.0%	100,000	135,000	(35,000)	-35.0%	535,000	135,000	400,000	74.8%	Elevator repair to be commenced in FY17 but completed in FY18	
33	TECH	168000 Computer Software	11,430	395,000	0	395,000	100.0%	0		0	0.0%	395,000	0	395,000	100.0%	Upgrades to be commenced in FY17 but completed in FY18	
		Total - Capitalized Expenditures	15,354	1,427,000	6,480	1,420,520	99.5%	142,500	768,020	(625,520)	-439.0%	1,569,500	774,500	795,000	50.7%		

**MEMORANDUM**

**DATE:** February 22, 2017

**TO:** Board of Law Library Trustees

**FROM:** Sandra Levin, Executive Director

**RE:** Receipt of SEIU Re-Opener Request

**SUMMARY**

Per the attached letter, SEIU has provided notice that they would like to engage in discussions concerning financial terms and reopening the MOU. Although the letter refers to proposals, none were attached and SEIU has confirmed that they have not prepared any proposals as of yet.

This request to meet is not a surprise and we look forward to discussions at our first meeting, scheduled for March 15. An update, and possibly a closed session discussion, will be scheduled for the March Board meeting.

**RECOMMENDATION**

No action is required at this time.







SERVICE EMPLOYEES  
INTERNATIONAL UNION, CTW, CLC

February 1, 2017

**OFFICERS** Sandra Levin, Executive Director

*Bob Schoonover*  
PRESIDENT Los Angeles Law Library

*Linda Dent*  
VICE PRESIDENT 301 West First Street

*Lillian Cabral*  
SECRETARY Los Angeles, California 90012

*David Green*  
TREASURER

**DIRECTORS**

**LA COUNTY**

*Lydia Cabral*  
VICE PRESIDENT

*Sharonda Wade*  
VICE PRESIDENT Dear Ms. Levin:

*Carolyn Dasher*  
*Patrick Del Conte*

*Valencia Garner* Per Article 6, Renegotiation of the Memorandum of Understanding, SEIU Local 721  
*Steven Gimian* is requesting a reopener of the current MOU. SEIU is requesting that the Law  
*Adolfo Granados* Library provide the Union with several dates of availability.  
*Arcelia Lopez*  
*Ron McMullen*  
*Alina Mendizabel*

*Tony F. Mendoza*  
*Omar Perez*

*Jose Sanchez* Enclosed you will find a copy of SEIU's initial proposals. If you have any questions  
*Grace Santillano* regarding this matter, I can be reached at (213) 368-8622 or by e-mail  
*Veryeti Vassell*

**LA/OC CITIES**

*Stacey Karnya* [Renee.anderson@seiu721.org](mailto:Renee.anderson@seiu721.org)

*Nady Maechling*  
VICE PRESIDENT

*Joaquin Avalos* Thank you.

*Fidel Avila*  
*Edwina Chism*

*Andy Morales*  
*Alan Peshek*

*Simboa Wright*  
*Salvador Zambrano*

**TRI-COUNTIES**

*Grace Sepulveda*  
VICE PRESIDENT

*Rosa Castro*  
VICE PRESIDENT

*Shannon Abramovitch*  
*Roberto Camacho*

*Charles Harrington*  
*Pamela Meadows*

*Liza Rocha*

Cc Robert Mejia

**INLAND AREA**

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*Corinne Parker*  
VICE PRESIDENT

*Tim Burke*  
*Oracio Diaz*

*Cammie Dudek*  
*Roger Nunez*

*Ed Toole*  
*David Warpness*

Sincerely,

Renee Anderson, Director  
Court Division

<http://www.seiu721.org>



**MEMORANDUM**

**DATE:** February 22, 2017

**TO:** Board of Law Library Trustees

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

**RE:** Status Report Regarding Roof Leakage and Need to Undertake Repairs

**INTRODUCTION**

Although the capital projects budget for the current fiscal year included repair of the old roof above the 70's addition (northern) portion of the building due to age, that project has not yet commenced and, unfortunately, the Law Library experienced significant water intrusion during recent rains. Accordingly, Staff is undertaking interim measures and expediting the process for the overall re-roofing. Staff is optimistic that interim measures can be accomplished at a cost that does not trigger public bidding or require a determination of an emergency. Reroofing will, of course, require public bidding and Board approval of an award at a later meeting.

**BACKGROUND**

On Monday, February 7, during heavy rains, the Law Library experienced significant water intrusion and related damage. In particular, a portion of the drop ceiling in the Computer Annex became water-logged and caved in, damaging two of the computers in the Annex, multiple locations on the seventh and sixth floors received a steady flow of water and there were signs of water seepage internal to the ceilings and walls in other locations.

Fortunately, there was no immediate damage to the Collection; buckets, plastic sheeting and extensive mopping were used within the Library to protect the books from immediate damage. Additional interim measures, including fans and extra air conditioning are being used to try to prevent mildew and book rot.

All of the water intrusion occurred on the side of the building with the older roof, which is 28 years old and past its expected life span. (The roof replaced in 2012 appears to be holding well.) In fact, the older roof is scheduled for replacement as part of the Capital Projects budget for the current year, once the rains abate. Staff inspected the roof and also retained the plumbing subcontractor who replaced the drains on the other side of the building when the new roof was installed in 2012, as well as an experienced roofing consultant to inspect on an urgent basis.



These inspections determined that various areas of the flat portions of the roof are cracked, numerous seals and prior repairs have cracked and the bowl drains spaced intermittently throughout the roof are missing their sealing rings. In addition, the trees on adjacent County property went untrimmed for years and the low-hanging branches wore small holes in the older roofing material on the parapet. All of these deficiencies appear to be leaking and there are numerous locations where gaps are developing and roofing material is beginning to "bubble". (If Staff receives the written report from the roofing consultant prior to the Board meeting, it will be provided to the Board as well.)

The plumber was able to inspect on an emergency basis on Wednesday, February 9 and concluded that at least 10 different areas of drains on the older roof are "critical" and "leaking severely" and there is no temporary repair available. Moreover, the failure of these 10 areas is a likely predictor that other drains will leak as well since they are of the same design and are also missing sealing rings. The plumber provided an estimate of the cost to replace the bowl drains, but did not opine as to whether that was necessary or would prevent future leaks.

The roofing consultant identified numerous small defects and areas of damage as described above. He recommends reroofing over the existing roof, including replacing the seals on the roof drains, but felt that the bowl drains themselves were in acceptable condition. He does not recommend trying to patch the existing roof, given its age and condition and the vulnerable and rare contents of the building. He will assist in developing temporary measures to fortify the roof for the next few months to minimize risk pending the reroofing project.

Although we were very fortunate that the water did not cause immediate damage to the Collection, the risk of mold, mildew or book rot is a major threat. Once started, it is very difficult to control the spread of these organisms. Moreover, the risk of damage to equipment and furniture is also significant, as we cannot predict where the next leak would occur or how the water would travel along the pipes, fixtures and walls of the building. Accordingly, if the interim repairs cannot be made within the non-public works limit of \$5,000, the Executive Director will need to make a determination as to whether an emergency exists that requires the interim repairs without formal competitive bidding.

Staff has increased the priority of the reroofing project and is undertaking the process to prepare specifications right away.

**RECOMMENDATION**

Staff recommends that the Board receive and file this report.



# AGENDA ITEM 4

## DISCUSSION ITEMS

- 4.1 Approval of Workers Compensation Renewal Package
- 4.2 Patron Services Presentation



**MEMORANDUM**

**DATE:** February 22, 2017

**TO:** Board of Law Library Trustees

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

**RE:** Authorization to Bind Workers Compensation Insurance

**SUMMARY**

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library’s coverage must be renewed by March 1, 2017. The Law Library’s insurance broker, Keenan & Associates, marketed the coverage under the current guaranteed cost program. (The Self-Insured Plan (SIP) alternative was not recommended.) The results are detailed below.

**ANALYSIS AND DETAIL**

As explained in the January 25, 2017 meeting staff report (attached), due to more recent favorable experience, the Library’s experience modification rating (ex-mod) has gone down from 230% to 170%. Not only did this result in a more favorable quote from the current carrier, but also allowed another carrier to quote.

The Library’s broker sought bids from various workers compensation insurance carriers including AIG, Berkshire Hathaway, ICW, Midwest, in addition to the State Compensation Insurance Fund, the Library’s current workers compensation carrier.

As you will see below, the resulting quotes were significantly lower than current year coverage costs. For the period March 1, 2016 through March 1, 2017, workers compensation estimated premiums (including mandatory surcharges) were \$78,016; actual premiums \$81, 718.

Quotes from the following carriers were secured:

<b>Carrier</b>	<b>2016-17 Premiums Paid*</b>	<b>2017-18 Quote*</b>
State Compensation Insurance Fund	\$81,718	\$55,955
Midwest Employers Casualty Company	N/A	\$70,096

\*Including mandatory surcharges

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



State Fund's quote is thus 30% lower than the expiring premium. The lower experience modification factor combined with a decrease in class code rates provided a favorable outcome for the Library, despite payroll remaining essentially flat. Staff and the broker have analyzed the Board's other options and recommend binding with the State Compensation Insurance Fund primarily from a cost-control perspective.

**TERM**

All prices in this recommendation are for a one year policy term through March 1, 2018.

**OPTIONS**

1. Authorize Keenan to bind coverage with the State Compensation Insurance Fund at a total estimated premium of \$55,955 including mandatory surcharges effective 03/01/17.
2. Authorize Keenan to bind coverage with Midwest Casualty Insurance Company at a total estimated premium of \$70,096 including mandatory surcharges effective 03/01/17.

**RECOMMENDATION**

Staff recommends the Board authorize Keenan to bind coverage with State Compensation Insurance Fund effective 03/01/17 at a total estimated premium of \$55,955 including mandatory surcharges.

Attachments



# LOS ANGELES COUNTY LAW LIBRARY

## Workers' Compensation Renewal Proposal



Innovative Solutions. Enduring Principles.

### **Presented By:**

**Vanessa Pena, AIS, CRIS**  
**Account Executive**

(951) 715-0190, ext.1169, (909) 815-3744 cell  
[vpna@keenan.com](mailto:vpna@keenan.com)

**Stephanie Richter**  
**Account Manager**

(951) 715-0190, ext. 1178  
[smrichter@keenan.com](mailto:smrichter@keenan.com)

# LOS ANGELES COUNTY LAW LIBRARY

## Workers' Compensation

### Renewal Proposal

	Expiring	Proposed
<b>CARRIER:</b> AM BEST RATING:	State Compensation Insurance Fund Not Rated	State Compensation Insurance Fund Not Rated
<b>COVERAGE:</b>	Workers' Compensation Employer's Liability	Same as expiring
<b>POLICY TERM:</b>	3/1/2016 to 3/1/2017	3/1/2017 to 3/1/2018
<b>LIMIT OF LIABILITY:</b> WORKERS' COMPENSATION EMPLOYER'S LIABILITY	Statutory \$1,000,000	Same as expiring
<b>RETENTION/DEDUCTIBLE:</b>	None	Same as expiring
<b>PAYROLL BASIS:</b> LIBRARIES - ALL EMPLOYEES SALESPERSONS LIBRARIANS OR PROF. ASSISTANTS	\$54,995  \$2,586,053	\$79,955 \$642,606 \$1,924,526
<b>EXPERIENCE MODIFICATION FACTOR</b>	235%	170%
<b>ESTIMATED ANNUAL PREMIUM:</b> PREMIUM SURCHARGES TOTAL ESTIMATED ANNUAL COST	<i>(at inception)</i> \$75,741 \$2,275 \$78,016	\$54,269.43 \$1,686 \$55,955.43
<b>DEPOSIT:</b>	\$9,849	\$7,113
<b>COMMISSION:</b>	6%	6%

#### ALTERNATE QUOTES RECEIVED

CARRIER	LIMIT	TOTAL ESTIMATED ANNUAL COST
Midwest Employers Casualty Company	Same as above	\$70,096

# **LOS ANGELES COUNTY LAW LIBRARY**

## **Workers' Compensation**

### **Renewal Proposal**

**March 1, 2017 to March 1, 2018**

This proposal provides a summary of coverages. In the event of a conflict, the actual terms, conditions, limitations and exclusions of the policy shall prevail. Please renew the coverage quoted with State Compensation Insurance Fund

---

Signature/Title of Authorized Representative

---

Date





This document does not provide insurance

**Applicant Copy**

Quote ID: 800537367

# THIS IS NOT A BILL

Quote Date: 1/25/2017

**Broker:** 00102492  
R I C INS GENERAL AGENCY INC

**Applicant:**  
LA COUNTY LAW LIBRARY AND/OR  
BOARD OF LAW LIBRARY TRUSTEES  
OF LOS ANGELES COUNTY LAW  
LIBRARY

2544 CLEVELAND AVE STE 100  
SANTA ROSA, CA 95406

301 W 1ST ST  
LOS ANGELES, CA 90012

**Phone:** (888) 693-7892

**Phone:** (213) 785-2522

**Fax:**

**Fax:** (213) 680-1727

**Contact:** LAUREN BECERRA

**Contact:** Marcelino Juarez

**WCIRB Number:** 0106909

**Proposed Coverage period:** 3/1/2017 - 3/1/2018

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

### Estimated Premium Summary

<b>Base Premium</b>	\$32,648.00
<b>Experience Modification</b>	170%
<b>Estimated Standard Premium</b>	\$55,502.00
<b>Estimated Modified Premium</b>	\$60,547.00
<b>Total Estimated Annual Premium</b>	\$54,270.00
<b>Minimum Premium</b>	\$485.00
<b>Mandatory Surcharges</b>	
WCA Surcharge	\$170.00
WCFA Surcharge	\$91.00
UEBT Surcharge	\$39.00
SIBT Surcharge	\$72.00
OSHF Surcharge	\$125.00
LEC Surcharge	\$104.00
CIGA Surcharge	\$1,085.00
<b>Initial Premium Deposit</b>	\$5,427.00
<b>Total Deposit</b>	\$7,113.00

**State Fund Representative:** Angelique Garcia

**Phone:** (925) 523-5630



This document does not provide insurance

**Applicant Copy**

Quote ID: 800537367

**THIS IS NOT A BILL**

Quote Date: 1/25/2017

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**Class Code and Rate Summary**

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Class Code & Rate Summary  
*Coverage Period*  
03/01/2017 - 03/01/2018

<b>ClassCode</b>	<b>Base Rate</b>	<b>Interim Billing Rate**</b>
8742-1	0.99	0.97
8810-4	0.80	0.78
9015-5	13.62	13.32



This document does not provide insurance

**Applicant Copy**

Quote ID: 800537367

# THIS IS NOT A BILL

Quote Date: 1/25/2017

**Coverage Period:** 03/01/2017-03/01/2018

<b>Base Premium</b>		\$32,648.00
<b>Experience Modification</b>		170%
<b>Estimated Standard Premium</b>		\$55,502.00
<b>Rating Plan Modifier</b>		1.09089
<b>Estimated Modified Premium</b>		\$60,547.00
<b>Estimated Premium Discount Credit Factor*</b>		0.89633
<b>Interim Billing Factor **</b>		0.97780

**Mandatory Surcharges**

WCA Surcharge	0.31280%	\$170.00
WCFA Surcharge	0.16750%	\$91.00
UEBT Surcharge	0.07210%	\$39.00
SIBT Surcharge	0.13350%	\$72.00
OSHF Surcharge	0.23050%	\$125.00
LEC Surcharge	0.19180%	\$104.00
CIGA Surcharge	2.00000%	\$1,085.00

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

First \$5,000 - 0.0%

Above \$5,000 – 11.3%



This document does not provide insurance

**Applicant Copy**

Quote ID: 800537367

**THIS IS NOT A BILL**

Quote Date: 1/25/2017

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

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



This document does not provide insurance

Applicant Copy

Quote ID: 800537367

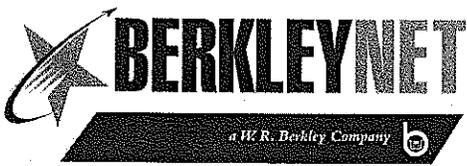
# THIS IS NOT A BILL

Quote Date: 1/25/2017

## Classification Exposure Detail

Location Number	Number of Employees	Class Code	Description	Base Rate	Estimated Payroll	Estimated Premium
8810-4 LIBRARIES-PUBLIC						
<b>Coverage Period: 03-01-2017 - 03-01-2018</b>						
1	1	8742-1	SALESPERSONS-OUTSIDE	0.99	\$26,153.00	\$259.00
1	0	8810-4	LIBRARIES-PUBLIC	0.80	\$0.00	\$0.00
1	0	9015-5	LIBRARIES-PRIVATE-OTHER	13.62	\$0.00	\$0.00
1	0	8810-3	LIBRARIES-PRIVATE-LIBRARIANS	0.80	\$0.00	\$0.00
4	0	8810-3	LIBRARIES-PRIVATE-LIBRARIANS	0.80	\$0.00	\$0.00
4	6	8742-1	SALESPERSONS-OUTSIDE	0.99	\$616,452.00	\$6,103.00
4	44	8810-4	LIBRARIES-PUBLIC	0.80	\$1,873,726.00	\$14,990.00
4	2	9015-5	LIBRARIES-PRIVATE-OTHER	13.62	\$79,955.00	\$10,890.00
6	2	8810-4	LIBRARIES-PUBLIC	0.80	\$50,800.00	\$406.00





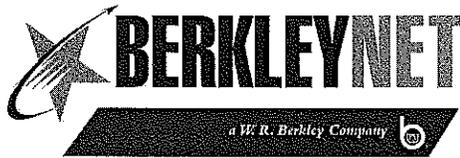
Date: 2017-02-06  
 Agency: Uhlemeyer Ltd  
 Re: Workers Compensation Quote  
 Work Item: 1296189  
 Named Insured: LA County Law Library  
 Effective Date: 03-01-2017  
 Expiration Date: 03-01-2018

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

Company: Midwest Employers Casualty Company  
 Employers Liability Limit: \$1,000,000.00/\$1,000,000.00/\$1,000,000.00  
 Estimated Annual Premium: \$70,096.00

**Premium Detail**

Location	Classification Of Operations	Payroll	Rate	Premium
Policy Period 03/01/2017 to 03/01/2018				
California				
Location # 1 - 301 W 1ST ST LOS ANGELES,CA 90012-3140				
8742	Salespersons - Outside	\$642,606.00	1.26	\$8,097.00
8810	Clerical Office Employees	\$1,924,526.00	0.98	\$18,860.00
		0		
9015	Building Operation - N.O.C. - Other Employees	\$79,955.00	18.89	\$15,103.00
0930	Waiver of Subrogation Premium		0.0200	\$841.00
9898	Experience Modification Premium		1.7000	\$30,031.00
0063	Premium Discount		0.0785	(\$5,727.00)
0900	Expense Constant		0	\$280.00
9740	Catastrophe Provisions for Terrorism - Not Part of Standard Premium		0.0200	\$529.00
9695	California Guarantee Fund Assessment		0.0200	\$1,343.00
9681	California Fraud Surcharge Assessment		0.0017	\$112.00
9682	California Workers Compensation Administration Revolving Fund Assessment		0.0031	\$208.00
9700	California Uninsured Employers Benefit Trust Assessment		0.0007	\$48.00
9701	California Subsequent Injuries Benefits Trust Assessment		0.0013	\$89.00
9683	California Labor Enforcement and Compliance Fund Assessment		0.0019	\$128.00
9684	California Occupational Safety and Health Fund Assessment		0.0023	\$154.00
			Total Amount Due for State:	\$70,096.00
			Estimated Annual Premium:	\$70,096.00



Payment Plan Options	Deposit Amount	Number of Installments	Installment Amount (Incl. fee/installment)	Fee / Installment
Full Payment	\$70,096	0	-	-
Two Payments	\$42,058	1	\$28,043	\$5
Three Payments	\$28,038	2	\$21,034	\$5
Ten Payments	\$10,514	9	\$6,622	\$5

**Billing and Payments**

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

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

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

**Access Policy Services Online**

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

**Coverage Restrictions - Federal & State Exclusions**

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

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

**Interim Payroll Audit and On Site Inspection**

Payroll audits or an inspection of your operations may be conducted during the policy term to verify payroll information and to ensure the business risk matches those presented on the application for coverage.

**Conditions effecting this offer - Fraud Statement**

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



**Financial Strength**

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

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

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

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

The portion of your annual premium that is attributable to coverage for acts of terrorism, as defined in the Act, for your policy period commencing on or after January 1, 2015 is estimated to be \$   529.0   (Refer to the paragraph below) and does not include any charges for the portion of losses covered by the United States government under the Act.

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

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

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

Name of Insurer:   Midwest Employers Casualty Company    
Quote Number:   1296189



StarNet Insurance Company  
Carolina Casualty Insurance Company  
Midwest Employers Casualty Company

### Notice to Applicants

#### Application Supplement - Conditions of Payment

##### **Paying Your Premium**

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

##### **Payment Due Date & Application of Premium**

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

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

##### **Cancellation for Non-Payment**

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

##### **Installment Fee**

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

##### **Late Payment Fee**

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

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

##### **Insufficient Funds Fee**

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

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



Patron Services  
Presentation

Presented by:  
Director, Patron Services  
Malinda Muller

February 22, 2017