

AGENDA

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

REGULAR BOARD MEETING

Wednesday, April 26, 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 March 22, 2017, Regular Board Meeting.
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Approval of FY17 Quarter 3 Statistics

4.0 DISCUSSION ITEMS

- 4.1 Further Clarification of Policy Regarding Retiree Dental Benefits
- 4.2 Staff Presentation: Law Week: Tying the Law to the Headlines

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

6.0 AGENDA BUILDING

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

7.0 EXECUTIVE DIRECTOR REPORT

- 7.1 Report on 2018 Budget & Finance Committee progress
- 7.2 Report on Impact of Protests at LALL and Other Similar Venues

8.0 ADJOURNMENT

The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, May 24, 2017.

POSTED THURSDAY, APRIL 20, 2017 @ 3:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the March 22, 2017, Regular Board Meeting.
- 3.2 Review of February Financials and List of March Checks and Warrants
- 3.3 Approval of FY17 Quarter 3 Statistics

**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.**

March 22, 2017

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, March 22, 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 Mark Juhas
Judge Michelle Williams Court
Judge Dennis Landin
Kenneth Klein, Esquire
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: Judge Ann I. Jones

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

Also Present: Ann Marie Gamez, Executive Assistant

Vice-President Juhas determined a quorum to be present, convened the meeting at 12:16 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes. Trustee Steinhauser joined the meeting during Discussion Item 4.1 at 12:20pm.

1.0 PUBLIC COMMENT

None

2.0 PRESIDENT'S REPORT

None

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the February 22, 2017 Regular Board Meeting.
- 3.2 Review of January Financials & List of February Checks and Warrants.

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

4.0 DISCUSSION ITEMS

4.1 Impact of Potential Elimination of LSC Funding

ED Levin announced the proposed elimination of LSC (Legal Services Corporation) Funding by the federal government effective January 2018 and the likely resulting impacts on the law library. A lack of LSC funding would affect the level of service the library and its partners provide for patrons. The Board of Trustees discussed the impacts and suggested a letter be written discussing these impacts to be sent to all Federal Representatives.

Vice-President Juhas requested a motion on Discussion Item 4.1. Trustee Landin, moved, seconded by Trustee Juhas, that a draft letter be written discussing the impacts of the proposed cut in LSC funding, that it be reviewed by Trustees Court, Juhas and Klein and, upon approval by those three trustees, that it be signed by the Executive Director and sent to all Federal Representatives. The motion was unanimously approved, 6-0.

5.0 CLOSED SESSION

5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

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 2017 Gala and thanked everyone for their contribution. ED Levin also reported the upcoming Law Week programming at the Law Library with twice as many classes as the previous year. The theme for this years' Law Week is the 14th Amendment: Transforming American Democracy.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:22 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, April 26, 2017 at 12:15 pm.

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

Los Angeles County Law Library

Balance Sheet

As of February 28, 2017

(Provisional and subject to year-end audit adjustments)

	6/30/2016	2/28/2017	Change
Assets			
Current assets			
Cash and cash equivalents	3,551,273	3,517,158	(34,115)
Accounts receivable	1,312,177	1,255,046	(57,131)
Prepaid expenses	253,809	422,576	168,767
Total current assets	<u>5,117,260</u>	<u>5,194,780</u>	77,520
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,115,956	4,539,822	423,866
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	19,061,309	18,362,437	(698,872)
Total noncurrent assets	<u>24,082,168</u>	<u>23,807,162</u>	(275,006)
Total assets	<u>29,199,427</u>	<u>29,001,941</u>	(197,486)
Deffered Outflows of Resources			
Deffered Outflows of Resources	907,530	907,530	-
Total assets and deffered outflows of resources	<u>30,106,957</u>	<u>29,909,471</u>	<u>(197,486)</u>
Liabilities			
Current Liabilities			
Accounts payable	225,599	100,564	(125,035)
Other current liabilities	3,631	2,030	(1,602)
Payroll liabilities	8,682	6,821	(1,861)
Total current liabilities	<u>237,912</u>	<u>109,415</u>	(128,497)
Noncurrent Liabilities			
Accrued sick and vacation liability	359,980	307,523	(52,457)
Borrowers' deposit	327,949	322,082	(5,867)
OPEB liability	81,954	154,146	72,192
Net pension liability	1,233,873	1,233,873	-
Total noncurrent liabilities	<u>2,003,756</u>	<u>2,017,624</u>	13,868
Total liabilities	<u>2,241,668</u>	<u>2,127,039</u>	(114,629)
Deffered Inflows of Resources			
Deffered Inflows of Resources	895,773	895,773	-
Total liabilities and Deffered inflows of resources	<u>3,137,441</u>	<u>3,022,812</u>	(114,629)
Net Position			
Invested in capital assets	19,647,742	18,948,870	(698,872)
Unrestricted	7,321,774	7,937,789	616,015
Total net position	<u>26,969,516</u>	<u>26,886,659</u>	(82,857)
Total liabilities and Deffered inflows of resources and net position	<u>30,106,957</u>	<u>29,909,471</u>	<u>(197,486)</u>

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2017
(Provisional and subject to year-end audit adjustments)

Feb 16 Actual	Feb 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
504,692	545,990	540,438	(5,552)	-1.0%
1,683	1,573	2,662	1,089	69.2%
58,106	56,667	52,745	(3,922)	-6.9%
26,800	30,619	28,594	(2,025)	-6.6%
591,281	634,848	624,439	(10,409)	-1.6%
315,247	307,514	268,664	38,850	12.6%
0	0	32,469	(32,469)	0.0%
81,657	161,690	175,146	(13,456)	-8.3%
(81,657)	(161,690)	(175,146)	13,456	-8.3%
		0		
66,917	70,571	66,908	3,663	5.2%
10,585	12,450	10,125	2,325	18.7%
2,616	4,183	5,050	(867)	-20.7%
567	33	1,399	(1,365)	-4096.1%
1,833	600	0	600	100.0%
127	221	703	(483)	-218.7%
2,730	3,000	1,406	1,594	53.1%
249,227	240,340	225,066	15,274	6.4%
724,067	696,528	611,789	(84,739)	-12.2%
(132,785)	(61,680)	12,651	74,330	-120.5%
13,031	2,917	11,974	9,057	310.5%
0	0	0	0	0.0%
0	0	0	0	0.0%
(119,754)	(58,763)	24,624	83,387	-141.9%
				0.0%
0	0	0	0	0.0%

	FY 2015-16	FY 2016-17 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
Summary:						
Income						
L.A. Superior Court Fees	4,386,318	4,426,966	4,553,692	126,726	2.9%	
Interest	13,397	14,990	19,036	4,046	27.0%	
Parking	470,179	464,564	454,505	(10,059)	-2.2%	
Library Services	377,617	392,099	419,702	27,604	7.0%	
Total Income	5,247,510	5,298,618	5,446,935	148,317	2.8%	
Expense						
Staff (payroll + benefits)	2,529,708	2,642,449	2,449,889	192,560	7.3%	
Electronic Resource Subscriptions	394,613	460,924	409,520	51,404	11.2%	
Library Materials	1,259,381	1,293,519	1,202,256	91,263	7.1%	
Library Materials Transferred to Assets	(1,259,381)	(1,293,519)	(1,202,256)	(91,263)	7.1%	
Facilities	584,731	571,884	557,726	14,158	2.5%	
Technology & Data	81,080	104,600	85,506	19,094	18.3%	
General	42,680	44,904	44,116	788	1.8%	
Professional Development	11,973	17,497	14,226	3,271	18.7%	
Communications & Marketing	4,704	7,530	817	6,713	89.2%	
Travel & Entertainment	1,635	2,065	1,899	166	8.0%	
Professional Services	46,470	42,763	37,352	5,411	12.7%	
Depreciation	1,957,759	1,983,807	1,907,608	76,199	3.8%	
Total Expenses	5,655,353	5,878,423	5,508,658	369,765	6.3%	
Net Income (Loss)	(407,842)	(579,805)	(61,723)	518,082	-89.4%	
Investment Gain (Loss)²	39,960	23,333	(76,134)	(99,467)	-426.3%	
Extraordinary Income	0	55,000	55,000	0	0.0%	
Extraordinary Expense	0	0	0	0	0.0%	
Net Income Including Extraordinary Items	(367,882)	(501,472)	(82,857)	418,615	-83.5%	
					0.0%	
Capitalized Expenditures	15,354	1,427,000	6,480	1,420,520	99.5%	

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2017
(Provisional and subject to year-end audit adjustments)

Feb 16 Actual	Feb 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	

Detailed Budget:														
Income:														
504,692	545,990	540,438	(5,552)	-1.0%	15	FIN	303300	L.A. Superior Court Fees	4,386,318	4,426,966	4,553,692	126,726	2.9%	
Interest:														
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	2,327	2,405	2,739	334	13.9%	
1,485	1,375	2,381	1,006	73.2%	15	FIN	312000	Interest - General Fund	9,647	11,000	14,248	3,248	29.5%	
198	198	281	83	41.9%	15	FIN	313000	Interest - Deposit Fund	1,423	1,585	2,048	463	29.2%	
0	0	0	0	0.0%	15	FIN	313100	Interest - CalPERS CERBT ¹	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	313200	Interest - Bonds ²	0	0	0	0	0.0%	
1,683	1,573	2,662	1,089	69.2%				Subtotal	13,397	14,990	19,036	4,046	27.0%	
Parking:														
58,106	56,667	52,745	(3,922)	-6.9%	39	FAC	330100	Parking	470,179	464,564	454,505	(10,059)	-2.2%	
58,106	56,667	52,745	(3,922)	-6.9%				Subtotal	470,179	464,564	454,505	(10,059)	-2.2%	
Library Services:														
65	25	146	121	485.0%	27	CIRC	330150	Annual Borrowing Fee	1,755	2,150	3,331	1,181	54.9%	Timing variance.
14,385	9,167	14,296	5,129	56.0%	25	P&P	330140	Annual Members Fee	82,538	73,336	72,699	(637)	-0.9%	
1,141	2,718	3,273	555	20.4%	23	R&R	330340	Course Registration	19,793	21,744	9,415	(12,329)	-56.7%	Timing variance. \$8K Business Seriers sponsorship check expected Apr 2017.
4,326	4,417	4,072	(345)	-7.8%	27	CIRC	330129	Copy Center	39,874	35,036	34,775	(261)	-0.7%	Timing variance.
1,686	2,000	1,467	(533)	-26.7%	27	CIRC	330205	Document Delivery	18,682	16,000	12,213	(3,787)	-23.7%	Timing variance.
3,320	3,875	3,957	82	2.1%	27	CIRC	330210	Fines	28,657	31,000	32,671	1,671	5.4%	
548	4,167	476	(3,691)	-88.6%	15	FIN	330310	Miscellaneous	10,048	41,333	29,332	(12,001)	-29.0%	Timing variance. Google project reimbursement expected Mar 2017.
1,100	3,800	1,002	(2,798)	-73.6%	39	FAC	330330	Room Rental	39,538	30,400	54,294	23,894	78.6%	Better than expected as a result of increased large event room rentals
108	350	0	(350)	-100.0%	27	CIRC	330350	Book Replacement	1,431	2,800	2,778	(23)	-0.8%	
0	0	(115)	(115)	0.0%	15	FIN	330360	Forfeited Deposits	13,206	7,500	260	(7,240)	-96.5%	
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	115,000	120,000	155,000	35,000	29.2%	Generous contribution from Friends.
0	0	0	0	0.0%	25	P&P	330420	Grants	0	0	0	0	0.0%	
122	100	21	(79)	-79.2%	39	FAC	330450	Vending	704	800	583	(217)	-27.2%	
0	0	0	0	0.0%	37	COM	330465	Special Events Income	6,392	10,000	12,352	2,352	23.5%	
26,800	30,619	28,594	(2,025)	-6.6%				Subtotal	377,617	392,099	419,702	27,604	7.0%	
591,281	634,848	624,439	(10,409)	-1.6%				Total Income	5,247,510	5,298,618	5,446,935	148,317	2.8%	
Expenses:														
Staff:														
179,764	183,475	155,580	27,895	15.2%	ALL	501000	Salaries (benefits eligible)	1,485,349	1,593,670	1,447,659	146,011	9.2%	Favorable variance due to vacancies.	
0	(3,670)	0	(3,670)	100.0%	15	FIN	501025	Staff Vacancy Offset (Ben. Eligible)	0	(31,873)	0	(31,873)	100.0%	
17,343	21,137	18,578	2,559	12.1%	ALL	501050	Salaries (benefits ineligible)	149,908	174,247	154,993	19,254	11.0%	Favorable variance due to vacancies.	
0	(423)	0	(423)	100.0%	15	FIN	501075	Staff Vacancy Offset (Ben. Ineligible)	0	(3,485)	0	(3,485)	100.0%	
11,452	12,432	10,141	2,292	18.4%	15	FIN	502000	Social Security	93,499	107,419	90,246	17,173	16.0%	Favorable variance due to vacancies.
2,678	2,908	2,372	536	18.4%	15	FIN	503000	Medicare	22,978	25,122	22,470	2,652	10.6%	Favorable variance due to vacancies.
20,022	20,220	17,489	2,731	13.5%	15	FIN	511000	Retirement	183,261	222,649	209,381	13,268	6.0%	
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%	
44,389	46,830	42,748	4,083	8.7%	15	FIN	512000	Health Insurance	315,659	355,293	329,406	25,887	7.3%	Favorable variance due to vacancies.
416	374	340	34	9.1%	15	FIN	513000	Disability Insurance	3,287	3,057	3,238	(181)	-5.9%	
5,305	5,482	4,947	535	9.8%	15	FIN	514000	Dental Insurance	40,705	43,412	37,914	5,498	12.7%	Favorable variance due to vacancies.
605	673	437	236	35.1%	15	FIN	514500	Vision Insurance	4,667	5,324	3,899	1,426	26.8%	Favorable variance due to vacancies.
115	128	56	71	55.9%	15	FIN	515000	Life Insurance	735	1,030	593	437	42.5%	
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
14,389	6,366	5,420	946	14.9%	15	FIN	516000	Workers Compensation Insurance	74,660	50,925	54,558	(3,634)	-7.1%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	(96)	0	5,061	(5,061)	0.0%	
0	17	0	17	100.0%	25	P&P	514010	Temporary Employment	1,916	3,133	0	3,133	100.0%	Timing variance.
0	42	153	(111)	-267.2%	13	HR	514015	Recruitment	479	333	1,917	(1,584)	-475.1%	
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	137,287	72,193	72,192	1	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2017
(Provisional and subject to year-end audit adjustments)

Feb 16 Actual	Feb 2017				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
599	1,250	584	666	53.3%	15	FIN	518550	TMP	6,182	10,000	7,354	2,646	26.5%	
1,009	1,250	796	454	36.3%	15	FIN	518560	Payroll and Benefit Administration	9,233	10,000	9,008	992	9.9%	
315,247	307,514	268,664	38,850	12.6%				Total - Staff	2,529,708	2,642,449	2,449,889	192,560	7.3%	
								Library Materials/Electronic Resources Subscription:						
47,084	125,830	127,747	(1,917)	-1.5%	23	R&R	601999	American Continuations	938,356	1,006,644	918,105	88,538	8.8%	Timing variance.
2,354	1,365	930	436	31.9%	23	R&R	602999	American New Orders	10,238	10,922	10,175	747	6.8%	
2,897	4,305	2,533	1,773	41.2%	23	R&R	609199	Branch Continuations	31,914	34,442	27,892	6,550	19.0%	Timing variance.
0	50	0	50	100.0%	23	R&R	609299	Branch New Orders	0	400	161	239	59.7%	
2,675	9,342	9,917	(574)	-6.1%	23	R&R	603999	Commonwealth Continuations	96,718	74,738	89,060	(14,321)	-19.2%	
0	130	0	130	100.0%	23	R&R	604999	Commonwealth New Orders	0	1,040	0	1,040	100.0%	
20,990	11,456	20,852	(9,396)	-82.0%	23	R&R	605999	Foreign Continuations	101,636	91,646	71,031	20,615	22.5%	Used to fund continuations in other categories.
0	100	438	(338)	-338.3%	23	R&R	606999	Foreign New Orders	398	800	1,019	(219)	-27.3%	
4,599	7,269	9,790	(2,520)	-34.7%	23	R&R	607999	International Continuations	67,050	58,156	70,660	(12,504)	-21.5%	
0	333	0	333	100.0%	23	R&R	608999	International New Orders	0	2,667	166	2,500	93.8%	
1,010	1,408	2,940	(1,532)	-108.8%	23	R&R	609399	General/Librarianship Continuations	13,022	11,265	13,915	(2,650)	-23.5%	
49	100	0	100	100.0%	23	R&R	609499	General/Librarianship New Orders	49	800	72	728	91.0%	
81,657	161,690	175,146	(13,456)	-8.3%				Subtotal	1,259,381	1,293,519	1,202,256	91,263	7.1%	
(81,657)	(161,690)	(175,146)	13,456	-8.3%	15	FIN	690000	Library Materials Transferred to Assets	(1,259,381)	(1,293,519)	(1,202,256)	(91,263)	7.1%	
74,217	57,616	32,469	25,147	43.6%	15	FIN	685000	Electronic Resource Subscriptions (ERS)	394,613	460,924	409,520	51,404	11.2%	Timing variance.
								Facilities:						
6,385	3,750	3,803	(53)	-1.4%	39	FAC	801005	Repair & Maintenance	28,010	30,000	6,625	23,375	77.9%	Minimal repairs or maintenance work needed.
347	1,000	1,470	(470)	-47.0%	39	FAC	801010	Building Services	5,665	8,000	7,291	709	8.9%	Timing variance.
0	1,083	0	1,083	100.0%	39	FAC	801015	Cleaning Supplies	5,690	8,664	7,972	692	8.0%	Timing variance.
8,913	10,356	8,361	1,995	19.3%	39	FAC	801020	Electricity & Water	79,631	82,848	79,008	3,840	4.6%	Increased usage due to summer weather.
0	1,051	1,884	(833)	-79.3%	39	FAC	801025	Elevator Maintenance	6,762	2,102	9,374	(7,272)	-346.0%	Delay in elevator repair & upgrade capital project.
2,539	2,602	1,650	952	36.6%	39	FAC	801030	Heating & Cooling	21,230	20,816	26,312	(5,496)	-26.4%	Increased usage due to summer weather.
24,428	21,600	21,763	(163)	-0.8%	15	FIN	801035	Insurance	195,423	172,800	174,511	(1,711)	-1.0%	
8,674	9,018	8,774	244	2.7%	39	FAC	801040	Janitorial Services	69,393	70,566	69,493	1,073	1.5%	
0	1,500	2,500	(1,000)	-66.7%	39	FAC	801045	Landscaping	7,350	12,000	10,000	2,000	16.7%	Timing variance.
14,779	15,416	15,704	(288)	-1.9%	39	FAC	801050	Security	125,391	123,328	129,035	(5,707)	-4.6%	
599	1,750	265	1,485	84.8%	39	FAC	801060	Room Rental Expenses	26,485	14,000	22,064	(8,064)	-57.6%	Includes \$4K portable stage for ongoing room rental activities.
0	0	0	0	0.0%	37	COM	801065	Special Events Expenses	6,170	15,000	12,463	2,537	16.9%	Offset by SE Income.
0	200	0	200	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	0	1,600	0	1,600	100.0%	Timing variance.
0	400	175	225	56.3%	39	FAC	801110	Equipment (<3K)	1,426	3,200	318	2,882	90.1%	Timing variance.
0	100	0	100	100.0%	39	FAC	801115	Building Alterations (<3K)	0	800	0	800	100.0%	Timing variance.
5	537	558	(21)	-3.8%	35	CMS	801120	Delivery & Postage	4,667	4,496	2,100	2,396	53.3%	Low volume of shipping activities YTD.
248	208	0	208	100.0%	39	FAC	801125	Kitchen supplies	1,438	1,664	1,160	504	30.3%	
66,917	70,571	66,908	3,663	5.2%				Subtotal	584,731	571,884	557,726	14,158	2.5%	
								Technology:						
(325)	1,740	1,527	213	12.3%	33	TECH	801210	Software Maintenance	12,554	13,920	13,695	225	1.6%	
1,183	1,491	1,332	159	10.7%	33	TECH	801212	Hardware Maintenance	9,328	11,928	10,531	1,397	11.7%	
0	1,200	0	1,200	100.0%	33	TECH	801215	Software (<\$3k)	452	9,600	2,721	6,879	71.7%	Timing variance.
0	400	0	400	100.0%	33	TECH	801220	Hardware (<\$3k)	3,256	8,200	0	8,200	100.0%	Timing variance.
0	80	731	(651)	-813.2%	33	TECH	801225	Computer Supplies	344	640	905	(265)	-41.4%	Includes unbudgeted, one time purchase of laptop locks totaling \$731.
4,039	4,039	4,220	(181)	-4.5%	33	TECH	801230	Integrated Library System	31,288	32,312	32,696	(384)	-1.2%	
5,520	3,500	2,316	1,184	33.8%	33	TECH	801235	Telecommunications	23,240	28,000	24,138	3,862	13.8%	
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	0	0	65	(65)	0.0%	
168	0	0	0	0.0%	33	TECH	801250	Services	618	0	753	(753)	0.0%	
10,585	12,450	10,125	2,325	18.7%				Subtotal	81,080	104,600	85,506	19,094	18.3%	
								General:						
484	700	553	147	21.1%	15	FIN	801310	Bank Charges	4,138	5,600	4,479	1,121	20.0%	
678	785	785	(0)	0.0%	35	CMS	801315	Bibliographical Services	6,409	6,280	6,281	(1)	0.0%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
0	90	75	15	16.4%	17	EXEC	801325	Board Expense	378	720	502	218	30.3%	
74	0	(100)	100	0.0%	37	COM	801330	Staff meals & events	1,228	1,862	1,898	(36)	-1.9%	Unbudgeted intern related expenses.

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2017
(Provisional and subject to year-end audit adjustments)

Feb 16 Actual	Feb 2017				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
1,162	1,000	928	72	7.2%	15 FIN 801335	Supplies - Office	8,100	8,000	7,824	176	2.2%	
0	0	1,548	(1,548)	0.0%	35 CMS 801337	Supplies - Library materials	4,644	3,925	5,445	(1,520)	-38.7%	Timing variance, to take advantage of Feb sales price; will be resolved in March.
0	0	570	(570)	0.0%	37 COM 801340	Stationery, business cards, etc.	0	1,000	919	81	8.1%	Timing variance.
0	0	0	0	0.0%	25 P&P 801365	Grant Application Expenses	0	0	0	0	0.0%	
262	1,500	642	858	57.2%	27 CIRC 801370	Copy Center Expense	16,201	16,500	12,581	3,919	23.8%	
(3)	42	0	42	100.0%	15 FIN 801375	General - Misc	963	333	3,513	(3,180)	-953.9%	Includes \$3.5K payment to PCI for prior fiscal year discounted parking.
(41)	67	0	67	100.0%	23 R&R 801390	Course Registration	555	583	547	37	6.3%	
0	0	49	(49)	0.0%	17 EXEC 801395	Friends of Law Library	63	100	127	(27)	-26.8%	
2,616	4,183	5,050	(867)	-20.7%		Subtotal	42,680	44,904	44,116	788	1.8%	
						Professional Development:						
186	0	1,049	(1,049)	0.0%	ALL 803105	Travel	1,553	6,800	4,069	2,731	40.2%	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%	
237	0	0	0	0.0%	ALL 803115	Membership dues	8,742	6,160	6,180	(20)	-0.3%	
145	33	350	(317)	-950.0%	ALL 803120	Registration fees	1,678	4,537	3,977	560	12.3%	
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
567	33	1,399	(1,365)	-4096.1%		Subtotal	11,973	17,497	14,226	3,271	18.7%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	1,800	0	1,800	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803210	Collateral materials	1,550	2,830	317	2,513	88.8%	Timing variance.
1,833	600	0	600	100.0%	37 COM 803215	Advertising	3,130	2,600	500	2,100	80.8%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	25	300	0	300	100.0%	Timing variance.
1,833	600	0	600	100.0%		Subtotal	4,704	7,530	817	6,713	89.2%	
						Travel & Entertainment						
0	0	583	(583)	0.0%	ALL 803305	Travel	0	0	583	(583)	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%	
127	221	121	100	45.3%	ALL 803320	Ground transportation & mileage reimb.	1,635	2,065	1,317	749	36.2%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
127	221	703	(483)	-218.7%		Subtotal	1,635	2,065	1,899	166	8.0%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	20,330	16,763	18,078	(1,315)	-7.8%	
2,730	3,000	1,406	1,594	53.1%	17 EXEC 804008	Consulting Services	26,140	26,000	19,274	6,726	25.9%	
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%	
2,730	3,000	1,406	1,594	53.1%		Subtotal	46,470	42,763	37,352	5,411	12.7%	
						Depreciation:						
221,305	200,270	199,843	427	0.2%	15 FIN 806105	Depreciation - Library Materials	1,732,875	1,710,830	1,704,873	5,958	0.3%	
27,922	40,070	25,223	14,847	37.1%	15 FIN 806110	Depreciation Exp - FF&E	224,884	272,977	202,735	70,242	25.7%	Delay in capital projects.
249,227	240,340	225,066	15,274	6.4%		Subtotal	1,957,759	1,983,807	1,907,608	76,199	3.8%	
724,067	696,528	611,789	84,739	12.2%		Total Expense	5,655,353	5,878,423	5,508,658	369,765	6.3%	
(132,785)	(61,680)	12,651	74,330	-120.5%		Net Income Before Extraordinary Items	(407,842)	(579,805)	(61,723)	518,082	-89.4%	
13,031	2,917	11,974	9,057	310.5%	15 FIN 321000	Investment Gain (Loss) ²	39,960	23,333	(76,134)	(99,467)	-426.3%	Fluctuating market conditions.
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	55,000	55,000	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
(119,754)	(58,763)	24,624	83,387	-141.9%		Net Income Including Extraordinary Items	(367,882)	(501,472)	(82,857)	418,615	-83.5%	

Los Angeles County Law Library
Income Statement for the Period Ending February 28, 2017
(Provisional and subject to year-end audit adjustments)

Feb 16 Actual	Feb 2017				FY 2015-16 YTD Actual	FY 2016-17 YTD				Comments	
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		
0	0	0	0	0.0%							
0	0	0	0	0.0%							
0	0	0	0	0.0%							
0	0	0	0	0.0%							
0	0	0	0	0.0%							
0	0	0	0	0.0%							
0	0	0	0	0.0%							
0	0	0	0	0.0%							
Capital Expenditures:											
					39 FAC 161100	Furniture / Appliances (>3k)	3,924	30,000	0	30,000	100.0%
					33 TECH 161300	Electronics / Computer Hardware (>3k)	0	157,000	6,480	150,520	95.9%
					39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	410,000	0	410,000	100.0%
					39 FAC 164000	Interior Improvements / Alterations (>3k)	0	435,000	0	435,000	100.0%
					33 TECH 168000	Computer Software	11,430	395,000	0	395,000	100.0%
						Total - Capitalized Expenditures	15,354	1,427,000	6,480	1,420,520	99.5%
CalPERS CERBT Trust Fund¹:											
						Beginning Balance		2,074,095			
						Administrative Expense		(79)			CalPERS CERBT program cost.
						Investment Expense		(58)			Investment management cost.
						Unrealized Gain/Loss		39,356			Fluctuating market conditions.
						Ending Balance		2,113,314			

¹ 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.

² 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 February 28, 2017
(Provisional and subject to year-end audit adjustments)

	2/28/2017	YTD
Cash flows from operating activities		
L.A. Superior court fees	540,438	4,553,692
Parking fees	52,745	454,505
Library services	28,594	319,702
(Increase) decrease in accounts receivable	31,875	57,131
Increase (decrease) in borrowers' deposit	(6,682)	(5,867)
Cash received from filing fees and services	646,970	5,379,164
Facilities	(66,908)	(557,726)
Technology	(10,125)	(85,506)
General	(5,050)	(44,116)
Professional development	(1,399)	(14,226)
Communications & marketing	-	(817)
Travel & entertainment	(703)	(1,899)
Professional services	(1,406)	(37,352)
Electronic Resource Subscriptions (ERS)	(32,469)	(409,520)
(Increase) decrease in prepaid expenses	65,224	(168,767)
Increase (decrease) in accounts payable	(100,639)	(125,035)
Increase (decrease) in other liabilities	-	(1,602)
Cash payments to suppliers for goods and services	(153,475)	(1,446,564)
Staff (payroll + benefits)	(268,664)	(2,449,889)
Increase (decrease) in payroll liabilities	(4,411)	(1,861)
Increase (decrease) in accrued sick and vacation liability	(82)	(52,457)
Increase (decrease) in OPEB liability	9,024	72,192
Net impact of GASB 68 adjustments		-
Net effect of prior period adjustments		-
Cash payments to employees for services	(264,132)	(2,432,014)
Contributions received	-	155,000
Net cash from operating activities	229,363	1,655,585
Cash flow from capital and related financing activities		
Library materials	(175,146)	(1,202,256)
Fixed assets	-	(6,480)
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment		(500,000)
Investment earnings	2,662	19,036
Net cash increase (decrease) in cash and cash equivalents	56,880	(34,115)
Cash and cash equivalents, at beginning of period	3,778,748	3,869,743
Cash and cash equivalents, at end of period	3,835,628	3,835,628
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	9,988	(80,758)
Adjustments for noncash effects:		
Depreciation	225,066	1,907,608
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	31,875	57,131
(Increase) decrease in prepaid expenses	65,224	(168,767)
Increase (decrease) in accounts payable	(100,639)	(125,035)
Increase (decrease) in other liabilities	-	(1,602)
Increase (decrease) in payroll liabilities	(4,411)	(1,861)
Increase (decrease) in accrued sick and vacation liability	(82)	(52,457)
Increase (decrease) in borrowers' deposit	(6,682)	(5,867)
Increase (decrease) in OPEB liability	9,024	72,192
Net impact of GASB 68 adjustments		-
Net cash from operating activities	229,363	1,600,585

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 1	JANINE LIEBERT ** VOIDED *****	REIMBURSEMENT	0.00	029759
March 2	JANINE LIEBERT	REIMBURSEMENT	582.50	029760
March 3	OTTO HARRASSOWITZ	BOOKS	2,648.16	029761
	LIBRAIRIE DUCHEMIN	BOOKS	368.72	029762
	LIBROS CENTROAMERICANOS	BOOKS	1,300.00	029763
March 10	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	029764
	LOS ANGELES EDUCATION PARTNERSHIP	TEMP EMPL	1,260.00	029765
	NATIONAL TAX ASSOCIATION	BOOKS	350.00	029766
	ELIZABETH WARNER	MILEAGE	34.67	029767
	BIG FOOT PRESS	BOOKS	400.95	029768
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	1,086.25	029769
	CASALINI LIBRI	BOOKS	185.87	029770
	EIBUN HOREI SHA INC	BOOKS	1,990.00	029771
	FORSTER-LONG, LLC	BOOKS	545.00	029772
	GAUNT	BOOKS	350.20	029773
	OTTO HARRASSOWITZ	BOOKS	6,912.04	029774
	MASSACHUSETTS CONTINUING LEGAL EDUC	BOOKS	227.00	029775
	QUALITY CODE PUBLISHING	BOOKS	53.49	029776
March 17	SYNCB AMAZON	SUPPLIES-LIBRARY	105.49	029777
	NATIONAL RECOVERY AGENCY	FINES	84.38	029778
	COUNTY OF LOS ANGELES	HEATING/COOLING	1,650.17	029779
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	029780
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	234.72	029781
	GALE CENGAGE LEARNING	BOOKS	1,314.22	029782
	OTTO HARRASSOWITZ	BOOKS	2,436.58	029783
March 20	JEFFEREY SCOTT GLUCK	REFUND	140.00	029784
	DAVID LEE	REFUND	124.00	029785
	MARIA LUCIA	REFUND	124.00	029786
	EDUARDO LUNA	REFUND	140.00	029787
	ROBIN MCCAFFERY	REFUND	140.00	029788
	GAIL ELIZABETH MAIORANA	REFUND	125.00	029789
	MICHAEL JEROME SMITH	REFUND	70.00	029790
	SYNCB AMAZON	SUPPLIES-OFFICE	69.18	029791
	BAVCO	BLDG MAINT	143.00	029792
	BUREAU OF STREET LIGHTING	BLDG SVCS	2,853.04	029793
	CALIBER ELEVATOR	ELEVATOR MAINT	918.36	029794
	COMPLETE FIRE SERVICE INC	BUILDING SERVICE	998.95	029795
	GUARDIAN	PREPAID EXP	6,935.01	029796
	SUNSERI'S	ROOM RENTAL EXPE	835.50	029797

40,489.02

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 28	SUNSERI'S	ROOM RENTAL EXPE	380.62	029798
	OTTO HARRASSOWITZ	BOOKS	957.89	029799
	MANHATTAN PUBLISHING COMPANY	BOOKS	56.00	029800
	COUNTY OF LOS ANGELES	BANK CHARGES	74.84	029801
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	029802
	METROLINK	TMP	1,099.00	029803
March 30	CHRISTINE R LANGTEAU	MILEAGE	67.20	029804
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,849.17	029805
	CALIFORNIA STATE BAR COURT REPORTER	BOOKS	150.00	029806
	ESPINOSA MARTIN DE JESUS SANCHEZ ME	BOOKS	650.00	029807
	RPCD DBA SMARTRULES	BOOKS	6,000.00	029808

59,799.07

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 1	OFFICE DEPOT	SUPPLIES-OFFICE	9.57	V002064
	SPECTRUM	TELECOM	1,200.00	V002065
March 3	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,626.70	V002066
	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	333.93	V002067
	BLOOMBERG BNA	BOOKS	181.01	V002068
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,571.46	V002069
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,397.39	V002070
	DAILY JOURNAL CORPORATION	BOOKS	96.79	V002071
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V002072
	JAMES PUBLISHING INC	BOOKS	197.00	V002073
	JURIS PUBLISHING INC	BOOKS	89.97	V002074
	MUNICIPAL CODE CORPORATION	BOOKS	70.00	V002075
	PRACTISING LAW INSTITUTE	BOOKS	196.73	V002076
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	29.23	V002077
	STATE BAR OF TEXAS	BOOKS	187.50	V002078
	WEST ACADEMIC	BOOKS	47.85	V002079
	THOMSON REUTERS	BOOKS	14,091.83	V002080
	WILLIAM S HEIN & CO	BOOKS	998.70	V002081
March 7	MARIA'S ITALIAN KITCHEN	ROOM RENTAL EXP	716.76	V002100
March 8	GARY AUSTIN ADVERTISING	FRIENDS	429.66	V002082
March 10	BANDWIDTH.COM, INC.	TELECOM	294.60	V002083
	REPUBLIC SERVICES #902	BLDG SVCS	329.15	V002084
	GLOBAL CAPACITY	TELECOM	378.50	V002085
	GLOBAL CAPACITY	TELECOM	71.47	V002086
	KONICA MINOLTA BUSINESS	COPY CENTER EXPE	221.13	V002087
	OCLC INC	BIBLIOGRAPHICAL S	700.96	V002088
	PEOPLEG2	RECRUITMENT	152.99	V002089
	SECURITAS SECURITY	SECURITY	11,305.44	V002090
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	747.03	V002091
	DATA TRACE PUBLISHING COMPANY	BOOKS	351.90	V002092
	JAMES PUBLISHING INC	BOOKS	168.00	V002093
	LAW JOURNAL PRESS	BOOKS	3,152.72	V002094
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V002095
	PRACTISING LAW INSTITUTE	BOOKS	584.47	V002096
	WEST ACADEMIC	BOOKS	239.25	V002097
	THOMSON REUTERS	BOOKS	72,718.67	V002098
	YBP LIBRARY SERVICES	BOOKS	142.38	V002099
	STAMPS.COM	DELIVERY & POSTAG	24.99	V002101
March 16	MATTHEW BENDER LEXISNEXIS MATTHEW B	BOOKS	32,959.31	V002102

163,877.99

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.	
March 17	BRIGHTVIEW	LANDSCAPING	1,250.00	V002103	
	FEDEX	DELIVERY/POSTAGE	116.63	V002104	
	OFFICE DEPOT	SUPPLIES-OFFICE	592.33	V002105	
	PAN AMERICAN PEST CONTROL CO	BUILDING SERVICE	276.00	V002106	
	UPS	DELIVERY/POSTAGE	37.38	V002107	
	AMERICAN LAW INSTITUTE	BOOKS	92.45	V002108	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,336.83	V002109	
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V002110	
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,420.00	V002111	
	UNITED NATIONS PUBLICATIONS	BOOKS	312.13	V002112	
	THOMSON REUTERS	BOOKS	60,634.67	V002113	
	March 20	OFFICE DEPOT	SUPPLIES-OFFICE	97.88	V002114
	March 21	STATE COMPENSATION INSURANCE FUND	WORKERS COMP	2,679.67	V002115
March 22	LA CAFE	BOARD EXPENSE	66.39	V002149	
	MARIA'S ITALIAN KITCHEN	ROOM RENTAL EXPE	711.15	V002150	
March 28	AMERICAN BAR ASSOCIATION	BOOKS	178.10	V002116	
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	365.00	V002117	
	CCH INCORPORATED	BOOKS	115.71	V002118	
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,048.54	V002119	
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	706.11	V002120	
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	20.00	V002121	
	LAW BOOKSTORE	BOOKS	36.48	V002122	
	LAW JOURNAL PRESS	BOOKS	2,641.56	V002123	
	LAWPRESS CORPORATION	BOOKS	302.28	V002124	
	LIBRARY OF CONGRESS CDS	BOOKS	685.00	V002125	
	MUNICIPAL CODE CORPORATION	BOOKS	2,972.00	V002126	
	NATIONAL CONSUMER LAW CENTER	BOOKS	1,710.00	V002127	
	OXFORD UNIVERSITY PRESS	BOOKS	249.13	V002128	
	PRACTISING LAW INSTITUTE	BOOKS	187.76	V002129	
	WEST ACADEMIC	BOOKS	43.07	V002130	
	THOMSON REUTERS	BOOKS	14,715.76	V002131	
	UNIVERSITY OF WISCONSIN LAW SCHOOL	BOOKS	79.00	V002132	
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V002135	
UPS	DELIVERY & POSTAG	10.67	V002136		
March 30	BRIGHTVIEW	LANDSCAPING	1,250.00	V002137	
	DELL MARKETING L P	HARDWARE MAINT	9,211.32	V002138	
	TYCO INTEGRATED SECURITY LLC	BLDG SVCS	13,195.23	V002139	
	VALLEY WIDE AIR	REPAIR & MAINTENA	475.00	V002140	
	AMERICAN BAR ASSOCIATION	BOOKS	98.20	V002141	

296,246.37

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	431.00	V002142
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,798.57	V002143
	INGRAM LIBRARY SERVICES	BOOKS	2,328.20	V002144
	LAW JOURNAL PRESS	BOOKS	1,141.26	V002145
	LAWPRESS CORPORATION	BOOKS	539.60	V002146
	PRACTISING LAW INSTITUTE	BOOKS	553.48	V002147
	WILLIAM S HEIN & CO	BOOKS	1,355.30	V002148
			303,962.78	

303,962.78

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 7	ALBERTSONS	ROOM RENTAL EXP	321.80	V000094
March 17	SMART & FINAL	ROOM RENTAL EXP	141.53	V000095

463.33

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
March 28	CALPERS	PREPAID EXP	49,862.21	TS00247904

49,862.21

LA Law Library
Fiscal Year Quarterly Statistics

			FY16 3rd Quarter	FY16 Total	FY17 1st Quarter	FY17 2nd Quarter	FY17 3rd Quarter	FY17 3rd Quarter Notes
Reference and Research								
	<i>Reference and Research responds to user requests</i>							
	Desk Inquiries		6338	25691	7,112	5,950	5,997	
	Tuesday 6pm to 8pm - All Queries		59	184	108	82	108	
	Phone		1815	7422	2,029	1,573	1,799	
	Email/ Live Chat		331	1025	355	132	174	
	By Mail		56	220	61	45	62	
	Global Law Inquires		130	540	25	22	36	
	Global Law Web Inquires		109	406	0	0	20	
	e-Branch Chat		41	176	45	35	37	
	e-Branch Email		1	2	1	0	0	
		Total	8,880	35,666	9,736	7,839	8,233	
Circulation Services								
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>							
	Desk Inquiries		4,016	14,728	3,789	2,398	4,530	
	Phone Inquiries		1,996	8,301	1,955	1,374	2,119	
		Total	6,012	23,029	5,744	3,772	6,649	
	Books Circulated		2,952	10,606	2,572	2,348	2,456	
	Library Card Sign-ups		545	2120	514	560	452	
	Members Program - Active Members		325	1237	318	335	337	
	Public Terminal Logins		9,496	42,815	10,403	9,142	9,185	
Document Delivery / E-Delivery/Copies								
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>							
	Phone Inquiries		286	1145	314	269	276	
	In-Person		2,509	11,097	2,890	2,683	2,444	
	Email		194	799	119	255	290	
	By Mail (As of 2013, included with R+R above)							
		Total	2,989	13,041	3,323	3,207	3,010	

LA Law Library
Fiscal Year Quarterly Statistics

			FY16 3rd Quarter	FY16 Total	FY17 1st Quarter	FY17 2nd Quarter	FY17 3rd Quarter	FY17 3rd Quarter Notes	
	Pages Delivered		8,073	29,001	6,013	6,125	5,859		
	Copies Made (Main Library)		79,318	346,029	72,162	85,018	116,001		
Collection Management Services									
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>								
	New Titles Added		154	521	108	112	95		
	New Serials		23	83	25	34	13		
	Print Volumes Added		1,378	5,377	1,129	1,210	821		
	Non-Print Media Added		1,949	17,656	9,552	197	1,988		
	Books Cataloged/Reclassified		632	1,899	484	681	251		
	Print & Non-Print Withdrawn		1,091	3589	505	1,215	360		
Brief Scanning Project									
	Briefs Scanned			8,600	792	2377			
	Pages Scanned			297,912	39,205	135,384			
	Briefs Logged (Google)		N/A	28292	7,561	332	3,658		
Website Statistics									
	Visitors		23,217	94,691	26,842	22,355	21,969		
	Visits		104,421	414,901	99,035	89,623	90,613		
	Average Daily Visits		1,135	4,524	1,076	974	1,018		
	Average Duration		3:51		2:59	3:12	2:45		
	Visitors: US		98.43%		93.59%	97.26%	98.70%		
	Visitors: International / Unspecified		1.57%		6.41%	2.74%	1.30%		
Training and Events at Main Branch									
	Public Classes Held								
	Internal speaker		6	49	23	29	35		
	Guest speaker		11	80	38	31	44		
	MCLE Classes Held								
	Internal speaker		0	1	0	2	2		
	Guest speaker		7	37	6	7	9		
	Clinics/ Workshops Held		46	136	39	44	40		
		Total	70	303	106	113	130		
	Class Attendance Total (Estimated)		1,041	6257	1,180	2,093	1,523		

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Further Clarification of Policy Regarding Retiree Dental Benefits
- 4.2 Staff Presentation: Law Week: Tying the Law to the Headlines

MEMORANDUM

DATE: April 26, 2017

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Further Clarification of Policy Regarding Retiree Dental Benefits

SUMMARY AND INTRODUCTION

There had been some confusion regarding whether the Law Library provides retiree dental benefits for unrepresented employees. The Board was asked to clarify the policy at its January 2017 board meeting. At that time, the Board clarified that unrepresented, benefitted employees hired prior to July 1, 2008 are entitled to dental benefits upon retirement but that unrepresented, benefitted employees hired after January 24, 2017 are not entitled to dental benefits. The Board asked that the question of retiree dental coverage for unrepresented employees (other than the Executive Director) hired between July 1, 2008 and January 24, 2017 be brought back for further discussion.

BACKGROUND

The staff report presented in January discussing the history and background is attached for easy reference (and its content is not repeated here).

At the prior meeting, although no decision was made, the Board discussed:

1. A desire to treat all staff fairly;
2. The importance of dental coverage;
3. A desire to treat represented and unrepresented similarly (without reopening the MOU);
4. The challenges of honoring oral promises without a confirming writing; and
5. The challenges of assuring competitive bids for dental coverage when retirees outnumber current employees in the plan.

Given all of these factors, the Board opted to provide retiree dental coverage to unrepresented, benefitted employees hired prior to July 1, 2008 but not to unrepresented, benefitted employees hired after January 24, 2017. However, since there was no immediate urgency to the question of those hired after July 2008 but before January 24, 2017, the Board asked to have that question brought back.



The following chart compares the circumstances with regard to retiree dental of those hired before July 2008 and those hired after:

	Hired Before 7/2008	Hired after 7/2008
Alleged oral promise of benefit	Some	Some
Alleged oral promise that benefits would be the same as represented employees	Some	Some
Provided for in handbook at time of hire	Yes	No
Provided for in employment agreement/offer letter	No	No
Memorialized in writing elsewhere	No	No
Available to represented employees	Yes	No
Employees have been given retiree dental in the past	Yes	No
Employees have been denied retiree dental in the past	No	Yes

OPTIONS

1. Amend the Employee Handbook to conform retiree dental benefits to those of represented Staff (i.e., provide retiree dental only for those hired prior to July 1, 2008).
2. Amend the Employee Handbook to provide retiree dental benefits to all unrepresented Staff hired prior to January 24, 2017, except the Executive Director.
3. Renegotiate retiree dental benefits for represented and unrepresented employees.

Note that this staff report does not include any option that would affect the Executive Director’s benefits, as an employee hired after July 1, 2008, and no request has been made for a change in the Executive Director’s employment agreement. Should the Board wish to discuss any such option, the item would have to be written and presented by a consultant or someone without a personal interest in the outcome.

RECOMMENDATION

Staff recommends that the Board discuss this item and provide direction.



MEMORANDUM

DATE: January 25, 2017

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Clarification of Policy Regarding Retiree Dental Benefits

SUMMARY AND INTRODUCTION

There has been some confusion regarding whether the Law Library provides retiree dental benefits for unrepresented employees. The Board is asked to clarify the policy.

BACKGROUND

In the past, the Law Library provided dental benefits to retirees. For example, the Personnel Policy Manual in 1988 stated,

“At present the Library provides group health benefit plans sponsored by [CalPERS] and a private dental plan for full-time employees, retired employees and eligible dependents. However, the Library cannot guaranty the future availability of any plans. Continued provision of such plans is contingent upon their availability and suitability and the financial ability of the Library to continue to provide them. . . Coverage provided by the Library is subject to termination or modification by PERS, the carriers or the Board of Trustees.”

The current Employee Handbook does not provide for retiree dental apart from COBRA rights and states only that:

“Upon separation from the Library, 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.”

(The 2007 Employee Handbook contains no affirmative language providing for retiree dental and contains similar language to the current Handbook regarding COBRA benefits.) Based upon a review of many (but not all) employment offer letters of current employees, offer letters summarize the available benefits but do not include any mention of retiree dental. More recent offer letters also note that benefits are subject to change.

Union-eligible employees: In 2008, after negotiation and documentation, the MOU for represented employees was amended to state that employees hired after July 1, 2008 would not receive retiree dental benefits (apart from COBRA). As a result, union eligible employees hired before that date have been provided retiree dental benefits, while union eligible employees hired after that date have not.



Non-union-eligible employees: Non-union-eligible employees are governed by the Handbook which can be changed at any time. As noted, although there have been different benefits over time, the current handbook does not provide for dental or health except as may be afforded under the policy, contract, state or federal law. Accordingly, for PERS members, while they are entitled to retiree health pursuant to our contract with PERS and state law, based upon the language of the Handbook, they would only be entitled to COBRA as to dental because dental coverage is provided by private contract and there is no contractual or state law right to retiree dental. (Side note: it is possible that coverage would continue under the terms of the policy for some period; some policies extend to the end of the month or even the end of the contract year.)

THE DILEMMA

Numerous staff members report having been told at the time of hire that one of the benefits provided to them was retiree dental coverage. Several management employees report that it was Law Library practice to provide unrepresented employees the same benefits as represented employees. (See below for details of current dental benefit recipients.) Some long-term employees received earlier versions of the Employee Handbook containing the language regarding retiree dental. Some employees hired after 2008 report having been told that they would be provided retiree dental. Based upon a review of the minutes, Staff can find no specific discussion by the Board regarding the elimination of retiree dental benefits for unrepresented employees, nor any documents in the administrative and personnel records of the Library evidencing an intent to eliminate the benefit.

There is also no record of Staff receiving specific notice that retiree dental benefits had been changed. Although the adoption of the Employee Handbook at a public meeting should suffice as legal notice of the applicable benefits, current management practice is to provide transparency by making a reasonable effort to notify employees of significant changes in benefits.

DISCUSSION

Currently, there are 28 retirees receiving dental benefits. Of those, there are four who were unrepresented at the time of retirement and retired after the change in retiree dental benefits. All four were hired prior to July 2008. In other words, there are no retirees hired after July 2008 receiving retiree dental benefits.

Potentially affected employees: There is one unrepresented employee hired prior to July 2008 who recently retired (and is awaiting a determination as to benefits). There are 9 unrepresented employees still working for the Law Library who were hired prior to July 2008 (and 10 hired after July 2008).

Costs: The coverage benefit provided is a maximum of \$2,000 per year per insured. The premium cost of retiree dental has averaged \$732 per retiree per year and \$1052 per year for retirees with dependents. The overall cost of providing dental insurance to retirees is currently \$26,423 annually.



Prior to the MOU change in 2008, the Law Library's insurance broker opined that dental coverage might not be available to the Library in the future if it continued to include retirees in the plan. Indeed, in 2008, when retiree dental benefits were scaled back for represented employees, Staff requested the change because of the cost of retiree dental and, more importantly, the increasing difficulty in finding carriers willing to offer coverage to the Law Library. The Library's current broker reports similar findings in 2017:

"Coverage for retirees has had an impact on our ability to get quotes from dental insurance carriers due to large percentage of retirees enrolled in the plan. One year, Assurant (former insurance carrier) declined to quote due to this. Most recently, some carriers refused to quote because of this."

Since the approach varies among insurance carriers, the Law Library has been able to obtain coverage from Guardian who continues to be willing to provide coverage.

In essence, dental coverage for retirees is expensive and difficult to obtain, but there are current and former employees who have an expectation that it will be provided.

OPTIONS

1. Leave the language as is in the Employee Handbook and notify unrepresented staff that retiree dental benefits have been eliminated.
2. Change the Employee Handbook to conform retiree dental benefits to those of represented Staff (i.e., provide retiree dental for those hired prior to July 1, 2008) per the attached language, Option 2.
3. Change the Employee Handbook to conform retiree dental benefits to those of represented Staff (i.e., provide retiree dental for those hired prior to July 1, 2008) but limit the benefit to those retiring within a certain timeframe (e.g., prior to 6/30/2018) per the attached language, Option 3.
4. Change the Employee Handbook to provide retiree dental benefits to all unrepresented Staff, except the Executive Director, per the attached language, Option 4.
5. Renegotiate retiree dental benefits for represented and unrepresented employees.

Note that this staff report does not include any option that would affect the Executive Director's benefits, as an employee hired after July 1, 2008, and no request has been made for a change in the Executive Director's employment agreement. Should the Board wish to discuss any such option, the item would have to be written and presented by a consultant or someone without a personal interest in the outcome.

RECOMMENDATION

Staff recommends that the Board discuss this item and provide direction.



Law Week:
Tying the Law to the Headlines

Presented by:
Managing Librarian, Education
Ryan Metheny

April 27, 2017

AGENDA ITEM 5

CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.