

AGENDA

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

REGULAR BOARD MEETING
Wednesday, December 13, 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 November 27, 2017, Special Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants
- 3.3 Approval of Library Associate Job Description
- 3.4 Update Regarding CERBT Investment
- 3.5 Receipt of Platinum Membership Monthly Report
- 3.6 LED Lighting Project Status Report

4.0 DISCUSSION ITEMS

- 4.1 Approval of Revisions to Rules of Conduct
- 4.2 Review of Bids and Award of Security Services Contract
- 4.3 Staff Presentation: Roofing Project Update

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, January 24, 2018.

POSTED THURSDAY, DECEMBER 7, 2017 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 27, 2017, Special Board Meeting
- 3.2 Review of October Financials and List of November Checks and Warrants
- 3.3 Approval of Library Associate Job Description
- 3.4 Update Regarding CERBT Investment
- 3.5 Receipt of Platinum Membership Monthly Report
- 3.6 LED Lighting Project Status Report

**MINUTES OF THE SPECIAL 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.**

November 27, 2017

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, November 27, 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 Michelle Williams Court
Judge Dennis Landin
Kenneth Klein, Esquire
Judge Richard Rico
Susan Steinhauser, Esquire
Judge Michael L. Stern

Trustees Absent: Judge Mark Juhas

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

Also Present: Marcelino Juarez, Finance Manager
Ann Marie Gamez, Executive Assistant

Trustee Klein determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Trustee Steinhauser arrived to the meeting at 12:29pm. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No public comment was requested prior to this item or offered at this time.

2.0 PRESIDENT'S REPORT

There was no President's report.

4.0 DISCUSSION ITEM (taken out of order)

4.1 Election of Officers

With the chair's approval, the Board moved Discussion Item 4.1 to the front of the agenda to elect a new President and Vice-President of the Board of Trustees. The chair opened nominations for president.

Trustee Court nominated Trustee Juhas as President of the Board of Trustees of the Los Angeles County Law Library. Trustee Rico seconded the nomination. The motion was unanimously approved 5-0.

Trustee Landin nominated Trustee Court as Vice- President of the Board of Trustees. Trustee Rico seconded the nomination for Trustee Court. The motion was unanimously approved 5-0.

Vice-President Court thereafter presided over the meeting.

A request to address the Board on an item not on the agenda was submitted by a member of the public identified as Wayne. Vice-President Court stated that the Board would determine whether there was time to take the comment at the conclusion of the rest of the agenda.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 25, 2017 Regular Board Meeting.
- 3.2 Review of September Financials and List of October Checks and Warrants.
- 3.3 Approval of 2018 Holiday Schedule
- 3.4 Approval of Lost & Found Policy
- 3.5 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2017

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

4.0 DISCUSSION ITEMS

- 4.2 Approval of Board of Trustees Meeting Dates & Schedule for 2018

Board members discussed calendar availability. While various meetings would have absent trustees, it was decided that none of the proposed dates would be affected by lack of a quorum. No changes were requested from the Board members.

Vice-President Court requested a motion to approve the Board of Trustees Meeting Dates & Schedule for 2018. So moved by Trustee Landin, seconded by Trustee Klein. The motion was unanimously approved, 5-0.

- 4.3 Approval of Offering Platinum Level of Member Program

ED Levin summarized the results of the Platinum Level temporary project that had been launched in July 2017. Discussion ensued amongst the board members, Trustee Landin asked questions regarding possible variability in staffing needs and feasibility with additional membership sign-ups.

Trustee Steinhauser arrived at the meeting.

Vice-President Court requested a motion to approve Option 1 in the staff report: Approve the Platinum Member program per the attached term sheet as an annual service offered by LA Law Library, and authorize the Executive Director to execute the necessary documents and hire an additional reference librarian once the membership documents have been executed. Trustee Klein so moved and Trustee Landin seconded the motion.

Further discussion ensued regarding: similar programs at other libraries, the revenue to be generated, the ability to revisit or terminate the project and the impacts on and risks to other programs and services.

Trustee Stern requested a monthly report to the Board of Trustees recognizing the revenue and staff resources. The maker and seconder of the motion agreed to amend the motion to include a monthly report on the Platinum Member Level.

A member of the public identified as Wayne submitted a comment card requesting to address the Board on the item then under discussion.

Vice-President Court called for a vote on the pending motion to: Approve the Platinum Member program per the attached term sheet as an annual service offered by LA Law Library, authorize the Executive Director to execute the necessary documents and hire an additional reference librarian once the membership documents have been executed, as well as provide a monthly report to the Board of Trustees on the ongoing status of the Platinum Member Level. The motion was unanimously approved, 6-0.

4.4 After-Report Regarding Pro Bono Week Events and Activities

Managing Librarian of Public Interests Programs, Janine Liebert, gave a brief summary of the events that occurred during the 2017 Pro Bono Week. Highlights included three Lawyers in the Library sessions, a Self-Help Appellate Brief-Writing Workshop and panel discussions.

Trustee Stern asked whether any citizenship workshops were provided and if so which languages were used to promote. Trustee Stern added that there are 700,000 people who are eligible for citizenship in Los Angeles County but have not yet applied. Ms. Liebert and ED Levin replied as to the language capacities offered at the various programs but also noted that the legal aid community has experienced a tremendous drop in participants due to fear of enforcement action. Trustee Court ended the discussion with a special thanks to the library for the ongoing work and growing programs.

No action was taken.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE DIRECTOR REPORT

ED Levin noted the handouts given on the upcoming classes and workshops to be held at the library for the coming month. ED Levin also extended an invitation to the Board of Trustees to the LALL Holiday Party.

PUBLIC COMMENT

Vice-President Court determined that there was time remaining to take public comment and called upon Patron Wayne to address the Board.

Patron Wayne spoke and expressed concern that he had not been allowed to address the Board regarding Discussion Item 4.3 prior to their decision. The Board agreed to reopen and revisit Agenda item 4.3.

4.3 Approval of Offering Platinum Level of Member Program (revisited)

Patron Wayne then spoke as to his extensive efforts representing himself in litigation against the City of Los Angeles. He expressed concern that the Platinum Level of Membership would detract from the services available to non-paying members of the public and expressed his appreciation for the resources offered at the Law Library.

Staff replied as to the protections in place to prevent the Platinum Membership Level from detracting from public services. Vice-President Court called for any discussion. Hearing none, Trustee Klein again moved, and Trustee Landin again seconded, a motion to: Approve the Platinum Member program per the attached term sheet as an annual service offered by LA Law Library, authorize the Executive Director to execute the necessary documents and hire an additional reference librarian once the membership documents have been executed, as well as provide a monthly report to the Board of Trustees on the ongoing status of the Platinum Member Level. The motion was unanimously approved, 6-0.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:23 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 13, 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 October 31, 2017

(Provisional and subject to year-end audit adjustments)

	6/30/2017	10/31/2017	Change
Assets			
Current assets			
Cash and cash equivalents	3,309,242	3,669,333	360,091
Accounts receivable	1,324,088	1,264,640	(59,448)
Prepaid expenses	284,031	395,197	111,166
Total current assets	4,917,361	5,329,169	411,808
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,577,287	4,590,073	12,787
Capital assets, not being depreciated	586,433	586,433	-
Capital assets, being depreciated - net	18,093,972	17,737,946	(356,026)
Total noncurrent assets	23,576,162	23,232,922	(343,239)
Total assets	28,493,523	28,562,092	68,569
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,124,866	1,124,866	-
Total assets and deffered outflows of resources	29,618,389	29,686,957	68,569
Liabilities			
Current Liabilities			
Accounts payable	114,171	79,473	(34,699)
Other current liabilities	-	-	-
Payroll liabilities	8,319	13,334	5,015
Total current liabilities	122,490	92,807	(29,683)
Noncurrent Liabilities			
Accrued sick and vacation liability	304,753	279,431	(25,322)
Borrowers' deposit	292,828	301,803	8,975
OPEB liability	2,457,252	2,493,920	36,668
Net pension liability	2,683,917	2,683,917	-
Total noncurrent liabilities	5,738,749	5,759,071	20,322
Total liabilities	5,861,239	5,851,878	(9,362)
Deffered Inflows of Resources			
Deffered Inflows of Resources	531,502	531,502	-
Total liabilities and Deffered inflows of resources	6,392,741	6,383,380	(9,362)
Net Position			
Invested in capital assets	18,680,405	18,324,379	(356,026)
Unrestricted	4,545,243	4,979,198	433,956
Total net position	23,225,648	23,303,578	77,930
Total liabilities and Deffered inflows of resources and net position	29,618,389	29,686,957	68,568

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2017
(Provisional and subject to year-end audit adjustments)

Oct 16	Oct 2017			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Actual				
579,726	557,747	543,067	(14,680)	-2.6%
2,924	3,530	5,015	1,485	42.1%
56,654	56,667	56,094	(573)	-1.0%
31,874	39,486	32,165	(7,320)	-18.5%
671,177	657,430	636,342	(21,088)	-3.2%
296,743	307,282	292,009	15,274	5.0%
54,034	49,776	78,261	(28,485)	-57.2%
96,053	162,914	131,488	31,426	19.3%
(96,053)	(162,914)	(131,488)	(31,426)	19.3%
		0		
76,578	79,928	68,258	11,670	14.6%
8,667	11,889	10,606	1,283	10.8%
6,001	7,363	4,205	3,158	42.9%
0	2,233	1,859	373	16.7%
0	200	428	(228)	-113.9%
163	228	69	159	69.6%
7,993	8,413	8,668	(255)	-3.0%
238,145	235,002	230,847	4,155	1.8%
688,324	702,315	695,211	(7,104)	-1.0%
(17,147)	(44,885)	(58,869)	(13,984)	31.2%
(21,822)	2,917	(4,067)	(6,984)	-239.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
(38,969)	(41,968)	(62,936)	(20,967)	50.0%
0	330,000	0	330,000	100.0%

	FY 2016-17	FY 2017-18 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Summary:					
Income					
L.A. Superior Court Fees	2,344,437	2,315,252	2,349,131	33,879	1.5%
Interest	8,091	9,780	15,849	6,069	62.1%
Parking	238,969	226,667	221,300	(5,366)	-2.4%
Library Services	131,209	265,472	294,136	28,664	10.8%
Total Income	2,722,706	2,937,171	2,880,416	(56,755)	-1.9%
Expense					
Staff (payroll + benefits)	1,332,961	1,409,667	1,306,544	103,123	7.3%
Electronic Resource Subscriptions	192,634	199,104	196,350	2,754	1.4%
Library Materials	547,130	651,707	567,082	84,626	13.0%
Library Materials Transferred to Assets	(547,130)	(651,707)	(567,082)	(84,626)	13.0%
Facilities	291,576	307,409	277,653	29,757	9.7%
Technology & Data	35,765	47,556	45,048	2,508	5.3%
General	19,154	21,278	19,649	2,605	12.2%
Professional Development	6,215	8,821	6,603	2,218	25.1%
Communications & Marketing	58	3,415	2,861	554	16.2%
Travel & Entertainment	806	912	278	634	69.5%
Professional Services	27,683	31,729	37,179	(5,451)	-17.2%
Depreciation	974,315	926,761	923,108	3,653	0.4%
Total Expenses	2,881,167	2,956,652	2,815,273	141,379	4.8%
Net Income (Loss)	(158,461)	(139,481)	65,143	204,624	-146.7%
Investment Gain (Loss)¹	(29,012)	11,667	12,787	1,120	9.6%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	(187,472)	(127,815)	77,930	205,744	-161.0%
Capitalized Expenditures	6,480	730,000	0	730,000	100.0%

Comments

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2017
(Provisional and subject to year-end audit adjustments)

Oct 16 Actual	Oct 2017				YTD Actual	FY 2017-18 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
579,726	557,747	543,067	(14,680)	-2.6%	15 FIN 303300	L.A. Superior Court Fees	2,344,437	2,315,252	2,349,131	33,879	1.5%	
1,290	1,447	962	(485)	-33.5%	15 FIN 311000	Interest: Interest - LAIF	0	0	0			
1,379	1,833	3,694	1,861	101.5%	15 FIN 312000	Interest - General Fund	1,290	1,447	962	(485)	-33.5%	Board approved \$500K prepayment of CalPERS unfunded liability funded with LAIF funds subsequent to budget.
254	250	359	109	43.6%	15 FIN 313000	Interest - Deposit Fund	5,818	7,333	13,462	6,128	83.6%	Better than expected County investment interest rate.
2,924	3,530	5,015	1,485	42.1%		Subtotal	983	1,000	1,426	426	42.6%	Better than expected County investment interest rate.
56,654	56,667	56,094	(573)	-1.0%	39 FAC 330100	Parking: Parking	8,091	9,780	15,849	6,069	62.1%	
56,654	56,667	56,094	(573)	-1.0%		Subtotal	238,969	226,667	221,300	(5,366)	-2.4%	
98	96	33	(64)	-66.1%	27 CIRC 330150	Library Services: Annual Borrowing Fee	238,969	226,667	221,300	(5,366)	-2.4%	
7,614	9,751	17,345	7,594	77.9%	25 PS 330140	Annual Members Fee	3,120	2,224	1,739	(485)	-21.8%	Timing variance.
253	467	416	(51)	-10.9%	25 PS 330340	Course Registration	32,516	35,629	59,229	23,600	66.2%	Includes revenue from pilot Platinum project.
5,408	5,000	3,655	(1,345)	-26.9%	27 CIRC 330129	Copy Center	3,738	8,803	10,528	1,725	19.6%	MCLE attendance higher than expected.
1,633	1,300	1,597	297	22.9%	27 CIRC 330205	Document Delivery	19,972	20,000	13,664	(6,336)	-31.7%	Timing variance.
5,049	4,200	4,214	14	0.3%	27 CIRC 330210	Fines	6,414	7,400	5,230	(2,170)	-29.3%	Timing variance.
1,206	4,167	878	(3,289)	-78.9%	15 FIN 330310	Miscellaneous	16,918	16,800	14,786	(2,014)	-12.0%	Timing variance.
4,318	4,175	163	(4,013)	-96.1%	39 FAC 330330	Room Rental	13,470	26,666	16,466	(10,200)	-38.3%	Delay in Google project account reconciliation.
127	280	0	(280)	-100.0%	23 COL 330350	Book Replacement	25,936	16,700	13,831	(2,869)	-17.2%	Timing variance.
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	2,337	1,050	1,125	75	7.1%	
0	0	(5,000)	(5,000)	0.0%	17 EXEC 330400	Friends of Law Library	0	0	0	0	0.0%	
0	0	0	0	0.0%	25 PS 330420	Grants	0	0	0	0	0.0%	
69	50	14	(36)	-72.2%	39 FAC 330450	Vending	434	200	81	(120)	-59.8%	Timing variance.
6,100	10,000	8,852	(1,148)	-11.5%	37 COM 330465	Special Events Income	6,352	10,000	12,459	2,459	24.6%	Offset by PBW expenses.
31,874	39,486	32,165	(7,320)	-18.5%		Subtotal	131,209	265,472	294,136	28,664	10.8%	
671,177	657,430	636,342	(21,088)	-3.2%		Total Income	2,722,706	2,937,171	2,880,416	(56,755)	-1.9%	
Expenses:												
Staff:												
171,447	186,158	174,701	11,457	6.2%	ALL 501000	Salaries (benefits eligible)	790,360	840,649	768,647	72,003	8.6%	Favorable variance due to vacancies.
0	(3,723)	0	(3,723)	100.0%	15 FIN 501025	Staff Vacancy Offset (Ben. Eligible)	0	(16,813)	0	(16,813)	100.0%	
17,649	20,418	18,963	1,455	7.1%	ALL 501050	Salaries (benefits ineligible)	83,361	91,879	82,212	9,667	10.5%	Favorable variance due to vacancies.
0	(408)	0	(408)	100.0%	15 FIN 501075	Staff Vacancy Offset (Ben. Ineligible)	0	(1,838)	0	(1,838)	100.0%	
9,641	11,539	10,498	1,042	9.0%	15 FIN 502000	Social Security	48,176	52,091	49,689	2,402	4.6%	
2,559	2,773	2,661	112	4.0%	15 FIN 503000	Medicare	11,869	12,520	12,044	476	3.8%	
19,337	19,717	18,665	1,052	5.3%	15 FIN 511000	Retirement	135,596	146,441	140,063	6,378	4.4%	
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%	
42,087	48,345	43,529	4,816	10.0%	15 FIN 512000	Health Insurance	160,955	193,380	168,723	24,657	12.8%	Favorable variance due to vacancies.
393	382	427	(45)	-11.7%	15 FIN 513000	Disability Insurance	1,708	1,528	1,521	7	0.5%	
4,379	5,369	4,595	774	14.4%	15 FIN 514000	Dental Insurance	19,309	21,475	18,545	2,929	13.6%	Favorable variance due to vacancies.
355	573	538	35	6.2%	15 FIN 514500	Vision Insurance	1,969	2,292	2,038	253	11.1%	Favorable variance due to vacancies.
85	131	87	43	33.3%	15 FIN 515000	Life Insurance	247	522	213	310	59.3%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15 FIN 515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
18,160	4,663	4,523	141	3.0%	15 FIN 516000	Workers Compensation Insurance	37,257	18,653	18,090	563	3.0%	
0	0	2,212	(2,212)	0.0%	15 FIN 517000	Unemployment Insurance	0	0	2,212	(2,212)	0.0%	
0	330	0	330	100.0%	ALL 514010	Temporary Employment	0	1,320	0	1,320	100.0%	
158	0	0	0	0.0%	13 HR 514015	Recruitment	311	1,500	363	1,137	75.8%	Timing variance.
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%	
9,024	9,167	9,167	(0)	0.0%	15 FIN 518500	OPEB Expense	36,096	36,667	36,668	(1)	0.0%	
584	600	584	16	2.7%	15 FIN 518550	TMP	2,077	2,400	2,077	323	13.4%	

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2017
(Provisional and subject to year-end audit adjustments)

Oct 16 Actual	Oct 2017				FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments				
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					
886	1,250	861	389	31.1%										
296,743	307,282	292,009	15,274	5.0%	15	FIN	518560	Payroll and Benefit Administration	3,670	5,000	3,437	1,563	31.3%	Timing variance.
								Total - Staff	1,332,961	1,409,667	1,306,544	103,123	7.3%	
								Library Materials/Electronic Resources Subscription:						
75,449	127,085	119,904	7,181	5.7%	23	COL	601999	American Continuations	399,317	508,339	439,763	68,576	13.5%	Timing variance.
994	1,250	187	1,063	85.0%	23	COL	602999	American New Orders	8,100	5,000	1,990	3,010	60.2%	Timing variance.
0	1,922	721	1,201	62.5%	23	COL	609199	Branch Continuations	8,887	7,687	7,073	614	8.0%	Timing variance.
0	100	0	100	100.0%	23	COL	609299	Branch New Orders	161	100	0	100	100.0%	No requests YTD for replacements.
2,453	10,868	1,650	9,218	84.8%	23	COL	603999	Commonwealth Continuations	64,721	43,472	65,364	(21,892)	-50.4%	Timing variance. One-time payment for LNUK print materials; Quarterly SBE Tax payment.
0	0	0	0	0.0%	23	COL	604999	Commonwealth New Orders	0	200	25	175	87.5%	Timing variance.
7,064	10,164	2,992	7,172	70.6%	23	COL	605999	Foreign Continuations	27,047	40,656	17,920	22,736	55.9%	Timing variance; Quarterly SBE tax payment
127	0	364	(364)	0.0%	23	COL	606999	Foreign New Orders	133	200	759	(559)	-279.7%	Will monitor spending carefully and cover overage from other fund category if necessary.
8,165	9,960	5,403	4,557	45.8%	23	COL	607999	International Continuations	34,322	39,839	31,846	7,993	20.1%	Timing variance.
0	0	0	0	0.0%	23	COL	608999	International New Orders	166	250	0	250	100.0%	Timing variance.
1,801	1,466	267	1,199	81.8%	23	COL	609399	General/Librarianship Continuations	4,203	5,865	2,341	3,524	60.1%	Timing variance.
0	100	0	100	100.0%	23	COL	609499	General/Librarianship New Orders	72	100	0	100	100.0%	Timing variance.
96,053	162,914	131,488	31,426	19.3%				Subtotal	547,130	651,707	567,082	84,626	13.0%	
(96,053)	(162,914)	(131,488)	(31,426)	19.3%	23	COL	690000	Library Materials Transferred to Assets	(547,130)	(651,707)	(567,082)	(84,626)	13.0%	
54,034	49,776	78,261	(28,485)	-57.2%	23	COL	685000	Electronic Resource Subscriptions (ERS)	192,634	199,104	196,350	2,754	1.4%	
								Facilities:						
263	4,000	265	3,735	93.4%	39	FAC	801005	Repair & Maintenance	2,520	16,000	6,228	9,772	61.1%	Timing variance.
547	1,100	1,487	(387)	-35.2%	39	FAC	801010	Building Services	2,715	4,400	3,100	1,300	29.5%	Timing variance.
0	1,100	0	1,100	100.0%	39	FAC	801015	Cleaning Supplies	4,366	4,400	3,758	642	14.6%	Timing variance.
9,626	10,800	9,974	826	7.7%	39	FAC	801020	Electricity & Water	44,021	43,200	45,556	(2,356)	-5.5%	Unusually warmer weather month of July & August.
2,660	0	966	(966)	0.0%	39	FAC	801025	Elevator Maintenance	4,592	996	4,041	(3,045)	-305.7%	Delay in Elevator Repair & Upgrade Project. This includes monthly maintenance
3,005	3,000	3,213	(213)	-7.1%	39	FAC	801030	Heating & Cooling	16,058	15,550	16,222	(672)	-4.3%	
21,768	19,708	19,811	(103)	-0.5%	15	FIN	801035	Insurance	87,271	78,833	79,244	(410)	-0.5%	
8,674	9,087	8,674	413	4.5%	39	FAC	801040	Janitorial Services	34,697	36,348	34,697	1,651	4.5%	
1,250	1,500	1,250	250	16.7%	39	FAC	801045	Landscaping	5,000	6,000	5,000	1,000	16.7%	Timing variance.
21,351	20,000	16,018	3,982	19.9%	39	FAC	801050	Security	66,594	80,000	63,144	16,856	21.1%	Timing variance.
2,395	1,900	0	1,900	100.0%	39	FAC	801060	Room Rental Expenses	10,771	7,600	5,772	1,828	24.1%	Timing variance.
4,580	6,000	6,668	(668)	-11.1%	37	COM	801065	Special Events Expenses	11,675	6,000	8,555	(2,555)	-42.6%	Offset by Special Events income (PBW sponsorship). Includes unbudgeted Global Law event expenses.
0	533	0	533	100.0%	39	FAC	801100	Furniture & Appliances (<3K)	0	3,132	392	2,740	87.5%	Timing variance.
143	400	0	400	100.0%	39	FAC	801110	Equipment (<3K)	143	1,600	221	1,379	86.2%	Timing variance.
0	225	0	225	100.0%	39	FAC	801115	Building Alterations (<3K)	0	900	0	900	100.0%	Timing variance.
301	400	(316)	716	178.9%	39	FAC	801120	Delivery & Postage	800	1,750	727	1,023	58.4%	Timing variance.
16	175	247	(72)	-41.3%	39	FAC	801125	Kitchen supplies	353	700	995	(295)	-42.2%	Timing variance.
76,578	79,928	68,258	11,670	14.6%				Subtotal	291,576	307,409	277,653	29,757	9.7%	
								Technology:						
2,026	1,750	2,170	(420)	-24.0%	33	TECH	801210	Software Maintenance	7,588	7,000	7,483	(483)	-6.9%	Timing Variance.
1,225	1,400	1,614	(214)	-15.3%	33	TECH	801212	Hardware Maintenance	4,863	5,600	6,874	(1,274)	-22.7%	Unbudgeted SAN maintenance item.
0	750	300	450	59.9%	33	TECH	801215	Software (<\$3k)	1,518	3,000	1,064	1,936	64.5%	Timing Variance.
0	400	0	400	100.0%	33	TECH	801220	Hardware (<\$3k)	0	1,600	1,047	553	34.6%	Timing Variance.
0	50	0	50	100.0%	33	TECH	801225	Computer Supplies	114	200	0	200	100.0%	Timing Variance.
3,951	4,039	4,224	(185)	-4.6%	33	TECH	801230	Integrated Library System	15,806	16,156	16,898	(742)	-4.6%	
1,260	3,500	2,297	1,203	34.4%	33	TECH	801235	Telecommunications	5,057	14,000	11,526	2,474	17.7%	Reflects CTF discount from Spectrum.
0	0	0	0	0.0%	33	TECH	801245	Tech & Data - Misc	65	0	0	0	0.0%	
204	0	0	0	0.0%	33	TECH	801250	Services	753	0	156	(156)	0.0%	
8,667	11,889	10,606	1,283	10.8%				Subtotal	35,765	47,556	45,048	2,508	5.3%	
								General:						
666	667	591	76	11.4%	15	FIN	801310	Bank Charges	2,145	2,667	2,242	425	15.9%	Timing variance.
785	810	812	(2)	-0.3%	35	CMS	801315	Bibliographical Services	3,140	3,240	3,250	(10)	-0.3%	
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%	
94	83	124	(41)	-49.2%	17	EXEC	801325	Board Expense	271	333	188	145	43.5%	July & August Board meeting cancellations.

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2017
(Provisional and subject to year-end audit adjustments)

Oct 16 Actual	Oct 2017				FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
82	20	0	20	100.0%	37 COM 801330	Staff meals & events	194	380	286	94	24.7%	
660	1,083	1,642	(559)	-51.6%	15 FIN 801335	Supplies - Office	3,740	4,333	6,797	(2,463)	-56.8%	Increased toner usage/purchase.
1,482	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	2,410	3,400	3,348	52	1.5%	
0	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	349	200	27	173	86.4%	
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
534	3,200	132	3,068	95.9%	27 CIRC 801370	Copy Center Expense	2,914	7,700	2,346	5,354	69.5%	Reduced usage as reflected by copy center income.
1,545	0	904	(904)	0.0%	15 FIN 801375	General - Misc	3,513	0	1,012	(1,012)	0.0%	
152	0	0	0	0.0%	25 PS 801390	Course Registration	478	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	0	0	152	(152)	0.0%	
6,001	7,363	4,205	1,658	22.5%		Subtotal	19,154	21,278	19,649	2,605	12.2%	
						Professional Development:						
0	1,620	1,244	376	23.2%	ALL 803105	Travel	2,980	5,663	3,621	2,042	36.1%	Timing variance.
0	0	0	0	0.0%	ALL 803110	Meals	0	60	0	60	100.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	75	(75)	0.0%	
0	0	0	0	0.0%	ALL 803115	Membership dues	0	0	0	0	0.0%	
0	613	615	(3)	-0.4%	ALL 803120	Registration fees	3,235	3,098	2,907	191	6.2%	
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
0	2,233	1,859	373	16.7%		Subtotal	6,215	8,821	6,603	2,218	25.1%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	0	0	0	0.0%	
0	0	428	(428)	0.0%	37 COM 803210	Collateral materials	58	2,250	2,861	(611)	-27.1%	Unexpected price increase. One time occurrence.
0	0	0	0	0.0%	37 COM 803215	Advertising	0	965	0	965	100.0%	Timing variance, promotional material/ads forthcoming.
0	200	0	200	100.0%	37 COM 803220	Trade shows & Outreach	0	200	0	200	100.0%	Timing variance.
0	200	428	(228)	-113.9%		Subtotal	58	3,415	2,861	554	16.2%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	129	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%	
163	228	69	159	69.6%	ALL 803320	Ground transportation & mileage reimb.	678	912	278	634	69.5%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
163	228	69	159	69.6%		Subtotal	806	912	278	634	69.5%	
						Professional Services						
5,263	5,601	3,710	1,891	33.8%	15 FIN 804005	Accounting	16,763	17,601	23,721	(6,120)	-34.8%	Timing variance.
2,730	2,812	2,812	0	0.0%	17 EXEC 804008	Consulting Services	10,920	11,248	11,313	(65)	-0.6%	
0	0	0	0	0.0%	17 EXEC 804010	Legal	0	0	0	0	0.0%	
0	0	2,146	(2,146)	0.0%	15 FIN 804015	Other	0	2,880	2,146	734	25.5%	Cost savings.
7,993	8,413	8,668	(255)	-3.0%		Subtotal	27,683	31,729	37,179	(5,451)	-17.2%	
						Depreciation:						
212,846	205,795	206,095	(300)	-0.1%	15 FIN 806105	Depreciation - Library Materials	872,510	821,761	823,950	(2,189)	-0.3%	
25,299	29,207	24,752	4,455	15.3%	15 FIN 806110	Depreciation Exp - FF&E	101,805	105,000	99,158	5,842	5.6%	
238,145	235,002	230,847	4,155	1.8%		Subtotal	974,315	926,761	923,108	3,653	0.4%	
688,324	702,315	695,211	7,104	1.0%		Total Expense	2,881,167	2,956,652	2,815,273	141,379	4.8%	
(17,147)	(44,885)	(58,869)	(13,984)	31.2%		Net Income Before Extraordinary Items	(158,461)	(139,481)	65,143	204,624	-146.7%	
(21,822)	2,917	(4,067)	(6,984)	-239.4%	15 FIN 321000	Investment Gain (Loss) ¹	(29,012)	11,667	12,787	1,120	9.6%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
(38,969)	(41,968)	(62,936)	(20,967)	50.0%		Net Income Including Extraordinary Items	(187,472)	(127,815)	77,930	205,744	-161.0%	

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2017
(Provisional and subject to year-end audit adjustments)

Oct 16	Oct 2017				FY 2016-17	FY 2017-18 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
Capital Expenditures:												
0	0	0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	0	0	0.0%		
0	330,000	0	330,000	100.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	6,480	330,000	0	330,000	100.0%	Timing variance.
0	0	0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	400,000	0	400,000	100.0%	Timing variance.
0	0	0	0	0.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	0	0	0	0.0%	
0	0	0	0	0.0%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	
0	330,000	0	(330,000)	-100.0%		Total - Capitalized Expenditures	6,480	730,000	0	730,000	100.0%	
CalPERS CERBT Trust Fund ¹ :												
						Beginning Balance		2,200,062				
						Administrative Expense		(92)				CalPERS CERBT program cost.
						Investment Expense		(67)				Investment management cost.
						Unrealized Gain/Loss		21,766				Fluctuating market conditions.
						Distribution		0				Distribution from Fund
						Ending Balance		2,221,669				

¹UBS 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 October 31, 2017
(Provisional and subject to year-end audit adjustments)

	10/31/2017	YTD
Cash flows from operating activities		
L.A. Superior court fees	543,067	2,349,131
Parking fees	56,094	221,300
Library services	37,165	149,136
(Increase) decrease in accounts receivable	63,253	59,448
Increase (decrease) in borrowers' deposit	4,135	8,975
Cash received from filing fees and services	703,714	2,787,991
Facilities	(68,258)	(277,653)
Technology	(10,606)	(45,048)
General	(4,205)	(19,649)
Professional development	(1,859)	(6,603)
Communications & marketing	(428)	(2,861)
Travel & entertainment	(69)	(278)
Professional services	(8,668)	(37,179)
Electronic Resource Subscriptions (ERS)	(78,261)	(196,350)
(Increase) decrease in prepaid expenses	37,229	(111,166)
Increase (decrease) in accounts payable	(68,459)	(34,699)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(203,586)	(731,485)
Staff (payroll + benefits)	(292,009)	(1,306,544)
Increase (decrease) in payroll liabilities	602	5,015
Increase (decrease) in accrued sick and vacation liability	-	(25,322)
Increase (decrease) in OPEB liability	9,167	36,668
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(282,240)	(1,290,182)
Contributions received	(5,000)	145,000
Net cash from operating activities	212,889	911,323
Cash flow from capital and related financing activities		
Library materials	(131,488)	(567,082)
Fixed assets	-	-
Capital - Work in Progress (WIP)	-	-
Cash flows from investing activities		
Investment	-	-
Investment earnings	5,015	15,849
Net cash increase (decrease) in cash and cash equivalents	86,416	360,091
Cash and cash equivalents, at beginning of period	3,901,387	3,627,712
Cash and cash equivalents, at end of period	3,987,803	3,987,803
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(63,884)	49,294
Adjustments for noncash effects:		
Depreciation	230,847	923,108
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	63,253	59,448
(Increase) decrease in prepaid expenses	37,229	(111,166)
Increase (decrease) in accounts payable	(68,459)	(34,699)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	602	5,015
Increase (decrease) in accrued sick and vacation liability	-	(25,322)
Increase (decrease) in borrowers' deposit	4,135	8,975
Increase (decrease) in OPEB liability	9,167	36,668
Net impact of GASB 68 adjustments		
Net cash from operating activities	212,889	911,323

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2017 - November 30, 2017 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 1	CHRISTINE R LANGTEAU	MILEAGE	51.36	030060
November 3	LEXISNEXIS CANADA BUTTERWORTHS CANA WILLIAM S HEIN & CO	BOOKS BOOKS	123.06 532.00	030061 030062
November 8	NATIONAL RECOVERY AGENCY AT&T CALIBER ELEVATOR EMPLOYMENT DEVELOPMENT DEPT LOS ANGELES EDUCATION PARTNERSHIP METROLINK PARKING CONCEPTS INC	COLLECTIONS TELECOM ELEVATOR MAINT UI OTHER TMP COURSE REGISTRAT	152.20 428.48 966.00 2,212.00 2,145.60 1,099.00 1,208.00	030063 030064 030065 030066 030067 030068 030069
November 9	JOSEPHINE TAMIOC DOMINGO D'ANDREA ELAINE JONES MAUREEN KAY MCCLURE DUBLAS O PANIAGUA ZIQING KONG	REFUND REFUND REFUND REFUND REFUND	108.00 140.00 112.00 140.00 140.00	030070 030071 030072 030073 030074
November 13	VASQUEZ & COMPANY LLP ESTHER EASTMAN ABOUT THYME	ACCOUNTING MILEAGE ROOM RENTAL	2,000.00 17.98 5,800.00	030075 030076 030077
November 14	LEXISNEXIS CANADA BUTTERWORTHS CANA LIBRAIRIE DUCHEMIN	BOOKS BOOKS	328.45 564.94	030078 030079
November 17	KONINKLIJKE BRILL NV OTTO HARRASSOWITZ MANHATTAN PUBLISHING COMPANY P L D PUBLISHERS SARAH SULLIVAN	BOOKS BOOKS BOOKS BOOKS TRAVEL	2,028.95 1,954.29 56.00 195.00 355.16	030080 030081 030082 030083 030084
November 27	SYNCB AMAZON COUNTY OF LOS ANGELES CASALINI LIBRI GAUNT LAW REPORTS INTERNATIONAL LTD LIBROS CENTROAMERICANOS MARY MARTIN BOOKSELLERS STATE BAR OF SOUTH DAKOTA	SUPPLIES-OFFICE HEATING/COOLING BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS	140.56 3,213.08 525.38 151.52 330.00 1,059.75 2,310.00 150.00	030085 030086 030087 030088 030089 030090 030091 030092
November 28	MANAGE EASE INCORPORATED METROLINK	CONSULTING TMP	4,217.85 1,099.00	030093 030094
November 29				

44,804.78

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2017 - November 30, 2017 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 1	OFFICE DEPOT	SUPPLIES-OFFICE	673.27	V002702
	STATE COMPENSATION	WORKERS COMP	4,522.50	V002703
November 3	WOLTERS KLUWER LAW & BUSINESS	BOOKS	723.46	V002704
	BLOOMBERG BNA	BOOKS	560.75	V002705
	DATA TRACE PUBLISHING COMPANY	BOOKS	351.90	V002706
	JURIS PUBLISHING INC	BOOKS	92.89	V002707
	LAW JOURNAL PRESS	BOOKS	243.92	V002708
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	65.90	V002709
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	365.84	V002710
	THOMSON REUTERS	BOOKS	170.44	V002711
November 8	ALTEC	OFFICE SUPPL	438.00	V002712
	BJ PARTY SUPPLIES	SPECIAL EVENTS	3,462.04	V002713
	GLOBAL CAPACITY	TELECOM	378.50	V002714
	GLOBAL CAPACITY	TELECOM	71.47	V002715
	NASA SERVICES	BUILDING SERVICES	437.98	V002716
	OCLC INC	BIBLIOGRAPHICAL S	1,241.13	V002717
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	374.00	V002718
	QUILL CORPORATION	SUPPLIES - OFFICE	238.70	V002719
	UPS	DELIVERY/POSTAGE	16.62	V002720
November 9	COSTCO WHOLESALE MEMBERSHIP	PREPAID EXP	1,401.16	V002721
November 10	STAMPS.COM	DELIVERY & POSTAG	24.99	V002722
November 13	SUNSERI'S	ROOM RENTAL	1,888.87	V002723
November 14	AMERICAN BAR ASSOCIATION	BOOKS	1,263.28	V002724
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	34.37	V002725
	BLOOMBERG BNA	BOOKS	1,194.16	V002726
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	401.55	V002727
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	437.06	V002728
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V002729
	WILLIAM S HEIN & CO	BOOKS	2,078.39	V002730
	JURIS PUBLISHING INC	BOOKS	319.52	V002731
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,853.00	V002732
	ALM THE LEGAL INTELLIGENCER	BOOKS	283.12	V002733
	LRP PUBLICATIONS	BOOKS	1,560.00	V002734
	PRACTISING LAW INSTITUTE	BOOKS	1,045.99	V002735
	CITY OF THOUSAND OAKS	BOOKS	33.88	V002736
	THOMSON REUTERS	BOOKS	5,183.93	V002737
November 15	OFFICE DEPOT	SUPPLIES-OFFICE	143.61	V002739
			47,133.29	

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2017 - November 30, 2017 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 17	FRANK R. THOROLD (PTY) LTD	BOOKS	364.15	V002740
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,933.98	V002741
	BLOOMBERG BNA	BOOKS	1,279.32	V002742
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	852.27	V002743
	JURIS PUBLISHING INC	BOOKS	311.32	V002744
	LAW JOURNAL PRESS	BOOKS	1,033.63	V002745
	METROPOLITAN NEWS COMPANY	BOOKS	570.28	V002746
	NEUBAUER & ASSOCIATES	BOOKS	50.00	V002747
	PRACTISING LAW INSTITUTE	BOOKS	391.13	V002748
	STAMPS.COM	DELIVERY & POSTAG	300.00	V002749
	UNITED NATIONS PUBLICATIONS	BOOKS	163.71	V002750
	WEST ACADEMIC	BOOKS	147.81	V002751
	THOMSON REUTERS	BOOKS	13,112.00	V002752
	GOBI LIBRARY SOLUTIONS	BOOKS	944.35	V002753
November 22	VILLA FLORENCE UNION SQUARE	TRAVEL	414.56	V002767
November 27	WOLTERS KLUWER LAW & BUSINESS	BOOKS	614.30	V002754
	LEXISNEXIS MATTHEW BENDER	BOOKS	151.21	V002755
	BLOOMBERG BNA	BOOKS	243.43	V002756
	BRIGHTVIEW	LANDSCAPING	1,250.00	V002757
	CCH INCORPORATED	BOOKS	240.92	V002758
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,081.20	V002759
	INGRAM LIBRARY SERVICES	BOOKS	6.75	V002760
	MUNICIPAL CODE CORPORATION	BOOKS	118.11	V002761
	PRACTISING LAW INSTITUTE	BOOKS	927.85	V002762
	November 28	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00
November 29	GOLDEN STATE OVERNIGHT	DELIVERY/POSTAGE	12.63	V002769
	UPS	DELIVERY/POSTAGE	45.63	V002770

74,404.68

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2017 - November 30, 2017 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 8	L A DEPT WATER & POWER	ELECTRIC/FIRE	9,973.79	V000190

9,973.79

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2017 - November 30, 2017 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 13	SEIU LOCAL 721	UNION DUES	1,011.97	001601
	SEIU LOCAL 721	UNION DENTAL	121.32	001602

1,133.29

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2017 - November 30, 2017 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 20	CALPERS	PREPAID EXP	51,651.76	TS00257564

MEMORANDUM

DATE: December 13, 2017

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Revised Job Description for Library Associate

INTRODUCTION AND SUMMARY

The Law Library created a new Library Associate position within the Public Interest unit of Patron Services at the beginning of the 2018 fiscal year. (The position was part of a restructure that used funds from the elimination of other pre-existing positions.) That position has now been filled and the Law Library therefore currently has two Library Associates.

However, the job description for the Library Associate in the Public Interest unit requires an update to a) better align with the job duties of this new position as it has now been implemented and integrated into the department; and b) better align with the job description of the existing Library Associate position in the Legal Education unit of Patron Services. Staff recommends a single job description for the position of Library Associate, irrespective of the unit of the Patron Services department to which the employee is assigned.

Accordingly, the attached proposed job description merges and combines the two prior (differing) Library Associate job descriptions into one that applies to both positions. The attached combined job description now reflects the duties required in this position, overall, including the administrative, public service and outreach support components of the library associate position.

RECOMMENDATION

Staff recommends that the Board approve the attached, updated job description for Library Associate, superseding any prior job descriptions for the position.



LA LAW LIBRARY JOB DESCRIPTION

Title:	Library Associate
Department:	Patron Services
Focus:	Administrative Support & Coordination
Reports to:	Managing Librarian
Position(s) Supervised:	None
FLSA Status:	Nonexempt
Salary Grade:	4
Union Status:	Eligible for Representation
Effective Date:	

Position Summary

Under the direction of the designated Managing Librarian, this position provides planning, implementation, outreach and administrative support for the activities of the designated unit of the Patron Services department. This position also provides some backup and infill coverage at public counters as needed.

Responsibilities and Duties

The Library Associate responsibilities are divided into four (4) primary categories: Program Development; Outreach; Administrative; and, Direct Patron Services and other responsibilities. These activities are performed under limited supervision and employ proactive thinking, sound judgment and diplomacy.

Program Development and Support

- Participates in the identification, planning and implementation of programs and instructional services provided to specific patron groups
- Assists in the design, development and enhancement of educational programs and events that serve specific patron groups and also attract new public interest partners and engage and retain existing partners
- Assists in the execution and delivery of programs and services Coordinates preparation of promotional collateral including flyers and website postings
- Assists in event planning and execution, including registration, logistics, set-up, day-of support and staffing

Outreach and Development

- Participates in the development of library partnerships and opportunities for joint collaboration
- Supports partnerships with outside organizations to enhance services for specific audiences.

- Assists in coordination and implementation of outreach related activities aimed at current and potential speakers and partnering organizations

Administrative

- Compiles and archives statistics and assists with the development of special reports
- Coordinates support staffing to ensure seamless coverage of services provided to patrons participating in library programs
- Maintains and updates designated program-related administrative documents and records
- Conducts administrative-related communications with specific patron constituents, program providers and partners
- Participates in development and implementation of strategic plans and documentation of objectives and projects
- Participates in the tracking of best practices for the administrative operations of specific Patron Services units and recommends solutions to issues arising from unit operations

Direct Patron Services

- When requested, provides public counter service at a level appropriate to the Associate's skills and experience, including locating materials, directing patrons to resources, supporting branch and partnership locations or providing circulation services
- Refers users to Reference Librarians for additional help in locating and using needed resources
- Responds to patron inquiries and prioritizes requests, consulting with the designated Managing Librarian as needed
- Assists with the development and preparation of materials and programs for Spanish and other non-English language speakers

Other Responsibilities as assigned

- Participates in orientation and training of new staff members.
- Participates in library-wide projects and programs.
- Provides public counter support and services
- Other related duties as required.

Position Qualifications

Required

- BA with course work emphasis in Libraries or related field; any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities associated with coordinating and supporting library administrative work
- Computer literacy required (MS Office, including Excel, and Google Docs)
- Aptitude for complex, analytical, detailed work and schedule management
- Interest in outreach and promotion of new and innovative program ideas
- Ability to work independently, exercising independent judgment
- Effective written and oral communication skills

- Experience working directly with the public
- Ability to work as part of a team, across divisional lines

Preferred

- Experience working in a public library
- Proficiency in Spanish
- Library or law degree
- Demonstrated work in a public office setting
- Demonstrated commitment to service and social justice

Work Environment

Will be working in a busy office environment and in public service counter areas. Must be able to move between library offices and stack areas and to and from branch and partnership locations.

Physical Abilities Required

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

Approvals

Immediate Supervisor

Date

Senior Director

Date

Human Resources

Date

Executive Director

Date

Statement of Employee

I understand the position and its responsibilities and expectations as described above. The above statements describe the level of work performed in general terms. The statements are not intended to list all the responsibilities, duties and/or

skills required of employees so classified. The content herein is subject to change, with or without due notice.

Signature _____ Date _____

Print Name _____

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

MEMORANDUM

DATE: December 13, 2017

TO: Board of Law Library Trustees

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

RE: California Employers' Retiree Benefit Trust Fund (CERBT)

SUMMARY

At its January, 2014 meeting, the Board approved the Law Library's participation in the CalPERS CERBT fund to prefund retiree health insurance expense (i.e., Other Post-Employment Benefits (OPEB)) with a lump sum contribution of \$2 million, as recommended by the Executive Director and the Budget and Finance Committee. In 2014, the Committee and the Board believed there was considerable merit to prefunding up to \$2 million of the Law Library's OPEB liability. The Law Library made the investment in May of 2014.

The following report details the favorable experience with the CERBT fund to date and the extent to which the projected benefits have actually been realized.

ANALYSIS

Since its establishment in 2014, the Library also utilized \$98,900 from the trust to offset some of the Library's annual contributions toward retiree health insurance costs. Notwithstanding this withdrawal, the current balance has grown to \$2,247,243 as of month-end November 2017, a 12% appreciation *after* a significant withdrawal. Taking into account the \$98,900 earned and spent, the return on investment would be 17% over the 3 ½ year period.

For FY 2017-18, the budget includes a predicted \$90K distribution from the fund to offset retiree health insurance costs. Given the favorable growth of the fund, the Library may be able to increase this amount (after considering market reaction to the anticipated federal interest rate hike this month and any actions taken by the government regarding the proposed tax overhaul).

The projected benefits and the actual experience with the CERBT fund are summarized in the following chart:



Prediction #1	Comment
Prefunding retiree health insurance costs addresses the net unfunded OPEB obligation that Staff expected to grow to more than \$2 million by the end of the 2014 fiscal year.	As of the most recent OPEB valuation report, our Total OPEB Liability is \$4,592,615. Our Net OPEB (unfunded) Liability is \$2,457,252. The remaining portion is being funded by the trust.
Prediction #2	Comment
Investments in CalPERS's CERBT, which is designed to achieve long term capital appreciation through asset diversification, were predicted to earn considerably more over time than the Law Library's other investments at the State's Local Agency Investment Fund (LAIF) or the Los Angeles County's pooled investments (County pool) which are conservatively invested in short-duration debt instruments such as treasury bills, bankers acceptances, certificates of deposit, etc.	Earning rates at the State's Local Agency Investment Fund and the County's investment pool are at or below 1% per annum as a result of their conservative investment approach. The CERBT fund rates have steadily increased at a greater rate due to the moderate investment strategy the Board selected. The Law Library's has been able to fund a significant portion of its annual contributions toward retiree health insurance costs with earnings from the fund.
Prediction #3	Comment
The Library identified little risk that the Law Library's OPEB obligations would ever fall below the level of \$2 million. To the contrary, the Library expected the liability to continue to grow to more than \$6 million over time based upon past actuarial analysis.	As of the most recent OPEB valuation report, our Total OPEB Liability is \$4,592,615. Note: The 2014 \$6M projection was based on GASB 45 standards. The \$4.5M current liability is based on GASB 75 standards. GASB 75 replaced GASB 45 for fiscal years beginning after 6/15/17.
Prediction #4	Comment
The decision by the Board to prefund through CERBT did not preclude future decisions to prefund additional amounts.	This is still the case; however, at this point in time Staff is not making any recommendation to contribute additional amounts.

RECOMMENDATION

This memorandum is intended to be informational and no recommendation is being proposed at this time. Should the Board wish to discuss or ask questions, Staff is available to provide any information requested.



MEMORANDUM

DATE: December 13, 2017

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Patron Services
Austin Stoub, Senior Librarian, Reference & Research

RE: Platinum Program Update for the Month of November

INTRODUCTION

At the December 2017 Board of Trustees meeting, the Board approved a plan to allow LA Law Library to offer a Platinum level members program. At the time of approving the plan, the Board also requested monthly updates on the status of the Platinum Members program. This is our first report for the month of November, 2017.

This report is informational only; no action is requested or required.

ANALYSIS

In the month of November, we responded to 23 e-delivery requests, with a total of 70 documents delivered across these requests. Our average response time to deliver the requested items was 50 minutes. The document requests filled were generally case pulls from subscription databases.

All requests were filled by staff assigned to the Platinum Members program, without any negative impact on public services or programs. Staff assigned to the Platinum Members program made productive use of time not spent serving Platinum Members to work on other Law Library tasks or assist with public service at the reference desk.

Staff is available to answer any questions the Board of Trustees may have.



MEMORANDUM

DATE: December 13, 2017

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: LED Lighting Project Report

INTRODUCTION AND SUMMARY

The Law Library budgeted funds in the current year for conversion of a portion of the Library’s lighting from incandescent or fluorescent to LED. This report is to apprise the Board of the project plan as we begin to implement that project. This item is informational only and no action is requested or required at this time.

BACKGROUND, PROJECT DESCRIPTION AND STATUS

An average linear fluorescent light lasts approximately 4.75 years based on usage of 12 hours a day. LED’s have longer life spans with an average of about 11.42 years. They are also environmentally friendly (contain no mercury), low-maintenance and energy efficient. As a result, in the long run, conversion to LED bulbs reduces overall energy costs. Roughly speaking, although conversion requires an initial investment, that investment is expected to be recouped within 7 years.

The funding of \$50,000 in the current year was to replace only a portion of the thousands of bulbs in the Library. A small test project successfully converted the rare book room to LED bulbs. The current project will replace all of the lighting in the staff and members’ parking garages to LED bulbs. The reasoning for the garages being converted first is twofold. First, these lights are turned on 24/7 and therefore have the highest usage of any area in the Law Library. Second, maintaining adequate lighting is critical to safety in garage areas. The longer life-span means fewer outages.

The Law Library will purchase the bulbs, but the conversion requires electrical work to bypass the existing ballasts and therefore will be done by a licensed contractor or electrician. This first phase of work is expected to be completed in January, 2018 and to cost under \$4,000.

Assuming the conversion of the garages is successful, the next essential locations to be considered are all of the stairwells that provide emergency access. (Again, these are high priority for safety reasons.) Following that, we will begin conversion of the lighting in the stacks, and then the main Reading Room. Staff will complete as much of this as time and budget allow in the current and then likely seek a budget re-allocation for fiscal year 2019 to continue the conversion process.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Revisions to Rules of Conduct
- 4.2 Review of Bids and Award of Security Services Contract
- 4.3 Staff Presentation: Roofing Project Update

MEMORANDUM

DATE: December 13, 2017

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Revised Rules of Conduct

INTRODUCTION AND SUMMARY

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

MAINTAINING LINE OF SIGHT

In order to maintain safety and security within the Law Library, it is important that Security Personnel have an unobstructed view of the patrons within the Reading Room. On occasion, we have experienced a problem with patrons surrounding themselves with stacks of materials (whether Library materials or items they have brought into the Law Library), at times even creating a sort of barricade obscuring them from view or blocking the view of others. Our Rules of Conduct did not expressly address this safety hazard, so the attached amendment adds a provision prohibiting anyone from stacking items to obstruct Security Personnel's view of patrons.

REMOVING PAGES FROM BOOKS

Current Rules of Conduct allow for removal of pages from loose leaf materials only for purposes of making copies. Unfortunately, though, every year the Law Library experiences a significant number of pages from loose-leaf books disappearing. In order to mitigate these losses, the amendment to the Rules of Conduct attached proposes to allow removal of loose leaf pages only for purposes of making copies *in the Copy Center*.

RECOMMENDATION

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



RULES OF CONDUCT

Updated September 2017

*The LA Law Library staff
welcomes you.*

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

RESPECT THE RIGHTS OF OTHERS

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

AMERICANS WITH DISABILITIES

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

PHOTOGRAPHY

We are delighted our patrons enjoy the library and want to take photos. To protect the privacy of others, however, no photography or filming is permitted inside the library without arrangements and approval in advance. Should you wish to request permission to photograph within a public space or arrange space for private photography sessions, please contact us at 213.785.2511 for assistance.

SAFETY AND SECURITY

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

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

- With the exception of wheelchairs, large objects such as carts, luggage, bicycles or parcels that collectively exceed 26" x 19" x 9" are not permitted in the library.
- Walkways and aisles shall be kept clear and unobstructed by personal items.



- The Law Library is not responsible for, nor shall it have any liability for, the personal items that users bring into the library.
- Security personnel will remove unattended items.
- To ensure an unobstructed view of patrons within the Reading Room, users may not place, stack or pile materials in a manner that prevents Security Personnel from viewing patron activity or impairs the line of sight from Security Personnel to any patron.

PERSONAL CONDUCT IN THE LAW LIBRARY

In consideration of others, quiet is expected throughout the Library. Users may engage in quiet conversation as long as other users are not disturbed. Pagers, cell phones and PDAs should be turned to vibrate. Photocopiers/scanners or other equipment should be used as quietly as possible.

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

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

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

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

The following are not permitted in the LA Law Library:

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

Persons under the influence of alcohol or drugs are not permitted in the library.

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

USE OF LIBRARY MATERIALS

Users shall not conceal or hide library materials for their exclusive use. Pocket parts or loose-leaf pages may not be removed from books except for photocopy purposes in the Copy Center. When copying is complete, the pages used shall be returned promptly to their correct location in the book.



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

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

THEFT, ABUSE AND VANDALISM

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

USE OF COMPUTERS AND PERSONAL ELECTRONIC DEVICES

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

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

Personal electronic devices may be used in the library provided such use does not disturb other users or take up excessive space or electrical capacity. Personal electronic devices including but not limited to computers, copiers, scanners and printers may be used only if they do not exceed 1.5 amps or a footprint of 2 square feet, make no noise audible to other patrons and pose no other hazard or obstacle to use of the library by others. For example, laptops and silent hand-held scanners are generally permitted, while full-size personal computers and scanners are generally not permitted. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time.

UNAUTHORIZED AREAS

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

FAILURE TO COMPLY

Failure to comply with library rules, the directives of library staff, or to cooperate with the staff in their enforcement of these rules may result in the loss or suspension of



library privileges, including but not limited to temporary or permanent removal from the library premises.



MEMORANDUM

DATE: December 13, 2017

TO: Board of Law Library Trustees

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

RE: Review of Bids for Security Services

INTRODUCTION AND SUMMARY

The Law Library contracts for Security Services from a private firm. A Request for Proposals (RFP) was issued but only two proposals were submitted and both were incomplete. Staff recommends that no contract be awarded at this time.

BACKGROUND, PROJECT DESCRIPTION AND STATUS

LA law library has contracted private firms for security services since the mid-90s. The Law Library does not provide on-site security services directly through employees because of the unique training and skills required, the high risk and potential liability involved and the cost and relative inefficiency of retaining supervisors as well as on-duty officers.

Providing security services at the Law library is an unusual engagement given the unique requirements of a public law library. First, the Law Library is a relatively small client within the security services market. Second, officers at the Law Library are not permitted to carry guns and are asked to maintain a “soft uniform look” (Blazer & Tie) rather than a typical police style uniform with a badge. These requirements are important to ensuring patrons are comfortable at the Law Library and not intimidated by our security services.

Pinkerton Security Service was the original firm providing these services; the firm later became Securitas Security Services. Since the contract for security services had not been placed out to bid in over 10 years, staff published a Request for Proposals in late November. Knowing the unique characteristics of the services here, prior to issuance of the RFP, Staff contacted more than 9 security firms on a list of Los Angeles County security service providers in the Blue Book publication. They were told that an RFP was forthcoming. The RFP was also posted on the library website at [http://www.lalawlibrary.org/pdfs/RFP/LALL\(Security\)-1703-RFP.pdf](http://www.lalawlibrary.org/pdfs/RFP/LALL(Security)-1703-RFP.pdf).

Nonetheless, only two proposals were received. They were from National 50 Security and Investigations of Torrance California and Securitas Security out of their Los Angeles Branch Office. The lower than expected response was likely due to the timing (short



turnaround and holiday season) and information not being passed along to the firms' marketing or client development personnel.

Once the two proposals were received, both were compared for their completeness (see attached compliance chart fig.1). It was determined that although each proposal contained some attractive terms or offerings, neither proposal provided all of the information requested.

At this time staff does not feel comfortable recommending either proposal. Staff will post the RFP again immediately, using an external bidding service such as BidNet, who specializes in State and Local government RFPs with the hope of reaching a wider audience with more government agency experience. Staff will also treat the bids received as confidential and alert the two bidders that they are invited to resubmit, with more complete proposals.

Meanwhile, Securitas will continue to provide security services to the law library while we complete this process.

This item should come back to the Board at the January meeting for review and bid award.



(Fig.1 - RFP Response Comparison Table)

Response to RFP Sections Received	Securitas Security Services	National 50 Security and Investigations Inc.	Notes
Submitted Pre-Bid Questions	No	Yes	
Submitted Proposal On-Time	Yes	Yes	
Submitted Proposal in Formats as Instructed	No	Yes	
Vendor Application Form and Cover Letter	Yes	Yes	
Background and Project Summary	No	Yes	
Methodology / Implementation Plan	No	Yes	
Staffing	No	Yes	
Qualifications	Yes	Yes	
References of Similar Size and Scope	No	Yes	
Financial Capacity (Financial Statements, Pending Claims / Lawsuits)	No	Yes*	* Financial Statement Only, No Legal Claims History
Disclosure of Any and All Lawsuits for Misconduct or Excessive Force.	No	No	
Appendix A (Vendor Application Form)	Yes	Yes	
Appendix B (Ex Parte Communications Certificate)	No	Yes	
Appendix C (Price Proposal Form)	Yes	Yes	
Appendix D (Disqualifications Questionnaire)	No	Yes	



**Staff Presentation:
Roofing Project Update**

**Presented by:
Facilities Manager, Alfonso Guzman
&
Senior Director, Jaye Steinbrick**

December 13, 2017