

AGENDA

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

REGULAR BOARD MEETING

Wednesday, January 23, 2019

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 14, 2018 Regular Board Meeting and December 3, 2018, Special Board Meeting
- 3.2 Review of October and November Financials and List of November and December Checks and Warrants
- 3.3 Platinum Program Update and Contract Renewal
- 3.4 Update Regarding Workers Compensation Insurance
- 3.5 Receipt of FY18-19 Quarter 2 Statistics
- 3.6 Approval of Revised Job Description for Administrative Clerk, Finance – Accounts Payable
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment
- 3.8 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2018

4.0 DISCUSSION ITEMS

- 4.1 Approval of Insurance Broker Contract Award
- 4.2 Confirmation of Continuing Need to Undertake Emergency Repair of Pavement Damage Due to Burst Pipe
- 4.3 Commendation to Yocanda Castillo Upon her Retirement

5.0 CLOSED SESSION

- 5.1 CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION (G.C. 54956.9(d))
 - a. Based on the below-described existing facts and circumstances, the Library Board of Trustees is meeting only to decide whether a closed session is authorized. (G.C. 54956.9(d)(3)) One Case. Facts and circumstances that might result in litigation but which the Library believes are not yet known to potential plaintiff or plaintiffs. (G.C. 54956.9(e)(1))
 - b. A point has been reached where, in the opinion of the Library Board of Trustees on the advice of its legal counsel, based on the below-described existing facts and circumstances, there is a significant exposure to litigation against the Library. (G.C. 54956.9(d)(2)) One Case. Facts and circumstances that might result in litigation but which the Library believes are not yet known to potential plaintiff or plaintiffs. (G.C. 54956.9(e)(1))

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**

8.0 **ADJOURNMENT**

It is requested that the meeting be adjourned in memory of Natalie von Tiesenhausen who worked at the Los Angeles County Law Library for 10 years from 1976 – 1986. Mrs. Von Tiesenhausen worked as a Library Assistant, then Book Processor and finally Book Keeper. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, February 27, 2019.

POSTED THURSDAY, JANUARY 17, 2019 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 14, 2018, Regular Board Meeting and December 3, 2018, Special Board Meeting
- 3.2 Review of October and November Financials and List of November and December Checks and Warrants
- 3.3 Platinum Program Update and Contract Renewal
- 3.4 Update Regarding Workers Compensation Insurance
- 3.5 Receipt of FY18-19 Quarter 2 Statistics
- 3.6 Approval of Revised Job Description for Administrative Clerk, Finance – Accounts Payable
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment
- 3.8 Acceptance of Financial Statement Audit Report for the Fiscal Year Ended June 30, 2018

**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.**

November 14, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 14, 2018 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
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: Judge Mark Juhas
Judge Michael Stern

Senior Staff Present: Sandra J. Levin, Executive Director

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

Vice President Court determined a quorum to be present, convened the meeting at 12:18 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No public comment.

2.0 PRESIDENT'S REPORT

No report.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the October 24, 2018 Regular Board Meeting.
- 3.2 Review of September Financials and List of October Checks and Warrants.
- 3.3 Platinum Program Update for the Month of October
- 3.4 Approval of 2019 LA Law Library Holiday Calendar
- 3.5 Approval of 2019 Board of Trustees Meeting Schedule

- 3.6 Approval of Amendment to Employee Handbook Regarding Transportation Program
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

Trustee Steinhauser requested to pull item 3.3, 3.6, & 3.7. Vice-President Court requested a motion to approve items 3.1, 3.2, 3.4, 3.5. So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 5-0.

Trustee Steinhauser inquired about item 3.3, the Platinum Program and whether the program was set to continue. ED Levin replied that the program was still in negotiation but had received a request from the firm to scale back on hours and cost. Brief discussion ensued about how best to promote the Platinum Program.

Trustee Steinhauser asked a clarifying question regarding the discount discussed in item 3.6 (the TAP amendment),

Trustee Steinhauser also asked clarifying questions regarding item 3.7 (update on one-time funding projects). , ED Levin responded to the questions and discussed the benefits of several of the listed projects.

Vice-President Court requested a motion to approve items 3.3, 3.6, & 3.7 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

4.1 Staff Presentation: Pro Bono Week After-Report

ED Levin began by introducing the Pro Bono Week committee led by Managing Librarian for Public Interest, Janine Liebert. VP Court commented on the amazing production of Pro Bono Week that occurs each year and how it continues to grow. ED Levin commented on spreading the programming to allow patrons to attend classes that do not overlap. J. Liebert commented on the immigration clinic and its success having served 50 families with the citizenship process and 30 families for asylum workshop. J. Liebert also noted the success of the networking lunch, having more than 40 representatives show. J. Liebert also commented briefly on new classes offered, including Dog Bite Law and Student Loan Debt. Communications Manager, Leigh Saldana, spoke briefly on the outreach for Pro Bono Week including promotion by the office of Hilda Solis, CBS news and a number of radio station announcements on KJLH, KLOVE and Catholic Radio.

The report was received and discussed.

4.2 Staff Presentation Regarding Converting Law Week to Law Days

ED Levin introduced a new plan to revamp the law library's annual Law Week celebration. Rather than a week-long event in honor of Law Day, Staff will present five separate days to honor various Law or Social Justice days throughout the year. Managing Librarian for Education, Ryan Metheny, spoke briefly on the new proposed law day events: Freedom of Information Day in March, Law Day in May, Constitution & Citizenship Day in September 2019 , World Social Justice in February 2020 and possibly Veteran's Day or 4th of July.

The report was received and discussed.

5.0 AGENDA BUILDING

There were no items for agenda building.

6.0 EXECUTIVE REPORT

ED Levin invited the board to the LALL Holiday party in December.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:17 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 19, 2018 at 12:15 pm.

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

**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.**

December 03, 2018

The Special Meeting of the Board of Law Library Trustees of Los Angeles County was held on Monday, December 03, 2018 at 10:00 a.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
Judge Michael Stern

Trustees Absent: Kenneth Klein, Esquire
Judge Richard Rico
Susan Steinhauer, Esquire

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

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

President Juhas determined a quorum to be present, convened the meeting at 10:05 a.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

No public comment.

2.0 DISCUSSION ITEMS

2.1 Determination of Need to Undertake Emergency Repairs to Broken Water Intake Pipe and Water Damage

ED Levin summarized the emergency situation where a water pipe burst over Thanksgiving weekend damaging the apron on the outside landing, causing water to flow into the parking garage, kitchen and elevators and requiring emergency repairs as determined by the Executive Director. The determination needed to be

ratified or rejected by the board. If ratified then the library would continue to work on repairs that are already in progress. If rejected, then a discussion would be required to determine the next course of action.

Judge Court questioned the structural integrity of the building and asked if the current repairs would repair any weakened structure. ED Levin responded that the sink hole on the apron did not damage the building structure but did need to be filled. Senior Director Steinbrick added that the material used to fill the sinkhole was slurry, a self-compacting material, which protects the integrity of the pipe and driveway. The Trustees thanked Staff for their prompt and through attention to the emergency repairs over the holiday weekend.

President Juhas moved to ratify Discussion Item 2.1 and determine that 1) an emergency existed requiring immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the repair of the listed items until completed. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 4-0.

3.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:10 a.m. The December Meeting was cancelled and the next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, January 23, 2019 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 November 30, 2018

(Provisional and subject to year-end audit adjustments)

| | 6/30/2018 | 10/31/2018 | 11/30/2018 | YTD |
|--|--------------------------|--------------------------|--------------------------|-------------------------|
| Assets | | | | |
| Current assets | | | | |
| Cash and cash equivalents | 4,748,337 | 8,833,024 | 8,898,936 | 4,150,599 |
| Accounts receivable | 1,599,833 | 1,276,849 | 1,384,287 | (215,546) |
| Prepaid expenses | 201,343 | 445,520 | 397,173 | 195,830 |
| Total current assets | <u>6,549,514</u> | <u>10,555,393</u> | <u>10,680,396</u> | <u>4,130,883</u> |
| Noncurrent assets | | | | |
| Restricted cash and cash equivalents | 318,470 | 318,470 | 318,470 | - |
| Investments | 4,564,722 | 4,571,072 | 4,596,745 | 32,023 |
| Capital assets, not being depreciated | 630,426 | 630,134 | 630,134 | (292) |
| Capital assets, being depreciated - net | 17,174,661 | 17,025,834 | 16,952,763 | (221,898) |
| Total noncurrent assets | <u>22,688,279</u> | <u>22,545,510</u> | <u>22,498,112</u> | <u>(190,167)</u> |
| Total assets | <u>29,237,793</u> | <u>33,100,903</u> | <u>33,178,508</u> | <u>3,940,715</u> |
| Deferred Outflows of Resources | | | | |
| Deffered Outflows of Resources | 1,712,350 | 1,712,350 | 1,712,350 | - |
| Total assets and deferred outflows of resources | <u>30,950,143</u> | <u>34,813,253</u> | <u>34,890,858</u> | <u>3,940,715</u> |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts payable | 228,063 | 172,549 | 89,359 | (138,704) |
| Other current liabilities | - | - | - | - |
| Payroll liabilities | 5,000 | 9,106 | 10,196 | 5,196 |
| Total current liabilities | <u>233,063</u> | <u>181,655</u> | <u>99,555</u> | <u>(133,508)</u> |
| Noncurrent Liabilities | | | | |
| Accrued sick and vacation liability | 293,210 | 293,210 | 293,210 | - |
| Borrowers' deposit | 291,560 | 295,991 | 297,460 | 5,900 |
| OPEB liability | 2,735,493 | 2,818,825 | 2,839,658 | 104,165 |
| Net pension liability | 2,880,776 | 2,880,776 | 2,880,776 | - |
| Total noncurrent liabilities | <u>6,201,038</u> | <u>6,288,801</u> | <u>6,311,103</u> | <u>110,065</u> |
| Total liabilities | <u>6,434,101</u> | <u>6,470,456</u> | <u>6,410,658</u> | <u>(23,443)</u> |
| Deferred Inflows of Resources | | | | |
| Deffered Inflows of Resources | 944,117 | 944,117 | 944,117 | - |
| Total liabilities and Deffered inflows of resources | <u>7,378,218</u> | <u>7,414,573</u> | <u>7,354,775</u> | <u>(23,443)</u> |
| Net Position | | | | |
| Invested in capital assets | 17,805,087 | 17,655,968 | 17,582,897 | (222,190) |
| Unrestricted | 5,766,838 | 9,742,712 | 9,953,186 | 4,186,348 |
| Total net position | <u>23,571,925</u> | <u>27,398,680</u> | <u>27,536,083</u> | <u>3,964,158</u> |
| Total liabilities and Deffered inflows of resources and net position | <u>30,950,143</u> | <u>34,813,253</u> | <u>34,890,858</u> | <u>3,940,715</u> |

Los Angeles County Law Library
Income Statement for the Period Ending October 31 and November 30, 2018
(Provisional and subject to year-end audit adjustments)

| Oct 17 Actual | Oct 2018 | | | | Nov 17 Actual | Nov 2018 | | | | FY 2017-18 YTD Actual | FY 2018-19 YTD | | | | Comments | | | | |
|------------------|----------|---------|-----------------|----------------|------------------|----------|---------|-----------------|----------------|--------------------------|----------------|---------------|---------------------------|----------------|-----------|-----------|----------|--|--|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | | | | |
| 543,067 | 591,297 | 574,315 | (16,982) | -2.9% | 614,218 | 575,689 | 657,894 | 82,205 | 14.3% | 15 | FIN | 303300 | L.A. Superior Court Fees | 2,963,349 | 2,966,922 | 3,255,686 | 288,764 | 9.7% | Better than expected court fee revenue. |
| 962 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 15 | FIN | 311000 | Interest - LAIF | 962 | 1,077 | 1,960 | 883 | 82.0% | Better than expected LAIF investment interest rate. |
| 3,694 | 2,383 | 7,289 | 4,905 | 205.8% | 3,912 | 2,383 | 12,846 | 10,463 | 439.0% | 15 | FIN | 312000 | Interest - General Fund | 17,374 | 11,917 | 41,066 | 29,149 | 244.6% | Increased interest revenue due to delay in capital expenditures, better than expected interest rate and additional one-time \$3.5M funding from the State. Better than expected County investment interest rate. |
| 359 | 325 | 493 | 168 | 51.7% | 364 | 325 | 504 | 179 | 55.0% | 15 | FIN | 313000 | Interest - Deposit Fund | 1,789 | 1,625 | 2,493 | 868 | 53.4% | |
| 5,015 | 2,708 | 7,782 | 5,073 | 187.3% | 4,276 | 2,708 | 13,350 | 10,642 | 392.9% | | | | Subtotal | 20,125 | 14,619 | 45,519 | 30,900 | 211.4% | |
| 56,094 | 56,667 | 59,068 | 2,401 | 4.2% | 52,132 | 56,667 | 52,833 | (3,834) | -6.8% | 39 | FAC | 330100 | Parking: | 273,432 | 283,335 | 280,117 | (3,218) | -1.1% | |
| 56,094 | 56,667 | 59,068 | 2,401 | 4.2% | 52,132 | 56,667 | 52,833 | (3,834) | -6.8% | | | | Subtotal | 273,432 | 283,335 | 280,117 | (3,218) | -1.1% | |
| 33 | 96 | 49 | (47) | -49.2% | 33 | 48 | 16 | (32) | -66.1% | 27 | CIRC | 330150 | Library Services: | 1,771 | 2,140 | 423 | (1,718) | -80.3% | Timing variance. Slower than expected start to the FY, but variance gap is closing. |
| 17,345 | 18,715 | 13,388 | (5,326) | -28.5% | 19,425 | 15,700 | 18,855 | 3,155 | 20.1% | 25 | PS | 330140 | Annual Members Fee | 78,653 | 85,199 | 79,770 | (5,429) | -6.4% | Timing variance. |
| 416 | 512 | 1,104 | 592 | 115.7% | 1,184 | 957 | 1,205 | 248 | 25.9% | 25 | PS | 330340 | Course Registration | 11,712 | 9,940 | 11,874 | 1,934 | 19.5% | Higher than expected income from MCLE registration fees. |
| 3,655 | 4,000 | 3,249 | (751) | -18.8% | 3,105 | 4,000 | 2,703 | (1,297) | -32.4% | 27 | CIRC | 330129 | Copy Center | 16,769 | 17,700 | 16,947 | (753) | -4.3% | Timing variance. Better than expected start to the fiscal year. |
| 1,597 | 1,300 | 2,139 | 839 | 64.5% | 1,453 | 2,600 | 618 | (1,982) | -76.2% | 27 | CIRC | 330205 | Document Delivery | 6,683 | 10,000 | 7,234 | (2,766) | -27.7% | Slow start. Implementing advertising and social media efforts to try to increase usage. |
| 4,254 | 4,400 | 3,664 | (736) | -16.7% | 4,121 | 4,000 | 2,356 | (1,644) | -41.1% | 27 | CIRC | 330210 | Fines | 18,948 | 21,300 | 16,422 | (4,878) | -22.9% | Timing variance. Firms with past due invoices were notified in December. Numbers are expected to be more favorable in January/February. |
| 878 | 5,153 | 9,678 | 4,524 | 87.8% | 7,313 | 5,153 | 734 | (4,419) | -85.7% | 15 | FIN | 330310 | Miscellaneous | 23,780 | 33,266 | 23,318 | (9,949) | -29.9% | Timing variance, delayed Google project revenue. |
| 163 | 5,667 | 2,825 | (2,842) | -50.1% | 20,789 | 5,667 | 2,080 | (3,587) | -63.3% | 39 | FAC | 330330 | Room Rental | 34,619 | 28,335 | 20,878 | (7,457) | -26.3% | Timing variance |
| 0 | 0 | 280 | 280 | 0.0% | 170 | 0 | (70) | (70) | 0.0% | 23 | COL | 330350 | Book Replacement | 1,295 | 140 | 665 | 525 | 374.8% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 15 | FIN | 330360 | Forfeited Deposits | 0 | 0 | 0 | 0 | 0.0% | |
| (5,000) | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 17 | EXEC | 330400 | Friends of Law Library | 145,000 | 145,000 | 125,000 | (20,000) | -13.8% | Additional contribution expected later in the FY. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 25 | PS | 330420 | Grants | 0 | 0 | 0 | 0 | 0.0% | |
| 14 | 25 | 30 | 5 | 19.4% | 40 | 25 | 54 | 29 | 115.0% | 15 | FIN | 330450 | Vending | 120 | 125 | 125 | 0 | 0.3% | |
| 8,852 | 10,000 | 15,157 | 5,157 | 51.6% | 0 | 0 | 0 | 0 | 0.0% | 37 | COM | 330465 | Special Events Income | 12,459 | 10,000 | 15,157 | 5,157 | 51.6% | Unexpected additional contributions. |
| 32,205 | 49,868 | 51,563 | 1,695 | 3.4% | 57,632 | 38,150 | 28,552 | (9,598) | -25.2% | | | | Subtotal | 351,808 | 363,145 | 317,811 | (45,334) | -12.5% | |
| 636,382 | 700,541 | 692,728 | (7,813) | -1.1% | 728,257 | 673,215 | 752,630 | 79,415 | 11.8% | | | | Total Income | 3,608,714 | 3,628,020 | 3,899,132 | 271,112 | 7.5% | |
| | | | | | | | | | | | | | Expenses: | | | | | | |
| | | | | | | | | | | | | | Staff: | | | | | | |
| 174,701 | 193,279 | 177,487 | 15,793 | 8.2% | 172,618 | 193,279 | 171,219 | 22,061 | 11.4% | ALL | 501000 | Salaries (FT) | 941,265 | 1,063,037 | 929,794 | 133,243 | 12.5% | Favorable variance due to vacancies. Will diminish over the year. | |
| 0 | (3,866) | 0 | (3,866) | 100.0% | 0 | (3,866) | 0 | (3,866) | 100.0% | 15 | FIN | 501025 | Staff Vacancy Offset (FT) | 0 | (21,261) | 0 | (21,261) | 100.0% | |
| 18,963 | 20,854 | 24,565 | (3,711) | -17.8% | 18,197 | 20,854 | 23,946 | (3,093) | -14.8% | ALL | 501050 | Salaries (PT) | 100,409 | 114,695 | 115,777 | (1,082) | -0.9% | Increased cost due to one-time funding project. Revenue will be amended at mid-year to compensate. | |
| 0 | (417) | 0 | (417) | 100.0% | 0 | (417) | 0 | (417) | 100.0% | 15 | FIN | 501075 | Staff Vacancy Offset (PT) | 0 | (2,294) | 0 | (2,294) | 100.0% | |
| 10,498 | 11,961 | 10,679 | 1,283 | 10.7% | 9,990 | 11,961 | 9,792 | 2,170 | 18.1% | 15 | FIN | 502000 | Social Security | 59,679 | 65,788 | 57,503 | 8,285 | 12.6% | Favorable variance due to vacancies. |
| 2,661 | 2,875 | 2,784 | 91 | 3.2% | 2,620 | 2,875 | 2,682 | 192 | 6.7% | 15 | FIN | 503000 | Medicare | 14,664 | 15,812 | 14,335 | 1,477 | 9.3% | Favorable variance due to vacancies. |
| 18,665 | 21,290 | 29,345 | (8,055) | -37.8% | 18,527 | 21,290 | 19,326 | 1,964 | 9.2% | 15 | FIN | 511000 | Retirement | 158,591 | 256,133 | 243,835 | 12,297 | 4.8% | Favorable variance due to vacancies. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 15 | FIN | 511050 | Pension Exp (Actuarial) | 0 | 0 | 0 | 0 | 0.0% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 15 | FIN | 511100 | Pension Exp (Acctg) | 0 | 0 | 0 | 0 | 0.0% | |
| 43,529 | 44,836 | 40,052 | 4,784 | 10.7% | 46,167 | 44,836 | 40,222 | 4,614 | 10.3% | 15 | FIN | 512000 | Health Insurance | 214,890 | 224,182 | 201,721 | 22,461 | 10.0% | Favorable variance due to vacancies. |
| 427 | 441 | 376 | 65 | 14.7% | 405 | 441 | 376 | 65 | 14.7% | 15 | FIN | 513000 | Disability Insurance | 1,926 | 2,205 | 1,889 | 315 | 14.3% | Favorable variance due to vacancies. |
| 4,595 | 5,582 | 5,310 | 272 | 4.9% | 4,642 | 5,582 | 3,912 | 1,670 | 29.9% | 15 | FIN | 514000 | Dental Insurance | 23,187 | 27,912 | 24,406 | 3,506 | 12.6% | Favorable variance due to vacancies. |
| 538 | 629 | 507 | 122 | 19.4% | 554 | 629 | 530 | 100 | 15.8% | 15 | FIN | 514500 | Vision Insurance | 2,593 | 3,147 | 2,638 | 509 | 16.2% | Favorable variance due to vacancies. |
| 87 | 131 | 159 | (28) | -21.4% | 62 | 131 | 158 | (28) | -21.4% | 15 | FIN | 515000 | Life Insurance | 275 | 653 | 555 | 98 | 15.0% | Favorable variance due to vacancies. |

Los Angeles County Law Library
Income Statement for the Period Ending October 31 and November 30, 2018

(Provisional and subject to year-end audit adjustments)

| Oct 17 Actual | Oct 2018 | | | | Nov 17 Actual | Nov 2018 | | | | FY 2017-18 YTD Actual | FY 2018-19 YTD | | | | Comments | | |
|------------------|-----------|-----------|-----------------|----------------|------------------|-----------|-----------|-----------------|----------------|--------------------------|--|-----------|-----------------|----------------|-----------|---------|--|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 15 FIN 515500 | Vacancy Benefits Offset | 0 | 0 | 0 | 0 | 0.0% | |
| 4,523 | 5,262 | 5,262 | 0 | 0.0% | 3,986 | 5,262 | 5,262 | 0 | 0.0% | 15 FIN 516000 | Workers Compensation Insurance | 22,076 | 26,308 | 21,353 | 4,955 | 18.8% | Favorable variance due to 2016-17 audit refund. |
| 2,212 | 0 | 2,700 | (2,700) | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 15 FIN 517000 | Unemployment Insurance | 2,212 | 0 | 2,700 | (2,700) | 0.0% | Timing variance. |
| 0 | 1,306 | 0 | 1,306 | 100.0% | 0 | 1,306 | 0 | 1,306 | 100.0% | ALL 514010 | Temporary Employment | 0 | 8,928 | 0 | 8,928 | 100.0% | Timing variance. |
| 0 | 0 | 158 | (158) | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 13 HR 514015 | Recruitment | 363 | 2,000 | 316 | 1,684 | 84.2% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 15 FIN 517500 | Accrued Sick Expense | 0 | 0 | 0 | 0 | 0.0% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 15 FIN 518000 | Accrued Vacation Expense | 0 | 0 | 0 | 0 | 0.0% | |
| 9,167 | 20,833 | 20,833 | 0 | 0.0% | 9,167 | 20,833 | 20,833 | 0 | 0.0% | 15 FIN 518500 | OPEB Expense | 45,835 | 104,167 | 104,165 | 2 | 0.0% | |
| 584 | 500 | 494 | 6 | 1.2% | 584 | 500 | 494 | 6 | 1.2% | 15 FIN 518550 | TMP | 2,661 | 2,500 | 2,257 | 243 | 9.7% | |
| 861 | 1,250 | 860 | 390 | 31.2% | 2,528 | 1,250 | 2,915 | (1,665) | -133.2% | 15 FIN 518560 | Payroll and Benefit Administration | 5,966 | 6,250 | 6,325 | (75) | -1.2% | |
| 292,009 | 326,747 | 321,570 | 5,177 | 1.6% | 290,046 | 326,747 | 301,668 | 25,079 | 7.7% | | Total - Staff | 1,596,590 | 1,900,161 | 1,729,568 | 170,593 | 9.0% | |
| | | | | | | | | | | | Library Materials/Electronic Resources Subscription: | | | | | | |
| 119,904 | 123,782 | 130,475 | (6,693) | -5.4% | 107,729 | 123,782 | 112,431 | 11,351 | 9.2% | 23 COL 601999 | American Continuations | 547,493 | 618,912 | 524,023 | 94,888 | 15.3% | Timing variance; expect to meet allocation as FY progresses. |
| 187 | 0 | 3,437 | (3,437) | 0.0% | 657 | 0 | 14,805 | (14,805) | 0.0% | 23 COL 602999 | American New Orders | 2,647 | 5,350 | 24,357 | (19,006) | -355.3% | Budget exceeds expectations due to \$14.2K in one-time funding projects and continued trend re: large number of replacements ordered due to patron theft/damage. |
| 721 | 1,458 | 928 | 531 | 36.4% | 2,794 | 1,458 | 754 | 704 | 48.3% | 23 COL 609199 | Branch Continuations | 9,867 | 7,292 | 4,820 | 2,472 | 33.9% | Timing variance; expect to meet allocation as FY progresses. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 23 COL 609299 | Branch New Orders | 0 | 107 | 0 | 107 | 100.0% | No replacements needed at this time. |
| 1,650 | 11,673 | 4,512 | 7,161 | 61.3% | 2,536 | 11,673 | 2,210 | 9,463 | 81.1% | 23 COL 603999 | Commonwealth Continuations | 67,900 | 58,365 | 67,233 | (8,868) | -15.2% | Timing variance; expect to meet allocation as FY progresses. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 23 COL 604999 | Commonwealth New Orders | 25 | 357 | 0 | 357 | 100.0% | New orders for this fund will be considered later in the FY. |
| 2,992 | 10,579 | 3,986 | 6,593 | 62.3% | 11,718 | 10,579 | 5,700 | 4,880 | 46.1% | 23 COL 605999 | Foreign Continuations | 29,638 | 52,897 | 24,018 | 28,879 | 54.6% | Timing variance; expect to meet allocation as FY progresses. |
| 364 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 23 COL 606999 | Foreign New Orders | 759 | 357 | 8 | 349 | 97.8% | New orders for this fund will be considered later in the FY. |
| 5,403 | 10,607 | 7,770 | 2,837 | 26.7% | 14,033 | 10,607 | 5,826 | 4,781 | 45.1% | 23 COL 607999 | International Continuations | 45,878 | 53,037 | 42,256 | 10,781 | 20.3% | Timing variance; expect to meet allocation as FY progresses. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 23 COL 608999 | International New Orders | 0 | 178 | 0 | 178 | 100.0% | New orders for this fund will be considered later in the FY. |
| 267 | 1,569 | 632 | 936 | 59.7% | 404 | 1,569 | 602 | 967 | 61.7% | 23 COL 609399 | General/Librarianship Continuations | 2,745 | 7,843 | 3,354 | 4,490 | 57.2% | Timing variance; expect to meet allocation as FY progresses. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 23 COL 609499 | General/Librarianship New Orders | 0 | 107 | 117 | (10) | -9.5% | |
| 131,488 | 159,669 | 151,741 | 7,928 | 5.0% | 139,871 | 159,669 | 142,328 | 17,341 | 10.9% | | Subtotal | 706,953 | 804,801 | 690,186 | 114,615 | 14.2% | |
| (131,488) | (159,669) | (151,741) | (7,928) | 5.0% | (139,871) | (159,669) | (142,328) | (17,341) | 10.9% | 23 COL 690000 | Library Materials Transferred to Assets | (706,953) | (804,801) | (690,186) | (114,615) | 14.2% | |
| 78,261 | 51,467 | 45,542 | 5,925 | 11.5% | 61,221 | 51,467 | 46,808 | 4,659 | 9.1% | 23 COL 685000 | Electronic Resource Subscriptions (ERS) | 257,571 | 257,334 | 202,997 | 54,336 | 21.1% | Timing variance due to reclassification of database payments per auditor's recommendation. |
| | | | | | | | | | | | Facilities: | | | | | | |
| 265 | 4,000 | 0 | 4,000 | 100.0% | 235 | 4,000 | 0 | 4,000 | 100.0% | 39 FAC 801005 | Repair & Maintenance | 6,463 | 18,500 | 9,673 | 8,827 | 47.7% | Timing variance. |
| 1,487 | 1,258 | 1,390 | (132) | -10.5% | 1,322 | 1,302 | 1,238 | 64 | 4.9% | 39 FAC 801010 | Building Services | 4,422 | 6,558 | 6,686 | (128) | -2.0% | |
| 0 | 150 | 2,129 | (1,979) | -1319.1% | 2,219 | 1,517 | 0 | 1,517 | 100.0% | 39 FAC 801015 | Cleaning Supplies | 5,977 | 5,268 | 4,400 | 868 | 16.5% | Timing variance, invoice not received. |
| 9,974 | 9,500 | 21,521 | (12,021) | -126.5% | 9,485 | 9,500 | 10,775 | (1,275) | -13.4% | 39 FAC 801020 | Electricity & Water | 55,042 | 56,500 | 55,489 | 1,011 | 1.8% | |
| 966 | 0 | 966 | (966) | 0.0% | 966 | 0 | 966 | (966) | 0.0% | 39 FAC 801025 | Elevator Maintenance | 5,007 | 1,932 | 7,648 | (5,716) | -295.8% | Timing variance, delay in elevator modernization project. |
| 3,213 | 3,000 | 3,152 | (152) | -5.1% | 1,995 | 2,600 | 0 | 2,600 | 100.0% | 39 FAC 801030 | Heating & Cooling | 18,217 | 18,150 | 15,061 | 3,089 | 17.0% | Timing variance. |
| 19,811 | 20,063 | 22,455 | (2,392) | -11.9% | 19,811 | 20,063 | 22,455 | (2,392) | -11.9% | 15 FIN 801035 | Insurance | 99,055 | 100,314 | 112,274 | (11,961) | -11.9% | Timing variance due to broker's fee amortization. |
| 8,674 | 8,934 | 8,849 | 85 | 1.0% | 8,674 | 8,934 | 8,849 | 85 | 1.0% | 39 FAC 801040 | Janitorial Services | 43,371 | 44,671 | 43,896 | 775 | 1.7% | |
| 1,250 | 1,500 | 1,250 | 250 | 16.7% | 1,250 | 1,500 | 1,250 | 250 | 16.7% | 39 FAC 801045 | Landscaping | 6,250 | 7,500 | 6,250 | 1,250 | 16.7% | Budgeted rate increase not yet in effect. |
| 16,018 | 19,718 | 15,415 | 4,303 | 21.8% | 15,492 | 19,718 | 13,778 | 5,940 | 30.1% | 39 FAC 801050 | Security | 78,636 | 98,590 | 81,853 | 16,737 | 17.0% | Timing variance. |
| 0 | 1,700 | 1,417 | 283 | 16.6% | 11,450 | 1,700 | 40 | 1,660 | 97.6% | 39 FAC 801060 | Room Rental Expenses | 17,222 | 9,800 | 2,293 | 7,507 | 76.6% | Offset by room rental income. |
| 6,668 | 5,800 | 6,878 | (1,078) | -18.6% | 182 | 0 | 0 | 0 | 0.0% | 37 COM 801065 | Special Events Expenses | 8,737 | 7,250 | 9,192 | (1,942) | -26.8% | Timing; PBW expenses expected no later than 10/30 |
| 0 | 350 | 0 | 350 | 100.0% | 0 | 350 | 0 | 350 | 100.0% | 39 FAC 801100 | Furniture & Appliances (<3K) | 392 | 1,750 | 0 | 1,750 | 100.0% | Timing variance. |

Los Angeles County Law Library
Income Statement for the Period Ending October 31 and November 30, 2018

(Provisional and subject to year-end audit adjustments)

| Oct 17 Actual | Oct 2018 | | | | Nov 17 Actual | Nov 2018 | | | | FY 2017-18 YTD Actual | FY 2018-19 YTD | | | | Comments | | |
|------------------|----------|--------|-----------------|----------------|------------------|----------|--------|-----------------|----------------|--------------------------|--|---------|-----------------|----------------|----------|---------|--|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | | |
| 0 | 300 | 288 | 12 | 3.9% | 0 | 300 | 0 | 300 | 100.0% | 39 FAC 801110 | Equipment (<3K) | 221 | 1,500 | 336 | 1,164 | 77.6% | Timing variance. |
| 0 | 225 | 0 | 225 | 100.0% | 0 | 225 | 0 | 225 | 100.0% | 39 FAC 801115 | Building Alterations (<3K) | 0 | 1,125 | 0 | 1,125 | 100.0% | Timing variance. |
| (316) | 766 | 325 | 441 | 57.6% | 401 | 441 | 25 | 416 | 94.3% | 39 FAC 801120 | Delivery & Postage | 1,128 | 2,680 | 1,321 | 1,359 | 50.7% | Timing variance. |
| 247 | 200 | 347 | (147) | -73.4% | 0 | 200 | 300 | (100) | -50.1% | 39 FAC 801125 | Kitchen supplies | 995 | 1,000 | 1,095 | (95) | -9.5% | Timing variance. |
| 68,258 | 77,464 | 86,382 | (8,918) | -11.5% | 73,483 | 72,350 | 59,677 | 12,673 | 17.5% | | Subtotal | 351,135 | 383,088 | 357,467 | 25,620 | 6.7% | |
| | | | | | | | | | | | Technology: | | | | | | |
| 2,170 | 1,824 | 1,063 | 761 | 41.7% | 1,604 | 1,824 | 513 | 1,311 | 71.9% | 33 TECH 801210 | Software Maintenance | 9,087 | 9,122 | 4,294 | 4,828 | 52.9% | Timing variance. |
| 1,614 | 2,157 | 2,221 | (65) | -3.0% | 1,654 | 2,157 | 1,861 | 295 | 13.7% | 33 TECH 801212 | Hardware Maintenance | 8,528 | 10,784 | 9,498 | 1,286 | 11.9% | Timing variance. |
| 300 | 650 | 0 | 650 | 100.0% | 26 | 650 | 0 | 650 | 100.0% | 33 TECH 801215 | Software (<\$3k) | 1,089 | 3,252 | 1,149 | 2,103 | 64.7% | Timing variance. |
| 0 | 485 | 390 | 95 | 19.6% | 90 | 485 | 0 | 485 | 100.0% | 33 TECH 801220 | Hardware (<\$3k) | 1,137 | 2,425 | 1,281 | 1,144 | 47.2% | Timing variance. |
| 0 | 50 | 0 | 50 | 100.0% | 0 | 50 | 0 | 50 | 100.0% | 33 TECH 801225 | Computer Supplies | 0 | 250 | 86 | 164 | 65.6% | Timing variance. |
| 4,224 | 4,484 | 4,415 | 70 | 1.6% | 4,224 | 4,484 | 4,415 | 70 | 1.6% | 33 TECH 801230 | Integrated Library System | 21,122 | 22,422 | 22,073 | 349 | 1.6% | |
| 2,297 | 2,913 | 2,780 | 134 | 4.6% | 2,286 | 2,913 | 3,239 | (326) | -11.2% | 33 TECH 801235 | Telecommunications | 13,813 | 14,565 | 13,376 | 1,189 | 8.2% | Timing variance. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 33 TECH 801245 | Tech & Data - Misc | 0 | 0 | 0 | 0 | 0.0% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 33 TECH 801250 | Services | 156 | 0 | 252 | (252) | 0.0% | |
| 10,606 | 12,564 | 10,869 | 1,696 | 13.5% | 9,883 | 12,564 | 10,028 | 2,536 | 20.2% | | Subtotal | 54,932 | 62,821 | 52,009 | 10,811 | 17.2% | |
| | | | | | | | | | | | General: | | | | | | |
| 591 | 667 | 461 | 206 | 30.9% | 707 | 667 | 593 | 73 | 11.0% | 15 FIN 801310 | Bank Charges | 2,949 | 3,333 | 2,589 | 745 | 22.3% | |
| 812 | 842 | 843 | (1) | -0.1% | 813 | 842 | 843 | (1) | -0.1% | 35 CMS 801315 | Bibliographical Services | 4,062 | 4,210 | 4,215 | (5) | -0.1% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 35 CMS 801320 | Binding | 0 | 0 | 0 | 0 | 0.0% | |
| 124 | 83 | 87 | (4) | -4.7% | 70 | 83 | 141 | (58) | -69.2% | 17 EXEC 801325 | Board Expense | 258 | 417 | 432 | (16) | -3.8% | |
| 0 | 25 | 0 | 25 | 100.0% | 81 | 0 | 0 | 0 | 0.0% | 37 COM 801330 | Staff meals & events | 367 | 385 | 1,831 | (1,446) | -375.7% | Includes unbudgeted summer picnic expenses. |
| 1,642 | 1,583 | 1,560 | 24 | 1.5% | 1,612 | 1,583 | 1,584 | (0) | 0.0% | 15 FIN 801335 | Supplies - Office | 8,409 | 7,917 | 9,420 | (1,503) | -19.0% | Includes increased toner purchases. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 1,600 | 840 | 760 | 47.5% | 35 CMS 801337 | Supplies - Library materials | 3,348 | 5,800 | 4,940 | 860 | 14.8% | Timing variance. Purchase of bookplates delayed. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 37 COM 801340 | Stationery, business cards, etc. | 27 | 200 | 0 | 200 | 100.0% | Timing variance. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 25 PS 801365 | Grant Application Expenses | 0 | 0 | 0 | 0 | 0.0% | |
| 132 | 3,296 | 1,031 | 2,265 | 68.7% | 1,413 | 1,545 | 141 | 1,404 | 90.9% | 27 CIRC 801370 | Copy Center Expense | 3,760 | 9,476 | 2,794 | 6,682 | 70.5% | Timing variance. |
| 904 | 0 | 0 | 0 | 0.0% | 0 | 0 | 3,000 | (3,000) | 0.0% | 15 FIN 801375 | General - Misc | 1,012 | 0 | 3,000 | (3,000) | 0.0% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 25 PS 801390 | Course Registration | 0 | 0 | 0 | 0 | 0.0% | |
| 0 | 0 | 241 | (241) | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 17 EXEC 801395 | Friends of Law Library | 152 | 0 | 241 | (241) | 0.0% | |
| 4,205 | 6,496 | 4,222 | 2,274 | 35.0% | 4,696 | 6,320 | 7,142 | (821) | -13.0% | | Subtotal | 24,344 | 31,738 | 29,462 | 2,276 | 7.2% | |
| | | | | | | | | | | | Professional Development: | | | | | | |
| 1,244 | 250 | 120 | 130 | 51.9% | 415 | 0 | 0 | 0 | 0.0% | ALL 803105 | Travel | 4,035 | 3,750 | 1,356 | 2,394 | 63.8% | Includes CCCLL meeting expenses. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 18 | (18) | 0.0% | ALL 803110 | Meals | 0 | 50 | 49 | 1 | 2.3% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | ALL 803113 | Incidental and miscellaneous | 75 | 500 | 399 | 101 | 20.2% | |
| 0 | 0 | 235 | (235) | 0.0% | 225 | 0 | 0 | 0 | 0.0% | ALL 803115 | Membership dues | 225 | 0 | 255 | (255) | 0.0% | |
| 615 | 0 | 0 | 0 | 0.0% | 0 | 300 | 0 | 300 | 100.0% | ALL 803120 | Registration fees | 2,907 | 2,615 | 664 | 1,951 | 74.6% | Timing variance |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | ALL 803125 | Educational materials | 0 | 0 | 0 | 0 | 0.0% | |
| 1,859 | 250 | 355 | (105) | -42.1% | 640 | 300 | 18 | 282 | 93.9% | | Subtotal | 7,242 | 6,915 | 2,723 | 4,192 | 60.6% | |
| | | | | | | | | | | | Communications & Marketing: | | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 37 COM 803205 | Services | 0 | 0 | 0 | 0 | 0.0% | |
| 428 | 120 | 39 | 81 | 67.5% | 0 | 0 | 39 | (39) | 0.0% | 37 COM 803210 | Collateral materials | 2,861 | 880 | 407 | 473 | 53.7% | Timing variance, additional collateral material forthcoming. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 500 | 0 | 500 | 100.0% | 37 COM 803215 | Advertising | 0 | 1,000 | 0 | 1,000 | 100.0% | Timing variance. |
| 0 | 200 | 0 | 200 | 100.0% | 0 | 0 | 116 | (116) | 0.0% | 37 COM 803220 | Trade shows & Outreach | 0 | 290 | 116 | 174 | 60.1% | Unbudgeted SMPL expense. No additional expenses expected. |
| 428 | 320 | 39 | 281 | 87.8% | 0 | 500 | 155 | 345 | 69.1% | | Subtotal | 2,861 | 2,170 | 523 | 1,647 | 75.9% | |
| | | | | | | | | | | | Travel & Entertainment | | | | | | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | ALL 803305 | Travel | 0 | 0 | 0 | 0 | 0.0% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | ALL 803310 | Meals | 0 | 0 | 0 | 0 | 0.0% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | ALL 803315 | Entertainment | 0 | 0 | 0 | 0 | 0.0% | |
| 69 | 132 | 98 | 34 | 25.6% | 67 | 132 | 6 | 126 | 95.8% | ALL 803320 | Ground transportation & mileage reimb. | 345 | 660 | 171 | 489 | 74.1% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | ALL 803325 | Incidental travel expenses | 0 | 0 | 0 | 0 | 0.0% | |
| 69 | 132 | 98 | 34 | 25.6% | 67 | 132 | 6 | 126 | 95.8% | | Subtotal | 345 | 660 | 171 | 489 | 74.1% | |
| | | | | | | | | | | | Professional Services | | | | | | |

Los Angeles County Law Library

Income Statement for the Period Ending October 31 and November 30, 2018

(Provisional and subject to year-end audit adjustments)

| Oct 17 Actual | Oct 2018 | | | | Nov 17 Actual | Nov 2018 | | | | FY 2017-18 YTD Actual | FY 2018-19 YTD | | | | Comments | | |
|------------------|----------|----------|-----------------|----------------|------------------|----------|---------|-----------------|----------------|--------------------------|--|-----------|-----------------|----------------|-----------|---------|---|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | | |
| 3,710 | 6,500 | 19,870 | (13,370) | -205.7% | 0 | 0 | 0 | 0 | 0.0% | 15 FIN 804005 | Accounting | 23,721 | 19,500 | 21,425 | (1,925) | -9.9% | Timing variance. GASB 68 expense budgeted in Jan 2019. |
| 2,812 | 2,896 | 2,896 | 0 | 0.0% | 2,812 | 2,896 | 0 | 2,896 | 100.0% | 17 EXEC 804008 | Consulting Services | 14,125 | 14,482 | 11,459 | 3,023 | 20.9% | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 17 EXEC 804010 | Legal | 0 | 0 | 0 | 0 | 0.0% | |
| 2,146 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 15 FIN 804015 | Other | 2,146 | 3,820 | 2,290 | 1,530 | 40.1% | |
| 8,668 | 9,396 | 22,766 | (13,370) | -142.3% | 2,812 | 2,896 | 0 | 2,896 | 100.0% | | Subtotal | 39,991 | 37,802 | 35,173 | 2,629 | 7.0% | |
| | | | | | | | | | | | Depreciation: | | | | | | |
| 206,095 | 201,124 | 195,852 | 5,272 | 2.6% | 204,108 | 199,097 | 192,485 | 6,612 | 3.3% | 15 FIN 806105 | Depreciation - Library Materials | 1,028,058 | 1,005,876 | 986,352 | 19,524 | 1.9% | |
| 24,752 | 25,477 | 22,914 | 2,563 | 10.1% | 24,752 | 26,324 | 22,914 | 3,410 | 13.0% | 15 FIN 806110 | Depreciation Exp - FF&E | 123,910 | 121,062 | 113,821 | 7,241 | 6.0% | Delay in capital expenditure purchases. |
| 230,847 | 226,601 | 218,766 | 7,835 | 3.5% | 228,860 | 225,421 | 215,398 | 10,022 | 4.4% | | Subtotal | 1,151,968 | 1,126,938 | 1,100,173 | 26,765 | 2.4% | |
| 695,211 | 711,438 | 710,609 | 829 | 0.1% | 671,707 | 698,697 | 640,899 | 57,798 | 8.3% | | Total Expense | 3,486,980 | 3,809,626 | 3,510,266 | 299,359 | 7.9% | |
| (58,829) | (10,897) | (17,881) | (6,984) | 64.1% | 56,550 | (25,482) | 111,731 | 137,213 | -538.5% | | Net Income Before Extraordinary Items | 121,734 | (181,605) | 388,866 | 570,471 | 314.1% | |
| (4,067) | 2,083 | 5,598 | 3,515 | 168.7% | (11,002) | 2,083 | 25,673 | 23,589 | 1132.3% | 15 FIN 321000 | Investment Gain (Loss) ¹ | 1,785 | 10,417 | 32,023 | 21,606 | 207.4% | Reflects loss/gain if sold at time of report (before maturity). |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 17 EXEC 401000 | Extraordinary Income | 0 | 0 | 3,543,270 | 3,543,270 | 0.0% | One-time funding from the State. |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0 | 0.0% | 17 EXEC 901000 | Extraordinary Expense | 0 | 0 | 0 | 0 | 0.0% | |
| (62,896) | (8,814) | (12,282) | (3,469) | 39.4% | 45,549 | (23,399) | 137,403 | 160,802 | -687.2% | | Net Income Including Extraordinary Items | 123,519 | 112,851 | 3,964,158 | 3,851,308 | 3412.7% | |

Los Angeles County Law Library

Income Statement for the Period Ending October 31 and November 30, 2018

(Provisional and subject to year-end audit adjustments)

| Oct 17 Actual | Oct 2018 | | | | Nov 17 Actual | Nov 2018 | | | | FY 2017-18 YTD Actual | FY 2018-19 YTD | | | | Comments | | |
|------------------|----------|--------|-----------------|----------------|------------------|----------|--------|-----------------|----------------|---|---------------------------------------|---------|-----------------|----------------|--------------------------------|---|---|
| | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | Budget | Actual | \$ Fav (Unf) | % Fav (Unf) | | | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0.0% | 39 FAC 161100 | Furniture / Appliances (>3k) | 0 | 0 | 0 | 0.0% | | | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 80,000 | 0 | 80,000 | 100.0% | 33 TECH 161300 | Electronics / Computer Hardware (>3k) | 0 | 80,000 | 0 | 80,000 | 100.0% | Timing variance, pending RFP/ bid process for public copiers. |
| 0 | 0 | 4,162 | (4,162) | 0.0% | 0 | 0 | 0 | 0.0% | 39 FAC 164500 | Exterior Building Repairs/ Improvements (>3k) | 0 | 175,000 | 188,089 | (13,089) | -7.5% | Reflects completed Roof North (1970) project and new barrier arm gates. | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0.0% | 39 FAC 164000 | Interior Improvements / Alterations (>3k) | 0 | 510,000 | 0 | 510,000 | 100.0% | Delay in elevator repair & upgrade project. | |
| 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0 | 0.0% | 33 TECH 168000 | Computer Software | 0 | 0 | 0 | 0 | 0.0% | | |
| 0 | 0 | 4,162 | 4,162 | 0.0% | 0 | 80,000 | 0 | (80,000) | -100.0% | | Total - Capitalized Expenditures | 0 | 765,000 | 188,089 | 576,911 | 75.4% | |
| | | | | | | | | | | CalPERS CERBT Trust Fund: | | | | | | | |
| | | | | | | | | | | Beginning Balance | 2,144,824 | | | | | | |
| | | | | | | | | | | Administrative Expense | (87) | | | | CalPERS CERBT program cost. | | |
| | | | | | | | | | | Investment Expense | (63) | | | | Investment management cost. | | |
| | | | | | | | | | | Unrealized Gain/Loss | (96,751) | | | | Fluctuating market conditions. | | |
| | | | | | | | | | | Distribution | 0 | | | | Distribution from Fund | | |
| | | | | | | | | | | Ending Balance | 2,047,922 | | | | | | |

¹ 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 November 30, 2018
(Provisional and subject to year-end audit adjustments)

| | 10/31/2018 | 11/30/2018 | YTD |
|---|------------------|------------------|--------------------|
| Cash flows from operating activities | | | |
| L.A. Superior court fees | 574,315 | 657,894 | 2,023,476 |
| Parking fees | 59,068 | 52,833 | 168,216 |
| Library services | 51,563 | 28,552 | 3,655,965 |
| (Increase) decrease in accounts receivable | 3,681,438 | (107,438) | (3,358,454) |
| Increase (decrease) in borrowers' deposit | 1,542 | 1,469 | 2,889 |
| Cash received from filing fees and services | 4,367,927 | 633,311 | 2,492,092 |
| Facilities | (86,382) | (59,677) | (211,408) |
| Technology | (10,869) | (10,028) | (31,113) |
| General | (4,222) | (7,142) | (18,098) |
| Professional development | (355) | (18) | (2,349) |
| Communications & marketing | (39) | (155) | (329) |
| Travel & entertainment | (98) | (6) | (67) |
| Professional services | (22,766) | - | (12,407) |
| Electronic Resource Subscriptions (ERS) | (45,542) | (46,808) | (110,648) |
| (Increase) decrease in prepaid expenses | 37,649 | 48,347 | (281,826) |
| Increase (decrease) in accounts payable | (45,447) | (83,190) | (10,067) |
| Increase (decrease) in other liabilities | - | - | - |
| Cash payments to suppliers for goods and services | (178,070) | (158,676) | (678,312) |
| Staff (payroll + benefits) | (321,570) | (301,668) | (1,106,331) |
| Increase (decrease) in payroll liabilities | (8,884) | 1,090 | 12,990 |
| Increase (decrease) in accrued sick and vacation liability | - | - | - |
| Increase (decrease) in OPEB liability | 20,833 | 20,833 | 62,499 |
| Net impact of GASB 68 adjustments | - | - | - |
| Net effect of prior period adjustments | - | - | - |
| Cash payments to employees for services | (309,621) | (279,744) | (1,030,843) |
| Contributions received | - | - | 125,000 |
| Net cash from operating activities | 3,880,235 | 194,890 | 907,937 |
| Cash flow from capital and related financing activities | | | |
| Library materials | (151,741) | (142,328) | (396,117) |
| Fixed assets | (4,162) | - | (183,927) |
| Capital - Work in Progress (WIP) | (1,985) | - | 2,276 |
| Cash flows from investing activities | | | |
| Investment | - | - | - |
| Investment earnings | 7,782 | 13,350 | 24,387 |
| Net cash increase (decrease) in cash and cash equivalents | 3,730,129 | 65,913 | 354,557 |
| Cash and cash equivalents, at beginning of period | 5,421,364 | 9,151,494 | 5,066,807 |
| Cash and cash equivalents, at end of period | 9,151,494 | 9,217,406 | 5,421,364 |
| Reconciliation of Operating Income to Net Cash from Operating Activities | | | |
| Operating income | (25,662) | 98,381 | 3,813,899 |
| Adjustments for noncash effects: | | | |
| Depreciation | 218,766 | 215,398 | 666,008 |
| Extraordinary expense: book write-off | | | |
| Changes in operating assets and liabilities: | | | |
| (Increase) decrease in accounts receivable | 3,681,438 | (107,438) | (3,358,454) |
| (Increase) decrease in prepaid expenses | 37,649 | 48,347 | (281,826) |
| Increase (decrease) in accounts payable | (45,447) | (83,190) | (10,067) |
| Increase (decrease) in other liabilities | - | - | - |
| Increase (decrease) in payroll liabilities | (8,884) | 1,090 | 12,990 |
| Increase (decrease) in accrued sick and vacation liability | - | - | - |
| Increase (decrease) in borrowers' deposit | 1,542 | 1,469 | 2,889 |
| Increase (decrease) in OPEB liability | 20,833 | 20,833 | 62,499 |
| Net impact of GASB 68 adjustments | - | - | - |
| Net cash from operating activities | 3,880,235 | 194,890 | 907,937 |

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2018 - December 31, 2018 (CHECKS)
Account No.: 102001

Page 1

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|-------------|-------------------------------------|-------------------|-----------|-----------|
| November 5 | AMERICAN BAR ASSOCIATION | BOOKS | 813.63 | V003732 |
| | ALM | BOOKS | 528.60 | V003733 |
| | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 1,625.03 | V003734 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 416.05 | V003735 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 852.27 | V003736 |
| | DAILY JOURNAL CORPORATION | BOOKS | 410.00 | V003737 |
| | DATA TRACE PUBLISHING COMPANY | BOOKS | 179.95 | V003738 |
| | JAMES PUBLISHING INC | BOOKS | 185.06 | V003739 |
| | JURIS PUBLISHING INC | BOOKS | 47.43 | V003740 |
| | LAW JOURNAL PRESS | BOOKS | 267.43 | V003741 |
| | PRACTISING LAW INSTITUTE | BOOKS | 613.42 | V003742 |
| | ROWMAN & LITTLEFIELD PUBLISHING | BOOKS | 710.01 | V003743 |
| | UNITED NATIONS PUBLICATIONS | BOOKS | 50.98 | V003744 |
| | VERSA TAPE | BOOKS | 572.17 | V003745 |
| | THOMSON REUTERS | BOOKS | 63,922.66 | V003746 |
| | COSMOS SOUND LIGHTING & VIDEO | SPECIAL EVENTS | 100.03 | V003750 |
| | NASA SERVICES | BLDG SVCS | 451.34 | V003751 |
| | PEOPLEG2 | RECRUITMENT | 157.98 | V003752 |
| November 6 | OFFICESUPPLY.COM | SUPPLIES-OFFICE | 179.14 | V003753 |
| | OFFICESUPPLY.COM | SUPPLIES LIBRARY | 839.78 | V003754 |
| | GTT COMMUNICATIONS | TELECOM | 510.77 | V003834 |
| November 7 | LA CAFE | OUTREACH | 115.66 | V003755 |
| | SAP DIGITAL CORP | SPECIAL EVENTS EX | 226.67 | V003756 |
| November 10 | STAMPS.COM | DELIVERY & POSTAG | 24.99 | V003848 |
| November 14 | DOORDASH | BOARD EXPENSE | 141.03 | V003813 |
| November 15 | BLOOMBERG BNA | BOOKS | 1,532.50 | V003757 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 759.04 | V003758 |
| | COPWARE INC | BOOKS | 85.00 | V003759 |
| | DEFENSE RESEARCH INSTITUTE INC | BOOKS | 90.00 | V003760 |
| | INGRAM LIBRARY SERVICES | BOOKS | 221.72 | V003761 |
| | JAMES PUBLISHING INC | BOOKS | 555.17 | V003762 |
| | JURIS PUBLISHING INC | BOOKS | 177.93 | V003763 |
| | PRACTISING LAW INSTITUTE | BOOKS | 1,340.51 | V003764 |
| | WEST ACADEMIC | BOOKS | 51.47 | V003765 |
| November 16 | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 2,052.14 | V003766 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 13,898.15 | V003767 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 2,452.66 | V003768 |
| | PROQUEST LLC COUTTS INFORMATION SER | BOOKS | 393.79 | V003769 |
| | | | 97,672.82 | |

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2018 - December 31, 2018 (CHECKS)
Account No.: 102001

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|-------------|-------------------------------------|-------------------|-----------|-----------|
| | COUNCIL OF STATE GOVERNMENTS | BOOKS | 120.66 | V003770 |
| | TOWER PUBLISHING | BOOKS | 72.00 | V003771 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 455.25 | V003772 |
| | THOMSON REUTERS | BOOKS | 179.47 | V003773 |
| | GOBI LIBRARY SOLUTIONS | BOOKS | 163.44 | V003774 |
| | ALTA FOODCRAFT | KITCHEN SUPPLIES | 190.00 | V003775 |
| | AT&T MOBILITY | TELECOM | 16.24 | V003776 |
| | BANDWIDTH.COM, INC. | TELECOM | 290.58 | V003777 |
| | BRIGHTVIEW | LANDSCAPING | 1,250.00 | V003778 |
| | EX LIBRIS USERS OF NORTH AMERICA | MEMBERSHIP | 235.00 | V003779 |
| | FARONICS | CAPITAL WIP | 1,984.50 | V003780 |
| | GTT COMMUNICATIONS | TELECOM | 378.50 | V003781 |
| | KONICA MINOLTA BUSINESS | COPY CENTER | 743.36 | V003783 |
| | LASERCARE | HARDWARE MAINT | 180.00 | V003784 |
| | OCLC INC | BIBLIOGRAPHICAL S | 1,302.26 | V003785 |
| | OFFICE DEPOT | SUPPLIES-OFFICE | 891.38 | V003786 |
| | PAN AMERICAN PEST CONTROL CO | BLDG SVCS | 276.00 | V003787 |
| | SPECTRUM | TELECOM | 1,106.72 | V003788 |
| | ORIENTAL TRADING COMPANY | STAFF MEALS & EVE | 265.99 | V003814 |
| November 19 | | | | |
| | BJ PARTY SUPPLIES | SPECIAL EVENTS | 2,908.33 | V003797 |
| | CORODATA | BLDG SVCS | 47.87 | V003798 |
| November 27 | | | | |
| | PHOTOBOOTH365 | STAFF MEALS & EVE | 450.00 | V003815 |
| | LA CAFE | ROOM RENTAL | 40.15 | V003877 |
| November 28 | | | | |
| | ENTERTAINMENT SERVICES (ES) | STAFF MEALS & EVE | 950.00 | V003816 |
| | FEDEX | MISC EXP | 3,000.00 | V003849 |
| November 29 | | | | |
| | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 446.05 | V003800 |
| | CCH INCORPORATED | BOOKS | 495.63 | V003801 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 1,797.41 | V003802 |
| | PROQUEST LLC COUTTS INFORMATION SER | BOOKS | 570.22 | V003803 |
| | DATA TRACE PUBLISHING COMPANY | BOOKS | 439.90 | V003804 |
| | JAMES PUBLISHING INC | BOOKS | 217.91 | V003805 |
| | JURISNET LLC | BOOKS | 123.49 | V003806 |
| | LIBRARY OF CONGRESS CDS | BOOKS | 525.00 | V003807 |
| | NEW JERSEY LAW JOURNAL | BOOKS | 254.05 | V003808 |
| | PRACTISING LAW INSTITUTE | BOOKS | 202.96 | V003809 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 2,246.40 | V003810 |
| | THOMSON REUTERS | BOOKS | 13,580.56 | V003811 |
| | GOBI LIBRARY SOLUTIONS | BOOKS | 220.00 | V003812 |
| | ALTA FOODCRAFT | KITCHEN SUPPLIES | 282.22 | V003817 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 32,945.79 | V003818 |
| | INFINISOURCE INC | PAYROLL/HR BENEFI | 75.00 | V003819 |

169,504.66

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2018 - December 31, 2018 (CHECKS)
Account No.: 102001

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|---------------------------|--|-------------------------------|-----------|-----------|
| November 30 | KONICA MINOLTA BUSINESS | COPY CENTER | 32.21 | V003820 |
| | LASERCARE | SUPPLIES-OFFICE | 256.12 | V003821 |
| | OFFICE DEPOT | SUPPLIES-OFFICE | 440.69 | V003822 |
| | STATE COMPENSATION | WORKERS COMP | 5,261.58 | V003823 |
| November 30 | AMERICAN BAR ASSOCIATION | BOOKS | 74.65 | V003824 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 20.87 | V003825 |
| | BLOOMBERG BNA | BOOKS | 217.98 | V003826 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 1,134.14 | V003827 |
| | DATA TRACE PUBLISHING COMPANY | BOOKS | 219.95 | V003828 |
| | ALM THE LEGAL INTELLIGENCER | BOOKS | 319.60 | V003829 |
| | INSTITUTE OF CONTINUING LEGAL EDUCA | BOOKS | 138.50 | V003830 |
| | PRACTISING LAW INSTITUTE | BOOKS | 1,270.31 | V003831 |
| | THOMSON REUTERS | BOOKS | 63,585.21 | V003832 |
| | WILLIAM S HEIN & CO | BOOKS | 7.00 | V003833 |
| December 1 | CDW GOVERNMENT INC | SOFTWARE MAINTE | 1,234.71 | V003850 |
| December 5 | GTT COMMUNICATIONS | TELECOM | 158.85 | V003835 |
| December 6 | LEXISNEXIS ONLINE SERVICES | BOOKS | 30,596.00 | V003836 |
| December 10 | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 2,238.73 | V003837 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 310.23 | V003838 |
| | GEORGE T BISEL COMPANY | BOOKS | 188.40 | V003839 |
| | PROQUEST LLC COUTTS INFORMATION SER | BOOKS | 1,019.86 | V003840 |
| | LAW JOURNAL PRESS | BOOKS | 2,597.69 | V003841 |
| | NEUBAUER & ASSOCIATES | BOOKS | 50.00 | V003842 |
| | PRACTISING LAW INSTITUTE | BOOKS | 377.28 | V003843 |
| | ROCKY MOUNTAIN MINERAL LAW FOUNDATI | BOOKS | 206.00 | V003844 |
| | ROWMAN & LITTLEFIELD PUBLISHING | BOOKS | 66.59 | V003845 |
| | CITY OF THOUSAND OAKS | BOOKS | 36.86 | V003846 |
| December 11 | PROQUEST INFORMATION AND LEARNING | BOOKS | 1,535.10 | V003847 |
| December 13 | BRIGHTVIEW | LANDSCAPING | 1,250.00 | V003851 |
| | INFINISOURCE INC | PAYROLL/HR BENEFI | 1,660.00 | V003852 |
| | NASA SERVICES | BLDG SVCS | 451.34 | V003853 |
| | OCLC INC | BIBLIOGRAPHICAL S | 752.70 | V003854 |
| | PAN AMERICAN PEST CONTROL CO | BLDG SVCS | 98.00 | V003855 |
| | WOODS MAINTENANCE SERVICES, INC ** VOIDED ** | JANITORIAL SVCS | 0.00 | V003856 |
| | BJ PARTY SUPPLIES | STAFF MEALS & EVE | 240.00 | V003857 |
| | December 14 | WOLTERS KLUWER LAW & BUSINESS | BOOKS | 2,219.79 |
| LEXISNEXIS MATTHEW BENDER | BOOKS | 475.34 | V003859 | |

290,884.79

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2018 - December 31, 2018 (CHECKS)
Account No.: 102001

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|-------------|-------------------------------------|-------|------------|-----------|
| | BLOOMBERG BNA | BOOKS | 670.06 | V003860 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 1,142.39 | V003861 |
| | DATA TRACE PUBLISHING COMPANY | BOOKS | 179.95 | V003862 |
| | KANSAS JUDICIAL COUNCIL | BOOKS | 85.00 | V003863 |
| | LAW JOURNAL PRESS | BOOKS | 9,263.26 | V003865 |
| | METROPOLITAN NEWS COMPANY | BOOKS | 571.59 | V003866 |
| | MUNICIPAL CODE CORPORATION | BOOKS | 2,132.00 | V003867 |
| | NEW JERSEY LAW JOURNAL | BOOKS | 303.18 | V003868 |
| | PRACTISING LAW INSTITUTE | BOOKS | 732.88 | V003869 |
| | ROWMAN & LITTLEFIELD PUBLISHING | BOOKS | 1,234.97 | V003870 |
| | FRANK R THOROLD (PTY) LTD | BOOKS | 455.90 | V003871 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 750.63 | V003872 |
| | WEST ACADEMIC | BOOKS | 1,336.56 | V003873 |
| | THOMSON REUTERS | BOOKS | 77,090.21 | V003874 |
| | AMERICAN LAWYER MEDIA | BOOKS | 475.06 | V003875 |
| December 19 | | | | |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 32,945.79 | V003876 |
| December 21 | | | | |
| | AMERICAN BAR ASSOCIATION | BOOKS | 245.35 | V003878 |
| | LEXISNEXIS MATTHEW BENDER | BOOKS | 484.27 | V003879 |
| | BLOOMBERG BNA | BOOKS | 502.95 | V003880 |
| | CALIF COURT ASSOCIATION | BOOKS | 66.00 | V003881 |
| | CCH INCORPORATED | BOOKS | 131,179.28 | V003882 |
| | CONTINUING EDUCATION OF THE BAR CAL | BOOKS | 1,665.21 | V003883 |
| | DATA TRACE PUBLISHING COMPANY | BOOKS | 219.95 | V003884 |
| | JAMES PUBLISHING INC | BOOKS | 215.00 | V003885 |
| | JURISNET LLC | BOOKS | 648.86 | V003886 |
| | PRACTISING LAW INSTITUTE | BOOKS | 328.17 | V003887 |
| | ROWMAN & LITTLEFIELD PUBLISHING | BOOKS | 317.86 | V003888 |
| | THOMSON REUTERS TAX & ACCOUNTING | BOOKS | 776.36 | V003889 |
| | UNITED NATIONS PUBLICATIONS | BOOKS | 246.78 | V003890 |
| | THOMSON REUTERS | BOOKS | 428.08 | V003891 |
| | STATE BAR OF WISCONSIN | BOOKS | 70.77 | V003892 |
| | WILLIAM S HEIN & CO | BOOKS | 1,546.79 | V003893 |

558,525.64

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2018 - December 31, 2018 (CHECKS)
Account No.: 102004

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|-------------|-----------------------|----------------|-----------|-----------|
| November 5 | LA DEPT WATER & POWER | ELECTRIC/WATER | 21,521.21 | V000059 |
| December 13 | LA DEPT WATER & POWER | ELECTRIC/WATER | 10,775.41 | V000076 |

32,296.62

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2018 - December 31, 2018 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|-------------|---------------------------------------|-------------------|----------|-----------|
| November 5 | OTTO HARRASSOWITZ | BOOKS | 313.34 | 030612 |
| | ESPINOSA MARTIN DE JESUS SANCHEZ ME | BOOKS | 1,220.00 | 030613 |
| | MINISTER OF FINANCE | BOOKS | 164.16 | 030614 |
| | CALIBER ELEVATOR | ELEVATOR MAINT | 1,932.00 | 030615 |
| | ANAHIT PETROSYAN | MILEAGE | 6.65 | 030616 |
| | ROMERO MAINTENANCE LLC | JANITORIAL SVCS | 8,674.17 | 030617 |
| | WOODS MAINTENANCE SERVICES, INC | JANITORIAL SVCS | 175.00 | 030618 |
| November 7 | EMPLOYMENT DEVELOPMENT DEPT | UNEMPLOYMENT INS | 2,700.00 | 030619 |
| November 15 | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 366.14 | 030620 |
| | LIBRAIRIE ERASMUS BV | BOOKS | 35.75 | 030621 |
| | SELDEN SOCIETY | BOOKS | 90.00 | 030622 |
| November 16 | GAUNT | BOOKS | 404.08 | 030623 |
| | AT&T | TELECOM | 117.10 | 030624 |
| | GUARDIAN | PREPAID INS | 7,586.87 | 030625 |
| | NATIONAL 50 SECURITY | SECURITY | 4,987.81 | 030626 |
| | NATIONAL 50 SECURITY | SECURITY | 6,687.11 | 030627 |
| | WHITNEY N ALSTON | REFUND | 140.00 | 030628 |
| | JOEL R BANDER | REFUND | 128.00 | 030629 |
| | JAVIER CHAVEZ HERNANDEZ | REFUND | 140.00 | 030630 |
| | ERIC TERRELL SMITH | REFUND | 140.00 | 030631 |
| | SOREN BABAROUK KHODIA | REFUND | 70.00 | 030632 |
| November 19 | BRIDGES FILTER SERVICE, INC | BLDG SVCS | 614.49 | 030633 |
| | COUNTY OF LOS ANGELES ** VOIDED ***** | HEATING/COOLING | 0.00 | 030634 |
| November 29 | ESPINOSA MARTIN DE JESUS SANCHEZ ME | BOOKS | 1,480.00 | 030635 |
| | PAN PACIFICA | BOOKS | 1,109.00 | 030636 |
| | ESTHER EASTMAN | MEALS | 18.45 | 030637 |
| | METROLINK | TMP | 917.00 | 030638 |
| | NATIONAL 50 SECURITY | SECURITY | 5,682.30 | 030639 |
| | ANAHIT PETROSYAN | MILEAGE | 5.56 | 030640 |
| November 30 | OTTO HARRASSOWITZ | BOOKS | 5,033.01 | 030641 |
| December 10 | LIBROS DE HONDURAS | BOOKS | 1,400.00 | 030642 |
| December 11 | ADRIAN MENDOZA | STAFF MEALS & EVE | 350.00 | 030643 |
| | ARTHUR VASQUEZ | STAFF MEALS & EVE | 700.00 | 030644 |
| | MICHAEL M MOLINARO | REFUND | 140.00 | 030645 |
| | LINDA RAHIMIZADEH | REFUND | 120.00 | 030646 |
| December 12 | | | | |

53,755.99

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2018 - December 31, 2018 (CHECKS)
Account No.: 108000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|-------------|-------------------------------------|-------------------|----------|-----------|
| December 13 | JOSEPHINE TAMIOC DOMINGO | REFUND | 108.00 | 030647 |
| | ABOUT THYME | STAFF MEALS & EVE | 4,200.00 | 030648 |
| | CALIBER ELEVATOR | ELEVATOR MAINT | 966.00 | 030649 |
| | COUNTY OF LOS ANGELES | BANK CHARGES | 49.54 | 030650 |
| | ESTHER EASTMAN | MILEAGE | 19.95 | 030651 |
| | COUNTY LOS ANGELES | BLDG SVCS | 74.00 | 030652 |
| | ROMERO MAINTENANCE LLC | JANITORIAL SVCS | 8,674.17 | 030653 |
| December 14 | BANKS & JORDAN | BOOKS | 132.60 | 030654 |
| | LEXISNEXIS CANADA BUTTERWORTHS CANA | BOOKS | 557.97 | 030655 |
| | LIBRAIRIE DUCHEMIN | BOOKS | 823.02 | 030656 |
| | ROMERO MAINTENANCE LLC | STAFF MEALS & EVE | 200.00 | 030657 |
| | STATE BAR OF SOUTH DAKOTA | BOOKS | 150.00 | 030658 |
| December 18 | WOODS MAINTENANCE SERVICES, INC | JANITORIAL SVCS | 175.00 | 030659 |
| December 19 | GUARDIAN | PREPAID EXP | 7,516.63 | 030660 |
| December 21 | SYNCB AMAZON | BOOKS | 276.25 | 030661 |
| | GALE CENGAGE LEARNING | BOOKS | 3,104.44 | 030662 |
| | OTTO HARRASSOWITZ | BOOKS | 864.03 | 030663 |
| | LAW REPORTS INTERNATIONAL LTD | BOOKS | 330.00 | 030664 |
| | MEXICO SUR | BOOKS | 210.05 | 030665 |
| | UBC LAW REVIEW SOCIETY | BOOKS | 52.23 | 030666 |
| | WILLIAM S HEIN & CO | BOOKS | 3,748.22 | 030667 |

85,880.09

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2018 - December 31, 2018 (CHECKS)
Account No.: 103000

| DATE | PAYEE | FOR | AMOUNT | CHECK NO. |
|-------------|----------------|--------------|--------|-----------|
| November 20 | SEIU LOCAL 721 | UNION DUES | 883.42 | 001621 |
| | SEIU LOCAL 721 | UNION DENTAL | 80.88 | 001622 |
| December 12 | SEIU LOCAL 721 | UNION DUES | 883.42 | 001623 |
| | SEIU LOCAL 721 | UNION DENTAL | 40.44 | 001624 |

1,888.16

MEMORANDUM

DATE: January 23, 2019

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 and Contract Renewal

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 eleventh report, for the January 2019 board meeting, reporting Platinum Member services for December of 2018.

SERVICE UPDATE

In the month of December, we responded to 9 edelivery requests, with a total of 12 documents delivered across these requests. Our average response time to deliver the requested items was 1 hour and 3 minutes. The document requests filled were generally case or statute pulls from subscription databases, though there were requests for secondary sources and requests for scans from our print collection.

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 regarding Platinum Member Services provided to date.

CONTACT RENEWAL

The original term of this contact was one year. In the fall, our contact with the Platinum Member firm reached out to us to request a change in service levels. Subsequently, we explored different scenarios with various options for services LA Law Library could continue to provide. We arrived at an agreement wherein LA Law Library will be available to handle expedited services during more limited hours (from 3-6 on a daily



basis, as well as all day on Saturday), with other requests handled on a non-expedited basis as our regular edelivery requests are handled.

Having a library service available for those hours on the west coast allows their east coast attorneys and librarians to work when library services and vendors might not otherwise be available on the east coast.

The reduction in hours of service will correspond with a reduction in expense for the Law Library and a reduced fee for the service. The reduced hours Platinum Member program is being offered at \$5,000 per month, a reduction from the current monthly fee of \$8,000 per month for fewer than half the hours.

The revised arrangement provides a beneficial compromise whereby the Law Library's net revenue is preserved, the firm's costs are reduced and, perhaps most importantly, the relationship remains intact.

RECOMMENDATION

Staff recommends the Board of Trustees receive and file this update.



MEMORANDUM

DATE: January 23, 2019

TO: Board of Law Library Trustees

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

RE: 2019-20 Workers Compensation Insurance Renewal

SUMMARY

The purpose of this report is to apprise you of the status of the workers compensation coverage renewal efforts for the Law Library *prior to* the February meeting at which time the Board will be asked to select one of the identified options.

The Law Library’s workers compensation coverage must be renewed prior to March 1, 2019. Our broker and staff continue to work diligently to implement safety programs and training to mitigate loss exposures and continue to promote a safety culture. At the Library’s September 2018 all staff meeting, for example, training on proper fire extinguisher use was provided. This and other proactive measures, help the Library mitigate loss while at the same time providing staff with valuable skills.

This year, the Library’s experience modification rating (Ex-Mod) decreased from 205% to 128%. Our hope is that this decrease will help us ensure competitive bids for the upcoming renewal cycle. The Library’s insurance broker is marketing the coverage under the current guaranteed cost program. The broker expects that premium costs will slightly decrease due to the lower Ex-Mod rating.

At this time, neither Staff nor the broker recommends pursuing a Self-Insured Plan (SIP) alternative.

ANALYSIS AND DETAIL

Law Library’s Worker’s Compensation Profile

The Library’s workers compensation program continues to be an area of focus for staff and the Library’s broker. The focus has been on being proactive to prevent losses from occurring in addition to driving down the Library’s experience modification factor. Progress meetings with the Library’s current insurance carrier are scheduled during the year to review open claims and our current work place safety practices and protocols. Incidents are reported timely and corrective actions, if any, are taken immediately.



Exhibit A illustrates the Library's historical frequency and severity over the years. During the 2018-19 policy period, there has been only one claim reported to date..

Exhibit B illustrates the Library's historical total incurred losses for workers compensation versus the total premium paid for workers compensation coverage. During the 2018-19 policy period, the total year to date loss is \$18,737.

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

Exhibit D illustrates the Library's historical Ex-Mod rating as determined by the WCIRB. For the 2019-20 renewal period, our experience modification was established at 128%, a significant decrease from the expiring 205%. We anticipate this to be rerated once any open 2018-19 claim is closed and actual costs are reported.

Guaranteed Cost Program

In anticipation of the renewal, the Library's broker, Keenan & Associates is seeking bids from various workers compensation insurance carriers specializing in high Ex-Mod programs in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier. It is likely that the decrease in our Ex-Mod will open new markets and will have a positive impact on premiums.

State Fund as the incumbent carrier has not yet released the Law Library's quotation. Our insurance broker is continuing to work with the State Fund to secure the renewal quotation in addition to indications from alternative markets.

Self-Insured Plan (SIP)

A self-insured plan is one in which the employer assumes the financial risk for providing Workers' Compensation benefits to its employees by assuming responsibility up to a self-insured retention amount and purchasing excess insurance coverage for amounts above the retention. In other words, self-insured employers pay the cost of each claim 'out of pocket' as they are incurred instead of paying a fixed premium to an insurance carrier. Self-insured employers are required to provide the same scope of benefits as an insurance company. Claims must be adjusted in California, and new self-insurers are required to use a licensed third-party administrator (TPA) for their first three years of self-insurance. After that time, self-administration may be permitted.

Three years ago, Keenan secured formal quotes for the Board in order to evaluate the self-insurance option. Ultimately, the self-insured approach proved both riskier and higher in cost and was therefore not selected by the Board. This year, Keenan does not recommend repeating the exercise and Staff does not believe the outcome



would be different. Accordingly, we do not anticipate presenting a self-insured option for consideration.

NEXT STEPS

Barring any different direction from the Board, the Library will not obtain quotes for the self-insurance option. Other bids for fixed premium options will be collected and if available, a comparison of all bids will be presented at the February meeting. Additionally, the Library's workers' compensation program is part of the insurance brokerage firm RFP being presented to the Board in a separate memo. Staff has received confirmation from prospective brokers that they are able to work within the Library's timeframe and meet the February meeting deadline to present adequate renewal options for the Board.

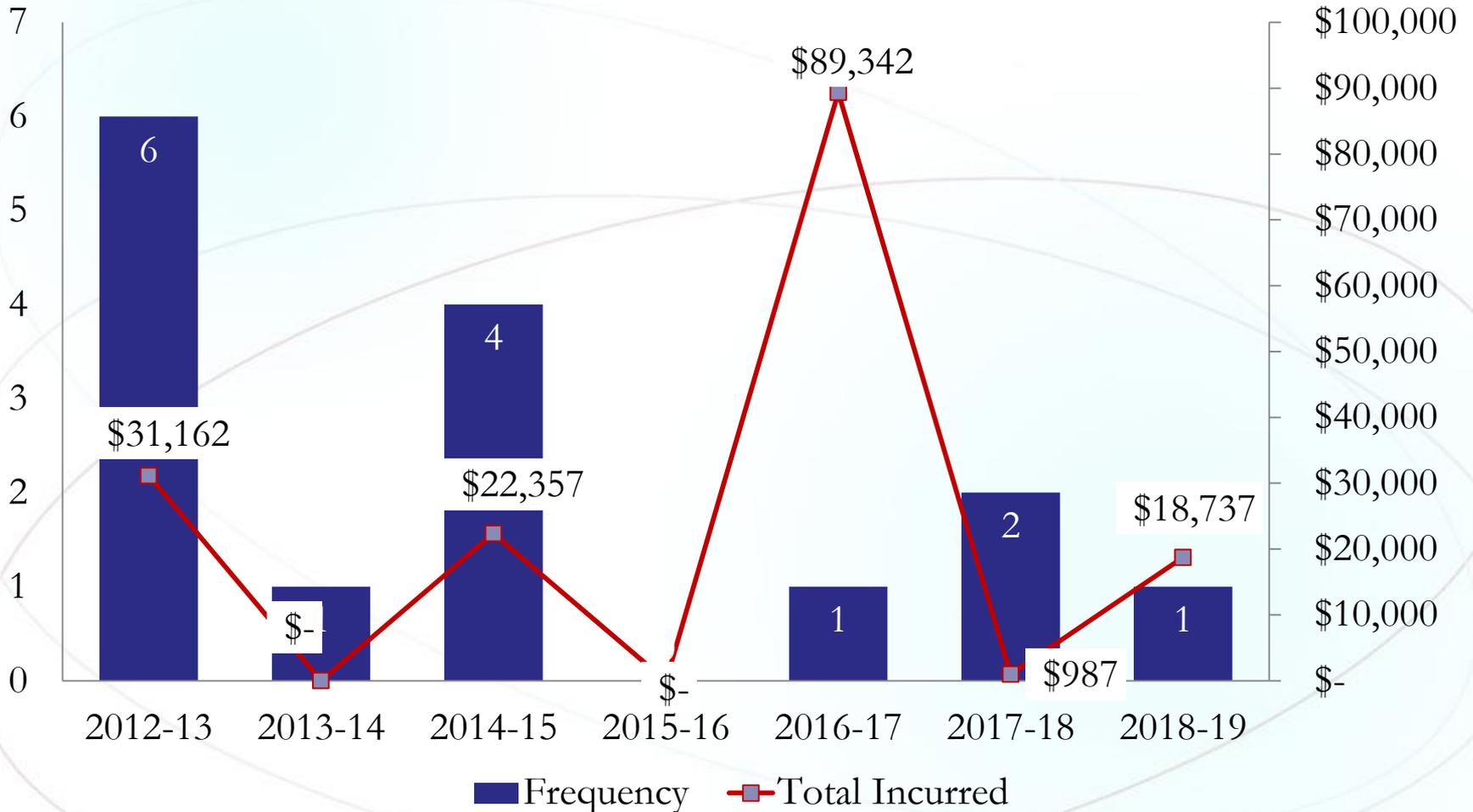
RECOMMENDATION

Staff recommends that the Board receive and evaluate this information. If there are any questions or issues of concern, Staff recommends removing the item from the Consent Calendar for discussion so that the Board can identify those issues and the matter can be presented with all necessary information at the February meeting.

Attachments

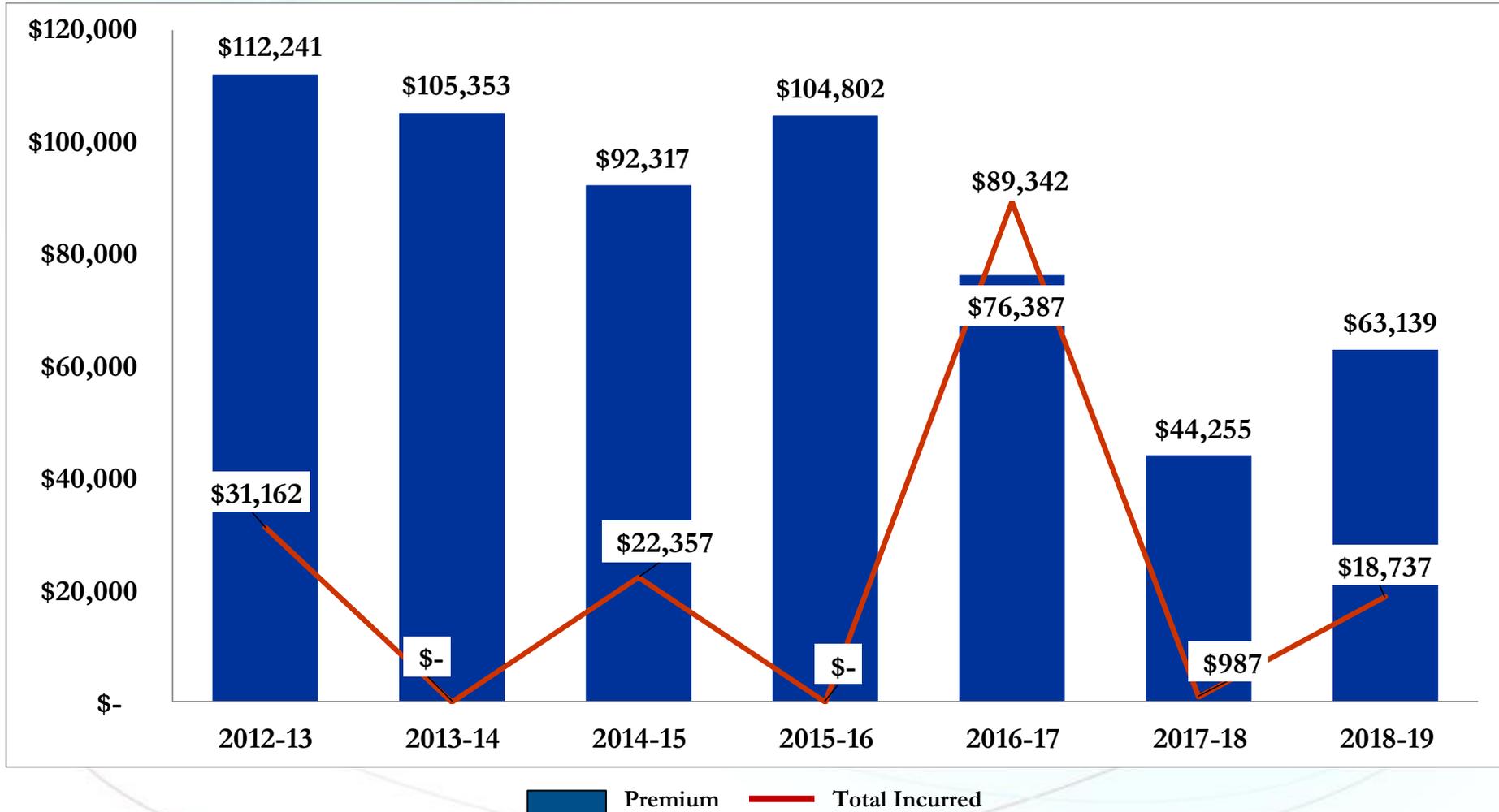


WC Frequency & Severity



Valued as of: 1/16/19

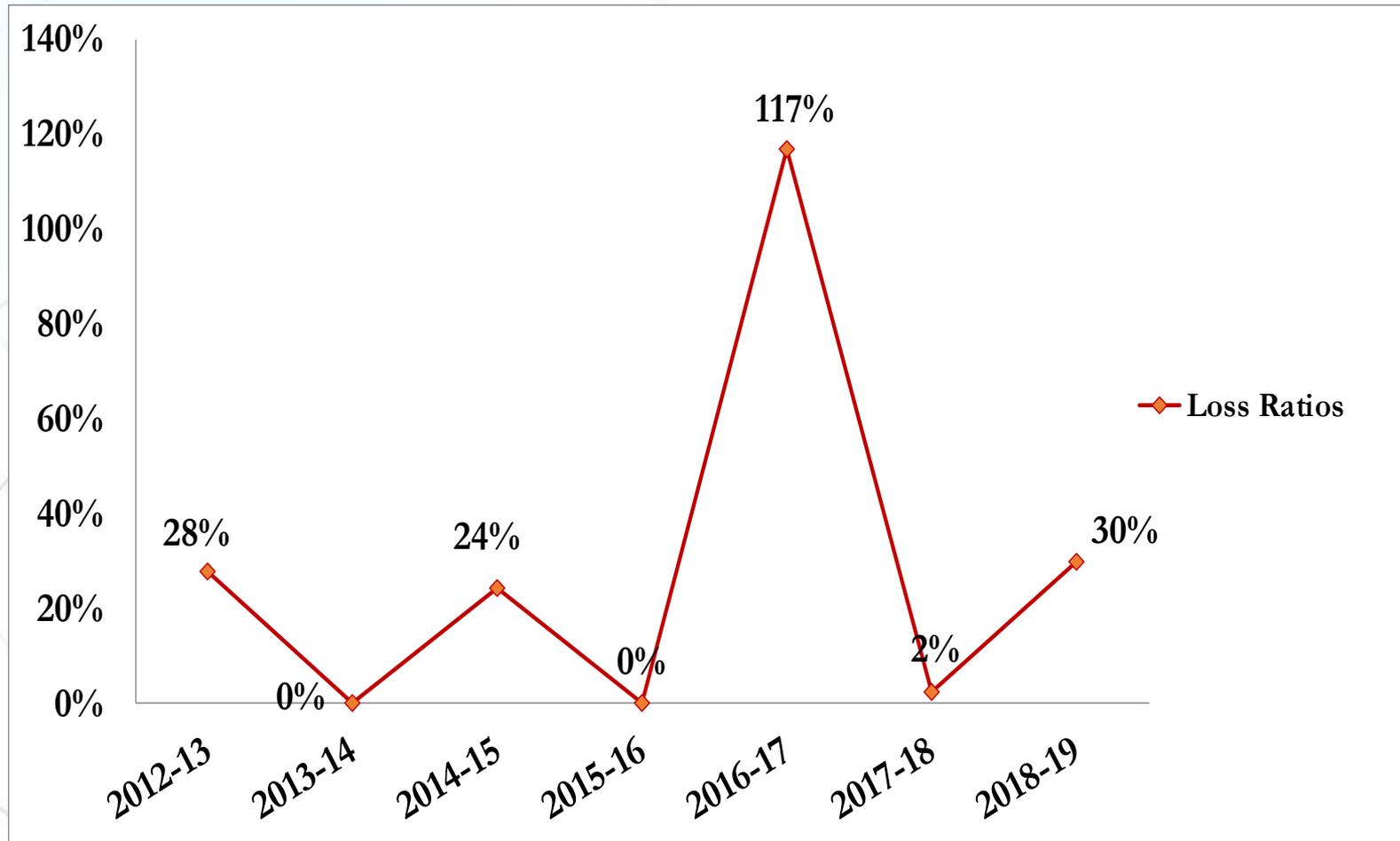
WC Program History



Valued as of: 1/16/19

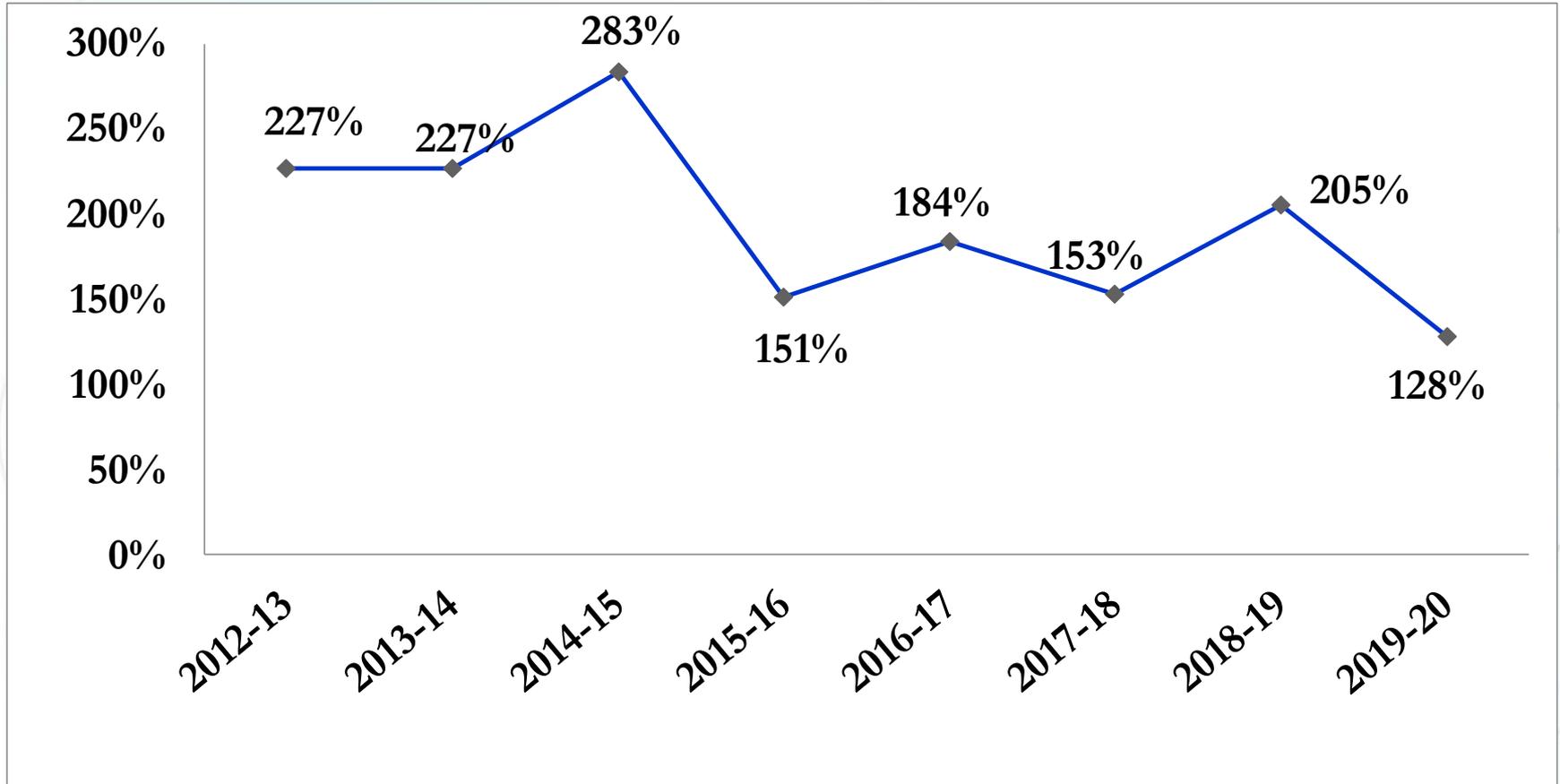
Workers Compensation Loss Ratios EXHIBIT C

Loss Ratios = Total Incurred / Premium



Valued as of: 1/16/19

WCIRB Ex-Mod History



LA Law Library
Fiscal Year Quarterly Statistics

| | | | FY16 2nd Quarter | FY17 2nd Quarter | FY18 2nd Quarter | FY19 1st Quarter | FY19 2nd Quarter | FY19 2nd Quarter Notes |
|---|---|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| 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 | | 111 | 112 | 103 | 129 | 140 | |
| | New Serials | | 19 | 34 | 23 | 21 | 25 | |
| | Print Volumes Added | | 1,376 | 1,210 | 1,295 | 1,792 | 1,409 | |
| | Non-Print Media Added | | | | | | | |
| | | | 4,454 | 197 | 5,454 | 126 | 200 | |
| | Records Cataloged/Updated | | 477 | 681 | 296 | 865 | 485 | |
| | Print & Non-Print Withdrawn | | 578 | 1,215 | 708 | 440 | 540 | |
| Brief Scanning Project | | | | | | | | |
| | Briefs Logged (Google) | | 19308 | 332 | 10,420 | 16,192 | 11,743 | |
| Website Statistics | | | | | | | | |
| | Visitors | | 21,877 | 22,355 | 23,096 | 31,942 | 22,725 | |
| | Visits (previously counted as "Pages Viewed") | | 101,052 | 89,623 | 87,779 | 100,275 | 90,517 | |
| | Average Daily Visits | | 1,099 | 974 | 954 | 1,143 | 379 | |
| | Average Duration | | 4:00 | 3:12 | 3:12 | 2:28 | 3:01 | |
| | Visitors: US | | 97.54% | 97.26% | 98.70% | 98.00% | 97.74% | |
| | Visitors: International / Unspecified | | 2.46% | 2.74% | 1.30% | 2.00% | 2.26% | |
| Training and Events (Includes Main & Branch locations) | | | | | | | | |
| | Public Classes Held | | | | | | | |
| | Internal speaker | | 24 | 29 | 31 | 33 | 42 | |
| | Guest speaker | | 19 | 31 | 65 | 50 | 81 | |
| | MCLE Classes Held | | | | | | | |
| | Internal speaker | | 1 | 2 | 0 | 1 | 0 | |
| | Guest speaker | | 18 | 7 | 8 | 4 | 6 | |
| | Clinics/ Workshops Held | | 39 | 44 | 41 | 33 | 65 | |
| | | Total | 101 | 113 | 145 | 121 | 194 | |
| | Class Attendance Total (Estimated) | | 2,427 | 2,093 | 1,791 | 1,456 | 3,480 | |
| Visits to Main Branch | | | | | | | | |
| | Number of Patron Visits (front door) | | | | 24,218 | 25,434 | 24,400 | Lower count in 2nd quarter due to long holiday closures in Nov. & Dec. |

MEMORANDUM

DATE: January 23, 2019

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Revised Job Description for Administrative Clerk,
Finance – Accounts Payable

INTRODUCTION AND SUMMARY

The Administrative Clerk for Finance – Accounts Payable will retire February 1, 2019 after 26 years of employment. A recruitment is underway. Before filling the position, Staff would like to make minor changes to update the job description, including the required and preferred educational qualifications. The changes are consistent with the actual duties performed and the required expertise and experience for other Clerk positions at the Law Library.

The attached job description reflects these proposed changes, in redline format. Once a job description is approved, the Law Library will complete recruitment for the position.

RECOMMENDATION

Staff recommends that the Board approve the attached updated job description.



LA LAW LIBRARY JOB DESCRIPTION

| | |
|-----------------------------|-----------------------------|
| Title: | Administrative Clerk |
| Department: | Accounting |
| Focus: | Accounts Payable |
| Reports to: | Finance Manager |
| Position Supervised: | None |
| FLSA Status: | Non-Exempt |
| Salary Grade: | 2 |
| Union Status: | Represented |
| Effective Date: | |

Position Summary

Under the direction of the Finance Manager, provides support for the Accounts Payable function within Administrative Services. Additional major responsibilities include Supplies Management and Cash Management.

Responsibilities and Duties

Under general supervision, the Administrative Clerk is responsible for the following:

Accounts Payable:

- Processes vendor invoices for payment securing appropriate documentation and approvals.
- Prepares County Warrants for all vendor invoices greater than \$10,000; coordinates delivery and pick-up of requested warrants.
- Prepares monthly Use Tax Report and files taxes reports and payments.
- ~~Processes reimbursement of staff transportation allowance benefit.~~
- Monitors and replenishes revolving account balance as needed in accordance with policy.
- Monitors and replenishes the Library's Petty Cash fund.
- Manages Bank's Payee Positive Pay program.

Supplies Management

- Maintains adequate inventory of office and kitchen supplies and orders replenishments as necessary.
- Maintains, organizes, and securely stores supplies.
- Coordinates with Mailroom the delivery and distribution of supplies.
- Manages office/computer supplies for all departments within the Library.

Cash Management

- Collects cash, checks, and credit card receipts accumulated in Library, including Copy Center, Circulation, Document Delivery, Vending, on scheduled basis.
- Counts, logs and verifies all collected cash on a daily basis and delivers to Accounting Technician.

Other Responsibilities

- Responsible for filing and/or scanning and maintaining all vendor invoices.
- Responsible for filing and maintaining cancelled checks based on retention schedule.
- On an annual basis, will shift current invoices to storage based on retention schedule.
- Provides assistance during annual financial audits; provides documentation or records as requested.
- Assists with special accounting projects/programs as may be required.
- Other duties as assigned.

Position Qualifications

Required

- High School diploma or GED Associate's Degree with Emphasis in Accounting or Business.
- Minimum of two (2) years of related experience or demonstrated proficiency in general accounting and cash management.
- Effective written and oral communication skills.
- Basic knowledge of accounting software.
- Ability to operate calculator, computer and other general office equipment.
- Ability to work both independently and as part of a team.
- Ability to exercise sound judgment and make independent decisions in accordance with established guidelines and procedures.

Preferred

- Associate's Bachelor's Degree with emphasis in Accounting or Business.
- Prior experience in Accounts Payable and Cash Management functions.
- Extensive experience with data entry and record keeping.
- Proficiency in Microsoft Office suite.
- Demonstrated experience ordering and maintaining supplies.

Work Environment

Will be working in a busy office environment. Will provide on-site and off-site training programs.

Physical Abilities Required

- Requires the ability to lift, push, pull up to 50 lbs. May require bending, stooping, reaching, twisting and crawling. Must be able to travel from one branch location to another.
- Sitting at a desk: medium time, 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, walking: periods of 15+ min. on a regular basis assisting and retrieving materials for library users.
- Extensive use of a computer, keyboard, and mouse.

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: January 23, 2019

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Approval of Certain One-Time Funding Projects and Related Budget Amendment

BACKGROUND AND SUMMARY

In anticipation of receipt of the one-time supplemental funding from the State of California General Fund, on August 22, 2018 the Board reviewed and discussed a list of potential projects and services to be funded with these new monies. The list was preliminary in nature and, although the Board made favorable comments, no formal approval was requested or provided at that time.

The one-time funding money has been received by the Law Library. Each month, Staff requests approval of projects and the necessary, related budget amendments, as the feasibility, scope and costs of the proposed projects are developed. These are presented as consent calendar agenda items in light of the fact that the Board previously reviewed the conceptual list of ideas with preliminary cost estimates and was supportive.

DISCUSSION

Attached is a list of projects, along with the cost information, now recommended for approval and inclusion in the FY19 budget. Each of these projects was previously reviewed by the Board on August 22 when it reviewed the preliminary project list.

RECOMMENDATION

Staff recommends that the Board approve implementation of the proposed projects and amend the FY19 budget to include the expenditures indicated on the attached project list.



ONE TIME FUNDING PROPOSALS

| # for Identification (does not reflect priority) | Department Initiating | Project/Program | Rough Cost Estimates | Comments |
|--|-----------------------|---|--|--|
| 1 | PATRON SERVICES | <p>Revamp and authenticate the Representing Yourself section of the library’s website. (The material was self-published initially.) A contract attorney could update and expand on the self-help section of the website. IT support will be required to facilitate website changes to content and possibly website design framework.</p> <p>Phase 1: Jan – Feb 2019: recruit appropriate contract attorneys with subject matter expertise</p> <p>Phase 2: Feb – June 2019: Oversee Updates (includes writing new content) to and expansion of following EXISTING website tabs: Get Legal Help; LA Superior Court Services; Find Your Court; Find Court Forms</p> <p>Phase 3: July – Oct 2019: Expanding of Representing Yourself website to include new tabs: Free Legal Consultations (Lawyers in the Library) including short video on How to Talk to a Lawyer; Appealing a Case Going to Federal Court and Considering Bankruptcy and incorporate briefs.</p> <p>Phase 4: Nov 2019 – April 2020: new forms packets and step-by-step guides for Find Legal Information – using new CCCLL website resource. Conform look and feel of Find Legal Information tab on main LALL</p> | <p>\$100K</p> <p>Phase 1: No cost</p> <p>Phase 2: \$12,500 – contract attorney @ \$150 per hour:</p> <p>Phase 3: \$12,500 -- contract attorney @ \$150 per hour</p> <p>Phase 4: \$25,000: contract attorney at \$150 per hour:</p> | <p>Requires Communications participation to make changes; Requires IT participation if design changes are required</p> |

| | | | | |
|---|-----------------|---|---|--|
| | | <p>website to eBranch and reading room computer interface.</p> <p>Phase 5: May 2020 – Oct 2020: Expanding of Representing Yourself website to include additional tabs, incorporating sample non litigation based form samples; identifying and linking to administrative agency complaint processes; adding original content regarding initiating an administrative agency proceeding.</p> <p>Phase 6: Additional recommendations from attorney for additional content tabs</p> | <p>Phase 5: \$25,000 Contract attorney at \$150 per hour</p> <p>Phase 6: \$5-25,000</p> | |
| 2 | PATRON SERVICES | <p>E-branches. Assess and update any incorrect links as well as conform look and feel of Find Legal Information section of main website to eBranch. IT support will be required to facilitate website changes to content and possibly website design framework.</p> <p>Phase 1: Jan – Feb 2019: recruit appropriate newer attorney with subject matter familiarity; replace existing eBranch PC hardware.</p> <p>Phase 2: Feb – June 2019: Update and remove broken links; Expand to include additional sections on CA Courts website and representative links to Lexis, CEB, Westlaw and Nolo. Review current and add additional sections and links to legal research databases. Subject area specialties include: 1) civil, RO, conservatorships; probate; 2) family, DV, name change; 3)criminal; 4) landlord-tenant, traffic, consumer; small claims and 5) gender change</p> | <p>Total \$40-70K</p> <p>Phase 1: \$ 15-20K</p> <p>Phase 2: \$22,500K -- \$150 per hour</p> | <p>Requires Communications participation to make changes; IT participation if design changes are required</p> <p>IT to replace existing eBranch PC hardware.</p> |

| | | | | |
|-----|-----------------|---|---|---|
| | | Phase 3: July 2019 – November 2019 Conform look and feel of step by step guides and form packets to reading room computers and eBranch | Phase 3: No Action Required at This Time (Cost TBD depending on extent of changes) | |
| 5 | PATRON SERVICES | <p>Conduct a major shift of the overcrowded closed stacks, and move old/fragile materials to Rare Book Room.</p> <p>Phase 1: January/February 2019 – Investigation and assessment of materials in RBR. identify materials in stacks for removal to RBR.</p> <p>Phase 2: March 2019 – May 2019 – Mitigation of any damaged/hazardous materials in RBR. Organization and consolidation of materials in RBR.</p> <p>Phase 3: June 2019 through August of 2019 – Remove old/fragile materials from closed stacks into RBR. Backfill newly opened space, backshift materials on 5th and 4th floor.</p> | <p>\$17,500 to \$32,500 total;</p> <p>Investigation: \$2,500</p> <p>Mitigation: \$0.00 to \$15,000</p> <p>Temporary staff: \$15,000</p> | Also involves CMS time to amend records of books weeded or moved to RBR |
| 28A | COMMUNICATIONS | Spanish version of website; translation & graphic design | \$30-50K | Will require IT participation |

MEMORANDUM

DATE: January 23, 2019

TO: Board of Law Library Trustees

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

RE: Acceptance of Financial Statement Audit Report for the Fiscal Year
Ended June 30, 2018

RECOMMENDATION

Staff recommends that the Board accept the final version ([Click Here](#)) of the financial statement audit report for the fiscal year ended June 30, 2018 as reviewed and discussed at the Board's October 24, 2018 regular meeting.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Insurance Broker Contract Award
- 4.2 Confirmation of Continuing Need to Undertake Emergency Repair of Pavement Damage Due to Burst Pipe
- 4.3 Commendation to Yocanda Castillo Upon her Retirement

MEMORANDUM

DATE: January 23, 2019

TO: Board of Law Library Trustees

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

RE: Approval of Retention of Insurance Broker

Introduction:

Staff issued a request for proposals for insurance broker services to identify a broker who could obtain insurance coverage to meet the Library's needs, including its property and casualty, directors' & officers' liability, employment liability, workers' compensation, and earthquake insurance requirements.

As a result of the proposal process, Staff recommends that Alliant Insurance Services, Inc. be retained to meet the library's needs and obtain qualified, professional insurance services.

Background:

The library invited proposals from brokers with reputations for providing excellent service to public and nonprofit entities and represented a range in size from medium to very large. The list of invited brokers is as follows:

- Arroyo Insurance Services
- Gallagher Insurance
- Alliant Insurance Services, Inc.
- Keenan & Associates

Additionally, the RFP was also published on the Library's website making it available to qualified insurance brokers.

Of the four invited proposers, two responded. The RFP proposals from each are summarized in the attached chart and are accessible in full at the following link:

- [Keenan](#)
- [Alliant](#)



The proposals provided information as follows:

- A brief history of the brokerage firm, its size, specialization, ownership relationships, financial information, and the names and backgrounds of the proposed broker team
- A description of the firm's public entities expertise,
- A list of representative accounts
- A list of clients lost during the past three years
- A description of how the broker successfully has limited clients' risk exposure and minimized claims, particularly workers compensation claims
- A commission or fee proposal and an indication of whether the broker would be agreeable to a commission cap.

References were contacted and research was completed to validate each firm's responses to the RFP.

Analysis:

Responsiveness of Proposal:

Both proposals were thorough, informative, well-organized, and addressed each of our criteria competently and in a manner that conveyed they had given our needs and concerns careful consideration.

Qualifications and Reference Checks:

- Both proposers appear to be excellent firms and Staff believes either would provide better-than-sufficient insurance broker services. Keenan & Associates (Incumbent): Keenan is a privately held corporation (55% employee-owned) incorporated in 1972 and based in Torrance, CA. It maintains a network of 9 offices throughout California and has over 700 employees. It derives more than 90% of its revenue from serving the insurance needs of California public agencies. In 2017, Keenan joined AssuredPartners, Inc. (AP) family of companies. Keenan has a solid insurance policy review and marketing team, well-designed risk management and loss control services and extensive occupational safety programs for clients including online courses. Keenan has been providing brokerage services to the Law Library for the past 5 years and has provided excellent service.
- Alliant Insurance Services, Inc.: Alliant is a privately held company established in 1972 headquartered in Newport Beach, CA with over 100 offices and 3,600 employees nationwide. Alliant's public entity division was established in 1977 and has become its largest specialty division representing more than 30% of the company's annual revenue. Alliant prides itself in its proprietary group purchasing programs for property and general liability. It also has a strong risk control program which incorporates in-person and online trainings, webinars, and newsletters.



Clients include over 100 Libraries and Law Libraries, State governments, special districts, and cities.

References for companies were very positive. Although this is to be expected, the commendations each received about their commitment to service and their responsiveness to clients' needs were impressive.

Cost and Value:

Both firms offered the option of a fixed fee or a percentage commission fee. Staff recommends a fixed fee option both for predictability and planning consistency and to ensure that the broker's interests align with the Law Library's in obtaining the lowest premium rates. At a fixed fee of \$23,500 for year 1, Alliant was the lowest, qualified bidder. Keenan's proposed fixed fee commission was \$43,500. Keenan's percentage commission fee was similarly higher than Alliant's.

Background and Experience with Public Entities:

Keenan's team is professional and knowledgeable with substantial experience providing insurance service to public entities. The company currently works with more than 600 California public agencies. As the incumbent broker, Keenan has been able to reduce the Library's premiums by 44% over the last 5 years by restructuring lines of coverages. It has worked with staff to manage claims and has been an ally in the Library's safety culture.

Alliant also has a substantial public entity presence in California, providing insurance services to the State, Counties, Cities, Special Districts and Libraries and Law Libraries. Reference calls were positive and illustrate a broker firm who is responsive, professional, with leverage in the insurance market that it uses to the advantage of its clients.

Staff Recommendation: Staff recommends that the Board authorize, effective immediately, acceptance of Alliant Insurance Services, Inc.'s proposal and retention of Alliant as the library's broker of record at a fixed fee of \$23,500 renewable annually for two additional years at a rate not to exceed the proposed fixed costs outlined in the RFP.

Attachment



Insurance Broker RFP: Summary of Responses

December 2018

1. Provide a brief history and description of the Firm. Include the size and areas of specialization. Identify any parent or subsidiary relationships or affiliated entities.

2. Provide the Firm's financial information.

3. Provide the names and resumes of individuals you plan to assign to the account and explain why they were assigned. Include account executives, marketing personnel, technical representatives or others that would be actively involved.

4. Identify the individual within the Firm who would have overall responsibility and identify the office in which each team member is located.

5. List the Firm's expertise in public entities, including independent public agencies, and libraries.

6. Provide the names, addresses and telephone numbers of at least three (3) accounts handled by your Firm.

7. Please state where the Firm has made improvements and saved dollars.

Alliant Insurance Services, Inc.

Alliant was established in 1925 in San Diego, California as the Robert F. Driver Company. Incorporated in Delaware on November 12, 1997, today Alliant is a privately held corporation with **3,650+ employees** headquartered in Newport Beach, CA. They have an entire focus on selected industry segments including public entity, education, construction, real estate, healthcare, tribal nations, hospitality, non-profits, and legal professionals.

\$1.2B revenue in 2017.

Robert Lowe, Team Lead (Los Angeles) -- Dennis Mulqueeney, Peer Review (San Francisco); Courtney Ramirez, Account Executive (Newport Beach); Christopher Gray, Account Manager (Newport Beach) **ADDITIONAL RESOURCES:** Tim Leech, Loss Control Consultant (Newport Beach); Robert Frey, Claims Advocate (San Francisco)

Robert Lowe, Vice President (Los Angeles)

Alliant's public entity division was established in 1977. Alliant's Public Entity Practice is its largest specialty division and represents more than 30% of the company's annual revenue. Their public entity clients range in different sizes from small regional entities to large public entity pools like the CSAC Excess Insurance Authority (CSAC EIA). They have more than 200 employees dedicated solely to public entity.

CA Join Powers Risk Management Authority; City of Anaheim; City of Ontario; City of Gardena; City of Redondo Beach; County of Los Angeles.

Alliant provided 6 examples. **Example 3:** A group of Cities has been a client since 2005. They currently have over \$16 billion in Total Insurable Value. When we first began working with this client we placed their property we saved them more than \$1,000,000 dollars utilizing our leverage in the marketplace. We also implemented a \$4,000,000 aggregate stop on the program to help them hedge against a frequency of catastrophic losses. Based on our performance, we also were given opportunities to quote their Workers' Compensation and Excess Casualty lines. As a result, we saved an additional \$1.5 million on the placements.

Keenan & Associates

Founded in 1972, Keenan & Associates is the largest privately held broker in California. It has **753 employees**, is headquartered in Torrance, CA and maintains a network of 9 offices throughout CA. In 2017, Keenan joined AssuredPartners, Inc. (AP) family of companies. AP acquires and invests in insurance brokerage business across the United States, Canada, and in London. Keenan became the public entity leader for AP to provide national public entity expertise.

AP family of companies in excess of \$1 billion annually.

Vanessa Peña, Account Executive; Monica Mojarro, Account Manager; Christine Gerbasi, VP, Property & Casualty; Eric Preston, VP, Loss Control & Safety Services; Rena Svetic, P&C Marketing Senior Account Manager; Jessica Blushi, Assistant VP, P&C Marketing; John Stephens, Senior VP, P&C Public Agency Practice Leader; Eva Gutierrez, VP, P&C Marketing

Vanessa Peña will continue to have overall responsibility for the Library's account working out of the Riverside office. The rest of the team will work out of either Torrance or Riverside.

Keenan has specialized with CA public agencies since its inception in 1972. CA public agencies represent 90% of their overall business which include cities, counties, transit agencies, special districts, school districts and community college. The remaining 10% is healthcare.

City of Upland; City of Cudahy; City of Palm Springs.

Keenan provide 2 examples. **Example 1:** In the 2017-18 program year, Keenan completed a property loss analysis taking into account the Law Library's statement of values to determine what the maximum probable amount of loss would be in the event of a significant amount of loss. The report was able to provide a value of the catastrophic loss based upon analytical data used within the insurance marketplace. As a result, Keenan restructured the Law Library's DIC program, also known as earthquake and flood, which produced a 26% reduction in premium savings.

Insurance Broker RFP: Summary of Responses

December 2018

Alliant Insurance Services, Inc.

Keenan & Associates

8. List significant clients lost during the last three years including any library or public entity clients.

Alliant is proud of our 98% client retention over the past several years. The Public Entity group has not lost any significant/high profile clients over the past three years.

City of San Marino was recently lost for excess workers' compensation insurance brokerage services. Keenan was the City's broker for four years and was replaced as broker effective October 12, 2018.

9. Describe how the Firm has collaborated with clients and insurance carriers to limit risk exposures and minimize claims, particularly regarding workers compensation insurance.

Alliant believes in a collaborative risk management approach that includes the client, broker, underwriter and loss control representatives. They have developed a number of no cost resources that the Library can utilize including: Risk Control Online Video Streaming, Risk Control Hotline & Alerts, Smart Phone Emergency Preparedness Application, Risk Control Webinars, Newsletters and Fact Sheets. Alliant provides integrated loss control management solutions to public sector clients and provides assistance with building best practices, training calendars, site specific solutions, I.I.P.P program development/enhancement and provides in-person and webinar training. Alliant can provide the Library with in person workers' compensation 101 training sessions for staff and managed care/cost containment discussion, ergonomics training, Best Practices for internal department meetings; to foster education and knowledge about the insurance industry, your specific excess workers' compensation program and legal updates. These training sessions will be tailored to your needs and requests. These training sessions are on an as-need basis and the cost is included in our proposed compensation.

Keenan's overall objective is to: 1.) lower the cost of risk; 2.) create predictability and stability for operations from a risk management perspective; 3.) Develop a sustainable risk management culture; 4.) Establish an Enterprise Risk Management approach for adaptation by including industry acceptable written procedures for safety, insurance purchasing and loss mitigation; and 5.) Evaluate the ongoing need for a Risk Manager (in-house versus outsourced). Keenan provides an online safety training and tracking program for clients (**SafePersonnel**); In addition, it makes available to its clients its **P&C Bridge** web portal. P&C Bridge enables clients to bridge compliance, training, communication, and Risk Management in one secure platform.

10. Detail how the Firm desires to be compensated, e.g., fees or commissions, and explain your rationale. If the Firm proposes a fee, how does your company propose to determine the level of the fee?

Alliant proposes either a **Firm Fixed Cost Structure** or a **Commission Based Compensation Structure**. Under the Firm Fixed Cost Structure, their flat fee pricing structure takes into account brokerage services of those placements contemplated within this RFP. Additional lines of coverage (i.e. new placements) would be billed at the established commission cap of 10%. For **Commission Based Compensation Structure** see question 12.

Keenan is open to a flat fee or commission based fee structure. Keenan believes a fixed fee compensation is more favorable as it would prevent Keenan from being overly compensated in the event of a "hard market" and undercompensated in the event of a "soft market". Consistent with industry practice, insurers may also pay insurance brokers, such as Keenan, indirect compensation based upon volume efficiencies, client renewals, technology investments, etc. Keenan seeks written assurances from insurers that any such compensation will not adversely impact the pricing or coverage terms that Keenan is able to obtain for its clients. For commission based fee structure see question 12.

10a. Proposed fixed base fee.

Base Year 1: \$23,500
 Base Year 2: \$24,323
 Base Year 3: \$25,174
 Optional Year 4: \$26,055
 Optional Year 5: \$26,967

Year 1: \$43,500
 Year 2: \$43,500
 Year 3: \$45,000
 Year 4: \$45,000
 Year 5: \$45,000

Insurance Broker RFP: Summary of Responses

December 2018

Alliant Insurance Services, Inc.

Keenan & Associates

11. Does the Firm have any reservations about making available documentation of any commissions received from insurers?

Alliant has no reservations making any and all documentation regarding commission available to the Library on an annual basis. In fact, it is Alliant's policy to provide an annual "Revenue Disclosure" report to each public entity client on their specific placements and we also provide revenue/commission disclosure letters with each insurance placement we make.

Keenan has no reservation about making available documentation of any commissions earned from insurers.

12. Would Firm be agreeable to service the account on a commission basis subject to a maximum?

Alliant's preference would be on a commissions basis. Currently, many of its clients are on this type of arrangement. Market standard commissions are typically between 10% - 15%. For the commission structure that Alliant is proposing, broker compensation would be capped at 10%. For placements that pay additional commissions, Alliant would offset the cost of the Library's policy by providing a credit towards the placement.

Yes, subject to a maximum. [Subsequently clarified that the rate would 15% subject to a minimum of \$38,900 and a maximum of \$50,000.]

MEMORANDUM

DATE: April 25, 2018

TO: Board of Law Library Trustees

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

RE: Staff Report re Confirmation of Continuing Need to Undertake
Emergency Repair of Pavement Damage Due to Burst Pipe

INTRODUCTION

The Board is asked to confirm (by a four-fifths vote) that there is an ongoing need to complete the emergency repair of the pavement damage due to the burst pipe as determined at the December 3, 2018 meeting.

BACKGROUND

Unfortunately, the Law Library experienced significant damage due to a burst water main in late November. Accordingly, the Executive Director made the determination, and on December 3 the Board confirmed by a four-fifths vote, that an emergency existed that required the repair of the damage without formal competitive bidding.

The majority of the repairs are complete, including the plumbing repair, backfill of the sinkhole that was created, clearing and cleaning of the parking areas, draining, cleaning and servicing of the affected elevators and all necessary reinspections. However, the repaving of the Broadway Ave apron and driveway has commenced but is not yet completed, due to work stoppages during the holidays, recent inclement weather and scheduling issues with available contractors. While the work is underway, we have limited both pedestrian and oversized vehicle usage of the area and posted cautionary signage. We anticipate the work will be fully completed prior to the February Board Meeting.

RECOMMENDATION

Staff recommends that the Board reconfirm by a four-fifths vote its prior determination that: 1) an emergency exists that requires the immediate expenditure of public money to safeguard life, health, or property; and 2) there is a need to continue the repair of the apron and driveway.



MEMORANDUM

DATE: January 23, 2019

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Commendation to Yocanda Castillo Upon her Retirement

INTRODUCTION AND SUMMARY

LA Law Library would like to acknowledge Yocanda Castillo's dedicated 26 years of service from September 1992- January 2019. Ms. Castillo will be retiring on February 1, 2019 after a long and dedicated service to LA Law Library. Staff requests that the Board approve the Commendations provided for signature at the meeting and present them to Ms. Castillo.

RECOMMENDATION

Staff recommends the Board approve, sign and present the commendations.



AGENDA ITEM 5

CLOSED SESSION

- 5.1 CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION (G.C. 54956.9(d)).
- a. Based on the below-described existing facts and circumstances, the Library Board of Trustees is meeting only to decide whether a closed session is authorized. (G.C. 54956.9(d)(3)) One Case. Facts and circumstances that might result in litigation but which the Library believes are not yet known to potential plaintiff or plaintiffs. (G.C. 54956.9(e)(1))
 - b. A point has been reached where, in the opinion of the Library Board of Trustees on the advice of its legal counsel, based on the below-described existing facts and circumstances, there is a significant exposure to litigation against the Library. (G.C. 54956.9(d)(2)) One Case. Facts and circumstances that might result in litigation but which the Library believes are not yet known to potential plaintiff or plaintiffs. (G.C. 54956.9(e)(1))