

AGENDA

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

REGULAR BOARD MEETING
Wednesday, February 27, 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 January 23, 2019 Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Platinum Program Update for the Month of January
- 3.4 Authorization to Bind Workers Compensation Insurance
- 3.5 Discussion and Potential Action Regarding Not Filing an Insurance Claim for Damage from Burst Pipe
- 3.6 Confirmation of Continuing Need to Undertake Emergency Repair of Pavement Damage Due to Burst Pipe
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

4.0 DISCUSSION ITEMS

- 4.1 Approval of Mid-Year Budget Review and Amendment
- 4.2 Staff Presentation: Public Computer Update
- 4.3 Discussion and Potential Action Regarding Increase to Executive Director Compensation [can be deferred until after Closed Session]

5.0 CLOSED SESSION

- 5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957); Title: Executive Director

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 Robert Rich who worked at the Los Angeles County Law Library for 10 years from 1999 – 2009. Mr. Rich worked as a Reference Librarian. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, March 27, 2019.

POSTED THURSDAY, FEBRUARY 21, 2019 @ 5:00 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the January 23, 2019, Regular Board Meeting
- 3.2 Review of December Financials and List of January Checks and Warrants
- 3.3 Platinum Program Update for the Month of January
- 3.4 Authorization to Bind Workers Compensation Insurance
- 3.5 Discussion and Potential Action Regarding Not Filing an insurance Claim for Damage from Burst Pipe
- 3.6 Confirmation of Continuing Need to Undertake Emergency Repair of Pavement Damage Due to Burst Pipe
- 3.7 Approval of Certain One-Time Funding Projects and Related Budget Amendment

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

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

January 23, 2019

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, January 23, 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 Mark Juhas
Judge Michelle Williams Court
Judge Dennis Landin
Judge Richard Rico
Susan Steinhauser, Esquire

Trustees Absent: Kenneth Klein, Esquire
Judge Michael Stern

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 12:16 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

1. Public comment from visitor Larry Demick, who was on assignment from Konica Minolta, had requested to be in touch with the service manager of copiers.

2. Public comment from patron Lee Paradise who expressed concern regarding numerous alleged facilities issues at LA Law Library including a leaking roof, poor landscaping and lack of branch locations and also thanked the library for the upgraded public computers.

2.0 PRESIDENT'S REPORT

President Juhas commented on the upcoming 2019 Gala.

President Juhas also requested to move up Discussion Item 4.3 – Commendation to Yocanda Castillo Upon her Retirement.

President Juhas and the rest of the Board of Trustees presented Yocanda Castillo with a signed commendation in recognition of her 27 years of service at LA Law Library. Also awarded to Ms. Castillo was a crystal book with engraving as a commemorative award on behalf of the Law Library. Ms. Castillo accepted the awards and thanked the library, staff and board for all the years of employment. Photos were taken with members of the board, the Executive Director and the retiree.

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

Trustee Steinhauser requested to pull item 3.5. President Juhas requested a motion to approve items 3.1- 3.4, 3.6- 3.7 and 3.8. So moved by Trustee Steinhauser, seconded by Trustee Landin. The motion was unanimously approved, 5-0.

Trustee Steinhauser inquired about item 3.5, the Receipt of FY18-19 Quarter 2 Statistics, as to whether there were any new trends in classes/workshops/clinics. ED Levin replied that the reference desk, copy center, etc., has seen lower numbers, however attendance at classes/workshops and clinics has grown.

President Juhas requested a motion to approve item 3.5 on the Consent Calendar. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 5-0.

4.0 DISCUSSION ITEMS

- 4.1 Approval of Retention of Insurance Broker

ED Levin presented the Staff report recommending Alliant Insurance Services and thanked Keenan & Associates for their excellent service.

President Juhas requested a motion to 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. So moved by Trustee Landin, seconded by Trustee Rico. The motion was unanimously approved, 5-0.

4.2 Confirmation of Continuing Need to Undertake Emergency Repair of Pavement Damage Due to Burst Pipe

ED Levin spoke regarding the burst pipe and emergency repair. Due to weather conditions and scheduling conflicts, the construction was not able to move forward in time before the next Board meeting and therefore, needed to be continued and confirmed.

President Juhas requested a motion to 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. So moved by Trustee Steinhauser, seconded by Trustee Court. The motion was unanimously approved, 5-0.

4.3 Commendation to Yocanda Castillo Upon her Retirement

See President's Report at top of minutes.

No action taken

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))

The Board determined that a closed session was not authorized and returned to open session.

6.0 AGENDA BUILDING

There were no items for agenda building.

7.0 EXECUTIVE REPORT

In response to the public comment offered by Mr. Paradise, ED Levin clarified that there have been no problems on the side of the roof that was restored in 2012 and that since the recent roofing project there have been no leaks at all. ED Levin noted the landscaping issues are due to homeless encampments, urine and trash depleting the nutrition in soil.

ED Levin commented that there are more branch and partnership locations for LALL than ever before. In addition, ED Levin noted that LALL is moving forward with the burst pipe construction; LALL is moving forward with one-time funding projects; LALL has translation available in flyers and reference.

7.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:11pm 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 at 12:15pm.

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

Los Angeles County Law Library

Balance Sheet

As of December 31, 2018

(Provisional and subject to year-end audit adjustments)

	6/30/2018	12/31/2018	YTD
Assets			
Current assets			
Cash and cash equivalents	4,748,337	8,703,342	3,955,005
Accounts receivable	1,599,833	1,304,626	(295,207)
Prepaid expenses	201,343	452,029	250,686
Total current assets	6,549,514	10,459,998	3,910,484
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,564,722	4,647,587	82,865
Capital assets, not being depreciated	630,426	925,791	295,366
Capital assets, being depreciated - net	17,174,661	16,900,960	(273,701)
Total noncurrent assets	22,688,279	22,792,808	104,529
Total assets	29,237,793	33,252,806	4,015,013
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,712,350	1,712,350	-
Total assets and deffered outflows of resources	30,950,143	34,965,156	4,015,013
Liabilities			
Current Liabilities			
Accounts payable	228,063	138,679	(89,384)
Other current liabilities	-	-	-
Payroll liabilities	5,000	6,327	1,326
Total current liabilities	233,063	145,006	(88,057)
Noncurrent Liabilities			
Accrued sick and vacation liability	293,210	282,365	(10,844)
Borrowers' deposit	291,560	298,484	6,924
OPEB liability	2,735,493	2,860,491	124,998
Net pension liability	2,880,776	2,880,776	-
Total noncurrent liabilities	6,201,038	6,322,116	121,078
Total liabilities	6,434,101	6,467,122	33,021
Deffered Inflows of Resources			
Deffered Inflows of Resources	944,117	944,117	-
Total liabilities and Deffered inflows of resources	7,378,218	7,411,239	33,021
Net Position			
Invested in capital assets	17,805,087	17,826,751	21,664
Unrestricted	5,766,838	9,727,166	3,960,328
Total net position	23,571,925	27,553,917	3,981,992
Total liabilities and Deffered inflows of resources and net position	30,950,143	34,965,156	4,015,013

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

Dec 17 Actual	Dec 2018			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
580,610	545,807	576,020	30,213	5.5%
4,419	3,785	16,709	12,924	341.4%
44,500	56,667	47,187	(9,480)	-16.7%
33,010	40,945	31,092	(9,853)	-24.1%
662,538	647,204	671,008	23,804	3.7%
273,385	335,247	301,575	33,672	10.0%
68,593	51,467	57,029	(5,562)	-10.8%
157,356	165,911	161,768	4,143	2.5%
(157,356)	(165,911)	(161,768)	(4,143)	2.5%
		0		
65,855	77,889	103,639	(25,750)	-33.1%
13,702	12,564	9,239	3,325	26.5%
12,144	7,720	10,944	(3,224)	-41.8%
639	625	40	585	93.6%
(1,169)	250	39	211	84.4%
52	132	20	112	84.9%
1,406	7,896	5,793	2,104	26.6%
227,603	226,105	213,571	12,534	5.5%
662,210	719,895	701,889	(18,007)	-2.5%
329	(72,691)	(30,880)	41,811	-57.5%
2,219	2,083	50,842	48,759	2340.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
2,548	(70,608)	19,962	90,570	-128.3%
0	50,000	0	50,000	100.0%

Summary:

Income

	FY 2017-18	FY 2018-19 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
L.A. Superior Court Fees	3,543,958	3,512,728	3,831,706	318,978	9.1%
Interest	24,544	18,404	62,228	43,824	238.1%
Parking	317,932	340,002	327,304	(12,698)	-3.7%
Library Services	384,817	404,090	348,903	(55,187)	-13.7%
Total Income	4,271,252	4,275,224	4,570,141	294,916	6.9%

Expense

Staff (payroll + benefits)	1,869,975	2,235,408	2,031,143	204,265	9.1%
Electronic Resource Subscriptions	326,164	308,801	260,026	48,775	15.8%
Library Materials	864,309	970,712	851,954	118,758	12.2%
Library Materials Transferred to Assets	(864,309)	(970,712)	(851,954)	(118,758)	12.2%
Facilities	416,990	460,977	462,546	(1,570)	-0.3%
Technology & Data	68,634	75,385	61,937	13,448	17.8%
General	36,488	39,458	40,406	(948)	-2.4%
Professional Development	7,881	7,540	2,763	4,777	63.4%
Communications & Marketing	1,692	2,420	562	1,858	76.8%
Travel & Entertainment	398	792	191	601	75.9%
Professional Services	41,397	45,698	40,966	4,733	10.4%
Depreciation	1,379,571	1,353,043	1,313,744	39,299	2.9%
Total Expenses	4,149,190	4,529,521	4,214,283	315,238	7.0%

Net Income (Loss)

	122,062	(254,296)	355,858	610,154	239.9%
Investment Gain (Loss) ¹	4,004	12,500	82,865	70,365	562.9%
Extraordinary Income	0	0	3,543,270	3,543,270	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	126,066	42,243	3,981,992	3,939,750	9326.5%

Capitalized Expenditures

	0	815,000	188,089	626,911	76.9%
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Comments

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

Dec 17 Actual	Dec 2018				FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
Detailed Budget:												
Income:												
580,610	545,807	576,020	30,213	5.5%	15 FIN 303300	L.A. Superior Court Fees	3,543,958	3,512,728	3,831,706	318,978	9.1%	Better than expected court fee revenue.
0	1,077	2,192	1,115	103.5%	15 FIN 311000	Interest - LAIF	962	2,154	4,152	1,998	92.7%	Better than expected LAIF investment interest rate.
4,056	2,383	13,991	11,608	487.1%	15 FIN 312000	Interest - General Fund	21,429	14,300	55,057	40,757	285.0%	Increased interest revenue due to delay in capital expenditures, better than expected interest rate and additional one-time \$3.5M deposited funds from the State
363	325	526	201	61.8%	15 FIN 313000	Interest - Deposit Fund	2,153	1,950	3,019	1,069	54.8%	Better than expected County investment interest rate.
4,419	3,785	16,709	12,924	341.4%		Subtotal	24,544	18,404	62,228	43,824	238.1%	
Parking:												
44,500	56,667	47,187	(9,480)	-16.7%	39 FAC 330100	Parking	317,932	340,002	327,304	(12,698)	-3.7%	
44,500	56,667	47,187	(9,480)	-16.7%		Subtotal	317,932	340,002	327,304	(12,698)	-3.7%	
Library Services:												
65	48	(18)	(66)	-136.5%	27 CIRC 330150	Annual Designation Fee	1,836	2,188	405	(1,783)	-81.5%	Slower than expected due to reduced use of messengers by law firms. Adjustments to mid-year review will be needed.
18,135	13,355	20,773	7,418	55.5%	25 PS 330140	Annual Members Fee	96,789	98,554	100,543	1,989	2.0%	Timing variance.
1,046	957	1,985	1,028	107.4%	25 PS 330340	Course Registration	12,758	10,897	13,859	2,962	27.2%	Increased MCLE attendance
4,023	2,500	3,296	796	31.8%	27 CIRC 330129	Copy Center	20,792	20,200	20,243	43	0.2%	Currently on target despite one copier being down since Sep 18.
1,382	1,600	1,299	(301)	-18.8%	27 CIRC 330205	Document Delivery	8,065	11,600	8,533	(3,067)	-26.4%	Slow start. Implementing advertising and social media efforts to try to increase usage. Adjustments to mid-year review will be made.
5,976	4,000	2,431	(1,569)	-39.2%	27 CIRC 330210	Fines	24,924	25,300	18,853	(6,447)	-25.5%	Timing variance. Numbers are expected to be more favorable in January/February.
1,002	12,653	554	(12,100)	-95.6%	15 FIN 330310	Miscellaneous	24,782	45,919	23,871	(22,048)	-48.0%	Timing variance, delayed Google project revenue.
2,403	5,667	700	(4,967)	-87.6%	39 FAC 330330	Room Rental	37,022	34,002	21,578	(12,424)	-36.5%	Timing variance
(1,045)	140	0	(140)	-100.0%	23 COL 330350	Book Replacement	250	280	665	385	137.4%	
0	0	0	0	0.0%	15 FIN 330360	Forfeited Deposits	0	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%	25 PS 330420	Grants	0	0	0	0	0.0%	
21	25	73	48	190.4%	15 FIN 330450	Vending	141	150	198	48	32.0%	
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.
33,010	40,945	31,092	(9,853)	-24.1%		Subtotal	384,817	404,090	348,903	(55,187)	-13.7%	
662,538	647,204	671,008	23,804	3.7%		Total Income	4,271,252	4,275,224	4,570,141	294,916	6.9%	
Expenses:												
Staff:												
172,913	193,279	170,997	22,283	11.5%	ALL 501000	Salaries (FT)	1,114,178	1,256,317	1,100,791	155,526	12.4%	Favorable variance due to vacancies. Expected to diminish some over the fiscal year.
0	(3,866)	0	(3,866)	100.0%	15 FIN 501025	Staff Vacancy Offset (FT)	0	(25,126)	0	(25,126)	100.0%	

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

Dec 17 Actual	Dec 2018								FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)						Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
17,186	20,854	21,220	(367)	-1.8%	ALL	501050	Salaries (PT)	117,595	135,548	136,997	(1,449)	-1.1%	Increased PT hours due to vacancies.	
0	(417)	0	(417)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(2,711)	0	(2,711)	100.0%	
10,012	11,961	10,257	1,705	14.3%	15	FIN	502000	Social Security	69,692	77,750	67,759	9,990	12.8%	Favorable variance due to vacancies.
2,745	2,875	2,840	35	1.2%	15	FIN	503000	Medicare	17,409	18,687	17,175	1,512	8.1%	Favorable variance due to vacancies.
18,549	21,290	19,325	1,964	9.2%	15	FIN	511000	Retirement	177,139	277,422	263,161	14,262	5.1%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
44,090	44,836	41,907	2,929	6.5%	15	FIN	512000	Health Insurance	258,981	269,018	243,628	25,391	9.4%	Favorable variance due to vacancies.
521	441	376	65	14.7%	15	FIN	513000	Disability Insurance	2,446	2,645	2,265	380	14.4%	Favorable variance due to vacancies.
5,141	5,582	5,442	140	2.5%	15	FIN	514000	Dental Insurance	28,329	33,494	29,848	3,646	10.9%	Favorable variance due to vacancies.
591	629	530	100	15.8%	15	FIN	514500	Vision Insurance	3,184	3,777	3,168	608	16.1%	Favorable variance due to vacancies.
136	131	137	(6)	-4.7%	15	FIN	515000	Life Insurance	411	783	691	92	11.7%	Favorable variance due to vacancies.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
(11,998)	5,262	0	5,262	100.0%	15	FIN	516000	Workers Compensation Insurance	10,078	31,569	21,353	10,217	32.4%	Favorable variance due to 2016-17 audit refund.
0	5,000	0	5,000	100.0%	15	FIN	517000	Unemployment Insurance	2,212	5,000	2,700	2,300	46.0%	Timing variance.
0	1,306	2,968	(1,662)	-127.3%	ALL	514010	Temporary Employment	0	10,234	2,968	7,266	71.0%	Includes one time funding (OTF) project salary.	
119	0	0	0	0.0%	13	HR	514015	Recruitment	482	2,000	316	1,684	84.2%	
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	
9,167	20,833	20,833	0	0.0%	15	FIN	518500	OPEB Expense	55,002	125,000	124,998	2	0.0%	
2,960	4,000	3,879	121	3.0%	15	FIN	518550	TMP	5,621	6,500	6,136	364	5.6%	
1,252	1,250	864	386	30.9%	15	FIN	518560	Payroll and Benefit Administration	7,217	7,500	7,189	311	4.1%	
273,385	335,247	301,575	33,672	10.0%			Total - Staff	1,869,975	2,235,408	2,031,143	204,265	9.1%		
							Library Materials/Electronic Resources Subscription:							
122,114	123,782	131,519	(7,737)	-6.3%	23	COL	601999	American Continuations	669,606	742,694	655,542	87,152	11.7%	Timing variance; expect to meet allocation as FY progresses.
(360)	5,350	2,921	2,429	45.4%	23	COL	602999	American New Orders	2,287	10,700	27,278	(16,577)	-154.9%	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.
716	1,458	521	937	64.2%	23	COL	609199	Branch Continuations	10,583	8,750	5,341	3,409	39.0%	Timing variance; expect to meet allocation as FY progresses.
0	0	0	0	0.0%	23	COL	609299	Branch New Orders	0	107	0	107	100.0%	No replacements needed at this time.
1,975	11,673	2,815	8,857	75.9%	23	COL	603999	Commonwealth Continuations	69,875	70,038	70,049	(11)	0.0%	Timing variance; expect to meet allocation as FY progresses.
0	357	0	357	100.0%	23	COL	604999	Commonwealth New Orders	25	713	0	713	100.0%	New orders for this fund will be considered later in the FY.
16,150	10,579	11,083	(503)	-4.8%	23	COL	605999	Foreign Continuations	45,788	63,476	35,101	28,375	44.7%	Timing variance; expect to meet allocation as FY progresses.
17	357	0	357	100.0%	23	COL	606999	Foreign New Orders	776	713	8	705	98.9%	New orders for this fund will be considered later in the FY.
11,392	10,607	9,766	841	7.9%	23	COL	607999	International Continuations	57,270	63,644	52,022	11,622	18.3%	Timing variance; expect to meet allocation as FY progresses.

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

Dec 17 Actual	Dec 2018				FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
0	178	0	178	100.0%	23 COL 608999	International New Orders	0	357	0	357	100.0%	New orders for this fund will be considered later in the FY.
5,353	1,569	3,057	(1,489)	-94.9%	23 COL 609399	General/Librarianship Continuations	8,098	9,412	6,411	3,001	31.9%	Timing variance; expect to meet allocation as FY progresses.
0	0	85	(85)	0.0%	23 COL 609499	General/Librarianship New Orders	0	107	202	(95)	-88.9%	
157,356	165,911	161,768	4,143	2.5%		Subtotal	864,309	970,712	851,954	118,758	12.2%	
(157,356)	(165,911)	(161,768)	(4,143)	2.5%	23 COL 690000	Library Materials Transferred to Assets	(864,309)	(970,712)	(851,954)	(118,758)	12.2%	
68,593	51,467	57,029	(5,562)	-10.8%	23 COL 685000	Electronic Resource Subscriptions (ERS)	326,164	308,801	260,026	48,775	15.8%	Timing variance due to reclassification of database payments per auditor's recommendation.
						Facilities:						
0	4,000	33,892	(29,892)	-747.3%	39 FAC 801005	Repair & Maintenance	6,463	22,500	43,907	(21,407)	-95.1%	Emergency repairs related to pipe burst including fire sprinkler water main.
714	1,258	727	531	42.2%	39 FAC 801010	Building Services	5,136	7,816	7,414	402	5.1%	Timing variance.
0	0	0	0	0.0%	39 FAC 801015	Cleaning Supplies	5,977	5,268	4,400	868	16.5%	Timing variance.
9,043	9,500	9,631	(131)	-1.4%	39 FAC 801020	Electricity & Water	64,084	66,000	65,120	880	1.3%	
966	0	966	(966)	0.0%	39 FAC 801025	Elevator Maintenance	5,973	1,932	8,614	(6,682)	-345.8%	Timing variance, delay in elevator modernization project.
3,570	4,400	9,217	(4,817)	-109.5%	39 FAC 801030	Heating & Cooling	21,787	22,550	24,278	(1,728)	-7.7%	Timing variance.
19,811	20,063	22,080	(2,017)	-10.1%	15 FIN 801035	Insurance	118,866	120,377	134,354	(13,978)	-11.6%	Timing variance due to broker's fee amortization.
8,674	8,934	8,849	85	1.0%	39 FAC 801040	Janitorial Services	52,045	53,605	52,745	860	1.6%	
1,250	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	7,500	9,000	7,500	1,500	16.7%	Budgeted rate increase not yet in effect.
21,295	19,718	15,375	4,343	22.0%	39 FAC 801050	Security	99,931	118,308	97,228	21,080	17.8%	Timing variance.
195	7,000	0	7,000	100.0%	39 FAC 801060	Room Rental Expenses	17,417	16,800	2,293	14,507	86.4%	Offset by reduced room rental income.
0	0	1,347	(1,347)	0.0%	37 COM 801065	Special Events Expenses	8,737	7,250	10,602	(3,352)	-46.2%	PBW expenses increased due to increased sponsorship revenue
0	350	0	350	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	392	2,100	449	1,651	78.6%	Timing variance.
0	300	0	300	100.0%	39 FAC 801110	Equipment (<3K)	221	1,800	922	878	48.8%	Timing variance.
0	225	0	225	100.0%	39 FAC 801115	Building Alterations (<3K)	0	1,350	0	1,350	100.0%	Timing variance.
60	441	128	313	70.9%	39 FAC 801120	Delivery & Postage	1,188	3,121	1,449	1,672	53.6%	Timing variance
278	200	177	23	11.3%	39 FAC 801125	Kitchen supplies	1,273	1,200	1,272	(72)	-6.0%	Timing variance.
65,855	77,889	103,639	(25,750)	-33.1%		Subtotal	416,990	460,977	462,546	(1,570)	-0.3%	
						Technology:	0	0	0			
1,604	1,824	1,748	77	4.2%	33 TECH 801210	Software Maintenance	10,690	10,947	6,042	4,905	44.8%	Timing variance.
1,654	2,157	1,861	295	13.7%	33 TECH 801212	Hardware Maintenance	10,181	12,941	11,360	1,581	12.2%	Timing variance.
2,923	650	0	650	100.0%	33 TECH 801215	Software (<\$3k)	4,012	3,903	1,375	2,527	64.8%	Timing variance.
977	485	0	485	100.0%	33 TECH 801220	Hardware (<\$3k)	2,114	2,910	1,676	1,234	42.4%	Timing variance.
0	50	0	50	100.0%	33 TECH 801225	Computer Supplies	0	300	152	148	49.3%	Timing variance.
4,224	4,484	4,415	70	1.6%	33 TECH 801230	Integrated Library System	25,347	26,907	26,487	419	1.6%	
2,320	2,913	1,210	1,703	58.5%	33 TECH 801235	Telecommunications	16,133	17,479	14,586	2,892	16.5%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
0	0	5	(5)	0.0%	33 TECH 801250	Services	156	0	258	(258)	0.0%	
13,702	12,564	9,239	3,325	26.5%		Subtotal	68,634	75,385	61,937	13,448	17.8%	

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

Dec 17 Actual	Dec 2018				FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
1,124	667	503	164	24.5%	15 FIN 801310	Bank Charges	4,073	4,000	3,092	908	22.7%	
813	842	843	(1)	-0.1%	35 CMS 801315	Bibliographical Services	4,875	5,052	5,058	(6)	-0.1%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
71	83	0	83	100.0%	17 EXEC 801325	Board Expense	329	500	432	68	13.5%	
1,589	2,500	7,356	(4,856)	-194.2%	37 COM 801330	Staff meals & events	1,956	2,885	9,187	(6,302)	-218.5%	Includes unbudgeted summer picnic expenses and expanded holiday party.
752	1,583	1,498	85	5.4%	15 FIN 801335	Supplies - Office	9,161	9,500	10,918	(1,418)	-14.9%	Increased toner purchases.
819	0	0	0	0.0%	35 CMS 801337	Supplies - Library materials	4,167	5,800	4,940	860	14.8%	Timing variance. Purchase of bookplates delayed.
514	0	0	0	0.0%	37 COM 801340	Stationery, business cards, etc.	541	200	0	200	100.0%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
6,462	1,545	694	851	55.1%	27 CIRC 801370	Copy Center Expense	10,222	11,021	3,488	7,533	68.4%	Timing variance.
0	500	50	450	90.0%	15 FIN 801375	General - Misc	1,012	500	3,050	(2,550)	-510.0%	
0	0	0	0	0.0%	25 PS 801390	Course Registration	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 801395	Friends of Law Library	152	0	241	(241)	0.0%	
12,144	7,720	10,944	(3,224)	-41.8%		Subtotal	36,488	39,458	40,406	(948)	-2.4%	
Professional Development:												
593	0	0	0	0.0%	ALL 803105	Travel	4,629	3,750	1,356	2,394	63.8%	Grant funding obtained and 2 conferences not attended. Includes CCCLL meeting expenses.
45	0	0	0	0.0%	ALL 803110	Meals	45	50	49	1	2.3%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	75	500	399	101	20.2%	
0	225	40	185	82.2%	ALL 803115	Membership dues	225	225	295	(70)	-31.1%	
0	400	0	400	100.0%	ALL 803120	Registration fees	2,907	3,015	664	2,351	78.0%	Timing variance
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
639	625	40	585	93.6%		Subtotal	7,881	7,540	2,763	4,777	63.4%	
Communications & Marketing:												
0	0	0	0	0.0%	37 COM 803205	Services	0	0	0	0	0.0%	
(1,169)	0	39	(39)	0.0%	37 COM 803210	Collateral materials	1,692	880	446	434	49.3%	Timing variance, additional collateral material forthcoming.
0	250	0	250	100.0%	37 COM 803215	Advertising	0	1,250	0	1,250	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	290	116	174	60.1%	Some events not attended due to schedule conflicts
(1,169)	250	39	211	84.4%		Subtotal	1,692	2,420	562	1,858	76.8%	
Travel & Entertainment												
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
52	132	20	112	84.9%	ALL 803320	Ground transportation & mileage reimb.	398	792	191	601	75.9%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
52	132	20	112	84.9%		Subtotal	398	792	191	601	75.9%	
Professional Services												
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.
1,406	2,896	5,793	(2,896)	-100.0%	17 EXEC 804008	Consulting Services	15,530	17,378	17,251	127	0.7%	

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

Dec 17	Dec 2018				FY 2017-18	FY 2018-19 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
0	5,000	0	5,000	100.0%	17 EXEC 804010	Legal	0	5,000	0	5,000	100.0%	
0	0	0	0	0.0%	15 FIN 804015	Other	2,146	3,820	2,290	1,530	40.1%	
1,406	7,896	5,793	2,104	26.6%		Subtotal	41,397	45,698	40,966	4,733	10.4%	
202,851	198,636	190,658	7,978	4.0%		Depreciation:						
24,752	27,469	22,914	4,555	16.6%	15 FIN 806105	Depreciation - Library Materials	1,230,909	1,204,512	1,177,009	27,502	2.3%	
227,603	226,105	213,571	12,534	5.5%	15 FIN 806110	Depreciation Exp - FF&E	148,662	148,531	136,735	11,796	7.9%	Delay in capital expenditure purchases.
662,210	719,895	701,889	18,007	2.5%		Subtotal	1,379,571	1,353,043	1,313,744	39,299	2.9%	
329	(72,691)	(30,880)	41,811	-57.5%		Total Expense	4,149,190	4,529,521	4,214,283	315,238	7.0%	
						Net Income Before Extraordinary Items	122,062	(254,296)	355,858	610,154	239.9%	
2,219	2,083	50,842	48,759	2340.4%	15 FIN 321000	Investment Gain (Loss) ¹	4,004	12,500	82,865	70,365	562.9%	Reflects loss/gain if sold at time of report (before maturity).
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%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
2,548	(70,608)	19,962	90,570	-128.3%		Net Income Including Extraordinary Items	126,066	42,243	3,981,992	3,939,750	9326.5%	

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

Dec 17	Dec 2018				FY 2017-18	FY 2018-19 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
Capital Expenditures:												
0	50,000	0	50,000	100.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	50,000	0	50,000	100.0%	
0	0	0	0	0.0%	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	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%	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%	33 TECH 168000	Computer Software	0	0	0	0	0.0%	
0	50,000	0	(50,000)	-100.0%		Total - Capitalized Expenditures	0	815,000	188,089	626,911	76.9%	
CalPERS CERBT Trust Fund:												
						Beginning Balance		2,064,554				
						Administrative Expense		(85)				CalPERS CERBT program cost.
						Investment Expense		(62)				Investment management cost.
						Unrealized Gain/Loss		(50,739)				Fluctuating market conditions.
						Distribution		0				Distribution from Fund
						Ending Balance		2,013,669				

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 December 31, 2018
(Provisional and subject to year-end audit adjustments)

	12/31/2018	YTD
Cash flows from operating activities		
L.A. Superior court fees	576,020	3,831,706
Parking fees	47,187	327,304
Library services	31,092	3,767,173
(Increase) decrease in accounts receivable	79,661	295,207
Increase (decrease) in borrowers' deposit	1,024	6,924
Cash received from filing fees and services	734,984	8,228,314
Facilities	(103,639)	(462,546)
Technology	(9,239)	(61,937)
General	(10,944)	(40,406)
Professional development	(40)	(2,763)
Communications & marketing	(39)	(562)
Travel & entertainment	(20)	(191)
Professional services	(5,793)	(40,966)
Electronic Resource Subscriptions (ERS)	(57,029)	(260,026)
(Increase) decrease in prepaid expenses	(54,856)	(250,686)
Increase (decrease) in accounts payable	49,320	(89,384)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(192,278)	(1,209,465)
Staff (payroll + benefits)	(301,575)	(2,031,143)
Increase (decrease) in payroll liabilities	(3,869)	1,326
Increase (decrease) in accrued sick and vacation liability	(10,844)	(10,844)
Increase (decrease) in OPEB liability	20,833	124,998
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(295,455)	(1,915,663)
Contributions received	-	125,000
Net cash from operating activities	247,250	5,228,185
Cash flow from capital and related financing activities		
Library materials	(161,768)	(851,954)
Fixed assets	-	(188,089)
Capital - Work in Progress (WIP)	-	(295,366)
Cash flows from investing activities		
Investment	-	-
Investment earnings	16,709	62,228
Net cash increase (decrease) in cash and cash equivalents	102,191	3,955,005
Cash and cash equivalents, at beginning of period	8,919,621	5,066,807
Cash and cash equivalents, at end of period	9,021,812	9,021,812
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(47,589)	3,836,900
Adjustments for noncash effects:		
Depreciation	213,571	1,313,744
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	79,661	295,207
(Increase) decrease in prepaid expenses	(54,856)	(250,686)
Increase (decrease) in accounts payable	49,320	(89,384)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(3,869)	1,326
Increase (decrease) in accrued sick and vacation liability	(10,844)	(10,844)
Increase (decrease) in borrowers' deposit	1,024	6,924
Increase (decrease) in OPEB liability	20,833	124,998
Net impact of GASB 68 adjustments		
Net cash from operating activities	247,250	5,228,185

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2019 - January 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 3	INGRAM LIBRARY SERVICES	BOOKS	213.58	V003894
January 4	AT&T MOBILITY	TELECOM	32.48	V003895
	BANDWIDTH.COM, INC.	TELECOM	296.04	V003896
	COMPUTYPE INC	SUPPLIES- LIB MATE	440.00	V003897
	EX LIBRIS (USA) INC.	ILS	13,566.76	V003898
	GTT COMMUNICATIONS	TELECOM	384.18	V003899
	GTT COMMUNICATIONS	TELECOM	172.84	V003900
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V003901
	JOHNSON CONTROLS SECURITY SOLUTIONS	BLDG MAINT	15,959.01	V003902
	KONICA MINOLTA BUSINESS	COPY CENTER	32.21	V003903
	SQBOX SOLUTIONS LTD	SOFTWARE MAINTE	3,090.00	V003904
	STATE COMPENSATION	WORKERS COMP	5,261.58	V003905
	SPECTRUM	TELECOM	2,213.44	V003906
	ULINE	REPAIR & MAINT	290.94	V003907
January 9	ALTA FOODCRAFT	KITCHEN SUPPLIES	177.45	V003908
	BRIGHTVIEW	LANDSCAPING	1,250.00	V003909
	KONICA MINOLTA BUSINESS	COPY CENTER	264.70	V003910
	NASA SERVICES	BLDG SVCS	467.45	V003911
	OCLC INC	BIBLIOGRAPHICAL S	752.70	V003912
	OFFICE DEPOT	SUPPLIES-OFFICE	323.53	V003913
	OFFICESUPPLY.COM	SUPPLIES-OFFICE	924.08	V003914
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V003915
	SUPPLYWORKS	CLEANING SUPPLIES	2,303.49	V003916
	KONICA MINOLTA BUSINESS	COPY CENTER	288.22	V003917
January 10	GURU PRINTERS	STATIONARY/BUS. C	389.83	V003943
	STAMPS.COM	DELIVERY & POSTAG	24.99	V003944
January 14	AMERICAN SOCIETY OF INTERNATIONAL L	BOOKS	500.00	V003918
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	7,550.53	V003919
	LEXISNEXIS MATTHEW BENDER	BOOKS	1,387.22	V003920
	BLOOMBERG BNA	BOOKS	1,796.10	V003921
	CALIF SUPREME COURT HISTORICAL SOCI	BOOKS	50.00	V003922
	CCH INCORPORATED	BOOKS	167.92	V003923
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,136.32	V003924
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,260.69	V003925
	DATA TRACE PUBLISHING COMPANY	BOOKS	439.90	V003926
	U S GPO SUPERINTENDENT OF DOCUMENTS	BOOKS	35.00	V003927
	INGRAM LIBRARY SERVICES	BOOKS	34.55	V003928
	JAMES PUBLISHING INC	BOOKS	435.82	V003929
	JURIS PUBLISHING INC	BOOKS	210.86	V003930
	LAW JOURNAL PRESS	BOOKS	4,922.30	V003931

70,770.35

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2019 - January 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	LAWPRESS CORPORATION	BOOKS	372.64	V003932
	LEXISNEXIS ONLINE SERVICES	BOOKS	15,298.00	V003933
	LAW LIBRARY MICROFORM CONSORTIUM	BOOKS	8,763.00	V003934
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V003935
	NATIONAL UNDERWRITER COMPANY	BOOKS	369.60	V003936
	PRACTISING LAW INSTITUTE	BOOKS	480.92	V003937
	STATE BAR OF TEXAS	BOOKS	105.00	V003938
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	612.70	V003939
	THOMSON REUTERS	BOOKS	21,358.36	V003940
	GOBI LIBRARY SOLUTIONS	BOOKS	516.86	V003941
	LA CAFE	BOARD EXPENSE	55.90	V003945
January 16				
	LEXISNEXIS MATTHEW BENDER	BOOKS	32,945.79	V003946
January 17				
	GURU PRINTERS	COLLATERAL MATER	602.25	V003947
January 18				
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,283.57	V003942
	OFFICE DEPOT	SUPPLIES-OFFICE	104.40	V003948
	UPS	DELIVERY & POSTAG	24.48	V003949
	VALLEY WIDE AIR	REPAIR & MAINTENA	400.00	V003950
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	14,325.61	V003951
	LEXISNEXIS MATTHEW BENDER	BOOKS	147.39	V003952
	BLOOMBERG BNA	BOOKS	2,613.70	V003953
	CCH INCORPORATED	BOOKS	32.14	V003954
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	981.19	V003955
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,601.79	V003956
	JAMES PUBLISHING INC	BOOKS	370.11	V003957
	JURIS PUBLISHING INC	BOOKS	459.35	V003958
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V003959
	OXFORD UNIVERSITY PRESS	BOOKS	161.11	V003960
	ROCKY MOUNTAIN MINERAL LAW FOUNDATI	BOOKS	226.00	V003961
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	287.88	V003962
	FRANK R THOROLD (PTY) LTD	BOOKS	299.91	V003963
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	880.67	V003964
	UNITED NATIONS PUBLICATIONS	BOOKS	76.72	V003965
	WEST ACADEMIC	BOOKS	102.94	V003966
	THOMSON REUTERS	BOOKS	65,410.86	V003967
	GOBI LIBRARY SOLUTIONS	BOOKS	154.30	V003968
January 23				
	AT&T MOBILITY	TELECOM	16.24	V003970
	KONICA MINOLTA BUSINESS	COPY CENTER	32.21	V003971
	OFFICE DEPOT	SUPPLIES-OFFICE	220.83	V003972
January 25				
	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	99.00	V003973
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	1,190.00	V003974

245,199.50

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2019 - January 31, 2019 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 29	WOLTERS KLUWER LAW & BUSINESS	BOOKS	541.37	V003975
	LEXISNEXIS MATTHEW BENDER	BOOKS	325.85	V003976
	GEORGE T BISEL COMPANY	BOOKS	147.70	V003977
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	2,495.86	V003978
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	2,062.88	V003979
	INGRAM LIBRARY SERVICES	BOOKS	71.85	V003980
	JURISNET LLC	BOOKS	77.93	V003981
	LAW JOURNAL PRESS	BOOKS	796.31	V003982
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	219.22	V003983
	STATE BAR OF TEXAS	BOOKS	105.00	V003984
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	263.07	V003985
	UNITED NATIONS PUBLICATIONS	BOOKS	426.58	V003986
	THOMSON REUTERS	BOOKS	5,158.59	V003987
	WILLIAM S HEIN & CO	BOOKS	34.00	V003988
GOBI LIBRARY SOLUTIONS	BOOKS	101.36	V003989	
January 30	GTT COMMUNICATIONS	TELECOM	384.26	V003990
	GOLDEN STATE OVERNIGHT	DELIVERY & POSTAG	44.80	V003991
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V003992
	KONICA MINOLTA BUSINESS	COPY CENTER	419.03	V003993
	ULINE	EQUIPMENT	52.98	V003994
	UPS	DELIVERY & POSTAG	69.11	V003995
	AZAR INT'L INC.	COLLATERAL	638.00	V004011
	AMERICAN ASSOCIATION OF LAW LIBRARI	MEMEBERSHIP	147.00	V004012
	SOUTHERN CALIF ASSOC OF LAW LIBRARY	MEMEBERSHIP	40.00	V004013

259,355.88

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2019 - January 31, 2019 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 9	LA DEPT WATER & POWER	ELECTRIC/FIRE	9,630.87	V000077

9,630.87

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2019 - January 31, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 4	AT&T ** VOIDED *****	TELECOM	0.00	030668
	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	030669
	CALIBER ELEVATOR	REPAIR & MAINTENA	6,518.70	030670
	NATIONAL 50 SECURITY	SECURITY	5,478.20	030671
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,674.17	030672
	NATIONAL 50 SECURITY	SECURITY	5,397.81	030673
	NATIONAL 50 SECURITY	SECURITY	3,147.62	030674
	KATHERINE KAI-YI HUANG	REFUND	140.00	030675
	HELEN LINDON MOIZER	REFUND	140.00	030676
	COUNTY OF LOS ANGELES	HEATING/COOLING	3,152.14	030677
January 9	COUNTY OF LOS ANGELES	HEATING/COOLING	2,265.22	030678
	MANAGE EASE INCORPORATED	CONSULTING	5,792.52	030679
	METROLINK	TMP	871.50	030680
	WESTCOAST GATE & ENTRY	REPAIR MAINTENAN	295.00	030681
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	350.00	030682
	AT&T	TELECOM	434.28	030683
	AT&T	TELECOM	430.92	030684
	NATIONAL 50 SECURITY	SECURITY	3,378.00	030685
January 11	SACRAMENTO COUNTY PUBLIC	MISC	91.38	030686
January 14	KONINKLIJKE BRILL NV	BOOKS	2,141.15	030687
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	120.14	030688
	CALIFORNIA CHAMBER OF COMMERCE	BOOKS	306.93	030689
	CASALINI LIBRI	BOOKS	508.30	030690
	CAYMAN ISLANDS GOVERNMENT INFORMATI	BOOKS	477.52	030691
	GALE CENGAGE LEARNING	BOOKS	8,489.07	030692
	OTTO HARRASSOWITZ	BOOKS	3,754.96	030693
	LAW PUBLISHERS	BOOKS	2,766.00	030694
	LIBROS CENTROAMERICANOS	BOOKS	1,300.00	030695
	MINISTER OF FINANCE ENERGY & MUNICI	BOOKS	55.97	030696
	WILLIAM S HEIN & CO	BOOKS	1,266.24	030697
	GOVERNMENT OF YUKON	BOOKS	119.39	030698
January 18	JOSHUA DAVID FREEMAN	REFUND	140.00	030699
	NICOLE ELIZABETH GOLDMAN	REFUND	70.00	030700
	ERNEST S GOULD ** VOIDED *****	REFUND	0.00	030701
	STATE BOARD OF EQUALIZATION	USE TAX	3,054.00	030702
	COUNTY OF LOS ANGELES	BANK CHARGES	48.52	030703
	ESTHER EASTMAN	MEMBERSHIP DUES	40.00	030704
	COUNTY OF LOS ANGELES	HEATING/COOLING	6,951.44	030705
	MALINDA MULLER	MEMBERSHIP DUES	294.00	030706
	OTTO HARRASSOWITZ	BOOKS	331.92	030707

79,657.50

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2019 - January 31, 2019 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 24	LAW REPORTS INTERNATIONAL LTD	BOOKS	250.00	030708
	GUARDIAN	PREPAID EXP	7,656.93	030709
January 25	SANDRA J LEVIN	MEMBERSHIP DUES	430.00	030710
January 29	SYNCB AMAZON	BOOKS	227.65	030711
	OTTO HARRASSOWITZ	BOOKS	1,422.24	030712
January 31	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	030713
	NATIONAL 50 SECURITY	SECURITY	5,028.01	030714
January 31	BOIES SCHILLER & FLEXNER	REFUND	295.75	030715
	RANJITA DUTTA	REFUND	140.00	030716
	ABDEL KERIN NASSAR	REFUND	140.00	030717
	ARTHUR TSATRYAN	REFUND	140.00	030718

95,752.57

LOS ANGELES COUNTY LAW LIBRARY
January 1, 2019 - January 31, 2019 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
January 18	RANDALL A. QUINESARES	REPLACEMENT	48.41	001625
	SEIU LOCAL 721	UNION DUES	892.66	001626
	SEIU LOCAL 721	UNION DENTAL	40.44	001627

981.51

MEMORANDUM

DATE: February 27, 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 for the Month of January

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 thirteenth report, for the February 2019 board meeting, reporting on Platinum Member services for January of 2019.

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

ANALYSIS

In the month of January we responded to 11 edelivery requests, with a total of 60 documents delivered across these requests. Our average response time to deliver the requested items was 1 hour and 7 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.



MEMORANDUM

DATE: February 27, 2019

TO: Board of Law Library Trustees

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

RE: Authorization to Bind Workers Compensation Insurance

SUMMARY

The Board is asked to authorize binding workers compensation coverage for the Law Library. The Law Library's coverage must be renewed by March 1, 2019. The Law Library's new insurance broker, Alliant, marketed the coverage under the current guaranteed cost program. (As discussed previously, the Self-Insured Plan (SIP) alternative was not recommended.) The results are detailed below.

ANALYSIS AND DETAIL

As explained in the January 23, 2019 meeting staff report ([1/23/2019 Board Agenda](#)) the Library's experience modification rating (ex-mod) decreased from 205% to 128%. This resulted in a favorable quote from the current carrier.

The Library's broker sought bids from various workers compensation insurance carriers including Berkshire Hathaway, Everest National, Falls Lake Fire & Casualty, Insurance Company of the West, National Liberty and Fire, Security National Insurance, in addition to the State Compensation Insurance Fund, the Library's current workers compensation carrier.

All carriers, with the exception of current carrier, declined to quote due to the Library's loss experience and/or its exposure being concentrated in one class of employees.

State Fund's quote of \$38,125 is 41% lower than the expiring premium of \$65,644. Given the lower experience modification factor, our new broker was able to obtain a favorable outcome for the Library.

As part of its renewal strategy, our new broker is currently investigating the Library's eligibility for the California State Association of Counties Excess Insurance Authority (CSAC-EIA) pool, which is comprised of various local government agencies, including cities, counties and special districts. Participation in CSAC-EIA may give the Library additional options for more favorable renewal terms with other insurance carriers. Our broker is also determining the feasibility of moving our 3/1 renewal date to a 7/1 renewal date to bring this line of coverage in line with the Property and Liability lines of coverages. The results of such actions will be communicated separately or at a future Board meeting.



Staff and broker recommend binding with the State Compensation Insurance to meet our 3/1/2019 renewal date.

TERM

The recommended quote is for a one year policy term through March 1, 2020. However, the policy is terminable earlier, with a prorated refund, should the Law Library elect to change the policy year to commence 7/1.

RECOMMENDATION

Staff recommends the Board authorize Alliant to bind coverage with State Compensation Insurance Fund effective 03/01/19 at a total estimated premium of \$38,125 including mandatory surcharges.

Attachment



The background of the slide is a photograph of a modern glass-walled building. A person is seen walking on a balcony or walkway on the right side of the image. The building's structure is composed of dark metal frames and large glass panels. The lighting suggests it might be late afternoon or early morning, with some reflections on the glass.

Los Angeles County Law Library And/Or Board Of Law Library Trustees Of Los Angeles County Law Library

2019 – 2020

Workers' Compensation Insurance Proposal

Presented on February 20, 2019 by:

Robert Lowe
Vice President

Courtney Ramirez
Vice President

Alliant Insurance Services, Inc.
1301 Dove Street, Suite 200
Newport Beach, CA 92660
O 949 756 0271
F 619 699 0907

CA License No. 0C36861

www.alliant.com

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Company Profile

With a history dating back to 1925, Alliant Insurance Services is one of the nation's leading distributors of diversified insurance products and services. Operating through a national network of offices, Alliant offers a comprehensive portfolio of services to clients, including:

- Risk Solutions
- Employee Benefits
 - Strategy
 - Employee Engagement
 - Procurement
 - Analytics
 - Wellness
 - Compliance
 - Benefits Administration
 - Global Workforce
- Industry Solutions
 - Construction
 - Energy and Marine
 - Healthcare
 - Law Firms
 - Public Entity
 - Real Estate
 - Tribal Nations
 - And many other industries
- Co-Brokered Solutions
 - Automotive Specialty
 - Energy Alliance Program
 - Hospital All Risk Property Program
 - Law Firms
 - Parking/Valet
 - Public Entity Property Insurance Program
 - Restaurants/Lodging
 - Tribal Nations
 - Waste Haulers/Recycling
- Business Services
 - Risk Control Consulting
 - Human Resources Consulting
 - Property Valuation

The knowledge that Alliant has gained in its more than eight decades of working with many of the top insurance companies in the world allows us to provide our clients with the guidance and high-quality performance they deserve. Our solution-focused commitment to meeting the unique needs of our clients assures the delivery of the most innovative insurance products, services, and thinking in the industry.

Alliant ranks among the 15 largest insurance brokerage firms in the United States.

Alliant Advantage

	Alliant	Competition
1. Satisfying the insurance needs of business for nearly 90 years	✓	
2. Privately owned and operated.	✓	
3. A full-service insurance agency for all your business, life and health, and personal insurance.	✓	
4. Representing over 40 insurance companies to provide the best and most affordable coverage.	✓	
5. State-licensed support staff.	✓	
6. Dedicated Certificate of Insurance personnel.	✓	
7. Risk management services to help identify hazards and present options.	✓	
8. Workers' compensation insurance claims management at no additional charge.	✓	

Your Service Team

Robert Lowe

Vice President

Robert.Lowe@alliant.com

Phone: 213 270 0145

Courtney Ramirez

Vice President

cramirez@alliant.com

Phone: 949 660 8133

Christopher Gray

Account Manager – Lead

CGray@alliant.com

Phone: 949 660 5944

Named Insured / Additional Named Insureds

Named Insured(s)

Los Angeles County Law Library And/Or
Board Of Law Library Trustees Of Los Angeles County Law Library

Additional Named Insured(s)

None

NAMED INSURED DISCLOSURE

- The first named insured is granted certain rights and responsibilities that do not apply to other policy named insureds and is designated to act on behalf of all insureds for making policy changes, receiving correspondence, distributing claim proceeds, and making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act. Coverage is not afforded to any other entities (unless specifically added by endorsement or if qualified as a "Subsidiary" pursuant to the policy wording) affiliated by common individual insured ownership or to which indemnification is otherwise contractually owed. If coverage is desired for affiliated entities or for contractual indemnities owed, please contact your Alliant Service Team with a full list of entities for which coverage is requested. With each request, include complete financials and ownership information for submission to the carrier. It should be noted, that the underwriter's acceptance of any proposed amendments to the policy, including expansion of the scope of "Insureds" under the policy could result in a potential diminution of the applicable limits of liability and/or an additional premium charge.

Line of Coverage

Workers' Compensation Coverage

INSURANCE COMPANY:	State Compensation Insurance Fund
A.M. BEST RATING:	Not Rated
STANDARD & POOR'S RATING:	Not Rated
CALIFORNIA STATUS:	Admitted
POLICY/COVERAGE TERM:	March 1, 2019 To March 1, 2020
Coverage:	
Workers Compensation	Statutory
Employers Liability Limit:	
Each Accident	\$1,000,000
Disease – Each Employee	\$1,000,000
Disease – Policy Limit	\$1,000,000
Excluded Officer(s):	Per Policy
Endorsement & Exclusions: (including but not limited to)	Per Policy

Class Code	Description	Payroll	Base Rate	Premium
STATE: CA				
8742-1	Salespersons - Outside	\$629,907	0.83	\$5,228.00
8812-1	Libraries – Public – Librarians	\$2,039,328	0.62	\$12,643.00
9015-5	Libraries – Private – Other	\$95,181	11.49	\$10,936.00
Total Estimated Payroll:				\$2,764,416
Base Premium:				\$28,808.00
Experience Modification:				128%
Rating Plan Modifier:				1.14837
Estimated Premium Discount Credit Factor:				0.90034
Total Estimated Annual Premium				\$38,125.00

Workers' Compensation Coverage – Continued

Description	Premium
Initial Premium Deposit:	\$3,813.00
WCA Surcharge: 1.44790%	\$552.00
WCFA Surcharge: 0.28780%	\$110.00
UEBT Surcharge: 0.08310%	\$32.00
SIBT Surcharge: 0.27370%	\$104.00
OSHF Surcharge: 0.37650%	\$144.00
LEC Surcharge: 0.34310%	\$131.00
CIGA Surcharge: 0.00000%	\$0.00
Total Deposit:	\$4,886.00
 Minimum Premium:	 \$500.00
Cancellation Notification - Short Rate Table:	Please refer to Short Rate Table
Minimum Earned Premium:	Per Policy
Quote Valid Until:	March 1, 2019
Policy Auditable:	Yes
Binding Conditions:	A written request to bind coverage

It is imperative that Alliant and/or the carrier be notified IMMEDIATELY when a policyholder hires employees and/or begins operations in any state not listed in PART 3. A on the INFORMATION PAGE of the policy. Failure to obtain a workers' compensation policy in some states may result in substantial fines levied on the policyholder dating back to the original date of hire. Coverage for other states under PART 3. C. (OTHER STATES INSURANCE) of the workers' compensation policy may not fulfill the coverage verification requirement imposed by some states.

See Disclaimer Page for Important Notices and Acknowledgement

Short Rate Table – California Only

Exhibit #

Please be advised that in the event of cancelation of your policy, the final premium will be based on the time this policy was in force:

If this policy is canceled, final premium will be determined in the following way unless our manuals provide otherwise:

1. If we cancel for reasons other than for non-payment of premium, final premium will be calculated pro rata based on the time this policy was in force. Final premium will not be less than the pro rata share of the minimum premium.
2. If you cancel, or if we cancel due to non-payment of premium, final premium will be more than pro rata; it will be based on the time this policy was in force, and increased by our short-rate cancellation table shown below and procedure. Final premium will not be less than the minimum premium.

Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium	Extended Number of Days		Percent of Full Policy Premium
1		5%	66-69		29%	154-156		53%	256-260		77%
2		6%	70-73		30%	157-160		54%	261-264		78%
3-4		7%	74-76		31%	161-164		55%	265-269		79%
5-6		8%	77-80		32%	165-167		56%	270-273	9mo	80%
7-8		9%	81-83		33%	168-171		57%	274-278		81%
9-10		10%	84-87		34%	172-175		58%	279-282		82%
11-12		11%	88-91	3mo	35%	176-178		59%	283-287		83%
13-14		12%	92-94		36%	179-182	6mo	60%	288-291		84%
15-16		13%	95-98		37%	183-187		61%	292-296		85%
17-18		14%	99-102		38%	188-191		62%	297-301		86%
19-20		15%	103-105		39%	192-196		63%	302-305	10mo	87%
21-22		16%	106-109		40%	197-200		64%	306-310		88%
23-25		17%	110-113		41%	201-205		65%	311-314		89%
26-29		18%	114-116		42%	206-209		66%	315-319		90%
30-32	1mo	19%	117-120		43%	210-214	7mo	67%	320-323		91%
33-36		20%	121-124	4mo	44%	215-218		68%	324-328		92%
37-40		21%	125-127		45%	219-223		69%	329-332		93%
41-43		22%	128-131		46%	224-228		70%	333-337	11mo	94%
44-47		23%	132-135		47%	229-232		71%	338-342		95%
48-51		24%	136-138		48%	233-237		72%	343-346		96%
52-54		25%	139-142		49%	238-241		73%	347-351		97%
55-58		26%	143-146		50%	242-246		74%	352-355		98%
59-62	2mo	27%	147-149		51%	247-250	8mo	75%	356-360		99%
63-65		28%	150-153	5mo	52%	251-255		76%	361-365	12mo	100%

Disclosures

This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at www.alliant.com. For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at www.ambest.com. For additional information regarding insurer financial strength ratings visit Standard and Poor's website at www.standardandpoors.com.

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

NY Regulation 194

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

Other Disclosures / Disclaimers

FATCA:

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

Claims Reporting:

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

Other Disclosures / Disclaimers - Continued

Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as expansion to another states, new products, or new applications of existing products.
- Travel to any state not previously disclosed.
- Mergers and/or acquisition of new companies and any change in business ownership, including percentages.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied
- Circumstances which may require an increased liability insurance limit.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to the system.
- Immediate notification of any changes to a scheduled of equipment, property, vehicles, electronic data processing, etc.
- Property of yours that is in transit, unless previously discussed and/or currently insured.

Certificates / Evidence of Insurance

A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

In addition to providing a certificate of insurance, you may be required to name your client or customer on your policy as an additional insured. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.

See Request to Bind Coverage page for acknowledgment of all disclaimers and disclosures.

Optional Coverages

The following represents a list of insurance coverages that are not included in this proposal, but are optional and may be available with further underwriting information.

Note some of these coverages may be included with limitations or insured elsewhere. This is a partial listing as you may have additional risks not contemplated here or are unique to your organization.

- Crime / Fidelity Insurance
- Directors & Officers Liability
- Earthquake Insurance
- Employed Lawyers
- Employment Practices Liability
- Event Cancellation
- Fiduciary Liability
- Fireworks Liability
- Flood Insurance
- Foreign Insurance
- Garage Keepers Liability
- Kidnap & Ransom
- Law Enforcement Liability
- Media and Publishers Liability
- Medical Malpractice Liability
- Network Security / Privacy Liability and Internet Media Liability
- Pollution Liability
- Owned/Non-Owned Aircraft
- Owned Watercraft
- Special Events Liability
- Student Accident
- Volunteer Accidental Death & Dismemberment (AD&D)
- Workplace Violence

Glossary of Insurance Terms

Below are a couple of links to assist you in understanding the insurance terms you may find within your insurance coverages:

<http://insurancecommunityuniversity.com/UniversityResources/InsuranceGlossaryFREE.aspx>

<http://www.ambest.com/resource/glossary.html>

<http://www.irmi.com/online/insurance-glossary/default.aspx>

Request to Bind Coverage

Los Angeles County Law Library And/Or Board Of Law Library Trustees Of Los Angeles County Law Library

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:
Workers' Compensation	<input type="checkbox"/>

This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

_____ Signature of Authorized Insurance Representative	_____ Date
_____ Title	
_____ Printed / Typed Name	

This proposal does not constitute a binder of insurance. Binding is subject to final carrier approval. *The actual terms and conditions of the policy will prevail.*

MEMORANDUM

DATE: February 27, 2019

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director

RE: Discussion and Potential Action Regarding Not Filing an Insurance Claim for Damage from Burst Pipe

SUMMARY AND BACKGROUND

As the Board is aware, the Law Library suffered damage as a result of a burst water supply pipe. The repairs are now nearly complete. Given that the Library’s self-insured retention (SIR) is only slightly less than the total amount of damage, the difficulty inherent in recovering for damage caused by underground pipes and the potential to negatively impact future premiums, Staff does not intend to file an insurance claim. Of course, Staff would be happy to move forward with a claim if the Board directs; it would certainly be a legitimate claim and a plausible course of action. Staff’s position is based upon the low potential for any meaningful return on investment.

DISCUSSION

Below is a chart of the repair and cleanup costs to date, as well as the cost of a small upgrade that was added to the project to improve water flow in the Broadway entrance area. Apart from the upgrade, the costs total \$56,707, just \$6,707 above the Law Library’s SIR. Of the \$56,707, more than \$10,000 is for elevator and parking garage repair, cleanup and debris removal.

Establishing coverage for the damage would be costly and time-consuming due to differing opinions over the language of the policy and its various exclusions and the need to retain experts. If the Law Library were to prevail in establishing that all of the damage is covered, it would stand to recover at most \$6,707. If only certain portions of the damage are determined to be covered, the Law Library would not recover anything (because the total would be below the SIR). In the long run, the claim could negatively affect our premiums as well, but the amount, if any, is unknown.

CONCLUSION & RECOMMENDATION

Accordingly, Staff’s recommendation is NOT to pursue a claim against our carrier.



**Flood Damage Repair
Costs To Date**

Vendor	Description	Cost
United Paving	Asphalt & Gate Sensor Loops	\$22,170.00
Caliber Elevator	Elevator Shafts (2) Flood Repair	\$5,552.70
Suttles Plumbing	Staff Level Parking Garage Drain Jetting/Clearing	\$3,503.02
Suttles Plumbing	Fire Sprinkler Water-main Repair	\$21,381.76
Romero Maintenance	Mud/Debris Removal Staff Garage & Other Areas	\$1,400.00
Romero Maintenance	Kitchen Flooring Removal & Water Abatement	\$200.00
TBD	Kitchen Flooring Replacement	\$2,500.00
	Total	\$56,707.48
Not Included:		
United Paving	Concrete Channel Upgrade	\$4,385.00



MEMORANDUM

DATE: February 27, 2019

TO: Board of Law Library Trustees

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

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

As you are aware, 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.

We had hoped the project would be complete by now, but there is still some work to be done. Nearly all of the repairs are complete, but the paving company still has some repairs to do to address discrepancies from the work recently done. (For example, they unfortunately removed the wires that powered the security entrance gate.) We anticipate the corrections will be fully completed prior to the March 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: February 27, 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. Note that these, and all previously approved one-time funding projects, have already been incorporated into the mid-year budget amendment presented on this same agenda.

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	Very Rough Cost Estimates	Comments
17	FACILITIES/IT	Security cameras - Includes all camera hardware and installation of data line.	\$50K	Estimated completion 4/1/2019
21	FACILITIES	Hand dryers in all restrooms: will reduce paper supply costs and plumbing repair costs by eliminating paper hand towel dispensers	\$10K	Estimated completion 5/1/2019
37	COMM	Make the Where You Begin series FREE for 2 years	\$4K (estimated foregone revenue)	Start Date 4/1/2019

AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Approval of Mid-Year Budget Review and Amendment
- 4.2 Staff Presentation: Public Computer Update
- 4.3 Discussion and Potential Action Regarding Increase to Executive Director Compensation
[can be deferred until after Closed Session]

MEMORANDUM

DATE: February 27, 2019

TO: Board of Law Library Trustees

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

RE: FY 2019 Mid-Year Budget and Financial Forecast

SUMMARY

Attached is the financial forecast for the current fiscal year based upon a detailed review of mid-year performance as compared to budget. This mid-year report is intended to provide a revised look at the financial picture for the current fiscal year.

Overall, the forecast is projected to be better than budget. Revenue, primarily Civil filing fee and the interest derived from deposited funds at the County have outperformed budget expectations. Staff expenses are low due to continued vacancies. Depreciation expense is low due to delayed capital expenditure purchases and lower collection purchases over the last few years. The net result is that net operating income is projected to be over \$800K (ahead of budget by \$1.3M).

That good news must be tempered though, with a reminder that: 1) the budget as approved presented a deficit in operating income that must be improved in the long term; 2) costs in general continue to increase; and 3) the personnel cuts are not sustainable in the long run if we intend to maintain service levels.

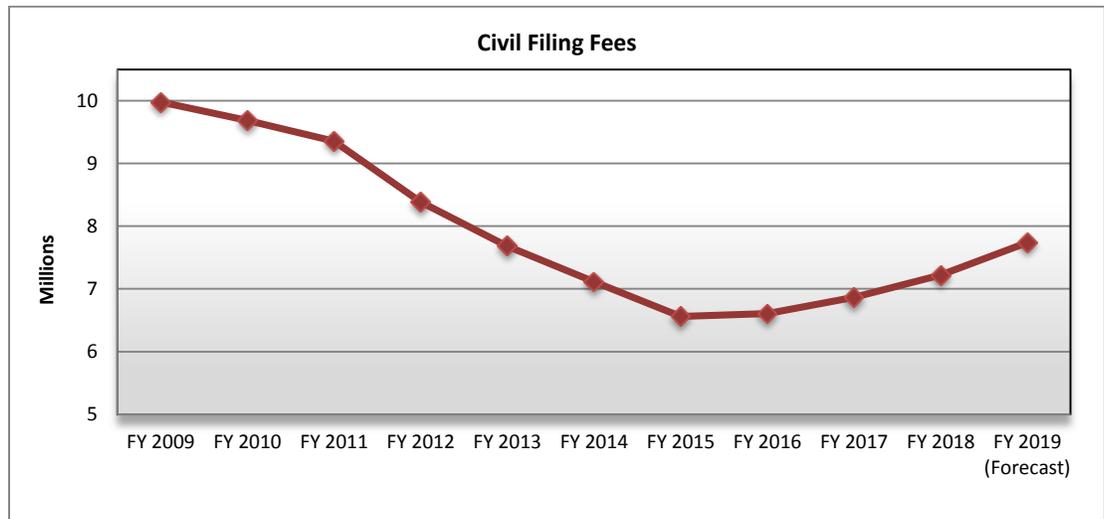
The budget projected a negative cash flow of approximately \$1.1M primarily due to \$1.7M capital projects carried over from prior fiscal years. However, there has been a delay in some of the proposed capital expenditures. As a result, as of the end of December 2018, the Library had added \$400K from operations (in addition to the \$3.5M one-time funding from the State).

The attached mid-year budget review worksheet presenting actual income and expenses to date as well as the projected forecast for each general ledger account, contains a comment field used to explain changes or revisions occurring since approval of the original budget.

REVENUE

Civil filing fees are continuing to show signs of stabilization and slight growth. Based on fees filed through December 2018, Staff projects filing fees be 11% over budget and 7% over FY2018.





Notes: Parking income is expected to fall slightly below budget expectations due to increased competition, e-filings and insufficient marketing. Plans to increase parking revenue include a more aggressive marketing campaign. The scanning project with Google has not fully realized due to continued vacancies in IT, there is a slight decrease in Library Services as a result of lower than expected room rentals and lower than expected Platinum level membership revenue. Interest income from County is expected to be over 200% above budget due to delayed capital expenditure projects, increased rate of return, and the \$3.5M one-time funding from the State deposited into our general fund account.

Investments

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

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

CalPERS CERBT gains are realized when the Library requests a distribution to offset paid retiree health insurance costs. This fiscal year, the Library has budgeted to request a \$90K distribution.

EXPENSES AND NET INCOME

Ordinary operating expenses are expected to be 6% below the already-aggressive budget as a result of savings from staff vacancies, lower depreciation expense and



savings in other expense categories, primarily professional services, communications and professional development.

It is also important to note that the projected \$800K positive net income includes “paper” expenses, primarily depreciation. Looking at actual collection expense (the “cash” expense) and eliminating depreciation expense would yield a more positive net income. In particular, the cost of depreciable purchases (non-electronic library materials of \$1.9M) is \$400K below the booked depreciation expense (\$2.3M). In other words, our expenses booked using standard accounting practices still reflect the years of higher spending that preceded the current era of cuts. As we move into the future, the depreciation expense for collection materials will reduce and come into alignment with current spending, reducing the deficit even without further cuts.

ONE-TIME FUNDING FROM THE STATE

In late June 2018, years of work lobbying and advocating on behalf of County law libraries by CCCLL and others culminated in a one-time \$16.5M allotment from the State’s budget to backfill the declining civil filing fee revenues. Of this amount, \$3.5M was allotted to LA Law Library. At the 8/22/2018 meeting, a preliminary one-time funding project list was presented to the Board. Over the course of the fiscal year, a number of these projects have been formally presented and approved by the Board. The mid-year budget report incorporates these projects into the budget, but lists them separately from the rest of the base budget.

NEXT STEPS

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

Staff recommends that the Board President appoint a Budget and Financial Planning committee for Fiscal Year 2020. Staff will meet with the committee in March to discuss the midyear review and proposed budget options for FY2020.

RECOMMENDATION

Staff recommends that the Board adopt the attached, projected forecast for FY2019 as the amended budget.



Los Angeles County Law Library

FY 2018-19 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

	July - December 2018					January - June 2019					FY 2018-19 Total					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	
Summary:																
Income																
L.A. Superior Court Fees	3,512,728	3,831,706	318,978	9.1%		3,487,272	3,908,340	421,068	12%		7,000,000	7,740,046	740,046	11%	0	
Interest	18,404	62,228	43,824	238.1%		18,404	73,200	54,796	298%		36,808	135,428	98,620	268%	0	
Parking	340,002	327,304	(12,698)	-3.7%		317,934	317,934	0	0%		657,936	645,238	(12,698)	-2%	0	
Library Services	404,090	349,928	(54,162)	-13.4%		252,309	248,559	(3,750)	-1%		656,399	598,487	(57,912)	-9%	0	
Total Income	4,275,224	4,571,166	295,941	6.9%		4,075,918	4,548,033	472,115	12%		8,351,143	9,119,199	768,056	9%	0	
Expense																
Staff (payroll + benefits)	2,235,408	2,010,310	252,928	11.3%		2,049,514	1,840,672	208,842	10%		4,284,922	3,850,982	433,940	10%	109,845	
Electronic Resource Subscriptions	308,801	260,026	48,775	15.8%		308,801	357,575	(48,775)	-16%		617,601	617,601	0	0%	0	
Library Materials	970,712	851,954	118,758	12.2%		964,470	1,088,229	(123,759)	-13%		1,935,183	1,940,183	(5,000)	0%	64,794	
Library Materials Transferred to Assets	(970,712)	(851,954)	(118,758)	12.2%		(964,470)	(1,088,229)	123,759	-13%		(1,935,183)	(1,940,183)	5,000	0%	(64,794)	
Facilities	460,977	462,546	(1,510)	-0.3%		440,131	481,418	(41,287)	-9%		901,107	943,964	(42,857)	-5%	60	
Technology & Data	75,385	61,937	13,448	17.8%		75,385	79,721	4,336	6%		150,770	141,658	(9,112)	-6%	0	
General	39,458	40,356	2,102	5.3%		34,774	31,717	3,057	9%		74,232	72,073	2,159	3%	3,490	
Professional Development	7,540	2,763	4,817	63.9%		16,653	15,767	886	5%		24,193	18,530	5,663	23%	37,006	
Communications & Marketing	2,420	562	1,858	76.8%		4,605	7,105	(2,500)	-54%		7,025	7,667	(642)	-9%	0	
Travel & Entertainment	792	191	601	75.9%		792	792	0	0%		1,584	983	601	38%	0	
Professional Services	45,698	40,966	4,733	10.4%		23,808	23,808	0	0%		69,506	64,774	4,733	7%	42,600	
Depreciation	1,353,043	1,313,744	39,299	2.9%		1,376,982	1,315,000	61,982	5%		2,730,025	2,628,744	101,281	4%	0	
Total Expenses	4,529,521	4,193,400	336,121	7.4%		4,331,444	4,153,575	177,869	4%		8,860,964	8,346,975	513,990	6%	201,501	
Net Income (Loss)	(254,296)	377,766	632,062	248.6%		(255,525)	394,458	649,984	254%		(509,822)	772,224	1,282,046	251%	0	
Investment Gain (Loss) ¹	12,500	82,865	70,365	562.9%		12,500	12,500	0	0%		25,000	95,365	70,365	281%	0	
Extraordinary Income	0	0	0	0.0%		0	0	0	0%		0	0	0	0%	3,543,270	
Extraordinary Expense	0	0	0	0.0%		0	0	0	0%		0	0	0	0%	0	
Net Income Including Extraordinary Items	(241,796)	4,003,901	4,245,697	1755.9%		(243,025)	406,958	649,984	-267%		(484,822)	4,410,859	4,895,680	-1010%	0	
Capitalized Expenditures	815,000	188,089	626,911	76.9%		937,466	150,300	(787,166)	-84%		1,752,466	338,389	(1,414,077)	-81%	633,000	

Los Angeles County Law Library

FY 2018-19 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

			July - December 2018					January - June 2019					FY 2018-19 Total					Comments	
Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding					
Detailed Budget:																			
Income:																			
15	FIN	303300	L.A. Superior Court Fees	3,512,728	3,831,706	318,978	9.1%		3,487,272	3,908,340	421,068	12.1%		7,000,000	7,740,046	740,046	10.6%	0	Better than expected CF revenue.
Interest:																			
15	FIN	311000	Interest - LAIF	2,154	4,152	1,998	92.7%		2,154	4,200	2,046	95.0%		4,308	8,352	4,044	93.9%	0	Increased rate of return.
15	FIN	312000	Interest - General Fund	14,300	55,057	40,757	285.0%		14,300	66,000	51,700	361.5%		28,600	121,057	92,457	323.3%	0	Increased revenue due to delay in capital expenditures, \$3.5M deposited funds from the State and increased rate of return.
15	FIN	313000	Interest - Deposit Fund	1,950	3,019	1,069	54.8%		1,950	3,000	1,050	53.8%		3,900	6,019	2,119	54.3%	0	Increased rate of return.
Subtotal				18,404	62,228	43,824	238.1%	0	18,404	73,200	54,796	297.7%	0	36,808	135,428	98,620	267.9%	0	
Parking:																			
39	FAC	330100	Parking	340,002	327,304	(12,698)	-3.7%		317,934	317,934	0	0.0%		657,936	645,238	(12,698)	-1.9%	0	Parking revenue lower due to efilings, lower priced competition and less aggressive marketing
Subtotal				340,002	327,304	(12,698)	-3.7%	0	317,934	317,934	0	0.0%	0	657,936	645,238	(12,698)	-1.9%	0	
Library Services:																			
27	CIRC	330150	Annual Designation Fee	2,188	405	(1,783)	-81.5%		2,248	900	(1,348)	-60.0%		4,436	1,305	(3,131)	-70.6%	0	Variance gap is not likely to close. Firm with large amount of borrowers (totaling \$1,348) is not expected to renew. Firms moving away from large multi-messenger accounts.
25	PS	330140	Annual Members Fee	98,554	101,509	2,955	3.0%		107,262	89,262	(18,000)	-16.8%		205,816	190,771	(15,045)	-7.3%	0	Reduction of \$18K due to change in Platinum income; will be offset by decreased Platinum expense
25	PS	330340	Course Registration	10,897	13,859	2,962	27.2%		12,447	12,447	0	0.0%		23,344	26,306	2,962	12.7%	0	Unusually strong MCLE programming first half and some timing variance with early registration.
27	CIRC	330129	Copy Center	20,200	20,243	43	0.2%		20,500	20,500	0	0.0%		40,700	40,743	43	0.1%	0	Currently on target, but note that copier 1 has been down since 9/1/18.
27	CIRC	330205	Document Delivery	11,600	8,533	(3,067)	-26.4%		6,000	7,500	1,500	25.0%		17,600	16,033	(1,567)	-8.9%	0	Advertising efforts are underway, expecting modest improvements.
27	CIRC	330210	Fines	25,300	18,887	(6,413)	-25.3%		23,500	20,300	(3,200)	-13.6%		48,800	39,187	(9,613)	-19.7%	0	Payments for fines are coming in, but slower than expected.
15	FIN	330310	Miscellaneous	45,919	23,871	(22,048)	-48.0%		45,919	41,500	(4,419)	-9.6%		91,839	65,371	(26,468)	-28.8%	0	Lower than anticipated Google revenue due to staff vacancies.
39	FAC	330330	Room Rental	34,002	21,603	(12,399)	-36.5%		34,002	20,000	(14,002)	-41.2%		68,004	41,603	(26,401)	-38.8%	0	Demand is low; would need more marketing to increase revenue; however, net revenue was higher than budgeted b/c of reduced expenses
23	COL	330350	Book Replacement	280	665	385	137.4%		280	0	(280)	-100.0%		560	665	105	18.7%	0	
15	FIN	330360	Forfeited Deposits	0	0	0	0.0%		0	10,000	10,000	0.0%		0	10,000	10,000	0.0%	0	
17	EXEC	330400	Friends of Law Library	145,000	125,000	(20,000)	-13.8%		0	20,000	20,000	0.0%		145,000	145,000	0	0.0%	0	
25	PS	330420	Grants	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	
15	FIN	330450	Vending	150	198	48	32.0%		150	150	0	0.0%		300	348	48	16.0%	0	
37	COM	330465	Special Events Income	10,000	15,157	5,157	51.6%		0	6,000	6,000	0.0%		10,000	21,157	11,157	111.6%	0	Prepaid \$5K PBW sponsorship; \$1000 Law Day sponsorship
Subtotal				404,090	349,928	(54,162)	-13.4%		252,309	248,559	(3,750)	-1.5%		656,399	598,487	(57,912)	-8.8%	0	
Total Income				4,275,224	4,571,166	295,941	6.9%		4,075,918	4,548,033	472,115	11.6%		8,351,143	9,119,199	768,056	9.2%	0	
Expenses:																			
Staff:																			
ALL	501000		Salaries (FT)	1,256,317	1,060,098	196,219	15.6%	40,693	1,256,317	1,108,735	147,582	11.7%	42,148	2,512,633	2,168,833	343,800	13.7%	82,841	Favorable variance due to staff vacancies. 4% raise attributable to OTF.
15	FIN	501025	Staff Vacancy Offset (FT)	(25,126)	0	(25,126)	100.0%		(25,126)	(50,253)	25,127	-100.0%		(50,253)	(50,253)	0	0.0%	0	
ALL	501050		Salaries (PT)	135,548	131,995	3,553	2.6%	5,002	135,548	134,578	971	0.7%	4,832	271,097	266,573	4,524	1.7%	9,833	Favorable variance due to staff vacancies.
15	FIN	501075	Staff Vacancy Offset (PT)	(2,711)	0	(2,711)	100.0%		(2,711)	(5,422)	2,711	-100.0%		(5,422)	(5,422)	0	0.0%	0	Vacancy offset higher than budgeted but incorporated into salary GL codes.
15	FIN	502000	Social Security	77,750	67,759	9,990	12.8%		77,750	70,000	7,750	10.0%		155,499	137,759	17,740	11.4%	0	Favorable variance due to staff vacancies.
15	FIN	503000	Medicare	18,687	17,175	1,512	8.1%		18,687	18,000	687	3.7%		37,374	35,175	2,199	5.9%	0	Favorable variance due to staff vacancies.
15	FIN	511000	Retirement	277,422	263,161	14,262	5.1%		138,383	130,000	8,383	6.1%		415,806	393,161	22,645	5.4%	0	Favorable variance due to staff vacancies.
15	FIN	511050	Pension Exp (Actuarial)	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	0	0	0.0%		0	0	0	0.0%	0	
15	FIN	512000	Health Insurance	269,018	243,628	25,391	9.4%		198,106	155,000	43,106	21.8%		467,124	398,628	68,496	14.7%	0	Favorable variance due to staff vacancies.

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Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding				
15 FIN	513000	Disability Insurance	2,645	2,265	380	14.4%		2,645	2,500	145	5.5%		5,291	4,765	525	9.9%	0	Favorable variance due to staff vacancies.
15 FIN	514000	Dental Insurance	33,494	29,848	3,646	10.9%		33,494	30,000	3,494	10.4%		66,989	59,848	7,140	10.7%	0	Favorable variance due to staff vacancies.
15 FIN	514500	Vision Insurance	3,777	3,168	608	16.1%		3,777	3,500	277	7.3%		7,553	6,668	885	11.7%	0	Favorable variance due to staff vacancies.
15 FIN	515000	Life Insurance	783	691	92	11.7%		783	700	83	10.6%		1,567	1,391	175	11.2%	0	Favorable variance due to staff vacancies.
15 FIN	515500	Vacancy Benefits Offset	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	
15 FIN	516000	Workers Compensation Insurance	31,569	21,353	10,217	32.4%		40,027	40,000	27	0.1%		71,596	61,353	10,244	14.3%	0	Favorable variance due to 2016-17 audit refund.
15 FIN	517000	Unemployment Insurance	5,000	2,700	2,300	46.0%		0	5,000	(5,000)	0.0%		5,000	7,700	(2,700)	-54.0%	0	
ALL	514010	Temporary Employment	10,234	0	10,234	100.0%	2,968	7,834	7,834	0	0.0%	14,202	18,068	7,834	10,234	56.6%	17,170	Branch coverage for first half fiscal year provided by part-time employees (GL 501050). Expect the same in second half, but budgeted as Temp Empl bc exact coverage unknown. Platinum Monday coverage reduced to 3 hrs/week. COMM: Library Aide comp should be expensed 83% to #370F-002 and 17% to #370F-003. 2) Lancaster Associate starting 2/15 equals \$1,800 billed to OTF code: 250F008.
13 HR	514015	Recruitment	2,000	316	1,684	84.2%		0	26,500	(26,500)	0.0%		2,000	26,816	(24,816)	-1240.8%	0	ADD: recruiter for open positions.
15 FIN	517500	Accrued Sick Expense	0	0	0	0.0%		5,000	5,000	0	0.0%		5,000	5,000	0	0.0%	0	
15 FIN	518000	Accrued Vacation Expense	0	0	0	0.0%		20,000	20,000	0	0.0%		20,000	20,000	0	0.0%	0	
15 FIN	518500	OPEB Expense	125,000	124,998	2	0.0%		125,000	125,000	0	0.0%		250,000	249,998	2	0.0%	0	
15 FIN	518550	TMP	6,500	6,136	364	5.6%		6,500	6,500	0	0.0%		13,000	12,636	364	2.8%	0	
15 FIN	518560	Payroll and Benefit Administration	7,500	7,189	311	4.1%		7,500	7,500	0	0.0%		15,000	14,689	311	2.1%	0	
		Total - Staff	2,235,408	2,010,310	252,928	11.3%	48,663	2,049,514	1,840,672	208,842	10.2%	61,182	4,284,922	3,850,982	433,940	10.1%	109,845	
		Library Materials/Electronic Resources Subscription:										0						
23 COL	601999	American Continuations	742,694	654,133	88,561	11.9%	1,409	742,694	829,846	(87,152)	-11.7%	18,000	1,485,388	1,483,979	1,409	0.1%	19,409	Timing variance. Jan – Jun projected actuals includes additional OTF projects \$18,000: \$5,000 project code 230F-001; \$10,000 project code 230F-002; \$3,000 project code 230F-003. Any surplus in this fund will be spent to update titles in Global Reading Room (GRR).
23 COL	602999	American New Orders	10,700	11,926	(1,226)	-11.5%	15,351	5,350	(6,227)	11,577	216.4%	30,000	16,050	5,699	10,351	64.5%	45,351	Jan – Jun projected actuals includes additional: \$35,000. One-time funding projects: \$30,000. \$5,000 project code 230F-001, \$5,000 project code 230F-002; \$20,000 project code 230F-005. Regular budget augmentation: \$5,000 additional for replacements due to theft or damage.
23 COL	609199	Branch Continuations	8,750	5,341	3,409	39.0%		8,750	12,159	(3,409)	-39.0%		17,500	17,500	0	0.0%	0	Timing variance. Any surplus in this fund will be spent to update titles in Global Reading Room (GRR).
23 COL	609299	Branch New Orders	107	0	107	100.0%		107	214	(107)	-100.0%		214	214	0	0.0%	0	New Orders not anticipated for Branch. Any surplus will be spent in General/Librarianship New Orders or American New Orders (replacements for lost/damaged materials).
23 COL	603999	Commonwealth Continuations	70,038	70,049	(11)	0.0%		70,038	70,027	11	0.0%		140,075	140,075	0	0.0%	0	Timing variance. Orders will be placed 3rd Qtr FY19.
23 COL	604999	Commonwealth New Orders	713	0	713	100.0%		357	1,070	(713)	-200.0%		1,070	1,070	0	0.0%	0	Timing variance. Any surplus in this fund will be spent to cover overage in Commonwealth Continuations, if applicable, and to update titles in Global Reading Room (GRR).
23 COL	605999	Foreign Continuations	63,476	35,101	28,375	44.7%		63,476	91,852	(28,375)	-44.7%		126,953	126,953	0	0.0%	0	Timing variance. Orders will be placed 3rd Qtr FY19.
23 COL	606999	Foreign New Orders	713	8	705	98.9%		357	1,062	(705)	-197.8%		1,070	1,070	0	0.0%	0	Timing variance. Any surplus in this fund will be spent to cover overage in Commonwealth Continuations, if applicable, and to update titles in Global Reading Room (GRR).
23 COL	607999	International Continuations	63,644	52,022	11,622	18.3%		63,644	75,266	(11,622)	-18.3%		127,289	127,289	0	0.0%	0	Timing variance. Orders will be placed 3rd Qtr FY19.
23 COL	608999	International New Orders	357	0	357	100.0%		178	535	(357)	-200.0%		535	535	0	0.0%	0	Timing variance. Any surplus in this fund will be spent to update titles in Global Reading Room (GRR).
23 COL	609399	General/Librarianship Continuations	9,412	6,377	3,035	32.2%	34	9,412	12,413	(3,001)	-31.9%		18,824	18,790	34	0.2%	34	Timing variance. Any overage will be covered by Branch New Orders.
23 COL	609499	General/Librarianship New Orders	107	202	(95)	-88.9%		107	12	95	88.9%		214	214	0	0.0%	0	

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	Subtotal	970,712	851,954	135,552	14.0%	16,794	964,470	1,088,229	(123,759)	-12.8%	48,000	1,935,183	1,940,183	(5,000)	-0.3%	64,794		
23 COL	690000	(970,712)	(851,954)	(118,758)	12.2%	(16,794)	(964,470)	(1,088,229)	123,759	-12.8%	(48,000)	(1,935,183)	(1,940,183)	5,000	-0.3%	(64,794)		
23 COL	685000						308,801	260,026	48,775	15.8%		308,801	357,575	(48,775)	-15.8%		Timing variance. All funds expected to be utilized for Electronic Resource Subscriptions.	
	Facilities:																	
39 FAC	801005						22,500	43,907	(21,407)	-95.1%		24,000	48,000	(24,000)	-100.0%		Unexpected pipe break repair \$60K	
39 FAC	801010						7,816	7,414	402	5.1%		8,843	8,843	0	0.0%			
39 FAC	801015						5,268	4,400	868	16.5%		4,701	4,700	1	0.0%		Prices increased; going out to bid	
39 FAC	801020						66,000	65,120	880	1.3%		57,000	57,000	0	0.0%			
39 FAC	801025						1,932	8,614	(6,682)	-345.8%		0	6,000	(6,000)	0.0%		Delayed capital project start date do 7/1/2019	
39 FAC	801030						22,550	24,278	(1,728)	-7.7%		21,026	20,800	226	1.1%			
15 FIN	801035						120,377	134,354	(13,978)	-11.6%		120,377	106,399	13,978	11.6%			
39 FAC	801040						53,605	52,745	860	1.6%		53,605	55,865	(2,260)	-4.2%		HazMat Removal Services @ \$1400 per year.	
39 FAC	801045						9,000	7,500	1,500	16.7%		9,000	10,500	(1,500)	-16.7%			
39 FAC	801050						118,308	97,228	21,080	17.8%		118,308	139,388	(21,080)	-17.8%		4th P/T Security Officer to be implemented in second half of FY	
39 FAC	801060						16,800	2,293	14,507	86.4%		10,200	10,200	0	0.0%		Fewer room rentals reduced expenses; net revenue higher than budgeted	
37 COM	801065						7,250	10,602	(3,352)	-46.2%		3,500	4,450	(950)	-27.1%		PS: \$2500 for Law Days; banner, flyers, posters; PLUS \$250 for postage COMM: Used some additional revenue to purchase infrastructure for special events.	
39 FAC	801100						2,100	449	1,651	78.6%		2,100	2,761	(661)	-31.5%		Timing Variance.	
39 FAC	801110						1,800	922	878	48.8%		1,800	1,800	0	0.0%			
39 FAC	801115						1,350	0	1,350	100.0%		1,350	1,350	0	0.0%		Timing Variance.	
39 FAC	801120						3,121	1,389	1,732	55.5%		3,121	2,234	887	28.4%	60	PS: Note: lower cost due to postage billed to Special Event expense and fewer mailed Member packets. ADD unanticipated expense for Univ of Utah book donation (\$234) DEDUCT \$325 postage for Law Week (Law Days are now included in Special Event Expense) FAC: Postage for PBW and Law Days expensed to Special Events	
39 FAC	801125						1,200	1,272	(72)	-6.0%		1,200	1,128	72	6.0%			
	Subtotal	460,977	462,546	(1,510)	-0.3%	0	440,131	481,418	(41,287)	-9.4%	60	901,107	943,964	(42,857)	-4.8%	60		
	Technology:	0	0															
33 TECH	801210						10,947	6,042	4,905	44.8%		10,947	10,947	(0)	0.0%		Some costs absorbed into Cap Ex with new servers	
33 TECH	801212						12,941	11,360	1,581	12.2%		12,941	12,941	(0)	0.0%		Increases lower than projected	
33 TECH	801215						3,903	1,375	2,527	64.8%		3,903	6,403	(2,500)	-64.1%		Timing variance MJ: Note that forecast number has changed	
33 TECH	801220						2,910	1,676	1,234	42.4%		2,910	4,144	(1,234)	-42.4%		Timing variance; Label Printers & Scan Printers not yet purchased	
33 TECH	801225						300	152	148	49.3%		300	450	(150)	-50.0%		Timing variance	
33 TECH	801230						26,907	26,487	419	1.6%		26,907	26,907	(0)	0.0%			
33 TECH	801235						17,479	14,586	2,892	16.5%		17,479	17,479	(0)	0.0%		Cost savings from discount program	
33 TECH	801245						0	0	0	0.0%		0	0	0	0.0%			
33 TECH	801250						0	258	(258)	0.0%		0	450	(450)	0.0%		Amazon AWS storage added	
	Subtotal	75,385	61,937	13,448	17.8%	0	75,385	79,721	4,336	5.8%	0	150,770	141,658	(9,112)	-6.0%	0		
	General:																	
15 FIN	801310						4,000	3,092	908	22.7%		4,000	3,592	508	12.7%			
35 CMS	801315						5,052	5,058	(6)	-0.1%		5,052	5,058	(6)	-0.1%			
35 CMS	801320						0	0	0	0.0%		0	0	0	0.0%			
17 EXEC	801325						500	432	68	13.5%		500	500	0	0.0%			
37 COM	801330						2,885	9,187	(6,302)	-218.5%		205	205	0	0.0%		Increased Holiday Party expense	
15 FIN	801335						9,500	10,918	(1,418)	-14.9%		9,500	11,000	(1,500)	-15.8%		Increased toner purchase	
35 CMS	801337						5,800	4,940	860	14.8%		3,200	4,060	(860)	-26.9%	490	Additional \$490, Project Code 23OF-001.	
37 COM	801340						200	0	200	100.0%		1,700	2,100	(400)	-23.5%		Timing variance re business cards plus slight increase in number needed.	
25 PS	801365						0	0	0	0.0%		0	0	0	0.0%			
27 CIRC	801370						11,021	3,488	7,533	68.4%		10,117	5,000	5,117	50.6%			

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15 FIN	801375	General - Misc	500	0	500	100.0%	3,000	0	0	0	0.0%	500	0	500	100.0%	3,000	\$3K MoFo Guides, OTF project code 370F-003.	
25 PS	801390	Course Registration	0	0	0	0.0%		0	0	0	0.0%	0	0	0	0.0%	0		
17 EXEC	801395	Friends of Law Library	0	241	(241)	0.0%		500	300	200	40.0%	500	541	(41)	-8.2%	0		
		Subtotal	39,458	40,356	2,102	5.3%	3,000	34,774	31,717	3,057	8.8%	490	74,232	72,073	2,159	2.9%	3,490	
ALL	803105	Professional Development: Travel	3,750	1,356	2,394	63.8%		6,183	5,992	191	3.1%		9,933	7,348	2,585	26.0%	0	Some cost savings and some conferences not attended. ADD \$450 due to timing variance for delayed reimbursement. \$1,500 in prof dev budget (in January) to be used for Janine to attend EJC in Louisville, KY in May, (estimated at \$660 hotel, \$500 airfare plus misc). DEDUCT: \$641 bc Feb SRLN did not occur .
ALL	803110	Meals	50	49	1	2.3%		120	120	0	0.0%		170	169	1	0.7%	0	
ALL	803113	Incidental and miscellaneous	500	399	101	20.2%		0	0	0	0.0%		500	399	101	20.2%	0	
ALL	803115	Membership dues	225	255	(30)	-13.3%	40	6,500	6,480	20	0.3%	36,966	6,725	6,735	(10)	-0.1%	37,006	AALL Dues: Malinda (Jan), Austin (Jan) and Esther (Feb) @ \$274 each, Anahit (Jan), Ryan (Jan) and Janine (Feb): @ \$147 each. SCALL: Ryan, Malinda, Austin, Anahit and Esther at \$40 each. = \$200 (in Jan or Feb). Allocate costs to OTF Code: 170F-0001. CCCLL supplemental dues assessment OTF code 170F-002.
ALL	803120	Registration fees	3,015	664	2,351	78.0%		3,850	3,175	675	17.5%		6,865	3,839	3,026	44.1%	0	Under budget first half due to grants. DEDUCT: \$225 because SRLN (\$150) and One Justice (\$75) not occurring. Use \$550 of budgeted prof dev allocation to register for EJC (May) and DEDUCT \$450 balance (originally budgeted in Jan?). CMS: Misc trainings, webinars, local workshops
ALL	803125	Educational materials	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	
		Subtotal	7,540	2,763	4,817	63.9%	40	16,653	15,767	886	5.3%	36,966	24,193	18,530	5,663	23.4%	37,006	
37 COM	803205	Communications & Marketing: Services	0	0	0	0.0%		1,800	1,800	0	0.0%		1,800	1,800	0	0.0%	0	Approximately \$6000. expense from OTF 370F-003 expected. Document edelivery ad in SCALL newsletter 2x @ \$200 = \$400 COMM: \$5000 PR and social media from Project code: 370-005 \$200 Public Counsel's O Douglas Award dinner (Funded with unused Advertising funds).
37 COM	803210	Collateral materials	880	446	434	49.3%		1,620	1,620	0	0.0%	6,000	2,500	2,066	434	17.4%	6,000	
37 COM	803215	Advertising	1,250	0	1,250	100.0%		1,185	3,685	(2,500)	-211.0%	2,500	2,435	3,685	(1,250)	-51.3%	2,500	
37 COM	803220	Trade shows & Outreach	290	116	174	60.1%		0	0	0	0.0%		290	116	174	60.1%	0	
		Subtotal	2,420	562	1,858	76.8%	0	4,605	7,105	(2,500)	-54.3%	8,500	7,025	7,667	(642)	-9.1%		
ALL	803305	Travel & Entertainment Travel	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	Below budget due to public transportation use and waived reimbursement. Retain full budgeted amount in second half of FY due to adding Santa Monica partnership and potential trips to Pomona, West Covina or Lancaster by driving staff
ALL	803310	Meals	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	0	0	0.0%		0	0	0	0.0%	0	
ALL	803320	Ground transportation & mileage reimb.	792	191	601	75.9%		792	792	0	0.0%		1,584	983	601	37.9%	0	
ALL	803325	Incidental travel expenses	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	
		Subtotal	792	191	601	75.9%	0	792	792	0	0.0%	0	1,584	983	601	37.9%	0	
15 FIN	804005	Professional Services Accounting	19,500	21,425	(1,925)	-9.9%		6,430	6,430	0	0.0%		25,930	27,855	(1,925)	-7.4%	0	PS: ADD: (Ryan) Project Code 250F-003: Jr Contract Attorney: \$4,050; Sr Contract Attorney: \$4,050. Add: (Janine) Project Code 250F-001, Sr Contract Attorney: \$12,500; Project Code 250F-002 Sr Contract Attorney: \$15K
17 EXEC	804008	Consulting Services	17,378	17,251	127	0.7%		17,378	17,378	0	0.0%		34,756	34,629	127	0.4%	0	
17 EXEC	804010	Legal	5,000	0	5,000	100.0%		0	0	0	0.0%	35,600	5,000	0	5,000	100.0%	35,600	

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15	FIN	804015	Other	3,820	2,290	1,530	40.1%		0	0	0	0.0%	7,000	3,820	2,290	1,530	40.1%	7,000	PS: ADD: (Austin) \$2,000 for mitigation consultant Project Code 250F-002; \$5,000 for translation services OTF: 250F-007
			Subtotal	45,698	40,966	4,733	10.4%	0	23,808	23,808	0	0.0%	42,600	69,506	64,774	4,733	6.8%	42,600	
			Depreciation:																
15	FIN	806105	Depreciation - Library Materials	1,204,512	1,177,009	27,502	2.3%		1,182,146	1,175,000	7,146	0.6%		2,386,658	2,352,009	34,649	1.5%	0	
15	FIN	806110	Depreciation Exp - FF&E	148,531	136,735	11,796	7.9%		194,836	140,000	54,836	28.1%		343,367	276,735	66,632	19.4%	0	
			Subtotal	1,353,043	1,313,744	39,299	2.9%	0	1,376,982	1,315,000	61,982	4.5%	0	2,730,025	2,628,744	101,281	3.7%	0	
			Total Expense	4,529,521	4,193,400	336,121	7.4%	51,703	4,331,444	4,153,575	177,869	4.1%	149,798	8,860,964	8,346,975	513,990	5.8%	201,501	
			Net Income Before Extraordinary Items	(254,296)	377,766	632,062	248.6%		(255,525)	394,458	649,984	254.4%		(509,822)	772,224	1,282,046	251.5%	0	
15	FIN	321000	Investment Gain (Loss) ¹	12,500	82,865	70,365	562.9%		12,500	12,500	0	0.0%		25,000	95,365	70,365	281.5%	0	
17	EXEC	401000	Extraordinary Income	0	0	0	0.0%	3,543,270	0	0	0	0.0%		0	0	0	0.0%	3,543,270	
17	EXEC	901000	Extraordinary Expense	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	
			Net Income Including Extraordinary Items	(241,796)	4,003,901	4,245,697	1755.9%		(243,025)	406,958	649,984	-267.5%		(484,822)	4,410,859	4,895,680	-1009.8%		

Los Angeles County Law Library

FY 2018-19 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

				July - December 2018					January - June 2019					FY 2018-19 Total					Comments
				Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	
Capital Expenditures:																			
39	FAC	161100	Furniture / Appliances (>3k)	50,000	0	50,000	100.0%		5,300	55,300	(50,000)	-943.4%		55,300	55,300	0	0.0%	0	IT: Ebranch equipment updates moved to FY2020 (\$12K). OTF projects: \$30K print release project (3319001); \$300K Vcenter server cluster (3318004); \$80K public copiers (3318003)
33	TECH	161300	Electronics / Computer Hardware (>3k)	80,000	0	80,000	100.0%		322,166	0	322,166	100.0%	410,000	402,166	0	402,166	100.0%	410,000	
39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)	175,000	188,089	(13,089)	-7.5%		0	5,000	(5,000)	0.0%	15,000	175,000	193,089	(18,089)	-10.3%	15,000	IT: OTF project: \$15K Exterior patch and paint (39OF-004)
39	FAC	164000	Interior Improvements / Alterations (>3k)	510,000	0	510,000	100.0%		170,000	0	170,000	100.0%	208,000	680,000	0	680,000	100.0%	208,000	IT: Elevator repair & upgrade project (\$500K) and public restroom reconfiguration & repair (\$40K) moved to FY2020. OTF projects: \$8K Self-help literature wall (39OF-005); \$90K LED Lighting (3918007); \$50K public stacks flooring (3918004); \$50K CMS flooring (3918005); \$10K hand dryers (3919002)
33	TECH	168000	Computer Software	0	0	0	0.0%		440,000	90,000	350,000	79.5%		440,000	90,000	350,000	79.5%	0	IT: New ILS system moved to FY2020 (\$350K).
Total - Capitalized Expenditures				815,000	188,089	626,911	76.9%		937,466	150,300	(787,166)	-84.0%	633,000	1,752,466	338,389	(1,414,077)	-80.7%	633,000	

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
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(Provisional and subject to year-end audit adjustments)

	July - December 2018					January - June 2019					FY 2018-19 Total					Comments
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	
Summary:																
Income																
L.A. Superior Court Fees	3,512,728	3,831,706	318,978	9.1%	0	3,487,272	3,908,340	421,068	12%	0	7,000,000	7,740,046	740,046	11%	0	
Interest	18,404	62,228	43,824	238.1%	0	18,404	73,200	54,796	298%	0	36,808	135,428	98,620	268%	0	
Parking	340,002	327,304	(12,698)	-3.7%	0	317,934	317,934	0	0%	0	657,936	645,238	(12,698)	-2%	0	
Library Services	404,090	349,928	(54,162)	-13.4%	0	252,309	248,559	(3,750)	-1%	0	656,399	598,487	(57,912)	-9%	0	
Total Income	4,275,224	4,571,166	295,941	6.9%	0	4,075,918	4,548,033	472,115	12%	0	8,351,143	9,119,199	768,056	9%	0	
Expense																
Staff (payroll + benefits)	2,235,408	2,010,310	252,928	11.3%	48,663	2,049,514	1,840,672	208,842	10%	61,182	4,284,922	3,850,982	433,940	10%	109,845	
Electronic Resource Subscriptions	308,801	260,026	48,775	15.8%	0	308,801	357,575	(48,775)	-16%	0	617,601	617,601	0	0%	0	
Library Materials	970,712	851,954	118,758	12.2%	16,794	964,470	1,104,989	(140,519)	-15%	31,240	1,935,183	1,956,943	(21,760)	-1%	48,034	
Library Materials Transferred to Assets	(970,712)	(851,954)	(118,758)	12.2%	(16,794)	(964,470)	(1,104,989)	140,519	-15%	(31,240)	(1,935,183)	(1,956,943)	21,760	-1%	(48,034)	
Facilities	460,977	462,546	(1,510)	-0.3%	0	440,131	481,418	(41,287)	-9%	60	901,107	943,964	(42,857)	-5%	60	
Technology & Data	75,385	61,937	13,448	17.8%	0	75,385	79,721	4,336	6%	0	150,770	141,658	(9,112)	-6%	0	
General	39,458	40,356	2,102	5.3%	3,000	34,774	31,717	3,057	9%	490	74,232	72,073	2,159	3%	3,490	
Professional Development	7,540	2,763	4,817	63.9%	40	16,653	15,767	886	5%	36,966	24,193	18,530	5,663	23%	37,006	
Communications & Marketing	2,420	562	1,858	76.8%	0	4,605	7,105	(2,500)	-54%	8,500	7,025	7,667	(642)	-9%	0	
Travel & Entertainment	792	191	601	75.9%	0	792	792	0	0%	0	1,584	983	601	38%	0	
Professional Services	45,698	40,966	4,733	10.4%	0	23,808	23,808	0	0%	42,600	69,506	64,774	4,733	7%	42,600	
Depreciation	1,353,043	1,313,744	39,299	2.9%	0	1,376,982	1,315,000	61,982	5%	0	2,730,025	2,628,744	101,281	4%	0	
Total Expenses	4,529,521	4,193,400	336,121	7.4%	51,703	4,331,444	4,153,575	177,869	4%	149,798	8,860,964	8,346,975	513,990	6%	201,501	
Net Income (Loss)	(254,296)	377,766	632,062	248.6%	0	(255,525)	394,458	649,984	254%	0	(509,822)	772,224	1,282,046	251%	0	
Investment Gain (Loss) ¹	12,500	82,865	70,365	562.9%	0	12,500	12,500	0	0%	0	25,000	95,365	70,365	281%	0	
Extraordinary Income	0	0	0	0.0%	3,543,270	0	0	0	0%	0	0	0	0	0%	3,543,270	
Extraordinary Expense	0	0	0	0.0%	0	0	0	0	0%	0	0	0	0	0%	0	
Net Income Including Extraordinary Items	(241,796)	4,003,901	4,245,697	1755.9%	0	(243,025)	406,958	649,984	-267%	0	(484,822)	4,410,859	4,895,680	-1010%	0	
Capitalized Expenditures	815,000	188,089	626,911	76.9%	0	937,466	150,300	(787,166)	-84%	633,000	1,752,466	338,389	(1,414,077)	-81%	633,000	

Los Angeles County Law Library
FY 2018-19 Mid-Year Budget Review

(Provisional and subject to year-end audit adjustments)

				July - December 2018					January - June 2019					FY 2018-19 Total					Comments		
Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding							
Detailed Budget:																					
Income:																					
15	FIN	303300	L.A. Superior Court Fees	3,512,728	3,831,706	318,978	9.1%			3,487,272	3,908,340	421,068	12.1%			7,000,000	7,740,046	740,046	10.6%	0	Better than expected CF revenue.
Interest:																					
15	FIN	311000	Interest - LAIF	2,154	4,152	1,998	92.7%			2,154	4,200	2,046	95.0%			4,308	8,352	4,044	93.9%	0	Increased rate of return.
15	FIN	312000	Interest - General Fund	14,300	55,057	40,757	285.0%			14,300	66,000	51,700	361.5%			28,600	121,057	92,457	323.3%	0	Increased revenue due to delay in capital expenditures, \$3.5M deposited funds from the State and increased rate of return.
15	FIN	313000	Interest - Deposit Fund	1,950	3,019	1,069	54.8%			1,950	3,000	1,050	53.8%			3,900	6,019	2,119	54.3%	0	Increased rate of return.
Subtotal				18,404	62,228	43,824	238.1%	0		18,404	73,200	54,796	297.7%	0		36,808	135,428	98,620	267.9%	0	
Parking:																					
39	FAC	330100	Parking	340,002	327,304	(12,698)	-3.7%			317,934	317,934	0	0.0%			657,936	645,238	(12,698)	-1.9%	0	Parking revenue lower due to efilings, lower priced competition and less aggressive marketing
Subtotal				340,002	327,304	(12,698)	-3.7%	0		317,934	317,934	0	0.0%	0		657,936	645,238	(12,698)	-1.9%	0	
Library Services:																					
27	CIRC	330150	Annual Designation Fee	2,188	405	(1,783)	-81.5%			2,248	900	(1,348)	-60.0%			4,436	1,305	(3,131)	-70.6%	0	Variance gap is not likely to close. Firm with large amount of borrowers (totaling \$1,348) is not expected to renew. Firms moving away from large multi-messenger accounts.
25	PS	330140	Annual Members Fee	98,554	101,509	2,955	3.0%			107,262	89,262	(18,000)	-16.8%			205,816	190,771	(15,045)	-7.3%	0	Reduction of \$18K due to change in Platinum income; will be offset by decreased Platinum expense
25	PS	330340	Course Registration	10,897	13,859	2,962	27.2%			12,447	12,447	0	0.0%			23,344	26,306	2,962	12.7%	0	Unusually strong MCLE programming first half and some timing variance with early registration.
27	CIRC	330129	Copy Center	20,200	20,243	43	0.2%			20,500	20,500	0	0.0%			40,700	40,743	43	0.1%	0	Currently on target, but note that copier 1 has been down since 9/1/18.
27	CIRC	330205	Document Delivery	11,600	8,533	(3,067)	-26.4%			6,000	7,500	1,500	25.0%			17,600	16,033	(1,567)	-8.9%	0	Advertising efforts are underway, expecting modest improvements.
27	CIRC	330210	Fines	25,300	18,887	(6,413)	-25.3%			23,500	20,300	(3,200)	-13.6%			48,800	39,187	(9,613)	-19.7%	0	Payments for fines are coming in, but slower than expected.
15	FIN	330310	Miscellaneous	45,919	23,871	(22,048)	-48.0%			45,919	41,500	(4,419)	-9.6%			91,839	65,371	(26,468)	-28.8%	0	Lower than anticipated Google revenue due to staff vacancies.
39	FAC	330330	Room Rental	34,002	21,603	(12,399)	-36.5%			34,002	20,000	(14,002)	-41.2%			68,004	41,603	(26,401)	-38.8%	0	Demand is low; would need more marketing to increase revenue; however, net revenue was higher than budgeted b/c of reduced expenses
23	COL	330350	Book Replacement	280	665	385	137.4%			280	0	(280)	-100.0%			560	665	105	18.7%	0	
15	FIN	330360	Forfeited Deposits	0	0	0	0.0%			0	10,000	10,000	0.0%			0	10,000	10,000	0.0%	0	
17	EXEC	330400	Friends of Law Library	145,000	125,000	(20,000)	-13.8%			0	20,000	20,000	0.0%			145,000	145,000	0	0.0%	0	
25	PS	330420	Grants	0	0	0	0.0%			0	0	0	0.0%			0	0	0	0.0%	0	
15	FIN	330450	Vending	150	198	48	32.0%			150	150	0	0.0%			300	348	48	16.0%	0	
37	COM	330465	Special Events Income	10,000	15,157	5,157	51.6%			0	6,000	6,000	0.0%			10,000	21,157	11,157	111.6%	0	Prepaid \$5K PBW sponsorship; \$1000 Law Day sponsorship
Subtotal				404,090	349,928	(54,162)	-13.4%			252,309	248,559	(3,750)	-1.5%			656,399	598,487	(57,912)	-8.8%	0	
Total Income				4,275,224	4,571,166	295,941	6.9%			4,075,918	4,548,033	472,115	11.6%			8,351,143	9,119,199	768,056	9.2%	0	
Expenses:																					
Staff:																					
ALL	501000		Salaries (FT)	1,256,317	1,060,098	196,219	15.6%	40,693		1,256,317	1,108,735	147,582	11.7%	42,148		2,512,633	2,168,833	343,800	13.7%	82,841	Favorable variance due to staff vacancies. 4% raise attributable to OTF.
15	FIN	501025	Staff Vacancy Offset (FT)	(25,126)	0	(25,126)	100.0%			(25,126)	(50,253)	25,127	-100.0%			(50,253)	(50,253)	0	0.0%	0	
ALL	501050		Salaries (PT)	135,548	131,995	3,553	2.6%	5,002		135,548	134,578	971	0.7%	4,832		271,097	266,573	4,524	1.7%	9,833	Favorable variance due to staff vacancies.
15	FIN	501075	Staff Vacancy Offset (PT)	(2,711)	0	(2,711)	100.0%			(2,711)	(5,422)	2,711	-100.0%			(5,422)	(5,422)	0	0.0%	0	Vacancy offset higher than budgeted but incorporated into salary GL codes.
15	FIN	502000	Social Security	77,750	67,759	9,990	12.8%			77,750	70,000	7,750	10.0%			155,499	137,759	17,740	11.4%	0	Favorable variance due to staff vacancies.
15	FIN	503000	Medicare	18,687	17,175	1,512	8.1%			18,687	18,000	687	3.7%			37,374	35,175	2,199	5.9%	0	Favorable variance due to staff vacancies.
15	FIN	511000	Retirement	277,422	263,161	14,262	5.1%			138,383	130,000	8,383	6.1%			415,806	393,161	22,645	5.4%	0	Favorable variance due to staff vacancies.
15	FIN	511050	Pension Exp (Actuarial)	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	0	0	0.0%			0	0	0	0.0%	0	
15	FIN	512000	Health Insurance	269,018	243,628	25,391	9.4%			198,106	155,000	43,106	21.8%			467,124	398,628	68,496	14.7%	0	Favorable variance due to staff vacancies.

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Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding	Budget	Projected Actual	\$ Fav (Unf)	% Fav (Unf)	One-Time Funding						
15	FIN	513000	Disability Insurance	2,645	2,265	380	14.4%			2,645	2,500	145	5.5%		5,291	4,765	525	9.9%	0	Favorable variance due to staff vacancies.
15	FIN	514000	Dental Insurance	33,494	29,848	3,646	10.9%			33,494	30,000	3,494	10.4%		66,989	59,848	7,140	10.7%	0	Favorable variance due to staff vacancies.
15	FIN	514500	Vision Insurance	3,777	3,168	608	16.1%			3,777	3,500	277	7.3%		7,553	6,668	885	11.7%	0	Favorable variance due to staff vacancies.
15	FIN	515000	Life Insurance	783	691	92	11.7%			783	700	83	10.6%		1,567	1,391	175	11.2%	0	Favorable variance due to staff vacancies.
15	FIN	515500	Vacancy Benefits Offset	0	0	0	0.0%			0	0	0	0.0%		0	0	0	0.0%	0	
15	FIN	516000	Workers Compensation Insurance	31,569	21,353	10,217	32.4%			40,027	40,000	27	0.1%		71,596	61,353	10,244	14.3%	0	Favorable variance due to 2016-17 audit refund.
15	FIN	517000	Unemployment Insurance	5,000	2,700	2,300	46.0%			0	5,000	(5,000)	0.0%		5,000	7,700	(2,700)	-54.0%	0	
ALL		514010	Temporary Employment	10,234	0	10,234	100.0%	2,968		7,834	7,834	0	0.0%	14,202	18,068	7,834	10,234	56.6%	17,170	Branch coverage for first half fiscal year provided by part-time employees (GL 501050). Expect the same in second half, but budgeted as Temp Empl bc exact coverage unknown. Platinum Monday coverage reduced to 3 hrs/week. COMM: Library Aide comp should be expensed 83% to #37OF-002 and 17% to #37OF-003. 2) Lancaster Associate starting 2/15 equals \$1,800 billed to OTF code: 250F008.
13	HR	514015	Recruitment	2,000	316	1,684	84.2%			0	26,500	(26,500)	0.0%		2,000	26,816	(24,816)	-1240.8%	0	ADD: recruiter for open positions.
15	FIN	517500	Accrued Sick Expense	0	0	0	0.0%			5,000	5,000	0	0.0%		5,000	5,000	0	0.0%	0	
15	FIN	518000	Accrued Vacation Expense	0	0	0	0.0%			20,000	20,000	0	0.0%		20,000	20,000	0	0.0%	0	
15	FIN	518500	OPEB Expense	125,000	124,998	2	0.0%			125,000	125,000	0	0.0%		250,000	249,998	2	0.0%	0	
15	FIN	518550	TMP	6,500	6,136	364	5.6%			6,500	6,500	0	0.0%		13,000	12,636	364	2.8%	0	
15	FIN	518560	Payroll and Benefit Administration	7,500	7,189	311	4.1%			7,500	7,500	0	0.0%		15,000	14,689	311	2.1%	0	
			Total - Staff	2,235,408	2,010,310	252,928	11.3%	48,663		2,049,514	1,840,672	208,842	10.2%	61,182	4,284,922	3,850,982	433,940	10.1%	109,845	
			Library Materials/Electronic Resources Subscription:												0					
23	COL	601999	American Continuations	742,694	654,133	88,561	11.9%	1,409		742,694	831,255	(88,561)	-11.9%	16,591	1,485,388	1,485,388	(0)	0.0%	18,000	Timing variance. Jan – Jun projected actuals includes additional OTF projects \$18,000: \$5,000 project code 23OF-001; \$10,000 project code 23OF-002; \$3,000 project code 23OF-003. Any surplus in this fund will be spent to update titles in Global Reading Room (GRR).
23	COL	602999	American New Orders	10,700	11,926	(1,226)	-11.5%	15,351		5,350	9,124	(3,774)	-70.5%	14,649	16,050	21,050	(5,000)	-31.2%	30,000	Jan – Jun projected actuals includes additional: \$35,000. One-time funding projects: \$30,000. \$5,000 project code 23OF-001, \$5,000 project code 23OF-002; \$20,000 project code 23OF-005. Regular budget augmentation: \$5,000 additional for replacements due to theft or damage.
23	COL	609199	Branch Continuations	8,750	5,341	3,409	39.0%			8,750	12,159	(3,409)	-39.0%		17,500	17,500	0	0.0%	0	Timing variance. Any surplus in this fund will be spent to update titles in Global Reading Room (GRR).
23	COL	609299	Branch New Orders	107	0	107	100.0%			107	214	(107)	-100.0%		214	214	0	0.0%	0	New Orders not anticipated for Branch. Any surplus will be spent in General/Librarianship New Orders or American New Orders (replacements for lost/damaged materials).
23	COL	603999	Commonwealth Continuations	70,038	70,049	(11)	0.0%			70,038	70,027	11	0.0%		140,075	140,075	0	0.0%	0	
23	COL	604999	Commonwealth New Orders	713	0	713	100.0%			357	1,070	(713)	-200.0%		1,070	1,070	0	0.0%	0	Timing variance. Orders will be placed 3rd Qtr FY19.
23	COL	605999	Foreign Continuations	63,476	35,101	28,375	44.7%			63,476	91,852	(28,375)	-44.7%		126,953	126,953	0	0.0%	0	Timing variance. Any surplus in this fund will be spent to cover overage in Commonwealth Continuations, if applicable, and to update titles in Global Reading Room (GRR).
23	COL	606999	Foreign New Orders	713	8	705	98.9%			357	1,062	(705)	-197.8%		1,070	1,070	0	0.0%	0	Timing variance. Orders will be placed 3rd Qtr FY19.
23	COL	607999	International Continuations	63,644	52,022	11,622	18.3%			63,644	75,266	(11,622)	-18.3%		127,289	127,289	0	0.0%	0	Timing variance. Any surplus in this fund will be spent to cover overage in Commonwealth Continuations, if applicable, and to update titles in Global Reading Room (GRR).
23	COL	608999	International New Orders	357	0	357	100.0%			178	535	(357)	-200.0%		535	535	0	0.0%	0	Timing variance. Orders will be placed 3rd Qtr FY19.
23	COL	609399	General/Librarianship Continuations	9,412	6,377	3,035	32.2%	34		9,412	12,413	(3,001)	-31.9%		18,824	18,790	34	0.2%	34	Timing variance. Any surplus in this fund will be spent to update titles in Global Reading Room (GRR).
23	COL	609499	General/Librarianship New Orders	107	202	(95)	-88.9%			107	12	95	88.9%		214	214	0	0.0%	0	Timing variance. Any overage will be covered by Branch New Orders.
			Subtotal	970,712	851,954	135,552	14.0%	16,794		964,470	1,104,989	(140,519)	-14.6%	31,240	1,935,183	1,956,943	(21,760)	-1.1%	48,034	

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23	COL	690000	Library Materials Transferred to Assets	(970,712)	(851,954)	(118,758)	12.2%	(16,794)	(964,470)	(1,104,989)	140,519	-14.6%	(31,240)	(1,935,183)	(1,956,943)	21,760	-1.1%	(48,034)	
23	COL	685000	Electronic Resource Subscriptions (ERS)	308,801	260,026	48,775	15.8%		308,801	357,575	(48,775)	-15.8%		617,601	617,601	0	0.0%	0	Timing variance. All funds expected to be utilized for Electronic Resource Subscriptions.
Facilities:																			
39	FAC	801005	Repair & Maintenance	22,500	43,907	(21,407)	-95.1%		24,000	48,000	(24,000)	-100.0%		46,500	91,907	(45,407)	-97.7%	0	Unexpected pipe break repair \$60K
39	FAC	801010	Building Services	7,816	7,414	402	5.1%		8,843	8,843	0	0.0%		16,659	16,257	402	2.4%	0	
39	FAC	801015	Cleaning Supplies	5,268	4,400	868	16.5%		4,701	4,700	1	0.0%		9,969	9,100	869	8.7%	0	Prices increased; going out to bid
39	FAC	801020	Electricity & Water	66,000	65,120	880	1.3%		57,000	57,000	0	0.0%		123,000	122,120	880	0.7%	0	
39	FAC	801025	Elevator Maintenance	1,932	8,614	(6,682)	-345.8%		0	6,000	(6,000)	0.0%		1,932	14,614	(12,682)	-656.4%	0	Delayed capital project start date do 7/1/2019
39	FAC	801030	Heating & Cooling	22,550	24,278	(1,728)	-7.7%		21,026	20,800	226	1.1%		43,576	45,078	(1,502)	-3.4%	0	
15	FIN	801035	Insurance	120,377	134,354	(13,978)	-11.6%		120,377	106,399	13,978	11.6%		240,753	240,753	(0)	0.0%	0	
39	FAC	801040	Janitorial Services	53,605	52,745	860	1.6%		53,605	55,865	(2,260)	-4.2%		107,211	108,610	(1,399)	-1.3%	0	HazMat Removal Services @ \$1400 per year.
39	FAC	801045	Landscaping	9,000	7,500	1,500	16.7%		9,000	10,500	(1,500)	-16.7%		18,000	18,000	0	0.0%	0	
39	FAC	801050	Security	118,308	97,228	21,080	17.8%		118,308	139,388	(21,080)	-17.8%		236,616	236,616	0	0.0%	0	4th P/T Security Officer to be implemented in second half of FY
39	FAC	801060	Room Rental Expenses	16,800	2,293	14,507	86.4%		10,200	10,200	0	0.0%		27,000	12,493	14,507	53.7%	0	Fewer room rentals reduced expenses; net revenue higher than budgeted
37	COM	801065	Special Events Expenses	7,250	10,602	(3,352)	-46.2%		3,500	4,450	(950)	-27.1%		10,750	15,052	(4,302)	-40.0%	0	PS: \$2500 for Law Days; banner, flyers, posters; PLUS \$250 for postage COMM: Used some additional revenue to purchase infrastructure for special events.
39	FAC	801100	Furniture & Appliances (<3K)	2,100	449	1,651	78.6%		2,100	2,761	(661)	-31.5%		4,200	3,210	990	23.6%	0	Timing Variance.
39	FAC	801110	Equipment (<3K)	1,800	922	878	48.8%		1,800	1,800	0	0.0%		3,600	2,722	878	24.4%	0	
39	FAC	801115	Building Alterations (<3K)	1,350	0	1,350	100.0%		1,350	1,350	0	0.0%		2,700	1,350	1,350	50.0%	0	Timing Variance.
39	FAC	801120	Delivery & Postage	3,121	1,389	1,732	55.5%		3,121	2,234	887	28.4%	60	6,242	3,623	2,619	42.0%	60	PS: Note: lower cost due to postage billed to Special Event expense and fewer mailed Member packets. ADD unanticipated expense for Univ of Utah book donation (\$234) DEDUCT \$325 postage for Law Week (Law Days are now included in Special Event Expense) FAC: Postage for PBW and Law Days expensed to Special Events
39	FAC	801125	Kitchen supplies	1,200	1,272	(72)	-6.0%		1,200	1,128	72	6.0%		2,400	2,400	(0)	0.0%	0	
Subtotal				460,977	462,546	(1,510)	-0.3%	0	440,131	481,418	(41,287)	-9.4%	60	901,107	943,964	(42,857)	-4.8%	60	
Technology:																			
33	TECH	801210	Software Maintenance	10,947	6,042	4,905	44.8%		10,947	10,947	(0)	0.0%		21,893	16,989	4,904	22.4%	0	Some costs absorbed into Cap Ex with new servers
33	TECH	801212	Hardware Maintenance	12,941	11,360	1,581	12.2%		12,941	12,941	(0)	0.0%		25,882	24,301	1,581	6.1%	0	Increases lower than projected
33	TECH	801215	Software (<\$3k)	3,903	1,375	2,527	64.8%		3,903	6,403	(2,500)	-64.1%		7,805	7,778	27	0.3%	0	Timing variance MJ: Note that forecast number has changed
33	TECH	801220	Hardware (<\$3k)	2,910	1,676	1,234	42.4%		2,910	4,144	(1,234)	-42.4%		5,820	5,820	0	0.0%	0	Timing variance; Label Printers & Scan Printers not yet purchased
33	TECH	801225	Computer Supplies	300	152	148	49.3%		300	450	(150)	-50.0%		600	602	(2)	-0.3%	0	Timing variance
33	TECH	801230	Integrated Library System	26,907	26,487	419	1.6%		26,907	26,907	(0)	0.0%		53,813	53,394	419	0.8%	0	
33	TECH	801235	Telecommunications	17,479	14,586	2,892	16.5%		17,479	17,479	(0)	0.0%		34,957	32,065	2,892	8.3%	0	Cost savings from discount program
33	TECH	801245	Tech & Data - Misc	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	
33	TECH	801250	Services	0	258	(258)	0.0%		0	450	(450)	0.0%		0	708	(708)	0.0%	0	Amazon AWS storage added
Subtotal				75,385	61,937	13,448	17.8%	0	75,385	79,721	4,336	5.8%	0	150,770	141,658	(9,112)	-6.0%	0	
General:																			
15	FIN	801310	Bank Charges	4,000	3,092	908	22.7%		4,000	3,500	500	12.5%		8,000	6,592	1,408	17.6%	0	
35	CMS	801315	Bibliographical Services	5,052	5,058	(6)	-0.1%		5,052	5,052	0	0.0%		10,104	10,110	(6)	-0.1%	0	
35	CMS	801320	Binding	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	
17	EXEC	801325	Board Expense	500	432	68	13.5%		500	500	0	0.0%		1,000	932	68	6.8%	0	
37	COM	801330	Staff meals & events	2,885	9,187	(6,302)	-218.5%		205	205	0	0.0%		3,090	9,392	(6,302)	-204.0%	0	Increased Holiday Party expense
15	FIN	801335	Supplies - Office	9,500	10,918	(1,418)	-14.9%		9,500	11,000	(1,500)	-15.8%		19,000	21,918	(2,918)	-15.4%	0	Increased toner purchase
35	CMS	801337	Supplies - Library materials	5,800	4,940	860	14.8%		3,200	4,060	(860)	-26.9%	490	9,000	9,000	(0)	0.0%	490	Additional \$490, Project Code 23OF-001.
37	COM	801340	Stationery, business cards, etc.	200	0	200	100.0%		1,700	2,100	(400)	-23.5%		1,900	2,100	(200)	-10.5%	0	Timing variance re business cards plus slight increase in number needed.
25	PS	801365	Grant Application Expenses	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	
27	CIRC	801370	Copy Center Expense	11,021	3,488	7,533	68.4%		10,117	5,000	5,117	50.6%		21,138	8,488	12,650	59.8%	0	
15	FIN	801375	General - Misc	500	0	500	100.0%	3,000	0	0	0	0.0%		500	0	500	100.0%	3,000	\$3K MoFo Guides, OTF project code 37OF-003.
25	PS	801390	Course Registration	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0	

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17 EXEC	801395	Friends of Law Library																				
		Subtotal				500	300	200	40.0%		500	541	(41)	-8.2%		0						
		Professional Development:			3,000	34,774	31,717	3,057	8.8%	490	74,232	72,073	2,159	2.9%		3,490						
ALL	803105	Travel				6,183	5,992	191	3.1%		9,933	7,348	2,585	26.0%		0	Some cost savings and some conferences not attended. ADD \$450 due to timing variance for delayed reimbursement. \$1,500 in prof dev budget (in January) to be used for Janine to attend EJC in Louisville, KY in May, (estimated at \$660 hotel, \$500 airfare plus misc). DEDUCT: \$641 bc Feb SRLN did not occur .					
ALL	803110	Meals				50	49	1	2.3%		170	169	1	0.7%		0						
ALL	803113	Incidental and miscellaneous				500	399	101	20.2%		500	399	101	20.2%		0						
ALL	803115	Membership dues			40	6,500	6,480	20	0.3%	36,966	6,725	6,735	(10)	-0.1%		37,006	AALL Dues: Malinda (Jan), Austin (Jan) and Esther (Feb) @ \$274 each, Anahit (Jan), Ryan (Jan) and Janine (Feb): @ \$147 each. SCALL: Ryan, Malinda, Austin, Anahit and Esther at \$40 each. = \$200 (in Jan or Feb). Allocate costs to OTF Code: 170F-0001. CCCLL supplemental dues assessment OTF code 170F-002.					
ALL	803120	Registration fees				3,015	664	2,351	78.0%		3,850	3,175	675	17.5%		0	Under budget first half due to grants. DEDUCT: \$225 because SRLN (\$150) and One Justice (\$75) not occurring. Use \$550 of budgeted prof dev allocation to register for EJC (May) and DEDUCT \$450 balance (originally budgeted in Jan?). CMS: Misc trainings, webinars, local workshops					
ALL	803125	Educational materials				0	0	0	0.0%		0	0	0	0.0%		0						
		Subtotal			40	7,540	2,763	4,817	63.9%	40	16,653	15,767	886	5.3%	36,966	24,193	18,530	5,663	23.4%		37,006	
37 COM	803205	Services				0	0	0	0.0%		1,800	1,800	0	0.0%		0						
37 COM	803210	Collateral materials				880	446	434	49.3%		1,620	1,620	0	0.0%	6,000	2,500	2,066	434	17.4%		6,000	
37 COM	803215	Advertising				1,250	0	1,250	100.0%		1,185	3,685	(2,500)	-211.0%	2,500	2,435	3,685	(1,250)	-51.3%		2,500	
37 COM	803220	Trade shows & Outreach				290	116	174	60.1%		0	0	0	0.0%		290	116	174	60.1%		0	
		Subtotal			0	2,420	562	1,858	76.8%	0	4,605	7,105	(2,500)	-54.3%	8,500	7,025	7,667	(642)	-9.1%		0	
		Travel & Entertainment																				
ALL	803305	Travel				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	
ALL	803315	Entertainment				0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%		0	
ALL	803320	Ground transportation & mileage reimb.				792	191	601	75.9%		792	792	0	0.0%		1,584	983	601	37.9%		0	
		Subtotal			0	792	191	601	75.9%	0	792	792	0	0.0%	0	1,584	983	601	37.9%		0	
ALL	803325	Incidental travel expenses				0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%		0	
		Subtotal			0	792	191	601	75.9%	0	792	792	0	0.0%	0	1,584	983	601	37.9%		0	
		Professional Services																				
15 FIN	804005	Accounting				19,500	21,425	(1,925)	-9.9%		6,430	6,430	0	0.0%		25,930	27,855	(1,925)	-7.4%		0	
17 EXEC	804008	Consulting Services				17,378	17,251	127	0.7%		17,378	17,378	0	0.0%		34,756	34,629	127	0.4%		0	
17 EXEC	804010	Legal				5,000	0	5,000	100.0%		0	0	0	0.0%	35,600	5,000	0	5,000	100.0%		35,600	
		Subtotal				3,820	2,290	1,530	40.1%		0	0	0	0.0%	7,000	3,820	2,290	1,530	40.1%		7,000	
15 FIN	804015	Other				3,820	2,290	1,530	40.1%		0	0	0	0.0%	7,000	3,820	2,290	1,530	40.1%		7,000	

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	Subtotal	45,698	40,966	4,733	10.4%	0	23,808	23,808	0	0.0%	42,600	69,506	64,774	4,733	6.8%	42,600		
	Depreciation:																	
15	FIN 806105 Depreciation - Library Materials	1,204,512	1,177,009	27,502	2.3%		1,182,146	1,175,000	7,146	0.6%		2,386,658	2,352,009	34,649	1.5%	0		
15	FIN 806110 Depreciation Exp - FF&E	148,531	136,735	11,796	7.9%		194,836	140,000	54,836	28.1%		343,367	276,735	66,632	19.4%	0		
	Subtotal	1,353,043	1,313,744	39,299	2.9%	0	1,376,982	1,315,000	61,982	4.5%	0	2,730,025	2,628,744	101,281	3.7%	0		
	Total Expense	4,529,521	4,193,400	336,121	7.4%	51,703	4,331,444	4,153,575	177,869	4.1%	149,798	8,860,964	8,346,975	513,990	5.8%	201,501		
	Net Income Before Extraordinary Items	(254,296)	377,766	632,062	248.6%		(255,525)	394,458	649,984	254.4%		(509,822)	772,224	1,282,046	251.5%	0		
15	FIN 321000 Investment Gain (Loss) ¹	12,500	82,865	70,365	562.9%		12,500	12,500	0	0.0%		25,000	95,365	70,365	281.5%	0		
17	EXEC 401000 Extraordinary Income	0	0	0	0.0%	3,543,270	0	0	0	0.0%		0	0	0	0.0%	3,543,270		
17	EXEC 901000 Extraordinary Expense	0	0	0	0.0%		0	0	0	0.0%		0	0	0	0.0%	0		
	Net Income Including Extraordinary Items	(241,796)	4,003,901	4,245,697	1755.9%		(243,025)	406,958	649,984	-267.5%		(484,822)	4,410,859	4,895,680	-1009.8%			

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Capital Expenditures:																				
39	FAC	161100	Furniture / Appliances (>3k)	50,000	0	50,000	100.0%			5,300	55,300	(50,000)	-943.4%		55,300	55,300	0	0.0%	0	
33	TECH	161300	Electronics / Computer Hardware (>3k)	80,000	0	80,000	100.0%			322,166	0	322,166	100.0%	410,000	402,166	0	402,166	100.0%	410,000	IT: Ebranch equipment updates moved to FY2020 (\$12K). OTF projects: \$30K print release project (3319001); \$300K Vcenter server cluster (3318004); \$80K public copiers (3318003)
39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)	175,000	188,089	(13,089)	-7.5%			0	5,000	(5,000)	0.0%	15,000	175,000	193,089	(18,089)	-10.3%	15,000	IT: OTF project: \$15K Exterior patch and paint (39OF-004)
39	FAC	164000	Interior Improvements / Alterations (>3k)	510,000	0	510,000	100.0%			170,000	0	170,000	100.0%	208,000	680,000	0	680,000	100.0%	208,000	IT: Elevator repair & upgrade project (\$500K) and public restroom reconfiguration & repair (\$40K) moved to FY2020. OTF projects: \$8K Self-help literature wall (39OF-005); \$90K LED Lighting (3918007); \$50K public stacks flooring (3918004); \$50K CMS flooring (3918005); \$10K hand dryers (3919002)
33	TECH	168000	Computer Software	0	0	0	0.0%			440,000	90,000	350,000	79.5%		440,000	90,000	350,000	79.5%	0	IT: New ILS system moved to FY2020 (\$350K).
Total - Capitalized Expenditures				815,000	188,089	626,911	76.9%			937,466	150,300	(787,166)	-84.0%	633,000	1,752,466	338,389	(1,414,077)	-80.7%	633,000	

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.

Staff Presentation:
Public Computer Update

Presented by:
IT Manager, Sonny Lew

February 27, 2019

Discussion and Potential Action Regarding Increase to Executive
Director Compensation

[Can be deferred until after Closed Session]



AGENDA ITEM 5

CLOSED SESSION

- 5.1 PERSONNEL: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(G.C. 54957); Title: Executive Director