

AGENDA

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

REGULAR BOARD MEETING
Wednesday, August 22, 2018
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 June 27, 2018, Regular Board Meeting
- 3.2 Review of June and Year End FY18 Financials and List of June and July Checks and Warrants
- 3.3 Review of June Financials and List of June and July Checks and Warrants
- 3.4 Receipt of FY17-18 Quarter 4 Statistics
- 3.5 Platinum Program Update for the Months of June and July
- 3.6 Approval of Board of Supervisors Annual Report
- 3.7 Approval of Revised Rules of Conduct

4.0 DISCUSSION ITEMS

- 4.1 Roofing Project Completion Report and Approval of Notice of Completion
- 4.2 Preliminary Discussion on One-Time State Funding

5.0 CLOSED SESSION

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

6.0 AGENDA BUILDING

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

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

It is requested that the meeting be adjourned in memory of Barbara Albert who worked at the Los Angeles County Law Library for 20 years as Bookkeeper and later as Accounting Manager. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 26, 2018.

POSTED THURSDAY, AUGUST 16, 2018 @ 4:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 27, 2018, Regular Board Meeting
- 3.2 Review of June and Year End FY18 Financials and List of June and July Checks and Warrants
- 3.3 Review of June Financials and List of June and July Checks and Warrants
- 3.4 Receipt of FY17-18 Quarter 4 Statistics
- 3.5 Platinum Program Update for the Months of June and July
- 3.6 Approval of Board of Supervisors Annual Report
- 3.7 Approval of Revised Rules of Conduct

**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.**

June 27, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, June 27, 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 Dennis Landin
Judge Richard Rico
Judge Michael Stern
Susan Steinhauser, Esquire

Trustees Absent: Judge Michelle Williams Court
Kenneth Klein, Esquire

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

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

President Juhas determined a quorum to be present, convened the meeting at 12:16 p.m. and thereafter presided. Trustee Steinhauser joined the meeting at 12:25pm. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

1st public comment from patron Pablo Ibarra regarding an overdue fine. Mr. Ibarra requested to have his fine waived by the library after finding the lost borrowed book.

2nd public comment from patron Lee Paradise regarding LALL status on Roster of Public Agencies and to remind staff to make sure proper filing with state and county are updated annually.

2.0 PRESIDENT'S REPORT

President Juhas and ED Levin spoke briefly about the anticipated State Budget signing by the Governor of CA. The state budget includes a one-time funding allocation to County Law Libraries across the state of California.

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the May 23, 2018 Regular Board Meeting.
- 3.2 Review of April Financials & List of May Checks and Warrants.
- 3.3 Platinum Program Update for the Month of May
- 3.4 Dental, Vision , Disability (LTD), and Life Insurance Renewal

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

4.0 DISCUSSION ITEMS

- 4.1 Approval of Operating and Capital Expenditure Budget for Fiscal Year 2018-2019

ED Levin summarized the staff report regarding the proposed 2018-2019 budget. Trustee Steinhauser commented on Professional Development, Library Materials and Parking. Discussion followed.

President Juhas requested a motion to approve Discussion Item 4.1 and approve the proposed budget for FY2019 and authorize acceptance and receipt of any additional revenue from the State of California that may be provided during the fiscal year. So moved by Trustee Landin, seconded by Trustee Stern. The motion was unanimously approved, 5-0.

- 4.2 Law Week After-Report

Managing Librarian, Janine Liebert, summarized the week's events from Law Week 2018, highlighting panel discussions with high profile speakers, three Lawyers in the Library clinics in different locations and the high demand Appellate Brief Writing workshop. Trustee Landin inquired about the Opening Night Reception and the visit from Al "the Bull" Ferrera and Facilities Manager, Al Guzman, added that there was a great turnout having a past Dodger player from the 1960's join the celebration and give autographs.

No action taken.

5.0 CLOSED SESSION

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

No reportable action was taken.

6.0 AGENDA BUILDING

There were no items for agenda building.

7.0 EXECUTIVE DIRECTOR REPORT

No report given.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:50 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, July 25, 2018 at 12:15 pm.

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

MEMORANDUM

DATE: August 22, 2018

TO: Board of Law Library Trustees

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

RE: Review of June and Year End FY18 Financials and List of June and July Checks and Warrants

SUMMARY

Staff is pleased to report the unaudited financial results of fiscal year 2017-18. Overall, the results were better than expected. Cash flow from operations yielded approximately \$1.4M, which was retained as reserves for the benefit of the Law Library.

HIGHLIGHTS

Revenue

1. Court Fees – For the third consecutive fiscal year, court fee revenue exceeded budget expectations. This year, actuals were \$400K over budget.
2. Parking – Continues to perform as expected despite emerging technologies that allow users to easily find best rates downtown. This year, actuals were \$8K over budget.
3. Library Services – This year actuals were \$20K over budget primarily from better than expected room rental activities.

Expenses

1. Payroll + benefits – due to continued vacancies and a \$150K disbursement from our CERBT investment, staff salary and benefit costs were roughly \$100K below budget.
2. GASB 68 – GASB 68 (pension accrual) accounting entries are not yet available as of the date on this report. However, staff expects a more favorable result since this year’s valuation period will take into account CalPERS’ much improved 11.2% return on its investment for FY2017 (0.6% for FY2016)
3. GASB 74 – GASB 74 (OPEB accrual) valuation report is not yet available as of the date on this report. Staff expects the report to be completed early September and the results and corresponding accounting entries presented as part of the audited financial statements.



Capital Purchases

1. Fixed assets – due to staff vacancies and other competing projects most of the projects budgeted for this fiscal year have been rolled over to fiscal year 2018-19. These include but are not limited to the elevator repair & upgrade project, completion of the roofing project and HVAC duct cleaning project.

Cash Flows

1. The added an additional \$1.4M to its cash reserves this fiscal year primarily due to better than expected court fee revenues, deferred capital projects, staff vacancies, and cash realized from our CERBT investment.

Field work for the annual audit will commence on August 22, 2018. The final audit report is expected to be presented and discussed at the October meeting.

RECOMMENDATION

Staff recommends that the Board receive and file the June and Year End FY18 Financials and List of June and July Checks and Warrants.



Los Angeles County Law Library
Balance Sheet
As of June 30, 2018
(Provisional and subject to year-end audit adjustments)

	6/30/2017	6/30/2018	Change
Assets			
Current assets			
Cash and cash equivalents	3,309,242	4,748,337	1,439,096
Accounts receivable	1,324,088	1,599,833	275,745
Prepaid expenses	284,031	186,695	(97,337)
Total current assets	<u>4,917,361</u>	<u>6,534,865</u>	<u>1,617,504</u>
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,577,287	4,564,722	(12,564)
Capital assets, not being depreciated	586,433	628,447	42,014
Capital assets, being depreciated - net	18,093,973	17,174,661	(919,312)
Total noncurrent assets	<u>23,576,163</u>	<u>22,686,300</u>	<u>(889,862)</u>
Total assets	<u>28,493,524</u>	<u>29,221,165</u>	<u>727,642</u>
Deffered Outflows of Resources			
Deffered Outflows of Resources	1,124,866	1,124,866	-
Total assets and deffered outflows of resources	<u>29,618,389</u>	<u>30,346,031</u>	<u>727,642</u>
Liabilities			
Current Liabilities			
Accounts payable	114,171	228,063	113,891
Other current liabilities	-	-	-
Payroll liabilities	8,319	5,000	(3,318)
Total current liabilities	<u>122,490</u>	<u>233,063</u>	<u>110,573</u>
Noncurrent Liabilities			
Accrued sick and vacation liability	304,753	293,210	(11,543)
Borrowers' deposit	292,828	291,560	(1,268)
OPEB liability	2,457,252	2,567,256	110,004
Net pension liability	2,683,917	2,683,917	-
Total noncurrent liabilities	<u>5,738,749</u>	<u>5,835,942</u>	<u>97,193</u>
Total liabilities	<u>5,861,239</u>	<u>6,069,005</u>	<u>207,766</u>
Deffered Inflows of Resources			
Deffered Inflows of Resources	531,502	531,502	-
Total liabilities and Deffered inflows of resources	<u>6,392,741</u>	<u>6,600,507</u>	<u>207,766</u>
Net Position			
Invested in capital assets	18,680,406	17,803,108	(877,298)
Unrestricted	4,545,242	5,942,415	1,397,174
Total net position	<u>23,225,648</u>	<u>23,745,524</u>	<u>519,876</u>
Total liabilities and Deffered inflows of resources and net position	<u>29,618,389</u>	<u>30,346,031</u>	<u>727,642</u>

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

Jun 17	Jun 2018			
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
604,306	575,228	687,139	111,911	19.5%
5,354	7,339	8,791	1,452	19.8%
57,494	52,989	58,092	5,103	9.6%
34,737	49,924	47,638	(2,286)	-4.6%
<u>701,892</u>	<u>685,480</u>	<u>801,660</u>	<u>116,180</u>	<u>16.9%</u>
1,800,270	108,142	156,553	(48,411)	-44.8%
0	0	80,528	(80,528)	0.0%
137,744	148,562	221,842	(73,280)	-49.3%
(137,744)	(148,562)	(221,842)	73,280	-49.3%
		0		
72,515	75,474	89,403	(13,929)	-18.5%
9,171	12,783	10,757	2,026	15.8%
17,205	7,526	3,804	3,722	49.5%
1,225	651	0	651	100.0%
1,537	343	0	343	100.0%
129	5	27	(23)	-455.5%
1,406	2,519	2,812	(293)	-11.6%
<u>229,946</u>	<u>224,465</u>	<u>223,158</u>	<u>1,306</u>	<u>0.6%</u>
<u>2,217,182</u>	<u>495,835</u>	<u>567,042</u>	<u>71,207</u>	<u>14.4%</u>
<u>(1,515,290)</u>	<u>189,645</u>	<u>234,618</u>	<u>44,973</u>	<u>23.7%</u>
(8,482)	667	(1,141)	(1,809)	-271.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>(1,523,772)</u>	<u>190,312</u>	<u>233,476</u>	<u>43,164</u>	<u>22.7%</u>
0	115,000	(25,581)	140,581	122.2%

	FY 2016-17	FY 2017-18 YTD			
	YTD Actual	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
Summary:					
Income					
L.A. Superior Court Fees	6,863,014	6,826,559	7,219,802	393,243	5.8%
Interest	35,106	55,217	63,869	8,652	15.7%
Parking	703,924	657,932	666,265	8,333	1.3%
Library Services	583,942	639,967	660,935	20,968	3.3%
Total Income	<u>8,185,987</u>	<u>8,179,675</u>	<u>8,610,872</u>	<u>431,197</u>	<u>5.3%</u>
Expense					
Staff (payroll + benefits)	5,165,184	3,667,933	3,565,620	102,313	2.8%
Electronic Resource Subscriptions	702,725	682,224	658,347	23,877	3.5%
Library Materials	1,841,721	1,870,560	1,808,061	62,498	3.3%
Library Materials Transferred to Assets	(1,841,721)	(1,870,560)	(1,808,061)	(62,498)	3.3%
Facilities	843,191	904,883	837,106	67,777	7.5%
Technology & Data	131,381	147,408	134,061	13,347	9.1%
General	75,624	71,263	66,249	5,289	7.4%
Professional Development	16,018	20,511	17,771	2,740	13.4%
Communications & Marketing	4,553	5,572	4,693	878	15.8%
Travel & Entertainment	2,752	1,398	730	668	47.8%
Professional Services	48,664	63,897	60,284	3,613	5.7%
Depreciation	2,821,826	2,734,571	2,733,570	1,002	0.0%
Total Expenses	<u>9,811,919</u>	<u>8,299,659</u>	<u>8,078,432</u>	<u>221,228</u>	<u>2.7%</u>
Net Income (Loss)	<u>(1,625,931)</u>	<u>(119,984)</u>	<u>532,440</u>	<u>652,424</u>	<u>543.8%</u>
Investment Gain (Loss) ¹	(38,669)	21,504	(12,564)	(34,068)	-158.4%
Extraordinary Income	55,000	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	<u>(1,609,600)</u>	<u>(98,480)</u>	<u>519,876</u>	<u>618,356</u>	<u>627.9%</u>
Capitalized Expenditures	<u>12,768</u>	<u>770,000</u>	<u>6,197</u>	<u>763,803</u>	<u>99.2%</u>

Comments

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

Jun 17 Actual	Jun 2018				FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments		
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
108,313	112,842	194,465	(81,623)	-72.3%	23 COL 601999	American Continuations	1,440,140	1,439,560	1,443,987	(4,427)	-0.3%	
1,477	1,250	3,746	(2,496)	-199.7%	23 COL 602999	American New Orders	12,095	15,000	16,349	(1,349)	-9.0%	Funds in this category funded by Branch New Orders and General/Librarianship New Orders
6,554	1,922	2,318	(396)	-20.6%	23 COL 609199	Branch Continuations	45,238	23,060	21,928	1,132	4.9%	
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	161	200	0	200	100.0%	No requests for Branch replacements. Funds applied American New Orders in order to purchase larger than expected number of Replacements for lost, stolen or damaged items at Main Library.
1,523	11,468	3,117	8,352	72.8%	23 COL 603999	Commonwealth Continuations	102,063	134,017	106,749	27,268	20.3%	Less frequent shipment of updates/new editions by vendors.
0	0	99	(99)	0.0%	23 COL 604999	Commonwealth New Orders	0	1,000	722	278	27.8%	Funds in this category used to fund purchases in Foreign New Orders and International New Orders.
13,552	9,655	3,805	5,850	60.6%	23 COL 605999	Foreign Continuations	116,731	118,911	98,321	20,590	17.3%	Less frequent shipment of updates/new editions by vendors.
0	0	116	(116)	0.0%	23 COL 606999	Foreign New Orders	1,019	1,000	1,138	(138)	-13.8%	Funds in this category funded by Commonwealth New Orders.
6,034	9,960	13,881	(3,921)	-39.4%	23 COL 607999	International Continuations	107,686	119,517	106,317	13,200	11.0%	Less frequent shipment of updates/new editions by vendors.
25	0	0	0	0.0%	23 COL 608999	International New Orders	192	500	612	(112)	-22.3%	Funds in this category funded by Commonwealth New Orders.
266	1,466	295	1,171	79.8%	23 COL 609399	General/Librarianship Continuations	16,325	17,594	11,875	5,719	32.5%	Less frequent shipment of updates/new editions by vendors.
0	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	72	200	63	137	68.4%	Remainder of these funds to American New Orders in order to purchase larger than expected number of Replacements for lost, stolen or damaged items at Main Library.
137,744	148,562	221,842	(73,280)	-49.3%		Subtotal	1,841,721	1,870,560	1,808,061	62,498	3.3%	
(137,744)	(148,562)	(221,842)	73,280	-49.3%	23 COL 690000	Library Materials Transferred to Assets	(1,841,721)	(1,870,560)	(1,808,061)	(62,498)	3.3%	
83,778	63,928	80,528	(16,600)	-26.0%	23 COL 685000	Electronic Resource Subscriptions (ERS)	702,725	682,224	658,347	23,877	3.5%	
						Facilities:						
3,284	4,000	7,000	(3,000)	-75.0%	39 FAC 801005	Repair & Maintenance	13,023	48,000	26,653	21,347	44.5%	Not all budgeted repairs were completed due to other priorities. moved to FY2019.
605	856	1,554	(698)	-81.5%	39 FAC 801010	Building Services	10,792	11,736	11,646	90	0.8%	
0	996	(132)	1,128	113.2%	39 FAC 801015	Cleaning Supplies	11,675	12,577	12,206	371	3.0%	
10,097	10,681	11,037	(356)	-3.3%	39 FAC 801020	Electricity & Water	116,616	128,884	121,164	7,720	6.0%	Favorable usage during winter season.
966	1,829	966	863	47.2%	39 FAC 801025	Elevator Maintenance	14,157	11,973	11,769	204	1.7%	
6,952	4,621	7,621	(3,000)	-64.9%	39 FAC 801030	Heating & Cooling	39,901	43,574	39,674	3,899	8.9%	Chilled water usage low.
21,763	19,914	19,811	103	0.5%	15 FIN 801035	Insurance	261,565	237,732	237,731	0	0.0%	
8,674	9,887	10,893	(1,006)	-10.2%	39 FAC 801040	Janitorial Services	104,190	113,845	104,090	9,755	8.6%	Budgeted increase did not go into effect this FY.
1,250	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	15,000	18,000	15,000	3,000	16.7%	Expected rate increase by vendor not implemented.
15,768	16,655	28,640	(11,985)	-72.0%	39 FAC 801050	Security	197,481	219,931	213,807	6,125	2.8%	
2,564	2,903	388	2,514	86.6%	39 FAC 801060	Room Rental Expenses	37,700	28,817	21,438	7,379	25.6%	Offset by room rental income.
178	456	0	456	100.0%	37 COM 801065	Special Events Expenses	14,860	10,737	11,444	(707)	-6.6%	Offset by Special Events income (PBW sponsorship). Includes unbudgeted Global Law event expenses.
0	21	0	21	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	4,322	4,535	(213)	-4.9%	
267	387	0	387	100.0%	39 FAC 801110	Equipment (<3K)	1,069	4,721	1,033	3,688	78.1%	Certain budgeted items not purchased.
0	225	0	225	100.0%	39 FAC 801115	Building Alterations (<3K)	0	2,700	0	2,700	100.0%	No alterations made due to other project priorities.
29	315	374	(60)	-19.0%	39 FAC 801120	Delivery & Postage	3,488	4,788	2,869	1,919	40.1%	Certain rate increases not in effect.
116	229	0	229	100.0%	39 FAC 801125	Kitchen supplies	1,675	2,546	2,046	500	19.7%	June invoice not received in this FY Budget
72,515	75,474	89,403	(13,929)	-18.5%		Subtotal	843,191	904,883	837,106	67,777	7.5%	
						Technology:						
1,255	1,865	1,291	574	30.8%	33 TECH 801210	Software Maintenance	21,163	21,690	21,028	662	3.1%	
1,789	2,568	1,794	774	30.1%	33 TECH 801212	Hardware Maintenance	16,778	23,181	20,380	2,801	12.1%	Unbudgeted SAN maintenance item.
47	750	550	200	26.7%	33 TECH 801215	Software (<\$3k)	3,659	9,000	7,691	1,310	14.6%	Planned purchases budgeted in FY19.
1,036	400	0	400	100.0%	33 TECH 801220	Hardware (<\$3k)	6,159	4,800	2,471	2,329	48.5%	Planned purchases budgeted in FY19.
49	50	0	50	100.0%	33 TECH 801225	Computer Supplies	1,953	600	0	600	100.0%	
4,220	4,435	4,410	25	0.6%	33 TECH 801230	Integrated Library System	49,578	50,847	51,809	(962)	-1.9%	
775	2,689	2,497	192	7.1%	33 TECH 801235	Telecommunications	31,274	37,133	30,312	6,821	18.4%	Reflects CTF discount from Spectrum.
0	0	215	(215)	0.0%	33 TECH 801245	Tech & Data - Misc	65	0	215	(215)	0.0%	
0	26	0	26	100.0%	33 TECH 801250	Services	753	156	156	0	0.0%	

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

Jun 17 Actual	Jun 2018				FY 2016-17 YTD Actual	FY 2017-18 YTD				Comments					
	Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Amended Budget	Actual	\$ Fav (Unf)	% Fav (Unf)						
9,171	12,783	10,757	2,026	15.8%											
					Subtotal										
					131,381	147,408	134,061	13,347	9.1%						
					General:										
609	679	804	(126)	-18.5%	15	FIN	801310	Bank Charges	6,886	8,073	8,018	55	0.7%		
784	815	812	3	0.4%	35	CMS	801315	Bibliographical Services	9,420	9,750	9,750	0	0.0%		
0	0	0	0	0.0%	35	CMS	801320	Binding	0	0	0	0	0.0%		
48	38	84	(46)	-120.0%	17	EXEC	801325	Board Expense	785	729	805	(76)	-10.5%	July & August Board meeting cancellations.	
228	(32)	194	(226)	699.4%	37	COM	801330	Staff meals & events	2,741	2,706	2,733	(27)	-1.0%		
1,077	2,027	1,588	439	21.6%	15	FIN	801335	Supplies - Office	13,698	18,661	19,565	(904)	-4.8%		
1,770	2,420	2,565	(145)	-6.0%	35	CMS	801337	Supplies - Library materials	8,758	8,992	8,887	105	1.2%		
27	40	0	40	100.0%	37	COM	801340	Stationery, business cards, etc.	1,118	641	541	100	15.6%		
0	0	0	0	0.0%	25	PS	801365	Grant Application Expenses	0	0	0	0	0.0%		
744	1,354	823	530	39.2%	27	CIRC	801370	Copy Center Expense	15,711	20,522	14,256	6,266	30.5%	Reduced usage consistent with reduced copy center income.	
11,648	169	0	169	100.0%	15	FIN	801375	General - Misc	15,161	1,012	1,015	(3)	-0.3%	Includes prior year student parking invoice.	
0	(8)	0	(8)	100.0%	25	PS	801390	Course Registration	547	100	0	100	100.0%		
271	25	(3,066)	3,092	12200.0%	17	EXEC	801395	Friends of Law Library	800	352	678	(326)	-92.7%	Includes Gala costs absorbed by LALL.	
17,205	7,526	3,804	3,722	49.5%					75,624	71,263	66,249	5,289	7.4%		
									Professional Development:						
0	575	0	575	100.0%	ALL	803105	Travel	4,274	9,229	6,044	3,184	34.5%	Some planned conferences not attended.		
0	(14)	0	(14)	100.0%	ALL	803110	Meals	0	95	107	(12)	-12.4%			
1,225	13	0	13	100.0%	ALL	803113	Incidental and miscellaneous	1,225	75	75	0	0.0%			
0	4	0	4	100.0%	ALL	803115	Membership dues	6,592	6,205	6,695	(490)	-7.9%			
0	73	0	73	100.0%	ALL	803120	Registration fees	3,927	4,907	4,353	554	11.3%			
0	0	0	0	0.0%	ALL	803125	Educational materials	0	0	497	(497)	0.0%			
1,225	651	0	651	100.0%					16,018	20,511	17,771	2,740	13.4%		
									Communications & Marketing:						
0	0	0	0	0.0%	37	COM	803205	Services	0	1,800	2,042	(242)	-13.4%		
1,397	(10)	0	(10)	100.0%	37	COM	803210	Collateral materials	1,714	2,192	2,152	40	1.8%		
140	219	0	219	100.0%	37	COM	803215	Advertising	2,839	1,280	500	780	60.9%	Budgeted ads not used.	
0	133	0	133	100.0%	37	COM	803220	Trade shows & Outreach	0	300	0	300	100.0%	Budgeted event not attended.	
1,537	343	0	343	100.0%					4,553	5,572	4,693	878	15.8%		
									Travel & Entertainment						
0	0	0	0	0.0%	ALL	803305	Travel	711	0	0	0	0.0%			
0	0	0	0	0.0%	ALL	803310	Meals	149	0	0	0	0.0%			
0	0	0	0	0.0%	ALL	803315	Entertainment	0	0	0	0	0.0%			
129	5	27	(23)	-455.5%	ALL	803320	Ground transportation & mileage reimb.	1,892	1,398	730	668	47.8%	Lower than expected auto travel.		
0	0	0	0	0.0%	ALL	803325	Incidental travel expenses	0	0	0	0	0.0%			
129	5	27	(23)	-455.5%					2,752	1,398	730	668	47.8%		
									Professional Services						
0	198	0	198	100.0%	15	FIN	804005	Accounting	18,078	25,221	23,736	1,485	5.9%	Reflects additional audit cost related GASB 68 accounting entries/disclosures.	
1,406	2,443	2,812	(369)	-15.1%	17	EXEC	804008	Consulting Services	30,586	31,530	33,808	(2,277)	-7.2%		
0	0	0	0	0.0%	17	EXEC	804010	Legal	0	5,000	595	4,405	88.1%	Lower than expected legal services.	
0	(122)	0	(122)	100.0%	15	FIN	804015	Other	0	2,146	2,146	0	0.0%		
1,406	2,519	2,812	(293)	-11.6%					48,664	63,897	60,284	3,613	5.7%		
									Depreciation:						
204,906	200,200	201,400	(1,201)	-0.6%	15	FIN	806105	Depreciation - Library Materials	2,518,365	2,430,909	2,441,162	(10,253)	-0.4%		
25,039	24,265	21,758	2,507	10.3%	15	FIN	806110	Depreciation Exp - FF&E	303,461	303,662	292,407	11,255	3.7%		
229,946	224,465	223,158	1,306	0.6%					2,821,826	2,734,571	2,733,570	1,002	0.0%		
2,217,182	495,835	567,042	(71,207)	-14.4%					9,811,919	8,299,659	8,078,432	221,228	2.7%		
(1,515,290)	189,645	234,618	44,973	23.7%					Total Expense	(1,625,931)	(119,984)	532,440	652,424	543.8%	
									Net Income Before Extraordinary Items						
(8,482)	667	(1,141)	(1,809)	-271.0%	15	FIN	321000	Investment Gain (Loss) ¹	(38,669)	21,504	(12,564)	(34,068)	-158.4%	Reflects loss/gain if sold at time of report (before maturity).	
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	55,000	0	0	0	0.0%		
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%		
(1,523,772)	190,312	233,476	43,164	22.7%					Net Income Including Extraordinary Items	(1,609,600)	(98,480)	519,876	618,356	627.9%	

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

Jun 17	Jun 2018				FY 2016-17	FY 2017-18 YTD				Comments		
	Actual	Amended Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Amended Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
Capital Expenditures:												
0		0	0	0.0%	39 FAC 161100	Furniture / Appliances (>3k)	0	45,000	0	45,000	100.0%	Budgeted projects to be completed by end of FY19.
0		(25,581)	25,581	0.0%	33 TECH 161300	Electronics / Computer Hardware (>3k)	12,768	400,000	0	400,000	100.0%	Budgeted projects to be completed by end of FY19.
0		0	0	0.0%	39 FAC 164500	Exterior Building Repairs/ Improvements (>3k)	0	210,000	6,197	203,803	97.0%	Budgeted projects to be completed by end of FY19.
0	70,000	0	70,000	100.0%	39 FAC 164000	Interior Improvements / Alterations (>3k)	0	70,000	0	70,000	100.0%	Budgeted projects to be completed by end of FY19.
0	45,000	0	45,000	100.0%	33 TECH 168000	Computer Software	0	45,000	0	45,000	100.0%	Budgeted projects to be completed by end of FY19.
0	115,000	(25,581)	(140,581)	-122.2%		Total - Capitalized Expenditures	12,768	770,000	6,197	763,803	99.2%	
CalPERS CERBT Trust Fund:												
						Beginning Balance		2,267,695				
						Administrative Expense		(92)				CalPERS CERBT program cost.
						Investment Expense		(67)				Investment management cost.
						Unrealized Gain/Loss		(1,514)				Fluctuating market conditions.
						Distribution		(150,000)				Distribution from Fund
						Ending Balance		2,116,022				

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

	6/30/2018	YTD
Cash flows from operating activities		
L.A. Superior court fees	687,139	7,219,802
Parking fees	58,092	666,265
Library services	47,638	515,935
(Increase) decrease in accounts receivable	(248,040)	(275,745)
Increase (decrease) in borrowers' deposit	(18,815)	(1,268)
Cash received from filing fees and services	526,013	8,124,989
Facilities	(89,403)	(837,106)
Technology	(10,757)	(134,061)
General	(3,804)	(66,249)
Professional development	-	(17,771)
Communications & marketing	-	(4,693)
Travel & entertainment	(27)	(730)
Professional services	(2,812)	(60,284)
Electronic Resource Subscriptions (ERS)	(80,528)	(658,347)
(Increase) decrease in prepaid expenses	46,445	97,337
Increase (decrease) in accounts payable	24,203	113,891
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(116,682)	(1,568,014)
Staff (payroll + benefits)	(156,553)	(3,565,620)
Increase (decrease) in payroll liabilities	1,171	(3,318)
Increase (decrease) in accrued sick and vacation liability	25,517	(11,543)
Increase (decrease) in OPEB liability	9,167	110,004
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(120,698)	(3,470,477)
Contributions received	-	145,000
Net cash from operating activities	288,634	3,231,498
Cash flow from capital and related financing activities		
Library materials	(221,842)	(1,808,061)
Fixed assets	25,581	(6,197)
Capital - Work in Progress (WIP)	(30,325)	(42,014)
Cash flows from investing activities		
Investment	-	-
Investment earnings	8,791	63,869
Net cash increase (decrease) in cash and cash equivalents	70,839	1,439,096
Cash and cash equivalents, at beginning of period	4,995,969	3,627,712
Cash and cash equivalents, at end of period	5,066,807	5,066,807
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	225,827	468,571
Adjustments for noncash effects:		
Depreciation	223,158	2,733,570
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	(248,040)	(275,745)
(Increase) decrease in prepaid expenses	46,445	97,337
Increase (decrease) in accounts payable	24,203	113,891
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	1,171	(3,318)
Increase (decrease) in accrued sick and vacation liability	25,517	(11,543)
Increase (decrease) in borrowers' deposit	(18,815)	(1,268)
Increase (decrease) in OPEB liability	9,167	110,004
Net impact of GASB 68 adjustments		
Net cash from operating activities	288,634	3,231,498

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030386
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	9,589.17	030387
	ALAMEDA COUNTY LAW LIBRARY	BOOKS	774.21	030388
	GAUNT	BOOKS	165.96	030389
	JOHN ANDREW BARTA	REFUND	140.00	030390
	KEVIN WON SUK CHIANG	REFUND	140.00	030391
	ROBERT LEE CISSNA	REFUND	125.00	030392
	MAY LING FERNANDEZ	REFUND	136.00	030393
	DAN EVAN FLEISCHMAN	REFUND	125.00	030394
	KAVIOR KOREA MOON	REFUND	140.00	030395
	HENRIK SARDARBEGIAN	REFUND	140.00	030396
	CHARLES DAVID SCHOOR	REFUND	125.00	030397
	SHIRLEY LENORE EDE	REFUND	140.00	030398
	CHRISTINA LIM JANG	REFUND	140.00	030399
	ANDREW KIM	REFUND	140.00	030400
	DEAN KEITH MCADAMS	REFUND	128.00	030401
June 7	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030402
June 11	GOLDEN STATE ELECTRIC	CIP INTERIOR	4,000.00	030403
June 13	LOS ANGELES COUNTY PUBLIC DEFENDERS	BOOKS	152.96	030404
	QUALITY CODE PUBLISHING	BOOKS	56.82	030405
June 14	CYNTHIA CANNADY	REFUND	79.00	030406
	MARILYN MUTUS GAMBOA	REFUND	140.00	030407
	JENNIFER GRADY	REFUND	116.00	030408
	ROBERT J OVERZYL	REFUND	125.00	030409
	PAUL SCHIFFIN	REFUND	140.00	030410
	JOHN EDWARD BREEN	REFUND	140.00	030411
	CHUN L LI	REFUND	140.00	030412
	TONI JO MOSLEY	REFUND	140.00	030413
	MARJORIE ELLEN RYDBERG	REFUND	140.00	030414
June 19	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	244.32	030415
	OTTO HARRASSOWITZ	BOOKS	451.98	030416
	MARY MARTIN BOOKSELLERS	BOOKS	990.00	030417
June 21	AT&T	TELECOM	502.61	030418
	GUARDIAN	PREPAID INS	7,644.42	030419
	ANAHI PETROSYAN	MILEAGE	8.94	030420
	SUTTLES PLUMBING INC	MAINT & REPAIR	864.00	030421
June 22	SYNCB AMAZON	BOOKS	88.89	030422
			30,760.23	

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 27	CALIFORNIA BANKRUPTCY JOURNAL	BOOKS	75.00	030423
	SEAN FRANCIS BIGLEY	REFUND	140.00	030424
	JESSICA FARRIS	REFUND	140.00	030425
	EVELYN ERICA BARKHORDARIAN	REFUND	140.00	030426
	WILLIAM S YEE	REFUND	140.00	030427
June 29	KINOKUNIYA BOOK STORES OF AMERICA	BOOKS	1,056.02	030428
	MARY MARTIN BOOKSELLERS	BOOKS	88.00	030429
	SOUTH COAST AIR QUALITY MANAGEMENT	BOOKS	75.40	030430
July 3	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	030431
	COUNTY OF LOS ANGELES	BANK CHARGES	55.69	030432
	ESTHER EASTMAN	MILEAGE	27.47	030433
	HOUSE OF TROPHIES AND AWARDS, INC	PREPAID EXP	67.21	030434
	COUNTY OF LOS ANGELES	HEATING/COOLING	2,396.58	030435
	METROLINK	TMP	1,036.00	030436
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,674.17	030437
	TOTAL COMPENSATION SYSTEM INC	ACCOUNTING	855.00	030438
	NATIONAL 50 SECURITY	SECURITY	5,806.81	030439
July 9	CALIBER ELEVATOR	ELEVATOR MAINT	966.00	030440
	BAVCO	BLDG MAINT	212.00	030441
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030442
	COMMERCIAL RESOURCE MANAGEMENT, LLC	CAPITAL WIP	3,500.00	030443
July 13	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	359.24	030444
	OTTO HARRASSOWITZ	BOOKS	555.60	030445
	SARA KATHARINE ACHINGER	REFUND	140.00	030446
	CHRISTOPHER JOHN BRIGGS	REFUND	140.00	030447
	HAIK GASPARYAN	REFUND	140.00	030448
	DENISE YESENIA LEVEY	REFUND	140.00	030449
	STATE BOARD OF EQUALIZATION	USE TAX	4,050.00	030450
	CHANNA CAJERO	MEMBERSHIP	20.00	030451
	COUNTY OF LOS ANGELES	BANK CHARGES	60.93	030452
	VASQUEZ & COMPANY LLP	PREPAID EXP	7,500.00	030453
July 20	ATLANTIC LAW BOOK COMPANY	BOOKS	280.00	030454
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	120.89	030455
	COMMERCIAL RESOURCE MANAGEMENT, LLC	EXTERIOR BLDG IMP	2,500.00	030456
	MARY MARTIN BOOKSELLERS	BOOKS	1,145.00	030457
July 23	AMIN ABID	REFUND	140.00	030458
	DOMINIQUE ANDRE LEE	REFUND	140.00	030459
	KIRA POIRIER	REFUND	140.00	030460

75,868.68

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 24	JAMES OHMTAHEO SONG	REFUND	140.00	030461
	MARILYN WEIDMAN	REFUND	122.00	030462
July 26	KATHLEEN GUERRA ** VOIDED *****	PREPAID EXP	0.00	030463
July 30	LORENA CARMACK	COURSE REGISTRAT	10.00	030464
	KATHLEEN GUERRA	PREPAID EXP	350.00	030465
July 31	STEVEN A BROWNE	REFUND	130.00	030466
	BRETT HOWARD OBERST	REFUND	130.00	030467
	BEST BEST & KRIEGER LLP	REFUND	390.00	030468
July 31	LAW PUBLISHERS	BOOKS	210.00	030469
	MISSOURI SECRETARY OF STATE	BOOKS	130.00	030470
	MINISTER OF FINANCE	BOOKS	110.12	030471

77,450.80

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	ALTA FOODCRAFT	KITCHEN SUPPLIES	80.67	V003324
	COSMOS SOUND LIGHTING & VIDEO	FRIENDS	1,622.15	V003325
	DEMCO	SUPPLIES LIBRARY	1,628.18	V003326
	GTT COMMUNICATIONS	TELECOM	762.68	V003327
	KAPCO	SUPPLIES LIBRARY	753.84	V003328
	OFFICE DEPOT	SUPPLIES-OFFICE	746.01	V003329
	SECURITAS SECURITY	SECURITY	5,743.16	V003330
	STATE COMPENSATION	WORKERS COMP	5,261.58	V003331
	SOUTHWEST AIRLINES	TRAVEL	530.86	V003389
June 4	WOLTERS KLUWER LAW & BUSINESS	BOOKS	582.42	V003332
	LEXISNEXIS MATTHEW BENDER	BOOKS	68.41	V003333
	GEORGE T BISEL COMPANY	BOOKS	91.90	V003334
	BLOOMBERG BNA	BOOKS	90.02	V003335
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	512.32	V003336
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	2,894.67	V003337
	JURIS PUBLISHING INC	BOOKS	321.42	V003338
	LAWPRESS CORPORATION	BOOKS	712.80	V003339
	MUNICIPAL CODE CORPORATION	BOOKS	108.64	V003340
	PRACTISING LAW INSTITUTE	BOOKS	434.78	V003341
	WEST ACADEMIC	BOOKS	49.28	V003342
	THOMSON REUTERS	BOOKS	64,480.51	V003343
	CDW GOVERNMENT INC	SUPPLIES - OFFICE	379.35	V003345
June 7	BRIGHTVIEW	LANDSCAPING	1,250.00	V003346
	NASA SERVICES	BLDG SVCS	451.34	V003347
	OCLC INC	BIBLIOGRAPHICAL S	725.50	V003348
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V003349
June 11	STAMPS.COM	DELIVERY & POSTAG	24.99	V003362
June 12	AMERICAN ASSOCIATION OF LAW LIBRARI	REGISTRATION FEE	695.00	V003363
June 13	ALI CLE CONTINUING LEGAL EDUCATION	BOOKS	75.00	V003350
	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	287.00	V003351
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	4,852.50	V003352
	LEXISNEXIS MATTHEW BENDER	BOOKS	2,401.28	V003353
	BLOOMBERG BNA	BOOKS	264.02	V003354
	CALIF SUPREME COURT HISTORICAL SOCI	BOOKS	50.00	V003355
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,623.26	V003356
	JOURNAL OF THE PATENT AND TRADEMARK	BOOKS	65.00	V003357
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,853.00	V003358
	PRACTISING LAW INSTITUTE	BOOKS	396.06	V003359
	SUPPLYWORKS	CLEANING SUPPLIES	2,087.43	V003360

118,067.53

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 15	GOBI LIBRARY SOLUTIONS	BOOKS	12.50	V003361
	LEXISNEXIS MATTHEW BENDER	BOOKS	31,974.05	V003390
June 18	LA CAFE	STAFF MEALS & EVE	45.69	V003391
	NAYLOR CAREER SOLUTIONS	RECRUITMENT	450.00	V003392
June 19	STAMPS.COM	DELIVERY & POSTAG	300.00	V003393
	AMERICAN LAW INSTITUTE	BOOKS	331.50	V003364
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	434.08	V003365
	LEXISNEXIS MATTHEW BENDER	BOOKS	37.83	V003366
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,443.00	V003367
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	392.50	V003368
	JAMES PUBLISHING INC	BOOKS	185.06	V003369
	JURIS PUBLISHING INC	BOOKS	316.42	V003370
	JURISNET LLC	BOOKS	108.49	V003371
	LRP PUBLICATIONS	BOOKS	1,452.50	V003372
	PRACTISING LAW INSTITUTE	BOOKS	184.73	V003373
	WEST ACADEMIC	BOOKS	49.28	V003374
	THOMSON REUTERS	BOOKS	13,112.00	V003375
	STATE BAR OF WISCONSIN	BOOKS	40.89	V003376
June 21	WILLIAM S HEIN & CO ** VOIDED *****	BOOKS	0.00	V003377
	AT&T MOBILITY	TELECOM	16.24	V003378
	BANDWIDTH.COM, INC.	TELECOM	284.37	V003379
	BENY YOUR PLUMBER INC	MAINT & REPAIR	1,750.00	V003380
	EX LIBRIS (USA) INC.	TELECOM	1,193.33	V003381
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V003382
	JOHNSON CONTROLS SECURITY SOLUTIONS	SECURITY	14,845.59	V003383
	KONICA MINOLTA BUSINESS	COPY CENTER	402.68	V003384
	OFFICE DEPOT	SUPPLIES-OFFICE	146.72	V003385
	SECURITAS SECURITY	SECURITY	4,984.73	V003386
	SPECTRUM	TELECOM	1,106.72	V003387
	UPS	DELIVERY/POSTAGE	16.96	V003388
	SECURITAS SECURITY	SECURITY	3,719.56	V003394
June 22	LA CAFE	ROOM RENTAL EXPE	279.37	V003421
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	2,345.10	V003395
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,743.21	V003396
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	1,257.07	V003397
	KANSAS JUDICIAL COUNCIL	BOOKS	85.00	V003398
	PRACTISING LAW INSTITUTE	BOOKS	827.16	V003399
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	2,472.18	V003400
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	538.96	V003401
	WEST ACADEMIC	BOOKS	49.28	V003402

274,330.99

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 25	THOMSON REUTERS	BOOKS	67,266.21	V003403
June 27	SOUTHWEST AIRLINES	TRAVEL	4.00	V003422
June 29	DAYS INN INNER HARBOR HOTEL	TRAVEL	711.48	V003451
	LA CAFE	BOARD EXPENSE	83.95	V003452
July 3	AMERICAN BAR ASSOCIATION	BOOKS	1,003.17	V003404
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	475.19	V003405
	LEXISNEXIS MATTHEW BENDER	BOOKS	116.81	V003406
	BNI BUILDING NEWS	BOOKS	289.47	V003407
	CAPITOL ENQUIRY	BOOKS	106.60	V003408
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,074.04	V003409
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	857.13	V003410
	INFORMATION TODAY INC	BOOKS	99.95	V003411
	JAMES PUBLISHING INC	BOOKS	413.92	V003412
	JURISNET LLC	BOOKS	123.49	V003413
	LAW JOURNAL PRESS	BOOKS	4,843.92	V003414
	INSTITUTE OF CONTINUING LEGAL EDUCA	BOOKS	138.50	V003415
	PRACTISING LAW INSTITUTE	BOOKS	780.24	V003416
	FRANK R THOROLD (PTY) LTD	BOOKS	278.47	V003417
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	17,582.87	V003418
	WEST ACADEMIC	BOOKS	51.47	V003419
WILLIAM S HEIN & CO	BOOKS	1,939.48	V003420	
July 9	BULBS.COM	CIP INTERIOR	744.00	V003423
July 10	BANDWIDTH.COM, INC.	TELECOM	222.34	V003424
	GTT COMMUNICATIONS	TELECOM	378.50	V003425
	STATE COMPENSATION	WORKERS COMP	5,261.58	V003426
	SPECTRUM	TELECOM	1,106.72	V003427
	OCLC INC	BIBLIOGRAPHICAL S	1,808.63	V003428
	OFFICE DEPOT	SUPPLIES-OFFICE	926.17	V003429
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	276.00	V003430
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,265.69	V003431
	BRIGHTVIEW	LANDSCAPING	1,250.00	V003432
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	579.87	V003433
	COMMERCIAL RESOURCE MANAGEMENT, LLC ** VOI	CAPITAL WIP	0.00	V003434
	LEXISNEXIS ONLINE SERVICES	BOOKS	14,853.00	V003435
	NASA SERVICES	BLDG SVCS	451.34	V003436
	PRACTISING LAW INSTITUTE	BOOKS	773.66	V003437
WILLIAM S HEIN & CO	BOOKS	136.71	V003438	
July 10	GURU PRINTERS	COLLATERAL MATER	212.43	V003453
	STAMPS.COM	DELIVERY & POSTAG	24.99	V003454

338,031.77

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 13	AMERICAN LEGAL PUBLISHING CORPORATI	BOOKS	455.00	V003439
	LEXISNEXIS MATTHEW BENDER	BOOKS	731.09	V003440
	BLOOMBERG BNA	BOOKS	219.78	V003441
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	368.78	V003442
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V003443
	JAMES PUBLISHING INC	BOOKS	185.06	V003444
	JURIS PUBLISHING INC	BOOKS	109.05	V003445
	PRACTISING LAW INSTITUTE	BOOKS	824.86	V003446
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	66.56	V003447
	UNITED NATIONS PUBLICATIONS	BOOKS	128.67	V003448
	WEST ACADEMIC	BOOKS	162.07	V003449
	THOMSON REUTERS	BOOKS	76,698.97	V003450
	ARMIN INNOVATIVE PRODUCTS	SUPPLIES-LIBRARY	3,346.50	V003455
UPS	DELIVERY/POSTAGE	39.70	V003456	
July 20	WOLTERS KLUWER LAW & BUSINESS	BOOKS	424.15	V003457
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,439.54	V003458
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	567.40	V003459
	DR MYCOMMERCE INC DBA ESSELLERATE	BOOKS	543.00	V003460
	JAMES PUBLISHING INC	BOOKS	185.06	V003461
	JURIS PUBLISHING INC	BOOKS	122.93	V003462
	KATERCRAFT	BOOKS	87.60	V003463
	UNITED NATIONS PUBLICATIONS	BOOKS	143.79	V003464
	WILLIAM S HEIN & CO ** VOIDED *****	BOOKS	0.00	V003465
	WILLIAM S HEIN & CO	BOOKS	72.25	V003466
LEXISNEXIS MATTHEW BENDER	BOOKS	31,974.05	V003490	
July 27	QUIKSHIP HOLDINGS	SUPPLIES - OFFICE	599.88	V003491
July 31	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,152.71	V003467
	LEXISNEXIS MATTHEW BENDER	BOOKS	182.87	V003468
	CALIFORNIA JUDGES ASSOCIATION	BOOKS	630.00	V003469
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	9,691.80	V003470
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	600.51	V003471
	DISTRICT OF COLUMBIA BAR	BOOKS	250.00	V003472
	LRP PUBLICATIONS	BOOKS	1,660.00	V003473
	PROQUEST INFORMATION AND LEARNING	BOOKS	1,326.64	V003474
	CITY OF THOUSAND OAKS	BOOKS	32.68	V003475
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	4,111.10	V003476
	THOMSON REUTERS	BOOKS	1,068.76	V003477
	WILLIAM S HEIN & CO	BOOKS	35,103.00	V003478

513,075.53

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2018 - July 31, 2018 (CHECKS)
Account No.: 102003

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 1	HOME CONTROL	MISC	214.96	V000231
June 6	CUSTOMUSB.COM	COMP SUPPLIES	1,102.00	V000232
June 25	NOTHING BUNDT CAKES	STAFF MEALS & EVE	63.00	V000233
	REGISTER.COM	SOFTWARE	550.00	V000234

1,929.96

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 7				
	L A DEPT WATER & POWER	WATER/SEWER	9,599.01	V000026
June 13				
	ALBERTSONS	SPECIAL EVENTS	376.89	V000032
June 14				
	SMART & FINAL	ROOM RENTAL	24.36	V000033
June 15				
	SUBWAY	ROOM RENTAL	70.00	V000034

10,070.26

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

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
June 5	CALPERS	PREPAID INS	50,116.01	1001089417
July 9	CALPERS	PREPAID INS	48,892.14	1001112583
July 13	SEIU LOCAL 721	UNION DUES	934.98	001614
	SEIU LOCAL 721	UNION DENTAL	40.44	001615
July 19	CALPERS	RETIREMENT	418.00	1001122042
	CALPERS	RETIREMENT	138,621.00	1001122049

239,022.57

LOS ANGELES COUNTY LAW LIBRARY
June 1, 2018 - July 31, 2018 (WARRANTS)
Account No.: 102000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
July 16	KEENAN & ASSOCIATES	PREPAID EXP	236,198.79	TS00267382

LA Law Library
Fiscal Year Quarterly Statistics

		FY15 4th Quarter	FY16 4th Quarter	FY17 4th Quarter	FY17 Total	FY18 1st Quarter	FY18 2nd Quarter	FY18 3rd Quarter	FY18 4th Quarter	FY18 Total	FY18 4th Quarter Notes			
Reference and Research														
	<i>Reference and Research responds to user requests for Library materials in-person, mail and electronic inquiries.</i>													
	Desk Inquiries	6460	6906	6,206	25,265	6,240	6,630	5,942	6,782	25,594				
	Tuesday 6pm to 8pm - All Queries		125	81	333	113	121	111	87	432				
	Phone	1860	1923	1,888	7,289	1,982	1,834	1,915	1,748	7,479				
	Email/ Live Chat	451	404	247	908	206	98	77	39	420				
	By Mail	82	67	53	221	46	37	37	54	174				
	Global Law Inquires	122	105	66	149	68	70	49	24	211				
	Global Law Web Inquires	145	73	23	43	23	42	39	24	128				
	e-Branch Chat	56	43	34	151	59	33	39	35	166				
	e-Branch Email	0	0	0	1	0	0	0	0	0				
	Total	9,176	9,646	8,598	34,360	8,737	8,865	8,177	8,719	34,498				
Circulation Services														
	<i>The Circulation Desk responds to requests for computer sign-up, books on reserve, placing books on hold, questions about overdue fines and lost items, paging materials needed from closed stacks as well as checking books in and out.</i>													
	Desk Inquiries	4801	4,068	3,376	14,093	3,647	4,245	4,193	4,119	16,204				
	Phone Inquiries	2739	2,347	1,936	7,384	1,921	2,008	2,052	1,966	7,947				
	Total	7540	6,415	5,312	21,477	5,568	6,253	6,245	6,085	24,151				
	Books Circulated	2987	2,874	2,200	9,576	2,686	2,520	2,307	2,325	9,838				
	Library Card Sign-ups	518	550	492	2018	474	460	453	457	1844				
	Members Program - Active Members	301	313	323	323	311	324	337	353	1325				
	Public Terminal Logins	11,218	11,001	9,390	38,120	8,875	8,324	8,109	8,636	33,944				
Document Delivery / E-Delivery/Copies														
	<i>Document Delivery responds to requests for materials from the LA Law Library collection. Copy Center responds to requests for photocopies, printouts from our computers as well as from the microfiche reader-printer.</i>													
	Phone Inquiries	281	298	263	946	216	197	176	206	795				
	In-Person	2973	2,701	2,448	8,742	2,563	2,425	2,109	2,476	9,573				
	Email	145	154	234	765	275	282	268	237	1062				
	By Mail (As of 2013, included with R+R above)													
	Total	3,399	3,153	2945	10,453	3,054	2,904	2,553	2,919	11,430				
	Pages Delivered	6,019	6,269	1,880	19,877	9,437	4,503	5,918	6,256	26,114				
	Copies Made (Main Library)	164,266	78,655	63,448	336,629	54,043	52,487	55,114	61,105	222,749				
Collection Management Services														
	<i>Collection Management handles all new acquisitions, continuation and updates, as well as any volumes that are withdrawn from the collection.</i>													
	New Titles Added	111	124	66	381	89	103	86	190	468				
	New Serials	24	23	13	85	7	23	19	28	77				
	Print Volumes Added	1,347	1,261	1,068	4,228	1,276	1,295	1,130	1,253	4,954				
	Non-Print Media Added													
		850	730	367	12,104	10,596	5,454	149	695	16,894				
	Books Cataloged/Reclassified	804	144	218	1,634	102	296	632	757	1787				
	Print & Non-Print Withdrawn	549	1,319	543	2,623	254	708	453	534	1949				

LA Law Library
Fiscal Year Quarterly Statistics

		FY15 4th Quarter	FY16 4th Quarter	FY17 4th Quarter	FY17 Total	FY18 1st Quarter	FY18 2nd Quarter	FY18 3rd Quarter	FY18 4th Quarter	FY18 Total	FY18 4th Quarter Notes				
Brief Scanning Project															
	Briefs Scanned	9411	1101	0	3169	N/A	1,580	720	N/A	N/A	All scans are concentrated to Google				
	Pages Scanned	296,438	46,565	0	174,589	N/A	N/A	N/A	N/A	N/A					
	Briefs Logged (Google)		8,984	11,366	22,917	16,945	10,420	14,271	20,577	62,213					
Website Statistics															
	Visitors	26688	25,501	23,308	94,474	22,553	23,096	24,167	29,479	99,295					
	Visits (previously counted as "Pages Viewed")	127017	107,809	94,397	373,668	89,050	87,779	36,825	41,894	255,548	As of Q 3, "Visits" only pertains to website visits, not "pages viewed."				
	Average Daily Visits	1396	1,185	1,026	4,094	968	954	409	460	698		As of Q 3, "Visits" only pertains to website visits, not "pages viewed."			
	Average Duration	4:08	2:49	2:54	N/A	3:01	3:12	3:10	2:42	3:31					
	Visitors: US	95.85%	98.34%	98.97%	N/A	98.62%	98.70%	96.91%	96.72%	97.73%					
	Visitors: International / Unspecified	4.15%	1.66%	1.03%	N/A	1.38%	1.30%	3.08%	3.28%	2.26%					
Training and Events (Includes Main & Branch locations)															
	Public Classes Held														
	Internal speaker	5	12	45	132	22	31	26	34	113					
	Guest speaker	11	41	89	202	61	65	46	53	225					
	MCLE Classes Held														
	Internal speaker	3	0	0	4	1	0	1	0	2					
	Guest speaker	10	7	8	30	5	8	6	6	25					
	Clinics/ Workshops Held	13	35	46	169	57	41	75	70	243					
	Total	37	95	198	547	146	145	154	163	608					
	Class Attendance Total (Estimated)	691	2,131	2,635	7,431	1,753	1,791	1,275	2,059	6,878					
Visits to Main Branch															
	Number of Patron Visits (front door)					N/A	24,218	24,404	26,513	N/A	Entries only are counted				

MEMORANDUM

DATE: August 22, 2018

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 June and July

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 seventh report, for the August 2018 board meeting, reporting Platinum Member services for June and July of 2018.

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

ANALYSIS

In the month of June we responded to 18 edelivery requests, with a total of 53 documents delivered across these requests. Our average response time to deliver the requested items was 32 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.



Annual Report and Financial Statement
of the
Board of Trustees
of the
Los Angeles County Law Library

Sandra J. Levin, Secretary to the Board of Law Library Trustees of Los Angeles County, pursuant to Section 6350 of the Business and Professions Code, presents to the Honorable Board of Supervisors of Los Angeles County, the Annual Report and Financial Statement of the Los Angeles County Law Library, for the Fiscal Year ending on the 30th day of June, 2018.

The Board of Trustees of the Los Angeles County Law Library is composed of the following members:

Hon. Mark A. Juhas <i>President</i>	Judge of the Superior Court
Hon. Michelle W. Court <i>Vice-President</i>	Judge of the Superior Court
Hon. Dennis J. Landin	Judge of the Superior Court
Kenneth D. Klein	Attorney at Law
Hon. Richard E. Rico	Judge of the Superior Court
Susan Steinhauser	Attorney at Law
Hon. Michael L. Stern	Judge of the Superior Court

The Board is staffed by:

Sandra J. Levin	Executive Director & Secretary to the Board
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INTRODUCTORY INFORMATION

For 127 years the Los Angeles County Law Library (“LA Law Library”) has served the Los Angeles County government, legal and business communities and the general public, including self-represented litigants. LA Law Library offers free access to legal information, resources, training and support to all members of the community, with no income or subject matter restrictions, under the motto:

Access to Information = Access to Justice

LA Law Library is:

- A vibrant community education center, offering classes for attorneys, paralegals, librarians and the general public;
- A navigator facilitating access to the legal system for those who do not have or cannot afford legal representation;
- A leader in providing public access to legal knowledge;
- The largest public Law Library in the United States other than the Law Library of Congress; and
- The curator and cultivator of nearly one million volume equivalents -- including one of the nation’s most comprehensive global law collections covering more than 200 countries.

LA Law Library annually serves more than 50 thousand patrons locally, nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of the Library’s many partners and donors.

LOCATIONS AND HOURS

The Main Law Library is located in the Mildred L. Lillie Building at First & Hill, 301 West First Street, Los Angeles, California, across the street from the Stanley Mosk Courthouse of the Los Angeles Superior Court. The Main Library includes approximately 175,000 square feet and 35 miles of shelving. The Main Library’s regular hours are Monday, 8:30 a.m. until 6:00 p.m., Tuesday, 8:30 a.m. until 8:00 p.m., Wednesday through Friday 8:30 a.m. until 6:00 p.m.; and from 9:00 a.m. to 5:00 p.m. on Saturday.



The Law Library also has twelve other locations throughout the County. A few of these locations have a solely electronic presence, called an eBranch, which is a walk-up computer-based, interactive research experience. eBranch users can contact LA Law Reference Librarians remotely via chat service, or during on-site office hours. The branch and partnership locations can be found in:

Four courthouse branch locations:

- Long Beach and Torrance (eBranch and staff)
- Norwalk and Pomona (eBranch only)

Eight partnership locations:

- Los Angeles Public Library in Van Nuys
- Los Angeles County Public Libraries in Compton, Lancaster, Norwalk and West Covina
- Pasadena Public Library
- Pomona Public Library
- The attorney lounge at the Los Angeles County Bar Association

Office hours and law librarian assistance are available at each branch and partnership location on a regular, predictable schedule, but vary from site to site. In each region of the County, Law Library staff provides monthly classes and at least four hours of live legal reference support per week.

PROGRAMS AND SERVICES

Reference Assistance: The Law Library provides reference and research assistance at the reference desk, by phone, mail, email and live web-chat. These services are available at no charge to any and all users of the library, including attorneys, legal professionals, students and the general public. Although Reference Librarians do not provide legal advice, they are knowledgeable about the law and legal research, tactful and compassionate, and do an excellent job of providing legal information, resources and instruction to members of the general public .

Support Services: The Law Library makes available free public computers and Wi-Fi, as



well as copiers, printers, typewriters, office supplies, faxing service, document delivery and e-delivery for a small fee.

Classes and Programs: The reference staff provides instruction to the general public on a range of topics designed to expand access to justice. This includes classes on the basics of court procedure, common legal issues, and how to find the answers to legal questions using library resources. The Law Library, supported by many partners within the legal community, also provides law-related informational and clinical classes and workshops for its diverse patron groups:

For Attorneys and Paralegals: The Law Library provides State Bar-certified Minimum Continuing Legal Education classes on a diverse set of topics designed to serve the needs of attorneys and paralegals in all practice areas, with an emphasis on subjects that expand access to justice for disadvantaged groups or those unable to afford legal representation. Fiscal Year 2017-18 featured 27 certified class sessions, covering topics such as assisting immigrants who are victims of crimes, protecting clients against elder abuse, trainings for volunteer attorneys on topics like landlord-tenant and consumer law, plus lectures and panel discussions from notable speakers on topics like the history of “corporate personhood” in American law, and redistricting and “gerrymandering.”

For Self-Represented Individuals: The Law Library provides workshops, clinics and programs, including:

- Weekly: Talk to a Lawyer Online (videoconferencing with Legal Aid Foundation of Los Angeles) and Adult Legal Conservatorship Clinic presented by Bet Tzedek
- Bi-weekly: Civil Lawsuit Basics (main and branch locations)
- Monthly: asylum petition workshop for immigrants facing deportation; name change workshop; expungement clinic; divorce options workshop (main and branch locations); family law trial preparation; Lawyers in the Library (free consultations with volunteer lawyers);
- Occasional Series and Sessions: Public Defender’s clinic to provide help in filling out expungement forms, reducing nonviolent felonies to misdemeanors through Prop 47 and getting some marijuana offenses cleared under Prop 64; Probate guardianship clinic to assist



unrepresented persons in becoming a minor's legal guardian; Landlord & Tenant Series: Rights, Responsibilities, Fair Housing and Section 8; and Small Claims 101; Appellate self-help workshops classes, including one-on-one assistance with brief-writing

- Quicklook legal research classes and librarian office hours offered in branch and community public library locations

For Business People and Entrepreneurs: The Law Library provides classes and workshops, including:

- Starting & Growing a Business: Legal & Financial Knowledge You Need to Succeed (14-part biannual series) in partnership with L.A. County Department of Consumer & Business Affairs, L.A. Ports TradeConnect, the L.A. Mayor's Office of Economic Development, and the L.A. Area Chamber of Commerce Bixel Exchange

For the Entire Community: The Law Library provides free community events, aimed at promoting equal access to justice throughout Los Angeles County:

- Law Week in May: Law Week is our week-long series of events to celebrate Law Day, a national holiday declared each year by the President of the United States to help youth and adults understand the Rule of Law, how law keeps us free and how our legal system strives to achieve justice. Although many of the programs provide hands-on assistance to those without legal representation, there are also many educational programs (both MCLE and public-oriented) that address the importance of the Rule of Law and the legal protections that serve as the foundation for freedom in this country.
- Pro Bono Week in October: Pro Bono Week is a week-long celebration in conjunction with the national celebration promoted and organized by the American Bar Association, celebrated during late October. The Library hosts free classes, clinics, workshops and volunteer trainings throughout the entire week. The capstone event is the annual Public Legal Services Fair which connects members of the public to a vast array of much-needed legal and social services. The Public Legal Services Fair brings together legal aid organizations, government agencies, as well as social services



and community-based groups to provide free services and information to the public. There are also numerous offerings during Pro Bono Week providing training to volunteers so that they can engage in pro bono activities with the Law Library and many other organizations participating in weekday events and the Public Legal Services Fair.

Fiscal Year 2017-18 saw the greatest number of classes ever held at LA Law Library, featuring diverse and well-attended events and the continuation of many successful partnerships with service providers throughout the County. In total, classes and clinics at the law library provided instruction and assistance to nearly 8,000 attendees this last fiscal year.

Members Program: The Law Library offers a Members Program, which uses an affordable fee-for-service model to provide quiet work and meeting space adjacent to the downtown courthouses; unlimited access to the law collection and legal databases on-site; off-site access to certain databases; priority reference service; plus, discounts on services, classes, and parking. While open to the general public, the program serves to provide affordable support to attorneys serving modest-means clients, especially newer members of the bar, who are engaged in offering new and innovative representation models for litigants who might otherwise be unable to afford legal help.

Room Rentals: The Law Library rents private office space, conference rooms, classroom or Training Center and larger Reading Room for meetings and special events.

Tours: Library staff also gives library orientations and stack tours to outside groups including bar associations, paralegal students and law-related student groups and academic institutions. The Law Library also hosts field trips from several local high schools, leading students on explorations of the library's resources, holding panel discussions on legal issues relevant to teens, and hosting career talks where students get the chance to learn about different career paths available to them in the legal field. Tours can be general or customized for a particular audience. Some popular tour subjects include our deep collection of foreign and international law and our historical California materials.



LIBRARY USAGE

The Law Library is open to all members of the public, and use of the library materials including the computers and legal databases is free. A library card is needed to access the computers (2 hour limit per day) and to borrow books. Borrowing requires a refundable security deposit.

At the end of Fiscal Year 2017 – 18 there were 14,884 library cardholders without borrowing privileges. At the end of Fiscal Year 2017-18, there were also 1,887 persons registered as individual borrowers, including 1,217 attorneys. In addition, 212 law firm and business borrowers have identified 1,130 designated borrowers, including attorneys, librarians and messenger services. There are 350 judicial borrowers, 390 government borrowers and 2,289 special promotions borrowers.

During Fiscal Year 2017-18, LA Law Library reference staff fielded 34,952 requests for information, 28,493 of which were received at the Main Library and 6,459 of which were received at branch and partnership locations. 26,034 were in-person inquiries; 7,003 requests were received by phone; 1,242 were email or live-chat; and 174 were letter requests, generally from the incarcerated. There were also 333 requests for Foreign & International information, 128 of which were web based. Main branch staff also fielded 166 requests for service from eBranches which were received by chat or email. The questions came from a diverse group of users that includes self-represented litigants, attorneys, paralegals, judges, students and the general public.

The circulation department is closely aligned with reference. The staff issues library cards, checks books in and out, responds to requests for computer sign-ups, places books on hold, handles questions about overdue fines and pages materials as needed from the library's closed stack areas. In Fiscal Year 2017-18, 24,229 requests were handled by Circulation, 16,204 were at the desk and 8,025 were telephone requests. A total of 2,046 books were placed on hold per patron requests and 9,844 volumes were circulated.

In response to requests for materials and information, LA Law Library provides document delivery and e-delivery services. 512 such requests were for digital service were delivered in Fiscal Year 2017-18. The LA Law Library Copy Center also responded to 9,573 in person requests and produced more than 222,749 photocopies.



LA Law Library's web site (www.lalawlibrary.org) was visited by more than 97,580 visitors in Fiscal Year 2017-18. The average number of daily visits was 418 with average visit duration of 3:01 minutes. 98.16% of the visitors were from the United States; 1.84% of the visitors were from other countries.

LA Law Library subscribes to 21 online legal databases; these are resources that are not generally available on the internet and therefore would not otherwise be available to self-represented individuals. These databases, including Westlaw Next and Lexis Advance, are available free of charge at 21 public terminals located in the main library, as well as at eBranches in other locations throughout the County. The main library branch is also a Wi-Fi ready facility with 20 multiplex table outlets throughout the reading room that enable library users to access the Law Library's website, as well as their own programs and documents through personal computers.

One notable database for self-represented individuals is the Legal Information Reference Center, which is available via the Law Library's website both onsite and remotely. It contains the full text of many Nolo Press self-help legal publications and is freely available to all residents of the County even when not in the Law Library.

COLLECTION / ACQUISITIONS

Print Materials: During Fiscal Year 2017-18, the Main Library added 4,954 volumes; the Branch and Partnership locations added 65 volumes. During the same period, the library withdrew 1,955 volumes and media from the Main Library and 1,458 volumes from the Branch and Partnership locations. At the end of Fiscal Year 2017-18, the total number of print volumes in the LA Law Library collection was 681,265. The Main Library held 680,659; the Branch locations held 606.

Non-Print Materials (Other Than Subscription Databases): During Fiscal Year 2017-18, the main Library added 133 computer discs, and 67 audio discs. Additionally, the Law Library added 2 rolls of microfilm and 16,686 microfiche to the collection. At the end of the Fiscal Year 2017-18, the Library held 8,206 reels of microfilm, 1,426,766 microfiche, 1,429 computer discs, 99 audio discs, and 101 video/DVDs. The Branch locations do not maintain non-print collections (other than subscription databases).



Volume Equivalents: The volume equivalent of non-print materials available in microform is approximately 309,971 volumes. The grand total of volumes and volume equivalents in the LA Law Library collection is 991,236 volumes representing 196,435 titles.

FUNDING

The majority of the Law Library's services are free of charge, including in-person access to the highly valuable collection, reference assistance and borrowing.

County Law Libraries are funded by a formula established by the Legislature which allocates a small portion of the fees generated from initial civil filings in each county to that county's Law Library. Due to a significant decline in the number of filings and an increase in the number of fee waivers statewide, these funds have decreased precipitously in the past 8 years. LA Law Library specifically has experienced a decline in civil filing fee revenue of more than \$3 million (more than 30% of its overall revenue). LA Law Library continues to try to develop additional revenue sources including fees for extraordinary library services (such as electronic delivery, room rentals, etc.), programs (such as MCLE classes) and parking in the court-adjacent structure.

GIFTS

During Fiscal Year 2016-17, although many offers were received, due to duplication, the Law Library did not accept any gifts of legal materials, except for those enumerated here. The 9th Circuit Court Library donated handwritten notes and compilation of "Notes on California Criminal Law" by the Honorable Charles Williams Fricke and Southwestern Law School Library donated "The First Ladies." various law firms and individuals. The Hackard Law Firm donated "The Wolf at the Door: Undue Influence and Elder Financial Abuse," Nossaman LLP donated "Legal 500: United States," "Chambers Associates Guide to Law Firms," and "Best Commercial Lease Clauses." Donations from individuals were "Copyright Essentials," "California Legal History: the journal of the California Supreme Court Historical Society," "A Book About Contracts," "How to Start and Build a Law Firm," and "How to Get and Keep Good Clients." In addition, the



Friends of the Los Angeles County Law Library donated \$145,000 in Fiscal Year 2017-18.

Respectfully submitted,

Sandra J. Levin, Executive Director & Secretary to the
Board of Law Library Trustees

LALAWLIBRARY



LOS ANGELES COUNTY LAW LIBRARY
 Balance Sheet as of June 30, 2018
 (Provisional and subject to year-end adjustments)

	2018	2017
Assets		
Current Assets		
Cash and cash equivalents	4,747,622	3,309,242
Accounts receivable	1,599,833	1,324,088
Prepaid expenses	185,593	284,031
Total current assets	6,533,048	4,917,361
Noncurrent assets		
Restricted cash and cash equivalents	318,470	318,470
Investments	4,564,722	4,577,287
Capital assets, not being depreciated	628,447	586,433
Capital assets, being depreciated - net	17,175,373	18,093,973
Total noncurrent assets	22,687,012	23,576,163
Total assets	29,220,060	28,493,524
Deferred Outflow of Resources		
Deferred outflow of resources	1,124,866	1,124,866
Total assets and deferred outflows of resources	30,344,926	29,618,389
Liabilities		
Current Liabilities		
Accounts payable	227,963	114,171
Other liabilities	0	0
Payroll liabilities	5,000	8,319
Total current liabilities	232,963	122,490
Noncurrent liabilities		
Accrued sick and vacation liability	293,210	304,753
Borrowers' deposit	291,420	292,828
OPEB liability	2,567,256	2,457,252
Net pension liability	2,683,917	2,683,917
Total noncurrent liabilities	5,835,802	5,738,749
Total liabilities	6,068,765	5,861,239
Deferred inflows of resources		
Deferred inflows of resources	531,502	531,502
Total liabilities and deferred inflows of resources	6,600,267	6,392,741
Net position		
Invested in capital assets	17,803,820	18,680,406



Unrestricted	5,940,838	4,545,242
Total net position	<u>23,744,658</u>	<u>23,225,648</u>
Total liabilities and deferred inflows of resources and net position	30,344,926	29,618,389



LOS ANGELES COUNTY LAW LIBRARY
Income Statement for the Period Ending June 30, 2018
(Provisional and subject to year-end audit adjustments)

	2018	2017
Income		
L.A. Superior Court Fees	7,219,802	6,863,014
Interest	63,869	35,106
Parking	666,265	703,924
Library Services	661,075	583,942
Total Income	8,611,012	8,185,987
Expense		
Staff	3,565,620	5,165,184
Electronic Resource Subscriptions (ERS)	658,347	702,725
Library Materials	1,808,776	1,841,721
Library Materials Transferred to	-	-1,841,721
Assets		
Facilities	837,091	843,191
Technology	135,163	131,381
General	66,164	75,624
Professional Development	17,771	16,018
Communications & Marketing	4,693	4,553
Travel & Entertainment	730	2,752
Professional Services	60,284	48,664
Depreciation	2,733,573	2,821,826
Total Expenses	8,079,437	9,811,919
Net Income	531,575	-1,625,931
Investment Gain (Loss)	-12,564	-38,669
Extraordinary Income	0	55,000
Extraordinary Expense	0	0
Net Income Including Extraordinary Items	519,010	-1,609,600
Capitalized Expenditures	6,197	12,768



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of June 30, 2018
(Provisional and subject to year-end audit adjustments)

	2018	2017
Cash flows from operating activities		
LA Superior court fees	6,532,663	6,863,014
Parking fees	608,173	703,924
Library services	468,297	483,943
(Increase) decrease in accounts receivable	-27,705	-11,461
Increase (decrease) in borrowers' deposit	17,547	-35,122
Cash received from filing fees and services	7,598,976	8,004,299
Facilities	-747,703	-843,191
Technology	-123,304	-131,381
General	-62,446	-75,624
Professional development	-17,771	-16,018
Communications & marketing	-4,693	-4,553
Travel & entertainment	-702	-2,752
Professional services	-57,473	-48,664
Electronic Resource Subscriptions (ERS)	-577,820	-702,725
(Increase) decrease in prepaid expenses	50,891	-30,222
Increase (decrease) in accounts payable	89,688	-111,427
Increase (decrease) in other liabilities	0	-3,631
	-	-
Cash payments to suppliers for goods and services	1,451,332	1,970,190
Staff (payroll + benefits)	-	-
	3,409,066	5,032,443
Increase (decrease) in payroll liabilities	-4,490	-363
Increase (decrease) in accrued sick and vacation liability	-37,060	-55,227
Increase (decrease) in OPEB liability	100,837	108,288
Net impact of GASB 68 adjustments	0	868,438
	-	-
Cash payments to employees for services	3,349,779	4,111,308
Contributions received	145,000	155,000
Net cash from operating activities	2,942,864	2,077,802
Cash flow from capital and related financing activities		
Library materials	-	-
	1,586,219	1,841,721
Fixed assets	-31,778	-12,768
Capital - Work in Progress (WIP)	-11,689	0
Cash flows from investing activities		
Investment	0	-500,000
Investment earnings	55,079	35,106
Net cash increase (decrease) in cash and cash equivalents	1,368,257	-241,581
Cash and cash equivalents, at beginning of period	3,627,712	3,869,743



Cash and cash equivalents, at end of period

4,995,969 3,628,162

LALAWLIBRARY



LOS ANGELES COUNTY LAW LIBRARY

Statement of Cash Flows as of June 30, 2018 (Continued)
 (Provisional and subject to year-end audit adjustments)

	2018	2017
Reconciliation of Operating Income to Net Cash		
from Operating Activities		
Operating income	242,744	-
		1,473,296
Adjustments for noncash effects:		
Depreciation	2,510,411	2,821,826
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	-27,705	-11,461
(Increase) decrease in prepaid expenses	50,891	-30,222
Increase (decrease) in accounts payable	89,688	-111,427
Increase (decrease) in other liabilities	0	-3,631
Increase (decrease) in payroll liabilities	-4,490	-363
Increase (decrease) in accrued sick and vacation liability	-37,060	-55,227
Increase (decrease) in borrowers' deposit	17,547	-35,122
Increase (decrease) in OPEB liability	100,837	108,288
Impact of GASB 68 adjustments	0	868,438
Net cash from operating activities	2,942,864	2,077,802



ACKNOWLEDGEMENT

(Seal)

The Los Angeles County Law Library Board of Trustees desires to acknowledge the support and assistance given to the Law Library by the Los Angeles County Board of Supervisors during the past year.

By order of the Board of
Law Library Trustees of
Los Angeles County

Los Angeles, California

Respectfully submitted,

President of the Board of Law Library Trustees

Secretary of the Board of Law Library Trustees

LALAWLIBRARY



MEMORANDUM

DATE: August 22, 2018
TO: Board of Law Library Trustees
FROM: Sandra Levin, Executive Director
RE: Approval of Revised Rules of Conduct

INTRODUCTION AND BACKGROUND

Staff recommends that in order to properly protect the Library and its services and materials, the following passages in the Rules of Conduct should be amended:

USE OF LIBRARY MATERIALS

Users shall not conceal or hide library materials, ~~for their exclusive use.~~ Pocket parts or loose-leaf pages may not be removed from books except for photocopy purposes in the Copy Center. When copying is complete, the pages used shall be returned promptly to their correct location in the book. It is the patron's responsibility to use library materials in compliance with copyright and other applicable laws.

Because of patrons concealing library materials in personal bags, Staff recommends amending the above language to clarify that concealment of library materials in the Law Library is not permitted regardless of the patron's purpose.

FAILURE TO COMPLY

Failure to comply with library rules, library signage or the directives of library staff or security personnel, or to cooperate with the staff or security personnel in their enforcement of these rules may result in the loss or suspension of library privileges, including but not limited to temporary or permanent removal from the library premises. Any removal or suspension of privileges for more than one day may be appealed upon written request within 10 days of the removal or suspension.

Some patrons have exhibited resistance to directives given by security personnel. Given that security personnel are employed by our contract security firm (and therefore not technically staff members) and that they have significant responsibility for maintaining safety and security on premises, Staff recommends



amending the above language to clarify that it is a violation of the Rules of Conduct to fail or refuse to comply with a directive from security personnel.

RECOMMENDATION

Staff recommends that the Board approve the attached, amended Rules of Conduct.



RULES OF CONDUCT

Updates as of ~~February~~ August 2018

The LA Law Library staff welcomes you.

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

RESPECT THE RIGHTS OF OTHERS

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

PERSONS WITH DISABILITIES

LA Law Library does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request an accommodation for any of the Library's programs, services, or activities, please inform a staff member of your accommodation request.

PHOTOGRAPHY

We are delighted our patrons enjoy the library and want to take photos. To protect the privacy of others, however, no photography or filming is permitted on library premises without arrangements and approval in advance. Should you wish to request permission to photograph within a public space or arrange space for private photography sessions, please contact us at 213.785.2511 for assistance. Personal electronic devices may be used to photograph or record content of Library materials, subject to the following Rules.

SAFETY AND SECURITY

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

- Running, jumping or moving faster than the pace of pedestrian traffic is prohibited (whether on foot or operating a personal mobility device).
- Briefcases, backpacks, packages and outer garments may be subject to inspection at any time.



- With the exception of wheelchairs, large objects such as carts, luggage, bicycles or parcels that collectively exceed 26" x 19" x 9" are not permitted in the library.
- Walkways and aisles shall be kept clear and unobstructed by personal items, including but not limited to, briefcases, packages, backpacks, garments, electric cords and equipment.
- The Law Library is not responsible for, nor shall it have any liability for, the personal items that users bring into the library.
- Security personnel will remove unattended items.
- To ensure an unobstructed view of patrons within the Reading Room, users may not place, stack or pile materials in a manner that prevents Security Personnel from viewing patron activity or impairs the line of sight from Security Personnel to any patron.

PERSONAL CONDUCT IN THE LAW LIBRARY

In consideration of others, quiet is expected throughout the Library, including in the lobby area. Users may engage in quiet conversation in person or by telephone as long as other users are not disturbed. If a conversation or use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others. Telephone conversations are permitted on the front patio and walkways, provided they do not interfere with ingress, egress or Library operations.

Pagers, cell phones and PDAs should be turned to vibrate or silent mode. Photocopiers/scanners or other equipment should be used as quietly as possible.

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

Animals, other than service animals (as defined by law) assisting persons with disabilities, are not permitted in the library. Service animals must be under the control of their patron handler at all times and may not cause disruption, noise or damage to Library property. Anyone bringing service animals other than a single service dog into the library shall provide written notice in advance so that the library may determine whether the animals can be reasonably accommodated.

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

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

The following are not permitted in LA Law Library:

- Smoking, including smoking within 20' of any entrance to the Law Library.
[California Government Code 7597]
- Weapons
- Loitering, sleeping, laying on the Law Library floor or furniture.
- Bathing, shaving, and washing clothes in the library restrooms.
- Soliciting (offering patrons or staff goods or services for sale)



Persons other than Library staff may not pretend or represent themselves to be agents or employees of LA Law Library

Persons under the influence of alcohol or drugs, except as lawfully prescribed by a physician, are not permitted in the library.

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

USE OF LIBRARY MATERIALS

Users shall not conceal or hide library materials ~~for their exclusive use.~~ Pocket parts or loose-leaf pages may not be removed from books except for photocopy purposes in the Copy Center. When copying is complete, the pages used shall be returned promptly to their correct location in the book. It is the patron's responsibility to use library materials in compliance with copyright and other applicable laws.

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

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

THEFT, ABUSE AND VANDALISM

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

USE OF COMPUTERS AND PERSONAL ELECTRONIC DEVICES

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

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

Personal electronic devices may be used in the library provided such use does not disturb other users or take up excessive space or electrical capacity. Personal electronic devices including but not limited to computers, copiers, scanners and printers may be



used only if they do not exceed 1.5 amps or a footprint of 2 square feet, make no noise audible to other patrons and pose no other hazard or obstacle to use of the library by others. For example, laptops and silent hand-held scanners are generally permitted, while full-size personal computers and scanners are generally not permitted. As noted above, if the use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others.

Tabletop electrical outlets are provided for patron use. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time. Wall outlets may not be used by patrons without prior express permission.

UNAUTHORIZED AREAS

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

FAILURE TO COMPLY

Failure to comply with library rules, library signage or the directives of library staff or security personnel, or to cooperate with the staff or security personnel in their enforcement of these rules may result in the loss or suspension of library privileges, including but not limited to temporary or permanent removal from the library premises. Any removal or suspension of privileges for more than one day may be appealed upon written request within 10 days of the removal or suspension.



AGENDA ITEM 4

DISCUSSION ITEMS

- 4.1 Roofing Project Completion Report and Approval of Notice of Completion
- 4.2 Preliminary Discussion on One-Time State Funding

MEMORANDUM

DATE: August 22, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Jaye Steinbrick, Senior Director
Al Guzman, Facilities Manager

RE: Completion of Roofing Project 1704-18

INTRODUCTION

At the February 2018 Board of Trustees meeting, the Board awarded the bid for Roofing Project 1704-18 to Roofing Concepts Inc. in the amount of 141,500 with an additional 10% contingency reserve, for a total project amount of \$155,650. This report provides an update as to the progress and completion of the project. The Board of Trustees is asked to approve the final budget and completion of the project.

DETAILS

The project included installation of new roofing material and replacement of 26 drain bowls on the roof. Work commenced on June 15, 2018. New roofing material was installed by late July and proceeded satisfactorily.

During the process, though, additional plumbing defects were discovered in the roof drain system which required repair in order to assure a water tight seal. Most of these repairs are a result of deferred maintenance since the building was constructed in 1973.

The additional work required includes the following:

- Replacement of all steel drain fittings inside the building which drain water from the roof;
- Replacement of main drain-line fittings, many of which were discovered to have cracks where the steel had rusted completely through;
- During the removal of the original roofing material on the parapet walls a channel was discovered that required additional roofing material to assure proper adhesion to of the new roofing material to the building.



The additional drain line repairs are expected to be completed before the next board meeting, at which time Staff will recommend approval of issuance of a Notice of Completion. If repairs are not completed staff will be present to provide an update.

Similarly, Staff is awaiting a certificate of warranty in compliance with the terms of the contract and proposal.

The total cost of the project was \$164,550.00, including the full \$155,650 authorized by the Board plus \$8,900 of additional parts that were purchased under separate authority by authorization of the Executive Director.

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

RECOMMENDATION

Staff recommends the Board of Trustees declare this project completed upon notification by Staff that the final work and warranty documents have been provided. Once a declaration has been made staff will proceed with issuing and recording a "Notice of Completion." Retention funds will then be released with a final payment issued to Roofing Standards.



MEMORANDUM

DATE: August 22, 2018

TO: Board of Law Library Trustees

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

RE: Preliminary Discussion of One-Time Funding Projects

BACKGROUND AND SUMMARY

In anticipation of receipt of the one-time supplemental funding from the State of California General Fund, Staff has been preparing a list of potential projects and services to be funded with these new monies. Attached is a preliminary list of projects for discussion and consideration.

In developing the attached list of suggestions, Staff considered:

1. The fact that this is one-time funding and should therefore be applied to limited term or one-time projects, rather than ongoing operations;
2. Notwithstanding point 1, the need for additional compensation for underpaid staff and employee retention;
3. The priorities identified by the Legislature (especially in light of the need to advocate for and obtain ongoing funding from the Legislature moving forward);
4. Staff's assessment of patron needs and gaps in content;
5. Deferred maintenance needs;
6. Mitigation of projected negative cash-flow in the current year budget (i.e., preservation of adequate reserves); and
7. The bandwidth of current Staff to take on new projects.

The feasibility, scope and costs of these proposed projects are still being developed and final approval is not yet requested. At this time, Staff is requesting input from the Board regarding priorities and preferences.

RECOMMENDATION

Staff recommends that the Board ask any questions it may have, discuss the attached list of proposed projects, make suggestions as to additional projects that Staff should investigate and provide direction.



ONE TIME FUNDING PROPOSALS

# for Identification (does not reflect priority)	Department Initiating	Project/Program	Very Rough Cost Estimates	Comments
1	PATRON SERVICES	Revamp and authenticate the Representing Yourself section of the library's website. (The material was self-published and has not been vetted.) A contract attorney could update and expand on the self-help section of the website. IT support will be required to facilitate website changes to content and possibly website design framework.	TBD \$50-100K	Requires Communications participation to make changes; Requires IT participation if design changes are required
2	PATRON SERVICES	E-branches. A contract attorney or paralegal could assess and update any incorrect links and add additional links to the library's online resources as well as make recommendations for areas of law to expand. IT support will be required to facilitate website changes to content and possibly website design framework.	TBD \$25-50K	Requires Communications participation to make changes; IT participation if design changes are required
3	PATRON SERVICES	Expand procedural self-help classes with outside contract attorneys to develop. Deploy the contract attorney to periodically review and update existing materials. Example: a new rule on demurrers recently needed updating	\$10K	
4	PATRON SERVICES	Film more of our educational programs. Develop our own video on demand courses by storing on our website and charging for access to obtain MCLE credit. Additional camera equipment and software will be needed and a part-time, IT support position for filming and post-production video editing.	20K	Requires IT and Communications participation
5	PATRON SERVICES	Conduct a major shift of the overcrowded 4 th floor materials and relocate and shift sections of the 5 th floor with additional part-time staff.	\$25K	Involves CMS time to amend records of books weeded or moved to RBR

		Rare books from both 4 and 5 move to RBR. Backshift books on 5, then move books from 4 to 5, backshift books on 4.		
6	PATRON SERVICES	Microfiche reader / printer /scanner	25K	Requires IT participation Note that volume and duplication of records precludes digitization in the near term.
7	COLLECTION DEVELOPMENT	Develop seed collections for Main Library in specialized areas identified by the CA Legislature as priorities. Sources could be items eliminated from the Collection due to budget cuts or specialized associations/niche publishers not included in the Collection: 1. Immigration 2. Housing/Landlord Tenant	TBD	A survey is underway to identify useful additional SRL resources in these areas Note: May overlap with non-English materials
8	COLLECTION DEVELOPMENT	Develop a model collection of materials in languages other than English in conjunction with CCCLL (and purchase those materials).	TBD \$25K	Limited materials currently available; survey underway to identify resources and options
9	COLLECTION DEVELOPMENT	Pilot project to expand SHC to include circulating copies for SRL. Dual purpose: 1) access and 2) loss prevention	\$3K	Staff has identified 10-15 titles that are popular and useful
10	COLLECTION DEVELOPMENT	Expand/reinstate public library partnership collections: 1. CEB Action Guides 2. National Consumer Law Center publications 3. Non-Nolo SHC materials	\$38K	COM, PAS, VN, LANC, NOR, POM, WC
11	COLLECTION DEVELOPMENT	Purchase new copies of oft-used/poor physical condition, replaced volumes in CA collection, such as California Forms of Pleading & Practice	\$20K	CA Forms of Pleading & Practice (\$7,600); Other CA practice guides (\$12,400).
12	FACILITIES	Build out 70's section class space & Computer Lab	\$30-80K	
13	FACILITIES	Change HVAC from pneumatic to electric	\$90K	

14	FACILITIES	Elevators	\$500K	
15	FACILITIES	LED lighting conversion to improve safety and reduce electrical costs long term	\$90K	50 in budget, plus 40 more
16	FACILITIES	Security System for building	\$40K	
17	FACILITIES/IT	Security cameras - Includes all camera hardware and installation of data line.	\$50K	
18	FACILITIES	Carpet to seal existing floor tiles (which contain asbestos and cannot be allowed to fragment).	\$100K	Project impacts CMS
19	FACILITIES	Paint and patchwork (external)	\$15K	
20	FACILITIES	Public Restroom Reconfiguration & repairs; improve access in public restrooms (includes design consultant)	\$40K	
21	FACILITIES	Hand dryers in all restrooms	\$10K	
22	IT	Public Copiers	\$80K	
23	IT	Update briefs repository and scanning software	\$50K	
24	IT	Update website to new version of Joomla	\$10K	Requires participation by Communications
25	IT	Integrate Members automated parking module	\$20K	Will require IT person for configuration.
26	IT	Replacement of antiquated server array to service all staff and patron virtual workstations.	\$300K	Will require IT person for configuration.
27	IT	Print Release project to automate payments at branch locations using library cards	\$20K	Will require IT person for configuration.
28	COMMUNICATIONS	Spanish version of website; translation services & graphic design	\$30-50K	
29	COMMUNICATIONS	Two Year Language Outreach Pilot Program, including developing new avenues of promoting to non-English-speaking patrons [part-time intern]	\$30K	\$15K per year
30	COMMUNICATIONS	One Year Printed Flyer Outreach Pilot Program, printing flyers for ongoing series to be disseminated at public libraries, elected officials' offices and other public locations [printing costs + small portion of outreach intern's time]	\$18K	
31	COMMUNICATIONS	One Year Printed Third Party Info Pilot Program, printing flyers for third party services to be displayed in the Law	\$10K	

		Library		
32	COMMUNICATIONS	Use a PR service and paid advertising program to spread the outreach (includes paid social media promotion)	\$30K	Annual cost
33	FACILITIES AND COMMUNICATIONS	Redevelop the self-help wall to eliminate empty space and loose containers and make referral and third party information more accessible.	\$2K	Requires Communication and Facilities participation
34	ADMIN	Professional Development, dues for professional organizations (e.g., SCALL, AALL, etc)	\$5K	
35	ADMIN	Supplemental CCCLL dues assessment for statewide resources	\$35K	
36	ADMIN	Compensation increases over a 5 year period to enable recruitment and retention on a competitive market basis	\$1,000K	
		TOTAL	\$2.8M - \$3M	Note: \$1.1 million of this total is included in the FY19 budget deficit
DEFER DECISION				
37	PATRON SERVICES	Pilot a 1 day a week legal document assistant (LDA) program to assist patrons with forms completion. Scope would be limited to 1 hour sessions 2x per year. Disclosure/release similar to LITL to be signed by patrons.	\$30K	NEED MORE INFO: Working with CALDA to determine availability of volunteer LDAs. Need to research risk/liability issues Cost of part time, limited term library associate to manage program.
38	PATRON SERVICES	Offer free classes to SRLs in exchange for the opportunity to track cases to assess impact of county law libraries on the courts and litigants. Funds pay for a contract attorney to review the case(s) and manage the study.	TBD	Not recommended at this time.

39	PATRON SERVICES	Develop a forms packet program deploying contract attorneys and /or paralegals to create and package	TBD	Not recommended at this time. Requires legal review/risk assessment Communications to format and design
40	PATRON SERVICES	Develop an honorarium fund that attracts high profile speakers and increases the exposure of the library by attracting new audiences. 1 to 2 times per year as a keynote speaker.	TBD	Not recommended at this time.
41	PATRON SERVICES	Hire an organizer to develop a one day symposium on a critical issue facing Angelinos and impacts county wide organizations and the courts.	TBD	Not recommended at this time.
42	CIRCULATION	Wireless public printing	TBD	Not recommended at this time.

AGENDA ITEM 5

CLOSED SESSION

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

Materials to be distributed prior to the meeting

